



# VSWARE TRAINING 2021

VSware training will continue to operate online via Google Hangouts for foreseeable future.

Each training day will begin with a group webinar. Then in the afternoon, each attendee will have a short 20 or 30 minute one to one session with our trainer. This time can be used to discuss your school's specific needs related to the topics raised during the webinar and get expert advice from our trainer. The only exception is our Options Webinar which does not include a one to one session.

Your one to one time allocation will be emailed to you the day before your training. **If the time does not suit, please let us know as soon as you can** so that we can arrange the other attendee's time-slots. If you are not able to attend your one to one session on the day, we will not be able to arrange it for another date.

It is important to note that in the case of timetable training, the purpose of the one to one is to give general advice on what direction to take with your timetable. Each school's data/situation varies widely, so this short session would not be sufficient to go into any great detail.

Online training events cost **€140 ex VAT (€169.40 inc. VAT) per attendee per day**, with the exception of our Options Webinar which is €100 ex VAT (€121 inc. VAT). When booking tickets through Eventbrite, tickets are listed as 'free', however your school will be invoiced directly after you attend the event. **Cancellations should be made 48 hours in advance to avoid charges.**

Upon booking a ticket via our booking platform Eventbrite, each attendee will receive an email with instructions on how to join the video call.

The content of each course is outlined in the following pages. To view available dates and to book your place, visit [vsware.ie/training/](https://vsware.ie/training/)

# TIMETABLE TRAINING (DAY 1)

## Time

Webinar: 9:30am - 11:30pm

One to one sessions:

Attendee 1: 12:15 – 12:45

Attendee 2: 12:50 – 13:20

Attendee 3: 13:25 – 13:55

Attendee 4: 14:00 – 14:30

Attendee 5: 14:35 – 15:05

Attendee 6: 15:10 – 15:40

Attendee 7: 15:45 – 16:15

Attendee 8: 16:20 – 16:50

## Details

Timetable training is comprised of a 2 day course. While it is possible for attendees to join just one of these days, attending both will give you a comprehensive overview of the timetabling process. This is for people who will be constructing their school's timetable, both beginners and those with some experience in timetabling. Attendees must have access to the timetable construction feature.

## Course Content

Student Options:

- Inputting student preferences
- Configuring preferences
- Analysing preferences
- Generating option blocks

Timetable Preparation:

- Creating a timetable Grid
- Configuring teacher unavailability
- Adding teachers to subject pools
- Setting up the school curriculum

# TIMETABLE TRAINING (DAY 2)

## Time

Webinar: 9:30am - 11:30pm

One to one sessions:

Attendee 1: 12:15 – 12:45

Attendee 2: 12:50 – 13:20

Attendee 3: 13:25 – 13:55

Attendee 4: 14:00 – 14:30

Attendee 5: 14:35 – 15:05

Attendee 6: 15:10 – 15:40

Attendee 7: 15:45 – 16:15

Attendee 8: 16:20 – 16:50

## Course Content

### Timetable Construction:

- Detailed curriculum layouts
- Importing option blocks
- Feasibility testing
- Adding restrictions
- Suggested swaps
- Automatic and manual construction
- Making manual changes
- Viewing timetables

# TIMETABLE TRAINING REFRESHER

## Time

Webinar: 9:30am - 11:30pm

One to one sessions:

Attendee 1: 12:15 – 12:45

Attendee 2: 12:50 – 13:20

Attendee 3: 13:25 – 13:55

Attendee 4: 14:00 – 14:30

Attendee 5: 14:35 – 15:05

Attendee 6: 15:10 – 15:40

Attendee 7: 15:45 – 16:15

Attendee 8: 16:20 – 16:50

## Course Content

- Creating a Timetable Grid
- Configuring Teacher unavailability
- Setting teachers workload, blocking out unavailable time etc.
- Adding Teachers to Subject Pools
- Working through CLASS DATA Screen
- Create a base class
- Create a block structure
- Change subjects from a core environment to a block structure
- Assign or modify a previously assigned teacher
- Assign a team teacher, split the class amongst teachers etc.
- Change the Subject to another Subject
- Set the Number of Lessons
- Set how these lesson are to be scheduled (Spread)
- Specify a required room
- Importing Option Blocks
- Adding Meetings to Timetabling
- Explain Stacking Lessons – Stacked Blocks
- Setting up Rotation feature (e.g. TY short course, 1 st year tasters )
- Feasibility Testing
- Teacher Statistics
- Teacher Team Clashes
- Room pooling and Room allocation
- Room Demands
- Adding Restrictions
- Automatic and Manual Construction (fixing lessons on the grid)
- Making Manual Changes
- Viewing Timetables

# VSWARE ADMINISTRATION (STANDARD)

## Time

Webinar: 9:15 – 12:00 (break from 10:35-10:50)

One to one sessions:

Attendee 1: 12.15 - 12.35

Attendee 2: 12.40 - 13:00

Attendee 3: 13.05 - 13:25

Attendee 4: 13:30 - 13:50

Attendee 5: 13: 55 - 14:15

Attendee 6: 14:20 - 14:40

Attendee 7: 14:45 - 15:05

Attendee 8: 15:10 - 15:30

Attendee 9: 15:35 - 15:55

Attendee 10: 16:00 - 16:20

Attendee 11: 16:25 - 16:45

## Details

Administration training is a 2 day course and is intended for any school staff who handle administration within their schools. These two dates can be attended separately, however those who are new to VSware are encouraged to attend both days. Attendees must have administration level VSware access or above.

## Course Content

### Attendance – 30 min

- Reading the dashboard for attendance
- Taking attendance
- Entering bulk attendance for a student (e.g. ill, suspended etc.)
- Creating groups for attendance (e.g. Match, Drama panel etc.)

### General -30 min

- Entering / Changing Household details
- Sending, topping up SMS
- How to add filtering feature to class /year
- Printing – Labels / reports (e.g list of students PPS)
- Saving labels / reports as templates
- How to create label/report templates as shortcut

# VSWARE ADMINISTRATION (STANDARD)

## Access Rights - 20 min

- Adding a new teachers to VSWARE - steps involved
- Creating users accounts
- Adding privileges to teachers - what a year head /tutor should have access to compared to a standard teacher
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Break: 15 min

## Assessments - 30 min

In-house Exams:

- Creating in-house Exams, adding additional fields
- Entering in-house exam results and entering/editing comments (Teacher, Tutor, Year head)
- Pulling report on what teachers has still to enter results
- Printing student data, printing exam results
- Creating additional fields (e.g. Attitude, Effort etc.)

## CBA:

- Creating CBA,
- How a teacher inputs results
- How to upload CBA results to PPOD

## PPOD - 10 min

- Syncing and what is being synced
- Where to best enter level for exam year students

## Fees - 20 min

- How to create fees and assign to a year/ student/ group
- Online payments - what is required?

## Special Education Need & Medical- 20 min

- How to enter diagnosed special educational needs for a particular student
- Giving access rights to SEN Teacher /officers to be able to add diagnosed conditions / notes to a student
- How to turn ON/OFF this feature for teachers
- How to print reports for all students with SEN diagnosis or a particular diagnosis
- How to print report for all students with medical details
- Create additional SEN codes/categories

# VSWARE ADMINISTRATION (ADVANCED)

## Time

Webinar: 9:15 – 12:45 (break from 10:35-10:50 )

### One to one sessions:

Attendee 1: 13:00 - 13:20

Attendee 2: 13:25 - 13:45

Attendee 3: 13.50 - 14:10

Attendee 4: 14:15 - 14:35

Attendee 5: 14:40 - 15:00

Attendee 6: 15:05 - 15:25

Attendee 7: 15:30 - 15:50

Attendee 8: 15:55 - 16:15

Attendee 9: 16:20 - 16:40

Attendee 10: 16:45 - 17:05

## Course Content

### Attendance - 30

- Creating and printing custom letters/reports from word templates
- Creating and cleaning up attendance codes
- Attendance for Resource and Learning Support Students
- Using Attendance reporting section

### General - 30

- Advanced search overview, creating groups via advanced search etc
- Searching for past students and their enrolment history
- Getting your school ready for next academic year, what will be carried forward and what administrators have to do in August /September
- Entering new students
- Creating and renaming classes
- Setting up your school academic Calendar,- entering holidays, in-house training days etc
- Bulk enter /Search Locker numbers per class, per student
- Creating Custom Groups – e.g. LCVP Students only , Teachers only (less SNA, Admin etc. ) All students have less PLC's etc.
- Printing list of all students with 2nd address, siblings.
- September returns submission – what needs to be cleaned up and entered.
- Renaming subject names

# VSWARE ADMINISTRATION (ADVANCED)

## Access rights- 20

- Generating parental access – What is involved
- Parental /student access overview
- How to create a list of parents Usernames
- How best to re-issue a forgotten username to a parent

BREAK: 15

## Exams - 25

- Bulk enter state Exam numbers per class (e.g. LC & JC Results)
- How to State Exam Results per class
- Using Assessment reporting section

## Letter Templates - 30

- How to create a letter template and upload to your system (e.g. Proof of attendance letter, Absentee letter etc.)
- How to use word variables linked to VSware
- How to print a letter for a complete year group (e.g. issue an introduction letter to all 1st years etc.)

## Substitution & Supervision - 30

- How best to address /reallocate a teacher's timetable once constructed and published
- Manually editing teacher timetables – assigning S&S offerings, removing /adding teaching groups
- Adding new teaching groups and rooms – Pastoral Care, Tutorial etc

## Class List Management - 30

- Where core subjects are assigned and can be found
- Explain why option blocks are not visible
- Adding students from multiple years to a teaching group. – e.g. Agricultural Science 5th & 6th years assigned to 6th years teachers' timetable
- How to enter a level to a class – e.g. Higher level Math class.



# ATTENDANCE MANAGEMENT & BEHAVIOUR

## Time

Webinar: 9:15 – 12:00 (break from 10:35-10:50)

One to one sessions:

Attendee 1: 12.15 - 12.35

Attendee 2: 12.40 - 13:00

Attendee 3: 13.05 - 13:25

Attendee 4: 13:30 - 13:50

Attendee 5: 13: 55 - 14:15

Attendee 6: 14:20 - 14:40

Attendee 7: 14:45 - 15:05

Attendee 8: 15:10 - 15:30

Attendee 9: 15:35 - 15:55

Attendee 10: 16:00 - 16:20

Attendee 11: 16:25 - 16:45

## Course Content

This course looks into all aspects of managing attendance & behaviour on VSware, intended for either administration staff or year heads/attendance officers etc. Please ensure that you have the relevant attendance and behaviour permissions before attending this course.

- Tulsa codes
- Bell times
- Signing students out of school
- Assigning rights (roles) to teachers
- Best practice to address students that are out long term
- Addressing attendance for internal exams
- Movement of students within the school environment: E.g. Internal suspension/toilet breaks/learning support (removing a student from just a lesson) /career guidance visit/counsellor visit/late to class

### Class List Management - 30

- Setting up/enabling rotations e.g. 1st years tasters, TY modules etc.
- Turning off meetings for attendance not to be taken - e.g. YH / Management

### Behaviour - 30

- Best practice for using and setting up behaviours feature
- Setting up behaviour Escalation function
- Adding appropriate access rights to year head/tutors etc.
- Using behaviour reporting section

# NEWLY APPOINTED DEPUTY TRAINING

## Time

Webinar: 9:15 – 12:00 (break from 10:35-10:50)

One to one sessions:

Attendee 1: 12:15 – 12:45

Attendee 2: 12:50 – 13:20

Attendee 3: 13:25 – 13:55

Attendee 4: 14:00 – 14:30

Attendee 5: 14:35 – 15:05

Attendee 6: 15:10 – 15:40

Attendee 7: 15:45 – 16:15

Attendee 8: 16:20 – 16:50

## Details

This course is intended for new deputy principals looking to learn about key areas of VSware administration. If you do not yet have the relevant level of administration access (i.e. you have a teacher account at the time of training) you can still attend, but please let us know this before the training.

### Substitution & Supervision - 30

- How best to address /reallocate a teacher's timetable once constructed and published
- Manually editing teacher timetables – assigning S&S offerings, removing /adding teaching groups
- Adding new teaching groups and rooms – Pastoral Care, Tutorial etc

### Access Rights - 20

- Adding a new teachers to VSWARE - steps involved
- Creating users accounts
- Adding privileges to teachers – what a year head /tutor should have access to compared to a standard teacher

# NEWLY APPOINTED DEPUTY TRAINING

## September returns overview

### Assessment management: 30

- Pulling report on what teachers has still to enter results

### **In-house Exams:**

- Creating in-house Exams, adding additional fields
- Pulling report on what teachers has still to enter results
- Viewing student assessment results/ data

### CBA:

- Creating CBA,
- How to upload CBA results to PPOD

### Attendance management: 30

- What teachers have yet to take attendance reports
- Creating and printing custom letters/reports from word templates
- Creating and cleaning up attendance codes
- Attendance for Resource and Learning Support Students
- Using Attendance reporting section

### Behaviour management: 30

- Best practice for using and setting up behaviours feature
- Setting up behaviour Escalation function.
- Adding appropriate access rights to year head / tutors etc.
- Using behaviour reporting section

### Timetabling

Timetabling will be touched on, however it is not possible to go into this area in depth in the time given.

# FURTHER EDUCATION TIMETABLE TRAINING

## Time

Webinar: 9:15 – 12:00 (break from 10:35-10:50)

One to one sessions:

Attendee 1: 12.15 - 12.35

Attendee 2: 12.40 - 13:00

Attendee 3: 13.05 - 13:25

Attendee 4: 13:30 - 13:50

Attendee 5: 13: 55 - 14:15

Attendee 6: 14:20 - 14:40

Attendee 7: 14:45 - 15:05

Attendee 8: 15:10 - 15:30

Attendee 9: 15:35 - 15:55

Attendee 10: 16:00 - 16:20

Attendee 11: 16:25 - 16:45

## Details

This course is designed specifically for Further Education Colleges. We understand that FE schools face a different set of challenges than other schools, so this course is designed to help you get the best out of VSware. The course focuses on timetabling so make sure you have principal or secretary level access before signing up.

# STUDENT OPTIONS WEBINAR

## Time

Webinar: 10:00 – 11:30

## Details

This is a one-off webinar intended to help schools prepare for gathering and generating Student Options. While we do cover options in our VSware Timetable Training Day 1 course, it is often the case that the person tasked with managing options in a school is not the person that is creating the timetable and therefore does not need to attend a full timetabling course. Our recommendation is to generate student options as early as possible, so this course which will happen on January 29th will allow you to get a head start. We will also cover parental access and the parent app.

There will likely be a large group attending this session so we will not be holding one to one sessions, however we will have a 20 minute Q&A at the end of the webinar.

## Course Content

### Access rights:

- How to give access to a teacher to use the Options Feature
- How to navigate the options program:
- How to enter students to the options list (e.g. 5th years ,incoming 1st years)
- How to implement certain parameters to a block generation (e.g. DCG and Construction on different blocks due to the same teacher teaching both)
- How to import complete options choice into the timetable construction program.

### Parental Access:

- Access rights: How to give access to a parent to use only the Options Feature on the parent app.
- How to set up and generate a Username for parents.
- How to enter/submit a student's options online as a parent.