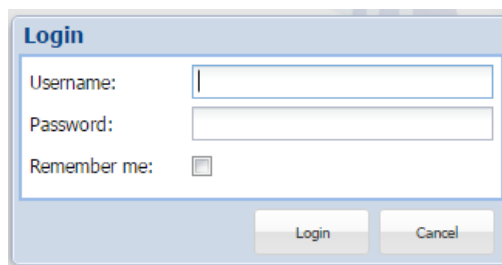## Logging on to SCO Classroom Edition in the classroom

- Switch on the classroom PC and/or smart board. **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.

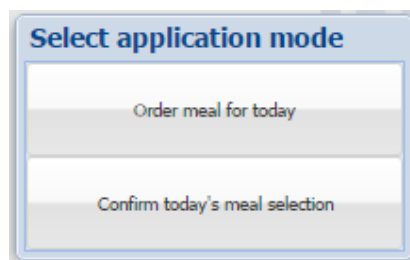**Login**

Username:	
Password:	
Remember me:	☐

Login   Cancel

- Click **Login**.

- Select **Order meal for today**.

Select application mode

Order meal for today

Confirm today's meal selection

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

Class list	Accounts		
10B			Control...
11B		Key	
1B		▨ Pupil selected	
2B		▨ Staff selected	
3B		▨ Taken	
4B		Mark class as done	
5B		Reset	
		Select meal	
		Meat meal	
		Veg meal	
		School sandwich	
		Home sandwich	
		Absent	
		⬅ ➡	

Selecting meal choices

Pupils can select their meals using the classroom PC/laptop with a mouse, or by using the smart board:

- Click on the relevant pupil name.

- Click on the required meal choice on the right hand side. The pupil button will change to the configured colour and, if SCO has been configured to show the meal choice on the pupil button, the meal selected will be shown under the pupil's name.
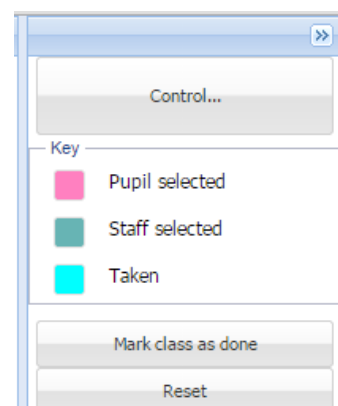

- Repeat the procedure for all pupils.

Resetting a pupil's meal choice

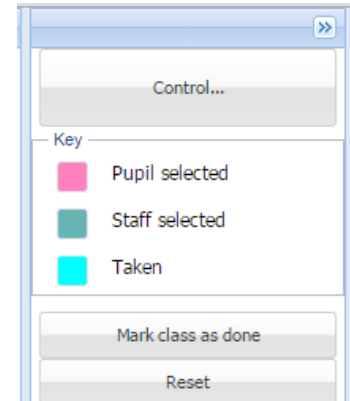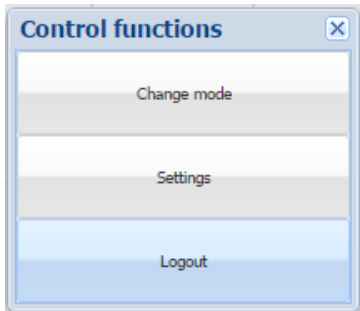To reset or cancel a pupil's meal:

- Click on the pupil's name.

- Click on the **Reset** button on the right hand side.

- Click **Yes** to reset the meal choice (the button will become clear – the meal has been cancelled).

- To allocate a different meal choice, click on the pupil's name and select the required meal.

Confirming all meals entered and exiting SCO Classroom Edition

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 entering meals that day. This is indicated in the office by an asterisk, next to the class, on the main Dinners screen:

- When all meals have been entered, click the **Mark class as done** button.

- Click the **Control** button.

- Select **Logout**.

Setting a Default Class to display at login

It is possible to define a default class that displays automatically whenever a user logs into SCO Classroom Edition on each PC.

- Log in to SCO Classroom Edition at https://scopay.com/ClassroomWebapp

- Select **Control**.

- Select **Order Meal for Today**.

- Click **Control**.

- Click **Settings**.

- The **Show class on start-up** drop down menu will list all the classes available to view. Select the one you would like to make the default class for this PC.

- **Save**.