Website Quick Reference Guide

For Teachers

Adding Students to a class:
1. Log in
2. Go to My Classroom
3. Go to Class Roster
4. Select a class to add students to
5. You should see a list of students in the 'Students not in a class:' column. Only students who are in your school, in that grade, and not assigned to another class will show up in this list.
6. Highlight one or more desired student(s) then click the '>>' button. This should remove the student(s) from the 'Students not in a class:' column and add them to the 'Roster" column.
7. Repeat step 6 until you have selected all of your students

Setup Marking Periods:
1. Log in
2. Go to My Classroom
3. Go to Setup Weeks
4. Select a Quarter
5. Click the little calendar icon next to Week 1 and choose the start date of the quarter
6. If you click the 'Next' button for week 1 then it will populate week 2 with a date 7 days later than week 1
7. Repeat steps 5 and/or 6 to fill in the rest of the marking periods dates.
8. Click 'Save Week Dates in Quarter' when finished
9. Repeat steps 4 through 8 for each quarter.

Note: Don't forget to fill in the end date.
Note: If you don't have 12 weeks in your quarter then leave the remaining weeks blank. If you mistakenly fill in a week that should be blank just click the 'Clear' link to make it blank again.

Filling in the marking period dates is very important so the students can earn money for perfect attendance and so the SIF administrators can get accurate reports.

Access Curriculum Files
1. Log in
2. Go to Downloads
3. Click the 'Manuals', 'Workbooks', or 'Transparencies' link
4. Click on the desired Grade level
5. Click on the file you wish to download

NOTE: Currently there is no way for students to download the workbooks.

Verifying student attendance:
1. Log in
2. Go to My Classroom
3. Go to Attendance
4. Choose a class
5. Choose the week you are verifying attendance for
6. Check the 'Perfect' check box next to the student's name if they had perfect attendance.
7. Repeat step 6 for all students with perfect attendance for the week.
8. Once all students have been verified you can check the 'Verified' check box in the header row. This will check all of the 'Verified' check boxes for all students.
9. Click 'Save Attendance'
10. If you have more weeks to verify then repeat steps 5 through 9

Verifying student attendance is very important because students will not receive attendance earnings until their teacher has verified the perfect attendance. Students do have the ability to fill in their own perfect attendance and grade values but teacher must still correct and verify them.

Verifying student grades:
1. Log in
2. Go to My Classroom
3. Go to Grades
4. Choose a class
5. Choose a quarter
6. Verify the grades are correct for each student and correct them if necessary
7. Once all students have been verified you can check the 'Verified' check box in the header row. This will check all of the 'Verified' check boxes for all students.
8. Click 'Save'
9. If you have more quarters to verify then repeat steps 5 through 8

Enable Quizzes:
1. Log in
2. Go to My Classroom
3. Go to Quizzes

4. Click the 'Authorize' link next to the quiz you want to enable for students
5. Check the 'Authorize' box in the second row (Update ALL Students Listed) to authorize for all students or check the box for individual students.
6. If you wish to only make the quiz available for a certain date range then specify the date range.
7. Click 'Save' when done.

Authorize Stock Trades:
1. Log in
2. Go to My Classroom
3. Go to Authorize Stock Trades
4. Select a class
5. Select the start and end dates for the stock trading
6. Click 'Authorize Stock Trading'

NOTE: To disable stock trading that has already been authorized click the 'DO NOT Authorize Stock Trading'

Student Notes
1. Log in
2. Go to My Classroom
3. Go to Student Notes
4. Choose a priority. (This determines the color of the message. Priority 1 notes will be red. Priority 2 and 3 will be black. The notes are displayed in the order they are added.)
5. If this should be shown to all of your classes then leave the all check box checked, otherwise uncheck the 'All' check box and select a class.
6. Type your message in the 'Note' field
7. Click save changes

NOTE: To delete an existing message click the red X next to the message.
NOTE: These messages are displayed on the student's home screen when they first log in.

For Students

Update their attendance
1. Log in as student
2. Go to Class Info
3. Go to Attendance
4. It should display the current quarter and only the current and past weeks should be available.
5. If the student had any perfect attendances they should check the appropriate boxes.
6. Click 'Save Attendance' when finished

Update their grades
1. Log in as student
2. Go to Class Info

3. Go to Attendance
4. Go to My Grades
5. Once the Quarter has ended then the Reading Grade and Math Grade should be enabled. The student would select their grade.
6. Click 'Save' when finished.

Take Quizzes
1. Log in as student
2. Go to Class Info
3. Go to Quizzes
4. Click the 'take quiz' or 'finish quiz' link next to the quiz you wish to take.
5. Click 'Enter Quiz!' to start the quiz
6. Choose an answer
7. Click Submit
8. Click Next
9. Repeat the last 3 steps until the quiz is done.

Buy Stocks
1. Log in as student
2. Go to My Portfolio
3. Click Buy Stocks
4. Select the number of each share you would like to buy
5. Click Buy Shares

Sell Stocks
1. Log in as student
2. Go to My Portfolio
3. Click Sell Stocks
4. Select the number of each share you would like to sell
5. Click Sell Shares

For SIFADMIN

Change/Add/Delete Student Workbook
1. Login as sifadmin
2. Create/Edit/Delete
3. Student workbook on left panel
4. Radial grade
5. Choose file
6. Upload file
7. Make sure naming convention is correct!

Change/Add/Delete Links to other sites from Link Page
1. Login as sifadmin
2. Go to Maintenance
3. Go to Links Page
4. Click the red X to delete a link
5. Click the wrench to edit a link
6. Click 'Create New' to add a new link.
7. Click Save after you add or edit a link.

The teacher cannot modify the grades but you can.

1. Login as sifadmin
2. Go to Classroom
3. Go to Grades
4. Go to View Past Grades (Below the Classes drop down box) Choose Barclay 6th 08/09 from the drop down Choose Quarter 4 Enter the grades Click Save

Verifying Student portfolios

When you find students that just don't look quite right, you can look at all of their raw stock transactions, attendance records, and grade records to verify the portfolio is correct.

1. Login as sifadmin
2. Go to Search
3. Search for the student
4. Click the link on the student's name
5. This will take you to the 'viewUser' screen which is a read only screen containing all of the user's contact info, stock transactions, attendance records, and grade records.

Moving Sections on Publicity page:
 whole Newsletters section moved from the bottom to the top. So to do this:
1. Log in as Sifadmin
2. Go to Maintenance
3. Go to Publicity Page
4. Expand the Newsletters section by clicking on the 'Newsletters – (Select to show links)'
5. Change the Position drop down box from 4 to 1
6. Click Update
7. Go to About SIF
8. Go to Publicity and verify that it is now at the top.

Publicity Page Side Links:
The links on the side panel of the publicity page need to be updated also.
1. Log in as Sifadmin
2. Go to Maintenance
3. Go to Publicity Page Side Panel

4. Click the HTML button
5. Edit the text
6. Click Update
7. Click Save changes
8. Go to the About -> Publicity page and verify you links work.

These are what is called links to each of the sections. They are in the form:

<p>Description</p>

Where the Section_Name is the name of the section from the Publicity Page screen
And the Description is the underlined, blue text that will be visible to the users.
So, you need to change all of the section names to match the Publicity Page. You need to re-order the list so it matches the order on the publicity page
When finished your text should look something like:

<p>NEWSLETTERS</p>
<p>PRESS</p>
<p>GRADUATE SPEECHES</p>
<p>PHOTOGRAPHS</p>

Creating Updates on the Publicity Page:
1. Log in as Sifadmin
2. Go to Maintenance
3. Go to Publicity Page
4. Click Monthly Update
5. Put name under "Display Name"
6. Choose desired file
   **make sure that you only upload PDF files

   Creating a PDF from a Word Document:
   1. Open Word File
   2. Click File, Print
   3. Select PDF995 as Printer
   4. If asked about upgrade, click "continue with sponsored version"
   5. Save PDF file

Reports
The Total Stock Owned report will give you all time data.

The Transaction report will give you granular data for a specific group set
The Transaction report will also give you data for summer trading. Choose to filter on date, select a data range, include students and alumni.

The portfolios report has 3 choices.
If you choose to filter on class it will show how much stock purchased minus stock sold for all students in the specified class for the duration of the class.
If you choose to filter on school or year it will show all the stock purchased minus stock sold for all classes in that school or year for the duration of that class.

The earnings report just shows the amount of money a student has earned for the specified school year.

Link Configuration

- The links are only configurable by sifadmin (Maintenance -> Links Page)
- When the students and alumni are logged in and go to the links page they should see student related links.
- When the teachers are logged in and go to the links page, they should see teacher related links. They should also see the student links.
- When the sifadmin is logged and go to the student links page they should see student links, when they go to the teacher links page they should see the teacher links, when they go to the about links page they should see the corporate links.
- When not logged in and you go to the links page you should see the corporate links.

Word of the day:

1. Log in as sifadmin
2. Go to Maintenance
3. Go to Word of the Day
4. Click 'Create New Word of the Day' to add a new word of the day
5. Click the red X next to a word of the day to delete that word of the day
6. Click the wrench next to a word of the day to view/edit that word of the day
7. On the add/edit word of the day screen:
8. Enter the word (keep it short)
9. Enter the definition
10. Click Save changes to save

 ** little preview on the bottom of the screen.If you scroll down and click the button that says refresh then the little book will get updated with whatever you typed in the word and definition fields.

 The word of the day will automatically rotate on Sunday mornings at 12:00:01AM It will start with the first word in the list then continue down the list.

Shortening Long URL's:

go to the site, and paste in the original URL and it gives you a new shorter URL. For example, the URL in your teacher message was:

http://www.surveymonkey.com/s.aspx?sm=AG7l4BsPpPqIV_2fS6Wyj7wQ_3d_3d"

Going to http://tinyurl.com and pasting it in returns the following shorter URL:

http://tinyurl.com/ylktagb

Dividends:

1. Login as sifadmin
2. Click on the "create/edit" tab
3. Click on "stocks"
4. Next to a given company, click dollar sign next to company name
5. Go to Yahoo finance to get dividend information
   a. Search company by name or symbol
   b. Click Historical Prices on the left-hand side
   c. Select Dividends only
6. Put date and dividend price into site
7. Click "add dividend"

Uploading Teacher Transparencies:

1. Log in as sifadmin
2. Click "create/edit/delete"
3. Click "teacher transparencies" on sidebar
4. Select grade for upload
5. Select file
6. Upload!