

ConsumerMath.org
Financial Grading Software

Software Training: Quick Start Guide





Welcome



ConsumerMath.org was established on the principle that learning can and should be so much fun that the students are excited to come to class and do their work.

In order to help you establish this type of a class atmosphere, we designed a curriculum and software that can help you get organized and stay on top of your students' learning.

Let me show you how it works.



Welcome to ConsumerMath.org

- This Presentation will show you how to quickly and easily setup your software account.

The Dashboard

This is what you will see when you log in to the Financial Grading Software.

The screenshot shows the Consumer Math dashboard interface. At the top, there is a navigation bar with the following elements: 'Consumer Math' (logo), 'Dashboard' (active), 'Additional Setup' (dropdown), 'Data Management' (dropdown), a search bar labeled 'Search Students' with a magnifying glass icon, and a 'Logout' button. Below the navigation bar, the main content area is titled 'Dashboard'. It contains three sections: 'Course & Grades' with a '+ Add Course' button and a message 'No Courses found.'; 'Weekly Payroll' with a message 'No Courses found.'; and 'Paying Bills' with a table header and a message 'No Courses found.'.

Courses	Monday-Thursday	Friday	Friday	Monday - Thursday
No Courses found.				

Step 1: Adding Courses

Click the **Add Course** button.



Consumer Math | **Dashboard** | Additional Setup ▾ | Data Management ▾ | Search Students 🔍 | Logout

Dashboard

Course & Grades

[+ Add Course](#)

No Courses found.

Weekly Payroll

No Courses found.

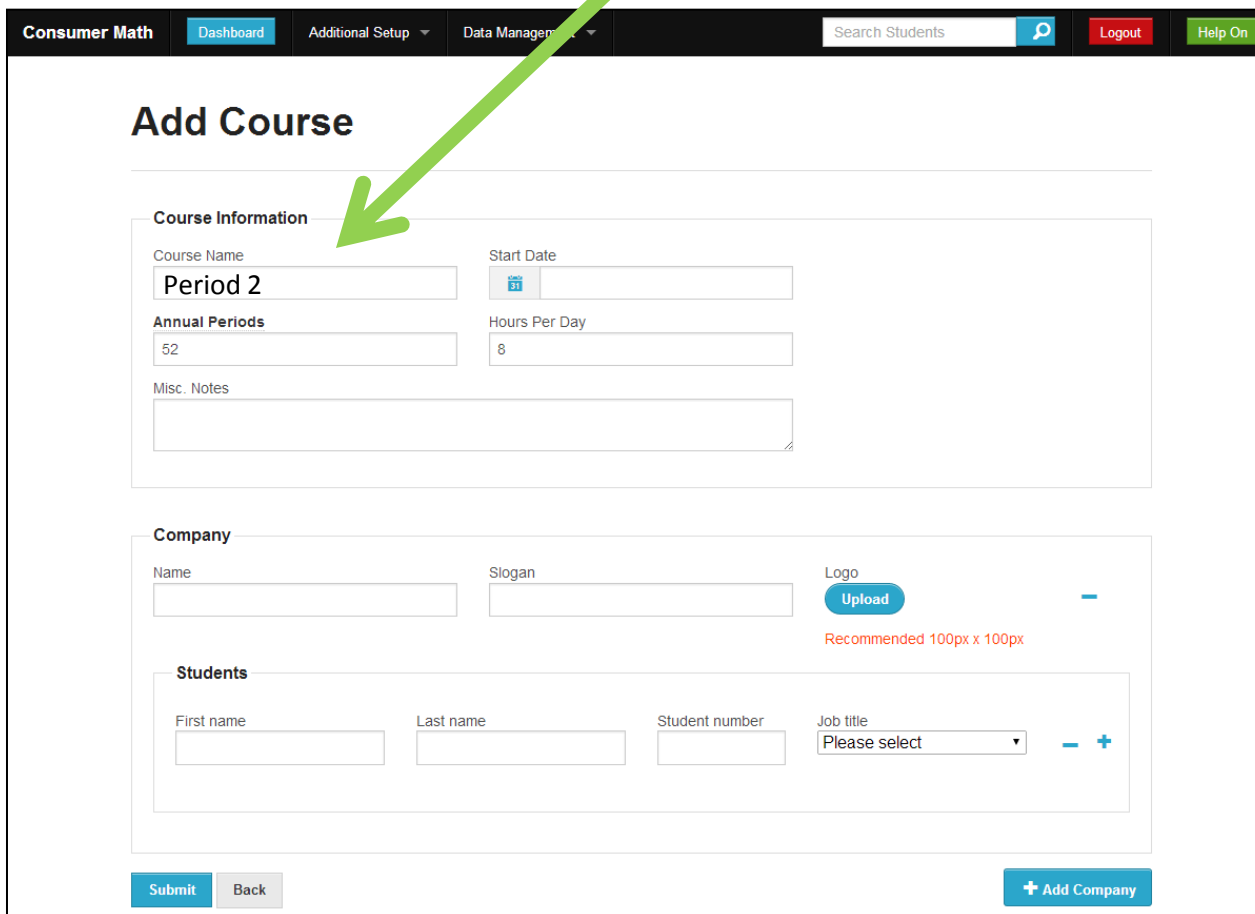
Paying Bills

Courses	Monday-Thursday	Friday	Friday	Monday - Thursday
No Courses found.				

Step 1: Adding Courses

Enter an easy to recognize course name.

Ex: Period 2



The screenshot shows the 'Add Course' form in the Consumer Math application. The form is divided into three main sections: Course Information, Company, and Students. A green arrow points to the 'Course Name' field in the 'Course Information' section, which contains the text 'Period 2'. Other fields in this section include 'Start Date', 'Annual Periods' (52), and 'Hours Per Day' (8). The 'Company' section has fields for 'Name', 'Slogan', and 'Logo' (with an 'Upload' button and a note 'Recommended 100px x 100px'). The 'Students' section has fields for 'First name', 'Last name', 'Student number', and 'Job title' (a dropdown menu with 'Please select'). At the bottom, there are 'Submit', 'Back', and '+ Add Company' buttons.

Consumer Math Dashboard Additional Setup Data Management Search Students Logout Help On

Add Course

Course Information

Course Name: Start Date:

Annual Periods: Hours Per Day:

Misc. Notes:

Company

Name: Slogan: Logo: Upload Recommended 100px x 100px

Students

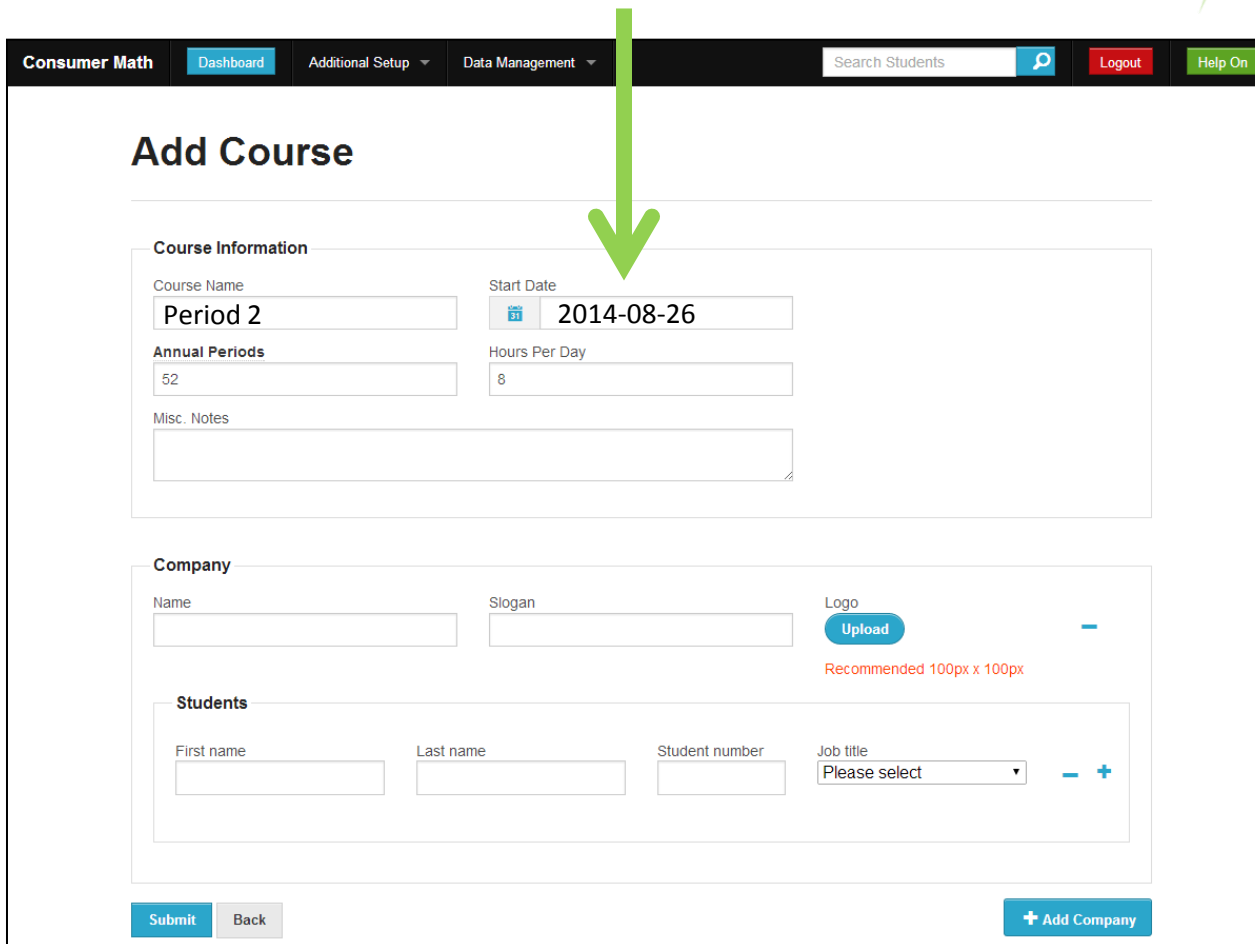
First name: Last name: Student number: Job title:

Submit Back + Add Company

Step 1: Adding Courses

Enter a **start date**.

Today's date will work just fine.



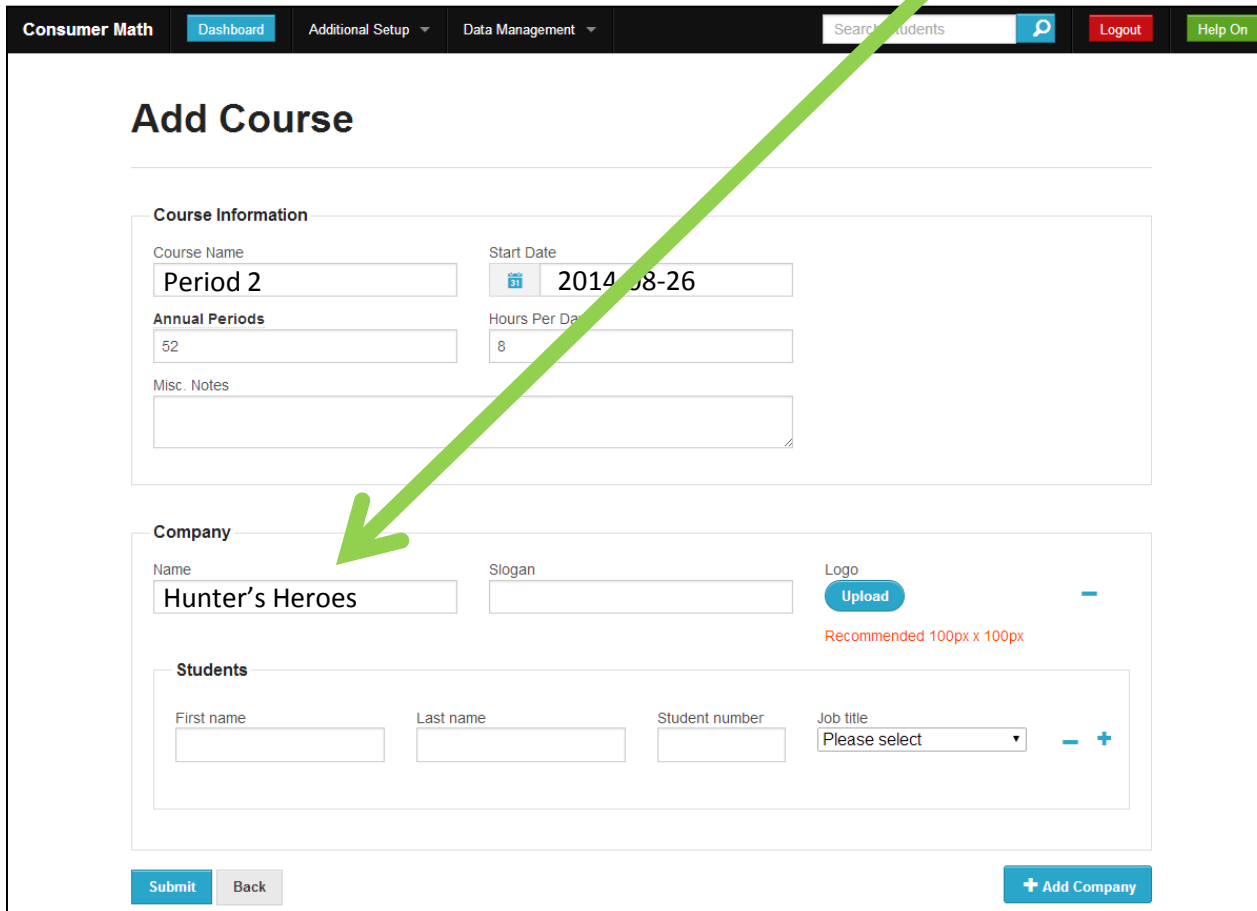
The screenshot shows the 'Add Course' form in the Consumer Math system. The form is divided into several sections:

- Course Information:**
 - Course Name:
 - Start Date: (with a calendar icon)
 - Annual Periods:
 - Hours Per Day:
 - Misc. Notes:
- Company:**
 - Name:
 - Slogan:
 - Logo: (Recommended 100px x 100px)
- Students:**
 - First name:
 - Last name:
 - Student number:
 - Job title:

At the bottom of the form, there are buttons for 'Submit', 'Back', and '+ Add Company'.

Step 2: Adding Companies

Enter a cool name. This is the company that will pay the students. Ex: **Hunter's Heroes**



The screenshot shows the 'Add Course' form in the Consumer Math system. The form is divided into two main sections: 'Course Information' and 'Company'. The 'Course Information' section includes fields for 'Course Name' (Period 2), 'Start Date' (2014-08-26), 'Annual Periods' (52), and 'Hours Per Day' (8). The 'Company' section includes fields for 'Name' (Hunter's Heroes), 'Slogan', and 'Logo' (with an 'Upload' button). Below the 'Company' section is a 'Students' section with fields for 'First name', 'Last name', 'Student number', and 'Job title' (Please select). The form has a 'Submit' button, a 'Back' button, and a '+ Add Company' button.

Step 2: Adding Companies

A **Slogan** and **Logo** are not necessary, but they add to the fun of the class.

Consumer Math | Dashboard | Additional Setup | Data Management | Search Students | Logout | Help On

Add Course


Course Information

Course Name: Start Date:

Annual Periods: Hours Per Day:

Misc. Notes:

Company

Name: Slogan: Logo:  -

Recommended 100px x 100px

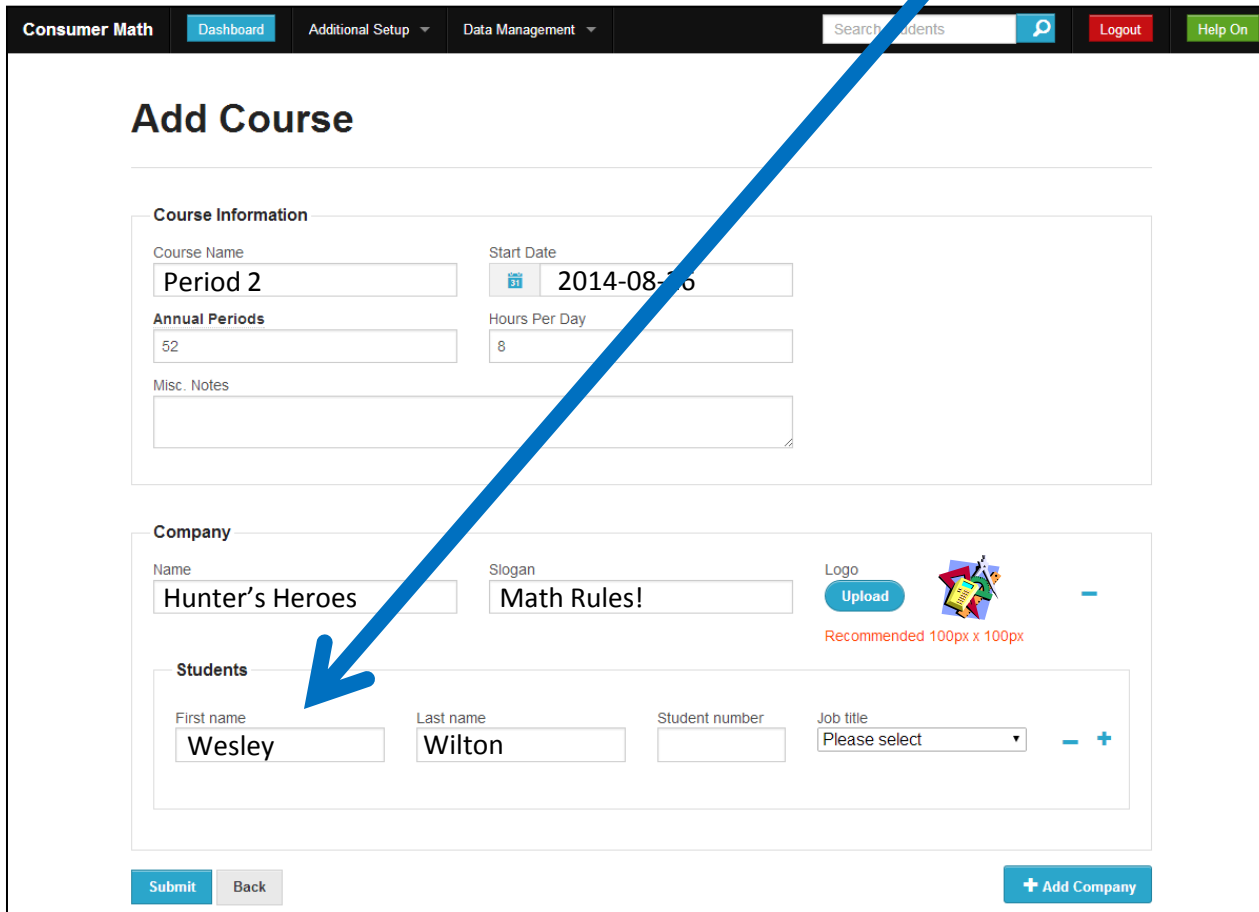
Students

First name: Last name: Student number: Job title: - +

Step 3: Adding Students

There are two ways to enter students:

Method 1: Enter them here one student at a time.



The screenshot shows the 'Add Course' form in the Consumer Math application. The form is divided into several sections:

- Course Information:** Includes fields for Course Name (Period 2), Start Date (2014-08-16), Annual Periods (52), and Hours Per Day (8). There is also a Misc. Notes field.
- Company:** Includes fields for Name (Hunter's Heroes), Slogan (Math Rules!), and a Logo upload button. A note below the logo field says 'Recommended 100px x 100px'.
- Students:** This section contains a table for adding students. The first row has the following data:

First name	Last name	Student number	Job title
Wesley	Wilton		Please select

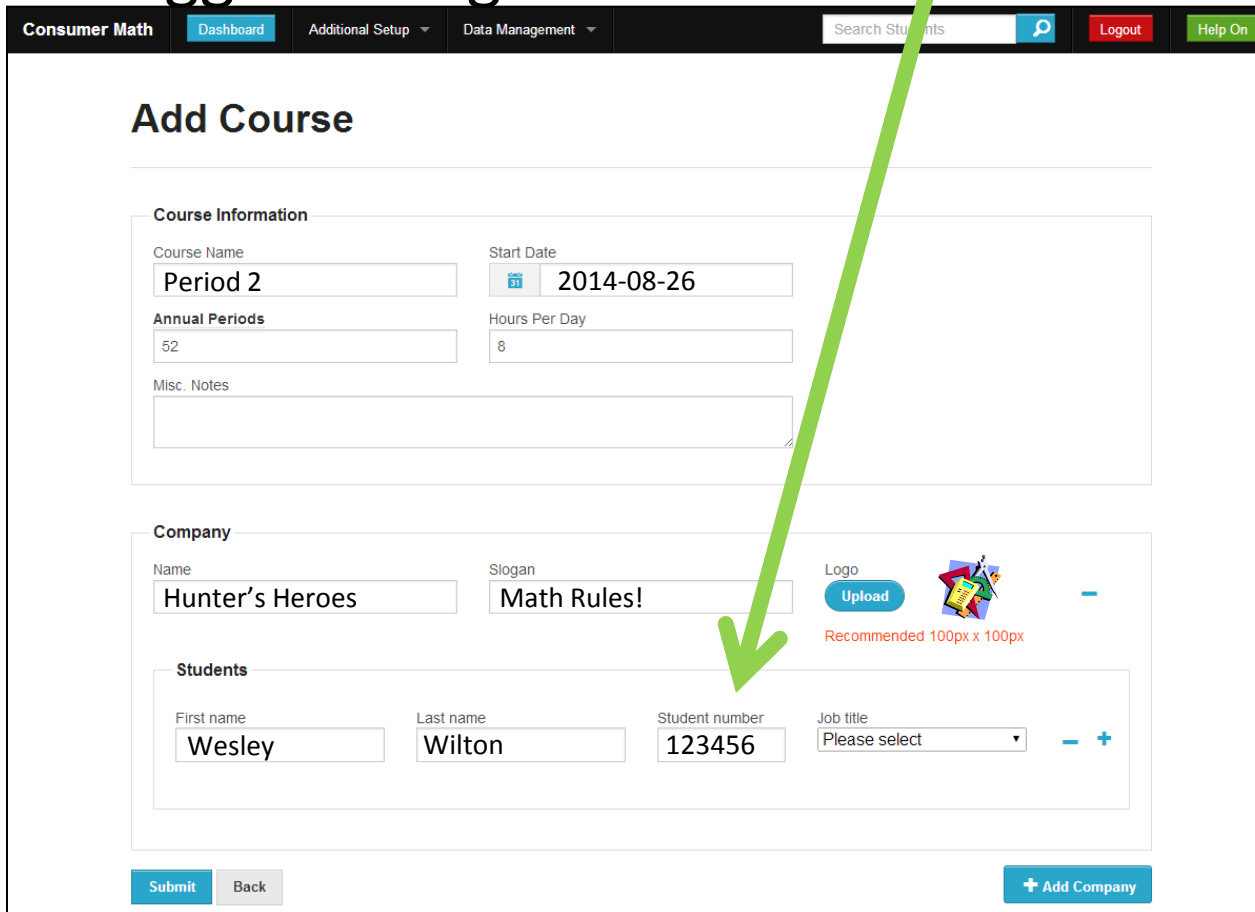
At the bottom of the form, there are buttons for 'Submit', 'Back', and '+ Add Company'. A blue arrow points from the top right towards the 'Students' section.

Step 3: Adding Students

Method 1: Enter them here one student at a time.

Note that all students must have a unique **Student Number**.

We suggest using their Student ID number.



The screenshot shows the 'Add Course' form in the Consumer Math system. The form is divided into several sections:

- Course Information:** Includes fields for Course Name (Period 2), Start Date (2014-08-26), Annual Periods (52), and Hours Per Day (8).
- Company:** Includes fields for Name (Hunter's Heroes), Slogan (Math Rules!), and a Logo upload button. A note below the logo field says 'Recommended 100px x 100px'.
- Students:** Includes fields for First name (Wesley), Last name (Wilton), Student number (123456), and Job title (Please select).

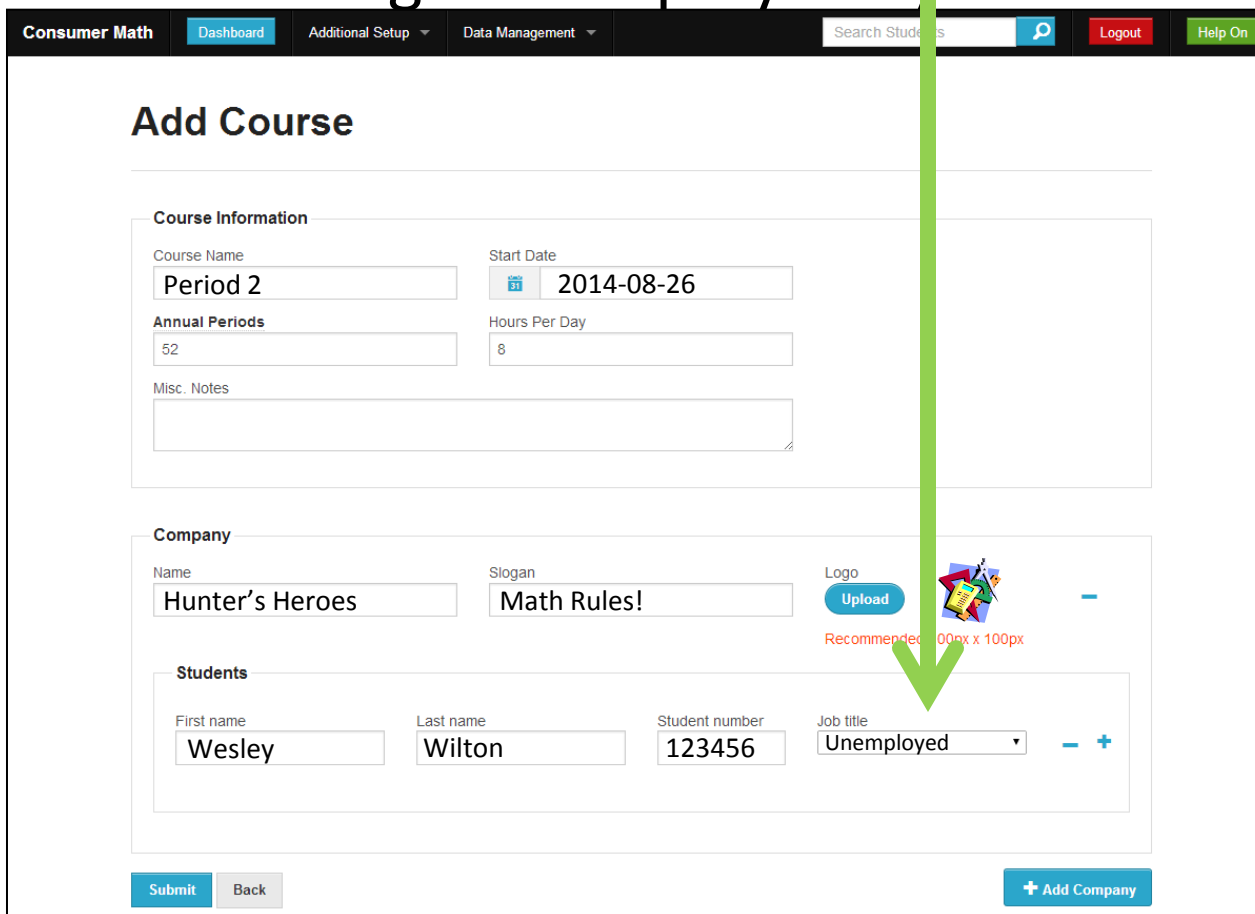
At the bottom of the form, there are buttons for 'Submit', 'Back', and '+ Add Company'. A green arrow points from the 'Student number' field to the text above.

Step 3: Adding Students

Method 1: Enter them here one student at a time.

All students are assigned a **Job Title**.

We recommend making “Unemployed” your default job title.



The screenshot shows the 'Add Course' form in the Consumer Math application. The form is divided into several sections:

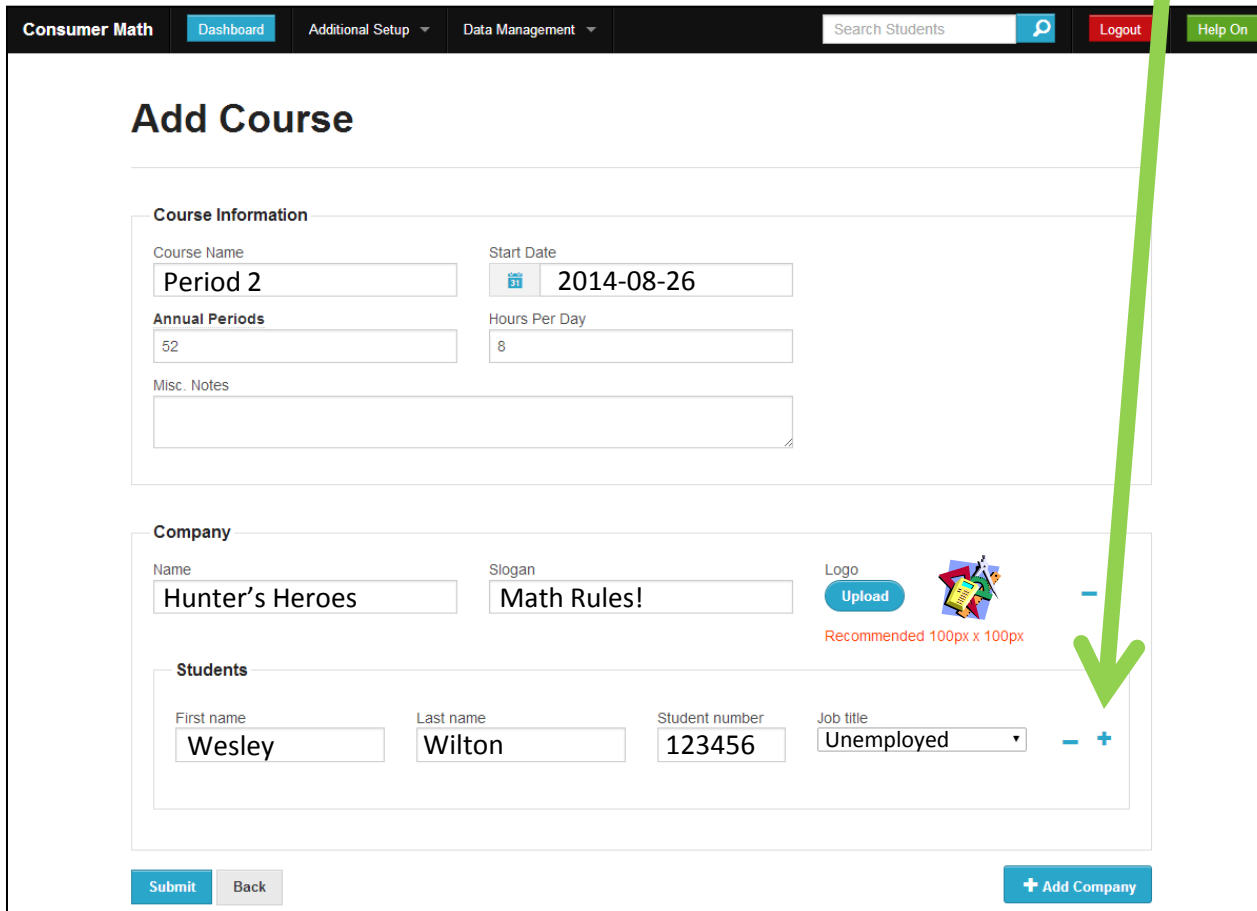
- Course Information:** Includes fields for Course Name (Period 2), Start Date (2014-08-26), Annual Periods (52), and Hours Per Day (8).
- Company:** Includes fields for Name (Hunter's Heroes), Slogan (Math Rules!), and a Logo upload button. A red note below the logo button says "Recommended: 100px x 100px".
- Students:** Includes fields for First name (Wesley), Last name (Wilton), Student number (123456), and Job title (Unemployed).

At the bottom of the form, there are buttons for 'Submit', 'Back', and '+ Add Company'. A green arrow points from the 'Unemployed' job title dropdown to the '+ Add Company' button.

Step 3: Adding Students

Method 1: Enter them here one student at a time.

To add the next student, click on the **plus** sign.



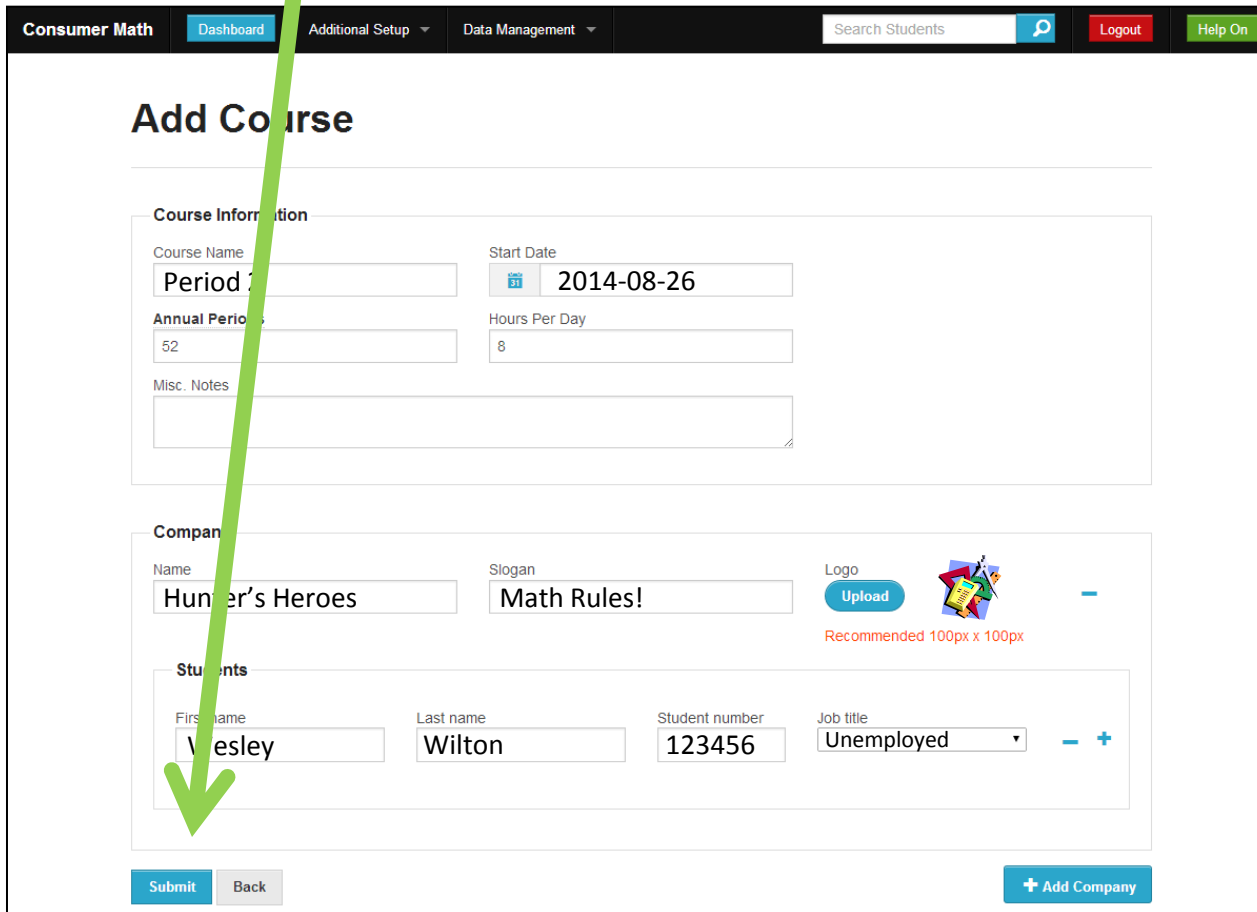
The screenshot shows the 'Add Course' form in the Consumer Math application. The form is divided into several sections: 'Course Information', 'Company', and 'Students'. The 'Course Information' section includes fields for Course Name (Period 2), Start Date (2014-08-26), Annual Periods (52), and Hours Per Day (8). The 'Company' section includes fields for Name (Hunter's Heroes), Slogan (Math Rules!), and a Logo upload button. The 'Students' section is a table with columns for First name, Last name, Student number, and Job title. A green arrow points to the plus sign in the bottom right corner of the 'Students' table, indicating where to click to add a new student.

First name	Last name	Student number	Job title
Wesley	Wilton	123456	Unemployed

Step 3: Adding Students

Method 1: Enter them here one student at a time.

Finally, **submit** your entries to record them.



Consumer Math | Dashboard | Additional Setup | Data Management | Search Students | Logout | Help On

Add Course


Course Information

Course Name: Start Date:

Annual Periods: Hours Per Day:

Misc. Notes:

Company

Name: Slogan: Logo:  -

Recommended 100px x 100px

Students

First name: Last name: Student number: Job title: - +

Step 3: Adding Students

Method 2: Import a CSV File.

First create a CSV file using Excel or a similar program.

Create 3 columns: First Name, Last Name, Student Number.

Samuel	Samsonite	234567
Jonathan	Jacobson	345678
Kaylee	Klark	456789
Kaitlynn	Kemp	567890
Harrison	Hearst	678901

Warning: Do not actually include the header titles in your spreadsheet or you will create a student with that name.

Step 3: Adding Students

Method 2: Import a CSV File.

First create a CSV file using Excel or a similar program.

Create 3 columns: First Name, Last Name, Student Number.

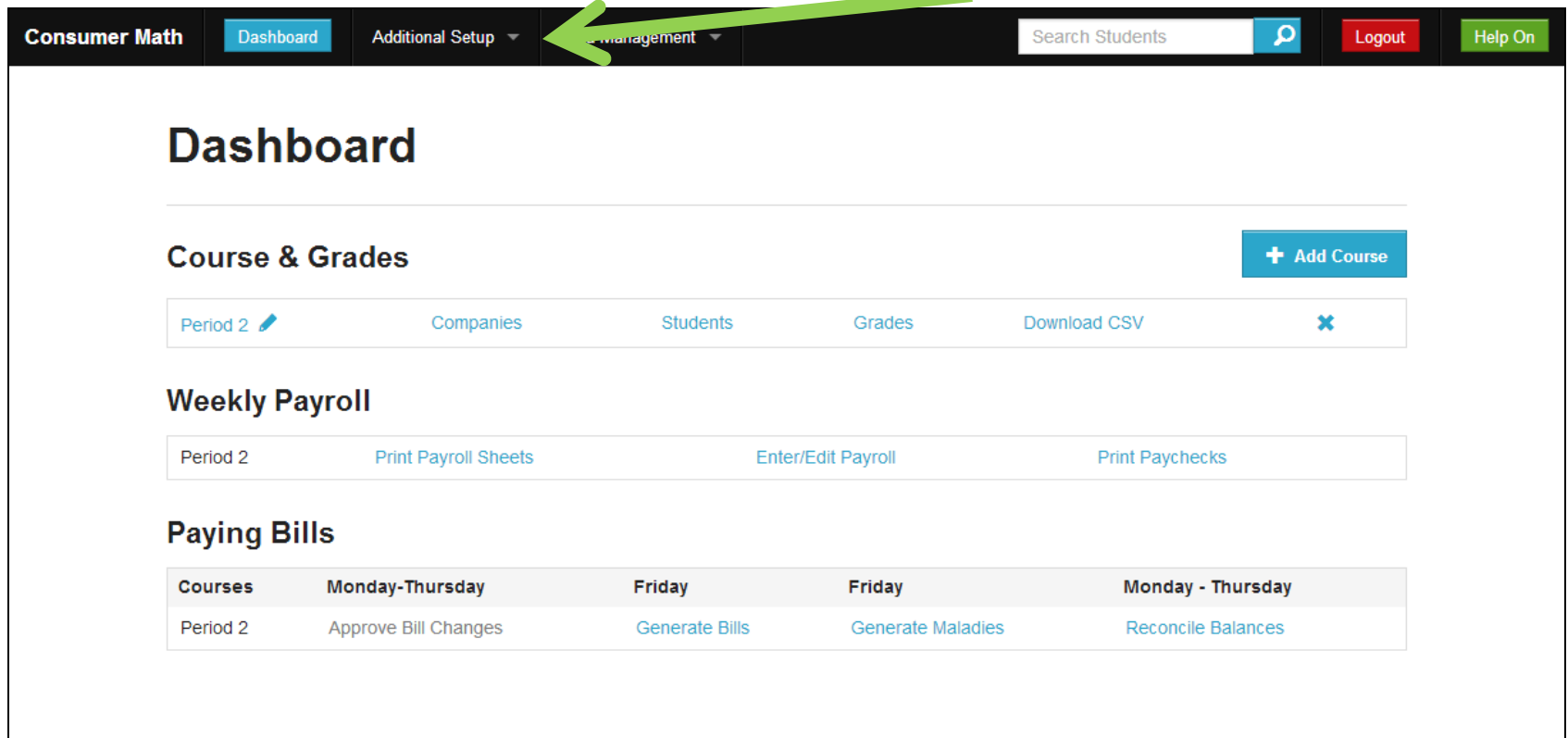
Samuel	Samsonite	234567
Jonathan	Jacobson	345678
Kaylee	Klark	456789
Kaitlynn	Kemp	567890
Harrison	Hearst	678901

Use the “Save as” function and the “save as type” option to select **CSV (comma delimited)**.

Step 3: Adding Students

Method 2: Import a CSV File.

Return to the Dashboard
and select “Additional Setup: Job Titles.”



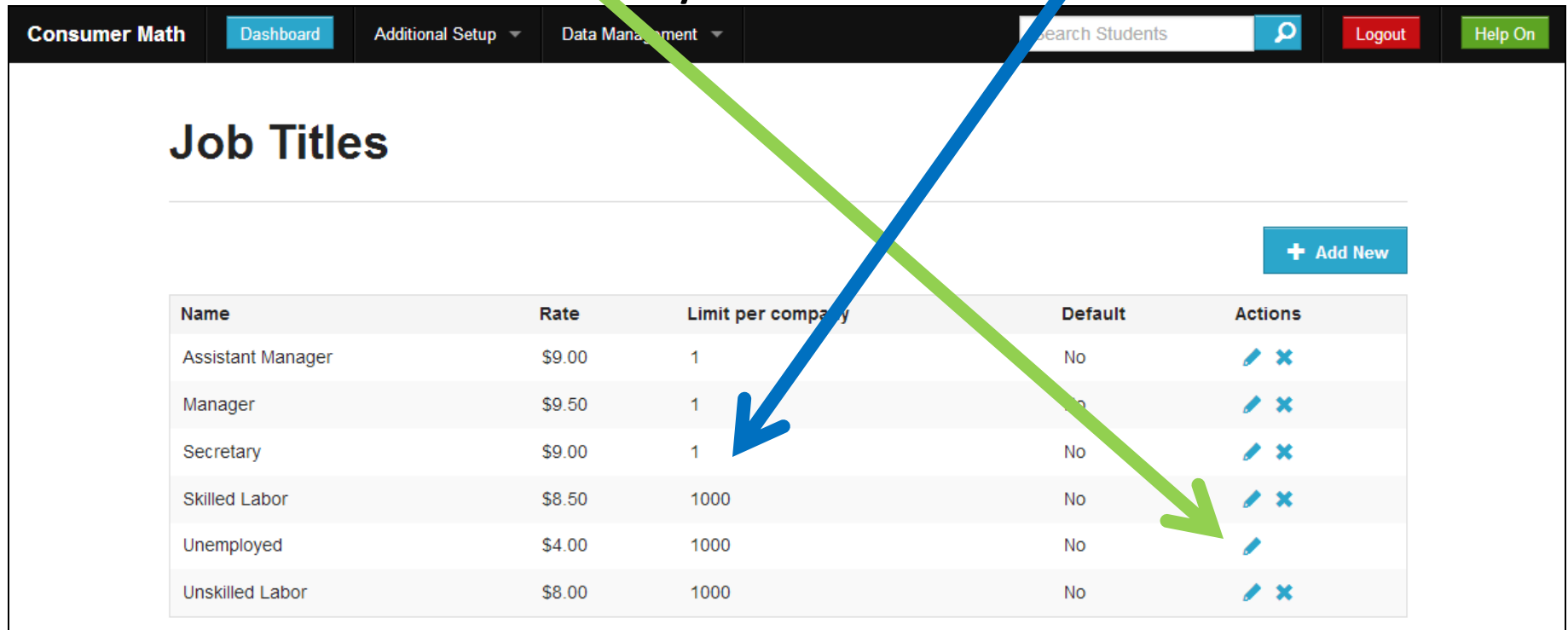
The screenshot shows the Consumer Math dashboard interface. At the top, there is a navigation bar with the following elements from left to right: 'Consumer Math' logo, a 'Dashboard' button, a dropdown menu labeled 'Additional Setup' (with a green arrow pointing to it), another dropdown menu labeled 'Management', a search bar with the text 'Search Students', a 'Logout' button, and a 'Help On' button. Below the navigation bar, the main content area is titled 'Dashboard'. It contains three main sections: 'Course & Grades' with a '+ Add Course' button and a row of links including 'Period 2', 'Companies', 'Students', 'Grades', and 'Download CSV'; 'Weekly Payroll' with a row of links including 'Period 2', 'Print Payroll Sheets', 'Enter/Edit Payroll', and 'Print Paychecks'; and 'Paying Bills' with a table of links organized by course and day.

Courses	Monday-Thursday	Friday	Friday	Monday - Thursday
Period 2	Approve Bill Changes	Generate Bills	Generate Maladies	Reconcile Balances












Step 3: Adding Students

Method 2: Import a CSV File.

Click the **edit button** for the title you want to set as your default. Make sure that it has enough **positions** available for all of your students.



The screenshot shows the 'Consumer Math' software interface. The top navigation bar includes 'Consumer Math', 'Dashboard', 'Additional Setup', 'Data Management', a search bar for 'Search Students', 'Logout', and 'Help On'. The main content area is titled 'Job Titles' and features a table with columns: Name, Rate, Limit per company, Default, and Actions. A '+ Add New' button is located in the top right of the table area. The table lists several job titles with their respective rates and limits. Two arrows are overlaid on the image: a blue arrow pointing to the 'Limit per company' value of 1 for 'Secretary', and a green arrow pointing to the edit icon (pencil) in the 'Actions' column for 'Unemployed'.

Name	Rate	Limit per company	Default	Actions
Assistant Manager	\$9.00	1	No	 
Manager	\$9.50	1	No	 
Secretary	\$9.00	1	No	 
Skilled Labor	\$8.50	1000	No	 
Unemployed	\$4.00	1000	No	
Unskilled Labor	\$8.00	1000	No	 

Step 3: Adding Students

Method 2: Import a CSV File.

Scroll down to change the setting to “yes.”

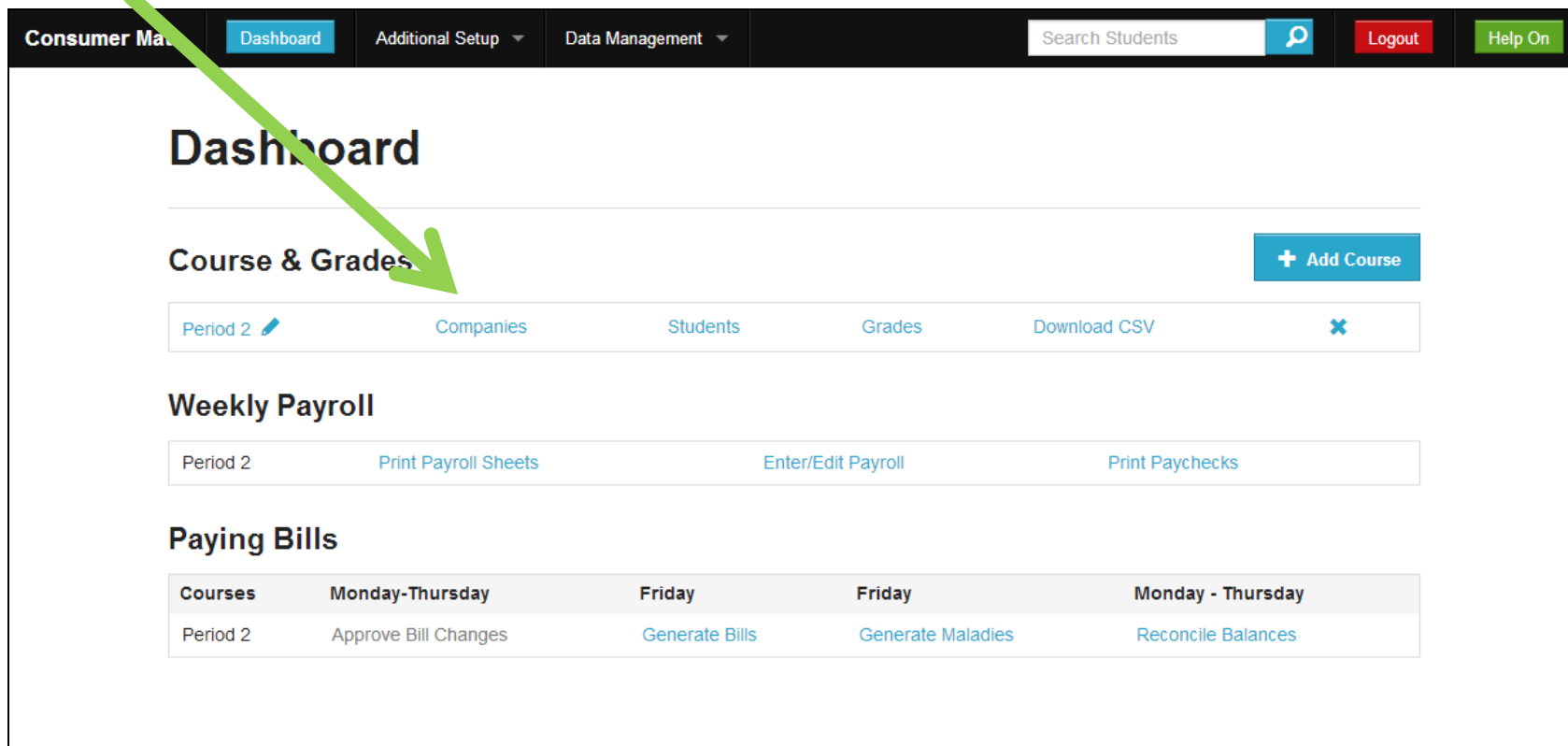
Then **submit** your changes.

The screenshot shows the 'Consumer Math' interface. The top navigation bar includes 'Consumer Math', 'Dashboard', 'Additional Setup', 'Data management', a search bar for 'Search Students', 'Logout', and 'Help On'. The main content area is titled 'Job Titles' and contains a form for 'Editing Unemployed'. The form has four input fields: 'Name' (Unemployed), 'Rate' (4.00), 'Limit per company' (1000), and 'Default' (Yes). A blue arrow points to the 'Submit' button, and a green arrow points to the 'Default' dropdown menu. Below the form are 'Submit' and 'Back' buttons.

Step 3: Adding Students

Method 2: Import a CSV File.

Return to the Dashboard and select “Companies” under the course you want to add students to.



The screenshot shows the Consumer Math Dashboard interface. At the top, there is a navigation bar with the following elements: "Consumer Math", "Dashboard" (highlighted in blue), "Additional Setup" (with a dropdown arrow), "Data Management" (with a dropdown arrow), a "Search Students" input field with a magnifying glass icon, a "Logout" button (in red), and a "Help On" button (in green).

The main content area is titled "Dashboard" and is divided into three sections:

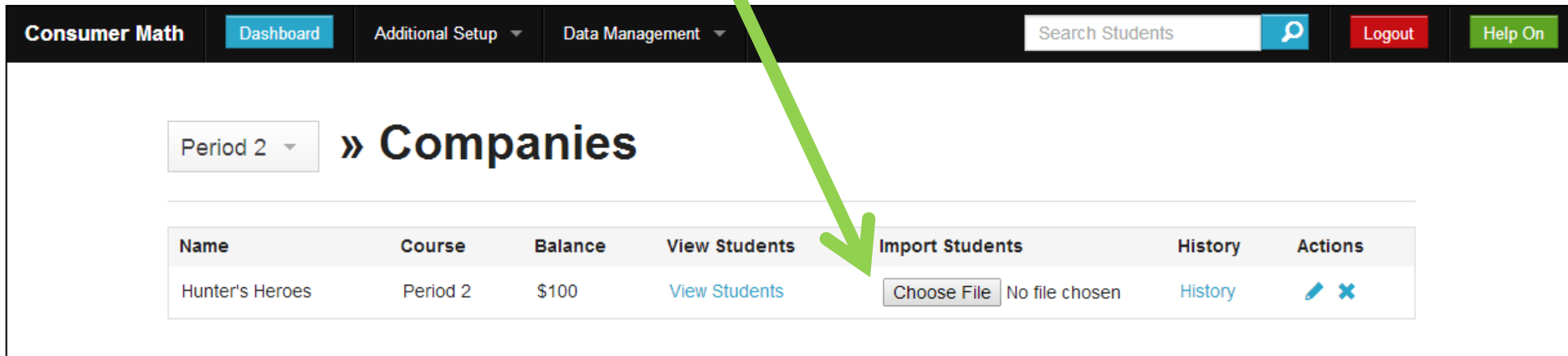
- Course & Grades:** This section features a blue "+ Add Course" button on the right. Below it, there is a horizontal bar for "Period 2" (with a pencil icon) containing several links: "Companies", "Students", "Grades", "Download CSV", and a close button (X).
- Weekly Payroll:** This section contains a horizontal bar for "Period 2" with three links: "Print Payroll Sheets", "Enter/Edit Payroll", and "Print Paychecks".
- Paying Bills:** This section contains a table with columns for "Courses", "Monday-Thursday", "Friday", "Friday", and "Monday - Thursday". The "Courses" column lists "Period 2". The other columns contain links: "Approve Bill Changes", "Generate Bills", "Generate Maladies", and "Reconcile Balances".

A green arrow points from the text above to the "Companies" link in the "Course & Grades" section.

Step 3: Adding Students

Method 2: Import a CSV File.

Click on the “Choose File” button and select the CSV file you created.



The screenshot shows the Consumer Math interface. At the top, there is a navigation bar with 'Consumer Math', 'Dashboard', 'Additional Setup', and 'Data Management'. A search bar labeled 'Search Students' and buttons for 'Logout' and 'Help On' are also present. Below the navigation bar, there is a dropdown menu for 'Period 2' and a heading '» Companies'. A table displays the following data:

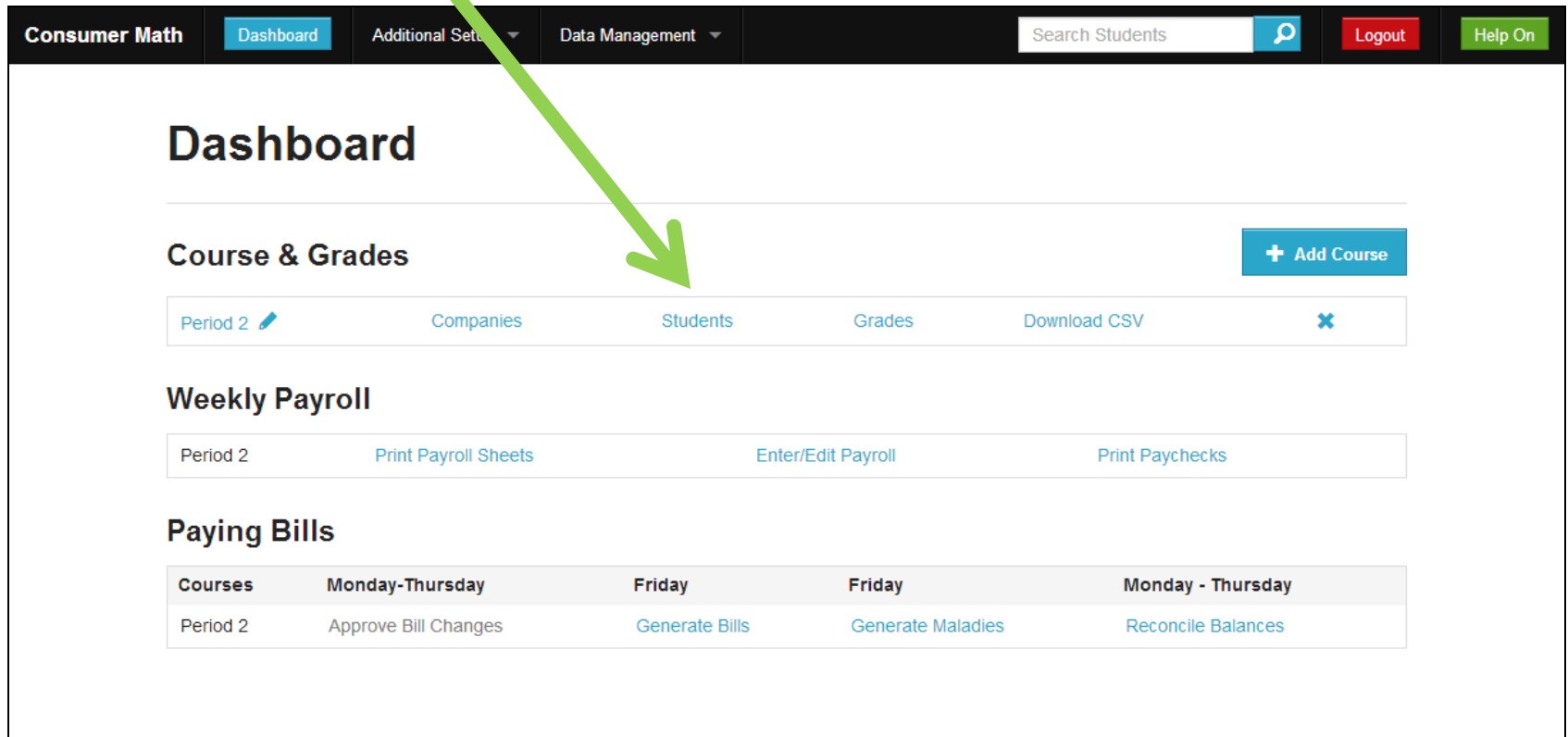
Name	Course	Balance	View Students	Import Students	History	Actions
Hunter's Heroes	Period 2	\$100	View Students	<input type="button" value="Choose File"/> No file chosen	History	✎ ✕

A green arrow points from the text above to the 'Choose File' button in the 'Import Students' column of the table.

Step 3: Adding Students

Method 2: Import a CSV File.

Click on “students” to check that all of your students uploaded correctly.



The screenshot shows the Consumer Math dashboard interface. At the top, there is a navigation bar with 'Consumer Math', 'Dashboard', 'Additional Settings', and 'Data Management'. A search bar for 'Search Students' and buttons for 'Logout' and 'Help On' are also present. The main content area is titled 'Dashboard' and contains three sections: 'Course & Grades', 'Weekly Payroll', and 'Paying Bills'. A green arrow points to the 'Students' link in the 'Course & Grades' section.

Courses	Monday-Thursday	Friday	Friday	Monday - Thursday
Period 2	Approve Bill Changes	Generate Bills	Generate Maladies	Reconcile Balances

Do you have more than one Course?

Repeat Steps 1 through 3
to add all of your courses and students.

Period 1

Period 2

Period 3



That's it!



You have now set up your software account sufficiently to start the class.

Check out these other tutorials for more in-depth training:

Additional Setup

The First 4 Weeks

Running Payroll

Grading with Money

Hints for First Time Teachers