UPSTATE
MEDICAL UNIVERSITY
Simulation Department

SimCapture B-Line User Instructions

Contents

SimCapture: First Time Logging In

1. **Go to the SimCapture Website:**
   1. Open your web browser and visit the following URL:
      https://upstate.simcapture.com
2. **Login Instructions:**

   For Internal Upstate Employees/Learners:

   - Click the **PURPLE** button on the login page.
   - Use your **UPSTATE email** and **password** as the log in.
   - *Faculty:* After logging in, you will not see any courses until your permissions are updated.
     - To update your permissions, email SIMULATE@upstate.edu with your course information after completing the login process.

   For External Non-Upstate Employees/Learners:

   - Click the **BLUE** button on the login page.
   - Log in using the email on file for you (usually your school or personal email).
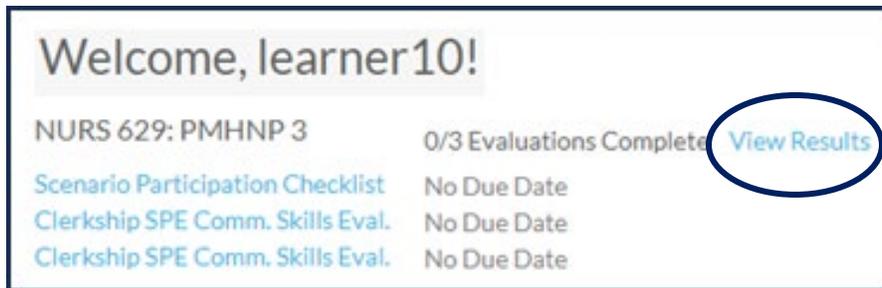   - Your initial password will be the **generic password** provided to you.

![Upstate Medical University - Simulation Department]

Learner Video Review Instructions

1. **Logging into SimCapture:** Open your web browser and visit the following URL:
    https://upstate.simcapture.com
    *   **Upstate Users:** Use the PURPLE "SSO login" button and enter your Upstate email and password.
    *   **Non-Upstate Users:** Use the BLUE button and log in with your SimCapture email and password. If you don't have login details, contact your course faculty or coordinator.

2. **My Courses:**
    *   Once logged in, you'll see a list of courses on the SimCapture landing page.
   *   Locate the correct encounter and click **"View Results".**

Welcome, learner10!

NURS 629: PMHNP 3 · 0/3 Evaluations Complete · View Results

Scenario Participation Checklist · No Due Date
Clerkship SPE Comm. Skills Eval. · No Due Date
Clerkship SPE Comm. Skills Eval. · No Due Date

3. **Viewing Your Video:**
    *   To watch your encounter video, click the BLUE link next to the encounter name (either the case name or patient name)
    *   BLUE links will include your video and checklists or scoring rubrics if they were part of your encounter.
        *   Scoring rubrics completed by faculty will only be visible once they have completed them and given you access to review.

Scenario: Fannie Fakery

🎥 Fannie Fakery
☰ SYR Fanny Fakery test P ENC
☰ Scoring Rubric
☰ Fanny Fakery SP Checklist

4. **Viewing Standardized Patient (SP) Feedback:**
   - If this was part of your encounter, while watching your video, find the Follow-Up 1 BLUE link at the bottom of the video controls and click on it to access SP Feedback.
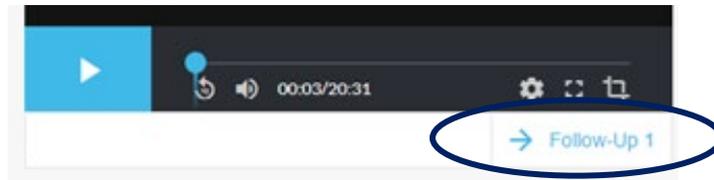
5. **Self-Reflection**

   Some courses and instructors may require a post-session self-reflection to be completed.
   - To the right of the video, expand the menu by clicking the **BLUE toggle button.**
   - Look for the white circle with a checkmark in it and click on it.
   - Select "**Complete Reflection**" to open the form.
   - As you write your self-reflection, make sure to **SAVE** frequently, especially if you toggle between the video and the form.
   - Once you've finished writing, click **"SUBMIT".**
   - After submission, ensure you see "**COMPLETED**" to confirm the form was successfully submitted.

6. **Log Out of SimCapture:**
   - To log out, hover over the top of the window with your mouse, click on your name, and select "LOG OUT" from the drop-down menu.

Note: Videos will be released according to your course syllabus/ instructor.

Faculty Video Review Instructions

1. **Logging into SimCapture:** Open your web browser and visit the following URL:

   https://upstate.simcapture.com

   - **Upstate Users:** Use the PURPLE "SSO login" button and enter your Upstate email and password.
   - **Non-Upstate Users:** Use the BLUE button and log in with your SimCapture email and password. If you don't have login details, contact your course faculty or coordinator.

2. **Courses:**

   - Once logged in, click the folder icon to bring you to your associated courses
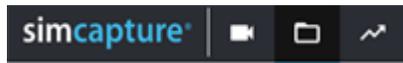

   - Click on the **Course** you are reviewing.
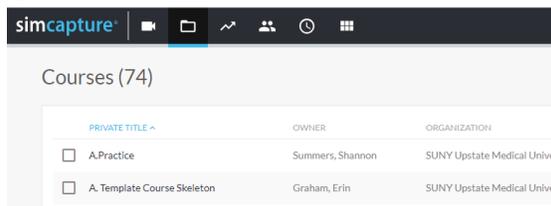
   - Scroll down to Course Participants and click on the name of the learner(s) you are evaluating.

3. **Video Evaluation:**
   a) To the right of the video, expand the menu by clicking the **BLUE toggle button.**
   b) Next, click on the white circle with a checkmark in it (far right).
   c) Click on the link to open the evaluation.
      - As you type, make sure to **SAVE** frequently, especially if you toggle between the video and the form.
      - Once you've finished, click **"SUBMIT".**

- After submission, ensure you see **"COMPLETED"** to confirm the form was successfully submitted.
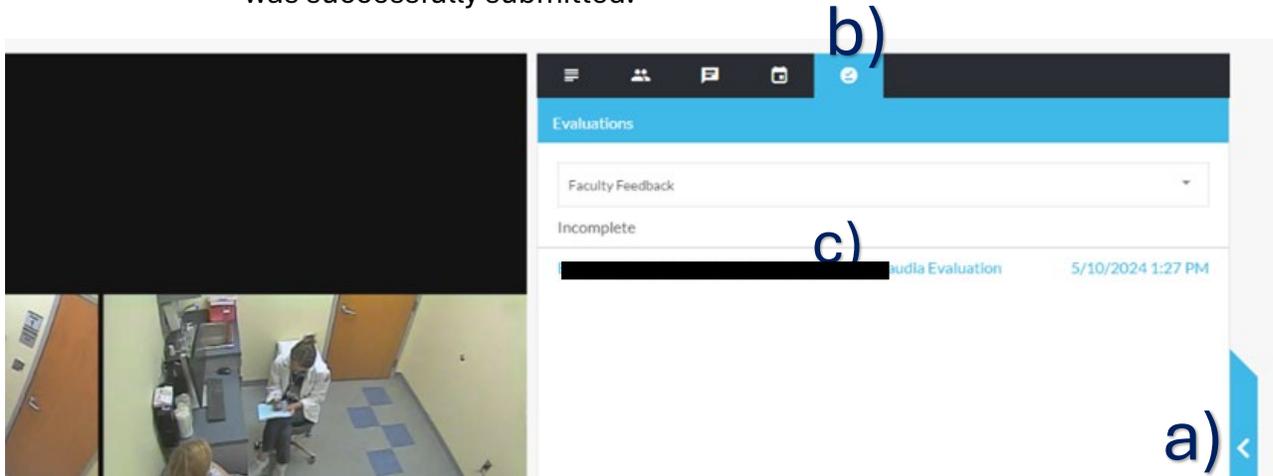
Troubleshooting

If you encounter any issues while trying to access your account, please contact us by emailing **SIMULATE@upstate.edu**.