## Synergy: ParentVUE



#### Scheduling Parent-Teacher Conferences

Dear Parents,

The ParentVUE - Parent Choose tool allows you to schedule an available conference time that is convenient for your schedule. You can also change or delete a scheduled conference.

# **IMPORTANT:** To use this tool, you will need an active ParentVUE account. Contact your child's school secretary or Parent Liaison to obtain ParentVUE account and login information.

Log into Synergy **ParentVUE** by visiting www.d131.org, click Parent and choose Edupoint Synergy or visit https://il-easd-psv.edupoint.com/PXP2\_Login.aspx Follow the steps below to schedule you Parent - Teacher conferences



- Select the child for which you want to setup a conference (if you have more than one child in the district).
- 2. Choose the **Conference** button from the left menu.
- 3. Then click the **Parent Scheduled Conferences** link. Select **In Person.**
- 4. A new window opens. Click to select an available time and date that works best for you.
- 5. Once selected, close the extra window and your the time and day will be confirmed.
- 6. Complete the process by clicking on the envelope **Send Schedule** to send yourself an email of the time and date selected for your Parent-Teacher Conference.

NOTE: To reschedule a conference, repeat steps 1-4. Then deselect the original date, and select a new date.

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## Synergy: ParentVUE



#### Programación de conferencias de padres y maestros

#### Queridos padres,

La herramienta ParentVUE - le permite programar un horario de conferencia disponible que sea conveniente para su horario. También puede cambiar o eliminar una conferencia programada.

# IMPORTANTE: Para utilizar esta herramienta, necesitará una cuenta ParentVUE activa. Comuníquese con la secretaria o Enlace de padres de la escuela de su hijo(a) para obtener la cuenta ParentVUE y la información de inicio de sesión.

Inicie sesión en Synergy **ParentVUE** visitando www.d131.org, haga clic en Padres y elija Edupoint Synergy o visite https://il-easd-psv.edupoint.com/PXP2\_Login.aspx Siga los pasos a continuación para programar sus conferencias de padres y maestros.



- 1. Seleccione el **estudiante** para el cual desea programar una conferencia (si tiene más de un estudiante en el distrito).
- 2. Elija el botón **Conferencia** en el menú de la izquierda.
- 3. Luego haga clic en el enlace **Conferencias** programadas para padres. Seleccione **En** persona.
- 4. Se abre una nueva ventana. Haga clic para seleccionar la hora y fecha disponibles que mejor se adapten a sus necesidades.
- 5. Una vez seleccionado, cierre la ventana adicional y se confirmará la hora y el día.
- 6. Complete el proceso haciendo clic en el sobre **Enviar Horario** para enviarse un correo electrónico de la hora y fecha seleccionada para su Conferencia de Padres y Maestros.

NOTA: Para reprogramar una conferencia, repita los pasos 1 a 4. Luego anule la selección de la fecha original y seleccione una nueva fecha.

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