

## Quick Reference Guide Dinner Money – Classroom Edition For Dining Hall Staff

## Logging on to SCO Classroom Edition in the Dining Hall

- Switch on the tablet/iPad. You must have an internet connection.
- Go to the following URL <u>https://scopay.com/ClassroomWebapp</u>
- Enter the relevant **Username** and the **Password**.
- Tick **Remember me** if preferred.

Jsername:	ogin			
Password: Remember me: Login Cancel	Username:			
Remember me:	Password:			
Login Cancel	Remember me:			
Login Cancel				
			Login	Cancel

- Click Login.
- Select Confirm today's meal selection.



• Select the relevant class from the Class list in the left panel.



## Confirming meal choices

Meals that have been selected in the classroom will be displayed against pupils' names. To confirm/alter the choice:

- Click on the relevant pupil name.
- Click on the required meal choice on the right hand side. The pupil button will change the colour to show that the meal has been '**Taken**'.

list	Accounts - (	Class 10B									Control
10B		-									Pupil selected
11B	Miss Chimbani	Benjamin Able Veg meal	Mina Aleen Home sandwich	Rani Daary Maat pisaal	Lecture Blanced Heat receil	Morwen Callar Veg meal	Vito Corteone Veg meal	Penelope Craddock School sandwich	Olivia Davies School sandwich	Felicity Doone Veg meal	Taken
18											Class marked as done Reset meal choice
28	Ahmad Farid Faszi Home sandwich	Jessica Guthrie School sandwich	Mina Nation Minat mod	Searrus Heaney Veg meal	Pauliette Hutchance Veg meal	Lewis Kent School sandwich	Ivanka Kusterica School sandwich		Kashigi Miragan Muat mual	Manhar National Tetrat receil	- Select meal
3B											Veg meal
4B											School sandwich
5B	da O'Connor Veg mest		Califie Gales Moat ereal	Earl Reclamator Minat resear	Patay Smith Veg meal	Antalia Tarka Matemat	Dillon Thomas School sandwich				
6B											
7B											
	Confirm toda	y's meal cho	ice Mina Ale	een selected M	eat meal						

• If the meal choice that is taken is different to the choice ordered in the classroom, confirm the change by clicking **Yes**.



>> Repeat the procedure for all pupils. Control... When finished, click the **Control** button. Key Select Logout. Pupil selected Staff selected Control functions X Taken Change mode Mark class as done Settings Reset Logout