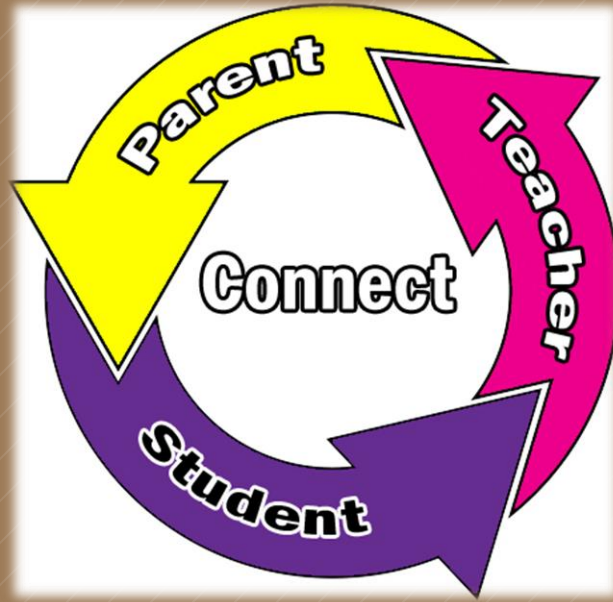


**Meet The Form  
Teacher (MTFT)  
&  
Meet The Parent  
(MTP)**

**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](http://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.

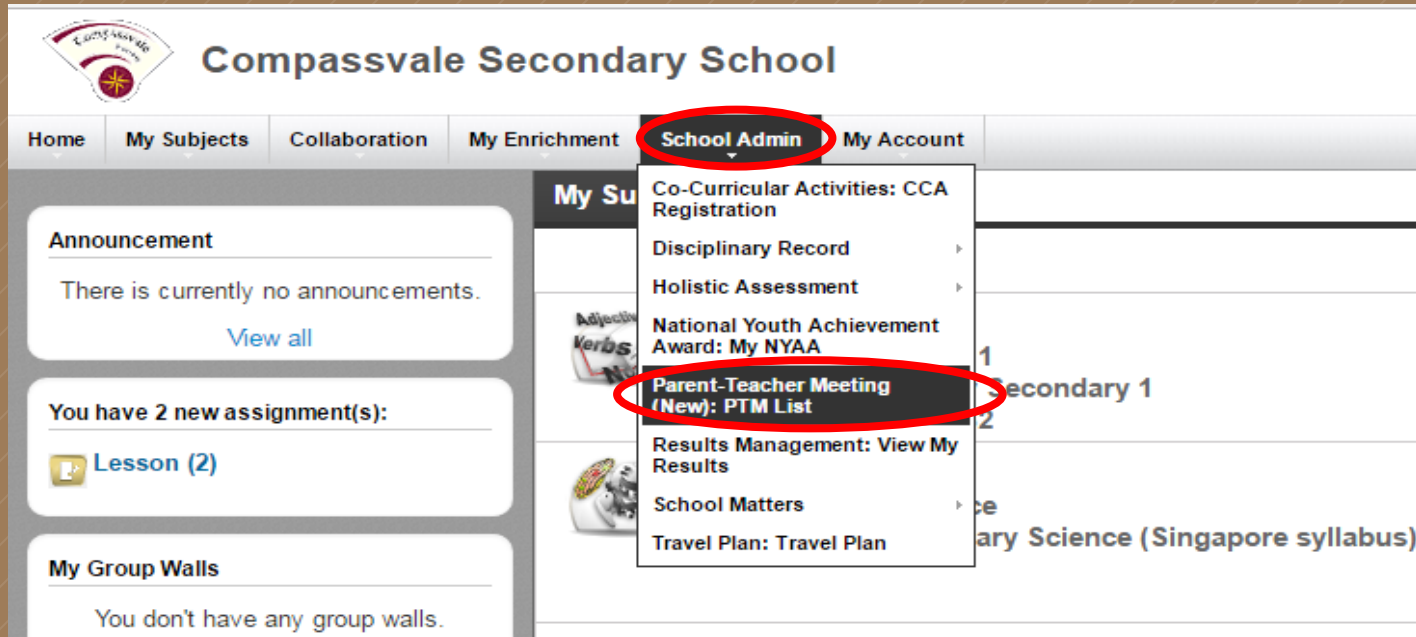
The main content area features a large banner for 'Primary Chinese Readers' with the text 'Nurture the love of reading with 华文读本!'. A cartoon book character is holding a sign that says 'Includes read-along and audio-recording features'. Below the banner, there are two tablets displaying the app interface. 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. It includes a 'Login' heading, a 'Login ID' field with the value 'T1234567Z', a 'School' field with the value 'CVSS', and a 'Password' field with the placeholder '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. The navigation bar includes tabs for Home, My Subjects, Collaboration, My Enrichment, **School Admin**, and My Account. The **School Admin** tab is selected, and its dropdown menu is open, listing various administrative functions. The option **Parent-Teacher Meeting (New): PTM List** is highlighted with a red oval. The left sidebar contains sections for Announcements, assignments, and group walls. The main content area shows a list of subjects, including Science (Singapore syllabus).

Compassvale Secondary School

Home My Subjects Collaboration My Enrichment **School Admin** My Account

My Subjects

- Co-Curricular Activities: CCA Registration
- Disciplinary Record
- Holistic Assessment
- National Youth Achievement Award: My NYAA
- Parent-Teacher Meeting (New): PTM List**
- Results Management: View My Results
- School Matters
- Travel Plan: Travel Plan

Announcement

There is currently no announcements.

[View all](#)

You have 2 new assignment(s):

[Lesson \(2\)](#)

My Group Walls

You don't have any group walls.

Secondary 1

Secondary 2

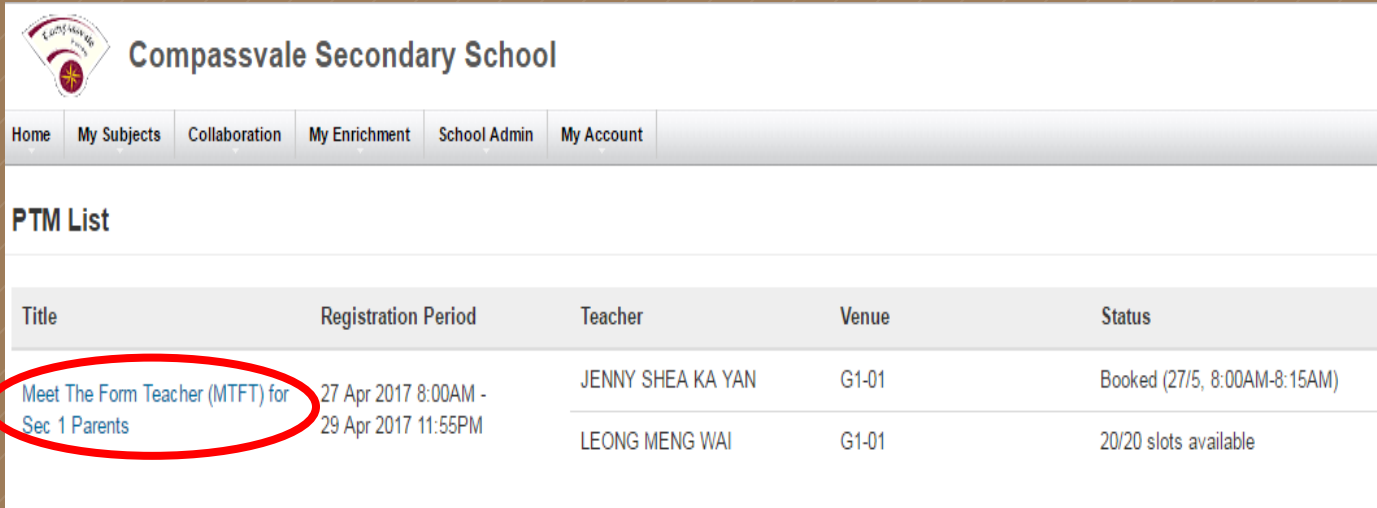
Science (Singapore syllabus)

# 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**

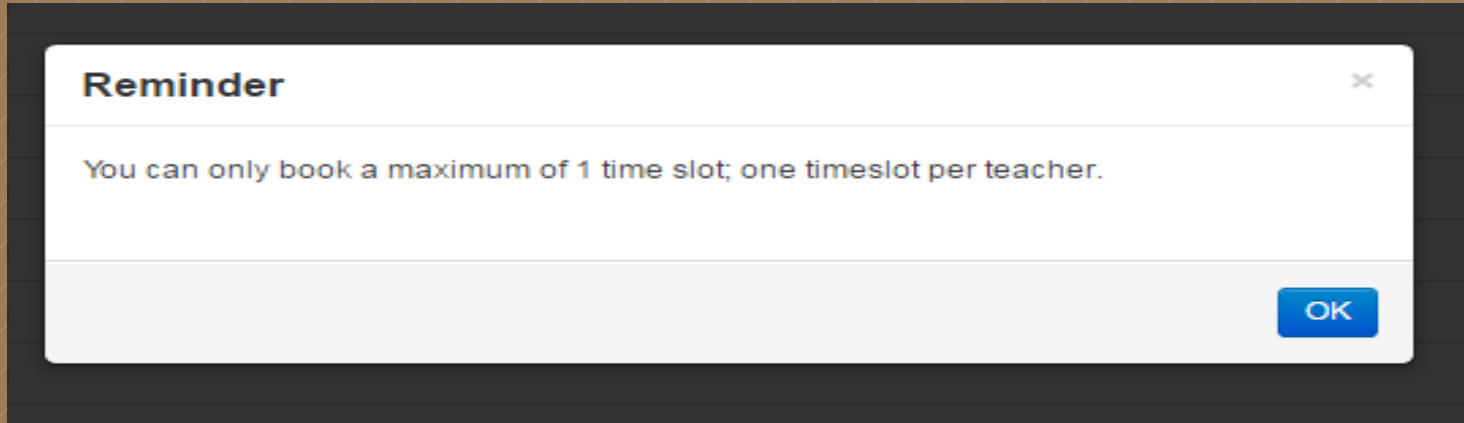
VENUE  
**G1-01**

[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*

