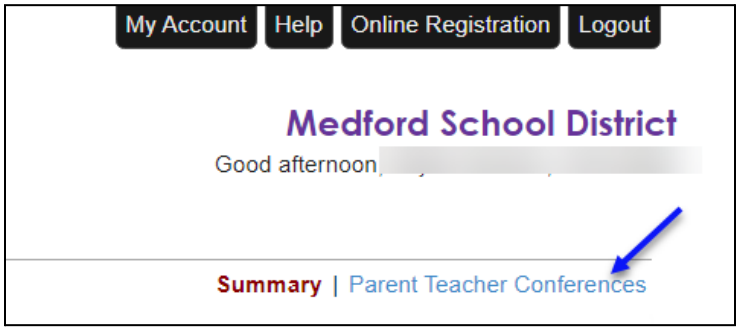
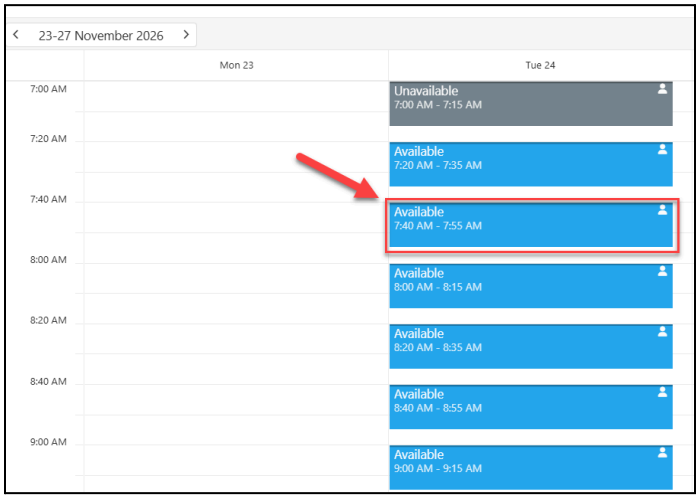
How to schedule Conferences in ParentVUE

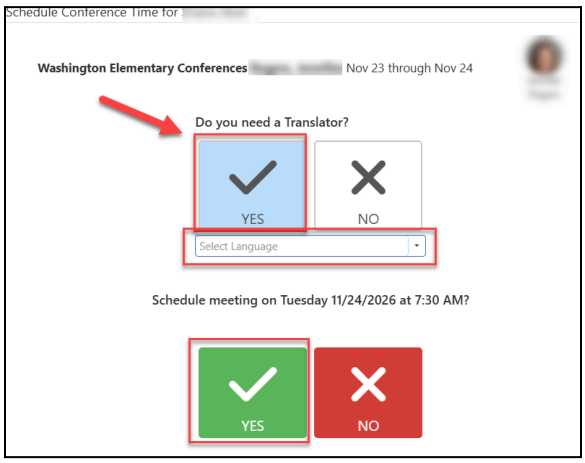
1. Log in to your ParentVUE account
2. Choose the **Conference** button
3. Select **Parent Teacher Conferences**



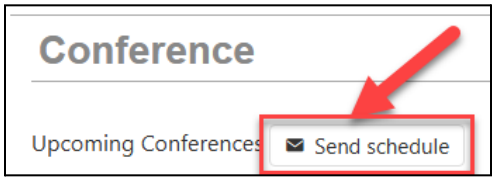
4. Click on the teacher you would like to schedule the conference with.
5. Review the available time slots listed and click the spot you like.



6. If you need an Interpreter select Yes
7. Chose the language required
8. Then select Yes to the scheduled conference



9. Repeat steps 4 and 5 for the rest of the teachers you would like to conference with (if applicable).
10. Click on **Send Schedule** to get an email with the Conference schedule.



Having trouble scheduling?
If at any point you cannot schedule more conferences, click the icon to go back to the previous screen. Then select **Conferences** again to keep scheduling.