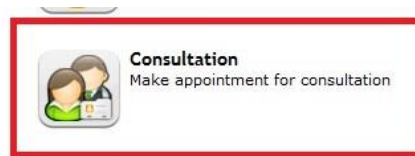


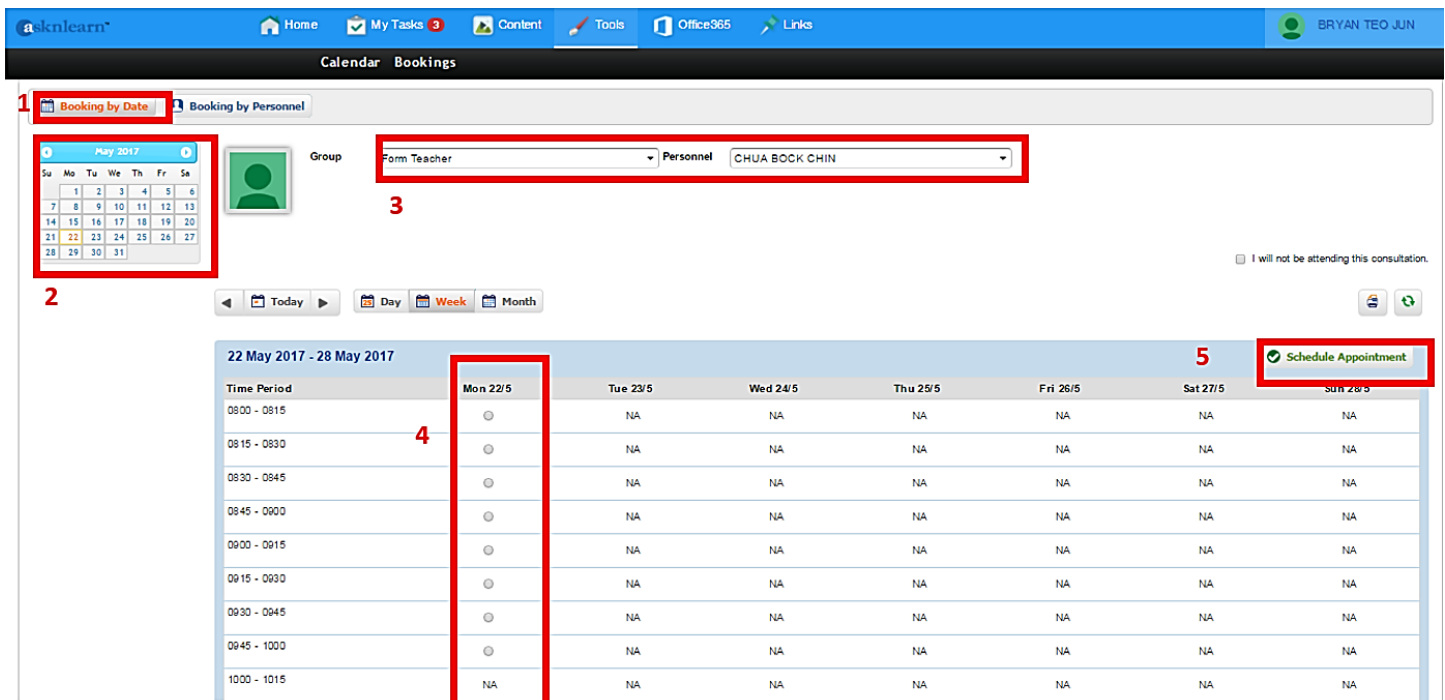
User Guide: Consultation Booking (Student)

A. Login in to the Student Portal → Tools → Consultation



B. Follow the steps below: (*Refer to the picture below)

1. Select Booking by Date
2. Select **22 May 2017** on the Calendar
3. Select the correct class and teacher you would like to meet
4. Select the time slot that you prefer
5. Click on “Schedule Appointment”




The screenshot shows the 'Calendar Bookings' page. At the top, there are navigation tabs: 'Booking by Date' (highlighted with a red box and '1'), 'Booking by Personnel', and 'Booking by Class'. Below the tabs is a calendar for May 2017 (highlighted with a red box and '2'). To the right of the calendar is a 'Group' dropdown menu set to 'Form Teacher' (highlighted with a red box and '3') and a 'Personnel' dropdown menu set to 'CHUA BOCK CHIN'. Below these is a table of time slots for the period '22 May 2017 - 28 May 2017'. The columns represent days of the week, and the rows represent time periods. The 'Mon 22/5' column is highlighted with a red box and '4'. At the bottom right of the table, there is a 'Schedule Appointment' button with a checkmark icon, highlighted with a red box and '5'. A checkbox labeled 'I will not be attending this consultation.' is also visible.

Time Period	Mon 22/5	Tue 23/5	Wed 24/5	Thu 25/5	Fri 26/5	Sat 27/5	SUN 28/5
0800 - 0815	<input type="radio"/>	NA	NA	NA	NA	NA	NA
0815 - 0830	<input type="radio"/>	NA	NA	NA	NA	NA	NA
0830 - 0845	<input type="radio"/>	NA	NA	NA	NA	NA	NA
0845 - 0900	<input type="radio"/>	NA	NA	NA	NA	NA	NA
0900 - 0915	<input type="radio"/>	NA	NA	NA	NA	NA	NA
0915 - 0930	<input type="radio"/>	NA	NA	NA	NA	NA	NA
0930 - 0945	<input type="radio"/>	NA	NA	NA	NA	NA	NA
0945 - 1000	<input type="radio"/>	NA	NA	NA	NA	NA	NA
1000 - 1015	NA	NA	NA	NA	NA	NA	NA

C. Input any additional information (if any) and click on “Confirm Appointment”

Schedule Appointment Process

Personnel:  CHUA BOCK CHIN

Description:

Venue: Rivervale Primary School

Additional Info:

Date: 22-May-2017 Period: 0915 - 0930 Additional Info:

D. Click on “View Bookings” to see your booked slot.

Appointment(s) Scheduled

Personnel: CHUA BOCK CHIN

Description:

Venue: Rivervale Primary School

Date: 22 May 2017 Period: 09:15:00 - 09:30:00 Additional Info:

E. You can also view your booking on the Calendar View.



F. You can click on the cross to cancel and re-book.

May 2017
 Form Teacher
 CHUA BOCK CHIN

I will not be attending this consultation.

Time Period	Mon 22/5	Tue 23/5	Wed 24/5	Thu 25/5	Fri 26/5	Sat 27/5	Sun 28/5
0800 - 0815	NA	NA	NA	NA	NA	NA	NA
0815 - 0830	NA	NA	NA	NA	NA	NA	NA
0830 - 0845	NA	NA	NA	NA	NA	NA	NA
0845 - 0900	NA	NA	NA	NA	NA	NA	NA
0900 - 0915	NA	NA	NA	NA	NA	NA	NA
0915 - 0930	Meeting : 1/1 BRYAN TEQJUN WEI	NA	NA	NA	NA	NA	NA
0930 - 0945	NA	NA	NA	NA	NA	NA	NA
0945 - 1000	NA	NA	NA	NA	NA	NA	NA
1000 - 1015	NA	NA	NA	NA	NA	NA	NA