MCAS Parent App

MyChildatSchool Parent App Quick Guide

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Introduction

MyChildatSchool Parent App is an application enabling the **User** to view their child or children's school data on their smartphone.

The structure of the module allows the **User** to use all of the key features of MyChildatSchool but from a smartphone in real time. As well as student performance data, the app also provides general useful information about the school such as the **Academic Calendar** and **Announcements** in addition to a **Messaging** feature for improved communication with the school.

In summary, **MCAS Parent App** provides:

- Access to real-time **Timetable, Calendar**, **Attendance** 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**
- **School Announcements and Parent Evening** information
- **Examination Timetables and Results**

Note: The information in this guide is based on all the modules being available to the school. Some options such as **Behaviour** may not be used by the school so these will not be available on the **Student Data menu**.

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 Parent App

The app is available to download from the Apple or Google Play stores for use on iPhones or Android smartphones accordingly. Simply search for **MyChildatSchool.com** and follow the instructions for installation on your phone. Once downloaded an appropriate MyChildatSchool App will appear.

For first use tap the tile, then the home screen and complete the security sections when prompted, as described below.

Creating an Account PIN and Authentication Settings

When you access the app for the first time you will be required to create a 5-digit PIN and complete the setup by confirming your biometric authentication settings. For further options on **PIN** and **Authentication Settings**, see the **Profile** section below.

Adding Your User Account Details

Next, enter the details that you have been given by the school: these will be the **School ID**, your **User ID** and your **Password**. Once these have been added, they will be stored securely within the app. For further options on **User Accounts**, see the **Profile** section below.

MCAS Parent App Overview

When logging in to your account through the app you only require your PIN/biometric authentication to save having to login with full details each time. From the homepage you will be prompted to complete these details.
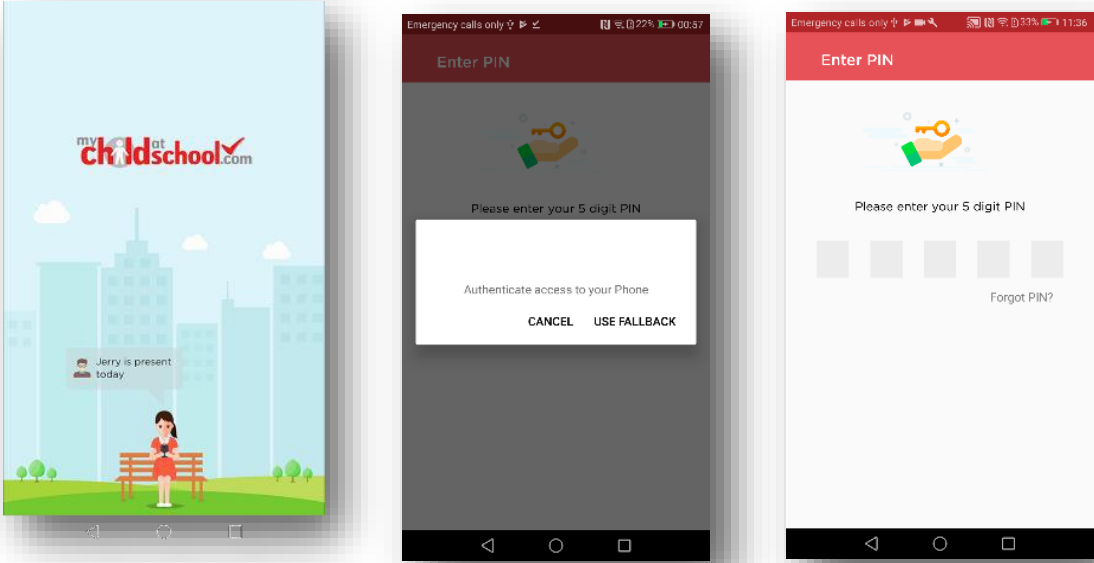

A toolbar is permanently displayed at the bottom of the page and
all navigation is performed using the toolbar icons, the components of which are described below. The options available are:
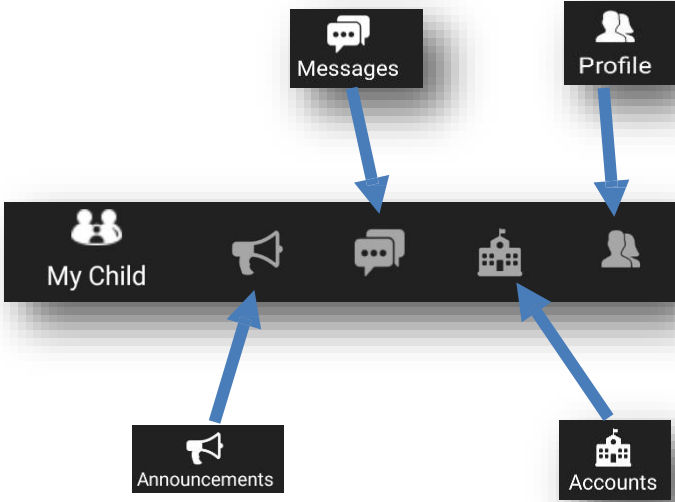

Simply tap an icon to open the feature. To navigate from one feature to another simply tap on the required toolbar icon. A brief description of the functionality of each is described below.

My Child
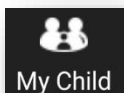
Tapping the My Child icon will present a student page and a menu icon
from which all available student pages may be accessed. To change
to a different student page, tap the menu icon or swipe to the right to
reveal the Main Menu. The name of the student along with photo, if available, will show and a
dropdown arrow will appear to enable the user to switch child, if appropriate.
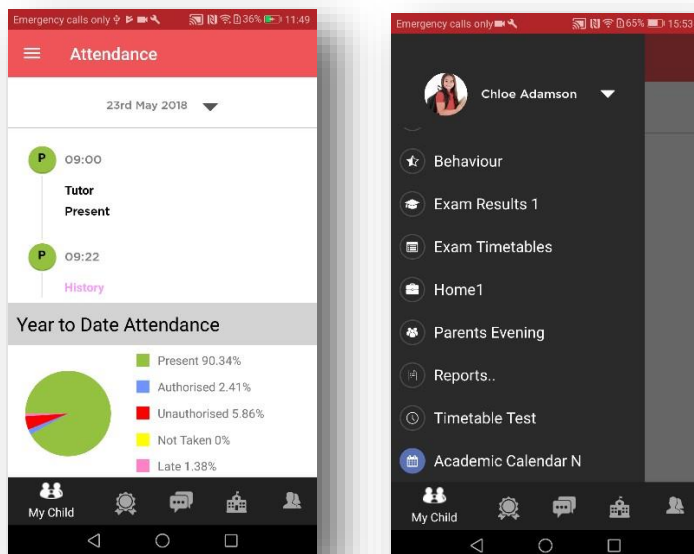
To hide the Main Menu simply swipe to the left.

Multiple Students

Tapping on the name of the student, next to the photograph, will
open a list of other students associated with the User. Tap to
switch the tick to a different child and then tap **Select**. This allows
information for more than one associated student to be viewed
without having multiple logins.
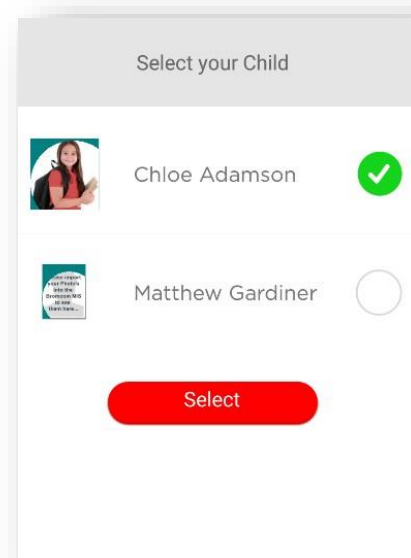
Options

From the menu, simply scroll and tap the required page. The menu will disappear. To return to the menu, either swipe to the right or tap the menu icon in the top left hand corner of the current page. Use the phone's back arrow to return to a previous page.

A brief description of all available student pages is described below.

Attendance – Year to date information is displayed as a pie chart in the lower pane. Today's attendance is displayed in the upper pane. To view attendance throughout the day scroll in the upper pane. Tap the day to reveal a calendar, which will display a colour for each day according to the status of the student's attendance for that day. Navigation arrows are available to change month and simply tap a day to view the attendance for that day.
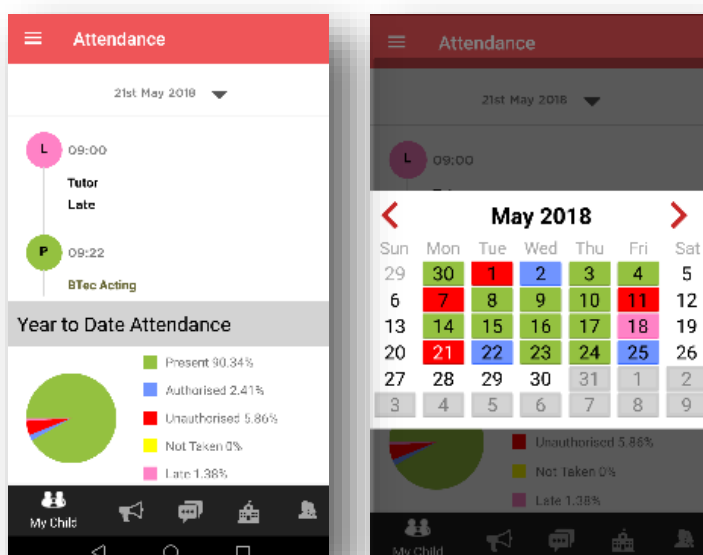

Behaviour - Events will appear in chronological order with the latest event at the top of the page. To view more details of an event simply tap it and scroll to view the information recorded. A red cross denotes negative behaviour, a green tick positive behaviour. Use the back arrow to return to the **Behaviour Events** list.
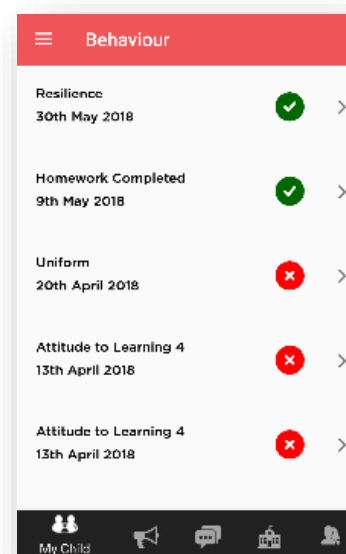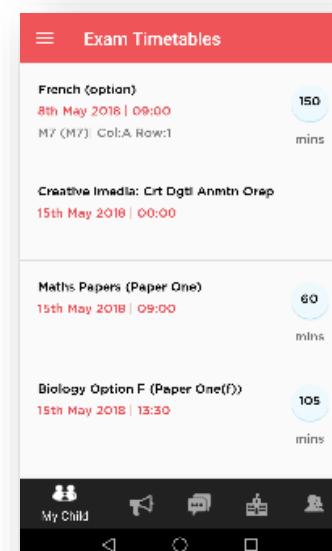
Exam Results – This module is not currently activated.

Results will be displayed along with brief details of the exam and the season in which they were achieved. Tap a result to reveal further details and use the back arrow to return to the main results list.
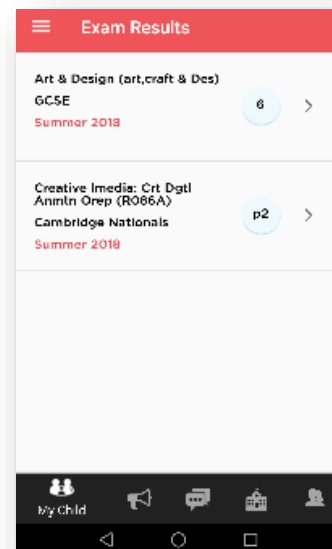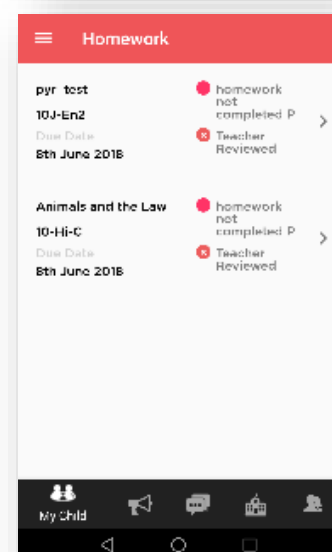

Exam Timetables – This module is not currently activated.

Entries will be displayed along with brief details of the examination date and start time as well as seating information, if enabled by the school. The time allowed for the exam will be
displayed on the right-hand side, expressed as minutes.


Homework – This module is not currently activated.

Homework will be displayed in the format selected by the school.
The screenshot displays the *Extended Homework* view.
Tapping on the piece of homework will reveal more details.

**Parents Evening** – **This module is not currently activated.**

Active parent evenings for the student will appear along with the date. Use the dropdown arrow to switch to other
parent evenings, if available. Booked appointments will appear in time order and if the *Enable Parent Booking* setting has been activated by the school, the user will be able to cancel an appointment and book their own slots. In this case, each appointment will display a **Cancel** option and scrolling down the page will reveal interviews available for booking. Simply tap **Book** and select an available time then confirm by tapping *Book* again on the *Time Selection* page.
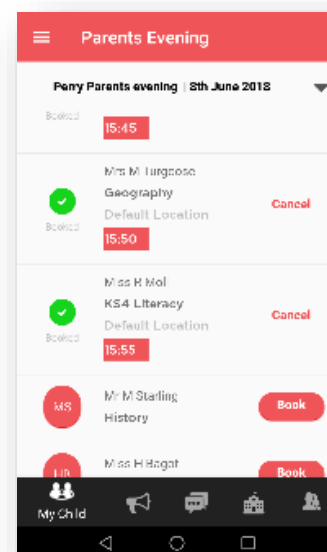

Reports – This page will contain not only reports but also any letters or documents that the school has published to *MyChildatSchool*. Depending on the format of the report and type of phone being used, the user may have to select the desired format before viewing or downloading. Further options according to the device may be available, such as printing and saving.
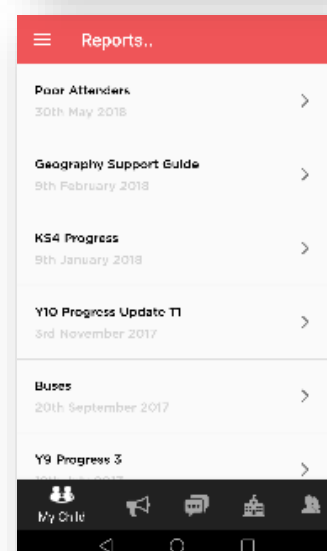
Timetable - This page will display as *One Day to View*. Simply tap the date at the top of the pane and select a day accordingly. Scroll down to see the student timetable for that day.
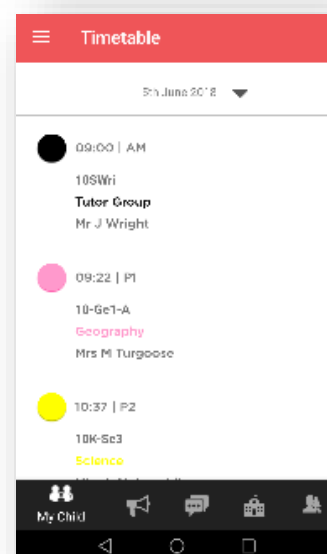
Academic Calendar – Similar to the *Timetable* page but when tapping on the day the user will easily be able to view holidays etc. and can navigate through the months by tapping the *Calendar* directional arrows.
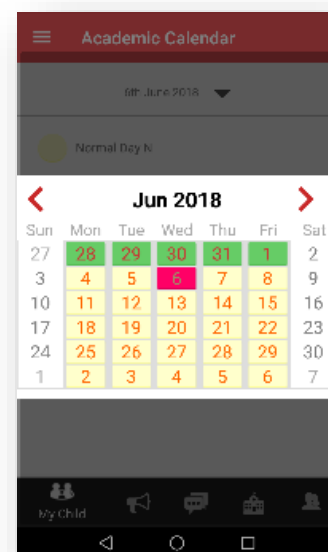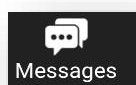

Announcements

Tap the loudhailer icon on the toolbar. Any announcements posted by the school will display the title and date. To view the announcement, simply tap it and scroll in the message window as necessary. To return to the main **Announcements** page, tap the **< Announcements** arrow. To view any attachments, simply tap on them.

Messages

The **Messages** feature allows the user to send, receive and reply to messages through the *Parent App*. Simply tap **Messages** from the toolbar. To compose a message, tap the pencil, use the dropdown menu to select the recipient of the message (school or teacher if enabled), add a title, compose and *Send*. To abandon a message, simply tap the X in the **Messages** heading. To display either *Received* or *Sent* messages, simply tap the respective tab and tap again to view the message. A *Reply* option is available for the message.

Accounts
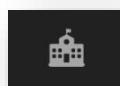
From the toolbar, tap **Accounts**. This will reveal a page of accounts added to the app. Active accounts will be displayed in green and details will be retained by the app to save the user from having to complete these details each time. Login is by PIN/biometric authentication (depending on what the device supports). Accounts can be deleted and new ones added by tapping the + in the **Accounts** heading. When creating an account, if the user has forgotten their details, they can simply tap "*Forgot Password*" which will redirect them to their online *MyChildatSchool* login page. They can either reset their password or recover their account details.

Profile

From the toolbar, tap the icon on the right hand side to bring up the **Profile** page. This page contains the following items:

School Contact Information – Tapping on this item reveals the school's address, email and telephone number. The user may also have the option of sending a message from here to the school, if enabled. To do so, complete the title and message fields then tap *Send* at the foot of the screen. Responses can be viewed in **Messages** above.

Account Settings - These are the user's personal settings and include email address, password and the security details' question and response. To change any of the fields, simply select *Change* and then *Update* once finished. The **Security Details** section contains a dropdown of available security questions and a field for adding the response.

Change PIN - This item allows the user to change their PIN to access the app by adding the existing PIN and then completing the new PIN details before saving.

Biometric Authentication - To enable or disable this setting simply tap the red button on the slider bar on the right of the field.

Terms and Conditions – These are the company's terms and conditions of use for the MyChildatSchool Parent App.