



Quick Reference Guide

Dinner Money – Classroom Edition

Guide For Dining Hall

Log on to SCO Classroom Edition

1. Using a tablet or laptop, go to the following URL - <https://scopay.com/ClassroomWebapp>
2. Enter your **Username** and **Password**.
3. If you have forgotten your password or haven't set it yet, click **I've lost my password**, complete the details and you will receive an email with a link to set a password.
4. Tick **Remember me**: if required.
5. Click **Login**.

Login

Username: type your email address here

Password:

Remember me: I've lost my password

Login Cancel

6. Select **Confirm today's meal selection**.

Select application mode

Order meal for today

Confirm today's meal selection

Classroom Edition settings

1. On first login, select **Control** (top right).
2. Select **Settings**.
3. Select the required settings (*those on the right are suggested settings*).
4. Select the first class to come in for dinners under **Show class on start-up**. *On next login, the class will be displayed automatically.*
5. Click on **Save**.

Settings

Account button font size: 16

Other button font size: 16

Show confirm screen when meal chosen:

Show account photo if available:

Show meal selection on account button:

Require authorisation before changing class:

Show birthdays of accounts:

Show class on start-up: 8B

Save Cancel

Confirm Meal Choices

Meals that have been ordered will be displayed against pupils' names.
To confirm or change the meal choice:

1. Select the relevant class from the **Class list** in the left panel
2. Select the relevant **Pupil's**.
3. Select the **meal taken** on the right hand side. The pupil button will change to the meal taken colour to show that the meal has been **Taken**.

1. Select the Class

2. Select the Pupil

3. Select the meal taken

4. Click Control, Logout.

① Once the meal taken has been confirmed, the Pupil button colour will change to match the Taken button colour .

① Click the arrows to display extra classes (if the arrows are greyed out, then there are no more classes to display).

① Click the arrows to display extra meal codes (if the arrows are greyed out, then there are no more meal codes to display).

Confirm today's Dinner money meal choice

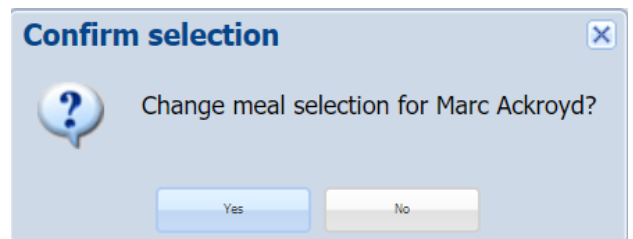
Key

- Pupil selected
- Staff selected
- Taken

Select meal

- Main meal
- Vegetarian
- Jacket Potato

- If the meal choice taken is different to the choice originally ordered, confirm the change by clicking **Yes**.



4. Repeat for all pupils as required.
Click on **Control, Logout**.

