Start a CTC Exercise

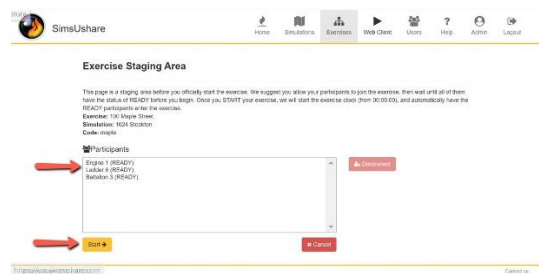*How to launch a new multi-player exercise with the CTC.*
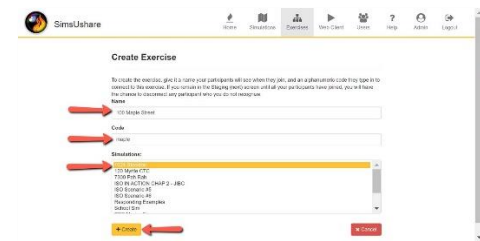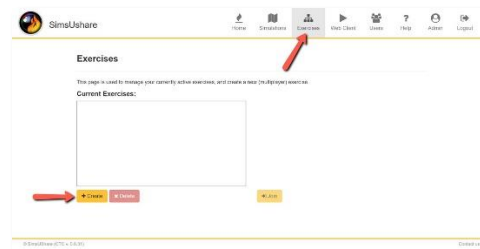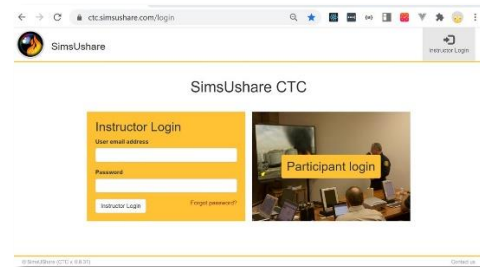
Open an internet browser (except Microsoft Internet Explorer), and go to https://ctc.simsushare.com and under "Instructor Login", enter your username and password

To verify which simulations in your account for your exercise, click on the Simulations tab. To view a simulation, double-click on a simulation name or press Preview.
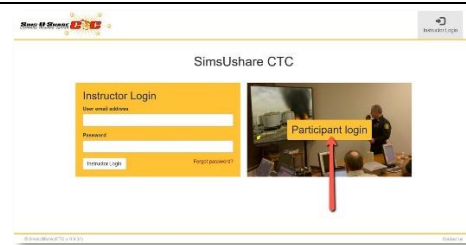
To start an exercise, press the Exercise tab. A list shows you any exercise currently in progress. Press the Create button to create a new exercise.

Type in (a) a name for the exercise (b) a one-time code you will give to participants, and (c) select which simulation you want to use, then press Create.
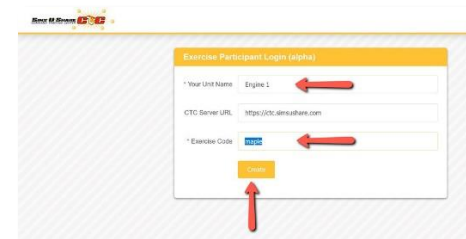
You are taken to the Staging area as your participants join the exercise. To start the exercise at any time, press Start.

To have your participants use an internet browser, tell them to open it and go to https://ctc.simsushare.com, then press the "Participant Login" button.
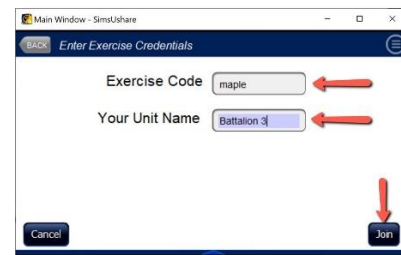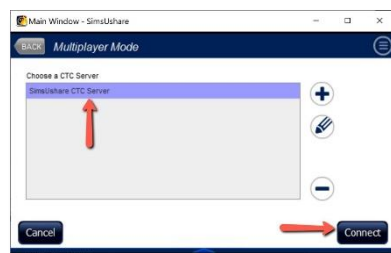
Have your participants type in (a) the name you want to see them as from the instructor view, and (b) the one-time code you created, then press Create. If you have not started the exercise already, the participant screen will tell them they are waiting for the controller. If you have started it already, the participant will be placed at the first location in the simulation.
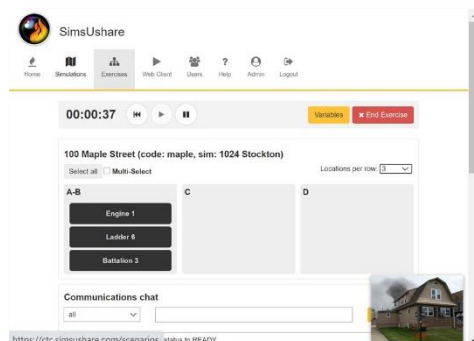
If your participants have the SimsUshare app on their computer, they can join an exercise from the main screen menu, choosing "Start CTC (Multiplayer) Mode"

Choose "CTC Server" and press "Connect". Enter the unit name and one-time exercise code. SimsUshare will download the simulation to the app automatically. If the sim is already present, you can press "Keep" to skip the download.

Once you start the exercise, you will see the instructor dashboard with all the locations, participants, and location preview.

When you start the exercise, your participants will see their corresponding view and can move independently if so designed in the simulation

(web) participant view

Basics of Managing an Exercise
Basic operations to conduct a multi-company exercise.

Create an exercise and have your participants join, either through a web browser or through the SimsUshare app, then start the exercise. The dashboard shows you boxes for each of your simulation's locations. Use the "Locations per row" dropdown if you want to arrange the boxes per row.
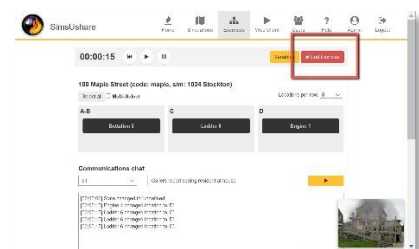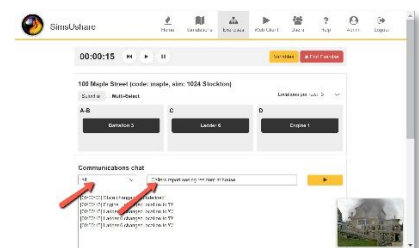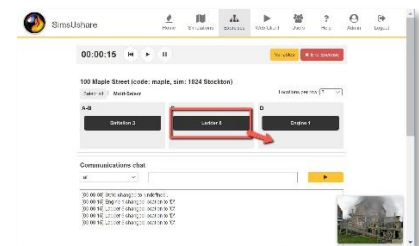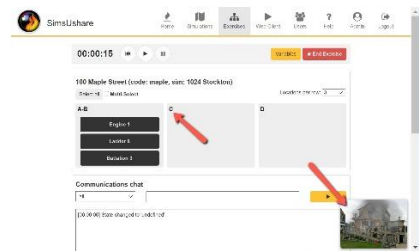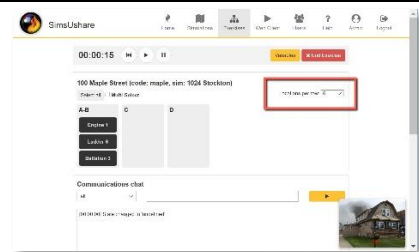

Click on a title to show a preview of that location in the bottom right corner of the instructor/facilitator screen.

Your exercise participants can use any arrows or navigation in your sims to move about freely.

You can move any participant to any location by clicking and dragging the participant to the location you choose. The participant's screen is updated to the new location.

You can use the communication box to send a message to all participants or select an individual participant. Select the recipient (or "all"), then type your message in the box. Lastly, press the send (arrow) button.

When you are finished with the exercise, press the "End Exercise" button.

Manage an Exercise with States

Managing an exercise that uses SimsUshare States for incident evolution.

'SimsUshare States' is an advanced method for creating and managing incidents that have evolving conditions. A 'state' is a set of conditions that reflect some phase of an incident, such as the incipient phase. The developer creates a 'state' by naming locations with a state marker, i.e., enclosing a state name (such as "incipient") within square brackets, for example, "Alpha [incipient]".

As an instructor, you create an exercise in the same way you do for simulations without states.
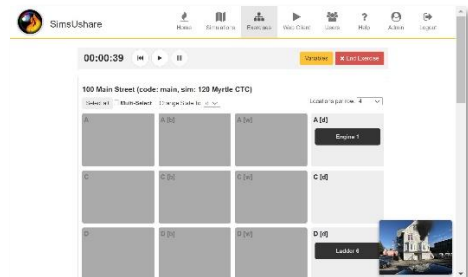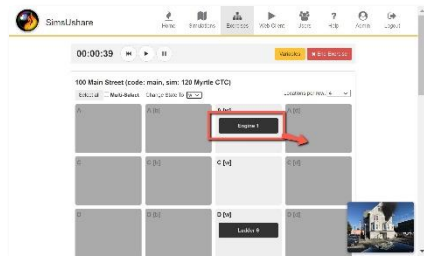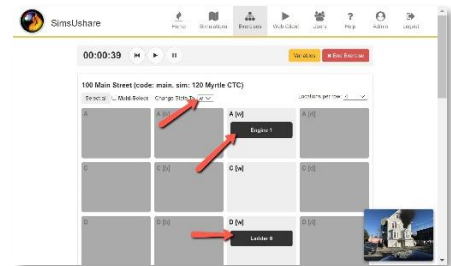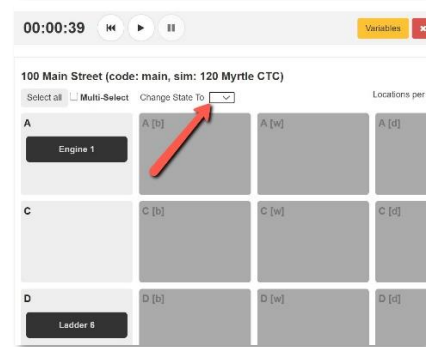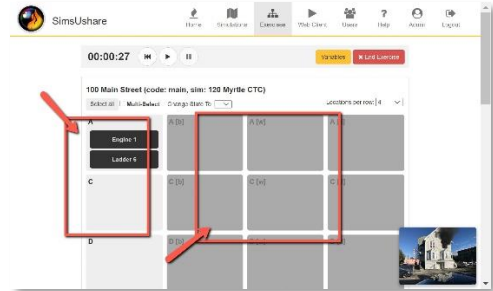
Simulations that have states will show in the dashboard as light and grey boxes. The light boxes show the locations in the current state. The grey boxes are locations in states other than the current state. In this example simulation, the states are "b" (for "better"), "w" (for "worse"), and "d" (for "defensive").

Almost always, your participants will move locations within the same state. When you want to change the state, you use the state dropdown in the center top of the dashboard.

To ensure all participants are seeing the proper conditions, SimsUshare changes each participant's view to the proper location and state when you change the state.

However, if you drag-and-drop any participant into a location with a different state, then SimsUshare updates all participants as well to their respective locations for the different state.
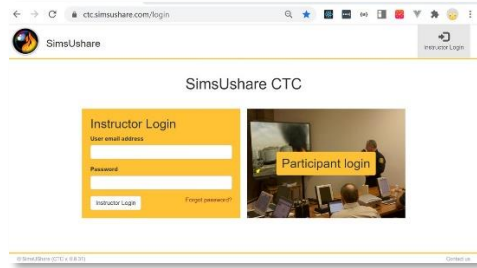

In an advanced scenario, your simulation developer can add a navigation component to your simulation across states to have the participants change states, for example, putting water on a fire.
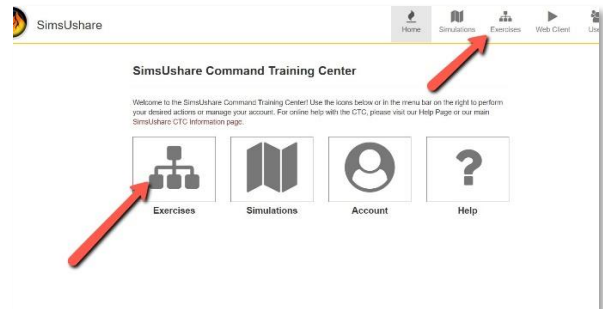
Joining an Exercise as an Additional Instructor

You may have more than one instructor or facilitator, to help manage or observe an exercise. Here is how to join an exercise already in progress as an additional instructor.
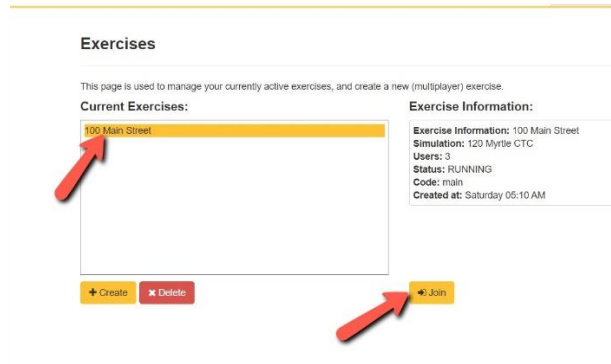
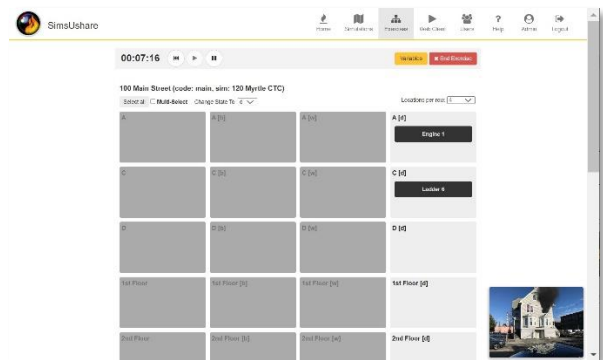Log into the CTC under "Instructor Login" with your credentials.

Click on the "Exercises" tab.

Select the exercise you want to join, then press the "Join" button.

You now are in the exercise as an additional instructor/facilitator, with all the controls and options as the original instructor.
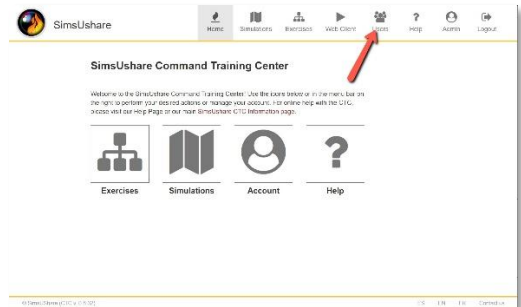
Admin: Creating and Managing CTC Instructors

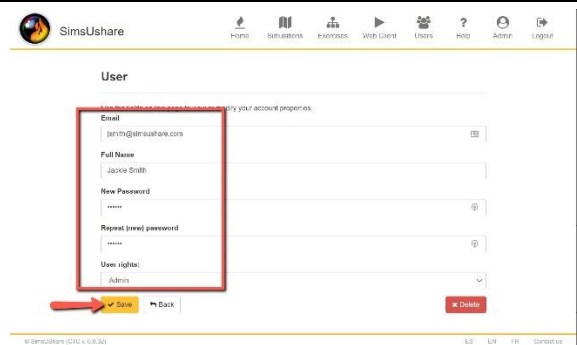*How to create additional instructors who can conduct exercises or manage your account.*

If you are an administrator of your CTC account, you can create additional instructors or administrators. The roles are as follows:

- **admin**: can upload/download sims, create embeddable sims, create/manage/join exercises, and create/manage users (other instructors or admin)
- **instructor**: can create/manage/join exercises, can download sims. This role cannot upload sims or create/manage users.
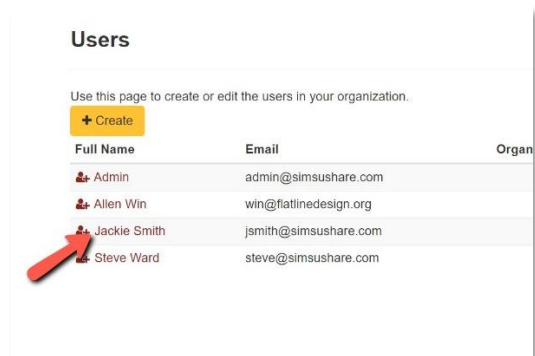- **shared**: can only download sims.

Go to the "Users" tab. SimsUshare will list the current users (admin/instructor/shared) in the account, with their roles (rights).

To create a new user, press Create, then fill out the form and press Save. Pay particular attention to the "User Rights" you assign – this can be "admin", "instructor", or "shared", as described above.

To edit a user, click on the user's name and you can modify their information and access rights.
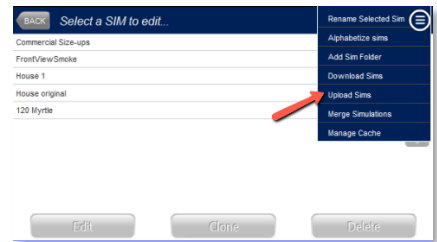

If you want to delete the user, click the "Delete" button.
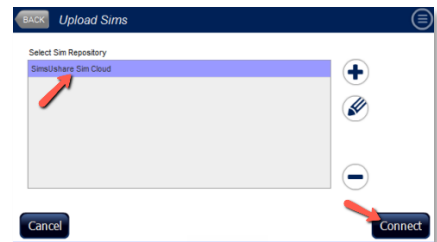You cannot delete your own user id.

Uploading a Simulation to SimCloud
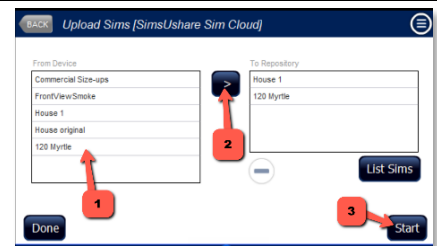*How to upload a simulation for use in the CTC.*

From the main SimsUshare screen, click on either **Edit** or **Play**, then choose "**Upload Sims**"	
Select "**SimsUshare SimCloud**" and press **Connect**. You will then be prompted for your CTC login credentials.	
When your credentials are accepted, a screen will appear that allows you to upload sims you select to the cloud. On the left side of the screen are sims on your device. Note: You may need to click and drag upward with your finger or mouse to see all the sims listed. Select a sim and click on the arrow (**>**) button to transfer it to the box on the right. When you are finished selecting all the sims you want to upload, press "**START**"	
Log into your CTC account at https://ctc.simsushare.com and go to the "Simulations" tab. You will see the simulation you have uploaded, and it is ready for use in the CTC or for sim embedding.	