

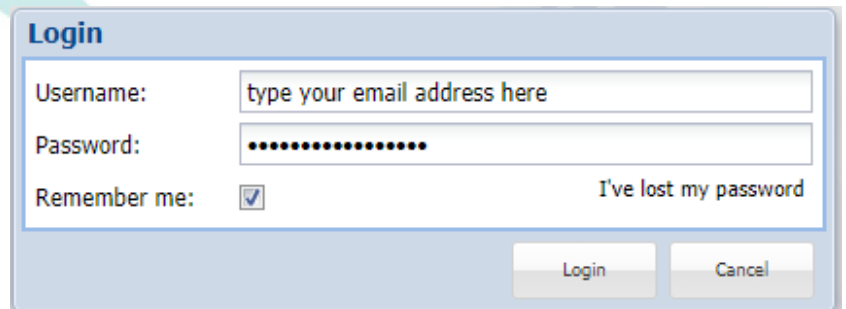
# Quick Reference Guide

## Dinner Money – Classroom Edition

### Guide For Teachers

#### Log on to SCO Classroom Edition in the classroom

1. Switch on the classroom PC and/or smart board.
2. Go to the following URL - <https://scopay.com/ClassroomWebapp>
3. Enter your **Username** and **Password**.
4. 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.
5. Tick **Remember me**: if required.
6. Click **Login**.



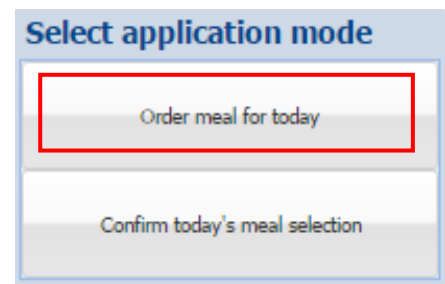
**Login**

Username:

Password:

Remember me:  I've lost my password

7. Select **Order meal for today**.



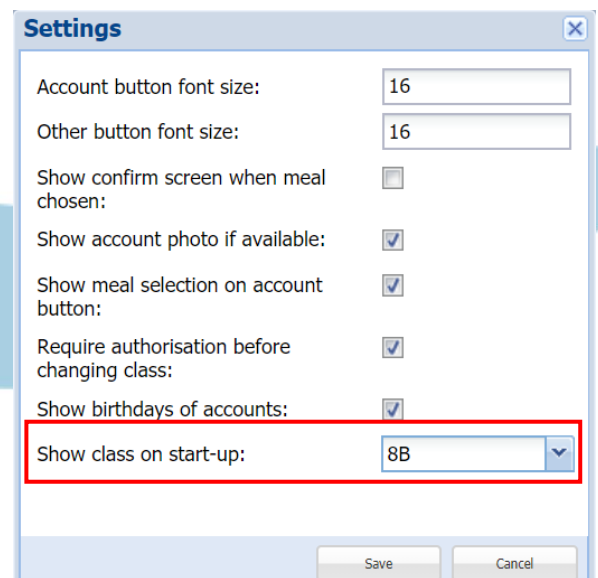
**Select application mode**

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. You must select your class under **Show class on start-up**. *On next login, your class will be displayed automatically.*
5. Click on **Save**.



**Settings**

Account button font size:

Other button font size:

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:

# Select Meal Choices

Pupils and teachers can select their meals in the classroom using a mouse or touch screen smartboard:

1. Select the relevant class from the **Class list** in the left panel  
(your class should display automatically when you have applied the settings on the previous page)
2. Click on the relevant **pupil name**.
3. Click on the required **meal choice** on the right hand side. The pupil button will change to the meal colour and, if SCO has been set to show the meal choice on the pupil button, the meal selected will be shown under the pupil's name.
4. Repeat the procedure for all pupils. Click on **Mark class as done**.

**1. Select your Class**

**2. Select the Pupil**

**3. Select the required option**

**4. Repeat for all pupils. Click Mark class as done.**

**Class list**

Class	Pupil Name	Meal Choice
8B	Narc Ackroyd	Meat meal
	Vanessa Drummond	Absent
	Catherine Goodway	Vegetarian
9B	Mike Guntley	
	Karen Healey	Home Sandwich
	Sam Hobbs	
Reception	Fred Honeywell	
	Mr Hunt	Jacket Potato
	Roger Hutchinson	
	Jim Jones	
	Samreen Kaur	
	Kev Kearney	
	Sarah Kingston	Vegetarian
	John Lester	
	Gadhia Manish	
	Steven Moore	
	Chris Peacock	
	Mary Rhodes	
	David Smylie	
	Joe Stafford	
	Gavin Welton	
	Ebone Winters	Meat meal
	Ling Wong	

**Select meal**

- Meat meal
- Vegetarian
- School lunchbag
- Home Sandwich

**Mark class as done**

**Order meal for Dinner money today Sarah Kingston selected Vegetarian**

# Other Hints and Tips

① If you selected to **Show birthdays of accounts**, these will display like this.

① Depending on settings in the school office, **Teachers** can select their meals here too.

The screenshot shows a meal selection interface with a grid of pupils and their meal choices. The interface includes a 'Class list' on the left, a grid of pupils with their names and meal selections, and a 'Select meal' panel on the right. Callout boxes provide additional information:

- Birthdays:** A red box points to a red cell for 'Marc Ackroyd BIRTHDAY TODAY Meat meal'.
- Teacher Selection:** A red box points to a green cell for 'Mr Hunt Jacket Potato'.
- Extra Classes:** A red box points to a greyed-out arrow at the bottom left.
- Extra Meal Codes:** A red box points to a greyed-out arrow at the bottom right.
- View Meals:** A red box points to the 'View meals' button at the bottom right.

Class list	Dinner money									
8B	Marc Ackroyd BIRTHDAY TODAY Meat meal	Vanessa Drummond Absent	Catherine Goodway Vegetarian	Mike Guntley	Karen Healey Home Sandwich	Sam Hobbs	Fred Honeywell	Mr Hunt Jacket Potato	Roger Hutchinson	Jim Jones
9B										
Reception	Samreen Kaur	Kev Kearney	Sarah Kingston Vegetarian	John Lester	Gadhia Manish	Steven Moore	Chris Peacock	Mary Rhodes	Paul Sharma	Jason Smith
	ylie	Joe Stafford	Gavin Welton	Elaine Winters Meat meal	Ling Wong					

Control...

Key

- Pupil selected
- Staff selected
- Taken

Mark class as done

Reset meal choice

Select meal

- Meat meal
- Vegetarian
- School lunchbag
- Home Sandwich

Order meal for Dinner money today Sarah Kingston selected Vegetarian

View meals

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

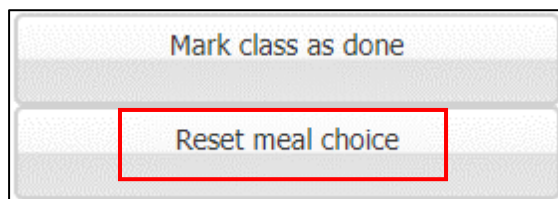
① Click the arrows to display **extra meal codes** (if the arrows are greyed out, then there are no more meal codes to display).

① If you have uploaded meal images and descriptions, click on **View meals** to display the options (first click on a pupil's name).

## Reset or Cancel a pupil's meal choice

To Reset or Cancel a pupil's meal:

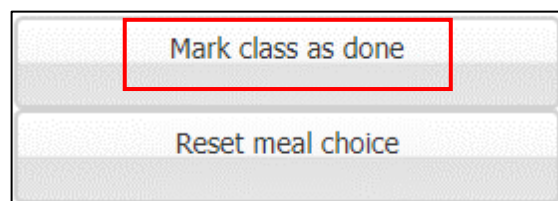
1. Click on the **pupil's name**.
2. Click on the **Reset meal choice** button on the right hand side.
3. Click **Yes** to reset the meal choice (the button will become clear – the meal has been cancelled).
4. To allocate a different meal choice, click on the **pupil's name** and **select the required meal**.



## Confirm all meals entered

When all meals have been entered for the day, this should be confirmed in order to flag up in the office that the class has finished selecting meals. This is indicated in the office by an asterisk next to the class, on the main Dinners screen:

1. When all meals have been entered, click the **Mark class as done** button on the right hand side.



## Logout

When you have marked the class as done, you must then **Logout**.

1. Click the **Control** button (top right).
2. Click on **Logout**.
3. Any further meal changes need to be carried out by the school office.

