



JA Titan—Getting Started Guide

Guide for Teachers and Volunteers

March 2015

Getting Started Guide – Teachers and Volunteers

Technology Requirements and Help Desk Information

The *JA Titan* 3.0 online version has minimum technology requirements. If these requirements are not met, the program will not perform as expected. All participants should confirm that their equipment meets these minimum requirements before beginning the program.

The program is available at <http://titan.ja.org> and can be accessed over multiple computers.

The 3.0 online version requires the following:

- Operating System: Windows 2000 Pro, 2000 Server, XP Pro, XP Home, Mac system 9.2 or newer, Mac OS X: any version.
- Processor Speed: 333MHz or higher. It may read something like 2.0 GHz, which is higher than MHz.
- Memory (RAM): 256 MB minimum, 512 MB or higher recommended.
You can check the RAM, processor speed, and operating system by locating the My Computer icon (either on the desktop or under Start). Right click on the icon and select Properties, which will appear in the General Tab toward the bottom under the heading Computer.
- Internet connection of at least 56kbps
- Mouse or other pointing device
- Sound card and speakers (optional for in-game sound)
- Printer (for printing reports)
- Minimum screen resolution of 800X600
- Browser
 - Windows:
 - [Firefox 1.0.1](#)
 - [Netscape 4.7 and 6](#)
 - [Internet Explorer 5, 5.5 and 6](#)
 - [Flash 6 Plug-in](#)
 - Macintosh:
 - [Safari 1.2.4](#)
 - [Firefox 1.0.1](#)
 - [Flash 6 Plug-in](#)
- Shockwave flash client, available for free download at <http://www.adobe.com/shockwave/download>

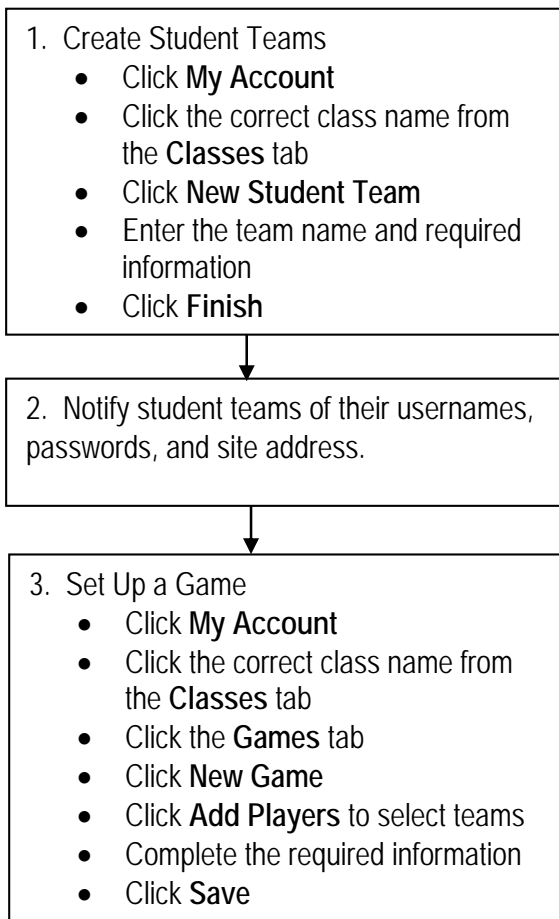


Please contact your local JA office for immediate help. The JA Help Desk service is available from 6 a.m. to 5 p.m. Mountain Time, Monday through Friday. The Help Desk staff can be reached by phone at 866.528.4826 or by email at helpdesk@ja.org.

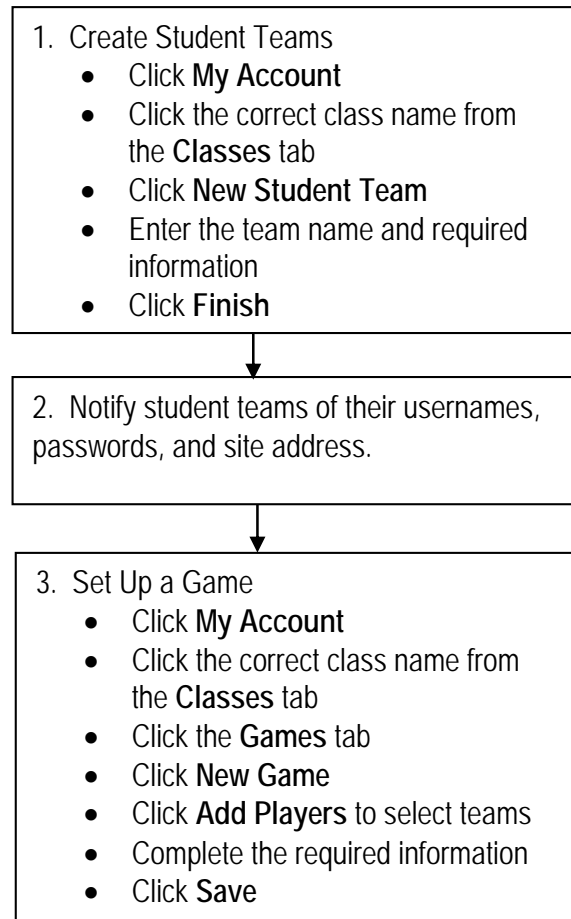
User Responsibilities and Quick Reference

For more detailed directions, please visit the Help section at <http://titan.ja.org> or call the JA Help Desk at 866.528.4826.

Teacher



Volunteer





Getting Started—Sign-In to JA Titan Teacher, Volunteer, Student Team


- Open your Web browser.
- Type <http://titan.ja.org> into the address field.
- Click **Go**.
- Enter the username and password documented on the auto-reply email sent from the *JA Titan* program.
- Click **Sign-In**. This is your personal homepage on *JA Titan*.

Homepage

Once you have signed into *JA Titan*, you will have access to several functions. At the right side of every page is general help to guide you through the steps. The buttons at the top right and the contact information at the bottom are present on every page within the site.

- **My Account** can be used to navigate directly back to your home page from anywhere in the site.
- The **Forum** is used by students to communicate strategies and encourage competition.
- The **Help** link is user specific—you view help topics that apply to your user status.
- **Sign Out** allows you to leave the site without leaving the Internet.
- **Classes** tab allows the teacher to select which class they want to manage.
- The **Schools** tab allows the volunteer to select the school and the class he or she will be working with.
- The **My Games** tab shows any games you administer or participate in.
- The **Inbox** allows you to view any mail sent within the *JA Titan* program.
- The **Outbox** allows you to create and send email.

Teacher Home Page


Welcome, Teacher1 Teacher1.

[My Account](#)
[Forum](#)
[Help](#)
[Sign Out](#)

World > United States > Junior Achievement > Titan Test > Teacher1 Teacher1

Teacher1 Teacher1

[Edit](#)
[Change Password](#)

Role: Teacher
School: Titan Test
Company: teacher1 teacher1 Inc.
Status: **Online**

Address: co United States
Email: none@aol.com

Classes [My Games](#) [Inbox](#) [Outbox](#)

3 Classes. [New Class](#)

Name	Starts	License Expires	
bigclass2	Oct 10, 2006	Apr 10, 2007	Edit
bigclass3	Oct 10, 2006	Apr 10, 2007	Edit
bigclass4	Oct 10, 2006	Apr 10, 2007	Edit

As a **Teacher**, your primary responsibility is working with your class' volunteer to set up classes, manage student teams, and coordinate games within each class.

Use the **Classes** tab to view the class list, edit class information, or add a **New Class**. By clicking on the class name, you can view or add Student Teams or class games.

The **My Games** tab lists games you are coordinating or playing. Click on the **Game** link to start playing a game or to view game details.


The **Inbox** tab lists incoming messages.

The **Outbox** tab lists outgoing messages. You can send a **New Message** to Student Teams you oversee.

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Volunteer Home Page


Welcome, Volunteer Volunteer.

[My Account](#)
[Forum](#)
[Help](#)
[Sign Out](#)

World > United States > Brazoria County > Volunteer Volunteer

Volunteer Volunteer

[Edit](#)
[Change Password](#)

Role: Volunteer
Area: Brazoria County
Company: Volunteer Volunteer Inc.
Status: **Online**

Address: tx United States
Email: 123@abc.com

Schools [My Games](#) [Inbox](#) [Outbox](#)

1 Schools.

Name	City
Titan Test	Somewhere

As a **Volunteer**, your primary responsibility is working with your class' teacher to set up classes, manage student teams, and coordinate games within each class.

The **Schools** tab lists all the schools in your Area. Click on the school name to find or add a class. Before, adding a class, please verify that the teacher has not already done so. Go to the **Class** to create a new game.

The **My Games** tab lists games you are coordinating or playing. Click on the **Game** link to start playing a game or to view game details.

The **Inbox** tab lists incoming messages.

The **Outbox** tab lists outgoing messages. You can send a **New Message** to your Teachers and Student teams.

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Step 1—Create Student Teams

Teacher or Volunteer

There is no limit to the number of Student Teams in a class.

- Click on the class name.
- The system will open to the Student Teams tab. Click **New Student Team**.
- In Step 1, enter the team name and click **Continue**.
- In Step 2, complete the information form and click **Finish**.

Step 2—Create a Game

Teacher or Volunteer

There is no limit to the number of games that can be set up within a class.

- Click **My Account**.
- The system will open to the **Classes** tab. Click on the correct class name.
- Select the **Games** tab.
- On the right side, click **New Game**.
- Select the players by clicking **Add Players**.
- Complete the form information.
- Click **Finish** to create the game.

Unlimited games can be played within each class license. A new license is needed for each new class. Deleting a class does not put the license back onto your account. Contact the Help Desk for help if needed.

It is not recommended that the Area administrator set up any games for teachers or volunteers. Whoever sets up the game will have access to game administration screens.

Step 3—Game Screen Access

Student Teams

Each Student Team should be given its username and password to sign-in to the program.

- The system will open to the **My Games** tab of the student team.
- Click the game name.
- Click **Play Now**.

A second screen will appear and look like “bay doors” opening. This page will take longer to load the first time the site is accessed by each student computer.

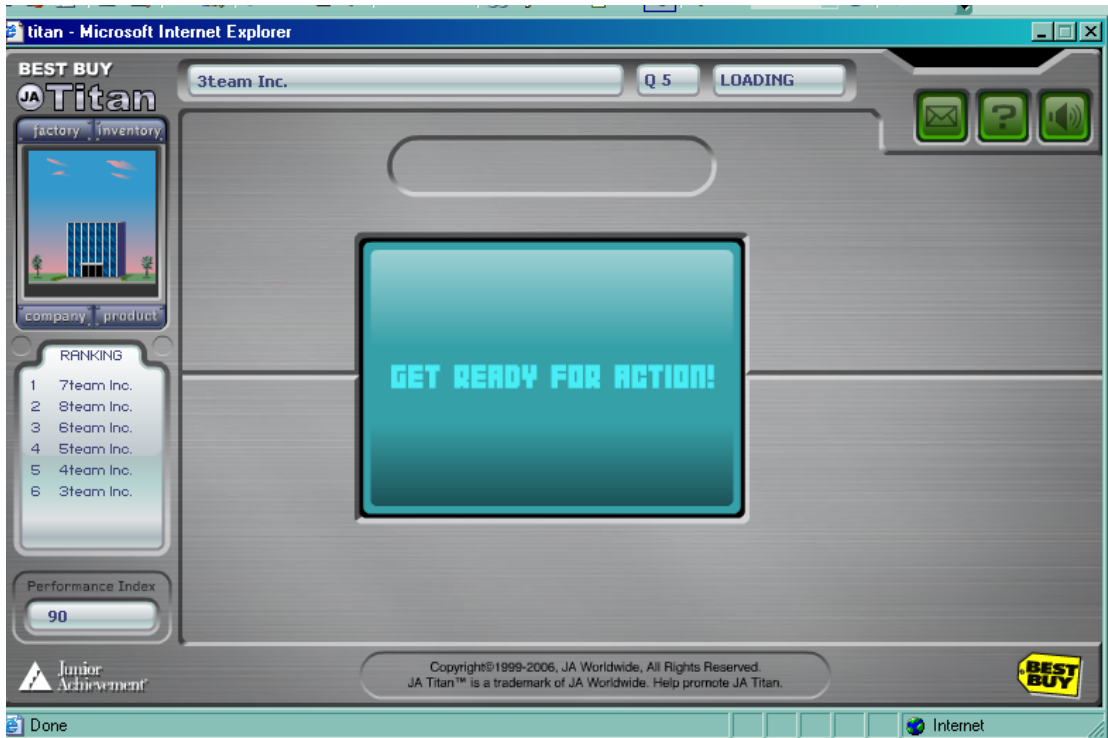
- At the top of the game screen, teams can see their team name, what quarter the game is in, and how the quarters will close (auto, timed, or manual).

- The green envelope icon will re-open your Video Instant Messenger (VIM).
- The green question mark icon is the help button.
- The green speaker icon will turn sound on and off. Note: The administrator can turn off sound for the entire game. If the administrator chooses to do so, you will not be able to turn it back on.

At the left side of the screen, you can see your company headquarters and your product. You also can see your current ranking and Performance Index (PI). The PI is calculated using the following:

Retained earnings	50%
Demand potential	10%
Supply potential	10%
Productivity	10%
Market share*	10%
Growth	10%

*The charitable giving decision is calculated as part of the market share.



Video Instant Messaging (VIM)

Once the bay doors open, the VIM screen will appear with messages from company staff and advisers. They introduce team players to *JA Titan* and give tips or summaries of what has happened as a result of their decisions. Teams can go back to the previous quarter's VIMs at any time.

- The characters have voices.
- Use the X at top right to close the VIM screen.



The screenshot shows the JA Titan game interface. At the top, it says "BEST BUY JA Titan" and "3team Inc. Q 7 LOADING". The main menu includes "PLAN", "REPORTS", "ANALYSIS", and "PRODUCT". A "VIM - VIDEO INSTANT MESSENGER" window is open, showing a character and a message. Below the message is a table of messages:

READ	FROM	SUBJECT	DATE
Y	Board Chair	Orders Match Production	Q 7
N	Office Manager	You Rule!	Q 7
N	Board Chair	Orders Match Production	Q 6
N	Office Manager	You Rule!	Q 6

At the bottom of the VIM window is a "SUBMIT" button. The game interface also shows a "RANKING" list on the left, a "Performance Index" of 93, and a "BEST BUY" logo in the bottom right corner.

Game Screen

At the top of the screen, teams can click **Reports** to view their Company and Industry reports. Teams also can click **Analysis** to help them examine necessary decisions and **Product** to see how their Holo-Generator looks right now.

The Plan Tab

This is where teams enter their decisions and submit their plans. Team plans can be submitted at any time until the quarter is closed. Once a quarter is closed, decision change must be made by the game administrator.



Advice

At the top of the screen, you will see your adviser's feedback and sometimes an idea of what to do. At the top right, you can click on each of the decisions to see each adviser's feedback.



If the team does not approve of the advice given by the current staff member, it can fire him or her and hire someone new.



The Reports Tab

The **Industry** report allows students to view each company's PI scores, sales, net profit, retained earnings, unit retail price, and market share. By clicking the **Units**, **Dollars**, **Productivity**, and **Economics** tabs at left, students can view pertinent details. The **Company** report displays all company-specific details. Students have the ability to view various details by using the tabs at the right.



The Analysis Tab

Student teams can view and create various graphical representations of business data.



The Product Tab

The product tab allows students to view various options for their Research and Development (R&D) investment. Once teams have invested (submitted their plan) in R&D, they can return to this tab to view the enhancement. If teams exceed all options of R&D, their investments will continue to contribute to their overall PI score.

