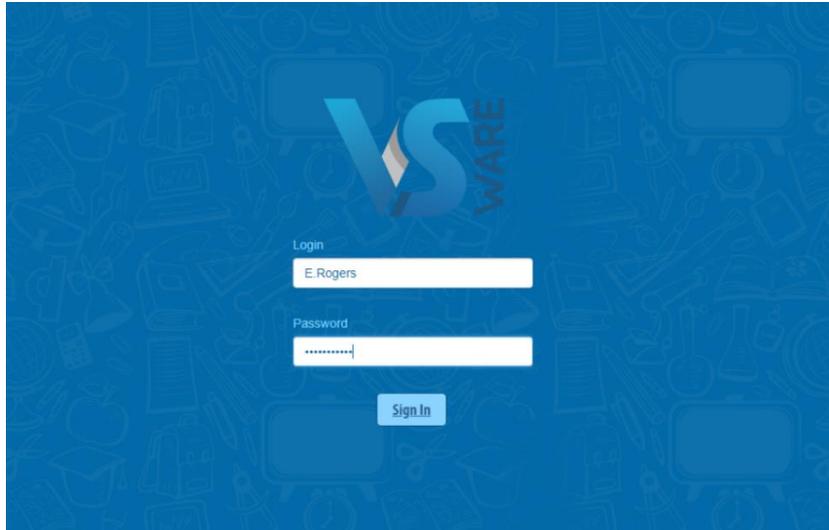


Parent's guide to VSware

To access your VSware account, your school will have sent you a unique username and a temporary 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 login details and click 'sign in'. Once you enter in your username and temporary password, you will be prompted to update to a new password. This will be your password going forward. (Skip to the end of this document to find out how to manage forgotten passwords). 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.

Weekly lessons, teachers, classrooms

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|--|---|---|---|--|
| 09:15 - 09:55 | Computer Studies Lucy 1Com-A | Computer Studies Donald 1Com-B | Art, Craft, Design Gav 1Art-10.1-R1 | English AR Sharon Barnes 1Eng-9.1 | Art, Craft, Design Sinead K. 1Art-10.1-R1 |
| 09:55 - 10:30 | Computer Studies Sinead 1Com-B | Art, Craft, Design AIR VSware Support 1Art-10.2-R1 | Art, Craft, Design GS Anthony W 1Art-10.2-R1 | Business Studies Sinead K. 1Bus-10.1-R1 | Art, Craft, Design Sinead K. 1Art-10.1-R1 |
| 10:30 - 11:05 | Art, Craft, Design Sharon Barnes 1Art-10.1-R1 | Music Alex 1Mus-A | Music Appreciation Alex 1MusAppo-A | Art, Craft, Design Sharon Barnes 1Art-10.1-R1 | Art, Craft, Design Sharon Barnes 1Art-10.1-R1 |
| 11:05 - 11:55 | Civic, Social and Political Education Sharon Barnes 1Com-B | Computer Studies Sharon Barnes 1Com-B | Computer Studies Sharon Barnes 1Com-B | Child Care | Civic, Social and Political Education Sharon Barnes 1Civ-A |
| 11:55 - 12:35 | | | Special Tuition 1Spe-2.1 | | |
| 12:35 - 13:15 | | | Special Tuition VSware Support 1Spe-2.1 | Art, Craft, Design Sharon Barnes 1Art-10.1-R1 | |

Student's timetable

Time of day

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.

The screenshot shows the 'Term Report' interface. At the top, there is a header with the user's name 'Hi, Elizabeth Rogers' and a 'Student' button. Below the header, there is a sidebar with a user profile for 'Brenda Bell' and a navigation menu. The main content area is titled 'Term Report' and features a dropdown menu for 'Select An Exam' with '1st Yr Christmas Report 2017 (2017/2018)' selected. Below this, there are three subject sections: 'Irish', 'English', and 'Geography'. Each section contains fields for 'Mark', 'Grade', 'Level', and 'Teacher', along with a 'Comment' field. The 'Irish' section shows a mark of 79, grade B, level Foundation, and teacher 'asd asd'. The 'English' section shows a mark of N/A, grade B, level N/A, and teacher 'dave asdf'. The 'Geography' section shows a mark of 80, grade B, level Higher, and an empty teacher field. The 'Comment' field for English is highlighted with a yellow box.

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.

Attendance

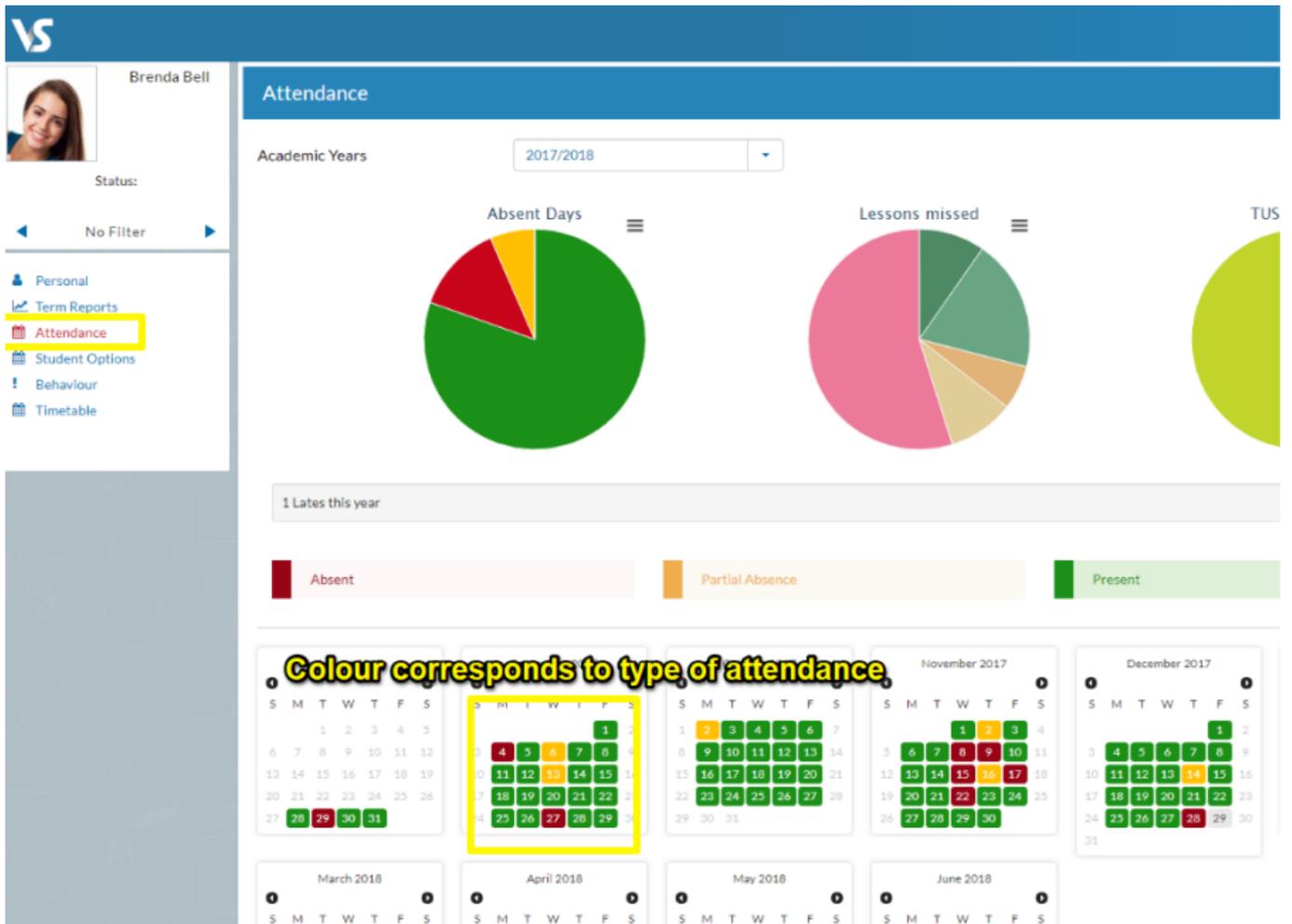
In the **attendance tab** you will see the yearly calendar which gives you an overview of your child's attendance. Each date will be colour coded according to the attendance of the student on that day. The pie charts above the calendar shows at a glance the percentage of present and absent days.

Red = Absent

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

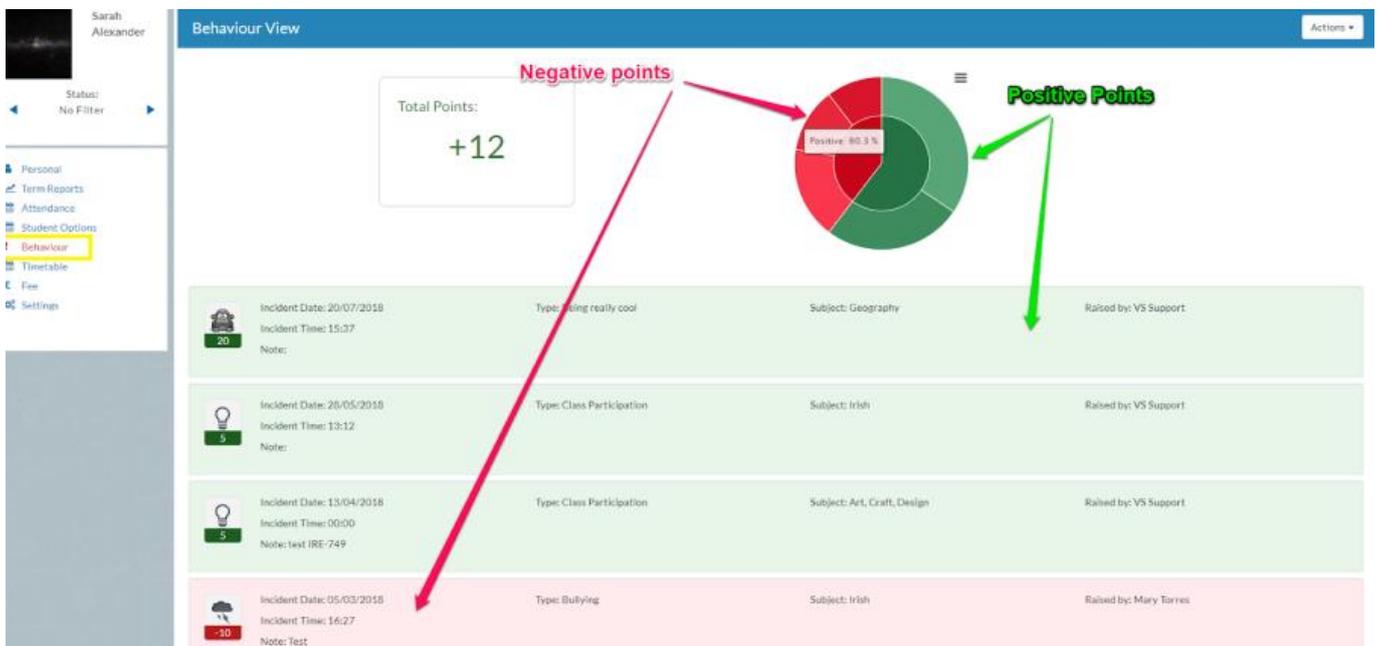
Green = Present

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.

Passwords

If you have forgotten your password, simply contact the school and they will give you a temporary password. This can be called out to you or sent to your phone via SMS. Use this to log in with your usual username. When you enter the temporary password, you will be prompted to enter in your own new password.

You can also change your own password at any time. To do this, go to account on the left, enter your current password, then your new one and confirm it. Click 'Change Password'.

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

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