

MCAS Parent Guide

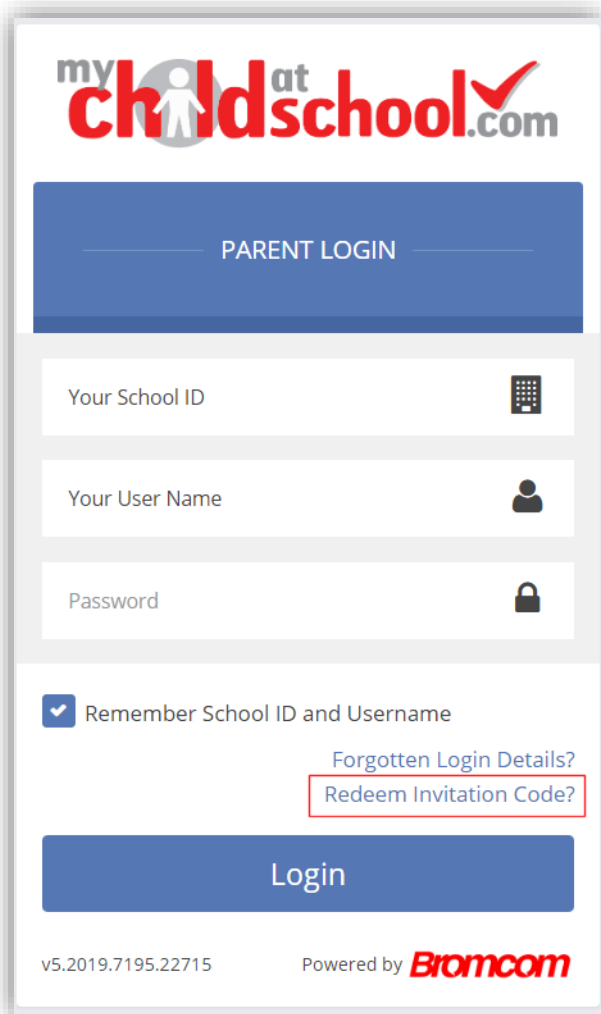
MyChildAtSchool [MCAS]



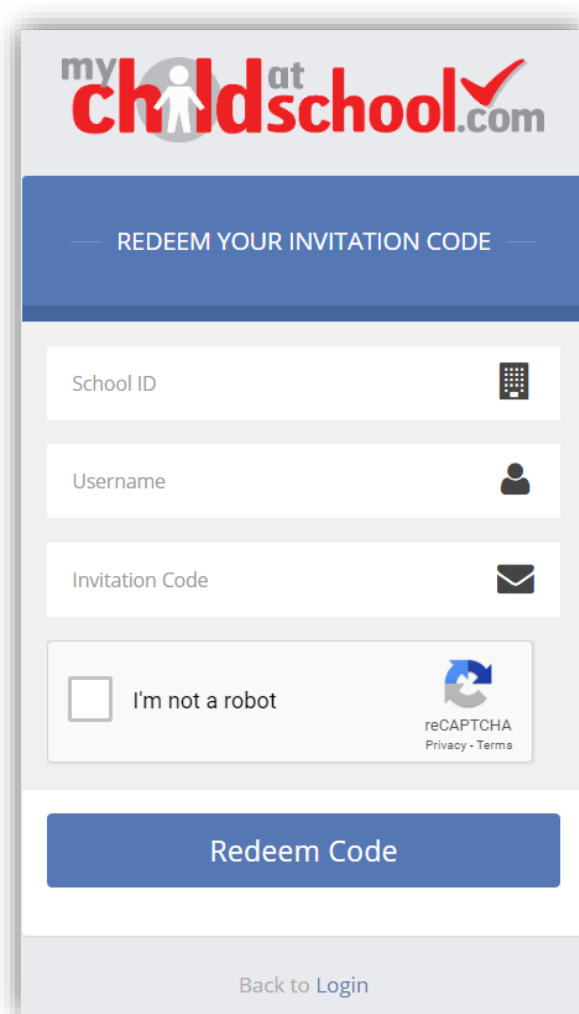
How to Access MCAS

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.



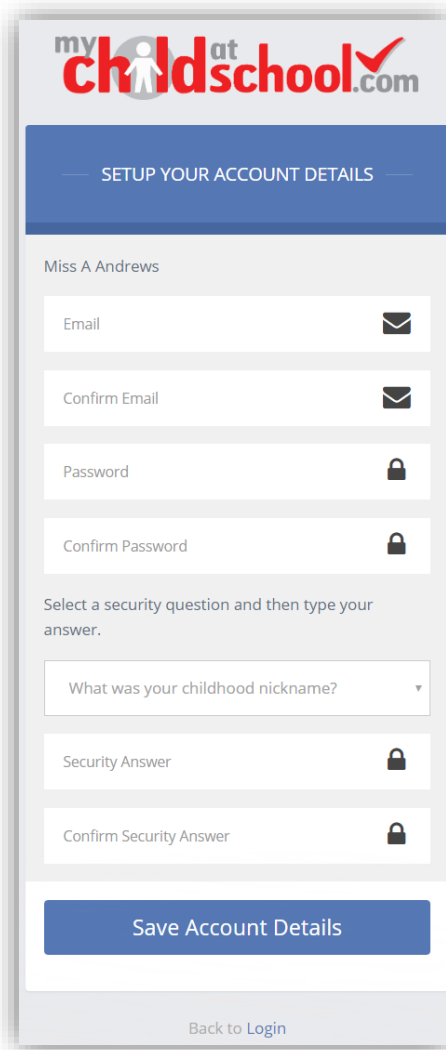
The screenshot shows the 'PARENT LOGIN' page. At the top is the logo 'my child at school.com'. Below it is a blue header with 'PARENT LOGIN'. There are three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. A checkbox labeled 'Remember School ID and Username' is checked. Below the fields are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. A large blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2019.7195.22715' and 'Powered by Bromcom'.



The screenshot shows the 'REDEEM YOUR INVITATION CODE' page. At the top is the logo 'my child at school.com'. Below it is a blue header with 'REDEEM YOUR INVITATION CODE'. There are three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. Below the fields is a reCAPTCHA section with an 'I'm not a robot' checkbox and a 'reCAPTCHA Privacy - Terms' link. A large blue 'Redeem Code' button is at the bottom. At the very bottom, there is a 'Back to Login' link.

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.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' and 'Confirm Email' (both with envelope icons), 'Password' and 'Confirm Password' (both with lock icons), and a security question section. The security question is 'What was your childhood nickname?' with a dropdown arrow. Below it are 'Security Answer' and 'Confirm Security Answer' fields (both with lock icons). At the bottom of the form is a blue button labeled 'Save Account Details' and a link labeled 'Back to Login'.

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.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:
What was the name of your first pet?

Answer:
S****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards
MyChildAtSchool.com

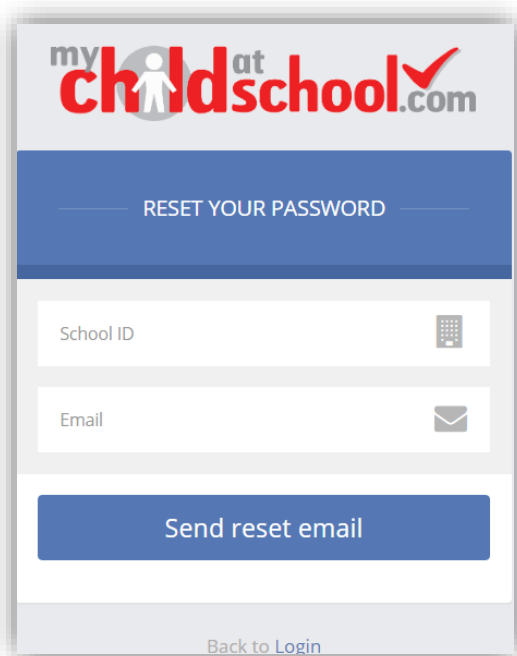
You will now be able to **Login** using your new **Login Details**.

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**.

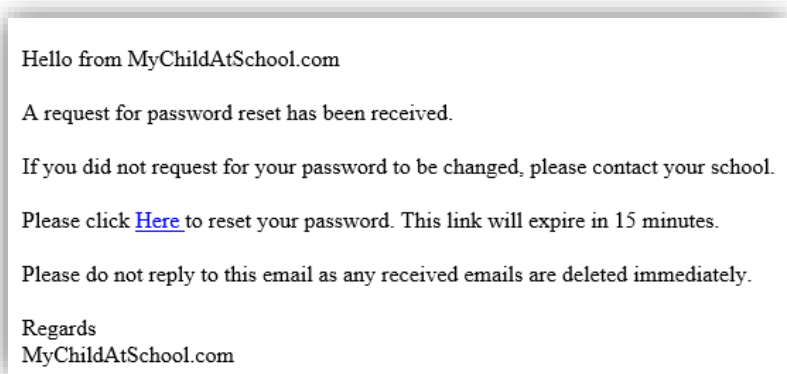


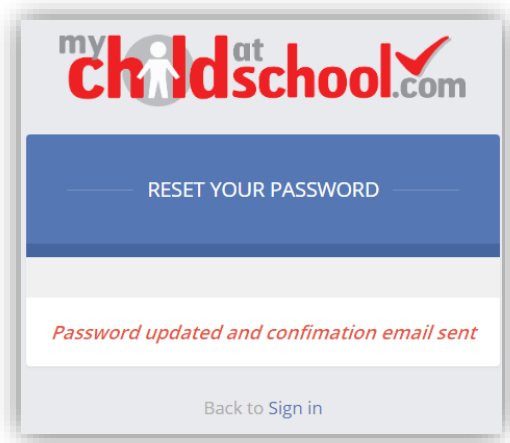
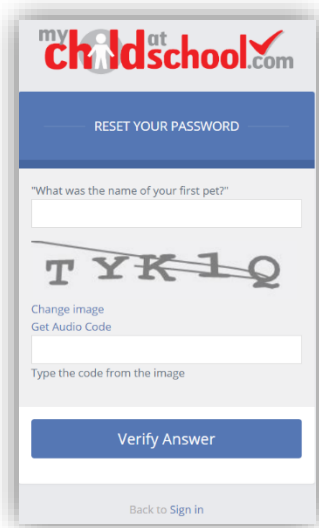
Reset Password

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.

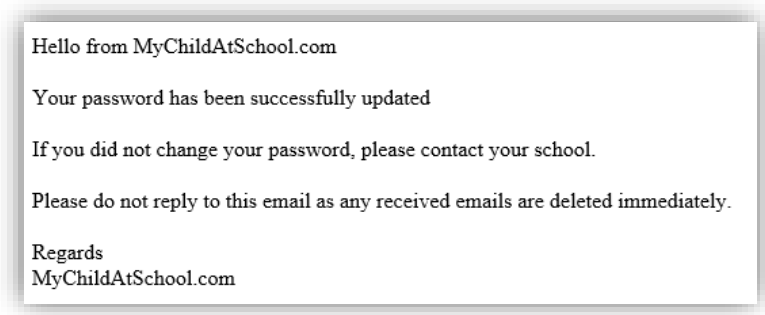


An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



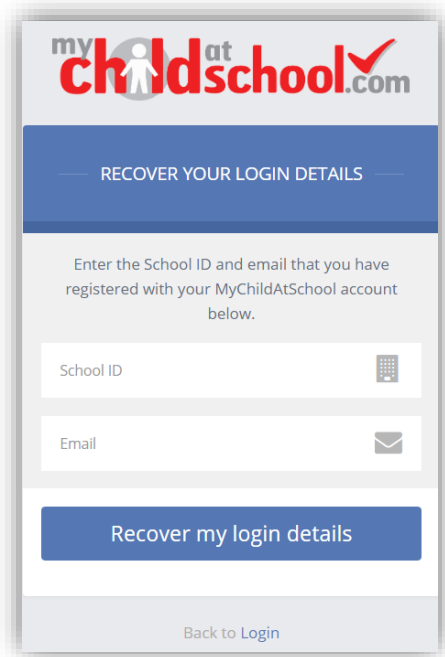


The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

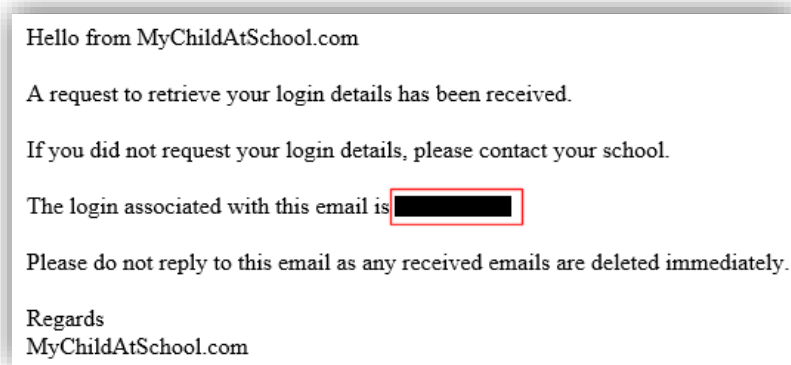


Recover Login Details

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.



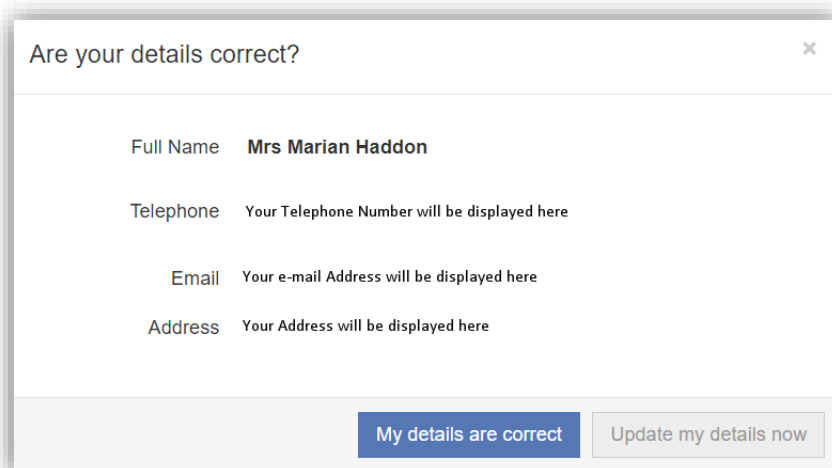
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



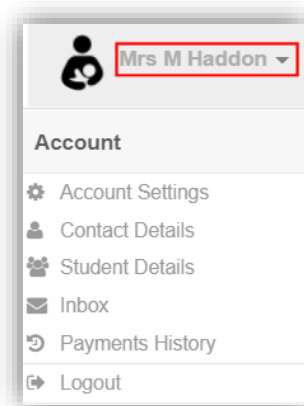
Account Options

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.

The screenshot shows the 'Account Settings' page with the following elements:

- Header:** 'Account Settings' with a gear icon and the subtitle 'Update your account information here'. On the right, it says 'YOU ARE HERE: Dashboard > Account Settings'.
- Update Button:** A green button labeled 'Update' is highlighted with a red box.
- Reset Password Section:** A blue header 'Reset Password' is followed by the instruction: 'Enter your current password, and then enter your new password twice. Click 'Update' to save your new password'. Below this are three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'.
- Email Address Section:** A blue header 'Email Address' is followed by the instruction: 'Enter a new email address, then click 'Update' to save your email address information.'. Below this is an input field labeled 'Email address' with the placeholder text 'Your e-mail address'. A light blue callout box below the field states: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'.
- Security Details Section:** A blue header 'Security Details' is followed by the instruction: 'Select a new security question and then type your answer. Click 'Update' to save your new security details.'. Below this are two input fields: a dropdown menu for 'Question' (currently showing 'What was your childhood nickname?') and a text field for 'Answer' (with placeholder text 'Security Answer').

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

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

Contact Details *Is the information we have correct?* YOU ARE HERE: [Dashboard](#) > [Contact Details](#)

Save

Personal Details

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal Full Name

Honours

Salutation

Preferred Form of Written Contact

Member of UK Armed Forces

Telephone Details

Email Details

Address Details

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**.

Student Details Is the information we have on Emma correct? YOU ARE HERE: [Dashboard](#) > [Student Details](#)

[Save](#)

Student Details

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal First Name

Legal Middle Name

Legal Last Name

Preferred First Name

Preferred Last Name

Former Last Name

Date of Birth

Telephone Details

Your work Phone

Your Home Phone

Your mobile Phone

Telephone

Email Details

Your e-mail Address

Address Details

postcode

SEN (Special Educational Needs)

Provisions

Provision (Stage)	Date Placed on Stage	Review Date	End Date

Needs

Priority	Type of Need	Start Date	End Date	Notes

Medical

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Doctors

Linked Surgeries

Medical Conditions

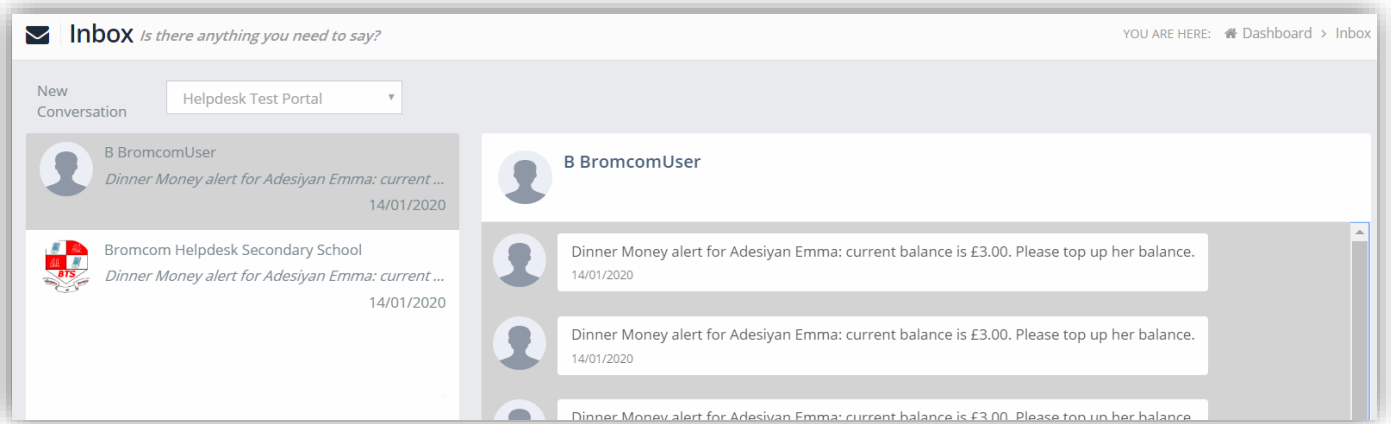
Disabilities

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.

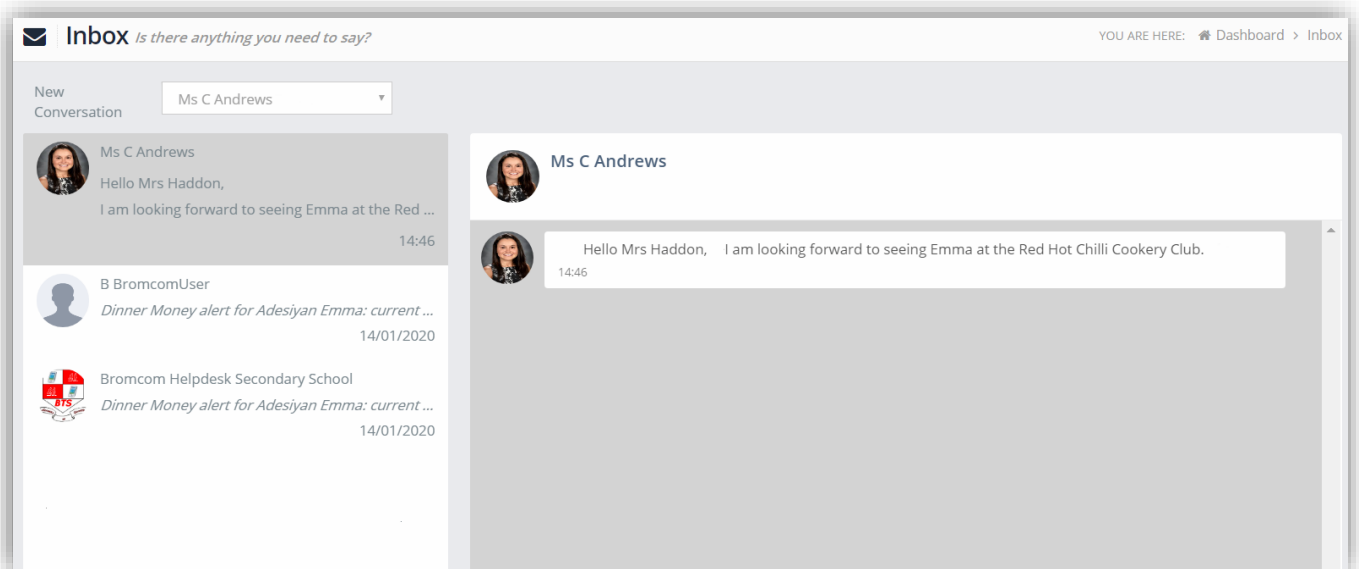
Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Inbox** page contains any **Conversations** between the school and the **User**.

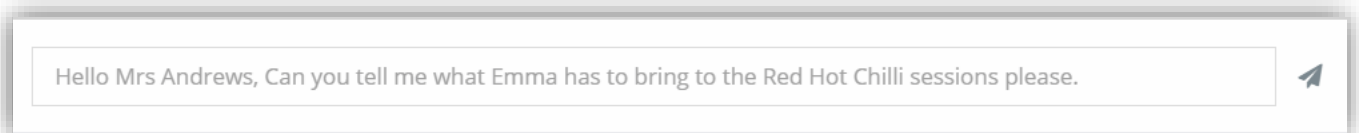


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

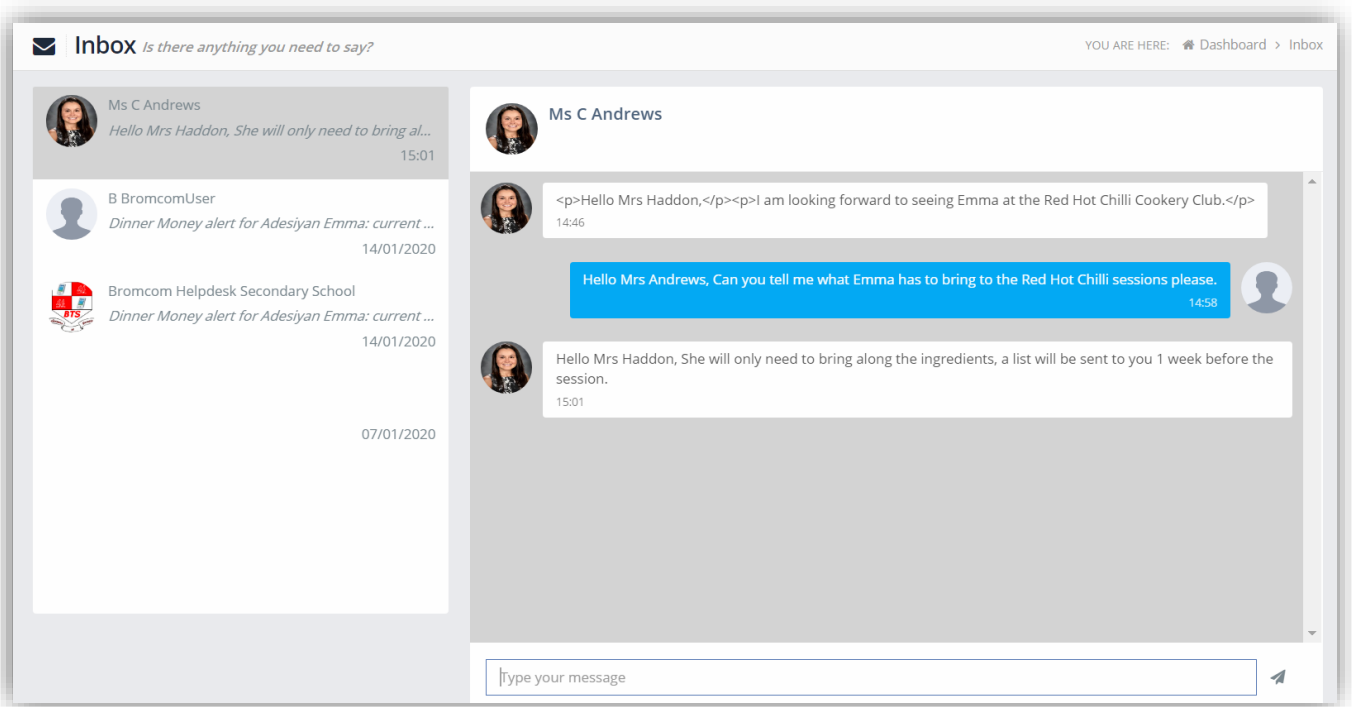
To select a **Conversation** with a particular member of staff, select them from the dropdown list.



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.

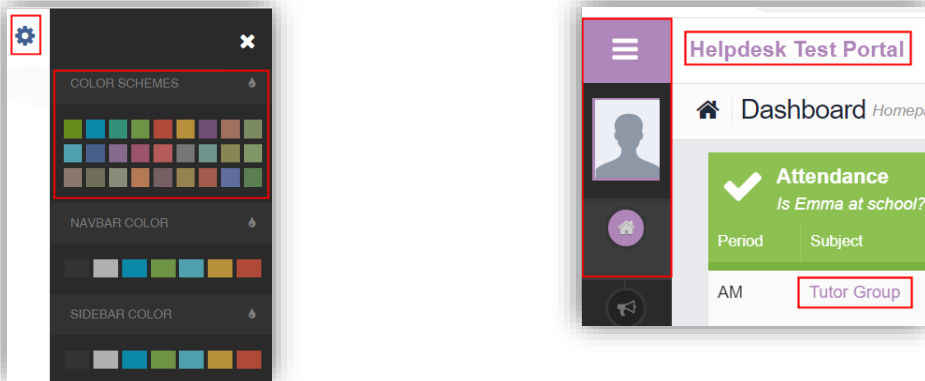


Note: The **Helpdesk Test Portal** in the dropdown list box is the name of the **Database** being used for this Guide, the name of the school would be here.

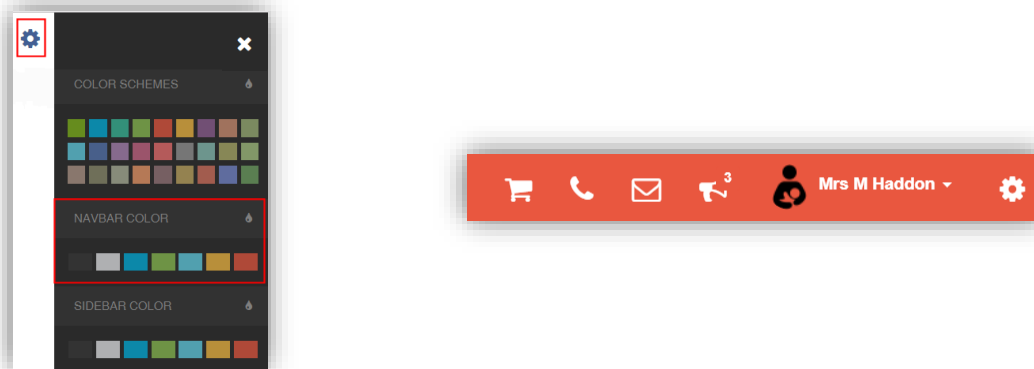
Customising the Pages

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

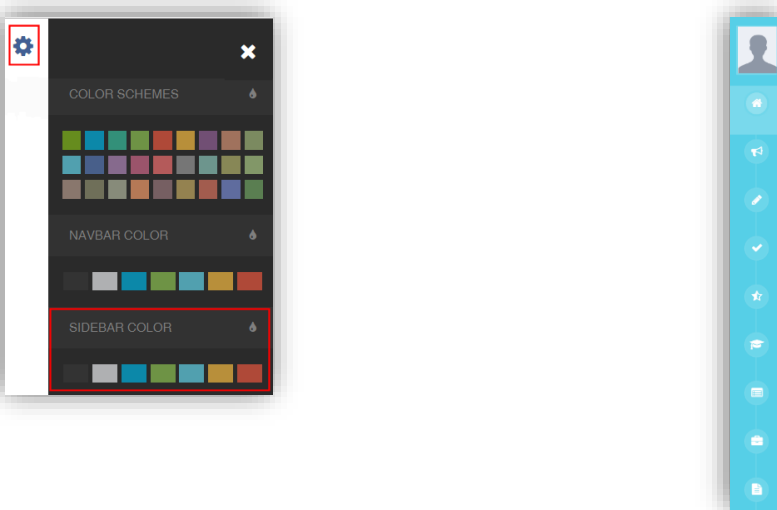
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



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

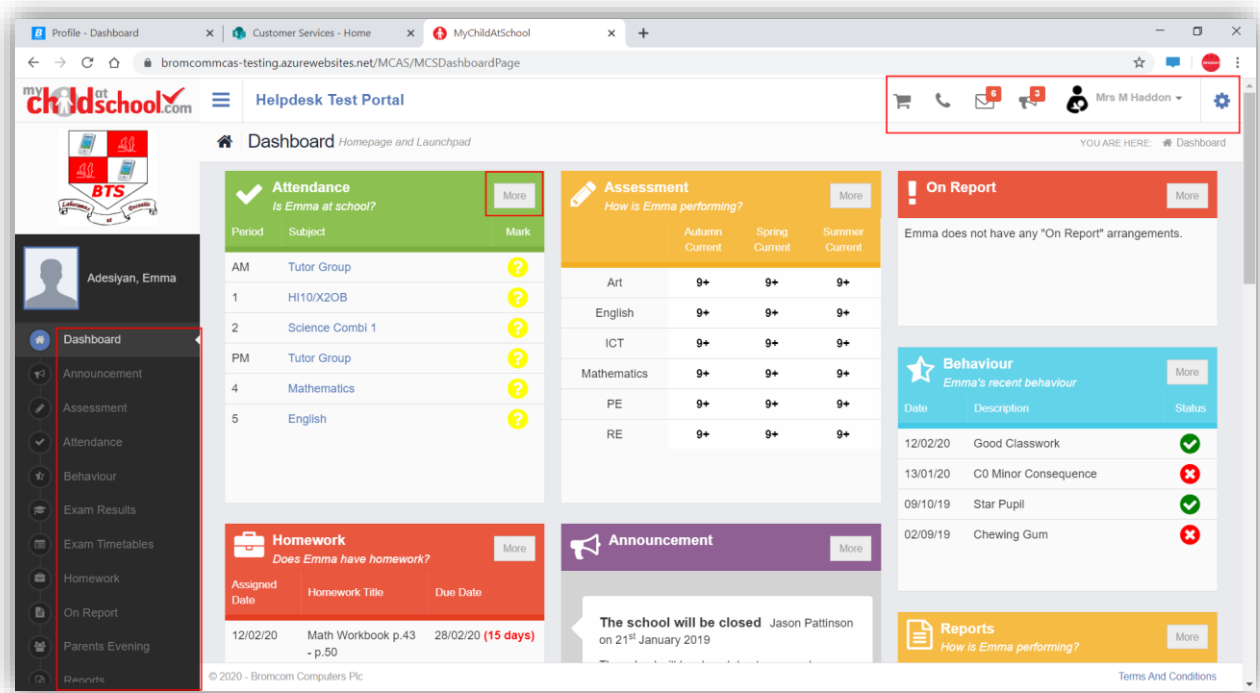


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



Selecting the MCAS Dashboard

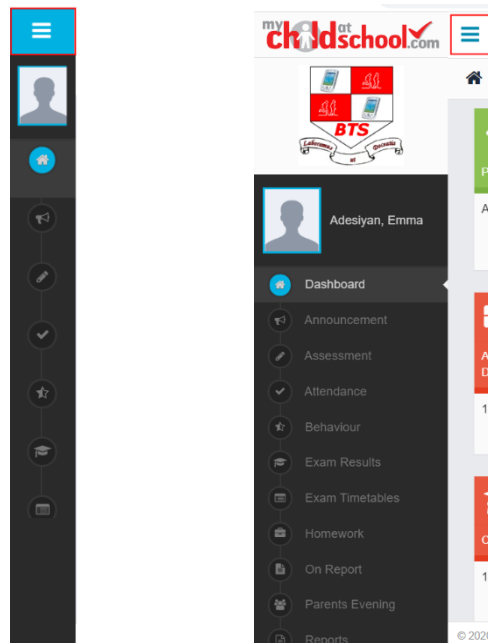
Once you have logged in the **Dashboard** will be displayed.



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**.

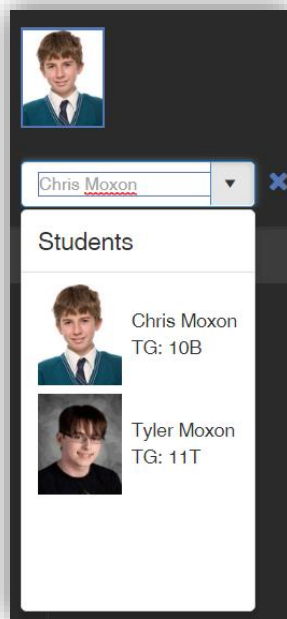
You will always know where you are within the **MCAS Module**.

✓ Attendance *Is Emma at school?* YOU ARE HERE: [Dashboard](#) > [Attendance](#)

Multiple Students

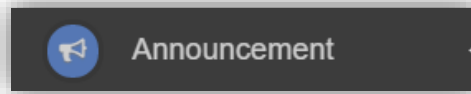
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

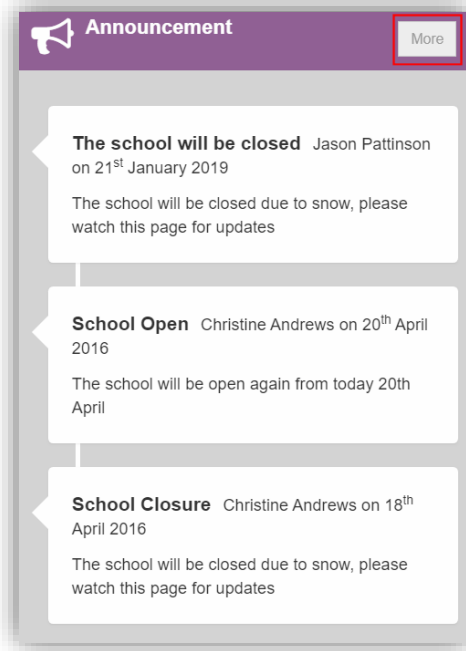


Announcements

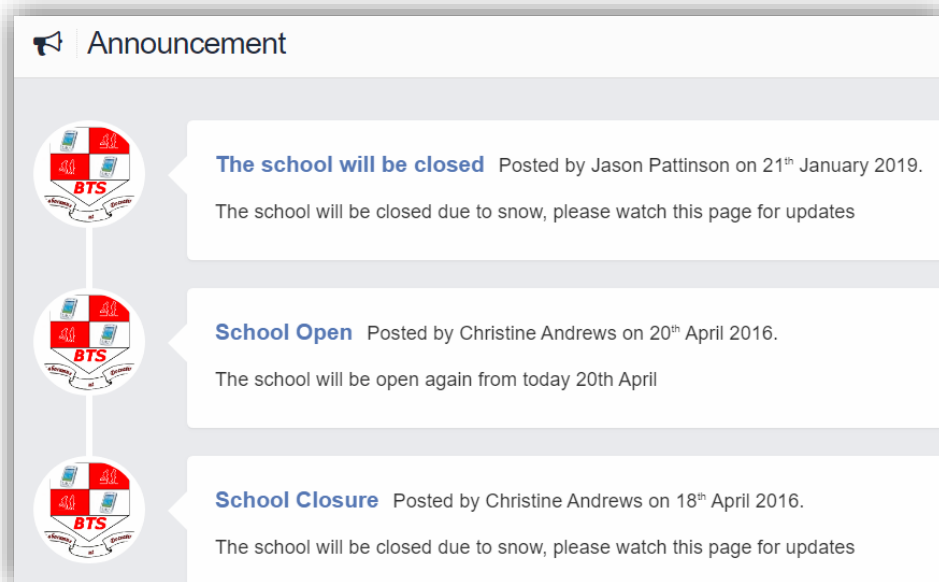
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.

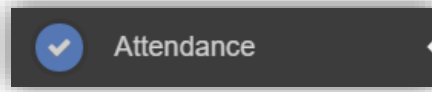


If there are any previous **Announcements** they will also be displayed.



Attendance

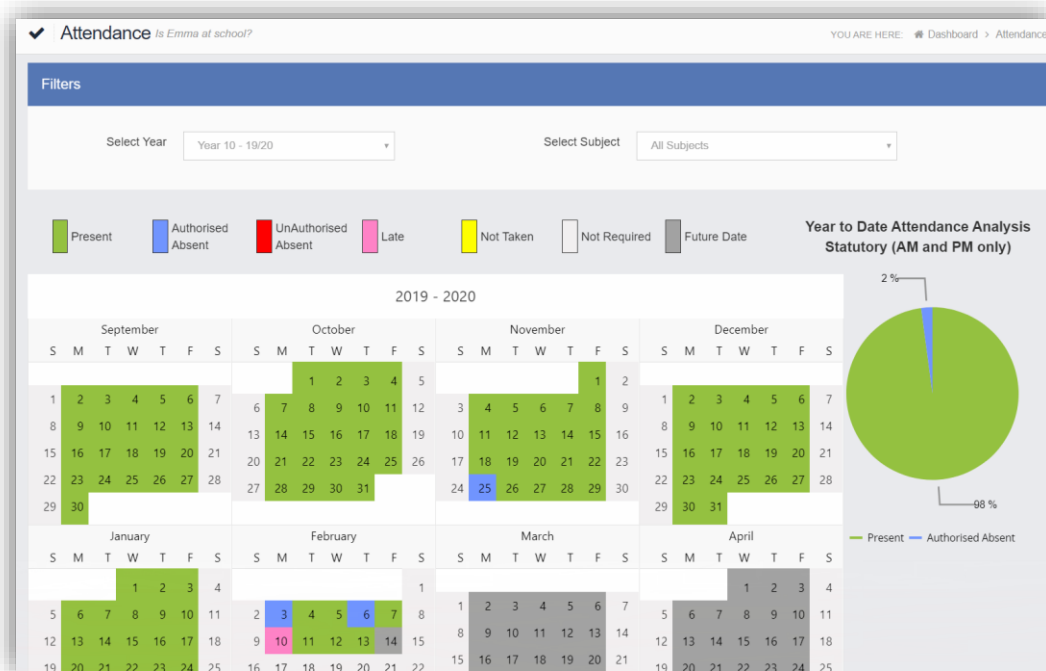
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



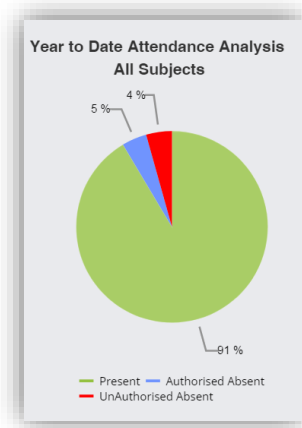
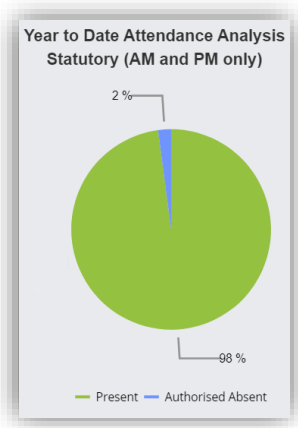
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

Period	Subject	Mark
AM	Tutor Group	✓
1	HI10/X2OB	✓
2	Science Combi 1	✓
PM	Tutor Group	?
4	Mathematics	?
5	English	?

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 is set to display the **Year to date AM/PM** statutory marks.



The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

Attendance *Is Emma at school?* YOU ARE HERE: Dashboard > Attendance

Filters

Select Year: Year 10 - 19/20 | Select Subject: PE

■ Present
 ■ Authorised Absent
 ■ UnAuthorised Absent
 ■ Late
 ■ Not Taken
 Not Required
 ■ Future Date

Year to Date Attendance Analysis PE

2019 - 2020

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
29	30												24	25	26	27	28	29	30	29	30	31					

■ Present
 ■ Authorised Absent

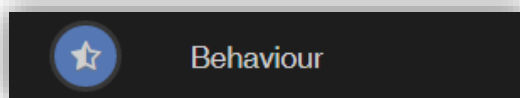
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020

Period	Attendance	Subject
08:45 AM	✔ Present	Tutor
09:05 1	✔ Present	PE
10:16 2	✔ Present	Science Combi 1
11:11 3	✔ Present	PE
12:45 PM	✔ Present	Tutor
13:00 4	✘ 5 min Late	Mathematics
13:55 5	✔ Present	English

Behaviour

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

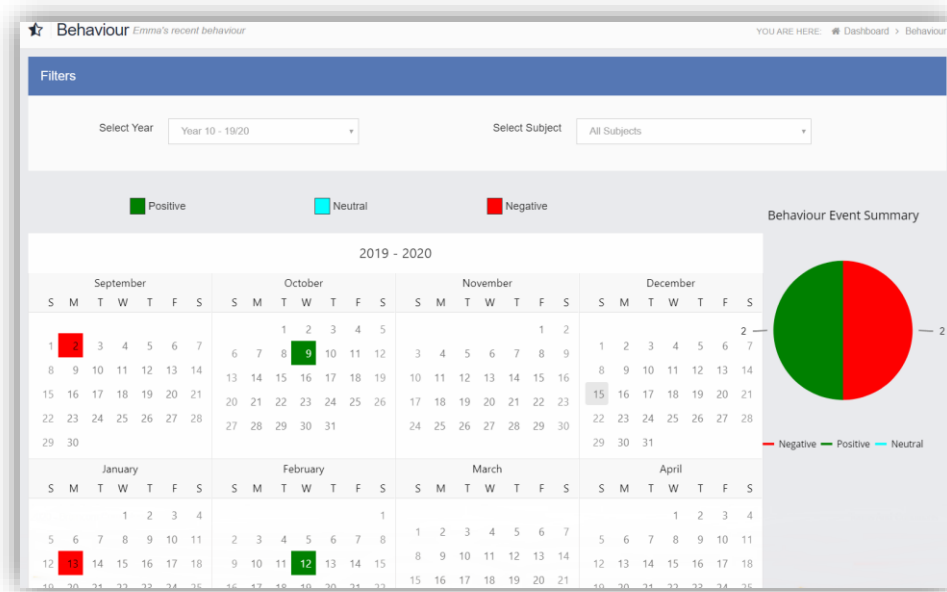


The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the **Behaviour** page.

A screenshot of a widget titled "Behaviour" for "Emma's recent behaviour". It includes a "More" button and a table with the following data:

Date	Description	Status
12/02/20	Good Classwork	✓
13/01/20	C0 Minor Consequence	✗
09/10/19	Star Pupil	✓
02/09/19	Chewing Gum	✗

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.

★ Behaviour Emma's recent behaviour YOU ARE HERE

Filters

Select Year: Year 10 - 19/20 Select Subject: RE

■ Positive
 ■ Neutral
 ■ Negative

2019 - 2020

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
29	30												29	30	31												
January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4							1	1	2	3	4	5	6	7			1	2	3	4		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	19	20	21	22	23	24	25	19	20	21	22	23	24	25

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

Behaviour Events ✕

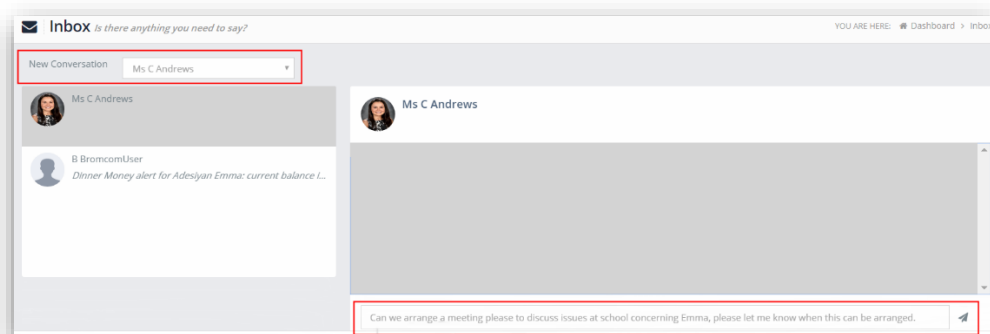
Date	Class	Subject	Teacher	Comment	Event	Outcome	Outcome
12/02/2020	Re10/A1	RE	MRS J Janice		✔ Good Classwork		

Classes

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

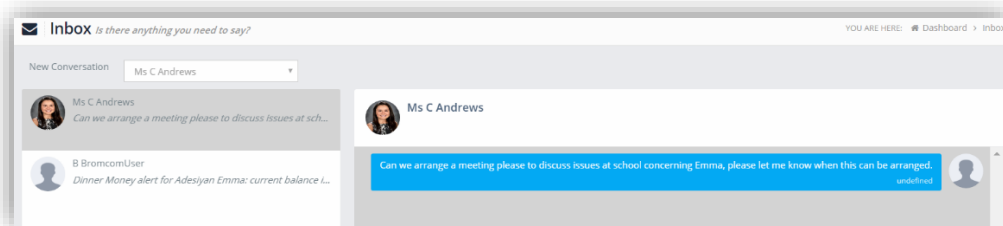
Classes G J's Classes		
Class Name	Class Details	
11B/EI2	English Literature Mrs C Willis	✉
11B/En2	English Ms M Osborne	✉
11B/Ma3	Mathematics Mr D Prowse	✉
11B/Pe4	Sports Leadership Mr J Burns	✉
11B/Sc1	Science Mr M Burney	✉
11T/Ay7	Assembly Mrs N Boyd	✉
11T/Tu7	Tutoring Miss L Murray	✉
11T7	Tutor Group Miss L Murray	✉
11W/Mu1	Music Mr R Browne	✉
11X/Ft1	Food Tech Mrs U Duffy	✉
11Y/Fr1	French Miss K Hayhurst	✉
11Z/Gg1	Geography Mrs N Boyd	✉
French Intervention	Withdrawal Group Miss K Hayhurst	✉
Geography Intervention 1	Withdrawal Group Mr J Attrill	✉

The Widget displays all the Classes the student attends. Clicking on the Envelope icon will open a separate page where a Conversation can be started.



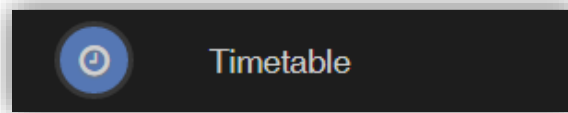
Select the **Teacher** from the dropdown list and enter the message at the bottom of the page, clicking the **Flight** icon on the right to send the message.

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



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.

Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	SCI10/A1	Mr A Obenguye	11:11
PM	Tutor Group	10A		12:45
4	ICT	IT10/A1	Mrs J Janice	13:00
5	Science Combi 1	SCI10/A1	Mr A Obenguye	13:55

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.

YOU ARE HERE: # Dashboard > Timetable

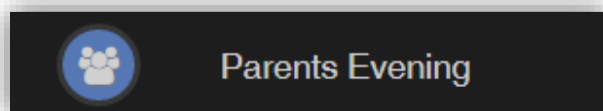
< Prev This Week Next >

Term 2 - Week 08 - 16/02/2020

Sunday 16th Feb	Monday 17th Feb	Tuesday 18th Feb	Wednesday 19th Feb	Thursday 20th Feb	Friday 21st Feb	Saturday 22nd Feb
	AM 10A Tutor Group Mr W Cranston	AM 10A Tutor Group	AM 10A Tutor Group	AM 10A Tutor Group		
	1 PE10/A1 PE Mr P Oddie		1 DR10/X10B Drama Mr C Tallor	1 HI10/X20B Withdrawal Group Mr W Cranston		
	2 SCI10/A1 Science Combi 1 Mr A Obenguye	2 MA10/A1 Mathematics Mr J Marshall	2 Re10/A1 RE Mr S Mehmet	2 SCI10/A1 Science Combi 1 Mr A Obenguye		
	3 PE10/A1 PE Mr D Thompson	3 SCI10/A1 Science Combi 1 Mr A Obenguye				
	PM 10A Tutor Group Mr R Lewis	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	
	4 MA10/A1 Mathematics Mr J Marshall	4 IT10/A1 ICT Mrs J Janice	4 MA10/A1 Mathematics Mr J Marshall	4 MA10/A1 Mathematics Mr J Marshall	4 SCI10/A1 Science Combi 1 Mr A Obenguye	
		5 SCI10/A1 Science Combi 1 Mr A Obenguye	5 Ar10/X10A Art Mr S Williams		5 Ar10/X10A Art Mr S Williams	

Parents Evening

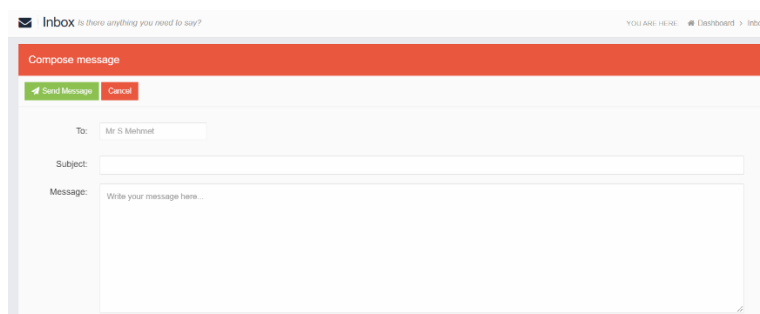
The **Parents Evening** option is accessible only from the **Menu Bar**.



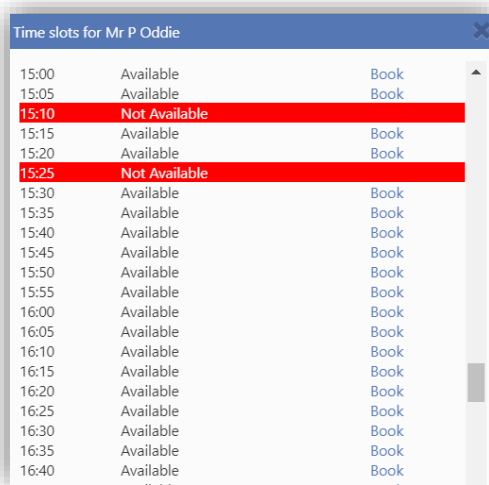
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



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.

Parents Evening *Parents Evening for Emma* YOU ARE HERE: [Dashboard](#) > [Parents Evening](#)

Parents Evening: Y10 Parents eve

Date: 27 February 2020, 00:00
Booking will close on 26 February 2020, 00:00

Appointments that need booking

Mr C Tailor Drama

Mr A Obenguye Science Combi 1

Mrs J Janice ICT

Mr P Oddie PE

Mr S Williams Art

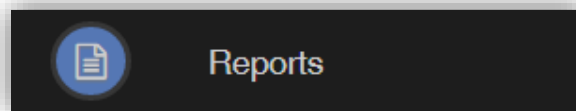
Appointments that have already been booked

Time: 15:10	Teacher: Mr S Mehmet	Subject: RE	Location: Default Location	X
Time: 15:25	Teacher: Mr J Marshall	Subject: Mathematics	Location: Default Location	X

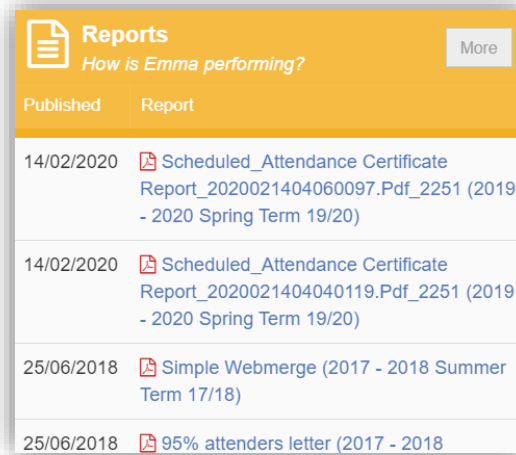
Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Reports

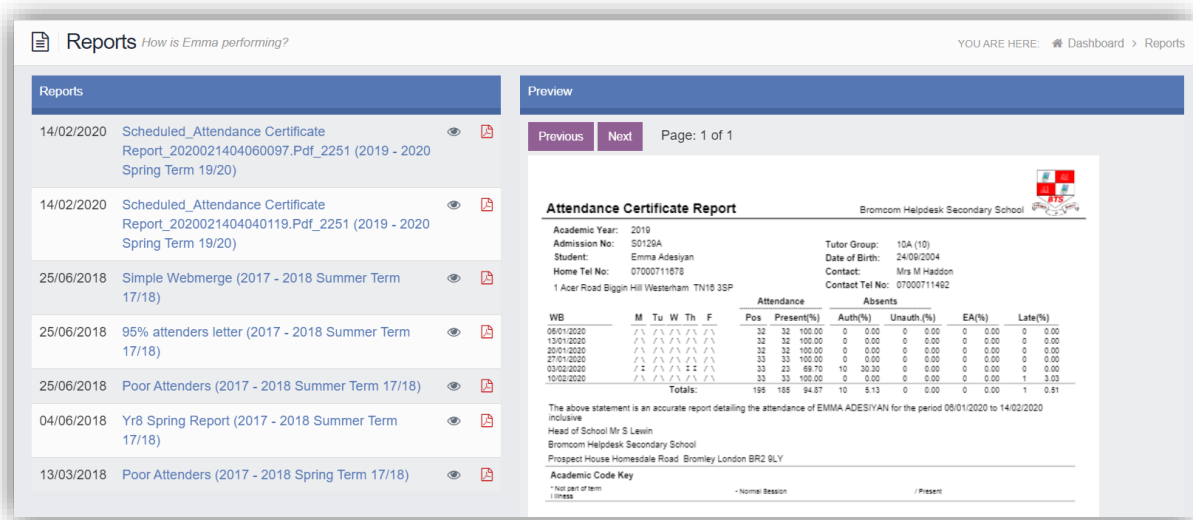
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



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.