

“Online Parental Engagement”



MCAS PARENT GUIDE

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INTRODUCTION

'My Child At School' 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'.

Parents no longer need to wait for termly reports to obtain information about their child; they can check whenever they want from wherever they are for up-to-date information. Parents will therefore take a more pro-active role in the development of their child's education.

In summary, 'My Child At School' provides:

- ✓ Access real-time Attendance, Assessment and Behavioural data
- ✓ Provides an insight to parents on their child's schoolwork (homework topics etc.)
- ✓ Communication facilities to improve contact between parents and schools
- ✓ A platform for schools to present themselves to the wider community

Throughout this manual, 'My Child At School' will be abbreviated to **MCAS**.

Note: The information in this manual 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.

*This guide is aimed at providing the parent/carer with the knowledge to be able to best utilise the portal.
Further instructions may be issued directly from your child's school.*

HOW TO ACCESS MCAS

STEP 1: From within 'Internet Explorer' (or equivalent) <Type> www.mychildatschool.com



MCAS Login Page

STEP 2: You are now required to fill in 3 fields of information:

- ✓ *School ID*
- ✓ *User Name*
- ✓ *Password*

All 3 of the above will be provided to you by your child's school.



You can choose to tick the box 'Remember School ID and User Name'; this will make future logins easier.

STEP 3: <Click> Login

MCAS HOME PAGE

Once logged on, you will be presented with the [MCAS Home Page](#)

The screenshot shows the MyChildAtSchool.com interface. At the top, there is a navigation bar with tabs for Home page, Attendance, Assessment, Reports, Behaviour, Homework, and Timetable. The main content area is filled with several widgets:

- Attendance:** Shows 'Today's attendance 3/7' with a list of subjects: Science, PE, English, Mathematics, and Music.
- Assessment:** Shows 'How is Tiffany performing?' with a table of results for English and Maths across different KS2 levels.
- Fundraising:** Promotes a school fundraising program.
- Announcements:** Displays a message about school closure on Friday due to water leak.
- Behaviour:** Lists recent behaviour incidents with dates and descriptions.
- Homework:** Shows 'Does Tiffany have homework?' with a list of assignments for English, French, and Art.
- Reports:** Shows 'How is Tiffany performing?' with a list of report dates and terms.
- Timetable:** Shows 'What is Tiffany up to?' with a link to the academic calendar.
- Classes:** A list of classes for Tiffany, including Year 2, Art, Science, English, French, Geography, History, ICT, Life Science, Music, PE, and Religious Education.

The footer contains the MyChildAtSchool.com logo, navigation links, and the Bromcom logo.

MCAS Home Page

The display shown above may vary from what you see as it is dependent upon which **Modules** the school has made available. The school also has configuration options over the likes of 'Colour', 'Menu Titles' and 'Sub Menu Titles'.

The **Modules** available for display are:

- ✓ Attendance
- ✓ Assessment
- ✓ Behaviour
- ✓ Homework
- ✓ Timetable
- ✓ Announcements
- ✓ Classes
- ✓ Reports

Accessing Modules from the Home Page

The **Home Page** will display the most recent information for each of the **Modules**, however for more detailed information you simply need to access the specific module. One method of doing this is to click on the required '*Module Name*' within the **Home Page Tabs** area as shown below.



Another method is to <Click> **more...** within the specific **Module** you are interested in.

Switching to view another student



Home Page - Login and Student Access Details

In the top right-hand corner of the **Home Page** are details of who you are logged in as, as well as the '*Name*' and '*Photograph*' of the student you are currently accessing details about. If you have access to more than 1 student, the eldest will be displayed but you can switch to another as is shown below.

STEP 1: <Click> the currently displayed '*Student Name*' and the '*Student List Box*' will appear.



STEP 2: <Click> the drop-down arrow of the '*Student List Box*' and a full list of students you have access to will be shown.

STEP 3: Select a '*Student Name*'.

STEP 4: <Click> 

The **Home Page** details will now change to show details for the newly selected student.

ATTENDANCE

From the [Home Page](#), the **Attendance** for 'Today' is displayed.



[Home Page](#) – Today's Live Attendance

The **Attendance** shown in the above area is real-time based on:

- ✓ The configuration made by the school:
 - 📌 Although 'Lesson Registration' can be displayed, the legal requirement is only to show 'AM & PM Registration' so some schools may limit the display to just this.
 - 📌 If 'Lesson Registration' is shown, the 'Subject' name will be displayed alongside each 'Period' of the school day.
- ✓ The time of day it is that you are logged on:
 - 📌 The latest **Attendance** marks for 'Today' will be shown, however this can include 'Future Attendance' in the day for such things as 'Medical Appointments' if previously recorded by the school.

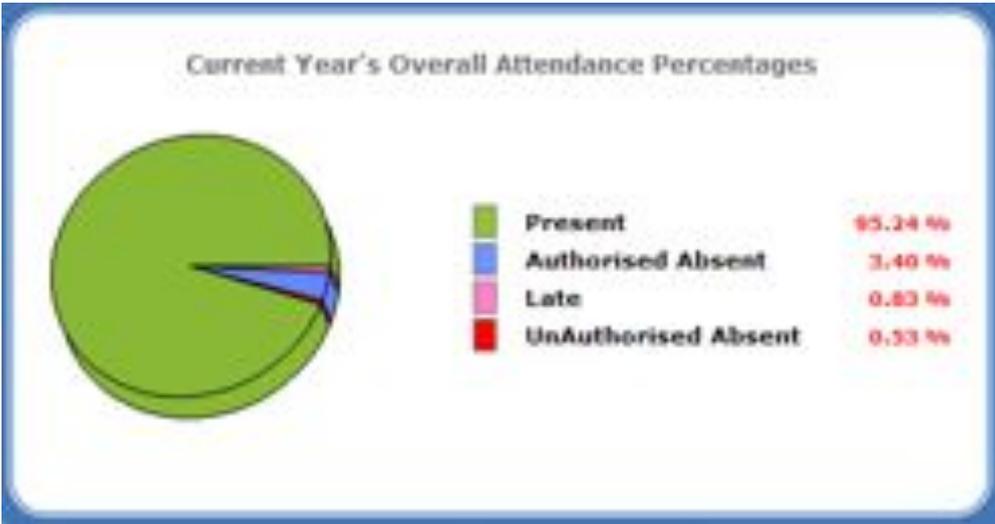
Schools are required to record attendance through the use of a variety of different codes, however from the [Home Page](#) these are represented by either:

 = Present at School  = Absent from School

Also from the **Attendance Panel** on the [Home Page](#) you can <Click> of 'Attendance Percentages' for the student you are viewing.



and this will then show you a **Graph**



[Home Page](#) – Current Year's Overall Attendance Percentages

Full Year Attendance Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

MyChildAtSchool.com School Settings Contact School Logout

School Logo

Home page Attendance Assessment Behaviour Homework Timetable Assessments

Attendance

Holly's Attendance Record

Select year: **2008/2009** | Select subject: **ALL**

Year to Date Attendance Statistics - All Subjects

Present	89.24%
Authorized Absent	1.04%
Late	0.00%
UnAuthorized Absent	9.72%

Academic Year 2008/2009

Attendance not required (e.g. school holiday) | Future dates where attendance is required

Attendance by month:

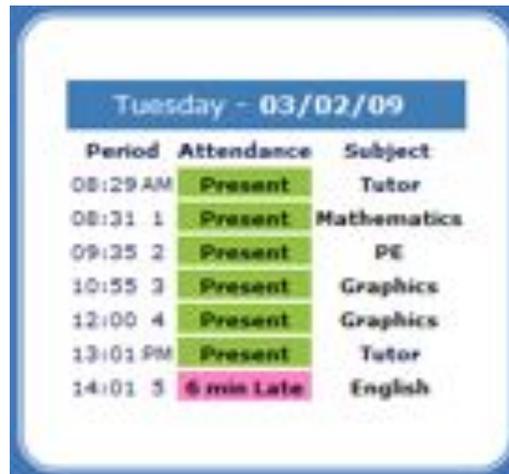
- August: Present 28, Absent 1
- September: Present 28, Absent 1
- October: Present 28, Absent 1
- November: Present 28, Absent 1
- December: Present 28, Absent 1
- January: Present 28, Absent 1
- February: Present 28, Absent 1
- March: Present 28, Absent 1
- April: Present 28, Absent 1
- May: Present 28, Absent 1
- June: Present 28, Absent 1
- July: Present 28, Absent 1
- August: Present 28, Absent 1

MyChildAtSchool.com | Bromcom

Attendance Module - Full Year View

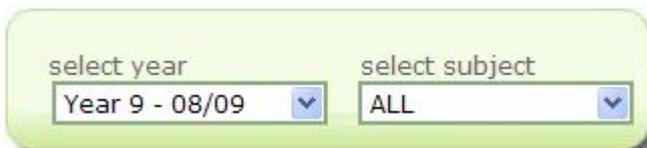
Each day in the 'Calendar' will be colour coded by the 'Key' shown at the top; these colours are configurable by the school. The displayed colour for each day is taken from the 'Highest Priority' of **Attendance** recorded on that day; 'Unauthorised Absent' being the highest i.e. any recorded 'Unauthorised Absent' will result in that day being highlighted in 'Red' or the schools chosen colour as shown by the 'Key'.

If you <Hover> the cursor over any particular day in the 'Calendar', you will be shown all of the recorded **Attendance** from that day.



Period	Attendance	Subject
08:29 AM	Present	Tutor
08:31 1	Present	Mathematics
09:35 2	Present	PE
10:55 3	Present	Graphics
12:00 4	Present	Graphics
13:01 PM	Present	Tutor
14:01 5	6 min Late	English

Attendance Module - Hover over Daily Attendance



select year select subject

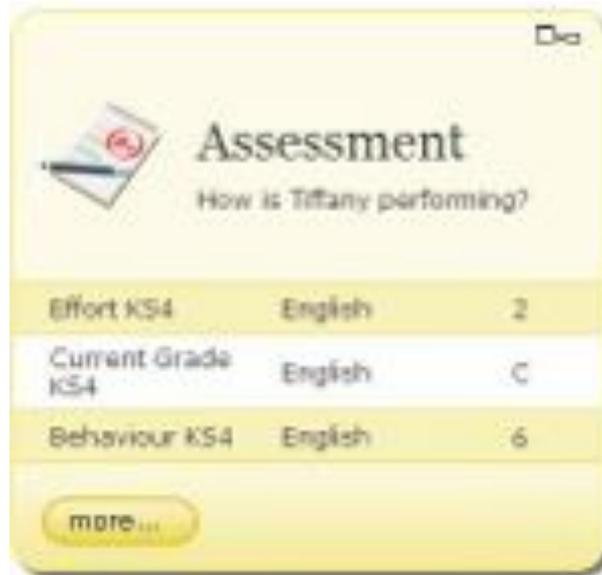
Year 9 - 08/09 ALL

If required, you can be more specific and choose to view **Attendance** from a different 'Academic Year' or **Attendance** from just one particular 'Subject'. Please note however, that access to previous 'Academic Years' may not have been enabled by the school.

Attendance Module - Select Year/Subject

ASSESSMENT

From the [Home Page](#), the 5 most recently published **Assessment** will be available for viewing.



Home Page – Published Assessment

Full Multi-Year Assessment Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

The screenshot shows a table with the following columns: Assessment Column, Assessment Collection, Result, Notes, and Result Date. The data rows are as follows:

Assessment Column	Assessment Collection	Result	Notes	Result Date
Effort KS4	English	2		05/03/2010
Current Grade KS4	English	C		05/03/2010
Behaviour KS4	English	6		05/03/2010
		X		
		6		

Assessment Module - All Published Assessments (Partial Screen Shot)

Over time the school may produce and publish many **Assessments**; this screen will give you access to all of those across different 'Academic Years'.

BEHAVIOUR

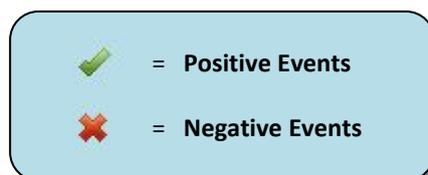
From the [Home Page](#), the 5 most recent recordings of **Behaviour** are displayed.



[Home Page](#) - Most Recent Behaviour

The **Behaviour Events** recorded by the school will be in accordance to the '*Behaviour Policy*' within the school. This will likely be published in the '*Student Planner*', or issued to you separately.

As well as the '*Description*' of the **Behaviour Events** being visible, the icons shown below are used for further clarification as to their meaning:



Full Year Behaviour Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

Behaviour Module - Full Year View (Partial Screen Shot)

Each day will be colour coded by the 'Key' shown at the top; again these colours are configurable by the school. 'Negative Behaviour' will take precedence over 'Positive Behaviour' and 'Neutral Behaviour' for display purposes.

As with **Attendance**, if you <Hover> the cursor over any particular day in the 'Calendar', you will be shown all of the recorded **Behaviour** from that day. The display will contain details of the 'Event', 'Teacher', 'Subject' and 'Outcome'.

Event	Teacher	Subject	Outcome
Miss P Vickers	MISS P Vickers	Geography	Negative
MR R Ackland	MR R Ackland	French	Positive
MR R Ackland	MR R Ackland	French	Positive

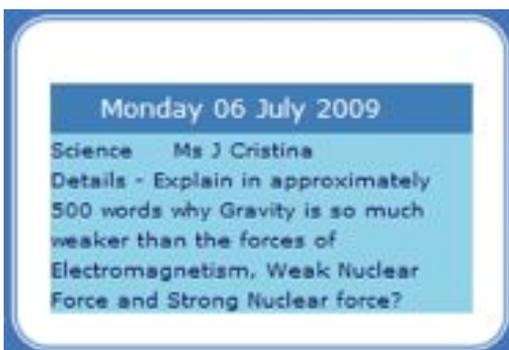
Behaviour Module - Hover over Daily Behaviour

HOMEWORK

From the [Home Page](#), the 5 most recent recordings of **Homework** being assigned are displayed.



Homework Module – Most Recent Assigned Homework



Homework Module - Hover over Homework

<Click>  for further information about the assigned **Homework**.

The extra information displayed shows the *'Teacher'* who has assigned the **Homework**, along with details they have given such as *'Instructions'* and/or *'Due Date'*.

Full Year Homework Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

The screenshot displays the 'Homework' module interface. At the top left, there is a logo of three books and the text 'Homework' followed by 'Holly's recently assigned Homework'. Below this, there are two buttons: 'select year' with a dropdown menu showing 'Year 9 - 08/09' and 'Homework set' with a yellow square icon. A horizontal line separates these from the main content, which is titled 'Academic Year 2008/2009'. Below this title are four calendar grids for the months of August, September, October, and November. Each calendar grid has days of the week (S, M, T, W, T, F, S) as headers. Days with homework assignments are highlighted in yellow. For example, in August, days 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted. In September, days 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30 are highlighted. In October, days 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 are highlighted. In November, days 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30 are highlighted.

Homework Module - Full Year View (Partial Screen Shot)

As with both **Attendance** and **Behaviour**, if you <Hover> the cursor over any particular day in the 'Calendar', you will be shown further details about the **Homework** assigned on that day.

TIMETABLE

From the [Home Page](#), you have access to see the **Student Timetable** and the school **Academic Calendar**.



[Homepage - Timetable](#)

Student Timetable

To view the **Student Timetable**, <Click> **Student Timetable** from within the **Timetable Panel** on the [Home Page](#); alternatively access via the **Timetable Tab** on the [Home Page](#).

Timetable
Holly's Timetable

View Student Timetable

View Academic Calendar

Start Date
12/07/2009

End Date
17/07/2009

Week Beginning Date: 12/07/2009

Day/Period	AM	1	2	3	4	PM	5
Monday	9HTS Tutor Group	9B2MA Mathematics	9B1RE RE	9B1LT Life Tracks	9B1GG Geography	9HTS Tutor Group	9B1HI History
Tuesday	9HTS Tutor Group	9SC2 Science	9SC2 Science	9B1LT Life Tracks	9B1EN English	9HTS Tutor Group	9B1EN English
Wednesday	9HTS Tutor Group	9B2MA Mathematics	9B2MA Mathematics	9B2MU Music	9B2FR French	9HTS Tutor Group	9B1EN English
Thursday	9HTS Tutor Group	9B1GG Geography	9B2IT ICT	9SC2 Science	9B2FR French	9HTS Tutor Group	9B1PE PE
Friday	9HTS Tutor Group	9SC2 Science	9B1DR Drama	9B4TECH Technology	9B4TECH Technology	9HTS Tutor Group	9B2MA Mathematics

[Timetable Module - Student Timetable](#)

School Academic Calendar

To view the school **Academic Calendar**, <Click> **Academic Calendar** from within the **Timetable Panel** on the **Home Page**; alternatively access via the **Timetable Module** on the **Home Page** and <Click>





Timetable
Holly's Timetable

- Normal Day
- Staff Only
- Holiday
- Closure
- Not a School Day
- Not in Term



Academic Year 2008/2009

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

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

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

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

Timetable Module - School Academic Calendar

Each day is colour coded by the 'Key' shown at the top; again these colours are configurable by the school.

ANNOUNCEMENTS

From the [Home Page](#), you have access to the most recent **Announcements** published by the school.



[Home Page - Most Recent School Announcement](#)

To view all 'Active' **Announcements** published by the school, <Click> **more...** or select the **Announcements Module** from the [Home Page Tabs](#).

Announcements		
From:	Wayne Middleton	Date: 16/07/2009
Title:	Summer Sports School	
Message:	The community will be running a Summer Sports School during the Summer Holidays. For further information, please contact Mr Smith on 020 8695 8000 ext 123	
From:	Wayne Middleton	Date: 15/07/2009
Title:	Summer Holidays	
Message:	Wishing all a pleasant summer holidays!	

[Announcements Module - Active Announcements](#)

CLASSES

From the [Home Page](#), you have access to the **Classes** your child currently attends.



Home Page - Classes

To view the information about the **Class**, move the cursor over the <information> icon .



Classes Module – Information about Class

You will be able to send an e-mail directly to a teacher using the e-mail address if available or you can send a message to the teacher using the **Send Message** and entering the message details.

The screenshot shows a form titled 'Send Message to Teacher'. It has the following fields:

- Recipient: Mrs D One
- Subject:
- Message:

At the bottom right, there are two buttons: 'Send' and 'Cancel'.

Classes Module – Information Icon – Send Message

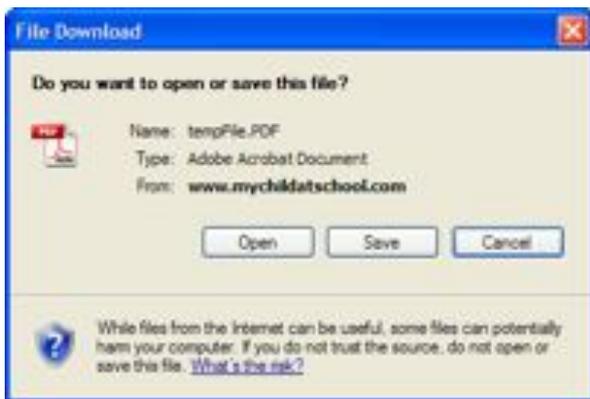
REPORTS

From the [Home Page](#), you have access to the most recent **Reports** published by the school.



[Home Page - Reports](#)

Although a PDF icon is displayed the report can be produced in different file formats and this will be made evident when you open the report.



[Home Page - Open/Save Report](#)

To access a particular **Report**, <Click> the '*Report Name*'.

You will now get an option to either '*Open*' or '*Save*' the report.



FUNDRAISING

This parent portal is a resource that the school expects the parents to use on a regular basis; therefore **Bromcom** has utilised this expectation to create a 'Sponsorship Scheme'.

The 'Sponsorship Scheme' is a facility that the school may use to help generate funding towards the school's 'Rewards Scheme' or maintenance of the [MCAS Portal](#).

Please check directly with your school as to whether this is an option which they have enabled or not; if they have you may receive additional documentation about the scheme and how to use.

How does the Sponsorship Scheme work?

MCAS displays links to the websites of various retailers including 'Amazon', 'Play.Com', 'Tesco', 'Argos' and 'HMV' via the **Fundraising Panel** on the [Home Page](#).

The screenshot shows a fundraising panel with search filters and a grid of retailer links. At the top, there are search options: 'Search by Affiliates: A B C D E E G H I J M R T U V W' and 'Search by Category: PC & Electronics Books & Stationery Music & DVD Beauty & Fashion'. A button labeled 'ALL' is in the top right corner. The grid contains 25 items, each with a logo or promotional banner and the retailer's name below it:

- AllPosters.co.uk
- Apple Store
- AVON
- BURTON students15+
- CREATIVE ZEN MP3 Players Creative Labs
- DELL
- DOROTHY PERKINS
- eMUSIC
- EVANS
- funmobile
- Fun Mobile
- GearZone
- Hallfords
- hmv.com
- HP
- Ink Factory
- iTunes
- JD
- Microsoft Store
- MESCO.co.uk
- Miss Selfridge
- Ryman
- Tesco
- UK Office Online
- VIKING Direct
- Wallis
- Waterstones
- BOOKS for children

Fundraising - Website Links

Parents can enter any of the on-line shops via the 'Links' shown and then carry out their on-line shopping as usual. Any trade which is carried out will generate funding which goes back to the school.

MCAS EXTRAS

[School](#) [Settings](#) [Contact School](#) [Logout](#)

[Home Page](#) – Extras (Top Right-Hand Corner of Home Page)

School

This is an area where the school can add information they that may be of interest to you. To access this area, <Click> **School** from the top of the [Home Page](#).

Settings

<Click> **Settings** and further options will become available; these are:

- ✓ **Account Settings**
 - 📁 Change your 'Password', 'Email Address' and 'Security Question & Answer'.
- ✓ **Contact Details**
 - 📁 Send through to the school details of any 'New Contacts' or changes to existing 'Contacts'.
- ✓ **Student Details**
 - 📁 Send through to the school details of any changes to the 'Student Details'.

Contact School

<Click> **Contact School** and you will be presented with the 'School Contact Information' plus a facility to 'Send Message'.

The screenshot shows a web form titled "School Contact Information" with the following details:

Address:	Kelvin House Worsley Bridge Road Sydenham London, SE26 5BS
Telephone:	020 8695 8000
Fax:	020 8695 8099
Email:	incaa@bromcom.com
Website:	www.bromcom.com
Head Of School:	Mr W Middleton

Below this is a section titled "Send Message To School" with a "Subject:" label and a text input field. Below that is a "Message:" label and a larger text area. At the bottom are two buttons: a green "Send" button and a blue "Clear" button.

Contact School – School Address, Contact Details and Send Message Form

Logout

For security purposes, it is very important that you remember to log-off the site. To do this, <Click> **Logout**.
(If you don't log-off, the system will automatically log you out after 20 minutes of inactivity).