Dear Valued Customer:

Congratulations and thank you for your recent purchase of the CAE LearningSpace ONE system. This guide will help you get started using CAE LearningSpace - intelligent recording, easy debriefing. In addition, the CAE LearningSpace integrated Help offers a quick reference to the various areas of CAE LearningSpace and how they are used.

The CAE LearningSpace ONE system includes the following components*:

- CAE LearningSpace ONE software (web-based)
- Console
- Cameras
- Microphone

*The number of cameras and equipment may vary depending on your purchase.

If you have any questions or comments, please email CAE LearningSpace Customer Service in North America at avs-support@cae.com (phone 1-866-462-7920).

International Customer Service information is available at http://www.caehealthcare.com/eng/support/contacts

**IMPORTANT:** When contacting customer service, please have the serial number and ID available. They are located on the ID sticker on the left side of the back of the console (see *Equipment Setup*).
Welcome to CAE LearningSpace!

This guide will help you get started using CAE LearningSpace - intelligent recording, easy debriefing. It will explain how to set up, connect, use, and debrief with CAE LearningSpace.

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Equipment Setup

Upon receipt of your CAE LearningSpace system, unpack and set up equipment. If more than one piece of equipment was ordered, unpack and set up all pieces.

To unpack and set up equipment:

1. Remove the Console.

![CAE Learning Space ONE Console]

2. Attach the two antennas to back of Console (screw on).

![Console Back Ports]

![Console Back]
3. Plug in the Console power plug and connect to power cord.

4. Connect your institution network cable to the Console network port 1 (Ethernet cable).*

5. Connect your client computer to a Console AV port (with Ethernet cable).**

* If unsure, local IT should be consulted.
** Client computer is not supplied.
6. Remove and secure all cameras in location.
7. Connect each camera to a Console AV port (with Ethernet cable).
   Refer to instructions included with the cameras for additional instructions.
8. Connect the Display Capture Kit cable to the Console connection and to
   the monitor display you want to capture.
9. Connect the Microphone to the Console.
10. If applicable, use network port 2 to connect a wired CAE simulator.
    See WiFi Connection on page 11 for wireless simulator connection.

11. Power on the Console (the power button is on the front of the Console).

**IMPORTANT:** The Console must be powered off before unplugging from power to avoid data loss.
Initial Network Setup and Login

To set up your Console network connection and create initial login:

1. Ensure your client computer is connected to a Console AV port (with Ethernet cable).

   **IMPORTANT:** Make sure that this is your only network connection on your computer. By extension, disable WiFi on your client computer if connected.

2. Open your browser and enter the address: `setup.learning.space`

   The CAE LearningSpace initial setup screen appears.

3. Follow the on-screen instructions. For changing the LAN interface settings, click on **Change Settings** at the bottom of the window. All settings will be editable.
4. When finished with editing, click **Save**.
5. Click **Continue to LearningSpace**.
6. Within the **Initial settings** window, settings can be edited via drop-down options.

7. When all required data are filled out, the **Save & Continue** button will be activated.
8. Since the Admin password is entered on the **Initial settings** window, when clicking on **Save & Continue** the system will directly navigate to the home page of the Admin.
Attaching Unit to the Connect Server

If you have more than one units that you wish to incorporate in a single LearningSpace system, LearningSpace Connect Server provides solution: independent LearningSpace ONE Boxes can constitute an integrated LearningSpace system when attached to the LearningSpace Connect Server.

To configure your LearningSpace ONE Box as a unit of the LearningSpace Connect Server:

1. Ensure your client computer is connected to a Console AV port (with Ethernet cable).
   
   **IMPORTANT:** Make sure that this is your only network connection on your computer. By extension, disable WiFi on your client computer if connected.

2. Open your browser and enter the address: `setup.learning.space`

   The CAE LearningSpace initial setup screen appears.

   ![Initial Setup Screen of the unit to be attached to the Connect Server](image)
3. Click the **Change Settings** button at the bottom of the window. All settings will be editable.

![Initial Setup Screen with editable settings](image)

4. Type the address of the Connect Server into the **Connect Server Address** field.
   
   **NOTE:** IP address and domain name can also be used as alternatives.

5. Click **Continue to LearningSpace**.
   
   The **LearningSpace Connect** window appears informing that the unit has been assigned to a LearningSpace Connect server.

![LearningSpace Connect message window](image)

   **NOTE:** If your client computer is connected to the Console AV port, disconnect it and reset your initial network connection to the institution network.

**WARNING:** If the unit was originally used as a LearningSpace ONE box, all LearningSpace ONE data will become inaccessible upon configuring it into a unit of the Connect Server.
WiFi Connection

To establish a wireless connection to the console:

1. Ensure WiFi is enabled on your computer or device and select the network name (serial number) provided on the ID sticker (on the back of the console).
2. Enter the WiFi password. The WiFi password will be the unique ID on the ID sticker. Characters are case-sensitive, do not enter "ID:"

Wireless connection will be established and your computer will have access to the LearningSpace ONE Box.
WiFi Connection between Console and Simulator

To establish a WiFi connection between the console and a wireless CAE simulator, ensure the simulator is not plugged into the console network port 2, then follow the steps below:

1. Enter the System module (rightmost icon on the homepage) and go to the Simulators tab. The left side of the tab displays the wireless bridges.

2. Click on the cogwheel in the Controls column (last one). A Wireless Bridge Settings pop-up window will appear.

3. Choose the wireless network of your simulator and click on Connect. Wait until the wireless connections are established (it could take up to two minutes).
4. The right side of the tab lists the available simulators. Choose the one you want to connect and add it by clicking on the plus sign in the Controls column.

5. Go to the Rooms tab and click on the cogwheel of the single room listed on the tab.

   In the Room Settings pop-up, select the simulator you have just connected, then click Save.
General CAE LearningSpace Access

Users who have been setup in your CAE LearningSpace system have access to CAE LearningSpace.

1. From a network connected computer, point your browser to the address configured in the initial setup.
   In case of wireless connection, follow the steps described in the previous section (WiFi Connection) then direct your browser to learning.space.

2. The CAE LearningSpace login appears.

3. Login is available in two ways:
   a. Enter your email and password, then click Login.
   b. Switch to Legacy login, click the type of user, choose your name from the drop-down, enter your password, then click Login.

4. The CAE LearningSpace homepage will appear, ready to be used.
Dashboard

The Dashboard is the LearningSpace homepage. After a user successfully logs in, the LearningSpace Dashboard appears.

The Dashboard contains icons that will take the user to the different task areas in LearningSpace. Administrators have access to all the task areas; other users will have access to only those areas their account profile allows them to see.

Task areas:

- **Recording** - Make video and audio recordings in rooms with cameras or microphones.
- **Video Review** - Review video and audio recordings.
- **Reports** - Access reports about individual, group, and patient performance.
- **User Manager** - Manage user accounts.
- **Cases** - Create, modify and manage cases.
- **Activities** - Create, modify and manage activities.
- **Calendar** - Manage events and scheduling.
- **Resources** - Manage and allocate resources.
- **System** - Manage system settings, set up rooms, cameras, stations, test minimum system requirements, edit educational prescription auto-texts, edit diagnoses and download utilities.

The Dashboard also lists currently running and upcoming Events. Administrators see all the open Events; other users will see only the Events they are assigned to.
The Dashboard can be accessed from any other area of LearningSpace by clicking the **Home** icon at the top left corner of the screen.

**Top Toolbar**

*TIP:* Users must return to the Dashboard to navigate from one area to another.
Recording

The Recording module of LearningSpace ONE displays the camera(s) or audio panel of the single room that it is set up for.

**TIP:** The Recording view will always have the **Recording time-line** at the top of the screen.

To record:

1. Use the recording controls to manage all cameras without specifying settings.
2. Click the **Record Control** tab located on the left-hand side of the screen.
   The **Record Control** panel appears.
   **TIP:** Close the **Record Control** panel by clicking the Hide arrow.

   ![Record Control Panel](image)

3. Click the red **Record** button to start recording.
   **TIP:** A red dot appears on any recording panel, next to the camera or audio name, to indicate that camera or audio is actively recording.

   ![Single Room View and recording time-line](image)

4. Click the **Pause** button to pause recording.
   **IMPORTANT:** Only the live feed is paused; the camera continues to record.
   - Click the **Play** button to resume playback.
° Click the **Go Live** button on the right-hand side of the time-line to resume the live feed and regain camera pan, tilt, zoom controls.

5. Click the **Stop** button to stop recording.
Controlling Cameras

To control cameras:

1. Click the cogwheel in the top-right corner of each panel to show the **Window Control Options**.

2. Click the Pan, Tilt, Zoom (PTZ) controls to move the camera.
   - Pan - moves camera side to side
   - Tilt - moves camera up and down.
   - Zoom - zooms camera in and out.
In SPlayer and Axis Media Control, other options to move the camera view are:

- Click anywhere in a video feed to move the camera in that direction.
- Click anywhere in a video feed and use the mouse scroll wheel to zoom the camera in and out.
- *Click and hold anywhere in a video feed to drag the camera in a desired direction* (Axis Media Control only).

**IMPORTANT:** If on the **General** tab of the **System** module, the **Change AMC PTZ mode to "Zoom Area"** option is selected (unchecked by default), the third function is not available.

**NOTE:** Features, such as scroll wheel zoom and on-screen camera control, may not be supported with browsers that do not have the proper plug-ins installed. For more information about plug-ins, contact support at avs-support@cae.com.
Annotations Panel

Annotations can be added to a recording by using the features in the **Annotations** panel. Annotations added during a recording are available for review and debriefing.

**NOTE:** Annotations can be added only during a recording or after recording, during a review.

To open the **Annotations** panel:

1. From the Dashboard, click the **Recording** icon.
2. Click the **Annotations** tab on the left-hand side of screen.
   
   The **Annotations** panel appears and is ready to use.

**TIP:** If the annotation categories are not visible, click the **Preset annotations** drop-down.

**NOTE:** Annotations added to a recording are displayed in the panel with the corresponding category icon.
Annotation category icons:

- Communication & Teamwork
- Area of Excellence
- Area of Development
- Treatment
- Assessment
- Critical Thinking
- Patient Safety
- Information

*Annotation Category Icons*
Adding Annotations

To Add a Custom Annotation:

1. Open the **Annotations** panel (while a recording or review is in progress).
   - **TIP:** If the annotation categories are not visible, click the **Preset annotations** drop-down.
   - Before adding an annotation, click an **Annotation category** icon to highlight it, this will show the preset annotations of only the selected category. Deselecting all category icons will show preset annotations in all categories.

2. Enter the annotation in the **Search or add annotation** box.

3. Click the **Add Annotation** icon to add the annotation to the recording.
   - The annotation will be:
     - Displayed as a flag in the top Recording time-line
     - Listed in the Annotations panel.

   OR

4. Click the **Save and add annotation** icon to add the annotation to the recording and to save it as a preset annotation.
   - The annotation will be:
     - Displayed as a flag in the top Recording time-line
     - Listed in the **Annotations** panel
     - Saved as a preset annotation

![Annotations Panel](image)
To add a Preset Annotation:

1. Open the Annotations panel (during a recording or review in progress).

  **TIP:** If the annotation categories are not visible, click the Preset annotations drop-down.

Before adding an annotation, click an Annotation category icon to highlight it, this will show the preset annotations that are only in that category.

De-selecting all category icons will show preset annotations in all categories.

2. Click the desired annotation to add it to recording. The annotation will be:
   - Displayed as a flag in the top Recording time-line
   - Listed in the Annotations panel

**TIPS:**

- Click the drop-down arrow to show or hide the preset annotations.
- Click and drag the vertical size bar (three dots) to make the window larger or smaller.
- To delete an annotation, click the X in the upper-right of the annotation, appearing when hovering over the already added annotation.
- Color-code an annotation by clicking the color bar on the right-hand side of the annotation.
NOTE: The Annotations panel can also be accessed from the top toolbar:

- Click the Window Layout Settings button in the upper-right of the top toolbar.
- Click the Annotations panel icon to show or hide the Annotations panel.

*Single Room View*
Recordings Review

Recordings are found in the Video Review section of LearningSpace ONE.

From the Video Review screen, you can:

a. Play video and audio recordings
b. Search for video and audio recordings
c. Sort list of recordings
d. Delete recordings
e. Lock recordings to prevent deletion
f. Print recording information and annotations
g. View resources used during a recording
h. Upload recordings to the central server
i. Upload simulator logs (non-CAE Healthcare simulators)
j. Download single recordings (all video files within a single recording)
Playing Recordings

1. From the Dashboard, click the Video Review icon.

The Video Review list appears.

2. Click anywhere on a row to play that recording.

The recording opens and plays automatically.

3. Click the Pause button to pause video.

NOTE: The Pause and Play buttons toggle depending on the status of video.
4. Click the **Play** button to resume play.

5. To add and remove participants to the recording, use the **Learner** and **Patient** drop-down menus on the **Record Control** panel.

6. Click anywhere on the time-line to jump to that point in the recording.

7. Hover over **Video Review** at the beginning of the time-line to see the **Time and Date** bubble when the recording occurred.

8. On the right side of the recording time-line, the elapsed time is displayed.
9. Click and hold on the end point of the progress indicator to move back and forward in the recording.

10. Click on an annotation marker to jump to that annotation and to that point in the recording.

11. Click the time indicator in an annotation to jump to that point in the recording.

12. To add or delete annotations and change the annotation color-coding, use the Annotations panel.

   **TIP:** If the Annotations panel isn't visible, click the Annotations tab on the left side of the screen. (Click the tab again to hide panel.)
Logging Out of CAE LearningSpace

To log out of CAE LearningSpace:

1. Click the user name in the top toolbar (upper-right of screen).
2. Click **Logout**.

The successful logout screen appears.

Logout Screen
Appendix

System Requirements

When operating LearningSpace™, a computer with either a Macintosh® or Microsoft Windows® operating system is required. To run LearningSpace, the computer must meet the following criteria:

**Macintosh Operating Systems**

- Mac OS X® 10.10 (minimum) or 10.11
- Chrome® (minimum 51.0) or Safari® (9)
- Adobe® Flash Player (latest version)
- SPlayer (download from LearningSpace) or QuickTime® (latest version)
- PDF viewer browser plug-in, Preview or Acrobat®

**Windows Operating Systems**

- Windows 7 SP1 with Internet Explorer® 11, Chrome (minimum 51.0), or Firefox® (minimum 47.0)
- Windows 8.1 with Internet Explorer 11, Chrome (minimum 51.0), or Firefox (minimum 47.0)
- Windows 10 with Edge, Chrome (minimum 51.0), Firefox (minimum 47.0)
- Adobe Flash Player (latest version)
- SPlayer (download from LearningSpace) or Axis Media Control (6.2.10.8)
- PDF Viewer browser plug-in, Adobe Reader

**Hardware (Macintosh and Windows) Minimum Requirements**

- Intel® Core i5 or equivalent
- 4 GB of memory
- 1920 x 1080 screen resolution
- 100 BASE-T Ethernet
The following are the CAE Healthcare recommended requirements:

- Intel Core i5 4690T quad core CPU
- 2x1TB Internal HD storage with RAID-1 disc mirroring
- 8 GB of memory
- 2 Gigabit Ethernet ports (LAN, Simulator)
- 4 Gigabit Power-over-Ethernet Ethernet ports, up to 15.4W per port (Cameras 1-4)
- Wifi (802.11n) access point for client
- Wifi 802.11 network interface for connecting to CAE wireless simulators
- DVI/ VGA/ HDMI input for HD display capture with real-time H.264 encoding and OCR
- XLR audio input with phantom power for high quality audio capture and real-time AAC encoding
- Size: 13.5" (343mm) W x 3"(76mm) H x 9" (229mm) D
- External 100-240V 200W power supply

NOTE: Macintosh, QuickTime, and Safari are registered trademarks of Apple Inc. Windows Media, Internet Explorer and Edge are registered trademarks of the Microsoft Corporation in the United States and/or other countries. Firefox is a registered trademark of the Mozilla Foundation. Adobe Flash Player and Acrobat are trademarks of Adobe Systems Inc.
Room and wall layouts

- Cat5 cable from camera to Network Appliance
- VGA, DVI or HDMI cable from monitor location to Network Appliance
- Microphone cable from microphone to Network Appliance - 20' cable provided
- Cat5 cable from Network Appliance to Institution Network
- Cat5 cable from camera to Network Appliance

Room layout
Cat5e or better UTP ran to Cat5e or better UTP ran to Cat5e or better UTP ran from camera locations to wall plate through ceiling/wall. 1'-3' patch cable used to connect wall plate to Network Appliance.

Institution IDF/Network closet. 1'-3' patch cable used to connect wall plate to Network Appliance.

XLR Microphone cable ran from microphone location through wall to a pass through plate. 20' XLR cable provided with system.

VGA, DVI or HDMI cable ran from patient monitor location to Network Appliance. This can be ran through the ceiling/wall if monitor is far from Network Appliance. Consult with local AV/IT for best practices.

Wall layout
Port Information

The ports required for LearningSpace ONE to operate correctly is listed as follows. To allow the access, local firewalls have to be configured.

Servers accessible to clients on local network:

- TCP 25
- TCP 80
- TCP 443
- TCP 843
- TCP 1935
- TCP 7998

- TCP 7999
- TCP 8000
- TCP 8001
- TCP 8002
- UDP 123

Servers able to access off-site host on the following ports:

- TCP 80
- TCP 443
- TCP 1194
VPN

As part of the service agreement provided by CAE Healthcare, our customer support team is responsible for server maintenance, software patches, database backups and end user support. In order to provide this support, VPN access must be provided to the CAE Healthcare support team. Please submit any VPN authorization forms to your CAE Healthcare sales representative and email our support team the requested information below.

List of ports required for VPN access to the LearningSpace servers:

- TCP 22
- TCP 80
- TCP 443
- TCP 843
- TCP 1935
- TCP 7998
- TCP 7999
- TCP 8000
- TCP 8001
- TCP 8002

VPN Gateway Domain/ IP: 
VPN Protocol: 
Requirements for VPN: 
Username: 
Password: 
Notes: 

**IMPORTANT:**

VPN accounts must be established three weeks prior to the scheduled LearningSpace installation date to ensure CAE Healthcare Customer Service has validated access.