



TEACHER'S

USER GUIDE

RAFFLES INSTITUTION
in collaboration with
TOFFS Technologies Pte. Ltd.

RAFFLES INSTITUTION & TOFFS TECHNOLOGIES PTE. LTD.

TEACHER'S

RAFFLES INSTITUTION

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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**".

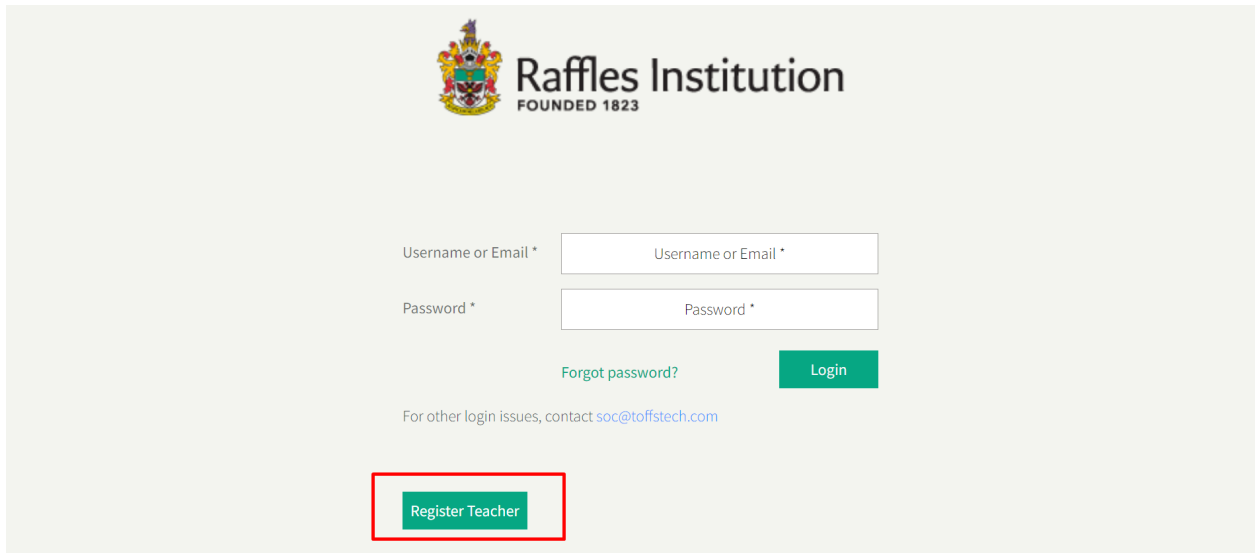
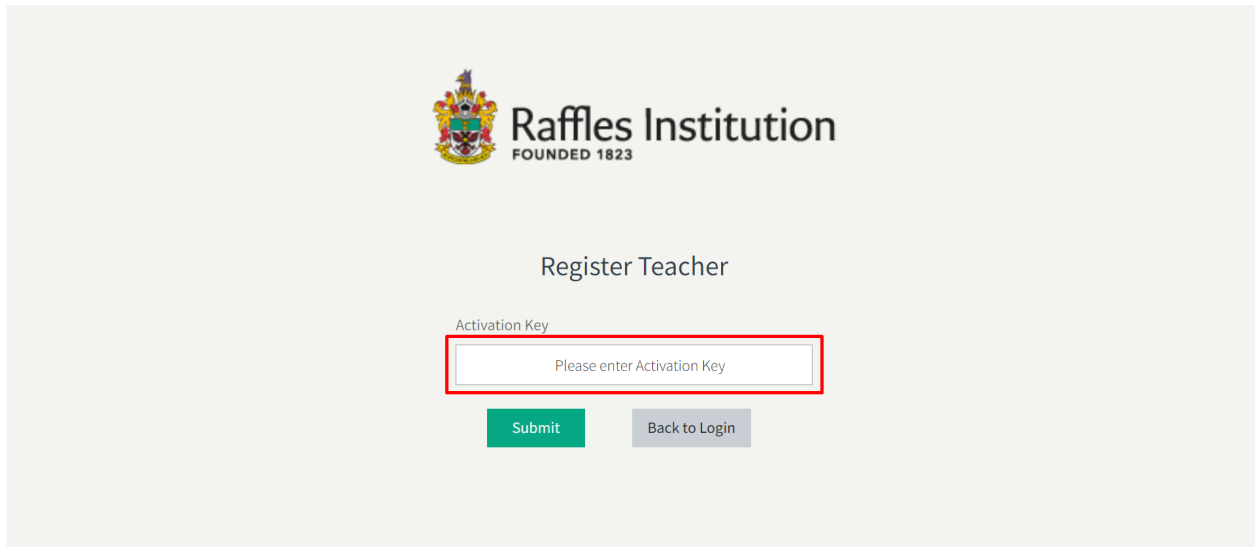


Figure 01: Login Page

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”**.



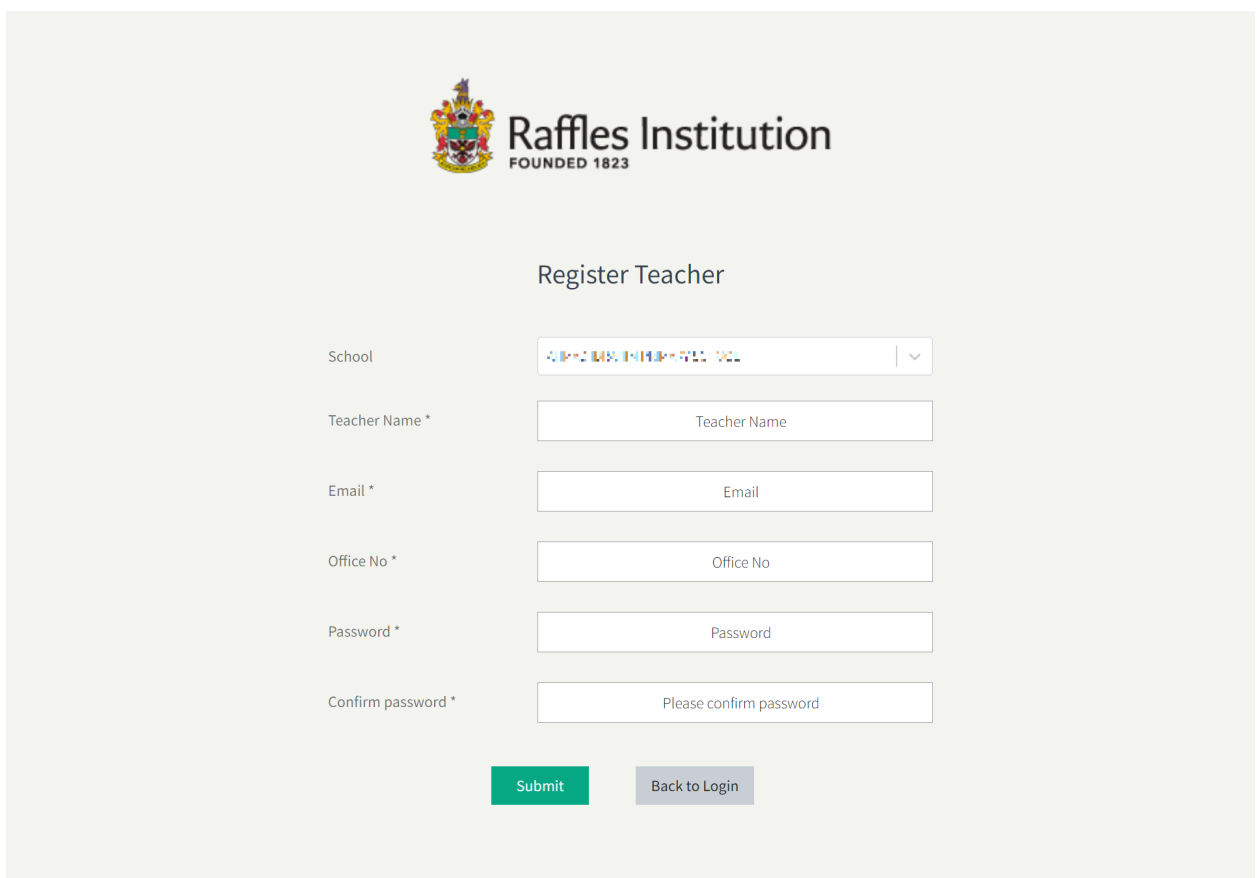
The screenshot shows the 'Register Teacher' page of the Raffles Institution. At the top center is the Raffles Institution crest and logo, with the text 'Raffles Institution' and 'FOUNDED 1823' below it. The main heading is 'Register Teacher'. Below this is a form field labeled 'Activation Key' with a red border around it, containing the placeholder text 'Please enter Activation Key'. Underneath the form field are two buttons: a green 'Submit' button and a grey 'Back to Login' button.

Figure 02: Register Teacher Page (1/2)

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.



The screenshot displays the 'Register Teacher' page for Raffles Institution. At the top center is the Raffles Institution logo, which includes a crest and the text 'Raffles Institution FOUNDED 1823'. Below the logo, the page title 'Register Teacher' is centered. The registration form consists of the following fields:

- School:** A dropdown menu with a list of school names and a downward arrow.
- Teacher Name *:** A text input field with the placeholder text 'Teacher Name'.
- Email *:** A text input field with the placeholder text 'Email'.
- Office No *:** A text input field with the placeholder text 'Office No'.
- Password *:** A text input field with the placeholder text 'Password'.
- Confirm password *:** A text input field with the placeholder text 'Please confirm password'.

At the bottom of the form, there are two buttons: a green 'Submit' button and a grey 'Back to Login' button.

Figure 03: Register Teacher Page (2/2)

Step 4: Confirmation

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

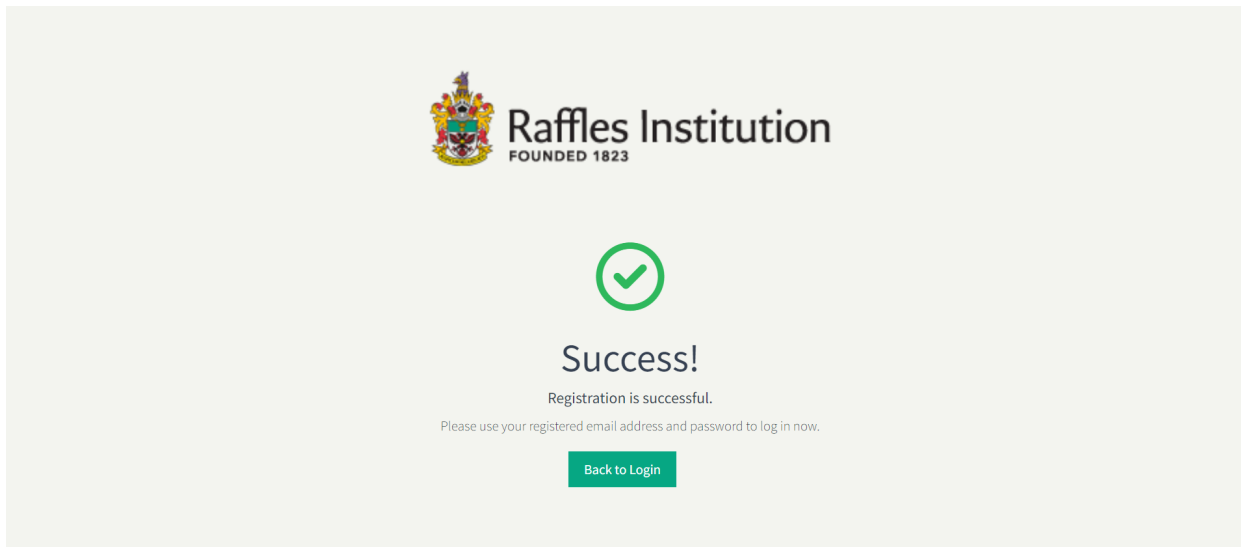


Figure 04: Successful Registration

Additionally, a confirmation email will be sent to you.

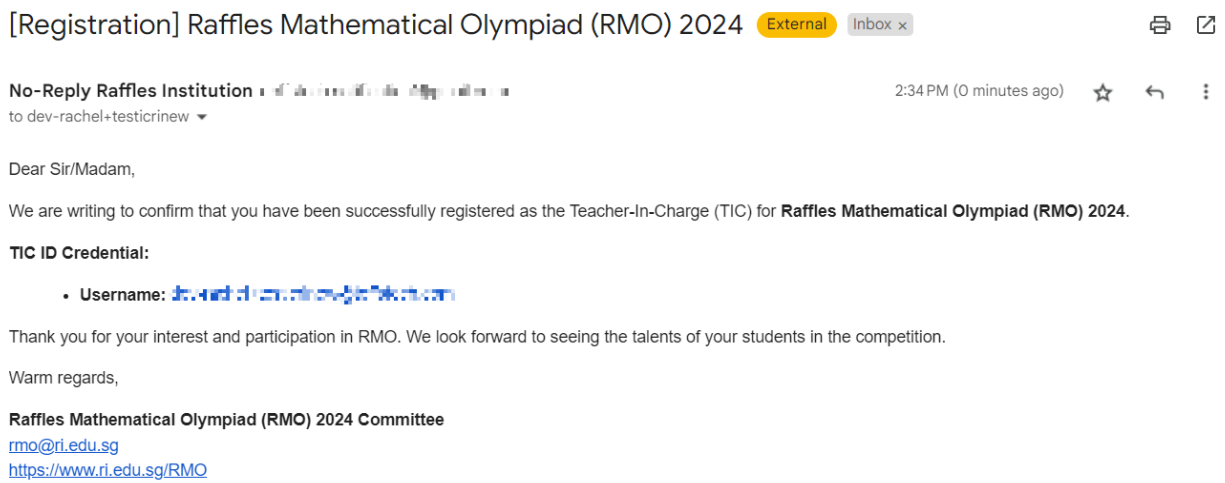
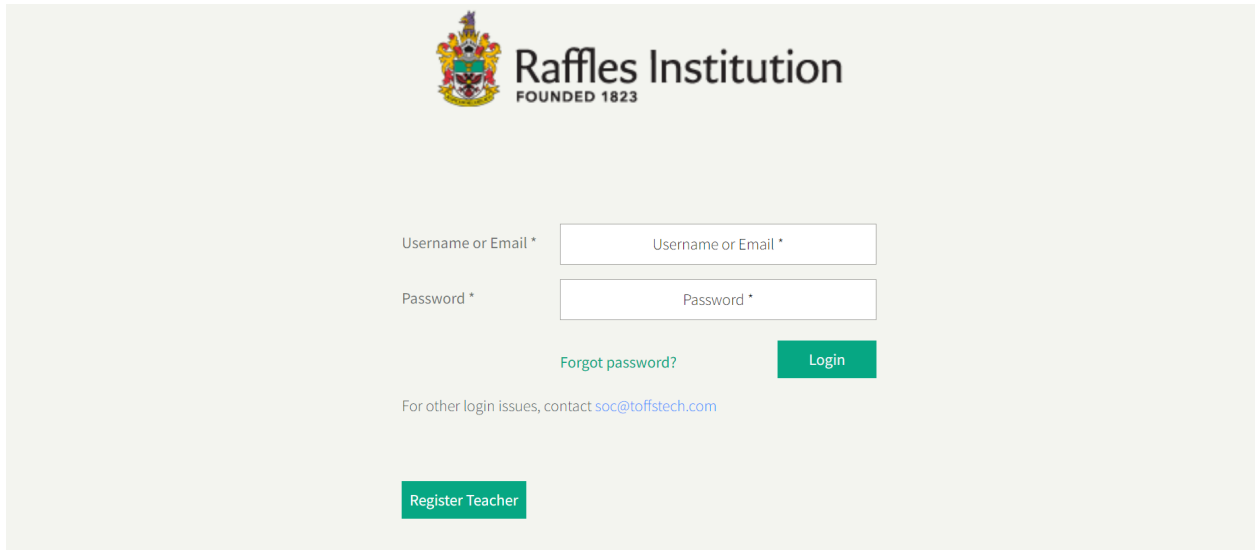


Figure 05: Confirmation Email Sample

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.



The screenshot shows the Raffles Institution login page. At the top center is the Raffles Institution crest and logo, with the text "Raffles Institution" and "FOUNDED 1823" below it. Below the logo are two input fields: "Username or Email *" and "Password *". To the right of the password field is a "Forgot password?" link and a green "Login" button. Below these elements is a line of text: "For other login issues, contact soc@tofstech.com". At the bottom left of the form area is a green "Register Teacher" button.

Figure 06: Login Page

3. Home Page (School Information)

After logging in, you will be directed to the “School Information” page.

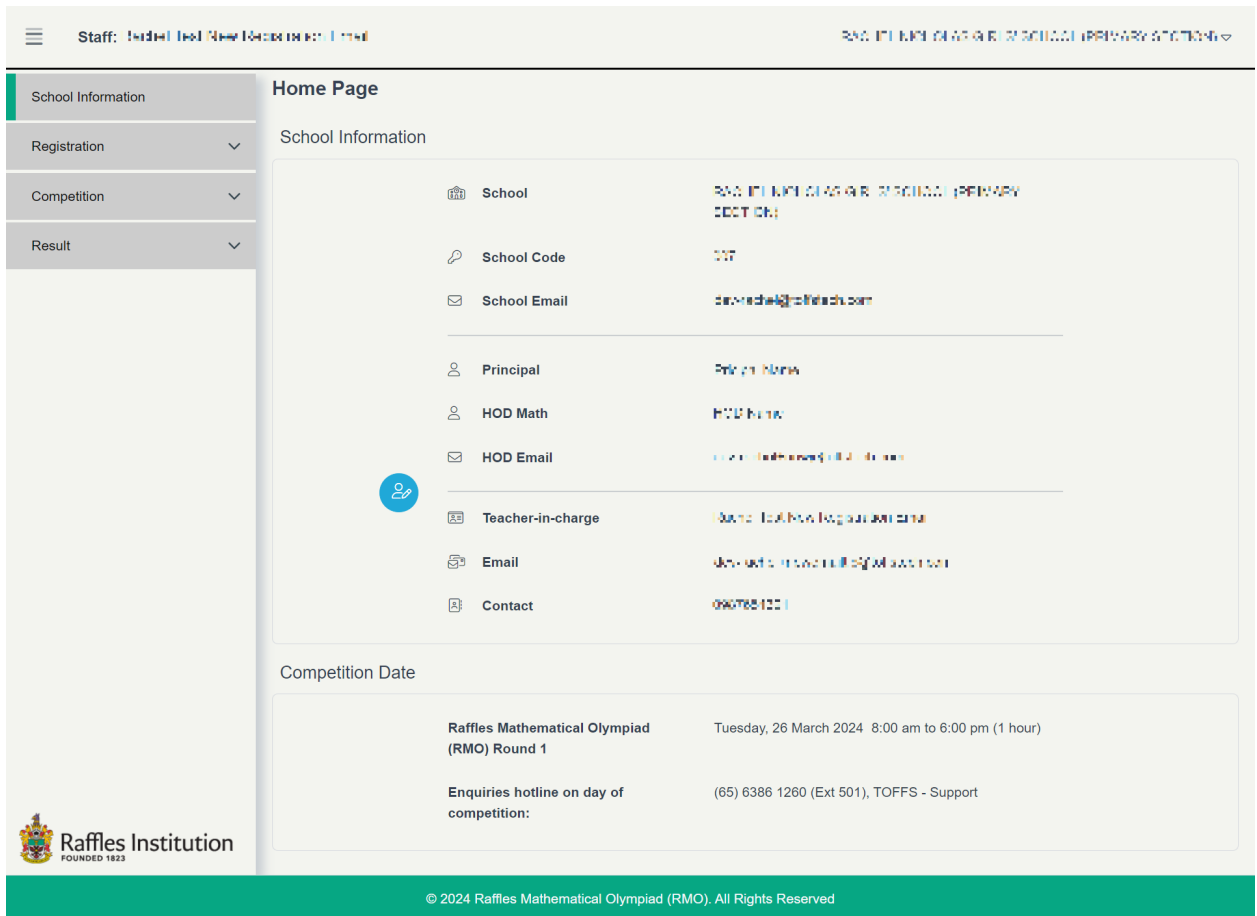


Figure 07: School Information Page

4. Register By Batch

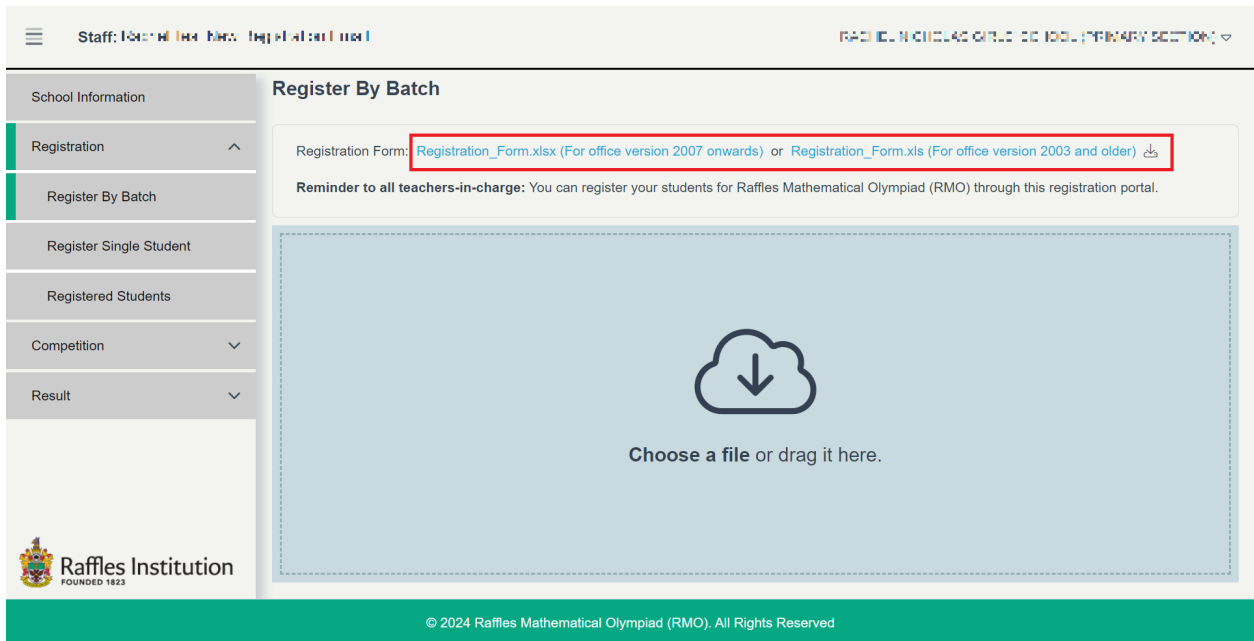


Figure 08: Click on the link to download the registration form

“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.

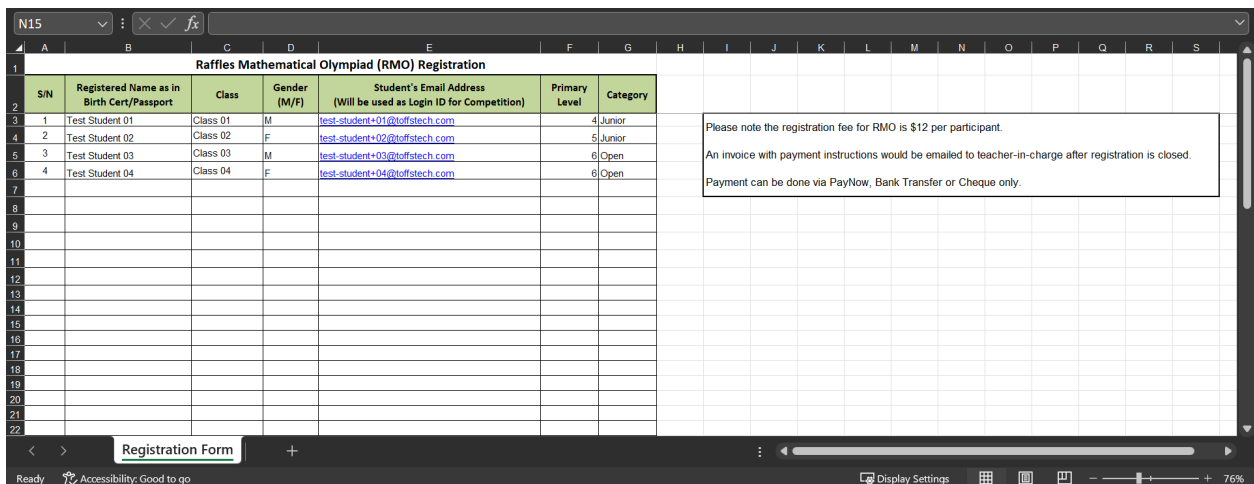


Figure 09: Example of registration form for upload

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”**.

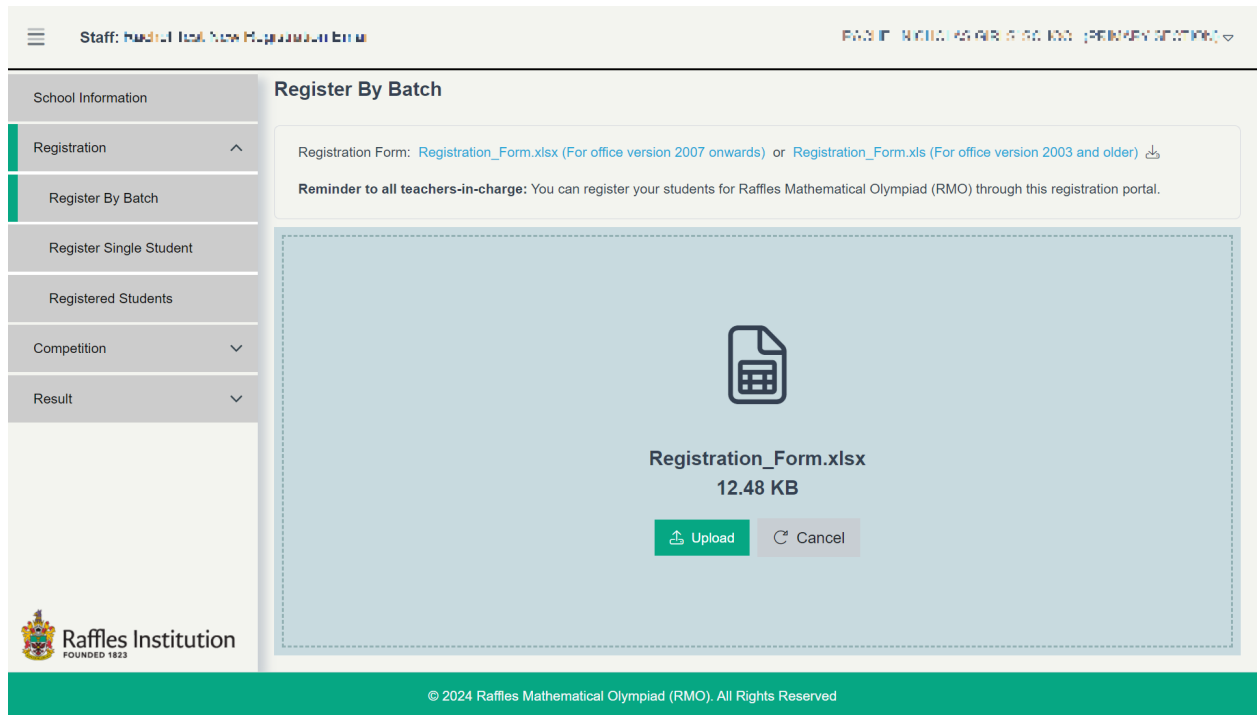


Figure 10: Upload Register Form

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

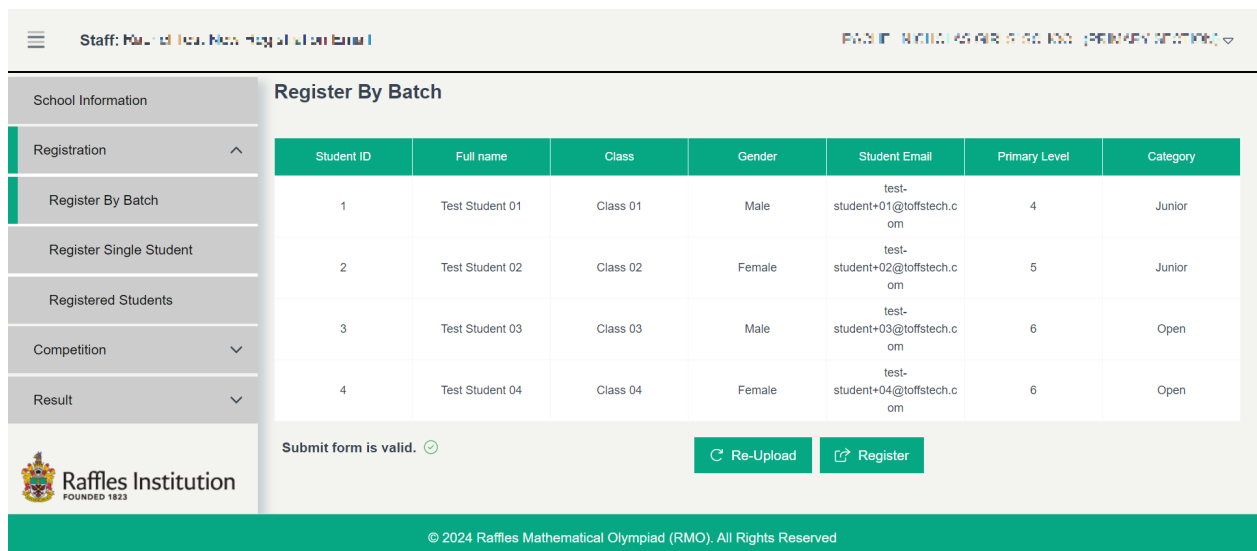


Figure 11: Register by Batch (Valid Upload)

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

Staff: [Home](#) [Test](#) [New Registration Form](#)

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Raffles Institution
FOUNDED 1823

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Student ID	Full name	Class	Gender	Student Email	Primary Level	Category
1	Test Student 01	Class 01	a	test-student+01@toffstech.com	-1	Junior
2	Test Student 02	Class 02	Female	test-student+01@toffstech.com	5	Junior
3	Test Student 03	Class 03	s	toffstech.com	6	Open
4	Test Student 04		Female	test-student+04@toffstech.com	79	Open

Submit form is invalid. ⓘ Show Error Table Re-Upload

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”**.

Staff: [Home](#) [Test](#) [New Registration Form](#)

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Raffles Institution
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Error List Register ⏪ Back

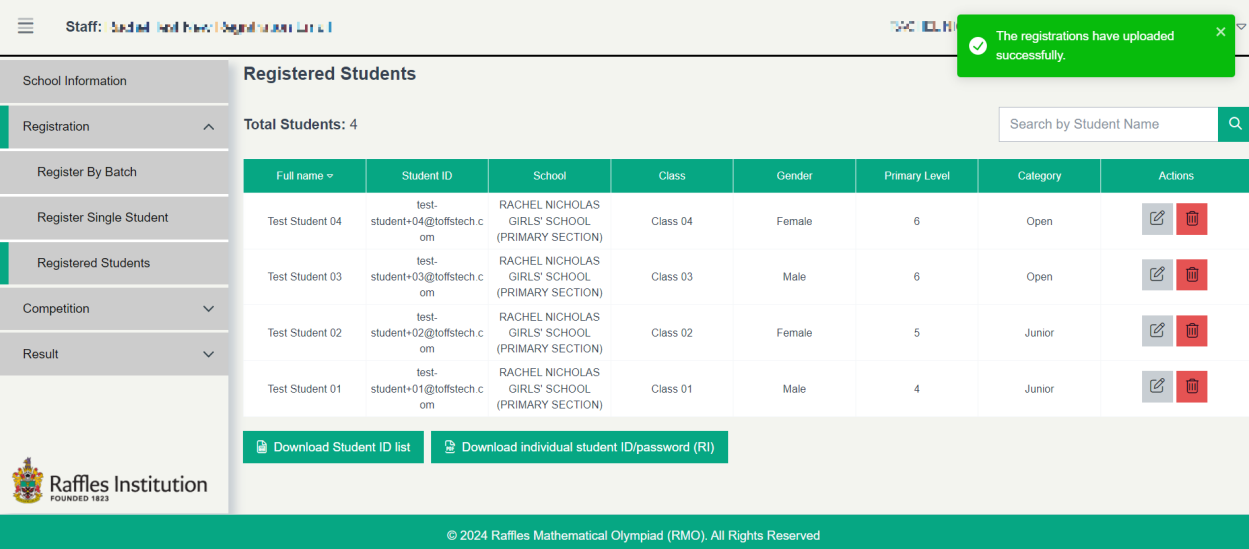
The red line indicates a formatting error or invalid data.
The ⚠ symbol signifies missing data.

Student ID	Full name	Class	Gender	Student Email	Primary Level	Category
1	Test Student 01	Class 01	a	test-student+01@toffstech.com (duplicate email)	-1	Junior
2	Test Student 02	Class 02	F	test-student+01@toffstech.com (duplicate email)	5	Junior
3	Test Student 03	Class 03	s	toffstech.com	6	Open
4	Test Student 04		F	test-student+04@toffstech.com	79	Open

Submit form is invalid. ⓘ Re-Upload

Figure 13: Error List Register

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



The screenshot shows the 'Registered Students' page in the Raffles Institution registration system. A green notification banner at the top right states: "The registrations have uploaded successfully." The page displays a table of registered students with the following data:

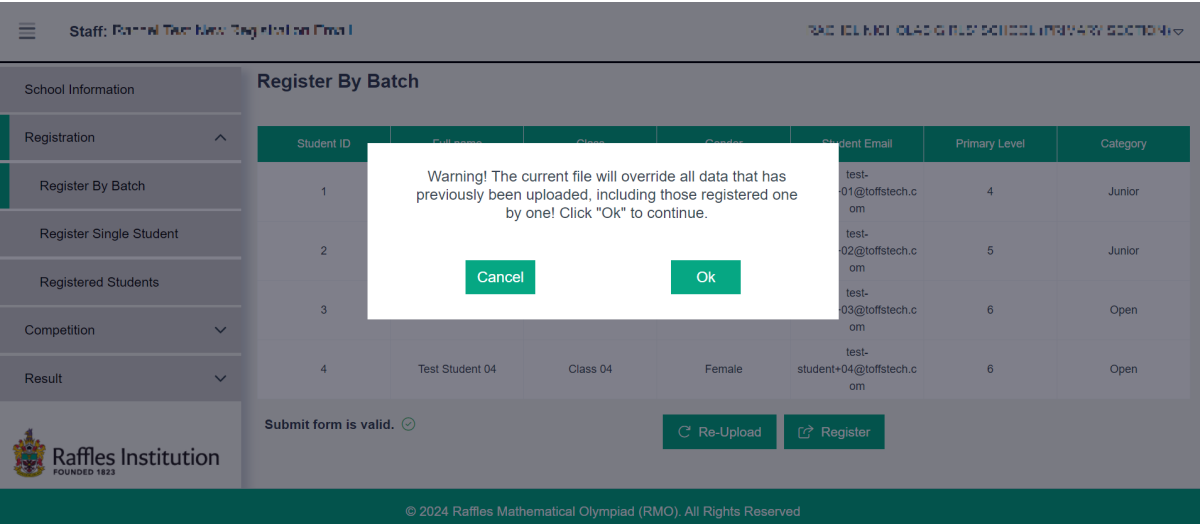
Full name	Student ID	School	Class	Gender	Primary Level	Category	Actions
Test Student 04	test-student+04@tofstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 04	Female	6	Open	[Edit] [Delete]
Test Student 03	test-student+03@tofstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 03	Male	6	Open	[Edit] [Delete]
Test Student 02	test-student+02@tofstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 02	Female	5	Junior	[Edit] [Delete]
Test Student 01	test-student+01@tofstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 01	Male	4	Junior	[Edit] [Delete]

Below the table, there are buttons for "Download Student ID list" and "Download individual student ID/password (RI)". The footer of the page reads: "© 2024 Raffles Mathematical Olympiad (RMO). All Rights Reserved".

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.



The screenshot shows the 'Register By Batch' page in the Raffles Institution registration system. A white warning pop-up message is displayed in the center of the screen, stating: "Warning! The current file will override all data that has previously been uploaded, including those registered one by one! Click 'Ok' to continue." The pop-up has two buttons: "Cancel" and "Ok". The background shows a table of student information with the following data:

Student ID	Full name	Class	Gender	Student Email	Primary Level	Category
1				test-student+01@tofstech.com	4	Junior
2				test-student+02@tofstech.com	5	Junior
3				test-student+03@tofstech.com	6	Open
4	Test Student 04	Class 04	Female	test-student+04@tofstech.com	6	Open

At the bottom of the page, there is a status message: "Submit form is valid." and two buttons: "Re-Upload" and "Register". The footer of the page reads: "© 2024 Raffles Mathematical Olympiad (RMO). All Rights Reserved".

Figure 15: Confirm pop-up

5. Register Single student

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

Staff: Rachel Nicholas
RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Name of Student * Test Register One Student

Email of Student * test-student+05@toffstech.com

Class Optional

Gender Female

Primary Level 5

Category Junior

Register

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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.

Staff: Rachel Nicholas
RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)

School Information

Registration

Register By Batch

Register Single Student

Registered Students

Competition

Result

Registered Students

Total Students: 5

Search by Student Name

Full name	Student ID	School	Class	Gender	Primary Level	Category	Actions
Test Register One Student	test-student+05@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Optional	Female	5	Junior	
Test Student 01	test-student+01@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 01	Male	4	Junior	
Test Student 02	test-student+02@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 02	Female	5	Junior	
Test Student 03	test-student+03@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 03	Male	6	Open	
Test Student 04	test-student+04@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 04	Female	6	Open	

Download Student ID list

Download individual student ID/password (RI)

Raffles Institution
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Figure 17: Register single student successfully

6. Registered Students

In “Registration >> Registered Students” you can find the list of successfully registered students.

The screenshot shows the 'Registered Students' page. At the top right, a green notification box states 'The student has been registered successfully'. Below the notification, there is a search bar labeled 'Search by Student Name'. The main content is a table with the following columns: Full name, Student ID, School, Class, Gender, Primary Level, Category, and Actions. The table contains five rows of student data. Below the table, there are two buttons: 'Download Student ID list' and 'Download individual student ID/password (RI)'. The Raffles Institution logo is visible in the bottom left corner, and the footer contains the text '© 2024 Raffles Mathematical Olympiad (RMO). All Rights Reserved'.

Full name	Student ID	School	Class	Gender	Primary Level	Category	Actions
Test Register One Student	test-student+05@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Optional	Female	5	Junior	[Edit] [Delete]
Test Student 01	test-student+01@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 01	Male	4	Junior	[Edit] [Delete]
Test Student 02	test-student+02@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 02	Female	5	Junior	[Edit] [Delete]
Test Student 03	test-student+03@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 03	Male	6	Open	[Edit] [Delete]
Test Student 04	test-student+04@toffstech.com	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 04	Female	6	Open	[Edit] [Delete]

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.

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.

Full name	School	Class	Username	Attendance	Status
Test Student 01	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 01	test-student+01@toffstech.com	PRESENT	End Competition
Test Student 02	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 02	test-student+02@toffstech.com	PRESENT	End Competition
Test Student 03	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 03	test-student+03@toffstech.com	PRESENT	Login
Test Student 04	RACHEL NICHOLAS GIRLS' SCHOOL (PRIMARY SECTION)	Class 04	test-student+04@toffstech.com	PRESENT	Start Competition

Figure 19: Monitoring Students

8. Download Certificates

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

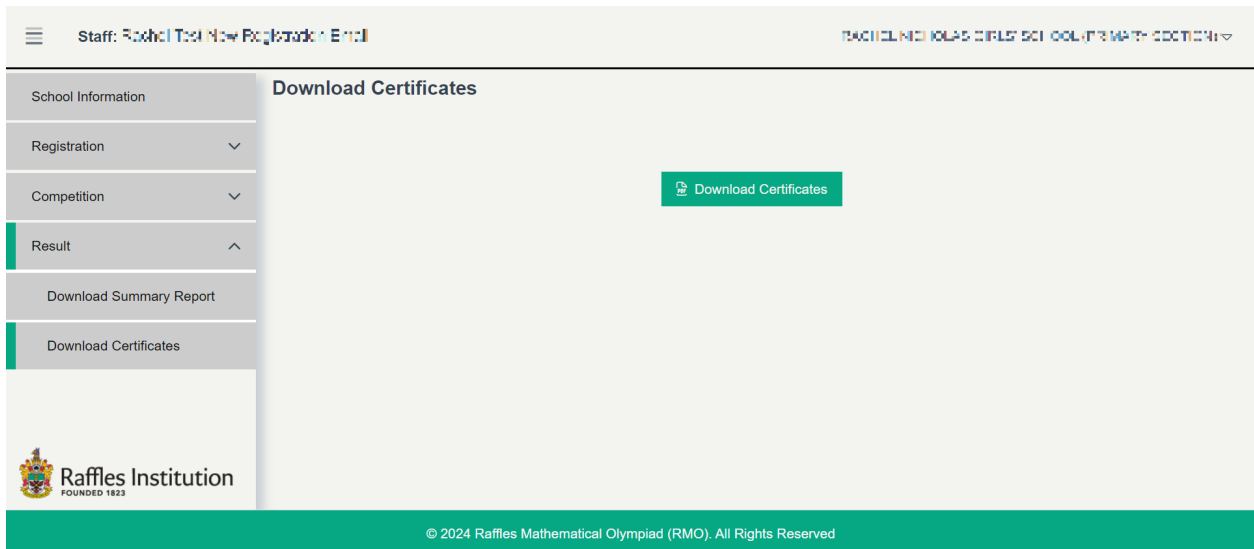



Figure 20: Download Students' Certificates

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”.

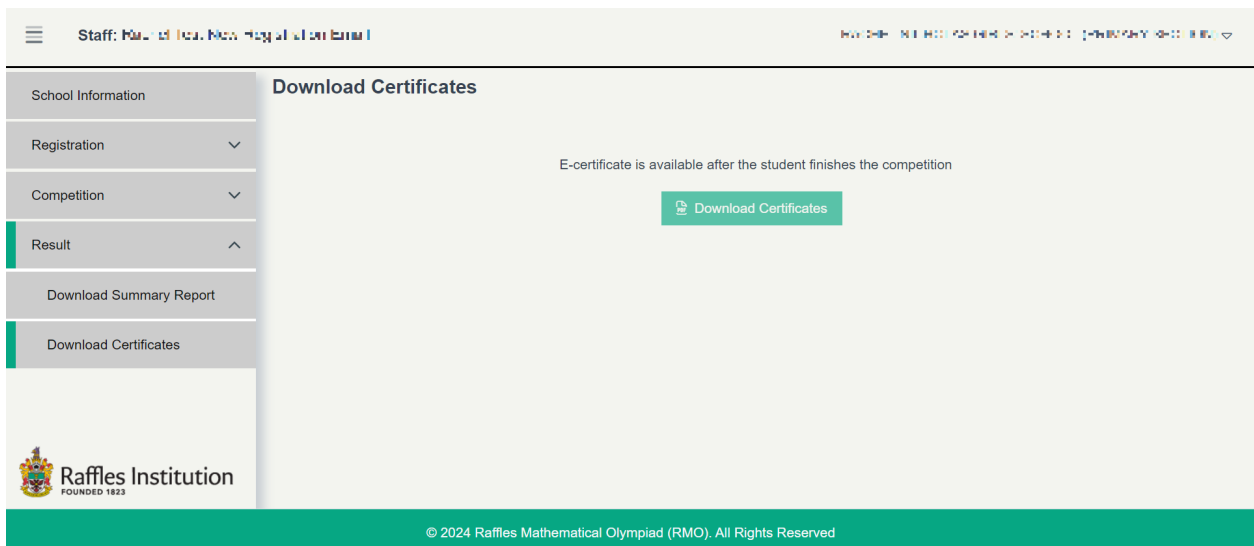


Figure 21: Inactive Students' Certificates

9. Result Summary

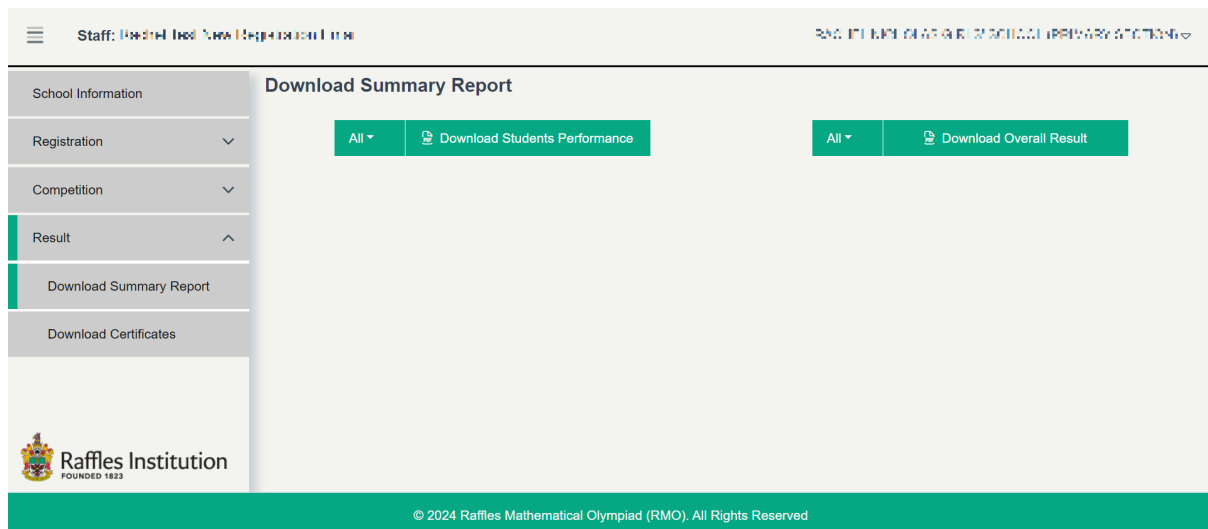


Figure 22: Download Students Performance Report and Download Overall Result

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).

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.

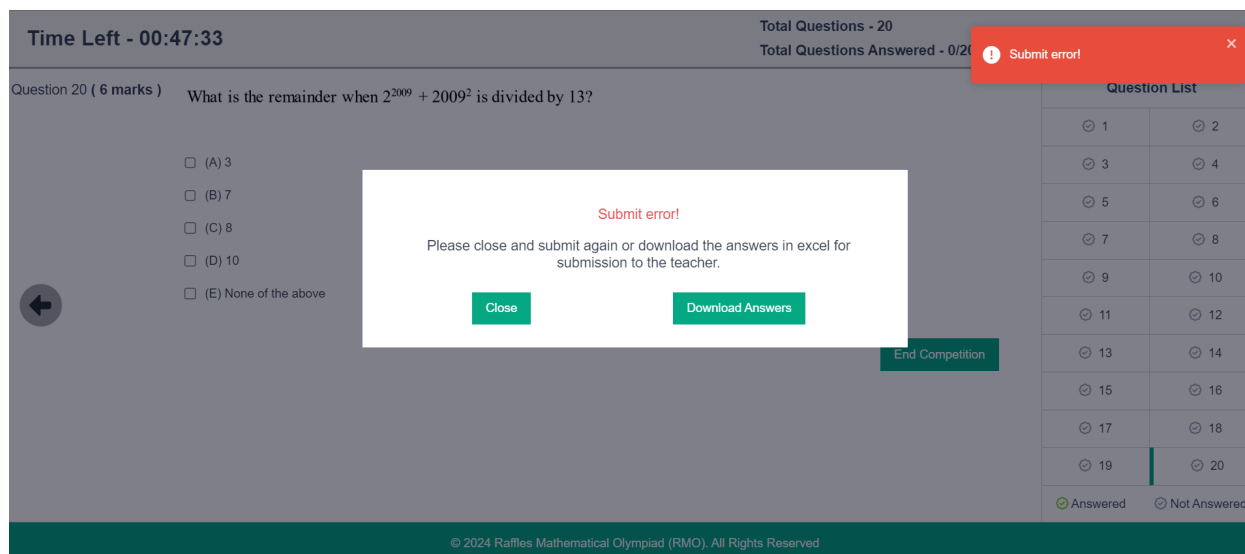


Figure 23: Submit Error Message

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