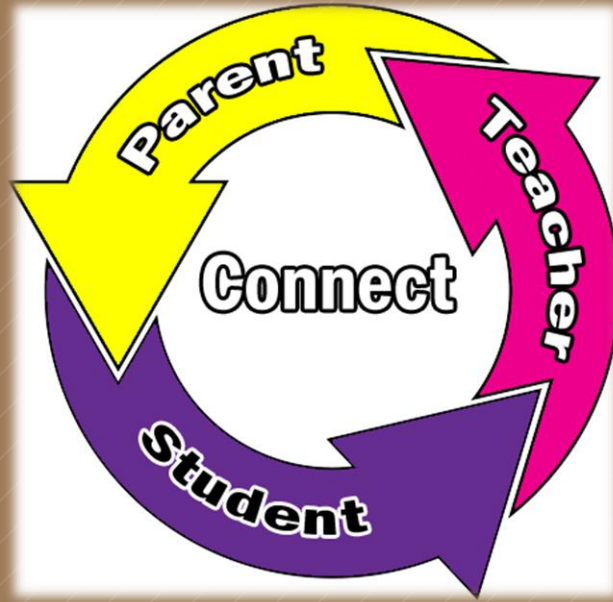


**Meet The Form
Teacher (MTFT)
&
Meet The Parent
(MTP)**

26 & 30 May 2018



Meet The Form Teacher booking instructions

26 & 30 May 2018

For booking to meet with FTs

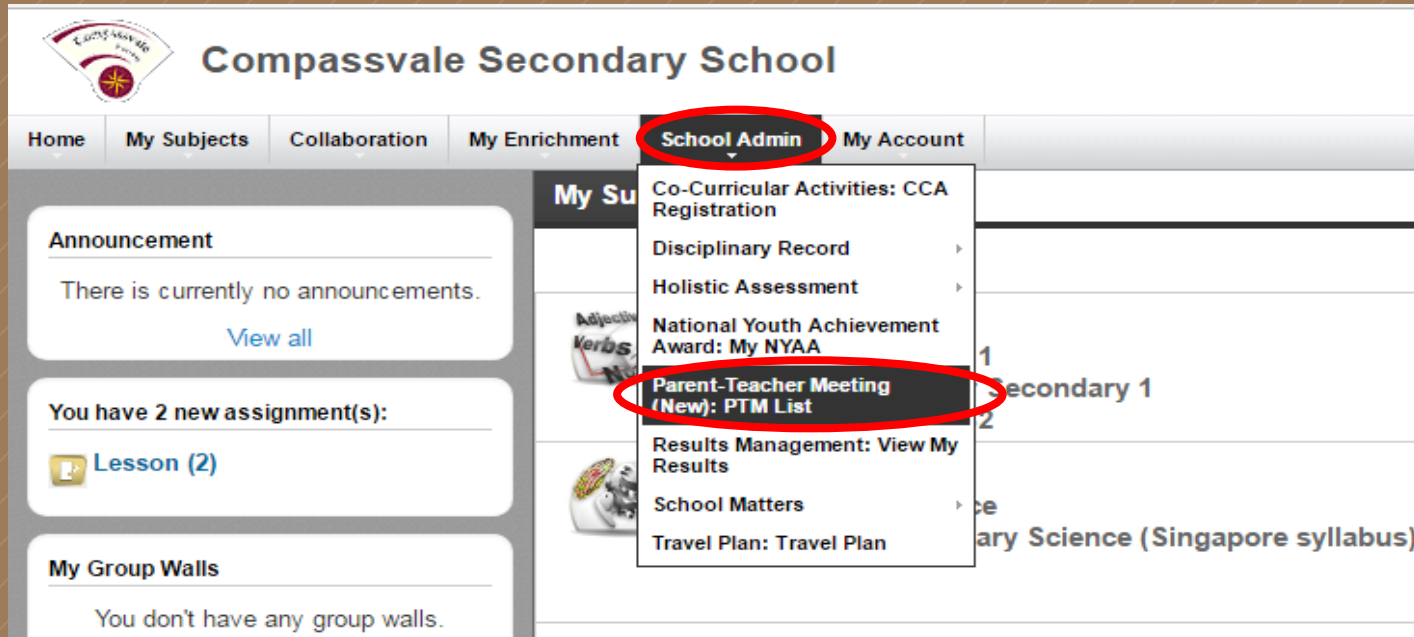
1. Login to www.mconline.sg using your child / ward account.

The screenshot displays the Marshall Cavendish Online website. At the top, the logo 'mc Marshall Cavendish Online' is on the left, and a search bar with a 'Go' button is on the right. Below this is a navigation bar with links: HOME, ABOUT US, SUCCESS STORIES, OUR SOLUTIONS, CONTACT US, and OUR WEBSITES. The main content area features a large banner for 'Primary Chinese Readers' with the text 'Nurture the love of reading with 华文读本!' and 'Includes read-along and audio-recording features'. A cartoon book character is holding a sign. Below the banner, two tablets show the app interface. At the bottom left, it says 'Over 100 fully narrated titles available on' with 'Available on the App Store' and 'GET IT ON Google play' logos. On the right side, there is a 'Singapore Site' login panel with the following fields: 'Login ID' (T1234567Z), 'School' (CVSS), and 'Password' (Password). A 'Login' button is at the bottom of the panel, and a link 'Can't login? | Help | System Check' is below it.

For booking to meet with FTs

2. Click the tab : School Admin

3. Look for PARENT-TEACHER MEETING (New)



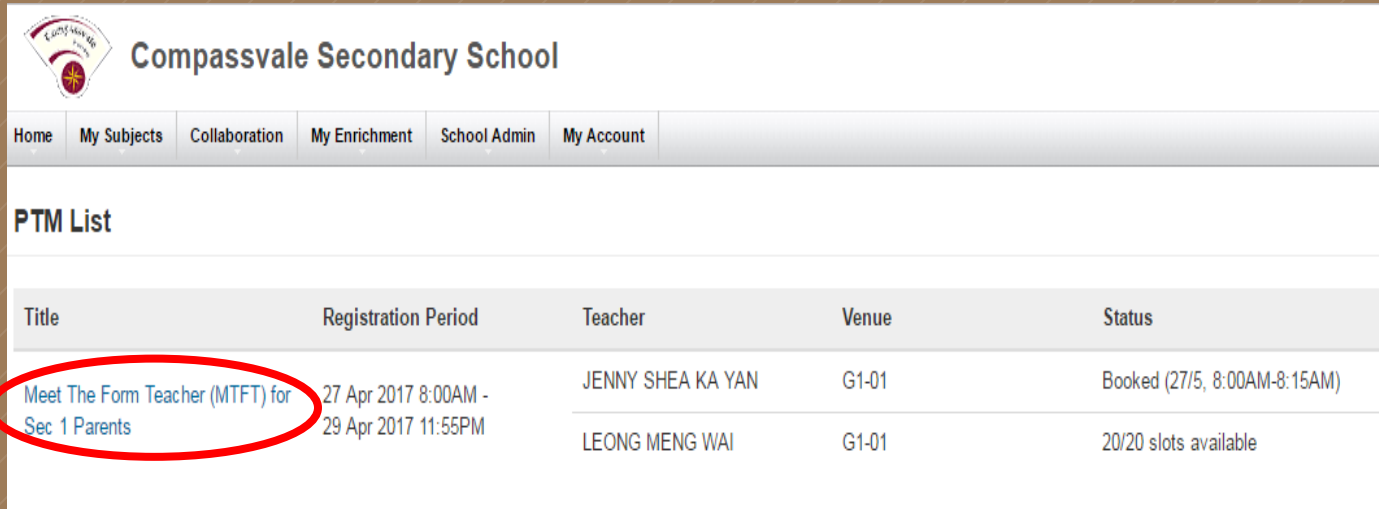
The screenshot displays the Compassvale Secondary School website. At the top left is the school's logo. The main header reads "Compassvale Secondary School". Below this is a navigation bar with tabs: Home, My Subjects, Collaboration, My Enrichment, **School Admin** (circled in red), and My Account. A dropdown menu is open under "School Admin", listing several options: Co-Curricular Activities: CCA Registration, Disciplinary Record, Holistic Assessment, National Youth Achievement Award: My NYAA, **Parent-Teacher Meeting (New): PTM List** (circled in red), Results Management: View My Results, School Matters, and Travel Plan: Travel Plan. On the left side of the page, there are three sections: "Announcement" (no announcements), "You have 2 new assignment(s): Lesson (2)", and "My Group Walls" (no group walls).

For booking to meet with FTs

4. Click the tab :

Meet The Form Teacher (MTFT) for all Parents

- There will only be 1 form for FT & Co-FT of the same class.



Compassvale Secondary School

Home My Subjects Collaboration My Enrichment School Admin My Account

PTM List

Title	Registration Period	Teacher	Venue	Status
Meet The Form Teacher (MTFT) for Sec 1 Parents	27 Apr 2017 8:00AM - 29 Apr 2017 11:55PM	JENNY SHEA KA YAN	G1-01	Booked (27/5, 8:00AM-8:15AM)
		LEONG MENG WAI	G1-01	20/20 slots available

For booking to meet with FTs

5. Select your preferred time slot & the FT / Co-FT that you wish to meet. A 'NOT Attending' is required if no time slot is selected.

PTM Event Details

Event Name: Meet The Form Teacher (MTFT) for Sec 1 Parents

Event Description: Dear Parents / Guardians,
Please select the time slot you wish to see the form teacher / co-form teacher of your child / ward.
If you are not able to attend, a NIL return is appreciated.

Event Start Date: 27/05/2017 **Event End Date:** 27/05/2017

Event Start Time: 08:00 AM **Event End Time:** 01:30 PM **Date:** 27/05/2017

**Note: Move your mouse pointer over the tooltip icon ⓘ to view more details.*

Time	JENNY SHEA KA YAN ⓘ	LEONG MENG WAI ⓘ
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>
08:00 AM - 08:15 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08:15 AM - 08:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
08:30 AM - 08:45 AM	<input type="checkbox"/>	<input type="checkbox"/>
08:45 AM - 09:00 AM	<input type="checkbox"/>	<input type="checkbox"/>
09:00 AM - 09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>
09:15 AM - 09:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
09:30 AM - 09:45 AM	<input type="checkbox"/>	<input type="checkbox"/>
09:45 AM - 10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM - 10:15 AM	<input type="checkbox"/>	<input type="checkbox"/>
10:15 AM - 10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
10:30 AM - 10:45 AM		
10:45 AM - 11:00 AM		
11:00 AM - 11:15 AM	<input type="checkbox"/>	<input type="checkbox"/>

For booking to meet with FTs

6. Scroll down the form (within the same form) and Opt in / out of the talks / briefings.

Attending Other Events?

1. **Strengthening Resilience in Your Child** [hide info](#) Yes No

Date: 27 May 2017

Time: 1030 - 1130 am

Venue: North Star Room

Objective of this talk:

-To share parenting strategies & tips on building resilience in the child

My Parent / Guardian Details

* Name

* Phone

Email

For booking to meet with FTs

7. Parent will click submit and a booking confirmation window will pop-up.

Booking Confirmation

NAME OF PARENT/GUARDIAN
Mrs Chua

NAME OF STUDENT
CHUA SU YIN, CHLOE

CLASS
S1-E1

EVENT
Meet The Form Teacher (MTFT) For Sec 1 Parents

ATTEND OTHER EVENT(S)

Strengthening Resilience in Your Child
null

BOOKED DATE / TIME
27/05/2017 (08:00 AM - 08:15 AM)

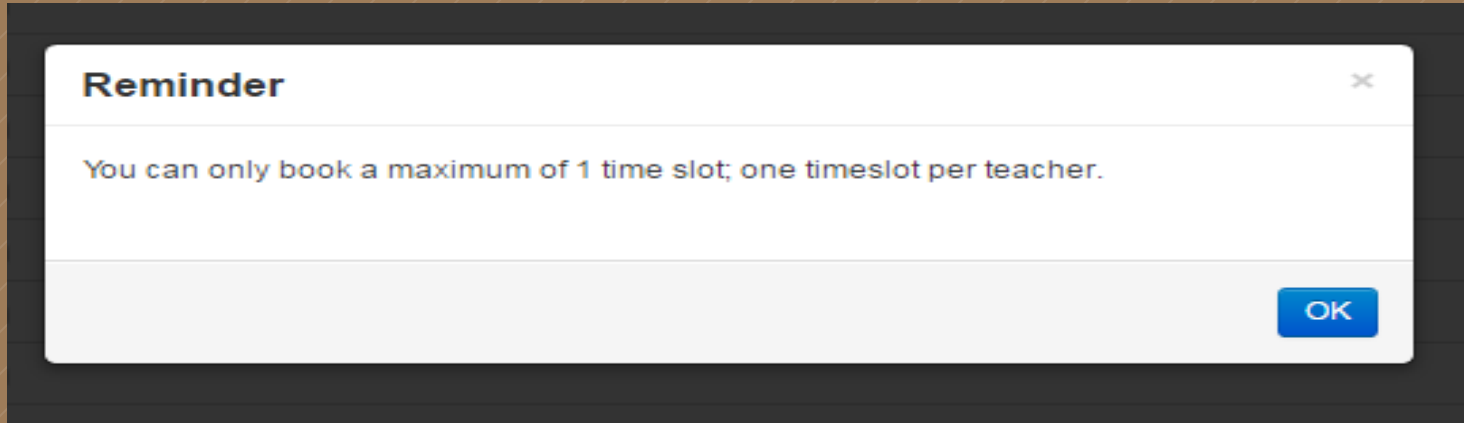
TEACHER
JENNY SHEA KA YAN

VENUE
G1-01

[Confirm](#) [Cancel](#)

For booking to meet with FTs

*Parents will not be allow to book more than 1 time slot, regardless of the number of FTs in the form.



IMPORTANT

1. For any further queries, please call the school's General Office at 6881 5047.
2. In event that your child's / ward's McOnline account is locked, please McOnline hotline at 6777 5198 to reset your child's / ward's account.



Thank You

