

# GETTING STARTED GUIDE FOR TEACHERS

## TAKE THE CHALLENGE



2019 ASX Schools Sharemarket Game

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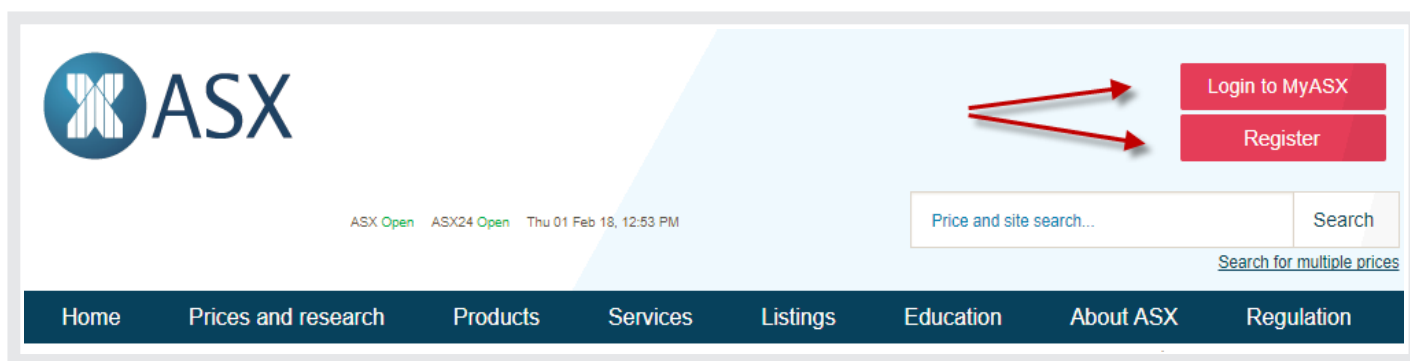
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# How to register

## 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](http://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](#).

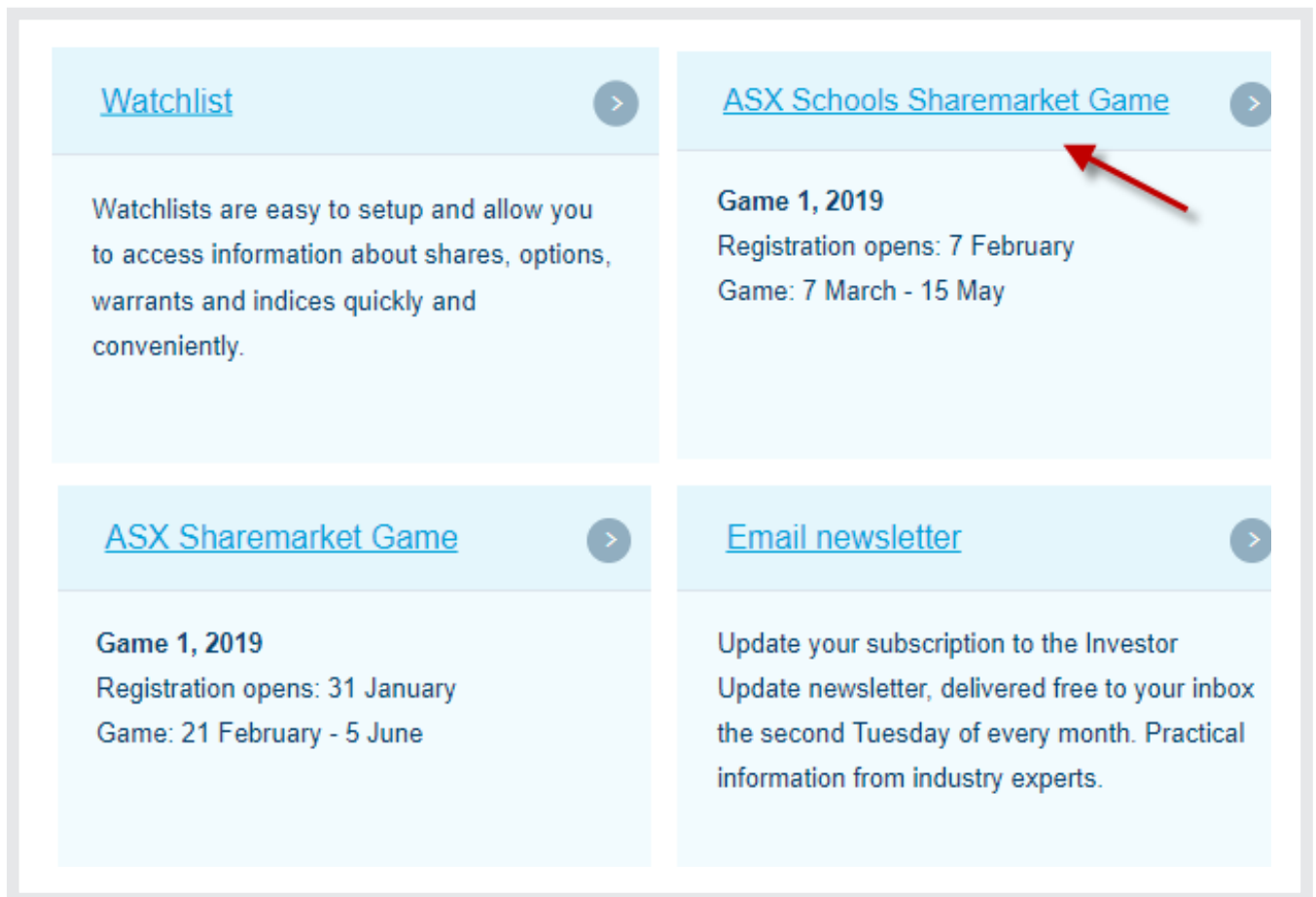
If you're not a MyASX user, select Register, enter your details, and then click the [Sign up](#) button at the bottom of the page.

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, it says "Find your school by State \*". Below this is a dropdown menu with "New South Wales" selected. A red arrow labeled "1" points to this dropdown. Below the state selection, it says "Search by school name or suburb or post code \*". Below this is a search input field with "Moor" typed in. A red arrow labeled "2" points to this input field. Below the search input is a list of schools. The first item is "Moorebank High School - MOOREBANK - NSW", which is highlighted. A red arrow labeled "3" points to this item. The other items in the list are "Moorefield Girls High School - KOGARAH - NSW", "Sydney Girls High School - MOORE PARK - NSW", and "Wollondilly Anglican College - TAHMOOR - NSW".

- 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.

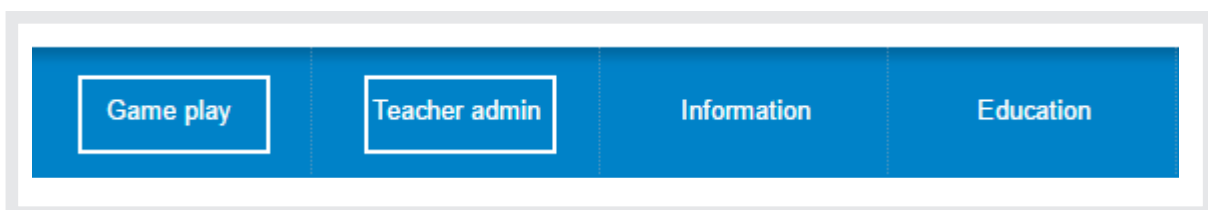
# Part 1: Game admin

## 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.

**1 Syndicate management**

**START HERE** Now that you have registered, you need to set up your students.

There are 3 steps:

1. Add your students here
2. Put students into syndicates here
3. Get student login ID's & passwords here

Need help watch 'How to set up your students'

**2 Syndicate progress**

Syndicate	Portfolio
jan2	\$50,701.43
Joe	\$50,000.00
test1	\$49,747.00
test2	\$50,000.00
test5	\$50,000.00

[View all syndicates >](#)

**3 Rankings**

#	Syndicate	Portfolio
1	jan2	\$50,701.43
2	Freestylers	\$49,900.50
3	test1	\$49,747.00

[View all rankings >](#)

**4 Teacher resources**

New to the Game? Please take a look at the teacher resources here.

You will find teacher lessons, steps to getting started, tips on running the Game in your classroom and more.

[View all resources >](#)

**5 In the spotlight**

Game starts 22 February

Need help with adding your students, see 'How to add students'

Not sure how to get your students started, see 'Tips on getting started'

See all teacher resources

Please complete our Registration survey

**6 Account summary**

Cash: *	\$35,836.81
Shares: *	\$13,992.00
Portfolio value: *	\$49,821.81
Daily change:	▲ 0.106%

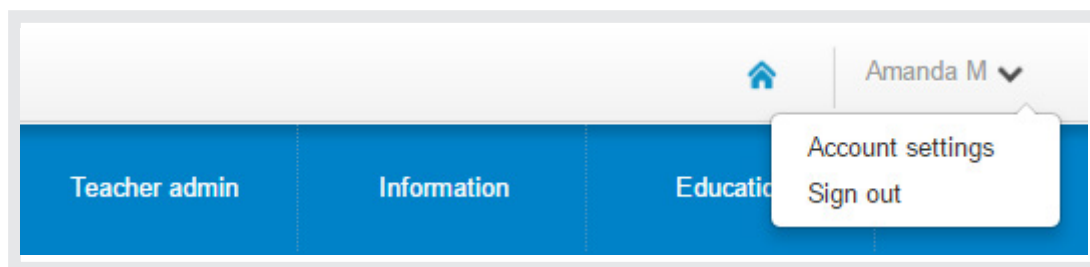
\* Live during market hours

[View my portfolio >](#)

# 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](mailto: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](mailto: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.

### Other teachers playing the Game in your school

- Vanessa Sta
- B Smith



# 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, Create syndicates, Manage syndicates, Syndicate progress, and Teacher resources. A red arrow points to the 'Add students' option in the dropdown menu.

Below the navigation bar, the main content area has a large blue banner with the text 'WELCOME TO SCHOOL!'. Below the banner, there are three main sections:

- Syndicate management**: This section has a red icon of a pen and a 'START HERE' button. It contains the text: 'Now that you have registered, you need to set up your students. There are 3 steps: 1. Add your students here 2. Put students into syndicates here 3. Get student login ID's & passwords here'. A red arrow points to the first step, 'Add your students here'.
- Syndicate progress**: This section has a green icon of a gear. It contains a table with the following data:
- In the spotlight**: This section has a green icon of a lightning bolt. It contains the text: 'Game starts 22 February', 'Need help with adding your students, see 'How to add students'', 'Not sure how to get your students started, see 'Tips on getting started'', 'See all teacher resources', and 'Please complete our Registration survey'.

Syndicate	Portfolio
jan2	\$60,701.43
Joe	\$60,000.00
sally	\$48,747.00
-	-

# Add students

## Manual or bulk upload

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

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

The first step is to add your students. You can do this either manually, or by uploading a CSV file ([CSV instructions](#)). For additional help please read '[How to add students](#)' or watch '[How to add students and create syndicates](#)' (MP4 7MB). Once students are added they will be listed below. You can then complete step 2, which is creating your syndicates.

**Add an individual student 1**

**Add multiple students 2**

Student name:

  
Only numbers, letters, spaces and hyphens are allowed

Student year:      Student subject:

Select year ▼

Select subject ▼

Student gender:

Select gender ▼

Save

Clear

[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:

Select year ▼

Select subject ▼

Student gender:

Select gender ▼

Save

Clear

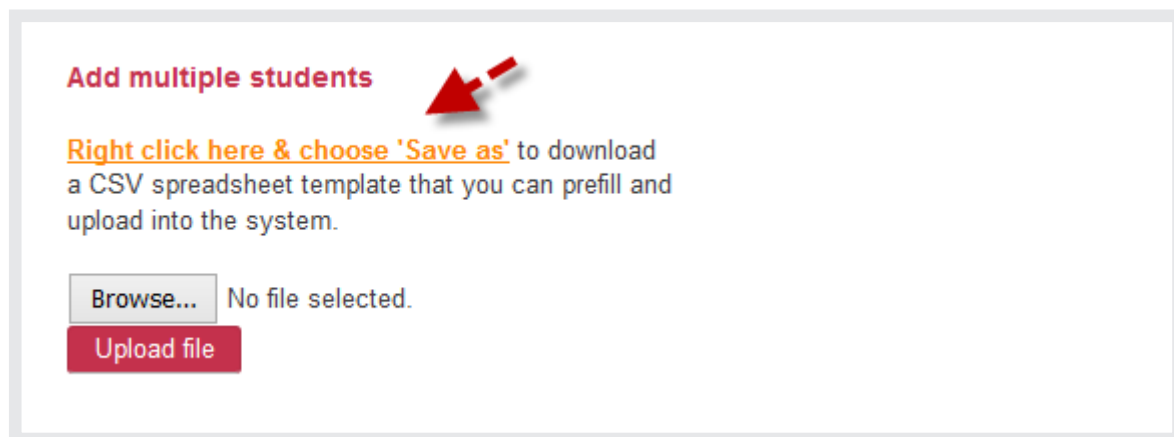
2019 ASX SCHOOLS SHAREMARKET GAME

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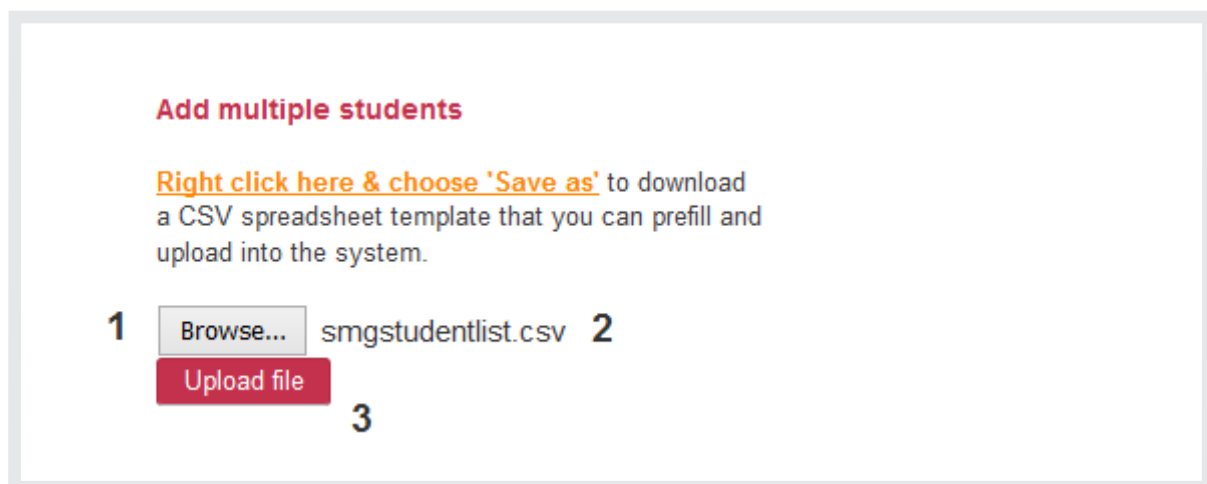
# Add students

## 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.



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 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: 4 [Export all as CSV](#)

Search for students

Enter name, year or subject **1**

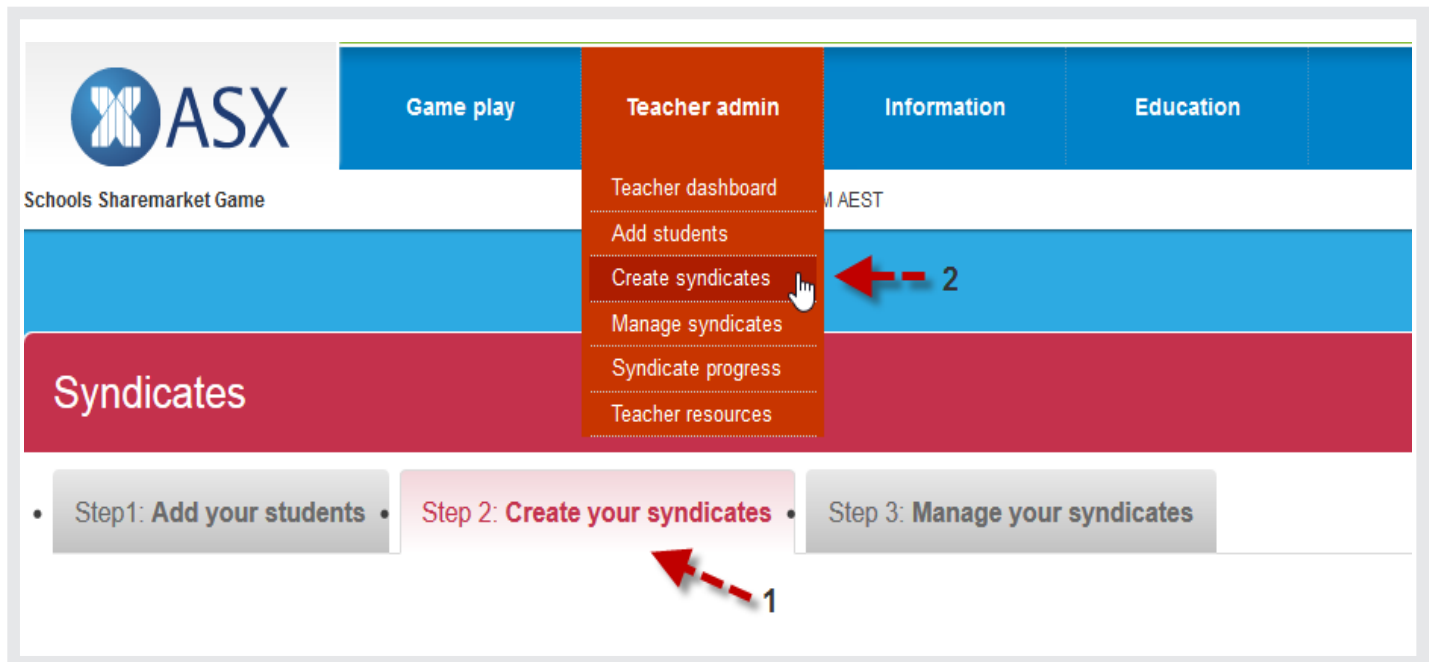
Student name	Syndicate	Year	Subject	Gender	Edit
James J	James-1	8	Economics	MALE	 <b>4</b>  <b>3</b> Delete
Ted S		10	Economics	MALE	  Delete
Tom B	Tom	9	Information technology	MALE	  Delete

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

# Create syndicates

## 2) Create your syndicates

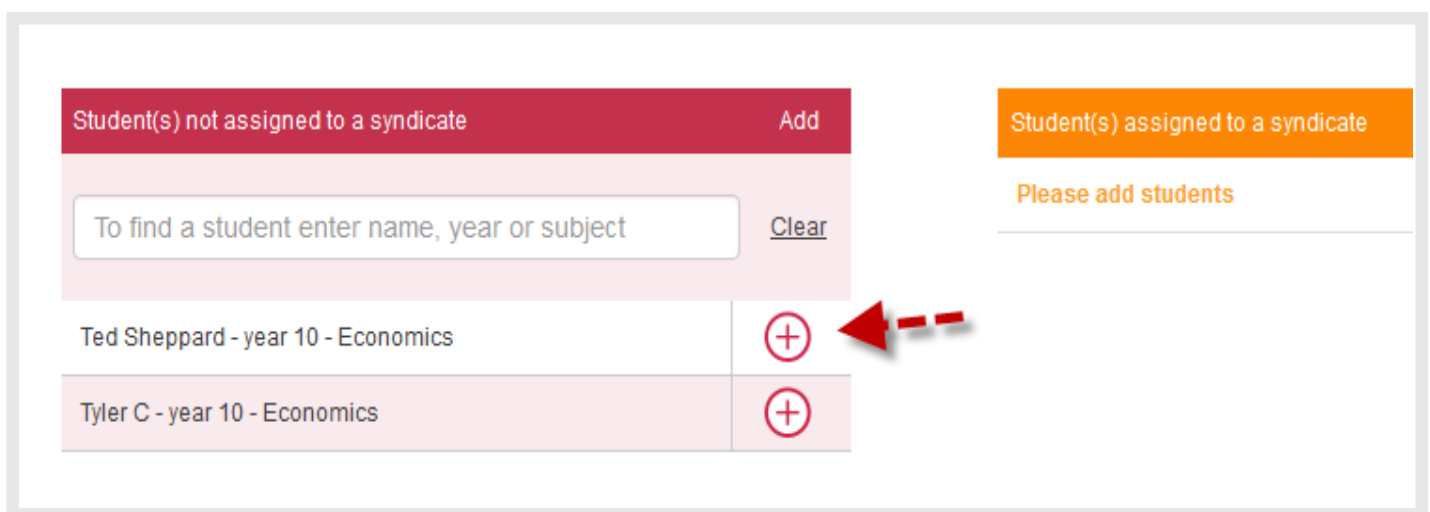
Now your students have been added you are ready to create your syndicates. You can access the [Create syndicates page](#) – via the second tab (1) or the Teacher admin drop down list (2).




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.



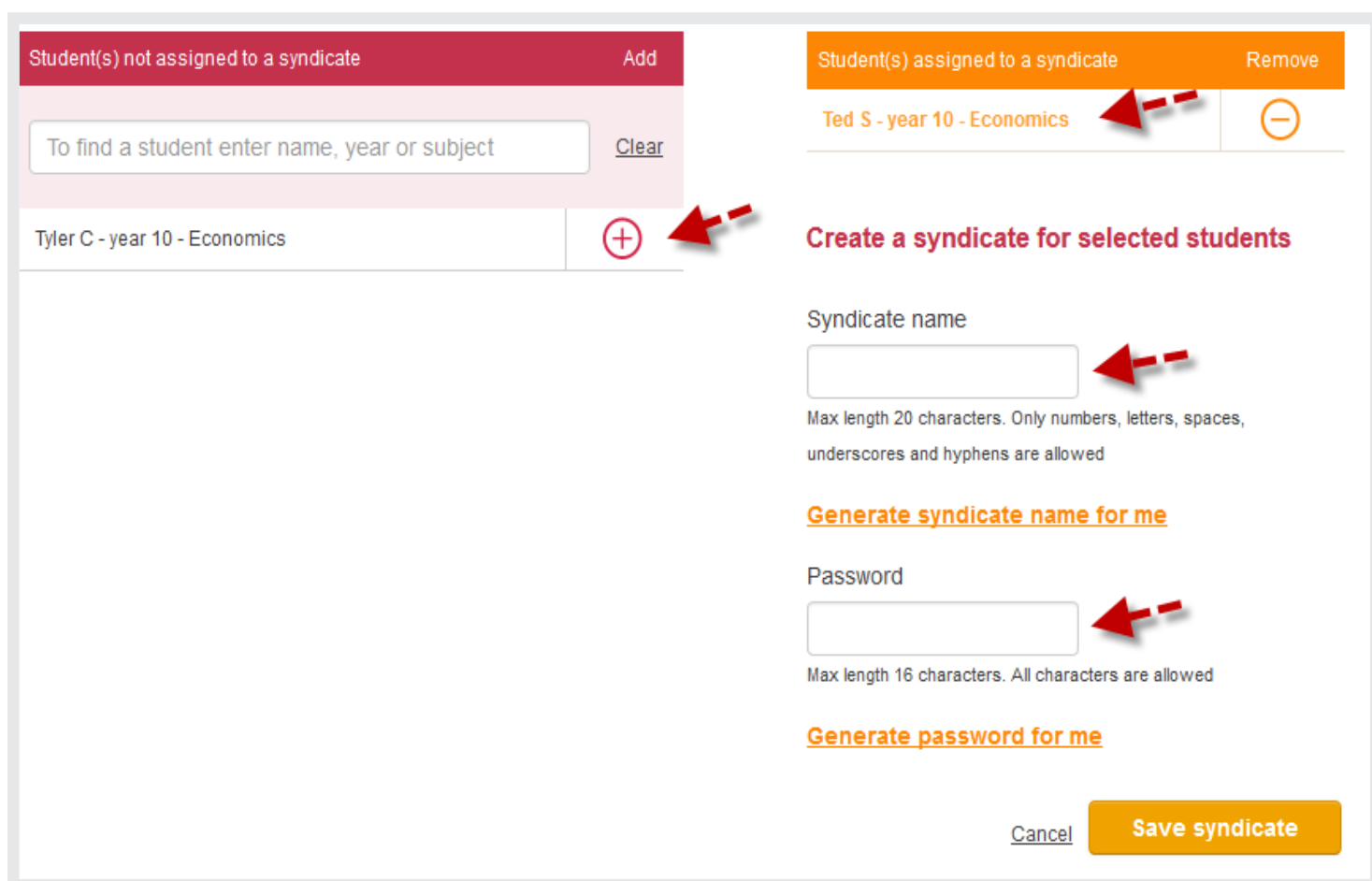
# Create syndicates

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 with the text 'To find a student enter name, year or subject' and a 'Clear' link. Below the search bar, a student entry 'Tyler C - year 10 - Economics' is listed with a red dashed arrow pointing to a plus button (+). On the right, under 'Student(s) assigned to a syndicate', a student entry 'Ted S - year 10 - Economics' is listed with a red dashed arrow pointing to a minus button (-). Below this, the section 'Create a syndicate for selected students' contains two input fields: 'Syndicate name' and 'Password'. A red dashed arrow points to the 'Syndicate name' field, and another points to the 'Password' field. Below the 'Syndicate name' field, there is a note: 'Max length 20 characters. Only numbers, letters, spaces, underscores and hyphens are allowed'. Below the 'Password' field, there is a note: 'Max length 16 characters. All characters are allowed'. There are two links: 'Generate syndicate name for me' and 'Generate password for me'. At the bottom right, there are two buttons: 'Cancel' and '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](mailto:school.smg@asx.com.au) and request the student account be suspended.

Step1: 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: **2**

[Export all as CSV](#)

Search for syndicates

Syndicate	Login ID	Password	Students	Edit
James-1	110499	test123	James J	<div>1 Edit</div>
Tom	110500	test123	Tom B	<div>Edit</div> <div>2 Delete</div>

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.

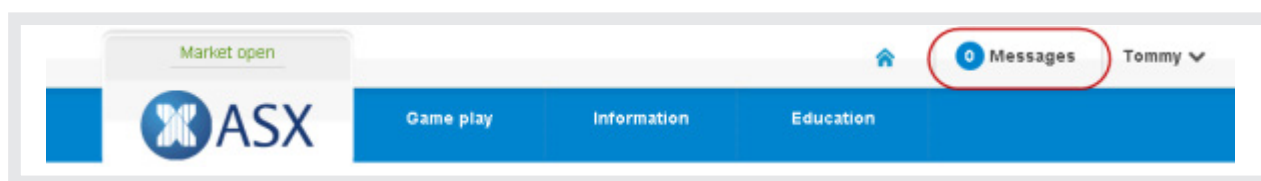
Well done Jack - keep going | 1

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).



Syndicate	Portfolio value	Profit / loss	Last logged in
Jack  1	\$49,075.00	↓ -\$925.00	Tue 21 Oct
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.

### 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.



#### Getting started

[Read more >](#)



#### Lesson plans

[Read more >](#)



#### Other resources

[Read more >](#)

# Part 2: Game play

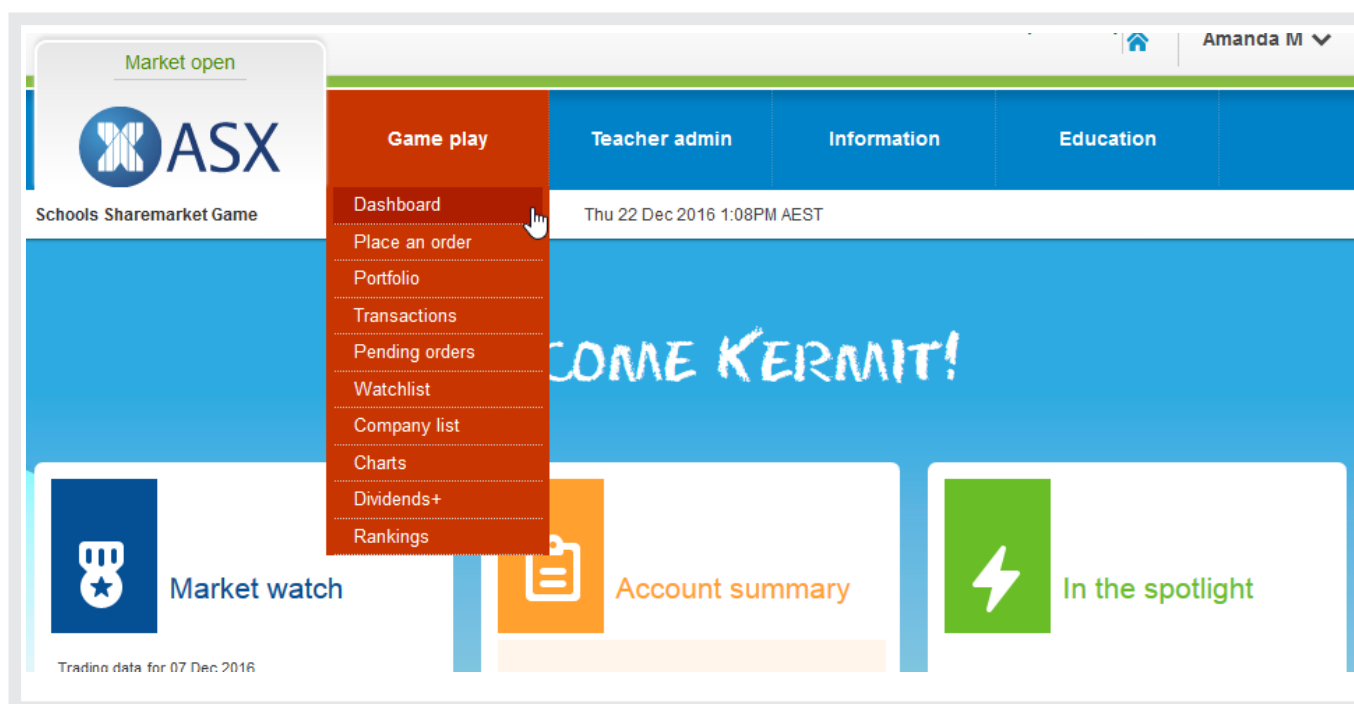
## Game play

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.



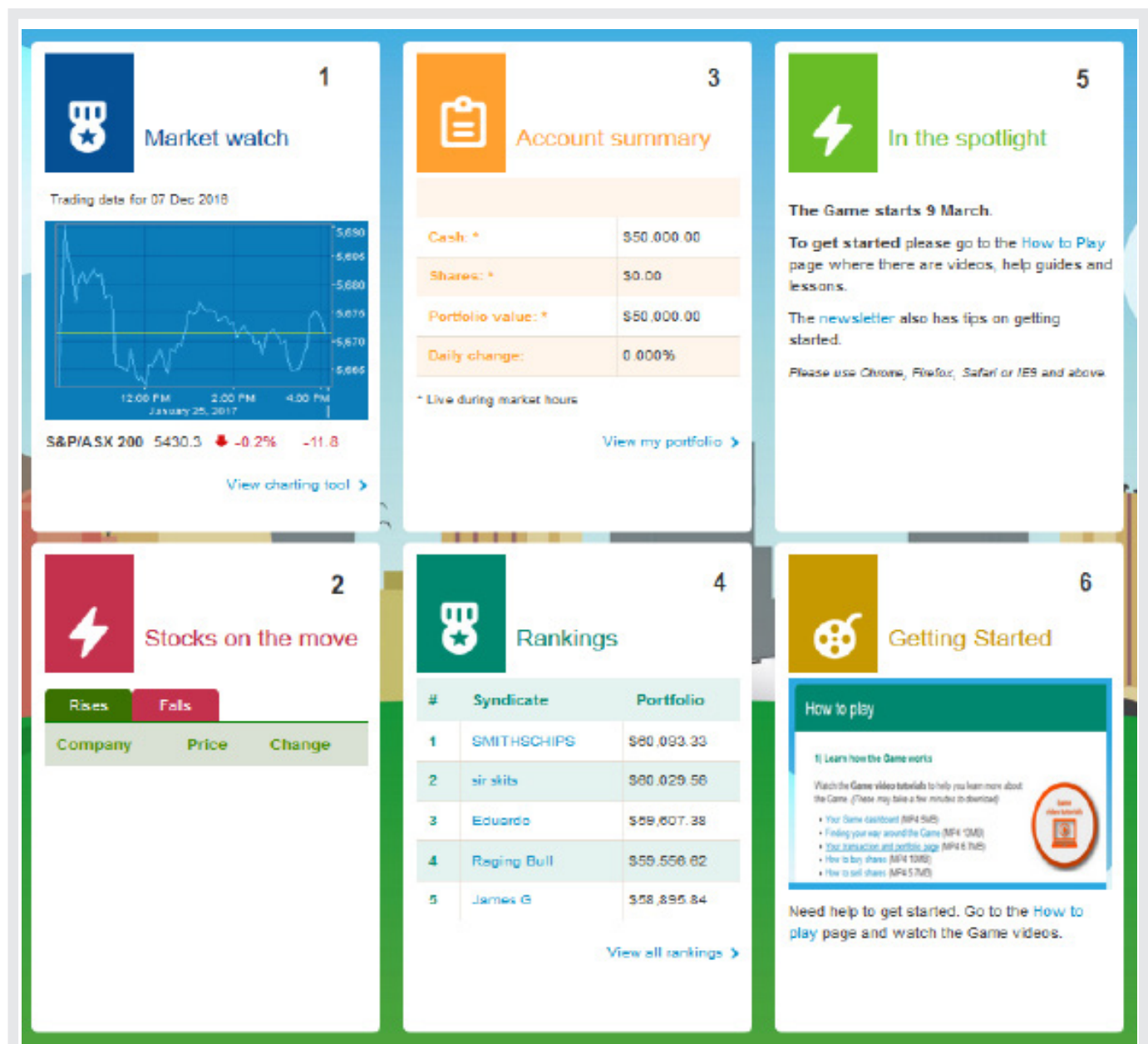
# Game play dashboard

## 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) A [video](#) or [links](#) to help with the Game or 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.

**Rankings**

See if you can become the most improved player of the week.

Rankings are updated each morning from Monday to Saturday. Last ranking update: Thu 26 Jan 2017

**Last week's leader - SMITHSCHIPS**  
Portfolio value: \$60,093.33 Weekly change: 0.0%

**Most improved syndicate - The Entrepreneurs**  
Portfolio value: \$48,587.22 Weekly change: 0.0%

**Choose a ranking level**

- Overall ranking
- Overall ranking
- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA
- NZ
- International
- ASX Demo School**

**Overall ranking**

#	Syndicate	Portfolio value	Location
1	SMITHSCHIPS	\$60,093.33	WA
2	air skits	\$80,000.00	QLD
3	Eduardo	\$50,000.00	VIC
4	Raging Bull	\$50,000.00	NSW
5	James G	\$58,895.84	SA
6	Hall of Fame	\$58,542.12	NSW
7	Elias	\$58,511.13	WA
8	camster	\$58,496.86	WA

**My stats**

**Performance summary**

Portfolio value:

Change from previous week:

Portfolio high:

Portfolio low:

Overall ranked syndicates: 15,894

Average syndicate value: \$49,280.73

% of syndicates in profit: 25%

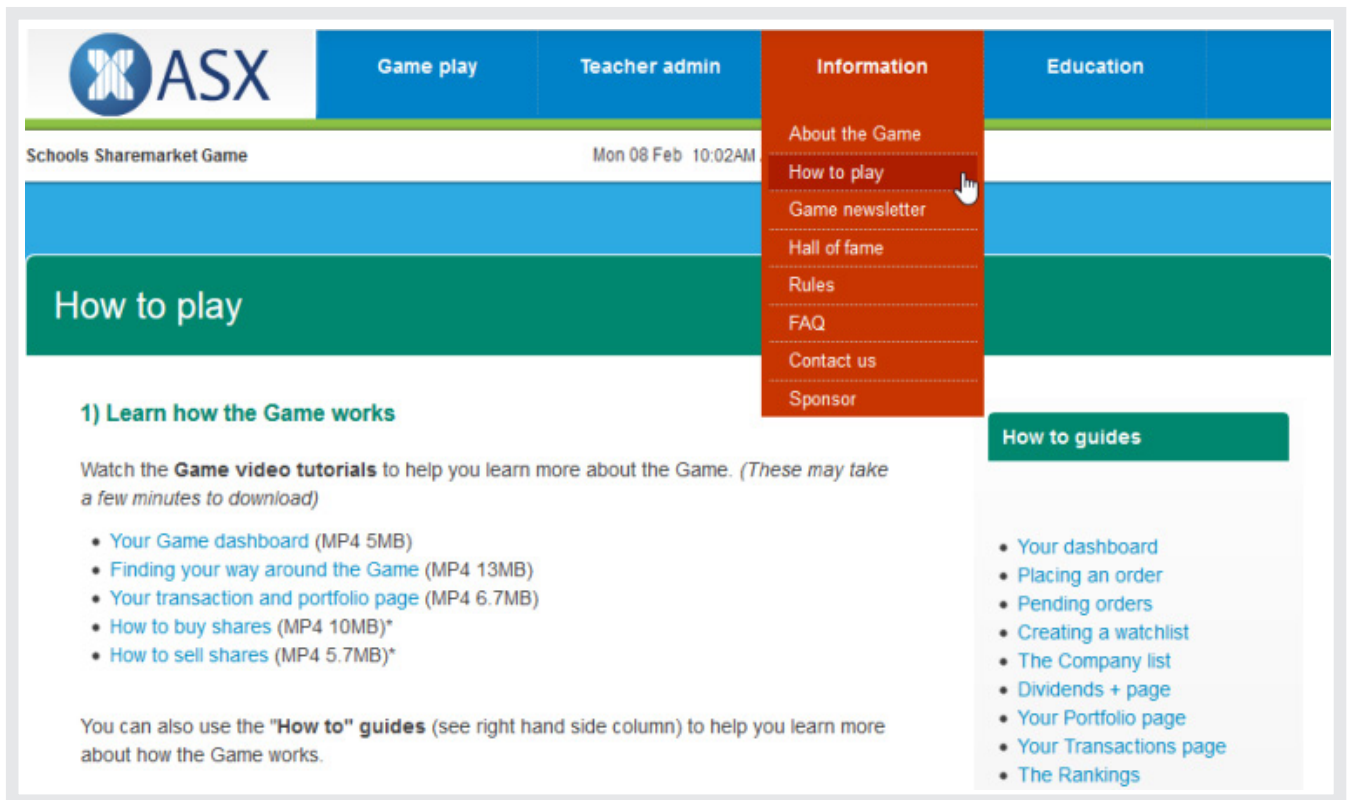
## More on 'How to play'

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.