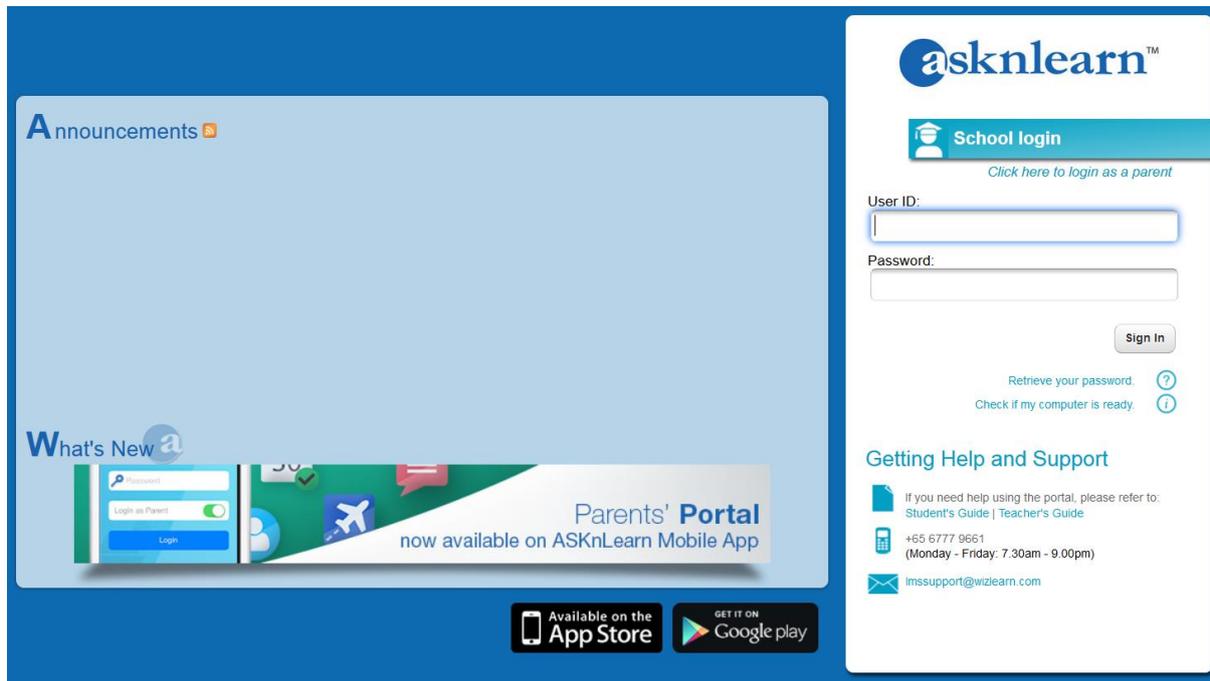


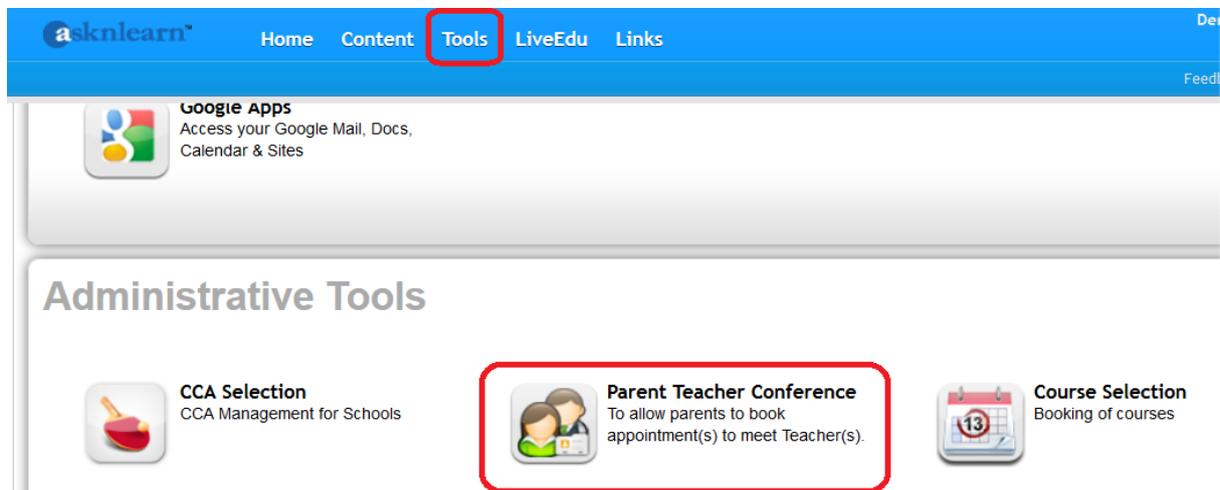
How to Make Booking?

1. Login to LMS via https://lms.wizlearn.com/PEICAI_SS/login.aspx using student's account.



The screenshot shows the ASKLearn mobile app interface. On the left, there is an 'Announcements' section and a 'What's New' banner for the 'Parents' Portal' mobile app, which includes 'Available on the App Store' and 'GET IT ON Google play' buttons. On the right, the 'School login' section features a 'User ID' and 'Password' input field, a 'Sign In' button, and links for 'Retrieve your password' and 'Check if my computer is ready'. Below the login section is a 'Getting Help and Support' area with contact information for the support team.

2. Click on Tools->Parent Teacher Conference.



The screenshot shows the ASKLearn web portal. The top navigation bar includes 'Home', 'Content', 'Tools', 'LiveEdu', and 'Links'. The 'Tools' menu item is highlighted with a red box. Below the navigation bar, there is a 'Google Apps' section and an 'Administrative Tools' section. The 'Administrative Tools' section contains three items: 'CCA Selection', 'Parent Teacher Conference', and 'Course Selection'. The 'Parent Teacher Conference' item is highlighted with a red box and includes the description: 'To allow parents to book appointment(s) to meet Teacher(s)'. The 'Course Selection' item includes the description: 'Booking of courses'.

3. Follow the steps below to make booking :

Group: Form Teachers Personnel: **ADELINE TEO LI CHING**

Step 1 : Select relevant teacher

I will not be attending this consultation.

Today Day Week Month

23 May 2016 - 29 May 2016 Step 3 : Click on "Schedule Appointment" button **Schedule Appointment**

Time Period	Mon 23/5	Tue 24/5	Wed 25/5	Thu 26/5	Fri 27/5	Sat 28/5	Sun 29/5
0730 - 0745	NA	NA	NA	NA	<input checked="" type="radio"/>	NA	NA
0745 - 0800	NA	NA	NA	NA	Step 2 : Select the desired timeslot		
0800 - 0815	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0815 - 0830	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0830 - 0845	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0845 - 0900	NA	NA	NA	NA	<input type="radio"/>	NA	NA

Schedule Appointment Process

Personnel: **ADELINE TEO LI CHING**

Description:

Venue:

Additional Info:

Step 4 : Click on "Confirm Appointment(s)" button to confirm booking

Date	Period

Note : If you are unable to attend the Parent Teacher Conference, please click on checkbox "I will not be attending this consultation" and enter your reason (if any). Click on "Submit" button to confirm.

Group: Sec 1 Form Teachers Personnel: SHURTINI BTE SAYUTI

I will not be attending this consultation.

Reason for not attending:

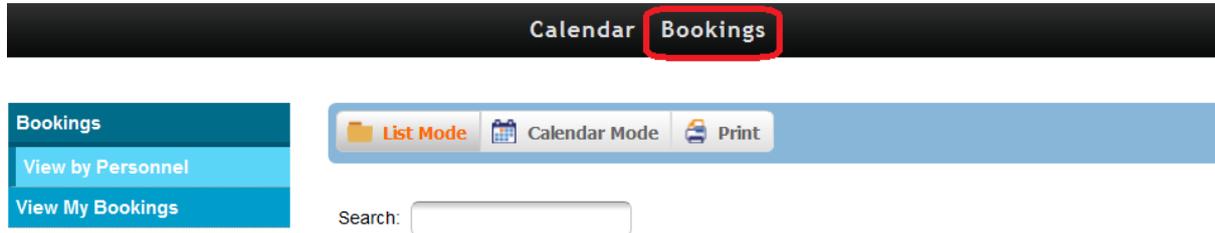
Today Day Week Month

23 May 2016 - 29 May 2016 Schedule Appointment

Time Period	Mon 23/5	Tue 24/5	Wed 25/5	Thu 26/5	Fri 27/5	Sat 28/5	Sun 29/5
0800 - 0815	NA	NA	<input type="radio"/>	NA	NA	NA	NA

How to Cancel Booking

1. Click on "Bookings".



Calendar **Bookings**

Bookings

View by Personnel

View My Bookings

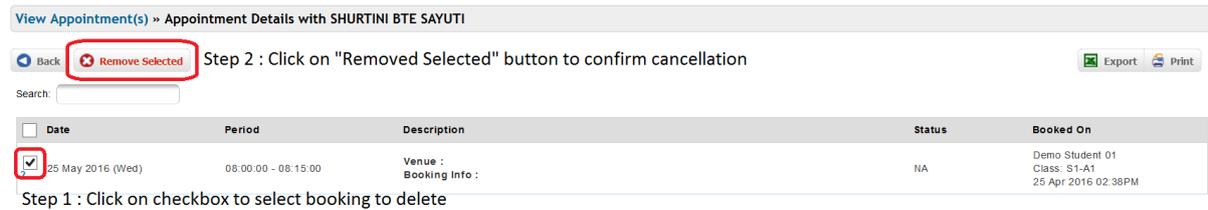
List Mode Calendar Mode Print

Search:

2. Click on 

Id	Personnel	Current Appointment(s)	Past Appointment(s)	Last Booked Date	Actions
36	 SHURTINI BTE SAYUTI	1	0	-	

3. Follow the steps below to delete booking :



View Appointment(s) » Appointment Details with SHURTINI BTE SAYUTI

Back **Remove Selected** Step 2 : Click on "Removed Selected" button to confirm cancellation Export Print

Search:

<input type="checkbox"/>	Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/>	25 May 2016 (Wed)	08:00:00 - 08:15:00	Venue : Booking Info :	NA	Demo Student 01 Class: S1-A1 25 Apr 2016 02:38PM

Step 1 : Click on checkbox to select booking to delete