

KiVa Game 2

Game Manual

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Locating the game

First navigate to the KiVa Program website (www.kivaprogram.net) and **choose your location** (1). After the selection you will see "KiVa Game" in the **left navigation menu** (2). Select it.

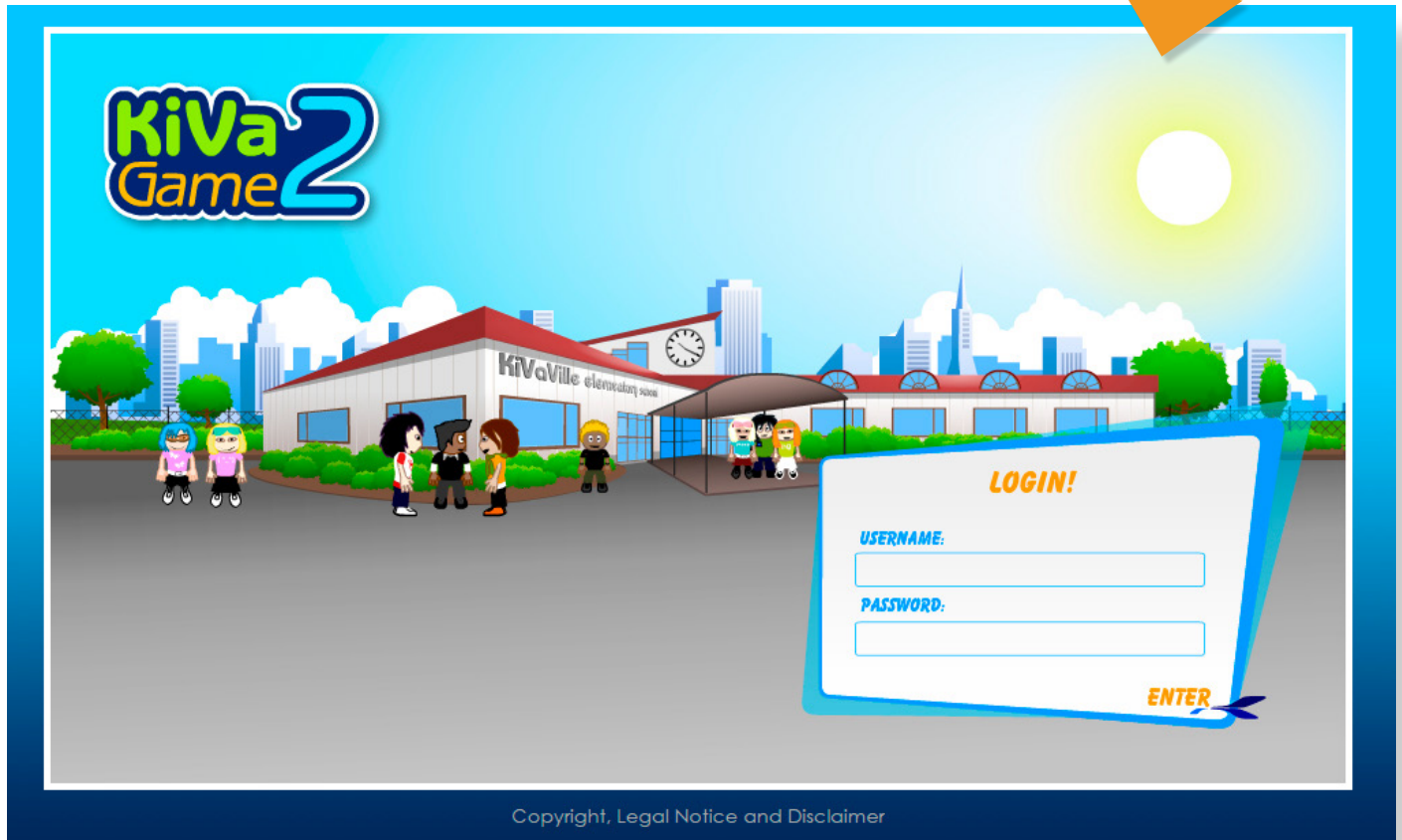
The screenshot shows the KiVa Delaware website. At the top, there is a banner with the text "KiVa school - Let's make it together!" and a group of diverse children. Below the banner, the word "Delaware" is displayed in green. A yellow arrow with the number "1" points to a dropdown menu labeled "Choose your location or language". On the left side, there is a navigation menu with items: Program, Evidence of effectiveness, Media, News, Around the world, KiVa Game, Parents, and Login. A yellow arrow with the number "2" points to the "KiVa Game" item. The main content area features a "Welcome to KiVa school!" heading, followed by introductory text about the program and a section titled "The Components of KiVa" with a small image of a child. On the right, there is a "News" section with two entries dated 18.09.2012 and 14.08.2012.

Now you can either **play the KiVa Game** (3) or by using the **user management** create usernames and passwords for the players who do not have them yet (4). You will need a **School ID** and a **Teacher Password** to enter the user management.



Logging In

If you choose the option “**play the KiVa Game**”, you will need a **username** and a **password** to log in. Enter the username and password to the text fields located inside the “**Log in**” box. To start the game click “**Enter**” on the lower right-hand side of the box.



After logging in for the first time, you will be asked to create your game character (page 10). If you do not have the **username** and **password** required to log in, you must first create them by using the **user management** system.



KiVa Game 2 user management

User management allows teachers to create usernames and passwords for the students. You can also lock and unlock game levels and follow how far different players have progressed in the game.

Enter your school's **School ID** and your **Teacher password** to log in to user management.



A login form with two input fields: 'School ID' and 'Teacher password'. The 'Teacher password' field has a key icon on the right. Below the fields is a 'Login' button.



Creating a new group



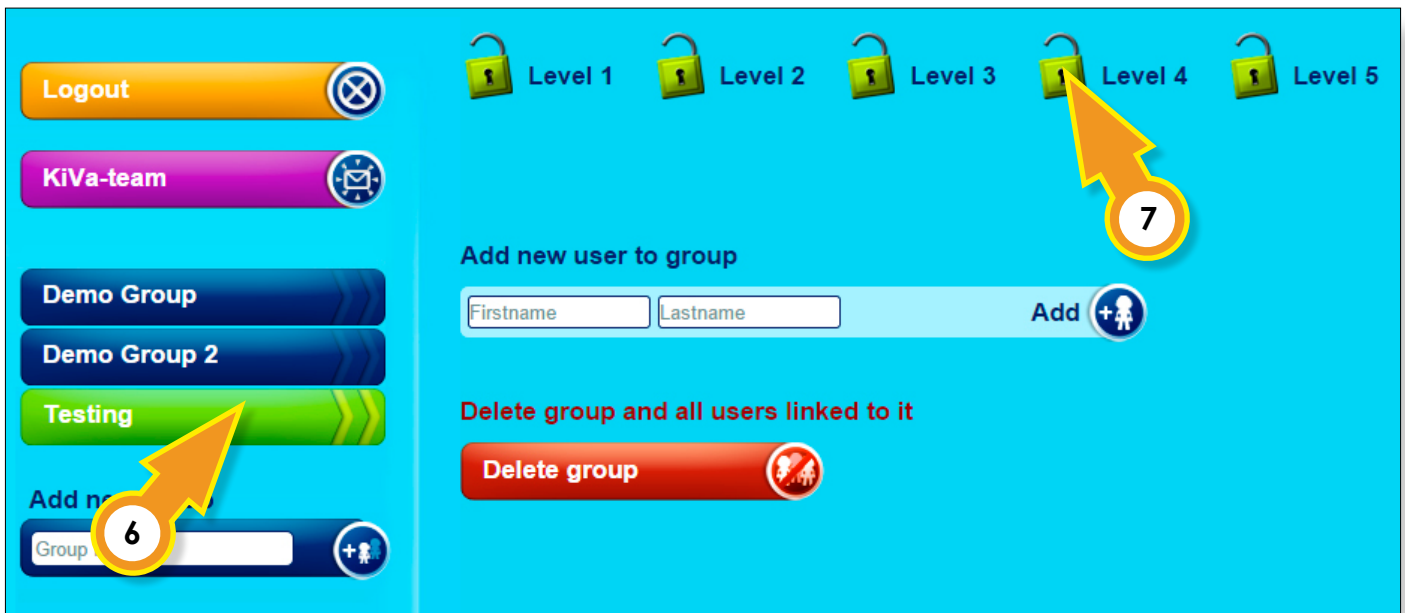
After logging in, you will see a list of already created **user groups**, a **log out** button and a **KiVa Team** button. The KiVa Team button is for changing the **KiVa Team's email address**.

If you want to create a new group, create a group name (ID) and insert the name in the text field labeled "**Group ID**" under "**Add new group**" (5). After typing the ID, click the blue symbol (+) on right-hand side of the text field to create the group.

Note: Consider carefully how to name your group because everyone in your school will see the group list. Avoid choosing a group name that may easily be confused with other groups.

The group view


You can open the **Group View** by clicking the group's name on the **Group List**. An active group will be highlighted in green color (6).



There are five **lock icons** (7) on the top of the group view. These can be used to lock different levels in the game. By default, only the first level is unlocked. Click the lock icons to **lock or unlock a level**.

NOTE: The levels are meant to be unlocked as the group advances further in the game during the KiVa Lessons.

Adding new players to a group

Add a new player to a group by entering his/her name in the text fields labeled **"Firstname"** and **"Lastname"**. Then either press Enter on your keyboard or click **"Add"** () on the right-hand side of the name fields (8).

Each player's **username** will be automatically created based on the player's real name. Also the **passwords** are randomly generated for each member of the group.

Players will need these **usernames** and **passwords** to **log in** to the KiVa game.



If you want to change your password manually, click on the password, type in a new one, and then click the **OK** button situated on the right-hand side of the password field (9).

The screenshot shows a user management interface with a blue background. At the top, there are five level indicators: Level 1, Level 2, Level 3, Level 4, and Level 5, each with a lock icon. Below this are two buttons: 'Show all information' and 'Hide all information'. On the right, there is a 'Print' button with a printer icon, which is highlighted by a yellow callout bubble labeled '10'. Below the buttons is a table of users with columns for Firstname, Lastname, Username, Password, and Delete. The first row shows John Doe with username john.doe and password UBERPASS. The password field is highlighted by a yellow callout bubble labeled '9'. Below the table is a section for adding a new user with input fields for Firstname and Lastname, and an 'Add' button with a person icon. At the bottom, there is a red button labeled 'Delete group' with a trash icon and a warning message: 'Delete group and all users linked to it'.

Firstname	Lastname	Username	Password	Delete
+ John	Doe	john.doe	UBERPASS	Delete
+ Jane	Doe	jane.doe	4e3o11	Delete
+ Fred	Bloggs	fredd.bloggs	t35tp4	Delete
+ Erika	Mustermann	erika.mustermann	g43epl	Delete

Printing the player list

You can print the list of players, including their **usernames** and **passwords**, by clicking the **printer symbol** on the top right corner of the player list (10).

NOTE:

The usernames and passwords are personal for each player. To avoid any misuse of **personal** login information, **NEVER** throw player lists into the trash. Cut the list so that each player is handed a piece of paper containing only their personal login information.

14.1.2015

KiVa Game 2 - User management

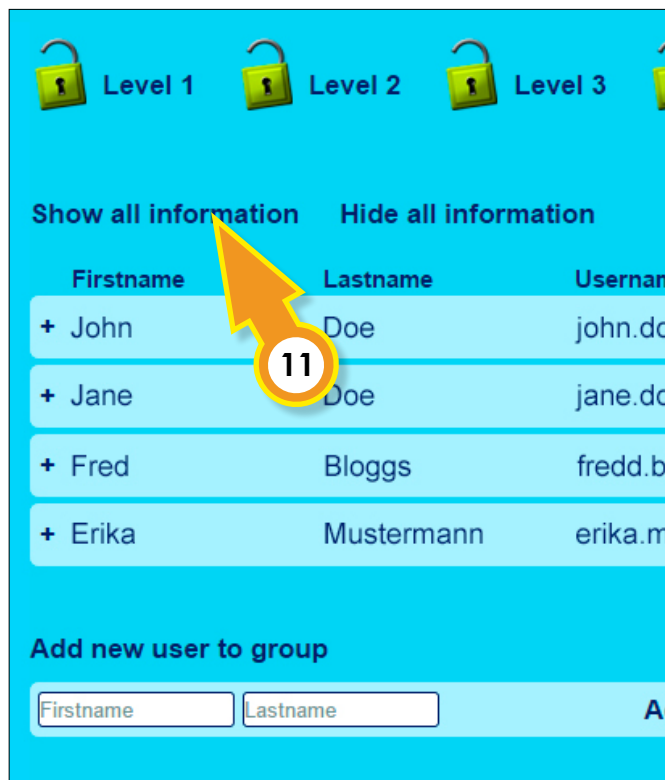
Lorem	Ipsum	lorem.ipsum	gtyvyr
John	Smith	john.smith	ia2qa6
Jane	Doe	jane.doe2	u6ju6v
Maximus	Minimus	maximus.minimus	pjvuk
Kimmo	Laatukka	kimmo.laatukka	bcibv
Ritva	Miettinen	ritva.miettinen	urp8m

Show player progress

It's possible to see how far the player has progressed through the game by clicking the **"Show all information"** link on top of the player list (11). The information can be hidden by clicking the **"Hide all information"** link right next to it.

There are many different symbols in the player progression view. Each symbol represents a task on a different game level. The gray symbol means that the current player hasn't finished the task. If a task has been completed the symbol turns blue.

You can hover your mouse cursor over a symbol to see which task the symbol is referring to.

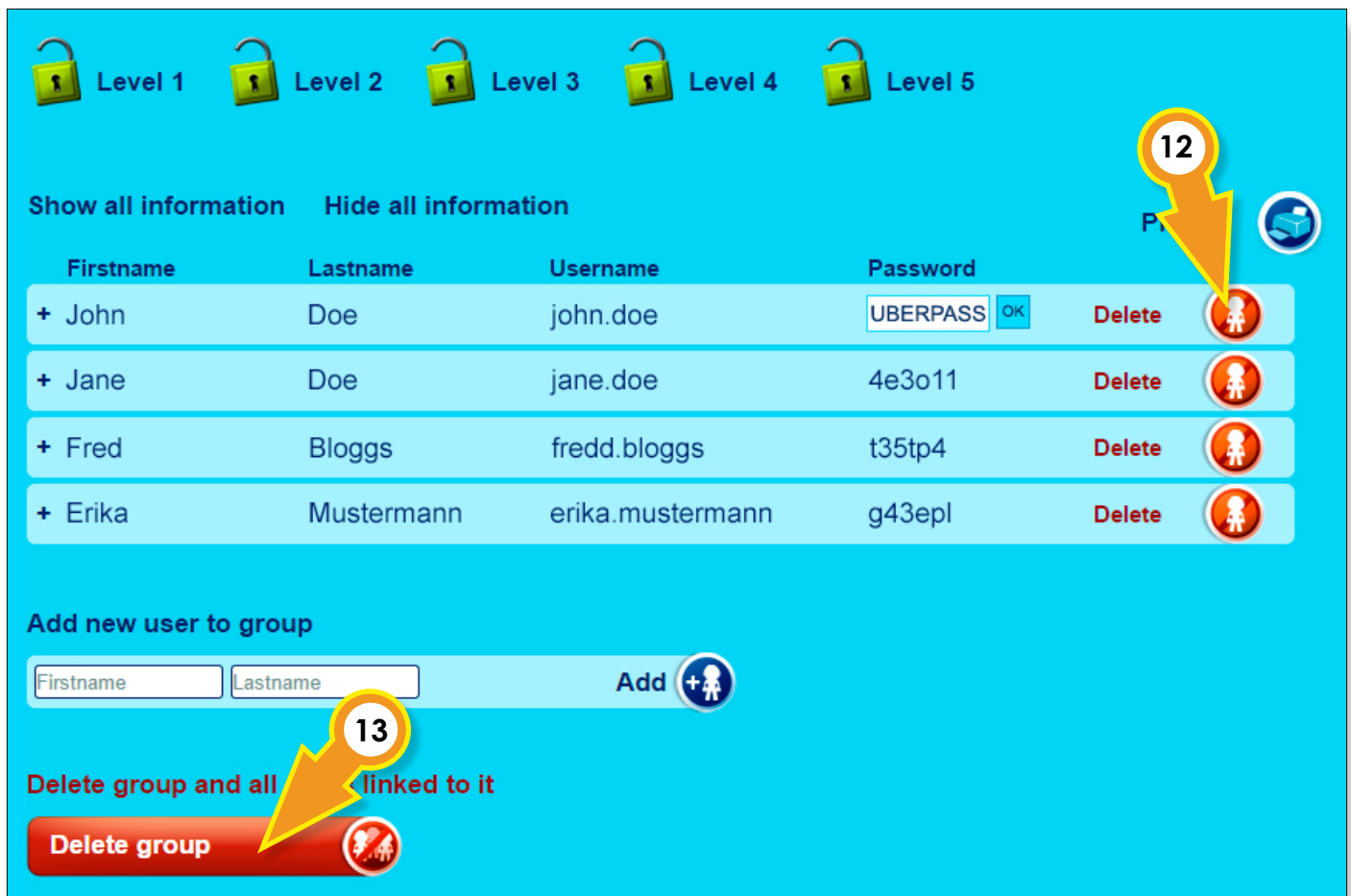


	John	Smith	john.smith	ia2qa6	Delete		
Logins: 1	Last login: 2015-01-14 14:17:57						
	Level 1		Level 2		Level 3		Level 4
I know							
I can							
I do							

Deleting a player or a group





You can delete a player from a group by clicking the red **“Delete”** button on the right-hand side of the player information (12). You will be asked to confirm the action before the player is removed.

A group can be deleted by clicking the red **“Delete group”** button on the lower left-hand side of the player list (13). You will need to confirm the action before the group is deleted.




Level 1 Level 2 Level 3 Level 4 Level 5

Show all information Hide all information

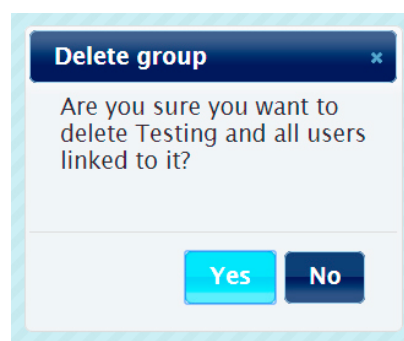
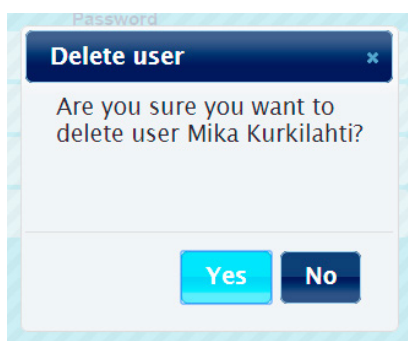
Firstname	Lastname	Username	Password	
+ John	Doe	john.doe	UBERPASS <input type="text"/> OK	Delete 
+ Jane	Doe	jane.doe	4e3o11	Delete 
+ Fred	Bloggs	fredd.bloggs	t35tp4	Delete 
+ Erika	Mustermann	erika.mustermann	g43ep1	Delete 

Add new user to group

Firstname Lastname Add 

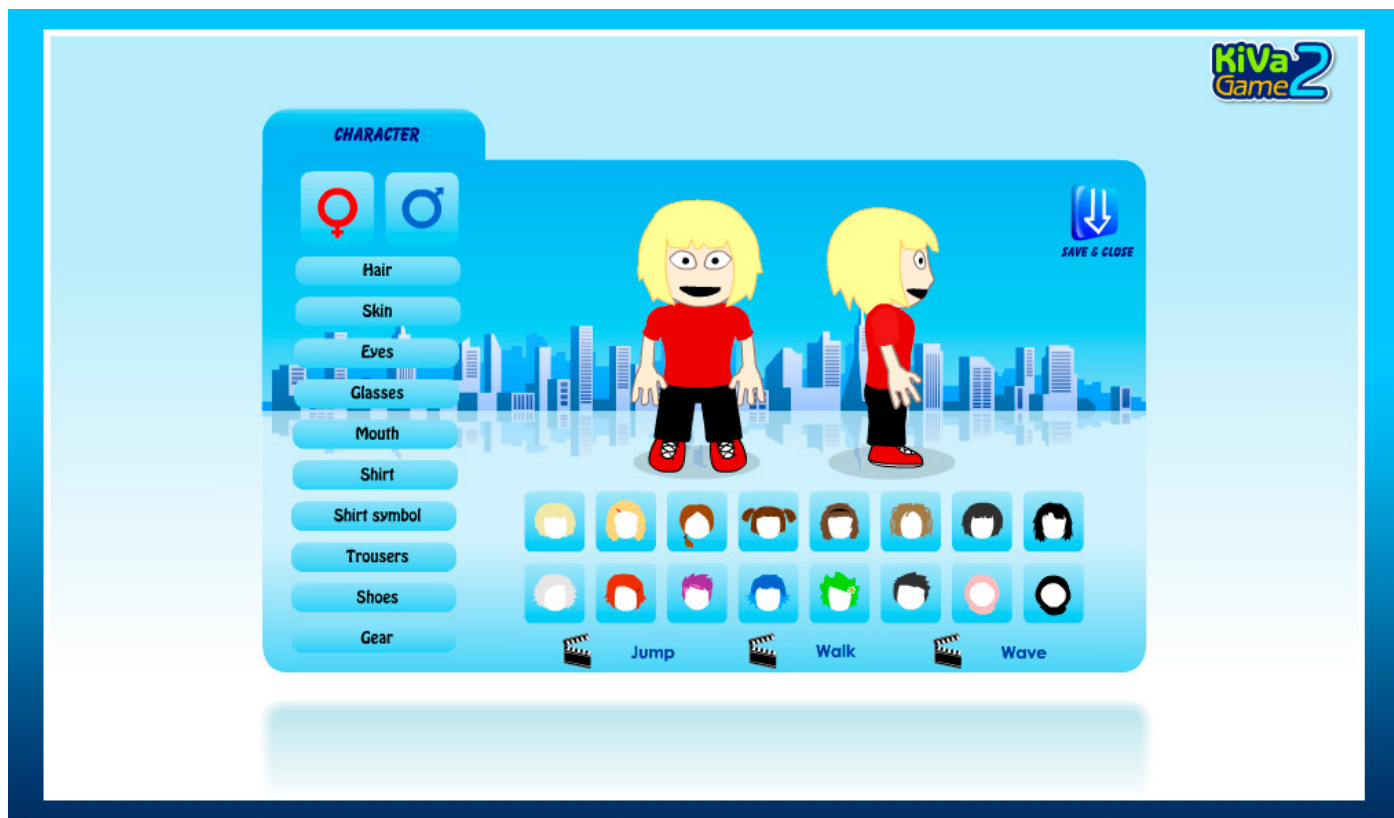
Delete group and all linked to it

Delete group 



Creating your character

In the beginning of the game you get to create yourself a character. You can change the character's appearance and sex by choosing from the list located on the left side of the screen. You can also select additional features from the list located below the character. Unselect by clicking on the **red X**. When you're done with editing, approve your settings by clicking on "**Save and close**".



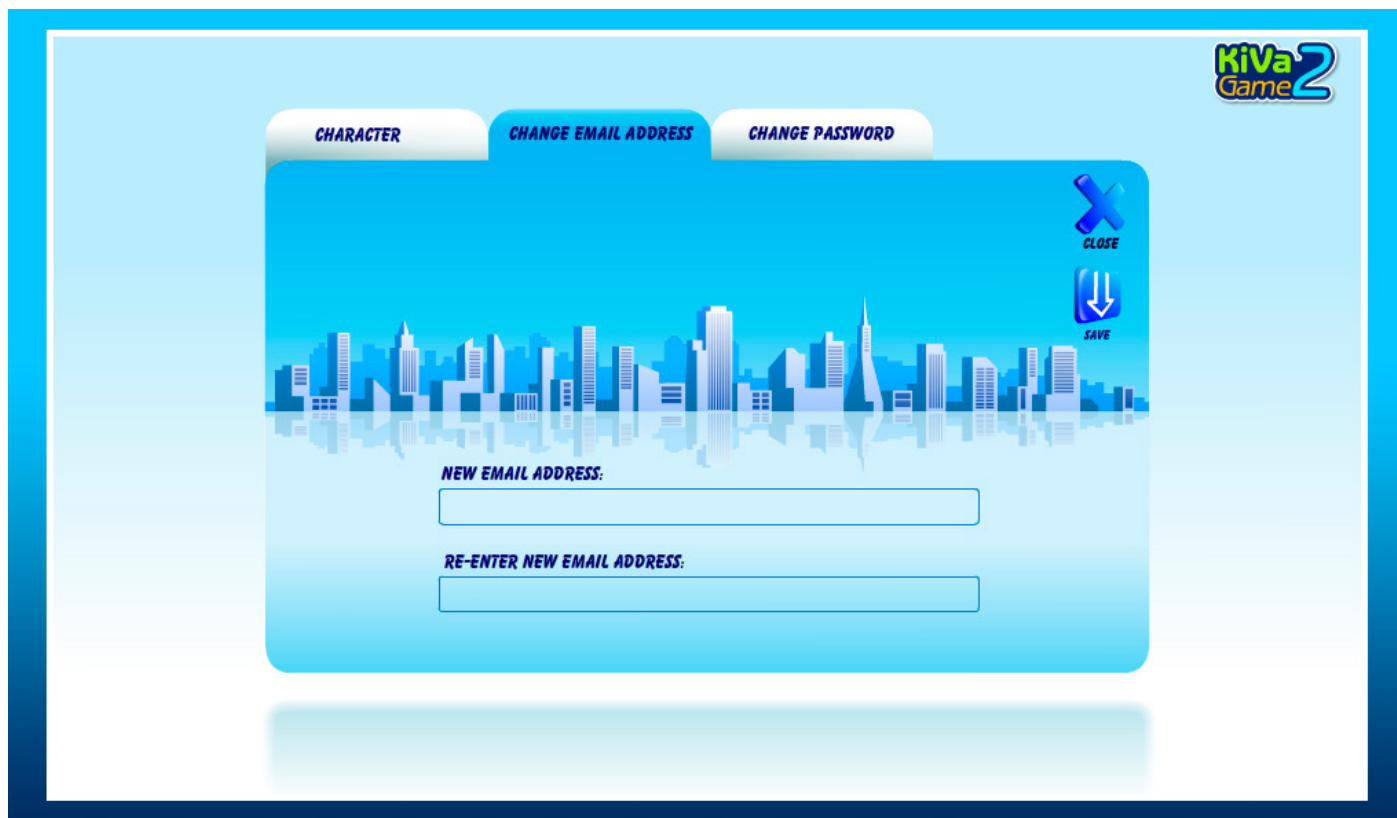
You can access the Character Editor in the Menu by clicking on the blue figure next to your character.



Changing your email address

To change your email address, go to the Character Editor and click on the “Change email address” tab which is located **between** the “Character” tab and the “Change password” tab. Enter your new email address twice. Click on “**Save**” and the game will send an activation link to your email address.

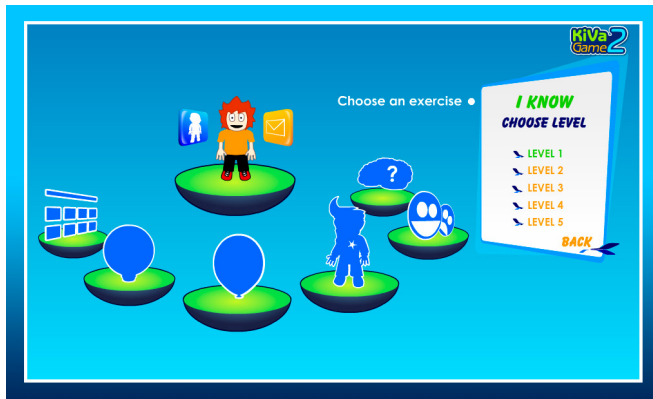
NOTE: Activate your new email address by clicking on the link in your email. Log into the game using your new email address.



Changing your password

Change your password **in the third tab** of the Character Editor. Enter your **new password** twice. Enter your old password once more before saving the new one. Save your new password by clicking on “**Save**”.



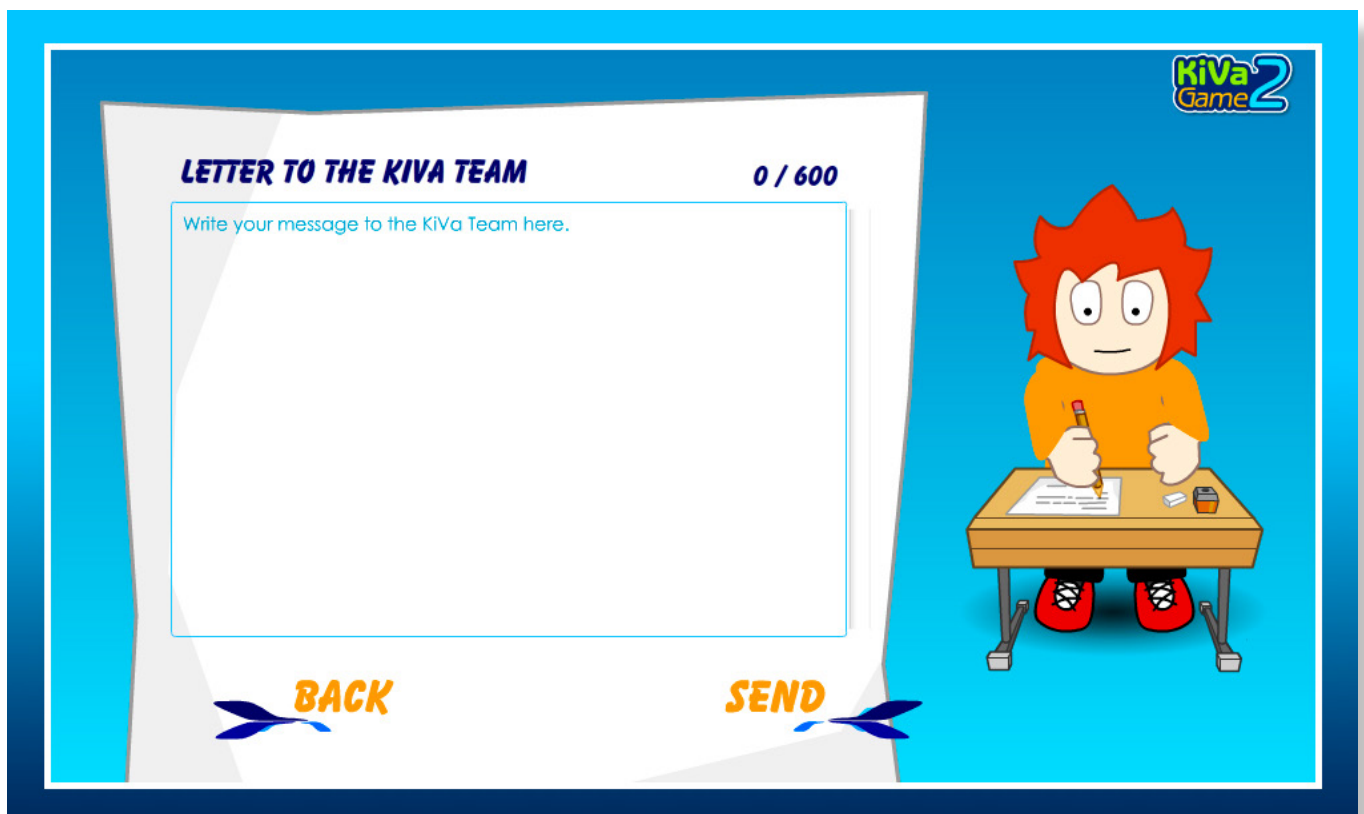


Sending a message to the KiVa team

In the KiVa Game2 you can send a message about bullying to your KiVa team. The message is directed straight to your KiVa team's email address.

Access the message window in the I Know, I Can and I Do sections by clicking on the yellow envelope next to your character. Write your message in the text field.

When you're done with writing your message, click on "**Send**" and your message is sent to the KiVa team. If, before clicking on "**Send**", you decide you don't want to write after all, click on "**Back**".





I Know section

The **I Know** section is divided into 5 levels. Each of them contains antibullying-related exercises. In the exercises you can try out your skills and review what you have learned so far.

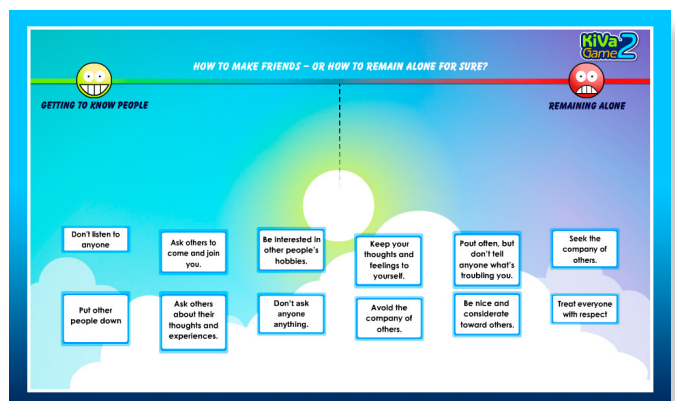
Level 1

Alone or together?

In this line exercise you get to apply the skills you have learned in the KiVa lessons. Your task is to place 12 ways of action on the line according to what you think is the correct order. Place the ways of how to remain alone on the right end of the line, and the ways of how to make friends on the left end of the line. When you're done, you'll have the possibility to print out your line. You can then glue your line in your KiVa booklet.

Guess the word!

Guess the word! is a quiz with questions about the contents of the KiVa lessons you've had so far. The fewer clues you need to know or guess the correct answer, the more points you score. Enter your answer in its simplest form in the answer field. (Sometimes the game also accepts a word in plural form or with a slight typo.)



Pop the balloons!

The balloons floating across the screen in a continuous stream contain both correct and incorrect answers to bullying-related questions. Your task is to identify and pop all the correct answers hiding among the incorrect ones.



Ask the police officer!

In this exercise you can ask a police officer questions about bullying. Ask by dragging and dropping question bubbles onto the officer. You can move on to the next exercise once you have asked at least three questions. If you want, you can also ask the officer all the questions.



Communication problems?

Which things can be considered communication and which can't? You will see a selection of items. Your task is to consider whether the actions described in the items can or can't be considered communication. You'll be given feedback once you have answered all the items.



Test yourself!

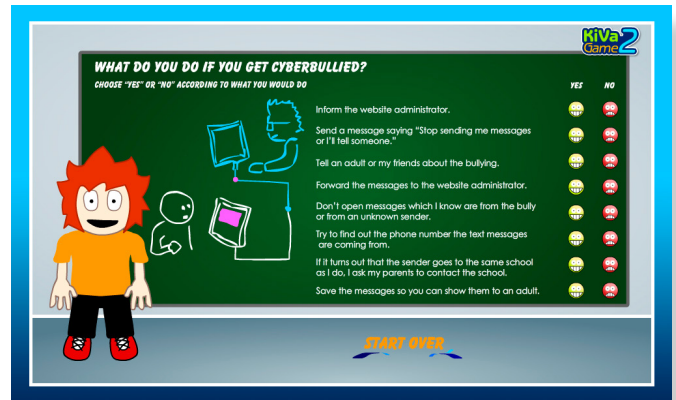
Answer according to your own opinion. The questions are about getting to know other people. At the end of this exercise you will receive feedback on the basis of your answers.



Level 2

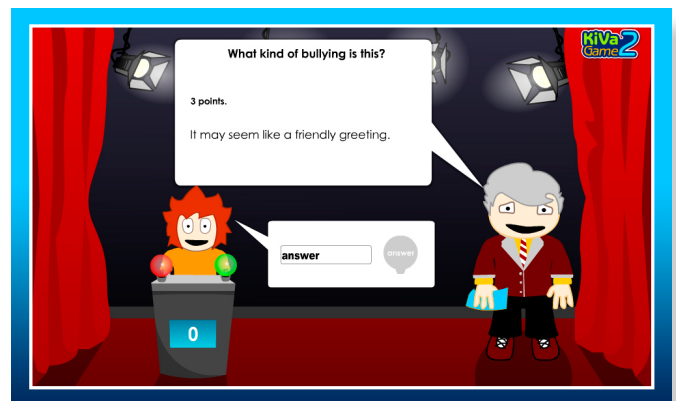
Cyberbullying

What should you do if you get cyberbullied? From a list select methods you would or wouldn't use to prevent getting bullied. At the end of this exercise you will receive feedback.



Guess the word!

Guess the word! is a quiz with questions about the contents of the KiVa lessons you've had so far. The fewer clues you need to know or guess the correct answer, the more points you score. Enter your answer in its simplest form in the answer field. (Sometimes the game also accepts a word in plural form or with a slight typo.)



Test yourself!

Answer according to your own opinion. These questions concern speaking badly about others behind their backs. At the end of this exercise you will receive feedback on the basis of your answers.



Pop the balloons!

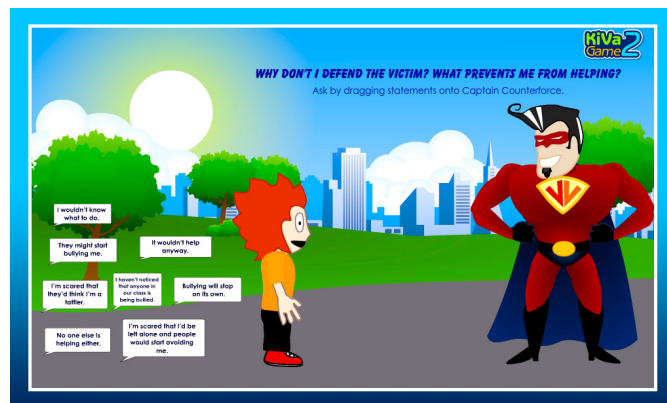
The balloons floating across the screen in a continuous stream contain both correct and incorrect answers to bullying-related questions. Your task is to identify and pop all the correct answers hiding among the incorrect ones.



Level 3

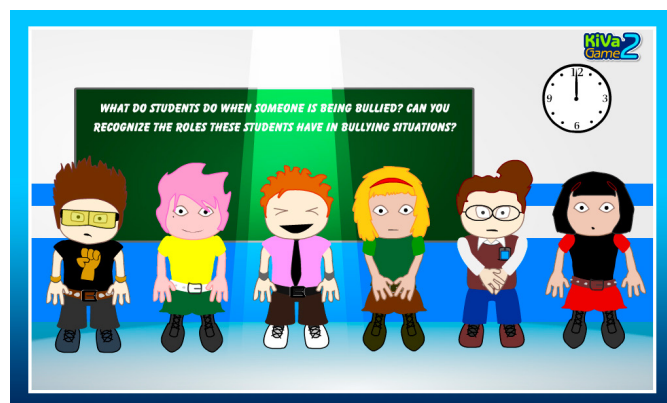
Why don't I defend the victim?

In this exercise you can discuss defending the victim with Captain Counterforce by dragging statements onto the captain. You can move on to the next task once you have presented at least three statements and listened to what the captain has to say. If you want, you can also go through all the statements with Captain Counterforce.



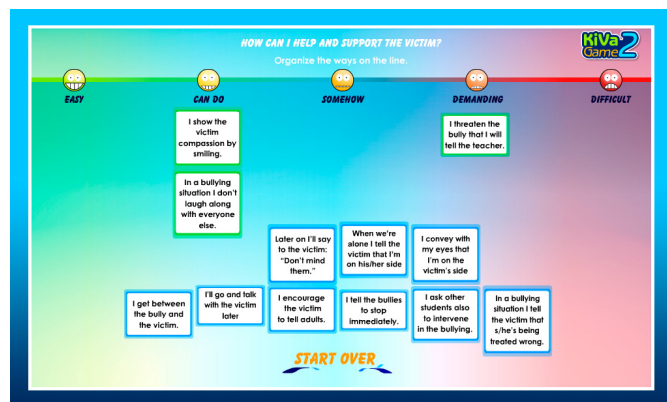
Recognize the roles!

In this exercise your task is to identify different roles in bullying situations. You'll see a row of six students. One by one select each student. Each selection is followed by a short animation clip. On the basis of the information in the clip, choose which of the three roles suggested describes each character the best.



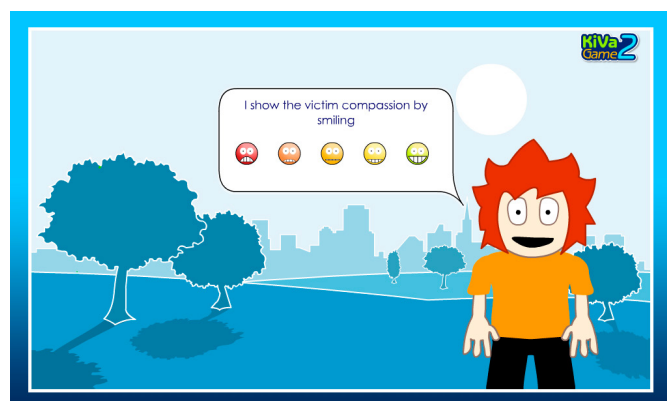
How can I help and support?

This is a line exercise where your task is to place on the line actions related to helping and supporting the victim. You must evaluate which of the ways of action are easy and which are more difficult for you. You can then print out and glue your line in your KiVa booklet.



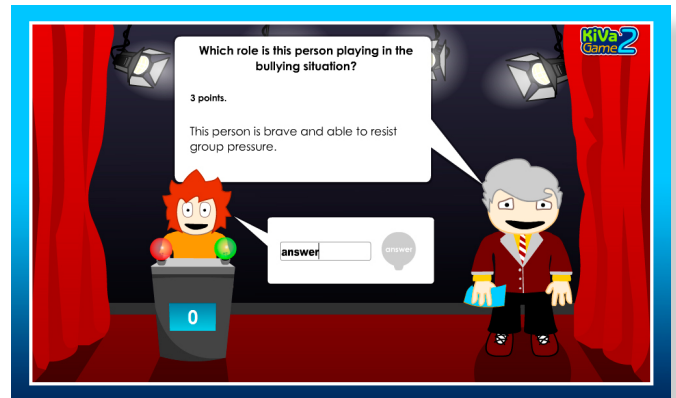
Test yourself!

Answer according to your own opinion. The questions are about defending the victim. At the end of the exercise you will be given feedback on the basis of your answers.



Guess the word!

Guess the word! is a quiz with questions about the contents of the KiVa lessons you've had so far. The fewer clues you need to know or guess the correct answer, the more points you score. Enter your answer in its simplest form in the answer field. (Sometimes the game also accepts a word in plural form or with a slight typo.)



Pop the balloons!

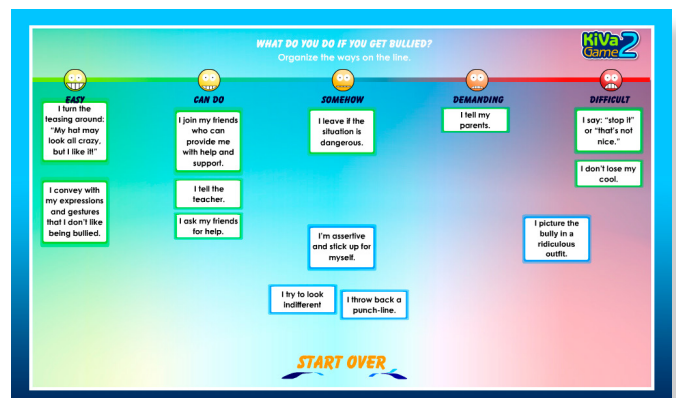
The balloons floating across the screen in a continuous stream contain both correct and incorrect answers to bullying-related questions. Your task is to identify and pop all the correct answers hiding among the incorrect ones.



Level 4

Organize the ways of action!

This is a line exercise where you get to evaluate how you would act if you got bullied. Place the different ways of action on the line according to your opinion. You can then print out and glue your line in your KiVa booklet. At the end you will be given feedback.



Guess the word!

Guess the word! is a quiz with questions about the contents of the KiVa lessons you've had so far. The fewer clues you need to know or guess the correct answer, the more points you score. Enter your answer in its simplest form in the answer field. (Sometimes the game also accepts a word in plural form or with a slight typo.)



Pop the balloons!

The balloons floating across the screen in a continuous stream contain both correct and incorrect answers to bullying-related questions. Your task is to identify and pop all the correct answers hiding among the incorrect ones.

Level 5

Following the rules

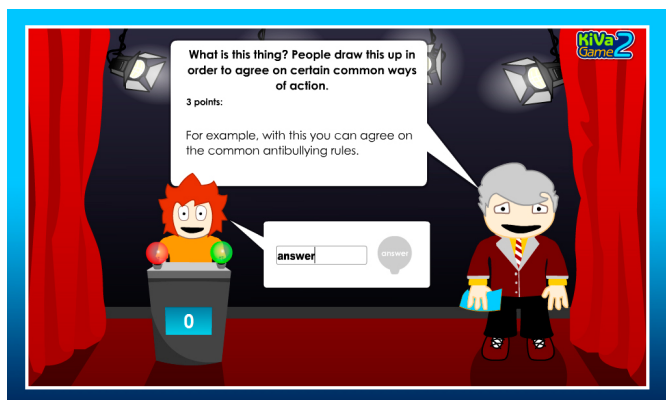
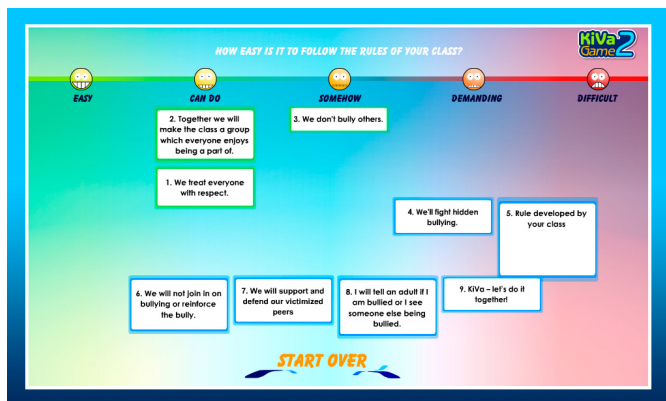
Line exercise. How easy is it for you to follow the common KiVa rules? Place all the 9 rules on the line. Click on the “Rule developed by your class” and type your class rule in the pop-up text box. You can then print out and glue your line in your KiVa booklet. At the end you will be given feedback on the task.

Guess the word!

Guess the word! is a quiz with certain questions about the contents of the KiVa lessons you've had so far. The fewer clues you need to know or guess the correct answer, the more points you score. Enter your answer in its simplest form in the answer field. (Sometimes the game also accepts a word in plural form or with a slight typo.)

Pop the balloons!

The balloons floating across the screen in a continuous stream contain both correct and incorrect answers to bullying-related questions. Your task is to identify and pop all the correct answers hiding among the incorrect ones.

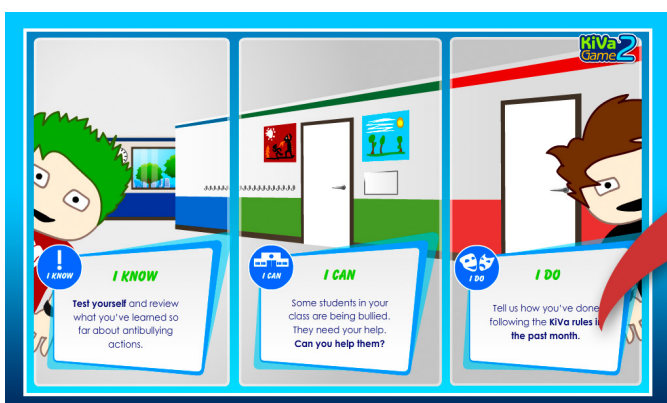




I Can section

In the I Can section you can try out the skills you have recently learned in the KiVa lessons. Like the I Do and I Know sections, the I Can section is also divided into five levels. Check out the floor plan of the school to see where your help is needed on each level of the game. Click on the place where you are needed (red figure) and your character is shifted to various situations. When a task is completed the red figure turns blue. A dark gray figure means that you can't enter the situation before completing another task on the same level.

On the following pages you will see a short description of each of the I Can section levels.



Task incomplete



Task completed



Task locked. You must first complete other tasks on this level



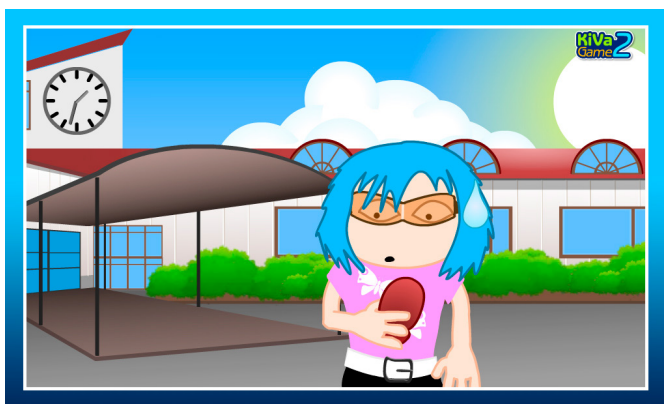
Class photo



Mini-game

Level 1

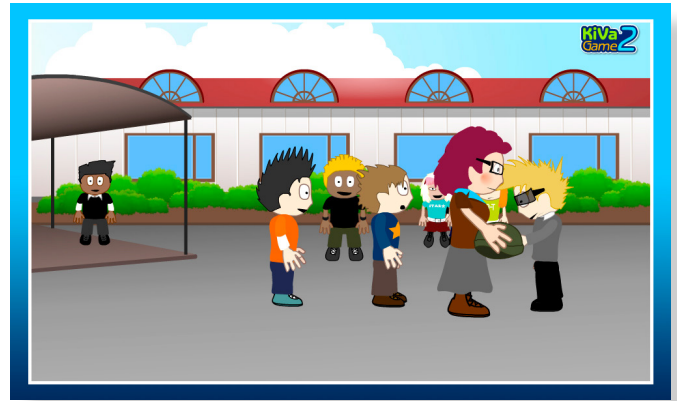
On this level you'll get to participate in a series of events at KiVaVille Elementary. You are able to read the thoughts of the main characters (your classmates) in their speech bubbles. Your task is to think about their thoughts and to answer whether the situations you see are bullying or not bullying.



You will notice that your classmates have unorthodox names. This is to avoid any association to real people (i.e. a situation where a bully or a bullied student in the game and an actual student in your class would have the same name). In the game, sometimes a character's name tells something about what s/he's like. For example, Demo, one of the bullies, has the need to demonstrate his power in the group and he does it by bullying others, for example, Fuse who blows his fuse relatively easily which makes him an easy and an appealing target for Demo. Demo's friend LB (short for linebacker, a position in American football) backs Demo up in everything and participates in bullying, whereas his other friend Ooz is slowly trying to "ooze" his way out of Demo's sphere of influence and to stop taking part in bullying. Taz, another bully, has earned her nickname from the notoriously bad-tempered marsupial, the Tasmanian devil. Taz, who herself is also being bullied, often takes out her own anxiety on other students. Her favorite target is Stanza who, as her name suggests, likes reading a lot and is often seen carrying a book.

Level 2

On the second level you'll receive letters from your KiVaVille Elementary classmates; Fuse and Demo. In their letters they think about reasons for bullying and the consequences of being bullied. Once you have finished reading the letters, you will get to help Fuse. You can help Fuse in many ways so it's worth playing each task through several times.



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I hate going to our school. All my friends are at another school and I'd like to transfer there, but my Dad won't let me. Demo makes my going to school horrible. I don't think things could be this bad anywhere else.

Why does Fuse hate going to school?

Now you have a little time to think about the previous question before you may continue reading.

KiVa Game 2

Me, LB, and Ooz are the coolest guys in our class. Everyone in our class is my friend. Well, Fuse isn't, although he would like to be. He's just so dumb that it's fun to tease him. And he's always trying to join in even though no one likes him.

Why does Demo bully Fuse?

Now you have a little time to think about the previous question before you may continue reading.

Level 3

On the third level you will receive letters from two other classmates of yours; Stanza and Taz. In their letters they think about different reasons for bullying and the consequences of being bullied. Once you have finished reading the letters, you will get to help Stanza. You can solve each task in many different ways so it's worth playing them through several times.



KiVa Game 2

In after lunch recess Taz and Muse were at the coat-racks. They took my book and laughed. Taz stood on my book and wouldn't give it back. Then others started to gather around. You were there, too. You all just stared and no one did anything. Finally the teacher came and Taz stopped.

Has something like this happened to you or someone you know?

Now you have a little time to think about the previous question before you may continue reading.

KiVa Game 2

It's really horrible for me at school. This is a totally normal day. On Monday morning I didn't want to go to school. I told my Mom that my stomach hurt. It was true, but Mom didn't believe me, and said that it's nice to go to school and see friends. I have no friends, everyone thinks I'm weird. I'm starting to think so, too.

Why does Stanza think she's weird?

Now you have a little time to think about the previous question before you may continue reading.

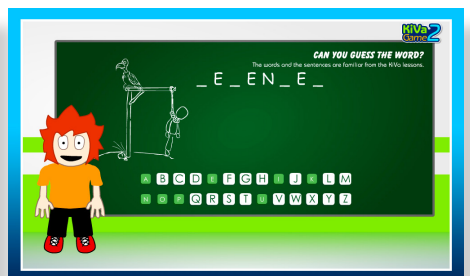
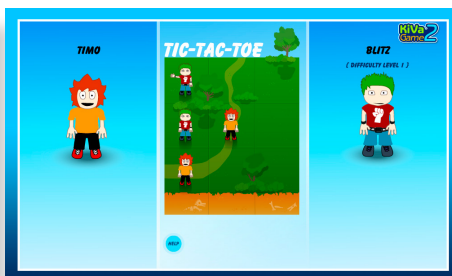
Level 4

On the fourth level you'll get to walk in a bullied student's shoes. The purpose of these tasks is for you to think about ways of action which would prove useful in bullying situations. Select ways that you think would be good ways of responding in a bullying situation. Once again, there are several solutions to the tasks.



Level 5

On the last level you'll get to ask how your classmates at the KiVaVille Elementary are doing. You'll also have the chance to have your class photo taken and to print out the photo. After you have asked how your classmates are doing, you can go and play a few mini-games; you can play Hide-and-Seek, Tic-Tac-Toe and Hangman.





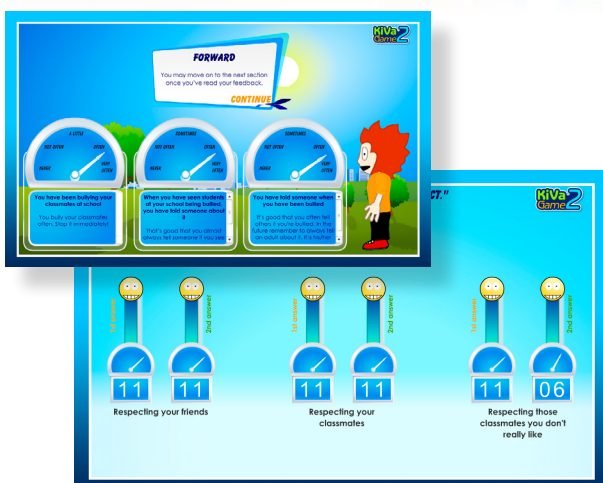
I Do section

The I Do section contains small personal surveys concerning the KiVa rules. Your task is to tell to what extent you have been following the rules over the past month. At the end of the task you will receive feedback based on your answers. Each level contains 2–3 series of questions. You can answer the questions only once. When you have taken all the surveys, you'll receive summary feedback based on your answers.



Feedback and summary feedback

After each series of questions you'll receive feedback which is based on your answers. The feedback is given both in verbal (text) and graphic (meters) form.



Once you have completed all the I Do levels, you'll receive your summary feedback. You will see a comparison of your answers (i.e. how you answered the first time and how the second time when the same question was asked) and the conclusions on how you have developed.

