

Directions for Parent-Teacher “Pick a Time” 2017 Conference Scheduling

The system is open from

Friday, November 10 (8 AM) through Friday, November 17 (12 Noon).

To Register:

- Go to the Ascension Home Page: **www.ascensionoakpark.com** and choose “**Conference Sign-Up**.” Everyone must create an account at Pick a Time. Last year’s accounts are no longer valid.
- Type in your e-mail address and click on the “**Login/Create Account**.”
- On the registration page, confirm your e-mail address and enter your First Name, Last Name and a password. Confirm the password and click “OK” to register.
- On the next screen, you will add your child(ren). For student ID, enter your child’s name in this format: **RobertJones** – no space, no lines. Use the child’s given name first (if it does not work, try the nickname. Enter the child’s birthdate in this format: **m/d/yyyy or mm/dd/yyyy**, and click on “Add.” **(No zeros for months January through September.** Use single digits for month and date, where appropriate. **Be sure to use four digits for the year of birth.**) Repeat for any additional children.

To Schedule a Conference: Allow travel time between classrooms when you schedule your appointments. Back-to-back appointments may reduce the amount of time you can spend with the next teacher.

- Once you have entered the system, **choose the date you prefer.**
- Each colored square represents an available meeting time. The legend shows which teacher corresponds to each color. The times are listed in chronological order. The only teachers shown are those your child has for class. You may not need to see every teacher. Make appointments for teachers in classes for which there is an academic concern.
- **Click on a colored square to book a time.** White squares indicate that time slots have already been taken.
- A message indicating the time and teacher you scheduled will appear at the top of the screen. If you would like an e-mail reminder, click on the square. **Finally, click on “Create Appointment.”**
- A message confirming that appointment appears at the top of the screen.
- Repeat the above steps for each teacher you would like to see. Do not make more than two appointments with each teacher.

To Sign In Again:

- Enter your e-mail address and **this year’s** Pick A Time password.

To Cancel or Change an Appointment:

- Click on the blue circle next to “Your Schedule” at the top of the screen.
- Choose the option you would like to change.

To Print a Schedule:

- Click on the printer icon next to “Printable Schedule” at the top. This assumes the computer has a printer attached to it.

To Exit from Software:

- Click on green arrow next to “Logout” at the top of the screen.

Questions or Problems? Call Ascension School at 708-386-7282 or e-mail Laura Allen at l.allen@ascensionoakpark.com.