



ONLINE TRAINING

This year, we are running a series of online VSware Administration courses between October and Christmas. These are mainly aimed at school administration staff who are either new to the role, new to VSware or need a refresher. We will also be holding courses for newly appointed deputies and attendance officers.

As our platform continues to grow, we have updated our training content to reflect these changes. Please read the course content outlined in the following pages to find out which course best suits your needs.

Courses on offer

- VSware Administration - Standard
- VSware Administration - Advanced (A)
- VSware Administration - Advanced (B)

- VSware Attendance & Behaviour Management
- VSware Newly Appointed Deputy

VSware training will be held online via Google Meet. Each course consists of a morning webinar from 9:15 – 12:00, followed by an individual, one to one 30 minute video call with the trainer in the afternoon. You can request a specific time after you book, otherwise you will be allocated a time slot.

Tickets cost **€140 ex. VAT** (€172.20 inc. VAT) per attendee per day. The school will be invoiced after the event. Cancellations should be made 48 hours in advance to avoid charges.

Timing of webinars and one to one sessions

Session – 9:15 – 12:00 (break from 10:35-10:50)

Attendee 1: 12:25 – 12:55

Attendee 2: 13:00 – 13:30

Attendee 3: 13:35 – 14:05

Attendee 4: 14:10 – 14:40

Attendee 5: 14:45 – 15:15

Attendee 6: 15:20 – 15:50

Attendee 7: 15:55 – 16:25

Attendee 8: 16:30 – 17:00



VSWARE ADMINISTRATION - STANDARD

Attendance – 35

- Reading the dashboard for attendance
- Taking attendance
- Entering bulk attendance for a student (e.g. ill, suspended etc.)
- Creating groups for attendance (e.g. Match, Drama panel etc.)

General -30

- Entering / Changing Household details
- Sending, topping up SMS
- How to add filtering feature to class /year
- Printing – Labels / reports (e.g list of students PPS)
- Saving labels / reports as templates
- How to create label/report templates as shortcuts

Access Rights – 20

- Adding a new teacher to VSWARE - steps involved
- Creating users accounts
- Adding privileges to teachers – what a year head /tutor should have access to compared to a
- standard teacher

BREAK: 15

Special Education Need & Medical- 20

- How to enter diagnosed special educational needs to a particular student
- Giving rights to the SEN Teacher /officer to be able to add a diagnosed condition / note to a student.
- How to turn ON/OFF this feature for teachers.
- How to print reports for all students with SEN diagnosis or a particular diagnosis.
- How to print a report for all students with medical details
- Create additional SEN codes/categories

Assessments - 35

In-house Exams:

- Creating in-house Exams, adding additional fields
- Entering in-house exam results and entering/editing comments (Teacher, Tutor, Year head)
- Pulling report on what teachers that are yet to enter results
- Printing student data, printing exam results
- Creating additional fields (e.g. Attitude, Effort etc.)

CBA:

- Creating CBA,
- How a teacher inputs results,
- How to upload CBA results to PPOD.

PPOD - 10

- Syncing and what is being synced
- Where to best enter level for exam year students



VSWARE ADMINISTRATION - ADVANCED (A)

Attendance - 30

- Creating and printing custom letters/reports from word templates
- Creating and cleaning up attendance codes
- Using Attendance reporting section

General - 30

- Advanced search overview, creating groups via advanced search etc
- Searching for past students and their enrolment history
- Getting your school ready for next academic year, what will be carried forward and what
- administrators have to do in August /September
- Entering new students
- Creating and renaming classes
- Setting up your school academic Calendar,- entering holidays, in-house training days etc
- Bulk enter /Search Locker numbers per class, per student
- Creating Custom Groups – e.g. LCVP Students only , Teachers only (less SNA, Admin etc.) All students except PLC's etc.
- Printing list of all students with 2nd address, siblings.
- September returns submission – what needs to be cleaned up and entered.
- Renaming subject names

Letter Templates - 30

- How to create a letter template and upload to your system (e.g. Proof of attendance letter, Absentee letter etc.)
- How to use word variables linked to VSware
- How to print a letter for a complete year group (e.g. issue an introduction letter to all 1st years etc.)

BREAK: 15

Fees - 20

- How to create fees and assign to a year/ student/ group
- Online payments – what is required?

Editing a teachers Timetable: 20

- How to remove a room from a teacher's timetable
- How to swap a class from a teacher's timetable
- How to add a teacher as an additional teacher to a timetable

Class List Management - 20

- Where core subjects are assigned and can be found
- Explain why option blocks are not visible
- Adding students from multiple years to a teaching group. – e.g. Agricultural Science 5th & 6th years assigned to 6th years teachers' timetable
- How to enter a level to a class – e.g. Higher level Math class.



VSWARE ADMINISTRATION - ADVANCED (B)

Exams /Assessments- 30

- Bulk enter state Exam numbers per class (e.g. LC & JC Results)
- How to enter State Exam Results per class
- Using Assessment reporting section
- Setting up Target Grades
- Setting up Class Assessment for a teacher

VS Mail - 30

- Explaining how VS-Mail works
- Configuring who can use VS-Mail & what they can do (e.g. teachers ,year heads etc.)
- How to use VS-Mail (secretaries / principal /teachers etc.)
- How a parent can use VS-Mail
- How to setup the Attendance submission request function on VS-Mail
- How to setup templates on VS-Mail.

Access rights- 20

- Generating parental access – What is involved
- Parental /student access overview
- How to create a list of parents Usernames
- How best to re-issue a forgotten username to a parent
- How to view a parents app profile

BREAK: 15

Resource Classes: 40

- How to setup a resource class
- How to populate a Resource Class with students
- How best to address the removal of a student for a resource class during the week and not all lessons
- of a subject (e.g Remove a student out of 1 of 3 periods of Religion during the week).
- How to remove if exam results are not being added for a resource class.

Room bookings:

- How to use room bookings
- How to setup a room on room bookings (e.g. iPad trolley etc.)

Substitution & Supervision - 30

- How best to address /reallocate a teacher's timetable once constructed and published
- Manually editing teacher timetables – assigning S&S offerings, removing /adding teaching groups
- Adding new teaching groups and rooms – Pastoral Care, Tutorial etc



VSWARE ATTENDANCE & BEHAVIOUR MANAGEMENT

This course is dedicated to Attendance & Behaviour, and looks into all aspects of managing attendance & Behaviour on VSware. This includes, but is not limited to, the following areas:

- Tulsa codes
- Bell times
- Signing students out of school
- Assigning rights (roles) to teachers
- Best practice to address students out long term
- Addressing attendance for internal exams
- Movement of students within the school environment:
 - E.g. Internal suspension / Toilet breaks / Learning Support (removing a student from just a lesson)
 - Career Guidance visit / Counsellor visit / Late to class

Class List Management - 30

- Setting Up / Enabling Rotations e.g. 1st year tasters , TY modules etc.
- Turning off meetings for attendance not to be taken - e.g. YH / Management

Behaviour - 30

- Best practice for using and setting up behaviours feature
- Setting up behaviour Escalation function.
- Adding appropriate access rights to year head / tutors etc.
- Using behaviour reporting section



VSWARE NEWLY APPOINTED DEPUTY

General overview of VSWare

Substitution & Supervision - 30

- How best to address /reallocate a teacher's timetable once constructed and published
- Manually editing teacher timetables – assigning S&S offerings, removing /adding teaching groups
- Adding new teaching groups and rooms – Pastoral Care, Tutorial etc

Access Rights – 20

- Adding a new teacher to VSWARE - steps involved
- Creating users accounts
- Adding privileges to teachers – what a year head /tutor should have access to compared to a standard teacher
- September Returns

Assessment management:30

- Pulling report on what teachers that are yet to enter results
- In-house Exams:
 - Creating in-house Exams, adding additional fields
- Pulling report on what teachers that are yet to enter results
- Viewing student assessment results/ data

CBA

- Creating CBA
- How to upload CBA results to PPOD

Attendance management: 30

- What teachers have yet to take attendance reports
- Creating and printing custom letters/reports from word templates
- Creating and cleaning up attendance codes
- Attendance for Resource and Learning Support Students
- Using Attendance reporting section

Behaviour management: 30

- Best practice for using and setting up behaviours feature
- Setting up behaviour Escalation function.
- Adding appropriate access rights to year head / tutors etc.
- Using behaviour reporting section
- Timetabling will be touched on; however it is not possible to go into this area in depth in the time given.