



Getting Started with TimeMAPS™ Online

How to Locate & Use the Online Resource Center within the TimeMAPS™ Instructor Dashboard

8/24/2011

Welcome to TimeMAPS!

The TimeMAPS Online Application helps to not only develop but expand a student's knowledge regarding personal finance.

By now, you should have created your TimeMAPS™ Login using the TEMPORARY USERNAME & PASSWORD provided to you earlier. If you have not established your own TimeMAPS™ Login, please do so now using the 'How to Create Your TimeMAPS™ Instructor Login' Instructions. If by chance you have not received a TEMPORARY USERNAME & PASSWORD, please contact us so that we may remedy the situation ASAP.

The intent of this document is to help you locate and utilize the Online Resource Center located within the TimeMAPS™ Instructor Dashboard.

We thank you in advance for selecting TimeMAPS™ and if there's anything that we can do to assist you or answer any questions, please do not hesitate to contact us.

So, here we go!

Instructor's Dashboard

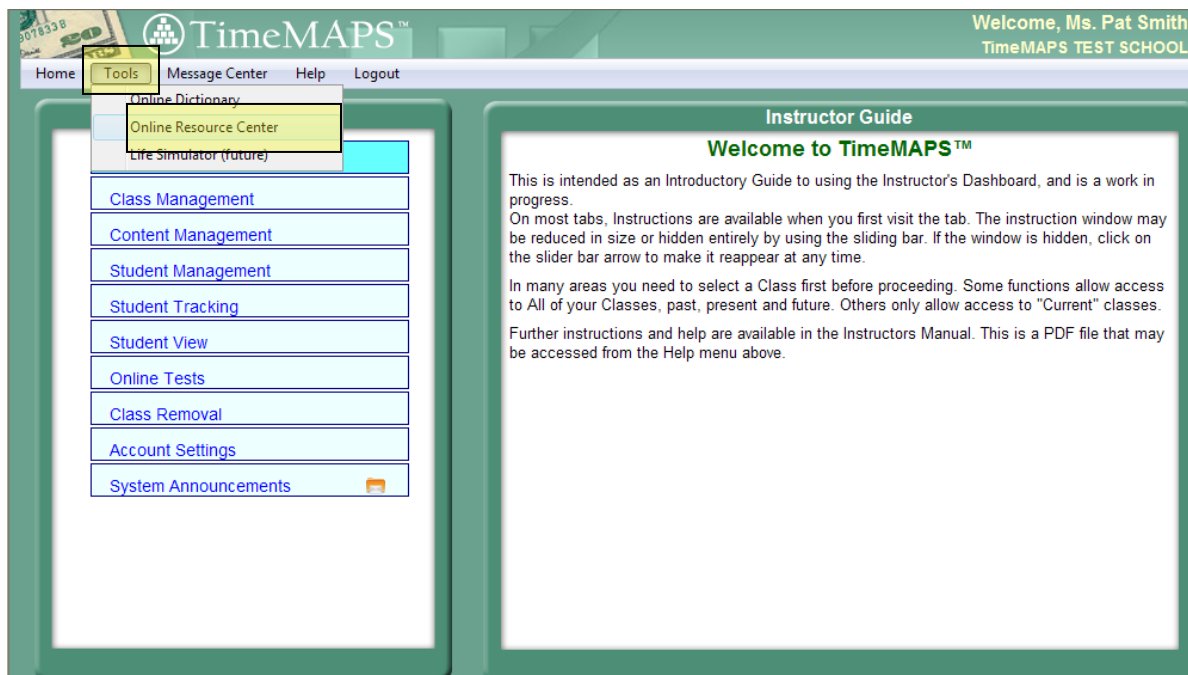
PLEASE NOTE - ALTHOUGH FUNCTIONAL, MANY OF THE ADMIN PAGES WITHIN THE INSTRUCTOR'S DASHBOARD MAY BE CHANGED, MODIFIED AND/OR IMPROVED IN THE NEXT FEW WEEKS. WE APOLOGIZE IN ADVANCE FOR ANY INCONVENIENCE OR CONFUSION THIS MAY POSSIBLY CAUSE.

Instructor Dashboard Menu Bar

Notice the Menu Bar located at the top of the page but below the TimMAPS™ logo. This document's main focus is on the Online Resource Center located in the 'Tools' drop-down.

1 – Locating the Online Resource Center

Once inside the Instructor Dashboard, mouseover 'Tools' in the Menu Bar and click [Online Resource Center].



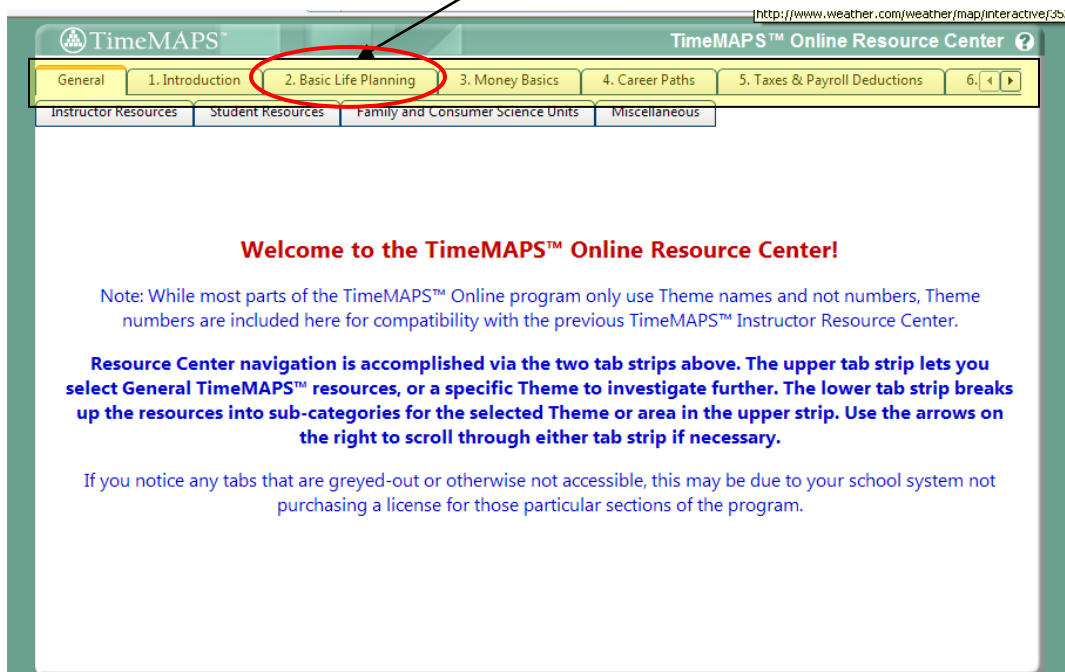
2 – Selecting a Theme

You should now be looking at a Welcome Screen.

The application automatically defaults to the 'General' Tab. So, all of the Sub-Tabs or the Lower Level Tab Strip will be relevant to the 'General' Tab.

Simply select a Theme from the Top Line or Row as indicated below. More Themes are located to the RIGHT by using the Right/Left arrows.

Let's go ahead and select Theme Tab - **2. Basic Life Planning**.

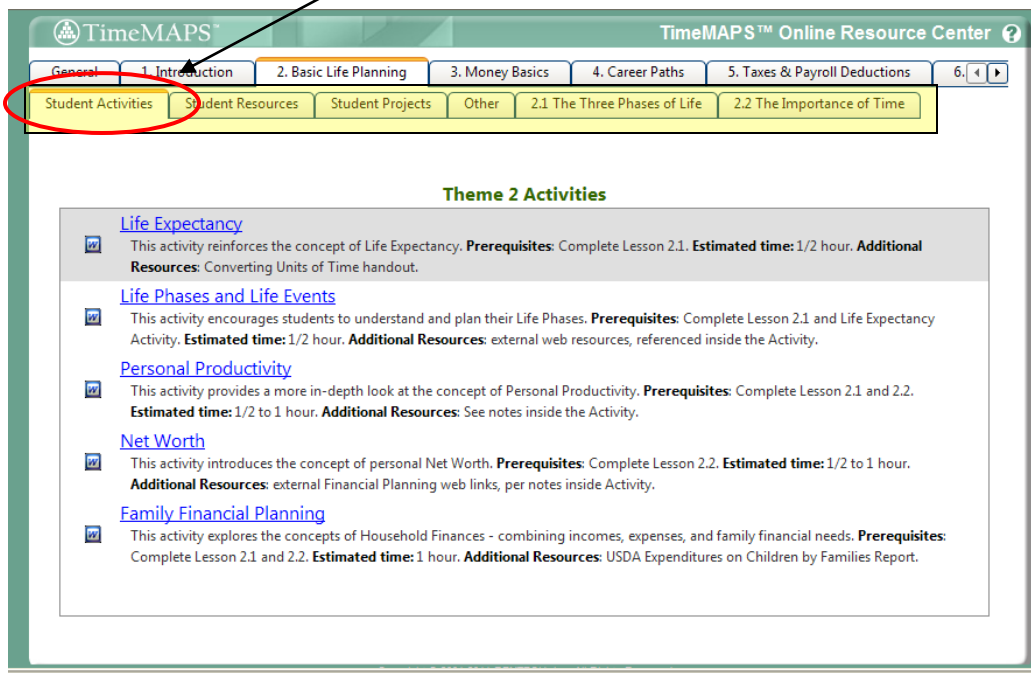


2 – Selecting a Theme (cont'd)

Under Theme Tab - **2. Basic Life Planning Tab** are:

- Student Activities
- Student Resources
- Student Projects
- Other
- 2.1 The Three Phases of Life
- 2.2 The Importance of

Now, select a Sub-Tab (Example – **Student Activities**) from the Lower Level Tab Strip to display materials relevant to that Tab.



The screenshot displays the TimeMAPS Online Resource Center interface. At the top, there is a navigation bar with tabs for "General", "1. Introduction", "2. Basic Life Planning", "3. Money Basics", "4. Career Paths", "5. Taxes & Payroll Deductions", and "6. | < >". Below this, a secondary navigation bar shows sub-tabs for "Student Activities", "Student Resources", "Student Projects", "Other", "2.1 The Three Phases of Life", and "2.2 The Importance of Time". The "Student Activities" sub-tab is highlighted with a red circle, and an arrow points from the text above to it. The main content area is titled "Theme 2 Activities" and lists several activities with their descriptions, prerequisites, estimated times, and additional resources.

Theme 2 Activities

- [Life Expectancy](#)
This activity reinforces the concept of Life Expectancy. **Prerequisites:** Complete Lesson 2.1. **Estimated time:** 1/2 hour. **Additional Resources:** Converting Units of Time handout.
- [Life Phases and Life Events](#)
This activity encourages students to understand and plan their Life Phases. **Prerequisites:** Complete Lesson 2.1 and Life Expectancy Activity. **Estimated time:** 1/2 hour. **Additional Resources:** external web resources, referenced inside the Activity.
- [Personal Productivity](#)
This activity provides a more in-depth look at the concept of Personal Productivity. **Prerequisites:** Complete Lesson 2.1 and 2.2. **Estimated time:** 1/2 to 1 hour. **Additional Resources:** See notes inside the Activity.
- [Net Worth](#)
This activity introduces the concept of personal Net Worth. **Prerequisites:** Complete Lesson 2.2. **Estimated time:** 1/2 to 1 hour. **Additional Resources:** external Financial Planning web links, per notes inside Activity.
- [Family Financial Planning](#)
This activity explores the concepts of Household Finances - combining incomes, expenses, and family financial needs. **Prerequisites:** Complete Lesson 2.1 and 2.2. **Estimated time:** 1 hour. **Additional Resources:** USDA Expenditures on Children by Families Report.

3 – Locating specific Lesson Materials

Now, in order to see specific Lesson Materials, you must click an individual Lesson Tab. Lesson Tabs are typically located on the Right-hand side of the Sub-Tab or Lower Level Tab Strip as seen below. Click **2.1 – *The Three Phases of Life*** to preview materials such as:

- Instructor Guide
- Student Outline
- Lesson Overview
- Lesson Review
- Lesson Worksheet
- Lesson Worksheet – Answer Key
- Lesson Worksheet – Editable Answer Key
- Lesson Quiz – Standard Version
- Lesson Quiz – Editable Template
- Lesson Quiz Answer Key – Editable Template
- Crossword Puzzle
- Crossword Puzzle Answer Key
- Term Search
- Term Search Answer Key

The screenshot displays the TimeMAPS Online Resource Center interface. At the top, the title bar reads "TimeMAPS™ Online Resource Center". Below this is a navigation menu with tabs for "General", "1. Introduction", "2. Basic Life Planning", "3. Money Basics", "4. Career Paths", "5. Taxes & Payroll Deductions", and "6.". Under the "2. Basic Life Planning" tab, there are sub-tabs for "Student Activities", "Student Resources", "Student Projects", "Other", "2.1 The Three Phases of Life", and "2.2 The Importance of Time". The "2.1 The Three Phases of Life" tab is selected and highlighted with a red circle. Below the navigation menu, the main content area is titled "Resources for Lesson 2.1 - The Three Phases of Life". This area contains a list of resources, each with a small icon and a brief description:

- [Instructor Guide](#): Comprehensive guide to the suggested pre-requisites for this lesson, and the objectives, content, and terminology to be covered.
- [Student Outline](#): Student guide to the lesson objectives and content to be covered.
- [Lesson Overview](#): A lesson overview in the format of a powerpoint slide show. Intended for use by the instructor to go over an upcoming lesson with the class, or for use by individual students to reinforce concepts and expectations in a self-paced environment.
- [Lesson Review](#): A short review of the key points expected to be learned in each lesson. May be used by students at the conclusion of each lesson to ensure comprehension of all important points.
- [Lesson Worksheet](#): Editable lesson worksheet template - may be used as is or modified as the instructor sees fit.
- [Lesson Worksheet - Answer Key](#): Instructor's Answer Key for standard lesson worksheet
- [Lesson Worksheet - Editable Answer Key](#): Instructor's Answer Key for lesson worksheet in editable format should the standard worksheet be customized by the instructor

We hope this document helps you to further utilize the tools provided within the Instructor Dashboard. This document will be continually refined and most likely be made available through the Help Menu.

If you ever have any questions or need assistance, please do not hesitate to contact us. We're here to help and make your teaching experience more about teaching than working!

So, let us help you!

We thank you for your support and I'm sure you will be hearing from us soon!

Good Luck!

TimeMAPS / REMTECH, inc.

productsupport@timemaps.biz

205-682-7900