Ethics-LX Simulation Players Guide

This Simulation Players Guide is designed to walk the simulation player through the steps of completing any Ethics-LX simulation.

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Comments from Students

I found that a lot of thought has to be put into your decisions, because they can turn around on you and hurt you and others later.

The simulation made me re-evaluate why I made decisions and what guides my thought processes when making those decisions.

I had to evaluate what is important from a business standpoint and from a personal standpoint when faced with major decisions.

Ultimately I learned to think about all aspects that will go into a decision and how those consequences will affect the company.

I was impressed with Ethics-LX because of the strong support system.

93% of students who use our product believe ethics is a critical piece of their education

86% of students who use our product believe their school has effectively incorporated ethics into their curriculum

80% of students who have used our product believe their education has changed the way they think about business and ethics

Students who have used our product on average rate it higher for learning and retention than reading

2 out of 3 of students who have used our product believe an effective ethics curriculum must contain a simulation

Introduction

In today’s fast-paced and results-driven business environment, successful managers are faced with making decisions that are ethically defensible and often based on incomplete information and considerable time pressures. Ethics-LX simulations offer interactive exercises that focus on core business functions integrated meaningfully with ethics. Simulation players take on various leadership roles and make a series of decisions which are based on real business scenarios.

The Ethics-LX simulation experience has been designed to offer realistic business experiences that go beyond assumptions of value neutrality or inherent corruption. It also aims to offer a complex view of ethics that goes beyond naïve idealism or basic legal compliance and shows how ethics and value judgments function at the very core of business.
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There is no magic bullet that will enable managers to improve the quality of their business decisions. Rather, managers must engage in critical reflection and practice ethical decision-making. Ethics-LX simulations create an environment in which to begin this important inquiry.

Figure 1. Ethics-LX Simulation Student Logistics

The Ethics-LX simulation student experience is designed to be completed in three stages (Figure 1). First, go through the free online demo, which allows the simulation player to become familiar with the Ethics-LX simulation user interface. This also is a good opportunity to ensure that there are no technical issues with connecting and playing the simulation that is assigned. Next, simulation players should start the simulation they have been assigned. Simulation players engage in making a series of decisions through multiple scenarios designed to show the depth and breadth of ethical business decision-making in different functional areas. Upon completion of the simulation, simulation players can complete the online debrief (if selected by instructor) and, after the whole group has completed the exercise, discuss and debrief with their instructor(s).

Individual Simulation Player Experience

Ethics-LX simulations are designed to be used by individual simulation players. The reason for this is to allow simulation players to explore their own reactions to the situations they face in the simulations. Simulation Players without being able to see the decisions others make have to think deeply and personally about the situations and the consequences.

A key objective of the experience is to place you in the role of a manager in a company and see how you make a series of decisions in a realistic setting. You will not be able to take the simulation multiple times or go back to change your decisions.
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Registration

Group codes are used to ensure you are signed up for the right simulation(s) for your course. It is critical that you use your group activation code provided by your instructor before you do anything else when registering.

To activate your group code you need to go to www.ethics-lx.com and enter in your code exactly as you received it (all codes are case sensitive and we recommend copying and pasting the codes to ensure you have no problems).

After you select “Go” you will be taken to your shopping cart. If you have a coupon of any sort this is where you enter it. Again, all codes are case sensitive and must be entered exactly as provided.
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After you have selected “Next” you will be taken to a screen where you can either register as a “New User” or sign in as “Existing User”. **If you have not registered before register as a “New User”.**

You will need to fill out registration information which includes creating a password and paying with a credit card (you will not be asked for credit card information if your organization has paid or if you have redeemed an access code coupon).

*After successfully completing the registration select “Enter” to start your simulation experience.*
Launching Your Simulation Experience

From your “Home Page” you can launch the simulation or simulations that you have registered for. To start a simulation, simply select “Launch” button of the simulation you want to start.

*The simulation will open in a new window. You should keep both your “home page” window and your new “simulation” window open.*

When you launch any Ethics-LX simulation, it runs a “System Check” each time to ensure the simulation can run on the computer you are currently using. If your computer is system compatible, then you can accept the user agreement and enter the simulation to begin.

*If your computer fails the system check, please refer to our system requirements and knowledge base.*
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Once the simulation opens you simply follow onscreen instructions to complete it. Information screens have information for you to review before moving on to make decisions. It is important that you watch videos, read any information on screen, and look at any resources that are presented before selecting “Next” to move forward. **Once you select next you will not be able to go back.**

When you get to decision screens you will have to make a choice based on the information you received previously. **Think carefully about the decision you make as you will not be able to change it.**
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There are also several survey input screens in the simulation which require you to follow instructions given on screen. *Once submitted you can’t change your answers.*

![Image of Ethics-LX simulation](image)

**Online Simulation Debrief (Instructor Option)**

*Each Ethics-LX simulation has a comprehensive debrief designed to allow for reflection on the simulation.*

Once you complete the simulation you will be able to “View” the simulation (but not make any new decisions), and launch the “Debrief”. *You may need to refresh your screen to see these options.*

![Image of Ethics-LX debrief](image)
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Each debrief asks a series of questions which require short answers. You don’t have a time limit on your answers so you could think about your answer and edit it a program such as Word and then copy and paste it into the debrief. To do this, simply close the window before submitting your answer, when you are ready, log back into the simulation and copy and paste your answer into the box. **Once you hit submit, you can’t come back and change your answer.**

![Debrief Screen](image1.png)

After you have submitted your answer you will be taken to a screen which has a video segment from Ethics-LX authors with further thinking on the question that you just answered.

![Debrief Screen](image2.png)
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When the debrief is completed you can close it as you did the simulation. When you return to the home page, once you refresh the screen again you will now be able to access your “Certificate of Completion”

Navigating Your Home Page

If at any time you want to see information about your group, simply select the “Group” tab on the left. You can then view information on any group you are a member of. If there are any additional resources they will be available under the “Resources” tab.

You can also update your profile or change your password at any time when you are logged in.
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Ethics-LX Support

The Ethics-LX experience is designed to be easy to use from a technology perspective. We have “Support” buttons on all pages on our site so that you can access our support when you need it. We answer all simulation player support requests within 12 hours (most questions are answered within a few hours) 7 days a week.

Our Knowledge Base provides solutions and other helpful tips for students.

Payment Policy

All prices listed in USD, per simulation player, and are subject to change without notice. All prices are paid directly to Biz-LX.

Individual License Fee

Biz-LX charges an individual license fee for each simulation player who uses an Ethics-LX module. The license is payment for the experience, not for something the participant can take away and resell. Biz-LX accepts university, organization, or individual simulation player payments.

Simulation Players Register and Pay Individually Online

Individual simulation players may register and pay Biz-LX directly using a credit card. All simulation players should register and pay their individual license when the course begins.

Refund Policy

Biz-LX will refund the price of the individual license fee for any simulation player who has not completed the module paid for and who ceases taking the course and is given a complete refund on course fees.
from the university or organization (i.e. if the simulation player hasn’t logged into and used the module and the university or organization gives a refund for the course, Biz-LX will give a refund for that module). Simulation players must request a refund within 30 days of purchase.

**Minimum System Requirements**

*The online system check will test your system each time you launch a simulation.*

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<thead>
<tr>
<th><strong>Operating Systems</strong></th>
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<tbody>
<tr>
<td>Windows 7, Vista, XP (Microsoft), Mac OS X (Apple), Linux</td>
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<tr>
<th><strong>Browsers</strong></th>
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<tbody>
<tr>
<td>Internet Explorer 7 and higher (Microsoft), Safari 3 and higher (Apple), Firefox 3 and higher, Chrome (Google)</td>
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<table>
<thead>
<tr>
<th><strong>Adobe Flash Player</strong></th>
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<tr>
<td>Version 10 and higher</td>
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<table>
<thead>
<tr>
<th><strong>Cookies</strong></th>
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<tbody>
<tr>
<td>If your browser has cookies turned off you will need to enable them</td>
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<table>
<thead>
<tr>
<th><strong>Internet Connection Speed</strong></th>
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<tbody>
<tr>
<td>At least 254 kbps (recommended) stable connection</td>
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