# Parent's guide to VSware

To access your VSware account, you will have been sent a unique username and password, along with a VSware URL olschool.vsware.ie

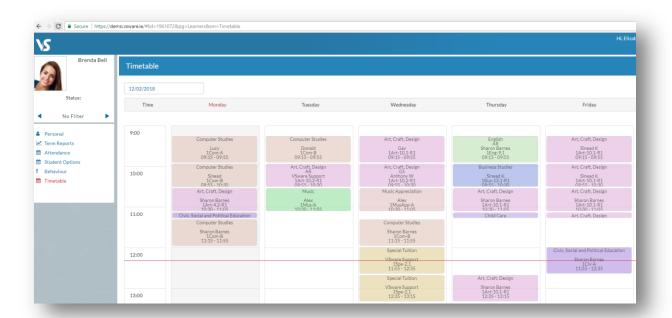
VSware is best accessed through Google Chrome.



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.

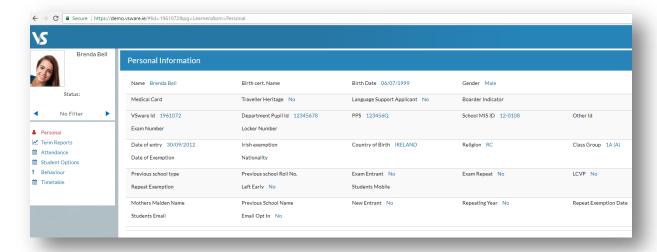
#### **Timetable**

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.



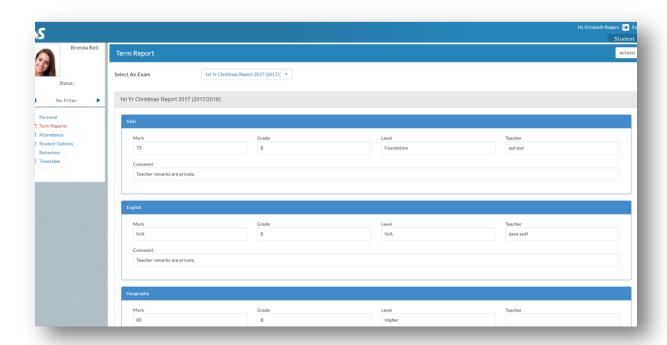
### **Personal**

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.



### **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. You can just right click anywhere on the main term report page and press 'print'. This will print the screen exactly as it is.

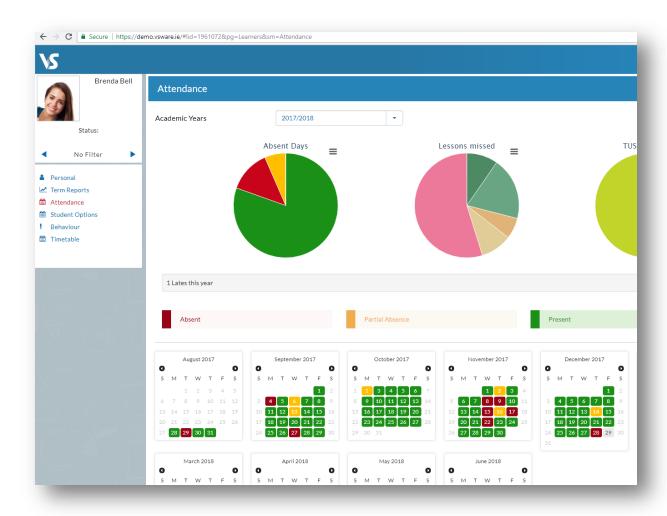


## **Student Options**

Towards the end of 1<sup>st</sup> Year and 4<sup>th</sup> Year your daughter may be requested to choose some subject options via their VSware account. This <u>video</u> will show you exactly how it's done. 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.

#### **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