

Holistic Educational Solutions



Parent-Teacher Conference (for Students and Parents)

**User Guide for
Booking of Appointment Slots for
Parent Teacher Conference**
(please book by Mon 21 May 2018, 8am)

Level	Secondary 4NA & 4NT
Event	Parent-Teacher Conference (PTC) & Principal-Parent Conference (PPC)
Day/ Date	Wednesday, 23 May 2018
Time	2.00 pm – 4.00 pm: PTC @ Classrooms 4.00 pm – 5.00 pm: PPC (4NA @ Auditorium, 4NT @ COE Room) 5.00 pm – 6.00 pm: PTC @ Classrooms
Remark	<i>The PPC will provide key information on post-secondary education and actions the school is taking to prepare your son/ward for the National Examination.</i>

Level	Secondary 4Exp & 5NA
Event	Parent-Teacher Conference (PTC) & Principal-Parent Conference (PPC)
Day/ Date	Friday, 25 May 2018
Time	1.00 pm – 3.00 pm: PTC @ Classrooms 3.00 pm – 4.00 pm: PPC @ Hall 4.00 pm – 5.00 pm: PTC @ Classrooms
Remark	<i>The PPC will provide key information on post-secondary education and actions the school is taking to prepare your son/ward for the National Examination.</i>

Level	Secondary 1, 2 and 3 (all streams)
Event	Parent-Teacher Conference
Day/ Date	Friday, 25 May 2018
Time	1.00 pm – 5.00 pm
Venue	Classrooms

Contents

- Parent Login ID
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Parent Login ID

- The parent login ID for mconline start with “p_” before student ID.

Example: If student ID is “SAS12345F”, the parent login will be “p_SAS12345F”.

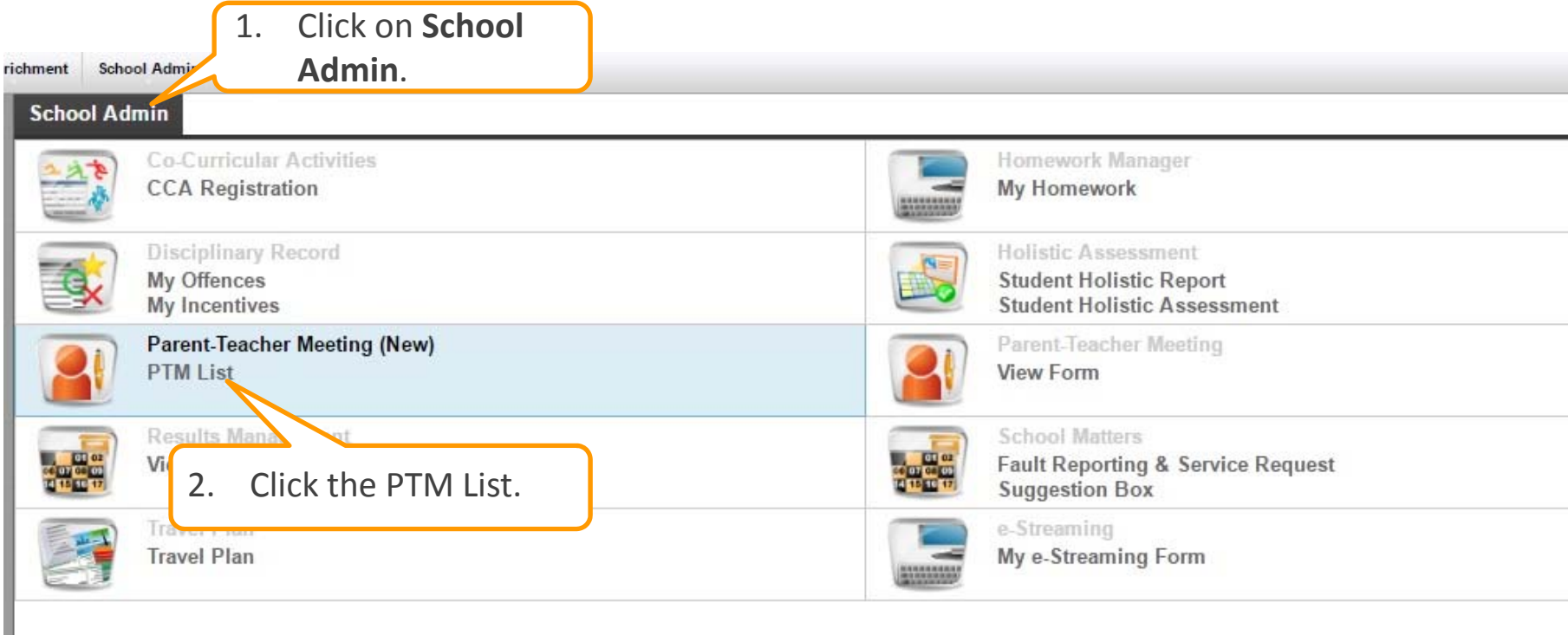
- The default password is “Parent01”.

(for Students and Parents)











WHERE IS THE PTM FORM

Where is the PTM Form

1. Click on **School Admin.**




2. Click the PTM List.

School Admin	
 Co-Curricular Activities CCA Registration	 Homework Manager My Homework
 Disciplinary Record My Offences My Incentives	 Holistic Assessment Student Holistic Report Student Holistic Assessment
 Parent-Teacher Meeting (New) PTM List	 Parent-Teacher Meeting View Form
 Results Management View	 School Matters Fault Reporting & Service Request Suggestion Box
 Travel Plan Travel Plan	 e-Streaming My e-Streaming Form

These steps are the same for both parents and students.

Where is the PTM Form

 Marshall Cavendish Online **St. Andrew's Secondary School**

Home My Subjects Collaboratio

3. Click on the **Title** of the PTM event.

PTM List

Title	Registration Period	Teacher	Venue	Status
Term 2 Parent-Teacher Conference Sec 1,2 and 3 on Friday 25 May 2018	10 May 2018 8:00AM - 21 May 2018 8:00AM	Roshnah Begum Binte Mohd Abbas	Classroom	14/14 slots available
		Low Su Rin	Classroom	16/16 slots available
		Muhammad Sofian Bin Adnan	Classroom	16/16 slots available

Note

- *If you do not see the PTM event, this may be because the registration date has not started. Please check with your school for information regarding the PTM.*

BOOKING A PTM TIME SLOT

Booking a PTM Time Slot

The PTM Event details are displayed at the top.

Event Name: Term 2 Parent-Teacher Conference Sec 1,2 and 3 on Friday 25 May 2018
Event Description: Term 2 Parent-Teacher Conference (PTC) Secondary 1 ,2 and 3 (all streams) on Friday 25 May 2018
Max Booking: 1
Event Start Date: 25/05/2018 Event End Date: 25/05/2018
Event Start Time: 01:00 PM Event End Time: 05:00 PM
Date: 25/05/2018

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

Time	Roshnah Begum Binte Mohd Abbas	Low Su Rin	Muhammad Sofian Bin Adnan
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	
01:00 PM - 01:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	
01:15 PM - 01:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	
01:30 PM - 01:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	
01:45 PM - 02:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
02:00 PM - 02:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	
02:15 PM - 02:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	
02:30 PM - 02:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	
02:45 PM - 03:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00 PM - 03:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:15 PM - 03:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30 PM - 03:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:45 PM - 04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00 PM - 04:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:15 PM - 04:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:30 PM - 04:45 PM		<input type="checkbox"/>	<input type="checkbox"/>
04:45 PM - 05:00 PM		<input type="checkbox"/>	<input type="checkbox"/>

1. Click on the checkboxes to make your booking with the teachers.
2. Scroll down to the bottom of the page.

* Can book 1 or 2 teachers at different time slot

Booking a PTM Time Slot

Please confirm your booking

NAME OF STUDENT
ADAM

CLASS
1M

EVENT
Term 2 Parent-Teacher Conference Sec 1,2 And

ATTEND OTHER EVENT(S)
None

BOOKED DATE / TIME
25/05/2018 (01:45 PM - 02:00 PM)

TEACHER
Low Su Rin

VENUE
Classroom

3. The Booking Confirmation will summarize your booking.

4. Click the **Confirm** button to complete your booking, or else click the **Cancel** button to amend your booking.

Note

- *Booking is on a first-come-first-served basis. There is no indication showing if another parent/student is booking the same time slot concurrently. The person who clicks confirm before the others get the time slot.*

Booking a PTM Time Slot

mc Marshall Cavendish
Online

Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

10. If the confirmation is successful, an Acknowledgement Notice will be generated.

QUESTIONS/COMMENTS

NAME OF STUDENT
ADAM

CLASS
1M

EVENT
Term 2 Parent-Teacher Conference
Friday 25 May 2018

BOOKED DATE / TIME
25/05/2018 (01:45 PM - 02:00 PM)

TEACHER
Low Su Rin

VENUE
Classroom

Edit Print Close

5. Click on the **Print** button to create a hard copy of the Acknowledgement notice.

6. Click the **Edit** button to change your booking time slot. This will bring you back through steps 1 to 6.

DECLARING NON-ATTENDANCE

Declaring Non-Attendance

Event Name: Term 2 Parent
Event Description: Term 2 Parent
Max Booking: 1
Event Start Date: 25/05/2018
Event Start Time: 01:00 PM

1. Click on the “NOT Attending” checkbox under the teacher’s name if you are not meeting with the teacher.

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

Time	Roshnah Begum Binte Mohd Abbas	Low	Muhammad Sofian Bin Adnan
NOT Attending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01:00 PM - 01:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:15 PM - 01:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:30 PM - 01:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:45 PM - 02:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:00 PM - 02:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:15 PM - 02:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:30 PM - 02:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:45 PM - 03:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00 PM - 03:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:15 PM - 03:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30 PM - 03:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:45 PM - 04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00 PM - 04:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:15 PM - 04:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:30 PM - 04:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:45 PM - 05:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back Submit

2. Click the **Submit** button.

Declaring Non-Attendance

Please confirm your booking

NAME OF STUDENT
ADAM

CLASS
1M

EVENT
Term 2 Parent-Teacher C

ATTEND OTHER EVENT(S)
None

BOOKED DATE / TIME
Not Attending

TEACHER
Low Su Rin

VENUE
Classroom

REASON NOT ATTENDING

Confirm **Cancel**

4. A Booking confirmation will appear declaring your non-attendance for the PTM Event. You can respond with a reason for not being able to attend.

5. Click the **Confirm** button to declare your Non-Attendance for the PTM Event.

Declaring Non-Attendance

mc Marshall Cavendish
Online

Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

6. The Acknowledgement notice will indicate that you are not attending the PTM event.

7. Click on the **Print** button to create a hard copy of the Acknowledgement notice.

QUESTIONS/COMMENTS

NAME OF STUDENT
ADAM I

CLASS
1M

EVENT
Term 2 Parent-Teacher Conference Sec 1,2 And 3 On Friday 25 May 2018

BOOKED DATE / TIME
Not Attending

REASON

TEACHER
Low Su Rin

VENUE
Classroom

Edit **Print** Close

CHANGING YOUR PTM BOOKING

Changing your PTM Booking

1. Find your PTM Event and click on the Title.

PTM List

Title	Registration Period	Teacher	Venue	Status
Term 2 Parent-Teacher Conference Sec 1,2 and 3 on Friday 25 May 2018	10 May 2018 8:00AM - 21 May 2018 8:00AM	Roshnah Begum Binte Mohd Abbas	Classroom	14/14 slots available
		Low Su Rin	Classroom	Not attending
		Muhammad Sofian Bin Adnan	Classroom	16/16 slots available

Changing your PTM Booking



Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

QUESTIONS/COMMENTS

NAME OF STUDENT

ADAM

CLASS

1M

EVENT

Term 2 Parent-Teacher Conference Sec 1,2 And 3 On Friday 25 May 2018

BOOKED DATE / TIME

Not Attending

REASON

TEACHER

Low Su Rin

VENUE

2. If you have made a prior booking, the Acknowledgement notice will appear.
3. To change your booking, click on the **Edit** button.

Edit

Print

Close

Booking a PTM Time Slot

Event Name: Term 2 Parent-Teacher Conference Sec 1,2 and 3 on Friday 25 May 2018
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 Max Booking: 1
 Event Start Date: 25/05/2018 Event End Date: 25/05/2018
 Event Start Time: 01:00 PM Event End Time: 05:00 PM Date: 25/05/2018

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

Time	Roshnah Begum Binte Mohd Abbas	Low Su Rin	Muhammad Sofian Bin Adnan
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:00 PM - 01:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01:15 PM - 01:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:30 PM - 01:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01:45 PM - 02:00 PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02:00 PM - 02:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:15 PM - 02:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:30 PM - 02:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:45 PM - 03:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00 PM - 03:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:15 PM - 03:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30 PM - 03:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:45 PM - 04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00 PM - 04:15 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:15 PM - 04:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:30 PM - 04:45 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:45 PM - 05:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click on a new time slot for the teacher you have to meet.

[Back](#) [Submit](#)



Changing your PTM Booking

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Online

Acknowledgement Notice

Thank you for using our online PTM booking.

Kindly print and present this acknowledgement notice to the person in charge on your scheduled meeting.

6. Reprint the new Acknowledgement notice after you have re-booked for a new time slot for the PTM event.

NAME OF PARENT/GUARDIAN
Connie

NAME OF STUDENT
Cameron

CLASS
C1A

EVENT
2017 PTM

ATTEND OTHER EVENT(S)

9:15 AM)

VENUE

Edit Print Close

THE END