



# **2019 SEMESTER 1 PARENT TEACHER CONFERENCE (PTC)**

**07 Jun (Friday)  
8.00 AM TO 12.30 PM**

We Nurture Students to **Think, Care and Lead** with **P.R.I.D.E.**  
Passion . Resilience . Integrity . Dare to Try . Empathy



# Objectives

- Engage in face-to-face discussion with parents/guardians to:
  - Review academic performance, character development and other aspects of holistic development
  - Discuss and offer advice on how to better support students



# TO BOOK PTC APPOINTMENT TIMESLOT

- Log in to '**Parents' Portal**' at our school's AskNLearn LMS to book timeslot.
- To fix appointment to meet FT, parents need to select and 'book' preferred timeslot online
- Timeslots are allocated on 'first come first serve' basis.

## Booking Period:

**30th May Thursday 3.30 pm to  
05th June Wednesday 11.59 pm**



# Guide to Online Booking of PTC Appointment

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## Logging into LMS



### Parent Login



Sign In

Computer Check

[Forgot Password](#)

OR



Login as Students/Teachers

### Getting Help and Support



If you need help using the portal, please refer to:

[Parent's Guide](#)



**Helpdesk**

+65 6777 9661 (Monday - Friday: 7.30am - 9.00pm)



**Email**

[lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com)

### Step 1:

Select the URL below to access <https://lms.asknlearn.com/SCSS>



Login as Parents

### Step 2:

Select the option – *Login as Parents*

\*Note – The login will change to Parent Login

### Parent Login

# PARENTS' PORTAL

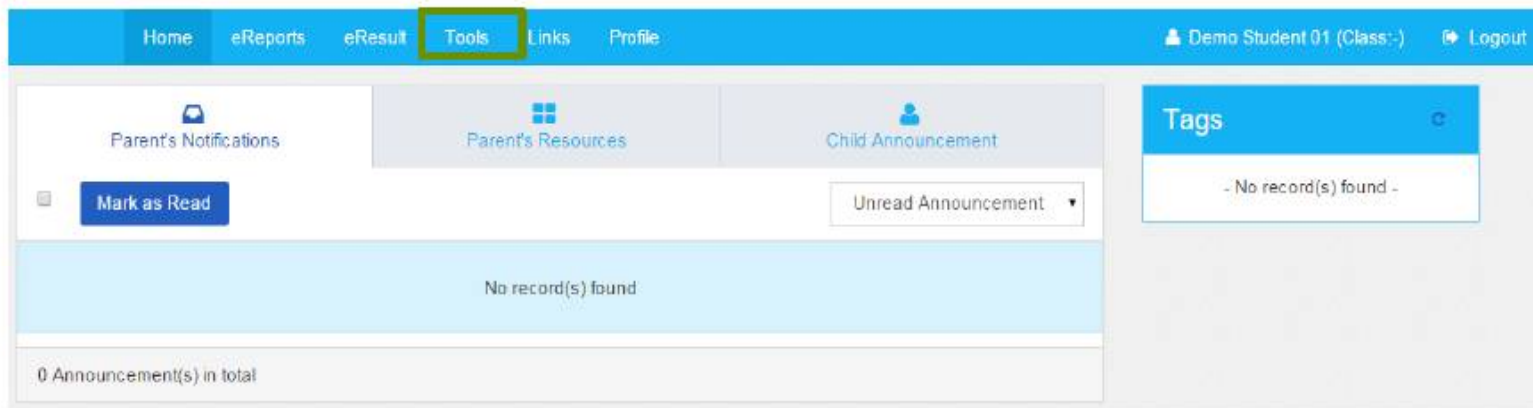


- [https://lms.asknlearn.com/LMS/Login\\_main.aspx](https://lms.asknlearn.com/LMS/Login_main.aspx)
- **User ID** = First 5 letters of child's official name + Last 5 characters of child's NRIC/FIN  
E.g. If name = Lim Chee Meng, then User ID is LIMCH1234A
- **Password** = **parents**

## Locating the Icon

Welcome to the Parents Portal!

This is the Home Screen. To begin accessing the Consultation booking select **Tools** from the top menu.



The screenshot shows the Parents Portal Home Screen. The top navigation bar is blue and contains the following items: Home, eReports, eResult, Tools (highlighted with a yellow box), Links, Profile, Demo Student 01 (Class:-), and Logout. Below the navigation bar, there are three main sections: Parent's Notifications, Parent's Resources, and Child Announcement. The Parent's Notifications section has a 'Mark as Read' button and a 'No record(s) found' message. The Parent's Resources section has a 'No record(s) found' message. The Child Announcement section has an 'Unread Announcement' dropdown menu and a 'No record(s) found' message. On the right side, there is a 'Tags' section with a 'No record(s) found' message. At the bottom left, it says '0 Announcement(s) in total'.

Next, select the icon –  
**Consultation Booking**



**Consultation  
Booking**

# Begin Booking

Welcome to Consultation Booking!

This is the Home Screen. You will see a weekly calendar view. In the calendar, available slots are indicated by the radio buttons.

Consultation Booking by Date Booking by Personnel Bookings [Back to Tools](#)

Calendar

May 2015

Su Mo Tu We Th Fr Sa

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Group: Parent Teacher Meeting

Personnel: Form Teacher 01

< Today > Day Week Month

04 May 2015 - 10 May 2015 [Schedule Appointment](#)

Time Period	Mon 04/5	Tue 05/5	Wed 06/5	Thu 07/5	Fri 08/5	Sat 09/5	Sun 10/5
0930 - 0940	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0940 - 0950	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0950 - 1000	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1000 - 1010	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1010 - 1020	NA	NA	NA	NA	<input type="radio"/>	NA	NA



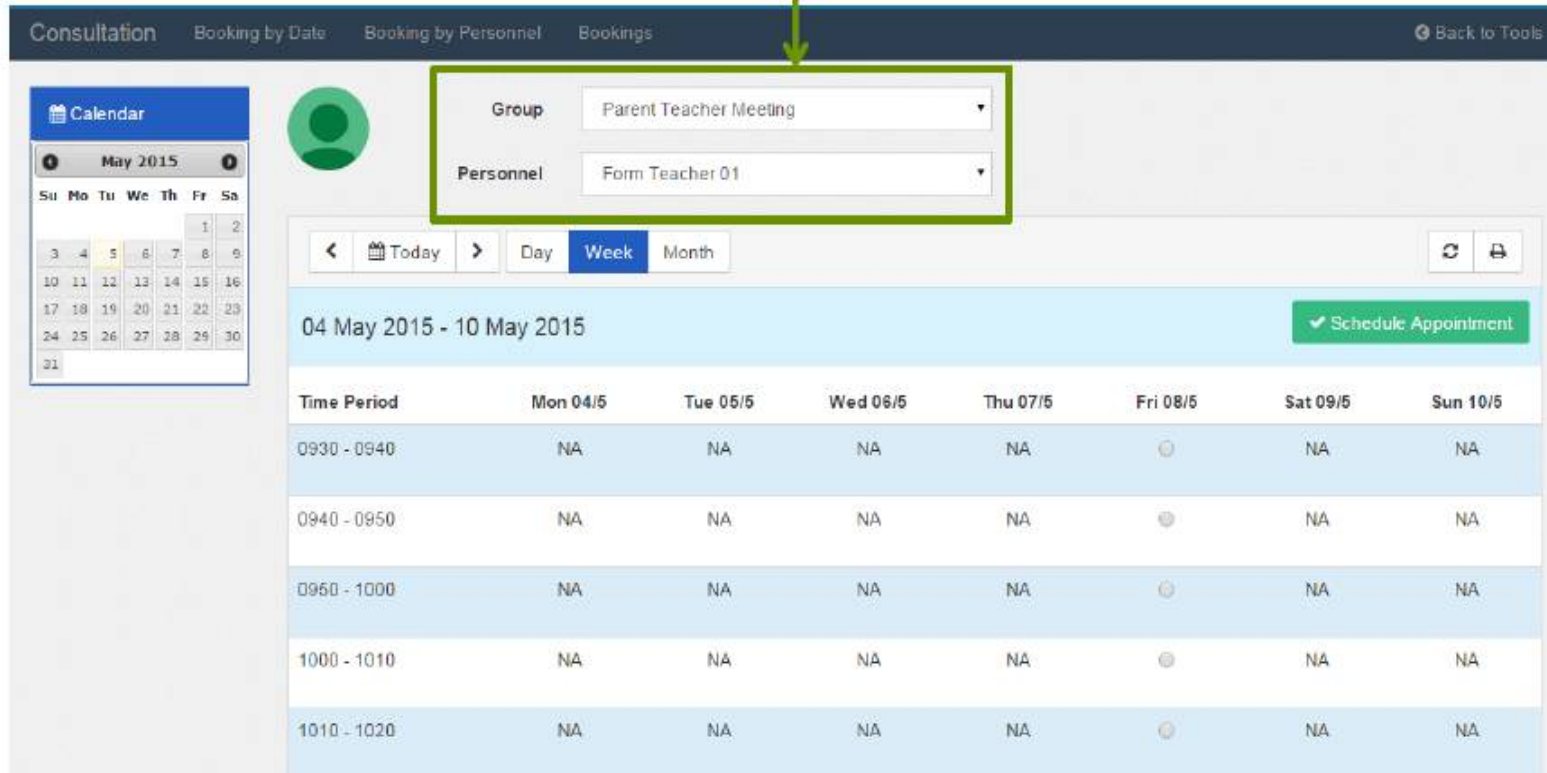
# Begin Booking

## Step 1: Select the Group

Choose the most appropriate group where applicable

## Step 2: Select the Personnel

Choose the teacher from the dropdown list.



The screenshot shows a booking interface with the following elements:

- Navigation tabs: Consultation, Booking by Date, Booking by Personnel, Bookings, and Back to Tools.
- Calendar widget: Shows May 2015 with a date picker.
- Group and Personnel dropdowns: A green box highlights these two dropdown menus. The 'Group' dropdown is set to 'Parent Teacher Meeting' and the 'Personnel' dropdown is set to 'Form Teacher 01'. A green arrow points to the 'Personnel' dropdown.
- Booking grid: Shows a weekly view for 04 May 2015 - 10 May 2015. The grid has columns for each day and rows for time periods. A 'Schedule Appointment' button is visible in the top right of the grid area.

Time Period	Mon 04/5	Tue 05/5	Wed 06/5	Thu 07/5	Fri 08/5	Sat 09/5	Sun 10/5
0930 - 0940	NA	NA	NA	NA	○	NA	NA
0940 - 0950	NA	NA	NA	NA	●	NA	NA
0950 - 1000	NA	NA	NA	NA	○	NA	NA
1000 - 1010	NA	NA	NA	NA	●	NA	NA
1010 - 1020	NA	NA	NA	NA	○	NA	NA

# Begin Booking

## Step 3: Choose the Time Slot

Check on the radio button to select the slot.

## Step 4: Schedule the Appointment

Click on Schedule Appointment to proceed.

The screenshot shows a booking interface with the following elements:

- Navigation tabs: Consultation, Booking by Date, Booking by Personnel, Bookings. A "Back to Tools" link is in the top right.
- Calendar widget: Shows May 2015 with the 5th highlighted.
- Form fields: "Group" dropdown set to "Parent Teacher Meeting" and "Personnel" dropdown set to "Form Teacher 01".
- View controls: "Today", "Day", "Week" (selected), "Month".
- Appointment summary: "04 May 2015 - 10 May 2015" and a "Schedule Appointment" button.
- Time slot table:

Time Period	Mon 04/5	Tue 05/5	Wed 06/5	Thu 07/5	Fri 08/5	Sat 09/5	Sun 10/5
0930 - 0940	NA	NA	NA	NA	<input checked="" type="radio"/>	NA	NA
0940 - 0950	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0950 - 1000	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1000 - 1010	NA	NA	NA	NA	<input type="radio"/>	NA	NA
1010 - 1020	NA	NA	NA	NA	<input type="radio"/>	NA	NA

## Step 4: Check Booking Details

Check and confirm the Booking Date and Time Slot.

## Step 5: Additional Info


Input information to the teacher in the Additional Info text field.

Example – Both Parents are attending

**Step 6:** Select Confirm Appointment to proceed.

Consultation Booking by Date Booking by Personnel Bookings [Back to Tools](#)

### Schedule Appointment Process

 Personnel Form Teacher D1

Description

Venue

Additional Info

[Repeat Additional Info for All](#) [Confirm Appointment\(s\)](#) [Cancel](#)

Date	Period
08-May-2016	0930 - 0940

Additional Info:

## Bookings Summary

### Step 7: Bookings Summary

A confirmation summary page will be shown.

To view your all your current bookings select [View Bookings](#).

**\*Number of bookings allowed is subjected to the school's decision. Do kindly refer to school's instructions on the number of bookings allowed.**

Consultation   Booking by Date   Booking by Personnel   Bookings   [Back to Tools](#)

### Appointment(s) Scheduled

[← Back to Calendar View](#)   [View Bookings](#)   [Print](#)

**Personnel**   Form Teacher 01

**Description**

**Venue**

Date	Period	Additional Info
08 May 2015	09:30:00 - 09:40:00	Both Parents Attending



# How to Edit/Cancel Booking?

- Click on “**Tools**” then “**Consultation**”. Click on “**X**” beside the booked time slot to cancel booking.

Group: SCSS - PTC 2019  
Personnel: ANG KAI LUN KAREN (MISS)

< Today > Day **Week** Month

03 Jun 2019 - 09 Jun 2019 ✓ Schedule Appointment

Time Period	Mon 03/6	Tue 04/6	Wed 05/6	Thu 06/6	Fri 07/6	Sat 08/6	Sun 09/6
0800 - 0815	NA	NA	NA	NA	Meeting :1/1 Demo Student 01 <b>X</b>	NA	NA
0815 - 0830	NA	NA	NA	NA	NA	NA	NA

***NB: Current booking has to be cancelled before booking again.  
Appointment is available on a first-come-first serve basis.***



# Help and Support



## Getting Help and Support



If you need help using the portal, please refer to:  
Parent's Guide



+65 6777 9661  
(Monday - Friday: 7.30am - 6.00pm)



[lmssupport@wizlearn.com](mailto:lmssupport@wizlearn.com)

- The above information is available on the LMS log-in page.
- Parents' Guide is available for download at school website.
- Alternatively, contact the school's ICT Department via the General Office number for assistance.



# VENUE

Parents and students will be ushered to respective venues by Student Councilors.

# ATTIRE

Full School Uniform