

**NO KINDERGARTEN NEXT WEEK
MAY 16-20TH!
PLEASE SIGN UP FOR A POST
KINDERGARTEN ASSESSMENT IF
YOU HAVE NOT ALREADY DONE SO!**

Scheduling an Appointment with pickAtime

1. Go to <https://pickatime.com/granitesd>.
2. Click '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 * @gmail.com

Confirm Email address * @gmail.com

Your email address is also your login ID. Please double check that it is correct.

First Name *

Last Name *

Password (at least 8 characters) *

Confirm Password *

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

SELECT YOUR SCHOOL CATEGORY

- [Elementary School](#)
- [Junior High](#)
- [High School](#)

5. 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).

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

95

Student's birthday

06/

Add

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

SELECT YOUR SCHOOL CATEGORY

SELECT YOUR SCHOOL

COPPER HILLS ELEMENTARY

Please choose the type of service you need:

- In Person
- Virtual

Click here to select a date:

[September 20, 2021](#) - [September 30, 2021](#)

- 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'.

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).

Legend

Appt. scheduled for you
 Appt. Unavailable

Teachers of M

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

MY EZ X

Students without classes:
MI 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

- 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'.

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

Create Appointment

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.

Appointment confirmed for September 29, 2021.

Your Schedule
All
Edit Profile/Change Password
Printable schedule
Logout

September 29, 2021 at 03:45 PM, Granite School District - MEI

SELECT YOUR SCHOOL CATEGORY
 SELECT YOUR SCHOOL
 COPPER HILLS ELEMENTARY

September 29, 2021

Legend

Appt. scheduled for you
 Appt. Unavailable

Teachers of M

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

MY 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

- 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.

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

Appointments for Ali
 COPPER HILLS ELEMENTARY

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

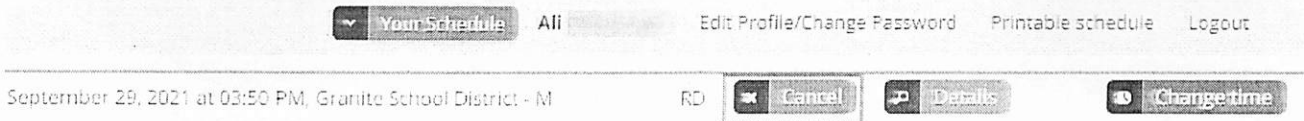
Email Schedule Return

Changing/Cancelling Your Scheduled Appointment

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

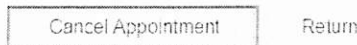
Cancelling your appointment:

1. Below the gray menu bar, you will see your scheduled appointments. To cancel, click on the red 'cancel' button.

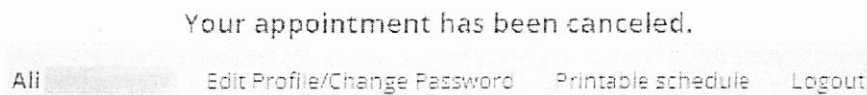


2. A new screen will show that you are cancelling your appointment, with the date and time. If you wish to cancel, click 'Cancel Appointment'.

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



3. You will then get a message that your appointment has been cancelled.

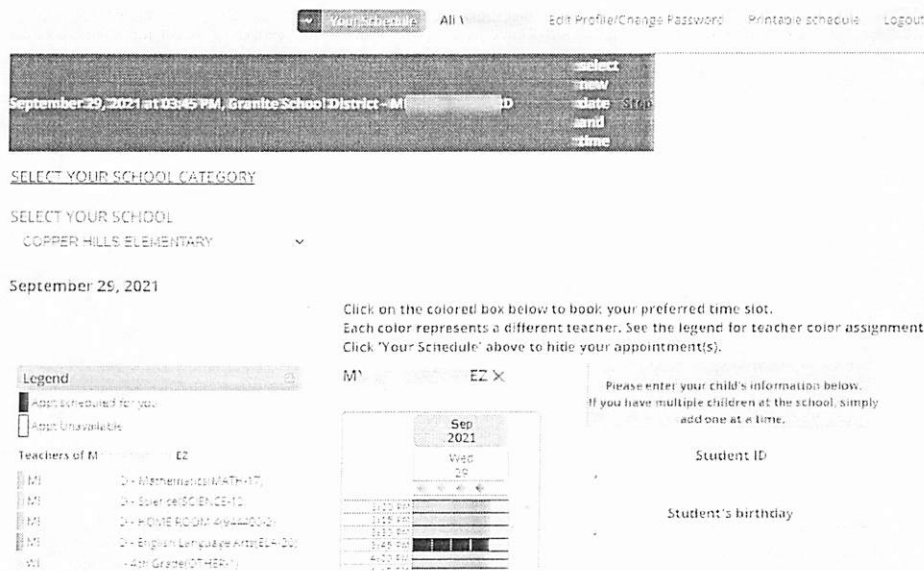


Changing your scheduled appointment:

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

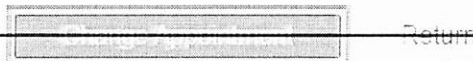


2. Select your new date/time by clicking on the time. Pay close attention to the color coding for each teacher.



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

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



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

Appointment has been changed.

