UNSW *cupcake*

cupcake is the practice and competition site for ProgComp, the UNSW High Schools Programming Competition. It's available for use by all Australian schools, or to parents of home-schooled students. Schools must be registered with the site by sending the school name, state, and school website address *from an official school or teacher's account* to progcomp@cse.unsw.edu.au .

Quick Start Guide – Teachers

1. You will have been sent a token by email, and a URL:
   https://cupcake.cse.unsw.edu.au/school-registration
   Select school name, copy or enter token and enter details of the primary user for your school. The primary user's email is their user name. Press **Register**.

2. Create practice teams now or later. Unlike competition teams, practice teams are not formally linked to students. Follow the suggested naming guidelines on the page and select the appropriate level. Team level affects the practice scoring scheme. Click on team name to edit.

3. Create a new assignment for some or all the teams, now or later. Click on the **Assignments** tab and then **New Assignment**. You can do the following:

   - Select one or more practice teams

   - Set the open and close date/times for the assignment. The assignment is available to the selected teams within this period.

   - Set the maximum duration of the assignment. The clock starts for a team when they select their first task. Use the notation shown under the box.

   - Specify how much choice teams have when presented with a list of tasks. They can be allowed to see everything about a task (name), only the level and difficulty (difficulty) level only (level) or nothing. Hiding some aspects discourages students from task browsing if there are many tasks to choose from.

   - Set a limit on the number of tasks each team can attempt. This also discourages shopping around.

4. You can adjust the task level and difficulty range sliders, exclude all tasks with particular tags, or exclude selected tasks. Press **Show Matching Tasks** after changing the criteria. Click on any task name to see the task description, hints (teams have to explicitly open each one) and test data if applicable. After reviewing the requirements, press **Create Assignment**.

5. Review the assignment summary, you can edit the parameters.

6. Back on **Practice Teams**, advise the relevant students of their login name and passcode. After they have submitted something you can click through to their summary page, and then to any completed task. Their last submission is retained for you to review.

7. Log off. This returns to the public cupcake page, cupcake.cse.unsw.edu.au **Login** is at the top right. Teams use the left hand box (they have to select the school) and teachers the right.