



Veeva for Parents



VShare App

- Inver College uses the VShare app to record and monitor student attendance, behaviour, assessments, etc.
- Instructions on how to download & use the VShare app are below.
- Please note: Even if you have more than one child at the school, you only ever need one account per parent.



Downloading the app and logging in:

- For **Android devices**: Visit the Google Play Store on your device and search for 'VSware'.
- For **iOS devices (Apple)**: Visit the App Store on your device and search for 'VSware'.
- Tap '**Install**'.
- If you have already downloaded and an update is available, you can tap 'Update' instead.
- Once the app is on your device, start typing the name of your school, then select it from the dropdown list when it appears.



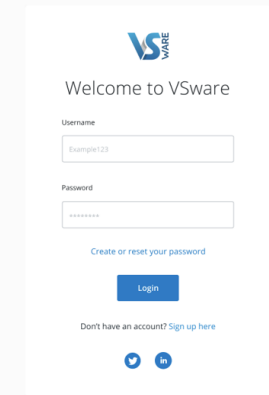
Getting started:

- In order to access VSware, you will need a username and password.
- Inver College has given you your unique username. For example this might be L.Adams
- You create your own unique password via the login screen.

Explanation on how to do this is below.



Creating your own unique password:



1

If you don't yet have a password, click **Create or reset your password**

2

Enter your username and the last 4 digits of your mobile number, hit **Send Code**

3

You will receive an SMS code on your mobile phone which you then enter, along with your new chosen password. Follow the instructions on screen and hit **Change Password**

4

You will be brought back to the login screen where you can enter your username, new password and hit **Login**

Turning on Push Notifications for the VSware App

- To enable notifications on an **iOS/Apple** device:
- Go to Settings > Notifications, select the VSware App, and make sure that Allow Notifications is on.
- If you have notifications turned on for the app but you're not receiving alerts, you might not have Banners selected. Go to Settings > Notifications, select the app, then select Banners.
- Make sure that you're [signed in to your Apple ID](#).
- Make sure that [Do Not Disturb is off](#).
- If you've recently installed the app or restored it from a backup, open the app to start getting notifications.



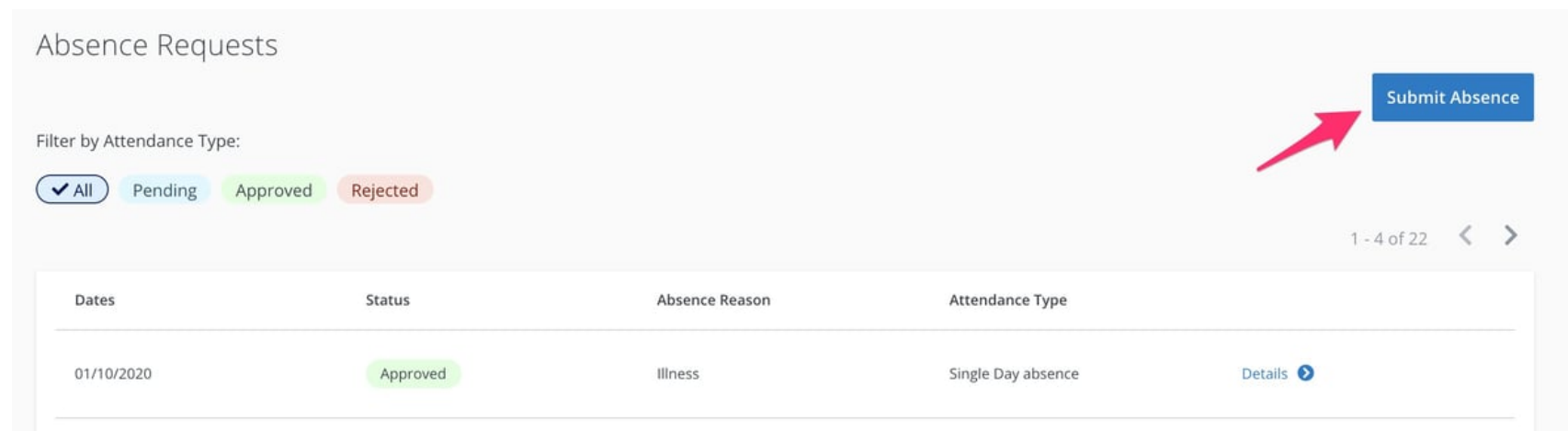
Turning on Push Notifications for the VSware App

- To enable notifications on an **Android** device:
- Open your phone's Settings app.
- Tap **Apps & notifications** or **Notifications**.
- Scroll to the VSware App
- Ensure notifications are turned enabled



Submitting absences / Informing the school when your child is absent:

- Go to the main Attendance screen for your child, scroll down to Absence Requests and click Submit Absence.



Then select either Single Day or Multi Date and hit Next.

Select the date, the type of absence (holiday, illness etc), and provide a reason for the absence.

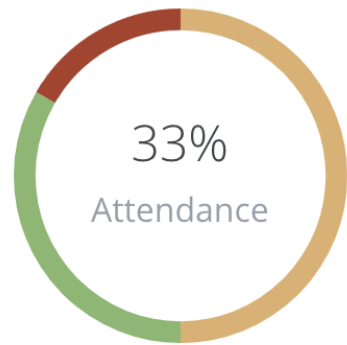
Hit Submit. Your absence request will be sent to the school for approval.

Month by Month Overview

Present Absences Partial Absences

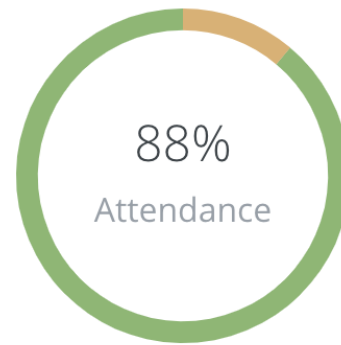
August 2019

Details >



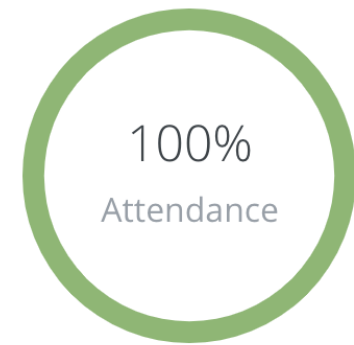
September 2019

Details >



October 2019

Details >



Monitoring Attendance

- On the main attendance page, you will see an overview of attendance for the **academic year so far**.
- Scroll further down the screen to see a **month by month** overview which will show the latest three month's attendance.

Monitoring Attendance



- To dig further, choose a month and select **details**. where you will see an overview for that month, as well as a list of each individual day and the related attendance mark. This can be filtered using the tabs '**All, Present, Absent, Partial**' at the top of the screen.

To dig even further again, choose a date and click **details**. This will give you a **lesson by lesson breakdown** of attendance on that particular date. There is a sample picture below.

Attendance details

Wednesday, 4th September 2019

Time	Subject	Attendance mark	Notes
08:30	Civic,Social & Political Educ.	Unexplained	
08:30	AM roll call	Unexplained	
09:10	Social, Personal and Health Education	Present	
09:50	Business Studies	Present	
10:30	Assembly	Present	
10:55	Mathematics	Present	

To Keep Track of Your Child's Behaviour

- To get to Behaviour page, select your **child's name** from the parent dashboard or from the 'Your Children' dropdown and then click '**learn more**' under **Behaviour**.
- In the Behaviour View screen, you can view the **progress score** and breakdown of **incidents** in this academic year.
- Scroll down the page to see details of each behaviour incident that has been recorded for your child.



- Thank you for using the VSware app.
- For further information visit support.vsware.ie or contact Inver College.

