Knowledge Companion
Human Resource Simulations for Teaching and Learning

HRSim
Student Quick Start Guide
2020-2021

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by Knowledge Companion, LLC

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HRSim Student Quick Start Guide

T his *HRSim Student Quick Start Guide* will help you quickly get started with the HRSim, and will walk you through the basic steps for registering, logging in, and using the simulation. We are delighted to have you as a participant, and know that you're learning experience will be a positive one.

Use Mozilla Firefox or Google Chrome

The simulation software runs exclusively over the Internet so there are no special requirements for the type of computer required. A working printer connection is required to print manual sections, the decision worksheet, and quarterly simulation reports.

The simulation software was developed to be used with the Mozilla Firefox or Google Chrome Internet browsers that can be downloaded for free. **Please Note**: *Due to incompatibilities with other browsers (such as Internet Explorer), the software may not operate correctly unless Firefox or Chrome are used.* This is especially true for the simulation quizzes and peer reviews that you will be asked to complete.

Due to their popularity and functionality, Firefox and Chrome are likely to be in use at your organization. If you do not have Mozilla Firefox or Google Chrome on your computer, you may download them for free at www.mozilla.com or www.google.com/chrome. If you have any trouble with downloading these programs, please contact a System Administrator for assistance. In any case when you encounter any problem, please email info@knowledgecompanion.com and let us know about the problem. We strive to provide rapid resolution for all software and product issues.

Form Companies

Your instructor registers your class for the simulation and indicates the number of companies that will participate in the game. A list of company codes, one for each company, is then sent to the instructor. The instructor forms companies, or may allow your class to form companies on its own, and then provides each company with a specific and unique sign-up code.

Register for the Simulation

1. To sign up for the simulation, open Mozilla Firefox or Google Chrome and type in **hrsimulations.com**. Every student must register individually because the simulation will generate scores that may comprise part of your grade and/or your instructor may base exam questions on simulation content.

    The Registration and Login screen appears as shown in Figure 1.

Figure 1

2. Click **New Student.**

The New Student Account registration screen appears (Figure 2). Type in your **Registration Code** (obtained from the instructor), **First Name**, **Last Name**, **Email**, and **Password**. Click **Continue** when you are finished entering your information.

Figure 2

Note that if you have purchased a voucher from your bookstore, there will be an intermediate step prior to accepting the End User License Agreement and you will not be taken through PayPal since you have already paid through your bookstore. This is shown in Figure 2a below. Enter your voucher code in the appropriate box and click Continue. **If you are using a voucher, please skip the next section on Paying with PayPal.**

Figure 2a

Paying via PayPal (Skip this section if you are using a bookstore voucher!)

PayPal allows you to pay with either your PayPal account or most credit cards.

PayPal does not accept Debit Cards with PIN Numbers. A few students have reported problems with regular Debit cards. Knowledge Companion does not have any access to credit card or debit card information used with PayPal, and as such we cannot resolve these issues. If you have an issue with the PayPal process you will need to contact PayPal by going to www.paypal.com and scrolling to the bottom to click "Contact" and then following their procedure for getting in touch with them.

If you are paying via PayPal, do the following:

- Check the radio button next to **Pay via PayPal** and click **Continue**.
  The **End User Software Agreement** screen (Figure 4) appears where you can click **Buy Now** to invoke the PayPal process (shown in Figure 5) to purchase the simulation.

Figure 4
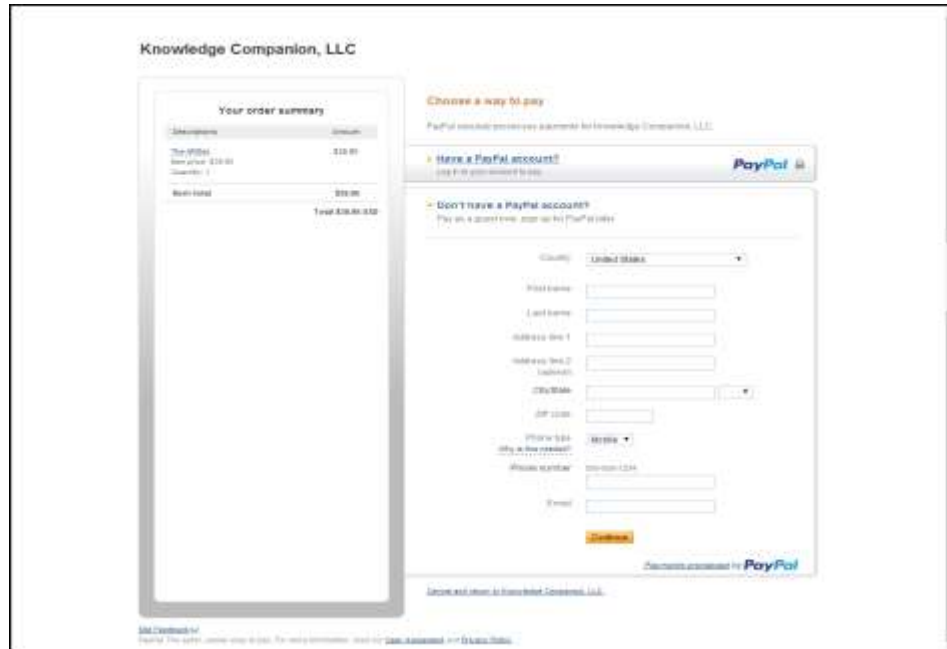
Figure 5

Confirmation of Simulation Registration

A confirmation email from Knowledge Companion will be sent to you upon completing your registration either using PayPal or a bookstore voucher.

> Please register well in advance of any assignment given by your instructor in order to avoid any potential delay. Again, if you have any issue please contact us at info@knowledgecompanion.com. We provide 24 hour turnaround on student inquiries, please plan accordingly.

Logging in to the Simulation

Once you receive confirmation on your registration, you can login to the simulation.

1. Type hrsimulations.com.

2. At the Knowledge Companion Home Page (Figure 6), type your **Email** and **Password**.

3. Click **Login**.

Figure 6

Your **Student Home Page** appears. An example is shown in Figure 7.

Figure 7

Accessing Your Course

To access your course, do the following:

- Click on the **Course name** (provided by your instructor). In Figure 7 above, the course name is "HRMGMT 206," and it is listed in the Course column.

You are taken to your **Course Home Page** (example shown in Figure 8). Click **Change** to begin entering decisions for your course.

> **NOTE:** Each week, you are required to enter decisions to different scenarios regarding "your" company. Your instructor may provide information on the scenarios ahead of time or may notify the class of the scenarios to be solved at the start of your class time. You will click on the link labeled CHANGE, read the scenario provided and choose an answer. You will do that for each of the ICP and PRACTICE lines listed on the screen. If you are happy with the decisions, you can go review your Company Report found under the Course Reports drop-down menu. You are free to make changes to your decisions up until the point your instructor indicates is the cut-off time (or once your instructor "runs" the simulation to advance to the next quarter.

Note on this page you have access to company reports, scheduled quizzes and peer reviews, and student course material.

Figure 8
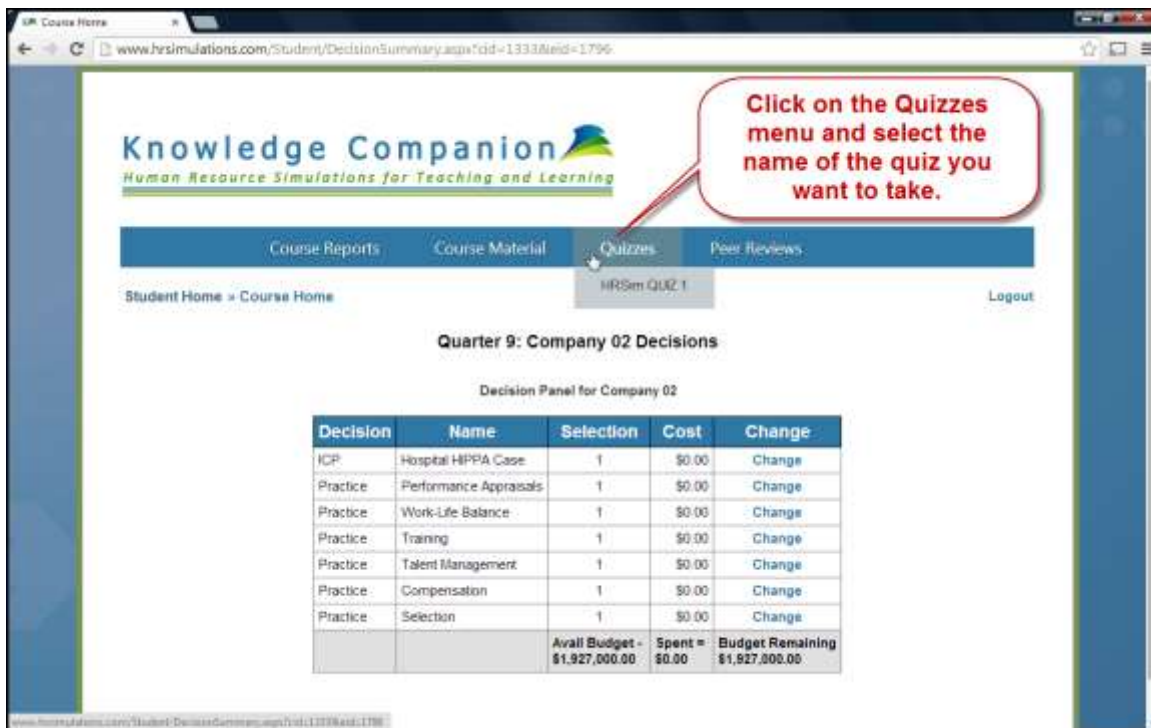
Accessing Your Documentation

You can read the documentation, including Practice and ICP content from the Student Manual, by selecting that from the drop-down Student Materials.

Taking Quizzes

Refer to your course schedule to see if your instructor has assigned a quiz and if so when you will be required to take HRSim Quiz 1 and/or Quiz 2.

- You can access your quizzes by clicking on the **Quizzes** menu on your Student Home Page and selecting the name of the Quiz from the drop-down menu (Figure 9).

- HRSim Quiz 1 and Quiz 2 will cover a variety of information in Chapters 1-5 in the HRSim Student Manual.

Figure 9

The Quiz Introduction screen appears (Figure 10) where you can begin taking the quiz.

Figure 10

Entering Decisions

To enter decisions, do the following:

- The Decision **Panel** on the **Course Home Page** (shown previously on Figure 8) is where you will make choices for each ICP and Practice decision type.

- Click on **Change** in the Change column. (For this example, Employee Ethics is the ICP.)

You are taken to the **Employee Ethics** (in this example) screen (Figure 11). Unselect **Option 1** and make your selections from among the possible options. Click **Submit** when finished.

Figure 11

Running the Simulation and Adjusting Ongoing Strategy

After you have submitted your decisions, you are returned to the **Student Home page**. Go ahead and view your Game Report to confirm that your decisions are completed as you preferred. After all companies have entered their decisions for investments in HR Practices and ICPs, the instructor "runs" the simulation. Running the simulation computes the impact of all companies' decisions and investments on the KPIs and BRs for that quarter and generates feedback (Corporate Communication and Industry Report) for every company on the quarter's results. The reports are accessed on the Student Home page under Course Reports, as shown below in Figure 12.

Figure 12

Checking Corporate Communication

As each quarter is completed, it will be important for you to check your Corporate Communication (see instructions below). Corporate Communications provide valuable information that may influence your decisions. You can access your Corporate Communication by clicking on the **Course Reports** menu on your Student Home Page and selecting Review Corporate Communication from the drop-down menu (Figure 13).

Figure 13

Checking Game Report

Your Game Report will show you a record of your KPIs and BR, as well as your investment totals made each quarter, along with which decisions you made and your current Rank. An example Game Report is shown in Figure 14 below.
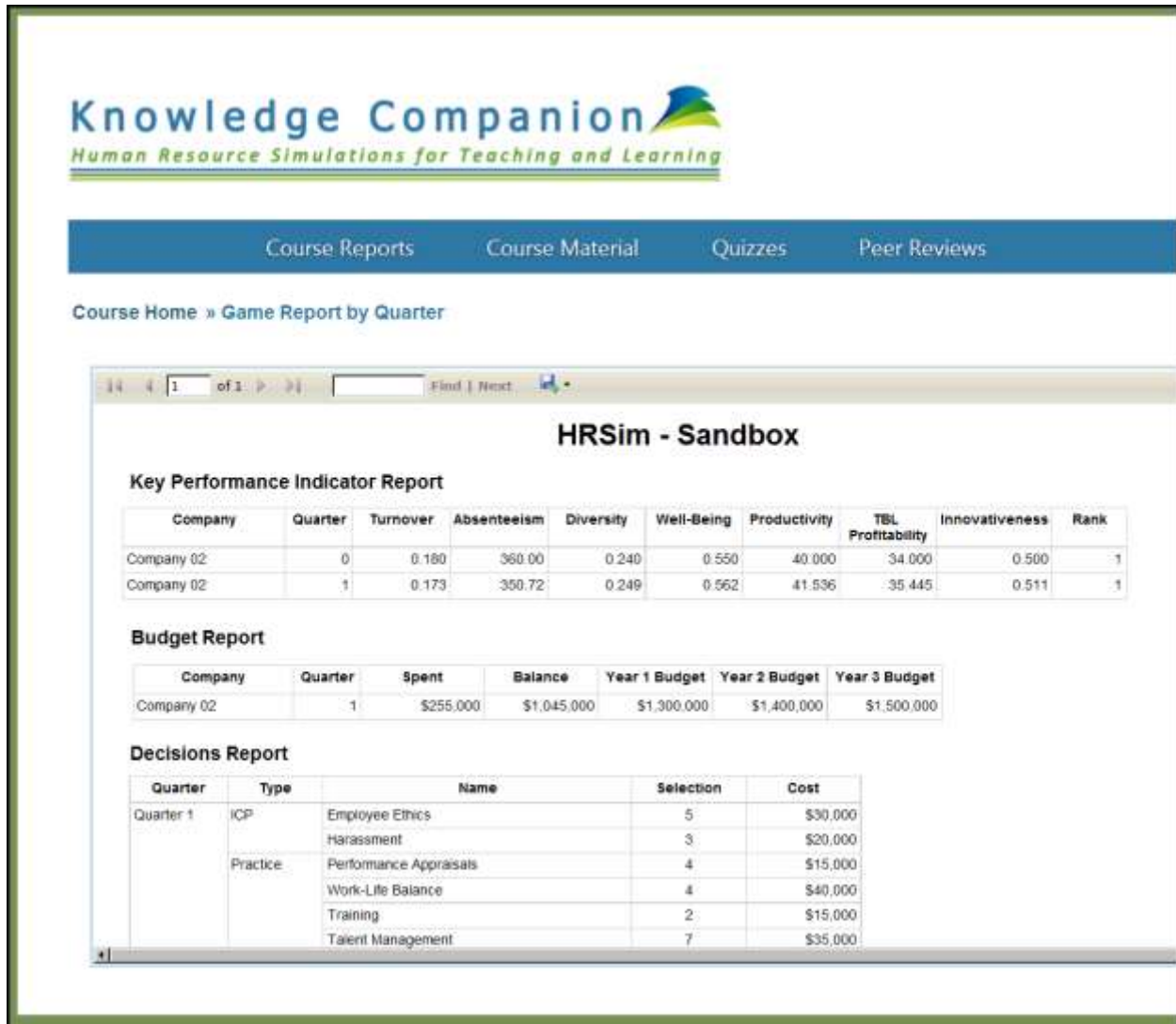

Figure 14

Reconsidering Strategy and Decision Making

By using a combination of the reports, you are able to evaluate how well you did by considering

1.   Whether you were over or under budget

2.   How much you increased or decreased your KPIs and BRs

3.   How the employees, managers and executives are reacting to the decisions you made, and

4.   How well you ranked compared to the previous quarter.

The combination of these reports simulates what an HR Manager or advisor to HR should be considering, and enables a re-consideration and re-planning of strategy and decision making. You repeat this process over the quarters, and strive to improve KPIs, BRs and Corporate Communication results each new quarter.

Contact us at info@knowledgecompanion.com with questions. While we endeavor to provide rapid support, please allow 24 hour turnaround on support requests.