

# MCAS Parent Guide

## MyChildAtSchool [MCAS]



## Introduction

**MyChildAtSchool** [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

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

**Note:** This guide will explain all of the options available to a MyChildAtSchool User. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

**Note:** If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.

## How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type [www.mychildatschool.com](http://www.mychildatschool.com) this will open the login page.

The image displays two screenshots of the MyChildAtSchool.com login interface. The left screenshot shows the 'PARENT LOGIN' page with fields for 'Your School ID', 'Your User Name', and 'Password'. Below these fields is a checkbox for 'Remember School ID and Username' and a 'Login' button. A red box highlights the 'Redeem Invitation Code?' link. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' page with fields for 'School ID', 'Username', and 'Invitation Code'. Below these fields is a checkbox for 'I'm not a robot' and a 'Redeem Code' button. Both pages feature the MyChildAtSchool.com logo at the top and a 'Back to Login' link at the bottom.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button. A message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.

my child at school.com

SETUP YOUR ACCOUNT DETAILS

Miss A Andrews

Email

Confirm Email

Password

Confirm Password

Select a security question and then type your answer.

What was your childhood nickname?

Security Answer

Confirm Security Answer

Save Account Details

Back to Login

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

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

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified then you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

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

Security Question:  
What was the name of your first pet?

Answer:  
S\*\*\*\*

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

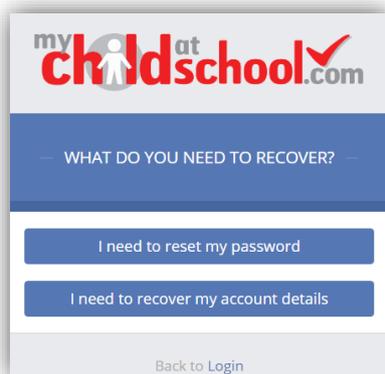
A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards  
MyChildAtSchool.com

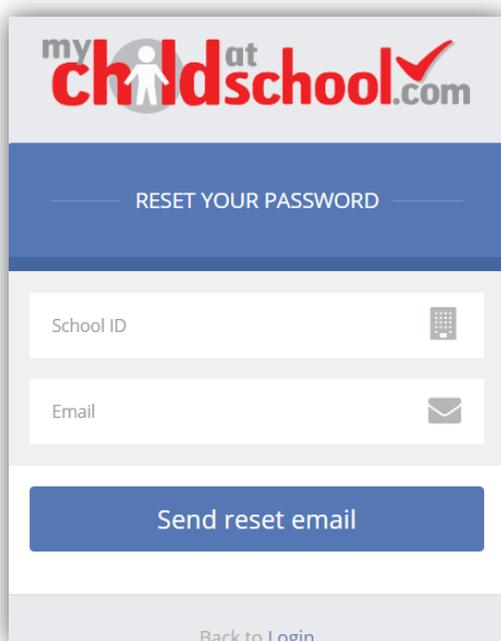
You will now be able to **Login** using your new **Login Details**.

If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.

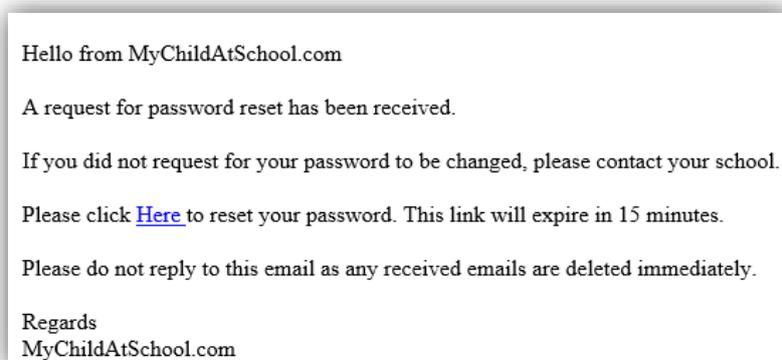


### Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



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



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 e-mail 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.

my child at school.com

RECOVER YOUR LOGIN DETAILS

Enter the School ID and email that you have registered with your MyChildAtSchool account below.

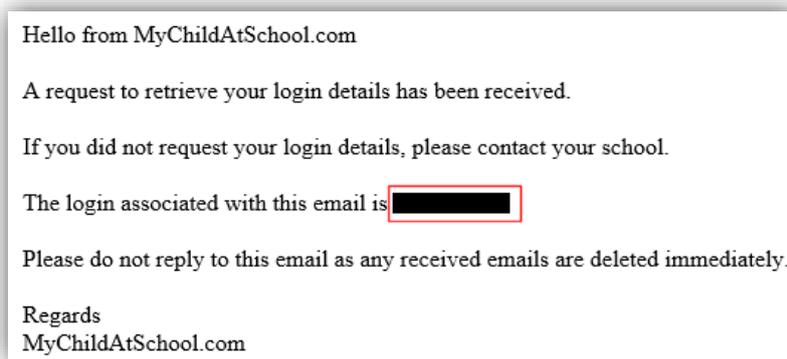
School ID

Email

Recover my login details

Back to Login

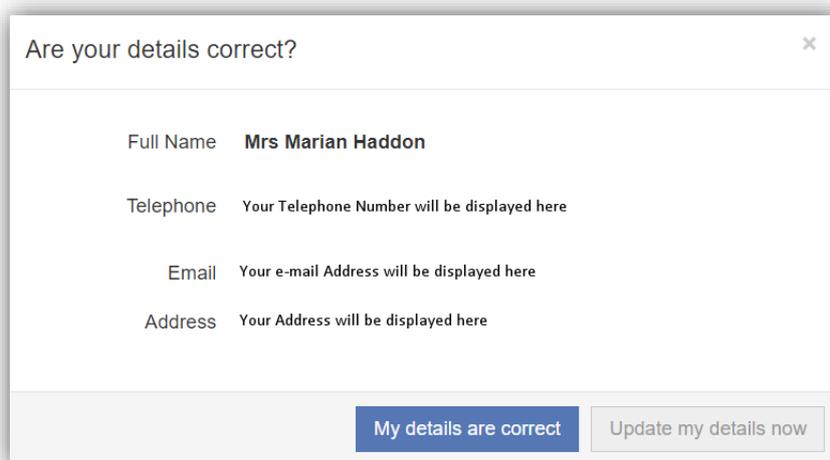
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



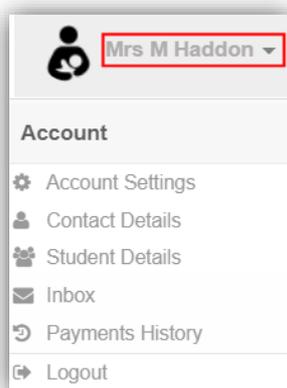
## Account Options

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

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.



These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.



**Note:** What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

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

The screenshot shows the 'Account Settings' page with the following elements:

- Header:** 'Account Settings' with a gear icon and the subtitle 'Update your account information here'. On the right, it says 'YOU ARE HERE: Dashboard > Account Settings'.
- Update Button:** A green button labeled 'Update' is highlighted with a red box.
- Reset Password Section:** A blue header 'Reset Password' is followed by the instruction: 'Enter your current password, and then enter your new password twice. Click 'Update' to save your new password'. Below this are three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'.
- Email Address Section:** A blue header 'Email Address' is followed by the instruction: 'Enter a new email address, then click 'Update' to save your email address information.'. Below this is an input field labeled 'Email address' with the placeholder text 'Your e-mail address'. A light blue callout box below the field states: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'.
- Security Details Section:** A blue header 'Security Details' is followed by the instruction: 'Select a new security question and then type your answer. Click 'Update' to save your new security details.'. Below this are two input fields: a dropdown menu for 'Question' (currently showing 'What was your childhood nickname?') and a text field for 'Answer' (with placeholder text '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

Email Details

Address Details

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

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

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

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

**Student Details** *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

Your Home Phone

Your mobile Phone

Telephone

Email Details

Your e-mail Address

Address Details

1, Acer Road, Westerham, Big

postcode

**SEN (Special Educational Needs)**

Provisions

Provision (Stage)	Date Placed on Stage	Review Date	End Date
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Needs

Priority	Type of Need	Start Date	End Date	Notes
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**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.

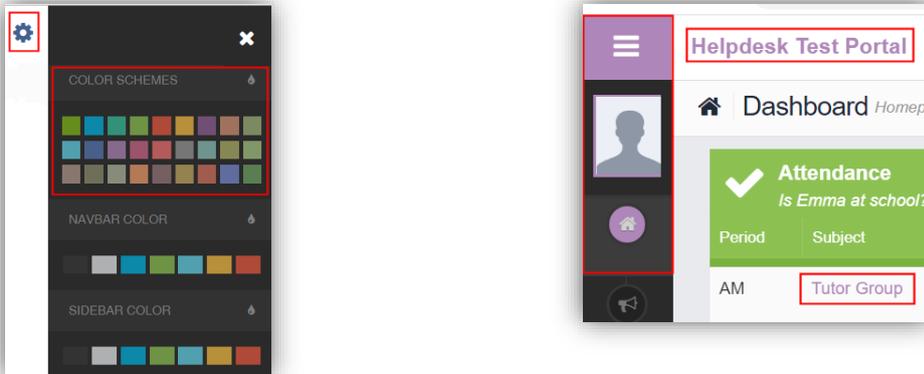
**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

**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.

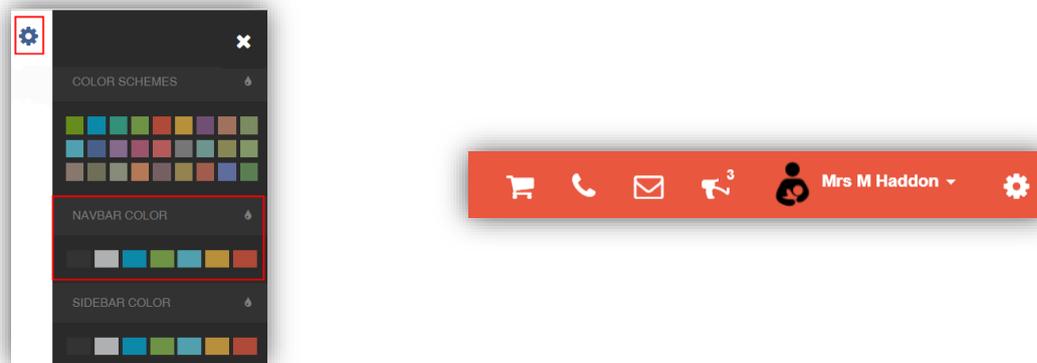
## Customising the Pages

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

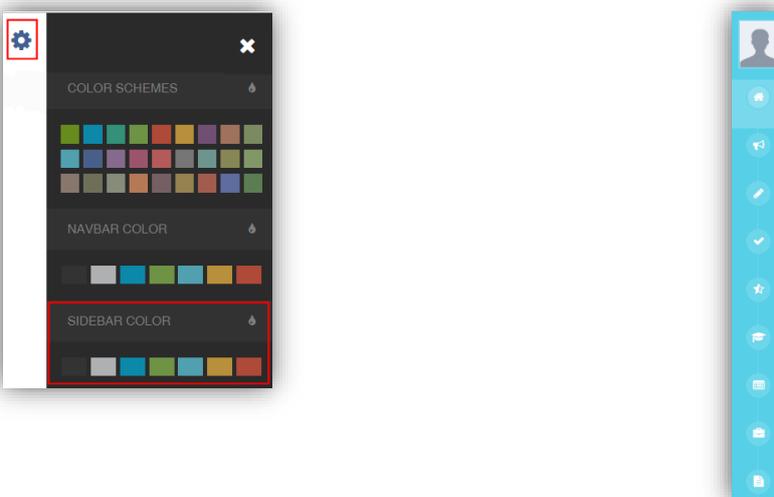
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



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

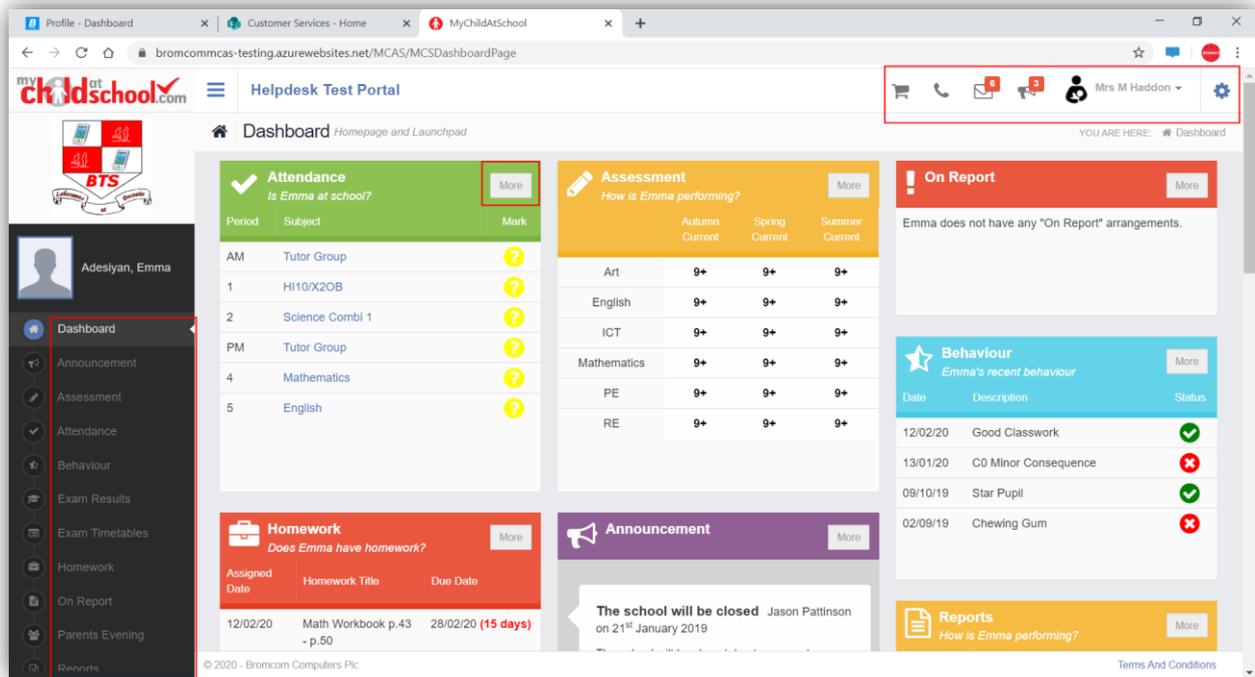


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



## Selecting the MCAS Dashboard

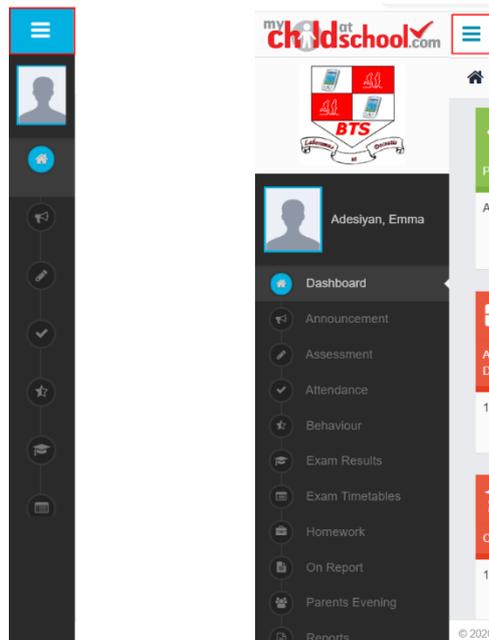
Once you have logged in the **Dashboard** will be displayed.



**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**.

✓ **Attendance** *Is Emma at school?* YOU ARE HERE: [Dashboard](#) > [Attendance](#)

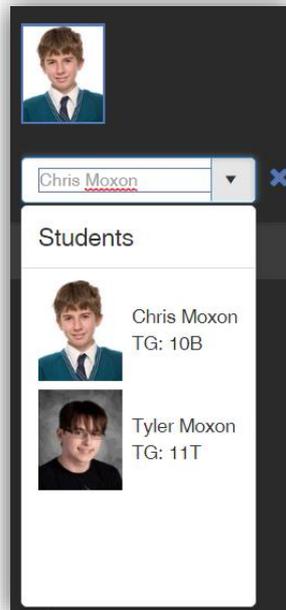
The following options are available and will only be displayed if enabled by the school:

- Academic Calendar
- Announcements
- Assessment
- Attendance
- Behaviour
- 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

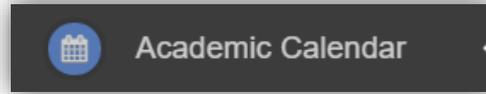
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

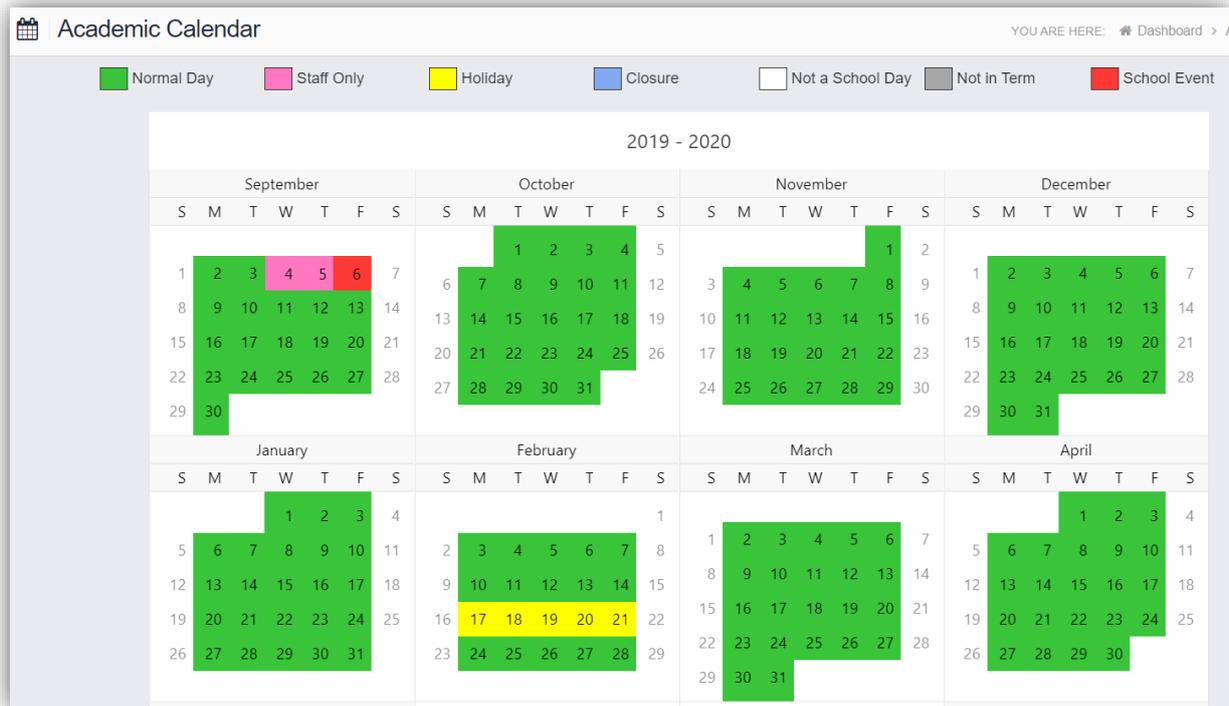


# Academic Calendar

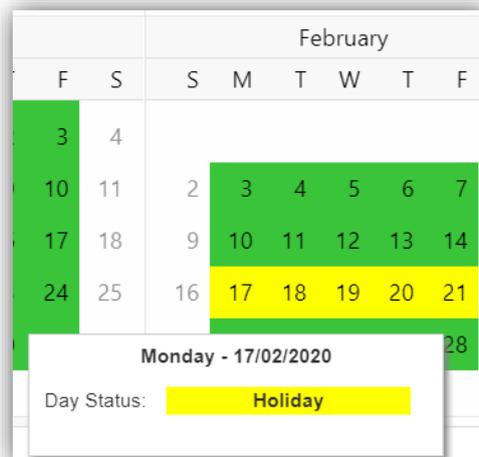
The **Academic Calendar** is accessible from the **Menu Bar** only.



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.

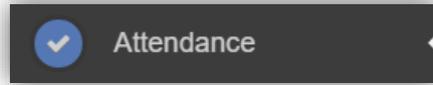


Clicking on a day will display the details for that day.



# Attendance

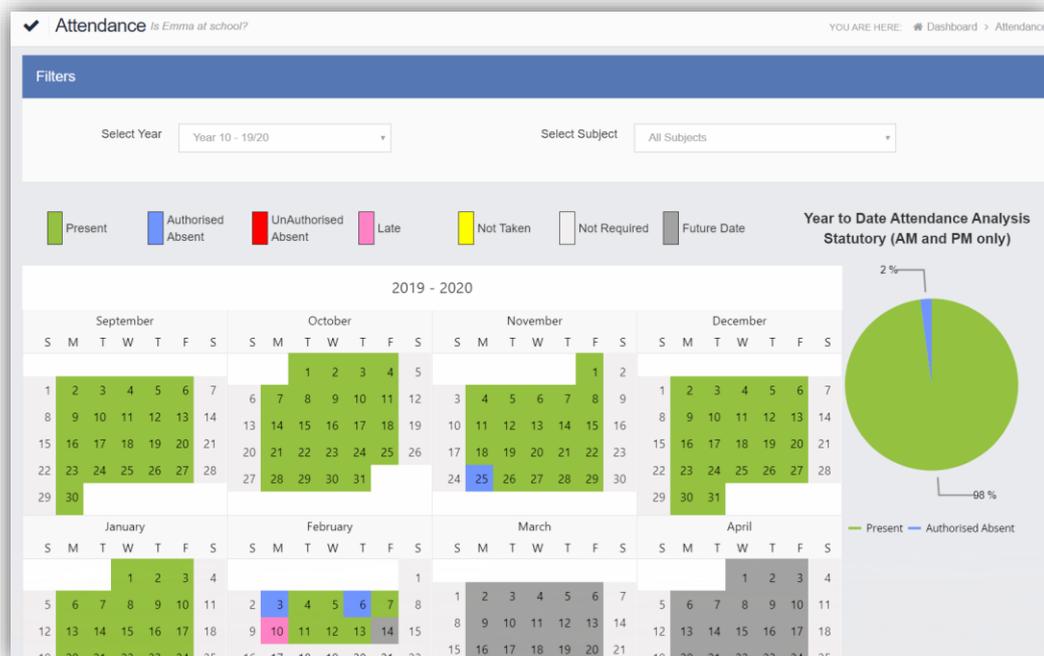
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



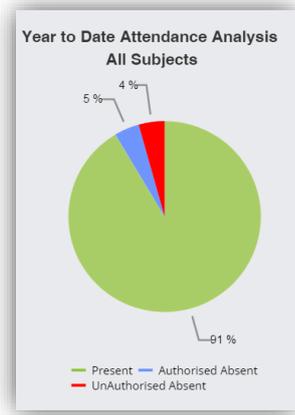
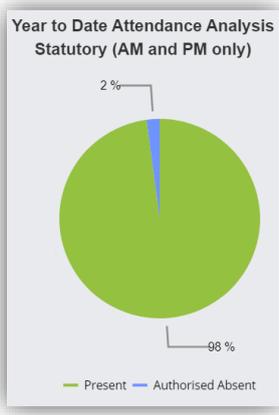
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

Attendance		
Is Emma at school?		
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.

**Attendance** *Is Emma at school?* YOU ARE HERE: Dashboard > Attendance

**Filters**

Select Year: Year 10 - 19/20 | Select Subject: PE

■ Present 
 ■ Authorised Absent 
 ■ Unauthorised Absent 
 ■ Late 
 ■ Not Taken 
  Not Required 
 ■ Future Date

**Year to Date Attendance Analysis PE**

2019 - 2020

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
29	30												24	25	26	27	28	29	30	29	30	31					

■ Present 
 ■ Authorised Absent

**Year to Date Attendance Analysis PE**

94% Present, 6% Authorised Absent

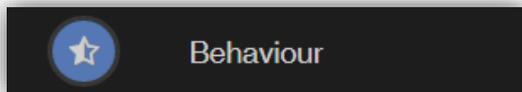
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

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

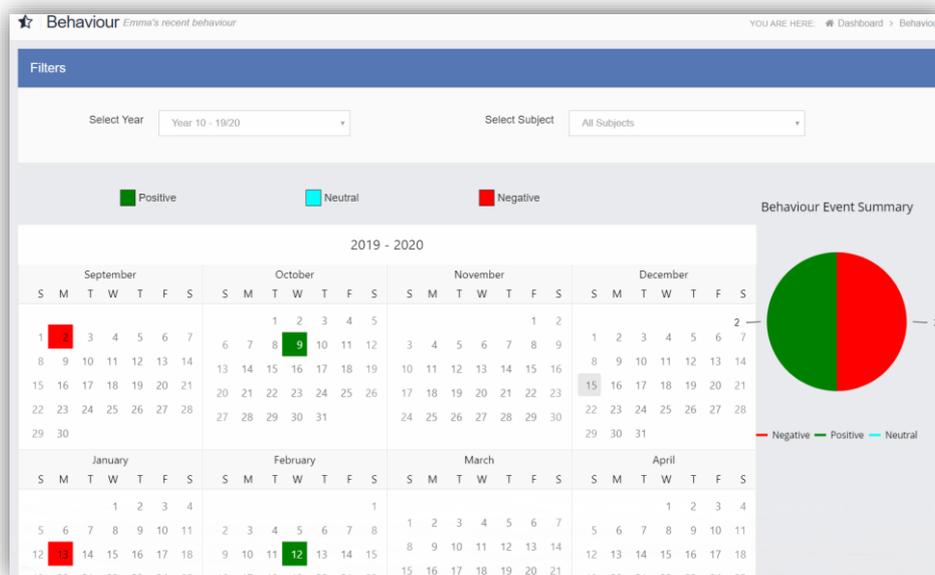
The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.



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

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.

★ Behaviour *Emma's recent behaviour* YOU ARE HERE

**Filters**

Select Year: Year 10 - 19/20      Select Subject: RE

■ Positive      
 ■ Neutral      
 ■ Negative

2019 - 2020

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
29	30												29	30	31	29	30	31									
January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4							1	1	2	3	4	5	6	7			1	2	3	4		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	19	20	21	22	23	24	25	19	20	21	22	23	24	25

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

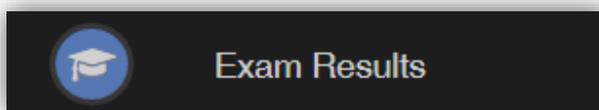
The **Classes** option is accessible only as a **Widget**.

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 Tallor chad.tallor@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%.

## 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.

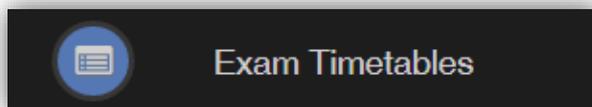
The screenshot shows the "Exam Results" page for a student named Emma. At the top, there is a search bar and a breadcrumb trail: "YOU ARE HERE: Dashboard > Exam Results". Below the search bar is a table with columns: Exam, Board, Exam Level, Season, Coursework Grade, Forecast Grade, Result 1, Result 2, and Mark/Grade. The "Board" column is highlighted in red. The table contains two entries: English H (0062A) with a mark of 100, and Mathematics (KS3) with a mark of 140(A). At the bottom, it says "Showing 2 entries".

Exam	Board	Exam Level	Season	Coursework Grade	Forecast Grade	Result 1	Result 2	Mark/Grade
English H (0062A)	Mock Exams	Internal School	December 2019			A		100
Mathematics (KS3)		GCSE-F	December 2019					140(A)

**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.

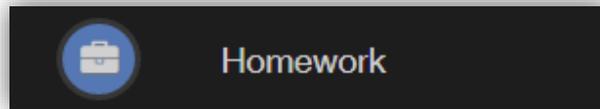
The screenshot shows the "Exam Timetables" page for a student named Chris. At the top, there is a search bar and a breadcrumb trail: "YOU ARE HERE: Dashboard > Exam Timetables". Below the search bar is a table with columns: Exam, Exam Date, Exam Time, Exam Duration, Exam Room, and Seat Location In Exam Room. The "Exam Room" and "Seat Location In Exam Room" columns are highlighted in red. The table contains three entries: 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		

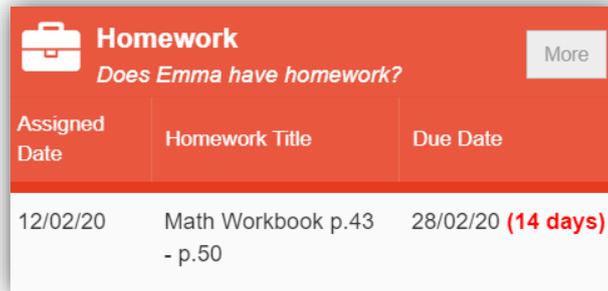
**Note:** What is displayed is configured by the school the column headers marked in red may not be displayed.

## Homework

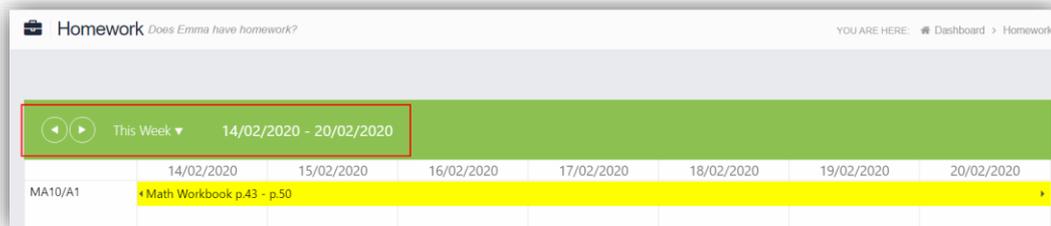
The **Homework** option is accessible from both the **Menu Bar** and a **Widget**.



**Homework** information is displayed on the **Homework Widget**.

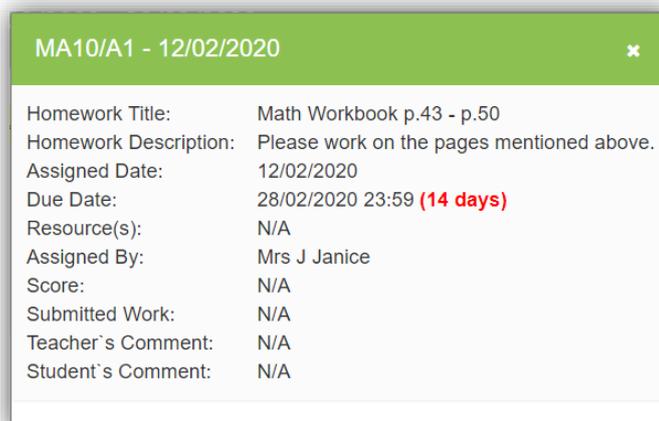


Click on the **More** button to open the **Homework** page.



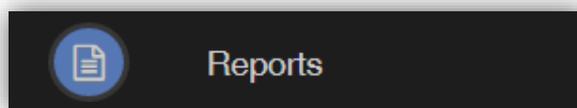
The status of the **Homework** for the current week will be displayed, to look at previous or future weeks use the forward and backward arrows.

Click on the **Homework** bar to see more details.

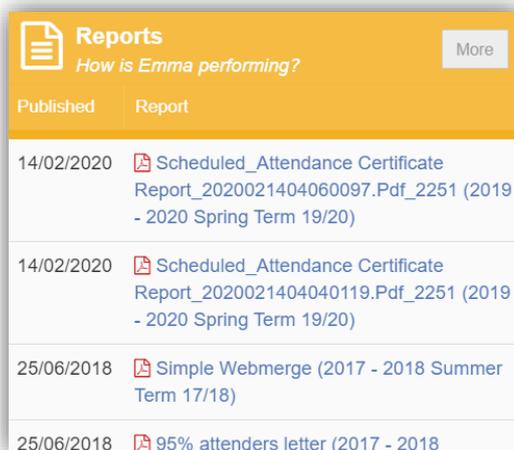


## Reports

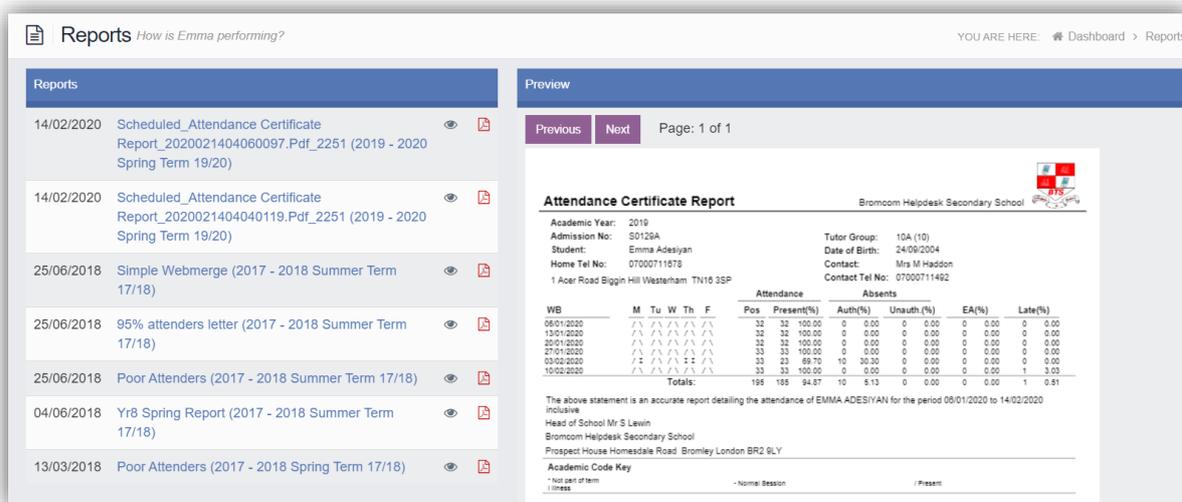
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



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



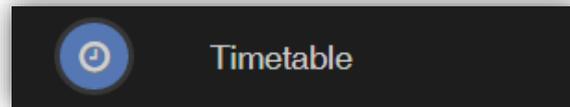
Click on the **More** button to open the **Report** page, which will list all **Reports** available.



Click on the **Report** name to download it, the format of the **Report** will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.

## Timetable

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



The **Widget** will display the timetabled sessions for the day highlighting the current session.

Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	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.

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 Tallor	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	