



MIS Quick-Guide

Using MCAS MyChildAtSchool



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Introduction

This guide is a quick overview of the MyChildAtSchool module, explaining quickly what options are available, a full User guide is also available.

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**

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

How to Access MCAS

From within your web browser type www.mychildatschool.com
This will open the login page.

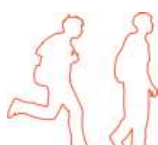
The screenshot shows the 'mychildatschool.com' login page. At the top is the logo. Below it is a blue header with 'PARENT LOGIN'. There are three input fields for login details, each with a red border: a phone number field (with a keypad icon), a username field (with a person icon), and a password field (with a lock icon). Below these is a checkbox labeled 'Remember School ID and Username' which is checked. To the right of the checkbox is a link 'Forgotten Login Details?'. A large blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2018.6584.14966' and 'Powered by Bromcom'.

Enter the details you have been supplied by the school, this will be the **School ID**, your **User ID** and your **Password**. Ticking the **Remember School ID and Username** box will retain these details for future logins leaving just the **Password** to be entered.

If you have forgotten your login details click on the **Forgotten Login Details?** link.

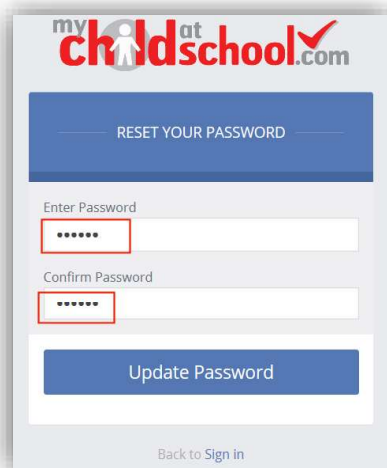
The screenshot shows the 'mychildatschool.com' 'RESET YOUR PASSWORD' page. It has the same logo and header. There are two input fields with red borders: 'School ID' (with a keypad icon) and 'Email' (with an envelope icon). Below these is a blue button 'Send reset email'. At the bottom is a link 'Back to Login'.

The screenshot shows the verification page after clicking 'Send reset email'. It has the same logo and header. The first input field with a red border is for the 'What is your mothers maiden name?' question, with a red box around it. Below this is a CAPTCHA image showing the text 'TS 4 3 K' with a diagonal line through it. There are links 'Change Image' and 'Get Audio Code'. Below the CAPTCHA is another input field with a red border containing 'TS43K'. Below that is the text 'Type the code from the image'. At the bottom is a blue button 'Verify Answer'.



You will then be asked to enter the **School ID** and your **e-mail** address. A **Password Recovery** e-mail will then be sent to that address, click the **Here** option within the text.

Enter the answer to the **Memorable Question** and the code from the image above and click on the **Verify Answer** button.



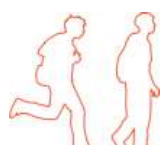
The screenshot shows the 'my child at school' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. The form contains two input fields: 'Enter Password' and 'Confirm Password', both with red borders and masked with dots. Below these fields is a blue button labeled 'Update Password'. At the bottom, there is a link that says 'Back to Sign in'.



The screenshot shows the 'my child at school' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. The main area of the screen displays the message 'Password updated and confirmation email sent' in red text. At the bottom, there is a link that says 'Back to Sign in'.

You will then be asked to enter a new **Password**, do this and click on the **Update Password** button, this will be confirmed both onscreen and via another e-mail.

Note: If the e-mail has not previously been verified the first e-mail received will be for verification and setup of **Memorable Question**.



MCAS Dashboard

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

The screenshot shows the MCAS Dashboard for Bromcom School of Technology 3. The dashboard is divided into several sections:

- Attendance:** A table showing attendance for Chris Moxon across different periods and subjects. The table has columns for Period, Subject, and Mark. The data is as follows:

Period	Subject	Mark
AM	Tutor Group	?
1	Science	✓
2	Mathematics	✓
3	History	✓
T2	Tutor	?
PM	Tutor Group	?
4	Design & Technology	?
5	English	?
- Assessment:** A table showing assessment results for Chris Moxon. The table has columns for Assessment Column, Assessment Collection, and Result. The data is as follows:

Assessment Column	Assessment Collection	Result
Aut1 Prog	Yr09 Computing	+1
Aut1 Prog	Yr09 Design Technology	+1
Aut1 Prog	Yr09 French	+1
Aut1 Prog	Yr09 History	+1
Aut1 Prog	Yr09 Science	+1
- Behaviour:** A section titled "Chris recent behaviour" with a "More" button. It currently shows "No Behaviour data found".
- Homework:** A section titled "Does Chris have homework?" with a "More" button. It currently shows "No Homework data found".
- Announcements:** A section titled "Announcements" with a "More" button. It currently shows "No Announcements data found".
- On Report:** A section titled "On Report" with a "More" button. It currently shows "Chris does not have any 'On Report' arrangements".
- Reports:** A section titled "How is Chris performing?" with a "More" button. It currently shows "No Reports data found".

Please Note: What is displayed here is enabled by the school, who may NOT use all of the available options.

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.

For instance the **Attendance Widget** displays the **Attendance** for the current day, opening this **Widget** will display the **Attendance** for the **Academic Year**, with a **Pie Chart of statistics**.

Click on a specific day to see a breakdown of the **Attendance** for that day.

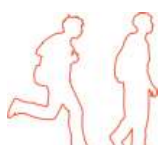
The **Select Subject** dropdown menu allows the **User** to select each **Subject** to review **Attendance** per **Subject** also with **Pie Chart Statistics**.

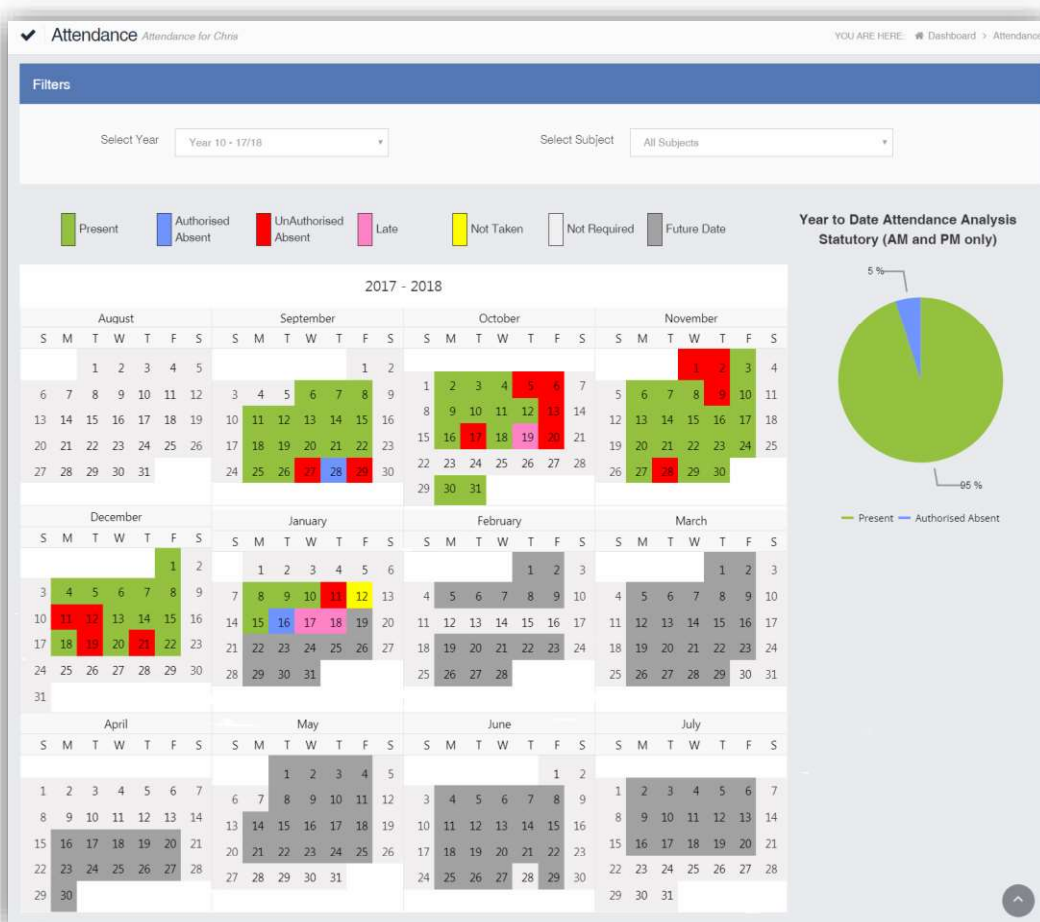
You will always know where you are within the **MCAS Module**.

The screenshot shows the header of the MCAS Attendance widget. It includes a checkmark icon, the word "Attendance", and the text "Attendance for Tyler". On the right side, it says "YOU ARE HERE: Dashboard > Attendance".

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

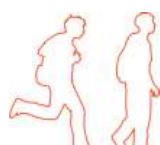
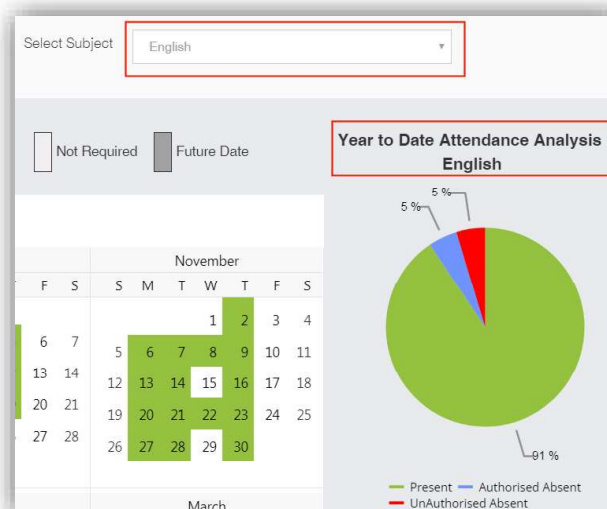
- Academic Calendar
- Announcements
- Assessment
- Attendance
- Behaviour
- Class List
- Dinner Money
- Exam Results
- Exam Timetables
- Homework
- Notifications
- On Report
- Parent Evenings
- Reports
- Timetable





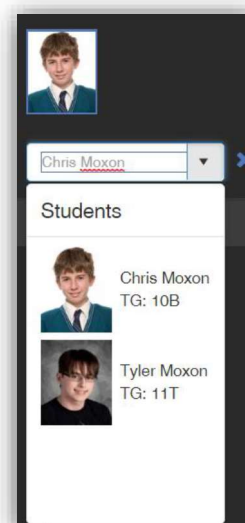
Wednesday 17/01/2018

Period	Attendance	Subject
08:53 AM	5 min Late	Tutor
08:55 1	Present	English
09:55 2	Present	Mathematics
11:15 3	Present	Physical Education
13:15 T2	Present	Tutor
13:38 PM	Present	Tutor
13:40 4	Present	French
14:40 5	Present	Triple Science



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.



Other options

The other options at the top right of the page.



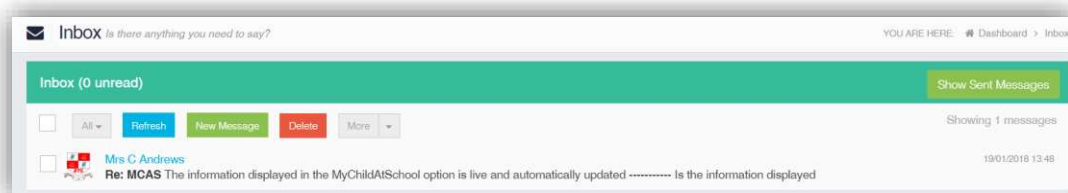
Clicking on the **Telephone** icon will open the **School Contact** details

School Contact Information	
🏠 Address:	19-21 Homesdale Road, Bromley, BR2 9LY
☎ Phone:	020 8290 7171
📠 Fax:	020 8990 7991
✉ Email:	info@bromcom.com
🌐 Website:	http://www.bromcom.com
👤 Mr M McCandless	Mr J Lewis
Send message to school	





Clicking on the **Message** icon will open the **Messaging** option allowing messages to be sent to and received from the school

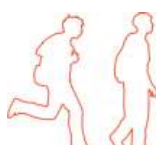
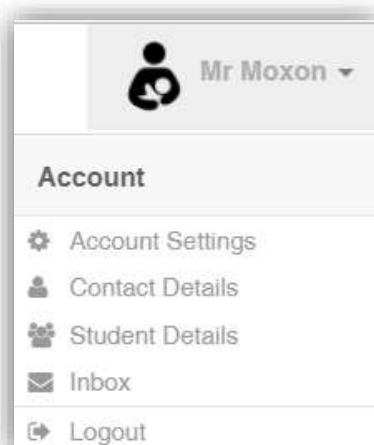


Clicking on the **Announcement** icon will open the **Announcement** option. A red flag shows that there are **Announcements** to be read.



Account Options

The dropdown menu beneath the **User Name**, as well as containing a link to the **Message** page and the **Logout** option has options to update and confirm **Account**, **Contact** and **Student Details**.



Account Settings
Update your account information here
YOU ARE HERE: Dashboard > Account Settings

Update

Reset Password

Enter your current password, and then enter your new password twice. Click 'Update' to save your new password

Current Password

Current Password

New Password

New Password

Re-enter New Password

Re-enter New Password

Email Address

Enter a new email address, then click 'Update' to save your email address information.

Email address

acmoxon@bromcom.com

This is the email address that MyChildAtSchool will use when you request forgotten user account details

Security Details

Select a new security question and then type your answer. Click 'Update' to save your new security details.

Question

What is your mothers maiden name?

Answer

What

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 Bromcom School of Technology 3 administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal Full Name

Mr

A

Moxon

Honours

Salutation

Mr Moxon

Preferred Form of Written Contact

Mail

Member of UK Armed Forces

☐

Telephone Details

020 8290 7171

Home

Delete

020 8290 7155

Work

Delete

07712121212

Mobile

Delete

Telephone

Select

Email Details

acmoxon@bromcom.com

All Time

Delete

Email address

Select

Address Details

Bromley, BR2 9LY

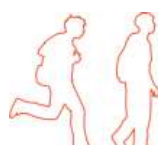
Home


Delete

Postcode

Find



Select




Student Details
Is the information we have on Chris correct?
YOU ARE HERE: [Dashboard](#) > [Student Details](#)

Save


Student Details

Legal First Name	Christopher		
Legal Middle Name	Adam		
Legal Last Name	Moxon		
Preferred First Name	Chris		
Preferred Last Name	Moxon		
Former Last Name			
Date of Birth	02/03/2003		
Telephone Details	020 8290 7171	Home	▼
Email Details	chris.moxon@bromcom.com	All Time	▼
Address Details	Bromley, BR2 9LY	Home	▼ 

SEN (Special Educational Needs)
i

Medical

Emergency Consent to School	Given
Linked Surgeries	Surgery
Medical Conditions	



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.

