

*Qwizzy's World is a unique online study site where students, teachers, parents, and tutors can create practice quizzes from current classroom materials. With a student's consistent creating and taking of practice quizzes, QW has been able to promote the development of critical thinking skills, the boosting of self confidence, and a reduction in their test taking anxiety!*

## **GREETINGS ADMINISTRATOR**

### **QW Instructional Guide**

Your school is participating in the  
"QW: *Where Studying Funds Education*" Campaign – Welcome!

Here's how it works:

- Under your direction, your **TEACHERS** will soon be sending home the information sheet to your students' parents (the one-piece letter and flyer.)
- During the year-long QW campaign, students will be given a special savings on their membership by first visiting the [www.QWstudy.com](http://www.QWstudy.com) sign-up page and joining there under their school name. Since the QW promotion runs for the entire school year, students can sign up anytime at the special discounted rate.
- As part of the campaign, **ALL OF YOUR TEACHERS RECEIVE A FREE LIFETIME MEMBERSHIP** to Qwizzy's World ([www.qwizzysworld.com](http://www.qwizzysworld.com)) **plus a FREE ONE YEAR MEMBERSHIP FOR THEIR CLASSROOM!**

**As the School Administrator please follow these steps to activate your Administrator account and begin entering teachers.**

1. **Your Representative will be sending you your special Username and Password, as well as your school code.**
2. Go to [www.QWConnection.com](http://www.QWConnection.com) (The front page also includes a link to view this Admin instructional guide, in the event it is needed in the future!)
3. Enter your supplied Username and Password in the upper right hand corner.
4. Enter the special school code included in the email sent to you.
5. Select your school in the drop down.  
(Not listed? Email us at Admin@Qwizzysworld.com)
6. Create your Permanent Password (please document this for your safe keeping) then read/accept QW Terms and Conditions and QW Privacy Policy. Hit Submit.
7. Select "Add/Manage Teachers" and begin to enter each of your teachers' names and their email address – then Save.
8. Please be sure to list every teacher in your school including any Special Departments (ex. Spanish, Computer Tech, Health, Counseling, etc.)
9. Once done, you should see all of them listed when clicking on the Student/Teacher Listing. This will update as your teachers sign in and your student listings will appear as they sign-up over the course of the year.
10. You are now ready to notify all the teachers that they can sign up for their free lifetime memberships. Please be sure to supply them with the **SPECIAL SCHOOL CODE**. They should also be given their QW 2 sided Flyer and Teacher Instructional Guide at this time (the guide is also available on the front page of the QWConnection.com site.)
11. Once all the teacher's have signed up, you are ready to begin the QW Campaign.  
***IT IS VERY IMPORTANT THAT ALL TEACHERS HAVE SIGNED UP BEFORE THE PARENT LETTER GOES HOME WITH THE STUDENTS!***
12. At this point, the one-piece Parent letter/flyer should have been delivered to you for distribution by your Representative.

You will be able to monitor how many students are signing up on QW by going to the Student/Teacher Listing at any time. As the Administrator of the Campaign, you too have access to QW for a whole year. Just use your Username and Password to sign on to [www.QwizzysWorld.com](http://www.QwizzysWorld.com).

**If you have any problems or questions please contact your Representative or [Julie@QwizzysWorld.com](mailto:Julie@QwizzysWorld.com).**

**WELCOME TO QW – HAPPY STUDYING!**