



P1 Parents Engagement Session ICT Briefing

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2. Singapore Student Learning Space (SLS)
3. MOE Centralised Provisioned Digital Tools
4. ICT Support at Home





Parents Gateway

A quickstart guide for Parents

What is Parents Gateway (PG)?

It is a mobile app that

- **connects parents and schools** on key administrative matters
- helps to **bridge parent-teacher communications**.
- Access to Parents Gateway is granted to **parents and legal guardians** of students studying in MOE schools in Singapore.
- You will need your **SingPass** to access Parents Gateway.

Contents

1. Travel Declaration
2. Update Contact Details
3. Enable Mobile Notifications
4. Email Correspondence via
Announcements/ Consent Forms
5. Edit Child' s Initials
6. Meetings



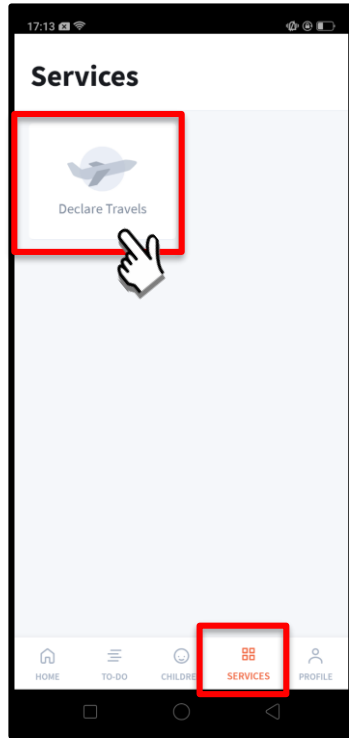
1. Declare Travel Plans

When to use?

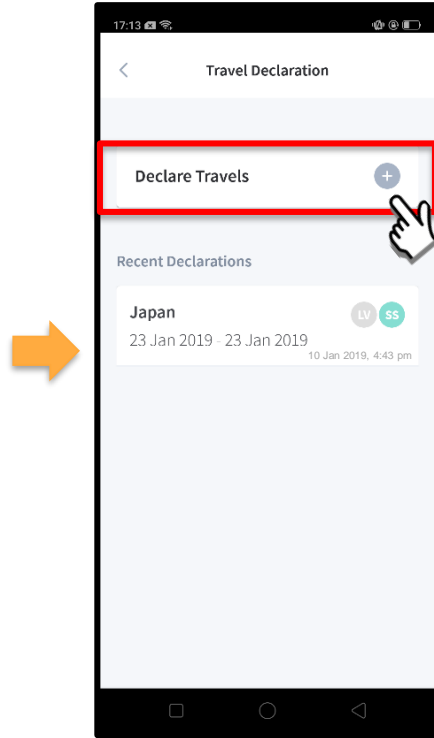
- Parents are required to submit a travel declaration when you have plans to travel.
- Please update the declaration when you make changes to the previous declaration submitted.
- Parents are required to submit a 'Not Travelling' declaration when not travelling.

1. Declare Travel Plans

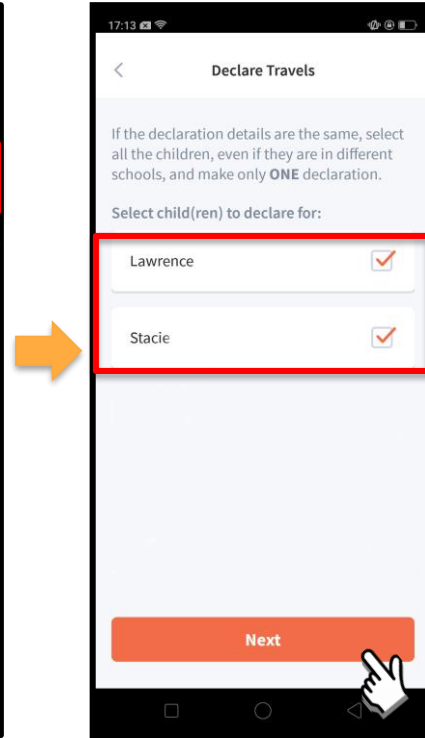
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



Then, go to '**SERVICES**' tab and tap on '**Declare Travels**'.



Tap on the '+' sign.



Select the child(ren) going on the trip and tap on '**Next**'.



Select '**Yes**' if travelling and tap on '**Next**'.

1. Declare Travel Plans (cont'd)

17:14

< Declare Travels

From To

Start date End date

Destinations (Up to 10)

+ Add a country/city

Done

To begin, tap on 'Start date'.

17:15

× Select Travel Dates

From To

20 May 2019 31 May 2019

May 2019

Sun Mon Tue Wed Thu Fri Sat

28 29 30 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

June 2019

Sun Mon Tue Wed Thu Fri Sat

Select dates

Done

Select your travel period and tap on 'Select dates'.

17:17

< Declare Travels

From To

20 May 2019 31 May 2019

Destinations (Up to 10)

+ Add a country/city

Done

Tap on 'Add a country/city' to select the travel destination(s).

17:16

× Add Destinations

Japan

Japan - Chiba

Japan - Chiba

Japan - Ehime

Japan - Fukui

+ Add Destination

Japan Japan

q w e r t y u i o p

a s d f g h j k l

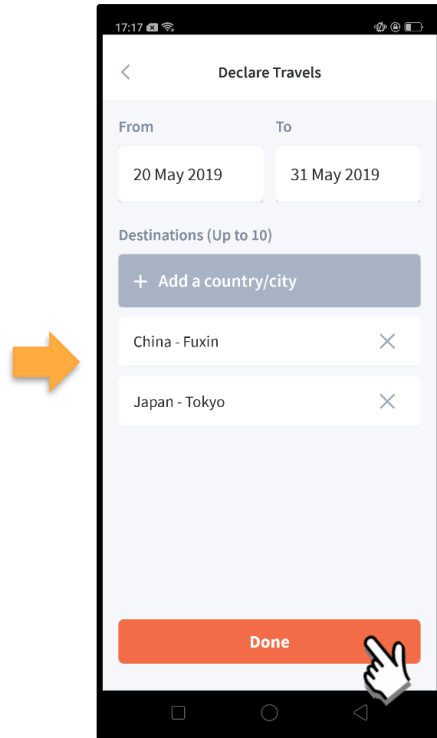
z x c v b n m

?123 , .

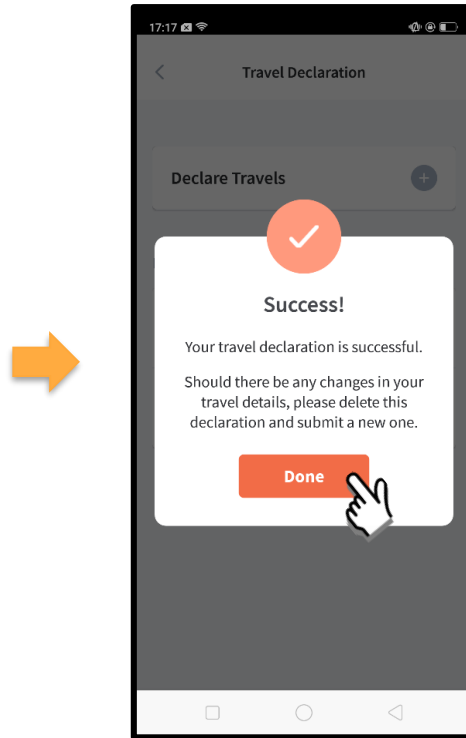
✓

Type the country name to search for the country (or city). Tap '+' on the right of all the countries/cities you are visiting; then, tap on 'Add Destination(s)'.

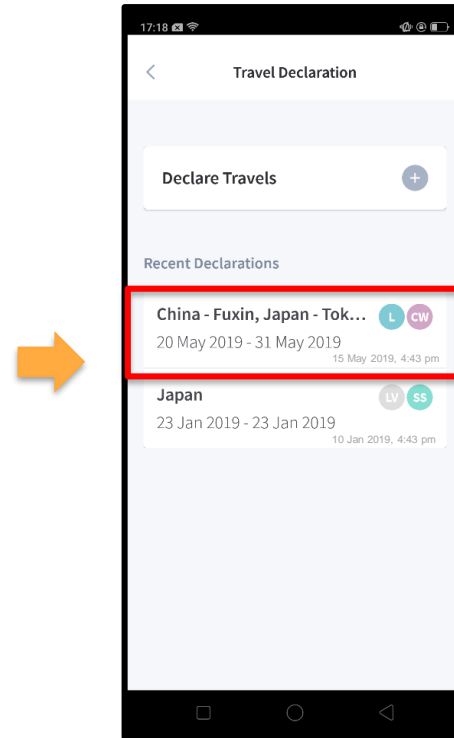
1. Declare Travel Plans (cont' d)



Tap on 'Done' to confirm.

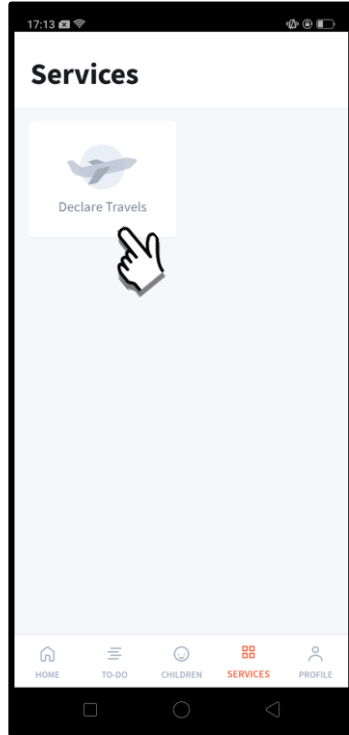


Successful Declaration.

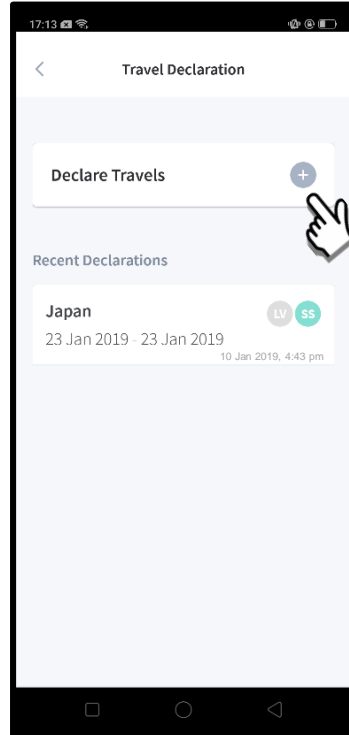


Travel Plans are shown as entered. You would need to delete and declare again if amendments are required.

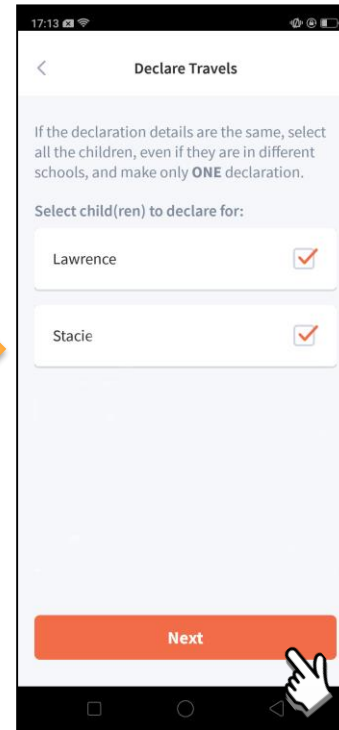
1. Declare Not Travelling



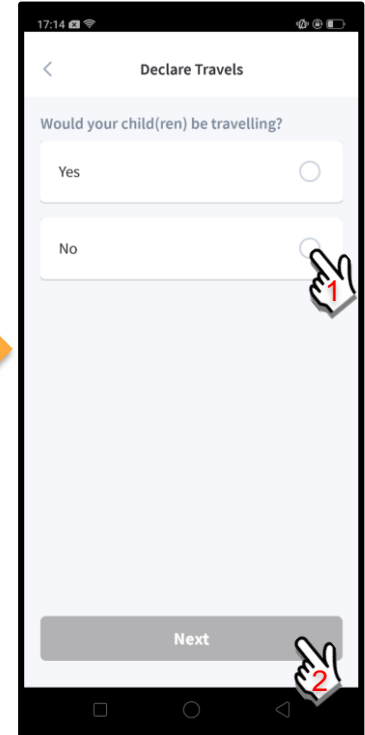
Go to '**SERVICES**' tab at the bottom of the Home screen and tap on '**Declare Travels**'



Tap on the '+' sign.

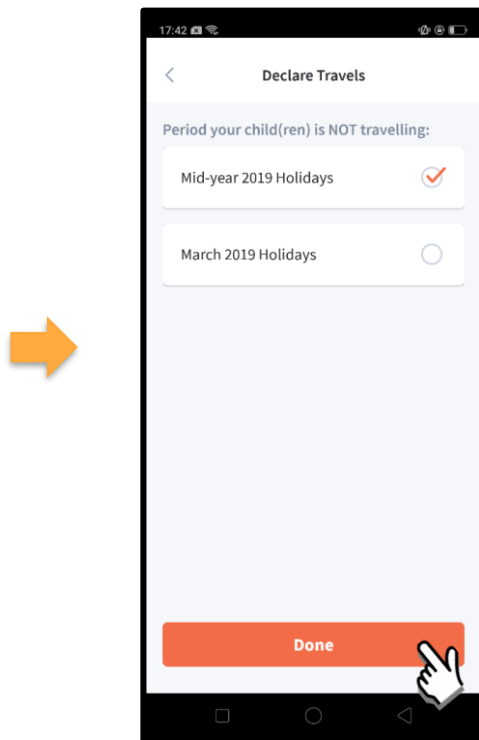


Select the child(ren) that are not travelling and tap on '**Next**'.



Select '**No**'.

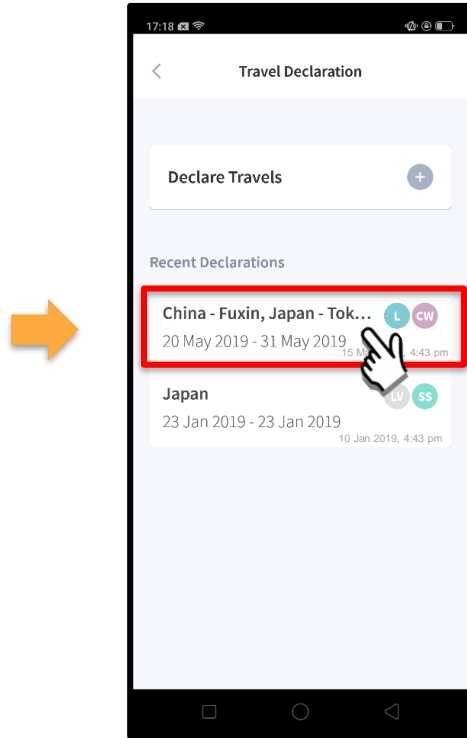
1. Declare Not Travelling (*cont' d*)



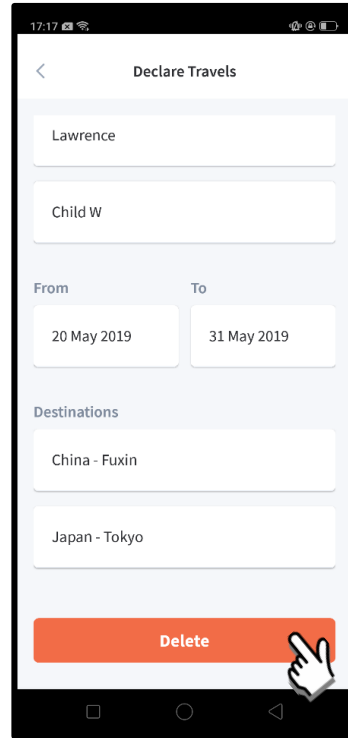
Select the appropriate School Holiday period and tap on '**Done**'.

1. Edit Travel Declaration

Delete the existing travel plan and replace with the new travel plan.



Tap on the travel plan to be changed.

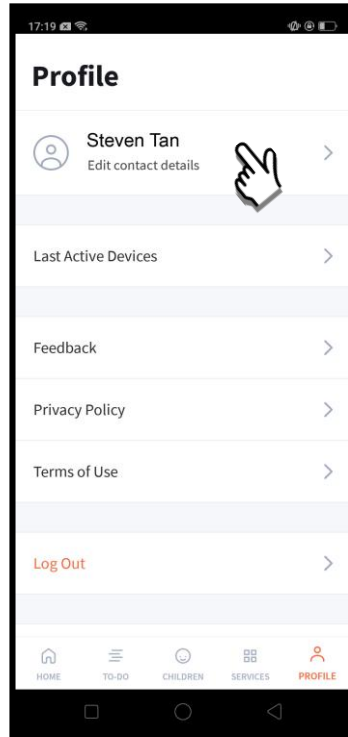


Tap on '**Delete**' to remove the previous declaration.

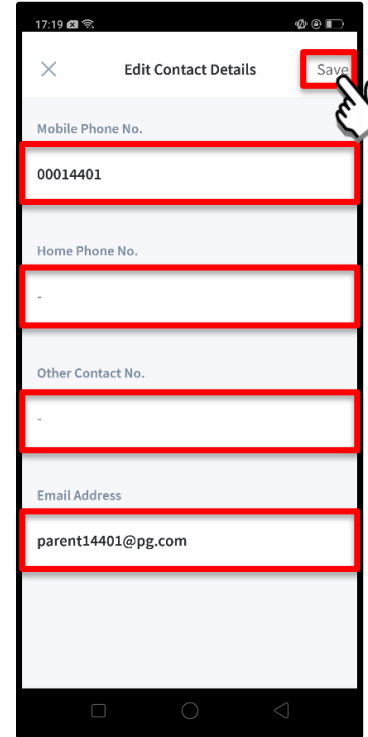


Create a new travel plan. (Refer to '1. Declare Travel Plan')

2. Update Contact Details




Tap on '**PROFILE**' at the bottom of the Home screen and then tap on your name.



Update your contact details (you must provide at least 1 phone/contact number) and then tap on '**Save**'.

2. Update Contact Details (cont'd)

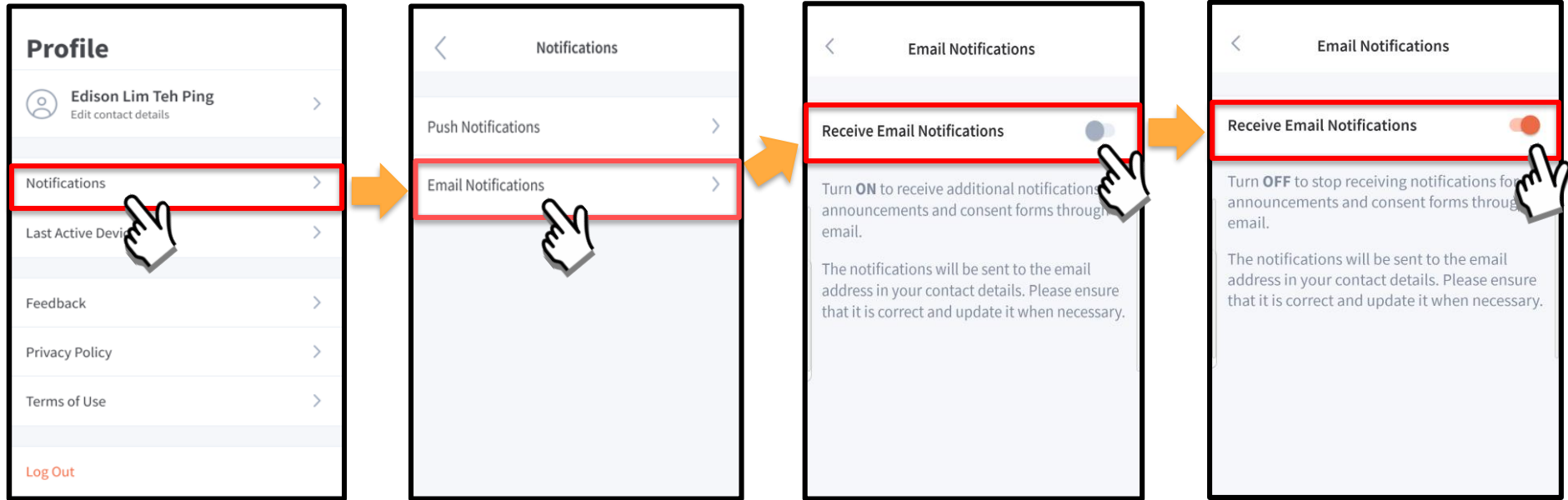
Subject	Body
Contact Details Updated	<p>Dear Parent,</p> <p>Your contact details were recently updated.</p> <p>When: [DD Mmm YYYY, HH:MM am/pm (e.g. 8 May 2019, 9:02 am - no leading zero for Day and Hour)]</p> <p>Device used: [Device Model/OS (if no Device Model)]</p> <p>If you did not make this change, please contact your child's school for help.</p> <p>To undo this change, go to [Profile > Edit contact details].</p> <p>Cheers, Parents Gateway Team</p> <p> Parents Gateway</p> <p><i>This is an auto-generated e-mail. Please do not reply directly to this email.</i></p>

Parents/Legal Guardians/
Authorised Caregivers will receive
this **Email Notification** when they
have updated their contact details
in the Parents Gateway App.

This is an added safety measure to the current “Update Contact Details” feature whereby Parents/Legal Guardians/Authorised Caregivers can update their mobile, residential/other contact numbers and change of email address.

3a. Enable Email Notifications

Parents/Legal Guardians/Authorised Caregivers will receive an email notification for every announcement and consent form sent by the school if the email notifications function is turned on in the phone settings.



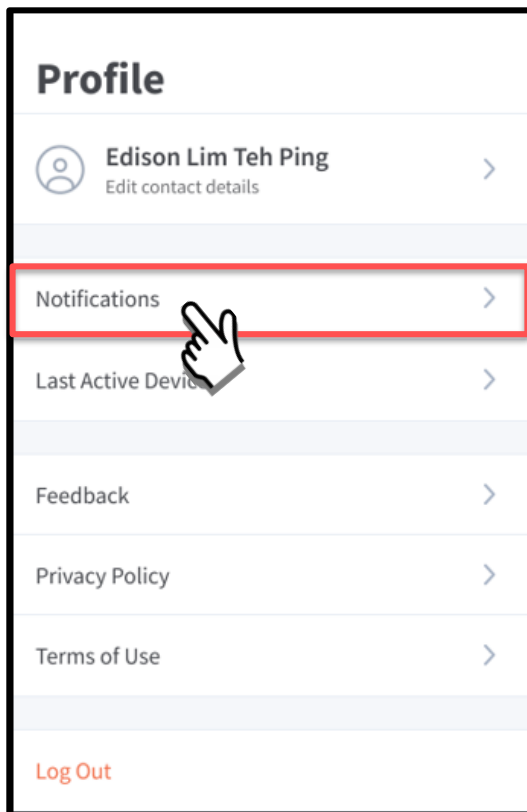
Click on '**Notifications**'

Tap on '**Email Notifications**'

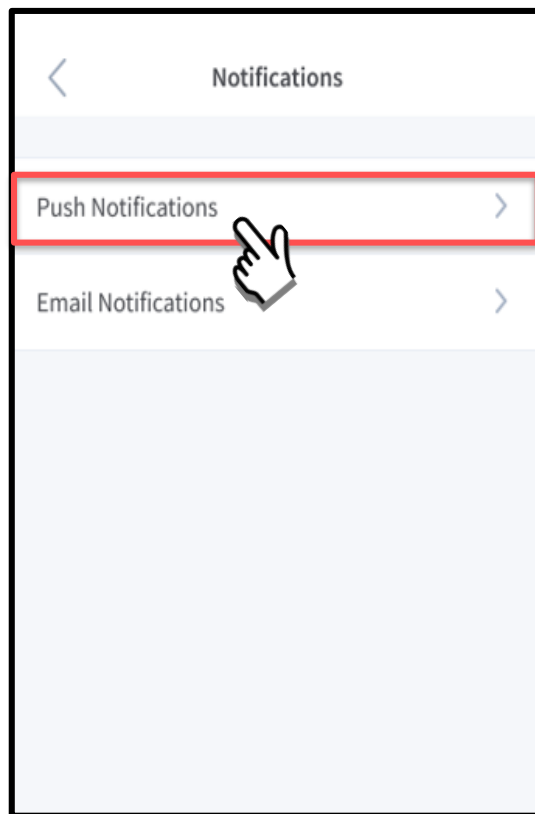
Slide the '**Receive Email Notification**' button to the right to be notified by email

Once email notification is turned on, Parents/Legal Guardians/Authorised Caregivers will still receive email notifications even if they had logged out of the app.

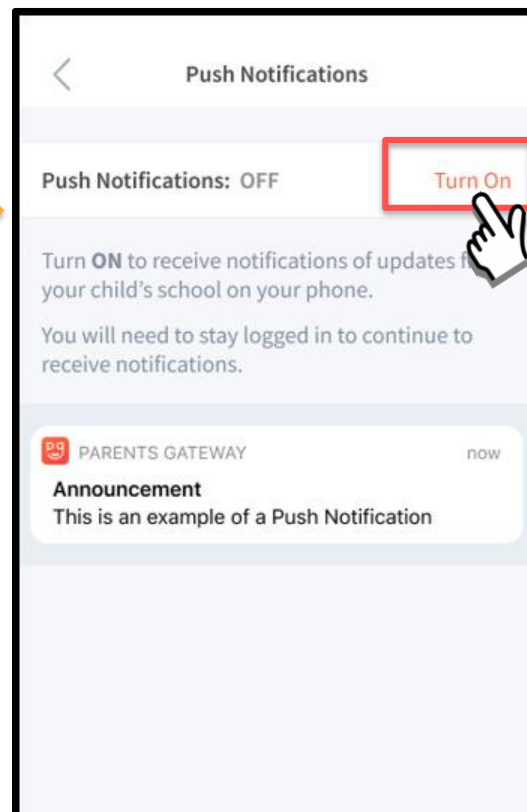
3b. Enable Push Notifications



Tap on 'Notifications'

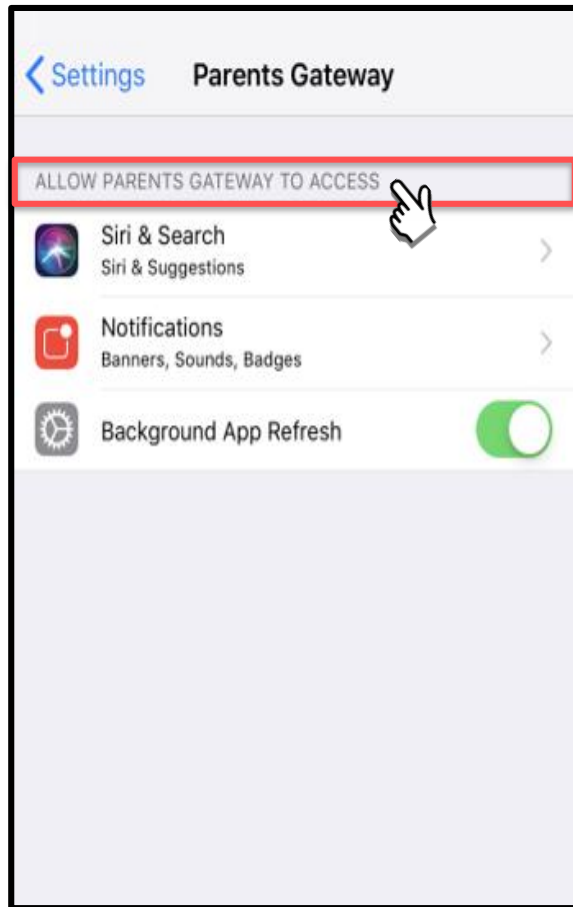


Tap on 'Push Notifications'



Tap on the 'Turn On'

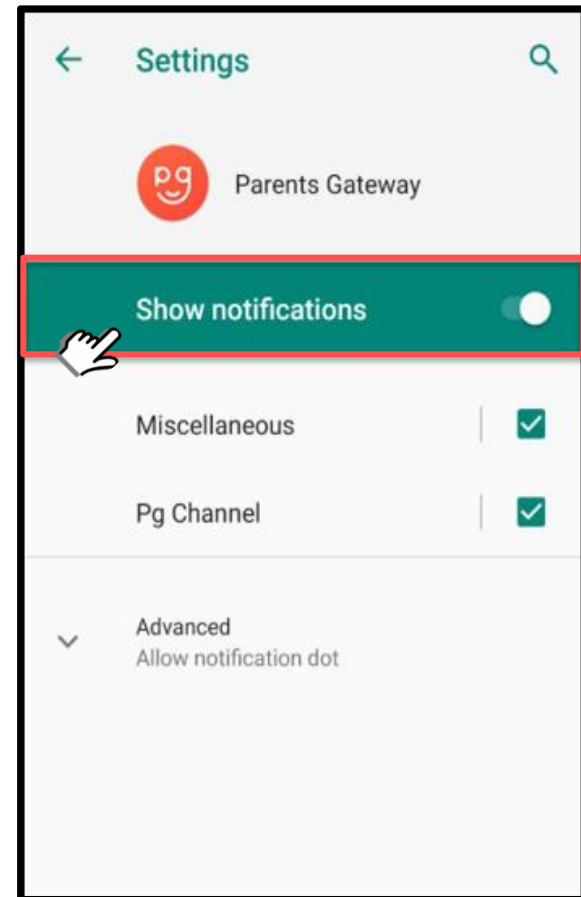
3b. Enable Push Notifications (cont'd)



Note:

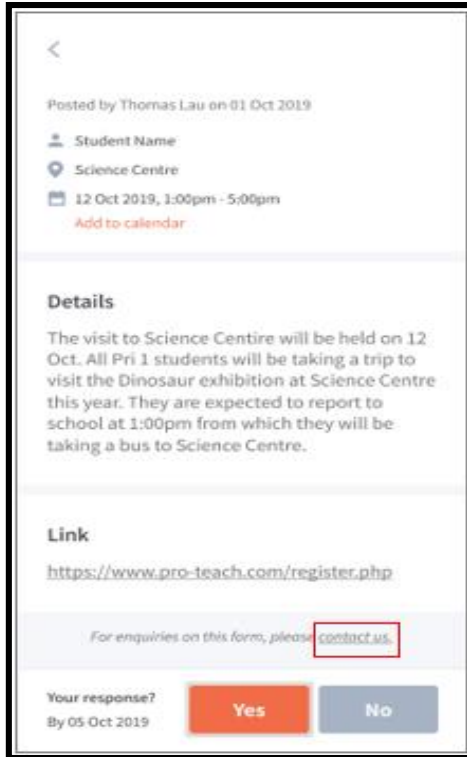
In iOS, it will be channelled to the App's Access settings.

In Android, it will be channeled to the Parents Gateway App's Notifications screen.



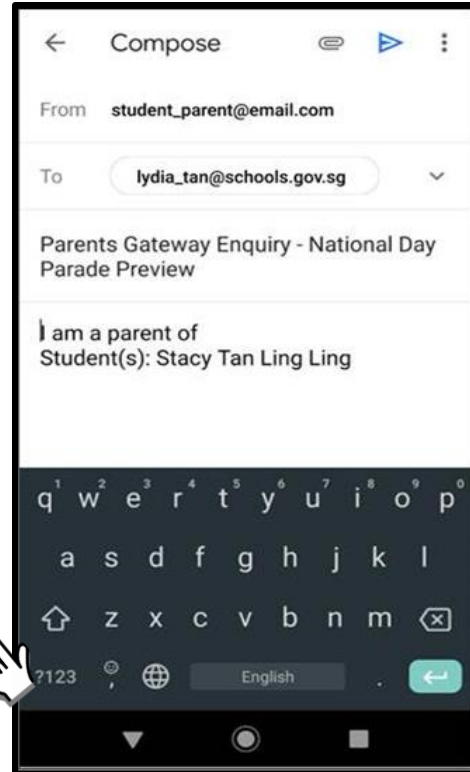
4. Email Correspondence via Announcements/Consent Forms

From the mobile app, Parents/Legal Guardians/Authorised Caregivers may email questions or clarifications needed pertaining to the announcement/consent form sent by the school by tapping on the 'Contact us' link.



The screenshot shows a mobile app interface with a back arrow at the top left. The announcement is titled "Posted by Thomas Lau on 01 Oct 2019". It includes fields for "Student Name", "Science Centre", and a date/time "12 Oct 2019, 1:00pm - 5:00pm" with an "Add to calendar" link. A "Details" section describes a trip to the Science Centre. A "Link" section contains the URL <https://www.pro-teach.com/register.php>. At the bottom, it says "For enquiries on this form, please contact us." with the "contact us" text highlighted by a red box. Below this are "Yes" and "No" buttons and a "Your response? By 05 Oct 2019" label.

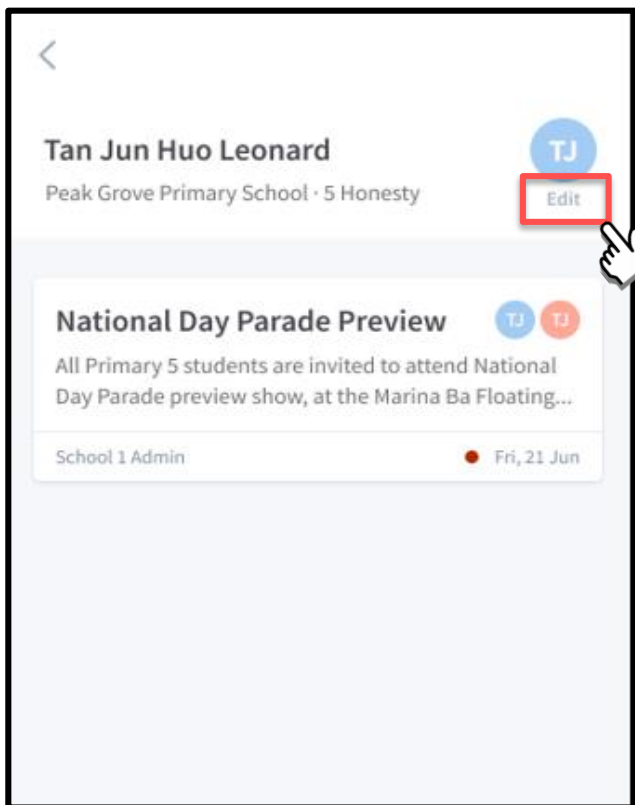
Tap on the 'contact us' link to open email client



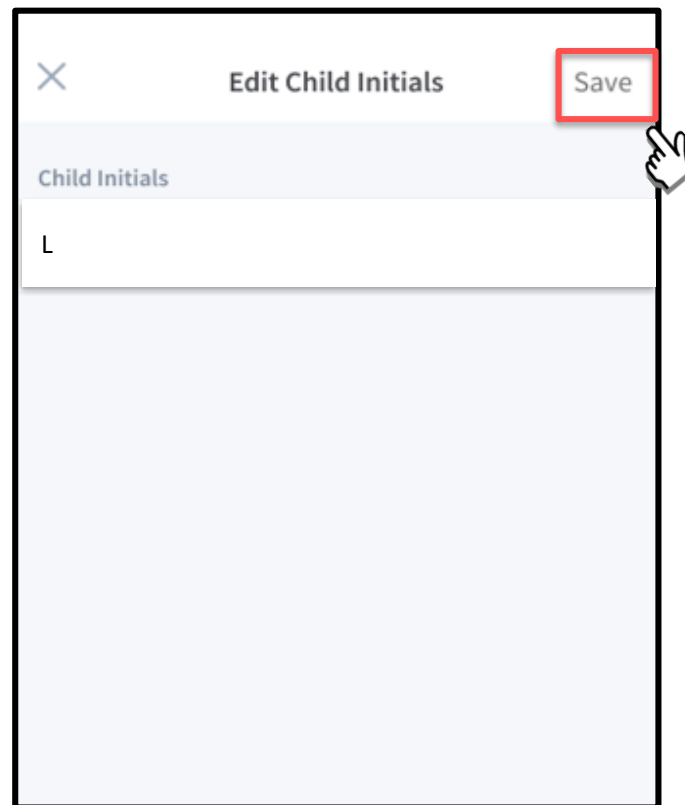
The screenshot shows an email client interface with a "Compose" header. The "From" field is "student_parent@email.com". The "To" field is "lydia_tan@schools.gov.sg". The subject is "Parents Gateway Enquiry - National Day Parade Preview". The body text reads "I am a parent of Student(s): Stacy Tan Ling Ling". A keyboard is visible at the bottom, and a hand icon is pointing at the "contact us" link in the announcement.

Email client as seen on parents' device

5. Edit Child Initials

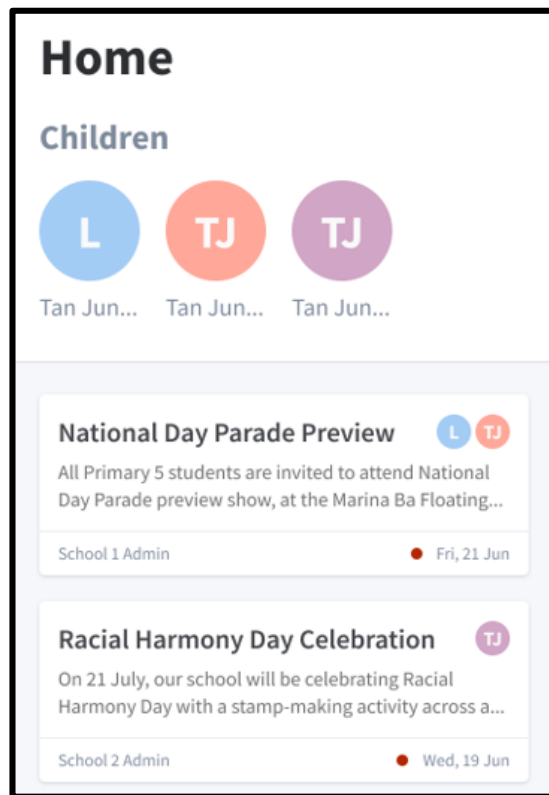


Under the 'Children' tab,
tap on **'Edit'** (found under child's initials)



Once done editing, tap on **'Save'**

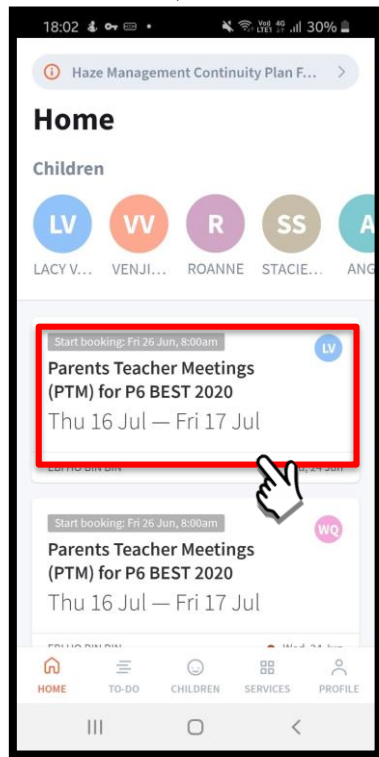
5. Edit Child's Initials (*cont'd*)



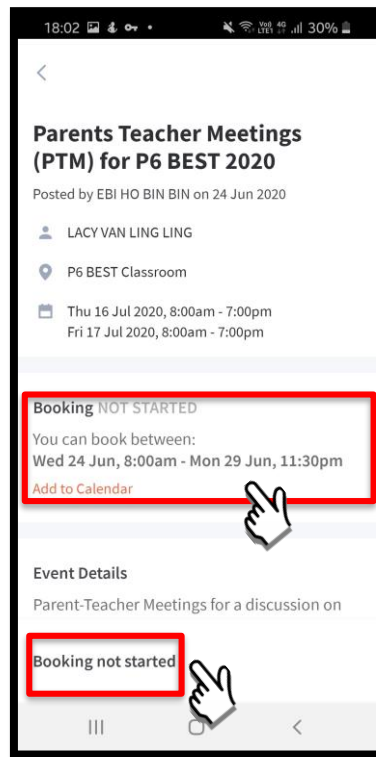
Once the initials have been successfully changed, the child's avatar will reflect the update.

6. Meetings feature on PG App (Booking Close)

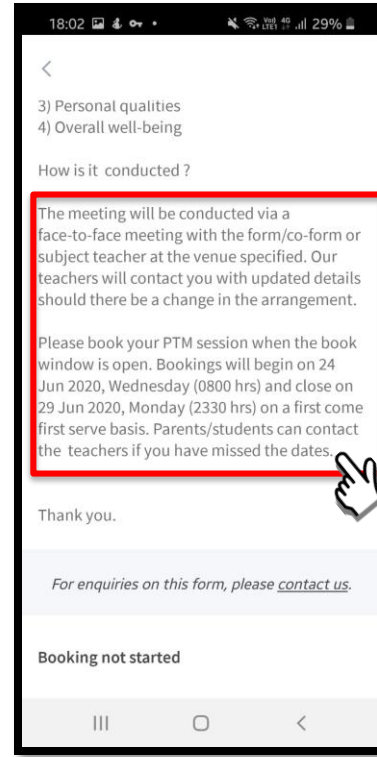
First, please ensure that you have downloaded and installed the **latest version** of the Parents Gateway App.



Tap on the message to open the meetings feature

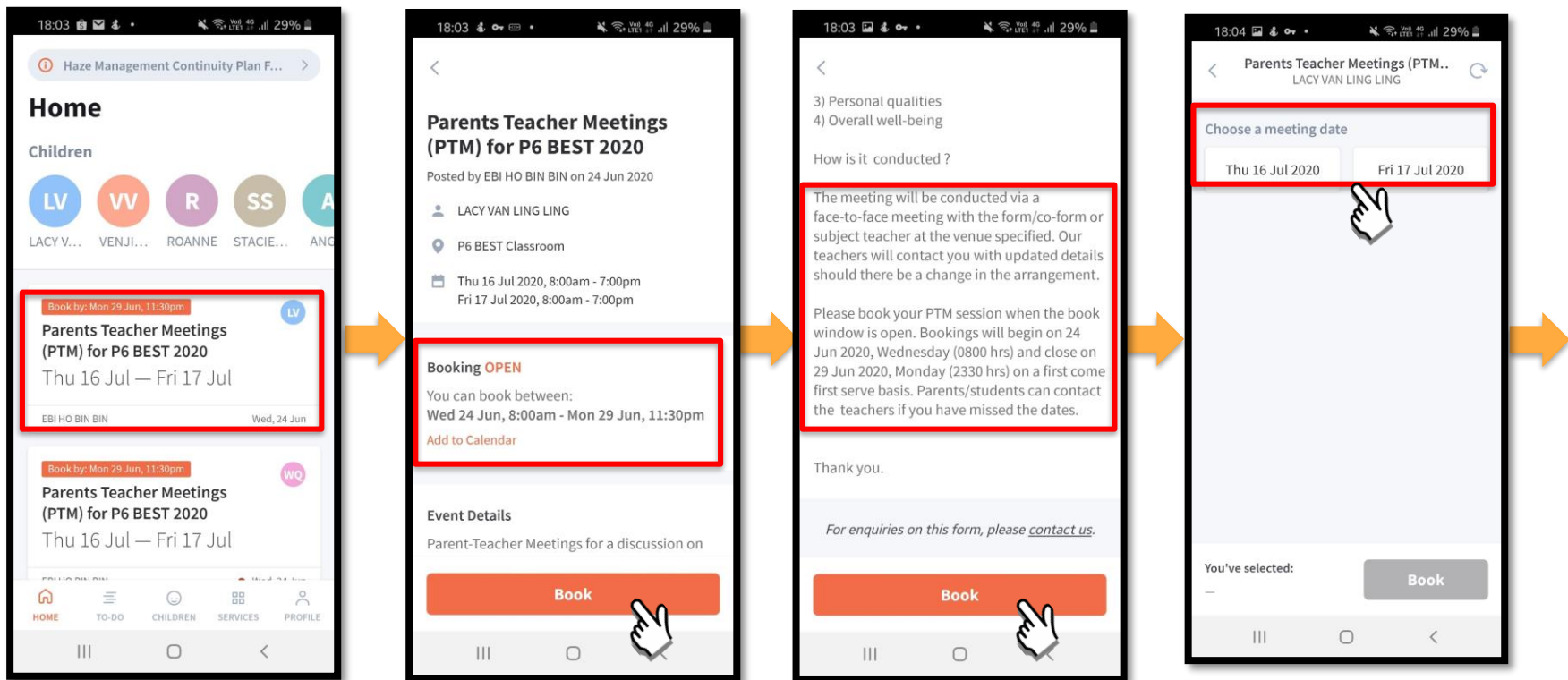


Booking has not started.
Take note of the dates



Take note of how the meeting will be conducted

6. Meetings feature on PG App (Booking Open)



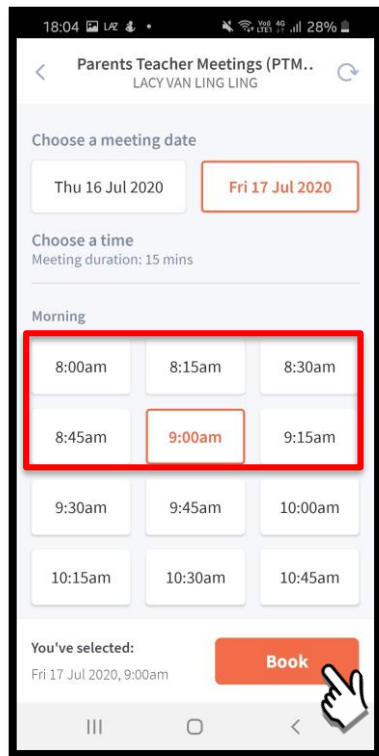
Tap on the message to open the meetings feature

Booking is open. Tap on **BOOK** to start.

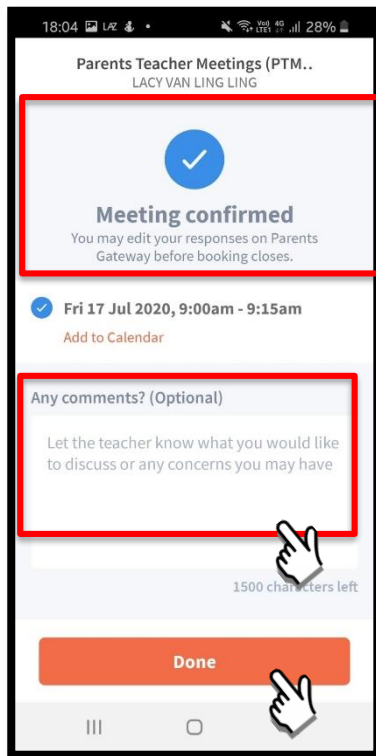
Tap on **BOOK** to start.

Tap on the date that you are available

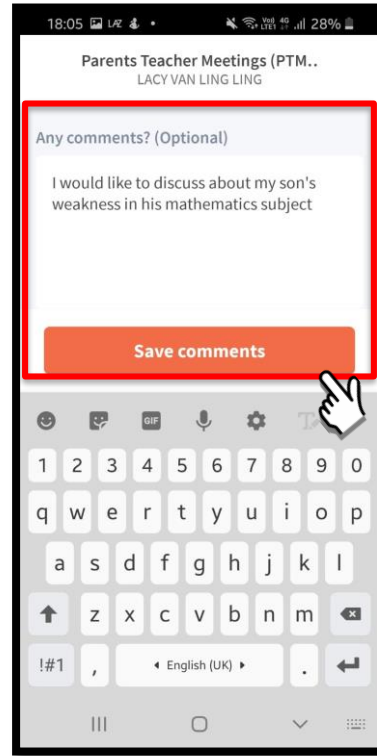
6. Meetings feature on PG App (Booking Open)



Choose the time. Tap on **BOOK**.

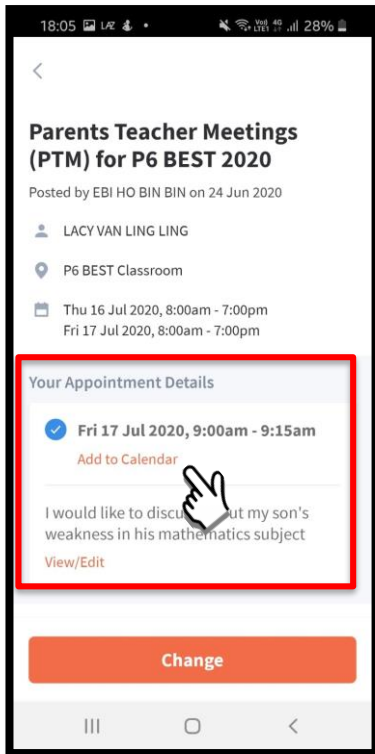


Meeting confirmation. Tap on box to leave **COMMENTS**.

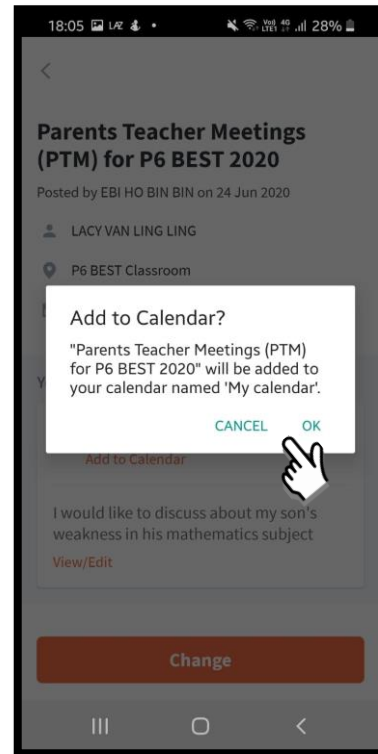


After saving comments, tap on **DONE**.

6. Meetings feature on PG App (Add to Calendar)

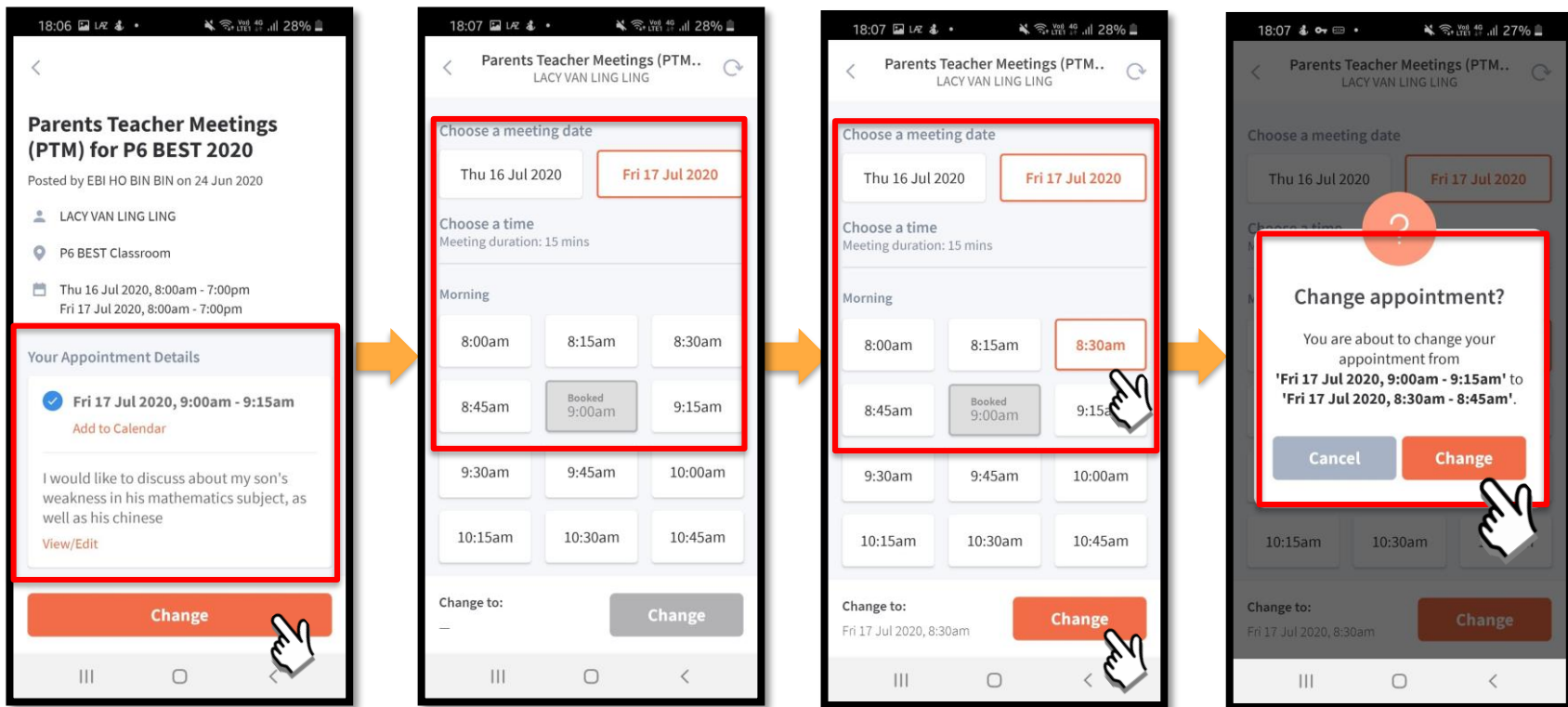


Tap on **Add to Calendar**



Tap on **OK** or **Cancel**

6. Meetings feature on PG App (Change Booking)



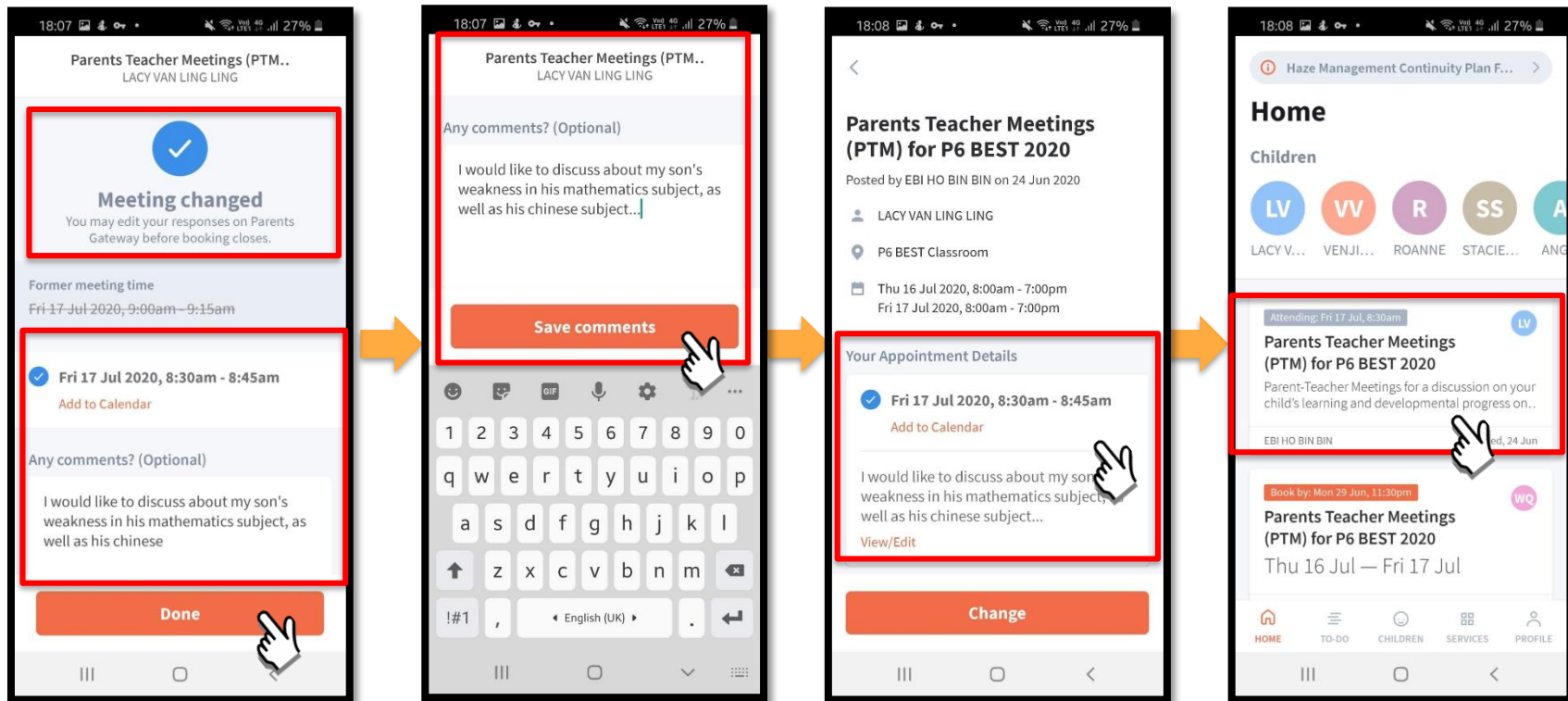
Tap on original message
& press **Change**

Original booking shown

Select new date & time &
press **Change**

Press **Change** to confirm
new appointment

6. Meetings feature on PG App (Change Booking)

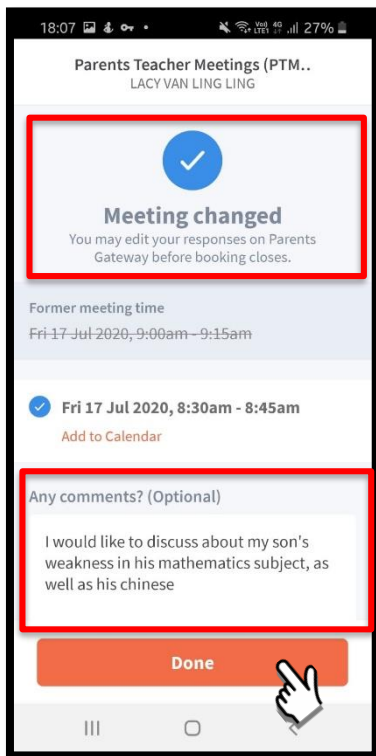


Meeting confirmation. Tap on box to leave/update **COMMENTS**.

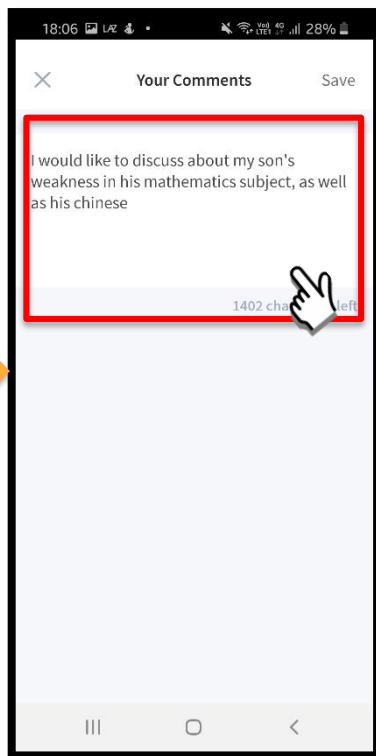
Update comments if required.

Appointment details will be updated.

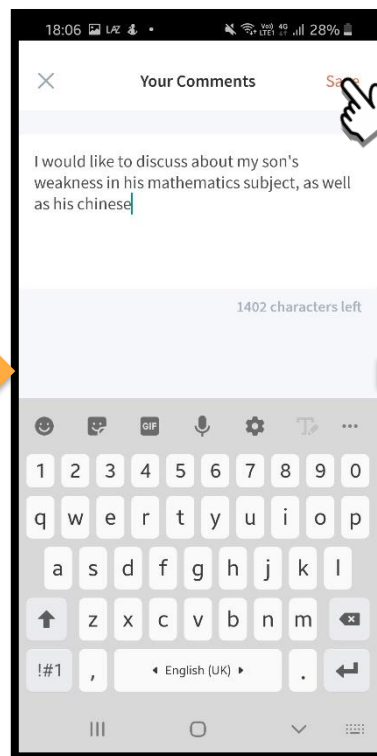
6. Meetings feature on PG App (Editing Comments)



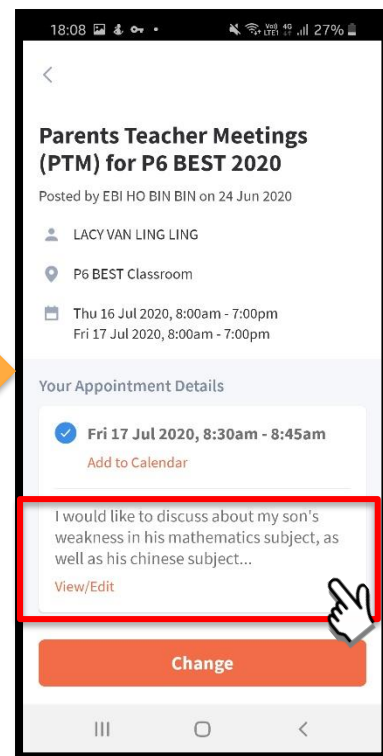
Tap on **COMMENTS** to edit the comments.



Tap on comment box.



Enter new comments and click **SAVE**.



Updated comments will be reflected.

SINGAPORE

Student Learning Space

- An online learning portal providing equal access to quality curriculum-aligned resources in major subjects from primary to pre-university level, in line with the development of 21st Century Competencies (21CC).
- All students studying within the national school system will be centrally provisioned with SLS accounts.

Features

1. Receive **announcements** from school/teachers
2. Access the rich resources in **MOE library** for self-directed learning
3. View and Share **assignments** assigned by teachers
4. Annotate and **create notes** by annotating in the activities
5. Monitor own **learning progress**

Account Activation

Parents will receive a letter with child's Username and Password. (See sample below)

ACCESS TO SLS

4. The SLS can be accessed from <https://learning.moe.edu.sg>. Your child's username is as follows:

JOHNT1234A|

5. The password will be given in a separate letter.

6. Attached to this letter are:

- a) Annex A – instructions for you to assist your child with his/her initial login, and
- b) Annex B – a set of Frequently Asked Questions (FAQs) on SLS.

* As a good practice, always write down the login details in the school organiser for easy reference.

Password Reset

1. Please remember to enter your [email address](#) in the “Password Reset Email Address” field, as this will enable you to help your child reset his/her password in the event that he/she forgets it.
2. Go through your child’s Form Teacher
3. Submit a request via our school based helpdesk go.gov.sg/slsgwps

For technical assistance, please contact SLS Helpdesk at helpdesk@sls.ufinity.com or 6702 6513.

MOE's Centrally Provisioned Digital Tools

The Ministry of Education is equipping our students with Centrally Provisioned Digital tools (“Digital Tools”) to further support their learning experience and educational journey. These Digital Tools complement teaching and learning for your child/ward, enabling collaboration, productivity and communication.

The school will roll out the following Digital Tools:

Student iCON

An individualised email account leveraging Google mail as part of the Google Workplace.

This Student iCON email will be used throughout your child's/ward's general education school life (i.e., until the end of secondary school/JC).

Zoom

Free Zoom account for the students' video conferencing needs. Students will log in to the Zoom account using their Student iCON.

As the meeting host, students have a 40-min time limit per meeting . For online live lessons, teachers are the hosts of the meeting which would not be restricted by the time limit.

Microsoft Pro Plus

Free access to Microsoft Office tools such as Microsoft Word, PowerPoint and Excel.

We seek your **consent** for your child/ward to access and use these Digital Tools. In giving your consent, you agree that:

1. **MOE may use and disclose my child's/ward's personal data (e.g. his/her full name, school, class, and Student iCON ID) and usage data to the respective Digital Tool providers** (i.e. Google, Microsoft, and Zoom) for the purposes of setting up user accounts, authenticating and verifying user identity, troubleshooting, facilitating system improvements, and ensuring responsible cyber behaviour, and
2. The respective **Digital Tool provider (i.e. Google, Microsoft and Zoom) may collect, use, process and disclose my child's/ward's personal data in accordance with their respective terms of service.**

Consent to use MOE's Centrally Provisioned Digital Tools

Please submit your response by [14 Jan 2022 \(Friday\)](#).

- Parents Gateway

Note:

If you do not wish for your child/ward to access and use these Digital Tools, the school will arrange for your child/ward to use existing or alternative Digital Tools such as Student Learning Space, Windows Calculator, Notepad, instead.

Availability of ICT support at home

To help us better support your child in future Home-Based learning, we would like you to indicate the availability of ICT devices and internet connection at home.

Survey questions

1. We have a working computer/laptop/ipad/tablet at home for my child's/ ward's use. (*does not include handphone)
2. We have a working internet connection at home.

Please complete the ICT Survey (via PG) by [14 Jan 2022 \(Friday\)](#).

Thank you!

