

Online Scheduler

Step-By-Step Parent/Guardian Instructions

1. **VISIT ARCADIA'S NEW WEB SITE:** www.schools.graniteschools.org/arcadia and select the **Online Scheduler icon/link**.
2. From the Online Scheduler Home Page
 - a. Choose your student's school from the drop down list and click "GO"
 - b. Enter the school password (**roadrunners**)
 - c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
 - d. Verify the student's birth date
 - e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
 - f. If you have more than one student in the school, you can see all of your students' teachers' schedules at one time by answering YES to this question "Do you want to schedule conferences for another student?" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
 - g. You will then see the available time slots for each teacher you selected.
 - h. Select the times that work best for your schedule.
 - i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
 - j. Once you have finished you can confirm your appointment details and print your conference schedule.
 - k. **Write down the Confirmation Number** (you will need this number to cancel your appointment)

Need help? Contact the school's Online Scheduler™ specialist:

Name: Debbie Richardson

E-mail: dwrichardson@graniteschools.org

Phone: 385-646-4756

VISIT ARCADIA'S NEW WEB SITE: www.schools.graniteschools.org/arcadia



Paso a paso instrucciones

1. Visite la pagina de bienvenida de la escuela *VISIT ARCADIA'S NEW WEB SITE:*
www.schools.graniteschools.org/arcadia y escoja el icono **"Online Scheduler."**

2. Desde el "Online Scheduler"...

- a. Escoja la escuela del estudiante de la lista que baja y haga click.
- b. Ponga la contraseña de la escuela (roadrunners).
- c. Ponga la identificacion estudiantil (student ID). Si no se la sabe, se le recomienda que usted utilice el botón, "LOOKUP STUDENT ID".
- d. Verifique la fecha de nacimiento de su estudiante. (si el sistema no lo acepta, pongase en contacto con la escuela a fin de verificar si los registros o archivos nuestros son correctos.)
- e. Escoja el maestro/la maestro con quien le gustaria juntarse.
- f. Si Ud. tiene mas de un(a) estudiante en la escuela, podra ver los horarios de los maestros a la vez si escoge "YES" a la pregunta "Do you want to schedule conferences for another student?" Si Ud. tiene solo un(a) estudiante, conteste "No" a esa pregunta.
- g. Ahora Ud. debe ver las horas disponibles.
- h. Escoje la hora preferida para cada maestro.
- i. Ponga su correo electronico si le gustaria un recordatorio de la cita.
- j. Imprimir el horario de la conferencia
- k. Apunte el numero de confirmacion. Lo necesitara para cancelar o cambiar la cita.

¿Necesita ayuda? Póngase en contacto con el especialista del ordenador electrónico via Internet de su escuela:

Nombre: Debbie Richardson

Numero Telefónico: 385-646-4756