

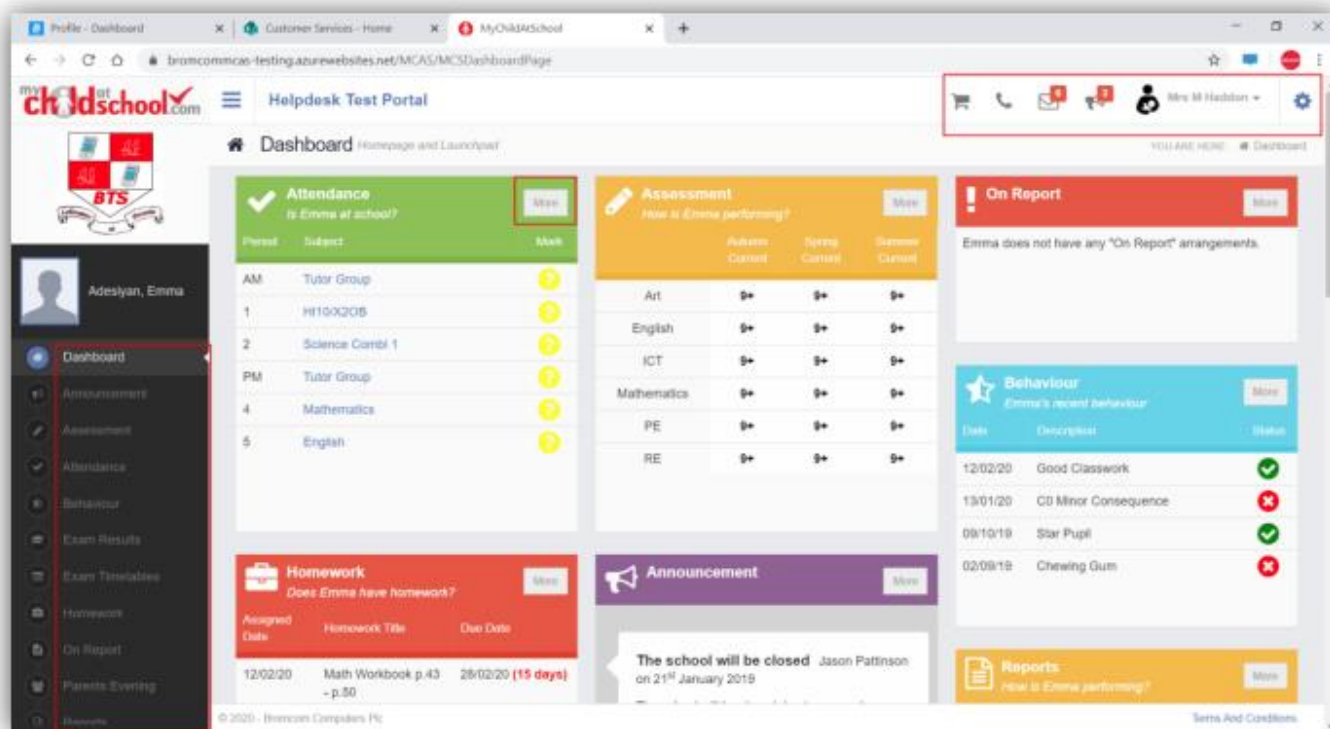
# MCAS Parent Guide

## MyChildAtSchool [MCAS]



## Selecting the MCAS Dashboard

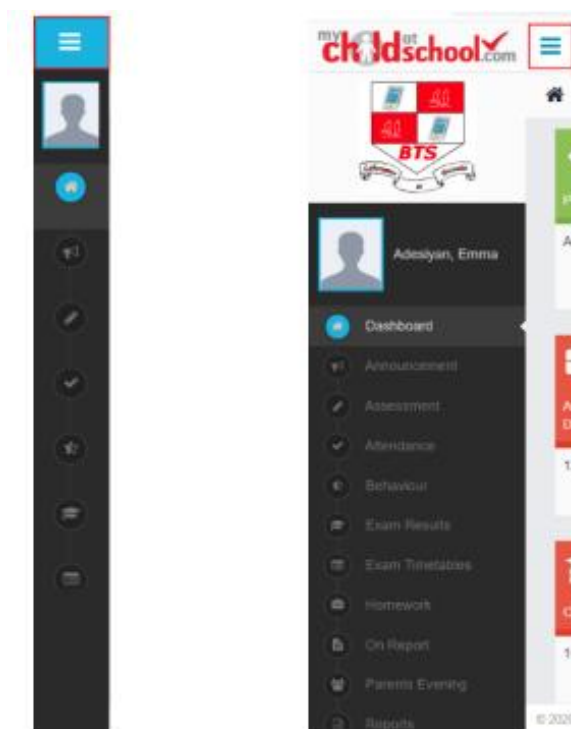
Once you have logged in the **Dashboard** will be displayed.



**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.

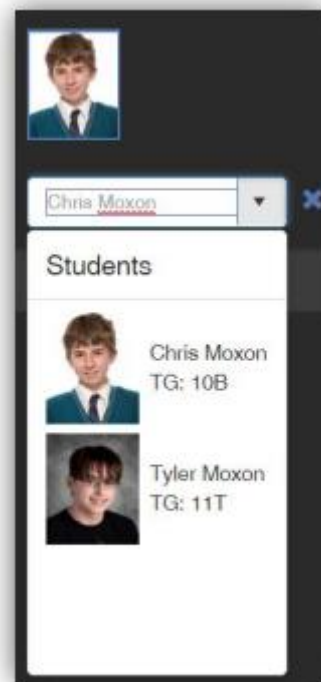


**Note:** Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

## Multiple Students

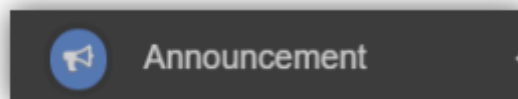
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

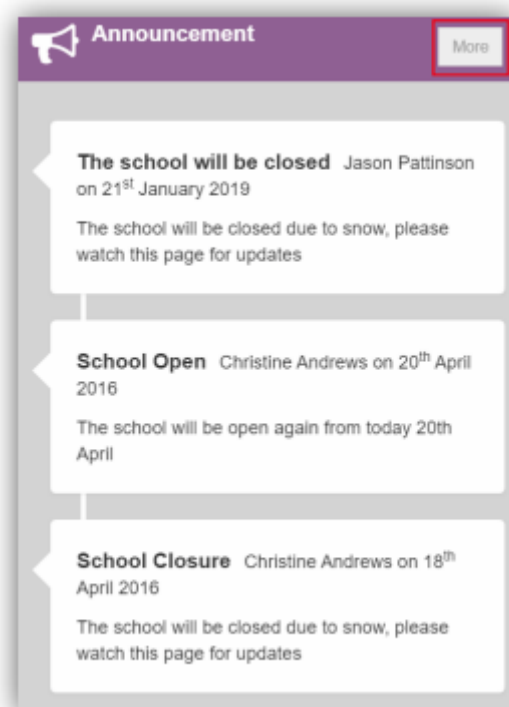


## Announcements

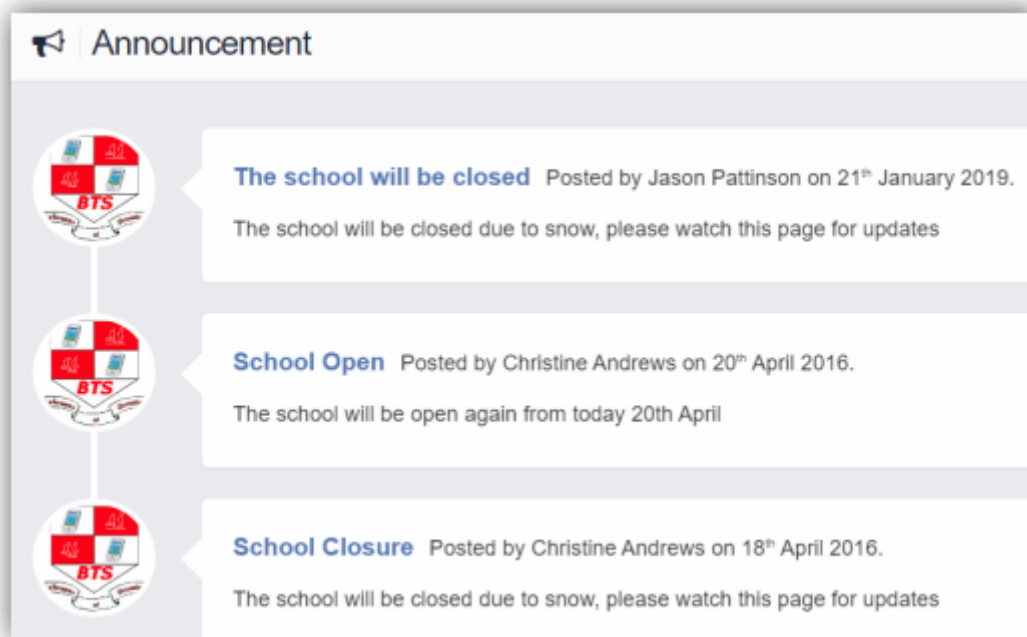
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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

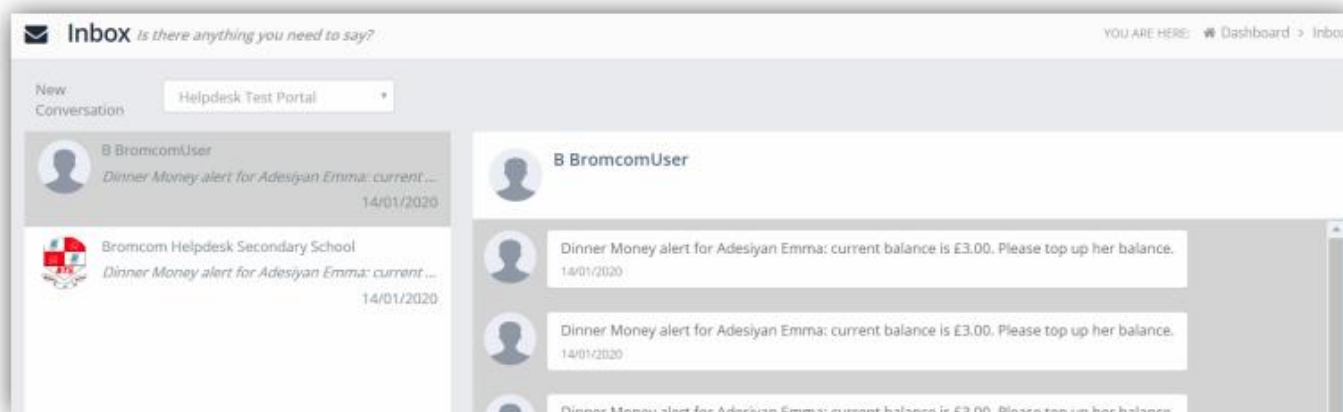


If there are any previous **Announcements** they will also be displayed.



## 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**.

Payments History *Previous orders and payments* YOU ARE HERE: Dashboard > Payments History

Search:

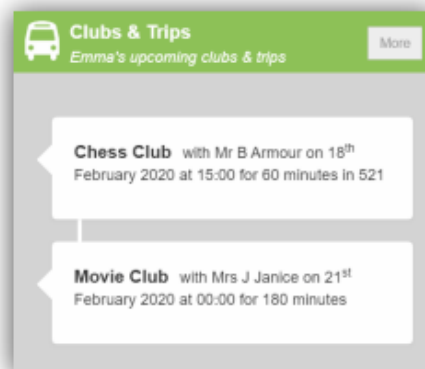
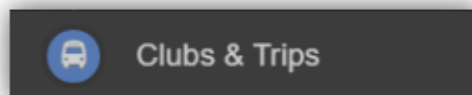
Order Number	Authorisation Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
<a href="#">40007-0000101</a>	3535756	18/02/2020 08:58:59	2	Card	£60.00	Paid
<a href="#">99997-0000100</a>	3300927	21/01/2020 11:09:18	1	Card	£3.00	Paid
<a href="#">99997-0000099</a>	3300898	21/01/2020 11:06:51	1	Card	£5.00	Paid
<a href="#">99997-0000095</a>	3039335	11/12/2019 09:51:42	1	Card	£5.00	Paid
<a href="#">99997-0000094</a>	3039313	11/12/2019 09:49:15	1	Card	£5.00	Paid
<a href="#">99997-0000093</a>	3039223	11/12/2019 09:42:59	1	Card	£5.00	Paid
<a href="#">99997-0000092</a>	3039176	11/12/2019 09:37:23	1	Card	£10.00	Paid
<a href="#">99995-0000090</a>	2614561	16/10/2019 09:17:10	1	Card	£15.00	Paid
<a href="#">99995-0000089</a>	2614502	16/10/2019 09:10:19	1	Card	£0.00	Refunded
<a href="#">99995-0000087</a>	2583363	10/10/2019 18:23:53	1	Card	£10.00	Paid

Showing 10 entries

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.

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 Taylor

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.

Clubs & Trips

Emma's upcoming clubs & trips

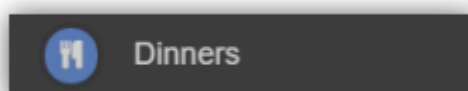
YOU ARE HERE: [Dashboard](#) > [Clubs & Trips](#)

Emma's Clubs & Trips

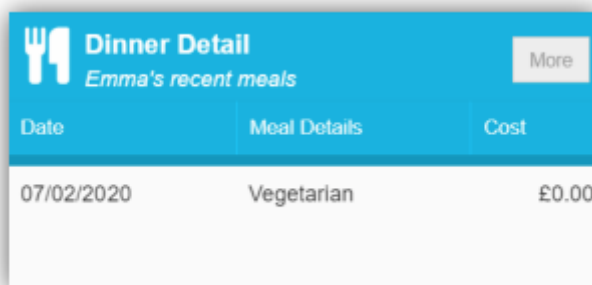
Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		
Lacrosse	Mr C Taylor	21/02/2020	04:00		£0.00		
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		
Red Hot Chili Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00	Add To Basket	

## 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.



The Dinner Detail Widget shows a header with a fork and knife icon, the title "Dinner Detail", and the subtitle "Emma's recent meals". A "More" button is in the top right. Below is a table with three columns: Date, Meal Details, and Cost.

Date	Meal Details	Cost
07/02/2020	Vegetarian	£0.00

Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.



The Dinners page shows a filter for transactions between 01/01/2019 and 18/02/2020. It contains two tables: one for dinner meals and one for payment details.

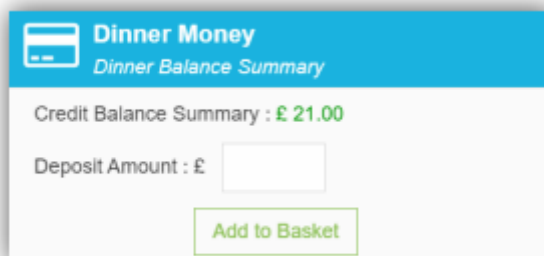
Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

Payment Date	Payment Detail	Amount
21/01/2020 11:09:18	Dinner Money Deposit for Emma Adeslyan	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adeslyan Emma	£5.00

## Dinner Money

The **Dinner Money** option is only as a **Widget**.



The Dinner Money widget shows a credit balance summary of £21.00. It includes a text input for the deposit amount and an "Add to Basket" button.

**Dinner Money**  
*Dinner Balance Summary*

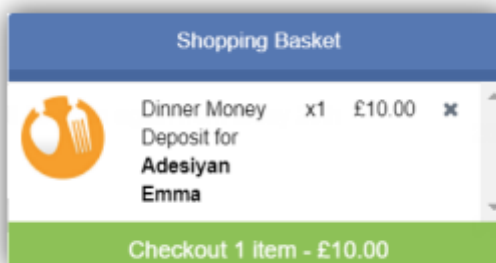
Credit Balance Summary : £ 21.00

Deposit Amount : £


[Add to Basket](#)

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.

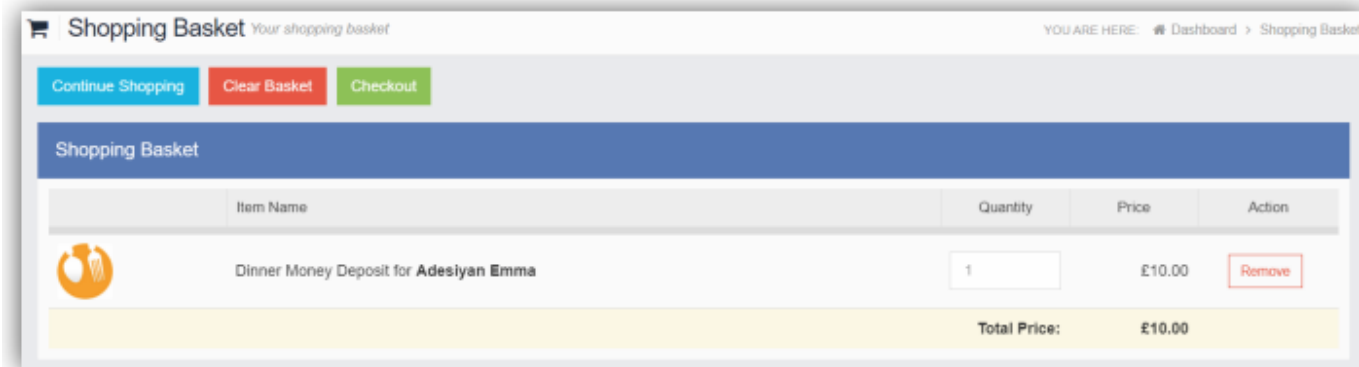


The Shopping Basket shows one item: "Dinner Money Deposit for Adeslyan Emma" with a quantity of 1 and a price of £10.00. There is a button to remove the item (X) and a checkout button at the bottom.

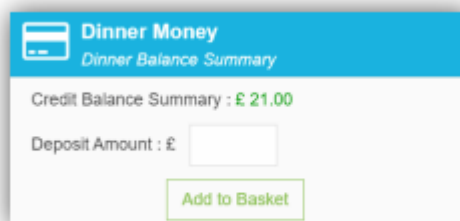
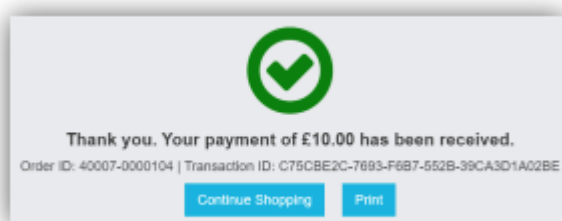
Shopping Basket			
	Dinner Money Deposit for Adeslyan Emma	x1	£10.00 X
Checkout 1 item - £10.00			



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.

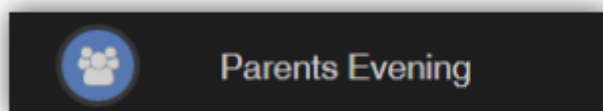


Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.



## Parents Evening

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



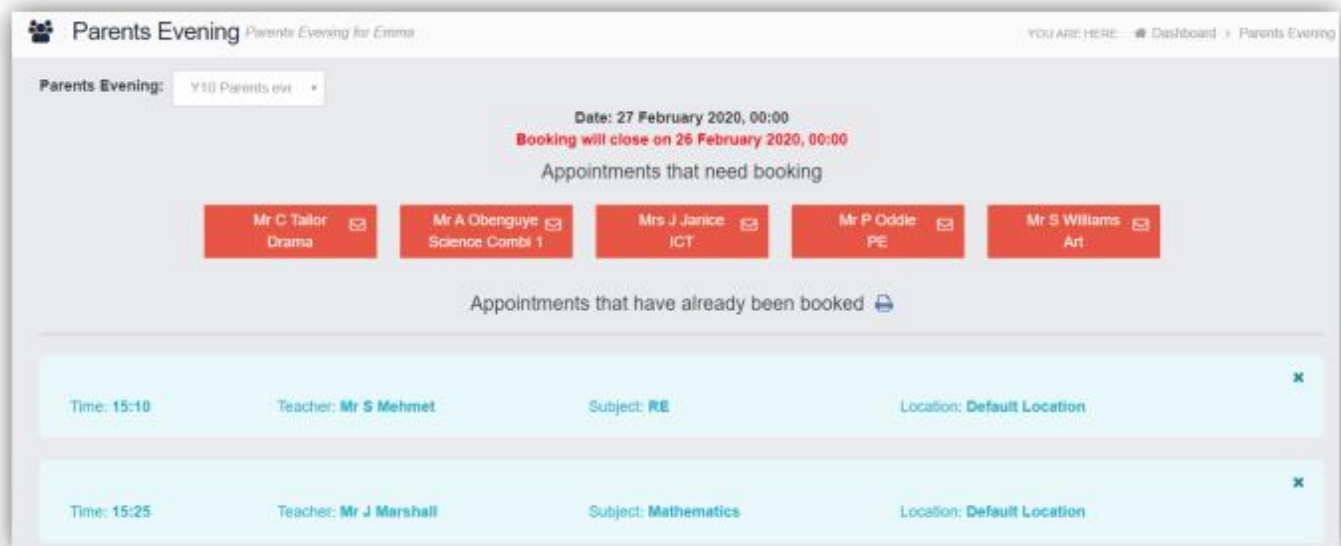
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



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.



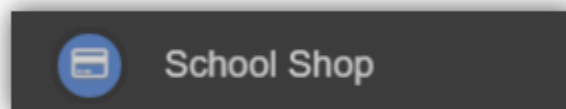
The **Teacher/Class** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.



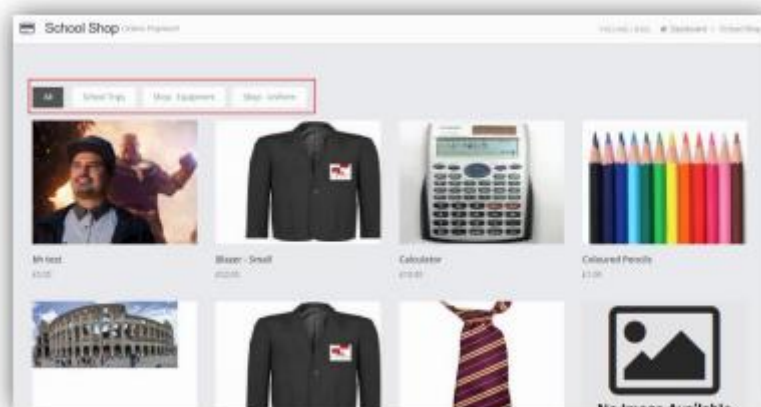
Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

## 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.

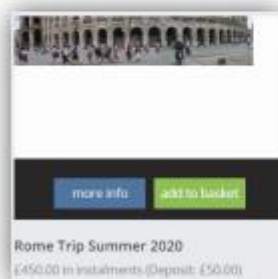


The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop – Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

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.



Category	Shop - Equipment
Description	Calculator
Price	10.00 in instalments (Deposit: £0.00)



Rome Trip Summer 2020 Details

Category	School Trips																		
Description	Trip to Rome July 2020																		
Price	450.00 in instalments (Deposit: £50.00)																		
Instalments	There are 4 instalments for this product. <table><tr><th>Item</th><th>Amount</th><th>Due Date</th></tr><tr><td>Deposit</td><td>£50.00</td><td>28/02/2020</td></tr><tr><td>Instalment 1</td><td>£100.00</td><td>31/03/2020</td></tr><tr><td>Instalment 2</td><td>£100.00</td><td>30/04/2020</td></tr><tr><td>Instalment 3</td><td>£100.00</td><td>29/05/2020</td></tr><tr><td>Instalment 4</td><td>£100.00</td><td>30/06/2020</td></tr></table>	Item	Amount	Due Date	Deposit	£50.00	28/02/2020	Instalment 1	£100.00	31/03/2020	Instalment 2	£100.00	30/04/2020	Instalment 3	£100.00	29/05/2020	Instalment 4	£100.00	30/06/2020
Item	Amount	Due Date																	
Deposit	£50.00	28/02/2020																	
Instalment 1	£100.00	31/03/2020																	
Instalment 2	£100.00	30/04/2020																	
Instalment 3	£100.00	29/05/2020																	
Instalment 4	£100.00	30/06/2020																	

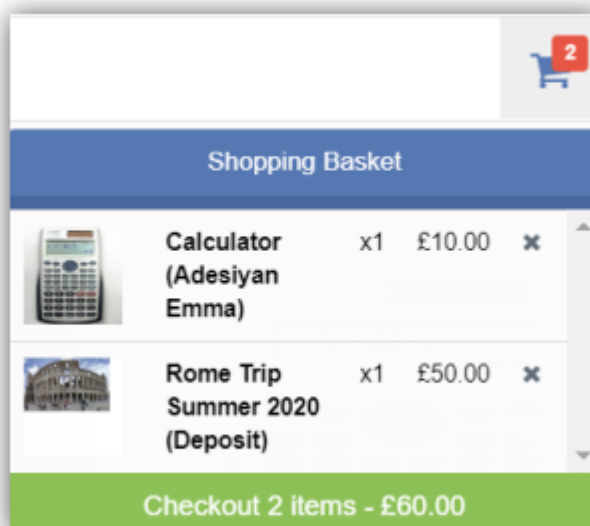
If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click **Add Deposit to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

Rome Trip Summer 2020

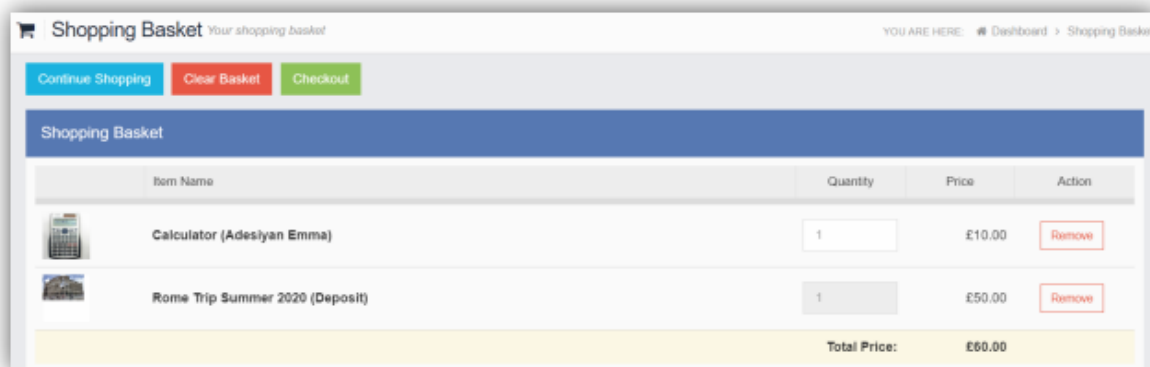
Would you like to pay deposit only or full amount ?

Cancel
Add Deposit to Basket
Add Full Amount to Basket

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.

**Checkout** Payment Details

YOU ARE HERE: [Dashboard](#) > [Checkout](#)

[Go Back](#) [Confirm & Pay](#)

**Order Summary**

Item Name	Quantity	Price
Calculator (Adesiyen Emma)	1	£10.00
Rome Trip Summer 2020 (Deposit)	1	£50.00
<b>Total Price:</b>		<b>£60.00</b>

**Payment & Address Details**

☐ Use PayPoint Balance (£0.00) Insufficient Funds  
☐ Offline Payment All of the products in your basket must be offline payments enabled, in order to use this option at checkout.  
☒ Use New Card

**Payment Details**

Card Number  Card Type

Expiry

CVC/CVC2  ☐ Save card details for quick payment in the future

Card Holder's Name

**Address Details**

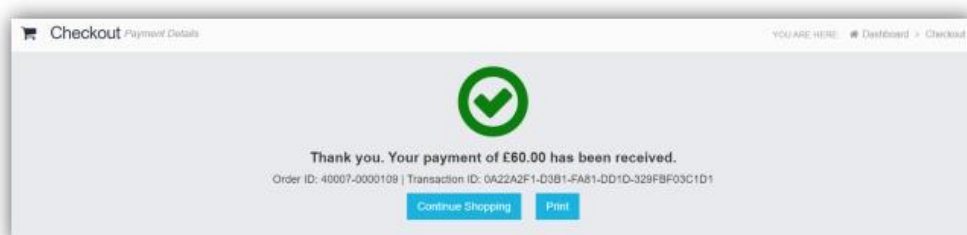
Address

City

Post Code

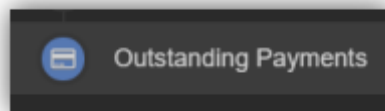
[Go Back](#) [Confirm & Pay](#)

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.

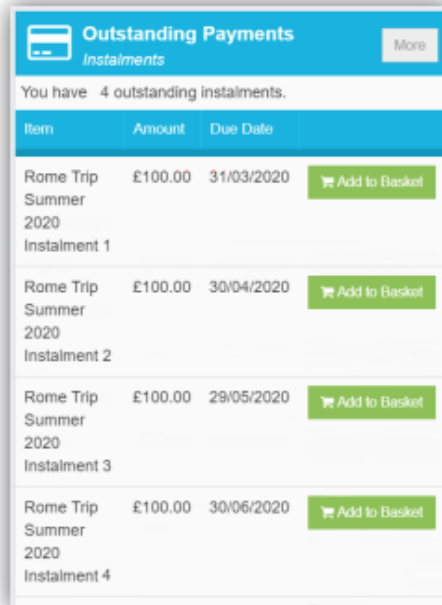


## Outstanding Payments

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.

Outstanding Payments Instalments					
YOU ARE HERE: <a href="#">Dashboard</a> > <a href="#">Outstanding Payments</a>					
Outstanding Payment Instalments					
Item	Total	Instalments	Next Payment Due		Next Payment Amount
Rome Trip Summer 2020 for Emma Adesliyan (Product)	£450.00	4	31/03/2020		£100.00
Instalment	Order Number	Amount	Status	Due Date	
Deposit	40007-0000109	£50.00	Paid	28/02/2020	
Instalment 1		£100.00	Not Due	31/03/2020	Add to Basket
Instalment 2		£100.00	Not Due	30/04/2020	Add to Basket
Instalment 3		£100.00	Not Due	29/05/2020	Add to Basket
Instalment 4		£100.00	Not Due	30/06/2020	Add to Basket