



## Coláiste Achadh an Iúir Virginia, Co. Cavan

**Sixth Year Parent Student Teacher Meeting Tuesday 19<sup>th</sup> October 2021  
via Microsoft Bookings**

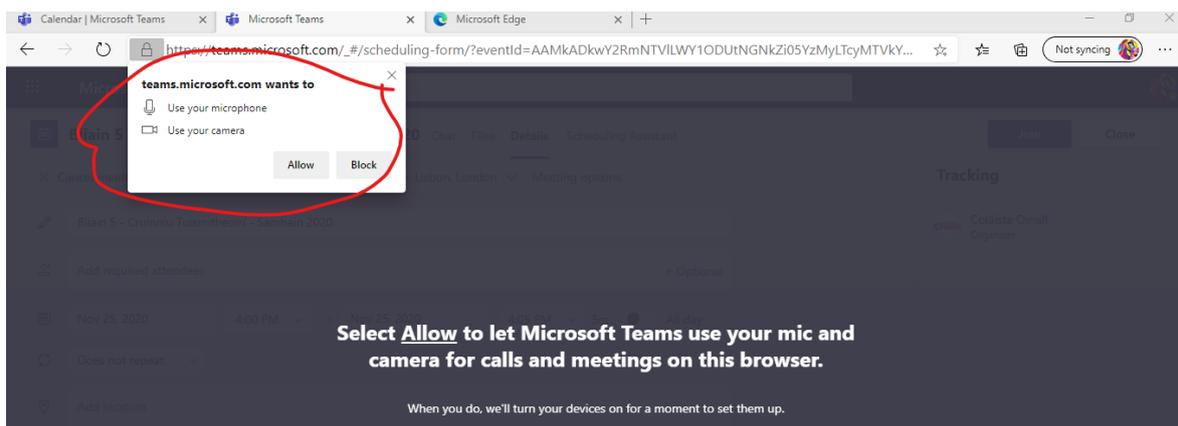
**Click on the booking link**

<https://bit.ly/3ac47DF>

We will hold a virtual Parent-Teacher Meeting, on Tuesday 19<sup>th</sup> October for parents of Sixth Year students between 4:15 and 6:45pm. This meeting will require you to use a smart phone, laptop, PC or other device that has a built-in microphone and camera. (Please ensure that your microphone is working)

Download the Microsoft TEAMS App from the App Store to your phone or device. Alternatively google Microsoft TEAMS and you will be asked if you wish to download Microsoft TEAMS to your PC. (You may wish to use your son/daughter's Teams account and this will make it easier.)

Make sure camera is turned on and mic is unmuted. However, if you have broadband issues you can turn off camera, thus improving the quality of the sound. You of course, will still be in a position to see the teacher.



Each meeting will be five minutes in duration. **Meetings should not be recorded.** Your son/daughter is requested to join you at the meeting and perhaps help you out with any technical issues that might arise.

**Principal:** Niall M. Lynch

**Web:** [www.virginiacollege.ie](http://www.virginiacollege.ie)

**Bord Oideachais agus Oilíú an Chabháin agus Mhuineacháin**

**Deputy Principal:** Seamus Greene

**Email:** [info@virginiacollege.ie](mailto:info@virginiacollege.ie)

**Deputy Principal:** Kaye Duffy

**Telephone:** (049) 8547050

**Cavan and Monaghan Education and Training Board**



## Coláiste Achadh an Iúir Virginia, Co. Cavan

The link to the Virginia College Sixth Year Parent-Teacher meeting landing page is:

<https://bit.ly/3ac47DF>

This landing page contains a list of all the Sixth Year teachers in the dropdown menu on the right-hand side of the screen.

Select the various teachers individually that teach an examination subject to your son or daughter. It is not necessary to include the Non Exam PE, Religion, or Class Tutors/Year Head. Your son/daughter can confirm the names of the teachers that are applicable to you.

On the occasion where one teacher happens to teach the student two subjects one meeting slot will suffice. If a teacher is booked up for meetings on that evening you will see 'unavailable' on the scroll down list.

As some teachers teach more than one class group, they may not be a position to meet all parents on the evening. If you wish to speak with the teacher then please make contact with the office.

Once you select a teacher's name the remaining available appointment slots for that teacher become visible.

Select a five-minute time slot for a meeting with that teacher and click on it.

# Virginia College

**Sixth Year Parent Teacher Meeting 2021-22**  
5 minutes 🌐 ⓘ

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**19 October**

< > October 2021

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select staff (optional)

👤 Anyone ▼

16:15	16:20	16:25
16:30	16:35	16:40
16:45	16:50	16:55
17:00	17:05	17:10
17:15	17:20	17:25

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## Coláiste Achadh an Iúir Virginia, Co. Cavan

Scroll down to the section entitled **Add your details**. **Enter the student's name and the email address** that you will be using to facilitate the video meeting. It is important to enter your child's name rather than your own so teachers know who they are meeting and take full advantage of the short time slot available.

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Add your details

Name

Email

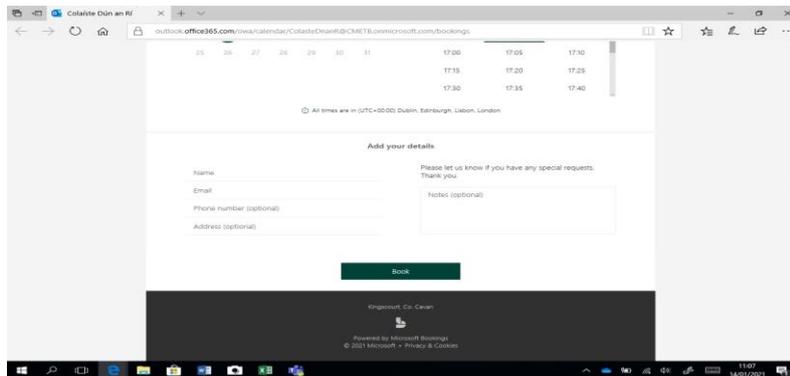
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Provide additional information

If you have a specific question can you please type it here. (optional)

[Book](#)

Confirm the appointment with that individual teacher by clicking **BOOK**. The following screen will appear:



Click **Ok** and you are taken to the original booking screen and you can repeat these steps to schedule appointments with the remaining teachers by pressing **New booking** each time.

We suggest that you do not select consecutive slots to give yourself the opportunity to return to your emails and open the next meeting link.

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You will receive separate emails, each one confirming the time of each meeting (sample email below) and more importantly each email will contain a link which will bring you to the meeting room. You click **Join your appointment** (or **JOIN MEETING**) and the teacher will join you. (Note: If you do not receive a confirmation email this is most likely because the email address you used is incorrect due to an error e.g. using .co instead of .com or using .com instead of .ie).



Confirmed booking for  
**Mark Lynch**

Sixth Year Parent Teacher Meeting 2021-22 with  
Niall M. Lynch



19 October 2021  
16:20 - 16:25

(UTC+00:00) Dublin, Edinburgh, Lisbon, London

[Join your appointment](#)

via Microsoft Teams

Please be punctual with appointment time slots but if you are early you will remain in the waiting room until the teacher admits you to the meeting. Remember that the teacher is moving from one parent to another every five minutes. **The meeting will end automatically after the five minutes**, this is not the teacher being rude but to accommodate everyone the booking system only allows five-minute slots.

Please note: This is a new model for the all of us. It is not perfect. It has advantages and disadvantages but hopefully it will work as well as it can under the circumstances.

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