

P1-5 Parent-Teacher Meet 15 Nov and 16 Nov (Tues and Wed)

Guide to book a time slot via the McOnline portal

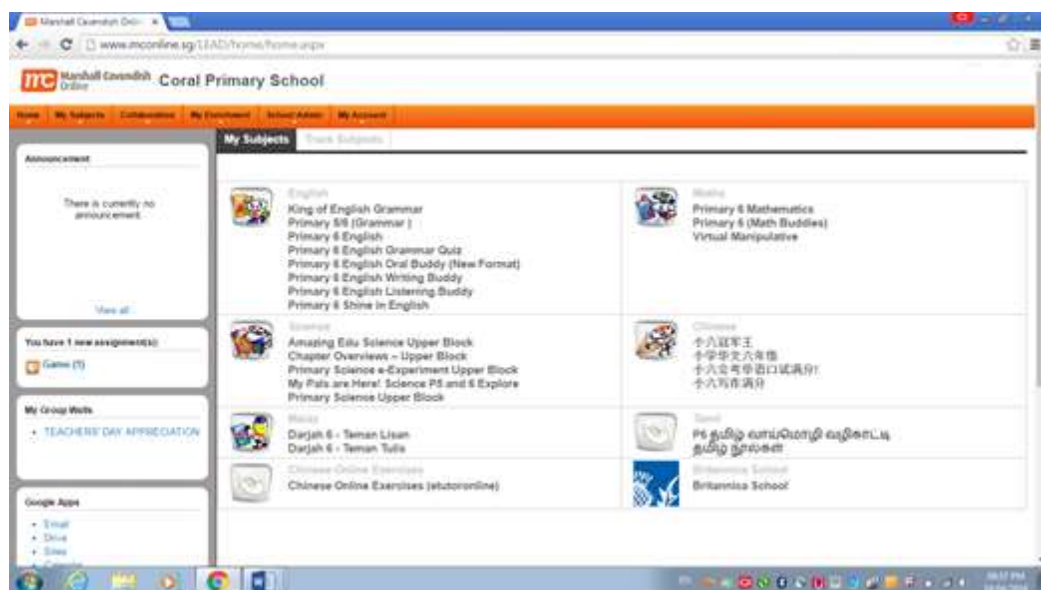
Step 1: Key in www.mconline.sg as the web address using the **Google Chrome**.

Step 2: In the screen below key in

- your child's/ward's identification number (e.g. TxxxxxxxA) in "Log in ID" slot
- "Coral Primary School" in the "School" slot
- "mconline2" in the "Password" slot
- Click on the orange "Login" button



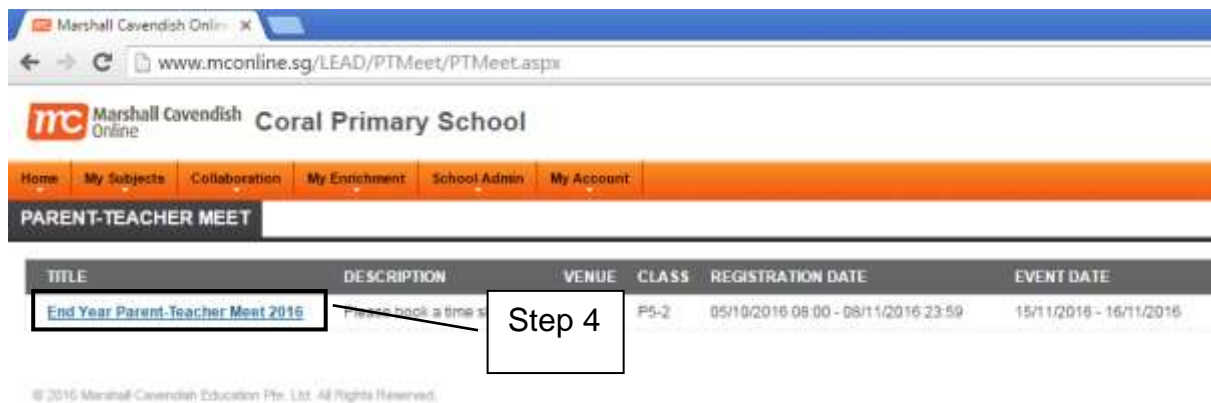
You will be able to see the screen below:



Step 3: Bring the cursor to the tab “School Admin” and click on “Parent-Teacher Meeting: View Form



Step 4: Click on the End Year Parent Teacher Meet 2016



Step 5: Select your preferred date.

mc Marshall Cavendish Online **Coral Primary School**

Home My Subjects Collaboration My Enrichment School Admin My Account

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

Select Form: End Year Parent-Teacher Meet 2 ▾

Title: End Year Parent-Teacher Meet 2016

Description: Please book a time slot for your child/ward's Parent-Teacher Meet with his/her Form Teacher.

Venue: Hall

Form Class / Group Name: P5-2

Registration Date: 05/10/2016 08:00 - 08/11/2016 23:59

Event Date: 15/11/2016 16/11/2016

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian WILL NOT BE ATTENDING.

Time Slots: 14:30 - 14:40 14:40 - 14:50

Step 5

Step 6: Complete the two fields "Parent's Name" and "Parent's Contact No".

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My parent/guardian WILL NOT BE ATTENDING.

Time Slots: 14:30 - 14:40 14:40 - 14:50

Step 6

Step 7: Click on the preferred time slot that you would like to meet the Form Teacher

My parent/guardian WILL NOT BE ATTENDING.

Time Slots:

14:30 - 14:40	Available	14:40 - 14:50	Available
14:50 - 15:00	Available	15:00 - 15:10	Available
15:10 - 15:20	Available	15:20 - 15:30	Available
15:30 - 15:40	Available	15:40 - 15:50	Available
15:50 - 16:00	Available	16:00 - 16:10	Available
16:10 - 16:20	Available	16:20 - 16:30	Available
16:30 - 16:40	Available	16:40 - 16:50	Available
16:50 - 17:00	Available	17:00 - 17:10	Available
17:10 - 17:20	Available	17:20 - 17:30	Available

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.

Step 8: Finally, check on the box "I declare that all the information entered here is correct and accurate at the time of submission" and click on the "Confirm" button.

16:10 - 16:20	Available	16:20 - 16:30	Available
16:30 - 16:40	Available	16:40 - 16:50	Available
16:50 - 17:00	Available	17:00 - 17:10	Available
17:10 - 17:20	Available	17:20 - 17:30	Available

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.