


Students' Guide: PTM Booking (via desktop site)

1. Type in the following URL in your internet browser to go to the School's LMS:

<http://lms.asknlearn.com/syas>

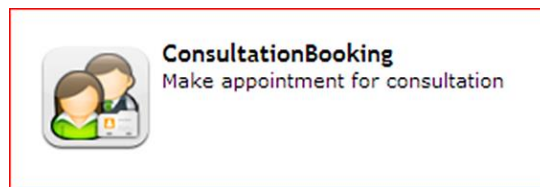


The screenshot shows the asknlearn login interface. At the top is the asknlearn logo. Below it is a blue bar with a graduation cap icon and the text "School login". Underneath is a link that says "Click here to login as a parent". The main login area contains two input fields: "User ID:" and "Password:". A red rectangle highlights these two fields. At the bottom right of the login area is a "Sign In" button, with a red arrow pointing to it from the right.

2. Key in the student's userID. Key in the password.**

** If you have trouble logging in, you may contact the LMS Helpdesk at lmssupport@wizlearn.com or 6777 9661

3. Go to TOOLS > CONSULTATION BOOKING



4. You will be directed to the date of the PTM which is set by the school. After which, you are to

(A) Select the category & teacher

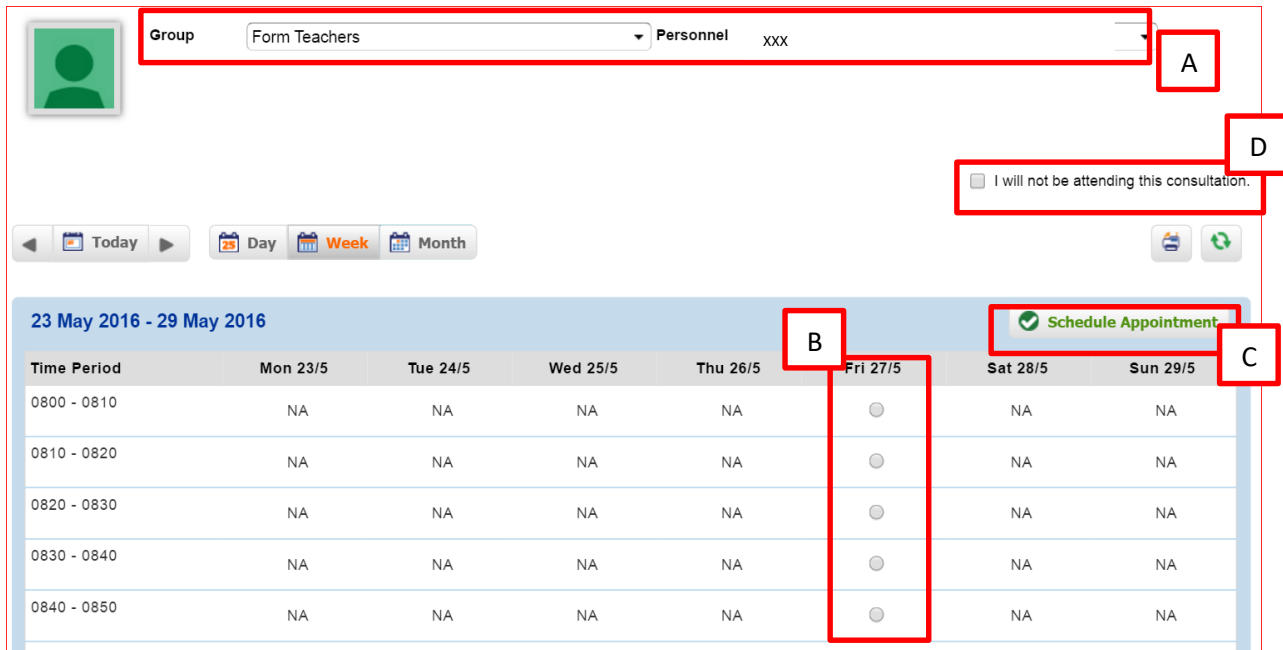
(B) Select a timeslot

(C) Click on **SCHEDULE APPOINTMENT** button to make appointment

(D) Click on this check box if you are not making any appointment. **Include additional instructions here.**

**If you are meeting more than one teacher, the booking will have to be made one at a time*

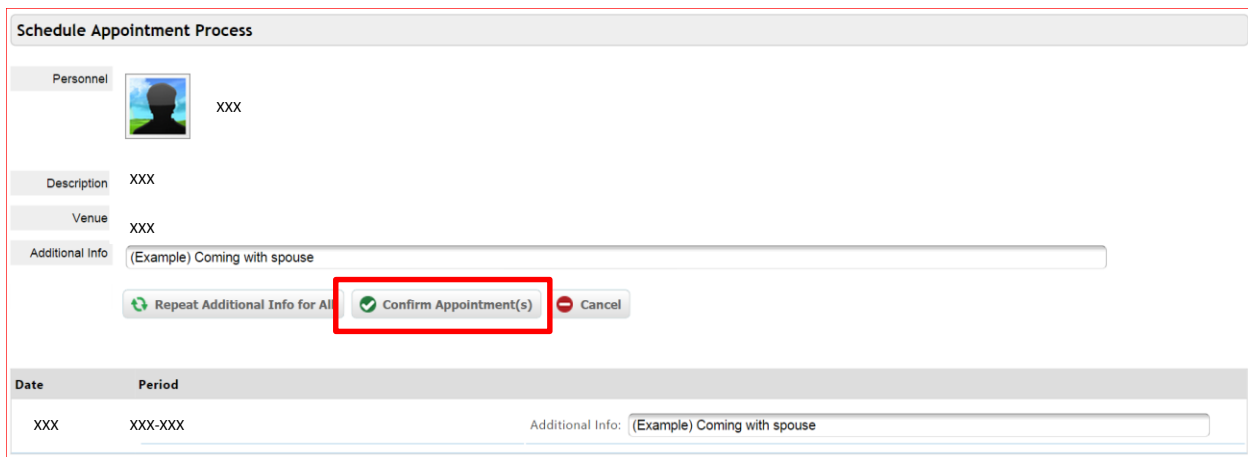
EXAMPLE:



The screenshot shows the appointment scheduling interface. Callout A points to the 'Group' dropdown menu set to 'Form Teachers' and the 'Personnel' field set to 'xxx'. Callout B points to the 'Fri 27/5' column in the timeslot table. Callout C points to the 'Schedule Appointment' button. Callout D points to the checkbox 'I will not be attending this consultation.'.

Time Period	Mon 23/5	Tue 24/5	Wed 25/5	Thu 26/5	Fri 27/5	Sat 28/5	Sun 29/5
0800 - 0810	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0810 - 0820	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0820 - 0830	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0830 - 0840	NA	NA	NA	NA	<input type="radio"/>	NA	NA
0840 - 0850	NA	NA	NA	NA	<input type="radio"/>	NA	NA

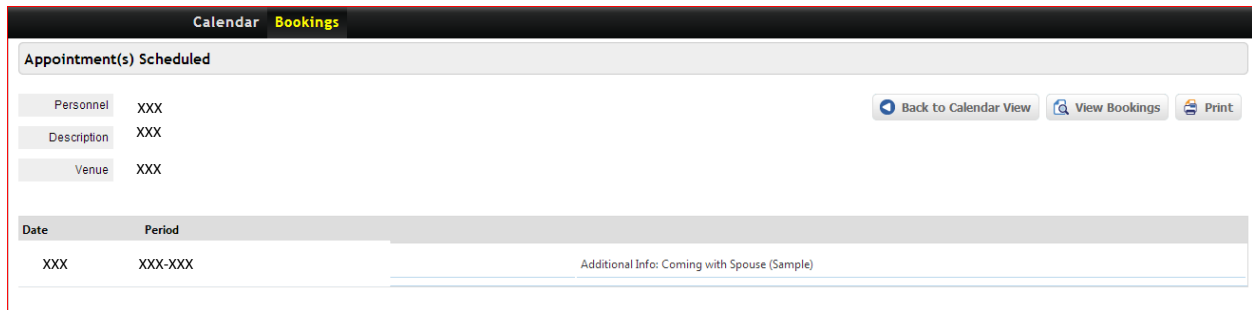
5. Add in additional info (if any) and click on **CONFIRM APPOINTMENT** button to confirm appointment.



The screenshot shows the 'Schedule Appointment Process' form. The 'Personnel' field is set to 'xxx', 'Description' is 'xxx', and 'Venue' is 'xxx'. The 'Additional Info' field contains '(Example) Coming with spouse'. The 'Confirm Appointment(s)' button is highlighted with a red box.

Date	Period	Additional Info
xxx	xxx-xxx	(Example) Coming with spouse

6. You will see the confirmation slip to print for your own reference. An email notification will also be sent to your email.



Calendar **Bookings**

Appointment(s) Scheduled

Personnel: XXX
Description: XXX
Venue: XXX

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

Date	Period
XXX	XXX-XXX

Additional Info: Coming with Spouse (Sample)

7. To delete your scheduled appointment (in order to change to schedule for another one), click on BOOKINGS

