

High School of Business™—Administering the Program 2021-22

Where To Find Information:

www.MBAResearch.org/HSB

High School of Business™ home page on the MBA Research website. You can navigate from this page to everything you need to administer the program.

Accounts You Will Use:

MBA Learning Center: <https://mba.instructure.com/login/canvas>

HSB Wiki: <http://hsbwiki.mbaresearch.org/tiki-index.php?page=Welcome>

WebXam—to administer the online final exams for your courses: www.webxam.org

Checklist for Annual Program Requirements

To manage and improve your local program, as well as meet the national program requirements, use this annual checklist and the monthly calendar that follows to integrate the national program requirements into your local program plan.

Attend Professional Development (www.mbaresearch.org/HSBTraining)

Create your PD plan to attend all of the trainings for the courses you will teach.

Summer Training Institute (June)

- Year One: HSB Pedagogy, Principles of Business, Leadership (optional 9th grade course)
- Year Two: Principles of Marketing
- Year Three: Principles of Management/Business Strategies

Fall Training Institute (October)

- Year One: Business Economics, Wealth Management (optional 9th grade course)
 - Year Two: Principles of Finance
 - Ongoing: HSB Refresher/Advanced PBL*
- *After completing all course trainings, continue to participate in ongoing PD offerings and attend the HSB Refresher Training once every five years.

Course Rollout and Sequencing

- Coordinate with Administrators to offer the full program, allowing students to complete the six required courses prior to graduation
- Coordinate with school Counselors to find best-fit students and to ensure students take courses in their designated sequence

Develop your HSB Steering Team

Along with being a program requirement, your HSB Steering Team can assist with three other program

requirements. Additionally, each course guide has a list of needs for the course. Use those course resource lists to encourage your steering team members to get involved in bringing business into the classroom.

- Annual Self Study and Improvement Survey—complete in the spring of each year
- Observational Internship—students complete 20 hours in their senior year
- Provide a value-added recognition option for your HSB completers—honors celebration, graduation cords, local college credit agreement, etc.

Final Exams

Give the proctored final exams to every student in each course

WebXam: www.webxam.org (login required)

- [WebXam Manual](#)
- [Bulk Upload Student Accounts](#)—see manual for directions
- [Policies and Procedures for Proctoring HSB Exams](#)
- Online Proctor Forms:
 - [Proctor Registration Form](#)
 - [Exam Certification Form](#)

High School of Business™ Planning Calendar

The following is an overview of administrative and marketing initiatives you may need to address each month. Some of the items are unique to *new* teachers in the program and some are standard reminders for *all* teachers. Use this planning calendar to create your own customized HSB reminders.

August

- Kick Off the New School Year
 - Begin the new year with special HSB events, such as team-building activities, field trips to businesses, etc.
- Back-to-School Webinar for New Teachers. Date and registration information at www.mbaresearch.org/HSBTraining.
- Register for Fall Training Institute/MBA Research Conclave Curriculum and Teaching Conference. Find information at www.mbaresearch.org/HSBTraining and www.mbaresearch.org/Conclave.
- Hold first monthly Steering Team Meeting
 - See Steering Team Implementation Plan [on the Wiki](#).
- Prepare for your students' online tests:
 - Fill out your credit requests [on the Wiki](#) for the mandatory Final Exams.
 - Print and read the full [WebXam Manual](#) along with the [instructions](#) to create your students' WebXam accounts.
 - Choose proctors for your exams.
 - [Policies and Procedures for Proctoring HSB Exams](#)

- Online Proctor Forms:
 - [Proctor Registration Form](#)
 - [Exam Certification Form](#)
- Learning Center: Customize the preset HSB courses for first semester and invite students to join your course.

September

- Prepare for Fall Training Institute.
- Primary Contact ensures that Fall Training invoices are paid.
- Primary Contact sends updated information (name, title, email address) for all staff changes (teachers, admins, CTE Directors, steering team members) at your school to: rizqiyaz@mbaresearch.org.
- Monthly Steering Team meetings continue at your school.

October

- HSB Teachers attend Fall Training Institute.
- Annual Affiliation fee invoices are mailed this month.
- Teaching *Principles of Finance* next semester? If so, request BetterInvesting.org accounts for yourself and your students.
- Monthly Steering Team meetings continue at your school.
- Fall Training completion certificates are mailed to your school address.

November

- Be HSB Proud. As you and your students head to conferences this school year, consider wearing HSB ribbons. These are red ribbons that affix to the bottom of standard conference name tags. [Just email us](#) how many you need. We also have HSB lapel pins available for teachers.
- Request test credits (if needed) for Final Exams on the HSB Teacher's Wiki
- Monthly Steering Team meetings continue at your school

December

- Have Kudos to Share? Let us know! We regularly use our website, Facebook, Twitter, newsletter, and more to recognize the achievements of students and teachers in HSB. Simply email project stories and photos to me and we'll take care of the rest. End-of-project presentations, field trips to local businesses, local or school newspaper recognition, good deeds achieved via the *Leadership* service-learning project or any other project, are all good examples that we can use to help your students shine.
- Request test credits for Final Exams on the Wiki
- MBA Learning Center: Customize the pre-set HSB courses for 2nd semester.
- Monthly Steering Team meetings continue at your school

January

- MBA Learning Center: invite students to join your 2nd semester courses.
- Add next year's HSB courses to scheduling materials
- Request test credits for Final Exams on the Wiki
- Counselor Webinar registration: All school counselors who do scheduling of HSB students should attend. Led by veteran HSB counselors, topics include scheduling courses, sharing information with students and parents, determining which students will benefit from the program, and recent program updates. See www.mbaresearch.org/HSBTraining for information.
- [Summer Training Institute Registration](#) is usually available by mid-month
- If you haven't done so already, request your Better Investing accounts for yourself and your *Principles of Finance* students
- Post your Pre-test and/or final exam credit requests to the Wiki. Remember to enter '#of students in class/approximate date of exam'.
- Monthly Steering Team meetings continue at your school
- Counselor Webinar – usually last week in January.

February

- Summer Training Institute – Registration now available at www.mbaresearch.org/HSBTraining
- Monthly Steering Team meetings continue at your school

March

- Program Completer Form – if you have seniors completing the program, have them complete and submit the online form to receive their certificate of completion. Further instructions and a link to the form are posted on the [Home page of the HSB Wiki](#).
- Register for Summer Training
- Annual Self-Study and Improvement Plan Survey is sent to the Primary Contact at each school
 - Steering Team schedules time to complete annual self-study, due in June

April

- Reminders
 - Register for Summer/Fall Training and book travel and hotel
 - Pay for Summer/Fall Training
 - Steering Team completes annual self-study
 - Program completer form for graduating students to submit
 - Send us your student success stories
- DECA Nationals (Good luck to your students! Stop by the MBA Research exhibit.)
- Monthly Steering Team meetings continue at your school

May

- Primary Contact ensures that training invoices are paid
- Make final travel arrangements for training
- New Teacher Web Conference: for teachers attending summer training for the first time: usually last week in May.
- Assemble or make changes to your Steering Team
 - Decide upon standard meeting time for upcoming school year, e.g., 1st Tuesday of month at 3pm.
- Steering Team completes annual self-study

June

- Summer Training – third week in June
 - Register for graduate-level credit through VCSU (\$50/course)
- Steering Team completes annual self-study
- FBLA Nationals (Good luck to your students! Stop by the MBA Research exhibit.)

July

- Webinar: Intro to WebXam – last week in July

Communication from Us

As partners in your program, we will communicate on a regular basis. Below is a snapshot of when, how, and why you will hear from us:

When	Method of Communication	Details
Monthly	Email Updates for Teachers	Program info, news, reminders
Quarterly	Email Updates for Teachers/Admin	Program info, news, reminders
Quarterly	Steering Team E-Newsletter	Program news with a focus on one of the eight charges of the HSB Steering Team
Jan-Mar	Email to Counselors	Remind Counselors of the sequence of courses for existing HSB Students
Jan-Mar	Email to Teachers: letter to their students from MBA Research	MBA Research encourages existing HSB students to continue with the program – reminding them of the benefits
March	Email to Primary Contact	Link to Annual Self-Study: to complete with Steering Team; due in June
Weekly in May	Emails to Summer Training Registrants	Training information
July	Annual Letter to School Administrators	Data, insights from annual site self-studies; other program updates

Weekly in September	Emails to Fall Training Registrants	Training Information
October	Email/Mail to Primary Contact/Accts Payable	Annual Affiliation Fee Invoice

Contact Us

- Customer Service and WebXam Questions: Service@MBAResearch.org
- MBA Learning Center Questions: HelpMe@MBAResearch.org
- Phone: (614)-486-6708

Other Important Links:

For Participating Schools: www.MBAResearch.org/ForParticipatingSchools

HSB Training and Professional Development: www.mbaresearch.org/HSBTraining

HSB Steering Team News: [HSB Steering Team Newsletter](#) - invite your local business professionals to sign up for the HSB Steering Team Newsletter (as a teacher you will automatically receive the newsletter)

College credit: www.mbaresearch.org/HSBCollegeCredit

Stay in Touch: Follow us on Social Media

Please let us know how your courses are going or share information about your students' projects or accomplishments. We will write an article and share it with our network via [High School of Business News](#), [Facebook](#), [Twitter](#) and the MBA Research weekly newsletter. We'll also share it with your administrators to recognize HSB teachers and students.