



IOAA

MANUAL BOOK

FOR TEAM LEADER



IT STAFF
IOAA INFORMATION SYSTEM

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1. LOGIN

The login page has a light orange header with the 'ioaa' logo and 'International Olympiad on Astronomy and Astrophysics'. The main area is titled 'Team Leader'. It contains 'Username' and 'Password' input fields, a 'Login' button, and a decorative 'IOAA 2015' logo. Below the input fields, it says 'Supported by' with a small circular logo.

Fill your username and password which given by the committee, then click Login button.

A close-up of the login form. The 'Username' field contains 'frh01' and the 'Password' field contains five redacted dots. A red box highlights the entire form area.

2. GENERAL RULE

If the login successful, General Rule page will appear. This page contains the provisions made for the team leader like the picture below.

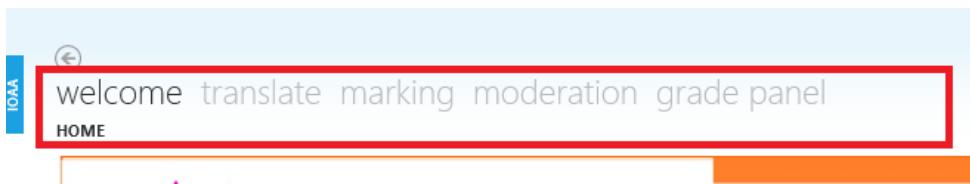
The general rule page has a header with the IOAA logo, 'welcome translate marking moderation grade panel', 'HOME', 'SETTINGS | LOGOUT', and a smiley face icon. The main content is titled 'GENERAL RULE' and lists 11 rules:

1. To provide value, please go to the Assessment. Scale value is 100.
2. Menu 'Keywords' are used to change the password.
3. You may not use any communication device (cell phone, pager, etc.) and other computational tools (calculators, abacus, etc) in addition to being available on computer.
4. 240 minutes for essay.
5. You are encouraged to answer questions that are considered easy to advance.
6. You are given the opportunity to answer the question twice, but the second answer to the maximum value (revised) is 80% of the maximum value of each question.
7. There is no reduction in value if your answers are wrong (the minimum value is 0).
8. When time trials began to question will automatically be shown a test page, and automatically disappears after the exam is completed.
9. The answer to question essay submitted in the file Microsoft Office documents (Word, Excel). Save Your files first before sending in your computer with the for [user name_numbers matter_first/revision], then save in a folder on your computer with the folder name is your full name.
10. Use list of Constants that are provided on menu besides the right if necessary.
11. If you have difficulty in using a computer, you are allowed to contact the committee.

The page has a footer with the IOAA logo and 'International Olympiad on Astronomy and Astrophysics'.

3. MENUS

If you see to the top left corner, you will find some menus. See the picture below:



We will explain the function of each menus for you:

3.1 Home

This page contains to General Rule page. See the image below:

A screenshot of the 'GENERAL RULE' page. At the top, there's a header with the IOAA logo and a 'Team Leader' label. The main content area contains a list of 11 rules, each preceded by a small numbered icon. The rules are: 1. To provide value, please go to the Assessment. Scale value is 100. 2. Menu 'Keywords' are used to change the password. 3. You may not use any communication device (cell phone, laptop, etc.) and other computational tools (calculators, abacus, etc) in addition to being available on computer. 4. 240 minutes for essay. 5. You are encouraged to answer questions that are considered easy to advance. 6. You are given the opportunity to answer the question twice, but the second answer to the maximum value (revised) is 80% of the maximum value of each question. 7. There is no reduction in value if your answers are wrong (the minimum value is 0). 8. When time trial began to question will automatically be shown a test page, and automatically disappears after the exam is completed. 9. The answer to question essay submitted in the file Microsoft Office documents (Word, Excel). Save Your files first before sending in your computer with the folder name [user name_numbers matter_first/revision], then save in a folder on your computer with the folder name is your full name. 10. Use list of Constants that are provided on menu besides the right if necessary. 11. If you have difficulty in using a computer, you are allowed to contact the committee. At the bottom right is the IOAA logo.

3.2 Translate

This page provides the facility for the team leader to edit the translation to your home country language.

A screenshot of the 'TRANSLATE QUESTION' page. The top navigation bar includes the 'HOME' link, 'SETTINGS' and 'LOGOUT' links, and a 'Team Leader' label. The main area has a 'TRANSLATE QUESTION' header. It shows two text input fields: one for 'English' containing the number '1' and another for 'French' which is currently empty. A 'Submit' button is located at the bottom right of the input area. The IOAA logo is at the bottom.

Follow these steps:

1. Choose the essay number.

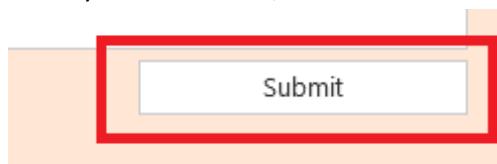
TRANSLATE QUESTION



2. The question will be out, see the image below:

A screenshot of the IOAA website showing a translation task. The top navigation bar includes links for "welcome", "translate", "marking", "moderation", "grade panel", "SETTINGS", and "LOGOUT". On the right, it says "Team Leader". The main area has two sections: "English" and "French". The English section contains a question about observing a Jupiter-like planet orbiting a star at an average distance of 5 AU. The French section contains a translated version of the same question. At the bottom right is a "Submit" button.

3. Write your translation, then click Submit button.



3.3 Marking

A screenshot of the IOAA marking page. The top navigation bar includes links for "welcome", "translate", "marking" (which is highlighted with a red rectangular border), "moderation", "grade panel", "SETTINGS", and "LOGOUT". The main area features a large red rectangular box surrounding the "marking" link.

The appearance of Marking page see the below picture:

welcome translate marking moderation grade panel

MARKING

Your Name : Team Leader Country : French Participant's User ID : FRH02

MARKING

Questions	Problem 2	Grade
No Record	Participant's Answer Submit : No Answer Submitted	
Problem 2		Score :
Problem 3		
Problem 4		
Problem 5		
Problem 6		
Problem 7		
Problem 8		
Problem 9		
Problem 10		
Problem 11		
Problem 12		
Problem 13		
Problem 14		
Problem 15		
Problem 16		

Gray : No Answer Green : 1st Answer Red : 2nd Answer

Team Leader

ioaa International Olympiad on Astronomy and Astrophysics

This page contains appraisal form. In this page we can do some activities, there are:

1. Team leader's identity

Your Name : Team Leader Country : French Participant's User ID : FRH02

2. Participant's List

You can choose the participant by their Id.

Your Name : Team Leader Country : French Participant's User ID : FRH02

MARKING

3. Problem's List

Participant's Answer Submit : No

No Record

Problem 1

Questions	Problem 2
No Record	Participant's Answer Submit : No
Problem 2	
Problem 3	
Problem 4	
Problem 5	
Problem 6	
Problem 7	
Problem 8	
Problem 9	
Problem 10	
Problem 11	
Problem 12	
Problem 13	
Problem 14	
Problem 15	
Problem 16	

Gray : No Answer Green : 1st Answer Red : 2nd Answer

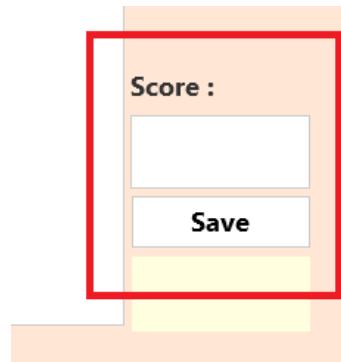
Please note the legend:

- Gray : The participant has not answer the question.
- Green : The participant submitted his first answer.

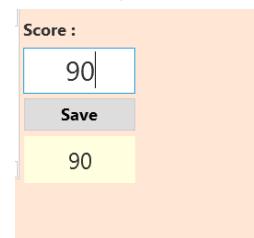
c. Red : The participant submitted his second answer.

Each participant was given the opportunity to answer twice.

4. Grade column



You can provide the value by click the Save button. If the value has been stored on the database, it will look like the image below:

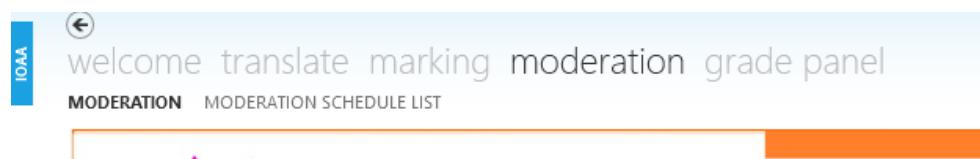


3.4 Moderation



Moderation occurs when the difference between the points for a question submitted by team leader and a jury more than 20%, so team leader got a chance to discuss about the points with jury for reassessment. There are sub menus in Moderation menu:

1. Moderation



This page contains data of participants who need to undergo moderation.

MODERATION MODERATION SCHEDULE LIST

Team Leader

LIST OF MODERATION

You can only change the schedule twice

No. Question	ID Participant	Jury ID	Leader Grade	Jury	11:00am	12:24am	01:55pm
1	frh02	jry001	90	45	11:07am	12:31am	02:02pm
					11:14am	12:38am	02:09pm
					11:21am	12:45am	02:16pm
					11:29am	12:52am	02:23pm
					11:35am	12:59am	02:30pm
					11:42am	01:06pm	02:37pm
					11:49am	01:13pm	02:44pm
					11:56am	01:20pm	02:51pm
					12:03am	01:27pm	
					12:10am	01:34pm	
					12:17am	01:41pm	

You can determine the moderation schedule with the respective jury.

Please look at the picture below:

MODERATION MODERATION SCHEDULE LIST

Team Leader

LIST OF MODERATION

You can only ch

No. Question	ID Participant	Jury ID	Leader Grade	Jury	11:00am	12:24am	01:55pm
1	frh02	jry001	90	45	11:07am	12:31am	02:02pm
					11:14am	12:38am	02:09pm
					11:21am	12:45am	02:16pm
					11:29am	12:52am	02:23pm
					11:35am	12:59am	02:30pm
					11:42am	01:06pm	02:37pm
					11:49am	01:13pm	02:44pm
					11:56am	01:20pm	02:51pm
					12:03am	01:27pm	
					12:10am	01:34pm	
					12:17am	01:41pm	

Existing data in the red box is the data of participants who require moderation.

No. Question	ID Participant	Jury ID	Leader Grade	Jury	11:00am	12:24am	01:55pm
1	frh02	jry001	90	45	11:07am	12:31am	02:02pm
					11:14am	12:38am	02:09pm
					11:21am	12:45am	02:16pm
					11:29am	12:52am	02:23pm
					11:35am	12:59am	02:30pm
					11:42am	01:06pm	02:37pm
					11:49am	01:13pm	02:44pm
					11:56am	01:20pm	02:51pm
					12:03am	01:27pm	
					12:10am	01:34pm	
					12:17am	01:41pm	

Please look at the picture above, there are some information for you:

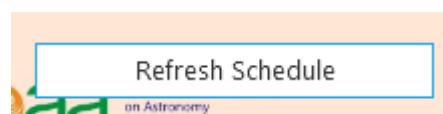
Green block : Your Schedule.

Red block : The schedule has been selected by another team leader.

Yellow : Your schedule with the other jury.

To select a schedule, just click on the schedule list. You can change the schedule only 2 times.

Click the Refresh Schedule button to update schedule.



2. Moderation Schedule

welcome translate marking moderation grade panel
MODERATION MODERATION SCHEDULE LIST

This page contains moderation schedule. Those who follow moderation are jury and team leader that concern.

welcome translate marking moderation grade panel
MODERATION MODERATION SCHEDULE LIST

Grade List

Schedule ID	Jury ID	Leader ID	Time
JRY001frh01	JRY001	frh01	12:52am

3.5 Grade Panel

welcome translate marking moderation grade panel
GRADE BY QUESTION GRADE RECAP

This page contains participant's value that you have entered. There sub menus of this page:

1. Grade by Question
2. Grade by Recap

Grade List

Student ID	Question Graded	Rank	Total Point
FRH02	1	1	68
INA02G	0	2	0
IND02	0	3	0
IRN02	0	4	0
IRN02G	0	5	0
KAZ02	0	6	0
KGZ02	0	7	0
KOR02	0	8	0
LTU02	0	9	0
MEX02	0	10	0
MKD02	0	11	0
MYS02	0	12	0
MYS02G	0	13	0
NPL02	0	14	0
FRH002	0	15	0
FRH004	0	16	0
GRY002	0	17	0
INA001	0	18	0
INA003	0	19	0
IND001	0	20	0
IND002	0	21	0

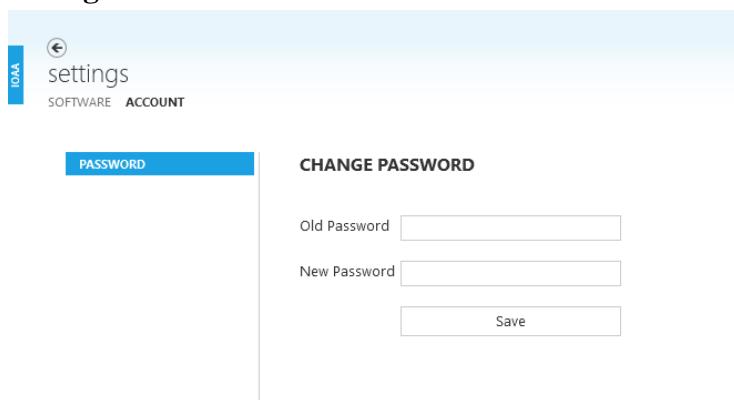
4. MENUS IN THE TOP RIGHT CORNER

4.1 Setting



You can change the background color.

4.2 Change Password



If you want to change your password, you can click this menu. Input your old password, then input your new password in the blank space.