



# ANDERSON PRIMARY SCHOOL

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## User Guide

### Online Booking For 2<sup>nd</sup> Meet-the-Parents Session (4 September 2014, Thursday)

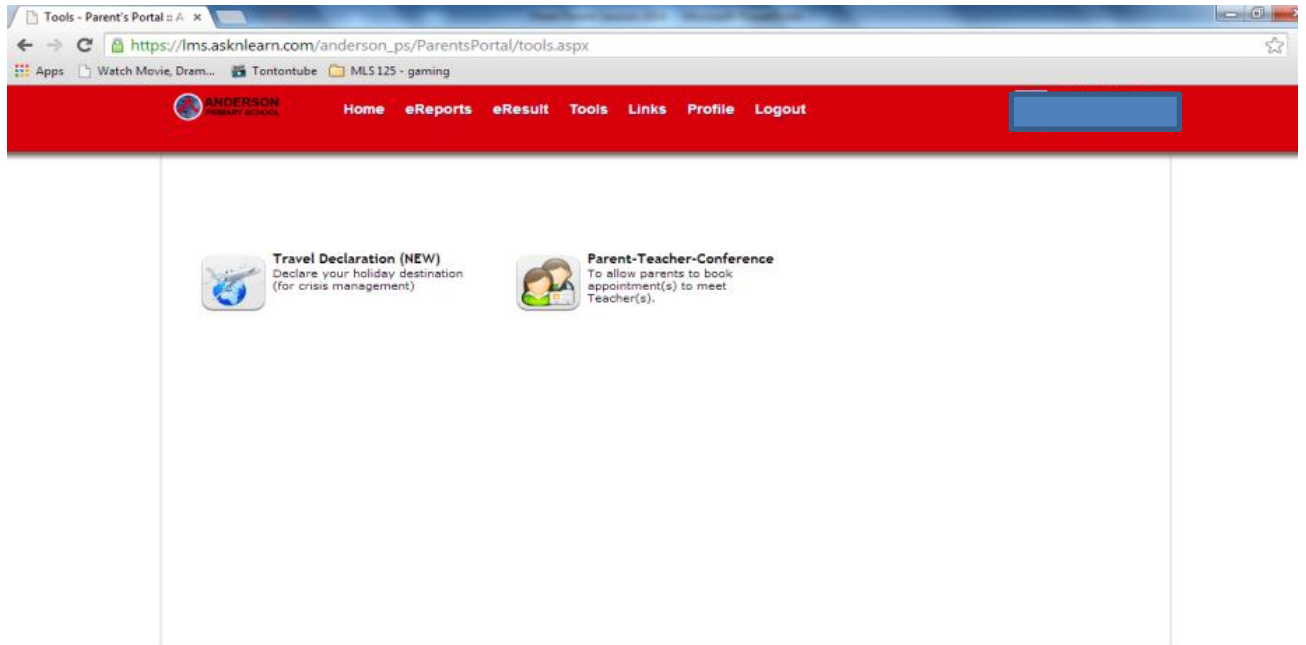
- a) Type in the web address <https://lms.asknlearn.com>
- Select Parent login
  - Select Anderson Primary School
  - Type in Child's User ID: Birth Certificate or FIN No. e.g T0123456 A
  - Password (default): parents

The screenshot shows the ASKLearn Learning Management System (LMS) interface. The main banner reads "LEARN BASIC TYPING WITH WIZZIE" and "AVAILABLE NOW UNDER PRI 1 AND PRI 2 CONTENT". The "Parent login" section includes a dropdown for "School Origin" set to "ANDERSON PRIMARY SCHOOL", a "Child's User ID" field, and a "Password" field. There are also links for "Forgot your User ID and/or Password?" and "Check if my computer is ready".

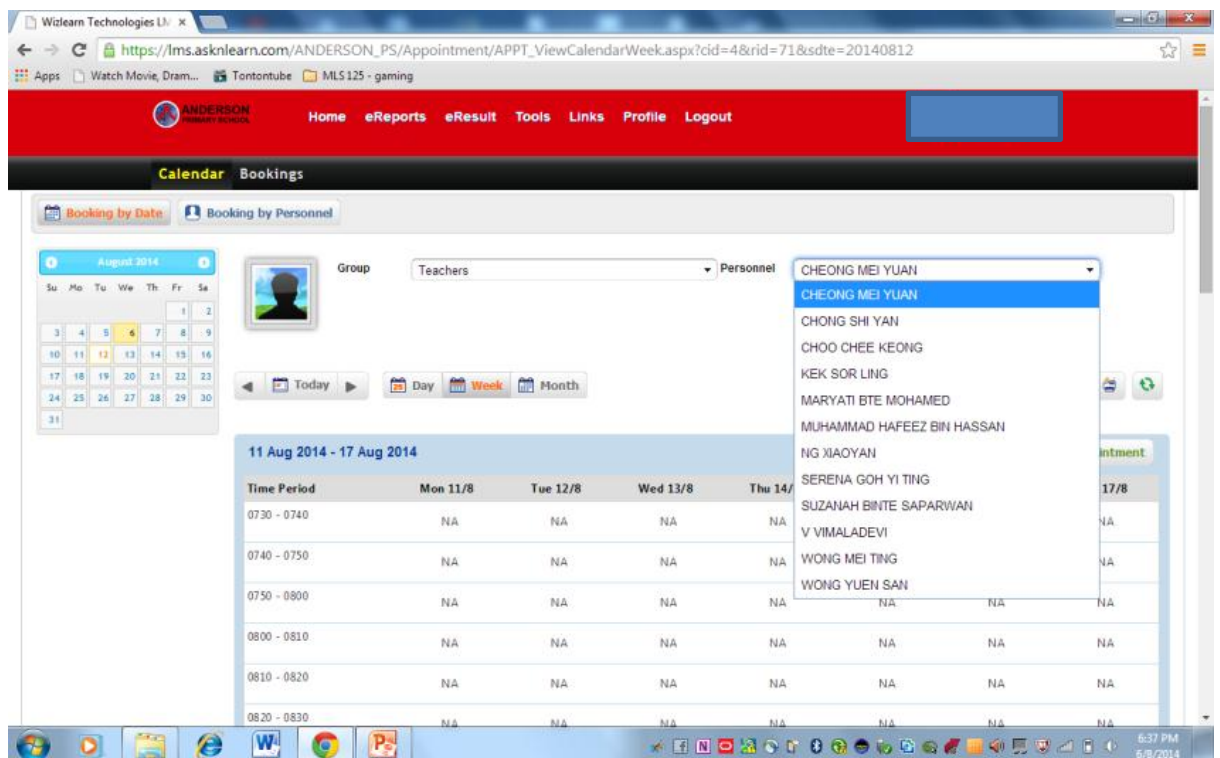
*"Learners with Passion. Leaders with Heart. Citizens of Character."*



- b) Go to Tools
- Click <Parent Teacher Conference> icon



- c) To book the time slot to meet Form/ Subject/ Mother Tongue Language Teacher
- Select the Name of the Teacher
  - Select the Date of Appointment > 4 September 2014
  - Select the available time slot to meet



- d) To confirm booking slot
  - Click on Schedule Appointment icon

The screenshot shows a web browser window with the URL [https://lms.asknlearn.com/ANDERSON\\_PS/Appointment/APPT\\_ViewCalendarWeek.aspx?cid=4&rid=71&sdte=20140812](https://lms.asknlearn.com/ANDERSON_PS/Appointment/APPT_ViewCalendarWeek.aspx?cid=4&rid=71&sdte=20140812). The page header includes the Anderson Primary School logo and navigation links: Home, eReports, eResult, Tools, Links, Profile, Logout. Below the header, there are tabs for 'Booking by Date' and 'Booking by Personnel'. A calendar for September 2014 is displayed on the left, with the 4th of September highlighted. On the right, there are dropdown menus for 'Group' (Teachers) and 'Personnel' (CHEONG MEI YUAN). Below these, there are view options: Today, Day, Week, Month. The main content area shows a table for the week of 01 Sep 2014 - 07 Sep 2014. The table has columns for days of the week and rows for time periods. A green 'Schedule Appointment' button is visible in the top right corner of the table area.

Time Period	Mon 01/9	Tue 02/9	Wed 03/9	Thu 04/9	Fri 05/9	Sat 06/9	Sun 07/9
0730 - 0740	NA	NA	NA	●	NA	NA	NA
0740 - 0750	NA	NA	NA	●	NA	NA	NA
0750 - 0800	NA	NA	NA	●	NA	NA	NA
0800 - 0810	NA	NA	NA	●	NA	NA	NA
0810 - 0820	NA	NA	NA	●	NA	NA	NA
0820 - 0830	NA	NA	NA	●	NA	NA	NA

- Click on Confirm Appointment icon

The screenshot shows a web browser window with the URL [https://lms.asknlearn.com/ANDERSON\\_PS/Appointment/APPT\\_BookPeriodSlots.aspx?rid=76&tid=&slots=|||04092014-3670,|||](https://lms.asknlearn.com/ANDERSON_PS/Appointment/APPT_BookPeriodSlots.aspx?rid=76&tid=&slots=|||04092014-3670,|||). The page header is the same as the previous screenshot. Below the header, there are tabs for 'Calendar' and 'Bookings'. The main content area is titled 'Schedule Appointment Process'. It includes a 'Personnel' field with a profile picture and the name 'CHEONG MEI YUAN'. There are fields for 'Description', 'Venue' (Hall), and 'Additional Info'. Below these fields are three buttons: 'Repeat Additional Info for All', 'Confirm Appointment(s)', and 'Cancel'. A 'Book Slots' button is also present. At the bottom, there is a table showing the selected appointment slot.

Date	Period	Additional Info:
04-Sep-2014	0730 - 0740	

- e) To delete or change confirmed time slot
- Repeat Steps a to c
  - Uncheck the time slot to delete the confirmed time slot
  - Select the new available time slot

The screenshot displays the 'Calendar Bookings' interface for Anderson Primary School. At the top, there is a navigation bar with links for Home, eReports, eResult, Tools, Links, Profile, and Logout. Below this, the 'Calendar Bookings' section is active, showing options for 'Booking by Date' and 'Booking by Personnel'. A calendar for September 2014 is visible, with the 4th of September highlighted. The 'Group' is set to 'Teachers' and the 'Personnel' is 'CHEONG MEI YUAN'. A table below shows the booking schedule for the week of 01 Sep 2014 to 07 Sep 2014. The table has columns for each day and rows for time periods from 0730 to 0820. A 'Meeting' slot is booked for Thursday, 04/09, in the 0730 - 0740 period.

Time Period	Mon 01/9	Tue 02/9	Wed 03/9	Thu 04/9	Fri 05/9	Sat 06/9	Sun 07/9
0730 - 0740	NA	NA	NA	Meeting	NA	NA	NA
0740 - 0750	NA	NA	NA	NA	NA	NA	NA
0750 - 0800	NA	NA	NA	NA	NA	NA	NA
0800 - 0810	NA	NA	NA	NA	NA	NA	NA
0810 - 0820	NA	NA	NA	NA	NA	NA	NA

Note:

- i. Each parent can only book one available slot per teacher up to a maximum of three slots to meet 3 different teachers.
- ii. Once the timeslots are filled, parents would have to contact Form Teacher or respective Subject Teachers to arrange for a session on another day.
- iii. The user guide for online booking can also be found in our school website, under the Parents Resource tab.