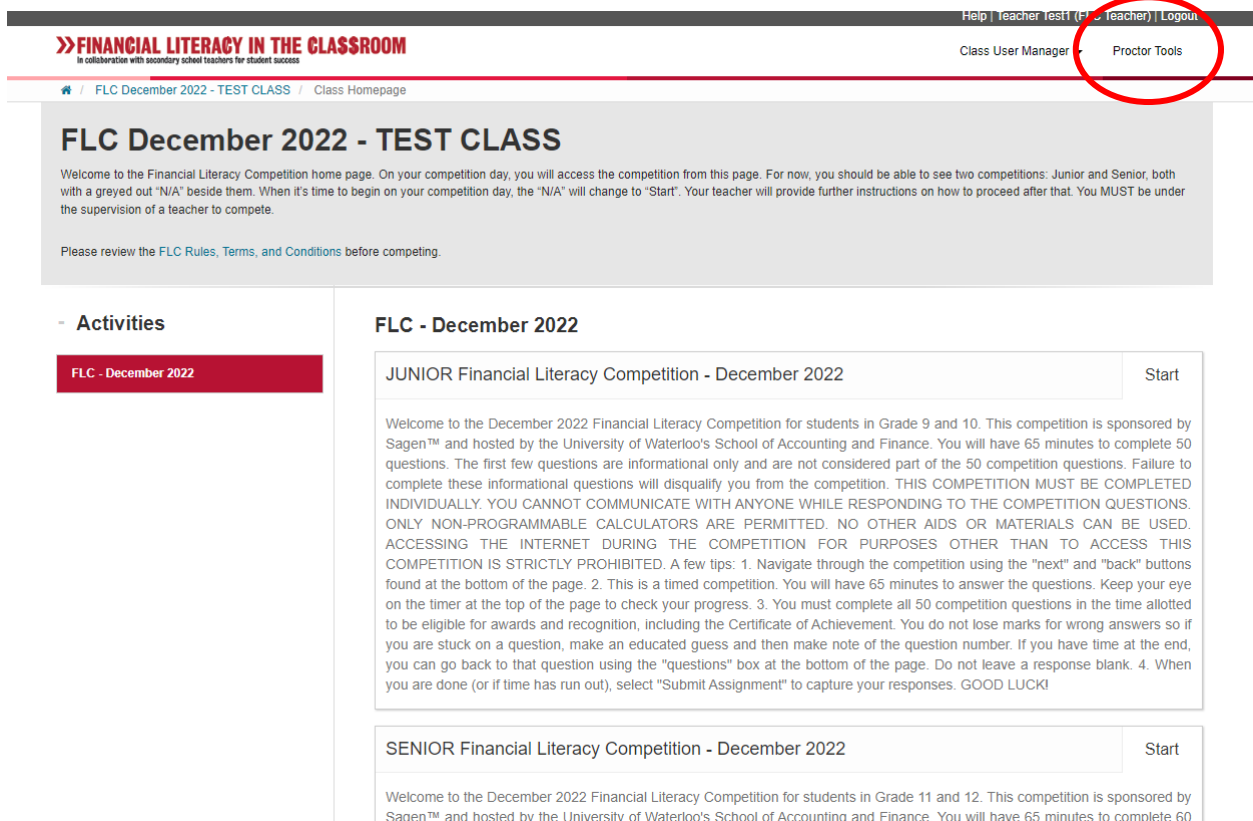


## Releasing the competition using Proctor Tools

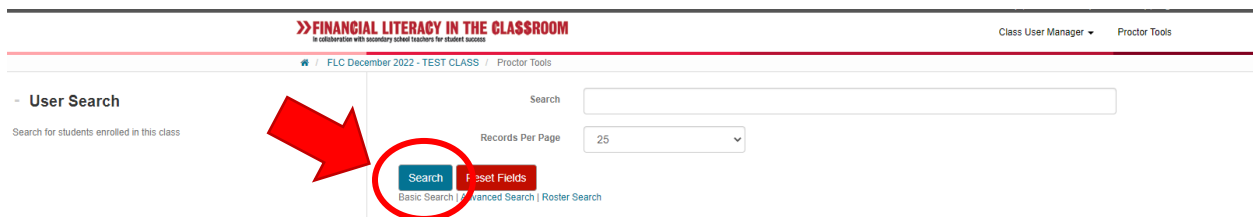
Step 1: Login to the Mobius site at <https://uwsaf.mobius.cloud/> and enter your class.

Step 2: Select “Proctor Tools” from the top menu:



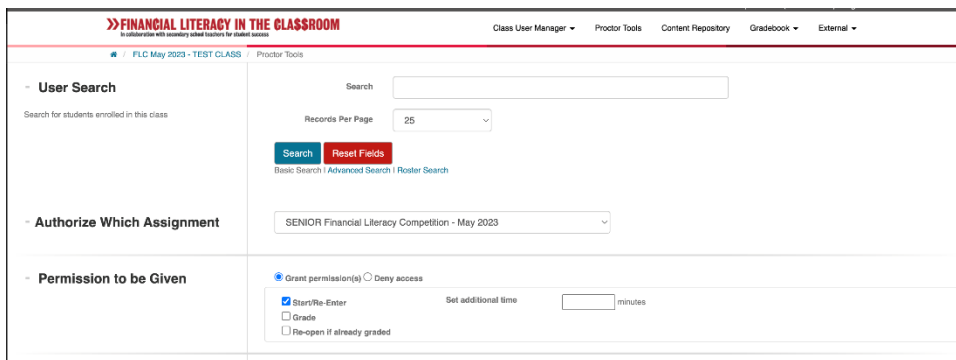
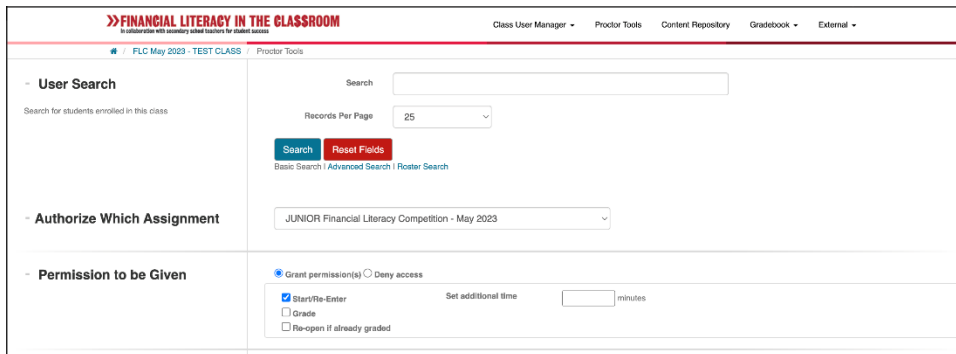
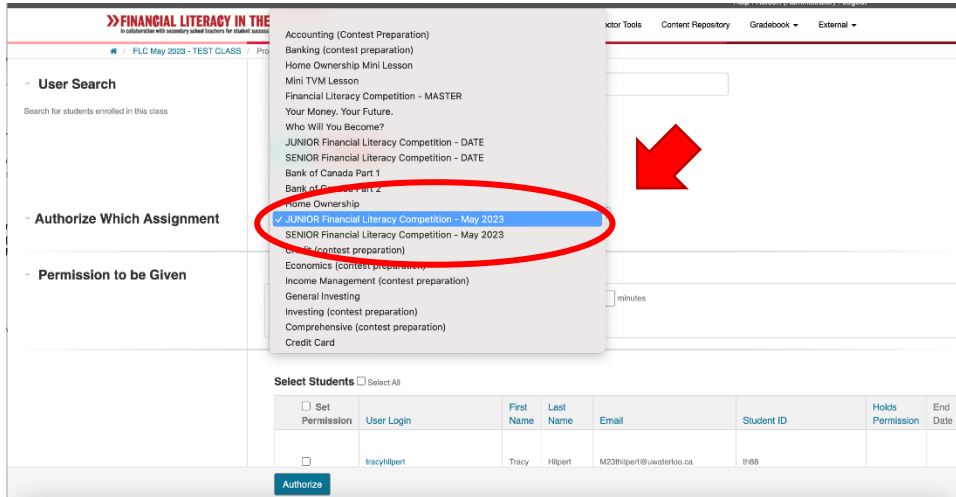
The screenshot shows the top navigation bar of the Financial Literacy in the Classroom website. The "Proctor Tools" link is circled in red, and a red arrow points to it from the right. Below the navigation bar, the page title is "FLC December 2022 - TEST CLASS". The main content area is titled "FLC - December 2022" and contains two sections: "JUNIOR Financial Literacy Competition - December 2022" and "SENIOR Financial Literacy Competition - December 2022". Each section has a "Start" button and a detailed description of the competition rules and instructions.

Step 3: Select the blue “Search” button:



The screenshot shows the "User Search" section of the Financial Literacy in the Classroom website. The "Search" button is circled in red, and a red arrow points to it from the left. The search interface includes a search input field, a "Records Per Page" dropdown menu set to 25, and a "Search" button. Below the search button are links for "Basic Search", "Advanced Search", and "Roster Search".

Step 4: From the dropdown menu for “Authorize Which Assignment” choose either “JUNIOR Financial Literacy Competition – MONTH YEAR” or “SENIOR Financial Literacy Competition – MONTH YEAR”. We apologize for the long list of items to choose from. Please take care to locate the correct Competition. It will end with the month and year of the competition (eg. May 2023). The “Grant permission(s) and “Start/Re-Enter” bubble/box below should already be selected. If not, please select.



Step 5: From your list of students (which should appear at the bottom of your screen), select the students you want to release the competition to. You will need to ensure that you release the correct competition to the ‘Junior’ and ‘Senior’ students. Also, be sure to de-select any students who are not competing to limit any unauthorized access. **Please note that there may be more than one page of students depending on the number of students you have participating.**

Select Students  Select All

<input type="checkbox"/> Set Permission	User Login	First Name	Last Name	Email
<input type="checkbox"/>	nlsO_Sc3SDitF-KdE0xijQ==			
<input checked="" type="checkbox"/>	jsBqYQO4Rk2KfYsV290LKQ==	Test	Student	
<input type="checkbox"/>	0DabbDN2QK6Va-DP4RGwAw==	Student	Test1	

3 items found, displaying all items.1

Step 6: Once selected, click the blue "Authorize" button at the bottom of your screen.

Select Students  Select All

<input type="checkbox"/> Set Permission	User Login
<input type="checkbox"/>	nlsO_Sc3SI
<input checked="" type="checkbox"/>	jsBqYQO4F
<input type="checkbox"/>	0DabbDN2t DP4RGwAv

3 items found, displaying all items.1

Authorize

**NOTE: IF YOU HAVE STUDENTS COMPETING IN BOTH THE JUNIOR AND SENIOR COMPETITIONS, YOU WILL NEED TO REPEAT STEPS 4, 5 AND 6; ONCE FOR THE JUNIOR COMPETITION STUDENTS AND ONCE FOR THE SENIOR COMPETITION STUDENTS.**

## Student view of this process

Step 1: Login to the Mobius site at <https://uwsaf.mobius.cloud/> and enter your class.

Step 2: Select “FLC – MONTH YEAR” from the Activities list on the left hand side of the screen and click “Start” on the right hand side of the screen (students must choose the correct competition – Junior or Senior).

Help | Test Student (Student) | Logout

**FINANCIAL LITERACY IN THE CLASSROOM**  
in collaboration with secondary school teachers for student success

Gradebook ▾ External ▾

FLC December 2022 - TEST CLASS / Class Homepage

## FLC December 2022 - TEST CLASS

Welcome to the Financial Literacy Competition home page. On your competition day, you will access the competition from this page. For now, you should be able to see two competitions: Junior and Senior, both with a greyed out "N/A" beside them. When it's time to begin on your competition day, the "N/A" will change to "Start". Your teacher will provide further instructions on how to proceed after that. You **MUST** be under the supervision of a teacher to compete.


Please review the [FLC Rules](#), [Terms](#), and [Conditions](#) before competing.

**Activities**

FLC - December 2022

### FLC - December 2022

JUNIOR Financial Literacy Competition - December 2022	Start
Welcome to the December 2022 Financial Literacy Competition for students in Grade 9 and 10. This competition is sponsored by Sagen™ and hosted by the University of Waterloo's School of Accounting and Finance. You will have 65 minutes to complete 50 questions. The first few questions are informational only and are not considered part of the 50 competition questions. Failure to complete these informational questions will disqualify you from the competition. THIS COMPETITION MUST BE COMPLETED INDIVIDUALLY. YOU CANNOT COMMUNICATE WITH ANYONE WHILE RESPONDING TO THE COMPETITION QUESTIONS. ONLY NON-PROGRAMMABLE CALCULATORS ARE PERMITTED. NO OTHER AIDS OR MATERIALS CAN BE USED. ACCESSING THE INTERNET DURING THE COMPETITION FOR PURPOSES OTHER THAN TO ACCESS THIS COMPETITION IS STRICTLY PROHIBITED. A few tips: 1. Navigate through the competition using the "next" and "back" buttons found at the bottom of the page. 2. This is a timed competition. You will have 65 minutes to answer the questions. Keep your eye on the timer at the top of the page to check your progress. 3. You must complete all 50 competition questions in the time allotted to be eligible for awards and recognition, including the Certificate of Achievement. You do not lose marks for wrong answers so if you are stuck on a question, make an educated guess and then make note of the question number. If you have time at the end, you can go back to that question using the "questions" box at the bottom of the page. Do not leave a response blank. 4. When you are done (or if time has run out), select "Submit Assignment" to capture your responses. GOOD LUCK!	
SENIOR Financial Literacy Competition - December 2022	Start
Welcome to the December 2022 Financial Literacy Competition for students in Grade 11 and 12. This competition is sponsored by Sagen™ and hosted by the University of Waterloo's School of Accounting and Finance. You will have 65 minutes to complete 60	



Step 3: Students will then see the following screen. Students should review the policy description and then click the blue “Request Authorization” at the bottom of their screen.

FLC December 2022 - Test Class / FLC December 2022 - Review 1/1

## JUNIOR Financial Literacy Competition - December 2022

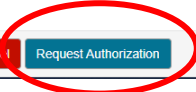

**- Review Policies**

Welcome to the December 2022 Financial Literacy Competition for students in Grade 9 and 10. This competition is sponsored by Sagen™ and hosted by the University of Waterloo's School of Accounting and Finance. You will have 65 minutes to complete 50 questions. The first few questions are informational only and are not considered part of the 50 competition questions. Failure to complete these informational questions will disqualify you from the competition. THIS COMPETITION MUST BE COMPLETED INDIVIDUALLY. YOU CANNOT COMMUNICATE WITH ANYONE WHILE RESPONDING TO THE COMPETITION QUESTIONS. ONLY NON-PROGRAMMABLE CALCULATORS ARE PERMITTED. NO OTHER AIDS OR MATERIALS CAN BE USED. ACCESSING THE INTERNET DURING THE COMPETITION FOR PURPOSES OTHER THAN TO ACCESS THIS COMPETITION IS STRICTLY PROHIBITED. A few tips: 1. Navigate through the competition using the "next" and "back" buttons found at the bottom of the page. 2. This is a timed competition. You will have 65 minutes to answer the questions. Keep your eye on the timer at the top of the page to check your progress. 3. You must complete all 50 competition questions in the time allotted to be eligible for awards and recognition, including the Certificate of Achievement. You do not lose marks for wrong answers so if you are stuck on a question, make an educated guess and then make note of the question number. If you have time at the end, you can go back to that question using the "questions" box at the bottom of the page. Do not leave a response blank. 4. When you are done (or if time has run out), select "Submit Assignment" to capture your responses. GOOD LUCK!

Properties	
Time Limit	65 Minutes
Results Recorded	Yes
Resubmit Responses	Yes
How Did I Do?	No
Proctored Browser	No

Access Conditions	
Maximum Attempts	1 (0 used)
Dates	Starts 11/28/22 12:00:00 AM EST Ends 12/2/22 11:59:00 PM EST
Authorization	Proctor to Start

[Cancel](#) [Request Authorization](#)



Step 4: Once you have authorized the student (see instructions above), students will click “Remotely Authorized” at the bottom of their screen and the competition will start.

FLC December 2022 - Test Class / FLC December 2022 - Review 1/1

## JUNIOR Financial Literacy Competition - December 2022

**- Message**

In order to start a new proctored test you need to get authorization from a proctor. Please give one of the proctors your name, class and student ID, and ask to be authorized for a new test.

**- Student Information**

Student Name: Test Student  
Student ID: tracy.hilpert+studenttest2@gmail.com  
Requested Authorization: Start  
Assignment Name: JUNIOR Financial Literacy Competition - December 2022  
Class Name: FLC December 2022 - TEST CLASS

**- Do Authorization**

You need proctor authorization for this step.

**Please enter authorizing credentials.**

Proctor Login

The proctor comes to your screen, and enters their username and password below.

Proctor Login:

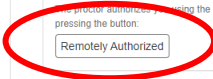

Proctor Password:

[Authorize](#)

Remotely Authorized


The proctor authorizes you using the Proctor Tools program, from their own computer. Once you have been authorized, you can proceed to the test by pressing the button:


[Remotely Authorized](#)



### Some potential troubleshooting tips:

It has come to our attention that some students do not see the “request authorization” screen and instead see this (I think it depends on when you release the competition, before or after they have entered the competition). In this case, students can just click “Start” to begin.

Properties		
Time Limit	45 Minutes	
Results Recorded	Yes	
Resubmit Responses	Yes	
How Did I Do?	No	
Proctored Browser	No	

Access Conditions		
Maximum Attempts	1 (0 used)	
Dates	No Restrictions	
Authorization	Proctor to Start	

 You may now start this activity.

Cancel Start

Some students (it seems to be those using Chromebooks) may find that the display covers a portion of the screen and unfortunately, it's the portion with the START button. If the Start button can't be seen, please consider if it is the student's display that is blocking it from their view.