PFL Academy   Quick Start Guide for Teachers

Welcome to PFL Academy

This quick start guide will help you navigate the PFL Academy platform and get the most out of our comprehensive financial literacy curriculum. Here you'll find everything you need to begin teaching financial literacy with confidence!

> **Did you know?** PFL Academy's curriculum aligns with all 15 standards recommended by the Council for Economic Education and the Jump$tart Coalition for Personal Financial Literacy.

1. Platform Overview

PFL Academy is a complete financial literacy education platform designed for high school students. Our curriculum spans 15 standards with multiple chapters per standard, using a unique two-day learning model that combines core content with hands-on application.

Core Components:

- **Student-Facing Content** - Engaging lessons with interactive elements
- **Teacher Guides** - Detailed lesson plans with discussion prompts and facilitation tips
- **Skill Builders** - Interactive tools for practical application
- **Assessments** - Pre-built evaluations with automated grading
- **Resource Library** - Supplementary materials and downloads

Key Standards Covered:

- Income & Careers
- Taxes
- Financial Services
- Saving & Investing
- Credit & Debt Management
- Risk Management & Insurance
- Housing & Transportation
- Career Readiness

2. Two-Day Learning Model

Each chapter in PFL Academy follows our proven two-day learning model, designed to build both knowledge and practical skills.

Day 1: Content Exploration	Day 2: Learning Lab
- Core concept introduction - Key vocabulary and principles - Real-world examples and case studies - Discussion prompts and reflection - Initial skill builder introduction	- Hands-on application stations - Interactive skill builders - Problem-solving activities - Portfolio building exercises - Real-world decision-making practice

Pro Tip: The Day 1 content is designed to take approximately 55 minutes of class time, while Day 2 Learning Labs are flexible and can be extended or shortened based on your needs.

3. Getting Started with PFL Academy

1 Log in to your teacher dashboard

Visit app.pflacademy.co/login and sign in with your credentials. First-time users will need to create an account using the invitation email sent by your school administrator.

2 Create your class

From your dashboard, click "Add Class" and enter your class details. You can create multiple classes for different periods or sections. Each class receives a unique join code for students.

3 Browse curriculum

Navigate to the "Curriculum" tab to explore the 15 financial literacy standards and their associated chapters. Each chapter includes both student-facing content and teacher guides.

4 Assign content to your class

Select a chapter and click "Assign to Class" to make it available to your students. You can set start and due dates, and choose whether to include assessments.

5 Review teacher guides

Each chapter includes comprehensive teacher guides for both Day 1 and Day 2 content. These guides provide detailed lesson plans, discussion prompts, and facilitation tips.

6   **Invite your students**

Share your class join code with students. They can create accounts and join your class at
app.pflacademy.co/student.

7   **Monitor progress**

Use the "Progress" tab to track student completion and assessment scores. You can view
both class-wide and individual student data.

4. Finding Resources

Teacher Guides

Teacher guides can be accessed through the "Teacher Resources" tab or directly from any
chapter page. Look for the "Teacher Guide" button at the top of each chapter.

Downloadable Materials

Each chapter includes downloadable worksheets, handouts, and supplementary materials. These
can be found in the "Resources" section of each chapter page.

Assessment Tools

Pre-built assessments are available for each chapter. Access them through the "Assessments"
tab on your dashboard or within individual chapters.

Professional Development

Additional training materials, webinars, and PD resources are available in the "Professional
Development" section of your dashboard.

> **Looking for more?** Visit the PFL Academy Support Center for additional resources, including
> video tutorials, FAQs, and community forums.

5. Need Assistance?

Our support team is here to help! Contact us through any of these channels:

- **Email:** support@pflacademy.co
- **Live Chat:** Available on your dashboard during school hours

For custom training and professional development, use the Custom Training Request Form available in your dashboard.

This quick start guide is for teacher use only. For the latest version, visit your teacher dashboard.