Parents' Quick Guide to VSware

VSware is our Management Information System, in which you will find details of your child's school journey through their Attendance, Timetable, Term Reports and Behaviour Notes.

This short document provides a brief overview of VSware in our school. VSware provides more detailed information on their website, the link to which is below. Please note that the section on VSware mail does not apply to our school.

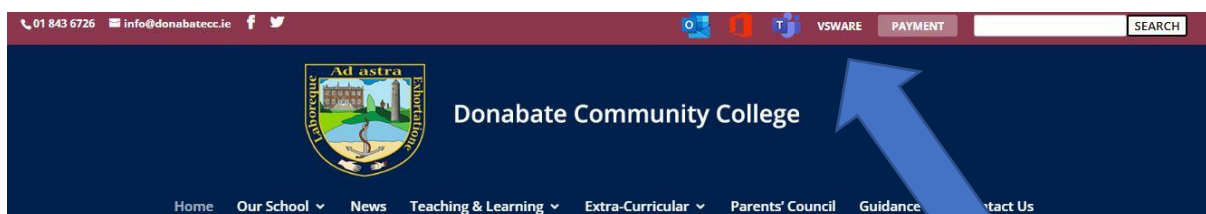To access the VSware Parent Guides to the system, please click on the link below:

https://support.vsware.ie/en/guides-for-parents

VSware and Donabate Community College

Accessing your account:

To access your account, download the VSware app and using your unique Username provided to you by the school, set your own password. The mobile phone number you provided to the school is the number which will be used for verification.

donabatecc.vsware.ie = the web location for our school vsware dashboard

You will also find a VSware icon on the home page of our school website:

Requesting an absence:

We use the Request Absence feature, which you will find in the Attendance section of your son/daughter's profile. Please click on the link below to view a demonstration on submitting an absence request.

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Absence requests are approved by the Main Office each morning. Approvals will display in the attendance section of your dashboard.

Late Notes:

To send in a late note, an absence request is used. Same day requests cannot be processed until the unexplained absence texts are issued from the office at 10am each morning. If you receive such a text and your child was late to school, please fill in an absence request at that point and your child's attendance record is updated immediately.

Transition Year Work Experience may only be requested through the Transition Year Coordinator. Please separate document relating to Attendance and Absence tracking.

Term Reports:

We no longer post school reports, however a print option on school headed paper is available in the term reports section. A push notification is issued when term reports are published to parents and guardians. We aim to read each report before they are published. However, errors may still occur, and we encourage parents and guardians to alert us in the event that an error may need correction.

Class Tests:

Class tests issued by subject teachers are also published to parents and guardians. These provide a good barometer of periodic academic progress. The results of these tests are also published to parents and guardians accompanied by a push notification.

Behaviour:

The behaviour section on your Dashboard, charts your son/daughter's day to day journey in the school. We aim to promote the positive and support students in recognising their contribution to our school. For those times when perhaps a less than positive choice was made, this too is noted.

Teachers also use this section of the Dashboard to send a note home simply to draw your attention to perhaps a pattern of engagement which is of concern to them, a memo related to class materials, or the result of a class test. These are zero notes and do not affect the overall merit points for your son/daughter.

Academic Year 2023-2024: We are changing the way that we use this section of VSware to have a more positive, encouraging focus where all students feel recognised for giving of their best each day. We will update you in this regard at the beginning of the school year.

Siblings

One Username is sufficient to access the profile of each of your children. Each child is listed on the one dashboard and to switch between profiles click on the arrow as shown below.

Click to scroll to a sibling

We are changing the settings on our system from the academic year 2023-2024 to ensure that both parents have equal and separate access to the records of their son/daughter. If you are an existing parent and do not yet have such access, please contact us and we will be happy to amend this on our system.

Notes:

- Some phone operators have opt out clauses as part of their contracts, in the case of new parents this September we will run a test text to ensure that each parent is receiving our school texts.
- If you have forgotten your Username or have become locked out of your account, email info@donabatecc.ie letting us know and we will rectify the issue for you.

Thank you for taking the time to read through our document.

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