

The logo consists of a thick, dark brown vertical bar on the left. A horizontal orange arrow points to the right from the bar, containing the text "IOAA" in white.

IOAA

MANUAL BOOK

FOR TEAM LEADER

Abstract line art in the bottom left corner, featuring several thin, curved lines in dark brown and light gray, resembling stylized grass or reeds.

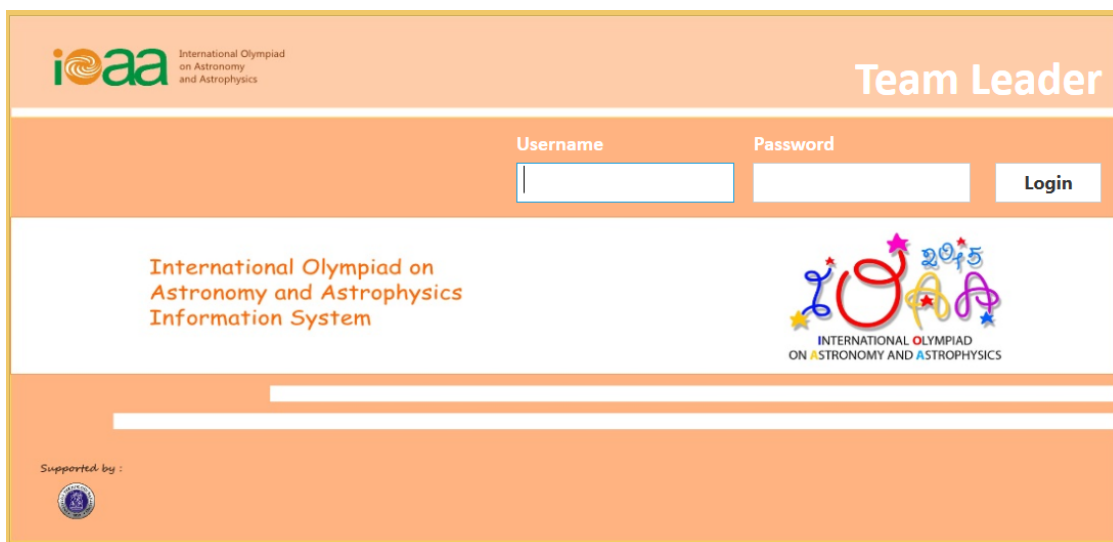
IT STAFF

IOAA INFORMATION SYSTEM

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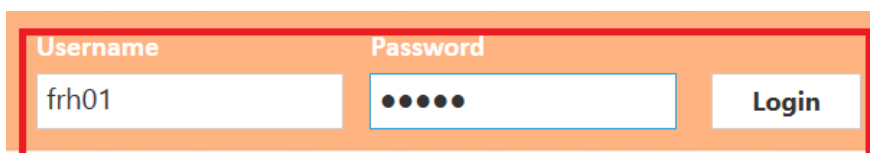
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1. LOGIN



The screenshot shows the IOAA Team Leader login interface. At the top left is the IOAA logo with the text "International Olympiad on Astronomy and Astrophysics". At the top right, the text "Team Leader" is displayed. Below this, there are two input fields labeled "Username" and "Password", followed by a "Login" button. In the center, the text "International Olympiad on Astronomy and Astrophysics Information System" is shown next to the IOAA 2015 logo. At the bottom left, there is a "Supported by:" section with a logo.

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



A close-up of the login form with a red border. The "Username" field contains the text "frh01". The "Password" field contains ten dots. The "Login" button is to the right of the password field.

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.



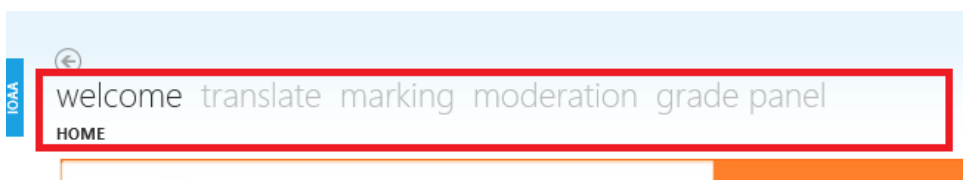
The screenshot shows the IOAA Team Leader General Rule page. At the top, there is a navigation bar with links: "welcome", "translate", "marking", "moderation", "grade panel", and "HOME". On the right, there are links for "SETTINGS" and "LOGOUT", and a user profile icon. The main content area is titled "GENERAL RULE" and lists 11 rules for the team leader. The IOAA logo is in the bottom right corner.

GENERAL RULE

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 a 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 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.

3. MENUS

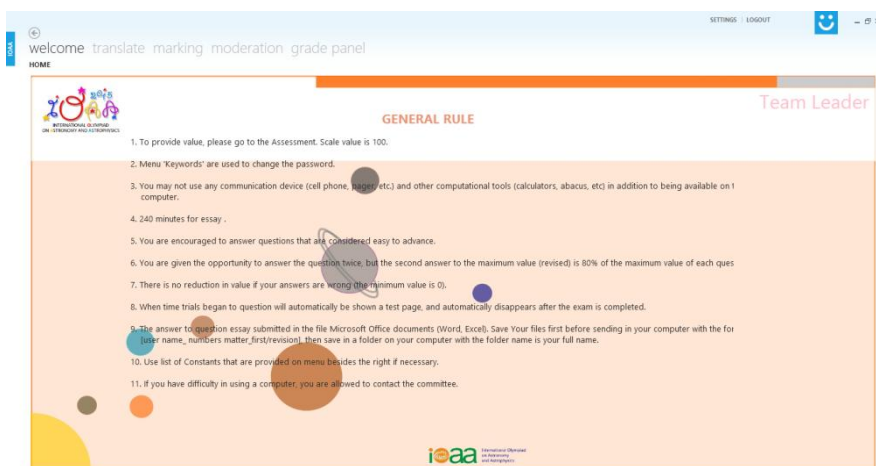
If you see to the top left corner, you will find some menus. See the picture below:



We will explain the function of each menus for you:

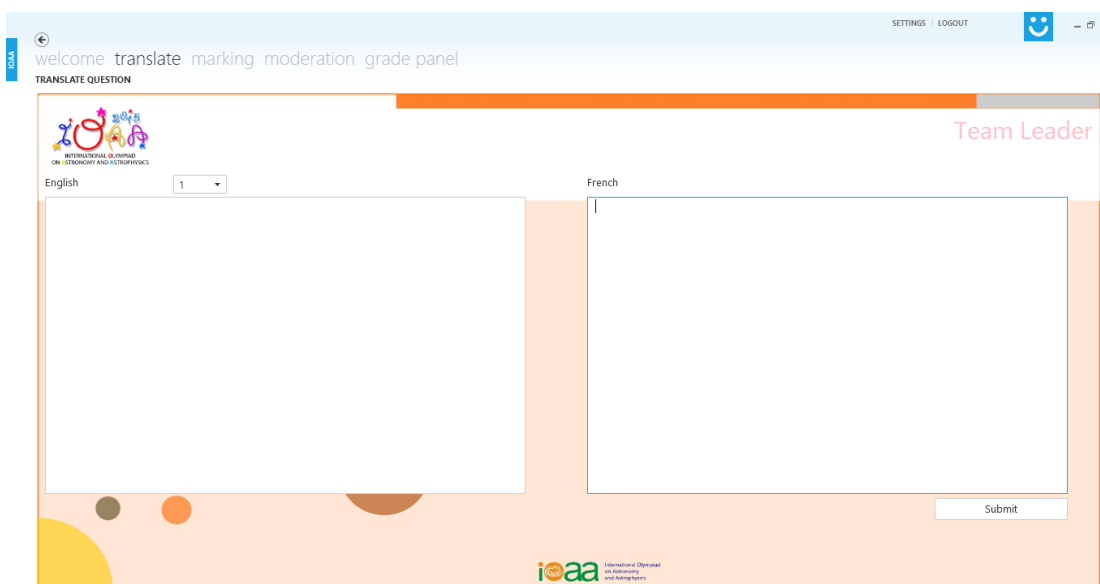
3.1 Home

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



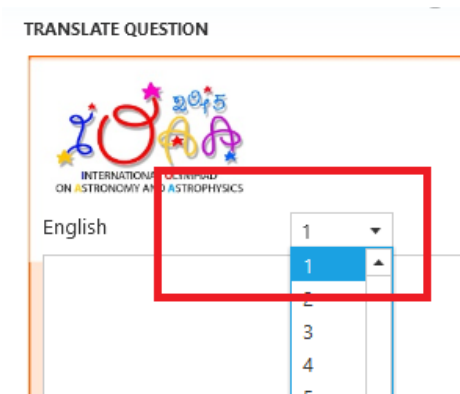
3.2 Translate

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

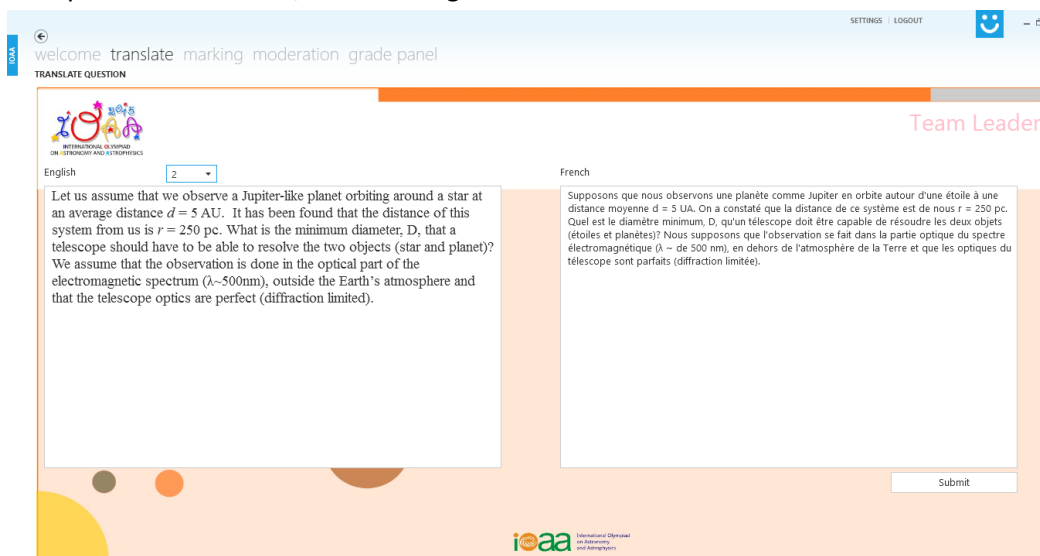


Follow these steps:

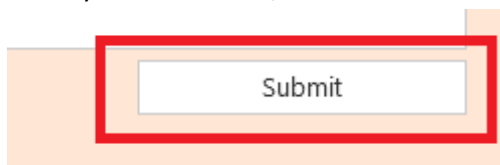
1. Choose the essay number.



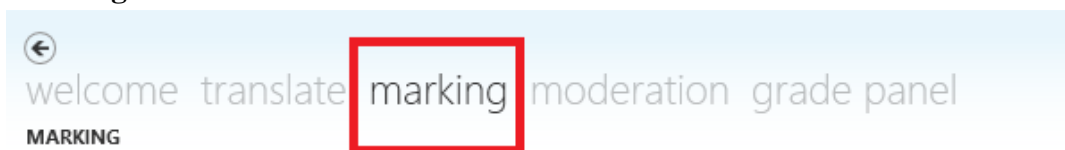
2. The question will be out, see the image below:



3. Write your translation, then click Submit button.



3.3 Marking



The appearance of Marking page see the below picture:

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

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:

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

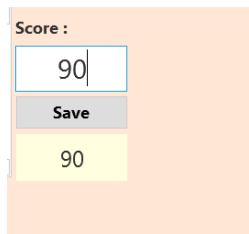
c. Red : The participant submitted his second answer.

Each participant was given the opportunity to answer twice.

4. Grade column

A screenshot of a web form for entering a score. It features a label 'Score :', a text input field, a 'Save' button, and a yellow highlighted area below the input field. A red rectangular box highlights the entire form area.

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:

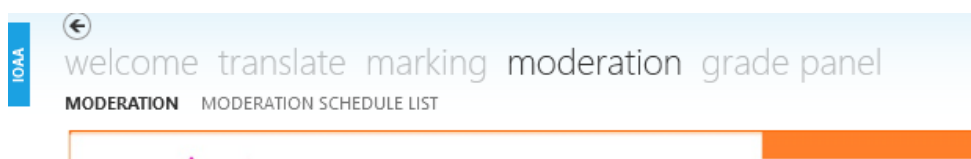
A screenshot of the same web form, but now the input field contains the number '90'. Below the 'Save' button, the number '90' is displayed in a yellow highlighted area, indicating it has been saved.

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

You can only change the schedule twice

LIST OF MODERATION

No. Question	ID Participant	Jury ID	Leader Grade	Jury
1	frh02	jry001	90	45

JURY001

11:00am	12:24am	01:55pm
11:07am	12:31am	02:02pm
11:14am	12:38am	02:09pm
11:21am	12:45am	02:16pm
11:28am	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

You can only change the schedule twice

LIST OF MODERATION

No. Question	ID Participant	Jury ID	Leader Grade	Jury
1	frh02	jry001	90	45

JURY001

11:00am	12:24am	01:55pm
11:07am	12:31am	02:02pm
11:14am	12:38am	02:09pm

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

JURY001

11:00am	12:24am	01:55pm
11:07am	12:31am	02:02pm
11:14am	12:38am	02:09pm
11:21am	12:45am	02:16pm
11:28am	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.

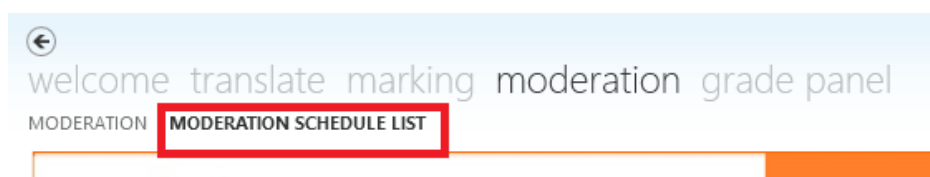
Yellow : Your schedule with the other jury.

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

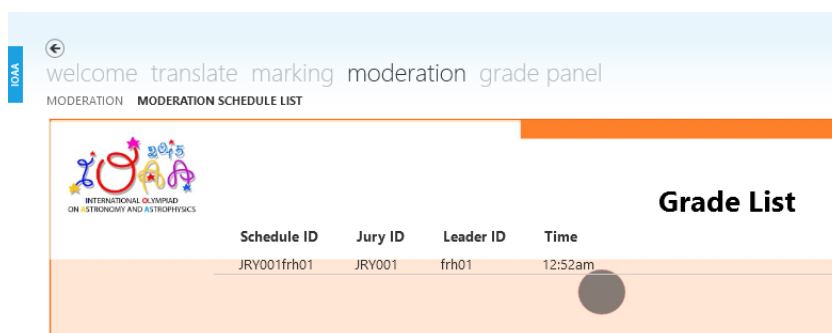
Click the Refresh Schedule button to update schedule.

Refresh Schedule

2. Moderation Schedule



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

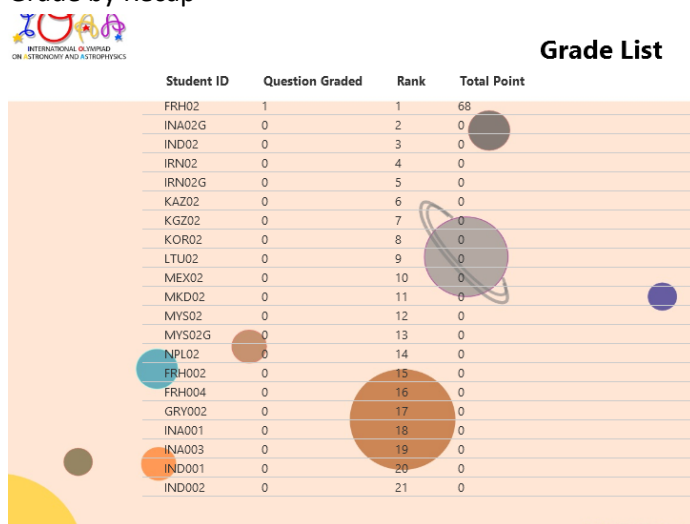


3.5 Grade Panel



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

1. Grade by Question
2. Grade by Recap



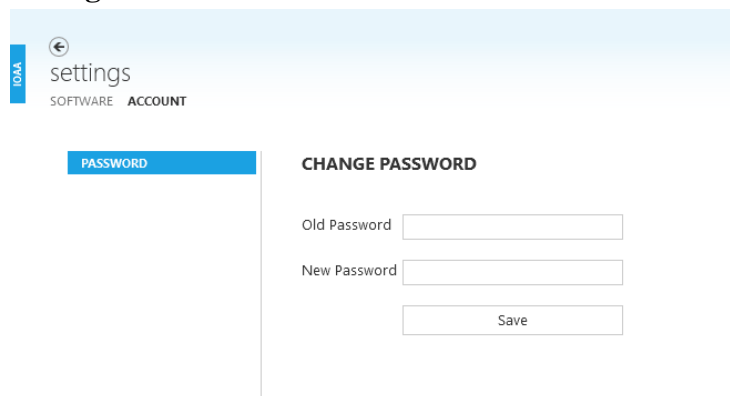
4. MENUS IN THE TOP RIGHT CORNER

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.