



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 page titled "Parent Teacher Meeting Organiser" with a subtitle "Parent / Guardian Login". Below the subtitle is a horizontal line. The page 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 area.

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 1-6
- 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 your child's year group 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 |

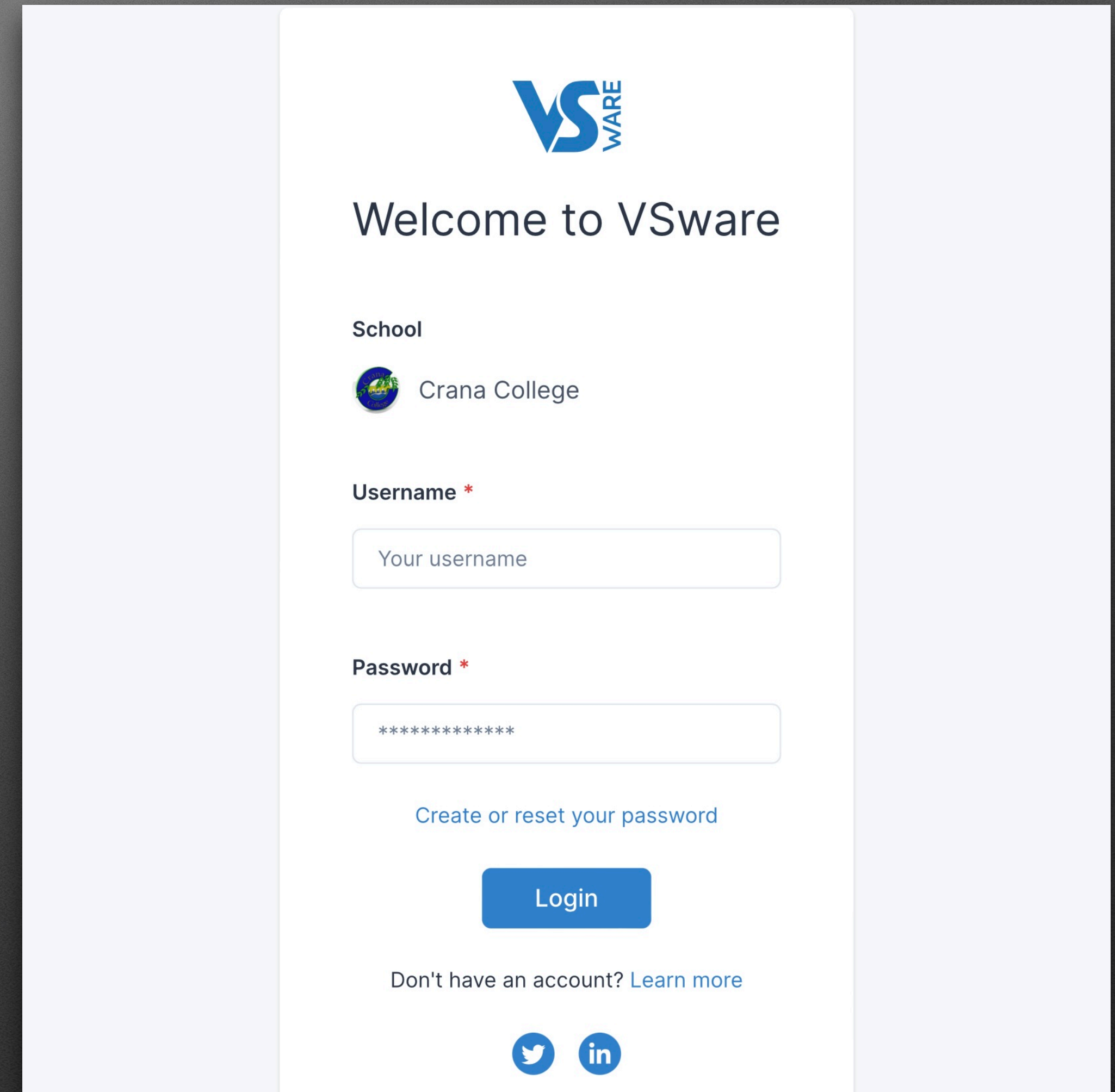
Please print and bring with you to the meeting

PRINT THIS
ROTA

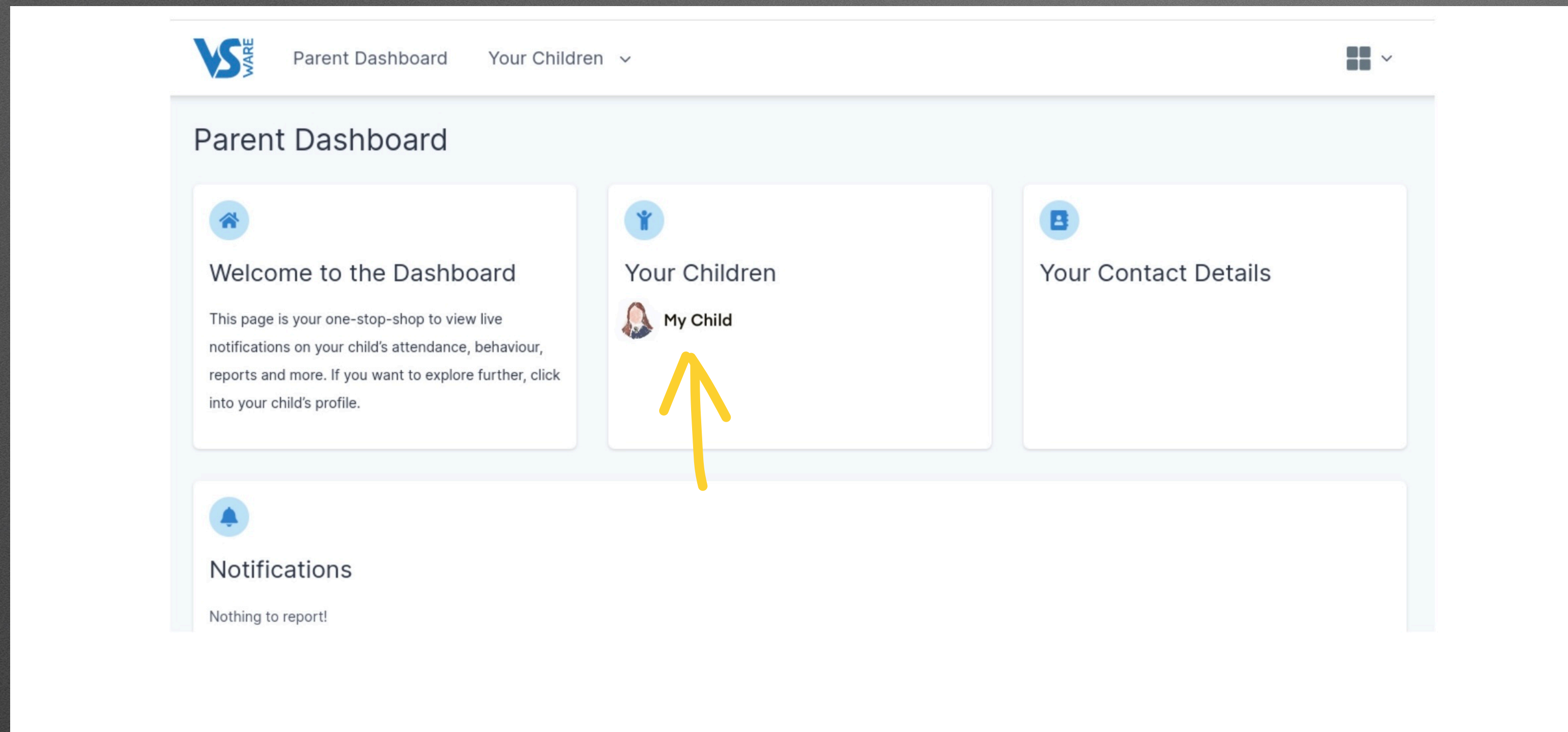
LOG OUT

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

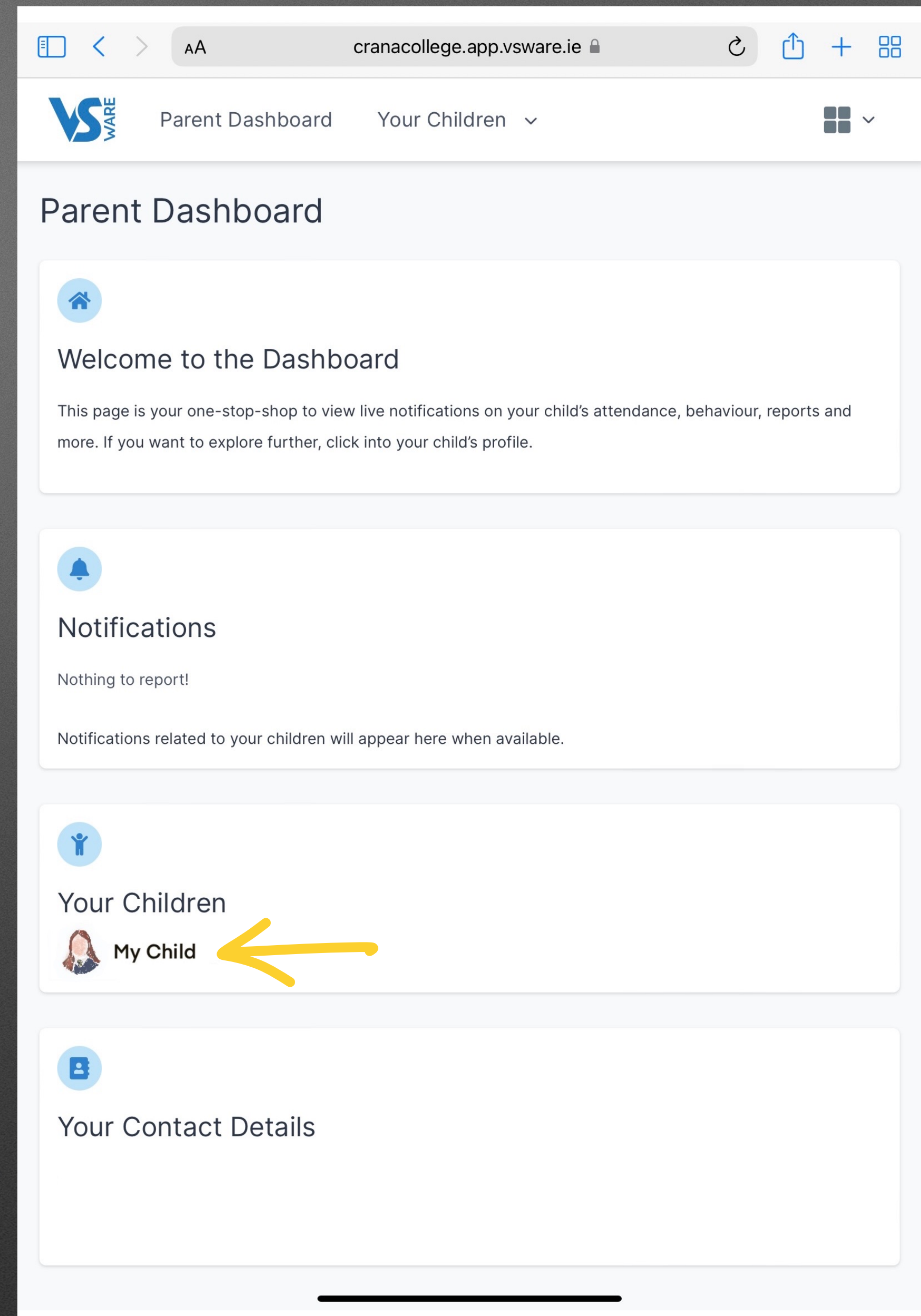


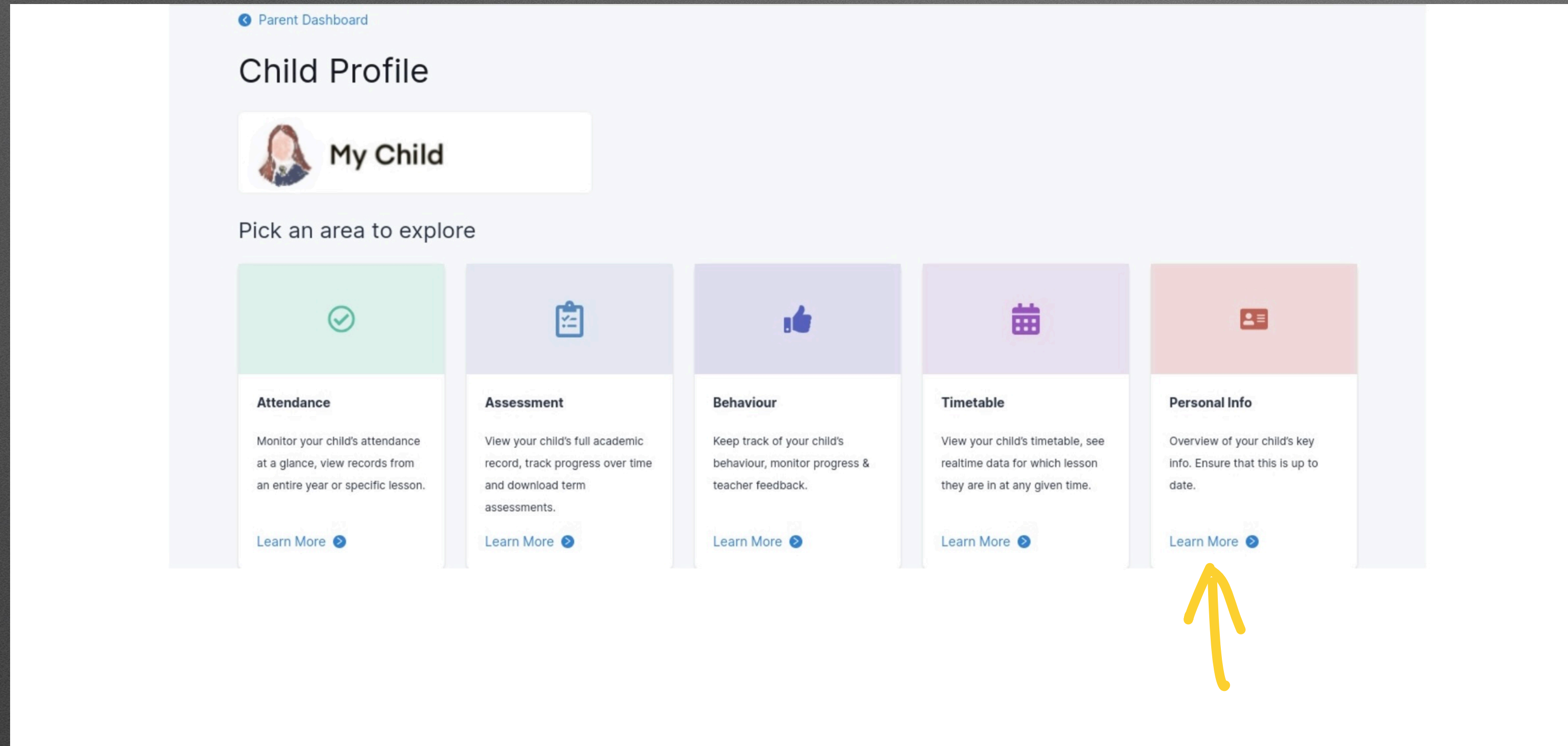
The screenshot shows the VSware login interface. At the top is the VSware logo. Below it is the text 'Welcome to VSware'. The 'School' section shows a globe icon and 'Crana College'. The 'Username *' section has a text input field with the placeholder 'Your username'. The 'Password *' section has a text 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.



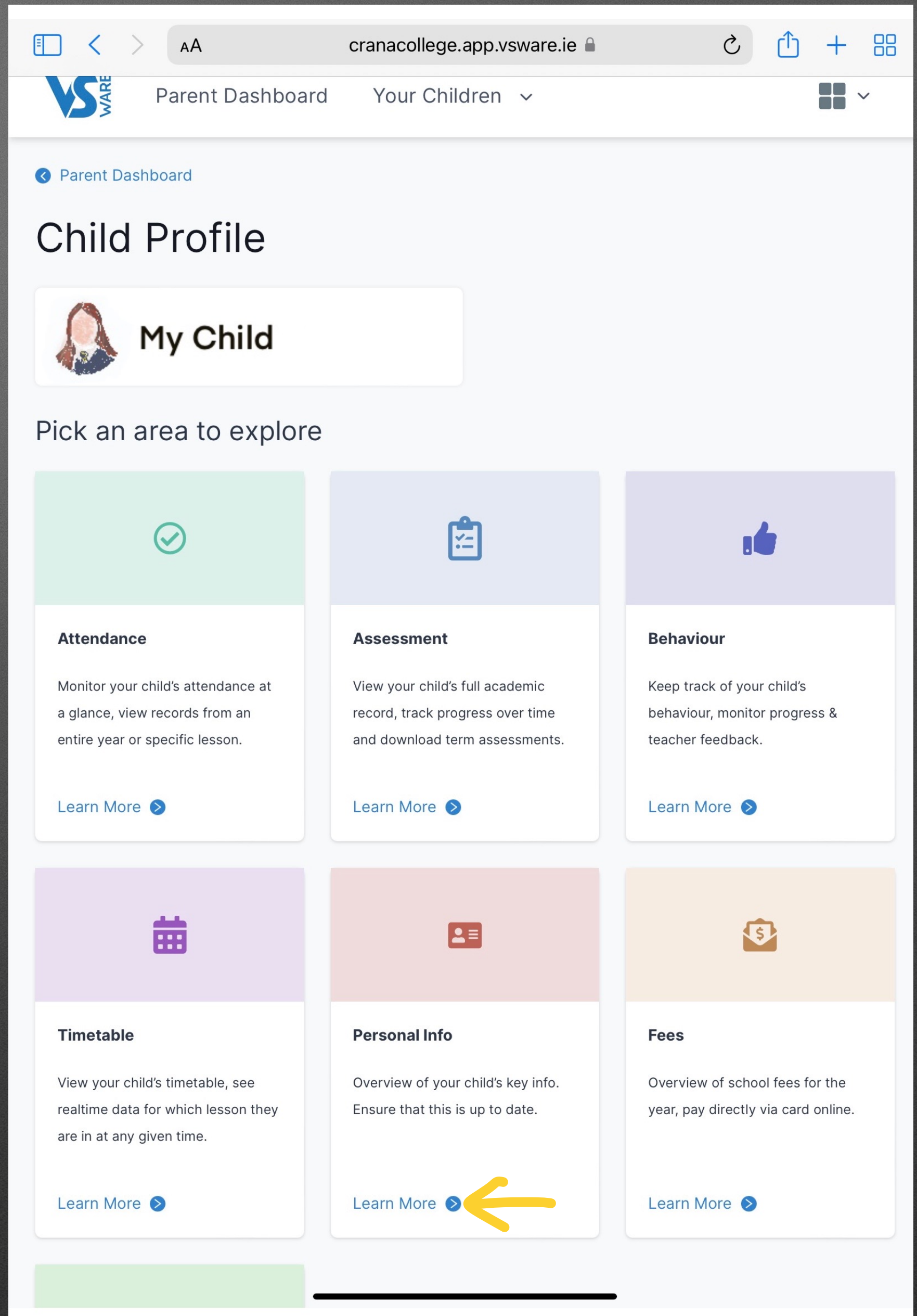
On the 'Parent Dashboard' click your child's name

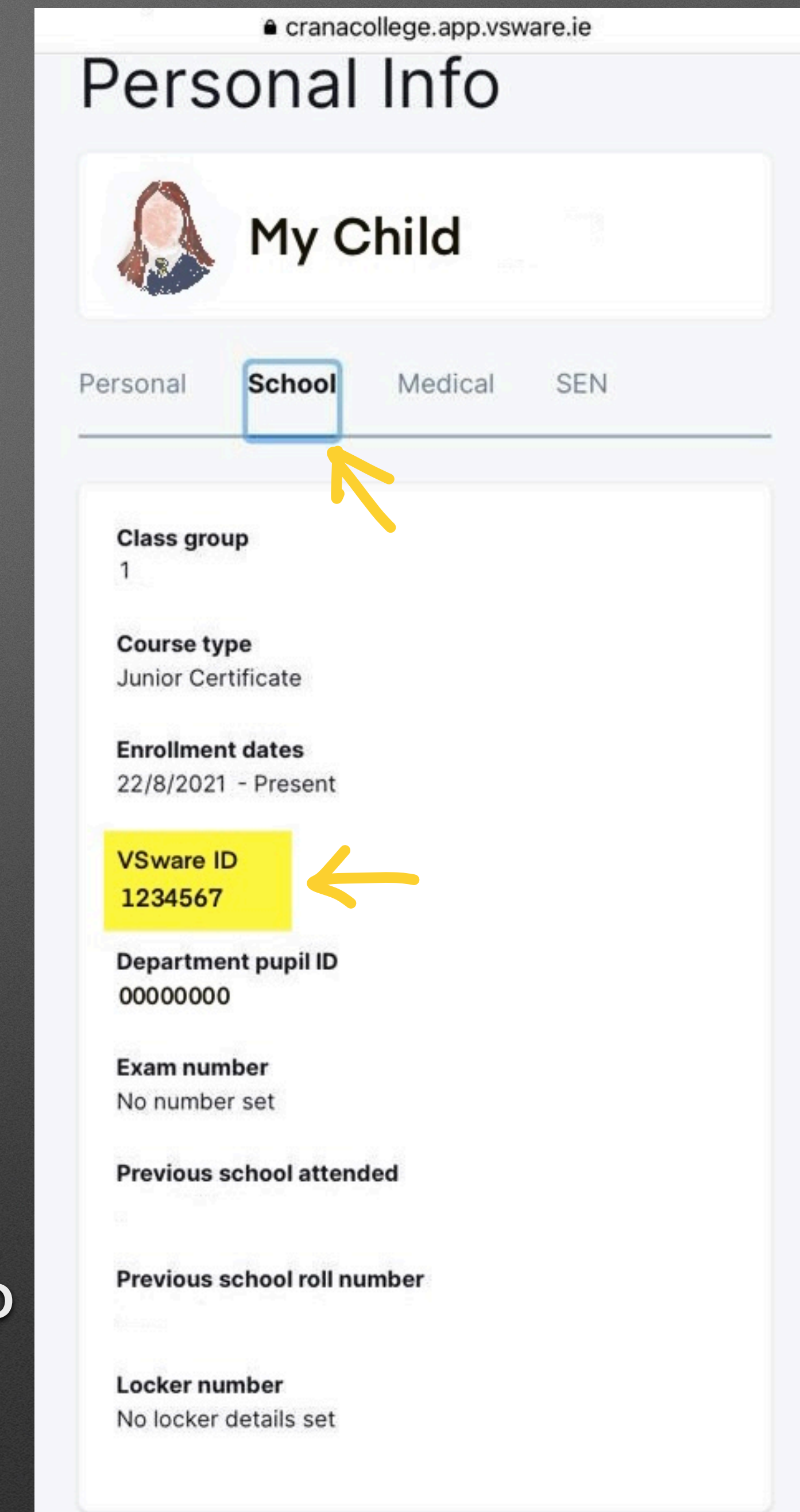
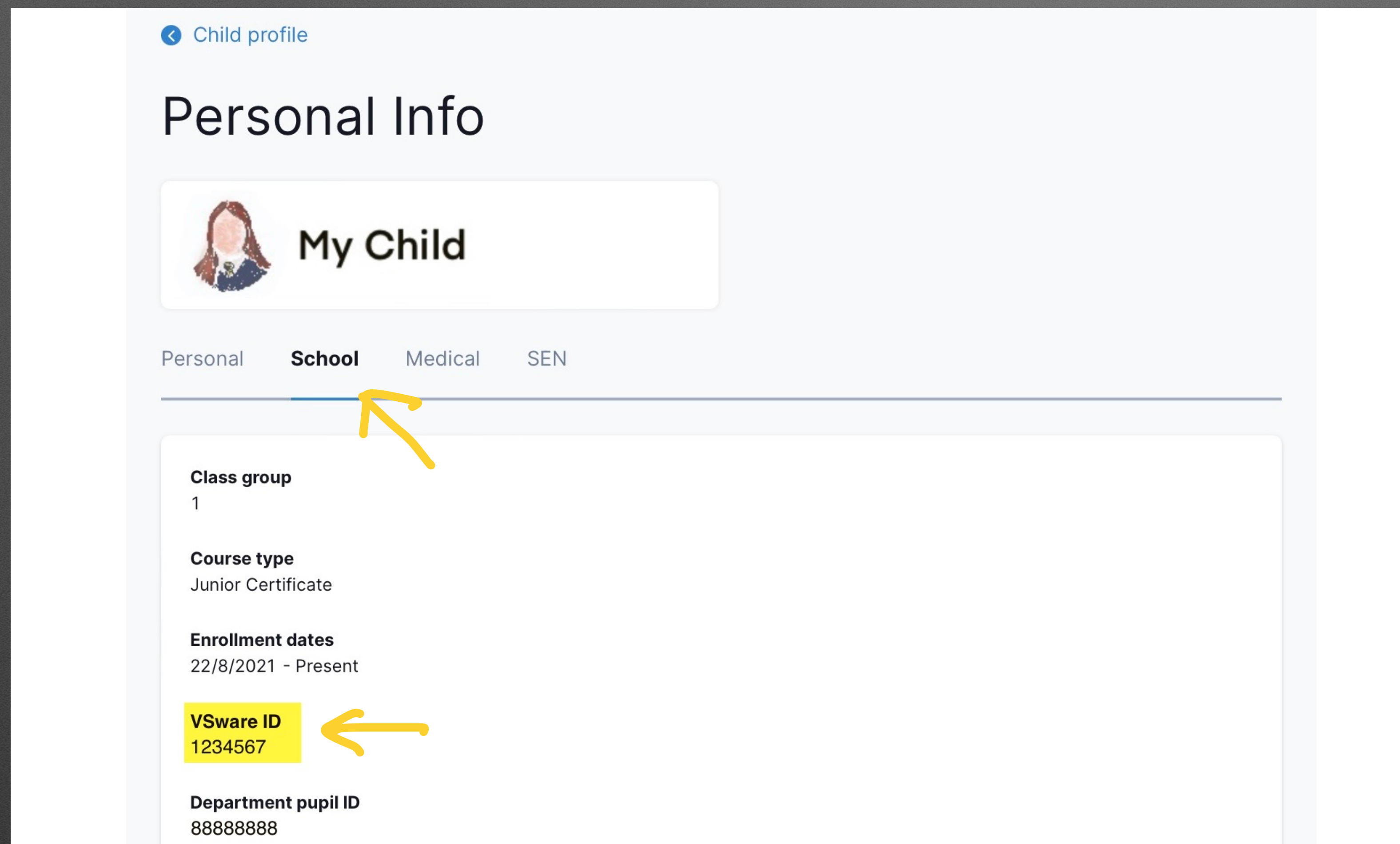
(Dashboard layout will look slightly different depending on the device you are using but the information will be the same)





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/bij-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

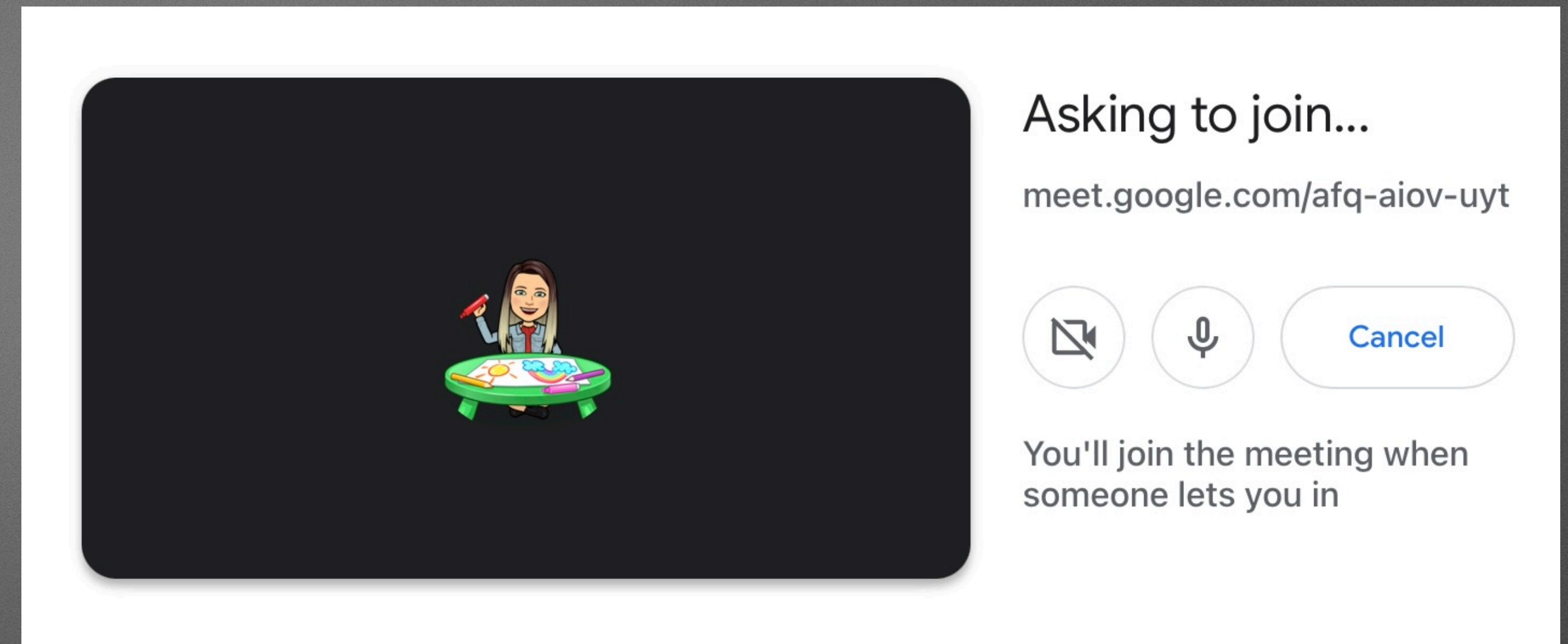
| Time | Teacher | Class |
|-------|-----------------|----------------|
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| 4 | Michael McGirr | Engineering | https://meet.google.com/ubi-cqmw-sug |
| 5 | Amanda Friel | English (1D) & RE | https://meet.google.com/gqi-hwgk-muz |
| 6 | Sylvia McSheffrey | 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 |
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| 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

