Step-By-Step Parent/Guardian Instructions

Visit Valley View's website: http://vves.rocklinusd.org and select the **icon.**

From the Online Scheduler Home Page:

1. Choose **VALLEY VIEW ELEMENTARY** from the drop down list. Click **GO**.

2. Enter the school password (**cubs**). Click **LOGIN.**

3. Enter **Student ID**, click **GO** and verify your child's birth date. **If you do not know your child's Student ID#,** click the **LOOKUP STUDENT ID** button. Enter your child's first name, last name and birth date, then click the **LOOKUP** button. The student id will automatically be entered.

4. **Choose your child's teacher**.

5. If you have more than one student at Valley View, under "**Do you want to schedule conferences for another student?"** click **YES.** (Repeat steps 3, 4 and 5 for each of your children.)

6. **Select a time slot** from the list of options for your child. Note: If you have selected more than one teacher, you will see their schedules in a side-by-side format for a given day. You can select which day to display from the drop down list at the top of the schedules. If you have selected just one teacher, you will see that teacher's full conference schedule on one page.

7. **Confirm your appointment details**.

8. **Enter your email address** (recommended). You will immediately receive a confirmation email and also a reminder email two days prior to your scheduled conference. (Your email address will not be used for any other purpose.)

9. Select the **MAKE ALL APPOINTMENTS** button.

10. **Print the confirmation page** or write down the confirmation number. (You will need this number to make any changes to your scheduled conference.)

    Once you have a confirmation number, you may exit the system.