

GETTING STARTED GUIDE FOR TEACHERS



Schools
Sharemarket
Game

PLAY THE GAME!



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Welcome to the ASX Schools Sharemarket Game getting started guide.

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How to register

Teacher registration

To register for the Schools Game you must first sign into the new ASX portal and then complete a separate Teacher registration form.

Step 1: Access the new portal

To register or login to the new portal, go to <https://www2.asx.com.au> and select login.



If you are a previous MyASX user:

If you have an existing MyASX account, please log in to the new portal using the same email address you used for MyASX. However, you will be asked to reset your password and select preferences when you log in for the first time.

A screenshot of the ASX portal login page. The page has a dark blue header with the text 'WELCOME' and 'Login to your Account'. Below this, there are two white input fields for 'Email address' and 'Password'. Under the password field, there is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'LOG IN' is positioned below the input fields. Below the 'LOG IN' button, there is a link that says 'Forgot Password?'. At the bottom of the page, there is a blue bar with the text 'HAVEN'T SIGNED UP?' and a white button labeled 'JOIN NOW' with a right-pointing arrow. A red arrow points to the 'JOIN NOW' button.

If you are a new user, you will need to click the 'Join Now' button and sign up.

Once signed up you will need to **activate your registration**.

You will receive an email.

If you cannot find it please check your spam box.

If you need additional help with logging into the portal, see the [ASX FAQ](#)

How to register

Once successfully signed into the portal, you need to select the Schools Game.

If registrations are open, this will take you to the Entry form.



How to register

The final step is completing the Game [Entry form](#). Please make sure you are using IE11 or above, Chrome, Firefox or Safari.

- 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. It has two main sections. The first section is titled 'Find your school by State *' and contains a dropdown menu with 'New South Wales' selected. A red arrow labeled '1' points to this dropdown. The second section is titled 'Search by school name or suburb or post code *' and contains a search input field with 'Moor' typed in. A red arrow labeled '2' points to this input field. Below the input field is a list of search results. The first result, 'Moorebank High School - MOOREBANK - NSW', is highlighted with a blue background. A red arrow labeled '3' points to this highlighted result.

Find your school by State *

New South Wales

Search by school name or suburb or post code *

Moor

Moorebank High School - MOOREBANK - NSW

Moorefield Girls High School - KOGARAH - NSW

Sydney Girls High School - MOORE PARK - NSW

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

The ability to add or edit syndicates has been closed.

If you need to make any essential changes please email help@schools-sharemarket.com.au

You can still change the student password via the Manage syndicates tab.

2 Syndicate progress

Syndicate	Portfolio
Team	\$60,000.00
Team 1	\$50,000.00
Team 2	\$50,000.00
Team	\$60,000.00

[View all syndicates >](#)

3 Rankings

#	Syndicate	Portfolio
1	Team	\$60,000.00
2	The chads	\$15,000.00
3	Clonard 21	\$14,000.00
4	No Day	\$13,000.00
5	Kyle	\$12,000.00

[View all rankings >](#)

4 Teacher resources

If you have teachers wanting to play, please do not sign them up as students. Each teacher needs to register as a teacher. When they do this, a player account is created.

For help with registration and setting up students, see our [Getting started guide](#).

[View all teacher resources >](#)

5 In the spotlight

Results have been posted.

Students can now see who took out the top Game syndicate and see what they did [here](#).

Please note: Student portfolio values will continue to change. To view rankings, please go to the Rankings page.

You can access the student participation certificates [here](#).

We'd love your feedback - please fill our [survey](#) [here](#).

6 Account summary

Cash	\$48,197.77
Shares	\$2,084.00
Portfolio value	\$50,281.77
Daily change	↓ 0.05%

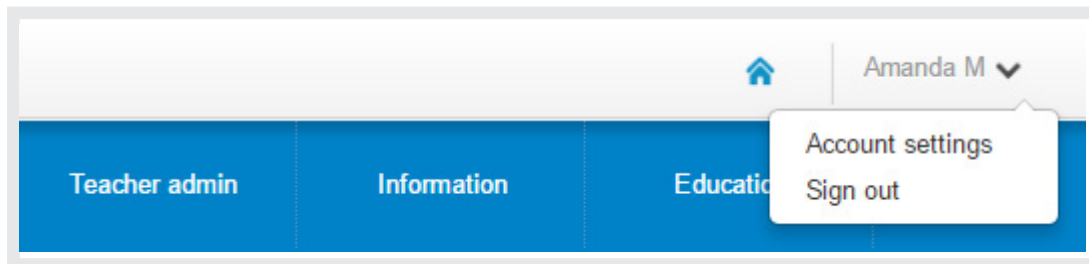
* Overriding market hours

[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.

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.

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. Below the navigation bar, the main content area is divided into three columns. The left column is titled 'Syndicate management' and contains a list of steps: 1. Add your students [here](#), 2. Put students into syndicates [here](#), and 3. Get student login ID's & passwords [here](#). A red arrow points to the 'Add your students here' link. The middle column is titled 'progress' and contains a 'Syndicate' section with a 'Portfolio' sub-section and a 'View all syndicates' link. The right column is titled 'In the spotlight' and contains information about the game start date (12 March), links for help with adding students ('How to add students'), tips on getting started, and a registration survey.

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:

▼ ▼

Student gender:

▼

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

No file selected.

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:

▼ ▼

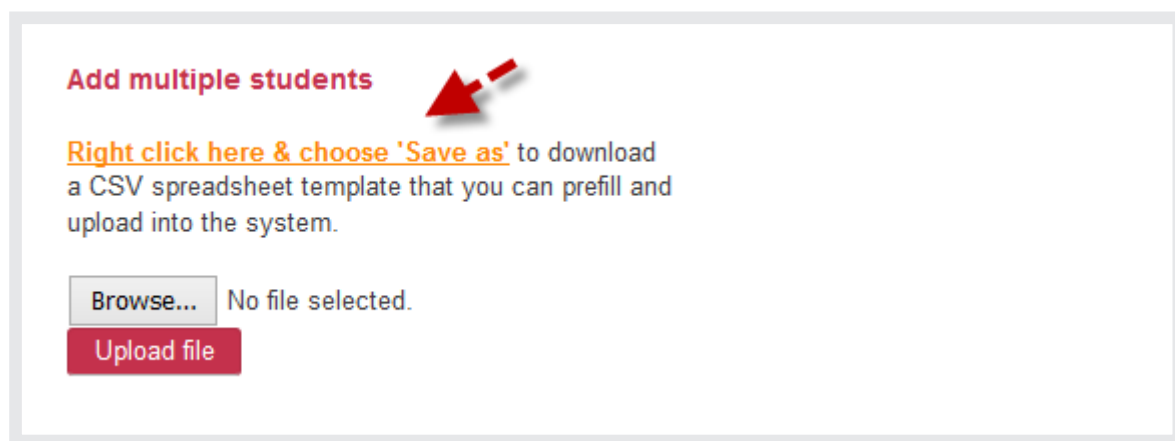
Student gender:

▼

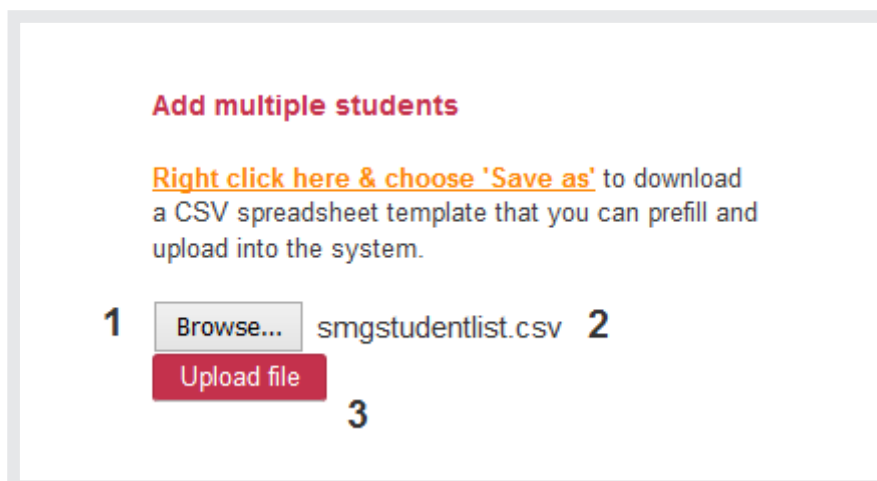
Add students

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**

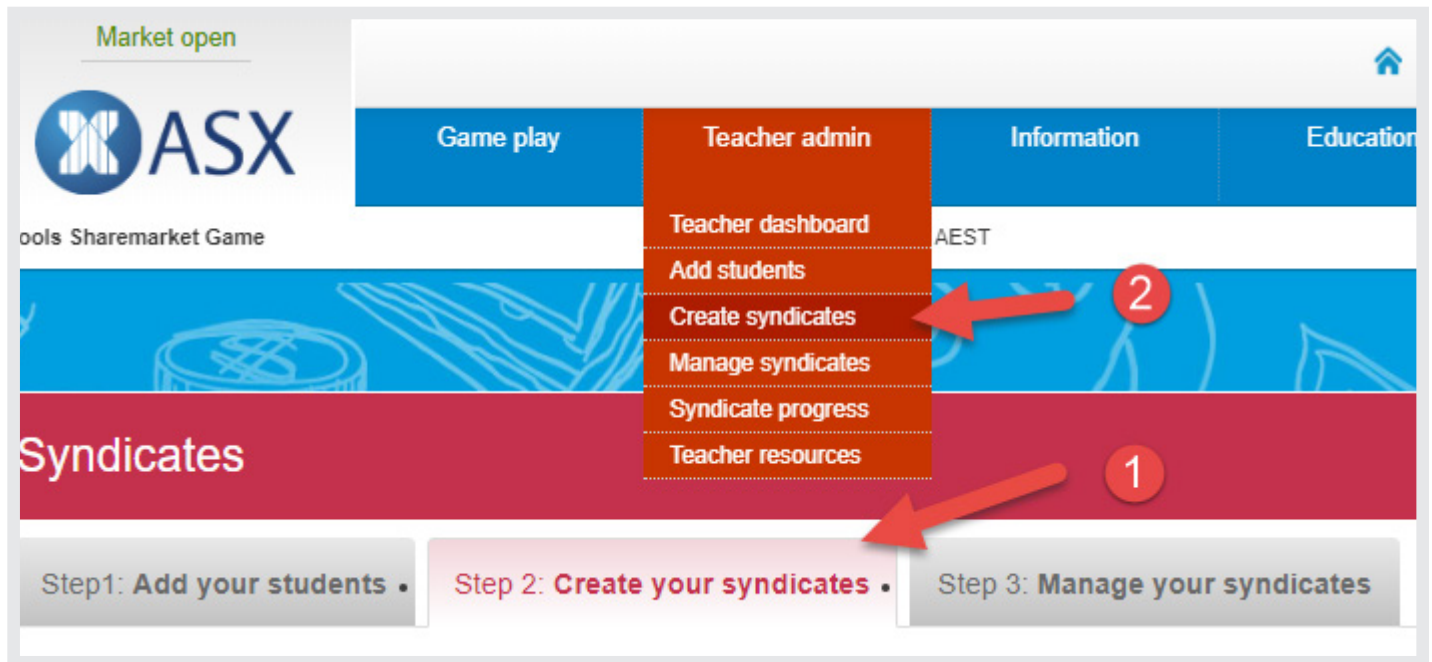
Student name	Syndicate	Year	Subject	Gender	Edit
James J	James-1	8	Economics	MALE	 4  3 Delete
Ted S		10	Economics	MALE	 4  3 Delete
Tom B	Tom	9	Information technology	MALE	 4  3 Delete

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

Create syndicates

2) Create your syndicates

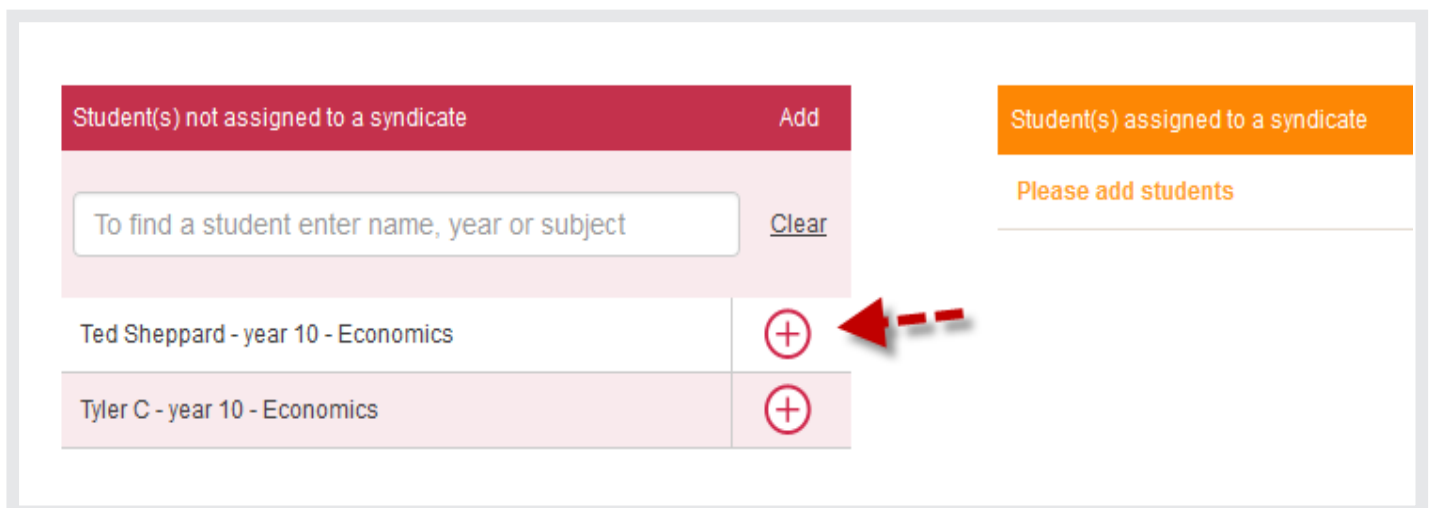
Now your students have been added you are ready to create your syndicates. You can access the [Create syndicates page](#) – via the second tab (1) or the Teacher admin drop down list (2).




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.



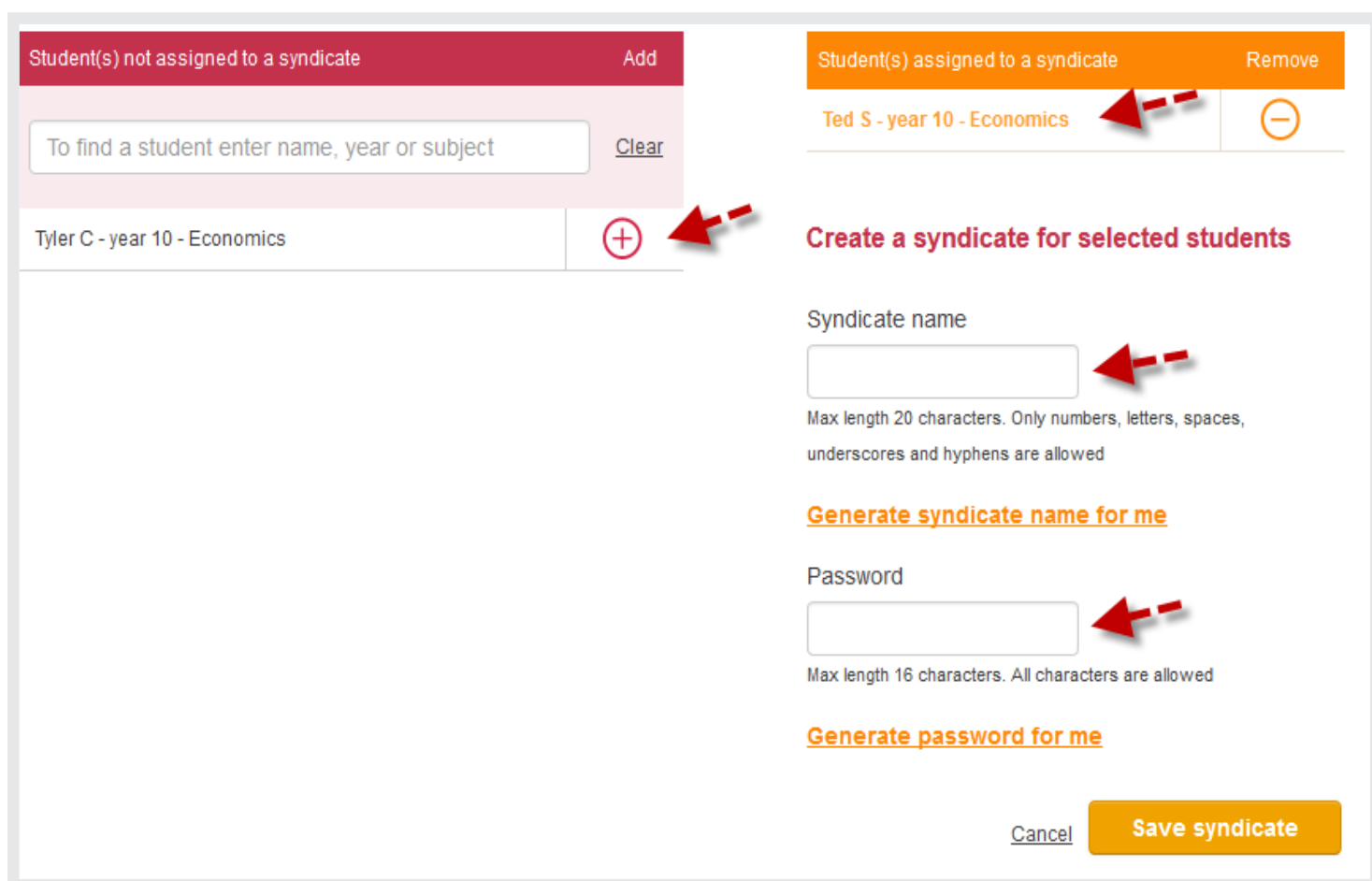
Create syndicates

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 interface is divided into two main sections: 'Student(s) not assigned to a syndicate' and 'Student(s) assigned to a syndicate'.

Student(s) not assigned to a syndicate: This section has a red header. It contains a search bar with the placeholder 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 (+) next to it.

Student(s) assigned to a syndicate: This section has an orange header. It contains a list of students assigned to a syndicate, with 'Ted S - year 10 - Economics' shown as an example. A red dashed arrow points to a minus button (-) next to this entry.

Create a syndicate for selected students: This section is on the right and contains the following fields and buttons:

- Syndicate name:** An input field with a red dashed arrow pointing to it. Below the field is the text: 'Max length 20 characters. Only numbers, letters, spaces, underscores and hyphens are allowed'.
- Generate syndicate name for me:** A button to generate a name.
- Password:** An input field with a red dashed arrow pointing to it. Below the field is the text: 'Max length 16 characters. All characters are allowed'.
- Generate password for me:** A button to generate a password.
- Buttons:** At the bottom right, there are 'Cancel' and 'Save syndicate' buttons.

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.

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

Enter syndicate name

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.

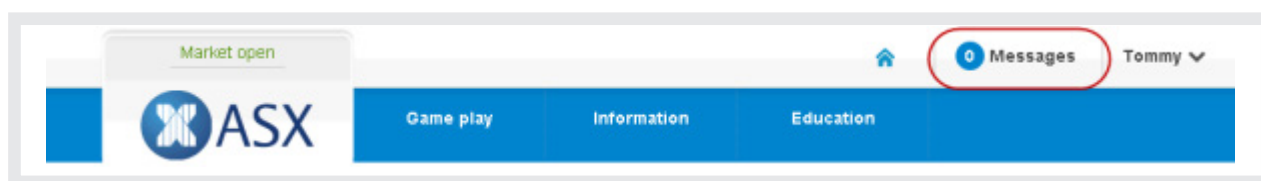
Well done Jack - keep going | **1**

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).

<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."

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

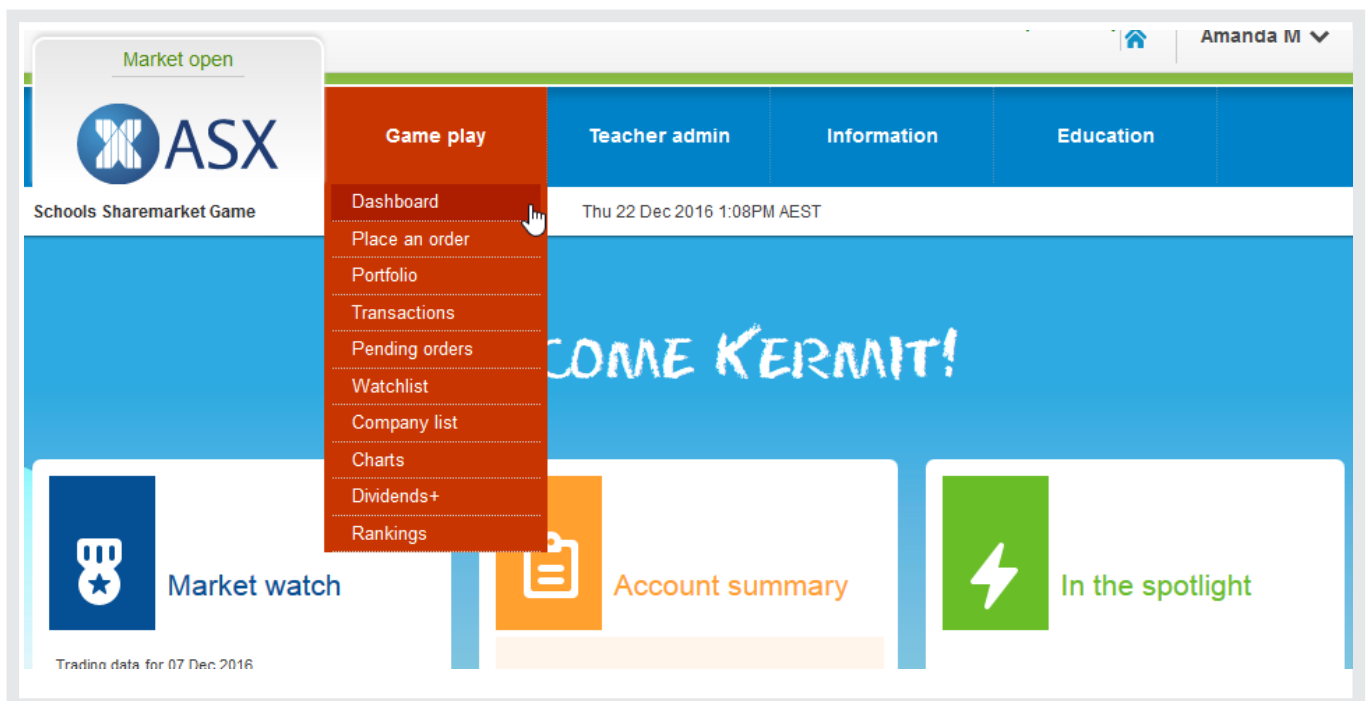
Game play

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.



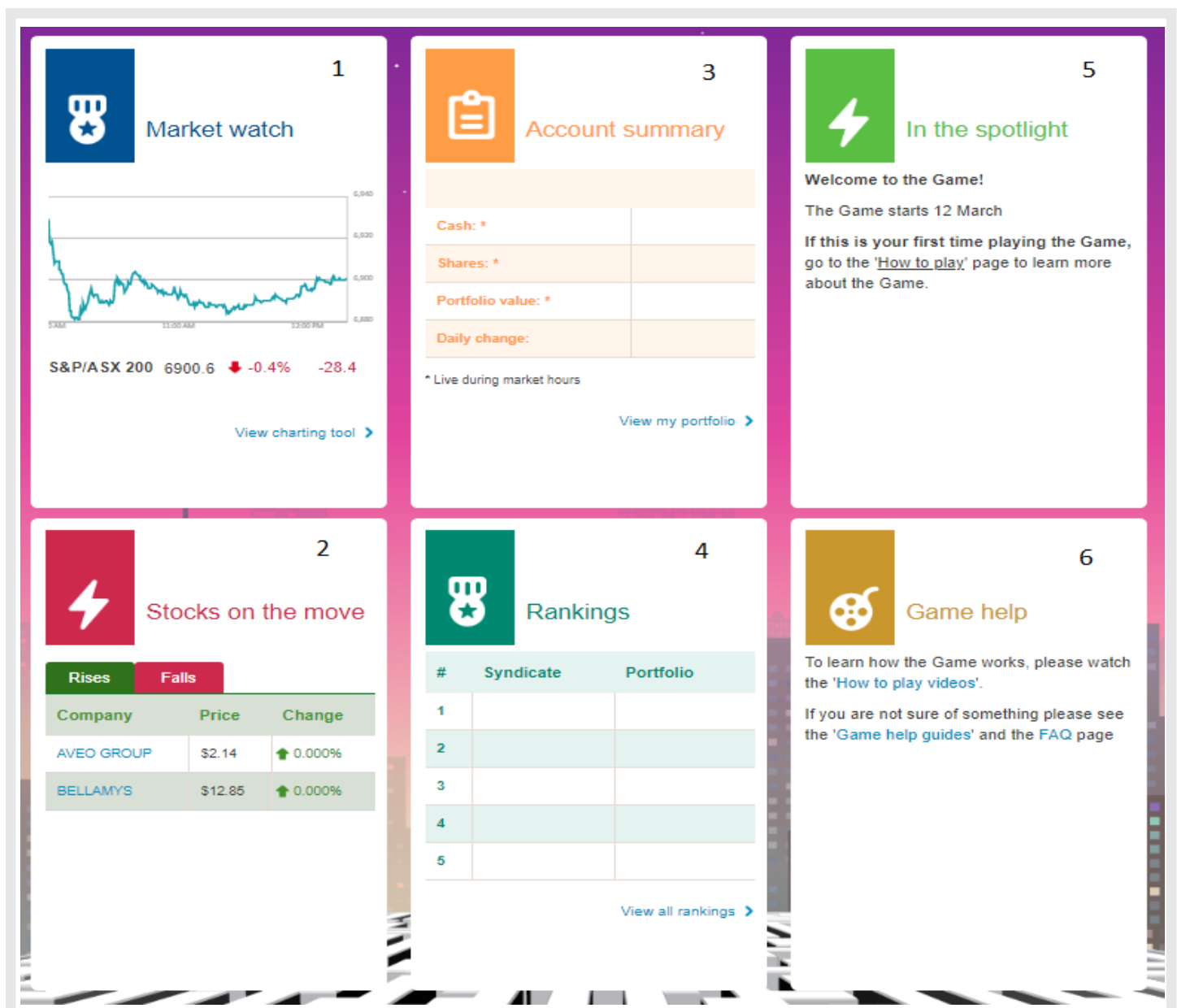
Game play dashboard

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	School	State
1	SMITHSCHIPS	\$60,093.33		WA
2	sir skits	\$60,093.33		QLD
3	Eduardo	\$58,895.84		VIC
4	Raging Bull	\$58,895.84	Trinity College Senior School	NSW
5	James G	\$58,542.12	Sydney Boys High School	SA
6	Hall of Fame	\$58,511.13	Christ Church Grammar School	NSW
7	Elias	\$58,496.66	Swan Christian College	WA
8	camstar	\$58,496.66		WA

My stats

Performance summary

- Portfolio value:
- Change from previous week:
- Portfolio high:
- Portfolio low:
- Overall ranked syndicates: 15,694
- Average syndicate value: \$49,250.73
- % of syndicates in profit: 25%

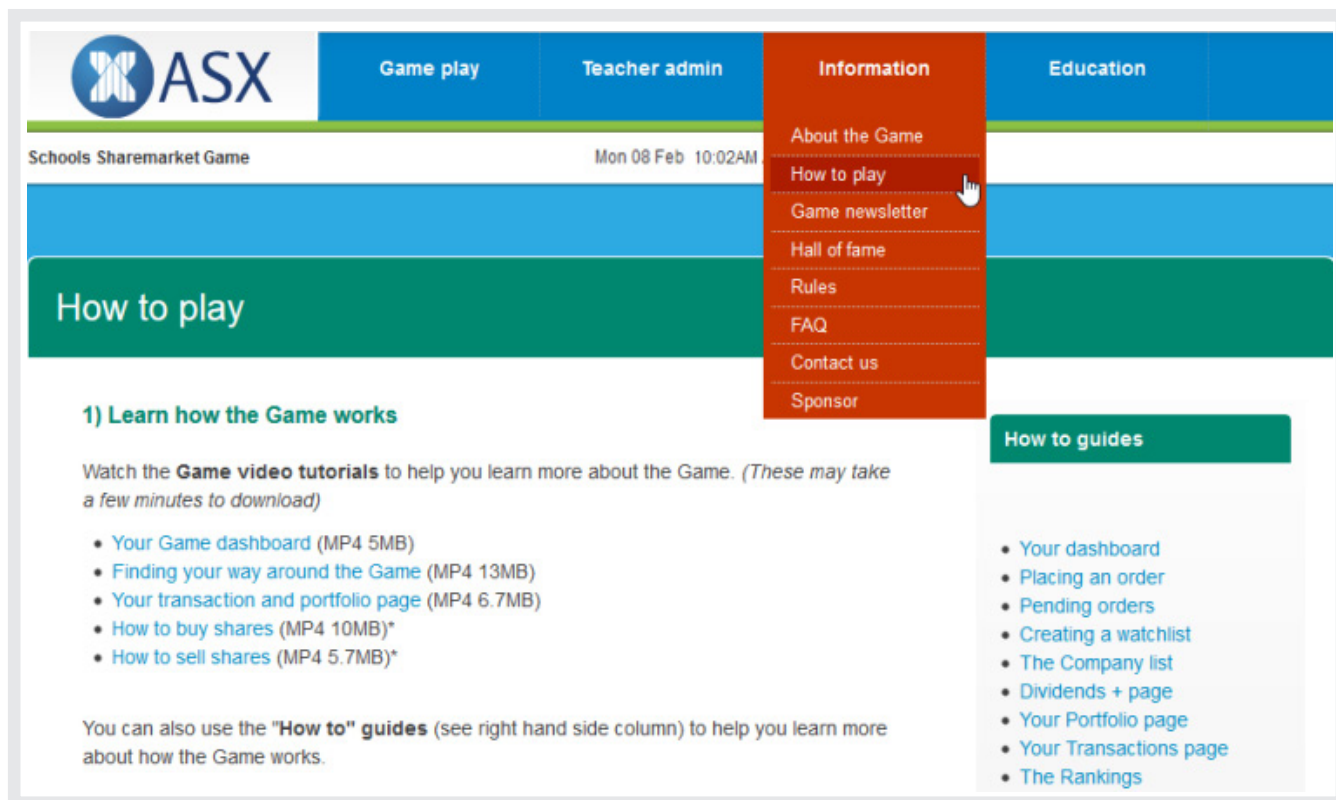
More on 'How to play'

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.