

MIS Parent Guide

Using MCAS MyChildAtSchool



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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**, **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**

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 create and maintain all User login details.

How to Access MCAS

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

Enter the details you have been supplied by the school, this will be the **School ID**, your **User ID** and your **Password**. Ticking the **Remember School ID and Username** box will retain these details for future logins leaving just the **Password** to be entered.

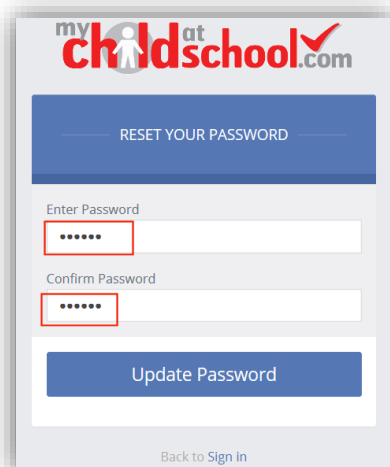
If you have forgotten your login details click on the **Forgotten Login Details?** link.

You will then be asked to enter the **School ID** and your **e-mail** address. A **Password Recovery**

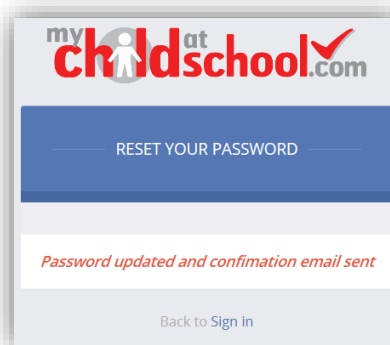


e-mail will then be sent to that address, click the link within the text.

Enter the answer to the **Memorable Question** and the code from the image above and click on the **Verify Answer** button.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. Underneath, there are two input fields: 'Enter Password' and 'Confirm Password', both containing six dots. A red box highlights the 'Enter Password' field. Below the input fields is a blue button labeled 'Update Password'. At the bottom, there is a link that says 'Back to Sign in'.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. Underneath, there is a message in red text: 'Password updated and confirmation email sent'. At the bottom, there is a link that says 'Back to Sign in'.

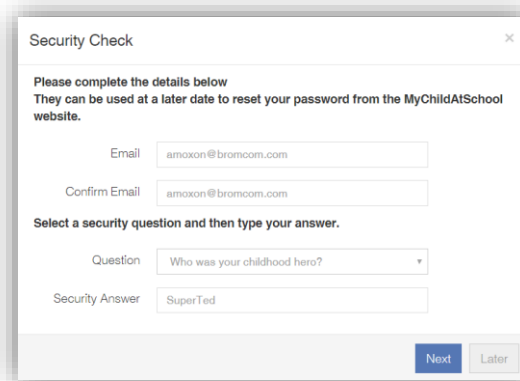
You will then be asked to enter a new **Password**, do this and click on the **Update Password** button, this will be confirmed both onscreen and via another e-mail.

Note: If the e-mail has not previously been verified the first e-mail received will be for verification and setup of **Memorable Question**.



Security Check

There are security checks that are done on first login to setup your **Login Validation** if these are not completed each time you login the same questions will be asked.



Security Check

Please complete the details below
They can be used at a later date to reset your password from the MyChildAtSchool website.

Email

Confirm Email

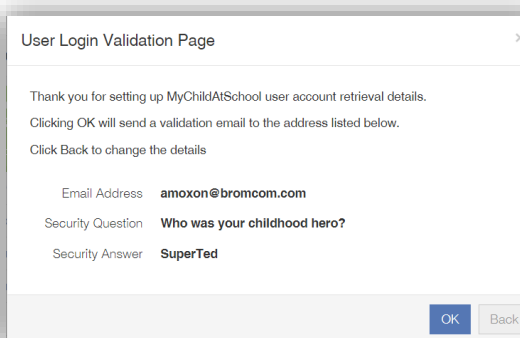
Select a security question and then type your answer.

Question

Security Answer

Next Later

Enter the e-mail you will be using for MyChildAtSchool and select a question for a memorable word from the dropdown list and click **Next**.



User Login Validation Page

Thank you for setting up MyChildAtSchool user account retrieval details.
Clicking OK will send a validation email to the address listed below.
Click Back to change the details

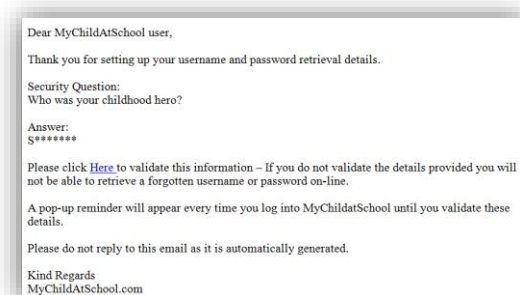
Email Address **amoxon@bromcom.com**

Security Question **Who was your childhood hero?**

Security Answer **SuperTed**

OK Back

You will receive an e-mail with a validation link, click on the link.



Dear MyChildAtSchool user,

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

Security Question:
Who was your childhood hero?

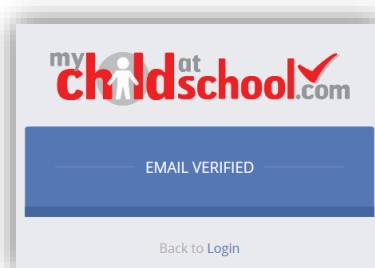
Answer:
S*****

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



my child at school.com

EMAIL VERIFIED

[Back to Login](#)



MCAS Dashboard

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

The screenshot shows the MCAS Dashboard for Bromcom School of Technology 3. The user is Chris Moxon. The dashboard includes several widgets: Attendance for Chris (with a 'More' button highlighted), Announcements (Snow Alert - School Closed), Behaviour (Chris's recent behaviour), Homework (Does Chris have homework?), Assessment (How is Chris performing?), and Reports (How is Chris performing?). A sidebar menu on the left lists options like Dashboard, Announcements, Assessment, Attendance, Behaviour, Exam Results, Exam Timetables, Homework, and On Report. A 'More' button is highlighted in the Attendance widget.

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.

Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**. The **Menu Bar** also has a scrollbar to the left.

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

The screenshot shows the header of the MCAS Attendance widget. It includes a checkmark icon, the title 'Attendance', and a breadcrumb trail 'YOU ARE HERE: Dashboard > Attendance'.

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

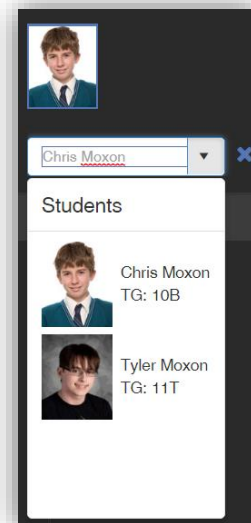
- Academic Calendar
- Announcements
- Assessment
- Attendance
- Behaviour
- Class List
- Dinner Money
- Exam Results
- Exam Timetables
- Homework
- On Report
- Parent Evenings
- Reports
- Timetable



Multiple Students

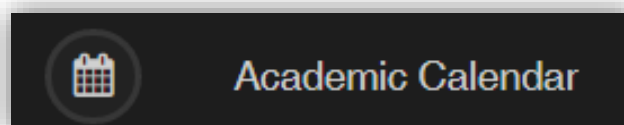
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the User.

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.



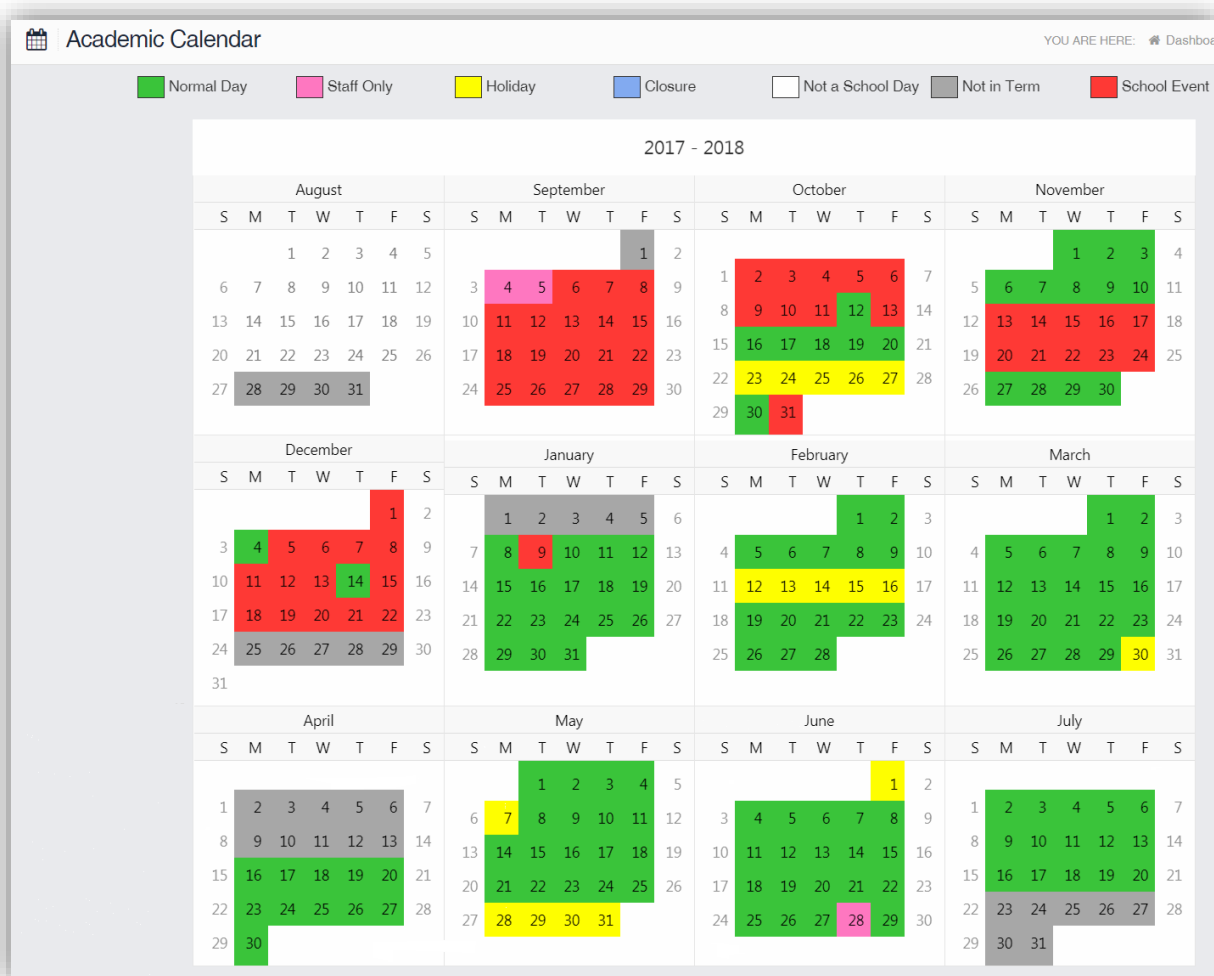
Academic Calendar

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



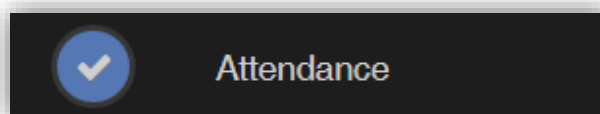
It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

The data is static and not interactive.



Attendance

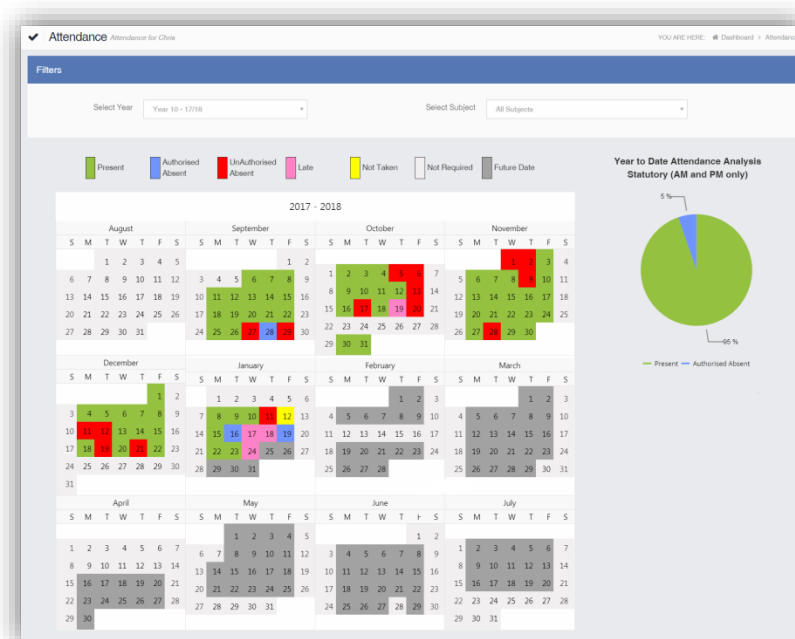
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



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 for that subject. Click on the **More** button to open the **Attendance** page.

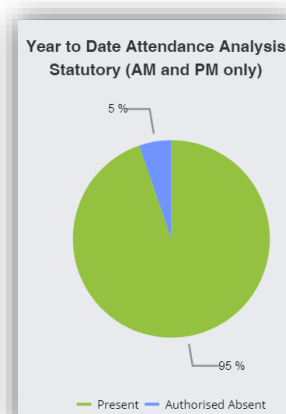
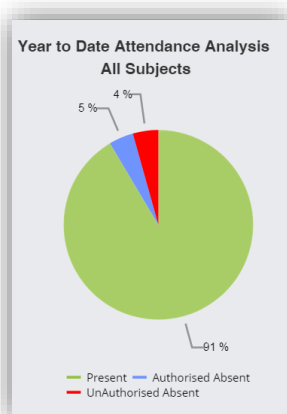
Attendance Attendance for Chris		
Period	Subject	Mark
AM	Tutor Group	
1	Triple Science	✓
2	Science	✓
3	French	✓
T2	Tutor	✓
PM	Tutor Group	✓
4	Design & Technology	✓
5	History	✓

It 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.

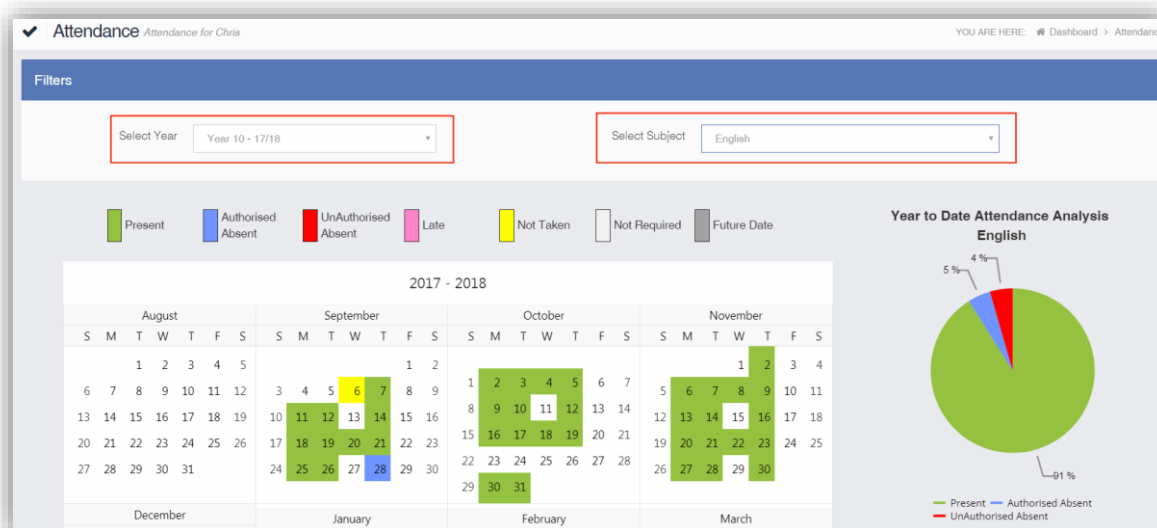


The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.





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



Wednesday 24/01/2018

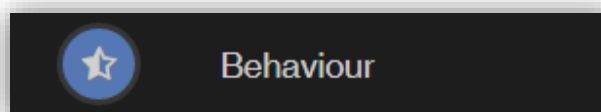
Period	Attendance	Subject
08:53 AM	✖ 4 min Late	10B
08:53 AM	✖ 4 min Late	Tutor
08:55 1	✔ Present	Triple Science
09:55 2	✔ Present	Science
11:15 3	✔ Present	French
13:15 T2	✔ Present	Tutor
13:38 PM	✔ Present	10B
13:38 PM	✔ Present	Tutor
13:40 4	✔ Present	Design & Technology
14:40 5	✔ Present	History

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



Behaviour

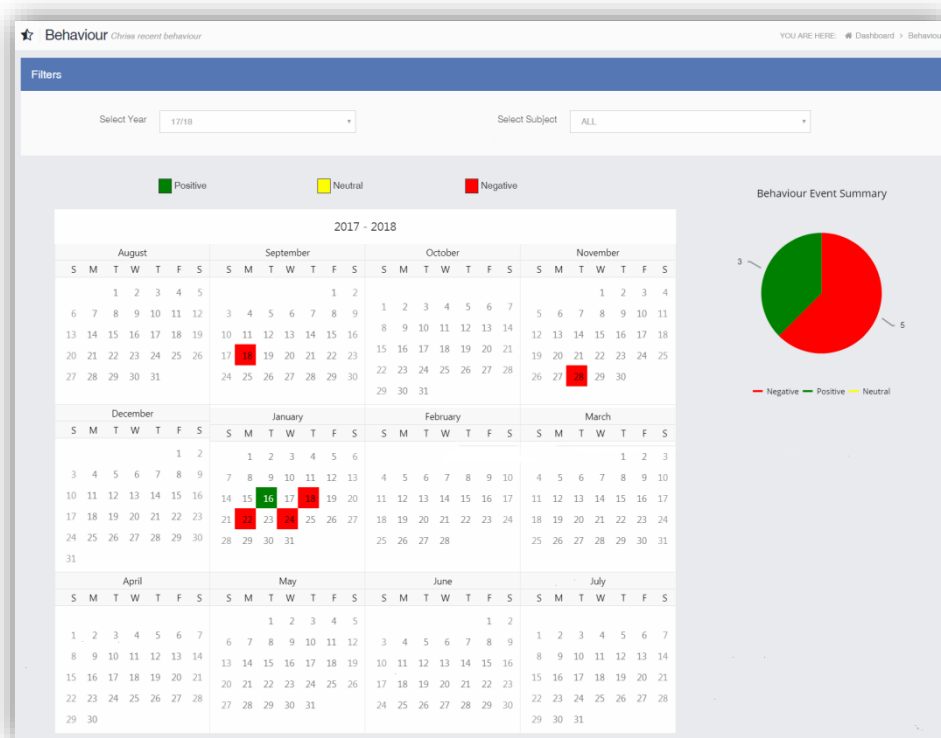
The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.



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

<div> Behaviour <i>Chriss recent behaviour</i> </div> <div>More</div>		
Date	Description	Status
24/01/18	Merits KS4	✓
24/01/18	Punctuality	✗
22/01/18	Merits KS4	✓
22/01/18	Lack of Organisation	✗
18/01/18	Punctuality	✗

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.

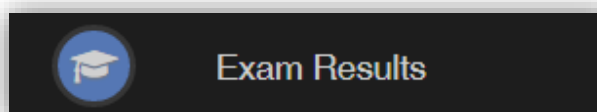


Behaviour Events									
Date	Class	Subject	Teacher	Comment	Event	Outcome	Action	ActionDate	
24/01/2018			MRS C Andrews	Must be on time for AM Registration	❌ Punctuality	VER			24/01/2018
24/01/2018			MRS C Andrews		✅ Merits KS4		BR4		24/01/2018



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.

Exam Results *How has Chris performed?* YOU ARE HERE: Dashboard > Exam Results

Search:

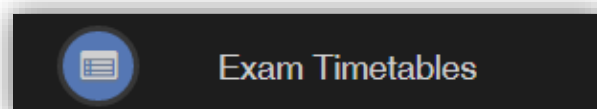
Exam ▾	Board ▾	Exam Level ▾	Season ▾	Coursework Grade ▾	Forecast Grade ▾	Result 1 ▾	Result 2 ▾	Mark/Grade ▾
Add.sci.controlled Ass. (5SA04)	Edexcel GCSE	GCSE	Summer 2017			A		0266
Geography A1 (5GA1F)	Edexcel GCSE	GCSE	Summer 2017					084 (a*)
Music (2MU01)	Edexcel GCSE	GCSE	Summer 2017					090 (a*)
Religion & LfL Life Issues (445101)	Edexcel GCSE	GCSE	Summer 2017					092 (b)

Showing 4 entries

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.

Exam Timetables *Exam dates for Chris* YOU ARE HERE: Dashboard > Exam Timetables

Search:

Exam ▾	Exam Date ▾	Exam Time ▾	Exam Duration ▾	Exam Room ▾	Seat Location In Exam Room ▾
English Level 1 Reading	09/11/2017	09:00	45		
English Level 1 Writing	09/11/2017	13:30	45		
Mathematics Level 1	06/11/2017	09:00	90		

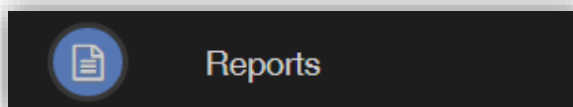
Showing 3 entries

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

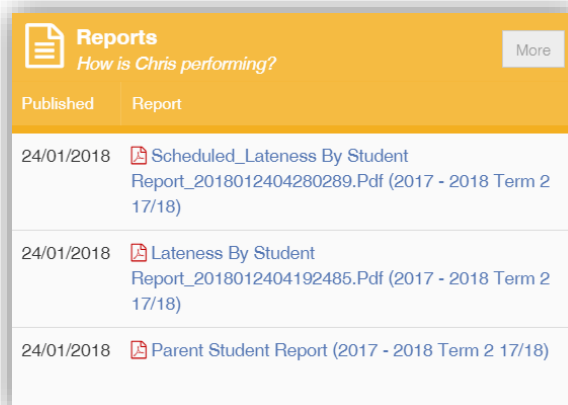


Reports

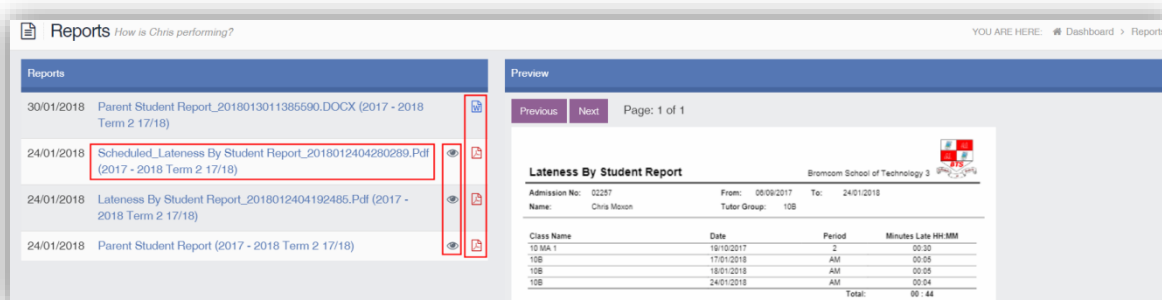
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



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.



Other options

The other options at the top right of the page.

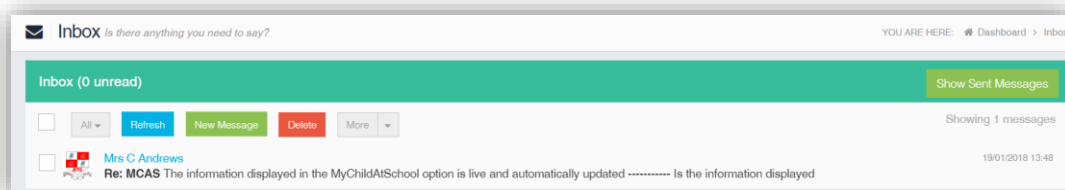


Clicking on the **Telephone** icon will open the **School Contact** details

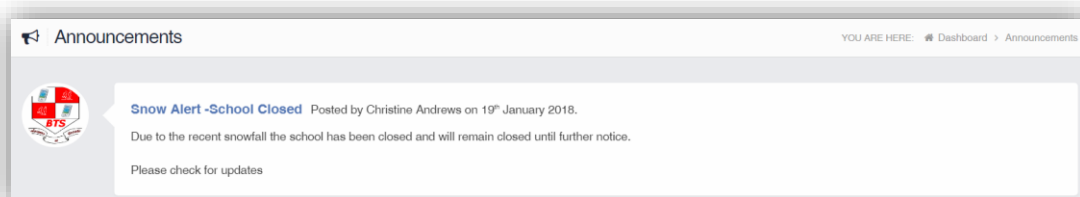
School Contact Information	
Address:	19-21 Homesdale Road, Bromley, BR2 0LY
Phone:	020 8290 7171
Fax:	020 8990 7991
Email:	info@bromcom.com
Website:	http://www.bromcom.com
Mr M McCandless	Mr J Lewis
Send message to school	



Clicking on the **Message** icon will open the **Messaging** option allowing messages to be sent to and received from the school

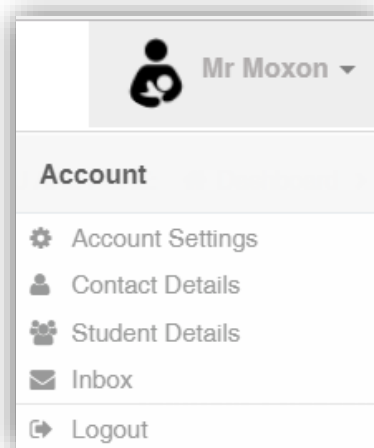


Clicking on the **Announcement** icon will open the **Announcement** option. A red flag shows that there are **Announcements** to be read.



Account Options

The dropdown menu beneath the **User Name**, as well as containing a link to the **Message** page and the **Logout** option has options to update and confirm **Account**, **Contact** and **Student Details**, all of which can be amended by the **User**.



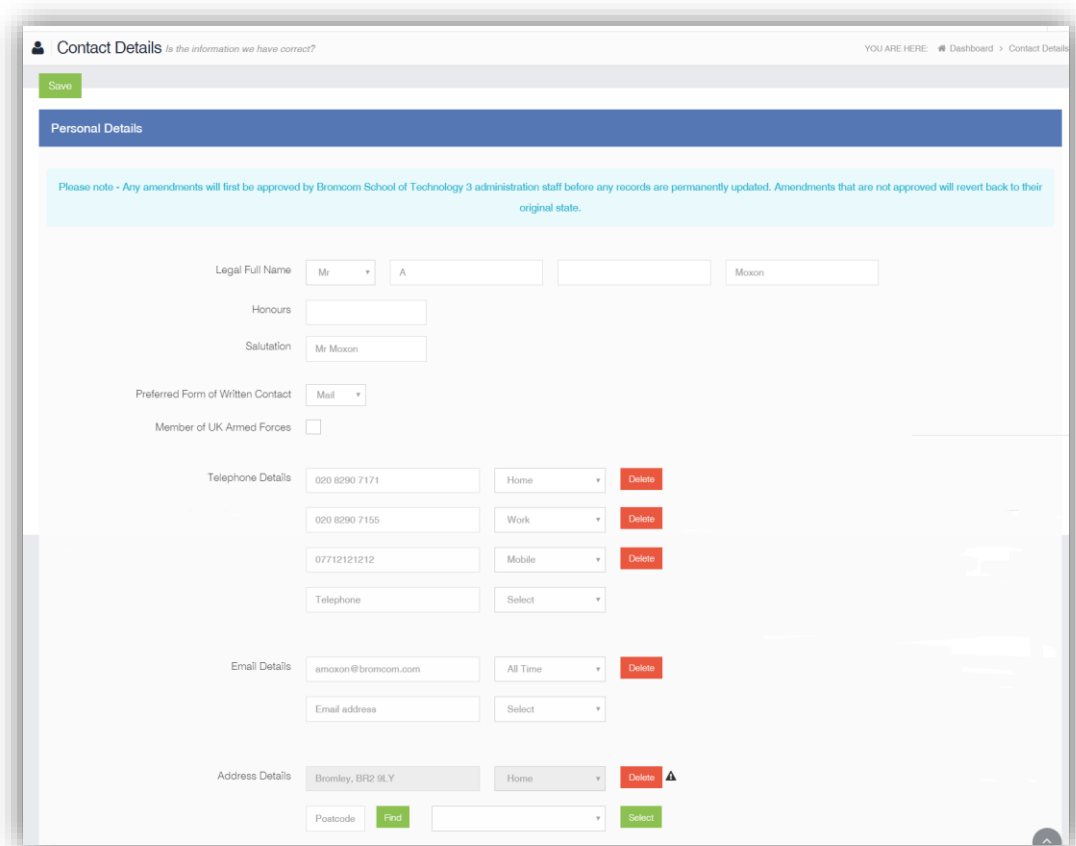
The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with MyChildAtSchool) and the **Security Details** options.

A screenshot of the 'Account Settings' page. At the top, there is a header with a gear icon, the text 'Account Settings', and a link 'Update your account information here'. On the right, it says 'YOU ARE HERE: Dashboard > Account Settings'. Below the header, there is a green 'Update' button. The page is divided into three main sections: 'Reset Password', 'Email Address', and 'Security Details'. The 'Reset Password' section has a blue header and a text prompt: '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'. The 'Email Address' section has a blue header and a text prompt: 'Enter a new email address, then click "Update" to save your email address information.' It contains one input field with the text 'Email address' and 'amoxon@bromcom.com'. Below this, a light blue box contains the text: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'. The 'Security Details' section has a blue header and a text prompt: 'Select a new security question and then type your answer. Click "Update" to save your new security details.' It contains two input fields: 'Question' with a dropdown menu showing 'Who was your childhood hero?' and 'Answer' with the text 'SuperTed'. A small upward arrow icon is in the bottom right corner.

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



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



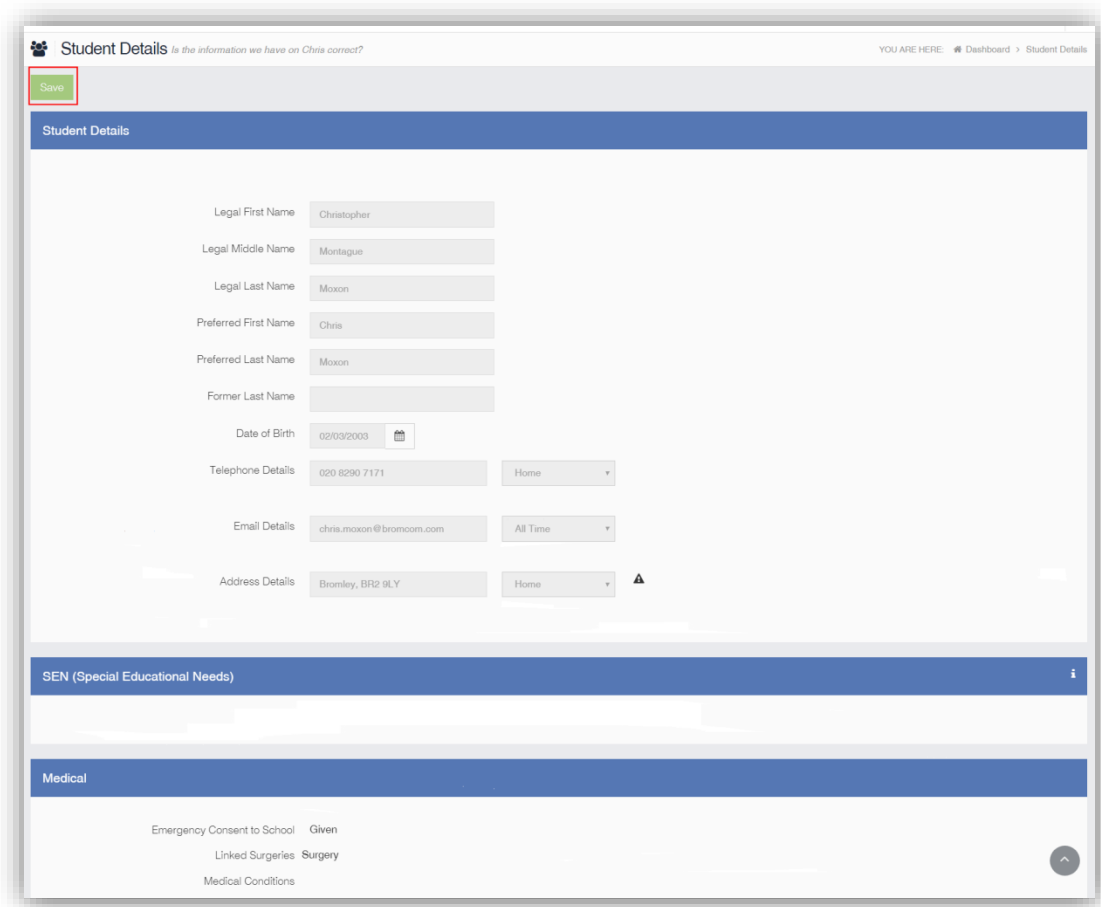
The screenshot shows the 'Contact Details' page in the Bromcom system. At the top, there is a header with a user icon, the title 'Contact Details', and a breadcrumb trail 'YOU ARE HERE: Dashboard > Contact Details'. A green 'Save' button is located in the top left. Below the header is a blue bar with the text 'Personal Details'. A light blue note box states: 'Please note - Any amendments will first be approved by Bromcom School of Technology 3 administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.' The form contains several sections: 'Legal Full Name' with a dropdown for 'Mr', a text input 'A', and a text input 'Moxon'; 'Honours' with a text input; 'Salutation' with a dropdown 'Mr Moxon'; 'Preferred Form of Written Contact' with a dropdown 'Mail'; 'Member of UK Armed Forces' with a checkbox; 'Telephone Details' with three rows of phone numbers (020 8290 7171, 020 8290 7155, 07712121212) and dropdowns for 'Home', 'Work', 'Mobile', and 'Select', each with a red 'Delete' button; 'Email Details' with an email address 'amoxon@bromcom.com', a dropdown 'All Time', and a red 'Delete' button, plus an 'Email address' dropdown; and 'Address Details' with a text input 'Bromley, BR2 9LY', a dropdown 'Home', a red 'Delete' button, and a 'Postcode' section with a 'Find' button and a 'Select' 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.



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



Student Details is the information we have on Chris correct?

YOU ARE HERE: [Dashboard](#) > [Student Details](#)

Save

Student Details

Legal First Name: Christopher

Legal Middle Name: Montague

Legal Last Name: Moxon

Preferred First Name: Chris

Preferred Last Name: Moxon

Former Last Name:

Date of Birth: 02/03/2003

Telephone Details: 020 8290 7171 Home

Email Details: chris.moxon@bromcom.com All Time

Address Details: Bromley, BR2 9LY Home

SEN (Special Educational Needs)

Medical

Emergency Consent to School: Given

Linked Surgeries: Surgery

Medical Conditions:

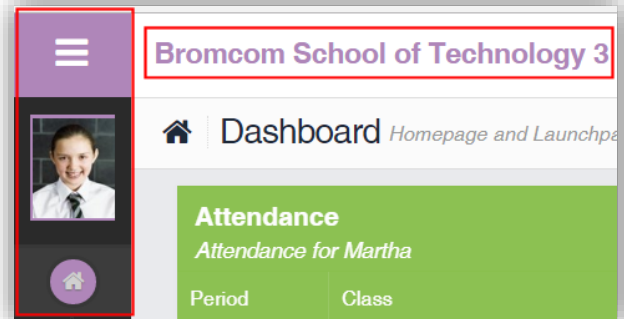
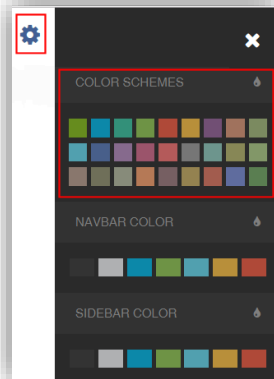
Only the **Student Details** can be updated, once done click on the **Save** button to save.

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.

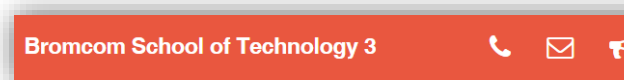
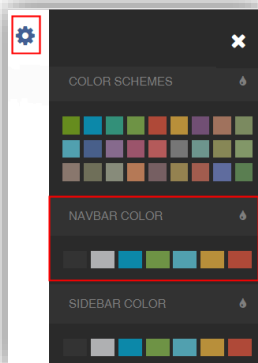


Customising the Pages

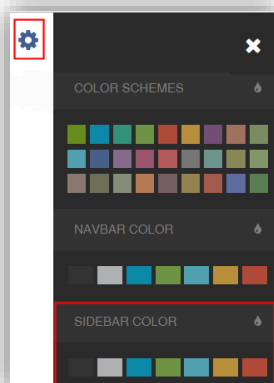
The **Colour Scheme** option allows the **Homepage** to be customised.



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 **Sidebar**.

