

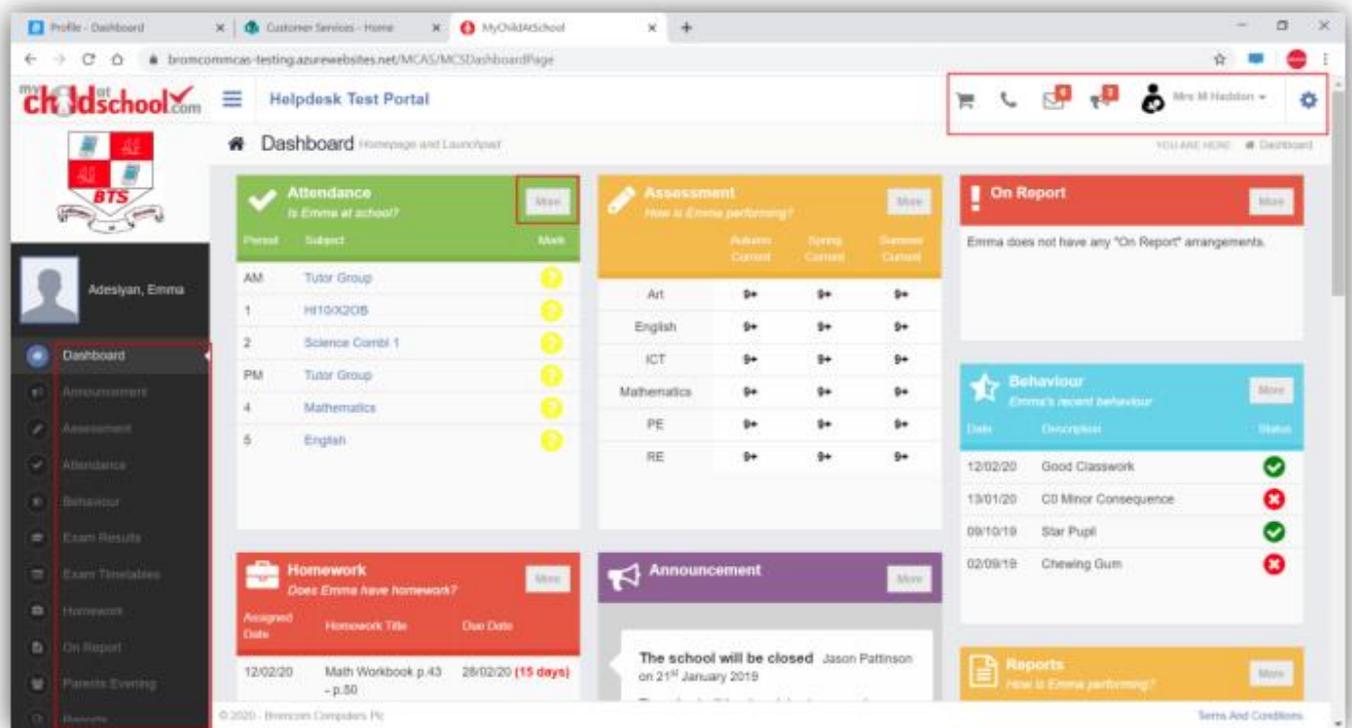
MCAS Parent Guide

MyChildAtSchool [MCAS]



Selecting the MCAS Dashboard

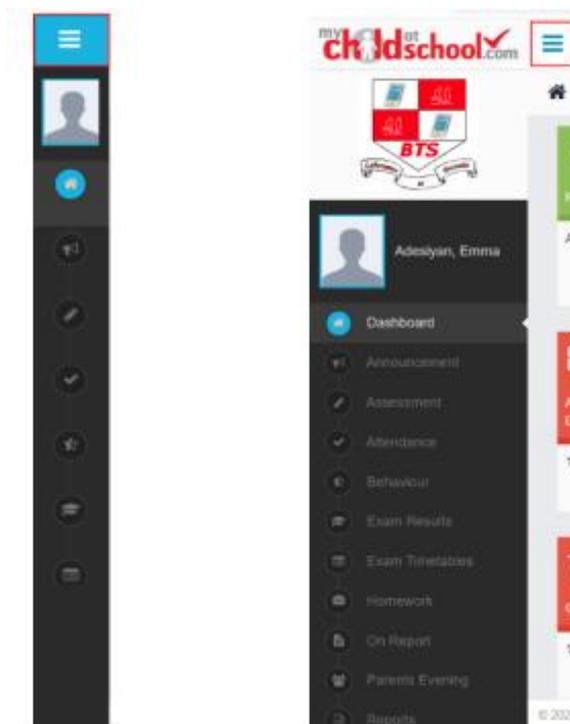
Once you have logged in the **Dashboard** will be displayed.



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

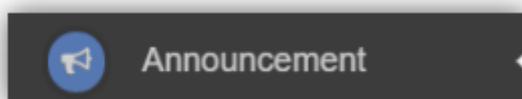
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

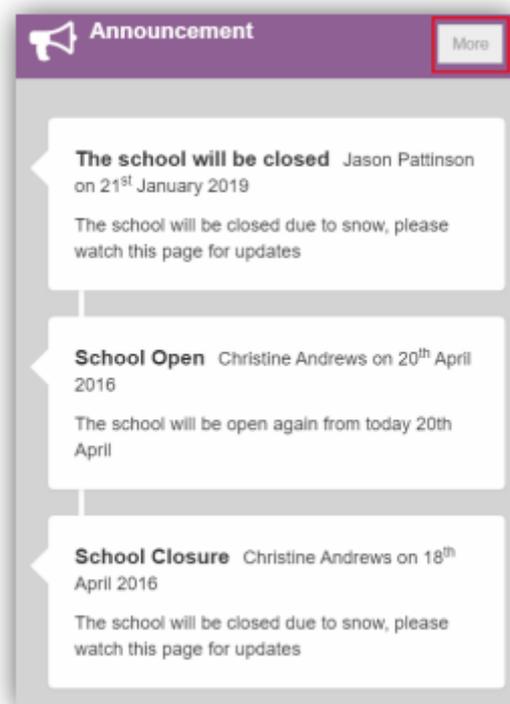


Announcements

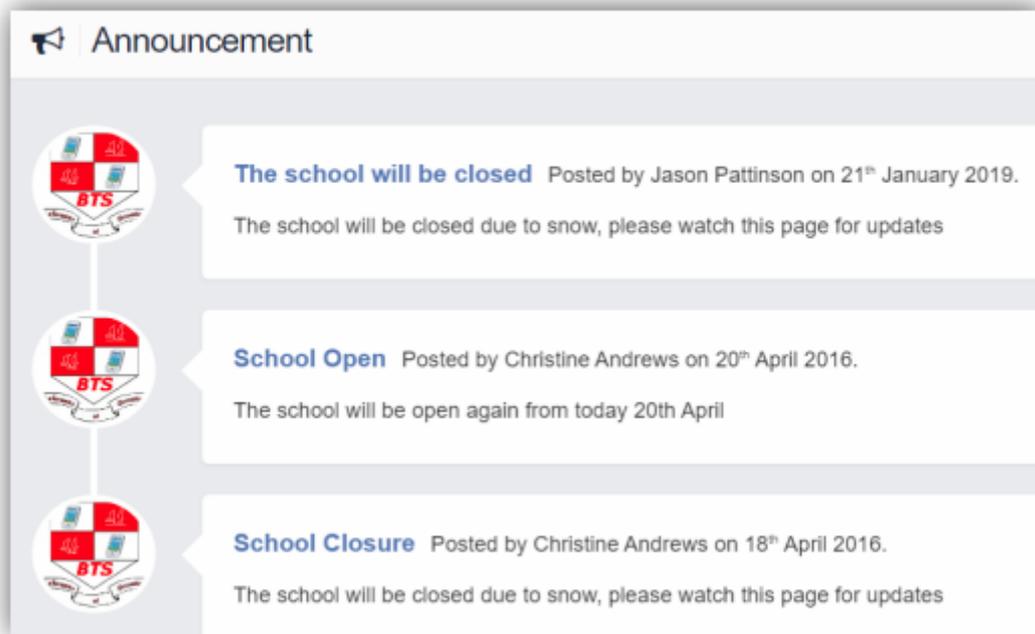
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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

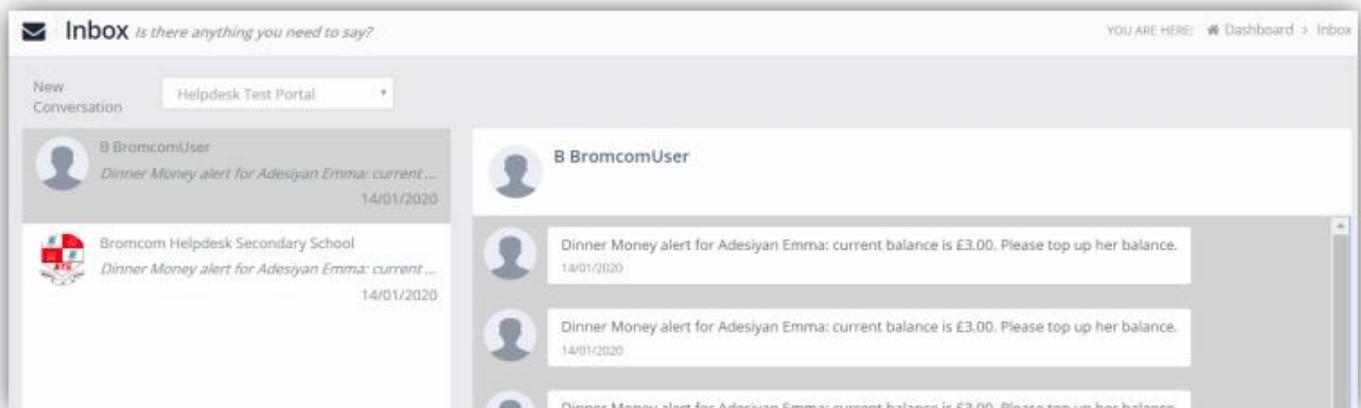


If there are any previous **Announcements** they will also be displayed.



Conversations

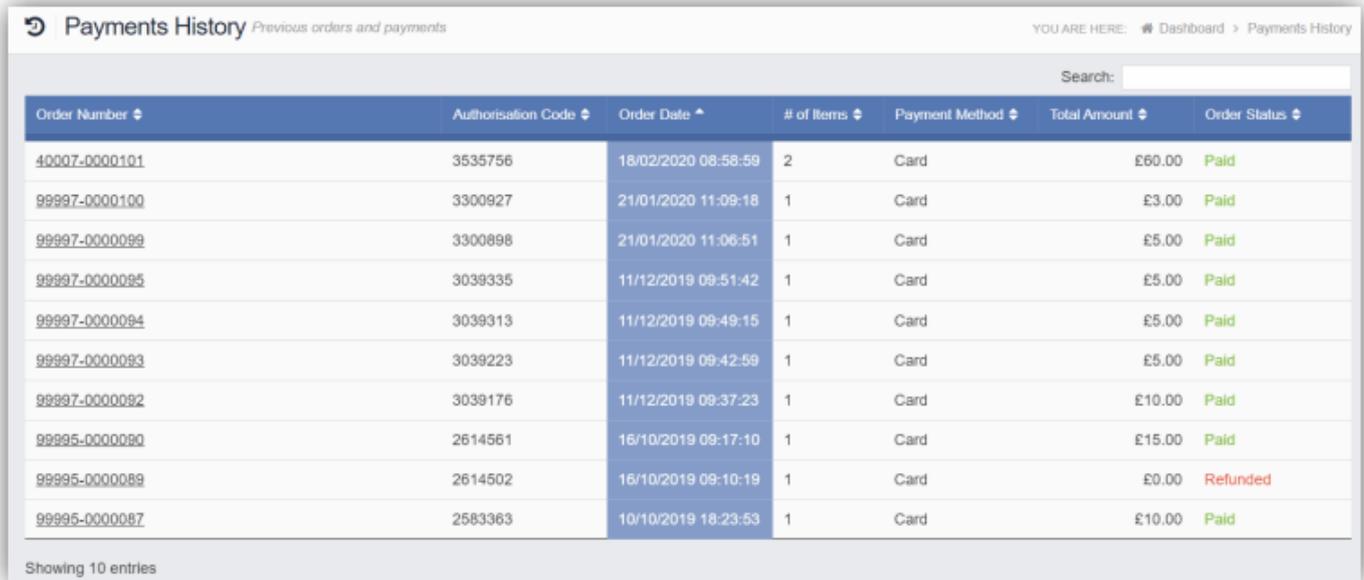
The **Inbox** page contains any **Conversations** between the school and the **User**.



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:

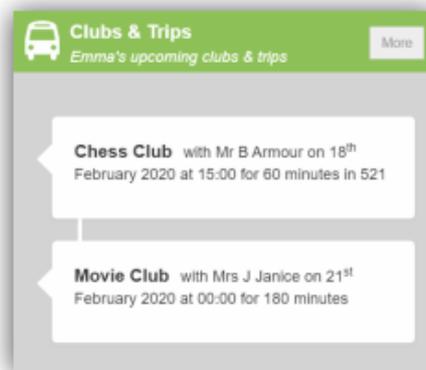
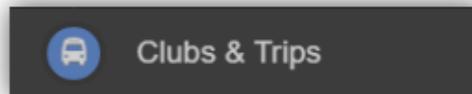
Order Number	Authorisation Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
40007-0000101	3535756	18/02/2020 08:58:59	2	Card	£60.00	Paid
99997-0000100	3300927	21/01/2020 11:09:18	1	Card	£3.00	Paid
99997-0000099	3300898	21/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3039335	11/12/2019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

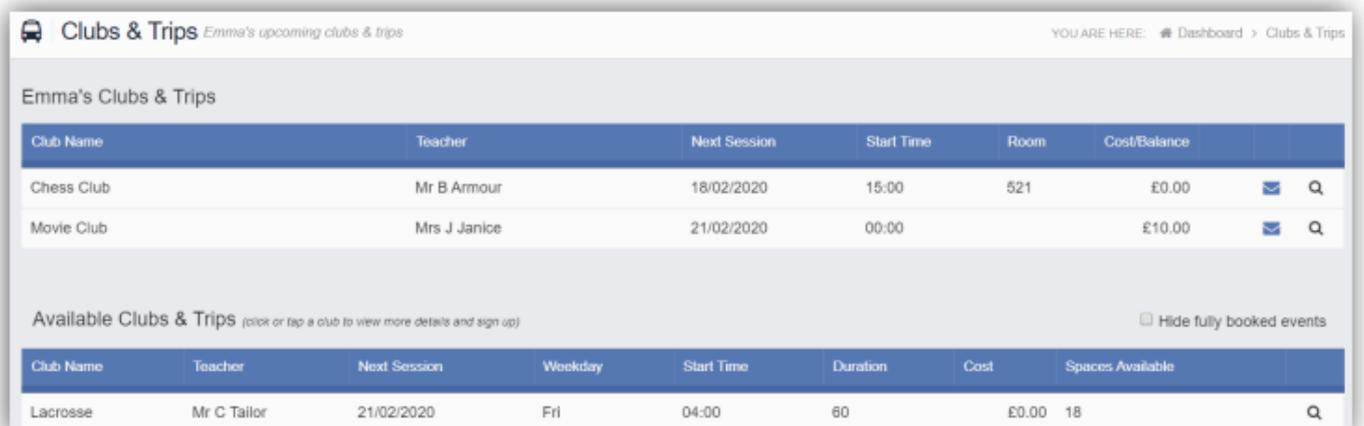
This page can be **Searched** or **Ordered** by **Columns**.

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 Taylor	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

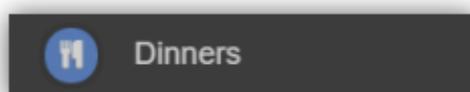
YOU ARE HERE: Dashboard > Clubs & Trips

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.

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**.

Transactions between: 01/01/2019 and 18/02/2020

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**.

Dinner Money
Dinner Balance Summary

Credit Balance Summary : **£ 21.00**

Deposit Amount : £

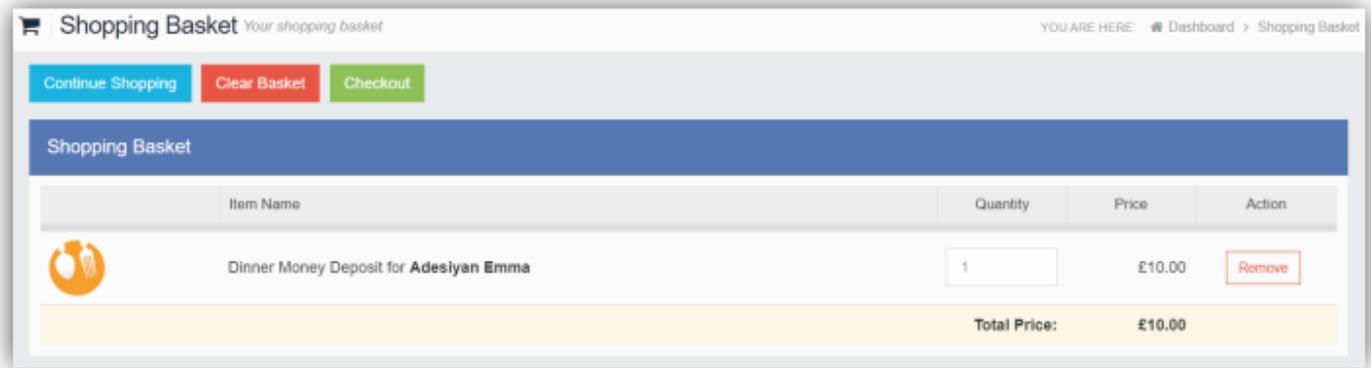
Add to Basket

The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

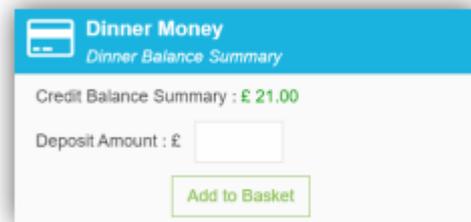
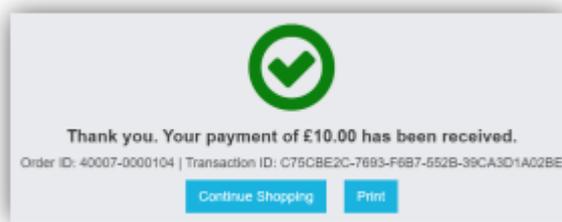
To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking the **X**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

Shopping Basket			
	Dinner Money Deposit for Adeslyan Emma	x1	£10.00
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.

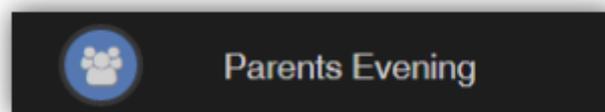


Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.



Parents Evening

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

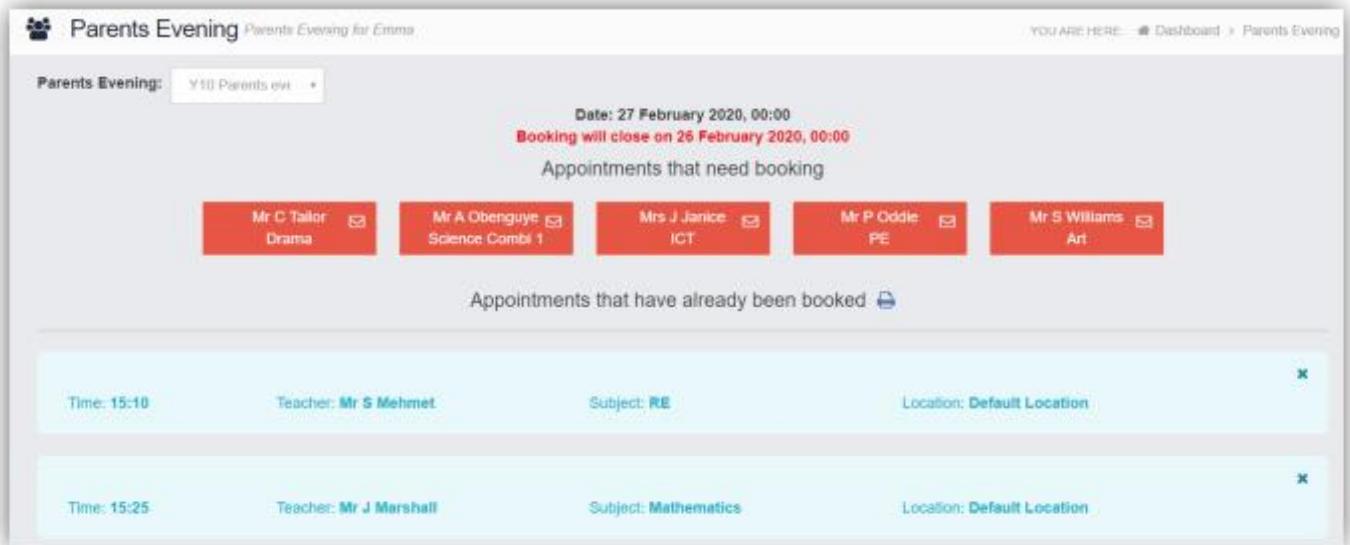


The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



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.

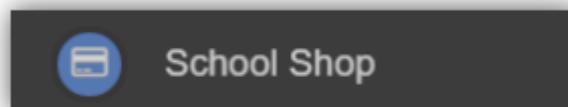
The **Teacher/Class** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.



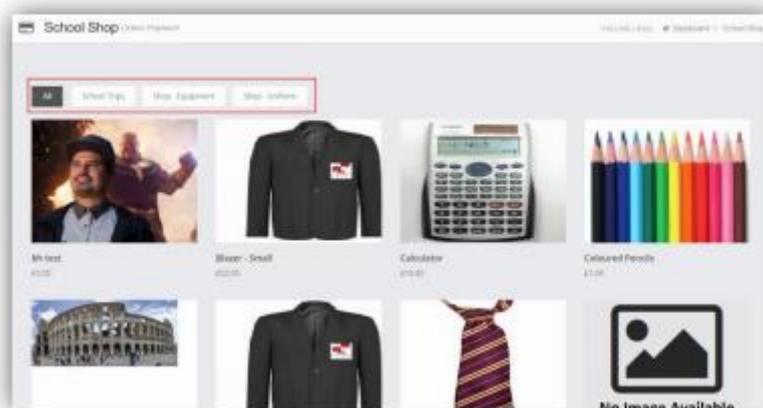
Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

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.

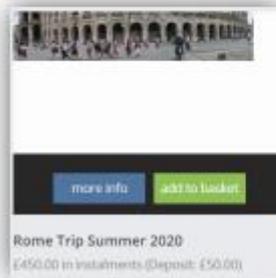


The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop – Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

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.



Calculator Details	
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.	
	Item	Amount
	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

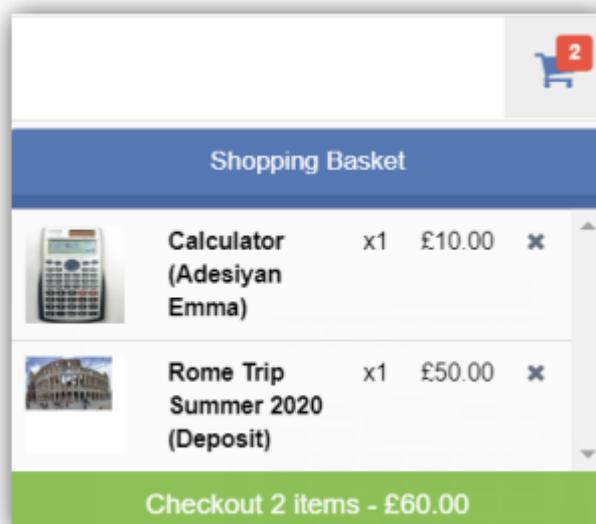
If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click **Add Deposit to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

Rome Trip Summer 2020 ✕

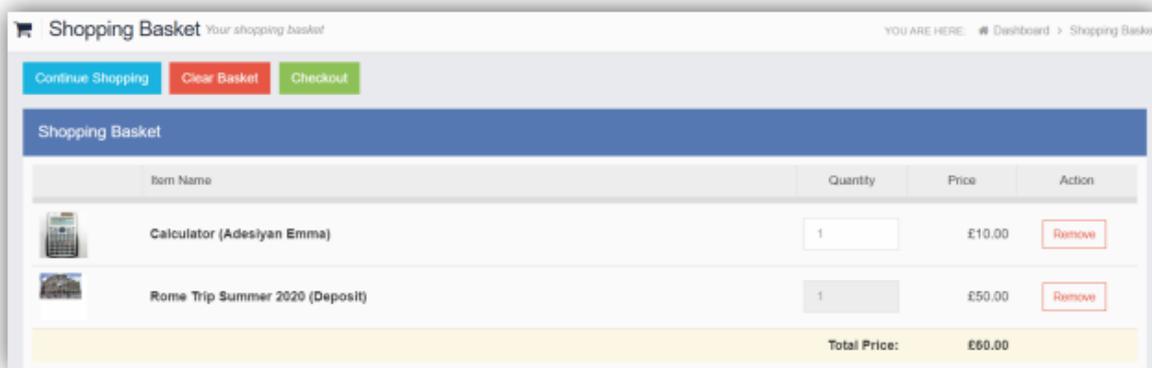
Would you like to pay deposit only or full amount ?

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.

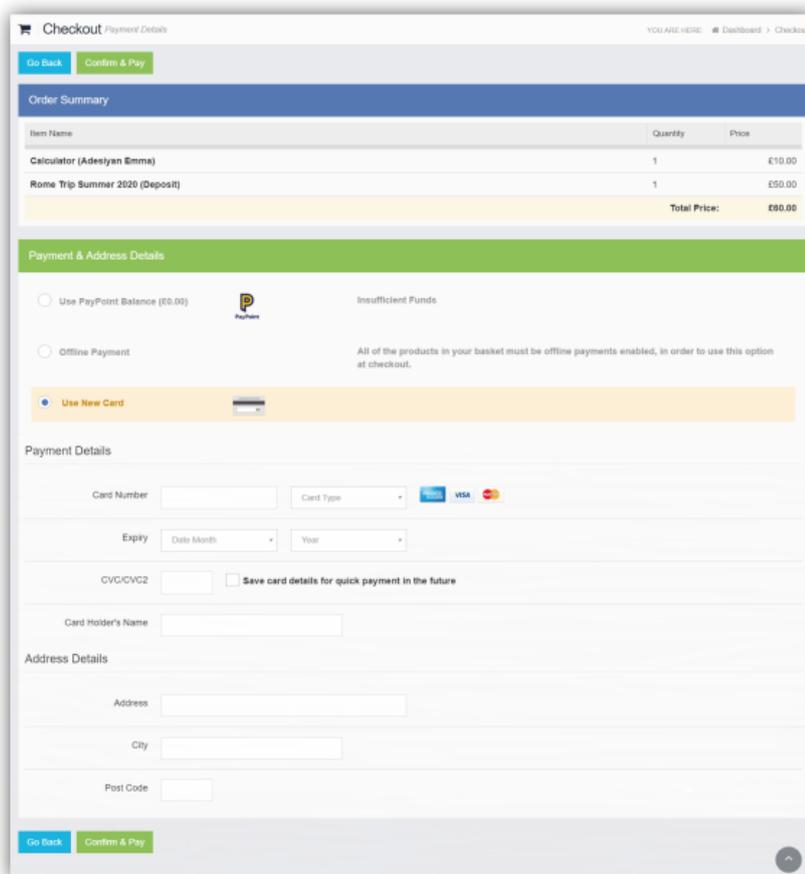


To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.

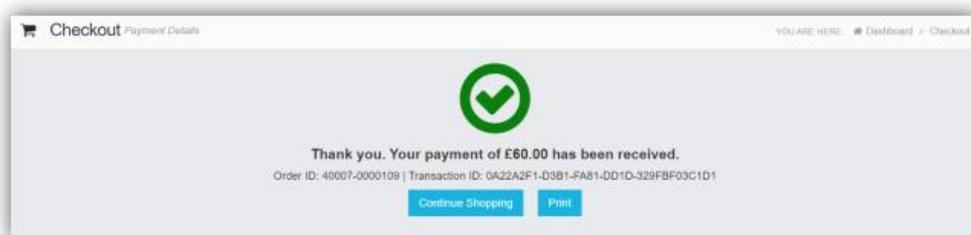


To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

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.

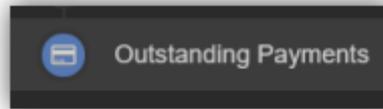


Enter your payment details and click on the Confirm & Pay button, the payment will go through the Secure Payment process and when completed a Confirmation message will be given.

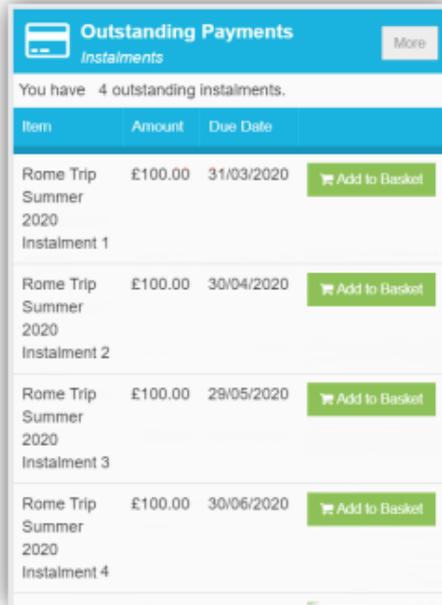


Outstanding Payments

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.

