Junior Achievement® | JA Finance Park®

**JA Finance Park® 2.0 Virtual Simulation
Entry Level Administrator Guide**

For Educators | 2020-21

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JA Finance Park Overview

JA Finance Park is Junior Achievement's capstone program for personal financial planning and career exploration. This program, comprising a curriculum and a simulation, helps students in grades 7–12 build a foundation on which they can make intelligent financial decisions that last a lifetime, including decisions related to income, expenses, savings, and credit. The topics and concepts track closely with national financial literacy standards and are intended to prompt students to begin thinking about and planning for their financial future.

This educator-led classroom curriculum culminates with a visit to *JA Finance Park*, a realistic on-site or mobile facility, or virtually in the classroom, where students engage with volunteers and put into practice what they've learned by developing a personal budget.

JA Finance Park Entry Level Curriculum

In the Entry Level curriculum, students receive a minimum of 13 lessons are offered in either a traditional classroom presentation format or a project-based learning (PBL) format delivered by their educator. The Entry Level curriculum includes the following units: Income, Debit and Credit, Savings, Investing and Risk Management, and Budget+. Both traditional or PBL formats provide educators a method of delivery that will best meet the needs of their students. Additional extension activities are available for each lesson topic.

JA Finance Park 2.0 Virtual Simulation

The *JA Finance Park* 2.0 Virtual simulation functions as an online experience designed to follow in-class *JA Finance Park* curriculum lessons. In the Entry Level Virtual simulation, students receive a randomly assigned persona with details such as job title, income, and household (marital status, children, and pets) and are tasked with creating a one-month budget and making financial decisions for their household. Students work through the simulation during class time. The Virtual simulation is expected to take place over two to three class periods (approximately 50 minutes each).

Program Preparation

Coordinate with local JA Staff contact to ensure you have all the materials and information needed to begin the program with your students. The program may take place over one month, one quarter, or one semester, depending on your class schedule(s). Review and ensure you have completed each step below.

1. Attend the Entry Level curriculum training from the local JA Staff person
2. Receive Entry Level curriculum materials from the local JA Staff person
3. Teach required curriculum sessions to your students
    a. Teach extension activities, if time permits
4. Coordinate with your local JA Staff person if a volunteer will help deliver curriculum sessions or extension activities, or if a volunteer will assist with the Virtual simulation
5. Enroll students into the UMS, so they will have access to the Virtual simulation (enrollment instructions in this guide)
6. Schedule the date(s) with your local JA Staff person that students will complete the Virtual simulation

7. Have students play and complete the Virtual simulation
8. Manage students in the simulation; pull reports as needed (instructions in this guide)
9. Complete any debrief and post-simulation session
10. Check in with your local JA Staff person to ensure the program has been completed

User Management System (UMS)

The UMS is the system for all administrative functions for JA programs. Educators will use this system to enroll students to access the Entry Level Virtual simulation.

Educators should have provided a working email address to their local JA Staff contact. The JA system will send your email address an email to complete registration. Educators will use their email address as their username and set their own password.

Log in to the UMS at https://access.ja.org.

Enrolling Students
Educators must enroll their students so they can log in and access the Entry Level simulation.

For students to login to the Entry Virtual simulation: If students have a working email address, enroll each student including their email address. The JA system will send your email address an email to complete registration. Students will set their own password and they will use their email address as their username.

If students do not have a working email address, or you do not want to enter it into the system, leave the email field blank when enrolling students. The system will automatically generate a "fake" email address that will be used as their username. The password is always set as Password123!

To enroll students: Log in to the UMS (https://access.ja.org).
Select the Educators/Students/Volunteers button and use your email address and password.
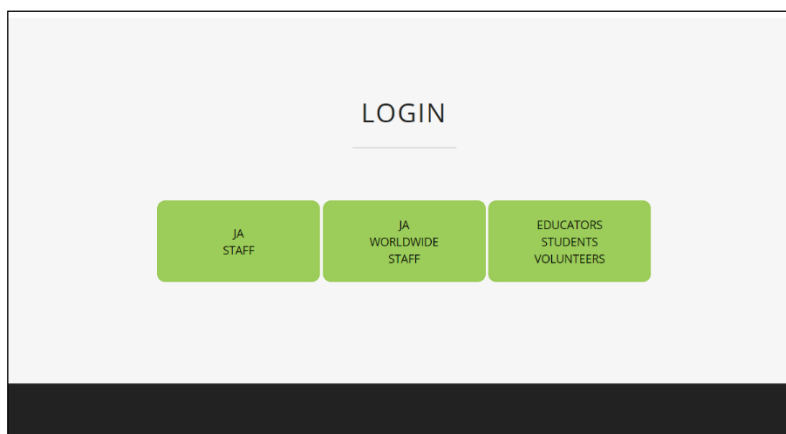

Go to My Courses – Running Courses and open the individual class. Select the green Enroll - Students button.
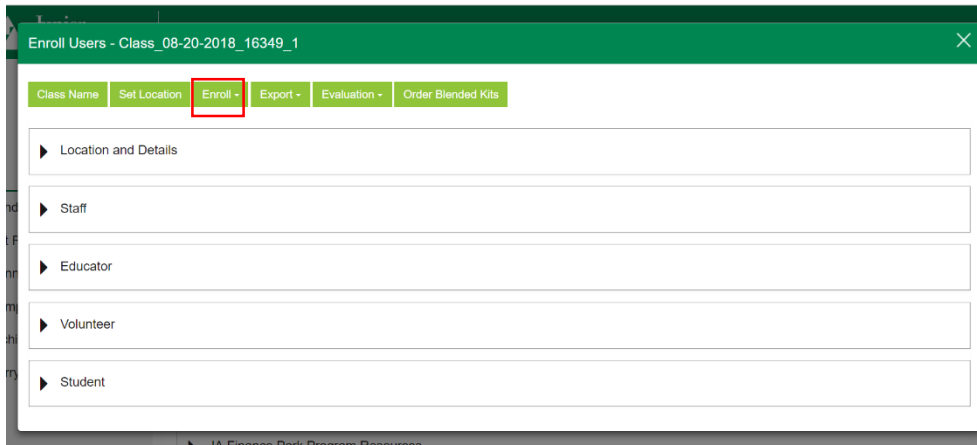
You can either enter a single user using the first name, last name, and email address fields on this interface and then select Enroll, or you can bulk enroll by selecting the Import button. (See Bulk User Enrollment section in this guide for the process.)
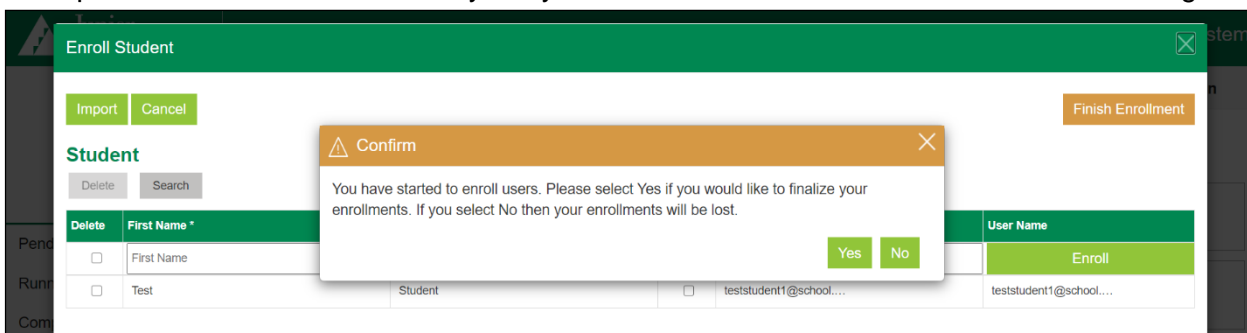
Note: If student's email address is not available, check the No Email box before submitting your enrollment.
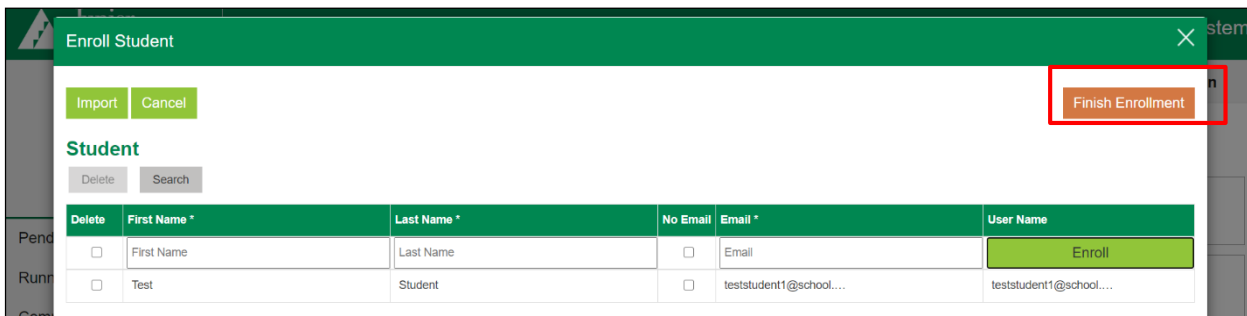
Example of Enroll Student screen
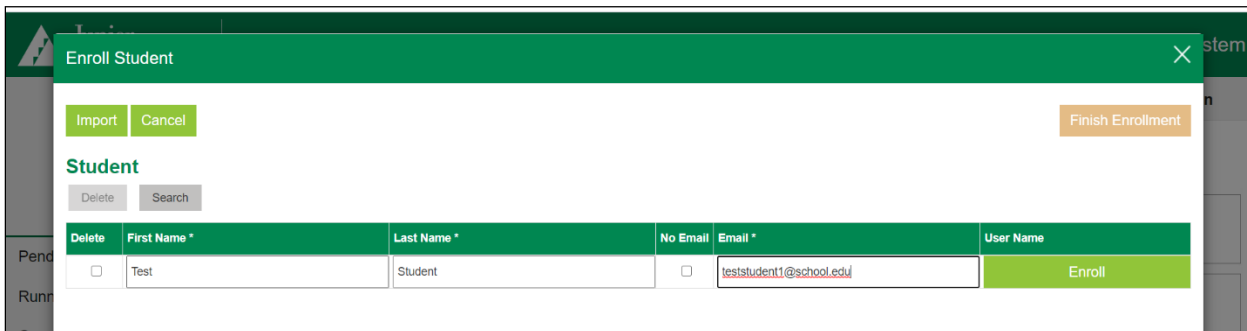
Before closing the pop-up enrollment window, make sure to select the orange Finish Enrollment button.

Example of Enroll Student screen if you try to select X and close the window before finishing enrollment

Be sure to select the Finish Enrollment button.

After you have finished your enrollments, you can check the drop-down arrows for the class details to see your enrolled users. Enrollments may take up to 1 hour to appear in the system.

Bulk User Enrollment
Educators can also perform bulk enrollment for students.
On the Enroll screen, select the Import button. Browse and upload your file.

The file should either be in .csv, .xls, or .xlsx format only, having a maximum of three columns where the first, second, and third columns are First Name, Last Name, and Email, respectively. Or, you can download the template to fill out the Excel file by selecting the link in the pop-up window.

Example of Import Student (bulk enrollment) screen
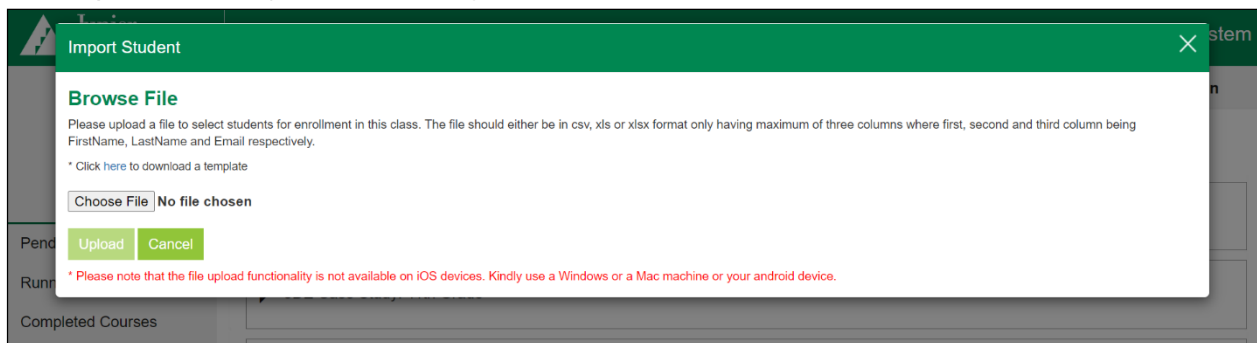
Duplicate Records
There is an error-handling screen to guide you through duplicate records in the system. If the Error screen appears, you can select the radio button for an existing user and select Use Selected or Create New. Select Complete to enter the user.
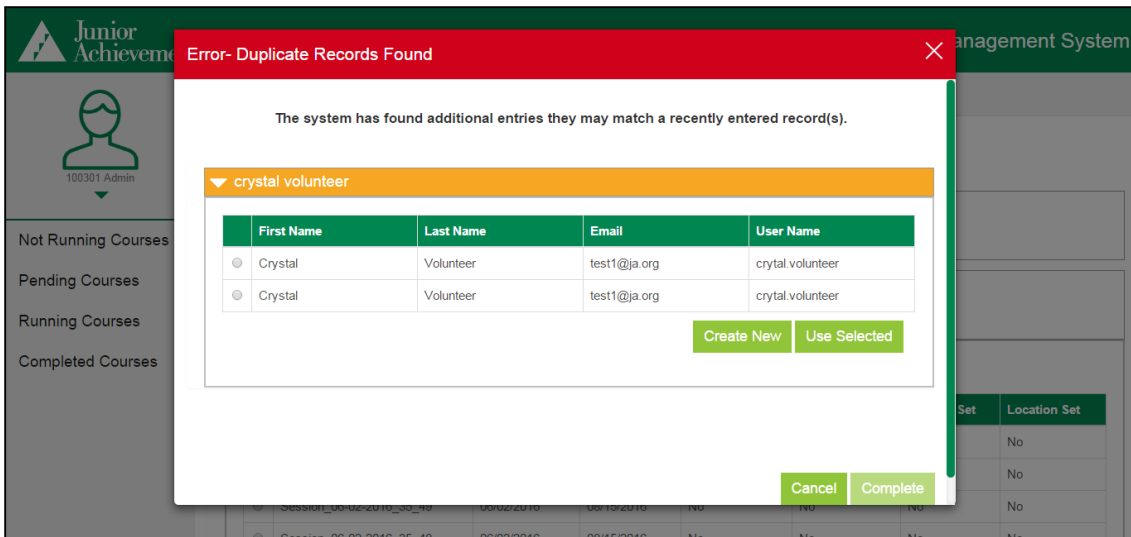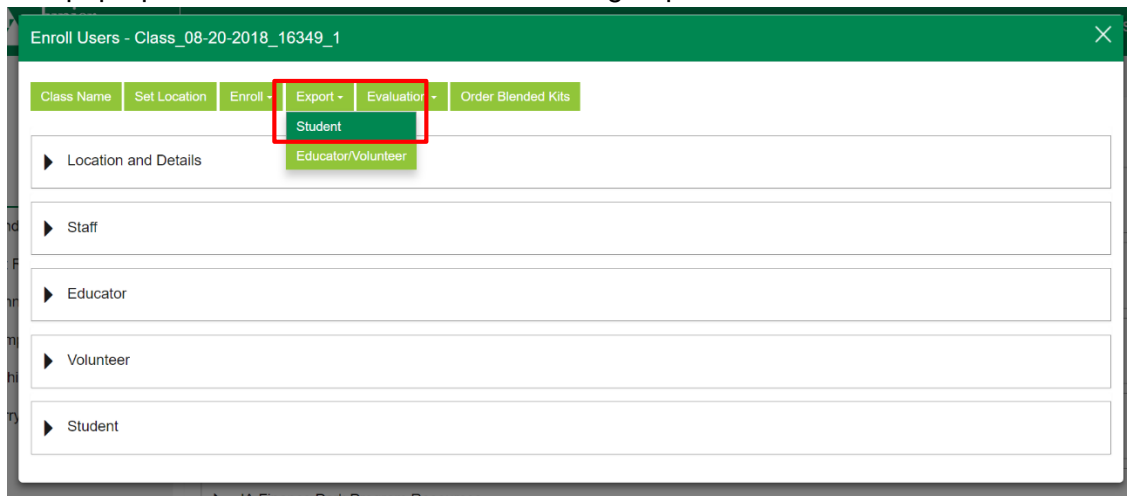
Select the Finish Enrollment button after the file has been uploaded.

Export Students and Their Login Credentials

Once you have enrolled students, you can export a file of the students' login credentials. This includes First Name, Last Name, Email (if applicable), User Name, and Area ID.

Go to My Courses – Running Courses and open the individual class. In the pop-up window, select the green Export user credentials.

Example of pop-up enrollment window before selecting Export Students button

Example of downloaded Excel sheet of students' login credentials

Simulation Dashboard

Educators can login to the Simulation Dashboard to manage their class simulations that will be active at a given time. In the Dashboard, educators can also access reports, monitor student progress, and send/receive messages with their local JA Staff.

The Simulation Dashboard uses the same URL link for the simulation:
https://jafinancepark.ja.org/login/virtual

When JA staff, educators, and/or volunteers log in, the simulation link will direct them to the Simulation Dashboard. When students log into the link, they will begin playing the Virtual simulations.

The following tabs are available in the Simulation Dashboard:
- Messages
- Students
- Resources
- Reports
- Simulation Management

The chart below outlines role permissions for each function in the Simulation Dashboard.

| Tab	Action	Local Area Admin	JA Staff	Educator	Volunteer
Messages	Receive messages	From volunteers, educators	From volunteers, educators	From students, JA staff, local admins	From students, JA staff, local admins
	Mark received messages as read/unread, done; delete messages	Yes	Yes	Yes	Yes
	Send messages	To volunteers, educators	To volunteers, educators	To JA staff, local admins	To JA staff, local admins
Students	View student's name, career, life stage, completed expense categories	Yes	Yes	Yes	Yes
	Add student as favorite	Yes	Yes	Yes	Yes
	Add/import new students	Yes	Yes	Yes	N/A
Resources	Read resources	Yes	Yes	Yes	Yes
Reporting	View and/or download reports	Yes	Yes	Yes	N/A
Simulation Management	Pause Simulation	Yes	Yes	Yes	N/A

Messages

National Admins, Local Area Admins, Educators, and Volunteers can view Messages. The Messages tab can be used for communication between JA staff and volunteers or educators. Primary use is recommended for volunteers. JA staff can also send messages during a Virtual simulation where volunteers may be working with students remotely.

Screenshot of Messages tab
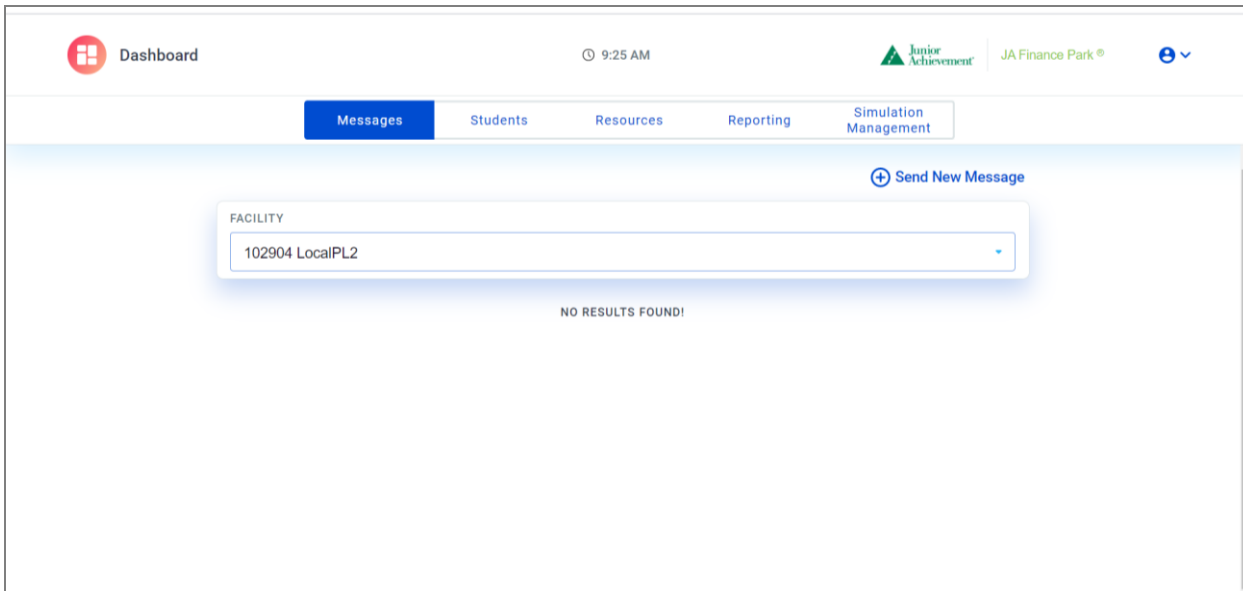
Screenshot of Send New Message from JA staff
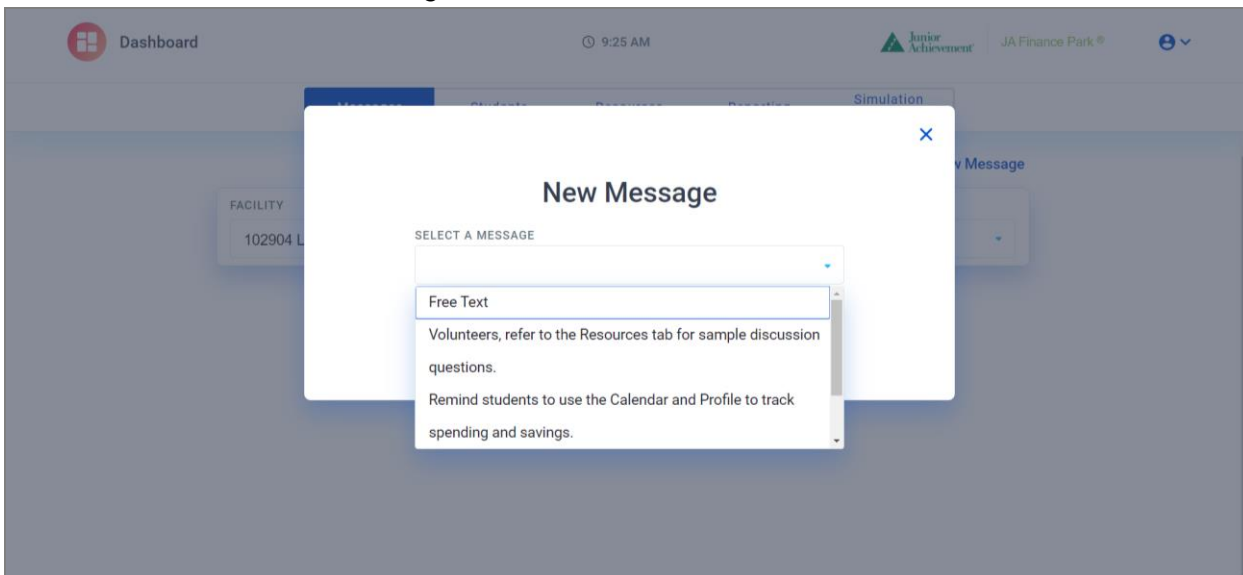
JA staff predefined messages include:
● Volunteers, refer to the Resources tab for sample discussion questions.
● Remind students to use the Calendar and Profile to track spending and savings.
● Thank you so much for volunteering at JA Finance Park today! Don't forget to share your feedback!

Volunteer/educator predefined messages include:
● A student's tablet is not working. Assistance needed.
● I need JA staff assistance.
● Help! Urgent attention needed.

Students
National Admins, Local Area Admins, Educators, and Volunteers can view Students.

Students will pass through from the UMS enrollment to the Simulation Dashboard. They will already be assigned to a class because of how the educator enrolled them in the UMS.

If volunteers are working with a group of students either on-site or virtually, they could mark students in their group by selecting the star next to each name, so they appear at the top for quick access.

By selecting a student's name, educators and volunteers can view the student's profile details including current job, which life stage, and the number of categories completed. If the number is selected, the user can also see which categories have been completed.

Screenshot of Students tab

Add New Student
For the most part, all students should pass through from the UMS enrollment to the Simulation Dashboard. They will already be assigned to a class because of how the educator enrolled them in the UMS.

In the event of **last-minute** student changes or additions, JA staff and/or educators can add a student directly within the Simulation Dashboard. If a user adds a student directly within the Simulation Dashboard, the student can be added to a simulation, but the information will only live in the Simulation Dashboard. The student will not pass back to the UMS.
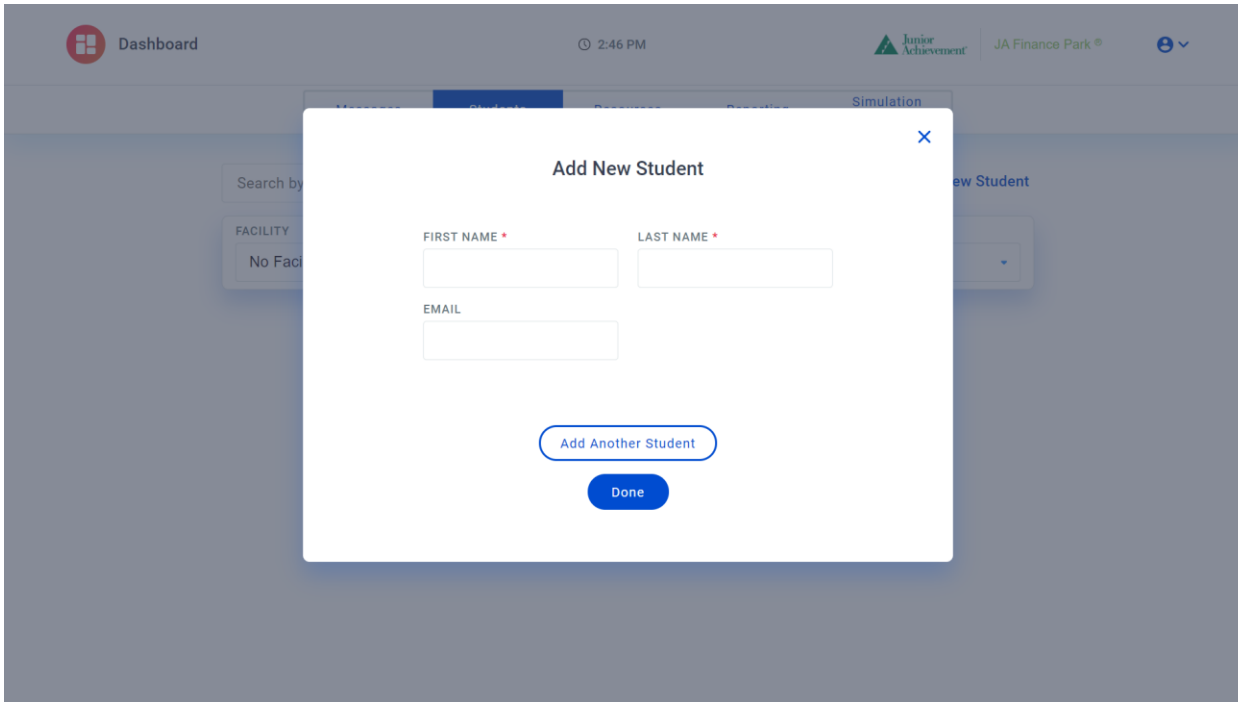
Screenshot of Add New Student
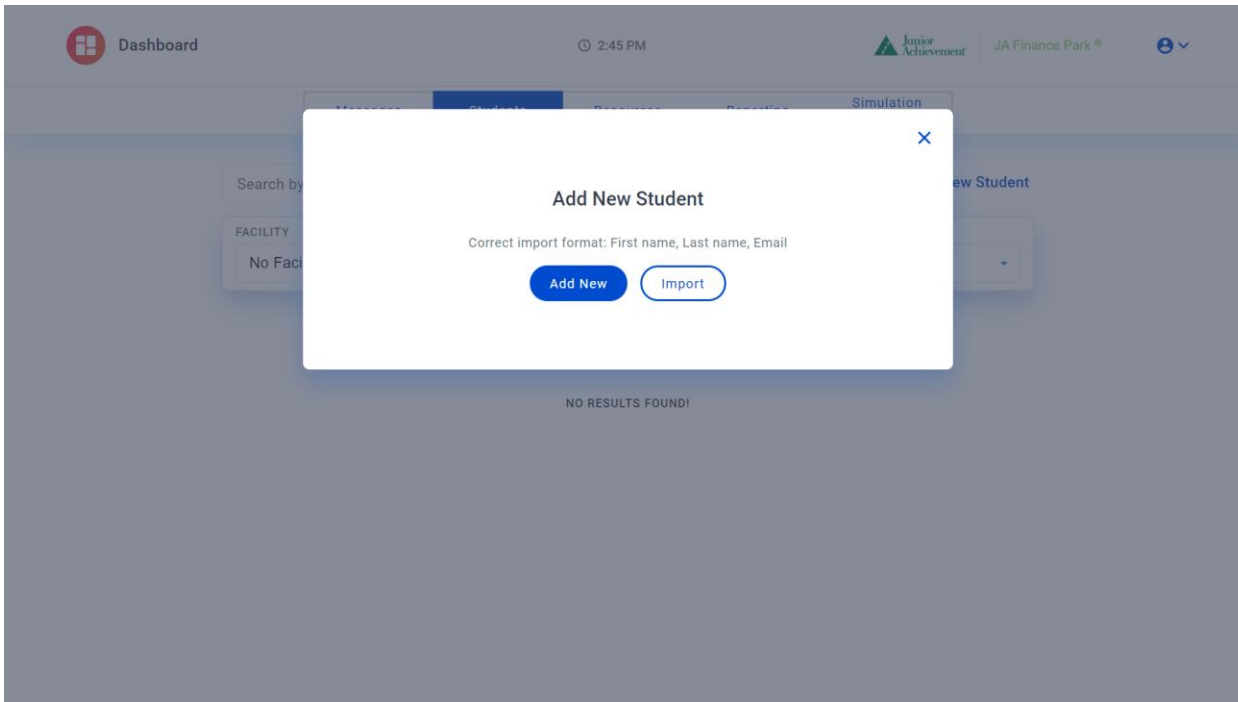
Students should be enrolled in the UMS.

To add a new student (ONLY in the event of **last-minute** student changes or additions):
1. Select the Add New Student button from the Students tab
2. Select Add New to add one student at a time; or
3. Select Import to add a spreadsheet of students
    a. Upload your Excel file (must contain at least 2 columns for First Name and Last Name; Email column is optional)
4. If Add New is selected, enter a First Name and Last Name. Email is optional.
5. Select Add Another Student, or Done to create the new student.
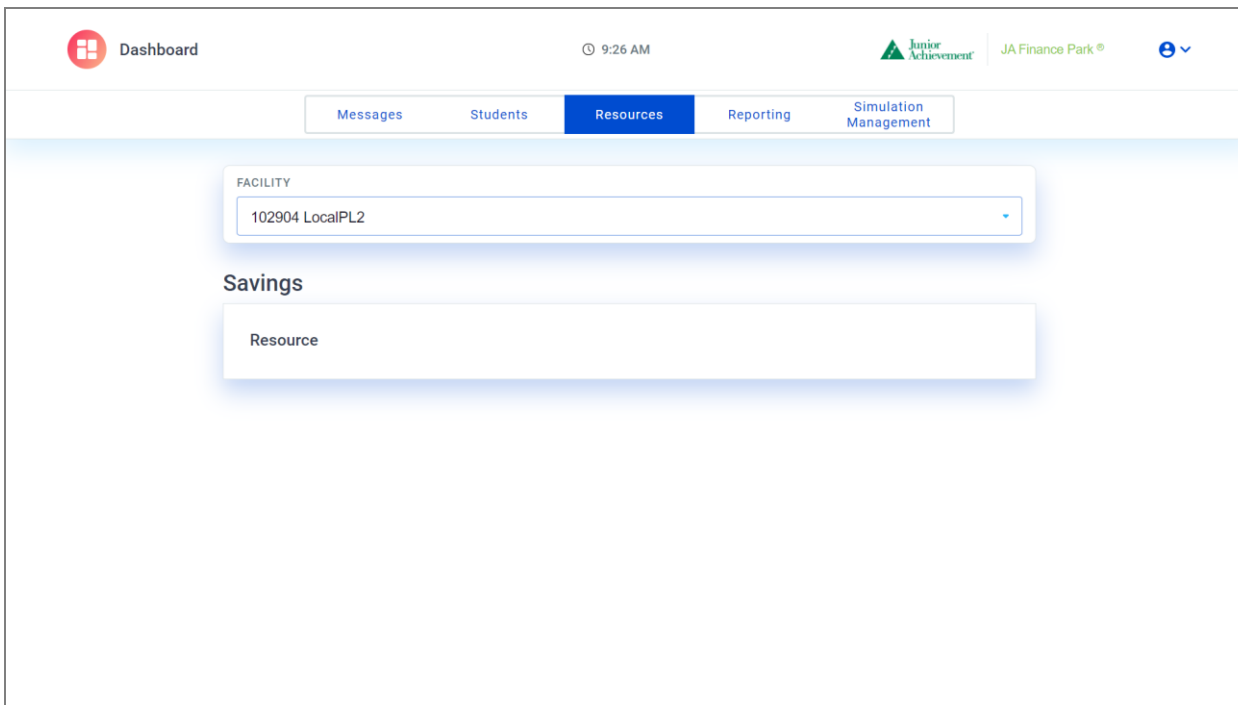
Screenshot of Add New Student one at a time

Resources

National Admins, Local Area Admins, Educators, and Volunteers can view Resources. Local Area Admins should have uploaded local Resource documents into the CMS 2.0 for them to appear in the Resources Tab of the Simulation Dashboard.

Screenshot of Resources Tab

Primary users of the Resources tab would be volunteers, but educators can also view these resources. The Resources tab is meant to provide the volunteer with additional resources, discussion questions and talking points to enhance conversations while working with students in a simulation.

Reports

There are 4 reports available for JA staff and Educators:

1. The **Student At-a-Glance** report provides a high-level snapshot of each student's progress through a simulation. This report displays on screen only.
2. The **Student Simulation Summary** report includes all the students' profile information and budget/spending decisions for each category in each life stage. This report downloads as a PDF for each student individually, or by class.
3. The **Simulation Evaluation** report includes pre/post-simulation survey responses plus knowledge survey responses for each student. The file downloads as a CSV Excel file. This data will eventually become integrated with the new evaluation assessment engine.
4. The **Simulation Snapshot** displays the number of students in each life stage. This report displays on screen only.

Depending on which report the user is looking for, the results can be filtered based on simulation type, school name, class name and in some cases by life stage.
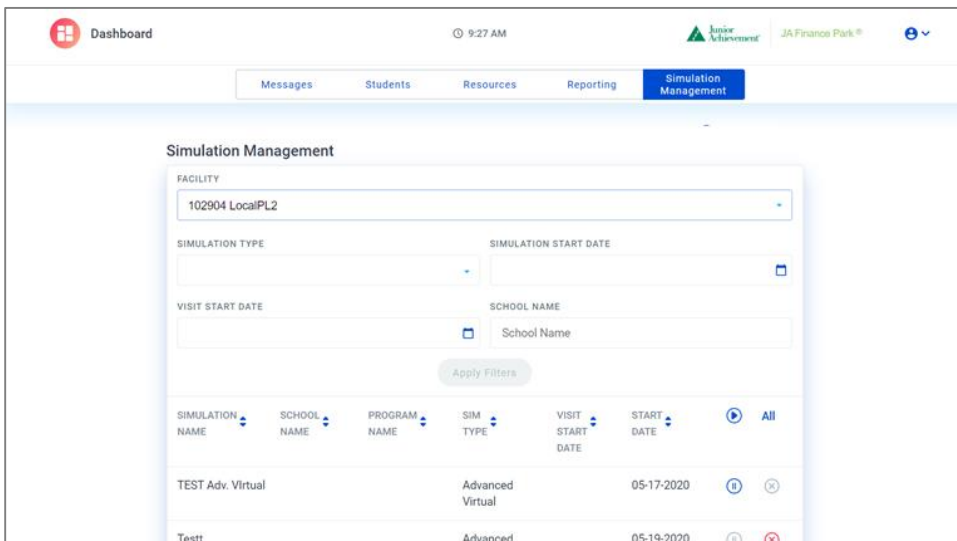
Screenshot of Reports Tab

Simulation Management

The Simulation Management tab is visible for National Admins, Local Area Admins, JA Staff and Educators. In this tab, educators will see all of their active simulations.

Screenshot of Simulation Management Tab

Pause Button
The pause functionality will allow JA staff or educators to pause a simulation, i.e. between class periods. This will prevent students from moving forward at all in the simulation. Students only have the option to log out.

To pause a simulation: select the blue **pause** button to the right of the simulation date.
To un-pause a simulation: select the blue **play** to the right of the simulation date.

Playing the Simulation
When students log into the URL link, they will begin playing the simulation. If a student logs out at any time, their progress in the simulation will be saved. Students can only play through each simulation one time.

The Simulation 2.0 Virtual application link is: https://jafinancepark.ja.org/login/virtual

Contact Information

JA USA IT Helpdesk
The JA USA Helpdesk service is available from 6:00 a.m. to 5:00 p.m. Mountain Time, Monday through Friday.

Website: http://helpdesk.ja.org/
Phone: 1-866-528-4826
Email: helpdesk@ja.org
Password reset: http://reset.ja.org:8888/