

# De La Salle College Waterford.

The following is an outline of the steps required for parents/guardians to participate in our online Parent/Teacher meetings.

## Prior to Parent/Teacher Meeting:

To schedule every parent/guardian time with each teacher, without clashes, we will be using PT Organiser to coordinate meetings. In preparation for this, each parent/guardian must sign into the PT Organiser website, put an order of preference on their students' teachers and acknowledge their intention to attend or not.

To log in to PT Organiser follow the steps outlined below:

- Go to <https://ptmorg.com/>
- Click on Parent/Guardian Login.
- Use the School Roll No. (649500) and the student ID (has been given to each student or contact the school) to log in.

six,four,nine,five,zero,capital O

Parent Teacher Meeting Organiser  
Home Page

Parent / Guardian Login

School Login

Teacher Login

Parent Teacher Meeting Organiser  
Parent / Guardian Login

School Roll Number:

Student ID:

Login

Once logged into PT Organiser, parents/guardians are asked to number their son's teachers in order of preference (1 going to the teacher/subject you want to see the most and working your way down). If you are attending the meeting but do not need to see a particular teacher, put a 0 beside their name.

If you can not attend the meeting click "I am unable to attend the meeting"

Once this is done, parents/guardians can then acknowledge their intention to attend or not.

Student : MOLLY PHILLIPS

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
Art, Craft, Design	MS MCDERMOTT	1
English	MR FERRIS	5
French	MR PRENTICE	3
Games	MR TICHE	7
Geography	MS JONES	6
History	MS O'BRIEN	2
Home Economics	MS JONES	3
Irish	MR KAVANAGH	9
Mathematics	MS HEASLIP	4
Music	MS KEARNEY	11
Religion	MR PRENTICE	12
Science	MS HEASLIP	10
Spanish	MR DOYLE	0

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

Once all parents complete the above steps, the software can then schedule the meeting. After this has been completed, normally a day or two before the meeting, parents can log back into the PT Organiser website again, as outlined above, and view their timetable for the meeting.

Student : PETER MCHUGH

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
16:50	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 print and bring with you to the meeting

PRINT THIS ROTA    LOG OUT

### Attending the Online Meeting

The online meetings will take place using Google Meets, the same software used for live lessons throughout remote learning. To attend the meetings, you will need to gain access through your son's Google Classroom account. Each teacher will have a meeting link posted here for you to click on at your allocated time.