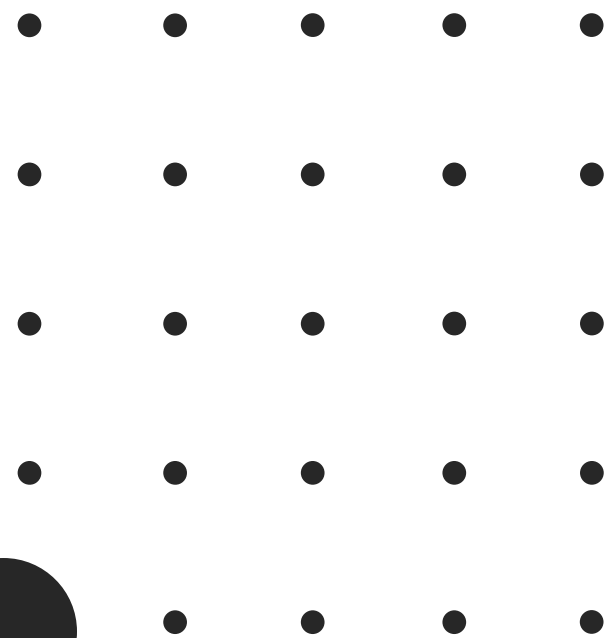# Onboarding guide

Follow this guide to get started with the Facilitate

Create your profile

Using the sign up link in your email invite, create your Facilitate account.

Using your email and created password, you can log into the Facilitate web portal, VR apps and desktop app.

You have been invited as an Coordinator

? **Permission Levels**

© Unleashed

---

1 **Create your profile**

Fill in the relevant information. Be sure to use names so that others within your organisation can recognise you in the Facilitate apps.

2 **Log into the web portal**

Once you created your profile, you can log into the portal and start exploring Facilitate.

3 **Follow tutorials**

You might notice a tutorial checklist when you log in. We recommend following the tutorials to get to know the Facilitate portal.

Invite learners

Once you set up your Facilitate account, its time to add other users to your organisation.*

If you want to use Facilitate with your SCORM compatible LMS, you do not need to invite learners.

? **Managing your organisation**

1 Go to your account manager

Select "Account" then "Account Manager" in the navbar.

2 Add Users

Select "Add Users" in the top left. You can:

- Upload a CSV
- Manually add users via email

3 Check out your groups

Select "Account" then "Group Manager" in the navbar.

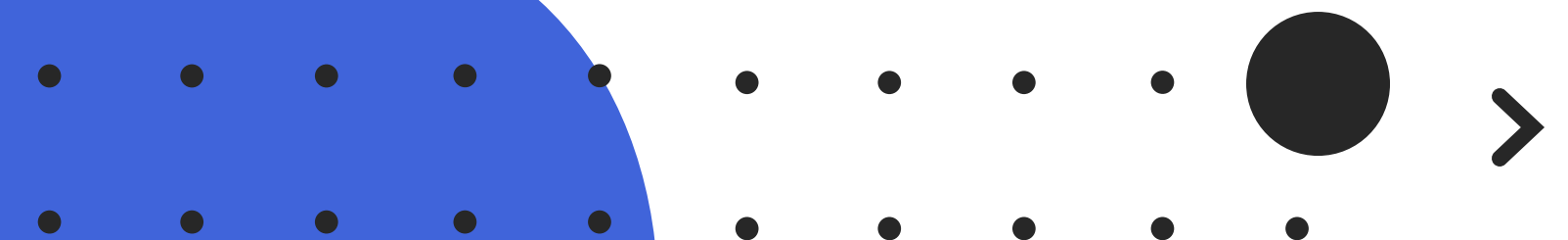From here, you can view what groups you're part of within your organisation.

*optional

How it works

CONTENT CREATION

Create

Create and compile immersive content into experiences

DISTRIBUTION

Export

Export your experiences to your SCORM compatible LMS.

OR

Schedule

Create learning sessions and deploy them to your headset fleet.

OR

Share content

Push content to client organisations with content sharing.

REVIEW

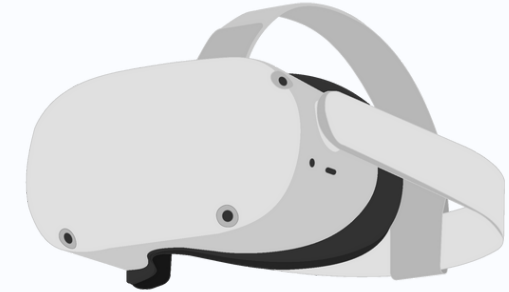Link session data and results to an LMS with xAPI integration or export results via CSV

© Unleashed

Getting the Facilitate app

Quest 2

If you have a consumer Quest 2, you can get the app via App Lab.

If you have an enterprise Quest 2, contact us to set up the business channel link.

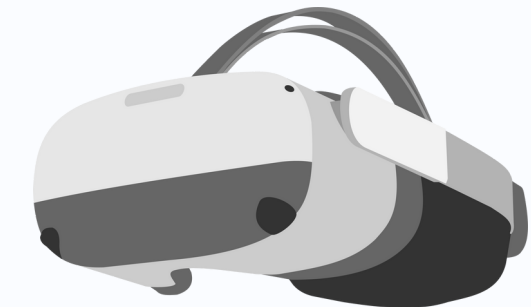**Vive Focus 3**

If you have a Vive Focus 3, you can get the app via the Vive Business Store.
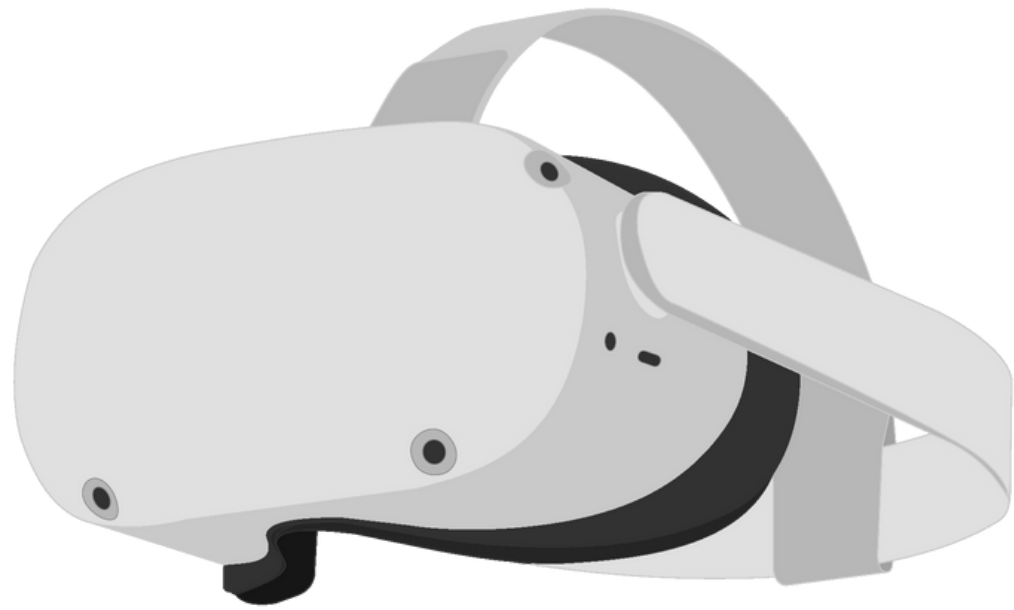
Pico Neo 3 Pro

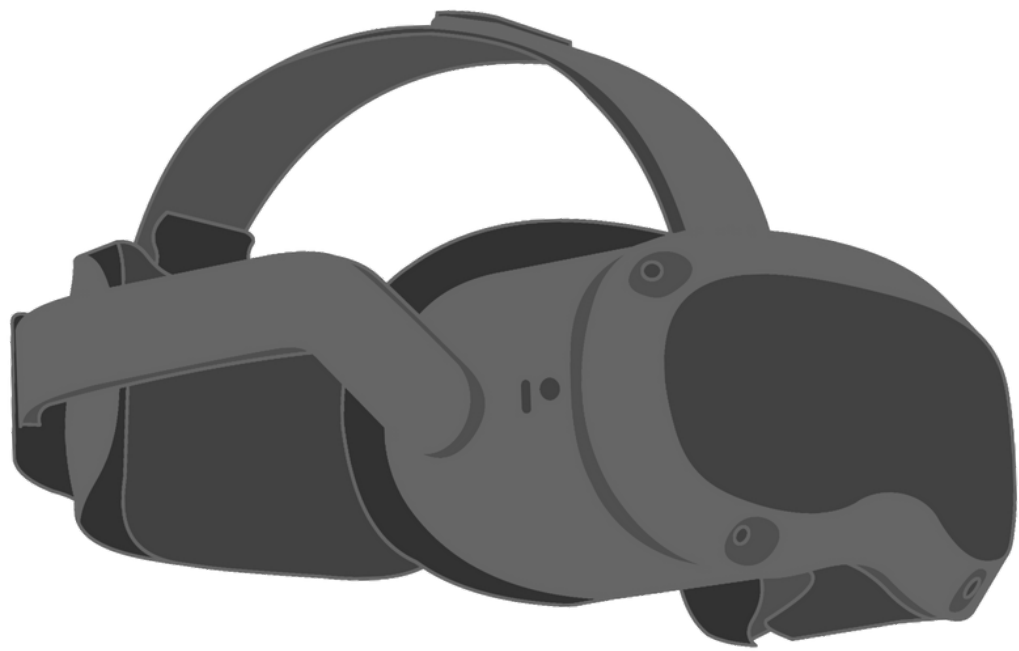If you have a Pico Neo 3 Pro, you can get the app via the app store in the headset itself

Desktop

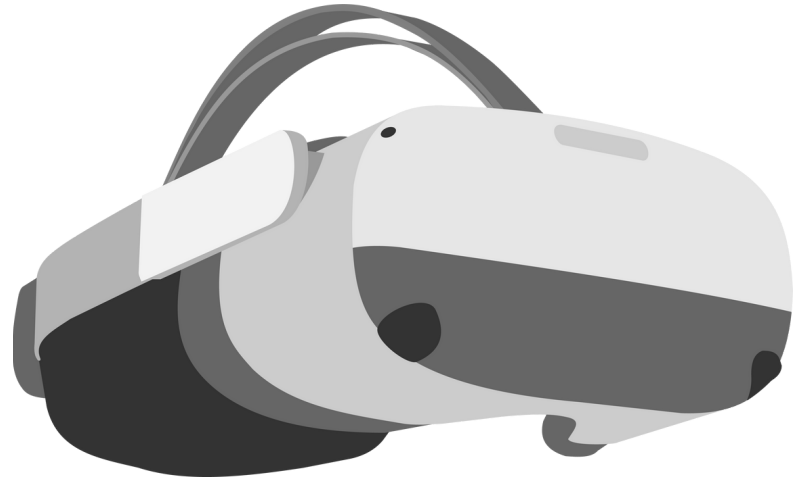If you have a Windows computer, you can get the app from the portal download page.

Getting the Facilitate app on the Quest 2

1. Log in as an organisation admin on the Oculus website: <u>Log in with Facebook | Oculus</u>

2. Find Facilitate on App Lab: <u>Facilitate: on Oculus Quest | Oculus</u>

3. Select the blue button on the right that says "Free" this will add Facilitate to your library

4. Install the app on your headsets by either:

   a. Opening the Oculus phone app that is connected to your Oculus account and the app should present a 'Install on Headset' option and you can select which headset it is installed to.

   b. Open the headset itself and the app should be displayed in your library as not yet installed, you can select here to install it to that headset.

Getting the Facilitate app on the Focus 3

1. Log in using your vive business account into the vive business App Store

2. Find the Facilitate app: VIVE Business AppStore

3. Select the Get button

4. If you have an individual account you can find the Facilitate app in your Library on the headset

5. If you are an organisation owner, use the Vive Business Device Management System to assign the Facilitate app to relevant headsets.

Getting the Facilitate app on the Pico Neo 3

1. Put on your headset and log in using your Pico account

2. Navigate to the Pico app store inside your headset

3. Search for the Facilitate app - using the term "Facilitate"

4. Select the Facilitate app

5. Click the "Free" button

6. Wait for that to load

7. Click the "Download" button

You will now have the Facilitate app on your headset.

Enter the Facilitate session
VR

1 Log into the app

Using your account details, log into the Facilitate app.

2 Find your scheduled session

If you scheduled a live session, your session can be found in the "Open Sessions" section if its within 30 min of your scheduled time. If you do not see your session, check the "Upcoming" section.

3 Download your content

Before you enter your session, you are required to download your session content. This ensures a smooth experience in the session. Select "Download and Join".

4 Facilitate your session

Once you joined your session, you are now able to open your content and ask learners assessment questions. We recommend reading the help articles to find out more about using the Facilitate VR app.

? **The Facilitate VR Menu**

? **The VR Session controls**

? **The Facilitator VR Menu**

© Unleashed

1 Log into the app

Using your account details, log into the Facilitate app.

2 Find your scheduled session

If you scheduled a live session, your session can be found in the "Open Sessions" section if its within 30 min of your scheduled time. If you do not see your session, check the "Upcoming" section.

3 Download your content

Before you enter your session, you are required to download your session content. This ensures a smooth experience in the session. Select "Download and Join".

4 Facilitate your session

Once you joined your session, you are now able to open your content and ask learners assessment questions. We recommend reading the help articles to find out more about using the Facilitate desktop app.

Enter the Facilitate session
DESKTOP

(?) **The Desktop App**

(?) **The Desktop Menu**

© Unleashed

Review your session

Once you have finished your Facilitate training session, you can view your session data back on the web portal.

1 Go to the Review page

On the web portal homepage, select the "Review" box.

2 Find your session

Find your session by their title in the session list, and select "View Details". You can use the search bar on the top if needed.

3 Review your session

You can now view details about the learning session, such as what content has been opened, practice roles, and assessment results.

? Finding your learners' assessment results

© Unleashed

You are all set

You have completed the basic steps of the Facilitate creator suite.

Facilitate has an extensive help centre to guide you through how the Facilitate app works in more detail.

? Get started