



Da Qiao Primary School

A Flourishing School with Happy and Confident Learners

6 Nov 2017

Through: The Principal
To: Parents/Guardians

Parent-Teacher Meeting on 14 Nov 2017

There will be a Parent-Teacher Meeting on Tuesday, 14 Nov, 7:30AM - 12:30PM for parents/guardians to meet the teachers to discuss on the holistic development and progress of your child/ward in 2017. We would like you to book a time slot to meet your child's/ward's Form Teachers through MC Online at <https://www.mconline.sg> by Friday, 10 Nov. Please note that each time slot is limited to 10 minutes to allow more parents/guardians to meet up with the Form Teachers. Should you require extra time, it will be on a case-by-case basis.

A step-by-step guide on making the booking through MC Online is attached below:

Step 1: Log-in to MC Online portal

The screenshot shows the Marshall Cavendish Online portal. At the top left is the logo 'mc Marshall Cavendish Online'. A search bar is at the top right. A navigation menu includes HOME, ABOUT US, SUCCESS STORIES, OUR SOLUTIONS, CONTACT US, and OUR WEBSITES. The main content area features a large heading 'NOTE FOR MC ONLINE USERS' and a sub-heading 'Most school users will have new information on the format of your login ID or password. For more information, contact your Form Teacher or contact the MC Online Support Team.' Two callout boxes provide specific login instructions: one for the Login ID format '1168xxxxxx' (where 'xxxxxx' is the last 5 digits and the alphabet letter of the child's BC number) and another for the password format 'dqps2017px' (where 'x' is the level the child is studying, e.g., p6 or p5). To the right, a 'Singapore Site' login form is shown with fields for 'Login ID' (containing '1168xxxxxx'), 'School' (containing 'Da Qiao Primary School'), and 'Password' (containing 'Password'). A 'Login' button and links for 'Can't login?', 'Help', and 'System Check' are also visible.



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Step 2: Click "School Admin" and select "Parent-Teacher Meeting: View Form" from the drop-down menu.

1. Click on "School Admin".
2. Select "Parent-Teacher Meeting: View Form" in the drop-down menu to access the booking form.

Step 3: Click on "Term 1 Parent-Teacher Meeting"

	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE
Term 1 Parent-Teacher Meeting	Dear Parents/Guardians, T ...	P6E4 Classroom	6E4	27/02/2017 07:00 - 09/03/2017 12

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Step 4: On the "PARENT-TEACHER MEET Booking" page:

1. Enter the required details (Parent's Name and contact number).
2. Indicate if you would like to meet your child's Mother Tongue Language Teacher.
3. Select a time slot from the available slots.
4. Click "Confirm" at the end of the page to submit booking.

Note: If you are not attending the session, please check the box "My parent/guardian WILL NOT BE ATTENDING."

The screenshot shows the 'PARENT-TEACHER MEET BOOKING' page. At the top, there is a navigation bar with links: Home, My Subjects, Collaboration, My Enrichment, School Admin, and My Account. Below this, the page title is 'PARENT-TEACHER MEET BOOKING'. The main content area includes:

- Select Form:** Term 1 Parent-Teacher Meeting - ▾
- Title:** Term 1 Parent-Teacher Meeting
- Description:** Dear Parents/Guardians, Term 1 Parent-Teacher Meeting is on Friday, 10 March, 2017, from 7.30am to 1pm. You may book a time slot with the following number of parents attending, we seek your understanding that each meeting with the teacher is 10 minutes. Please indicate if you wish to meet your child's mother-tongue teacher.
- Venue:** P6E4 Classroom
- Form Class / Group Name:** 6E4
- Registration Date:** 27/02/2017 07:00 - 09/03/2017 12:00
- Event Date:** 10/03/2017
- Parent's Name:** [Text Input] (required)
- Parent's Contact No.:** [Text Input] (required)
- My parent/guardian WILL NOT BE ATTENDING.
- Yes, my parent/guardian would like to meet my mother-tongue teacher.
- Time Slots:**


07:30 - 07:40	Available	07:40 - 07:50	Available
07:50 - 08:00	Available	08:00 - 08:10	Available

Upon successful booking of the time slot, you will receive an acknowledgement notice to confirm your booking. Please print or screen shot the notice for your own reference.

If you have problem booking a time slot online, please call the General Office to leave a message for your child's/ward's Form Teachers.

Thank you.

Yours sincerely,


Miss Neo Chai Lee
HOD/MTL