

DIRECTIONS FOR PARENT-TEACHER CONFERENCE SCHEDULING

To Register

- Go to the Fenwick Home page www.fenwickfriars.com, hold the mouse pointer over 'Academics' and click on 'Parent-Teacher Conferences'
- Click on 'Click Here to Schedule.'
- If this is your first time scheduling a conference, enter your email address and click on the 'Login/Create Account'.
- On the registration page, confirm your email address and enter your first name, last name and a password. Confirm the password and click 'OK' to register.
- On the next screen you will add your child by entering their 6 digit Student ID (found on their student ID card or an old report card) and birth date in this format - mm/dd/yy [e.g. For March 2, 1999, enter 03/02/99 with the slashes] and click 'Add'. Repeat for any additional children.

To Sign In

- If you have already used *pickAtime*, enter your email address and password. If you forgot your password, click on 'Forgot My Password' and a link to create a new one will be emailed to you.

To Schedule a Conference

- Each colored square represents an available conference time and the legend indicates which teacher corresponds to which color. The teachers shown are those your child has in class this semester.
- Click on a square to book that time. The appointment times increase as you scroll down the page and the white squares signify already taken time slots.
- A message displaying the time and teacher you chose will appear at the top of the screen. If you would like an email reminder, click on the square. Finally, click on 'Create Appointment'.
- A message confirming that appointment appears at the top of the screen.
- Repeat the above scheduling directions for each teacher you would like to see.
- Note that *pickAtime* will not allow back to back appointments in order to give you passing time between conferences. For example, if you schedule a conference at 8:30 a.m., you will not be able to schedule one at 8:38 a.m.
- **If you are the parent of a child from double households, Fenwick siblings, twins or triplets, please see below.**

To Change or Cancel an Appointment

- Click on 'Your Schedule' at the top of the screen and choose the option you would like to change.

To Print or Email a Schedule

- Print: Click on the printer icon next to 'Printable Schedule' at the top.
- Email: Click on 'Email Schedule' and the schedule will be sent to the email on file in *pickAtime*.

To Exit

- Click on green arrow next to 'Logout' at the top of the screen.

PARENTS OF CHILDREN FROM DOUBLE HOUSEHOLDS

PickAtime allows parents to make one appointment per teacher per class so parents of children linked to two households will not both be able to access their child's schedule. To enable parents of children who belong to more than one household to each make conferences, the rules concerning the student ID are altered. For the 2nd household where the student does not reside, the parents have to add an '*' after the student ID.

For example: If a student has an ID of 176578, the household where the student resides will use that number and the household where the student does not reside will use 176578*.

If you have any questions or problems, please email Michael Collins, Director of Scheduling and Student Data, at mcollins@fenwickfriars.com.

PARENTS OF FENWICK SIBLINGS, TWINS OR TRIPLETS

PickAtime allows parents to make one appointment per teacher per class so parents who have more than one student or parents of twins or triplets will not be able to make more than one conference with any teacher. Teachers can usually talk about two students in the one conference, but you can choose to schedule one student at a time. In the past, some of these parents have separated to see all the teachers so each parent had a different schedule. I will do the same setup as the one above with double households so if you choose to separate, one parent will use a student ID such as 176578 and the other will use 176578*.

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