

Parent Directions for Scheduling Parent Conferences Using Synergy ParentVUE

Scheduling Parent-Teacher Conferences

Dear Parents,

IMPORTANT: This tool works best when using a computer and it does NOT work using ParentVue App on a smart phone. Limited access can be achieved going to ParentVue from a smart phone web browser such as Safari or Google Chrome. You will need an active ParentVUE account. If you need assistance, please visit <https://www.matsuk12.us/registration>

1. Log into Synergy ParentVUE using a web browser at https://ak-matsu-psv.edupoint.com/PXP2_Login_Parent.aspx?regenerateSessionId=True

2. Select the **child** for which you want to setup a conference (if you have more than one child in the district). (A)

3. Choose the **Conference** button from the left menu. (B)

4. Then click the **Parent Teacher Conferences** link in the upper right corner of the page. (C)

5. Click to select a teacher (D)

6. Select time. When you select the time, the appointment box will turn purple and display your child's name. If you no longer want that time, click the box again to remove your student. Times that are red, already have a name, or say "locked" are not available.

7. Repeat the process for each teacher and/or student as desired.

8. Day of the conferences you will need to login to ParentVUE to access the Zoom link.

The screenshots illustrate the following steps:

- Logging into the ParentVUE account.
- Clicking on the 'Conference' button in the left sidebar.
- Clicking on 'Parent Teacher Conferences' in the top right corner.
- Selecting a teacher from the 'Upcoming Conferences' list.
- Viewing a calendar for available time slots and selecting a time slot.
- Viewing the 'Schedule Conference Time for: Your student' dialog box.
- Viewing the 'Conference' page with a Zoom link for the scheduled conference.

Please contact us with any questions or problems at (907) 352-7500