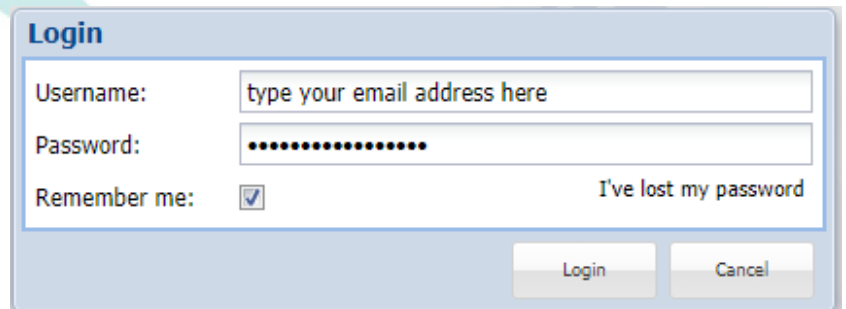# Quick Reference Guide
Dinner Money – Classroom Edition
Guide For Teachers

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.

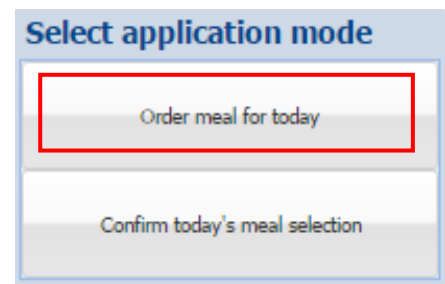5. Tick **Remember me:** if required.

6. Click **Login.**

Login

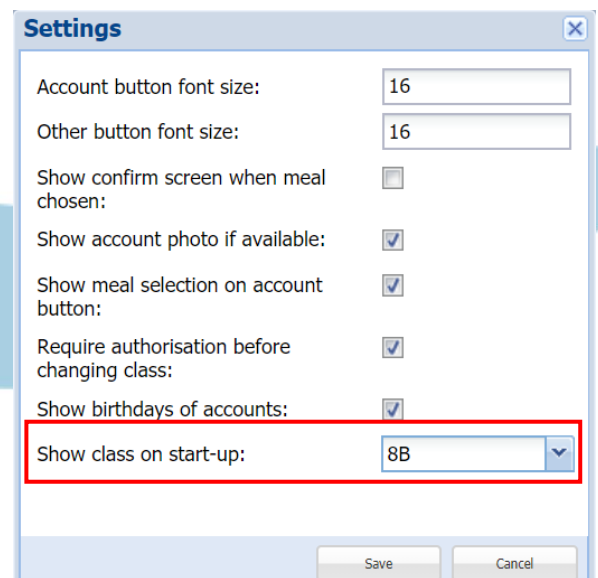|	
Username:	type your email address here
Password:	••••••••••••••••
Remember me:	☑ I've lost my password

Login   Cancel

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:	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

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**.

Other Hints and Tips

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

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

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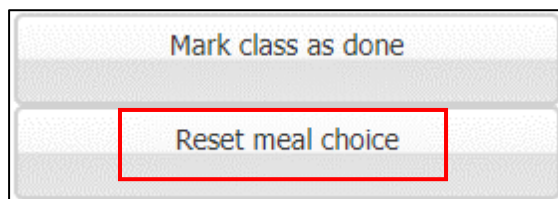
ⓘ Click the arrows to display **extra meal codes** *(if the arrows are greyed out, then there are no more meal codes to display).*

ⓘ 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
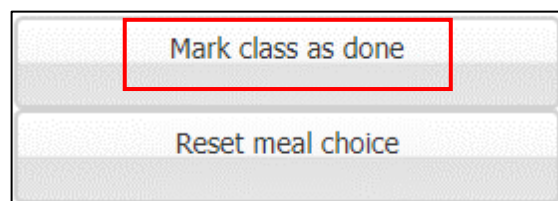
To Reset or Cancel a pupil's meal:

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.