



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

30 April 2018

Dear Parent / Guardian

Mid-Year Parent-Teacher Meeting (PTM)

The Mid-Year Parent-Teacher Meeting will be held on Friday, **25 May starting at 8am**. There will be no lesson in school and your child/ward will complete a 4-hour study from home via eLearning.

2. The objective of the session is to provide a platform for Class Mentors (CM) and yourself to discuss your child/ward's academic and holistic progress. We strongly encourage your child/ward to take part in these meeting with you and his/her Class Mentor. Each appointment is 15 minutes long and we would ask all parents to keep to these timings.

3. You will need to book an appointment to see your child/ward's CM. **The appointment slots will be available on a first-come, first-served basis.** The online booking starts on **Monday, 30 April 2018 at 3pm** and closes on **Sunday, 6 May 2018 at 9pm**. Please make your booking via the school's Learning Management System at <https://lms.asknlearn.com/cwss>. A step-by-step guide is appended.

4. If you do not have access to a computer, or encounter difficulties when booking an appointment, please call the support hotline at **6777 9661 (Mon-Fri, 7.30am-9pm)**.

5. As we have limited parking lots in school, you may wish to use the car park between Block 412 & Block 414, Pandan Gardens S(600412 & 600414) if you are driving. Normal HDB parking charges apply.

We look forward to meeting with you soon.

Yours sincerely,

Mr Ng Boon Kiat
Principal

How to Make Booking?

1. Go to <http://lms.asknlearn.com/cwss> . Click on "Login as Parents".

The screenshot shows the login interface for Commonwealth Secondary School. It includes a logo with the motto 'LEARN WITH THE BEST', a 'User login' section with fields for 'Enter your User ID' and 'Enter your password', and a green 'Sign In' button. A 'Login as Parents' button is highlighted with a red rectangle. Below the login section is a 'Getting Help and Support' section with contact information for a helpdesk and email.

2. Login to Parent Portal

Child's User ID : <LMS Userid> [e.g Year of cohort + CWSS + last 4 digit + alphabet of child's NRIC]

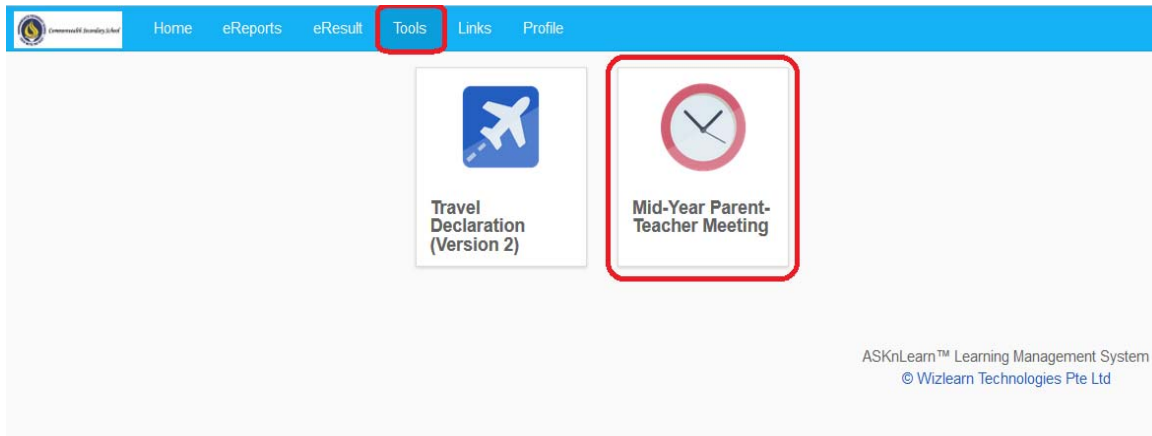
E.g

Sec 1	18CWSS1234D
Sec 2	17CWSS4567A
Sec 3	16CWSS1234I
Sec 4	15CWSS4567B
Sec 5	14CWSS8989F

Password: **parents**

Note: If you are not able to login, please contact our Technical Helpdesk at 6777 9661 (Monday to Friday, 7.30am to 6pm)

3. Click on Tools->Mid-Year Parent Teacher Conference.



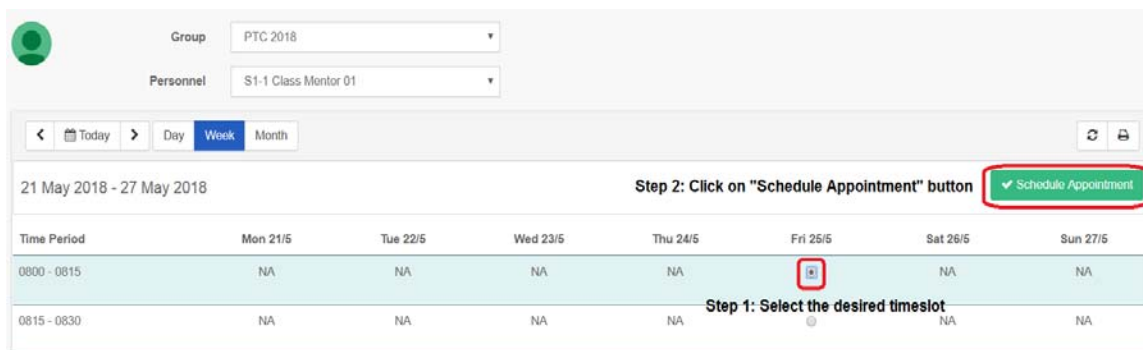
Home eReports eResult **Tools** Links Profile

Travel Declaration (Version 2)

Mid-Year Parent-Teacher Meeting

ASKniLearn™ Learning Management System
© Wizlearn Technologies Pte Ltd

4. Follow the steps below to make booking:



Group: PTC 2018
Personnel: S1-1 Class Mentor 01

Today Day **Week** Month

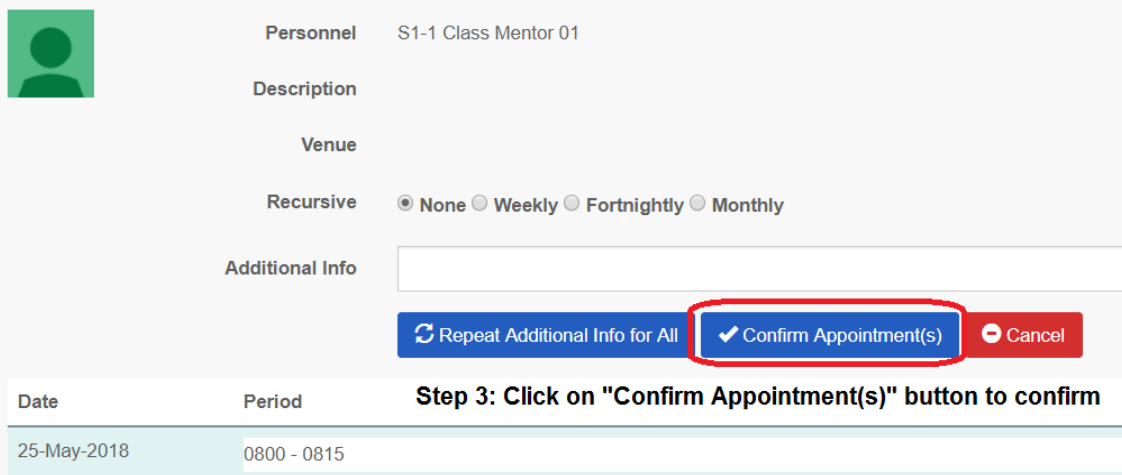
21 May 2018 - 27 May 2018

Step 2: Click on "Schedule Appointment" button

Time Period	Mon 21/5	Tue 22/5	Wed 23/5	Thu 24/5	Fri 25/5	Sat 26/5	Sun 27/5
0800 - 0815	NA	NA	NA	NA	<input checked="" type="checkbox"/>	NA	NA
0815 - 0830	NA	NA	NA	NA	<input type="checkbox"/>	NA	NA

Step 1: Select the desired timeslot

Schedule Appointment Process



Personnel: S1-1 Class Mentor 01

Description:

Venue:

Recursive: None Weekly Fortnightly Monthly

Additional Info:

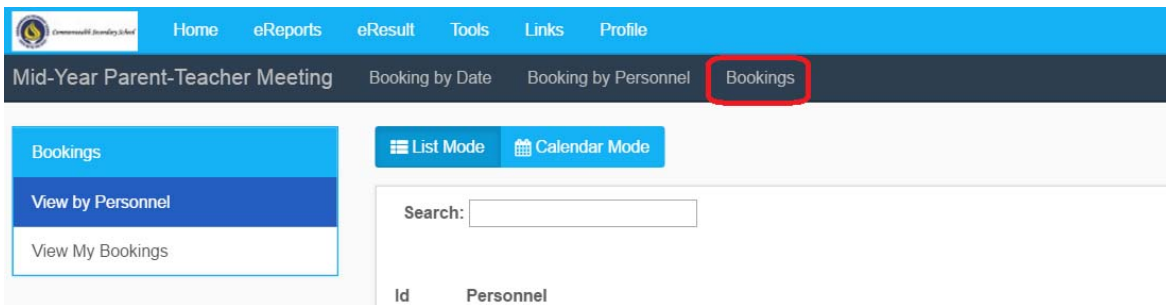
Repeat Additional Info for All Confirm Appointment(s) Cancel

Step 3: Click on "Confirm Appointment(s)" button to confirm

Date	Period
25-May-2018	0800 - 0815

How to Cancel Booking

1. Click on "Bookings".



Bookings

View by Personnel



View My Bookings

List Mode Calendar Mode

Search:

Id	Personnel
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2. Click on

Id	Personnel	Current Appointment(s)	Past Appointment(s)	Last Booked Date	Actions
185	 S1-1 Form Teacher	1	0	-	

3. Follow the steps below to delete booking:

View Appointment(s) / Appointment Details with S1-1 Class Mentor 01

[Back](#) [Remove Selected](#) **Step 2: Click on "Remove Selected" button to confirm cancellation** [Print](#) [Export](#)

Search:

<input type="checkbox"/>	Date	Period	Description	Status	Booked On
<input checked="" type="checkbox"/>	25 May 2018 (Fri) 5105	08:00:00 - 08:15:00	Venue : Booking Info :	NA	ccstud06 26 Apr 2018 05:13PM

Step 1: Click on checkbox to select booking to cancel

Showing 1 to 1 of 1 entries