# MCAS Parent Guide
MyChildAtSchool [MCAS]

Selecting the MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed.
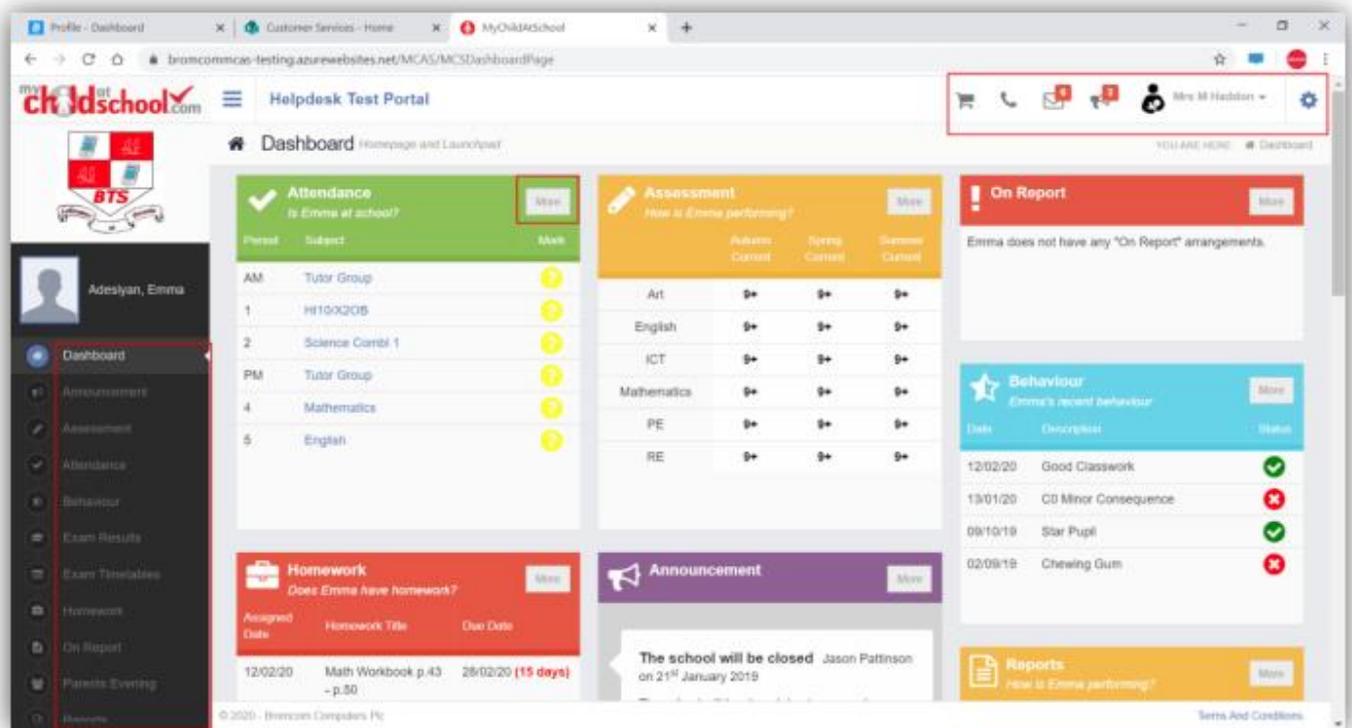
Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

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.
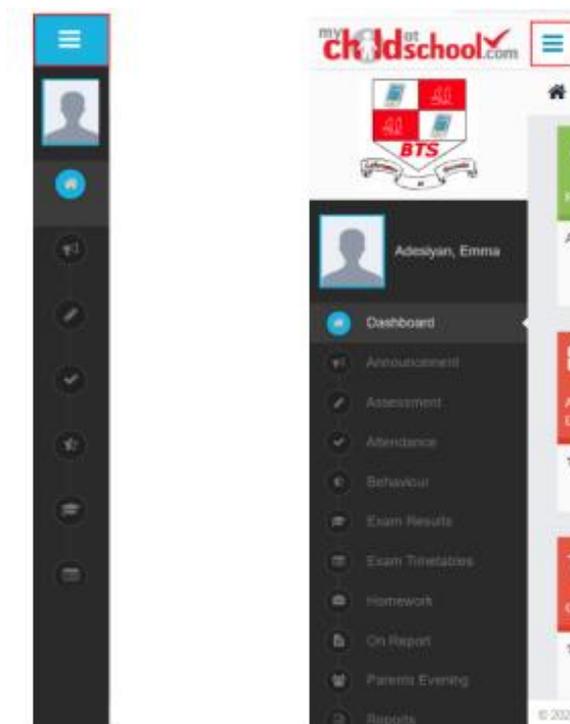

Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

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.


Announcements

The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.
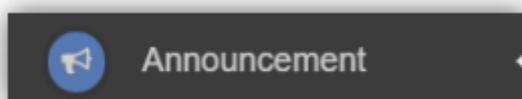
The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.
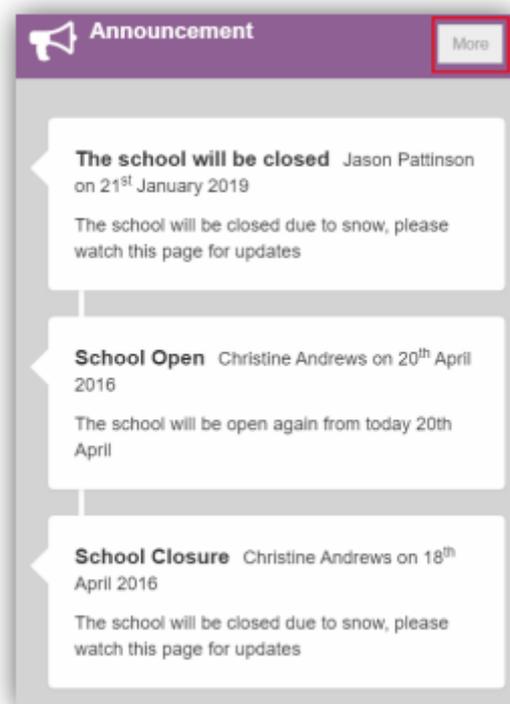
If there are any previous **Announcements** they will also be displayed.
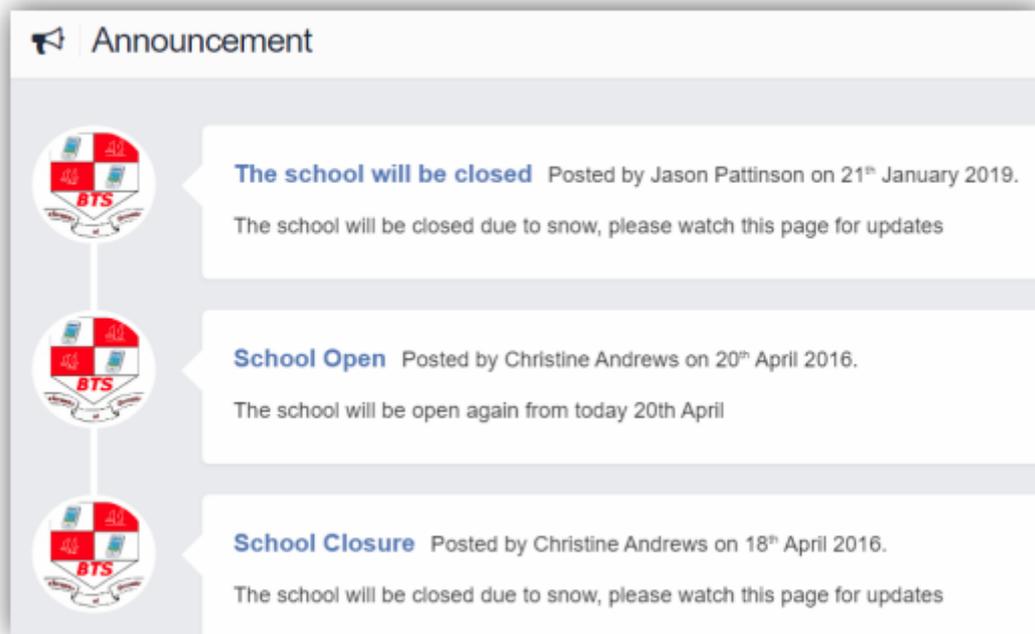
Conversations

The **Inbox** page contains any **Conversations** between the school and the **User**.
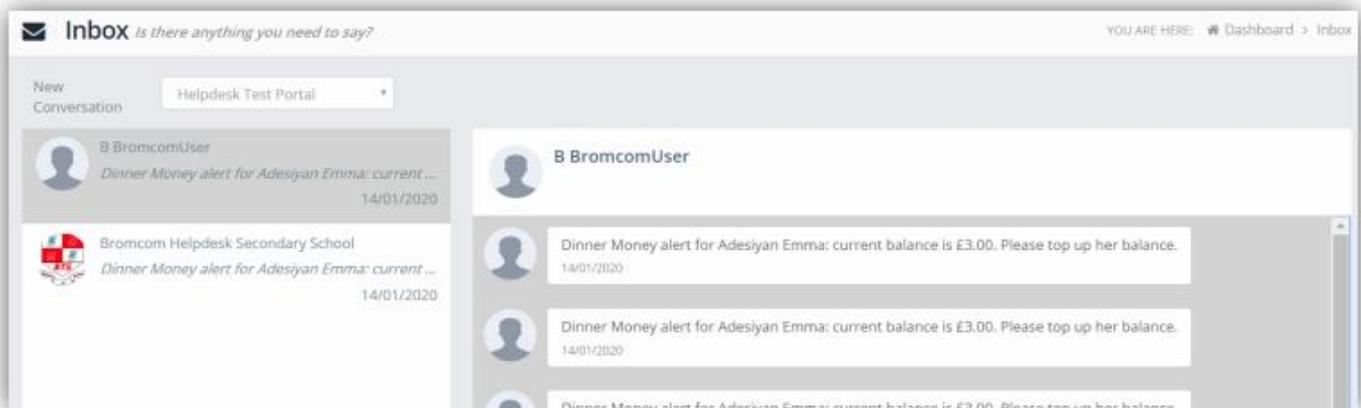
The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

Payment History

The **Payment History** page contains the last **10 Payments** made by the **User**.

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

Clubs and Trips

The **Clubs & Trips** option is accessible from both the **Menu Bar** and a **Widget**.
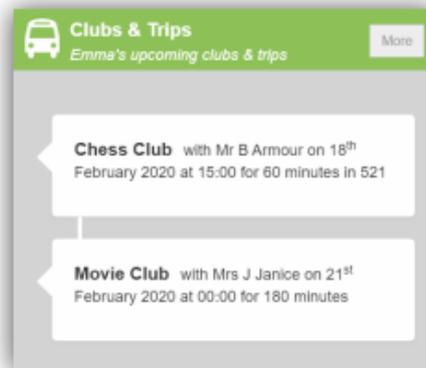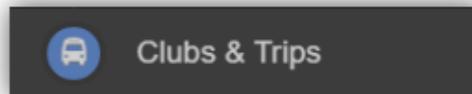
The **Widget** only displays the current **Clubs & Trips** that the **Student** is part of, while the **Clubs & Trips** page from the **Menu Bar** shows the same, as well as any Clubs & Trips that are available to be booked.

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

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

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.

Dinners

The Dinners option is accessible from both the **Menu Bar** and a **Widget**.
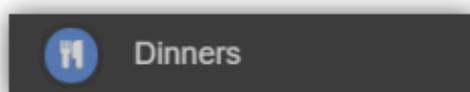
The **Dinner Detail Widget**, displays the last **Meals** that have been taken.
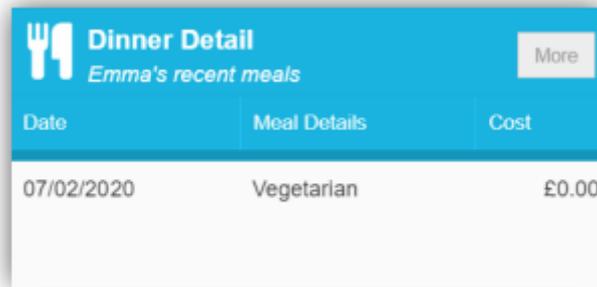
Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.

Dinner Money

The **Dinner Money** option is only as a **Widget**.
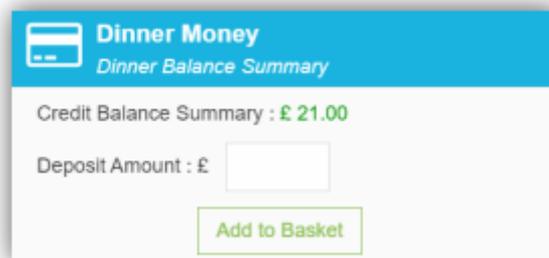
The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking the **X** to the right.

To continue click on the green **Checkout** bar at the bottom of the page, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue to make your payment.
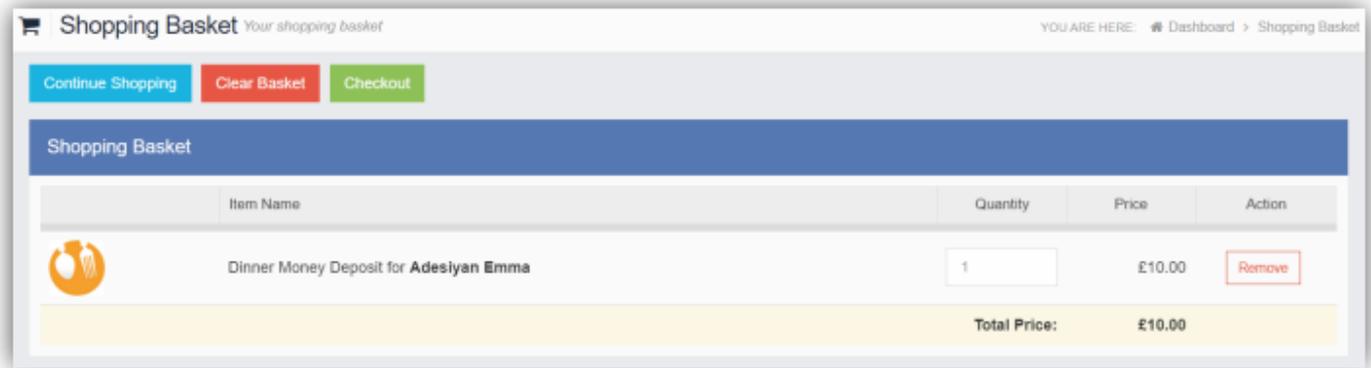
Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.
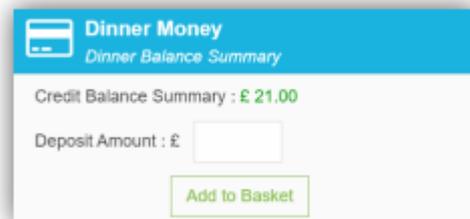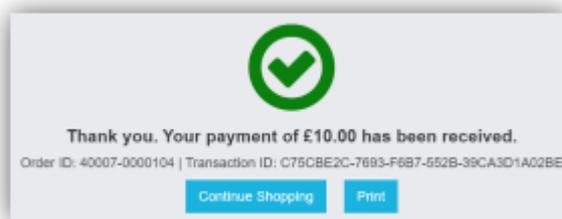

Parents Evening

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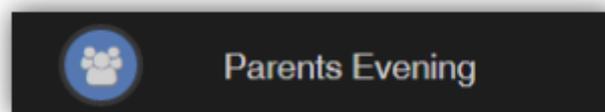
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.

Along with the date of the **Parents Evening**, a list of appointments that need to be booked and a closing date for making the bookings will be displayed.

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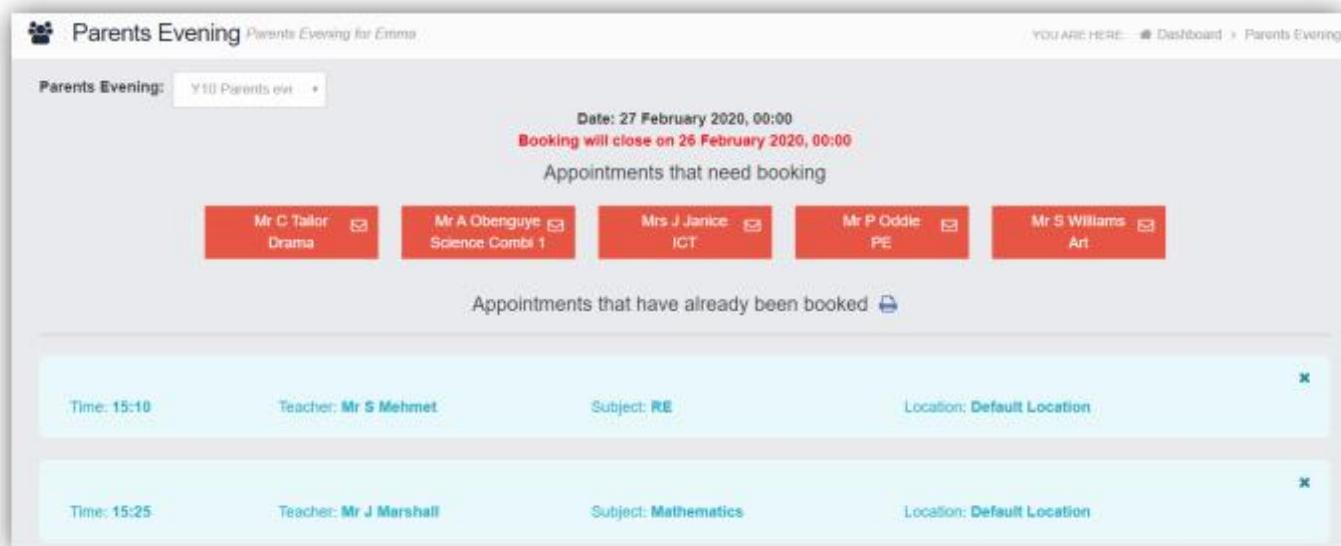

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

School Shop

The **School Shop** option is accessible only from the **Menu Bar**.
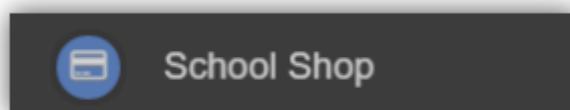
This is an Online School Shop and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.
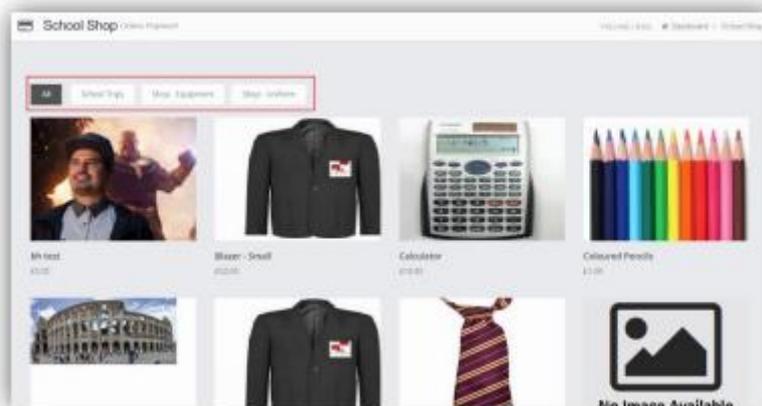

The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop – Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.
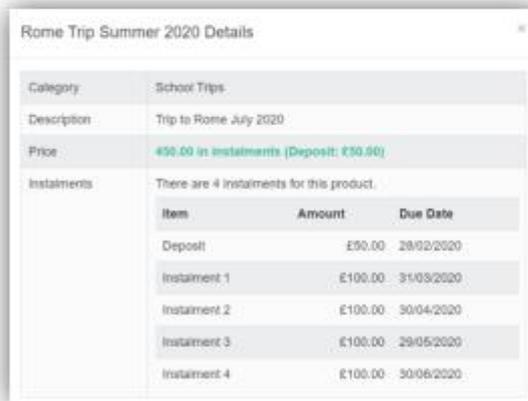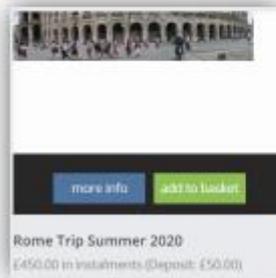

If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click **Add Deposit to Basket** or **Add Full Amount to Basket** button.
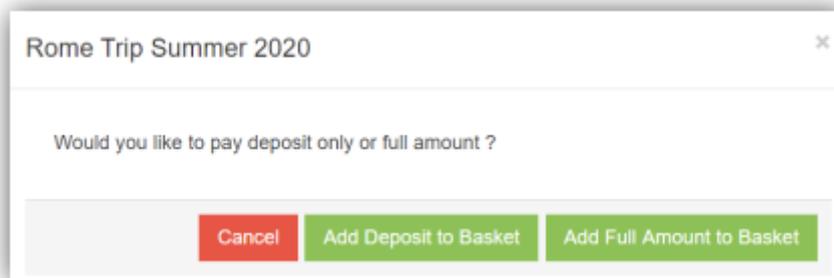

The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.
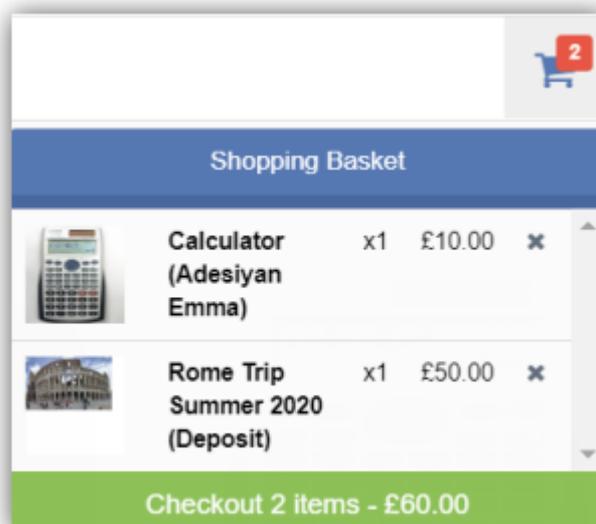
To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.
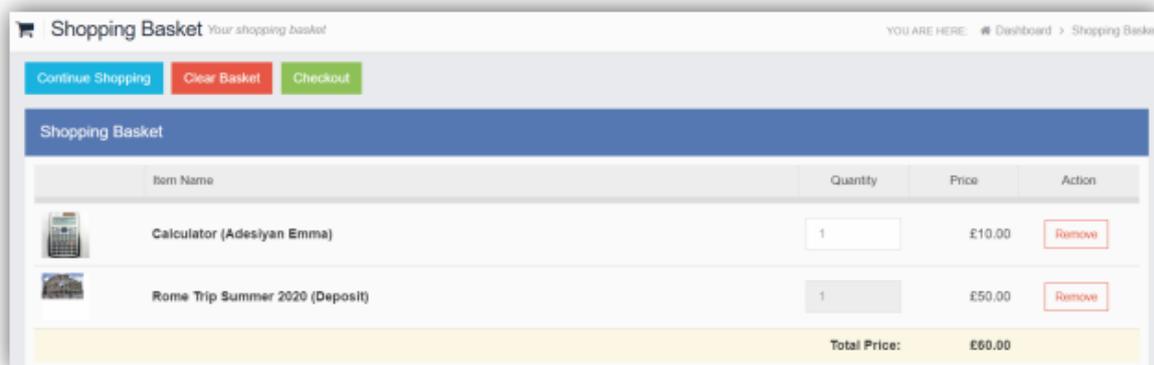
To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

On clicking the Checkout button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made by Card.
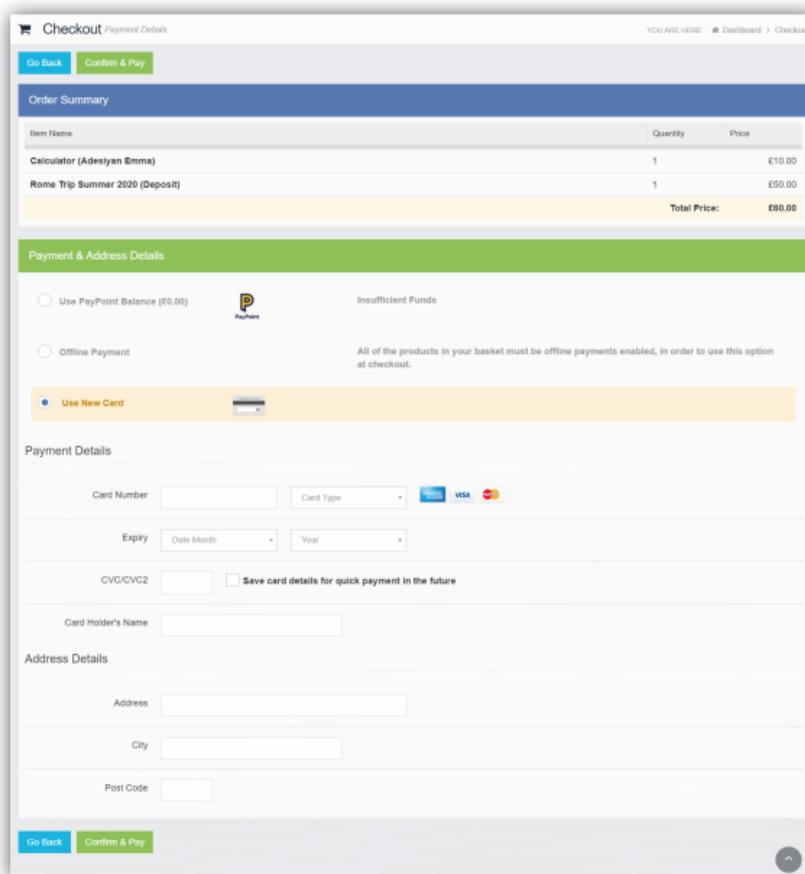

Enter your payment details and click on the Confirm & Pay button, the payment will go through the Secure Payment process and when completed a Confirmation message will be given.
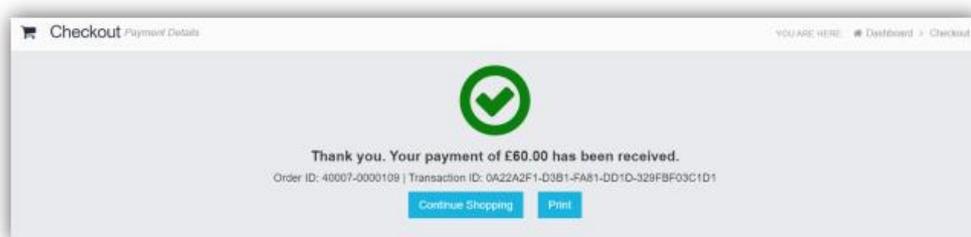
Outstanding Payments

The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.
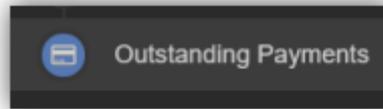
When an item has been purchased in **Instalments**, this will be displayed on the **Outstanding Payments Widget**.
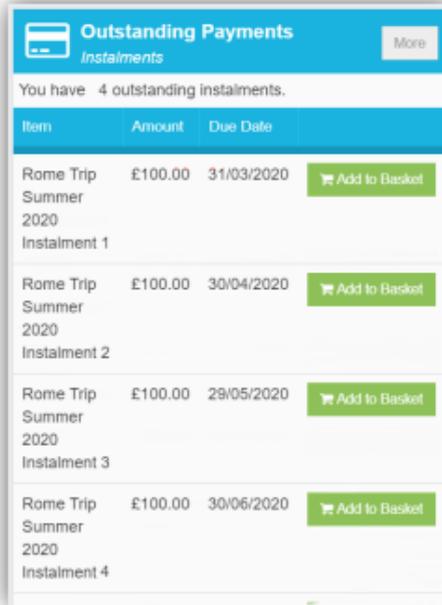
Clicking on the **More** button will display the full details. An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.