



# *Money Matters Online*

---

# Instructor Manual

# Instructor Manual for *Money Matters Online*

---

**Important!** The First Command Educational Foundation administrator must enter your information in the *Money Matters Online* program before you can log in.

## Logging In

You can log in from either the Instructor's website or the Student's website:

1. Go to the **Instructor** website: <http://fcef.com/mm/instructors>
2. Enter your User Name and Password (*Money Matters Online* Administrator will supply it to you).
  - ◆ Your password is case sensitive.
  - ◆ If you forget your password, contact First Command Educational Foundation by e-mail at [edufoundation@fcef.com](mailto:edufoundation@fcef.com) or by calling 1-817-569-2940.
3. Click the **Login** button.

**-OR-**

1. Go to the **Student** website: <http://fcef.com/mm/students>
2. Click the **Teachers Start Here** button.
3. Enter your User Name and Password (*Money Matters Online* Administrator will supply it to you).
  - ◆ If you forget your password, contact First Command Educational Foundation by e-mail at [edufoundation@fcef.com](mailto:edufoundation@fcef.com) or by calling 1-817-569-2940.
4. Click the **Login** button.

## Classes

### Adding Classes

1. Click **Classes** at the top of the page, then the **Add a Class** link.
2. Enter the class name in the box.
3. When done, click the **Submit** button. Your class will be saved and you will be taken to the **Add Students** page.

### Managing Classes

1. Click **Classes** at the top of the page, then the **Manage Active Classes** or **Manage Inactive Classes** link.
2. You can sort the list of classes by class name.
3. Manage a class by clicking **Manage** next to the class name.
4. To view the progress of all students in the class, click the **View Student Progress** button. You will see the Pre- and Post-Comprehensive Exam and all pre- and post-module test scores for all students in the class.
5. To see a summary of your students' pre- and post-module test answers in the class (without student identifying information), click the **View Class Test Results** button.

6. To view a list of students in the class, click the **View Students** button. You can view a student's progress, designate a student as "active" or "inactive," view a student's exam and test scores, edit a student's information, and remove a student from the class. See instructions below under **Managing Students**.
7. To edit a class's information, click the **Edit** button. You can edit the class name in the box. When done, click the **Submit** button.
8. To place a class on the "inactive" list, click the **Make Inactive** button, or to place a class on the "active" list, click the **Make Active** button.
9. To delete a class from the list, click the **Delete** button and click the **OK** button on the popup. You must reassign or delete a class's students before deleting the class.

## Students

### Adding Students

1. Click **Students** at the top of the page, then the **Add Students** link.
2. Enter the student's first name, middle name (optional), last name, student ID number (optional), city, and comments (optional) in the appropriate boxes, and choose the class, state, country, and grade level in the drop-down lists. (Students do not see this information.)
  - ◆ If you have not added the class before this step, click **+NEW CLASS** under the Class drop-down box and add the class, and then add the student.
3. After you have entered the student's information, click the **Submit** button.
4. The student's information will be displayed on this page and you will see the list of students as you add them.
  - ◆ Click **Manage Student** next to an enrolled student's name to modify that student's information.
  - ◆ Click **Delete** next to an enrolled student's name to delete the student from the program.
5. Every student's initial login username will be in the format "last name/first3 letters of first name/middle initial." For example, if you enter Cynthia A. Jones as a student, her initial login username will be **JonesCynA**.
  - ◆ If you enroll a student with the same initial login username as another student already in the database you will receive an error message and be directed to contact the *Money Matters Online* Administrator for assistance.
6. When you are finished adding students, click the **Manage Active Students** link to return to that page.
7. After you have entered your students in the program, provide them with their initial login usernames and your Temporary Student Password. Your students **must** enter their initial login username and your Temporary Student Password the first time they log in.
  - ◆ You will be assigned a personal Temporary Student Password when you are enrolled as an instructor in *Money Matters Online*. This password is displayed in your Profile (see **Managing Your Profile** below).
    - **Note:** If you were enrolled as an instructor in *Money Matters Online* before March 1, 2014, you will continue to use **12pass34** as your Temporary Student Password until

you have been notified by the *Money Matters Online* Administrator that your password has been changed.

- ◆ When a student first logs in, the student will see a screen that will require they enter a personal email address and password (and confirmation), which will become the student's permanent username and password.
  - ◆ A student who forgets a password should click **Forgot Password** above the login name box on the login page and follow the directions to receive a temporary password at their email address from "mmonline@fcef.com." Upon logging in with the temporary password, instructions will be provided to establish a new permanent password.
    - If a student has submitted a request for a temporary password and does not receive the message within an hour or so, direct the student to check the Spam folder in the email system in case the message was directed there. If the message is not there, please contact the *Money Matters Online* Administrator.
8. If you are using *Money Matters Online* for the first time, we recommend you enroll yourself as a student in your class first so you can view the curriculum from the student perspective.

## Managing Students

1. Click **Students** at the top of the page, then the **Manage Active Students** or **Manage Inactive Students** link.
2. You can sort the list of students by last name, first name, class, grade, city, and state.
3. Your students' information is displayed on this page. If a student has not logged into *Money Matters Online*, the initial login username will appear in the Username column. If the student has logged in, the student's email username will appear. You will not see the student's password.
4. Manage a student by clicking **Manage** next to the student's name.
5. To view a student's progress in the course, click the **Progress** button.
  - a. The screen will display the student's "Report Card" with the student's name, school, instructor, and class, in addition to the progress they have made on the course.
  - b. If the student has taken the comprehensive exams, you can see their results by clicking the **Comprehensive Exam A** link at the top of the Report Card for the Pre-Comprehensive Exam and **Final Comprehensive Exam** for the Post-Comprehensive Exam. You will also see their progress on the various modules and their pre- and post-module test results.
6. To designate a student as inactive, click the **Make Inactive** button, or to designate a student as active, click the **Make Active** button.
7. To view a student's scores on the Pre- and Post-Comprehensive Exams and the pre- and post-module tests, click the **Test Scores** button.
  - ◆ Note: Students must attain a 100% score on the post-module test to complete a module. They will be offered as many chances to achieve it as necessary.
8. To edit a student's information, click the **Edit** button. You can edit the student's first name, middle name, last name, student ID, grade, city, and comments in the appropriate boxes. (Note: these comments are not visible to the student.) You can edit the student's class, state, and country in the dropdown lists. When done, click the **Submit** button.

9. To delete a student from the list, click the **Delete** button and click the **OK** button on the popup.

## Tools

### **Money Matters Reference**

1. Click **Tools** at the top of the page, then the **Money Matters Reference** link, to access the *Money Matters Reference* material.
2. The material on which *Money Matters Online* is based is included here as *Money Matters Reference*. The curriculum, written within the guidelines of Texas House Bill 492 of 2005, covers all 12 required elements and was approved by the Texas State Board of Education. You can use the more detailed *Money Matters Reference* as a supplement to *Money Matters Online*, or as a stand-alone program.
3. Your students have access to the following Money Matters Reference material:
  - ◆ 12 “books” in flash and pdf version
  - ◆ Comprehensive test
  - ◆ 12 module topic tests
  - ◆ 12 module vocabulary tests
  - ◆ Glossary-Terms to Know
4. In addition, you have access to:
  - ◆ 12 PowerPoint module presentations
  - ◆ Comprehensive test (with answers)
  - ◆ 12 module topic tests (with answers)
  - ◆ 12 module vocabulary tests (with answers)

### **User Manuals**

1. Click **Tools** at the top of the page, then the **Instructor User Manual** or **Student User Manual** link to access the desired manual.

## Profile

### **Managing Your Profile**

1. Click **Profile** at the top of the page.
  - ◆ Your first name, last name, middle name, e-mail address, school, and Temporary Student Password are displayed.
2. To edit your first name, last name, middle name, or e-mail address click the **Edit** button next to the item. Enter the revised information in the box, and click the **Submit** button. If you change your mind, click the **Cancel** button. Note: The school name and Temporary Student Password cannot be edited here. Contact the *Money Matters Online* Administrator if you need to change your school or Temporary Student Password.

## Logout

Click **Logout** at the top of the page to close the *Money Matters Online* instructor module.

## Action Required !

1. When a student takes the Final Comprehensive Exam they will be provided with a link to their Report Card. The percentage results of the test will be displayed as “Final Comprehensive Exam.” In addition, a button labeled **View your Final Comprehensive Exam results** will be provided. When clicked, the button will lead to a view of the test similar to yours; the student will see the test with the correct answers marked in green and the incorrect answers marked in red with the correct answer.
2. At the same time, you will see an **Action Required !** button at the top of the page of the instructor site. Click on the link to respond.
3. Names of students who have taken the exam will appear in one of two lists:
  - a. Those students who have achieved **75% or above** have satisfactorily passed the Final Comprehensive Exam and are eligible for a *Money Matters Online* curriculum completion certificate.
    - ◆ To view a student’s exam results, click on the **Post-comp Score** percent result for that student. You will see their test results including the number of questions answered correctly, the percentage answered correctly, and each question with the student’s answer. For questions answered incorrectly, you will see the correct answer as well as the answer the student selected.
    - ◆ To view and/or print a *Money Matters Online* curriculum completion certificate for the student, click **View Certificate**.
    - ◆ Click **Clear this notification** to clear the student’s name from the Action Required list.
  - b. Those students who have achieved **less than 75%** have not satisfactorily passed the Final Comprehensive Exam.
    - ◆ To view a student’s exam results, click on the **Post-comp Score** percent result for that student. You will see their test results including the number of questions answered correctly, the percentage answered correctly, and each question with the student’s answer. For questions answered incorrectly, you will see the correct answer as well as the answer the student selected.
    - ◆ If the student did not pass the Final Comprehensive Exam, please help the student with particular subjects that need more study.
    - ◆ Click **Reset Post-comp exam** to allow the student to retake the test, or click **Don’t Reset Exam** to not reset the exam and clear the student’s name from the Action Required list.
      - If you don’t reset the exam at this time, you may reset it later by viewing the student’s Post-Comprehensive Exam results as described under the Managing Students section. You will be provided with a **Reset Post-comp exam** button on that page.

## If you need help

If you have questions about or need help with the *Money Matters Online* website or any of its parts, or if a student notifies you the program is not working correctly, please contact the *Money Matters Online* Administrator at First Command Educational Foundation at [edufoundation@fcef.com](mailto:edufoundation@fcef.com) or 1-817-569-2940.

Also, we are always interested in improving the *Money Matters* curriculum. Please contact us if you have any suggestions.