HIPPO2020

8th INTERNATIONAL ENGLISH LANGUAGE OLYMPIAD

ENGLISHWITHOUTBORDERS

ANNEX 1

Hippo Online Platform

<u>Instructions for School Coordinators</u>

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.

2. Registering candidates

   After logging in, you will be able to fill in student details in the ADD NEW STUDENT section. After completing the required fields, click on the ADD NEW button.

Hippo Olympiad   Welcome sneschool | Log out

Home

Students Overview

Student ID:	Name And Surname:	Grade:	Level:	
	OR	Select Grade ⇕	Select Level ⇕	Search

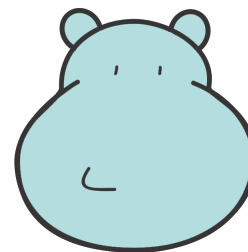|			hippo little	hippo 1	hippo 2	hippo 3	hippo 4	hippo 5	hippo S1	hippo S2
School:	**sneschool**									
Country:	**Italia**			0	0	0	0	0	0	

DOWNLOAD: HIPPO Little Listening | HIPPO 1 Listening | HIPPO 2 Listening | HIPPO 3 Listening | HIPPO 4 Listening | HIPPO 5 Listening | HIPPO S1 Listening | HIPPO S2 Listening

* To download an audio file, please click on the link above with the right mouse button, and then click on "Save link as..." ("Save Target as") option and select a folder to save the file.

Add New Student

First and Last Name	Date of Birth	School	Grade ❓	Level	
	DD.MM.YYYY	sneschool	Select Grade ⇕	Select Level ⇕	Add New
use standard latin letters ONLY	DD.MM.YYYY				

Student ID	First/Last Name	Date of Birth	School	City	Grade	Level	Read	Listen	Score

---

3. Amendments

   Left-click on any of the data columns (name, date of birth, Hippo category) to change the details.

Student ID	First/Last Name	Date of Birth	School	City	Grade	Level	Read	Listen	Score	
700004	ANTONIO PIACENTI	04.08.2005	sneschool	Terni	8	3	0.00	0.00	0.00	✖

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

5. Attendance Lists

Student ID	First/Last Name	Date of Birth	School	City	Grade	Level	Read	Listen	Score	
700004	ANTONIO PIACENTI	04.08.2005	sneschool	Terni	8	3	0.00	0.00	0.00	

Print Attendance Register: HIPPO 3   Export to Excel

   Attendance Lists per category can be found in the bottom right corner of the window.

   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 printable format.

   The full list of candidates is available by clicking on the EXPORT TO EXCEL button.

6. 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.