

# MCAS Parent Guide

## MyChildAtSchool [MCAS]



## 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](http://www.mychildatschool.com) this will open the login page.

The image displays two side-by-side screenshots of the MyChildAtSchool.com website. The left screenshot shows the 'PARENT LOGIN' page with fields for 'Your School ID', 'Your User Name', and 'Password'. It includes a 'Remember School ID and Username' checkbox, a 'Login' button, and links for 'Forgotten Login Details?' and 'Redeem Invitation Code?'. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' page with fields for 'School ID', 'Username', and 'Invitation Code'. It features an 'I'm not a robot' checkbox with a reCAPTCHA logo, a 'Redeem Code' button, and a 'Back to Login' link at the bottom.

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.

my child at school.com

SETUP YOUR ACCOUNT DETAILS

Miss A. Andrews

Email

Confirm Email

Password

Confirm Password

Select a security question and then type your answer.

What was your childhood nickname?

Security Answer

Confirm Security Answer

Save Account Details

Back to Login

**Note:** When creating a **Password**, it must meet the following criteria;

- 8 or more characters
- 1 uppercase character
- 1 numeric character
- 1 special character (!\$+\_)
- 1 lowercase character

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 then 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

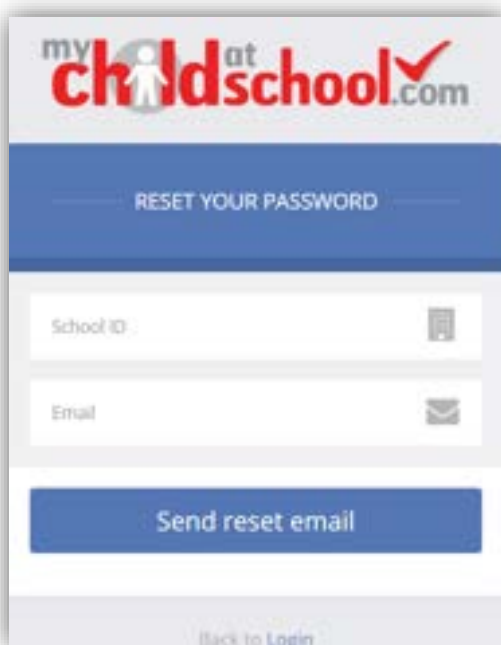
You will now be able to **Login** using your new **Login Details**.

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.

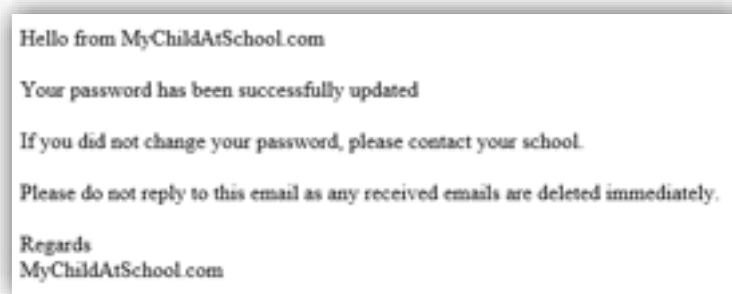


An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.





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.



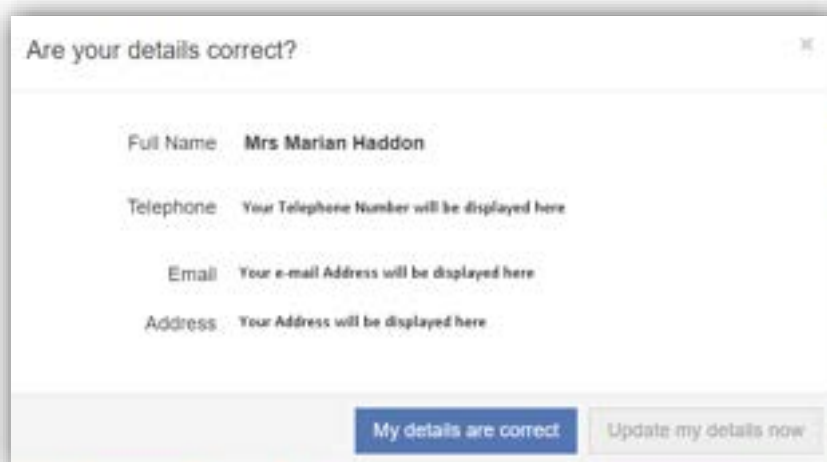
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



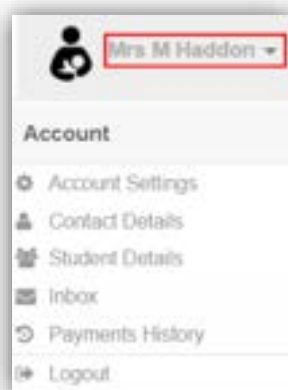
## Account Options

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 sections:

- Update:** A green button with a red border is located at the top left of the page.
- Reset Password:** A blue header section with the instruction: "Enter your current password, and then enter your new password twice. Click 'Update' to save your new password." It contains three input fields: "Current Password", "New Password", and "Re-enter New Password".
- Email Address:** A blue header section with the instruction: "Enter a new email address, then click 'Update' to save your email address information." It contains one input field labeled "Email address" with the placeholder text "Your e-mail address". Below the field is a light blue note: "This is the email address that MyChildAtSchool will use when you request forgotten user account details".
- Security Details:** A blue header section with the instruction: "Select a new security question and then type your answer. Click 'Update' to save your new security details." It contains a dropdown menu for "Question" (currently showing "What was your childhood nickname?") and an input field for "Answer" (placeholder: "Security Answer").

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

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

The screenshot shows a web interface for 'Contact Details'. At the top left, there is a 'Save' button. Below it is a blue header 'Personal Details'. A light blue box contains a note: '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.' The form includes sections for 'Legal Full Name' (with dropdowns for 'Mrs' and 'Haddon'), 'Honours', 'Salutation' (set to 'Mrs M Haddon'), 'Preferred Form of Written Contact' (set to 'Mail'), and 'Member of UK Armed Forces' (checkbox). There are three sections for contact information: 'Telephone Details' (with fields for 'Your Mobile Number', 'Mobile', and 'Telephone', and a 'Delete' button), 'Email Details' (with fields for 'Your e-mail address' and 'Email address', and a 'Delete' button), and 'Address Details' (with fields for 'Your Address', 'Postcode', and a 'Select' button, and a 'Delete' button).

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**

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administrator 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	Work	Save
Your Home Phone	Home	Save
Your mobile Phone	Mobile	Save
Telephone	Select	

Email Details

Your work Address	Select
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Address Details

1, Ave Road, Blandford, Dor	Home	Save
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Save

**SEN (Special Educational Needs)**

Provisions				Needs				
Provision (Steps)	Date Placed on Steps	Review Date	End Date	Priority	Type of Need	Start Date	End Date	Notes

**Medical**

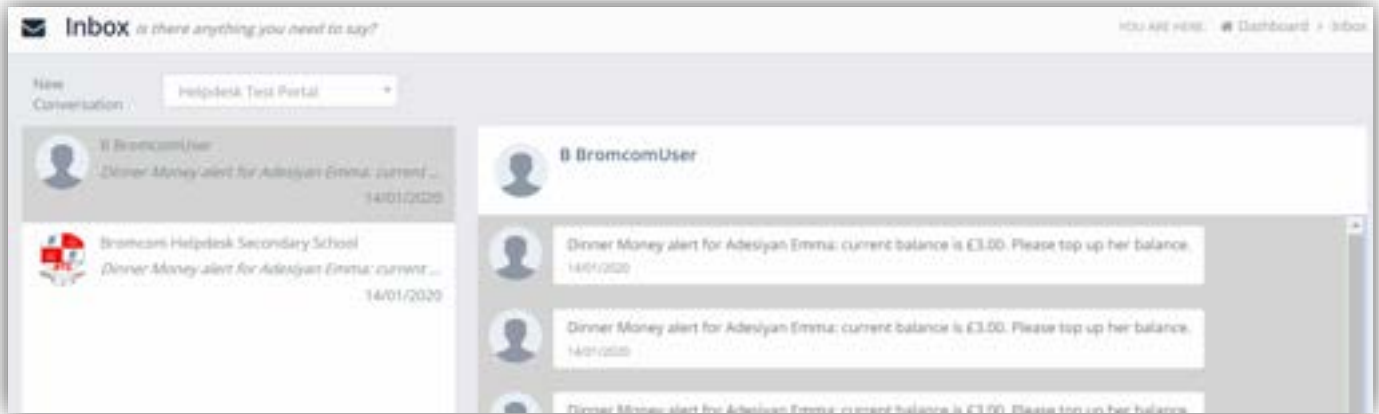
- NHS Number
- Blood Group
- Emergency Consent to School
- Paramedical Support
- Doctors
- Linked Surgeries
- Medical Conditions
- Disabilities

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.

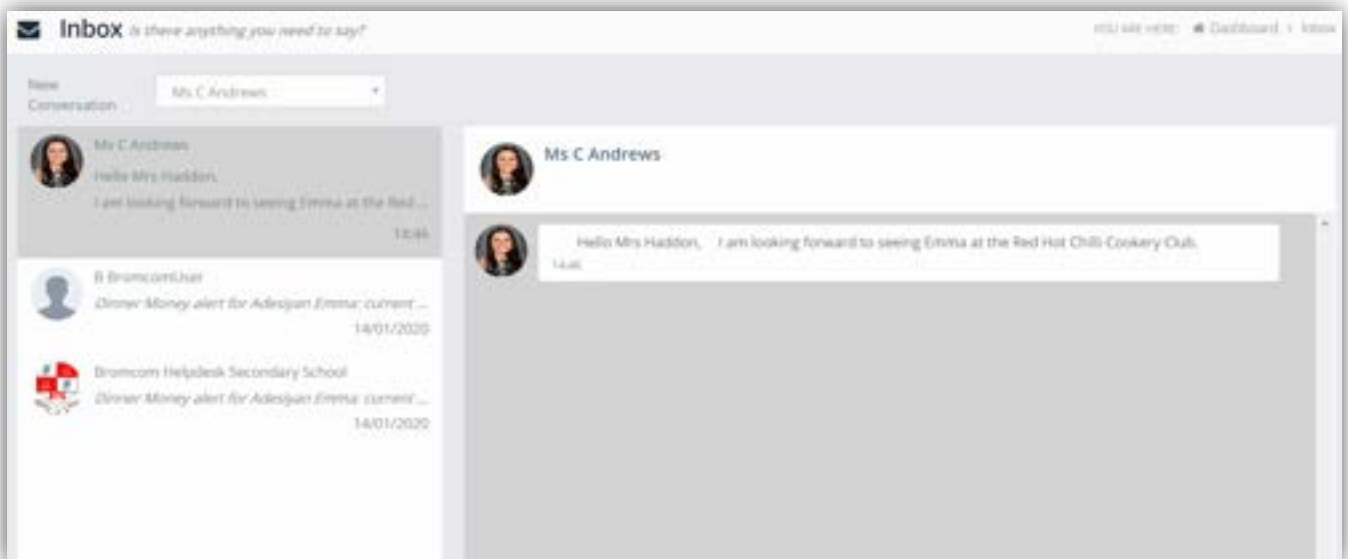
**Note:** The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

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

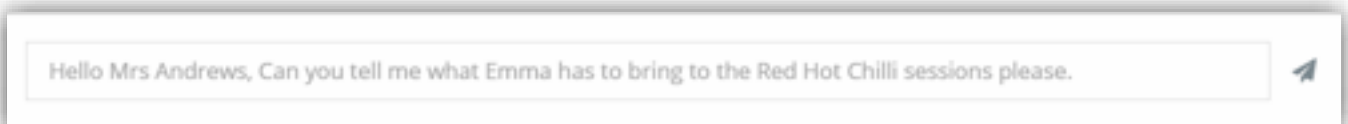


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

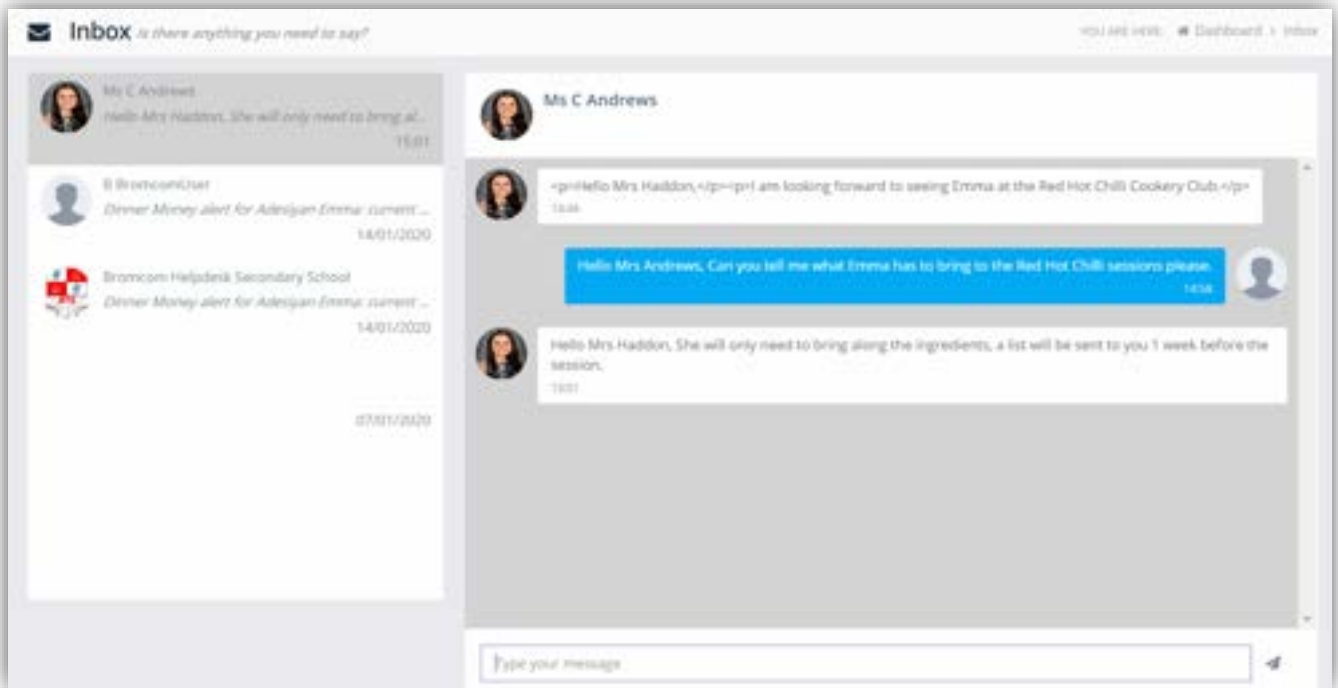
To select a **Conversation** with a particular member of staff, select them from the dropdown list.



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.

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

The screenshot shows the 'Payments History' page with a table of 10 entries. The table has the following columns: Order Number, Authentication Code, Order Date, # of Items, Payment Method, Total Amount, and Order Status.

Order Number	Authentication Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
40007-0000101	3035756	18/02/2020 08:58:59	2	Card	£60.00	Paid
99997-0000100	3300927	21/01/2020 11:08:18	1	Card	£3.00	Paid
99997-0000099	3300998	21/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3036335	11/12/2019 09:51:42	1	Card	£5.00	Paid
99997-0000094	3036313	11/12/2019 09:49:15	1	Card	£5.00	Paid
99997-0000093	3036223	11/12/2019 09:42:58	1	Card	£5.00	Paid
99997-0000092	3036176	11/12/2019 09:37:23	1	Card	£10.00	Paid
99995-0000090	2614561	16/10/2019 09:17:10	1	Card	£15.00	Paid
99995-0000089	2614502	16/10/2019 09:10:19	1	Card	£0.00	Refunded
99995-0000087	2583363	10/10/2019 18:23:53	1	Card	£10.00	Paid

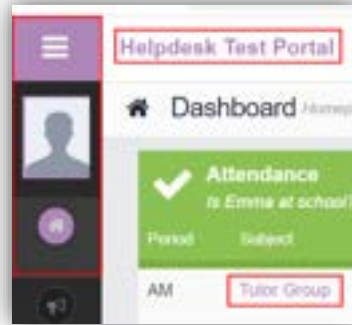
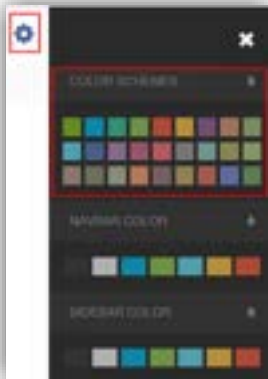
Showing 10 entries

This page can be **Searched** or **Ordered by Columns**.

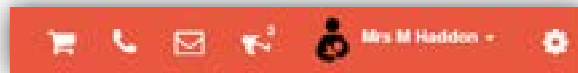
## Customising the Pages

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**.

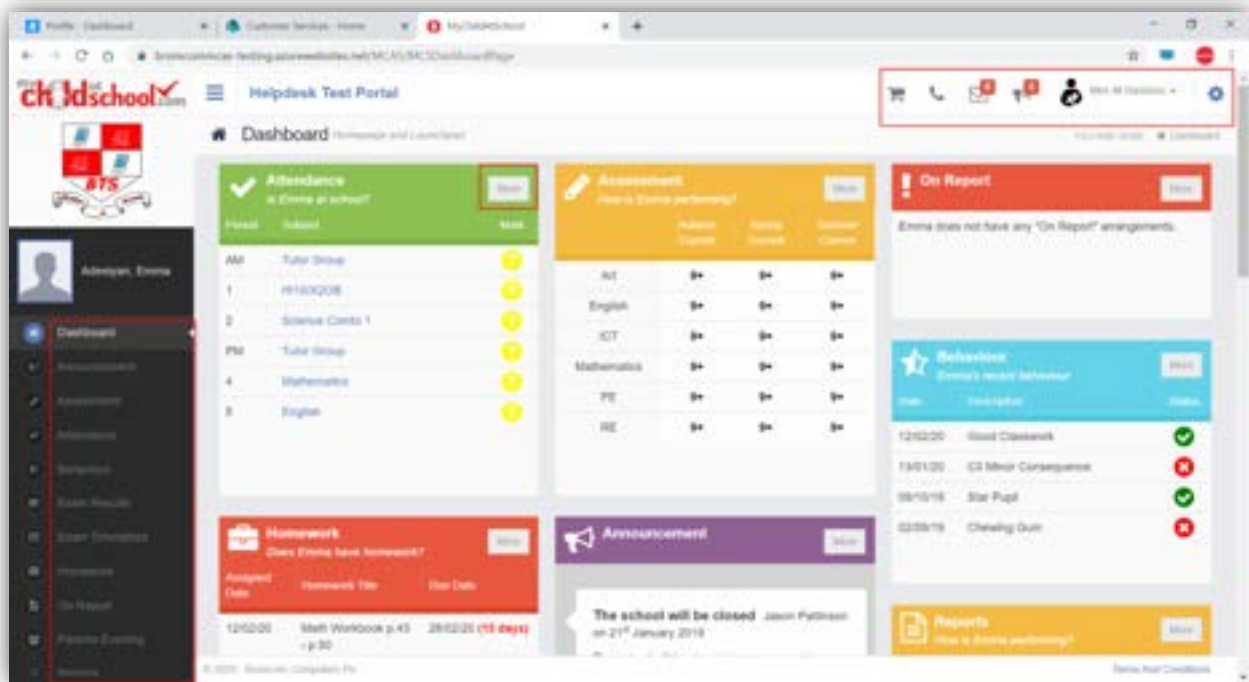


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



## Selecting the MCAS Dashboard

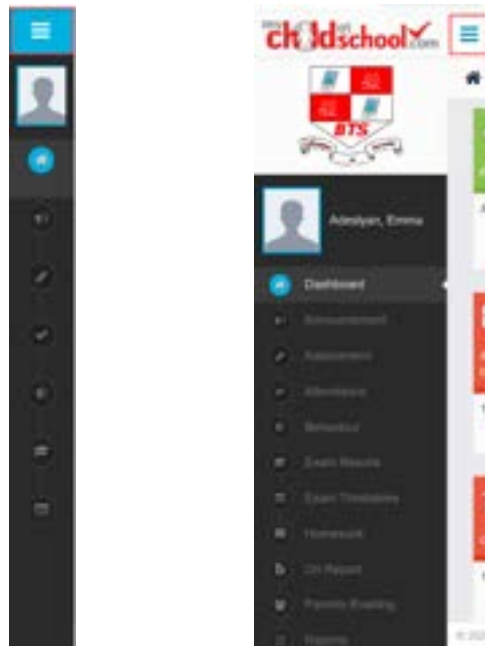
Once you have logged in the **Dashboard** will be displayed.



**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**.



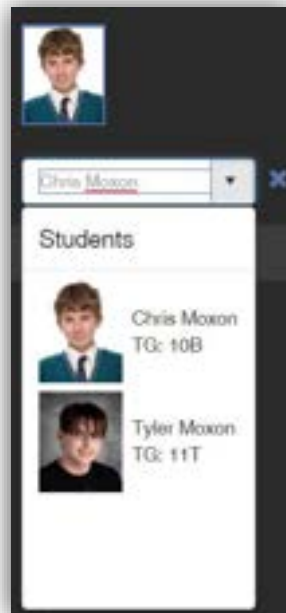
The following options are available and will only be displayed if enabled by the school:

- Academic Calendar
- Announcements
- 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.

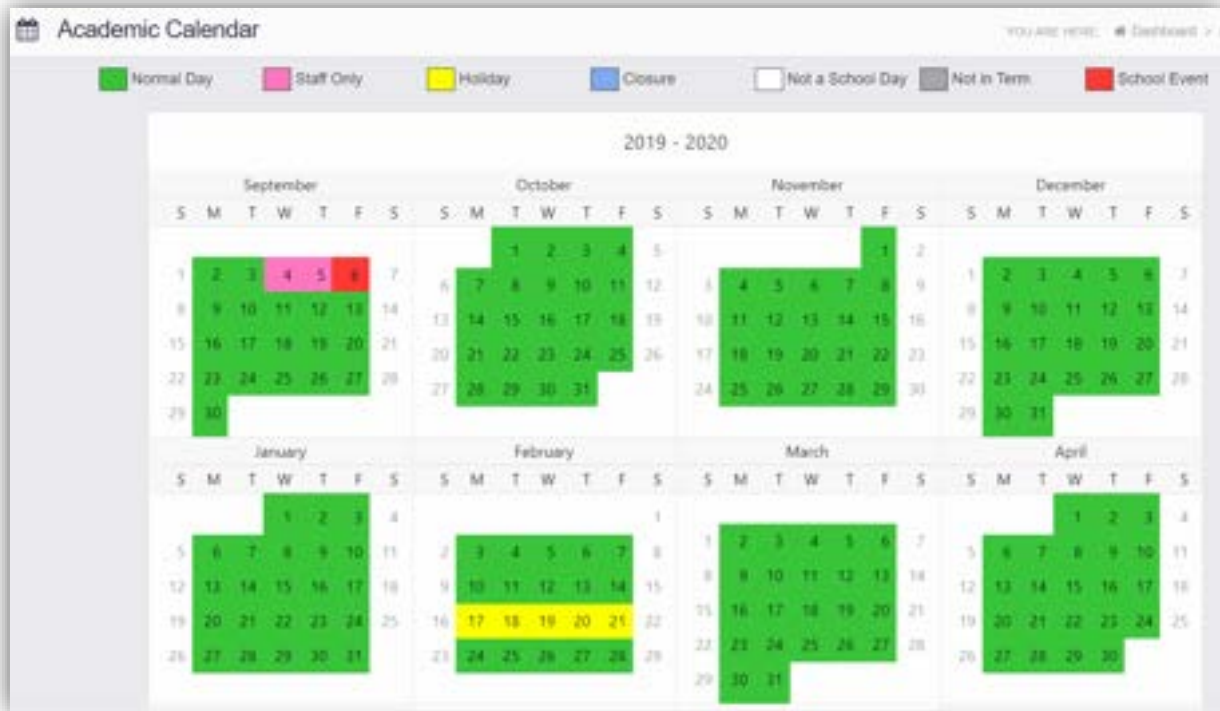


# Academic Calendar

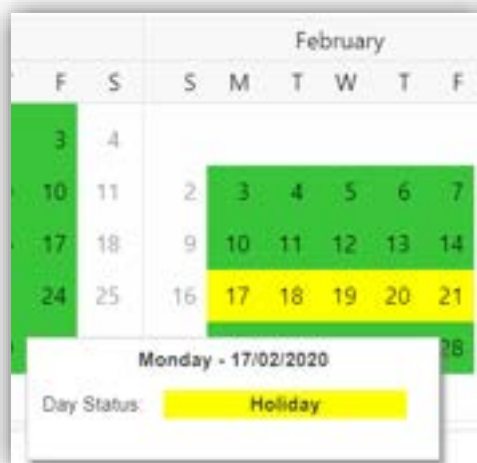
The **Academic Calendar** is accessible from the **Menu Bar** only.



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.

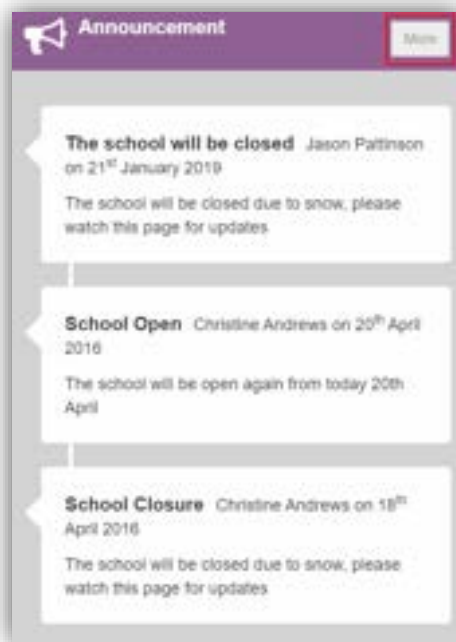


## Announcements

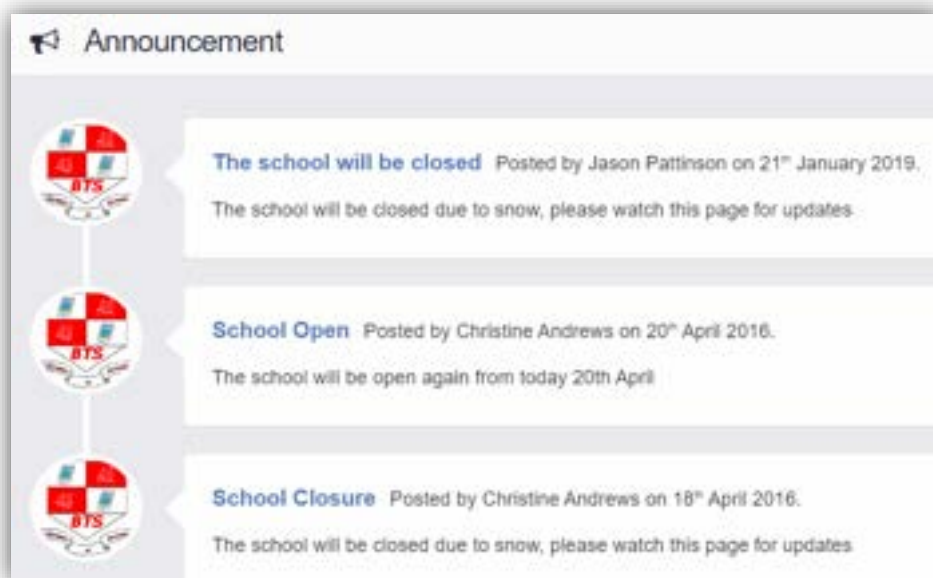
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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.



## Attendance

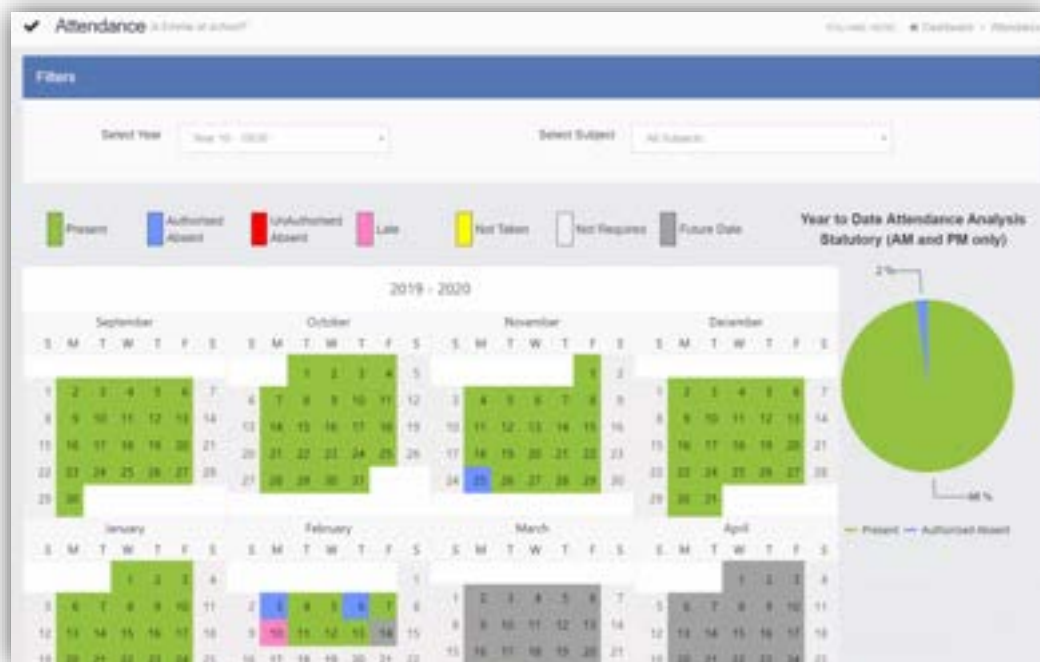
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



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.

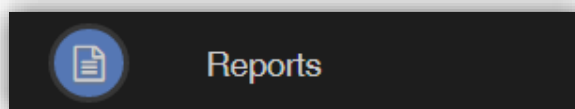
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020

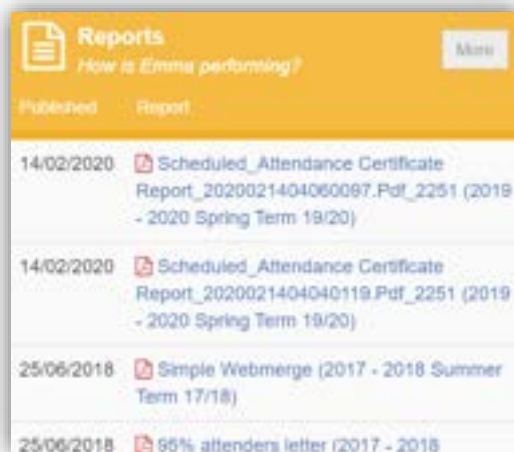
Period	Attendance	Subject
08:45 AM	Present	Tutor
09:05 1	Present	PE
10:16 2	Present	Science Comb 1
11:11 3	Present	PE
12:45 PM	Present	Tutor
13:00 4	5 min Late	Mathematics
13:55 5	Present	English

## Reports

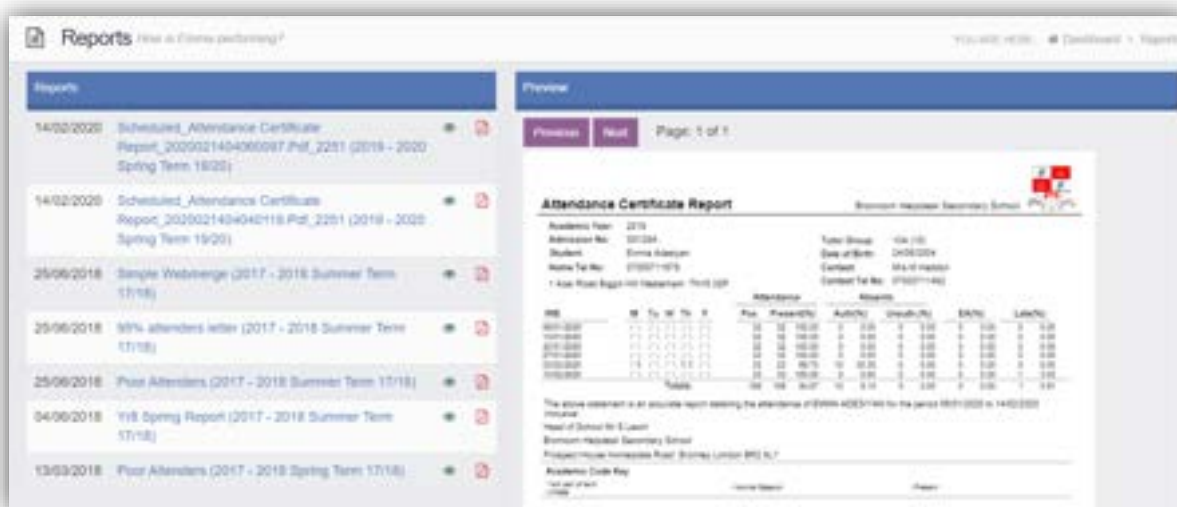
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



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



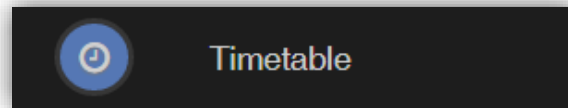
Click on the **More** button to open the **Report** page, which will list all **Reports** available.



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.

## 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	SC110/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	SC110/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.

	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 Odeh		1 DR10/X10B Drama Mr C Tator	1 HI10/X20B Withdrawal Group Mr W Cranston		
2	SC110/A1 Science Combi 1 Mr A Obenguye	2 MA10/A1 Mathematics Mr J Marshall	2 Re10/A1 RE Mr B Mehmet	2 SC110/A1 Science Combi 1 Mr A Obenguye		
3	PE10/A1 PE Mr D Thompson	3 SC110/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 SC110/A1 Science Combi 1 Mr A Obenguye	
5		5 SC110/A1 Science Combi 1 Mr A Obenguye	5 Ar10/X10A Art Mr B Mehmet		5 Ar10/X10A Art Mr B Mehmet	