

## Parent teacher meetings

### Step 1 - Get your child's VSware ID

- Log into your VSware Account (email dp@dcw.ie if you have no access)
- Select your child's name
- In your child's profile, select 'Personal Info'
- Select School
- Scroll down to VSware ID

### Step 2 - PTM Scheduler preferences before Wednesday 10<sup>th</sup> March 2021 4pm

1. Here is the link to the scheduler:  
<https://ptmorg.com/parentlogin.php?School=61860V>  
There will also be a link at the bottom of the school website to access the PTM Scheduler.
2. Log in to the PTM Scheduler (by Wednesday 10<sup>th</sup> March 4pm) below using your Daughter's **VSware ID** (see step 1 above) & **School Roll no 61860V** (If you are having difficulty getting their VSware student ID, please email dp@dcw.ie)



3. Please rank the teachers in the order of which you wish to see them. Place 1 beside the teacher you feel it is most important to see, and continue with 2, 3, and so on. If you do not wish to see a teacher put a zero in the preferences. Click on the "I will attend the meeting. Please save my preferences" button. **You can change your preferences anytime up until Wednesday 10<sup>th</sup> March 4pm.**



4. If there is a specific time that you are not available, could you please let Mr Martin know. Just be aware that the shorter the time of availability for a parent the more difficult it becomes to schedule meetings for that parent.

**Important** - This must be done by this **Wednesday 10<sup>th</sup> March 4pm**. The school will use this information to schedule the meetings for the whole year group. Once the school has scheduled the meetings it will not be possible to join the PTM afterwards, unless there are slots available.

### **Step 3 - Preparing for the Meeting**

Check VSware

1. Mr Martin will email parents in VSware with their schedule on Friday March 12th.
2. Check your schedule to see the times and names of the teachers you're meeting
3. If there are any issues with the schedule, if you could email Mr Martin using VSware, as soon as possible.
4. Each teacher will have their own specific meeting room. The link / code will be sent to parents.
5. Parents can access the meeting using their own email accounts. You do not have to use your daughters.

### **Step 4 - Attend Parent Teacher Meeting - Tuesday 16<sup>th</sup> March - 16.15 - 18.45**

1. You will use the link sent to you access the meeting. Teachers will admit parents when it is their allotted time slot.
2. Each meeting will last 5 minutes, giving you time to log out of one meeting and into the next.
3. Please note that teachers will only have 5 minute slots with no break between them. For this reason, it is very important that you are on time and the meeting finishes on time. If additional time is required, you can arrange this with the teacher. Thank you