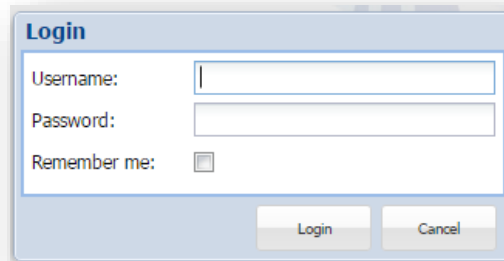*Logging on to SCO Classroom Edition in the Dining Hall*

- 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.
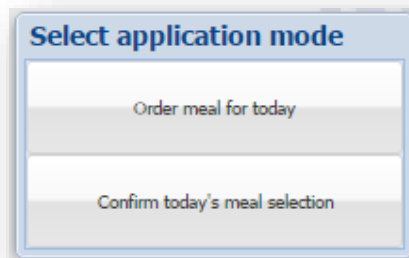
- Click **Login**.

- 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'**.

- If the meal choice that is taken is different to the choice ordered in the classroom, confirm the change by clicking **Yes**.
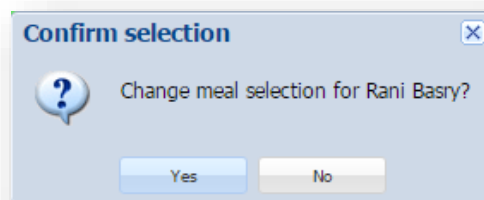
- Repeat the procedure for all pupils.

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

- Select **Logout**.