

Greetings,

This year our parent teacher conferences will be conducted virtually. As a parent you will still use the Pick A Time online program. Once you have selected your appointments you will receive a list of teachers and times along with a web link to the virtual meeting. Zoom will be our meeting platform.

Conference dates are set up a bit different this year. This year we are using the quarter system for classes and quarter 1 is for black day classes with quarter 2 is for gold day classes.

We have 2 meeting dates:

1. Oct. 15, 2020 Thursday from 3:00pm - 7:00pm To meet with teachers from students Black day classes
2. Nov 17, 2020 Tuesday from 3:00pm - 7:00pm To meet with teachers from students Gold day classes.

The current Pick A Time dated Oct 15th, will be for the students Black Day schedule. After Oct 15th Conferences, another pick a time schedule will be sent out for Nov 17th conferences which will be for teachers from the students Gold day schedule.


[The Pick A Time Link for](#) October 15, 2020

You will be able to meet with the teachers on most any device that supports a web browser, (ie Chrome, Edge, Firefox, Safari etc) or the Zoom app. The Zoom app can be downloaded to a desktop, laptop, tablet, iPad, iPhone or android phone, (ie Samsung, Motorola, Galaxy etc)

Before your conference time you will need to download the Zoom app.

Here are 2 ways to get the app:

1. going to this link, [to get Zoom app](#) scroll down to the type of device you have and click on the corresponding download button. Once loaded you are set to go.
2. You can download the app for Apple devices from the App Store, or on an android with the Play Store by searching for Zoom meeting. The app logo

looks like this, 

Once you have downloaded Zoom and have your appointments scheduled for October 15th, you will be all set to meet with your child's teachers. Using the Zoom link you received with your appointment schedule, you will login into each meeting by using the link that corresponds to the teacher you have the appointment with. Once Zoom opens, you will be put into a 'Zoom waiting room', once here you do not have to do anything else but wait. When the teacher has finished the previous meeting they will open the meeting to you.

If you forgot your password you may reset it from the login screen

For those of you new to Pick A Time. Login in to the [Pick A Time Link](#) to get to login in screen that will look like this:

Virtual Conference Oct. 15, 2020

Email Address

Password

[Login/Create Account](#)

[Forgot Password](#)

Click on the blue button that says 'Login/Create Account' and fill in the required information to login in.

If you choose to not use an email, or don't have an email account, you can still register.

Underneath the login screen shown above are directions to log in without your email address.

**If you don't have an email address, you can still make an appointment on this site.**  
When the system asks you for your email, simply type in: yourfirstname.yourlastname@noemail.com  
Since this is not a real email address, you will not receive confirmation or reminder emails, but your appointment will be entered in the system.

If you have any question or need help, please reach out to Kelly Thompson at 685-4923 ext 1038