

ASEAN QUIZ 2014 (MALAYSIA) REGISTRATION USER MANUAL

User Manual



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1 Main Page

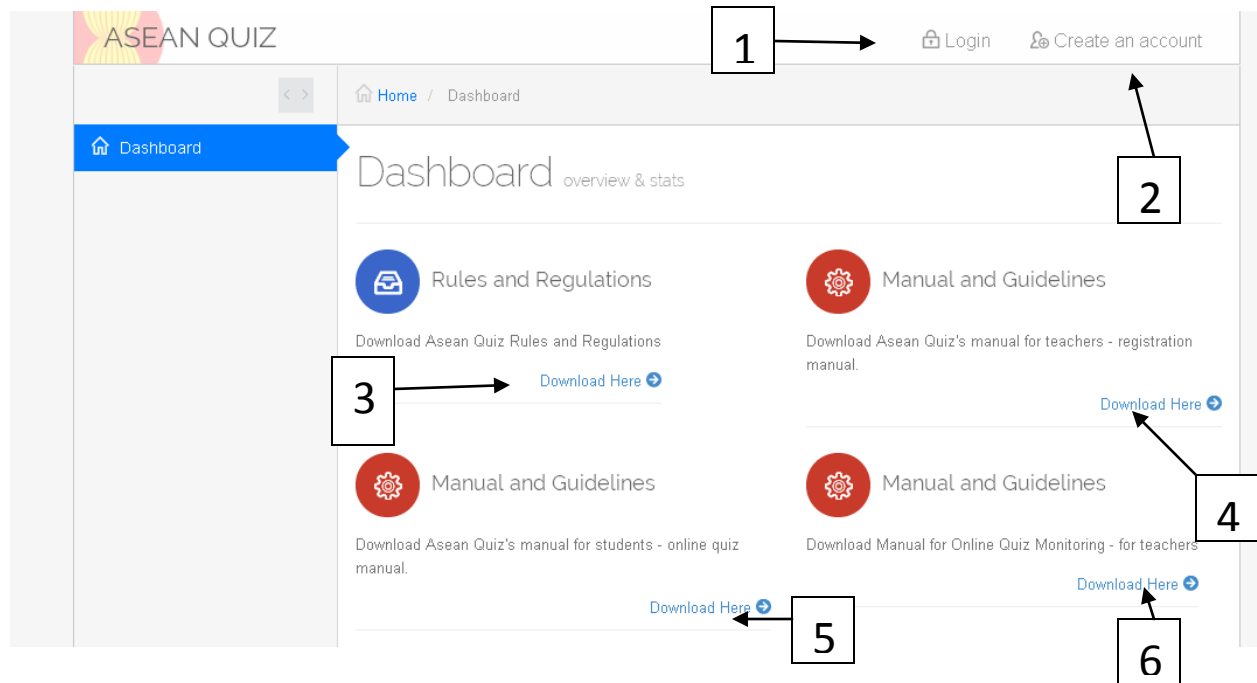
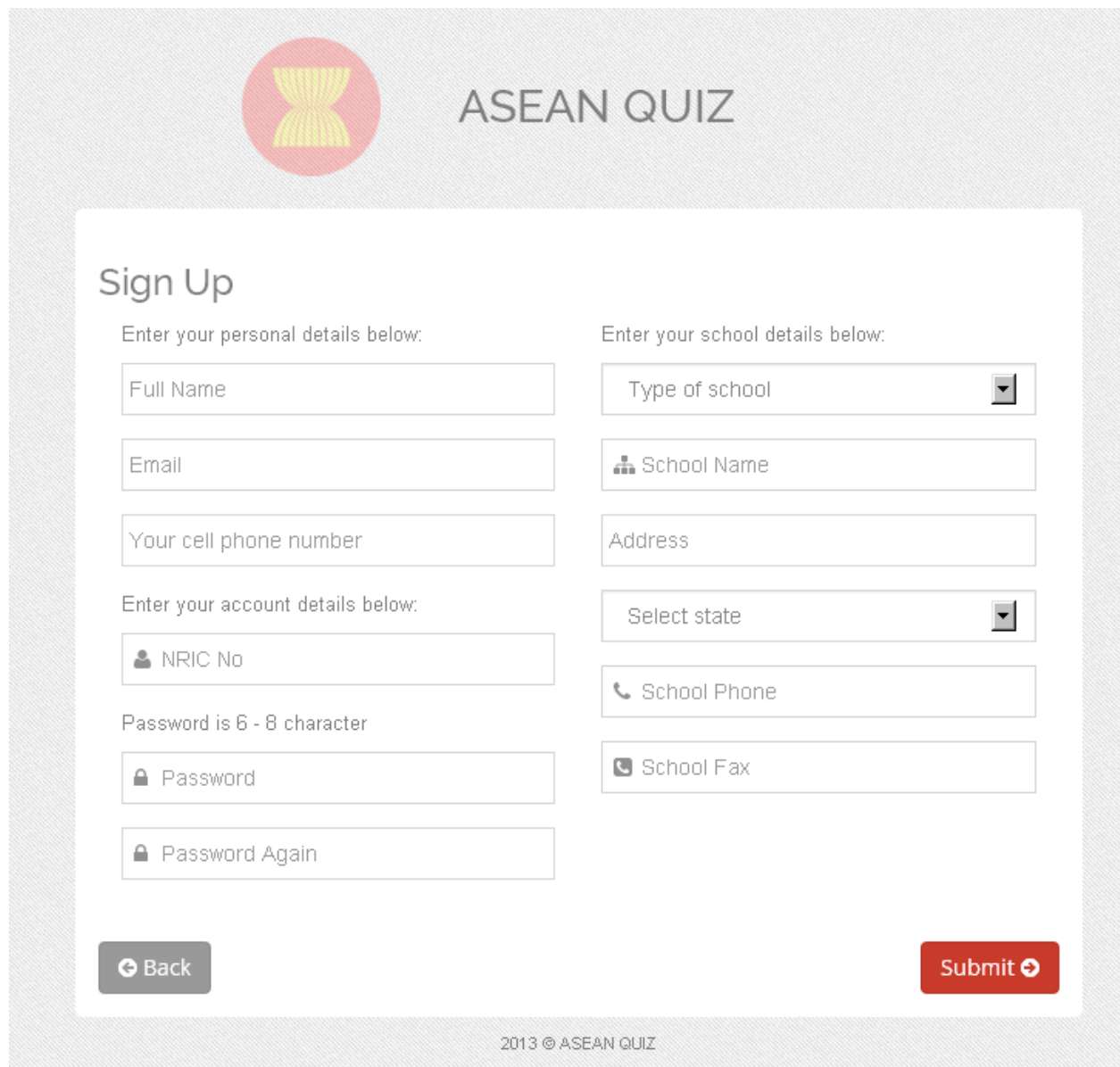


Figure 1-1 Main Page Layout

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 red circular logo with a yellow stylized flower-like symbol. To its right, the text 'ASEAN QUIZ' is displayed in a large, grey, sans-serif font. Below this, the 'Sign Up' title is centered. The form is divided into two main columns. The left column is for personal and account details, and the right column is for school details. The left column has three sections: 'Enter your personal details below:' with fields for 'Full Name', 'Email', and 'Your cell phone number'; 'Enter your account details below:' with fields for 'NRIC No' (with a person icon) and 'Password' (with a lock icon); and a 'Password Again' field. A note 'Password is 6 - 8 character' is placed above the password fields. The right column has a single section: 'Enter your school details below:' with fields for 'Type of school' (with a dropdown arrow), 'School Name' (with a school icon), 'Address', 'Select state' (with a dropdown arrow), 'School Phone' (with a phone icon), and 'School Fax' (with a fax icon). At the bottom left is a grey 'Back' button with a left arrow, and at the bottom right is a red 'Submit' button with a right arrow. At the very bottom, centered, is the text '2013 © ASEAN QUIZ'.

ASEAN QUIZ

Sign Up

Enter your personal details below:

Full Name

Email

Your cell phone number

Enter your account details below:

NRIC No

Password is 6 - 8 character

Password

Password Again

Enter your school details below:

Type of school

School Name

Address

Select state

School Phone

School Fax

Back

Submit

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

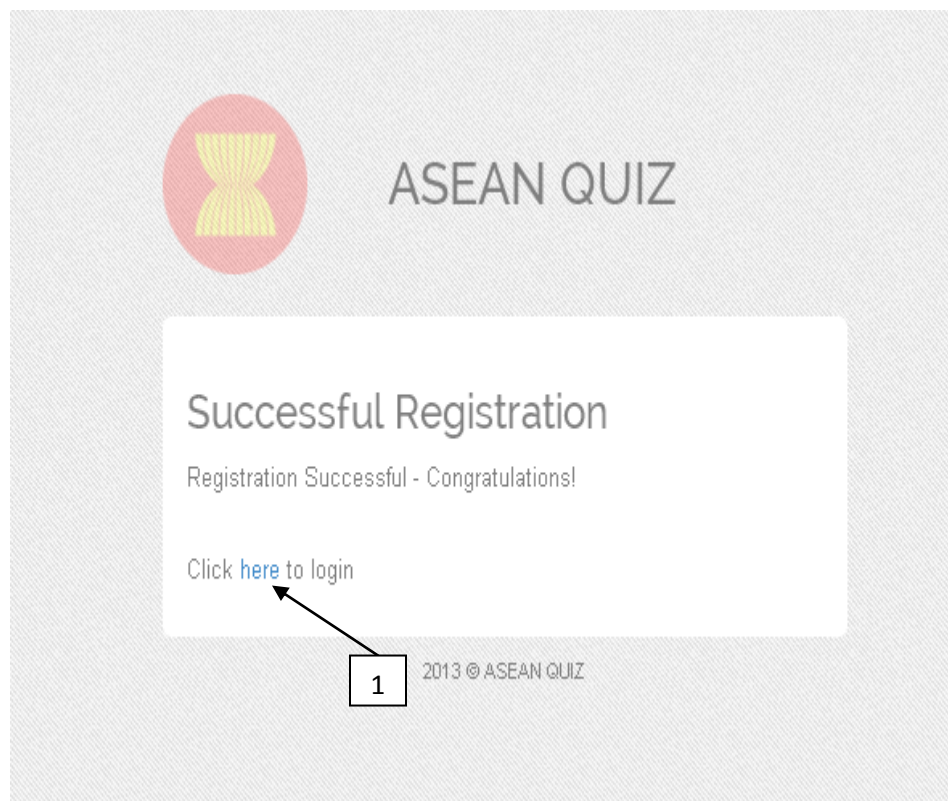


Figure 2-2 Successful registration page

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](#)

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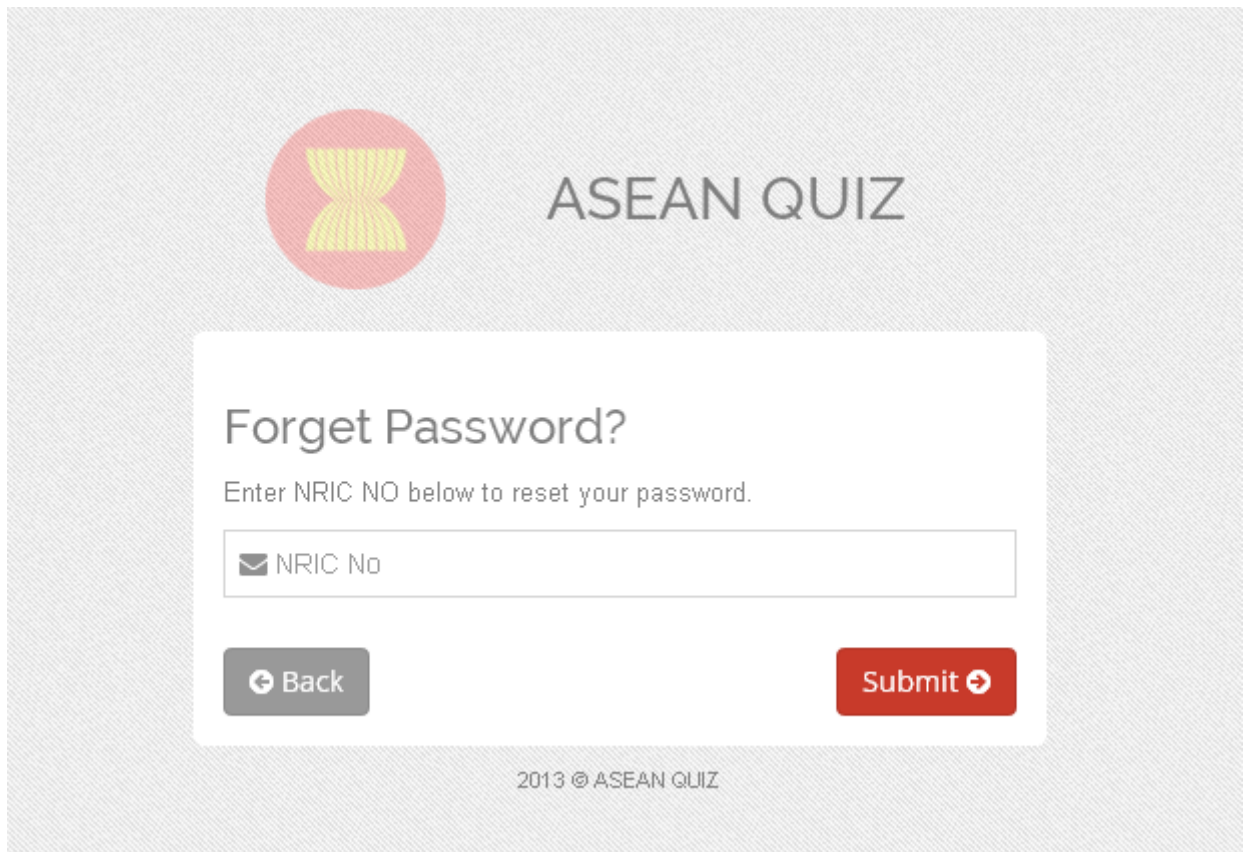
Figure 3-1 Login Page

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.

✉ NRIC No

Back Submit

2013 © ASEAN QUIZ

Figure 4-1 Forgot password page

5 Instructor / Teacher Dashboard

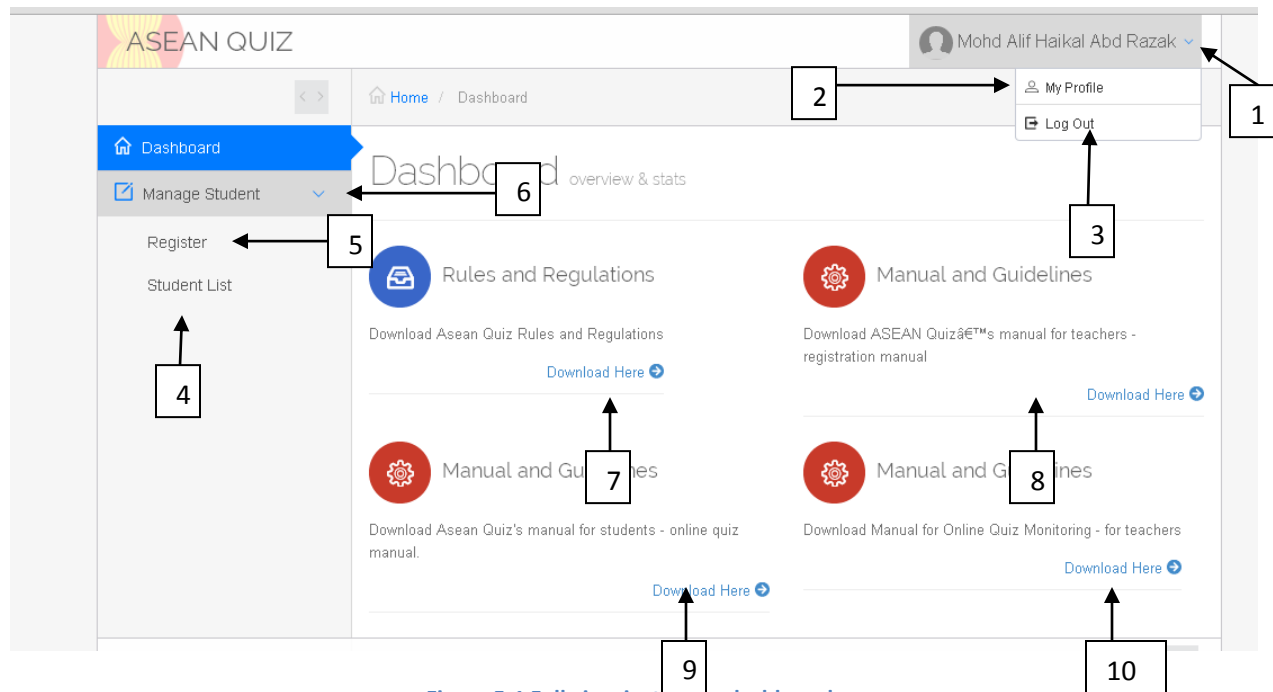


Figure 5-1 Full view instructor dashboard

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

Register a student

REGISTER

Student Name *
Insert your student Name

Race *
Choose race

NRIC *
NRIC No

Date of Birth *
DD MM YYYY

Confirm NRIC *
Confirm NRIC No

Gender *
Choose gender

*Required Fields

Register

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)

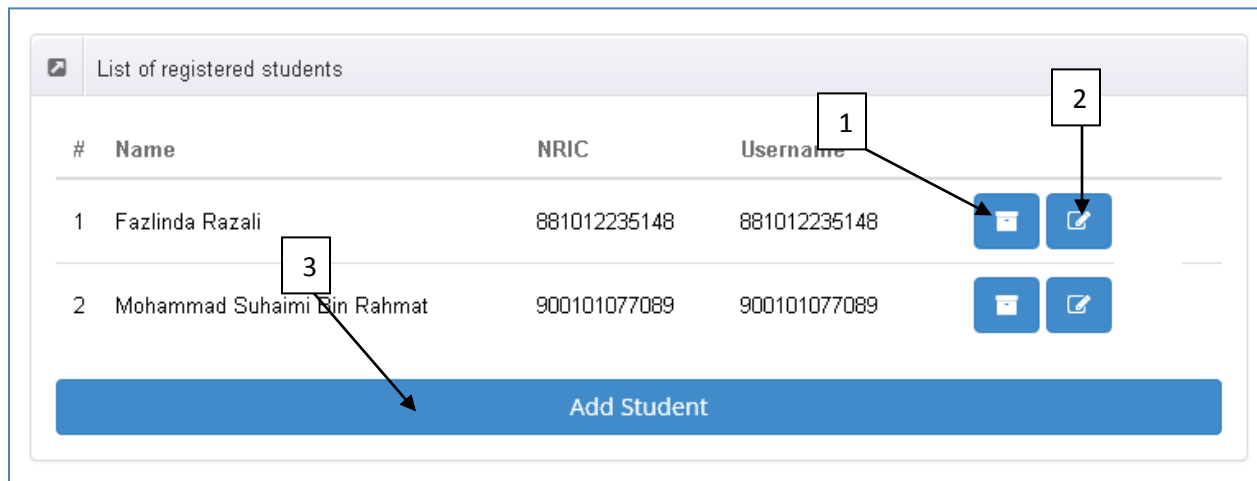


Figure 7-1 Student List

Item	Description
1	View student details
2	Edit student details
3	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


Figure 8-1 Student details


Item	Description
1	Edit student details

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 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.