

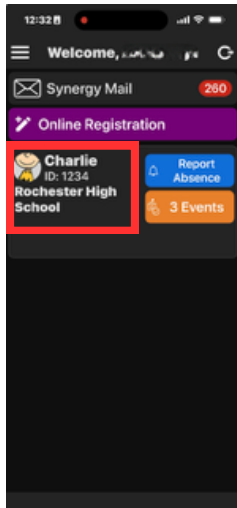


Parent Teacher Conference Set Up on New Mobile App

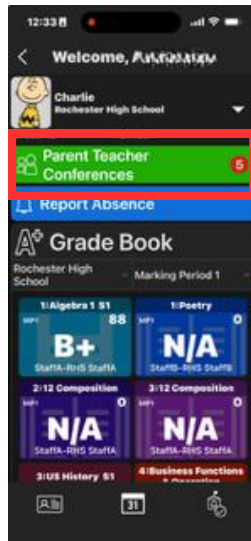
Please follow the instructions to Schedule your Conferences using the New ParentVUE help

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.

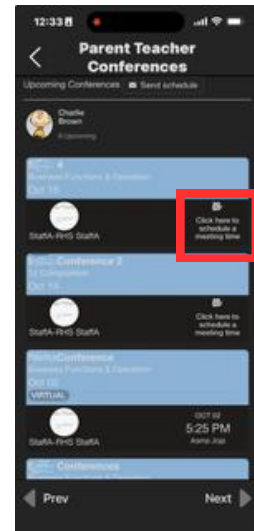
1 Select Student.



2 Click **Parent Teacher Conferences**



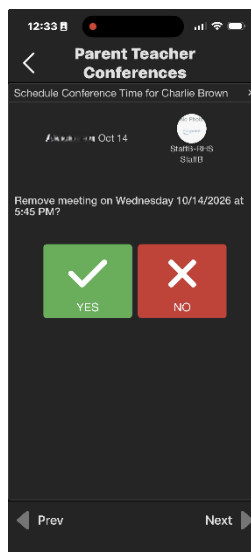
3 Click **here** to schedule a meeting time:



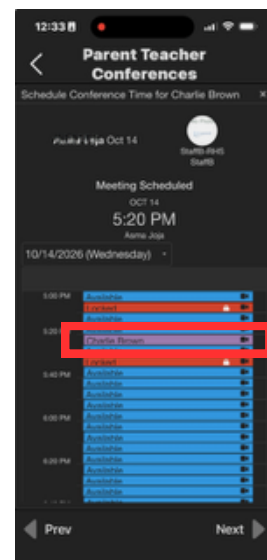
5 Select any available **blue** box to schedule the conference time. **Red** box indicates busy.



6 Follow the prompts.



7 The **purple** box indicates the time you selected.



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.



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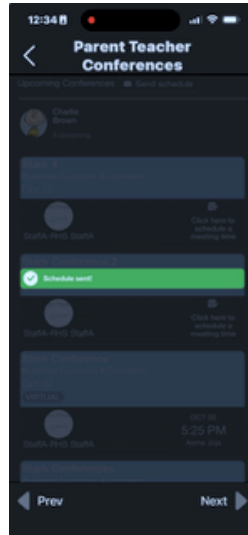
8

Scroll down to see the time the conference is scheduled at and click on **Send Schedule** button.



9

The schedule has been sent to your email.



10

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

