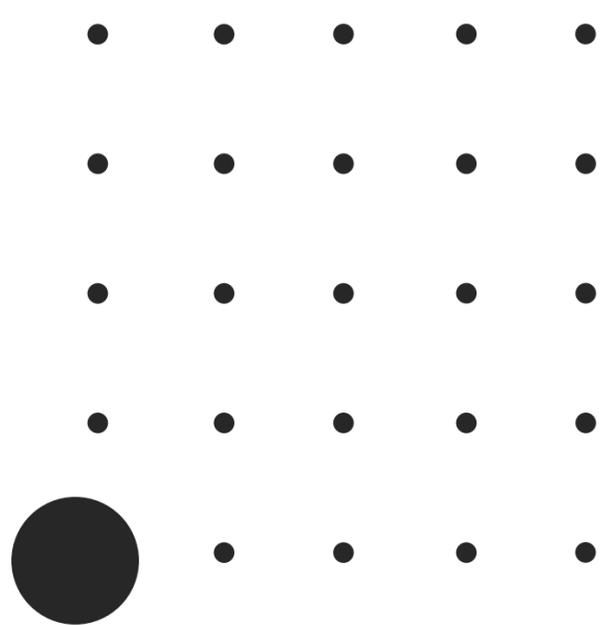


facilitate.



LEARNER

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 **Learner**



Permission Levels

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

Design your avatar

For your profile, you'll create your personal avatar, which represents you in the Facilitate apps.



Check your sessions



When a Facilitator invited you to a Live or On-Demand session, you will receive an email invite. You can find information about these sessions on your session page.

1

Go to the Sessions page

From the home page, select the sessions box.

2

Check your live sessions

When you arrive on the session page, you can view a list of your upcoming live sessions. You can select "View Details" on the bottom of the session card to find out more details about the session. A live session will become open to join 30 minutes before the scheduled time.

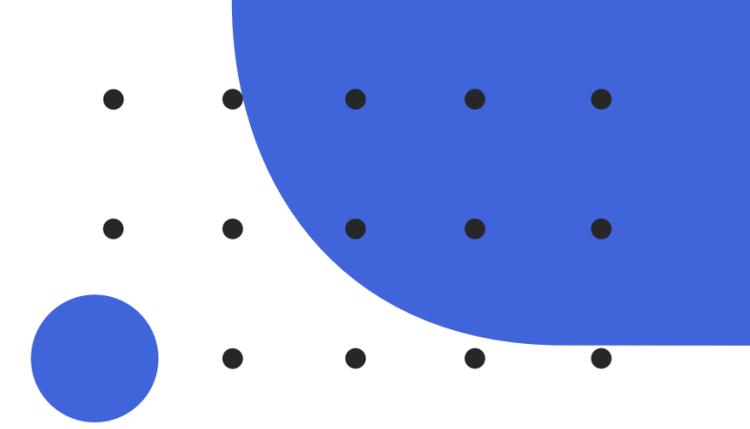
3

Check your On-Demand sessions

To check your on-demand sessions, select the On-Demand tab on the top of your sessions list. Some On-Demand sessions will have a due date, meaning it will be available until the scheduled date. If it has no due date, then the session will be available forever, or until the Facilitator decides to cancel it.



Getting the Facilitate app

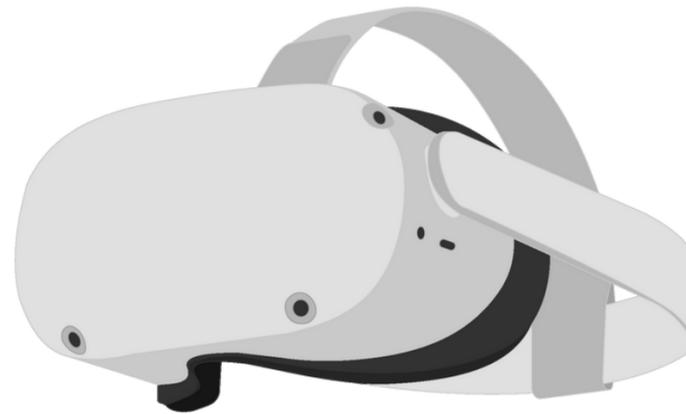


Desktop



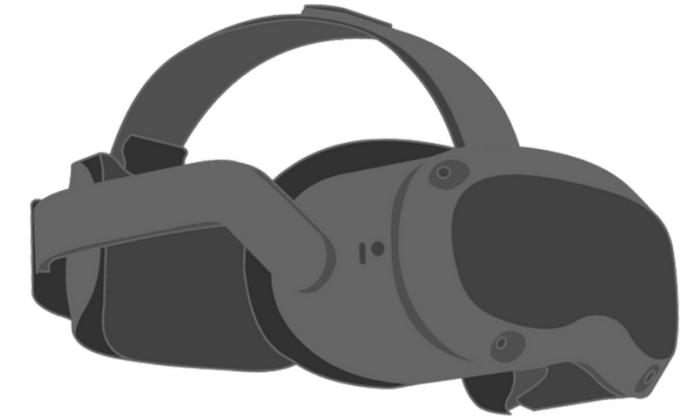
If you have a Windows computer, you can get the app from the [portal download page](#).

Quest 2



The Facilitate VR app is also available on the Quest 2 and Focus 3 headsets. Contact your Admins to get access to the Facilitate VR app.

Focus 3



1

Log into the app

Using your account details, log into the Facilitate app.

2

Find your Live session

If you have been invited to a live session, they can be found in the "Open Sessions" section if it's within 30 min of the scheduled time. If you do not see the session, check the "Upcoming" section.

3

Download your content

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

4

Find your On-Demand session

On-demand sessions can be found under the on-demand tab. You will enter an on-demand session on your own so you will not see other avatars. There are two types of On-Demand sessions, standard or sequenced. See the help articles for more information on those.

Enter the Facilitate session

VR



[The Facilitate VR Menu](#)



[The VR Session controls](#)



[The Learner VR Menu](#)



[The Sequenced Menu](#)



[The Standard Menu](#)



1

Log into the app

Using your account details, log into the Facilitate app.

2

Find your Live session

If you have been invited to a live session, they can be found in the "Open Sessions" section if it's within 30 min of the scheduled time. If you do not see the session, check the "Upcoming" section.

3

Download your content

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

4

Find your On-Demand session

On-demand sessions can be found under the on-demand tab. You will enter an on-demand session on your own so you will not see other avatars. There are two types of On-Demand sessions, standard or sequenced. See the help articles for more information on those.

Enter the Facilitate session DESKTOP



[The Desktop App](#)



[The Learner Desktop Menu](#)



Review your session

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

1

Go to the Results page

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

2

Find the session

Find the session you want to view 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 session, such as what content has been opened, and assessment results.



[Finding your assessment results](#)



You are all set

You have completed the basic steps of Facilitate.

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

Help Center

