

Dear Family Members,

You will be using an online scheduling program to set up parent/teacher conferences at the high school. Please follow the directions below to schedule your conferences.

Conference dates are: March 19th and March 24<sup>th</sup>, 2020, 3:00-7:00 pm.

Go to the high school website: <http://www.maranacook.org/mcs>

**From a desk top:**

1. Click on the Menu bar at top middle of page ,
2. Scroll to the bottom of the page.
3. Under Parents/Students and click on Pick A Time-Teacher Conferences, this will take you to your login page.
4. If you a refresher on using Pick A Time click on the + button on the left side of the link, you will see the 'Direction Page' click on text to open.

**From a Mobile Device:**

1. On browser go to the high school website: <http://www.maranacook.org/mcs>,
2. On app 'RSU38' click and select the high school under the little building icon in the upper right hand corner, select the high school.
3. Click on the Menu icon in the upper left, .
4. In the menu that appears click on the word 'DOCUMENTS' at the bottom of the list click on The document name 'Pick A Time Letter 4-20'

**To Register:**

1. Enter your email address and click "Login/Create Account"
2. Fill in the required fields to register.
3. For each child, enter their student **ID number**, and their **security value** (see explanation below), and click "ADD"

-**Student ID** number is the same number used to log into PowerSchool. If you don't know the ID number, please ask your student or contact the school.

-**Security Value** is your child's birthdate. Example: April 4, 1990 must be entered 4/4/1990 (Do not enter as 04/04/1990.)

**Scheduling:**

1. Pick the date you want to schedule your appointments.
2. Each colored square represents an available meeting time. Each teacher will be represented by a different color. You will be able to schedule appointments with the teachers that your children have classes with as well as the advisor and guidance counselor.
3. Click on a time to schedule an appointment. You will be asked to set when you want the reminder email to be sent to you, then click "Create Appointment".
4. Repeat these steps until you have a time with each teacher you'd like to meet with.

**Viewing, Changing and Printing your schedule:**

1. Click on the blue circle to the left of your name at the top of the screen to show your appointments. There will be links to change the time or cancel the appointment.
2. If you want to make changes to your schedule, you can log in at anytime with your email and password.

3. At any time you can click on “printable schedule” and print the resulting page to get a hard copy of your schedule.

**What to do if a teacher is not available:**

Parents always have the option to contact a teacher through email or by telephone for an update of their child’s progress.

**What to do if you do not have internet access available or have difficulty in scheduling appointments:**

Contact Kelly Thompson at the high school (685-4923 ext. 1038) for assistance.