

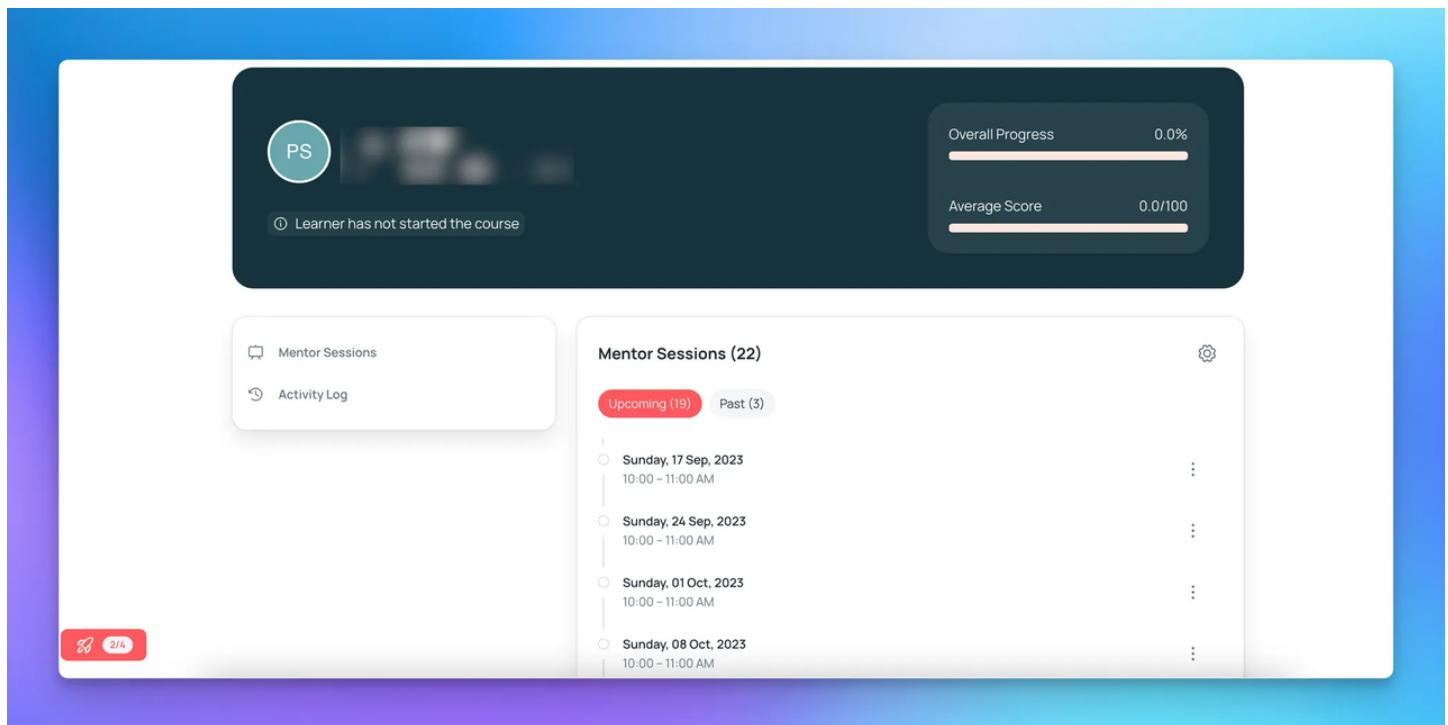
# CSP User Manuals - For Learners

Welcome to CoderSchool! We are very excited to have you on board! CoderSchool Platform is going to be an invaluable companion during your learning journey. This user manual contains the instructions to set up and use the CoderSchool Platform.

## FEATURES

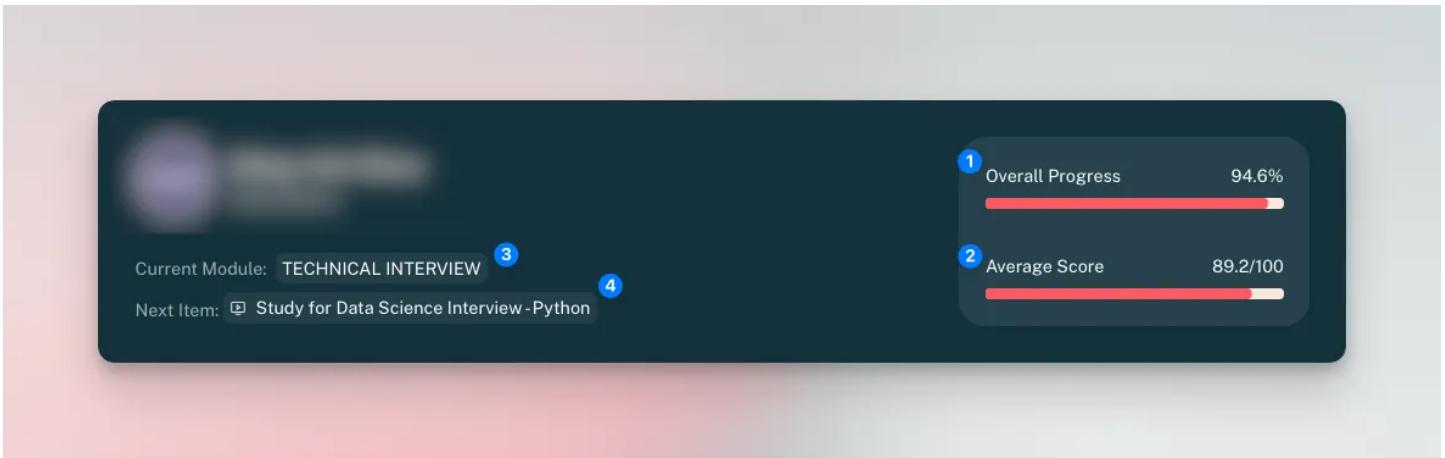
### 2.1. Mentor Sessions

Weekly sessions with your mentor are essential to your learning journey at CoderSchool. You might not see the below interface the first time you sign in to CoderSchool Platform. But once our team finds a suitable mentor for you, you will be able to see the details of your upcoming mentor sessions!



#### 2.1.1. Overview

##### Learning Progress



At the top of the screen, you can find a summary of your learning progress:

1. Your overall progress in the course
2. The average score of all of your exams and assignments
3. The course module you are currently at
4. The next unit/section you will learn

## Mentor Session List

A screenshot of a mentor session list. At the top, it shows "Mentor Sessions (22)" (1) with a gear icon for settings. Below this, there are two buttons: "Upcoming (21)" (2) and "Past (1)" (3). The list then displays several sessions with details and three-dot menus:

- 1. Sunday, 24 Sep, 2023  
10:00 – 11:00 AM
- 2. Sunday, 01 Oct, 2023 (4)  
10:00 – 11:00 AM
- 3. Sunday, 08 Oct, 2023  
10:00 – 11:00 AM
- 4. Sunday, 15 Oct, 2023 (5)  
10:00 – 11:00 AM
- 5. Sunday, 22 Oct, 2023  
10:00 – 11:00 AM
- 6. Sunday, 29 Oct, 2023  
10:00 – 11:00 AM

Here you can see all of your upcoming and past mentor sessions:

1. The total number of mentor sessions
2. Tab containing upcoming sessions
3. Tab containing past sessions
4. Date and time of a session
5. Attendance status of the session

## Activity Log

The screenshot shows the Activity Log interface. It displays three recent activities:

- rescheduled a mentor session**  
From **Sun, May 07, 2023** 16:00 PM - 17:00 PM to **Sat, May 06, 2023** 16:00 PM - 17:00 PM. A note states: "Rescheduled because the mentor is busy on Sunday." (6 minutes ago)
- canceled a mentor session** on **Sunday, Apr 23, 2023 16:00 - 17:00 PM** on behalf of [REDACTED]. A note states: "I will be on a business trip so I won't be able to join this session." (9 minutes ago)
- Recurring sessions** created by [REDACTED] (1 day ago)

The Activity Log is where you can find **all the previous activities related to your mentor sessions**, such as sessions being canceled or rescheduled.

## Attendance Status

The status of any mentor session can be found on the **icons on the far left side**. You can also **hover** on the icon to see its corresponding status name.

The screenshot shows a list of mentor sessions. Each session is represented by a card with the following details:

- Status Icon:** A green circle with a white outline for scheduled sessions.
- Date and Time:** The date and time of the session.
- Duration:** The duration of the session (e.g., 10:00 – 11:00 AM).
- Recap Buttons:** Buttons for "Write recap" (red background) and "View your recap" (light red background).
- More Options:** A three-dot menu icon.

The sessions listed are:

- Wednesday, 14 Jun, 2023 (10:00 – 11:00 AM)
- Sunday, 02 Jul, 2023 (10:00 – 11:00 AM)
- Sunday, 02 Jul, 2023 (10:00 – 11:00 AM)
- Wednesday, 05 Jul, 2023 (10:00 – 11:00 AM)
- Thursday, 06 Jul, 2023 (10:00 – 11:00 AM)
- Thursday, 06 Jul, 2023 (12:00 – 13:00 PM)

## Types of Attendance Status

Aa Status	○ icon	Description	+	...
Scheduled	○	The session has been scheduled.		
Ongoing	○	The session is ongoing.		
Finished	○	The session has ended, but either or both recaps from learner and mentor haven't been submitted.		
Completed	○	The session has ended and all recaps have been submitted.		
Absent	○	The learner didn't join the session.		
Canceled	○	The session is canceled. Hovering on the icon will show if it was canceled by the learner or the mentor. If the mentor didn't join the session, but the learner joined the session, the session will be automatically canceled.		

+ New

### 2.1.2. Joining a mentor session

Ten minutes before a session is started, and while it is happening, the UI will display a **Join now** button, clicking on it will generate and direct you to the Google Meet link for your mentor session!

## Mentor Sessions (29)



Upcoming (14)

Past (15)

Thursday, 06 Jul, 2023

11:00 – 12:00 PM

Join now

Write recap

⋮

Saturday, 08 Jul, 2023

10:00 – 11:00 AM

⋮

Monday, 10 Jul, 2023

10:00 – 11:00 AM

⋮

Tuesday, 11 Jul, 2023

10:00 – 11:00 AM

⋮

Sunday, 06 Aug, 2023

10:00 – 11:00 AM

⋮



**⚠ ! ! ! IMPORTANT ! ! !** You will have to click on the Join now button for your attendance to be recorded. If you join your mentor session by any other means, you will be marked as **Absent** for that session 😢

### 2.1.3. Writing recaps

## Mentor Sessions (27)

Upcoming (25)

Past (2)

- Sunday, 09 Apr, 2023  
16:00–17:00 PM

 View recap

- Sunday, 16 Apr, 2023  
16:00–17:00 PM

 Write recap

Your feedback is extremely vital for us to understand your experience during the course in order to provide the most timely and suitable support.

Writing a recap for your mentor session will only take one minute of your time, so please let us know whether you are happy or upset, excited or struggling.

The **Write Recap** button will appear for **ongoing and finished sessions**.

You can view the recaps you have written by clicking on the **View recap** button.

## Mentor Sessions (27)

Upcoming (25)

Past (2)

- Sunday, 09 Apr, 2023  
16:00–17:00 PM

gg View recap

- Sunday, 16 Apr, 2023  
16:00–17:00 PM

gg Write recap

### 2.1.4. Canceling a mentor session

Having some urgent business and cannot attend the mentor session? A scheduled or ongoing mentor session can be canceled.



⚠ A finished session cannot be canceled

## Mentor Sessions (23)



Upcoming (20) Past (3)

Sunday, 22 Oct, 2023

09:00 – 10:00 AM

Sunday, 29 Oct, 2023

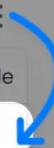
09:00 – 10:00 AM

Sunday, 05 Nov, 2023

09:00 – 10:00 AM

Request reschedule

Cancel session



In the **Notes** section, let your Mentor know why you want to cancel the session.

## Cancel Session?



If you and your mentee have decided on another time to meet, please reschedule the session instead.

[Reschedule](#)

Are you sure you want to cancel this mentor session?

 Data Sience

 Thanh Lam Test Learner

 Trịnh Manh

 Thursday, Sep 14, 2023 15:00 – 16:00 PM

Why do you want to cancel this session? \*

I have a personal commitment scheduled.

Nevermind

[Cancel session](#)

- The **Notes** section is now required



 ⚠ We encourage you to **reschedule** sessions instead of **cancelling**. If you and your mentee have agreed upon a different meeting time, please use the rescheduling option.

### 2.1.5. Rescheduling a mentor session

You can make a request to reschedule a mentor session to another time. There are, however, some constraints:



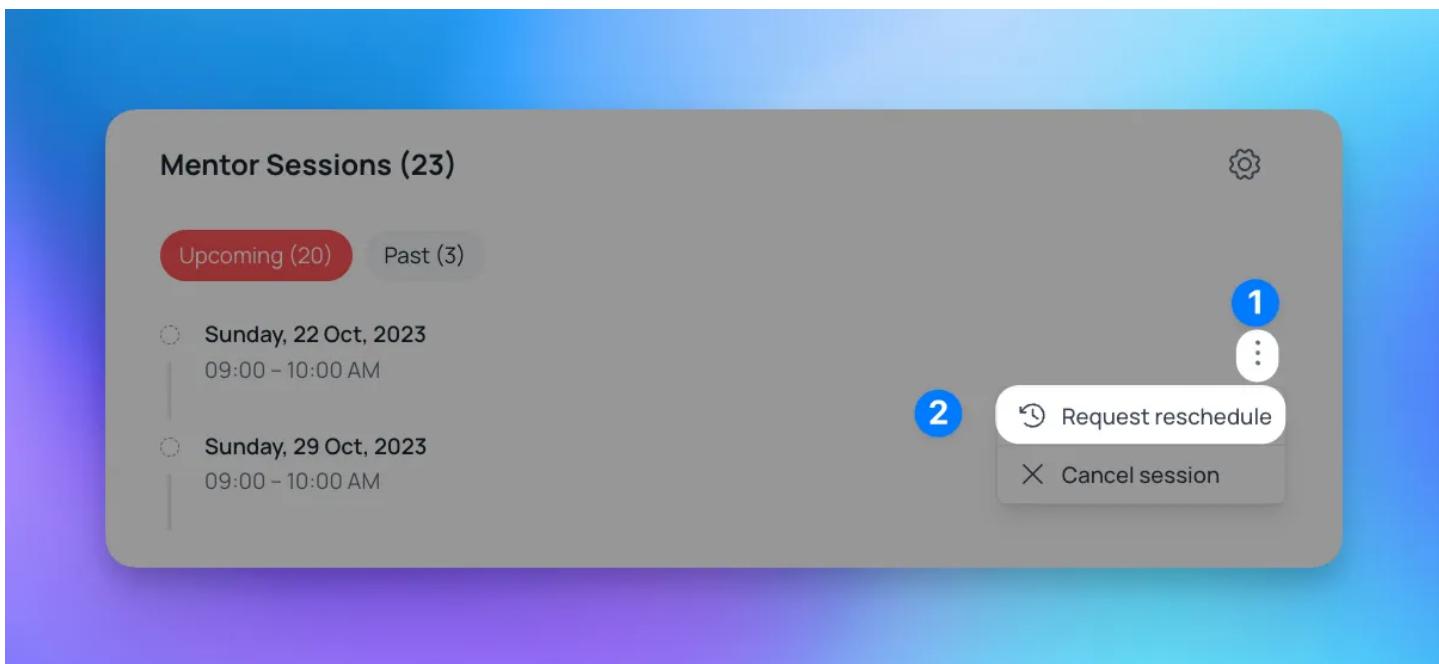
<aside> ⚠ - The rescheduled session must be **after the previous session and before the next session**

- A session **cannot be rescheduled to the past**

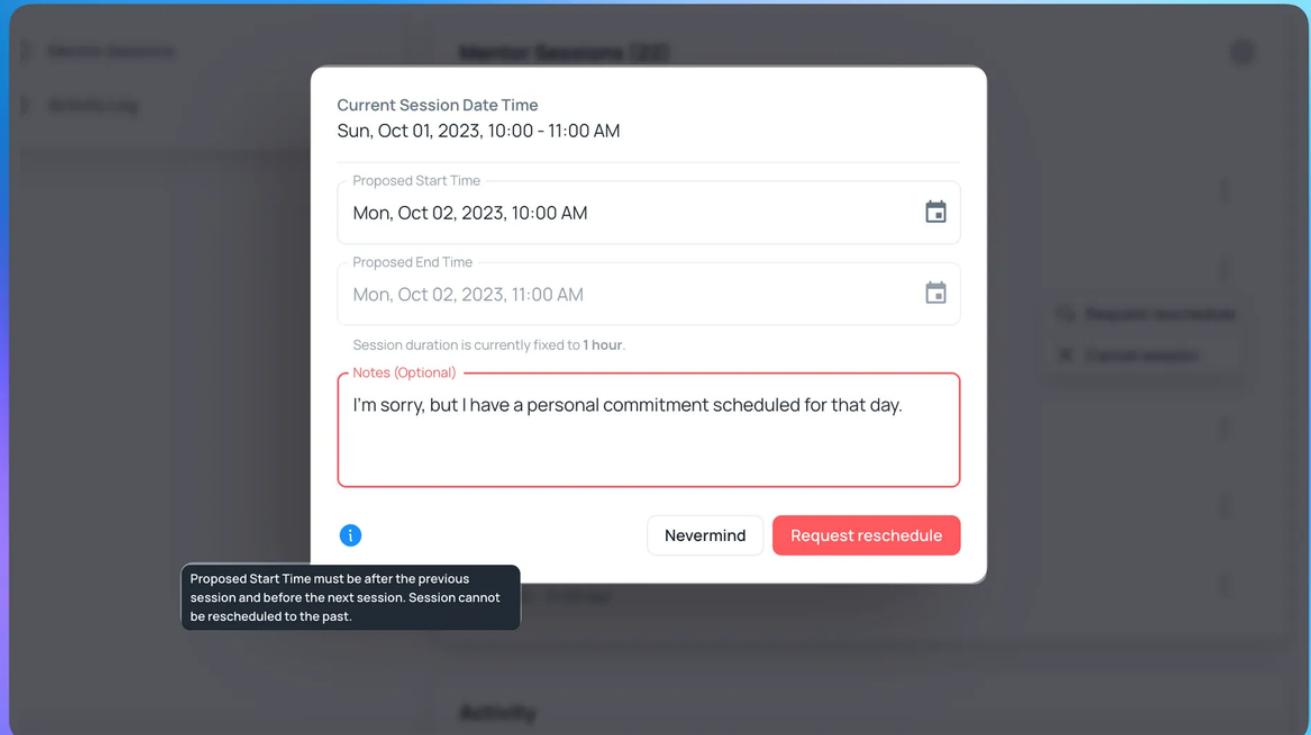
- Scheduled, Canceled session **is able to** rescheduled. The **Canceled By Mentor** sessions can be rescheduled from the past to upcoming **if the following session hasn't started.**
- Reschedule request expiration time to **48 hours after its creation time**, or at the proposed start time, whichever is sooner.

This action will send a **rescheduled request** to your mentee. They will also be notified by email.

- If your mentee **accepts** the request, the mentor session will be rescheduled to the proposed date time
- If your mentee **rejects** the request, the mentor session's start time will not be updated
- The rescheduled request will **expire** at the proposed date time, so be sure to remind your mentee to accept it

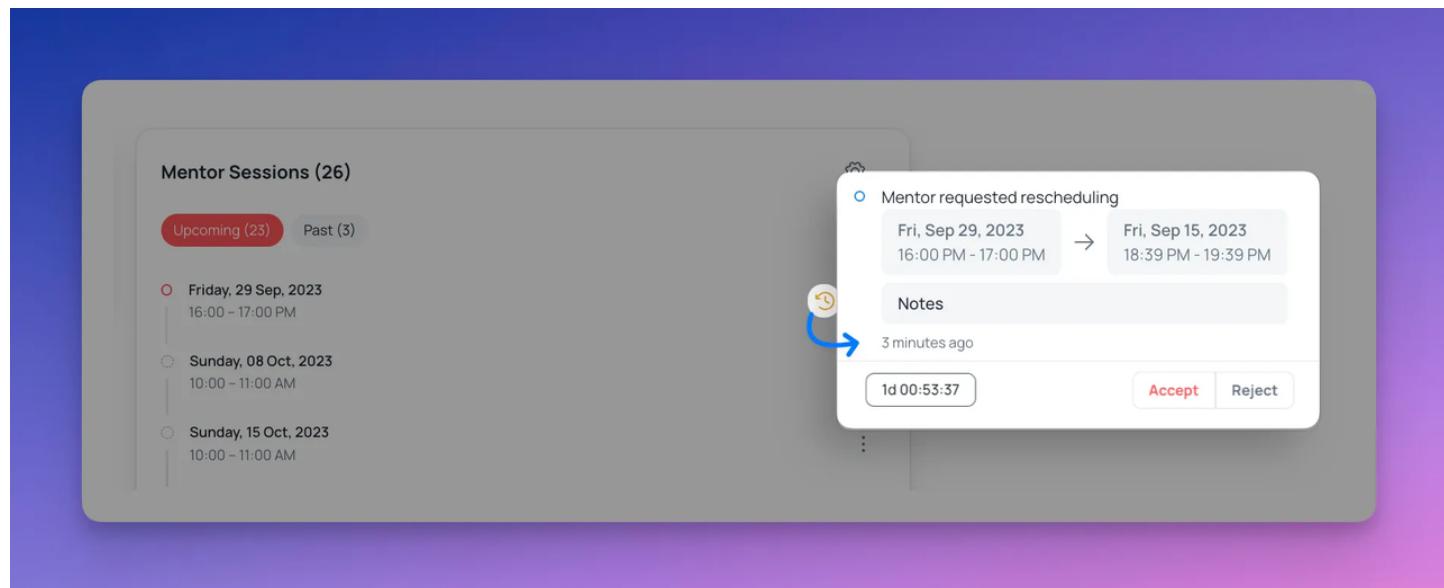


In the **Notes** section, let your mentor know why you want to reschedule the session.



## 2.1.6. Responding to a rescheduled request

Your mentor can also send you a rescheduled request. Once they do, you can either accept or reject it **by hovering on the rescheduled request for that session**.



  Please be sure that you have properly communicated to your mentor about the rescheduled session!

If you decide to reject a request, please fill in **Your Reason** and let your mentor know!

## Reject the rescheduling request?

Are you sure you want to reject this rescheduling request?

 Full stack web development - Virgil

 Sunday, Aug 13, 2023 10:00 - 11:00 AM

 ~~Monday, Aug 14, 2023 10:00 - 11:00 AM~~

Please let us know why:

Your Reason

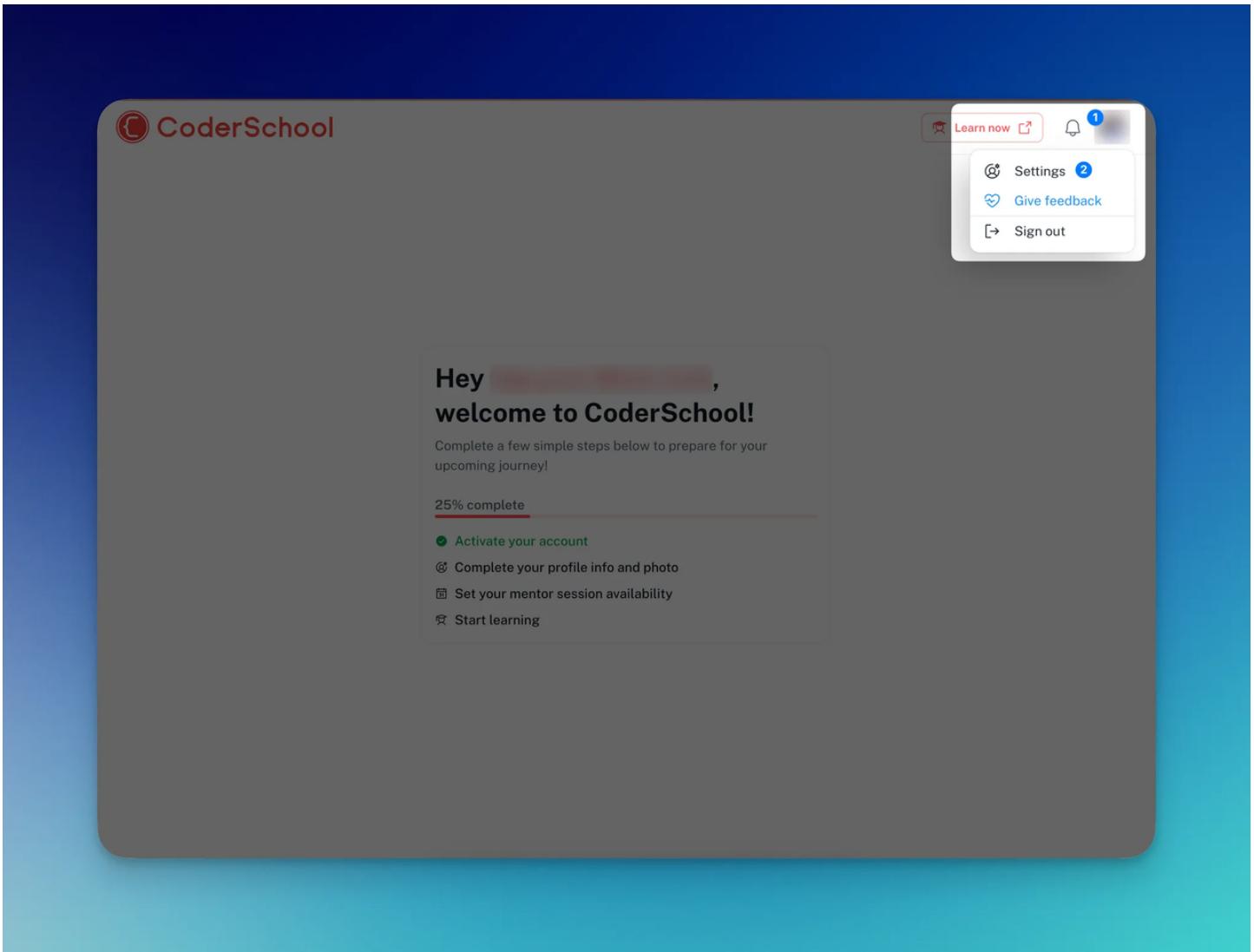
Perhaps we should consider finding another day. I am also occupied with work on that day.

Never mind

Reject the request

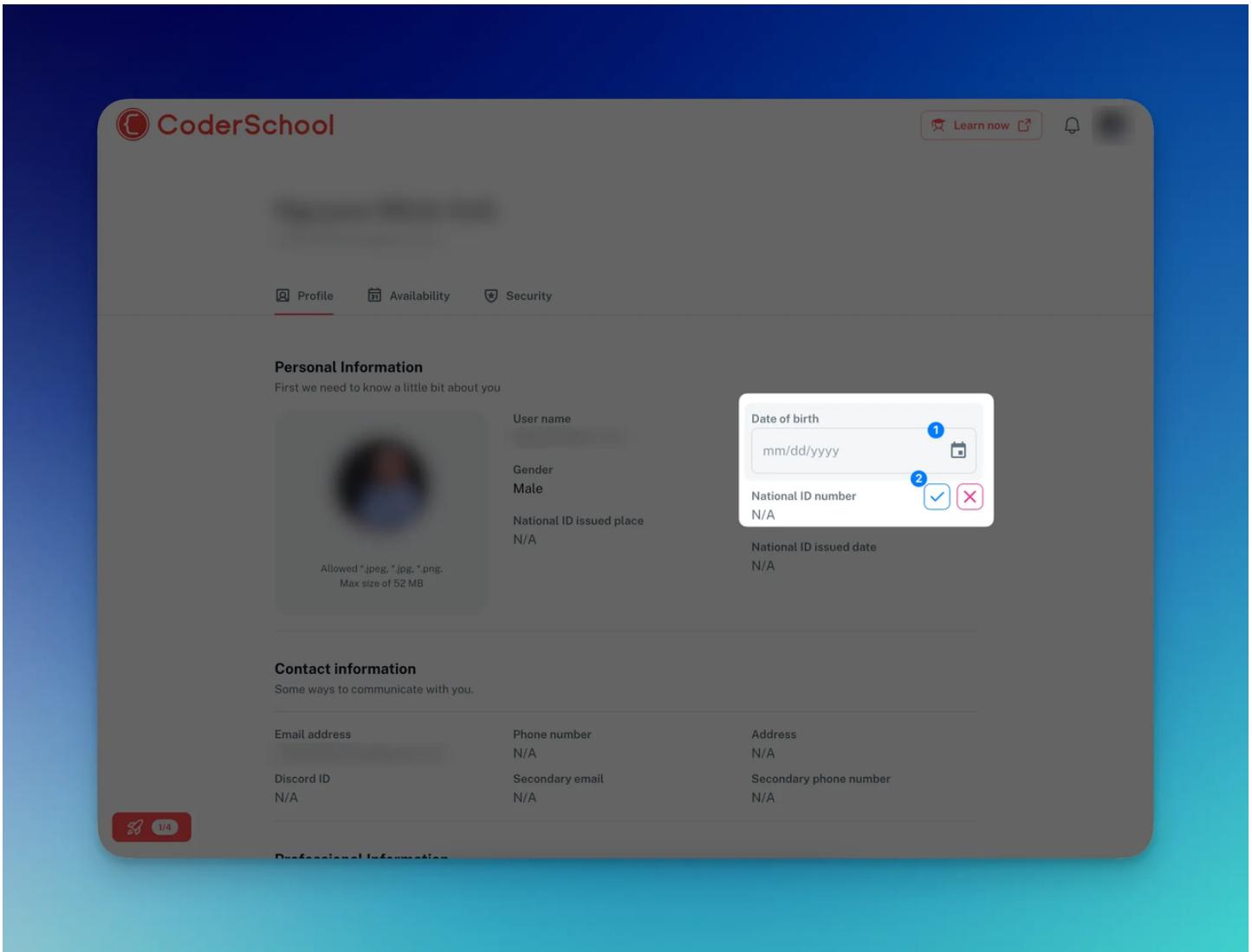
## 2.2. User Settings

You can access your user settings by clicking on your profile picture in the top right corner > **Settings**



## 2.2.1. Profile

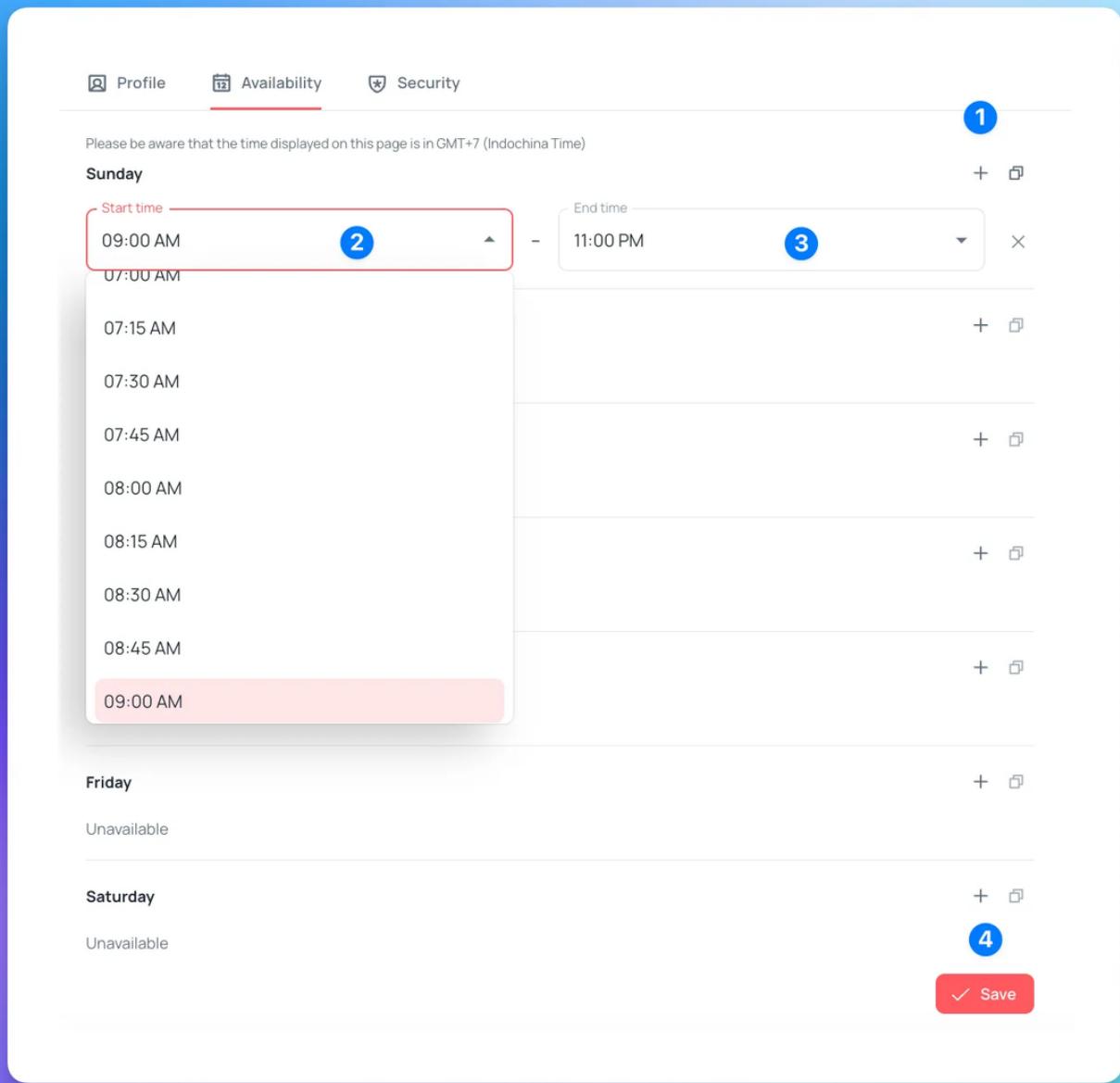
Here you can update your personal, contact and professional information.



## 2.2.2. Availability

The **Availability** tab will allow you to update the time slots during a week when you are available to meet with your mentor.

- On the **Availability** page, the Platform will always record under the GMT+7 (Indonesia Time) timezone. Therefore, if you are in a different timezone, please convert to GMT+7 timezone before entering your availability.
- For other pages, the Platform will display the content in your local timezone.



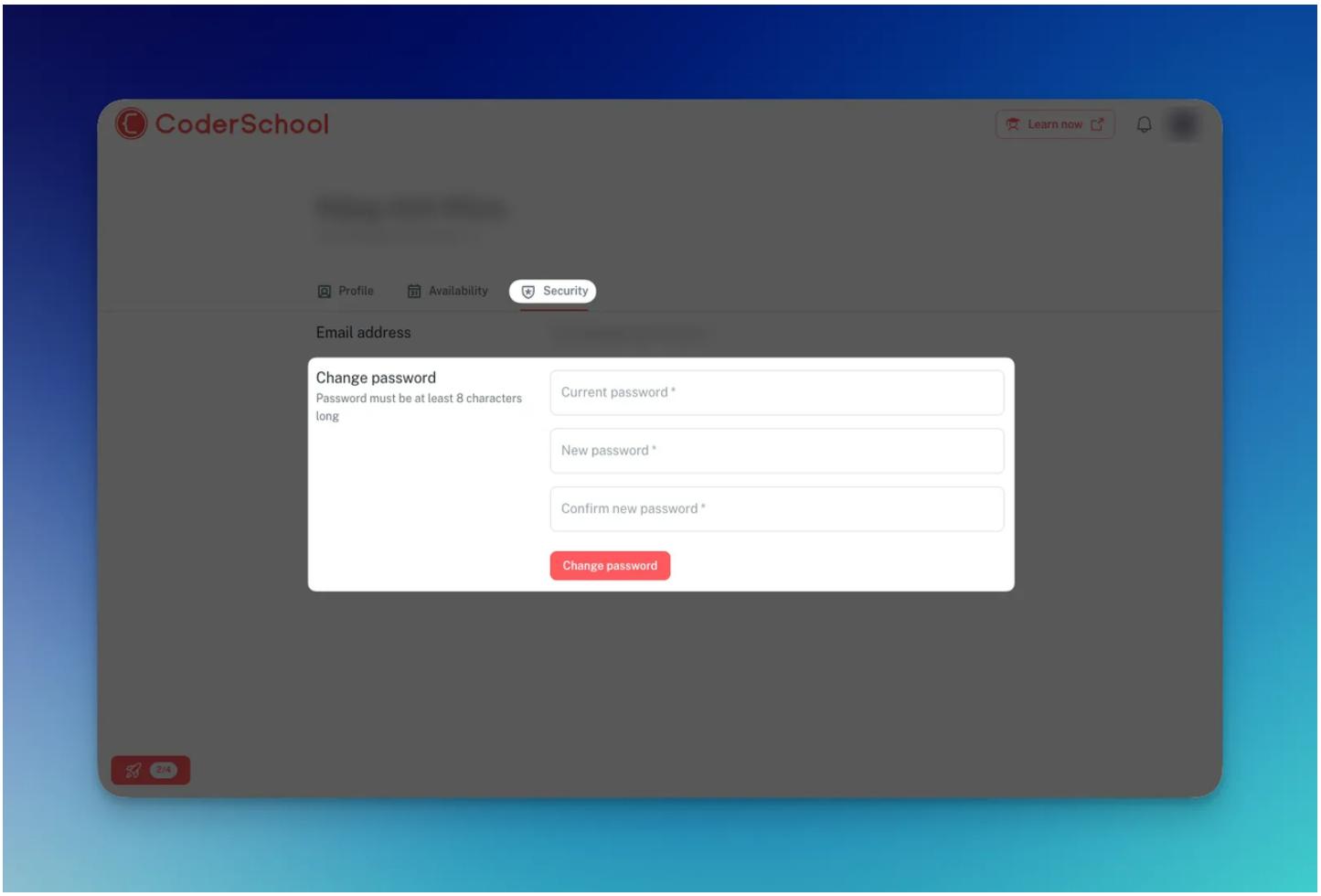
Please be aware that the time displayed on this page is in GMT+7 (Indochina Time)

You can add a new time slot to your availability by:

- **(1)** Clicking on the + icon corresponding to that day. You can have multiple time slots in each day.
- Select or type a time slot, including the start **(2)** and end **(3)** of that timeslot
- **(4)** Remember to click **Save** once you complete

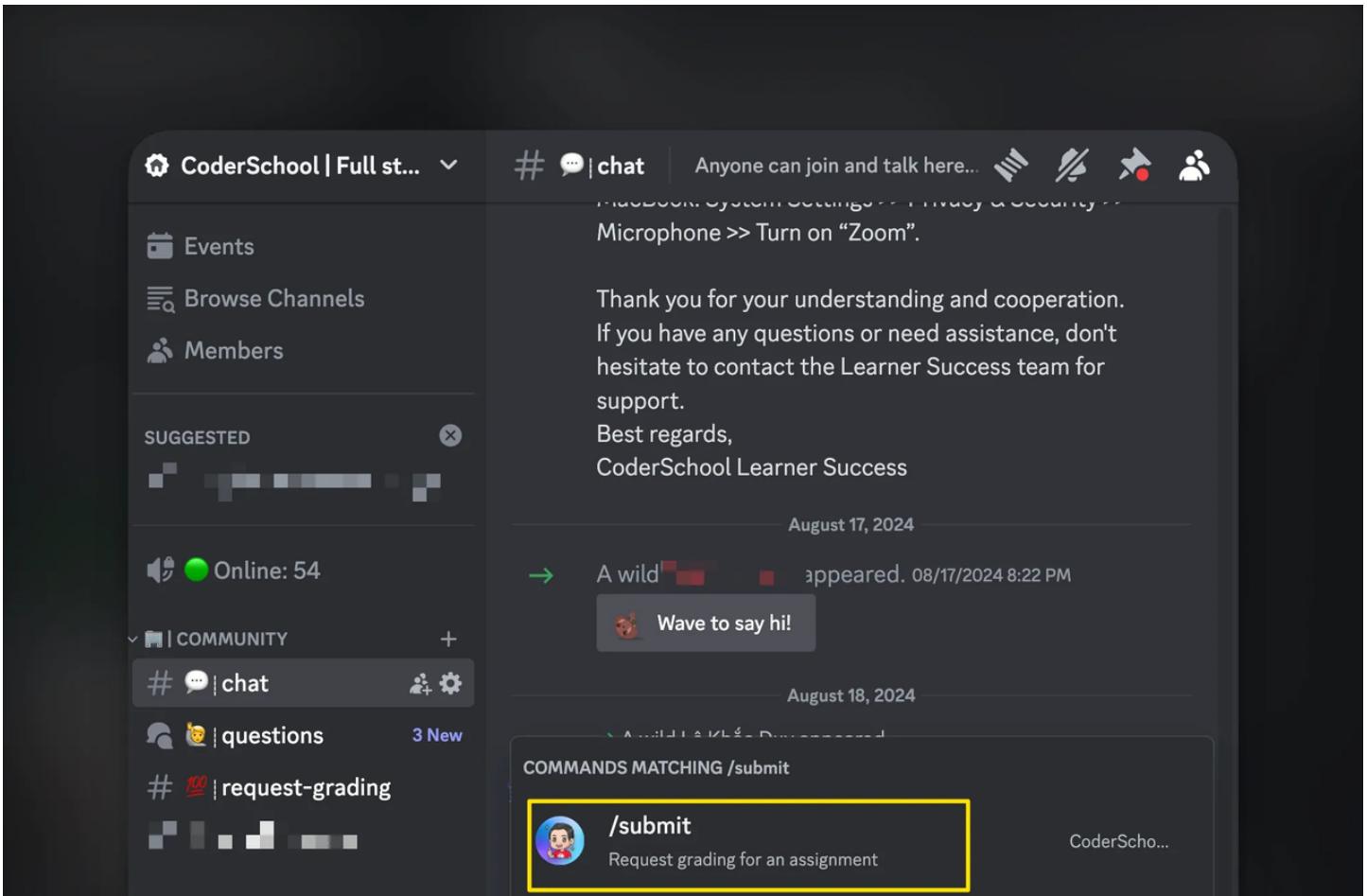
## 2.2.3. Security

You can change your password in the **Security** tab.

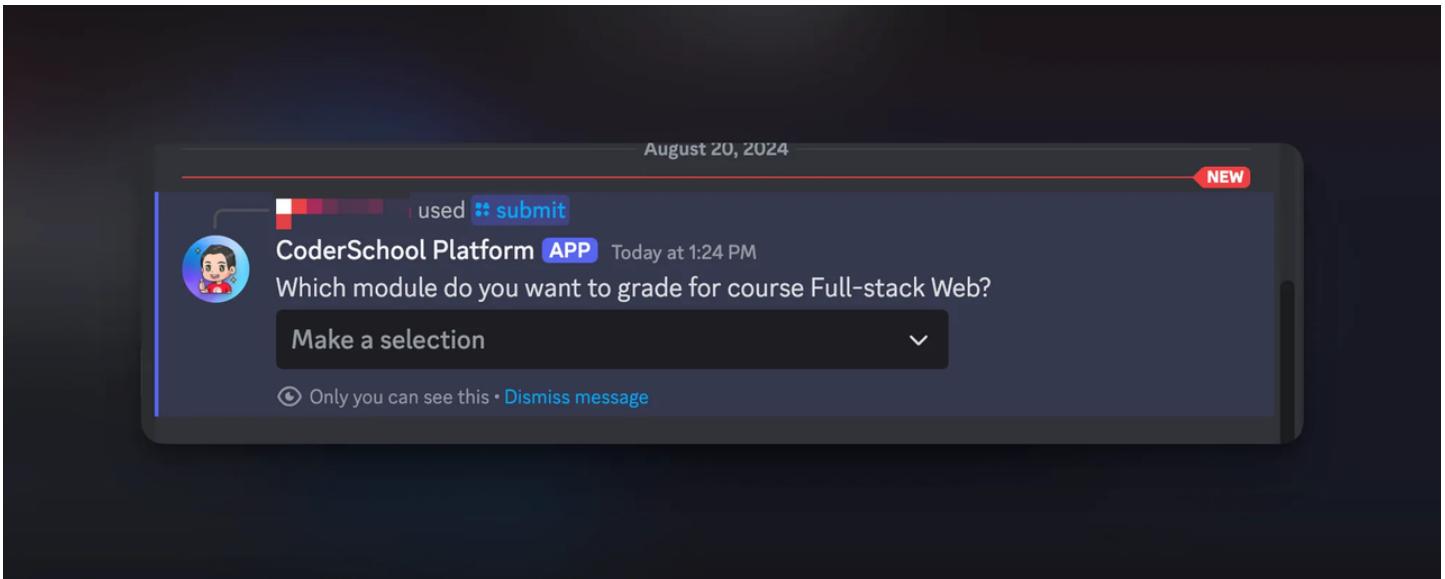


## 2.3 Discord Homework Grading

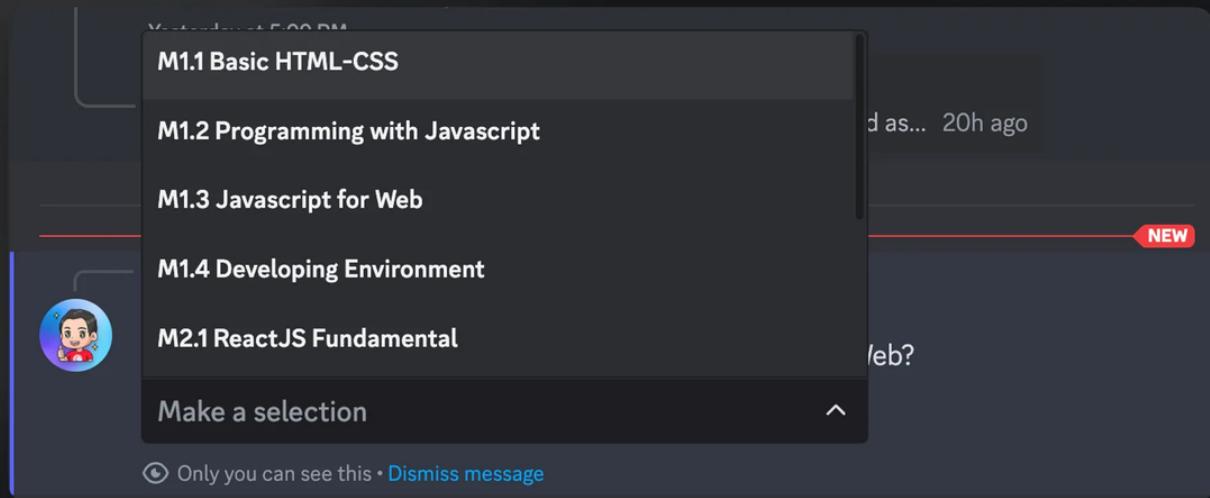
1. Enrolled learners can use **/submit** commands from anywhere in the CoderSchool Discord server to submit an assignment request for grading.



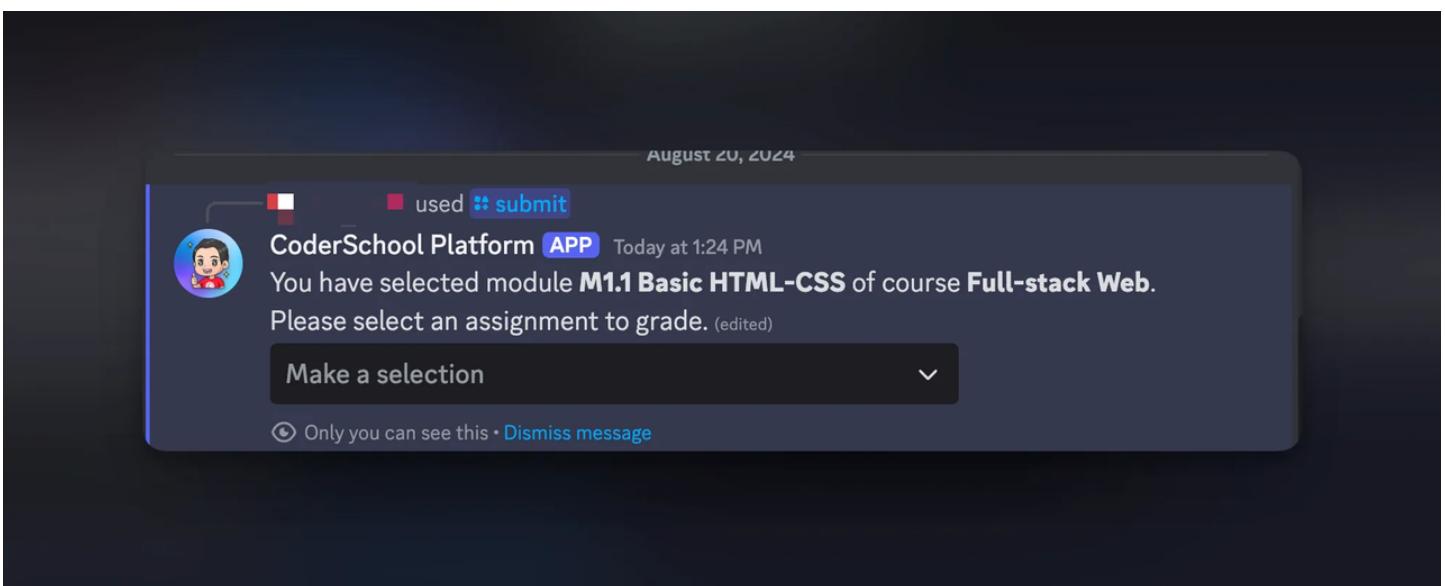
2. After the submit command, you can see the select menu of modules



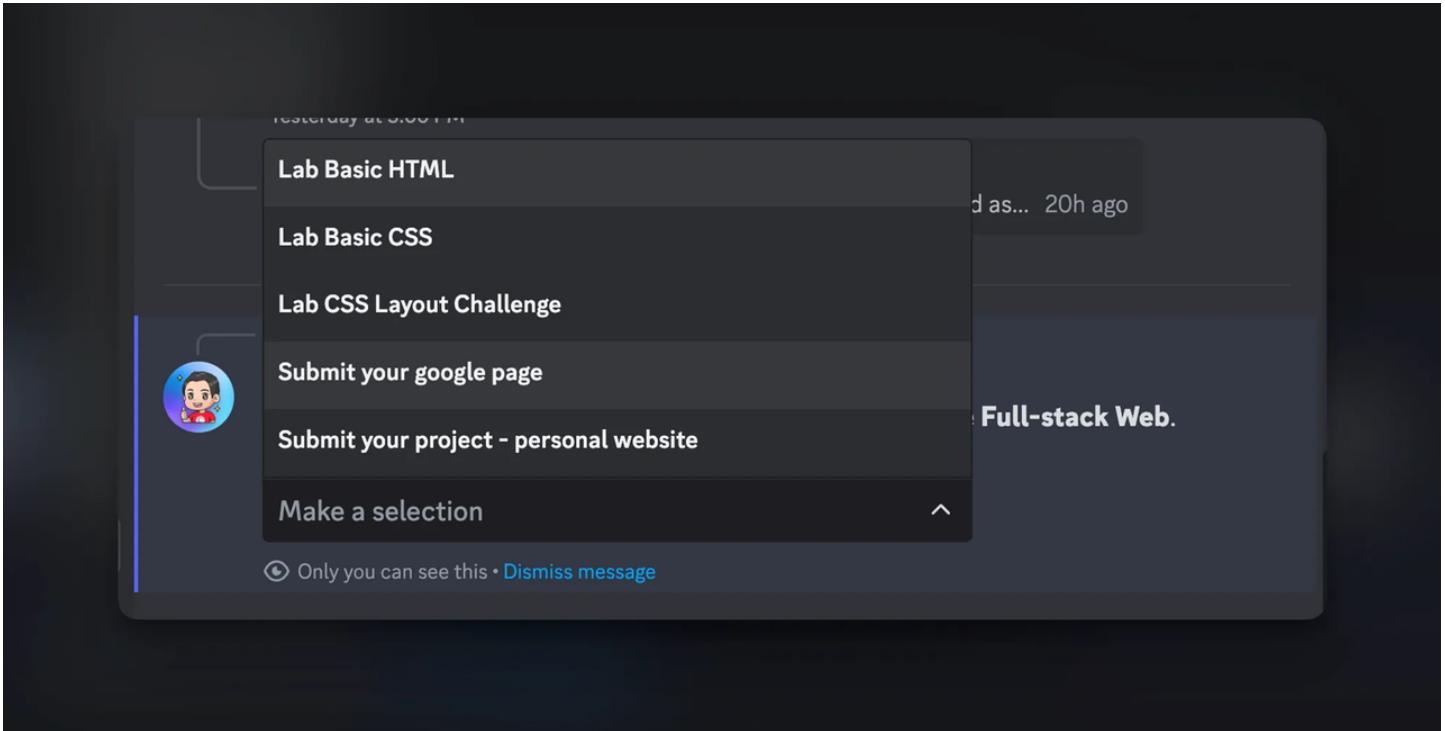
3. Select the current module you want to submit the assignment.



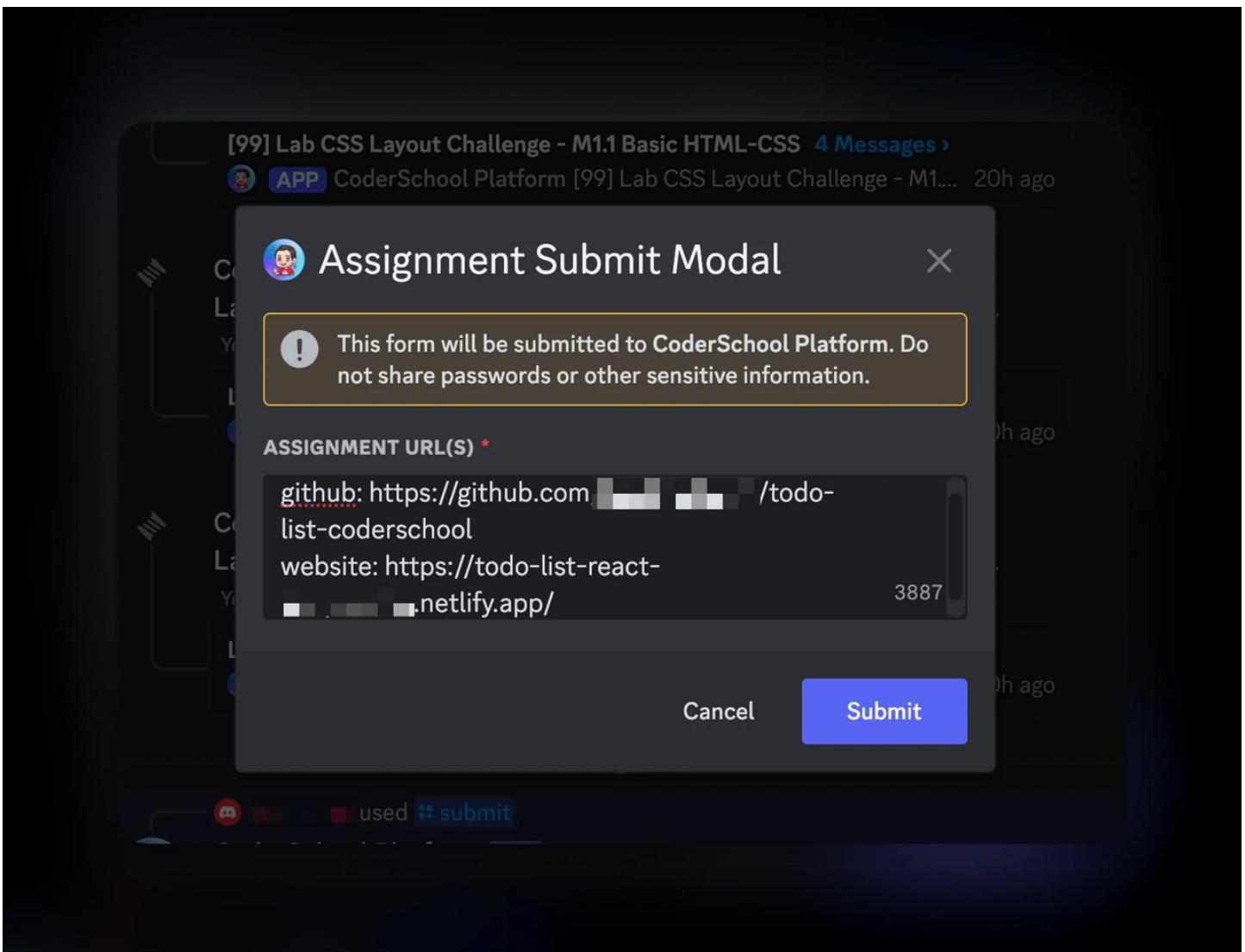
4. Click on the select menu to select an assignment.



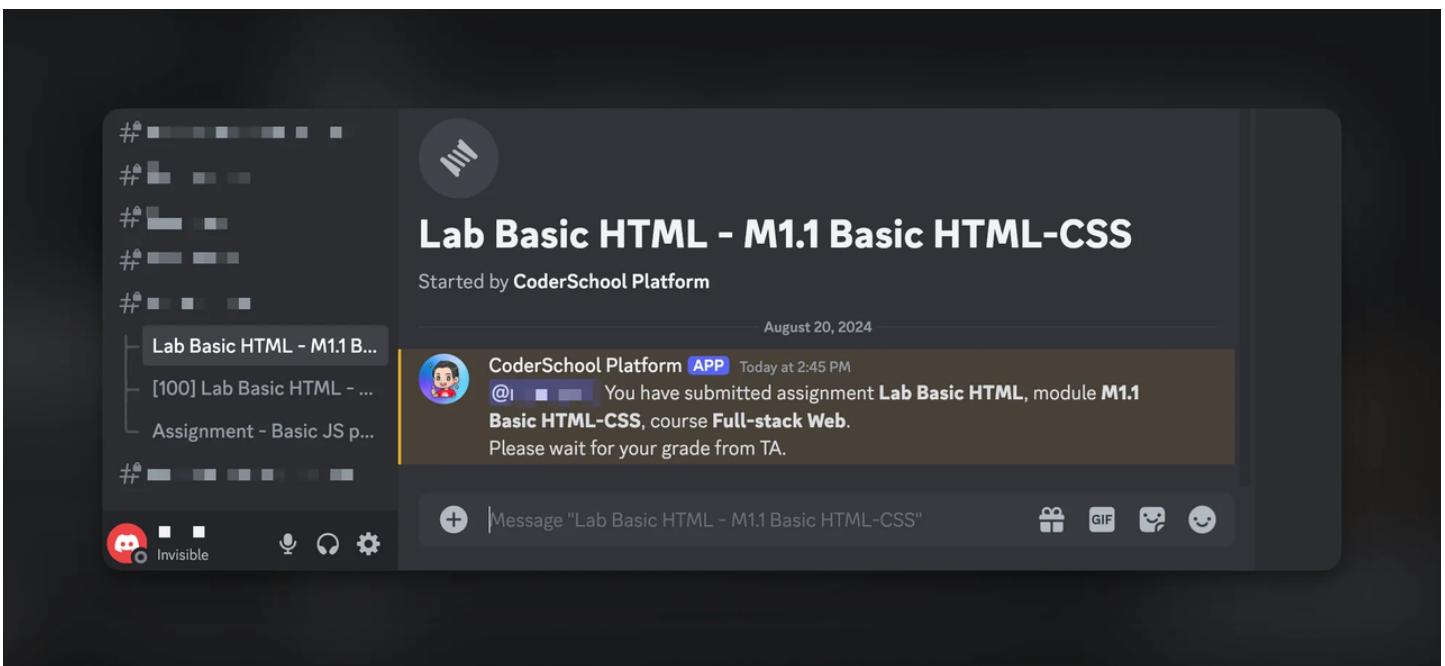
5. Select the assignment you want to submit request grading



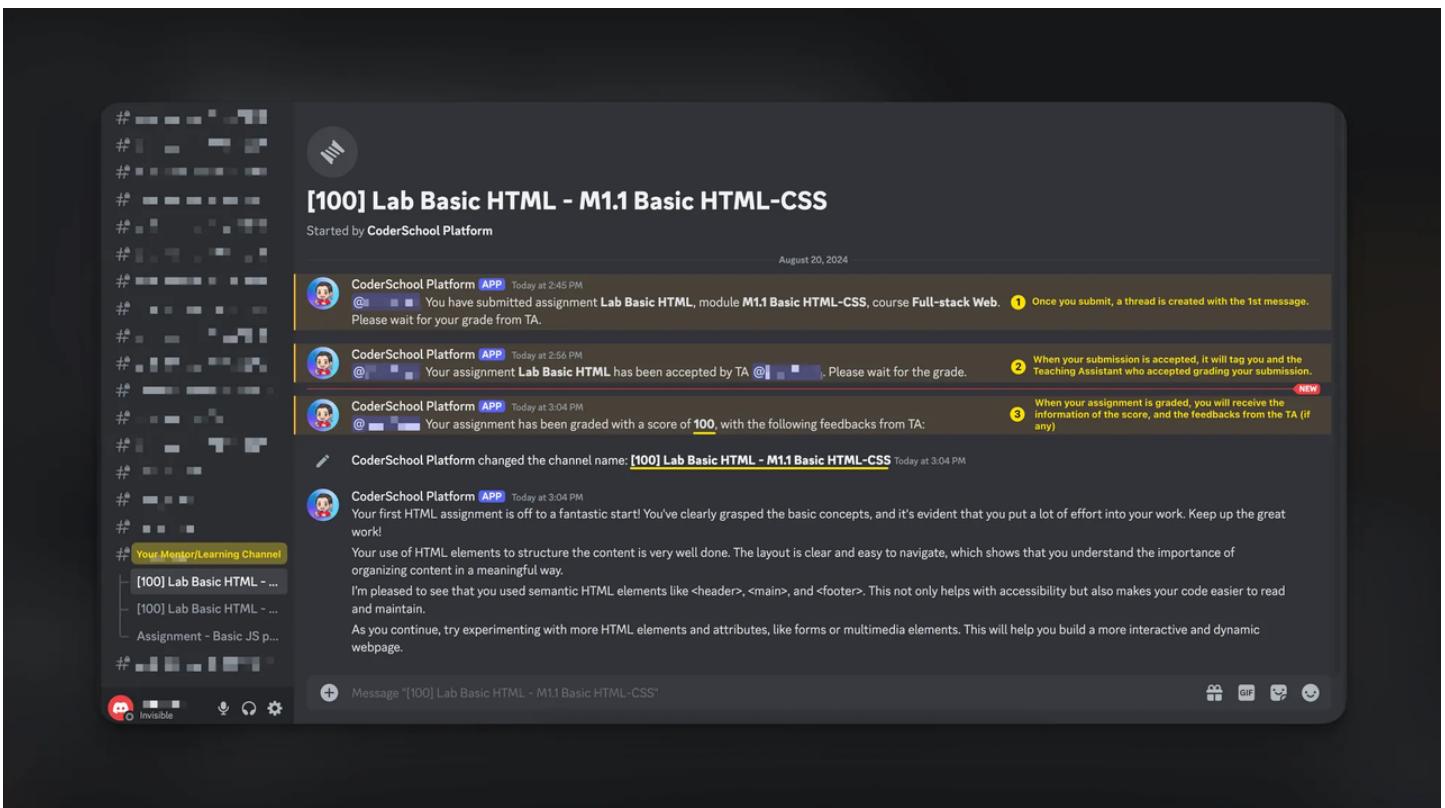
6. Submit your url(s) for your assignment. You can submit them in any format or template, as long as there is at least 1 valid URL in the text.



- Once you submit the assignment, you will be tagged in the thread under your Mentor / Learning channel. The thread will keep you updated on your recent assignment submission.



- You can see all updates about your assignment submission, such as when it is accepted, your Teaching Assistant, the grade and feedback (if any).



- You can find your assignment submissions with the threads in your channel in the following places:

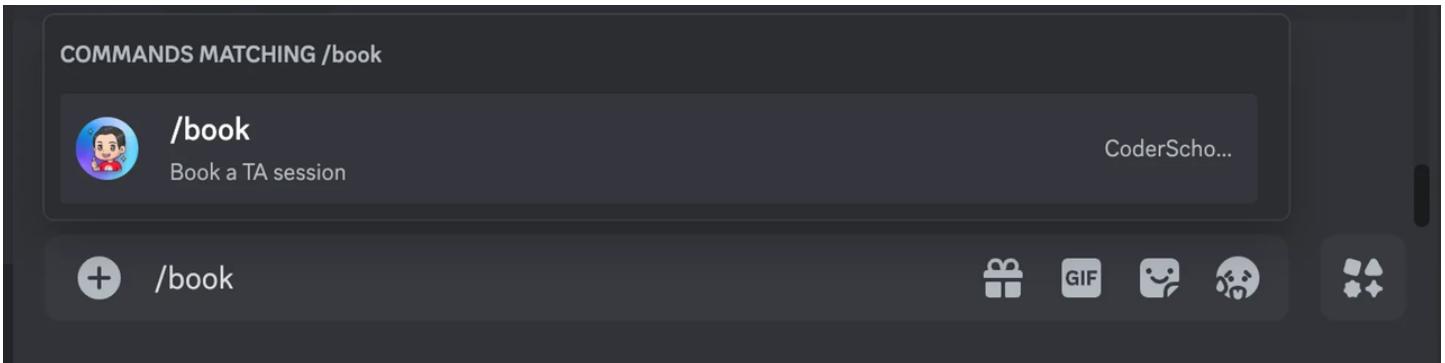


If there is any question or technical problem, please kindly check with Learner Support team in your Mentor / Learner Channel

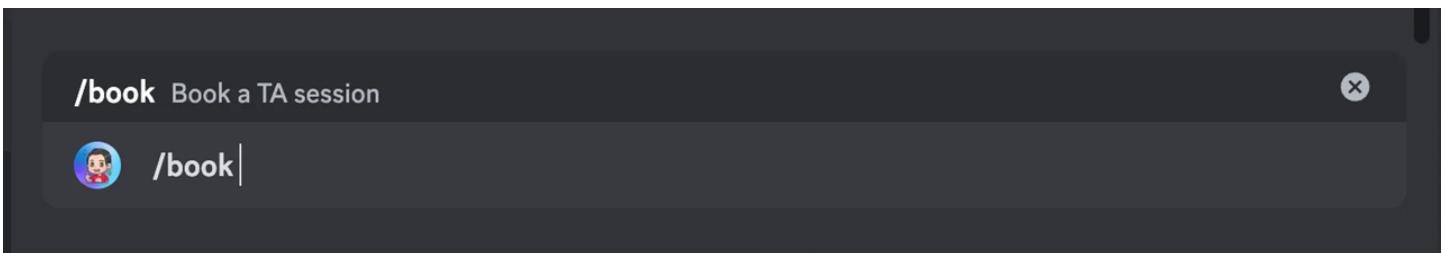
## 2.4 Discord AI TA Booking - Learner Guide

### Step 1: Request TA Booking

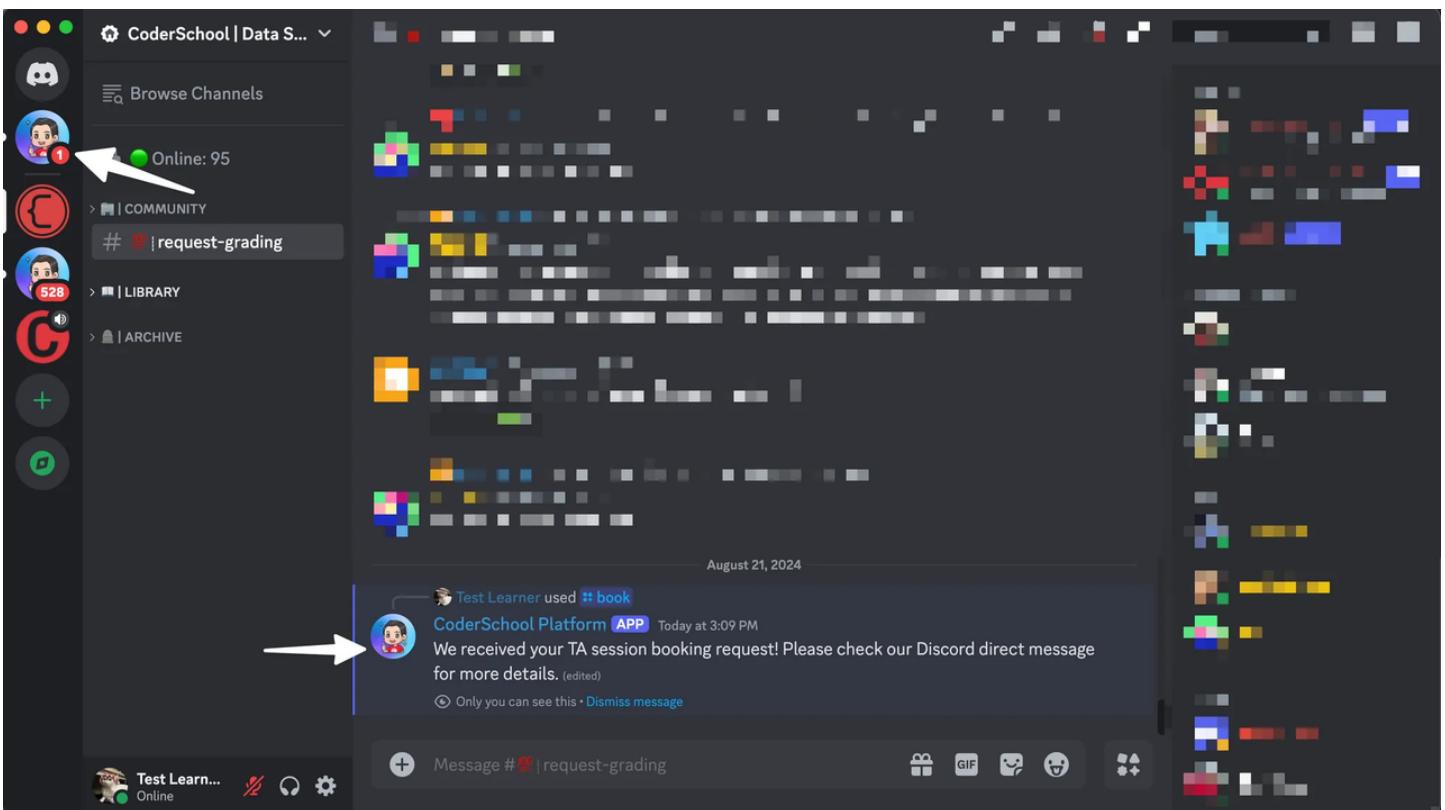
Enrolled learner can go to any channel (preferably the learner's mentorship channel) and type */book* to create a new chat session with the bot.



Click on the book, and the dialog will turn into this:



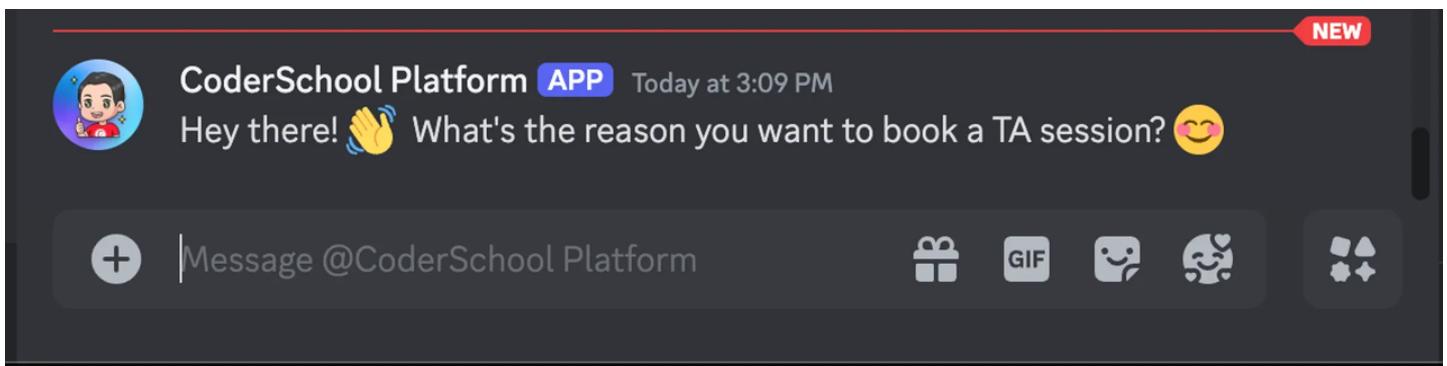
Hit the “Enter” (“Return” on Mac) on your keyboard and this should happen:



You should receive two things:

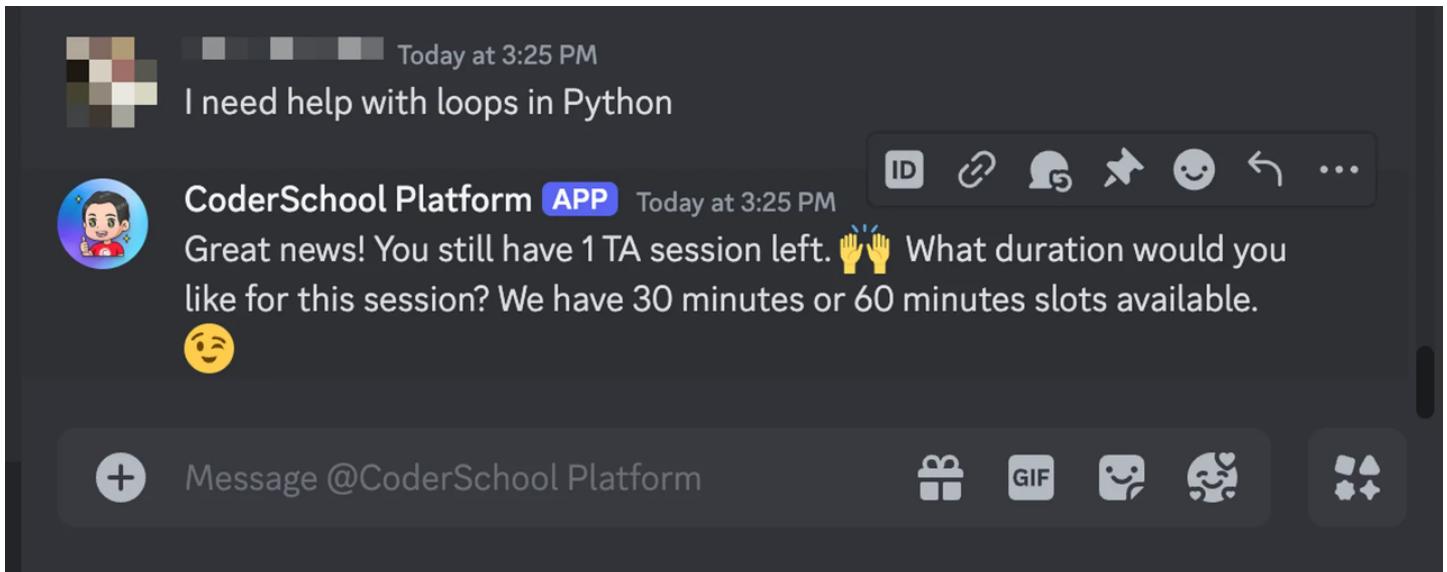
1. A confirmation message with the content “We received your TA session booking request...” from the bot.

2. A direct message (DM) from the bot. You can click on the newly created icon on the left bar. When you are in the DM with the bot, the message may look like the image below.



## Step 2: Chatting time!

The bot will start by asking you the reason to book the TA session. As such, you should think about it. Since it may ask for clarification, it is best to be as detailed as possible.



If the reason is valid, the bot will check for the amount of TA sessions you still have left, before asking you to choose the duration of the time slot (either 30 or 60 minutes). From there, you can choose it, and the bot will (think 😊) for a bit before giving you the availability.



Today at 4:07 PM

60

 **CoderSchool Platform APP** Today at 4:07 PM

Okay, here are the available 60-minute slots for our Data Science TA sessions:

**August 21st, 2024:**

- 20:00

**August 22nd, 2024:**

- 17:00
- 19:00

 Message @CoderSchool Platform     

From there, you can type in the time that you want to book. Once it's done, the bot will ask for a confirmation before booking the TA session for you. The confirmation will look like this:



Today at 4:08 PM

August 25th, 2024, 15:00

 **CoderSchool Platform APP** Today at 4:08 PM

Okay, let's review your booking:

- **Date:** August 25th, 2024
- **Time:** 15:00 (UTC+7)
- **Duration:** 60 minutes
- **Course:** Data Science
- **TA:** To be assigned

Can you confirm this information is correct and you'd like to proceed with booking this session? 

During the process, if you want to change any information, you can change it during the chat. Otherwise, you can confirm the info its provided and it will book a TA session for you.



CoderSchool Platform APP Today at 4:08 PM

Okay, let's review your booking:

- **Date:** August 25th, 2024
- **Time:** 15:00 (UTC+7)
- **Duration:** 60 minutes
- **Course:** Data Science
- **TA:** To be assigned

Can you confirm this information is correct and you'd like to proceed with booking this session? 😊



[REDACTED] Today at 4:08 PM

yes

ID 🔗 📺 ⏪ ⏴ ...



CoderSchool Platform APP Today at 4:09 PM

You are all set! 🎉 You are booked with [REDACTED] for a 60-minute Data Science TA session on **August 25th, 2024, at 15:00 (UTC+7)**.

Please make a note of the time and come prepared with your questions about for loops in Python.

See you there! 😊

Next step, the learner should go to the Platform and check the newly created session. From there , they can join the session or get the link to the Zoom session.

The screenshot shows a user's profile page with various sections: Home, Plans, Learn, Book TA, Activity, Requests, and Job Board. On the right, there's a sidebar with a progress bar (N/A), a sun icon (37 days learning), Recommendations (0), Notifications (0), and a cartoon illustration of a person swimming.

### Upcoming sessions

This Sun, 25 Aug, 2024

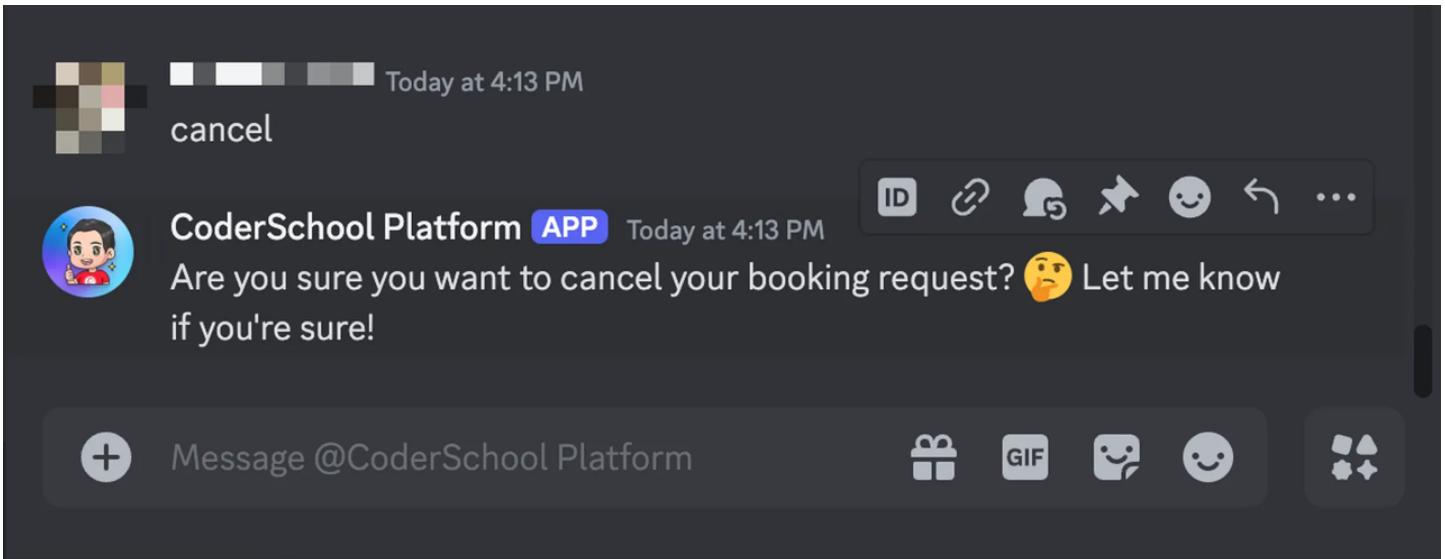
	TA Session - [redacted] TA session	3:00 PM 60 mins	Join Meeting
1	TA Session - [redacted] TA session	6:00 PM 60 mins	Join Meeting
2	TA Session - [redacted] TA session	8:00 PM 60 mins	Join Meeting

Note:

1. The chat session is considered “ended” when you chat with the bot and receive this message. If you want to start a new chat, you can use the **/book** command again.

A screenshot of a Discord message from the CoderSchool Platform bot (@CoderSchool Platform APP). The message says: “Are you trying to book a TA session? Please run the command /book in your course Discord server to begin!” The message has standard Discord reaction icons above it and a reply button below it.

2. During the process, you can cancel the booking process at anytime. Just ask to cancel the booking process and the bot will ask for confirmation. If you confirm, the booking process will be stopped.



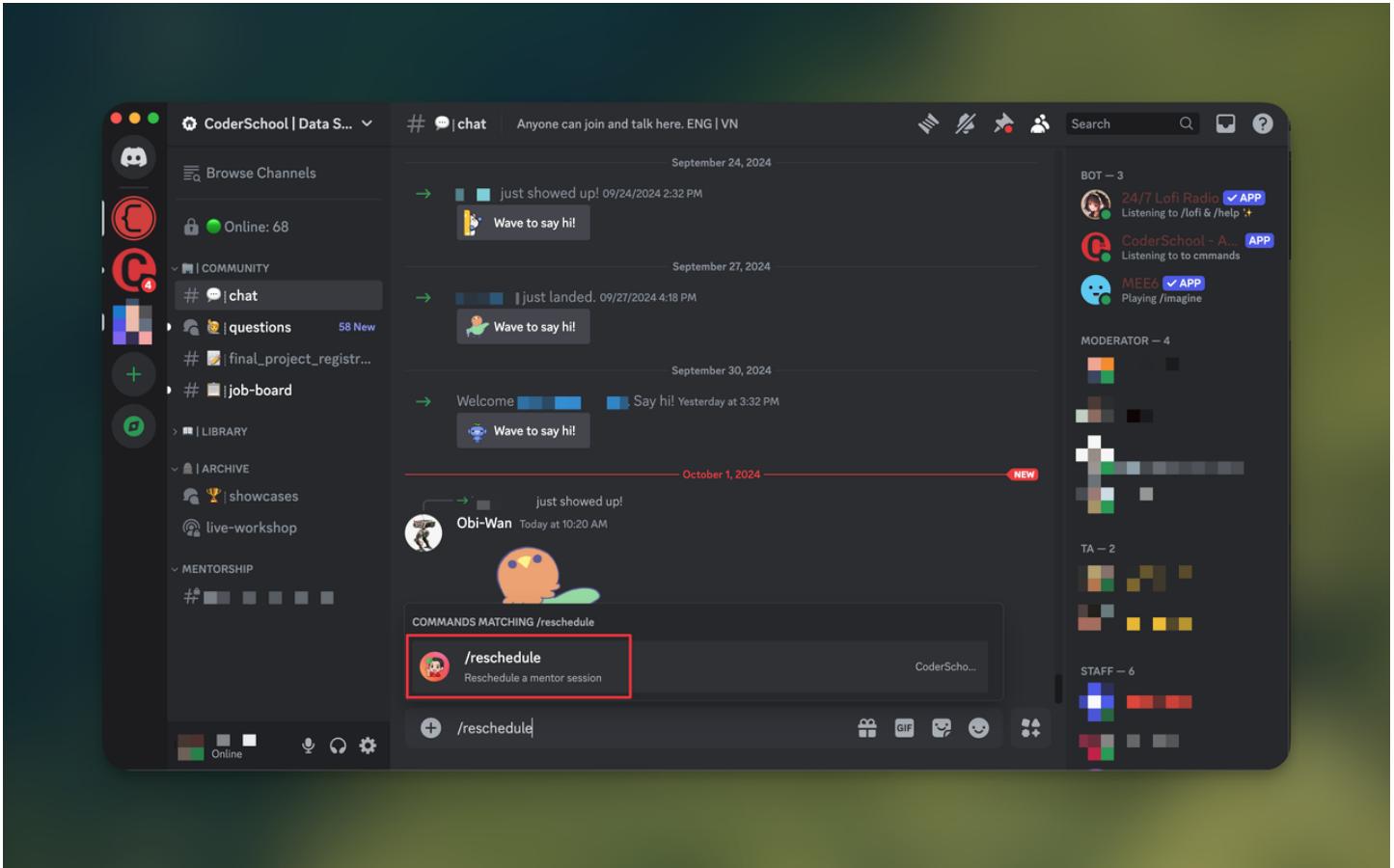
## 2.5 Reschedule mentor Session in Discord

### A. Người Yêu Cầu (Người gửi yêu cầu)

Requester (The one who sends the request)

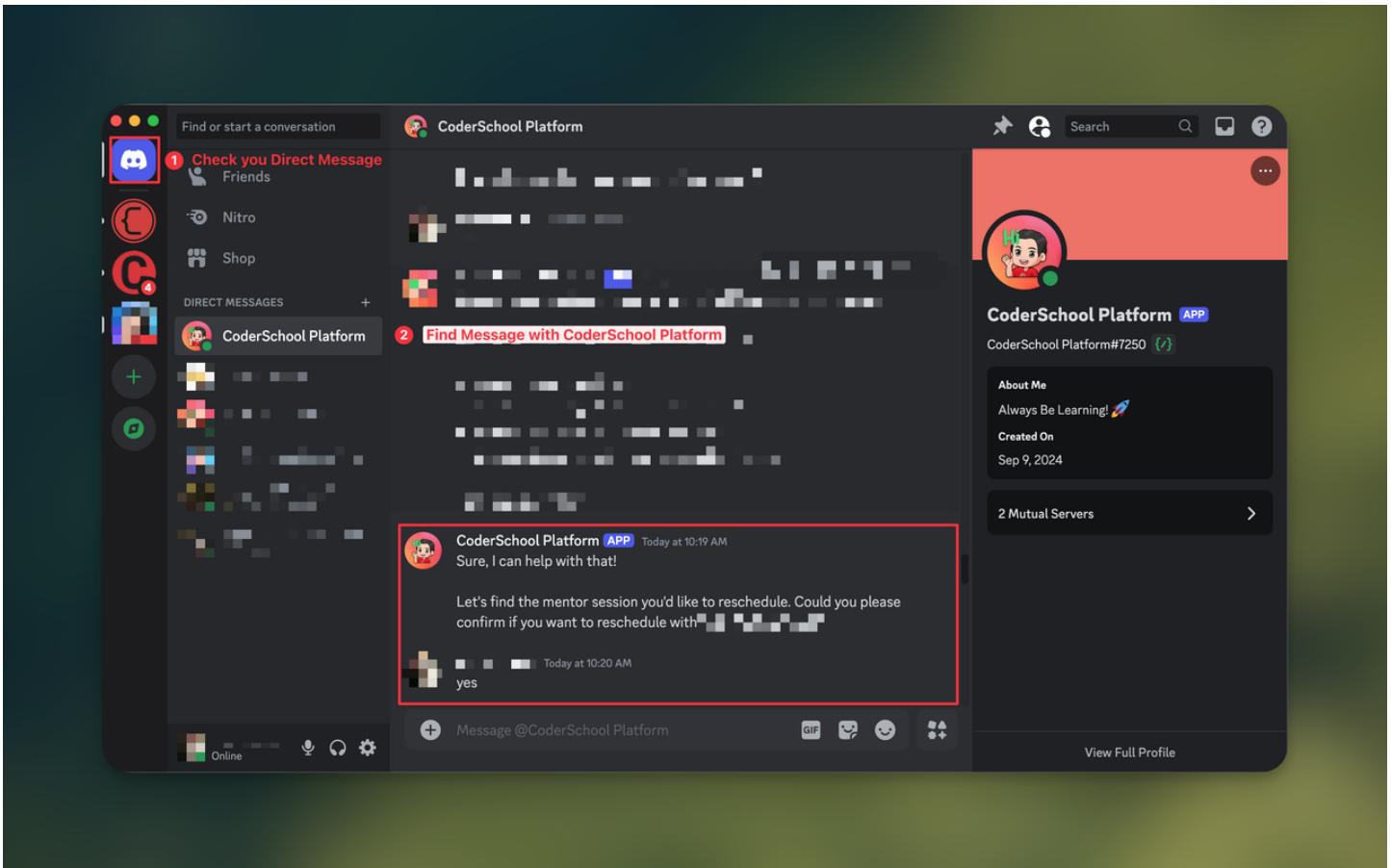
#### Bước 1: Step 1

- Sử dụng lệnh /reschedule tại một channel bất kỳ tại Discord server
- *User can use the /reschedule command from anywhere in the Coderschool Discord server.*



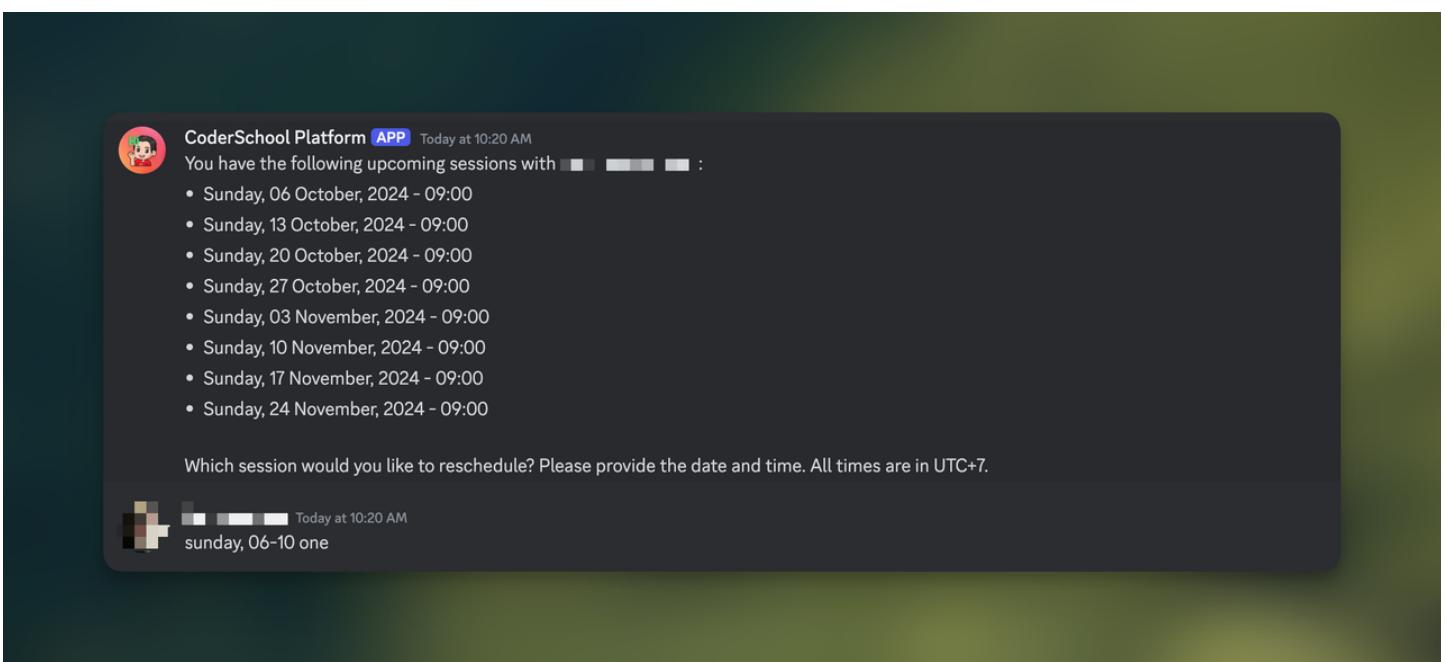
## Step 2

- Kiểm tra tin nhắn từ CoderSchool Platform bot.
- Nếu có nhiều mentor/học viên, chọn và xác nhận session cần thay đổi
- *Check the Discord Direct Message with CoderSchool Platform bot.*
- *If multiple mentors/learners, select one and confirm.*



## Step 3

- Chọn session mentor bạn cần thay đổi lịch
- *Select the mentor session that you want to reschedule*



- Xác nhận session đã chọn
- *Confirm the selected session*



CoderSchool Platform APP Today at 10:20 AM

You want to reschedule the session on Sunday, 06 October, 2024 - 09:00. Is that correct?



Today at 10:20 AM

yes

## Step 4

- Cung cấp lý do dời lịch
- *Provide the reason for rescheduling*



CoderSchool Platform APP Today at 10:20 AM

What is the reason for rescheduling?



Today at 10:20 AM

I am busy this sunday

## Step 5

- Đề xuất 1 thời gian mới. Đảm bảo lựa chọn trong khung thời gian cho phép
- *Propose a new time slot. Make sure it meets the time range.*



CoderSchool Platform APP Today at 10:21 AM

Got it. Could you please tell me what day and time you propose for the new session?

Please note the following:

- The proposed time must be before the next session: Sunday, 13 October, 2024 - 09:00.
- The proposed time must be after the current time: Tuesday, 01-10-2024 10:20.

Please provide the date and time in the format "dd MMMM yyyy HH:mm" - e.g., "10 September 2024 10:00".



Today at 10:22 AM

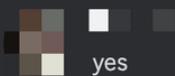
ok monday on 07-10, same time

- Xác nhận khung thời gian đề xuất
- *Confirm the proposed time slot*



CoderSchool Platform APP Today at 10:22 AM

You want to reschedule to Monday, 07 October, 2024 09:00. Can you please confirm?

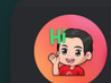


Today at 10:22 AM

yes

## Step 6

- Xác nhận thông tin lịch đã dời
- *Confirm the rescheduling information*



CoderSchool Platform APP Today at 10:22 AM

Great! Please confirm the details for rescheduling your mentor session:

- Course: Data Analysis Express
- With: mentor **Tuấn Hoàng[Test]**
- Old time: Sunday, 06 October, 2024 - 09:00
- New time: Monday, 07 October, 2024 09:00
- Reason: I am busy this sunday

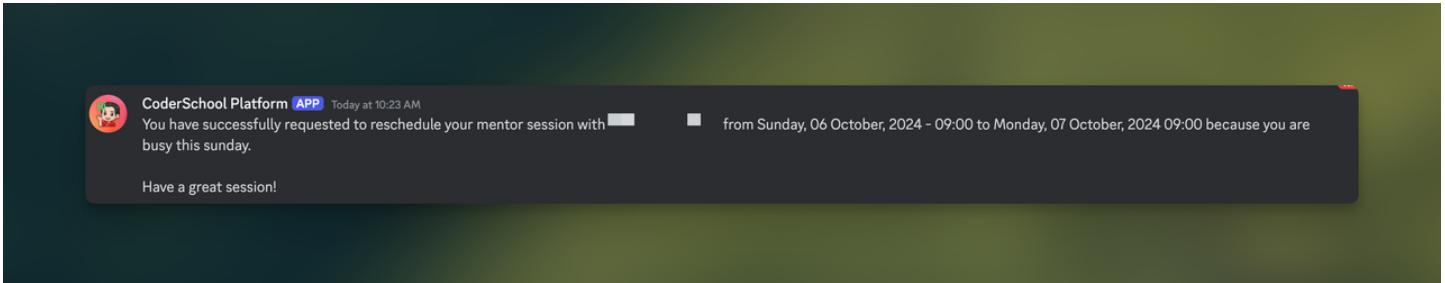
Should I proceed with the rescheduling request?



yes

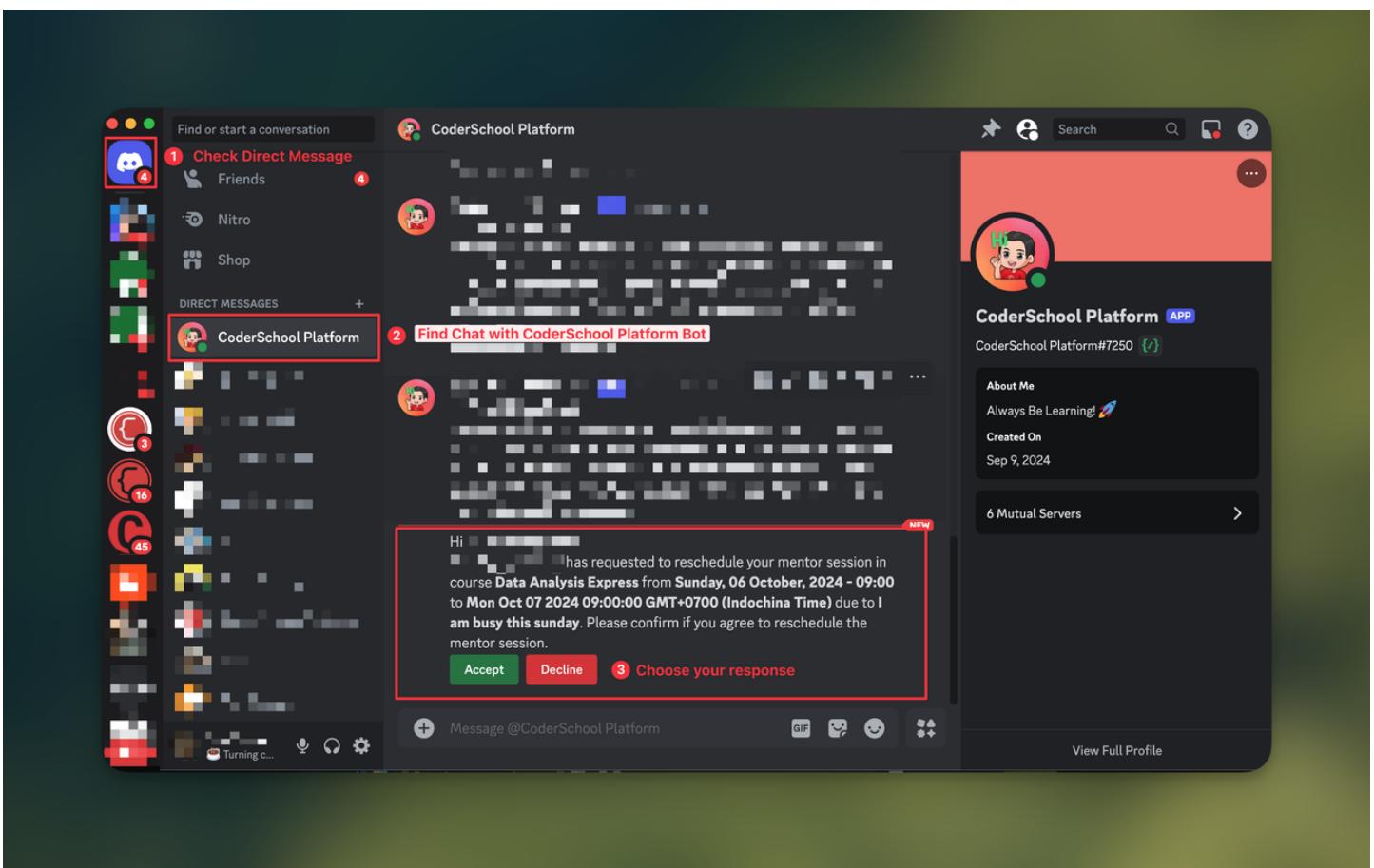
Today at 10:22 AM

- Nhận thông tin xác nhận và Kết thúc yêu cầu
- *Finish requesting for the mentor session rescheduling*



## B. Người Nhận Yêu Cầu - Requestee (The one who responds to the request)

- Kiểm tra tin nhắn từ CoderSchool Platform in Discord
- Xác nhận phản hồi của bạn
- *Check your Direct Message with CoderSchool Platform in Discord*
- *Choose your response*



## C. Kết quả - Result

- Kết quả xác nhận thay đổi lịch sẽ được hiển thị ở channel Mentorship của learner - mentor
- *Final result of the rescheduling is displayed on the Learner's channel*

