

The **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

Your work Phone **Delete**

Your Home Phone **Delete**

Your mobile Phone **Delete**

Telephone

Email Details

Your e-mail Address

Address Details

1, Acer Road, Westerham, Bk **Delete**

postcode **Find** **Select**

SEN (Special Educational Needs)

Provisions

Provision (Stage)	Date Placed on Stage	Review Date	End Date
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Needs

Priority	Type of Need	Start Date	End Date	Notes
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Medical

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Doctors

Linked Surgeries

Medical Conditions

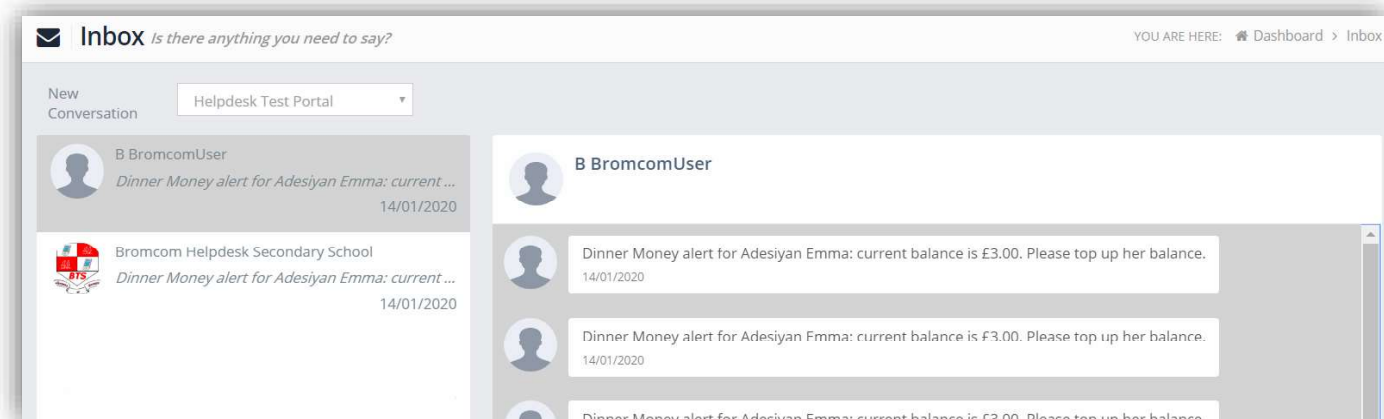
Disabilities

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.

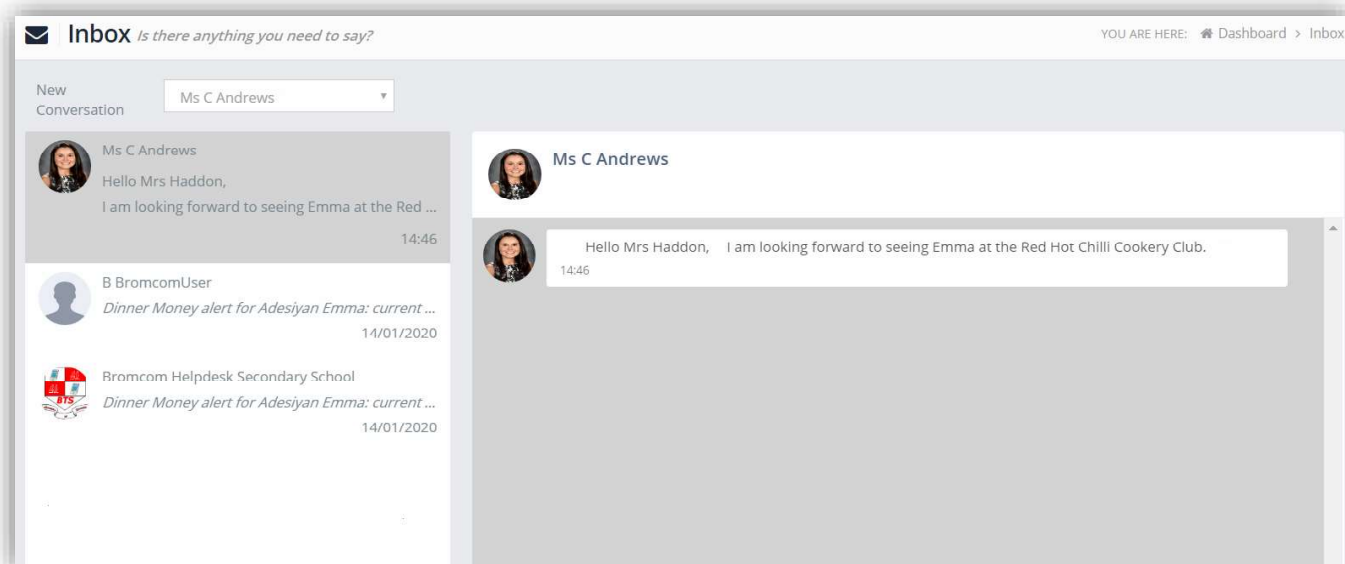
Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

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

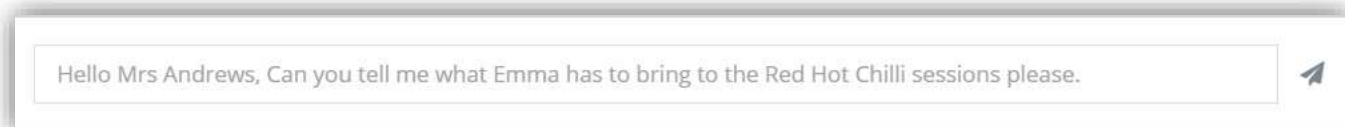


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

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.

Inbox *Is there anything you need to say?* YOU ARE HERE: Dashboard > Inbox

Ms C Andrews
Hello Mrs Haddon, She will only need to bring al...
15:01

B BromcomUser
Dinner Money alert for Adesiyan Emma: current ...
14/01/2020

Bromcom Helpdesk Secondary School
Dinner Money alert for Adesiyan Emma: current ...
14/01/2020

07/01/2020

Ms C Andrews

<p>Hello Mrs Haddon,</p><p>I am looking forward to seeing Emma at the Red Hot Chilli Cookery Club.</p>
14:46

Hello Mrs Andrews. Can you tell me what Emma has to bring to the Red Hot Chilli sessions please.
14:58

Hello Mrs Haddon, She will only need to bring along the ingredients, a list will be sent to you 1 week before the session.
15:01

Type your message

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

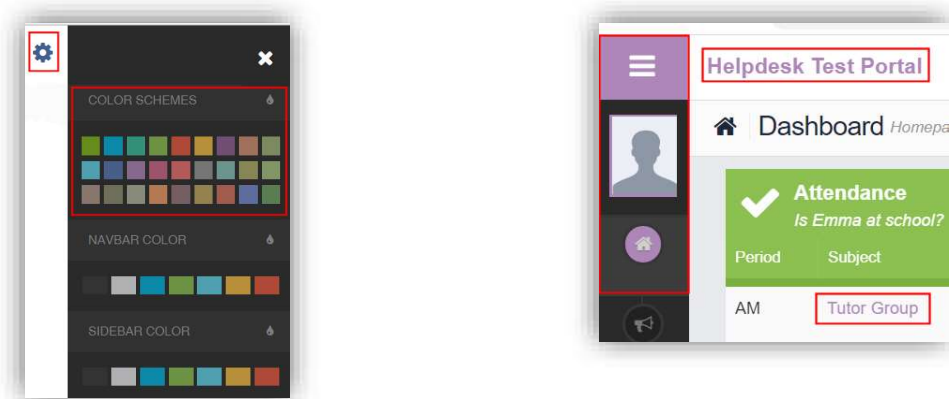
Showing 10 entries

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

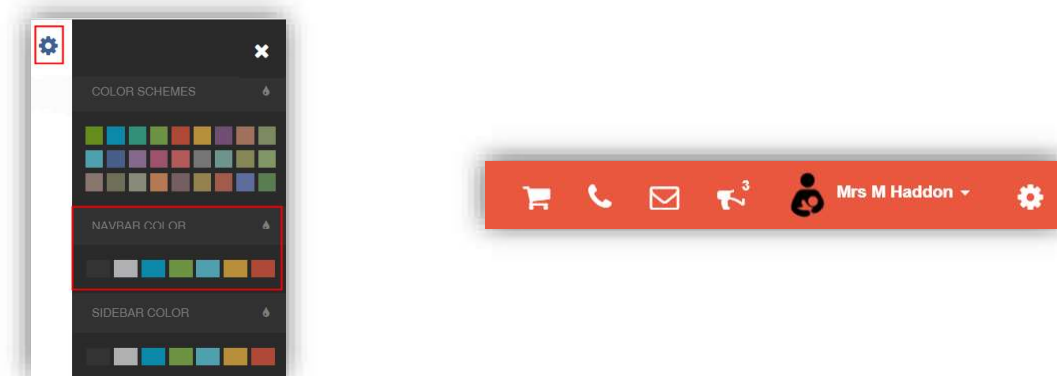
Customising the Pages

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

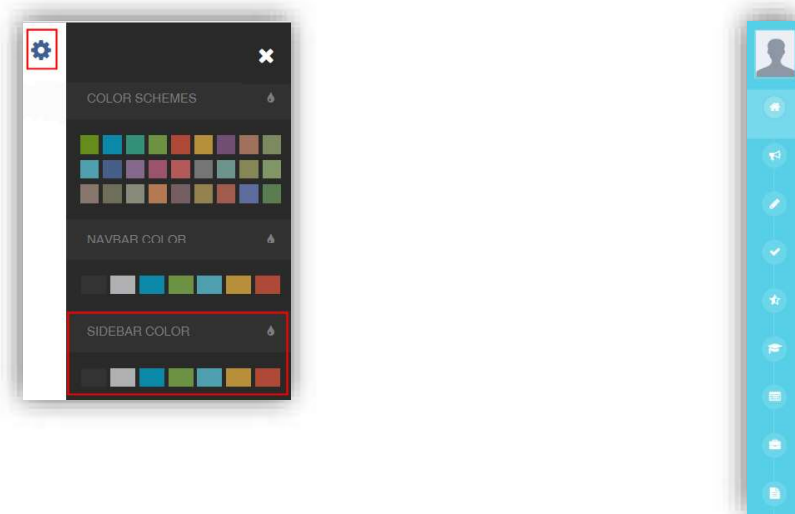
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



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

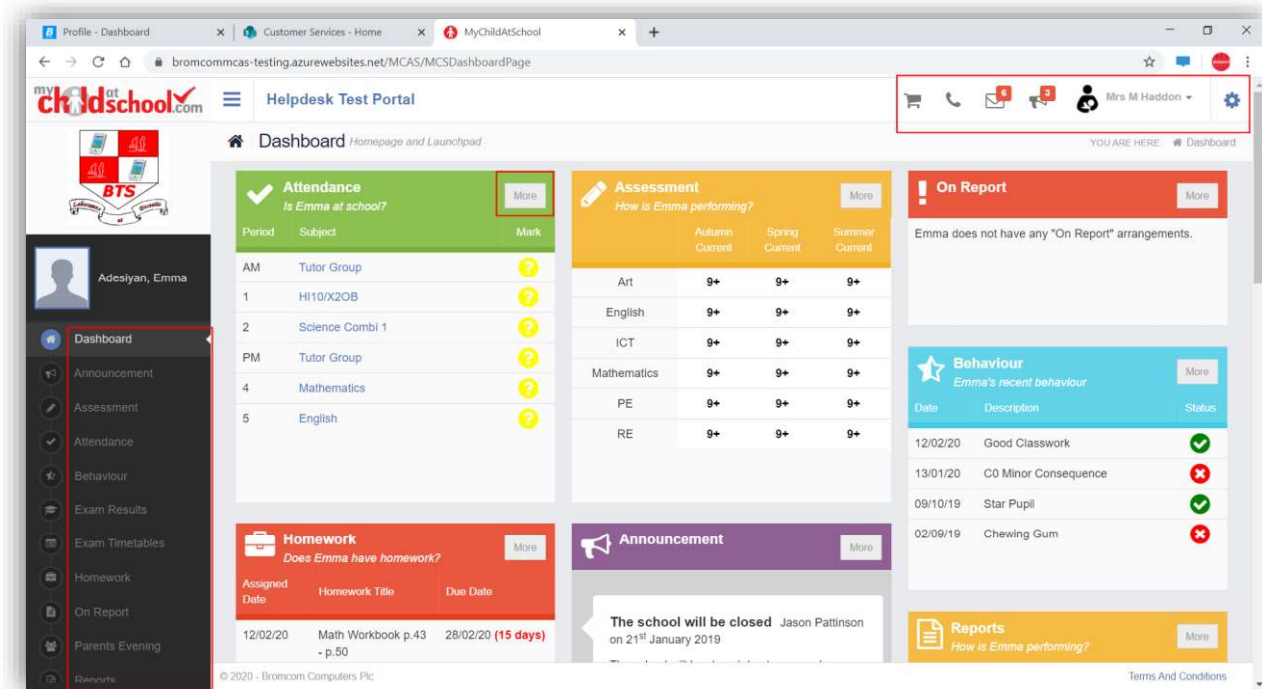


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



Selecting the MCAS Dashboard

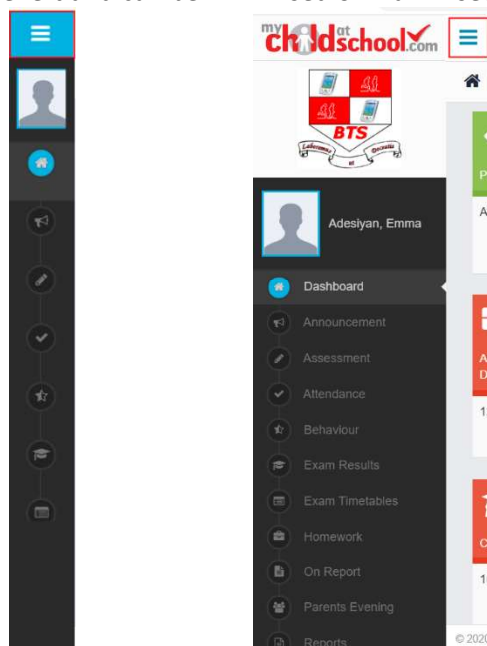
Once you have logged in the **Dashboard** will be displayed.



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**.

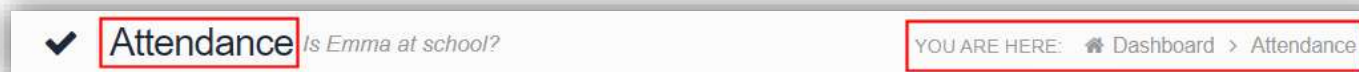
Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

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**.



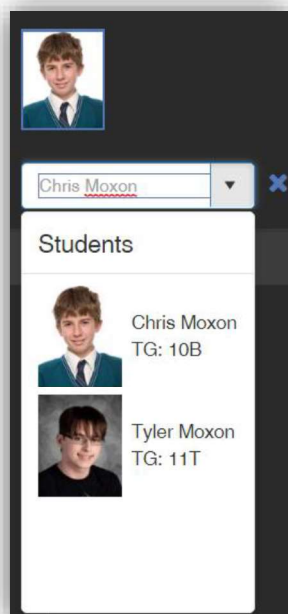
The following options are available and will only be displayed if enabled by the school:

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

Multiple Students

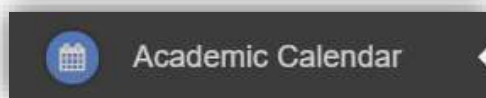
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

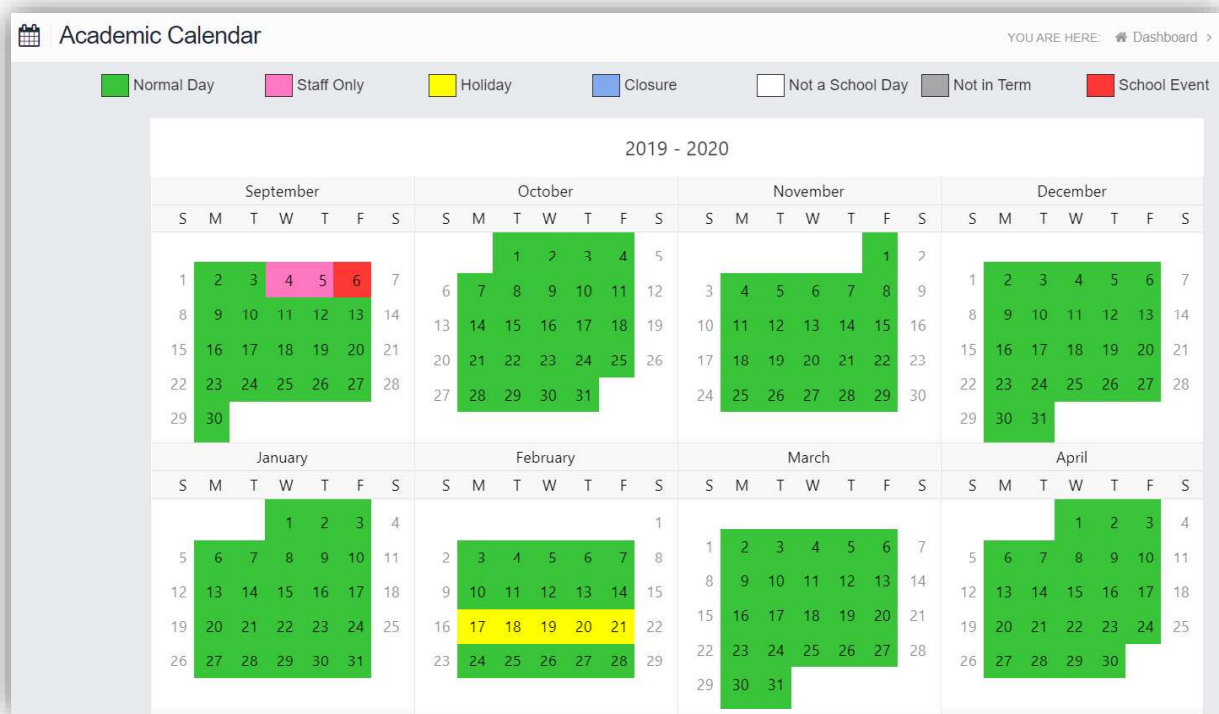


Academic Calendar

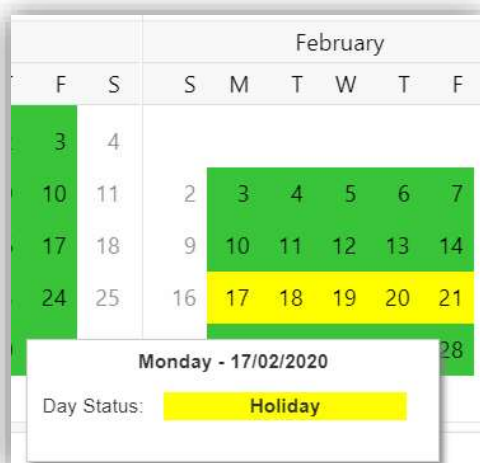
The **Academic Calendar** is accessible from the **Menu Bar** only.



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.

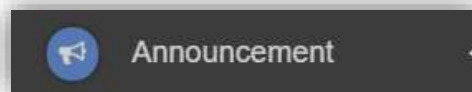


Clicking on a day will display the details for that day.

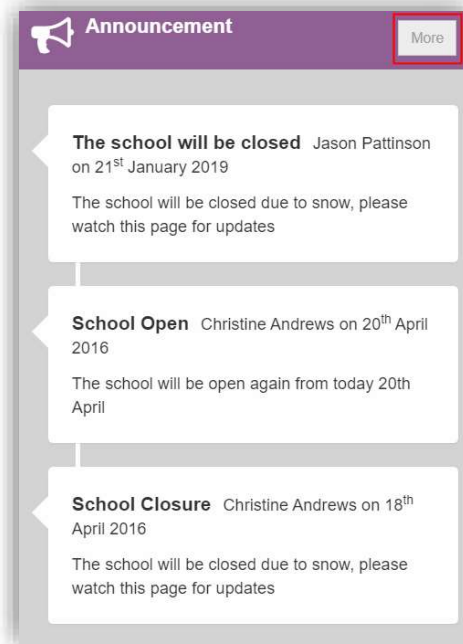


Announcements

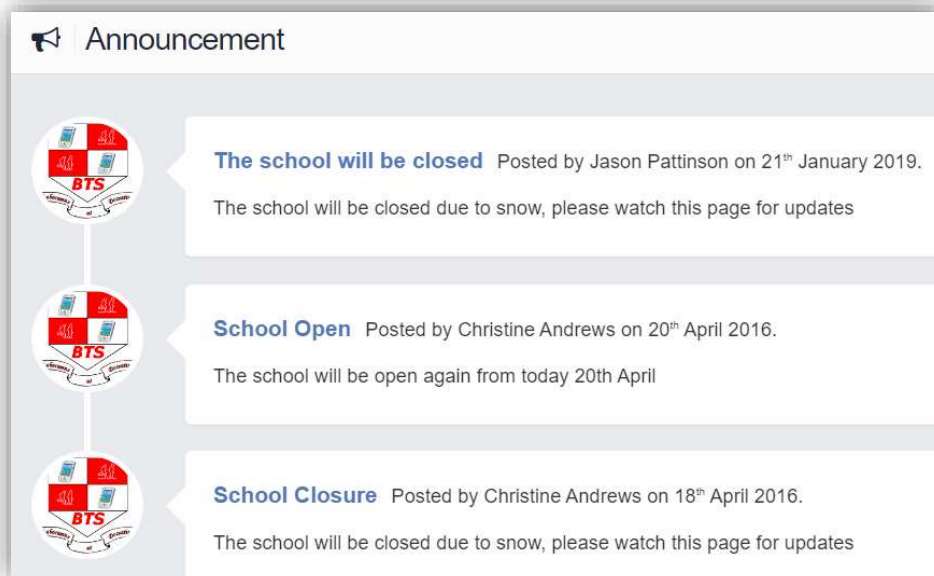
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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

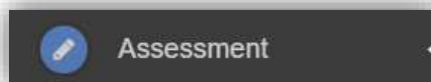


If there are any previous **Announcements** they will also be displayed.



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.

Assessment How is Emma performing?			
	Autumn Current	Spring Current	Summer Current
Art	9+	9+	9+
English	9+	9+	9+
ICT	9+	9+	9+
Mathematics	9+	9+	9+
PE	9+	9+	9+
RE	9+	9+	9+

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.

Assessment How is Emma performing?								
Year 10 - 19/20					Search:			
Subject	Subject Teacher	Attendance (%)	Autumn Current	Autumn Target	Spring Current	Spring Target	Summer Current	Summer Target
Art	Mr S Williams	100.00	9+	7	9+	7	9+	7
Drama	Mr C Taylor	100.00						
English		98.33	9+	7	9+	7	9+	7
ICT	Mr G Strachan	100.00	9+	7	9+	7	9+	7
	Mrs J Janice							
Mathematics	Mr J Marshall	96.88	9+	7	9+	7	9+	7
PE	Mr D Thompson	93.75	9+	7	9+	7	9+	7
	Mr P Oddie							
RE	Mr S Mehmet	100.00	9+	7	9+	7	9+	7
Science Comb 1	Mr A Obenguye	97.50						

Showing 8 entries

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?								
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.

<div> Attendance <i>Is Emma at school?</i> </div> <div>More</div>		
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.

