



Online Parent/Guardian Teacher Meet

How to use Parent Teacher Meeting Organiser to select the teachers you wish to speak to in order of preference and how to access the individual teacher Google Meets at the allocated times

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How to use Parent Teacher Meeting Organiser

- Click this link <https://ptmorg.com/parentlogin.php?School=71140Q>
- The above link takes you directly to the Parent/Guardian Login page and has the Crana College school roll number 71140Q preset for your convenience
- Enter the Student ID. This is your child's VSware ID. All students have been given a paper copy of their VSware ID. If that has been misplaced, follow the instructions on [how to find your child's VSware ID](#)
- Click the 'Login' button



The screenshot shows a web form titled "Parent Teacher Meeting Organiser" with a subtitle "Parent / Guardian Login". Below the title is a horizontal line. The form contains two input fields: "School Roll Number:" with the value "71140Q" and "Student ID:" with the value "0p0000". A "Login" button is located at the bottom right of the form.

Parent Teacher Meeting Organiser

Parent / Guardian Login

School Roll Number:

Student ID:

- Follow the onscreen instructions to select the subject teachers you wish to meet with in order of preference from 1-10
- If you select 0, it indicates you don't wish to meet that teacher
- Click the 'I will attend the meeting. Please save my preferences' button
- If you are unable to attend any meetings please select the 'I am unable to attend the meeting' button
- Please make your choices prior to the deadline set by the school

Crana College

Parent/Guardian Teacher Meeting on 20 Jan 2022
1st year Parent Teacher Meeting

Student : My Child

We invite you to make appointments with the teachers listed below.

Please request appointments in order of preference, starting 1,2 etc.

Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
Civic,Social Political Educ.	Maria Lindsay	0
English	Sylvia McSheffrey	0
Geography	Elaine Reen	0
History	Micheal Friel	0
Home Economics	Siobhan McCullagh	0
Irish	Fiona McDaid	0
Mathematics	Helena Doherty	0
Physical Education (Short Course)	Michelle McDaid	0
Religious Education	Josephine Doherty	0
Science (JC)	Tanya Morrison	0
Social, Personal and Health Education	Tanya Morrison	0
Spanish	Shirley McConalogue	0
Tutorial	Tanya Morrison	0
Visual Art	Nuala Reddin	0

**I am unable to
attend the meeting.**

**I will attend the
meeting. Please
save my
preferences.**

- When you submit your choices, you should see a 'Your attendance/preferences have been saved successfully' screen
- Appointments will be assigned in order of your preference as selected on the PTM organiser platform
- While we will do our best to accommodate everyone's needs, due to time constraints, it might not be possible to meet all teachers
- We will use Google Meet for online meetings and each meeting will be a maximum of 4 minutes long
- You will be notified when the meeting schedule has been processed

Parent Teacher Meeting Organiser

Parent / Guardian Login

Your attendance / preferences have been saved successfully.

School Roll Number:

Student ID:

Login

- Once you have been notified that the meeting schedule has been processed, you will be able to access your list of appointments on ptmorg.com
- Your child will be given a printed copy to take home
- On the day of the meeting, you will use Google Meet links provided by your child's teachers to join them at the allocated time
- These Google Meet links will be posted on the '1st yr Information & Support' Google classroom page so you should check that you can log into your child's Google classroom account

Crana College

Parent/Guardian Teacher Meeting on 20 Jan 2022

1st year Parent Teacher Meeting

Student : My Child

You are reminded that each appointment is strictly limited to 4 minutes.

Time	Teacher	Class
04:10	Ms S.McSheffrey	English
04:18	Ms H.Doherty	Mathematics
04:26	Mr M.Friel	History
04:34	Mrs T.Morrison	Science (JC)
04:42	S.McConalogue	Spanish
04:50	Ms S.McCullagh	Home Economics
04:58	Ms E.Reen	Geography
05:06	Ms F.McDaid	Irish
05:14	Ms N.Reddin	Visual Art

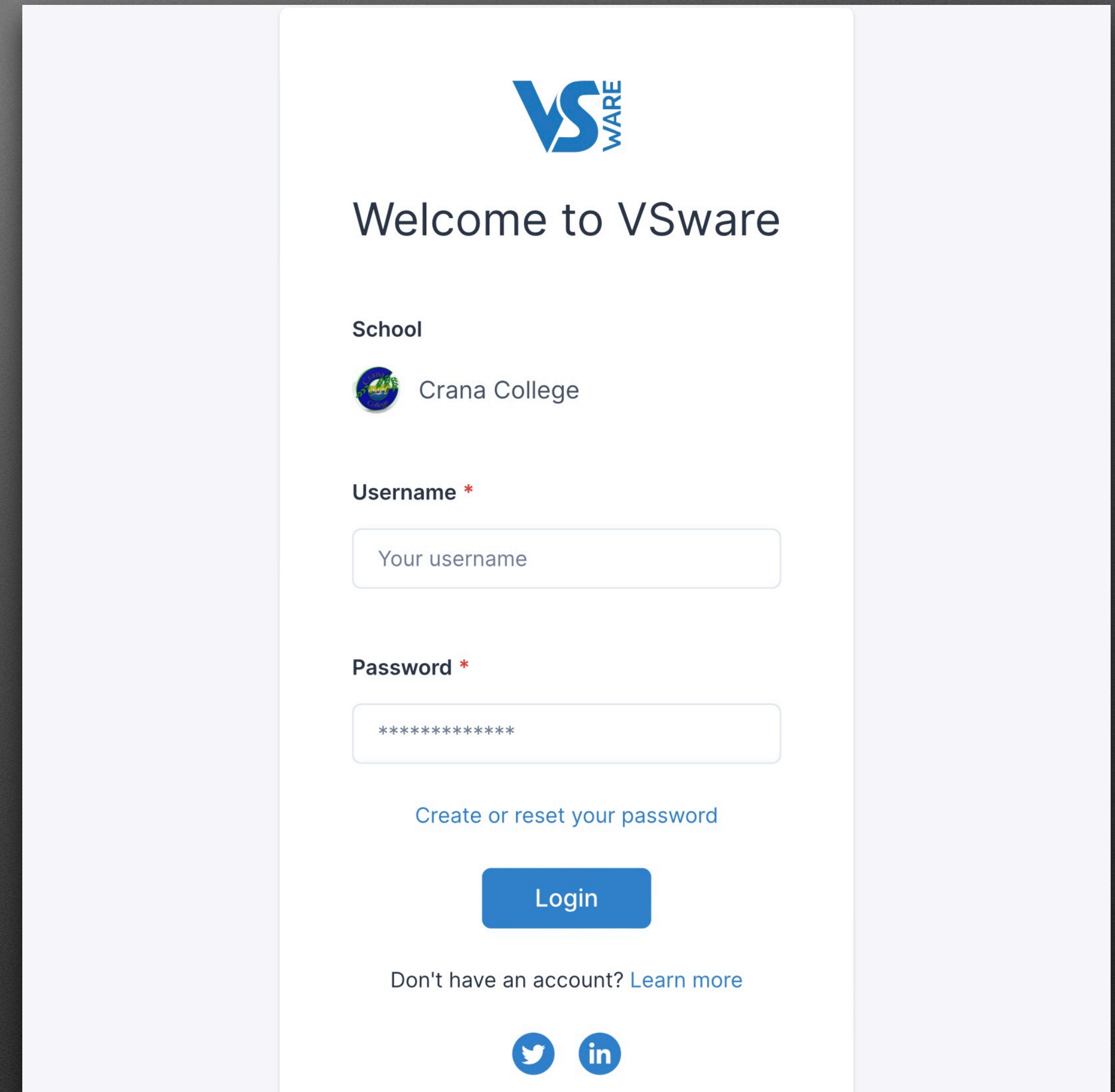
Please print and bring with you to the meeting

PRINT THIS
ROTA

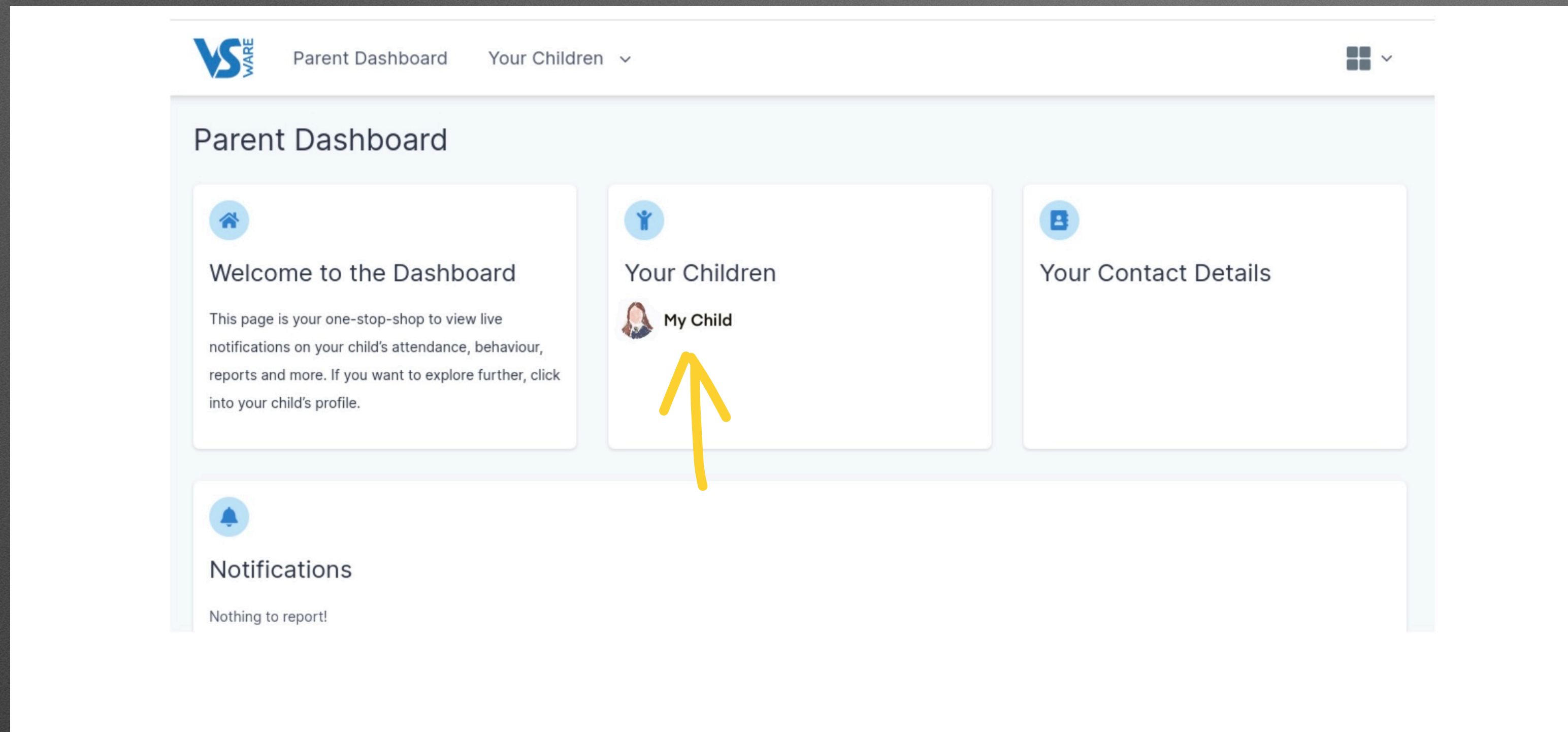
LOG OUT

How to find your child's VSware ID

- Students have been given an envelope containing their VSware ID-if you don't have it, this is how to find it
- Log on to cranacollege.vsware.ie
- Parents/guardians of new entrants should have received a text message with their user name and instructions to reset their password. If you have already created your own password, proceed to log on as normal

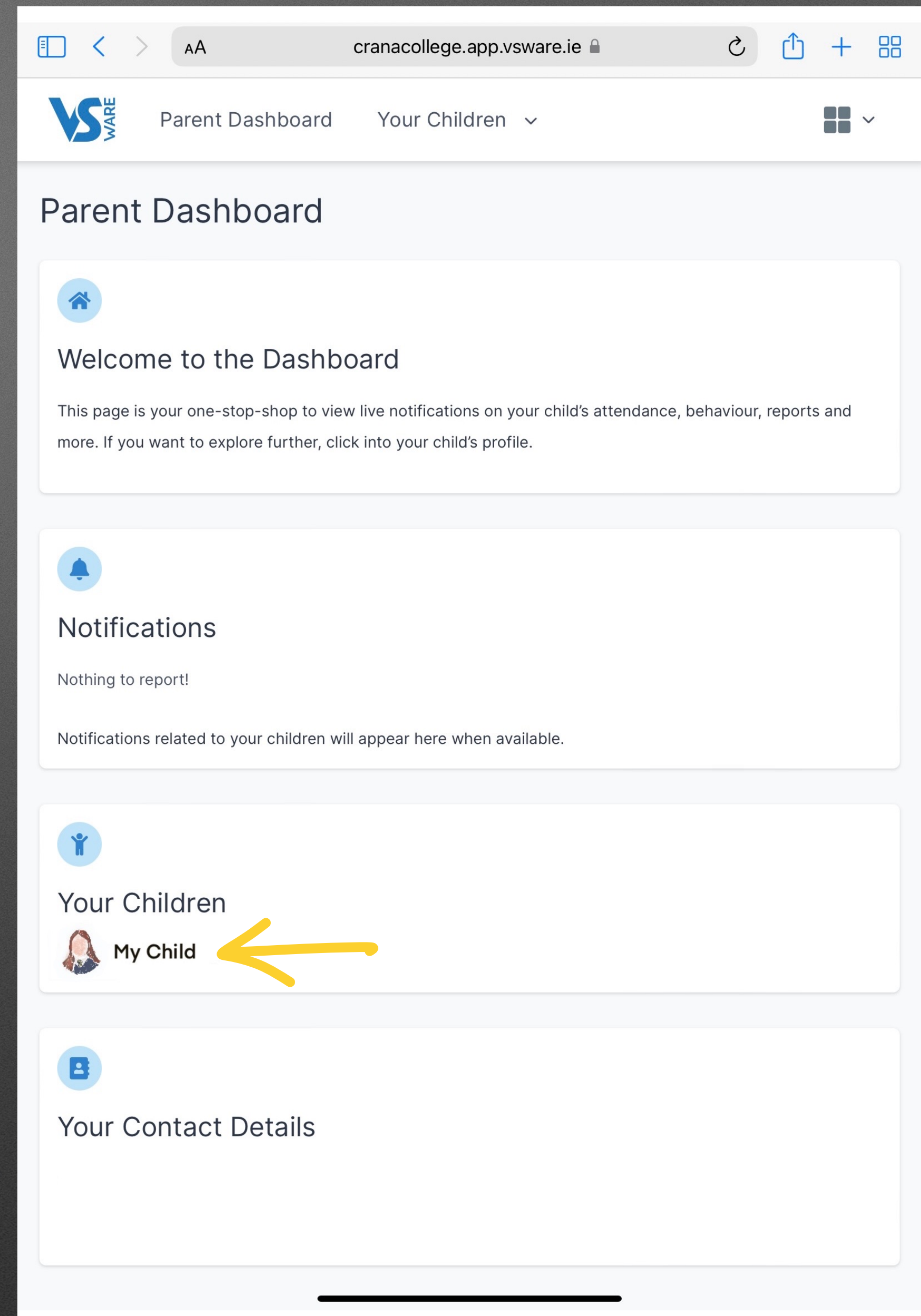


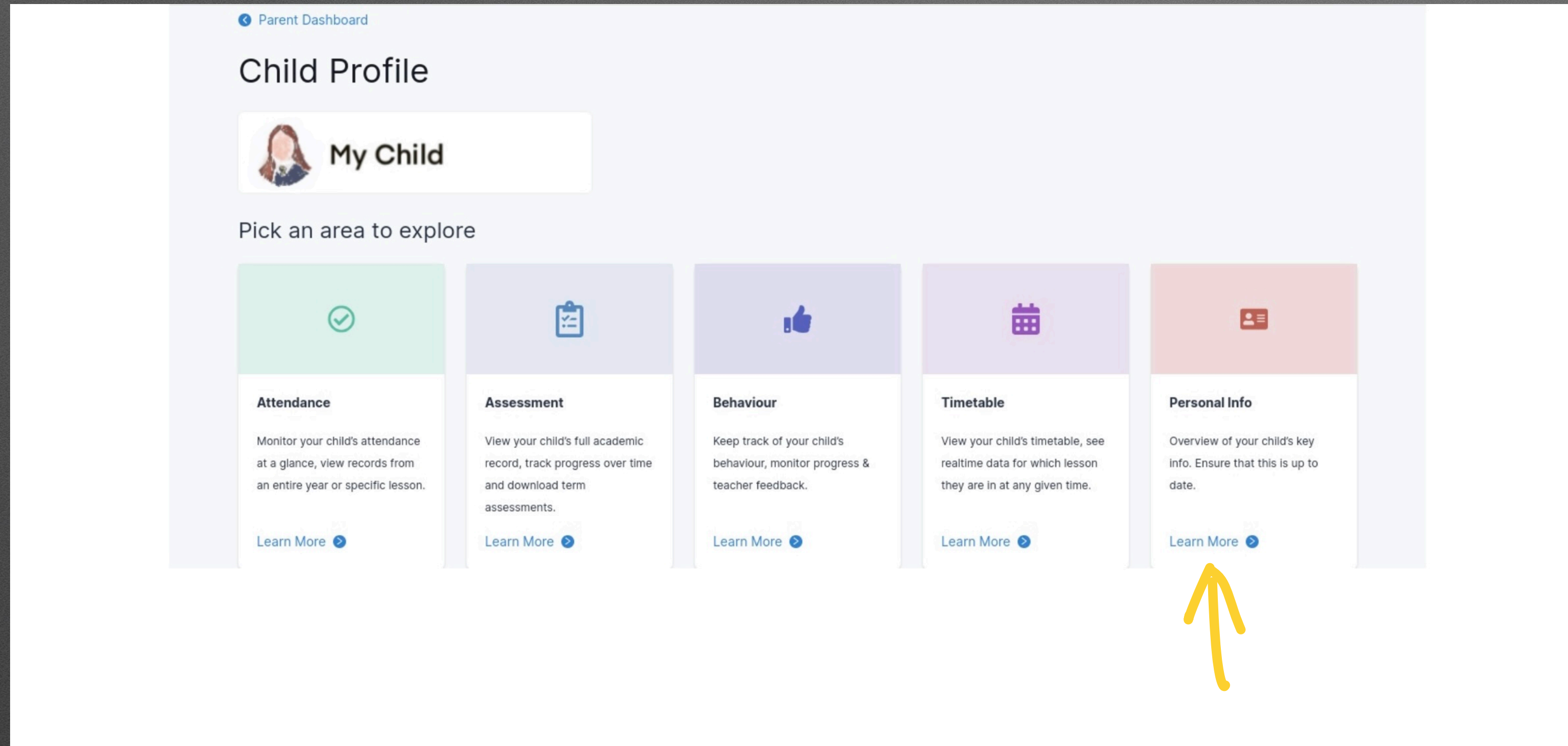
The screenshot shows the VSware login interface. At the top is the VSware logo. Below it is the text 'Welcome to VSware'. The 'School' section shows a globe icon and 'Crana College'. The 'Username *' section has a text input field with the placeholder 'Your username'. The 'Password *' section has a text input field with masked characters '*****'. Below the password field is a link 'Create or reset your password'. A blue 'Login' button is centered below the links. At the bottom, there is a link 'Don't have an account? [Learn more](#)' and two social media icons for Twitter and LinkedIn.



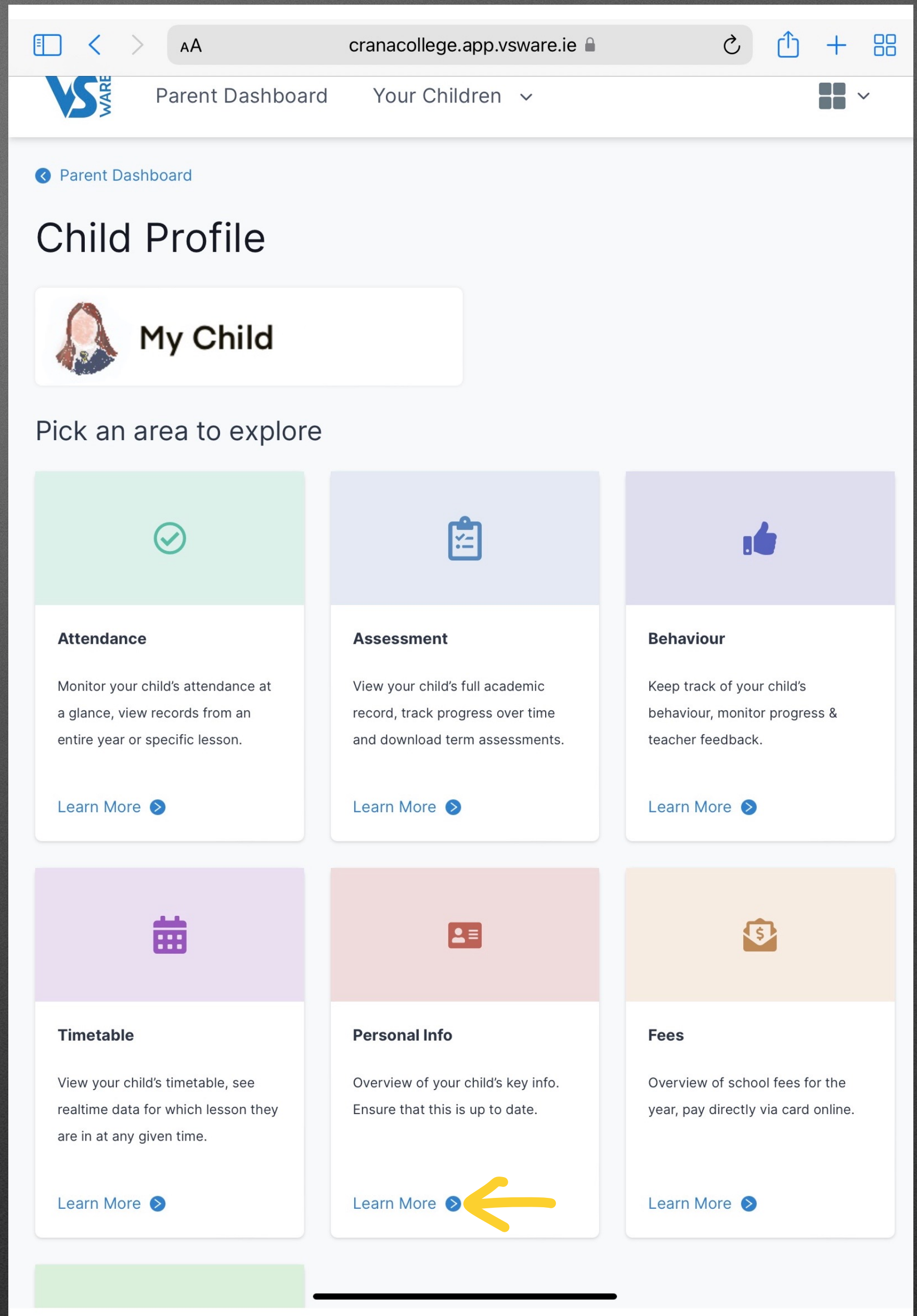
On the 'Parent Dashboard' click your child's name

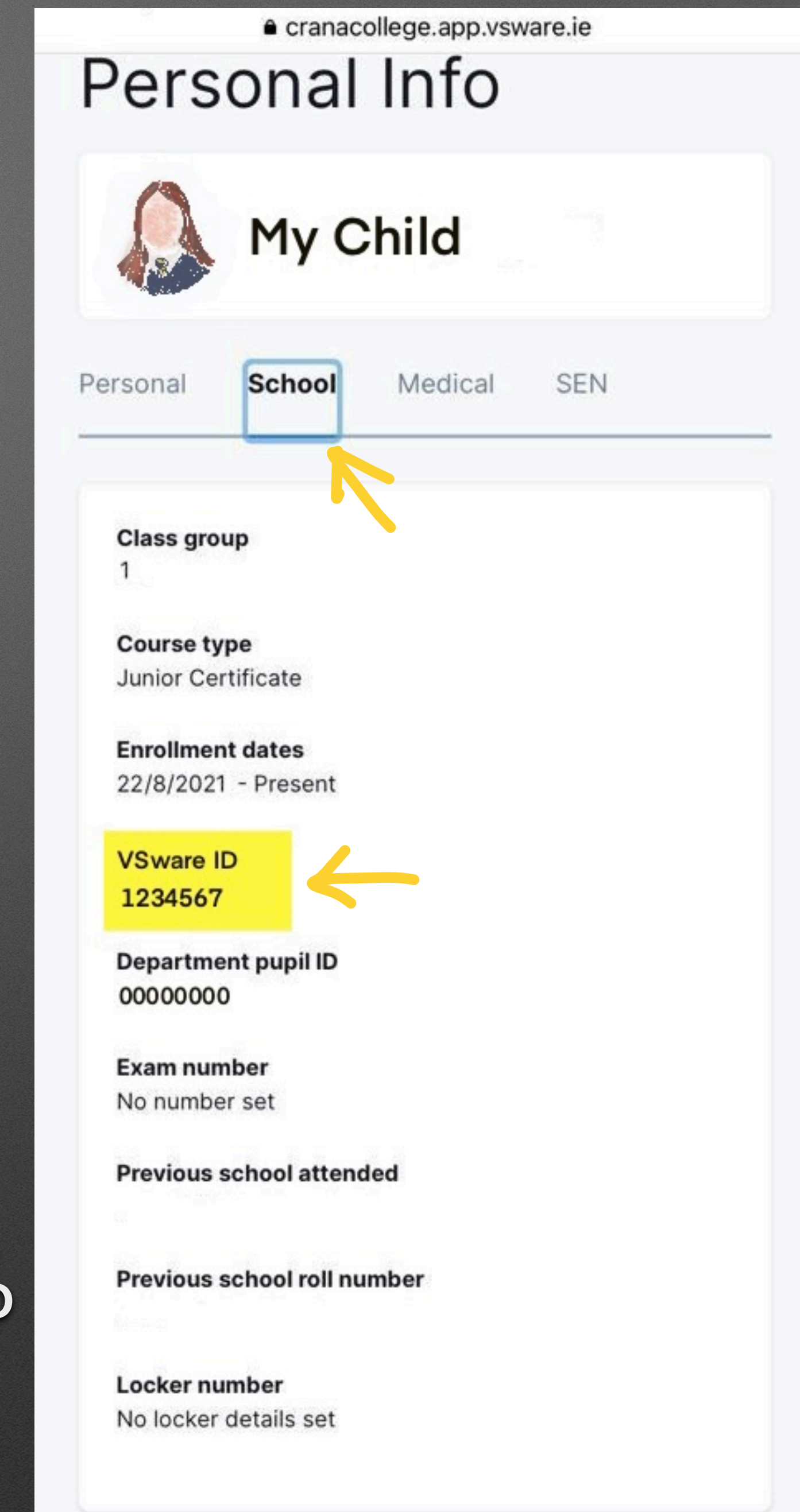
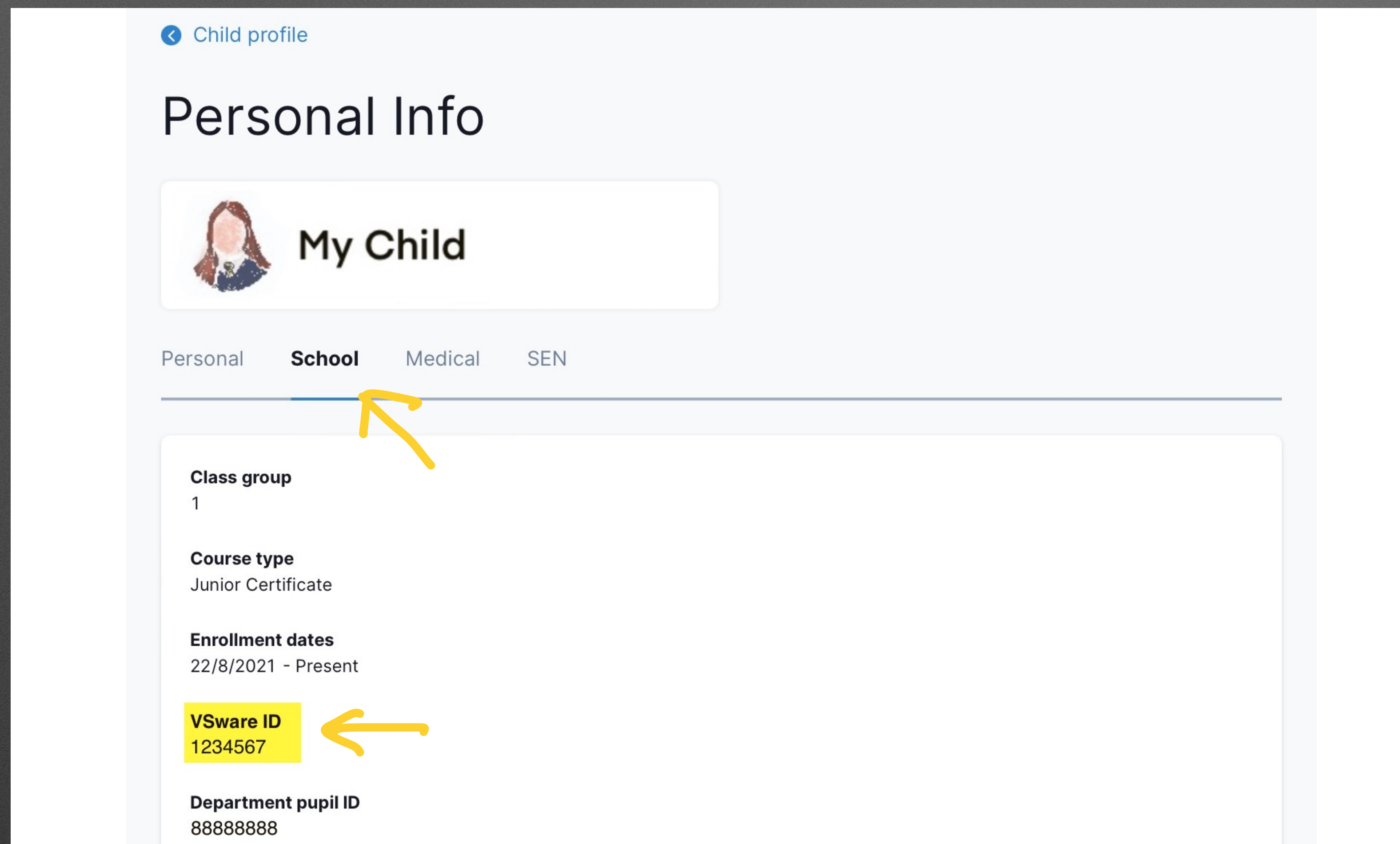
(Dashboard layout will look slightly different depending on the device you are using but the information will be the same)





On the 'Pick an area to explore' screen, choose 'Personal Info' and click 'Learn More'





On the 'Personal Info' screen click the 'School' tab

Your child's VSware ID is on this page-use this number to log onto <https://ptmorg.com/parentlogin.php?School=71140Q>

(Please do not use the 8 digit Department pupil ID)

How to access Google Meet

- A pdf document (like the one on this page) will be posted on Google classroom prior to the date of your meeting
- The document lists teachers alphabetically by subject with 'Teacher' names in column one and 'Subject' in column two
- Please note some teachers, teach more than one subject
- Each teacher has generated a link to their Google Meet session which can be found in column three
- Clicking on one of these Google Meet ID links takes you directly to that meeting



1st Year Parent/Guardian Teacher Meet
Thursday 20th January 2022 4 - 6.30pm
Access Information

	Teacher	Subject	Google Meet ID Link for Parents
1	Darragh Geaney	Applied Technology, & Graphics	https://meet.google.com/esk-ihoh-giw
2	Annemarie Walsh	Business Studies, Computer Studies (1B & 1C) & DML	https://meet.google.com/smj-ktxm-bmd
3	Maria Lindsay <i>1B Tutor</i>	Computer Studies (1E), CSPE (1B & 1D)	https://meet.google.com/bji-esqx-ggw
4	Michael McGirr	Engineering	https://meet.google.com/ubi-cgmw-sug
5	Amanda Friel	English (1D) & RE	https://meet.google.com/gqi-hwgk-muz
6	Sylvia McSheffrey	English (1E)	https://meet.google.com/txh-ivxr-qnf
7	Mary Harkin	Geography	https://meet.google.com/ctk-fbvy-bqe
8	Elaine Reen <i>1E Tutor</i>	History (1B & 1C)	https://meet.google.com/hgz-khrr-yxh
9	Siobhan McCullagh	Home Economics	https://meet.google.com/xca-rofo-eiw
10	Anne McFadden <i>Year Head</i>	Irish (1B & 1D)	https://meet.google.com/qpq-ivpr-eme
11	Clare Bradley	Maths (1A)	https://meet.google.com/oeo-arof-ebp
12	Rory O'Neill	Science (1A)	https://meet.google.com/sah-qymi-bfv
13	Tanya Morrison	Science (1B & 1E)	https://meet.google.com/mrb-njif-xpi
14	Damian Boyle	Science (1C)	https://meet.google.com/pcn-psmi-dvk
15	Nuala Reddin	Visual Art & Computer Studies (1D)	https://meet.google.com/afq-aiov-uyt
16	Philip McGuinness	HSCL	https://meet.google.com/tcu-jmpn-bsi
17	Rosaleen O'Donnell	SEN	https://meet.google.com/cvj-axxa-bfk
18	Elaine Quigley	Support	https://meet.google.com/wfd-jtvs-hfi
19	Thomas Strain	Support	https://meet.google.com/jzk-dwnr-yex

- Parents/guardians must use their child's school Google account to access meets so that teachers know whose parent/guardian they are admitting
- Teachers will admit parents/guardians into meetings in the order their children appear on the list supplied to them
- Parents should follow the timetable supplied to them by clicking the individual teachers meeting links at the allocated time
- In the example timetable, a parent is to meet with Mrs Morrison at 4.34 so the parent should click on Mrs Morrison's ID link at 4.34
- Mrs Morrison will get a notification that parent 'A' is waiting to be admitted

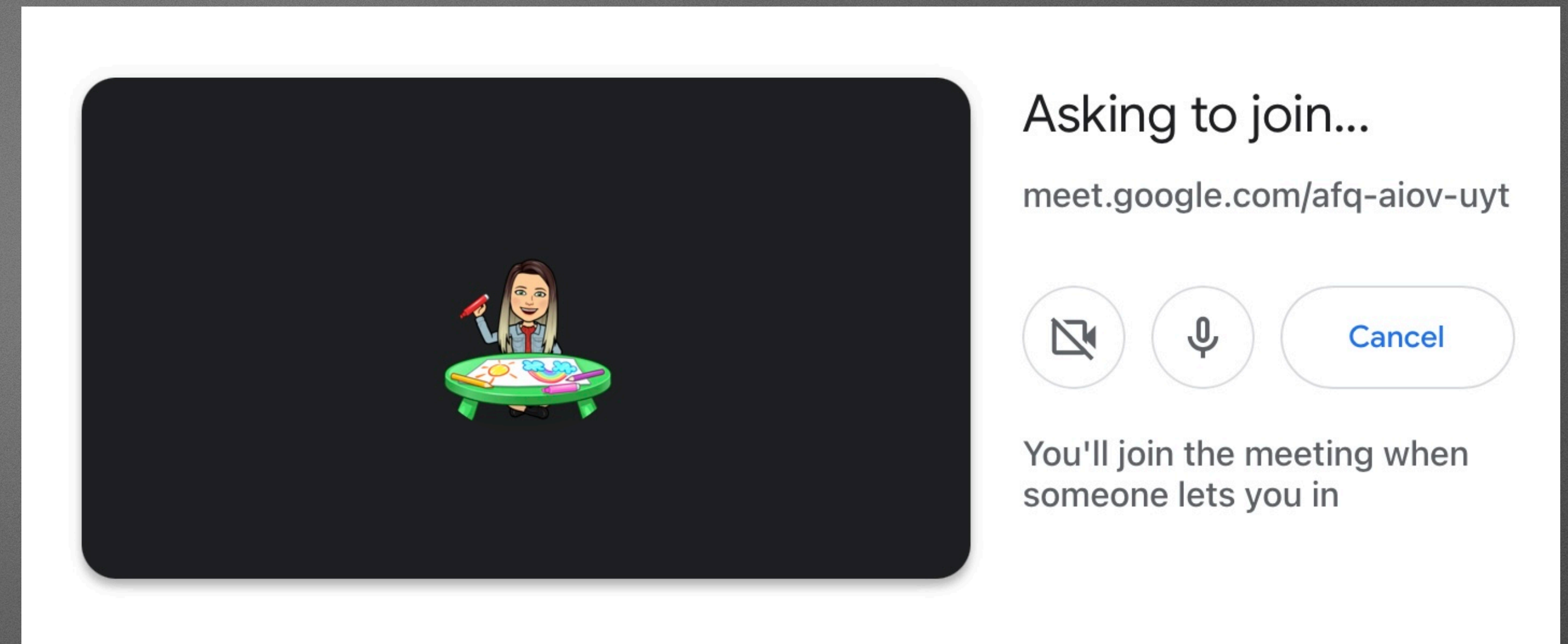
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3	Maria Lindsay <i>1B Tutor</i>	Computer Studies (1E), CSPE (1B & 1D)	https://meet.google.com/bij-esqx-gqw
4	Michael McGirr	Engineering	https://meet.google.com/ubi-qmw-sug
5	Amanda Friel	English (1D) & RE	https://meet.google.com/qai-hwgk-muz
6	Sylvia McSheffrey	English (1E)	https://meet.google.com/txh-ivxr-qnf
7	Mary Harkin	Geography	https://meet.google.com/ctk-fbvy-bqe
8	Elaine Reen <i>1E Tutor</i>	History (1B & 1C)	https://meet.google.com/hgz-khrr-yxh
9	Siobhan McCullagh	Home Economics	https://meet.google.com/xca-rofo-eiw
10	Anne McFadden <i>Year Head</i>	Irish (1B & 1D)	https://meet.google.com/qpq-jvpr-eme
11	Clare Bradley	Maths (1A)	https://meet.google.com/oc-afof-ebp
12	Rory O'Neill	Science (1A)	https://meet.google.com/sah-gymi-bfv
13	Tanya Morrison	Science (1B & 1E)	https://meet.google.com/mrb-njif-xpi
14	Damian Boyle	Science (1C)	https://meet.google.com/pcn-psmi-dvk
15	Nuala Reddin	Visual Art & Computer Studies (1D)	https://meet.google.com/afq-alov-uyt
16	Philip McGuinness	HSCL	https://meet.google.com/tcu-jmpn-bsi
17	Rosaleen O'Donnell	SEN	https://meet.google.com/cvi-axxa-bfk
18	Elaine Quigley	Support	https://meet.google.com/wfd-jtvs-hfi
19	Thomas Strain	Support	https://meet.google.com/izk-dwnr-yex

- Parent will be placed in a waiting room until the teacher verifies the call is from the next parent on the list
- Parents might have to wait a few minutes
- Please have camera and microphone switched on during the meeting



- Teachers will see when parents have clicked on their ID link and are waiting to be admitted
- Parents cannot join a meet until the teacher admits them
- Teachers will remove parents at the end of a meeting and then admit the next parent on their list
- Parents should then go back to the list of ID links and click on their next appointment

