



# PARENT-TEACHER CONFERENCES

## *PickAtime Scheduler* QUICK START GUIDE

### 1. Find your conference email from [communication@latinpcs.org](mailto:communication@latinpcs.org).

- This email will contain the link to the scheduling site and your child(ren)'s personal Latin ID number. Use the link and ID to create your account.

### 2. Go to [pickatime.com](https://pickatime.com)

- Use the specific link provided in the email  
<https://pickatime.com/client?ven=11615775&event=363545>
- You can also go to [pickatime.com](https://pickatime.com) and search for Washington Latin.

### 3. Create your account

- You may use any email for your account.
- Use the same link to login later, once your account is created.

Welcome to the Washington Latin Online Scheduling System!  
*You will need to login to schedule an appointment.*

NEW VISITOR: Simply click "Login/Create Account" and answer the questions there.  
ALREADY REGISTERED: Enter both your email and password and click "Login/Create Account".

Email Address

Password

### 4. Link your child(ren).

- Enter your child's Latin ID (provided in email) and birthdate.
- Repeat this for any additional children you have at Latin.
- You will then see the conference schedule for each child's teachers.

Please enter your child's information below.  
If you have multiple children at the school, simply add one at a time.

Student ID

\*

Student's birthday

\*

## 5. Schedule your conferences.

The screen will show all your child(ren)'s teachers and their available conference times. Each teacher is a column with a specific color, and the times are listed earliest at the top, latest at the bottom.

Click on the colored box below to book your preferred time slot. Each color represents a different teacher. See the legend for teacher color assign. Click 'Your Schedule' above to hide your appointment(s).

**Legend**

Appt scheduled for you  
Appt Unavailable

**Teachers of Jr Student 1 Name**

- Dobler, Teresa - Science 6
- Eleby-el, Baba - PE 6
- Moore, Lisa - Math 6
- Reed, Sarai - English 6
- Rose, Caroline - Latin Grade 6
- Smith, JerBria - Health 6
- Staten, Lawrence - Civics 6

**Teachers of Jackson Lewis Student 2 Name**

- Bhuva, Parag - Honors World History II
- Chernitsky-Hamd, Lydia - French II
- Edwards-Stuart, Luke - Honors Chemistry
- Foley, Elizabeth - AP Language and Composition
- Raskin, Emily - Honors Algebra II
- Yonker, Thomas - Latin V

**Student Name**

Nov 2020

	Wed 11	Wed 18	Tue 24
8:30 AM	[Color Grid]	[Color Grid]	[Color Grid]
8:40 AM	[Color Grid]	[Color Grid]	[Color Grid]
8:50 AM	[Color Grid]	[Color Grid]	[Color Grid]
9:00 AM	[Color Grid]	[Color Grid]	[Color Grid]
9:10 AM	[Color Grid]	[Color Grid]	[Color Grid]
9:20 AM	[Color Grid]	[Color Grid]	[Color Grid]
9:30 AM	[Color Grid]	[Color Grid]	[Color Grid]
9:40 AM	[Color Grid]	[Color Grid]	[Color Grid]
9:50 AM	[Color Grid]	[Color Grid]	[Color Grid]
10:00 AM	[Color Grid]	[Color Grid]	[Color Grid]
10:10 AM	[Color Grid]	[Color Grid]	[Color Grid]
10:20 AM	[Color Grid]	[Color Grid]	[Color Grid]
10:30 AM	[Color Grid]	[Color Grid]	[Color Grid]
10:40 AM	[Color Grid]	[Color Grid]	[Color Grid]
10:50 AM	[Color Grid]	[Color Grid]	[Color Grid]
11:00 AM	[Color Grid]	[Color Grid]	[Color Grid]
11:10 AM	[Color Grid]	[Color Grid]	[Color Grid]
11:20 AM	[Color Grid]	[Color Grid]	[Color Grid]
11:30 AM	[Color Grid]	[Color Grid]	[Color Grid]
11:40 AM	[Color Grid]	[Color Grid]	[Color Grid]
11:50 AM	[Color Grid]	[Color Grid]	[Color Grid]
12:00 PM	[Color Grid]	[Color Grid]	[Color Grid]

- To schedule a conference, click on a square to select that time.

- You will be taken to a confirmation screen. Select **CREATE THIS APPOINTMENT** and then you will return to the full schedule screen.

- You can make changes now or later through the system.

You are scheduling an appointment with Bradley, Janelle at 08:30 AM on November 11, 2020 for the Washington Latin - Fall 2020 Conferences event.

I would like a reminder e-mailed to me 1 days prior to my appointment.

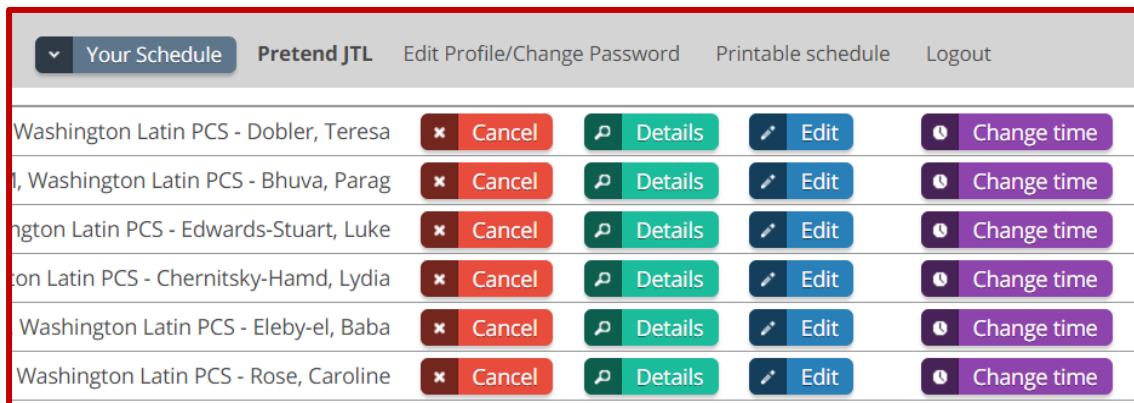
**Create Appointment** Return

- Only one conference per teacher for each student.** If you need separate parent conferences for the same child, please contact Kate Cromwell & Dena Kolb (communication@latinpcs.org).

- The system prevents you from scheduling 2 conferences at the same time, even for different students.** If you are tag-teaming the conferences with your partner parent, you can establish two accounts and bypass this limitation.

## 6. Review, change your conference schedule.

- For a full list of conferences, click the **Your Schedule** button.
- For each conference, you can **CANCEL** or **CHANGE TIME**.



Conference	Cancel	Details	Edit	Change time
Washington Latin PCS - Dobler, Teresa	✕ Cancel	🔍 Details	✎ Edit	🕒 Change time
Washington Latin PCS - Bhuva, Parag	✕ Cancel	🔍 Details	✎ Edit	🕒 Change time
Washington Latin PCS - Edwards-Stuart, Luke	✕ Cancel	🔍 Details	✎ Edit	🕒 Change time
Washington Latin PCS - Chernitsky-Hamd, Lydia	✕ Cancel	🔍 Details	✎ Edit	🕒 Change time
Washington Latin PCS - Eleby-el, Baba	✕ Cancel	🔍 Details	✎ Edit	🕒 Change time
Washington Latin PCS - Rose, Caroline	✕ Cancel	🔍 Details	✎ Edit	🕒 Change time

- When you have scheduled all conferences, click on Printable Schedule. You may print or send to your email.
- You will also get a confirmation email with the full list.

Washington Latin - Fall 2020 Conferences			
When	Teacher	Class	Room
November 11, 2020 at 08:30 AM	Washington Latin PCS - Dobler, Teresa	Science 6	<a href="https://us02web.zoom.us/j/8...">https://us02web.zoom.us/j/8... pwd=b1c4MzBMZThUVXNqR</a>
November 11, 2020 at 08:40 AM	Washington Latin PCS - Bhuva, Parag	Honors World History II	<a href="https://us02web.zoom.us/j/3...">https://us02web.zoom.us/j/3... pwd=RXRSbG5rbzhPaDRIY3Z</a>
November 11, 2020 at 08:50 AM	Washington Latin PCS - Edwards-Stuart, Luke	Honors Chemistry	<a href="https://us02web.zoom.us/j/8...">https://us02web.zoom.us/j/8... pwd=T1ZVWEVYlpleEwwZnp</a>
November 11, 2020 at 09:00 AM	Washington Latin PCS - Chernitsky-Hamd, Lydia	French II	<a href="https://us02web.zoom.us/j/8...">https://us02web.zoom.us/j/8... pwd=WVRHcFdjZHqyMHPZY</a>
November 18, 2020 at 08:40 AM	Washington Latin PCS - Eleby-el, Baba	PE 6	<a href="https://us02web.zoom.us/j/8...">https://us02web.zoom.us/j/8...</a>
November 18, 2020 at 08:50 AM	Washington Latin PCS - Rose, Caroline	Latin Grade 6	<a href="https://us02web.zoom.us/j/8...">https://us02web.zoom.us/j/8... pwd=WHdPc2ZjWDDCMUFCE</a>

## 7. Attend the conferences!

The printable and emailed conference lists will include the Zoom details. On the day of the conference, you log in to Zoom using that link.

**QUESTIONS? Email [communication@latinpcs.org](mailto:communication@latinpcs.org)**