

## PARENT TEACHER CONFERENCE – September 24, 2007

The St. Francis High School Parent/Teacher Conferences will be held on September 24, 2007 between 6pm-9pm. The Internet based Parent/Teacher Appointment Booking System from **Pick A Time** will coordinate your meeting times. You will be able to book your appointments online between 12 noon, September 20 and 12 noon, September 21. You will use your browser to select which teachers you would like to meet and when. Parents will require a valid email address and their son's student ID to register. The Student ID can be found on grade pages of each class under the Progress Report link in Edline. A password of one's choice can be set up while creating the new account. Subsequently the email address and password will be required to login and the system will know about the students you added to your account.

### Here are the instructions:

- Open your browser.
- Please type **http://www.sfhs.net** in the Address bar to access our school website.
- Click the **Pick A Time** icon on the home page. (This page will be available for setting appointments from 12 noon, September 20 to 12 noon, September 21).

### Registration

**(Even if you had an account with Pick A Time last year you will have to register again this year. You may use the same email address and password).**

1. Enter your **email address** and **password** and click "**Login/Create Account**".
2. Fill in the required fields on the registration form.
3. For each child, enter their **student ID** and their **birthday** ( For example,12-02-1987. Please include the hyphens/dashes) for the **Security Value** and click **Add**.

### Scheduling

1. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the times increase as you go down the page. (Note: you will not see all of the teachers, just the set of teachers that your children have classes with.)
2. Click on a square to book that time.
3. After you set when you want the reminder email to be delivered, click "**Create Appointment**".
4. Repeat until you have a time with each teacher you'd like to visit with.

- You can click on the "**Printable Schedule**" link located on the top right corner and print the resulting web page to get a hard copy of your schedule.
- If you want to make changes to your schedule you can click on the "**Your Schedule**" link, OR you can login at any other time with your email and password.
- You can also 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 modify the time, or cancel the appointment.

If you have any questions, please call Mrs. Saxena or Mr. Papadopoulos : (818)790-0325 x 405 OR email [ssaxena@sfhs.net](mailto:ssaxena@sfhs.net); [mpapadop@sfhs.net](mailto:mpapadop@sfhs.net)

### **Please Note:**

If you would like to make an appointment with a teacher that your child does not have a class with, you will need to email or contact that teacher.