



18 January 2021

Dear Parents/Guardians

**Secondary 4 and 5 Parent-Teacher Meeting (PTM)**

1. In accordance to the COVID-19 Safe Management Measures (SMM), our PTM will be conducted online in Week 4: **25, 26 and 28 January 2021 (Monday, Tuesday and Thursday)**.
2. We will be using video conferencing platforms i.e Google Meet or ZOOM. In order to facilitate our meeting, you are kindly requested to download the Google Meet and ZOOM apps prior to the session. You may go to Parent Gateway (PG) for the instruction on how to make your online booking. The **window for online booking will be opened from 8 am: Wednesday, 20 January to 5 pm: Friday, 22 January 2021** and it will be on first come first serve basis. Parents will be able to book a maximum of 3 slots for this PTM.
3. Our Sec 4 and 5 Form Teachers and Subject Teachers look forward to updating you on your child's progress. During the PTM, we will also be briefing you on the different progression pathways after Secondary Education so do take the time to discuss this with your child so that he/she will have clear targets in mind as he/she prepares for the National Examination.
4. We will make available the relevant information slides on the school website and Parent Gateway (PG) on Monday, 25 January 2021 :
  - a. 2021 Sec 4 and 5 Information for Parents
  - b. Sec 4 and 5 Education Career Guidance (ECG)
5. Parents who are not on PG will receive the information slides from their child's Form Teachers.
6. We thank you for your support. If you have any enquiries, please contact Mdm Karen Kim (Year Head/Upper Secondary) or your child/ward's Form Teachers at 63445025.

Thank you.

Yours sincerely

<< sent electronically, no signature required >>

Mrs Tan Lay Hong  
Principal



**A Dynamic School providing Holistic Education**

Serve with Pride Honour with Integrity Aspire to Achieve Resilience in Adversity Empathy with Respect

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### **userID matters**

User ID: **BRD<last 4 digits of child's NRIC + letter>**

For parents who have not logged in before, the first time login default password is 'parents'.

For parents who have logged in before, key in the password that you have set previously.

If you have forgotten the password, please call Wizlearn helpdesk at **+65 3129 2592** or email them at **lmssupport@wizlearn.com** to reset the password.


### **Appointment matters**

Parents can book a **maximum of 3 slots** for this meeting.

## Parents' Guide: PTM 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/broadrick\\_ss](http://lms.asknlearn.com/broadrick_ss)



**Login**

Enter your User ID

Enter your password 

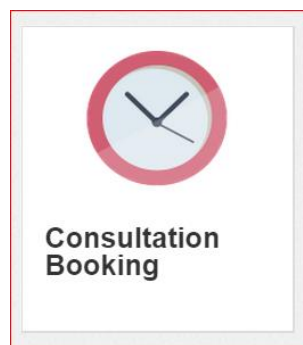
**Login as Student/ Teacher** **Login as Parents**

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

Child's user ID: **BRD<last 4 digits of child's NRIC + letter>**

\*\* If you have trouble logging in, you may contact the LMS Helpdesk at [lmssupport@wizlearn.com](mailto: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

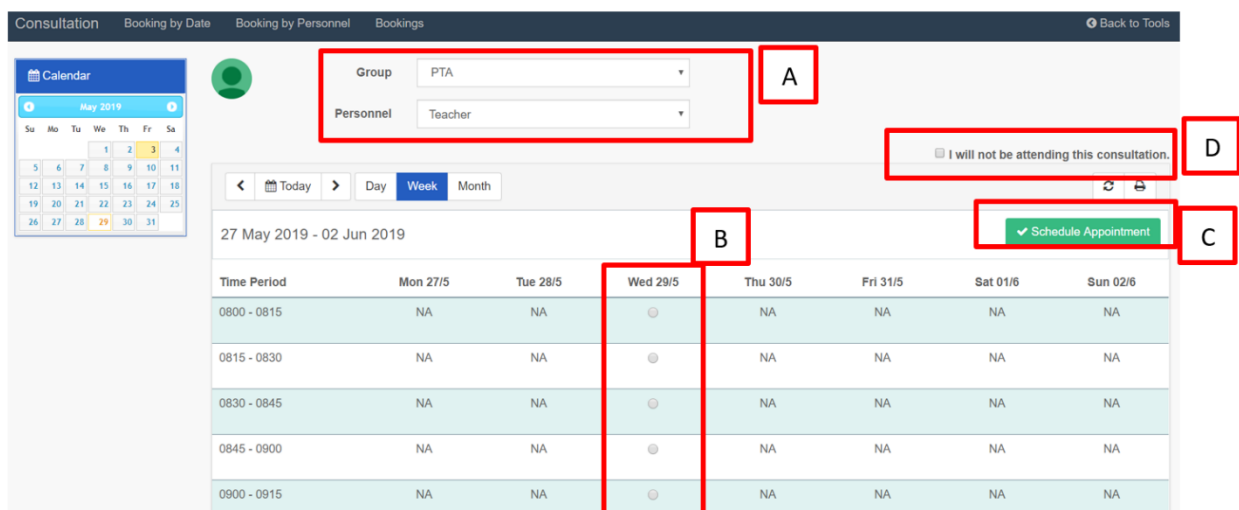
(B) Select a timeslot

(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*

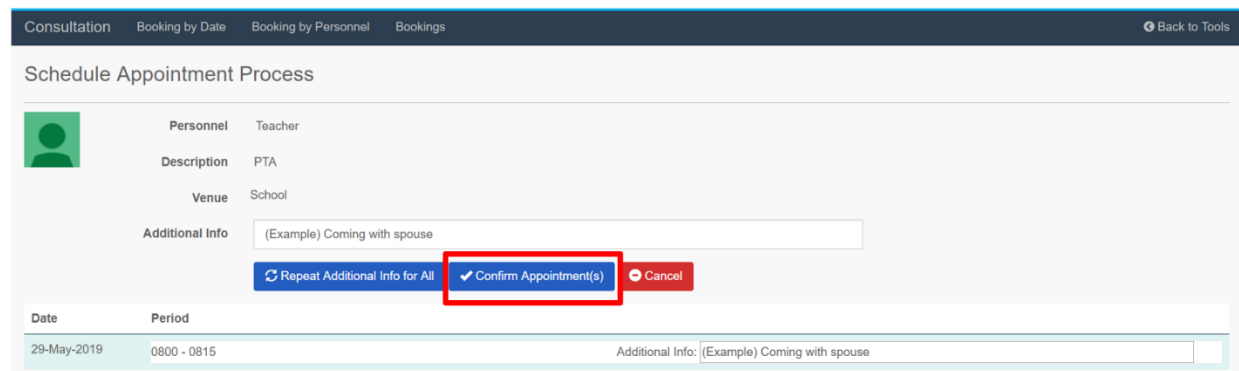
**EXAMPLE:**



The screenshot displays the 'Consultation' booking interface. At the top, there are navigation tabs: 'Consultation', 'Booking by Date', 'Booking by Personnel', and 'Bookings'. A 'Back to Tools' link is in the top right. On the left, a calendar for May 2019 is visible. The main area shows a dropdown menu for 'Group' (PTA) and 'Personnel' (Teacher), both highlighted with a red box labeled 'A'. Below this is a checkbox 'I will not be attending this consultation.' with a red box labeled 'D'. A 'Schedule Appointment' button is highlighted with a red box labeled 'C'. A table below shows time slots for various dates, with the 'Wed 29/5' column highlighted by a red box labeled 'B'.

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.



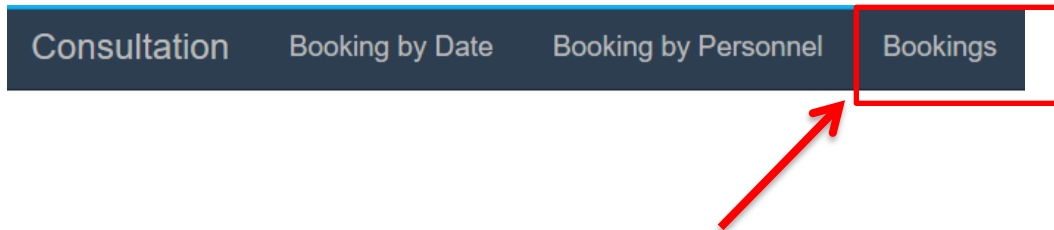
The screenshot displays the 'Schedule Appointment Process' form. It shows a green profile icon, 'Personnel' (Teacher), 'Description' (PTA), and 'Venue' (School). There is an 'Additional Info' field with the text '(Example) Coming with spouse'. Below this are three buttons: 'Repeat Additional Info for All', 'Confirm Appointment(s)', and 'Cancel'. The 'Confirm Appointment(s)' button is highlighted with a red box. At the bottom, there is a table with columns 'Date' and 'Period', showing '29-May-2019' and '0800 - 0815'.

Date	Period	Additional Info
29-May-2019	0800 - 0815	(Example) Coming with spouse

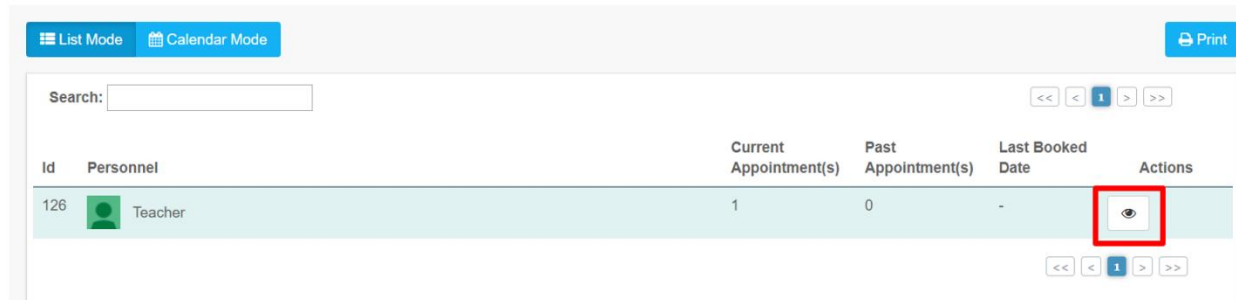
6. You will see the confirmation slip to print for your own reference. An email notification will also be sent to your email.




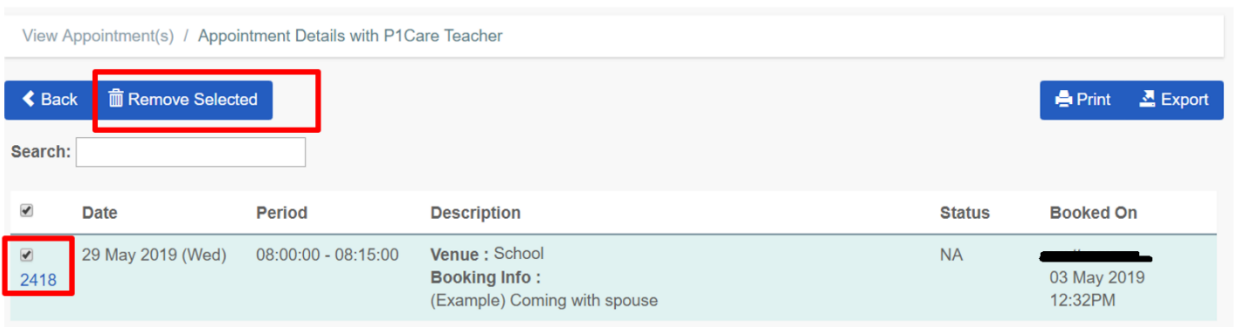
7. To delete your scheduled appointment, click on BOOKINGS



EXAMPLE:



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



View Appointment(s) / Appointment Details with P1Care Teacher

[Back](#) [Remove Selected](#) [Print](#) [Export](#)

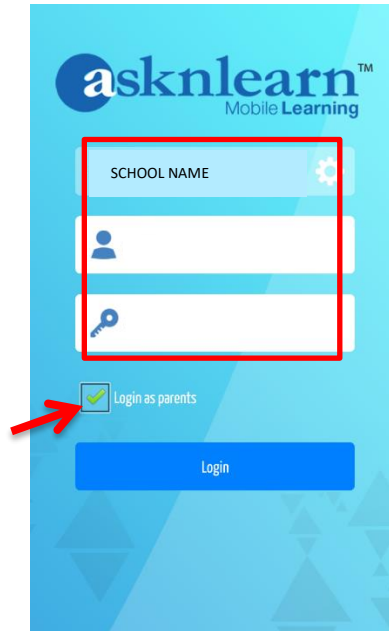
Search:

<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 : School Booking Info : (Example) Coming with spouse	NA	03 May 2019 12:32PM

## Parents' Guide: PTM Booking (via ASKnLearn APP)

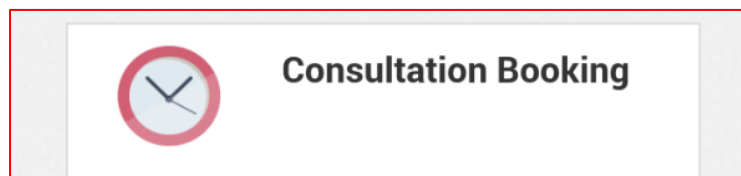
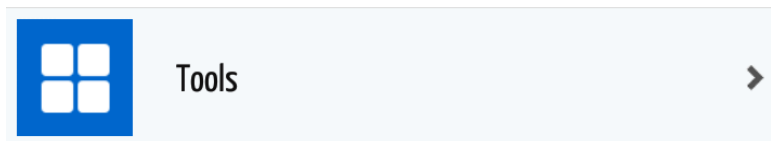
1. Launch the ASKnLearn APP from your mobile device and log in to the Parent Portal
2. Key in your child's userID. Password for **first time login** is **parents'**.\*\*

Child's user ID: **BRD<last 4 digits of child's NRIC + letter>**



\* If you have trouble logging in, you may contact the LMS Helpdesk at [lmssupport@wizlearn.com](mailto: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

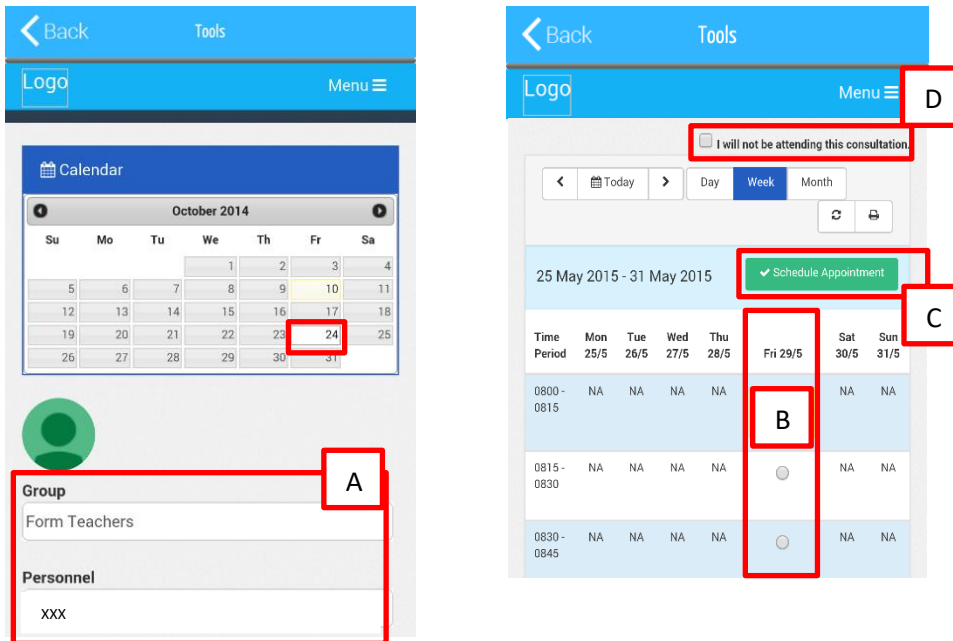
(B) Select a timeslot

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

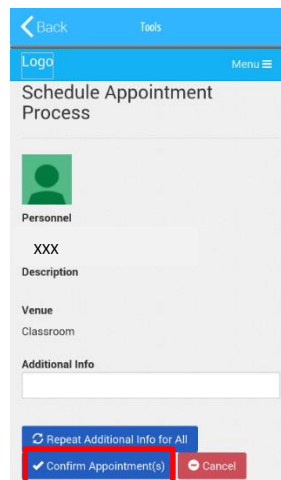
(D) Click on this check box if you are not making any appointment.

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

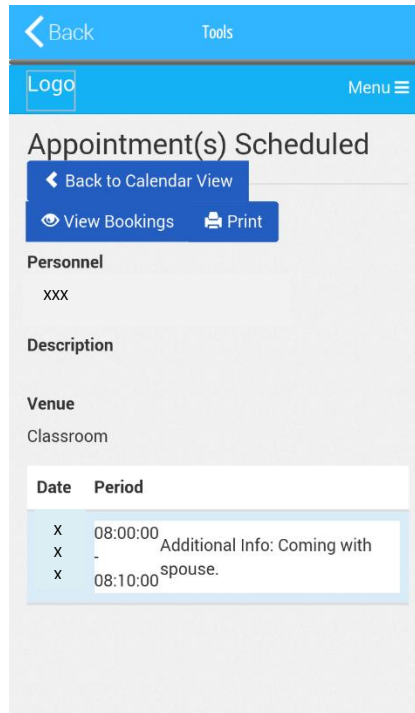
EXAMPLE:



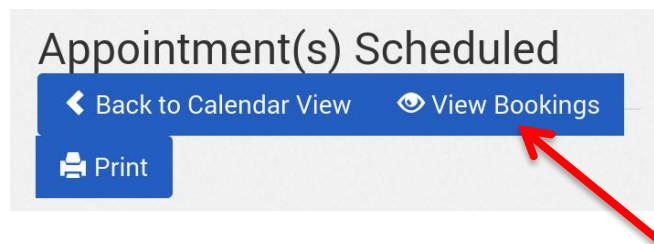
5. Add in additional info (if any) and click on **CONFIRM APPOINTMENT** button to confirm appointment.



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



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






## Students' Guide: PTM Booking (via desktop site)

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

[http://lms.asknlearn.com/broadrick\\_ss](http://lms.asknlearn.com/broadrick_ss)



**Login**

Enter your User ID

Enter your password

Login as Student/ Teacher

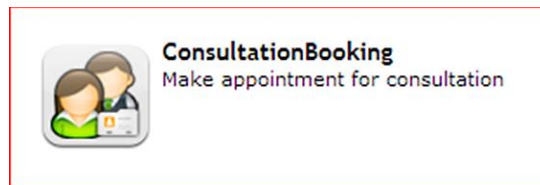
Login as Parents

2. Key in the student's userID. Key in the password.\*\*

User ID: **BRD<last 4 digits of student's NRIC + letter>**

\*\* If you have trouble logging in, you may contact the LMS Helpdesk at [lmssupport@wizlearn.com](mailto: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

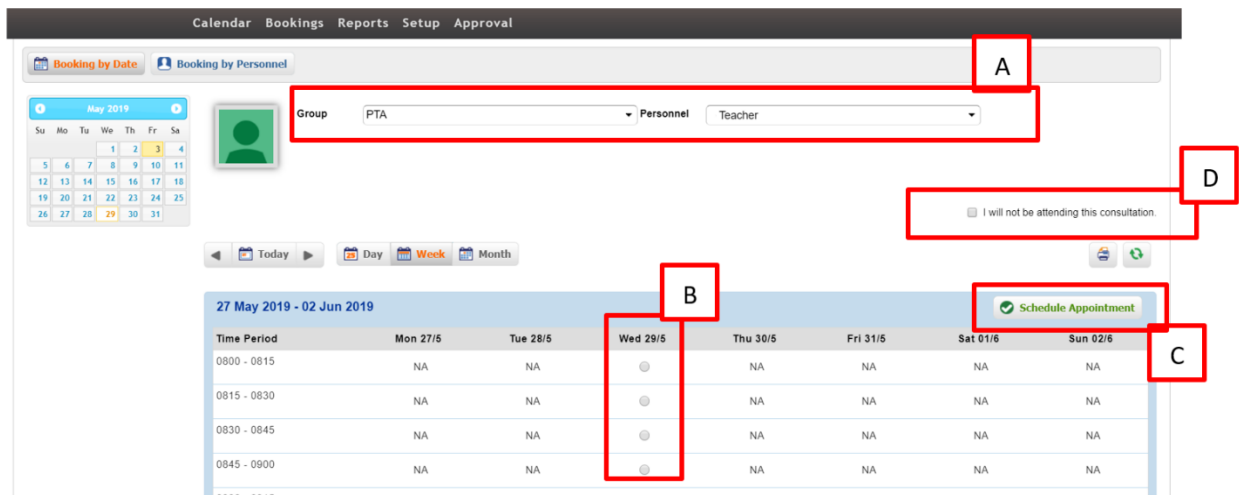
(B) Select a timeslot

(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 teacher, the booking will have to be made one at a time*

**EXAMPLE:**

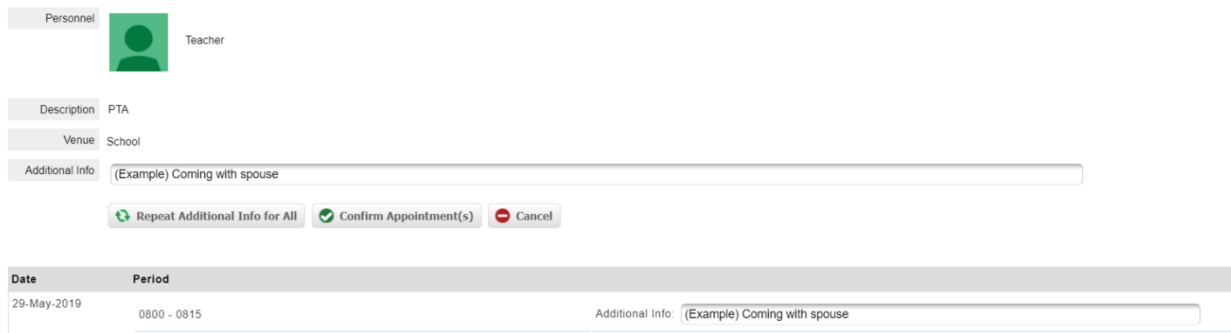


The screenshot shows a booking interface with the following elements:

- A:** A red box highlights the top navigation bar with tabs for "Booking by Date" and "Booking by Personnel".
- B:** A red box highlights the "Group" dropdown menu set to "PTA" and the "Personnel" dropdown menu set to "Teacher".
- C:** A red box highlights the "Schedule Appointment" button in the top right corner of the calendar grid.
- D:** A red box highlights the checkbox labeled "I will not be attending this consultation." located below the dropdown menus.

The calendar grid shows a weekly view from 27 May 2019 to 02 Jun 2019. The time periods are 0800 - 0815, 0815 - 0830, 0830 - 0845, and 0845 - 0900. The "Wed 29/5" column has radio buttons selected for each time period.

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



The screenshot shows the appointment confirmation form with the following details:

- Personnel:** Teacher
- Description:** PTA
- Venue:** School
- Additional Info:** (Example) Coming with spouse
- Buttons:** Repeat Additional Info for All, Confirm Appointment(s), Cancel

The bottom section of the form shows 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.

**Appointment(s) Scheduled**

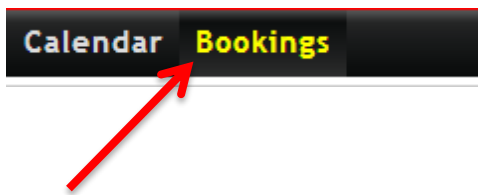
Personnel: Teacher [Back to Calendar View](#) [View Bookings](#) [Print](#)

Description: PTA

Venue: School

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

7. To delete your scheduled appointment, click on BOOKINGS



EXAMPLE:

Id	Personnel	Current Appointment(s)	Past Appointment(s)	Last Booked Date	Actions
126	Teacher	1	0	-	<a href="#">🔍</a>

[View Appointment\(s\)](#) » Appointment Details with Teacher

[Back](#) [Remove Selected](#) [Export](#) [Print](#)

Search:

<input type="checkbox"/>	Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/>	29 May 2019 (Wed)	08:00:00 - 08:15:00	Venue : School Booking Info : (Example) Coming with spouse	NA	Class: 03 May 2019 12:24PM