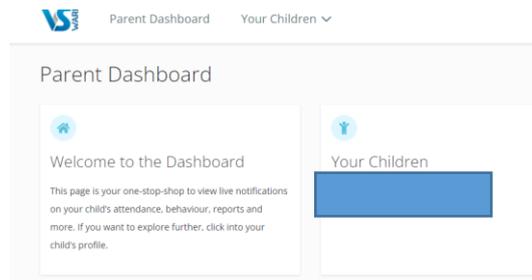


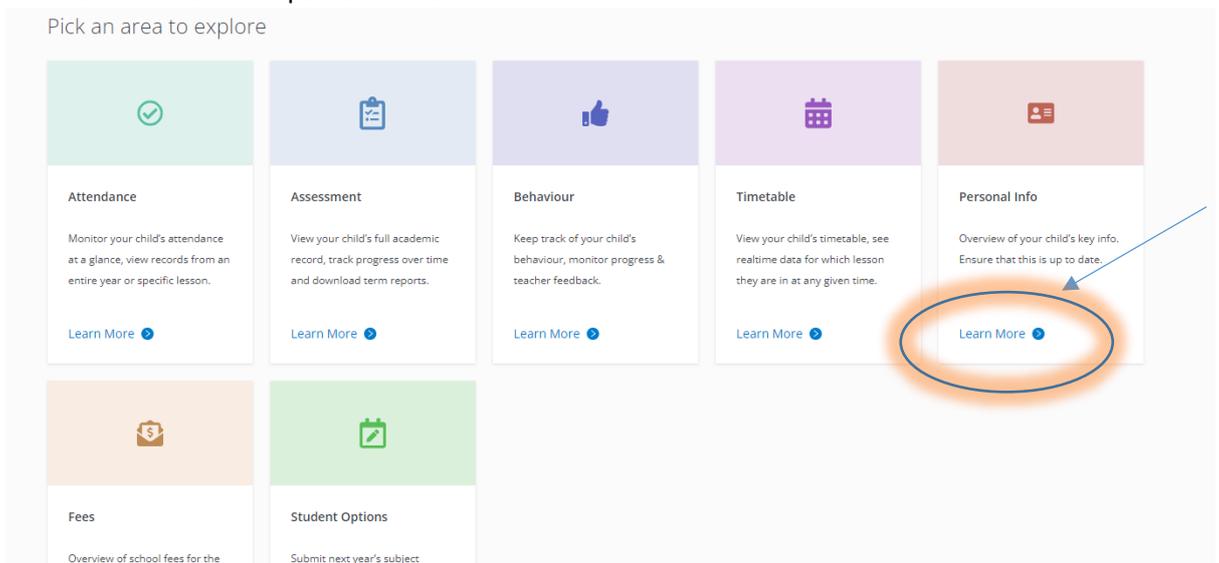
## Information Booklet on online Parent-Teacher meetings.

### Finding VsWare ID

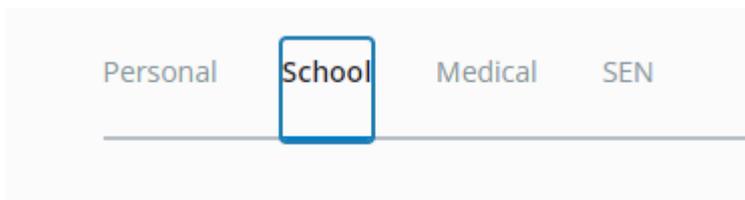
1. Log into VsWare
2. Click on your child's name on the dashboard –



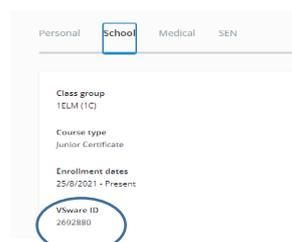
3. Click **learn more** under personal information



4. Select the **school tab** on the top tool bar of the next page



5. Your Vs Ware ID should now be visible



# Parent Teacher Meeting Organiser

## Parent Instructions on How to Register and Log into the Parent Teacher Meeting Portal

**Parent Teacher Meeting Organiser**  
Parent / Guardian Login

School Roll Number:

Student ID (Format 9999999):

1. The PTM registration link can be found on the school website at the following web page: <https://stn.ie/parent-teacher-meetings/> Click on the **PTM Organiser Software Link**
2. Once you click this link the following window will appear. Insert the school Roll number which is **68121S**. Then enter your child's **VSware ID** in the box beside **Student ID**.

**Demonstration School**  
Parent / Guardian Teacher Meeting on 30 Nov 2017  
1st Year

Student : MOLLY PHILLIPS

We invite you to make appointments with the teachers listed below.  
Please request appointments in order of preference, starting 1,2 etc.  
Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
Art, Craft, Design	MS MCCERMOTT	1
English	MR FERRIS	1
French	MR PRENTICE	1
Games	MR TIGHE	0
Geography	MS JONES	0
History	MS O'BRIEN	7
Home Economics	MS JONES	0
Irish	MR KAVANAGH	0
Mathematics	MS HEARLIP	2
MUSIC	MS KEARNEY	4
Religion	MR PRENTICE	0
Science	MS HEADLIP	0
Spanish	MR DOYLE	0

3. The following page will invite you to make appointments with your child's teachers in order of preference. E.g. 1, 2, 3 and so on.
  - a. An entry of 0 means that you do not wish to meet with that subject teacher.
  - b. An entry of 1 means your first preference is to have an appointment for that subject teacher.
  - c. At the bottom of the screen there are two buttons for the Parent/ Guardian to indicate whether they:
    - i. **Will not be attending the meeting**
    - ii. **Will be attending the meeting and want their preferences saved**
  - d. Once you have selected one of the above the system will return you to the parent login screen and a notice to confirm your options will be displayed.

## 5. Accessing Parent/ Guardian Rota

The school will send a text to your mobile to inform you that the rota/schedule has been generated.

- a. You will then be able to access this rota/schedule by logging into the same PTM registration link. It is advised that you print this page or take a screenshot of it.
- b. If you want to receive feedback from a teacher who has not been allocated a time you can email [info@stn.ie](mailto:info@stn.ie) to arrange a call back.
- c.

**Demonstration School**  
**Parent Teacher Meeting on 15 Oct 2021**  
**Third Year**  
**PETER MCHUGH**  
**(DERG)**

You are reminded that each appointment is strictly limited to 5 minutes.

	Teacher	Class
15:00	MS E.PHILLIPS	History
15:10	MS T.ROUSSEAU	English
15:20	MR G.TIERNEY	Technical Graphics
15:30	MR B.KEEGAN	Geography
15:40	MS N.SMITH	Mathematics
15:50	MR L.PEARCE	Music
16:00	MS F.BAYLY	Home Economics
16:10	MR P.KILPATRICK	French

## Guide to Joining a Teams Meeting for Parents/ Guardians

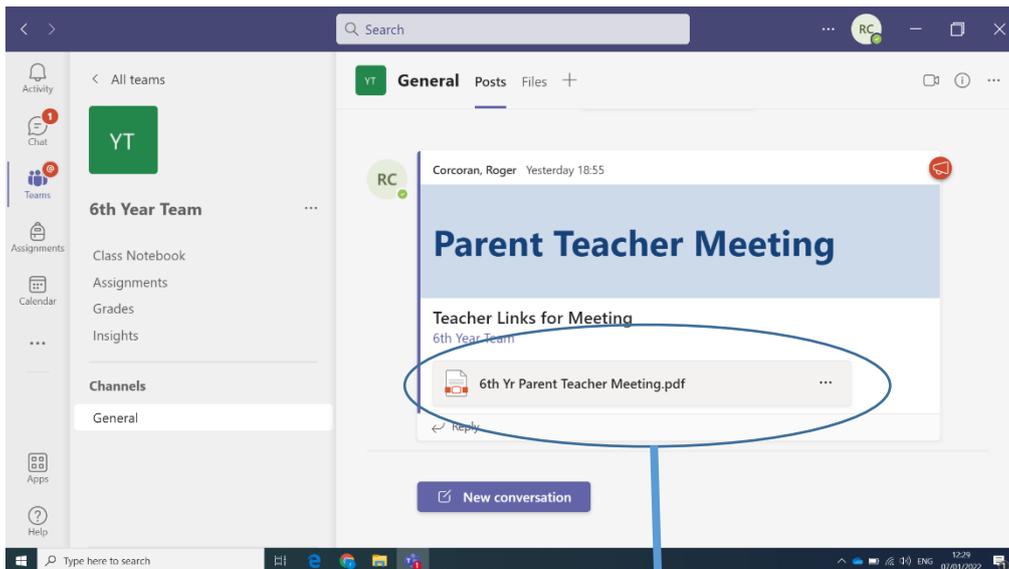
The following is a brief guide on how to join a meeting on teams for the upcoming parent teacher meeting. We would advise that you make sure you can log into teams well in advance of the meeting and that you carry out the meeting using a pc or tablet.

**Please only join meetings at your allocated time. Notification will be given in advance of the meeting when the rota is available. The rota should be printed from the PTM Organiser.**

### Accessing the Teams Meeting.

**Late access to a meeting will not be permitted as teachers will be timetabled for other students.**

1. Log into your **child's** Team account
2. Go to the Year Group Channel
3. Click on the Parent/teacher meeting PDF that will be posted in this channel. This will bring up the links for teachers.

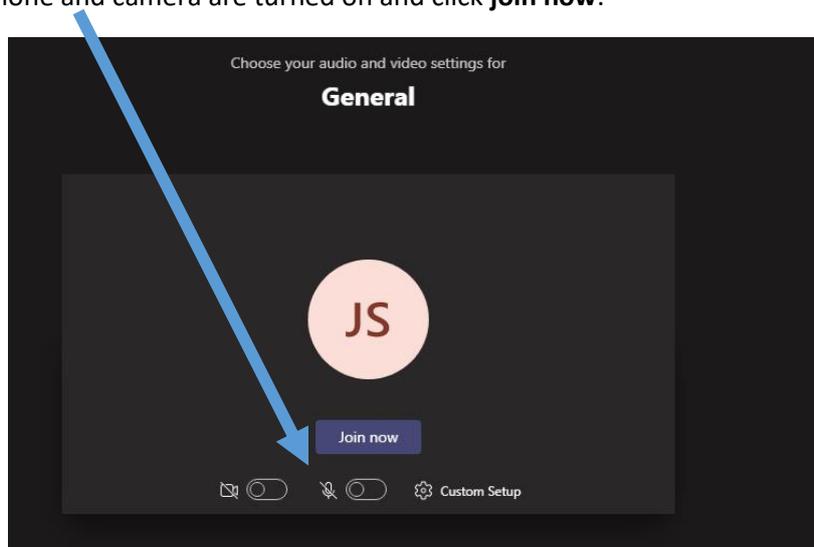


**STN Parent Teacher Meeting Links for EAMS**

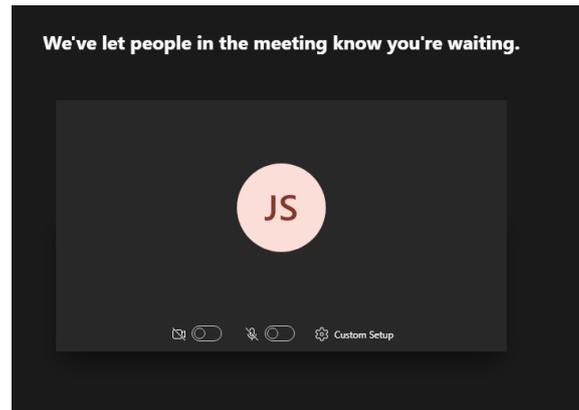
6 <sup>th</sup> Yr Teachers	Subjects	Team Meeting Link
Ms R Ahern	Business	<a href="#">Ms R Ahern Business Link</a>
Ms C Aherne	Mathematics	<a href="#">Ms C Aherne Maths Link</a>
Mr D Carr	Geography	<a href="#">Mr D Carr Geography</a>
Ms J Carr	Home Economics	<a href="#">Ms J Carr Home Economics Link</a>
Ms F Collins	Music	<a href="#">Ms F Collins Music Link</a>
Mr M Collins	Physics	<a href="#">Mr M Collins Physics Link</a>
Mr J Cummins	Technology/Construction S	<a href="#">Mr J Cummins Construction and Technology</a>
Ms A Curtin	English	<a href="#">Ms Curtin English Link</a>
Mr J Daly	German	<a href="#">Mr Daly German Link</a>
Ms S Davis	Irish	<a href="#">Ms Davis Irish Link</a>
Ms K Fogarty	Accounting	<a href="#">Ms Fogarty Accounting Link</a>
Ms A Fox	English	
Ms D Frost	Geography	<a href="#">Ms D Frost Geography</a>
Ms S Hartney	Mathematics	<a href="#">Ms S Hartney Mathematics Link</a>

Place the cursor over the link and then hit Ctrl and click the keypad. This will take you into the meeting page.

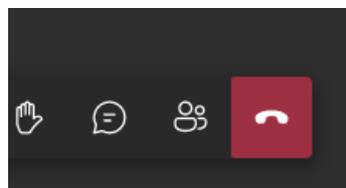
- You will then be shown the following page before entering the meeting. Please ensure your microphone and camera are turned on and click **join now**:



5. You will then be shown the screen below until the teacher admits you to the meeting.



6. When you are leaving the meeting click the hang up symbol.



## Meeting Protocols for Parents/Guardians

1. We in Scoil na Trionóide Naofa are committed to working together in maintaining a workplace environment that encourages and supports the right to dignity at work. Any user of our school's platform must not intentionally cause offence to another person and must demonstrate respectful etiquette at all times.
2. Parents/Guardians are invited to attend Parent/Teacher meetings and are advised that due to the number of students in the year group and limitations of time on the day, each meeting with a teacher should take no longer than the **5 minutes** allocated in rota.
3. We ask Parents/Guardian to choose a quiet neutral venue where they will not be disturbed for the 2 hours duration of the meeting.
4. To help teachers identify you in the waiting room, ensure you are logged on with your child's Microsoft Account, before you click into your team meeting.
5. Please **turn on your camera and audio** when you join the meeting.
6. All persons attending the meeting should be identified at the start of the meeting and be visible to the camera.

7. Parents/Guardians are reminded that they are not permitted to record or take photographs of meetings or do any recordings as this is a violation of our AUP.
8. Meetings will generally take the structure covering: Student engagement, student progress and areas for improvement.
9. If as a Parent/Guardian, you have any other issues to discuss, please email [info@stn.ie](mailto:info@stn.ie) following the meeting and the year head will contact you.
10. Thank you for your co-operation on what is a new style of parent teacher meeting being undertaken by the school due to the high incidence of COVID 19 in our community.