

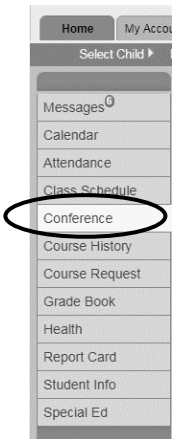
## RPS Parent Teacher Conference Scheduling in ParentVue

*(Instructions on Front and back)*

1. Conferences should not be scheduled using the ParentVue mobile app. You may use a web browser to access ParentVue on your phone, if you like, but it may be hard to read. **If you experience any issues, please try a computer before contacting the school for assistance.**
2. **Please note:** As you schedule conferences for your student you must schedule a **different time slot for each teacher.**

Once you log into Synergy ParentVue, you will see a menu on the left side.

You will want to click on **“Conference.”**



If you have multiple students in PVUE, please make sure the student name is appearing in **YELLOW** highlighted letters before proceeding.

On the far right, click on **“Parent Scheduled Conferences.”**



On the top left, you should see “Available Dates” then directly under that, a schedule of available times you can choose from, for each teacher.

Parent Scheduled Conferences					
12/22/2017	Conference Time	David Morocco Language Arts 8 location: my class	Allison Govey Science 8 location: my class	Jason Baker Social Studies 8 location: my class	Randy Solansky Band - Concert location: my class
Friday, 12/22/2017	8:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	8:20 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	8:40 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	9:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	9:20 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	9:40 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	10:20 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	10:40 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	11:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	11:20 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	11:40 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	1:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	1:20 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	1:40 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	2:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	2:20 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, 12/22/2017	2:40 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Please note: prior to scheduling conferences for your student:**

**You must schedule a different time for each teacher.** If you choose 10:30am for all teachers, then you will only get a 10 minute time slot with **ONE** of your students teachers. This will also lock that time slot for all teachers you selected, making those teachers unavailable for other parents.

If your child has the **same teacher for 2 class periods**, you only need to schedule **1 time slot** with that teacher, to cover both class materials.

Once you have chosen your preferred times, you can click on “**Email Schedule**” in the upper right corner. You can refer back to PVUE at anytime to see the schedule, or generate an email prior to you conference date.

Parent teacher conference scheduling  
Please select a conference date and time from the available options below.

Alexandra Harding  
Science 7  
location: my class - 10/4/2018 10:50 AM  
George Graham  
Language Arts 7  
location: my class - 10/4/2018 11:00 AM  
Eric Olson  
Social Studies 7  
location: my class - 10/4/2018 11:10 AM  
Kaitlin Weaver  
Tech 7  
location: my class - 10/4/2018 11:20 AM  
Andrea Phippen  
Accel. Math 7  
location: my class - 10/4/2018 11:30 AM

Email Schedule

Available Dates:  
Thursday, 10/4/2018

Parent Scheduled Conferences							
10/4/2018	Conference Time	Brian Groshong Wellness 7/8 location: my class	Alexandra Harding Science 7 location: my class	George Graham Language Arts 7 location: my class	Eric Olson Social Studies 7 location: my class	Kaitlin Weaver Tech 7 location: my class	Andrea Phippen Accel. Math 7 location: my class
Thursday, 10/4/2018	9:00 AM	<input type="checkbox"/>	-	-	-	-	-
Thursday, 10/4/2018	9:10 AM	<input type="checkbox"/>	-	-	-	-	-
Thursday, 10/4/2018	9:20 AM	<input type="checkbox"/>	-	-	-	-	-
Thursday, 10/4/2018	9:30 AM	<input type="checkbox"/>	-	-	-	-	-
Thursday, 10/4/2018	9:40 AM	<input type="checkbox"/>	-	-	Unavailable	-	-
Thursday, 10/4/2018	9:50 AM	<input type="checkbox"/>	-	-	Unavailable	-	-
Thursday, 10/4/2018	10:10 AM	<input type="checkbox"/>	-	-	Unavailable	-	-
Thursday, 10/4/2018	10:20 AM	<input type="checkbox"/>	-	-	Unavailable	-	-
Thursday, 10/4/2018	10:30 AM	<input type="checkbox"/>	-	-	Unavailable	-	-
Thursday, 10/4/2018	10:40 AM	<input type="checkbox"/>	-	-	-	-	-
Thursday, 10/4/2018	10:50 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Selected conference time	-	-	-	-
Thursday, 10/4/2018	11:00 AM	<input type="checkbox"/>	-	<input checked="" type="checkbox"/> Selected conference time	-	-	-
Thursday, 10/4/2018	11:10 AM	<input type="checkbox"/>	-	-	<input checked="" type="checkbox"/> Selected conference time	-	-
Thursday, 10/4/2018	11:20 AM	<input type="checkbox"/>	-	-	-	<input checked="" type="checkbox"/> Selected conference time	-
Thursday, 10/4/2018	11:30 AM	<input type="checkbox"/>	-	-	-	-	<input checked="" type="checkbox"/> Selected conference time
Thursday, 10/4/2018	11:40 AM	<input type="checkbox"/>	-	-	-	-	-
Thursday, 10/4/2018	11:50 AM	<input type="checkbox"/>	-	-	-	-	-

This is what your email will look similar to:

SS

Tue 9/25/2018 3:01 PM

synergysupport@roseburg.k12.or.us

Parent / Teacher conference schedule

To Katy Scinta

The following Parent / Teacher conferences have been scheduled:

Thursday 10/4/2018 at 10:50 AM with Harding, Alexandra - Science 7 in my class, scheduled by: [redacted]

Thursday 10/4/2018 at 11:00 AM with Graham, George - Language Arts 7 in my class, scheduled by: [redacted]

Thursday 10/4/2018 at 11:10 AM with Olson, Eric - Social Studies 7 in my class, scheduled by: [redacted]

Thursday 10/4/2018 at 11:20 AM with Weaver, Kaitlin - Tech 7 in my class, scheduled by: [redacted]

Thursday 10/4/2018 at 11:30 AM with Phippen, Andrea - Accel. Math 7 in my class, scheduled by: [redacted]

**We recommend you print this email for reference.**

If a conflict occurs and you **need to reschedule** your conference, you can do so by logging back into PVUE and review other available times. Once you find one that will work for your schedule simply uncheck your existing conference time and select the new time.

Close/Logout PVUE.