

# Scheduling an Appointment with PickATime

Granite Connection will hold Parent Teacher Conferences on **Thursday, April 13<sup>th</sup>** from 4:00 – 7:00 PM.

**If you would like to meet in person you can just show up at the school.** We will have a taco truck for all who come in person (until the tacos run out).

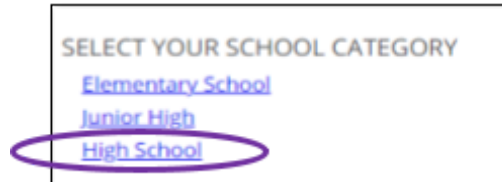
You can use PickATime to schedule virtual or phone conferences.

1. Go to <https://pickatime.com/granitesd>.
2. Click 'Login/Create Account'.
3. Fill in the required information and click 'Ok'.



If you have previously created an account, use the same information to log-in.

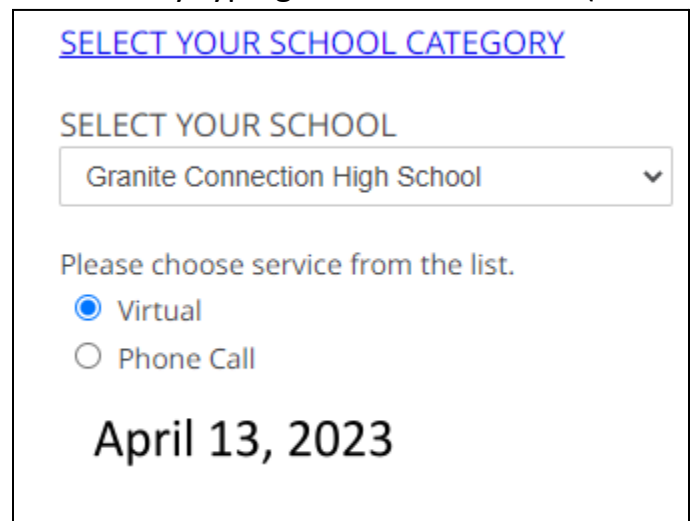
4. Once your account is created, you will select the school category hyperlink.

A registration form for Granite School District. It includes fields for Email address, Confirm Email address, First Name, Last Name, Password, and Confirm Password. There are "OK" and "Cancel" buttons at the bottom.A screen titled "SELECT YOUR SCHOOL CATEGORY" with three hyperlinks: "Elementary School", "Junior High", and "High School". The "High School" link is circled in purple.

5. Select your school from the list then add your student by typing in their student ID (their 9 number) and birthdate, click 'Add'.

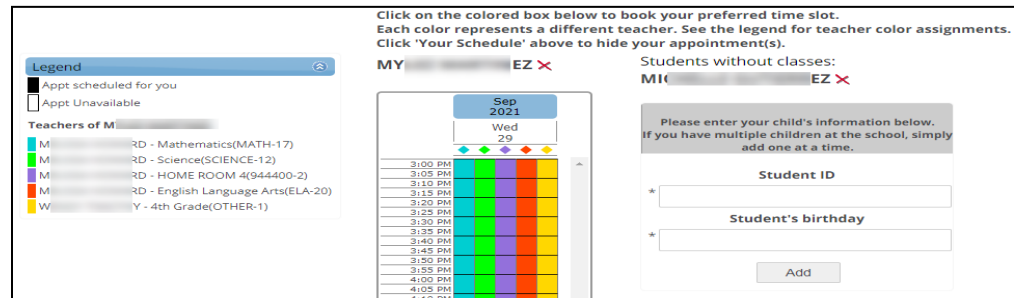
6. Next, select the type of service and date for your appointment.

Conferences will be by ZOOM or a phone call.

A screen titled "SELECT YOUR SCHOOL CATEGORY" with a dropdown menu for "SELECT YOUR SCHOOL" showing "Granite Connection High School". Below are radio buttons for "Virtual" (selected) and "Phone Call". The date "April 13, 2023" is displayed at the bottom.

- On the next screen, you will select a time by clicking on the correct color and time slot. If your student has multiple teachers/courses, you will need to pay attention to the color coding to know which teacher you are scheduling to see.

**NOTE:** This is where you will add other students you have in the school by typing in the Student ID and birthdate and click 'Add'.



- Once you select the time slot for the associated teacher, a new screen will show the appointment date/time and teacher. If this is correct, click 'Create Appointment'. If this is not correct, click 'Return'.



- After you click 'Create Appointment' you will be brought back to the main scheduling screen and a message will appear letting you know your appointment is confirmed.

