



11 May 2023

Dear Parent/Guardian,

Parent-Teacher Conference (PTC) Via Zoom Video Conferencing on Thursday, 25 May 2023

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 slots 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**.

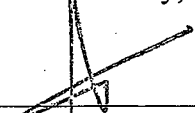
- Date of booking: **12 May 2023 (Friday) to 16 May 2023 (Tuesday)**
- You may book timeslots to meet the form teacher and up to a maximum of three subject teachers who are not form teachers of other classes.
- Print a copy of your booking slip for reference.

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 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,



Mr. Thomas Ang
Principal



Parents'/Guardians' Guide: PTC Booking (via desktop site)

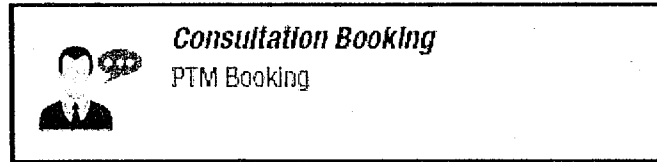
1. Type in the following URL in your internet browser to go to the School's LMS:

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

2. Key in the student's userID. Key in the password.** and click on "Login as Student/Teacher" button

** If you have trouble logging in, you may contact the LMS Helpdesk at 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

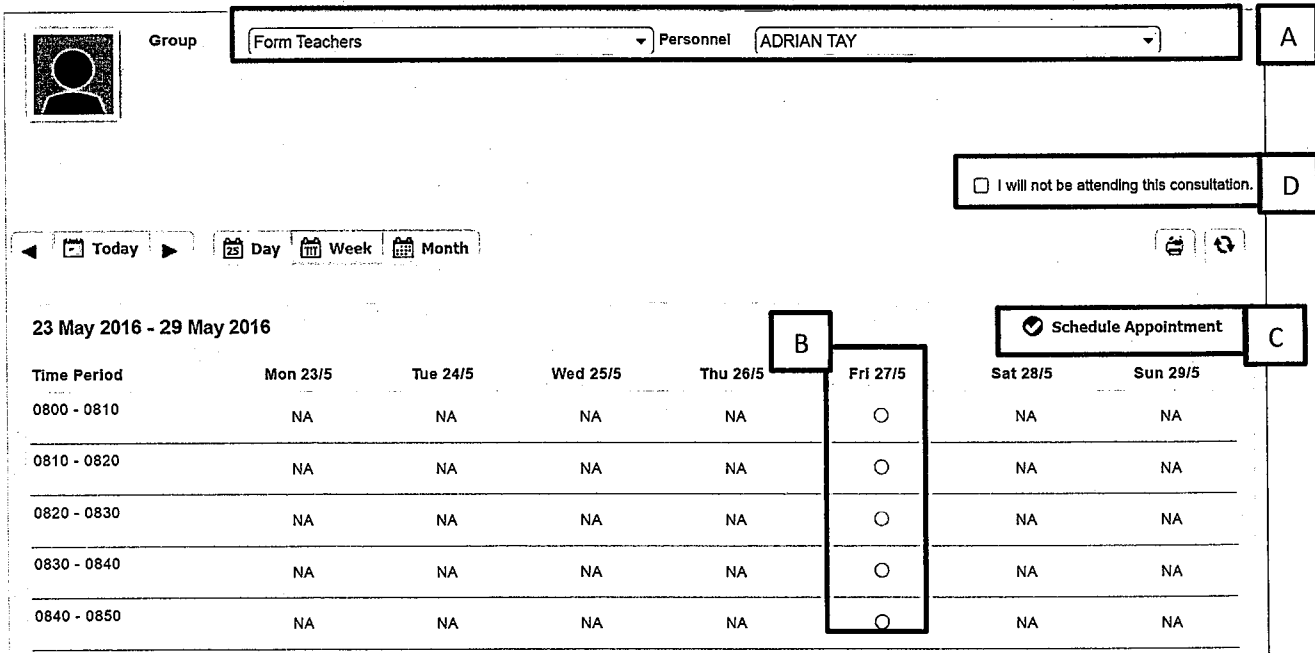
(B) Select a timeslot

(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:

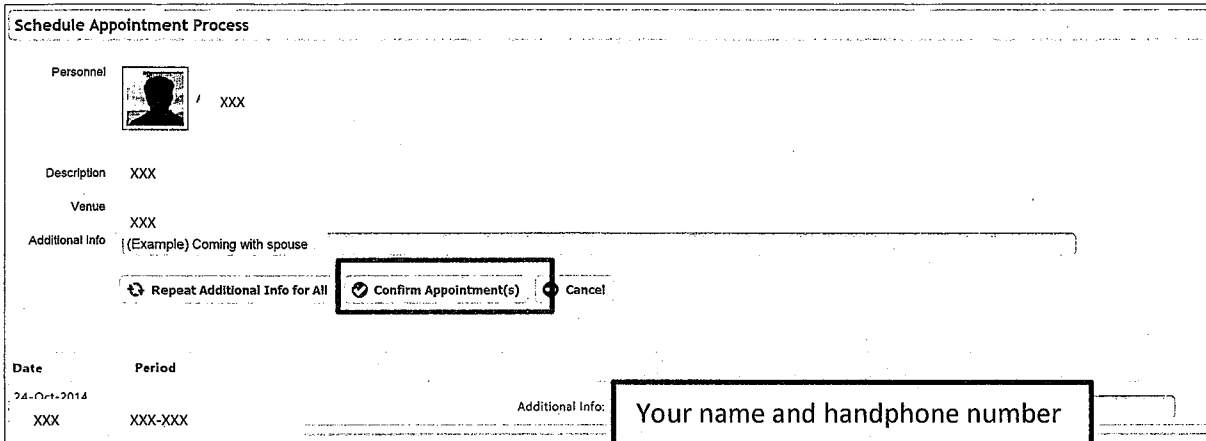


The screenshot shows the booking interface with the following elements:


- Group:** Form Teachers (Annotation A)
- Personnel:** ADRIAN TAY (Annotation A)
- Check box:** I will not be attending this consultation. (Annotation D)
- Calendar:** 23 May 2016 - 29 May 2016. The calendar shows time slots from 0800-0810 to 0840-0850. The Friday 27/5 column is highlighted with a box (Annotation B).
- Buttons:** Schedule Appointment (Annotation C)

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

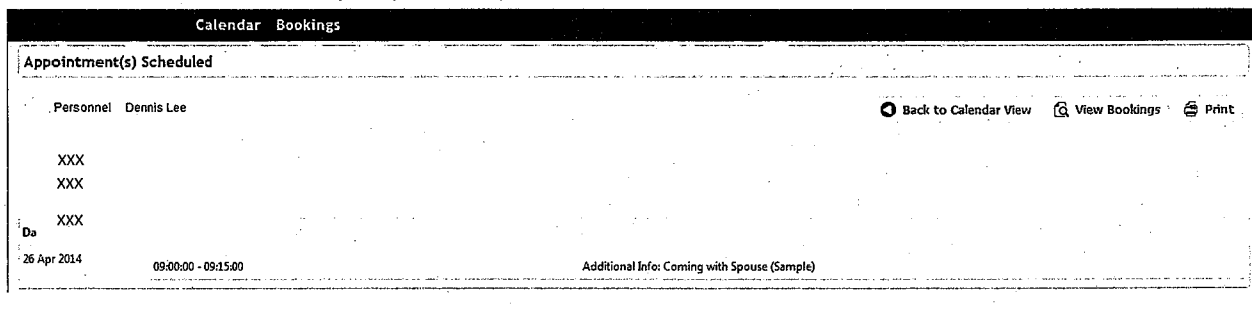
Additional Info: (Example) Coming with spouse

Repeat Additional Info for All Confirm Appointment(s)

Date	Period	Additional Info:
24-Oct-2014	XXX-XXX	Your name and handphone number

Very important: You need to key in your name and handphone number 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 [Back to Calendar View](#) [View Bookings](#) [Print](#)

Description: XXX

Venue: XXX

Date: 26 Apr 2014

Period: 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**



Calendar Bookings



REPLY SLIP

To: Form Teacher

Parent-Teacher Conference (PTC) Via Zoom Video Conferencing on Thursday, 25 May 2023

Acknowledgement by Parent/Guardian: I have taken note of the PTC letter dated 11 May 2023.

Please tick one,

- I will be able to attend the PTC via Zoom video conferencing on **25 May 2023 (Thursday)** and make the booking accordingly.
- I will not be able to attend the PTC via Zoom video conferencing on 25 May 2023.

*Name of Parent/Guardian

*Handphone number of Parent/Guardian

Signature

Name of Student

Class

Date

*Delete where applicable