MIS Parent Guide

Using MCAS MyChildAtSchool

Contents [Ctrl + Click to go to page]

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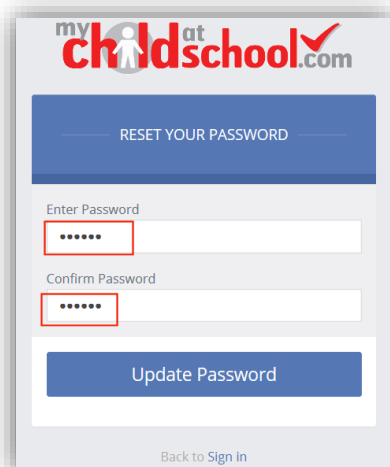
If you have forgotten your login details click on the **Forgotten Login Details?** link.

You will then be asked to enter the **School ID** and your **e-mail** address. A **Password Recovery**
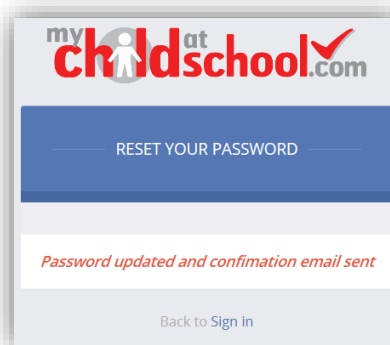
e-mail will then be sent to that address, click the link within the text.

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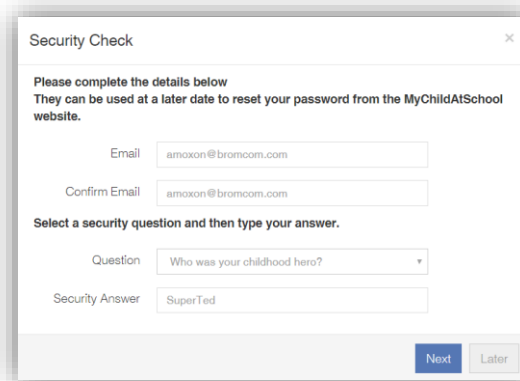

You will then be asked to enter a new **Password**, do this and click on the **Update Password** button, this will be confirmed both onscreen and via another e-mail.

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.
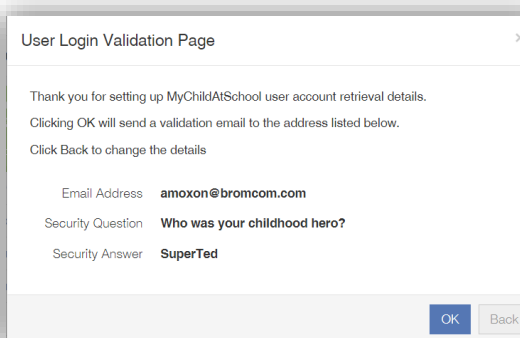
Enter the e-mail you will be using for MyChildAtSchool and select a question for a memorable word from the dropdown list and click **Next**.
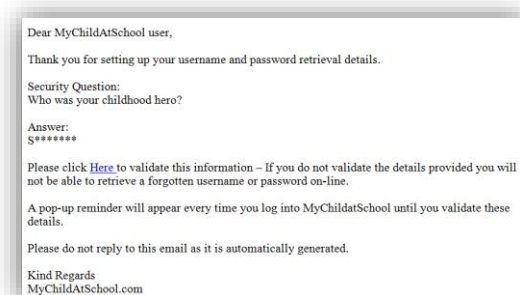
You will receive an e-mail with a validation link, click on the link.

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.

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 following options are available and will only be displayed if enabled by the school:
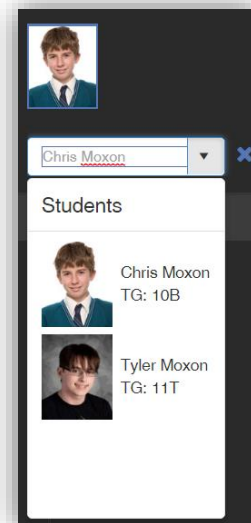
- Academic Calendar
- Announcements
- Assessment
- Attendance
- Behaviour
- Class List
- Dinner Money
- Exam Results
- Exam Timetables
- Homework
- On Report
- Parent Evenings
- Reports
- Timetable

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.
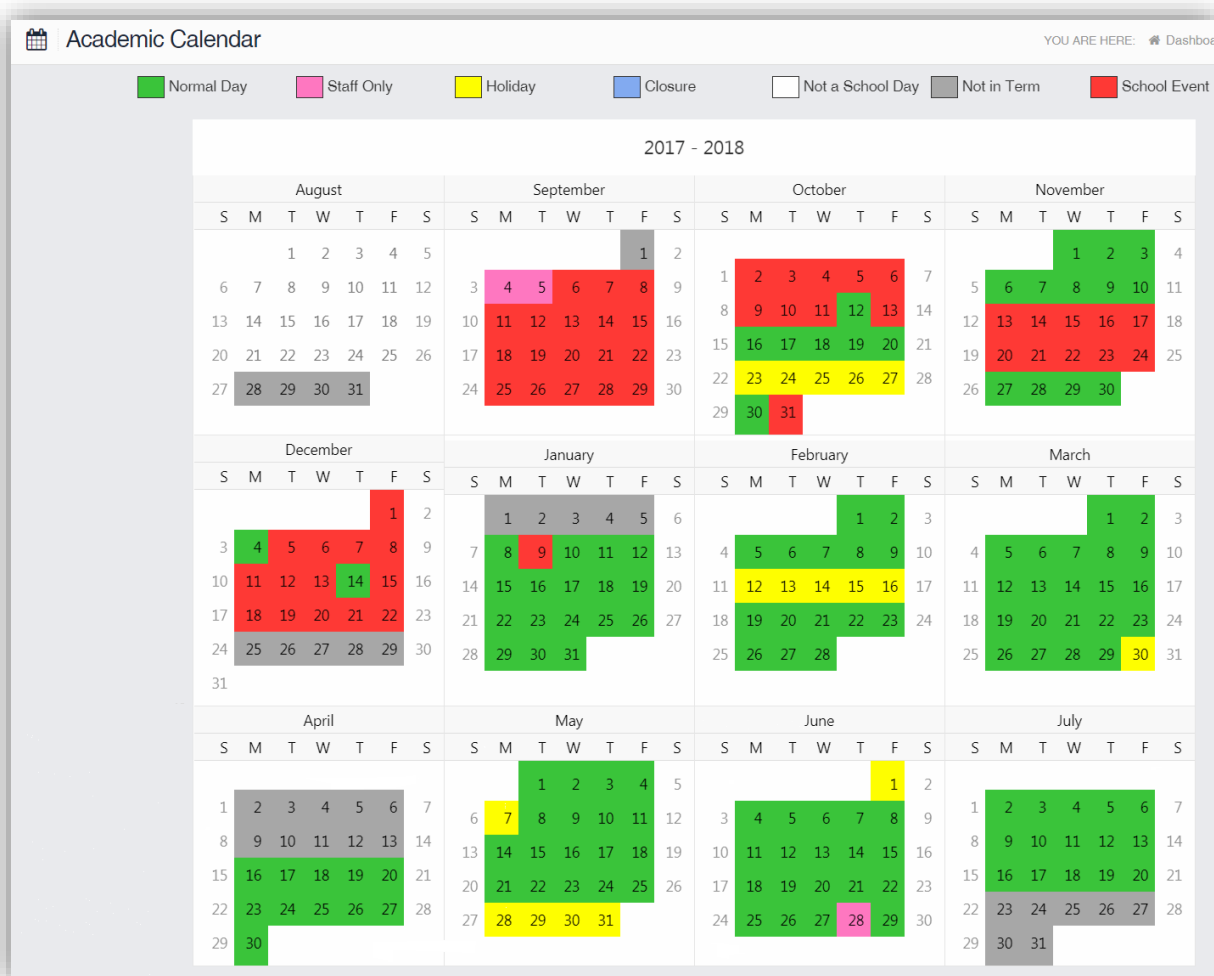
Academic Calendar

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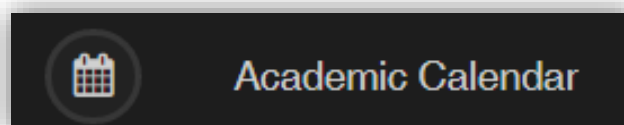
It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

The data is static and not interactive.

Attendance

The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.
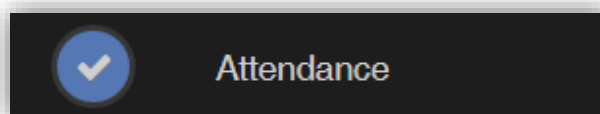
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year for that subject. Click on the **More** button to open the **Attendance** page.


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.
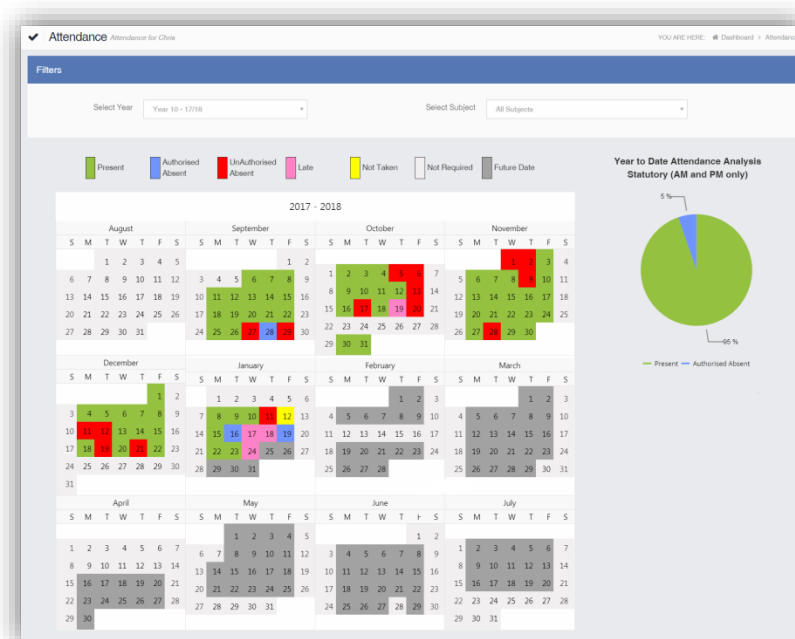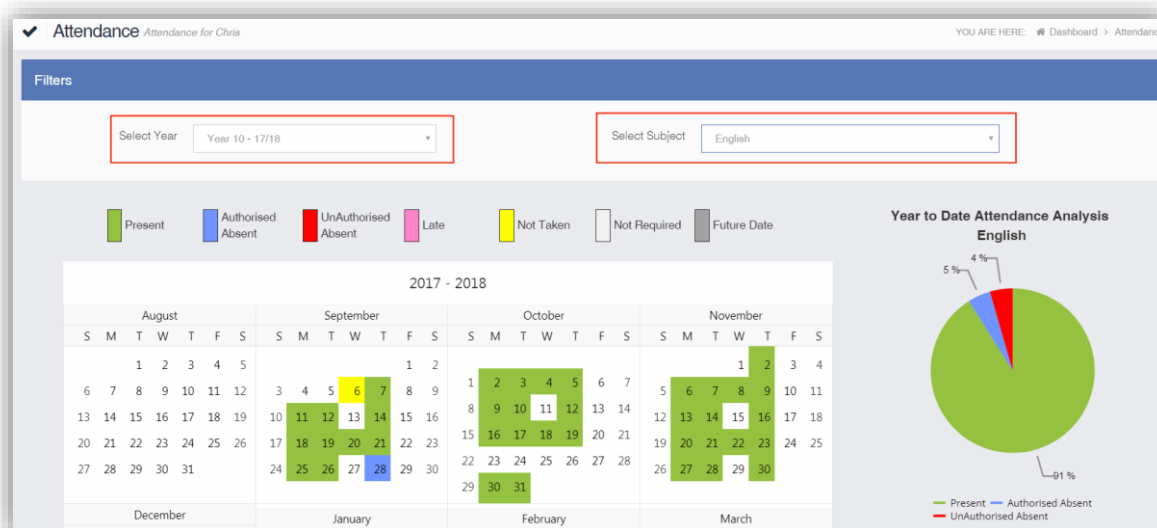

The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.
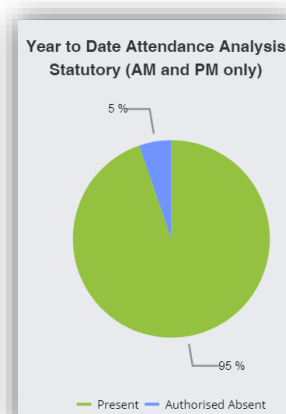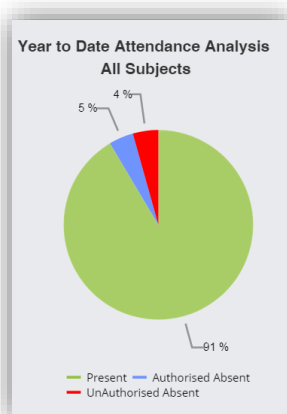
The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.
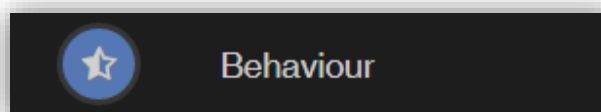

Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.
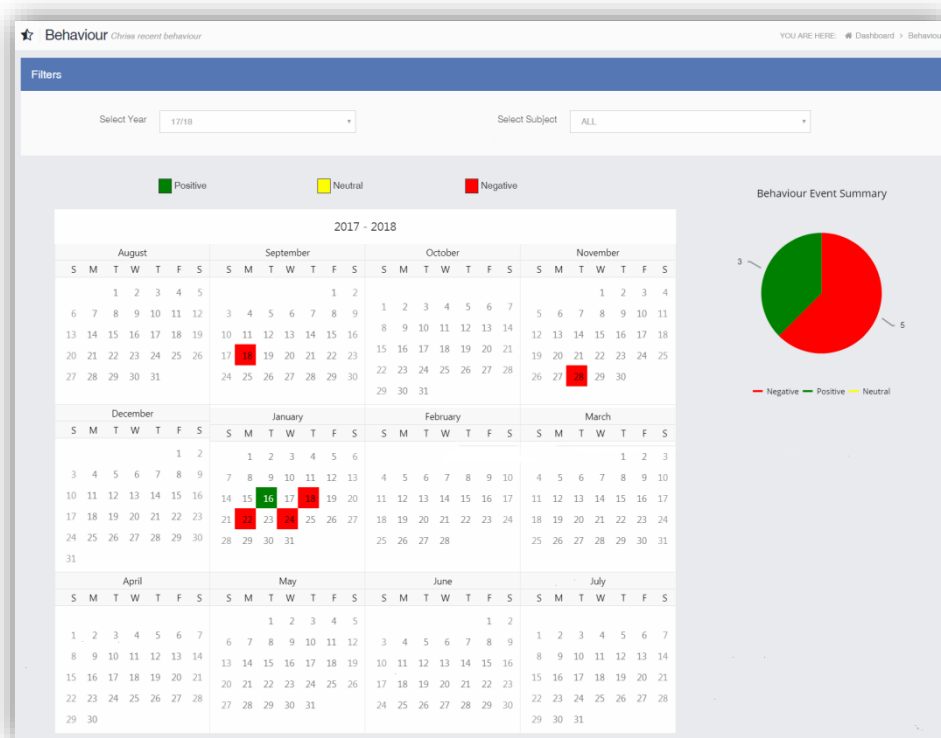
Behaviour

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

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

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

The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.
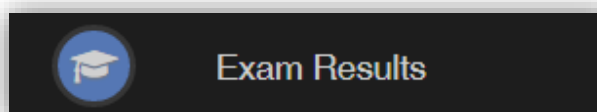
Clicking on any day in the **Calendar** will display the **Behaviour Events** for that day.

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.

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

Exam Timetables

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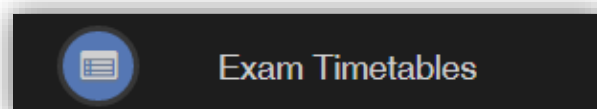
It displays the **Exam Timetables** for the student, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.
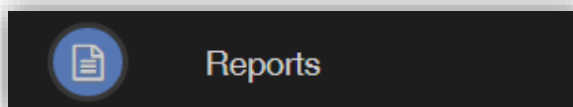

Note: What is displayed is configured by the school the column headers marked in red may not be displayed.
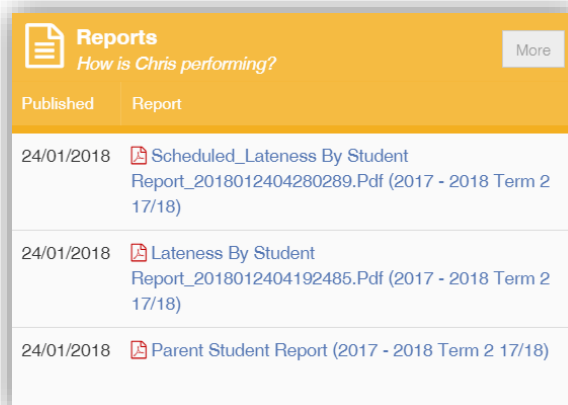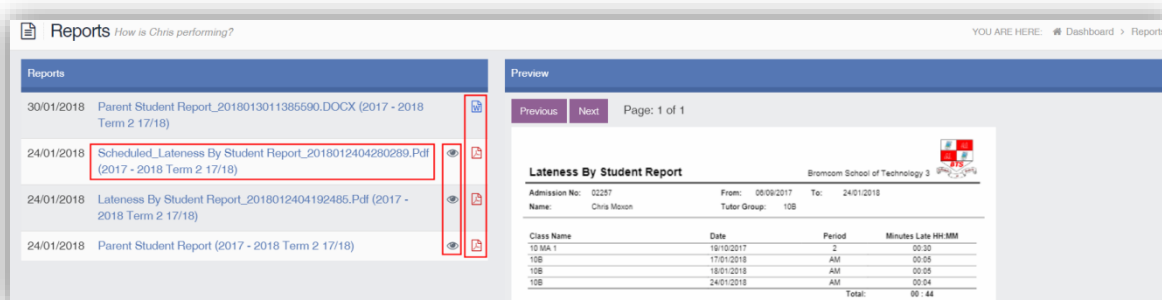
Reports

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.

Click on the **More** button to open the **Timetable** page, which will display the **Timetable**.

Previous and future weeks can be viewed using the **< Prev**, **This Week** and **Next >** buttons, the week can also be selected using the dropdown menu option.

Other options

The other options at the top right of the page.

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

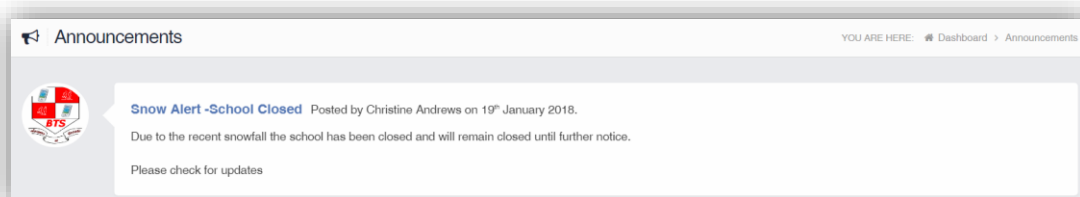

School Contact Information

🏠	Address:	19-21 Homesdale Road, Bromley, BR2 9LY
📞	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

✉ Inbox *Is there anything you need to say?*   YOU ARE HERE: 🏠 Dashboard › Inbox

Inbox (0 unread)   Show Sent Messages

☐ | All ▾ | Refresh | New Message | Delete | More ▾   Showing 1 messages

☐ Mrs C Andrews   19/01/2018 13:48
Re: MCAS The information displayed in the MyChildAtSchool option is live and automatically updated ----------- Is the information displayed
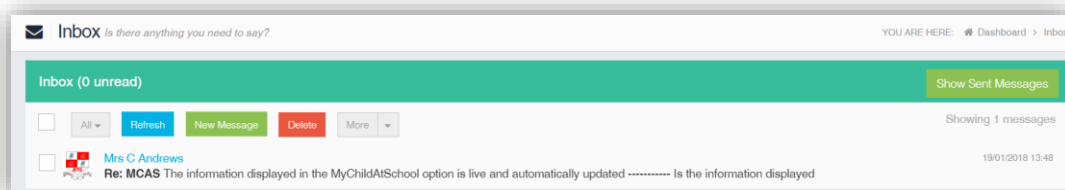
 Clicking on the **Announcement** icon will open the **Announcement** option. A red flag shows that there are **Announcements** to be read.

📢 Announcements   YOU ARE HERE: 🏠 Dashboard › Announcements

Snow Alert -School Closed Posted by Christine Andrews on 19th January 2018.

Due to the recent snowfall the school has been closed and will remain closed until further notice.

Please check for updates

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**.
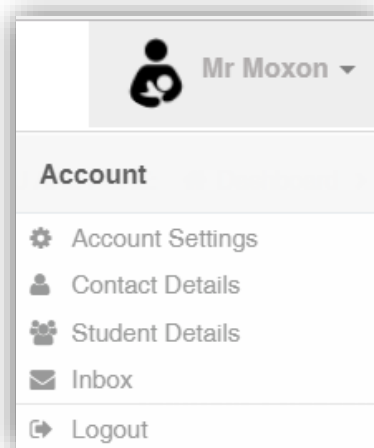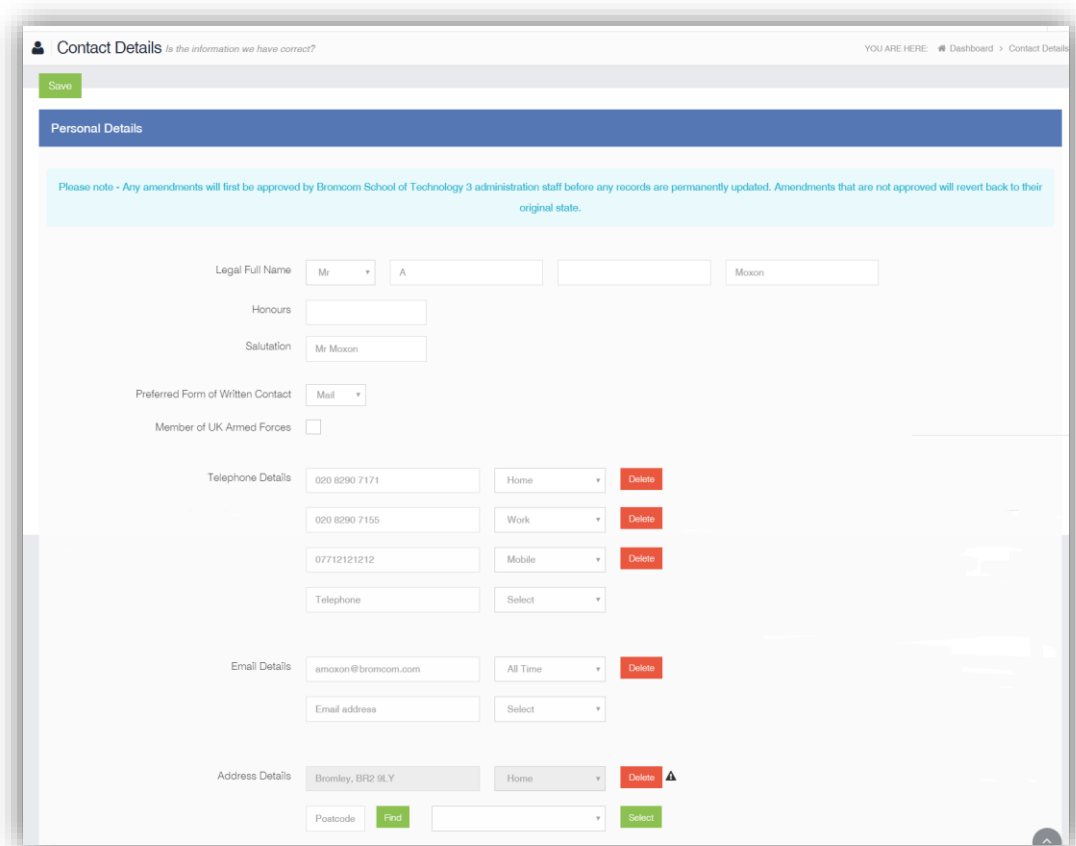

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with MyChildAtSchool) and the **Security Details** options.

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

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

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

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

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


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

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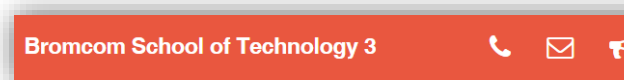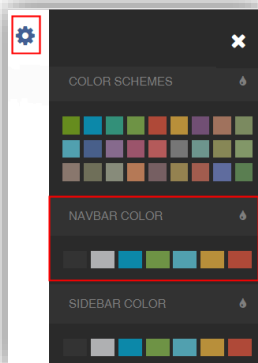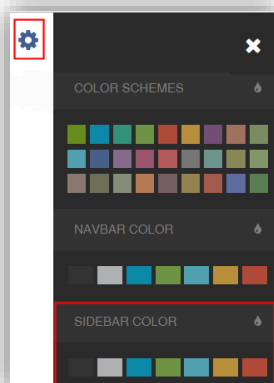
Customising the Pages

The **Colour Scheme** option allows the **Homepage** to be customised.
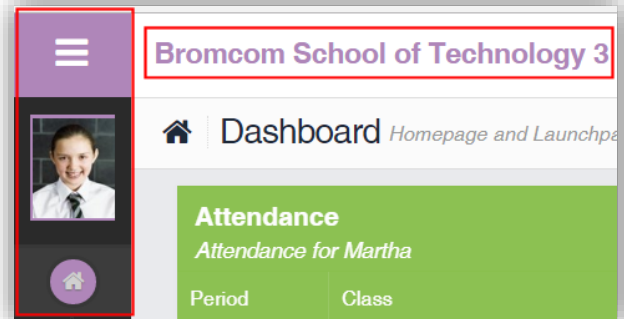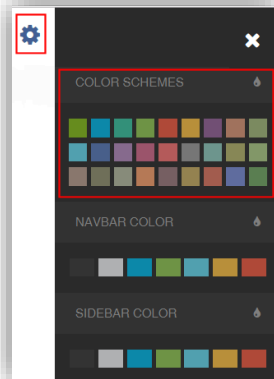
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.

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

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