

# **PARENTS' HANDBOOK**

**FOR ACCESSING**



**DURING SCHOOL CLOSURE**

## Logging In for Your Child

URL: [www.mconline.sg](http://www.mconline.sg)

The screenshot shows the login interface for the Singapore Site. It features a dark grey login box with a red and white Singapore flag icon at the top left. The box contains the following elements:

- Header:** "Singapore Site" in white text.
- Title:** "Login" in orange text.
- Login ID:** A text input field with a blue arrow pointing to it from Step 1.
- School:** A text input field with a blue arrow pointing to it from Step 2.
- Password:** A text input field with a blue arrow pointing to it from Step 3.
- Login Button:** An orange button with the word "Login" in white text, with a blue arrow pointing to it from Step 4.
- Footer:** "Can't login? | Help | System Check" in white text.

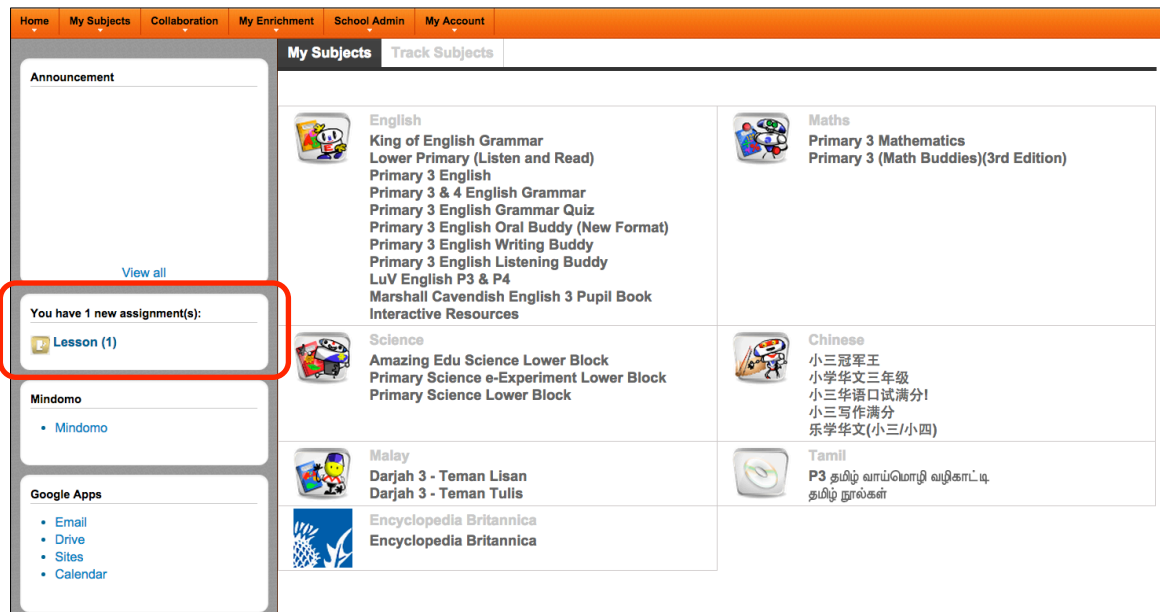
Four numbered steps are provided to guide the user:

- Step 1:** Child's BC (eg. t0123456a)
- Step 2:** Enter school name (eg. ACS Junior)
- Step 3:** Input your password (mconline)
- Step 4:** Click Login

The default password is **"mconline"** (login details are not case sensitive). Please key in the appropriate password if it has been previously changed.

If you have forgotten your password or are unable to successfully complete the login process, please contact our helpdesk at **6777-5198**.

## ■ Accessing School Assignments



On the homepage, locate the assignment panel on the left sidebar. The assignments may consist of lesson packages, tests, quizzes and other forms of practices in the MC Online portal.

Click on the assignment panel to view the list of assignments with details of the teacher who has assigned the items, the due date and the completion status, as shown below.

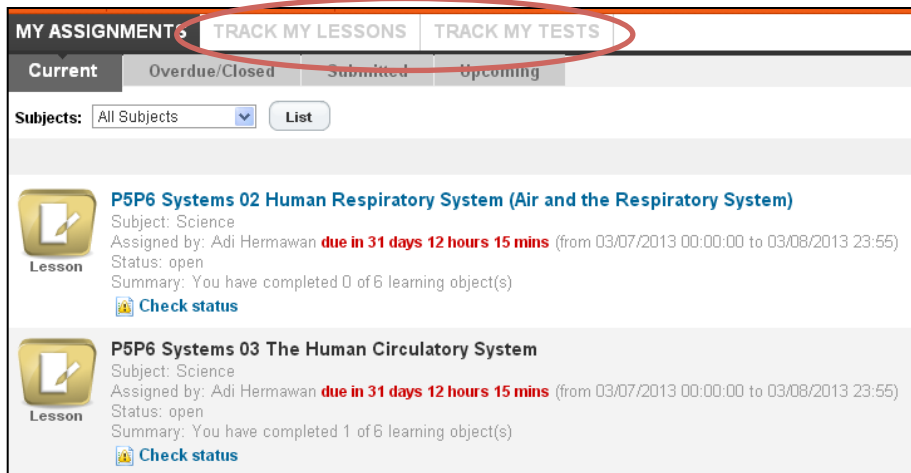


**P5P6 Systems 02 Human Respiratory System (Air and the Respiratory System)**  
 Subject: Science  
 Assigned by: Adi Hermawan **due in 31 days 12 hours 58 mins** (from 03/07/2013 00:00:00 to 03/08/2013 23:55)  
 Status: open  
 Summary: You have completed 0 of 6 learning object(s)  
[Check status](#)

**P5P6 Systems 03 The Human Circulatory System**  
 Subject: Science  
 Assigned by: Adi Hermawan **due in 31 days 12 hours 58 mins** (from 03/07/2013 00:00:00 to 03/08/2013 23:55)  
 Status: open  
 Summary: You have completed 0 of 6 learning object(s)  
[Check status](#)

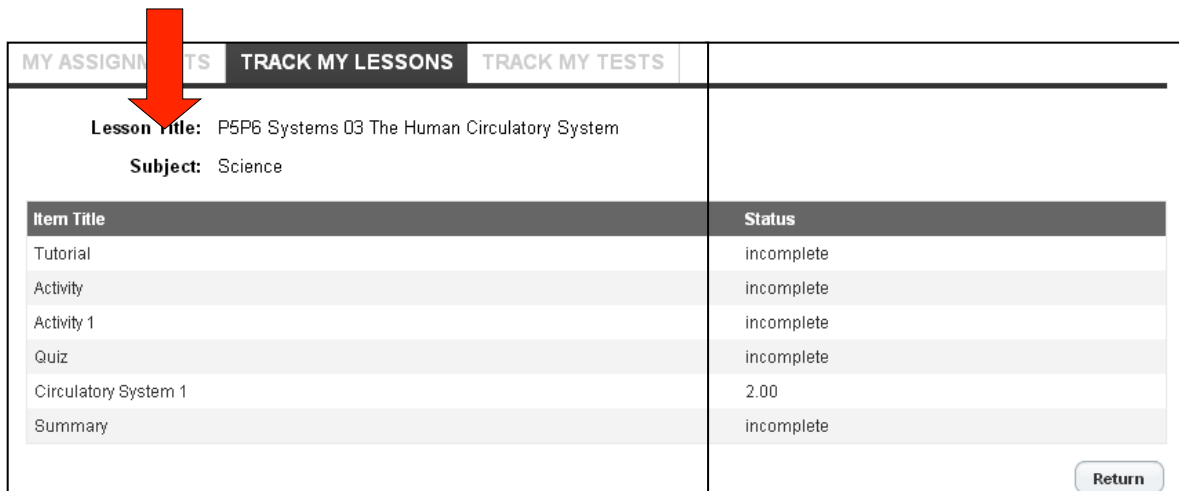
## ■ Tracking Your Child's Progress

In the assignment list screen, click on **Track My Lessons** to track lesson progress or click on **Track My Tests** to track test scores as shown below.



In the **Track My Lessons** screen, click on the lesson title to view details of each individual lesson object assigned.

MY ASSIGNMENTS	TRACK MY LESSONS	TRACK MY TESTS
Titles	Subject	Class / Group
<a href="#">P5P6 Systems 02 Human Respiratory System (Air and the Respiratory System)</a>	Science	1A
<a href="#">P5P6 Systems 03 The Human Circulatory System</a>	Science	1A



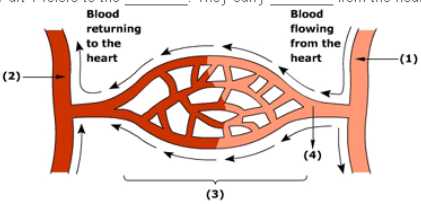
Item Title	Status
Tutorial	incomplete
Activity	incomplete
Activity 1	incomplete
Quiz	incomplete
Circulatory System 1	2.00
Summary	incomplete

[Return](#)

In the **Track My Tests** screen, select the appropriate subject and term, and then click **List Selection** to view the list of test titles. For completed tests, the scores will be displayed.

MY ASSIGNMENTS	TRACK MY LESSONS	TRACK MY TESTS		
<p>Academic Year: 2013 <span>List Selection</span></p> <p> <input checked="" type="radio"/> All Subjects    <input type="radio"/> Science         </p> <p> <input checked="" type="radio"/> All Terms    <input type="radio"/> Term 1    <input type="radio"/> Term 2    <span>List Selection</span>  <input type="radio"/> Term 3    <input type="radio"/> Term 4         </p>				
Test Title	Subject	Start / End Date	Score Raw	%(100)
<a href="#">Circulatory System 1</a>	Science	03/07/2013 - 03/08/2013	2	20

Click on the test title to view your child's marked paper as shown below.

Circulatory System 1 (10)			
<p><b>Question</b></p> <p>1) Study the diagram below carefully. Part 1 refers to the _____. They carry _____ from the heart to all parts of the body.</p>  <p> <input checked="" type="radio"/> A. arteries ... blood rich in oxygen  <input type="radio"/> B. capillaries ... blood rich in oxygen  <input type="radio"/> C. veins ... blood rich in oxygen  <input type="radio"/> D. arteries ... blood rich in carbon dioxide         </p> <p>Answer: A</p> <p>Explanation: Part 1 refers to the arteries, which have large, muscular and thick-walled blood vessels. Arteries carry oxygen-rich blood from the heart to the rest of the body.</p>	<p><b>Response</b></p> <p>arteries ... blood rich in oxygen</p>	<p><b>Result</b></p> <p>✓</p>	<p><b>Score</b></p> <p>1</p>

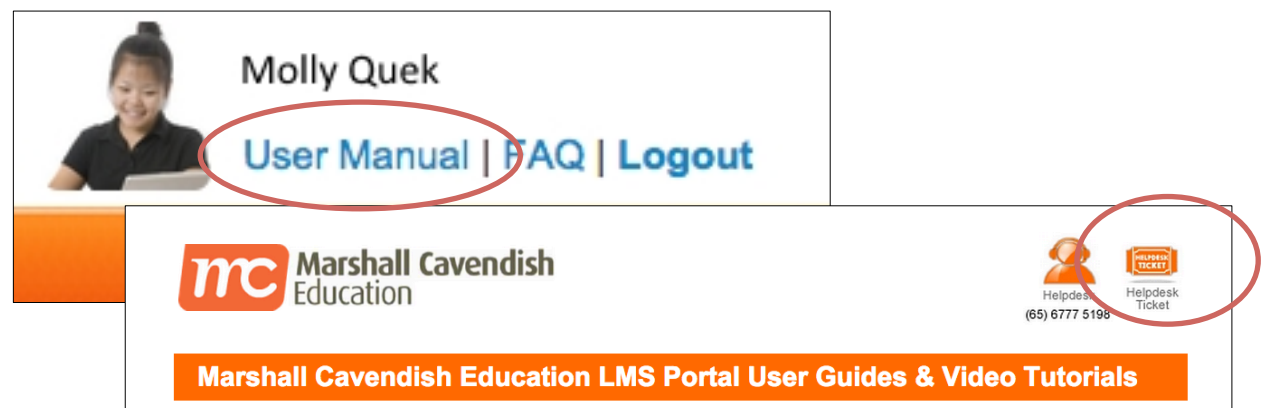
## Auto-Marking Issues (Submitting Screen Capture to Helpdesk)

Most of the assigned tests and quizzes assigned by school are auto-marked by our system based on the prepared answer keys. If there are cases where you believe that answers may have been marked incorrectly, it would be best to submit the screen capture to our helpdesk.

You may capture what is on your computer screen by pressing **Print Screen**. You can then paste the captured image into a document such as MS Word or MS PowerPoint.

**\*Note:** Some keyboards or notebooks that do not have the **Print Screen** button might use other keyboard combinations, such as **Function + Print Screen**, to take a screen capture. Check the user guide that came with your computer or the manufacturer's website for more information.

Then, click on the **User Manual** link at the top right-hand corner of the MC Online website and access the **Helpdesk Ticketing System** as shown below.



Submit the ticket by entering the required details and attaching the screen capture file. Our helpdesk will respond to your query as soon as possible.

- **FAQs**

Before contacting the helpdesk, you may wish to access our FAQs which would address most of the common problems encountered when accessing the portal from home.

[http://www.mconline.sg/LEAD/LEADHELP/login\\_help.htm](http://www.mconline.sg/LEAD/LEADHELP/login_help.htm)