

# Iowa Financial Literacy Program

## Professional Users Guide

The Iowa Financial Literacy Program is the latest enhancement to the statewide community web portal, [www.IHaveAPlanIowa.gov](http://www.IHaveAPlanIowa.gov). I Have A Plan Iowa™ is a comprehensive planning tool that assists Iowans as they investigate career opportunities, explore education options, learn how to use education to meet career goals, master core concepts of personal finance, and find employment opportunities in Iowa. As the state-designated career planning system, I Have A Plan Iowa™ also helps Iowa schools meet Iowa Code Section 279.61 which requires all Iowa students to create career plans in 8<sup>th</sup> grade as well as complete required components of the state-designated system in grades 8-12.

The Iowa College Student Aid Commission has partnered with EverFi, Inc., the industry leader in award-winning web-based financial literacy programs, to build the Iowa Financial Literacy Program. The program is structured for grades 11 and 12 and is available to students who indicate their role has a high school student when creating their I Have A Plan Iowa™ account.

### I. Existing I Have A Plan Iowa™ Professional Users

1. Go to <http://procenter.ihaveaplaniowa.gov>.
2. Sign in with your existing account id and password.
3. Continue with Section III of the instructions.

### II. New I Have A Plan Iowa™ Professional Users: Creating Your Professional Account

1. Go to <http://procenter.ihaveaplaniowa.gov>.
2. Select *Create a Professional Center Account*.
3. On the next screen, determine whether or not you have already created an A&A account. Most individuals have not. If you have not, choose *Continue*.
4. Choose your role and click *Go*.
5. Click *Find* to choose your school.
6. The select school screen will appear. Choose your school and then select *Continue*.
7. Enter your school's Professional Account Access Key (PAAK) or Administrator Code and click *Next*. Call Iowa College Aid at 877-272-4456 to obtain this code.
8. Complete the remaining account creation fields. When creating your account name, you may want to use the firstname.lastname format.

Notice that @iowaid is automatically added to the account name. This will be your account id. For example, if your name is John Smith, you will enter john.smith and your account id will become john.smith@iowaid

**Note:** Your password must be between 8 and 20 characters and must include three of the following: an uppercase letter, a lowercase letter, a number and a special character( #, \$, %, etc.). It cannot contain spaces and must be different from your account name. **Example:** Tigers95 or tigers95#



9. Take a minute to write down your account name and password. You will need both to complete the account creation process and to sign in to your account.
10. Select *Continue*.
11. At the Enterprise A&A sign in page, enter your account name and password. At the end of your account name, be sure to include the @iowaid suffix. For example, if your account name was john.smith, enter john.smith@iowaid. Do **not** check the, “*Take me to my Account Options after I Sign In,*” box.
12. Click *Sign In*.
13. On the next screen you will establish your identity baseline questions. You will be prompted to answer these questions should you forget your password.
14. You will now see your confirmation page. Notice that your account name includes @iowaid.
15. You are now signed into your professional account.

### III. Activating Iowa Financial Literacy Program Professional Accounts

1. Once you are logged into the I Have A Plan Iowa™ Professional Center, click on the *Resources* tab.
2. In the box titled *Resources*, click *Instructor Center – Iowa Financial Literacy Program*.
3. On the next page, click *Instructor Center – Iowa Financial Literacy Program* to launch the Instructor Center.
4. On the welcome page, select the first letter of your high school name, locate your high school on the drop down list and enter your phone number.
5. Click *I’m done – create my account!*
6. A confirmation page will appear. Click *Continue*.
7. Enter the class code students will use to register for your class. The code must be unique, so be specific with your class codes, such as a combination of your name, class, year, or period. **Example:** Mitchell2011 or Mitchell Econ 4. Enter a class code description that will identify the class code. The description will appear in your list of codes.
8. Click *I’m done – create my class code!*
9. A confirmation page will appear. Click *Continue*.
10. You are now on the *Reports* page. You can run reports on your class codes from here or navigate to other sections of the Instructor Center.

### IV. Creating Additional Class Codes

1. Click the *Users* tab in the top navigation bar.
2. Click *Create Class Code*. Enter a new unique class code and a description.  
**Note:** This is also where you can view a list of your class codes.



3. Once successfully completed, you will receive the following message “Student class code has been created”.
4. Once you have created your class code, you are ready to have your students register. You will need to provide students with the class code you created in order for them to enroll in your class.

## V. Resetting Student Passwords

An educator has the ability to reset the password for students registered under their class code.

1. Click the *Users* tab in the top navigation bar.
2. You will be on the *User Lookup* page. Under *User Search*, enter the criteria to find the student.
3. Click on the row including the student’s name to bring up their profile.
4. Click *Generate a new password*.
5. After a brief moment, a temporary password will appear.
6. Give the temporary password to the student. They will be prompted to reset it upon first login.

## VI. Posting Announcements

1. Click the *Resources* tab in the top navigation bar.
2. Select *Create Announcement*.
3. Type the title and text of your message. Click *Submit*.
4. Your announcement will continue to show for your students until you remove it from the system. When you are ready to remove your announcement, return to the *Resources* tab and click on the announcement. Once it is opened, change the status to *Archive*. Click *Submit*.

## VII. Reporting Capabilities

1. Click the *Reports* tab in the top navigation bar.
2. Select any of the student reports listed. There are reports available for individual and group performance.
3. Once the report is generated, select *Print* to create a hardcopy.
4. To generate an Excel spreadsheet, select *Export* then click the blue *Here* button below *Results*.



## VIII. Reports Available

Student Progress: Tracks individual progress of each user. The report contains recent login activity, progress through each of the modules and certification status.

Module Performance: Provides individual scoring results of users within each learning module.

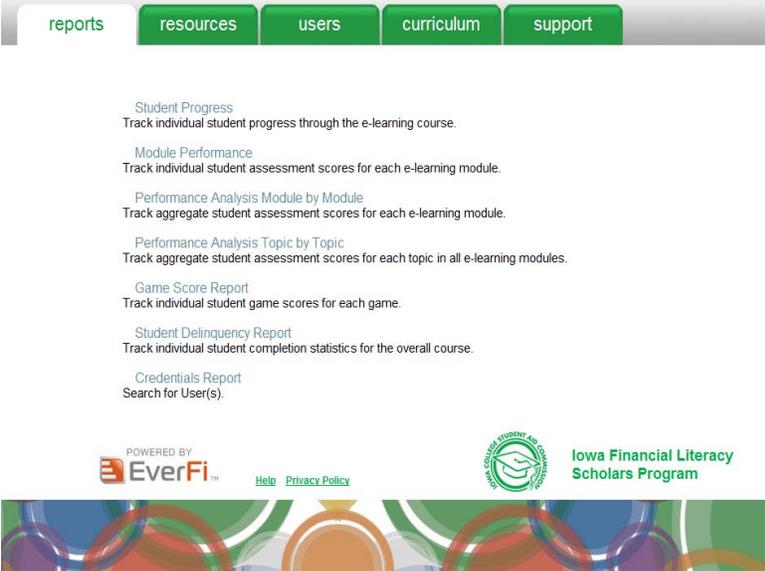
Performance Analysis Module by Module: Aggregate report to show class performance by module. This is a valuable tool to track student proficiency growth in the modules.

Performance Analysis Topic by Topic: Aggregate report to show class performance by sub-topic within each module. This report is used to track student proficiency at a more granular level.

Game Score Report: Shows individual student scores from the EverFi Life game. Results are divided into the three levels of game play.

Student Delinquency Report: Summarizes last login by school group so educators can view activity patterns.

Credentials Report: Contains all student user names.



The screenshot shows a navigation menu with five buttons: 'reports', 'resources', 'users', 'curriculum', and 'support'. Below the menu, a list of reports is displayed with their descriptions:

- Student Progress**: Track individual student progress through the e-learning course.
- Module Performance**: Track individual student assessment scores for each e-learning module.
- Performance Analysis Module by Module**: Track aggregate student assessment scores for each e-learning module.
- Performance Analysis Topic by Topic**: Track aggregate student assessment scores for each topic in all e-learning modules.
- Game Score Report**: Track individual student game scores for each game.
- Student Delinquency Report**: Track individual student completion statistics for the overall course.
- Credentials Report**: Search for User(s).

At the bottom of the screenshot, there is a footer area containing the EverFi logo, a 'Help Privacy Policy' link, and the Iowa Financial Literacy Scholars Program logo.

## IX. Computer Lab Installation Directions

When there are bandwidth concerns, install the computer "lab" version of the curriculum to avoid any loading speed issues. The loading of the modules depends upon the internet speed at your school/organization and the "lab" version was designed as a back up to the website or to avoid loading time altogether. Students can still move seamlessly between the web and the "lab" version of the course. For example, if they use the "lab" version at school for 30 minutes, then go home and log into the web version, their progress will be up to date.

There are two options to download and install the lab version. We recommend connecting EverFi™ with your school's IT department and installing it on a shared server. Please contact [jessica@everfi.com](mailto:jessica@everfi.com) with any questions.



## X. EverFi Life

Welcome to EverFi Life™ - the interactive game where students apply what they've learned in the learning modules in an engaging game format.

### ➤ Introduction

EverFi Life™ allows students to explore a virtual world from the perspective of a customized avatar. Once students create a budget for their character, they are faced with real-life financial scenarios that range from opening a checking account to paying off a student loan to choosing an appropriate identity theft plan. Students are required to make a choice, complete an activity, or solve a problem. The avatar scores points by making wise financial decisions when making a choice, completing an activity, or solving a problem.

### ➤ Classroom applications

Students can play independently, trying to score more points than their counterparts in a competition format. Alternatively, teams of students can work together to earn a combined high score greater than that of other teams in the class. Teachers and administrators are encouraged to take advantage of this resource in creative ways that works best for their students. The highest scoring students on the EverFi platform are recognized on the EverFi Portal, which is accessible to all EverFi users!

