

**Immersive Education  
Research Project  
Welcome Pack**

# Welcome!

We're delighted to have you onboard and we're excited to help deploy immersive learning within your institution.

Throughout your journey, we'll be by your side providing deployment, facilitation and technical support.

This welcome pack provides guidance on the first steps to take, including:

- A programme overview
- How to prepare for the programme (technical setup)
- Where and who to go to for support
- FAQs

**Ready to get started? Let's begin!**



# Program Timeline

**November**

## **Program Kick Off & Module Exploration**

Our first steps will be to make connections, support your technical set up and kick start your deployment.

**December**

## **Pilot Launch**

Once you've selected your champions, this month will be dedicated to running pilot sessions with team members and student champions, to identify learnings and best practices.

**January**

## **Full Launch**

Now that your team are trained, engaged and ready to go, we'll start the new year with a focus on engagement initiatives and your launch sessions.

**February**

## **Power Month 🚀**

A month of supercharged access to encourage you all to hit the ground running!

**March**

## **Feedback and Successes**

Gathering testimonials and reviewing analytics to promote your program learnings and successes both internally and externally.

**April**

## **Reporting & Beyond**

In this final stage, we'll look back at the journey so far as well as looking forward to your longer term immersive goals.

# Phase One

# Onboarding

(November + December)

# Kick Off Call

The first step for us to take is to align on a **Kick Off** call.

Please invite **all colleagues** that will be involved in your program delivery to the call - we'd advise that you have at least **Technology** Champion + **Pedagogy** Champion.

When we connect, we will cover the following:

1. Introductions 🍷
2. Goals and priorities 🎯
3. Program Timeline 📅
4. Hardware and software setup ⚙️
5. Next Steps 🐾

*Before the call, we'd recommend that you read through this guide to start reflecting on your deployment & setup options.*

# Ask Me Anything Hours

We will host '**Ask Me Anything**' hours that will be an open space for you to drop in and chat through questions or challenges with one of our team members.

[Click here for times and meeting links](#) 

Week One (6-10 Nov)	
Welcome Week	
Week Two (13-17 Nov)	
2 Bodyswaps Go Training Hours (calls will be recorded)	Ask Me Anything hour
Week Three (20-24 Nov)	
Ask Me Anything hour	
Week Four (27 Nov-1 Dec)	
2 Bodyswaps Go Training Hours (calls will be recorded)	Ask Me Anything hour
Week Five (4-8 Dec)	
Ask Me Anything hour	
Week Six (11-15 Dec)	
Ask Me Anything hour	

# Introducing Bodyswaps

Should you or your team be new to [Bodyswaps](#), we are an award-winning soft skills training platform on which students can practise and develop their communication, teamwork and leadership skills.

Our [off-the-shelf library](#) of simulations allows students to learn in safe and realistic environments and boost their confidence ahead of entering the professional world.

Our simulations are available for VR, PC and mobile.

## Our modules fall under six categories:

- **Communication skills & public speaking**
- **Employability & job interview**
- **Diversity, equity & inclusion**
- **Management & leadership**
- **Healthcare**
- **Customer experience**

[Click here to explore our module library further](#) 

# Introducing Bodyswaps Go

Bodyswaps Go is a web-based portal for configuring and managing users in Bodyswaps. It duplicates some of the features of an account management tool and an LMS (learning management system).

With [Bodyswaps Go](#) you can:

- Create and manage learners access to Bodyswaps content
- Send email invitations to specific classes
- View usage of Bodyswaps within your organisation
- Manage devices you have Bodyswaps installed on and configure their behaviour
- Produce short-codes to sign in to the app in order to access your online profile.

We'll cover this in more detail and provide platform training during **Onboarding**.





# Technical Setup

## 1. Setting up your Meta Quest 2s

[Click here to access a Quest 2 Setup Guide](#)



## 2. Creating a Meta Account

A Meta account lets you log in to your VR devices, view and manage your apps in one place. If you're new to VR, you'll create a Meta account as part of the setup process. Only the device manager will need to set up an account, Learners will **not** need to create a Meta account to access Bodyswaps.

[Click here to set up a Meta Account](#)

## 3. Installing Bodyswaps

Click below to download the Bodyswaps App:

- [Via the store \(Oculus App Lab\)](#)
- [Via Direct Download Link \(for sideloading\)](#)

# Hardware Setup

## ! IMPORTANT (Meta Quest only) !

When setting up your Meta Quest headsets, please ensure **they each have their own Meta profile**. If your headsets are linked to the same Meta profile, you will not be able to use Bodyswaps app at the same time on each device.

You can now set up a Meta email account for each profile instead of requiring a Facebook profile.

*Please Note:* A Meta account lets you log in to your VR devices, view and manage your apps in one place. Only the device manager will need to set up an account for each headset, Learners will not need to create a Meta account to access Bodyswaps.

## VR Fleet Management

You may want to consider using a Mobile Device Management (MDM) software to help track, secure, and make use of many devices at scale.

# Software Setup

## Bodyswaps App

[Click here for download links](#)  (or download via the App Stores on your compatible devices)


[Click here to read more about technical requirements](#) 

## Bodyswaps Go


**Step 1:** Register with an account

[Click here for an article on how to register](#) 

**Step 2:** Add your Champions to your account

[Click here for a help article that explains how to add users to your account](#) 

**Step 3:** Generate an access code and explore modules!

[Click here for a help article that explains how to access training content](#) 

Feel free to explore Bodyswaps Go before we connect - **we will cover the portal in full during Onboarding.**

# Identifying Bodyswaps Champions



**Lead Champion:** Project lead who coordinates stakeholders, resources VR sessions and reports on success. VR champions can support sessions and educators initially and help cascade training to peers.



**Technical Team:** Supports with initial set-up of rooms and hardware. This includes wifi connectivity, supporting with access issues (e.g. firewalls), Mobile Device Management (MDM) systems etc.. Note: they also need training on VR!



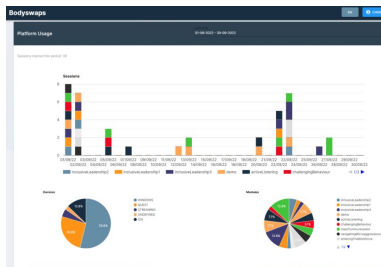
**Educators / Staff Pioneers:** self nominated amongst the intended educator / staff audience.

Their main role is to get other educators and end learners to show up. Educators are also essential in identifying ways of integrating Bodyswaps into the curriculum.

# Measuring Success

**Bodyswaps champions will need to agree on the programme's objectives and related KPIs.**

**Bodyswaps Go, through its analytics dashboards, can provide useful support.**



Using Bodyswaps Analytics via Bodyswaps Go to track usage (target sessions and user numbers) and learner feedback (e.g. confidence in a specific skill or approach to a conversation)

Tracking learner confidence, awareness, understanding over time for a specific learning module or skill (e.g. do the feedback surveys improve over time for a specific module?).

Through the use of the classes function, measuring the confidence, awareness, understanding etc for a specific module or skills for a group of learners at a class or year group level.

# VR Engagement Ideas

Generating intrigue, excitement and awareness of Virtual Reality in your Institution will encourage integration and usage. To give you a helping hand, we've created a list of VR engagement ideas inspired by learnings from our community:

- Introducing VR at high attendance Learner / Student events such as e.g. Open Day, Enrichment & Careers Week.
- Dedicating time at faculty meetings and Continuing Professional Development sessions to introduce VR.
- Hosting an informal event (with refreshments available) where peers can engage with the equipment, but it is not the sole focus. Dedicating one enrichment slot for each learner to explore VR in a 1-1 setting.
- Creating case studies or 'action research projects' to demonstrate impact and [share success stories](#).
- Offering tailored VR demos to learners and their tutors / managers.
- Increasing visibility and building intrigue: visible presence of VR equipment being used around institution (this could be as simple as walking around the building with a headset - top tip from Coleg Gwent)
- Exposure to VR (outside of Bodyswaps) using entertainment, education or wellbeing apps, such as:
  - First Steps for Quest 2
  - 360 Youtube Videos (passive experiences)
  - VR Wellness apps (e.g. Nature Trek VR or Maloka) or VR art and painting apps (e.g. Open Brush)

# Deployment Logistics

## Identifying the right space

**Dedicated immersive learning space** with e.g. pods or separators for privacy or enough space in-between learners if completing group work. The VR headsets are kept in this space and are not moved. If multiple learners are in a room, the use of headphones is recommended to engage psychological safety when completing a module.

**OR**

**'Moving Cabinet'** approach where VR headsets can be brought to various locations.

**OR**

**"Check In, Check Out"** in the e.g. Career Centre or Library where students can book a slot to practice in their own time or in their own space.

*Consider using a software to book and manage the slots.*

# Deployment Considerations



## Bookable individual sessions

Individual (asynchronous/on-campus) sessions in a dedicated VR space are the **ideal way of experiencing Bodyswaps.**



## Self checkout / Remote

This asynchronous/remote modality empower learners to **explore VR modules in their own environment** over multiple days/weeks in VR or on mobile & PC.





## Group workshops

Group modalities are suited to **larger number of learners needing to experience the same content synchronously** but they require careful setup and facilitation to guarantee a positive training experience.

## Account Settings Considerations

At account level, you will need to decide on a device usage mode and an account support email.

**Learn more about both topics and your options below:**

- Device Usage Modes - which is best for you? 
- Account Support Email 

*If you're not sure, we can explore this further on your Onboarding call.*



# Resources & Contacts

- **Support Ticket System**

[Access Here](#) 

- **Bodyswaps Support Email** 

[support@bodyswaps.co](mailto:support@bodyswaps.co)

- **Research Project Community Portal**

**(Deployment & content resources)**

[Access Here](#) 

- **Knowledge Base**

**(Help articles on software & hardware)**

[Access Here](#) 

- **Communications Pack**

[Access Here](#) 

# Frequently Asked Questions

## Q: What happens during the onboarding process?

A: We provide the information your champions need to feel confident using Bodyswaps, Bodyswaps Go and ensure you have all you need for a successful rollout.

## Q: What data will you be collecting?

A: By clicking [here](#) you can find more details about how we capture and use data in the app.

We will provide more information on the questionnaires and research when the programme begins.

## Q: Can I invite my colleagues to join onboarding and training meetings?

A: Yes! The more the merrier.

## Q: How can we access the modules?

A: There are a number of options available when inviting facilitators and learners to access modules, we will walk through these during onboarding. If you'd like to explore this in advance, you can read our help centre articles [here](#).

## Q: Can I access Bodyswaps through other headsets and non-VR devices?

A: Yes, you can access Bodyswaps on mobile and PC as well as in VR, your licence as part of this research project allows you unlimited access. [Click here for a list of compatible devices.](#)

## Q: How can I generate interest in the program?

A: We've prepared [poster templates and social media materials](#) that you can use to promote your program and we can talk through strategies relevant to your deployment.

**We look forward to  
the journey ahead  
with you.**

[support@bodyswaps.co](mailto:support@bodyswaps.co)