



## Administrator QuickStart Guide

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# Welcome to MoneyU®!

Thank you for your purchase of seats for your institution.

You should have received an email with the Group/Class code(s), in the number of sections you specified in your order. Your learners will use the code(s) to enroll in the course. Distribute the code(s) to your learners according to your sections, so they can register and create their username-password profiles.

**PLEASE NOTE: an email address is required in the account profile**, in order for the system to communicate with individuals who request help, technical support, and reminders.

If your institution strictly forbids learners to provide their email addresses, the field will accept [username@noemail.com](mailto:username@noemail.com) (with the learner's actual username left of the "@"). In that case, the MoneyU team will be unable to provide support to the learner directly, but every attempt will be made to contact the Teacher-Administrator in whose class the learner is registered.

For your convenience, here is a link to the Learner QuickStart Guide, also available at the MoneyU portal:  
<https://course.moneyu.com/mod/resource/view.php?id=378>

Please keep in mind that each learner who uses a code to enroll in the course will decrease the number of seats available to learners from your school or organization. It is your responsibility to control distribution of the code(s). You have access to reports on the user names of those who have used the code(s) to enroll and can use those reports to keep your learners on-pace to successfully complete by your deadline, if any.

## Logging in

At <https://course.moneyu.com> the login area is on the left-hand side of the home page.

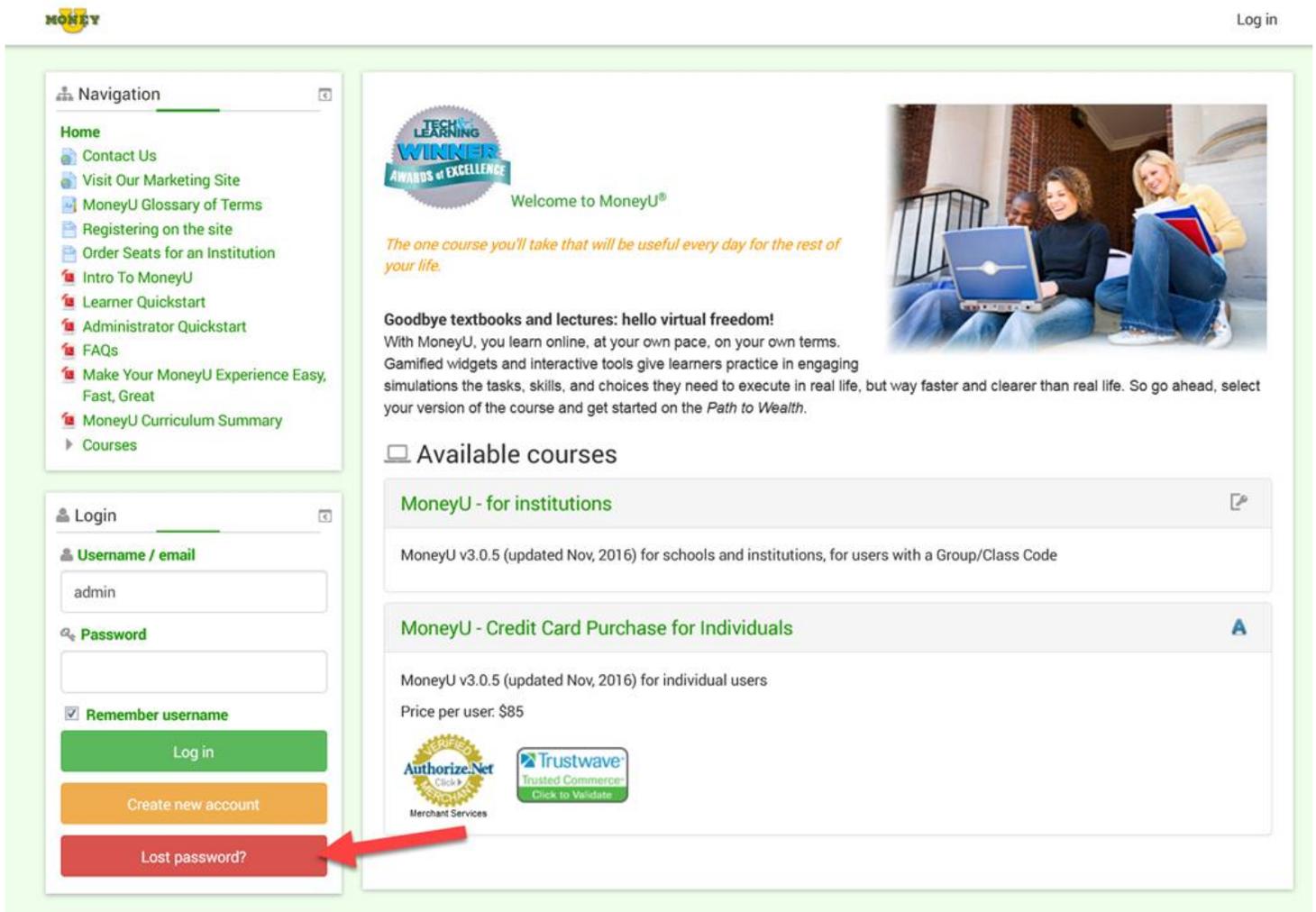
Unless you are sharing your desktop with others, it's a good idea to check "Remember username"

The screenshot shows the MoneyU website interface. On the left, there is a navigation menu with links such as Home, Contact Us, and Courses. The main content area features a banner for 'Tech Learning Winner' and a 'Welcome to MoneyU' message. Below the banner, there is a section for 'Available courses' listing 'MoneyU - for institutions' and 'MoneyU - Credit Card Purchase for Individuals'. The login form is prominently displayed, with a red circle highlighting the 'Username / email', 'Password', and 'Remember username' fields. The 'Log in' button is green, while 'Create new account' is orange and 'Lost password?' is red.



# Forgot password

If you or one of your learners has forgotten a password or username, use the link to have it emailed to you/her/him.



The screenshot shows the MoneyU website interface. On the left, there is a navigation menu with options like Home, Contact Us, and Courses. Below the navigation is a login section with fields for Username / email (containing 'admin') and Password. There are buttons for 'Log in', 'Create new account', and 'Lost password?'. A red arrow points to the 'Lost password?' button. The main content area features a 'Tech Learning Winner' award badge, a welcome message, and a list of available courses including 'MoneyU - for institutions' and 'MoneyU - Credit Card Purchase for Individuals'. There are also logos for Authorize.Net and Trustwave.

Enter either the Username OR Email address, not both, and select OK.

Please note, however, that a user who wishes to change their password will need a valid email address in their existing MoneyU.com profile with which to receive a new password.

If this or other assistance is needed, please contact technical support via email at [admin@moneyu.com](mailto:admin@moneyu.com), or click on any of the "Contact Us" links in the Portal and in the Course Menu.

# Teacher-Administrator privileges

As a Teacher-Admin, you

- will not have to take the entire Pre-Test or the Post-Test (but you can if you want)
- can skip through the lessons, and leave them incomplete by moving your cursor to the top of the screen and clicking the "Skip" button
- can access resources such as lesson plans and other activities in the portal that are visible only to Teacher-Admin users

## Reports

- You can run and customize reports on all the learners in your Group/Class code(s), including:
  - List the current learners in a class, with the number of steps completed, percentage of steps completed, and their Pre-Test and Post-Test scores
  - Get a grades report for all learners
  - Reports can be downloaded to your computer in several document formats, including .ODS, .XLS, .TXT, and .XML
  - You'll find them in the "Reports" block on the Course Outline in the Portal and in the "Administration" block under "Course Administration: Grades"
  - **These reports are your keys to pacing your learners to successful course completion in accordance with your organization deadlines.**

## Extra Post-Test Attempts

By default, MoneyU grants 2 attempts for the Post-Test quiz. If a student does not achieve a grade of 80% after 2 attempts, she/he does not pass the Post-Test, and subsequently cannot get a Certificate of Completion for the course. If it is a requirement in your institution for all students to complete the course successfully, you can grant specific students more attempts on the Post-Test, allowing them to achieve success in the course.

In cases where you would like to grant an extra attempt on the Post-Test, follow these instructions:

1. Login as your teacher user
2. Select the course that you administer
3. Select the Post-Test from the course overview screen
4. In the **Administration block**, from the **Quiz administration** section, select **User overrides**
5. Select the **Add user override** button
6. Select a student from the **Override user** list
  - a. You can start to type the student's name and it will filter the list to make it easier to find the student.
7. Select the appropriate number from the **Attempts allowed** drop-down.
  - a. E.g. if the student has taken and failed the quiz 2 times, select 3 from the drop-down.
8. Select the **Save** button
9. The details of the quiz override will be displayed in the list of user overrides for that quiz.

Later if you need to edit a quiz override for a student, select the gear icon for that override.

**NOTE:** By default, the MoneyU site will allow you to grant extra attempts on the Pre-Test as well as the Post-Test. **Please DO NOT grant extra attempts on the Pre-Test**, as this will not benefit the student (nor you as a teacher/administrator), and will also skew the data for the Pre/Post-Test delta percentage. The Pre/Post-Test delta percentage is also useful for your institution overall, allowing you to show how much improvement students achieved after taking the MoneyU course.

## Proctored Post-Test Exam

For those institutions who prefer to administer the Pre-Test or Post-Test in a proctored setting, the MoneyU site allows us to limit the date(s) and time(s) these tests are available to students. (In the MoneyU course site terminology, the Pre-Test and Post-Test are called "quizzes".)

Proctored quizzes can be set up for a whole group/class or for individual students.



### *Set up a Proctored Quiz for a Group/Class*

To set up a proctored Pre-Test or Post-Test quiz for one of your groups/classes, follow these instructions:

1. Login as your teacher user
2. Select the course that you administer
3. Select the Pre-Test or the Post-Test from the course overview screen
4. In the **Administration block**, from the **Quiz administration** section, select **Group overrides**
5. Select the **Add group override** button
6. Select a group from the **Override group** drop-down
  - a. If you only administer 1 group that group will already be selected for you and will be displayed.
7. **Open the quiz:**
  - a. Select the **Enable** checkbox at the end of the **Open the quiz** row
  - b. Select the date and time that you want the quiz to start
8. **Close the quiz:**
  - a. Select the **Enable** checkbox at the end of the **Close the quiz** row
  - b. Select the date and time that you want the quiz to close
9. Select the **Save** button
10. The details of the quiz override will be displayed in the list of group overrides for that quiz.

Later if you need to edit a quiz override for a group, select the gear icon for that override.

### *Set up a Proctored Quiz for an Individual Student*

Sometimes one or more of your students are not available to sit for a proctored quiz. In this case, you can create a **User override** for each of these students. (Alternatively, you can set up another group override quiz date, using the instructions above.)

To setup a proctored Pre-Test or Post-Test quiz for an individual student, follow these instructions:

1. Login as your teacher user
2. Select the course that you administer
3. Select the Pre-Test or the Post-Test from the course overview screen
4. In the **Administration block**, from the **Quiz administration** section, select **User overrides**
5. Select the **Add user override** button
6. Select a student from the **Override user** list
  - a. You can start to type the student's name and it will filter the list to make it easier to find the student.
7. **Open the quiz:**
  - a. Select the **Enable** checkbox at the end of the **Open the quiz** row
  - b. Select the date and time that you want the quiz to start
8. **Close the quiz:**
  - a. Select the **Enable** checkbox at the end of the **Close the quiz** row
  - b. Select the date and time that you want the quiz to close
9. Select the **Save** button
10. The details of the quiz override will be displayed in the list of user overrides for that quiz.

Later if you need to edit a quiz override for a student, select the gear icon for that override.

**NOTE:** If a student hasn't met all the requirements for taking the Post-test quiz, their name will appear in gray text with an asterisk at the end of their name (the footnote on the screen will read "\*\* Student does not have the correct group or role to attempt the quiz, or has not completed the requirements for the quiz"). For these students, you will not be able to edit the override until they have completed the requirements for that quiz.

# Tracking progress and grades

After logging into <https://course.moneyu.com/>, you can track your learners' progress through the **Reports** block which is available on the MoneyU Course outline page.

This renders a list of the current learners in that class, with the number of steps completed ("Steps Completed"), percentage towards completion ("Percentage of Steps Completed"), and their Pre-Test and Post-Test scores. These reports can be downloaded to your computer in several document formats, including .ODS and .XLS.

MoneyU - for institutions

Home / MoneyU-inst

**Teacher Instructions**

- The course outline shows what things will look like for students when they first start.
- As a teacher, you have the ability to experience everything, without having to complete anything.
- Even though it looks like they are not available, you can access the *Path To Wealth*, the *Post-Test* and *Certificate of Achievement* by selecting them in the course outline.
- The Pre-Test and Post-Test may only be previewed.
  - This simulates a student attempt but your grade won't appear in the Gradebook.
- The Pre-Test and Post-Test scores for students in your group are visible only to you.

**Navigation**

- Home
  - Dashboard
  - Site pages
  - Current course
    - MoneyU-inst**
      - Participants
      - General
      - Part 1
      - Part 2
      - Part 3
    - My courses

**Course Status**

Start Date: N/A  
Steps Done: 0 (0%)

**Reports**

Get # of Group Enrollments by Date  
Number Enrolled by Group  
Roster/Results Report  
=====

**Administration**

- Course administration
  - Reports
  - Grades

MoneyU® has 3 parts, in order: Your progress ?

- Complete the Pre-Test, which lets you see what you currently know about managing your finances.
- Take the Path to Wealth where you'll learn about personal finances in fun and engaging ways. You need to do all the steps in the Path to complete the course.
- Take the Post-Test to see what you have learned, and, if applicable, whether it is enough to get credit for the course. **In order to earn a MoneyU Certificate of Successful Completion, you must pass the Post-Test with a grade of at least 80%, and complete a brief survey.**

**MoneyU Glossary of Terms**

**Pre-Test**

**Path to Wealth**   
Not available unless: You have a grade in Pre-Test

**Wallet**

**Post-Test**   
Not available unless: The activity **Path to Wealth** is marked complete

**MoneyU Survey**

**Certificate of Achievement**  
Not available unless:

- You achieve a required score in **Post-Test**
- The activity **MoneyU Survey** is marked complete

**Contact Us (OLD)**

**Contact Us**

## Reminder about the Final Step in the Path To Wealth

Please remember that even if a learner completes all the steps in The Path To Wealth listed in the Step Mode screens, the course will not count The Path as done until the learner reaches the Final Step in The Path – this Step is called "You've completed MoneyU".

## Ordering more seats for your institution

To place a new order or add seats to an existing order, please email us at [Orders@MoneyU.com](mailto:Orders@MoneyU.com) or complete the form at <https://course.moneyu.com/mod/resource/view.php?id=368>. There you would specify the number of learner seats you are ordering, and select your preferred payment method. The purchaser is automatically registered as the Teacher/Admin in every group, at no charge.

As always, feel free to email the Support Team at [Admin@MoneyU.com](mailto:Admin@MoneyU.com) should you have questions or need additional assistance.

## Technical Support

The Technical Support team can be reached via email at any of the [Contact Us](#) links on the home page and in the Course Menu.

## Feedback

We love hearing from Teachers and Admins! If you are so inclined, you can send us your opinions, suggestions and experiences anytime through the [Teacher/Admin Survey](#).

