TheTrainingArcade®

New User Guide

Introduction

Transform learner performance with games! Our library of games and easy-to-follow authoring tool enables anyone to create, publish, and share games in minutes, all while tracking user performance.

This guide introduces you to the administrative nuts and bolts of The Training Arcade® and includes a step-by-step guide to building your first game!

Our game authoring tool is managed with drop-downs, uploads (audio, image and video) and text input fields. No coding or programming skills are required.

When you see this icon in the Admin Portal, hover over it to find a helpful game building tip.

........Let's get started!

User Types & Permissions

Admin

1. Full authoring rights
2. Full administrative access to the sub-domain
3. Can add or remove users
4. Can view & edit all games
5. View and download all analytics

Creator

1. Full authoring rights
2. Can create games
3. Can only view or edit their own games
4. Can view analytics
5. Can add Player Lists

Viewer

1. Can only view analytics and leaderboard
2. No access to create, edit or delete games
3. Can lead Instructor lead courses, once permissions are granted

1. Introduction

2. User Types and Permissions

3. **Features**

    a. Add/Delete Users

    b. Create & Edit Games

    c. Registration

    d. Authorized Player Lists

    e. Themes

    f. Splash Screen

    g. Privacy Policy

4. Reports and Analytics Export

Adding a User

Adding a user to a subdomain is an Admin Only task.

Admins can assign Creator and Viewer roles.

Click on <Users> on the admin dashboard

*Players are not considered users and you do not need to add players via the Admin Panel. Your players will access the games from URLs and links shared directly with them using chat, email or via an LMS.
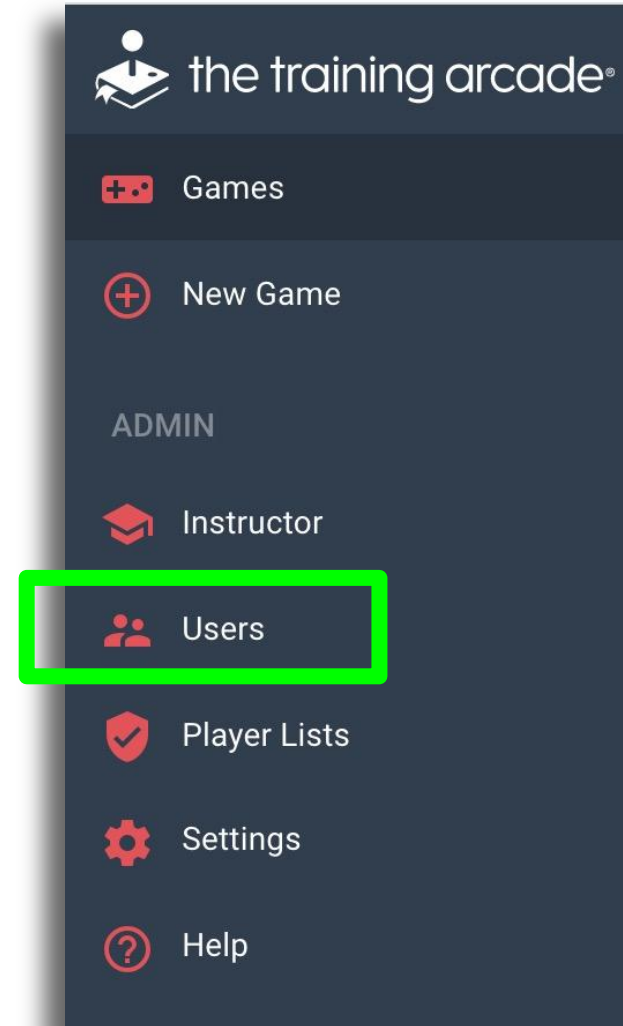
Adding a User

Click on **\<Add a User\>** in the top right corner of the screen

Complete all fields in the popup box

Click **\<Save\>**

The new user will receive an email inviting them to register with your subdomain.

*If the user does not receive the email, have them check their spam folder.

Users with open invites can be resent an invite at any time by clicking **\<Resend Invitation\>**

If the email is confirmed to be undelivered, the subdomain address may need to be whitelisted with the company IT dept. We can provide the URLs or static IP required for whitelisting.

Users									
		Games			Arcades				
Name ⌃	Email Address	Total	Players	Sessions	Total	Players	Sessions	User Type	Date Added
Search Name	Search Email Address							All ▾	
Allan Rust	allan.rust@thegameagency.com	0	0	0	0	0	0	Admin	2019-02-01 02:52:06	Resend Invitation / Edit
Amanda booe	amanda.booe@thegameagency.com	0	0	0	0	0	0	Admin	2019-10-01 17:42:45	Edit

Last 30 Days: 7/06/2021 - 8/04/2021 ▾   ⬇ Export   ✚ Add a User

User Information

First Name

First Name

Last Name

Last Name

Email Address

Email Address

User Type

Select ▾

Save

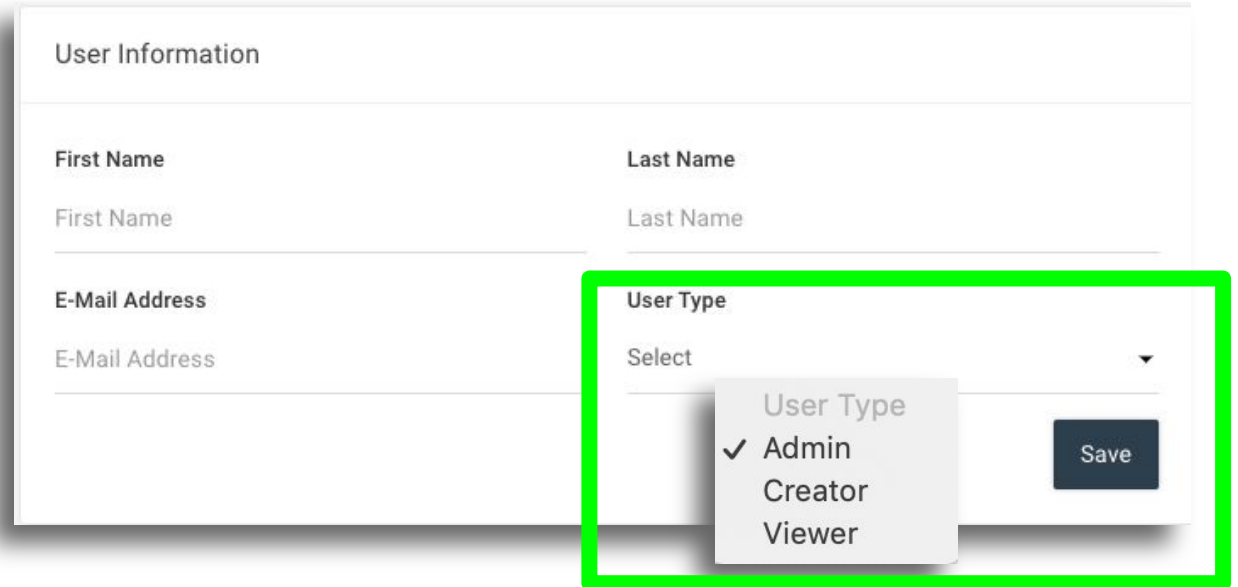# Adding a User

Select a **<User Type>** for the person being adding

Admin - Full access rights to the platform

Creator - Game creator rights

Viewer - Can lead Virtual Instructor Led games, view analytics and leaderboard

*See pg 4 for full details on each user type

User Information

First Name

First Name

Last Name

Last Name

E-Mail Address

E-Mail Address

User Type

Select

User Type

✓ Admin
Creator
Viewer

Save

User Custom Fields

Custom Fields are used for a creator or admin to limit viewing to a specific existing Custom Field.

Switch limit viewing to **<Yes>**

Then select the fields to be added from the Dropdown menu by selecting the checkbox.

Click **<Save>**

Once these fields are added the creator or viewer will only see data associated with these fields.

Custom Fields

Limit Viewing Based On Registration Field

Yes ▾

Select From Exisiting Fields

Select... ▾

Field Name ✕

Agree to opt in to be contacted

Options

Yes ☐

No ☐

Save

User Permissions

Admins can create Permissions on the game level and allow creators or viewers access to other games by tethering the games between user type.

As the builder of an ILT game you will need to add permissions to another user (viewer or creator) in order for them to lead the sessions.

Click on **<Permissions>** in the menu bar.

Click into the dropdown of the type of user to be given permissions.

Choose the user and then click **<Add>** then **<Save>**

You can also toggle to **<Allow All>** to add all Creators or Viewers to a game.

User Permissions

If you would like someone else to host the Instructor game during your next virtual or live training event, you will need to add them as a Viewer on the game.

Step 1 - In the Users section, make sure to add the new person as a Viewer.

Click **<Add a User>** and then enter their name and email.

Next select the **<Viewer>**, once saved the new viewer will receive a welcome email asking them to click a link to accept the invitation and set up their own username and password.

Step 2 - Go into the specific game in which you want to grant permission and click the **<Permissions>** tab.

Under the Viewer section, scroll through your list of viewers to the viewer you want to give permission and click **<Add>**
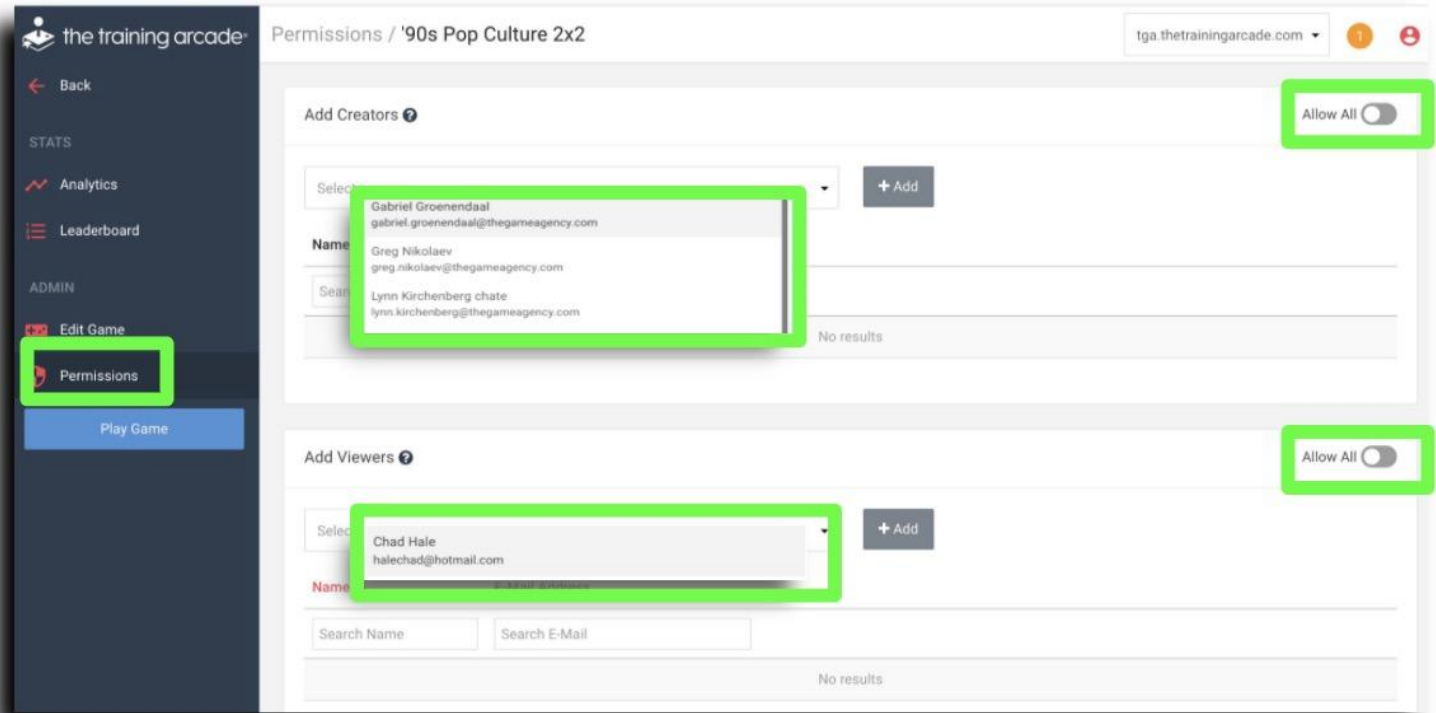
Transferring Games

Click on **<Users>** on the admin dashboard

From the **<Users>** menu

From the list locate the user name you wish to receive the ownership of the games.

Click **<Edit>**

Next from the **<User Information>** popup, click on the 3 red dots (top right).

Then click **<Transfer>**, select the user to receive ownership of the transferred game.

Click **<Submit>**

← Edit User / Chad Hale

User Information

Transfer Games

First Name   **Last Name**
Chad   Hale   Delete User

Email Address
victoria.keating@thegameagency.com

Transfer Game Ownership   ✕

Transfer games created by Chad Hale to:

Select...   ▾

Name	Email	User Type
Allan Rust	allan.rust@thegameagency.com	Admin
Amanda booe		
Brian McMillan		
Name		

Transfer Game Ownership   ✕

Transfer games created by Chad Hale to:

Allan Rust   ▾

Cancel   Submit

Deleting a User

Click on **<Users>** on the admin dashboard

From the **<Users>** menu

Locate the user name you wish to delete

Click **<Edit>**

Next from the **<User Information>** popup

Click on the 3 dots (top right)

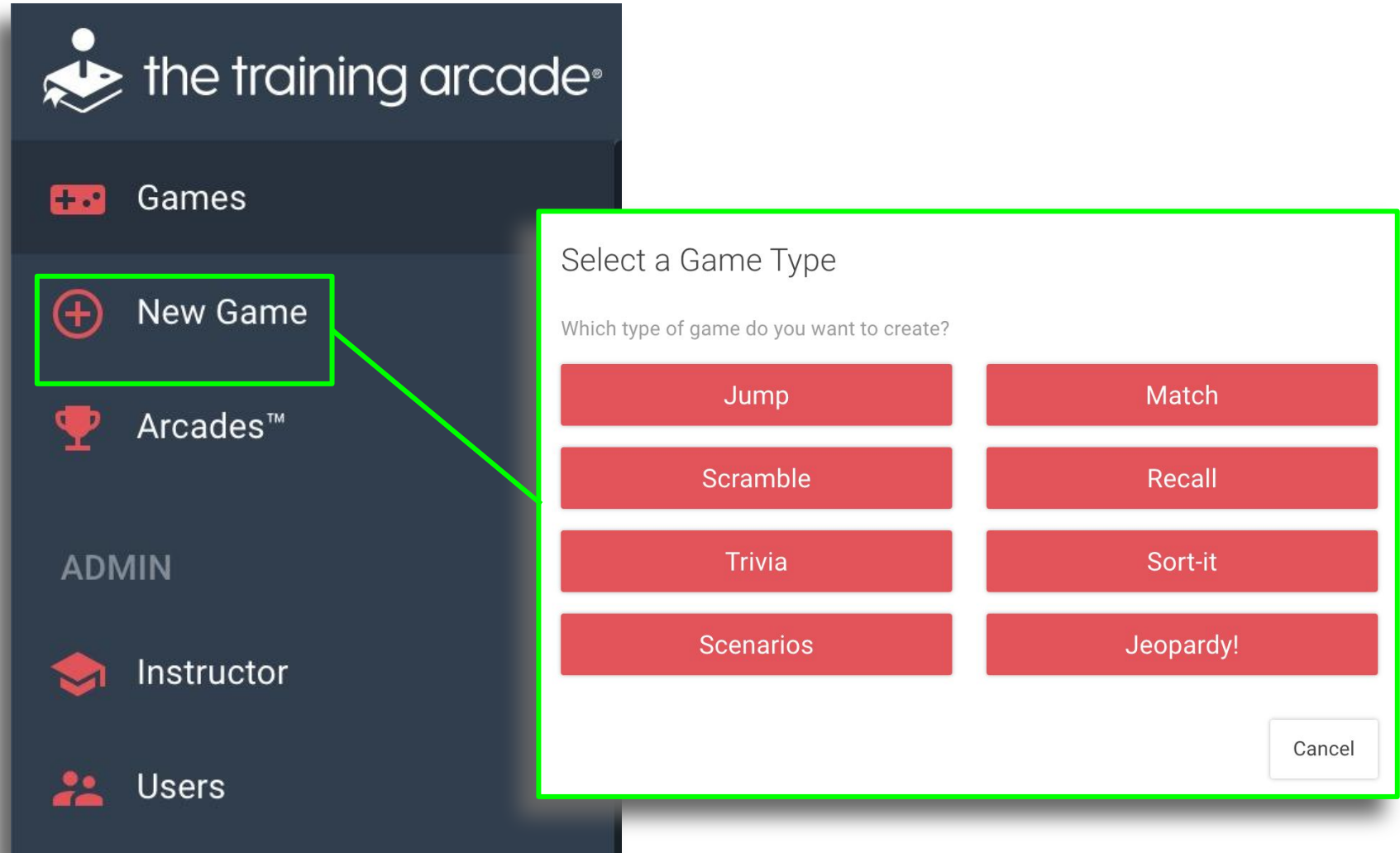Click on **<Delete User>**

Click **<Submit>**

Creating a Game

In this section, we will cover only the **<Game Info>** tab. Individual game setup is available in another document.
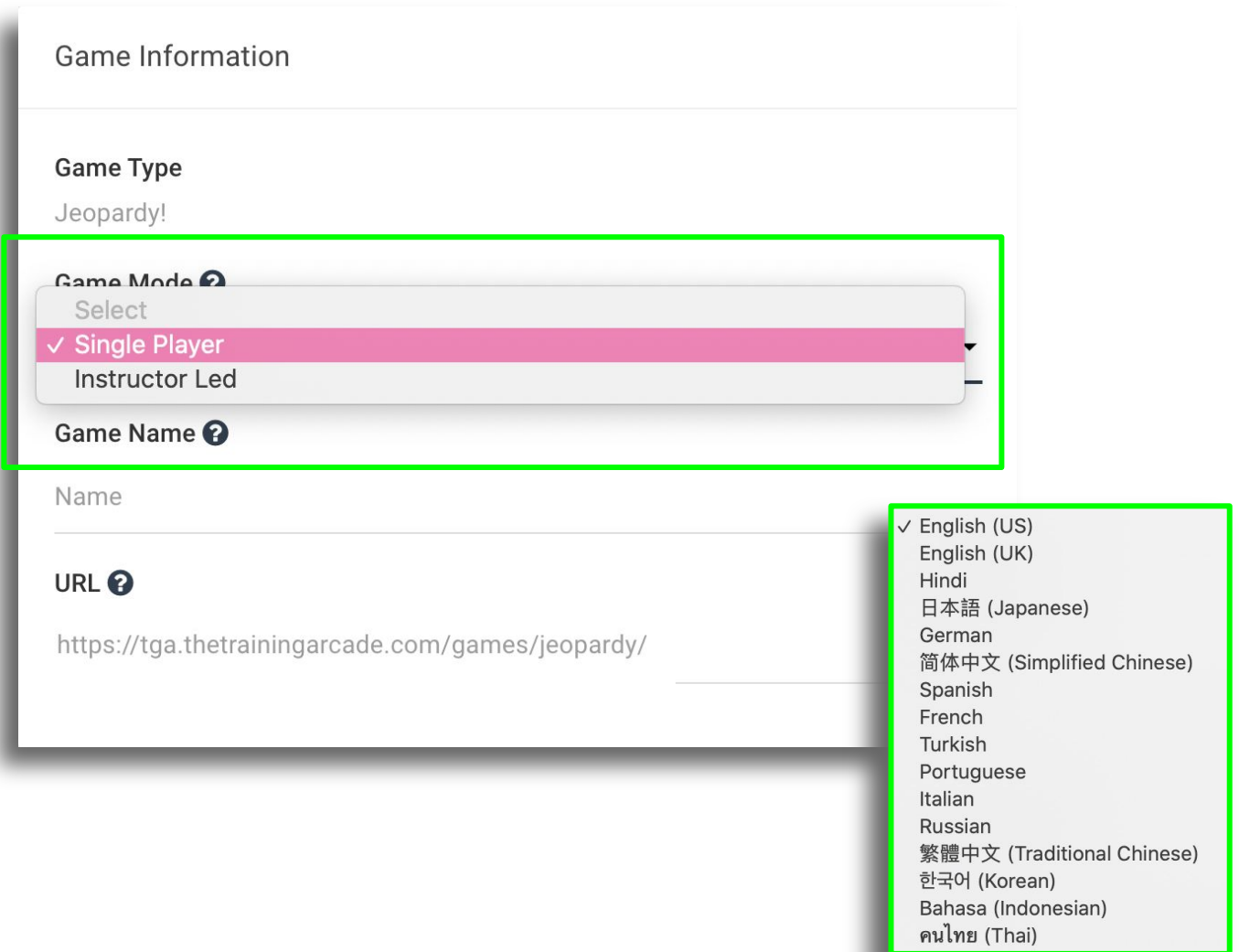
Click **<New Game>** on the dashboard.

Next select the **<Game Type>** from the pop up menu.

Once the game type is selected, the admin or creator is taken directly to the **<Game Builder>**

the training arcade®

Games

New Game

Arcades™

ADMIN

Instructor

Users

Select a Game Type

Which type of game do you want to create?

Jump	Match
Scramble	Recall
Trivia	Sort-it
Scenarios	Jeopardy!

Cancel

Creating a Game

Set up your game details under the **<Game Info>** tab

- Choose **<Game Mode>**
  - Single Player
  - Instructor Initiated (Trivia only)
  - Instructor Led (Trivia and Jeopardy!®)
- Enter your **<Game Name>**
- **URL** - This field will auto-populate once you enter the game name
- Set your **<Default Language>**. The default language is used to automatically update the game buttons and info to the chosen language.
- We have a separate User Guide available for instructor led mode (ILT)in Jeopardy! and Trivia
  - Please visit The Training Arcade® Subscriber page or email support@elblearning.com to request a copy
- If your language of choice is not listed, we can work with you to add a new custom language to the CMS.

Game Information

Game Type

Jeopardy!

Game Mode ❓

Select
✓ Single Player
Instructor Led

Game Name ❓

Name

URL ❓

https://tga.thetrainingarcade.com/games/jeopardy/

✓ English (US)
English (UK)
Hindi
日本語 (Japanese)
German
简体中文 (Simplified Chinese)
Spanish
French
Turkish
Portuguese
Italian
Russian
繁體中文 (Traditional Chinese)
한국어 (Korean)
Bahasa (Indonesian)
คนไทย (Thai)

Creating a Game

Define your **<Timer Settings>**

- Set a **<Default Timer>** per question

  - Enter the amount of time players have to answer each individual question. Once a time is entered in this field, each question will be set to this time as they are created.

  - If you would like to set a longer or shorter timer per question, this can be set on the questions tab and will override the game settings default timer.

- Pass % - Enter a percent of correct answers that players must achieve to pass, the result is shown on the Game Over screen.

  - This field is also required when using SCORM to publish games.

Game Settings

Set a default timer for all questions? ❓

Yes ▾

Percent of questions answered correctly required to pass

Percent required to pass %

Time per question (seconds) ❓

Time Per Question seconds

Clue Text ❓

B I U S ☰ ☰ X₂ X² Normal ↕ A A̶ ☰ I̶ₓ 🔗

IN THIS 1979 FILM,
ROBERT DUVALL CLAIMS TO
LOVE "THE SMELL OF NAPALM IN
THE MORNING"

Use a timer for this question?

Yes ▾

Timer Duration (seconds) ❓

60 seconds

Creating a Game

Define your **Question Settings**

- Turn the **<Randomize Questions>** option **<Off>** if you require the questions that are being presented in the order written into the game builder.

- In the event shorter rounds are required, the number of questions presented to a player per session can be set.

    - If **<No>**.....move on, you're all done 😀

    - If **<Yes>**....enter the number of questions you want the players to experience in each round.

Randomize questions?

Yes

Limit the number of questions per session?

No

Limit the number of questions per session?

Yes

Number of questions per session

Enter the number of questions to

Creating a Game

Define your **"Tutorial Settings"**

- Show players a built-in game tutorial prior to playing.

If you have an external link you would like to prompt players to visit once they complete the game, add a URL link here. The link could direct players to your company website or survey site for example.

- The text on the Learn More button can be customized in each game.
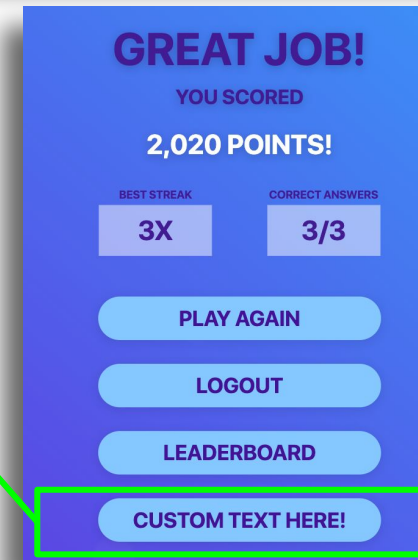
Creating a Game

Information Pop-Up

This feature is optional, but an extremely helpful tool to give your players an introduction to the game and material included within it.

There is a WYSIWYG editor that gives admins and creators to have more options when entering the details to the **<Body Text>**

Links/URL's can be added here, but will take players away from the game window to a new browser window. The player can transition easily back to the game.
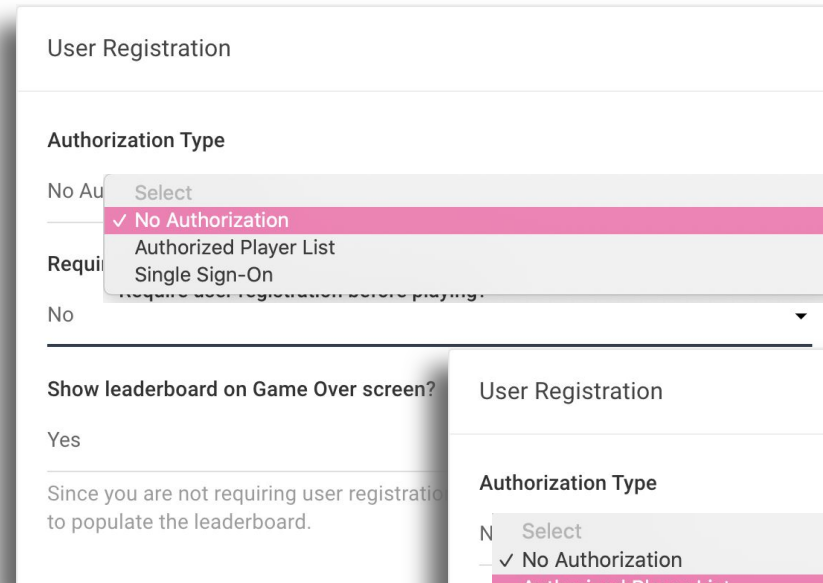
Creating a Game
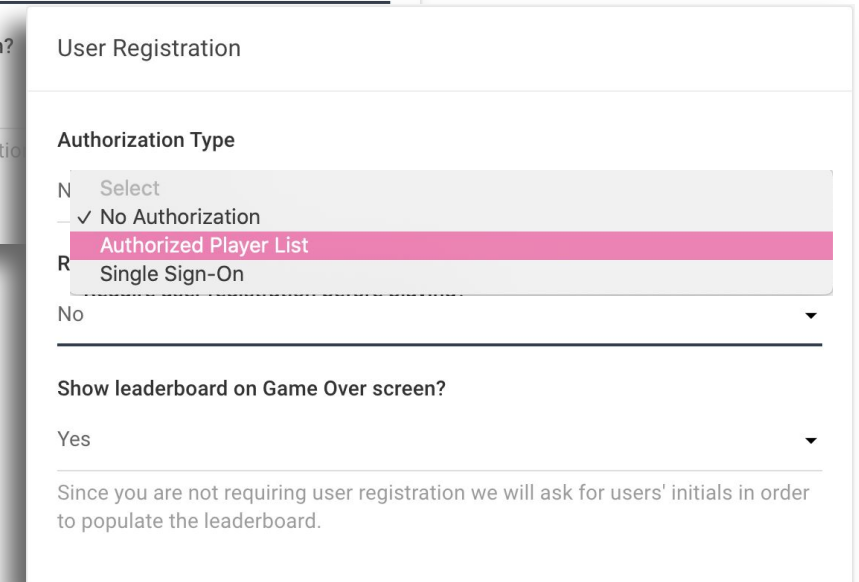
User Registration

Authorization Type:

- **No Authorization:** This setting allows player to play games in "anonymous mode"

- With the leaderboard turned on, the player is fully anonymous to others

- With the leaderboard turned on, the player will be asked to enter just initials for the leaderboard (max 3 characters)

- **Authorized Player List (APL):**

  - A player list can be created in Excel and loaded into the CMS using an Excel CSV file or manual data entry.

  - When an APL is in use, only players on the list can play the game. Anyone not approved to play will be presented with an unauthorized screen.

Creating a Game

User Registration

Using SSO - The Training Arcade SSO is SP Initiated login, so there is no target URL. To utilize SSO for your subdomain contact support@elblearning.com for more details.

- You will need to add an idP to your subdomain in order to add SSO to a game.

- Once an idP has been added to the subdomain, the provider will now be made visible in this dropdown menu.

* If your IdP is not SAML compliant, we can work to customize the integration on a case-by-case basis. Please request a client consult in this event.

We can also provide URL's and/or a Static iP address in the event you need to whitelist the SSO within your organization.

User Registration

Authorization Type

Single S | Select
No Authorization
Authorized Player List
✓ Single Sign-On

Select SSO Provider

Select

You do not have any SSO providers. Add an SSO provider to use this feature.

We have a separate User Guide available for SSO integration

Please email support@elblearning.com to request a copy

Creating a Game

User Registration

If you require players to register prior to playing your game, toggle this field to "yes"

A new section will open on the page.
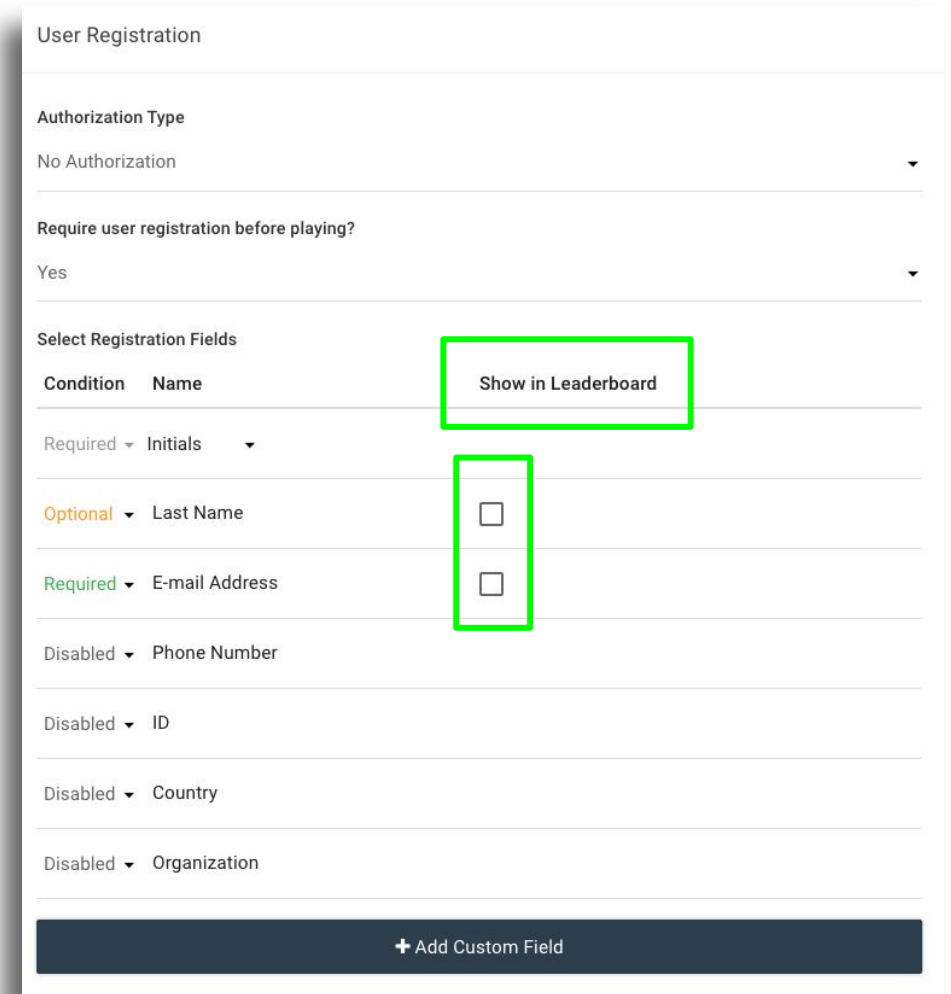
- Initials or First Name are required

- If Email is disabled, ID will then be required - Email or ID are considered Unique Identifiers in our platform and will be valuable when using the analytics and data exports.

Show in Leaderboard

Check this box if you would like up to 2 more fields shown on the leaderboard, for a total of 5 fields (incls custom fields).

We have a separate User Guide available for Custom Registration setup

Please email support@elblearning.com to request a copy

Creating a Game

User Registration: Custom Fields

We added a new feature that helps slice and dice the analytics even more! Click on **Add Custom Field** and a new popup appears.

Choose from:

- **Text Entry:** Here the players will enter the requested information manually.

- **Dropdown Menu:** Create a list of options for the player to select from when registering.

These fields can be used for capturing a variety of additional information, but cannot be used to collect PII (Personally Identifiable Information) For more information on our PPI and GDPR policies click the link below.

https://www.elblearning.com/legal/privacy-policy

We have a separate User Guide available for Custom Registration setup

Please email support@elblearning.com to request a copy

Select Registration Fields

Condition	Name	Show in Leaderboard
Required ▾	Initials ▾	
Optional ▾	Last Name	☐
Required ▾	E-mail Address	☐
Disabled ▾	Phone Number	
Disabled ▾	ID	
Disabled ▾	Country	
Disabled ▾	Organiza	

Add Custom Field *   ✕

Add New Custom Field	Select Existing Custom Field

Name   **Type**

Enter field name...

✓ Select
Text Input
Dropdown

* Collection of personally identifiable information must comply with Subscriber's Privacy Policy. For a list of data fields which may not be collected Click Here

Cancel   Submit

Creating a Game

User Registration: Custom Fields

Create a **new custom field**
or
Select from **existing custom fields**
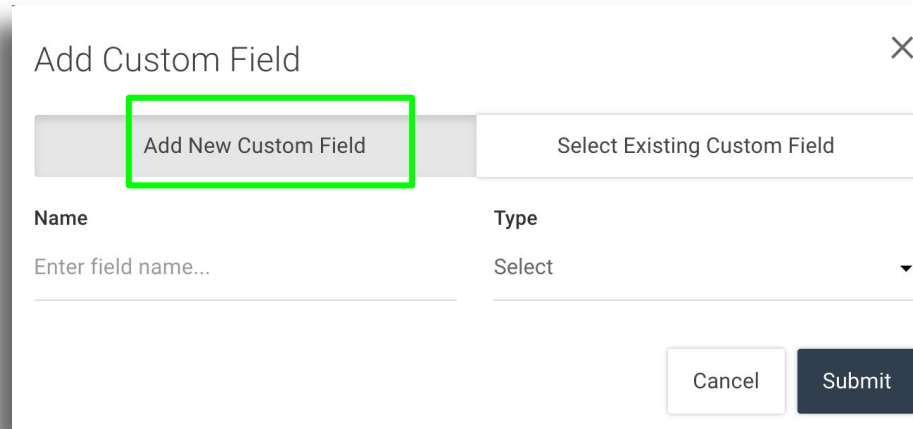
We recommend the dropdown menu option whenever possible to mitigate data complications caused by spelling or other inconsistencies like abbreviations.

*The existing custom field option will include all Custom Fields created across your subdomain.
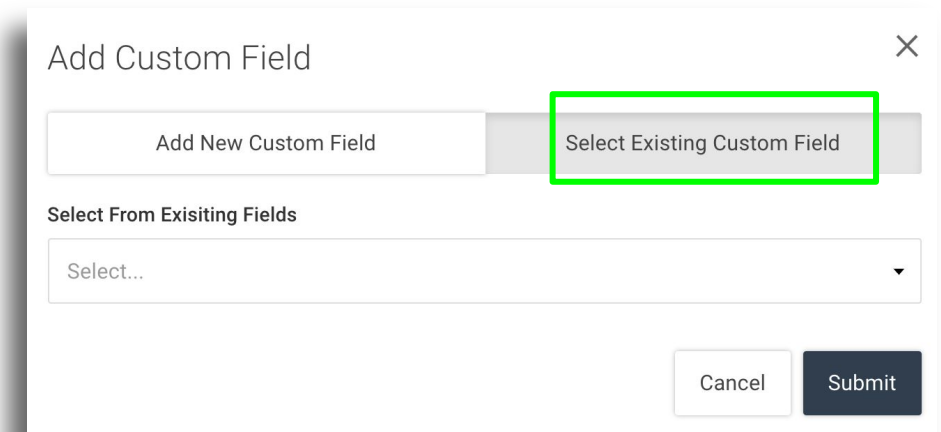
*The custom fields can also be included in the Game Over Leaderboard and analytics, by checking the **"Show in Leaderboard"** box

We have a separate User Guide available for Custom Registration setup

Please email support@elblearning.com to request a copy

Session Limits

Session Limit: Date Range

The game builder now has several options for limiting game play.

The game **Start** and **End** dates can be set without the need for player registration.

The game will remain inactive until the start date and time and move to inactive once the end date and time has been reached.

Once a player has reached the allotted amount of plays they will be presented with a 'Gameplay Has Expired' screen.
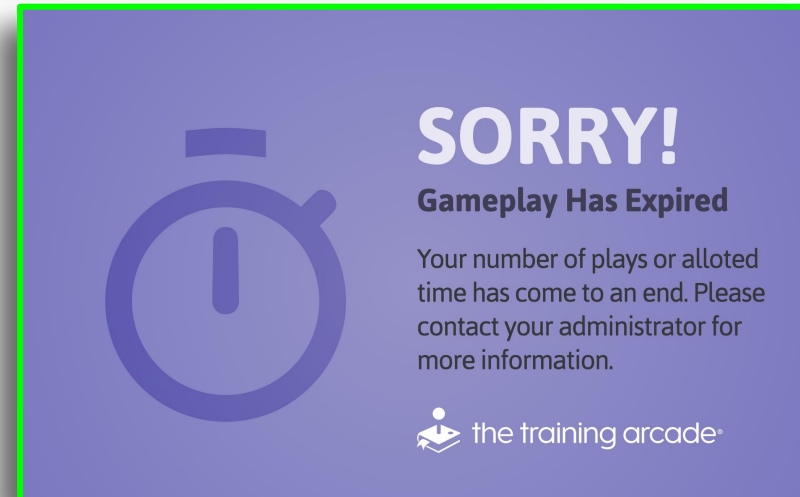
Session Limits

Session Limit: Session Play Limits

Session play limits are used in conjunction with registration and the Email field.

Once set to **<Yes>**, Sessions can be limited to a set number of plays and/or a combination of plays within a set date range.

It is important to note that limits are set on the lifetime of the game and any increase to plays should be incremental to the current play setting.

For example: To increase plays from 1 all time to 3 all time, the session limit must be raised to 3. However, if a game has been previously played this could impact the session counts so creating a new copy of the game is recommended.

Once a player has reached the allotted amount of plays they will be presented with a 'Gameplay Has Expired' page.

Creating a Game

Splash Screen

The Splash Screen is the first screen a player interacts with when they log in to play the game, and this is a fun way to add more branding to the game.

There are a few ways for an Admin or Creator to set up the splash screen:

- Upload your **Company Logo**
- Upload a **Game Title**
- Upload a **Game Image**

Adding a logo to the Splash Screen will also add a logo to the Leaderboard.

Locations and defaults are preset and cannot be changed without a custom theme.

For more information on creating a custom theme, contact: support@elblearning.com

Creating a Game

Privacy Policy

Adding a company Privacy Policy is optional. When a company name and URL is added a link to the policy appears on the splash screen of the game.

Company Name The name you wish to be displayed as part of the link.

Privacy Policy URL An active link that will take players to a copy of the privacy policy

Custom Privacy Policy (optional)

Optional link to your Privacy Policy that will appear on the splash screen or registration form.

Company Name ?

Company name...

Privacy Policy URL ?

Privacy Policy URL...

Trivia

START GAME

YOUR LOGO HERE

My Company Privacy Policy

the training arcade®

Privacy Policy & Terms of Use
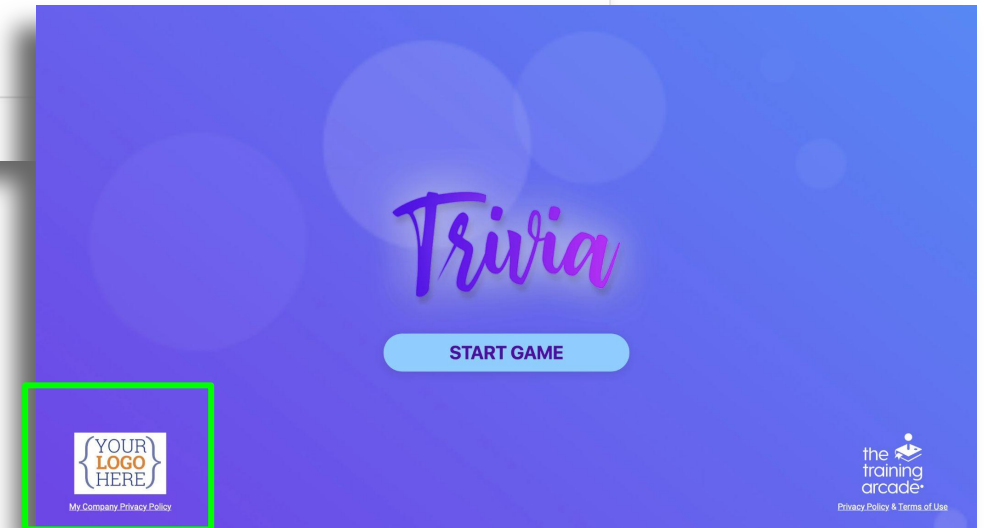
Translations

All of the default global copy in our games can be automatically translated on the **Game Info** tab by changing the default language.

Once set, the **<Default Language>** will automatically update the game instruction buttons and any other text fields that are baked into the game.

We have a Translation Template that will assist in translating the game content in our games, with the exception of Jeopardy! ® and Wheel of Fortune®.

We currently offer 16 languages.

If you are interested in adding an additional language as a custom service please contact: support@elblearning.com
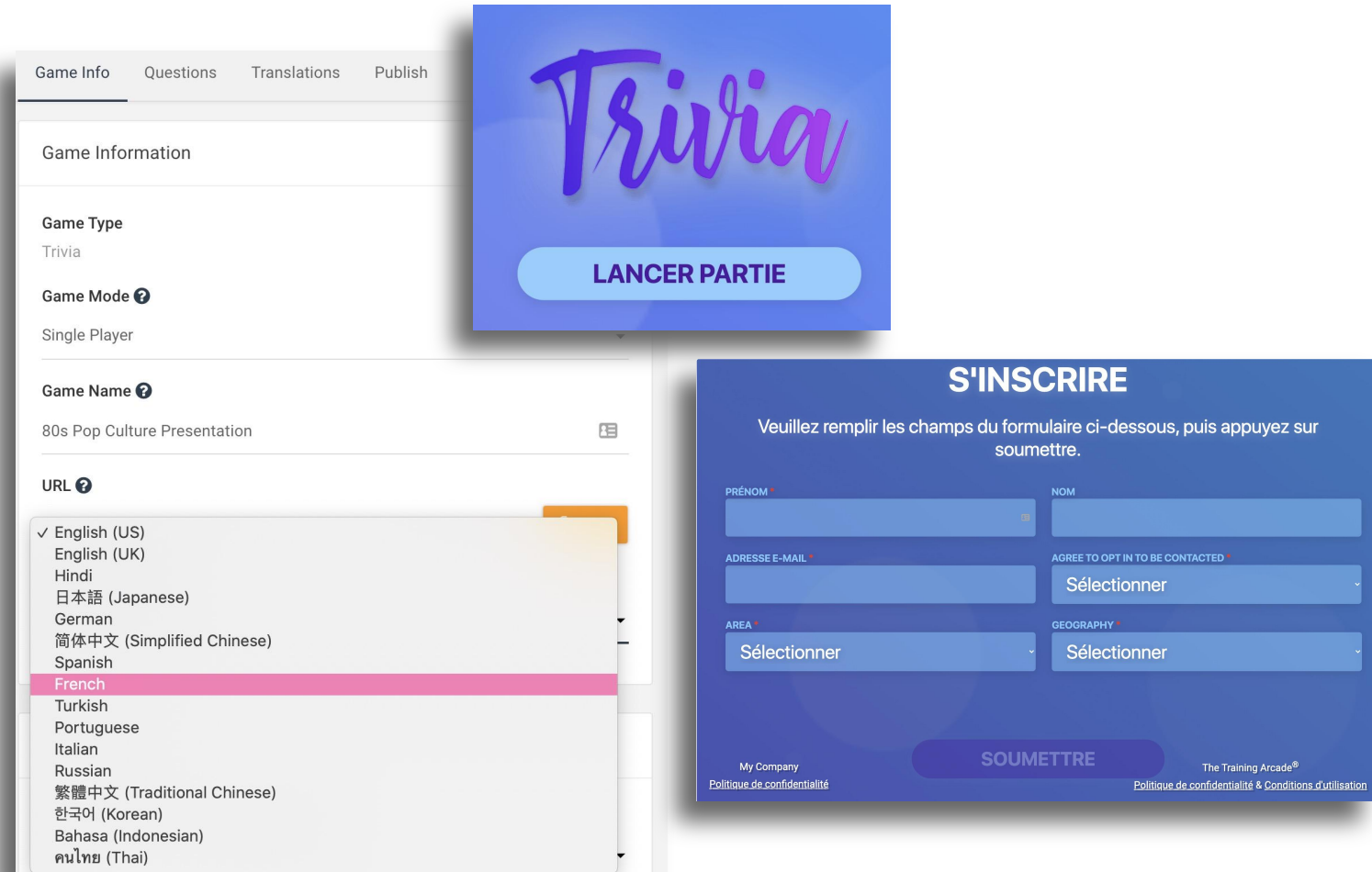
Translations

To translate the created copy within the game, download the **"Translation Template"** and fill in the question details in the language of your choice.

Once the sheet is complete and saved, it can be uploaded and the game fields will be translated accordingly.

Multiple languages can be added to games, by selecting the language from the drop down menu on the Translations tab and clicking **<Add>** this will present a language picker to the player.

Players can toggle between selected languages on the Splash Screen prior to starting game play.

If you are interested in adding a language as a custom service please contact: support@elblearning.com
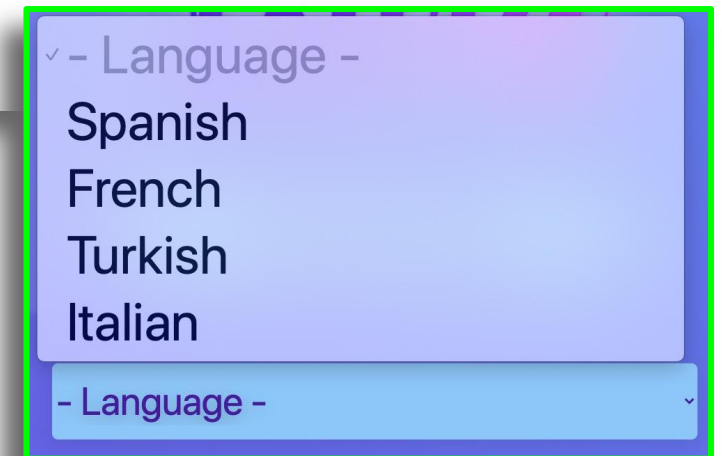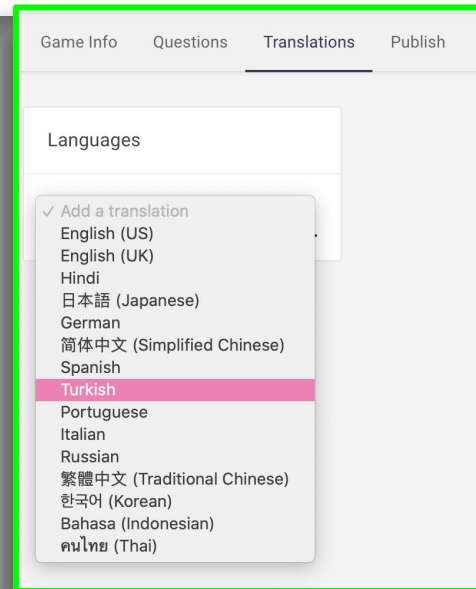
Publishing Games

Under the **Publish** tab:

Embed Game - Use an embed code to place the game onto your website or anywhere else html is supported.

To embed a game within an iframe, use the **<i-Frame calculator>** to generate the appropriate embed code based on your LMS requirements.

SCORM - Export the games as a SCORM package (SCORM 1.2 or 2004) and load into your Learning Management System (LMS).

We support downloading zip files for SCORM 2004 and SCORM 1.2.

Add a **<Close>** button if you would like to allow players to close the game out of SCORM manually.

Edit Game / 20046 DC Booth

Game Info   Questions   Publish

⚠ **Note:** Any changes you save in the editor will automatically deploy to your game.

SCORM

Show Close button on Game Over screen

Download the SCORM zip file for your game here.

⬇ SCORM 2004: 3rd Edition   ⬇ SCORM 1.2

Embed Game

Enter width and height to generate your iframe embed code.

Width (pixels)   Height (pixels)

Enter width...   px   Enter height...   px

Authorized Player Lists

To create a new **"Authorized Player List"** click on **"Player Lists"** within your account.

Click **"Add a Player List"**

Enter a **"List Name"** and **"Add Email Addresses"** either by manual entry or by uploading a CSV file.

Player Lists can be used in the place of an Single Sign On as a way to ensure your games are played only by approved players or as a way to segment player groups.

If you make any changes to a list by removing or adding players, the lists on the games will need to be re-added as lists do not automatically update with the new information.

Multiple lists can be added to games.

User Registration

Authorization Type

Authorized Player List

Select Authorized Player List(s)

Select player list(s)...

User Segmentation Group 3

User Segmentation Group 2

User Segmentation Group 1

Authorized Player Lists

To add an **<Authorized Player List>** to your game you will need to create your Player List.

From the Main Menu select <Player Lists>
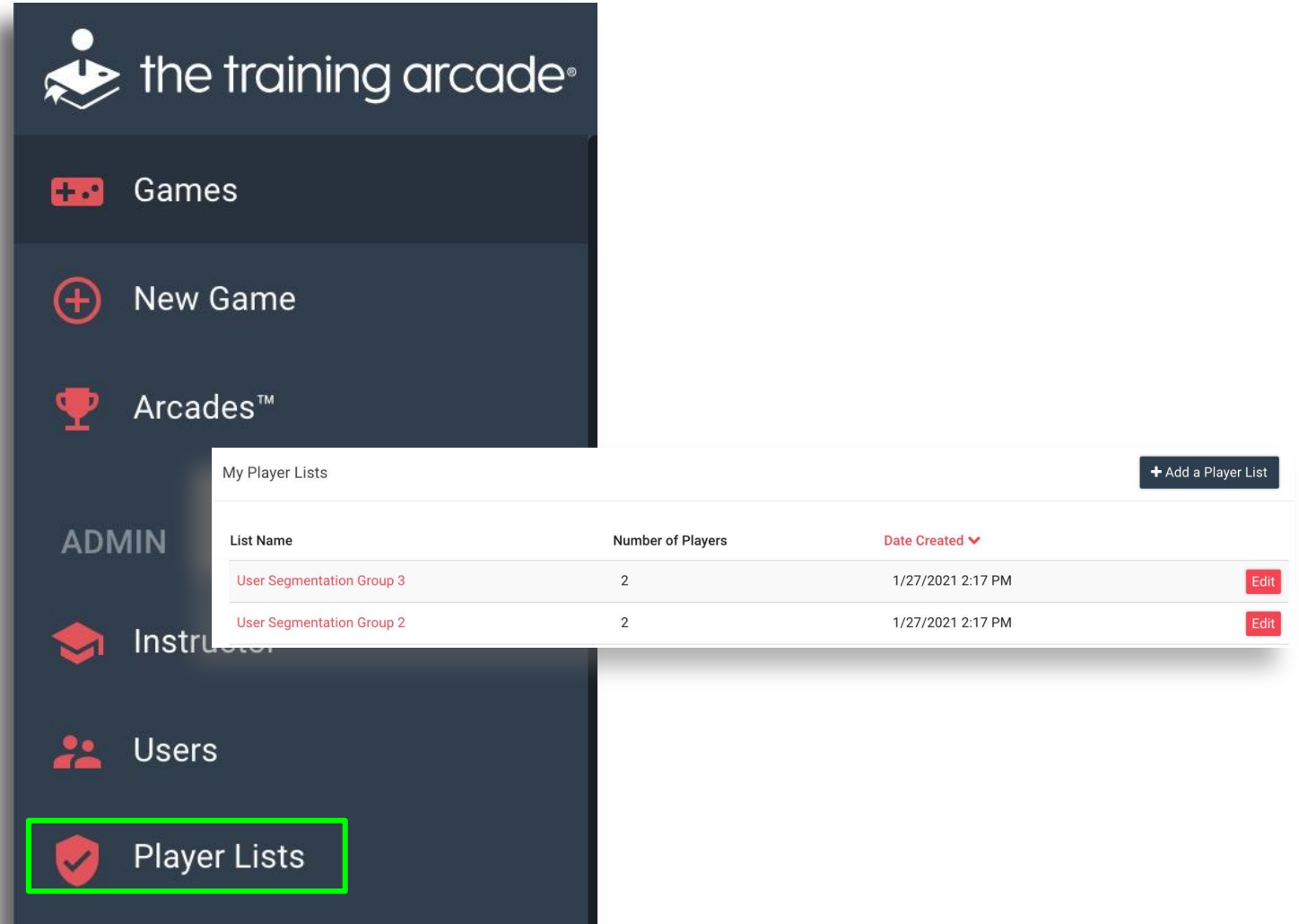
Click <Add a Player List>

Next name your list for easy identification when multiple lists are available for selection by a creator.

Only players on the list will have access to the game.

More players can be added manually. Click **"Add Email Address"** and click **"Save"**.

Once added, all the players included in the list will display beneath the List Name.

Individual players can be removed at any time, by clicking **"Remove"**.

Authorized Player Lists

Once the Player List has been added, turn on registration to require an email is entered by the players.

If a player with an email address included in the Player List attempts to access the game, they will be automatically given access.

An Admin or Creator can use as many or as few fields as they would like, but email is a requirement. Our system uses email as a unique identifier and will cross check the list with the players' email addresses.

Once this step has been completed, the players can play the game.

User Registration

Authorization Type

Authorized Player List ▼

Select Authorized Player List(s)

Vics Test List ⊗

Select player list(s)...

Require user registration before playing?

Yes ▼

1. Introduction

2. User Types and Permissions

3. Features

    a. Add/Delete Users

    b. Create & Edit Games

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    e. Themes

    f. Splash Screen

    g. Privacy Policy

4. **Reports and Analytics Export**

Exporting Analytics

Reports can be easily exported from the Admin Portal for Games in bulk format or by individual game.

Individual Game Analytics Export

Select the **<Game>** from the Games Menu.

Then from the Game navigation panel select **<Analytics>**
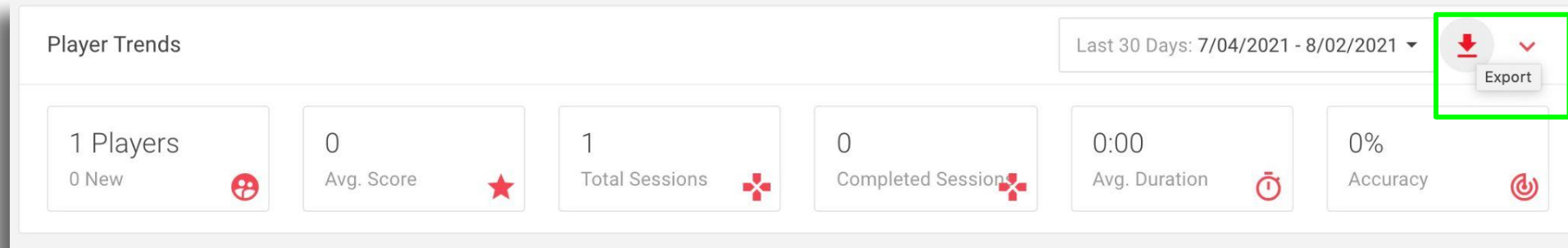
Select a Date Range for the report from the **<Date Picker>** by clicking the small down arrow and clicking **<Apply>**
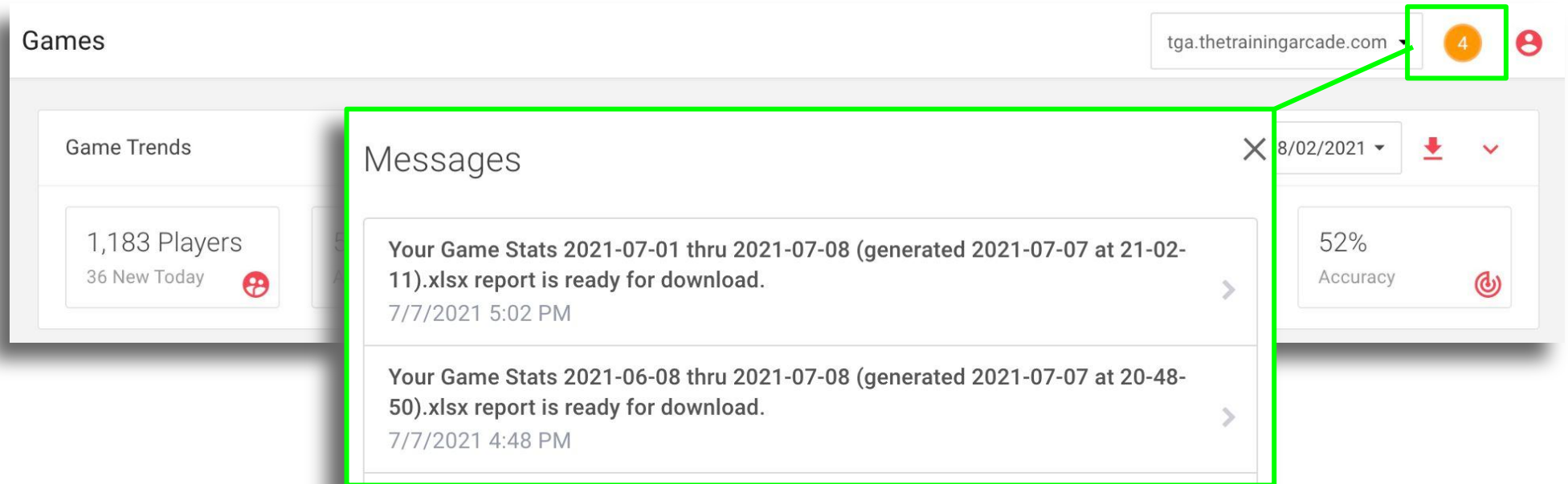
Exporting Analytics

Click **<Export>** and the report will automatically download and open an Excel file.

*Reports that are larger may take some time to prepare and these reports will be emailed to the requestor and also available for download via the Notifications feature in the Admin Portal.

Exporting Analytics

Bulk Reports

Reports can be downloaded for more than one game, simply by Clicking **<Export>** on the Main Games Page.

A new menu will popup, from here reports can be **<Named>** (optional).

The Admin or Creator can search for games by <Game Name> or <Created By>

Select **<All>** or **<Multiple>** games to be included in the report.

To select <All>, click the checkbox next to <Game> in the header or to select multiple games, select the checkbox next the the game names.

Once ready, reports are shared in a zip file. One file will include the Full Overview Report + data files for each individual game requested.

Generate Report

Date Range

7/04/2021 - 8/02/2021

Name

Report Name (optional)

Included Reports

Select games to generate individual game reports in addition to the Overall Report. All reports will be delivered in a single zip file.

☐	Game	Created By
	Search Game Name	Search Created By
☑	Overall Report	
☐	'70s Pop Culture	Joanne Vansteen
☐	'70s Pop Culture - Images Removed	Joanne Vansteen
☐	'70s Pop Culture - Instructor Led	Joanne Vansteen
☐	'70s Pop Culture AB	Victoria Keating
☐	'70s Pop Culture ATD Virtual Oct 2020	Joseph McDonald
☐	'70s Pop Culture BM test copy	Brian McGinn

We hope you find this document helpful, if you have any questions please send email to:
support@elblearning.com