



Parent Teacher Meeting Organiser User Manual

1. Parent/Guardian Instructions

1.1. Parent / Guardian Login

The Parent / Guardian Login page allows parents and guardians access to the system.

When you log in, the system will guide you to:

1. Input your preferences to meet your student's teachers
2. View your meeting rota

To Log into your account, you need:

1. School Roll Number – 61690W (Capital W)
2. Student VSWare id – this has been given to your student and is stuck into their journal

Parent Teacher Meeting Organiser
Parent / Guardian Login

School Roll Number:

Student ID:

The PTM site can be accessed using the link below:

<https://ptmorg.com/parentlogin.php>

Demonstration School

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
Applied Technology	Barry Nolan	1
Civic, Social and Political Education	Ronan Moran	5
English	Marie Whittle	2
Geography	John Duffy	5
History	David Lanigan	6
Home Economics	Nicola McCorry	3
Information Technology	Barry Nolan	7
Irish	Sinead Cleary	4
Mathematics	Grainne Nolan	8
Physical Education	Vivienne Garry	9
Religious Education	Elaine Farrell	11
Science	Anne Marie Mulhall	10
Social, Personal and Health Education	Grainne Nolan	13
Spanish	Carol Kiernan	14

Parent Arrival Time :

Parent Departure Time :

1.2 Parent / Guardian Preference Input

The preference page invites parents to make appointments with their student's teachers.

Parents are requested to make appointments in order of preference starting 1,2, etc.

- An entry of 0 means you do not wish to have an appointment for that subject / teacher.
- An entry of 1 means your first preference is to have an appointment for that subject / teacher.

Unfortunately, as each meeting is 5 minutes in duration, teachers will only be able to see 28 parents on the night, so it is important that you make your appointments in order of preference. If a parent enters 1 against six subjects, the system will treat them as being preferences 1, 2, 3, 4, 5, 6. The parent will gain no advantage as the system will randomly choose the order.

At the bottom of this screen, there are two buttons for the parent/guardian to indicate whether

- i. they will not be attending the meeting.
- ii. they will be attending the meeting and they want their preferences saved.

Once you have clicked one of the above, the system will return you to the parent login screen and a notice to confirm your options will be displayed.

1.3. Parent / Guardian Rota

Parents / guardians use this page to view the times of their appointments. When you log into the PTM registration portal on the day of the PT meeting, this page will automatically open up.

Example:

Demonstration School
Parent Teacher Meeting on 15 Oct 2021
Third Year

Student : PETER MCHUGH

OK

You are reminded that each appointment is strictly limited to 5 minutes.

Time	Teacher	Class
15:00	MS E.PHILLIPS	History
15:10	MS T.ROUSSEAU	English
15:20	MR G.TIERNEY	Technical Graphics
15:30	MR B.KEEGAN	Geography
15:40	MS N.SMITH	Mathematics
15:50	MR L.PEARCE	Music
16:00	MS F.BAYLY	Home Economics
16:10	MR P.KILPATRICK	French

Schools can enter a message for the parents in this space. It expands to the required length

Please have this information printed or available on another screen for the meeting

If you do not get an appointment time with a particular meeting please remember you will be getting a full report sent to you from all teachers in November. If there is something urgent you wish to discuss please contact Ms. Fennel, Yearhead (amandafennell@cpckilcullen.com) or Ms. Reigh, Deputy Principal (aislingreigh@cpckilcullen.com)

1.4 Parent Teacher Meeting - 11th October

Prior to the meeting you will receive an email from the school containing the Zoom link to each teachers meeting. You will use these Zoom links and your rota above to meet the relevant teacher at the appropriate times.

Teacher Name	Meeting ID	Meeting ID Password	Direct Zoom Links
M.Brennan	985 5434 6298	665933	https://zoom.us/j/98554346298?pwd=WV
Ms. B Briody	995 5901 4768	268085	https://zoom.us/j/99559014768?pwd=U2J
Mr S Brogan	97319117103	741103	https://zoom.us/j/97319117103?pwd=WF

How to attend the meeting:

1. Meetings are scheduled to take place on Zoom between 4:15pm and 6:45pm. (The system will do its best to group your meetings times as close together as it can)
2. Download the Zoom app to the device you will use for the meeting.
3. Print off your meeting rota from the PTM Registration portal (example shown above).
4. Use the relevant Zoom Teacher link to attend each meeting. (example shown above).
5. **Please ensure that your Zoom user name matches the name we have for you on VsWare so that the teacher can recognise you and let you enter the meeting from the waiting room.**

Things to Note:

There is only one set of appointments available for each student. If it has been the practice in your family for parents to attend separately this is not something the system currently facilitates. You can however both attend the same Zoom meeting. Please contact us if you need to be accommodated in this way.