

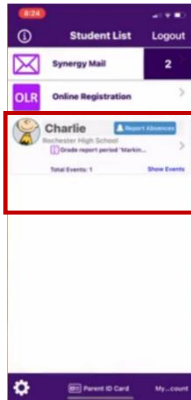


# Parent Teacher Conference Set Up on Mobile App

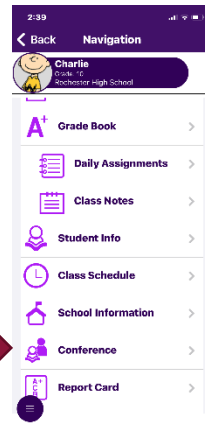
RCS will be conducting Secondary Parent-Teacher Conferences **In-Person and Virtually** (via Zoom using online meeting software). Please follow the instructions below to schedule and attend your student's Parent-Teacher Conference. Parent-Teacher Conferences must be scheduled using the ParentVUE application. **Follow these directions to schedule Parent Teacher Conferences using the ParentVUE Mobile App.**

Log into the ParentVUE App. You will see list of student(s) depending on how many students you have attending RCS. You will need to complete these scheduling steps for each middle or high school student.

## 1. Select Student



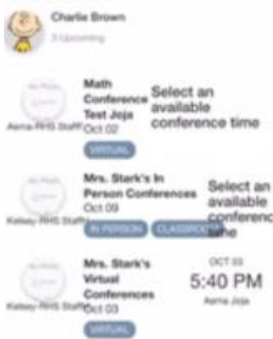
## 2. Click Conference



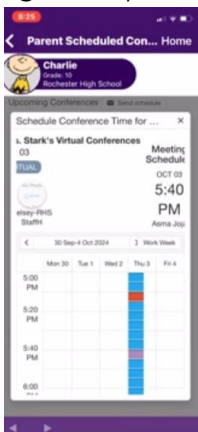
## 3. Select Parent Teacher Conferences



4. You have the option to schedule any class listed in your app. If there is a date/time next to a conference, you have already been scheduled. (Repeat this step for any conference you want to attend).



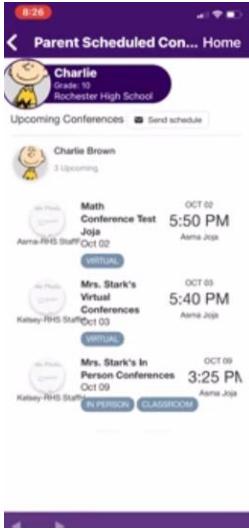
5. Click on the box to select a time. Click the X when you are done. The purple box indicates the time you selected. The red box indicates a busy time. If you need to change it, click on the available slot again. *Repeat these steps for the conferences you want to attend.*



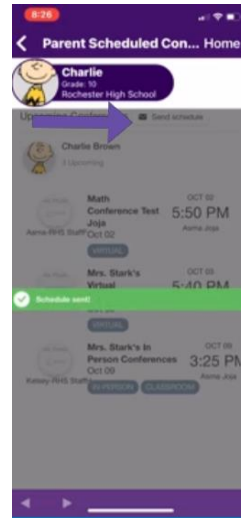


# Parent Teacher Conference Set Up on Mobile App

6. See the list of upcoming conferences.



7. You can **Send Schedule** to your email.

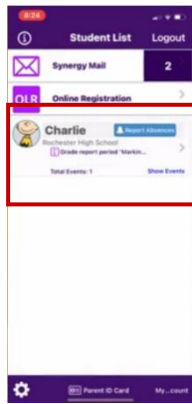


**Follow these directions on the day of Parent Teacher Conference in the ParentVUE App:**

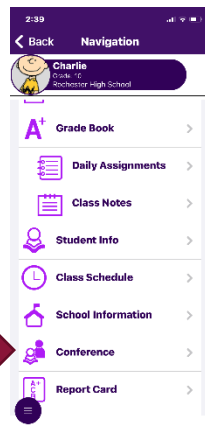
Parents who are attending virtual conferences through Zoom will have the option to join the meeting right through the ParentVUE app.

Log into ParentVUE App:

1. Select Student



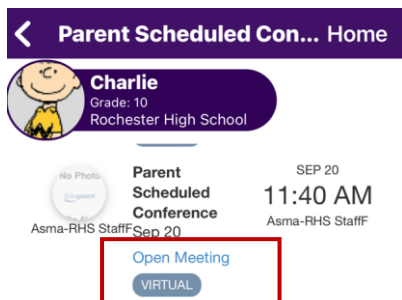
2. Click Conference



3. Select Parent Teacher Conferences



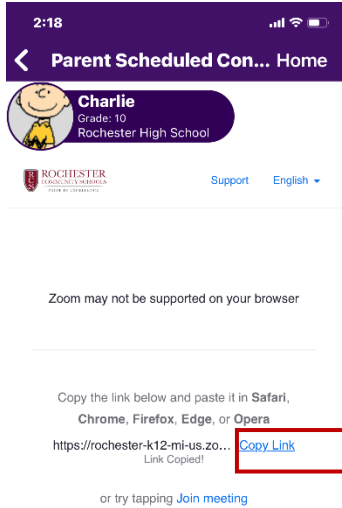
If you have a virtual conference scheduled. Click Open Meeting to open the virtual meeting via Zoom.



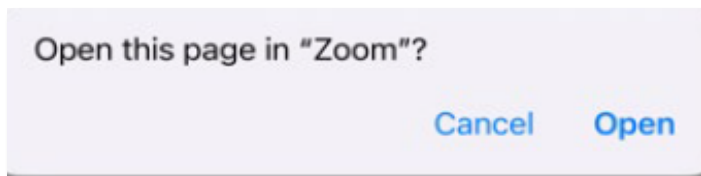


# Parent Teacher Conference Set Up on Mobile App

Click on **Copy Link** and then paste the Zoom link in your preferred web browser on your Mobile Device.



If you have Zoom app installed on your Mobile device, you will be prompted to open the ZOOM page.



If you need technical assistance for ParentVUE contact [Rcsvuehelp@Rochester.k12.mi.us](mailto:Rcsvuehelp@Rochester.k12.mi.us)