Teacher’s Tutorial
Adolescent Wellness Program

Thanks for bringing your students to Whyville!
# Table of Contents

**Teacher Registration**  
How to register as a teacher in Whyville .................................................. 2

**Teacher Verification**  
Getting verified as a teacher ........................................................................ 3

**Setting Up Your Whyville Class**  
How to create your Whyville class ................................................................. 4

**Resetting a Student Password**  
Taking care of a forgotten password ................................................................ 7

**Chat Permissions**  
How to set up your class’ communication settings ............................................. 8

**Wellness Playlist**  
Finding and returning to your Wellness Playlist .............................................. 10

**Questions**  
How to contact Whyville ................................................................................. 11
1. Go to www.whyville.net.
2. Follow the instructions to make your avatar, then click on the JOIN NOW! Button.
3. On the registration page, fill in all the required items marked by a red asterisk.
4. Among one of the non-required items will be:
   **You are:** Choose One
   Please select teacher in the drop down menu.
5. If applicable, choose the grade you teach in the next item.
6. Provide the requested information needed for verifying your teacher status. For the first item, please select “Adolescent Wellness” as your program affiliation.
7. Finally, click the Sign Me Up! Button to complete your registration.
After registering, you will be taken through a short tutorial on Whyville basics: how to chat, explore and move around. At the end of the tutorial, you will enter the Welcome Lounge, where you can earn your chat license or enter Whyville to explore via the doorway to South Beach.

However, until we have verified that you are indeed a teacher, you won’t be able to sign your students up for Whyville accounts that are tied to your teacher account. Verification may take up to 3 business days, so please register early! Once you are verified, you will receive a notification at the email address you submitted during registration.

If you need to expedite your teacher verification, please call our offices at (626) 683-3129 Mon – Fri 9 am to 5 pm Pacific time.
Once you receive notification that your teacher account has been verified, you are ready to set up your Whyville class!

**Step 1**: connect to Whyville:

Go to: [www.whyville.net](http://www.whyville.net)

At the top of the page, type your username and password. Click “Log In”
Step 2: Create accounts for all the students in your class with a few clicks:

- Click on your satchel.
  (Red satchel icon at the top of the screen)

- From the satchel, click your Class Roster book:

- In the Class Roster book, Student List section, find and click the “Create Class” button:
Step 3: Pick a unique class identifier and a password to create accounts for all your students in one batch:

Once all fields are completed, click the CREATE button:

You will see next an “Edit Class” page where you can OPTIONALLY specify gender, modify individual passwords, or let us know if they are 13 and over.

The username and the password will be all the students need in order to log in. Their accounts will be linked to your teacher account. Your students will be able to change their passwords later if desired.
Chances are, some students will update their Whyville passwords and then forget what they changed it to.

You can help them by resetting their password from your Edit Class page.

To go to your Edit Class page, go to the Class Roster and click on VIEW CLASSES.
There are 3 ways to communicate with others in the Whyville community: through chatting, posting on the Whyville discussion forums, and sending Y-mails to citizens in your Whyville Address Book. Your students’ communication privileges are set up by three steps:

1. Some teachers and schools prefer that their students be able to chat only among themselves and not communicate with the rest of the Whyville community. This is the default setting for all students. To change this, go to your Class Roster and find the Chat Management section on the bottom left of the page.

2. You can control each of your students communication privileges by clicking on the **VIEW STUDENTS** button in the Table of Contents of your Class Roster. From your Student List page, simply check or uncheck the Chat, Forums, and/or Y-mail checkboxes to control access.

Be sure you always click “Submit Changes” to save!
3. Lastly, and importantly, until a student has passed Whyville’s Chat License Test, he/she will not be able to communicate freely in Whyville. The Chat License Test helps students learn not to share personal information and how to use Whyville’s safety tools.

A link to the Chat License Test is prominently shown on your Welcome Page until you have taken it. Remember that you can go back to this Welcome Page from anywhere in Whyville by clicking the red HOME button.
Since your teacher account was registered as a part of the Adolescent Wellness program, you and your students will have access to the **Wellness Playlist**. The Wellness Playlist will appear on your Welcome Page, the page that you see immediately after log in each time you come to Whyville. You can return to this page from anywhere in Whyville by clicking on the Whyville logo or the red HOME button.

The Wellness Playlist is a recommended sequence of Wellness activities for you and your students. Click on each item on the list to access it. To return to this list by clicking on your HOME button or the “RETURN to Wellness Playlist” banner that appears at the bottom of every Wellness Center page.
We hope you and your students will have a wonderful experience in Whyville!

Please feel free to contact us at city-management@whyville.net or (626) 683-3129 if you have any further questions.