

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**, **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 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 this will open the login page.

The image displays two side-by-side screenshots of the MyChildAtSchool.com Parent Portal interface.

Left Screenshot (PARENT LOGIN):

- Header: my child at school.com logo.
- Section: PARENT LOGIN
- Fields: Your School ID (with a keypad icon), Your User Name (with a person icon), Password (with a lock icon).
- Checkbox: ☒ Remember School ID and Username
- Links: [Forgotten Login Details?](#) and [Redeem Invitation Code?](#) (the latter is highlighted with a red box).
- Button: Login
- Footer: v5.2019.7195.22715 Powered by Bromcom

Right Screenshot (REDEEM YOUR INVITATION CODE):

- Header: my child at school.com logo.
- Section: REDEEM YOUR INVITATION CODE
- Fields: School ID (with a keypad icon), Username (with a person icon), Invitation Code (with an envelope icon).
- reCAPTCHA: ☐ I'm not a robot (with a reCAPTCHA logo and links for Privacy and Terms).
- Button: Redeem Code
- Link: [Back to Login](#)

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 app interface for MyChildAtSchool.com. At the top is the logo. Below it is a blue header with the text 'RECOVER YOUR LOGIN DETAILS'. The main content area has a light gray background with 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 is a blue button labeled 'Recover my login details'. At the bottom is a light gray bar with 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 from MyChildAtSchool.com. The text reads: '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'.

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.

Are your details correct?

Full Name **Mrs Marian Haddon**

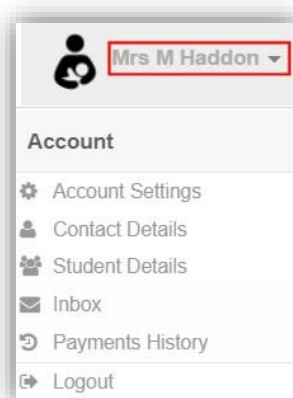
Telephone Your Telephone Number will be displayed here

Email Your e-mail Address will be displayed here

Address Your Address will be displayed here

My details are correct Update my details now

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.

The

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

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

Save

Personal Details

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

Legal Full Name

Honours

Salutation

Preferred Form of Written Contact

Member of UK Armed Forces ☐

Telephone Details **Delete**

Email Details **Delete**

Address Details **Delete**

Find

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 page contains the **Student Details**, SEN (**S**pecial **E**ducational **N**eeds) and **Medical Information**.

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

[Save](#)

Student Details

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

Legal First Name

Legal Middle Name

Legal Last Name

Preferred First Name

Preferred Last Name

Former Last Name

Date of Birth

Telephone Details

Your work Phone	Work	Delete
Your Home Phone	Home	Delete
Your mobile Phone	Mobile	Delete
Telephone	Select	

Email Details

Your e-mail Address	Select
--	-------------------------------------

Address Details

1, Acer Road, Westerham, Big	Home	Delete
postcode Find	Select	

SEN (Special Educational Needs)

Provisions				Needs				
Provision (Stage)	Date Placed on Stage	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

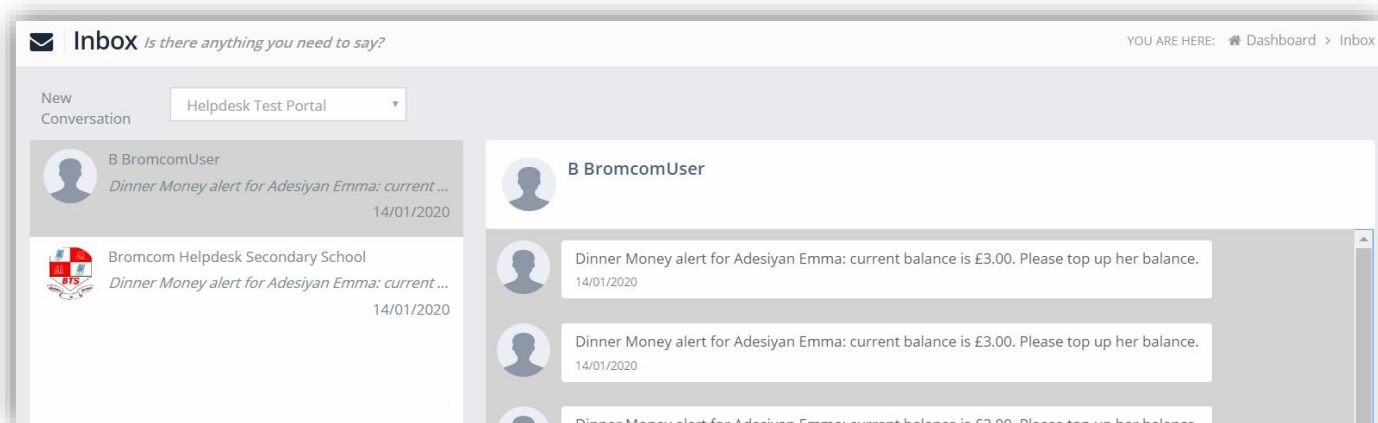
Only the **Student Details** can be updated, once done click on the **Save** button to save.

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.

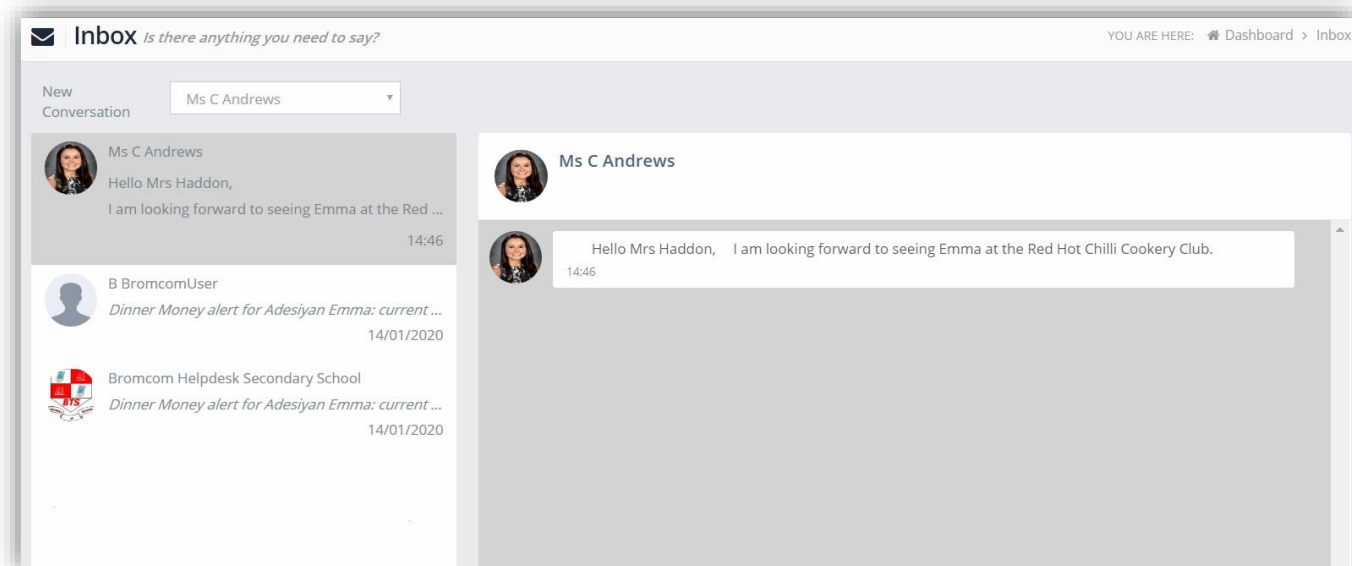
The

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

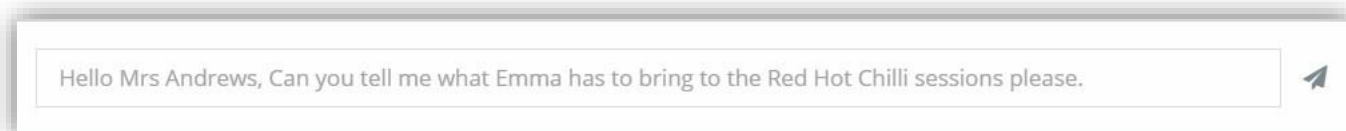


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

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.

The screenshot shows an 'Inbox' interface with a sidebar on the left and a main conversation area on the right. The sidebar lists three messages: one from Ms C Andrews, one from B BromcomUser, and one from Bromcom Helpdesk Secondary School. The main area shows a conversation with Ms C Andrews. The messages are as follows:

- Ms C Andrews: Hello Mrs Haddon, She will only need to bring al... (15:01)
- B BromcomUser: Dinner Money alert for Adesiyan Emma: current ... (14/01/2020)
- Bromcom Helpdesk Secondary School: Dinner Money alert for Adesiyan Emma: current ... (14/01/2020)
- Ms C Andrews: <p>Hello Mrs Haddon,</p><p>I am looking forward to seeing Emma at the Red Hot Chilli Cookery Club.</p> (14:46)
- Ms C Andrews: Hello Mrs Andrews, Can you tell me what Emma has to bring to the Red Hot Chilli sessions please. (14:58)
- Ms C Andrews: Hello Mrs Haddon, She will only need to bring along the ingredients, a list will be sent to you 1 week before the session. (15:01)

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 payment entries. The table has the following columns: Order Number, Authorisation Code, Order Date, # of Items, Payment Method, Total Amount, and Order Status. The data is as follows:

Order Number	Authorisation Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
40007-0000101	3535756	18/02/2020 08:58:59	2	Card	£60.00	Paid
99997-0000100	3300927	21/01/2020 11:09:18	1	Card	£3.00	Paid
99997-0000099	3300898	21/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3039335	11/12/2019 09:51:42	1	Card	£5.00	Paid
99997-0000094	3039313	11/12/2019 09:49:15	1	Card	£5.00	Paid
99997-0000093	3039223	11/12/2019 09:42:59	1	Card	£5.00	Paid
99997-0000092	3039176	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

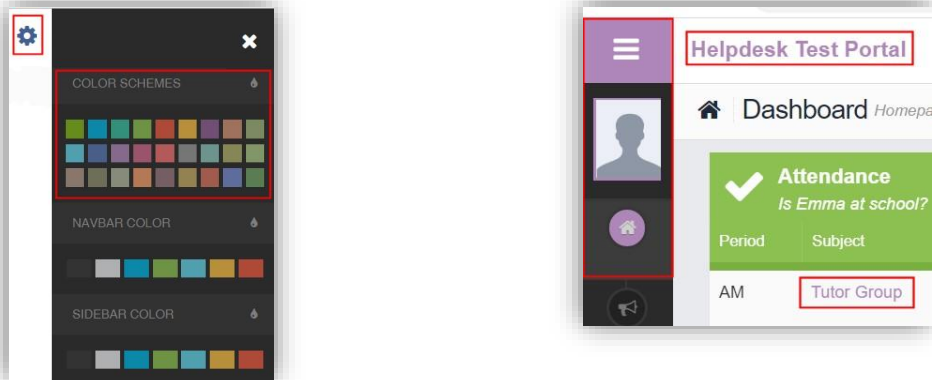
Showing 10 entries

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

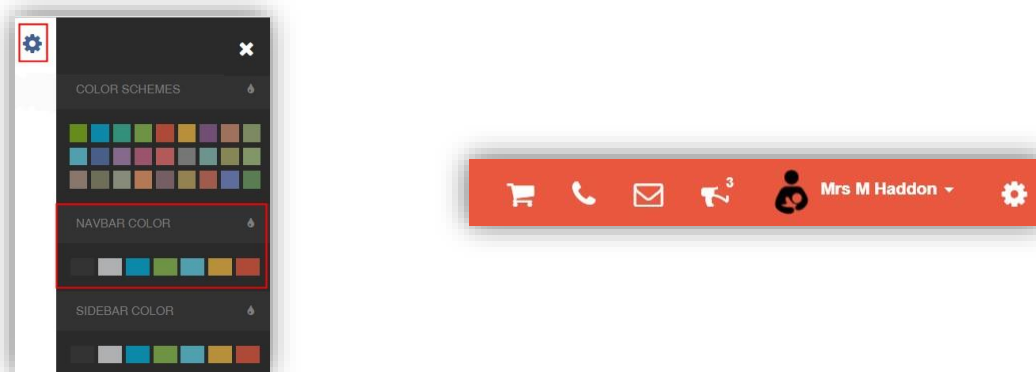
Customising the Pages

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

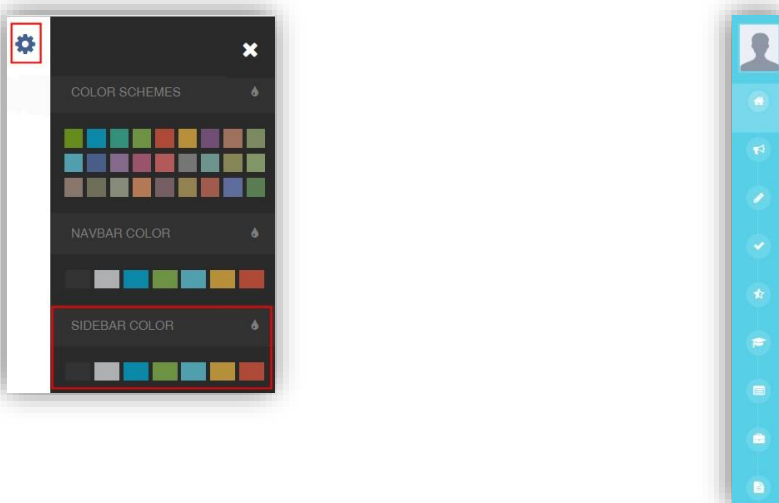
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



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

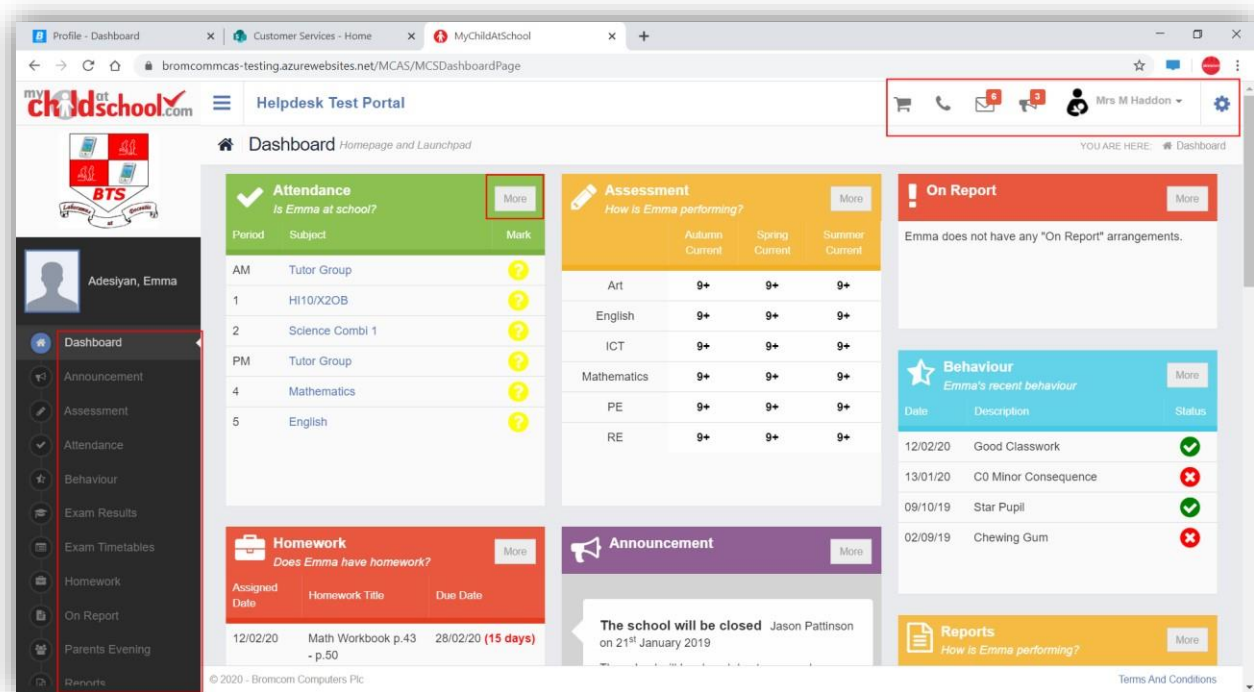


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



Selecting the MCAS Dashboard

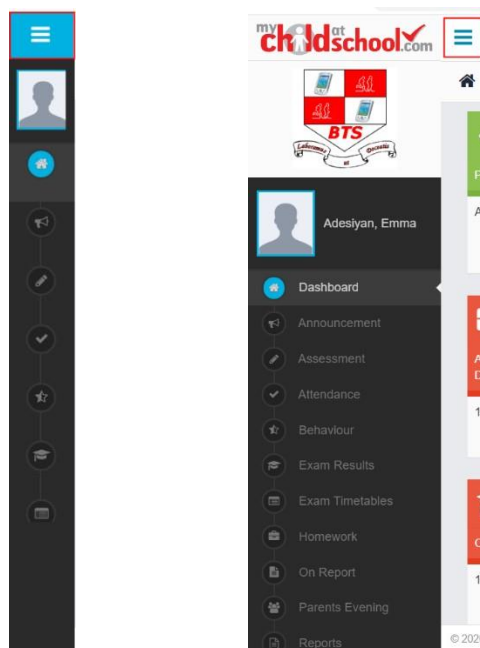
Once you have logged in the **Dashboard** will be displayed.



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**.



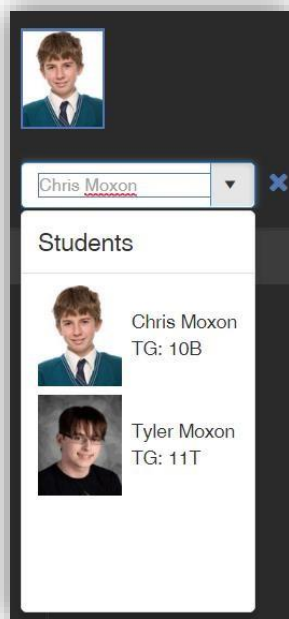
The following options are available and will only be displayed if enabled by the school:

- Academic Calendar
- Announcement
- 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

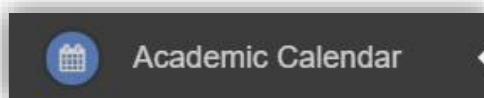
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

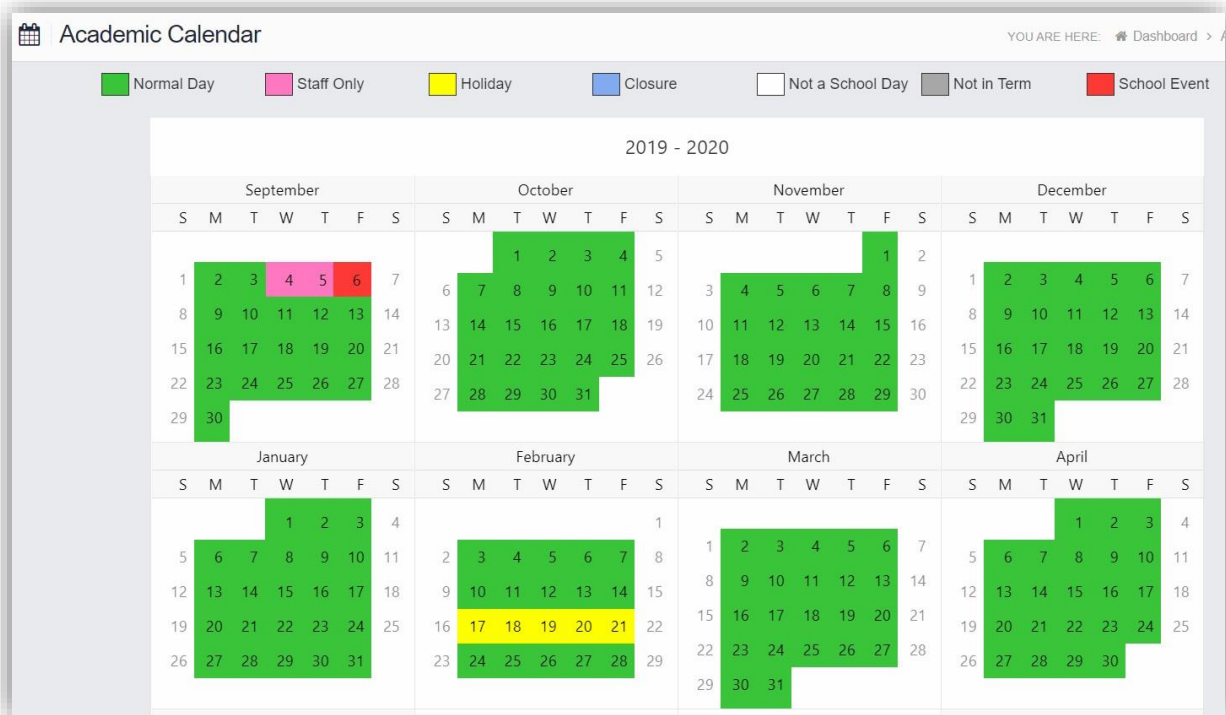


Academic Calendar

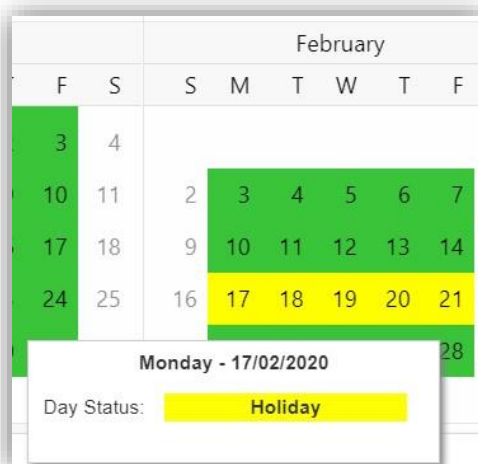
The **Academic Calendar** is accessible from the **Menu Bar** only.



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.

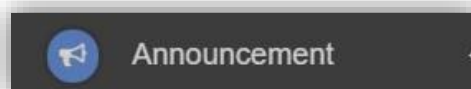


Clicking on a day will display the details for that day.

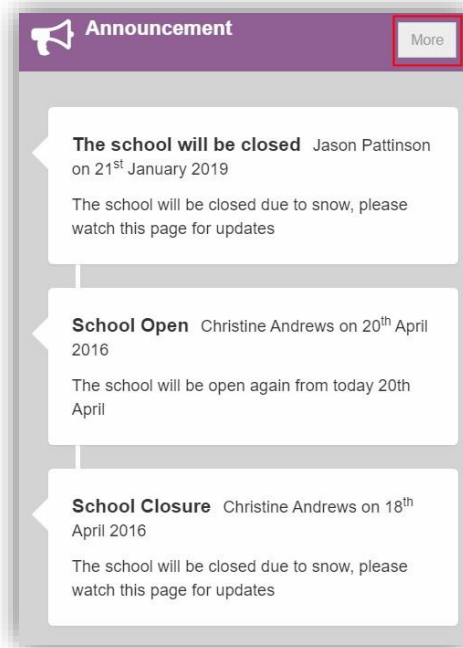


Announcements

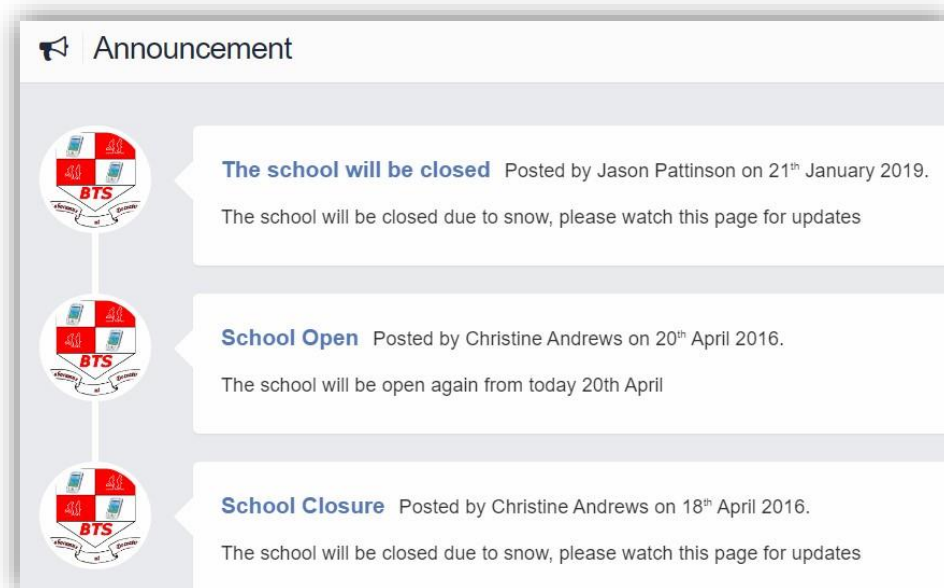
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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

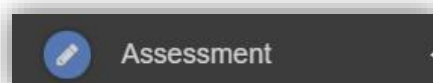


If there are any previous **Announcements** they will also be displayed.



Assessment

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



The **Widget** displays the last 6 published **Assessment** grades, click on the **More** button to open the page.

Assessment How is Emma performing?			
	Autumn Current	Spring Current	Summer Current
Art	9+	9+	9+
English	9+	9+	9+
ICT	9+	9+	9+
Mathematics	9+	9+	9+
PE	9+	9+	9+
RE	9+	9+	9+

The **Assessment Grades** will be displayed and can be ordered in ascending and descending order by clicking on the **Up/Down Arrows** at the top of each column.

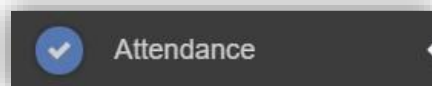
Assessment How is Emma performing?								
Year 10 - 19/20				Search:				
Subject ▼	Subject Teacher ↕	Attendance (%) ↕	Autumn Current ↕	Autumn Target ↕	Spring Current ↕	Spring Target ↕	Summer Current ↕	Summer Target ↕
Art	Mr S Williams	100.00	9+	7	9+	7	9+	7
Drama	Mr C Tallor	100.00						
English		98.33	9+	7	9+	7	9+	7
ICT	Mr G Strachan	100.00	9+	7	9+	7	9+	7
	Mrs J Janice							
Mathematics	Mr J Marshall	96.88	9+	7	9+	7	9+	7
PE	Mr D Thompson	93.75	9+	7	9+	7	9+	7
	Mr P Oddie							
RE	Mr S Mehmet	100.00	9+	7	9+	7	9+	7
Science Combi 1	Mr A Obenguye	97.50						

A Search option allows a search to be made on the **Assessment Collection** for example selecting **English** will list the **English Grades**.

Assessment How is Emma performing?								
Year 10 - 19/20				Search: English				
Subject ▼	Subject Teacher ↕	Attendance (%) ↕	Autumn Current ↕	Autumn Target ↕	Spring Current ↕	Spring Target ↕	Summer Current ↕	Summer Target ↕
English		98.33	9+	7	9+	7	9+	7

Attendance

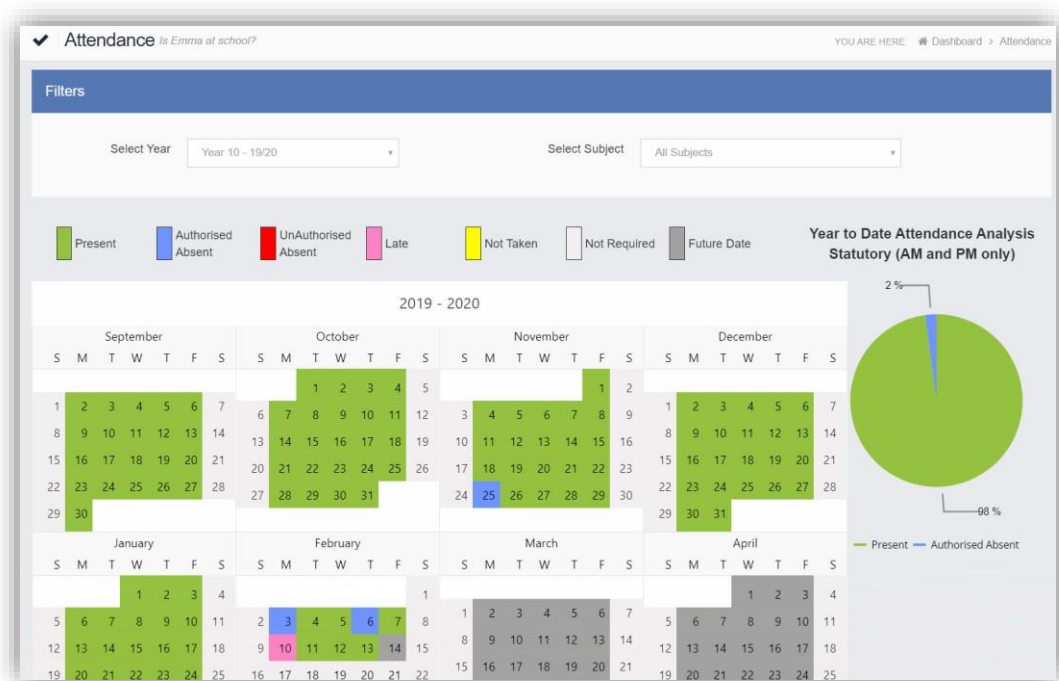
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



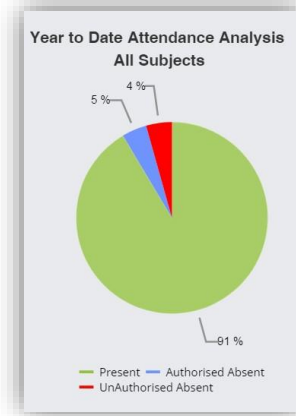
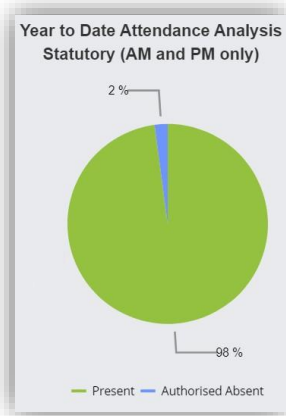
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

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

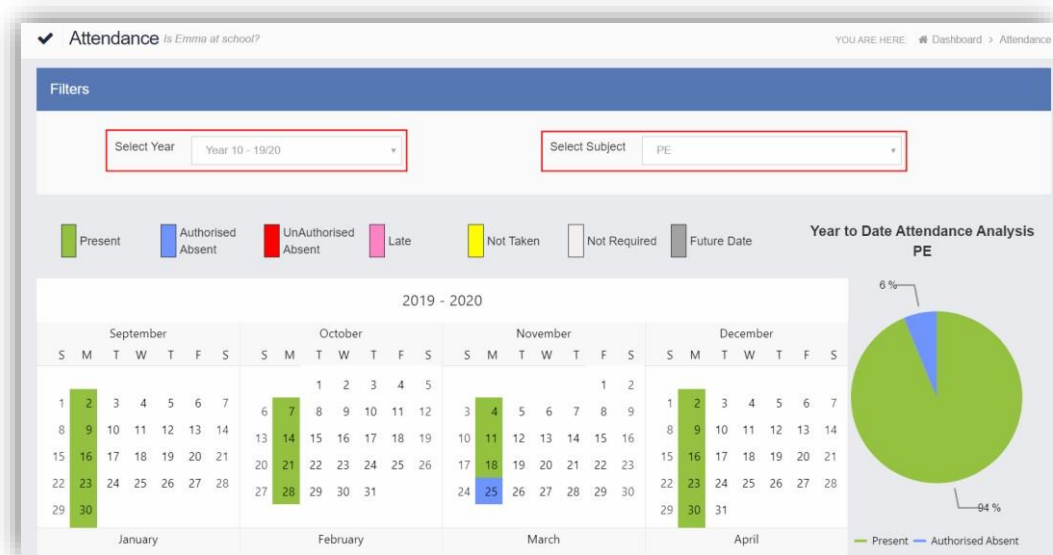
This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised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

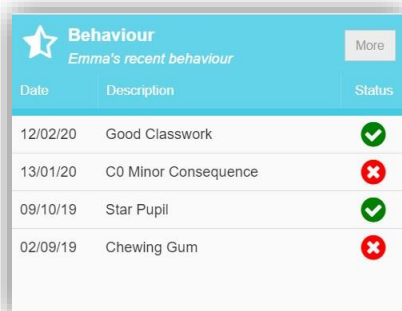
Period	Attendance	Subject
08:45 AM	✓ Present	Tutor
09:05 1	✓ Present	PE
10:16 2	✓ Present	Science Combi 1
11:11 3	✓ Present	PE
12:45 PM	✓ Present	Tutor
13:00 4	✗ 5 min Late	Mathematics
13:55 5	✓ Present	English

Behaviour

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

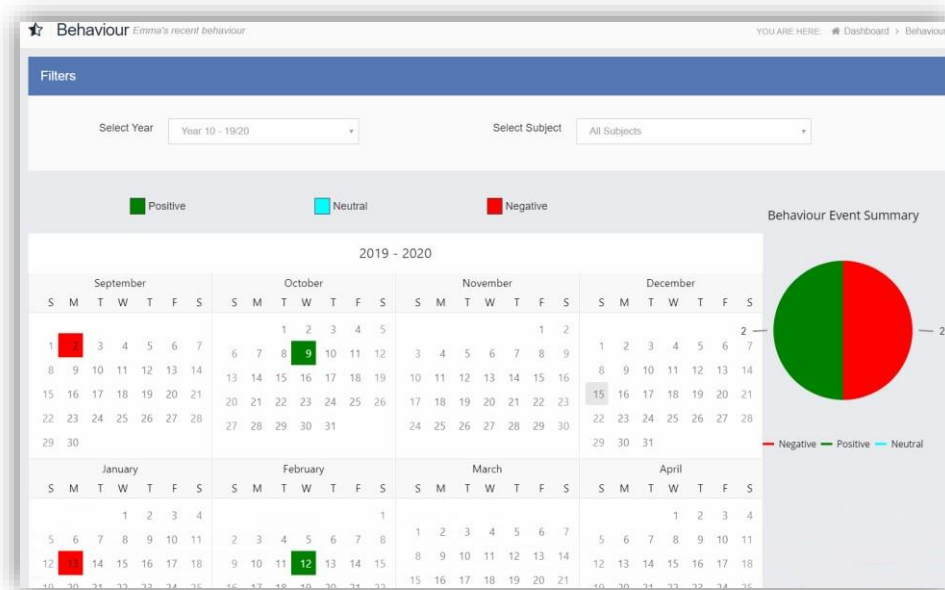


The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the **Behaviour** page.

A widget titled "Behaviour" with a star icon and "Emma's recent behaviour" subtitle. It has a "More" button in the top right. Below is a table with 3 columns: Date, Description, and Status.

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**.

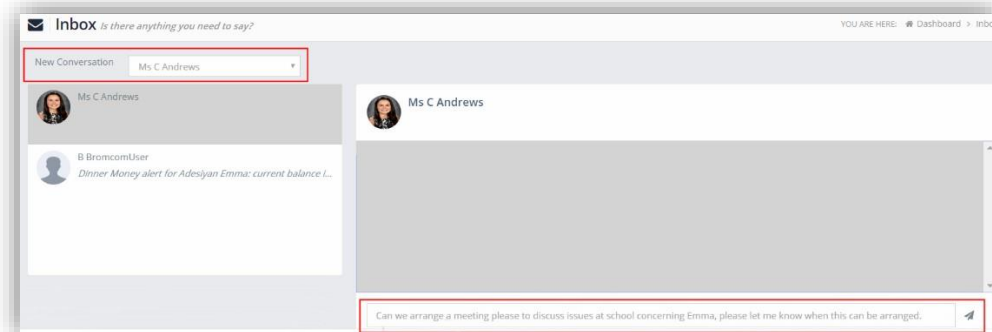


The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

Classes Emma's Classes		
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%

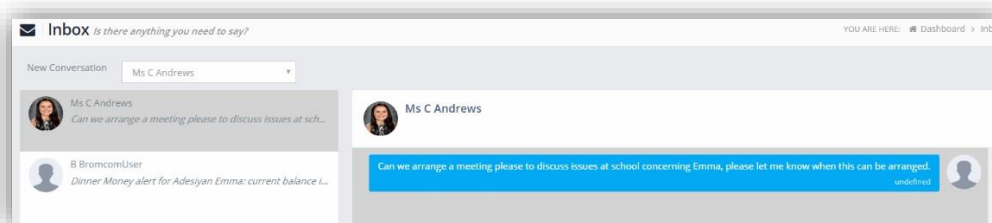
The **Widget** displays the all the **Classes** the student attends with a percentage for the **Attendance** within each. The school can set colours to show **Attendance** between certain percentages, in this example red denotes **Attendance** between 0 to 74% and green 90 to 100%.

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.



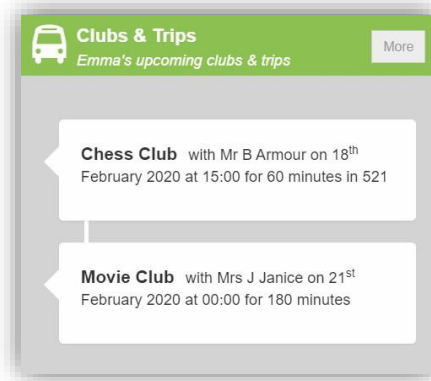
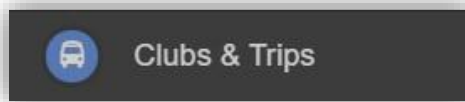
Select the **Teacher** from the dropdown list and enter the message at the bottom of the page, clicking the **Flight** icon on the right to send the message.

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



Clubs & Trips

The **Clubs & Trips** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the current **Clubs & Trips** for the **Student** and any that are available to be booked.

Clubs & Trips Emma's upcoming clubs & trips									
YOU ARE HERE: Dashboard > Clubs & Trips									
Emma's Clubs & Trips									
Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance				
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00				
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00				
Available Clubs & Trips (click or tap a club to view more details and sign up)									
☐ Hide fully booked events									
Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available		
Lacrosse	Mr C Tailor	21/02/2020	Fri	04:00	60	£0.00	18		

Clicking on a **Club** in which the **Student** is already a member will display the details for that **Club**.

Club/Trip Detail - Adesiyan, Emma

Type:	Club	Main Teacher:	Mrs J Janice
Club Name:	Movie Club		
Description:	Movie Club		
Next Session:	Fri 21/02	Places:	No Limit
Start Time:	00:00	Spaces Available:	No Limit
Session Length:	180 mins	Total Cost:	£10.00

Close

Clicking on a **Club** that is available will open the booking details

Club/Trip Detail - Adesiyan, Emma

Type:	Club	Main Teacher:	Mr C Tailor
Club Name:	Lacrosse		
Description:	Lacrosse		
Next Session:	Fri 21/02	Places:	20
Start Time:	04:00	Spaces Available:	17
Session Length:	60 mins	Total Cost:	Free

Enrol Now

Close

Click on the **Enrol Now** button, if this is a **Free Club** the student will be enrolled and this **Club** added to the current **Clubs** list. If the **Club** is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days, to do this click on the days the **Student** is to attend the sessions, these will display as a green tick in a circle, when finished click on the **Enrol** button.

Type: Club **Main Teacher:** Ms C Andrews

Club Name: Red Hot Chillli Club

Description: Spicy Cookery

Next Session: Wed 04/03 **Places:** 10

Start Time: 16:30 **Spaces Available:** 10

Session Length: 120 mins **Cost Per Session:** £5.00

Sessions: ■ Spaces Available ■ Session Full ■ Enrolled/Booked Sessions ■ Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Wednesday	Thursday
17/02		
24/02		
02/03		⊙
09/03		⊙
16/03		
23/03		
30/03	⊙	
06/04	⊙	
13/04		
20/04		
27/04		⊙
04/05		⊙
11/05		
18/05	⊙	
25/05	⊙	
01/06	⊙	
08/06		
15/06		
22/06		⊙
29/06		⊙
06/07		
13/07	⊙	
20/07	⊙	

Enrol **Close**

A **Confirmation** message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.

Clubs & Trips Emma's upcoming clubs & trips YOU ARE HERE: [Dashboard](#) > [Clubs & Trips](#)

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		
Lacrosse	Mr C Tailor	21/02/2020	04:00		£0.00		
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		
Red Hot Chillli Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00	Add To Basket	

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.

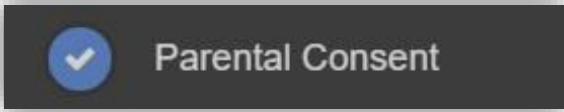
The screenshot shows the 'Exam Timetables' page for a student named Chris. At the top, there is a search bar and a breadcrumb trail: 'YOU ARE HERE: Dashboard > Exam Timetables'. Below this is a table with columns: Exam, Exam Date, Exam Time, Exam Duration, Exam Room, and Seat Location in Exam Room. The 'Exam Room' and 'Seat Location in Exam Room' headers are highlighted with red boxes. The table lists three exams: English Level 1 Reading, English Level 1 Writing, and Mathematics Level 1. At the bottom, it says 'Showing 3 entries'.

Exam	Exam Date	Exam Time	Exam Duration	Exam Room	Seat Location in Exam Room
English Level 1 Reading	09/06/2020	09:00	45		
English Level 1 Writing	09/06/2020	13:30	45		
Mathematics Level 1	05/06/2020	09:00	90		

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

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.



It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

The screenshot shows the 'Parental Consent' form. At the top, there is a 'Save' button. Below it is a table with columns: Parental Consent, YES, I give consent, and NO, I do not give consent. The table lists three items: School Displays, School Magazine, and School Website. Each item has two radio buttons for consent. At the bottom, there is a note: '*Please call the school or visit reception to revoke any parental consent.'

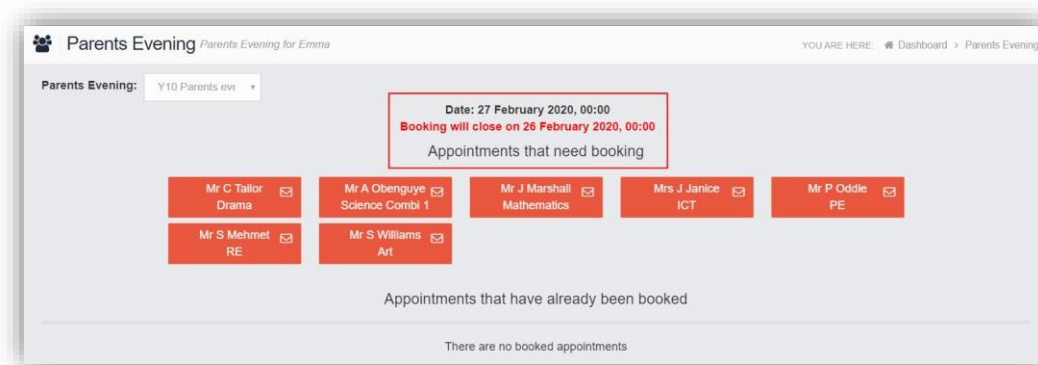
Parental Consent	YES, I give consent	NO, I do not give consent
School Displays	☐	☐
School Magazine	☐	☐
School Website	☐	☐

Parents Evening

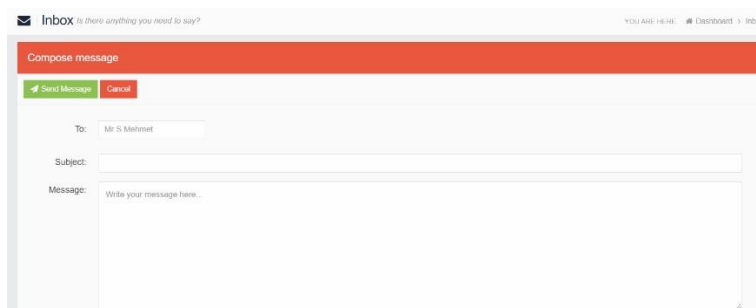
The **Parents Evening** option is accessible only from the **Menu Bar**.



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



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.

Time slots for Mr P Oddie		
15:00	Available	Book
15:05	Available	Book
15:10	Not Available	
15:15	Available	Book
15:20	Available	Book
15:25	Not Available	
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book

The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

Parents Evening *Parents Evening for Emma*

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening:

Y10 Parents eve

Date: 27 February 2020, 00:00

Booking will close on 26 February 2020, 00:00

Appointments that need booking

Mr C Tailor
Drama

Mr A Obenguye
Science Combi 1

Mrs J Janice
ICT

Mr P Oddie
PE

Mr S Williams
Art

Appointments that have already been booked

Time: 15:10

Teacher: Mr S Mehmet

Subject: RE

Location: Default Location

X

Time: 15:25

Teacher: Mr J Marshall

Subject: Mathematics

Location: Default Location

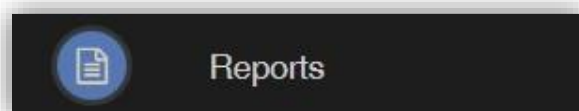
X

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

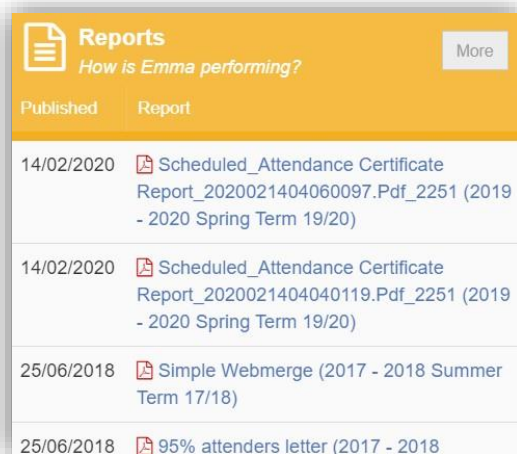
Note: this option is only available if the school have the **Diary** module.

Reports

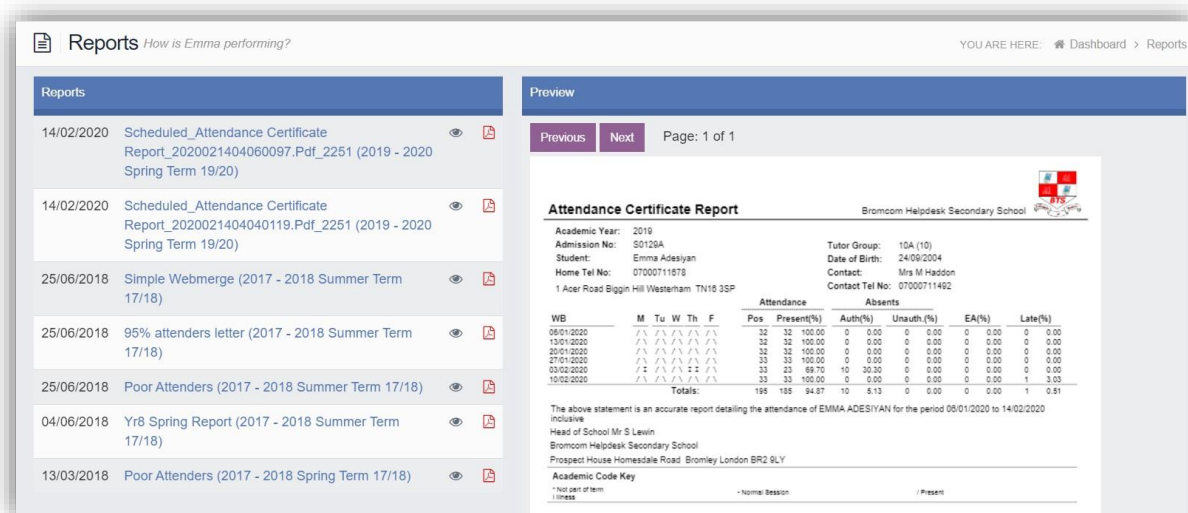
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



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



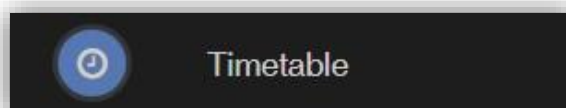
Click on the **More** button to open the **Report** page, which will list all **Reports** available.



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.

🕒 Timetable What is Emma up to? More				
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? YOU ARE HERE: Dashboard > Timetable < Prev This Week Next > Term 2 - Week 08 - 16/02/2020						
Sunday 16th Feb	Monday 17th Feb	Tuesday 18th Feb	Wednesday 19th Feb	Thursday 20th Feb	Friday 21st Feb	Saturday 22nd Feb
	AM 10A Tutor Group Mr W Cranston	AM 10A Tutor Group	AM 10A Tutor Group	AM 10A Tutor Group		
	1 PE10/A1 PE Mr P Oddie		1 DR10/X10B Drama Mr C Taylor	1 HI10/X20B Withdrawal Group Mr W Cranston		
	2 SCI10/A1 Science Combi 1 Mr A Obenguye	2 MA10/A1 Mathematics Mr J Marshall	2 Re10/A1 RE Mr S Mehmet	2 SCI10/A1 Science Combi 1 Mr A Obenguye		
	3 PE10/A1 PE Mr D Thompson	3 SCI10/A1 Science Combi 1 Mr A Obenguye				
	PM 10A Tutor Group Mr R Lewis	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	
	4 MA10/A1 Mathematics Mr J Marshall	4 IT10/A1 ICT Mrs J Janice	4 MA10/A1 Mathematics Mr J Marshall	4 MA10/A1 Mathematics Mr J Marshall	4 SCI10/A1 Science Combi 1 Mr A Obenguye	
		5 SCI10/A1 Science Combi 1 Mr A Obenguye	5 Ar10/X10A Art Mr S Williams		5 Ar10/X10A Art Mr S Williams	