## 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 <a href="https://ptmorg.com/">https://ptmorg.com/</a>

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

• 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.

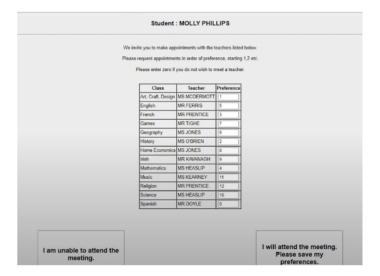




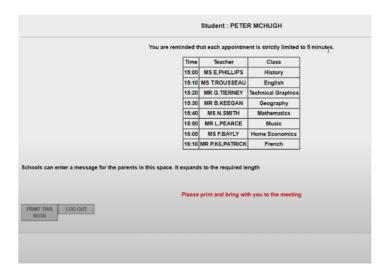
Once logged into PT Organiser, parents/guardians are asked to number their son's teachers in order of preference (1 going to the teacher/subject you want to see the most and working your way down). If you are attending the meeting but do not need to see a particular teacher, put a 0 beside their name.

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.



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.



## **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.