



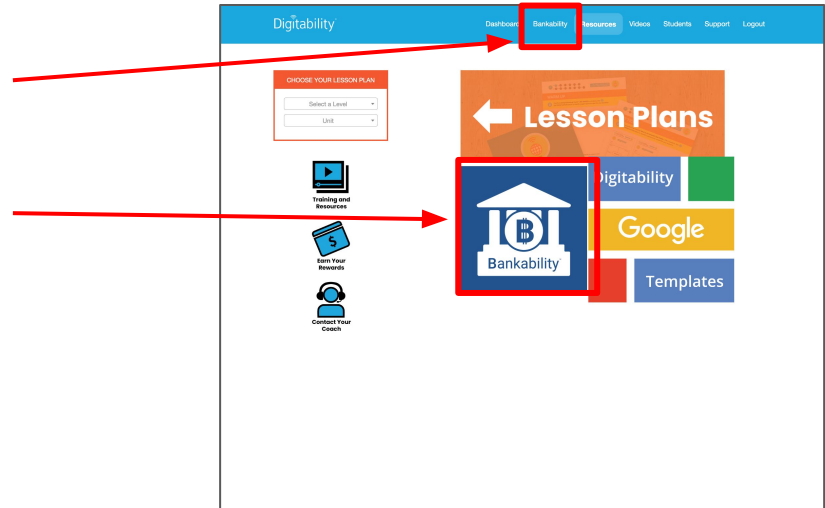
Level 1 Creating a Social Economy

Tutorial



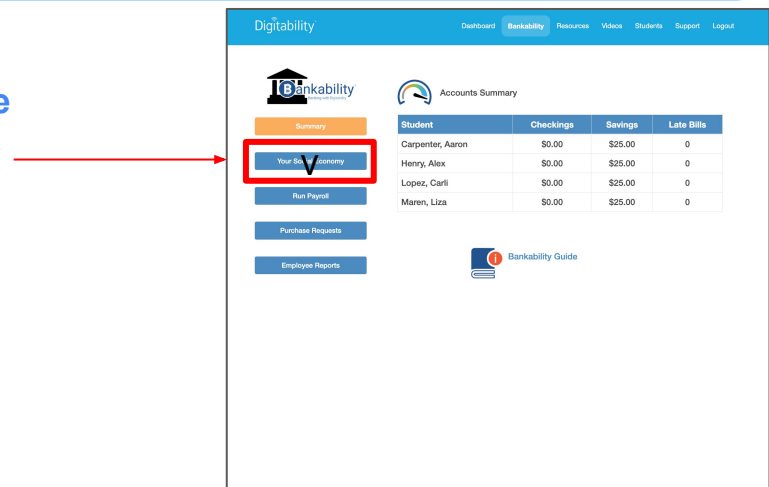
LEVEL 1 CREATING A SOCIAL ECONOMY

1. Log into your **Digitability** account and select **“Bankability”** from the menu options on top of your page.
 - Additionally, you can select the **“Bankability”** Logo on your **“Resource”** page.



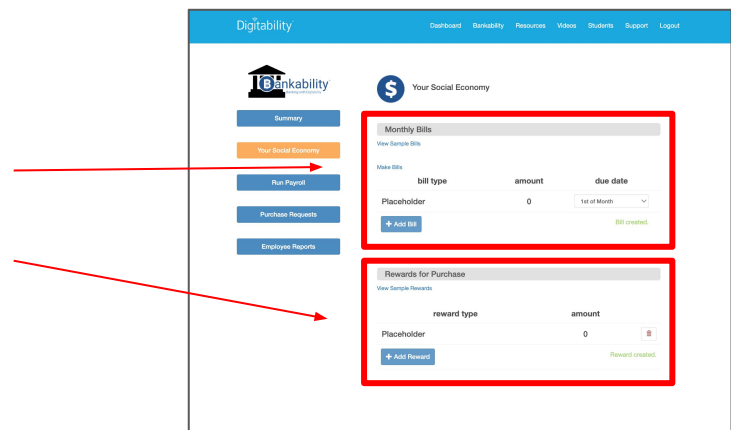
Digitability’s Social Economy has been designed to seamlessly integrate into any current social economy a classroom may already be supporting. If you already have all the elements of a successful social economy, Bankability can help you streamline and digitize this process. For classrooms without a social economy, Bankability will provide you with the tools you need to teach financial literacy.

2. From your **“Bankability”** webpage, use the side menu to select **“Your Social Economy”**.

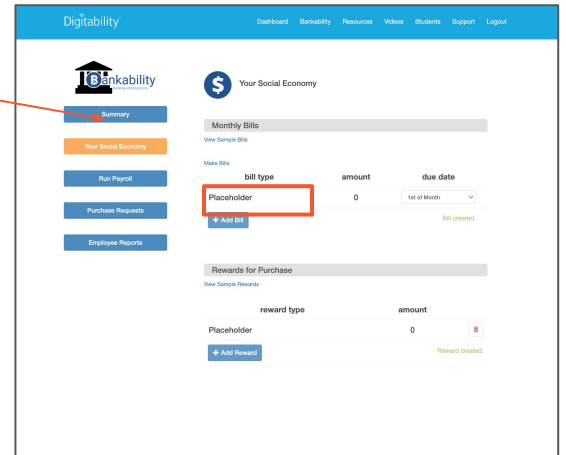


3. From the **“Your Social Economy”** page, you will be able to customize the structure of your classroom economy. Here you will be able to:

- set monthly bills including bill type, amount, and the due date.
- create rewards for purchases and the value of each reward

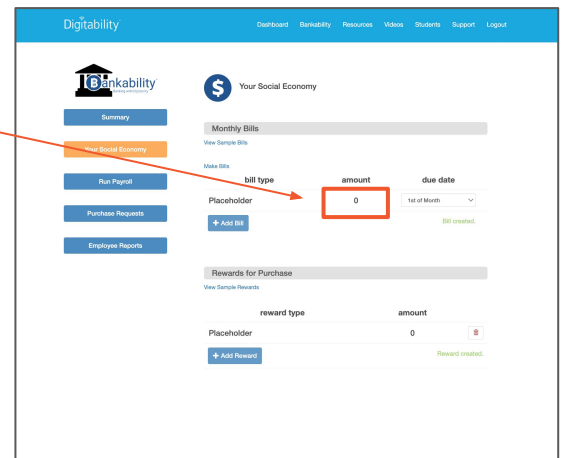


4. To add monthly bills to your social economy, click “Placeholder” under “bill type”. Enter the name of the bill you would like to charge students. If you already have bills set up in your classroom, you can enter your list here. If you need inspiration, you can click [“View Sample Bills.”](#)



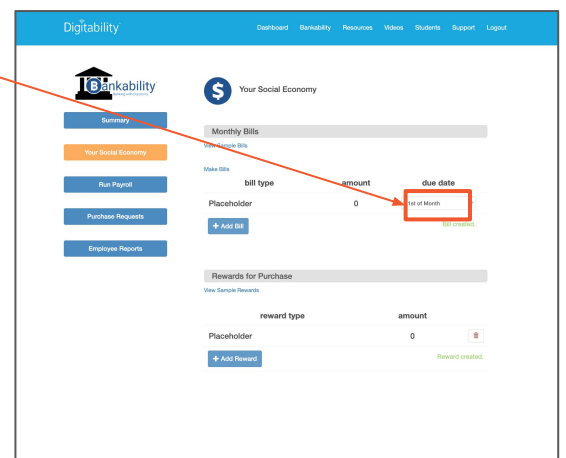
5. Once a bill is added, you can assign an amount that students will pay for this bill each month.

- If you are unsure what to charge students, start with a lower number. If you later find the bill amounts are too low, you can increase your price as this reflects real-world scenarios. Creating a balance will help students prioritize needs and wants.



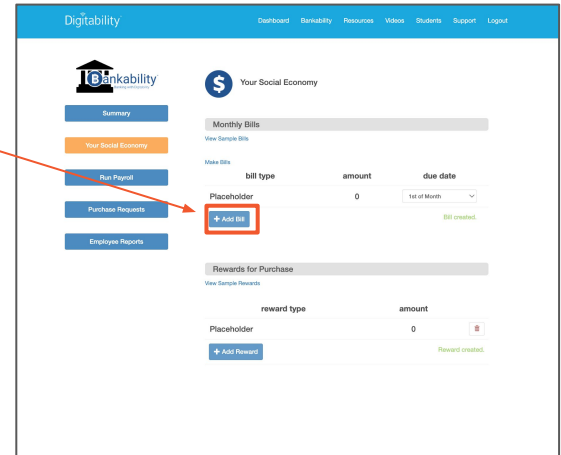
6. To finalize your bill, you'll need to select the due date for your bill. You can choose the 1st or 15th of each month.

- Bills are issued a month in advance. A bill for October 1st, will be issued on September 1st. This gives students time to budget for their bills.
- Bills will issue on the 1st or 15th after they have been created by teachers. If you create your bills August 2nd, any bill due on the 15th will be issued August 15th with a due date of September 15th. In this scenario, a bill with a due date on the first will be issued September 1st with a due date of October 1st.
- Bills and amounts are charged to all students on your roster.
- Bills cannot be deleted once issued.



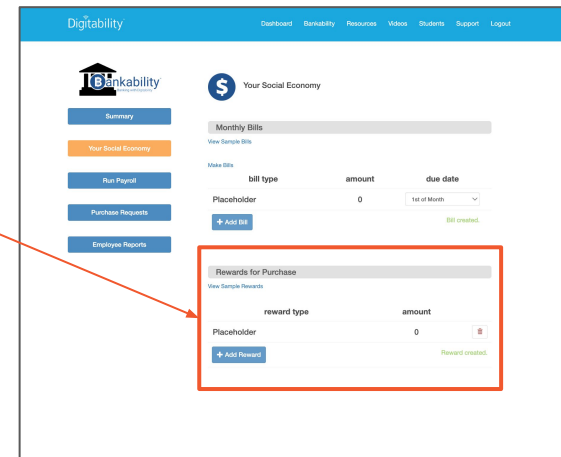
7. To add additional bills, select “Add Bill.” You will repeat the process to add as many bills as you would like.

- Bills can be added at any time. You may want to start with one or two bills while students get used to balancing bill payments with reward purchases.
- Teachers do not have the ability to delete bills on their own. Please review carefully before adding too many bills.

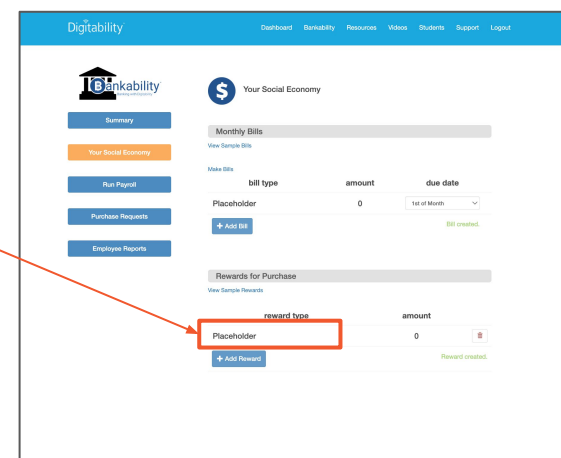


8. Once your bills have been create, you can create rewards for student to purchase in the “Rewards for Purchase” section.

- Reward purchases are the most motivating factor for student buy-in. The rewards you create should be of high interest to students.
- Rewards can be added or deleted at any time.

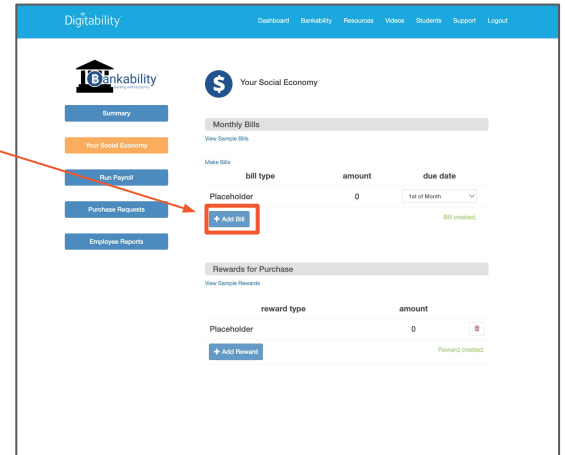


8. To add rewards to your social economy, click “Placeholder” under “reward type”. Enter the name of the reward you would like to offer students. If you need ideas for classroom rewards, you can click “[View Sample Rewards.](#)”



7. Assign a value to your reward by entering an amount in the “amount” field.

- If you find students are buying rewards too frequently, you may consider increasing the cost of the reward.
- The value entered for each reward will be cost for every student. It cannot be tailored to individual students.



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