

Students' Guide: PTM Booking (via desktop site)

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

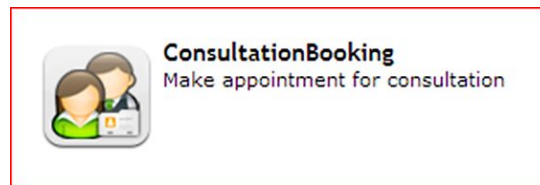
https://lms.asknlearn.com/ANDERSON_SS/login.aspx



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 > 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

EXAMPLE:

Group: Meet the Parents Session on 25 May 2018 Personnel: s1-1 Teacher

Today Day Week Month

21 May 2018 - 27 May 2018

	Mon 21/5	Tue 22/5	Wed 23/5	Thu 24/5	Fri 25/5	Sun 27/5
	NA	NA	NA	NA	Slots Booked 1/2 TEST STUDENT	NA
1045 - 1100	NA	NA	NA	NA	●	NA
1100 - 1115	NA	NA	NA	NA	●	NA
1115 - 1130	NA	NA	NA	NA	●	NA
1130 - 1145	NA	NA	NA	NA	●	NA
1145 - 1200	NA	NA	NA	NA	●	NA
1200 - 1215	NA	NA	NA	NA	●	NA
1215 - 1230	NA	NA	NA	NA	●	NA

Schedule Appointment

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

Schedule Appointment Process

Personnel: Ahr XXXX

Description: F XXX

Venue: C XXX

Additional Info: (Example) Coming with spouse

Repeat Additional Info for All Confirm Appointment(s) Cancel

Date	Period	Additional Info
24: XXXX	XXXX-XXXX	(Example) Coming with spouse

6. You will see the confirmation slip to print for your own reference.

Appointment(s) Scheduled

Personnel De XXX

Description XXX

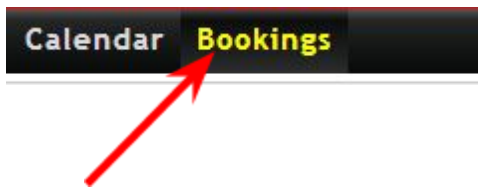
Venue Pic XXX

Date Period

26 XXX XXX-XXX Additional Info: Coming with Spouse (Sample)

Back to Calendar View View Bookings Print

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



EXAMPLE:

Id	Personnel	Current Appointment(s)	Past Appointment(s)	Last Booked Date	Actions
283	S1- [REDACTED]	12	0	-	

View Appointment(s) » Appointment Details with S1-BN Teacher 1 / Teacher 2

Back Remove Selected Export Print

Search:

<input type="checkbox"/>	Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/>	25 May 2018 (Fri)	08:00:00 - 08:20:00	Venue : [REDACTED] Booking Info [REDACTED]	NA	Class: S1-BN 02 May 2018 07:01PM

Showing 1 to 1 of 1 entries