

# Parent Instructor Conference Scheduling Directions

We are utilizing a new tool for making the appointments for PIC time slots. Conference time slots are available in various configurations from Wed. the 29<sup>th</sup> to Friday the 31<sup>st</sup> of October, 2008.

Please follow the directions below. Go to [WWW.SMLCS.ORG](http://WWW.SMLCS.ORG) and click on the Day School section. Then click on the pick A time logo.



This will take you to the Parent Instructor Conference Scheduler specific to our school. Appointments are made on a first come first served basis. Please work directly with the instructor you want to conference with if you have any special scheduling needs.

## Register (new users)

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields to create a password and complete the registration process.

## Sign In (previous users)

If you've previously registered, all you need to do is enter your email and password. The system will know about your appointments and the children you have added to your account.

## Scheduling

1. You will see a list of teachers. Select the box next to the teacher name(s) that you would like to schedule a conference with. **Select all of the teachers you plan to meet with so you see all of their time slots side by side.** You will then see the schedule of available times for those teachers.
2. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the time of day as you go down the page. Scroll down to see the end of the list.
3. **Click on a square to schedule that 20 minute time slot.** If you desire a longer conference with an instructor you can click on the square before or after the first scheduled appointment and schedule another 20 minute slot so you will have back to back time slots that will total 40 minutes. Some instructors may even request this.
4. After you have set when you want the reminder email to be delivered, you can enter the name of the student you will be conferencing about in the box and then click on **"Create Appointment"**.
5. Repeat until you have a time with each teacher you'd like to conference 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 scheduled event list which appears near the top of the page as you schedule each appointment. If you do not see the list click on the blue **"Your Schedule"** link and it will appear.
  - You can also click on the blue circle to the left of your name at the top of the screen to show your appointments if they are not visible. There will be links to modify the time, or cancel the appointments.
6. The system will allow you to make appointments up to 36 hours before the appointment. If you are trying to make or cancel an appointment outside of the time parameters the system will prompt you to call the school.

If you have any questions as you use the system, please call us at 939-1218!

Robert J. Ziefer