

Ref: 2018/L121

20 April 2018

Dear Parents/Guardians,

Warm greetings to you!

The school will be organising its **Meet-The-Parent Session** for Primary 6 students on Thursday, 24 May and Friday, 25 May. The objective of the session is to provide a platform for you to engage in conversations with your child's/ward's class teachers about his/her progress in learning. The details are as follows:

Thursday, 24 May and Friday, 25 May	
Time:	<b>2.30 p.m. to 5.30 p.m.</b>
Venue:	<b>School Hall</b>
<b>Booking of appointment slots @ MC Online portal:</b> Monday, 23 April 2018 to Friday, 11 May 2018	

To ensure that all parents are given an opportunity to meet the Class Teachers, the maximum duration for each session is **10 minutes**.

Your child's/ward's subject teachers will also be present with us in the School Hall on these 2 days. You may get a queue number to see your child's/ward's subject teachers if you would like to meet them.

In line with our school's aim to go paperless, parents/guardians are required to log on to MC Online portal to book your appointment slots online to see your child's/ward's **Class Teachers** on **either 24 or 25 May**.

Please book the appointment slots online **within the period stated above**. After this period, the portal will be closed. If you are unable to book a slot at your preferred timings, please make alternative arrangements to connect with your child's Class Teachers.

Kindly refer to the attached guide on the booking procedures for MC Online should you require assistance.

Thank you.

Yours sincerely,



Mrs Jaslyn Heng  
Assistant Year Head  
(Upper Block)

### Please note the following for booking of MTPS:

#### 1) Login Details:

Following the implementation of new password security measures, Marshall Cavendish Education would like to inform you of the **new default login password** to our Learning Management System (LMS) in accordance with the new security measures.

The details for the new logging-in process for students and parents are as follows:

**Website:** <http://www.mconline.sg>

**School:** HRPS

**Login ID:**

**a) For All Students**

Your child's MCOonline User ID which can be found on page 3 of his/her school organiser.

**b) For All Parents**

P\_Child's MCOonline User ID

**Password:**

**a) For All Students**

**If you are logging in for the first time**, the default password will be "**Student01**".

After which, the system will prompt you to change your child's password. Please write down your child's new password on page 3 of his/her school organiser.

**b) For Parents with Existing Accounts**

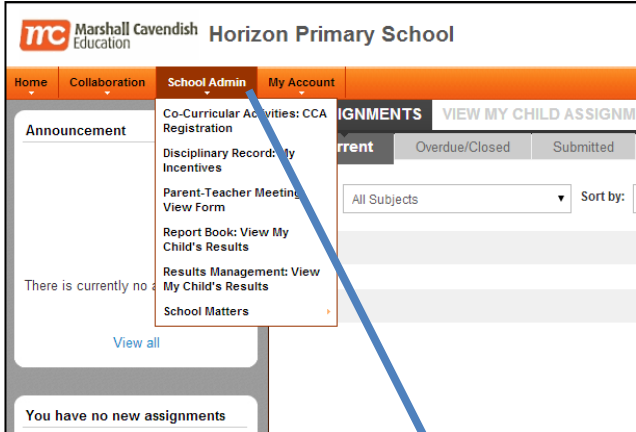
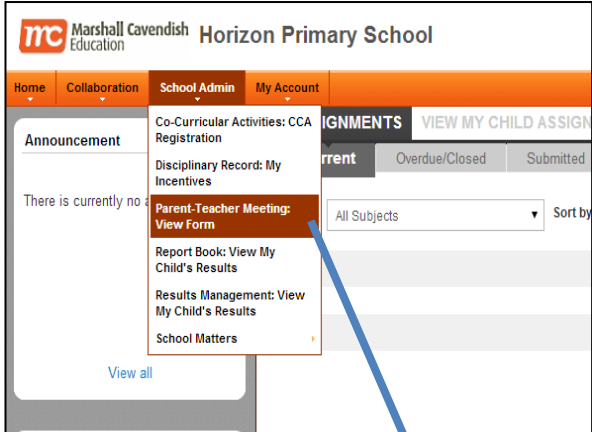
- The password will remain as your current existing password.
- The system will prompt you to change your current existing password if it does not meet the new security requirements.

**c) For Parents with New Accounts**

**If you are logging in for the first time**, the default password will be "**Parent01**". After which, the system will prompt you to change your password.

*For further queries or assistance, please contact their Helpdesk at (65) 6777 5198.*

#### 2) Steps for booking of appointment slots:

<p><b>Step 1: Where to locate Parent-Teacher Meeting Form</b></p>  <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>Place mouse cursor over School Admin tab</b></p> </div>	<p><b>Step 2: View Parent-Teacher Meeting Form</b></p>  <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>Click on Parent-Teacher Meeting: View Form</b></p> </div>
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### Step 3: Make a booking for the Form Teachers

Marshall Cavendish Online Horizon Primary School

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

**PARENT-TEACHER MEET**

TITLE	DESCRIPTION	VENUE
<input type="checkbox"/> STUDENT-LED MTPS (P1 INNOVATOR)	Please book your preferre	P1 INNOVATOR CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 CREATOR)		
<input type="checkbox"/> STUDENT-LED MTPS (P1 EXPLORER)		
<input type="checkbox"/> STUDENT-LED MTPS (P1 INQUIRER)	Please book your preferre	P1 INQUIRER CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 INVENTOR)	Please book your preferre	P1 INVENTOR CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 REFLECTOR)	Please book your preferre	P1 REFLECTOR CLASSROOM
<input type="checkbox"/> STUDENT-LED MTPS (P1 THINKER)	Please book your preferre	P1 THINKER CLASSROOM

**Click on Form Teachers Parent- Teacher Meeting Form**

### Step 4: Select booking slot

Marshall Cavendish Online Horizon Primary School

Home My Subjects Collaboration My Enrichment School Admin My Account

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

Select Form: MTPS (1) Class Teacher - Pleas

Title: MTPS (1) Class Teacher

Description: Please book your preferred time slot with your child/s/ward's Class Teacher.

Venue: P3 Innovator Classroom

Form Class / Group Name: 2016 P3-1 non-siblings

Registration Date: 03/02/2016 08:00 - 26/02/2016 23:59

Event Date: 10/03/2016

Parent's Name: (required)

Parent's Contact No.: (required)

My parent/guardian 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

**Fill in required fields**      **Select timeslot**

### Step 5: Confirm the booking slot and print acknowledgement page.

16:45 - 16:55	Available	16:55 - 17:05	Available
17:05 - 17:15	Available	17:15 - 17:25	Available
17:25 - 17:35	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

**Click on Declaration box**

**Click on Book Selected**

### Step 6: Only if you need to amend the booking slot

Parent-Teacher Meeting

Viewing, Managing & Exporting Your Form – Cancel bookings

Marshall Cavendish Online

Form Class / Group Name: 1A-2

Student: select a student

Event Date: 09/12/2012

Time Slots:

09:00 - 09:10	Aiden Zhou	09:10 - 09:20	Available
09:20 - 09:30	Available		
09:40 - 09:50	Available		
10:00 - 10:10	Available		
10:20 - 10:30	Available	10:30 - 10:40	Available
10:40 - 10:50	Available	10:50 - 11:00	Available
11:00 - 11:10	Available	11:10 - 11:20	Available
11:20 - 11:30	Available	11:30 - 11:40	Available
11:40 - 11:50	Available	11:50 - 12:00	Available

Set Disabled Set Available Submit Booking Cancel Booking Return

**Step 1: Select the Time slot to Cancel booking.**

**Step 2: Click Cancel Booking.**

**Step 3: Click Ok.**

http://www.lead.com.sg

Are you sure you want to cancel Jacob Wang's booking? Click on OK to confirm.

- If you have more than one child studying in Horizon Primary School, please remember to book for all your children.
- Bookings are on a first come, first served basis.