



THE
GARIBALDI
SCHOOL

MCAS Parent Guide

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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**
- Option to purchase **Items**, join **Clubs** or book **Trips**

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 emails. 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 maintain User login details.

How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

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

The image displays two side-by-side screenshots of the MyChildAtSchool.com parent portal interface. The left screenshot shows the 'PARENT LOGIN' page. It features the MyChildAtSchool.com logo at the top, followed by a blue header with the text 'PARENT LOGIN'. Below this are three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. There is a checked checkbox for 'Remember School ID and Username' and a link for 'Forgotten Login Details?'. A red box highlights the link 'Redeem Invitation Code?'. At the bottom is a blue 'Login' button. The footer includes the version number 'v5.2019.7195.22715' and 'Powered by Bromcom'. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' page. It features the same logo and a blue header with the text 'REDEEM YOUR INVITATION CODE'. Below this are three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. There is an 'I'm not a robot' checkbox with a reCAPTCHA logo and 'Privacy - Terms' link. At the bottom is a blue 'Redeem Code' button. A 'Back to Login' link is visible at the very bottom.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:
What was the name of your first pet?

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

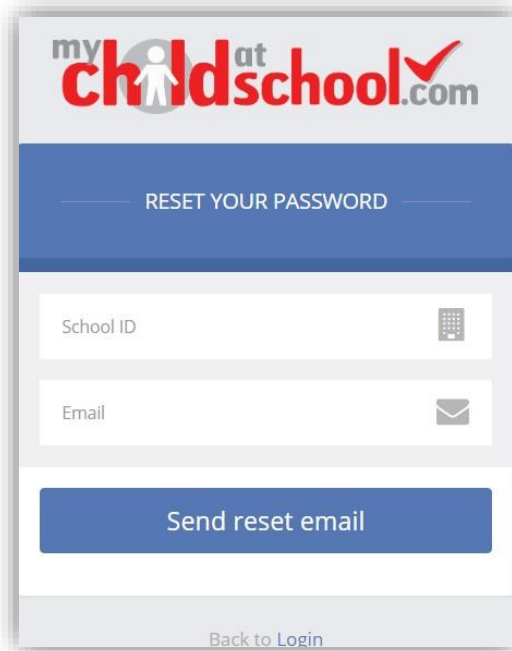
You will now be able to **Login** using your new **Login Details**.

If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.

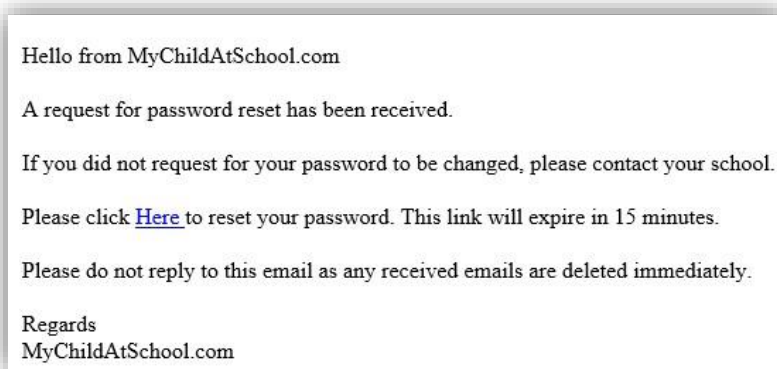


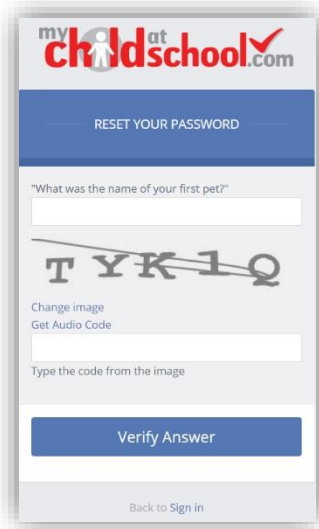
Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.

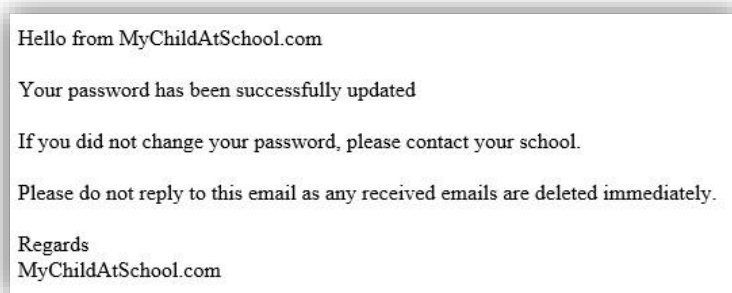


An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



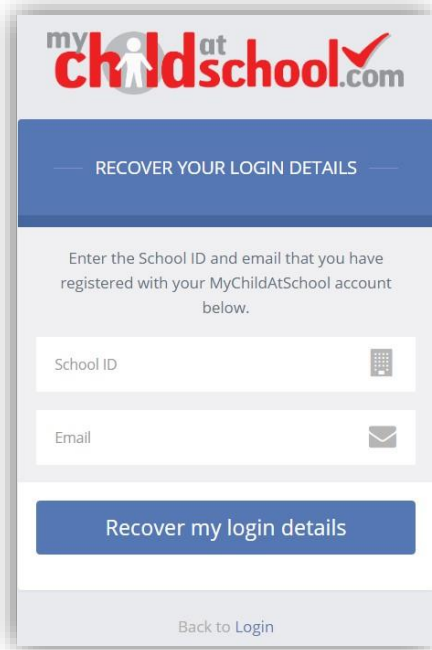


The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation email will be sent.



Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.



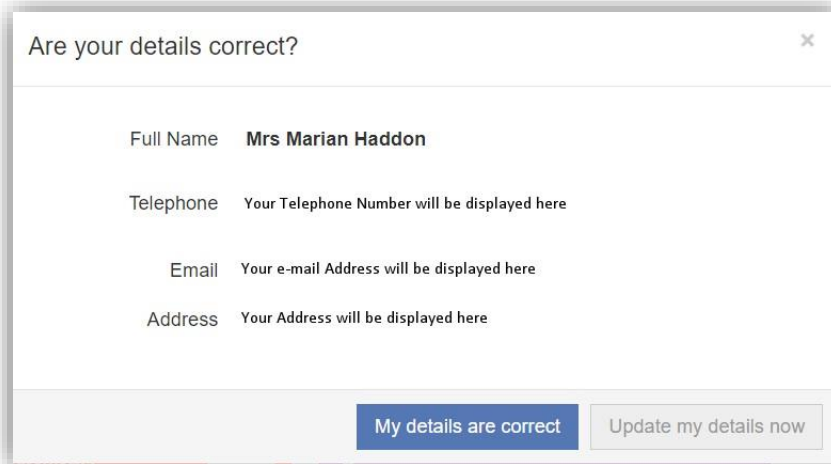
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.



Are your details correct?

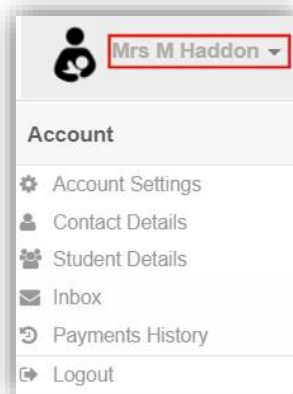
Full Name **Mrs Marian Haddon**

Telephone Your Telephone Number will be displayed here

Email Your e-mail Address will be displayed here



Address Your Address will be displayed here

These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.



Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

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

 **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 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

Answer

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 a web form titled "Contact Details" with a sub-header "Personal Details". At the top left is a "Save" button. A light blue notice states: "Please note - Any amendments will first be approved by Helpdesk Test Portal 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 dropdowns for "Mrs" and "Marian", and a text field "Haddon"; "Honours" with an empty text field; "Salutation" with a dropdown showing "Mrs M Haddon"; "Preferred Form of Written Contact" with a dropdown for "Mail"; "Member of UK Armed Forces" with an unchecked checkbox; "Telephone Details" with two rows of text input and dropdown menus, and a red "Delete" button; "Email Details" with two rows of text input and dropdown menus, and a red "Delete" button; and "Address Details" with a text input "Your Address", a dropdown for "Home", a red "Delete" button, and a "Postcode" field with a green "Find" button and a dropdown with a green "Select" button.

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.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

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

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

Save

Student Details

Please note - Any amendments will first be approved by Helpdesk Test Portal administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal First Name

Legal Middle Name

Legal Last Name

Preferred First Name

Preferred Last Name

Former Last Name

Date of Birth

Telephone Details

<input type="text" value="Your work Phone"/>	<input type="text" value="Work"/>	Delete
<input type="text" value="Your Home Phone"/>	<input type="text" value="Home"/>	Delete
<input type="text" value="Your mobile Phone"/>	<input type="text" value="Mobile"/>	Delete
<input type="text" value="Telephone"/>	<input type="text" value="Select"/>	

Email Details

<input type="text" value="Your e-mail Address"/>	<input type="text" value="Select"/>
--	-------------------------------------

Address Details

<input type="text" value="1, Acer Road, Westerham, Big"/>	<input type="text" value="Home"/>	Delete
postcode <input type="text" value=""/>	Find	<input type="text" value=""/>
		Select

SEN (Special Educational Needs)

Provisions				Needs				
Provision (Stage)	Date Placed on Stage	Review Date	End Date	Priority	Type of Need	Start Date	End Date	Notes

Medical

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Doctors

Linked Surgeries

Medical Conditions

Disabilities

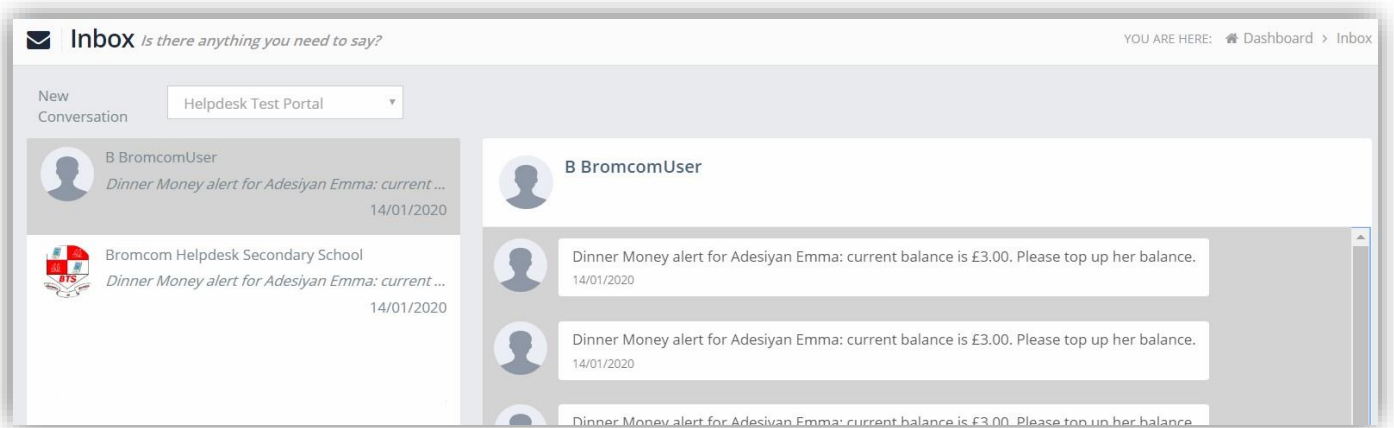
Only the **Student Details** can be updated, once done click on the **Save** button to save.

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.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

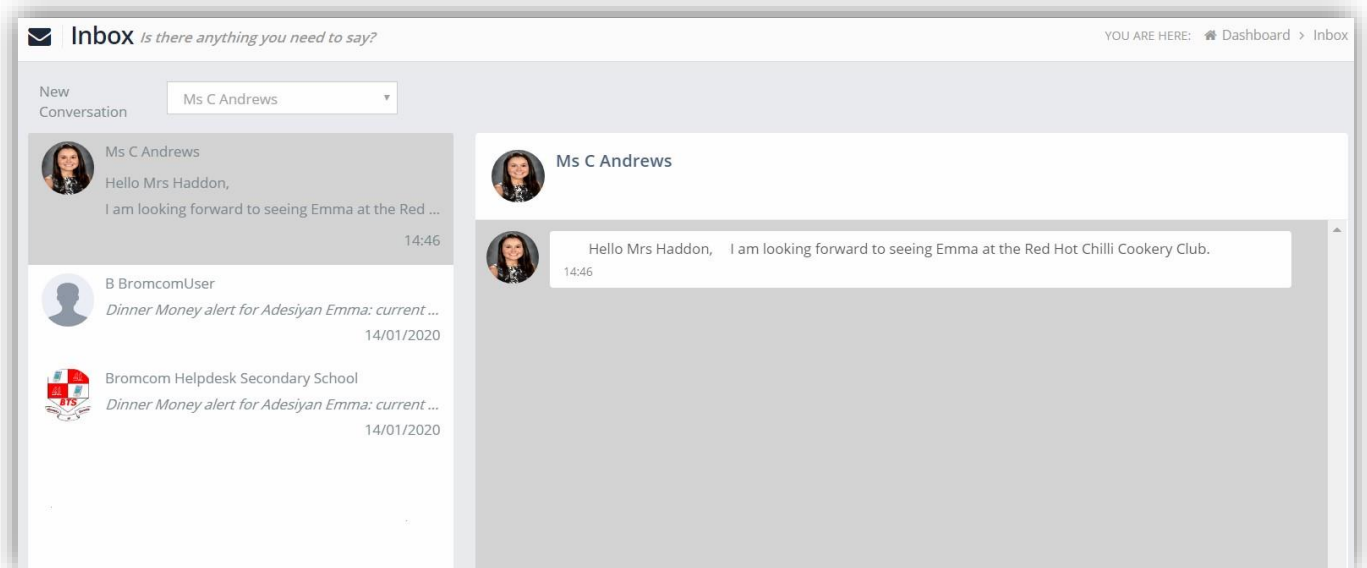
The

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

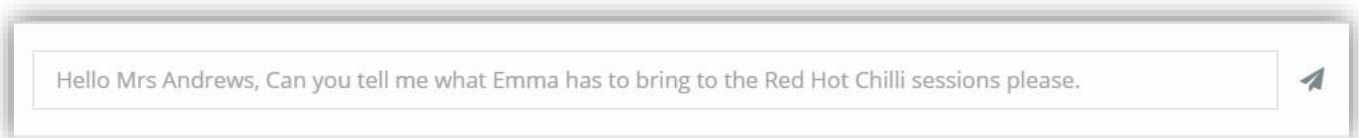


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

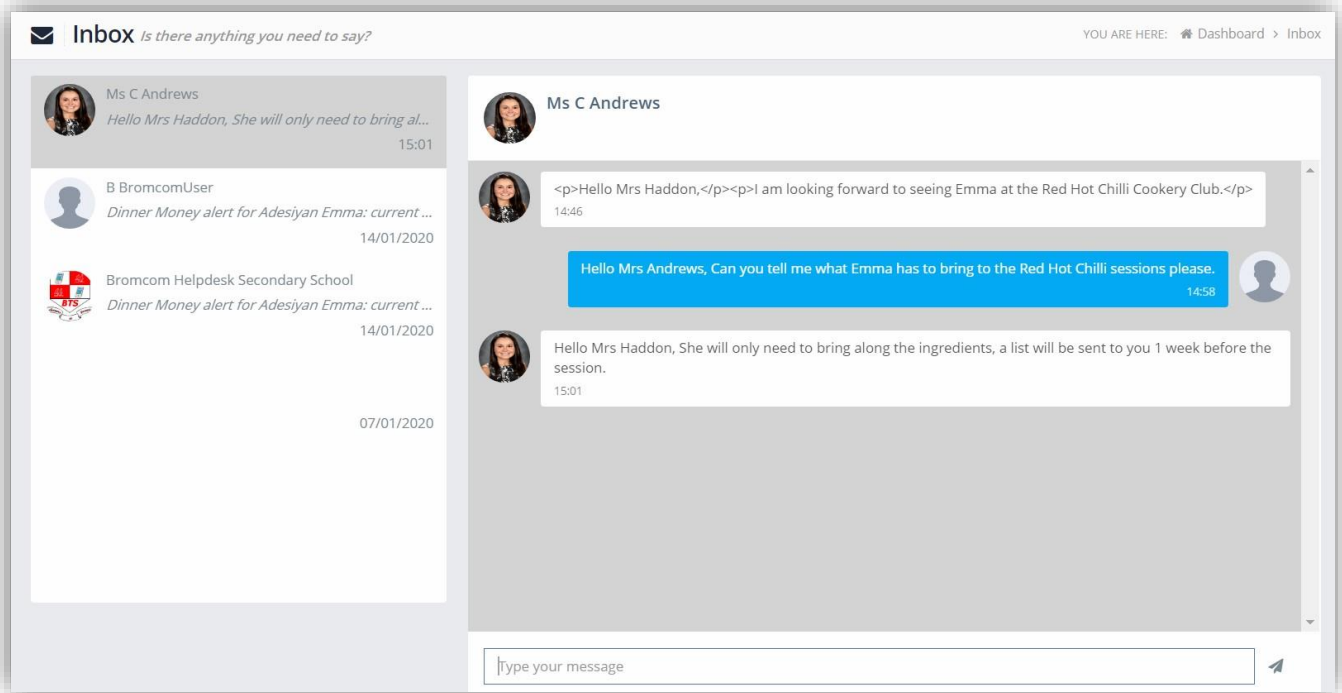
To select a **Conversation** with a particular member of staff, select them from the dropdown list.



To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.



You will then be able to follow the **Conversation** and reply.



Note: The **Helpdesk Test Portal** in the dropdown list box is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Payment History** page contains the last **10 Payments** made by to 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

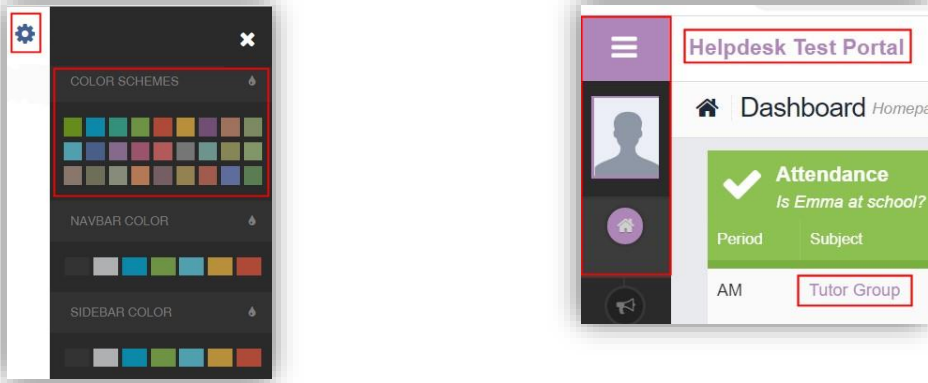
Showing 10 entries

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

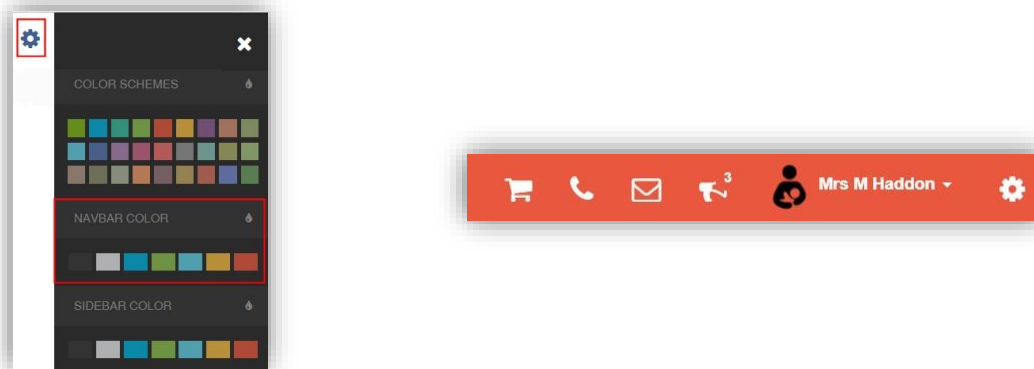
Customising the Pages

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

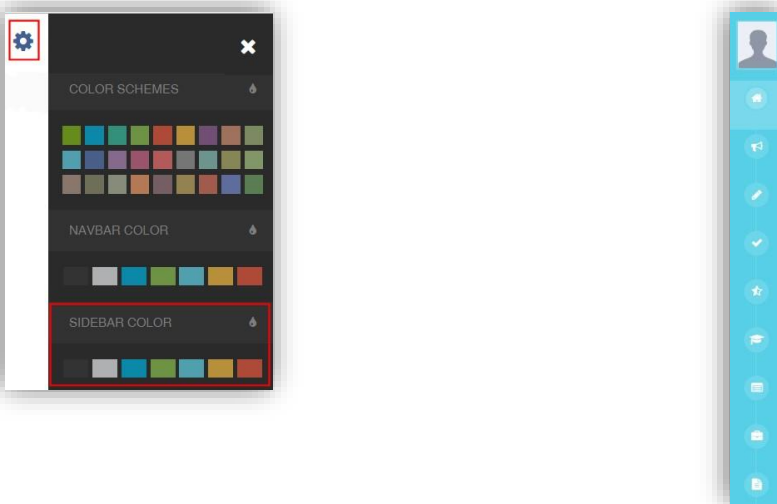
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



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

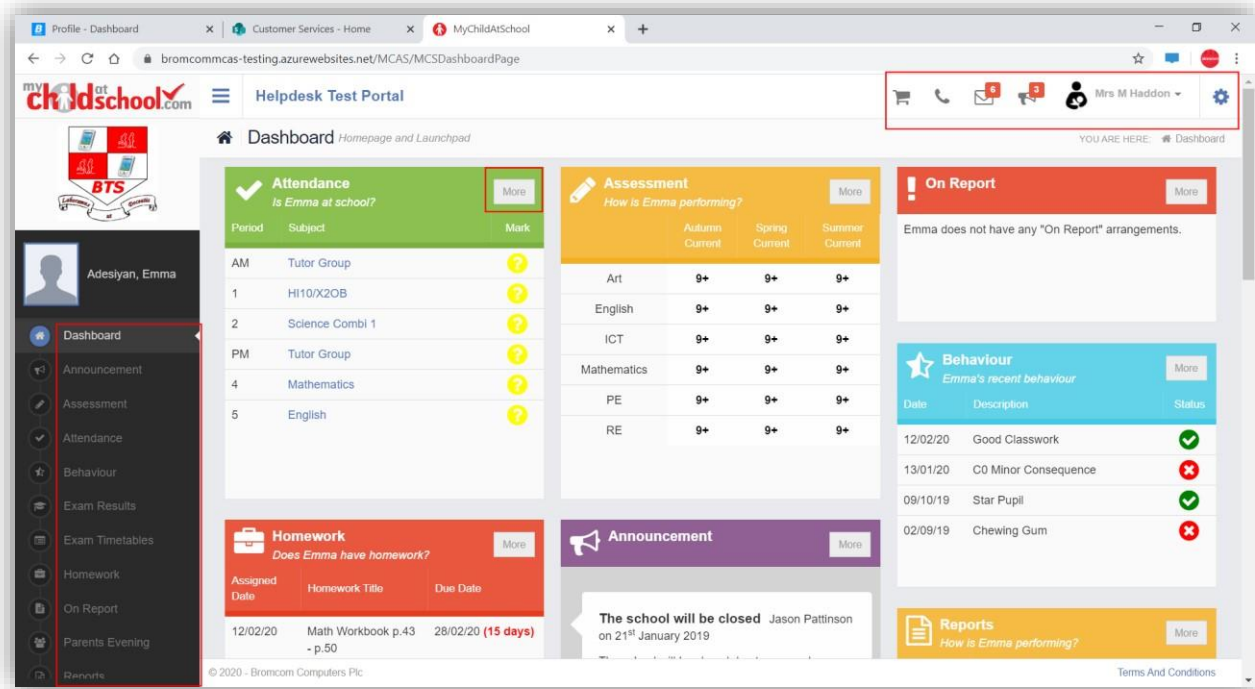


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



Selecting the MCAS Dashboard

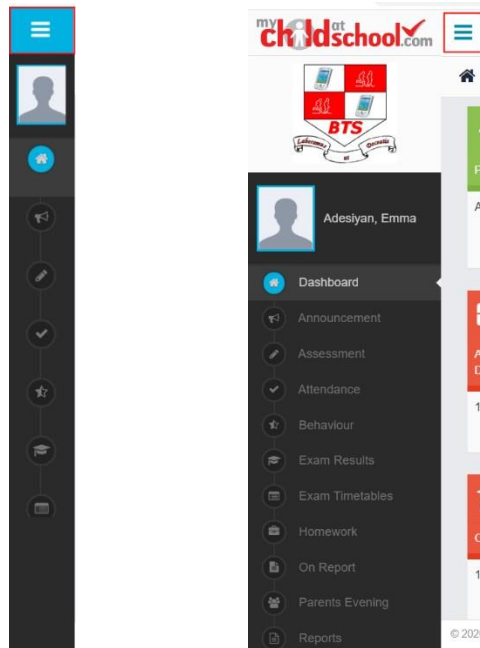
Once you have logged in the **Dashboard** will be displayed.



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**.

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



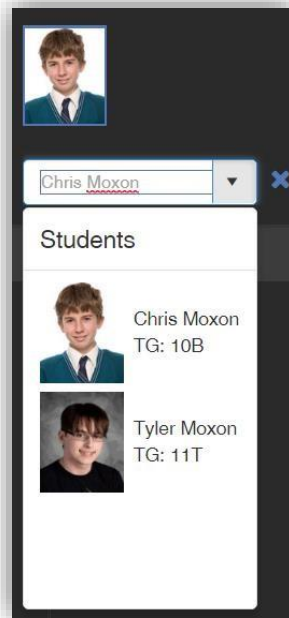
The following options are available and will only be displayed if enabled by the school:

- Academic Calendar
- Announcement
- Assessment
- Attendance
- Behaviour
- Classes
- Clubs & Trips
- Dinner Money
- Dinners
- Dinner Detail Exam Results
- Exam Timetables
- Homework
- On Report
- Parent Evenings
- Parental Consent
- PayPoint Balance
- Reports
- School Shop
- Timetable
- Outstanding Payments

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.

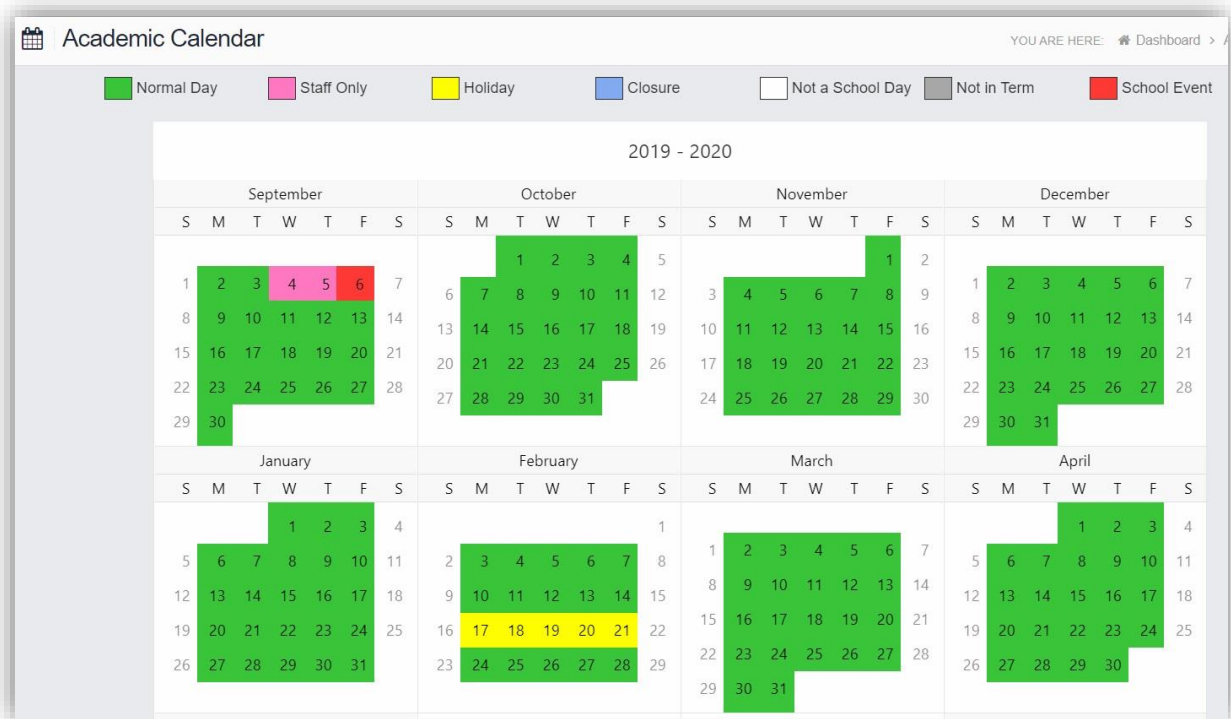


Academic Calendar

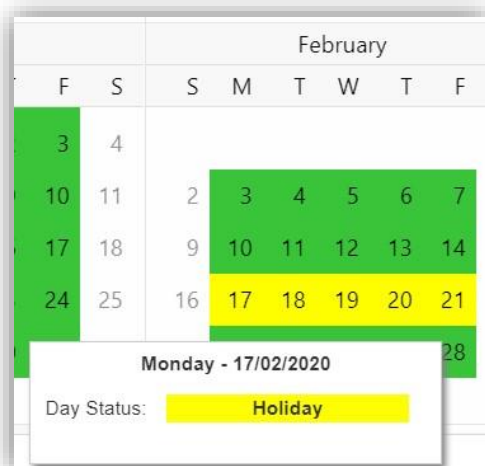
The **Academic Calendar** is accessible from the **Menu Bar** only.



It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.



Clicking on a day will display the details for that day.

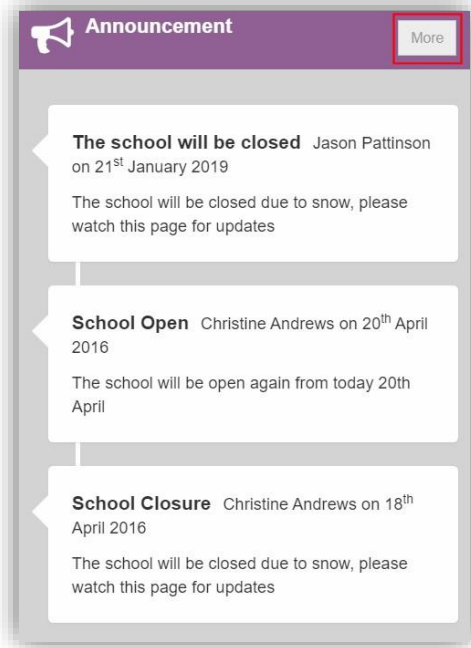


Announcements

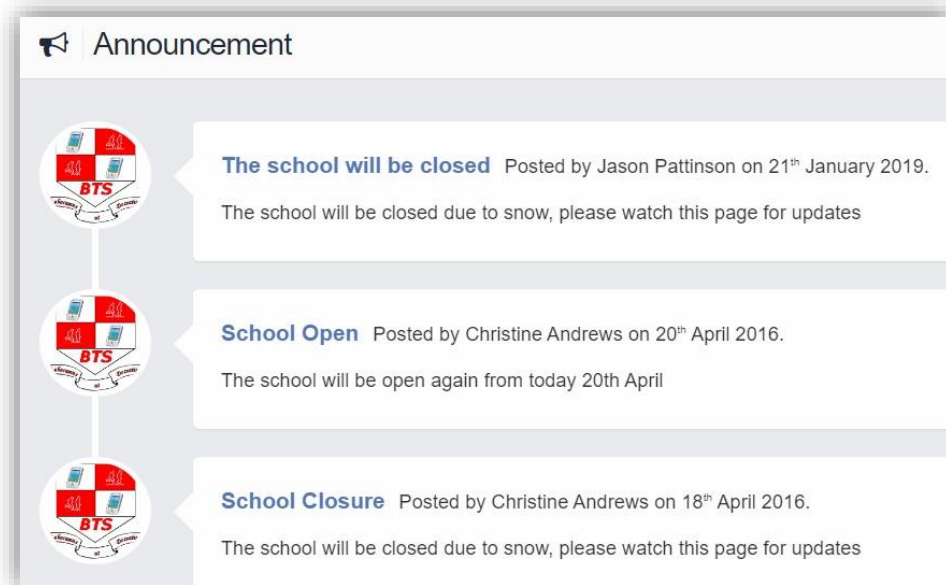
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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

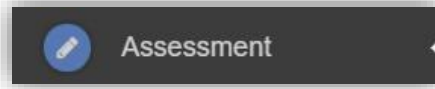


If there are any previous **Announcements** they will also be displayed.

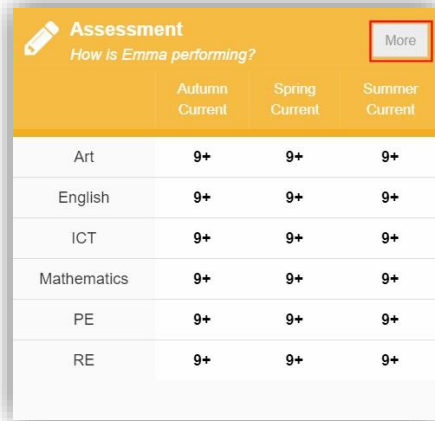


Assessment

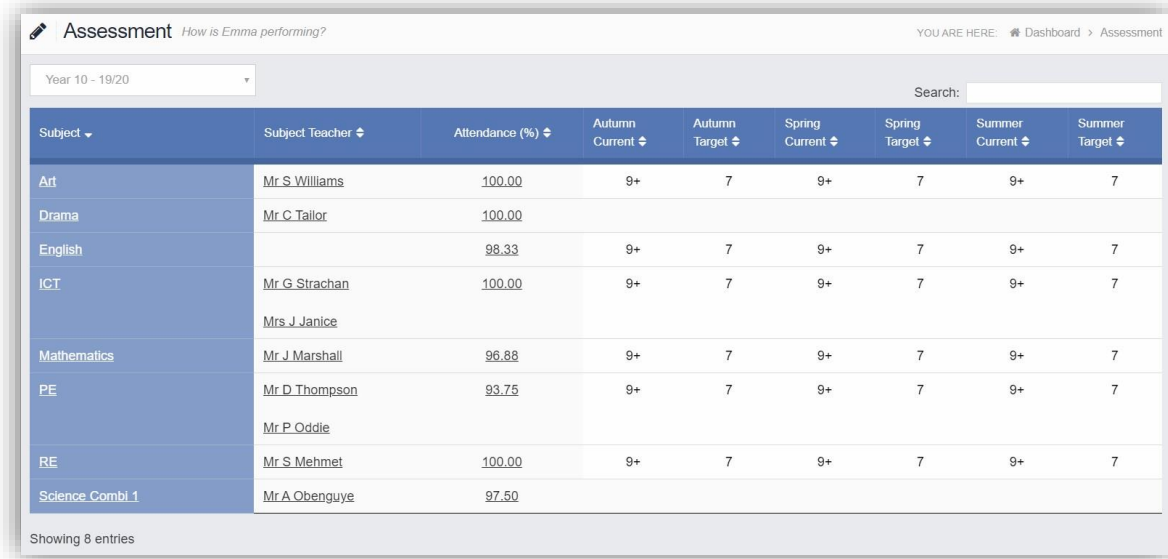
The **Assessment** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the last 6 published **Assessment** grades, click on the **More** button to open the page.



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.



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

Assessment *How is Emma performing?* YOU ARE HERE: [Dashboard](#) > [Assessment](#)

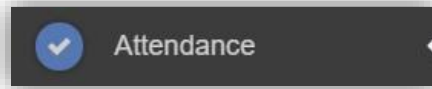
Year 10 - 19/20 Search: English

Subject	Subject Teacher	Attendance (%)	Autumn Current	Autumn Target	Spring Current	Spring Target	Summer Current	Summer Target
English		98.33	9+	7	9+	7	9+	7

Showing 1 entries (filtered from 8 total entries)

Attendance

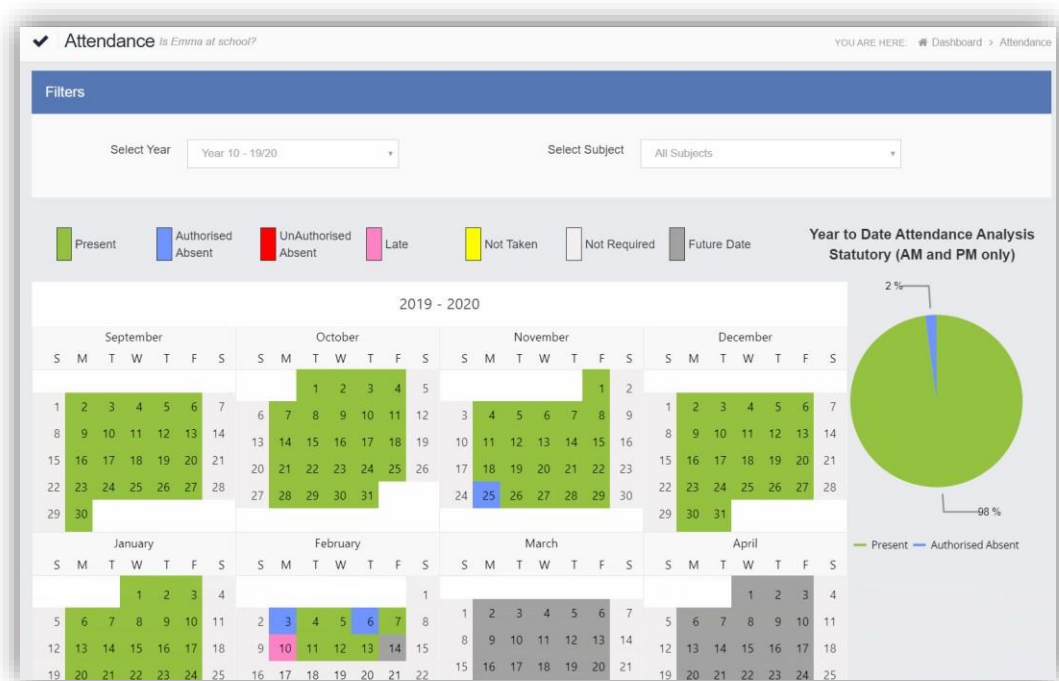
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



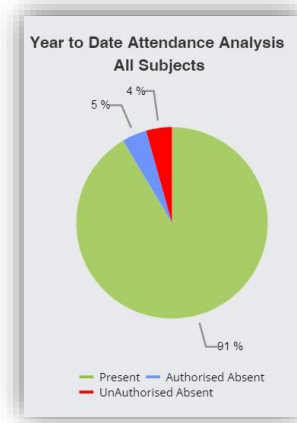
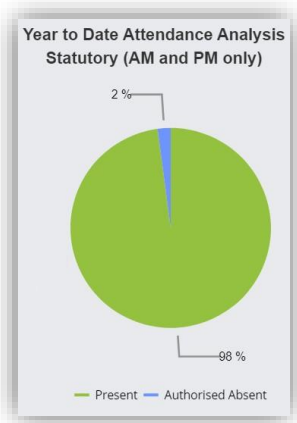
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

Period	Subject	Mark
AM	Tutor Group	✓
1	HI10/X2OB	✓
2	Science Combi 1	✓
PM	Tutor Group	?
4	Mathematics	?
5	English	?

This 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 *Is Emma at school?* YOU ARE HERE: Dashboard > Attendance

Filters

Select Year: Year 10 - 19/20 Select Subject: PE

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

Year to Date Attendance Analysis PE

2019 - 2020

September							October							November							December						
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						29	30	31					

January February March April

6% Authorised Absent (blue) 94% Present (green)

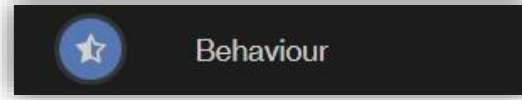
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020

Period	Attendance	Subject
08:45 AM	✔ Present	Tutor
09:05 1	✔ Present	PE
10:16 2	✔ Present	Science Combi 1
11:11 3	✔ Present	PE
12:45 PM	✔ Present	Tutor
13:00 4	✘ 5 min Late	Mathematics
13:55 5	✔ Present	English

Behaviour

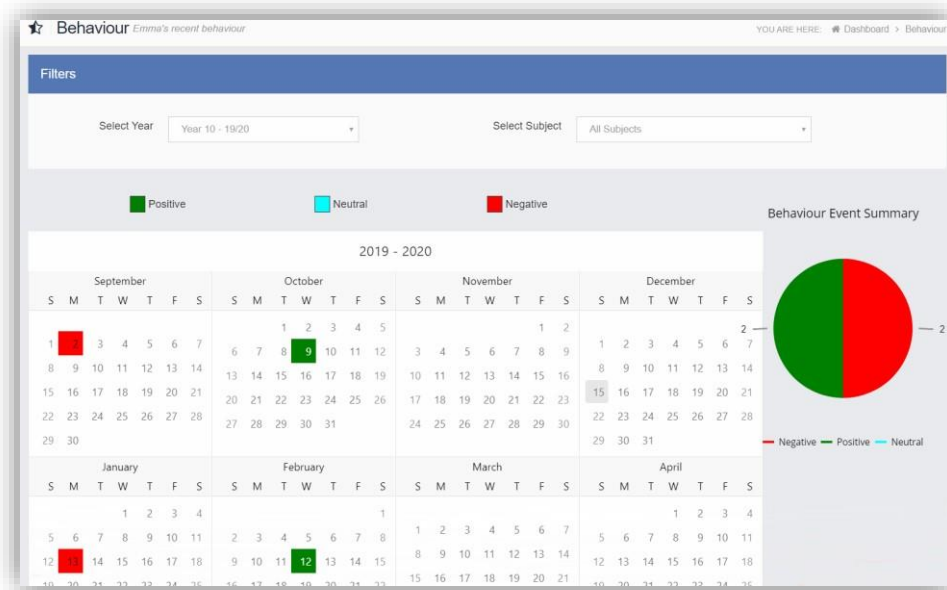
The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.



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

Date	Description	Status
12/02/20	Good Classwork	✓
13/01/20	C0 Minor Consequence	✗
09/10/19	Star Pupil	✓
02/09/19	Chewing Gum	✗

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 *Emma's recent behaviour* YOU ARE HERE

Filters

Select Year: Year 10 - 19/20 Select Subject: RE

■ Positive
 ■ Neutral
 ■ Negative

2019 - 2020

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

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

Behaviour Events ✕

Date	Class	Subject	Teacher	Comment	Event	Outcome	Outcome
12/02/2020	Re10/A1	RE	MRS J Janice		✔ Good Classwork		

Classes

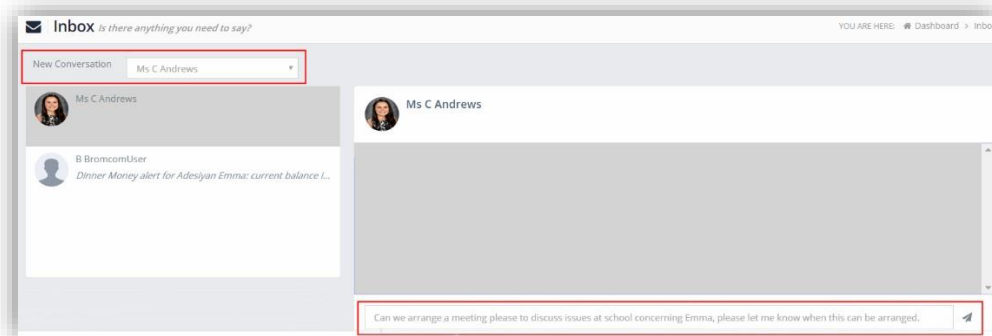
The **Classes** option is accessible only as a **Widget**.



Class Name	Class Details	Attendance
10A	Tutor Group Ms C Andrews christine.andrews@bromcom.com	97%
Ar10/X10A	Art Mr S Williams	100%
DR10/X10B	Drama Mr C Tallor chad.tallor@bromcom.com	100%
EN10/A1	English	97%
HI10/X20B	History Mr W Cranston	66%
IT10/A1	ICT Mrs J Janice	100%
MA10/A1	Mathematics Mr J Marshall	97%
PE10/A1	PE Mr P Oddie	93%
Re10/A1	RE Mr S Mehmet	100%
SCI10/A1	Science Combi 1 Mr A Obenguye	97%

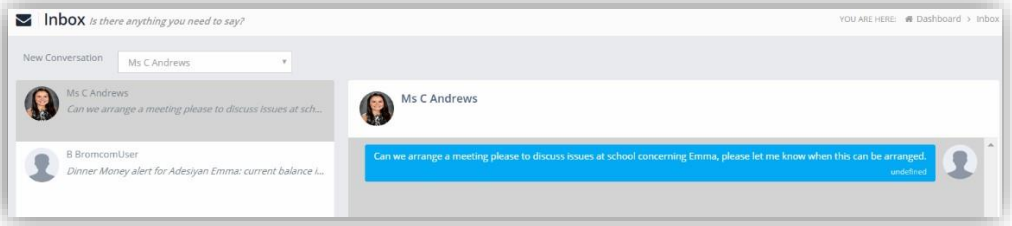
The **Widget** displays the all the **Classes** the student attends with a percentage for the **Attendance** within each. The school can set colours to show **Attendance** between certain percentages, in this example red denotes **Attendance** between 0 to 74% and green 90 to 100%.

Note: The school have the option to display the e-mail address of the teacher and to give an option to e-mail directly to that member of staff. Clicking on the e-mail address will open the e-mail function on the **User's** computer to send an e-mail. Clicking on the **Envelope** icon will open a separate page where a **Conversation** can be started.



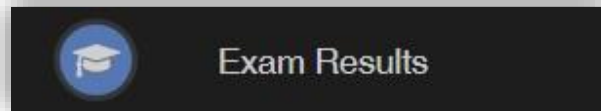
Select the **Teacher** from the dropdown list and enter the message at the bottom of the page, clicking the **Flight** icon on the right to send the message.

The **Teacher** will now be listed in the left panel and the **Conversation** in the right panel.

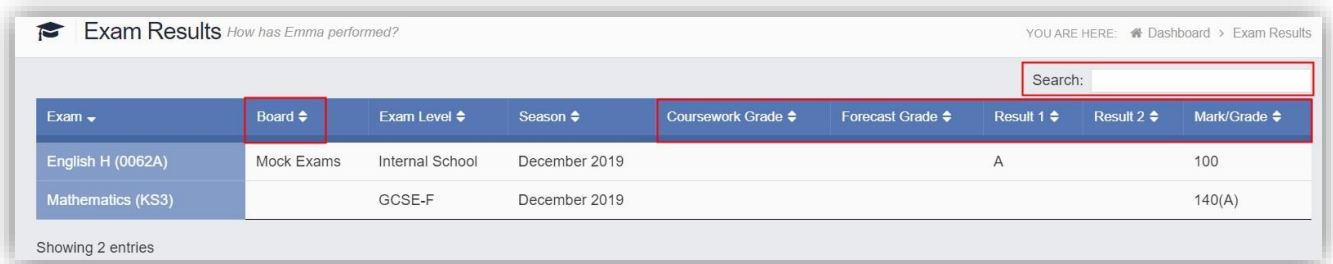


Exam Results

The **Exam Results** option is accessible only from the **Menu Bar**.



It displays the **Exam Results** for the student, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.



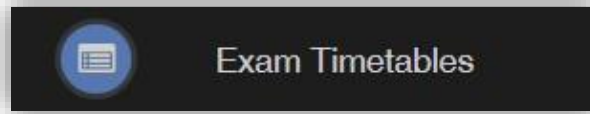
The screenshot shows the "Exam Results" page for a student named Emma. At the top, there is a search bar and a breadcrumb trail: "YOU ARE HERE: Dashboard > Exam Results". Below the search bar is a table with columns: Exam, Board, Exam Level, Season, Coursework Grade, Forecast Grade, Result 1, Result 2, and Mark/Grade. The "Board", "Coursework Grade", and "Forecast Grade" columns are highlighted with red boxes. The table contains two entries: English H (0062A) with a mark of 100, and Mathematics (KS3) with a mark of 140(A). At the bottom left of the table area, it says "Showing 2 entries".

Exam	Board	Exam Level	Season	Coursework Grade	Forecast Grade	Result 1	Result 2	Mark/Grade
English H (0062A)	Mock Exams	Internal School	December 2019			A		100
Mathematics (KS3)		GCSE-F	December 2019					140(A)

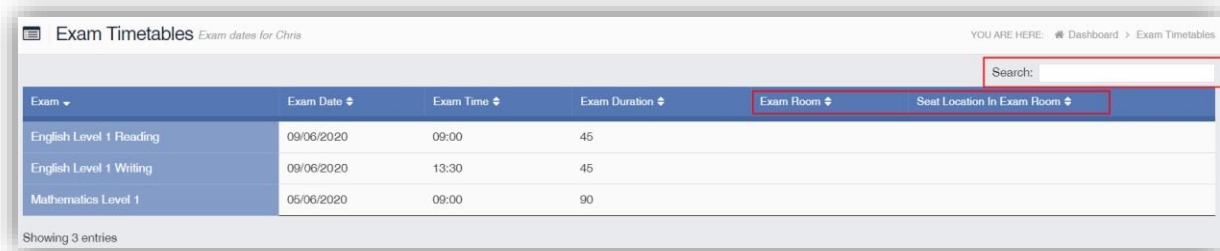
Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

Exam Timetables

The **Exam Timetables** option is accessible only from the **Menu Bar**.



It displays the **Exam Timetables** for the **Student**, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.



The screenshot shows a web interface for "Exam Timetables" for a student named Chris. At the top right, it says "YOU ARE HERE: # Dashboard > Exam Timetables". Below this is a search bar labeled "Search:". The main content is a table with the following columns: Exam, Exam Date, Exam Time, Exam Duration, Exam Room, and Seat Location in Exam Room. The "Exam Room" and "Seat Location in Exam Room" headers are highlighted with red boxes. The table contains three entries:

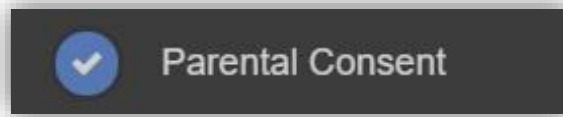
Exam	Exam Date	Exam Time	Exam Duration	Exam Room	Seat Location in Exam Room
English Level 1 Reading	09/06/2020	09:00	45		
English Level 1 Writing	09/06/2020	13:30	45		
Mathematics Level 1	05/06/2020	09:00	90		

Showing 3 entries

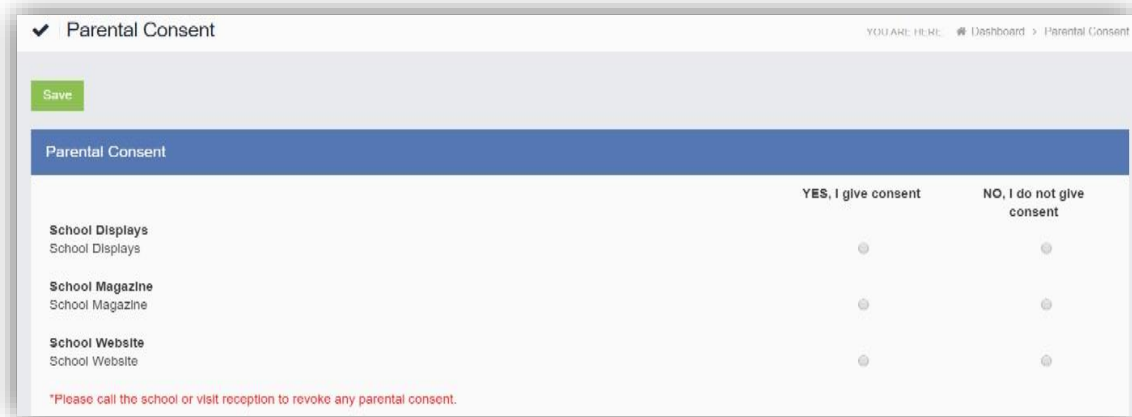
Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.



It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.



The screenshot shows a web interface for 'Parental Consent'. At the top left is a green 'Save' button. Below it is a blue header bar with the text 'Parental Consent'. The main content area is a table with two columns for consent options: 'YES, I give consent' and 'NO, I do not give consent'. There are three rows of consent options, each with a radio button in each column. A red asterisk note at the bottom states: '*Please call the school or visit reception to revoke any parental consent.'

	YES, I give consent	NO, I do not give consent
School Displays School Displays	<input type="radio"/>	<input type="radio"/>
School Magazine School Magazine	<input type="radio"/>	<input type="radio"/>
School Website School Website	<input type="radio"/>	<input type="radio"/>

*Please call the school or visit reception to revoke any parental consent.

Parents Evening

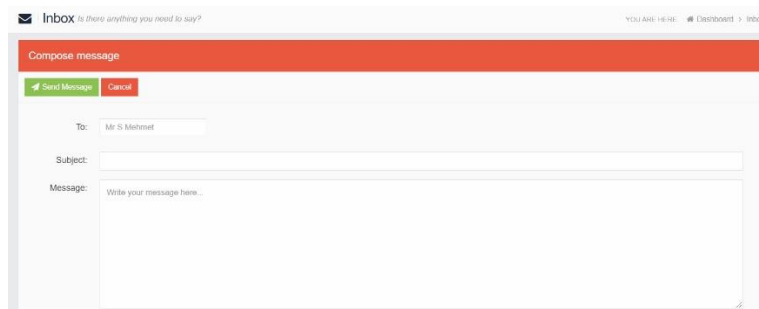
The **Parents Evening** option is accessible only from the **Menu Bar**.



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 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.

15:00	Available	Book
15:05	Available	Book
15:10	Not Available	
15:15	Available	Book
15:20	Available	Book
15:25	Not Available	
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book

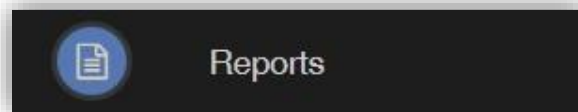
The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

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.

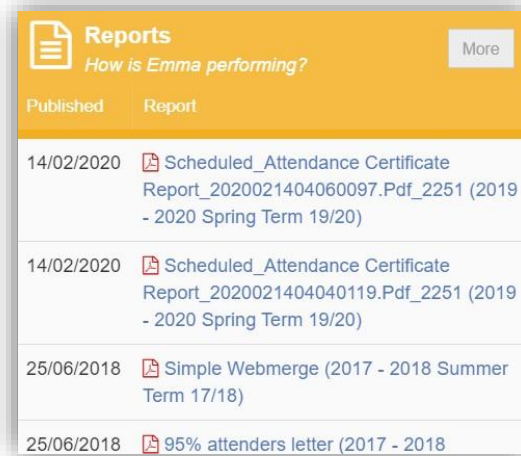
Note: this option is only available if the school have the **Diary** module.

Reports

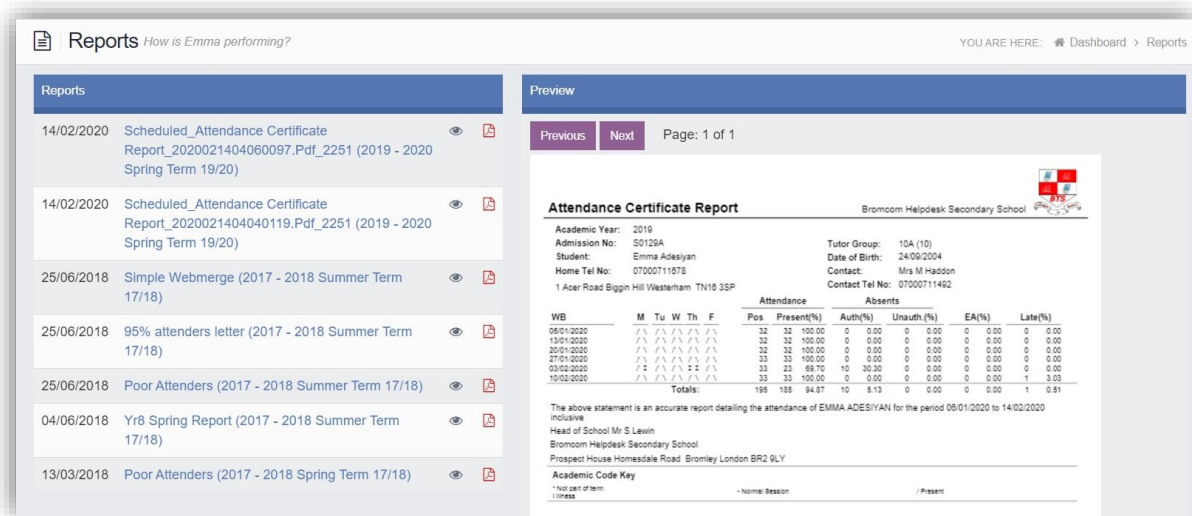
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the last 5 reports or letters that have been published by the school.



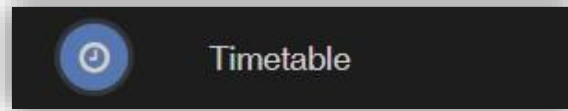
Click on the **More** button to open the **Report** page, which will list all **Reports** available.



Click on the **Report** name to download it, the format of the **Report** will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.

Timetable

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



The **Widget** will display the timetabled sessions for the day highlighting the current session.

Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	SCI10/A1	Mr A Obenguye	11:11
PM	Tutor Group	10A		12:45
4	ICT	IT10/A1	Mrs J Janice	13:00
5	Science Combi 1	SCI10/A1	Mr A Obenguye	13:55

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.

YOU ARE HERE: Dashboard > Timetable

Term 2 - Week 08 - 16/02/2020

	Sunday 16th Feb	Monday 17th Feb	Tuesday 18th Feb	Wednesday 19th Feb	Thursday 20th Feb	Friday 21st Feb	Saturday 22nd Feb
		AM 10A Tutor Group Mr W Cranston	AM 10A Tutor Group	AM 10A Tutor Group	AM 10A Tutor Group		
1	PE10/A1 PE Mr P Oddie			1 DR10/X10B Drama Mr C Tallor	1 HI10/X20B Withdrawal Group Mr W Cranston		
2	SCI10/A1 Science Combi 1 Mr A Obenguye	2 MA10/A1 Mathematics Mr J Marshall		2 Re10/A1 RE Mr S Mehmet	2 SCI10/A1 Science Combi 1 Mr A Obenguye		
3	3 PE10/A1 PE Mr D Thompson	3 SCI10/A1 Science Combi 1 Mr A Obenguye					
		PM 10A Tutor Group Mr R Lewis	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	
4		4 MA10/A1 Mathematics Mr J Marshall	4 IT10/A1 ICT Mrs J Janice	4 MA10/A1 Mathematics Mr J Marshall	4 MA10/A1 Mathematics Mr J Marshall	4 SCI10/A1 Science Combi 1 Mr A Obenguye	
5		5 SCI10/A1 Science Combi 1 Mr A Obenguye		5 Ar10/X10A Art Mr S Williams		5 Ar10/X10A Art Mr S Williams	