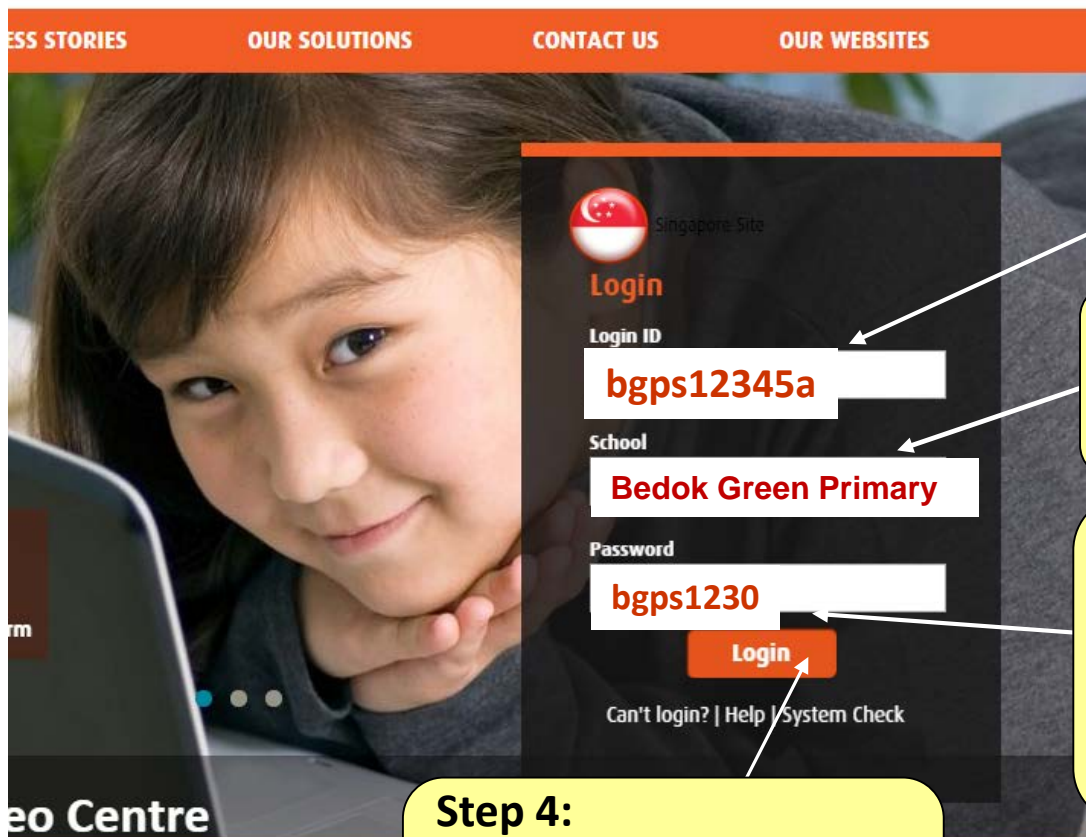


# Parent-Teacher Meeting



# LOGGING IN TO MC Online PORTAL (Students)

URL: [www.mconline.sg](http://www.mconline.sg) (password will expire every 90 days)



**Step 1:**  
Child's login id  
**Bgps + last 6 characters of BC**

**Step 2:**  
Enter your school name  
**(Bedok Green Primary)**

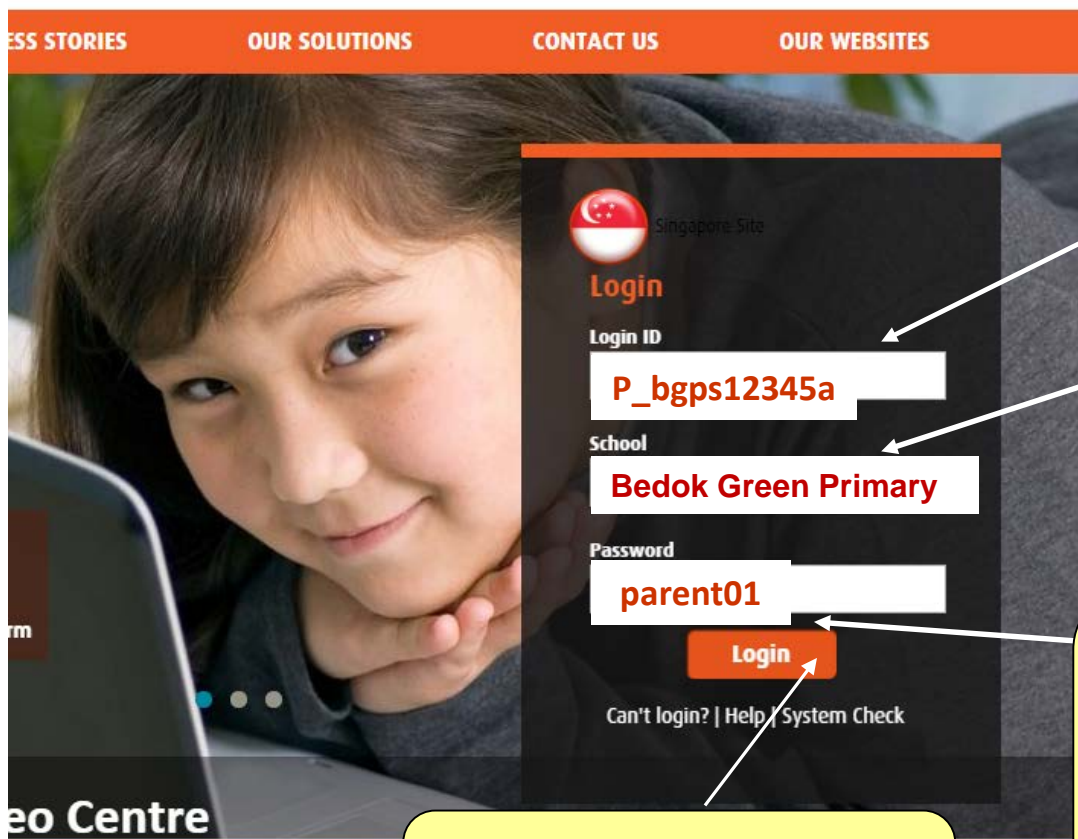
**Step 3:**

- Enter your password  
**bgps1230t2**

**Step 4:**  
Click "Login" and proceed to check assignments on main page

# LOGGING IN TO MC Online PORTAL (Parents)

URL: [www.mconline.sg](http://www.mconline.sg) (password will expire every 90 days)



## Step 1:

parent's login id  
p\_bgps + **last 6 characters of child's BC**

## Step 2:






















Enter your school name  
**(Bedok Green Primary)**

## Step 3:

Enter your password  
**parent01** if logging for the first time

**Step 4:**  
Click "Login"

# Click on 'School Admin' → 'Parent Teacher Meeting: View Form

Home	My Subjects	Collaboration	My Tools	My Enrichment	School Admin	My Account												
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <p><b>Announcement</b></p> <p>There is currently no announcements.</p> <p><a href="#">Compose</a>   <a href="#">Manage</a>   <a href="#">View all</a></p> </div> <div style="width: 15%;"> <p><b>You have no new assignments</b></p> <p><a href="#">View My Current Assignments</a></p> </div> <div style="width: 15%;"> <p><b>My Group Walls</b></p> <ul style="list-style-type: none"> <li>P6 Maths_Percentage_March Hols</li> <li>Flipped Classroom on Dividing by a 1-Digit Number</li> </ul> </div> <div style="width: 15%;"> <p><b>Mindomo</b></p> <ul style="list-style-type: none"> <li>Mindomo</li> </ul> </div> <div style="width: 15%;"> <p><b>My Resource</b></p> <ul style="list-style-type: none"> <li>My Resource</li> <li>Resource Bank</li> </ul> </div> <div style="width: 15%;"> <p><b>Google Apps</b></p> <ul style="list-style-type: none"> <li>Email</li> <li>Drive</li> <li>Sites</li> <li>Calendar</li> </ul> </div> </div>																		
<div style="display: flex;"> <div style="width: 15%; border-right: 1px solid #ccc; padding-right: 5px;"> <p><b>My Subjects</b></p> <p><a href="#">All Subjects</a></p> </div> <div style="width: 35%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Administration</p> <p>Co-Curricular Activities</p> <p>Disciplinary Record</p> <p>Parent-Teacher Meeting: View Form</p> <p>Report Centre</p> <p>Results Management: View Results</p> <p>School Matters</p> <p>Primary 3/4 (Grammar)</p> <p>Primary 4</p> <p>Primary 5</p> <p>Primary 5/6 (Grammar)</p> <p>Primary 6</p> </div> <div style="width: 50%; padding-left: 5px;"> <p>Access Control</p> <p>Mother Tongue Others</p> </div> </div>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center; vertical-align: top;">  </td> <td style="width: 70%; padding: 5px;"> <p><b>Grammar Quiz</b></p> <p>Primary 1 (Grammar Quiz)</p> <p>Primary 2 (Grammar Quiz)</p> <p>Primary 3 (Grammar Quiz)</p> <p>Primary 4 (Grammar Quiz)</p> <p>Primary 5 (Grammar Quiz)</p> <p>Primary 6 (Grammar Quiz)</p> </td> <td style="width: 15%;"></td> </tr> <tr> <td style="text-align: center; vertical-align: top;">  </td> <td style="padding: 5px;"> <p><b>English Writing Buddy</b></p> <p>Primary 3</p> <p>Primary 4</p> <p>Primary 5</p> <p>Primary 6</p> </td> <td></td> </tr> <tr> <td style="text-align: center; vertical-align: top;">  </td> <td style="padding: 5px;"> <p><b>Shine in English</b></p> <p>Primary 1</p> <p>Primary 2</p> <p>Primary 3</p> <p>Primary 4</p> <p>Primary 5</p> <p>Primary 6</p> </td> <td></td> </tr> <tr> <td style="text-align: center; vertical-align: top;">  </td> <td style="padding: 5px;"> <p><b>Maths</b></p> <p>Primary 1</p> <p>Primary 2</p> <p>Primary 3</p> <p>Primary 4</p> <p>Primary 5</p> <p>Primary 6</p> </td> <td></td> </tr> </table>								<p><b>Grammar Quiz</b></p> <p>Primary 1 (Grammar Quiz)</p> <p>Primary 2 (Grammar Quiz)</p> <p>Primary 3 (Grammar Quiz)</p> <p>Primary 4 (Grammar Quiz)</p> <p>Primary 5 (Grammar Quiz)</p> <p>Primary 6 (Grammar Quiz)</p>			<p><b>English Writing Buddy</b></p> <p>Primary 3</p> <p>Primary 4</p> <p>Primary 5</p> <p>Primary 6</p>			<p><b>Shine in English</b></p> <p>Primary 1</p> <p>Primary 2</p> <p>Primary 3</p> <p>Primary 4</p> <p>Primary 5</p> <p>Primary 6</p>			<p><b>Maths</b></p> <p>Primary 1</p> <p>Primary 2</p> <p>Primary 3</p> <p>Primary 4</p> <p>Primary 5</p> <p>Primary 6</p>	
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# Booking Time Slots on Students' Behalf

	TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE
<input type="radio"/>	PTM P1			1A	18/11/2012 - 30/11/2012
<input type="radio"/>	Sample1		School Hall	SCAs	05/09/2012 - 30/09/2012
<input checked="" type="radio"/>	Student Educational Counseling	Parent involvement on chi ...	Classroom 1	1A	05/12/2012 - 07/12/2012

Setup Import Edit Delete View Time Slot Report View Class Report View Time Slots

**Step 1:**  
Select a **Form**

**Step 2:**  
Click **View Time Slots**



# Booking Time Slots on Students' Behalf

**Title:** Student Educational Counseling  
**Description:** Parent involvement on child's education progress.  
**Venue:** Classroom 1  
**Registration Date:** 05/12/2012 - 07/12/2012

**Form Class / Group Name:** 1A

**Student:**  - select a student -  
Aiden Zhou  
Alexander Wu  
Daniel Xu  
Ethan Zhao  
Jacob Wang  
Jayden Liu  
Mason Lee  
Michael Yang  
Noah Chen  
William Zhang

**Event Date:**

**Time Slots:**

Available	09:10 - 09:20	Available	
Available	09:30 - 09:40	Available	
Available	09:50 - 10:00	Available	
Available	10:10 - 10:20	Available	
Available	10:20 - 10:30	10:30 - 10:40	Available
Available	10:40 - 10:50	10:50 - 11:00	Available
Available	11:00 - 11:10	11:10 - 11:20	Available
Available	11:20 - 11:30	11:30 - 11:40	Available
Available	11:40 - 11:50	11:50 - 12:00	Available

**Step 3:**  
Select the **Form Class**  
& **Student**.

# Booking Time Slots on Students' Behalf

**Title:** Student Educational Counseling  
**Description:** Parent involvement on child's education progress.  
**Venue:** Classroom 1  
**Registration Date:** 05/12/2012 - 07/12/2012

**Form Class / Group Name:** 1A

**Student:** Aiden Zhou

**Event Date:** 08/12/2012

**Time Slots:**

09:00 - 09:10	Available	09:10 - 09:20	Available
09:20 - 09:30	Available	09:30 - 09:40	Available
09:40 - 09:50	Available	09:50 - 10:00	Available
10:00 - 10:10	Available	10:10 - 10:20	Available
10:20 - 10:30	Available	10:30 - 10:40	Available
10:40 - 10:50	Available	10:50 - 11:00	Available
11:00 - 11:10	Available	11:10 - 11:20	Available
11:20 - 11:30	Available	11:30 - 11:40	Available
11:40 - 11:50	Available	11:50 - 12:00	Available

**Step 4:**  
Select desired  
Time Slot

**Step 5:**  
Click **Submit Booking**

# Cancelling Students' Bookings

Time Slots:

07:00 - 07:15	Disabled	07:15 - 07:30	'ADLI PUTRA DZUL HIDAYAT
07:30 - 07:45	Available	07:45 - 08:00	Available
08:00 - 08:15	Available	08:15 - 08:30	Available
08:30 - 08:45	Available	08:45 - 09:00	Available
09:00 - 09:15	Available	09:15 - 09:30	Available
09:30 - 09:45	Available	09:45 - 10:00	Available
10:00 - 10:15	Available	10:15 - 10:30	Available
10:30 - 10:45	Available	10:45 - 11:00	Available
11:00 - 11:15	Available	11:15 - 11:30	Available
11:30 - 11:45	Available	11:45 - 12:00	Available

Set Disabled   Set Available   Submit Booking   Cancel Booking   Return

**Step 1:**  
Select the booked  
time slot to **Cancel**  
booking

**Step 2:**  
Click **Cancel**  
**Booking**



# The End