

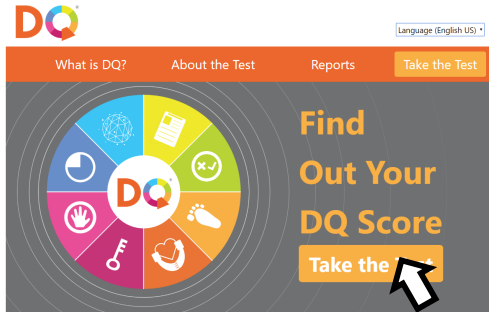
DQ Test Instruction Guide for Educators

Welcome! These instructions will help you administer the DQ Test to your students.

1. Register at DQTest.org

Just one school account lets you administer the test to all of your classes and students.

- A. Go to www.DQTest.org and click **“Take the Test”**.



- B. Select **“Teacher (School)”** and click **“Register”**.

I am a(n):

- C. Enter your school information and click **“Submit”**. **Your email address will be your username (case-sensitive)** and will be used to notify you when DQ School Reports are ready.

Sign Up for a School Account

Your Name

Your Email

School Name

Country State

City Postal Code

Create Password

Confirm Password

☒ I have read and agreed to the DQ World [TERMS OF USE & PRIVACY POLICY](#).

- D. **Activate your account** via email!

2. Login To Your School Account

Return to www.DQTest.org, click **“Take the Test”**, select **“Teacher (School)”**, and click **“Login”**.

- A. Enter your login information and click **“Submit”**.

Teacher/School Login

Email

Password

[I forgot my password.](#)

3. Set Up Classes

- A. Click **“Let’s Start!”** to set up classes.

Welcome Teacher!

This site gives you everything you need to start implementing DQ into your classroom quickly. It is composed of 3 parts:

1. Having students take the DQ Test.
2. Learning about the 8 Digital Citizenship Skills.
3. Seeing your school's test results through DQ Score Cards

- B. Click **“Step 1: Have Students Take the Test”**.

School Admin Panel

Step 1
Have Students Take the Test

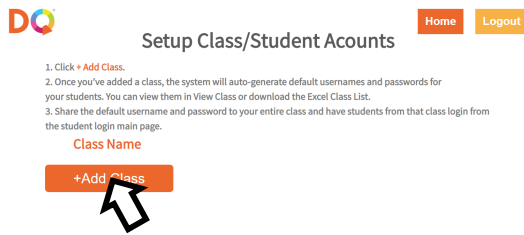
Step 2
Learn the DQ Skills in Class

Step 3
See the DQ School Score Cards

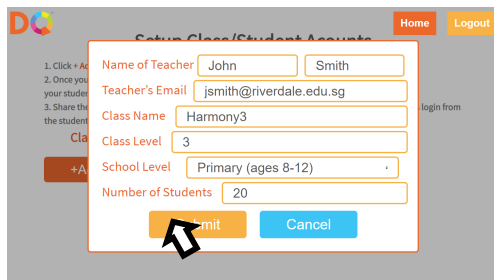
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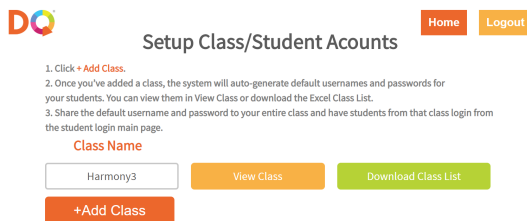
C. Click “+Add Class”



D. For each class, enter its information and click “Submit”. To assign another teacher to a class, enter that teacher’s information instead.



E. Check that the newly added class appears on the same page. Remind your co-teachers to activate their accounts!



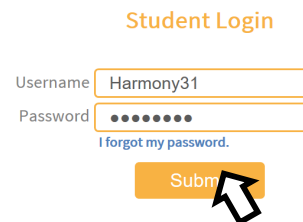
F. Click “Download Class List” to get an excel list that you can print for distributing usernames to students. Students must change their default password upon login.

4. Distribute Student Accounts

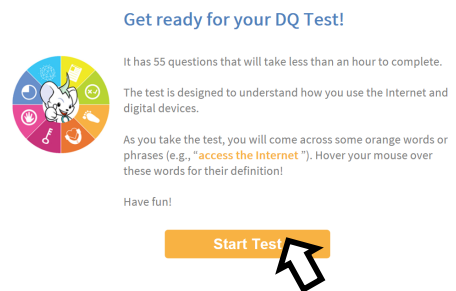
A. With your downloaded excel list you can print & distribute usernames to students. Have students safeguard their usernames as they can be used to log into DQWorld.net on a later date.

5. Let Students Take the DQ Test!

A. Have students go to www.DQTest.org, select their age group, click “Take the Test” and login. **Username and passwords are case-sensitive.**

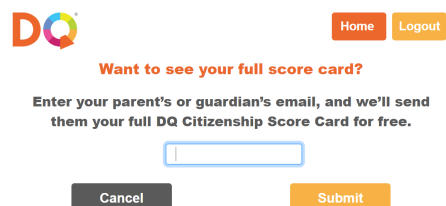


B. Students begin by clicking “Start the Test”



C. The test has **55** Questions and should take less than **30** minutes to complete. Students will be asked to honestly answer questions about their digital usage habits, history of online risks, and understanding of safe and responsible online behaviour.

D. Upon completion, students can share their full DQ Score Card with parents. Simply have them enter their parent or guardian’s email address once they finish the test.

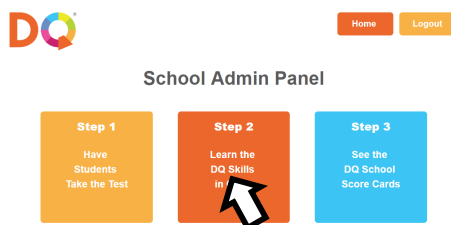


Optional Steps

These instructions will help you go beyond the DQ Test to further support your students.

1. Teach the DQ Principles!

- A. After students complete the DQ Test, return to the Admin Panel and click **“Step 2: Learn the DQ Skills”** to access the DQ Principles slideshow.



- B. The slides teach “8 DQ Principles” that help kids be safe and responsible online.

2. View your DQ Score Card

- A. Click **“Step 3: See the DQ Score Cards”** to understand where your students stand in terms of digital citizenship readiness and exposure to cyber risks.

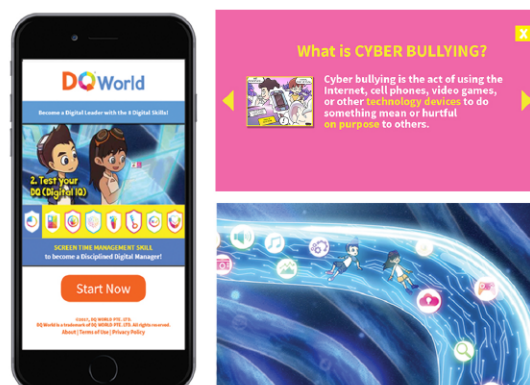


- B. The DQ Score Card will help you see your students’ average DQ Citizenship Scores and other preliminary indicators of digital citizenship competency.



3. Continue to www.DQWorld.net to help your students improve their DQ!

- A. DQWorld.net is a world-leading online educational platform that teaches digital citizenship skills. It has free educational materials for teachers and children.



- B. Use the same login information from the DQ Test for your school and students to continue their DQ learning.



Thank you for encouraging
Digital Citizenship Education
at your school.

Questions? Comments?

Email: contact@dqworld.net