

Scheduling an Appointment with pickAtime

تنظیم قرار ملاقات با pickAtime

1. به این صفحه اینترنتی مراجعه نمایید. <https://pickatime.com/granitesd>.

Login/Create Account

2. دکمه Login را فشار دهید و حساب یا اکونت ایجاد کنید.

3. معلومات لازم را وارد نموده و دکمه اوکی 'OK' را فشار دهید.

1. Go to <https://pickatime.com/granitesd>.

2. Click 'Login/Create Account'.

Login/Create Account

3. Fill in the required information and click 'Ok'.



Required fields must be filled in.

Granite School District requires the following information

Email address *	<input type="text" value="@gmail.com"/>
Confirm Email address *	<input type="text" value="@gmail.com"/>
Your email address is also your login ID. Please double check that it is correct.	
First Name *	<input type="text" value="Ali"/>
Last Name *	<input type="text"/>
Password at least 6 characters *	<input type="password" value="*****"/>
Confirm Password *	<input type="password" value="*****"/>

Required information is indicated by *

Click OK to register

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

5. بعد از اینکه حساب یا اکونت شما ایجاد گردید، hyperlink مکتب را انتخاب کنید.

SELECT YOUR SCHOOL CATEGORY

[Elementary School](#)

[Junior High](#)

[High School](#)

6. Select your school from the list then add your student by typing in their student ID (their 9 number) and birthdate, click 'Add'. **NOTE: If you have multiple students to schedule, you will be able to add them on the scheduling page (image on step 7).**

7. مکتب مربوطه را از میان لست انتخاب نموده و بعد از وارد نمودن شماره ای متعلم (۹ نمبر) و تاریخ تولد، دکمه اضافه نمودن یا 'Add' را فشار دهید. **یادداشت:** اگر قرار باشد که قرار ملاقات ای بیشتر از یک نفر متعلم را تنظیم نمایید، میتوانید در صفحه تنظیم ملاقات ها آنرا اضافه نمایید (عکس در مرحله ۷).

SELECT YOUR SCHOOL CATEGORY

SELECT YOUR SCHOOL

COPPER HILLS ELEMENTARY

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

Student ID

* 96

Student's birthday

* 06/

Add

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

9. مرحله بعدی، نوعیت خدمات و تاریخ ملاقات را انتخاب نمایید.

SELECT YOUR SCHOOL CATEGORY

SELECT YOUR SCHOOL

COPPER HILLS ELEMENTARY

10. 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 district by typing in their Student ID and birthdate and click 'Add'.**

11. در صفحه بعدی , با انتخاب نمودن رنگ صحیح و زمان, وقت ملاقات را انتخاب نمایید. اگر متعلم کورس ها / و معلمین متعدد یی داشته باشد, در انتخاب نمودن رنگ کد دقت فرمایید تا بدانید که با کدام معلم ملاقات خواهید کرد. **یادداشت:** این مکانی است که میتوانید بیشتر از یک نفر متعلم را با وارد نمودن نمبر (۹ نمبر) و تاریخ تولد اضافه نمایید و دکمه اضافه یا 'Add' را فشار دهید.

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

MY [redacted] EZ X

Students without classes:
MI [redacted] EZ X

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

*

Add

Legend

Appt scheduled for you
Appt Unavailable

Teachers of M [redacted]

M [redacted] RD - Mathematics(MATH-17)
M [redacted] RD - Science(SCIENCE-12)
M [redacted] RD - HOME ROOM 4(944400-2)
M [redacted] RD - English Language Arts(ELA-20)
W [redacted] Y - 4th Grade(OTHER-1)

Sep 2021
Wed 29

3:00 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:05 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:10 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:15 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:20 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:25 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:30 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:35 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:40 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:45 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:50 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:55 PM	[redacted]	[redacted]	[redacted]	[redacted]
4:00 PM	[redacted]	[redacted]	[redacted]	[redacted]
4:05 PM	[redacted]	[redacted]	[redacted]	[redacted]
4:10 PM	[redacted]	[redacted]	[redacted]	[redacted]

12. 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'.

13. بعد از انتخاب نمودن وقت ملاقات با معلم مربوطه, صفحه ای جدید تاریخ, زمان ملاقات و معلم پدیدار خواهد شد. اگر معلومات پدیدار شده درست باشد, دکمه ای ایجاد قرار ملاقات یا 'Create Appointment' را فشار دهید. اگر معلومات پدیدار شده درست نباشد, دکمه ای بازگشت یا 'Return' را فشار دهید.

You are scheduling an appointment with ME [redacted] at 03:45 PM on September 29, 2021.

Create Appointment Return

14. 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.

15. بعد از آنکه دکمه ای ایجاد قرار ملاقات یا 'Create Appointment' را فشار دادید, صفحه ای اصلی تنظیم ملاقات دوباره پدیدار خواهد شد و پیامی را خواهید دید که تاییدی ملاقات شما را نشان میدهد.

Appointment confirmed for September 29, 2021.

Your Schedule Ali Edit Profile/Change Password Printable schedule Logout

September 29, 2021 at 03:45 PM, Granite School District - MEI Cancel Details Change time

SELECT YOUR SCHOOL CATEGORY

SELECT YOUR SCHOOL
COPPER HILLS ELEMENTARY

September 29, 2021

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

MY [redacted] EZ X

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

Student ID

*

Legend

Appt scheduled for you
Appt Unavailable

Teachers of M [redacted]

ME [redacted] - Mathematics(MATH-17)
[redacted] - Science(SCIENCE-12)
[redacted] - HOME ROOM 4(944400-2)
[redacted] - English Language Arts(ELA-20)
[redacted] Y - 4th Grade(OTHER-1)

Sep 2021
Wed 29

3:00 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:05 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:10 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:15 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:20 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:25 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:30 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:35 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:40 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:45 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:50 PM	[redacted]	[redacted]	[redacted]	[redacted]
3:55 PM	[redacted]	[redacted]	[redacted]	[redacted]
4:00 PM	[redacted]	[redacted]	[redacted]	[redacted]
4:05 PM	[redacted]	[redacted]	[redacted]	[redacted]
4:10 PM	[redacted]	[redacted]	[redacted]	[redacted]

16. If you have other students you need to schedule, click on the link 'Select Your School Category', select the correct category and school, then follow steps 6-8.

17. اگر برای متعلم دیگری خواهان تعیین قرار ملاقات استید، لینک انتخاب مکتب یا 'Select Your School Category' را فشار دهید، کتگوری و مکتب مورد نظر را انتخاب نموده، مراحل 6-8 را دنبال نمایید.

18. You can print/email your scheduled appointments by clicking 'Your Schedule' in the gray menu bar next to your name.

19. برای چاپ و ایمیل نمودن وقت ملاقات خویش دکمه ای وقت ملاقات شما یا 'Your Schedule' در مینو بار خاکستری که در پهلوی اسم شما موقعیت دارد را فشار دهید.

Appointments for Ali ██████████

COPPER HILLS ELEMENTARY

When	Teacher	Class	Room	Student
September 29, 2021 at 03:45 PM	Granite School District - MI ██████████	HOME ROOM	4(944400-2)	M ██████████ EZ

[Print](#) [Email Schedule](#) [Return](#)

Changing/Cancelling Your Scheduled Appointment

تغییر/لغو قرار ملاقات تنظیم شده

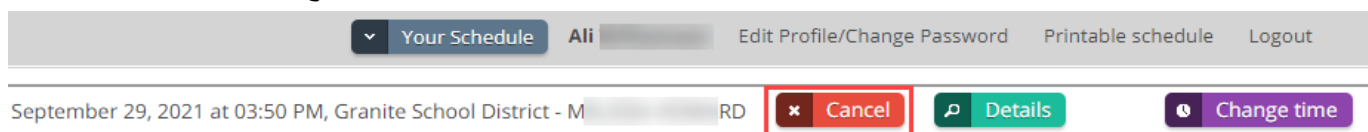
If you wish to change or cancel your appointment, follow the steps below.

اگر میخواهید که زمان ملاقات خویش را تغییر دهید و یا لغو کنید، مراحل ذیل را تعقیب نمایید.

Cancelling your appointment:

لغو زمان ملاقات:

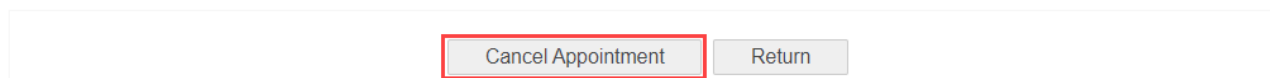
1. Below the gray menu bar, you will see your scheduled appointments. To cancel, click on the red 'cancel' button.
2. در مینو بار خاکستری ذیل، شما میتوانید زمان ملاقات خویش را مشاهده نمایید، برای لغو آن، بالای دکمه ای سرخ 'cancel' کلیک کنید.



3. A new screen will show that you are cancelling your appointment, with the date and time. If you wish to cancel, click 'Cancel Appointment'.

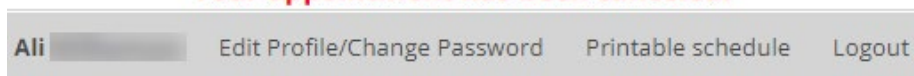
4. صفحه ای جدید لغو ملاقات با تاریخ و زمان آن پدیدار خواهد شد. اگر خواسته باشید که آنرا لغو نمایید، بالای لغو قرار ملاقات یا 'Cancel Appointment' کلیک کنید.

You are cancelling your appointment with M ██████████ D at 04:30 PM on September 29, 2021 for the COPPER HILLS ELEMENTARY event.



5. You will then get a message that your appointment has been cancelled.
6. بعداً پیامی را دریافت خواهید کرد که نشان دهنده لغو ملاقات شما است.

Your appointment has been canceled.

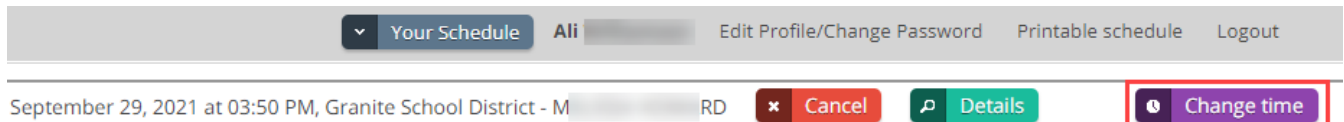


Changing your scheduled appointment:

تغییر دادن زمان ملاقات تعیین شده:

1. Below the gray menu bar, click 'Change Time'.

2. در پایین مینو بار خاکستری بالا تغییر زمان یا 'Change Time' کلیک نمایید.



3. Select your new date/time by clicking on the time. Pay close attention to the color coding for each teacher.

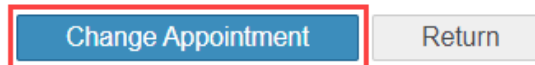
4. بالای زمان یا time کلیک نموده و زمان/ تاریخ جدید را انتخاب نمایید.

The screenshot shows the 'Change time' selection screen. At the top, there's a navigation bar with 'Your Schedule' selected. Below it, a red box contains the current appointment: 'September 29, 2021 at 03:45 PM, Granite School District - MI'. To the right of this box are buttons for 'select new date and time' and 'Stop'. Below the red box is a link 'SELECT YOUR SCHOOL CATEGORY' and a dropdown menu 'SELECT YOUR SCHOOL' with 'COPPER HILLS ELEMENTARY' selected. The date 'September 29, 2021' is displayed. A legend for teachers is shown on the left, listing 'MI - Mathematics(MATH-17)', 'MI - Science(SCIENCE-12)', 'MI - HOME ROOM 4(944400-2)', 'MI - English Language Arts(ELA-20)', and 'WI - 4th Grade(OTHER-1)'. In the center, a calendar grid for 'Sep 29' shows time slots from 3:00 PM to 4:00 PM with colored boxes representing different teachers. To the right, there's a form to enter 'Student ID' and 'Student's birthday'.

5. A confirmation page will come up and if that is the date/time you want, click 'Change Appointment'.

6. یک صفحه ای تاییدی نمایان خواهد شد و اگر با زمان و تاریخ آن موافق باشید، بالای تغییر قرار ملاقات یا 'Change Appointment' کلیک نمایید.

You are changing your appointment with M to 04:30 PM on September 29, 2021.



7. You will see a message that your appointment has been changed.

8. شما پیامی را خواهید دید که تغییر زمان ملاقات شما را نشان میدهد.

