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MCAS Parent Guide
MyChildAtSchool [MCAS]

Contents

Introduction

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

Note: The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

Note: This guide will explain all of the options available to a MyChildAtSchool User. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

Note: **If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.**
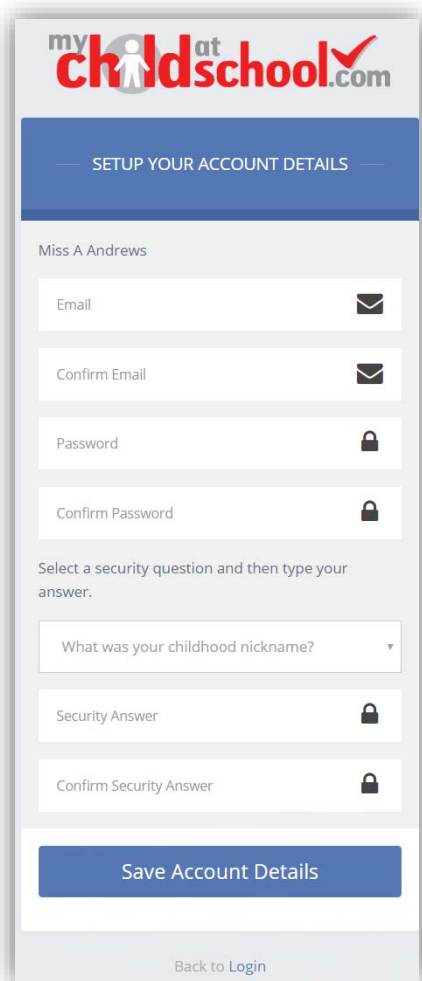
How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type **www.mychildatschool.com** this will open the login page.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

You will now be able to **Login** using your new **Login Details**.
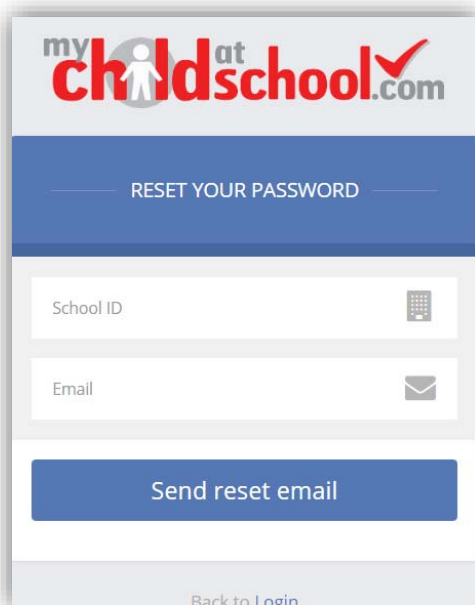
If you should forget your **Login Information**, clicking on the **Forgotten Login Details**? link will allow you to reset your **Password** or **Recover Account Details**.

Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.

An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.

The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

Hello from MyChildAtSchool.com

Your password has been successfully updated

If you did not change your password, please contact your school.
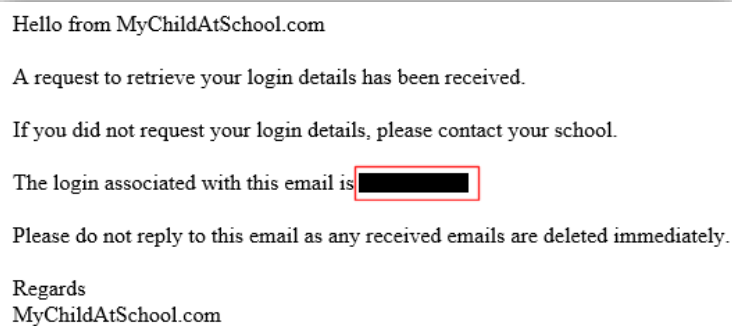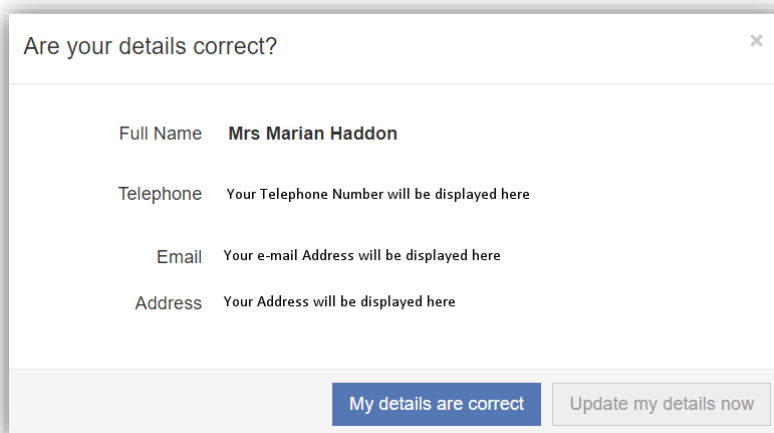
Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com

Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.

An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].

Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.
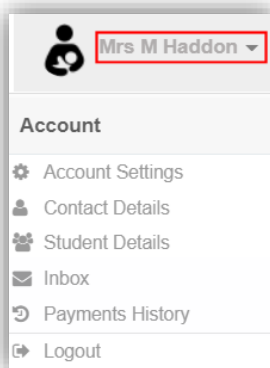
These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.

Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

Update the information and click on the **Update** button to save.

The **Contact Details** page contains the **Personal Details** of the **User**.

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Student Details** page contains the **Student Details**, SEN (**Special Educational Needs**) and **Medical Information**.


Only the **Student Details** can be updated, once done click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.
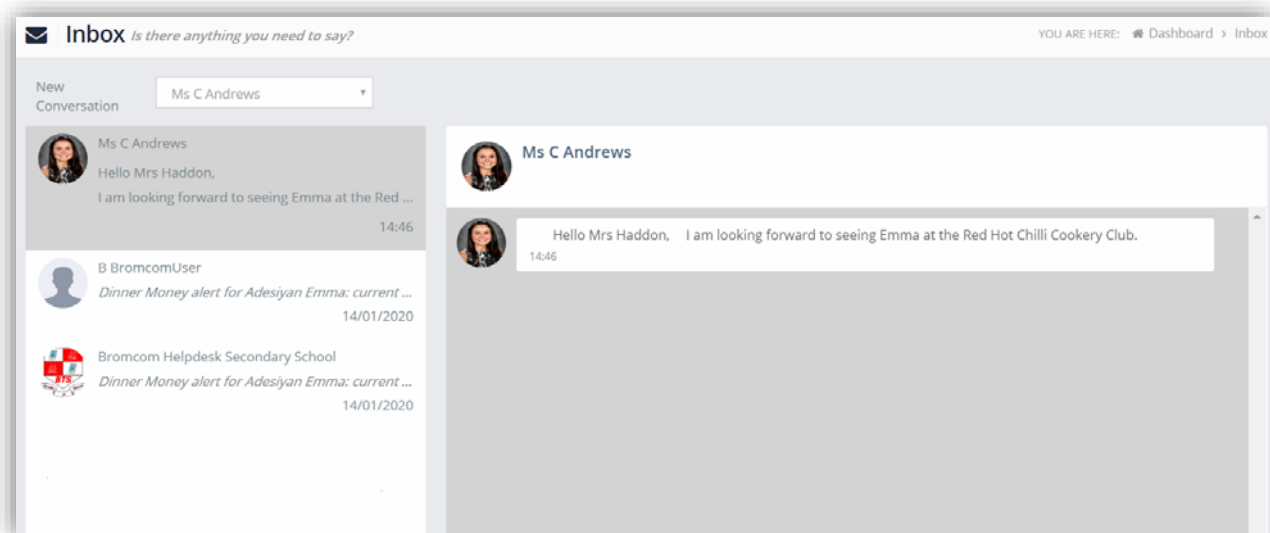
Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Inbox** page contains any **Conversations** between the school and the **User**.
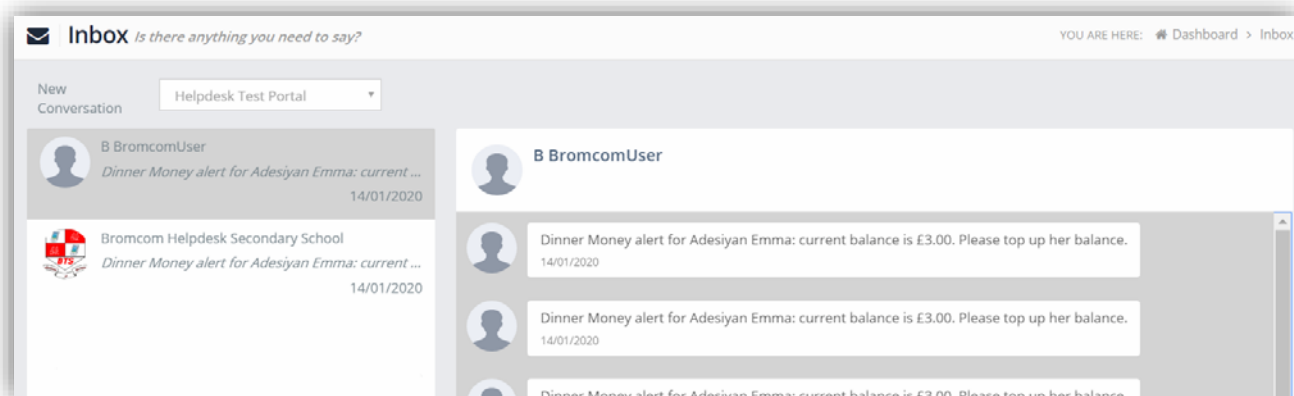
The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.
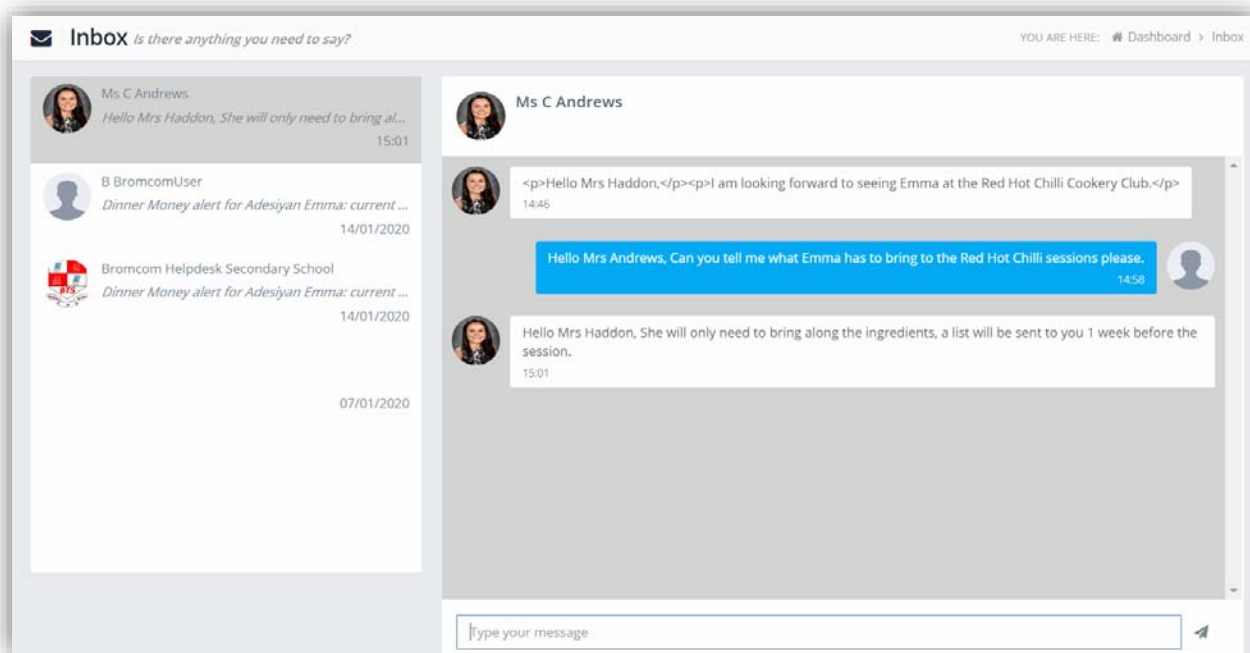
To select a **Conversation** with a particular member of staff, select them from the dropdown list.

To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.
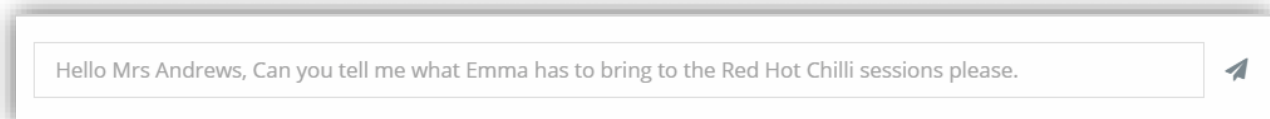
You will then be able to follow the **Conversation** and reply.

Note: The **Helpdesk Test Portal** in the dropdown list box is the name of the **Database** being used for this Guide, the name of the school would be here.

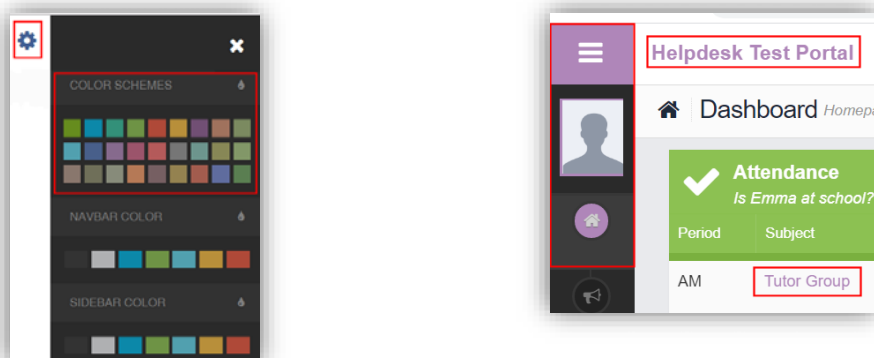The **Payment History** page contains the last **10 Payments** made by to the **User**.

This page can be **Searched** or **Ordered** by **Columns**.
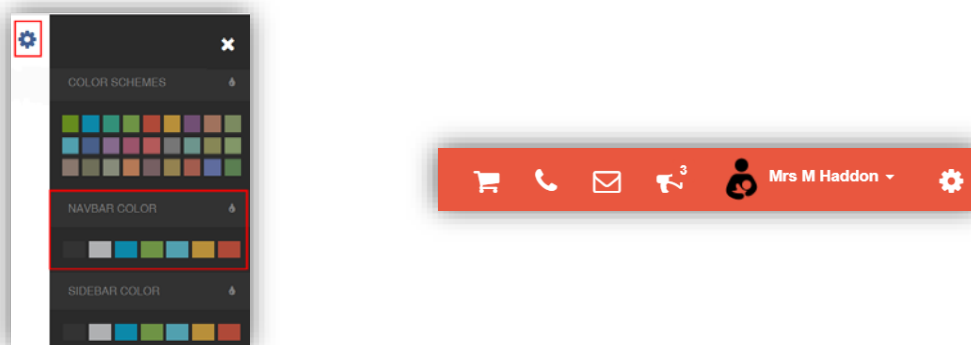
Customising the Pages

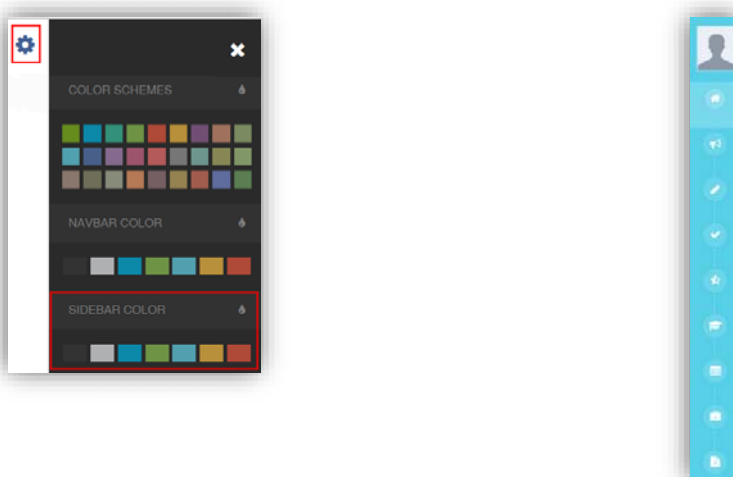The **Colour Scheme** option allows the **Homepage** to be customised.

Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.

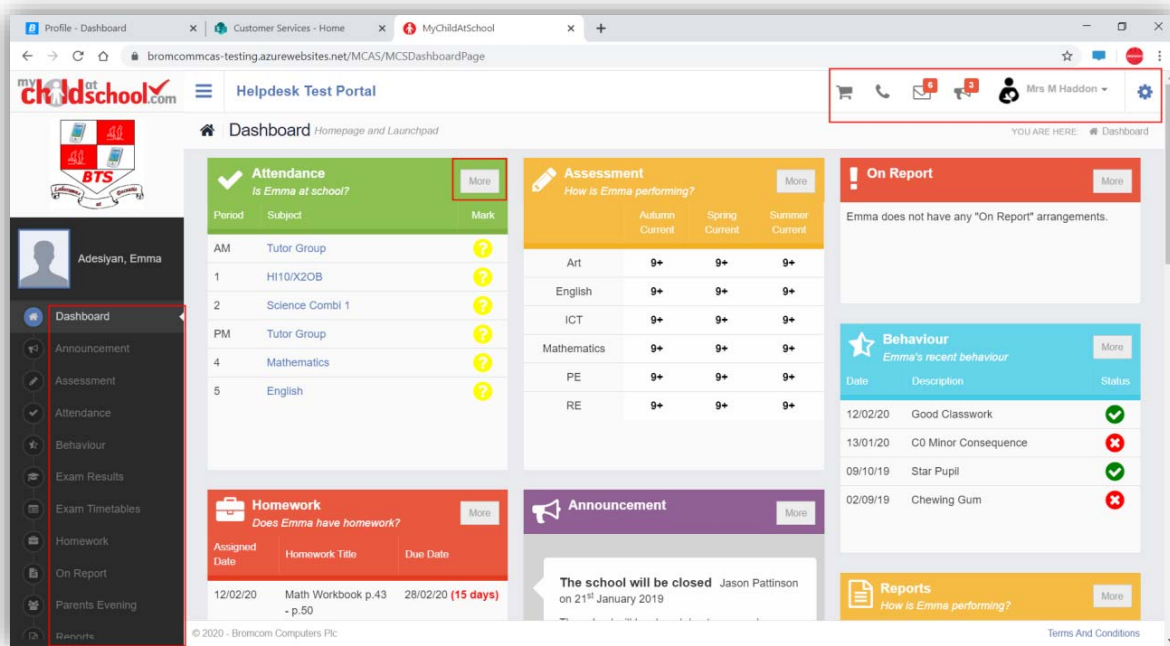The **Navbar Colour** option will change the background colour of the **Navbar**.

The **Sidebar Colour** option will change the colour of the **Menu Bar**.

Selecting the MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed.

Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The **Menu Bar** also has a scrollbar to the left and can be minimised or maximised by clicking on the **Three Bar** icon.
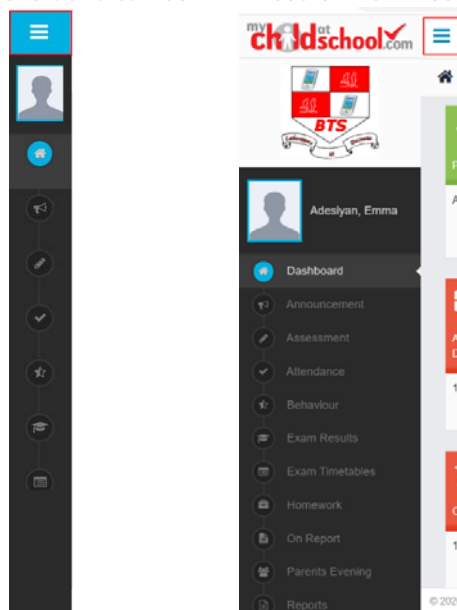
Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

You will always know where you are within the **MCAS Module**.
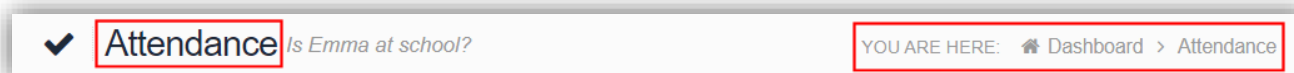
The following options are available and will only be displayed if enabled by the school:

- Academic Calendar
- Announcement
- Assessment
- Attendance
- Behaviour
- Classes
- Clubs & Trips

- Dinner Money
- Dinners
- Dinner Detail
- Exam Results
- Exam Timetables
- Homework
- On Report

- Parent Evenings
- Parental Consent
- PayPoint Balance
- Reports
- School Shop
- Timetable
- Outstanding Payments

Multiple Students

Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.
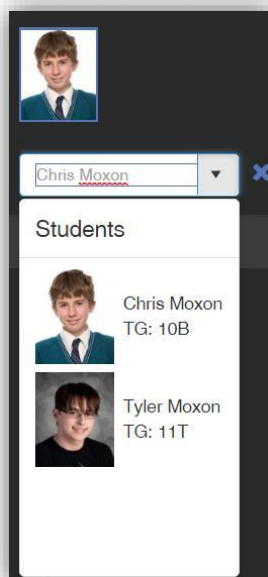
Academic Calendar

The **Academic Calendar** is accessible from the **Menu Bar** only.
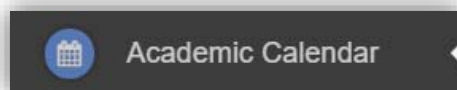
It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.
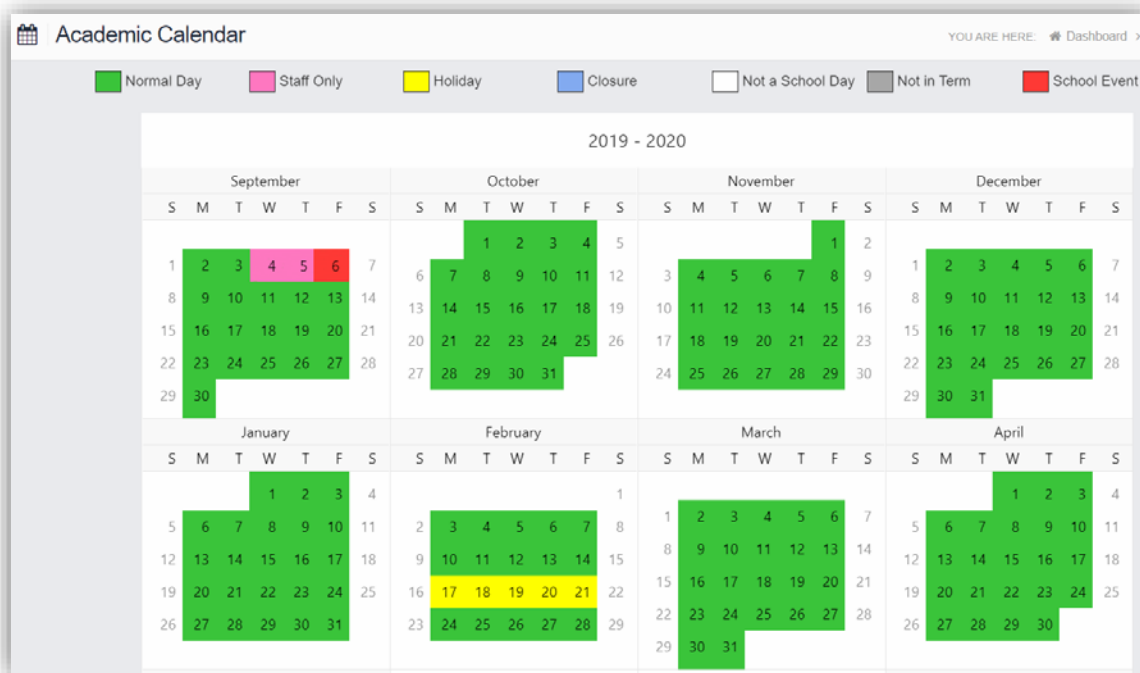
Clicking on a day will display the details for that day.
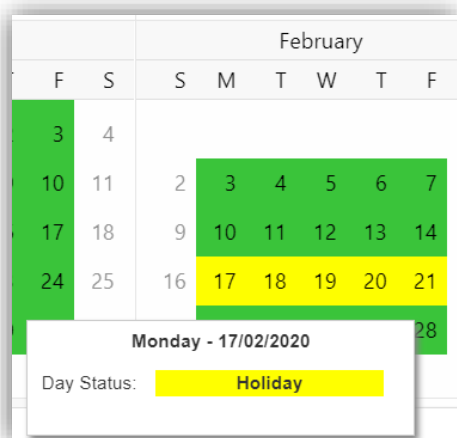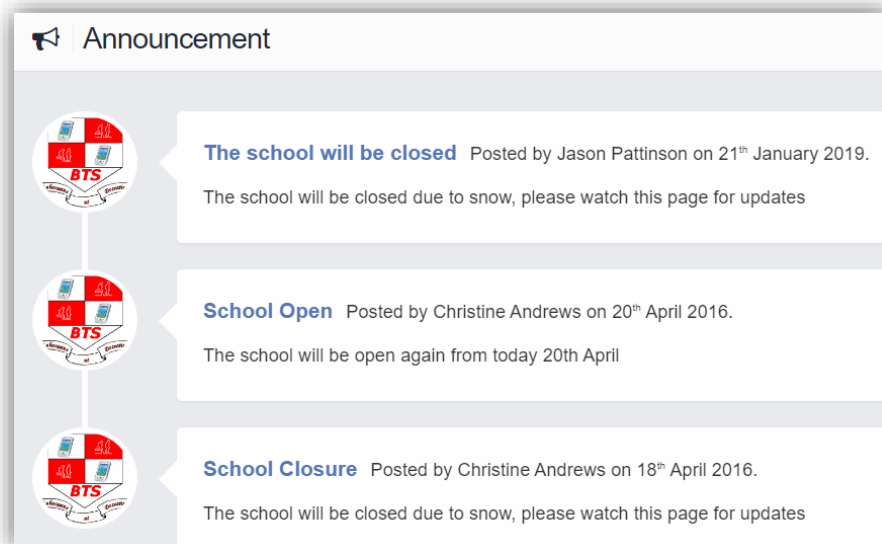
Announcements

The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.
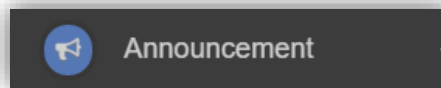
The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.
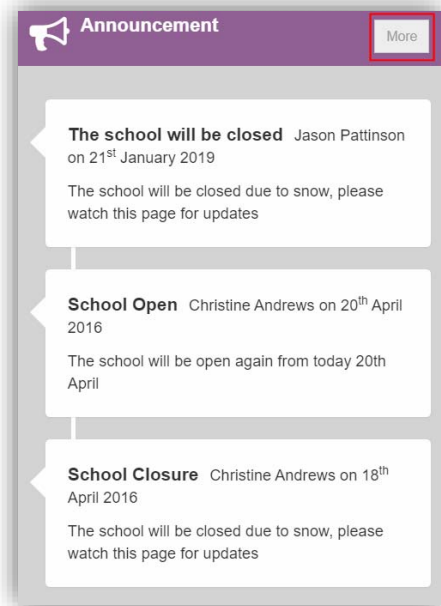
If there are any previous **Announcements** they will also be displayed.
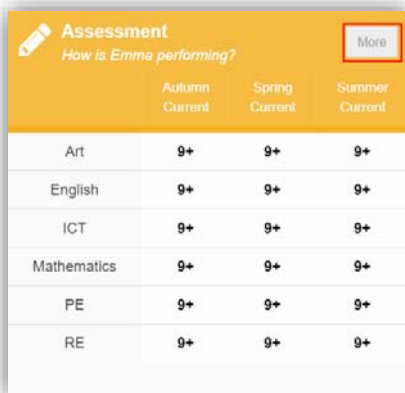
Assessment

The **Assessment** option is accessible from both the **Menu Bar** and a **Widget**.
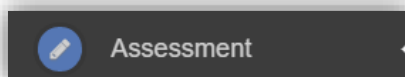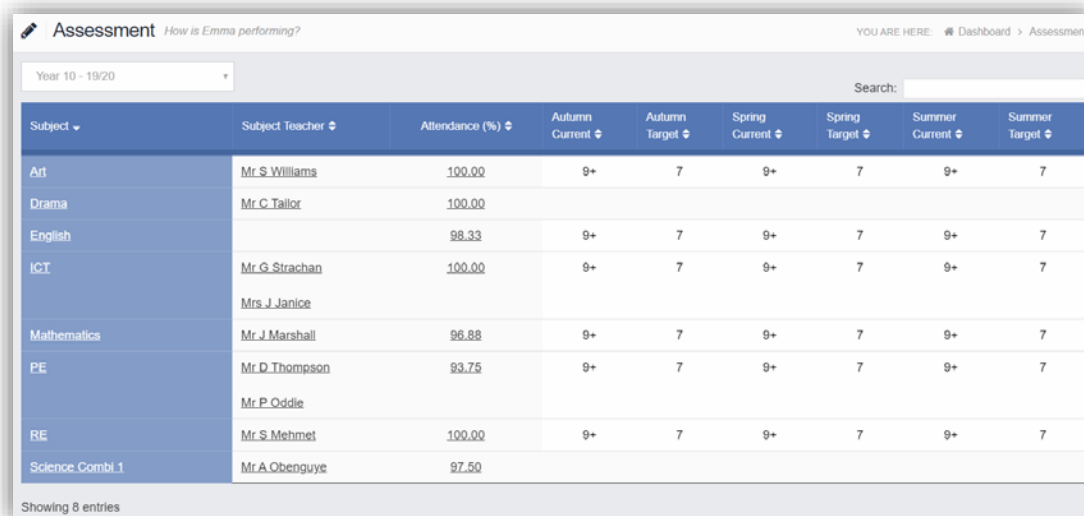
The **Widget** displays the last 6 published **Assessment** grades, click on the **More** button to open the page.

The **Assessment Grades** will be displayed and can be ordered in ascending and descending order by clicking on the **Up/Down Arrows** at the top of each column.

A Search option allows a search to be made on the **Assessment Collection** for example selecting **English** will list the **English Grades**.
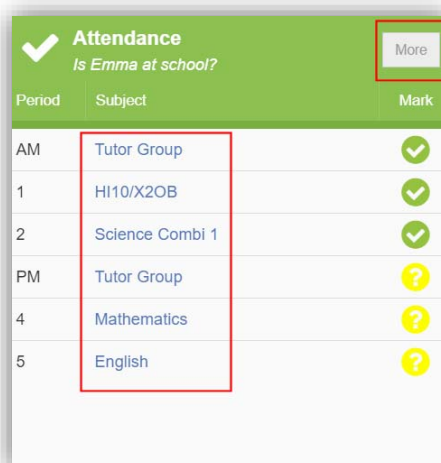
Attendance

The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.
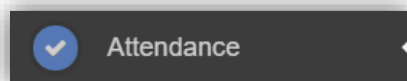

The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.


This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.
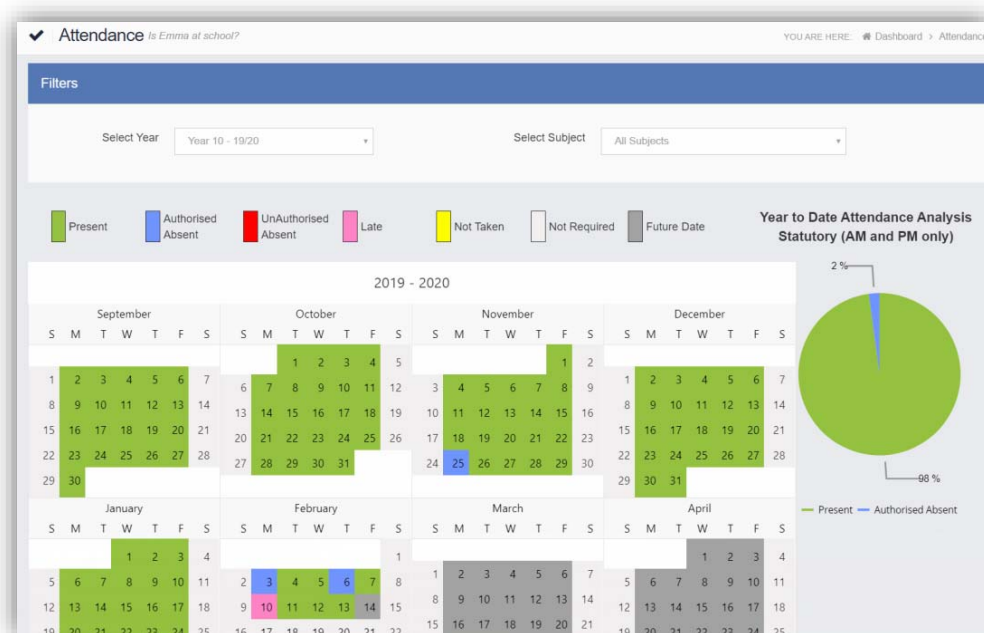
The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.
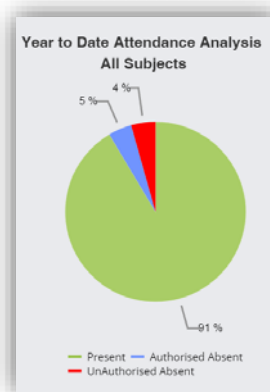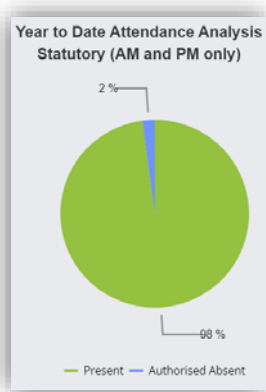
The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.
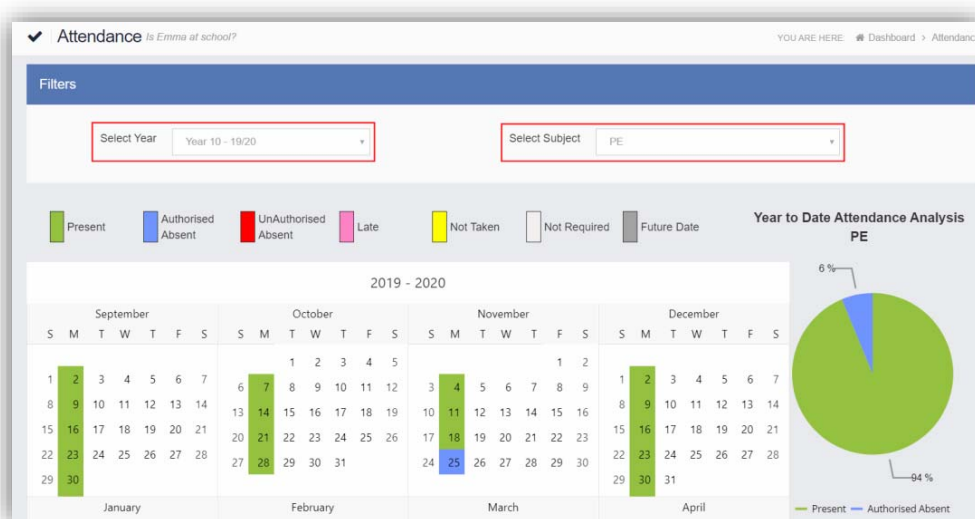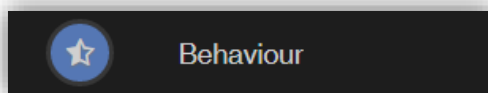

Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Behaviour

The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.

The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the **Behaviour** page.

It displays the school year showing school days with the student **Behaviour Events**, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with a **Negative Event** being the highest i.e. any recorded **Negative Event** will result in that day being highlighted in red or the schools chosen colour, even if there are other **Events** that day. The **Pie Chart Summary** displays all **Events**.
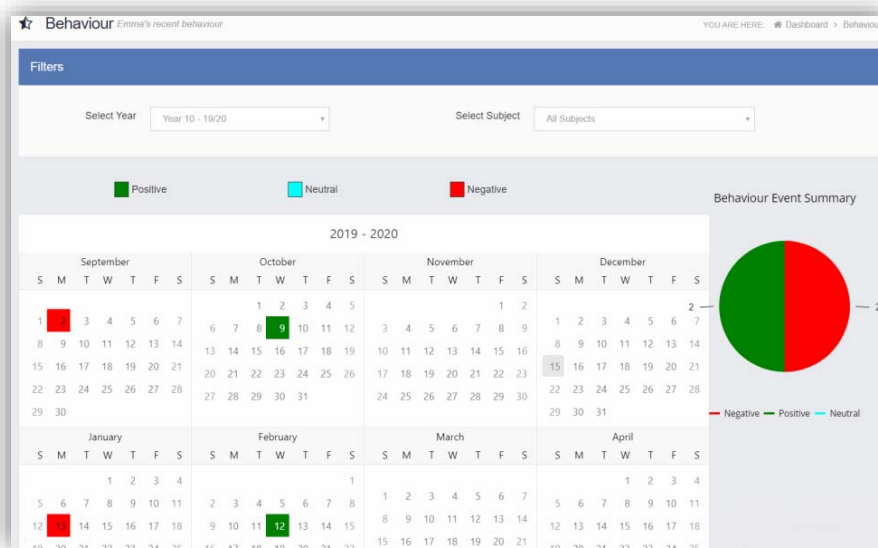
The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

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Clicking on any day in the **Calendar** will display the **Behaviour Events** for that day.

Classes

The **Classes** option is accessible only as a **Widget**.

The **Widget** displays the all the **Classes** the student attends with a percentage for the **Attendance** within each. The school can set colours to show **Attendance** between certain percentages, in this example red denotes **Attendance** between 0 to 74% and green 90 to 100%.

Note: The school have the option to display the e-mail address of the teacher and to give an option to e-mail directly to that member of staff. Clicking on the e-mail address will open the e-mail function on the **User's** computer to send an e-mail. Clicking on the **Envelope** icon will open a separate page where a **Conversation** can be started.
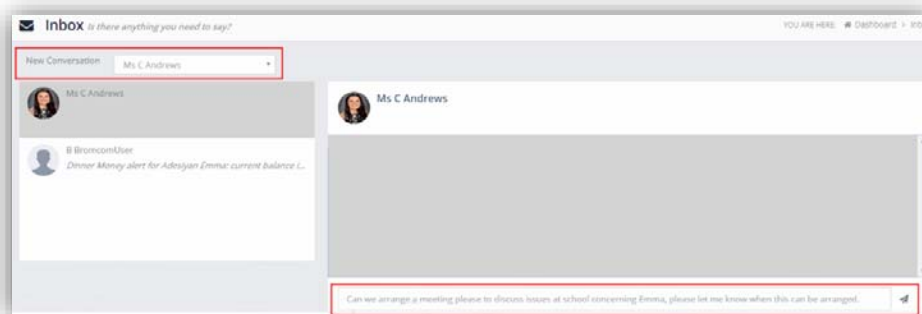
Select the **Teacher** from the dropdown list and enter the message at the bottom of the page, clicking the **Flight** icon on the right to send the message.

The **Teacher** will now be listed in the left panel and the **Conversation** in the right panel.
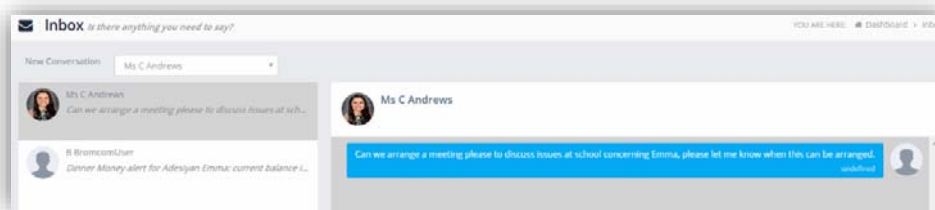
Clubs & Trips

The **Clubs & Trips** option is accessible from both the **Menu Bar** and a **Widget**.
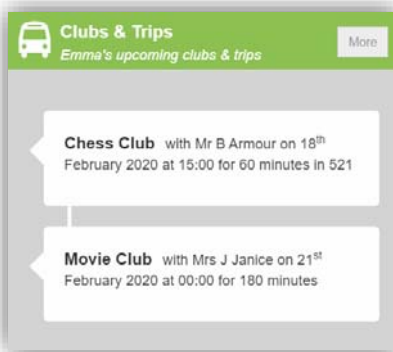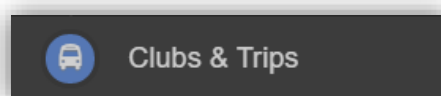
The **Widget** displays the current **Clubs & Trips** for the **Student** and any that are available to be booked.

Clicking on a **Club** in which the **Student** is already a member will display the details for that **Club**.

Clicking on a **Club** that is available will open the booking details

Click on the **Enrol Now** button, if this is a **Free Club** the student will be enrolled and this **Club** added to the current **Clubs** list. If the **Club** is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days, to do this click on the days the **Student** is to attend the sessions, these will display as a green tick in a circle, when finished click on the **Enrol** button.

A **Confirmation** message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.
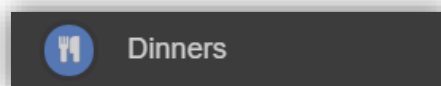

Dinners

The **Dinners** option is accessible from both the **Menu Bar** and a **Widget**.

The **Dinner Detail Widget**, displays the last **Meals** that have been taken.

Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.

Dinner Money

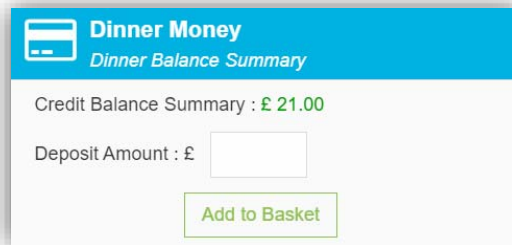The **Dinner Money** option is accessible only as a **Widget**.
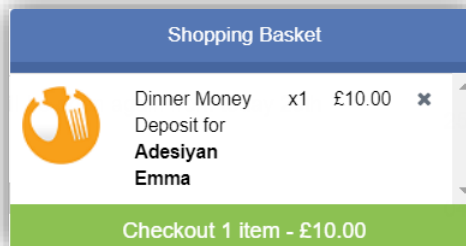
The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

To do this enter the amount in the **Deposit Amount** box and click the **Add** to **Basket** button. The **Shopping Basket** icon on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.
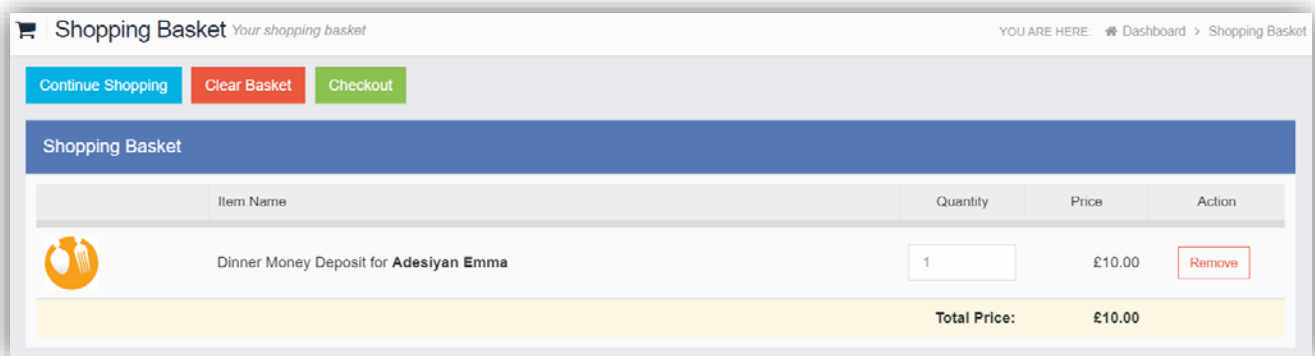

To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.
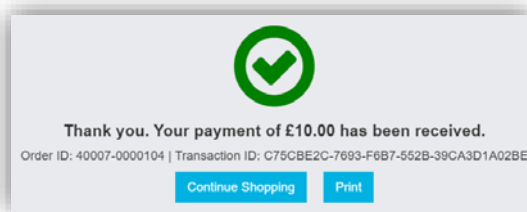

Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.
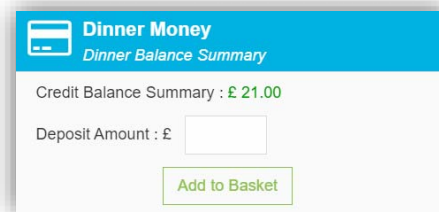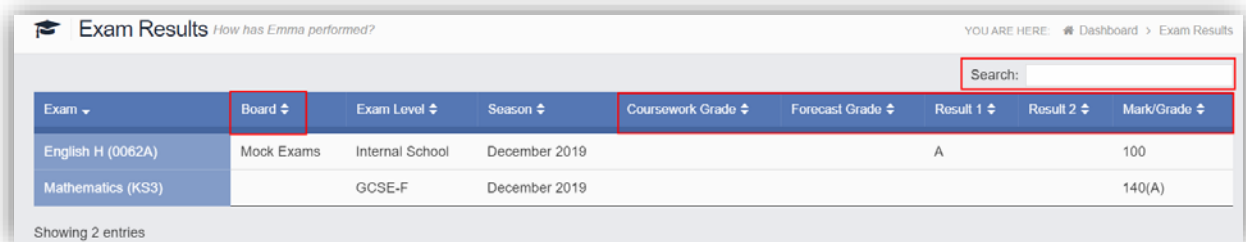
Exam Results

The **Exam Results** option is accessible only from the **Menu Bar**.
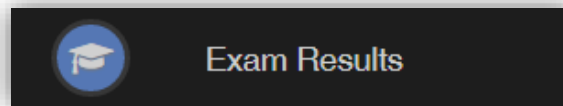
It displays the **Exam Results** for the student, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.
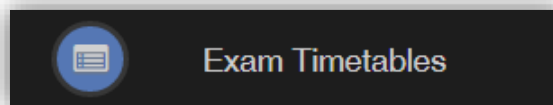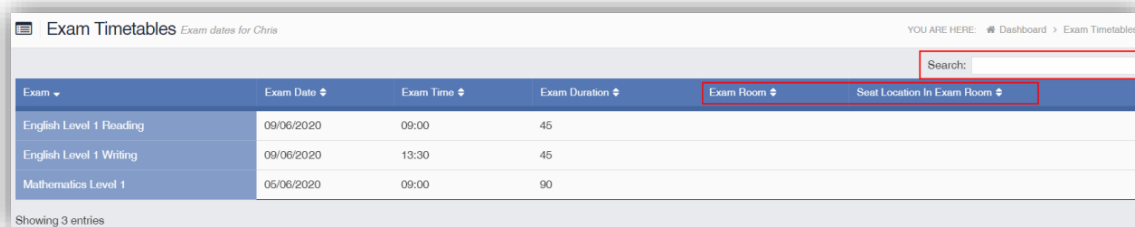

Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

Exam Timetables

The **Exam Timetables** option is accessible only from the **Menu Bar**.

It displays the **Exam Timetables** for the **Student**, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.
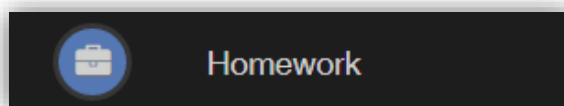

Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

Homework

The **Homework** option is accessible from both the **Menu Bar** and a **Widget**.

Homework information is displayed on the **Homework Widget**.

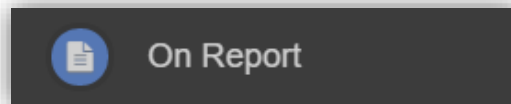Click on the **More** button to open the **Homework** page.

The status of the **Homework** for the current week will be displayed, to look at previous or future weeks use the forward and backward arrows.

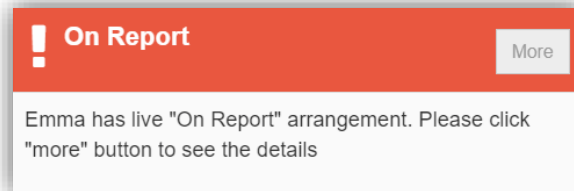Click on the **Homework** bar to see more details.

On-Report

The **On-Report** option is accessible from both the **Menu Bar** and a **Widget**.

The **On Report** information is displayed on the **On Report Widget**.

Click on the **More** button to open the **On Report** page, all entries made by the **Staff** will be displayed here.

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.
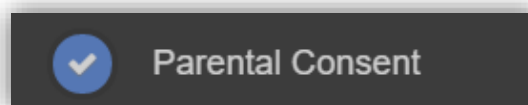
It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

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Parents Evening

The **Parents Evening** option is accessible only from the **Menu Bar**.
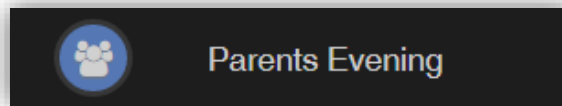

The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.

Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.
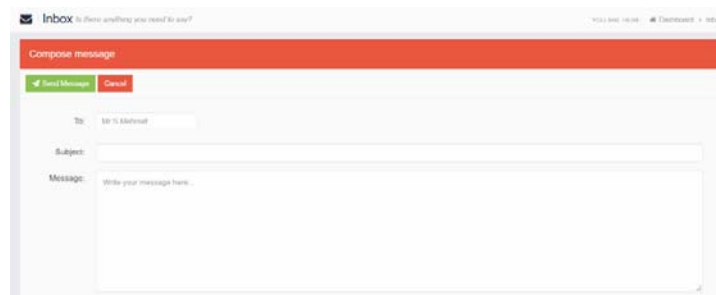
Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.
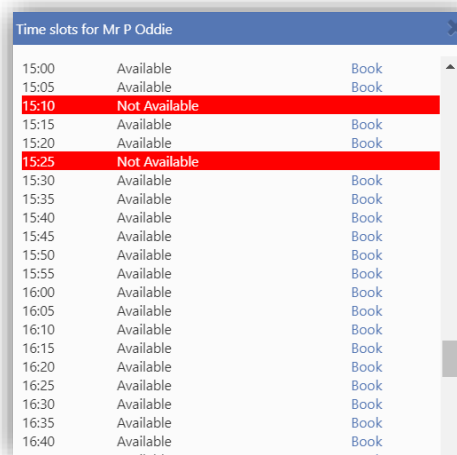
The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.
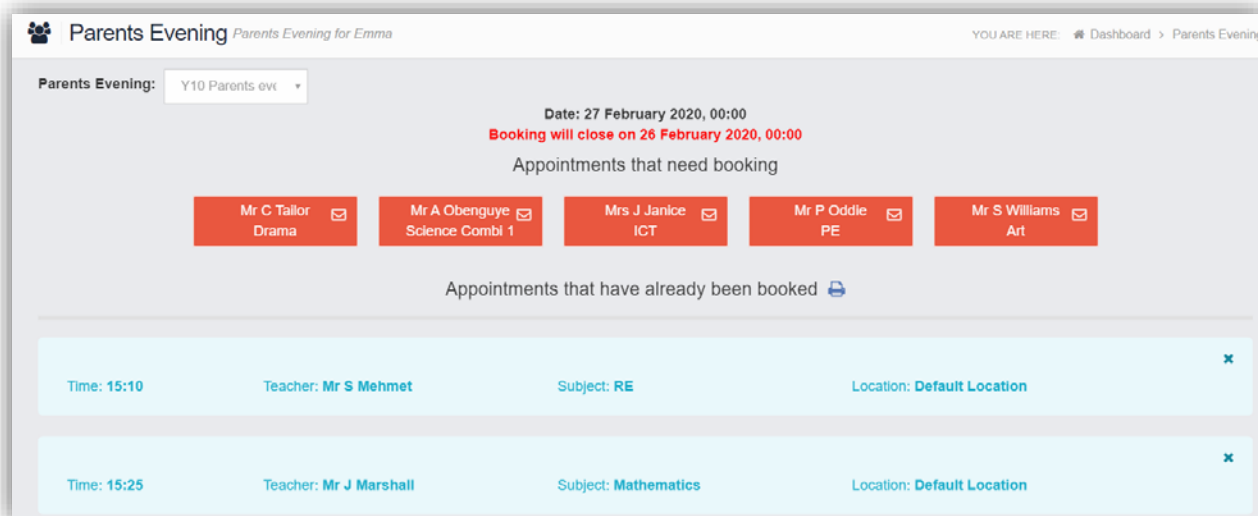
Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.

PayPoint
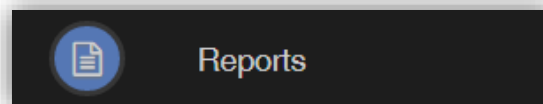The **PayPoint** option is accessible only as a **Widget**.
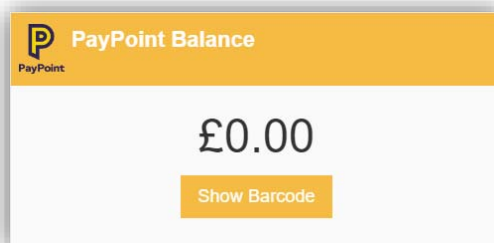
The **Widget** displays the current **PayPoint Balance,** clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.
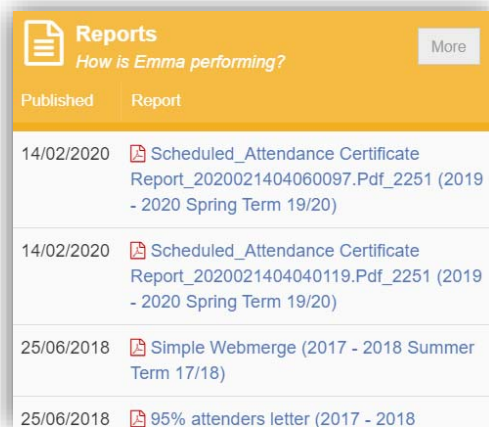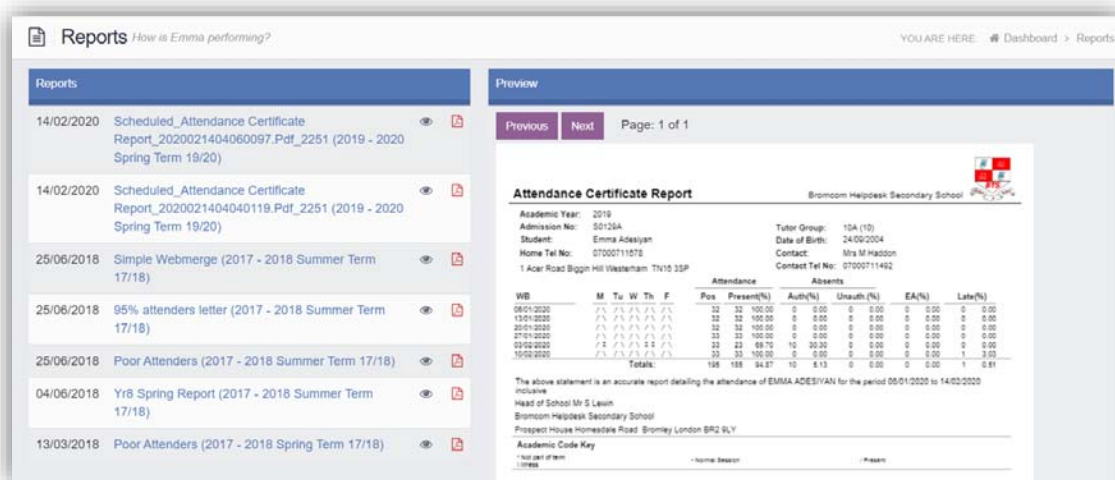
Reports

The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.

The **Widget** will display the last 5 reports or letters that have been published by the school.

Click on the **More** button to open the **Report** page, which will list all **Reports** available.


Click on the **Report** name to download it, the format of the **Report** will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.

School Shop

The **School Shop** option is accessible only from the **Menu Bar**.
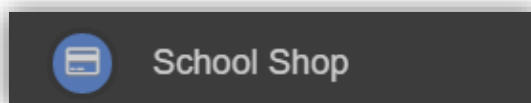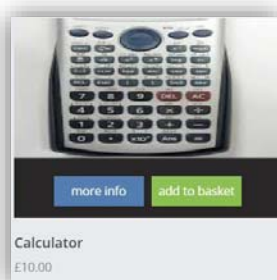

This is an **Online School Shop** and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.
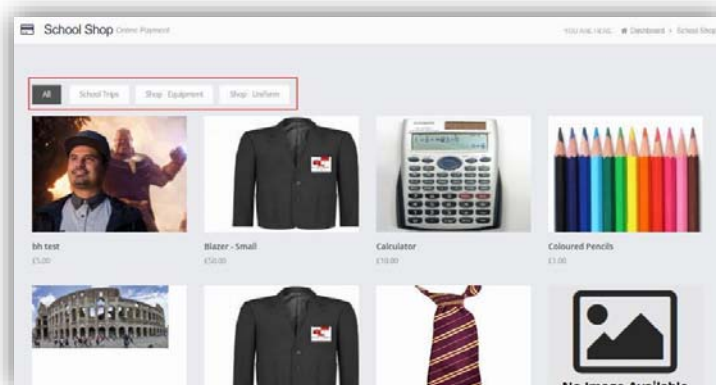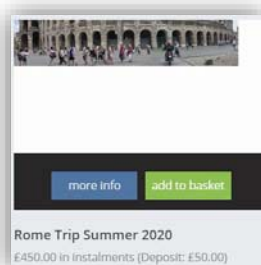

The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop-Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.

If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.


The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.
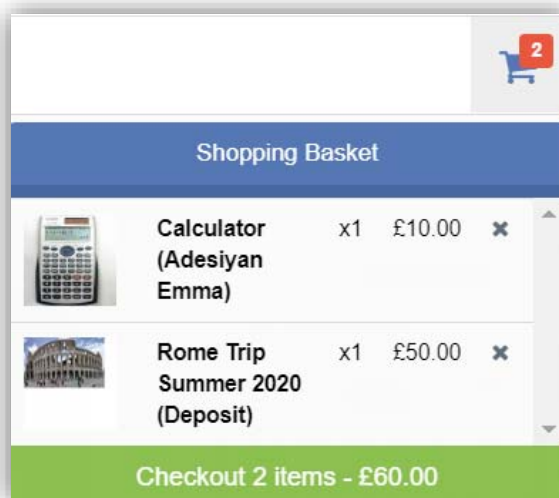
To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The Items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.
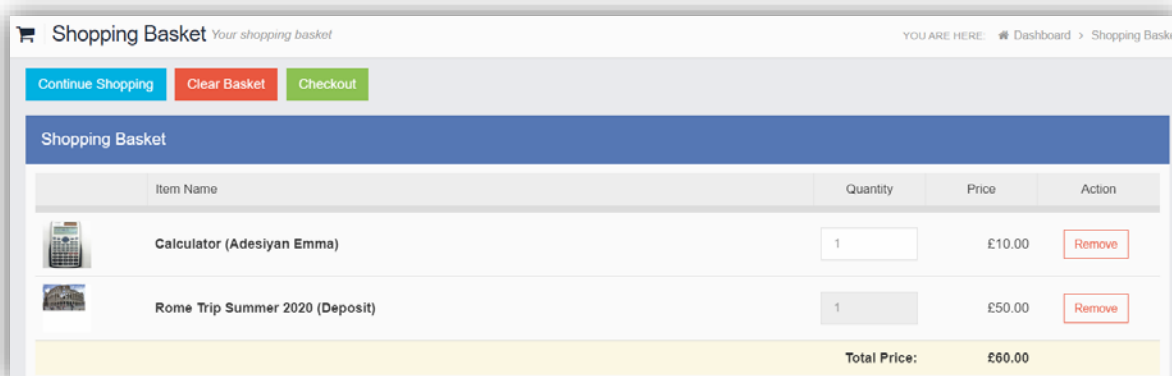
To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

On clicking the **Checkout** button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made using **PayPoint** if there are sufficient funds or by **Card**, an **Offline Payment** option can be enabled by the school for payments to be made directly to the school, cash or cheque.

Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.

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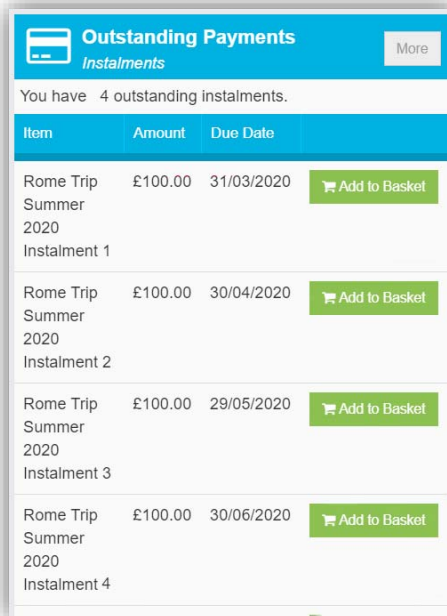
Outstanding Payments

The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.
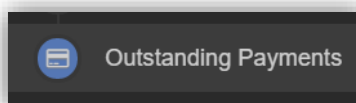
When items have been purchased from the **School Shop** and there is an outstanding amount, for instance a payment in **Instalments**, this will be displayed on the **Outstanding Payments Widget**.
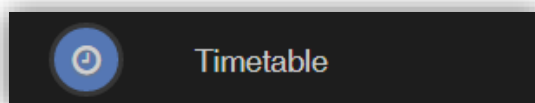

Clicking on the **More** button will display the full details. An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.

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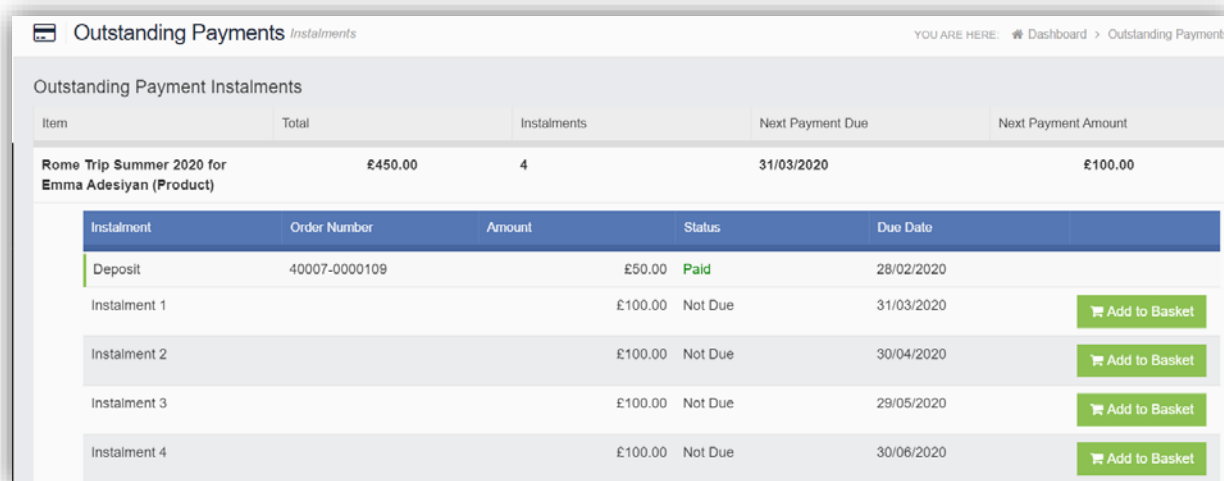
Timetable

The **Timetable** option is accessible from both the **Menu Bar** and a **Widget**.

The **Widget** will display the timetabled sessions for the day highlighting the current session.

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.