

Booking Guide for Parents Teacher Meeting



LOGGING IN TO MC Online PORTAL

URL: www.mconline.sg



Singapore Site

Login

Login ID
p_WGPS4531A

School
WGPS

Password
.....

Login

Reset My Password
Help | System Check

For authorised use only. Unauthorised use is strictly prohibited.

Step 1:
“p_” followed by child’s
Login ID
(Example: p_WGPS4531A)

Step 2:
Input your School ID
(WGPS)

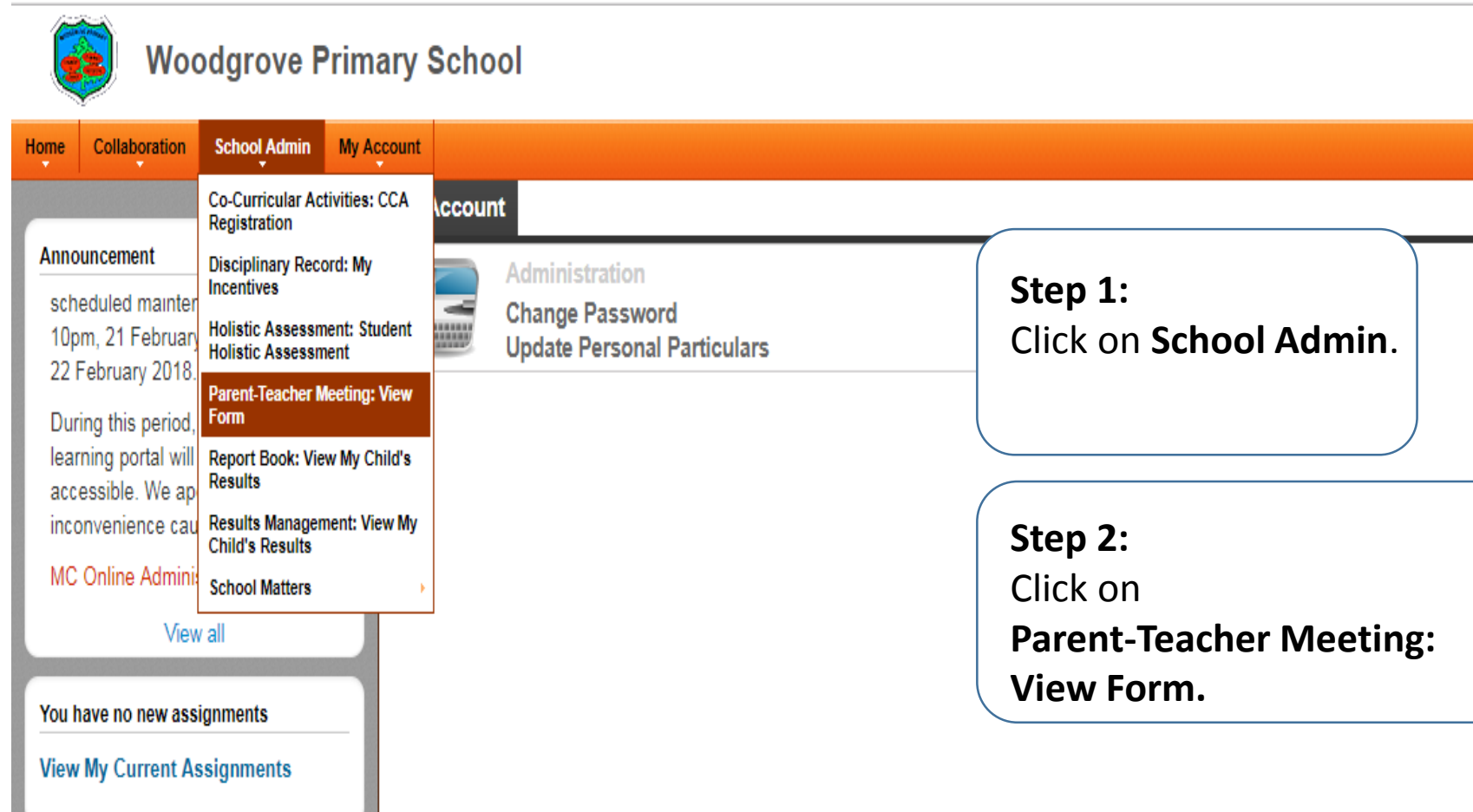
Step 3:
Input your password
(.....)

Step 4:
Click “Login”

Default Password:
Password: **2017/wgpst3**
(Pupils joined before 02/06/2017)

**New Accounts(All P1 , new comers
P2-P6)**
Password: **parent01**

Accessing the Parent – Teacher Meeting Form



Woodgrove Primary School

Home Collaboration **School Admin** My Account

Account

Administration
Change Password
Update Personal Particulars

Co-Curricular Activities: CCA Registration
Disciplinary Record: My Incentives
Holistic Assessment: Student Holistic Assessment
Parent-Teacher Meeting: View Form
Report Book: View My Child's Results
Results Management: View My Child's Results
School Matters

Announcement
scheduled maintenance
10pm, 21 February
22 February 2018
During this period,
learning portal will
be inaccessible. We ap
ologize for any incon
venience caused.
MC Online Admini
View all

You have no new assignments
View My Current Assignments

Step 1:
Click on **School Admin**.

Step 2:
Click on
**Parent-Teacher Meeting:
View Form**.

Viewing the Time Slots



Woodgrove Primary School

Home Collaboration School Admin My Account

PARENT-TEACHER MEET

TITLE	DESCRIPTION	VENUE	CLASS	REGISTRATION DATE	EVENT DATE	START TIME	END TIME
Miss Lee Ying Hui Daphanie	P1 CO Form Teacher - 1A	Hall	1A	22/02/2018 00:00 - 06/03/2018 23:59	09/03/2018	08:00	16:30
Mr Taufiq Bin Abdullah	P1 Form Teacher - 1A	1A	1A	22/02/2018 00:00 - 06/03/2018 23:59	09/03/2018	08:00	16:30
Parent - Teacher Meeting		1A	1A	13/02/2018 00:00 - 06/03/2018 23:59	09/03/2018	08:00	16:30

Step 3:
Click on the Parent-Teacher-Meeting

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

Select Form: Parent - Teacher Meeting -

Other Bookings:

Title: Parent - Teacher Meeting

Description:

Venue: 1A

Form Class / Group Name: 1A

Registration Date: 13/02/2018 00:00 - 06/03/2018 23:59

Event Date: 09/03/2018

Parent's Name: (optional)

Parent's Contact No.: (optional)

I WILL NOT BE ATTENDING.

Time Slots:

08:00 - 08:10	Available	08:10 - 08:20	Available
08:20 - 08:30	Available	08:30 - 08:40	Available
08:40 - 08:50	Available	08:50 - 09:00	Available
09:00 - 09:10	Available	09:10 - 09:20	Available
08:00 - 08:10	Available	08:10 - 08:20	Available
08:20 - 08:30	Available	08:30 - 08:40	Available
08:40 - 08:50	Available	08:50 - 09:00	Available
09:00 - 09:10	Available	09:10 - 09:20	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		

■ 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 4:
Please check this box if you are not attending.

Otherwise, Please Click on any available slots.

Step 5:
Please check this box to declare the accuracy of your entries and click on Confirm to confirm the booking.

Contact Information



Marshall Cavendish Education Times Centre
Telephone: **(65) 6777 5918**
Operating Hours: **Mon-Fri (8am-9pm)**
Saturday(8am-1pm)