

30 April 2021



SAN YU ADVENTIST SCHOOL  
三育中小学

Dear Parent/Guardian,

### Parent-Teacher Conference (PTC) Via Zoom Video Conferencing on Friday, 28 May 2021

Greetings from SYAS!

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

We would like to invite you to attend the PTC via Zoom video conferencing. Our teachers would like to discuss with you about the performance and progress of your child/ward in school.

To facilitate the smooth flow of the PTC via Zoom video conferencing, please book your preferred time slot 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 follow:

- Book your preferred timeslot through the AsknLearn portal, using your child's/ward's account at <https://lms.asknlearn.com/syas>, please refer to the attached Parents'/Guardians' Guide: PTC Booking. Under the "**Additional Info**" in the AsknLearn portal, please remember to key in **your name and handphone number**.
- Date of booking: **4 May 2021 to 6 May 2021**
- 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.

Please refer to the attached **Guide on how to install Zoom** to help you to be prepared for the Zoom video conferencing.

We seek your cooperation to attend the PTC via Zoom video conferencing punctually. If you miss your allocated timeslot, you will have to contact your child/ward's teacher to make another appointment.

Thank you.

Yours sincerely,

Dr Shee Soon Chiew  
Principal



## Students' Guide: PTM Booking (via desktop site)

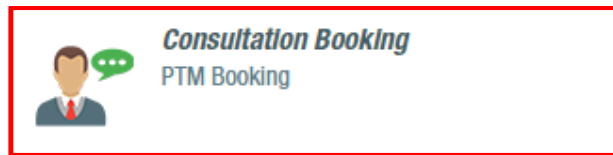
1. Type in the following URL in your internet browser to go to the School's LMS:

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

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](mailto:lmssupport@wizlearn.com) or +65 3129 2592

3. Go to **TOOLS > CONSULTATION**



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

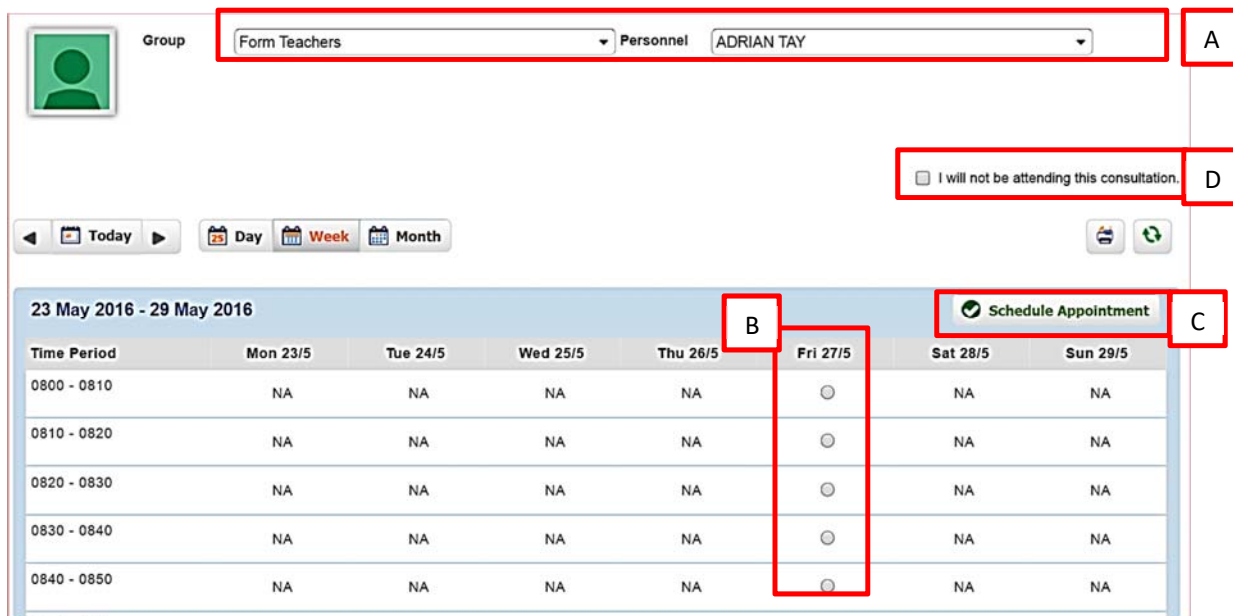
(B) Select a timeslot

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

(D) Click on this check box if you are not making any appointment.

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

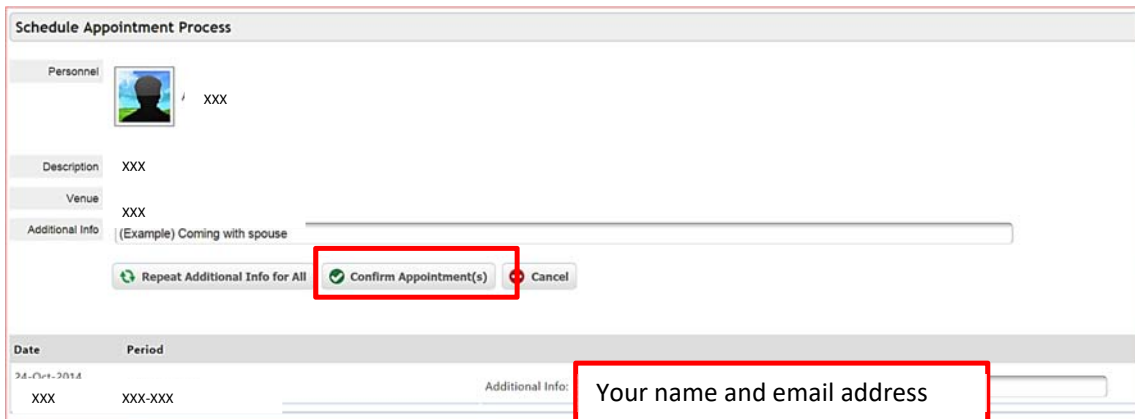
**EXAMPLE:**




The screenshot shows the PTM booking interface. At the top, there is a "Group" dropdown menu set to "Form Teachers" and a "Personnel" dropdown menu set to "ADRIAN TAY". A checkbox labeled "I will not be attending this consultation." is visible. Below these are navigation buttons for "Today", "Day", "Week", and "Month". The main area displays a calendar for "23 May 2016 - 29 May 2016" with a table of time slots. The "Fri 27/5" column is highlighted, and the "Schedule Appointment" button is also highlighted.

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 – key in your name and email address and click on **CONFIRM APPOINTMENT** button to confirm appointment.



**Schedule Appointment Process**

Personnel:  XXX

Description: XXX

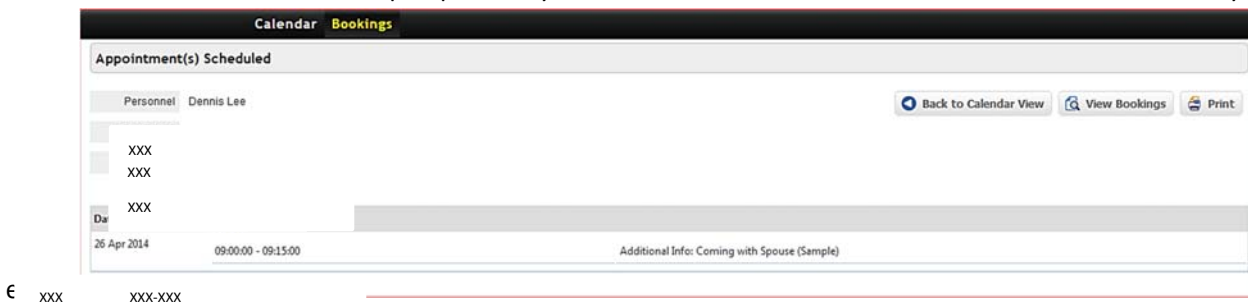
Venue: XXX

Additional Info: (Example) Coming with spouse

Date	Period	Additional Info
26 Apr 2014	XXX-XXX	Your name and email address

**Very important:** You need to key in your **name and email address** in the **additional info** above.

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



**Calendar Bookings**

**Appointment(s) Scheduled**

Personnel: Dennis Lee

XXX

XXX

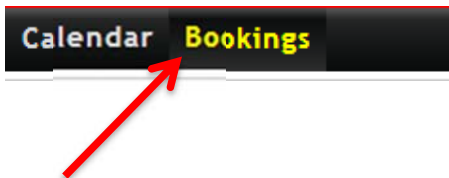
Date: 26 Apr 2014

09:00:00 - 09:15:00

Additional Info: Coming with Spouse (Sample)

XXX XXX-XXX

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



## Guide: How to install Zoom

1. Go to <https://zoom.us/download>
2. Download and install the Zoom application for your computer or handphone

### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



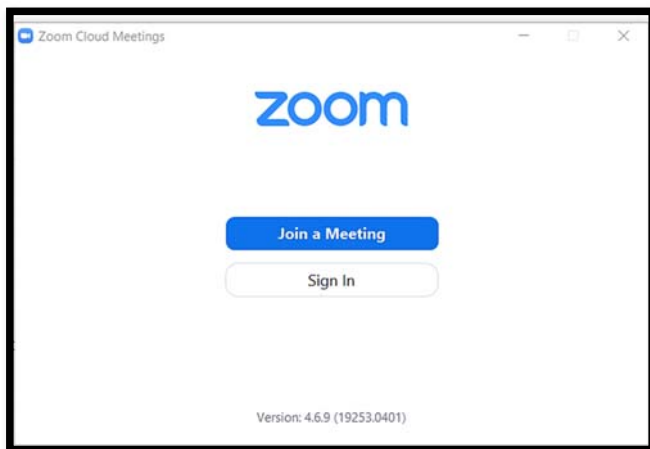
### Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.

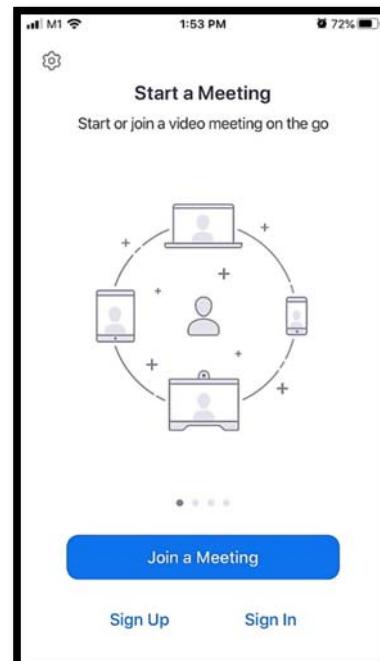


## Guide: How to join your teacher's Zoom room

1. Check your Zoom schedule to ensure that you are joining at the correct timing.
2. On your Zoom app, select join a meeting. Or go to <https://zoom.us/join>



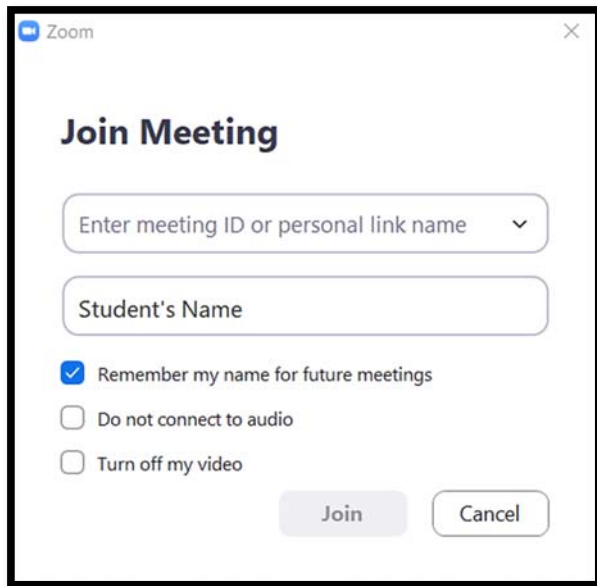
(For Computer)



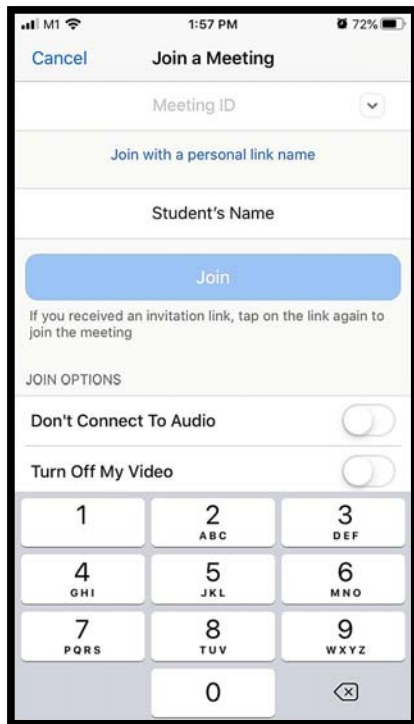
(For Phone)

3. Key in the teacher's meeting room ID and password.

*Please refer to the teachers' Zoom meeting ID Number and Password attached with the SYAS letter.*



(For Computer)



(For Phone)

4. Please use your **child's/ward's name** and **class** so that our teachers can recognize and let you into the room.

**REPLY SLIP**

To: Form Teacher

**Parent-Teacher Conference (PTC) Via Zoom Video Conferencing on Friday, 28 May 2021**

Acknowledgement by Parent/Guardian: I have taken note of the PTC letter dated 30 April 2021.

Please tick one,

I will be able to attend the PTC via Zoom video conferencing on 28 May 2021 and make the booking accordingly.

I will not be able to attend the PTC via Zoom video conferencing on 28 May 2021.

\*Name of Parent/Guardian .....

\*Handphone number of Parent/Guardian ..... Signature .....

Name of Student ..... Class .....

Date .....

\*Delete where applicable