

Pick A Time Teacher Access

Creating your account –

1. Go to <https://pickatime.com/granitesd> and click



button.

2. Enter in your Granite email and then type in the rest of required information. Use the first and last name HR has on record. Then click OK to register your account. *If you have previously logged into pickAtime and have forgotten your password, you can select the "Forgot Password" button and a new one will be emailed to you.*



Granite School District requires the following information

Required fields must be filled in.

Email address * **Enter @graniteschools.org email**

Confirm Email address *
Your email address is also your login ID. Please double check that it is correct.

First Name *

Last Name *

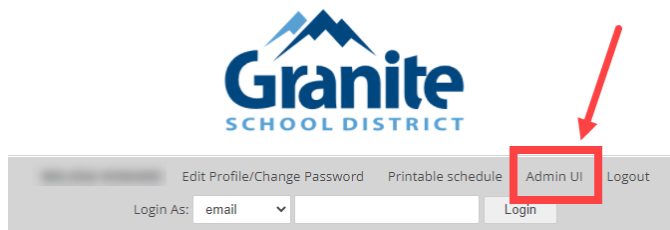
Password at least 8 characters *

Confirm Password *

Click OK to register OK Cancel

3. In the gray menu bar click taken to the Teacher Administrator pickAtime site.

'Admin UI'. You will then be

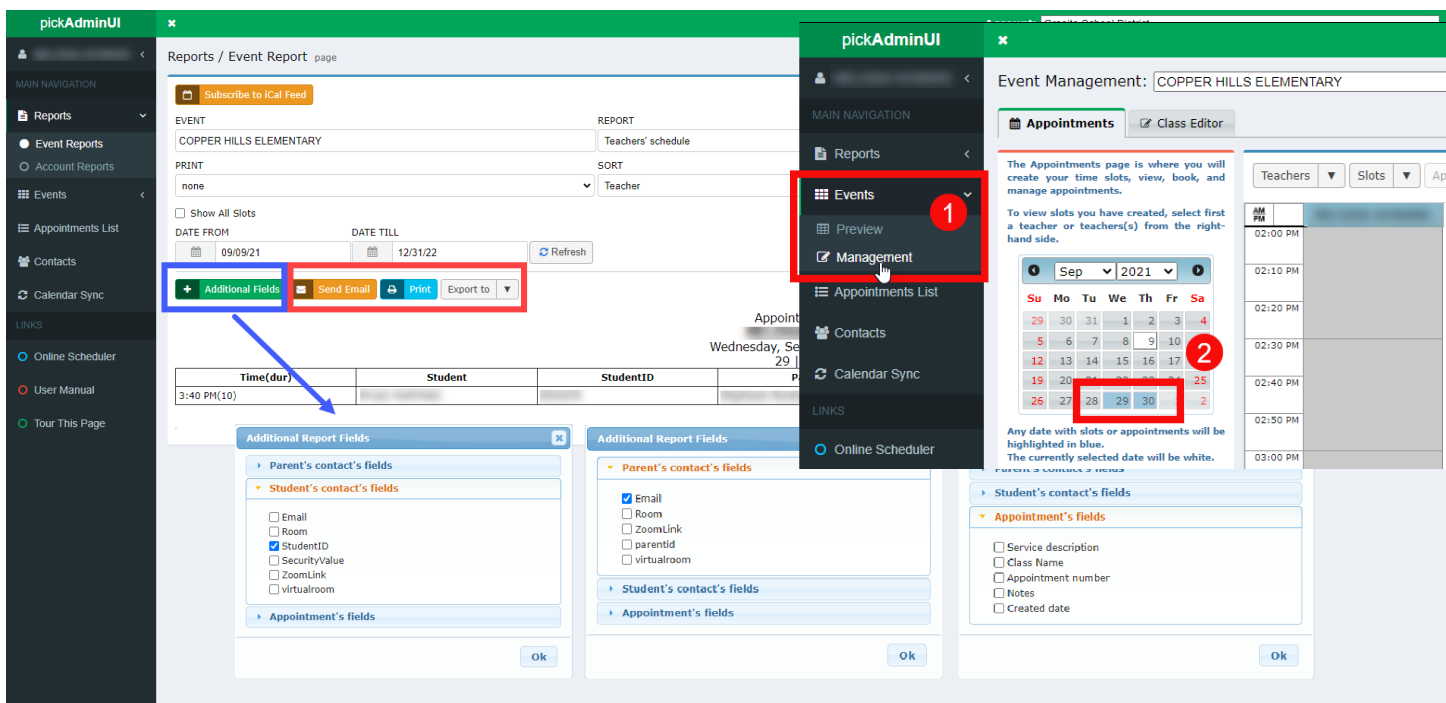


Reports/Event Report –

You will see Reports/Event Report page. You can put in any filters of your choice.

1. You can email, print, or export your entire schedule by clicking the appropriate button.

2. You can also add additional field to your report. Click the 'Additional Field' button and select which fields may be useful to you (ex. Student ID, Parent Email), SEE PICTURE BELOW.



The screenshot shows the pickAdminUI interface. On the left is a navigation menu with 'Reports' selected. The main area displays the 'Reports / Event Report' page for 'COPPER HILLS ELEMENTARY'. It includes filters for 'EVENT', 'REPORT', 'PRINT', and 'SORT'. Below these are date range filters and a table of appointments. A red box highlights the 'Additional Fields', 'Send Email', 'Print', and 'Export to' buttons. A blue arrow points from the 'Additional Fields' button to a modal window titled 'Additional Report Fields'. This modal has two sections: 'Parent's contact's fields' and 'Student's contact's fields'. The 'Student's contact's fields' section has 'StudentID' checked. Another red box highlights the 'Events' menu in the top navigation, with a red circle and the number '1'. A second red box highlights a date '29' in a calendar view, with a red circle and the number '2'.

Blocking and Booking Appointments –

1. In the Admin UI site, click Events then click Management.
2. Any date with slots/appointments will be highlighted blue. Click the date to open your schedule for that day. It will then be highlighted white.
3. You can block appointments by clicking the X in each slot you want blocked.
4. You can add an appointment by click the green +. It will open another screen. Search the student you are adding, then click the student name and click OK. A different screen will show where you can select the parent wanting the appointment (you can also add an additional parent by clicking the green + next to parent drop down). Then select your service and click OK).
5. If you need to add or edit your room number or virtual meeting link, click in the field and it will activate, and you can start typing.

The screenshot shows the 'Event Management' interface for 'COPPER HILLS ELEMENTARY'. It includes a calendar view on the left, a main appointment grid, and several pop-up windows. Callout 3 points to a date with slots highlighted in blue. Callout 4 points to a green '+' icon in a slot and the 'Select Person' window. Callout 5 points to a box for adding/editing room numbers or virtual links in the 'Create Appointment' window.

3 Click the X in the time slot you want to block. You can also give a title.

4 Click the green + to add an appointment.

4 After clicking the green +, search your student in the search area to the left. Highlight the student you are scheduling by clicking their name then click Ok at the bottom.

4 Select the correct parent or add an additional parent. You can also change the service the parents would like. Then click Ok.

5 Click in the box to add/edit room number or virtual room link.

Other Appointment Features –

6. If you click on the appointment you will get some additional features. See the picture below for what each feature means.

- Cancel the selected appointment.
- Edit the selected appointment. Can change parent and/or service.
- Change the time of the selected appointment.
- Send a reminder email to the selected appointment.
- View customer information, such as parent email.

