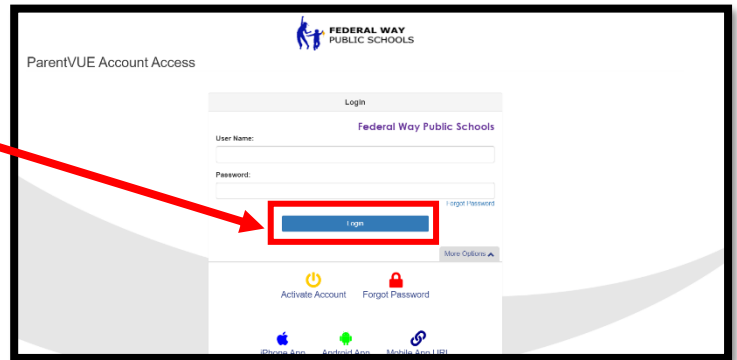


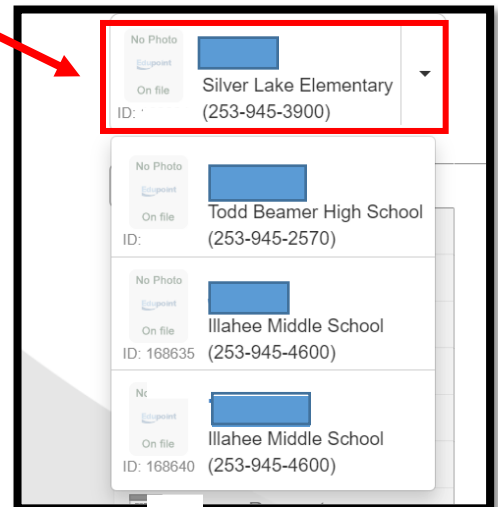
HOW TO Schedule a Scholar Led Conference Event in ParentVUE

This **HOW TO** guide will walk you through the steps of scheduling a scholar led conference event in ParentVUE.

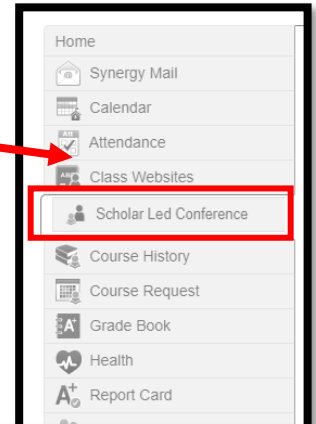
Step 1: Navigate to grades.fwps.org and login to ParentVUE.



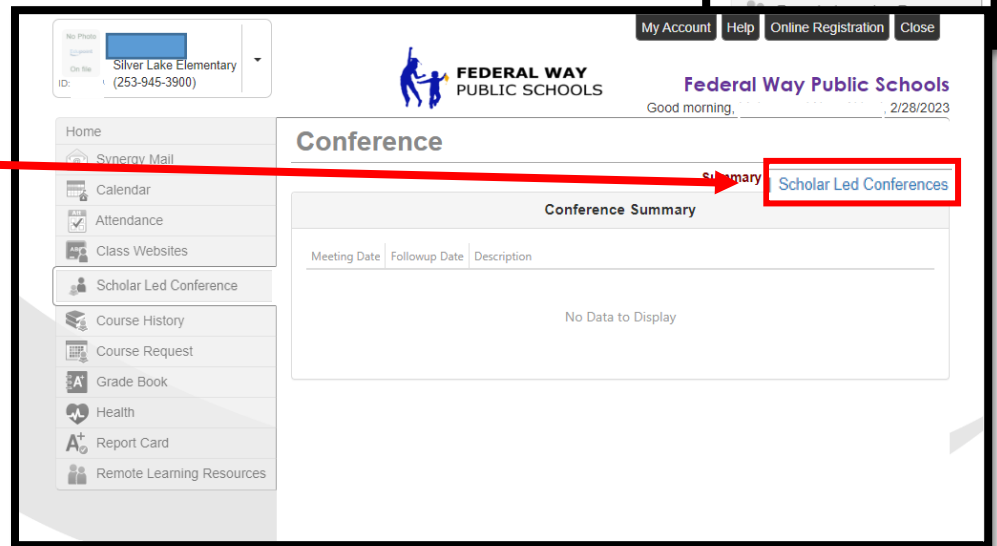
Step 2: If you have more than one scholar, select the scholar you want to schedule a conference for.



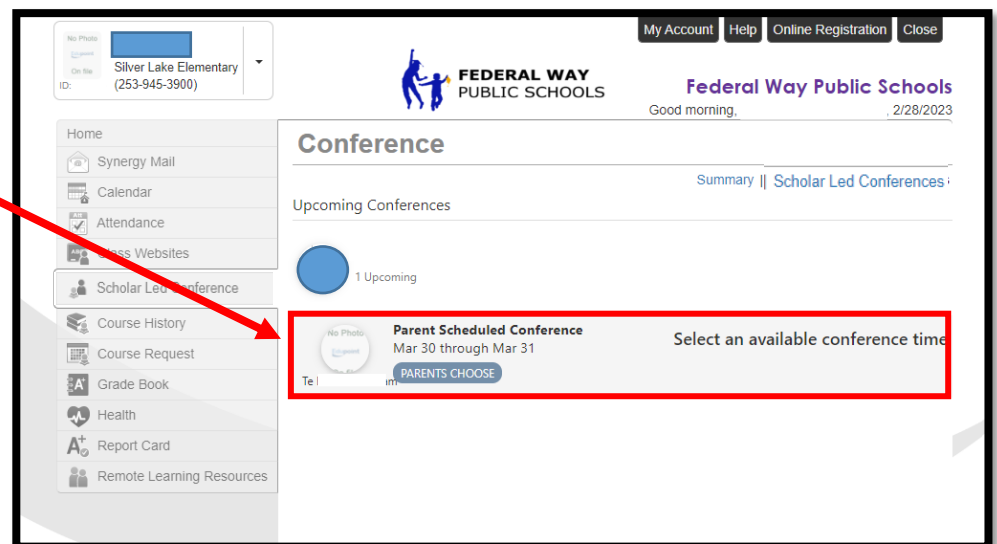
Step 3: In the menu, select "Scholar Led Conference"



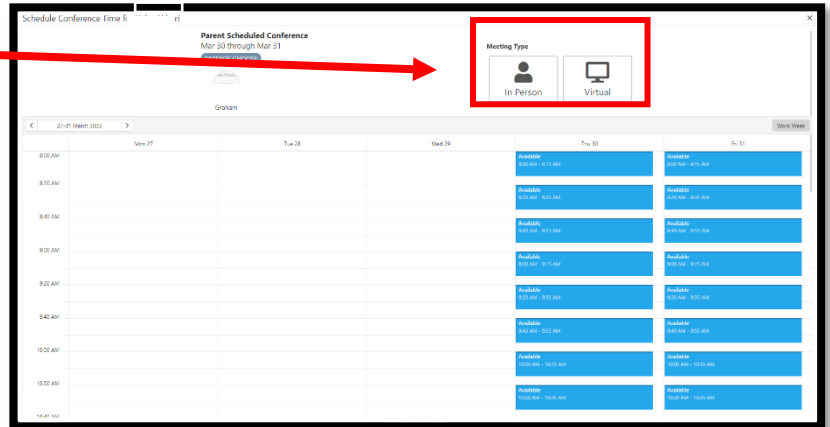
Step 4: Select "Scholar Led Conferences" in the upper right corner



Step 5: Select the Conference event



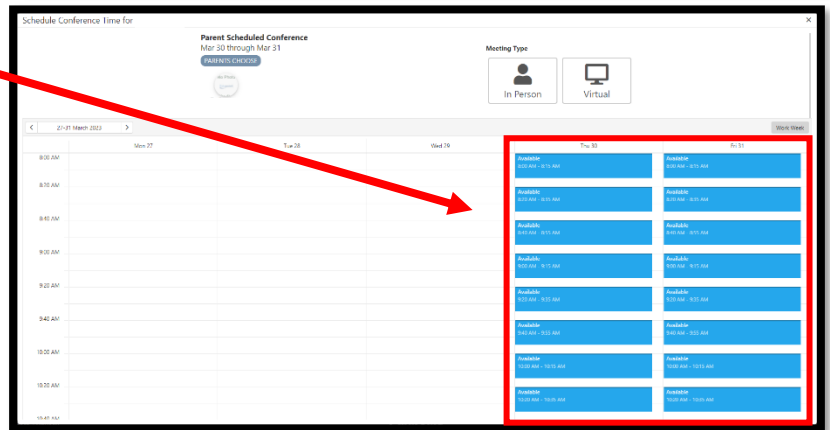
Step 6: Choose if you want your meeting to be "In Person" or "Virtual"



Screenshot of the 'Parent Scheduled Conference' window. The 'Meeting Type' section is highlighted with a red box, showing two options: 'In Person' (with a person icon) and 'Virtual' (with a computer monitor icon). A red arrow points from the text to this section.

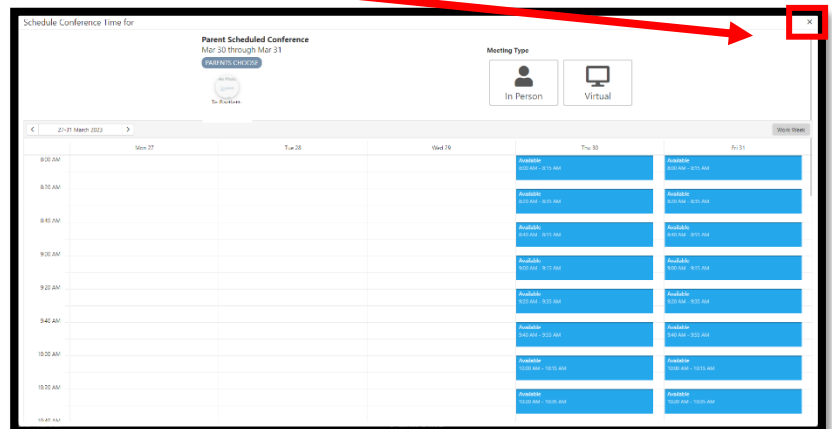
Step 7: Choose an available time for your scholar's conference.

Note: If no available times work for you, please contact your child's teacher.
Note: If you need an interpreter, please contact your school's front office for support.



Screenshot of the 'Parent Scheduled Conference' window. A grid of available time slots is shown for the dates Mon 27, Tue 28, Wed 29, Thu 30, and Fri 31. The time slots range from 8:00 AM to 10:00 PM. A red box highlights the available time slots for Thursday, March 30th, and a red arrow points from the text to this area.

Step 8: Close the window when you are done.



Screenshot of the 'Parent Scheduled Conference' window. The close button (an 'X' icon) in the top right corner is highlighted with a red box. A red arrow points from the text to this button.

Congratulations on completing this step by step tutorial!