

PFL Academy Implementation Guide

This guide will help administrators and teachers successfully implement PFL Academy's financial literacy curriculum in your school or district. Follow this step-by-step plan to ensure a smooth rollout and maximize student engagement and learning outcomes.

Recommended Implementation Timeline: We recommend starting the implementation process at least 1 month before you plan to begin teaching the curriculum to allow sufficient time for account setup, teacher training, and curriculum planning.

1. Implementation Phases

Implementing PFL Academy involves four main phases. Each phase builds on the previous one to ensure a comprehensive and successful integration into your educational program.

Phase 1: Planning & Setup (1-2 weeks)

- Identify implementation team and key stakeholders
- Determine scope of implementation (grade levels, courses, etc.)
- Set up administrator accounts and system configuration
- Schedule initial training sessions

Phase 2: Teacher Training (1-2 weeks)

- Conduct platform orientation for all teachers
- Provide curriculum overview and teaching methodology training
- Set up teacher accounts and class structures
- Practice using skill builders and assessment tools

Phase 3: Curriculum Planning (1 week)

- Select appropriate standards and chapters based on your curriculum needs
- Create pacing guides and lesson schedules
- Integrate with existing course structures
- Prepare supplementary materials if needed

Phase 4: Student Onboarding & Ongoing Support (Continuous)

- Help students create accounts and join classes
- Introduce platform features and expectations
- Begin teaching curriculum with ongoing support from PFL Academy
- Regular check-ins and improvement cycles

2. Implementation Team Roles & Responsibilities

A successful implementation requires clear roles and responsibilities. We recommend including the following stakeholders in your implementation team:

Role	Responsibilities
District/School Administrator	<ul style="list-style-type: none">• Oversee overall implementation• Ensure alignment with district goals and standards• Allocate resources and budget• Remove barriers to implementation
PFL Coordinator	<ul style="list-style-type: none">• Serve as primary point of contact with PFL Academy• Coordinate training sessions• Monitor implementation progress• Gather and share feedback
IT Support	<ul style="list-style-type: none">• Ensure technical requirements are met• Support account setup and maintenance• Troubleshoot technical issues• Help with device and network configuration
Lead Teachers	<ul style="list-style-type: none">• Become platform experts• Provide peer coaching to other teachers• Test new features and provide feedback• Share best practices and success stories

Classroom Teachers	<ul style="list-style-type: none">• Learn platform features and curriculum• Implement lessons and activities• Monitor student progress• Provide feedback on effectiveness
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3. Technical Requirements

PFL Academy is a web-based platform that works on most modern devices. Ensure you meet the following requirements for optimal performance:

Device Requirements

- **Desktop/Laptop:** Windows, Mac, or Chromebook
- **Tablets:** iPad (iOS 14+), Android (10+)
- **Screen Size:** Minimum 9.7" display
- **Memory:** 4GB RAM recommended
- **Storage:** 100MB available space

Internet & Browser Requirements

- **Internet Speed:** 5 Mbps minimum
- **Browsers:**
 - Chrome (latest 2 versions)
 - Firefox (latest 2 versions)
 - Safari (latest 2 versions)
 - Edge (latest 2 versions)
- **JavaScript:** Enabled
- **Cookies:** Enabled

Note: While our platform is responsive and works on smartphones, we recommend using devices with larger screens for the best experience, especially for interactive skill builders and detailed financial calculations.

4. Account Structure & Setup

PFL Academy uses a hierarchical account structure to manage users and content access:

1. **District Admin Account** - Oversees all schools, teachers, and classes within the district

2. **School Admin Account** - Manages teachers and classes within a specific school
3. **Teacher Account** - Creates and manages classes, assigns content, and monitors student progress
4. **Student Account** - Accesses assigned content, completes activities, and tracks personal progress

Initial Setup Process

1. PFL Academy creates your district account and primary administrator credentials
2. District admin adds schools and school administrators
3. School admins add teachers and provide them with registration links
4. Teachers create classes and invite students
5. Students register using the class join code provided by their teacher

5. Implementation Checklist

Use this checklist to track your implementation progress:

Pre-Implementation (1-2 weeks before training)

- ☐ Form implementation team with clear roles and responsibilities
- ☐ Review curriculum standards and align with existing courses
- ☐ Verify technical requirements and prepare technology infrastructure
- ☐ Schedule training sessions for administrators and teachers
- ☐ Communicate implementation plan to all stakeholders

Administrator Setup

- ☐ Set up district and school admin accounts
- ☐ Configure district/school settings and preferences
- ☐ Import or add teacher accounts
- ☐ Define reporting structures and access permissions
- ☐ Review and customize available curriculum content

Teacher Setup & Training

- ☐ Complete platform orientation training
- ☐ Create teacher accounts and profiles
- ☐ Create classes for each teaching section
- ☐ Review teacher guides and lesson plans
- ☐ Practice using skill builders and assessment tools
- ☐ Develop pacing guides and content schedules

Student Onboarding

- ☐ Generate and distribute class join codes to students

- ☐ Guide students through account creation process
- ☐ Provide platform orientation for students
- ☐ Set expectations for platform usage and participation
- ☐ Verify all students have successfully joined classes

First Week of Implementation

- ☐ Begin teaching with Day 1 content for initial chapters
- ☐ Ensure all students can access content and complete activities
- ☐ Address any technical or access issues promptly
- ☐ Document early feedback and implementation challenges
- ☐ Schedule check-in meeting with implementation team

Ongoing Support & Improvement

- ☐ Monitor student progress and engagement metrics
- ☐ Collect teacher feedback on curriculum and platform
- ☐ Schedule regular implementation team meetings
- ☐ Address emerging challenges and barriers
- ☐ Celebrate and share successes and best practices
- ☐ Plan for curriculum expansion and advanced feature adoption

6. Curriculum Integration Models

PFL Academy can be implemented in various ways depending on your school's schedule, course offerings, and priorities. Consider these common implementation models:

Model	Description	Ideal For
Dedicated Course	Full implementation as a standalone financial literacy course, covering all standards sequentially.	Schools with dedicated personal finance course requirements or electives

Integrated Units	Selected standards integrated into existing courses like economics, business, math, or social studies.	Schools without a dedicated financial literacy course but wanting to cover the content
Advisory Program	Shorter lessons implemented during advisory periods or homeroom over an extended timeframe.	Schools with regular advisory or homeroom programs
Workshop Series	Concentrated delivery of key content through a series of workshops or seminar days.	Schools with flexible scheduling options or special programming days
Hybrid Model	Combination of in-class and independent work, with Day 1 content in class and Day 2 as homework.	Settings with limited class time but strong student independence

Implementation Tip: Start with 1-2 standards that align most closely with your existing curriculum or address the most critical student needs. Expand to additional standards as teachers and students become comfortable with the platform.

7. Measuring Success

Track these key metrics to evaluate your implementation success:

Short-Term Indicators (1-3 months)

- **Access Metrics:** Percentage of students and teachers actively using the platform
- **Completion Rates:** Percentage of assigned content completed by students
- **Engagement Metrics:** Time spent on platform, activity completion rates
- **Technical Issues:** Number and type of technical support requests
- **Initial Feedback:** Teacher and student satisfaction with platform and content

Medium-Term Indicators (3-6 months)

- **Assessment Performance:** Student scores on chapter and standard assessments

- **Skill Builder Completion:** Number of skill builders successfully completed
- **Teacher Adoption:** Depth of platform feature usage by teachers
- **Curriculum Coverage:** Number of standards and chapters implemented
- **Portfolio Development:** Quality and completeness of student portfolios

Long-Term Indicators (6+ months)

- **Financial Knowledge:** Pre/post assessment gains in financial literacy knowledge
- **Attitude Changes:** Shifts in student attitudes toward financial topics
- **Behavioral Impacts:** Student self-reported financial behaviors and habits
- **Curriculum Integration:** Level of integration into school's overall curriculum
- **Program Sustainability:** Plans for continued and expanded implementation

8. Support Resources

PFL Academy offers comprehensive support throughout your implementation journey:

Training Resources

- **Administrator Training:** 90-minute virtual session covering account management, reporting, and oversight
- **Teacher Training:** 2-hour initial training plus optional follow-up sessions
- **Video Tutorials:** On-demand videos for all platform features
- **Quick Reference Guides:** Downloadable PDFs for key functions

Technical Support

- **Help Center:** help.pflacademy.co
- **Email Support:** support@pflacademy.co
- **Live Chat:** Available during business hours through the platform

Implementation Support

- **Implementation Manager:** Dedicated point of contact for district-wide implementations
- **Monthly Check-Ins:** Scheduled reviews of implementation progress

- **Custom Training:** Available for specific needs or new staff
- **PFL Community:** Online forum to connect with other educators

Remember: Your success is our success! Don't hesitate to reach out whenever you need assistance. We're committed to supporting your financial literacy education goals.

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