

Parents Guide to using VSWare

Before we get started:

In order to access VSware, you will just need a username and password. If it is your first time logging into VSware, the school must give you:

- Your unique **username**. For example this might be *L.Adams*
- You have to create your own password via the login screen.
- Explanation on how to do this is on the followings slides.

Downloading the app and logging in via a device (phone/tablet etc.)

- For Android devices: Visit the **Google Play Store** on your device and search for '**VSware**'



- For iOS devices (Apple): Visit the **App Store** on your device and search for '**VSware**'
- Tap '**Install**'
- Once the app is on your device, start typing the name of your school, then select it from the dropdown list when it appears.

When searching for your school, you type -

1. *Athy Community College*

Enter your username and password and hit **Login**

Logging in via Athy College website

Go to www.athycollege.ie

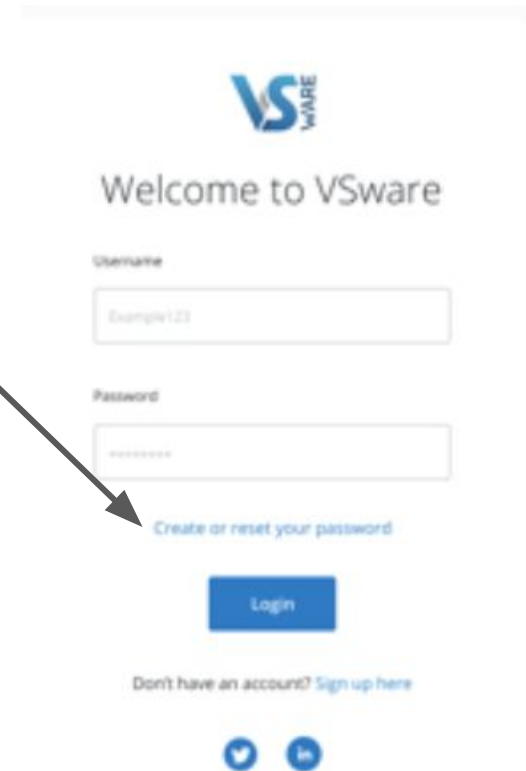
On bottom right click on



A screenshot of the Athy College website. The browser address bar shows 'Not secure | athycollege.ie/#'. The page features a navigation menu on the left with items like 'Home - Athy College', 'About Us', 'Academic Awards 2019', 'A Virtual Tour', 'Board of Management', 'Calendar', 'Child Safeguarding Statement', 'Choir', 'Contact us', 'Debs 2019', 'Email', 'Enrolment / Admissions', 'Extra Curricular', 'Guidance', 'History', 'Graduation 2019', 'Information for Incoming First Years', and 'IT'. The main content area displays 'A Christmas Appeal' dated 1/12/2020, with text about COVID-19 procedures and a reminder to attend school. On the right, there is a 'COVID - 19 POLICY STATEMENT' section with a 'Draft Covid Response Plan' link, an 'Online Enrolment For 2021 - 2022' box, 'Admissions Policy 2021', and a 'Closing date Fri Oct 23rd 4pm' notice. At the bottom right, there are logos for 'WayPay', 'Google for Education Reference School', 'VWARE', and 'Athy College Guidance Portal'. A large black arrow points from the 'VWARE' logo in the text above to the 'VWARE' logo in the bottom right corner of the website screenshot.

*How to create your **password** if you don't yet have one.*

- If you don't yet have a password, click **Create or reset your password**
- Enter your username and the last 4 digits of your mobile number, hit **Send Code**
- You will receive an SMS code on your mobile phone which you then enter, along with your new chosen password. Follow the instructions on screen and hit **Change Password**
- You will be brought back to the login screen where you can enter your username, new password and hit **Login**

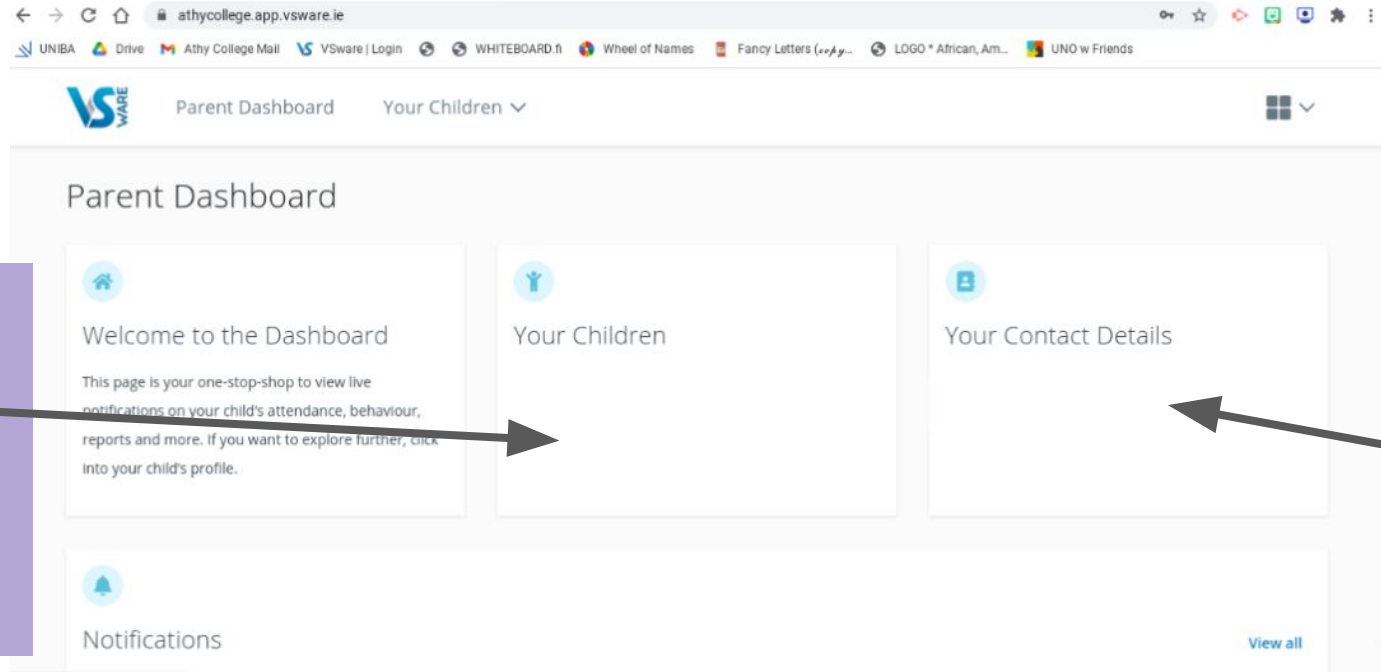


The screenshot shows the VSware login interface. At the top is the VSware logo. Below it is the text 'Welcome to VSware'. There are two input fields: 'Username' with the placeholder text 'Example123' and 'Password' with a masked password '*****'. Below the password field is a link that says 'Create or reset your password'. Below this link is a blue 'Login' button. At the bottom, there is a link that says 'Don't have an account? Sign up here' and two social media icons for Twitter and LinkedIn.

Navigating the Dashboard and accessing your child's profile

The dashboard is your one-stop-shop to view live notifications related to your child's attendance, exam results and more.

View from a Computer



Your child/children's name(s) will appear here

Click on your child's name to access their profile (sample view on next slide)

Your detail appear

Your Child's Profile

athycollege.app.vsware.ie/10649099

Athy College Mail VSware | Login WHITEBOARD.fi Wheel of Names Fancy Letters (copy... LOGO * African, Am... UNO w Friends

Child Profile

Name appears here

Pick an area to explore

- Attendance**
Monitor your child's attendance at a glance, view records from an entire year or specific lesson.
[Learn More](#)
- Assessment**
View your child's full academic record, track progress over time and download term reports.
[Learn More](#)
- Behaviour**
Keep track of your child's behaviour, monitor progress & teacher feedback.
[Learn More](#)
- Timetable**
View your child's timetable, see realtime data for which lesson they are in at any given time.
[Learn More](#)
- Personal Info**
Overview of your child's key info. Ensure that this is up to date.
[Learn More](#)

Click here for attendance and to submit an explanation for an absence

Click here for Reports and exams

Using VSWare on a Mobile

On a phone, the Dashboard and Child Profile will appear slightly differently, but the same menu items apply.

Dashboard

Your Children ▾

Sally Student

Sarah Student

Settings ▾

Student Options

Student Fees

Privacy Policy

Log Out



Go Back

Profile



Sally Student

Attendance ▾

Behaviour

Assessment

Timetable

School Calendar

More Info



Dashboard



Your Children



More

Dashboard

Child Profile



Sally Student

Pick an area to explore



Attendance



Assessment



Behaviour



Timetable



Personal Info

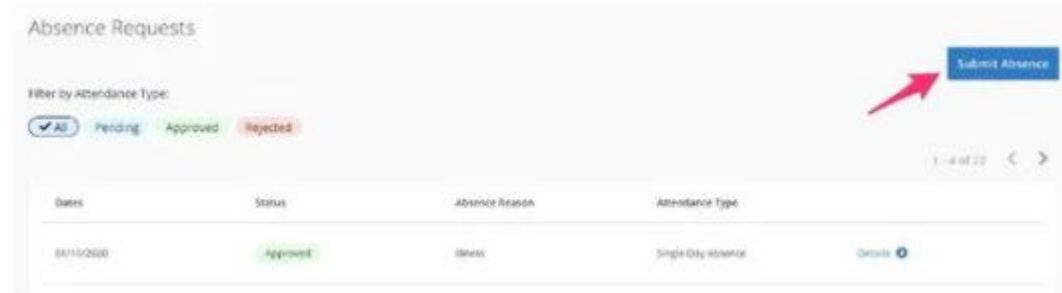


Fees

How to submit a past or future absence request to your school as a parent

Future absence

- To inform the school that your child will be absent for a holiday, medical appointment etc., go to the main Attendance screen for your child, scroll down to **Absence Requests** and click **Submit Absence**



- Then select either **Single Day** or **Multi Date** and hit **Next**
- Select the **date**, the **type of absence** (holiday, illness etc), and provide a **reason** for the absence
- Hit **Submit**. Your absence request will be sent to the school for approval

Submit Absence

Please select the absence type below

Single Day

Multi Date

Next

Go Back

1. Choose length of absence

2: Click next

Submit Absence

Multiple days

Date of absence

Start Date

30/06/2020

End Date

10/07/2020

Type of absence

Holiday

Reason for absence

Sarah will be out of school to visit family.

Submit

3. Record dates and type of absence

4. Record reason

5 Click Submit

Past, unexplained absence

If your child has been absent in the past without an explanation being given to the school, you can record the reason in one of two ways

- Go to the main Attendance screen for your child, scroll down to **Absence Requests** and click **Submit Absence**
- Select **Past Absence** and hit **Next**
- Then select the date in question, enter the **type** and **reason** for the absence and hit **Submit**. The information will then be sent to the school

The screenshot shows the 'Submit Absence' app interface. At the top, it says 'Submit Absence' and 'Please select the absence type below'. There are two buttons: 'Past Absence' (with a left arrow icon) and 'Future Absence' (with a right arrow icon). The 'Past Absence' button is selected, indicated by a blue checkmark in the top right corner. Below these buttons is a blue 'Next' button and a 'Go Back' link. To the right, there is a list of unexplained absences with dates: 17/08/2020, 27/08/2020, 28/08/2020, and 01/09/2020. Each entry has a blue exclamation mark icon and a 'Select' button with a right arrow. At the bottom right of the list is a 'Go Back' link.