



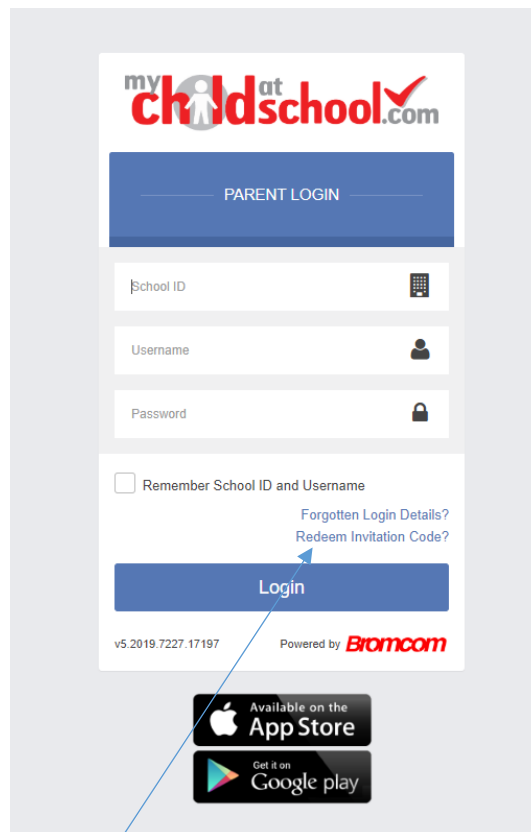
MCAS Parent Guide

'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 and Assessment whenever the parent/carer wishes.

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.

HOW TO ACCESS MCAS

STEP 1: From within 'Google Chrome' this is the recommended platform –(it will not work on internet explorer as this is being phased out) <Type> www.mychildatschool.com



Click on redeem Invitation code.

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

myChildatSchool.com

REDEEM YOUR INVITATION CODE

School ID

Username

Invitation Code

I'm not a robot

reCAPTCHA
Privacy - Terms

Redeem Code

[Back to Login](#)

- School ID
- User Name
- Invitation code

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 in, you will be presented with the MCAS HOME PAGE

Dashboard Homepage and Launchpad

YOU ARE HERE: Dashboard

Attendance More

Period	Subject	Mark
AM	Tutor Group	✓
PM	Tutor Group	✓

Assessment More

No Assessment data found

Reports More

No Reports data found

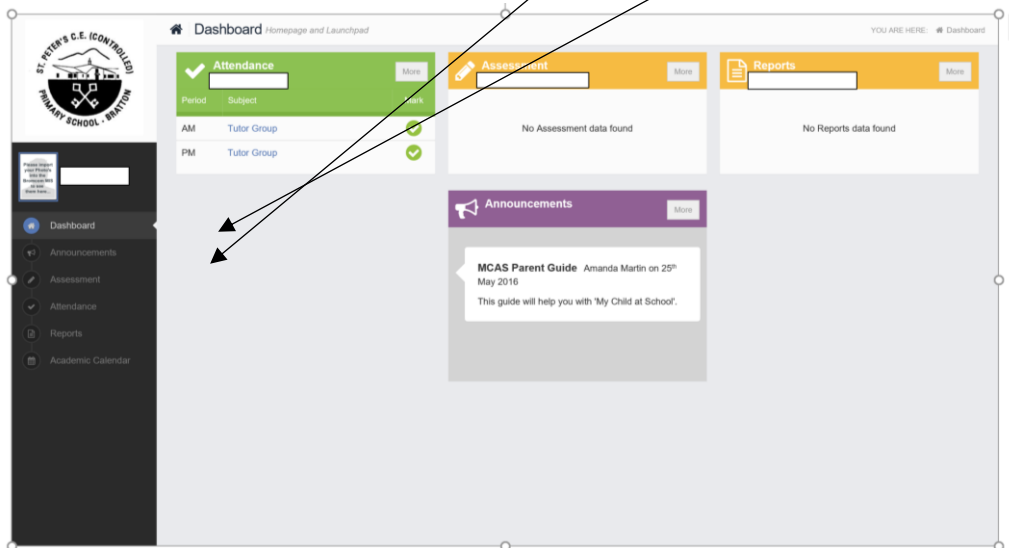
Announcements More

MCAS Parent Guide Amanda Martin on 25th May 2016
 This guide will help you with 'My Child at School'.

Dashboard

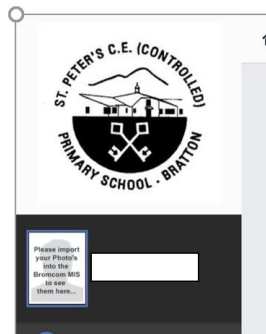
- Announcements
- Assessment
- Attendance
- Reports
- Academic Calendar

Once you are on this front page you can then select attendance or assessment by clicking on the tabs. (Or 'clubs and trips' or 'student portal')



This will show your child's attendance and current assessment.

Switching to another child.



In the top left-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.

Click on the name of the current shown student and a drop down menu will appear with an arrow on the right. Click on the arrow and your other child/ren should appear. Select the child's name which you wish to view.

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

Announcements

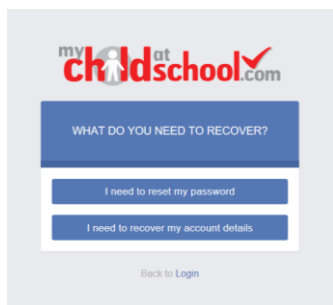
In here there will be an explanation of the codes used for assessment- this will be a brief overview to explain the codes used on MCAS.

Settings

At the top of the home page you will see your name. Click on the arrow next to your name and you can see various settings.

In settings you can change your login password, enter an email address and add a security question. This is the e-mail address that MyChildAtSchool admin will use when you request forgotten user account details and enter a security question. If you forget your login details click on 'forgotten login details' on the login screen.

You will be directed to this page to complete.



The contact details and the student details are the current details held by school for you and your child. Please check these as it is very important that we have up-to-date details for your child. You can edit and amend these details and they will be sent through to the school. The school will then upload them to our system.

If you wish to amend details please press 'contact details' and you will be able to amend details. You will the need to save the details using the save button (top left of the page).

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

Account Settings

Change your '*Password*', '*Email Address*' and '*Security Question & Answer*'.

Contact Details

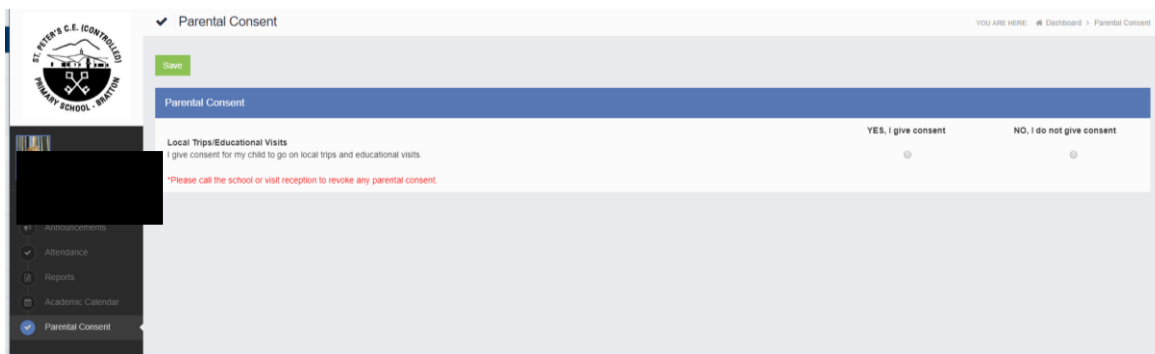
Send through to the school details of any '*New Contacts*' or changes to existing '*Contacts*'.

Student Details

Send through to the school details of any changes to the '*Student Details*'.

Parental Consent

On the right-hand side of the screen you should see a section called 'Parental consent'. For some people this will have already been completed. Please click on this section and either give consent or do not give consent. Make sure you save by pressing the green button.



The screenshot shows a web application interface for 'Parental Consent'. At the top left is the school logo for St. Peter's C.E. (Controlled) Primary School - Brighton. The page title is 'Parental Consent' with a checkmark icon. In the top right corner, it says 'YOU ARE HERE: Dashboard > Parental Consent'. Below the title is a green 'Save' button. The main content area is titled 'Parental Consent' and contains the following text: 'Local Trips/Educational Visits', 'I give consent for my child to go on local trips and educational visits.', and a red note: '*Please call the school or visit reception to revoke any parental consent.'. To the right of the text are two radio button options: 'YES, I give consent' and 'NO, I do not give consent'. On the left side of the screen, there is a dark sidebar menu with the following items: 'Announcements', 'Attendance', 'Reports', 'Academic Calendar', and 'Parental Consent' (which is selected with a blue checkmark).

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).