




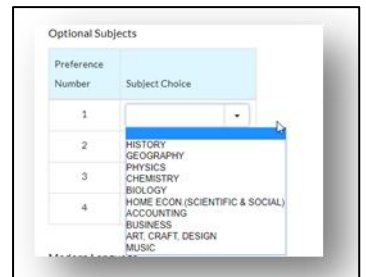
## 5<sup>th</sup> Year Subject Options on Vsware

Dear Parents / Guardians,

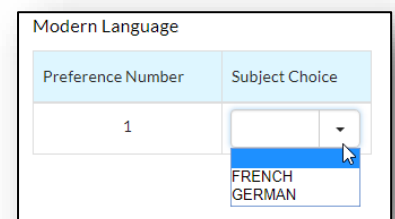
Our school currently uses Vsware as our school administration software; the software is cloud based and as a result this affords us the opportunity to give parents access to the software to view their daughters personal details, attendance, term reports, student timetable and to complete student options online. We are allowing “parental access” to Vsware to complete the Fifth Year Subject options.

**Please log into VSware using the Username and Password that has been previously issued, to complete the 5<sup>th</sup> Year Subject Options**

- To complete the Fifth Year “**Subject Options**”, select the  **Student Options** tab on the left hand side. A message of instruction is shown along with the “**Optional subjects**” dialogue box. To the right of each of the preferences 1-4 select the blank box, when selected a drop-down menu of all of the Optional subjects will appear as shown. Select the subject, and repeat the same for each of the preferences 1-4.



- A second dialogue box called, “**Modern Languages**” is also shown; this allows students to select either German or French in the languages block. Any student who has a languages exemption should leave this blank as shown.
- . When you have inputted the “**optional subjects**” you will receive a message saying that “**options entry completed**”.



Kind regards,

*Pat Livan*

Principal