

WWPS 122/2017

3 May 2017

Dear Parents/Guardians,



WESTWOOD
PRIMARY SCHOOL

Overseas Travel Declaration during June School Holidays via McOnline

The school seeks to uphold effective and efficient administration through the use of ICT. As such, we have a paperless process for all overseas travel plan declarations during the school vacations throughout the year.

If you and your child/ward are travelling out of Singapore during the June vacation from 27 May to 26 June this year, please keep the school informed of your family travel plan. Please note that you need to **submit a nil return** via the e-portal even if you are not planning to travel overseas during the vacation period. We seek your cooperation to ensure the necessary submission by **19 May, Friday**, so we have full school records, in preparation for emergency contacting when needed.

You can declare travelling plans by completing an online form in Travel Plan found in McOnline portal under the School Admin tab upon login via <http://www.mconline.sg>. Alternatively, you may update your travel plans by downloading the MCO LMS app for free via the APP store in iTunes and Android Apps in Google Plays into your smartphone.

Please refer to overleaf for procedural guide to access your child's e-portal and to e-submit your travel plan for the coming school vacation. If you have any queries, please do not hesitate to contact the undersigned. Thank You.

Yours sincerely,

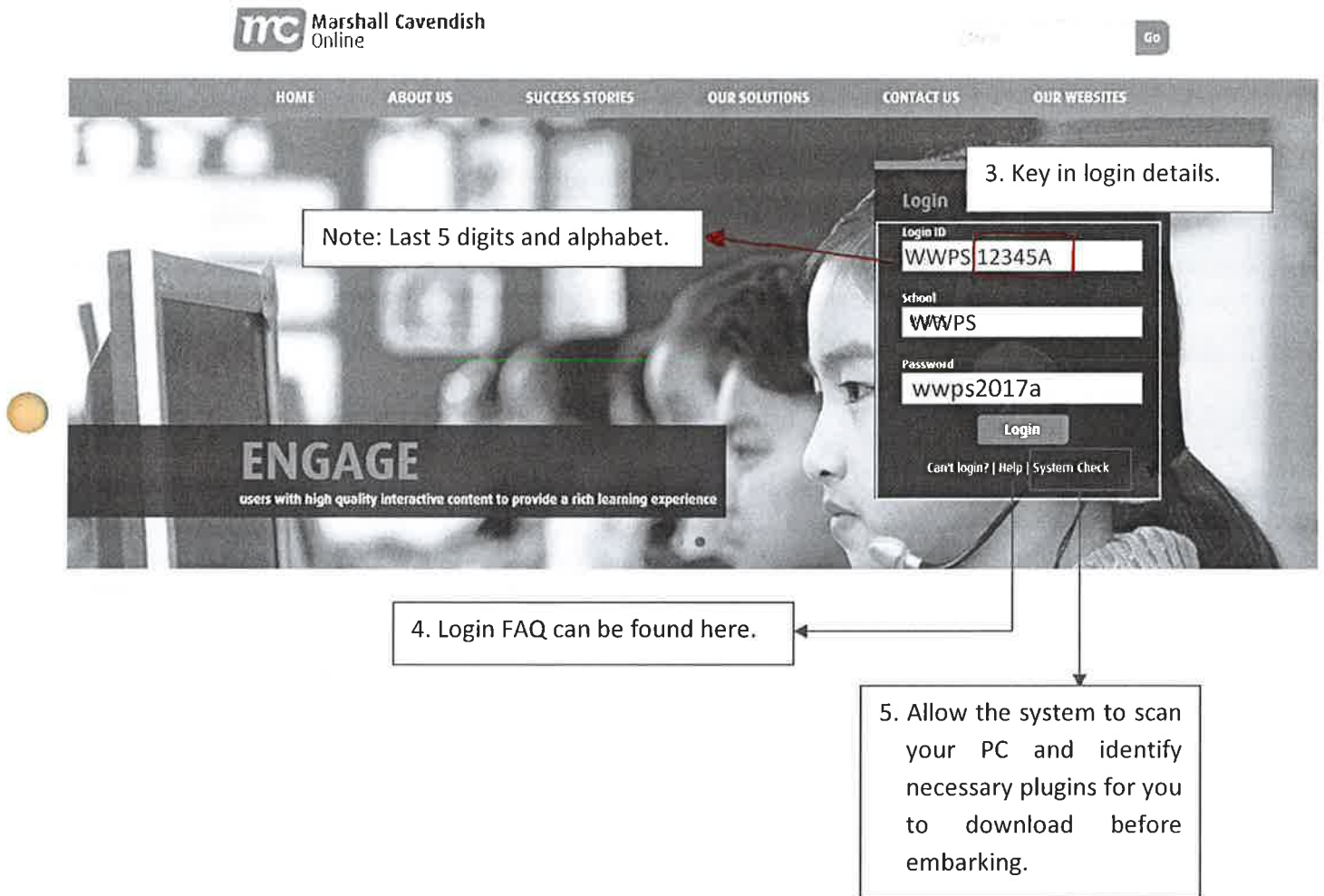
Mr Loh Chee Wei
Teacher IC (Info Comm Technology)

Ms Cynthia Lim
Administrative Manager

Pupils' Travel Plan Declaration Procedural Guide

HOW TO LOG INTO:

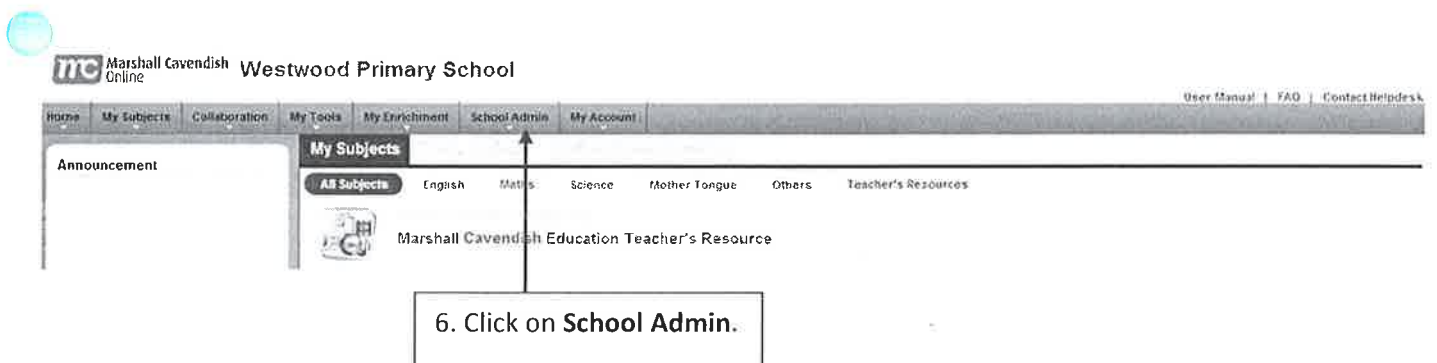
1. Launch your Internet Browser.
2. Type in the web address <http://www.mconline.sg>



The screenshot shows the Marshall Cavendish Online login interface. At the top, there is a navigation menu with links: HOME, ABOUT US, SUCCESS STORIES, OUR SOLUTIONS, CONTACT US, and OUR WEBSITES. Below the menu is a large banner with the word "ENGAGE" and the tagline "users with high quality interactive content to provide a rich learning experience". On the right side, there is a "Login" form with the following fields: "Login ID" containing "WWPS12345A", "School" containing "WWPS", and "Password" containing "wwps2017a". There is a "Login" button and links for "Can't login? | Help | System Check".

Annotations on the screenshot:

- 3. Key in login details. (points to the Login ID field)
- Note: Last 5 digits and alphabet. (points to the last five characters of the Login ID)
- 4. Login FAQ can be found here. (points to the Help link)
- 5. Allow the system to scan your PC and identify necessary plugins for you to download before embarking. (points to the System Check link)



The screenshot shows the user interface for Westwood Primary School. At the top, there is a navigation menu with links: Home, My Subjects, Collaboration, My Tools, My Enrichment, School Admin, and My Account. Below the menu, there is a "My Subjects" section with a sub-menu: All Subjects, English, Maths, Science, Mother Tongue, Others, and Teacher's Resources. There is also a link for "Marshall Cavendish Education Teacher's Resource".

Annotation on the screenshot:

- 6. Click on **School Admin**. (points to the School Admin link in the navigation menu)

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

School Admin

Announcement
There is currently no announcement.

Compose | Manage | View all

You have no new assignments
View My Current Assignments

MindMeister
• MindMeister

Google Apps
• Email
• Docs

Authentication
Login to Student Account
Reset Student Password
Reset Teacher Password
User Admin

Disciplinary Record
Student Offence
Student Offence Report
Offence Types
Offence Actions
Email Notification Settings
Student Incentive
Student Incentive Report

Report Centre
Login Report
Function Report
Assignment Report
Today's Login Report
Subject Report

School Matters
Facility Booking
Fault Reporting & Service Request
Mark Attendance
Suggestion Box
Take Temperature
Travel Plan

7. Click on Travel Plan

School Admin > Travel Plan

School Admin

My Travel Plan

Travel Plan Summary

Declare

Purpose	Start Date	End Date	Submitted	Country	Mode
No travel plan found.					

8. Click on Declare

Declare New Travel Plan (Non-Travelling)

1. Select Option 1 if you are **NOT** travelling to another country and **click** the appropriate school vacation month.

Westwood Primary School

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

School Admin > My Travel Plan > Create Travel Plan

Travel Declaration

Please Select

- I will NOT be travelling to another country during the following holiday Mar Jun Sep Dec Others
- I will be travelling to another country during the school vacation Below is my travel plan

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration

Cancel Save Save & Add Another

2. Check to confirm the accuracy of the declaration.

3. Click **Save** to record the travel plan

Westwood Primary School

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

School Admin > Travel Plan

School Admin

My Travel Plan

Purpose	Start Date	End Date	Submitted	Country	Mode
[Not Travelling]	31 May	29 Jun	1 May	-	-

4. Your travel plan is recorded in the system detailing the date it was **submitted** successfully.

Declare New Travel Plan (Travelling)

Travel Declaration

1. If you are travelling during the school vacation, select **Option 2**.

Please Select:

- I will NOT be travelling to another country during the following holiday: Mar Jun Sep Dec Others
- I will be travelling to another country during the school vacation. Below is my travel plan:

From:

2. Key in the travel period.

To:

3. Select the country, type the state of country (if applicable) and Purpose of Travel.

Country:

4. Select the mode of travel.

State:

Purpose of Travel:

Mode of Travel:

5. Key in contact number.

Emergency Contact:

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

6. Check to confirm the accuracy of the declaration.

Cancel

7. Click **Save** to record the travel plan

School Admin > Travel Plan

School Admin
[My Travel Plan](#)
 Travel Plan Summary

Declare		Purpose	Start Date	End Date	Submitted	Country	Mode
		Vacation	9 May	20 May	1 May	Johor, Malaysia	Coach/ Bus/ Car

8. Your travel plan is recorded in the system detailing the date it was **submitted** successfully.