

## MC ONLINE LOGIN GUIDE (For Parents)

**Internet browser: Google Chrome (Do not use Internet explorer)**

For any technical difficulties you may email **MC Online HQ** at: [helpdesk@mconline.sg](mailto:helpdesk@mconline.sg) or call **MC Online HQ** hotline number **6777 5198** during the following hours:

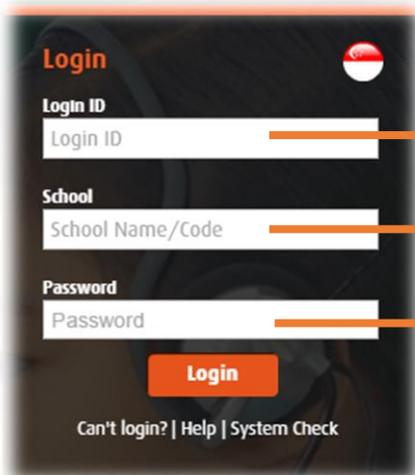
**Monday - Friday: 7.00am - 9.00pm**

**Saturdays: 7:00am - 2:00pm**

### 1. MC Online: <http://www.mconline.sg>



### 2. Parent/Guardian Login



Login ID: p\_last 5 digit of your child's birth cert including the alphabet. E.g. 54321Z  
(refer to child's student handbook for the iD)

School: WESTSPRINGPS

Password: parent01

## How to access Letter to Parents?

1. Login to MC Online: <http://www.mconline.sg> [Refer to MC Online Guide]
2. Select Collaboration > My Resource: Share with Me

**mc** Marshall Cavendish Online West Spring Primary School

Home Collaboration School Admin My Account

E-Portfolio: Folio Bank  
My Resource: Share With Me  
Podcast  
Wiki

**Click here**

**MY ASSIGNMENTS** VIEW MY CHILD ASSIGNMENTS TRACK MY

Current Overdue/Closed Submitted Upcoming

Subjects: All Subjects Sort by: Start Date ↓ List

You have no new assignments  
[View My Current Assignments](#)

- You have no assignment. -

3. You will arrive at this page. Select the folder that you will like to view.

**mc** Marshall Cavendish Online West Spring Primary School

Home Collaboration School Admin My Account

### Shared with Me

Search resource... Go

Shared with Me

- Letter to Parents 2016
- Letter to Parents 2017
- Letters to Parents 2014-2015

<input type="checkbox"/>	Title ▲	Subject	Level	Owner
<input type="checkbox"/>	Letter to Parents 2016	-	-	Nur Adlina Binte Jasmuri
<input type="checkbox"/>	Letter to Parents 2017	-	-	Nur Adlina Binte Jasmuri
<input type="checkbox"/>	Letters to Parents 2014-2015	-	-	Maria Roziah Bte Zamani

## 4. Select the letter that you will like to view

Shared with Me > Letter to Parents 2016

Search resource... Go

Shared with Me

- Letter to Parents 2016
- Letter to Parents 2017
- Letters to Parents 2014-2011

<input type="checkbox"/>	Title ▲	Subject	Level	Owner	Last Modified
<input type="checkbox"/>	 10 May Letter to Parents.pdf	-	-	Nur Adlina Binte Jasmuri	17 Jun 2016 04:15 PM
<input type="checkbox"/>	 12 Jan 2016 Letter to Parents.pdf	-	-	Nur Adlina Binte Jasmuri	12 Jan 2016 01:19 PM
<input type="checkbox"/>	 20 Sep Letter to Parents.pdf	-	-	Nur Adlina Binte Jasmuri	20 Sep 2016 11:52 AM
<input type="checkbox"/>	 23 Feb Letter to Parents (with Annex).pdf	-	-	Nur Adlina Binte Jasmuri	23 Feb 2016 01:07 PM

## 5. Click to download to read letter



### West Spring Primary School

Learn . Master . Succeed

WPS16/178  
10 May 2016

Dear Parents / Guardians,

The school strives to create an inclusive school culture that embraces parents as partners. I am glad you made time to join us for Sports Day on 8 April. I appreciate the cooperation that you have given in registering your attendance through MC Online to attend the event and keeping to the one parent per child guideline. We are working to enhance the audio and visual aid in the school hall to be able to have more parents join us for future events. We would like to aim for the official school opening ceremony on 24 October, 11 a.m. – 1 p.m. Acting Minister for Education, Mr Ng Chee Meng will be the Guest of Honour. You can help the school plan the seating arrangement and cater sufficient refreshments for the event. Log in to [MC Online](#) to indicate if one or both parents / guardians will be joining us at the official school opening ceremony. Refer to Annex A for steps on how to do so. **By indicating the number of parents joining the event, it is NOT registration for the event.** The number you provide will help the school plan the logistics for the school opening ceremony. Closer to the date of the ceremony, we will open the registration for the event.

The school has launched its official Facebook page. The page is administered by the Parent Support Group (PSG). Follow the page to be updated on what is happening in school. Share the link with your family and friends. Here is the link: <https://www.facebook.com/West-Spring-Primary-763228920471063/>

Every Friday evening except on Public Holidays, the school updates its flickr album. These weekly albums provide you with snapshots of your child's experiences in school that week. You can find the links to these albums on the announcement tab on the home page of the school website: <http://www.westspringpri.moe.edu.sg/>

We have heard your feedback. The school is working on improving the school dismissal arrangement. The details can be found on page 13. The new dismissal arrangements will take effect at the start of Term 3 on 27 June. Within the safety and security constraints that the school has to work with, we appeal for parents' understanding that this area will not be sheltered. You can bring along umbrellas. Do provide us feedback if the arrangement can be further improved after we have tried it out.

I would also like to explain to you that the school does not encourage your child to bring





10 May Letter to Parents.pdf

 Download Close

## Register for West Spring Primary School Events using MC Online

1. Login to MC Online: <http://www.mconline.sg> [Refer to MC Online Guide]
2. My Assignments

mc Marshall Cavendish Online West Spring Primary School Parent/Guardian User Manual | F

Home Collaboration School Admin My Account

MY ASSIGNMENTS VIEW MY CHILD ASSIGNMENTS TRACK MY CHILD LESSON

Current Overdue/Closed Submitted Upcoming

Subjects: All Subjects Sort by: Start Date ↓ List

Select the event that you want to attend

Registration Form Example to register for West Spring Primary School event Assigned by: Nur Adlina Binte Jasmuri Duration: 05 Jan 2017 to 05 Feb 2017 11:59PM Status: not submitted

### 3. Registration form page

Form Viewer - Google Chrome  
www.mconline.sg/LEAD/formbuilder/formviewer/formviewer.aspx?id={ec792b51-5640-4f48-a6ea-346e280222b0}&action=take

Example on how to register for West Spring Primary School event

WPS Event

Please fill in your personal particulars below:

Name of Student teststudent  
Class N.A.  
Parent/Guardian Max length: 20  
Email address Max length: 50

Venue: WEST SPRING PRIMARY SCHOOL

Events: Example to register for West Spring Primary School event  
Venue: West Spring Primary School  
Example to Register for West Spring Primary School events  
Event starts at 08-01-2016 12:00 AM  
08/01/2016 12:00 AM to 08/01/2016 11:00 PM(2)

Submit Cancel Registration Close

© 2017 Marshall Cavendish Education Pte Ltd. All Rights Reserved

Follow these steps:

1. The name and class of your child will be reflected  
Fill up the other particulars
2. Select the checkbox
3. Click submit

#### 4. Continuation. This page will be shown

**Form registration summary**

Example on how to register for West Spring Primary School event

Name of Studentteststudent  
ClassN.A.  
Parent/GuardianWestie  
Email addresswestie@westspring.com

**Event session**  
**Example to register for West Spring Primary School event @**  
Selected session: 08/01/2016 12:00 AM to 08/01/2016 11:00 PM

**Venue:West Spring Primary School**

Change your registration  
**Submit** Cancel

1. Ensure that this is the event that you want to sign up
2. If yes, click *submit*

#### 5. A pop-up message will appear to verify your submission. Click 'OK' *\*Do not exit yet.*

Name of Studentteststudent  
ClassN.A.  
Parent/GuardianWestie  
Email addresswestie

www.mconline.sg says:  
Your selection will be submitted. Continue?  
 Prevent this page from creating additional dialogs.

**Event session**  
**Example to register**  
Selected session: 08/01/2016 12:00 AM to 08/01/2016 11:00 PM

**Venue:West Spring Primary School**

Change your registration  
**Submit** Cancel

**Click Ok to submit**

#### 6. Click 'OK' again.

Form Viewer - Google Chrome  
www.mconline.sg/LEAD/formbuilder/formviewer/formviewer.aspx?id=[ec792b51-5640-4f48-a6ea-346e280222b0]&action=take

Example on how to register for West Spring Primary School event

Name of Studentteststudent  
ClassN.A.  
Parent/GuardianWestie  
Email addresswestie@westspring.com

**Event session**  
**Example to register for West Spring Primary School event @**  
Selected session: 08/01/2016 12:00 AM to 08/01/2016 11:00 PM

**Venue:West Spring Primary School**

www.mconline.sg says:  
Your registration/form is confirmed.  
 Prevent this page from creating additional dialogs.

Change your registration  
**Submit** Cancel

## 7. The 'Form Registration Acknowledgement' page will appear

Form Registration Acknowledgement
Example on how to register for West Spring Primary School event
Name of Studentteststudent ClassN.A. Parent/GuardianWestie Email addresswestie@westspring.com
<b>Event session</b> <b>Example to register for West Spring Primary School event @</b> Selected session: 08/01/2016 12:00 AM to 08/01/2016 11:00 PM
<b>Venue:West Spring Primary School</b>
<input type="button" value="Change your registration"/>
<input type="button" value="Email"/> <input type="button" value="Print"/> <input type="button" value="Close"/>

## How to view your MC Online email

1. In the MC Online Homepage, click Email

The screenshot shows the MC Online homepage for West Spring Primary School. The navigation bar includes Home, Collaboration, School Admin, and My Account. The main content area is divided into sections: Announcements (no announcements), Assignments (no new assignments), and Google Apps. The Google Apps menu is highlighted with a red circle, and the 'Email' option is selected. The right sidebar shows a 'MY ASSIGNMENTS' section with tabs for Current, Overdue/Closed, Submitted, and Upcoming. A registration form example is displayed with details: 'Example to register for West Spring Primary School event', Assigned by: Nur Adlina Binte Jasmuri, Duration: 05 Jan 2017 to 06 Feb 2017 11:59PM, Status: submitted.

1. You will arrive at this page
2. Select the relevant email and print

The screenshot shows a Gmail inbox with several notification emails from West Spring Primary School. The top of the page features the Google logo, a search bar, and a notification banner: 'Click here to enable desktop notifications for West Spring Primary School Mail. Learn more Hide'. The inbox list includes:

Folder	Subject	Date
COMPOSE	Notification of Appointment Booking for Parent Meeting Day: Confirmation: Dummy form - Dear Sir/Madam, TI	May 4
Inbox (2)	Notification of Appointment Booking for Parent Meeting Day: Cancellation: Pr 1A Form/ C... - Dear Sir/Madam	Apr 28
Starred	Notification of Appointment Booking for Parent Meeting Day: Confirmation: Pr 1A Form/ C... - Dear Sir/Madam, This	Apr 28
Sent Mail		
Drafts	Notification of Appointment Booking for Parent Meeting Day: Confirmation: Class 2D Form... - Dear Sir/Madam, This	Apr 28

At the bottom of the page, there is a 'Search people...' field, a 'Using 0 GB Manage' indicator, a 'Program Policies' link, 'Powered by Google' logo, and a 'Last account activity: 13 days ago Details' link.