

PARENTS GUIDE TO GETTING SUMMARY FROM CONSULTATION TOOL

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

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



The screenshot shows the Rosyth School website homepage. The top navigation bar includes the school logo (Rosyth School with the motto 'READY TO SERVE'), and menu items: ABOUT US, DEPARTMENTS, FOR PARENTS, CONTACT US, and AWARDS. A search icon is also present. The 'FOR PARENTS' dropdown menu is open, 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. The main content area features a large image of students in school uniforms, overlaid with a circular graphic containing the school's values: 'Excellence in All We Do, Integrity, Care & Share, Adventurous Spirit, Respect & Responsibility'. To the right of the image, the text 'Care Values Our Foundation' is displayed. Below the main image, there are two sections: 'NEWS FLASH' and 'ANNOUNCEMENTS'. The 'NEWS FLASH' section contains a link for 'Parent volunteer programme' with a 'Click to find out more!' button. The 'ANNOUNCEMENTS' section contains a link for 'President's Award for Teachers (PAT) Nominations 2017' with a 'Click to view' button.

ROSYTH
READY TO SERVE

ABOUT US DEPARTMENTS FOR PARENTS CONTACT US AWARDS

Admission Matters
Administrative Matters
Information for New Students
Parents Portal
Parent Support Group
Forms
Links

Excellence in All We Do, Integrity, Care & Share, Adventurous Spirit, Respect & Responsibility

Care Values
Our Foundation

NEWS FLASH

ANNOUNCEMENTS

Parent volunteer programme
Click to find out more!

President's Award for Teachers (PAT) Nominations 2017
2017-01-18
Click to view

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](#)

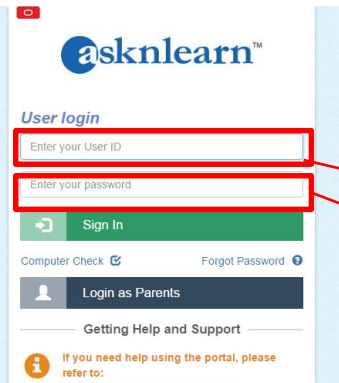
[Official Scratch Website](#)

[Rosyth School Alumni](#)

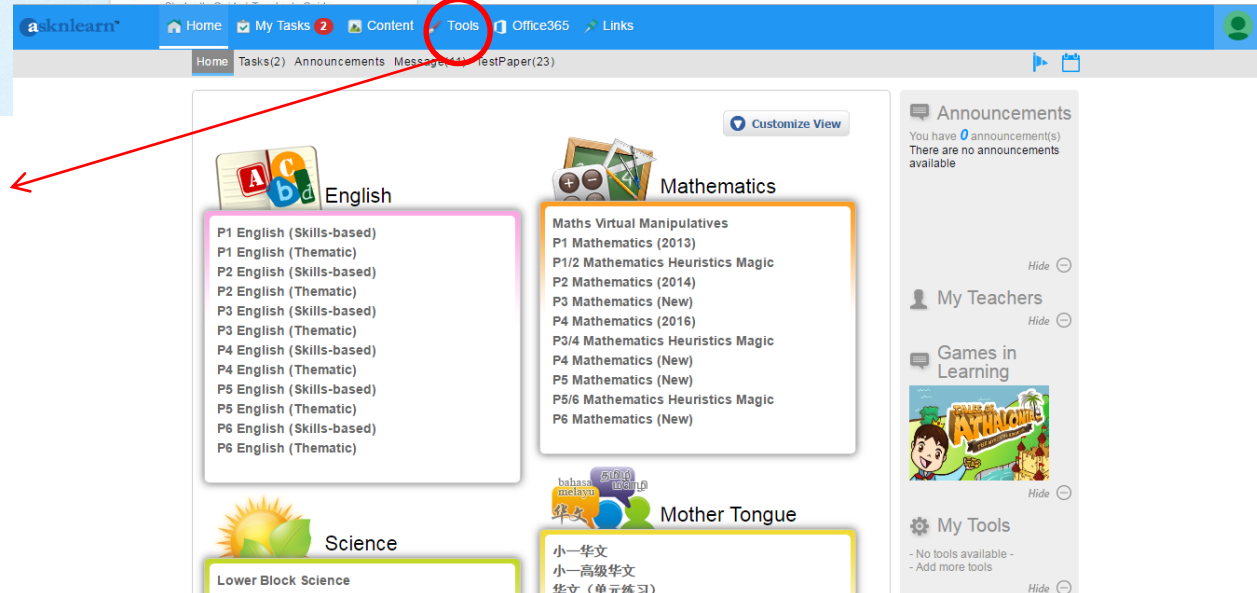
[Singapore Schoolbag](#)

Click on “AsknLearn Portal” under For Parents and Students

Step 2: Login using your child's BC Number



1. **User ID = Child's BC Number**
Password = Child's BC Number



2. Select "Tools"

Step 3: Select “Consultation”

asknlearn* Home My Tasks Content Tools Office365 Links

Shared Blog
Record your reflections and thoughts

ePortfolio
Showcase your works, skills and accomplishments

Video Library
Video learning tool to promote collaborative / independent learning

Podcast
Create and share audio and video contents through web syndication

Administrative Tools

CCA Selection
CCA Management for Schools

Consultation
Make appointment for consultation

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

Student Profiling(New)
Maintaining records of user's personal and family information

Suggestion Space
For sending suggestions

Task Search

Travel Declaration

1. Select “Consultation”

2. Select “Bookings”

asknlearn* Home My Tasks Content Tools Office365 Links

Calendar Bookings

Consultation Information

Booking Available
From 09 Mar 2017 00:00AM to 17 Mar 2017 23:59PM

Category	Personnel	Action
Teachers	Ji Min	
Teachers	KATHERINE WONG (TAN NGUANG LENG)	
Teachers	KOKILA	
Teachers	LEE BAO LING	
Teachers	LIM SWEE CHING	
Teachers	Nur Assyikin Binti Mohamad Lais	
Form Teacher	Tan Kian Tiong	

Step 4: If you chose “View My Bookings”, enter a date range and click “Search”.

The screenshot shows the 'asknlearn' interface. The top navigation bar includes 'Home', 'My Tasks', 'Content', 'Tools', 'Office365', and 'Links'. Below this, the 'Calendar Bookings' section is active. On the left, a sidebar menu has 'Bookings', 'View by Personnel', and 'View My Bookings'. The 'View My Bookings' option is highlighted. In the main content area, there are buttons for 'List Mode', 'Export as Excel', and 'Print'. A message 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 the message, there is a 'Date Range' selector with two input fields: '01 Mar 2017' and '15 Mar 2017', and a 'Search' button. The text '- There are no active bookings -' is visible at the bottom of the interface.

1. You can choose either selections.

2. Select a Date Range to check which slots you have booked.

3. To keep a copy of the slots you have booked, click “Export as Excel”