WebEncounter Instructions

Thank you for choosing this role-play exercise to enhance your skills.

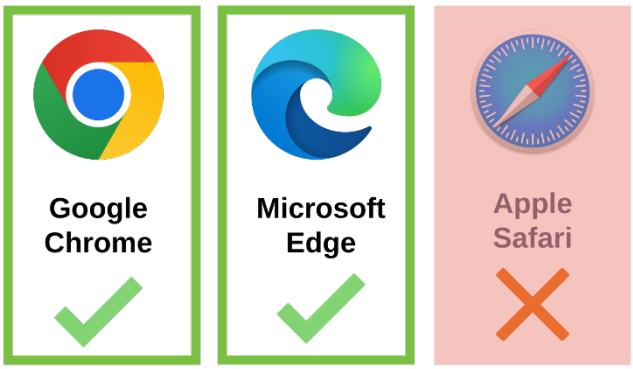
Please review the following instructions before your session:

1) Get Settled

- Arrange a quiet, distraction-free space for your WebEncounter.

2) Log in to Forio.com

1. Open Chrome or Edge browsers (do not use Safari)



2. Go to https://forio.com/performer/gift-of-life
3. Username: [email address this communication was sent to]
4. Password: 12345678
5. From drop-down menu, select your session:
    - [Student name]-[OPO name]-[Date of WebEncounter]

3) Navigating Forio and Tech Setup

1. Don’t worry if you see “Exercises are Closed” on the welcome page.
    - This is normal.
2. Wait for your coach to open the exercise.
    - You will see the welcome page refresh.
3. Select “Go to Dashboard.”
4. Select “Start Exercise.”
5. Complete audio/video set up.
    - Ensure your device camera is on.
    - Test that your microphone and sound output are working.

        ⚠️ Earbuds and microphones might require adjustments in your device’s settings.

        ⚠️ It is often easier to use your device’s internal microphone and speaker, than to use earbuds and headsets.
6. Select “Finish Setup.”
7. Select “Continue” on Insights page.
8. Review your assigned scenario details.

4) Begin your session

- Select “I Am Ready to Begin.”
    - Your coach will provide further instructions.

5) Scenario-specific steps

Tissue scenarios

1. When you are ready to begin the role-play, the learner will initiate the call.
2. Select the blue “Make the Call” button.

DRAI scenarios

- You will be filling out the Uniform Donor Risk Assessment (UDRAI) document during this role-play.
- Access the UDRAI document here
    - This document may be slightly different from your organization's but is the basis for all DRAI forms.

6) Role-play begins

⚠️ Troubleshooting ⚠️

If you have any difficulties…

💬 Chat option is available on screen

✉️ Contact us via email: webencounter@giftoflifeinstitute.org

7) Complete your session

- When your role play discussion ends, complete the review questions.
    - This is required for your session to be logged as completed.

ⓘ You can access the video recordings of your role-play and feedback discussion on your Forio dashboard.

ⓘ Your supervisor has received instructions for viewing your session.

If you have any further questions, please contact the Gift of Life Institute at info@giftoflifeinstitute.org

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