

Parent-Teacher-Meeting Booking System: User Guide For Parents

Parents may book their Parent-Teacher-Meeting slots via mobile app or web browser.

Installing Mobile App

Installing Mobile App on iOS

1. Launch "App Store" on your device
2. Type in "ASKnLearn" within the search field to search



Installing Mobile App on Android

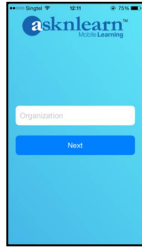
1. Launch "Play Store" on your device
2. Type in "ASKnLearn" within the search field to search



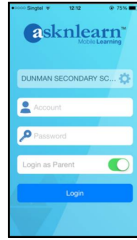
How to login

1. Launch the app on your device
2. In the Organization field, key in:

**DUNMAN
SECONDARY
SCHOOL**



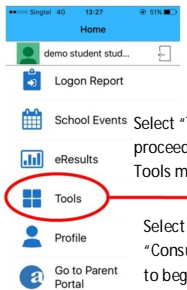
3. Account name is the **NRIC** of your child in caps
4. For first time login, the default Password is: **parents**
5. For subsequent login, the password will be your chosen password.
6. **Ensure the slider is selected to login as parent.**



Parent's Registration Process (For first time login.)

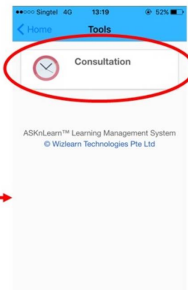
Please kindly fill up the registration form and submit.

Booking Of Slots Via Mobile App

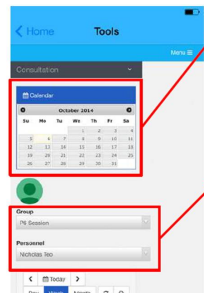


Select "Tools" to proceed to the Tools menu

Select "Consultation" to begin



Consultation Main Page



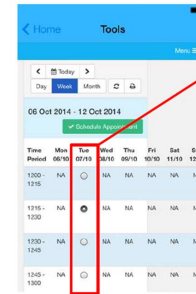
Step 1: Select the date of the Parent-Teacher-Meeting.

Step 2: Select the group your child is in.

Select the Teacher you wish to book the appointment with.

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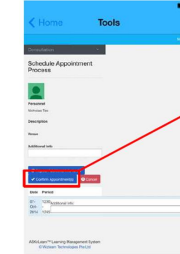
Consultation Main Page



Step 3: Select the available time slot.

***Note - Parents may select only 1 time slot.**

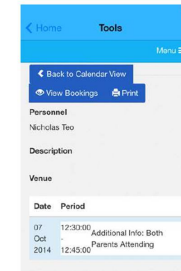
Schedule Appointment Process



Step 4: Please check details of booking.

If all is correct, select "Confirm Appointment". Else, select "Cancel" to re-book the appointment.

Appointment Booking Confirmation



Step 5: Upon confirmation, parents will see a confirmation page.

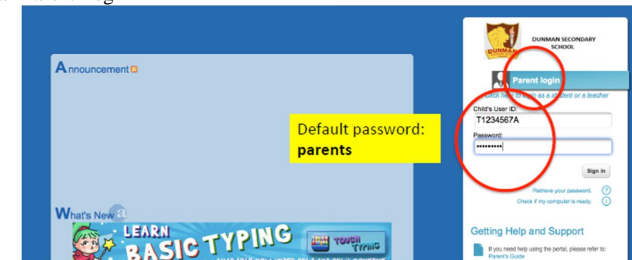
Parents may view their booking by selecting "View Bookings".

Booking Of Slots Via Web Browser

Step 1: Go to <http://www.dunmansec.moe.edu.sg> and select "LMS"

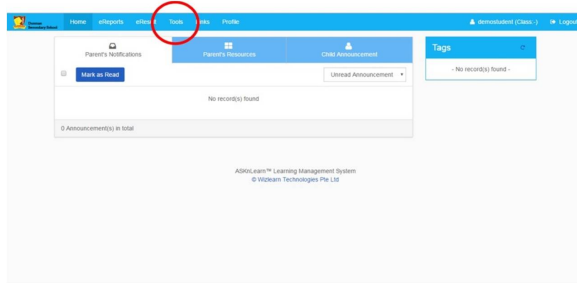


Step 2: Login via "Parent Login"

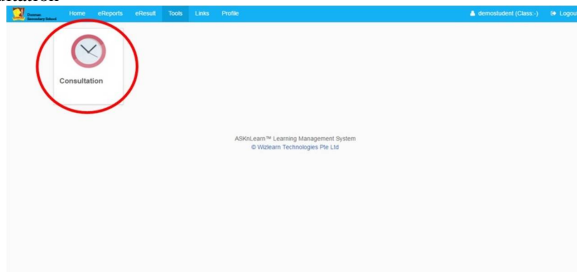


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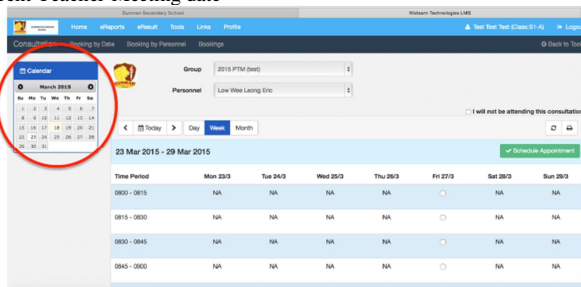
Step 3: Go to "Tools"



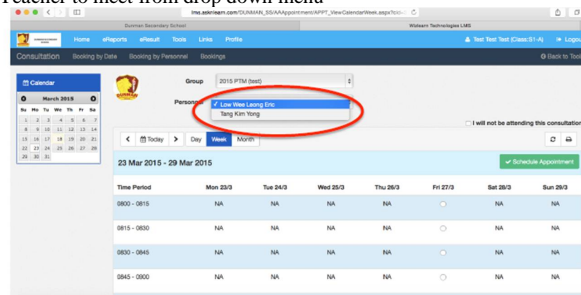
Step 4: Select "Consultation"



Step 5: Select the Parent-Teacher-Meeting date

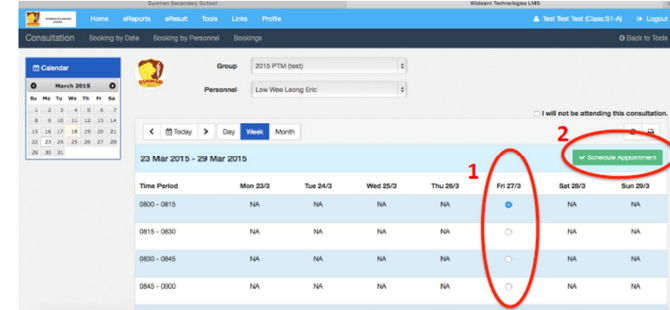


Step 6: Select Form-Teacher to meet from drop down menu

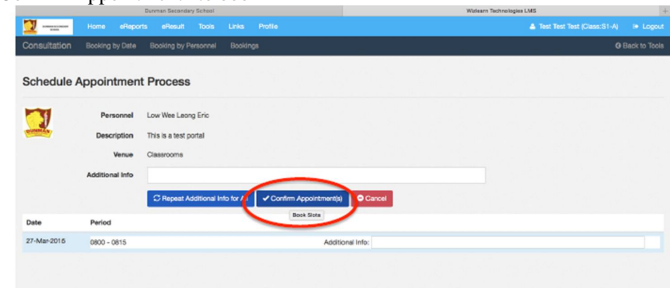


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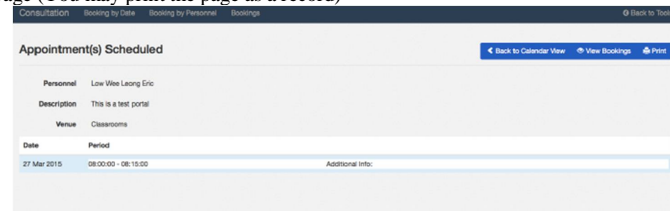
Step 7: Select your preferred time slot (You are able to select only 1 time slot)



Step 8: Click "Confirm Appointment" to book



Confirmation page (You may print the page as a record)



You will also receive a confirmation via email.

Dear a b c,

Your booking information is as below:

Personnel	Booked Date	Period	Description	Status
Low Wee Leong Eric	27-Mar-2015	0800 - 0815	Description: This is a test portal Venue Location: Classrooms Additional Information:	NA

Thank you.

Regards,
LMS Administrator