

**First Year Parent Teacher Meeting (PTM)
Monday 27th February 2023**

4.15-6.45pm

URGENT: YOU NEED TO COMPLETE STEP 2 PRIOR TO **Wednesday 22nd February at 2pm 2023** (otherwise you will not get access to the PTM on Monday 27th February 2023.

The 1st year Parent Teacher meeting will take place online through Microsoft Teams using your son/daughter's Office 365 account.

** Advice from students and parents who attended a previous online PTM - [here](#).

Step 1 - Get your child's VSware ID; your child will have received a label with their VSware ID in tutor class (on Thursday February 9th), or alternatively

- Log into your VSware Account (email creaghcollege@wwetb.ie if you have no access)
- Select your child's name
- In your child's profile, select 'Personal Info'
- Select School
- Scroll down to VSware ID

(Link on how to carry out Step 1:

- [Instructions for computer](#)
- [Instructions for phone](#)).

Step 2 - PTM Scheduler preferences *before* Wednesday 22nd February at 2pm 2023

1. You will receive a text message from the school with a link to this page: [PTM Scheduler](#)
2. Log in to the PTM Scheduler (by Wednesday 22nd February at 2pm 2023) below using your Son/Daughters **VSware ID** (see step 1 above) & **School Roll no 76127D** (If you are having difficulty

getting their VSware student ID, please email creaghcollege@wwetb.ie

3. Please rank the teachers in the order of which you wish to see them i.e. 1 beside the teacher you feel it is most important to see. Click on the “I will attend the meeting. Please save my preferences” button. *You can change your preferences anytime up until Wednesday 22nd February at 2pm 2023.*

Please note: This **must** be done by **Wednesday 22nd February at 2pm**. The school will use this information to schedule the meetings for the whole year group. **Once the school has scheduled the meetings it will not be possible to join the PTM afterwards.**

Step 3 - Preparing for the Meeting

(a) - Check your schedule – from **Friday 24th February 2023** at 4pm

1. Log back into the **PTM Scheduler**

2. Check your schedule to see the times and names of the teachers you're meeting.

(b) - Check your child's Team calendar for meetings - from Friday 24th February at 4pm

1. You will need your son/daughter's Office 365 login details to log in to their Team's account.
2. Check their calendar for the meetings.
3. If you do not see the meeting email the relevant teacher.
4. If you would prefer to attend the meeting using your own email address - please **email the teachers** on your schedule and request to be added to the meeting using your own email address.

Step 4 - Attend Parent Teacher Meeting - Monday 27th February 2023 from 4.15 - 6.45pm

1. You will need your son/daughter's **Office 365 login details** to access their Microsoft Teams calendar
2. You can use their iPad or any other device to log into their account
3. You will need to click join on the relevant meeting at the correct time to enter the lobby of the meeting. Each teacher will admit you into the meeting at the time allocated.
4. Each meeting will last 5 minutes, giving you time to log out of one meeting and into the next.

Please note that teachers will only have 5 minute slots for each parent and student, without a break between them. For this reason, it is very important that you are on time and the meeting finishes on time. Thank you.

How to join your child's Parent Teacher Meeting using Teams

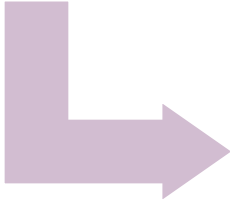
- on iPad

- on desk top

Please read the following document before joining the meeting.

Thank you.

Step 1; Get your child's VSware ID



Step 2: Enter your preferences for teacher's on PTM scheduler

• Deadline: Wednesday 22nd February at 2pm



Step 3: Log back in to check Schedule on PTM scheduler

• From Friday 24th February at 4pm



Step 4: Log onto Teams PTM using student's Office 365 account Meeting Monday 27th February from 4.15-6.45pm