

MIS Quick-Guide

Using MCAS MyChildAtSchool



Contents [Ctrl + Click to go to page]

Introduction	3
How to Access MCAS	4
MCAS Dashboard	6
Multiple Students	8
Other options.....	8
Account Options	9



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.

mychildatschool.com

PARENT LOGIN

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?"

TS43K

Change image
Get Audio Code

TS43K

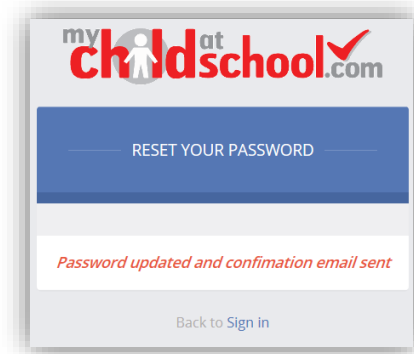
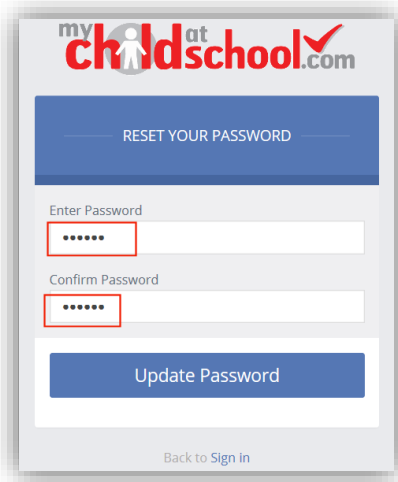
Type the code from the image

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 **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.



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 user is Mr Moxon. The dashboard features several widgets: Attendance (Attendance for Chris), Assessment (How is Chris performing?), Behaviour (Chris's recent behaviour), Homework (Does Chris have homework?), Announcements, and On Report (Chris does not have any "On Report" arrangements). A sidebar menu on the left provides navigation options: Dashboard, Announcements, Assessment, Attendance, Behaviour, Exam Results, Exam Timetables, Homework, and On Report. The top right corner shows the user's name and a settings icon.

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 features a checkmark icon, the title "Attendance Attendance for Tyler", and a breadcrumb trail "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



Attendance Attendance for Chris YOU ARE HERE: Dashboard > Attendance

Filters

Select Year: Year 10 - 17/18 Select Subject: All Subjects

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

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

April							May							June							July						
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	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
29	30													29	30	31					29	30	31				

Year to Date Attendance Analysis Statutory (AM and PM only)

■ Present
 ■ Authorised Absent
 ■ UnAuthorised Absent

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

Select Subject: English

Not Required
 Future Date

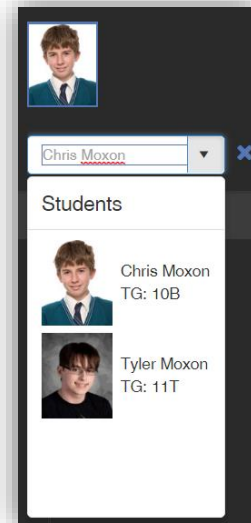
Year to Date Attendance Analysis English

■ Present
 ■ Authorised Absent
 ■ UnAuthorised Absent



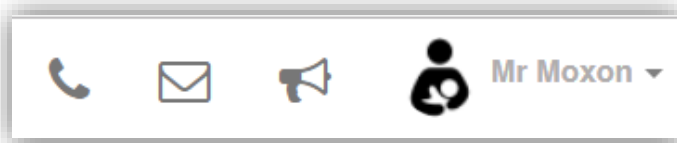
Multiple Students

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.



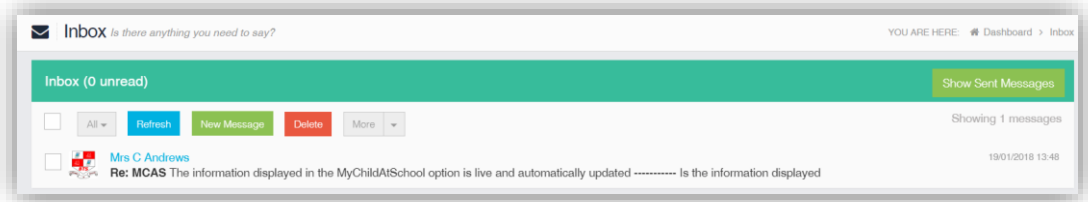
Clicking on the **Telephone** icon will open the **School Contact** details

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

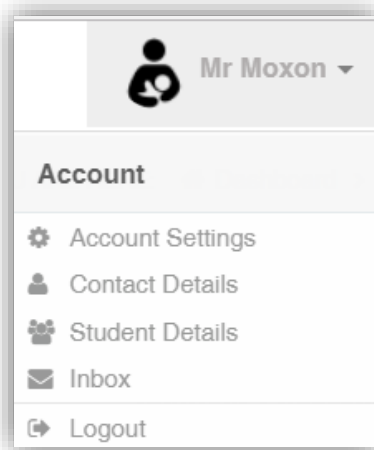


Clicking on the **Announcement** icon will open the **Announcement** option. A red flag shows that there are **Announcements** to be read.



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

New Password

Re-enter New Password

Email Address

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

Email address

This is the email address that MyChikATSchool 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

Answer

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

Honours

Salutation

Preferred Form of Written Contact

Member of UK Armed Forces

Telephone Details

<input type="text" value="020 8290 7171"/>	<input type="text" value="Home"/>	Delete
<input type="text" value="020 8290 7155"/>	<input type="text" value="Work"/>	Delete
<input type="text" value="07712121212"/>	<input type="text" value="Mobile"/>	Delete
<input type="text" value="Telephone"/>	<input type="text" value="Select"/>	

Email Details

<input type="text" value="acmoxon@bromcom.com"/>	<input type="text" value="All Time"/>	Delete
<input type="text" value="Email address"/>	<input type="text" value="Select"/>	

Address Details

<input type="text" value="Bromley, BR2 9LY"/>	<input type="text" value="Home"/>	Delete
<input type="text" value="Postcode"/>	Find	<input type="text" value="Select"/>



Student Details Is the information we have on Chris correct? YOU ARE HERE: Dashboard > Student Details

[Save](#)

Student Details

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

SEN (Special Educational Needs)

Medical

Emergency Consent to School	<input checked="" type="checkbox"/> Given
Linked Surgeries	<input checked="" type="checkbox"/> Surgery
Medical Conditions	<input type="text"/>

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.

