



# MIS Parent Guide

## Using MCAS MyChildAtSchool



## Introduction

**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:** This guide will explain all of the options available to a MyChildAtSchool user. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

**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](http://www.mychildatschool.com)  
This will open the login page.

mychildatschool.com

PARENT LOGIN

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\*\*\*\*\*

\*\*\*\*\*

Remember School ID and Username

[Forgotten Login Details?](#)

Login

v5.2018.6584.14966 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.

mychildatschool.com

RESET YOUR PASSWORD

School ID

Email

Send reset email

[Back to Login](#)

mychildatschool.com

RESET YOUR PASSWORD

"What is your mothers maiden name?"

\*\*\*\*\*

TS 4 3 K

Change image  
Get Audio Code

TS43K

Type the code from the image

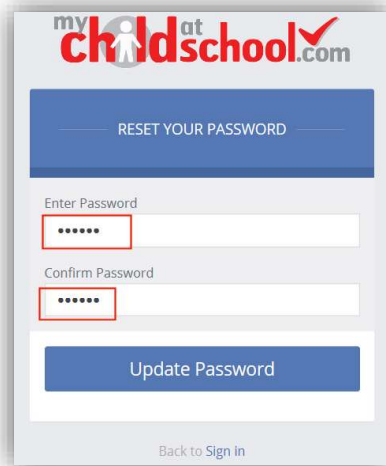
Verify Answer

You will then be asked to enter the **School ID** and your **e-mail** address. A **Password Recovery**

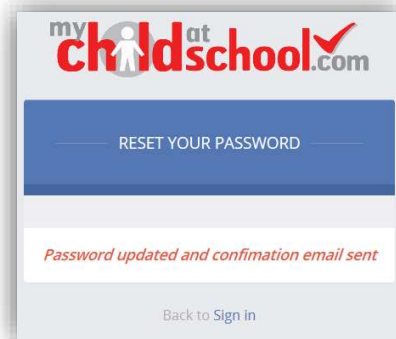


e-mail will then be sent to that address, click the link within the text.

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.com' 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 containing six dots and highlighted with red boxes. Below the fields is a blue button labeled 'Update Password' and a link at the bottom that says 'Back to Sign in'.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. A white box in the center contains the message 'Password updated and confirmation email sent' in red text. At the bottom, there is a link that says 'Back to Sign in'.

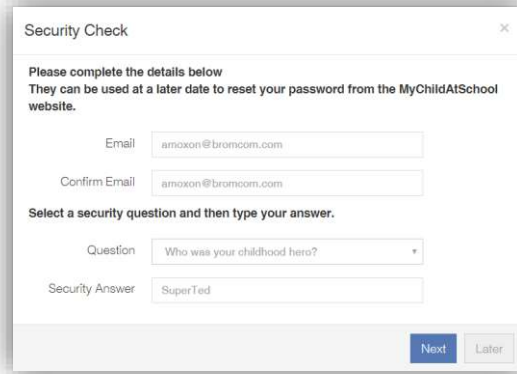
You will then be asked to enter a new **Password**, do this and click on the **Update Password** button, this will be confirmed both onscreen and via another e-mail.

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



## Security Check

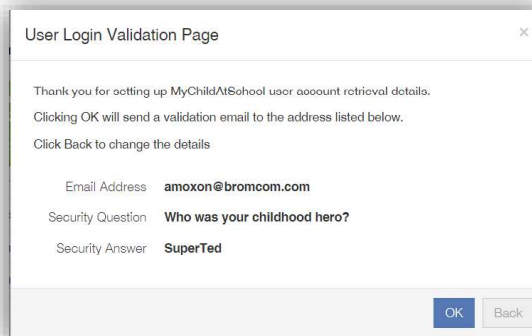
There are security checks that are done on first login to setup your **Login Validation** if these are not completed each time you login the same questions will be asked.



The screenshot shows a 'Security Check' window with the following fields and options:

- Email:** amoxon@bromcom.com
- Confirm Email:** amoxon@bromcom.com
- Select a security question and then type your answer:**
  - Question:** Who was your childhood hero?
  - Security Answer:** SuperTed
- Buttons:** Next, Later

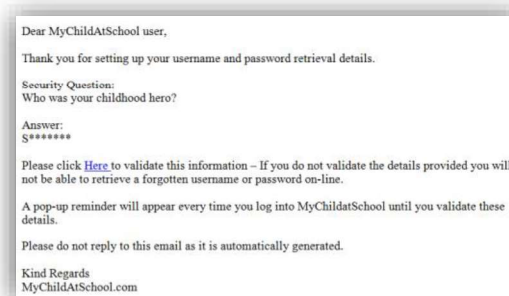
Enter the e-mail you will be using for MyChildAtSchool and select a question for a memorable word from the dropdown list and click **Next**.



The screenshot shows a 'User Login Validation Page' with the following information:

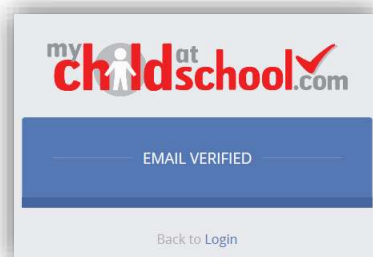
- Message:** Thank you for setting up MyChildAtSchool user account retrieval details. Clicking OK will send a validation email to the address listed below. Click Back to change the details.
- Email Address:** amoxon@bromcom.com
- Security Question:** Who was your childhood hero?
- Security Answer:** SuperTed
- Buttons:** OK, Back

You will receive an e-mail with a validation link, click on the link.



The screenshot shows an email message with the following content:

Dear MyChildAtSchool user,  
Thank you for setting up your username and password retrieval details.  
Security Question:  
Who was your childhood hero?  
Answer:  
S\*\*\*\*\*  
Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.  
A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.  
Please do not reply to this email as it is automatically generated.  
Kind Regards  
MyChildAtSchool.com



The screenshot shows the MyChildAtSchool.com logo and a confirmation message:

**my child at school.com**  
EMAIL VERIFIED  
Back to Login



## MCAS Dashboard

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

The screenshot shows the MCAS Dashboard for a student named Chris Moxon. The dashboard is divided into several sections:

- Attendance:** A table showing attendance for Chris Moxon across different periods and subjects. A 'More' button is highlighted in a red box.
- Announcements:** A section for school announcements, including a 'Snow Alert - School Closed' notice.
- Behaviour:** A table showing Chris's recent behaviour, including dates, descriptions, and status (e.g., 'Homework not completed', 'Merits KS4').
- Homework:** A section showing homework assignments, including dates, titles, and due dates.
- Assessment:** A section showing assessment results, including assessment columns, collections, and marks.
- Reports:** A section showing reports, including published dates and report titles.

A sidebar menu on the left lists various options: Dashboard, Announcements, Assessment, Attendance, Behaviour, Exam Results, Exam Timetables, Homework, and On Report. The 'Attendance' option is highlighted in a red box.

**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.

**Note:** Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**. The **Menu Bar** also has a scrollbar to the left.

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

The screenshot shows the 'Attendance' widget for Tyler. The widget title is 'Attendance Attendance for Tyler'. To the right, the breadcrumb trail is 'YOU ARE HERE: Dashboard > Attendance'. Both the widget title and the breadcrumb trail are highlighted with red boxes.

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
- On Report
- Parent Evenings
- Reports
- Timetable

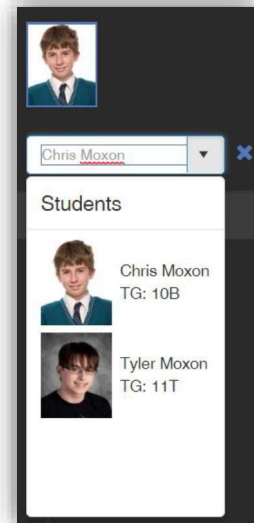




## Multiple Students

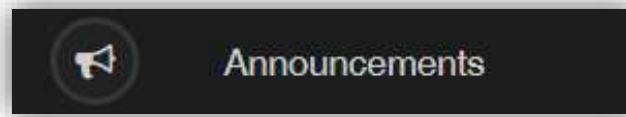
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the User.

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.

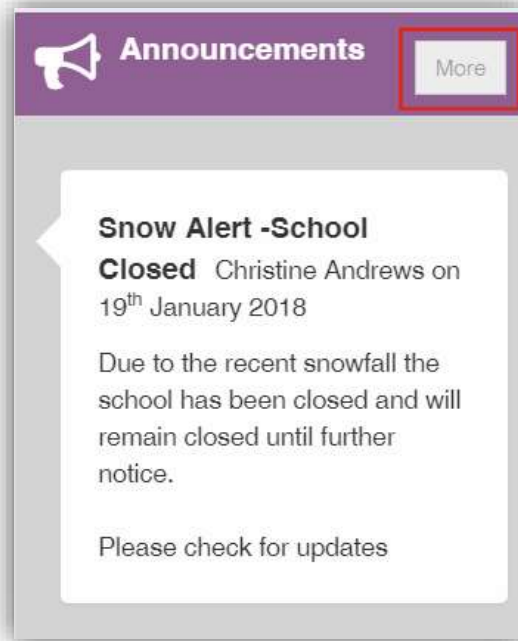


## Announcements

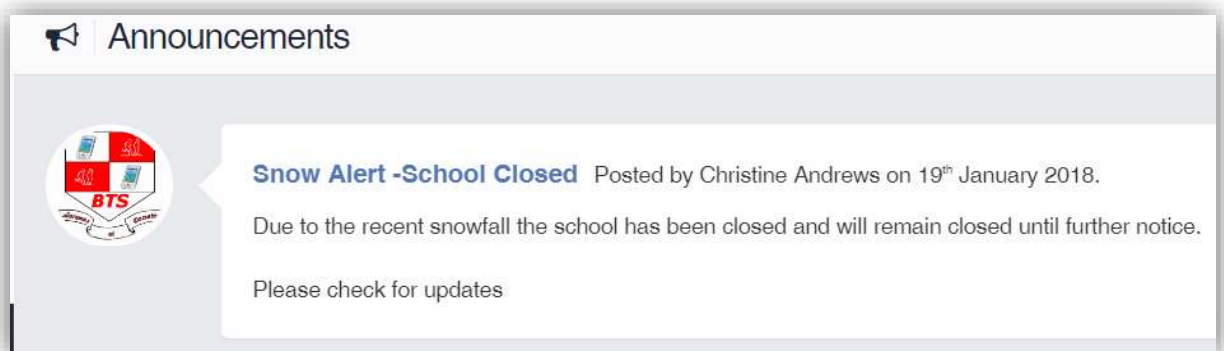
The **Announcements** option is accessible from both the **Menu Bar** and a **Widget**.



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



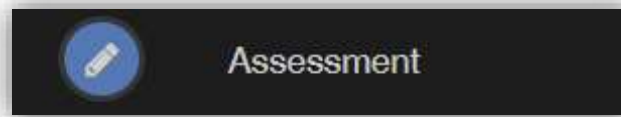
If there are any previous **Announcements** they will also be displayed.





## Assessment

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



The **Widget** displays the last 5 published **Assessment** grades, click on the **More** button to open the page.

Assessment <i>How is Chris performing?</i> <span style="float: right;">More</span>		
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

The **Assessment Grades** will be displayed and can be ordered in ascending and descending order by clicking on the **Up/Down Arrows** at the top of each column.

Assessment <i>How is Chris performing?</i>				
Assessment Column	Assessment Collection	Result	Notes	Result Date
_A2L-Aut1_A2L	Drama Year 7	1		02-02-2015
_A2L-Aut1_A2L	Literacy Year 7	1		05-02-2015
_A2L-Aut1_A2L	Geography	1		06-02-

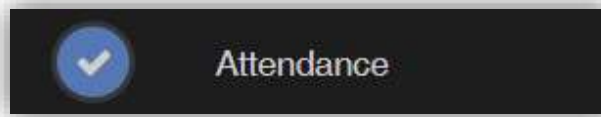
A Search option allows a search to be made on the **Assessment Collection** for example selecting **English** will list the **English Grades**.

Assessment <i>How is Chris performing?</i>				
Assessment Column	Assessment Collection	Result	Notes	Result Date
_A2L-Aut1_A2L	English Year 7	2		07-02-2015
_A2L-Spr1_A2L	English Year 7	2		07-02-2015
Aut1 A2L	Yr08 English	2		05-11-2015



## Attendance

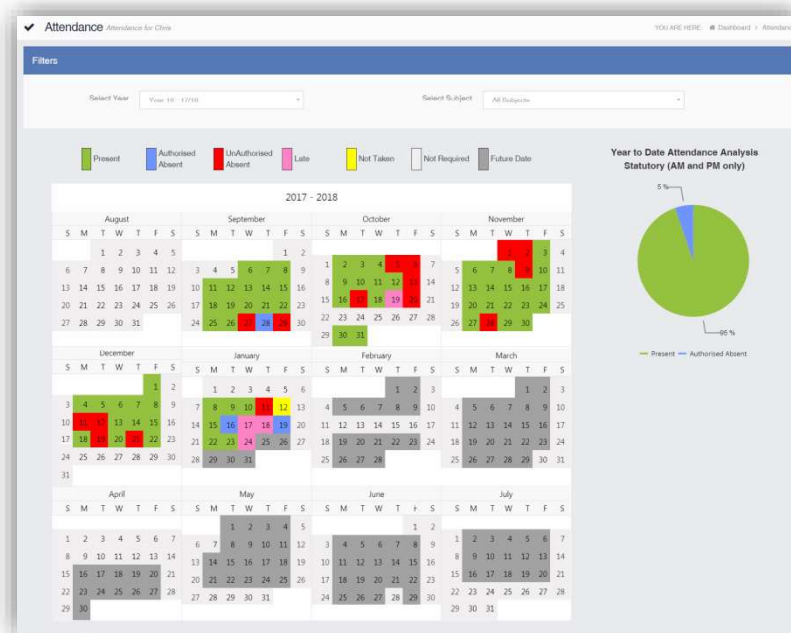
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year for that subject. Click on the **More** button to open the **Attendance** page.

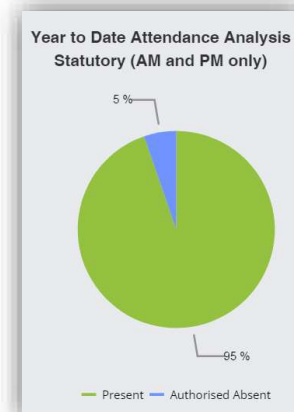
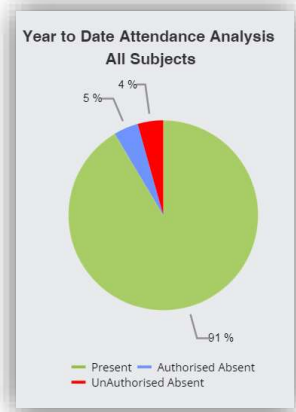
Period	Subject	Mark
AM	Tutor Group	
1	Triple Science	✓
2	Science	✓
3	French	✓
T2	Tutor	✓
PM	Tutor Group	✓
4	Design & Technology	✓
5	History	✓

It displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.



The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.





The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

Attendance *Attendance for Chris* YOU ARE HERE: Dashboard > Attendance

**Filters**

Select Year: Year 10 - 17/18 | Select Subject: English

■ Present 
 ■ Authorised Absent 
 ■ UnAuthorised Absent 
 ■ Late 
 ■ Not Taken 
  Not Required 
 ■ Future Date

**Year to Date Attendance Analysis English**

2017 - 2018																											
August							September							October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				26	27	28	29	30			
December							January							February							March						

Wednesday 24/01/2018

Period	Attendance	Subject
08:53 AM	4 min Late	10B
08:53 AM	4 min Late	Tutor
08:55 1	Present	Triple Science
09:55 2	Present	Science
11:15 3	Present	French
13:15 T2	Present	Tutor
13:38 PM	Present	10B
13:38 PM	Present	Tutor
13:40 4	Present	Design & Technology
14:40 5	Present	History

Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.



## Behaviour

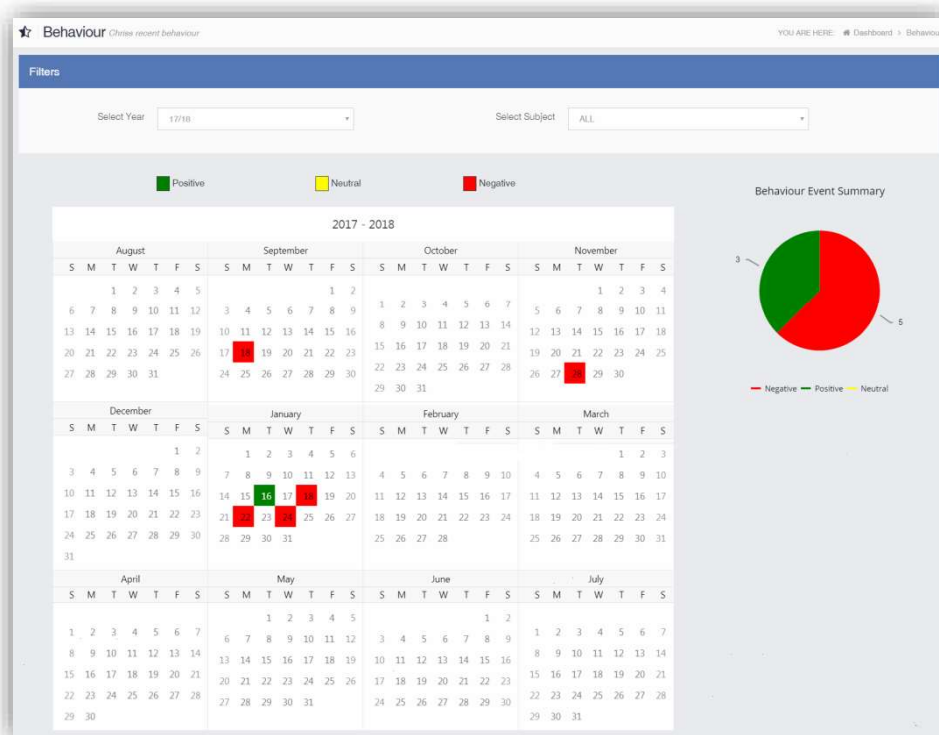
The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the Behaviour page.

Date	Description	Status
24/01/18	Merits KS4	✓
24/01/18	Punctuality	✗
22/01/18	Merits KS4	✓
22/01/18	Lack of Organisation	✗
18/01/18	Punctuality	✗

It displays the school year showing school days with the student **Behaviour Events**, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with a **Negative Event** being the highest i.e. any recorded **Negative Event** will result in that day being highlighted in red or the schools chosen colour, even if there are other **Events** that day. The **Pie Chart Summary** displays all **Events**.



The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.



★ Behaviour *Chriss recent behaviour*

**Filters**

Select Year: 17/18      Select Subject: History

■ Positive     
 ■ Neutral     
 ■ Negative

2017 - 2018

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

Clicking on any day in the **Calendar** will display the **Behaviour Events** for that day.

Behaviour Events ×

Date	Class	Subject	Teacher	Comment	Event	Outcome	Action	ActionDate
24/01/2018			MRS C Andrews	Must be on time for AM Registration	🚫 Punctuality	VER		24/01/2018
24/01/2018			MRS C Andrews		✅ Merits KS4		BR4	24/01/2018



## Parents Evening

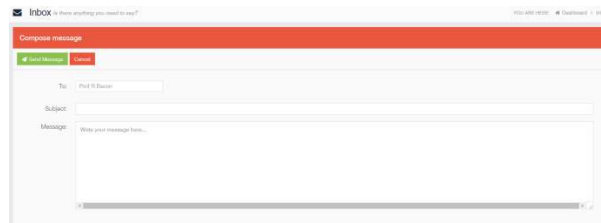
The **Parents Evening** option is accessible only from the **Menu Bar**.



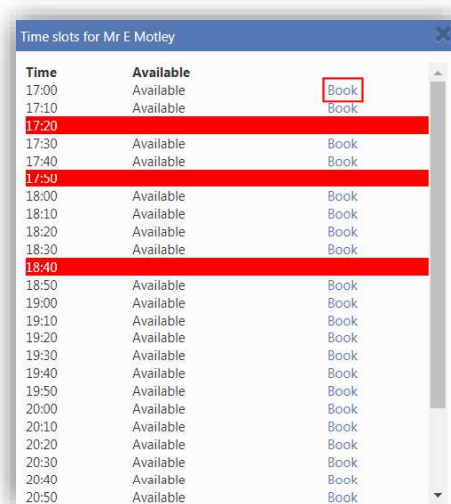
It displays the information about any upcoming **Parents Evening** that the student being viewed is associated with.



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the teacher name. Click on the **Envelope** icon to send a message to that teacher.

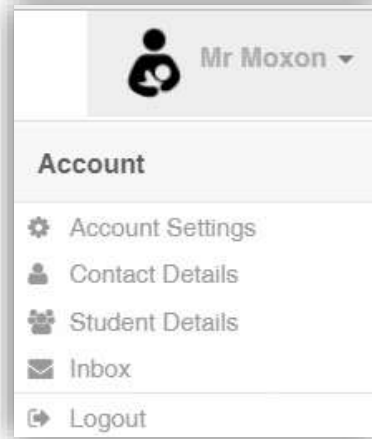


Click on a **teacher/subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



## 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**, all of which can be amended by the **User**.



The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with MyChildAtSchool) and the **Security Details** options.

Update the information and click on the **Update** button to save.





The **Contact Details** page contains the **Personal Details** of the **User**.

The screenshot shows the 'Contact Details' page in a web application. At the top, there is a breadcrumb trail: 'YOU ARE HERE: Dashboard > Contact Details'. Below this is a blue header bar with the text 'Personal Details'. A light blue warning box contains the text: '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.' The form contains several sections: 'Legal Full Name' with a dropdown for 'Mr' and a text input 'A', followed by 'Honours' and 'Salutation' (set to 'Mr Maxon'); 'Preferred Form of Written Contact' with a dropdown for 'Mail'; 'Member of UK Armed Forces' with an unchecked checkbox; 'Telephone Details' with three rows of phone numbers (020 8290 7171, 020 8290 7155, 07712121212) and dropdowns for 'Home', 'Work', and 'Mobile', each with a red 'Delete' button; 'Email Details' with an email address 'amaxon@bromcom.com' and a dropdown for 'All Time', with a red 'Delete' button and an 'Email address' dropdown; and 'Address Details' with 'Bromley, B12 9LY' and a dropdown for 'Home', with a red 'Delete' button and a warning icon. At the bottom, there is a 'Postcode' field with a green 'Find' button and a 'Select' button. A green 'Save' button is located at the top left of the form area.

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

**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. If not approved the updated information will revert to its original state.



The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** and **Medical** information.

**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: Montague

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)**

**Medical**

Emergency Consent to School: Given

Linked Surgeries: Surgery

Medical Conditions

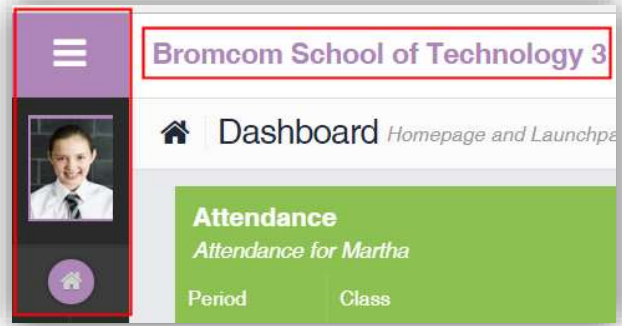
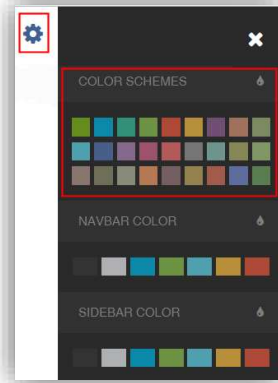
Only the **Student Details** can be updated, once done click on the **Save** button to save.

**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. If not approved the updated information will revert to its original state.

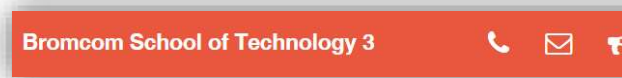
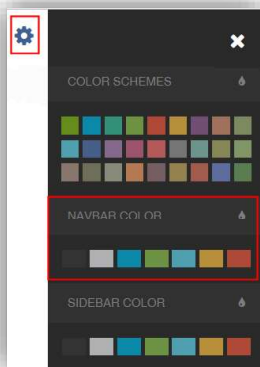


## Customising the Pages

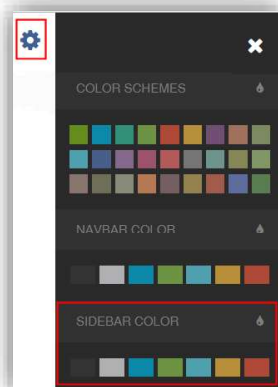
The **Colour Scheme** option allows the **Homepage** to be customised.



Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



The **Navbar Colour** option will change the background colour of the **Navbar**.



The **Sidebar Colour** option will change the colour of the **Sidebar**.

