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1. Accessing VSware

Please be aware that VS Ware works considerably better if you use Google Chrome as your browser rather than Internet Explorer.

You can log into VS Ware by two ways:

- I. Visit the school's website: www.stdominicsballyfermot.ie. In the top right corner, click on the VS Ware logo. This link brings you to the VS Ware landing page for St. Dominic's.
- II. You can type this address directly into the web browser - www.stdominicsballyfermot.vsware.ie and this will bring you directly to the VS Ware landing page for St. Dominic's.

Use your unique username and password to log in.



A QUICK GUIDE TO VSWARE ~ PARENT'S VIEW

2. Timetable

Using the “Timetable” tab on the left hand side of the screen, you will be able to view your child’s subjects, rooms and teachers’ names. A red line appears across the page showing the current time.

The screenshot shows the Vsware Timetable interface. The top navigation bar includes the Vsware logo, user name 'Hi, Mary Barry', and 'Sign Out'. Below the navigation bar is a sidebar with menu items: Personal, Household, Attendance, Term Reports, Timetable (selected), and Behaviour. The main content area is titled 'Timetable' and shows a grid of subjects for Monday to Friday. A red horizontal line is visible across the grid, indicating the current time.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Mathematics Mr. McKee 5 MATHS A (DHP)	Design & Communication Graphics R29 P. Rodgers 555b	Enterprise Education B12 P. Rodgers 54a	PhysicsA 542 P. Rodgers 555b	PhysicsA 542 P. Rodgers 555b
10:00	Design & Communication Graphics R29 P. Rodgers 555b	Physical Education R30 P. Rodgers 54a	Design & Communication Graphics R29 P. Rodgers 555b	French R20 M. Harvey 555b	PhysicsA Mr. McKee 5 Physics A
11:00	PhysicsA R42 P. Rodgers 555b	PhysicsA Mr. McKee 5 Physics A	Mathematics Mr. McKee 5 MATHS A (DHP)	Mathematics Mr. McKee 5 MATHS A (DHP)	Mathematics Mr. McKee 5 MATHS A (DHP)

3. Personal Information

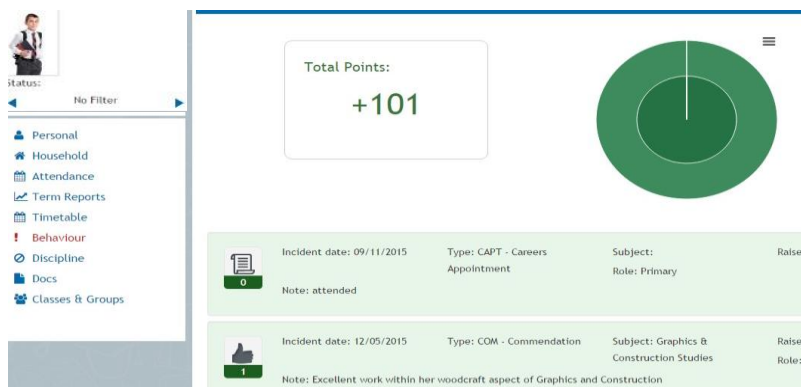
Using the “Personal” tab you are able to view information held by the school. You are unable to edit this information but should any details need to be updated, please contact the school office on 01-6266493.

The screenshot shows the Vsware Personal Information interface. The top navigation bar includes the Vsware logo, user name 'Hi, Mary Barry', and 'Sign Out'. Below the navigation bar is a sidebar with menu items: Personal (selected), Household, Attendance, Term Reports, Timetable, and Behaviour. The main content area is titled 'Personal Information' and shows a table of student details.

Name	Conor Barry	Birth cert. Name	Birth Date	08/09/2013	Gender	Male			
Medical Card	Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator				
Vsware Id	188567	Department Pupil Id	123456789	PPS	9874563P	School MIS ID	13-999	Other Id	
Exam Number	Locker Number								
Date of entry	01/09/2010	Irish exemption		Country of Birth	IRELAND	Religion		Class Group	5.1 (A)
Date of Exemption	Nationality								
Previous school type	Previous school Roll No.	14717B	Exam Entrant	No	Exam Repeat	No	LCVP	Yes	
Repeat Exemption	Left Early	No	Students Mobile						
Mothers Maiden Name	Woods	Previous School Name	RATHGAR H S	Nav Entrant	No	Repeating Year	No	Repeat Exemption Date	

4. Behaviour

You can view your child’s behaviour records using the behaviour tab. The information here highlights both positive (green) and negative (red) behaviour. All students start on 200 points and are expected to keep their points above 200.



A QUICK GUIDE TO VSWARE ~ PARENT'S VIEW

5. Exam Results / Term Reports

Using the “Term Report” you can view exam results. You can select the exam set you are interested in from the drop down menu. Please note the letter after the grade denotes the level your child is taking.

- **A** is Ardleibhéal (Higher Level)
- **G** is Gnáthleibhéal (Ordinary Level)
- **B** is Bonnleibhéal (Foundation Level)
- **X** is for Common Level

Subject	Score	Level	Teacher
Project Mathematics	56	A	John Dowling
Design & Communication Gr...	92	A	Phillip Rodgers
French	67	A	Mary Harvey
Enterprise Education	85	A	Phillip Rodgers
Study Period	93	A	Lorraine O'Shea

6. Attendance

In the “Attendance” section, you can view a breakdown, by class, of attendance. Days when your child has been absent for the whole day will appear in red. Twenty days of unexplained absences will be reported to TUSLA. (Two half days missed, counts as a full day) Partial absences will appear as yellow and the date appears green if all classes on that particular day have been attended. If you click on the calendar day, you will get a class by class attendance analysis of the day. Lessons missed are also detailed, giving a percentage of classes missed by subject.

Attendance

Academic Years: 2014/2015

0 Lates this year

Legend: Absent (Red), Partial Absence (Yellow), Present (Green), Unexplained Absence (Blue)

Calendar Grid (August 2013 - February 2014):

Month	S	M	T	W	T	F	S
August 2013						1	2
September 2013							1
October 2013							1
November 2013							1
December 2013							1
January 2014							1
February 2014							1

A QUICK GUIDE TO VSWARE ~ PARENT'S VIEW

7. Changing to a Different Sibling

You can view all your children's details under the same login. To switch between profiles click the arrow as indicated in the screen shot below.

The screenshot shows the VSware Parent's View interface. On the left is a navigation menu with options: Personal, Household, Attendance, Term Reports, Timetable, and Behaviour. The main area displays 'Personal Information' for a child named Conor Barry. A red circle and arrow highlight a right-pointing arrow in the 'No Filter' status bar, indicating how to switch between profiles.

Personal Information							
Name	Conor Barry	Birth cert. Name	Birth Date	08/09/2013	Gender	Male	
Medical Card		Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator	
VSware Id	188567	Department Pupil Id	123456789	PPS	9874563P	School MIS ID	13-999
Exam Number		Locker Number					
Date of entry	01/09/2010	Irish exemption		Country of Birth	IRELAND	Religion	
Date of Exemption		Nationality					
Previous school type		Previous school Roll No.	147178	Exam Entrant	No	Exam Repeat	No
Repeat Exemption		Left Early	No	Students Mobile			

8. Signing Out

It is advisable to sign out of VS Ware when you are finished, to do this click the sign out icon on the top right of the screen.

The screenshot shows the VSware Parent's View interface. The 'Personal Information' table for Conor Barry is visible. A red arrow points to the 'Sign Out' icon in the top right corner of the page, indicating how to sign out.

Personal Information									
Name	Conor Barry	Birth cert. Name	Birth Date	08/09/2013	Gender	Male			
Medical Card		Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator			
VSware Id	188567	Department Pupil Id	123456789	PPS	9874563P	School MIS ID	13-999	Other Id	
Exam Number		Locker Number							
Date of entry	01/09/2010	Irish exemption		Country of Birth	IRELAND	Religion		Class Group	5.1 (A)

9. General Notes

- It is not advisable to set your device to remember your password for security reasons.
- We strongly encourage you to store your username and password in a safe place.
- If you misplace your username and password, the office will issue new details to parents/guardians.