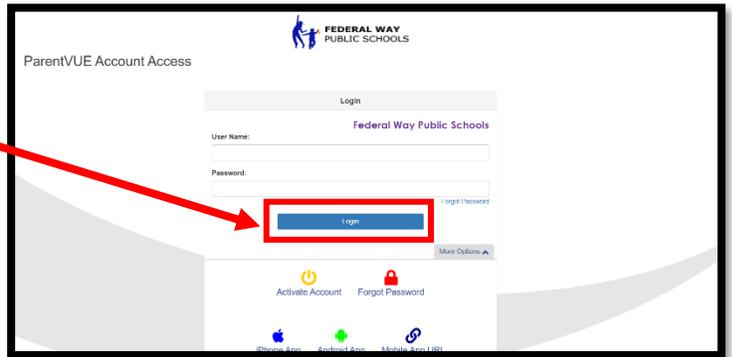


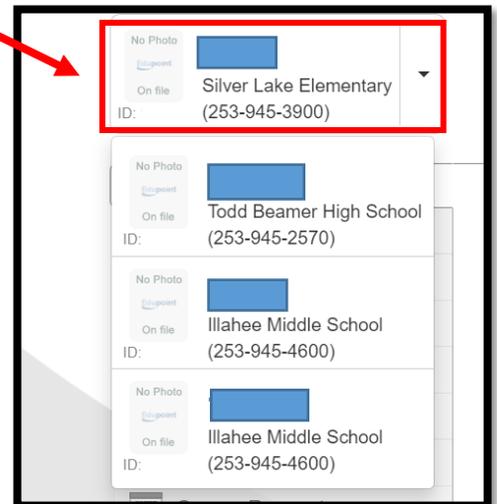
HOW TO Schedule a Scholar Led Conference Event in ParentVUE

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

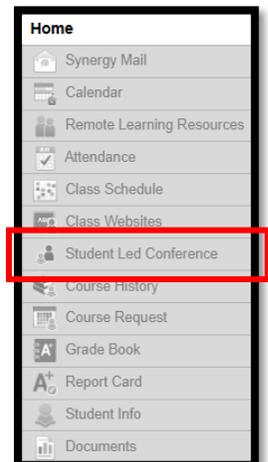
Step 1: Navigate to grades.fwps.org and login to ParentVUE.



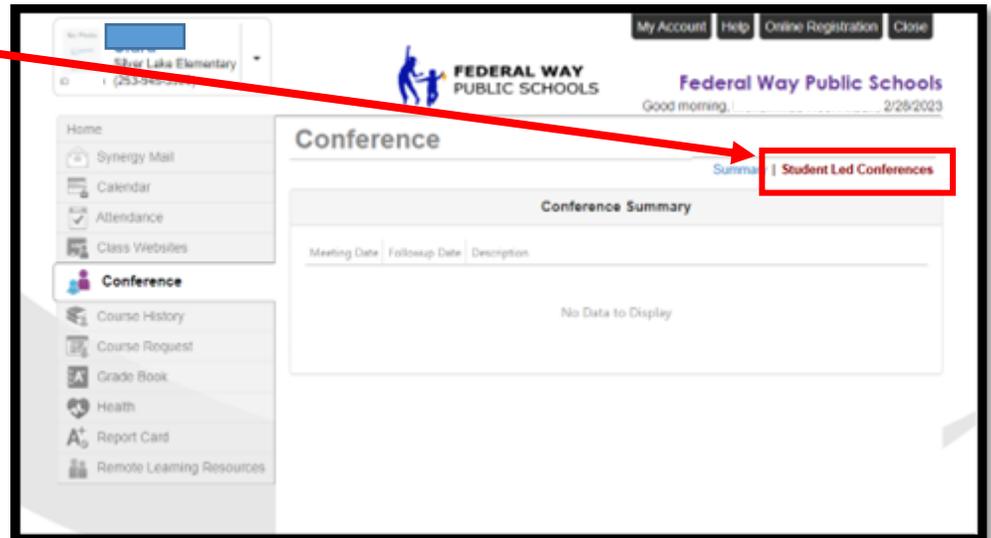
Step 2: If you have more than one scholar, select the scholar you want to schedule a conference for.



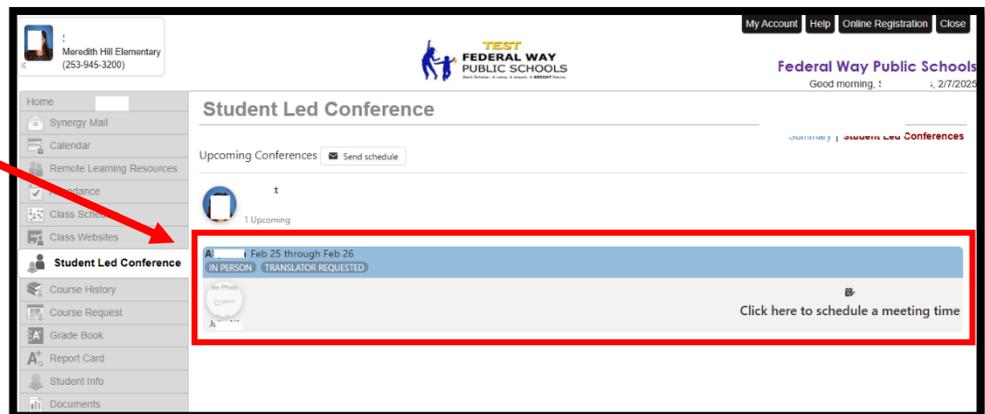
Step 3: In the menu, select "Student Led Conference".



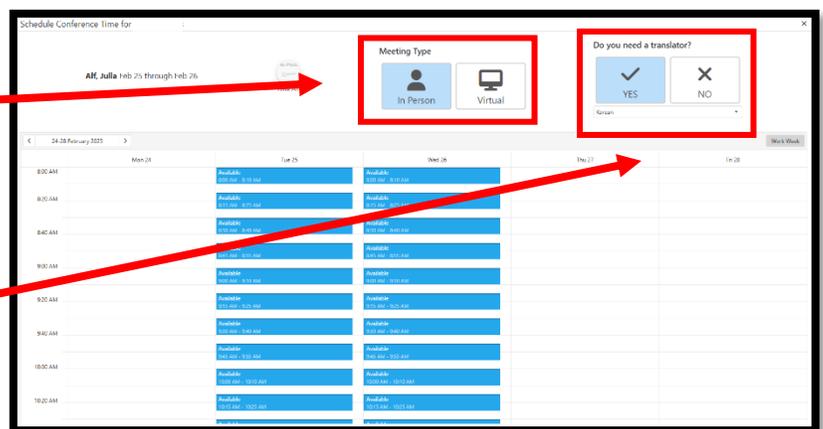
Step 4: Select "Student Led Conferences" in the upper right corner.



Step 5: Select the Conference event.



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

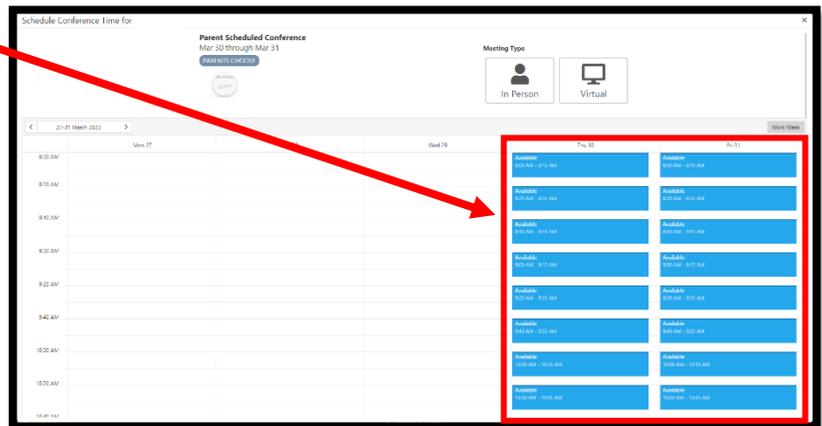


Step 7: Choose if you need an interpreter.

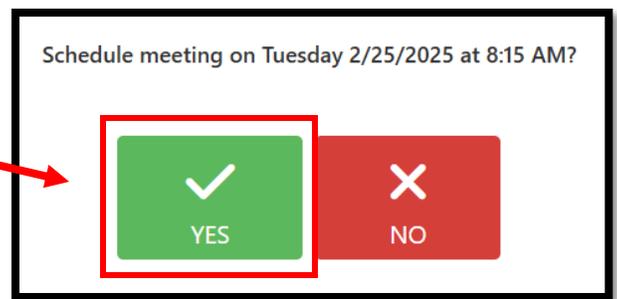
NOTE: If you need an interpreter, also select the preferred language of interpretation.

Step 8: Choose an available time for your scholar's conference.

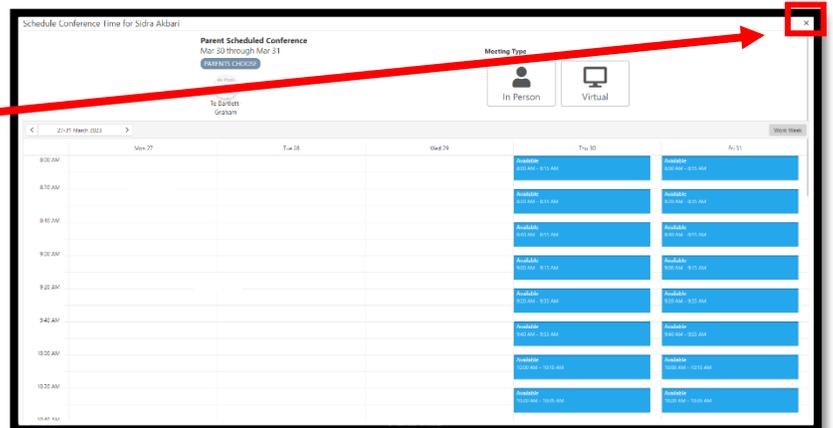
Note: If no available times work for you, please contact your child's teacher.



Step 9: Confirm your selected meeting time by pressing the "Yes".



Step 10: Close the window when you are done.



Repeat this process for each of your scholars in ParentVUE

Congratulations on completing this step by step tutorial!