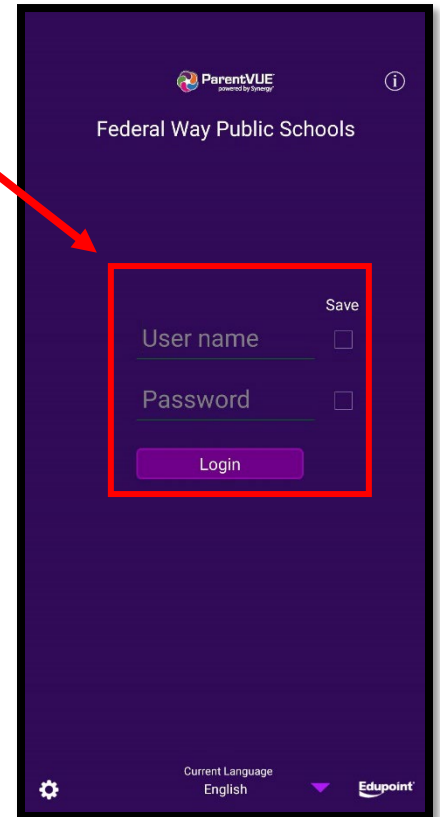
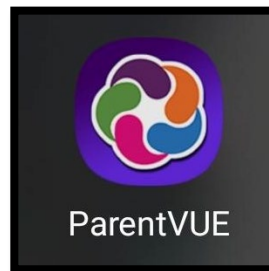


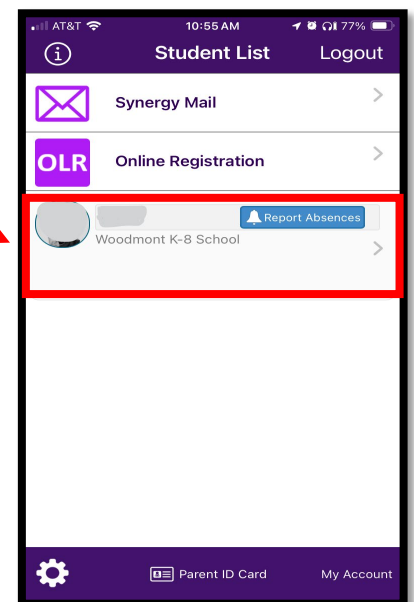
# HOW TO Schedule a Scholar Led Conference Event in the ParentVUE App

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

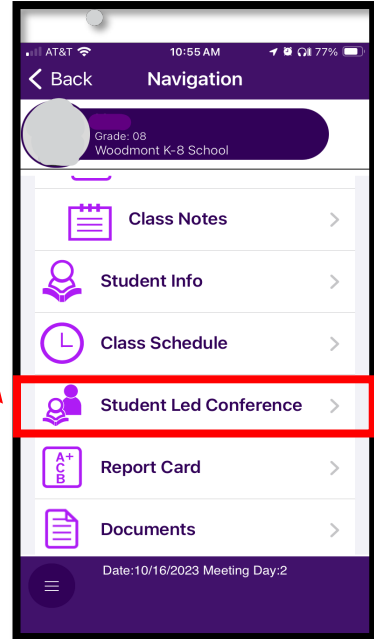
**Step 1:** Navigate to the ParentVUE app and login to ParentVUE.



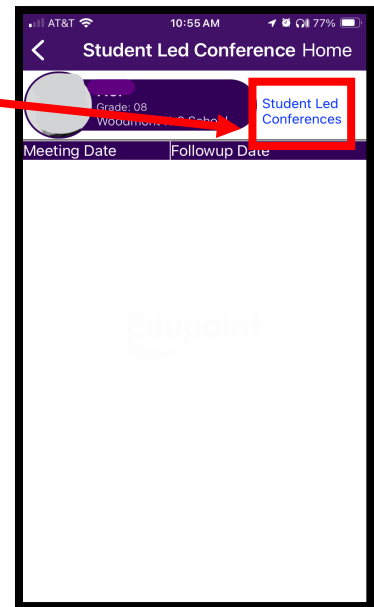
**Step 2:** If you have more than one scholar, select the scholar you want to schedule a conference for.



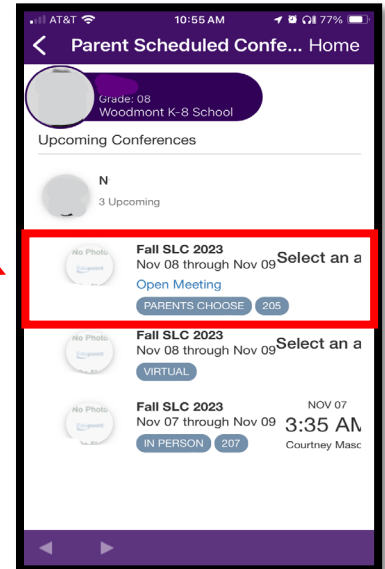
**Step 3:** In the menu, select “Scholar Led Conference”



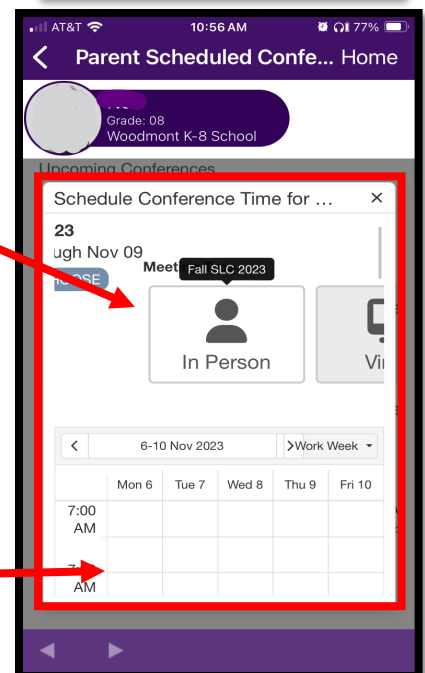
**Step 4:** Select “Scholar Led Conferences” in the upper right corner



**Step 5:** Select the Conference event



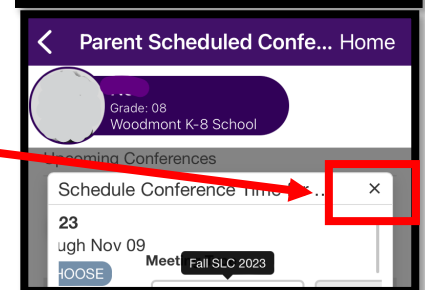
**Step 6:** Choose if you want your meeting to be "In Person" or "Virtual"



**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.**



**Step 8:** Close the window when you are done.

**Congratulations on completing this step-by step tutorial!**