Navigating the Coordinator Dashboard

1: Create a competition or restart an existing one you've updated.

2: Get a spreadsheet of all the registered schools in your state, including each school's School ID#.

3: Manage students for each registered school in your chapter after you've imported them.

4: Add students from each registered school in your chapter to MOSS. Don't see this button? Refer to the table on pages 2-4 for more information.

5: Email an invitation to computer scoring volunteers.

6: Click here to enter student scores.

7: Generate both PDF and spreadsheet reports when you're finished scoring.

A: Default view of all schools in your state.

B: Filter schools in your state by chapter.

C: Search for a specific school in your chapter or state.

D: Click a school's name to edit its record.

See the next 3 pages for more detailed information about these Coordinator Dashboard tools and features.
<table>
<thead>
<tr>
<th>Feature or Tool</th>
<th>Description</th>
<th>Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Schools in My State</td>
<td>This is the default view for the list of registered schools. Before starting your competition or scoring with MOSS, you must check this list of registered schools in your state. You’ll need to do the following: 1) Ensure all the schools that should be in your chapter are tagged with your chapter. 2) Ensure only the schools that should be in your chapter are tagged with your chapter. If you need to re-tag schools to put them in a different chapter, then you will need to use the hyperlinked school names and/or the search feature. Both of these features are explained below and in the guide <em>Putting Schools in the Right Chapter</em>.</td>
<td>Putting Schools in the Right Chapter</td>
</tr>
<tr>
<td>Registered Schools in My Chapter</td>
<td>You also can filter the list of registered schools to show only the schools currently tagged for your chapter. This is a helpful feature for ensuring you have the schools in your chapter tagged correctly. If one of your schools is registered but does not show up in the “Registered Schools in My Chapter” filter applied, then its chapter information needs to be updated. You also will be able to see the number of team members and individuals registered for each school. If there is a discrepancy between the number of students officially registered and the number a coach believes s/he has registered, then you can refer to this list. Learn more about editing the number of registered students at a school in the Editing School Registrations guide.</td>
<td>Editing School Registrations</td>
</tr>
<tr>
<td>Search for a School</td>
<td>If you know the name or School ID# of a specific school in your state, then you can search for that school. We recommend typing only a word or two to start, in case the name is slightly different in the school list. For example, St. Joseph’s Day School could be listed as Saint Joseph Day School, meaning “Joseph” would be the best word to use to search for that school.</td>
<td></td>
</tr>
<tr>
<td>Hyperlinked School Names</td>
<td>When you need to edit a school’s record to reassign it to a different chapter, simply click on the hyperlinked name of the school to pull up its record. You also can right click the name to open and edit the record in a new tab or window. Chapter information is supplied either by coaches or other coordinators, but it is possible (or even likely for bigger states with lots of chapters) that the chapter information is wrong and must be updated. The guide <em>Putting Schools in the Right Chapter</em> explains how to edit a school's record in MOSS.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage Competition</td>
<td></td>
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<tr>
<td>---</td>
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<td>---</td>
</tr>
</tbody>
</table>
|1 | Manage Competition | You’ll use the tools in “Manage Competition” to do the following:  
1) **Add or Edit Competition Information**: You’ll set or edit basic information related to your competition, like the date and location.  
2) **Start Your Competition**: Starting your competition essentially tells MOSS to pull all of your data as-is into the scoring portal.  
3) **Restart Your Competition**: If you make updates to schools in your chapter or use the student import feature, you’ll need to restart your competition before scoring in MOSS, so you pull the most up-to-date information into MOSS. |

<table>
<thead>
<tr>
<th></th>
<th>Export Schools</th>
<th></th>
</tr>
</thead>
</table>
|2 | Export Schools | You can use the Export Schools feature to view all of the registered schools for your state as a spreadsheet. For some coordinators, identifying the schools to reassign to different chapters may be easier to do using a spreadsheet and the search feature.  
You also will use the Export Schools feature to get the unique School ID# for each of your registered schools, which you will need to import your students. |

<table>
<thead>
<tr>
<th></th>
<th>Manage Students</th>
<th></th>
</tr>
</thead>
</table>
|3 | Manage Students | You can use the Manage Students feature to view all of the imported students for your chapter and make any necessary changes to the grade level, gender or spelling of a student’s name.  
You also will have the ability to delete students, which you should use if you have major changes to make to a student’s record (for example, changing students completely or changing a student from a team member to an individual). After you’ve deleted the students, you’ll be able to (re)import new or corrected students using the Import Students tool. |

<table>
<thead>
<tr>
<th></th>
<th>Import Students</th>
<th></th>
</tr>
</thead>
</table>
|4 | Import Students | Use the Import Students button to add students for each registered school. You’ll download an Import Template, which you can send to your coaches to collect student competitor information. Then, you can upload the completed Import Template(s) into MOSS to complete your student import.  
The Import Students button will not appear until the Competition Lockout Date has occurred. Please review the *Creating a Competition* guide for more information regarding this. |

<table>
<thead>
<tr>
<th></th>
<th>Invite Scoring Volunteer</th>
<th></th>
</tr>
</thead>
</table>
|5 | Invite Scoring Volunteer | If you have scoring room volunteers who will be entering scores into MOSS (your computer scorers), you can use the Invite Scoring Volunteer feature to email them an invitation.  
Note, as of January 2018 these users will have access to all the same tools in MOSS that a coordinator does. |
<table>
<thead>
<tr>
<th>#</th>
<th>6</th>
<th>Chapter Scoring</th>
</tr>
</thead>
</table>
|   |    | This is your primary Competition Day tool. The Chapter Scoring window looks a lot like a tally sheet, so you can enter in the Sprint and Target Round scores for your individual competitors and the Sprint, Target and Team Round scores for your team competitors. There are two ways to enter scores:
|   |    | 1) For each student, you can mark each question they answered correctly. If you use this method, then MOSS will calculate student ranks for you and break any ties based on the difficulty of the questions the students answered correctly.
|   |    | 2) For each student, you can skip the individual questions and select the total number of questions they answered correctly on the round. If you use this method, then MOSS will calculate student ranks for you, but will be unable to break ties based on question difficulty.
|   |    | If you need to administer a Tiebreaker Round or if your chapter administers an official Countdown Round, then you also can use the Chapter Scoring tools to manually re-rank the students in your chapter.

<table>
<thead>
<tr>
<th>7</th>
<th>Coordinator Reports</th>
</tr>
</thead>
</table>
|   | When you have wrapped up your chapter scoring at your competition, you can generate reports of the students who are advancing, each school and student’s scores, and the full report of all student rankings.
|   | Because MOSS is housed in the MATHCOUNTS website, the national office automatically will receive your saved chapter results.

Be sure to refer to the PDF guides to familiarize yourself with the MOSS tools and features.
A FEW WEEKS BEFORE COMPETITION DAY

Creating a Competition

It is important to log into the Coordinator Section of the website at least a few weeks before your competition date—whether or not you’re planning to use MOSS at your event. The Coordinator Section includes all of your registered school information and commonly used forms and materials.

If you’re using MOSS, you’ll need to log in so you can create your competition, which includes 1) setting competition information and 2) editing this information as needed. We’ll explain each of these in this section.

When you first log into the Coordinator Section, you should click on the Coordinator Dashboard tab at the top of the page. You can click this tab throughout the scoring process to return to your Coordinator Dashboard.

After clicking on the Coordinator Dashboard tab, you’ll see the following buttons. For a summary of the Coordinator Dashboard tools, please refer to the “Navigating the Coordinator Dashboard” video or PDF guide.

Click on the Manage Competition button to get started with creating your competition.

If you have not created a competition for your chapter yet, the only option that will appear when you click on Manage Competition will be Create a competition. (After you have created a competition, additional options will appear, which we will cover later in this PDF guide).

Click on Create a competition, which will open a window within MOSS (see next page).
Once the Create Competition window opens, fill in all the fields and click **Save** when you have finished.

After you have created your competition, you’ll receive a confirmation that it has been created.

Moving forward, you can click on **Edit competition details** to make any changes to this information. Each time you edit your competition, you’ll receive a confirmation that your competition has been updated as shown at the right.

You’ll click **Start the competition** now so you can perform other functions in MOSS to prepare for competition day. *Note, however, that you will again come back to this page immediately before entering the first score at your competition and click Start the competition again so you are working with the most up-to-date registration data.*

**Warning!** Clicking Start the competition will clear out any scores or rankings you have created and pull all of your existing school and student data into the scoring system. This means 1) You **must** click Start the competition after you’ve imported any new school or student data, and 2) If you entered any scores for students before reassigning schools, adding students or making any other changes to your data, then you will lose the scores you entered when you restart your competition.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>This competition title will appear on your reports.</td>
</tr>
<tr>
<td><strong>Competition Data Set</strong></td>
<td>This information helps the national office determine how MOSS is being used for this chapter.</td>
</tr>
<tr>
<td><strong>Competition Date</strong></td>
<td>This competition date will appear on your reports.</td>
</tr>
<tr>
<td><strong>Competition Lockout Date</strong></td>
<td>This date determines when coaches are locked out from adding or editing student information. Once this date occurs coaches can no longer submit this information directly through their Coach Dashboard. At this point the system will also begin allowing Coordinators the ability to add students into the system. The Student Import button will not appear on the Coordinator Dashboard until this date has occurred. Is recommended that you set this date to be at least a week before your competition.</td>
</tr>
</tbody>
</table>

Field Description:

- **Title**: This competition title will appear on your reports.
- **Competition Data Set**: This information helps the national office determine how MOSS is being used for this chapter.
- **Competition Date**: This competition date will appear on your reports.
- **Competition Lockout Date**: This date determines when coaches are locked out from adding or editing student information. Once this date occurs coaches can no longer submit this information directly through their Coach Dashboard. At this point the system will also begin allowing Coordinators the ability to add students into the system. The Student Import button will not appear on the Coordinator Dashboard until this date has occurred. Is recommended that you set this date to be at least a week before your competition.
On your Coordinator Dashboard, below your MOSS tools, you will find a list of registered schools. This list can either display all of the schools for your entire state, which is the default view setting on the dashboard, or can be filtered to show only the registered schools in your chapter.

Because the current chapter information for each school is provided by coaches upon registration and/or other coordinators at the beginning of the program year, human error, changes to chapter boundaries or simple miscommunication can mean your schools’ chapter assignments are incorrect. To use MOSS, you must ensure that all of the schools in your chapter—and only those—are assigned to your chapter. This means you may need to do one or both of the following, which will be explained in this section:

1) Tag a school for your chapter that is either missing a chapter tag or is tagged for a different chapter.
2) Remove your chapter tag from a school that has been incorrectly added to your chapter.

We’ll start with tagging a school for your chapter that is either missing a chapter tag or tagged for a different chapter. Make sure you’re on the Coordinator Dashboard. Before you can edit schools, you’ll need to review the entire list of schools in your state; there are two ways to do this.

Option 1: Scroll to the bottom half of the dashboard to access Registered Schools. Click on the Registered Schools in My State view. You should not need to click on this, as it should be the default view, but if you’ve clicked on the other tab, you’ll need to click the state tab to return to the view of schools in your state. Look through this list to see if you notice any schools that should have your chapter listed in the State & Chapter column but do not. You’ll learn how to edit these school records on the next page.

Option 2: Scroll back up to the MOSS tools and click on the Export Schools button. This will enable you to download a spreadsheet of the entire state’s list of registered schools.

What’s Nice About Option 1: Because you’ll need to click on the hyperlinked names of any school that needs its chapter updated, it’s nice to be able to look through and edit in the same place. Schools are listed alphabetically.

What's Nice About Option 2: You can use this spreadsheet to look for schools that are mis-tagged by sorting the spreadsheet by chapter. The spreadsheet also includes the School ID# for each school, which can make it easier to search for a school to edit.
Editing a School's Chapter: Click on the hyperlinked school name in Registered Schools (or right click to open and edit the school record in a new tab or window). An Edit School Record page for the school you selected will populate, which will allow you to make necessary changes. For example, imagine the Island Chapter Coordinator in the state of Koala Carolina knows Roosevelt Middle School in Smithfield, KC is supposed to be in her chapter, but currently is tagged as being in the Northeast Region Chapter:

1: The Island Chapter Coordinator clicks the hyperlinked school name, which populates the Edit School window.

2: In the Edit School window, she scrolls to the State and Chapter section about halfway down the page. We've cropped this page to make it easier to show where to go.

3: Using the drop-down menu she changes the assigned chapter and clicks Save at the bottom of the window.

4: The Island Chapter Coordinator is redirected to a confirmation page once her changes are saved. The dashboard's Registered Schools list also will show this.

Warning! Before scoring anything with MOSS, you must repeat this process for each school that is mis-tagged so your chapter's list is accurate.
Verifying Your Chapter Schools List Is Accurate: After you have updated any schools that need to be added or removed from your chapter, there are a few ways to see the list of schools in your chapter so you can verify it is accurate.

**Option 1:** Use the Registered Schools in My Chapter filter under Registered Schools on the Coordinator Dashboard. Review the final list of your chapter's registered schools to make sure it is accurate.

**Option 2:** Use the Export Schools tool to generate a spreadsheet. The spreadsheet will include your entire state's schools, but you can simply sort by chapter to get your list of registered schools.

Now that you have your complete list of schools and a record of their number of registered teams and individuals, you need to contact any school coaches who have not already submitted all their student information. The student information you will need to request includes: **First Name**, **Last Name**, **Grade**, **Gender** and **Team or Individual**. Before contacting the coaches it may be helpful to check what student information has already been submitted by coaches. Refer to the Checking Coach Submitted Student guide for more information.

Because you will import this information into MOSS, you may wish to send each coach a copy of the Import Template for them to fill in and return to you not later than one week before the competition. Refer to the Importing Students guide for more information about using the Import Template.
TWO WEEKS BEFORE COMPETITION

Checking Coach Submitted Students

Leading up to the competition, coaches have the ability to submit student information directly into MOSS using their Coach Dashboard.

Before requesting any student information directly from coaches it is a good idea to check what, if any, student information they have already provided.

To get a list of all students currently in your MOSS chapter you'll use the Manage Students button on the Coordinator Dashboard.

The Manage Students tool allows you to sort by chapter. To do this, simply use the drop-down menu to select your state, which will automatically trigger a drop-down menu for you to select your chapter.

Once you've selected your state and chapter, as shown with the Island Chapter Coordinator example to the left, click Apply to generate the list of all of your registered students. This will include both students entered by the coach and any additional ones added by the coordinator.

A csv list of all students can be downloaded by clicking the CSV button at the bottom of the student list.

It is possible no students will be listed. This means that coaches have not yet submitted any student data.

Even if a coach has already submitted information for their full roster of students, it can be helpful to reconfirm that information with the coach. This can help ensure there are no new changes which the coach forgot to submit.
ONE WEEK BEFORE COMPETITION DAY
Importing, Editing, Adding and Deleting Students

After you’ve become acquainted with the Coordinator Dashboard, created your competition and re-tagged any chapters that needed to be updated, you can import the student competitor information into MOSS.

We strongly recommend having your coaches type up this information for their school. This saves coordinators time when importing and also makes each coach responsible for accurately spelling and typing his own students’ names. We provide an import template spreadsheet, which you can send to all of the coaches registered in your chapter, to make it easier to get this information from your coaches.

To begin, click the **Import Students** button on the Coordinator Dashboard.

Warning! The Importing Students button is only for adding new students into the system, not for editing them. If you try to re-import a student with corrected information, you may create duplicate students. Use the Edit Students button on the Coordinator Dashboard to edit student records, which will be covered later in this section.

Next, click **Download a template** and open or save the spreadsheet template, called “student_importer_template.csv.” Any students you add to MOSS must be imported into a CSV spreadsheet template. Other formats (.xls, .xlsx, etc.) will not work and if you try to import a spreadsheet that has missing or rearranged columns, the import will not work.

We suggest emailing the template to your coaches with instructions for entering the data correctly. On the following page, we will explain how data must be entered into this spreadsheet.
Below is the template for importing students into MOSS. Note, when this CSV file is downloaded, all the column headers are collapsed so not all text will be in view. You can resize these columns, as we have done below.

We have included notes below about each column, which will be helpful to ensure your import works properly. **Optional** (but highly useful) fields when importing are in orange below, and **required** fields are in blue. It would be a good idea to share this information with the coaches who will be entering in student data when you email them the import template.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student First Name</strong></td>
<td><strong>Student Last Name</strong></td>
<td><strong>Gender (Male or Female)</strong></td>
<td><strong>Student grade Level (6, 7 or 8)</strong></td>
<td><strong>School ID (Number)</strong></td>
<td><strong>Competitor Type (Team or Individual)</strong></td>
</tr>
</tbody>
</table>

**A & B:** This information is required and will be imported exactly as it is typed, so it is important that the first and last name for each student are typed as they should appear in reports (with capital letters at the beginning, hyphens and/or spaces where needed, etc.).

For example, if a coach types "jonny" and "quest" as the first and last name respectively into the system for a student, that student's name will be "jonny quest," not "Jonny Quest," in reports and spreadsheets generated by MOSS.

**1 & 2:** This information is not required to import a student, meaning if a coach does not give you the grade level or gender for a student, you still can import that student into MOSS (but this information also will be missing from reports and spreadsheets).

**1:** This information must be typed exactly as indicated in the column header above. Misspelling or not capitalizing Male or Female, for example, can disrupt your import.

**2:** The grade level must be typed as a single number and only can be a 6, 7 or 8. If a coach types “6th” or “Grade 7,” for example, the import will not work.

**Warning!** Your coaches likely will not know the **School ID#** for their school. They should leave this field blank when they fill in student information. Then, once you have received each school’s completed spreadsheet, you can add in the School ID# yourself (pulled from the Export Schools tool).

**C:** This information is required and must be typed exactly as indicated in the column header above. Coaches must specify which students will be on the team and which will be individuals.

Coaches must type out the entire word, “Team” or “Individual,” and cannot use abbreviations or the first letter of the word.

If a school registered a team, no more than 4 students should be tagged with Team.
1 & 2: Check Number of Imported Students Against Registration Record – You'll need to check that each coach has provided information for all of the competitors and has not entered student information for more students than the school paid to register. If the completed import template does not match the registration record, you will need to get in touch with the coach about either registering more/fewer students or removing students from the Import Template. Note, a school's registered team can have fewer than 4 students, but not more; if a coach provides a list with 3 students tagged as "Team," it may be a good idea to confirm the school has a team of only 3 students, but this will not impact MOSS's ability to import or score that team's tests.

For example, based on the Exported Schools list (above), we see in the Island Chapter that Clark Homeschool has registered 1 team + 3 individuals (7 students), Edison Middle School has registered 1 team + 4 individuals (8 students) and Roosevelt Elementary has registered 1 team (4 students).

3: Add School ID# – You'll need to copy the 5-digit School ID# for each of your schools and paste it into the completed Import Template for each student from that school.

For example, the Island Chapter Coordinator has sorted the exported schools spreadsheet by chapter and highlighted in yellow the 3 schools registered for her chapter. She is copying Roosevelt Elementary's School ID# to paste into the completed templates for each student at Roosevelt. She'll do this same process using Clark Homeschool and Edison Middle School's School ID#’s, as well.

Warning! MOSS will skip students in the spreadsheet beyond the registered number of team members and individuals for a school. If your import includes 5 students tagged as "Team," then MOSS will skip the fifth student altogether. If a school has 8 registered students (4 team members + 4 individuals), but the coach lists 10 students (5 team members + 5 individuals) in the Import Template, then the last student listed as a team member, as well as the last student listed as an individual on the spreadsheet will be skipped. Please ensure each school's Import Template entries do not exceed the number of registered students.
**Complete Import:** After you have confirmed the number of registered students matches the number of students to be imported for each school and added the School ID# to the Import Template, you should compile it into one spreadsheet, which you'll need to make sure is saved as a CSV. (MOSS will allow you to make multiple imports, but it will likely save you time to compile your school data together so you run as few imports as possible.) Save the CSV file to your desktop.

Following our Island Chapter example, a correctly completed Import Template might look like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student First Name</td>
<td>Student Last Name</td>
<td>Gender (Male or Female)</td>
<td>Student grade Level (6, 7 or 8)</td>
<td>School ID (Number) Competitor Type (Team or Individual)</td>
</tr>
<tr>
<td></td>
<td>Big</td>
<td>Bird</td>
<td>Male</td>
<td>7</td>
<td>76105</td>
</tr>
<tr>
<td></td>
<td>Cookie</td>
<td>Monster</td>
<td>Male</td>
<td>8</td>
<td>76105</td>
</tr>
<tr>
<td></td>
<td>Kermit</td>
<td>theFrog</td>
<td>Male</td>
<td>6</td>
<td>76105</td>
</tr>
<tr>
<td></td>
<td>Count</td>
<td>vonCount</td>
<td>Male</td>
<td>7</td>
<td>76105</td>
</tr>
<tr>
<td></td>
<td>Kevin</td>
<td>Durant</td>
<td>Male</td>
<td>8</td>
<td>76102</td>
</tr>
<tr>
<td></td>
<td>Justin</td>
<td>Gatiin</td>
<td>Male</td>
<td>7</td>
<td>76102</td>
</tr>
<tr>
<td></td>
<td>Kerri</td>
<td>Walsh Jennings</td>
<td>Female</td>
<td>6</td>
<td>76102</td>
</tr>
<tr>
<td></td>
<td>Katie</td>
<td>Ledecky</td>
<td>Female</td>
<td>7</td>
<td>76102</td>
</tr>
<tr>
<td></td>
<td>Michael</td>
<td>Phelps</td>
<td>Male</td>
<td>8</td>
<td>76102</td>
</tr>
<tr>
<td></td>
<td>Ali</td>
<td>Raisman</td>
<td>Female</td>
<td>7</td>
<td>76102</td>
</tr>
<tr>
<td></td>
<td>Diana</td>
<td>Taurasi</td>
<td>Female</td>
<td>6</td>
<td>76102</td>
</tr>
<tr>
<td></td>
<td>Jar Jar</td>
<td>Binks</td>
<td>Male</td>
<td>7</td>
<td>76099</td>
</tr>
<tr>
<td></td>
<td>BB-eight</td>
<td>Droid</td>
<td>Male</td>
<td>8</td>
<td>76099</td>
</tr>
<tr>
<td></td>
<td>R-two</td>
<td>D-two</td>
<td>Male</td>
<td>6</td>
<td>76099</td>
</tr>
<tr>
<td></td>
<td>C-three</td>
<td>PO</td>
<td>Male</td>
<td>7</td>
<td>76099</td>
</tr>
<tr>
<td></td>
<td>Padma</td>
<td>Amidala</td>
<td>Female</td>
<td>8</td>
<td>76099</td>
</tr>
<tr>
<td></td>
<td>Obi-Wan</td>
<td>Kenobi</td>
<td>Male</td>
<td>7</td>
<td>76099</td>
</tr>
<tr>
<td></td>
<td>Luke</td>
<td>Skywalker</td>
<td>Male</td>
<td>6</td>
<td>76099</td>
</tr>
<tr>
<td></td>
<td>Han</td>
<td>Solo</td>
<td>Male</td>
<td>7</td>
<td>76099</td>
</tr>
</tbody>
</table>

**Notice in the correctly completed Import Template above:**
- Each student's first and last name are typed in the case-sensitive way it should be displayed in reports.
- Each student's gender is typed exactly as indicated in the column title.
- Each student has a numerical field (6, 7 or 8) for grade level.
- Each school has a School ID Number, not a school name. No school name appears anywhere on this template.
- Each school has the correct number of students to be imported based on the school's registration. Roosevelt (76105) has 1 team; Clark (76102) has 1 team + 3 individuals; Edison (76099) has 1 team + 4 individuals.
- Each student has a competitor type that is typed exactly as indicated in the column title.
To complete your import, return to the Coordinator Dashboard and click on Import Students again. This time, click on Browse, search for your saved spreadsheet of student data to import and click Import.

Once your import is complete, you'll see a confirmation. A "node" is one complete student record. In the case of the Island Chapter Coordinator, because she imported 19 student competitor records, she received confirmation that 19 nodes successfully were created.

Managing Student Records Already Imported into MOSS: The Import Students button is used to add students to the scoring system, but not to edit existing records. To edit the competitor information for a student you already have entered, you'll use the Manage Students button on the Coordinator Dashboard.

The Manage Students tool allows you to sort by chapter. To do this, simply use the drop-down menu to select your state, which will automatically trigger a drop-down menu for you to select your chapter.

Once you've selected your state and chapter, as shown with the Island Chapter Coordinator example to the left, click Apply to generate the list of all of your registered students.

⚠️ Warning! If you try to re-import a student with corrected information, you may create duplicate students. You must use this Manage Students button to make your changes.
A snippet of the Island Chapter Coordinator's list of students is shown above. To edit a student, click **edit** (or right click to open in a new tab or window) on the rightmost column in the list, which will populate an **Edit Student** page similar in structure to the Edit School page you saw in the *Putting Schools in the Right Chapter* guide. You'll notice the 2 buttons on the student's record are **Save** and **Delete**.

**Save:** If you only have a few changes to make to a student (for example, correcting a typo on his/her name), edit the record and click Save.

**Delete:** If you need to change a student completely, rather than just edit an existing record, you should click Delete to remove this student from MOSS so you can import a different student. Students also can be deleted by clicking the **delete** link found under the Manage column on your the Manage Students page.

If it is easier for you to look through students using a spreadsheet, click the orange CSV button at the bottom of the main list of students to export a spreadsheet. Note, you'll still need to make your changes to the students using the edit feature described above.

### Changing a Student's Team Member or Individual Designation

Updates to competitor type cannot be made through a student's page. If a student is currently in the system as a team member and should not be (or the other way around), the student(s) must be deleted from the scoring software and then re-added with the correct Team or Individual designation.

If you need a report of the list of registered students to use at your competition for check-in or in your scoring room, you should use the **Coordinator Reports** tool to generate spreadsheet and/or PDF reports, not the Manage Students CSV spreadsheet.
Adding a Single Student: The Import Students tool is used to add students multiple students to the scoring system, but sometimes you only need to add a single student. The ability to add a single student can be found at the top of the Manage Students page.

After clicking the Add a student link you will see the form shown to the right. Enter the student’s information, paying careful attention to the fields listed below.

**Student First Name** and **Last Name:** These are a required fields. MOSS does not allow identically named students from the same school, so the combination of the First Name and Last Name should not be identical to any other student currently registered in this school. We recommend using a middle initial as part of this field to differentiate any students who have the same first and last name.

**School:** This is a required field. This dropdown box will all the list all schools currently registered in your chapter.

**Student Type:** This is a required field. Make sure you choose the correct Student Type. You will be unable to add students of a specific type if the school already has the maximum number of that type of competitor listed in MOSS.

Click the Save button to add this student into MOSS. Upon successful addition of the student you will receive a message confirming the student has been created.

Adding a single student through this form does not require you to restart the competition in order for the student to appear immediately in MOSS scoring. This is the best way to add last-minute students to MOSS.

You still must restart your competition if you use the Student Importerto add students in bulk or if you add/remove schools to your chapter.

While you may have previously done this step, we recommend you restart the competition as the final step in setting up your competition.
Deleting All Students: In some situations you may want to delete all students from your chapter. The ability to delete all students can be found at the top of the Manage Students page.

This feature can be especially useful if you have a number of updates to make to students already in the system. Instead of editing these students individually you can 1) export and download the list of students 2) create a new Import Template file incorporating all students with their updates 3) click Delete chapter students to clear the chapter and 4) import your new Import Template with the updated list of students.

After clicking the **Delete chapter students** link you will need to click the **Delete Students** button to confirm the deletion.

After the deletion has completed you will receive a confirmation message indicating the total number of deleted students.

**Warning!** This deletion cannot be undone. It is highly recommended that you download the CSV of all students in MOSS before choosing to delete all students in your chapter.
ONE WEEK BEFORE COMPETITION DAY
Inviting Scoring Volunteers

Many coordinators, especially in larger chapters, rely on additional volunteers to enter scores after the other scoring room volunteers have graded the tests by hand. Each chapter coordinator has full access to all of the features in MOSS, and in addition, each coordinator can invite as many additional computer scoring volunteers as needed to have access to the Chapter Scoring tool on MOSS.

What Coordinators Should Do: If you will have computer scoring volunteers who will use MOSS, you should send invitations to these volunteers at least a week before the day of your competition so your volunteers can get set up with MOSS and practice scoring. To send these invitations, make sure you are logged in and on the Coordinator Dashboard, then click the Invite Scoring Volunteer button.

Next, type the email address of the person you would like to invite to be a computing scoring volunteer. Double check that you typed the email address correctly and click Send Invitation. For example, Beta_Coordinator_Amanda emailed an invitation to a volunteer (akat1624@outlook.com).

Once your invitation has been sent, you’ll be redirected to a confirmation screen, which will include a copy of the email text that was sent to the volunteer.
What Volunteers Should Do: The scoring volunteer you invite will receive an email similar to the one shown below.

1) The volunteer should click the **Link to Confirm Access**, which will take him/her to the MATHCOUNTS homepage.

2) Next, at the homepage, the volunteer should create an account by clicking the **Log in** button at the top right of the page, as shown below.

3) As shown at right, the volunteer should click Create My Account, fill in all the required information (marked with an asterisk*) and click Create new account to finish the process.

Warning! If your scoring volunteer already has an account on the MATHCOUNTS website for another role, s/he must create a new one with a different email address in order to be a volunteer scorer.
4) As shown below, the volunteer will receive a confirmation screen. Although the confirmation screen directs the volunteer to validate his/her email address, this step is **optional** for scoring volunteers. As long as a volunteer creates an account s/he will have access to the Chapter Scoring.

![Image of confirmation screen]

As of January 2018, Scoring volunteers have access to all of the tools available on the **Coordinator Dashboard**, so they can assist with all aspects of MOSS.

5) After the scoring volunteer has received a confirmation (as shown above) and created an account, s/he will have access to the **Coordinator Dashboard** tab when logged in at the MATHCOUNTS website, as shown below.

![Image of Coordinator Dashboard]

As of January 2018, Scoring volunteers have access to all of the tools available on the **Coordinator Dashboard**, so they can assist with all aspects of MOSS.
TWO DAYS BEFORE COMPETITION DAY

Printing Certificates

Once all the student names have been added into MOSS, you can generate participation certificates for students and coaches. Blank certificates (no names, dates, signatures) for students and coaches are provided to coordinators by MATHCOUNTS free-of-charge and can be ordered through Sports Awards.

On the Coordinator Dashboard, click on Coordinator Reports.

COORDINATOR DASHBOARD

COORDINATOR REPORTS

Providing post-competition feedback to competitors is extremely important. Therefore, no later than one week after the competition, each school and the (2) Top 25% Students, (3) Top 40% Teams, (4) Score Distribution are all available below.

Pre-Competition Admin
Registered Students (by last name)
Registered Students (by school)
Student Certificate Information
Coach Certificate Information

Two of the report options under Pre-Competition Admin on the Coordinator Reports page are Student Certificate Information and Coach Certificate Information.

Each of these certificate links will take you to a webpage with an Export as CSV link to download a CSV file (see next page). This file has all of the information needed to perform a mail merge with a Word template for the certificates.
Column C of the CSV file contains the school name. However, the chapter and state information are attached to the school name.

To easily delete the chapter and state information:
1) highlight Column C
2) go to Find and Replace;
3) enter the three characters (*) into the “Find what” field
4) leave the “Replace with” field blank
5) click Replace All
From the Forms and Materials page in the Coordinator Section (not the Dashboard) of the MATHCOUNTS website, download the 2018 Certificate Spacing Template file. This is a Word document.

You can use this template as a starting point for generating a mail merge document to use with the Student (or Coach) Certificate Information CSV file. Simply insert the First Name, Last Name and School Name merge fields over the text we provided and complete the mail merge.

If you have a smaller competition, you also can simply type the names of your students and schools over our field indicators.

It is almost certain you will need to make some adjustments, but the basic spacing is provided.

In our template, the competitor/coach (1) and school names (2) use the font Monotype Corsiva and are font size 36.

Additionally, there are two text boxes in the bottom right corner. You can paste an electronic signature in the top text box (3) and type the correct competition date in the bottom text box (4).

When the 2018 Certificate Spacing Template—or a similar file—is used to produce the certificates, the finished product will look like the certificate to the left. Note that by filling in the two text boxes (3 & 4) in the bottom right corner, coordinators no longer need to sign and date each certificate.
TWO DAYS BEFORE COMPETITION DAY
Preparring the Tally Sheets

Once you have imported the student names for the schools at your competition, there is a preparation step you can perform to help the day-of scoring process with MOSS.

Your computer volunteers will be entering information from the MATHCOUNTS Tally Sheets into MOSS. It is extremely helpful if the names are written on the Tally Sheets in the same order they appear in MOSS. Therefore, once the student names have been imported, you can see the order in which MOSS will show the students on the scoring screen and duplicate that on the Tally Sheets.

To get to the scoring screens, start at the Coordinator Dashboard and click Chapter Scoring. Refer to Navigating the Chapter Scoring Screen later in this document for details on selecting different schools and switching between team members and individuals.

TIEBREAKING PROCEDURES

Individual Tiebreaker
- Sprint Round score.
- Use first Sprint Round tiebreaker subset: 30, 29, 28, 27, 26, 25, 24, 23, 22, 21.
- Total number correct from first Sprint Round tiebreaker subset.
- Individual comparison of subset problems compared in the order listed above.
- Compare problems from the Target Round in the following order: 8, 7, 6, 5, 4, 3, 2, 1.
- Use second Sprint Round tiebreaker subset: 20, 19, 18, 17, 16, 15, 14, 13, 12, 11.
- Total number correct from second Sprint Round tiebreaker subset.
- Individual comparison of subset problems compared in the order listed above.
- Third Sprint Round tiebreaker subset: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1.
- Individual comparison of subset problems compared in the order listed above.

WARNING: Any on-site changes to students’ Team/Individual designation—or the addition of student names for a school—would require you to complete new Tally Sheets for that school.
ON COMPETITION DAY
Preparing to Enter Student and Team Scores

WARNING: Once you begin entering scores, you will not be able to add schools or use the Student Import functionality. Single students can be added, edited and deleted through the Manage Students page, however we strongly recommend the following 2 steps be done immediately before any scores are entered.

1. Ask coaches to verify the spelling of their students’ names, as well as each student’s team member/individual designation on-site at the competition before testing begins.

From the Coordinator Dashboard, click Coordinator Reports.

From the report options, click Registered Students (by school).

From this Registered Students page, click Export as PDF and print the report.

You now have a separate page for each school that includes all of the school’s participants’ registration information.

At check-in on the day of the competition, ask each coach to verify all of the information (name spellings and team member/individual designations, specifically) on the report page for his/her school and to write down any changes at all to the participant list (additions, substitutions, deletions). Any changes must be given to the computer scoring volunteers.
You will most likely have corrections, additions or deletions to make once coaches double-check their students’ registration information.

**Correcting a Student’s Name Spelling, Grade or Gender**

These corrections can be made using the **Manage Students** feature that is accessed through the Coordinator Dashboard.

On the **Manage Students** page, select your State and Chapter from the drop-down menus and then click **Apply**. A complete listing of the students (both team members and individuals) will export in the format seen below.

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Gender</th>
<th>Grade</th>
<th>Student Type</th>
<th>School Name</th>
<th>School ID</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cookie</td>
<td>Monster</td>
<td>Male</td>
<td>7</td>
<td>Team</td>
<td>Roosevelt Elementary (Smithfield, KC)</td>
<td>76105</td>
<td>edit</td>
</tr>
<tr>
<td>Big</td>
<td>Bird</td>
<td>Male</td>
<td>8</td>
<td>Team</td>
<td>Roosevelt Elementary (Smithfield, KC)</td>
<td>76105</td>
<td>edit</td>
</tr>
<tr>
<td>Justin</td>
<td>Gatlin</td>
<td>Male</td>
<td>7</td>
<td>Individual</td>
<td>Clark Homeschool (Smithfield, KC)</td>
<td>76102</td>
<td>edit</td>
</tr>
<tr>
<td>Kevin</td>
<td>Durant</td>
<td>Male</td>
<td>8</td>
<td>Individual</td>
<td>Clark Homeschool (Smithfield, KC)</td>
<td>76102</td>
<td>edit</td>
</tr>
</tbody>
</table>

By clicking **edit** in the last column of a student’s row, you are taken to a page where that student’s information can be changed.
You can edit the student’s name, gender or grade information. At the bottom of the student’s page, click **Save** (1) when you are done making edits.

### Changing a Student's Team Member or Individual Designation

If a student is currently in the system as a team member and should not be (or the other way around), the student(s) must be deleted from the scoring software and then the student must be re-added with the correct Team or Individual designation. To delete the student(s), follow the previous steps for correcting a student’s name, but instead of editing, click the **Delete** link. You will be prompted to confirm the deletion, and once you have confirmed the deletion the student will be removed from the system. Now the student must be re-added. Continue with the steps in the next section for Adding the Name of a Pre-Registered Student.

### Adding the Name of a Pre-Registered Student

If the school has registered more students than there are names in the system currently (or if you have deleted a student and need to re-import her), you must enter the students’ information before entering any scores for your competition. You can add these students by using the **Add a student** link at the top of the Manage Students page. This will open a form which will allow you to add a single student. Complete this process for each student you need to add.

**WARNING:** If a coach brings more students than her school has counted in your registration report and the school has not exceeded the 10-student registration maximum, you first must **register** those additional students and then import their information. For steps to register additional students or teams on-site, see the *Troubleshooting* guide.
While you may have previously done this step, we recommend you Start the competition again as the final step in setting up your competition. This will delete all scoring data that may have been entered previously. Therefore, be sure to start a new competition immediately before entering scores and do not start a new competition after any scores have been entered unless you intend to completely begin again. Because all score data will be erased each time you click on Start the competition, you will be asked two times if starting completely over with score data is what you intend to do.

Warning! Clicking Start the competition will clear out any scores or rankings you have created and previously saved.

Congratulations!
You are now ready to enter students’ and teams’ scores. From the Coordinator Dashboard, click Chapter Scoring.
ON COMPETITION DAY
Navigating the Chapter Scoring Screen

**Scoring a Competition for your Chapter**

**A:** Select which school you are ready to score.

**B:** Displays the Sprint Round scoring screen (30 problems total);

**C:** Displays the Target Round scoring screen (8 problems total);

**D:** Displays the Team Round scoring screen (10 problems total).

Because Score Team Students (E) is selected, the Team Round (D) option is available. When Score Individual Students (F) is selected, the Team Round tab (D) will not be available.

**Warning:** You must save the scores you have entered for a school before exiting its scoring window or selecting another school to score.

**1:** Summary of the two scoring methods and shortcut keys.

**2:** Area to indicate each correct answer when using the preferred Question-by-Question scoring method.

**3:** Column to enter the total number correct when using the Totals scoring method.

**E:** When selected, the team members’ names appear and scores can be entered.

**F:** When selected, the school’s individuals’ names appear and scores can be entered.

Either E or F is always selected. The selected option shows as a purple button; in this case, that is Score Team Students.

**G:** Saves all of the scores entered for the school.

**H & I:** These links take you to the pages showing the rankings of teams and students, respectively.

**4, 5 & 6:** Summary boxes of the team members’, individuals’ and team’s scores, respectively, that are updated as scores are entered.

**Warning:** You must save the scores you have entered for a school before exiting its scoring window or selecting another school to score.

**Go on to Team (re)Ranking & Tie-breaking**

**Go on to Student (re)Ranking & Tie-breaking**

**Name of Coach:** Kim Stevens

**Scoring Methods:** For accurate ranking results, you must choose one of the following scoring methods to use throughout the entire scoring process.

1) **Indicating each correct answer.** The total number of problems answered correctly will automatically populate. Click a box to indicate the problem was answered correctly, or use the shortcuts below. A checkmark in a box indicates a correct answer; a blank box indicates an incorrect answer.

* space = mark problem correct and move to next problem
* tab = move to next problem without marking it correct
* shift + tab = move back to previous problem

2) **Indicating total number of problems answered correctly.** Note, although this method is faster, if you do not indicate each correct answer, some students may remain unnecessarily tied.

**Score Team Students:** When selected, the team members’ names appear and scores can be entered.

**Score Individual Students:** When selected, the school’s individuals’ names appear and scores can be entered.

Either Score Team Students or Score Individual Students is always selected. The selected option shows as a purple button; in this case, that is Score Team Students.

**Saves all of the scores entered for the school.**

**Go on to Team (re)Ranking & Tie-breaking**

**Go on to Student (re)Ranking & Tie-breaking**

**Warning:** You must save the scores you have entered for a school before exiting its scoring window or selecting another school to score.
ON COMPETITION DAY
Entering Student and Team Scores

Determine the Scoring Method to be Used
Moss allows multiple scorers to input scoring data at the same time. Before scores are entered, the computer volunteers must agree on which method of entering scores will be used for every student throughout the scoring process. There are two options:

- **Question-by-Question (PREFERRED):** Every question for every student is check-marked as correct or left unchecked to indicate a wrong answer.
  - PRO: Any ties that can be broken with the MATHCOUNTS tie-breaking algorithm will be broken by MOSS and show in the rankings.
  - PRO: The School Results Pages report will provide students and coaches with information regarding which problems were answered correctly.
  - CON: Takes longer to enter all scoring data.

- **Totals:** Only the total number of questions correct for each student in each round is entered.
  - PRO: Takes shorter time to enter the scoring data.
  - CON: Any student ties that require going past the first step of the algorithm (Sprint Score) will not be broken by MOSS.
  - CON: The School Results Pages report will not have any specific information about correct/wrong answers.

**Warning:** If some students' scores are entered using the **Question-by-Question** method and some students' scores are entered using the **Totals** method, MOSS will **RANDOMLY** break the ties of any students with the same Individual Score! For this reason you must stick with one scoring method for all students.

Navigate to the Correct Scoring Fields
Select which school you are ready to score using the drop-down window (A on the Navigating the Chapter Scoring Screen guide). Schools are in alphabetical order in this list.

Next determine whether you are ready to enter scores for the school’s team members or individuals and select the correct option (E or F). (Score Team Students is selected at this time in the example because that button is now purple.)

Finally determine which round of the competition you are working with and click the Sprint, Target or Team tab (B, C or D).
**Entering Scores with the Question-by-Question Method**

The default for every question is a wrong answer. This must be changed for every correct answer.

A question is marked correct when there is a check mark in the corresponding square. A square that is left blank is considered to be a wrong answer. In the example here, Big Bird got questions 1, 2, 4, 6, 7 and 8 correct; Cookie Monster got questions 2, 3 and 4 correct.

To change the status of a question (either from wrong to correct or from correct to wrong), you can click in the question square. By clicking in a square, 1) you change the question from wrong to correct (a check mark appears) or from correct to wrong (the check mark is deleted) and 2) the cursor advances to the next question square.

Rather than clicking in each problem square for each correct answer, you can use the following shortcut keys:

- The **Space** bar changes the status of the question square and moves the cursor to the next question square **until you get to the last question in the row**. At that point it will stay on the last question and just change the status.
- The **Tab** key does not change the status of the question square and moves the cursor to the next question square. If the tab key is hit for the last question square in a student’s row, the cursor will move to the first question square of the next student.
- The **Shift+Tab** combination moves the cursor back to the previous question square without changing the status of any question.

The Target scores entered for Big Bird and Cookie Monster above were done with the following key strokes:

**Click** in the first question box of Big Bird to get started. This marks the question correct and moves the cursor to the next question square. Hit **Space Tab Space Tab Space Space Space** (question #8 has been marked correct, but the cursor will stay there) **Tab** (the status of question #8 does not change, but the cursor has now moved to question #1 for Cookie Monster; it did not go to the Totals column because that column is only used for the Totals method of scoring) **Tab Space Space Space**. No more key strokes are needed.

As you are changing the status of each question, 1) the Total column at the end of the row is updating and 2) the score in the summary box at the bottom of the page is updating. (In the case here, the Total numbers correct for Target are doubled to become the Target Scores in the summary boxes.)

For Sprint and Target rounds there is a box to the left of the student name. Clicking this box will check all the question boxes for that student, and unchecking this box will uncheck all boxes for that student. Individual question boxes can be unchecked to quickly score near perfect rounds.
When you are done entering the information into the scoring fields on a page, you can navigate to another scoring page.

- If you are staying within the school (switching between Sprint, Target and Team or switching between Team Members and Individuals), you do not need to click the Save Scores button.

- If you are navigating to the scoring page of a different school, you must click the orange Save Scores (G) button first.

MOSS will indicate the data has been saved by displaying—or updating—the date and time of the save (⭐).

<table>
<thead>
<tr>
<th>Team Student</th>
<th>Sprint Score</th>
<th>Target Score</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amidala, Padma</td>
<td>26</td>
<td>8</td>
<td>34</td>
</tr>
<tr>
<td>Kenobi, Obi-Wan</td>
<td>20</td>
<td>8</td>
<td>28</td>
</tr>
<tr>
<td>Skywalker, Luke</td>
<td>22</td>
<td>10</td>
<td>32</td>
</tr>
<tr>
<td>Solo, Han</td>
<td>28</td>
<td>16</td>
<td>44</td>
</tr>
</tbody>
</table>

If you forget to Save Scores and try to go to another school’s record, you will get the following warning. The correct response is Cancel because you want to Cancel going to the next school and instead go back to the previous screen so you can click Save Scores.
Entering Scores with the Totals Method

When using the Totals method, none of the question boxes will be filled in with check marks. You are only concerned with the number in the Total column on the far right of each scoring block. You can either use the drop-down feature (as shown here) or click in each student's total field and type in the number correct.

| Student Name | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Total |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|    |
| Bird, Big    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 0   |
| Monster, Cookie | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0   |
| theFrog, Kermit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0   |
| vonCount, Count | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 4   |

There are no individuals listed here because this school has only registered a team.
**WARNING:** We recommend using the drop-down feature to select the correct total number.

Due to how web-based drop-down menus work, if you are attempting to type the number “11” or “22”, the system will not properly interpret your attempt to type *repeating digits*. You will get 10 and 20, respectively.

To type and enter “eleven”, you would need to type 111, since “eleven” is the third entry starting with the character 1 (after 1 and 10). To the right we have illustrated what you will see after typing the first 1, after typing the second 1 and after typing the third 1. At that point you would hit Enter to keep the value of “eleven”.

To type and enter “twenty-two”, you would need to type 2222, since “twenty-two” is the fourth entry in the drop-down menu starting with the character 2 (after 2, 20 and 21).

It is much easier to enter these two special-case values—and all values—using the drop-down menu feature.

As with the Question-by-Question method, 1) the summary boxes at the bottom of the scoring screen will update as you enter totals and 2) you must remember to save all scores for a school by clicking the **Save Scores** button before navigating to the next school.

Once all scores are entered, you are ready to calculate the ranks for the students and the teams. The links for these two functions are at the bottom of any school’s scoring pages.
ON COMPETITION DAY
Calculating Student and Team Ranks

By clicking on Go on to Student (re)Ranking & Tie-breaking at the bottom of any school’s scoring page, you can see all of the competitors’ Sprint, Target and Individual scores.

While the students may immediately appear to be in order of rank, batches of students entered at different times or entered by different scorers may be grouped together. Therefore, a second “batch” of students may appear in rank order, but at the end of the list. You will not have the correct ordering (or ranking) of students until you click on the Calculate ranks button at the top of the page.

Notice in this example, Han Solo is not near the top of the list originally (left), but is correctly ranked as 3rd (below) after the calculation.

Once the ranks have been calculated, the “Not calculated” phrase in the Rank column is replaced by the numeral ranks. Additionally an Edit rank option is now available for each student.

If you find you need to make changes to any students’ scores or just want to go back to check on a score that was entered, you can return to the scoring screens by clicking the blue Return to Chapter Scoring link just above the ranks table.

If you are now ready to view the team ranks, you click on the blue Go to Teams (re)ranking & Tie-breaking link under the Calculate ranks button. Once on the team rankings page, remember to click the Calculate ranks button to ensure the rankings and listing are accurate.
How to Interpret Rankings if the Totals Method is Used
If only totals were entered for Sprint, Target and Team scores, any competitors with the same Individual Scores may incorrectly have the same rank.

- If two competitors with the same Individual Scores have different Sprint scores, MOSS will break their tie correctly.
- If two competitors with the same Individual Scores also have the same Sprint scores, MOSS will not be able to break the tie even if the MATHCOUNTS tie-breaking algorithm could break it. MOSS will not have the question-by-question information necessary to break the tie. MOSS will keep the students tied and sharing a rank.

How to Interpret Rankings if the Question-by-Question Method is Used
If the question-by-question method for scoring is used, any tie that can be broken with the MATHCOUNTS tie-breaking algorithm will be broken by MOSS. Notice in the screen shot below, Han Solo and Katie Ledecky still share the rank of 3. This is because they missed the exact same Sprint Round questions and must go to the Tiebreaker Round to break their tie.

Warning: If some students’ scores are entered using the Question-by-Question method and some students’ scores are entered using the Totals method, MOSS will RANDOMLY break the ties of any students with the same Individual Score. Use the same scoring method throughout the entire scoring process for all students. The preferred scoring method is Question-by-Question.

Editing Student or Team Ranks
There are times—after a Tiebreaker Round or after an Official Countdown Round—when you will want to override the rankings displayed for students. This can be done by clicking a student’s Edit rank button and entering the desired new rank for that student or team.

In our example here, when Katie Ledecky loses the Tiebreaker Round to Han Solo, we will want to click Katie’s Edit rank button and then a field appears where we can enter a 4 for her new rank (1).

Once all changes are made, click the Update edited ranks (2) button to re-order students on the page according to their updated ranks. The Update edited ranks button can be found at both the top and bottom of the page.
ON COMPETITION DAY
Advancing Teams and Individuals

Determining which students advance from the Chapter Competition to the State Competition is done with different methods in different states. However, the national office sets a minimum of advancing the top team and the top two competitors not on that top team. MOSS is designed to make identifying advancing competitors easy for a wide range of advancement policies since most states allow for more than six total advancing students.

On the rankings pages, the right-most column has an advancement feature. For this example, we will advance the top team and the top two students not on that team. On the team rank page, we must click in the top team’s Advance square (1) and click on the Save button (2). Once the team(s) for advancement have been selected, click on Go to Students (re)Ranking & Tie-breaking (3) to select the individual students to advance.
On the Student Ranks page, you now will see that any students associated with the advancing team(s) have “Team advancing” (★) in the Advance column. For our example, we now will advance Kermit the Frog and Big Bird by clicking both their Advance square and the Save button for each (1 and 2, 3 and 4).

<table>
<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>School</th>
<th>Sprint # Correct</th>
<th>Target # Correct</th>
<th>Individual Score</th>
<th>Advance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kermit</td>
<td>STEM Charter School (Capital City, MP)</td>
<td>28</td>
<td>8</td>
<td>44</td>
<td>[click] Save [click]</td>
</tr>
<tr>
<td>2</td>
<td>Big Bird</td>
<td>STEM Charter School (Capital City, MP)</td>
<td>28</td>
<td>8</td>
<td>44</td>
<td>[click] Save [click]</td>
</tr>
<tr>
<td>3</td>
<td>Han</td>
<td>Capital City Elementary (Capital City, MP)</td>
<td>28</td>
<td>8</td>
<td>44</td>
<td>Team advancing</td>
</tr>
<tr>
<td>4</td>
<td>Katie</td>
<td>Washington Middle School (Capital City, MP)</td>
<td>28</td>
<td>8</td>
<td>44</td>
<td>[Save]</td>
</tr>
<tr>
<td>5</td>
<td>Padme</td>
<td>Capital City Elementary (Capital City, MP)</td>
<td>26</td>
<td>4</td>
<td>34</td>
<td>Team advancing</td>
</tr>
<tr>
<td>6</td>
<td>Luke</td>
<td>Capital City Elementary (Capital City, MP)</td>
<td>22</td>
<td>5</td>
<td>32</td>
<td>Team advancing</td>
</tr>
<tr>
<td>7</td>
<td>Obi-Wan</td>
<td>Capital City Elementary (Capital City, MP)</td>
<td>20</td>
<td>5</td>
<td>30</td>
<td>Team advancing</td>
</tr>
<tr>
<td>8</td>
<td>Justin</td>
<td>Washington Middle School (Capital City, MP)</td>
<td>20</td>
<td>4</td>
<td>28</td>
<td>[Save]</td>
</tr>
</tbody>
</table>

Completing this advancement procedure is critical! This is the only way students will appear on the advancement reports. These advancement reports, which can be found in the Coordinator Reports section of MOSS.
From the Coordinator Dashboard, select **Coordinator Reports**.

There are many reports available through MOSS. A complete list appears on the page.

- **Pre-Competition Admin**
  - Registered Students (by last name)
  - Registered Students (by school)
  - Student Certificate Information
  - Coach Certificate Information

- **Results Reports without Scores (for public release)**
  - Top 25% Students
  - Top 40% Teams

- **Results Reports with Scores (not for public release)**
  - School Results Pages
    - All Students (rank sort)
    - All Students (alpha sort)
    - Selected Students (select options)
    - All Teams (rank sort)
    - All Teams (alpha sort)
    - Selected Teams (select number)

- **Analysis & Post-Competition Admin**
  - Score Distributions
  - Question Analysis
  - Statistical Analysis
    - Individual Advancement Report
    - Team Advancement Report

As stated at the top of the reports page, it is important to provide feedback to coaches and to maintain a level of confidentiality of individual students' and teams' performances.

Reports shown here with a ✔ should be provided to coaches no later than one week following the competition.

Additionally, each coach should receive only his/her own school's page from the School Results Pages report.

No other reports with ranks or scores are for public release.