

Training Course Agenda.

MyChildAtSchool (MCAS)



Introduction

Target Audience

The **MyChildAtSchool** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your **Administration Team**
- ✓ Member(s) from your **Pastoral Team**
- ✓ Deputy Headteacher/Senior Teacher

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

Part One: Parent Use

- ✓ Accessing and Logging into MCAS
- ✓ Understanding the Dashboard (Homepage)
- ✓ Menu and Dashboard Panels
- ✓ School Page
- ✓ Settings (Account, Contact and Student)
- ✓ Contacting the School
- ✓ Changing View to a different Student

Part Two: Setup

- ✓ Configuration Settings
 - General Settings
 - Notification Settings
 - Module Page Settings
 - Setting up the School Page
 - Announcements

Part Three: Routines

- ✓ User Requested Changes (inc. Admission Form Submissions)
- ✓ Communication via MCAS
 - Received Messages
- ✓ Published Documents
- ✓ Absence Notifications

Part Four: User Accounts

- ✓ Creating New User Accounts
 - Via Students or Contacts
- ✓ Maintaining Existing Accounts
 - Updating email addresses
 - Granting Student Access
 - Disabling Accounts
 - Send Reset Password email
- ✓ Overview Page

Part Five: Reports

- ✓ User Account Report
- ✓ User Activity Report

Part One: Parent Use

- ✓ Accessing and Logging into MCAS
- ✓ Understanding the Dashboard (Homepage)
- ✓ Menu and Dashboard Panels
- ✓ School Page
- ✓ Settings (Account, Contact and Student)
- ✓ Contacting the School
- ✓ Changing View to a different Student

Notes:

Part Two: Setup

- ✓ Configuration Settings
 - General Settings
 - Notification Settings
 - Module Page Settings
 - Setting up the School Page
 - Announcements

Notes:

Part Three: Routines

- ✓ User Requested Changes (inc. Admission Form Submissions)
- ✓ Communication via MCAS
 - Received Messages
- ✓ Published Documents
- ✓ Absence Notifications

Notes:

Part Four: User Accounts

- ✓ **Creating New User Accounts**
 - Via Students or Contacts
- ✓ **Maintaining Existing Accounts**
 - Updating email addresses
 - Granting Student Access
 - Disabling Accounts
 - Send Reset Password email
- ✓ **Overview Page**

Notes:

Part Five: Reports

- ✓ User Account Report
- ✓ User Activity Report

Notes: