ASEAN QUIZ 2014 (MALAYSIA) REGISTRATION USER MANUAL

User Manual

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1 Main Page

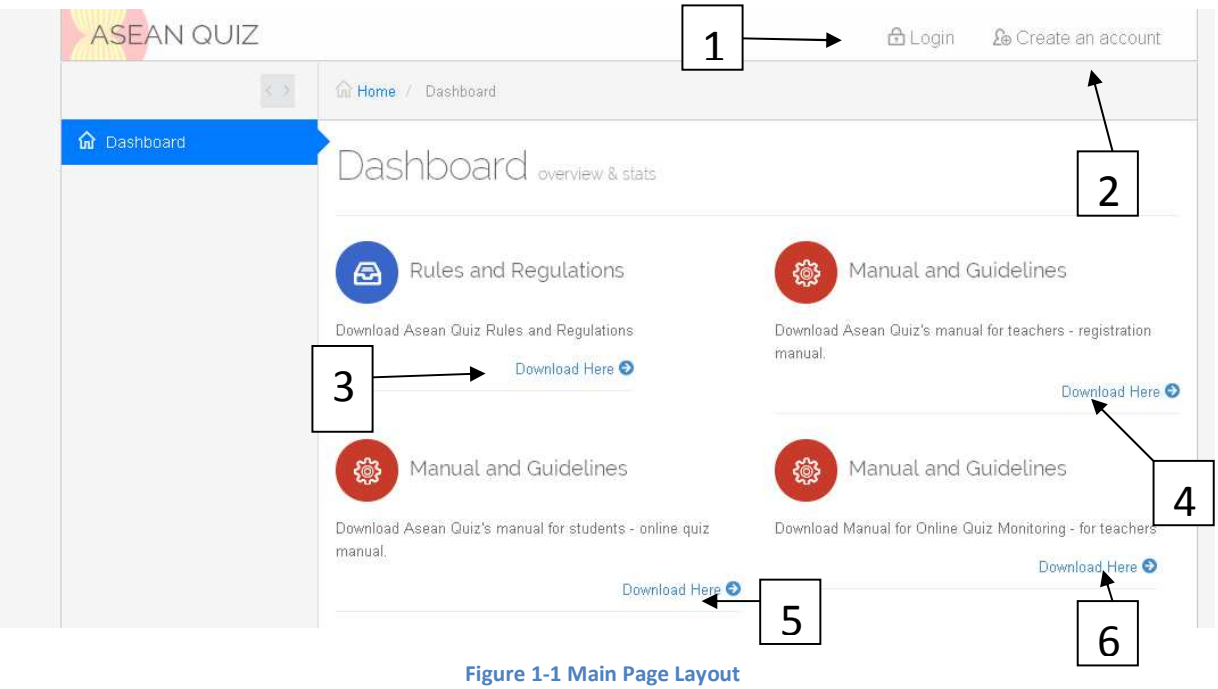

Figure 1-1 Main Page Layout

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

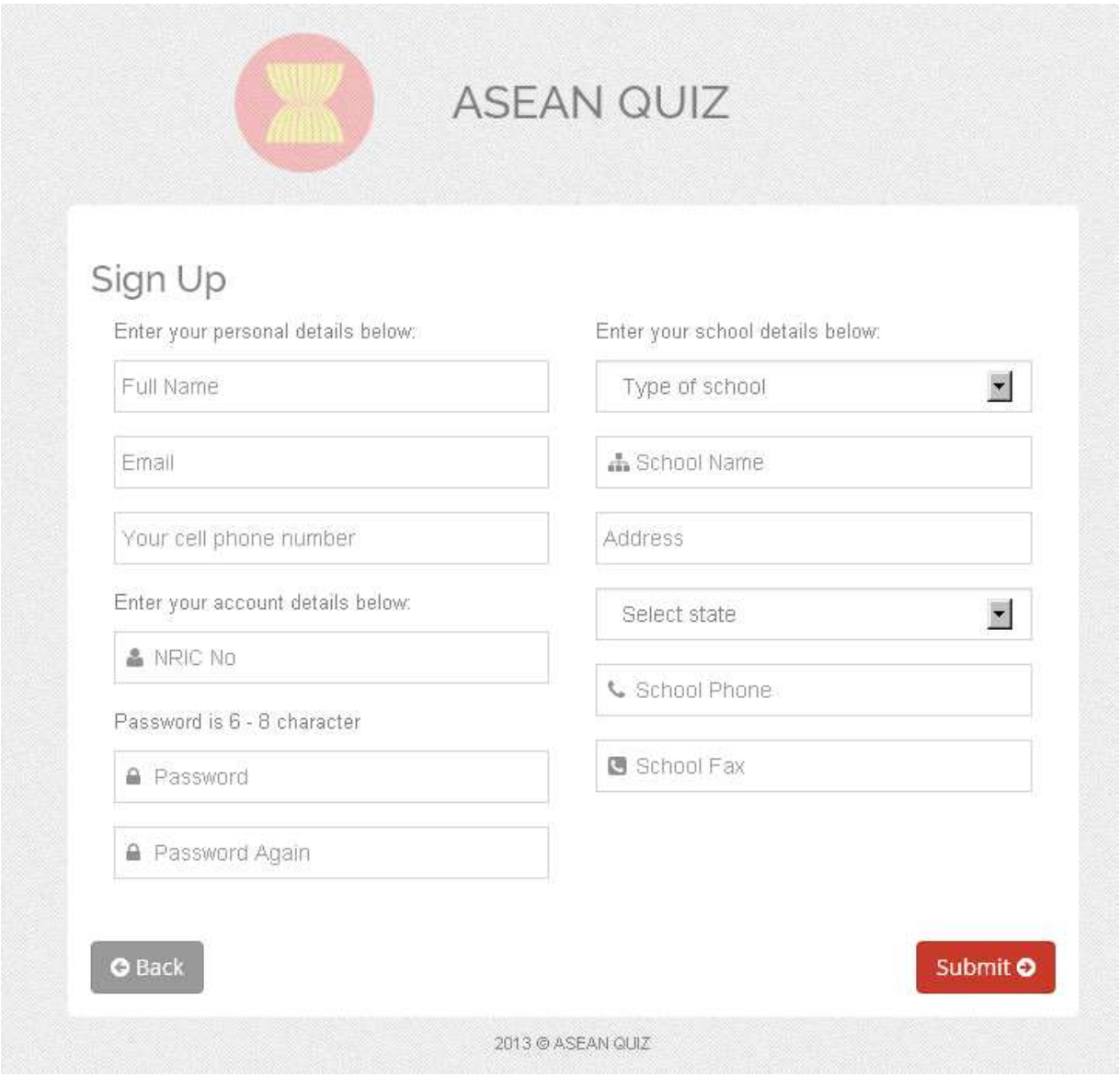

Figure 2-1 Registration Form

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

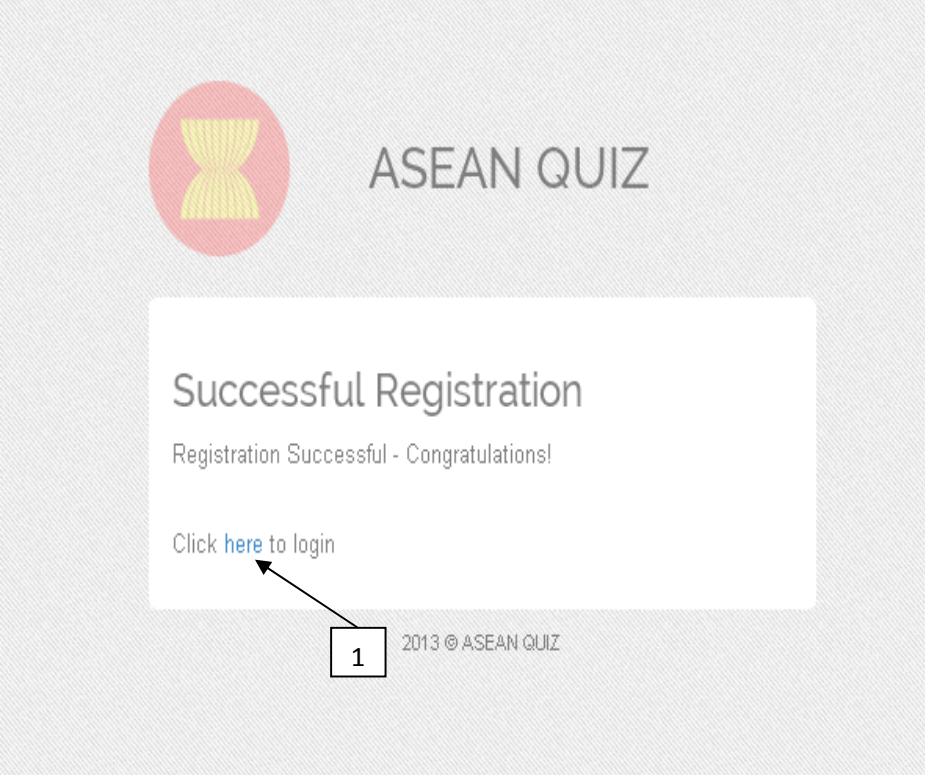

Figure 2-2 Successful registration page

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

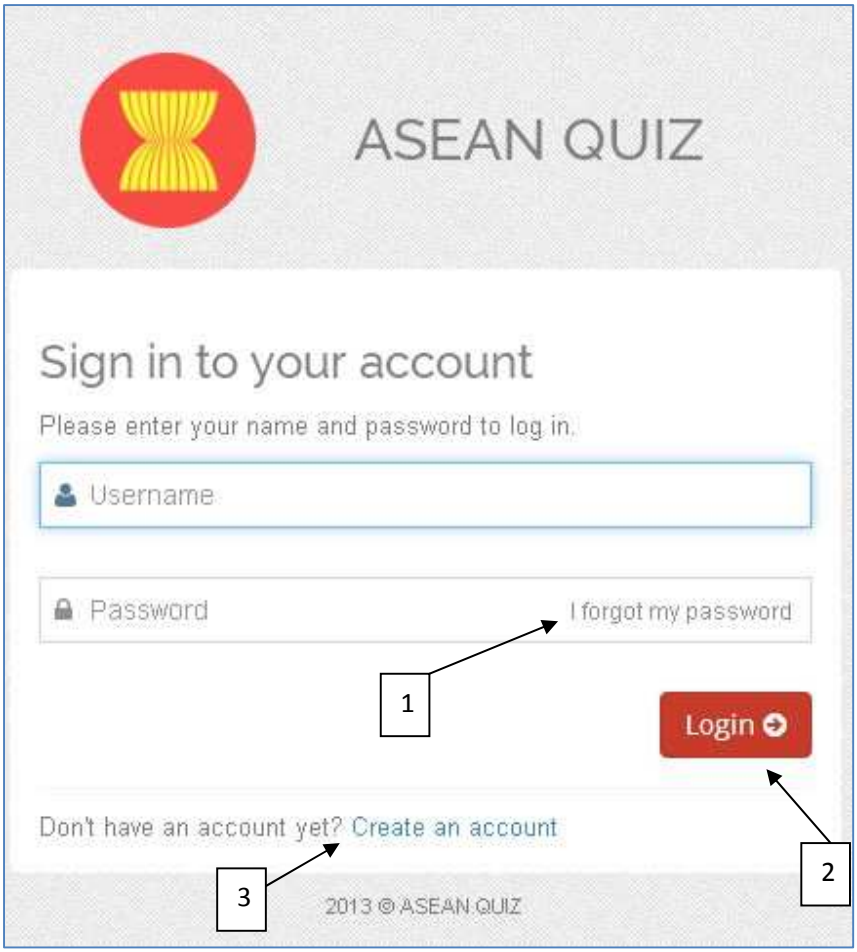

Figure 3-1 Login Page

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

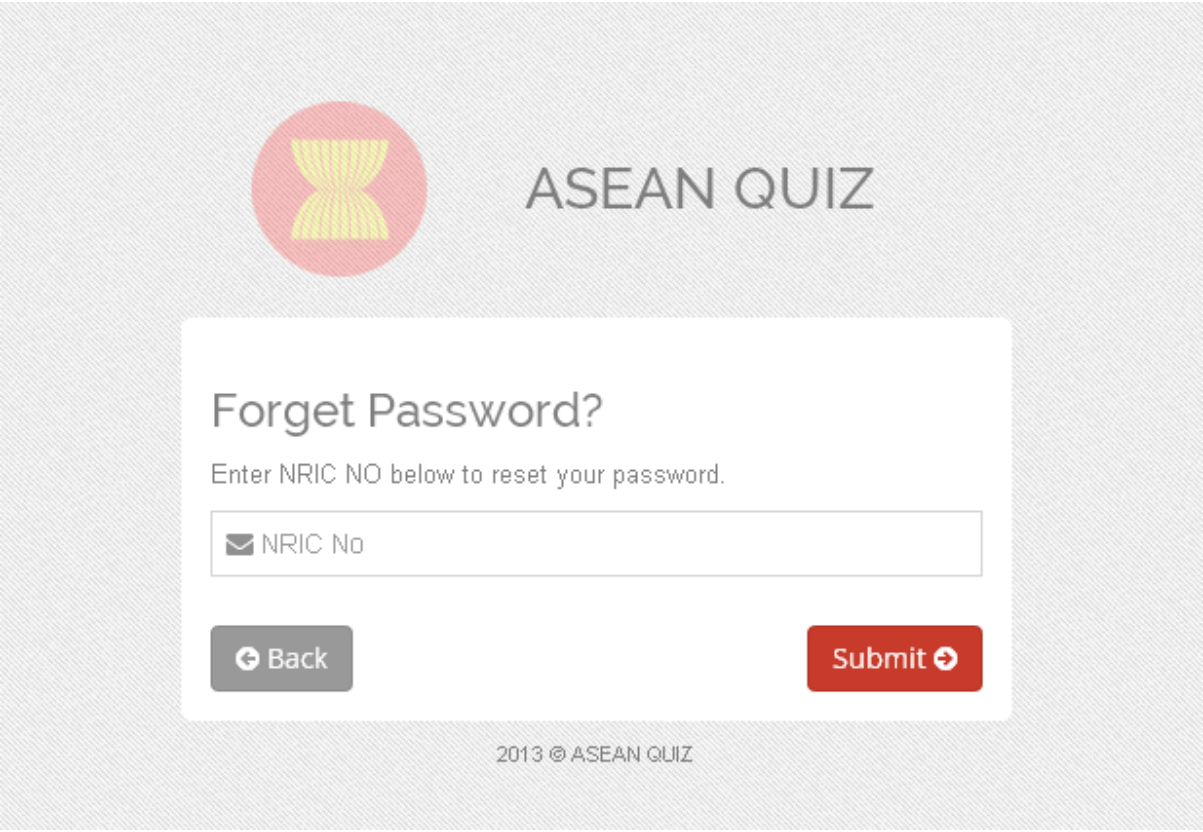

Figure 4-1 Forgot password page

5 Instructor / Teacher Dashboard

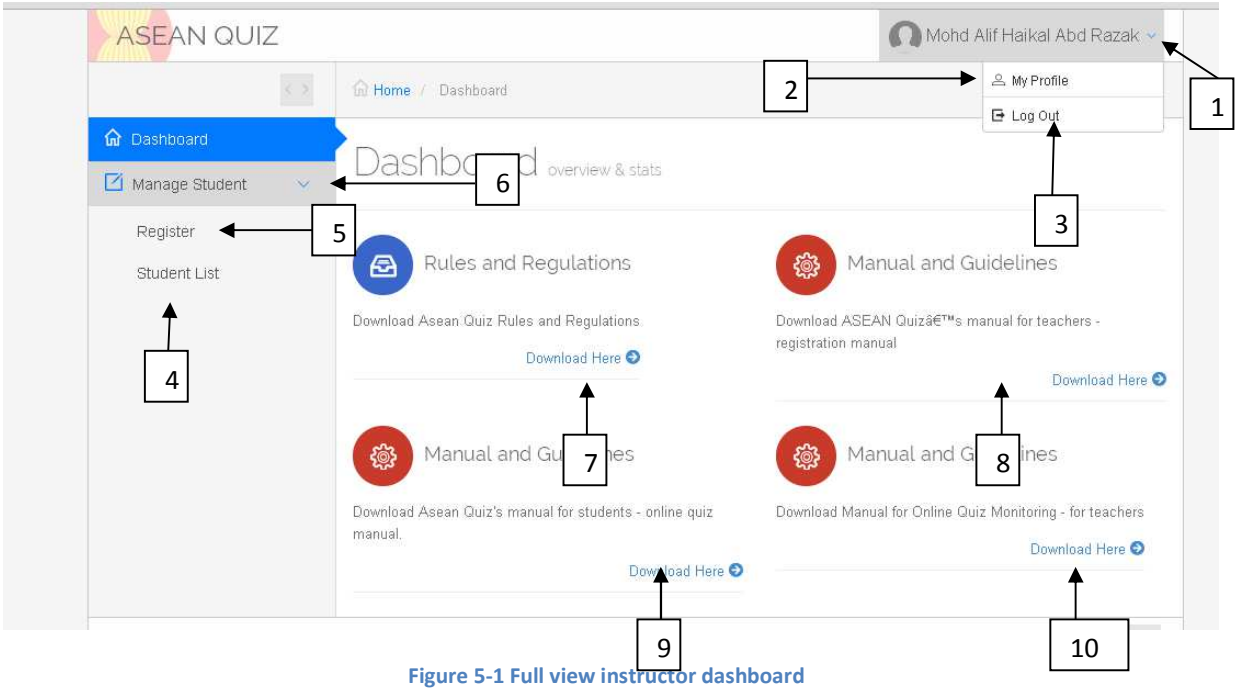

Figure 5-1 Full view instructor dashboard

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

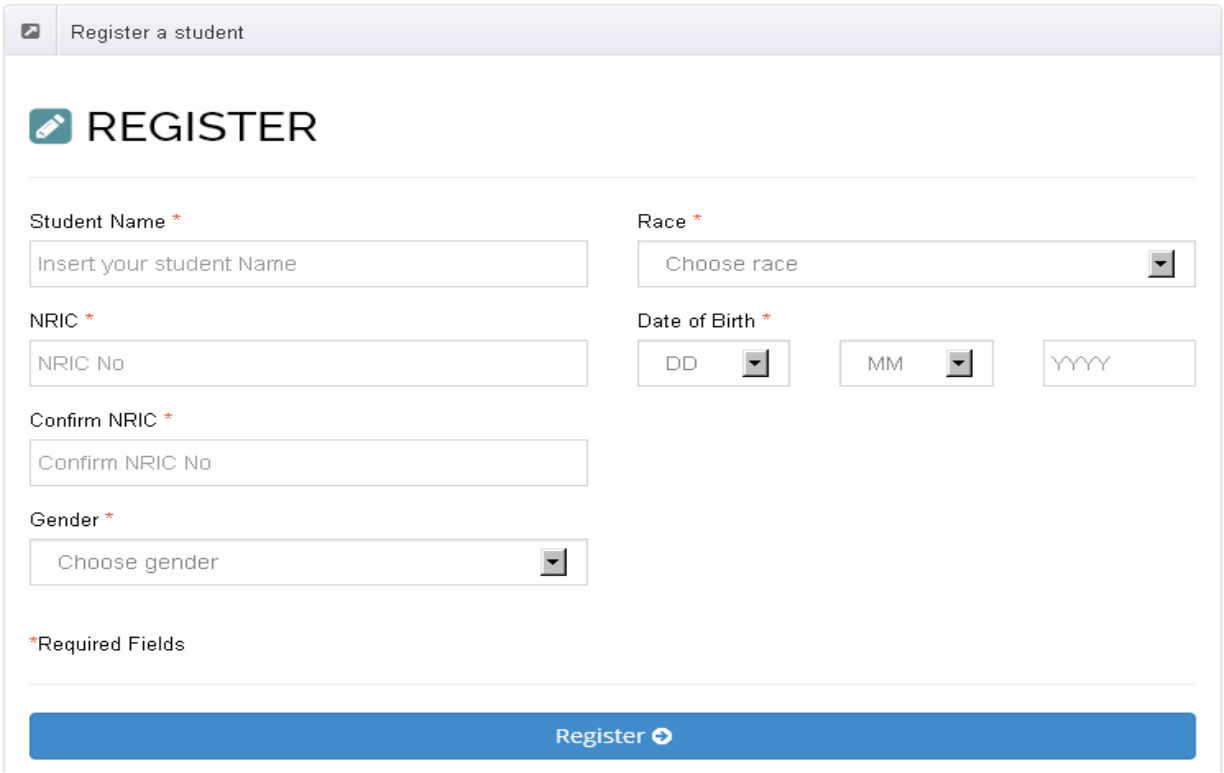

Figure 6-1 Student Registration form

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)

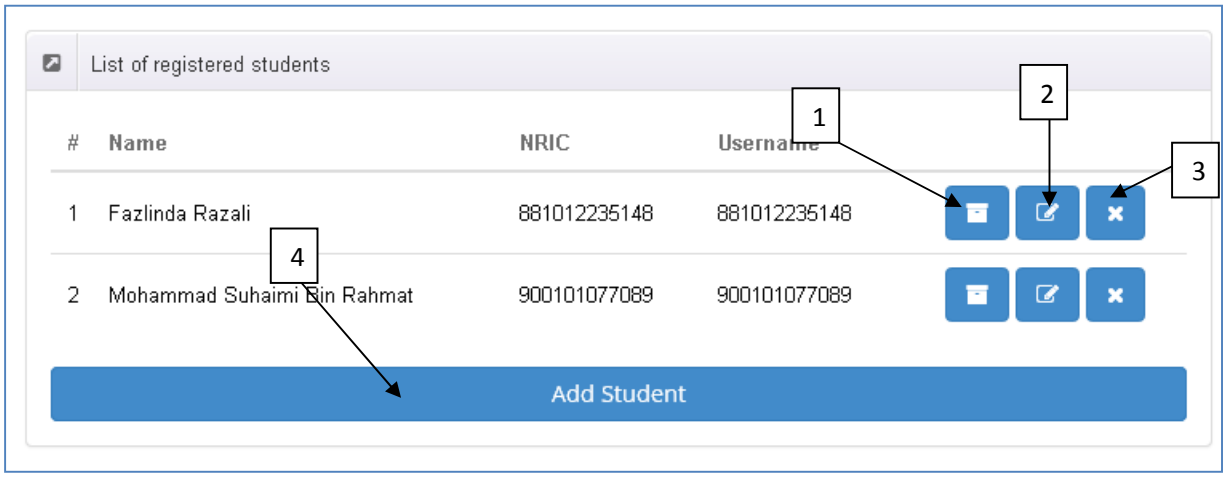

Figure 7-1 Student List

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)

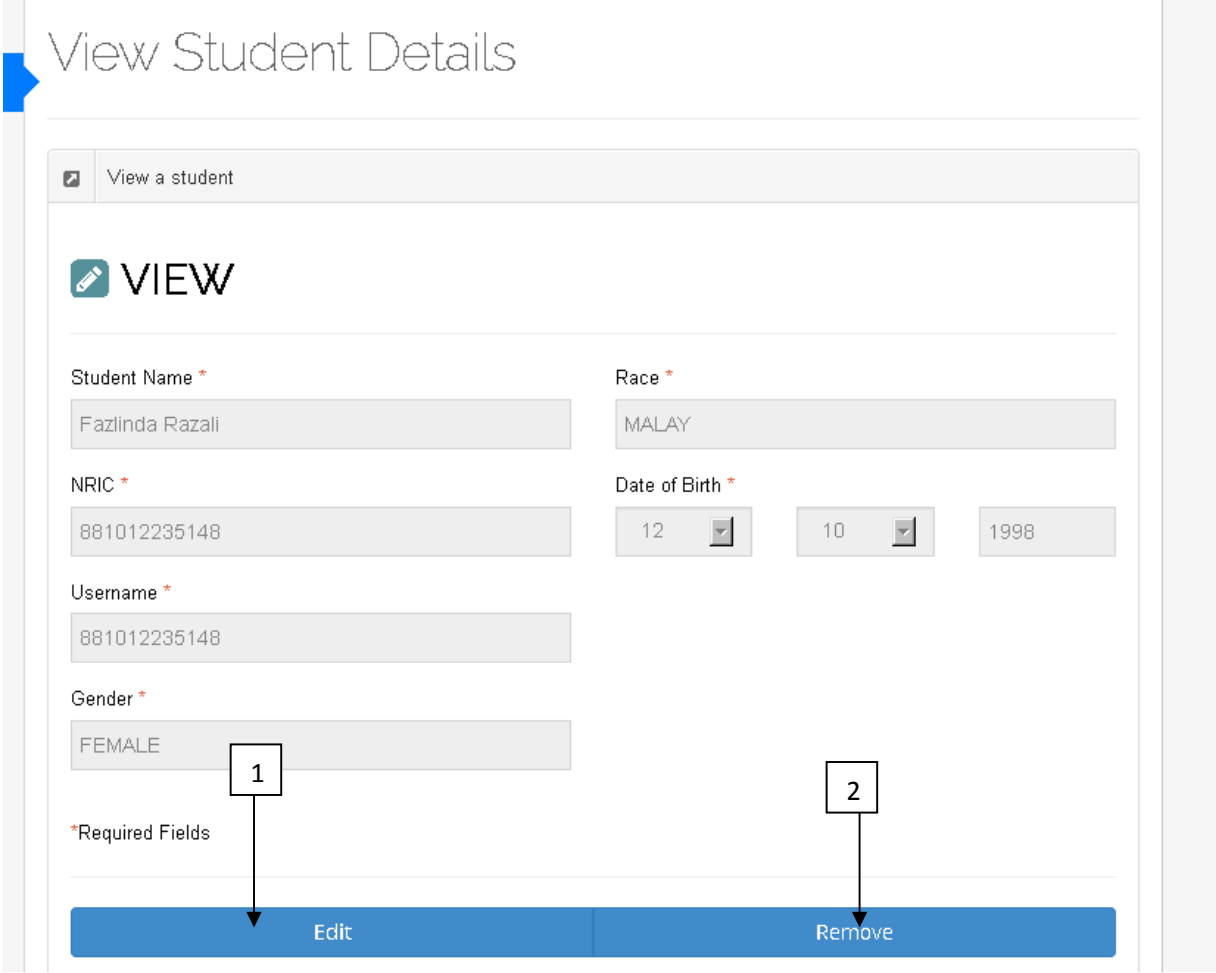

Figure 8-1 Student details

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 update
    b. Teachers have to ensure that the student NRIC is entered correctly during registration

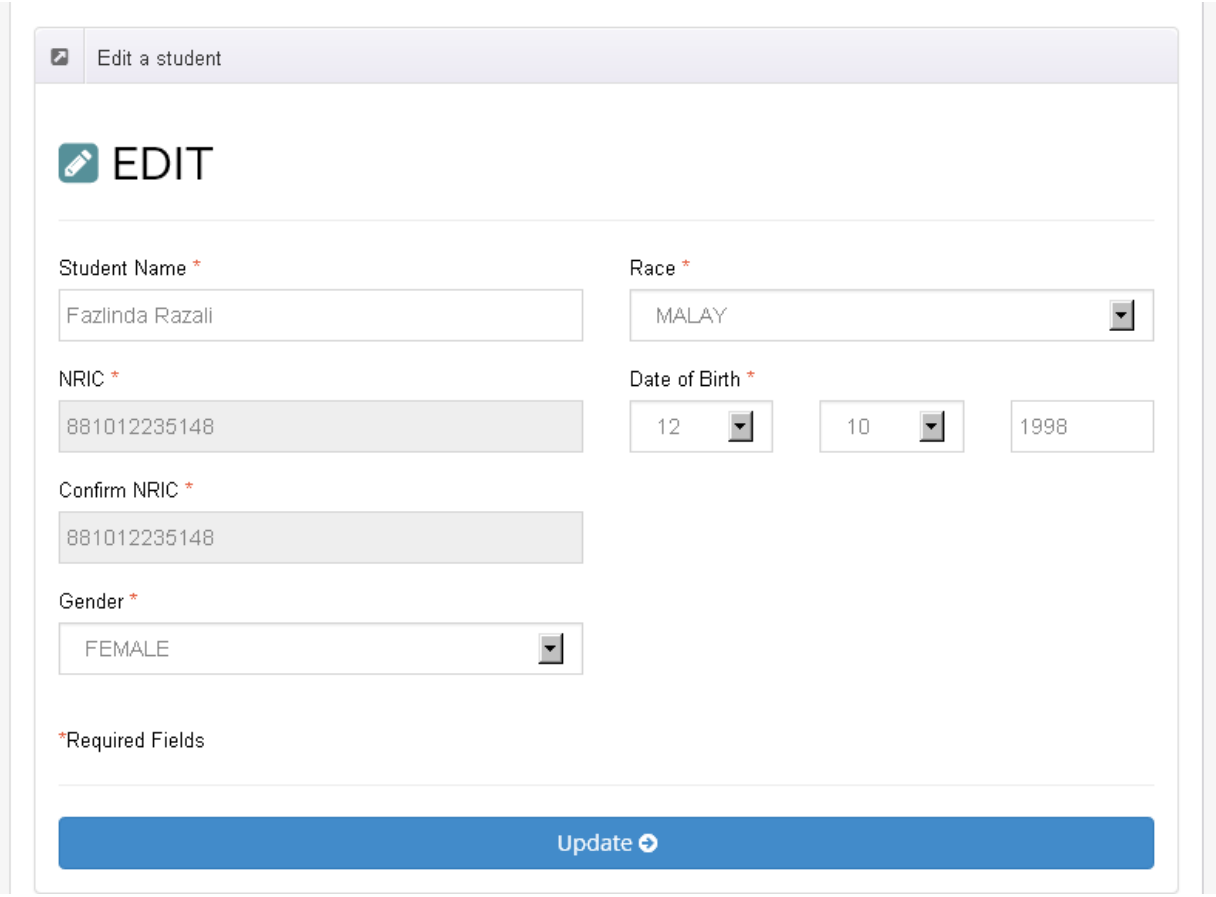

Figure 9-1 Edit student detail

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 register again

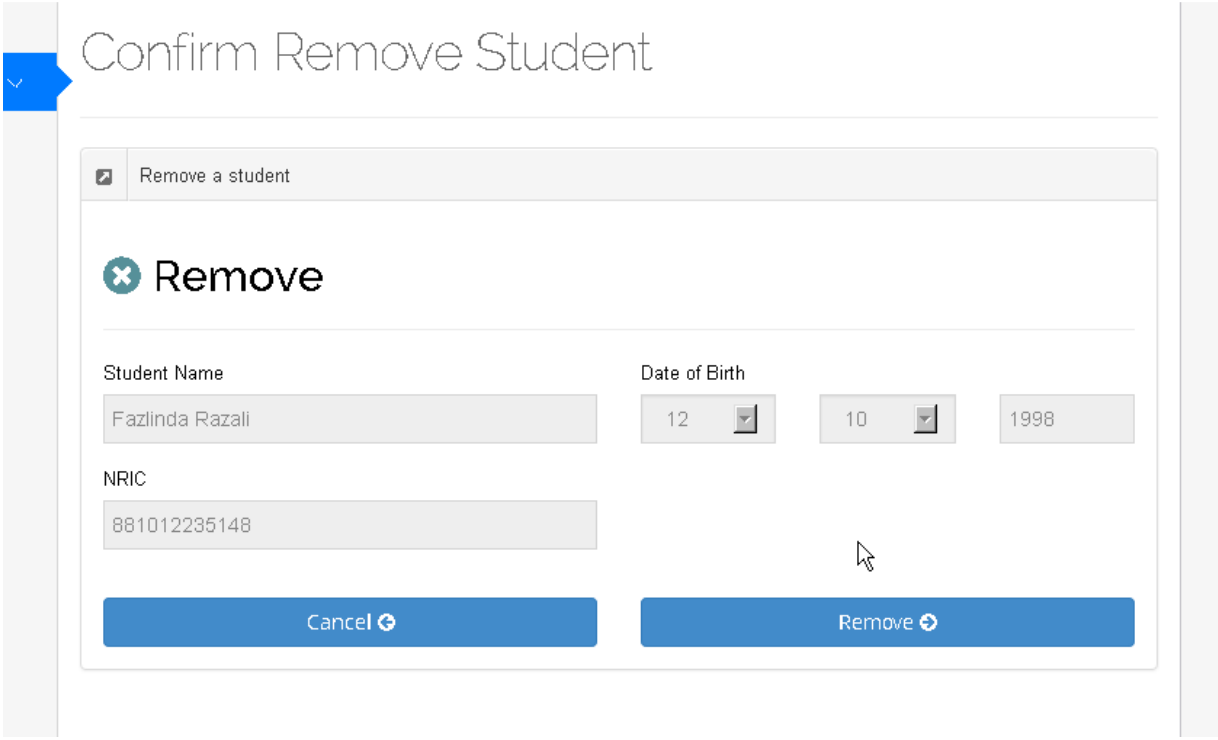

Figure 10-1 Confirmation remove student

11 FAQ

Q : I've register new student but didn't display on 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.