



ANNEX 1

Hippo Online Platform

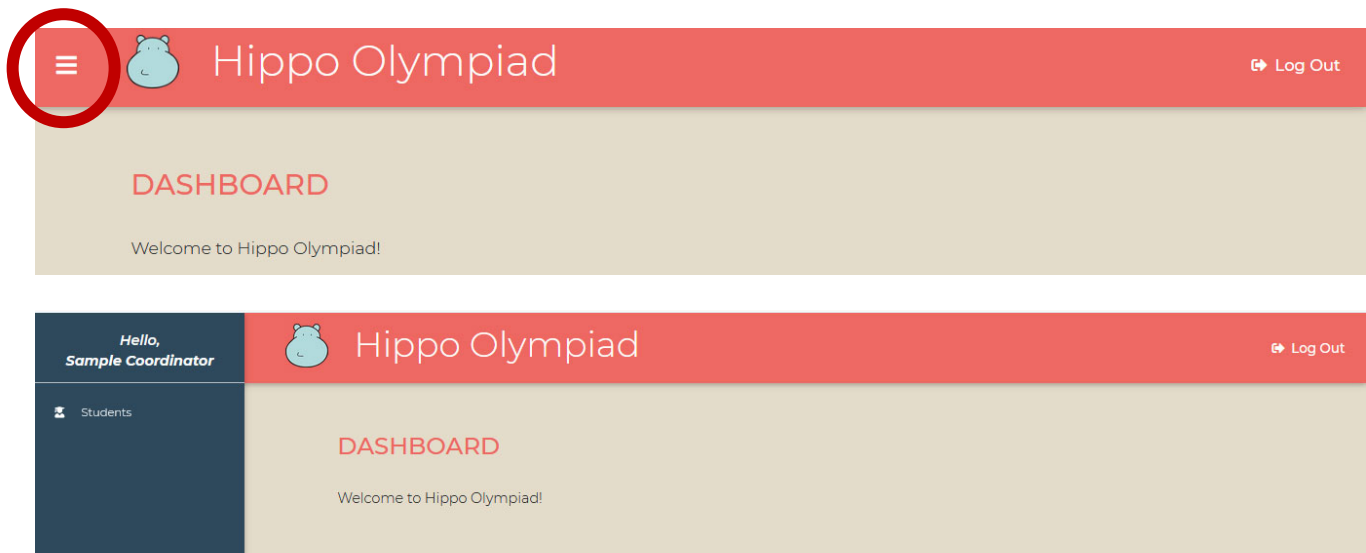
Instructions for School Coordinators

1. Login

Use your unique user name and password for school login on <http://soa.hippo-olympiad.org/> or by selecting the LOGIN button on the official Hippo website: www.hippo-olympiad.org.

After logging in, you will see one of the two screens below, depending on the size of your screen.

Click on the three white lines in the upper left corner to open the Students menu.

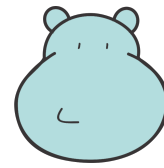




2. Students menu.

All information is in a single window:

- *Audio listening* are audio files for the Preliminary round Listening test.
- *Overview:*
- *Add new student:*



NB: The School field needs to be completed only for the candidates from other schools, that is external candidates, not for the ones that attend the school that is the venue.

After adding new candidate data please click on the *+add new* button.

The system will automatically assign candidate numbers to registered students. Candidate numbers cannot be amended.

3. Amendments

Left-click on the icon as you can see in the picture below to change the candidate data (name, date of birth, Hippo category).

Student ID	First/Last Name	Date of Birth	School	City	Grade	Level	PRELIMINARY				SEMIFINAL			Active		
							Read	Use	Listen	Score	Read	Write	Score			
					4	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
					7	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

4. Attendance report

Attendance report per category can be found in the upper menu of the window.

The screenshot shows the 'STUDENTS OVERVIEW' page. At the top, there are buttons for 'AUDIO LISTENING', 'OVERVIEW', and '+ ADD NEW STUDENTS'. Below these are tabs for 'SOA Cert Preliminary', 'Attendance Report', and 'EXPORT'. A table shows scores for various categories: hippo little, hippo 1, hippo 2, hippo 3, hippo 4, hippo 5, hippo S10, hippo S15, and hippo S19. Below the table are search filters for 'Name and Surname', 'Grade...', and 'Level...'. A red arrow points to the 'Attendance Report' tab.

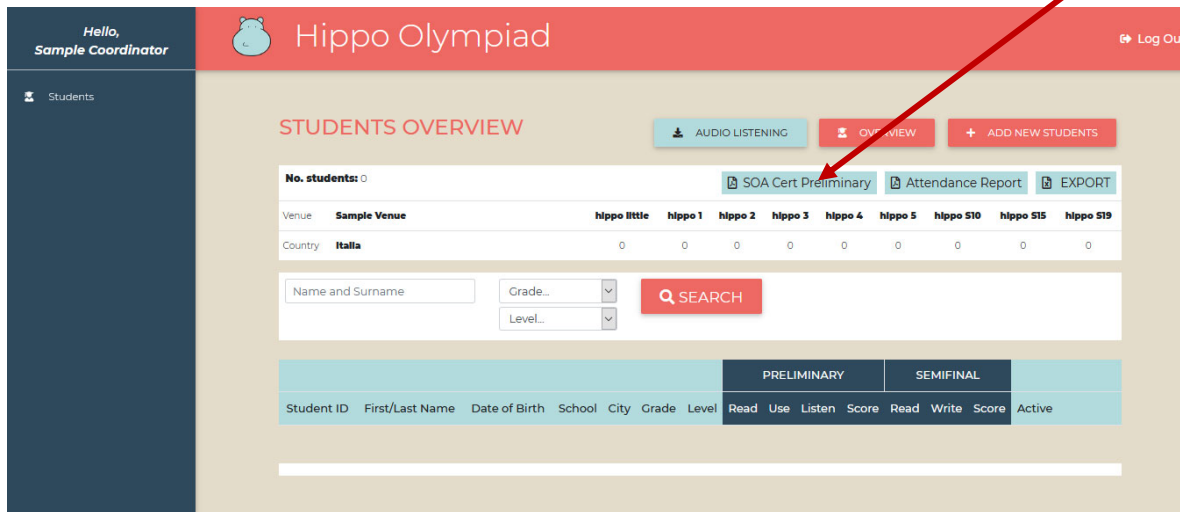
School coordinators are required to print the attendance registers for the preliminary round of the Olympiad. Please select list by list (category by category). The selected list will appear in a new window in PDF format.



The full list of candidates is available by clicking on the *Export* button to the right of the *Attendance Report* button.

5. Candidate Certificates

By clicking on *SOA Cert Preliminary* you can download the PDF for all your candidates with the number of points for all three preliminary round exams.



If you experience any technical problems or have further questions, please contact us at info@hippo-olympiad.org.

NB: School Coordinators are kindly asked to always log out after using .soa.