Loreto College Parents'/Guardians' guide to VSware
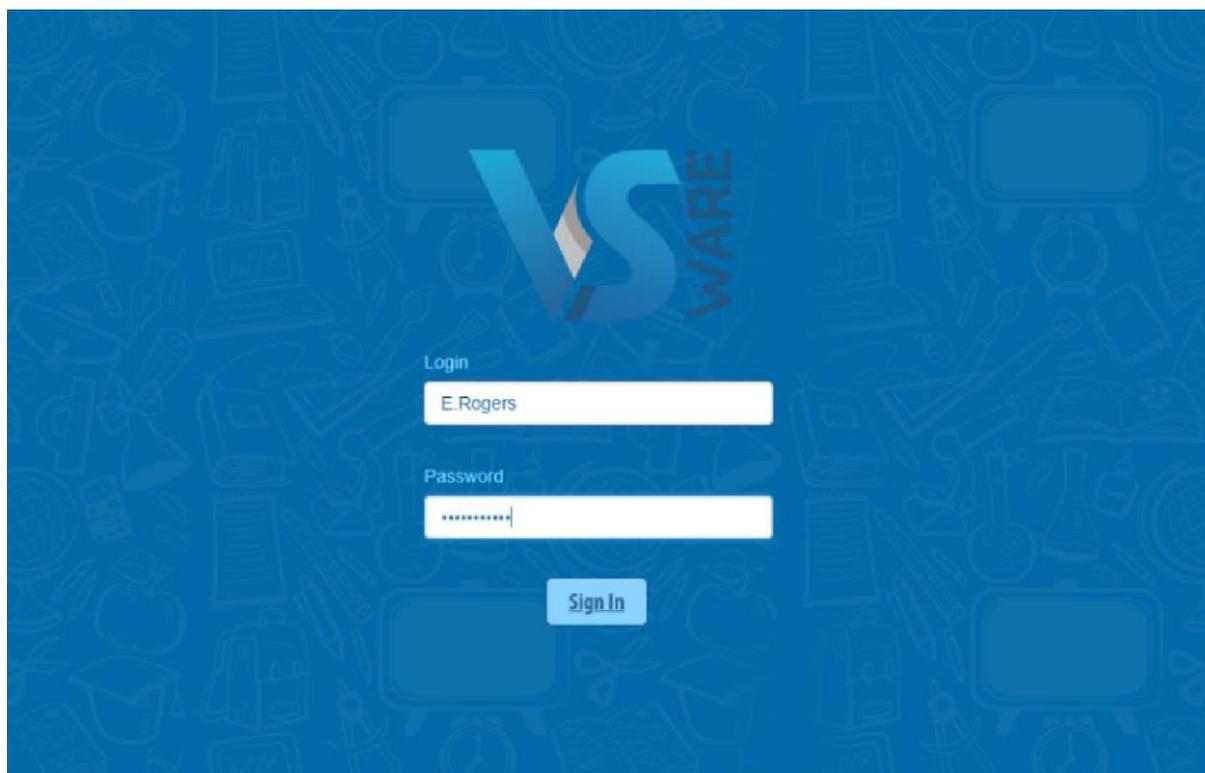
You will have received your unique username and password via text. Please log in to loretothegreen.vsware.ie. Our new website, launching in September 2018, will have a direct link to access VSware on its home page. VSware is best accessed through Google Chrome.

Start off by entering your username and password and click 'sign in'. If you have more than one child in the school, click the blue arrow under the photograph to toggle to the next student.

You will only ever need one VSware login, regardless of how many students you have in the school.

 Timetable

Timetables for the 2018/19 academic year will be published in August.

First, take a look at the timetable which is found in the left panel. Here you will be able view the student's lessons, teachers and classrooms throughout the week. The red line indicates the current time of day, so it's very easy to see at a glance where the student is.

Personal

Next, click into the **personal tab** which includes the personal details of the student. If anything in this screen needs to be updated, you should contact the school to request the change.

Term reports

The **term reports tab** is a straightforward screen. At the top of the page, you first select an exam and it then displays the student's mark, grade and teacher comment for each subject.
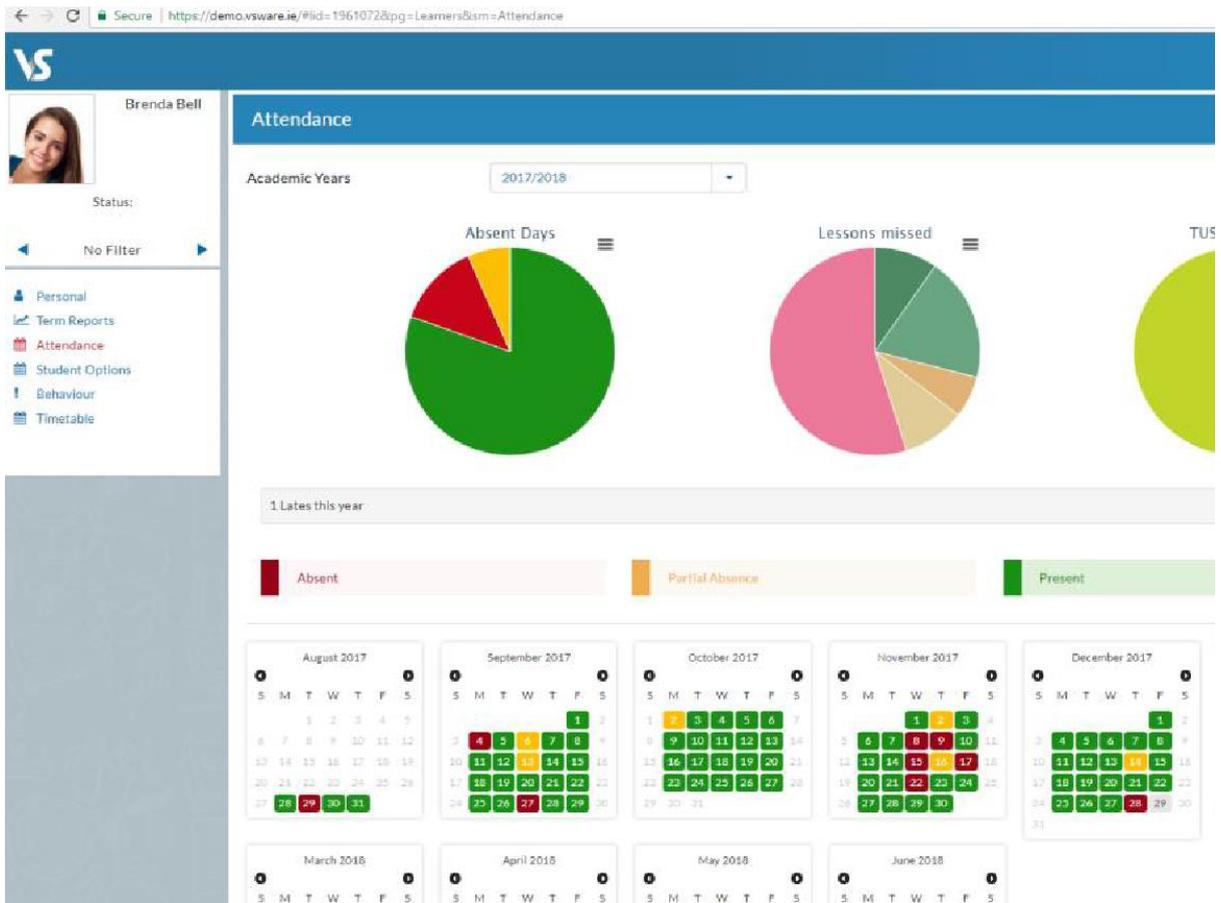

Attendance

From August 2018 you will have access to the attendance tab. In the **attendance tab** you will see the yearly calendar which gives you an overview of your child's attendance. Each date will be colour coded according to the attendance of the student on that day. The pie charts above the calendar shows at a glance the percentage of present and absent days.

Red = Absent
Yellow = Partial Absence (even if the student has just missed one class on that day)
Green = Present
Blue = Unexplained Absence

Signing Out

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

To watch the VSware parent user video, click here or use this link
https://vsware.wistia.com/medias/tmb3s409kt