

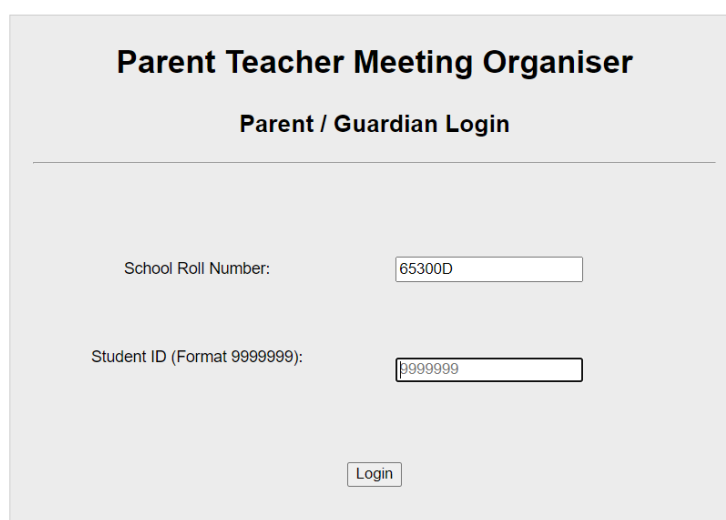
Instructions for Rockwell College 1st Year Online Parent Teacher Meeting – Please Read **Both** Pages Carefully

To Register

Steps 1 – 3 must be completed at the latest by **Tuesday 2nd March at 4pm.**
The facility is closed after this time with **no option for late entry.**

Step 1: Go to <https://tinyurl.com/1stPTmeeting>

Step 2: Enter the 7-digit Student ID (issued to you by separate email)



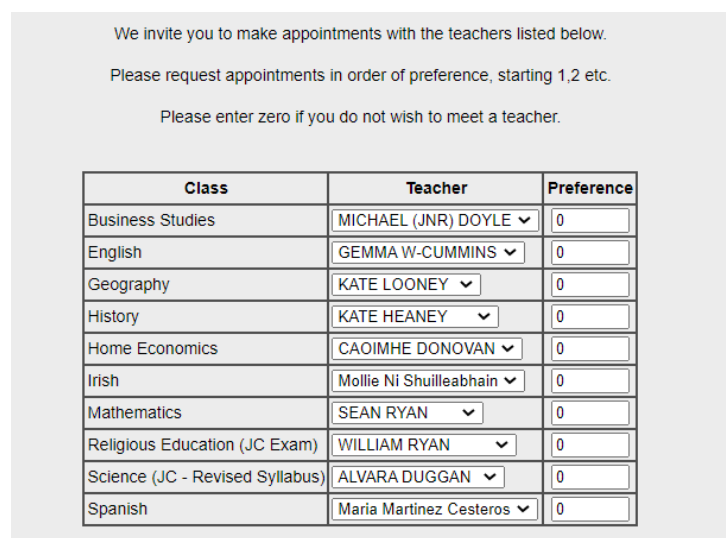
Parent Teacher Meeting Organiser
Parent / Guardian Login

School Roll Number:

Student ID (Format 9999999):

If you have not received this ID please contact the office at info@rockwellcollege.ie

Step 3: You are now asked to enter your preferences for each of the subjects listed



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
Business Studies	MICHAEL (JNR) DOYLE	0
English	GEMMA W-CUMMINS	0
Geography	KATE LOONEY	0
History	KATE HEANEY	0
Home Economics	CAOIMHE DONOVAN	0
Irish	Mollie Ni Shuilleabhain	0
Mathematics	SEAN RYAN	0
Religious Education (JC Exam)	WILLIAM RYAN	0
Science (JC - Revised Syllabus)	ALVARA DUGGAN	0
Spanish	Maria Martinez Cesteros	0

Step 4: Check your schedule of appointments after 1 pm on Wednesday 10th February by again visiting <https://tinyurl.com/1stPTmeeting>, using the same login details as Step 1.

Due to time constraints it is unavoidable that a small number of parents will not be able to see all their child's teachers and it is for this reason we employ a preference system. The higher the preference you enter for a teacher the greater the likelihood you will be scheduled for an appointment with them.

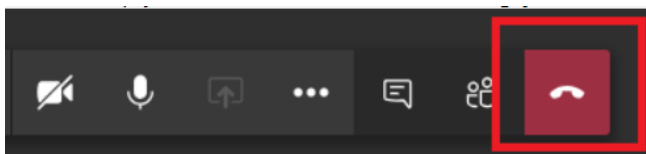
On the Day of the Meeting, Thursday 4th March

For **each** of the subjects on your schedule:

- Check your child's MS Team to ensure a meeting is available for you to join.
- At your scheduled time a meeting should already be in progress; you start the meeting by selecting  at the top of the screen.
- You will be directed to a lobby briefly while waiting to be admitted by the teacher.

If you cannot join the meeting, phone 062 61444 for assistance.

- Each meeting will last 5 minutes, please allow enough time to leave one meeting and join the next.
- To leave the meeting, click on the 'Leave' button, highlighted below.



Please note that teachers will only have 5 minute slots with no break between them. For this reason, it is very important that you are on time and the meeting finishes on time.

In order to maximise available time, we will not be scheduling meetings in PE, CSPE or SPHE.