



Consultation Booking Guide

Parent-Teacher Meeting
session



Above are the recommended web browsers to access the Learning Management System (LMS).

Booking via Web Browser

Logging into LMS



Parent Login



Sign In

Computer Check

Forgot Password

OR



Login as Students/Teachers

Getting Help and Support



If you need help using the portal, please refer to:
Parent's Guide



Helpdesk
+65 6777 9661 (Monday - Friday: 7.30am - 9.00pm)



Email
lmssupport@wizlearn.com

Step 1:

Select the URL below to access
<https://lms.asknlearn.com/BPPS>



Login as Parents

Step 2:

Select the option – *Login as Parents*

*Note – The login will change to Parent Login

Parent Login



Parent Login

Enter your Child's User ID

Enter your password



Sign In

Computer Check

Forgot Password

OR



Login as Students/Teachers

Getting Help and Support



If you need help using the portal, please refer to:
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Email

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Step 3:

Login using your Child's User ID

Your Child's User ID will be their NRIC or Birth Cert No.

Example:

For Singaporeans or PR
T0000001A or S0000001A

For Foreign Students
G0000001A

Step 4:

Password will be your Parent Password.

First time logging in,

Default password will be – **parents***

***Note: Alphabets in lower case**

For parents who log in for the first time, after successful login, you will be directed to a one-time registration page.

Welcome to the Parents' Portal!
Please kindly fill up the registration form below. Thank you.

Name

First Name Middle Name Last Name

Account Used By *

Father

Password *
For security purposes, please kindly change the default password.

Confirm Password *

Email*
For password resetting purposes, please kindly enter your email address.

Wizlearn only collects, uses and discloses personal data with an individual's consent or deemed consent or as otherwise permitted under the PDPA laws and regulations.

ASKnLearn™ Learning Management System
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Please complete the form and **Submit**.

Upon submitting the form, you will be directed to a confirmation page.

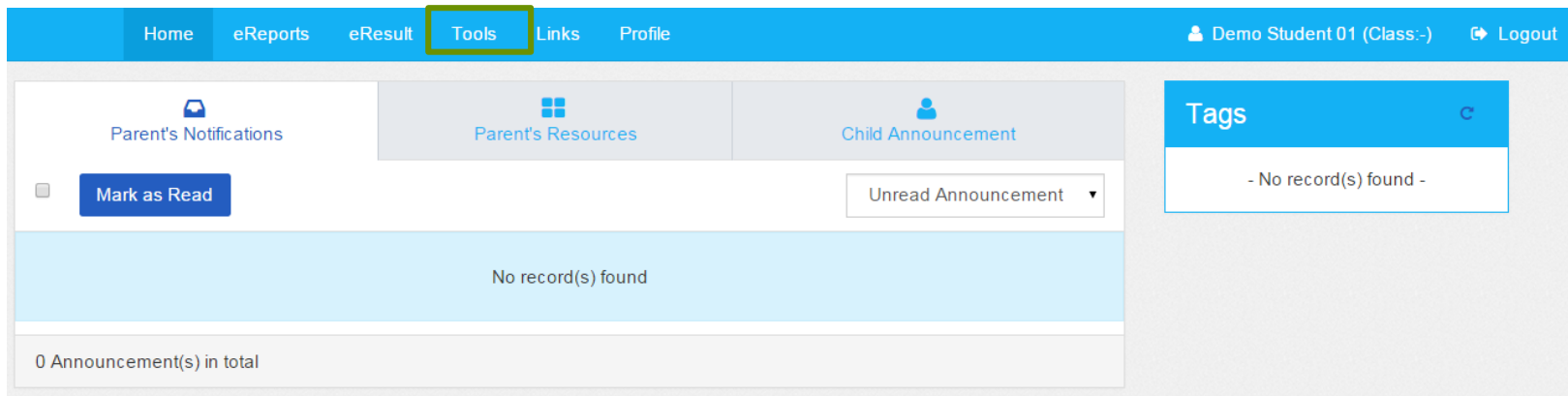


Select **Login** to re-login using your new password.

Locating the Icon

Welcome to the Parents Portal!

This is the Home Screen. To begin accessing the Consultation booking select **Tools** from the top menu.



Next, select the icon –
Consultation Booking



**Consultation
Booking**

Begin Booking

Welcome to Consultation Booking!

This is the Home Screen. You will see a weekly calendar view. In the calendar, available slots are indicated by the radio buttons.

Consultation Booking by Date Booking by Personnel Bookings [Back to Tools](#)

Calendar

May 2015

Su Mo Tu We Th Fr Sa

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Group: Parent Teacher Meeting

Personnel: Form Teacher 01

< Today > Day Week Month

04 May 2015 - 10 May 2015 [Schedule Appointment](#)

| Time Period | Mon 04/5 | Tue 05/5 | Wed 06/5 | Thu 07/5 | Fri 08/5 | Sat 09/5 | Sun 10/5 |
|-------------|----------|----------|----------|----------|-----------------------|----------|----------|
| 0930 - 0940 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |
| 0940 - 0950 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |
| 0950 - 1000 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |
| 1000 - 1010 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |
| 1010 - 1020 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |

Step 1: Select the Group

Choose the most appropriate group where applicable

Step 2: Select the Personnel

Choose the teacher from the dropdown list.

The screenshot shows a booking interface with the following elements:

- Navigation tabs: Consultation, Booking by Date, Booking by Personnel, Bookings, and a "Back to Tools" link.
- Calendar: A calendar for May 2015 with the 5th highlighted.
- Group Selection: A dropdown menu set to "Parent Teacher Meeting".
- Personnel Selection: A dropdown menu set to "Form Teacher 01", highlighted with a green box and a green arrow pointing to it from the text above.
- Time Period Selection: Buttons for "Today", "Day", "Week" (selected), and "Month".
- Appointment Summary: "04 May 2015 - 10 May 2015" with a "Schedule Appointment" button.
- Availability Table:

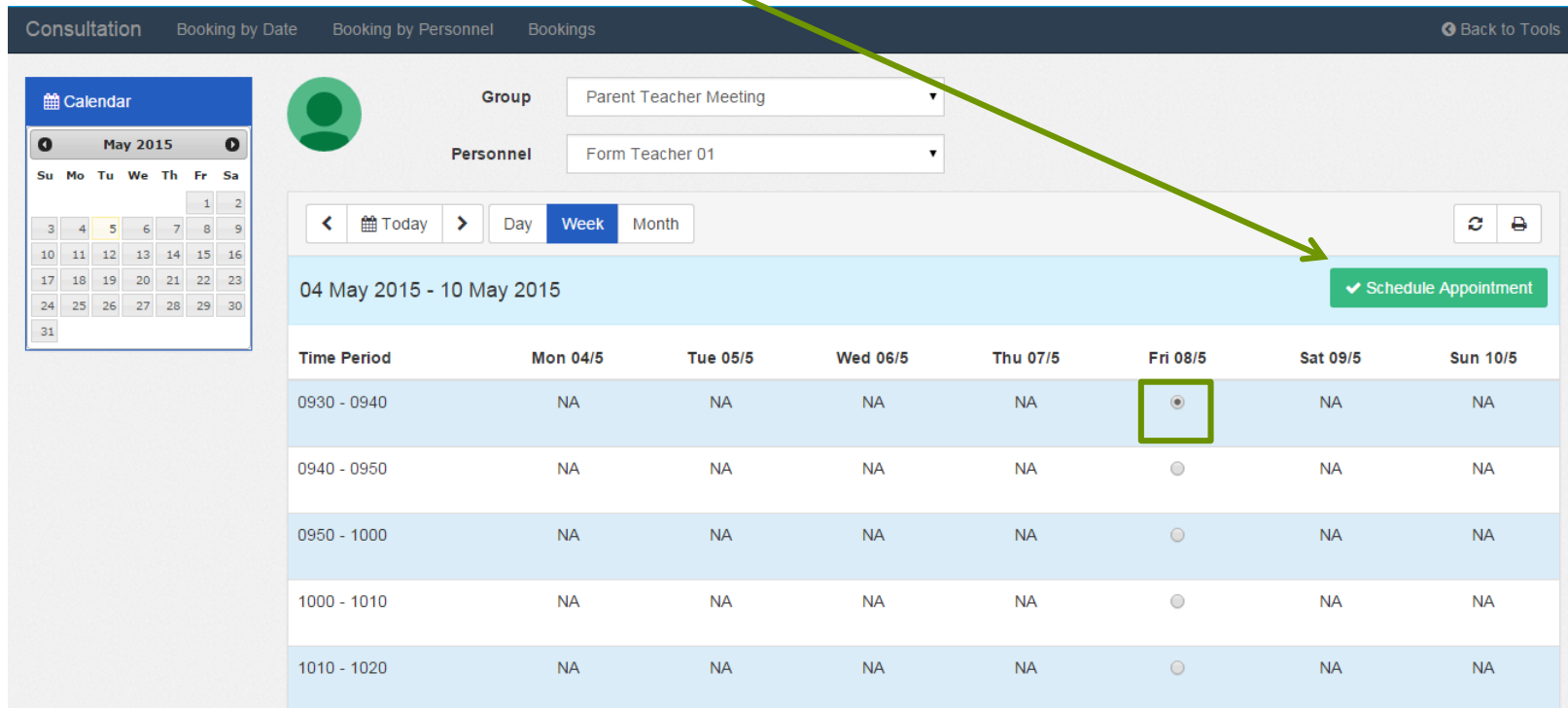
| Time Period | Mon 04/5 | Tue 05/5 | Wed 06/5 | Thu 07/5 | Fri 08/5 | Sat 09/5 | Sun 10/5 |
|-------------|----------|----------|----------|----------|----------|----------|----------|
| 0930 - 0940 | NA | NA | NA | NA | ○ | NA | NA |
| 0940 - 0950 | NA | NA | NA | NA | ○ | NA | NA |
| 0950 - 1000 | NA | NA | NA | NA | ○ | NA | NA |
| 1000 - 1010 | NA | NA | NA | NA | ○ | NA | NA |
| 1010 - 1020 | NA | NA | NA | NA | ○ | NA | NA |

Step 3: Choose the Time Slot

Check on the radio button to select the slot.

Step 4: Schedule the Appointment

Click on Schedule Appointment to proceed.



The screenshot shows a booking interface with the following elements:

- Navigation tabs: Consultation, Booking by Date, Booking by Personnel, Bookings, and a 'Back to Tools' link.
- Calendar widget: Shows May 2015 with the 5th highlighted.
- Group: Parent Teacher Meeting
- Personnel: Form Teacher 01
- View options: Today, Day, Week (selected), Month
- Refresh and Print icons
- Appointment period: 04 May 2015 - 10 May 2015
- Table of time slots:

| Time Period | Mon 04/5 | Tue 05/5 | Wed 06/5 | Thu 07/5 | Fri 08/5 | Sat 09/5 | Sun 10/5 |
|-------------|----------|----------|----------|----------|----------------------------------|----------|----------|
| 0930 - 0940 | NA | NA | NA | NA | <input checked="" type="radio"/> | NA | NA |
| 0940 - 0950 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |
| 0950 - 1000 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |
| 1000 - 1010 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |
| 1010 - 1020 | NA | NA | NA | NA | <input type="radio"/> | NA | NA |

A green arrow points from the 'Schedule Appointment' button to the selected time slot (0930 - 0940 on Fri 08/5).

Step 4: Check Booking Details

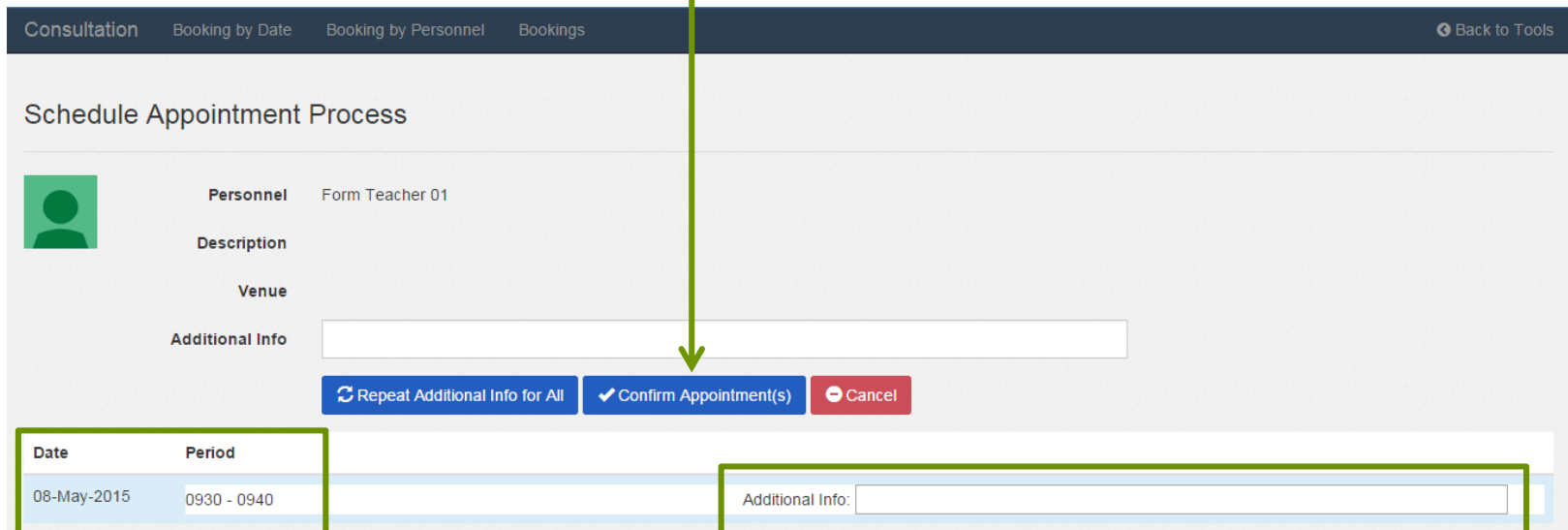
Check and confirm the Booking Date and Time Slot.

Step 5: Additional Info

Input information to the teacher in the Additional Info text field.


Example – Both Parents are attending

Step 6: Select Confirm Appointment to proceed.



Consultation Booking by Date Booking by Personnel Bookings [Back to Tools](#)

Schedule Appointment Process

 **Personnel** Form Teacher 01

Description

Venue

Additional Info

[Repeat Additional Info for All](#) [Confirm Appointment\(s\)](#) [Cancel](#)

| Date | Period |
|-------------|-------------|
| 08-May-2015 | 0930 - 0940 |

Additional Info:

Step 7: Bookings Summary

A confirmation summary page will be shown.

To view your all your current bookings select [View Bookings](#).

***Number of bookings allowed is subjected to the school's decision. Do kindly refer to school's instructions on the number of bookings allowed.**

Consultation Booking by Date Booking by Personnel Bookings [Back to Tools](#)

Appointment(s) Scheduled

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

Personnel Form Teacher 01

Description

Venue

| Date | Period | |
|-------------|---------------------|---|
| 08 May 2015 | 09:30:00 - 09:40:00 | Additional Info: Both Parents Attending |

To view all your current bookings, select **Bookings** from the sub-menu at the top.

Next, on the right menu select **View My Bookings**.

You will see all your current bookings in the page. Here you can edit or delete your bookings. If you need to print or export the information to Excel you may do so at this page.

The screenshot shows the 'View Bookings' interface. At the top, there is a navigation bar with 'Consultation', 'Booking by Date', 'Booking by Personnel', and 'Bookings'. A 'Back to Tools' link is in the top right. On the left, a menu has 'Bookings' (selected), 'View by Personnel', and 'View My Bookings'. A 'List Mode' toggle is visible. A blue warning box states: 'Past and Today's Booking cannot be Cancelled. All bookings made previously, including today's booking cannot be cancelled. Note: Only administrators can cancel bookings for current day, provided the timing is not over.' Below this are buttons for 'Remove Selected Bookings' and 'Update Booking Reasons'. A date range filter is set to '28 Apr 2015 to 12 May 2015' with a search button. On the right, 'Export as Excel' and 'Print' buttons are highlighted with a green box. A search bar is present above a table of bookings. The table has columns: Date, Period, Group, Personnel, Additional Info, Status, and Booked On. One entry is shown for '08 May 2015 (Fri)' with a period of '09:30:00 - 09:40:00', group 'Parent Teacher Meeting', personnel 'Form Teacher 01', and additional info 'Both Parents Attending'. The status is 'NA' and it was booked on '05 May 2015 04:21PM'. Navigation arrows are shown above and below the table.

Consultation Booking by Date Booking by Personnel Bookings Back to Tools

Bookings
View by Personnel
View My Bookings

List Mode

Past and Today's Booking cannot be Cancelled
All bookings made previously, including today's booking cannot be cancelled.
Note: Only administrators can cancel bookings for current day, provided the timing is not over.

Remove Selected Bookings Update Booking Reasons

Export as Excel Print

Date Range 28 Apr 2015 to 12 May 2015 Search

Search:

| Date | Period | Group | Personnel | Additional Info | Status | Booked On |
|-------------------|---------------------|------------------------|-----------------|------------------------|--------|--|
| 08 May 2015 (Fri) | 09:30:00 - 09:40:00 | Parent Teacher Meeting | Form Teacher 01 | Both Parents Attending | NA | Demo Student 01 05 May 2015 04:21PM |

Showing 1 to 1 of 1 entries