

# Signing Up

## Step 1: Choose a lead educator.

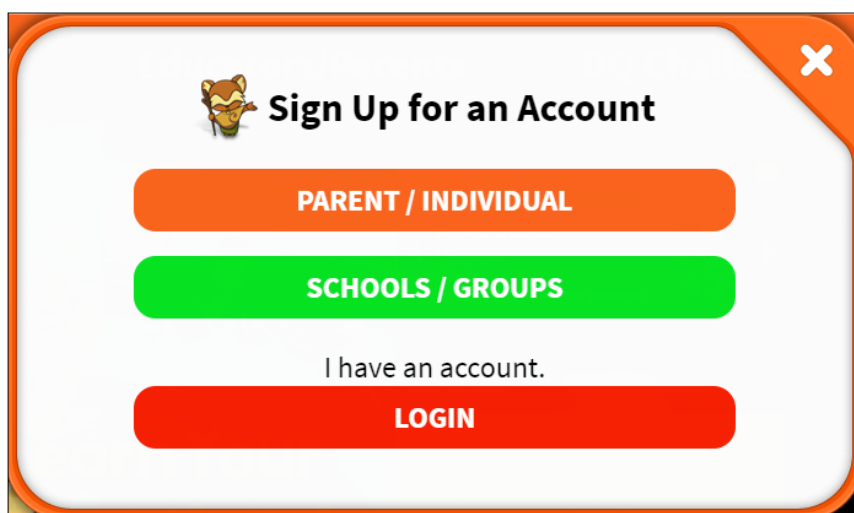
Choose a lead educator who will create and manage your school's DQWorld.net account.

## Step 2: Register.

1) As the lead educator, go to DQWorld.net and click **Sign Up**.



2) Select **Schools/Groups**.

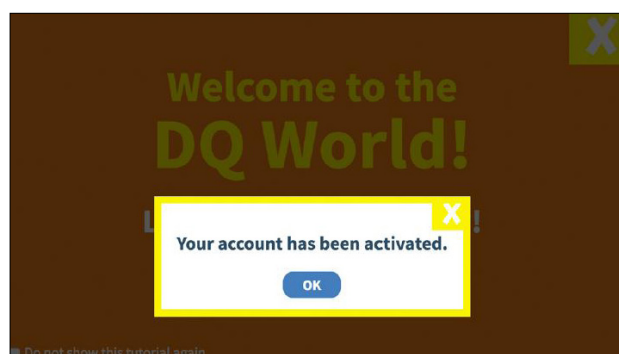


3) Enter your school information **accurately!**

The screenshot shows a 'Sign Up for a School Account' form with the following fields and callouts:

- Your Email**: A text input field. Callout: "The lead educator's email" and "Serves as the contact point for your official school account and DQWorld.net."
- Your Position**: A dropdown menu with 'Others' selected.
- Your Name**: Two text input fields for 'Given Name' and 'Family Name'.
- Password**: A text input field.
- Type Password again**: A text input field.
- What country do you live in?**: A dropdown menu with '-- Select Country --' selected. Callout: "Should be the country your school is located in." and "Must match the DQWorld.net country site that your students will use."
- City**: A text input field.
- Postal Code**: A text input field.
- School**: A dropdown menu with 'Others' selected, followed by a 'School Name' text input field. Callout: "If your school does not appear here, select 'others' and enter your full school name (no abbreviations) below."
- How did you hear about us?**: A dropdown menu with 'Other' selected.
- Access Code (optional)**: A text input field. Callout: "If you were not given an access code, you can skip this part."
- ☐ I have read and agreed to the DQ World [TERMS OF USE](#) & [PRIVACY POLICY](#).
- NEXT**: A large orange button at the bottom right.

**Step 3: Activate your school account via email.**



After activating your account, you will be offered an introduction to the programme. The tutorial takes just 5-10 minutes and shows you how to use teacher resources. You can skip this at any time.

# Teacher's Admin Panel

The Teacher's Admin Panel is an organised homepage that contains everything you need to run the DQ World programme.

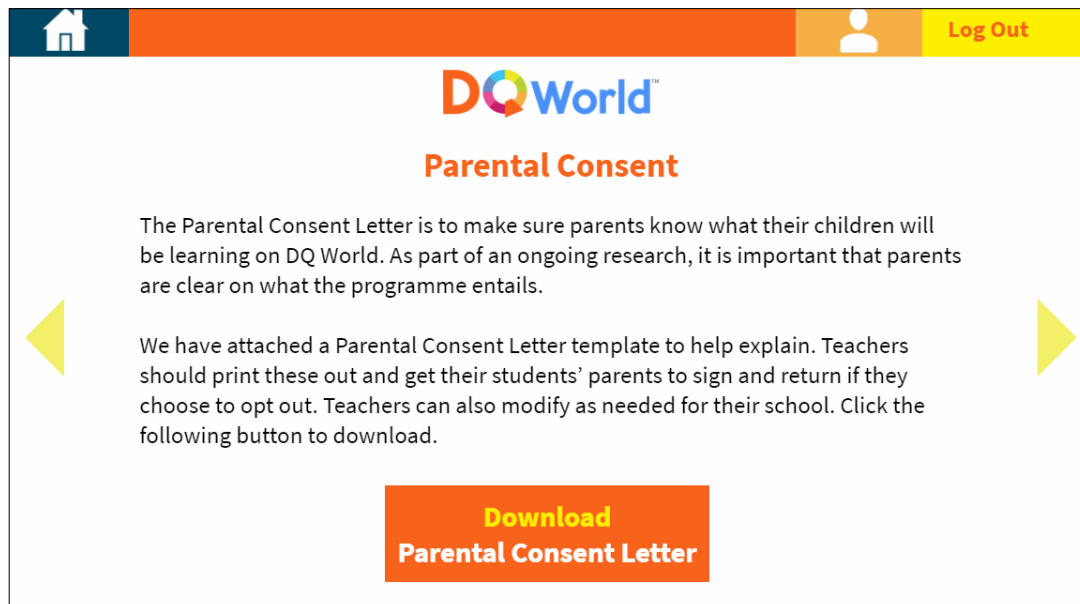


## Parental Consent

We provide a parental consent form for parents to understand what their child will be doing on DQ World.



As part of ongoing research, it is necessary to print this document, give it to students, and have their parents read and sign it before students start DQ World.



A copy of the parental consent letter is attached on the next page for your use. You may distribute it as-is or modify it to suit your needs.



Dear Parent/Guardian,

Our children are growing up in a dynamic digital world. They are comfortable using a wide variety of digital devices, sometimes more skillfully than we do. But being talented navigators can give our children a false sense of security. Sadly, we often hear news of a child's safety being compromised as a result of curious digital explorations, leading to harmful consequences such as encounters with privacy invasion, cyber-bullying, and online predators. These experiences are as frightening as they are real.

From a young age, your child learned important life skills such as how to carefully cross the street and how to be cautious of strangers. Today, it's just as important for your child to know how to be safe, smart, and responsible in the digital world. This is why our class will begin the international award-winning DQ World Programme, DQWorld.NET. The programme is based on a holistic, play-and-learn online learning platform that teaches digital citizenship skills such as privacy protection, digital empathy, and critical thinking.

We look forward to your child's participation. As part of the programme, your child's progress will be monitored through an accredited research initiative led at Nanyang Technological University in Singapore. Participants will complete survey questions as part of their online learning, and insights from this data will be used to enhance your child's digital citizenship skills, to mitigate his or her cyber risk, and to inform future digital education policy. We seek your consent in allowing your child to participate in this research. Rest assured, your child's data will be kept private and used for no unrelated purposes.

Once the programme has begun, talk regularly to your child about what he or she learned and encourage completion of the programme. Upon successful completion, your child will receive a unique DQ Score that summarises his or her digital intelligence (DQ). If you are interested in more detailed progress reports, lesson plans, and related DQ World activities to support your child, please visit [www.DQInstitute.org](http://www.DQInstitute.org). If you do not wish for your child to participate in our global research and education project, simply submit the attached Parental Opt-Out Form.

We hope that, by actively participating in the DQ World online programme and related school activities, your child will gain the critical thinking skills and essential moral values to thrive in our dynamic digital era.

Further questions regarding ethical issues may be referred to: NTU  
Institutional Review Board (IRB):  
Email address: [irb@ntu.edu.sg](mailto:irb@ntu.edu.sg).



## PARENTAL OPT-OUT FORM

Please complete this section **only if you do not wish for your child to participate** in #DQEveryChild – a global research and education project

Child's Name : \_\_\_\_\_

School : \_\_\_\_\_

Class : \_\_\_\_\_

Name of Parent : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

# Adding Classes

Now it's time to set up your classes and create student accounts. If you are adding classes for other teachers, it will help to have those teachers' names, email addresses, class info and student names ready.

## Step 1: Click Add Class

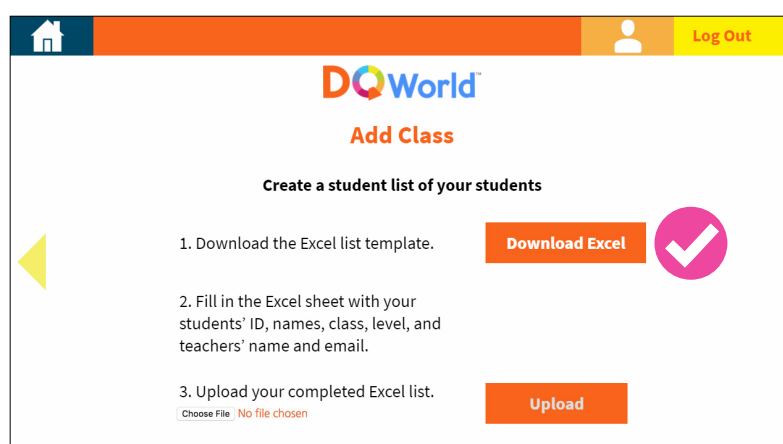


## Step 2: Create your classes. There are two ways to do this:

- **Bulk Upload** allows you to organise student names and class information into an excel sheet template and then upload all at once. We recommend this for schools who want to track student progress by name or who are participating in the DQ Challenge.
- **Manual Upload** allows you to quickly create generic classes using an online form. This is good for schools who don't wish to track student progress by name or who are just trying out the programme. If teachers later wish to track students by name, they must input names one-by-one on-line.

### For Bulk Upload:

1) Click **Download Excel** to receive the student list template.



- 2) **Open the template on your computer and enter class information.** To assign classes to other teachers, enter teacher email addresses as well.

Student ID	Student Given Name	Student Family Name	Grade Level	Class Name	Teacher Given Name	Teacher Family Name	Teacher Email
845993	Dean	John	5	5A	Adams	Quincy	quincyadams@myschool.org
845994	Daport	Jane	5	5A	Adams	Quincy	quincyadams@myschool.org
845995	Killey	Allison	5	5A	Adams	Quincy	quincyadams@myschool.org
845996	Frank	Andrew	5	5A	Adams	Quincy	quincyadams@myschool.org
845997	Tong	Lin Bo	5	5A	Adams	Quincy	quincyadams@myschool.org
845998	Ang	Freddy	5	5A	Adams	Quincy	quincyadams@myschool.org
845999	Wilson	Tyrone	5	5A	Adams	Quincy	quincyadams@myschool.org
846000	Sanchez	Bernie	4	4A	Frederick	Jane	jane frederick@myschool.org
846001	Babbel	Charity	4	4A	Frederick	Jane	jane frederick@myschool.org
846002	Broad	Jason	4	4A	Frederick	Jane	jane frederick@myschool.org
846003	Tecat	Felix	4	4A	Frederick	Jane	jane frederick@myschool.org
846004	Squarepants	Spongebob	4	4A	Frederick	Jane	jane frederick@myschool.org

*Sample student list showing two classes assigned to two different teachers.*

Before saving your sheet, make sure that teacher email addresses, if assigned, are not linked to another DQWorld.net school account.

- If a teacher email is linked to another DQWorld.net school account, the lead educator's email will be assigned to the class instead.
- If no teacher emails are input, the lead educator's email will be automatically be assigned to all classes.

- 3) **Save the list**, click **“browse”** to select it from your computer, and click **“upload.”**

The screenshot shows the DQWorld 'Add Class' page. At the top, there's a navigation bar with a home icon, the DQWorld logo, and a 'Log Out' button. Below the logo, the heading 'Add Class' is displayed. Underneath, it says 'Create a student list of your students'. There are three numbered steps: 1. Download the Excel list template. (with a 'Download Excel' button), 2. Fill in the Excel sheet with your students' ID, names, class, level, and teachers' name and email. (with a 'Browse...' button and a file named 'students.xlsx'), and 3. Upload your completed Excel list. (with an 'Upload' button). Each step is accompanied by a green checkmark icon.

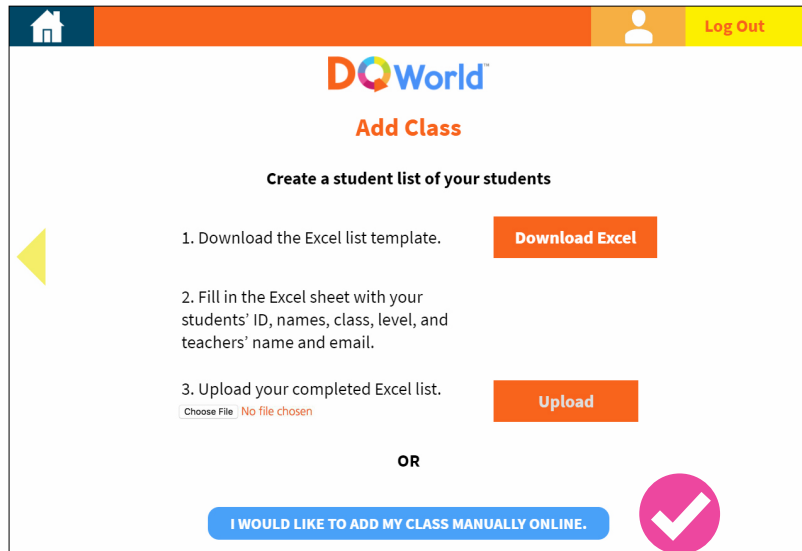
You should see this notification:

The screenshot shows the DQWorld 'Add Class' page after the upload. The navigation bar is the same. Below the logo, the heading 'Add Class' is displayed. Underneath, it says 'You've just set up your school classes!'. Below this, a message states: 'Activation emails have been sent to your teachers with instructions on how to access their teacher account.' At the bottom, there's a question: 'Would you like to add more classes?' with two buttons: 'No' and 'Yes'.



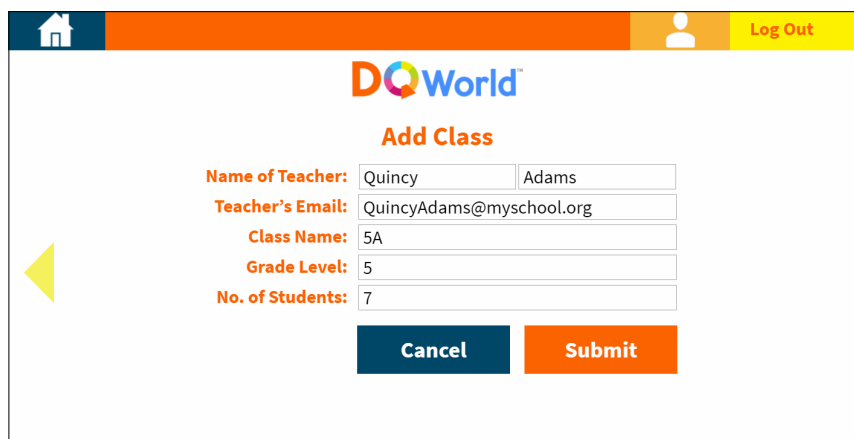
## For Manual Upload:

1) Click the blue button at the bottom of the page.



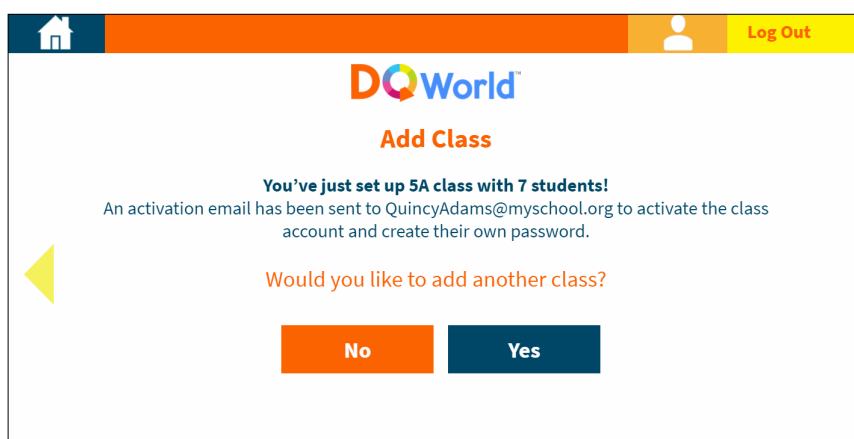
The screenshot shows the 'Add Class' page on the DQWorld website. The page has a header with a home icon, the DQWorld logo, a user icon, and a 'Log Out' button. The main content area is titled 'Add Class' and 'Create a student list of your students'. It lists three steps: 1. Download the Excel list template. (with a 'Download Excel' button), 2. Fill in the Excel sheet with your students' ID, names, class, level, and teachers' name and email. 3. Upload your completed Excel list. (with a 'Choose File' button and 'No file chosen' text, and an 'Upload' button). Below the steps is an 'OR' separator and a blue button that says 'I WOULD LIKE TO ADD MY CLASS MANUALLY ONLINE.' with a pink checkmark icon to its right.

2) Enter class information into the form and click “submit”.



The screenshot shows the 'Add Class' page on the DQWorld website. The page has a header with a home icon, the DQWorld logo, a user icon, and a 'Log Out' button. The main content area is titled 'Add Class'. It contains a form with the following fields: 'Name of Teacher:' (with 'Quincy' and 'Adams' entered), 'Teacher's Email:' (with 'QuincyAdams@myschool.org' entered), 'Class Name:' (with '5A' entered), 'Grade Level:' (with '5' entered), and 'No. of Students:' (with '7' entered). Below the form are two buttons: 'Cancel' and 'Submit'.

You should see this notification:



The screenshot shows the 'Add Class' page on the DQWorld website. The page has a header with a home icon, the DQWorld logo, a user icon, and a 'Log Out' button. The main content area is titled 'Add Class'. It displays a confirmation message: 'You've just set up 5A class with 7 students!' followed by 'An activation email has been sent to QuincyAdams@myschool.org to activate the class account and create their own password.' Below the message is a question: 'Would you like to add another class?' with two buttons: 'No' and 'Yes'.

3) Repeat 1) and 2) for each class in your school. Remember that, for Manual Upload, teachers who later wish to track students by name must input names one-by-one online.

### Step 3: Confirm that your classes uploaded properly

1) Click **View My Classes** on the admin panel.



2) Click **Edit** next to each class.

Class Name	Teacher Given Name	Teacher Family Name	Class Code	Grade	Total Score	Students	Add Student	Edit
5A	Adams	Quincy	9ER43A	5	0	7	Add	Edit
4A	Frederick	Jane	8MJJ7	4	0	5	Add	Edit

The "View My Classes" panel shows that two classes have been added to the school account.

3) **Check** that the desired teacher email is linked.

My Classes / Edit your Class

Name of Teacher: Quincy Adams

Teacher's Email: QuincyAdams@myshool.org

Class Name\*: 7B

Grade\*: 5

Submit Cancel

You can assign any class to a different educator by entering a different email address and clicking **"submit."**

#### 4) Click the class name.

Home										Log out
My Classes										
Class Name	Teacher Given Name	Teacher Family Name	Class Code	Grade	Total Score	Students	Add Student	Edit		
5A	Adams	Quincy	9ER43A	5	0	7	Add	Edit		
4A	Frederick	Jane	8MJJJ7	4	0	5	Add	Edit		

5) Check that student names appear. If Bulk Upload was used, all student names in a class will appear. If Manual Upload was used, student names will not appear.

Home										Log out
My Classes / 5A										
Select Class: 5A										Download List
Username	Password	Change Password	Given Name	Family Name	Last Login Time	Total Score	Zone 1	Zone 2		
5a112	*****	Change Password	Dean	John	2018-03-09 07:46 pm	0	0/17 (0.00%)	0/6 (0.00%)		
5a113	*****	Change Password	Daport	Jane	2018-03-09 05:42 pm	0	0/17 (0.00%)	0/6 (0.00%)		
5a114	*****	Change Password	Killey	Allison	2018-03-09 07:48 pm	0	0/17 (0.00%)	0/6 (0.00%)		

*A sample class that was uploaded using the “Bulk Upload” method.*

#### Step 4: Remind teachers to activate their teacher accounts and to get started!

Teachers who are assigned classes will receive activation emails and will need to activate their teacher accounts. Their default username will be their email address, and they will receive a password which they must change after they have logged in for the first time.

# Distributing Student Accounts

After setting up classes, you will distribute to students their login information that consists of a default username and password. If you are the lead educator, have your assigned class teachers do this part once they have logged into their accounts.

**Step 1:** Click **View My Classes** and click a class under the “class name” column.





Home <span>Log out</span>									
My Classes									
Class Name	Teacher Given Name	Teacher Family Name	Class Code	Grade	Total Score	Students	Add Student	Edit	
5A	Adams	Quincy	9ER43A	5	0	7	Add	Edit	
4A	Frederick	Jane	8MJJ7	4	0	5	Add	Edit	

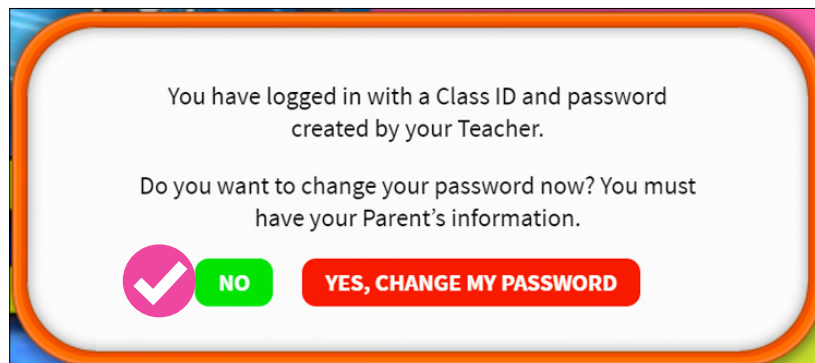
**Step 2:** See the list of default usernames and passwords for the class. Distribute each username and password to your students individually.

Home <span>Log out</span>									
My Classes / 5A									
Select Class: 5A								Download List	
Username	Password	Change Password	Given Name	Family Name	Last Login Time	Total Score	Zone 1	Zone 2	
5a112	*****	Change Password	Dean	John	2018-03-09 07:46 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a113	*****	Change Password	Daport	Jane	2018-03-09 05:42 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a114	*****	Change Password	Killey	Allison	2018-03-09 07:48 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a115	*****	Change Password	Frank	Andrew	2018-03-09 08:27 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a116	student	Change Password	Tong	Lin Bo		0	0/17 (0.00%)	0/6 (0.00%)	

**Step 3:** Students will login to DQWorld.net for the first time. Ensure students select the country site in which your school account is registered.

		Language (English UK) 
<input type="text" value="Username"/>	<input type="text" value="Password"/>	<input type="button" value="LOGIN"/>
<a href="#">What is DQ World?</a> <a href="#">Educators/Parents</a> <a href="#">DQ Challenge</a> <a href="#">Membership</a>		

**Step 4:** Students will be asked if they want to change their password. To do this they must enter a parent's email address. The parent will need to “activate” their child's account within 7 days or the child's account will be locked, so please make sure parent emails are correct. If the student is unsure, have them click “No” for now.



We strongly recommend educators read our Zone 1: Screen Time Management Skill Pack (available in the teacher's admin panel) and give students the introduction before they start using DQWorld.net.

## View Student Progress

- 1) Score:** The total score the student has earned so far on DQ World. This is not indicative of their DQ Score and does not correlate to higher DQ.
- 2) Zone Completion:** The number of missions that the student has completed in each Zone. DQ World has a total of 82 missions that are spread throughout 8 different Zones. You can scroll to the right to view progress for all Zones.

Home <span style="float: right;">Log out</span>									
My Classes / 5A									
Select Class: 5A						1	2	Download List	
Username	Password	Change Password	Given Name	Family Name	Last Login Time	Total Score	Zone 1	Zone 2	
5a112	*****	Change Password	Dean	John	2018-03-09 07:46 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a113	*****	Change Password	Daport	Jane	2018-03-09 05:42 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a114	*****	Change Password	Killey	Allison	2018-03-09 07:48 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a115	*****	Change Password	Frank	Andrew	2018-03-09 08:27 pm	0	0/17 (0.00%)	0/6 (0.00%)	
5a116	student	Change Password	Tong	Lin Bo		0	0/17 (0.00%)	0/6 (0.00%)	
5a117	student	Change Password	Ang	Freddy		0	0/17 (0.00%)	0/6 (0.00%)	
5a118	student	Change Password	Wilson	Tyrone		0	0/17 (0.00%)	0/6 (0.00%)	

# Adding Additional Students

**Step 1: Add Student.** To add students, go to **View My Classes** and click **Add** under the **Add Student** column. While lead educators who signed up for the original account can add students to any class, teachers who were assigned classes can only add students to their assigned classes.

Home

Log out

My Classes

Class Name	Teacher Given Name	Teacher Family Name	Class Code	Grade	Total Score	Students	Add Student	Edit
5A	Adams	Quincy	9ER43A	5	0	7	Add	Edit
4A	Frederick	Jane	8MJJJ7	4	0	5	Add	Edit

**Step 2: Enter # of Students.** Enter the number of additional student accounts you would like to add, and it will automatically be added to the end of your class list.

Home		Logout			
My Classes					
Generate Student Accounts					
Additional no. of student accounts:	<input type="text" value="5"/>				
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

**Step 3: Check that new accounts have been added.** You can input student names by double-clicking on the cells and typing.

Home

Log out

My Classes / 5A

Select Class: 5A

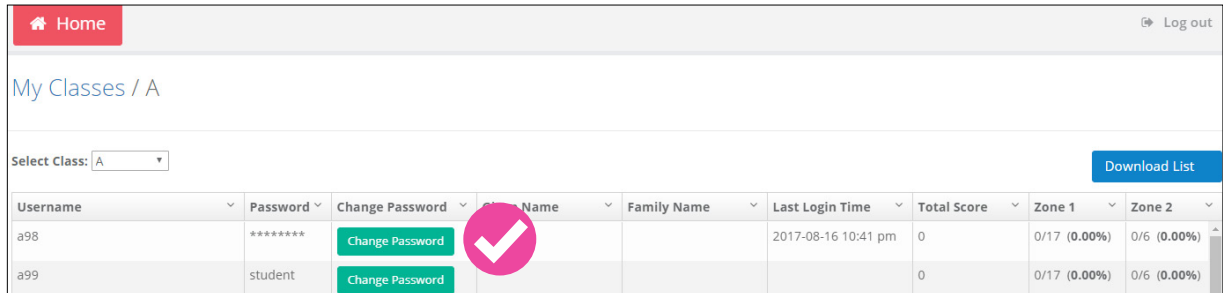
Download List

Username	Password	Change Password	Given Name	Family Name	Last Login Time	Total Score	Zone 1	Zone 2
5a112	*****	Change Password	Dean	John	2018-03-09 07:46 pm	0	0/17 (0.00%)	0/6 (0.00%)
5a113	*****	Change Password	Daport	Jane	2018-03-09 05:42 pm	0	0/17 (0.00%)	0/6 (0.00%)
5a114	*****	Change Password	Killey	Allison	2018-03-09 07:48 pm	0	0/17 (0.00%)	0/6 (0.00%)
5a115	*****	Change Password	Frank	Andrew	2018-03-09 07:50 pm	0	0/17 (0.00%)	0/6 (0.00%)
5a116	student	Change Password	Tong	Lin Bo		0	0/17 (0.00%)	0/6 (0.00%)
5a117	student	Change Password	Ang	Freddy		0	0/17 (0.00%)	0/6 (0.00%)
5a118	student	Change Password	Wilson	Tyrone		0	0/17 (0.00%)	0/6 (0.00%)
5a119	student	Change Password	Dean	Johnny		0	0/17 (0.00%)	0/6 (0.00%)
5a120	student	Change Password	Daport	Janeey		0	0/17 (0.00%)	0/6 (0.00%)
5a121	student	Change Password	Covey	Frank		0	0/17 (0.00%)	0/6 (0.00%)

# Resetting Student Passwords

If a student has forgotten their password, educators can reset passwords.

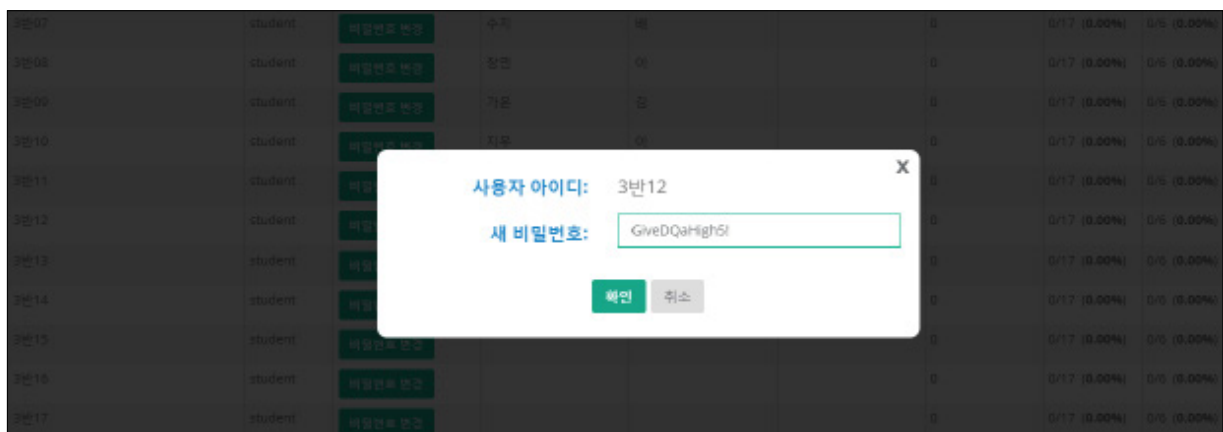
**Step 1:** While viewing class details, click the “change password” button.



The screenshot shows a web interface with a header bar containing a 'Home' button and a 'Log out' link. Below the header, the text 'My Classes / A' is displayed. A 'Select Class:' dropdown menu is set to 'A', and a 'Download List' button is on the right. A table lists student information with columns: Username, Password, Change Password, Given Name, Family Name, Last Login Time, Total Score, Zone 1, and Zone 2. The first row shows student 'a98' with a password of '\*\*\*\*\*' and a 'Change Password' button. A pink checkmark icon is overlaid on this button. The second row shows student 'a99' with a password of 'student' and a 'Change Password' button.

Username	Password	Change Password	Given Name	Family Name	Last Login Time	Total Score	Zone 1	Zone 2
a98	*****	Change Password			2017-08-16 10:41 pm	0	0/17 (0.00%)	0/6 (0.00%)
a99	student	Change Password				0	0/17 (0.00%)	0/6 (0.00%)

**Step 2:** Enter a new password with at least 8 characters, click “submit,” and inform your student.



The screenshot shows a dark-themed background with a table of students. A white dialog box is overlaid in the center. The dialog box has a title bar with a close button (X). It contains two labels: '사용자 아이디:' (User ID) and '새 비밀번호:' (New Password). The '사용자 아이디:' field is filled with '3반12'. The '새 비밀번호:' field is filled with 'GiveDQaHigh5!'. Below the fields are two buttons: '확인' (Confirm) and '취소' (Cancel).

Username	Password	Change Password	Given Name	Family Name	Last Login Time	Total Score	Zone 1	Zone 2
3반07	student	비밀번호 변경	수지	배		0	0/17 (0.00%)	0/6 (0.00%)
3반08	student	비밀번호 변경	정민	배		0	0/17 (0.00%)	0/6 (0.00%)
3반09	student	비밀번호 변경	가은	배		0	0/17 (0.00%)	0/6 (0.00%)
3반10	student	비밀번호 변경	지우	배		0	0/17 (0.00%)	0/6 (0.00%)
3반11	student	비밀번호 변경				0	0/17 (0.00%)	0/6 (0.00%)
3반12	student	비밀번호 변경				0	0/17 (0.00%)	0/6 (0.00%)
3반13	student	비밀번호 변경				0	0/17 (0.00%)	0/6 (0.00%)
3반14	student	비밀번호 변경				0	0/17 (0.00%)	0/6 (0.00%)
3반15	student	비밀번호 변경				0	0/17 (0.00%)	0/6 (0.00%)
3반17	student	비밀번호 변경				0	0/17 (0.00%)	0/6 (0.00%)

To protect student privacy, passwords are hidden (\*\*\*\*) once students successfully log in. However, teachers can always assist students by resetting passwords if needed.

# Troubleshooting and FAQs



## **My students can't log in.**

- Ensure passwords are being entered correctly. If a student forgets his or her password, teachers can reset passwords in the teachers' admin panel.
- Ensure students are using your school's registered country site, viewable on the upper right-hand corner of the homepage.
- If a student has entered a parent email address in order to change passwords, that parent will need to "activate" their child's account within 7 days or the child's account will be locked. For these students, check that their parents have unlocked the account via email.

## **I can't assign a class to another teacher.**

- Ensure the teacher email you used is not associated with another DQWorld.net account. If it is, please provide a different email.
- Lead educators can reassign classes to another teacher:
  1. Click "View My Classes" on the teacher admin panel
  2. Click "Edit" next to the class whose teacher email you wish to change.
  3. Enter the new teacher's email and click "submit."
  4. Follow steps 1 and 2 again to ensure the proper email is assigned. If the email has not updated, it means the new email you entered is associated with another DQWorld.net school account; please use a different email address.

## **My teachers can't change class information or add new classes.**

- Although lead educators can create new classes and manage all class information within a school account, teachers to whom classes were assigned can only manage the classes that they were assigned. Please have the lead educator perform the needed changes.

## **My teacher didn't receive an activation email for their assigned classes.**

- Please have them check their "junk mail" folders.
- Ensure the teacher email you used is not associated with another DQWorld.net account. If it is, please have the teacher provide a different email address for you to assign classes to.

## **I'm still having trouble!**

- Email us at [contact@dqworld.net](mailto:contact@dqworld.net) and we'll assist as soon as possible.