

Parent Teacher Conference - Parent Instructions

Parents/Guardians will sign into their ParentVue account to sign up for or view Conferences.

Signing up for a Conference:

Select Conference from the side bar, available Conferences will be listed.

- Click on “**Select an available conference time**”.

The screenshot shows the ParentVue interface. On the left is a sidebar with navigation options: Home, Synergy Mail, Calendar, Attendance, Class Schedule, **Conference** (highlighted with a red box), Course History, Documents, and Grade Book. The main content area is titled "Conference" and includes a "Summary | Parent Teacher Conferences" link. Below this, it says "Upcoming Conferences" with a "Send schedule" button. A profile for Rosewood Teststr is shown with "1 Upcoming" conference. A "Parent Scheduled Conference" for Nov 25 through Nov 26 is listed, with a "PARENTS CHOOSE" button. A red box highlights a dropdown menu that says "Select an available conference time".

- The Meeting Type options are set up by the Teacher. Select a Meeting Type if the option is present.
- Select an available conference time and close the pop up window by clicking on the **X**.
- The selected Conference time will be listed on the Conference screen.

The screenshot shows a "Schedule Conference Time for Rosewood Teststr" pop-up window. It features a "Parent Scheduled Conference" for Nov 25 through Nov 26, with an "IN PERSON" button. A "Meeting Type" section is highlighted with a red box, showing "In Person" and "Virtual" options. A "Meeting Scheduled" section shows "NOV 25 8:20 AM" for Alejandra Teststr. Below this is a calendar for "25-29 November 2024" with a "Work Week" button. The calendar shows available slots: 8:00 AM - 8:15 AM on Mon 25 and 8:20 AM - 8:35 AM on Mon 25 (highlighted with a red box).

Joining a Virtual Conference with a Virtual Conference link:

- Click on **Open Meeting** to open the link to the Virtual Conference and join the meeting at the scheduled time.

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