Parent Teacher Conference Set Up on a Computer

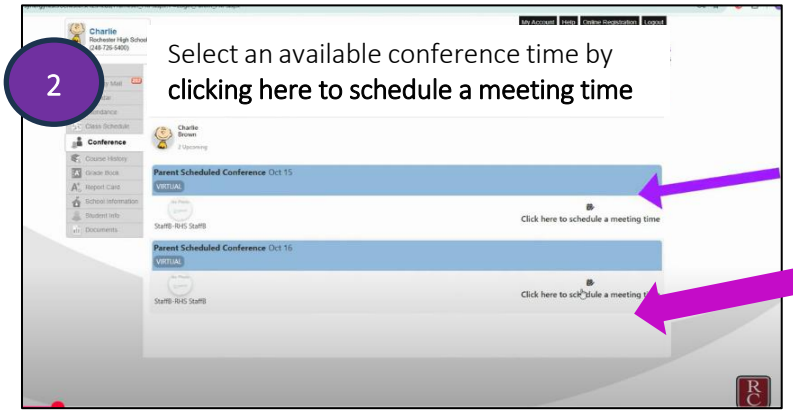
Please follow the instructions below to schedule and attend your student's Parent-Teacher Conference. Parent-Teacher Conferences must be scheduled using the ParentVUE website.

Follow these directions to schedule Parent Teacher Conferences using the web browser.

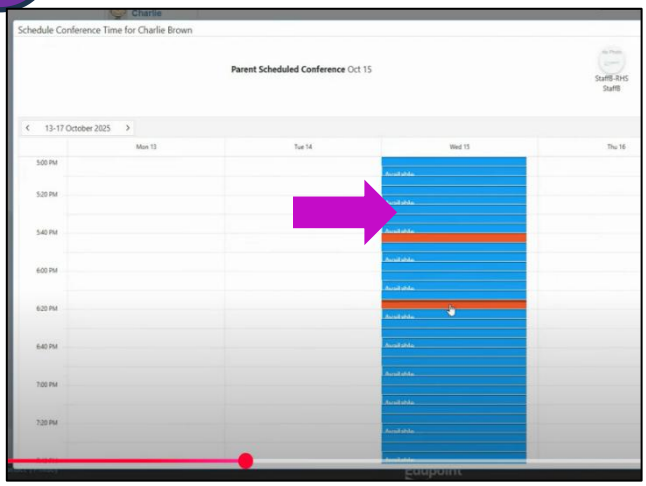
Log into ParentVUE. Click the link https://rcsvue.rochester.k12.mi.us/PXP2_Login.aspx You will see a list of student(s) depending on how many students you have attending RCS. You will need to complete these scheduling steps for each middle or high school student.

1 Click on **Conferences**

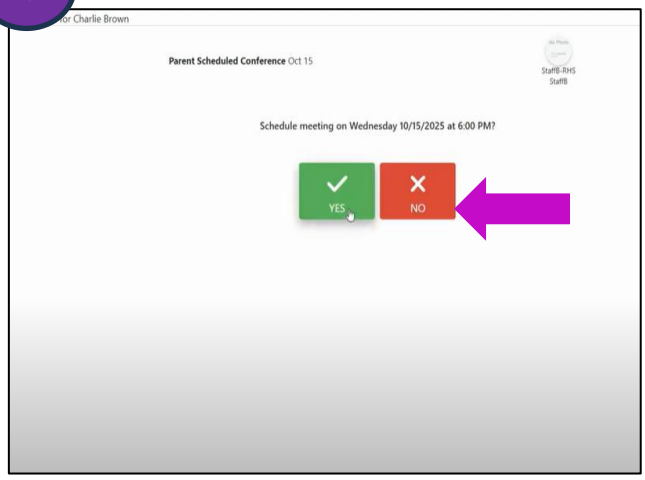
2 Select an available conference time by **clicking here to schedule a meeting time**



3 Click on the any available **blue box** to select a conference time. To exit out of the screen click the **X** located in the upper right corner.



4 Follow the prompts, to change times/confirm times.



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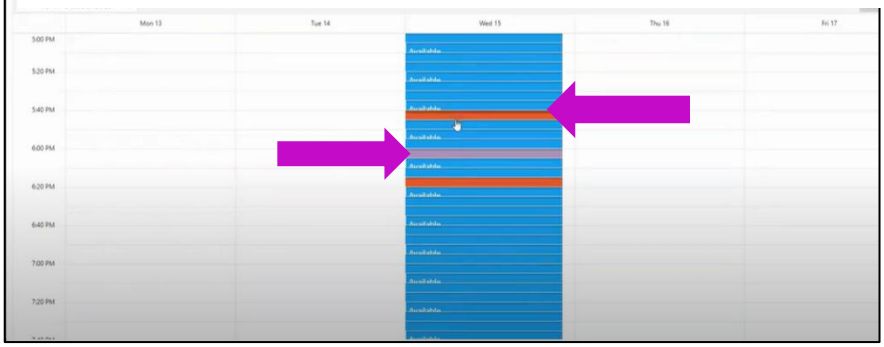
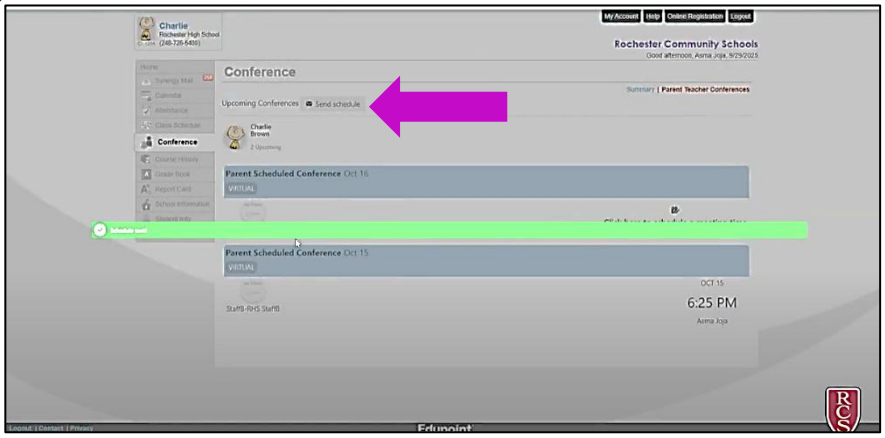
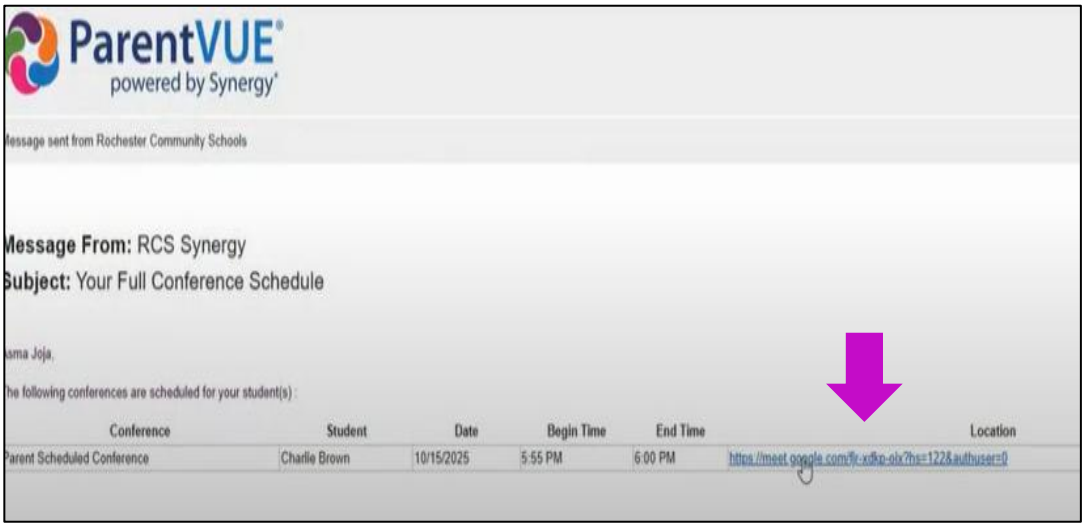
5 The **purple box** indicates the time you selected. The **red box** indicates a busy time. If you need to change, click on the available slot again. *Repeat these steps as needed.*



6 Your conference time has been selected. Click on **Send Schedule** to send you an email with the full conference details.



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



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