

**CDL Guide to Parent-Teacher
Meeting Organiser
(PTMOrg.com)**



Parent Teacher Meeting	3rd Year (2022-2023)
Date of Meeting	Thursday 27th October 2022
Time of Meeting	14:45—17:15 (2.5 hours)
Date on which system will open for parents to input their preferences	14:00 on 10.10.2022
Date on which system will close for parent to input their preferences	12:00 on 14.10.2022
In school or online via MS Teams?	Online via MS Teams

A Guide to PTM Organiser for Coláiste De Lacy



Step 1: Access the system on ptmorg.com or by clicking on the link on colaistedelacy.ie

To access the system, go to the PTM Organiser website at PTMorg.com or click on the link on colaistedelacy.ie



Step 2: Click on the Parent/Guardian Login

Parent Teacher Meeting Organiser

Home Page

Parent / Guardian Login

School Login

Teacher Login

Please click here to log in.

Step 3: Enter the school roll number (76196W) in the first box and the Student ID in the second box (see sticker in dialann)

Parent Teacher Meeting Organiser

Parent / Guardian Login

School Roll Number:

76196W

Student ID:

Login

If the school roll number is not already here, then please enter 76196W.

The Student ID will be given to students in advance and can be found on a sticker on the inside cover of the student dialann/journal.

Step 4: Check with your child that the list is accurate and enter your preferences for meetings

Coláiste De Lacy
 Teacher Meeting on 17 Feb 2022
 5th Year PTM

Student : **Student Name will appear here**

STATUS OF PREFERENCES | CHOOSE ACTION | CHANGE MEETING | SCHOOL DETAILS | LOG OUT

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
Agricultural Science (24)	Thomas James Freney	0
Business (33)	Aishling McNeill	0
Construction Studies (29)	Padraig Kennedy	0
English (2)	Emma O'Reilly	0
Irish (1)	Emma Daly	0
Mathematics (3)	Angela Guinan	0
Spanish (12)	Dara Aniss	0

Parent Arrival Time 14 : 45
 Parent Departure Time 17 : 15

The parent is unable to attend the meeting. | Continue Processing

Please click here if you are unable to attend the meeting.

Please enter a number beside each teacher to indicate your preference to meet with them.

For example; if Iníon Daly is the teacher that you most wish to meet, then enter number 1continue to the next teacher that you wish to meet and enter the number 2 in the preference box.

Please continue in order of preference.

Please enter 0 (zero) if you do not wish to arrange an appointment with any teacher.

The number of appointments for each teacher is limited to 50 slots. If a teacher has more that one group then it may not be possible to see all teachers.

When you have entered all of your preferences, then please click 'Continue Processing'



When the appointments have all been scheduled, parents will receive a text message from the school to let them know that their list of appointments can then be viewed by logging back into the system, as before.

Step 5: The school will send you a text message when meetings are scheduled. Log back in and check your schedule.

Demonstration School
 Parent / Guardian Teacher Meeting on
 YEAR

Student :

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

Time	Teacher	Class
16:50	Ms J.Jill	Mathematics
18:00	Ms S.Son	Visual Arts
18:10	Ms V.Vic	English
18:15	Ms C.Cla	History
18:20	Mr P.Pet	Geography
18:25	Ms S.Sio	Irish
18:30	Ms E.Eim	Home Economics
18:35	Miss L.Lin	Science
18:40	Ms J.Jen	German

Thank you for completing the form indicating which teachers you wish to see at the forthcoming Year meeting.
 You will see the appointments that have been arranged for you. It is a busy afternoon and it is very important that everyone adheres to the schedule they have been given.
 Please let us know in advance if you are unable to attend the meeting. If you have any queries about the afternoon please contact Carol at 49 498 4887

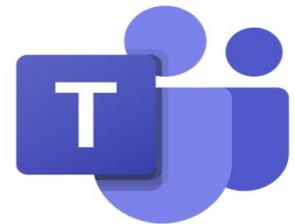
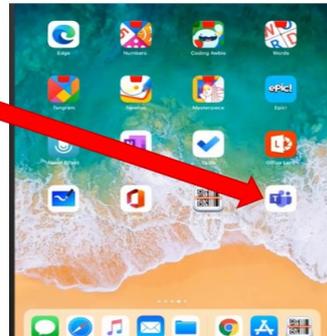
On the day of the meeting, students will leave their iPads with their parents (in case they are not home in time for meeting) and the teacher will **video call** the parents at that time.

Students are encouraged to attend the meeting where possible.

The iPad will need to be connected to Wi-Fi.

Parents will need the unlock code of their child's iPad. Please get this in advance.

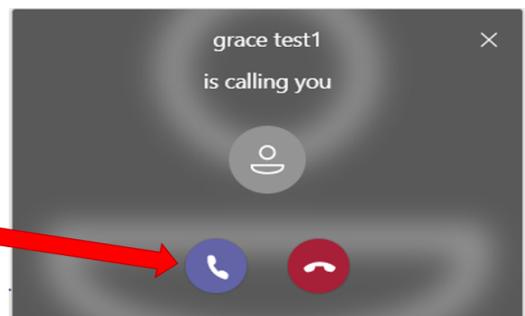
Once unlocked, parents will click on the MS Teams application on the home screen.



Teachers will make video calls to the students iPad at the time of each meeting.

Meetings need to be kept on schedule (3 minutes). Parents can contact the school to arrange a meeting if something warrants longer discussion.

Cameras must be kept on at all times or the meeting will not proceed.



- Enter preferences for meetings on ptmorg.com before deadline
- Student ID number (see sticker in student dialann)
- Unlock code for student iPad
- Connect iPad to Wi-Fi for meeting & open MS Teams app

Contact the school office at
01 5241075 or
emailcolaistedelacy@lmetb.ie