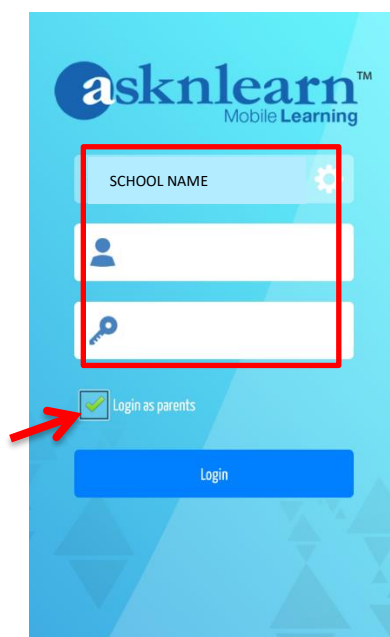


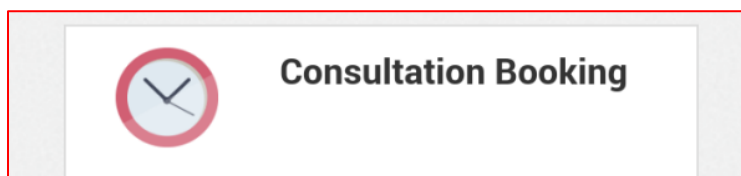
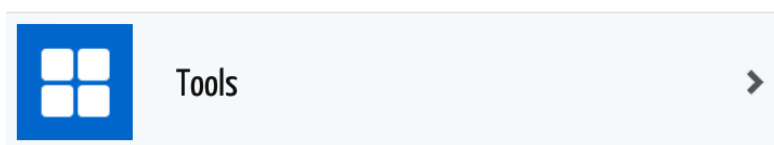
Parents' Guide: Parent Engagement Session (PES) Booking (via ASKnLearn APP)

1. Launch the ASKnLearn APP from your mobile device and log in to the **Parent Portal**
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 PES which is set by the school. After which, you are to

(A) Select the category & teacher

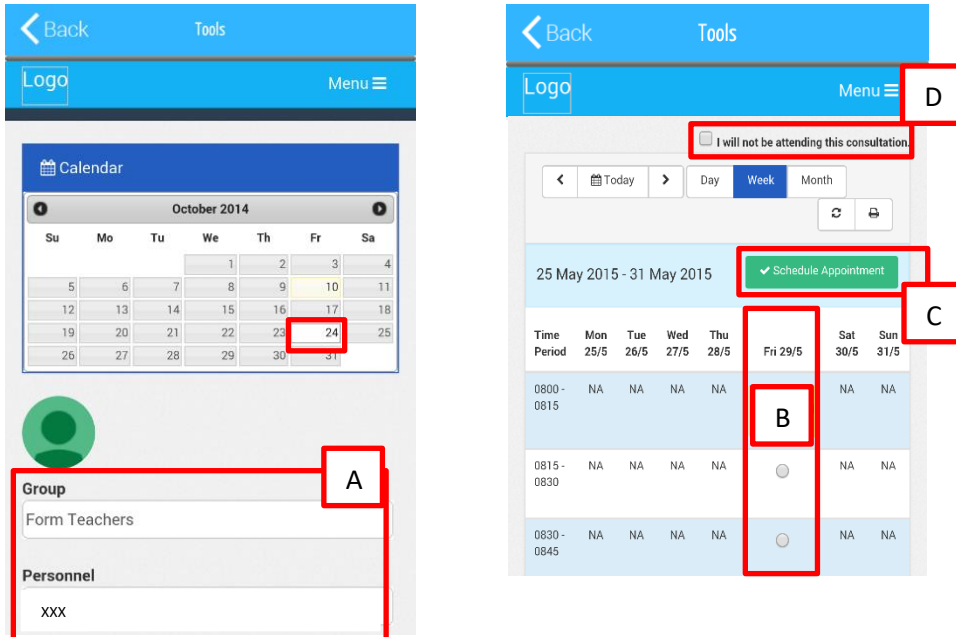
(B) Select a timeslot

(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*

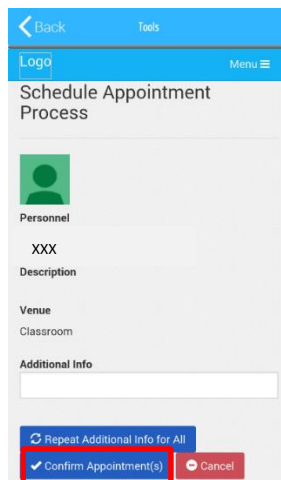
EXAMPLE:



The left screenshot shows a calendar for October 2014. A date is selected (24th). Below the calendar, there is a section for selecting a group and personnel. A red box labeled 'A' highlights the 'Group' (Form Teachers) and 'Personnel' (XXX) fields.

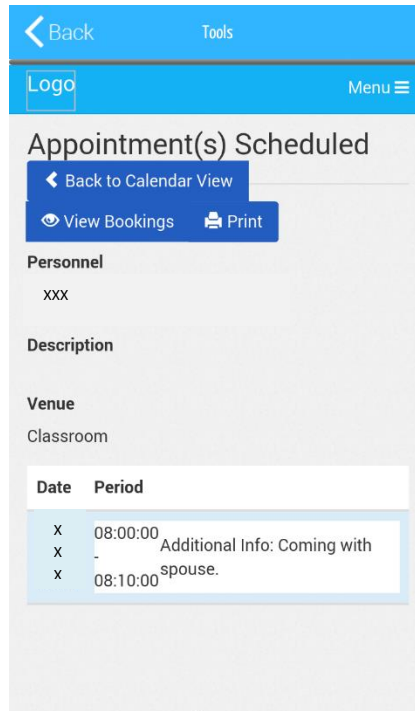
The right screenshot shows a weekly view for May 2015. A time slot is selected (0800 - 0815). A red box labeled 'B' highlights the selected time slot. A red box labeled 'C' highlights the 'Schedule Appointment' button. A red box labeled 'D' highlights the checkbox 'I will not be attending this consultation'.

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



The screenshot shows the 'Schedule Appointment Process' screen. It includes a form with the following fields: Personnel (XXX), Description, Venue (Classroom), and Additional Info. At the bottom, there is a red box labeled 'E' around the 'Confirm Appointment(s)' button.

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



Appointment(s) Scheduled

[Back to Calendar View](#) [View Bookings](#) [Print](#)

Personnel
xxx

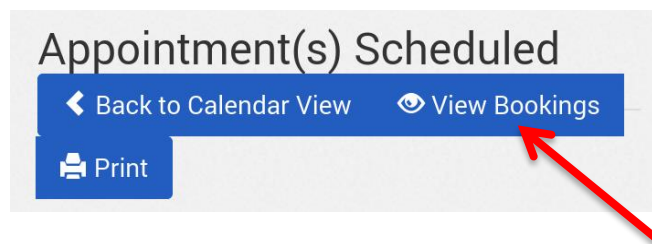
Description

Venue
Classroom

Date	Period
x	08:00:00
x	-
x	08:10:00

Additional Info: Coming with spouse.

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



Appointment(s) Scheduled

[Back to Calendar View](#) [View Bookings](#) [Print](#)