

# **MCAS Parent Guide**

## **MyChildAtSchool [MCAS]**

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## 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** 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** and **Behavioural** data
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Letters**

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

**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 emails. 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 interface. The left screenshot shows the 'PARENT LOGIN' page, which includes input fields for 'Your School ID', 'Your User Name', and 'Password'. Below these fields is a checkbox labeled 'Remember School ID and Username' and a link for 'Forgotten Login Details?'. A red box highlights the 'Redeem Invitation Code?' link. At the bottom of the login page is a blue 'Login' button. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' page, which includes input fields for 'School ID', 'Username', and 'Invitation Code'. Below these fields is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the redemption page is a blue 'Redeem Code' button. Both pages feature the MyChildAtSchool.com logo at the top and a 'Back to Login' link at the bottom of the redemption 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.

The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header bar with the text 'SETUP YOUR ACCOUNT DETAILS'. The form is for 'Miss A Andrews' and includes the following fields: 'Email' (with an envelope icon), 'Confirm Email' (with an envelope icon), 'Password' (with a lock icon), 'Confirm Password' (with a lock icon), a security question dropdown menu (currently showing 'What was your childhood nickname?'), 'Security Answer' (with a lock icon), and 'Confirm Security Answer' (with a lock icon). 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.

Hello from MyChildAtSchool.com

A request for password reset has been received.

If you did not request for your password to be changed, please contact your school.

Please click [Here](#) to reset your password. This link will expire in 15 minutes.

Please do not reply to this email as any received emails are deleted immediately.

Regards  
MyChildAtSchool.com

my child at school.com

RESET YOUR PASSWORD

"What was the name of your first pet?"

Change image  
Get Audio Code

Type the code from the image

Verify Answer

Back to Sign in

my child at school.com

RESET YOUR PASSWORD

Password updated and confirmation email sent

Back to Sign in

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 email 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.

The screenshot shows a mobile-style interface for the MyChildAtSchool.com website. At the top is the logo 'my child at school.com' with a red checkmark. Below the logo is a blue header bar with the text 'RECOVER YOUR LOGIN DETAILS'. The main content area has a light gray background and contains the instruction: 'Enter the School ID and email that you have registered with your MyChildAtSchool account below.' There are two input fields: 'School ID' with a keypad icon and 'Email' with an envelope icon. Below these fields is a blue button labeled 'Recover my login details'. At the bottom of the form is a link labeled 'Back to Login'.

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].

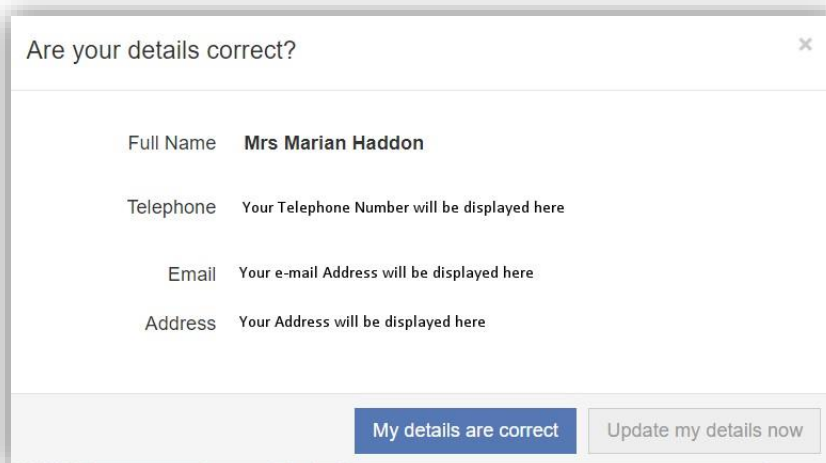
The screenshot shows an email body with the following text: 'Hello from MyChildAtSchool.com', 'A request to retrieve your login details has been received.', 'If you did not request your login details, please contact your school.', 'The login associated with this email is [REDACTED]', 'Please do not reply to this email as any received emails are deleted immediately.', 'Regards', 'MyChildAtSchool.com'. The word 'REDACTED' is enclosed in a red rectangular box.



## Account Options

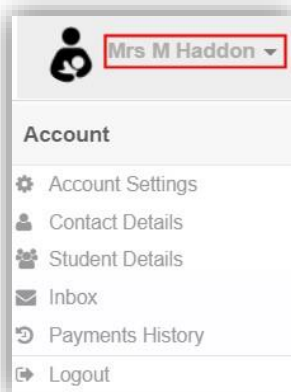
On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

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.




A screenshot of a web dialog box titled "Are your details correct?". It contains four rows of labels and values: "Full Name" with the value "Mrs Marian Haddon", "Telephone" with the value "Your Telephone Number will be displayed here", "Email" with the value "Your e-mail Address will be displayed here", and "Address" with the value "Your Address will be displayed here". At the bottom right, there are two buttons: "My details are correct" (highlighted in blue) and "Update my details now" (disabled).


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.

 Account Settings Update your account information here

YOU ARE HERE:  Dashboard > Account Settings

Update

Reset Password

Enter your current password, and then enter your new password twice. Click 'Update' to save your new password

Current Password

Current Password

New Password

New Password

Re-enter New Password

Re-enter New Password

Email Address

Enter a new email address, then click 'Update' to save your email address information.

Email address

Your e-mail address

This is the email address that MyChildAtSchool will use when you request forgotten user account details

Security Details

Select a new security question and then type your answer. Click 'Update' to save your new security details.

Question

What was your childhood nickname?

Answer

Security Answer

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

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

The screenshot shows the 'Contact Details' page with a header bar containing a 'Save' button and a breadcrumb trail: 'YOU ARE HERE: Dashboard > Contact Details'. Below the header is a blue bar labeled 'Personal Details'. A light blue notice box states: '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 fields include: 'Legal Full Name' (Mrs, Marian, Haddon), 'Honours', 'Salutation' (Mrs M Haddon), 'Preferred Form of Written Contact' (Mail), 'Member of UK Armed Forces' (checkbox), 'Telephone Details' (Your Mobile Number, Mobile, Delete, Telephone, Select), 'Email Details' (Your e-mail address, Home, Delete, Email address, Select), and 'Address Details' (Your Address, Home, Delete, Postcode, Find, Select).

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.

**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

<input type="text" value="Your work Phone"/>	Work ▾	Delete
<input type="text" value="Your Home Phone"/>	Home ▾	Delete
<input type="text" value="Your mobile Phone"/>	Mobile ▾	Delete
<input type="text" value="Telephone"/>	Select ▾	

Email Details

<input type="text" value="Your e-mail Address"/>	Select ▾
--	----------

Address Details

<input type="text" value="1, Acer Road, Westerham, Biggleswade"/>	Home ▾	Delete
postcode <input type="text" value="End"/>	<input type="text"/>	Select

### 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

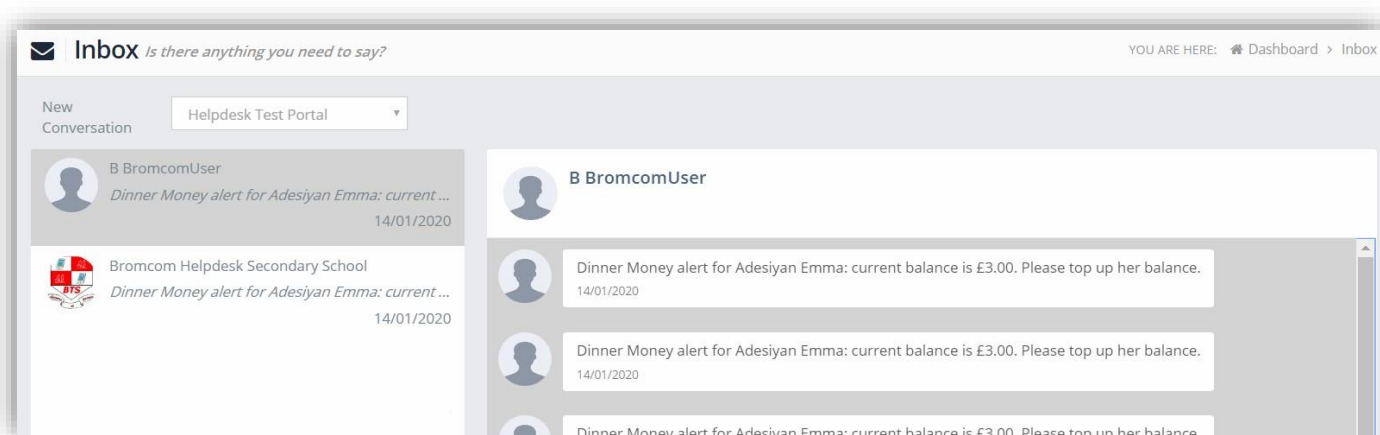
☐

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.

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

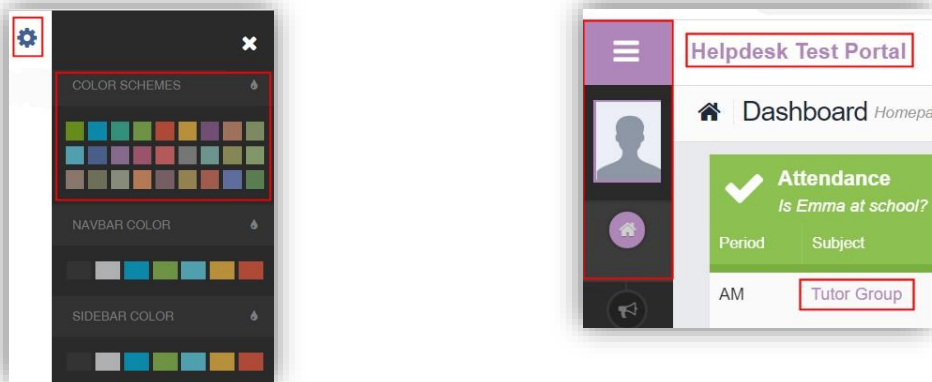


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

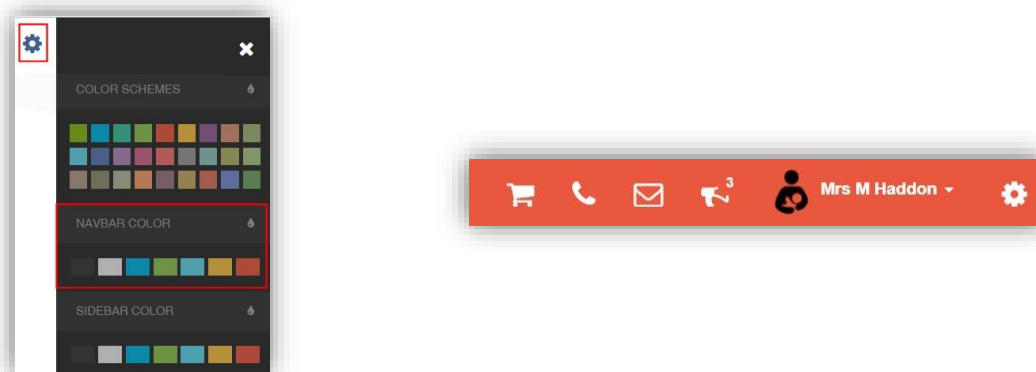
## Customising the Pages

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

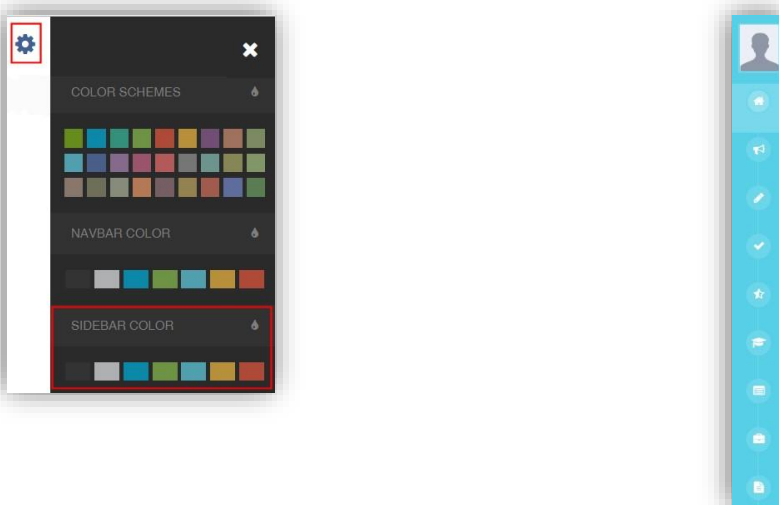
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



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

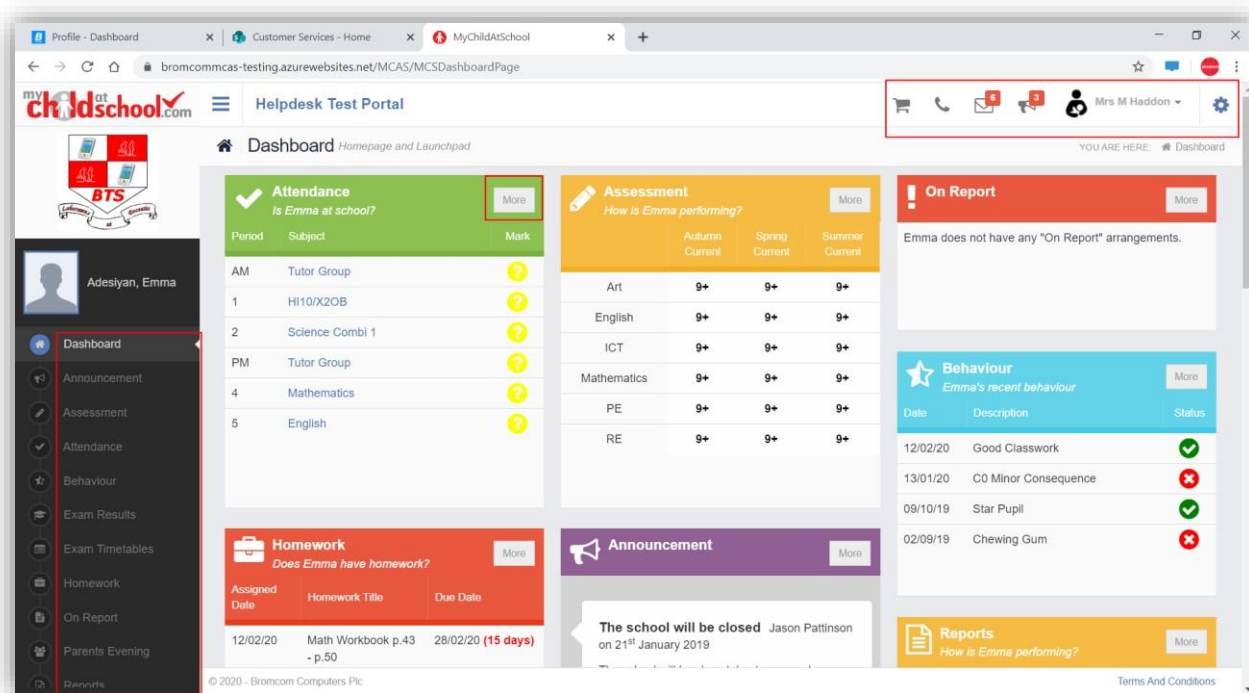


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



## Selecting the MCAS Dashboard

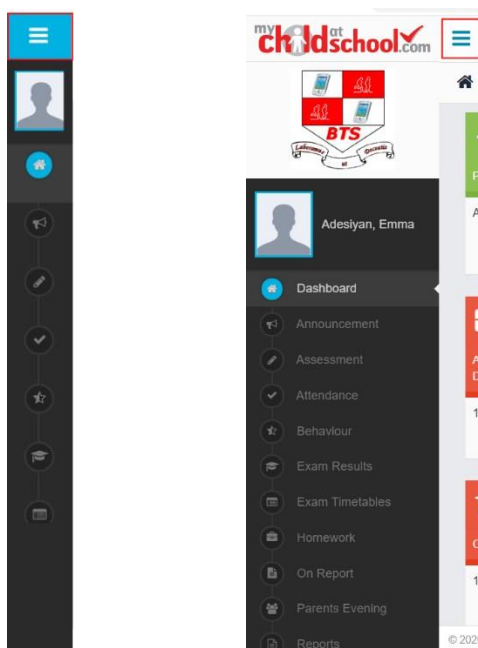
Once you have logged in the **Dashboard** will be displayed.



**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:

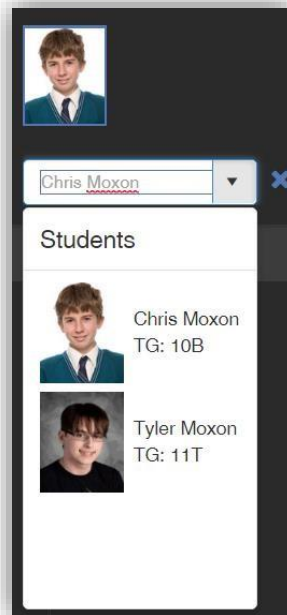
- |                     |  |                    |
|---------------------|--|--------------------|
| • Academic Calendar | • Dinner Money   | • Parent Evenings  |
| • Announcement      | • Dinners  | • Parental Consent |
| • Assessment        | • Dinner Detail <input type="checkbox"/> Exam <input type="checkbox"/> | • PayPoint Balance |
| • Attendance        | Results  | • Reports          |
| • Behaviour         | • Exam Timetables  | • School Shop      |
| • Classes           | • Homework   | • Timetable        |
| • Clubs & Trips     | • On Report  | • Outstanding      |
|                     |  | Payments           |



## Multiple Students

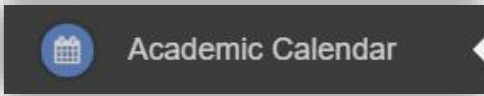
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

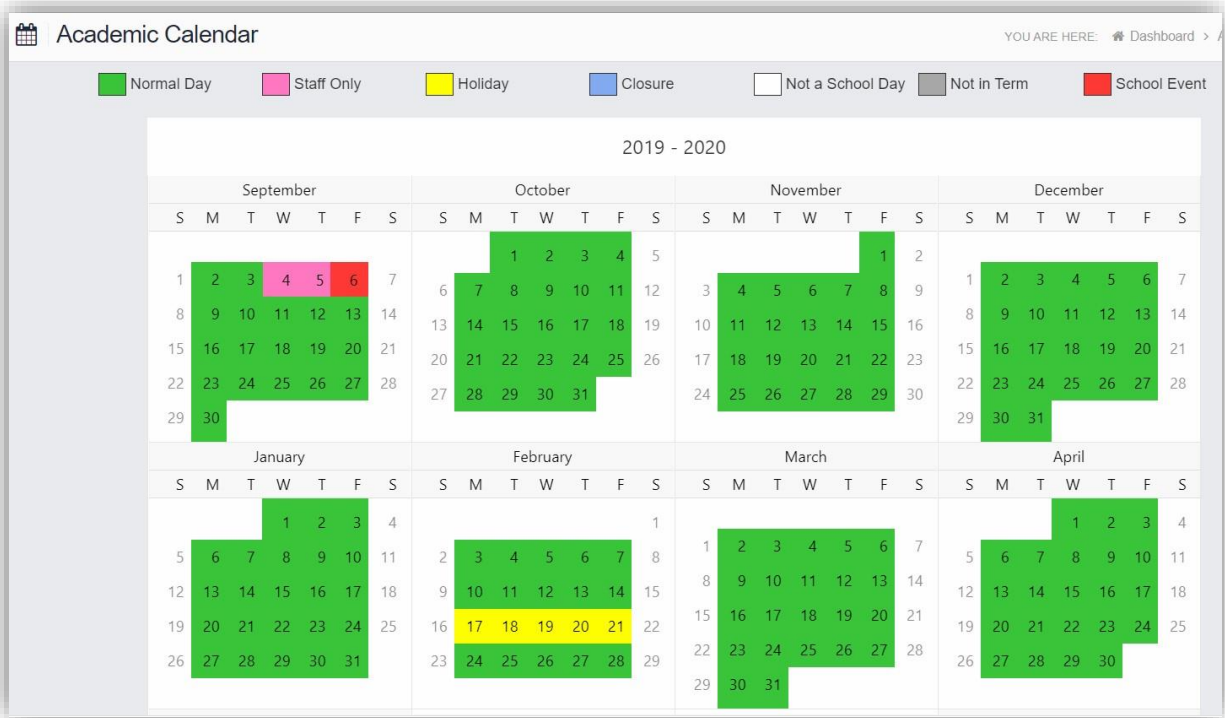


# Academic Calendar

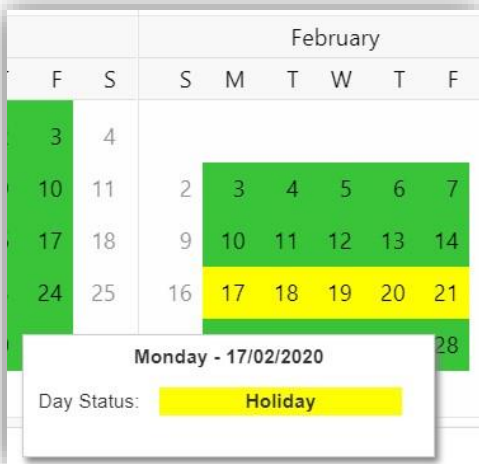
The **Academic Calendar** is accessible from the **Menu Bar** only.



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.

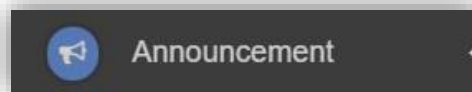


Clicking on a day will display the details for that day.

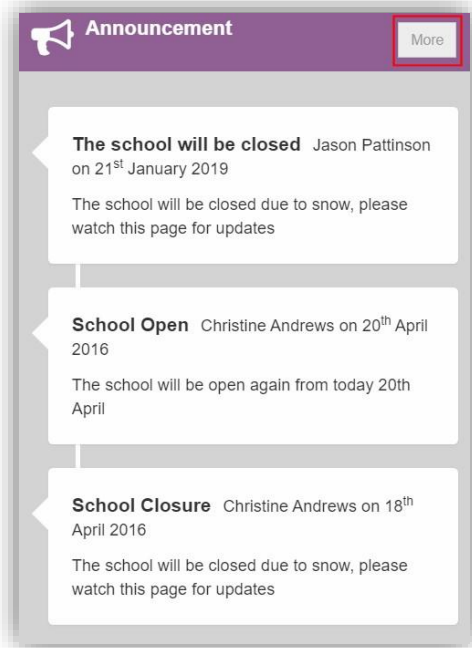


## Announcements

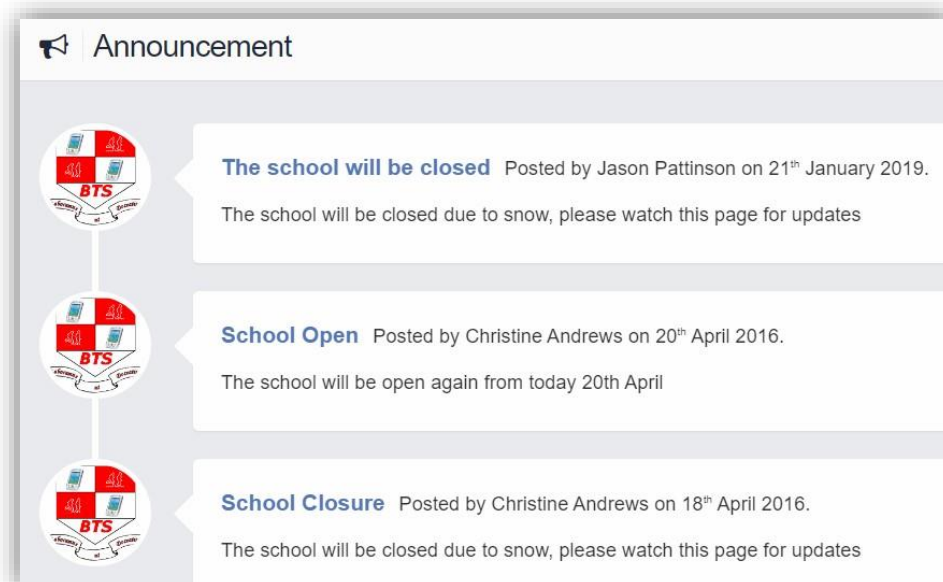
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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

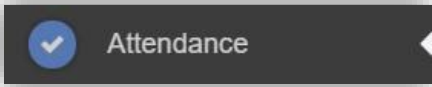


If there are any previous **Announcements** they will also be displayed.



# Attendance

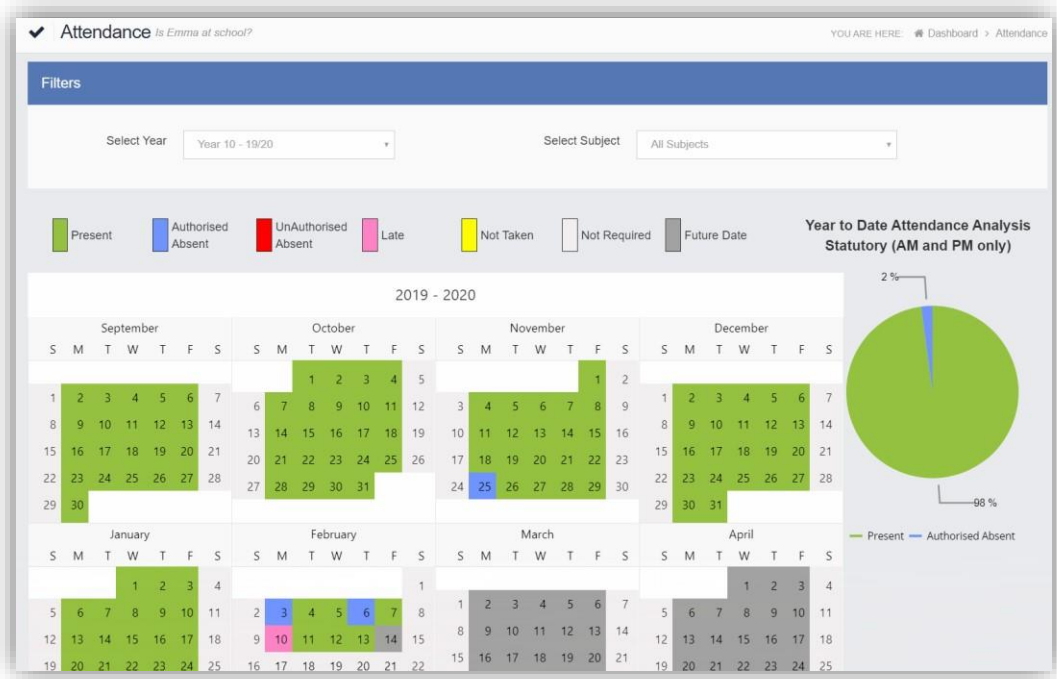
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



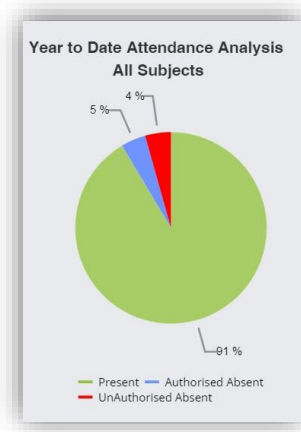
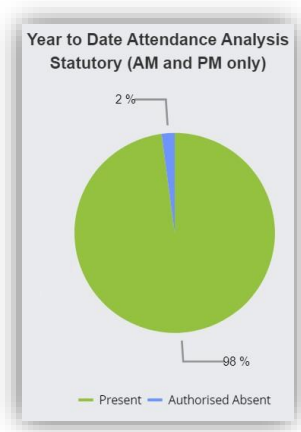
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

Attendance <i>Is Emma at school?</i>		
Period	Subject	Mark
AM	Tutor Group	✓
1	HI10/X2OB	✓
2	Science Combi 1	✓
PM	Tutor Group	?
4	Mathematics	?
5	English	?

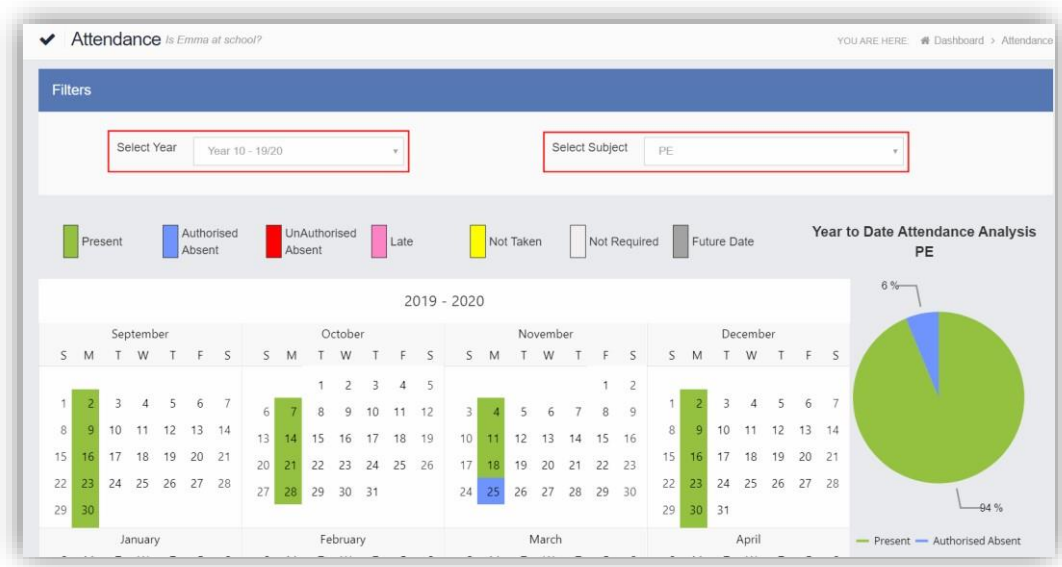
This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised 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 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.



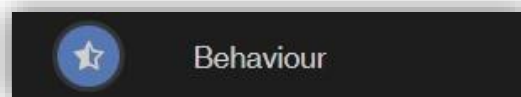
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020

Period	Attendance	Subject
08:45 AM	✓ Present	Tutor
09:05 1	✓ Present	PE
10:16 2	✓ Present	Science 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**.



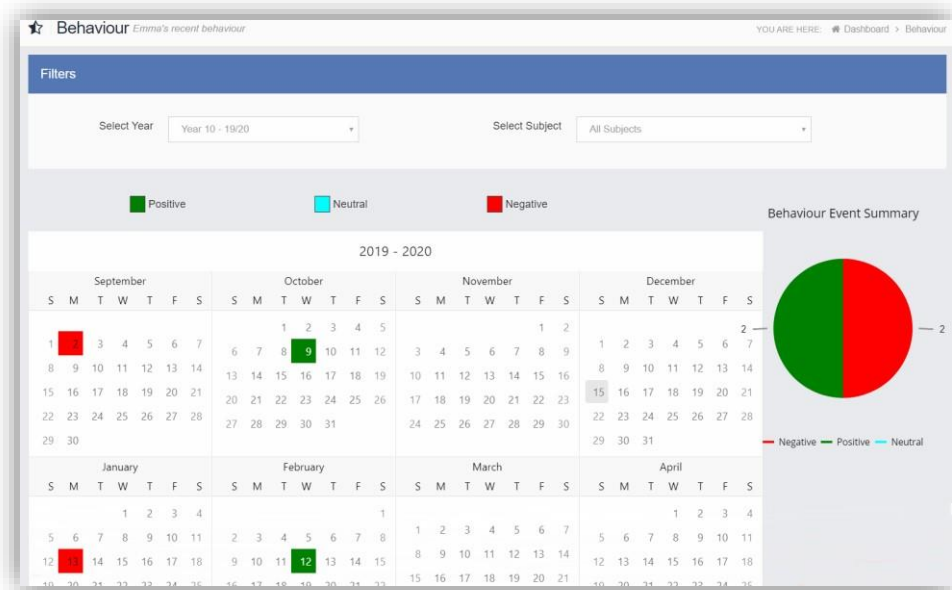
The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the **Behaviour** page.

★ Behaviour  
Emma's recent behaviour

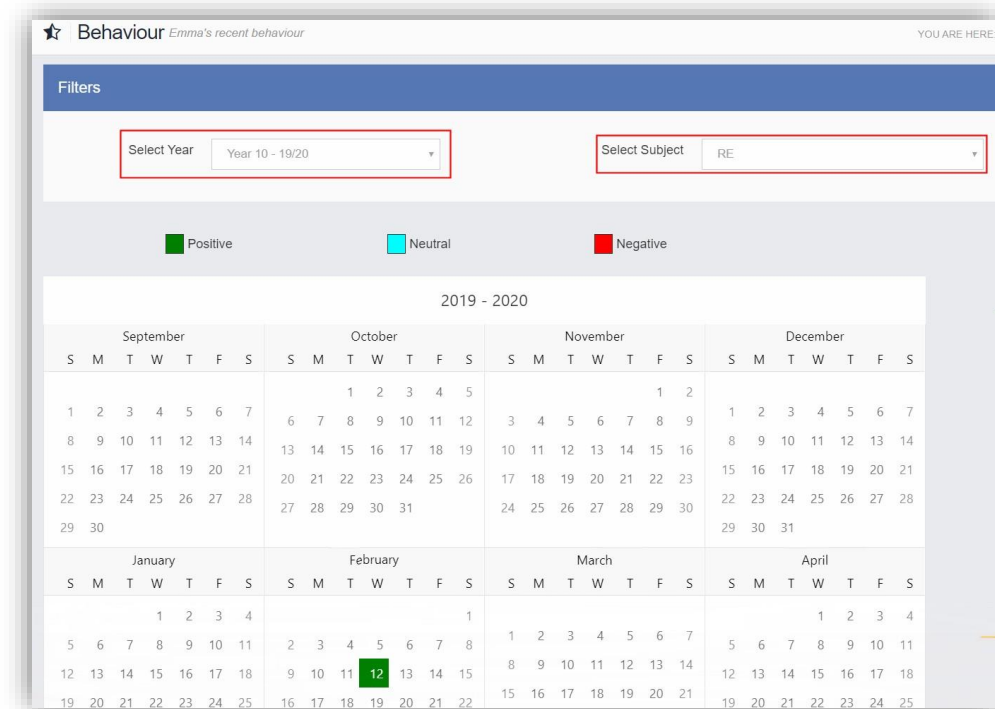
More

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.



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

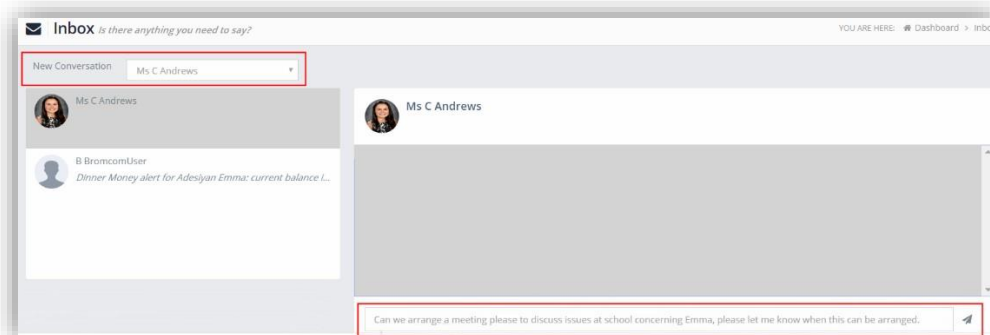
The **Classes** option is accessible only as a **Widget**.



Class Name	Class Details	Attendance
10A	Tutor Group Ms C Andrews christine.andrews@bromcom.com	97%
Ar10/X10A	Art Mr S Williams	100%
DR10/X10B	Drama Mr C Tailor chad.tailor@bromcom.com	100%
EN10/A1	English	97%
HI10/X20B	History Mr W Cranston	66%
IT10/A1	ICT Mrs J Janice	100%
MA10/A1	Mathematics Mr J Marshall	97%
PE10/A1	PE Mr P Oddie	93%
Re10/A1	RE Mr S Mehmet	100%
SCI10/A1	Science Combi 1 Mr A Obenguye	97%

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%.

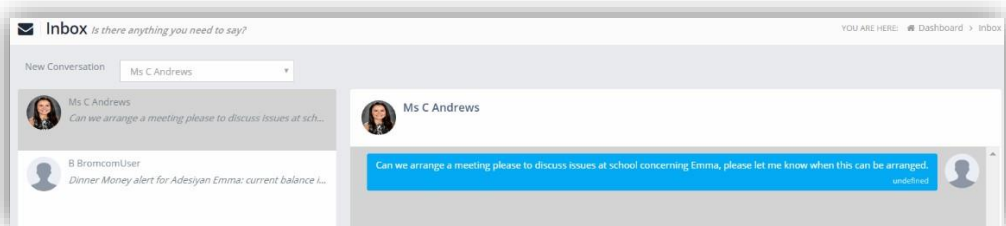
**Note:** The school have the option to display the e-mail address of the teacher and to give an option to e-mail directly to that member of staff. Clicking on the e-mail address will open the e-mail function on the **User's** computer to send an e-mail. Clicking on the **Envelope** icon will open a 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.

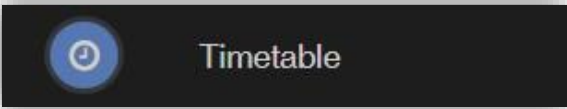
The **Teacher** will now be listed in the left panel and the **Conversation** in the right panel.





# 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.

Timetable				
What is Emma up to?				
<a href="#">More</a>				
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.

Timetable What is Emma up to?						
<div><a href="#">&lt; Prev</a> <a href="#">This Week</a> <a href="#">Next &gt;</a></div> <div>YOU ARE HERE: <a href="#">Dashboard</a> &gt; <a href="#">Timetable</a></div> <div>Term 2 - Week 08 - 16/02/2020</div>						
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/X1OB Drama Mr C Tallor	1 HI10/X2OB 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/X1OA Art Mr S Williams		5 Ar10/X1OA Art Mr S Williams	