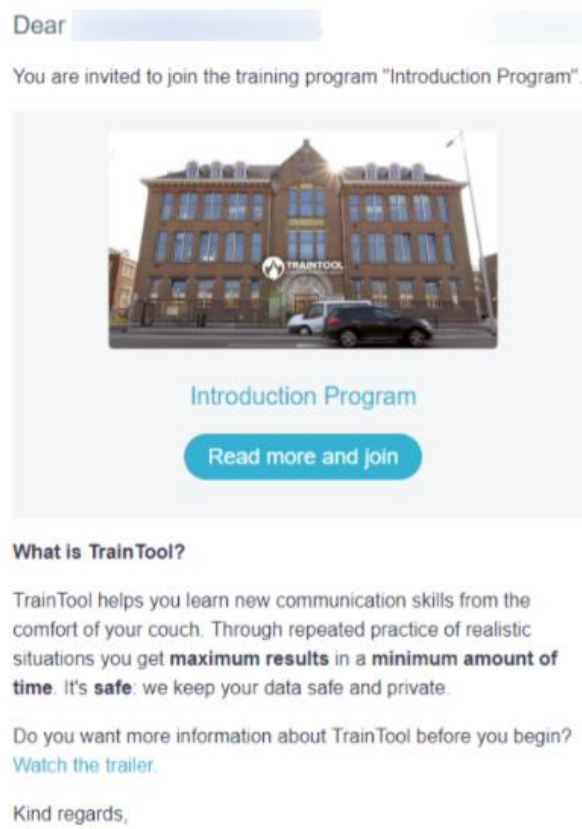


## Student Handout Traintool

This course uses the online video role play tool Traintool. Traintool is an app which you can use to train your communication skills. As a student you will be shown a short video which presents a situation. Afterwards you will be asked to respond to this situation by recording yourself on your computer, tablet or smartphone.

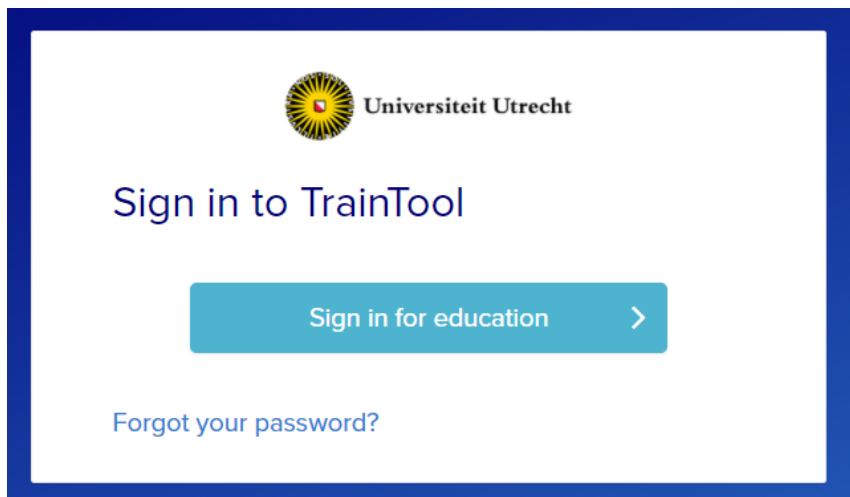
### Login

To start using Traintool you need to accept the invitation email that you received. Click on the email and click on 'Read more and join'.



A new window will open up within your internet browser. We recommend using Google Chrome or Firefox. The new page will give you a small introduction within the course. Click on 'Join program'.

Sign in to Traintool by clicking on 'Sign in for education':

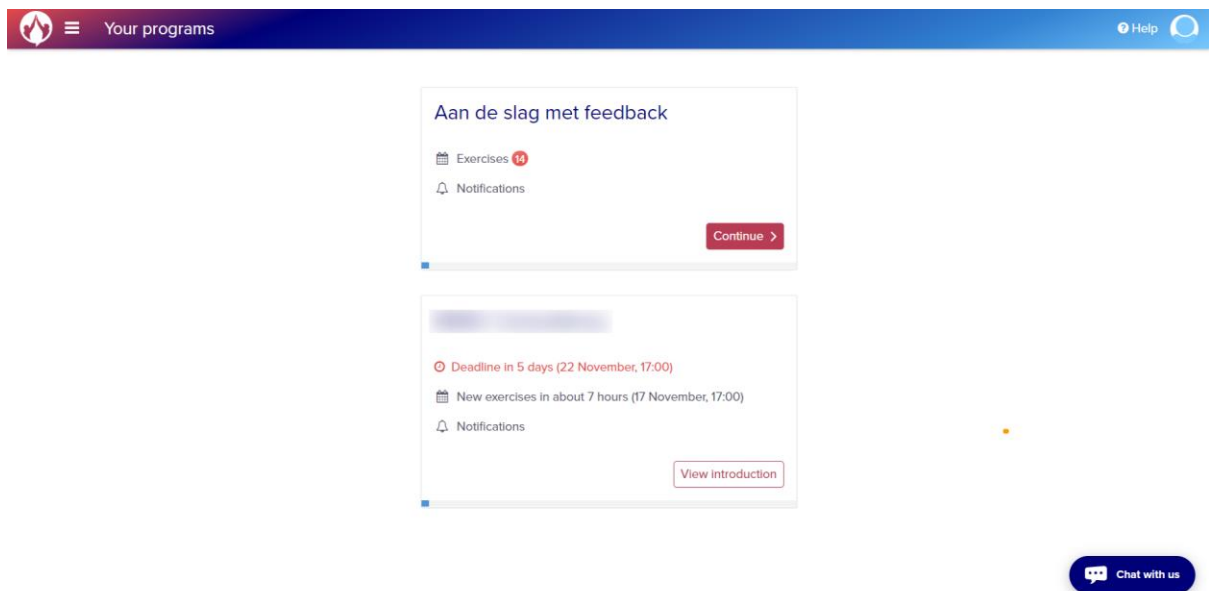


You can now log in with your Solis-ID.

The next time you would like to train use Traintool you can log-in with your Solis-ID at: [universiteitutrecht.traintool.com](https://universiteitutrecht.traintool.com)

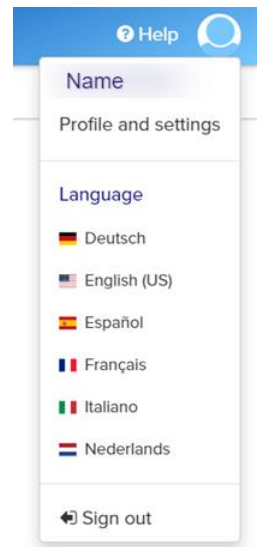
## Dashboard

After logging in you will be directed to your dashboard. Here you can find the different courses in which you are a participant. Within the example below the user is added to two different courses.

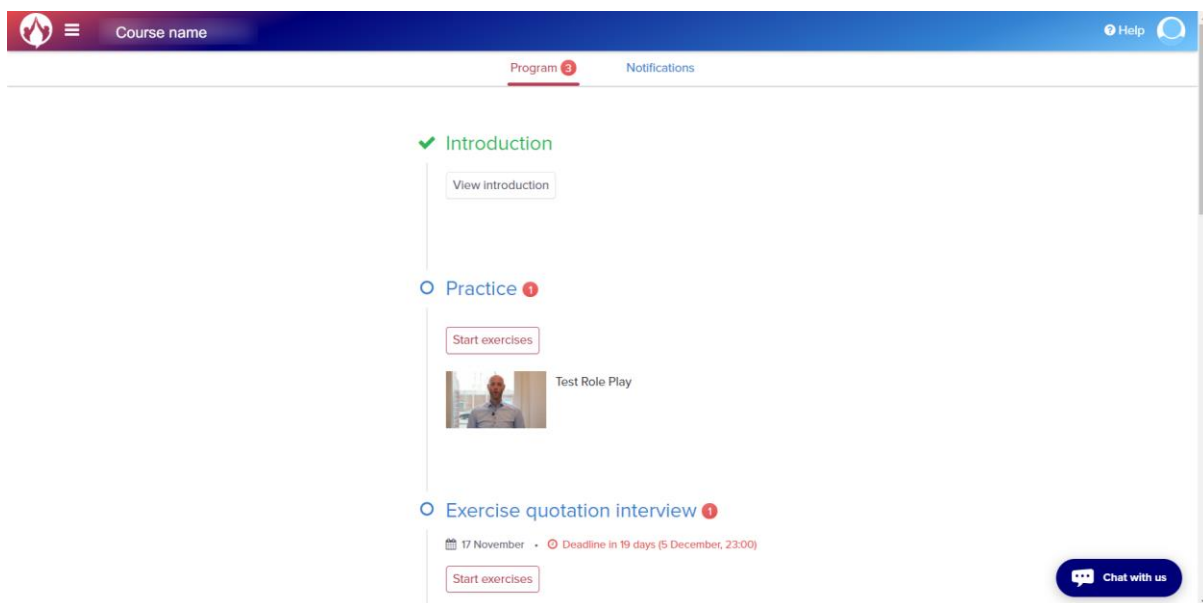


In the top right corner you can change your language preferences, change your personal settings or sign out:

Navigate to the right course. If this is your first time you can click on 'View introduction'.



Once you have accepted the invitation and read the introduction of the course you will be directed to the overview of the course:



A timeline is displayed on the overview page. You will be able to see which role plays you have completed and which you still need to complete. The first role play is a test role play in which you can set up your camera and microphone, and practice using Traintool.

Each role play will start with an introduction that describes the situation and the corresponding assignment. Click on 'Start exercise'.



### Situation

This Role Play is intended to properly set up your camera and microphone and let you experience how doing a video exercise works. You can do this exercise as often as you want.

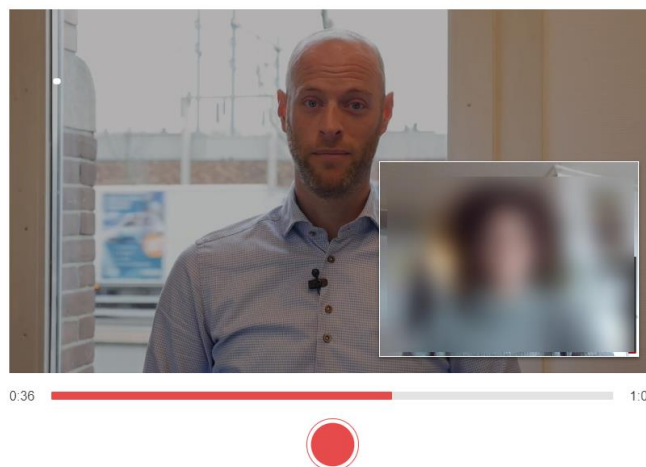
### Assignment

Start the exercise. After setting up your camera and microphone, a movie starts playing (in Dutch, the content is not important). Then the recording starts, then record something to test whether your camera and microphone are working properly.

Start exercise

Before you are able to start, you will have to give the internet browser permission to use your camera and microphone.

Next, you will be shown a video. Afterwards a recording will start immediately in which you can record your role play.



Click on the red button when your recording is finished. Afterwards you can replay your recording and assess your performance by checking whether the statements or questions are applicable to your recording.

Example:

What do you see in your answer?

I am clearly visible ✓ ✗

I can understand myself well ✓ ✗

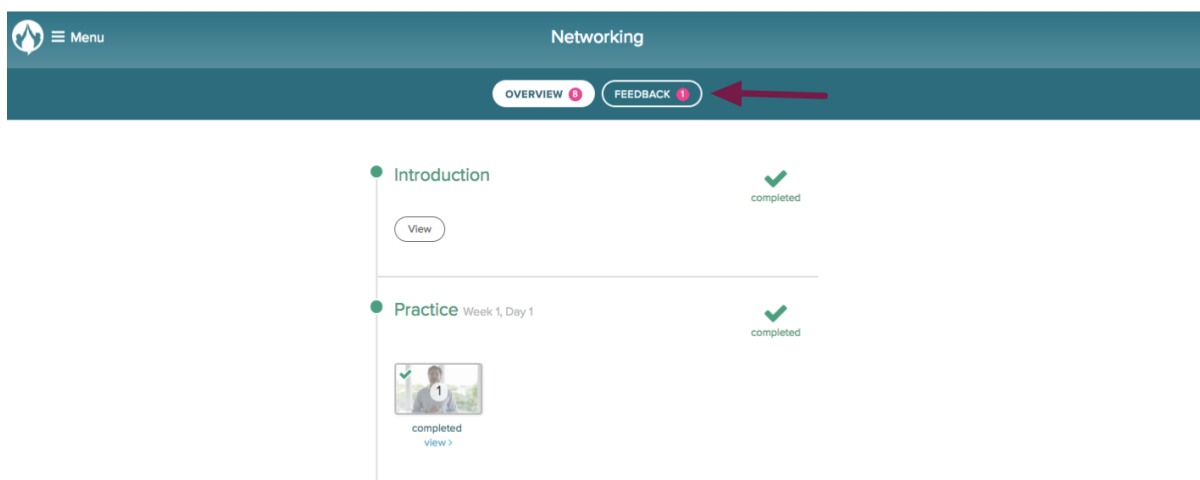
[Save answer](#)

[↻ New attempt](#)

Afterwards you can save your answer or make a new attempt. Sometimes there might be a maximum on the amount of attempts.

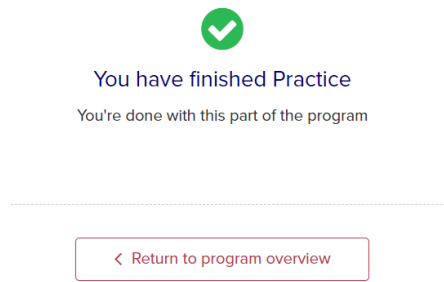
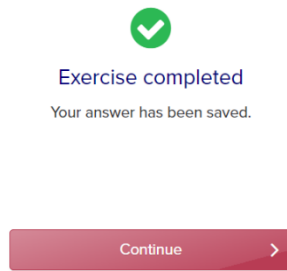
## Feedback

Afterwards you might be given the opportunity to ask feedback to others. You can also continue without asking for feedback. When asking for feedback you can select friends whom you want to ask for feedback. It is possible to add a person who is enrolled in the same program or someone who is not. Fill in their name and email to share your role play with them. You can find their feedback within the overview under the feedback tab:



It is not necessary to ask your coach for feedback since they automatically can access your video's. Other students do not have this right. When your coach provides you with feedback you will receive an email notification.

When you finished the role play you can click on 'Continue' and return to the course overview:



It is also possible to download the Traintool application and use Traintool on your smartphone:

Good luck with your course and with the use of Traintool!

