

Teacher

Quick Start Guide

Accept This!

Before you start working with FoolProof WorkPlace and this quick-start guide, be sure that your browser accepts cookies.

1.

First we show you how to set up your own teacher account, next we show you how to get your students started. To start, go to your credit union website, find the "FoolProof" link and click "FoolProof WorkPlace." Then select "Teacher Login". This link takes you to the "sign-in" page.

2.

In order to register your personal teacher account, you will need an access code. If you do not have this code, please request one at #1, "Request an access code."

If you have an access code already, click the #2 link: "Create your personal teacher account."

First Time User?

You'll need an access code to create your personal teacher account.

1. Request an [access code](#). (Teachers only)
2. Create your personal [teacher account](#).
3. Log in on the right, using the username and password you created at "step 2."

Enter your unique account information and access code then click "Register". Your credit union has the code.

3.

Registration

To create an account please fill in the form below and click "Register."

First name:

Last name:

Username:

Email address:

Password:

Password (re-type):

Access code:

Already signed up? Sign in [here](#).

4.

You will be immediately notified when your account is successfully registered. Then click "Sign in here". If you get an error message, follow the instruction in the gray box on the top of the page.

Registration

Your account has been successfully created. Please sign in [here](#) with your registered username and password.

5.

On the "sign in" page, enter your registered username and password and click "Sign in".

Teacher Login:

Username:
Password:

[Sign in](#)

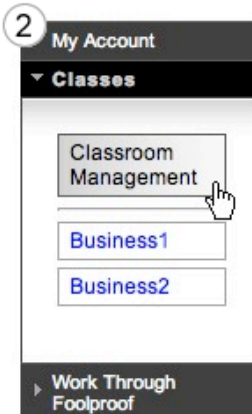
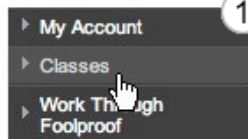
Forgot your password? [Recover it.](#)

This takes you to the "Teacher Homepage". On the left you'll see the main teacher options: "My Account", "Classes", and "Work Through FoolProof".



6.

To register a class, click "Classes", followed by "Classroom Management".



7.

In the "Classroom Management" screen, click "Add Class" and enter your course name and grade. Then click "Save". You can add as many classes as you like. Make sure each class name is unique.

The diagram illustrates the process of adding a new class. It starts with a box labeled "1 Classroom management" which contains the text "No classes" and two buttons: "Add class" and "Add student". An arrow points from the "Add class" button to a second box labeled "2 Add class". This second box contains input fields for "Course name:" and "Grade:", and two buttons at the bottom: "Back to overview" and "Save".

8.

When done, click "Back to overview". This takes you to the "Class Management" page. Note the various class fields in the overview: "Class code", "Course name", "edit" and "delete."

The screenshot shows the "Classroom management" overview page. It features a table with the following data:

Class code	Course name	edit	delete
123	<u>Business1</u>	<u>edit</u>	<u>delete</u>
124	<u>Business2</u>	<u>edit</u>	<u>delete</u>

Below the table are two buttons: "Add class" and "Add student".

You will need to give your students the "Class Code" when they sign up. This will allow them to be added to the correct class.

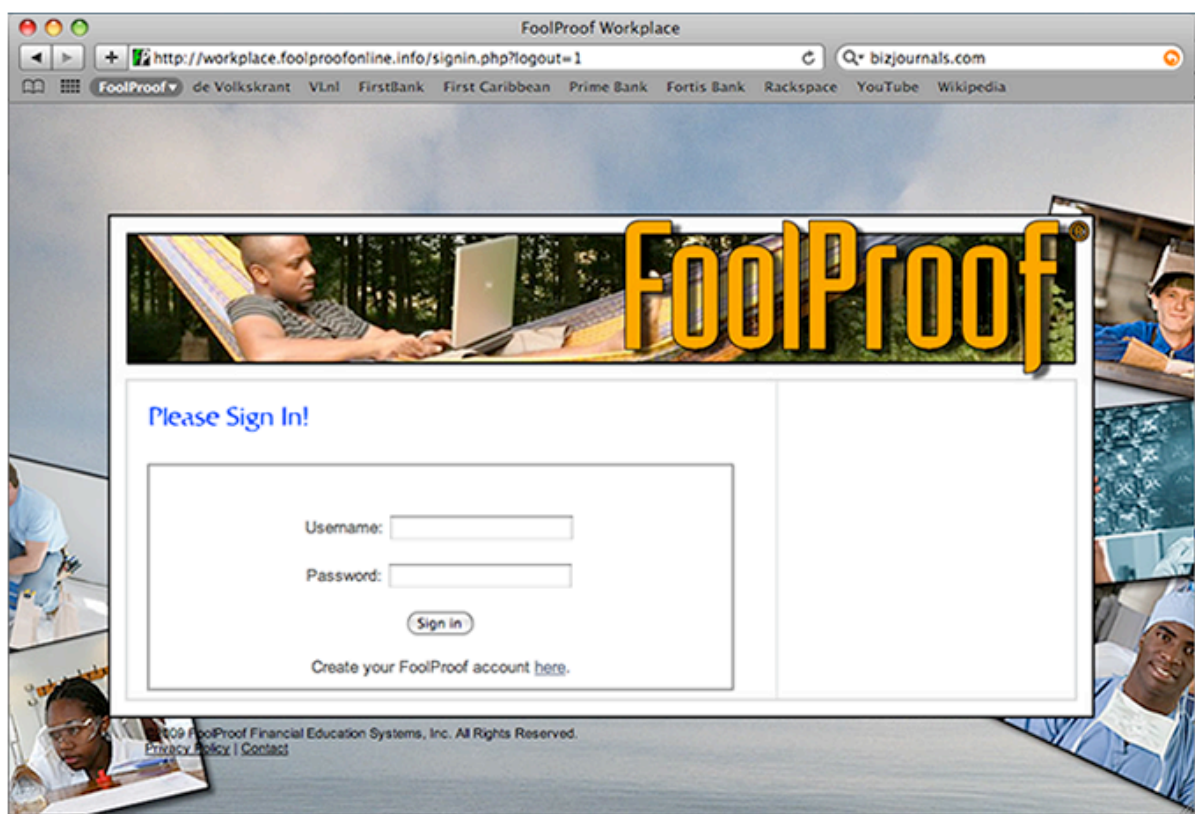
Next: Get Your Students Started...

Student

Quick Start Guide

1.

Go to your credit union's website, find the "FoolProof" link and click "FoolProof WorkPlace". Then select "Student Login". This link takes you to the "sign-in" page.



2.

If your students are first time users, they'll need to register. On the bottom of the page ask them to click "Create your FoolProof account here".

Please Sign In!

Username:

Password:

Create your FoolProof account [here](#).

3.

Students then enter the class code and click "Submit".

Registration

Please enter your class code, provided by your teacher.

Class code:

Already signed up? Sign in [here](#).

4.

Your students should see your name. Tell them to click "Yes! Continue".

Registration

Is **Teacher Name** your teacher?

5.

Have your students register their unique user information and click "Register".
A tip: A valid password has to contain at least one digit and 6 characters, i.e. fool82proof.

Registration

First name:

Last name:

Username:

Password:

Password (re-type):

6.

If a student's account was successfully registered, the student will be notified. Click "Sign in here". If the student gets an error message, have the student follow the instruction in the gray box on the top of the page.

Registration

Your account has been successfully created.
Please sign in [here](#) with your registered username and password.

7.

7) On the "sign in" page, have your students enter their registered username and password and click "Sign in".

Please Sign In!

Username:

Password:

Create your FoolProof account [here](#).

8.

In the Student Menu, have your students select a module to start working.



Student Menu

Select a module:

 Intro FoolProof WorkPlace	 Module 4 Road Trip - To the test
 Module 1 When it Hits the Fan! - To the test	 Module 4 - Skills Junk in the Trunk
 Module 2 Breathing Without Air - To the test	 Module 5 Sucker Punch! - To the test
 Module 3 Kick Some Buck! - To the test	 Module 5 - Skills Boxing Practice

• [Change your password](#)

That's it for the "Quick Start Guide." Enjoy using FoolProof WorkPlace with your students.

In case you experience any problems, contact your local credit union or e-mail the FoolProof Team:
info@foolproofhq.com.