



# Scheduling & Attending Parent-Teacher Conferences

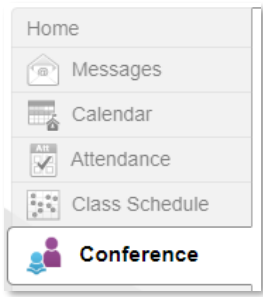
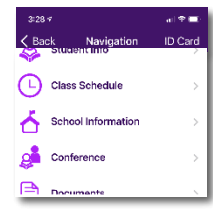
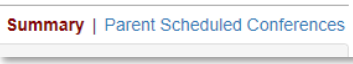

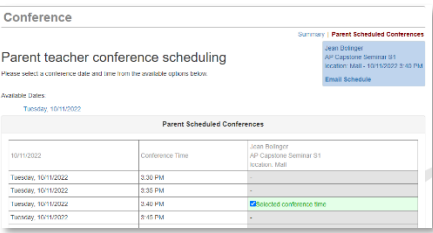


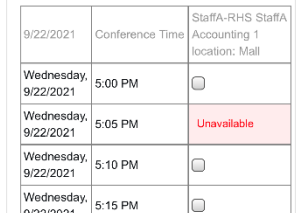
RCS will be conducting Parent-Teacher Conferences in-person and virtually via Zoom online meeting software. To protect the online safety of our teachers and parents during virtual conferences, we will have naming guidelines in place during these sessions. Please follow the instructions below to schedule and attend your student's Parent-Teacher conferences.

**NOTE:** All Parent-Teacher Conferences must be scheduled using the ParentVUE portal. You may use a browser or the ParentVUE mobile application.

## Scheduling Conferences in ParentVUE

1. Login to ParentVUE (<https://rcsvue.rochester.k12.mi.us>)
2. Select **Conference** on the left-hand sidebar.
3. Select **Parent Scheduled Conferences** in the upper right corner of the screen.
4. Select a conference date and then check the boxes next to the desired time(s). Complete this process for each of the teachers you would like to meet with on the designated conference date(s). Conference times are available on a first come-first served basis.

**NOTE:** We recommend leaving at least 5 minutes between conference times.

Browser	Mobile App
	
	
	
	

5. As you select your desired conference times, the Summary will be saved automatically at the top of the screen. When you are done selecting conference times, you can click the **Email Schedule** link at the bottom of the summary to have the summary emailed to your account on file. Make a note of the location for in-person conferences or **Meeting ID** for each virtual conference selected. You will need the Meeting ID to join virtual Zoom conferences.

**NOTE:** If you do not receive the email, please check your junk folder(s) or the **My Account** tab to verify you have the correct email address on file.



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## Attending Virtual Parent/Teacher Conferences using Zoom

1. The device you use to attend conferences will need to have the **Zoom app** installed. Use the following links to install the appropriate Zoom app for your device:

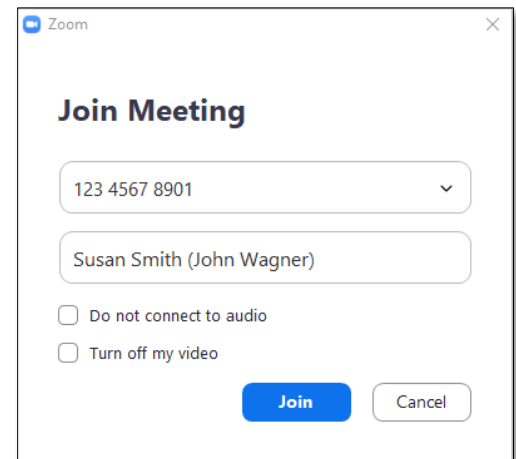


**NOTE:** You do NOT need to create an account on Zoom in order to attend conferences.

2. Open the Zoom app and click **Join** or **Join a Meeting** (depending on the platform you are using).

3. Copy and paste or enter the 10 or 11 digit **Meeting ID** from your ParentVUE summary of conferences. You can find the Meeting ID in the **Location** field of each conference you scheduled.

4. **IMPORTANT STEP:** In the **Name** field you must identify yourself with your **First and Last name and your student's name in parenthesis**, see the example to the right. This is for security purposes so that your student's teachers will know who you are as you wait for your conference to start.



5. Click **Join**.

6. When you first join a conference meeting, you will be placed in the Waiting Room. Teachers may send messages to the parents/guardians in the Waiting Room. These are informational messages only, there is no way for you to respond.

7. When the teacher is ready for your conference time, you will be admitted to the meeting.

### A note about audio:

- Depending on the platform you are using, you may be asked to connect to audio when the teacher admits you to the meeting. If so, select **Internet Audio**.
- If you are not on a mobile device, you can use the **Test Computer Audio** button to make sure your audio is ready when your conference starts.

