



# VShare Manual



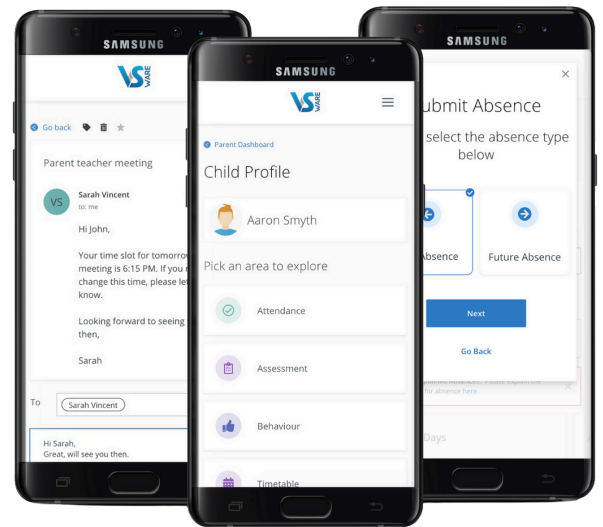
**VShare App  
is free to download for  
Parents and Guardians**



Parents and Guardians of Coola PPS are now **required** to download the free VShare App onto their mobile device / desktop

Using the app parents / guardians are asked to view their child's/children's profile and:

- Submit Explanations for Absence
- Submit Requests for Absence
- Monitor Attendance
- Monitor Behaviour
- View Timetable
- View Academic Reports



## How to download the free VShare App

### For Android Devices

Visit the Google Play Store on your device and search for VShare

### For IOS Devices (Apple)

Visit the App Store on your device and search VShare, Tap Install

When the App is on your device, start typing Coola, then select it from the dropdown list when it appears.

Enter your username & password and select Login.

From here you can view your child's / children's profile.

For parents / guardians of First Year or New Students, we will send you a text message with your username and how to create your password.

For parents / guardians of current students who need to reactivate their account, please contact reception.



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## Submitting absences / Informing the school when your child is absent

### Future absence

- To inform the school that your child will be absent for a holiday, medical appointment etc., go to the main Attendance screen for your child, scroll down to Absence Requests and click Submit Absence



- Then select either Single Day or Multi Date and hit Next
- Select the date, the type of absence (holiday, illness etc), and provide a reason for the absence
- Hit Submit. Your absence request will be sent to the school for approval
- Note: if you select Single Day you will be given the option to select a Full Day or Partial Day absence

### Past, unexplained absence

If your child has been absent in the past without an explanation being given to the school, you can record the reason in one of two ways

- Go to the main Attendance screen for your child, scroll down to Absence Requests and click Submit Absence
- Select Past Absence and hit Next
- Then select the date in question, enter the type and reason for the absence and hit Submit. The information will then be sent to the school
- Alternatively, there will be a notification on in red at the top of the Attendance screen. Click into this to record the reason for the absence



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**Submit Absence**  
Please select the absence type below

Past Absence      Future Absence

Next

Go Back

**Submit Absence**  
Please select the unexplained absence from below:

- Unexplained Absence 17/08/2020 Select
- Unexplained Absence 27/08/2020 Select
- Unexplained Absence 28/08/2020 Select
- Unexplained Absence 01/09/2020 Select

Go Back

Parent Dashboard    Your Children

Child profile

Day Attendance

Donna Adams

2019/2020 - Academic Year

Overview

4 Unexplained Absences. Please explain the reason for absence [here](#).

### Editing and deleting an absence request via the mobile app

- Open the mobile app and go to Attendance > Absence requests > click on 'details' beside a specific request > here you can select the edit or delete pencil.

Absence Requests

Submit Absence

Filter by Attendance Type:

All Pending Approved Rejected

1 - 4 of 22

Dates	Status	Absence Reason	Attendance Type	
01/10/2020	Approved	Illness	Single Day absence	Details
20/09/2020 - 21/09/2020	Rejected	Illness	Multiple day absence	Details
14/09/2020 - 19/09/2020	Approved	Illness	Multiple day absence	Details

### View Pending Attendance Requests

- On the main attendance screen, scroll down to Absence Requests. You can use the tabs along the top to sort according to Pending, Approved or Rejected requests
- Click on Details to read further details such as why a request was rejected etc.