

Instructions on How to Make an Appointment for the Parent-Teacher Meeting

1) Go to mconline.sg and log-in using the student's account.

Student Login Credentials:

- Login ID : PEPS + last 5 digits of BC number + last letter in BC number
- Default Password : 2017peps1

Example:

- NRIC of student : T0912345X
- Login ID : PEPS12345X
- Default Password : 2017peps1

mc Marshall Cavendish Online

HOME ABOUT US SUCCESS STORIES OUR SOLUTIONS CONTACT US OUR WEBSITES

mc Marshall Cavendish Education

A NOTE FOR MC ONLINE USERS

Most school users will have new Login IDs in 2017.
For information on the format of your login ID, please check with your teacher or contact the MC Online Helpdesk at 6777 5198.

Singapore Site

Login

Login ID
PEPS12345X

School
Princess Elizabeth Primary Sch

Password
.....

Login

Can't login? | Help | System Check

2) Click on School admin > Parent-Teacher Meeting: View Form

mc Marshall Cavendish Online Princess Elizabeth Primary School

Home My Subjects Collaboration My Enrichment School Admin My Account

My Subjects

Badges: View My Badges

Co-Curricular Activities: CCA Registration

Disciplinary Record

Holistic Assessment

Parent-Teacher Meeting: View Form

Results Management: View My Results

School Matters

Announcement

10pm 28 April 2017 to 6am 29 April 2017
18/04/2017

Dear users,

A system maintenance will be conducted between 10pm 28 April 2017 to 6am 29 April 2017.

Grammar

Grammar Quiz

Oral Buddy (New Format)

Primary 6 English Writing Buddy



PRINCESS ELIZABETH PRIMARY SCHOOL

30, BUKIT BATOK WEST AVENUE 3, SINGAPORE 659163
Tel: 6565 5111 Fax: 6563 7859 Website: www.princesselizabethpri.moe.edu.sg

School Vision: Every Child an Engaged Learner, a Caring Citizen and a Steadfast Leader
School Mission: Together, We Nurture and Inspire an Inclusive Spirit

3) Choose the meeting and click on the title.

The screenshot shows the 'PARENT-TEACHER MEET' page. At the top, there is a navigation bar with 'Home', 'My Subjects', 'Collaboration', 'My Enrichment', 'School Admin', and 'My Account'. Below this is a table with the following data:

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME
Mrs Choy (26 May 2017 PCTC)	Parent-Teacher-Child Conf...	P6LG3 (6S)	6LG3 MA & SC	18/04/2017 00:00 - 19/05/2017 23:59	26/05/2017	08:00
Mrs Elizabeth Ting (26 May 2017 PCTC)	Parent-Teacher-Child Conf...	P6LG3 (P6S)	6LG3 EL	18/04/2017 00:00 - 19/05/2017 23:59	26/05/2017	08:00

4) Fill in Parent's Name and Parent's Contact No. before selecting the available timeslot. If you are not attending, please check *My parent/guardian WILL NOT BE ATTENDING*.

The screenshot shows the 'PARENT-TEACHER MEET BOOKING' page. It features a 'Select Form:' dropdown menu with 'Mrs Choy (26 May 2017 PCTC)' selected. Below this, there are fields for 'Parent's Name' and 'Parent's Contact No.', both marked as '(required)'. There are also checkboxes for 'My parent/guardian WILL NOT BE ATTENDING.' and 'Yes, my parent/guardian would like to meet my mother-tongue teacher.' At the bottom, there is a 'Time Slots' table with four available slots:

Time Slot	Status	Time Slot	Status
08:00 - 08:15	Available	08:15 - 08:30	Available
08:30 - 08:45	Available	08:45 - 09:00	Available

5) Check the box to declare that all the information entered is correct and accurate. Click on Book Selected to confirm the time slot.

The screenshot shows a declaration checkbox that is checked, with the text: 'I declare that all the information entered here is correct and accurate at the time of submission.' Below this are two buttons: 'Book Selected' and 'Return'. A mouse cursor is pointing at the 'Book Selected' button.

6) To make another appointment with another teacher, select the name of the teacher from the dropdown list under 'Select Form'.

The screenshot shows the 'PARENT-TEACHER MEET BOOKING' page with the 'Select Form:' dropdown menu open. The dropdown list contains two options: 'Mrs Choy (26 May 2017 PCTC)' and 'Mrs Elizabeth Ting (26 May 2017 PCTC) - Parent-Teacher-Child Conferenc'. The second option is highlighted. Below the dropdown, the form fields are populated with information for Mrs Choy's meeting:

Other Bookings: [Mrs Elizabeth Ting \(26 May 2017 PCTC\) - Parent-Teacher-Child Conferenc](#)

Title: Mrs Choy (26 May 2017 PCTC)

Description: Parent-Teacher-Child Conference 2017 with Mrs Choy

Venue: P6LG3 (6S)

Form Class / Group Name: 6LG3 MA & SC

- 7) Repeat Steps 4 to 5.
- 8) To cancel a booking, click on 'Cancel My Booking'.

mc Marshall Cavendish Online **Princess Elizabeth Primary School**

Home My Subjects Collaboration My Enrichment School Admin My Account

PARENT-TEACHER MEET **PARENT-TEACHER MEET BOOKING**

Select Form: Mrs Choy (26 May 2017 PCTC) - ▾

[View Acknowledgement](#) [Cancel My Booking](#)

Other Bookings:

Title: Mrs Choy (26 May 2017 PCTC)

Description: Parent-Teacher-Child Conference 2017 with Mrs Choy

Venue: P6LG3 (6S)

Form Class / Group Name: 6LG3 MA & SC

Registration Date: 18/04/2017 00:00 - 19/05/2017 23:59

Event Date: 26/05/2017

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

Yes, my parent/guardian would like to meet my mother-tongue teacher.

Time Slots:

08:00 - 08:15	Available	08:15 - 08:30	Cancel My Booking
---------------	---------------------------	---------------	-----------------------------------

- 9) Click on 'OK' to confirm your cancellation.

Confirm ×

Are you sure you want to cancel your current booking? Click on OK to confirm your cancellation.

[OK](#) [Close](#)