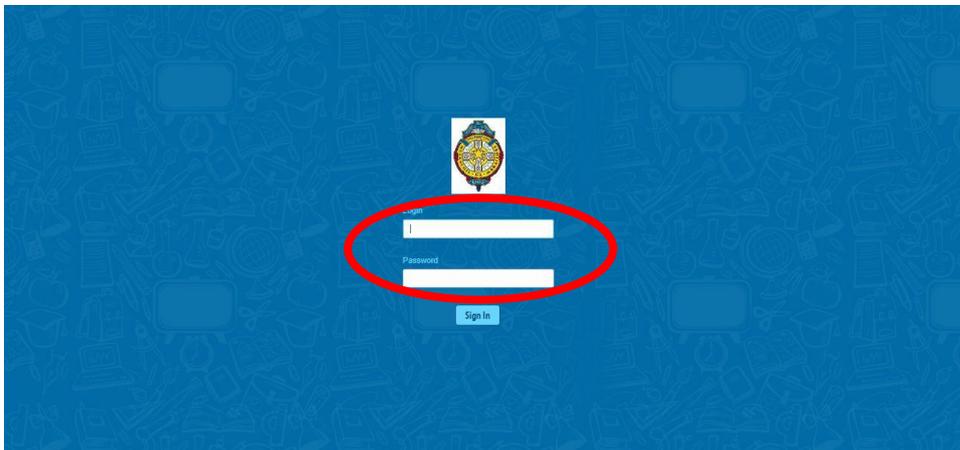# Parent's guide to VSware

To access your Vsware account, we have sent you by **text a unique username (Login)**, along with our school VSware URL

IF YOU HAVE FORGOTTEN YOUR PASSWORD YOU NEED TO CREATE/RESET THE PASSWORD. THERE ARE INSTRUCTIONS ON HOW TO DO THIS ON OUR WEBSITE.

cbsthegreentralee.vsware.ie/Login.jsp

VS ware can be accessed via the school app. Those of you who have yet to download the app can access VSware via Google Chrome. This is the best browser for Vsware.

School App

If you have downloaded the school app, your username and password should already be pre-installed once you were verified and linked to the school by school management. If you are not allowed access to VSware enter your login and password into VS ware within the app. The app will remember your username and password for all future logins.

It might be worth considering signing into Vsware on a computer/device just to familiarise yourself with the layout of Vsware.

Google Chrome

Use the following url: cbsthegreentralee.vsware.ie/Login.jsp

Start off by entering your login details and click 'sign in'

If you have more than one son in the school, click the blue arrow under your son's photograph to toggle to your other son/s. You will only ever need one VSware login, regardless of how many sons you have in the school.
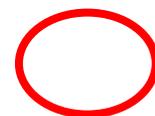
Timetable

First, take a look at the timetable which is found in the left panel. Here you will be able view your son's classes, subjects, 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 your son is.

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 your son's mark, grade and teacher comment for each subject. You can print off an official school term report for the 2018/2019 academic year. To do this, click 'actions' (on the top right) and 'print'. A word document will then download onto your computer or device and you will be able to view, save and print it.

You will be unable to print term reports for previous academic years however/alternatively you can right click anywhere on the main term report page and press 'print'. This will print the screen exactly as it is.

Attendance

In the attendance tab you will see the yearly calendar which gives you an overview of your son's attendance. Each date will be colour coded according to the attendance of your son 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 (If you click on actions at top right of screen and click on highlight unexplained, these are the school days in which your son did not provide a note to explain his absence).

To watch a parent user video, visit: https://vsware.wistia.com/medias/tmb3s409kt

ANY ISSUES WITH ACCESS TO VSWARE OR THE SCHOOL APP EMAIL schoolapp@thegreen.ie giving us your name and mobile no. along with you son's name and class.