



# *Money Matters Online*

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# Student Manual



# Student Manual for *Money Matters Online*

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**Important!** Your instructor must enter your information in the *Money Matters Online* program before you can log in.

## Logging In

1. Go to the **Student** website: <http://fcef.com/mm/students>
2. Enter your **login name**, which your instructor will provide to you after entering you into the program. Your initial login name is your last name, first 3 letters of your first name, and middle initial. (Example: Jane D. Smith would use **SmithJanD.**)
3. Enter the **Temporary Student Password** that your instructor will provide to you.
4. Click the **Login** button.
5. Upon your first login, you will see a screen asking you to edit your personal information. Enter your **email address** and a **password** of your choosing, confirm the password, and click the **Submit** button. You will be immediately directed to the "Comprehensive Exam" page. **For all subsequent logins you will use the email address as your login name and the new password you selected.**
6. Neither your instructor nor the *Money Matters Online* Administrator knows your personal password. **If you forget your password**, click on **Forgot Password** above the login name box on the login page. Enter your email address in the box and click **Send Password**, and a temporary password will be sent to that email address from "mmonline@fcef.com." Log in with your email address login name and the temporary password, and you will then be asked to change your password. Enter a new password, confirm it, and click the **Submit** button.
  - ◆ If you have submitted a request for a temporary password and you do not receive the message within an hour or so, please check the Spam folder in your email system in case the message was directed there. If the message is not there, please ask your instructor to contact the *Money Matters Online* Administrator.

## *Money Matters Reference*

The material on which *Money Matters Online* is based is included here as *Money Matters Reference*. The curriculum, written within the guidelines of Texas House Bill 492 of 2005, covers all 12 required elements and was approved by the Texas State Board of Education. Your instructor may ask you to use the more detailed *Money Matters Reference* as a supplement to *Money Matters Online*, or as a stand-alone program.

You have access to the following *Money Matters Reference* material:

- 12 "books" in flash and pdf version
- Comprehensive test
- 12 module topic tests
- 12 module vocabulary tests
- Glossary-Terms to Know

To access the *Money Matters Reference* materials, you must first log into *Money Matters Online*.

- You may click the *Money Matters Reference* button at the top of the screen to access *Money Matters Reference* **before** taking the *Money Matters Online* Pre-comprehensive Exam.
- If you have already taken the *Money Matters Online* Pre-comprehensive Exam, you will find the *Money Matters Reference* button at the top of the Report Card.

## **Money Matters Online Pre-comprehensive Exam and Modules**

**Note:** You must take the “Comprehensive Exam” before you begin work on the *Money Matters Online* modules. (If you do not see a blue box on the right side of the screen showing the number of questions you have answered out of the 60, then the page did not load correctly. Refresh the page, and if the box still does not appear notify your instructor.)

- ◆ You may temporarily save your work on the Pre-comprehensive Exam and return later. To do so, click the **Checkmark** button on the right side of the page. You can then log out of *Money Matters Online* and you will be returned to the exam when you log in again.
1. After completing the Comprehensive Exam, click the **Submit** button.
    - ◆ Your “Report Card” will open and your score on the Comprehensive Exam will be displayed next to the words “Comprehensive Exam A.” The results will also be sent to your instructor.
    - ◆ The Report Card will provide an up-to-date status report of which modules you have completed and which sections of the other modules you have completed.
  2. To start working on the course, open a module by clicking on the module name.
    - ◆ When you open a module for the first time, you must proceed through the sections in a predetermined order.
    - ◆ A line will appear through the name of each section on the “Chalkboard” when you complete it.
    - ◆ Each module contains a mandatory pre-module test, exercises, and post-module test. You will see the results of the exercises and post-module test immediately after taking them.
      - Note: You must attain a 100% score on the post-module test to complete a module. You will be offered as many chances to achieve it as necessary.
    - ◆ After taking the post-module test, you will be able to browse through that module as desired and begin a new module.
    - ◆ If you are in a module and wish to return to the Report Card, click the words **Report Card** next to the Money Matters logo at the top of the page. When you return to the module you will be able to resume your work where you left off.
    - ◆ After you submit the 12<sup>th</sup> module’s post-module test, you will be directed to take the “Final Comprehensive Exam.”

## **Money Matters Online Final Comprehensive Exam**

1. After answering the questions in the Final Comprehensive Exam, click the **Submit** button.

- ◆ You may temporarily save your work on the Post-comprehensive Exam and return later. To do so, click the **Checkmark** button on the right side of the page. You can then log out of *Money Matters Online* and you will be returned to the exam when you log in again.
- 2. You will be provided with a link to your Report Card, and the percentage results of the test will be displayed next to the words “Final Comprehensive Exam.” You will also see a button labeled **View your Final Comprehensive Exam results**. When clicked, the button will lead to a view of the test questions with the correct answers marked in green and the incorrect answers marked in red with the correct answers. You must answer **at least 75% of the questions correctly** to pass the Final Comprehensive Exam and to be eligible for a *Money Matters Online* curriculum completion certificate.
  - ◆ To print a *Money Matters Online* curriculum completion certificate, click **Print Completion Certificate**.
- 3. Your instructor will also be provided with your Final Comprehensive Exam results to review. If you did not pass the Final Comprehensive Exam, your instructor may provide you with guidance for more study, and the opportunity to retake the test.
- 4. When you pass the Final Comprehensive Exam, you will have finished the course. Congratulations!

## Logging Out

1. Click the **logout** button at the top right of the page.

## Questions or Problems?

If you have questions or problems with *Money Matters Online*, please contact your instructor.

Also, we'd like to hear from you if you have suggestions for improving this course. Please email your comments to **edufoundation@fcef.com**.