

# Contents

<b>Overview</b> .....	3
Open and Start Dollars & Cents.....	4
Print the User Guide.....	5
<b>Counting Coins</b> .....	6
Name Activity.....	7
Sort Activity.....	8
Match Activity.....	9
Vending Activity.....	10
<b>Spending Money</b> .....	11
Shop.....	12
Quiz.....	14
<b>Making Change</b> .....	15
Start - Cashier.....	16
Quiz.....	18
<b>Options—Add Names</b> .....	19
Settings.....	21
Results.....	26
<b>Alternative Access</b> .....	27
<b>System Requirements</b> .....	28
<b>License Agreement</b> .....	29
<b>Contact Us</b> .....	30

## Overview



**Dollars & Cents** is a great way to practice basic money skills. The three programs in this collection range in difficulty from identifying coins to calculating change.

**Counting Coins** is a coins-only program with four activities: identifying coins, sorting, matching, and purchasing items from a vending machine.

In **Spending Money**, users experience a shopping trip to a mall, finding items on a list and selecting bills and coins to make each purchase.

**Making Change** is the most challenging of the three programs. Users play the role of store cashier, entering the cash given and then selecting the change to return.

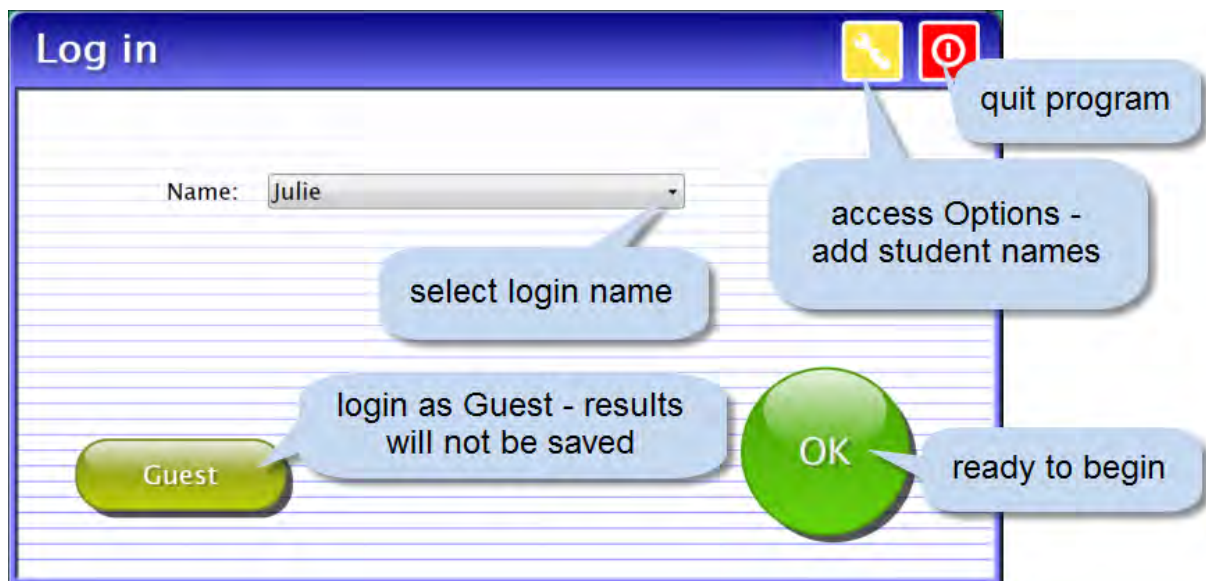
The many adjustable settings in Dollars & Cents are designed to help a variety of individuals use the program successfully. Options include number of items shown, coin and bill denominations, inclusion of auditory prompts on button rollovers, and choice of US or Canadian currency. See [Options—Settings](#).

## Open and Start Dollars & Cents

**Windows:** Go to the Start menu at the bottom left of the screen.  
Start—>All Programs—>Attainment Company—>Dollars & Cents

**Macs:** Go to the menu bar at the top of the screen.  
Go—>Applications—>Attainment—>Dollars & Cents

Dollars & Cents will automatically log in users as Guest until one or more user login accounts have been created. Results are not saved when logged in as Guest. Once accounts are created, the program will open to the Log in window.



At the Log in window you can log in a student, log in as Guest, go to the program's Options, or quit the program. Select a student name from the pull-down list or click the Guest button. Click on the yellow button with the tool-wrench icon to open Options. [Options](#) is where you add student accounts, view student scores, and adjust preferences, including scan settings.

A student's completed activities will be saved when the student is logged in with their name. Results of the completed activities can be viewed in [Options—Results](#). Results are not stored for the login Guest.

## Print the User Guide

A PDF of the user guide is available for printing.

On Windows the PDF is available from the Start menu:

All Programs—>Attainment Company—>Documentation—>Dollars & Cents

On a Mac the PDF can be found inside the program folder:

Applications/Attainment /Dollars & Cents

---

## Counting Coins



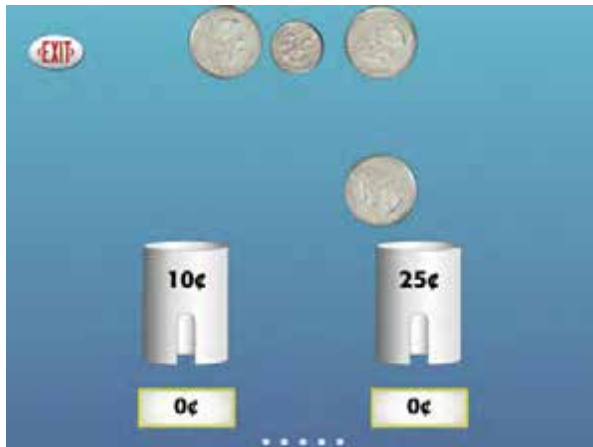
**Counting Coins** focuses on identifying coins, determining individual value, and combining values. To begin select an activity: Name, Sort, Match, or Vending. To leave Counting Coins, click on Exit.

## Name Activity



A set of coins is displayed on a black tray. Click on a coin to display the coin's name(s); value; and a larger, detailed image. Click on the large coin to see the reverse side of the coin. Select the Exit button to leave the Name activity. Results are not stored for this activity because of its exploratory nature.

## Sort Activity



Two types of coins and two tubes are presented. Drag each coin into the tube labeled with the corresponding value. (To achieve the same result without dragging, click once on the coin and then click once on the correct tube.) Coins will be rejected if put into an incorrect tube. As the coins are put into the correct tube, they are added, and this total is shown below each tube. During scanning, one coin will have a blue outline; activate the switch when the corresponding tube is scanned.



When all the coins have been put into their tubes, a mathematical equation shows the sum of the coins. A Skip button will appear during the animation sequence of the equation. To skip viewing the animated equation, click the Skip button to proceed to the next problem. The Sort activity becomes progressively more difficult after five consecutive correct answers. Results from this activity are saved for users logged into their account.

## Match Activity



Coins are displayed in the center of the screen, and coin receptacles labeled with coin values are presented in each corner. Drag the coins to the matching coin receptacle. (To achieve the same result without dragging, click once on any coin in the coin set, and then click once on the selected coin receptacle.) The type of coins and coin receptacles displayed can be selected in Options—Settings. Choose from four types of coin receptacles: Box, Pig, Purse, or Bank. Results from this activity are saved for users logged into their account.



## Vending Activity



This activity simulates buying products from a vending machine. An item is shown behind the sliding door. The price is displayed to the right of the coin slot. Click on a coin to select it, then click on the coin slot. The sum of the coins deposited is displayed to the left of the coin slot. Continue to deposit coins until the specified price is reached. Exact change is needed to purchase items. If a coin is added that exceeds the targeted price, the machine will reject it. Once the price is matched, the glass door slides open revealing the purchased item. Press the forward arrow to purchase another item. Results from this activity are saved for users logged into their account.

## Spending Money



**Spending Money** provides practice in selecting appropriate bills and coins to reach a given total. Choose Shop to select items and pay for them, Quiz to pay for randomly generated totals (Quiz results are tracked), or Exit to leave Spending Money.

## Shop



The Shop activity opens in one of eight stores in a mall. Each store displays five random items for sale. Multiple items may be selected and purchased from a store. A shopping list is posted on the right side of the screen. Some words on the list refer to a specific item found in the store. Others, like clothes, shoes, or snack, are general descriptions for which various items are acceptable. A shopping trip always starts with enough money in the wallet (next to the Exit button) to complete the list unless too many extra items are purchased.

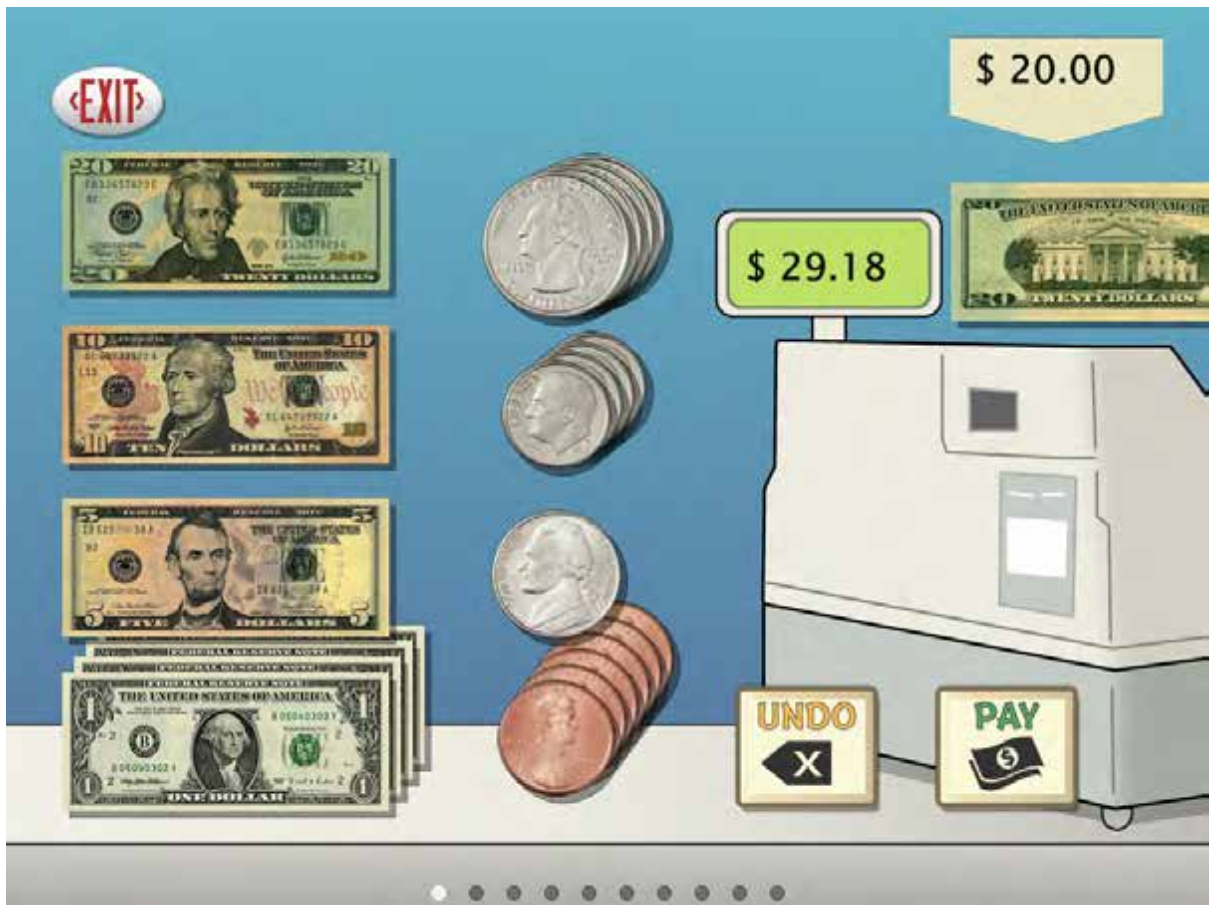
Travel from store to store using the Left and Right arrow buttons or click on the map button to choose a store. When a store displays an item on the shopping list, click on the item to select it for purchase. A price tag pops up behind the selected item, showing its price and description. Click on the selected item again to put it back without purchasing. The price tag at the top of the screen shows a running total of items selected in the store. The wallet indicates the amount of money available. To purchase the selected items, press Pay.

Tip: In Settings you can restrict purchases to listed items or allow the purchase of additional items. Encourage bargain shopping by finding the least expensive item fitting the description so money may be left over to buy additional items.



To purchase the selected items, press PAY. The checkout screen displays the money from the wallet on the left side of the screen. The amount owed is shown on the cash register. Click on bills or coins to select them for payment. The current amount of money selected is displayed at the top of the screen. Continue to select money until the amount matches or exceeds the amount shown on the cash register. Press UNDO to return the last coin or bill selected. Press PAY to give the money to the cashier. A prompt will appear if the amount given is not enough. If the amount paid exceeds the total price, the change is returned. Once successfully paid for, the items are checked off the list and shopping resumes. Continue shopping until all items on the list have been checked off. Results from Shop are not saved in Results.

## Quiz



The Quiz activity is the checkout component of shopping. Available money is displayed on the left side of the screen. Select bills and coins until the amount matches or exceeds the amount shown on the cash register. Press UNDO to return the last bill or coin selected. When ready, press PAY. Program moves forward regardless and records underpaid or overpaid. Results from Quiz are saved for users logged in (see Results).

## Making Change



**Making Change** teaches applied money skills by simulating a cash register to collect payment and make change.

## Start - Cashier



Making Change is a two-step process of first entering the cash given and then selecting the change to return. A purchase price is randomly generated and shown on the Total cash register panel. The coins and bills paid are shown, and an audible prompt is given to “Count the money and enter it.” To hear each money value, click on individual coins or bills. Tally the amount of money shown and enter that amount on the keypad. Press UNDO to clear the last number entered. To hear the amount entered or the total purchase price, click on the corresponding display panel. The amount entered appears in the Amount Paid display panel on the cash register. Note: You must always enter the cents even if no coins are presented. However, you do not need to enter decimal points.



When ready to continue, press ENTER. If the amount entered is correct, the money drawer opens to make change, and you are prompted to “Give the customer their change.” The dollar amount to return to the customer appears in the Change Back display panel. Click on the panel to hear this amount. Click on the coins or bills in the cash drawer to select them. The money selected will move to the right side of the screen while the cash register displays a running total. UNDO returns the last coin or bill to the cash drawer. To hear the current amount selected, click the Change Back display panel. Give the customer their change by clicking ENTER. If the amount of change selected is correct, another transaction begins.



### Quiz



**Quiz** is the Change Back portion of Making Change. The details of each transaction are saved during Quiz, except when logged in as Guest. The details are shown in Options—Results.

## Options—Add Names



Choose Options to add users' names (so their results will be saved), personalize settings, set scanning details, and view or print user results. From the menu bar at the top of the screen, select File, and then Options. (Note: the menu bar is hidden on Windows computers until you roll the cursor to the top of the screen.) If you have added a password, you'll be prompted to type the password to enter Options. As a backup, **Attainment** will always work as a password. Options will open to the general options screen.

### General Options

Helpful pop-up descriptions are given for each setting. To view pop-up help, pause the cursor over a setting.



- At the top of the general options screen are buttons to Delete and Add user names. Delete a user account by selecting the user name from the drop-down list of names and pressing Delete.
- Create a user account by pressing Add, typing the user's name in the box, and pressing Next. Add an optional password this user will need to type to log in, or click Skip for no password. An optional picture of the user (or any image) can be added that will be displayed by the user's name on the login menu. Press Skip or press From File to assign a picture. When a web cam is detected, a Web Cam button is also available.
- Teacher Password allows you to create an optional password that needs to be typed to enter Options. As a backup, **Attainment** will always work as a password. Password is not case sensitive: upper or lower case does not matter.
- Check "Required to Switch Users" to extend the password requirement to include switching users from the File pull-down menu.
- Check "User Must Type Name", or uncheck to show users' names in a drop-down menu for them to select when they log in.
- Check Fullscreen to have the program fill your monitor screen, or uncheck to have the program run in a window. The window can be resized or minimized.
- Check "Allow Guest Logins" or uncheck to remove Guest as a login option.

When a user is logged in as Guest, results are not saved. Guest can be removed as a login choice only after one or more login names have been added.

## Settings

Access settings by pressing the Settings button on the main Options screen. There are five tabs with adjustable settings.



### Program Settings tab

- Country: Choose United States or Canadian currency.
- Quiz Problems: Select the number of problems given in Quiz mode.
- Currency: Determine which bills and coins will be used in the activities.



### CC (Counting Coins) Tab

- Enable Counting Coins: Uncheck to remove the program button from the title page so Counting Coins will not be accessible to this Login.

- Match Container: Bank, Box, Pig, and Purse are the four containers to choose from.
- Vending Activity: Select the difficulty level of the vending activity.
  - Simple: only the exact coins needed will be shown.
  - Normal: A variety of coins including extra coins are shown. Purchases are scored by reaching the total needed, not what coins were used.
  - Advanced: A variety of coins including extra coins are shown. Purchases are scored by the coins selected.



### SM (Spending Money) Tab

- Enable Spending Money: Uncheck to remove the program button from the title page so Spending Money will not be accessible to this Login.
- List Only: Restrict purchases to items on the shopping list.
- Number of items: Choose 1, 3, or 6 items to be shown on on the shopping list. The number of items controls how much money will be available.
- Exact amount: Require exact change for purchases in Quiz.
- \$20 or less: Check to limit the dollar amount of the purchases.
- Stores: Reduce the number of stores in the mall to simplify the activity.



### MC (Making Change) Tab

- Enable Making Change: Uncheck to remove the program button from the title page so Making Change will not be accessible to this Login.
- Keypad—Reverse order: Arrange the keypad numbers in ascending order (like a telephone.)
- Change Back—Calculate own change: Increase the difficulty by not showing the amount to be returned. The amount of the purchase and the amount paid will be shown; the student must do the math to calculate the amount of change.

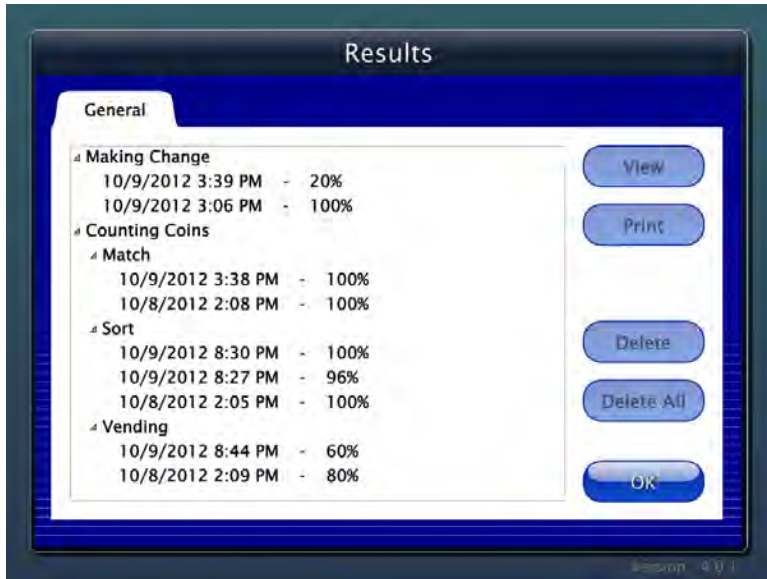


### System Tab

- **Alternative Access:** Built-in scanning provides program access with switches. To use scanning, select one or two switches; by default, scanning is disabled. Selecting one or two switches enables multiple scan settings such as Highlight color and Auditory Scanning.
- **Auditory Rollover:** Check to hear auditory confirmation when you pause the cursor over items.
- **Sound:** Choose which sound components will be heard.
- **Icon:** Click on Set to select a photo or image this student will see by their name on the Log in window.

## Results

Quiz and other saved results in Dollars & Cents are saved when students are logged into their account. Results are not saved while logged in as Guest. To view saved Results, open Options and then select the Results button.



To view details, highlight an entry and press View.

