



# SYNERGY GRADE BOOK

## PARENT CONFERENCE

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF CREATING/SCHEDULING PARENT CONFERENCES AS WELL AS A PARENT SIGN UP FOR CONFERENCE.

PATH: SYNERGY TEACHERVUE → PARENT CONFERENCE

### PART I: TEACHER ASSIGNED CONFERENCE

The Teacher Assigned screen allows teachers to schedule parent conferences for all or a select group of students. These conferences then can be found by the parent in ParentVUE under Conference.

The screenshot shows the 'Parent Teacher Conference' interface. At the top, there are buttons for 'Save Conference' (green) and 'Email Me' (blue). Below this is a 'Conference Setup' section with fields for 'Conference Date' (5/18/2021), 'Start Time' (8:00 AM), 'End Time' (5:00 PM), 'Duration' (15), and 'Location' (my class). There are two tabs: 'Teacher Assigned' (selected) and 'Parents Choose'. Below the setup section is a table of students with columns for 'Student Name', 'Conference Time', and 'Schedule All'. The table lists three students: Ian Aaron, Willie Alejandrez, and Stephanie Allen. Each student has a 'Choose Time' dropdown menu. To the right of the table are three buttons for time increments: '↓15 minutes', '↓30 minutes', and '↓45 minutes'. Five numbered callouts (1-5) are placed over the interface to indicate the steps: 1. Teacher Assigned tab, 2. Conference Setup fields, 3. Schedule All checkbox, 4. Choose Time dropdown, and 5. Save Conference button.

### Process

1. Select Teacher Assigned Tab.
2. Fill in conference date, start and end time, duration, and location.
3. Schedule all, or select students to schedule.
4. Choose times for each student or fill down time increments.
5. Select Save Conference.

**Note:** The Parent Conferences tab in ParentVUE/StudentVUE displays the conference information.



# SYNERGY GRADE BOOK

## PARENT CONFERENCE

THIS DOCUMENT WILL GUIDE YOU THROUGH THE PROCESS OF CREATING/SCHEDULING PARENT CONFERENCES AS WELL AS A PARENT SIGN UP FOR CONFERENCE.

PATH: SYNERGY TEACHERVUE → PARENT CONFERENCE

### PART II: PARENT CHOICE CONFERENCE

In the Parent Choice screen, the teachers will schedule a start and end date/time for conferences which will allow the parent the opportunity to choose a date/time that works for them within ParentVUE Conference.

### Process

1. Select Parents Choose Tab.
2. Fill in Conference Date(s), Start and End Time, Duration, and Location.
3. Enter Schedule Open and Close Date. These dates will set a window so the parent can select their conference date/time.
4. Select all classes you want to include.
5. Select times you will be unavailable (breaks, lunch, etc.).
6. Select Save Conference.

**Note: The Parent Conferences tab in ParentVUE/StudentVUE displays the conference information.**