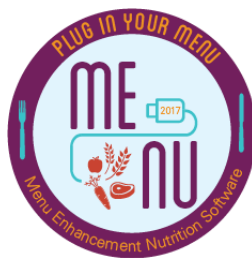




SCHOOL CAFÉ
MENU SOFTWARE

MENU **E**NHANCEMENT **N**UTRITION MODULE

USER'S GUIDE



OTHER RESOURCES

In addition to the *User's Guide: SchoolCafé*, users may use the following resources to learn more about “SchoolCafé” in MENU Module.



PRIMERO EDGE VIDEO TRAINING LIBRARY

- School Café- Overview
- Transitioning to School Café Eligibility



Note: Users may find links to these videos on the MENU Module webpage found on SquareMeals.org webpage. Users who encounter issues accessing these videos should contact their internal IT department for possible access issues.

SETTING UP A SCHOOL CAFÉ ADMINISTRATIVE ACCOUNT

URL: www.schoolcafe.com



1. Go to www.schoolcafe.com. Select the state and type the district name. Click “Go to My District, then “Create a new account” on the following screen.



2. Complete the steps to register as a district employee (*I want to manage my own cafeteria account.*)



3. After registering as a district employee, e-mail your School Café username, email and phone number to support@schoolcafe.com and request that Cybersoft promote your School Café District Employee Account to a School Café Admin Account.

Cybersoft will use the provided information to convert the district employee account into an administrative account and notify the user after converting the account. This may take several days.



Tip: It is recommended that the district have at least one back-up administrator. Create additional SchoolCaféAdmin Account(s) for your district by following the steps described above.

MENU MODULE & SCHOOLCAFE

For SchoolCafé to work, users need to ensure that they do the following in MENU Module:

"Send Sites to School Café. "

See Pg. 6

Add content that populates to School Café for each "Menu Item."

- Marketing Name
- Picture
- Marketing Description

See Pg. 7-8

"Assign Menus" to the production calendar.

See Pg. 9-11

"Publish Menus" to SchoolCafé.

See Pg. 12-13

Send Sites to School Cafe



Open:

- "System" tab
- "Sites and Users" folder
- "Sites" subfolder.



Select information from any or all of the search boxes to narrow your site search results. Alternately, leave "All" as a default.



Click "Apply" to import a list of sites.



Select an individual site from the populated site list by clicking on the site name.



- Open the "Configuration" tab.
- Check "Send Site to School Café".

Repeat selection process for other district sites.

Primero *sdgs* v8.6.0 Amigo ? District Realm: TEXAS TRAINING DISTRICT | Year Begin | Dashboard | Messages | My Profile | Logout

Team Work | Menu Planning | Production | **System**

Sites and Users

- SFAs
- Users
- Regions
- Sites**
- Site Types
- Roles
- Administration
- Monitoring
- Management
- Configuration

Sites

Site Type: -- ALL -- Site Code: -- ALL -- Site: -- ALL --

Active Status: -- ALL -- Feeding Status: -- ALL -- Reimbursement Status: -- ALL -- **Apply** Reset

Site Code	State Site Code	Site Name	Site Type	SBP	ASP	Active Status	Feeding Site	Reimbursement
7000		Alternative	Alternative			Active	Feeding	Reimbursement
1500		MENU MODULE HIGH SCHOOL	High School			Active	Feeding	Reimbursement
1000		TEXAS TRAINING ELEMENTARY	Elementary School			Active	Feeding	Reimbursement
5000		TEXAS TRAINING HIGH SCHOOL	High School			Active	Feeding	Reimbursement
2000		TEXAS TRAINING INTERMEDIATE	Elementary School			Active	Feeding	Reimbursement
4000		TEXAS TRAINING JUNIOR HS	Middle School			Active	Feeding	Reimbursement
3000		TEXAS TRAINING MIDDLE SCHOOL	Middle School			Active	Feeding	Reimbursement

Team Work | Menu Planning | Production | **System**

Sites and Users

- SFAs
- Users
- Regions
- Sites**
- Site Types
- Roles

Sites

[« Back to Sites](#)

General Info | **Configuration**

Is Feeding Site ☒ Yes ☐ No

Include for Reimbursement ☒ Yes ☐ No

Send Site to SchoolCafé ☒

Add Content that populates to School Café for each “Menu Item”



Open:

- “Menu Planning” tab
- “Ingredients” folder
- “Recipes” sub-folder



Find recipe files using Recipe Search Criteria:

Type the “Recipe Code” if that identifier is known, or type the “Recipe Name” or a portion of the name.



Click “Apply” to see a list of matches.



Select the individual recipe by clicking the “recipe code”.



Note that menu items must be designated as local items in order to populate in School Café.

The screenshot shows the SchoolCafé interface. The 'Menu Planning' tab is selected. The 'Ingredients' folder is expanded, and the 'Recipes' sub-folder is selected. The 'Recipe Search Criteria' form is visible, with 'Recipe Code' and 'Recipe Name' fields highlighted by red circles. The 'Recipe Name' field contains 'kung pao'. The 'Apply' button is highlighted by a red arrow.

The screenshot shows the SchoolCafé interface. The 'Configuration' tab is selected. The 'Recipe List' table is visible, with columns for Recipe Code, Name, Serving Size, Type, Number of Servings, and Source. The table contains two rows of data. The 'Recipe Code' column is highlighted by a red arrow.

Recipe Code	Name	Serving Size	Type	Number of Servings	Source	
LR1157	Kung Pao Chicken Pizza - SchoolCafe Training	1 Slice	Dual Entry	8	Local	Discontinue
TXR1337	Kung Pao Chicken Pizza-NSLW 2017	1 Slice	Dual Entry	8	TDA Shared	

Page size: 10 2 items in 1 pages



Open the “Menu Item” tab.



Add content that populates to School Café for each “Menu Item.”

- Marketing Name
- Marketing Description
- Picture



Repeat steps for additional menu items.



For additional information about this process, refer to MENU Module Training: **Module 5: Menu Items** p 3-6.

Recipe

☒ Auto Save when switching tabs ☐ No prompts

Name: Kung Pao Chicken Pizza - SchoolCafe Training Recipe Report

General Ingredients Nutrients **Menu Item** Allergens Scale Documents (0) History

Menu Item: Kung Pao Chicken Pizza - SchoolCafe Training Click to enlarge Save

Is Active: ☒

Full Name: Kung Pao Chicken Pizza - SchoolCafe Training

Marketing Name: Kung Pao Chicken Pizza

Marketing Description: Crispy crust topped with savory cheese, peppers, cilantro, and spicy, fiery chicken!

Texas Grown: No

Menu Item Category: Entrée-TDA

Preparation Site Item: ☐

Show In Summary: ☒

Leftover Category: Waste

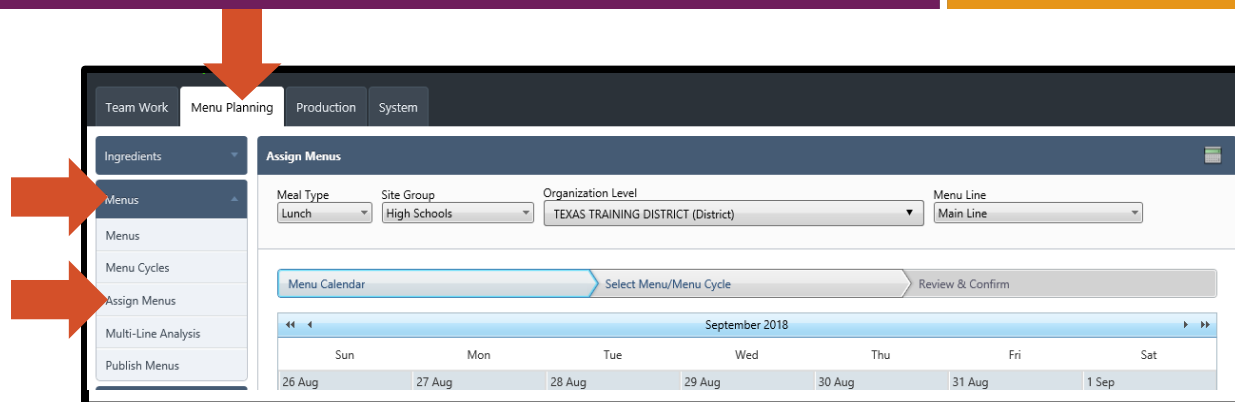
Upload Picture Delete Picture

"Assign Menus" to the production calendar.



Open:

- "Menu Planning" tab
- "Menus" folder
- "Assign Menus" sub-folder



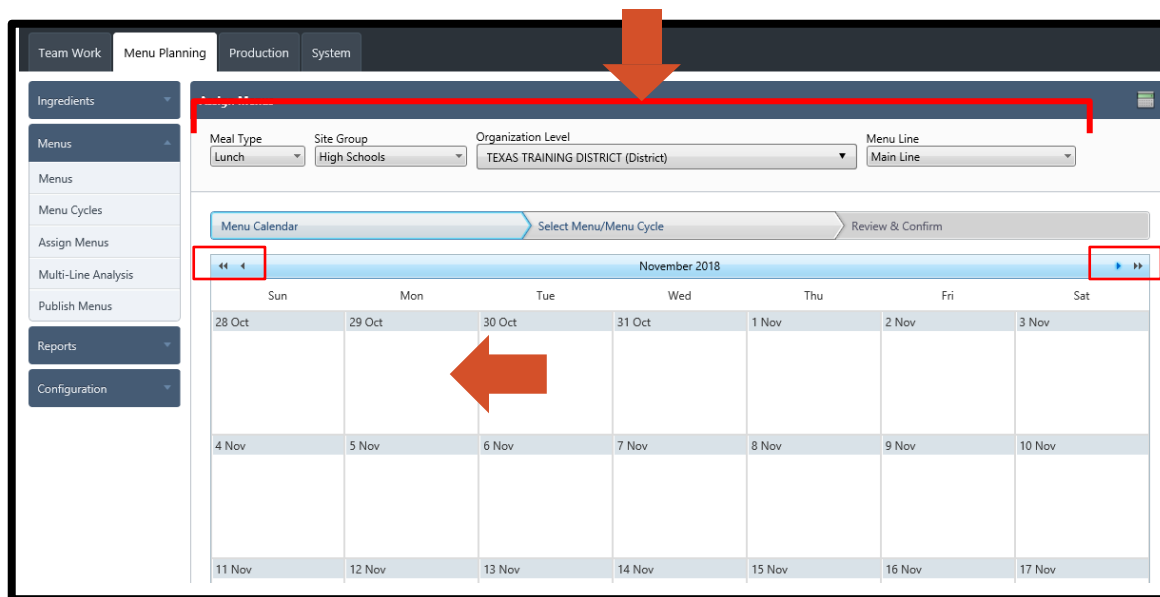
Starting on the left, select information from the drop-down menus to reflect assignment details such as when and where the menu will be assigned:

- Meal Type
- Site Group
- Organization Level
- Menu Line



Click on desired date in the calendar to assign:

- The date for an individual menu, or
- The first day on which a menu cycle will start



By default, the Menu Calendar for the current month is shown. Use the calendar controls to move to a different month, if desired.



Create **menu search criteria** to find a menu for the selected date or date range..

- Select whether a single “menu” or “menu cycles” are desired.
- Limit or allow discontinued menus/cycles in the search using the checkbox “Include Discontinued Menus/Cycles”.
- Select the data source for the search or type a portion of the menu name in the search box.



Click “Apply”.



Select the desired menu or menu cycle from the list.



Click “Next”.

The screenshot shows the 'Assign Menu' interface in the SchoolCafé system. The interface includes a sidebar with navigation options: Ingredients, Menu, Menu Cycles, Assign Menu, Multi-Line Analysis, Publish Menu, Reports, and Configuration. The main area is titled 'Assign Menu' and contains several sections:

- Meal Type:** Lunch
- Site Group:** High Schools
- Organization Level:** TEXAS TRAINING DISTRICT (District)
- Menu Line:** Main Line
- Menu Calendar:** Select Menu/Menu Cycle
- Selected Date:** 10/29/2018
- Find:** Radio buttons for Menu and Menu Cycles (Menu Cycles is selected). A checkbox for 'Include Discontinued Menus/Cycles' is present.
- Data Source:** -- ALL --
- Name:** Search box
- Apply:** Button
- Menu Cycles Table:**

Select	Name	Name	Site Group	Meal Type	Number of Weeks	Meal Pattern	Data Source
<input type="checkbox"/>	Training- Lunch- High School v2	Training- Lunch- High School v2	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	AR MENU 2018	AR MENU 2018	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	AR Training week 1	AR Training week 1	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	Copy of AR MENU 2018	Copy of AR MENU 2018	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	Copy of Sample Menu Cycle 08	Copy of Sample Menu Cycle 08	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input checked="" type="checkbox"/>	Lunch Week 3 HS	Lunch Week 3 HS	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	Sample Menu Cycle 07	Sample Menu Cycle 07	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	Sample Menu Cycle 08	Sample Menu Cycle 08	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	School Cafe Training	School Cafe Training	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
<input type="checkbox"/>	Test Cycle	Test Cycle	High Schools	Lunch	1	[USDA]Meal Pattern SY 2014+	Local
- Page size:** 10
- 19 items in 2 pages**
- Previous** **Next** buttons

Red arrows indicate the following steps:

- Clicking the 'Assign Menu' option in the sidebar.
- Clicking the 'Apply' button.
- Clicking the checkbox for 'Lunch Week 3 HS' in the 'Menu Cycles' table.
- Clicking the 'Next' button at the bottom right.



Review and Confirm the menu assignment.

- Starting date and /or span of menu/cycle (reflects holiday service dates)
- Days of menu cycle (weekdays vs. weekends)
- Site or site group



Click "Assign".



Note: Save time by assigning the same menu cycles to all similar site groups in a district by selecting the district organization level for a given site group.

"PUBLISH MENUS" TO SCHOOL CAFÉ



Open:

- "Menu Planning" tab
- "Menus" folder
- "Publish Menu" subfolder



Select the "Start Date" and the "Number of Days" of the assigned menu to be published to School Café.



Click on the "Get Menu" button.

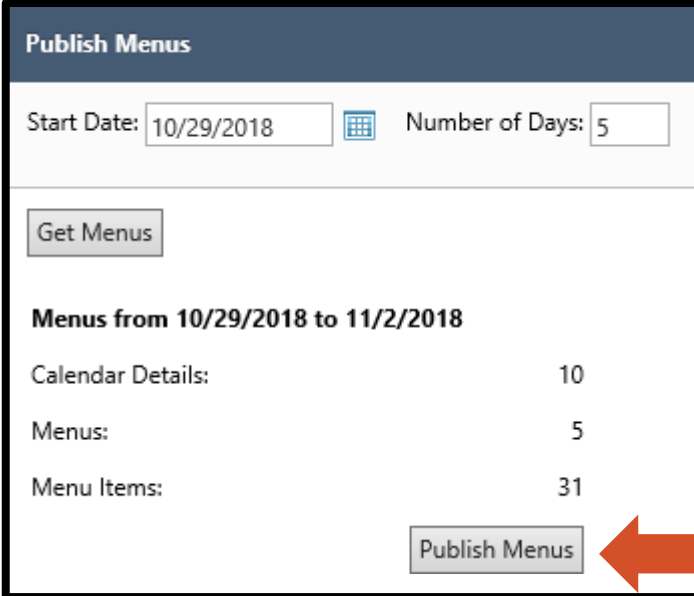


Be aware that by default, existing Menus for selected dates are over written.

The screenshot displays the 'Publish Menu' interface within the 'Menu Planning' tab. The sidebar on the left shows the 'Menus' folder expanded, with 'Publish Menu' selected. The main content area features a 'Publish Menu' header, a 'Start Date' field set to 10/29/2018, a 'Number of Days' field set to 5, and a 'Get Menu' button. Red arrows highlight the 'Menu Planning' tab, the 'Publish Menu' subfolder, the 'Start Date' and 'Number of Days' fields, and the 'Get Menu' button.

Notice that the system pulls information about the menus and menu items available to publish during the selected timeframe.

6. Click on “the “Publish Menus” button to publish menus for that time period to SchoolCafé.



Publish Menu	
Start Date:	10/29/2018
Number of Days:	5
<button>Get Menu</button>	
Menus from 10/29/2018 to 11/2/2018	
Calendar Details:	10
Menus:	5
Menu Items:	31
<button>Publish Menu</button>	



Note: Users will need to republish menus to SchoolCafé after making changes to menus.

Once menu information is enabled in MENU Module and published to School Café, students and parents can begin using the School Café app or website. Visit www.schoolcafe.com.



Create a new account by **selecting your state** from the dropdown menu.



Type the **name of your school district**.



Click **“Go to My District”**.



On the following screen, Click **“Sign in to your account”**, **“Create a new account”** or **“View Menus (as a guest)”** and follow the prompts to get to your account or login as a guest.



For mobile device use, download the School Café app at an Apple or Android app store by clicking the appropriate link for your type of device.

schoolcafé
Connecting Families to School Nutrition

Username
required Forgot Username?

Password
Forgot Password?

☐ Remember Me

Sign in

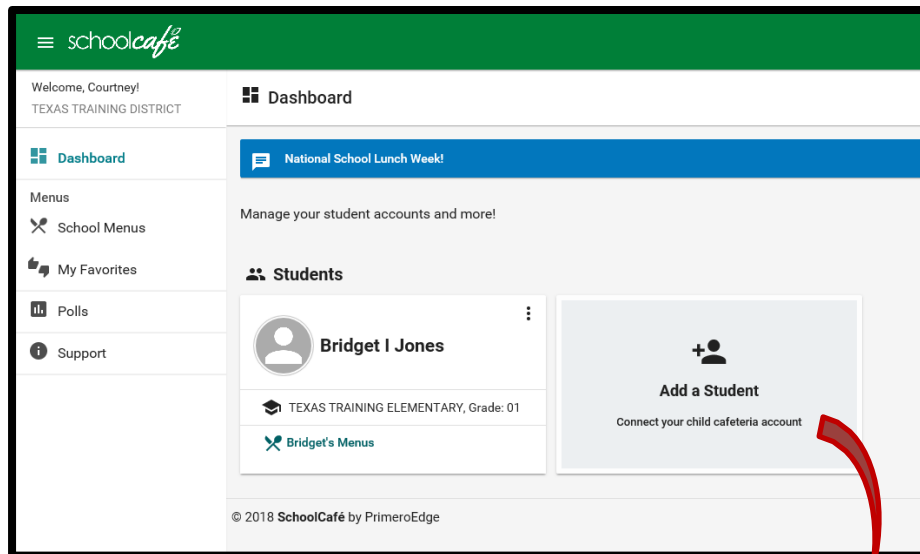
Need to create an account or contact us?

Select your State: TX - Texas Enter the name of your School District: TEXAS TRAINING DISTRICT






Reset Go to My District


Download on the App Store GET IT ON Google Play

STUDENT AND PARENT SCHOOL CAFÉ ACCOUNTS



Parents can connect all their children's accounts in the same district to the parent dashboard to view .

-  Click **"Add a student"**.
-  Type the **student's ID**.
-  Select the student's **school** from the dropdown menu.
-  Click **Search & Verify student**.
-  Repeat for additional students, as needed.



Add a Student

Student ID

Student ID is required

If you do not know the Student ID please contact the Child Nutrition office (you can find their contact info on the Support page). SchoolCafé does not have this information.

School

School is required

Parents and students possess the same functionality in SchoolCafé.

View menus

- Filter by date
- View week or day
- Choose school
- Choose grade level
- Choose meal (Breakfast, Lunch)
- Choose serving line
- Filter by allergens

View menu items

- View Calories, carbs, allergens, serving size, rating, menu item ingredients
- Rate menu item
- Make menu item a "favorite"
- Share menu item via Facebook and/or Twitter

Receive messages

View/edit profile

STUDENT AND PARENTS: MENUS & NUTRITION

1. Select a language.



2. Select “Daily,” “Weekly,” or “Monthly” view.



3. Select a date.



4. Select a school and grade.



5. Select a meal (Breakfast, Lunch).



6. Select a serving line.



7. Optional: Filter by allergens.

The screenshot shows the SchoolCafé web application interface. The top navigation bar is green with the SchoolCafé logo and user profile icons. The left sidebar contains a menu with options: Dashboard, School Menus (highlighted with a red box), My Favorites, Polls, and Support. The main content area is titled "School Menus" and includes a sub-header "View what's on the menu at your school today. Use the filters to narrow down the menu." Below this are three tabs: Daily, Weekly, and Monthly. The "Daily" tab is active, showing a calendar view with dates from Monday, September 17 to Friday, September 21. The date "Thu 20 SEP" is selected and highlighted in blue. Below the calendar are filters for "Select School" (TEXAS TRAINING ELEMENTARY), "Select Grade" (04), "Breakfast" (selected), "Lunch" (selected), and "Select Line" (No serving lines available). At the bottom, there is a section titled "Menu Items for Lunch at TEXAS TRAINING ELEMENTARY" and an "Allergens" button. Red arrows point to each of the seven steps described in the list above.

School Menus -MonthlyView

Welcome, Danal

TEXAS TRAINING DISTRICT

School Menus

View what's on the menu at your school today. Use the filters to narrow down the menu.

Dashboard

Menus

School Menus

My Favorites

Polls

Support

Daily

Weekly

Monthly

September - 2018

Select School

TEXAS TRAINING ELEMENTARY

Select Grade

01

Breakfast

Lunch

Select Line

All Lines

Filter items for printing:

ENTRÉE-TDA

GRAIN-TDA

FRUIT-TDA

VEGETABLE-TDA

MILK-TDA

CONDIMENT-TDA

MEAT/MA-TDA

ENTRÉE/COMBO-TDA

Print

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
18	19	20	21	22
24	25	26	27	28

Grilled Cheese Sandwich

Corndog

Grapefruit and Orange Smiles

Fresh Grapes

Seasoned Corn

Zesty Cucumbers

Chocolate Milk, FF

FF Strawberry Milk

1% Unflavored Milk

CHILI, SW W/O BEANS

Chicken, Drumstick, glazed all dark meat oven roasted,

Cornbread

Crisp Texas Apples- SBW 2018

Watermelon Slices NSLW 2017

Broccoli

California Blend Vegetables

Chocolate Milk, FF

FF Strawberry Milk

1% Unflavored Milk

Gravy, cream

#10 Ketchup Pouch Pack

Spaghetti Bowl

French Bread Pizza

Strawberry Spinach Salad

California Blend Vegetables

Breadstick

Sauce, Marinara, Meatless

Diced Peaches

Fresh Grapes

Strawberry Milk, FF

Chocolate Milk, FF

1% Unflavored Milk

Unflavored Milk

Chocolate Pudding

Nachos Grande K-8

Chicken Quesadilla

Mixed Fruit

Texas Orange Smiles

Refried Beans

Fresh Tomato Salsa: Farm Fresh

Chocolate Milk, FF

FF Strawberry Milk

1% Unflavored Milk

1% Unflavored Milk

Asian Stir-Fry w/chicken and brown rice 9-12

Whole Grain Roll

Steak Fingers

Strawberries and Bananas

Sliced Peaches

Mashed Potatoes

Savory Green Beans

Chocolate Milk, FF

FF Strawberry Milk

1% Unflavored Milk

1% Unflavored Milk

2018 SchoolCafé by PrimoEdge

This institution is an equal opportunity provider.

School Menus -MonthlyView

Filter menu lists by selecting which menu categories to include or exclude in the view. For example, selecting **Entrée**, **Entrée/Combo**, **Grains**, and **Meat/MA** produces a list of scheduled main entrees and grain components. The menu can also be filtered for **vegetables**, **fruits**, **milk**, or **condiments**.

Welcome, Dana!
TEXAS TRAINING DISTRICT

- Dashboard
- Menus
 - School Menus
- My Favorites
- Polls
- Support

Select School
TEXAS TRAINING ELEMENTARY

Select Grade
01

Breakfast Lunch

Select Line
All Lines

Filter items for printing:
☒ ENTRÉE-TDA ☒ GRAIN-TDA ☐ FRUIT-TDA ☐ VEGETABLE-TDA ☐ MILK-TDA ☐ CONDIMENT-TDA ☒ MEAT/MA-TDA ☒ ENTRÉE/COMBO-TDA

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
Grilled Cheese Sandwich Corndog	CHILI, SW W/O BEANS Chicken, Drumstick, glazed all dark meat oven roasted, Cornbread	Taquito, Beef and Cheese Cheese Enchiladas Spanish Rice Spaghetti Bowl French Bread Pizza Breadstick Sauce, Marinara, Meatless	Nachos Grande K-8 Chicken Quesadilla Fiesta Bowl Cheese Pizza	Asian Stir-Fry w/chicken and brown rice 9-12 Whole Grain Roll Steak Fingers Chicken Sandwich, Spicy Chicken Sandwich, WGR X-Treme Burrito

School Menus -WeeklyView

School Menus

View what's on the menu at your school today. Use the filters to narrow down the menu.

Daily Weekly Monthly

Filter Menus

← Sep 24 2018 - Sep 28 2018 →

TEXAS TRAINING ELEMENTARY ▼ Breakfast Lunch Main Line ▼ Allergens

Print Friendly

Menu Items for Lunch at TEXAS TRAINING ELEMENTARY

Mon Sep-24	Tue Sep-25	Wed Sep-26	Thu Sep-27	Fri Sep-28
ENTRÉE/COMBO-TDA Grilled Cheese Sandwich	ENTRÉE/COMBO-TDA A menu has not been published for this day.	ENTRÉE/COMBO-TDA Spaghetti Bowl French Bread Pizza	ENTRÉE/COMBO-TDA A menu has not been published for this day.	ENTRÉE/COMBO-TDA A menu has not been published for this day.
ENTRÉE-TDA Corn dog	ENTRÉE-TDA CHILI, SW W/O BEANS Chicken, Drumstick, glazed all dark meat oven roasted,	ENTRÉE-TDA A menu has not been published for this day.	ENTRÉE-TDA Fiesta Bowl Cheese Pizza	ENTRÉE-TDA Chicken Sandwich, Spicy X-Treme Burrito Chicken Sandwich, WGR
FRUIT-TDA Grapefruit and Orange Smiles Fresh Grapes	FRUIT-TDA Crisp Texas Apples- SBW 2018 Watermelon Slices NSLW 2017	FRUIT-TDA Diced Peaches Fresh Grapes	FRUIT-TDA Strawberry Cup Apples, Granny Smith, Fresh (size 100-150)	FRUIT-TDA Snowball Salad Fresh Grapes Fresh Cantaloupe Cubes
VEGETABLE-TDA Seasoned Corn Zesty Cucumbers	VEGETABLE-TDA Broccoli California Blend Vegetables	VEGETABLE-TDA Strawberry Spinach Salad California Blend Vegetables	VEGETABLE-TDA Red Bell Pepper Strips Tiny Tomato Cup	VEGETABLE-TDA Seasoned Corn Oven Fries Fresh Veggie Cup
MILK-TDA Chocolate Milk, FF FF Strawberry Milk 1%	MILK-TDA Chocolate Milk, FF 1% Milk 2% Milk	MILK-TDA Strawberry Milk, FF Chocolate Milk, FF 1% Unflavored Milk	MILK-TDA 1% Unflavored Milk	MILK-TDA Chocolate Milk, FF 1% Unflavored Milk
GRAIN A menu has not been published for this day.	GRAIN-TDA Cornbread	GRAIN-TDA Breadstick Sauce, Marinara, Meatless	GRAIN-TDA A menu has not been published for this day.	GRAIN-TDA A menu has not been published for this day.
CONDIMENT-TDA A menu has not been published for this day.	CONDIMENT-TDA Gravy, cream #10 Ketchup Pouch Pack	CONDIMENT-TDA Chocolate Pudding	CONDIMENT-TDA A menu has not been published for this day.	CONDIMENT-TDA Salsa Lettuce and Tomato Garnish

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Items uploaded with pictures will display with thumbnail pictures beside the menu item name. Items without pictures will display the menu name.

Menu Items are arranged by categories. Click individual menu items for nutritional information.

School Menus - Daily View:

The screenshot shows the SchoolCafé interface for the daily menu view. The top navigation bar includes 'Welcome, Daniel', 'TEXAS TRAINING DISTRICT', and 'School Menus'. The main content area displays the daily menu for 'TEXAS TRAINING ELEMENTARY' on September 20, 2018. The menu is organized into sections: 'ENTRÉE-TD', 'FRUIT-TDA', 'VEGETABLE-TDA', and 'MILK-TDA'. A red box highlights the 'Nachos Grande K-8' item under the 'ENTRÉE-TD' section. A red arrow points from this item to a detailed view of the item.

Menu Items for Lunch at TEXAS TRAINING ELEMENTARY
Published on 09/19/2018 at 3:53 PM

ENTRÉE-TD (Choose up to 1)

- ☒ **Nachos Grande K-8**
Calories: 388 / Carbs: 24.3g
Allergens: Milk, Soy
Not yet rated
- ☐ **Chicken Quesadilla**
Calories: 130 / Carbs: 15.5g
Allergens: Milk, Egg, Wheat, Soy, Gluten
Not yet rated

FRUIT-TDA (Choose up to 2)

- ☐ **Mixed Fruit**
Calories: 80 / Carbs: 18g
Allergens: None listed
Not yet rated
- ☒ **Texas Orange Smiles**
Calories: 55 / Carbs: 16.6g
Allergens: None listed
Not yet rated

VEGETABLE-TDA (Choose up to 2)

- ☐ **Refried Beans**
Calories: 180 / Carbs: 20g
Allergens: None listed
Not yet rated
- ☐ **Fresh Tomato Salsa: Farm Fresh**
Calories: 13 / Carbs: 2.82g
Allergens: None listed
Not yet rated

MILK-TDA (Choose up to 2)

- ☒ **Chocolate Milk, FF**
Calories: 112 / Carbs: 18.81g
Allergens: Milk
Not yet rated
- ☐ **FF Strawberry Milk**
Calories: 110 / Carbs: 19g
Allergens: Milk
Not yet rated
- ☐ **1% Unflavored Milk**
Calories: 100 / Carbs: 12g
Allergens: Milk
Not yet rated

My Tray

Selected Items:

- Nachos Grande K-8: 388
- Texas Orange Smiles: 56
- Chocolate Milk, FF: 112
- Total: 556

Make-a-Tray Rules

- Select a Minimum of 5 Colors
- Select one Protein (Purple)
- Select one Grain (Orange)
- Select one Milk (Blue)
- Must select at least one Fruit or Vegetable (Red or Green)

Nachos Grande K-8

388 Calories
Serving Size: 1 ea.

% Daily Value

		% Daily Value
Total Fat	23.81g	36.63%
Saturated Fat	9.85g	49.25%
Cholesterol	61.00mg	20.33%
Sodium	1127.02mg	46.96%
Total Carbohydrate	24.30g	8.10%
Dietary Fiber	2.63g	8.12%
Sugars	0.00g	
Protein	17.53g	35.06%
Vitamin A	259.12IU	5.18%
Vitamin C	0.00mg	0.00%
Calcium	311.18g	31.12%
Iron	1.57g	8.72%

Allergens
Milk, Soy
Contains Milk, Soy

Interact
Rate, Favorite

Share
Facebook, Twitter

Ingredients

- Cheese, sauce, cheddar (Contains: pasteurized milk and skim milk, mod. Starch, whey, buttermilk, Coloring, lactic acid, spices, enzymes, potassium and sodium phosphates)
- Beef, ground raw, 80/20, bulk, frozen, Distributor's Choice
- Chips, tortilla nacho 6/2b (whole grain corn)
- Seasoning, Taco Seasoning, Reduced Sodium 6/6 6oz
- Water

Allergens
Milk, Soy

Cancel, Save Meal

Important Note: 'Make a Tray' is for informational and tracking purposes only. This meal will not be used for meal ordering.

Click on the names of menu items to see nutritional information, allergens, and ingredients.

If users click on a menu item link from the “Weekly” or “Daily” view, the following information and actions are available:

Nachos Grande K-8

Nutrition information

388 Calories
Serving Size: 1 ea.

		% Daily Value
Total Fat	23.81g	36.63%
Saturated Fat	9.85g	49.25%
Cholesterol	61.00mg	20.33%
Sodium	1127.02mg	46.96%
Total Carbohydrate	24.30g	8.10%
Dietary Fiber	2.03g	8.12%
Sugars	0.00g	
Protein	17.53g	35.06%
Vitamin A	259.12IU	5.18%
Vitamin C	0.00mg	0.00%
Calcium	311.18g	31.12%
Iron	1.57g	8.72%

Allergens

Allergens

Milk Soy

Contains Milk, Soy.

Interact

Rate Favorite

Share

Facebook Twitter

Close

Menu Item Ingredients

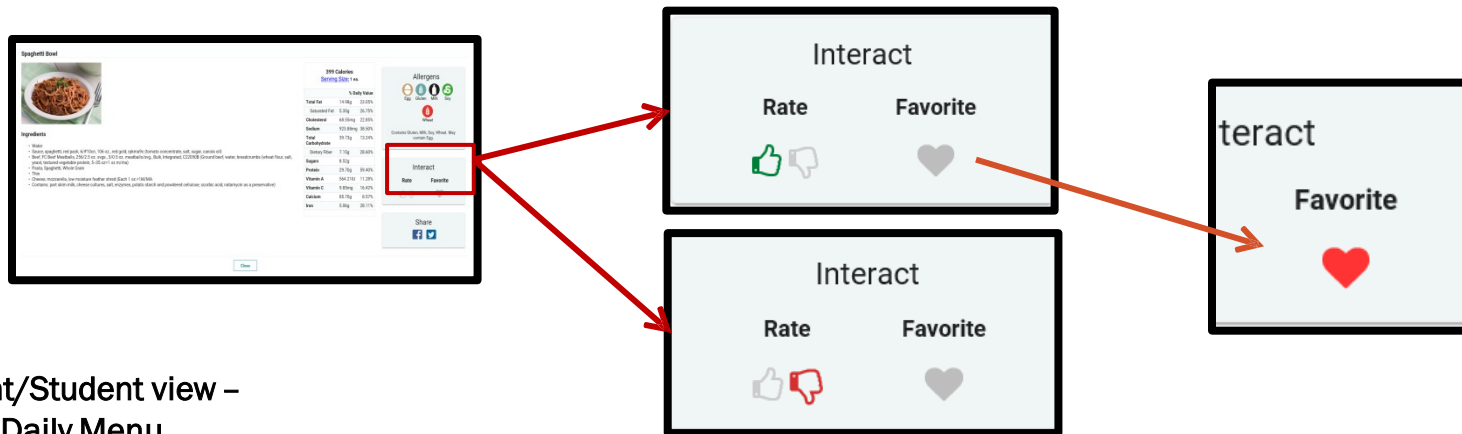
- Cheese, sauce, cheddar (Contains: pasteurized milk and skim milk, mod. Starch, whey, buttermilk. Coloring, lactic acid, spices, enzymes, potassium and sodium phosphates)
- Beef, ground ,raw, 80/20, bulk, frozen, Distributor's Choice
- Chips, tortilla nacho 6/2lb (whole grain corn)
- Seasoning, Taco Seasoning, Reduced Sodium 6/6.6oz
- Water

Rate the menu item.

Favorite the menu item


Share the menu item on Facebook or Twitter.

Students can rate whether they like or dislike menu items. Cumulative results are displayed in the daily menu view for each item. Students may also indicate favorite menu items which will display under “My Favorites” on the dashboard.




Parent/Student view – Daily Menu

ENTRÉE/COMBO-TDA




Spaghetti Bowl
G V P
Calories 399 / Carbs 39.73g
Allergens: Milk,Egg,Wheat,Soy,Gluten
50%






French Bread Pizza
G V P
Calories 310 / Carbs 33g
Allergens: Milk,Egg,Wheat,Soy,Gluten
100%

VEGETABLE-TDA



Strawberry Spinach Salad
F V
Calories 135 / Carbs 9.8g
Allergens: Soy
Not yet rated

Administrator view – Daily Menu

ENTRÉE/COMBO-TDA Choose 1					
Select	Item	Calories	Carbs	Allergens	Rating
<input type="checkbox"/>	 Spaghetti Bowl G V P	399	39.73g	Milk,Egg,Wheat,Soy,Gluten	50%
<input type="checkbox"/>	 French Bread Pizza G V P	310	33g	Milk,Wheat,Soy,Gluten	100%
VEGETABLE-TDA Choose 1					
Select	Item	Calories	Carbs	Allergens	Rating
<input type="checkbox"/>	 Strawberry Spinach Salad F V	135	9.8g	Soy	Not Yet Rated

If users click on the “Make a Tray” button:

Users select the menu items they desire.

Colors fill up on “My Tray” and SchoolCafé tells users when the meal is complete.

Nutrients for meal

Allergens for meal

Save a created meal combination.

ENTRÉE-TDA	Choose 1
<input checked="" type="checkbox"/>	Kickin' Taco Salad (346, 37.64g, Milk, 5 stars)

GRAIN-TDA	Choose 1
<input type="checkbox"/>	Spanish Rice (113, 23.27g, Soy, Not Yet Rated)

FRUIT-TDA	Choose up to 2
<input type="checkbox"/>	Mixed Melon Cubes (61, 15.12g, Not Yet Rated)
<input checked="" type="checkbox"/>	Fresh Banana (105, 27g, Not Yet Rated)

VEGETABLE-TDA	Choose 1
<input type="checkbox"/>	Zucchini Fire Stix (50, 2.16g, Not Yet Rated)

MILK-TDA	Choose 1
<input checked="" type="checkbox"/>	Plain, Low-Fat Milk (110, 13g, Milk, 5 stars)
<input type="checkbox"/>	Fat-Free Strawberry Milk (110, 18g, Milk, Not Yet Rated)

"Make a Tray" Rules

- ✓ Select a Minimum of 3 Colors
- ✓ Select at least one Red or Green color
- ✓ Select a maximum of 10 Menu Items

✓ This tray is a complete meal!

My Tray

Fruit, Grain, Milk, Vegetable, Protein

Selected Items	Calories	Carbs
Kickin' Taco Salad	346	37.64g
Fresh Banana	105	27g
Plain, Low-Fat Milk	110	13g
Total	561	77.84g

[View Full Nutrition Information](#)

Allergens

Milk

Cancel Save Meal

Important Note: "Make a Tray" is for informational and tracking purposes only. This meal will not be used for meal ordering.

If users click on the “Make a Tray” button:

The screenshot shows the 'Make a Tray' interface in the SchoolCafé application. The interface is divided into several sections:

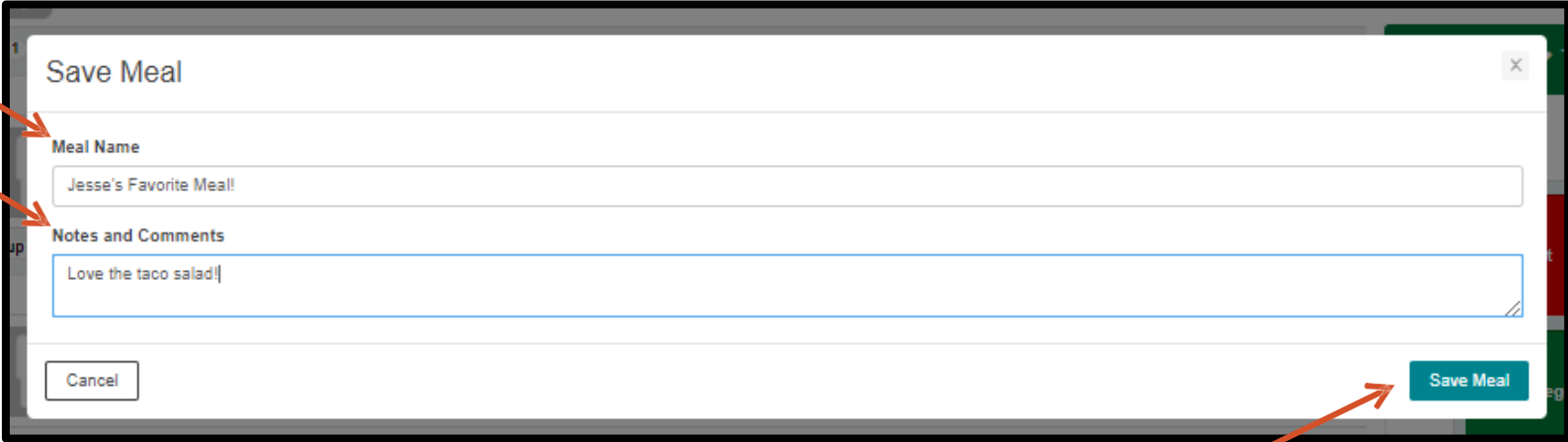
- Top Navigation:** Includes a sidebar with 'Allergens' and 'Make a Tray' buttons, and a top bar with 'School Menus' and a date selector (Mon 24 SEP to Fri 28 SEP).
- Menu Items for Lunch:** A list of items categorized by 'ENTRÉE/COMBO-TDA', 'VEGETABLE-TDA', and 'GRAIN-TDA'. Each item includes a checkbox, a name, a photo, and nutritional information (Calories, Carbs, Allergens). For example, 'Spaghetti Bowl' has 399 calories, 39.73g carbs, and allergens: Milk, Egg, Wheat, Soy, Gluten.
- 'Make-a-Tray' Rules:** A section on the right with rules for selecting items: 'Select a Minimum of 3 Colors', 'Select one Protein (Purple)', 'Select one Grain (Orange)', 'Select one Milk (Blue)', and 'Must select at least one Fruit or Vegetable (Red or Green)'. A green bar indicates 'This tray has met all nutritional requirements to be a complete Lunch meal!'
- My Tray:** A visual representation of the selected meal using colored boxes: Fruit (Red), Grain (Orange), Milk (Blue), Vegetable (Green), and Protein (Purple).
- Selected Items Table:** A table showing the items selected for the meal, their calories, and carbs.

Item	Calories	Carbs
Spaghetti Bowl	399	39.73g
Strawberry Spinach Salad	135	9.8g
Total	534	49.53g
- Allergens:** A section showing the allergens for the meal: Egg, Gluten, Milk, Soy, and Wheat.
- Buttons:** 'Exit Make a Tray', 'View Full Nutrition Information', 'Cancel', and 'Save Meal'.

Annotations explain the following features:

- Users select the menu items they desire.** Points to the 'Make a Tray' button and the menu items list.
- Filter menu items by specific allergens.** Points to the 'Allergens' button in the top navigation.
- Nutrients for meal** points to the 'View Full Nutrition Information' button.
- Allergens for a meal** points to the 'Allergens' section.
- Save meal** points to the 'Save Meal' button.
- Colors fill up on “My Tray” and SchoolCafé tells users when the meal is complete.** Points to the 'My Tray' section and the green bar indicating the meal is complete.

To save a particular meal selection, click the “Save Meal” button after building a tray.



The screenshot shows a 'Save Meal' dialog box with the following fields and buttons:

- Meal Name:** A text input field containing 'Jesse's Favorite Meal!'. An annotation box with the text 'Give the tray a name.' has an arrow pointing to this field.
- Notes and Comments:** A text input field containing 'Love the taco salad!'. An annotation box with the text 'Enter notes or comments about the meal.' has an arrow pointing to this field.
- Buttons:** A 'Cancel' button on the bottom left and a 'Save Meal' button on the bottom right. An annotation box with the text 'Save meal' has an arrow pointing to the 'Save Meal' button.

Users may view saved meals in the “My Favorites” tab on the dashboard.



Note: When students or parents save or “favorite” a menu item or meal, they will receive a push notification (from the app) the morning that menu item or meal is served again.

Students and parents can view favorited trays to inform future lunch selections.



From the dashboard, click on “My Favorites”.



Select the “My Trays” tab.



A list will display of the **name** given to the saved tray along with information about:

- What **items** were on the tray
- **When** the tray was served
- Total **calories**
- Total **carbs**
- Total **fat**
- Allergens



To remove a tray from the favorites list, click the red circle with an “x”.

schoolcafé

Welcome, Dana!
TEXAS TRAINING DISTRICT

My Favorites

View your saved trays, favorite menu items and menu item ratings.

Dashboard

Menus

School Menus

My Favorites

Polls

Support

Tray Name	Items	When	Calories	Carbs	Fat	Allergens	Action
Chicken Nuggets and Tots	Chocolate Milk, FF Chicken Nuggets APPLE, RED, FANCY, 160-175/40 # Tater Tots 3/4 c Test	06/25/2018 @ Lunch	616	77.62g	21.01g	Milk, Egg, Wheat, Soy	
Nachoes	FF Strawberry Milk Texas Orange Smiles Nachos Grande K-8 Fresh Tomato Salsa: Farm Fresh	09/20/2018 @ Lunch	567	61.8g	23.91g	Milk, Soy	
Spaghetti and Salad	Spaghetti Bowl Strawberry Spinach Salad	09/26/2018 @ Lunch	534	49.53g	25.2g	Milk, Egg, Wheat, Soy, Gluten	

View personal interactions with menu items.



From the dashboard, click on “My Favorites”.



Select the “Interactions” tab.



A list will display of the **menu items** with which a student has interacted.

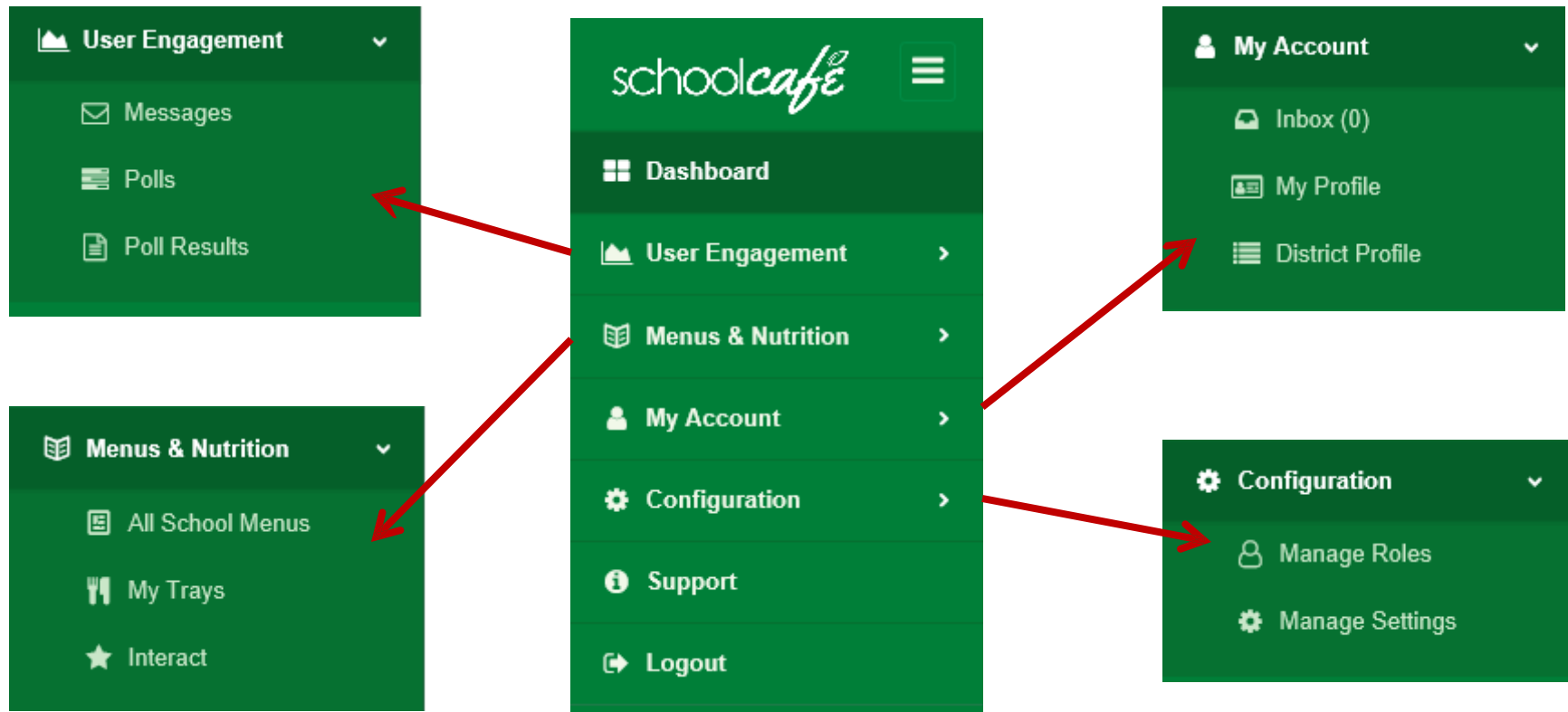
Students can compare the overall rating of a menu item with their rating and also see favorited items.



Item	Overall Rating	My Rating	My Favorites
French Bread Pizza	100%		
Nachos Grande K-8	100%		
Spaghetti Bowl	66.7%		
Chicken Quesadilla	0%		
Asian Stir-Fry w/chicken and brown rice 9-12	0%		

DISTRICT ADMINISTRATOR SCHOOL CAFÉ ACCOUNTSDASHBOARD

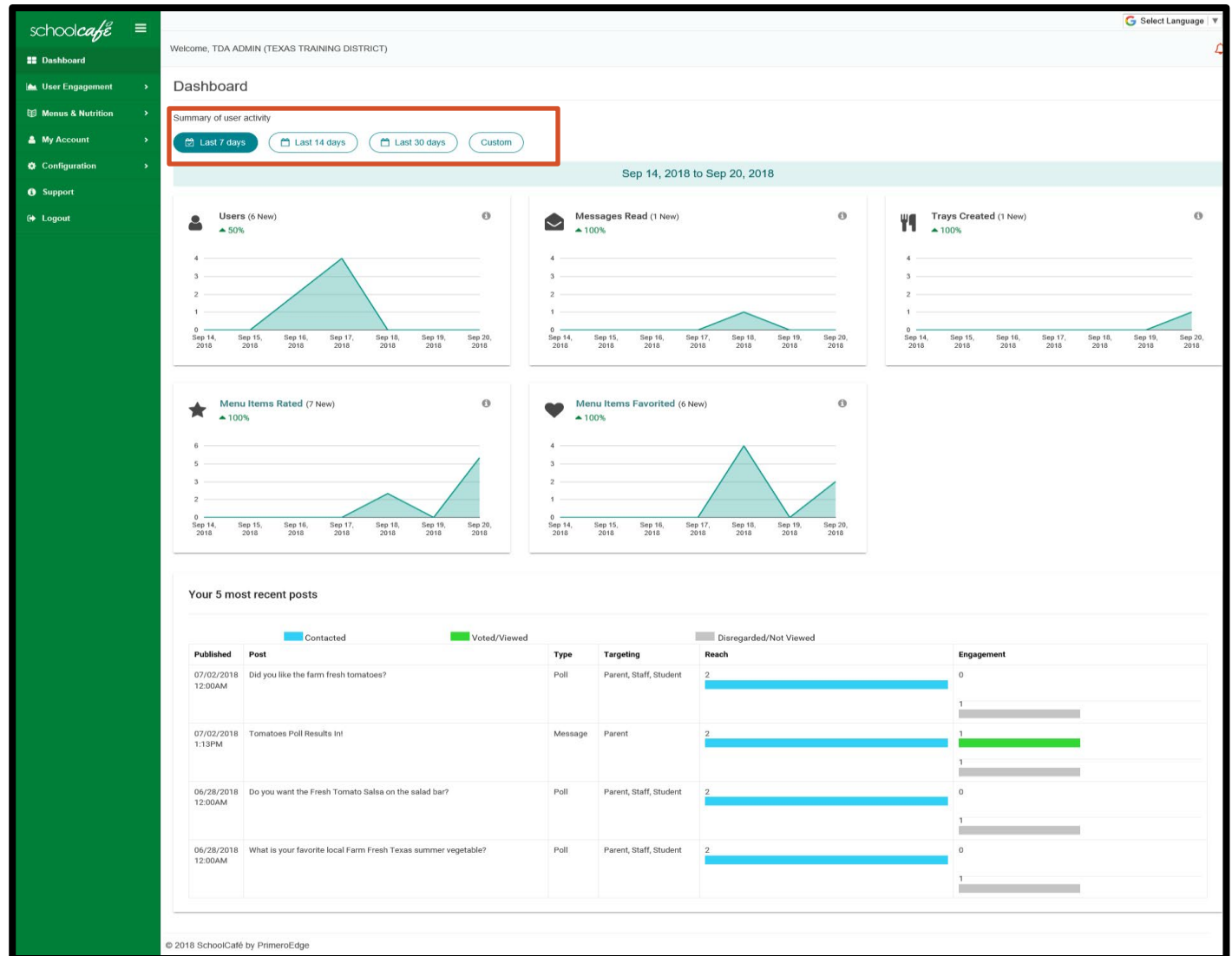
Districts may view “**Menus and Nutrition**” through their administrative account. In addition, districts may use “**Messages**” and “**Polls**” in “**User engagement**”, manage users and site settings in “**Configuration**”, and manage their account in “**My Account.**”



SCHOOL CAFÉ ADMINISTRATIVE ACCOUNTS – Dashboard Reports

The administrator dashboard provides data about user interactions, ratings, messaging information, and polls and poll results.

Data can be configured in time spans of 7 days, 14 days, 30 days or a custom date range.



Best Practices for Marketing to Parents and Students.

Take attractive photos of your menu items.

See page 32

Give your menu items attractive names and descriptions.

See page 33

Notify parents and students about School Café and how to use it.

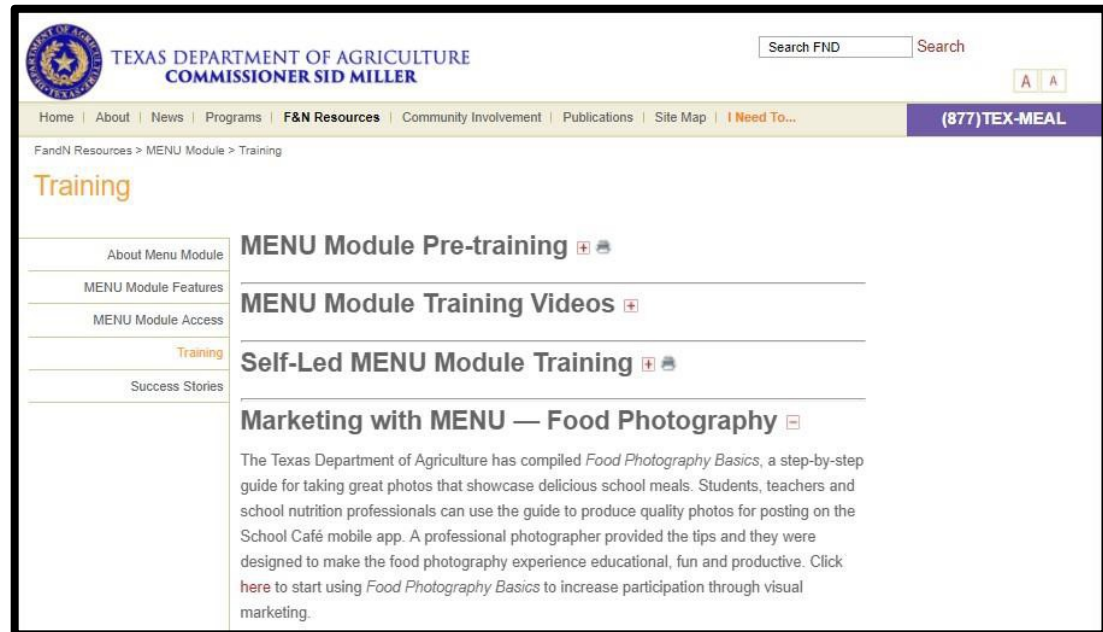
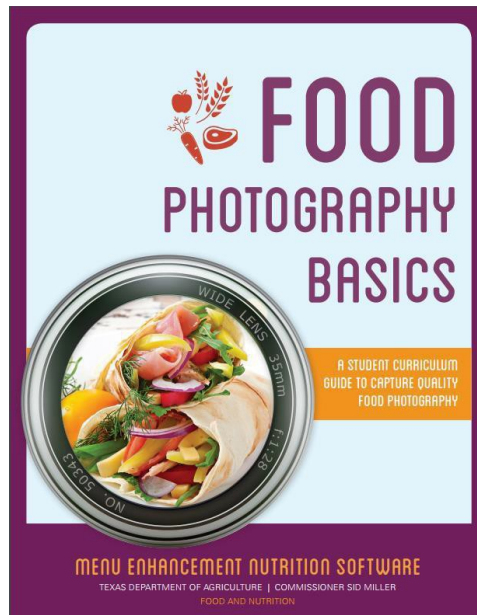
See page 34-35

Engage students and parents in School Café.

See page 36-40

Take attractive photos of your menu items.

Users may visit the MENU Module Training webpage on www.squaremeals.org to access the “Food Photography Basics” training. This training can help users take attractive photos of menu items that will help market menu items to parents and students through SchoolCafé.



Tip: In addition to the recommendations found in the “Food Photography Basics” curriculum, users should not use drawings to represent menu items and should make sure that images uploaded for menu items do not include text.



Tip: Keep in mind that anyone from the public can view menus on schoolcafe.com as a guest. Be careful about the photographs you publish to SchoolCafé and consider how the photographs represent your meal service to the public.

**Give your menu items attractive names and descriptions.**

Users should give menu items attractive names and descriptions to appeal to students and parents.

Tip: Names and descriptions should appeal to the senses (touch, taste, smell, and sight), highlight the positive attributes of the menu item, include catchy words, and share the message in less words.

EXAMPLES:

Name: Baked Chicken

Marketing Name: Shakin' Crispy Baked Chicken

Marketing Description: Succulent chicken flawlessly seasoned and baked to crispy perfection.

Name: Zucchini

Marketing Name: Zucchini Fire Stix

Marketing Description: Flavor-bursting Zucchini turned into spicy fingerfood!

Name: Chicken Pizza

Marketing Name: Kung Pao Chicken Pizza

Marketing Description: Crispy crust topped with savory cheese, peppers, cilantro, and tongue-tingling fiery chicken!

Name: Butternut Squash

Marketing Name: Cider-Glazed Squash

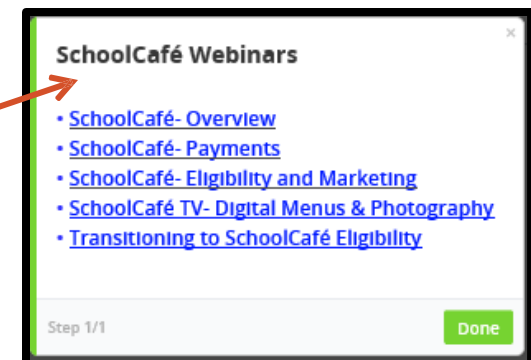
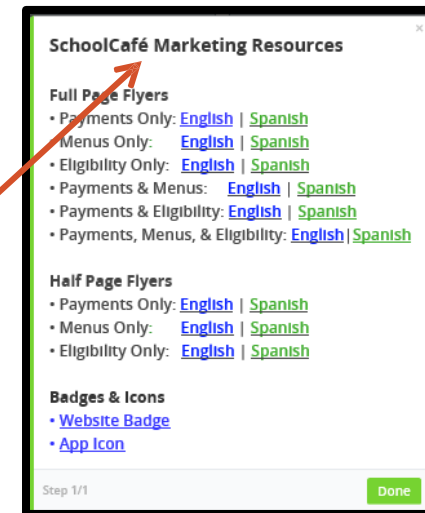
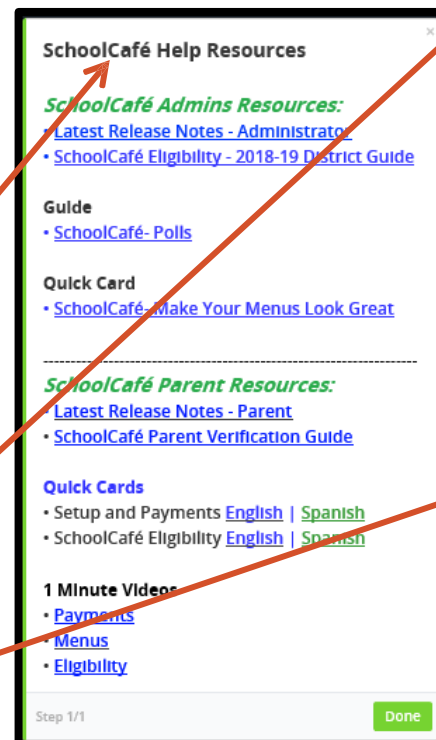
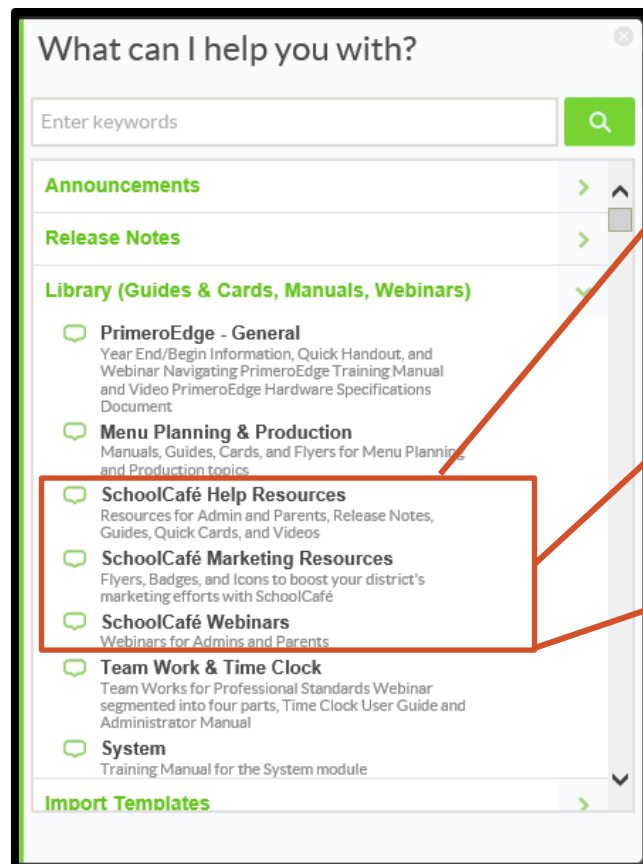
Marketing Description: Tender butternut squash coated with a delicately sweet glaze.

Notify parents and students about SchoolCafé.

Users may use the marketing materials available through Amigo to market SchoolCafé to parents and students.

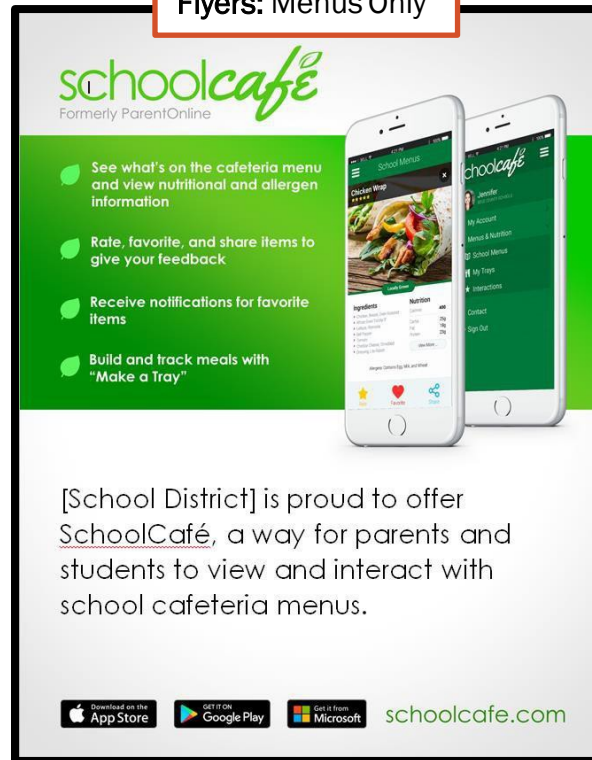
Marketing materials for parents and students on Amigo:

- **Quick Card:** Make Your Menus Look Great
- **Flyers:** Menus Only
- **Badge:** Website Badge
- **Icon:** App Icon



Sample Marketing materials for School Café.

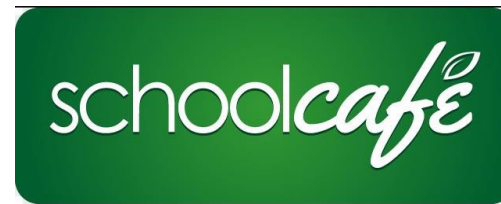
Flyers: Menus Only



SchoolCafé App Icon



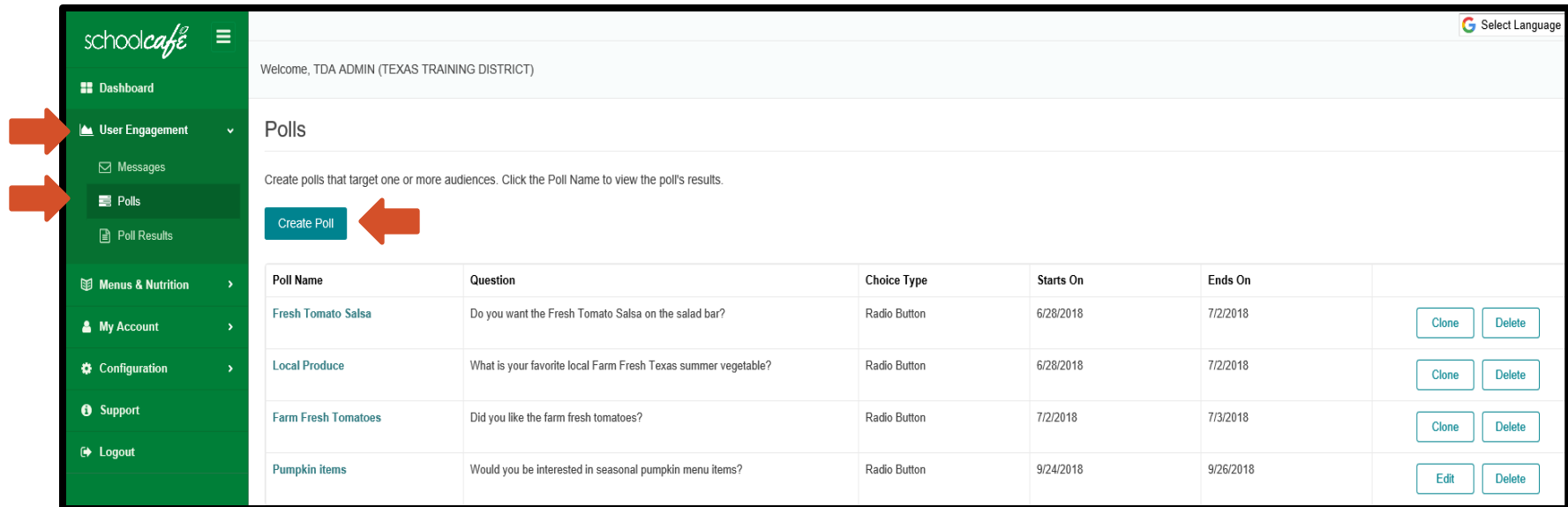
SchoolCafé Website Badge



Involve parents and students in SchoolCafé.

Users should make parent and student engagement in SchoolCafé part of their marketing strategy.

- Use polls to engage parents and students.



The screenshot shows the SchoolCafé dashboard. The left sidebar is green with white text and icons. The main content area is white. The 'Polls' section is active, showing a table of existing polls. A red arrow points to the 'User Engagement' tab in the sidebar. Another red arrow points to the 'Polls' folder in the sidebar. A third red arrow points to the 'Create Poll' button in the main content area.

Poll Name	Question	Choice Type	Starts On	Ends On	
Fresh Tomato Salsa	Do you want the Fresh Tomato Salsa on the salad bar?	Radio Button	6/28/2018	7/2/2018	Clone Delete
Local Produce	What is your favorite local Farm Fresh Texas summer vegetable?	Radio Button	6/28/2018	7/2/2018	Clone Delete
Farm Fresh Tomatoes	Did you like the farm fresh tomatoes?	Radio Button	7/2/2018	7/3/2018	Clone Delete
Pumpkin items	Would you be interested in seasonal pumpkin menu items?	Radio Button	9/24/2018	9/26/2018	Edit Delete



Click the “User Engagement” tab.



Open the “Polls” folder.



Click the “Create Poll” button.

Create polls to engage users.



1. Create a name for the poll.
2. Decide if the results will be visible to users or not.
3. Select style for responses.
4. Select your audience.
5. Select the day you want your poll to start and end.
6. Select which schools will receive the poll.
7. Type out your poll question.
8. Create possible poll responses. You may select yes/no items or text items. For example, you may poll students about which new dipping sauce students prefer for chicken strips. Students would respond by selecting one or more condiment choice.

Polls become push alerts to the selected audience in the School Café website and app.

Create Poll

Poll Name: Pumpkin items

☒ Allow poll results to be visible to your audience

Choice Type: Radio Button ☐ Checkbox

Audience: ☐ Parents ☒ Staff ☒ Students

Timeline: Starts: 9/24/2018 Ends: 9/26/2018

School(s): ☐ Select All ☐ ALTERNATIVE ☒ MENU MODULE HIGH SCHOOL ☐ TEXAS TRAINING ELEMENTARY ☒ TEXAS TRAINING HIGH SCHOOL

Question: Would you be interested in seasonal pumpkin menu items?

Choices: Yes No

Add choice(s)

Preview

Would you be interested in seasonal pumpkin menu items?

☐ Yes ☐ No

As the poll is created, a preview shows how the poll will appear to the audience.

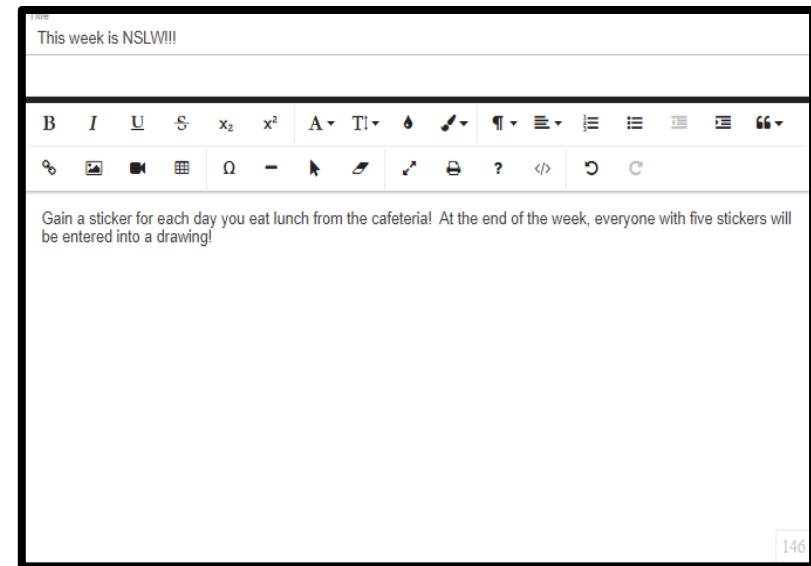
Cancel Create Poll



Involving users in meal decisions will increase meal participation. Users appreciate their opinions and preferences being considered.

Communicate with parents and students in SchoolCafé.

- Use messages to engage parents and students.
- Incentivize parents and students to sign up for a SchoolCafé account.
 - For example, tell student and parents that everyone who signs up for a SchoolCafé account will be entered into a drawing for a prize.
- Hold fun contests related to SchoolCafé.
 - For example, ask students to take creative pictures of their favorite menu item. Feature the winning photo on SchoolCafé for that menu item.
 - Ask students to create original recipes that meet regulatory guidelines. Include the winning recipe in an upcoming menu cycle.



Use messages to share poll results & contest winners.

Create notifications, messages, and emails.

The screenshot shows the 'New Notification' form in the SchoolCafé interface. The form includes sections for 'Type', 'Scope', 'Date Range', and 'Active' status. A red box highlights the 'Type' section with the instruction 'Select message type.' Another red box highlights the 'Scope' section with the instruction 'Select who will receive the message and how they will be notified.' A third red box highlights the 'Date Range' section with the instruction 'Add multi-media and photos to messages as needed.' A fourth red box highlights the 'Title' field with the instruction 'Type your message, being sure to include a message Click title. "Save Notification."' A fifth red box highlights the 'Save Notification' button with the instruction 'Type your message, being sure to include a message Click title. "Save Notification."'

Form Fields and Options:

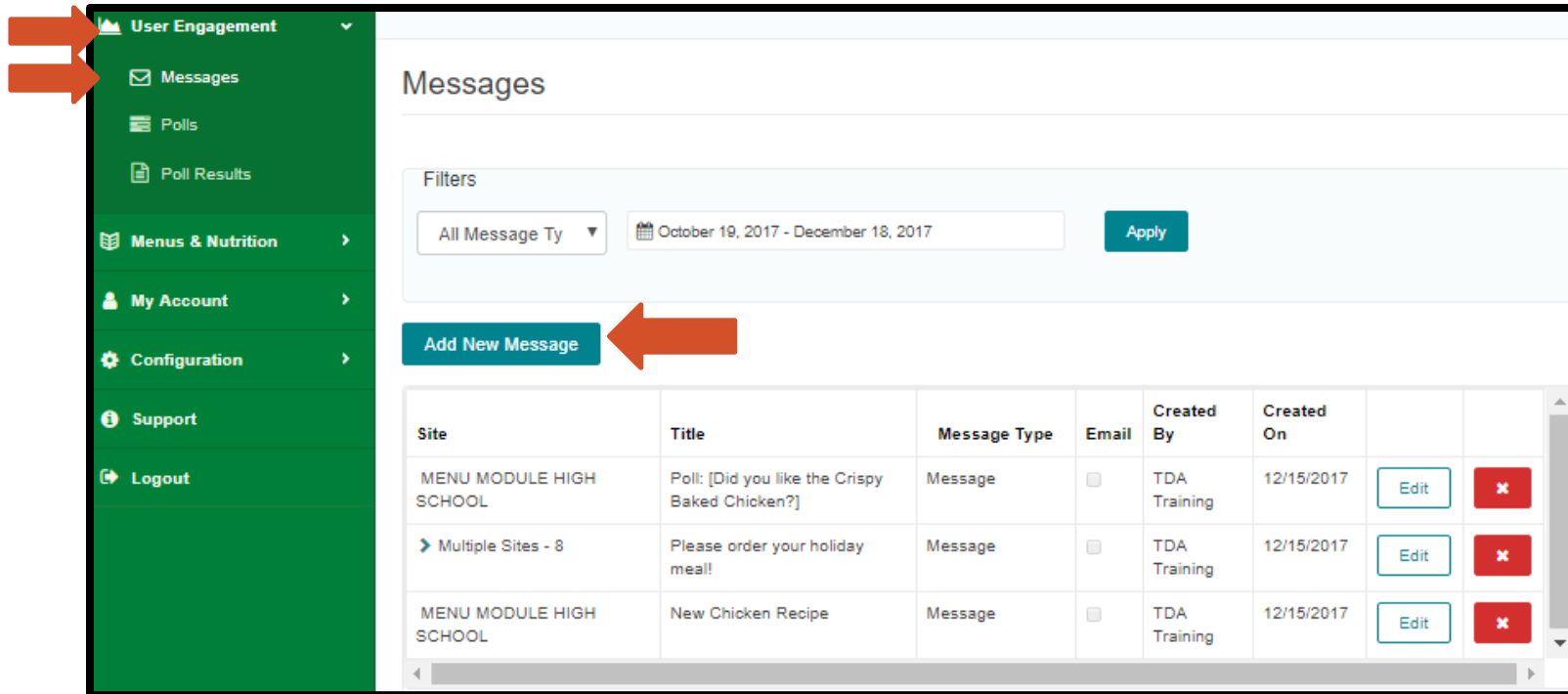
- Type:** ☒ Notification ☐ Message ☐ Email
- Scope:** ☒ Global ☐ Page
- Date Range:** ☒ Permanent ☐ Temporary
- Active:** ☒ Active
- Title:** Type something...
- Schools:** Selected: 0
 - ☐ Select all
 - ☐ ALTERNATIVE
 - ☐ MENU MODULE HIGH SCHOOL
 - ☐ TEXAS TRAINING ELEMENTARY
 - ☐ TEXAS TRAINING HIGH SCHOOL
 - ☐ TEXAS TRAINING INTERMEDIATE
 - ☐ TEXAS TRAINING JUNIOR HS
- Notification Recipients:**
 - ☐ Guest
 - ☐ Parent
 - ☐ District Admin
 - ☐ Student
 - ☐ Staff
- Email Recipients:** ☐ Yes ☒ No

Buttons: Cancel, Save Notification



Get district staff to brainstorm other ways to use this feature to promote meal service in your district.

Send push alerts through the School Café website and app. Select all users or specific recipients and whether to send information through a notification, message and/or email. A history of previous messages is stored for review.



The screenshot shows the SchoolCafé interface. On the left, a green sidebar contains the 'User Engagement' menu, which is expanded to show 'Messages', 'Polls', and 'Poll Results'. Two orange arrows point to the 'Messages' option. The main content area is titled 'Messages' and includes a 'Filters' section with a dropdown for 'All Message Ty' and a date range 'October 19, 2017 - December 18, 2017'. Below the filters is a blue 'Add New Message' button, which is highlighted by an orange arrow. The bottom section is a table of messages.

Site	Title	Message Type	Email	Created By	Created On		
MENU MODULE HIGH SCHOOL	Poll: [Did you like the Crispy Baked Chicken?]	Message	<input type="checkbox"/>	TDA Training	12/15/2017	Edit	X
Multiple Sites - 8	Please order your holiday meal!	Message	<input type="checkbox"/>	TDA Training	12/15/2017	Edit	X
MENU MODULE HIGH SCHOOL	New Chicken Recipe	Message	<input type="checkbox"/>	TDA Training	12/15/2017	Edit	X



Inform users of special events or menus to build excitement and increase meal participation.



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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