

pickAtime

Parent Directions for Using pickAtime



Howard County Public Schools ☪ Technology Department ☪ Document ID No: PAT01 ☪ Revision Date: 10/11/2010

 =Warning  =Timesaver  =Note


About pickAtime


pickAtime is a web-based application to schedule conferences with teachers during the November and February parent/teacher conferences. By using pickAtime, you can schedule appointments that meet your busy schedule, print your scheduled appointments, and even receive an email reminder. In order to use pickAtime, you will need to know your student's ID number. This can be found on a student schedule, a progress report, or a report card. Some schools may also distribute the student ID number on a label.

Create a Parent Account

In order to schedule parent/teacher conferences in pickAtime, you will need to create a user account every school year.

1. Go to Howard County Public School's main website, www.hcpss.org and click on the link for pickAtime. Select the school for which you need to create an account. If you have students in different schools, you will need to go to each school's link to schedule conferences. However, you will use the same pickAtime account for all school sites.

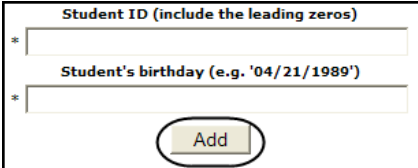
 **TIMESAVER:** You may want to bookmark your school's pickAtime link as a favorite for future use.


 **WARNING:** Do not go to pickAtime's main website to create your appointments.

2. Create an account by entering your email address and a password. If you do not have an email address, you can make one up using @noemail.com, e.g., sjones@noemail.com.

 **NOTE:** Remember your pickAtime user account for February conferences.

3. Click the **Login/Create Account** button.
4. Fill out the required fields. The First and Last name fields should be your name, not your student's name.
5. Click the **OK** button.
6. Enter your student's nine digit Student ID# (include the leading zeros) and birthday (mm/dd/yyyy format) in the **Student ID** and **Student's birthday** fields.
7. Click the **Add** button.




 **NOTE:** You can add additional children attending this school once you have selected a conference date.

Create Appointments

You can begin scheduling appointments once you have created an account. Each school determines the start and end dates and times for appointment taking in pickAtime. Please check with your school regarding these dates.

1. Log in to your school's pickAtime site if you are not currently logged in.
2. Click the link for the day you would like to schedule your appointments. A **Legend** will appear with your student's teachers.

 **NOTE:** You can select a different day by clicking a different date link.

3. If you have additional students attending this same school, enter their Student ID and birthday and click the **Add** button.
4. Click the colored square for the teacher whom you would like to schedule an appointment.
5. Deselect the checkbox if you do not want an email reminder or you can change the timeframe of the reminder.
6. Click the **Create Appointment** button. A black square indicates your scheduled appointment. A white square indicates the time is unavailable.
7. Continue until all appointments have been scheduled.

Click here to select another date:
[November 23, 2009](#) [November 24, 2009](#)
 Click on the coloured box below to book your preferred time slot.
 Click 'Your Schedule' (above) to make changes to your appointments.

Jennifer Smith ✕

Legend

Appt scheduled for you
 Unavailable

Teachers of Jennifer Smith

■ Joel Beard - Spanish
■ Pam Boan - Algebra 2
■ Anne Dorwart - Chemistry
■ Mellisa Frye - Weight Training
■ James Langrall - English 10

1:00 PM						
1:15 PM						
1:30 PM						
1:45 PM						
2:00 PM						
2:15 PM						
2:30 PM						
2:45 PM						
3:00 PM						
3:15 PM						
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5:00 PM						
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5:30 PM						
5:45 PM						
6:00 PM						
6:15 PM						

Enter the values for an additional student and push "Add".

Questions marked with an asterisk (*) must be completed.

Student ID (include the leading zeros)

*

Student's birthday (e.g. '04/21/1989')

*

Print a Schedule

1. Click the **Printable schedule** link.



2. Click the **Print** link to print a copy of your schedule.
3. Click the **Return** button to return to the Appointment screen.
4. Click **Logout** when finished.

 **NOTE:** Please bring your schedule with you to the conference.

Cancel or Change Scheduled Appointments


You may cancel or change an appointment any time prior to the end date/time of pickAtime appointment taking. If you need to cancel or change an appointment after that time, please contact your school.

Cancel an Appointment

1. Log in to your school's pickAtime site.
2. Click the **Your schedule** link.


Your schedule	Sue Smith	Logout	Edit Profile/Change Password	Printable schedule
11/23/09 at 01:00 PM, Joel Beard at Sample ES	Cancel	Details	Edit	Change time
11/23/09 at 01:15 PM, Pam Boan at Sample ES	Cancel	Details	Edit	Change time
11/23/09 at 01:30 PM, Anne Dorwart at Sample ES	Cancel	Details	Edit	Change time

3. Click the **Cancel** link next to the scheduled date and time.
4. Click the **Cancel Appointment** button to confirm the cancellation.
5. Print a new copy of your schedule. Follow the directions above for printing your schedule.

 **NOTE:** Follow Steps 2-4 to cancel additional appointments.

Change an Appointment

1. Log in to pickAtime.
2. Click the **Your schedule** link.
3. Click the **Change time** link.
4. Select a new date or time for this teacher appointment.
5. Click the **Change Appointment** button to confirm this change.
6. Print a new copy of your schedule. Follow the directions above for printing your schedule.

 **NOTE:** Follow Steps 2-4 to change additional appointments.

Edit pickAtime Account Information

You may edit your pickAtime account at any time.

1. Log in to pickAtime.
2. Click the **Edit Profile/Change Password** link.
3. Make any changes to your account.
4. Click the **Update** button.
5. Click **Logout** when finished.