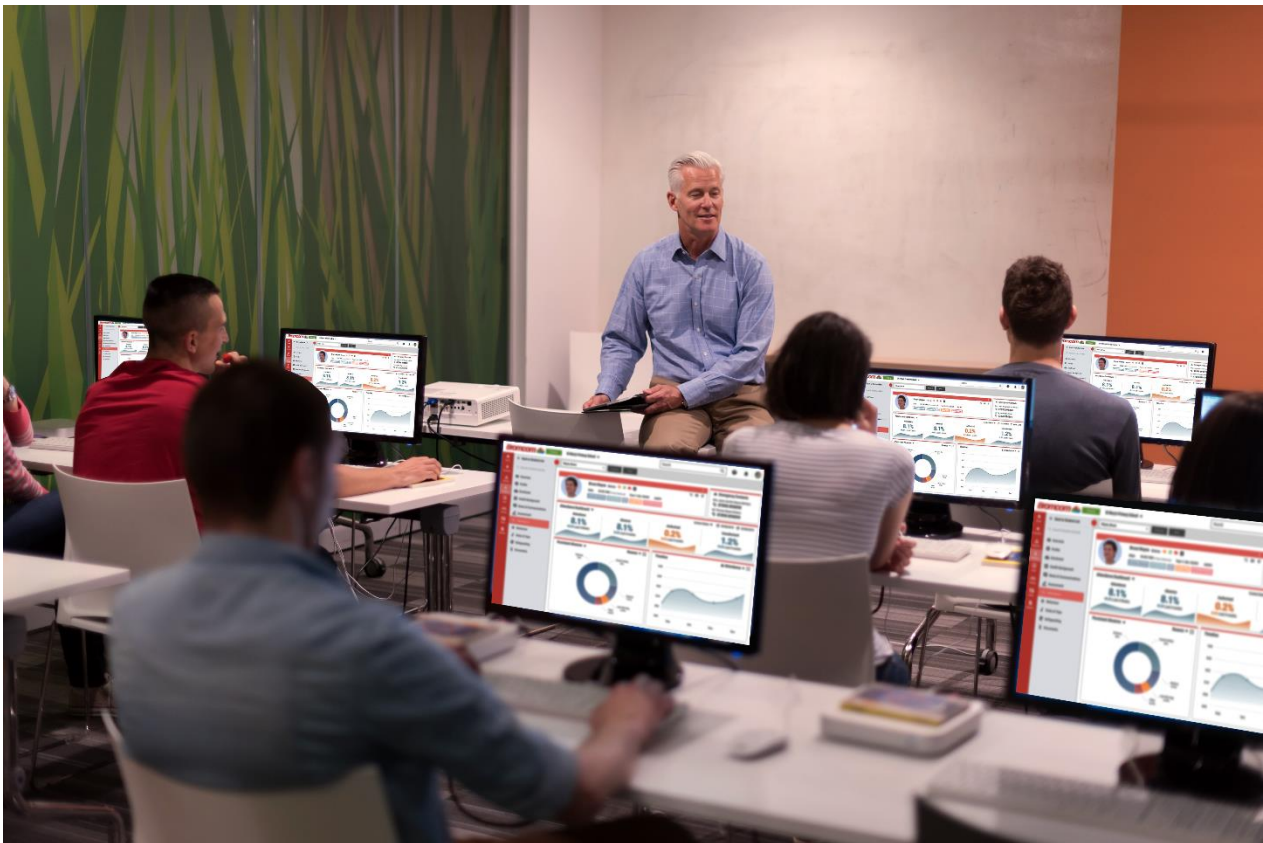


Training Course Agenda

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.

Agenda Overview

This is a list of the **Agenda** items in sequence.

Overview

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

Configuration

- ✓ Configuration Settings
- ✓ Creating/Maintaining User Accounts
- ✓ Setting up the School Page
- ✓ Dealing with User Requested Changes
- ✓ Publishing Documents
- ✓ Posting Announcements

Reports

- ✓ Running the User Account and User Activity Reports
- ✓ Using Reporting to produce Letters for User Login Details