


Parents' Guide: Parent Engagement Session (PES) Booking (via desktop site)

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

http://lms.asknlearn.com/serangoon_ss




Login

Enter your User ID

Enter your password

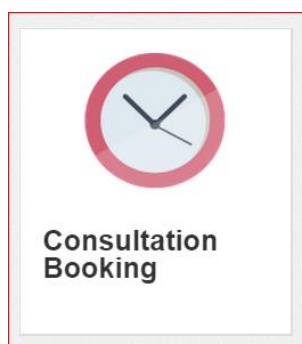
[Login as Student/ Teacher](#) [Login as Parents](#)



2. Key in your child's userID. Password for first time login is 'parents'.**

** 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

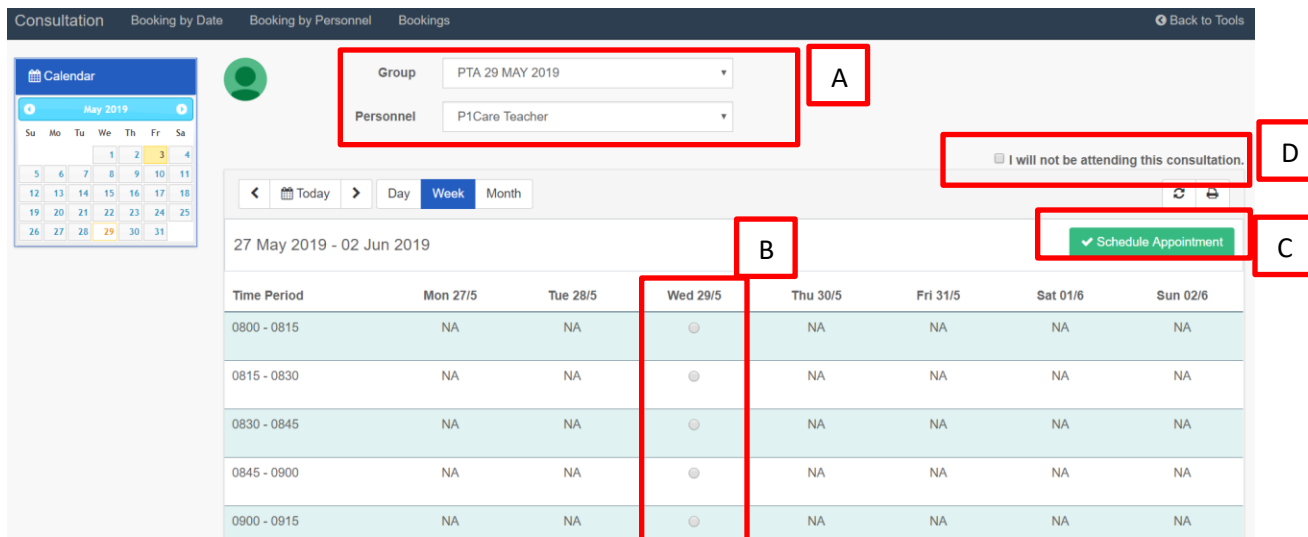
(B) Select a timeslot

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

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

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

EXAMPLE:



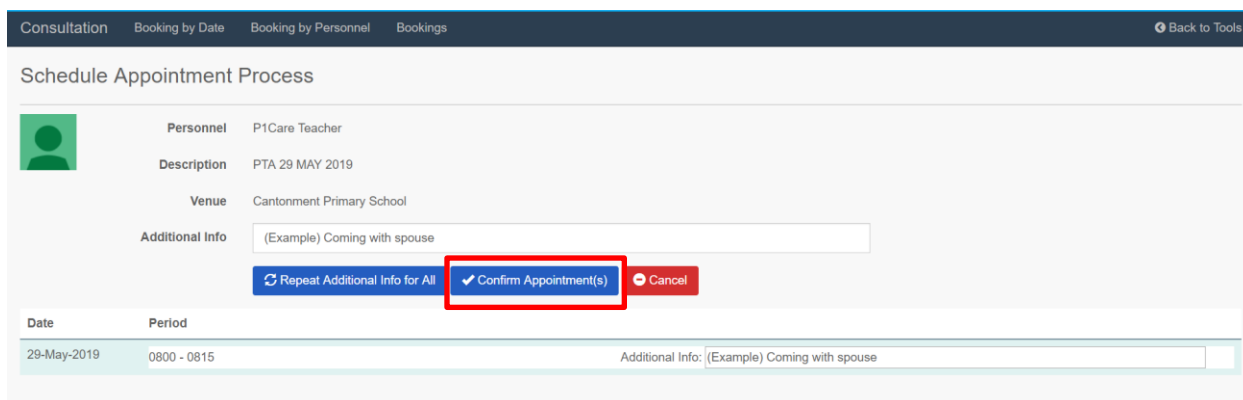
The screenshot shows the booking interface with the following elements highlighted by red boxes and letters:

- A**: A red box around the 'Group' and 'Personnel' dropdown menus. The 'Group' dropdown is set to 'PTA 29 MAY 2019' and the 'Personnel' dropdown is set to 'P1Care Teacher'.
- B**: A red box around the 'Time Period' table, specifically highlighting the 'Wed 29/5' column.
- C**: A red box around the 'Schedule Appointment' button.
- D**: A red box around the checkbox labeled 'I will not be attending this consultation'.

The 'Time Period' table shows the following data:

Time Period	Mon 27/5	Tue 28/5	Wed 29/5	Thu 30/5	Fri 31/5	Sat 01/6	Sun 02/6
0800 - 0815	NA	NA	●	NA	NA	NA	NA
0815 - 0830	NA	NA	●	NA	NA	NA	NA
0830 - 0845	NA	NA	●	NA	NA	NA	NA
0845 - 0900	NA	NA	●	NA	NA	NA	NA
0900 - 0915	NA	NA	●	NA	NA	NA	NA

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



The screenshot shows the 'Schedule Appointment Process' form with the following details:

- Personnel:** P1Care Teacher
- Description:** PTA 29 MAY 2019
- Venue:** Cantonment Primary School
- Additional Info:** (Example) Coming with spouse

At the bottom, there are three buttons: 'Repeat Additional Info for All', 'Confirm Appointment(s)' (highlighted with a red box), and 'Cancel'.

Below the buttons, there is a table with the following data:

Date	Period	Additional Info:
29-May-2019	0800 - 0815	(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.

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Appointment(s) Scheduled

Personnel P1Care Teacher
Description PTA 29 MAY 2019
Venue Cantonment Primary School

Date	Period	
29 May 2019	08:00:00 - 08:15:00	Additional Info: (Example) Coming with spouse

7. To delete your scheduled appointment, click on BOOKINGS

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EXAMPLE:

[List Mode](#)
[Calendar Mode](#)
[Print](#)

Search:

Id	Personnel	Current Appointment(s)	Past Appointment(s)	Last Booked Date	Actions
126	P1Care Teacher	1	0	-	

View Appointment(s) / Appointment Details with P1Care Teacher

[Back](#)
[Remove Selected](#)
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Search:

<input checked="" type="checkbox"/>	Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/> 2418	29 May 2019 (Wed)	08:00:00 - 08:15:00	Venue : Cantonment Primary School Booking Info : (Example) Coming with spouse	NA	03 May 2019 12:32PM