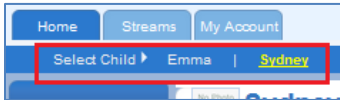




Steps to Schedule Parent Teacher Conferences in ParentVUE

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

1. Login to ParentVUE.
2. Use the "Select Child" option to select the appropriate student.



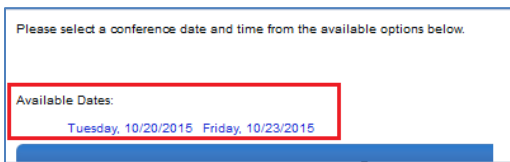
3. From the left navigator select "Conference".



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



5. Select the preferred conference date from the list of available dates.



6. Locate and select your preferred conference time for the date selected.

Parent Scheduled Conferences		
10/20/2015	Conference Time	Stefanie Haldiman HSH World History 1A location: Room 425
Tuesday, 10/20/2015	8:00 AM	-
Tuesday, 10/20/2015	8:15 AM	-
Tuesday, 10/20/2015	8:30 AM	<input checked="" type="checkbox"/> Selected conference time
Tuesday, 10/20/2015	9:00 AM	-
Tuesday, 10/20/2015	9:15 AM	-

7. A confirmation message will display in the upper right corner. Click "Email Schedule" to have the information sent to you via email.

