TEACHER'S

USER GUIDE

RAFFLES INSTITUTION
in collaboration with
TOFFS Technologies Pte. Ltd.

RAFFLES INSTITUTION & TOFFS TECHNOLOGIES PTE. LTD.

TEACHER'S

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1. Registration for Teacher-in-Charge

Step 1: Accessing the RMO Website

1. Use the competition link: rmo.ri.edu.sg to proceed to the login page.
2. Once you are on the RMO homepage, select **"Register Teacher"**.

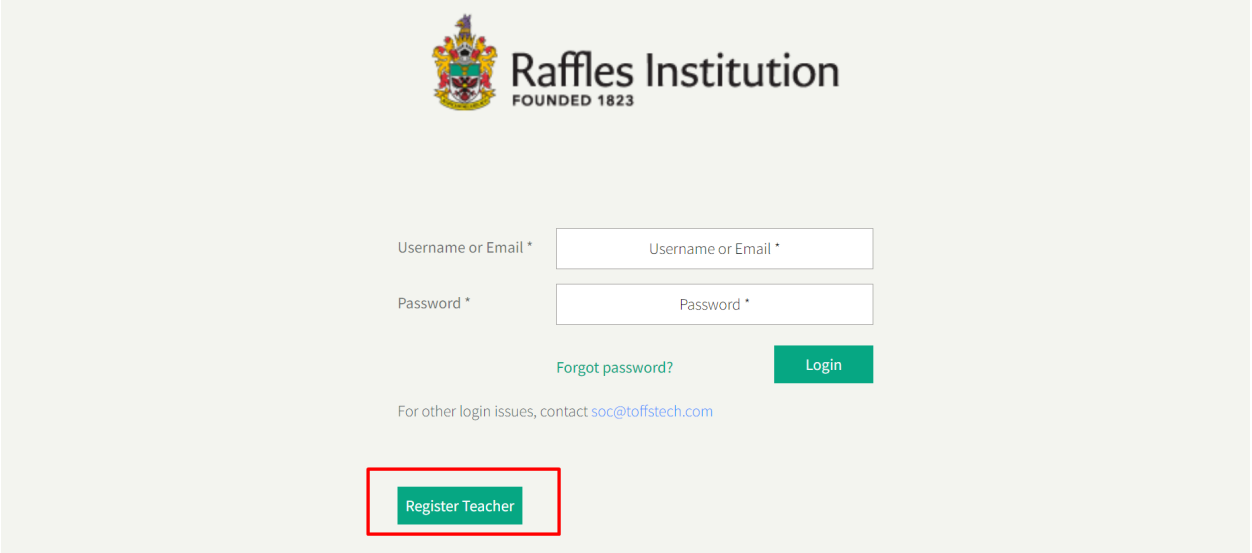

Figure 01: Login Page

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Step 2: Register Teacher Page (1/2)

1. You will be redirected to the **Register Teacher Page** (1/2).
2. Enter the **Activation Key** provided by RI and "**Submit**".

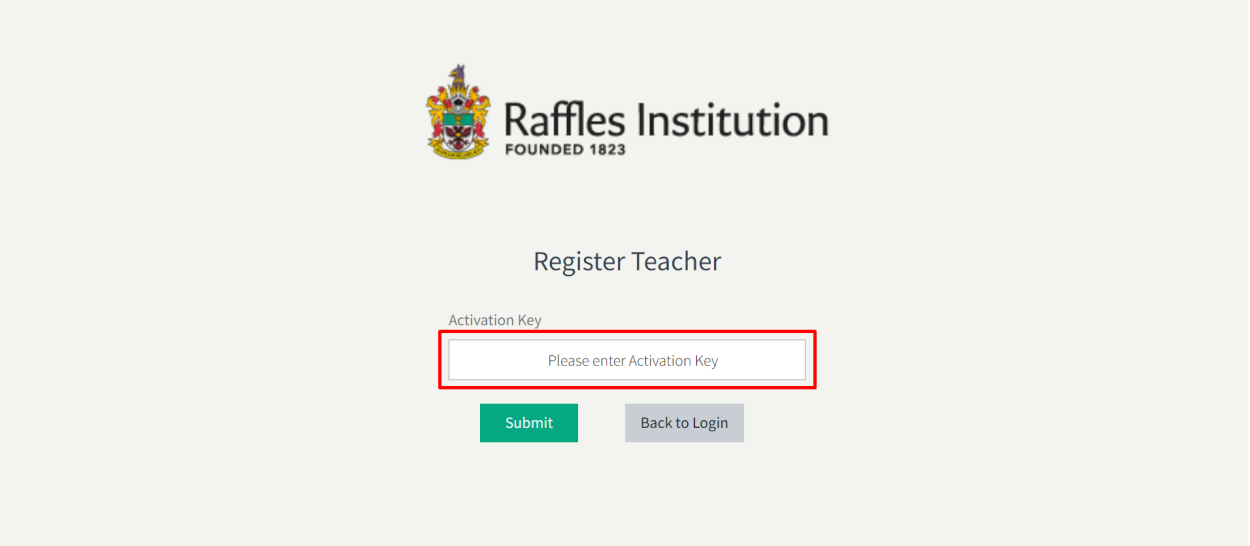

Figure 02: Register Teacher Page (1/2)

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Step 3: Register Teacher Page (2/2)

In this second part of the registration, furnish the information as required.

1. **School:** Use the drop-down menu and select your school from the list.
2. **Name:** Enter your full name.
3. **Email:** Enter a valid email address. This will be your login ID and used for all communications.
4. **Office No:** Enter your office telephone number.
5. **Password:** Create a secure password. Ensure it's a combination of letters, numbers, and symbols for better security.
6. **Confirm Password:** Re-enter the password.
7. **"Submit"** to complete the registration.

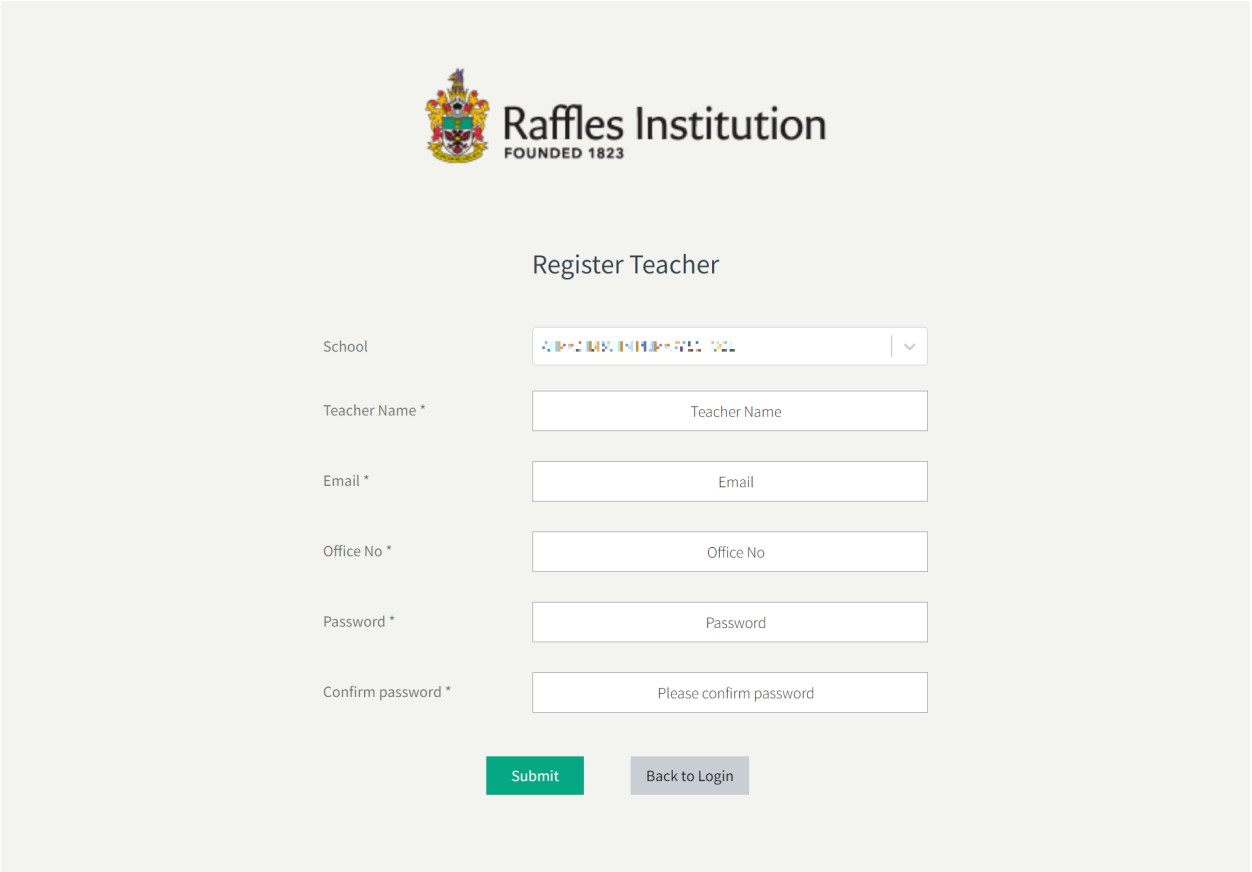

Figure 03: Register Teacher Page (2/2)

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Step 4: Confirmation

Once the registration is successful, a notification will be shown.

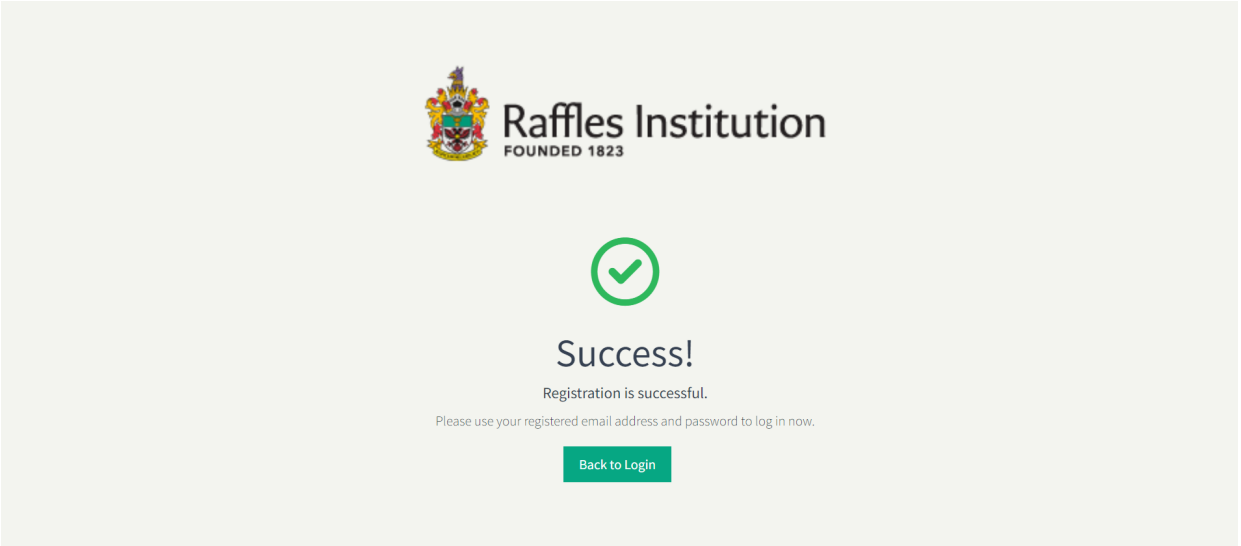
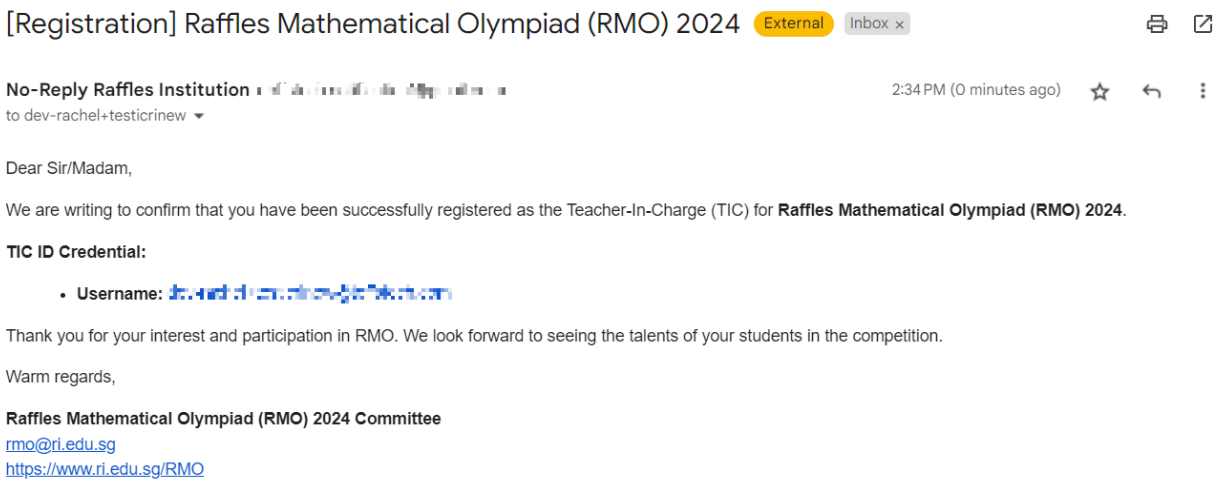


Figure 04: Successful Registration

Additionally, a confirmation email will be sent to you.



[Registration] Raffles Mathematical Olympiad (RMO) 2024 External Inbox ×

No-Reply Raffles Institution 2:34 PM (0 minutes ago)
to dev-rachel+testicrinew

Dear Sir/Madam,

We are writing to confirm that you have been successfully registered as the Teacher-In-Charge (TIC) for **Raffles Mathematical Olympiad (RMO) 2024**.

TIC ID Credential:

- **Username:**

Thank you for your interest and participation in RMO. We look forward to seeing the talents of your students in the competition.

Warm regards,

Raffles Mathematical Olympiad (RMO) 2024 Committee
rmo@ri.edu.sg
https://www.ri.edu.sg/RMO

Figure 05: Confirmation Email Sample

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2. Teacher's Login Page

Return to the **RMO homepage**, use the **Registered Email Address** as your username and enter the **password** you set during registration to log in.

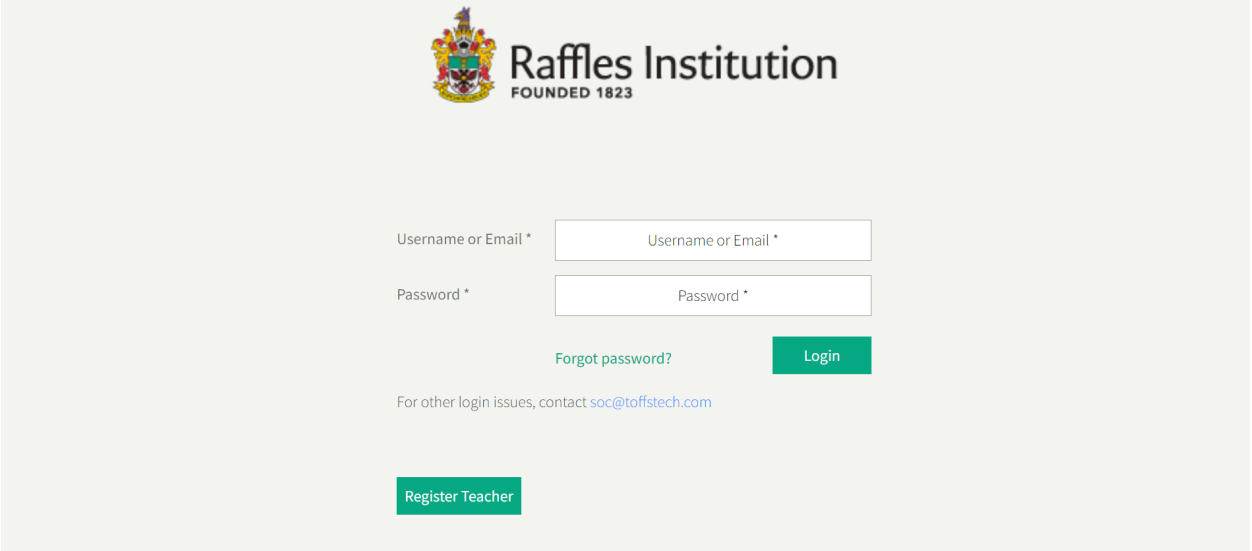

Figure 06: Login Page

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3. Home Page (School Information)

After logging in, you will be directed to the "**School Information**" page.

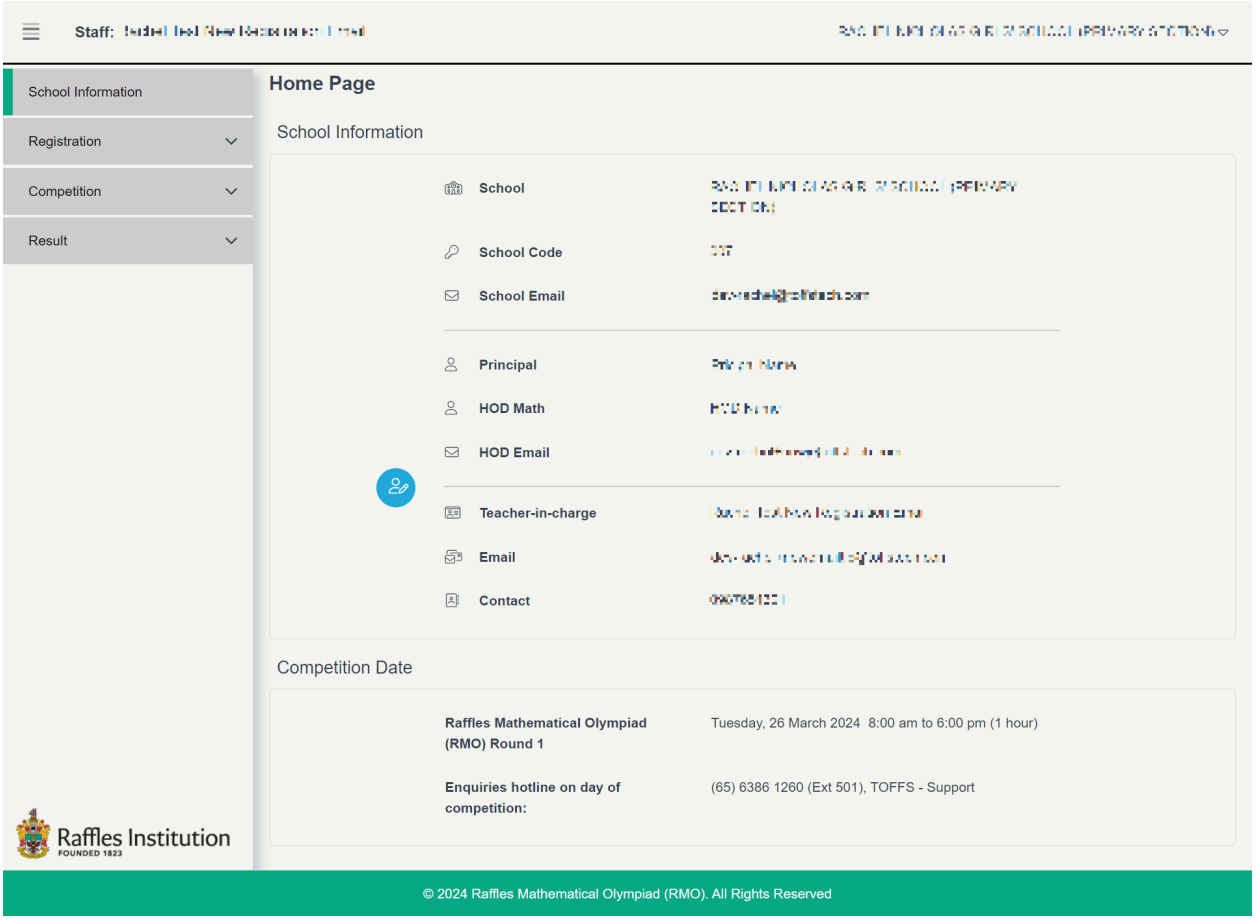

Figure 07: School Information Page

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4. Register By Batch

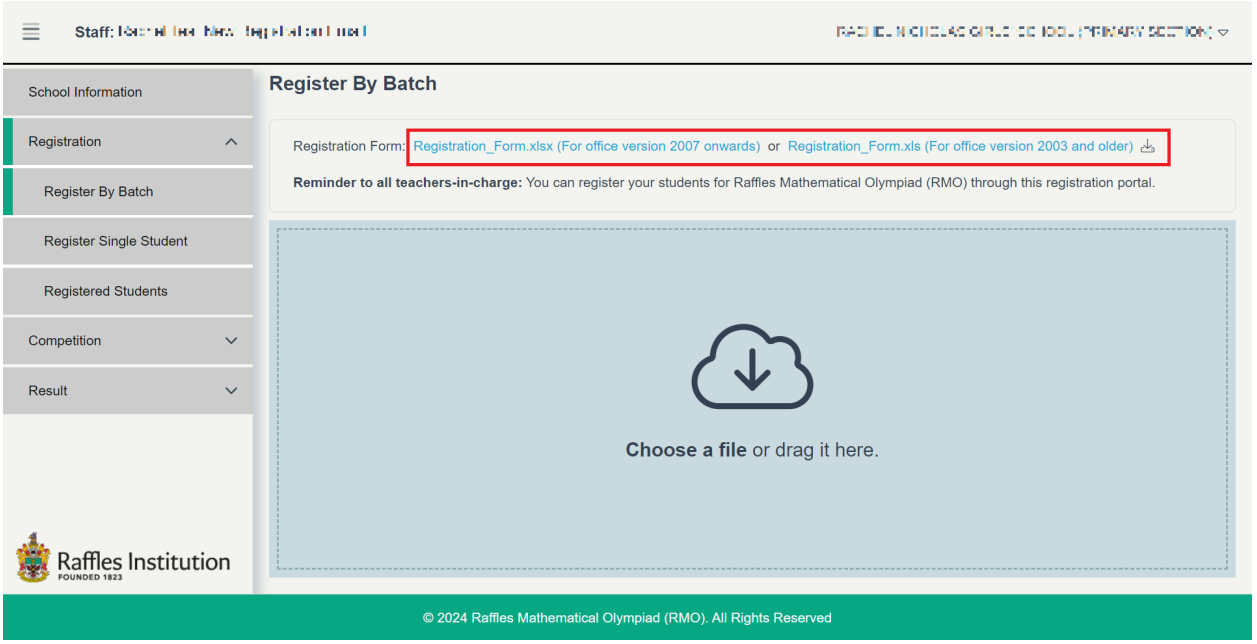
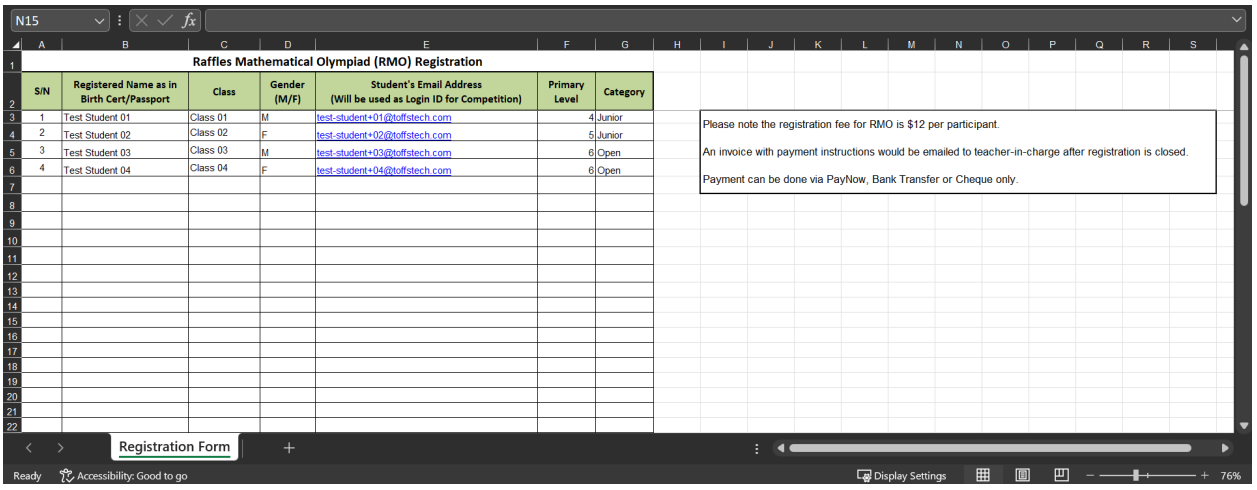


Figure 08: Click on the link to download the registration form

"**Register by Batch**" allows you to register multiple students into the system at one go. To do so, you will need to download the registration form.

Below is an image of the registration form in Excel.



Raffles Mathematical Olympiad (RMO) Registration

S/N	Registered Name as in Birth Cert/Passport	Class	Gender (M/F)	Student's Email Address (Will be used as Login ID for Competition)	Primary Level	Category
1	Test Student 01	Class 01	M	test-student+01@toffstech.com	4	Junior
2	Test Student 02	Class 02	F	test-student+02@toffstech.com	5	Junior
3	Test Student 03	Class 03	M	test-student+03@toffstech.com	6	Open
4	Test Student 04	Class 04	F	test-student+04@toffstech.com	6	Open

Please note the registration fee for RMO is $12 per participant.

An invoice with payment instructions would be emailed to teacher-in-charge after registration is closed.

Payment can be done via PayNow, Bank Transfer or Cheque only.

Figure 09: Example of registration form for upload

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Fill in the columns in the registration form with the correct information.

Then choose or drag the completed Excel file into the box and **“Upload”**.

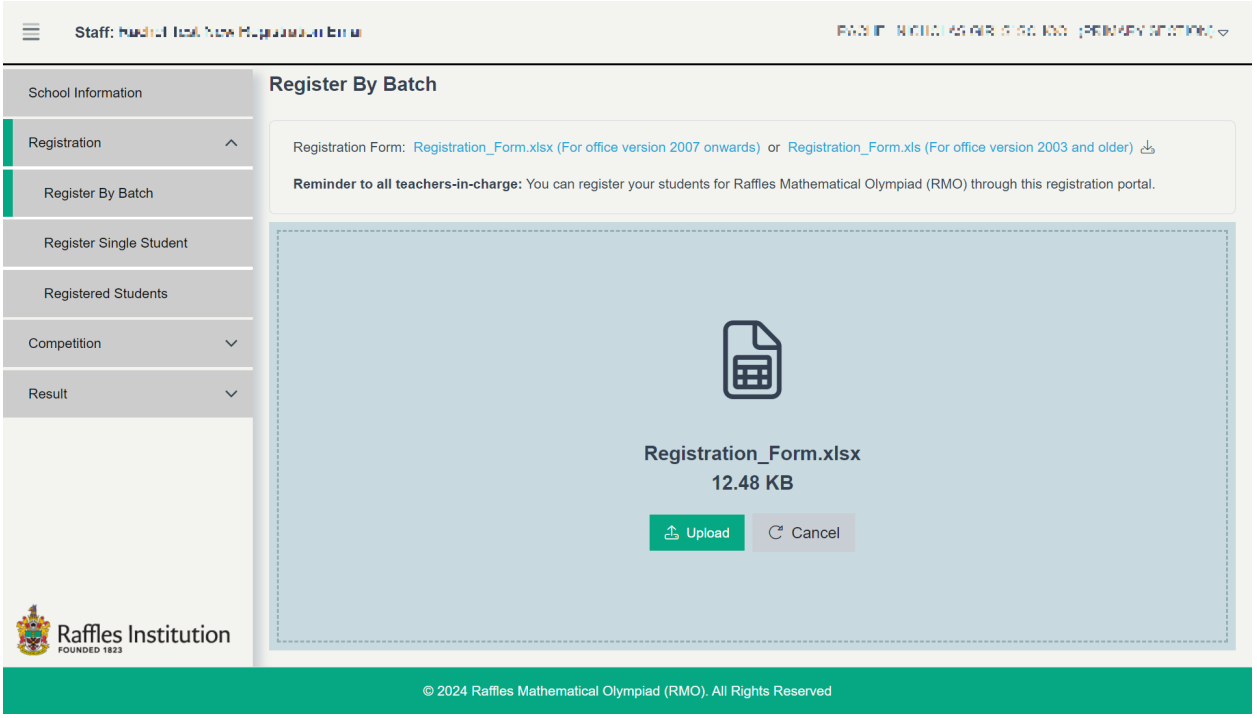

Figure 10: Upload Register Form

If the form is filled in correctly, you should see the message “**Submit form is valid**”. Select **“Register”** then **“OK”**.

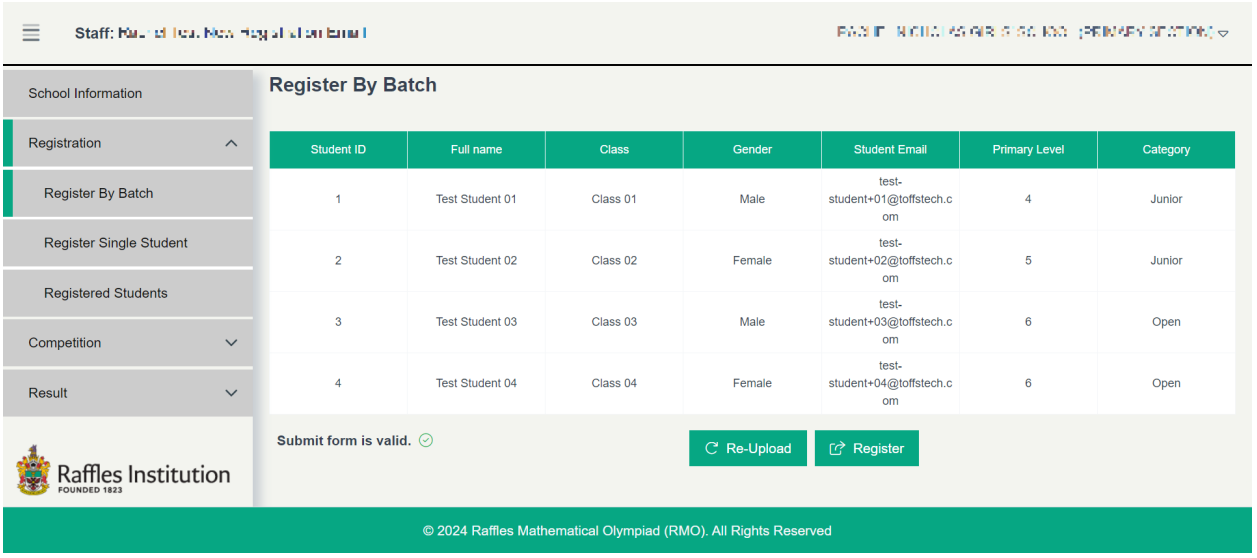

Figure 11: Register by Batch (Valid Upload)

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If there are errors in the form, the message “**Submit form is invalid**” and "**Show Error Table**” button will appear and you cannot proceed.

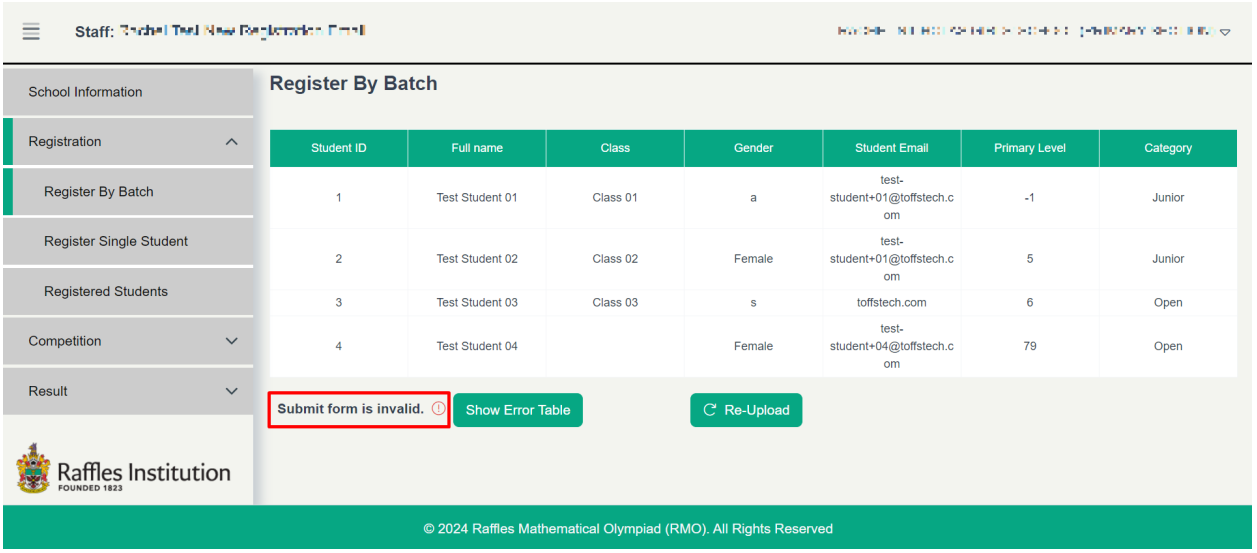

Figure 12: Register By Batch (Invalid Upload)

To check the error in the registration form, select **“Show Error Table”**. The system will automatically redirect to the **Error List Register** page.

To better understand each error, simply move your mouse over the invalid data entry. A pop-up message will appear, providing recommendations on how to correct the data to make it valid. Edit the registration form and **“Re-Upload”**.

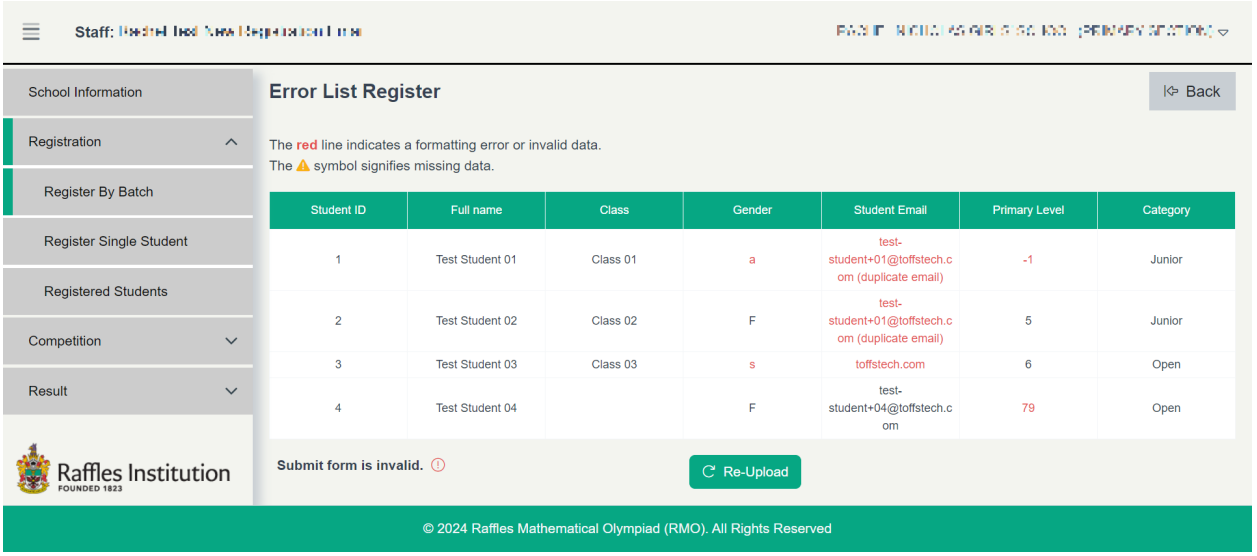

Figure 13: Error List Register

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Your registration is complete when the message **"The registration form is uploaded successfully."** pops up.

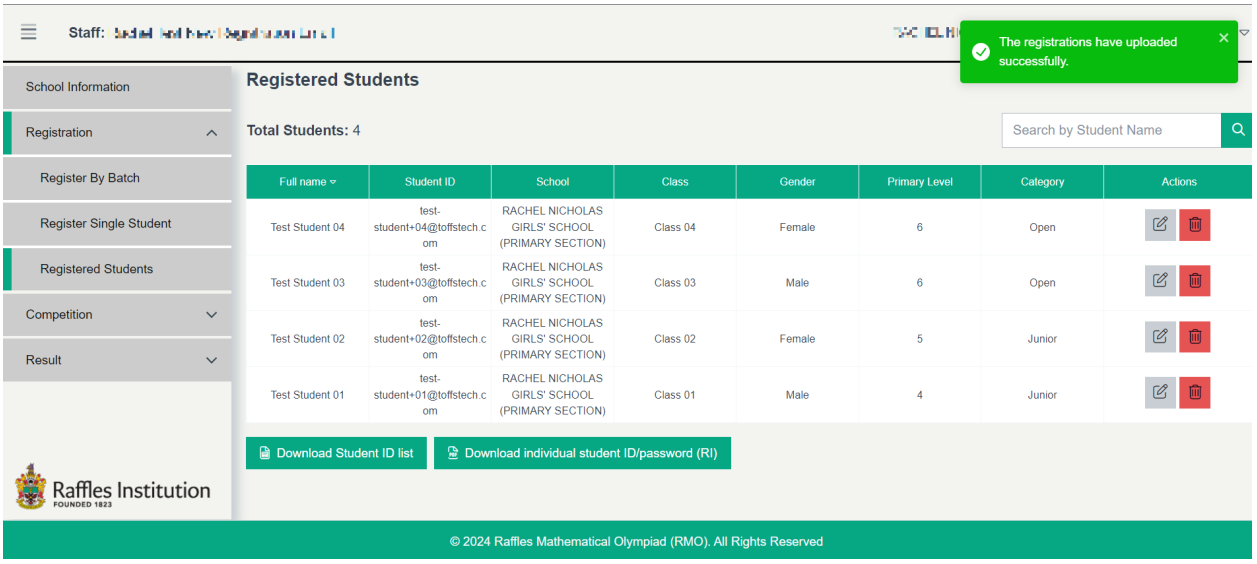

Figure 14: Register by Batch (Upload successfully)

When you register your students, the current list will override the previous list(s) so that there is no duplicate student information. Click "Ok" to confirm, all previously uploaded data will be replaced with the new file's data.

Do not reformat the registration form as that will cause errors when you upload the form.

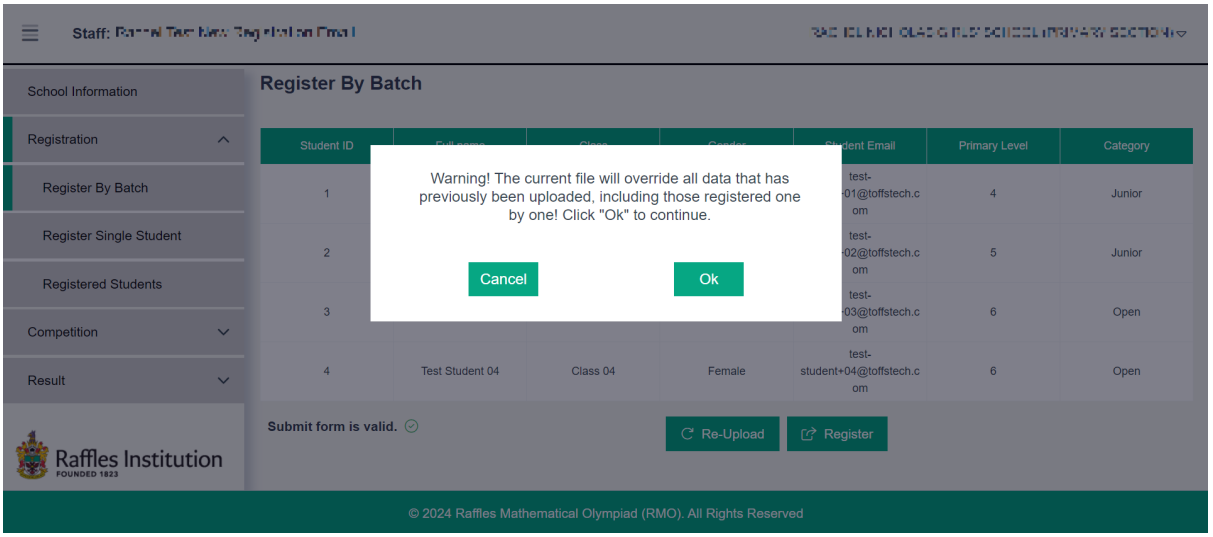

Figure 15: Confirm pop-up

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5. Register Single student

Under the tab **"Register Single Student"** on the left, fill up the details to register students individually.

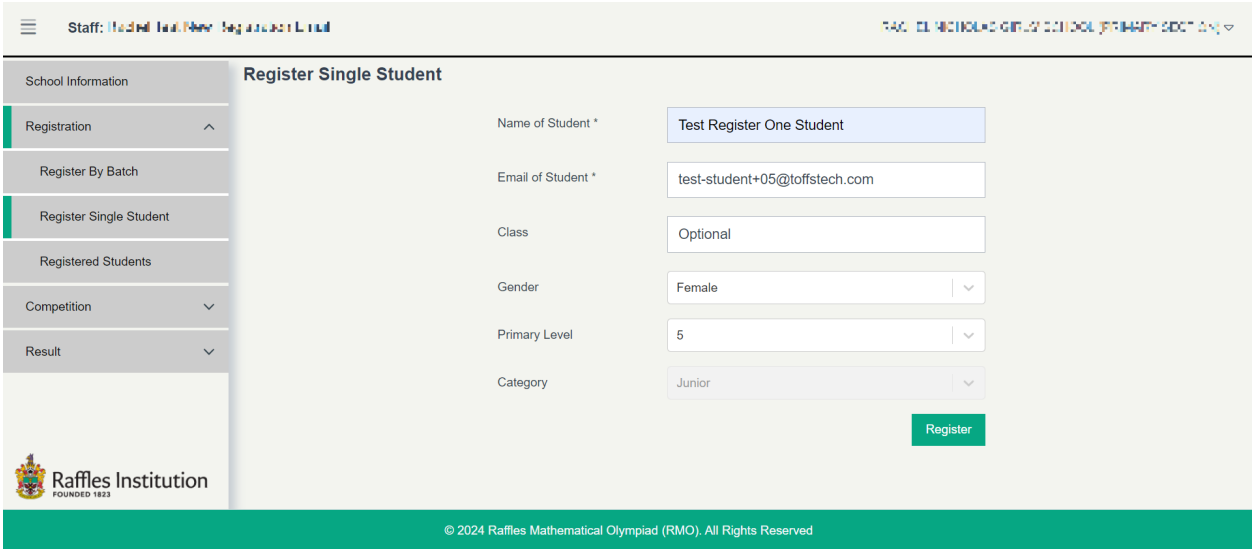

Figure 16: Register Single Student

After you input all the information and click **"Register"**, you will be informed with a message that says, "The Student has been registered successfully." at the right corner of the screen.

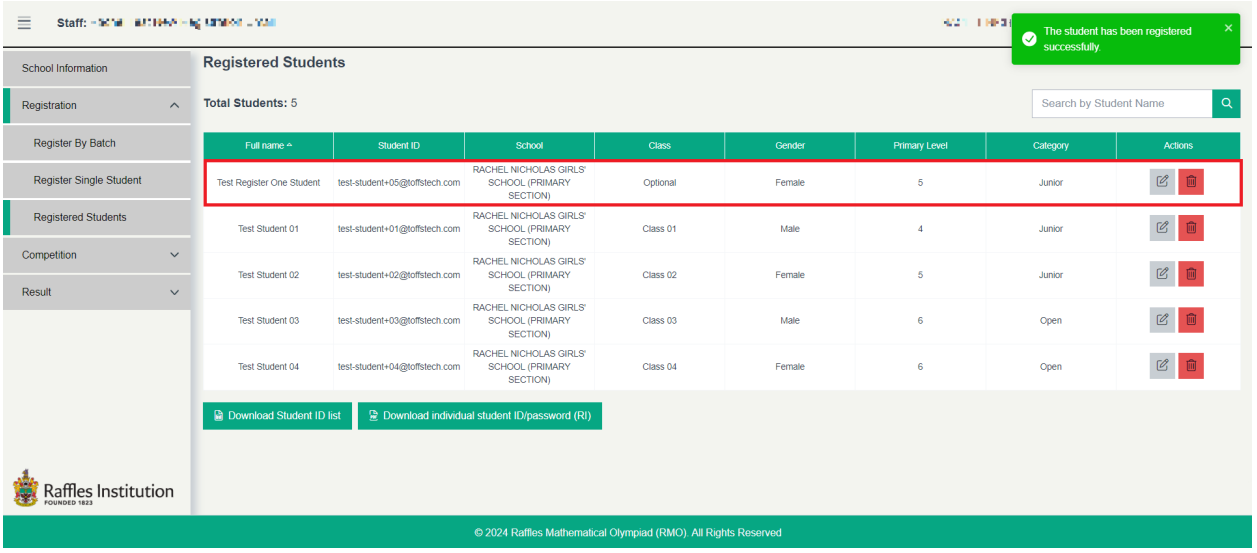

Figure 17: Register single student successfully

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6. Registered Students

In "**Registration >> Registered Students**" you can find the list of successfully registered students.

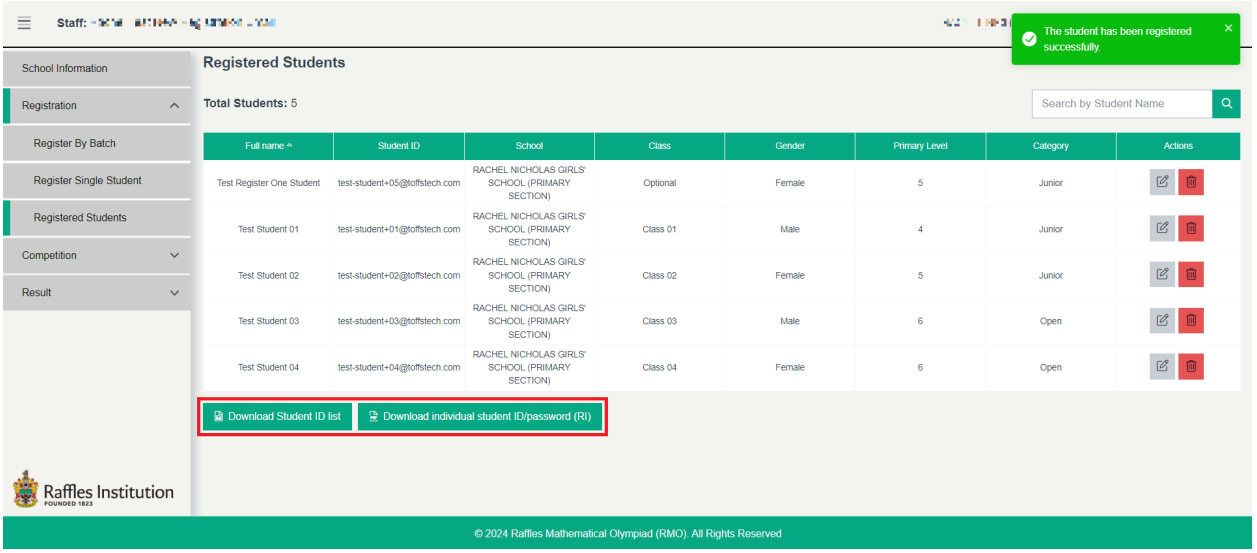

Figure 18: Registered Students

You can sort this list by Names, Class, etc, by selecting the field at the top of the table.

Under "**Actions**", you are able to **"Edit"** the particulars or **"Delete"** any student from the list.

"Download Invoice" will become available when the registration period has concluded. You will see this button activated and can download the invoice, which contains payment instructions.

"Download Student ID List": You can download a spreadsheet containing the students' login credentials.

"Download Individual Student ID/Password": You can download the login credential for each student in separate pages.

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7. Monitoring Students

During the competition, you are to take attendance and can monitor the status of the students. Select "**Competition >> Student Monitoring**" from the menu.

You can sort the list by selecting the field at the top of the table.

Under "**Attendance**", attendances of all students are set as "**Present**", by default.

You are required to take attendance to ensure the fairness of the competition. Click the toggle to select the attendance of the students as "**Present**" or "**Absent**" accordingly and the system will automatically save your selection.

Under **"Status"**, you will see real-time updates of each student's progress, classified as follows:

- **<Blank>:** student has not logged in.
- **Login:** Student has logged in and is in Waiting Room.
- **Start Competition:** Student has started and is in the midst of the competition.
- **End Competition:** Student has completed the competition and answers have been submitted.

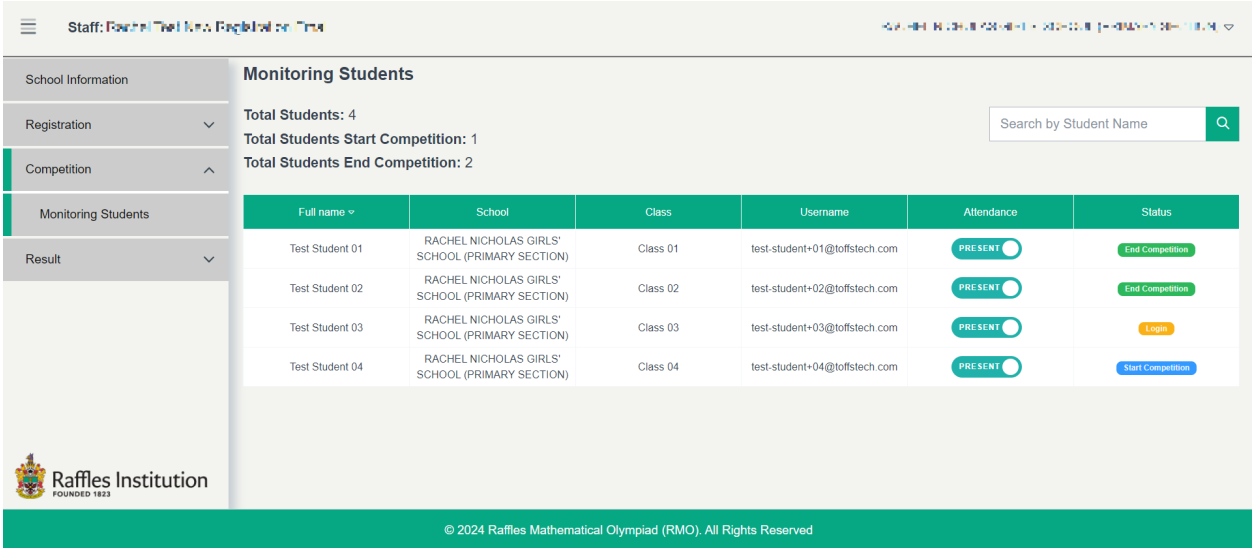

Figure 19: Monitoring Students

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8. Download Certificates

In "**Results >> Download Certificates**", you can download the certificates for your students who have successfully completed the competition.

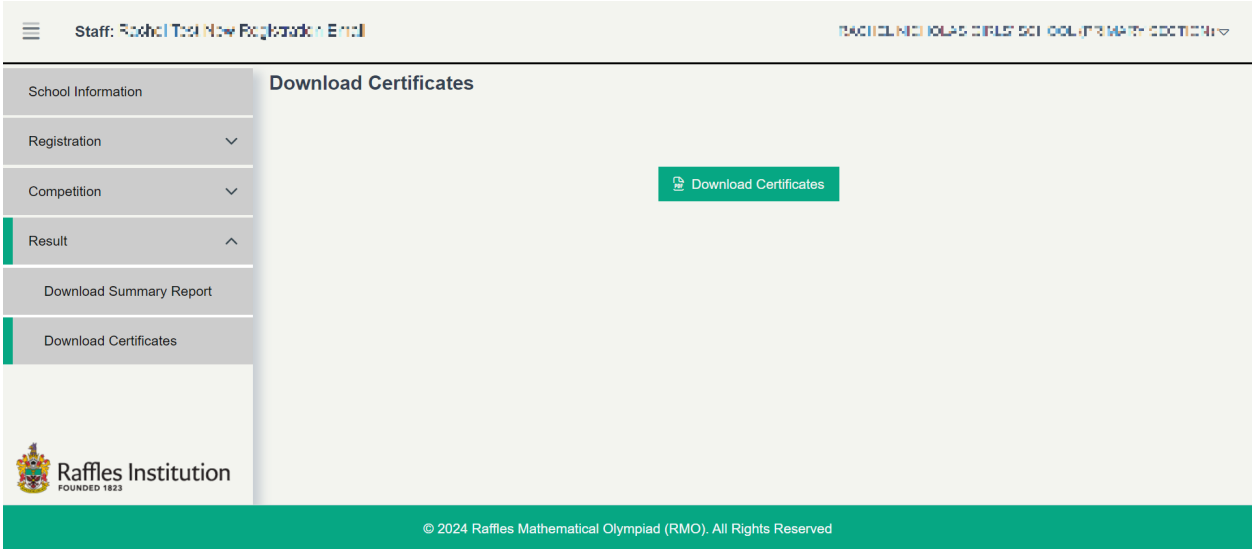

Figure 20: Download Students' Certificates

If there is no student participation for the year, the download button will blur out like this

with the message "E-certificate is available after the student finishes the competition".

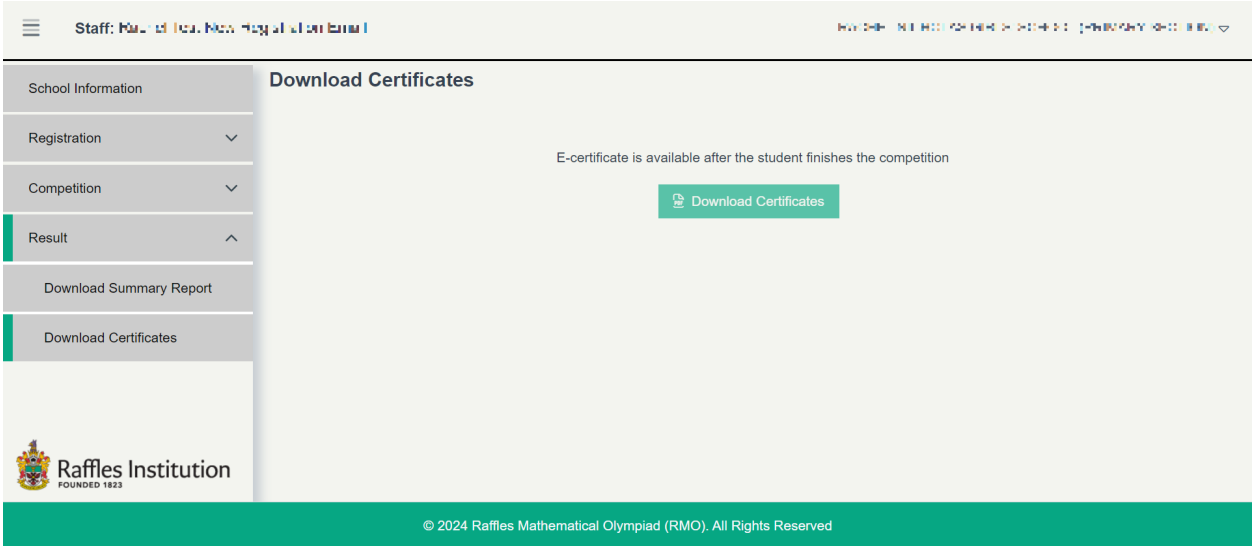

Figure 21: Inactive Students' Certificates

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9. Result Summary

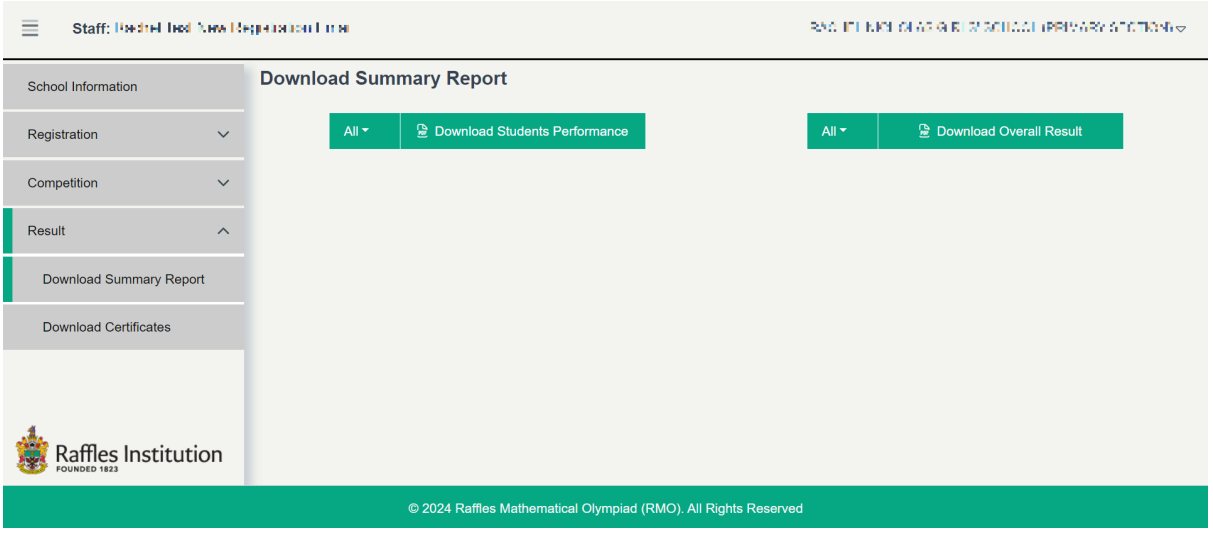

Figure 22: Download Students Performance Report and Download Overall Result

In the **"Summary Result Report"** page, you can download detailed reports on student performance and overall results. These reports can be customized as "Junior", or "Open."

"Students Performance" provides a comprehensive overview of individual student performance.

"Overall Result" provides a summary of the results, including the number of participants, mean and median scores, total number of awards (High Distinction, Distinction, Merit, Participation).

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10. Offline Support

In case the connection has a problem, students can continue doing the competition. The student's work will be submitted to the system when the student clicks the "End Competition" button. If the student clicks the **"End Competition"** button while the connection is still not available, the student has the option to download all student's work along with an encrypted Excel file.

Upon downloading the encrypted Excel file, teachers should collect this file from the student and promptly send it to the technical assistance team at TOFFS for further processing. You can contact TOFFS Technical Assistance at:

- General Hotline: (65) 6386 1260 (Ext 1)
- Email: soc@toffstech.com

Please note that this offline mode will only appear as an option if a student loses their internet connection. The encrypted Excel file is specifically designed to be readable only by the RMO online system. After downloading the file, teachers are responsible for sending it to TOFFS, who will then upload it to the system on behalf of the student.

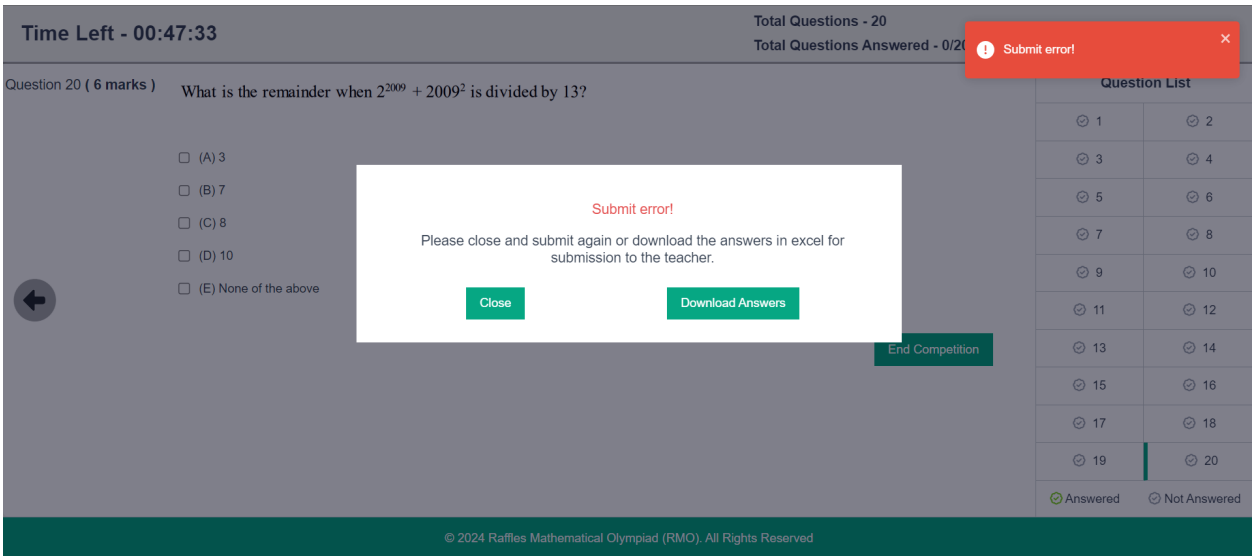

Figure 23: Submit Error Message

Demo: https://www.youtube.com/watch?v=ooDCFUrwk94

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