

MC Online Guide: Booking for Parent-Child-Teacher-Conference (PCTC)

1. Navigate to the MC Online LMS website, www.mconline.sg (or you can access the link via the school portal).
2. At the log in screen, you may log in to the LMS with the following details:
 - Login ID: p_BVPS + last 5 digit + alphabet (**Your NRC**)
 - School Code: **BVPS**
 - Password:



3. Once you have logged in, you may access the link for the booking form as shown in the image below.



4. Select the session to view the booking slots available.

Example:

Bukit View Primary School

User Manual | FAQ | Logou

Home My Subjects Collaboration My Tools My Enrichment School Admin My Account

PARENT-TEACHER MEET

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME	INTERVAL	SLOTS	STATUS	STA
Thu 19 Nov 2015 Parent-Child-Teacher-Conference (PCTC)		Classroom/Hall	1Care	1/10/2015 00:00 - 08/11/2015 23:59	19/11/2015	08:00	16:00	10min	48	available	Not S
Wed 18 Nov 2015 Parent-Child-Teacher-Conference (PCTC)		Classroom/Hall		1/10/2015 00:00 - 08/11/2015 23:59	18/11/2015	13:30	16:00	10min	15 slots available	Not S	

5. Select the time slot that you wish to book, key in your name and contact no. and click the Submit button at the bottom of the form.

Title: Meet-the-Parents

Description: Form Teacher: Ms Peh
Co- Form Teacher: Mdm Ma

Venue: Classroom

Form Class / Group Name: 1Care

Registration Date: 12/05/2014 - 24/05/2014

Event Date: 29/05/2014

Parent's Name: Lim Ah Ling

Parent's Contact No.: 91234567

I will NOT be attending.

Time Slots:

08:00 - 08:10	Available	08:10 - 08:20	Available
08:20 - 08:30	Available	08:30 - 08:40	Available
08:40 - 08:50	Available	08:50 - 09:00	Available
09:00 - 09:10	Available	09:10 - 09:20	Available

6. Once you have confirmed and submitted your booking, a screen will show an acknowledgment notice of your booking. You may print it for your own reference. (Should you decide to change your timeslot after you have already confirmed it, you may do so. Simply login, go to the School Admin tab as in Step 3, cancel your booking and book another available slot.)

mc Marshall Cavendish Education

Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

The same acknowledgement notice has been sent to your e-mail account.

NAME OF PARENT
Lim Ah Ling

NAME OF CHILD
Lilian Lim

CLASS
1Care

EVENT / DESCRIPTION
Meet-The-Parents
1 - Form Teacher: Ms Peh
Co- Form Teacher: Mdm Ma

EVENT DATE
29/05/2014

BOOKED TIME
08:00 - 08:10

VENUE
Classroom

Print **Edit Booking** **Close**

MC Online Technical Support Tel: 6777 5198

Operating Hours	Monday - Friday: 7:00AM to 9:00P.M.	Saturday: 7:00AM to 2:00P.M.	*Closed on the eve of public holidays and public holidays
-----------------	--	---------------------------------	---