

How to access my child's report, attendance, timetable using Vsware:

We use an online system for you to access information on your child's schooling eg your child's report, attendance and timetable. A username and password (one per family) will be sent to you via text in term one of first year to use this system:

Step 1: go to www.clonakiltycc.ie

Step 2: click on the VSware icon on the bottom of the home page.



Step 3: enter your username and password.

Step 4: choose from the menu on the left hand side of the page.

Step 5: use the ← → signs under your child's photo if you have more than one child in the college.

To view your child's Report:

- Click on Term reports on the left hand side of your screen.
- Use the drop down menu to choose the report you want to view.
- Go to Actions button on right hand side – click Print
- Even if you are not printing report this gives a better view of report.
- We do not post/print annual reports unless you ask us to do so.

To view your child's Attendance:

- Click on Attendance on the left hand side of your screen.
- Click on date to view attendance.

To input Subject Options for your child:

- 1st year and 4th year parents will be asked to input option choices during March.
- Click on Options on the left hand side of your screen.
- Click on the box next to each number below and a drop down menu of subjects will appear.
- Choose your options in order of preference.
- Options entry completed appears when you are finished.

To view your child's Timetable:

- Click on Timetable on the left hand side of your screen.

If you want any help at all in using this system please contact Deirdre/Niamh on 023-8833877. Please let us know if any of your child's Personal information changes.

We encourage and thank you to/for using this system and welcome any suggestion to make it work better for you as parents.