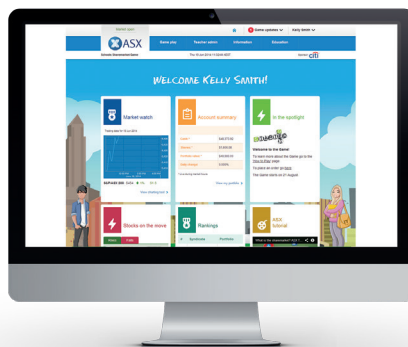


Getting started guide for teachers



Contents

Welcome to the ASX Schools Sharemarket Game getting started guide.

This guide will show you how to:

How to register

Teacher registration	1-3
----------------------	-----

Part 1: Game admin

Game Admin dashboard

Game admin and Game play	4
Game admin dashboard	5

Add students and create syndicates

Add students	6 - 10
Create syndicates	11 - 12

Manage syndicates

Access syndicate passwords	13
Edit and delete syndicates	13

View syndicate progress

Send messages	14
Monitor syndicate progress	15

Teacher resources and other resources

Teacher resources	16
-------------------	----

Part 2: Game play

Game play dashboard

Game Play dashboard	17 - 18
---------------------	---------

Rankings

Rankings	19
----------	----

Additional help

Other resources	20
-----------------	----

How to register

Teacher registration

To register for the ASX Schools Sharemarket Game, you need to be registered as a MyASX user and complete the Game's entry form.

Visit www.asx.com.au and select the [MyASX login](#) or [Register](#) link.



If you're already a MyASX user, select Login and enter your username and password and [Login](#).

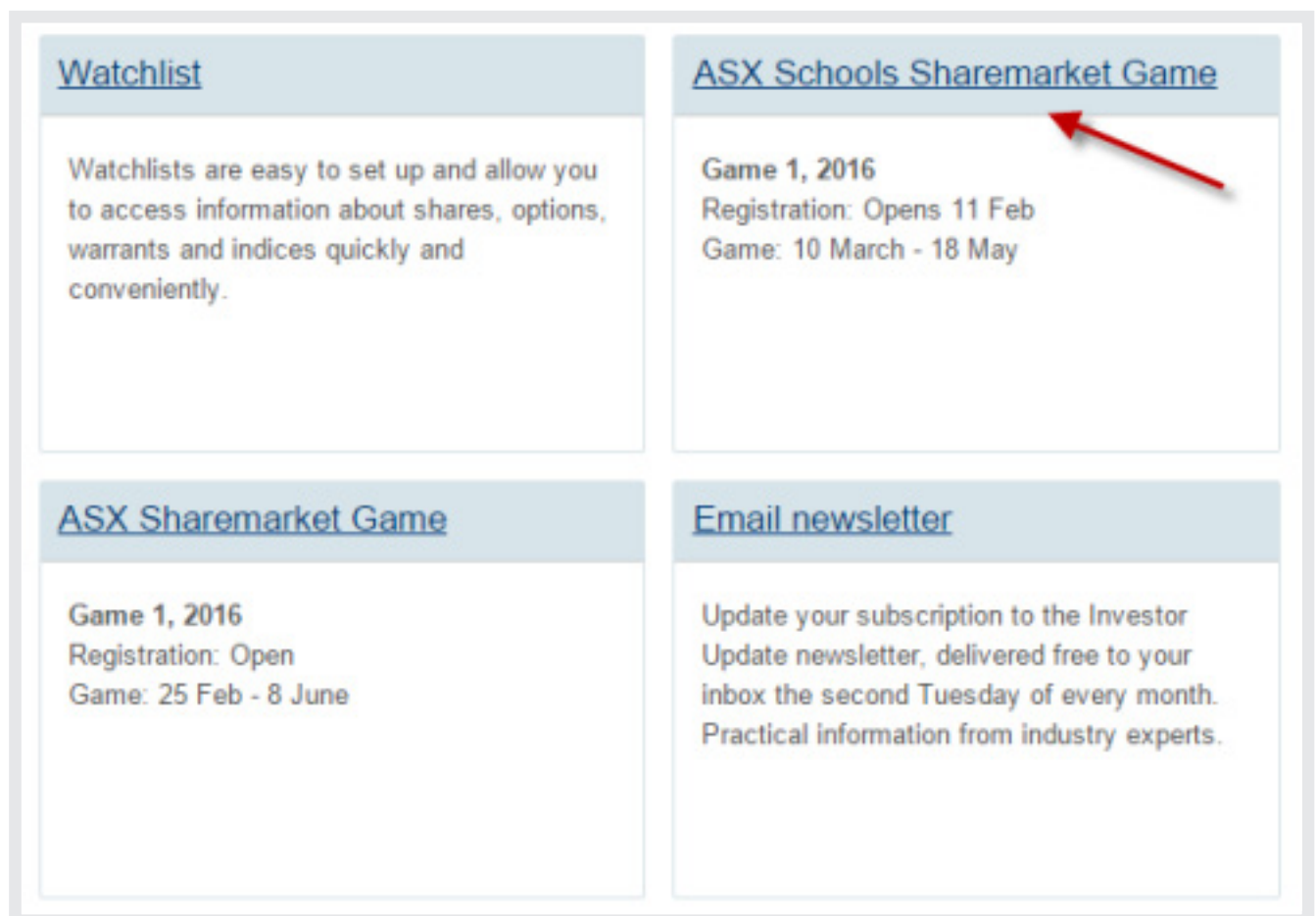
If you're not a MyASX user, select Register, enter your details, and then click the [Sign up](#) button at the bottom of the page.

If all details have been entered correctly you will see a [Registration successful](#) message. You will then be sent an email with a link to activate your registration. You will need to click on this activation link before you can login to MyASX.

You will also be sent a second email confirming your login details; it is useful to keep a copy.

How to register

Once you have logged in, select the Schools Sharemarket Game.



How to register

The final step is completing the Game [Entry form](#). Please make sure you are using IE9 or above, Chrome, Firefox or Safari as you may have issues with IE8.

- 1) Add the email address you wish to be contacted on.
- 2) Add a player name - this is for when you are playing against your students. (You need to create a name, however it is up to you as to whether you play.)
- 3) Include the school phone number.
- 4) Select your state.
- 5) Start typing in your school name (1) and it should show up in the list (2). Select your school and this will enter your school name into the box. (3).

The screenshot shows a web form for finding a school. At the top, there is a dropdown menu labeled 'Find your school by state*' with 'Victoria' selected. Below this is a search box labeled 'Search by school name or suburb or postcode*'. The search box contains the text 'Moor' (indicated by a red arrow and the number 1). A dropdown list of suggestions is visible below the search box, containing three entries: 'Bilarook College - MOOROOLBARK - VIC', 'Keysborough College - SPRINGVALE SOUTH - VIC', and 'Mooroolbark College - MOOROOLBARK - VIC' (indicated by a red arrow and the number 2). Below the list is another search box labeled 'Search by school name or suburb or postcode*'. This search box contains the text 'Mooroolbark College - MOOROOLBARK - VIC' (indicated by a red arrow and the number 3).

- 6) Read and agree to the terms and conditions.
- 7) Click on register.

If you [cannot find your school](#) in the list of schools, please select - the 'Can't find your school' link, complete the details and submit.

We will send you an email once your school has been approved and you will then be able to complete your registration.

Part 1: Game admin

Teacher admin and Game play

Your teacher account has two major areas:

- 1) [Teacher admin](#) - Teacher admin is where you can add students, create, manage and view your syndicates plus access the Teacher resources.
- 2) [Game play](#) - Your Game play section is where you can play the Game and be in the school rankings alongside your students. It is your choice as to whether you play or not. If you want to learn more about the Game play dashboard, you can read more about this in Part 2.

This document will focus on the [Teacher admin](#) section.



Game admin dashboard

Your Game admin dashboard

When you login to your teacher account, you will always land on your [Teacher admin dashboard](#).

On this dashboard, you get immediate access to:

- (1) [Adding and managing](#) your students.
- (2) You can view the [top 5 Syndicates](#) plus click through to get a bird's eye view of all of your syndicates.
- (3) You can see the [top 5 rankings](#) (only visible once the Game has started)
- (4) As well as quick links to your [Teacher resources page](#).
- (5) Plus specific teacher updates will be posted on the 'In the spotlight' box.
- (6) The final box on your dashboard page is an [Account summary](#). This is a summary of your own Game portfolio. You can now easily play the Game alongside your students and you can do this inside your teacher's account – see Part 2.

The dashboard is divided into six numbered sections:

- 1. Syndicate management:** Contains instructions for adding students and creating syndicates. It mentions that once completed, users can access student login IDs and passwords via the 'Manage Syndicates' page. A link to an 'Adding students tutorial' is provided.
- 2. Syndicate progress:** Displays a table of syndicates and their portfolios.
- 3. Rankings:** Displays a table of the top 5 syndicates and their portfolios.
- 4. Teacher resources:** Provides a link to the 'Getting Started guide for Teachers' and mentions that the teacher resources page has the latest lessons, posters, and more.
- 5. In the spotlight:** Announces the start date of the game (10 March) and provides links to the 'Teachers quickstart guide' and 'Adding your students' tutorial. It also includes a link to 'Teacher Resources' and a request to complete a registration survey.
- 6. Account summary:** Displays a table of the teacher's own game portfolio.

Syndicate	Portfolio
Jack	\$49,075.00
Jill	\$50,000.00
Sally	\$50,355.16
Test1	\$50,000.00
Test2	\$50,000.00

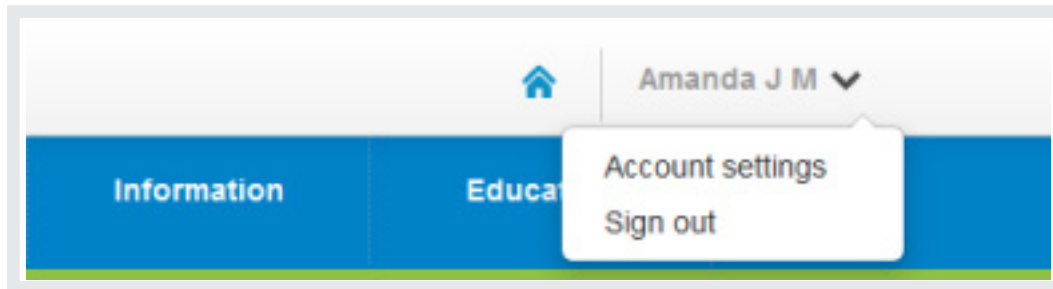
#	Syndicate	Portfolio
1	Jesse-Kathryn	\$195,022.66
2	Arrow Investmen...	\$177,257.60
3	Alexis-Sabrina	\$172,848.76

Cash: *	\$26,551.99
Shares: *	\$20,625.00
Portfolio value: *	\$47,176.99

Game account settings

Your Game account settings

At the top of your Game page, you can view your [Game account settings](#) by selecting the arrow next to your name.



This is where you can check your Game account details - you can change your email address and your phone number. If any other details are incorrect you will need to email us at school.smg@asx.com.au.

Teachers playing under your school

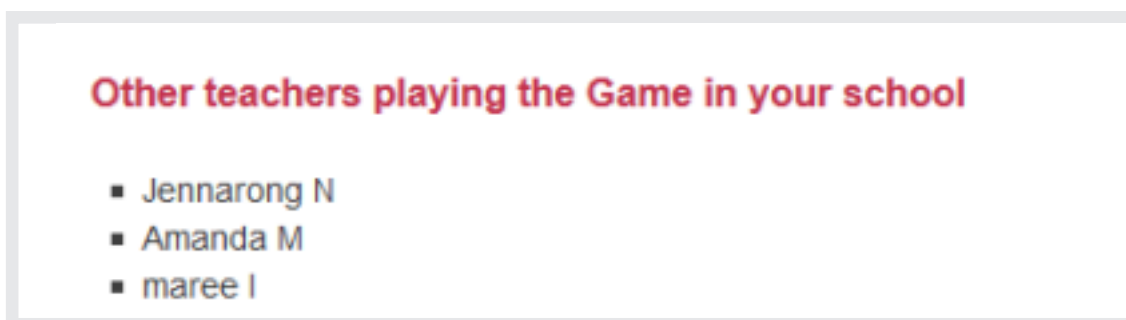
On your account settings page you can [see other teachers](#) that have signed up under your school. (See below). Please make sure you check this section once the Game has started.

If any of these names are NOT teachers – they may be a student or someone you don't know that has signed up under your school. Please do the following:

[If it is a student](#)

- 1) Please speak with the student – and add them to your account.
- 2) Send us an email via school.smg@asx.com.au with the name of the student and a request to suspend this teachers account.

[If this is someone you don't know](#) – not a student and not a teacher, please let us know the name of the person and we will suspend the account.



Add students

Let's take a look at how to get your students set up to play the Game.

There are 2 steps to creating your syndicates – first you need to 'Add your students' and then you 'Create your syndicates'.

1) Add your students

To add your students go to the [Syndicate management](#) box (see below) and select the [Add students](#) link (1) or select it from the Teacher admin drop down list (2).

The screenshot shows the ASX Schools Sharemarket Game interface. At the top, there is a navigation bar with tabs: Game play, Teacher admin, Information, and Education. The Teacher admin tab is selected, and a dropdown menu is open, showing options: Teacher dashboard, Add students (marked with a red arrow and '2'), Create syndicates, Manage syndicates, Syndicate progress, and Teacher resources. Below the navigation bar, the main content area has a large blue banner with the text 'WELCOME ANDA J M!'. Below the banner, there are three main sections: Syndicate management, Syndicate progress, and In the spotlight. The Syndicate management section has a red icon and text: 'There are 2 steps to setting up your students: Step 1: Add your students (marked with a red arrow and '1') Step 2: Create your syndicates. Group your students into syndicates of between 1 to 4 students. Once completed you can access student login IDs and passwords via the Manage Syndicates page. For additional help watch the Adding students tutorial.' The Syndicate progress section has a green icon and a table showing syndicate progress. The In the spotlight section has a green icon and text: 'The Game starts 10 March First time using the Game? For help with adding your students and using the Game, see our Teachers quickstart guide or watch Adding your students. Plus take a look at steps to getting your students started. Go here for all of the Teacher Resources Please complete our registration survey.'

Syndicate	Portfolio
Jack	\$49,075.00
Jill	\$50,000.00
Sally	\$60,355.16
Test1	\$50,000.00
Test2	\$50,000.00

[View all syndicates >](#)

Add students

Manual or bulk upload

You can either add students [manually](#) (1) or as a [bulk upload](#) (2).

Add an individual student 1

Student name:

Only numbers, letters, spaces and hyphens are allowed

Student year: Student subject:

Select year ▼

Select subject ▼

Student gender:

Select gender ▼

Save

Clear

Add multiple students 2

[Right click here & choose 'Save as'](#) to download a CSV spreadsheet template that you can prefill and upload into the system.

Browse...

No file selected.

Upload file

Add a student manually

To do this, all you need to do is complete the required fields and save.

Add an individual student

Student name:

Only numbers, letters, spaces and hyphens are allowed

Student year: Student subject:

Year 9 ▼

Commerce ▼

Student gender:

Male ▼

Save

Clear


Add students

Adding multiple students

To [add multiple students](#) you first need to create your spreadsheet. To do this, [download the spreadsheet](#) (see below) and [add your students](#) following the example given in the spreadsheet. Don't forget to save it.

Add multiple students

[Right click here & choose 'Save as'](#) to download a CSV spreadsheet template that you can prefill and upload into the system.



Once you have your document ready, go back to the '[Add students](#)' page and click on '[Browse](#)' (1) this allows you to select the document you are going to upload, find your CSV file and select it. You will now see your file on the page (2), the final step is to select '[Upload file](#)' (3).

Add multiple students

[Right click here & choose 'Save as'](#) to download a CSV spreadsheet template that you can prefill and upload into the system.

- 1 studentUploadFileExample.csv 2
-
- 3

Add students

Once uploaded, you will get a successful import message and you will be able to see your students below in the 'Student list.'

On this page you can do the following:

- 1) Search for a student
- 2) See what syndicate a student is in – if it is blank they are not in a syndicate yet.
- 3) Delete a student
- 4) Edit a student

Your student list Total number of students: 5 [Export all as CSV](#)

Search for students

Enter name, year or subject **1**

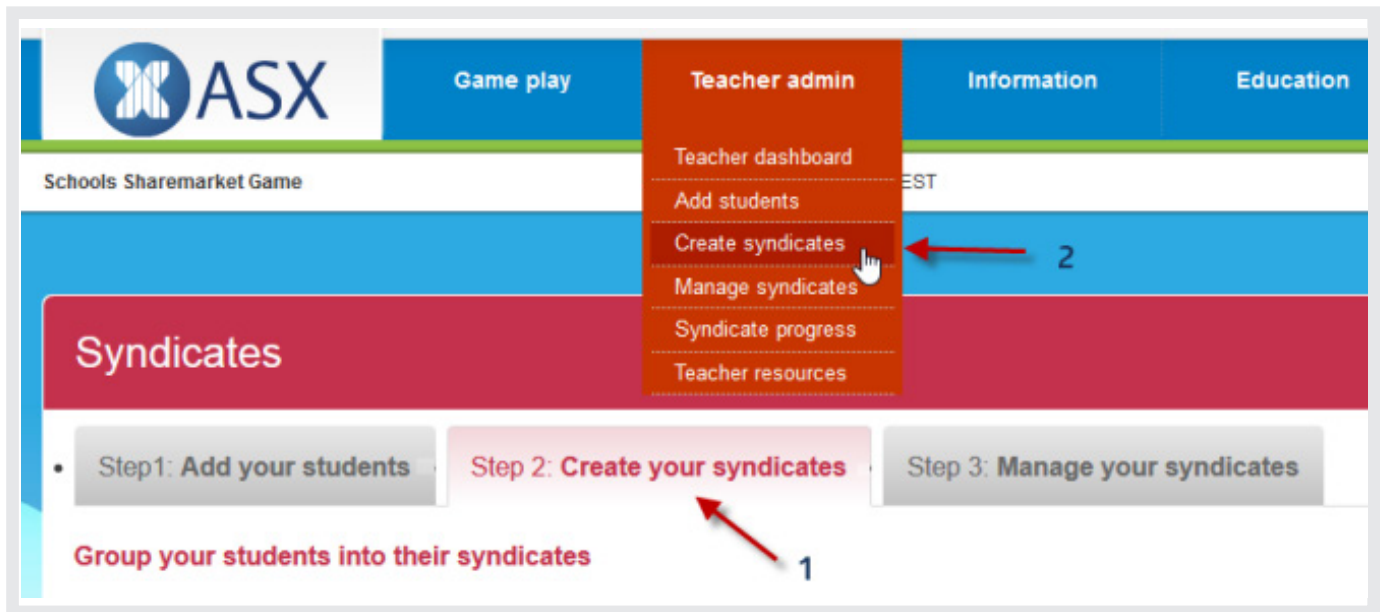
Student name	Syndicate	Year	Subject	Gender	Edit
Jack	Jack 2	9	Mathematics	MALE 4	3 Delete
Jill	Jill	8	Business studies	FEMALE	Delete

Do not move a student from your student list, unless they are removed from the syndicate first.

Create syndicates

2) Create your syndicates

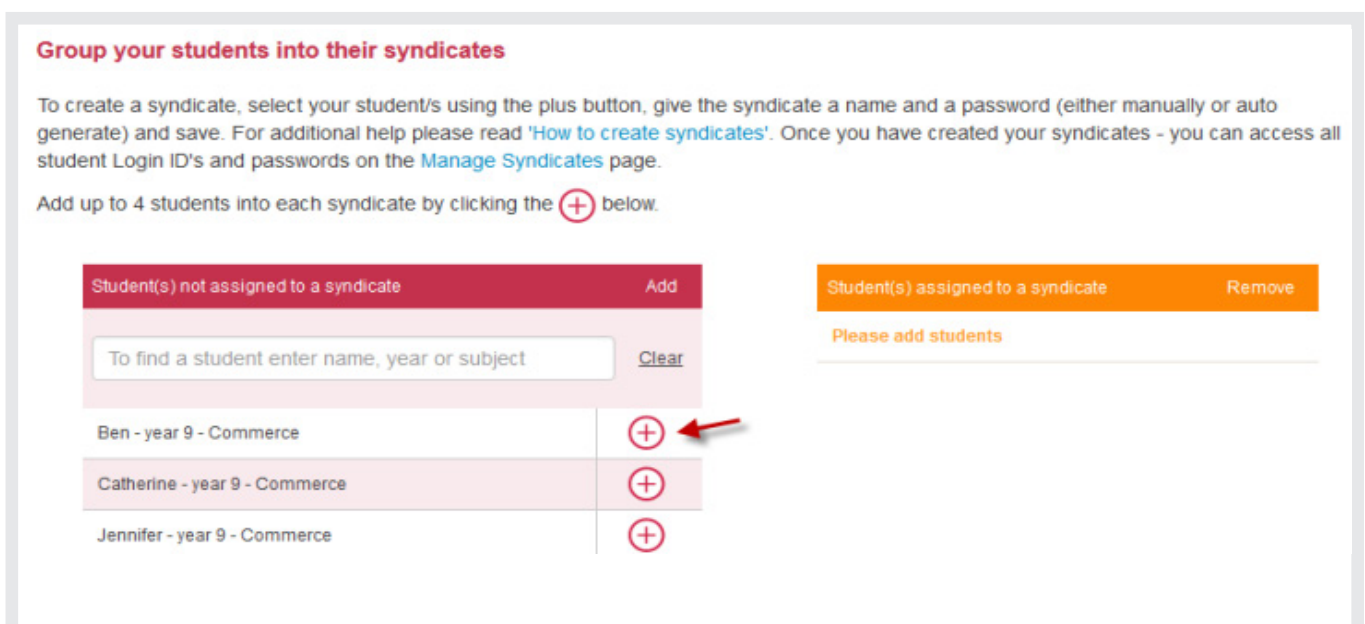
Now your students have been added you are ready to create your syndicates. You can access the [Create syndicates page](#) – via the second tab (1) or the Teacher admin drop down list (2).




On this page, you will find a list of all your students on the left hand side.

To create a syndicate all you need to do is:

- 1) Select the student or students (up to 4 allowed in a syndicate) you want in the syndicate.
- 2) Name the syndicate and create a password.



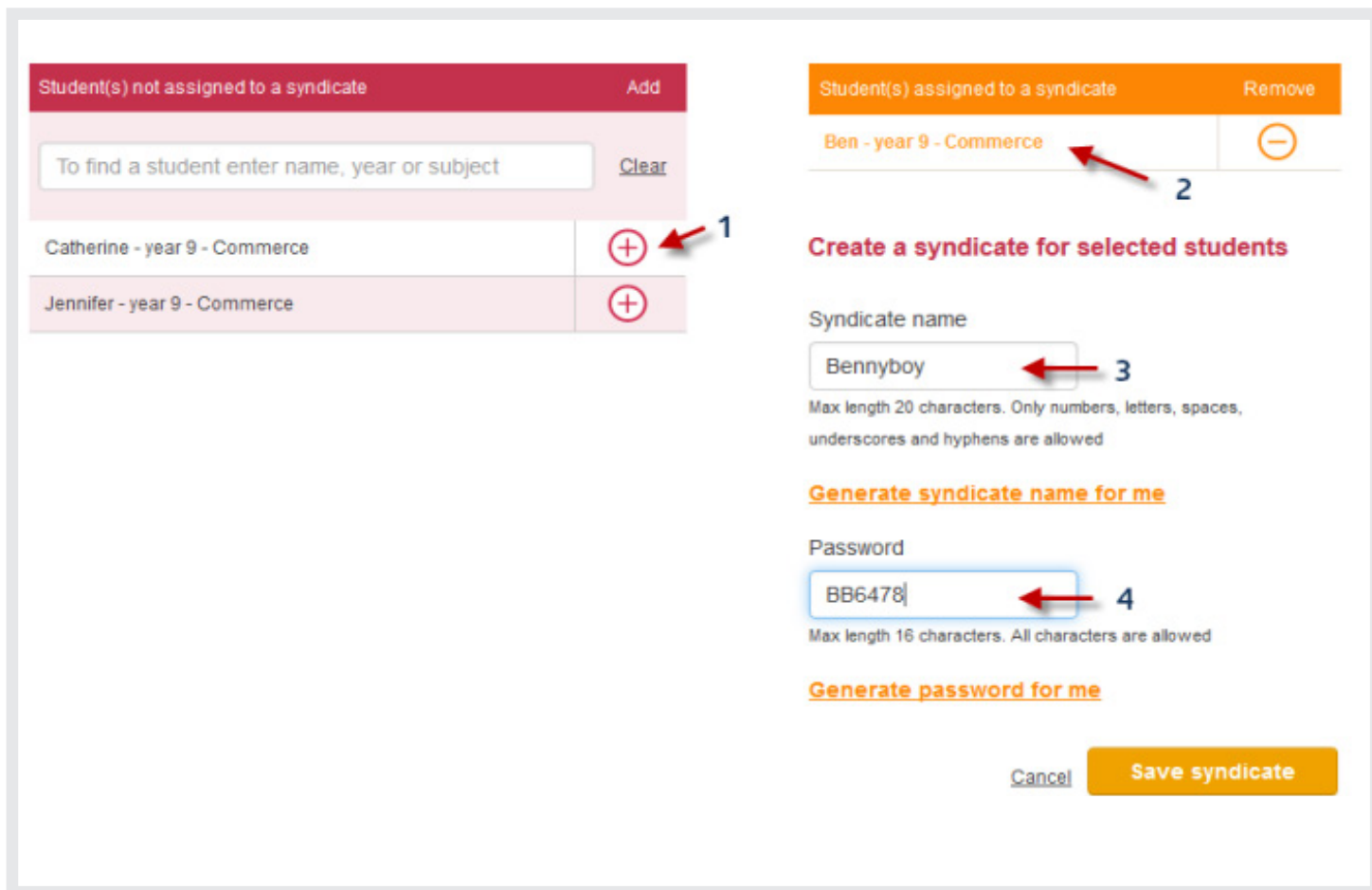
Create syndicates

So let's do this...To add your student/s to a syndicate simply [select the plus button](#) (1). 



This will add this student/s to the syndicate list on the right hand side (2).


You then need to give the students a [syndicate name](#) (3) and [password](#) (4); you can do this yourself or ask the system to generate a name and a password for you. These can be changed later if you wish. Then [save the syndicate](#).

Complete the Create syndicate process until all of your syndicates are created.



The screenshot shows the 'Create syndicate' interface. On the left, under 'Student(s) not assigned to a syndicate', there is a search bar and a list of students: Catherine - year 9 - Commerce and Jennifer - year 9 - Commerce. Red arrows point to the plus buttons next to each student name, with the number '1' next to the first one. On the right, under 'Student(s) assigned to a syndicate', there is a list with 'Ben - year 9 - Commerce' and a minus button. A red arrow points to this entry with the number '2'. Below this is the 'Create a syndicate for selected students' section. It has a 'Syndicate name' field containing 'Bennyboy' with a red arrow pointing to it and the number '3'. Below the field is the text 'Max length 20 characters. Only numbers, letters, spaces, underscores and hyphens are allowed'. There is a link 'Generate syndicate name for me'. Below that is a 'Password' field containing 'BB6478' with a red arrow pointing to it and the number '4'. Below the field is the text 'Max length 16 characters. All characters are allowed'. There is a link 'Generate password for me'. At the bottom right are 'Cancel' and 'Save syndicate' buttons.

Student(s) not assigned to a syndicate	Add
To find a student enter name, year or subject Clear	
Catherine - year 9 - Commerce	
Jennifer - year 9 - Commerce	

Student(s) assigned to a syndicate	Remove
Ben - year 9 - Commerce	

Create a syndicate for selected students

Syndicate name
Bennyboy

Max length 20 characters. Only numbers, letters, spaces, underscores and hyphens are allowed

[Generate syndicate name for me](#)

Password
BB6478

Max length 16 characters. All characters are allowed

[Generate password for me](#)

[Cancel](#) [Save syndicate](#)

Manage syndicates

3) Manage your syndicates

Once your syndicates have been created you can then go to the [Manage your syndicates page](#).

On this page will find a list of students in each syndicate, their [Login ID's and passwords](#). You can [download this list as a CSV](#) so that you can print it and give each student their login details.

You can [edit a syndicate](#) from this page - simply select edit (1) make your changes and save.

You can also [delete a syndicate](#). Select the delete button (2) and confirm deletion.

Please note: once a syndicate has logged in, they cannot be deleted. If this is the case you can send an email to school.smg@asx.com.au and request the student account be suspended.

Syndicates

Step 1: Add your students Step 2: Create your syndicates **Step 3: Manage your syndicates**

Below are the syndicates you have set up for your students. **Each syndicate will need their Login ID and password to be able to login.** You can export this information. For additional help read '[Managing your syndicates](#)', also here is a document to help with the '[Student login](#)'.

[Click here to add new syndicates](#)

Your syndicate list Total number of syndicates: **5** [Export all as CSV](#)

Search for syndicates

Enter syndicate name

Syndicate	Login ID	Password	Students	Edit
Jack	15117	testing789	Jack	Edit (1)
Jill	15162	IUwLuGtx	Jill	Edit Delete (2)

Tip: If you quickly want to [view a syndicate's portfolio](#), click on their syndicate name (3), this will take you to their portfolio page. You can also view syndicate portfolios via the [Syndicate progress page](#) (see next section).

Syndicate progress page: Sending messages

Syndicate Progress

The [Syndicate progress page](#) allows you to:

- 1) communicate with your students by sending them a message, and
- 2) monitor the activity of your students.

1) Messaging students

[Messaging your students](#) is fairly simple, all you need to do is type in your message (1), select your students (2) and post (3).

Syndicate progress

Keep track of your syndicates' Game activity.
View their full portfolio by clicking on the syndicate name below.
Send messages to all or selected syndicates. Select using the check box, type your message and post.
Note: To receive a message, students must have logged into the Game at least once.
For additional help please read '[Syndicate progress](#)'.

Send a message to your syndicate

Select syndicates from the list below, write your message (max 1000 chars) and post.

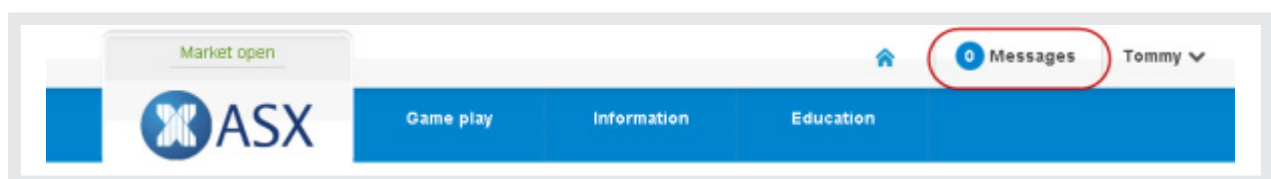
Well done Jack - keep going | 1

3 → Post

[Export all as CSV](#)

<input type="checkbox"/>	Syndicate	Portfolio value	Profit / loss	Last logged in
<input checked="" type="checkbox"/>	Jack 2	\$49,075.00	↓ -\$925.00	Tue 21 Oct 11:25PM
<input type="checkbox"/>	Jill	\$50,000.00	\$0.00	

Students can view their messages at the top of their page – where it says Messages.



Syndicate progress page: Viewing syndicates

2) Viewing Syndicate progress

This is where you can get a [bird's eye view of all your syndicates](#) and their progress including their portfolio value, their profit or loss and the last time they logged in. To view a specific syndicate portfolio simply click on the [syndicate name](#) (1).



<input type="checkbox"/> Syndicate	Portfolio value	Profit / loss	Last logged in
<input type="checkbox"/> Jack  1	\$49,075.00	↓ -\$925.00	Tue 21 Oct
<input type="checkbox"/> Jill	\$50,000.00	\$0.00	

This will take you to their [portfolio page](#) where you can view their portfolio summary, their holdings and trading statement (see below).

If you want to view a different syndicate portfolio you can select it from this page – where it says ‘[Select Syndicate](#)’ (see arrow) or you can go back to the previous page and select from the Syndicate progress page.

Select syndicate

Jack

Cash: *

\$44,134.50

Shares: *

\$4,940.50

Portfolio value: *

\$49,075.00

Daily change:

0.000%

Overall rank:

7356

* Live during market hours

Holdings

Code	Holding	Buy price (Avg)	Last price	Market value	Profit / loss
BRS	300	\$1.875	\$0.975	\$292.50	↓ -\$290.00
LYC	18,000	\$0.084	\$0.089	\$1,602.00	↑ \$44.00
MGX	2,000	\$0.505	\$0.20	\$400.00	↓ -\$630.00

Trading statement

	Code	Qty	Price	Value	Brokerage	Transaction time	Notes
BUY	TSE	300	\$1.875	\$562.50	\$20.00	21/10/ 10:09:41	

If a student hasn't logged into their portfolio page you will get the message: "No portfolio can be found for this syndicate."

If a student hasn't logged into their portfolio page you will get the message: "No portfolio can be found for this syndicate."

Teacher resources page

Teacher Resources

This page has all of our teacher lesson plans, additional resources, tips on using the Game in your classroom as well as the latest posters.

Student can access the student lessons via the Game information / How to play page.



The banner features a blue background with white polka dots and a photo of a smiling student. Below the banner are three light blue cards, each with a photo and a 'Read more' link.

Teacher resources

Looking for an assignment idea or a quick video related to the Sharemarket Game? Our resources include lessons, videos, posters and guides to help you teach the Game.

		
<h4>Getting started</h4> <p>Read more ></p>	<h4>Lesson plans</h4> <p>Read more ></p>	<h4>Other resources</h4> <p>Read more ></p>

Part 2: Game play

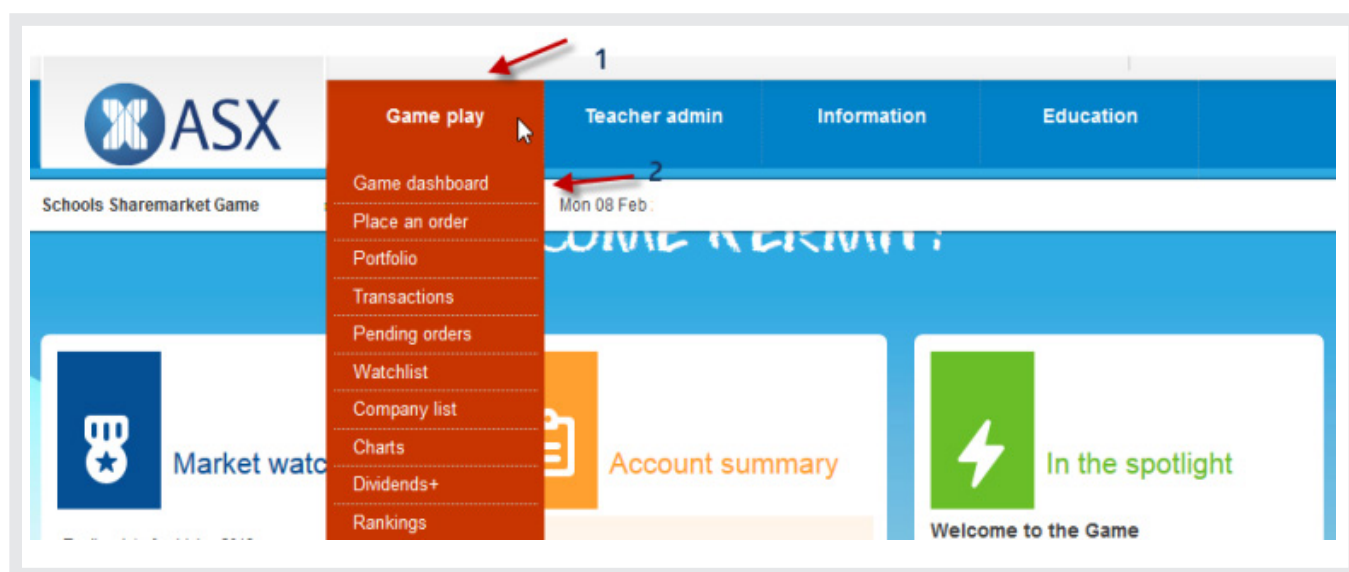
Game play

Your teacher account has two major areas:

- 1) Teacher admin and
- 2) Game play

This section will focus on [Game play](#). This is where you can play the Game alongside your students. It is your choice as to whether you play or not.

When you login to your teacher account, you will always land on your Teacher admin dashboard. However, you also have a Game play dashboard. To get your [Game play dashboard](#) you will need to go to the Game play menu (1) and select Game dashboard (2) from this menu.



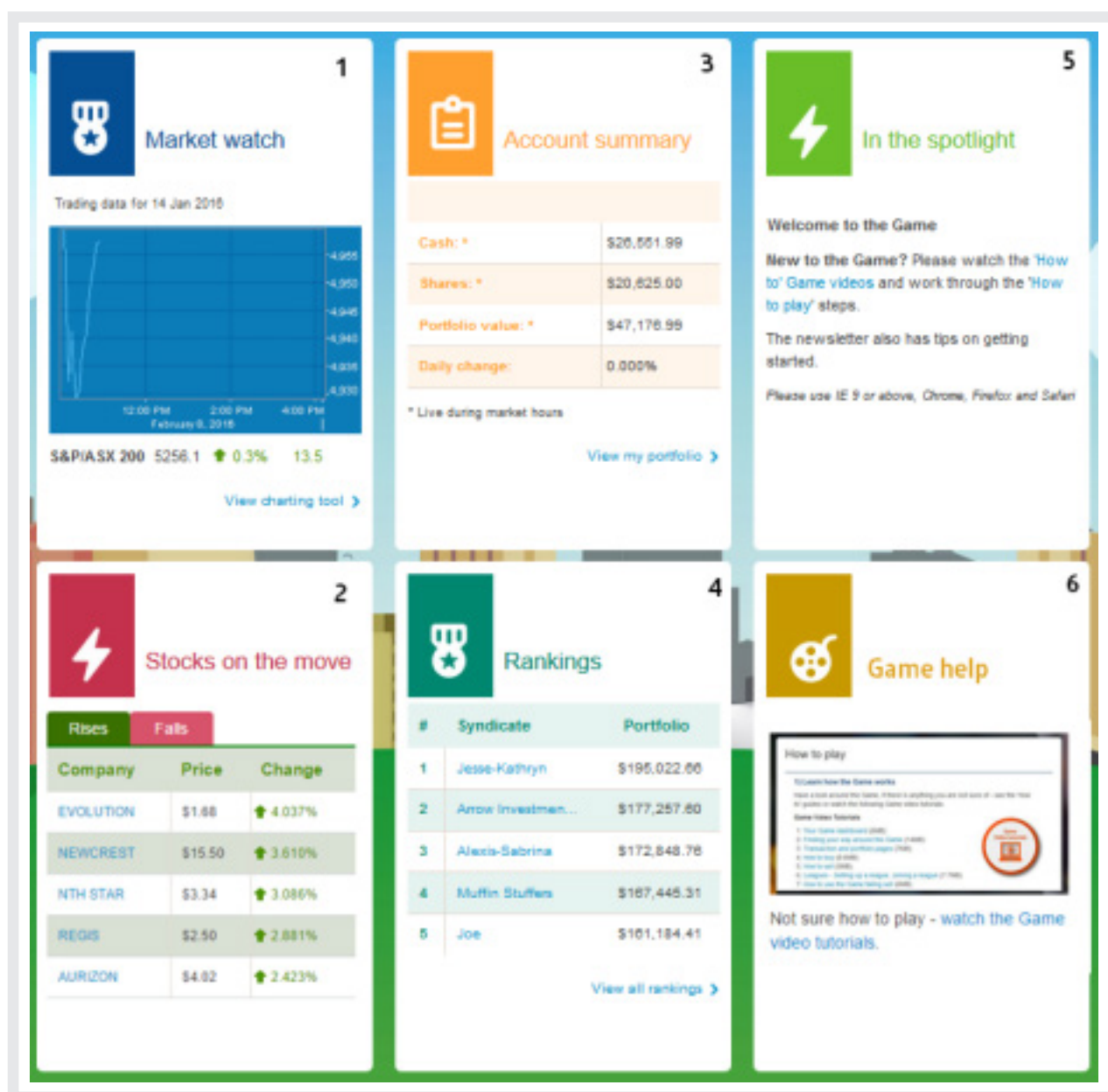
Game play dashboard

Game play dashboard

This is the same dashboard that your students will see when they log into their Game accounts.

On this page you will see:

- (1) A [quick update](#) on the market
- (2) The [top 5 and bottom 5 stocks](#)
- (3) Your [account summary](#)
- (4) The [rankings](#) (once the Game has started)
- (5) The [latest Game news](#)
- (6) And [a video](#) to help with learning more about the Sharemarket.



Game rankings

Game rankings

There is only one difference with your teacher's Game account and a student game account and this relates to Rankings.

As a teacher you will only show up in the [school rankings](#) (see arrow below). You will be able to view the overall and location (State / International) rankings; however you will not show up in these.

Students will show up in the overall rankings, location rankings (State or International), school ranking, plus they also have two other types of rankings. As they have been placed in a specific year and subject by you, they will also see – their year level and subject rankings.

The screenshot shows the 'Choose a ranking level' dropdown menu open, displaying options: Overall ranking, ACT, NSW, NT, QLD, SA, TAS, VIC, WA, NZ, International, and ASX Test School. A red arrow points to the 'ASX Test School' option. Below the dropdown is a table of rankings. To the right, a 'My stats' section is visible with a red arrow pointing to it.

#	Syndicate	Overall ranking	Location	State
1	Jesse-Kathryn		College	VIC
2	Arrow Investments			NSW
3	Alexis-Sabrina			VIC
4	Muffin Stuffers		College	VIC
5	Joe	61,184.41	St Mary's College	QLD
6	Batman	60,043.89	Waverley Christian College	VIC
7	orange	57,865.16	Koorngal High School	NSW
8	T I Returns	54,535.44	Duval High School	NSW

My stats

Performance summary	
School ranking:	6
Portfolio value:	\$47,176.99
Change from previous week:	0.000%
Portfolio high:	\$50,118.81
Portfolio low:	\$47,176.99
Overall ranked syndicates:	15,564
Average syndicate value:	\$48,285.22
% of syndicates in profit:	31%

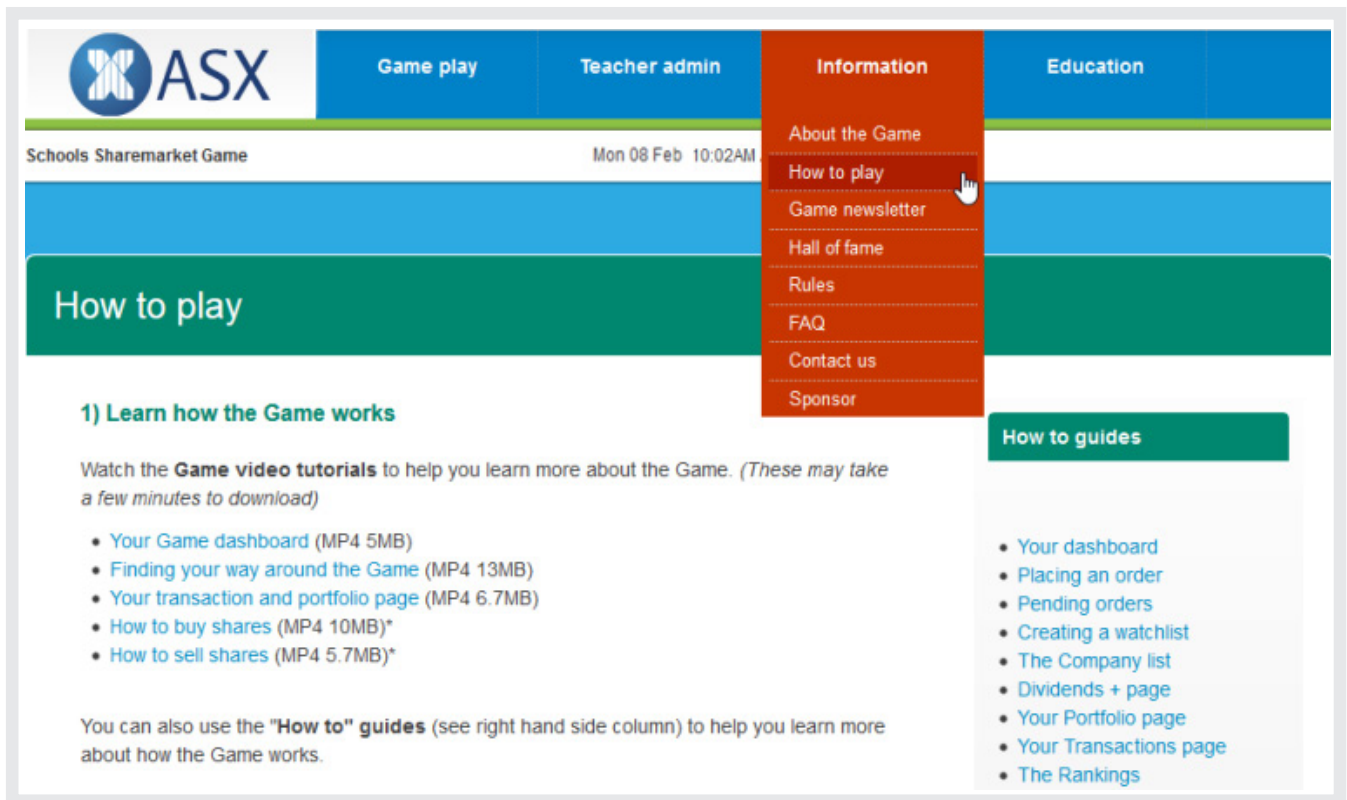
More on 'How to play'

To find out how to use the Game play pages, go to the Game '[How to play](#)' section of the Game.

Additional help

Other resources

Under the [Information menu](#) you will find a number of helpful pages.



To get your students started the 'How to play' page is a great place for them to start. There are videos on how to play the Game, help guides that give them information on each page and things to do before the Game starts.

You will also find the [student lessons](#) on this page.

The [FAQ page](#) can also be accessed under the information menu. Here you'll find further information about the Game, including frequently asked questions.

You can also access the latest [newsletter](#) and [Game rules](#) via this menu.

For further enquiries or feedback regarding the ASX Schools Sharemarket Game, please contact us by the following methods:

Email: school.smg@asx.com.au

Phone: ASX Customer Service on 131 279
(8:30am to 6pm Sydney Time, Monday to Friday)

Note: Only teachers are permitted to call ASX Customer Service

The organiser of the ASX Schools Sharemarket Game is ASX Operations Pty Limited ABN 42 004 523 782, 20 Bridge Street Sydney, NSW 2000.

The Game and information provided in relation to the Game (including the teacher resources) are provided for educational purposes only. Such information including, without limitation, lesson plans, presentations and worksheets, is general and does not constitute financial product advice or a recommendation of any financial products (and should not be relied upon as such). Persons should consider obtaining independent, expert advice before making any financial decisions.

Whilst every care has been taken in producing information in relation to the Game, neither ASX Operations Pty Limited, nor ASX Limited ABN 98 008 624 691, nor any of their related bodies corporate (the "ASX Group") make or imply any representation or warranty as to the reliability, accuracy, or completeness of such information.

To the extent permitted by law, the ASX Group is not liable for any loss incurred by anyone arising from or in relation to their participation in the Game or acting or refraining from acting as a result of this information, other information in relation to the Game or the teacher resources.

The ASX Group accepts no responsibilities for incomplete, late, lost, corrupted, misdirected, misplaced or destroyed registrations.

February 2016

