

# PARENTS GUIDE TO BOOKING A SLOT FOR WORKSHOP FROM CATALOGUE

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# Step 1: Go to Rosyth School Website: <http://www.rosyth.moe.edu.sg/>

Hover above “For parents” and click on “Links”



The screenshot displays the Rosyth School website interface. At the top left is the school logo with the motto "READY TO SERVE". The navigation bar includes "ABOUT US", "DEPARTMENTS", "FOR PARENTS", "CONTACT US", and "AWARDS". A search icon is located on the right. The main content area features a large image of students in school uniforms. Overlaid on this image is a circular graphic with the text "Excellence in All We Do, Integrity, Care & Share, Adventurous Spirit, Respect & Responsibility" and several colorful cartoon characters. A dropdown menu is open under "FOR PARENTS", listing "Admission Matters", "Administrative Matters", "Information for New Students", "Parents Portal", "Parent Support Group", "Forms", and "Links". The "Links" option is highlighted with a red box. To the right of the main image, the text "Care Values Our Foundation" is displayed. At the bottom, there are two sections: "NEWS FLASH" with a link to "Parent volunteer programme" and "ANNOUNCEMENTS" with a link to "President's Award for Teachers (PAT) Nominations 2017".

[The ICT Connection](#)

### For Parents and Students

[Parents in Education \(PiE\) website](#)

[MOE Facebook \(First week of P1\)](#)

[Secondary One Posting Exercise](#)

[NEU PC Plus Programme](#)

[Bully Free Campaign](#)

[AsknLearn Portal](#)

[E-careers Portal](#)

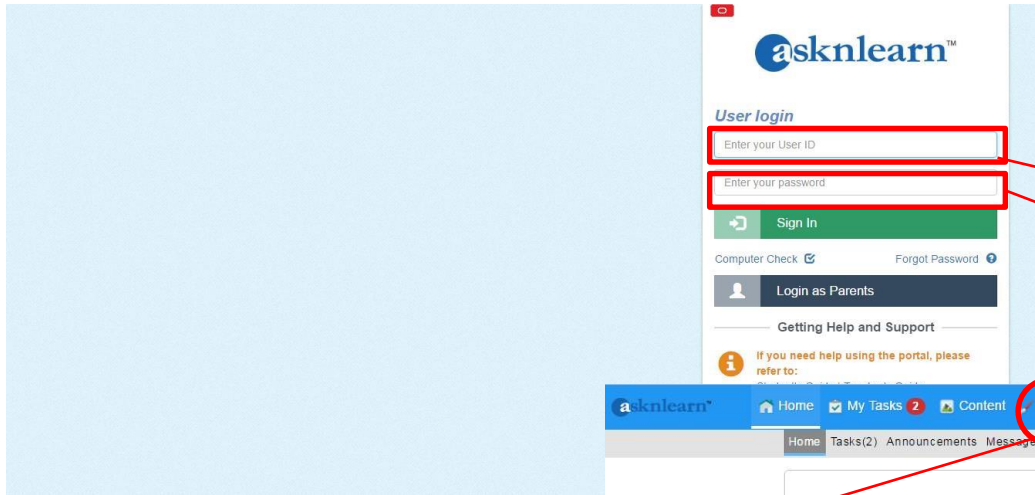
[Official Scratch Website](#)

[Rosyth School Alumni](#)

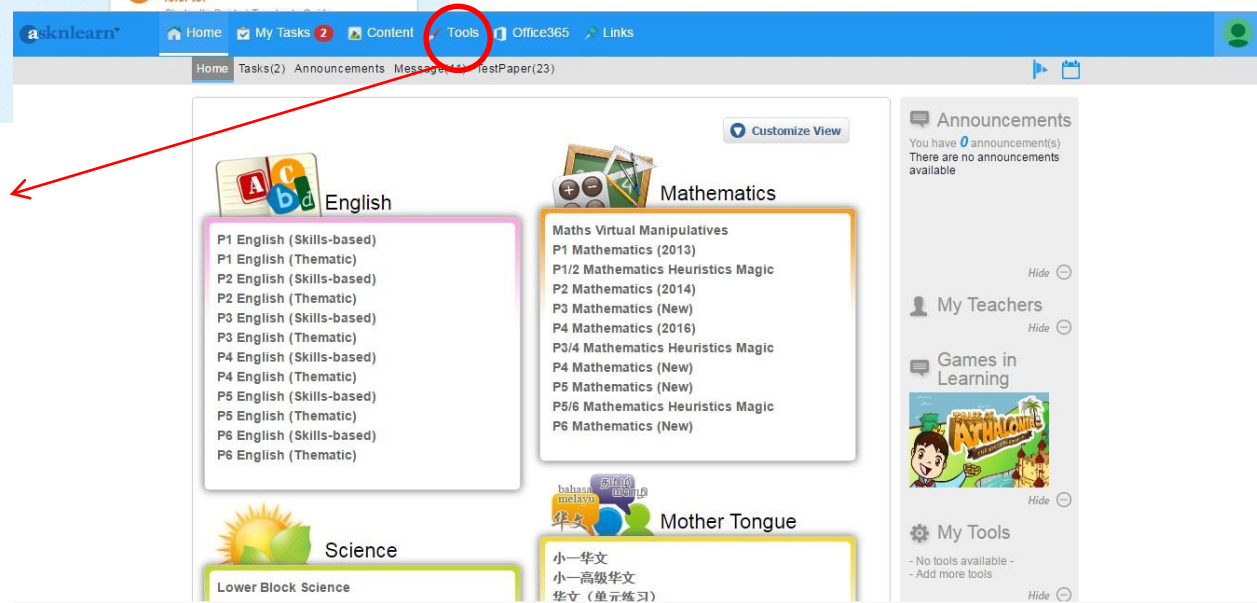
[Singapore Schoolbag](#)

**Click on “AsknLearn Portal” under For Parents and Students**

# Step 2: Login with the ID



Key in your account and password details. Do remember to indicate your account profile.



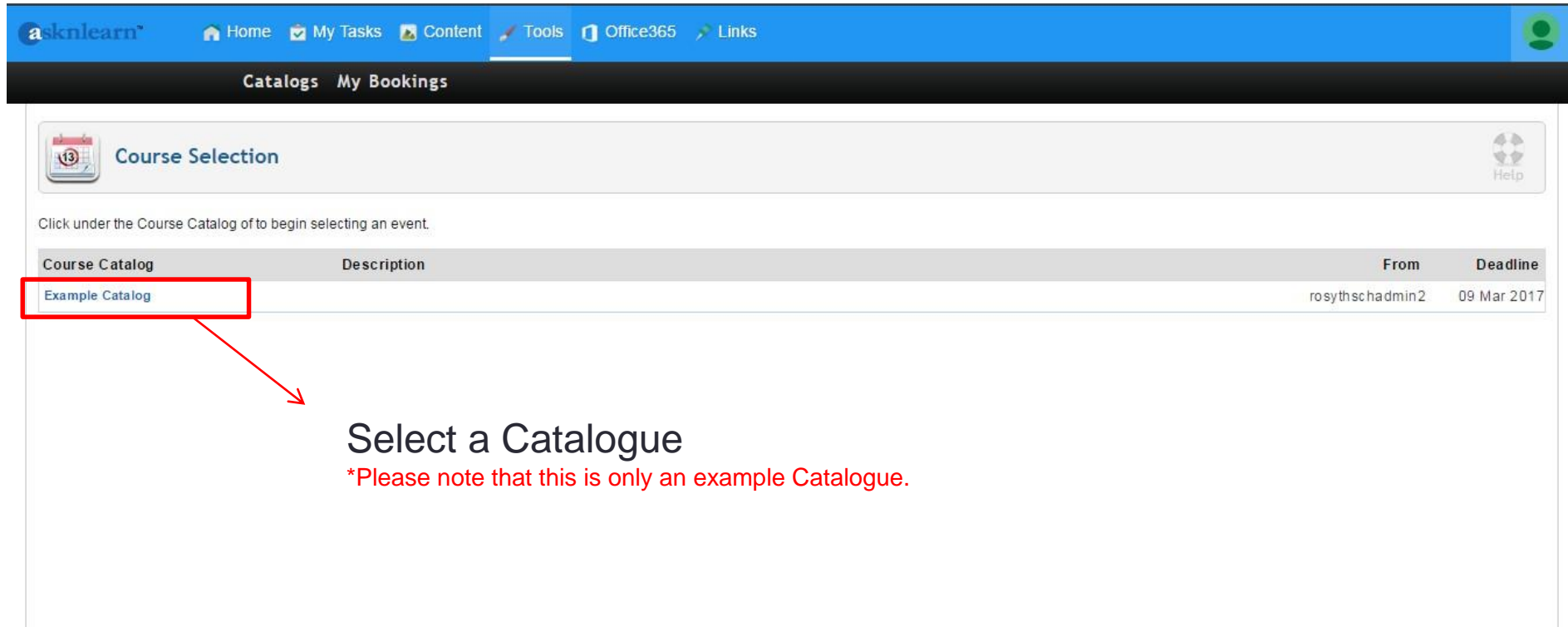
2. Select "Tools"

# Step 3: Select “Course Selection”

The screenshot shows the 'asknlearn' website interface. At the top, there is a navigation bar with links for Home, My Tasks (with a red notification badge showing '2'), Content, Tools, Office365, and Links. Below this is a green header with the word 'Tools' on the left and a search bar on the right. The main content area is divided into two sections: 'Self-Directed Learning' and 'Administrative Tools'. Under 'Self-Directed Learning', there are four tool cards: 'Shared Blog' (Record your reflections and thoughts), 'ePortfolio' (Showcase your works, skills and accomplishments), 'Video Library' (Video learning tool to promote collaborative / independent learning), and 'Podcast' (Create and share audio and video contents through web syndication). Under 'Administrative Tools', there are six tool cards: 'CCA Selection' (CCA Management for Schools), 'Course Selection' (Booking of courses), 'Good Deed Portal' (Nominate and appraise students for positive actions), 'NYAA' (Track students' progress and achievement), 'Report Jobs' (Report Jobs), and 'Student Profiling(New)' (Maintaining records of user's personal and family information). The 'Course Selection' card is highlighted with a red rectangular border, and a red arrow points from the bottom of this box to the text '1. Select “Course Selection”' below the screenshot.

1. Select “Course Selection”

# Step 4: Select a Catalogue



asknlearn Home My Tasks Content Tools Office365 Links

Catalogs My Bookings

## Course Selection

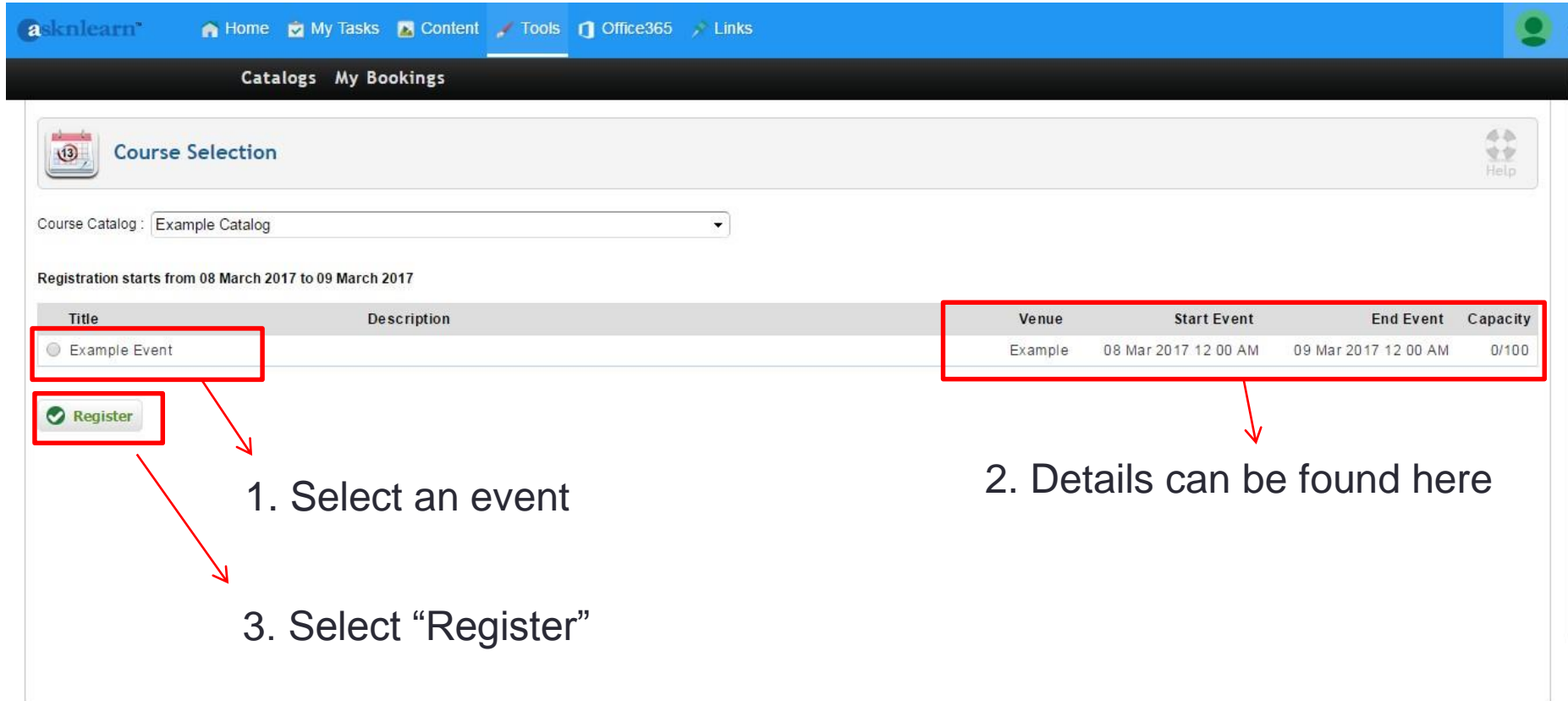
Click under the Course Catalog of to begin selecting an event.

Course Catalog	Description	From	Deadline
Example Catalog		rosythschadmin2	09 Mar 2017

Select a Catalogue

\*Please note that this is only an example Catalogue.

# Step 5: Select an event



asknlearn™ Home My Tasks Content Tools Office365 Links

Catalogs My Bookings

Course Selection Help

Course Catalog: Example Catalog

Registration starts from 08 March 2017 to 09 March 2017

Title	Description	Venue	Start Event	End Event	Capacity
<input type="radio"/> Example Event		Example	08 Mar 2017 12 00 AM	09 Mar 2017 12 00 AM	0/100

Register

1. Select an event
2. Details can be found here
3. Select "Register"

# This is what you will see when it's successful.

The screenshot displays the 'asknlearn' web application interface. At the top, a blue navigation bar contains the logo and menu items: Home, My Tasks, Content, Tools, Office365, and Links. Below this is a dark grey bar with 'Catalogs' and 'My Bookings' options. The main content area is titled 'Course Selection' and includes a 'Help' icon. Three buttons are visible: 'Back To Catalog', 'View Booking', and 'Print'. A prominent green success message states: 'Successful You have Successful booked Example Event.' Below this, the 'Catalog' is identified as 'Example Catalog'. A table lists the booked event details.

Title	Description	Venue	Start Event	End Event	Capacity
Example Event		Example	08 Mar 2017 12:00 AM	09 Mar 2017 12:00 AM	100



# Step 6: Select “My Bookings” and you will be brought to this page.

asknlearn Home My Tasks Content Tools Office365 Links

Catalogs My Bookings

Course Selection

UnBook Selected Booking Print

<input type="checkbox"/> Catalog	Event	Description	Venue	BookedOn	Status
<input type="checkbox"/> Example Catalog	Example Event		Example	08 Mar 2017	Accepted

You can unbook your bookings or check the status of your booking.