learning space™ Enterprise
Getting Started Guide
LEARNINGSPACE GETTING STARTED GUIDE

This guide will help you get started using LearningSpace. It will explain how to make a recording, find the recording and play it back, and add annotations to a recording that can be used for debriefing.

CAE Healthcare recommends that all users take the LearningSpace Basic Training offered by CAE Healthcare. For more information about the training, contact your sales manager.

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Introduction

LearningSpace is CAE Healthcare’s comprehensive audiovisual and center management system. It integrates with simulators, skill trainers, and standardized patient programs to help you create, deliver, assess, evaluate, and manage all aspects of healthcare training.

To work in LearningSpace, all users must have an account, which includes one or more privileges that give the user access to different parts of the system and the ability to perform different tasks.

This Getting Started Guide assumes that the user has the Administrator privilege, which gives access to the entire system and lets the user perform all tasks.

For a complete description of all privileges in LearningSpace, refer to the LearningSpace Online Help.

For more information about computer system requirements, see Appendix System Requirements on page 27

Login

To log in to LearningSpace:

1. Open the workstation’s web browser and enter the LearningSpace URL. The LearningSpace login screen appears.

   If no email account has been set up in the system:
   a. Enter the Email admin@cae.com.
   b. Enter the Password mls#changeme.
   c. Click Login.

   If a user email account has been set up for you in LearningSpace:
   a. Enter user email and password.
b. Click **Login**.

The Dashboard (Homepage) appears.

**NOTE:** If this is the first time LearningSpace is being logged into, the **Initial Settings** screen will appear. Subsequent logins will go directly to the Dashboard (Homepage).

For more information about initial settings, see Appendix *Initial Login Settings on page 21*.

**TIP:** To maintain the security of your LearningSpace system, CAE Healthcare recommends that you change the default Admin password immediately and create your own Administrator account. Then log out of LearningSpace and log back in with your new Admin account and password.

For more information about creating your own Administrator account, see Appendix *Creating Individual Administrator User Accounts on page 22*

**The 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.
- **Events** - Create, modify, and manage events.
- **Calendar** - Manage sessions.
- **Schedule** - Create, modify or otherwise organize event sessions.
- **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** button at the top-left of the screen.

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

**Recording**

To record video or audio in LearningSpace, click the **Recording** icon on the Dashboard. The Center Overview screen opens, where you see live video or audio feeds from all rooms in your system.
NOTE: If you have an audio-only room, you will not see the video feed for that room. Instead, an audio icon will appear in the panel for that room.

**The Center Overview Screen**

From the Center Overview screen you can:
- View and control cameras and room panels.
- Record video and audio.
- Access single room views.
- Use Intercom feature.
- Configure Center Overview screen layout.
- Display and hide camera panels and other feature panels.
Recording from the Center Overview Screen

To record from the Center Overview screen:

1. Access the Center Overview screen.

2. Click the Record Control tab located on the left-hand side of the screen to view the Record Control panel. (Clicking the tab again hides the panel.)

   The Record Control panel appears.

3. Select the room you want to record from the Room dropdown.

4. Click Start Recording to start recording.

5. Click Stop Recording to stop recording.
**TIP:** A red dot appears on any room panel, next to the room name, to indicate that room is actively recording.

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**The Center Overview Screen**

**TIP:** Close the **Record Control** panel by clicking the Hide arrow.

## Recording From the Single Room View

The Center Overview screen displays only one camera or audio panel at a time from each room. To see all the camera or audio panels from a room, open the Single Room view by clicking the room name at the top of a panel.
The Single Room view screen shows each camera or audio panel associated with a selected room in its own panel and allows users to record the room.

**TIP:** The Single Room view will always have the **Recording Timeline** at the top of the screen.

To record from the Single Room view:

1. From the Center Overview screen, click the room name at the top of a panel to open that room.
   The Single Room view opens.

2. Click the **Record Control** tab located on the left-hand side of the screen to view the **Record Control** panel. (Clicking the tab again hides the panel.)
The Record Control panel appears.

**TIP:** Close the Record Control panel by clicking the Hide arrow.

The Record Control Panel

3. The recording controls are on the **Recording Timeline**, at the top of the screen.
4. Click the red Record button to start recording.

The Single Room View and Recording Timeline
5. Click the Pause button to pause recording.

**IMPORTANT:** Only the on-screen view is paused; the actual recording continues to record.

- Click the Play button to resume the on-screen view.
- Click the **Go Live** button on the right-hand side of the timeline to resume the on-screen view to live time and regain camera pan, tilt, zoom controls.

6. Click the Stop button to stop 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.

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**Controlling Cameras**

Camera view controls are located on individual panels from either the Center Overview screen or the Single Room View screen.

To control cameras:
1. Click the cogwheel in the top-right corner of each panel to show the Window Control Options.

![The Cogwheel](image1)

**The Single Room View - Video Panel**

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.

![The Pan control](image2)  
![The Tilt control](image3)  
![The Zoom control](image4)

**The Window Control Options**

Other options to move the camera view are:
- Click anywhere in a video image on-screen to move the camera in that direction.
- Click and hold anywhere in a video image on-screen to drag the camera in a desired direction.
- Click anywhere in a video image on-screen and use the mouse scroll wheel to zoom the camera in and out.

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

For more information on downloads, see Appendix *System Manager on page 24.*
The 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 from the Single Room view, or after recording, during a review. Annotations cannot be added from the Center Overview screen.

To open the **Annotations** panel:

1. From the Dashboard, click the **Recording** icon.
2. Click on a room name to go to the Single Room view screen.
3. Click the **Annotations** tab on the left-hand side of screen.

   The **Annotations** panel appears and is ready to use.

   **Tip:** If the panel isn’t visible, click the tab on the left side of the screen. (Click the tab again to hide panel.)

**TIP:** If the annotation categories are not visible, click the **Preset annotations** dropdown.

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

Adding Annotations

To Add a Custom Annotation:

1. From the Single Room view, open the Annotations panel (while a recording or review is in progress).

   **TIP:** If the annotation categories are not visible, click the **Preset annotations** dropdown.
   Before adding an annotation, click an **Annotation category** icon to highlight it, this will show the preset annotations that are only in that 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 Timeline
   - 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 Timeline
   - Listed in the Annotations panel
   - Saved as a preset annotation

---

**The Annotations Panel**

To Add a Preset Annotation:

1. From the Single Room view open the Annotations panel (during a recording or review in progress).

   **TIP:** If the annotation categories are not visible, click the **Preset annotations** dropdown. Before adding an annotation, click an **Annotation category** icon to highlight it, this will show the preset annotations that are only in that category. Deselecting 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 Timeline
   - 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.
- Color-code an annotation by clicking the color bar on the right-hand side of the annotation.

**The Annotations Panel**

**TIP:** 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.

**The Single Room View**
Video Review

Recordings are found in the Video Review section of LearningSpace.

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)
Playing Recordings

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

The Video Review Icon

The Video Review list appears.

The Video Review List

By default, recordings are listed by date and room (most recent at the top).

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 back and forth and only one at a time is visible, 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 dropdown menus on the **Record Control** panel.

   **Tip:** If the panel isn’t visible, click the **Record Control** tab on the left side of the screen. (Click the tab again to hide panel.)

6. Click anywhere on the timeline to jump to that point in the recording.
7. Hover mouse over “Video Review” at the beginning of the timeline to see the **Time and Date** bubble when the recording occurred.

8. The upper-right side of the recording timeline displays the elapsed time.

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.

![The annotation marker](image1.png)  ![The progress indicator](image2.png)

**The Video Review Screen**

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

![The Play button](image3.png)  ![The recording timeline](image4.png)

**The Video Review Screen**

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.)

For more information about adding annotations, see *Adding Annotations on page 13.*
Logging Out of LearningSpace

To log out of LearningSpace:

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

![The Top Toolbar Options](image)

The successful logout screen appears.
APPENDIX

Initial Login Settings

The first time LearningSpace is logged into, the Initial Settings screen will appear.

On the Initial Settings screen:

1. Verify information or click the dropdowns to adjust settings.
2. Select a Location region and Location city.
3. Enter the Admin password and Admin Email.

4. Click Save & Continue

The Dashboard (Homepage) appears.

TIP: To maintain the security of your LearningSpace system, CAE Healthcare recommends that you change the default Admin password immediately and create your own Administrator account. Then log out of LearningSpace and log back in with your new Admin account and password.

For more information about creating your own Administrator account, see Appendix Creating Individual Administrator User Accounts on page 22.
Creating Individual Administrator User Accounts

To create a new Administrator user account:

1. From the Dashboard, click the **User Manager** icon.

   ![The User Manager icon](image1)

   The **User Manager** icon

   The Dashboard

   The User Manager screen appears.

2. Click **New User**.

   ![The User Manager Screen](image2)

   The **New User** button

   The User Manager Screen
The Edit / Create Single User screen appears.

3. Under **User details**, enter the user’s information.

   **NOTE:** The First name, Last name, Password, Repeat password and Email fields are required. Be sure to remember or write down the password.

4. Under Group Memberships, select Admin.

5. Under Privileges of this user, select Admin.

6. Click **Save**.

   The *Database updated* message appears at the top of the screen.

**NOTE:** Account details can be edited later if necessary.
System Manager

The **System Manager** section provides tools and resources to manage your LearningSpace system.

To access the System Manager section, click the **System** icon on the Dashboard.

![The Dashboard Icons](image)

**The System icon**

From the System Manager screen, the following tabs are available to manage the LearningSpace System.

- **General** for managing system and general information.
- **Local Settings** for adjusting time and language options.
- **Security** for configuring access and server settings.
- **Emails** for setting up Email properties and templates.
- **Intercom** for managing pre-recorded intercom announcements.
- **Stations** for setting station types.
- **Rooms** for managing rooms.
- **Simulators** for connecting simulators.
- **Cameras** for setting system cameras.
- **Autotexts** for managing educational prescriptions and diagnoses texts.
- **Units** for setting units of measure (used for managing resources).
- **Client Tester** for verifying system requirements and detecting workstation port and operating system status.
- **Downloads** for selecting available downloads.
- **Central Server** for customized video upload LearningSpace systems.

![The System Manager Tabs](image)
Managing General System Information

To manage general system information:

1. From the Dashboard, click the **System** icon.
   The System Manager screen appears with the General tab open.

2. Enter the Institution name in the **Institution name** field.
3. In the **Master password** fields, enter the designated password twice.
   **TIP:** The master password gives full access to LearningSpace; use discretion when assigning System Manager or Administrator privileges.
4. Select any additional general settings checkboxes as desired.
   **TIP:** Scroll down if the checkboxes are not visible.

Any changes made are automatically saved when switching to another tab or when leaving the System Manager.

Manage Local Settings

To manage time and language settings:

1. On the System Manager screen, click the **Local Settings** tab.
The previously set local settings appear.

![The System Manager Screen](image)

**The System Manager Screen**

**NOTE:** The System time is the LearningSpace server time (not the workstation computer’s time).

2. Select the **Enable** checkbox for **Multiple languages support** if a different language is desired.

3. To set the default language for your LearningSpace system, select the language from the **Default language** dropdown menu.

   **NOTE:** **Default language** defines the language for all users in LearningSpace. However, if **Multiple languages support** has been enabled, individual users can change the language for their user profile.

4. Select the region and city from the **Location** dropdowns.

   **NOTE:** If your location is not listed, select a location that is in the same time zone and that shares the annual time changes.

5. Select the date, time, and week preferences from the **Time format** dropdown.

6. Select the DVD format from the **DVD Format** dropdown.
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 minimum requirements:

Macintosh Operating Systems

- Mac OS X® 10.8 (minimum) or 10.9
- Chrome® (minimum 33.0) or Safari® (6 or 7)
- 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® 10 (minimum) or 11, Chrome (minimum 33.0), or Firefox® (minimum 28)
- Windows 8.1 with Internet Explorer 11, Chrome (minimum 33.0), or Firefox (minimum 28)
- Adobe Flash Player (latest version)
- Splayer (download from LearningSpace), Axis Media Control (6.2.10.8), or QuickTime (latest version)
- PDF Viewer browser plug-in, Adobe Reader

Hardware (Macintosh and Windows) Minimum Requirements

- Intel® Core 2 Duo, 2.0 GHz or equivalent
- 1024 x 768 screen resolution
- 100 BASE-T Ethernet or 802.11g/n Wireless network access

The following are the CAE Healthcare recommended requirements:

- Intel Core i5 or equivalent
- 1920 x 1080 screen resolution
- 100 BASE-T Ethernet

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For customer service, please contact CAE Healthcare.

**United States**
Monday - Friday from 7:00 a.m. to 6:00 p.m. ET
Phone 1-866-462-7920

**Canada**
Monday - Friday from 8:00 a.m. to 5:00 p.m. ET
Phone 1-877-223-6273

**International**
Monday - Friday from 7:00 a.m. to 6:00 p.m. ET
Phone +1-514-341-6780

**LearningSpace Customer Service by Email**
Ls-support@cae.com

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905K461252 v2