St. Mel's College

STEPS TO USING SCHOOLS VSWARE APP

1.
- For Android or Apple devices, please visit the Google Play Store or Apple App Store and search for "VSware".
- Once the app is on your device, start typing the name of your school (St. Mel's College).
- Select your school from the dropdown list when it appears.

2.
- Click "Create or reset your password".
- Enter your username (provided by the school) and the last 4 digits of your mobile number, then click "Send Code".
- You will receive an SMS code. Enter this code along with your new password, then follow the on-screen instructions and click "Change Password".
- You will be redirected to the login screen. Enter your username and new password, then click "Login".

3.

Notifications
- When a notification appears, click on it to read more.
- It could be a message or an action you need to take, to explain an absence or submitting student options.

Your Contact Details
- If your contact details need updating, contact the school to make the changes.

4.

Your Children
- The Child Profile section is the hub for all information about your child.
- To view details, click your child's name from the dashboard.
- If any of your children are missing from the list, contact the school to resolve this. You should have one parent account with all your children listed.
- The "Your Children" dropdown menu stays at the top of the page for easy switching between profiles.

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5.

Future Absences

To inform the school about a future absence (holiday, medical appointment, etc.):

1. Go to your child's main Attendance screen.
2. Scroll down to Absence Requests and click "Submit Absence".
3. Select either "Single Day" or "Multi Date" and click "Next".
4. Choose the date, type of absence (holiday, illness, etc.), and provide a reason.
5. Click "Submit" to send your request to the school for approval.

6.

Past Absences

- If your child had an unexplained absence in the past, you can record the reason by:
1. Going to your child's main Attendance screen.
2. Scrolling down to Absence Requests and clicking "Submit Absence".
3. Selecting "Past Absence" and clicking "Next".
4. Choosing the date, entering the type and reason for the absence, and clicking "Submit".
- The information will be sent to the school.

7.

Timetable

- The Timetable screen helps you keep track of your child's daily routine.
- A red line indicates the current time, showing which class your child is in.
- To access the Timetable page:
- Select your child's name from the parent dashboard or the "Your Children" dropdown.
- Click "Learn More" under Timetable.

8.

Term Assessments

- Select your student & click on their name.
- Click Assessment & Choose a assessment type

Behaviour

- Select your student & click on their name.
- Click on Behaviour to view full behaviour