VINSCHOOL
Nơi ươm mầm tinh hoa

USER GUIDE

VinschoolOne

Updated 05/05/2024

CONTENTS

Introduction 2
Installation Guide 2
Main Function 3
1.Login 3
1.1. Parents login 4
1.2. Guest login 5
2. Home 6
3. Student 9
3.1. Student profile 10
3.2. Academic reports 11
Displays Subjects scores, Progress reports, Civilized accounts
3.3. Health information 13
3.4. Timetable and event 14
3.5. Homework - Exams 15
3.6. Attendance 16
3.7. Leave application 17
3.8. Comments 18
3.9. Extracurricular Activities 19
3.10. Medication instruction 23
3.11. Daily meal menu 25
3.12. Withdrawal request and refund 26
3.13. Tuition fee 28
3.14. Surveys 30
3.15. School bus 31
3.16. Uniforms 35
4. Chat 44
5. Enrollment 45
6. Notifications 48
7. Account 49

Abbreviations

Word	Explanation
VSC	Vinschool
VSCO	VinschoolOne
PH	Parents
HS	Student
GV	Teacher
GVCN	Homeroom teacher
GVBM	Subject teacher
CBNV	Staff
PTLC	Inter-level high school
MN	Kinder

INTRODUCTION

The VinschoolOne application is an essential and convenient tool for Parents to monitor and manage their children's learning process at Vinschool. This application aims to enhance the relationship between Parents, Teachers, and School to improve the studying quality at Vinschool.

With a friendly and intuitive interface, Parents can easily update and follow their children's daily activities. The application offers many useful features, including updating learning progress, timetable information, health status, completed assignments, grades, feedback from teachers, Student attendance, and daily nutritional menus.

Additionally, the application supports Parents in paying tuition fees, participating in surveys, registering for auxiliary services such as school bus, uniforms purchasing, and more. The direct chat feature with teachers and contact with the school is also integrated, making the communication between Parents and School more convenient and effective.

INSTALLATION GUIDE

For iOS:

1. Open the App Store on your device.
2. In the search bar, type "VinschoolOne" to find the app.
3. Select the VinschoolOne app published by Vinschool.
4. Tap on the Install button to begin the download and installation process of the app.

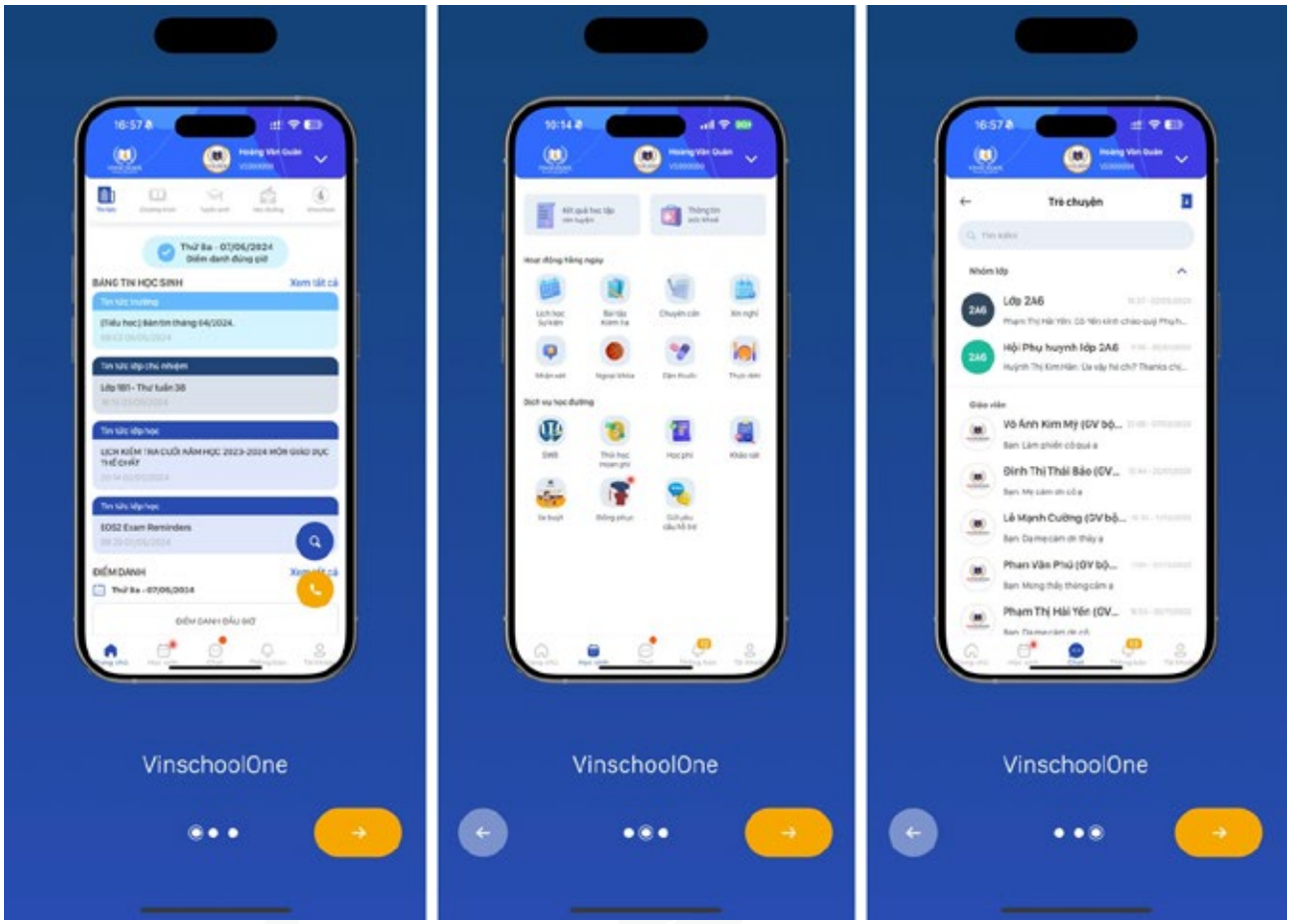
For Android:

1. Open the Play Store on your device.
2. In the search bar, type "VinschoolOne" to find the app.
3. Select the VinschoolOne app published by Vinschool.
4. Tap on the Install button to begin the download and installation process of the app.

MAIN FUNCTIONS

1. Login

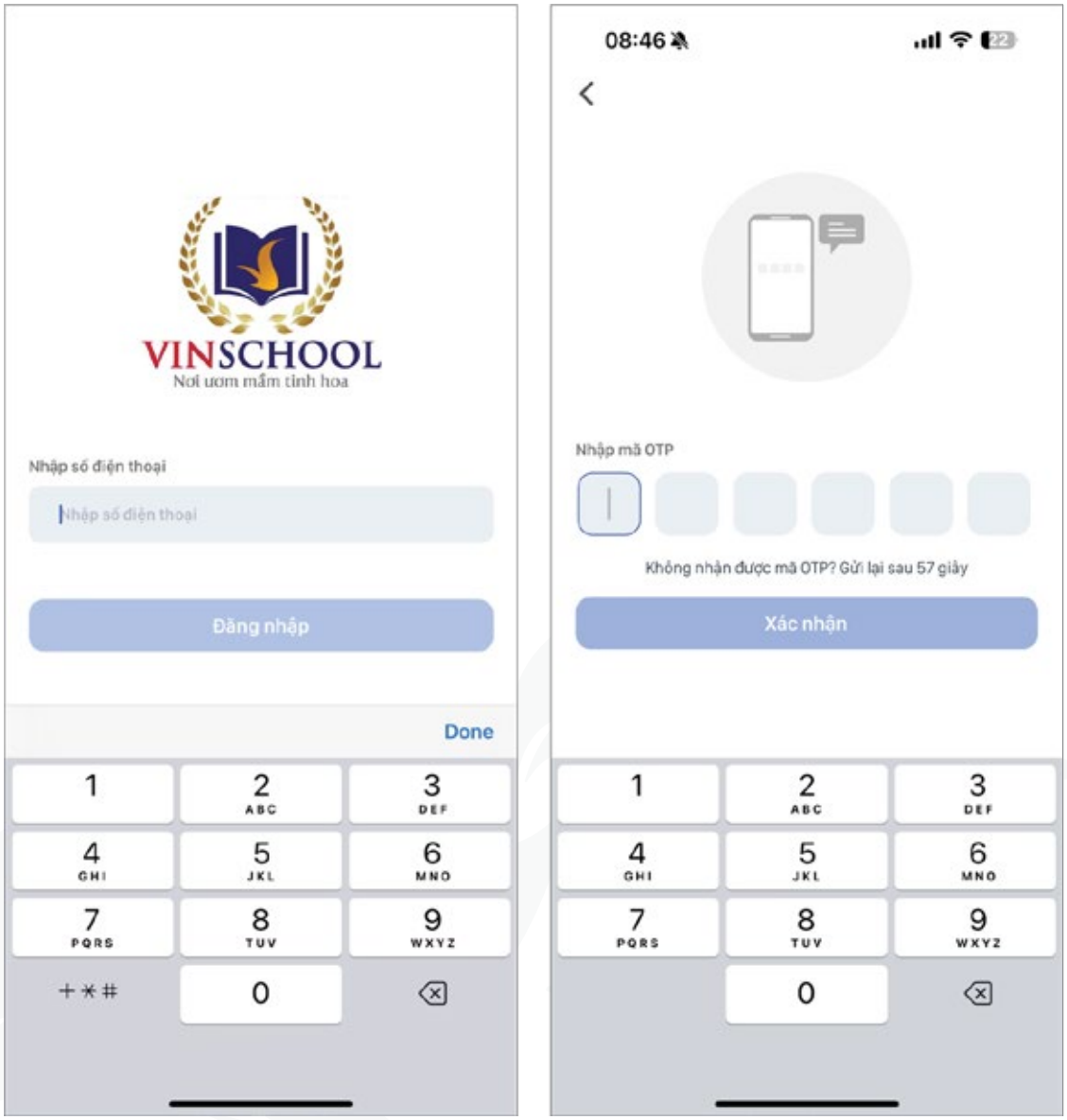
- After installing and opening the application, the introduction screen will appear, presenting some highlight features.
- Next, the app will redirect to the login screen to authenticate and access the exclusive features.



1.1. Parents Login

This function is for parents whose children are studying at Vinschool high schools.

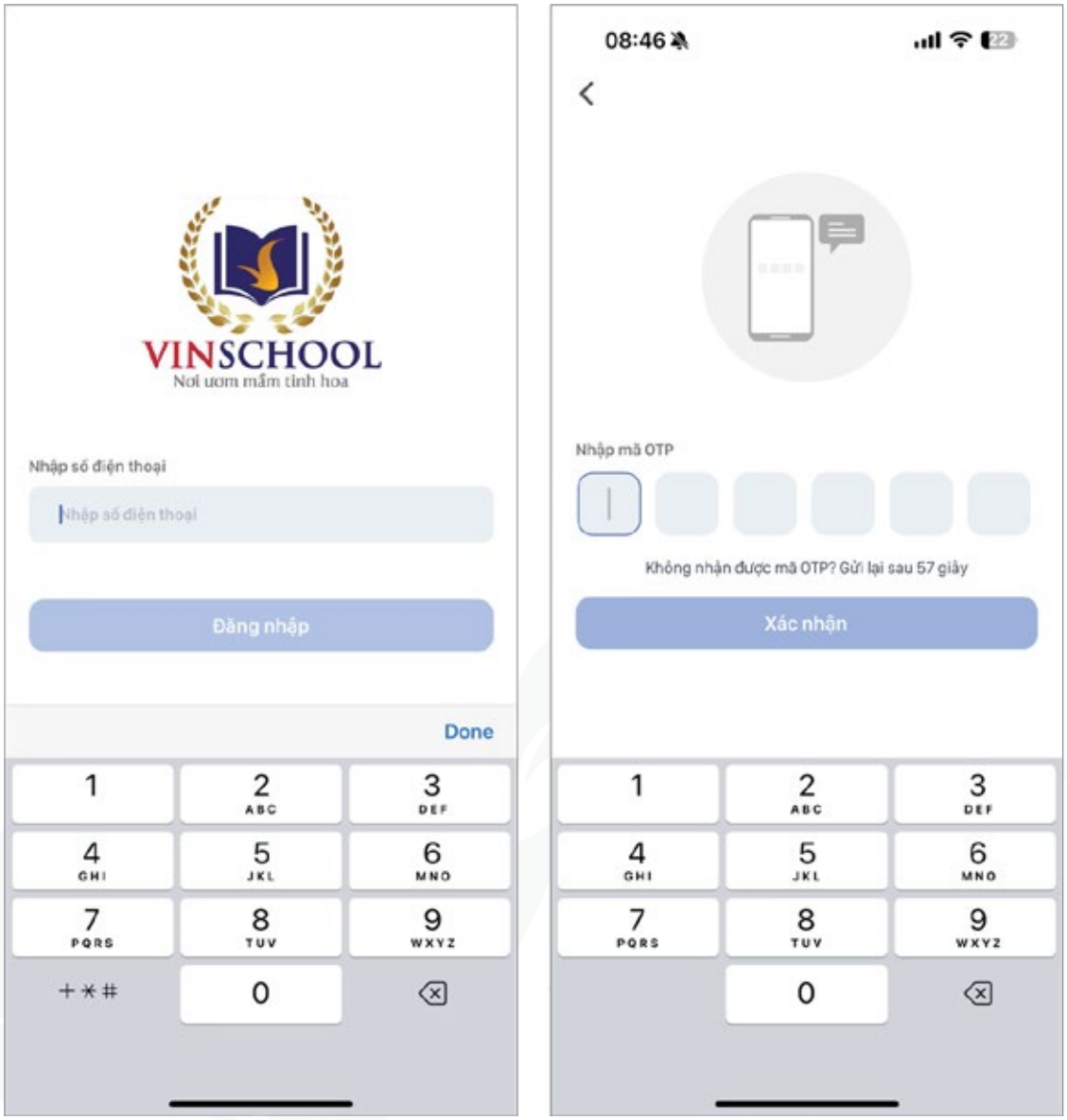
- **Account Authentication:** Parents input phone number into the login field, an OTP code that will be sent to registered phone number. Note that the OTP code is valid for only 1 minute.
- **Input OTP code:**
- **For Android devices:** the OTP code will be detected and filled, then log in automatically.
- **For iOS devices:** The OTP code will be displayed on the phone's keyboard Parents need to select the code to complete the login process.



1.2. Guest Login

This function is for Parents who do NOT have any children studying at Vinschool or the children are studying at Vinschool preschools.

- **Account Authentication:** To log in as a guest, input phone number into the login field. There is an OTP code that will be sent to the registered phone number. Note that the OTP code is valid for only 1 minute.
- **Input OTP code:**
- **For Android devices:** the OTP code will be detected and filled, then log in automatically.
- **or iOS devices:** The OTP code will be displayed on the phone's keyboard. Parents need to select the code to complete the login process.



2. Home screen

After successfully logging in, the application will redirect to the Home screen.

The Home screen includes the following sections:

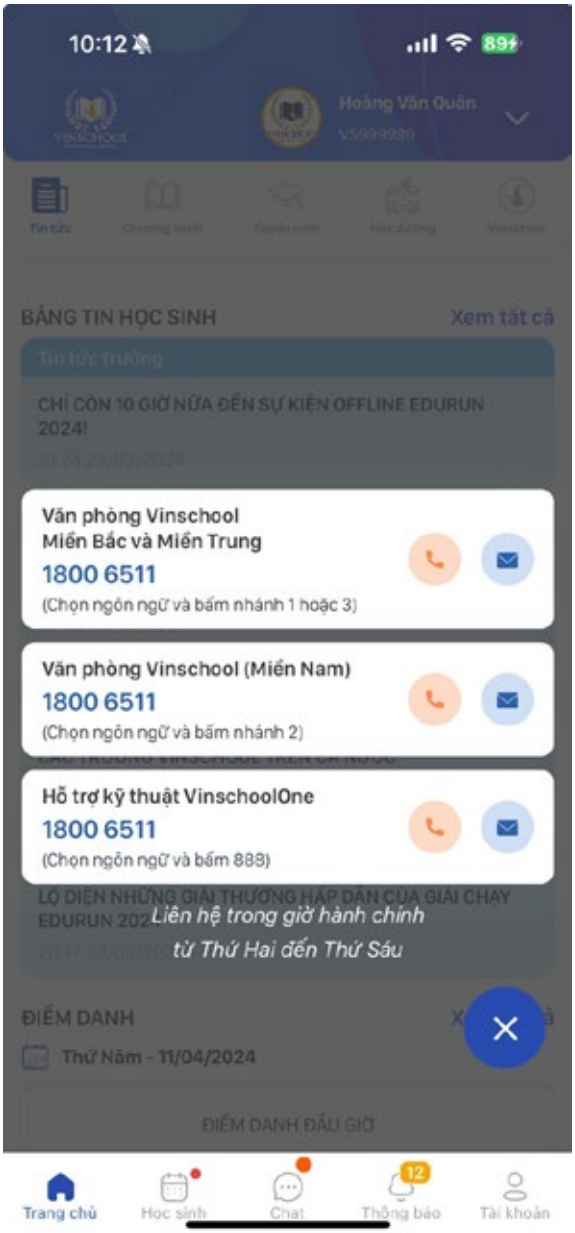
• **News:** This section provides news and notable events at Vinschool, including announcements from the school, class blocks personalized for each Student, as well as daily attendance information and individual class periods. Parents can interact, comment, and share posts. However, for posts where the admin has disabled interaction, commenting, or sharing, Parents will not be able to perform these actions.

• **Educational Programs:** Displays information about the inter-level high school education program at Vinschool.

• **School Life:** Includes information about school bus, uniforms, and day-boarding services.

• **About Vinschool:** Provides general information about Vinschool.

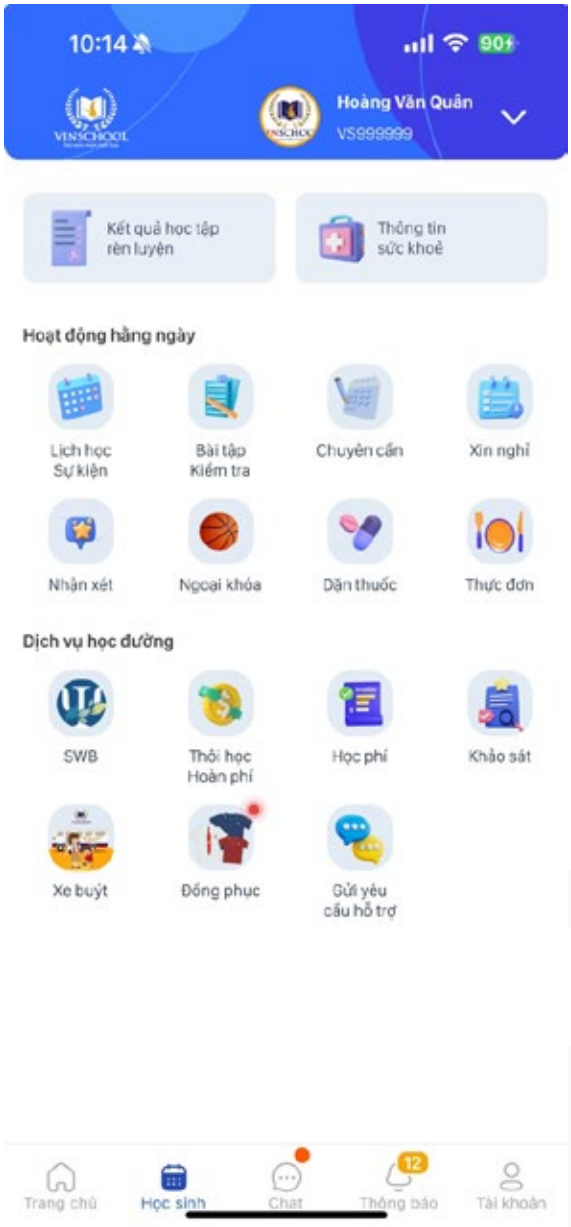
• **Hotline:** Displays the hotline number of Vinschool. Parents can contact these numbers for support and guidance.



• **Search:** Allows Parents to search for news by any related keywords.

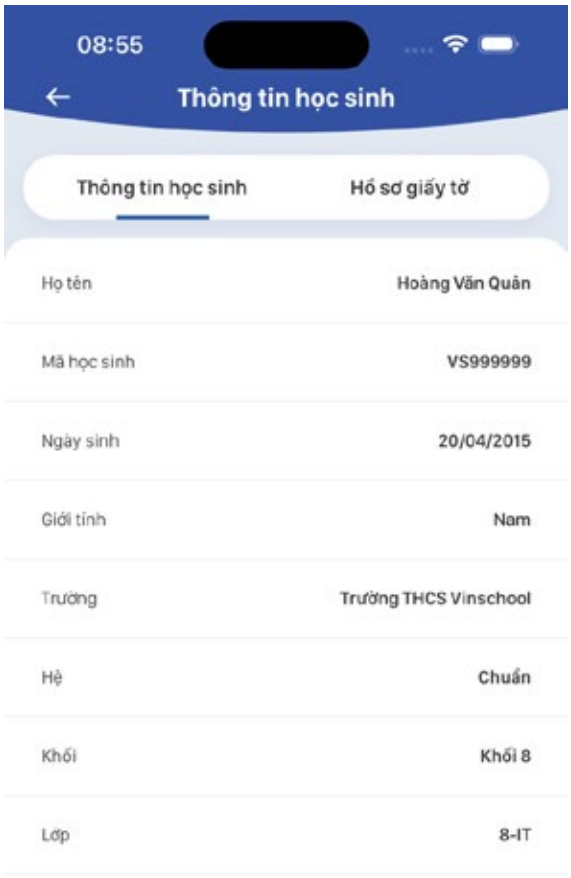
3. Students

This section displays personalized information and functions for each Student. Parents can choose to view information for each Student using arrows to display the list of Students.

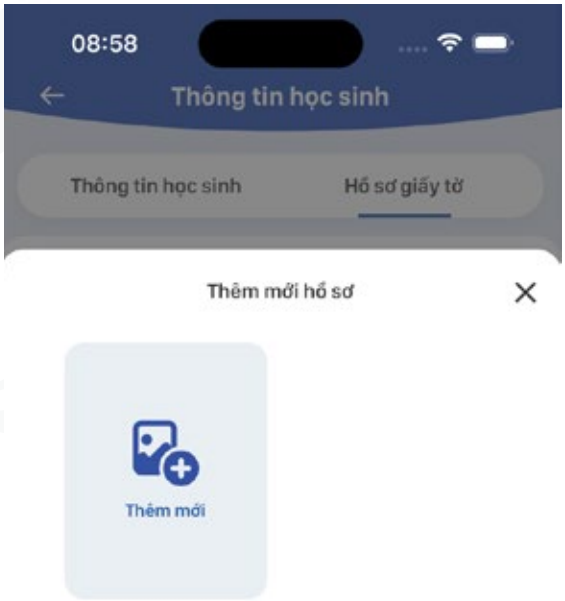


3.1. Student profile

Displays Student's core information.



Documents: Displays document



3.2. Academic reports

Displays Subjects scores, Progress reports, Civilized accounts.

• **View subject scores:** Allows Parents to view the scores of each subject for the current academic year.

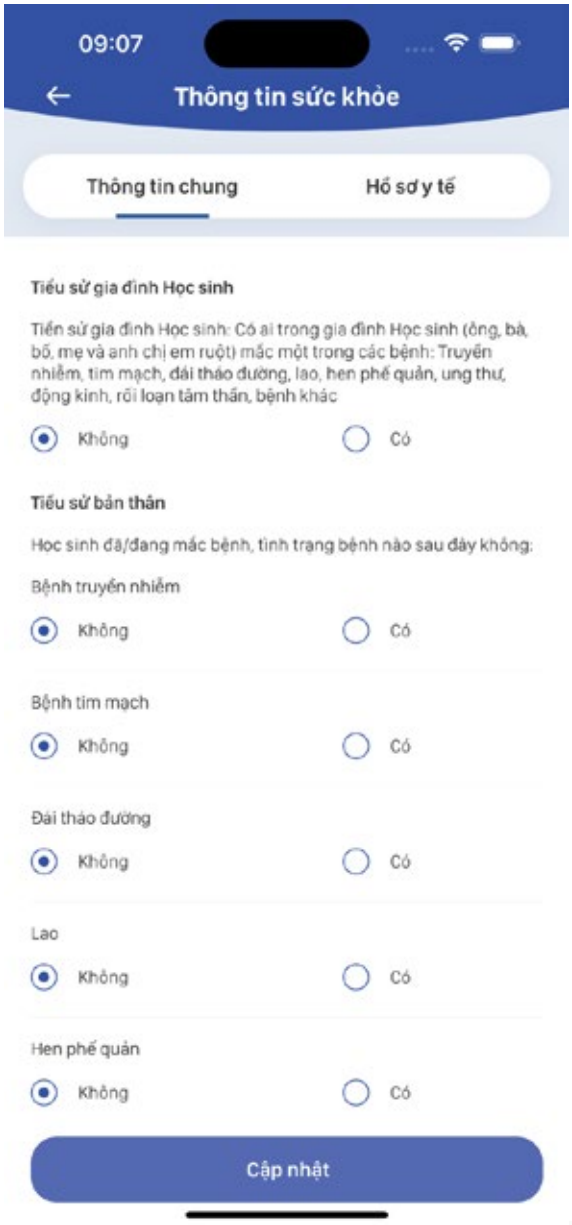
• **Progress reports:** Displays the Student's academic progress report for the academic year.

• **Civilized Account:** Displays the Student's civilized points, can view by month.

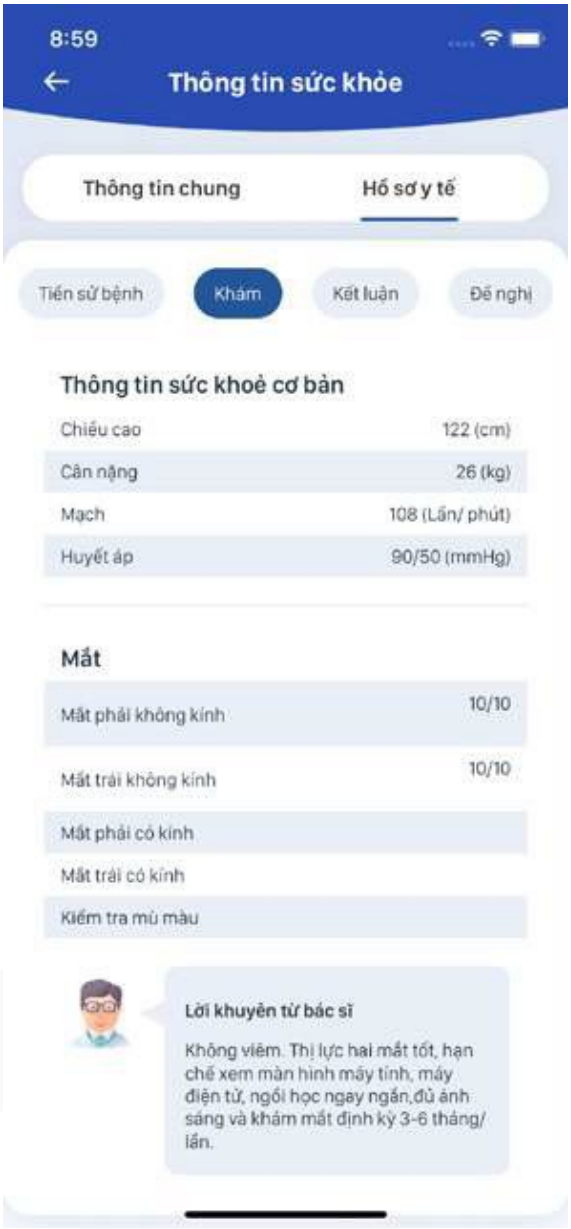
• **LMS reports:** Displays the weekly LMS score reports in details.

3.3. Health Information

• **General Information:** Provides an overview of the Student's health.

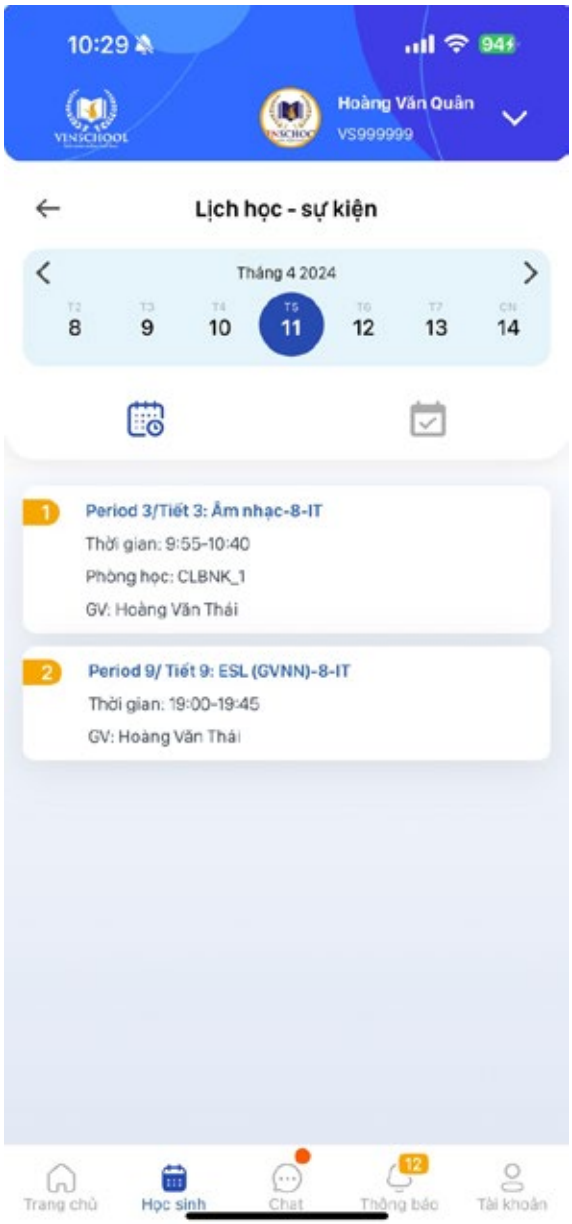


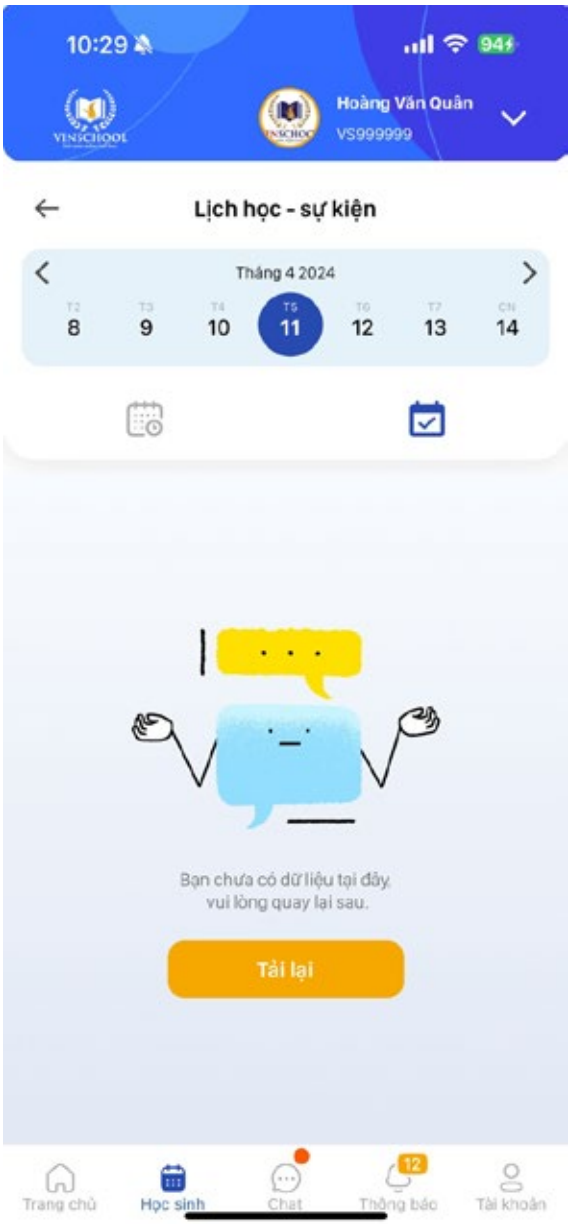
• **Medical records:** Displays the results of the Student's health examination at Vinmec.



3.4. Timetable and event.

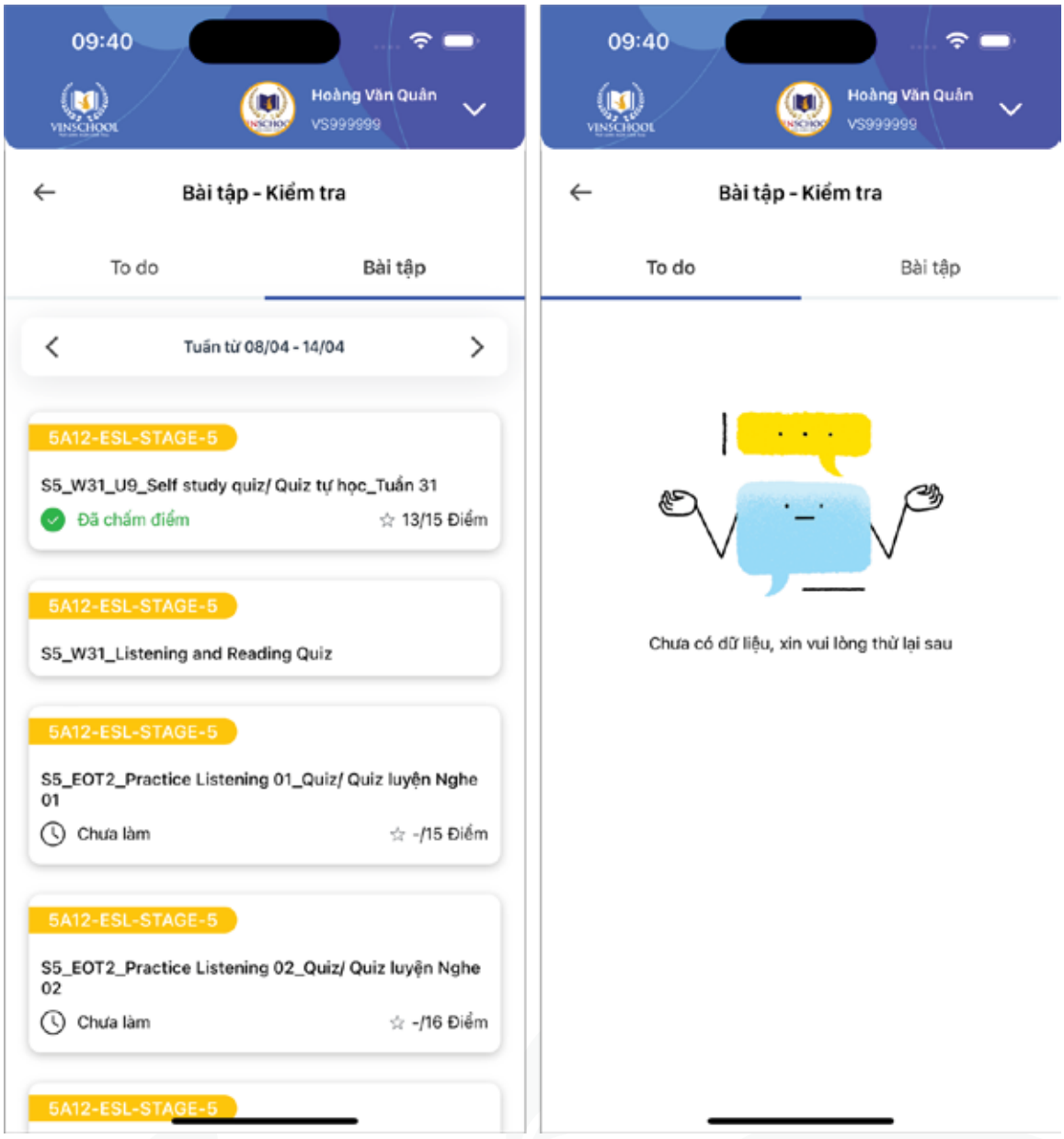
Displays the class schedule and events which the Student participates in.





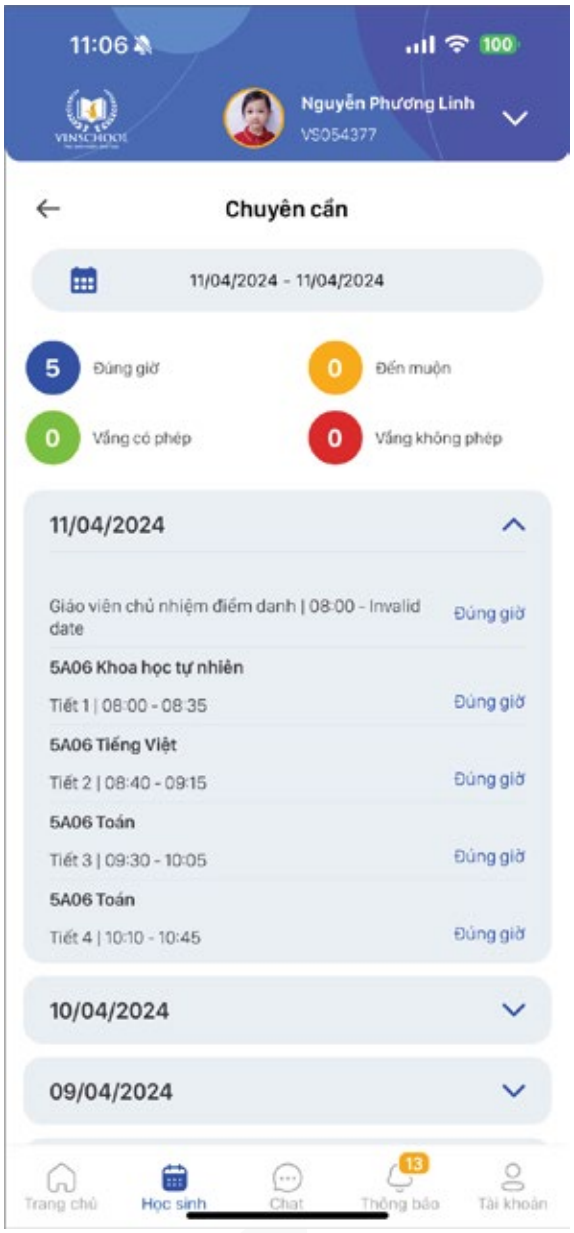
3.5. Homework - Exams

Provides information about the Student's homework and examinations.



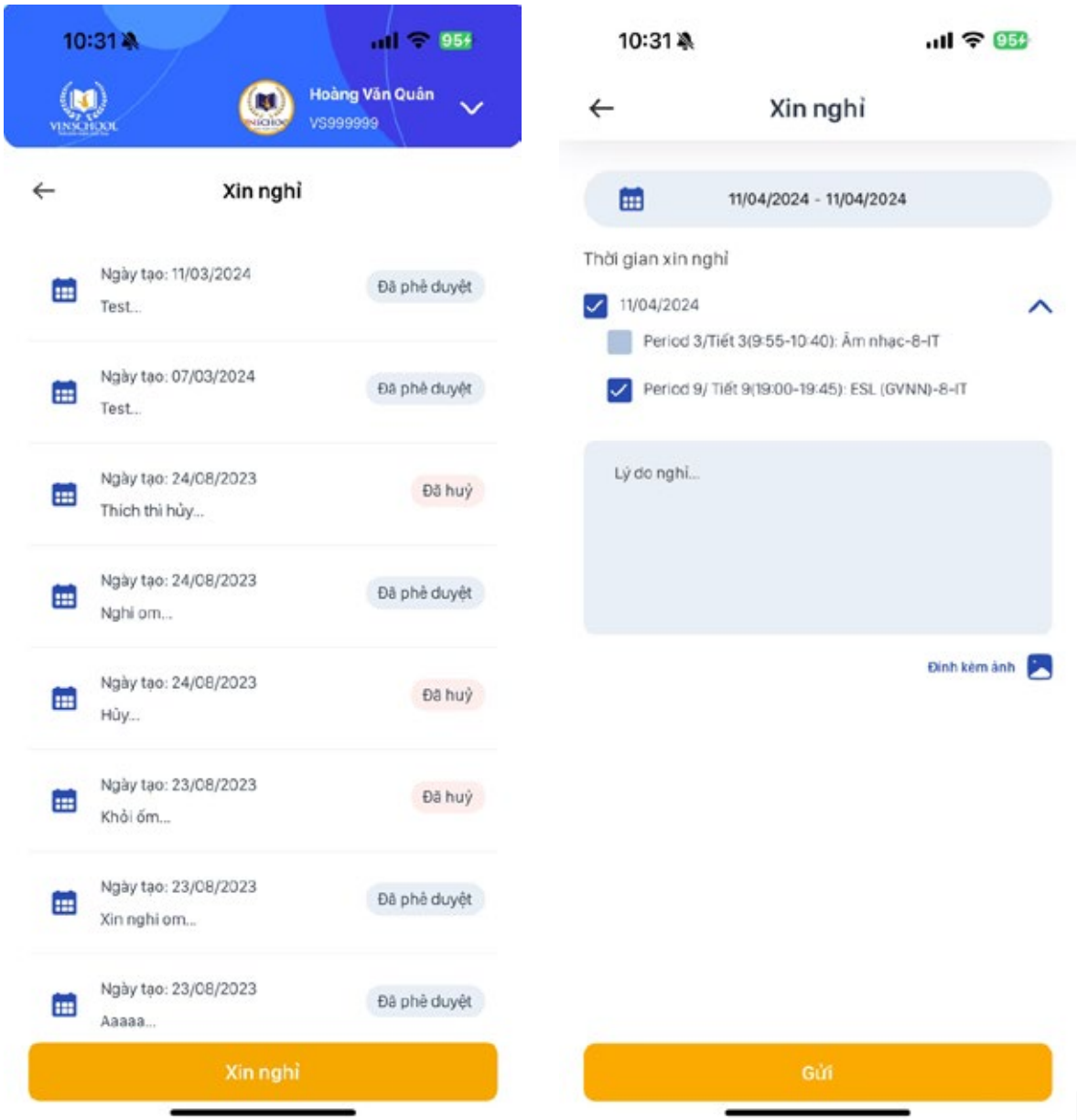
3.6. Attendance

Displays the Student's presentation status.



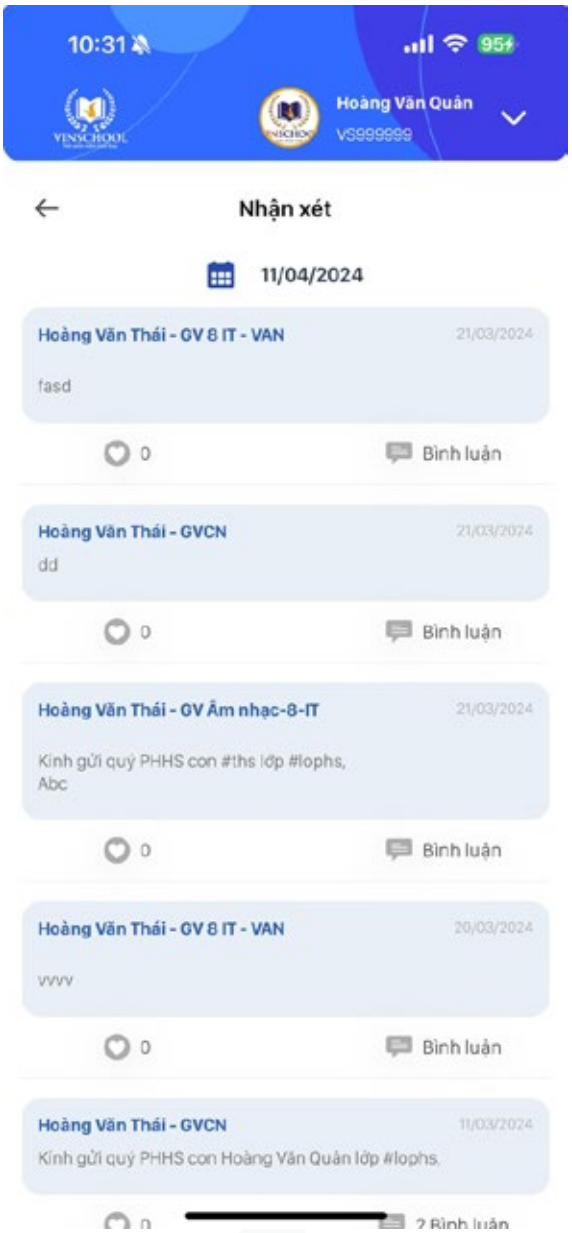
3.7. Absence request

Allows Parents to submit the absence request and display the history of previous absence requests.



3.8. Teachers' comments

Displays comments from the homeroom teacher and subject teachers.

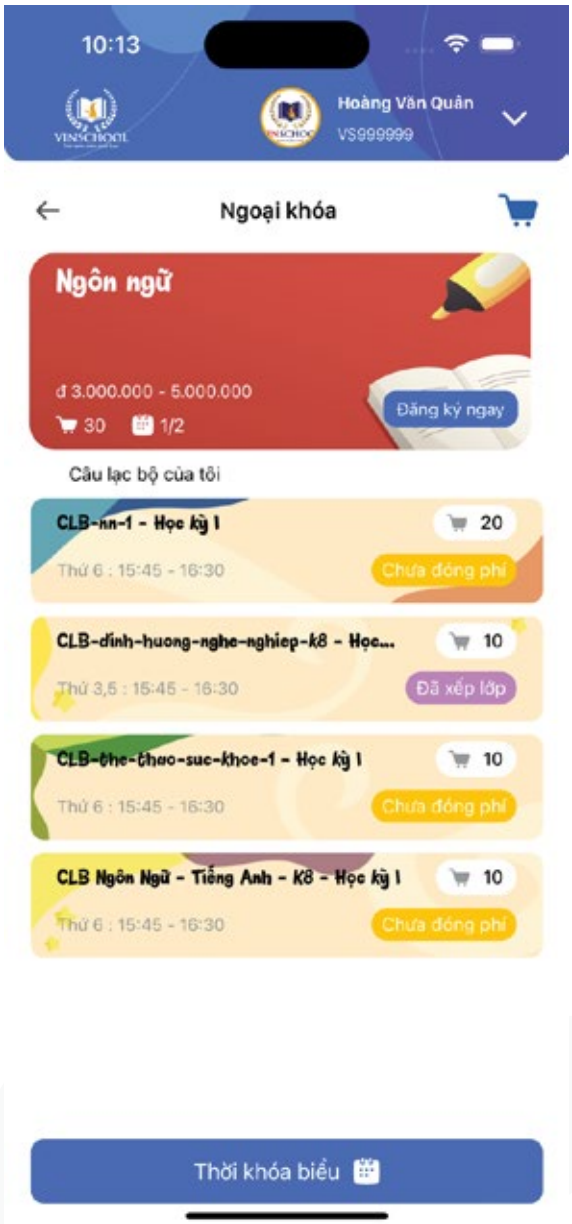


3.9. Extracurricular Activities

Displays extracurricular clubs' information. Provides step-by-step registration.

Registration steps below:

Step 1: Select the Extracurricular Club's subject. For example: Foreign language club

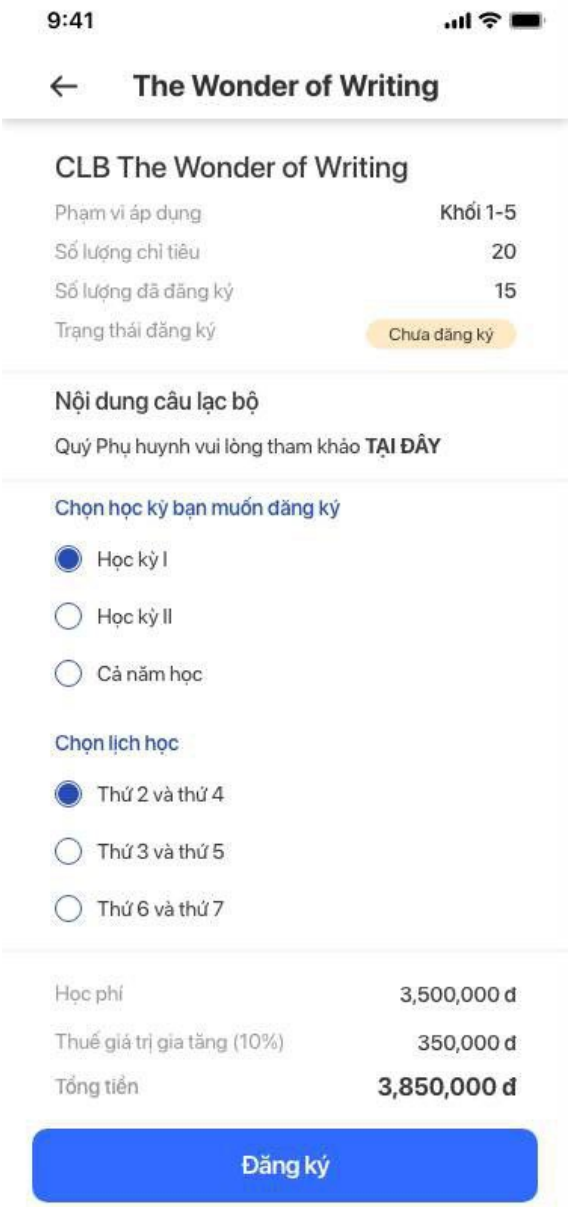


Step 2: Select favorite Extracurricular Club to register.

For example:

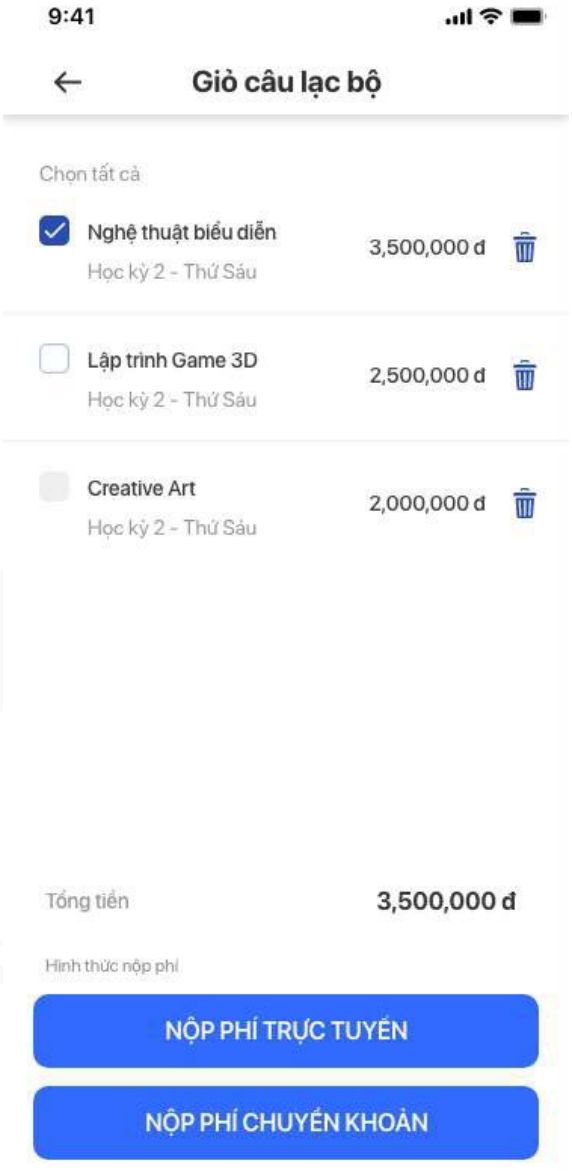
The Wonder of Writing club.

Step 3: Parents review club's details, select term and time. Then select **Enroll**



Step 4: On the screen the cart's information will be displayed, including the submitted clubs. Parents could remove any club if they no longer needed it by selecting the trash icon.

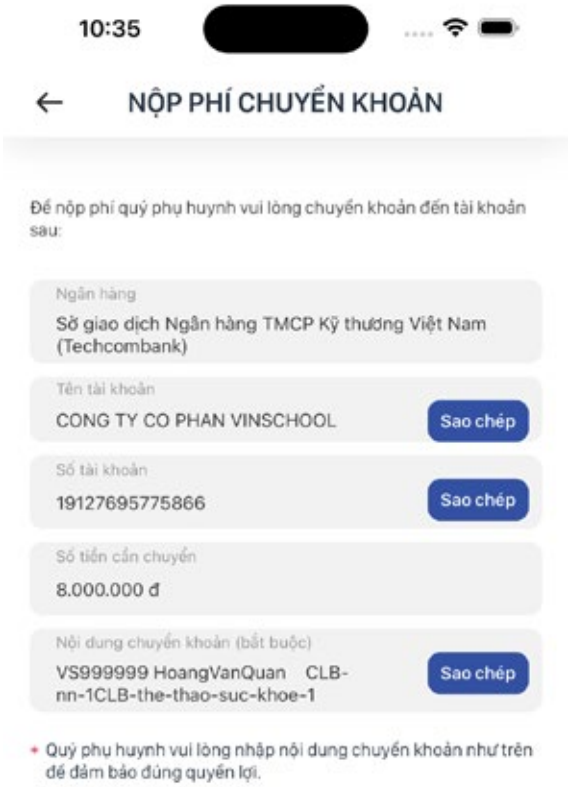
Next, Parents can choose to pay for all or each club by selecting all or ticking each checkbox.



To process payment, Parents can choose 1 in 2 payment method options: **Online payment** or **Bank transfer.**

• **Online payment:** Parents can use Credit/Debit cards to pay via the payment gateway.

• **Bank transfer:** Parents can transfer directly to Vinschool's account. Parents should send the payment with the exact content provided by the application to ensure accurate reconciliation by the school.



After registering for the Extracurricular Club and the Student is enrolled, parents can view the detailed about the club and the Student's participation process through functions: **Information, Notification, Lessons, and Evaluation.**

3.10. Medication instruction

This function allows Parents to send medication instructions to the school's nurses, including specific medication information and a photo of the prescription.

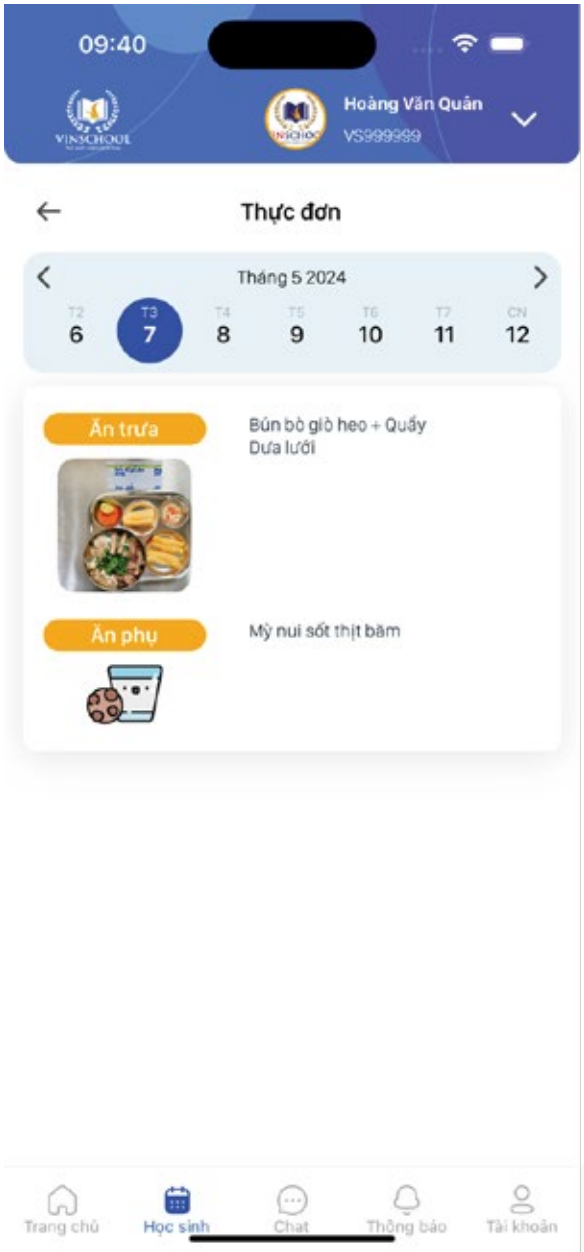
On this screen, Parents need provide:

- Disease Name
- Usage Date
- Notes
- Detailed information for each medication, including name, dosage, and usag instructions (e.g., take 1 pill...), and select the medication time frame.
- Attach a photo of the doctor's prescription.

After that, the medication instructions will be sent to school nurses, and Parents need to send the medication bag to the school nurses.
When receiving the medication bag -> school nurses will confirm the prescription -> the application will notify the Parents.
Once the school nurses successfully administers the medication, the application will notify the Parents.

3.11. Daily meal menu

Displays daily menu information for the Student.



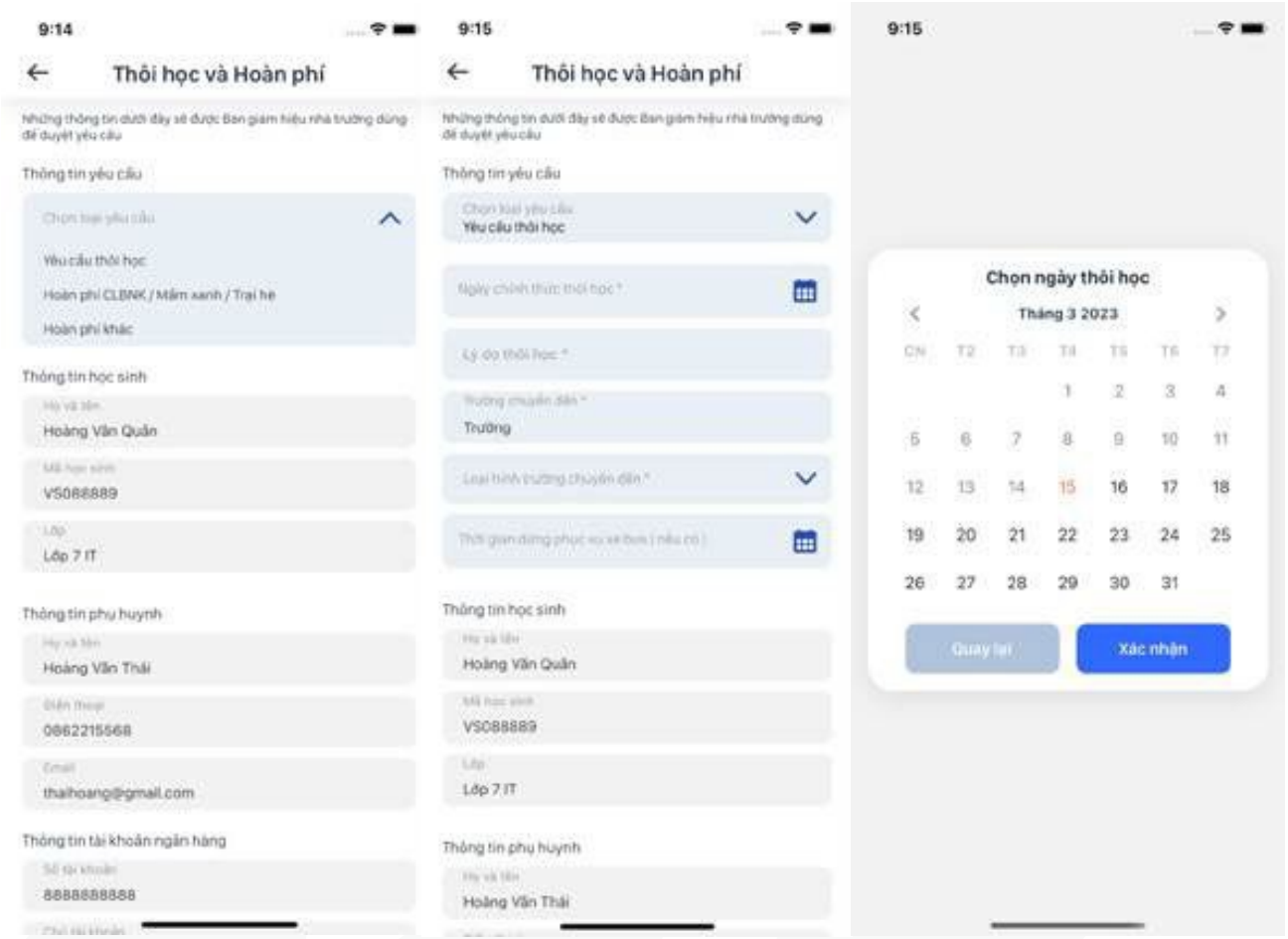
3.12. Withdrawal – Refund Request

This function allows Parents to send withdrawal requests or request refunds for paid fees.

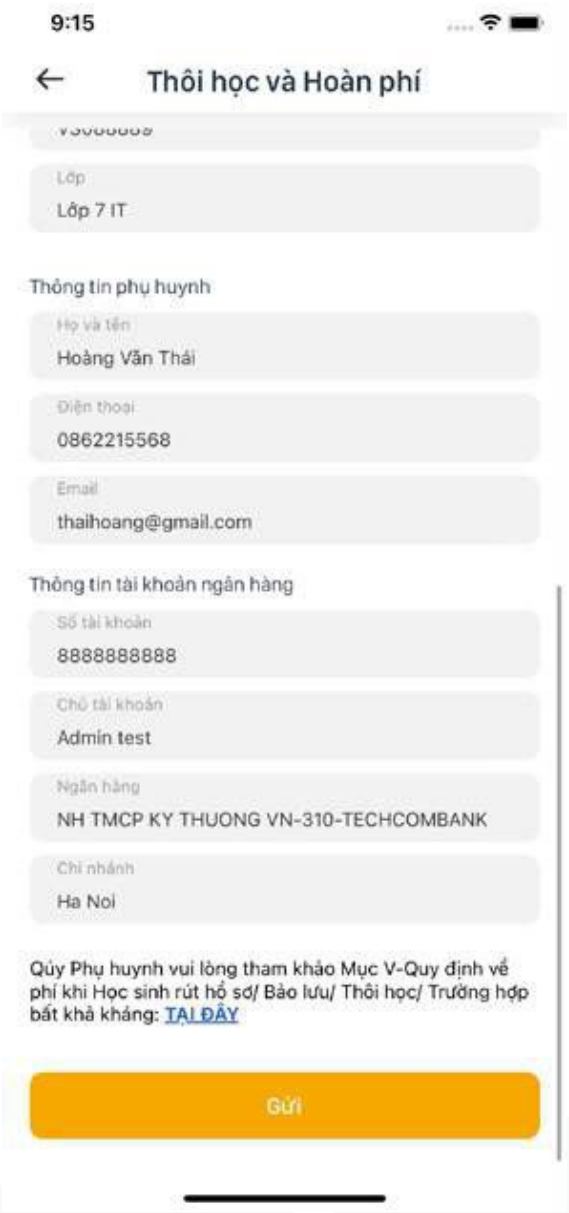
Step 1: Select the icon "Withdrawal/Refund Request" icon on the Student screen.

Step 2: Parents select the request type and fill the form. Request types include:

- **Withdrawal Request.**
- **Refund for Extracurricular Club/Green Bud/Summer Camp.**
- **Other refunds** such as book fees, health insurance, uniform, school bus,
- registration fees, Vingroup staff discounts, sibling discounts at Vinschool, fee differences between two programs, and other types.



Step 3: After filling the form, select "Send" to submit the request. Parents can track the processing status of request. For the completed requests, on screen displays status **"Refunded"** and allows Parents to check the amount.

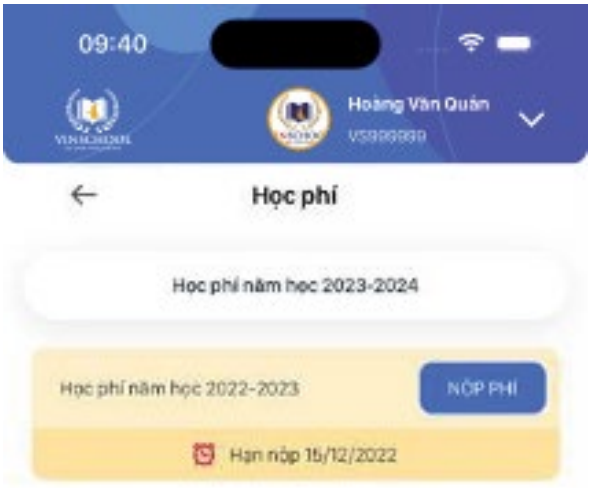


With the completed requests, on screen displays status **"Refunded"** and allows Parents to check the amount.

Parent can track the status of the request on screen: **Withdraw/ Refund request**

3.13. Tuition fee

This function provides to Parents the tracking and paying the tuition fee.



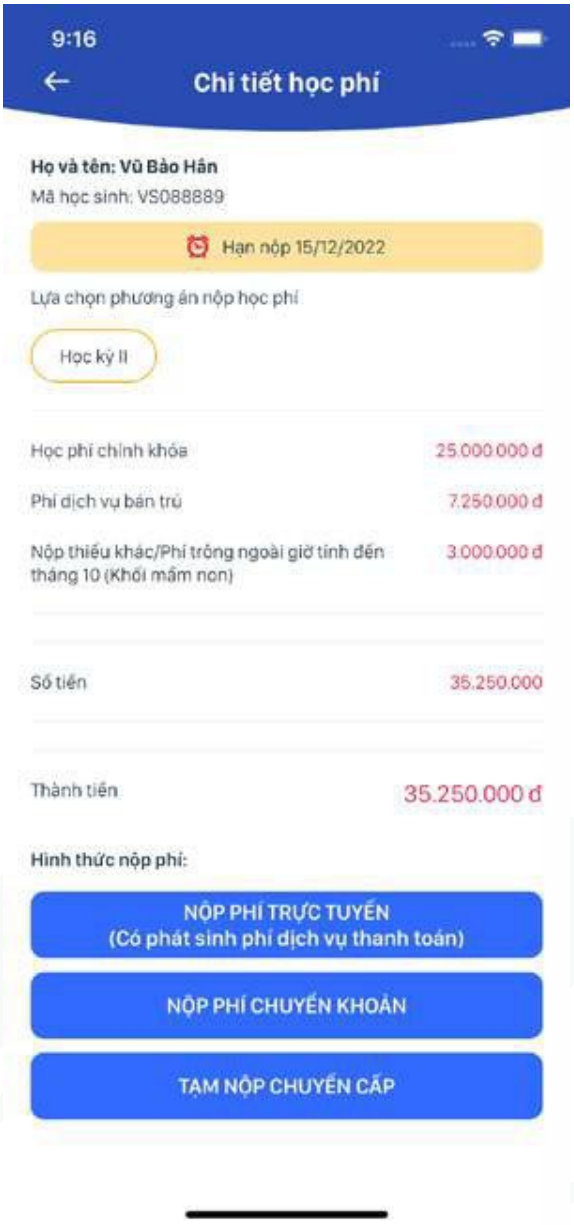
Paying instruction:

Step 1:

Select **"PAY TUITION FEE"**

Step 2: Display details of the tuition fee. Parents could choose to pay for:

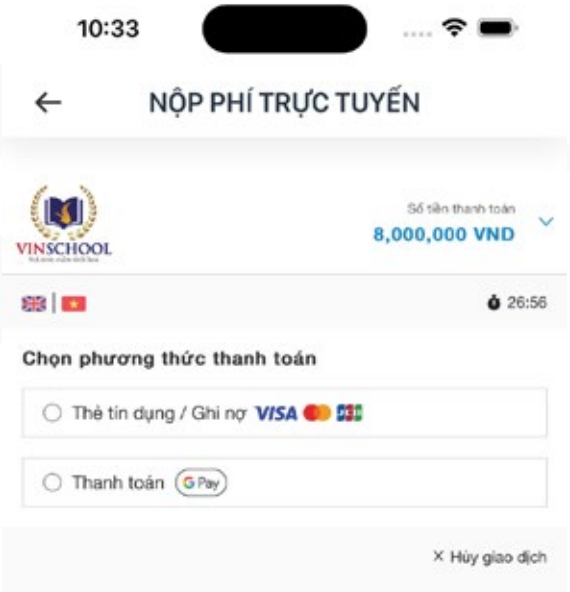
- Term 1 or whole Academic year (on the start date of academic year)
- Term 2 only (on the start date of term 2)
- Other school services such as school bus, digital communications portal, books for English learning, books for Science learning fees (optional).



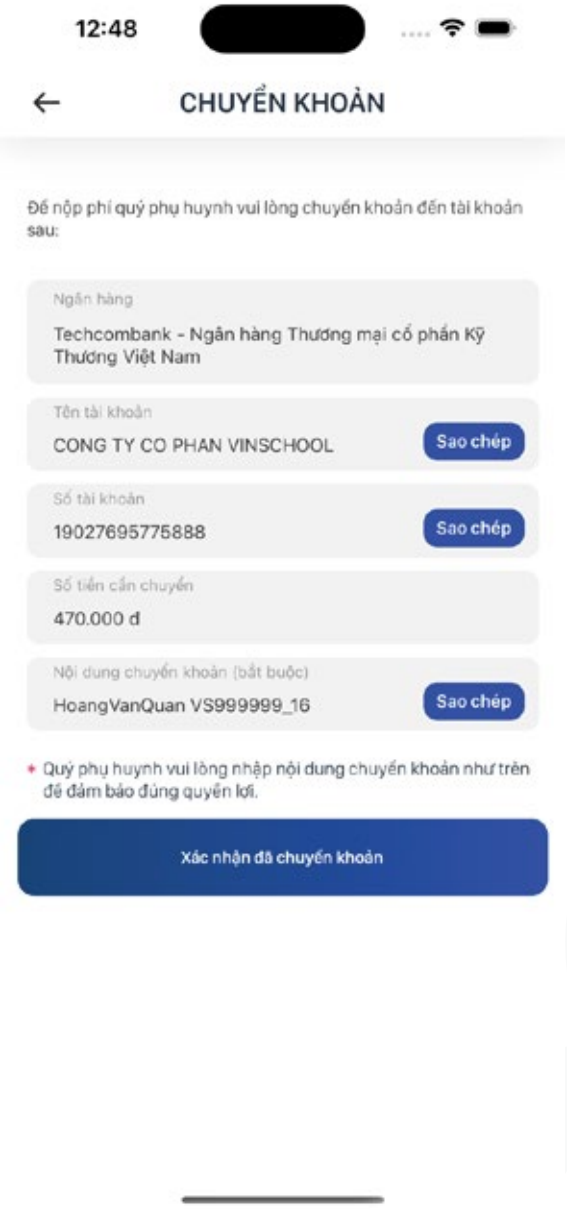
Step 3:

Payment methods:

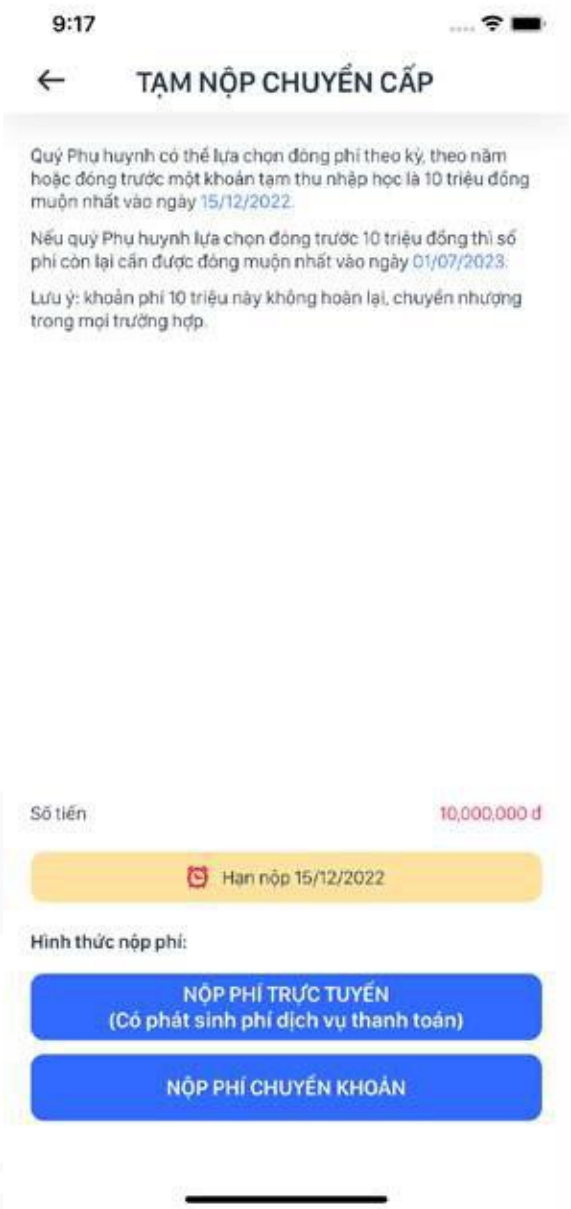
- **Online payment:** Parents can use Credit/Debit cards to pay via the payment gateway.



- **Bank transfer:** Parents can transfer directly to Vinschool's account. Parents should send the payment with the exact content provided by the application to ensure accurate reconciliation by the school.

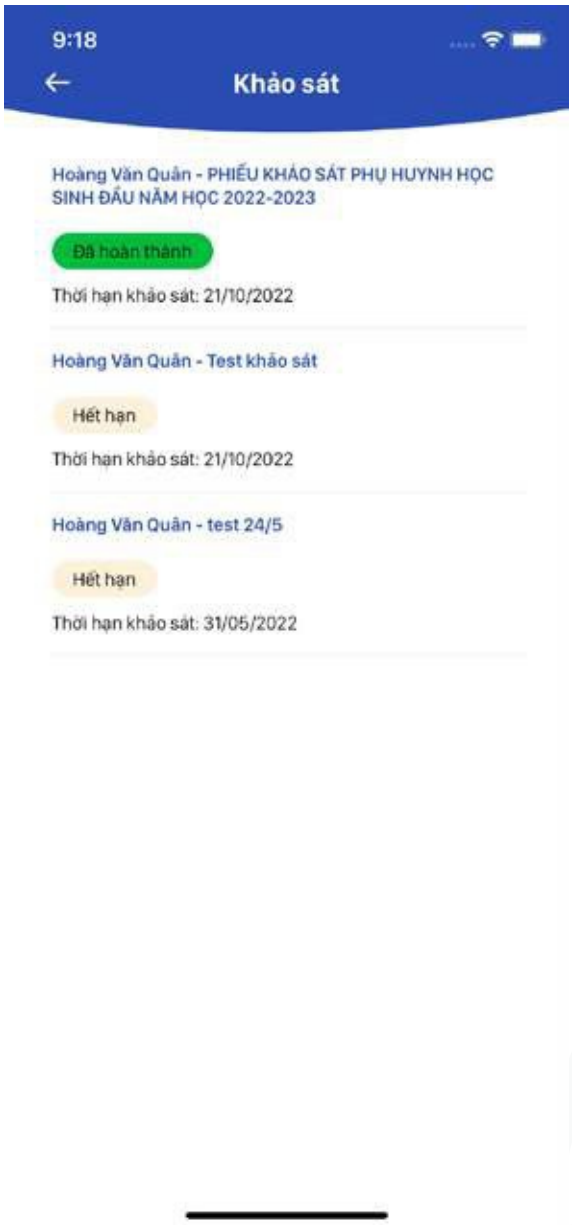


- **Temporary pay in advance for transitio:** Displayed only for cases where children are preparing to transition to the next educational level. There are two payment methods same as the regular fee payment.



3.14. Surveys

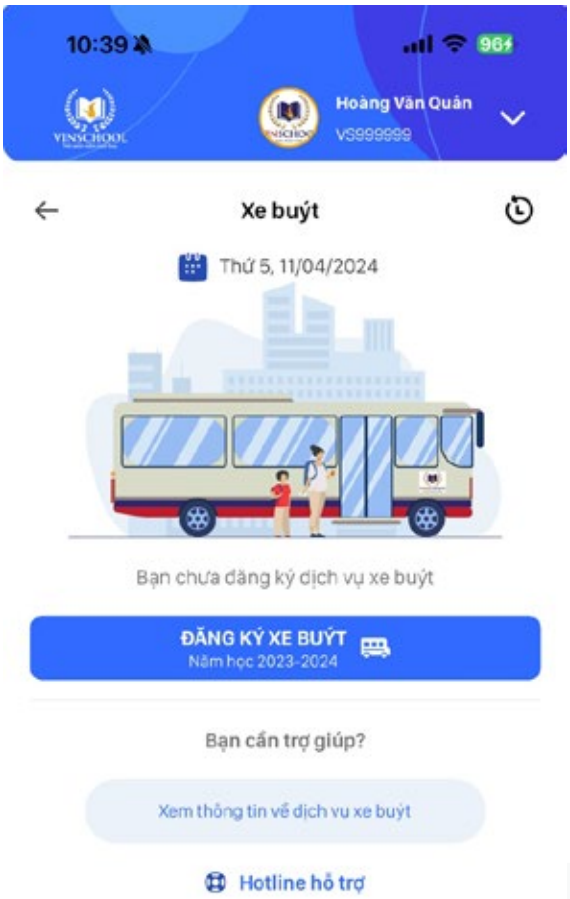
Displays the list of surveys from school. Parents can participate in the surveys, view and feedback for sharing their opinion to school.



3.15. School bus

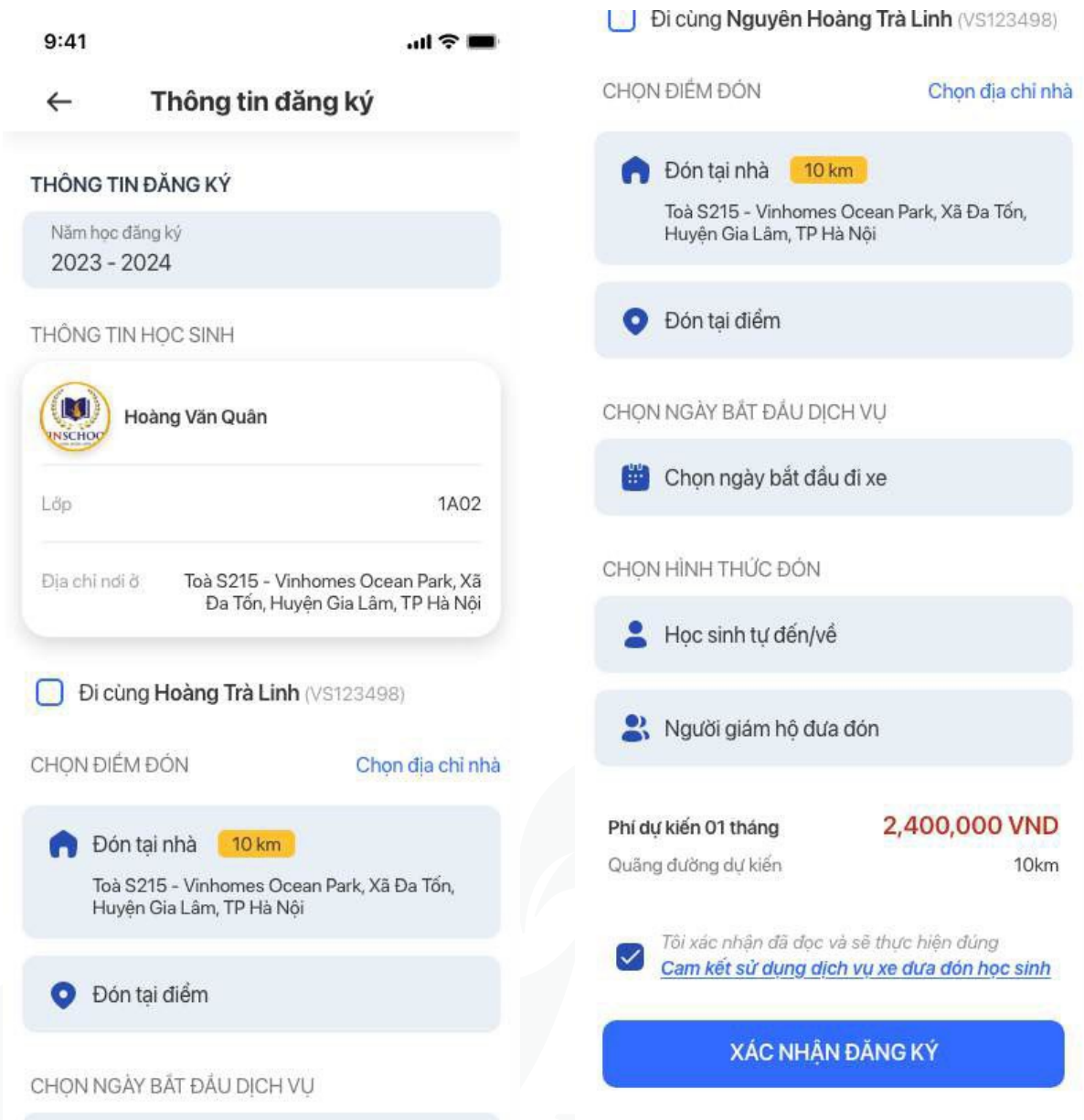
The school bus service is a supplementary school service, organized based on the school's capacity and the Parents' wishes. Parents can register for the bus transportation service and track the Students' pick-up and drop-off history.

Step 1: On the Bus screen, select **"Bus register."**



Step 2: Input the registration information:

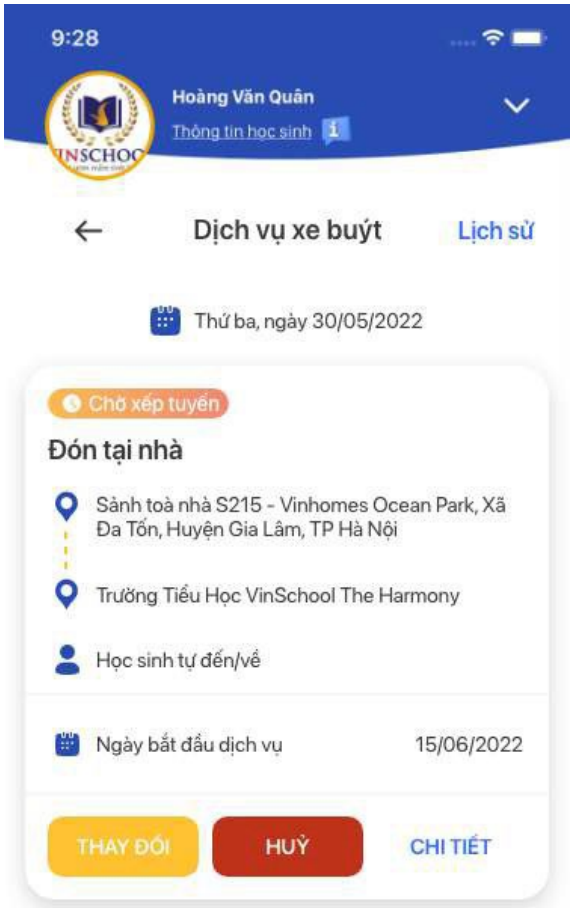
- You can select **“With Siblings”** if the Student has siblings studying at Vinschool. The school will try to arrange the route so that they can go together.
- Select the type of pick-up service: **“Pick up at home”** or **“Pick up at pick-up point”**
- Choose the start date.
- Select the pick-up/drop-off option: **“Student self - pick up”** or **“Guardian pick up.”**



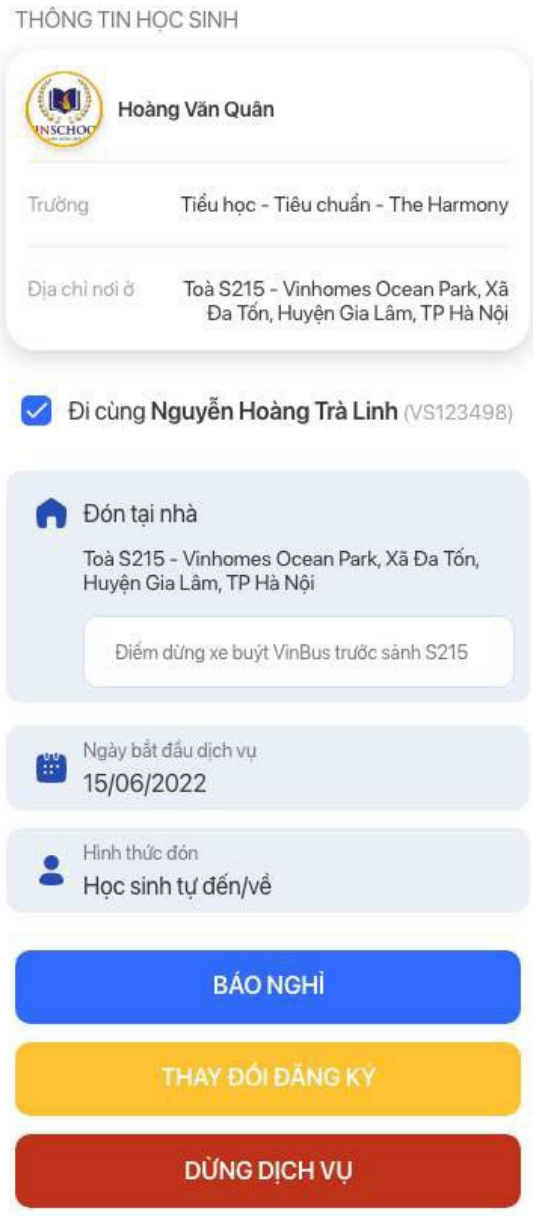
Step 3: After filling in the information, click **“ Agree all the service terms”** and then **“confirm Registration”.**

Managing requests and registration status:

- After registration, the school bus services screen will display the request status: **“ Waiting for route assignment”** or **“Route assigned”.**

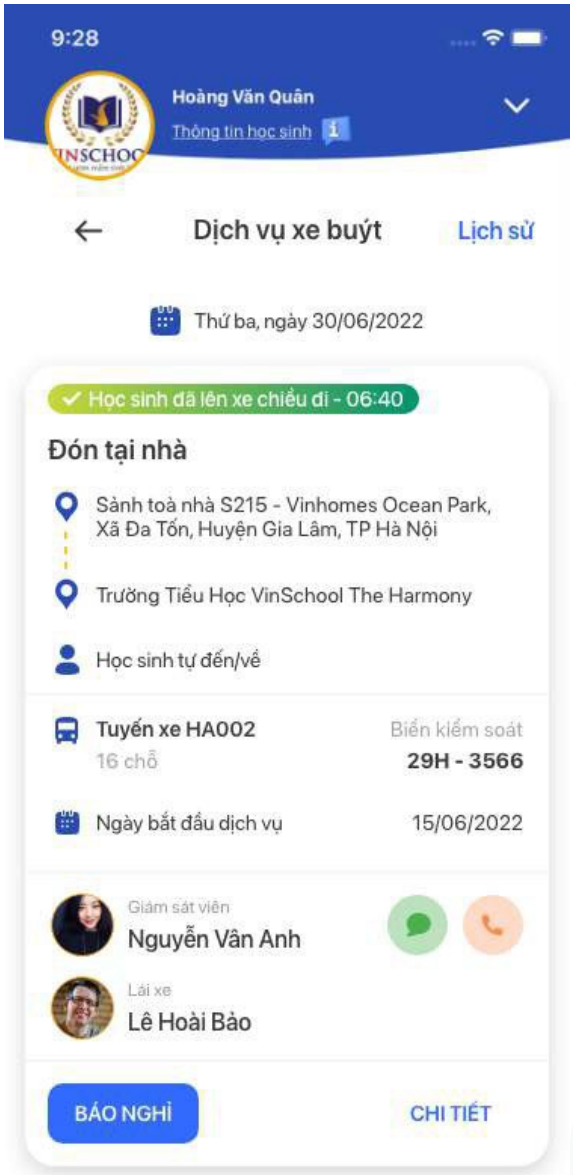


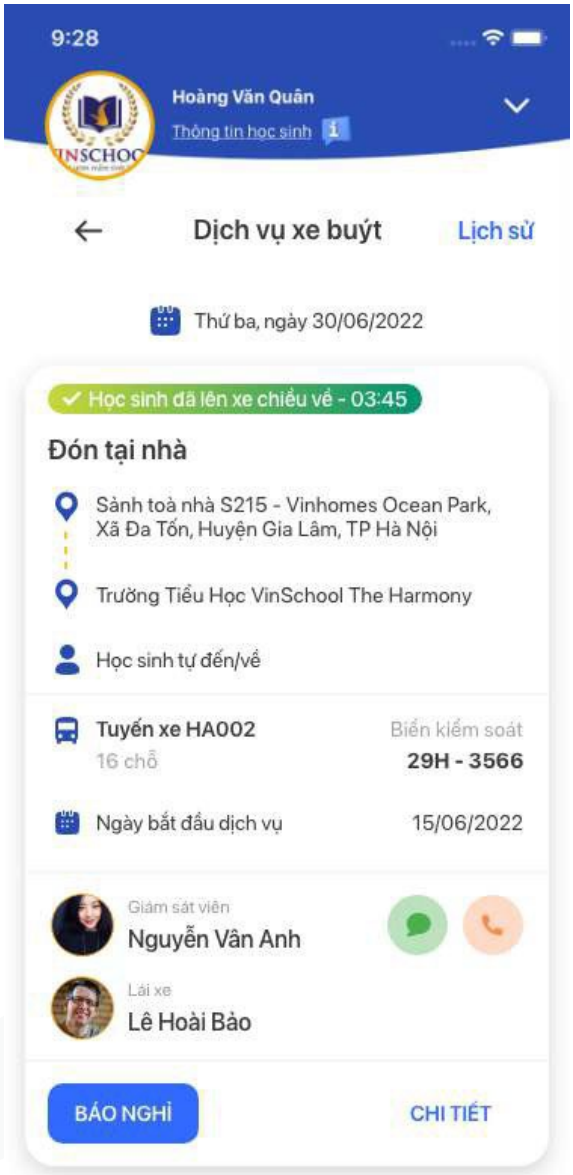
- During the **“ Waiting for route assignment**” time, Parents can change the registration information or cancel.



- During the service period, if you need to report a Student’s absence, click the **“Report Absence”** button to register for the absence day.

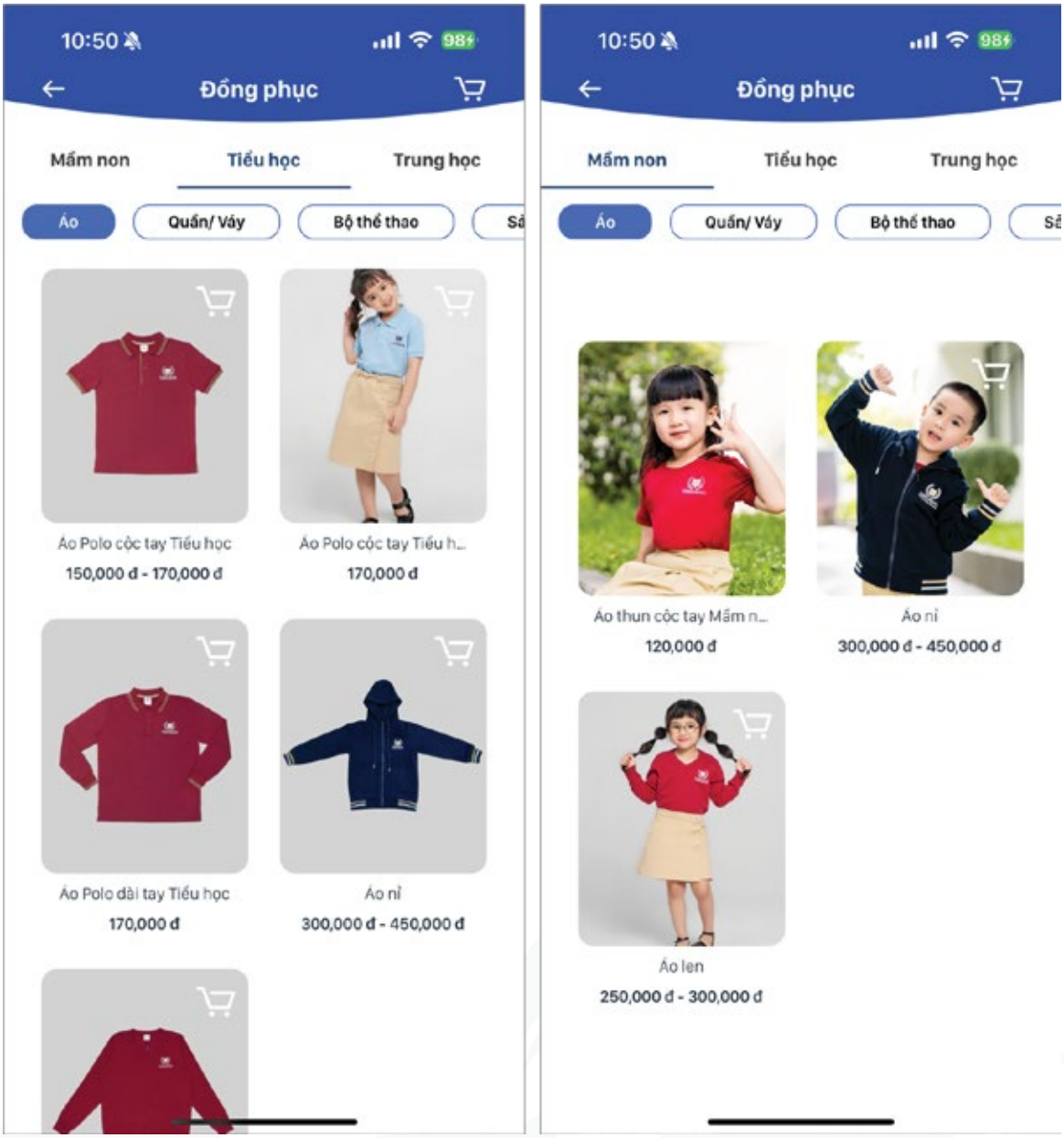
- After the bus has been **“ Route assigned”** Parents can track the Student’s travel status, such as **“ Student boarded the morning bus”, “Student arrived at school”, “Student boarded the afternoon bus”,** and **“ Student got off the bus”.**





3.16. Uniform

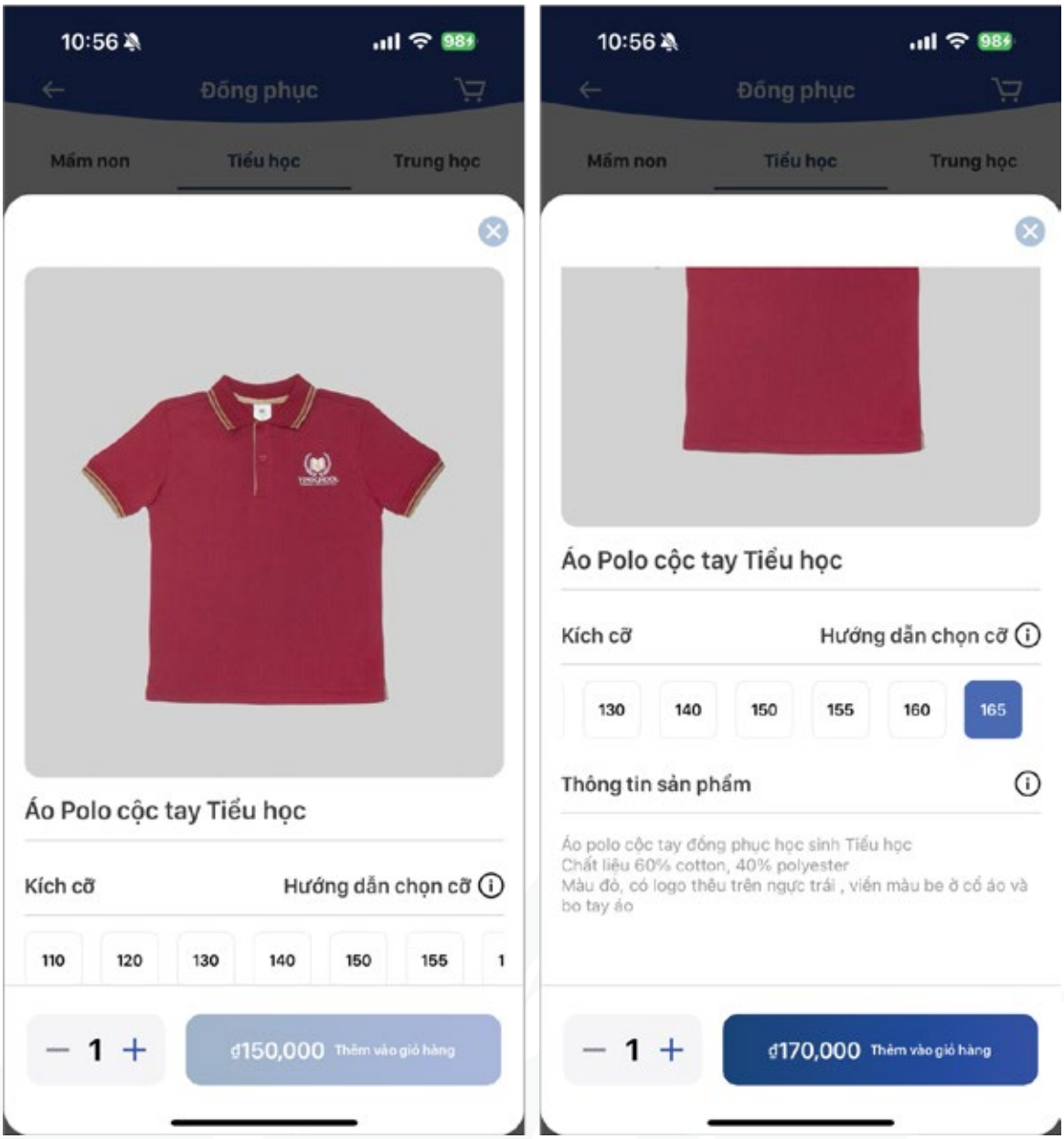
The “Uniform” function is designed to provide a convenient and easy shopping experience for Parents when choosing to purchase high-quality Vinschool uniforms.

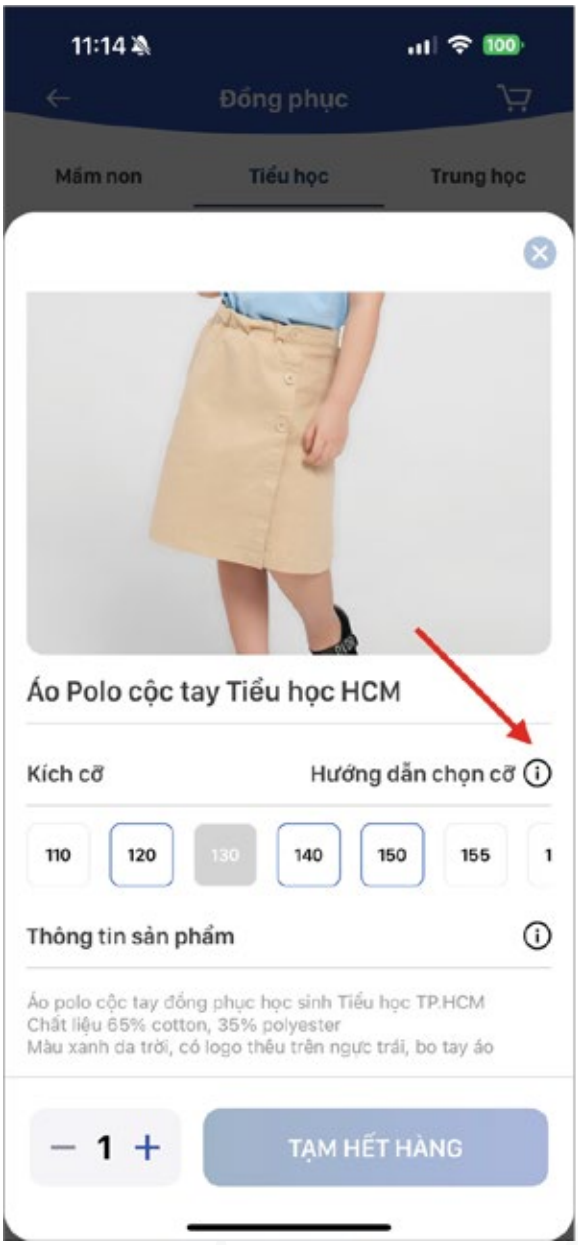


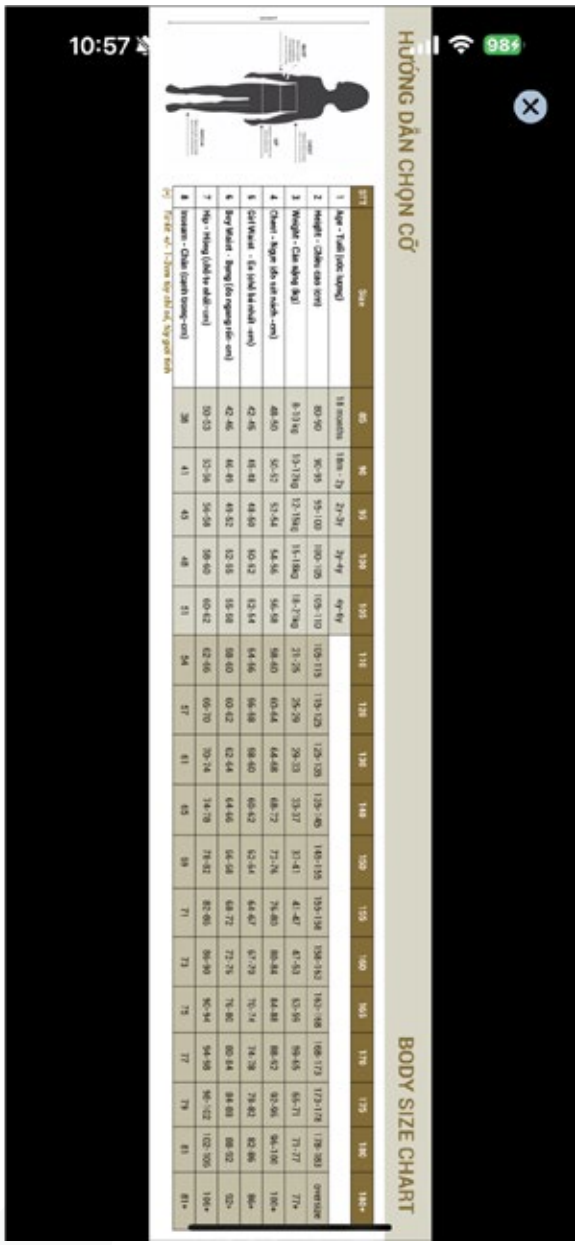
Shopping Guide:

Step 1: Select the product you want to buy and add to the Cart

- For example: Select the size for the Short-sleeved Elementary Polo Shirt and add it to the cart. If the size is out of stock, the “OUT OF STOCK” notification will be displayed, and you can view the size guide here.

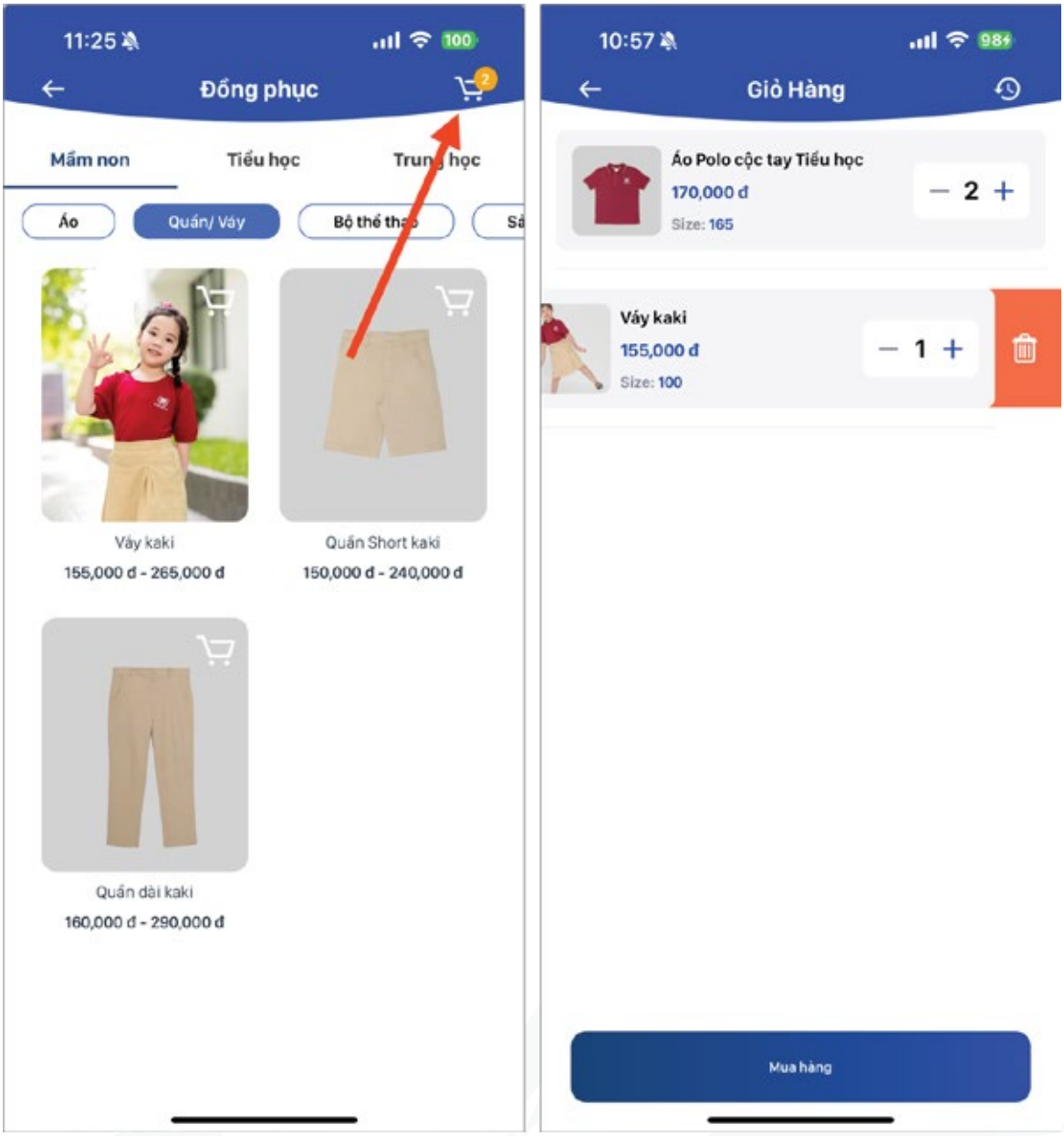



11:14
Đồng phục
Mầm non
Tiểu học
Trung học
Áo Polo cộc tay Tiểu học HCM
Kích cỡ
Hướng dẫn chọn cỡ
110
120
130
140
150
155
Thông tin sản phẩm
Áo polo cộc tay đồng phục học sinh Tiểu học TP.HCM
Chất liệu 65% cotton, 35% polyester
Màu xanh da trời, có logo thêu trên ngực trái, bo tay áo
1
TẠM HẾT HÀNG


10:57
HƯỚNG DẪN CHỌN CỠ
BODY SIZE CHART

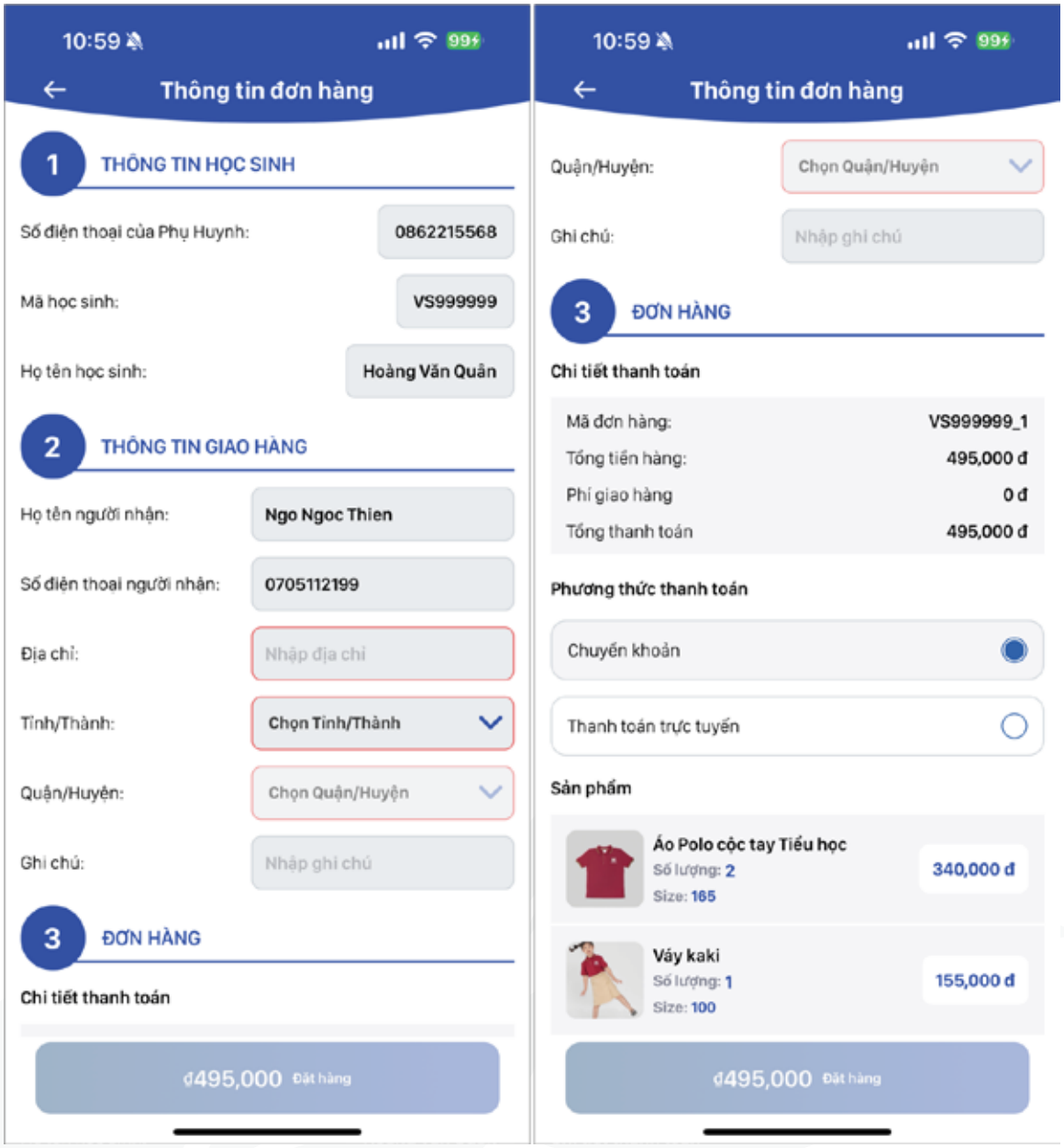
Step 2: Access the Cart.

- To change the quantity of the product, click the “-” or “+”button.
- To remove a product from the cart, swipe from right to left and click the Trash icon.

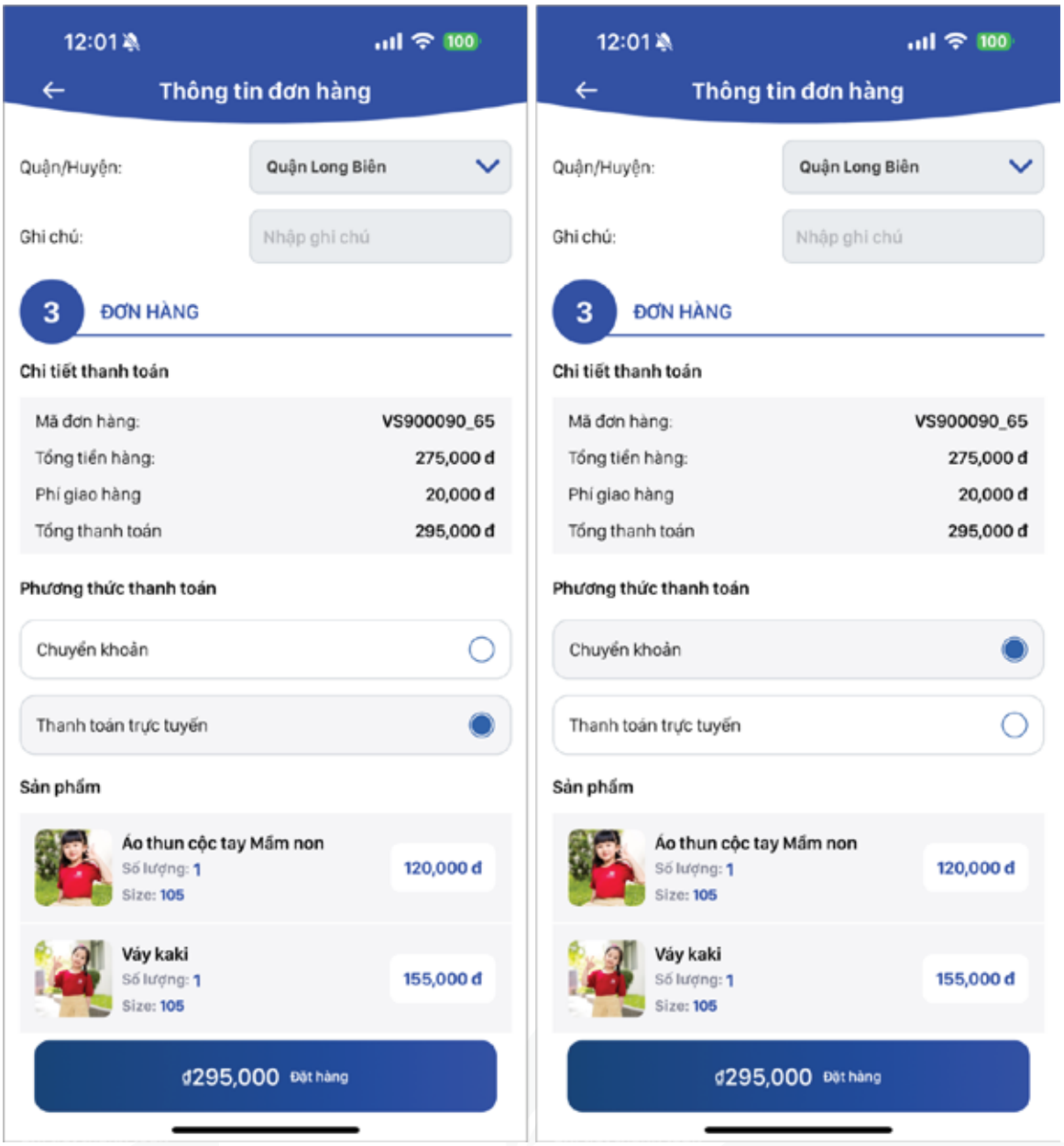


Step 3: Click the **"Buy Now"** button to proceed to the **“Order Information”** screen.

- On the **“Order Information”** screen, Parents can review all the details such as **“Student Information”, “Shipping Information”, “Order”.**
- Please fill in the complete shipping information such as Address, City/Province, District to proceed with the order.

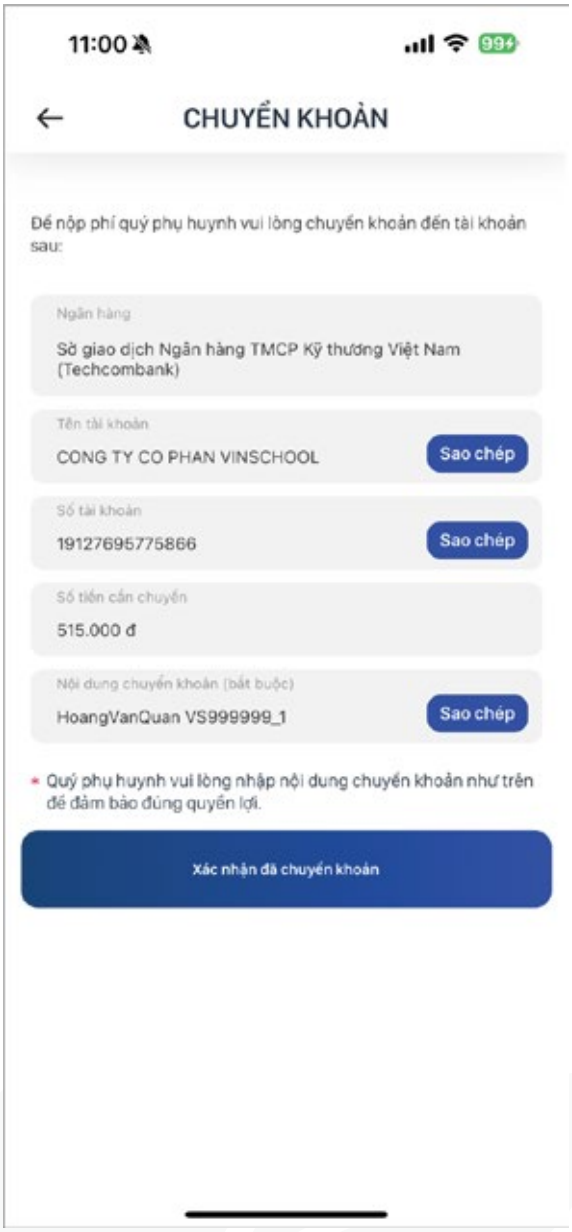


- There are two payment methods: **Online Payment** and **Bank Transfer.**



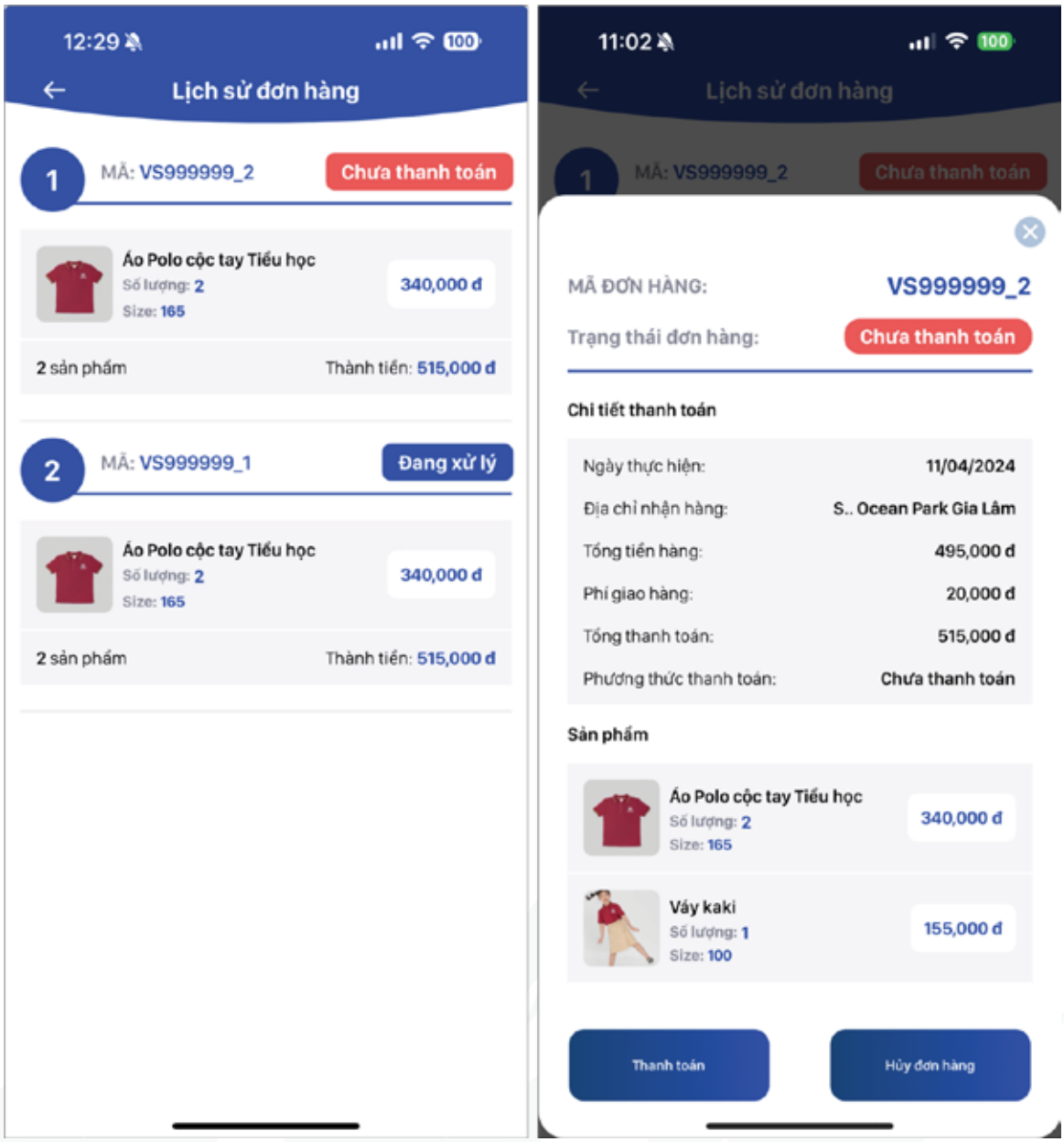
Step 4: Review the amount and process the Order.

- **Online payment:** Parents can use Credit/Debit cards to pay via thepayment gateway.
- **Bank transfer:** Parents can transfer directly toto Vinschool's account. Parents should send the payment with the exact content provided by the application to ensure accurate reconciliation by the school.

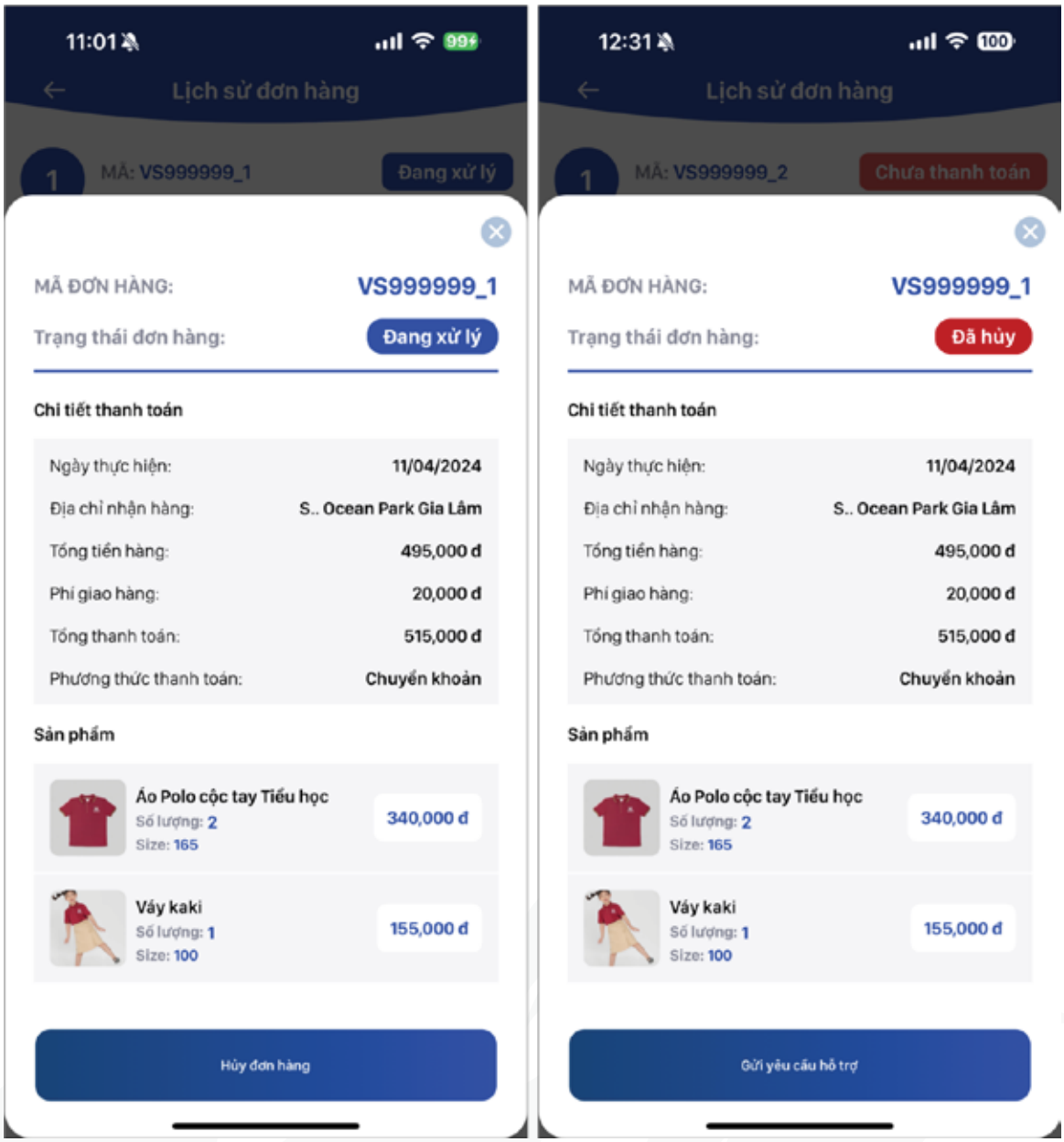


Step 5: After completing the payment, you will be redirected to the **"Order History"** screen.

- If the order is unpaid, you can choose to pay again using Online Payment or Bank Transfer



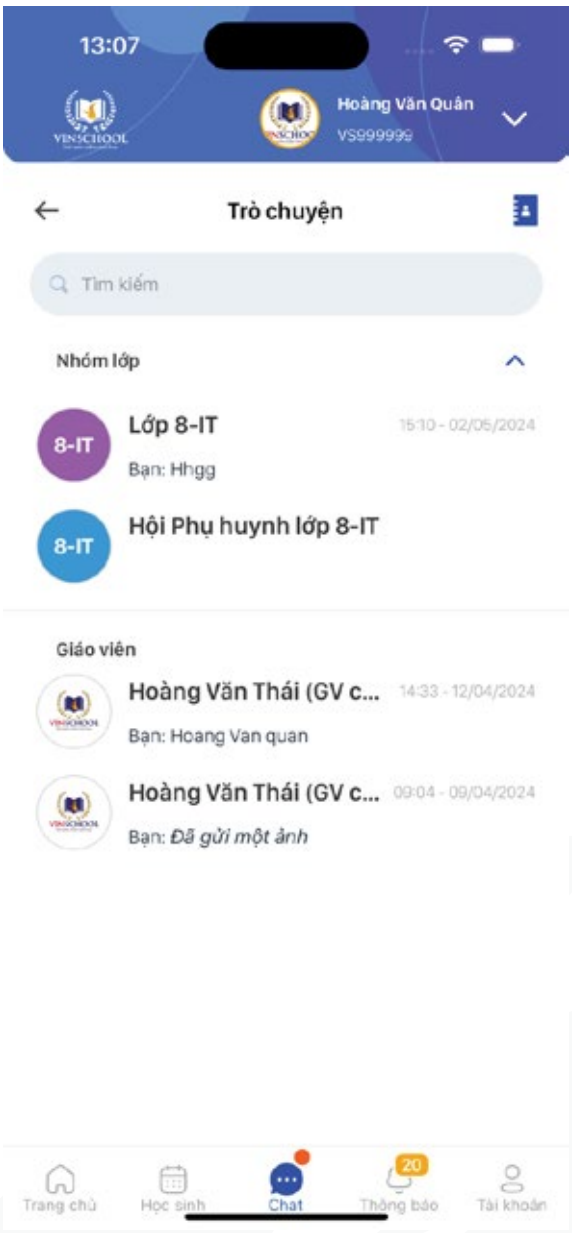
- If the order is being processed and you no longer wish to purchase, Parents can cancel the order.
- If the order is canceled or there is any issue with the order, Parents can send a support request.



4. Chat

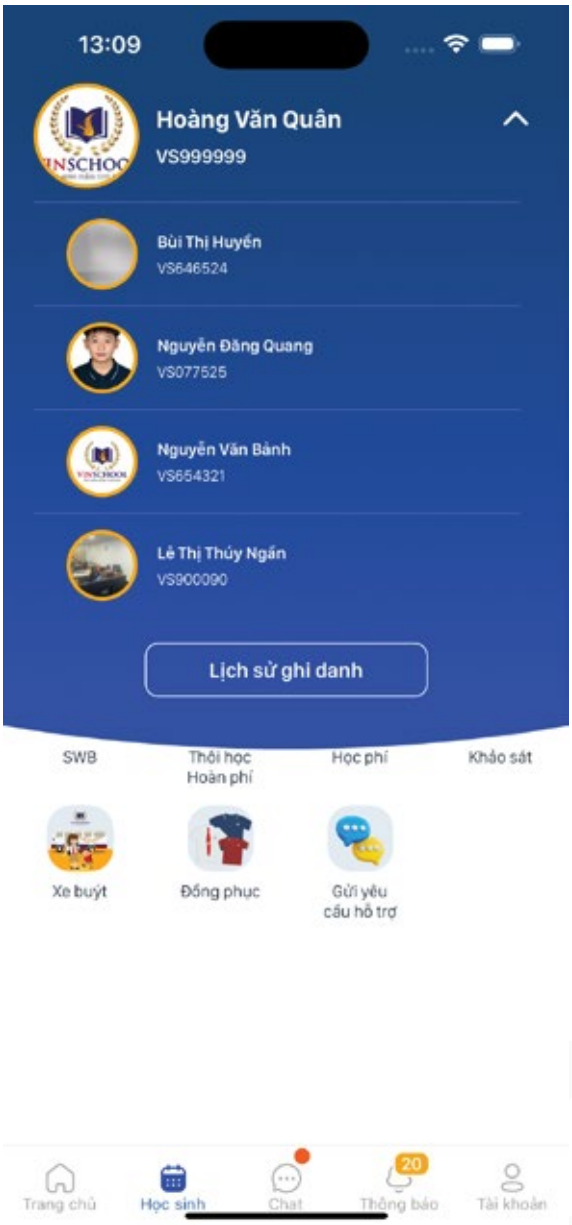
This function displays the list of conversations for Parents:

- **By Class:** Includes two chat groups: class group (with the Homeroom Teacher) and Parents group (without the Homeroom Teacher)
- **By Teacher:** Allows Parents to view chat history with teachers (if any)..



5. Enrollment

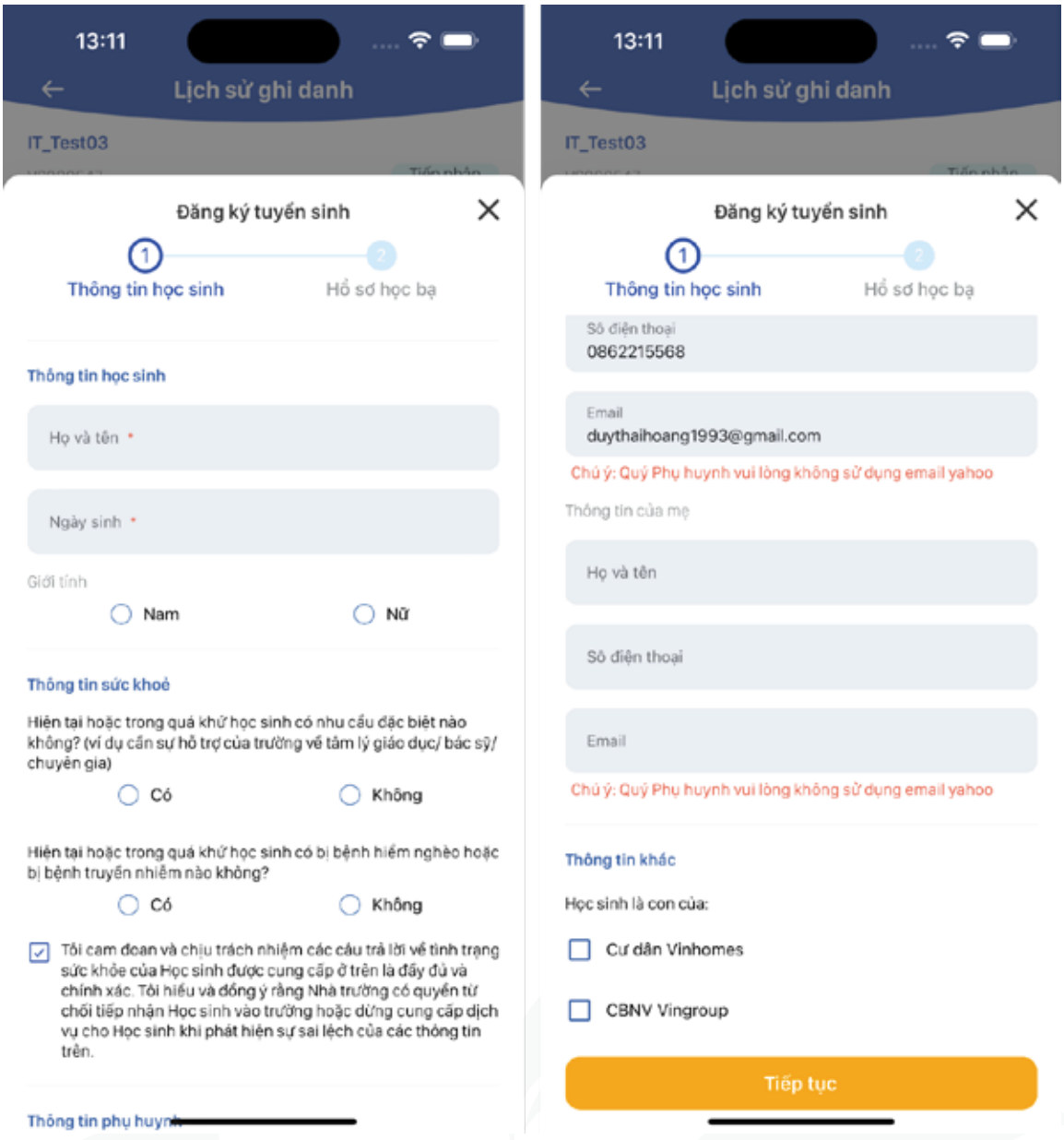
Step-by-step guide for the enrollment process:



Step 1: Parents fill in the enrollment registration information according to the form displayed on the screen.

Step 2: After the enrollment application is submitted, parents can track the registration status, including:

- Receiving: The application has been sent.
- Rejected: The application does not meet the enrollment requirements.
- Incomplete application: The application is not complete.
- Canceled: The application has been canceled.



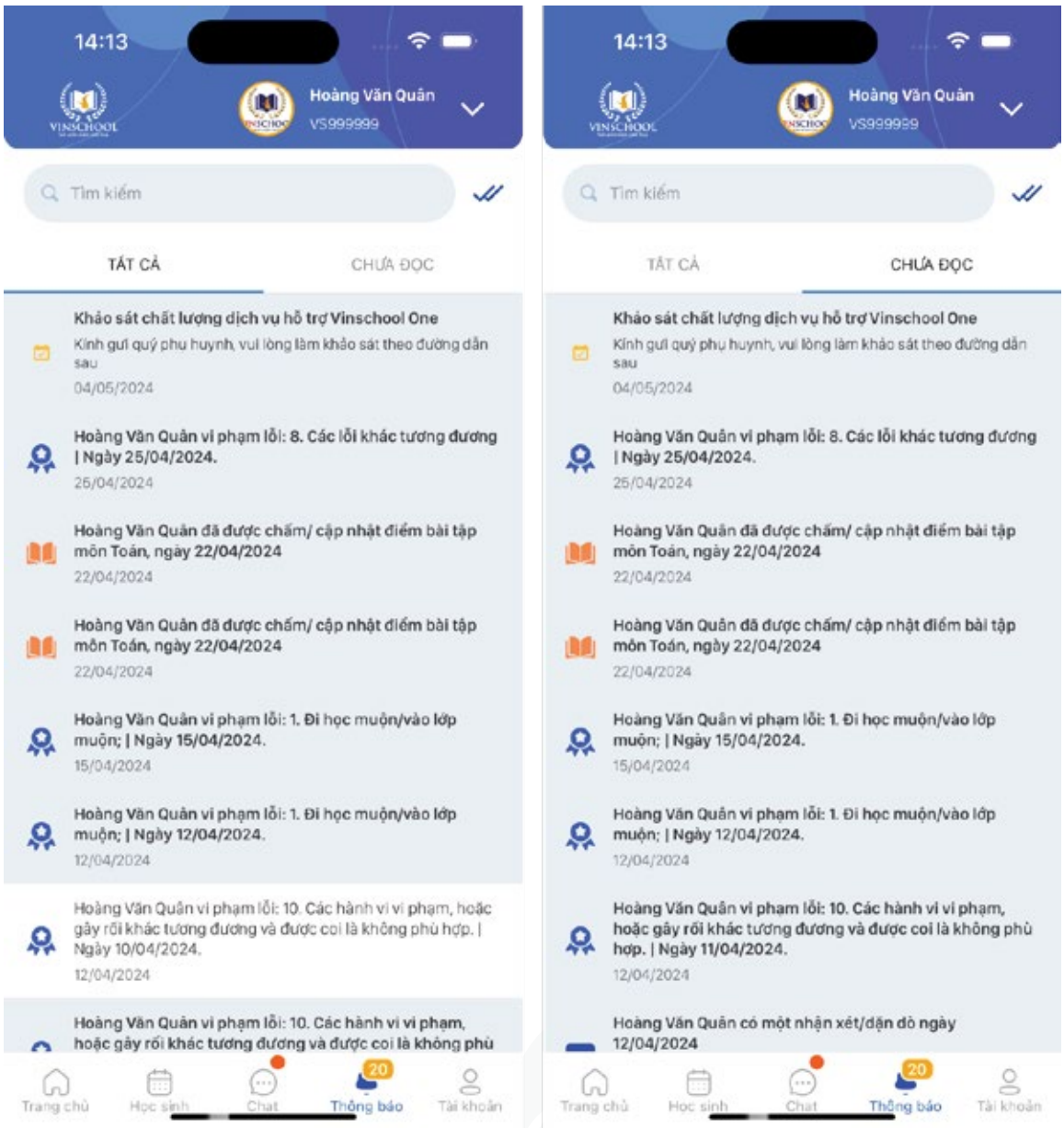
If the Student's enrollment application meets the requirements and is accepted, Parents can track the enrollment process at Vinschool, including the statuses below:

- **Receiving**
- **Enrollment**
- **Selection**
- **Admission**

Each status requires Parents to perform certain actions such as paying the initial enrollment fee, supplementing the Student's portrait photo... Parents should follow the notifications on the app to complete the process.

6. Notifications

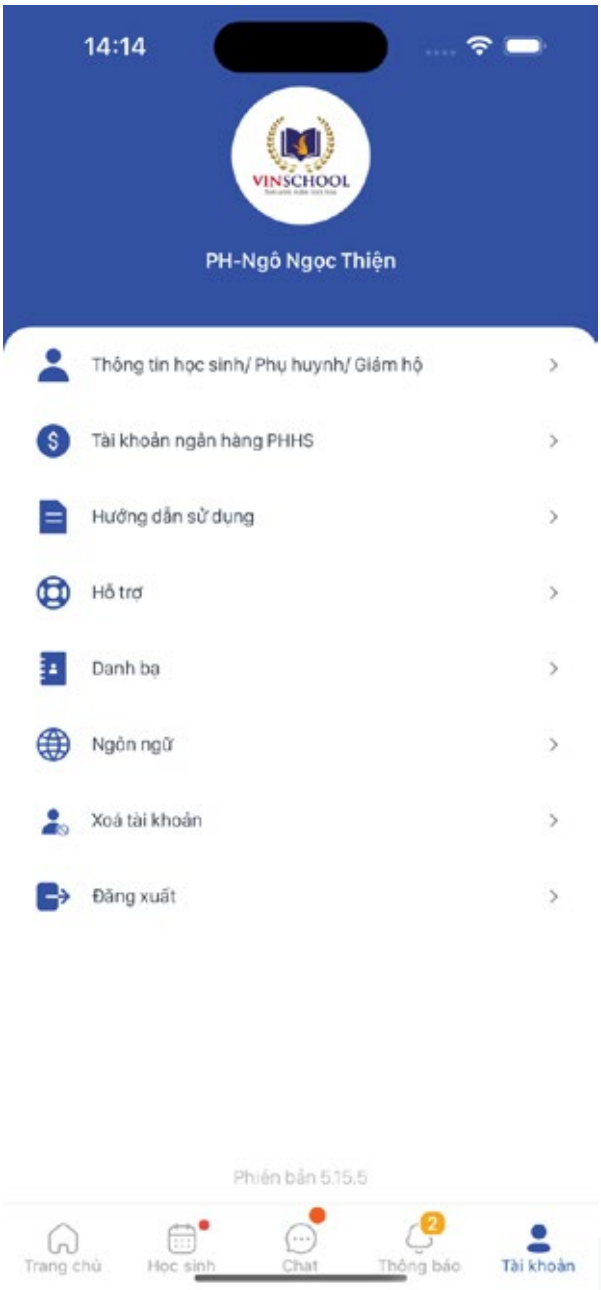
Displays notifications from the school/ teachers to Parents and Students.

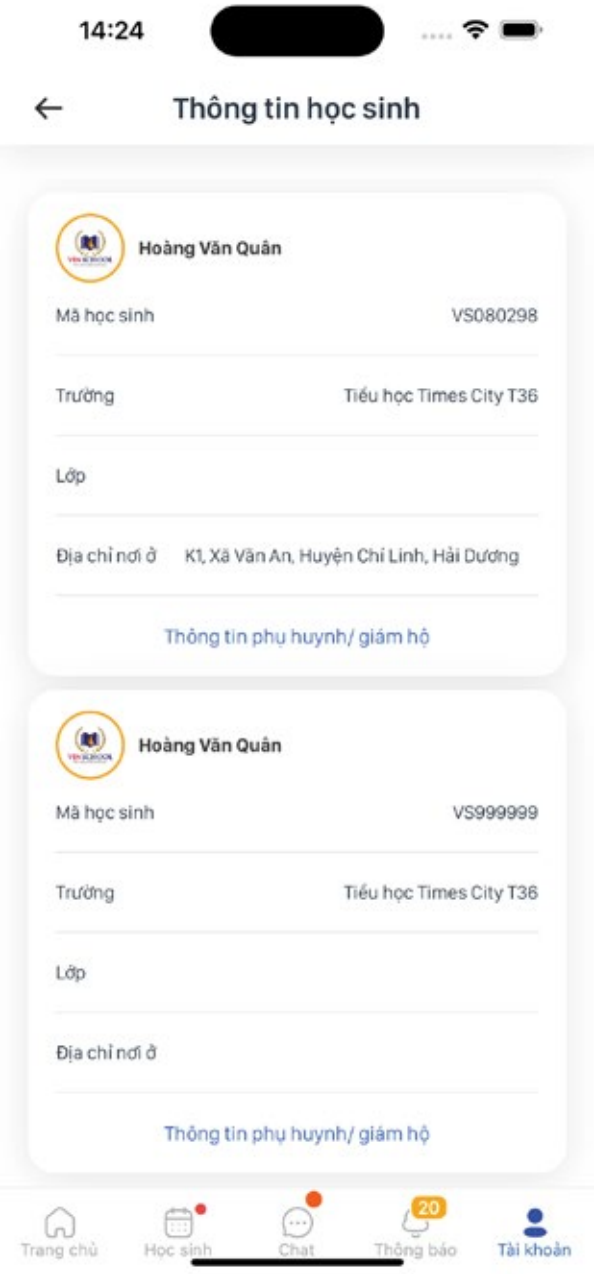


7. Account

- **Student/Parent/Guardian Information**

Displays the list of Students and the information of each Student.

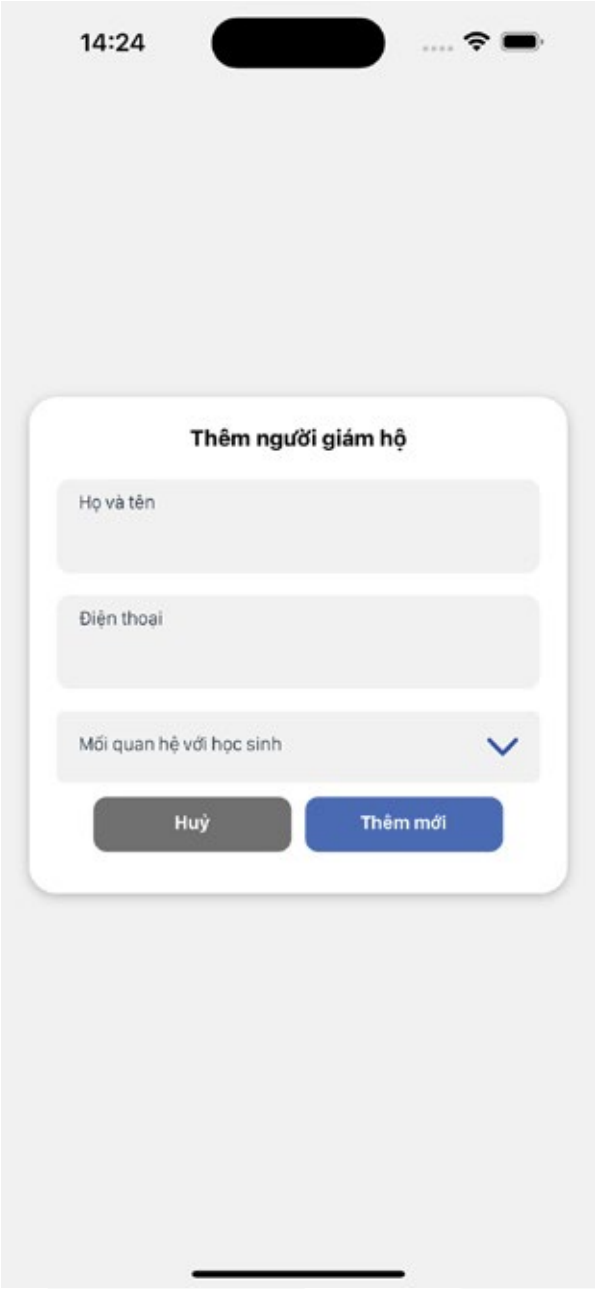


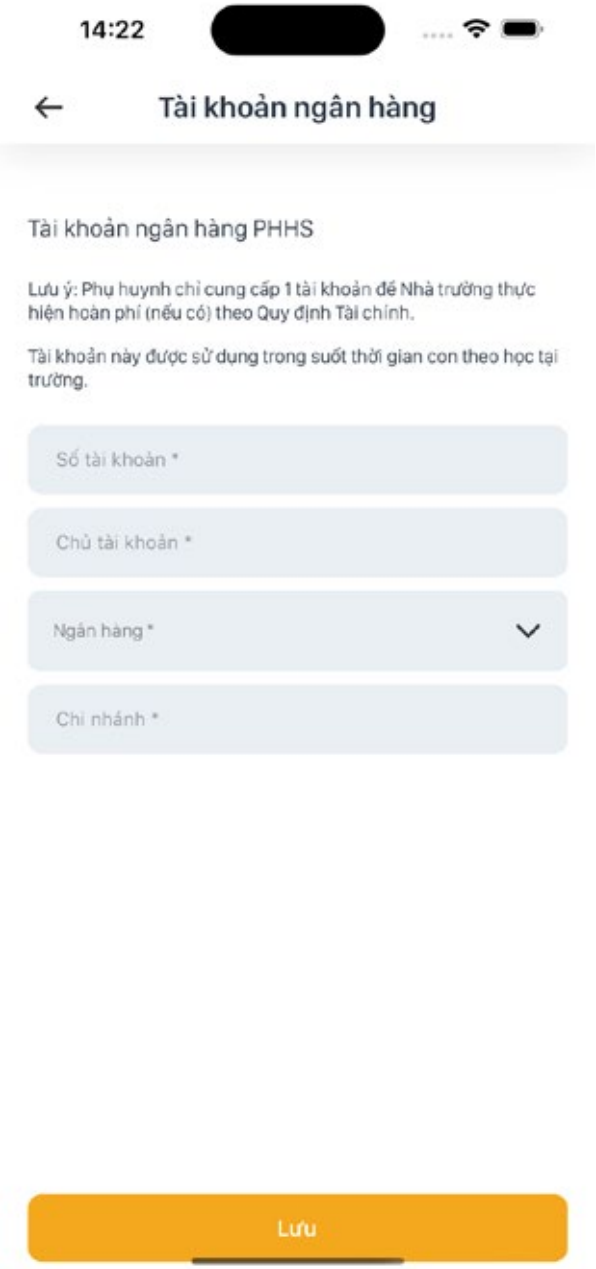


Parents can change the guardian for each Student.

- **Bank Account**

Parents can update bank information here. The Parent's bank account information will be used in case of refunds.



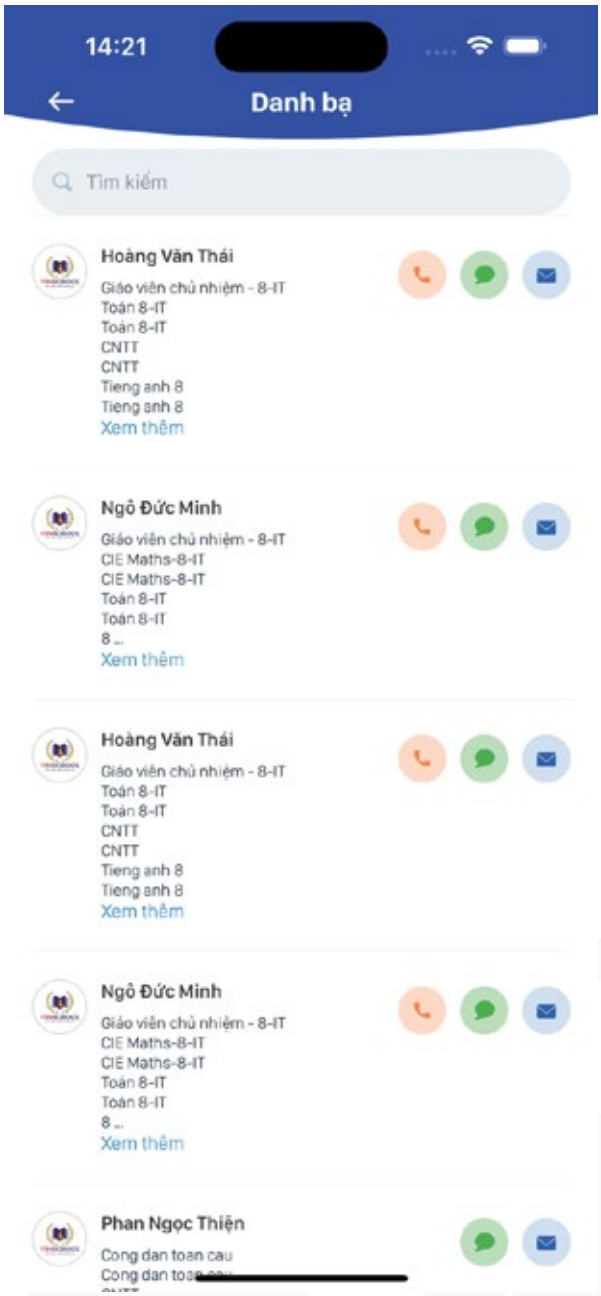


- **Contacts**

Displays contact information of all the Homeroom Teachers and Subject Teachers of a Student.

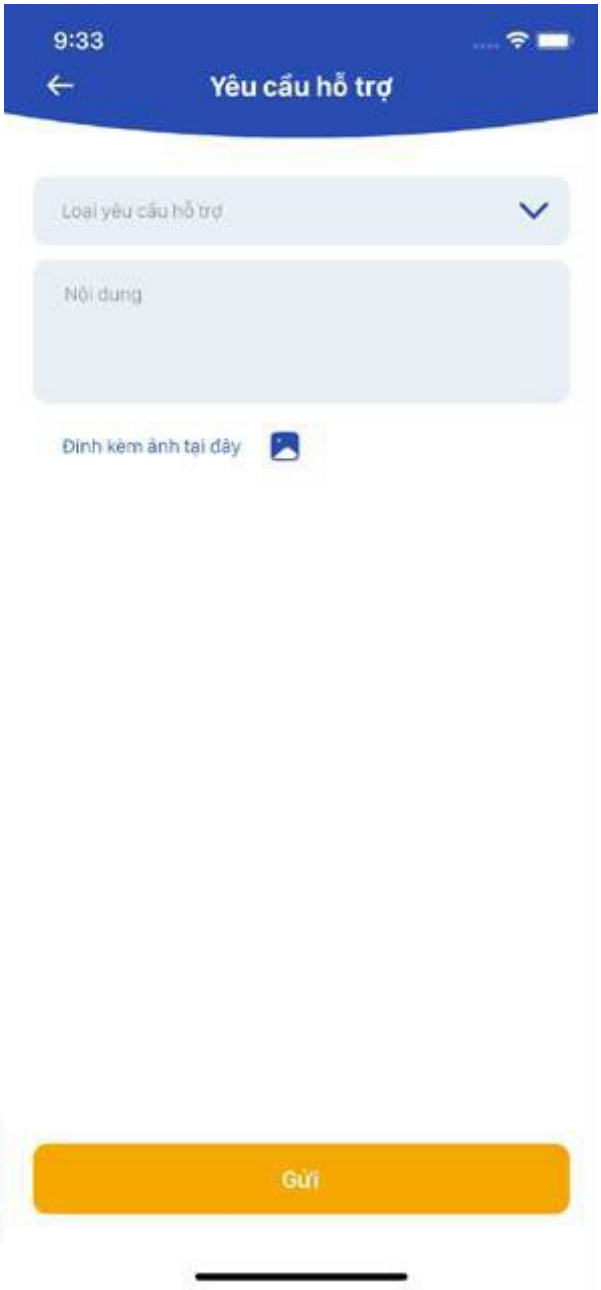
For Homeroom Teachers, phone numbers are displayed.

For Subject Teachers, phone numbers are not displayed.



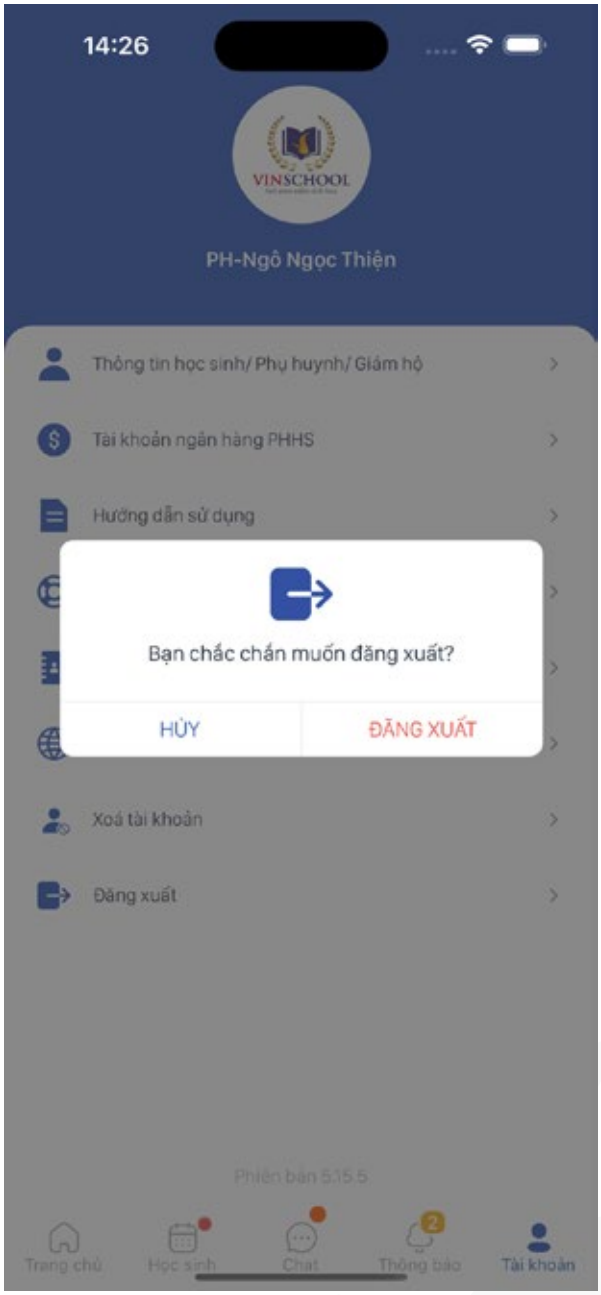
- **Support**

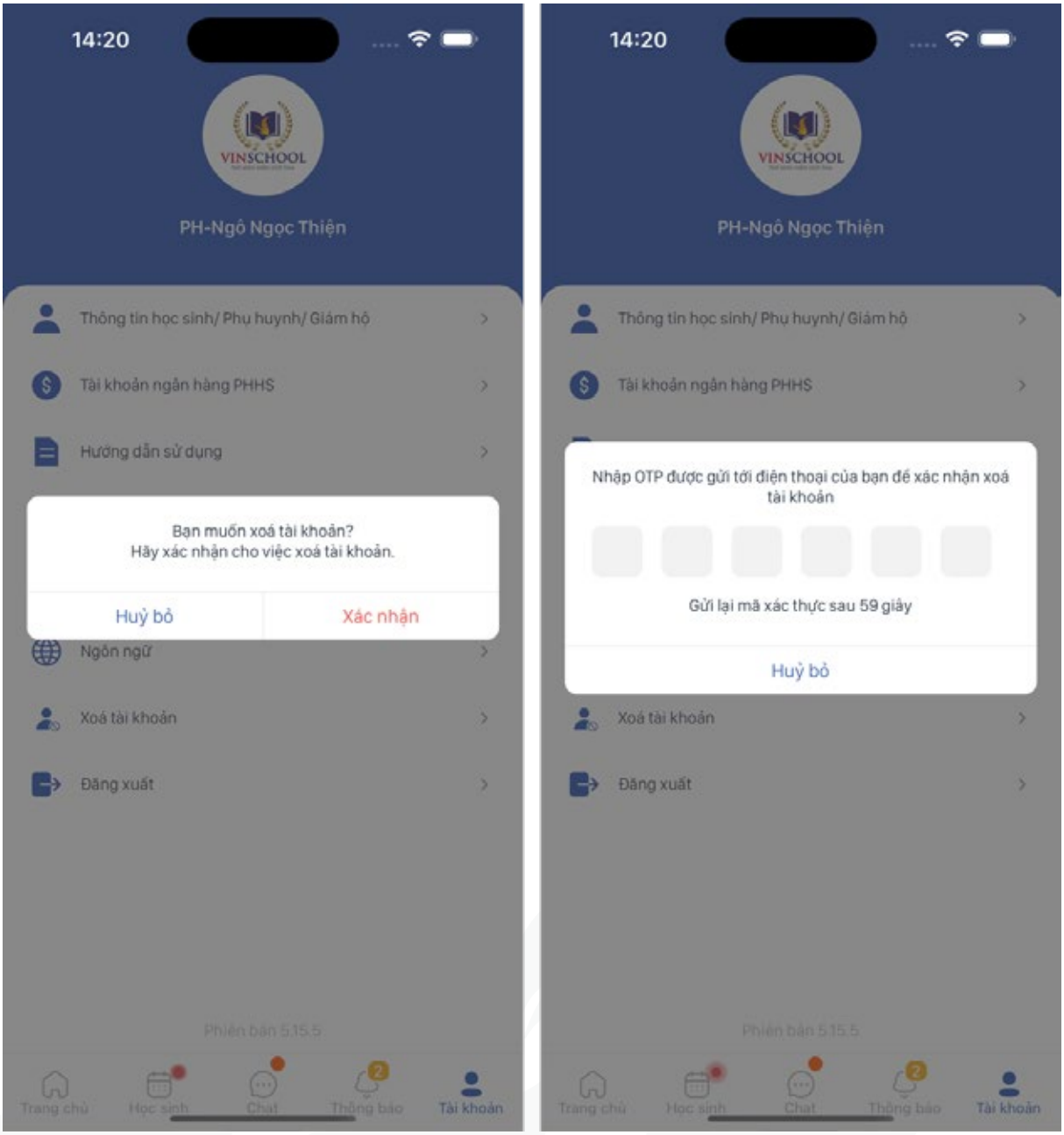
Parents select **“Create Request”** to create a support request to the school.



- **Logout**

Log out of the application.



- **Delete Account**

To ensure the user's personal information rights, the application provides a function to delete account information on the application.
Parents should consider carefully before performing this action.