



VinschoolOne

USER MANUAL

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Abbreviations

Abbreviated form	Full word
VSC	Vinschool
VSCO	VinschoolOne

Introduction

VinschoolOne is a useful app which makes it easy for parents to keep track of their children's learning at Vinschool and helps boost the communication and interaction among parents, teachers, and the school, thereby increasing Vinschool's education quality.

With a user-friendly interface, this app enables parents to easily monitor their children's everyday activities. It offers a lot of useful features, including Progress report, Class schedule, Health information, Assignment completion status, Score report, Teacher's evaluation and comments, Attendance check, Daily menu, etc.

Moreover, this app allows parents to complete their financial obligations, participate in surveys, or register for school services such as the bus service or the uniform purchasing service, etc. Parents can also chat with teachers or contact the school when necessary. In this way, the app has made home-school communication much easier and faster.

Installation guide

1. For iOS

Go to App Store, look for an app named VinschoolOne released by Vinschool and tap Get.

2. For Android

Go to Play Store, look for an app named VinschoolOne released by Vinschool and tap **Install**.

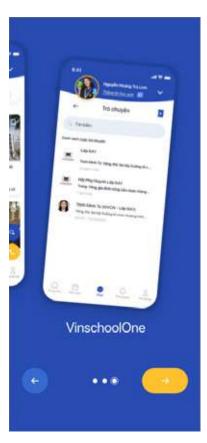
App features for Primary/Secondary/High school parents

1. Login

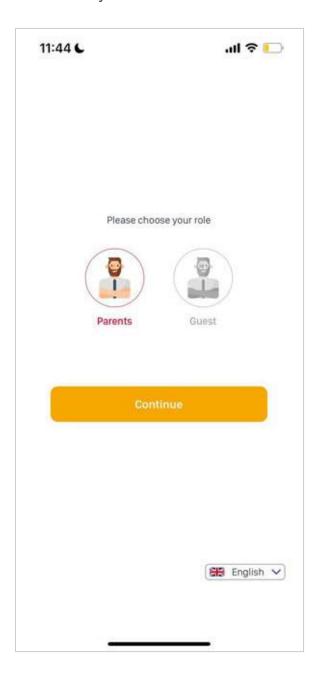
Open the app after installation. Now, the splash screen will be displayed. You will be redirected to the login screen shortly.







On the Login screen, please choose your role as a Parent or a Guest.



1.1. Login as a Parent

This login feature is for parents whose children have officially been enrolled at a Vinschool Primary/ Secondary/ High school.

As a Parent, you will have your account verified with a one-time password (OTP). A randomly generated OTP will be sent to your registered mobile number and is valid for 01 minute.

As soon as the OTP arrives:

- For Android: The system will automatically fill the OTP and log you into the app.
- For iOS: Tap the OTP displayed on your keyboard and log into the app.

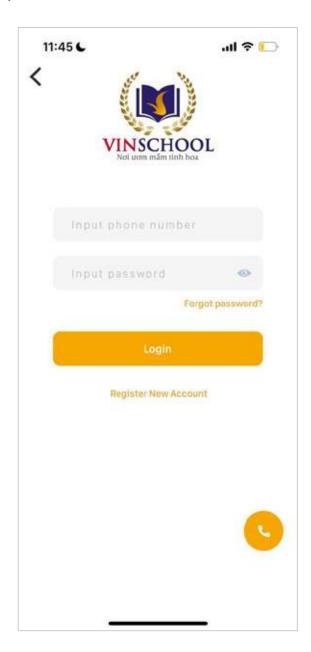


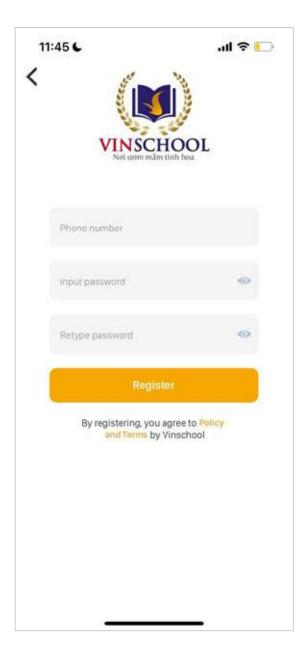


1.2. Login as a Guest

This login feature is for parents whose children are yet to be enrolled at Vinschool or are attending a Vinschool kindergarten.

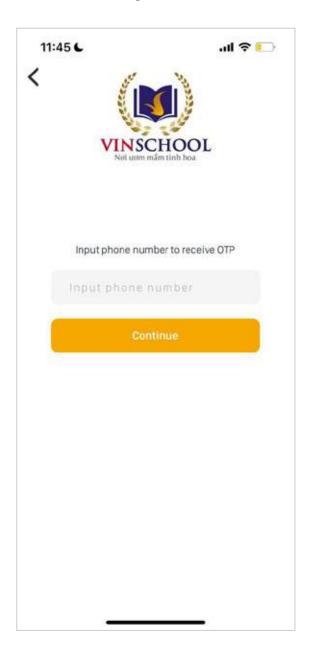
As a Guest, if you already have a VinschoolOne account, just enter your mobile number and password. Otherwise, tap **Register new account** and enter your mobile number and password.

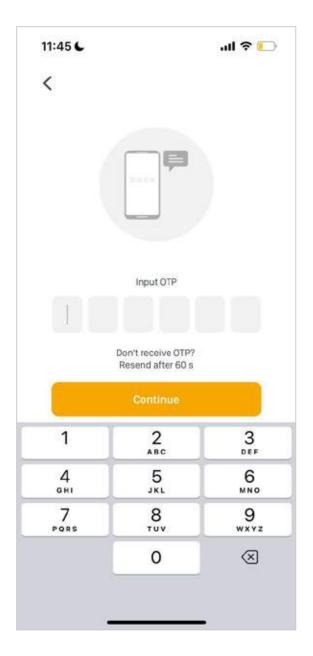




1.3. Password recovery

As a guest, if you forget your password, tap **Forgot password**, then enter your registered mobile number to get an OTP verification code.



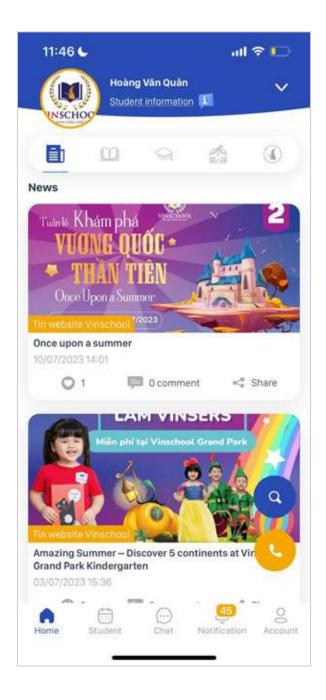


2. Homepage

After successful login, you will be redirected to the Home Tab.

Here are the subtabs in the Home Tab:

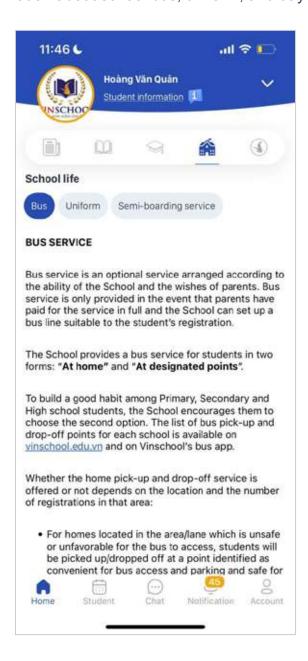
News



You can find out more about Vinschool's news and events here, along with the notifications from your child's school, grade and class (these notifications are specifically about your child).

You can also react to, comment on, or share a post provided that the reaction/ comment/ share option for that post is not disabled by the admin.

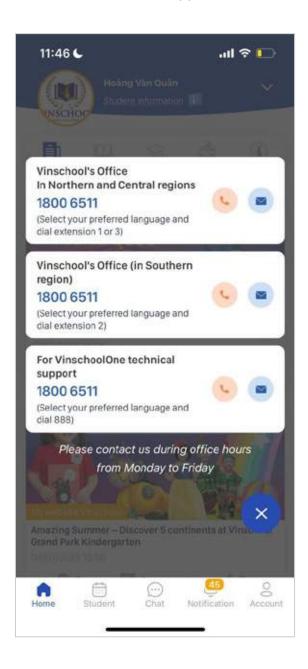
- **Education programs:** education programs offered by Vinschool Primary, Secondary and High schools.
- School life: information about school bus, uniform, and daycare services.



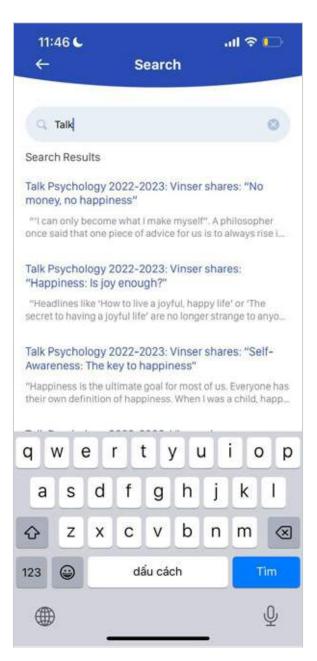
About Vinschool: introduction about Vinschool.



 Hotline: Vinschool's hotlines. You can reach out to the school at these hotlines if you want and follow the instructions for support.

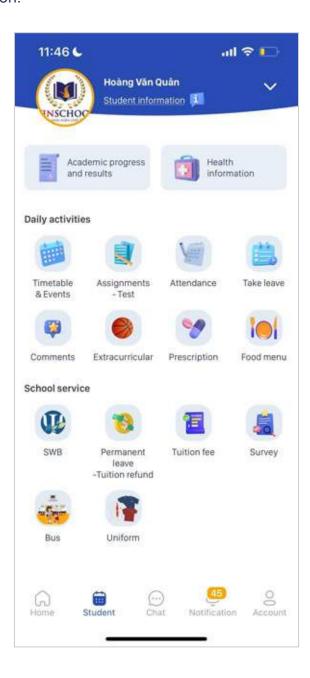


 Search: You can look for any information you want by entering the relevant keywords.



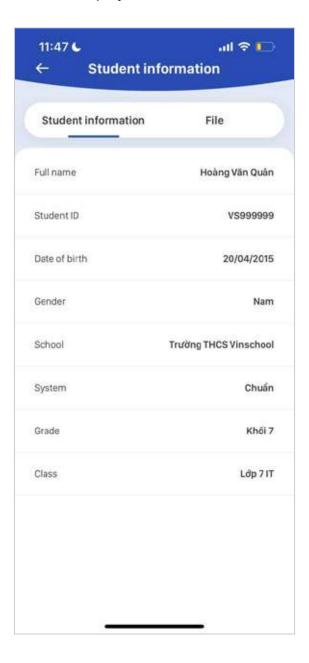
3. Student

All the information and features here are specifically about and for your child. You can tap on the arrow symbol to display a list of students, then choose one student from that list and view their information.

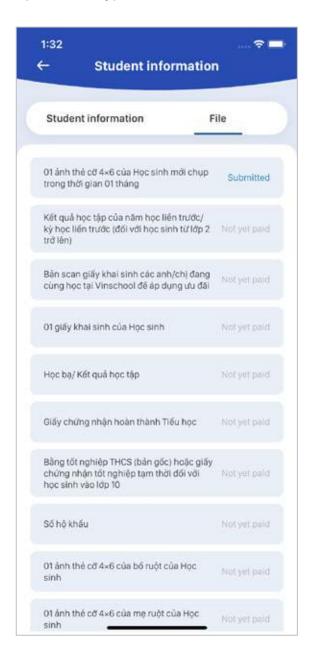


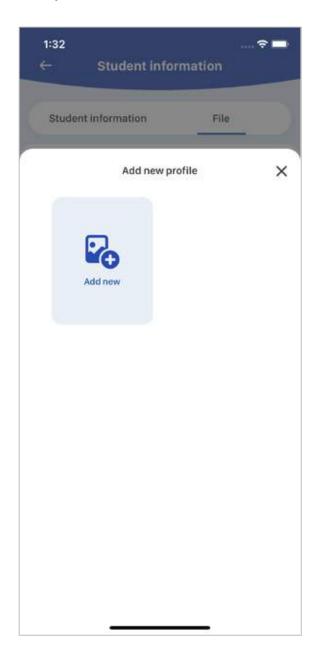
3.1. General information

Your child's general information is displayed here.



In the Required Documents Tab, you will see a list of documents required by the school. Tap on each type of document and Add New to submit your document.



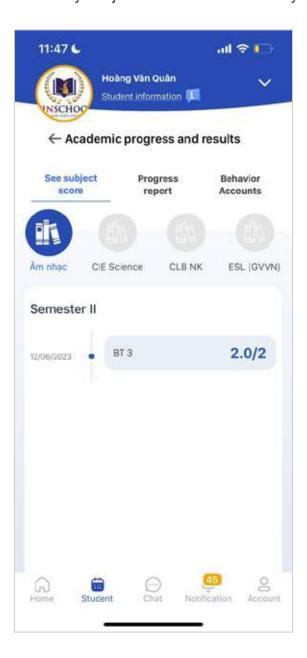


3.2. Academic results & Conduct

Subject scores, Progress report cards, and Conduct account information can be found here.

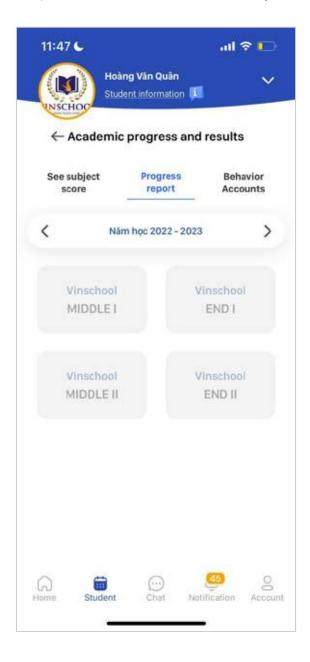
Subject scores

You can view your child's scores by subject in the current school year.



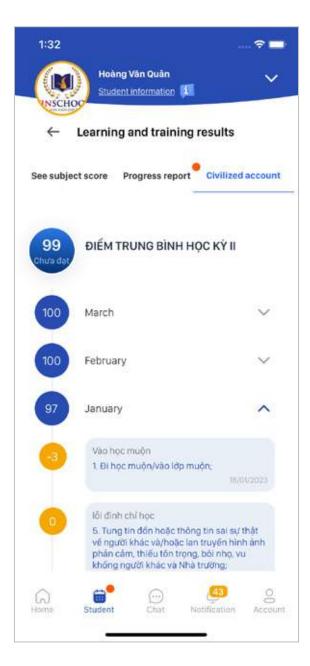
Progress report cards

All of your child's progress report cards in the current school year are displayed here.



Conduct account

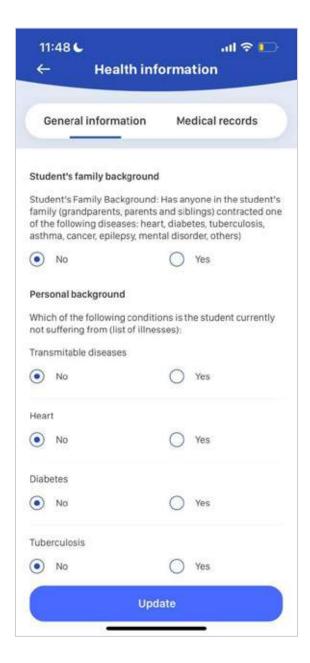
Your child's conduct points in the current school year are displayed here. You can view the conduct points by month.



3.3. Health information

General information

Your child's general health information can be found here.



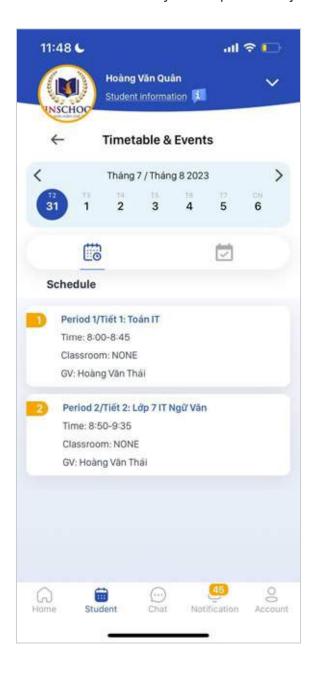
Medical records

Your child's medical records (provided by Vinmec) are displayed here.



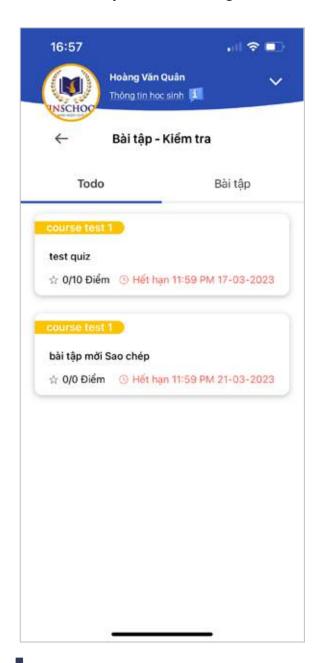
3.4. Class schedule & Events

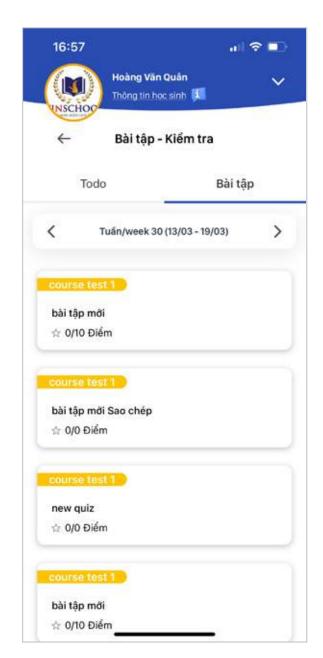
Your child's class schedule and the events they are expected to join can be found here.



3.5. Assignments & Exams

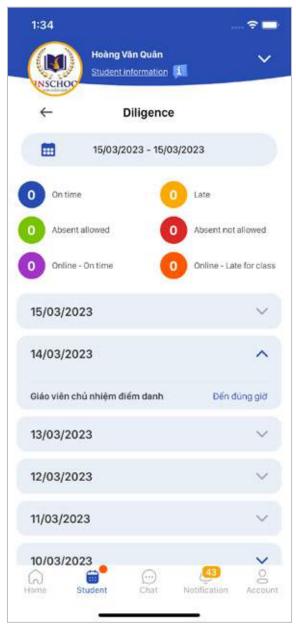
Details about your child's assignments and exams are listed here.





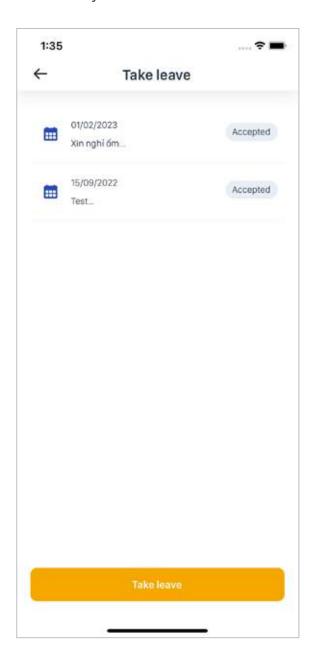
3.6. Attendance

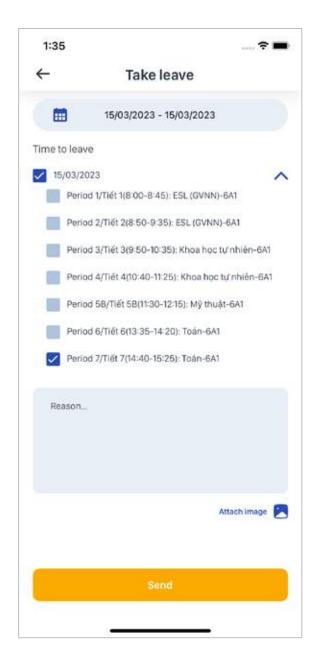
Your child's attendance status on the selected dates is shown here.



3.7. Leave of absence

This feature allows you to apply for a leave of absence for your child and view his/her leave history.





3.8. Comments

Comments by your child's homeroom teacher and subject teachers are listed here.



3.9. Extracurricular clubs

A list of extracurricular clubs offered by the school is displayed here. You can register your child for one or more clubs and keep track of his/her participation.

Registration instructions:

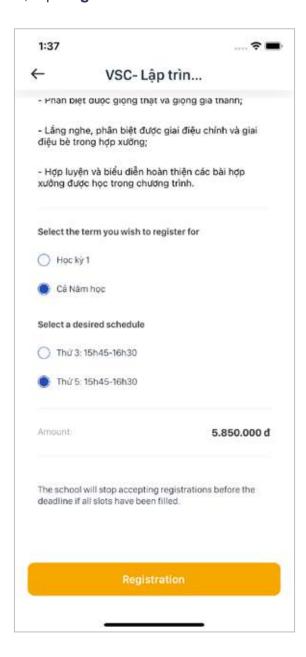
Step 1: Select the club category you'd like to register for your child. *E.g. English & Other Languages*



Step 2: Select the specific club(s). *E.g. The Wonder of Writing Club*

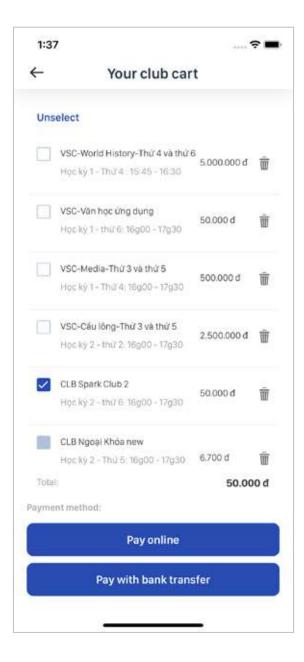


Step 3: Read the club description, then select the semester and schedule you'd like to register for your child. Next, tap **Register**.



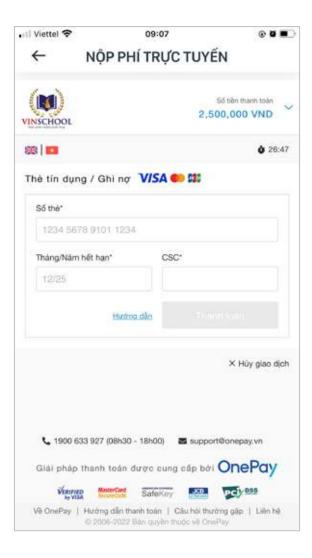
Step 4: All the registered clubs will go to the Cart. You can delete any club as you wish by tapping on the $\overline{\mathbb{I}}$ symbol.

You can choose to pay for all the clubs at once or for individual clubs by tapping **Select All** or tapping on the desired club.

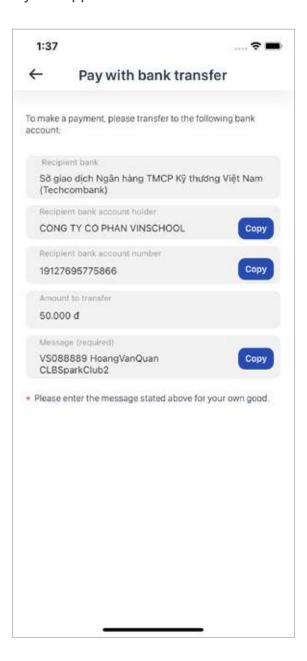


Now, select your preferred payment method: Via payment gateway or Via bank transfer.

- **Via payment gateway:** You can pay the club fees with your credit card/debit card via the school's payment gateway.



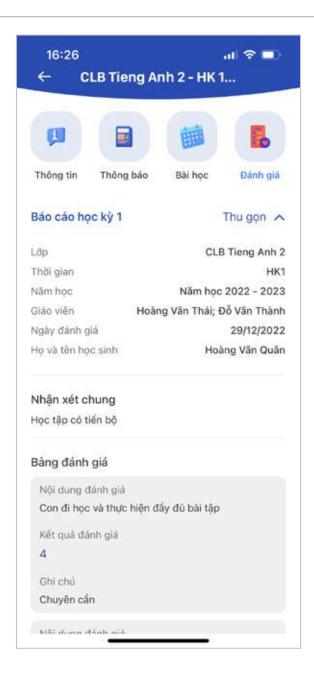
 Via bank transfer: You can transfer money from your bank account to Vinschool's account. Please make sure your transfer message is exactly the same as the message provided by the app.



Once your child is admitted to the club(s), you can view details of those club(s) and his/her participation with features such as **Information**, **Notifications**, **Lessons**, and **Evaluations**.

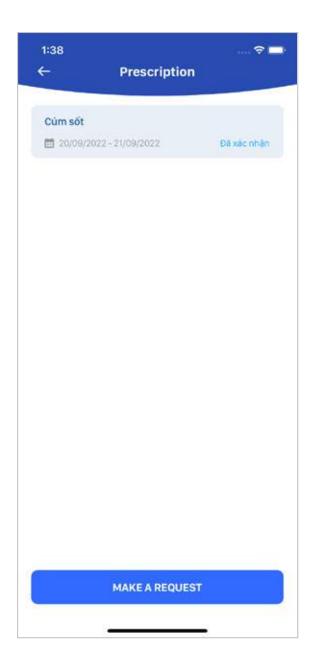


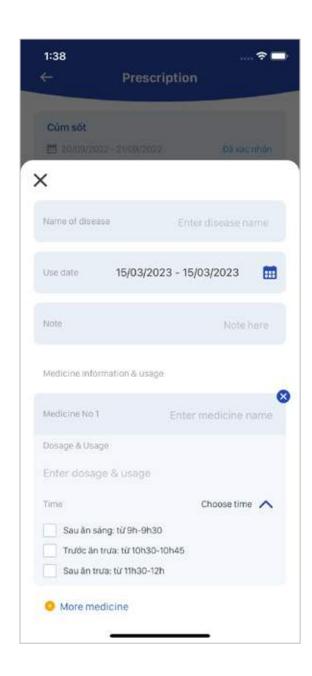




3.10. Medication administration

This feature allows you to send an on-campus medication administration reminder to the school nurse.





Please enter the following information:

- Name of disease
- Date of medication administration
- Note(s)
- Details of each medicine: name, dosage, how to use (e.g. one pill at a time), and time of administration
- Photo of the doctor's prescription

Once created, the reminder will be sent to the school nurse. The only thing you need to do is to hand over the medication.

Every time the medication is received/administered, you will receive a notification on the app.

3.11. Menu

Your child's menu is displayed by date.



3.12. Withdrawal & Refund application

This feature allows you to apply for your child's withdrawal from school or for a refund.



Step 1: Tap on the

symbol on the Student screen.

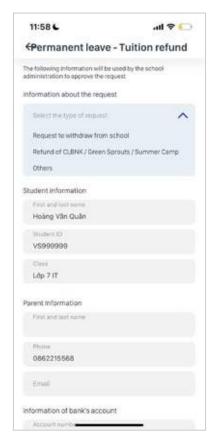
Step 2: Select your desired application.

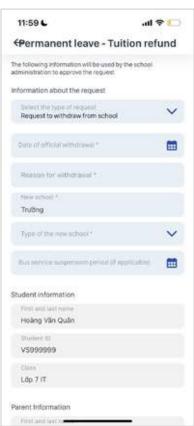
Each application requires certain information. Please make sure you provide all the required information by selecting from the available options or entering the information by yourself.

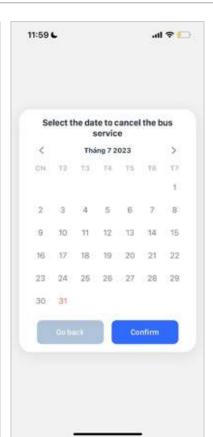
Refund is applicable in the following cases:

- Withdrawal from school
- Refund of extracurricular club/ preschool club/ summer camp fees
- Refund of other fees:
 - o Coursebook fee
 - o Health insurance premium
 - o Uniform fee
 - o Bus service fee
 - o Application fee
 - o Fees applied to children of Vingroup employees
 - o Fees applied to siblings enrolled at Vinschool
 - o Fee difference between Standard and Advanced programs
 - o Other fees

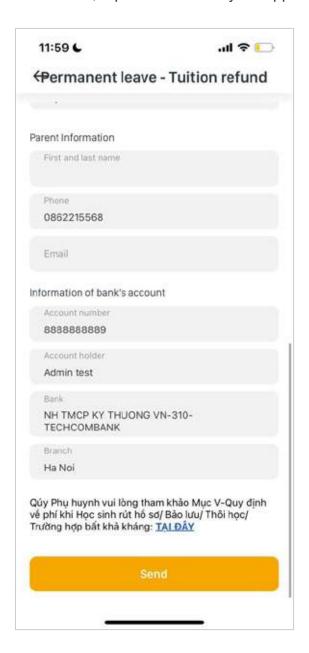
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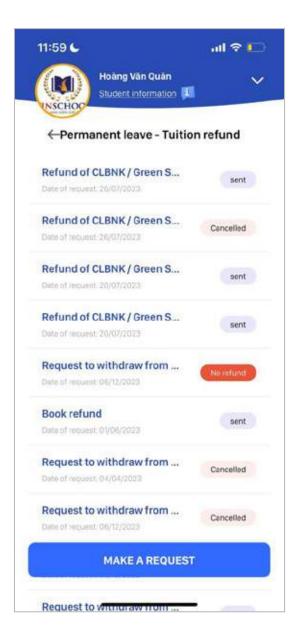




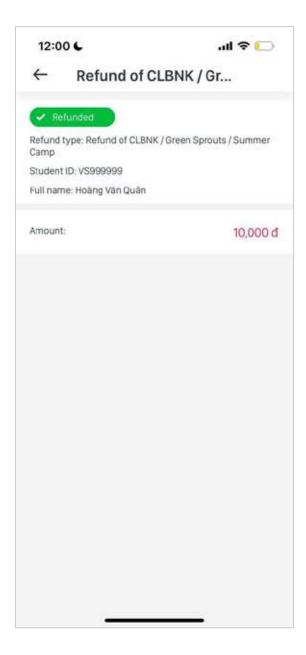
Step 3: After filling in the information, tap Send to send your application.



You may keep track of the application processing status at Withdrawal & Refund Application.

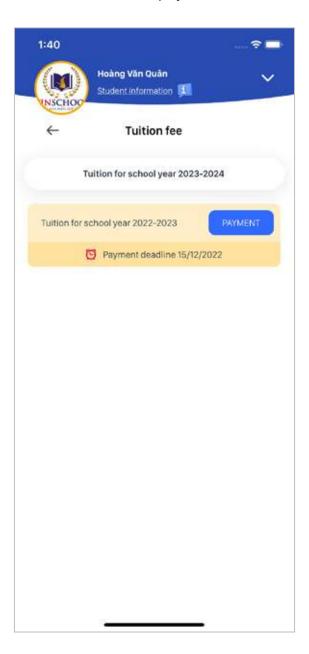


If the refund is completed, you will see the **Refund Completed** status. You can tap on the refund application for more details.



3.13. Fees

This feature allows you to monitor all the fees payable to the school and make payments.



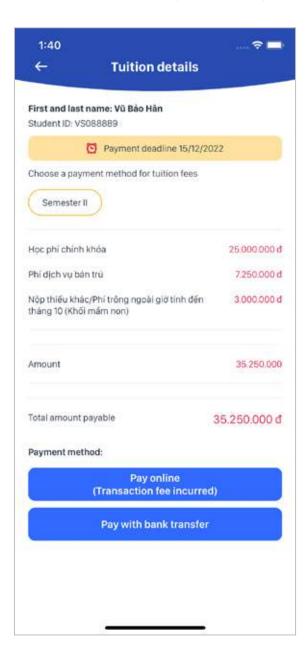
Payment instructions:

Step 1: Tap Pay.

Step 2: Fees payable are listed on the screen.

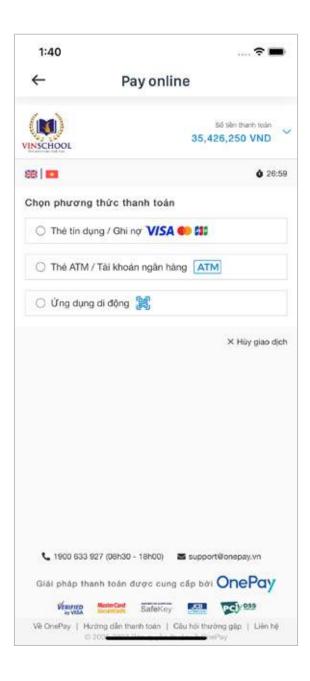
You can choose to pay for Semester 1 or for the entire school year (at the beginning of the school year) or for Semester 2 only (prior to Semester 2).

Besides tuition, you can pay for other school services that you register for your child such as the bus service, the e-communication service, ESL books, Science books, etc.

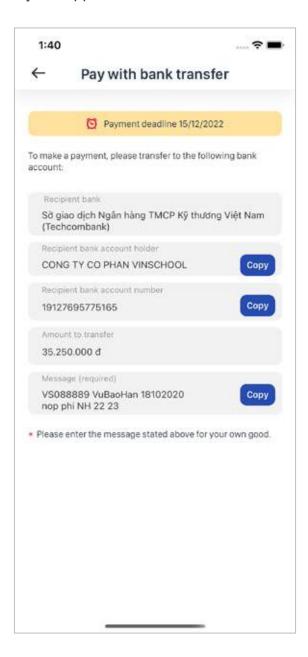


Step 3: Now, select your preferred payment method: Via payment gateway or Via bank transfer.

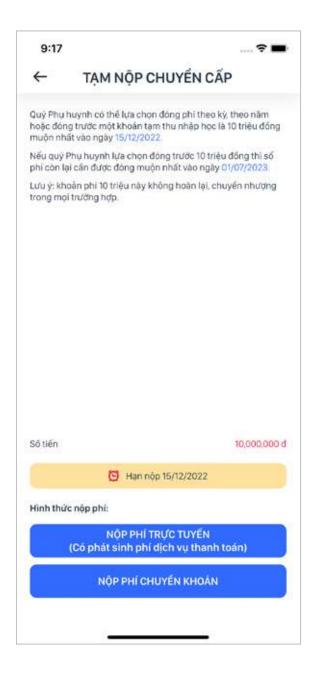
- **Via payment gateway:** You can pay with your credit card/debit card via the school's payment gateway.



 Via bank transfer: You can transfer money from your bank account to Vinschool's account. Please make sure your transfer message is exactly the same as the message provided by the app.

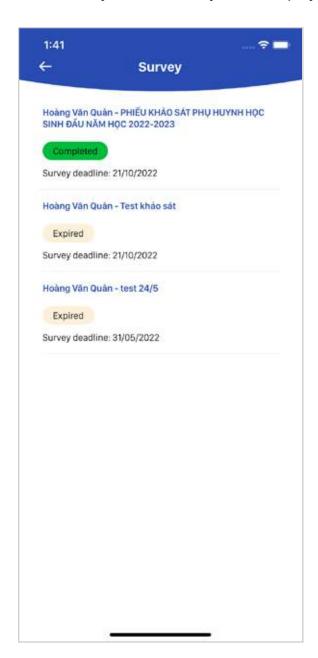


3rd payment method: **Deposit** (this option is only available to parents whose child is transitioning to a higher education stage). With this option, you can also choose to pay via the payment gateway or via bank transfer.



3.14. Surveys

All the surveys rolled out to you are displayed here.





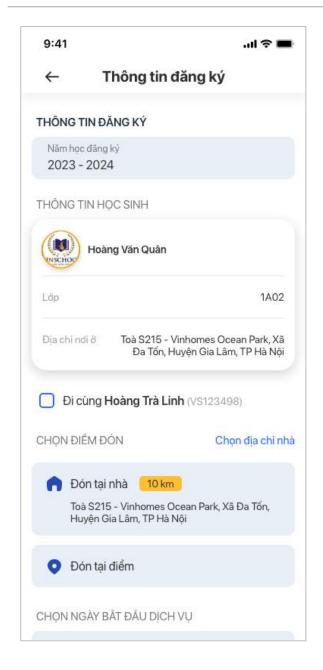
3.15. Bus service

 Bus service is an optional service which is provided based on the school's capacity and parents' wishes. You can register your child for this service and monitor his/her bus rides with the VSCO app.



Step 1: Tap **Register** on the Bus Service screen.

Step 2: Fill in the information.

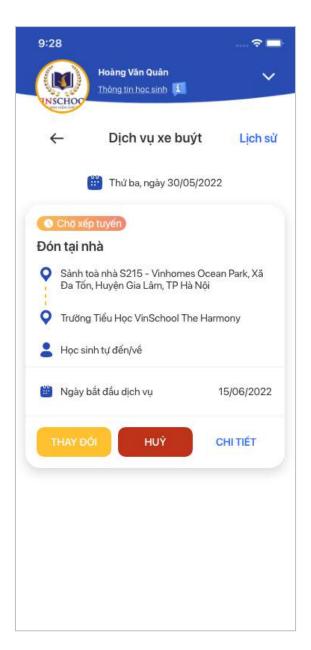




- If you have more than one child enrolled at Vinschool and want them to go together, check the option **Go with ...(name of sibling)**. The school will arrange the same bus for them if possible.
- You can choose your preferred pick-up/drop-off option: At Home or At Designated
 Point.
- Next, select the start date of the bus service.
- If you do not register your child for the school's bus service, please choose from the available pick-up/drop-off options: **Commuting by student himself/herself** and **Pick-up/drop-off by guardian**.

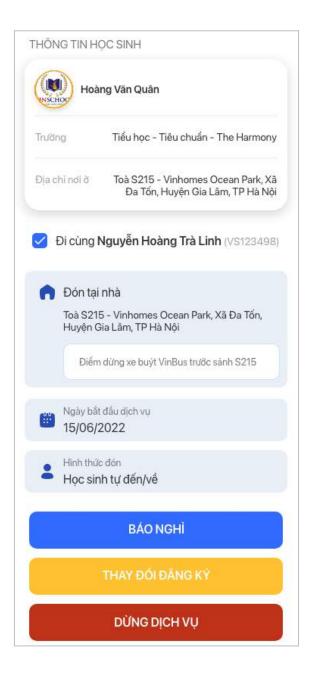
Step 3: After filling in the registration information, tap **Agree with terms & conditions** and then **Confirm registration**.

Once the application is submitted, the Bus Service screen will display the status of your application: *Pending for arrangement* or *Arrangement completed*.

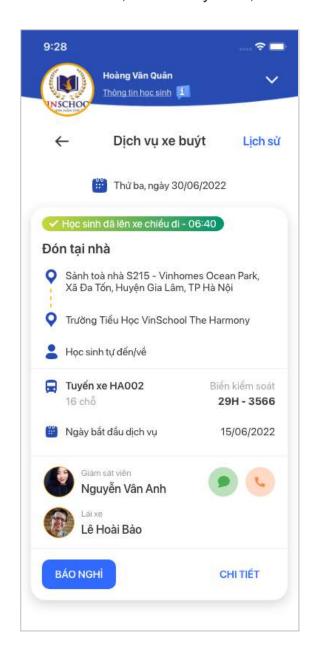


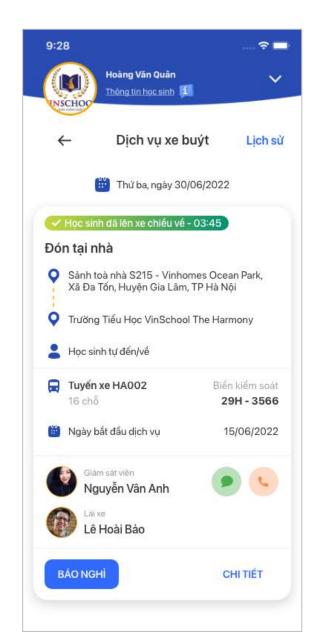
- While waiting for the bus arrangement, you can edit your registration information or cancel your registration by tapping **Edit** or **Cancel**.

 If you would like to request a leave of absence for your child, tap Apply for Leave to inform the school of the specific date on which he/she is not using the bus service.



- Once the bus arrangement is completed, you can monitor your child's bus rides. The screen will display one of the following statuses: *On the way to school, Arrived at school, On the way back, Off the bus.*





4. Chat

Your chats are displayed here.

- Listed by group: 02 parent chat groups (with and without the homeroom teacher).
- Listed by teacher: your chats with teachers (if any).



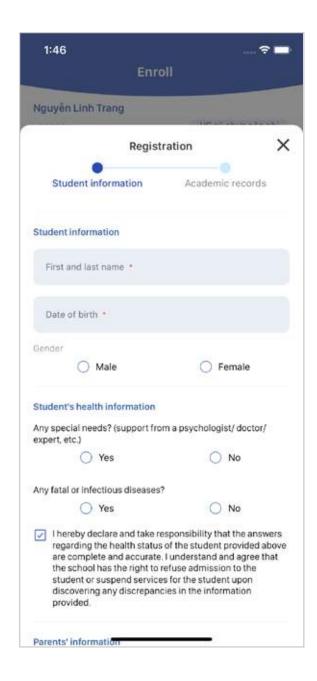
5. Application

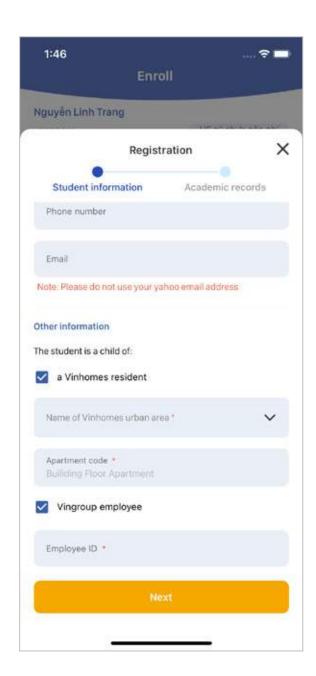


Step 1: Fill in the information.

Step 2: Once you have submitted your application, one of the following statuses will be displayed:

- Pending (the application has been submitted)
- Rejected (the application fails to meet the admission requirements)
- Incomplete (the application is incomplete)
- Discarded (the application has been discarded)





Once your application meets the admission requirements, you can track the next steps in the admission process. The screen will display one of the following statuses:

- Application accepted
- Successfully applied
- Screening
- Admitted

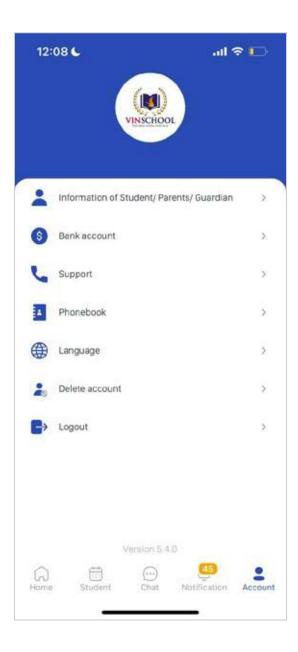
Each step in the admission process requires certain actions, for example: Pay the application fee, Add your child's photo, etc. Please make sure you complete all the required actions listed on the app.

6. Notifications

All notifications from the school and your child's teachers are displayed here.

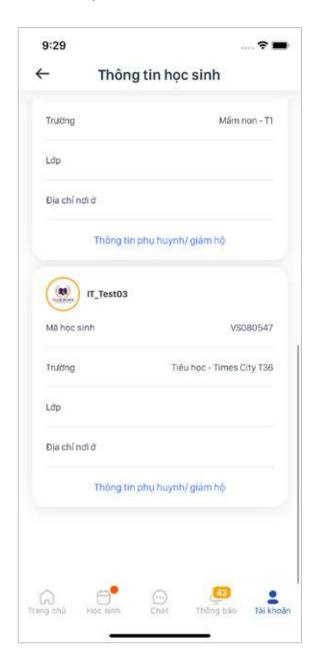


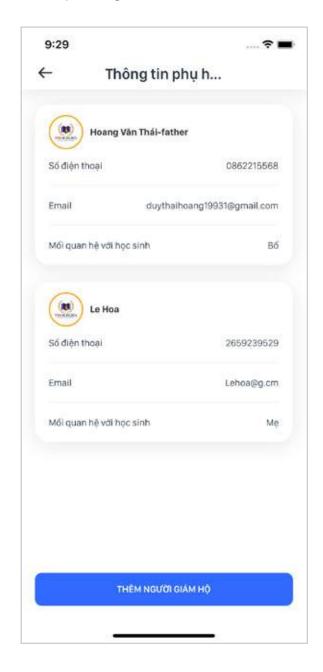
7. Account



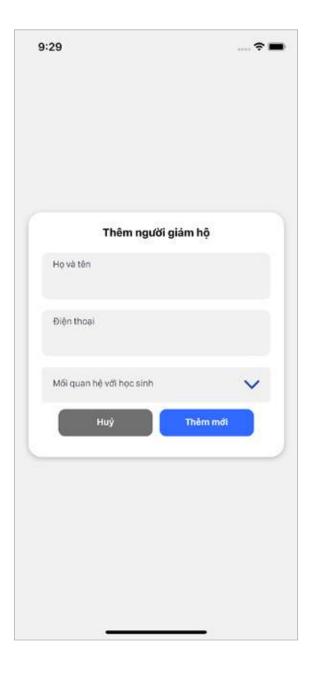
• Information of Student/ Parents/ Guardian

Your child's information is displayed here. If you have more than one child attending Vinschool, you will see a list of students and their corresponding information.





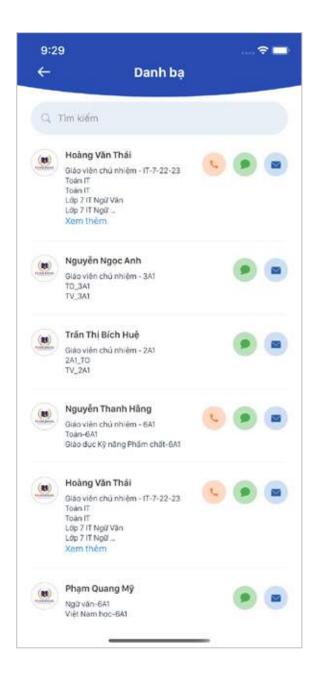
You can edit the guardian's information.

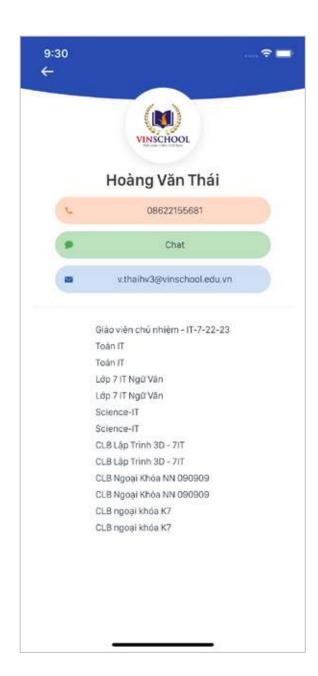


Contacts

Contacts of your child's homeroom teacher and subject teachers are shown here.

The homeroom teacher's phone number is displayed, but those of subject teachers are not.





Support

Tap **Create a Request** to seek support from the school.

