

Park View Primary School
P1 to P6
Parent-Teacher Conference (PTC)
Online Registration
User Guide




Content

- Before you start (Reminder)
- How to login Mconline
- Where to locate the 'Parent-Teacher Conference (PTC)' online registration form
- Book time slots
- Change your booking slot
- Helpline



Before you start...

Reminder

- Google Chrome is preferred. 
- Parents can choose to use child's account or parent's account to register.
- If you have more than one child, please register one by one by logging on to all your children's accounts. Do not copy and paste URL into another browser. You are required to log out of one account first and then login into another account.

- You are advised to print the acknowledgement slip and take note of the date and time slots selected.
- For technical support, please call:

Mconline helpdesk at Tel: 6777 5198

Monday to Friday: 7am – 7pm

Saturday : 7am – 2pm

Closed on Sundays & Public Holidays

- Alternatively, you can submit your enquiry by clicking on the icon “Technical Support” on the login page to submit a desktop ticket.
- For subject teachers related (e.g. unable to locate your child’s subject teacher), please alert the respective teacher.

A decorative frame with a black outline and a yellow inner border, featuring a scalloped, wavy shape. The text is centered within this frame.

*How to login
Mconline*

http://www.mconline.sg

Google
Chrome is
preferred.



HOME

ABOUT US

SUCCESS STORIES

OUR SOLUTIONS

CONTACT US

OUR WEBSITES



GO ON AN EDUCATIONAL ADVENTURE TODAY!

FIND OUT MORE

Singapore Site

Login

Login ID

School

Password

[Can't login?](#) | [Help](#) | [System Check](#)



Student's login

Singapore Site

Login

Login ID
pvps3456b

School
Park View Primary School

Password
Student12345

Login

[Can't login?](#) | [Help](#) | [System Check](#)

The last 4 digits and character of their child's BC number (e.g. T123456B)

Default password

Parent's login

Singapore Site

Login

Login ID
p_pvps3456b

School
Park View Primary School

Password
Parent123456

Login

[Can't login?](#) | [Help](#) | [System Check](#)

The last 4 digits and character of their child's BC number
(e.g. T123456B)

Parent's default PW.
You can change to your own password upon the first login.



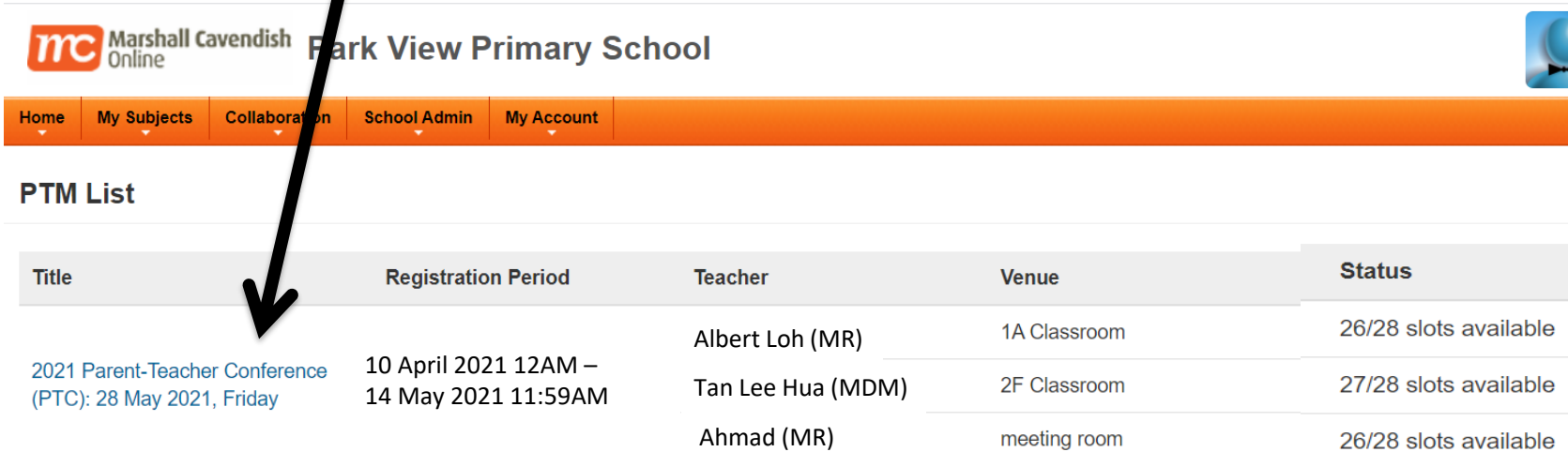
*Locate the online
registration form &
Book time slots*

Click 'School Admin → Parent-Teacher Meeting (New): PTM List'

The screenshot shows the Marshall Cavendish Online EduHub interface for Park View Primary School. The navigation bar includes 'Home', 'My Subjects', 'Collaboration', 'School Admin', and 'My Account'. The 'School Admin' dropdown menu is open, listing various options: '21CC Assessment: Student 21CC Report', 'Co-Curricular Activities: CCA Registration', 'Disciplinary Record', 'Holistic Assessment: Student Holistic Assessment', 'Parent-Teacher Meeting (New): PTM List' (highlighted in brown), 'School Matters', 'Travel Plan: Travel Plan', and 'e-Streaming: My e-Streaming Form'. An arrow points from the highlighted option to the main instruction box. The main content area shows an 'Announcement' section with no current announcements, a 'You have no new assignments' message, and a 'My Group Walls' section with no group walls. The 'EduHub' logo is visible in the bottom left corner.

These steps are the same for both parents and students account.

Clicking the blue link to start booking.



Marshall Cavendish Online Park View Primary School

Home My Subjects Collaboration School Admin My Account

PTM List

Title	Registration Period	Teacher	Venue	Status
2021 Parent-Teacher Conference (PTC): 28 May 2021, Friday	10 April 2021 12AM – 14 May 2021 11:59AM	Albert Loh (MR)	1A Classroom	26/28 slots available
		Tan Lee Hua (MDM)	2F Classroom	27/28 slots available
		Ahmad (MR)	meeting room	26/28 slots available

Note:

- **You will see many subject teachers' names for the level. Please check with your child who is his/her subject teachers and book the correct teachers and slot.**
- **Ensure that you have booked for all the subject teachers**

PTM Event Details

Event Name: 2021 Parent-teacher Conference (PTC): 28 May 2021, Friday
 Event Description:
 Same Day Booking: Yes
 Event Start Date: 28/05/2021 Event End Date: 28/05/2021
 Event Start Time: 08:00 AM Event End Time: 03:30 PM Date: 28/05/2021

Click tooltip icon for venue and subjects details

Look for the correct subject teachers to book.

▶ Book time slots

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

Available Not Available

Time	Albert Loh (MR)	Tan Lee Hua (MDM)	Ahmad (MR)
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:00 AM - 08:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:15 AM - 08:30 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:30 AM - 08:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:45 AM - 09:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:00 AM - 09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:15 AM - 09:30 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30 AM - 09:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:45 AM - 10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick to book the time slot.
(Tips: Do allow some walking time from classroom to classroom.)

My Parent / Guardian Details

Name

Phone

Legend:

Available Not Available Teacher's break slots

Back Submit

Fill up Name & contact details
 Click 'Submit'

PTM Event Details

Event Name: 2021 Parent-Teacher Conference (PTC): 28 May 2021, Friday

Event Description:

Same Day Booking: Yes

Event Start Date: 28/05/2021

Event End Date: 28/05/2021

Event Start Time: 08:00 AM

Event End Time: 04:30 PM

Date: 28/05/2021

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

Available Not Available

Time	Albert Loh (MR)	Tan Lee Hua (MDM)	Ahmad (MR)
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08:00 AM - 08:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:15 AM - 08:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:30 AM - 08:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:45 AM - 09:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are not meeting the subject teacher due to certain reason (e.g. frequent follow up by phone calls), please tick the 'NOT attending box'

Acknowledgement Notice for Parents to print



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

Sally Tan

CLASS

2F

EVENT

2021 Parent-Teacher Conference (PTC): 28 May 2021, Friday

BOOKED DATE / TIME

28/05/2021 (04:00 PM - 04:15 PM)

TEACHER

Albert Loh (MR)

VENUE

1A Classroom


BOOKED DATE / TIME

28/05/2021 (02:00 PM - 02:15 PM)

Edit

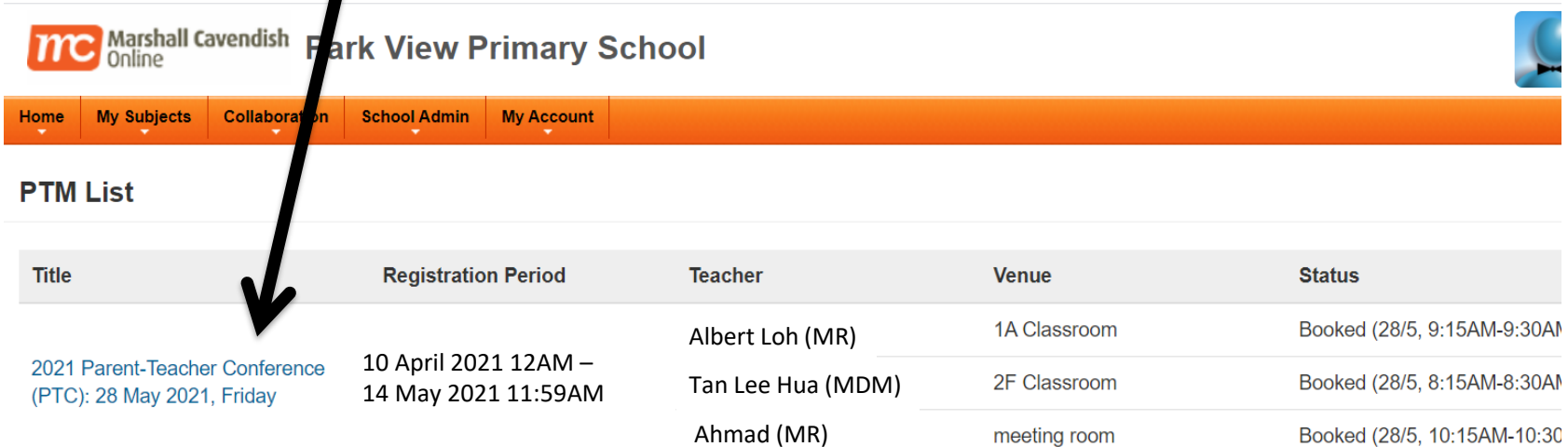
Print

Close



*Change booking
slot after
submission*

Clicking the blue link to change booking



Marshall Cavendish Online Park View Primary School

Home My Subjects Collaboration School Admin My Account

PTM List

Title	Registration Period	Teacher	Venue	Status
2021 Parent-Teacher Conference (PTC): 28 May 2021, Friday	10 April 2021 12AM – 14 May 2021 11:59AM	Albert Loh (MR)	1A Classroom	Booked (28/5, 9:15AM-9:30AM)
		Tan Lee Hua (MDM)	2F Classroom	Booked (28/5, 8:15AM-8:30AM)
		Ahmad (MR)	meeting room	Booked (28/5, 10:15AM-10:30)

Note:

- ***You will see many subject teachers' names for the level. Please check with your child who is his/her subject teachers and book the correct teachers and slot.***
- ***Ensure that you have booked for all the subject teachers***



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.

Click on the 'Edit' button

QUESTIONS/COMMENTS

NAME OF STUDENT

Sally Tan

CLASS

2F

EVENT

2021 Parent-Teacher Conference (PTC): 28 May 2021, Friday

BOOKED DATE / TIME

28/05/2021 (04:00 PM - 04:15 PM)

TEACHER

Albert Loh (MR)

VENUE

1A Classroom

BOOKED DATE / TIME

28/05/2021 (03:00 PM - 03:15 PM)

Edit

Print

Close

PTM Event Details

Event Name: 2021 Parent-Teacher Conference (PTC): 28 May 2021, Friday

Event Description:

Same Day Booking: Yes

Event Start Date: 28/05/2021

Event End Date: 28/05/2021

Event Start Time: 08:00 AM

Event End Time: 04:30 PM

Date: 28/05/2021

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

Available Not Available

Time	Albert Loh (MR)	Tan Lee Hua (MDM)	Ahmad (MR)
NOT Attending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:00 AM - 08:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:15 AM - 08:30 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:30 AM - 08:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08:45 AM - 09:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:00 AM - 09:15 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:15 AM - 09:30 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30 AM - 09:45 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:45 AM - 10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Untick the slot to be able to choose new slot.

My Parent / Guardian Details

Name

Phone

Legend:

Available Not Available

 Teacher's break slots

Back

Submit

Click 'Submit'

Acknowledgement Notice for Parents to print



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.

Check that the new slot has been updated

QUESTIONS/COMMENTS

NAME OF STUDENT

Sally Tan

CLASS

2F

EVENT

2021 Parent-Teacher Conference (PTC): 28 May 2021, Friday

BOOKED DATE / TIME

28/05/2021 (03:00 PM – 03:15 PM)

TEACHER

Albert Loh (MR)

VENUE

1A Classroom

BOOKED DATE / TIME

28/05/2021 (03:00 PM – 03:15 PM)

Edit

Print

Close



- For technical support, please call:

Mconline helpdesk at Tel: 6777 5198

Monday to Friday: 7am – 7pm

Saturday : 7am – 2pm

Closed on Sundays & Public Holidays

- Alternatively, you can submit your enquiry by clicking on the icon “Technical Support” on the login page to submit a desktop ticket.
- For subject teachers related (e.g. unable to locate your child’s subject teacher), please alert the respective teacher.



Thank
you!!