# STOCK TRAK

Get your portfolio off to a running start on StockTrak. This guide covers the different aspects of managing your portfolio and placing your first trades.

STUDENT QUICK-START GUIDE

# What Is StockTrak?

StockTrak is a portfolio simulation tool for universities to help students get familiar with real market data, buying and selling securities, and managing a portfolio in a controlled environment.

Instructors set up a class by defining the "class rules" – what types of securities can be traded (stocks, options, mutual funds, ect), how much starting cash is given, and much more. Students then join the class by creating their own unique username and password, and can begin building their investment portfolio.

StockTrak uses all real market data, meaning the portfolio students manage is just like managing their own brokerage account. Students can see their portfolio returns, as well as view a class ranking showing their performance relative to the rest of the class. This gives an immersive feel for what it is like to manage a real portfolio – real market data, real price movement, real investment strategy, but with virtual money.

## **Creating Your Account**

There are two ways to set up your account on StockTrak.

#### Direct Link

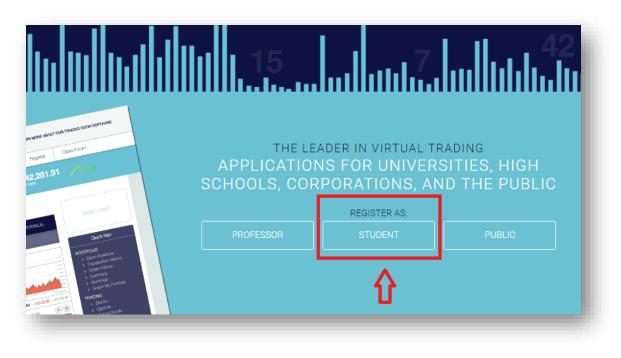
First, your teacher may send you a direct link, which will take you to the Registration Page with the class information loaded:

REGISTER NOW	
Class Information	
* Enter Class Name	canadaclass-test
Teacher Name	Kevin Smith
Class Description	My Test Class
Start Date	Tuesday, 06 December 2016
End Date	Tuesday, 11 April 2017
Order Total	\$31.95
GRAND TOTAL	\$31.95

From here, simply create a login by entering your username and password. The cost of StockTrak varies depending on the length of your trading period, but you may be able to use a coupon code from your textbook (or in some cases the cost may be covered by your university).

#### Without Direct Link

If you do not have a direct link, visit the StockTrak.com homepage and click "Register as student".

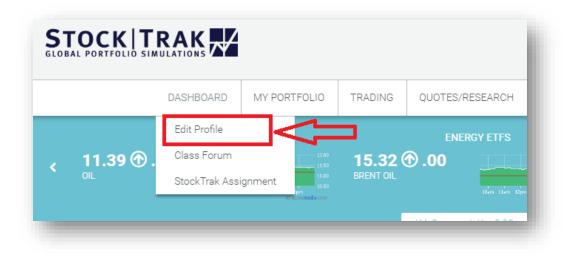


Next, enter your "Class Name" at the top of the registration page. This should load your class information, with your professor name. If it does not load your class information, you likely have an error in your class name, so you may need to ask your professor for assistance.

Once you create your account, you will be automatically logged in and ready to start managing your portfolio

# Changing Your Password Or Email Address

After registration, you may need to change your password or email address. You can do this by going under "Dashboard" on the main menu and clicking "Edit Profile":



You can use this page to update almost any information you entered at registration.

# Getting Started

To get started using StockTrak, we will take a look at our dashboard, see how to place a trade, and manage our holdings.

# Your Dashboard

When you first log in, you will be taken to your Dashboard. This page has a lot of useful information for your portfolio at a glance. You can get back to this page at any time by clicking "Dashboard" on the main menu.

Parts of the page:

- This is your "Snapshot". It has your current portfolio value, percentage return, cash balance, and available buying power. It also rotates with a "Market Snapshot" showing charts of the current market performance for the day.
- 2. "Announcements" are important pieces of news from StockTrak about the site
- 3. "Messages from your professor" are messages your professor can post to the entire class.
- 4. "Recently uploaded documents" are documents added by your professor for you. This normally would include things like a project overview, or empty.
- 5. You also have access to a "Class Forum", where you can post and respond to messages with your classmates about using StockTrak.
- 6. Next, you can see a more detailed snapshot, including your portfolio currency, interest earned on cash, market value, and trade limitations
- 7. In addition to managing your portfolio, you can also use a "watchlist" to monitor stocks that you are thinking about buying, but are not yet sure you want.
- 8. You also have a pie chart showing your portfolio breakdown between asset types (stocks, mutual funds, ect), the types of industries you are invested in, specific symbols, and how big the companies are that you are invested in (the "Industry" and "Market Cap" are most accurate for US stocks).
- 9. You also have a ranking snapshot showing the top performers in your class.
- 10. Below your watchlist, you can find current market news and the day's top gainers and losers in the markets. If you are not sure what to buy to start with, this can be a great place to get trading ideas.
- 11. The very bottom of the page has a list showing the most recent trades in your class.

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5		Post A Message			Portfolio Value		\$1,003,457.89		→ Mutual Funds → Futures	
🗅 Mar	ket Summary		View S	lummary	Buying Power Portfolio % Return		\$2,006,915.78 0.35%		→ Future Options → Bonds	
Index	Last	Change	Change		Available Cash		\$1,003,457.89		→ Spots	
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NASDAQ	123.25	0.00	0.00%		Accrued Interest Ear	ned on Bonds	\$0.00			
GOLD	115.05	0.00	0.00%		Market Value of Long		\$0.00 \$0.00			
MSCI	59.39	0.00	0.00%		Market value of Shor		\$0.00			
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Read more					2 WentzEra BeautyandtheB	44970.0	1484150.0	48.42%	< <u> </u>	
🕣 Тор	Gainers		View S	lummary	ast langdonh2	1096365.0	1333208.7	33.32%		
Symbol	Company Hilton Worldwide	Last	Chg Chg	»	sgilmor1	0.0	1254560.7	25.46%		
HLT	Holdings Inc Royal Caribbean	57.7	0.00 0.00							
RCL	Cruises Ltd DST Systems Inc	85.04	0.00 0.00	_						
DST	(Delaware) Heico Corp	77.81	0.00 0.00							
ALL	Allstate Corp	74.54	0.00 0.00		~					
🕑 Тор	Losers		View S	Rummary		0				
Symbol	Company	Last	Chg Chg	%						
HLT	Hilton Worldwide Holdings Inc	57.7	0.00 0.00	%						
RCL	Royal Caribbean Cruises Ltd	85.04	0.00 0.00	%						
DST	DST Systems Inc (Delaware)	112.84	0.00 0.00	\$						
HEI ALL	Heico Corp Allstate Corp	77.81 74.54	0.00 0.00							
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= Mo	st Recent Trades		View	v History	$\leq$	11				
Date	Order	Symbol								

# Viewing Class Rules

Before you start trading, you might want to check your specific trading parameters set by your professor, along with your portfolio summary to see what you start with.

To do this, go to your "Portfolio Summary", which is found under "My Portfolio" on the main menu:

STOCK TRAK				
DASHBOARD	MY PORTFOLIO	TRADING	QUOTES/RESEAR(	
< \$1,003,457.89 PORTFOLIO VALUE	Open Positions Closed Positions Transaction Histo Order History	Dry GE	PORTFOLIO SUM \$ CAS	
	Portfolio Summa Rankings Graph My Portfol	_	Hide Summary   View Fu	

You can find your detailed account balances at the top of the page, with your class rules at the bottom. Your instructor sets your currency, starting cash, interest rates, commission charges, trading dates, and a few more rules:

- Position Limit: This is how much of your portfolio you can invest in one single stock. For example, with a 25% position limit, you can invest up to 25% of your portfolio in Google stock, but not more.
- Day Trading: This allows you to buy and sell the same stock in the same day. If this is not allowed, you must wait until the next day to sell any stocks you buy.
- Allow trading on margin: This allows you to borrow money. This happens automatically if you use up all your cash, you will automatically start borrowing more, up to your margin limit (meaning when your "buying power" is zero). You will be charged interest on your loans.

#### **Buying Your First Stock**

To buy your first stock, go to "Trading" on the main menu and click "Stocks/ETFs":

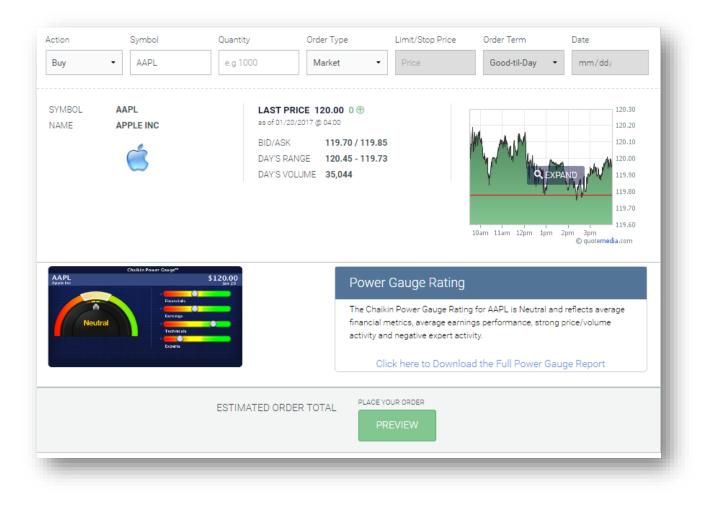
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DASHBOARD	MY PORTFOLIO	TRADING	QUOTES/R	ESEARCH	RESOURCES
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		Future Opti	ions	view Full Sumr	nary
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		How To Tra			

Note: There is also a video tutorial available showing how to buy and sell stocks. You can find these by clicking "How To Trade Videos", which is also under Trading on the main menu.

Once you are on the trading page, enter the ticker symbol of the company you wish to buy. If you do not know the ticker symbol, just try typing the company name, and we will show a list of ticker symbols that match.

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This market Next busines		urrent time is 8:12:4	5 AM. Market orders	placed after-hours will be
Action	Symbol	Quantity	Order Type	Limit/Stop Price
Buy	← e.g GOOG	e.g 1000	Market	- Price

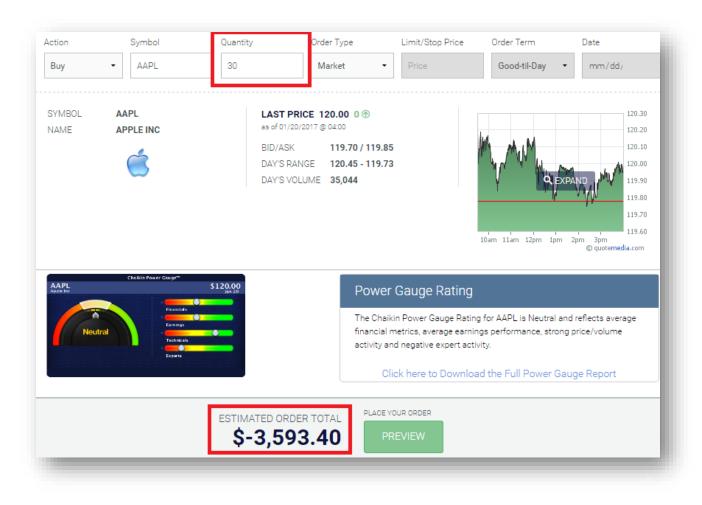
Once you enter a symbol, some quote information will load, including the company name, logo, last price, bid/ask price, a chart showing its performance for the last trading day, and an analyst rating showing what current investment experts are saying about this stock.



Some notes to keep in mind:

- You do not buy or sell stocks at the last price. Just like the real world, the price you pay is determined by the bid and ask prices.
- Bid price: This is the highest amount a "buyer" in the market is willing to pay. If you want to sell a stock, you will receive the "bid" price.
- Ask price: This is the lowest amount a "seller" in the market is willing to take for their stock. If you want to buy a stock, you will pay the "bid" price.
- To buy or sell a stock at the current bid/ask prices, you will use a "Market" order type. You can also use "Limit", "Stop", and "Trailing Stop" order types. To learn more about these order types, please watch the video tutorials.

Once the quote information has loaded, enter the number of shares you wish to buy to load the "Estimated Order Total":



The estimation does not include commission costs. Next, click "Preview":



This will load a more detailed estimation, with the commission cost included:

Action	Qty	Order Type	Target Price	Symbol	Market Price	Commission	
Buy	30	Market	MKT	AAPL	120	10	
					ESTI	MATED COST:	\$3,603.40

Click "Confirm" at the bottom of the page to send your order. The system will hold your order, and it will execute if the following conditions are met:

- The markets are open. If you are trying to trade outside of market hours, your order will be "pending" until the markets are open, then it will execute at the opening prices.
- If you are using a limit/stop order, your limit or stop conditions are met.
- You are trying to buy fewer shares than have actually traded in the market today (you can't be a "market maker", you can only buy stocks that are trading in the real world).

#### International Stocks

If you want to trade in markets outside of the United States (or your default portfolio chosen by your professor), you can switch your market near the top of the page.

First select the "Region" (North America, Latin America, Europe, or Asia) using the drop-down menu on the left, then choose the specific market from the list on the right.

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Symbol	Quantity	Order Type	Limit/Stop Price	Order Term	Date
e.g GOOG	e.g 1000	Market	• Price	Good-til-Day	• mm/dd/
	Symbol	Symbol Quantity	Symbol Quantity Order Type	Symbol Quantity Order Type Limit/Stop Price	Symbol Quantity Order Type Limit/Stop Price Order Term

#### Viewing Your Holdings

Once you have one or more stocks in your portfolio, you can see them from your "Open Positions" page. This is under "My Portfolio" on the main menu:

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	DASHBOARD	MY PORTFOLIO	TRADING	QUOTES/RE						
		Open Positions								
< 9	0.35 % 🛈	Closed Positions	SUMM/							
<b>N P</b>		Transaction Histo		\$1,003,457.8 CASH BALANCE						
		Order History								
		Portfolio Summar	ry	Hide Summary						
OPEN POSITIONS		Rankings								
		Graph My Portfoli	io							

This will load a table showing your current holdings:

EQUITIES -		STA :			111 YEAR CHART						
Action	Symbol		Desc.	Qty	Curr.	Price Paid	Last Price	Day's Chg	Profit/Loss Local/FX	Mkt Value (USD)	%
Trade	532215		AXIS BANK	1	INR	p1.00	445.00	-4.00	6.52 👁	p6.54	44,400.00%
Trade	600010		I/MONGOLIA B STEE	1	CNY	¥2.72	2.90	0.02 🕥	0.03 🕐	¥0.42	6.62%
Trade	ABEV3		AMBEV S/A -ON	1	BRL	R\$17.30	17.26	-0.09	-0.01 🕑	\$5.45	-0.23%
Trade	EAT		Brinker International Inc	1	USD	\$49.89	46.61	0.00 🕐	-3.28 🕑	\$46.61	-6.57%

Items in this table:

- Action Button Trade: This will take you back to the trade page to "close" this position, meaning sell off all your shares at the current market price. You still have a chance to preview or edit your order after clicking this.
- Symbol: This is the ticker symbol of this holding
- Round Buttons: These will open detailed quote and news information for each holding to see more information about it.
- Description: For stocks, this is the full company name
- Quantity: The number of shares you own. If you are "Short selling" a stock, this number will be negative.

- Currency: If you are trading international stocks, this currency will show what currency this stock is valued in
- Price Paid: This is how much you paid when you bought the stock
- Day's Change: This is how much the price has moved so far today for this stock
- Profit/Loss: This is how much you have made or lost on this holding, denominated in your portfolio currency
- Mkt Value: This is the current market value of your holding in your portfolio currency
- %: This shows your percentage gain or loss for each holding.

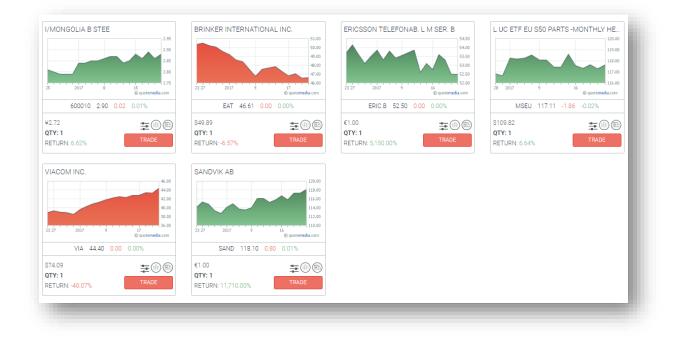
Note: the "Last Price" and "Day's Change" will update every few seconds for US stocks while the markets are open.

#### **Chart Views**

In addition to this "List View", you can also view your portfolio as performance charts for each holding, using daily, monthly, or yearly charts. To do this, click the toggles above the portfolio table:

Switch Secur EQUITIE		Ē STA	NDARD VIEW	one day chart فوقو	@ 30 DAY	CHART	1111 YEAR CHART		;		
Action					Qty		Price Paid	Last Price	Day's Chg	Profit/Loss Local/FX	Mkt Value (U
Trade	532215	•	AXIS BANK		1	INR	p1.00	445.00	-4.00	6.52 🕐	рб.54

This will load the respective "Chart Views":



The chart view has almost all the same information as the list view. The charts are color-coded: red if you currently have a negative return for that holding, green if you currently have a positive return. The chart view can be a fast an efficient way to visualize where you are making and losing money in your portfolio.

# Class Rankings and Portfolio Performance

Now that you have some stock in your portfolio, you can check to see how your portfolio is performing relative to the rest of your class, and over time.

#### **Class Rankings**

To do this, we will go to "Rankings", which appears under "My Portfolio" in the main menu:

STOCK TRAK	
DASHBOARD	MY PORTFOLIO TRADING QUO
< 11.39 ⑦ .00 OIL	Open Positions Closed Positions Transaction History Order History
	Portfolio Summary Rankings Graph My Portfolio

Your portfolio ranking will show each participant's name, username, market value, current portfolio value, and total number of trades made, with their overall percentage return (and chart to show relative performance):

Rank	User	Name	Market Value	Portfolio Value	Trades Made		% Return
1	Black Hedge	Luca Smorra	0.00	2,277,194.73	4	۲	127.72%
2	WentzEra	Matt Sweeney	44,970.00	1,483,650.02	6	•	48.37%
3	BeautyandtheBeast	Conn Zickmund	1,096,365.00	1,333,208.70	57	•	33.32%
4	langdonh2	Langdon Hollingsworth	640,920.00	1,328,527.84	1	•	32.85%
5	sgilmor1	Steven Gilmore	0.00	1,265,788.79	145	•	26.58%
6	firas_marghlani	Firas Marghlani	244,404.00	1,242,363.22	26	•	24.24%
7	theREALBenBernanke	Conner Chess	0.00	1,215,758.86	4	•	21.58%

You can also use the date switcher above the chart to view the rankings on any day in the past.

#### Portfolio Charts

You can also see your own portfolio performance chart by visiting "Graph My Portfolio", which is under "My Portfolio" on the main menu:

STOCK TRAK			
DASHBOARD	MY PORTFOLIO	TRADING	QUOTE:
< 11.39 ⑦ .00 OIL	Open Positions Closed Positions Transaction Histo Order History	ENT OIL	ы €.00
	Portfolio Summa Rankings Graph My Portfoli	_	Hide Summ

This will load a value chart showing your portfolio performance relative to any index you wish to preview. You can compare over a 1-month or 3-month period.

storical Portfolio Values		S&P 500 ETF ·
Portfolio Overview		
0.5	A	$\Lambda$
-0.5		
-1.0		
-1.5	2016 2016 2011 2011 2011 2011 2011 2011	07 10 10 10 10 10 10 10 10 10 10 10 10 10

This page also lets you export your historical portfolio values to excel.

## Trading History and Order History

If you want to see the trades you've placed in the past, click "Transaction History" under "My Portfolio" on the main menu:

STOCK TRAK			
DASHBOARD	MY PORTFOLIO	TRADING	QUOTES
	Open Positions		Et
, 11.39 ⑦ .00	Closed Positions	5.32 (	€.00
	Transaction Histo	ory ENT OIL	
	Order History		Hide Summ
	Portfolio Summa	ry	Hide Summi
TRADE STOCKS	Rankings		
	Graph My Portfol	io	

This will show every trade you've placed on StockTrak, but it will not show orders that did not execute (such as pending orders and limit orders). You can also specify the date range of trades you want to see, and export the table to Excel. You will also have a button to "Trade Again", which will bring you back to the Trading page loaded to buy or sell that same stock again.

If you also want to see pending orders, or orders that were cancelled, you can go to your "Order History" page, which is also under "My Portfolio" on the main menu:

STOCK TRAK			
DASHBOARD	MY PORTFOLIO	TRADING	QUC
< 197.96 ① .00 Dow JONES	Open Positions Closed Positions Transaction Histo Order History	26.74 P500	) (The second se
TRANSACTION HISTORY	Portfolio Summa Rankings Graph My Portfoli	-	Hide S

Your order history page will have more information on each order, and you can filter by type:

ALL OPEN F	FILLED CANCELL	ED EXPIRED							
Listed below are your recent orders. To view more, edit Date Range.			Date	Range 12/23/2015	01/23/2	017	Go		
Order Date	Order	Symbol	Qty	Order Price	Trade Price	Туре	Currency	Order	Status
12/7/2016	MARKET - BUY	TECK.B	2	МКТ	C\$33.21	EQUITIES	CAD	B65A5B	FILLED 12/7/2016 12:38 PM
11/18/2016	MARKET - COVER	UL1618K42.5	-14	MKT	\$0.00	OPTIONS	USD	FEF997	FILLED 11/18/2016 6:01 PM
11/16/2016 Cancel	LIMIT - BUY	UL	12	\$13.00		EQUITIES	USD	036D31	OPEN
11/16/2016	STOP - BUY	GOOG	12	\$769.57		EQUITIES	USD	C44435	EXPIRED 11/16/2016 4:01 PM

- Order Date: This is the day when you originally placed the order. For pending orders, there is a "cancel" button below the date, which will cancel the order.
- Order Type: This tells whether this was a market, limit, or stop order, along with if it was a buy, sell, short, or cover.
- Symbol: the stock symbol for this order
- Quantity: the amount of shares you wanted to trade
- Order Price: If you used a limit or stop order, this will have your limit or stop price. For market orders, it will simply say "MKT".
- Trade Price: This is the price at which your order filled (this is what is shown on the Transaction History page).
- Type: The security type you attempted to trade

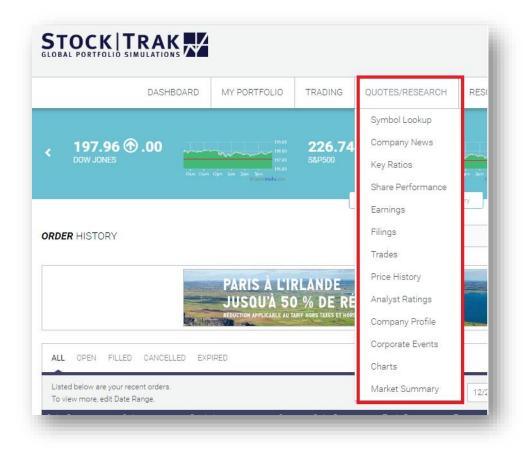
- Currency: The currency of the security you attempted to trade
- Order: This is the order number, which is unique to every order placed on the system and can be used by the support team if you suspect there is a problem.
- Status: This is the current status of the order:
  - Filled This order executed as a trade
  - Open This order is pending for all of its execution conditions to be met, you can cancel it if you wish
  - Expired The order expired before its conditions to fill were met. You can change your order expiration on the trading page, by default it is 1 day.
  - System Cancelled The system cancelled your order automatically. This is either done by our support team to address an issue, or due to a corporate action of some kind (like a stock split, or the symbol being de-listed from the stock exchange).

# Other Resources

StockTrak has a number of other resources available to students, including research tools and preparation to start your career.

## **Research Tools**

You can find all of StockTrak's research tools under "Quotes" on the main menu.



- Quotes/Research: This is the main research tool. You can enter any company symbol to load a
  detailed quote, charts, and all current news stories featuring this company. You can also see
  information on their option chains, income statements/balance sheets/cash flow statements, and all
  of the information in the items below. You can also find information about futures and commodities
  on this page.
- Symbol Lookup: If you are not sure what the symbol is of a company you want to trade, you can use this tool to look up their stock symbol.
- Company News: This lists all current news stories mentioning a company you wish to research
- Key Ratios: This includes information like revenue per share, revenue growth over the last several years, gross and adjusted margins, current ratio, total debt to equity ratios, and much more.
- Share Performance: Includes some information on peak/trough stock prices over the last year, earnings per share, 10, 221, 50, 100, and 200 day moving averages, alpha, beta, R-Squared, standard deviation, and much more
- Earnings: Includes very detailed reports on company earnings, estimates, and deviations
- Filings: Includes all SEC filings for all US companies, exportable by PDF, Word, or Excel
- Trades: A detailed order book for this stock
- Price History: Historical prices for this company's stock, exportable to Excel
- Analyst Ratings: What current financial experts are saying about this stock
- Company Profile: Some information about what this company is, what they do, and their current management
- Corporate Events: Mentions the biggest events that caused a shock in the company's price, such as earnings announcements, dividend and split dates, earnings surprises, and more.
- Charts: Interactive comparative charts where you can compare numerous stocks simultaneously based on several technical analysis indicators
- Market Summary: This is a general overview of the market as a whole (both North American and international).

## Career Center

StockTrak's Career Center is focused on helping students be prepared for the job market after graduation.

#### Job/Internship Search

The Job/Internship search has hundreds of thousands of jobs and internships from around the world pooled from some of the biggest job search websites, plus some posted by companies exclusively looking for interns and new hires from the pool of StockTrak users. You can filter between full time, part time, internships, contracts, seasonal, location, and different required qualifications.

#### Certification Builder

The Certification Center has information about the Series 7 certification, CPA, CFA, and CFP certifications, and what students can do while still in school to work towards these and improve their resume.

#### Job Search Tips

These are informative articles helping students get started with their job and internship searches

# **Practice Portfolios**

Students also have access to a practice portfolio outside of their class. This can be added by clicking "Add a practice portfolio" next to their "Current Class" on each page:

		+ Add Practice Accourt
Welcome back, <b>Kevinish!</b>		
	Message from your professor	Recently uploaded documents
Annoucements		2.1

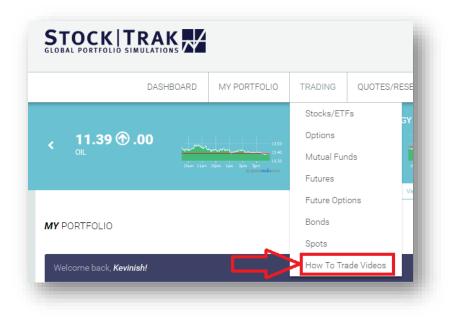
Once a practice portfolio has been added, it can be switched with the class portfolio at any time. These are entirely separate – trades placed in your Practice Portfolio have no impact on your Class Portfolio. Your practice portfolio also has no trading restrictions (so you can practice with security types not covered in your class), and does not expire at the end of your class.

# More Help

If you need more help getting started, or have any other questions while managing your portfolio, there are three places to look.

# Tutorial Video Center

You can find our tutorial videos explaining how to manage your portfolio, trade each security type, use different order types, and much more by going to our "How To Trade Videos" page, which is under "Trading" on the main menu:



#### Student FAQ

You can find the answers to some of the most common questions in our "Student FAQ" page, which can be found under "Contact Us" on the main menu:

		COLUMBIA		<b>®</b> {
ES/RESEARCH	RESOURCES	CAREER CENTER	CONTACT US	
			FAQ	
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## **Contacting Support**

If you have other questions or other issues not covered in the video guides or FAQs, use the "Contact Us" form at the bottom of the FAQ page to get in touch with our support team. We respond to all issues within 1 business day.