

# **System Brochure for Parents**

### **Zhuhai International School**





# WeChat Login

• 1. Receive an SMS about student's



2. Scan the QR code to follow
ZIS' WeChat official account.

"珠海国际学校"





5. username, password.

#### ・3. Click "Campus" - "学生 Student" . 4. Change language.

#### 下午12:30 🕑 🖉 100% 🛃 ↓┃ 中国移动 🗢 下午2:31 🕑 🗭 66% 🔳 × • • • < 4 珠海国际学校。 L Х Login ... Zhuhai Internationa... My Info 如何快速查看 日本市 学业表现随时了解,见证孩子成长的点滴 点这里,马上知道 >> My Applications FΩ = ℜ Please Input Username Calendar Asking For Leave Attendance Please Input Password 會 Notification and Announcement Log In Forget password? 员工 Staff 学生 Student 中文 Ô E Campus

# Calendar

## Calendar



#### • Tap "Calendar" to check your childs schedule.



| ┃中国移动 穼                    | -                          | 下午2:41                     | ۲                     | 29%                         |
|----------------------------|----------------------------|----------------------------|-----------------------|-----------------------------|
| ×                          |                            |                            |                       | •••                         |
| √lar <del>▼</del>          |                            |                            |                       | ES丁满                        |
| Mon.<br>03-29              | <b>Tues.</b><br>03-30      | Wed.<br>03-31              | <b>Thur.</b><br>04-01 | <b>Fri.</b><br>04-02        |
| Chinese<br>Ms.<br>Xu,xujun |                            |                            | 趣味魔…<br>shiqian       |                             |
| Americ<br>Lewis            |                            |                            |                       |                             |
|                            |                            |                            |                       | Germany<br>Mr. Zhu          |
|                            |                            |                            |                       | Spanish<br>juliazhou<br>min |
|                            |                            |                            |                       | Chinese<br>Ms.<br>Xu,xujun  |
|                            | Chinese<br>Ms.<br>Xu,xujun | Chinese<br>Ms.<br>Xu,xujun |                       |                             |
|                            |                            |                            | Chinese               |                             |
|                            |                            |                            | Chinese               |                             |

# **Ask For Leave**

# **Ask For Leave-Applying**



• 1. Tap "Asking For Leave" module.



合

Notification and Announcement



Personal Leave 2018-10-22 08:00 to 2018-10-22 17:00

Approved

2019-02-28 17:44

2. Tap "Ask for Leave" .

#### 3. Input information.



# **Ask For Leave-Applying**



• 4. Tap " Submit ".

| 7:15           | .ıll 4G 🔳                 | D, |
|----------------|---------------------------|----|
| ×              | Asking for Leave ••       | •  |
| Name           | 罗素 / Russell.H            | lu |
| Start Time     | 2019-05-31 08:00          | >  |
| End Time       | 2019-05-31 17:30          | >  |
| Type of Leave  | Personal Leave Sick Leave |    |
| Caught cold    |                           |    |
|                |                           |    |
| Symptoms       | Described                 | >  |
| Body temperatu | ire 3                     | 38 |
| In Treatment   | Yes                       | >  |
| Diagnosis      | Not yet described         | >  |
| Attachment(s)  | Please upload attachments | >  |
|                |                           |    |
|                | Submit                    |    |
|                | < >                       |    |
|                |                           |    |

#### 5. Check records.

| 7:15         | <b>.11</b> 4G 🔲                     |
|--------------|-------------------------------------|
| ×            | Asking for Leave •••                |
| 2019-05-30 1 | :15 Application - Needs Approval    |
| Sick Leave   | 019-05-31 08:00 to 2019-05-31 17:30 |
| Name         | 罗素 / Russell.Hu                     |
| School       | Hangzhou School                     |
| Class        | Grade 12_Russ high school class 1   |
| Reason       | Caught cold                         |
| 2019-05-23 1 | :06 Approved                        |
| Sick Leave   | 019-05-24 08:00 to 2019-05-24 17:30 |
| Name         | 罗素 / Russell.Hu                     |
| School       | Hangzhou School                     |
| Class        | Grade 12_Russ high school class 1   |
| Reason       | 生病                                  |
| 2019-05-23 0 | :06 Approved                        |
| Sick Leave   | 019-05-23 08:00 to 2019-05-23 17:30 |
|              | Ask for Leave                       |
|              |                                     |
|              |                                     |

### **Ask For Leave-Cancellation**



• 1. Tap any record.

| 7:13                      | <b>. 11</b> 4G 🔳                                    |  |  |
|---------------------------|---|--|--|
| ×                         | Asking for Leave •••                                |  |  |
| 2019-05-23 1              | 5:06 Approved                                       |  |  |
| Sick Leave                | 2019-05-24 08:00 to 2019-05-24 17:30                |  |  |
| Name                      | 罗素 / Russell.Hu                                     |  |  |
| School                    | Hangzhou School                                     |  |  |
| Class                     | Grade 12_Russ high school class 1                   |  |  |
| Reason                    | 生病  |  |  |
| 2019-05-23 0              | 8:06 Approved                                       |  |  |
| Sick Leave                | 2019-05-23 08:00 to 2019-05-23 17:30                |  |  |
| Name                      | 罗素 / Russell.Hu                                     |  |  |
| School                    | Hangzhou School                                     |  |  |
| Class                     | Grade 12_Russ high school class 1                   |  |  |
| Reason                    | 感冒  |  |  |
| 2019-02-28 17:44 Approved |   |  |  |
| Personal Lea              | Personal Leave 2018-10-22 08:00 to 2018-10-22 17:00 |  |  |
| Ask for Leave             |   |  |  |
|                           | < >   |  |  |
|                           |   |  |  |

#### 2. Tap the "Apply For Cancellation ". 3. Input reason and tap submit.

| 7:16           |               | <b></b>               |
|----------------|---------------|-----------------------|
| ×              | Asking fo     | r Leave •••           |
| Name           |               | 罗素 / Russell.Hu       |
| School         |               | Hangzhou School       |
| Class          | Grade 12_F    | Russ high school clas |
| Homeroom Te    | acher(s)      | Russell               |
| Start Time     |               | 2019-05-31 08:00      |
| End Time       |               | 2019-05-31 17:30      |
| Type of Leave  |               | Sick Leave            |
| Reason         |               | Caught cold           |
| State of Leave | e Applicatior | n Approved            |
| Approved by    |               | 胡小峰                   |
| Approval at    |               | 2019-05-30 19:16      |
| Symptoms       |               | Caught cold           |
| Body tempera   | ture          | 38                    |
| Apply for Can  | cellation     | Apply for Regulation  |
|                | <             | >                     |
|                |               |                       |

| 7:16                  |                                   | <b>11</b> 4G                         |      |
|-----------------------|-----------------------------------|--------------------------------------|------|
| ×                     | Asking for                        | or Leave                             | •••  |
| Name                  |                                   | 罗素 / Russell                         | .Hu  |
| School                |                                   | Hangzhou Sch                         | 100  |
| Class                 | Grade 12_                         | Russ high school cla                 | s    |
| Homeroom <sup>-</sup> | Teacher(s)                        | Rus                                  | sel  |
| S                     |                                   |                                      | 0    |
| E Please i            | nput reason fo<br>d). No more the | or cancellation<br>an 30 characters. | C    |
| T                     |                                   |                                      | e    |
| R Once the            | e application                     | is submitted, it can                 | С    |
| S                     | incelleu.                         |                                      | c    |
| Ca<br>Approved by     | ncel                              | Submit                               | 小峰   |
| Approval at           |                                   | 2019-05-30 19                        | :16  |
| Symptoms              |                                   | Caught c                             | colo |
| Body tempe            | rature                            |                                      | 38   |
| Apply for Ca          | incellation                       | Apply for Regulati                   | on   |
|                       |                                   |                                      |      |

## **Ask For Leave-Regulation**



• 1. Tap any record. 2. Tap the "Apply For Regulation ". 3. Adjust the Start Time and End Time, tap " Submit ".

| 7:13  | .11 4G 🗩                             |  |
|---|--------------------------------------|--|
| ×   | Asking for Leave •••                 |  |
| 2019-05-23 1  | 15:06 Approved                       |  |
| Sick Leave  | 2019-05-24 08:00 to 2019-05-24 17:30 |  |
| Name  | 罗素 / Russell.Hu                      |  |
| School  | Hangzhou School                      |  |
| Class   | Grade 12_Russ high school class 1    |  |
| Reason  | 生病                                   |  |
| 2019-05-23 (  | )8:06 Approved                       |  |
| Sick Leave  | 2019-05-23 08:00 to 2019-05-23 17:30 |  |
| Name  | 罗素 / Russell.Hu                      |  |
| School  | Hangzhou School                      |  |
| Class   | Grade 12_Russ high school class 1    |  |
| Reason  | 感冒                                   |  |
| 2019-02-28 1  | 17:44 Approved                       |  |
| Personal Leave 2018-10-22 08:00 to 2018-10-22 17:00 |                                      |  |
| Ask for Leave                                       |                                      |  |
|   | < >                                  |  |
|   |                                      |  |

| 7:16                     | <b>11</b> 4G <b>(</b> ) |
|--------------------------|-------------------------|
| X Asking f               | or Leave •••            |
| Name                     | 罗素 / Russell.Hu         |
| School                   | Hangzhou School         |
| Class Grade 12_          | _Russ high school clas… |
| Homeroom Teacher(s)      | Russell                 |
| Start Time               | 2019-05-31 08:00        |
| End Time                 | 2019-05-31 17:30        |
| Type of Leave            | Sick Leave              |
| Reason                   | Caught cold             |
| State of Leave Applicati | on Approved             |
| Approved by              | 胡小峰                     |
| Approval at              | 2019-05-30 19:16        |
| Symptoms                 | Caught cold             |
| Body temperature         | 38                      |
| Apply for Cancellation   | Apply for Regulation    |
| <                        | >                       |
|                          |                         |



# Attendance

## **Attendance**

Announcement



• 1.Tap" Attendance" module.





Total:2

Notification and Announcement

# **Notification and Announcement**



#### • 1. Tap the motification tab.



My Applications







#### 2. Check notifications.

| -III 中国移动 🗢                          | 下午 2:51                    | @ @ 28% 🔲                    |
|--------------------------------------|----------------------------|------------------------------|
| ×                                    |                            | •••                          |
| Announcement                         |                            | Notification                 |
|                                      | Release Time               | •                            |
| O Check Unread 3                     |                            |                              |
| Health Notice                        |                            |                              |
| Dear parents, P<br>submit your child | lease click be<br>d's heal | elow link to the informatio  |
| xujun   03-12                        |                            |                              |
| 元旦放假通知                               |                            |                              |
| 各位家长,你们<br>级教育部门通知                   | 好! 元旦佳节<br>,今年我校元          | <sup>5</sup> 将至,根据上<br>旦节放假安 |
|                                      |                            |                              |
| 土花涛   12-23                          |                            |                              |
| 元旦放假通知                               |                            |                              |
|                                      |                            |                              |

各位家长,你们好! 元旦佳节将至,根据上 级教育部门通知,今年我校元旦节放假安...

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# Setting



• Tap "My Info" to change the password, unbind account and other settings.

