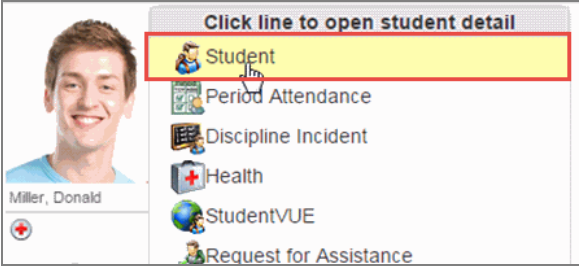


- Click **Log Contact**. The contact displays in TeacherVUE and in the student's record in Synergy SIS.

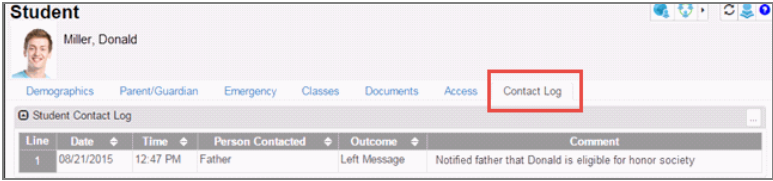
To view the log,

- Select *Student* in the **Student Options**.



Seating Chart Screen

- Select the **Contact Log** tab.



Student Screen, Contact Log Tab

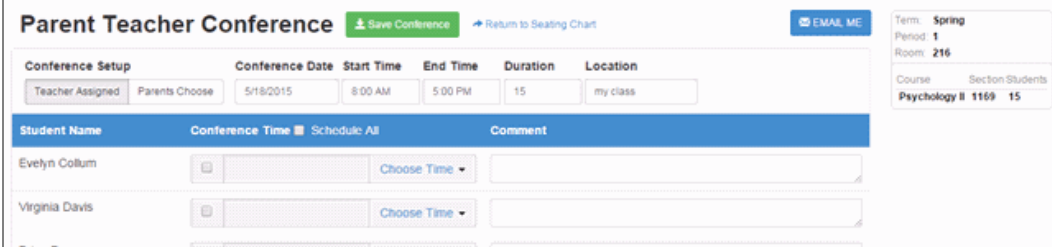
Scheduling Parent Teacher Conferences

Schedule parent teacher conferences in TeacherVUE.




The parent teacher conference recorded in TeacherVUE also displays on the Student Conference screen in Synergy SIS.

- Select *Parent Conference* from the **Home** menu. The Parent Teacher Conference screen displays.



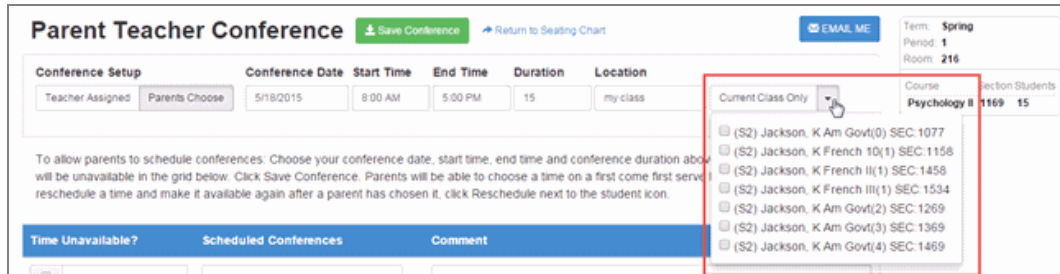
Parent Teacher Conference Screen

2. Select the **Conference Date**, **Start Time**, **End Time**, **Duration**, and **Location**.



The time displayed is in increments of the selected duration.
 Select a different day and time to schedule a conference at a different time.

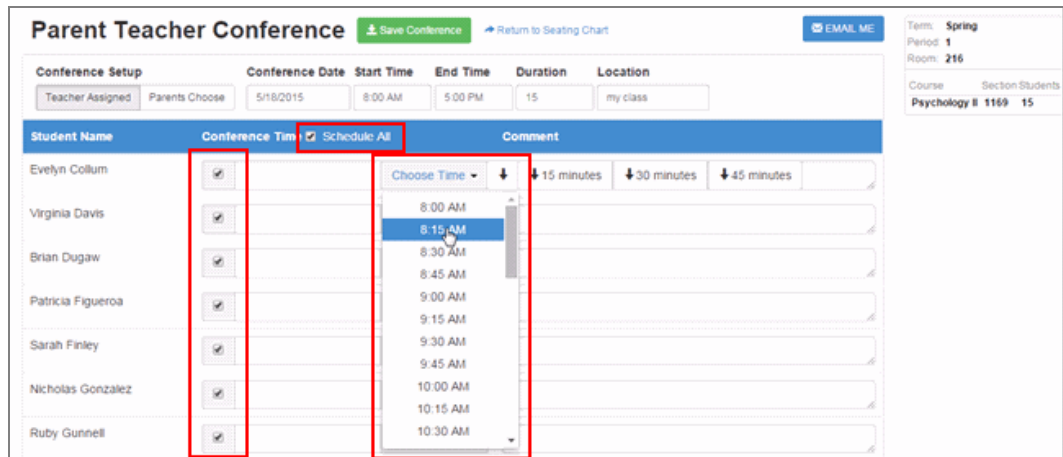
3. (Secondary only) Select the class to schedule.



Parent Teacher Conference Screen


4. Select who is selecting the time:

- **Teacher Assigned** – The teacher selects a time for the parent conference. The selected time displays on the **Conference** tab in ParentVUE.
 - a. Select individual students whose parents you are scheduling with or select **Schedule ALL** at the top of the column to select all students.
 - b. Select a time from **Choose Time**.



Parent Teacher Conference Screen

- c. Click **Save Conference**.



You can populate the other time slots for the same time or in single, double, or triple the **Duration** setting by selecting a down arrow after you select a time for the first appointment.

- **Parent Choose** – The parent selects a time from the **Conference** tab in ParentVUE.
 - a. Click **Update Grid**. A confirmation dialog displays a warning that any changes previously made will be cleared.
 - b. Click **OK**.
 - c. Select times that you do not want the parents to schedule conferences in the **Time Unavailable** column.

Parent Teacher Conference [Save Conference](#) [Return to Seating Chart](#) [EMAIL ME](#)

Term: **Spring**
Period: **1**
Room: **216**

Course: **Psychology II** Section: **1169** Students: **15**

Conference Setup **Conference Date** **Start Time** **End Time** **Duration** **Location**

Teacher Assigned: Parents Choose 5/18/2015 8:00 AM 5:00 PM 15 my class Current Class Only

UPDATE GRID

To allow parents to schedule conferences: Choose your conference date, start time, end time and conference duration above. Check any times that you will be unavailable in the grid below. Click Save Conference. Parents will be able to choose a time on a first come first serve basis. If you need to reschedule a time and make it available again after a parent has chosen it, click Reschedule next to the student icon.

Time Unavailable?	Scheduled Conferences	Comment
<input type="checkbox"/> 8:00 AM	Available	
<input checked="" type="checkbox"/> 8:15 AM	unavailable	
<input checked="" type="checkbox"/> 8:30 AM	unavailable	
<input type="checkbox"/> 8:45 AM	Available	

Parent Teacher Conference Screen

- d. Enter **Comments**, if needed.
 - e. Click **Save Conference**. The **Parent Conferences** tab in ParentVUE/StudentVUE displays the conference information.
5. [Email parents that conferences were scheduled.](#)

Changing Parent Teacher Conferences

1. Select *Parent Conference* from the **Home** menu. The Parent Teacher Conference screen displays.

Parent Teacher Conference Screen

2. Locate the conference in the **Conference Date** calendar. The Parent Teacher Conference window opens.

Dates that have conferences are colored blue.

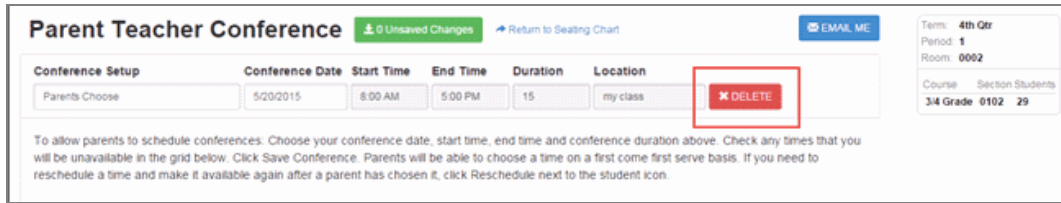
Conference Date Calendar

- To reschedule a conference:
 - a. Select **Reschedule** next to the student. The Email parents window opens.

Parent Teacher Conference Screen

- b. Enter a note and click **Reschedule**. The time is marked Available.

- To delete a conference:
 - a. Click **Delete**. A confirmation dialog displays.



The screenshot shows the 'Parent Teacher Conference' interface. At the top, there are links for '0 Unsaved Changes' and 'Return to Seating Chart', along with an 'EMAIL ME' button. Below this is a table with columns: 'Conference Setup', 'Conference Date', 'Start Time', 'End Time', 'Duration', and 'Location'. The table contains one row with the following values: 'Parents Choose', '5/20/2015', '8:00 AM', '5:00 PM', '15', and 'my class'. A red box highlights a 'DELETE' button in the rightmost column of this row. To the right of the table, there is a sidebar with the following information: Term: 4th Qtr, Period: 1, Room: 0002, Course: 3-4 Grade, Section: 0102, and Students: 29. Below the table, there is a paragraph of instructions: 'To allow parents to schedule conferences: Choose your conference date, start time, end time and conference duration above. Check any times that you will be unavailable in the grid below. Click Save Conference. Parents will be able to choose a time on a first come first serve basis. If you need to reschedule a time and make it available again after a parent has chosen it, click Reschedule next to the student icon.'

Parent Teacher Conference Screen

- b. Click **OK**.