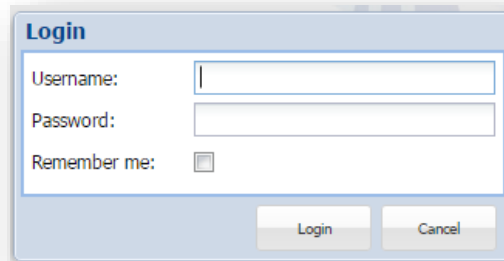


Logging on to SCO Classroom Edition in the Dining Hall

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



Login

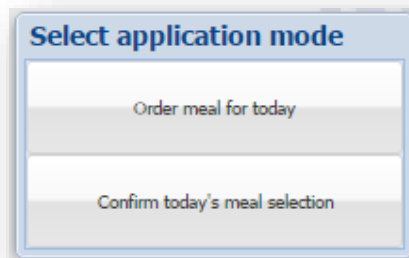
Username:

Password:

Remember me:

Login Cancel

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



Select application mode

Order meal for today

Confirm today's meal selection

- Select the relevant class from the **Class list** in the left panel.



The main application interface consists of several panels:

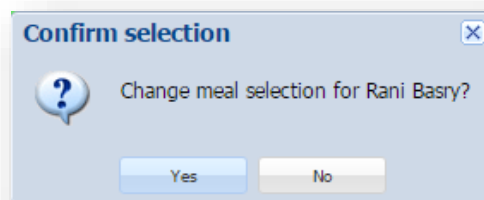
- Class list:** A vertical list of class identifiers (10B, 11B, 1B, 2B, 3B, 4B, 5B, 6B, 7B) on the left side.
- Accounts:** A large central area with a decorative background.
- Control panel:** A vertical panel on the right side containing:
 - Control...
 - Key:
 - Pupil selected (pink square)
 - Staff selected (green square)
 - Taken (cyan square)
 - Mark class as done
 - Reset meal choice
 - Select meal:
 - Meat meal (red button)
 - Veg meal (green button)
 - School sandwich (yellow button)
- Bottom bar:** Contains navigation arrows and the text "Confirm today's meal choice".

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'.

- 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.
- When finished, click the **Control** button.
- Select **Logout**.

