

SDQblockchain

Note: Please use Google Chrome or Firefox Internet browser to avoid incompatibility issues.

1.1 To login to SDQblockchain

1. Enter your UserID and password at <https://sdqscore.org/SDQblockchain.html>
2. Click the **Check status** button (next to the Password entry field) and a check mark (✓) will show next to the button confirming that you are logged in as in screen shot below.

Note: You can hide your password from view by clicking the 'hide' text under the word Password. To show your password again log out of the SDQblockchain and log in again.

1.2 To logout of SDQblockchain

1. To logout click the **Logout** button or the 'X' button on the SDQblockchain tab.
2. If you click the **Logout** button a dialogue message will display '**Logout will erase cohort display. If you have made changes, have you saved? Are you sure?**' Click the **Cancel** button and save your changes or the **OK** button to continue to logout.
3. If you click the **OK** button another dialogue message will ask '**Are you really, really sure?**'. Click the **OK** button to logout.

2 Naming your cohort

A "cohort" could be your class of students, your patient list or therapy group. The file name you choose acts as both cohort name and encryption key. It is case, punctuation and space sensitive. For beginners or therapists with small number of patients we recommend keeping the cohort name lower case with no spaces or punctuation. **Important: You must be able to recollect your cohort names. We recommend that you write down the name of your cohort(s) and keep them in a secure place. We are not able to recover lost cohort names.** This is to comply with data protection regulations.

2.1 Naming your cohort for schools

The naming of the cohort is quite important. For the purpose of illustration we suggest file name **Y6T-2018-19**. Y6 stands for Year 6, T for the first letter of the teacher's surname and 2018-19 indicates the school year. We recommend this or a similar naming standard. If you use Y6T as the cohort name next academic year, the old Y6T will be overwritten. If you are assessing a number of schools, you may want to prefix the school abbreviation, e.g. Rocky Brook School would be **RBS-Y6T-2018-19**.

3 To create a simple cohort

1. Ensure you are logged in to the SDQblockchain. If not, follow the steps in 1.1 **To login to SDQblockchain**.
2. Type in **Person ID** and **Personal details** for a young person in their entry fields.

Note: It is for you to decide what you would like to enter in these fields. It should be sufficient to identify the young person but no more. You can use initials in the Person ID field and full name in the Personal details field. This data is encrypted and saved to the server. The type of encryption used prevents Youthinmind viewing this data. This is to comply with data protection regulations.

3. Click the **Get new PlusIID** button. A dialogue message will show '**Are you sure?**'. Click the **OK** button to continue. The PlusIID field will be populated with a sixteen digit numeric ID. The PlusIID is provided by Youthinmind and is the young person's permanent unique ID for all subsequent SDQ assessments.

Person_ID 2653	Personal_details Hugo T, Dob: 2010	Get new PlusIID	Save row	PlusIID 1165-2647-3599-3899	Clear row
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Optional: Some users may prefer to use a human readable format for the PlusIID. To use human readable format select **HF** (human friendly format) from the drop-down button to the right of the **iSDQ all rows** button before clicking the **Get new PlusIID** button. The PlusIID field will be populated in the format of *organic.starfish.2615* as below.

Person_ID 2653	Personal_details Hugo T, Dob: 2010	Get new PlusIID	Save row	PlusIID popular.shark.6731	Clear row
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4. Click the **Save row** button. The data will be moved to the lower part of the screen. **Person ID**, **Personal details** and **PlusIID** fields will be cleared and ready for entry of the next individual. To add another individual follow the steps 2 to 4. Remember to save each entry with the **Save row** button. When you've finished entering all young individuals go to point 5 below.
5. To save the data permanently you need to save your patient list or therapy group as cohort. **Please read section 2 Naming your cohort** before saving. **Important: We are not able to recover lost cohort names.**
6. Click the **SHOW** link in the **Import a file...** window.
7. Enter your cohort name in the **Cohort name** field on the right side of the screen in the **Remote cohort storage/blockchain function** window.
8. Click the **SAVE cohort remotely** button with the red outline to save the cohort to the server. Click the **OK** button on the dialogue message '**Are you sure? Your previous cohort of the same name will be OVERWRITTEN!**'.
8. A dialogue message will show saying '**Cohort saved remotely**'. Click the **OK** button. A check mark (✓) will show to the left of the **Load remote cohort** button confirming the save.

Optional 1: You may want to test that you have successfully saved your changes. Click the **ERASE cohort display** button with the red outline. The cohort will clear from view. With the name of the saved cohort in the **Cohort name** field click the **Load remote cohort** button on the right side of the

screen. The cohort should display if it was saved successfully. Note that there are two check marks (✓✓) to the left of the **Load remote cohort** button.

Optional 2: After you save your cohort you may want to click the **HIDE** link to the right of the **SAVE cohort remotely** button and the row of buttons will clear. To bring it back again click the **SHOW** link in the **Import a file...** window.

3.1 To load saved cohort

1. When starting a new session, enter the exact cohort name into the **Cohort name** entry field (on the left of the screen) and click the **Load cohort remotely** button to reload your cohort.
2. Your cohort will load and two check marks (✓✓) will show to the left of the **Load cohort remotely** button confirming your cohort loaded successfully.

Note: Your cohort name is encrypted for data protection. It is case, punctuation and space sensitive. **Important:** You must be able to recollect your cohort names. We recommend that you write down the name of your cohort(s) and keep them in a secure place. We are not able to recover lost cohort names.

4 To import your cohort (from XLSX spreadsheet) in bulk

4.1 When to import a XLSX spreadsheet

You would import a XLSX spreadsheet when you want to set up a cohort for scoring quickly. This may be classes in school, a therapy group or your patient list. Importing the cohort will allow you to create the group quickly instead of having to type in the names and other details by hand.

4.2 To prepare your XLSX spreadsheet for import

To prepare your cohort for scoring you will need to create cohorts for each class or therapy group to be assessed. This means creating one Excel spreadsheet (.xlsx file) for each class or patient list. Each cohort will need its own spreadsheet. **Important: Do not use multiple sheets in a spreadsheet. If you do the import will work for the data in Sheet1 only.**

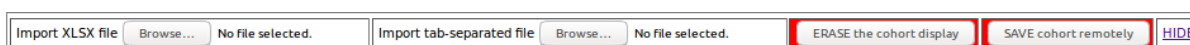
In each spreadsheet you will need two columns of data with the heading **Field0** and **Field1**, as in the screen shot. **Field0** can be student identification or student admission number; it can also be student initials. **Field1** might be surname, initials or whatever will allow you to identify students unambiguously. It is entirely up to you to decide what data you want to enter in the **Field0** and **Field1** columns. The important thing to keep in mind is to be able to identify the individuals

	A	B
1	Field0	Field1
2	107	Savanah O
3	479	Jonah H
4	444	Violet D
5	373	Anthony B
6	291	Brandon P
7	334	Leland H
8	192	Ben M
9	386	Annabelle K
10	131	Emilia F
11		

without error but without revealing too much information to maintain privacy. The import function will work with column headings **Field0** and **Field1** only. Other column headings will not work. Note that the first character of 'Field0' and 'Field1' is capitalised and there are no spaces. The import function will import the data you enter into the columns and automatically assign a PlusIID for each young person.

4.3 To Import your cohort

1. Ensure you are logged in to the SDQblockchain. If not, follow the steps in 1.1 **To login to SDQblockchain**.
2. Click the **SHOW** link in the **Import a file...** window. A row of windows will show as in the screen shot below.



3. Click the **Browse...** button (or **Choose file** button depending on your browser) in the **Import XLSX file...** window and select your file.
4. Your cohort will load and PlusIIDs (unique identifiers) will be created for each individual as below.

N	Person ID	Personal details	PlusIID	Edit	Del	SDQ ^{plus}	iSDQ	Exp	Vis	A.I.	Status
1	107	Savanah O	1021-3674-8744-6655			SDQ ^{plus}	iSDQ			A.I.	undefined
2	131	Emilia F	1505-8717-5643-7868			SDQ ^{plus}	iSDQ			A.I.	undefined
3	192	Ben M	5495-6680-4236-2860			SDQ ^{plus}	iSDQ			A.I.	undefined
4	291	Brandon P	2686-8570-8256-8225			SDQ ^{plus}	iSDQ			A.I.	undefined
5	334	Leland H	7459-5595-4706-0285			SDQ ^{plus}	iSDQ			A.I.	undefined
6	373	Anthony B	1057-2549-1048-1423			SDQ ^{plus}	iSDQ			A.I.	undefined

Optional: Some users may prefer to use a human readable format for the PlusIID. To use human readable format select **HF** (human friendly format) from the drop-down button to the right of the **iSDQ all rows** button before selecting your file for import. The PlusIID fields will be populated in the format of *organic.starfish.2615* as below.

N	Person ID	Personal details	PlusIID	Edit	Del	SDQ ^{plus}	iSDQ	Exp	Vis	A.I.	Status
1	107	Savanah O	main.canyon.993			SDQ ^{plus}	iSDQ			A.I.	undefined
2	131	Emilia F	factual.ocelot.9901			SDQ ^{plus}	iSDQ			A.I.	undefined
3	192	Ben M	guiding.krill.7438			SDQ ^{plus}	iSDQ			A.I.	undefined
4	291	Brandon P	steady.hydrogen.1374			SDQ ^{plus}	iSDQ			A.I.	undefined
5	334	Leland H	needed.jaguar.310			SDQ ^{plus}	iSDQ			A.I.	undefined
6	373	Anthony B	fitting.bread.7993			SDQ ^{plus}	iSDQ			A.I.	undefined

5. Save your cohort. To save the data permanently you need to save your patient list or therapy group as cohort. **Please read** section 2 **Naming your cohort** before saving. We are not able to recover lost cohort names.

6. Enter your cohort name in the **Cohort name** field on the right side of the screen in the **Remote cohort storage/blockchain function** window.
7. Click the **Save cohort remotely** button with the red outline to save the cohort to the server. Click the **OK** button on the dialogue message '**Are you sure? Your previous cohort of the same name will be OVERWRITTEN!**'.
8. A dialogue message will show saying '**Cohort saved remotely**'. Click the **OK** button. A check mark (✓) will show to the left of the **Load remote cohort** button confirming the save.
9. To import another cohort click the **ERASE cohort display** button and follow the steps 3 to 7 of this section.

Optional 1: You may want to test that you have successfully saved your cohort. Click the **ERASE cohort display** button with the red outline. The cohort will clear from view. With the name of the saved cohort in the **Cohort name** field click the **Load remote cohort** button on the right side of the screen. The cohort should display if it was saved successfully with two check marks (✓✓) to the left of the **Load cohort remotely** button.

Optional 2: If you are finished importing cohorts you may want to click the **HIDE** link to the right of the **Save cohort remotely** button and the row of buttons for importing a cohort will clear. To show them again click the underlined **SHOW** text in the **Import a file...** window.

5 To edit individual's details

1. Ensure you are logged in to the SDQblockchain. If not, follow the steps in 1.1 **To login to SDQblockchain**.
2. If your cohort is loaded skip to step 3 below. Otherwise enter your cohort name into the **Cohort name** field in the **Remote cohort storage/Blockchain function** window on the right side of the screen and click the **Load remote cohort** button. Your cohort will load.
3. Click the **Edit** button for the individual you want to edit. The **Edit** button is located between the **PlusIID** field and the **Del(ete)** button. The **Person ID**, **Personal details** and **PlusIID** data will be populated into the entry fields.
4. Update the **Person ID** or **Personal details** fields. I am updating 'Hugo T' to 'Hugo William Taylor'.

Important: *You should never update the PlusIID field. Updating the PlusIID field would break the connection between past and future assessments for that individual.*

5. Click the **Save row** button. The data will be moved to the lower part of the screen. Entry fields **Person ID**, **Personal details** and **PlusIID** fields will be cleared.
6. To save the edited data permanently you need to save the cohort. The cohort will be saved with the cohort name entered in the **Cohort name** field in the **Remote cohort storage/Blockchain function** window on the right of the screen.
7. Click the **SHOW** link in the **Import a file...** window.

8. If you are using the old cohort name click the **SAVE cohort remotely** button with the red outline and go to step 9 below. If you are using a new cohort name overwrite the old cohort name with the new name in the **Cohort name** field on the right of the screen.

Important: Please read section 2 Naming your cohort if you are saving the cohort under a new name. We are not able to recover lost cohort names.

9. Click the **OK** button on the dialogue message '**Are you sure? Your previous cohort of the same name will be OVERWRITTEN!**'.

10. A dialogue message will show saying '**Cohort saved remotely**'. Click the **OK** button. A check mark (✓) will show to the left of the **Load remote cohort** button confirming the save. Notice that there is

Optional 1: You may want to test that you have successfully saved the changes to your cohort. Click the **ERASE cohort display** button with the red outline. The cohort will clear from view. With the name of the saved cohort in the **Cohort name** field click the **Load remote cohort** button on the right side of the screen. The cohort should display with the updated changes. Note that there are two check marks (✓✓) to the left of the **Load remote cohort** button.

Optional 2: After you save your cohort you may want to click the **HIDE** link to the right of the **SAVE cohort remotely** button and the row of buttons will clear. To bring them back again click the **SHOW** link in the **Import a file...** window.