IOAA

MANUAL BOOK

FOR TEAM LEADER

Table of Contents

1. LOGIN

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

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.
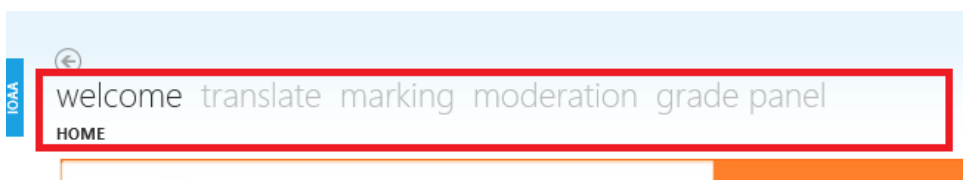

3. MENUS

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:
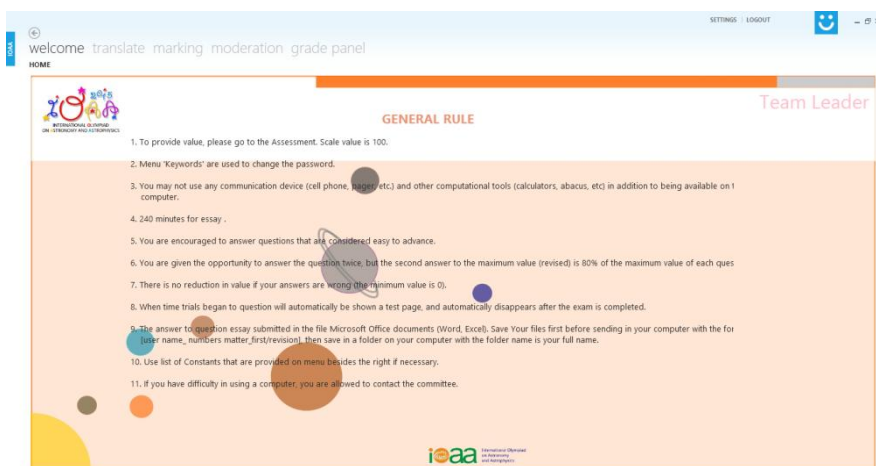
3.2 Translate

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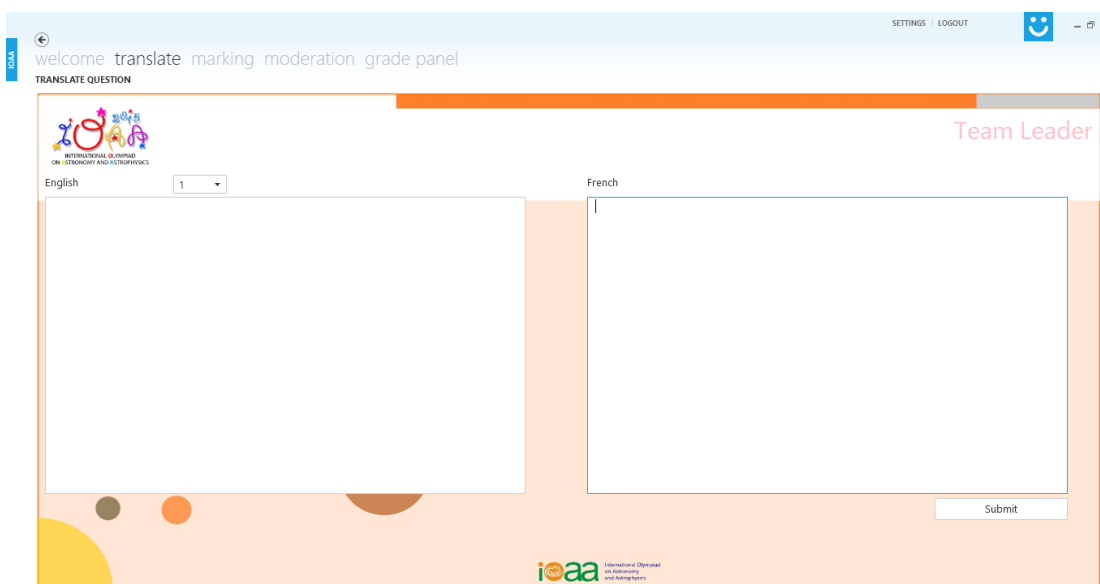
Follow these steps:

1. Choose the essay number.
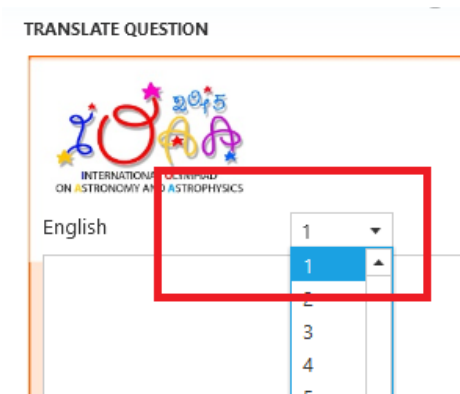
2. The question will be out, see the image below:
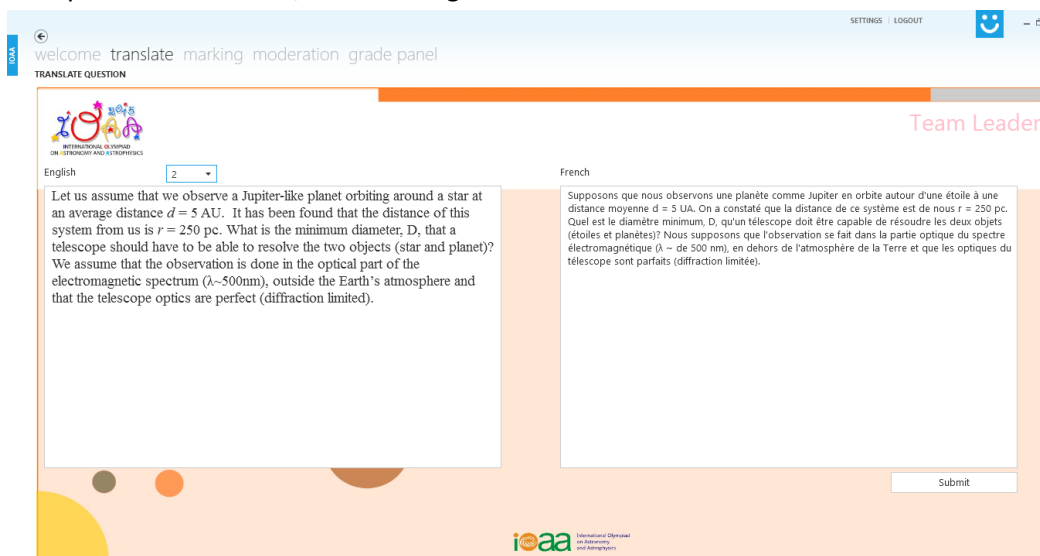
3. Write your translation, then click Submit button.
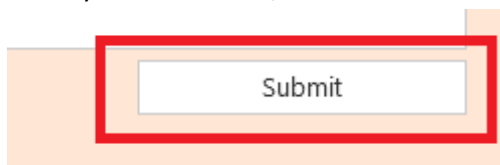
3.3 Marking
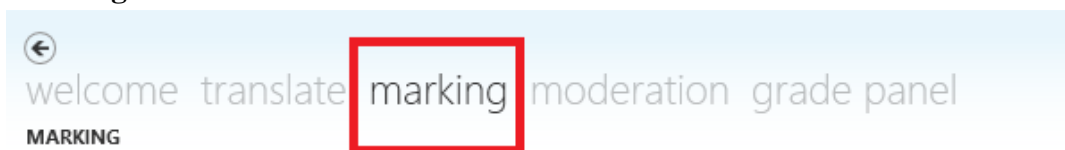
The appearance of Marking page see the below picture:

1. Team leader's identity

2. Participant's List

You can choose the participant by their Id.

3. Problem's List

Please note the legend:

a. Gray   : The participant has not answer the question.
b. Green : The participant submitted his first answer.
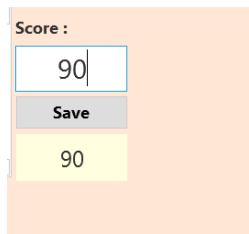
c. Red   : The participant submitted his second answer.

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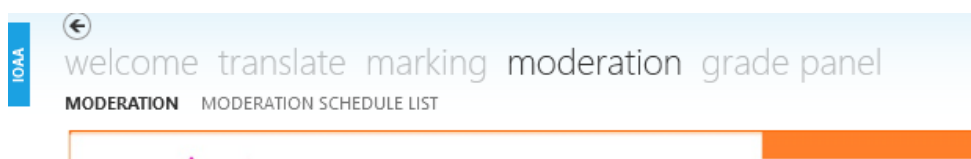
This page contains data of participants who need to undergo moderation.

You can determine the moderation schedule with the respective jury.

Please look at the picture below:

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

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.

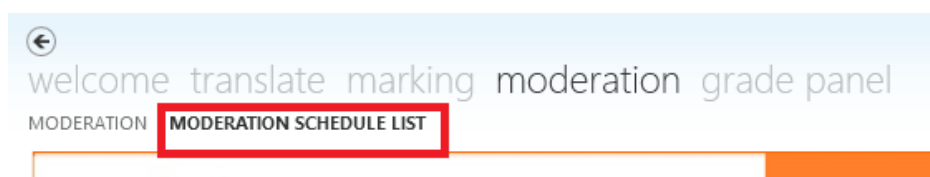To select a schedule, **just click on the schedule list.** You can change the schedule only 2 times.
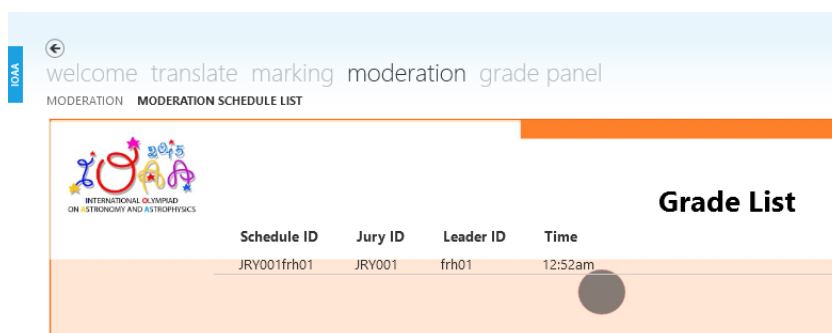
Click the Refresh Schedule button to update schedule.

2. Moderation Schedule

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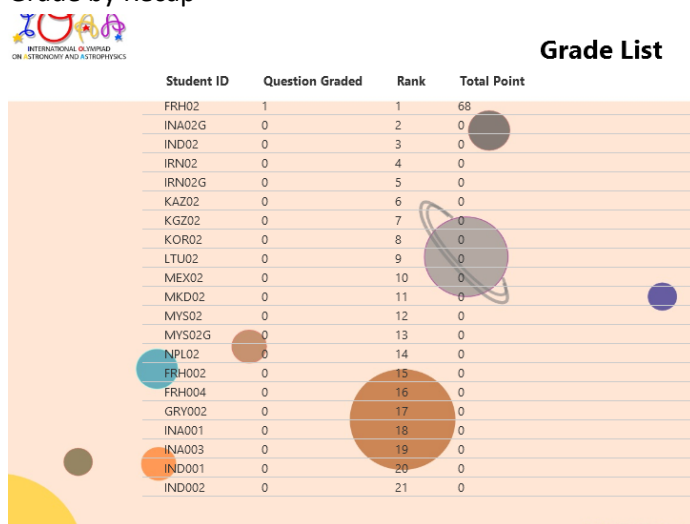

3.5 Grade Panel

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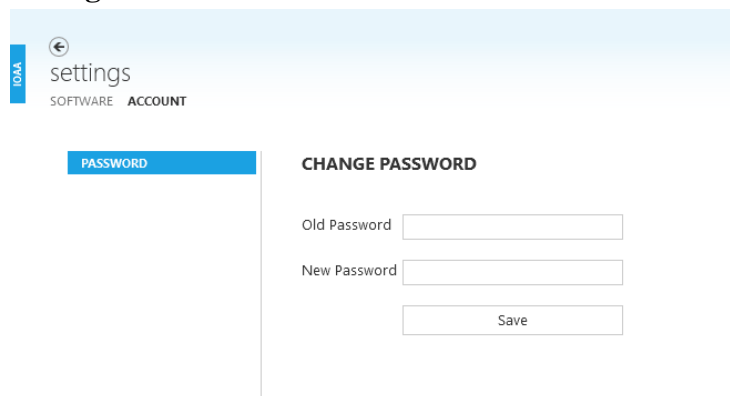
If you want to change your password, you can click this menu. Input your old password, then input your new password in the blank space.