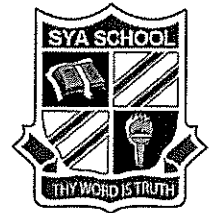


16 April 2019

Dear Parent/Guardian,



SAN YU ADVENTIST SCHOOL
三育中小學

Parent-Teacher Conference (PTC) on Thursday, 30 May 2019

Greetings from SYAS!

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

Our teachers would like to:

- Meet and update you about the performance of your child/ward in school
- Discuss the progress of your child/ward as shown in report slip

Your child/ward must be in school uniform if you would like them to attend the PTC with you.

To facilitate the smooth flow of the PTC and reduce waiting time, we strongly encourage you to 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' Guide
- Date of booking: **16 April 2019, 8 am - 23 April 2019, 5 pm**
- 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

We seek your cooperation to bring along your booking slip and arrive punctually. If you arrive after your allocated timeslot, you will be placed at the end of the waiting list. Please note that parking in school compound is limited, hence you may want to park at Revenue House or the nearest shopping mall.

Thank you.

Yours sincerely,

Dr Shee Soon Chiew
Principal



Acknowledgement by Parent/Guardian: I have taken note of the letter dated 16 April 2019 and I shall attend the Parent-Teacher Conference on 30 May 2019 and make the booking accordingly.

*Name of Parent / Guardian

Signature

Name of Student

Class

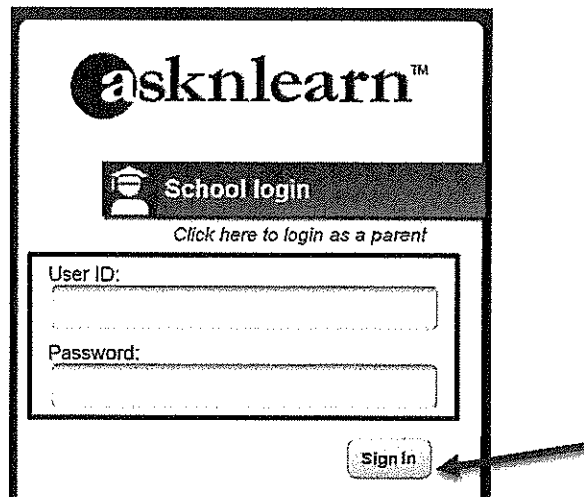
Date

*Delete where applicable

Students' Guide: PTM Booking (via desktop site)

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

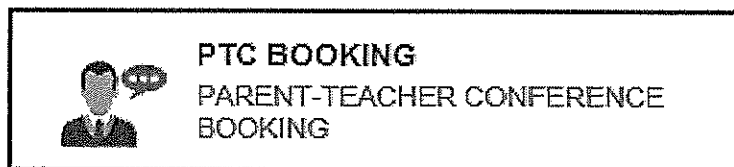
<http://lms.asknlearn.com/syas>

The image shows a screenshot of the asknlearn login interface. At the top left is the asknlearn logo. Below it is a dark bar with a school icon and the text "School login". Underneath this bar is a link that says "Click here to login as a parent". The main login area contains two input fields: "User ID:" and "Password:". At the bottom right of the login area is a "Sign In" button, which is pointed to by a black arrow.

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 > PTC 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 teacher(s) that you would like to meet under Personnel

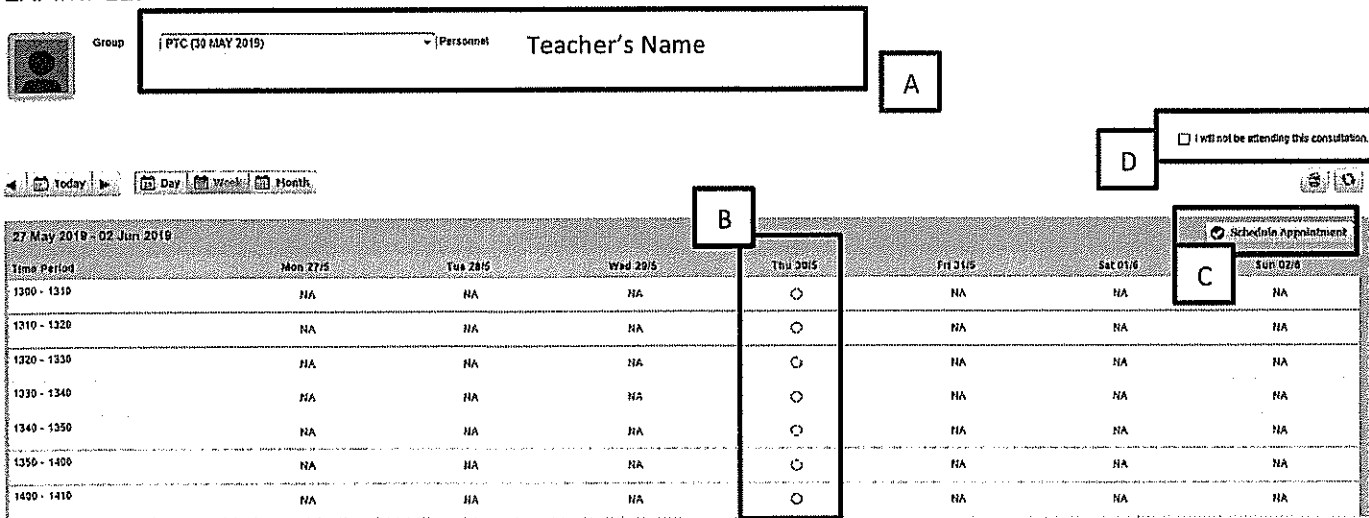
(B) Select a timeslot

(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.

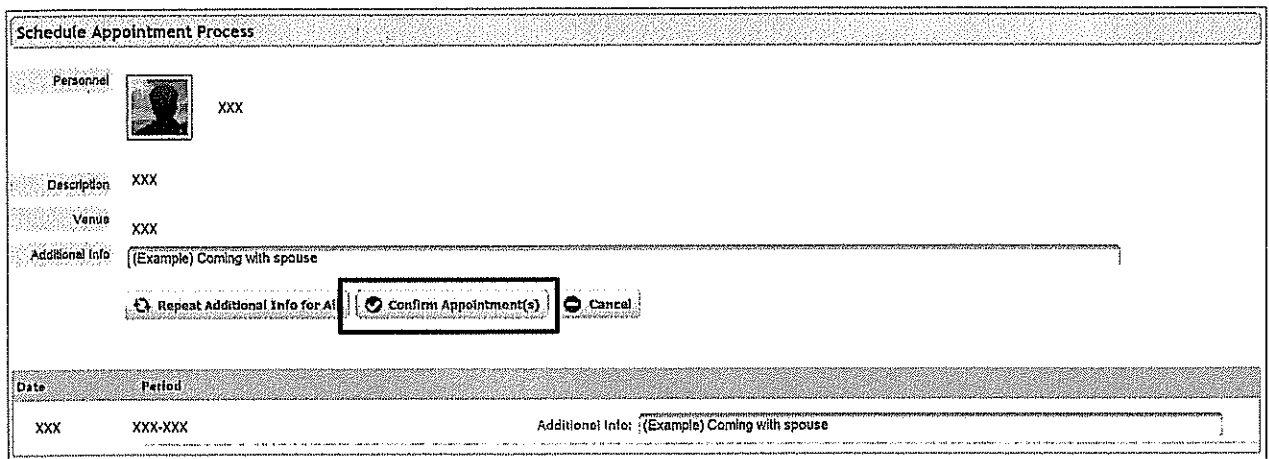
**If you are meeting more than one teacher, the booking will have to be made one at a time*

EXAMPLE:



The screenshot shows a scheduling interface. At the top, there is a 'Group' dropdown menu set to 'PTC (30 MAY 2019)' and a 'Personnel' field with 'Teacher's Name' selected. A callout 'A' points to the 'Personnel' field. Below this is a calendar grid for the week of 27 May 2019 to 02 Jun 2019. The grid shows time slots from 1300-1310 to 1400-1410. The 'Thu 28/5' column is highlighted with a callout 'B'. In the top right corner, there is a checkbox labeled 'I will not be attending this consultation.' with a callout 'D'. Below the calendar, there is a 'Schedule Appointment' button with a callout 'C'.

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



The screenshot shows the 'Schedule Appointment Process' form. It includes fields for 'Personnel' (with a profile picture and 'XXX'), 'Description' (XXX), 'Venue' (XXX), and 'Additional Info' (with the text '(Example) Coming with spouse'). At the bottom of the form, there are three buttons: 'Repeat Additional Info for All', 'Confirm Appointment(s)', and 'Cancel'. The 'Confirm Appointment(s)' button is highlighted with a callout. Below the form, there is a table with columns 'Date' and 'Period'. The 'Date' column contains 'XXX' and the 'Period' column contains 'XXX-XXX'. To the right of the table, there is an 'Additional Info' field with the text '(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

