

Instructor User Manual



Instructor Manual for *Military Money Matters*

Important! The First Command Educational Foundation Administrator must enter your information in the *Military Money Matters* program before you can log in. Contact information for FCEF is in the *If you need help* section at the end of this document.

Please Note

1. *Military Money Matters* is designed to work in all internet browsers, but we have found Google Chrome to be most reliable.
2. For security reasons, you will be logged out of *Military Money Matters* after approximately 15 minutes of inactivity.

Logging In

You can log in from either the Instructor's website or the Student's website:

1. Go to the **Instructor** website: <http://fcef.com/m3/coursework/Instructor/>
2. Enter your User Name and Password (will be supplied to you by FCEF).
 - ◆ Your password is case sensitive.
 - ◆ If you forget your password, contact First Command Educational Foundation by email at edufoundation@fcef.com or by calling 1-817-569-2940.
3. Click the **Login** button.
4. The **Classes** section will automatically open.

-OR-

1. Go to the **Student** website: <http://fcef.com/m3/coursework/Dashboard/>
2. Click the **Instructors Start Here** button.
3. Enter your User Name and Password (will be supplied to you by FCEF).
 - ◆ If you forget your password, contact First Command Educational Foundation by email at edufoundation@fcef.com or by calling 1-817-569-2940.
4. Click the **Login** button.
5. The **Classes** section will automatically open.

Instructor Manual – Click the “Instructor Manual” tab at the top of the page

To view this manual, click the **Instructor Manual** tab at the top of the page.

Classes – Click the “Classes” tab at the top of the page to access this mode

Adding Classes

1. Click the green **+Add New Class** button.
2. Enter the class name in the box.
3. When done, click the **Submit** button.

Managing Classes

1. Click the button to the left of the Class name in the Classes box. The information for that class will appear in the Class Name box to the right.
2. To view the test scores for a class, click the gray **View Test Scores** button in the Class Name box. Click on a module name at the top to see a summary of the students' test scores for each of the Pre-module and Post-module Exams (and the Pre- and Post-course Comprehensive Exams—future feature). You will see the module name, the question, the correct answer, how many students answered correctly, and how many students provided each incorrect answer.
3. To add a student to a class, click the green **+Student** button in the Class Name box. You will be directed to the appropriate **Students** section page. See instructions below under Adding Students.
4. To delete a class from the list, click the red **Delete** button in the Class Name box and click the **OK** button on the popup. You must reassign or delete this class's students before deleting the class.
5. To edit the class name, click the **Edit** button next to the class name. You can change the class name in the box. When done, click the **Submit** button.
6. The names of students assigned to a class are displayed in the Class Name box. You can edit a student's information, remove a student from the class, and view a student's progress here. See instructions below under **Managing Students**.

Students – Click the “Students” tab at the top of the page to access this mode

All students entered by you will be displayed in the Students box on the left. You can sort the list by clicking on **Name** (will sort by last name) or **Class** at the top of each column.

Adding Students

1. Click the green **+Student** button in the Class Name box. You will be directed to the appropriate page.
2. Enter the student's First Name, Middle Name or initial (optional), Last Name, Student ID # (optional), Unit/Office, Installation/Agency, and Comments (optional) in the appropriate boxes, and choose the Class, State, Country, Status, Service, and Rank in the drop-down lists. If you have not added the class before this step, click on the green **+ add new class** button under the Class drop-down box and add the class before adding the student. (Your unit/office would be your command or office designation. Your installation/agency is your geographic base or primary civilian agency.)
 - ◆ Every student's initial login user name will be in the format “lastnamefirstinitialmiddleinitial,” and password will be “12pass34.” (Please notify your students of their initial login name, and confirm for them whether you have included their middle initial.) When a student first logs in, the student will see a screen that will require them to enter an email address and a permanent password (and confirmation) that will become the student's user name and password. A student who forgets a password should click **Forgot Password** below the login name box on the Home page and follow the directions to receive a temporary password by email. The next time the student logs in with the temporary password, instructions will be provided to establish a new permanent password.

3. When done, click the **Submit** button.

Managing Students

1. Click the button to the left of the student's name in the Students box. The information for that student will appear in the box on the right side of the page.
2. To edit a student's information, click the gray **Edit** button above the student's information. You can edit the student's First Name, Middle Name (optional), Last Name, Student ID # (optional), Unit/Office, Installation/Agency, and Comments (optional) in the appropriate boxes, and the Class, State, Country, Status, Service, and Rank in the drop-down lists. When done, click the **Submit** button.
3. To view a student's progress in the course, click the gray **Progress** button above the student's information.
 - a. The screen will display the student's "Report Card" with the student's name, unit, instructor, and class, in addition to the progress they have made on the course. Completed module names will be displayed in green, uncompleted module names will be displayed in red.
 - b. If the student has taken the comprehensive exams, you can see their results by clicking the **Pre-course Exam** and **Post-course Exam** buttons in the module list on the left. You can also see their progress on the various modules and their Pre- and Post-module Exam results for each module by clicking on a module button. (See the "Post-course Comprehensive Exam" section below for related actions.)
 - ◆ To view the Pre-course and Post-course Exam details, click the green button marked **Click here to view test details** above the "Module Sections" box to see their test results including the number of questions answered correctly, the percentage answered correctly, and each question with the student's answer. For questions answered incorrectly, you will see the correct answer as well as the answer the student selected.
4. To delete a student from the list, click the red **Delete** button above the student's information and click the **OK** button on the popup.

Post-course Comprehensive Exam

When the student presses the **Next** button in the final section of the Post-course Comprehensive Exam they will be returned to the Report Card. Their score will be displayed in the boxes in the "Post-course Exam Progress" section. (They will also see a button labeled **View your Post-course Comprehensive Exam results**. When clicked, the button will lead to a view of the test with the correct answers marked in green and the incorrect answers marked in red, and the correct answers. Future feature.)

1. As the instructor, you will see a notice at the top of your screen: "You have pending actions for # student(s). View Actions." Click the View Actions link to see a list of students who have completed the Post-course Comprehensive Exam.
2. Click on "Post-course test results" next to the student's name to see their test results including the number of questions answered correctly, the percentage answered correctly, and each question with the student's answer. For questions answered incorrectly, you will see the correct answer as well as the answer the student selected.

3. In addition, you will see two buttons: **Score Satisfactory** and **Score Unsatisfactory**. If the student's score on the Post-course Comprehensive Exam meets your passing criteria, click the green **Score Satisfactory** button. If not, click the red **Score Unsatisfactory** button. The student will be notified accordingly.
 - ◆ If the student did not pass the Post-course Comprehensive Exam, please help the student with subjects that need more study. Once you feel the student is ready to take the Post-course Comprehensive Exam again, go back to the results of the Post-course Comprehensive Exam and click the red **Clear Exam for re-take** button. This will clear the Post-course Final Comprehensive Exam score and allow the student to take the test again. Note, you cannot "undo" this action.

Profile – Click the “Profile” tab at the top of the page to access this mode

Managing Your Profile

1. Your First Name, Last Name, Middle Name, (Rank–future), Email address, and Unit are displayed.
2. To edit the First Name, Last Name, Middle Name, (Rank–future), or Email address click the **Edit** button next to the item. Enter the revised information in the box, and click the **Submit** button. Note: The Unit name cannot be edited here. Please contact First Command Educational Foundation if your unit changes.

Logout – Click the “Logout” tab at the top of the page

To log out of the Instructor Site of *Military Money Matters*, click the **Logout** tab at the top of the page.

Actions – Click the “Actions” tab at the top of the page to access this mode

When a student takes the Post-course Comprehensive Exam you will see a notice at the top of your screen: “You have pending actions for # student(s). View Actions.” Click the View Actions link to see a list of students who have completed the Post-course Comprehensive Exam. See the instructions under “Managing Students/Post-course Comprehensive Exam” for actions to take.

If you need help

If you have questions about or need help with the *Military Money Matters* website or any of its parts, or if a student notifies you the program is not working correctly, please contact First Command Educational Foundation at edufoundation@fcf.com or 1-817-569-2940.

Also, we are always interested in improving the *Military Money Matters* curriculum. Please contact us if you have any suggestions.