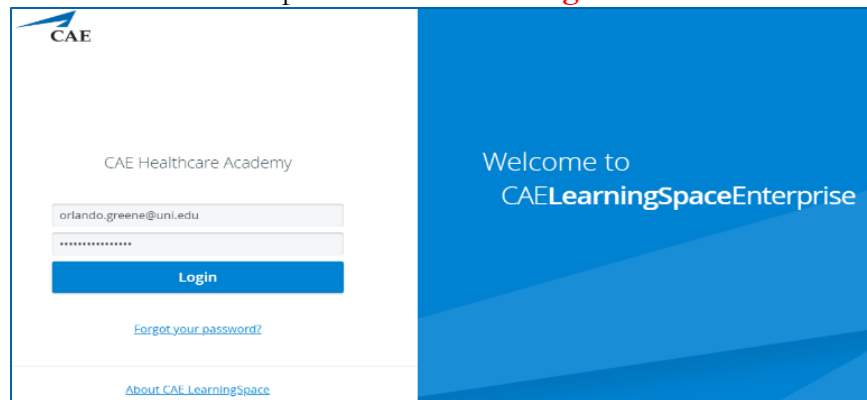


CAE Faculty Guide

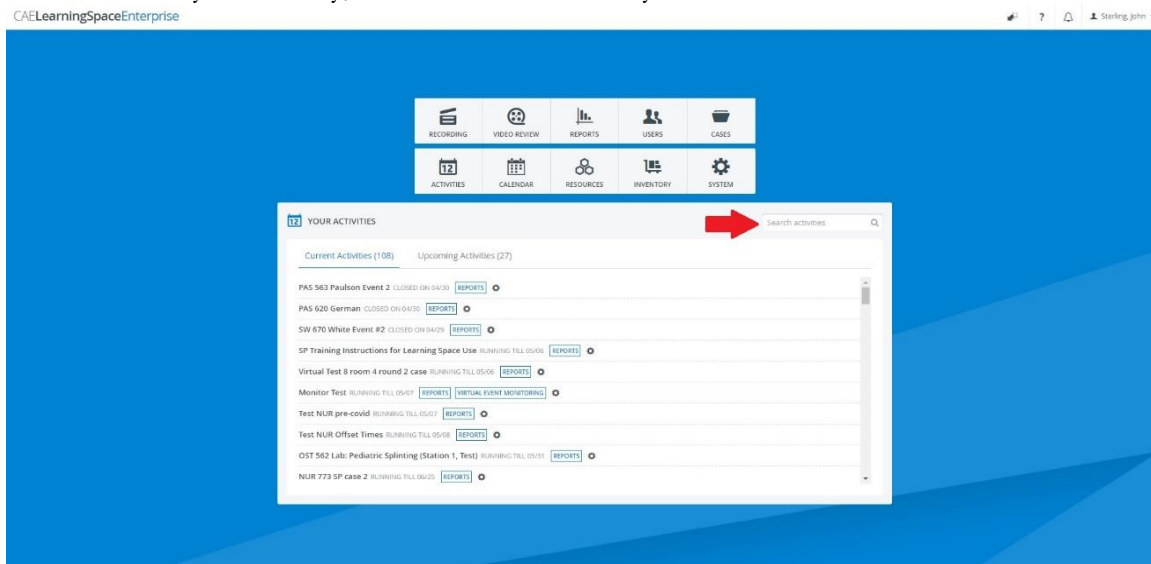
Virtual Simulation Encounters – Event Monitoring

To observe encounters in CAE you temporarily have Admin privileges, you will see a lot of information on the CAE Dashboard. Ignore everything except the **Search Activities** bar.

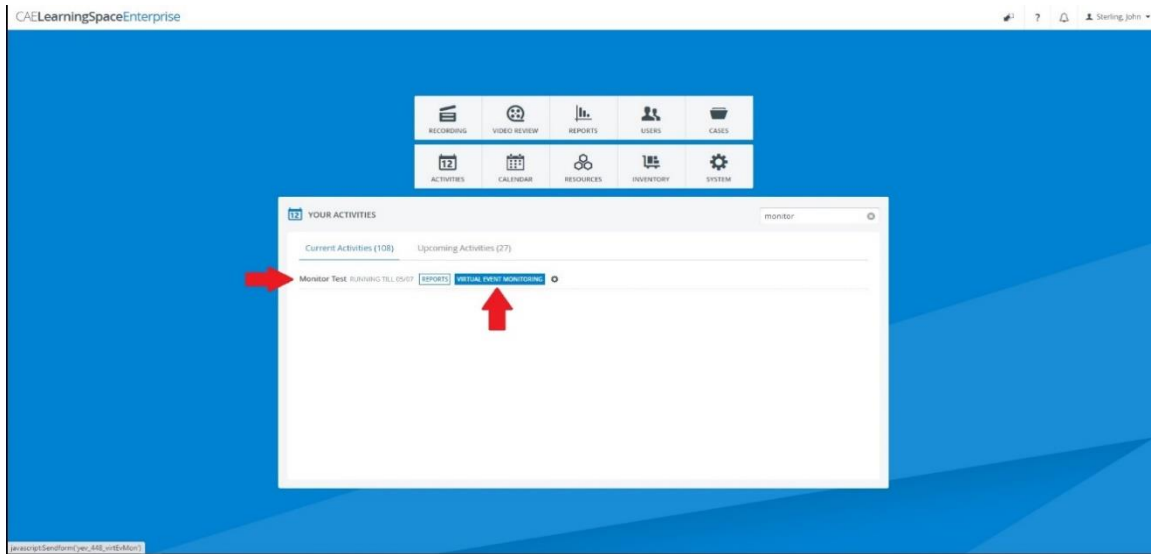
1. Open Google Chrome Browser, go to CAE LearningSpace - <https://cae.simcenter.gvsu.edu/>
2. Enter your GVSU email address and password and click **Login**:



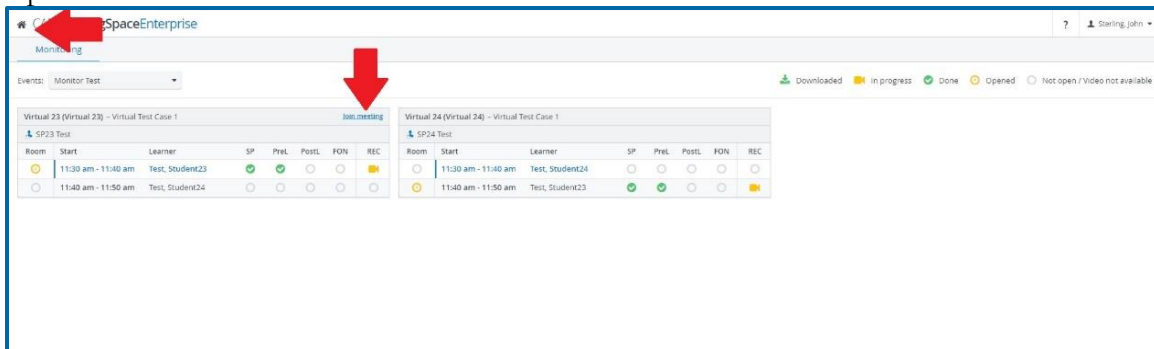
3. Once logged into CAE LearningSpace, type the activity name in the **Search Activities** bar. If you do not know the name of your activity, ask the coordinator of your event.



- Make sure you have the correct activity listed. Click the button named **VIRTUAL EVENT MONITORING**.



- Clicking **VIRTUAL EVENT MONITORING** will take you to the Event Monitoring page.
- Every single virtual room will be listed on this page. What you see below is a test event I setup for this example.

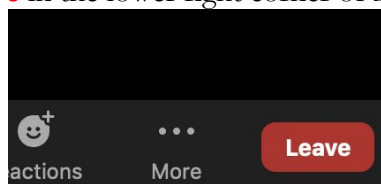


- You will see all encounters, times, SP names and student names. Find the student you want to observe and click the **Join Meeting** link to join that encounter.

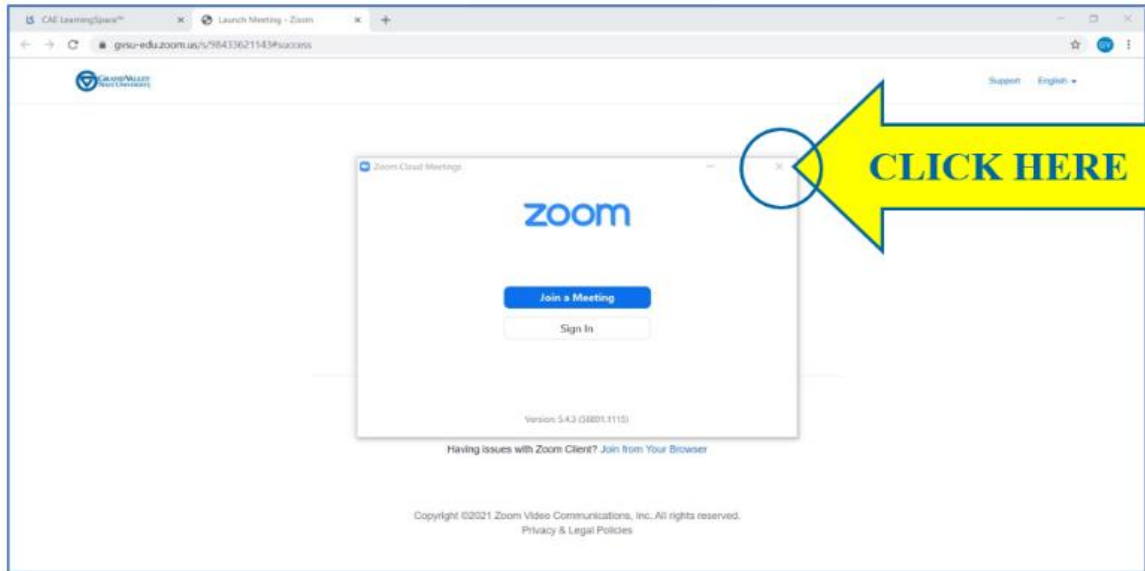
Make sure your microphone and video are turned off

As of this moment, the waiting room feature is turned on. We do not have the ability to turn that off right now.

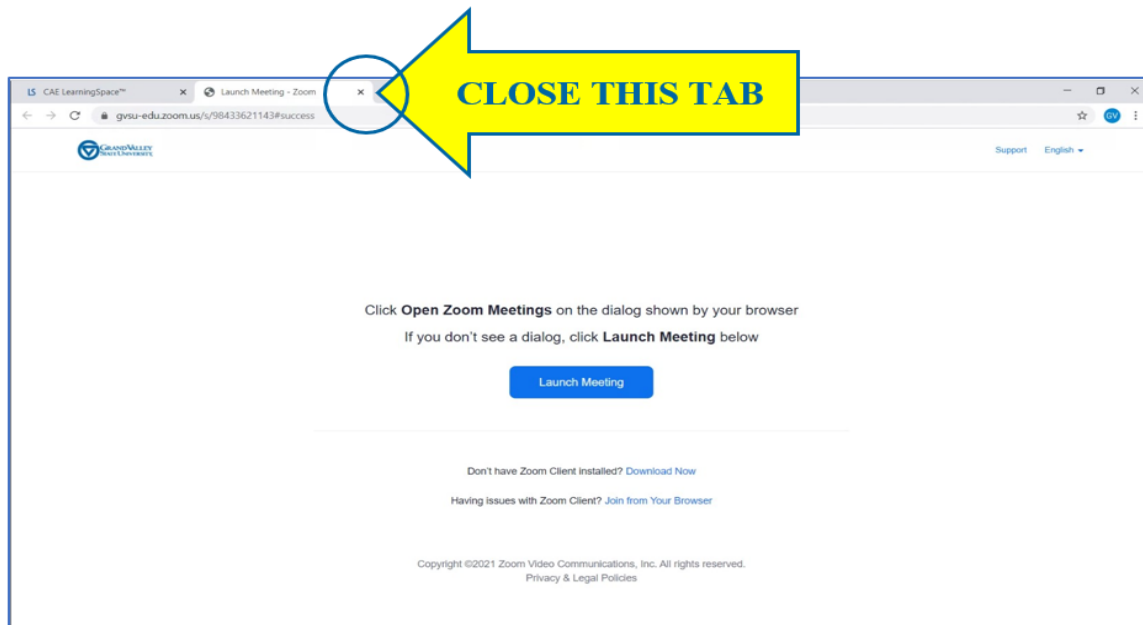
- If you do not connect with the meeting right away, it's because the SP has to admit you and may be busy with the encounter, or hasn't noticed you. **Be patient.**
- To leave this encounter click **Leave** in the lower right corner of Zoom. Then click **Leave Meeting**.



10. After leaving the meeting in Zoom, **if** the Zoom pop-up is still on the screen click the **X** close button on the Zoom pop-up. If this pop-up does not appear continue to step 11.



11. Close the **Launch Meeting – Zoom** tab to return to the **VIRTUAL EVENT MONITORING** page.



12. If you have more students to observe follow the steps to join those rooms.