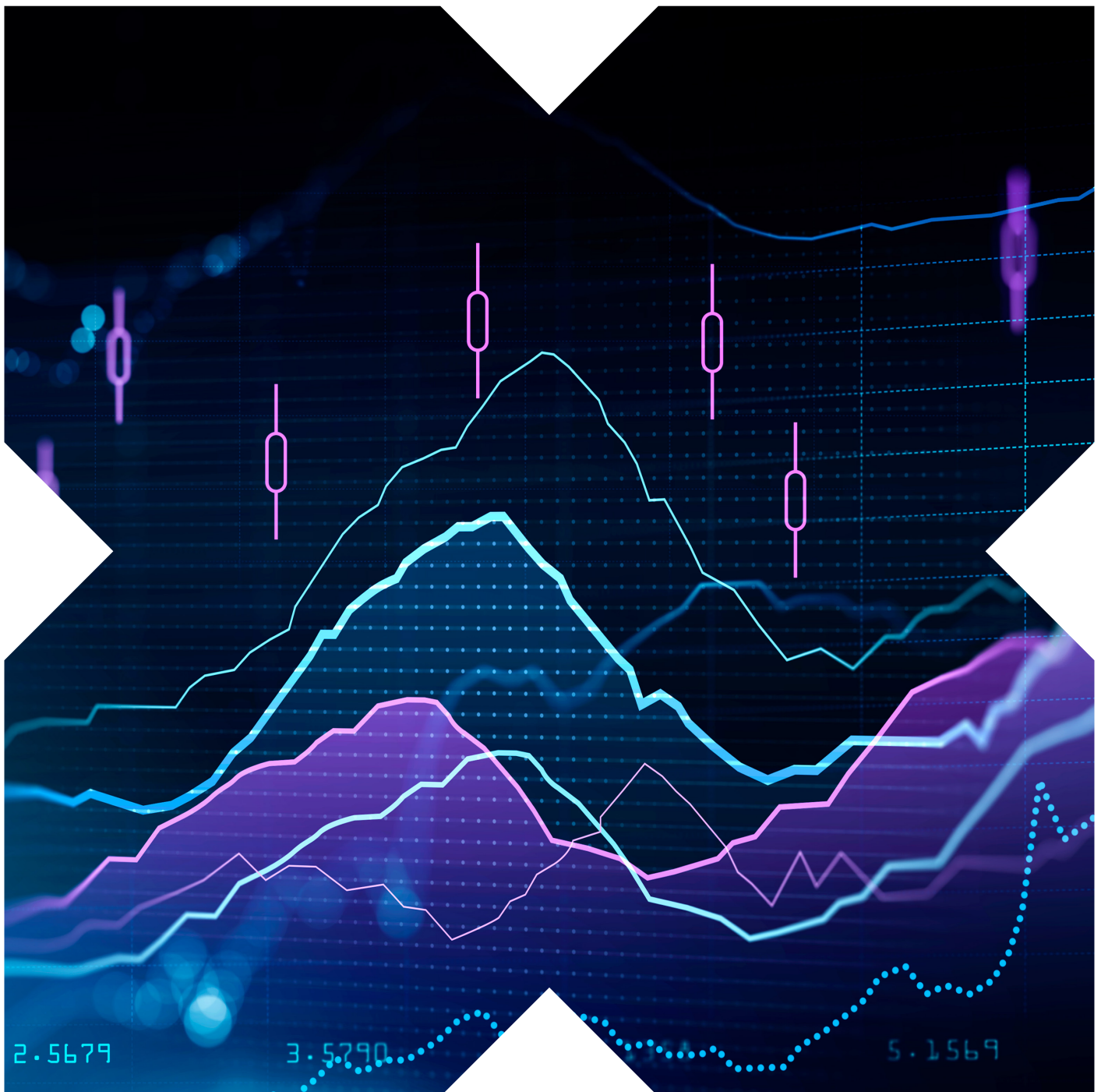


Getting started guide for teachers

ASX

ASX Schools
Sharemarket Game



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How to register

Teacher registration

To register for the Schools Game you must first create an ASX Investor Portal account and then complete a separate Teacher registration form.

Step 1: Access the ASX Investor Portal

To register or login to the ASX Investor Portal, go to www.asx.com.au and select login.



If you already have an ASX Investor Portal account, log in with your user name and password.

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.

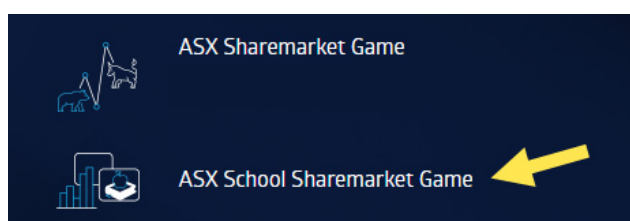
You will receive an email.

If you cannot find it please check your spam box.

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

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.



Step 2: Complete the Teacher registration form

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 participant 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).

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.

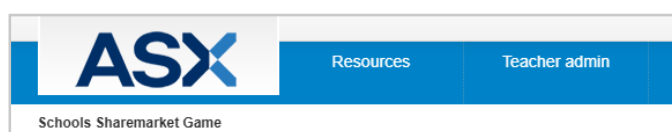
We will send you an email once your school has been approved and you will then be able to complete your registration.

Part 1: Teacher admin

Your teacher account has two major areas:

1. **Teacher admin** is where you can add students, create, manage and view your syndicates plus access the Teacher resources.
2. **Game resources** 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 resources dashboard, you can read more about this in Part 2.

This section will focus on the **Teacher admin** section.

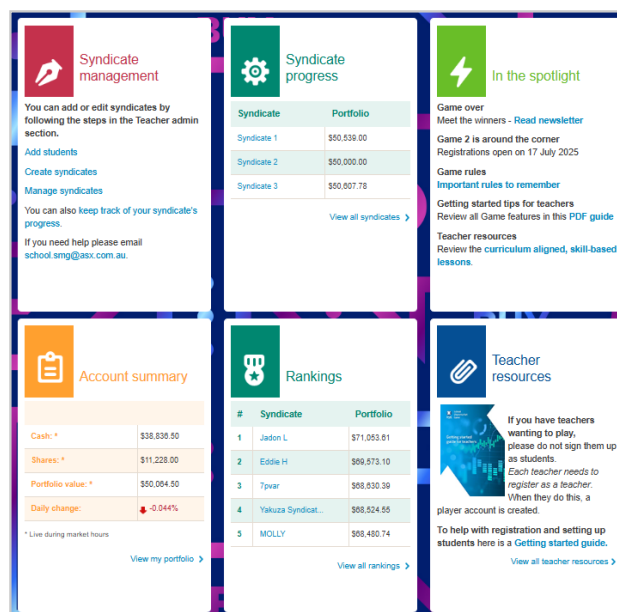


Your teacher admin dashboard

When you login to your teacher account, you will always land on your Teacher admin dashboard.

On this dashboard, you get immediate access to:

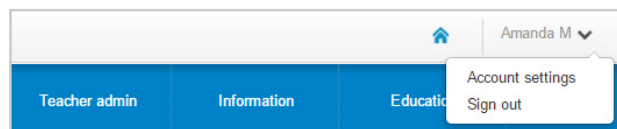
1. **Adding and managing** your students.
2. You can view the **top 5 Syndicates** plus click through to get a bird's eye view of all of your syndicates.
3. You can see the **top 5 rankings** (only visible once the Game has started)
4. As well as quick links to your **Teacher resources page**.
5. Plus 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 participate in the Game alongside your students and you can do this inside your teacher's account – see Part 2.



Game account settings

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 participating from 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

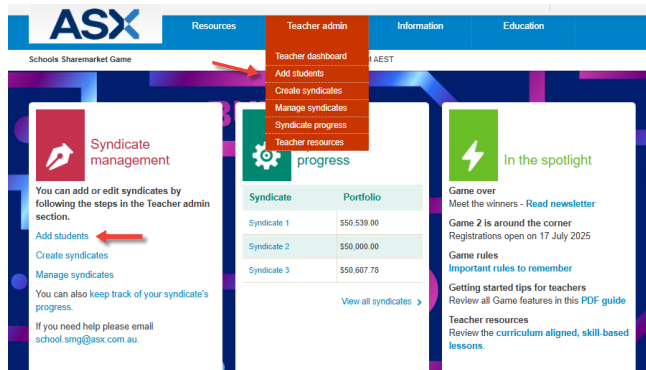
Set up your students

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

There are 3 steps to setting your students up to participate in the Game – first you need to **'Add your students'**, then you need to **'Create your syndicates'** and to complete the process you need to access your syndicates' login details via the **'Manage your syndicates'** tab.

Add students

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



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

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:

Select year Select subject

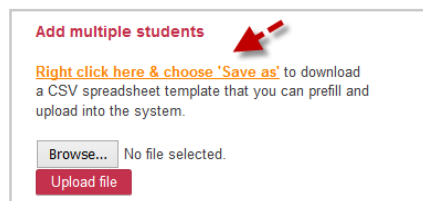
Student gender:

Select gender Save Clear

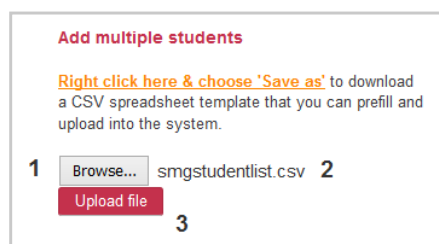
Do not move a student from your student list, unless they are removed from the syndicate first.

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).



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

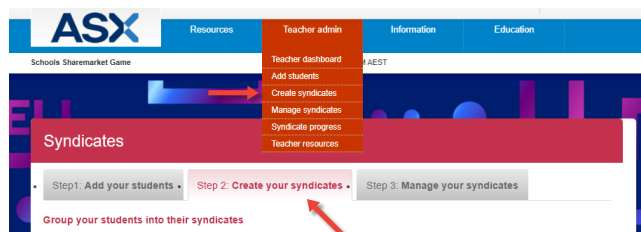
Search for students:

Enter name, year or subject 1

Student name	Syndicate	Year	Subject	Gender	Edit
James J	James-1	8	Economics	MALE	4 3
Ted S		10	Economics	MALE	2 3
Tom B	Tom	9	Information technology	MALE	3

Create syndicates


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



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.

To add your student/s to a syndicate simply [select the plus button](#) .

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

You then need to give the students a [syndicate name](#) and [password](#); 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.

Note: The \$50K cash portfolio can only be allocated to a Syndicate – without setting your students up into syndicates they can't play the Game. You can have one member in the syndicate and therefore that student will be the only one managing the virtual portfolio. If you have 2, 3 or 4 students in a syndicate they all share the account and have only one virtual portfolio to manage as a team.

Manage 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.

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

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

1. Communicate with your students by sending them a message, and
2. Monitor the activity of your syndicates.

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).

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

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 	\$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:	7358

*Live during market hours

Holdings

Code	Quantity	Buy price (avg)	Last price	Market value	Profit / loss
BRS	300	\$1.875	\$0.875	\$262.50	↓ -\$250.00
LVC	18,000	\$0.084	\$0.089	\$1,602.00	↑ \$44.00
WGL	2,000	\$0.505	\$0.20	\$400.00	↓ -\$530.00

Trading statement

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

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.

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 resources

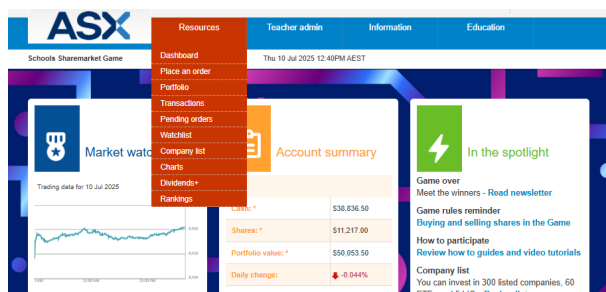
Resources

Your teacher account has two major areas:

1. Teacher admin and
2. Game resources

This section will focus on [Game resources](#). This is where you can participate in 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 resources dashboard. To get your [Game resources dashboard](#) you will need to go to the Game resources menu and select Game dashboard from this menu.

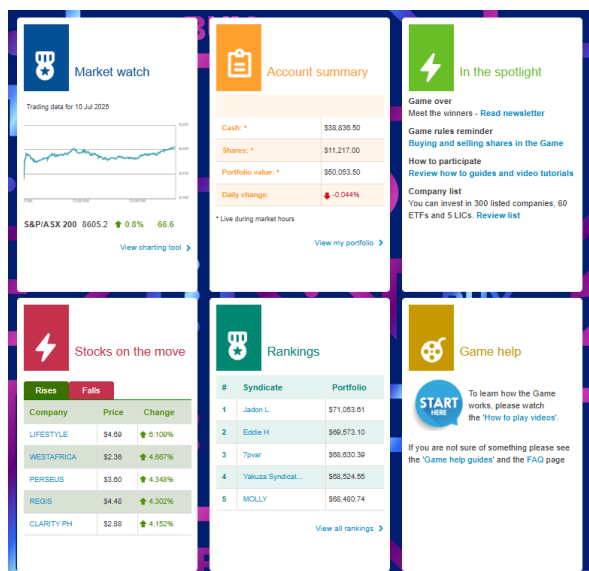


Game resources dashboard

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.

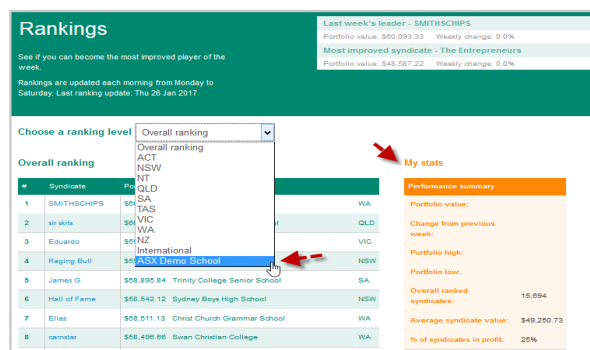


Game rankings

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.

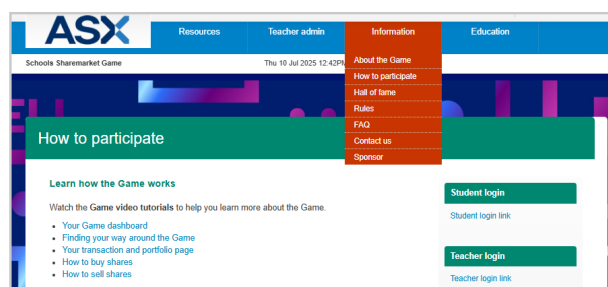


More on 'How to participate'

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

Other resources

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



To get your students started the '[How to participate](#)' 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.

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 [Game rules](#) via this menu.