



三育中小学
SAN YU
ADVENTIST
SCHOOL

30 April 2024

Dear Parent/Guardian,

Parent-Teacher Conference (PTC) via Face to Face Meeting or Zoom Video Conferencing on Thursday, 23 May 2024

Greetings from SYAS!

Thank you for sending your child/ward to SYAS and having the faith in us to impart your child/ward the knowledge and skills and inculcate the school's core values, embedded in our vision and mission.

We would like to invite you to attend the PTC, during which our teachers would like to discuss with you the performance and progress of your child/ward at school. You have the option to register for either an **In-person (Face to Face)** meeting at the school from 8.30am to 11.30am **or** via **Zoom video conferencing** from 1pm to 4pm.

To facilitate the smooth flow of the PTC, please book your preferred time slot (10-minute) to meet up with the form teacher of your child/ward. Booking of a timeslot is on a first-come-first-serve basis. The details of booking are as follows:

- Book your preferred timeslot through the **MC Eduhub** (www.mceduhub.com) portal, using your child's/ward's account, please refer to the attached *Parents'/Guardians' Guide: PTC Booking*.

Under the "**Additional Info**" in the MC Eduhub portal, please remember to key in **your name, handphone number and your email address**.

- Date of booking: **6 May 2023, 8:00am (Monday) to 10 May 2023, 11:55pm (Friday)**
- You may book timeslots to meet the form teacher and up to a maximum of three subject teachers who are not form teachers of other classes.
- Print a copy of your booking slip for reference.

More details for the ZOOM video conferencing (eg. Teacher's Zoom Meeting ID) will be given at a later date.

We seek your cooperation to attend the PTC via In-person (Face to Face) meeting at School or Zoom video conferencing punctually. If you miss your allocated timeslots, you will have to contact your child/ward's teacher to make another appointment.

Thank you.

Yours faithfully,

Mrs. Esther Ng
Vice Principal

How to make booking for Parent Teacher Conference

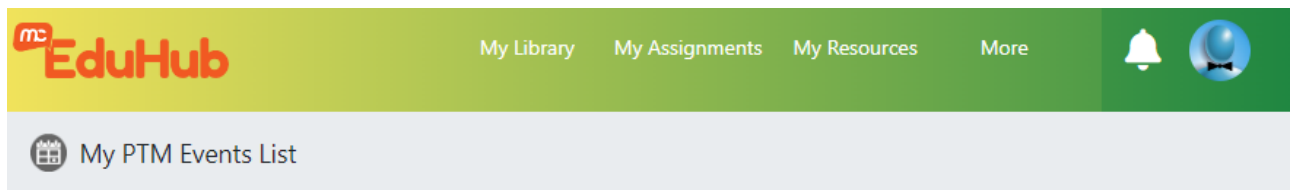
- 1) **Login** to MC Eduhub (<https://www.mceduhub.com/>)
- 2) After you had logged onto your account, move your mouse cursor to **“Collaboration”** and click onto **“Parent-Teacher Meeting”**



- 3) Click onto the **name of the teacher** and the **mode of meeting** (Face to Face or ZOOM) you would like to make an appointment for:

Important Note:

1. You can **only book one (1) 10min timeslot** for the PTC meeting (either Face to Face or ZOOM).
2. **Face to Face** meeting are held **in School on 23 May 2024** from **8am to 11.30am**.
3. **Zoom meeting** are held via **ZOOM** video conferencing **on 23 May 2024** from **1pm to 4pm**. More details of the ZOOM video conferencing (eg. Teacher’s Zoom Meeting ID) will be provided at a later date.



4 records found

ZOOM

Title	Registration Period	Teacher	Venue	
P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC	06 May 2024, 08:00 AM - 10 May 2024, 11:55 PM	syasadmin	Zoom	→]

Face to Face

P4-1 Form Teacher (Face to Face) - Mr Harsen Tan - 2024 PTC	06 May 2024, 08:00 AM - 10 May 2024, 11:55 PM	syasadmin	San Yu Adventist School	→]
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English Language Teacher (Face to Face) - Mdm Chuah Gim Har - 2024 PTC	06 May 2024, 08:00 AM - 10 May 2024, 11:55 PM	syasadmin	San Yu Adventist School	→]
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English Language Teacher (Zoom) - Mdm Chuah Gim Har - 2024 PTC	06 May 2024, 08:00 AM - 10 May 2024, 11:55 PM	syasadmin	Zoom	→]
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- 4) **Enter** your parent's /guardian's details;
- 5) **Select** your preferred time slot; and
- 6) Click on "**Submit Now**" to proceed with the booking.
- 7) If parent/guardian is unable to make it for PTC, please **select** "My parent/guardian WILL NOT BE ATTENDING."

Book PTM ×

P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC
Online PTC with Mr Harsen Tan - 2024 PTC

4 Parent/Guardian's Name

Phone Number Email

My parent/guardian WILL NOT BE ATTENDING. **7**

PTM Event Date: 23 May 2024

5	Slot Date & Time	Status
<input type="checkbox"/>	23 May 2024, 13:00 - 13:10	Available
<input type="checkbox"/>	23 May 2024, 13:10 - 13:20	Available
<input type="checkbox"/>	23 May 2024, 13:20 - 13:30	Available
<input type="checkbox"/>	23 May 2024, 13:30 - 13:40	Available

6 Submit Now

- 8) Check through the details and make sure all details are correct and click onto “**Confirm**” to make your booking.

Book PTM

P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC
Online PTC with Mr Harsen Tan - 2024 PTC Submit Now

Parent/Guardian's Name

Booking Confirmation ×

NAME OF PARENT/GUARDIAN
Demo Student Parent

NAME OF STUDENT
student1

CLASS/GROUP
Demo P4

EVENT
P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC

BOOKING SLOT
23 May 2024, 13:00 - 13:10

TEACHER
syasadmin

VENUE
Zoom

PTM Event Date: 23 May 2024

Slot Date & Time

23 May 2024, 13:00 - 13:10

23 May 2024, 13:10 - 13:20

23 May 2024, 13:20 - 13:30


23 May 2024, 13:30 - 13:40

23 May 2024, 13:40 - 13:50 Available

Cancel Confirm

- 9) You will see your booking summary at the following page.

Booking Summary ×



Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

NAME OF PARENT/GUARDIAN
Demo Student Parent

NAME OF STUDENT
student1

CLASS/GROUP
Demo P4

EVENT
P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC

BOOKED DATE/TIME
23 May 2024, 13:00 - 13:10

TEACHER
syasadmin

VENUE
Zoom

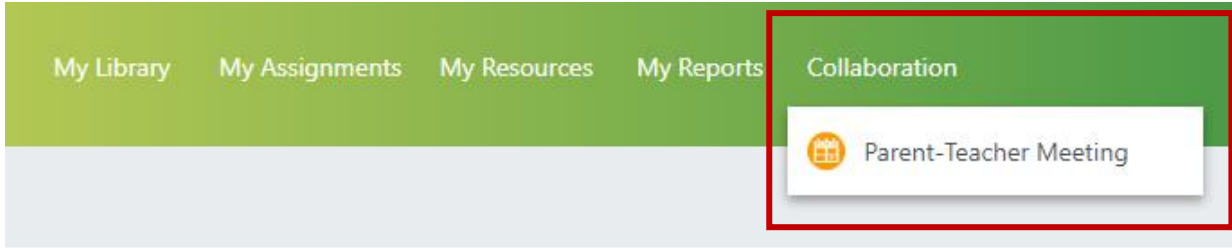
Close

Edit My Booking

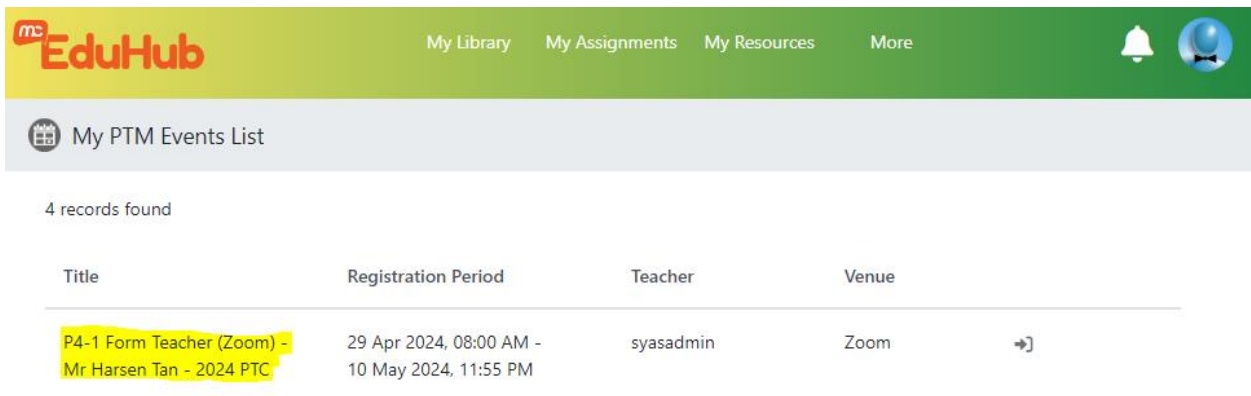
Print

To edit the booking

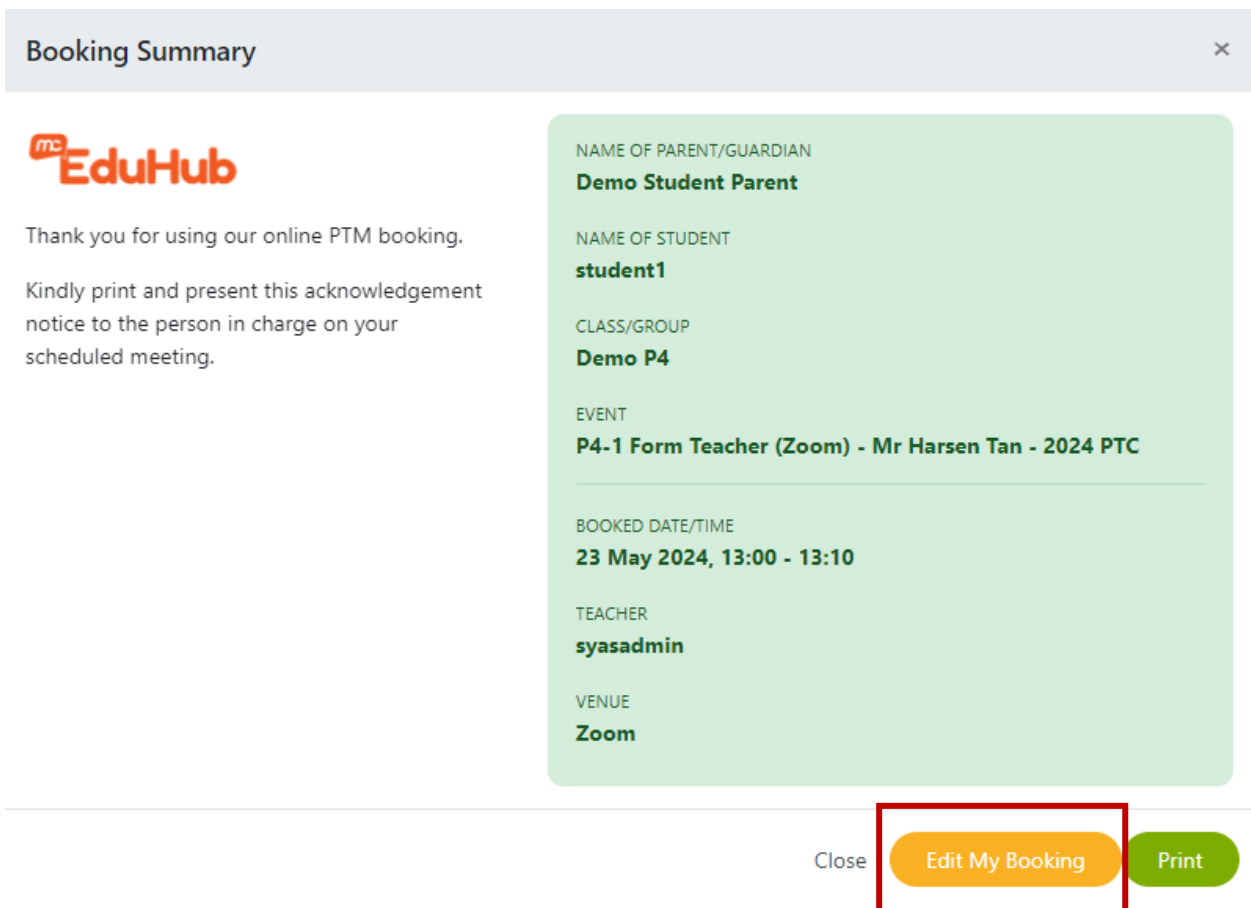
- 1) Click on “Collaboration” and click onto “Parent-Teacher Meeting”



- 2) Click onto the **name of the teacher** and the **mode of meeting** (Face to Face or ZOOM) that you have made an appointment previously:



- 3) Click onto “Edit My Booking”



- 4) To update your time slot, you would need to **uncheck** your current booking before you are able to click on the new timing

Book PTM ✕

P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC Submit Now

Online PTC with Mr Harsen Tan - 2024 PTC

Parent/Guardian's Name

Phone Number Email

My parent/guardian WILL NOT BE ATTENDING.

PTM Event Date:

Slot Date & Time	Status
<input checked="" type="checkbox"/> 23 May 2024, 13:00 - 13:10	My Booked Slot
<input type="checkbox"/> 23 May 2024, 13:10 - 13:20	Available
<input type="checkbox"/> 23 May 2024, 13:20 - 13:30	Available
<input type="checkbox"/> 23 May 2024, 13:30 - 13:40	Available

- 5) **Select the new timing** and

- 6) Click **“Submit Now”** button once you have done so

Book PTM ✕

P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC Submit Now

Online PTC with Mr Harsen Tan - 2024 PTC

Parent/Guardian's Name

Phone Number Email

My parent/guardian WILL NOT BE ATTENDING.

PTM Event Date:

Slot Date & Time	Status
<input type="checkbox"/> 23 May 2024, 13:00 - 13:10	My Booked Slot
<input type="checkbox"/> 23 May 2024, 13:10 - 13:20	Available
<input checked="" type="checkbox"/> 23 May 2024, 13:20 - 13:30	Available

- 7) Confirm the details for the new booking and click on “**Confirm**” to proceed with the updating of the new time slot.

Book PTM

P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC
Online PTC with Mr Harsen Tan - 2024 PTC Submit Now

Parent/Guardian's Name

Booking Confirmation ×

NAME OF PARENT/GUARDIAN
Demo Student Parent

NAME OF STUDENT
student1

CLASS/GROUP
Demo P4

EVENT
P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC

BOOKING SLOT
23 May 2024, 13:20 - 13:30

TEACHER
syasadmin

VENUE
Zoom

PTM Event Date: 23 May 2024

Slot Date & Time


<input type="checkbox"/>	23 May 2024, 13:00 - 13:10
<input type="checkbox"/>	23 May 2024, 13:10 - 13:20
<input checked="" type="checkbox"/>	23 May 2024, 13:20 - 13:30
<input type="checkbox"/>	23 May 2024, 13:30 - 13:40
<input type="checkbox"/>	23 May 2024, 13:40 - 13:50

Cancel **Confirm**

Available

- 8) You should be able to see the updated information, click on “X” to close this dialog box

Booking Summary ×



Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

NAME OF PARENT/GUARDIAN
Demo Student Parent

NAME OF STUDENT
student1

CLASS/GROUP
Demo P4

EVENT
P4-1 Form Teacher (Zoom) - Mr Harsen Tan - 2024 PTC

BOOKED DATE/TIME
23 May 2024, 13:20 - 13:30

TEACHER
syasadmin

VENUE
Zoom

Close Edit My Booking Print

Please do not hesitate to contact the school for assistance.