MCAS Parent App Quick Guide

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Introduction

MyChildatSchool (MCAS) Parent App is an application enabling parents or guardians to view their child or children's school data on their smartphone or via the MCAS website. The following instructions are designed for app users, although the website functionality is very similar.

Parents and guardians can use all of the key features of MCAS from a smartphone in real time. As well as student performance, behaviour and attendance data, the app also provides general useful information about the school such as the Academic Calendar and Announcements.

In summary, MCAS Parent App provides:

- **Access to real-time Timetable, Calendar, Attendance and Behaviour data**
- **Instant access to Published Reports and Letters**
- **School Announcements and Parent Evening information (if applicable)**
- **Examination Timetables and Results**

Note: If you have any issues logging into your account, you can find help pages on the school's website.

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 MCAS and follow the instructions for installation on your phone. Once downloaded an appropriate MCAS App will appear.

Alternatively, the website can be accessed at https://www.MCAS.com/MCAS/MCSParentLogin

For first use, open the app and complete the security sections when prompted. ***Please note, when logging on for the first time, follow the separate instructions which have been emailed to you.***

Creating an Account PIN and Authentication Settings

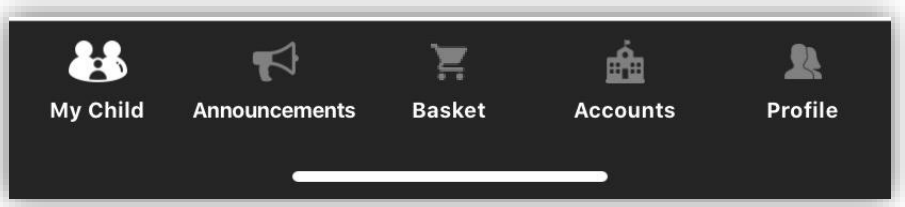
After following the instructions for 'Logging in for the first time', you will then be able to access the app using a 5-digit PIN, which you will be prompted to create. You can then complete the setup by confirming your biometric authentication settings if you wish.

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.

Toolbar

A toolbar is permanently displayed at the bottom of the page (see below) 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

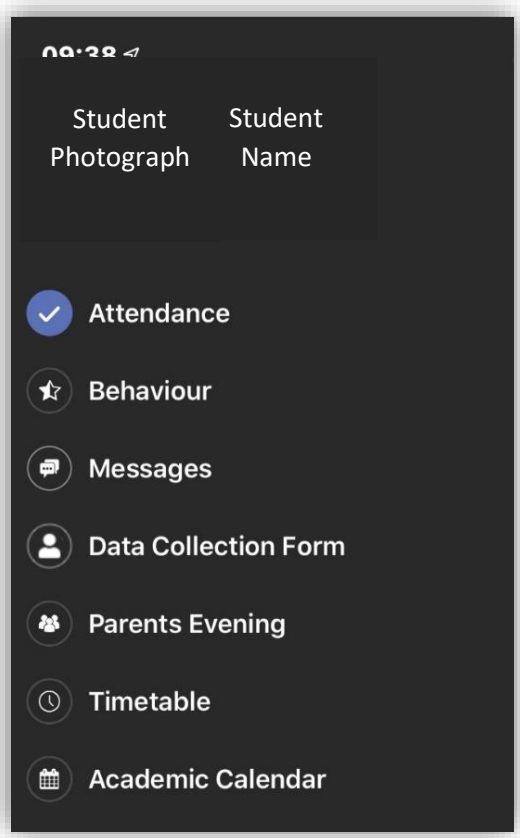
Tapping on the name of the student, next to the photograph, will open a lift of other students associated with the user. Tap to switch the tick to a different child and then tap Select. This allows information for more than one associated student to be viewed without having multiple logins.

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.

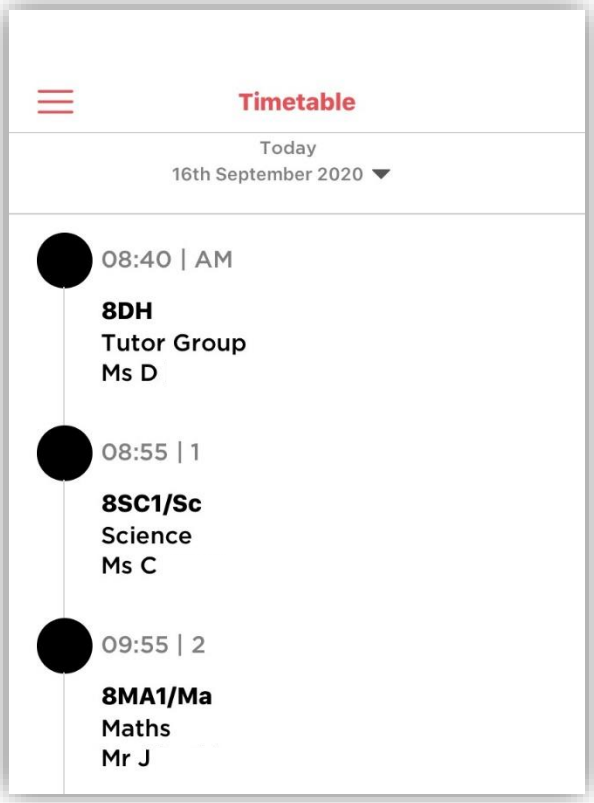
A brief description of all available student pages is described below.

You may not see all of the options available at all times during the academic year.



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.



Attendance

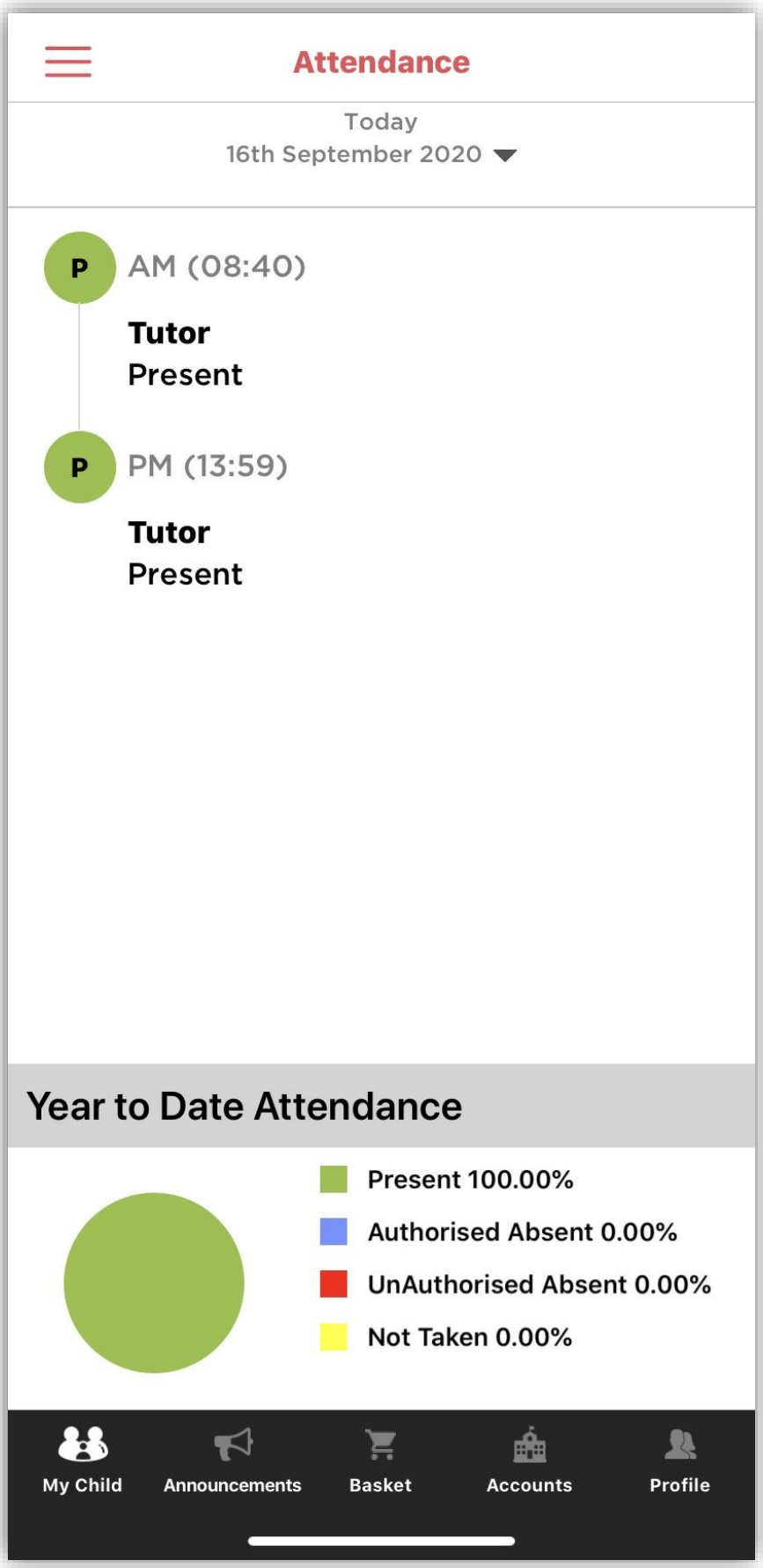
Year to date information is displayed as a pie chart in the lower pane.

Today's attendance is displayed in the upper pane.

To view attendance throughout the day scroll in the upper pane.

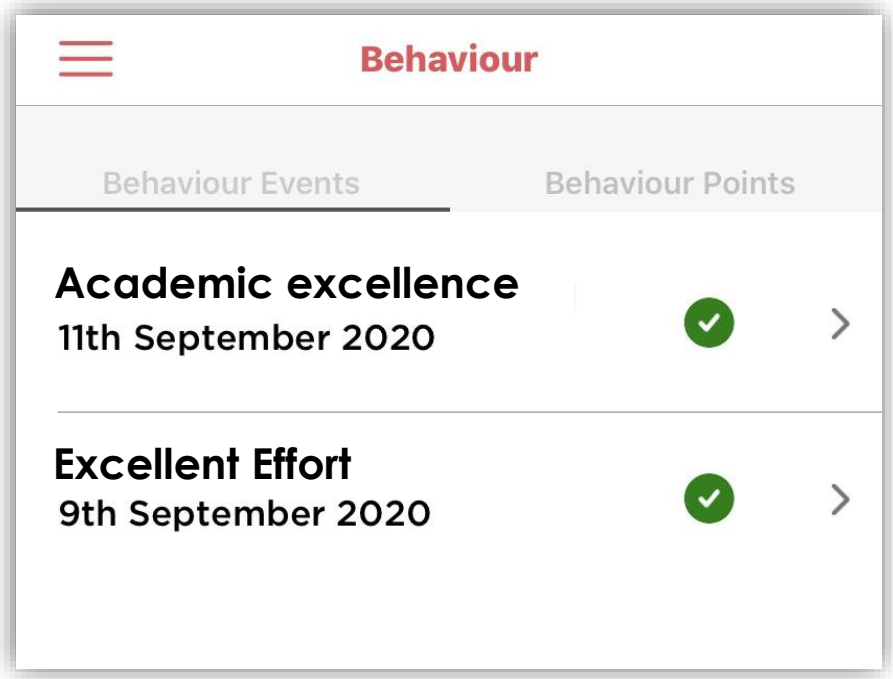
Tap the day to reveal a calendar, which will display a colour for each day according to the status of the student's attendance for that day.

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.

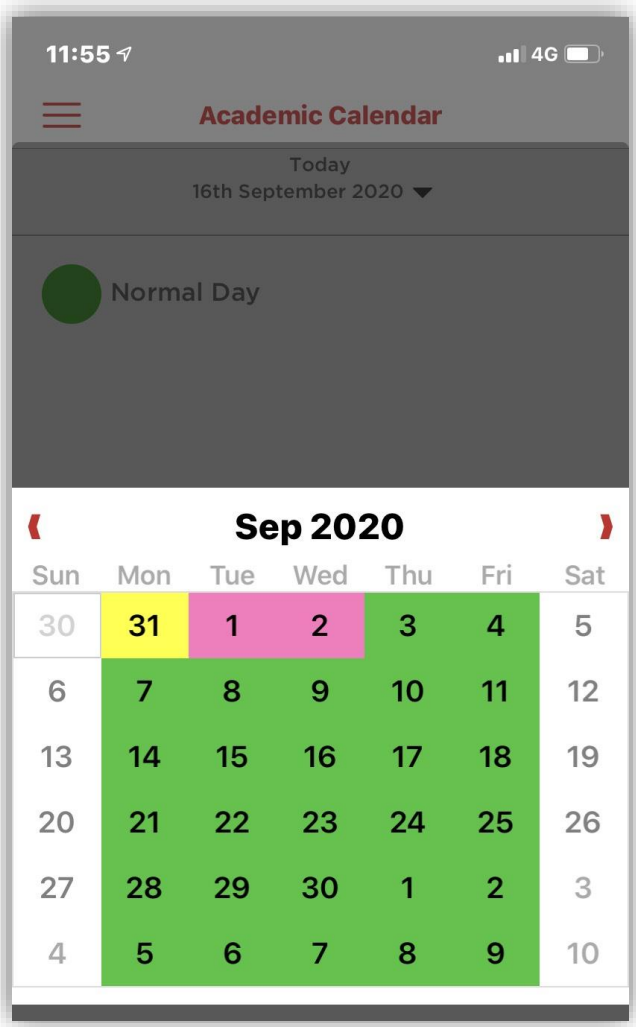


Academic Calendar

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.

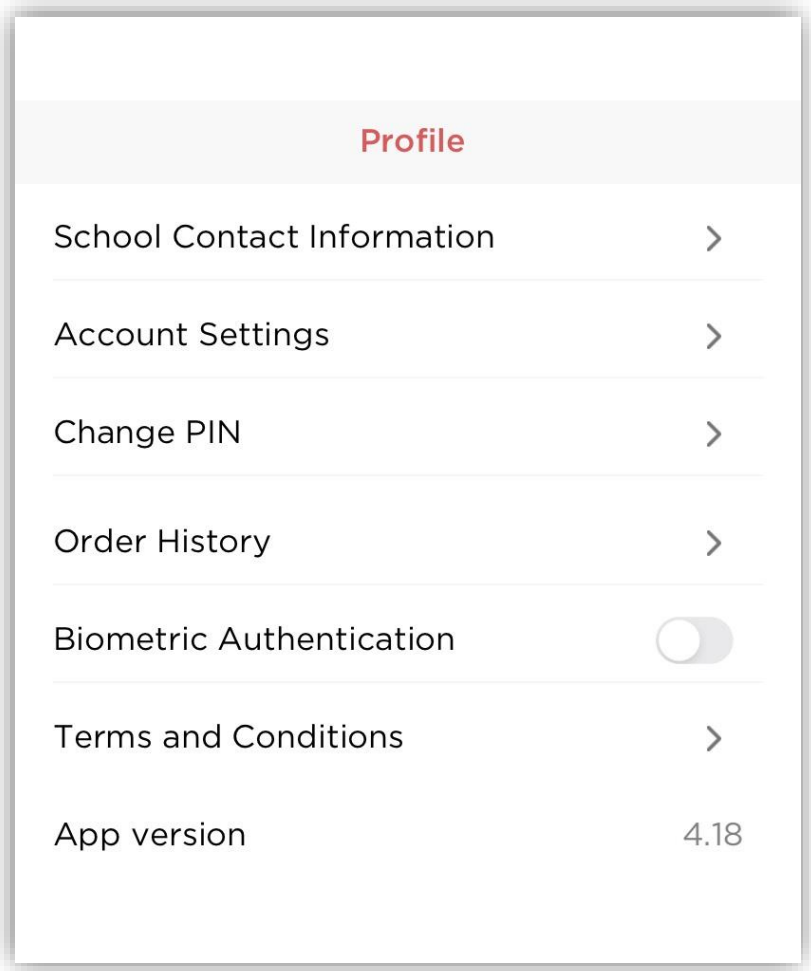
Accounts

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 MCAS login page. They can either reset their password or recover their account details.

Parents' Evening

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.

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 MCAS Parent App.