Annex A: User Guide on using Online Booking System for Parents-Teacher Conference (PTC) on 28 May 2015

Please refer to the following instructions to book a timeslot to meet your daughter's/ward's Form teachers. The <u>booking system</u> shall be <u>open from 18 May to 25 May 2015</u>.

Step 1: Login to Wizlearn LMS

You may login to the LMS via 2 ways:

- a. Student Portal (Please obtain the login account id and password from your child/ward) Website Address: <u>https://lms.asknlearn.com/CHIJSTCS/logon_new.aspx</u>
- b. Parents Portal (If this is your <u>first</u> login, the user id is your child's/ward's BC no. and the default password is "parents" and you will be prompted to change your password)
 Website Adress: <u>https://lms.asknlearn.com/CHIJSTCS/logon_new.aspx?type=parents</u>

Should you encounter problems with your account, please contact Wizlearn Helpdesk at 6777 9661 or email <u>Imssuport@wizlearn.com</u> (Monday - Friday: 7.30am - 6.00pm)

Student Portal: https://lms.asknlearn.com/CHIJSTCS/logon	new.aspx
	CHU ST THERESA'S CONVENT SCHOOL
	Click here to login User ID:
	Password:
	Sign In Retrieve your password.
Parents' Portal: https://lms.asknlearn.com/CHIJSTCS/logon	Cotting Hole and Support
	CHU ST THERESA'S CONVENT SCHOOL
Announcement	Parent login
	Click here to login as a student or a teacher Child's User ID: Password:
	Sign In Retrieve your password.
	Check if my computer is ready. (i) Getting Help and Support

Step 2: Upon login, go to Tools>Consultation

Click on Consultation icon

CHU ST THERESA'S CONVENT SCHOOL	Home	Content	Create	WorkSpace	Tools	inks	Admin	
		Ó	Cons Make	ultation appointment for co	nsultation			

If you login through Parents' Portal, the icon name is called "Consultation Booking".

Step 3: Book your PTC timeslot

Follow the steps below:

- a. Select "Booking by Date"
- b. Select "28 May 2015" on the Calendar
- c. Select your child's/ward's Form Class
- d. Select the timeslot that you prefer
- e. Click on "Schedule Appointment" to confirm your booking.