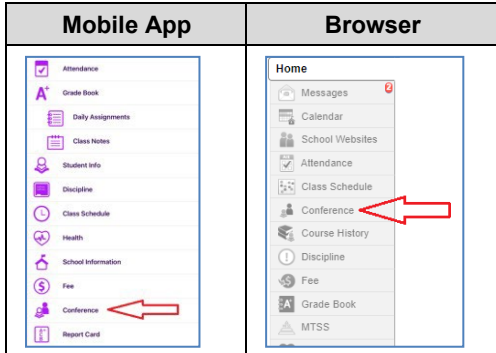


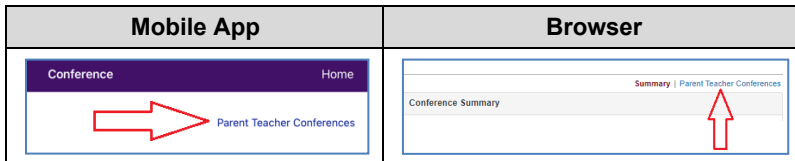
## Steps to Schedule Parent Teacher Conferences in ParentVUE

Use the following steps to schedule a conference with a teacher who has indicated scheduling information is available in ParentVUE.

1. Login to ParentVUE using the mobile app or a web browser => [portal.dhschools.org](http://portal.dhschools.org)
2. Select the appropriate student.
3. From the left navigator select "Conference".

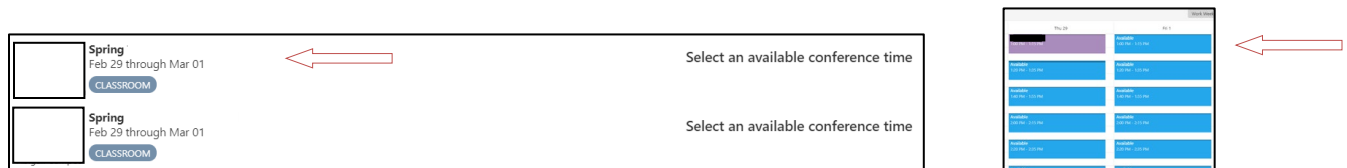


4. In the upper right corner, select the "Parent Teacher Conferences" option.

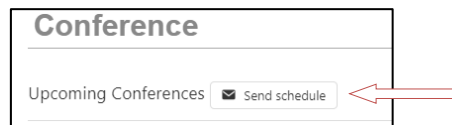


5. Select the individual teacher that you wish to schedule a conference with and then select from the available times listed. The available time will change from blue to purple and list your student's information.

*Note: Repeat this step as needed for the currently selected student if you would like to schedule a conference with more than one teacher.*



6. The selection will autosave and a confirmation message will be sent by email. **Click "Email Schedule" to have the full scheduled conference information sent to you via email.**



7. (Optional) Repeat steps 2-6 as needed to schedule additional conferences for other students.



After conferences have been scheduled, parents can review and adjust times during the specified scheduling window. Once the scheduling end date has occurred, parents must communicate directly with the teacher to make changes. Also, once the scheduling end date occurs, parents can still review the scheduling information in ParentVUE by clicking "Conference" from the navigation.

