Optional Pre-Step: Adding Administrators

Since you purchased the Olweus® Bullying Questionnaire but either will not be coordinating the administration of the questionnaires (filling out Header Sheets, generating usernames and passwords, and submitting Header Sheets to receive a report) or you will be doing this along with others at different locations, you can add administrators who will do these tasks. **Each administrator you add will receive an email with a username and password that allows them access to this Web site.**

If you purchased the questionnaires for only ONE school:

If you purchased the questionnaires for only one school, assign one administrator, most likely the *Olweus Bullying Prevention Program* Coordinator in that school. If you are this person, you do not need to add yourself as an administrator because you already have a username and password that gives you access to this Web site. Instead go directly to "Step 1: Create Header Sheet" on the menu bar.

If you purchased the questionnaires for MORE THAN one school:

If you purchased the questionnaires for more than one school, you have two choices in assigning administrators:

Choice # 1: Select one person in each school district to be the administrator. This person will coordinate the implementation of the questionnaire in all school buildings within that district. This will require strong communication between the district administrator and the school buildings, but it may result in more consistency of implementation. If you are the administrator of one of the school districts, you do not need to add yourself as an administrator because you already have a username and password that gives you access to this Web site. Instead go directly to "Step 1: Create Header Sheet" on the menu bar.

Choice # 2: Select one person in each school building to be the administrator. Each school will manage their own administration, without oversight from the district. Most likely this person will be the school's *Olweus Bullying Prevention Program* Coordinator. If you are one of the school building administrators, you do not need to add yourself as an administrator here because you already have a username and password that gives you access to this Web site. To begin work with your school, you can go directly to "Step 1: Create Header Sheet" on the menu bar.

Assigning an Administrator:

Assign an administrator in the table on this page. To do this, enter the person's contact information in the first four fields: First Name, Last Name, Email Address, and Phone Number.

You will also be able to assign a number of Header Sheets and questionnaires for the administrator to use in the last two fields in this table. (A Header Sheet is the form that needs to be filled out **for each school building** so Hazelden can run a school report of the questionnaire results.) The total number of Header Sheets should equal the total number of school buildings the

administrator will be working with. **The number of questionnaires is the total number that the administrator will be using in all school buildings.**

At the top of this page, the system tells you how many Header Sheets and questionnaires you have ordered. You can assign all of them to administrators now or assign just a portion of what you ordered. The remaining Header Sheets and questionnaires will be banked for later use.

Once you have entered the information in these fields, click on "Insert." If you make a mistake, you can hit the "Clear" button and start over. Once a new administrator is added, their information will show up in a table on this page. The assigned administrator will also receive an email with a link to this Web site, a username and password, and login instructions so they can manage the implementation of the questionnaire at their location(s).

Assigning More than One Administrator:

If you are assigning more than one administrator simply repeat the process above for each administrator.

Modifying Your Administrator Information:

To modify the administrator information that you entered, click the "Edit" button in the table on this page, and modify the fields as needed. When you are done modifying the information, click the "Update" button. To cancel your changes, click the "Cancel" button. In addition to contact information, you can modify the number of Header Sheets and questionnaires you assigned to the administrator (for example, if you would like to add more questionnaires or subtract some that have already been assigned).

Resending an Administrator Email:

There are two checkboxes on the right side of the table, "Re-Email" and "Active." If the administrator did not receive an email from you (perhaps it was blocked or you mistyped their email address) you can click the "Re-Email" checkbox and it will resend an email with a new password. You should also use this checkbox if an administrator forgets their password and needs a new one.

Deactivating an Administrator's Privileges:

The "Active" checkbox should be unchecked if an administrator is no longer using the questionnaires and no longer needs access to the Web site. By checking this box, you will block the administrator from logging onto this Web site.