



School Admin User Guide and FAQs

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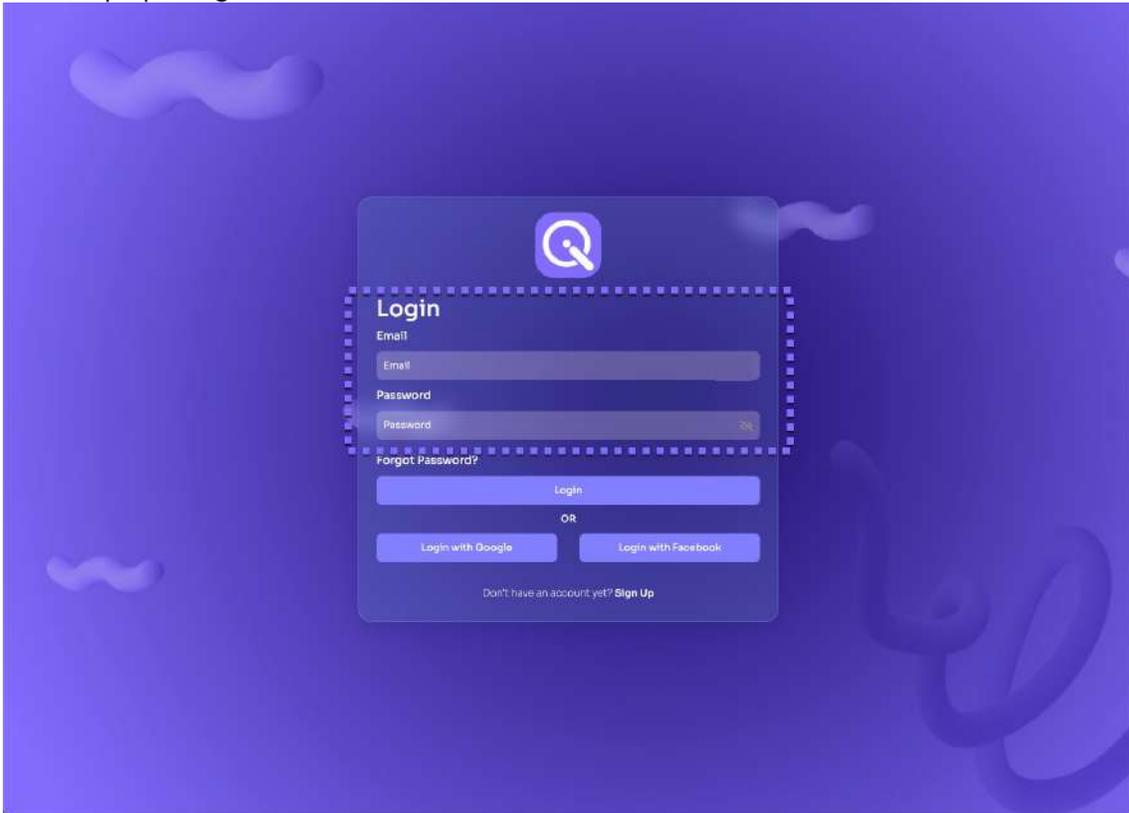
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Action Icon Glossary

1. Login and Profile Setup

1.1 Logging in

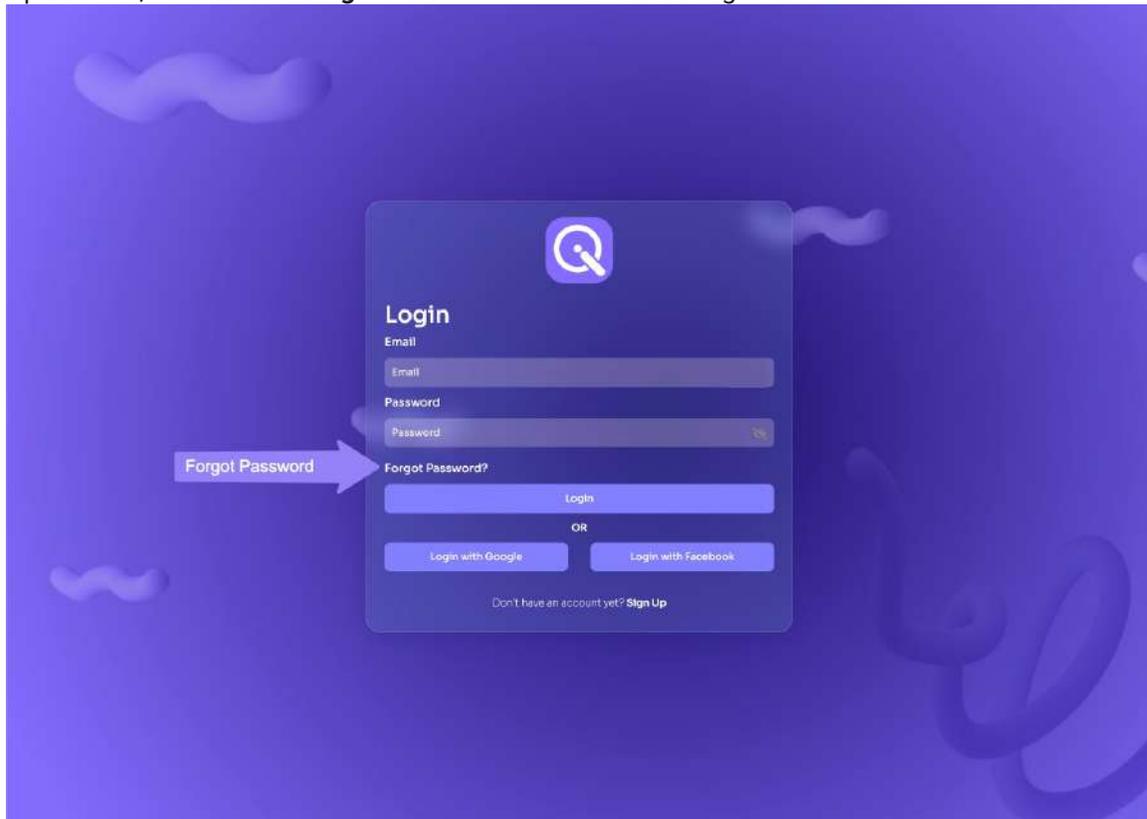
- **Step 1:** Open your browser (web version only) and navigate to **app.iqcandy.com**.
- **Step 2:** Enter your school-provided **Email** and **Password**.
- **Step 3:** Click the purple **Login** button.



Note: Login with Google and with Facebook are not available for school administrator. Sign up is for Teachers and Students only.

1.1.1 Forgot Password

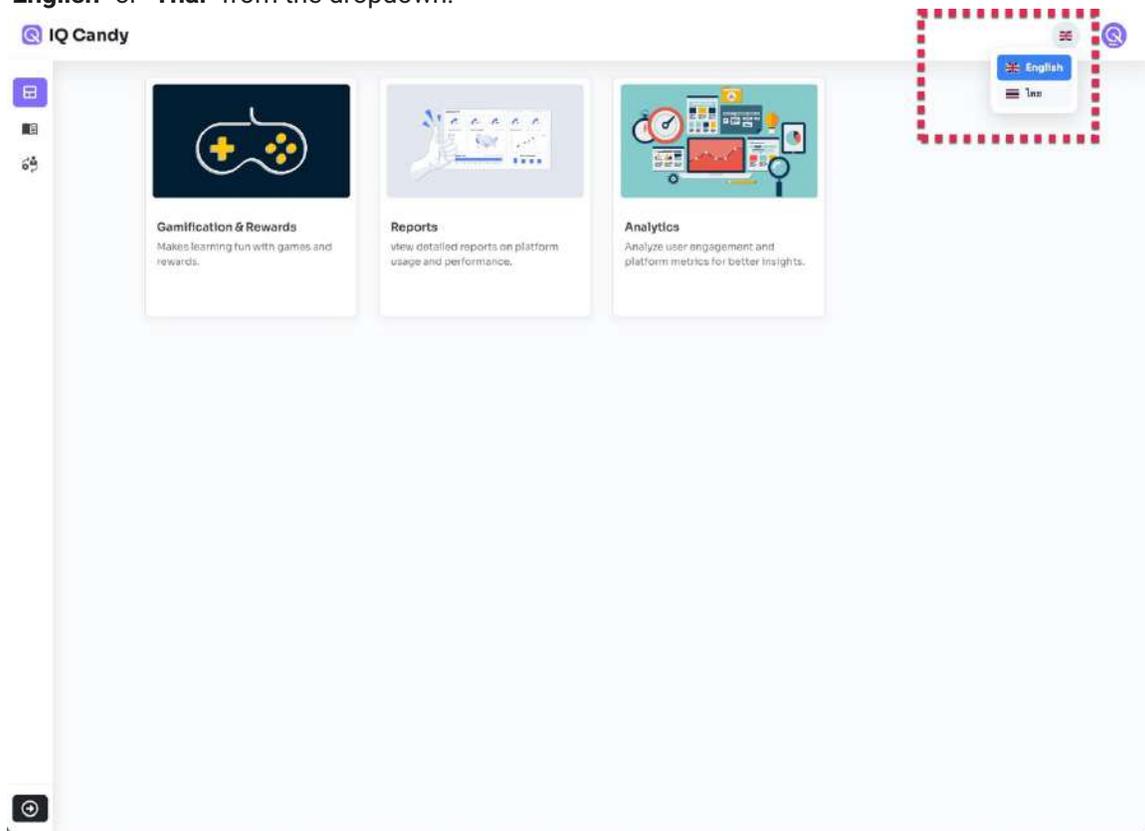
To reset your password, click on the "**Forgot Password?**" located under login and follow the instructions.



1.2 Language Preferences

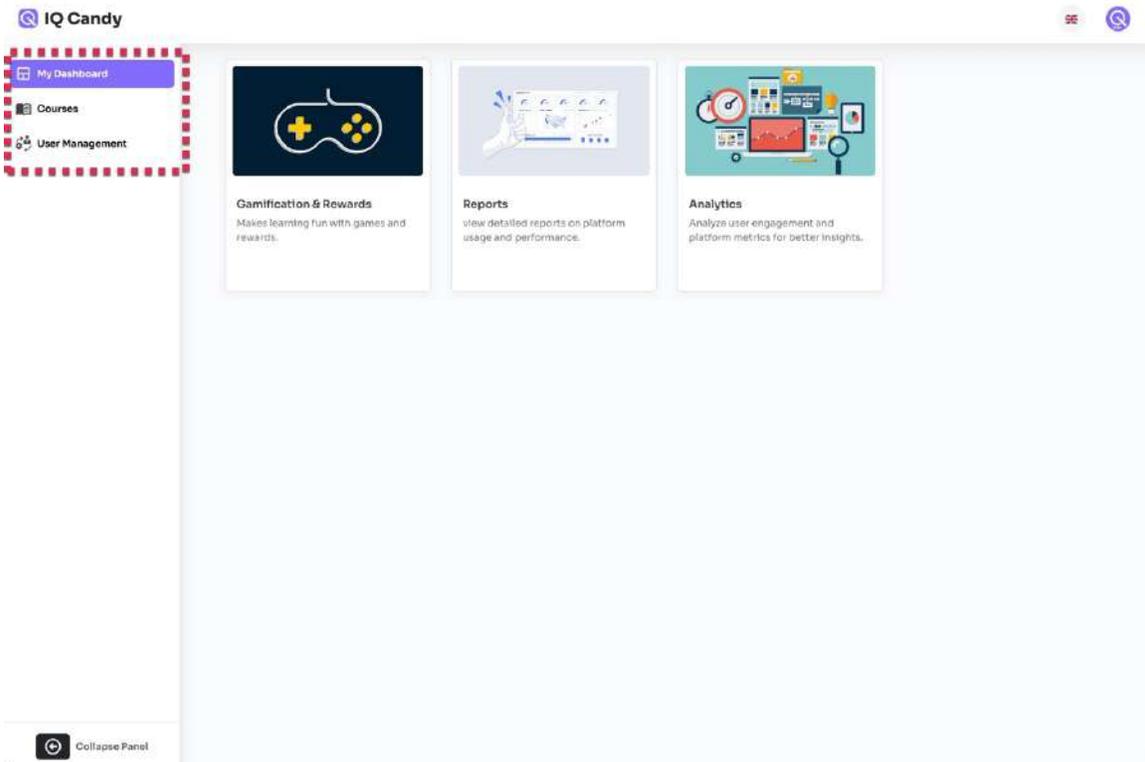
1.2.1 Language Toggle

- In the top-right corner, click the **Flag Icon**.
- Select **"English"** or **"Thai"** from the dropdown.



1.2.2 Dashboard Navigation

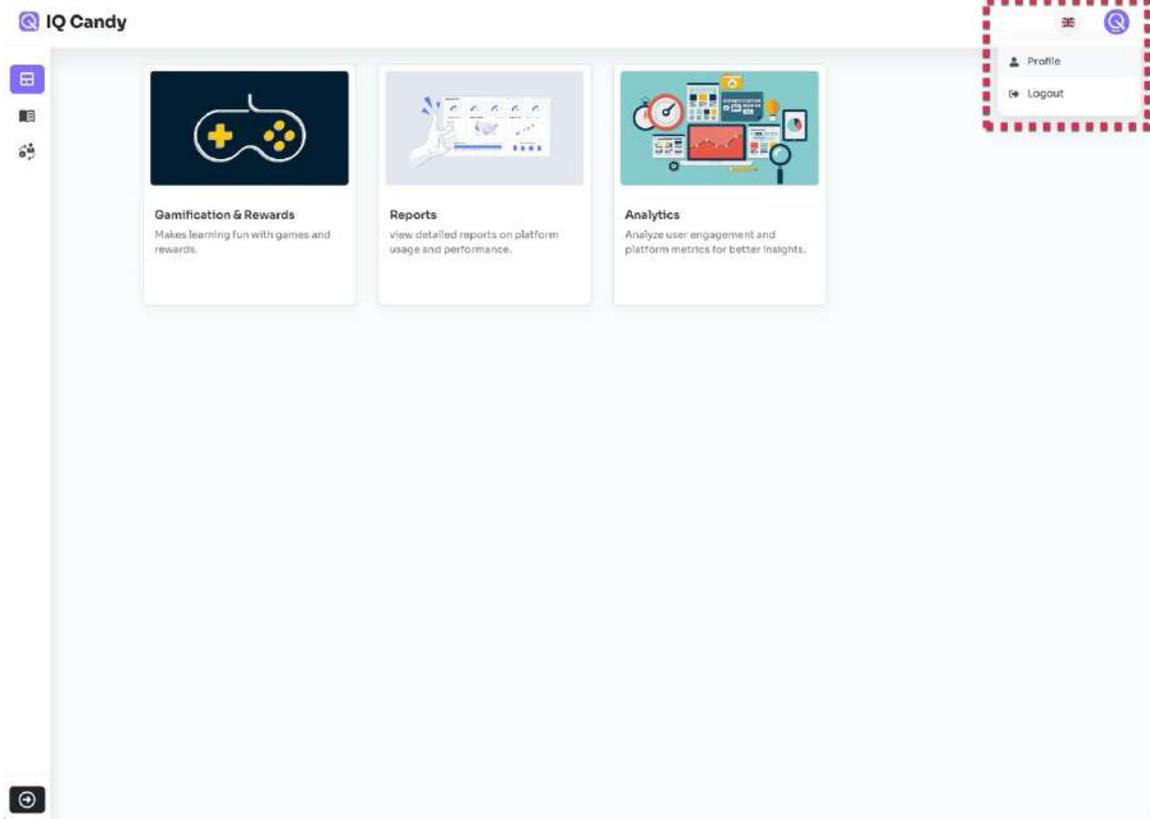
- Use the icons on the far left to jump between the **Dashboard**, **Course Content**, and **User Management**.



1.3 Profile Management

1.3.1 Accessing Profile

- Click the **User Icon/Avatar** in the top-right corner and select **Profile**.

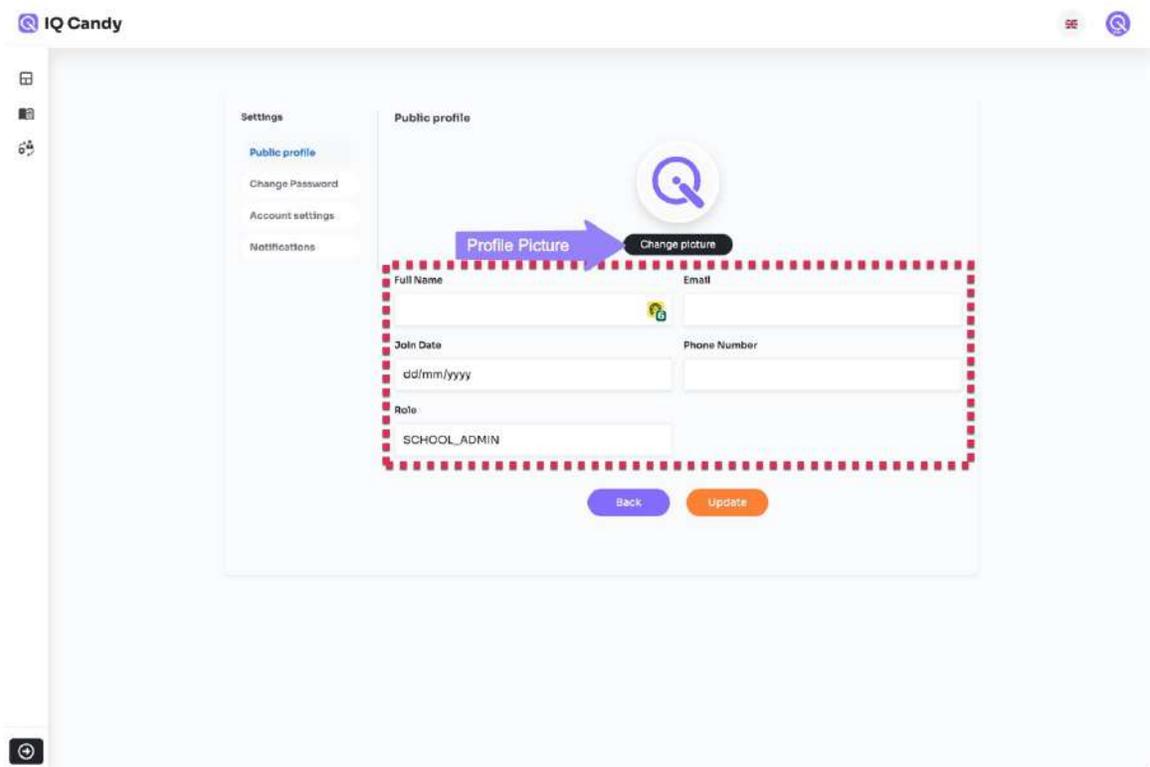


1.3.2 Changing Avatar/Logo

- On the **Public Profile** tab, click the purple **Change Picture** button to upload your photo.

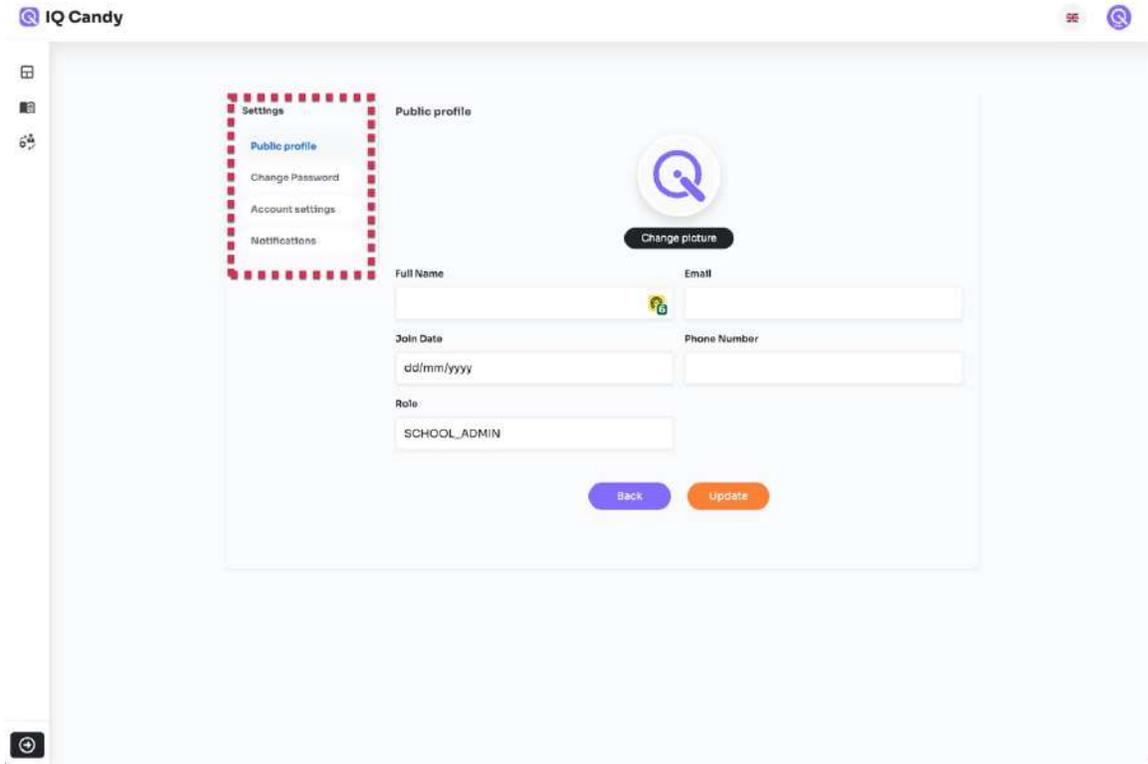
1.3.3 Updating Details

- Edit your **Full Name**, **Email**, or **Phone Number** in the text boxes and click **Update**.



1.3.4 Profile Settings

- In the left column, you can reset your password, delete your account (in account settings), and view notifications.

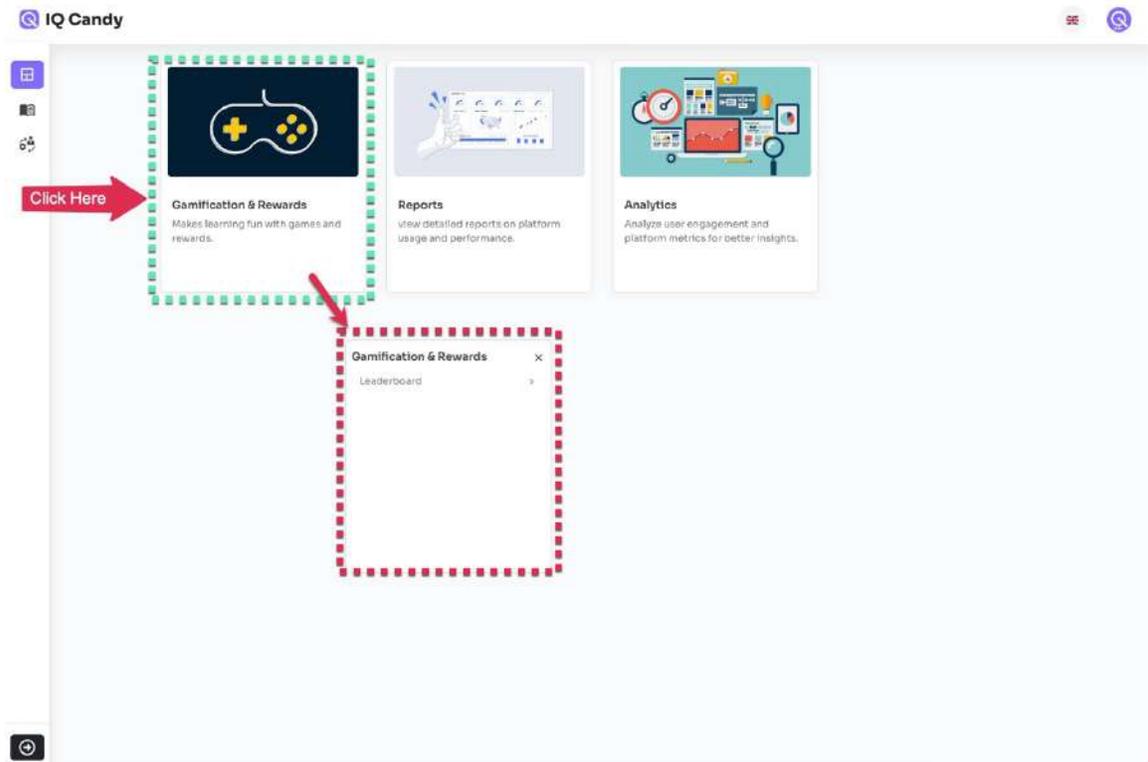


2. Navigating the Dashboard

2.1 Gamification and Rewards

2.1.1 School Leaderboard

- Click the **Gamification tile** and select **Leaderboard**.



2.1.2 Student Point Log

- Click **View Log** on a student's card to see a breakdown of their activity (e.g., points for logging in).

The screenshot shows the IQ Candy Leaderboard interface. At the top, there is a navigation bar with the IQ Candy logo and a home icon. Below the navigation bar, there is a large blue banner with two trophies and a central card for Ariana Grande with 21 Points. Below the banner, there is a list of students with their names and point counts: Ariana Grande (21 Points) and Ved testing (10.25 Points). A red arrow points to the 'View Student Logs' button next to Ariana Grande's name.

2.2 (System) Reports

2.2.1 User Reports

- Click on the **Reports Tile** and select **User Reports**.
- View total active students/teachers, course performance averages, and proficiency levels.

The screenshot shows the IQ Candy Reports interface. At the top, there is a navigation bar with the IQ Candy logo and a home icon. Below the navigation bar, there is a dropdown menu for 'NeoMaths Level 1 Mathematics'. Below the dropdown, there are three summary cards: 'Total Students' (1), 'Active Students' (0), and 'Active Teachers' (1). Below the summary cards, there are two line graphs: 'Course Performance Average' and 'Class Performance Average'. The 'Course Performance Average' graph shows a line for 'Average Proficiency Level' over a 12-month period. The 'Class Performance Average' graph shows a line for 'Teacher Michael' over a 12-month period. At the bottom, there is a 'School-Wide Competency Map' table with columns for Teacher and months (Mo:01 to Mo:11).

2.2.2 Subject Filters

- Use the dropdown to filter data by a specific course (e.g., NeoMaths Level 1, Teen Health Level 2, etc).

The screenshot shows the IQ Candy Reports dashboard. At the top left, there is a navigation menu with icons for Home, Reports, and Settings. The main content area is titled 'Reports' and features a dropdown menu for course selection. The dropdown is open, showing a list of courses: NeoMaths Level 1 Mathematics, NeoScience Level 1 Integrated Sciences, NeoMaths Level 3 Mathematics, NeoMaths Level 2 Mathematics, and NeoMaths Level 1 Mathematics. The last option is highlighted. To the right of the dropdown are two summary cards: an orange card for 'Active Teachers' showing the number '1', and a green card for 'Active Teachers' showing the number '1'. Below these are two line graphs: 'Course Performance Average' and 'Class Performance Average'. The 'Course Performance Average' graph shows a blue line representing the 'Average Proficiency Level' across months from Jan to Dec. The 'Class Performance Average' graph shows a blue line for 'Teacher Michael' across months. At the bottom, there is a 'School-Wide Competency Map' section with a table of teachers and their competency scores.

2.2.3 Activity Logs

- Click on the **Reports** Tile and select **Activity Logs**.
- View a detailed log of platform activities and IP addresses for any selected date range.

The screenshot shows the IQ Candy Activity Log dashboard. At the top left, there is a navigation menu with icons for Home, Activity Log, and Settings. The main content area is titled 'Activity Log' and features three summary cards: 'Activities' showing '13', 'User Not Logins' showing '0', and 'Content Updates By Teacher' showing '4'. Below these are filters for 'Date Range' and 'Action' (with a dropdown menu set to 'Select Action') and an 'Apply' button. The main section is 'Activity Log Details', which provides a detailed audit log of all platform activities. The table below shows the following data:

User	Action	Description	Timestamp	IP Address
Teacher Michael	Login	User logged in to the system	2026-02-27 03:51:38	::ffff:54.177.61.142
Teacher Michael	Content Upload	Uploaded "Videos" content	2026-02-27 01:50:56	
Vid testing	Login	User logged in to the system	2026-02-27 01:46:27	::ffff:49.47.11.122
Ariana Grande	Login	User logged in to the system	2026-02-27 01:36:50	::ffff:49.49.229.86
Teacher Michael	Content Upload	Uploaded "Subjective Assessment" content	2026-02-25 05:08:51	
Teacher Michael	Content Upload	Uploaded "Youtube Videos" content	2026-02-25 05:08:50	
Teacher Michael	Content Upload	Uploaded "Objective Assessment" content	2026-02-25 05:08:50	

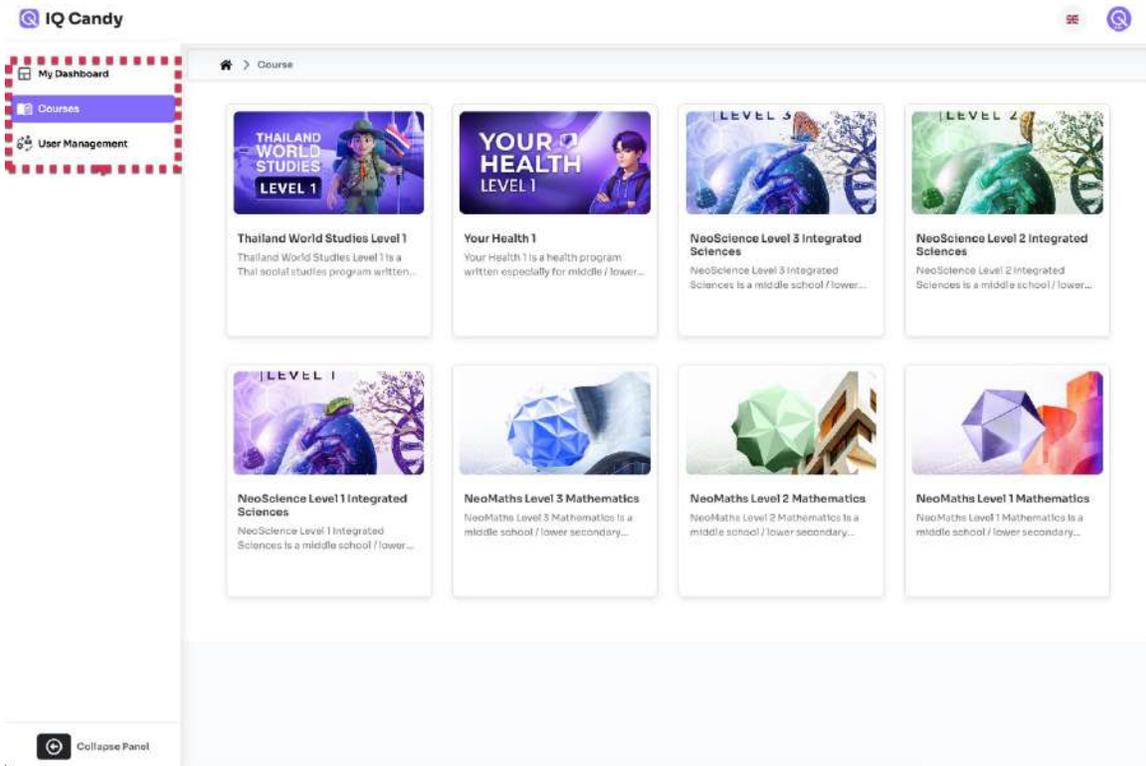
At the bottom of the table, there are pagination controls showing '1' of 10 items.

3. Course Content

3.1 Exploring Subjects

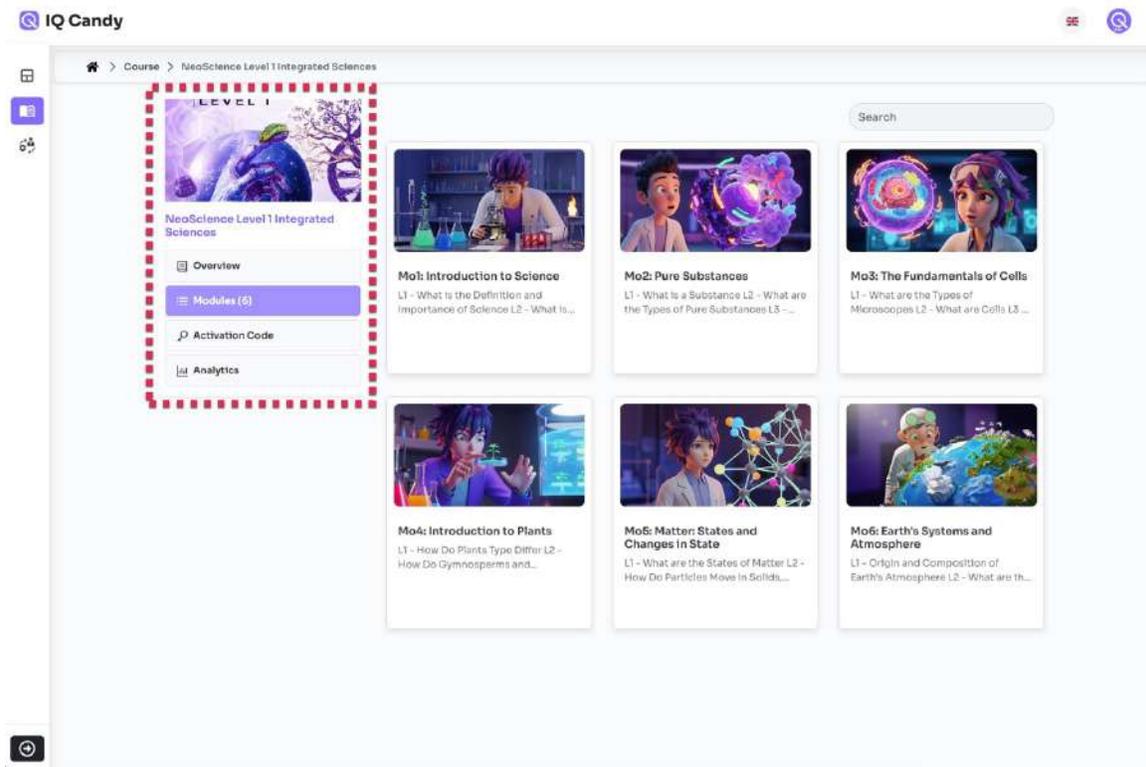
3.1.1 Course Library

- Click the **Book Icon** on the left sidebar to see all subjects your school offers.



3.1.2 Modules and Topics

- Click a **Subject Tile** to view its Modules.
- Click a **Module Tile** to see the individual Topic Titles with available activities (Videos, eBooks, Quizzes).



3.2 Activation Codes

3.2.1 Teacher/Student Toggle

- Inside a course, click **Activation Code** and toggle between the "Teacher" and "Student" tabs.

The screenshot shows the IQ Candy interface for the course 'NeoScience Level 1 Integrated Sciences'. The 'Activation Code' section is highlighted with a red dashed border. It features a sidebar with navigation options: Overview, Modules (6), Activation Code (selected), and Analytics. The main content area has tabs for 'Teacher' and 'Student'. Below the tabs is a table with the following data:

#	Activation Code	Issued To	Assign To	Activation Date
1	dlc697d	TEACHER	Teacher Michael	2/23/2025
2	gm6d21l	TEACHER		-
3	xaxbyy9	TEACHER		-
4	aw3urgtu	TEACHER		-
5	m9cx2o5	TEACHER		-

3.3 Analytics

3.2.1 Course Analytics

- Inside a course, click **Analytics** to see detailed course achievement across the school.

The screenshot shows the IQ Candy interface for the course 'NeoScience Level 1 Integrated Sciences'. The 'Analytics' section is highlighted with a red dashed border. It features a sidebar with navigation options: Overview, Modules (6), Activation Code, and Analytics (selected). The main content area displays course analytics for 'NeoScience Level 1 Integrated Sciences Average Score'. It includes a progress gauge showing 'Score: 0%' and a bar chart comparing 'Pre Test' and 'Post Test' scores. Below the charts are two summary tables:

Pre-Test Average Scores (0%)

Module	Percentage %
No Data Available	

Module Average Scores (0%)

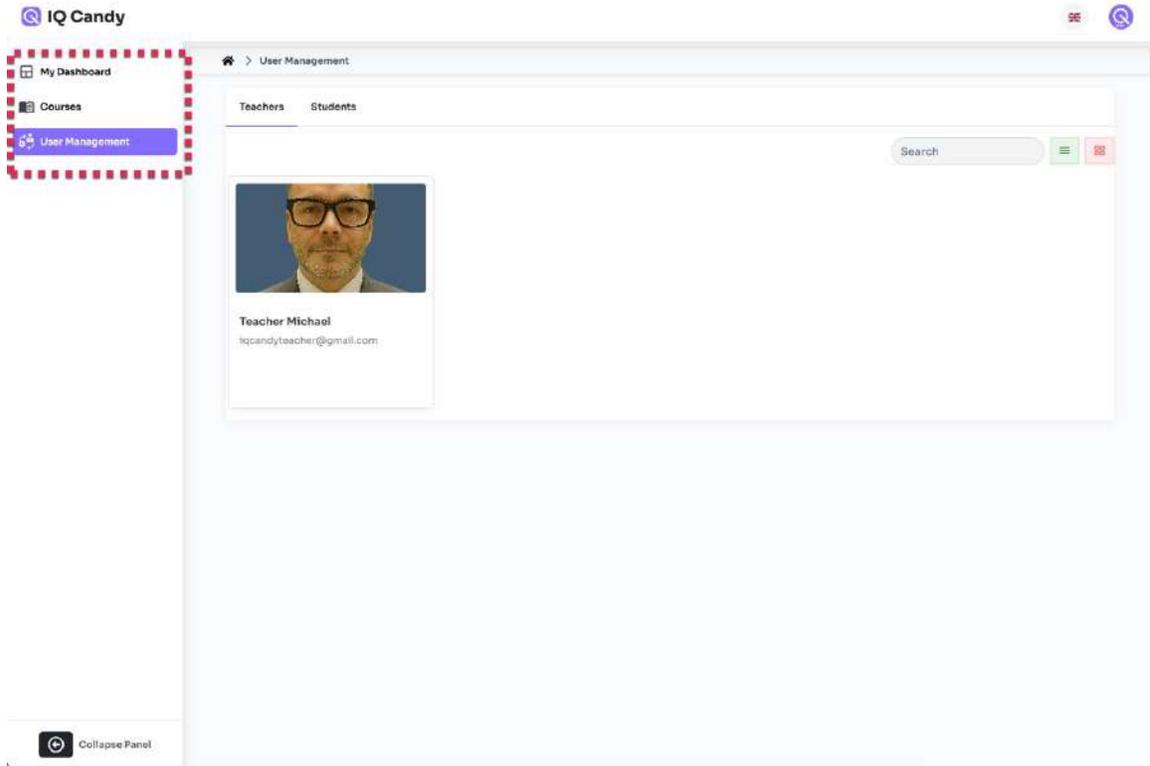
Module	Time Base Average	Points Base Average	Average %
No Data Available			

4. User Management

4.1 Managing Accounts

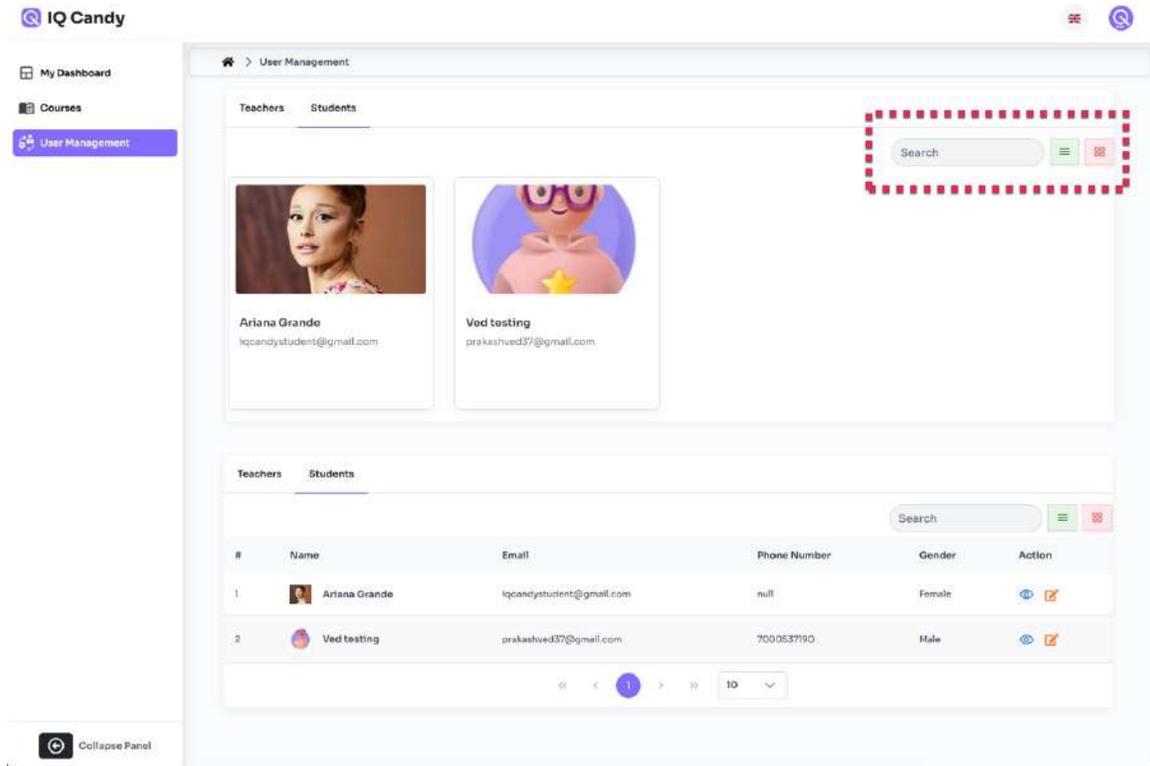
4.1.1 User Type Toggle

- Click the Users Icon on the left sidebar. Switch between **Teachers** and **Students** tabs at the top.



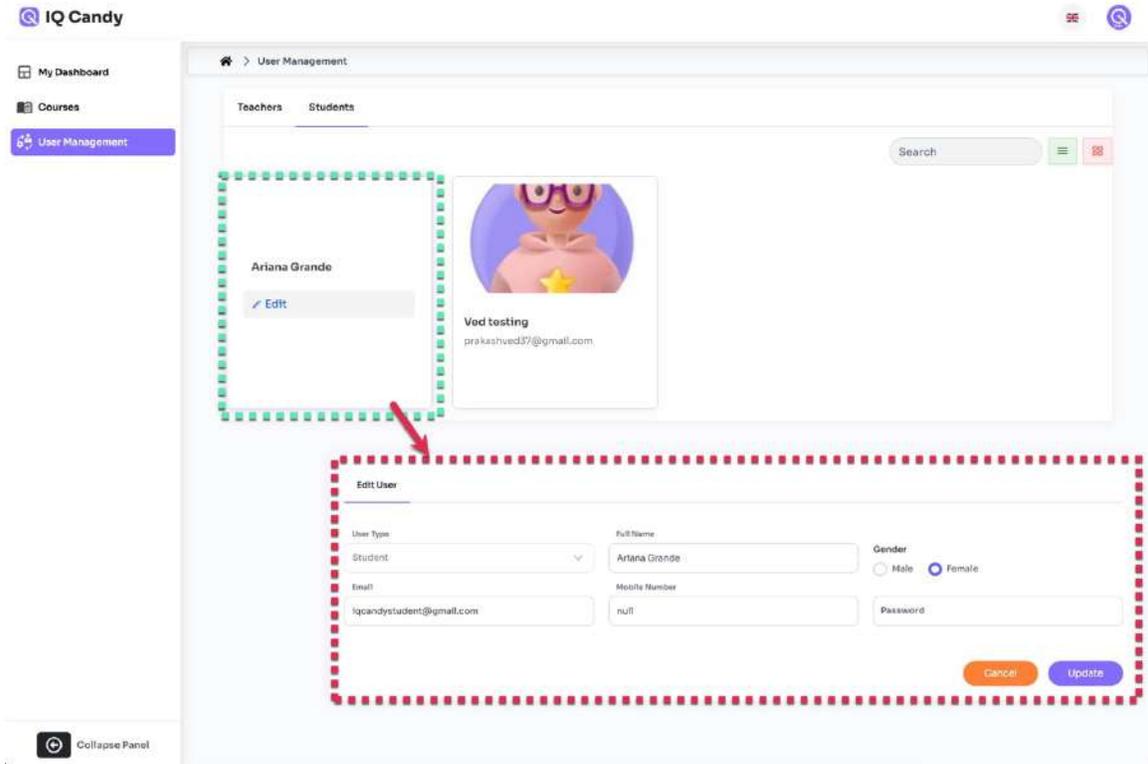
4.1.2 View Modes

- Switch between **Grid View** (cards) and **List View** (table) using the green/red icons.



4.1.3 Editing a User

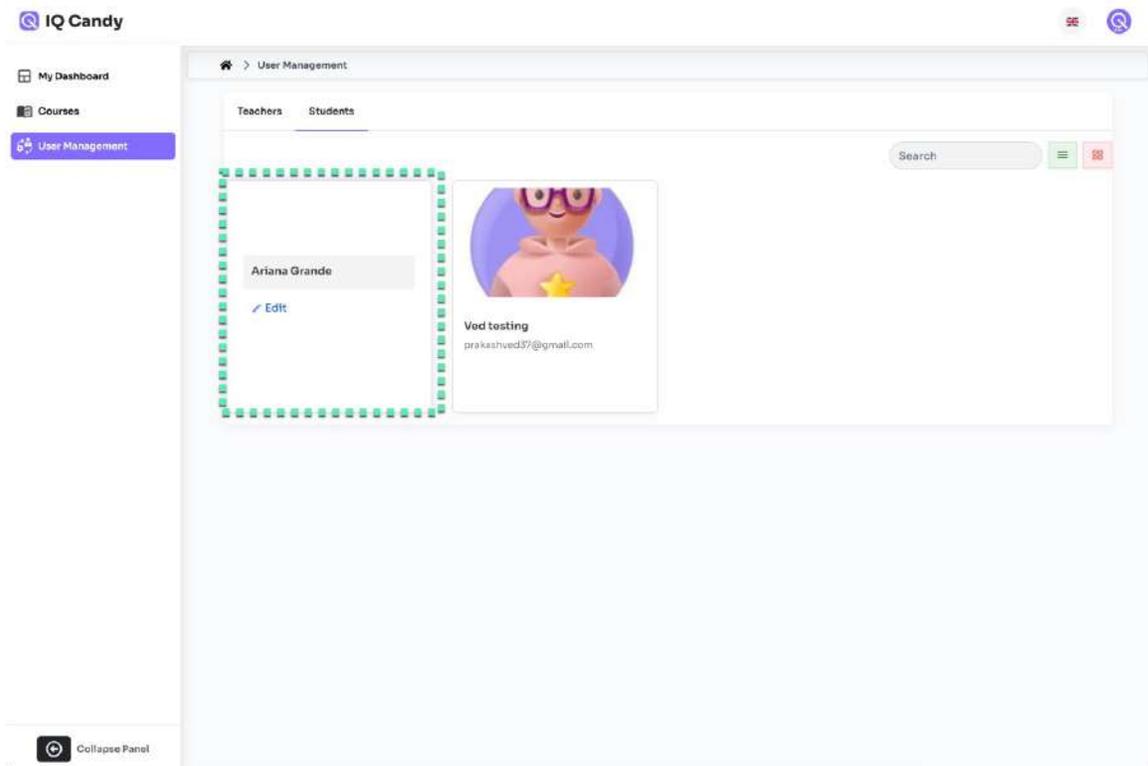
- Click **Edit** on any user card to change their name, email, or password.



4.2 Individual Analytics

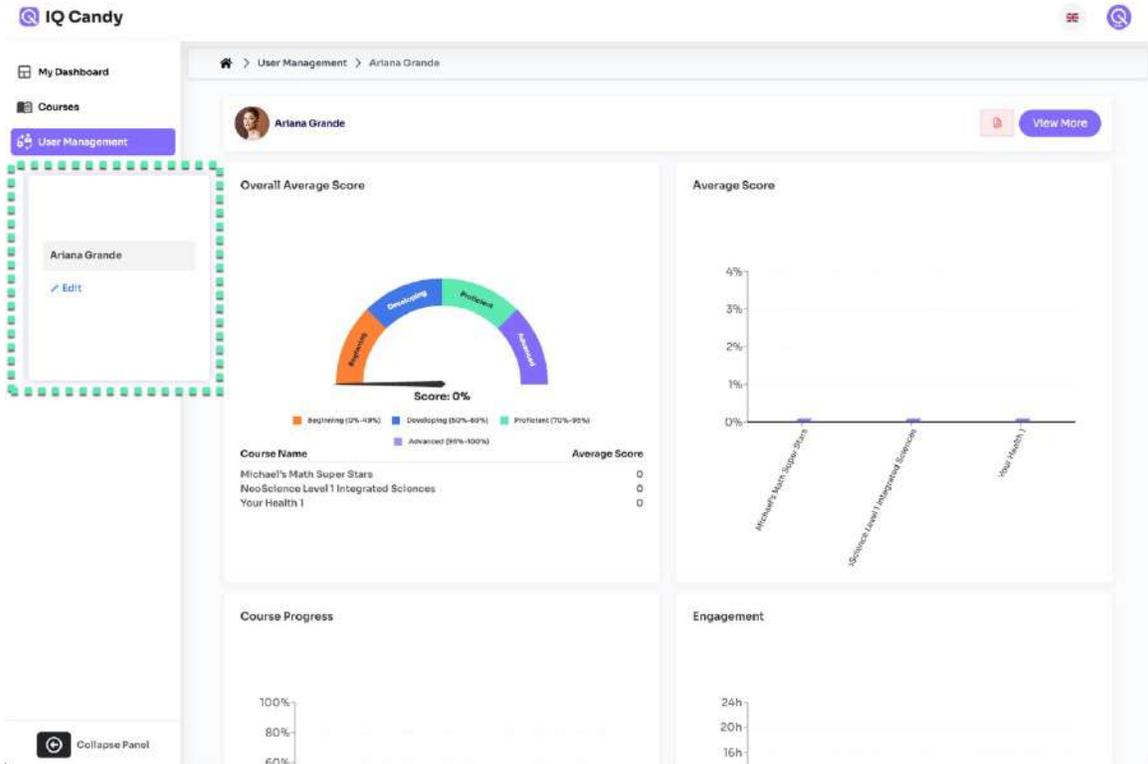
4.2.1 User Performance

- Click **Their Name** on any user card to view details about their course progress (teachers) or performance (students).



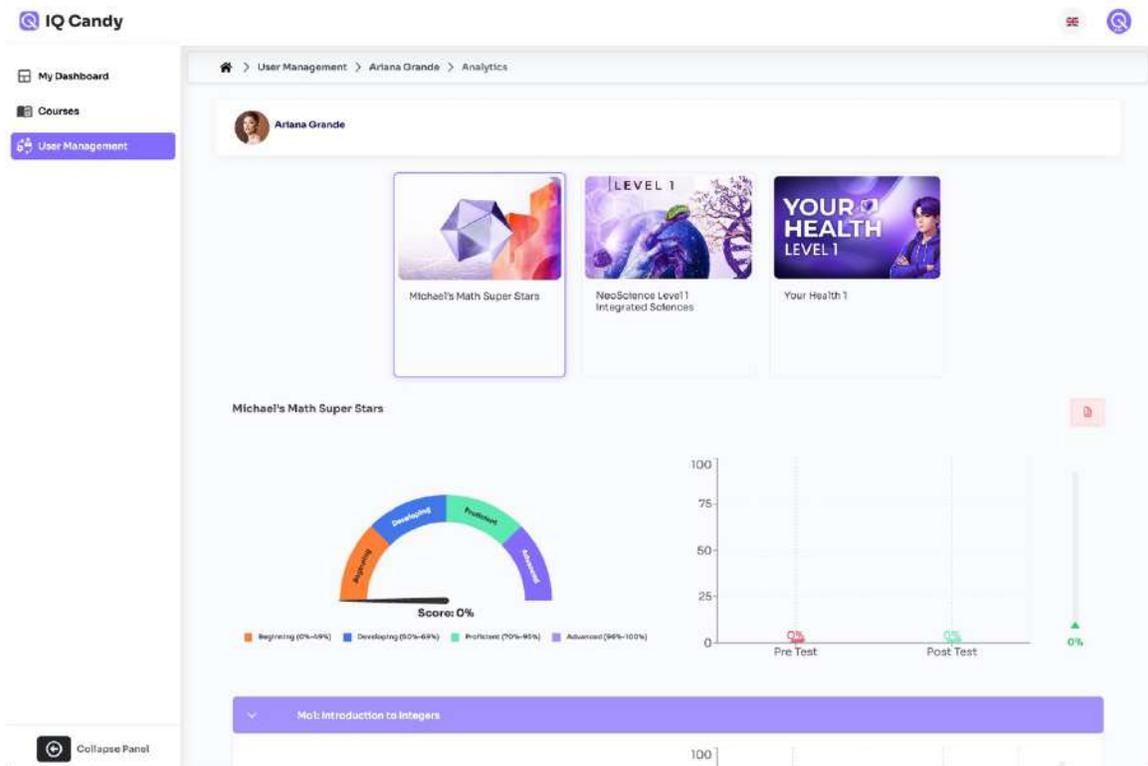
4.2.2 Performance (Student Overview)

- Student performance is an overall picture of their average progress and score, as well as their engagement and preferred learning activities.



4.2.3 Deep Dive (Student Courses)

- Click **View More** in the top-right of a user's page for a detailed module-by-module breakdown.



Action Icon Glossary

Icon	Action Name	Purpose
	Edit (Pencil)	Modify user details, passwords, or contact info.
	Arrow (Down)	Download for offline viewing (documents and assessments).
	View (Eye)	View detailed logs or student performance without editing.
	Trash (Red)	Delete activity from the system.
	Square	Maximize screen or go full screen.
	Square (inverted)	Minimize screen or exit full screen.
	Excel (Green)	Download data as an Excel (.xlsx) file.
	PDF (Red)	Download the report as a formatted PDF (.pdf) document.
	Grid View	Display users or courses as large visual tiles.
	List View	Display users or courses as a compact, searchable table.