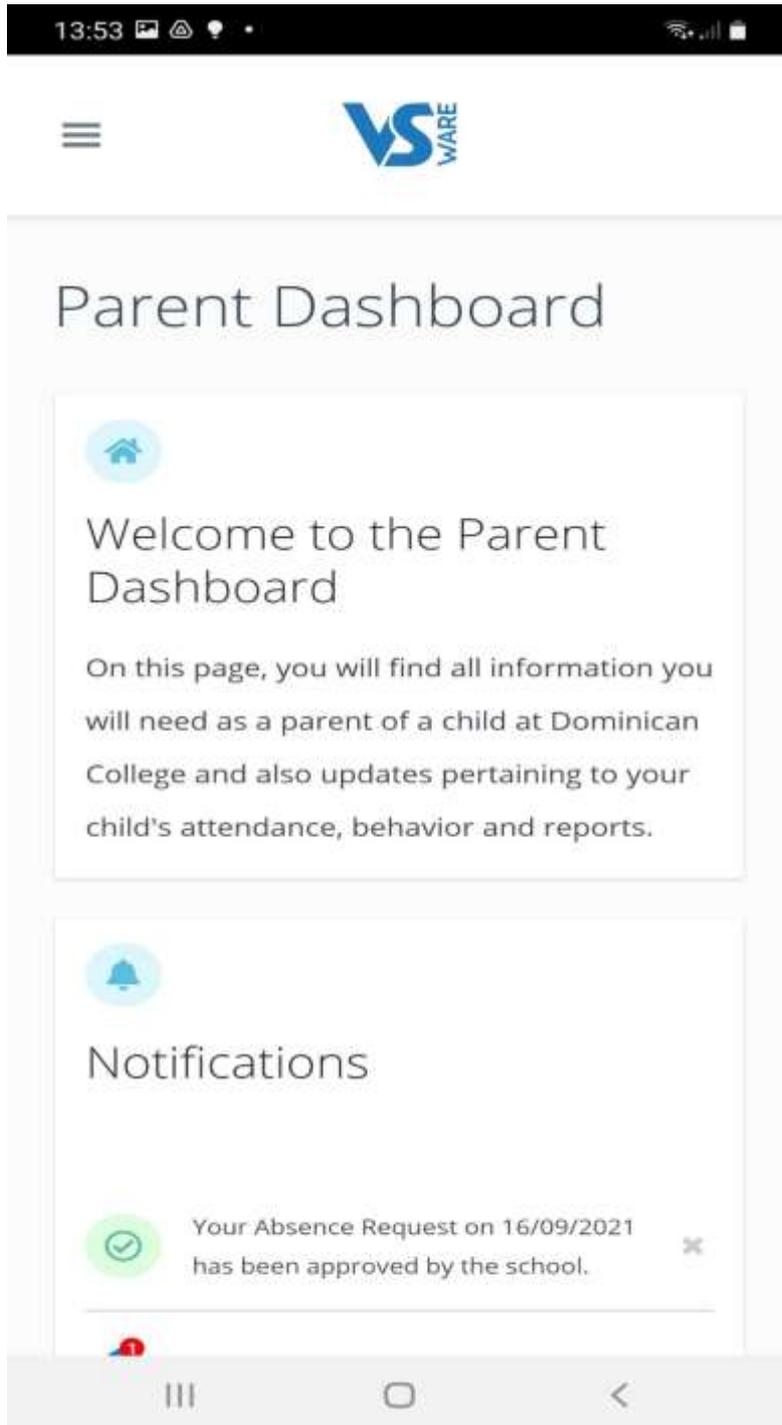# VSware

Parent Dashboard
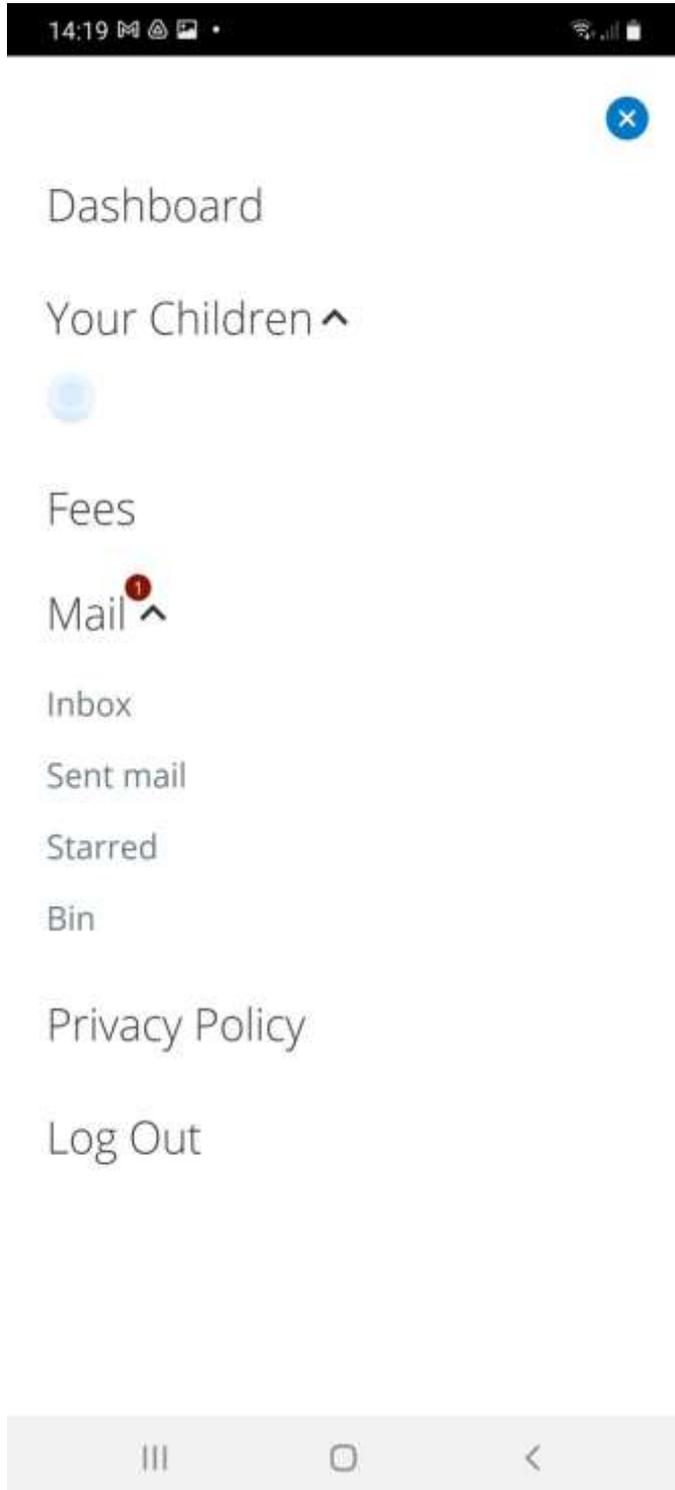
This is the 1st screen you see upon entering VSware.

It will have notifications.

Your contact details.

The name/s of your daughter. You can toggle between different students if you have more than one daughter in the school.

If you click on the 3 lines in the top left hand corner you will be brought to a new menu.

VSware

3 Lines

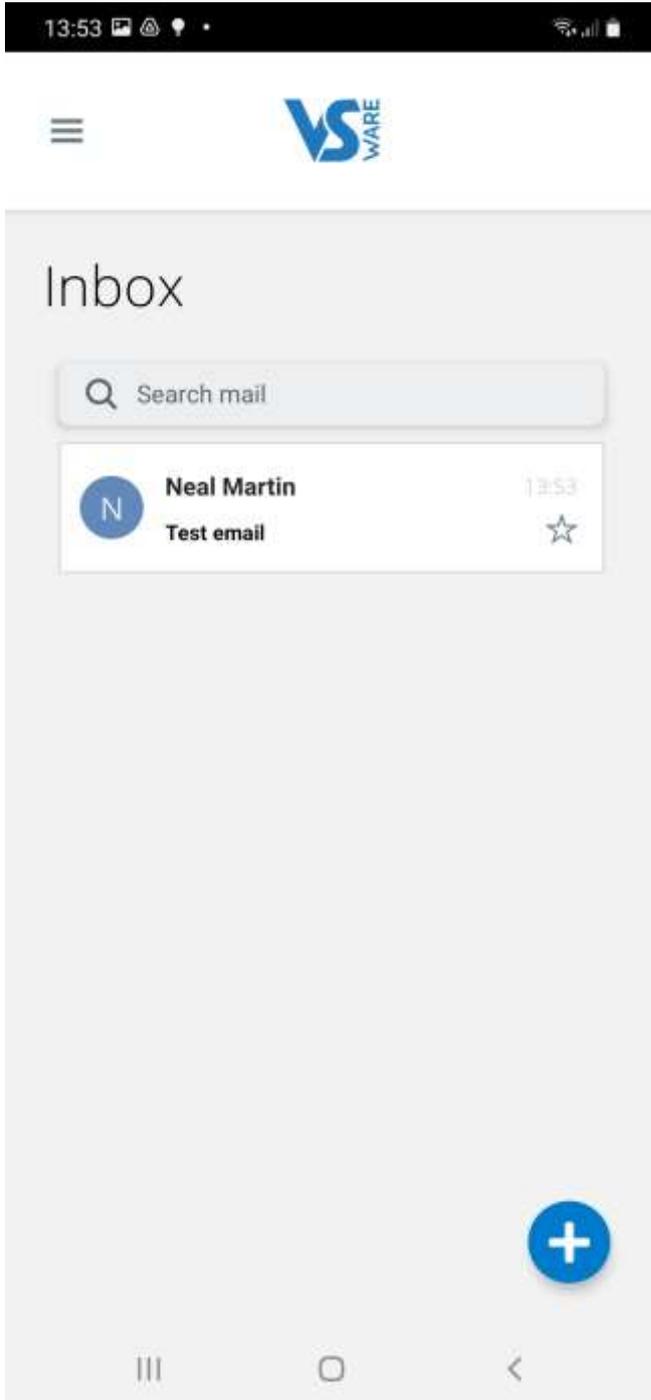When you press the 3 lines you are brought to this screen.

Here you will see your children and the 'Mail' function.

You can see in this image that there is 1 Mail yet to be read.

It is here that you can send an email to any teacher in the school.

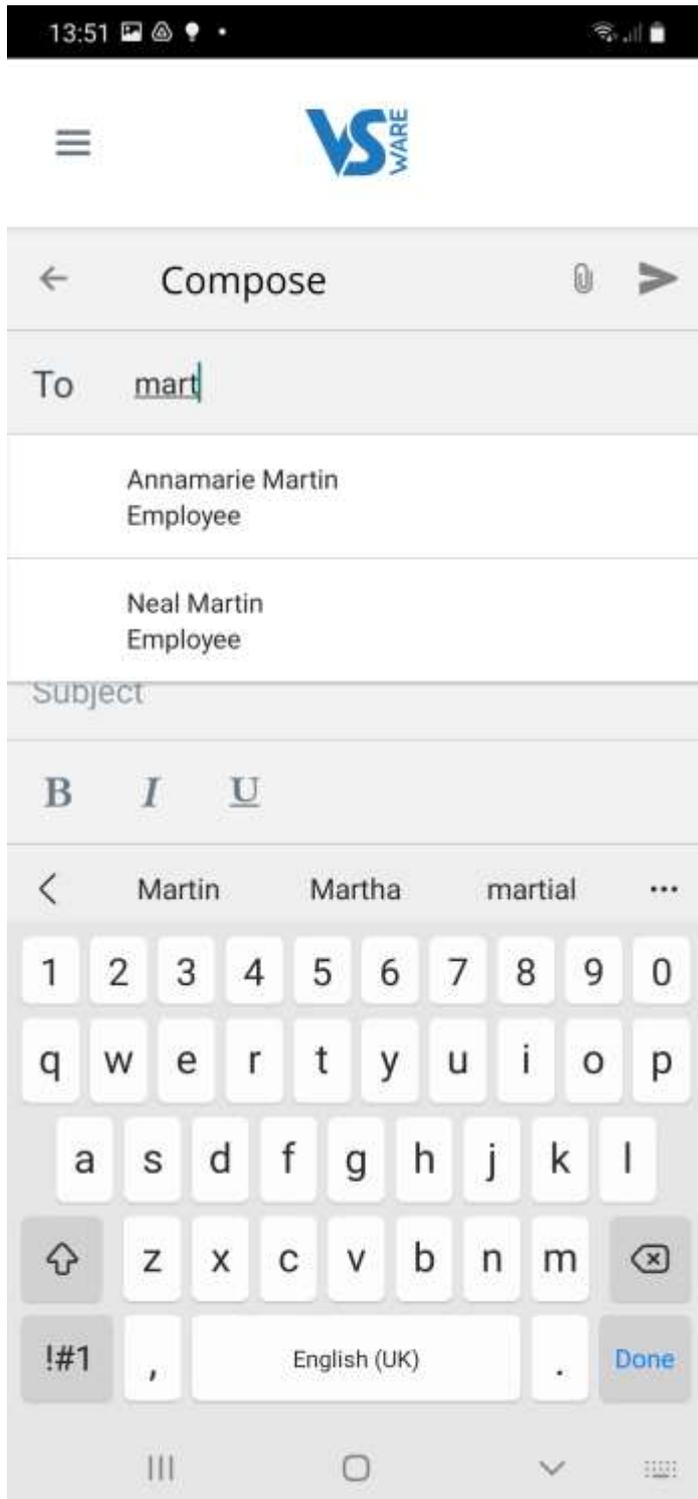In order to do this, you must click on the 'Inbox' button

VSware

Inbox

In the inbox you can access any message that have been sent by the school.

You can see in the image the 'test' email I have sent.

If you wish to send an email to any teacher in the school you simply click on the button to the left.

VSware

Compose an email

Here you can send a message to any teacher in the school.

In the 'To' bar all you have to do is start typing the teacher's name.

You can see in the image that by typing 'mart' it has given you the choice of the two teachers in the school with 'mart' in their name.

When you are finished writing the message simply click on the paper aeroplane ➤ in the top right to send the email.

VSware

Pick an area to explore

Attendance	Assessment
Behaviour	Timetable
Personal Info	Fees
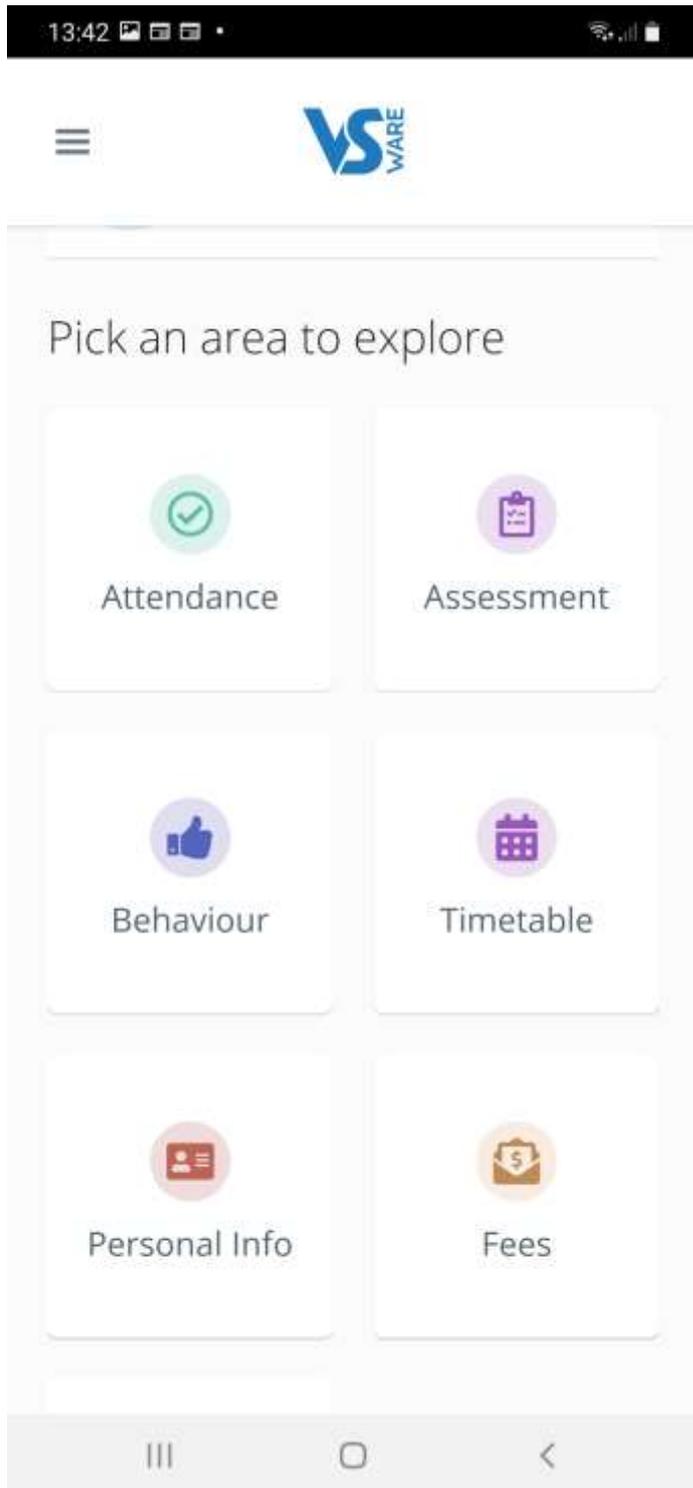
Child Profile

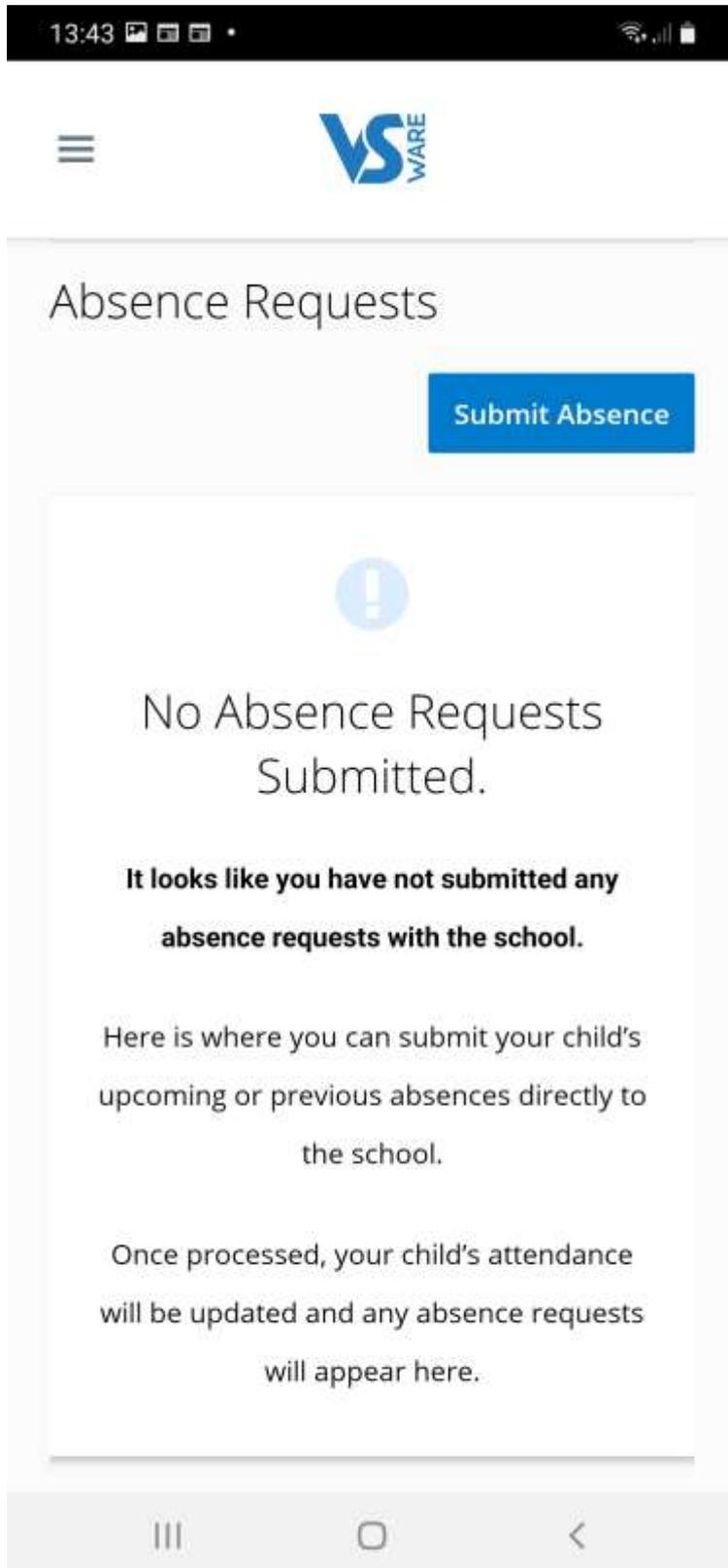When you click on the name of your daughter in the parent dashboard, you are brought to the Child Profile.

In this screen you can access a number of tabs. For the moment there are 3 tabs that you will utilise.

Assessment - will be where you will be able to view and print your daughter's reports.

Timetable – will show the student's timetable.

Attendance – where you can submit an absence for your daughter, and where you can view her attendance.
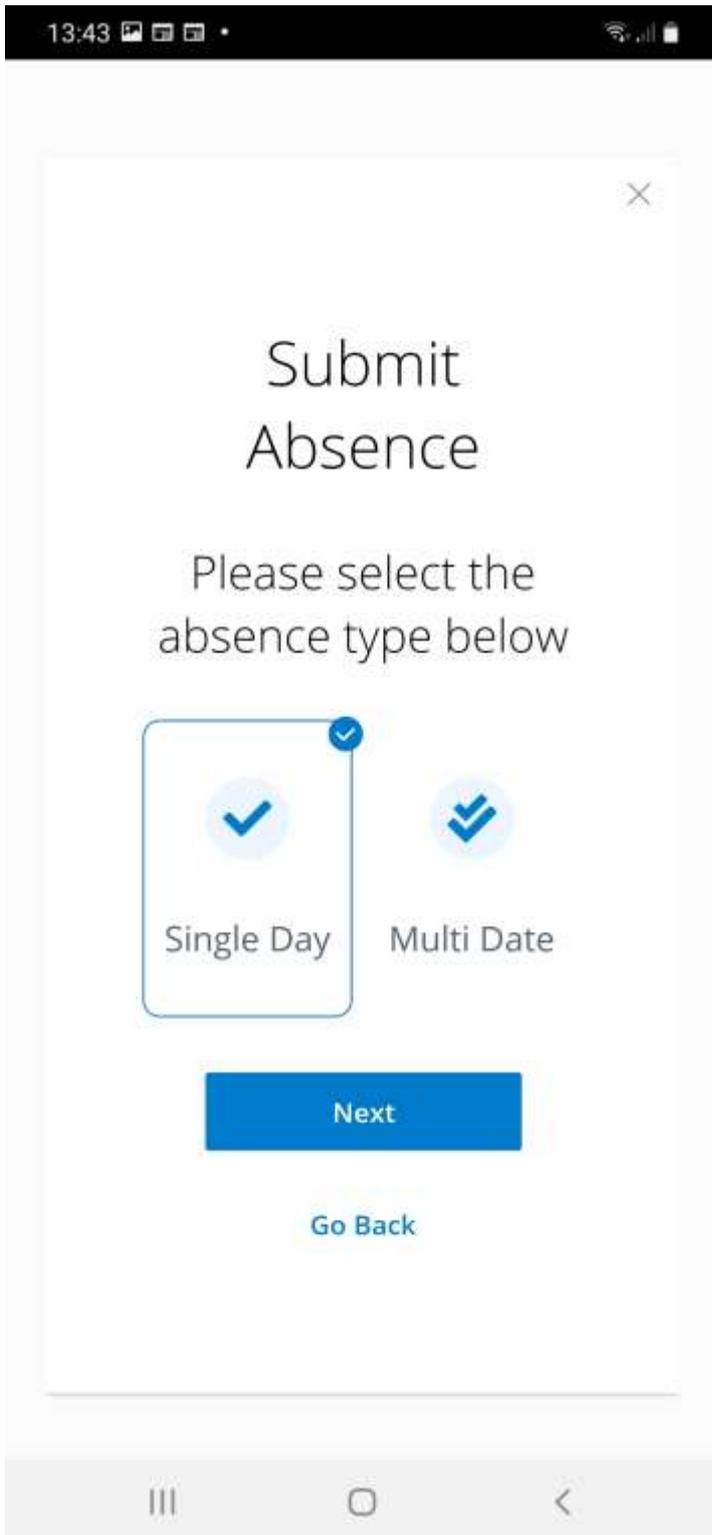
VSware

Submitting an absence request

We no longer use notes in the journal for when your daughter is absent due to illness, appointment or otherwise.

To do this you click on the Attendance tab. In this tab you have access to your daughter's attendance statistics.

You also 'Submit' an absence by clicking on the blue box.

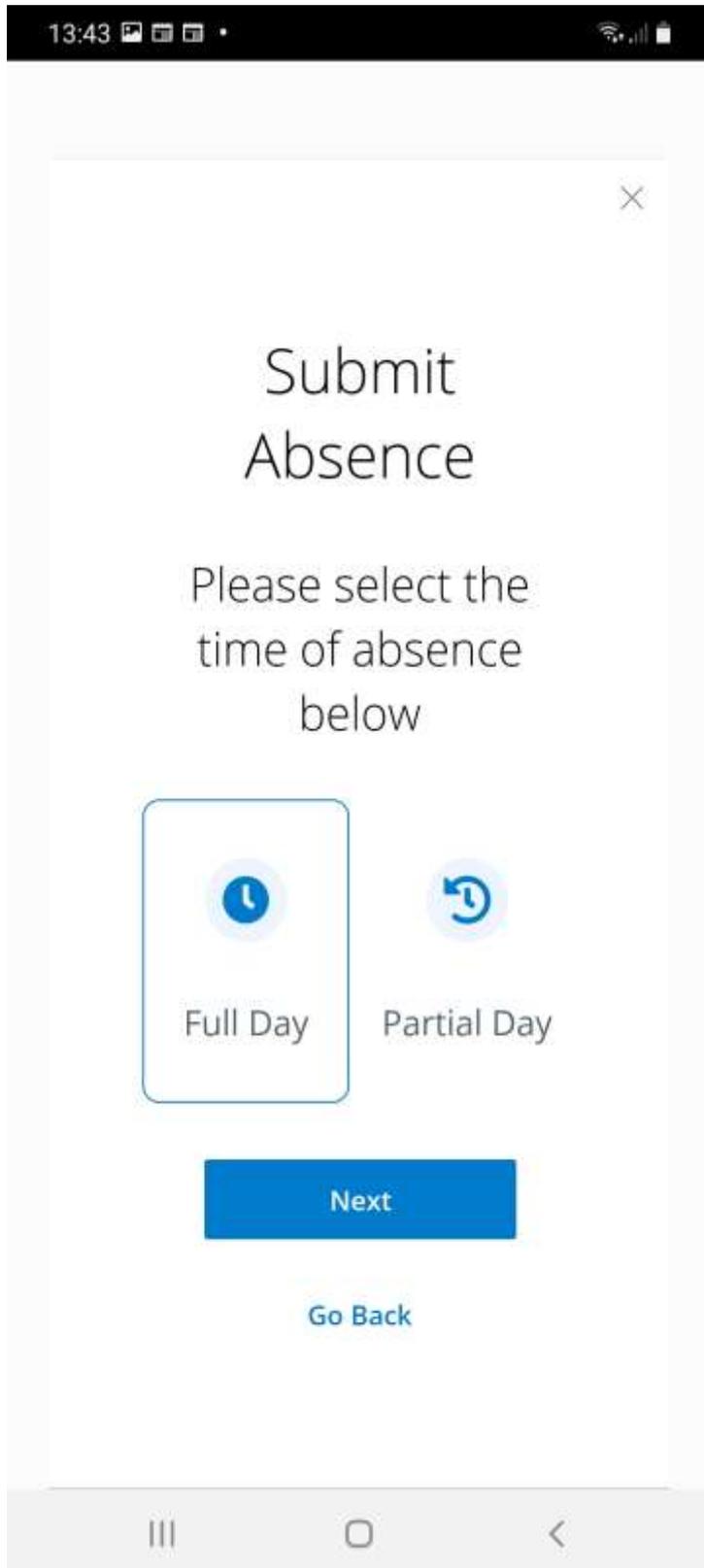You are then brought to a number of new pages where you fill out the information for your daughter.

VSware

Submitting an absence request

The first choice you will be given is to put in a request for a single or multi date. Multi date would be primarily used for when you know that a student will miss more than one day.

VSware

Submitting an absence request

If a student will be out for the whole day, then select 'Full Day'.

However, if a student will only miss some of the day, then select 'Partial Day'. This is most applicable to a student attending an appointment.

VSware

Submitting an absence request

For a full day absence, you simply put in the date by clicking on the box. Dates will come up and you click on the correct one.
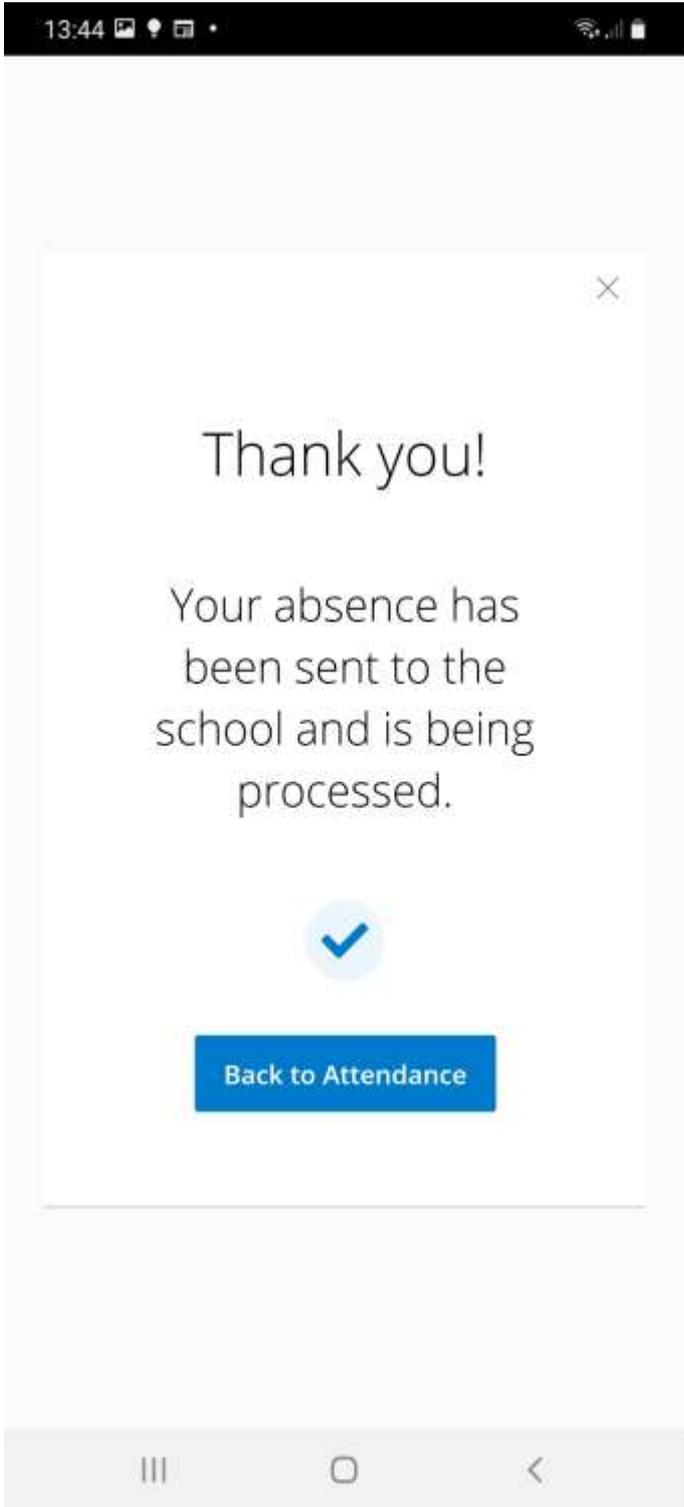
In the 'Type of Absence' box you have two options: Illness and Other
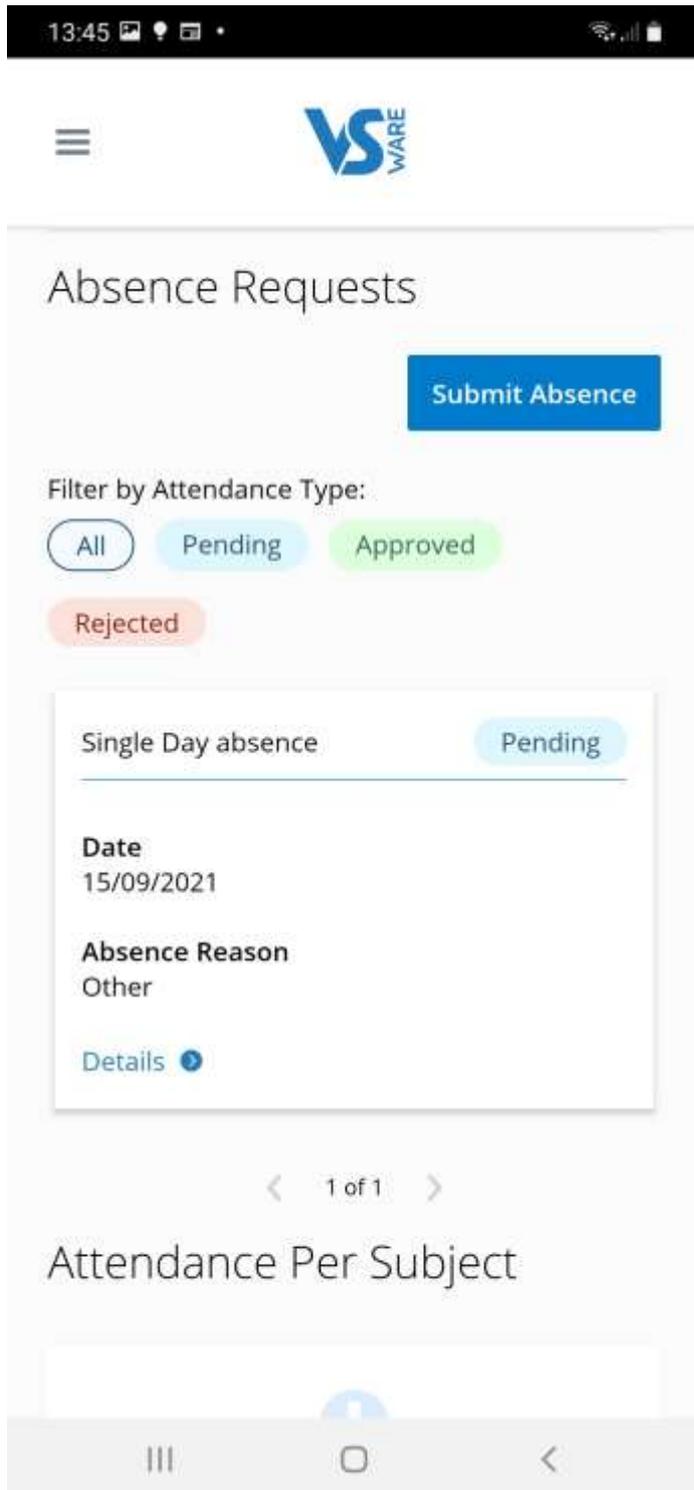
Illness: Sick child

Other: for all other eventualities; weddings, appointments, etc.

When you have the three boxes filled in click on 'Submit'

VSware

VSware

Submitting an absence request

Once completed, the request is automatically sent to the student's Year Head.

In this image you can see that the request is still 'Pending'.

When the Year Head sees the message they then 'Approve' it.

The absence will then automatically come up on the student's attendance. This negates the need for notes, and gives the parent a much clearer view of the student's attendance record.