



Guide To Book A Timeslot For Meet-The-Parents Session

A) How to go to MCOOnline Website

To book your slot for MTP, please go to the following Marshall Cavendish Education website;

www.mconline.sg

B) How to Log Into MCOOnline

Logging In:

Please log in using the following details:

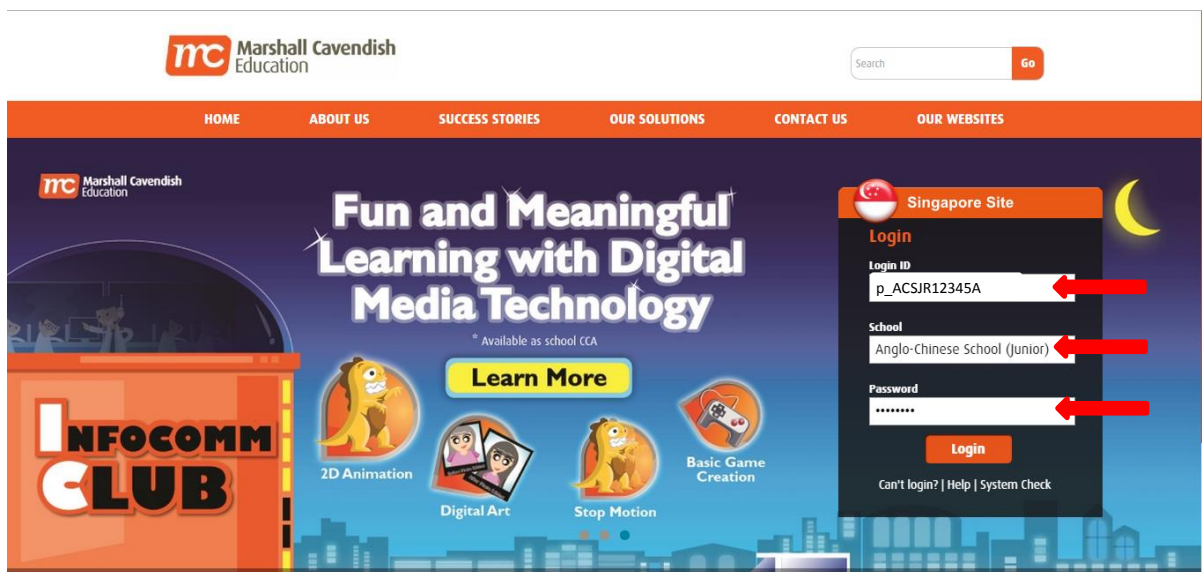
Please type in 'p'
to access Parent's Account

Login ID: **p_ACSJR**<last six characters of your son's BC No.> (e.g. p_ACSJR12345A)

School: **Anglo-Chinese School (Junior)**

Password: **parent01** [Lowercase only]

(We have reset to the default password for the convenience of all parents)



If you are unable to log in or have been logged out,
please contact MCOOnline Helpdesk at 67775198.



Guide To Book A Timeslot For Meet-The-Parents Session

C) How to Book For A Slot - Getting to the Parent-Teacher Meeting Page

1. At the home page, please select '**School Admin**' on the tool bar.
2. Please select '**Parent-Teacher Meeting: View Form**' from the drop-down list.

The screenshot shows the website interface for Anglo-Chinese School (Junior). The top navigation bar includes 'Home', 'Collaboration', 'School Admin', and 'My Account'. A dropdown menu is open under 'School Admin', with 'Parent-Teacher Meeting: View Form' highlighted by a red arrow. Other options in the menu include 'Co-Curricular Activities: CCA Registration', 'Disciplinary Record: My Incentives', 'Report Book: View My Child's Results', 'Results Management: View My Child's Results', and 'School Matters'. The main content area shows a 'PARENT-TEACHER MEETINGS' section with tabs for 'Current', 'Overdue/Closed', 'Submitted', and 'Upcoming'. A message states '- You have no assignment. -'.

3. Then click on the son's class e.g. P6.2 link.

The screenshot shows the 'PARENT-TEACHER MEET' page. A table lists meeting slots with columns: TITLE, DESCRIPTION, VENUE, CLASS, REGISTRATION DATE, EVENT DATE, START TIME, END TIME, INTERVAL, and STATUS. A red arrow points to the 'P6.2' link in the 'TITLE' column of the first row.

| TITLE | DESCRIPTION | VENUE | CLASS | REGISTRATION DATE | EVENT DATE | START TIME | END TIME | INTERVAL | STATUS |
|----------------------|-----------------------|------------------|-------|-------------------------------------|------------|------------|----------|----------|--------------------|
| P6.2 | MTP Time Slot Booking | Blk C, 4th Floor | P6.2 | 08/05/2018 15:00 - 23/05/2018 17:00 | 25/05/2018 | 08:00 | 15:00 | 10min | 36 slots available |

***Note: If you have 2 sons in the school from different classes, you NEED to log into the system again with your other son's BC No.**



Guide To Book A Timeslot For Meet-The-Parents Session

C) How to Book For A Slot - On the Parent-Teacher Meeting Page

4. Key in the following:
 - Parent's Name (*required*)
 - Parent's Contact No. (*required*)

5. Select the following
 - If you are unable to attend the session

 - Time slot (Click on any Available slot at 10mins intervals)
 - 10.00am to 10.30am and 12.30pm to 1.30pm slots are **blocked** for our teachers' break time.
 - **Blue coloured slots** are already booked slots

Home Collaboration School Admin My Account

PARENT-TEACHER MEET PARENT-TEACHER MEET BOOKING

Title: Meet-The-Parents Session (May 2018)
 Description: MTP after SA1 2018
 Venue: Anglo-Chinese School (Junior)
 Form Class / Group Name: P6 2
 Registration Date: 07/05/2018 15:00 – 23/05/2018 17:00
 Event Date: 25 / 05 / 2018

Parent's Name: Anthony Curtis (required) ←

Parent's Contact No.: 9181**** (required) ←

My Parent/Guardian WILL NOT BE ATTENDING.

Time Slots:

| | |
|---------------|-----------|
| 08:00 - 08:10 | Available |
| 12:20 - 12:30 | Available |
| 12:40 - 12:50 | Disabled |
| 13:00 - 13:10 | Disabled |
| 13:20 - 13:30 | Disabled |
| 13:40 - 13:50 | Available |
| 14:00 - 14:10 | Available |
| 14:20 - 14:30 | Available |
| 14:40 - 14:50 | Available |

Slots are disabled by School Admin.
 Slots are booked.

6. Once you have selected you slots, checked the **Declaration Statement** and click on **'Confirm'** button.

Slots are disabled by School Admin.
 Slots are booked.

I declare that all the information entered here is correct and accurate at the time of submission.

Confirm Return

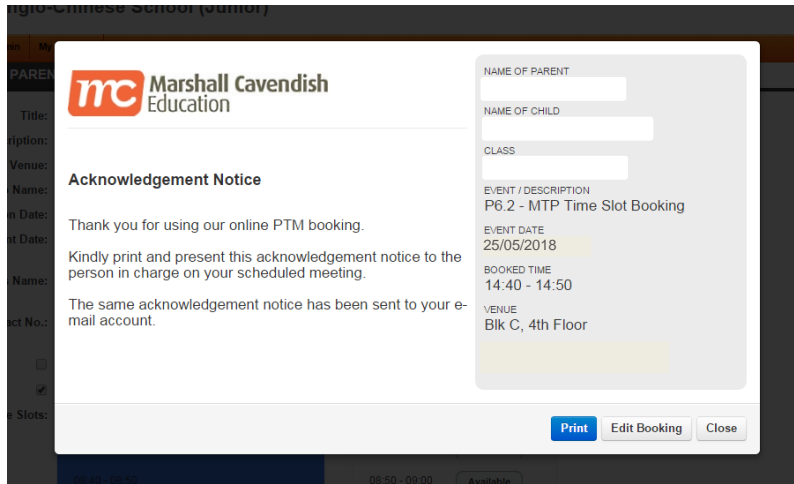


Guide To Book A Timeslot For Meet-The-Parents Session

Acknowledgement Notice

Method 1

You will see the acknowledgement notice that your booking had been confirmed, once you submit your booking. You may also choose to print out the notice by clicking the **'Print'** button. (Refer to image below)



Method 2

An email is sent to the pupil's and parent's MOnline account, NOT personal email. To view the email, click on the **Email** link on the left bar of the main page. (Refer to image below showing the email link)

