

# Middle School Conference Scheduling Instructions

Please access our conference scheduling link(s) by going to [www.columbusacademy.org/parents](http://www.columbusacademy.org/parents) and scrolling down to Middle School Resources.

## Register (new users)

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.

## Sign In

If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

## Identify Student

For each child, enter in the two prompts that your school requires.

1. Enter student ID (FirstLast name, ex. JanDoe) capitalizing first letter of both first and last name as one word with no spaces.
2. Enter student's birth date (ex. 11/9/98 or 3/22/96)

Next you will choose the type of conference for your grade level (ex., individual teacher conference or student-led conference) and follow the instructions below

## Scheduling Individual Teacher Conferences (Grade 6-7 Only)

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with.)
2. Click on a square to book that time
3. Click **"Create Appointment"**.

Repeat until you have a time with each teacher you'd like to visit with.

- At any time you can click on **"printable schedule"** and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on **"Your Schedule"** to display and hide your appointments. There will be links to change the time or cancel the appointment.

## Scheduling Student-Led Conferences (Grade 8 Only)

1. Once you have registered, select your conference grade: 8th. Once your grade has been selected you will be able to view available appointment slots. Please remember you are signing up for just ONE 30-minute slot as these are STUDENT-LED Conferences.
2. To select an appointment time, simply click on the time slot of your choice.
3. You will have the option to choose and set up an email reminder to be sent to your email inbox.
4. Click "Create Appointment." This will confirm your appointment for the date and time you selected.

**Please Note:** if you would like to make an appointment with a teacher that your child does not have a class with, you will need to contact the teacher via email to schedule.

# Parent-Teacher Conference Scheduling FAQ

## How do I create an account on pickAtime?

Enter your email address and press the Login/Create Account button. On the next page you will be able to either register as a new parent in the system or enter in your password from the previous round of conferences. Some schools will remove all stored parent data at the start of the school year; in this case even if you used the pickAtime scheduler previously you will need to register again.

## I can't remember my password. How can I sign in?

If you have forgotten your password – on the Scheduling page, click on the Forgot Password button. You will receive an email shortly with a link where you can reset your password. If you do not receive this email, check your spam or junk email box. Or, you can email [support@pickatime.com](mailto:support@pickatime.com) and request a new password.

## I have requested a password be sent to me by email, but the email didn't arrive.

Requests for new passwords are processed immediately. If you do not receive the new password message, please check your spam or junk email box. If you still do not find it, you can email [support@pickatime.com](mailto:support@pickatime.com) and ask for a password reset.

## I'm entering in my student information, and I'm getting the message 'not able to find student with the values entered'

Your school should have provided specific prompts for you to fill in. Typically, these will be a studentID and the student birthdate. The student birthdate in most cases should be entered in the format m/d/yy (e.g. 4/2/99). Some schools will use the student first name + student last name (e.g. BenjaminFranklin) for the first prompt. If you continue to have trouble, you can email your school or email pickAtime support at [support@pickatime.com](mailto:support@pickatime.com).

## I'm on the pickAtime website. How do I book my appointment from here?

Your school should have provided you with a very specific link to follow, which is not our website. If you are having trouble locating this link, you can email [support@pickatime.com](mailto:support@pickatime.com) with the name of your school and request the link.