



# PARENT-TEACHER CONFERENCES

## *PickAtime Scheduler* QUICK START GUIDE

### 1. Find your conference email from [communications@latinpcs.org](mailto:communications@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](http://pickatime.com)

- Use the specific link provided in the email
- You can also go to [pickatime.com](http://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.
- If you used Pickatime last year, your account still exists and you can login.

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 assignment. Click 'Your Schedule' above to hide your appointment(s).

Legend

■ Appt scheduled for you  
□ Appt Unavailable

Teachers of J: **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 J: **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	■	■	■
8:40 AM	■	■	■
8:50 AM	■	■	■
9:00 AM	■	■	■
9:10 AM	■	■	■
9:20 AM	■	■	■
9:30 AM	■	■	■
9:40 AM	■	■	■
9:50 AM	■	■	■
10:00 AM	■	■	■
10:10 AM	■	■	■
10:20 AM	■	■	■
10:30 AM	■	■	■
10:40 AM	■	■	■
10:50 AM	■	■	■
11:00 AM	■	■	■
11:10 AM	■	■	■
11:20 AM	■	■	■
11:30 AM	■	■	■
11:40 AM	■	■	■
11:50 AM	■	■	■
12:00 PM	■	■	■

- 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  days prior to my appointment.

- 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](mailto: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.

