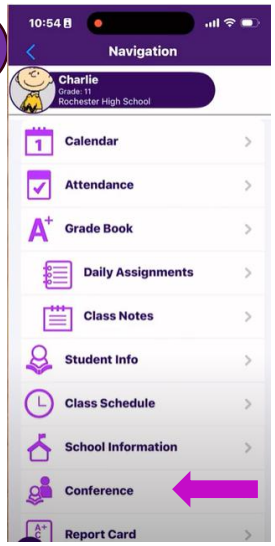
Parent Teacher Conference Set Up on Mobile App

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.**

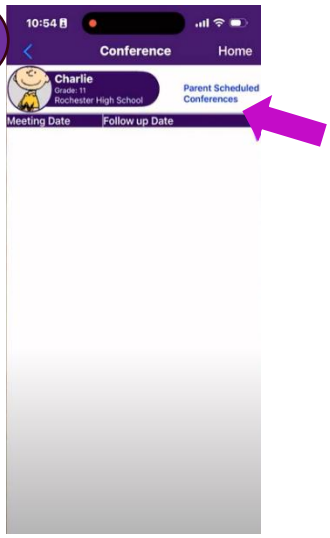
Log into the ParentVUE App. You will see a list of student(s) depending on how many students you have attending RCS. You will need to complete these scheduling steps for each middle or high school student.

1. Select Student.

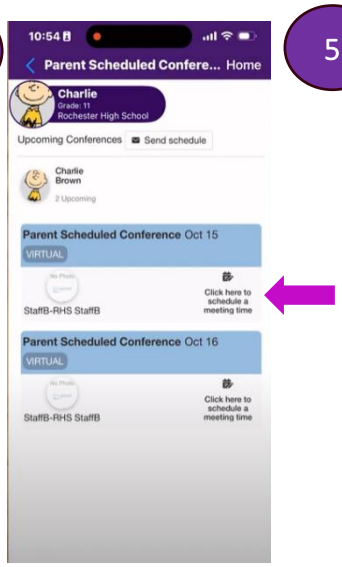
2. Click on **Conferences**



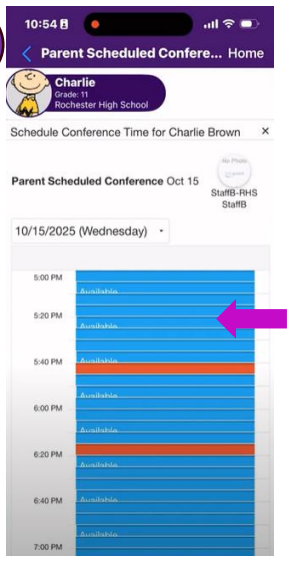
3. Select **Parent Scheduled Conferences**



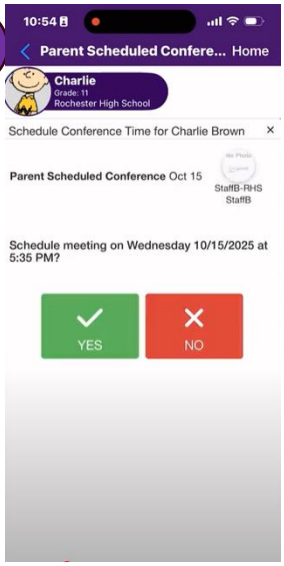
4. Click **here to schedule a meeting time**



5. Select any available blue box to schedule conference time. To exit click X on the top right corner.



6. Follow the prompts



You have the option to schedule any class listed in your app. (Repeat this step for any conference you want to attend and follow the prompts). If you need to change it, click on the available slot again. *Repeat these steps for the conferences you want to attend.*

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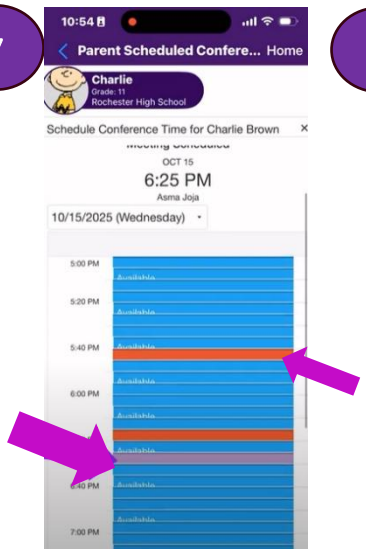
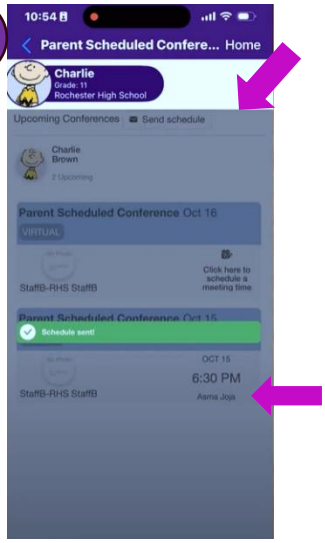
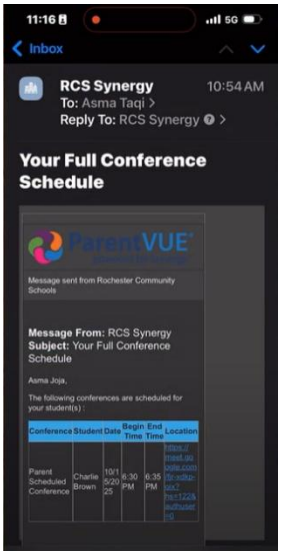
7 The **Purple box** indicates the time you selected. **The Red Box indicates Busy**.



8 *See list of upcoming conferences.* Click on the **Send schedule. To send it to your email.**



9 Your Full Conference Schedule is in your email with all the details.