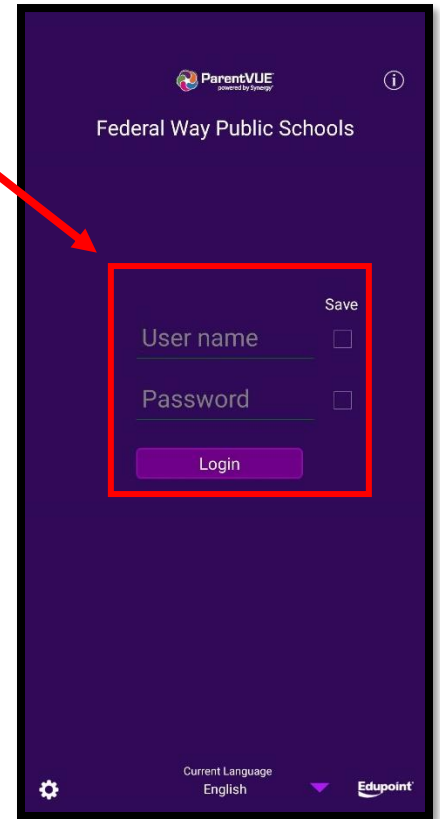
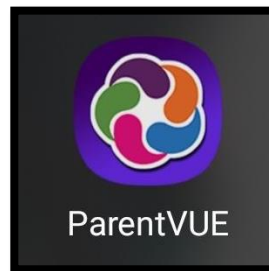




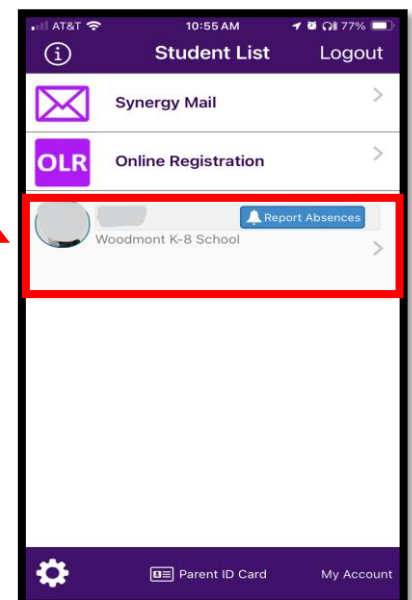
HOW TO Schedule a Scholar Led Conference Event in the ParentVUE App

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

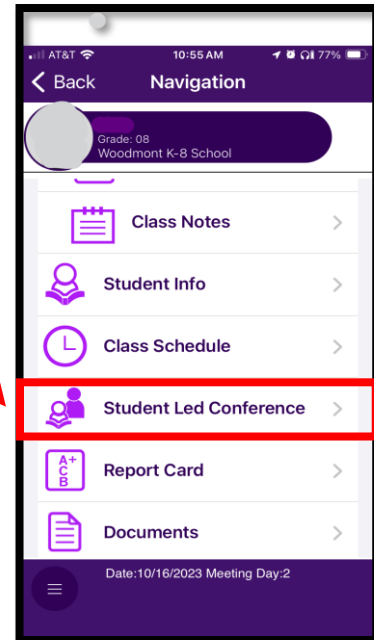
Step 1: Navigate to the ParentVUE app and login to ParentVUE.



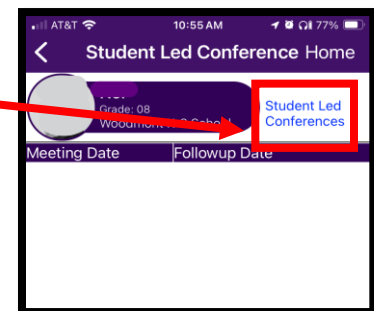
Step 2: If you have more than one scholar, select the scholar you want to schedule a conference for.



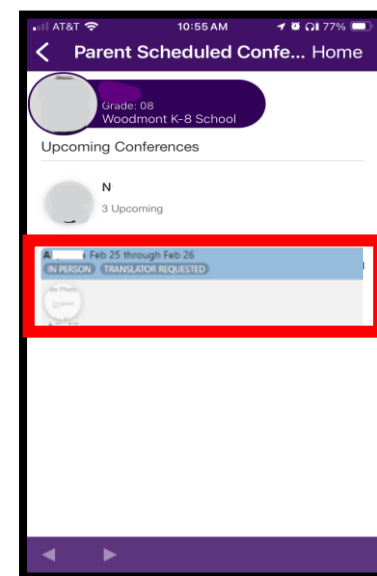
Step 3: In the menu, select "Scholar Led Conference".



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 if you need an interpreter.

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

Do you need a translator?

YES NO

Korean

Parent Scheduled Confe... Home

Grade: 08
Woodmont K-8 School

Upcoming Conferences

Schedule Conference Time for ...

Meet Fall SLC 2023

In Person

6-10 Nov 2023

	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10
7:00 AM					
7:20 AM					

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/Advisor.

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

Schedule meeting on Tuesday 2/25/2025 at 8:15 AM?

YES NO

Step 10: Close the window when you are done.

Parent Scheduled Confe... Home

Grade: 08
Woodmont K-8 School

Upcoming Conferences

Schedule Conference Time for ...

23

ugh Nov 09

Meet Fall SLC 2023

****Repeat this process for each of your scholars in ParentVUE****

Congratulations on completing this step-by-step tutorial!