



School & Faculty Resource Guide

Business Builder AI Academy

A simple, school-friendly guide for understanding enrollment, Course Hub access, student submissions, dashboard reporting, and completion tracking.

This guide helps faculty understand	Daily review location
How students enroll, create passwords, access the Course Hub, submit assignments, complete quizzes/exams, and move toward Module, Core Program, or Full Program completion.	The school-specific dashboard/tracker provided for your school. Teachers do not need to manage website forms, exports, routing rules, or technical setup.

Recommended audience: school administrators, charter school directors, teachers, faculty coordinators, counselors, technology staff, and approved ABM program administrators.

Prepared for school-facing program onboarding and Course Hub resource placement.

1. Quick Start for Faculty

The faculty workflow is intentionally simple: students complete work through the Course Hub, and teachers review activity in one school dashboard. Teachers should not have to configure forms, export records, or manage technical routing.

Step	What faculty does	Why it matters
1	Send students to the Course Hub.	Students access lessons, videos, handouts, quizzes, assignment forms, and project forms from one place.
2	Review one school dashboard.	Enrollments, submissions, status, and completion progress are tracked in the school-specific dashboard.
3	Use filters and statuses.	Teachers can filter by student, teacher/faculty contact, program type, module, submission type, and review status.

Faculty expectation: Teachers and faculty use the dashboard/tracker provided by ABM or the school program lead. The database, routing workflow, and form setup are handled behind the scenes.

Best practice: share one clear dashboard link with approved faculty before the first cohort begins. Keep the link in the Course Hub faculty area and in the school onboarding email.

2. Program Overview

Business Builder AI Academy is a practical entrepreneurship and responsible AI program. Students move from idea development to a complete business-planning portfolio using guided modules, training videos, handouts, quizzes, assignments, and reflection prompts.

- Students build a business concept, target customer profile, offer, business plan, brand direction, website plan, pricing model, marketing plan, sales script, pitch deck, and responsible launch plan.
- The course pathway includes a Course Hub, five module areas, weekly lessons, a handout library, video library, student submission forms, parent/teacher FAQ, and responsible AI guidelines.
- The program is designed to be school-friendly, parent-aware, and student-safe. Students should not enter private personal information into public forms or AI tools.

Module	Focus	Student Work Product
Module 1	Business Idea & Entrepreneur Mindset	Entrepreneur traits, problem hunt, strengths/interests, responsible AI basics, business idea selection.
Module 2	Customer, Offer & Business Plan	Target customer, interview questions, offer definition, value proposition, business plan model.
Module 3	Brand, Name, Domain & Website	Business name, domain research, brand guide, logo design brief, website map/copy, online safety.
Module 4	Pricing, Payments, Marketing & Sales	Startup budget, pricing worksheet, safe payment plan, marketing plan, ethical sales script.
Module 5	Launch Plan, Pitch Deck & Demo Day	Launch checklist, final binder, pitch deck, presentation practice, demo day showcase.

3. Program Options

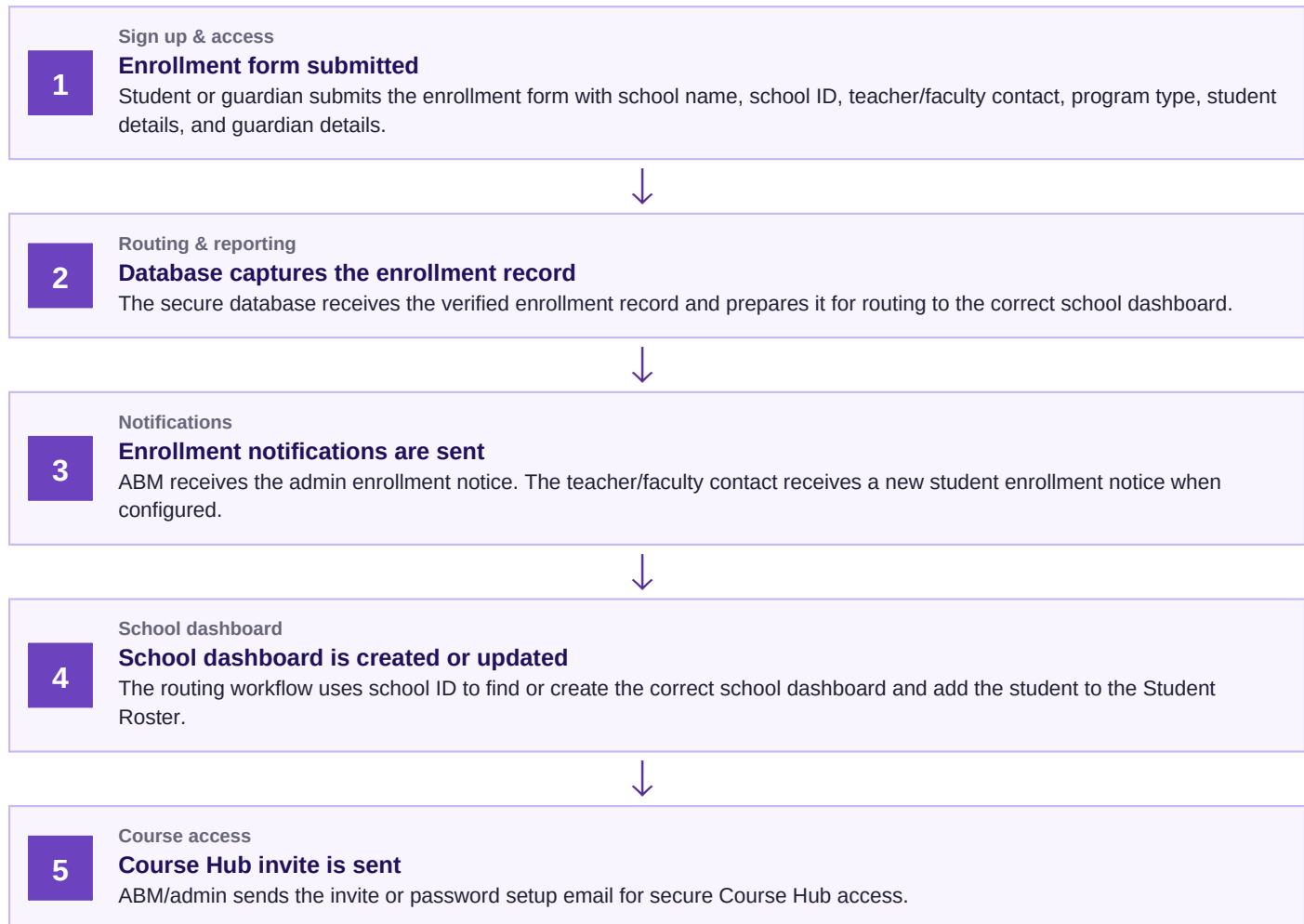
Use this section to understand what each student is enrolled in and what completion outcome should be tracked.

Program Option	Access Included	Best Use	Tracked Outcome
Single Module	One selected module	Short enrichment experience, workshop, or targeted classroom activity.	Module Complete
Core Program	Modules 1-4	Practical business-building pathway covering idea, customer, offer, business plan, brand, website plan, pricing, marketing, and sales.	Core Program Complete
Full Program	Modules 1-5	Complete academy experience with launch readiness, pitch deck, presentation practice, and demo day/showcase preparation.	Full Program Complete

Recommended school-facing positioning: The Core Program is the practical business-building pathway. The Full Program is the complete academy experience because it adds final launch readiness, pitch deck, and demo day preparation.

4. Enrollment to Completion Data Flow

This flow shows the complete process from enrollment through Course Hub access, student submissions, teacher visibility, and completion reporting.



**6**

Password setup

Student creates password

The student accepts the invite, creates a password, and logs in to the Course Hub.

**7**

Course work

Assignments, quizzes, exams, and projects are submitted

Student completes lessons and submits required work. Each submission includes routing fields so it lands in the correct school dashboard.

**8**

Completion & review

Completion status is updated

Teacher/faculty and ABM review submissions and update status for Module Complete, Core Program Complete, or Full Program Complete.

5. Enrollment & Course Hub Access

This is the sign-up and access process faculty can explain to students and guardians in plain language.

Step	Action	Owner
1	Student/guardian submits the enrollment form. Required routing fields include school name, school ID, teacher/faculty contact, program type, student details, and guardian contact information.	Student/guardian
2	The secure database records the submission and confirms that the required routing fields are present.	Database workflow
3	ABM confirms school, selected program option, student/guardian contact, and preferred start date.	ABM/admin
4	Any school approval, consent, or payment-related requirements are confirmed before access is granted.	ABM/school lead
5	ABM/admin sends a Course Hub invite or password setup email and assigns the correct program access.	ABM/admin
6	Student creates a password, logs in, and begins the assigned Single Module, Core Program, or Full Program pathway.	Student

Password setup note: Students do not receive temporary passwords. They create their own password from the latest invitation or password reset link. Old links may expire or become invalid.

6. Required Form Fields for Accurate Reporting

Every student-facing form should carry the same routing data so each submission lands in the correct school dashboard.

Field	Why it matters
school_name	Shows which school the record belongs to.
school_id	Primary routing key. This is the most important field for avoiding duplicate or misrouted records.
teacher_name	Identifies the faculty contact for enrollment and review workflow.
teacher_email	Used for teacher enrollment notices and future digest options.
program_type	Identifies Single Module, Core Program, or Full Program.
student_name / student first and last name	Identifies who submitted the enrollment, assignment, quiz, or exam.
student_email when available	Helps match submissions to the roster and support student access.
guardian_email when needed	Used for enrollment confirmations and parent/guardian communication when appropriate.
submission_type	Tells the dashboard whether the record is an enrollment, assignment, quiz, exam, project, or inquiry.
module / week / lesson title when applicable	Supports module progress, lesson tracking, and completion review.
submitted_at	Provides the timestamp used for reporting, review, and audit history.

7. Submission Tracking Workflow

Students submit work through the Course Hub. Teachers review everything from the school-specific dashboard/tracker.

Step	Workflow Action	Where it is tracked/viewed
1	Student completes an enrollment, form, quiz, assignment, project, or exam.	Course Hub / student-facing forms
2	The database captures the submitted record.	Secure database record
3	The routing workflow reads school ID, teacher/faculty contact, program type, and submission type.	Routing workflow
4	The submission is added to the school-specific dashboard/tracker.	Master Submissions tab
5	Enrollment records also update the Student Roster.	Student Roster tab
6	Teacher reviews status, filters by student/module/submission type, and marks next action if needed.	Dashboard and Master Submissions tab
7	Completion is confirmed at Module, Core Program, or Full Program level.	Status fields, review notes, and completion tracking

Where faculty go: Faculty open the school-specific dashboard/tracker provided by ABM or the school program lead. The dashboard is the single place to view enrollments, submissions, module completion, Core Program completion, Full Program completion, review status, and notes.

8. Teacher View & Review Process

The school dashboard should be copied from the ABM Academy Master Submission Tracker template for each school. The original template remains protected and untouched.

Dashboard Area	Purpose	Recommended Audience
Dashboard	Quick counts for submissions, assignments, quizzes, exams, needs review, and completed items.	Teachers and school leads
Master Submissions	Main record of enrollments, assignments, quizzes, forms, projects, and exams.	Teachers, school leads, ABM admins
Student Roster	Approved student list used to match submissions to the correct school/program.	ABM admins and school leads
Teacher Directory	Faculty contacts, teacher emails, and notification preferences.	ABM admins and school leads
School Setup	School name, program type, contact preferences, and launch details.	ABM admins and school leads
Assignment Catalog	Module/week assignment names, expected submission type, due dates, and review notes.	Teachers and ABM admins
Automation Mapping	Maps form names to dashboard fields and routing rules.	ABM admin only
Data Dictionary	Explains what each tracker field means.	Anyone reviewing the tracker

9. Submission Statuses & Completion Definitions

These statuses keep teacher review simple and make progress visible without requiring faculty to open multiple systems.

Status	Meaning
Submitted	Student submitted the form and it has been logged.
Needs Review	Teacher or ABM should review the submission.
Returned for Revision	Student should update or resubmit work.
Completed	Submission has been accepted or marked complete.
Missing	Expected submission has not been received.
Flagged	Submission may contain private information, unsafe content, or needs adult review.

Outcome	Recommended meaning
Module Complete	All required assignments, quizzes, and module-specific forms for that module have been submitted and marked complete.
Core Program Complete	All required Core Program modules and submissions have been completed and reviewed according to the school/ABM setup.
Full Program Complete	All required modules, quizzes, exams, projects, and final submissions have been completed and reviewed.

Teacher Review Checklist

- Open the school dashboard at least once per week during an active cohort.
- Filter by Needs Review to identify submissions requiring faculty attention.
- Use Returned for Revision only when the student needs to update and resubmit work.
- Use Completed only after the submission has been accepted or the required activity is done.
- Flag submissions that include private information, unsafe content, or unclear ownership.

10. FAQ for Schools & Faculty

Is this a full LMS?

Not yet. The current version is a course hub with module pages, weekly lessons, handouts, videos, quizzes, assignments, exams, and submission forms. A full LMS can be added later if schools need deeper gradebook features.

Where do teachers view student submissions?

Teachers view submissions in the school-specific dashboard/tracker. ABM or the school program lead should share the correct dashboard link with approved faculty.

Do teachers need to configure the website or forms?

No. Teachers should not need to manage technical setup, build forms, export records, or configure notifications.

How are videos and handouts delivered?

They are available through the Course Hub and organized by module and week.

Do students need to buy domains or collect payments?

No. Students can learn about domains and payments without buying a domain or collecting money. Any public launch, payments, or customer communication should require parent/guardian and school approval.

How is AI used responsibly?

AI is used for brainstorming, planning, writing support, revision, and learning. Students should protect private information, verify facts, edit AI outputs, avoid fake claims, and maintain original thinking.

Who handles support?

ABM should handle technical setup, routing, school onboarding, and dashboard workflow unless another process is agreed to with the school.

11. Data Safety & Student Privacy Expectations

This section should be reinforced in the Course Hub and by faculty before students submit work.

Privacy Rule	Faculty Guidance
Do not submit	Home addresses, private phone numbers, school ID numbers, full birthdates, medical information, payment information, private family information, or unapproved photos.
Use school-safe examples	Students should use first name or approved display name, module/week, assignment title, and school-approved contact details when needed.
Review open text fields	Teachers or ABM admins should flag submissions that appear to contain sensitive personal information.
Keep access limited	Share school dashboards only with approved faculty, school leaders, and ABM admins who need access.
Set a retention process	ABM and school leaders should agree on how long records are kept, exported, archived, or deleted.

12. School Launch Checklist

- Confirm the program option: Single Module, Core Program, or Full Program.
- Confirm school name, school ID, teacher/faculty contacts, and program type before the first student enrolls.
- Confirm the school dashboard/tracker exists or allow the first valid enrollment to create it automatically.
- Confirm teacher/faculty dashboard permissions.
- Confirm invite-only Course Hub access and password setup process.
- Invite approved users and assign the correct access level.
- Test password setup, student login, Course Hub access, and one sample form submission.
- Confirm teachers know where to view the dashboard and who to contact for support.

13. Recommended Website Placement

The guide should be easy for school leaders and faculty to find, but sensitive dashboard links should remain limited to approved users.

Site Location	Recommendation	Why
Course Hub	Add a clearly labeled button near the top: "Teacher Resource Guide" or "Faculty Resource Guide PDF".	This is where teachers and students already go for course activity.
For Schools Resource Center	Add a section called "School & Faculty Resources" with a short overview, key workflow steps, and a Download PDF button.	This is the best public-facing place for adoption decision-makers.
Parent / Teacher FAQ	Add a faculty resource callout linking to the guide and the password setup instructions.	Teachers naturally look for operational answers in the FAQ.
Password Setup page	Add a small "Need help?" link to the faculty guide and school support process.	Most early support questions happen around access.
School onboarding email	Include the PDF link and the school dashboard link, but keep dashboard access limited to approved faculty.	This gives school leaders one email to save and forward internally.

Suggested new pages / sections

/school-faculty-resource-guide.html - public or semi-public guide page with the same content as this PDF and a download button.

/course/faculty-resources/ - Course Hub faculty area with PDF download, dashboard instructions, FAQ links, password setup help, and completion definitions.

/for-schools.html - add a "Download Faculty Resource Guide" card near the top-right or directly below the adoption overview.

/parent-teacher-faq.html - add a cross-link to the guide under the teacher reporting and student privacy questions.

Recommended final placement: Put the PDF download in two places: inside the Course Hub for approved users, and on the For Schools Resource Center for administrators evaluating the program. Keep school-specific dashboard links private and shared only with approved faculty.