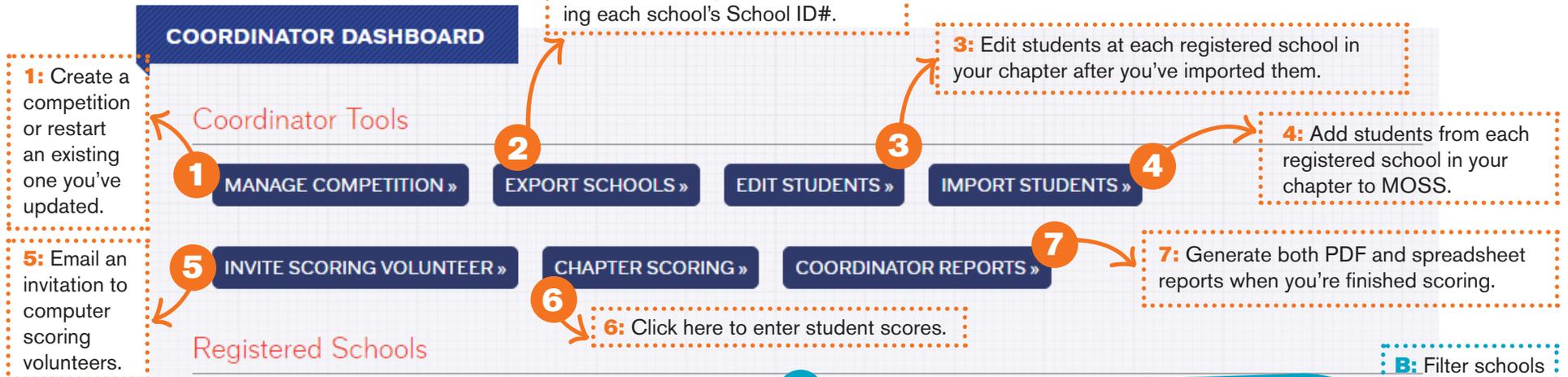


Home » Coordinator Dashboard



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

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

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

4: Add students from each registered school in your chapter to MOSS.

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.

Below is a list of the schools and the number of teams (T) and individuals (I) they have registered for the Competition Series in your state. Please verify the listing in the School State and Chapter column to ensure all of the schools in your chapter are tagged accordingly.

NOTE: The scoring program will not work properly if all of your schools are not tagged with the correct MATHCOUNTS chapter. You must ensure all schools in your chapter have your chapter listed under the School State and Chapter column so that each of your schools, as well as all students registered under that school, show up in the Scoring Program.

To edit a school's chapter information, simply click on the blue hyperlinked school name and edit the chapter information and click Save.

Search by School Name

Search by School ID #

Apply

School Name	State & Chapter	ZIP	City	T	I
Capital City Elementary (Capital City, MP)	AN, Capital City Chapter	12345	Capital City	1	4
East Middle School (Springfield, MP)	AN, East Metro Chapter	12345	Springfield	1	2
Jackson Middle School (Mt. Pleasant, MP)	AN, West Metro Chapter	12345	Mt. Pleasant	1	2
Lee Homeschool (Springfield, MP)	AN, East Metro Chapter	12345	Springfield	0	1
Lincoln Junior High (Springfield, MP)	AN, East Metro Chapter	12345	Springfield	1	1

Feature or Tool	Description	Learn More
<p>A Registered Schools in My State</p>	<p>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:</p> <ol style="list-style-type: none"> 1) Ensure <i>all</i> the schools that should be in your chapter are tagged with your chapter. 2) Ensure <i>only</i> the schools that should be in your chapter are tagged with your chapter. <p>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 <i>Putting Schools in the Right Chapter</i>.</p>	<p>Putting Schools in the Right Chapter</p> <p>Editing School Registrations*</p>
<p>B Registered Schools in My Chapter</p>	<p>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.</p> <p>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 <i>Editing School Registrations*</i> guide.</p>	
<p>C Search for a School</p>	<p>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.</p>	
<p>D Hyperlinked School Names</p>	<p>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. Chapter information is either supplied 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 needs to be updated. The guide <i>Putting Schools in the Right Chapter</i> explains how to edit a school's record in MOSS.</p>	

<p>1</p>	<p>Manage Competition</p>	<p>You'll use the tools in "Manage Competition" to do the following:</p> <p>1) <i>Start Your Competition</i>: You'll set the date of your competition.</p> <p>2) <i>Restart Your Competition</i>: If you make any updates to your schools, import students or edit student information, you'll need to restart your competition before scoring in MOSS. Starting your competition essentially tells MOSS to pull all of your data as-is into the scoring portal, which is why you must restart your competition after everything is up-to-date and before you start scoring anything.</p>	<p>Creating a Competition</p> <p>Importing and Editing Students</p>
<p>2</p>	<p>Export Schools</p>	<p>You can use the Export Schools feature to view all of the registered schools for your <i>state</i> 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.</p> <p>This spreadsheet also can be useful</p> <p>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.</p>	<p>Putting Schools in the Right Chapter</p> <p>Editing School Registrations*</p>
<p>3</p>	<p>Edit Students</p>	<p>You can use the Edit Students feature to view all of the imported students for your <i>chapter</i> and make any necessary changes to the grade level, gender or spelling of a student's name.</p> <p>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.</p>	<p>Importing and Editing Students</p>
<p>4</p>	<p>Import Students</p>	<p>Use the Import Students button to add all the students for each registered school to MOSS. 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.</p>	
<p>5</p>	<p>Invite Scoring Volunteer</p>	<p>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. For security purposes, these additional scorers will not have access to all of the features of MOSS that you do as the coordinator; they will only be able to access the chapter scoring. Note, if you send these invitation before starting your competition, then these scorers will not be able to see anything when they sign on to MOSS.</p>	<p>Inviting Other Scorers</p>

<p>6</p>	<p>Chapter Scoring</p>	<p>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:</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Printing Certificates</p> <p>Preparing the Tally Sheets</p> <p>Preparing to Enter Student and Team Scores</p> <p>Navigating the Computer Scoring Screen</p> <p>Entering Student and Team Scores</p> <p>Calculating Student and Team Ranks</p> <p>Advancing Teams and Individuals</p>
<p>7</p>	<p>Coordinator Reports</p>	<p>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.</p> <p>Because MOSS is housed in the MATHCOUNTS website, the national office automatically will receive your saved chapter results.</p>	<p>Printing Certificates</p> <p>Advancing Individuals and Teams</p>

*Resource coming soon.

Be sure to refer to the PDF guides to familiarize yourself with the MOSS tools and features.