

How to create an exercise:

Quickstart Guide (this creates a script only)

1) Log in to the exercise developer

2) Create a new script

- a. Create a new script using the script developer.
 - i. Click on new script
 - ii. Enter a script name [NOTE: Use a 1-word name with no special characters.]
 - iii. Click create script (the script is now created)
- b. Click on the **Open Script** tab
 - i. Select your script
 - ii. Click on the **Open Script** button

3) Add injects to the script

You can add injects either from database or create entirely new injects.

Extremely important: input the inject numbers very carefully. Otherwise, the simulation will not work. Do not duplicate any inject numbers. Also, make sure that the inject numbers are exactly in sequential order. (ie 1,2,3,4... as opposed to 1,3,2,4...)

a. Add injects from the database

- i. Click on the **Add Inject** tab
- ii. Select **Add From Database**
- iii. Click on the **use this inject** button
 1. Set a time
Note the time should range from 0000 and 9999 seconds. (eg 0005, 00015)
 2. Change the sending agency
 3. Change the receiving agency
 4. Select a communication medium
 5. Change the message type
 6. Change the message text
Ensure there are no apostrophes, quotations, or slashes in the message text.
 7. Change the explain objective (this should be a numeric values separated by commas) (e.g. 4,5)
 8. Change the expected action
Ensure there are no apostrophes, quotations, or slashes in the expected action text.
 9. Click on **Add Inject** button

b. Add an entirely new inject

- i. Click on the **Add Inject** tab
- ii. Select **Create New Inject**

- iii. Click on the ***use this inject*** button
 1. Set a time
Note the time should range from 0000 and 9999 seconds. (eg 0005, 00015)
 2. Change the sending agency
 3. Change the receiving agency
 4. Select a communication medium
 5. Change the message type
 6. Change the message text
Ensure there are no apostrophes, quotations, or slashes in the message text.
 7. Change the explain objective (this should be a numeric values separated by commas) (e.g. 4,5)
 8. Change the expected action
Ensure there are no apostrophes, quotations, or slashes in the expected action text.
 9. Click on ***Add Inject*** button
- c. **Repeat steps a and b as necessary**

4) Ok to logout now