

# TUTORIAL MANAGING ASSIGNMENTS

STOCK|TRAK HOW-TO GUIDES



# ADMIN MENU

Manage your assignments from the **Admin** tab on the main menu.

Click **Create A New Assignment** or view and edit them by clicking the buttons below.

Help ▾ Select Language ▾

Welcome back, cwood66 1

Fall2024PortfolioManagement ▾

Logout →

STOCK|TRAK  
FINANCE. EDUCATION. GAMIFIED.

Dashboard ▾ Portfolio Simulation ▾ Investing Research ▾ Learning ▾ Admin ▾ Reports ▾

MY SESSIONS

Create A New Session  
Edit Portfolio Simulation Rules

ASSIGNMENTS

Create A New Assignment  
View My Assignments  
Edit Assignments

ADMIN RESOURCES

Guides and Tutorials  
Registration File/Password Resets  
Manage Teams  
Make A Payment

Admin Message

You currently have no announcements posted...  
Post An Annoucement

UPLOAD LOGO

Upload Document  
[view previously uploaded](#)

Administration

# CREATE ASSIGNMENT

1. Select assignment name and dates. After the end date students will not get credit.
2. Create sequences of lessons by using Prerequisites.
3. Reward students with a lump sum they can use to reinvest in their virtual portfolios after completing the assignment.

Create Assignment ⓘ

CHANGE VIEW

Create Assignment ▾

1

NAME

Beginner Lessons

START/END DATES

09/04/2023 00:00

09/15/2023 00:00

2

PREREQUISITE ⓘ

None ▾

3

REWARD ⓘ

None ▾

🕒 25 MINS

📄 Copy Older Assignment

Create Assignment

Search for Tasks

Search

Clear

Stock Game - Beginner Lessons

REQUIRE?	ACTION	ALLOW RETRIES?
SELECT ALL TASKS   SELECT NONE		SELECT ALL RETRIES   SELECT NONE
<input checked="" type="checkbox"/>	Read Article - What is a Stock? <a href="#">View</a>	🕒 7 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - What is a Ticker Symbol? <a href="#">View</a>	🕒 3 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Getting and Understanding Stock Quotes <a href="#">View</a>	🕒 10 mins <input checked="" type="checkbox"/>

# COPY OLDER ASSIGNMENT

SELECT TOURNAMENT  
AllSecurities

SELECT ASSIGNMENT  
Intro to Economics

Economic Lessons

ACTION
Read Article - Stock Market Crash of 1929 <a href="#">View</a> 2 min
Read Article - Comparative Economic Systems - Capitalism, Socialism, and Communism <a href="#">View</a> 23 mi
Read Article - Gross Domestic Product <a href="#">View</a> 18 mi
Read Article - Supply and Demand Examples in the Stock Market <a href="#">View</a> 26 mi
Read Article - Benefits of Competition <a href="#">View</a> 10 mi
Read Article - Types of Companies <a href="#">View</a> 29 mi
Read Article - What is Economic Growth? <a href="#">View</a> 18 mi
Read Article - The Business Cycle <a href="#">View</a> 16 mi
Read Article - Labor and Productivity <a href="#">View</a> 18 mi
Read Article - Inflation <a href="#">View</a> 17 mi
Read Article - International trade <a href="#">View</a> 25 mi

Copy Cancel

VIEW [Create Assignment](#)

END DATES  
07/24/2023 00:00 08/24/2023 00:00

PREREQUISITE <sup>1</sup> None

REWARD <sup>1</sup> None

[Copy Older Assignment](#) [Create Assignment](#)

1. Click **Copy Older Assignment**.
2. Use the **Select Tournament** dropdown menu to pick the previous session.
3. Use the **Select Assignment** dropdown menu to select the assignment you wish to copy.
4. Click **Copy** to bring the lessons into your new one.
5. **Please note:** you will need to set the new assignment name and dates.

# TASK SELECTION

Use the **Select All Tasks** and **Select All Retries** buttons to include a whole section of tasks in your assignment

## Stock Game - Beginner Lessons



REQUIRE?		ALLOW RETRIES?	
SELECT ALL TASKS   SELECT NONE		SELECT ALL RETRIES   SELECT NONE	
<input checked="" type="checkbox"/>	Read Article - What is a Stock? <a href="#">View</a>	🕒 7 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - What is a Ticker Symbol? <a href="#">View</a>	🕒 3 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Getting and Understanding Stock Quotes <a href="#">View</a>	🕒 10 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Why Invest in Stocks? <a href="#">View</a>	🕒 14 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Managing Your Portfolio <a href="#">View</a>	🕒 15 mins	<input type="checkbox"/>

# SEARCH & NAVIGATION

Select and sort all the lessons that cover a specific topic by typing the keyword in the search box. Click **Clear** to remove this filter and return to the full list.

Collapse and expand each unit by clicking the **eye icon**.

Search for Tasks

SearchClear

Stock Game - Beginner Lessons

Stock Game - Intermediate Lessons







Personal Finance Lessons

REQUIRE?	ACTION	ALLOW RETRIES?
SELECT ALL TASKS   SELECT NONE		SELECT ALL RETRIES   SELECT NONE
<input type="checkbox"/>	Read Article - Budgeting <a href="#">View</a>	<input checked="" type="checkbox"/>

# LESSON OVERVIEW

Review what is included in each lesson by clicking **View** that will open it as a new tab.

## Personal Finance Lessons

REQUIRE?	ACTION	ALLOW RETRIES?
SELECT ALL TASKS   SELECT NONE		SELECT ALL RETRIES   SELECT NONE
<input type="checkbox"/>	Read Article - Budgeting <a href="#">View</a>	 9 mins <input type="checkbox"/>
<input type="checkbox"/>	Read Article - Budgeting and Spending Strategies <a href="#">View</a>	 6 mins <input type="checkbox"/>
<input type="checkbox"/>	Read Article - What is Money? <a href="#">View</a>	 10 mins <input type="checkbox"/>
<input type="checkbox"/>	Read Article - Building Wealth <a href="#">View</a>	 5 mins <input type="checkbox"/>
<input type="checkbox"/>	Activity - Use the Compound Interest Calculator <a href="#">View</a>	 9 mins <input type="checkbox"/>
<input type="checkbox"/>	Read Article - Spending and Savings Plans <a href="#">View</a>	 18 mins <input type="checkbox"/>

## Stock Game - Beginner Lessons

## Stock Game - Intermediate Lessons

## Investing Actions - Basic Trades

## Investing Actions - International Investing

## Investing Actions - Options and Derivatives

## Options and Derivatives Tutorials

## Personal Finance Lessons

## Budget Game Actions

## Economic Lessons

## Career Prep Lessons

## Accounting, Management, and Marketing Lessons

## Mathematics and Spreadsheets Lessons

## Investing 101 Course

# TASK OVERVIEW

Choose how many tasks or trades students must make to complete their assignment.

Investing Actions - Basic Trades

Investing Actions - International Investing

Investing Actions - Options and Derivatives

REQUIRE?	ACTION	HOW MANY TIMES?	ALLOW RETRIES?
SELECT ALL TASKS   SELECT NONE		SELECT ALL RETRIES   SELECT NONE	
<input type="checkbox"/>	Trading - Buy a Call Option <a href="#">View</a>	1	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Write a Call Option <a href="#">View</a>	1	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Buy a Put Option <a href="#">View</a>	1	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Write a Put Option <a href="#">View</a>	1	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Buy or Sell a Currency Future <a href="#">View</a>	2	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Buy or Sell a Metals Future <a href="#">View</a>	2	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Buy or Sell a Index Future <a href="#">View</a>	2	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Buy or Sell a Interest Rate Future <a href="#">View</a>	2	<input type="checkbox"/>
<input type="checkbox"/>	Trading - Buy or Sell a Livestock Future <a href="#">View</a>	2	<input type="checkbox"/>
















# GETTING STARTED

## Stock Game - Beginner Lessons

- How to Read a Stock Quote
- How to Place a Trade
- Order Types
- Getting Trading Ideas

### Stock Game - Beginner Lessons

REQUIRE?	ACTION	ALLOW RETRIES?
SELECT ALL TASKS   SELECT NONE		SELECT ALL RETRIES   SELECT NONE
<input checked="" type="checkbox"/>	Read Article - What is a Stock? <a href="#">View</a>	 7 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - What is a Ticker Symbol? <a href="#">View</a>	 3 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Getting and Understanding Stock Quotes <a href="#">View</a>	 10 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Why Invest in Stocks? <a href="#">View</a>	 14 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Managing Your Portfolio <a href="#">View</a>	 15 mins <input type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Trading Stocks <a href="#">View</a>	 4 mins <input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Getting Trading Ideas <a href="#">View</a>	 5 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Building a Diversified Portfolio <a href="#">View</a>	 5 mins <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Using Limit Buy Orders <a href="#">View</a>	 1 mins <input type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Using Limit Sell Orders <a href="#">View</a>	 2 mins <input type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Using Stop Orders <a href="#">View</a>	 2 mins <input type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Using Trailing Stop Orders <a href="#">View</a>	 2 mins <input type="checkbox"/>
<input checked="" type="checkbox"/>	Watch Video - Using Order Terms <a href="#">View</a>	 2 mins <input type="checkbox"/>

# PACING STUDENTS

Create shorter assignments over 2-week periods.

Assignments					
Assignment	Due Date	Completion %	Start Date	End Date	
Beginner Lessons	Jul 28, 2023	0%	Jul 17, 2023	Jul 28, 2023	Show Tasks ▾
Investing Strategies	Aug 05, 2023	0%	Jul 17, 2023	Aug 05, 2023	Show Tasks ▾
Asset Classes	Aug 17, 2023	0%	Jul 17, 2023	Aug 17, 2023	Show Tasks ▾

# NEXT STEPS

Click **Create Assignment** to complete your assignment.

View the **Report Card** by either clicking 'Report Card' from the dropdown menu at the top of the page, or by going to the Reports menu.

To view individual student grades, click **Assignment Student Progress Report**.

Create Assignment ⓘ

CHANGE VIEW

Create Assignment ▾

NAME

START/END DATES

PREREQUISITE ⓘ

REWARD ⓘ

REWARD VALUE (\$)

Insurance Basics

08/07/2023 00:00

08/18/2023 00:00

Asset Classes ▾

StockGame ▾

1000

🕒 64 MINS

📄 Copy Older Assignment

Create Assignment

insurance

Search

Clear

We have 6 Task(s) on this topic

<input checked="" type="checkbox"/>	Read Article - Types of Insurance <a href="#">View</a>	🕒 10 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Renter's Insurance <a href="#">View</a>	🕒 6 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Home Owner's Insurance <a href="#">View</a>	🕒 9 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Car Insurance <a href="#">View</a>	🕒 14 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Life Insurance <a href="#">View</a>	🕒 14 mins	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Read Article - Health Insurance <a href="#">View</a>	🕒 11 mins	<input type="checkbox"/>

# ASSIGNMENT REPORT CARD

## SESSION

Summary Report  
Registration File

## CUSTOM REPORTS

Create Custom Report  
View Custom Reports

## PORTFOLIO SIMULATION

Ranking Report  
User Summary Report  
Activity Report  
Diversification Report  
Top Traded Securities  
Full Session Portfolio Exports

## ASSIGNMENTS

Assignment Student Progress Report  
Assignment Class Progress Reports  
Manage Assignments

### Assignment Report Card ⓘ

CHANGE VIEW

Report Card ▾

ASSIGNMENT

Beginner Les... ▾

View Challenge Details

Export To Excel

NAME	USERNAME	PORTFOLIO	LAST LOGIN	PROGRESS	TIME TAKEN	GRADE	ACTIONS
Cassandra Wood	cwood66	\$1,000,082.19	7/18/2023	0.00%	00:00	0%	<a href="#">View assignment Details</a>
---	coyotes24	\$2,000,593.49	7/18/2023	0.00%	00:00	0%	<a href="#">View assignment Details</a>
Pro Tutorial	pro_tutorial24	\$1,000,511.30	7/18/2023	0.00%	00:00	0%	<a href="#">View assignment Details</a>
Pro Tutorial	pro_tutorial25	\$1,000,082.19	7/18/2023	0.00%	00:00	0%	<a href="#">View assignment Details</a>





**STILL NEED ASSISTANCE?**

**CONTACT SUPPORT**

**SUPPORT@STOCKTRAK.COM**