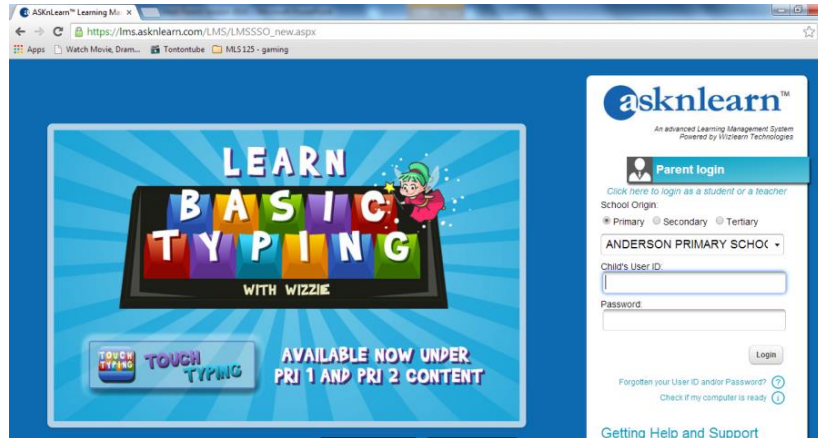
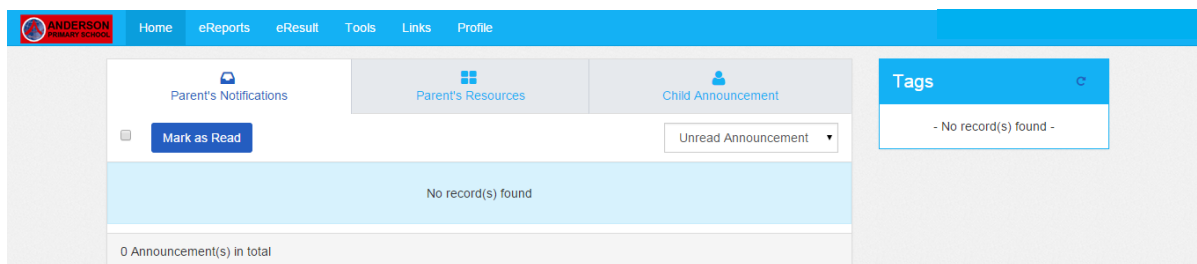


Steps to access Parent Portal for booking of PCTC slot

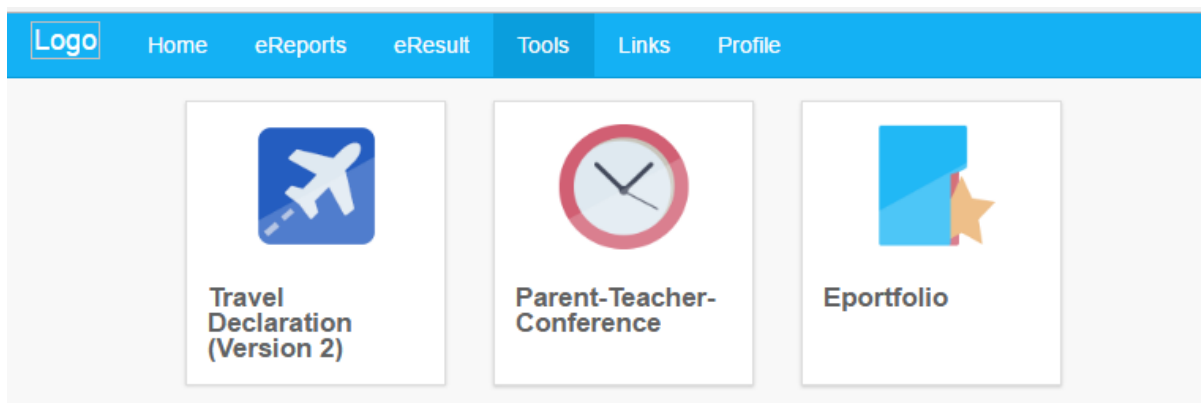
- a) Type in the web address: lms.asknlearn.com
- Select Parent login
 - Select Anderson Primary School
 - Type in Child's User ID and password



- b) To go to Parent-Teacher-Conference module
- Click **Tools** tab



- Click **Parent-Teacher-Conference** icon



c) To book the time slot to meet Form/Subject/Mother Tongue Language Teacher

- Select **Booking by Personnel** tab
- Select the Name of Teacher by clicking on the ✓ icon next to the name

Parent-Teacher-Conference Booking by Date Booking by Personnel Bookings Back to Tools

Category (All) Search: Showing 1 to 6 of 6 entries

| Personnel | Category | Created By | Schedule |
|----------------------------|----------|---|----------|
| DENG LIQIANG | MT | Chui Chin 23 Feb 2017 11:30AM | ✓ |
| FAN FAN WENJUAN | MT | Chui Chin 23 Feb 2017 11:33AM | ✓ |
| LEE SEH LAT | MT | SUZANAH BTE SAPARWAN 18 Aug 2014 11:11AM | ✓ |
| MUHAMMAD HAFEEZ BIN HASSAN | MT | MUHAMMAD IMRAN BIN SAMAT 24 Jul 2014 08:46AM | ✓ |
| SUZANAH BTE SAPARWAN | P3 - P6 | MUHAMMAD IMRAN BIN SAMAT 22 Jul 2014 04:55PM | ✓ |
| WONG MEI TING | MT | SUZANAH BTE SAPARWAN 04 Aug 2014 02:07PM | ✓ |

- Select Date of Appointment > 9 March 2018
- Click on an available booking slot
- Click on **Schedule Appointment** icon

Calendar March 2018

Group P3 - P6 Personnel SUZANAH BTE SAPARWAN

I will not be attending this consultation.

< Today > Day Week Month

05 Mar 2018 - 11 Mar 2018 **✓ Schedule Appointment**

| Time Period | Mon 05/3 | Tue 06/3 | Wed 07/3 | Thu 08/3 | Fri 09/3 | Sat 10/3 | Sun 11/3 |
|-------------|----------|----------|----------|----------|----------|----------|----------|
| 0800 - 0810 | NA | NA | NA | NA | ● | NA | NA |
| 0810 - 0820 | NA | NA | NA | NA | ○ | NA | NA |
| 0820 - 0830 | NA | NA | NA | NA | ○ | NA | NA |
| 0830 - 0840 | NA | NA | NA | NA | ○ | NA | NA |
| 0840 - 0850 | NA | NA | NA | NA | ○ | NA | NA |

d) To confirm booking

- Click on **Confirm Appointment** icon

Schedule Appointment Process

Personnel SUZANAH BTE SAPARWAN

Description

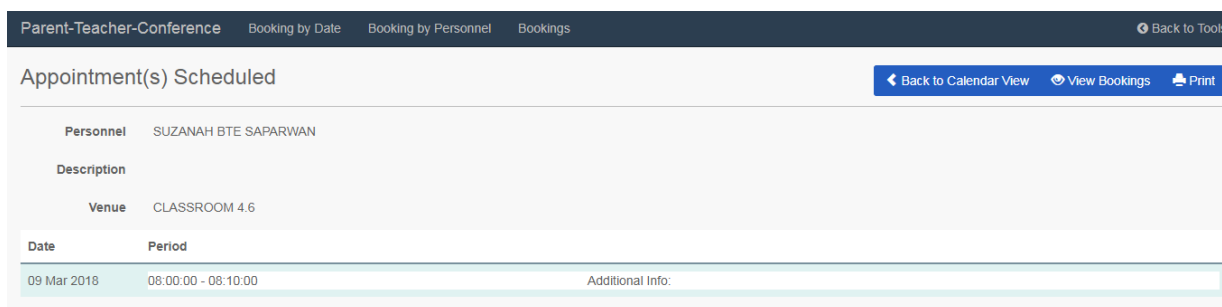
Venue CLASSROOM 4.6


Additional Info

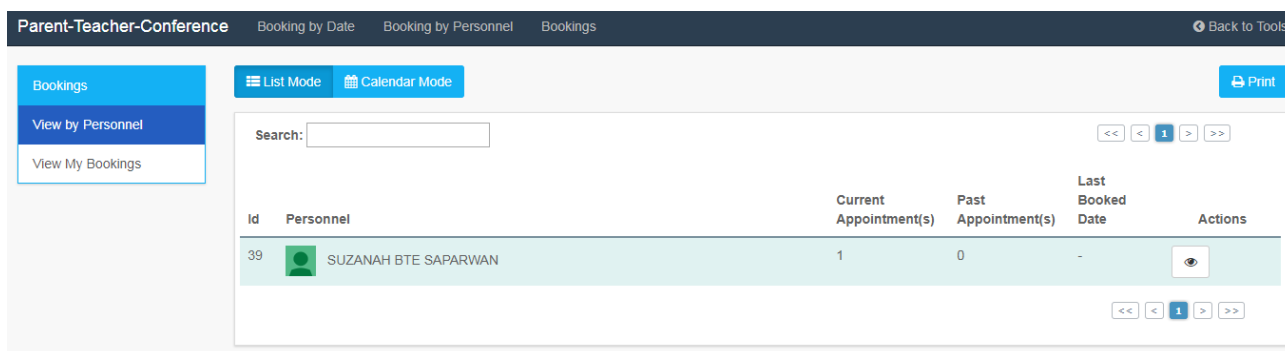
Repeat Additional Info for All **✓ Confirm Appointment(s)** **Cancel**

| Date | Period | Additional Info: |
|-------------|-------------|------------------|
| 09-Mar-2018 | 0800 - 0810 | |

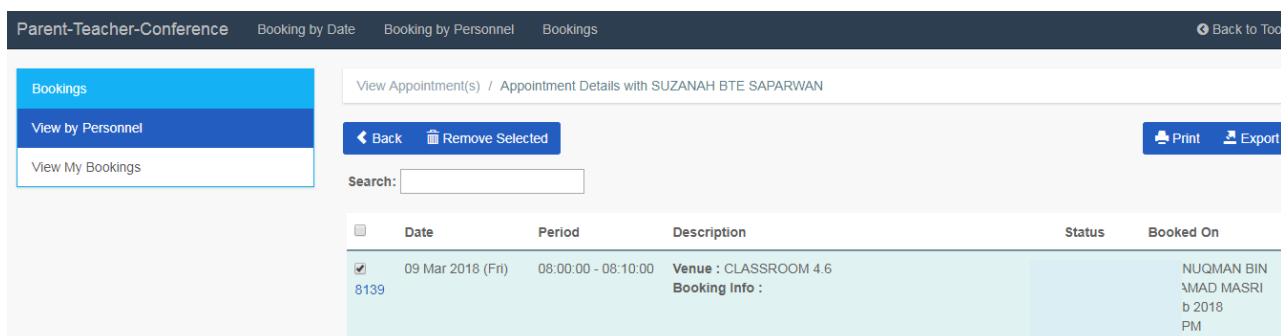
- e) To book a time slot for another teacher
- Click on **Booking by Personnel** tab
 - Repeat step **c** and **d**



- f) To delete or change confirmed time slot
- Click on the **Bookings** tab
 - Select the name of the teacher
 - Click on the  icon



- Select and check on the time slot to be deleted
- Click on the Remove Selected icon
- Select the new available time slot (repeat step **b** to **d**)



Note:

- Each parent can only select one available slot per teacher up to a maximum of three slots to meet 3 different teachers.
- Once the timeslots are filled, parents would have to contact Form Teacher or respective Subject Teachers to arrange for a session on another day.
- The user guide for online booking can also be found on our school website, under the Parents Resource tab.
- For any technical enquiries or further assistance needed in logging in to the parents' portal, please contact our LMS helpdesk hotline at 6777 9661 (Monday - Friday: 7.30am - 6.00pm) or email lmssupport@wizlearn.com