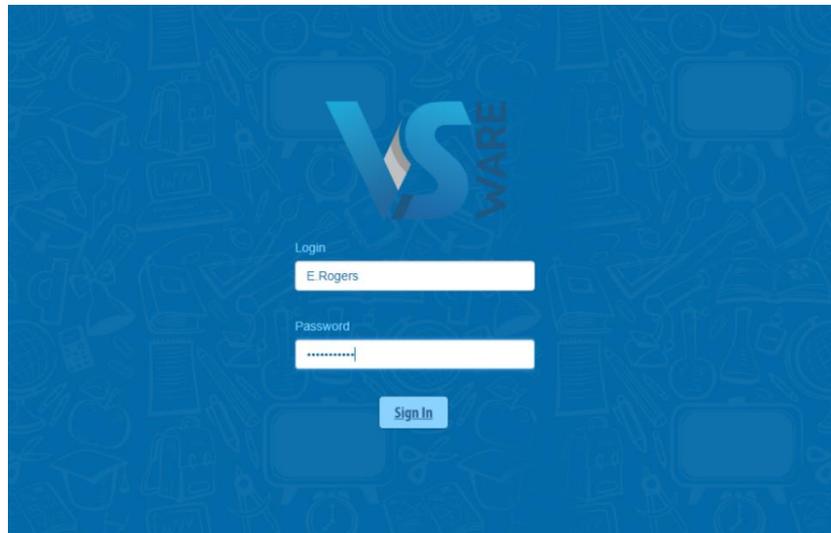


Parent's guide to VSware

To access your VSware account, your school will have sent you a unique username and password, along with a VSware URL or website address that is specific to your school. It will look something like this: schoolname.vsware.ie. VSware is best accessed through Google Chrome.



Start off by entering your username and password and click 'sign in'. If you have more than one child in the school, click the blue arrow under the photograph to toggle to the next student. You will only ever need one VSware login, regardless of how many students you have in the school.

Timetable

First, take a look at the timetable which is found in the left panel. Here you will be able view the student's lessons, teachers and classrooms throughout the week. The red line indicates the current time of day, so it's very easy to see at a glance where the student is.

Time	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5
9:00	Metalwork R12 John Mc Crath Meev-A	Project Mathematics R26 Lucinda Mac Hale 19JH-A	Irish R18 Christine Fagan 11H-3.5	French R34 Sarah Banerham 19F-2.1	Art, Craft, Design R24 Sinead Gillespie 14S-A
10:00	Metalwork R12 John Mc Crath Meev-A	Technical Graphics R25 John Mc Crath 11G-A	Science (JC) R48 Lucinda Mac Hale 15C-A	Business Studies R33 Eileen McCormack 15B-A	History R38 Fiona McElweine 11H-A
11:00	Civic, Social & Political Edu R40 Yvonne Kennedy 1C3/PE-A	Technical Graphics R25 John Mc Crath 11G-A	Art, Craft, Design R24 Sinead Gillespie 14S-A	Irish R18 Christine Fagan 11H-3.5	Social, Personal and Health Education R38 Yvonne Kennedy 15PHE-A
12:00	French R34 Sarah Banerham 19F-2.1	Geography R32A Derry Nugent 10G-A	English R32A Tara Gallagher 1Eng-3.2-R1	English R32A Tara Gallagher 1Eng-3.2-R1	Project Mathematics R26 Lucinda Mac Hale 19JH-A
13:00	English R43 Tara Gallagher 1Eng-3.2-R1	Music R43 Joe Mus-A	History R38 Fiona McElweine 11H-A	Physical Education (JC) R10 Michael Gardner 1PE-A	Materials Technology (R10) Hugh O'Grady 14TW-A
14:00	Project Mathematics R26 Lucinda Mac Hale 19JH-A	Music R43 Joe Mus-A	French R34 Sarah Banerham 19F-2.1	Physical Education (JC) R10 Michael Gardner 1PE-A	Materials Technology (R10) Hugh O'Grady 14TW-A
15:00	Religious Education R10 Pauline McCarthy 1Rel-A	English R32A Tara Gallagher 1Eng-3.2-R1	Home Economics R38 Sinead McGlynn 1HMEC-A	Project Mathematics R26 Lucinda Mac Hale 19JH-A	
	Religious Education R10 Pauline McCarthy 1Rel-A	Irish R28 Christine Fagan 11H-3.5	Home Economics R38 Sinead McGlynn 1HMEC-A	Geography R30 Derry Nugent 1Geo-A	
	Irish R18 Christine Fagan 11H-3.5	Science (JC) R48 Lucinda Mac Hale 15C-A	Business Studies R33 Eileen McCormack 15B-A	Science (JC) R48 Lucinda Mac Hale 15C-A	

Personal

Next, click into the **personal tab** which includes the personal details of the student. If anything in this screen needs to be updated, you should contact the school to request the change.

Personal Information

Name	Brenda Bell	Birth cert. Name		Birth Date	06/07/1999	Gender	Male
Medical Card		Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator	
VSware Id	1961072	Department Pupil Id	12345678	PPS	123456Q	School MIS ID	12-0108
Exam Number		Locker Number		Other Id			
Date of entry	30/09/2012	Irish exemption		Country of Birth	IRELAND	Religion	RC
Date of Exemption		Nationality		Class Group	1A (A)		
Previous school type		Previous school Roll No.		Exam Entrant	No	Exam Repeat	No
Repeat Exemption		Left Early	No	Students Mobile		LCVP	No
Mothers Maiden Name		Previous School Name		New Entrant	No	Repeating Year	No
Students Email		Email Opt In	No	Repeat Exemption Date			

Term reports

The **term reports tab** is a straightforward screen. At the top of the page, you first select an exam and it then displays the student's mark, grade and teacher comment for each subject. Some schools provide the option to print off an official school term report. To do this, click 'actions' (on the top right) and 'print'. A word document will then download onto your computer or device and you will be able to view, save and print it. Otherwise you can just right click anywhere on the main term report page and press 'print'. This will print the screen exactly as it is.

Term Report

Select An Exam: 1st Yr Christmas Report 2017 (2017/18)

1st Yr Christmas Report 2017 (2017/2018)

Subject	Mark	Grade	Level	Teacher	Comment
Irish	79	B	Foundation	asd asd	Teacher remarks are private.
English	N/A	B	N/A	dave asdf	Teacher remarks are private.
Geography	80	B	Higher		

Attendance

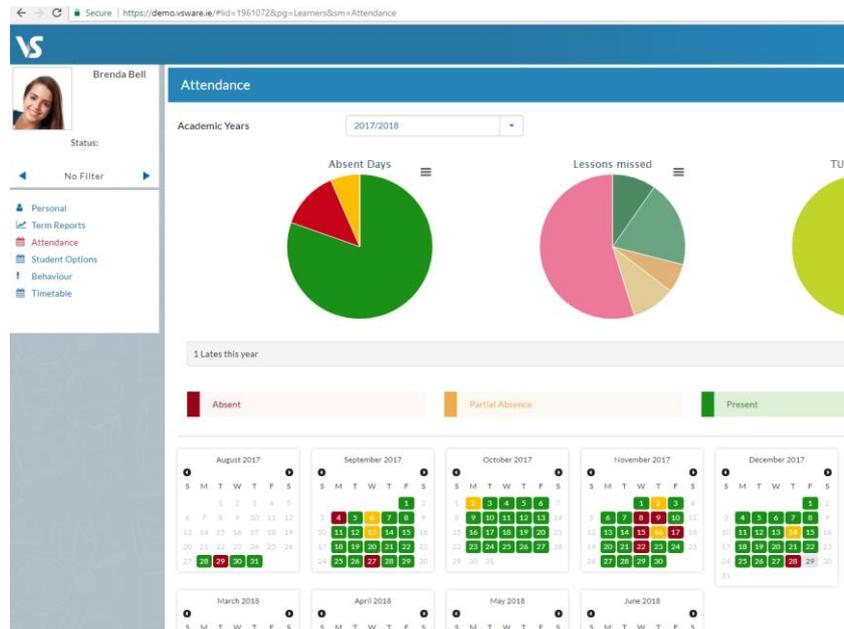
In the **attendance tab** you will see the yearly calendar which gives you an overview of your child's attendance. Each date will be colour coded according to the attendance of the student on that day. The pie charts above the calendar shows at a glance the percentage of present and absent days.

Red = Absent

Yellow = Partial Absence (even if the student has just missed one class on that day)

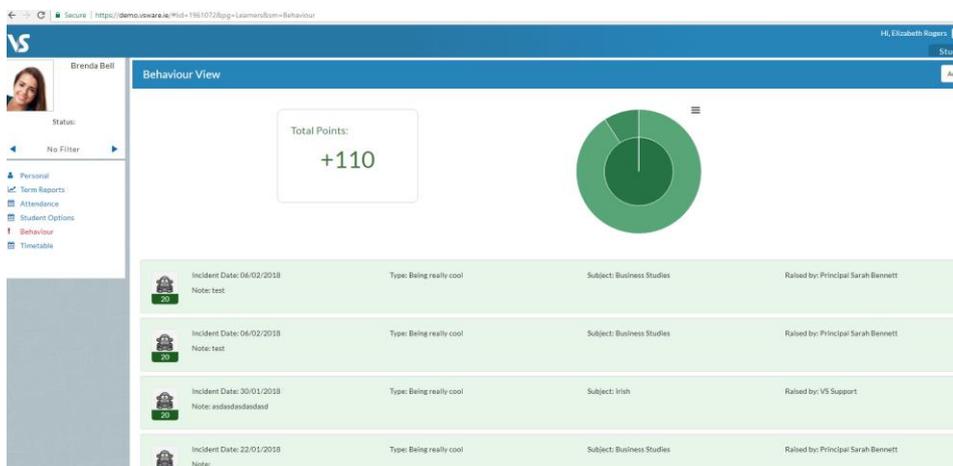
Green = Present

Blue = Unexplained Absence



Behaviour

The behaviour tab will show any incidents that have been recorded by school staff for your child. The behaviour may be positive or negative, and the school can decide to allocate points to each behaviour.



Student Options

If your school decides to allow parents to enter in **student options** through their VShare account, it's simply a case of selecting 'student options' in the left panel and then entering in each subject in order of preference using the drop-down menu.

Online Payments

Your school might also make the online payments system available to parents so that you can pay school fees using any card type. You can make a quick and easy payment for fees such as school contribution, school trips and more. Simply click on 'fee', tick the fee in question, click 'pay' and fill in the payment details.

To watch our parent user video, visit: goo.gl/4sjZSP

A video guide on entering student options can be found here: goo.gl/aycdtN