

ASEAN QUIZ 2014 (MALAYSIA) REGISTRATION USER MANUAL

User Manual



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1 Main Page

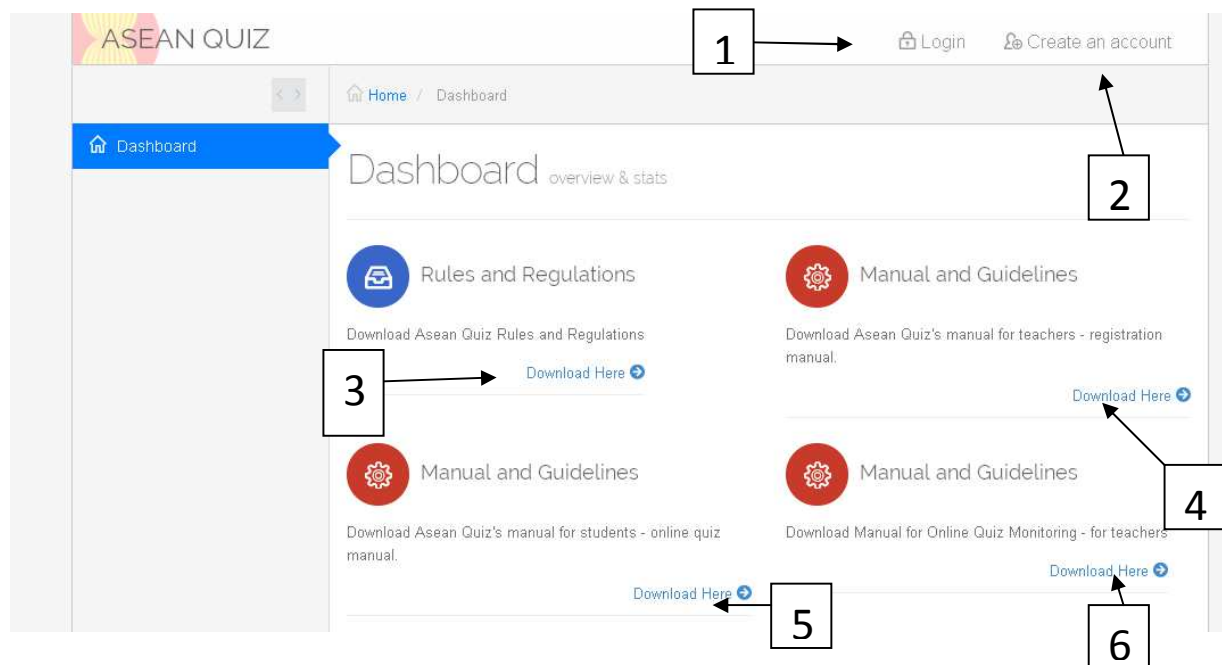
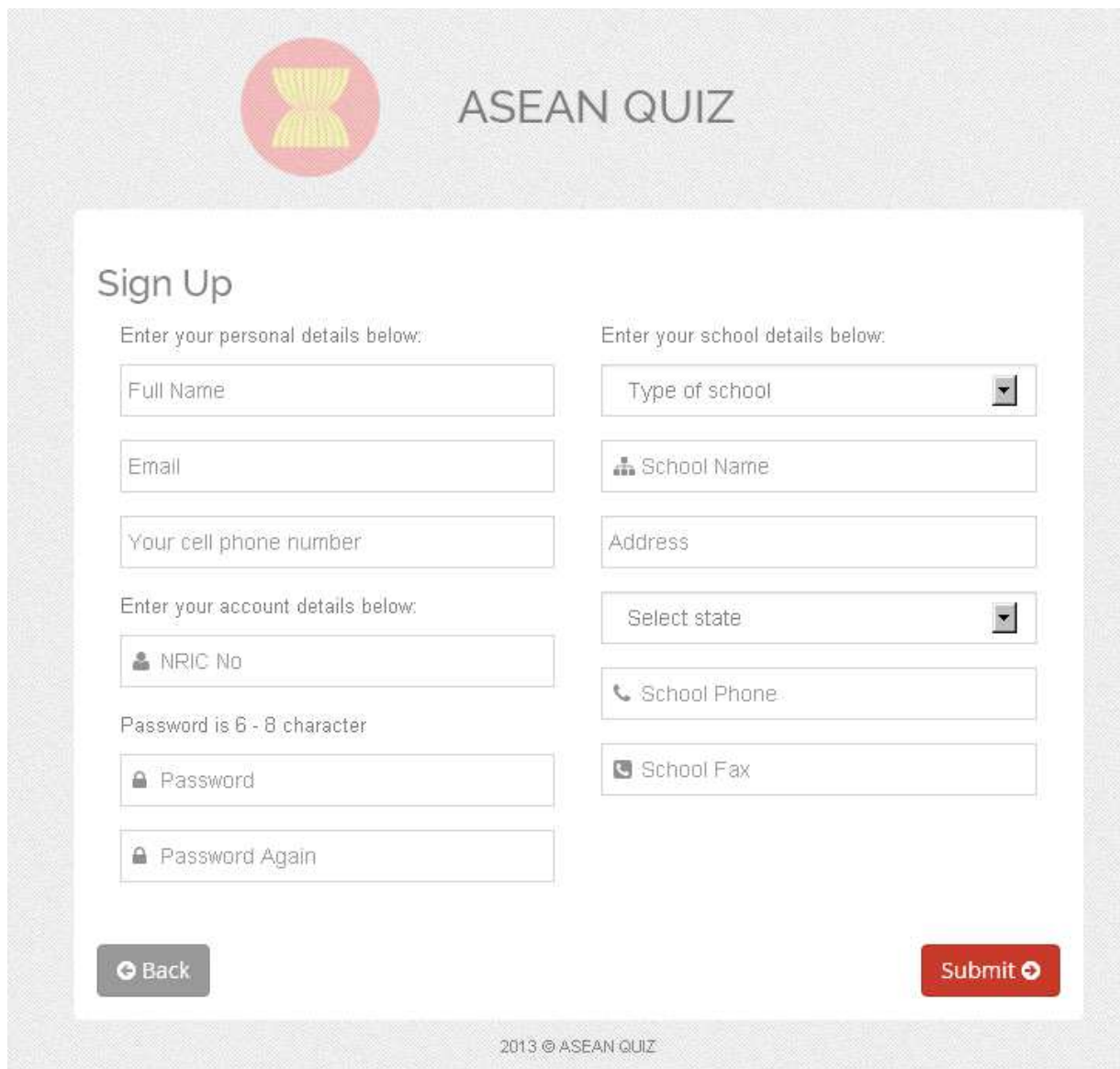


Figure 1-1 Main Page Layout

| Item | Description |
|------|--|
| 1 | Login link |
| 2 | Registration/creation of new action link |
| 3 | Link to download competition rules and regulations |
| 4 | Link to download this manual |
| 5 | Link to download manual for student |
| 6 | Link to download Quiz Monitoring manual |

2 Registration

1. Click “Create an account” on top right page. (Item 1 in Figure 1-1 Main Page Layout)
2. Page as in Figure 2-1 Registration Form will be display.
3. Fill up the form and click “Submit” button.
4. Page as in Figure 2-2 Successful registration page
5. Click “here” to login (Item 1 in Figure 2-2 Successful registration page)
 - a. You’re not allowed to change your details after registration, please make sure all details is valid before proceed



The screenshot shows the 'Sign Up' page for the ASEAN QUIZ. At the top, there is a logo of the ASEAN flag and the text 'ASEAN QUIZ'. The form is titled 'Sign Up' and is divided into two main sections: 'Enter your personal details below:' and 'Enter your school details below:'. The personal details section includes fields for 'Full Name', 'Email', 'Your cell phone number', 'NRIC No', 'Password' (with a note 'Password is 6 - 8 character'), and 'Password Again'. The school details section includes fields for 'Type of school' (a dropdown menu), 'School Name', 'Address', 'Select state' (a dropdown menu), 'School Phone', and 'School Fax'. At the bottom left, there is a 'Back' button, and at the bottom right, there is a 'Submit' button. The footer of the page reads '2013 © ASEAN QUIZ'.

Figure 2-1 Registration Form

| Field | Description |
|-----------------------|---|
| Full Name | Instructor's full name |
| NRIC No | Identification card number. Will be used as username to login |
| Email | Instructor's email. Will be used for password recovery. |
| Phone | Instructor's mobile phone number |
| Address | School address |
| State | State |
| Type of school | Type of school |
| School name | School name |
| School Phone | School phone number |
| School Fax | School fax number |

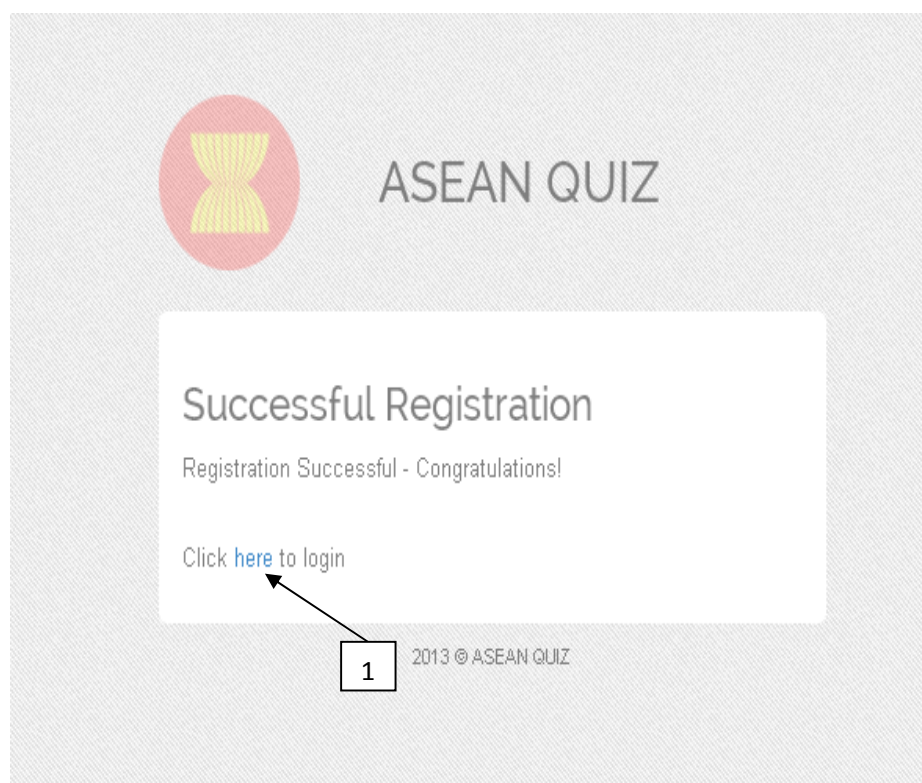


Figure 2-2 Successful registration page

| Item | Description |
|----------|-------------|
| 1 | Login link |

3 Login

1. Click Login (Item 2 in Figure 1-1 Main Page Layout or Item 1 in Figure 2-2 Successful registration page)
2. Login page as in Figure 3-1 Login Page will be displayed
3. Enter you NRIC and newly created password
4. Click Login to proceed

ASEAN QUIZ

Sign in to your account

Please enter your name and password to log in.

Username

Password

I forgot my password

Login

Don't have an account yet? [Create an account](#)

2013 © ASEAN QUIZ

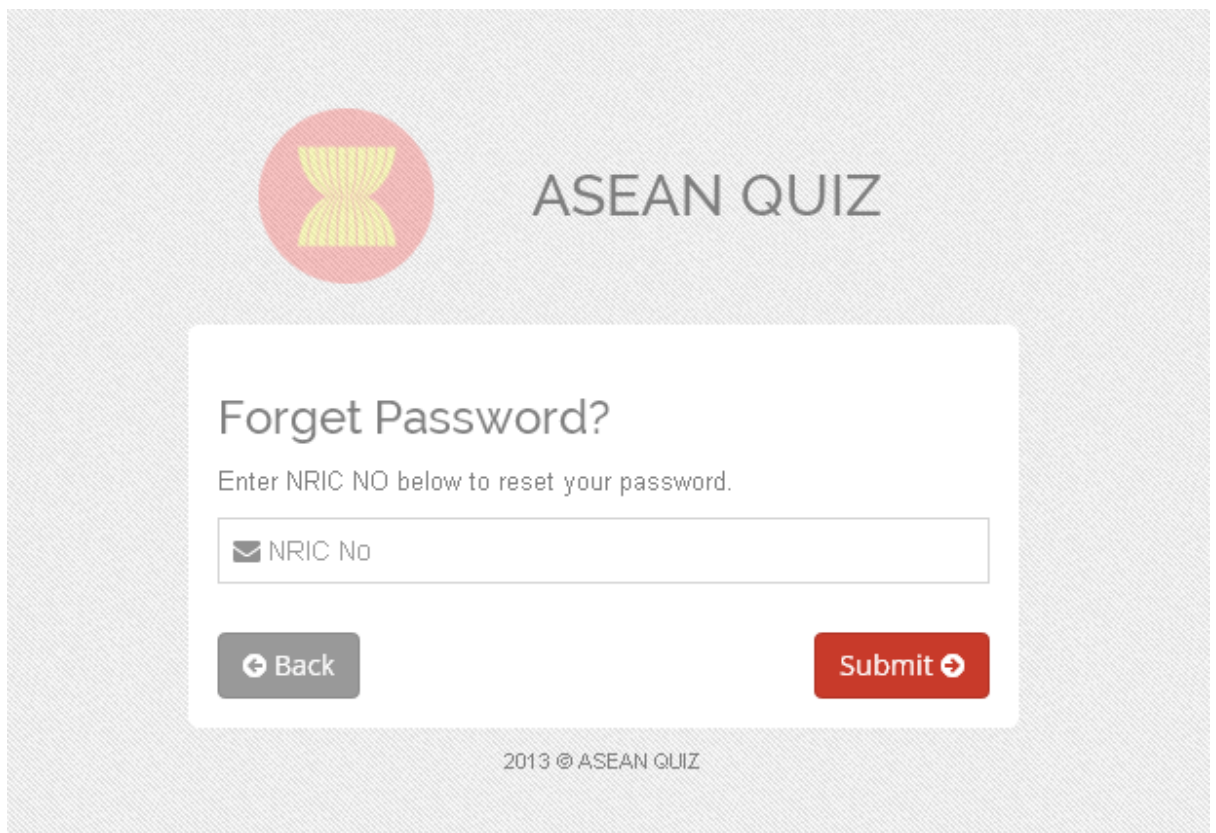
Figure 3-1 Login Page

| Field | Description |
|-----------------|--|
| Username | NRIC No |
| Password | Password (created during registration) |

| Item | Description |
|------|-------------------------|
| 1 | Forgot password link |
| 2 | Login button |
| 3 | Create new account link |

4 Forgot password

1. Click “I forgot my password” link (Item 1 Figure 3-1 Login Page)
2. Password recovery page as in Figure 4-1 Forgot password page will be displayed
3. Enter you NRIC during registration
4. Click “Submit”
5. Your password will be sent to your email address
6. Make sure your email address is valid and accessible



ASEAN QUIZ

Forgot Password?

Enter NRIC NO below to reset your password.

[Back](#) [Submit](#)

2013 © ASEAN QUIZ

Figure 4-1 Forgot password page

5 Instructor / Teacher Dashboard

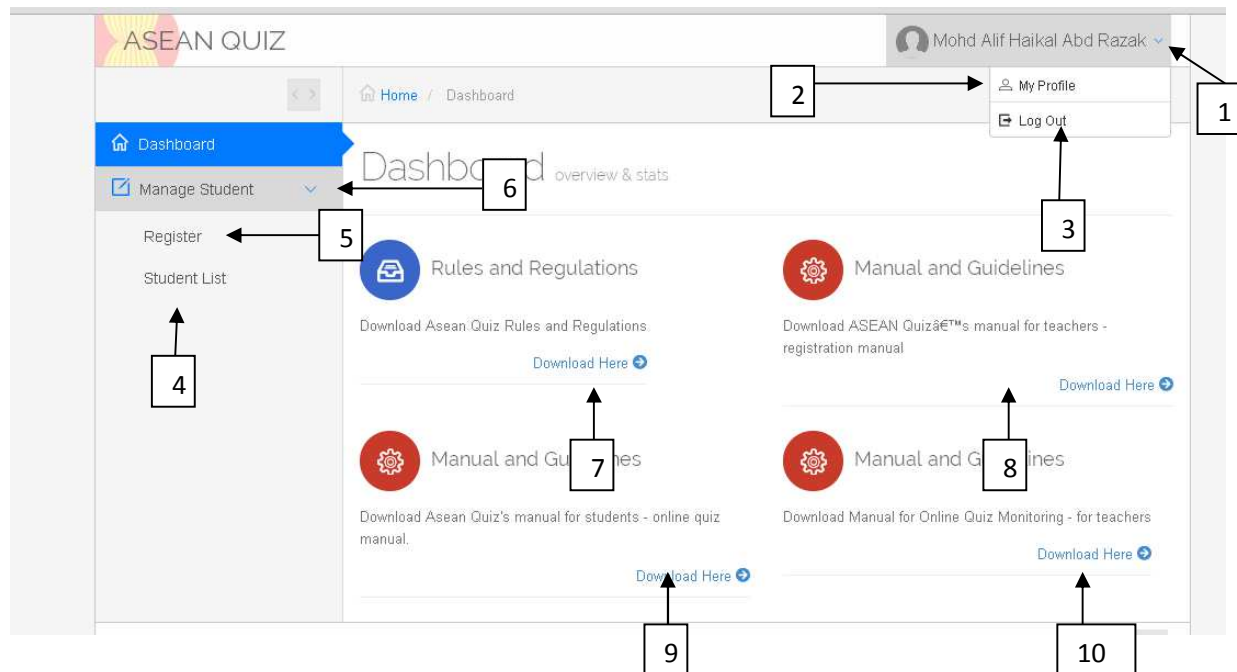


Figure 5-1 Full view instructor dashboard

| Item | Description |
|------|---|
| 1 | Click on tiny blue arrow to expand/collapse My Profile & Logout |
| 2 | View your profile |
| 3 | Logout from system |
| 4 | Expand /collapse Register & Student List |
| 5 | Register / add new student |
| 6 | Registered student list |
| 7 | Link to download competition rules and regulations |
| 8 | Link to download this manual |
| 9 | Link to download manual for student |
| 10 | Link to download Quiz Monitoring manual |

6 Register new student

1. Click Item 4 as in Figure 5-1 Full view instructor dashboard to expand menu
2. Click “Register” (Item 5 as in Figure 5-1 Full view instructor dashboard)
3. New page as in Figure 6-1 Student Registration form will be displayed
4. Key-in all student detail
5. Key-in student full name as in NRIC
6. Key-in student NRIC. For the online quiz, student NRIC will be used as login id and the first 6 digit of student NRIC is their password
 - a. If student NRIC is 823193143223, the password is 823193
7. Select DOB from drop down list. System will validate student age based on year DOB
8. Click “Register” to complete student registration

The screenshot shows a web interface for registering a student. At the top, there's a tab labeled 'Register a student'. Below it, the heading 'REGISTER' is displayed with a pencil icon. The form contains several input fields and dropdown menus, all marked with a red asterisk to indicate they are required. The fields are: 'Student Name' (text input), 'Race' (dropdown menu), 'NRIC' (text input), 'Date of Birth' (three separate inputs for DD, MM, and YYYY), 'Confirm NRIC' (text input), and 'Gender' (dropdown menu). A legend at the bottom left states '*Required Fields'. A large blue 'Register' button with a right-pointing arrow is located at the bottom center of the form.

Figure 6-1 Student Registration form

| Field | Description |
|--------------|--|
| Student name | Student name |
| NRIC No | Student Identification card number. Will be used as username to login into the online quiz |
| Confirm NRIC | Student Identification card number |

| Field | Description |
|----------------------|----------------|
| Date of birth | Date of birth |
| Race | Student Race |
| Gender | Student Gender |

7 Student List

1. Click “Student List” on the left bar menu (Item 4 as in Figure 5-1 Full view instructor dashboard)
2. New page will be displayed (Figure 7-1 Student List)

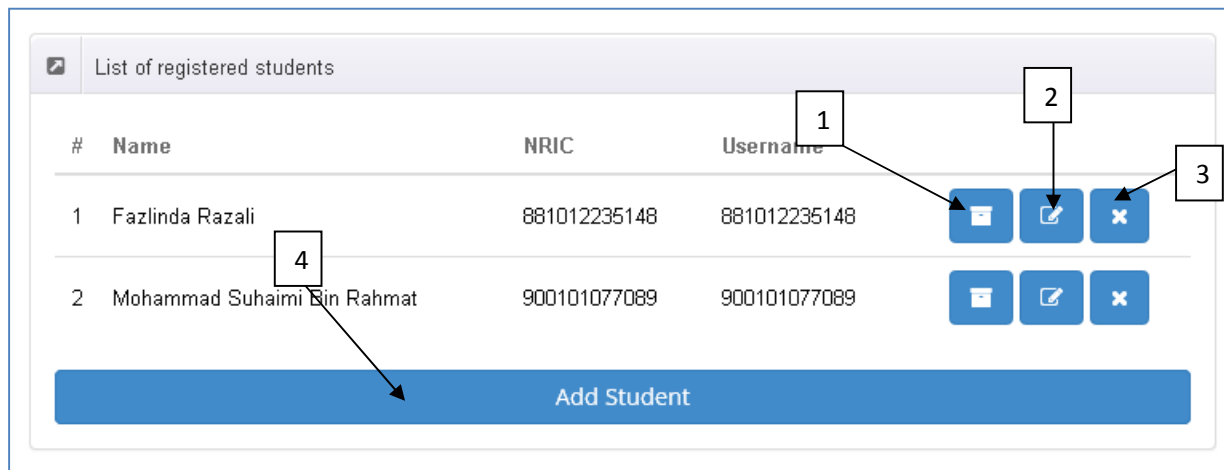


Figure 7-1 Student List

| Item | Description |
|------|----------------------|
| 1 | View student details |
| 2 | Edit student details |
| 3 | Delete student |
| 4 | Register new student |

8 View student details

1. From student list page, click “view” (Item 1 Figure 7-1 Student List)
2. New page will be displayed (Figure 8-1 Student details)

View Student Details

View a student

VIEW

Student Name *
Fazlinda Razali

Race *
MALAY

NRIC *
881012235148

Date of Birth *
12 / 10 / 1998

Username *
881012235148

Gender *
FEMALE

*Required Fields

1 Edit

2 Remove

Figure 8-1 Student details

| Item | Description |
|------|----------------------|
| 1 | Edit student details |
| 32 | Delete student |

9 Edit student details

1. From student list page (Figure 7-1 Student List) or student details (Figure 8-1 Student details), click edit button
2. New page as in Figure 9-1 Edit student detail will be display
3. Edit student details and click “update” to save changes
 - a. Student NRIC is not allowed to edited
 - b. Teachers have to ensure that the student NRIC is entered correctly during registration

Edit a student

EDIT

Student Name *
Fazlinda Razali

Race *
MALAY

NRIC *
881012235148

Date of Birth *
12 / 10 / 1998

Confirm NRIC *
881012235148

Gender *
FEMALE

*Required Fields

Update →

Figure 9-1 Edit student detail

10 Remove student detail

1. From student list page (Figure 7-1 Student List) or student details (Figure 8-1 Student details), click remove button
2. Confirmation page will be display (Figure 10-1 Confirmation remove student)
3. Click “Remove” to proceed
 - a. Can't reuse removed student NRIC to register
 - b. Removed student can't be allowed to be registered again

Confirm Remove Student

Remove a student

Remove

Student Name: Fazlinda Razali

Date of Birth: 12 / 10 / 1998

NRIC: 881012235148

Cancel Remove

Figure 10-1 Confirmation remove student

11 FAQ

Q : I've registered new students but didn't display in the student list.

A: Open student list page and press (CTRL + F5) to hard refresh.

Q : I've remove my student details, when I want to register him again, it said "ID is already taken"

A : To maintain data integrity, "remove student" will only hide from instructor list. Please make sure student record is invalid before proceed with removal.