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Create account instructions

School Wide default schedule

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Teachers - How to view your schedule

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How to delete an SEP conference

How to switch between conference days on the schedule

How to block time for dinner/break on schedule

How to add your virtual link on scheduler

How to set up Zoom Personal Meeting room for virtual SEPs

Video demo of how to use the waiting room in Zoom



Create your Teacher Pick a Time Account

1. Go to [Pickatime.com/granitesd](https://pickatime.com/granitesd)
2. Click login/create account
3. Use your Granite Credentials to create your account (hint: @graniteschools.org email and password you login to your computer with)

- Your students have already been attached to your account
- If a student is not on your roster let your TC know

Email Address

Password

Login/Create Account

Forgot Password



School Wide Default SEP Schedules

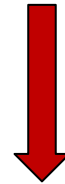
Our school wide default SEP schedule is already set up for you.

- Virtual or in person option:
- SEP conference appointment length: 15 mins.
- First SEP conference starts at: 4:00 pm
- Last SEP conference starts at: 7:00 pm
- Dinner can be blocked out



How to View your schedule

- Click “Admin UI” to view and edit schedule



DAYNA SHOELL

[Edit Profile/Change Password](#)

[Printable schedule](#)

[Admin UI](#)

[Logout](#)

Login As: email



Login

How to View your schedule

- You will see the Reports/Event Report page
- Your scheduled appointments will appear in a table format
- You can email, print, or export your entire schedule by clicking the appropriate button.

pickAdminUI Account: Granite School District

Reports / Event Report page

Subscribe to iCal Feed

EVENT: COPPER HILLS ELEMENTARY REPORT: Teachers' schedule TEACHER: [Redacted] Email Report

PRINT: none SORT: Teacher

Show All Slots

DATE FROM: 09/09/21 DATE TILL: 12/31/22 Refresh

+ Additional Fields Send Email Print Export to Save Report Settings Reset Report Settings

Appointments for:
Wednesday, September 29, 2021
29 | Virtual

Time(dur)	Student	StudentID	Parent	Email	Service	Room
3:40 PM(10)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	In Person	29

Additional Report Fields

- Parent's contact's fields
- Student's contact's fields
 - Email
 - Room
 - StudentID
 - SecurityValue
 - ZoomLink
 - virtualroom
- Appointment's fields

Additional Report Fields

- Parent's contact's fields
- Email
 - Room
 - ZoomLink
 - parentid
 - virtualroom
- Student's contact's fields
- Appointment's fields

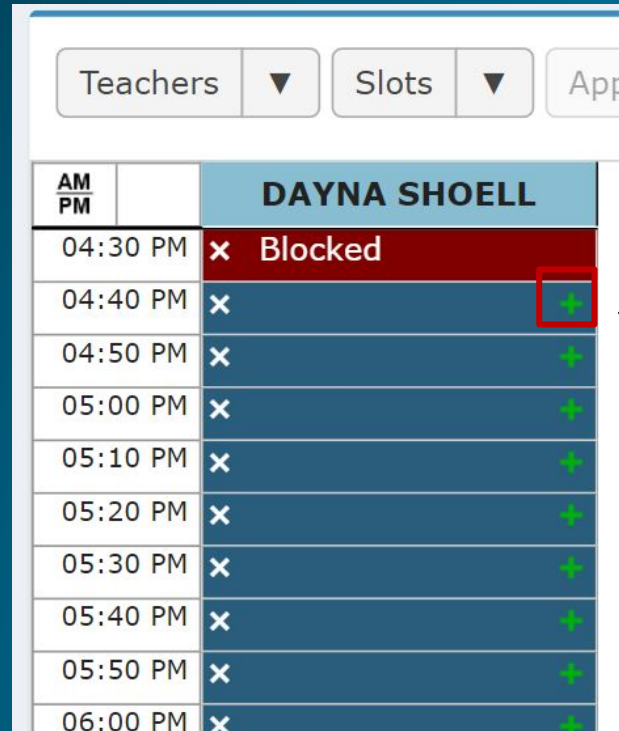
Additional Report Fields

- Parent's contact's fields
- Student's contact's fields
- Appointment's fields
 - Service description
 - Class Name
 - Appointment number
 - Notes
 - Created date



How to Schedule an SEP Conference as a teacher (slide 1/4)

- Login to pick-a-time
- Click Admin UI
- Click events
- Click management
- Click the green plus sign at the time and date you want to schedule
- A new box will appear for you to choose the student you are scheduling for



AM PM		DAYNA SHOELL
04:30 PM	x	Blocked
04:40 PM	x	+
04:50 PM	x	+
05:00 PM	x	+
05:10 PM	x	+
05:20 PM	x	+
05:30 PM	x	+
05:40 PM	x	+
05:50 PM	x	+
06:00 PM	x	+

How to Schedule an SEP Conference As a teacher (slide 2/4)

- The students in your class will be listed to the right
- Highlight the student you are scheduling by clicking their name
- Click OK at the bottom
- A new box will appear

Select Person

Q Search Contacts

You can search for a teacher in the list on the right, or enter all or part of the Last Name, First Name, or Email address in the fields below and press Search. When you locate your teacher, press the Ok button. To add in a new teacher, click on the Add Teacher button and then fill in the fields in the right hand side.

Reset PW Clone Student

Last	First	Email
	KHALEL	
	FREYA	
	OLIVE	
	DOUGLAS	
	PARKER	
	SA'AR	
	SAMUEL	
	ABIGAIL	
	ARIA	
	MAKENNA	
	LUKE	
	RUBY	
	LUCY	
	OLIVER	
	JAY	
	MILO	
	SAMUEL	
	JADE	
	MADISON	
	MAC	

L Last Name

F First Name

Email

StudentID

teacherid

parentid

contacts with bad email

contacts with teacher access

students

students of [redacted]

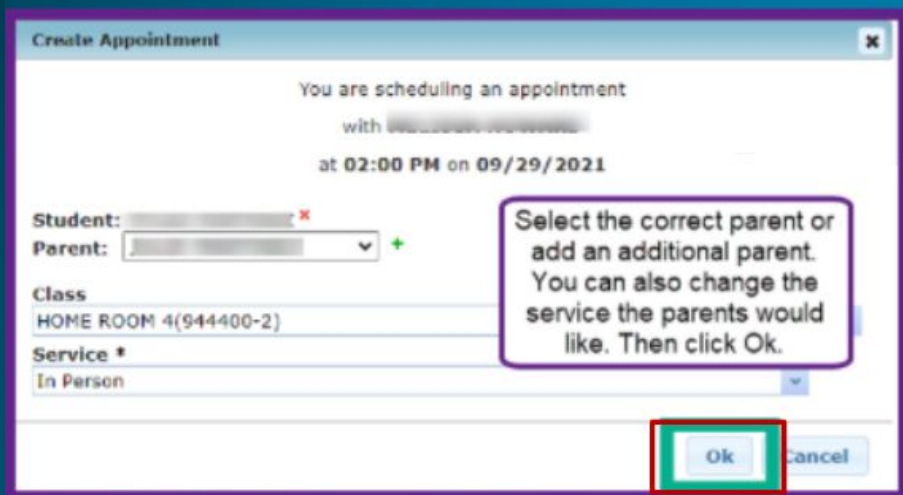
+ Add Search

1 2 total: 23 rows/pg: 20

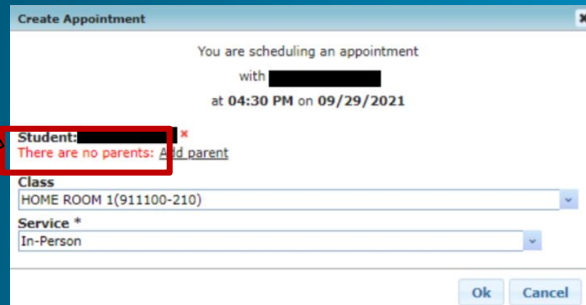
Ok Cancel Show Full Dialog

How to Schedule an SEP Conference As a teacher (slide 3/4)

- Select the correct parent from the drop down
 - Choose the type of service from the drop down: in person or virtual
 - Click OK to save
-
- If no parent is listed (see instructions on next slide)



The screenshot shows a 'Create Appointment' dialog box. At the top, it says 'You are scheduling an appointment with [redacted] at 02:00 PM on 09/29/2021'. Below this, there are fields for 'Student:' (with a red asterisk), 'Parent:' (with a dropdown arrow and a green plus sign), 'Class' (HOME ROOM 4(944400-2)), and 'Service *' (In Person). A callout box on the right contains the text: 'Select the correct parent or add an additional parent. You can also change the service the parents would like. Then click Ok.' At the bottom right, the 'Ok' button is highlighted with a red box.



The screenshot shows the same 'Create Appointment' dialog box, but with an error. The 'Student:' field is highlighted with a red box, and a red arrow points from the text 'If no parent is listed' in the previous slide to this field. Below the 'Student:' field, there is a red error message: 'There are no parents: Add parent'. The 'Parent:' field is empty. The 'Class' is HOME ROOM 1(911100-210) and the 'Service *' is In-Person. The 'Ok' and 'Cancel' buttons are at the bottom right.

How to connect a parent to a student to create an appointment (slide 4/4)

1. **Appointment**

You are scheduling an appointment with [redacted] at 04:30 PM on 09/29/2021

Student: [redacted]
There are no parents. **Add parent**

Class: HOME ROOM 1(911100-210)

Service *: In-Person

Ok Cancel

2. **Person Search Contacts**

You can search for a teacher in the list on the right, or enter all or part of the Last Name, First Name, or Email address in the fields below and press Search. When you locate your teacher, press the Ok button. To add in a new teacher, click on the Add Teacher button and then fill in the fields in the right hand side.

L Last Name
F First Name
Email

StudentID
teacherid
parentid

contacts with bad email
 contacts with teacher access
 students

+ Add Search

Last	First	Email
* *	CARL	me@kow.fm
* *	TANIN	monserrat1989@gmail.c...
.	CRIS	cfindi542@gmail.com
.	DAVID	davealberto@icloud.com
.		<not entered>
AAGAARD	JOSHUA	
AAGAARD	LINDSAY	
AAGAARD	THAD	
AAL IBRAHIM	REYAM	
AAL IBRAHIM	ROQAIA	
AAL IBRAHIM	TABARAK	
AALIBRAHIM	ESAM	
AAMODT	KADEN	
AAMODT	KATRINA	
AAMODT	MORGAN	
AAMODT	ROBERT	
AARDEMA	DENNIS	
AARNES	JAYSON	
AARON	AH LAN	
AARON	DAVID	

total: 5498

Ok

3. **Select Person**

Add New Parent

Email: <not entered>

First Name: <not entered>

Last Name: <not entered>

ZoomLink

parentid

virtualroom

SCHOOL_ID

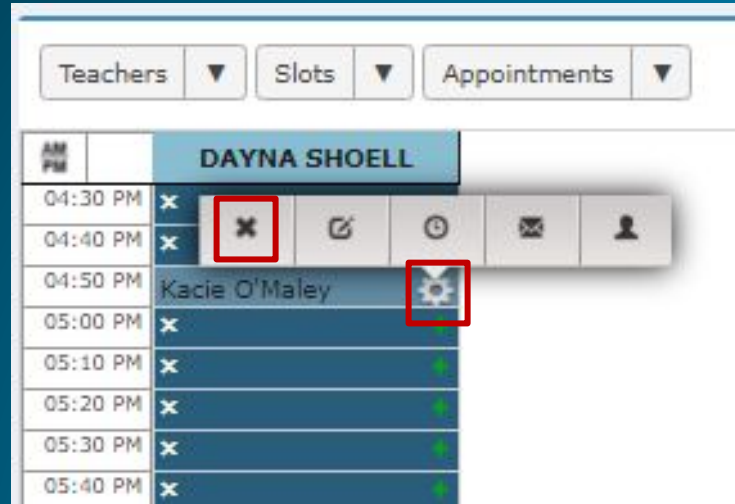
Add Go back

1. If there is not a parent connected to the student account click “add parent”
2. Click green “add” button and choose “parent”
3. Fill in the email (if you don't have an email address for the parent you can use parentname@noemail.com), first and last name fields
 - Click add
 - Click ok

*When you are forced to attach a parent to a student, if they don't have an email address they will not receive notifications of their SEP appointment. Please make sure you communicate the appointment information to the parent.

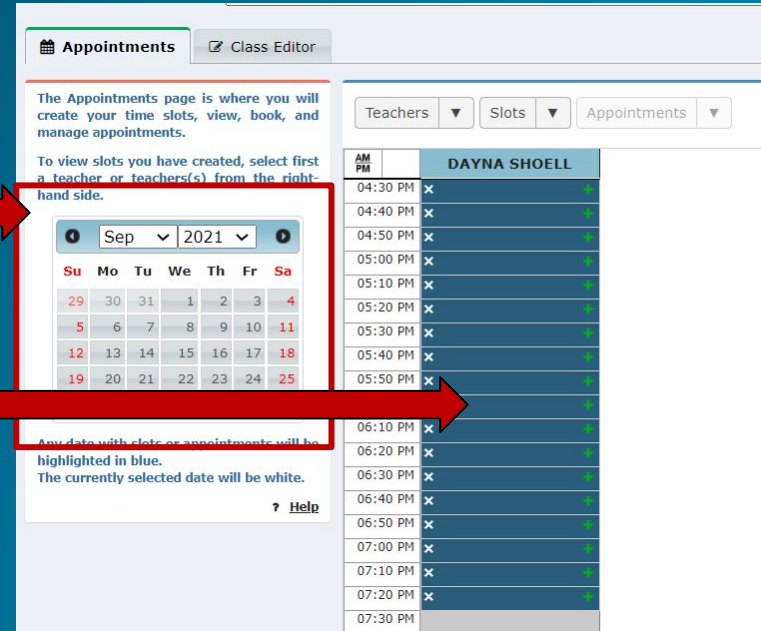
How to delete an SEP conference

- Login to pick-a-time
- Click Admin UI
- Click events
- Click management
- Click the gear symbol next to the appointment you want to edit
- Click the X to cancel



How to switch between the two SEP conference days

- Login to Pick-A-Time
- Click “Admin UI” to view and edit schedule
- If you cannot see both SEP dates on your calendar at the same time:
 - Use the calendar on the left side bar to switch between days
 - The schedule in the middle of the screen will change



The screenshot displays the 'Appointments' page in the Pick-A-Time system. At the top, there are tabs for 'Appointments' and 'Class Editor'. Below the tabs, there is a header with 'Teachers', 'Slots', and 'Appointments' dropdown menus. The main content area shows a calendar for September 2021 on the left side bar. A red arrow points from the calendar to the main appointment grid. The grid shows time slots from 04:30 PM to 07:30 PM. The currently selected date is highlighted in blue, and the currently selected time slot is highlighted in white. The interface also includes a 'Teachers' dropdown menu and a 'Slots' dropdown menu.

AM	PM	DAYNA SHOELL
04:30	PM	x
04:40	PM	x
04:50	PM	x
05:00	PM	x
05:10	PM	x
05:20	PM	x
05:30	PM	x
05:40	PM	x
05:50	PM	x
06:10	PM	x
06:20	PM	x
06:30	PM	x
06:40	PM	x
06:50	PM	x
07:00	PM	x
07:10	PM	x
07:20	PM	x
07:30	PM	x



How to block time for dinner or a break

- Login to pick-a-time
- Click Admin UI
- Click events
- Click management
- Click the white X on the block of time on the schedule
- It will say blocked, you can edit the text to say “dinner” or “break”
- To unblock click the X a second time

AM PM		DAYNA SHOELL
	04:30 PM	✕ Blocked
	04:40 PM	✕ +
	04:50 PM	✕ +
	05:00 PM	✕ +
	05:10 PM	✕ +
	05:20 PM	✕ +
	05:30 PM	✕ +
	05:40 PM	✕ +
	05:50 PM	✕ +
	06:00 PM	✕ +

How to add your Zoom personal meeting room link to your SEP scheduler

- Login to pick-a-time
- Click Admin UI
- Click events
- Click management
- Paste Zoom personal meeting room URL in virtual room space

Using pickAtime with ZOOM, Google Hangouts Meet, Skype, and GoToMeeting

You can also add an URL for various virtual meeting sites (Zoom, Google, Microsoft, GoToMeeting, Skype) to either our confirmation or reminder email, by using the Room column on your Parent-Teacher event.

Event Management: Virt PTA Test

Appointments Settings

The Appointments page is where you will create your time slots, view, book, and manage appointments.

To view slots you have created, select first a teacher or teachers(s) from the right-hand side.

Apr 2020

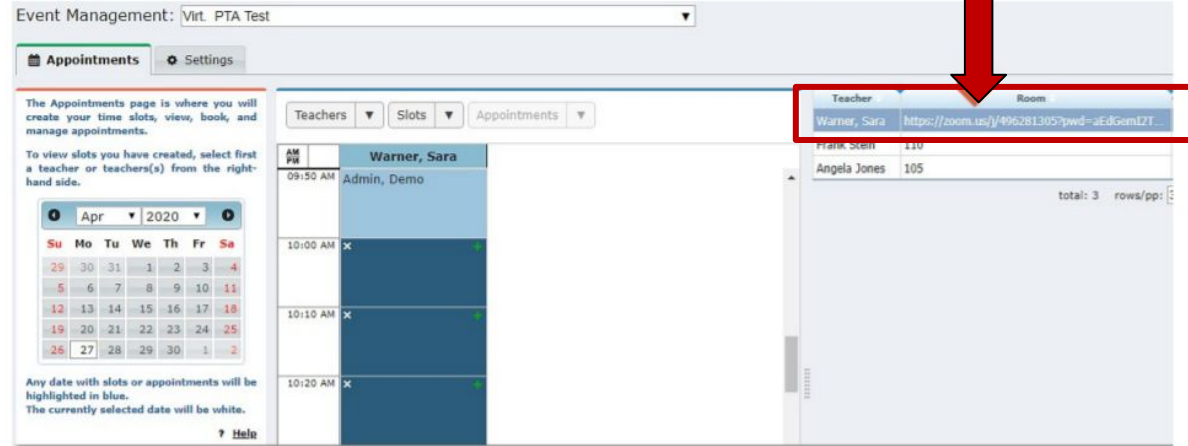
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

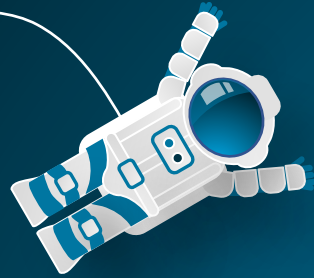
Any date with slots or appointments will be highlighted in blue.
The currently selected date will be white.

Teachers Slots Appointments

Teacher	Room
Warner, Sara	https://zoom.us/j/496281305?pwd=ZEdGcmZlZT
Frank Stein	110
Angela Jones	105

total: 3 rows/pp: []





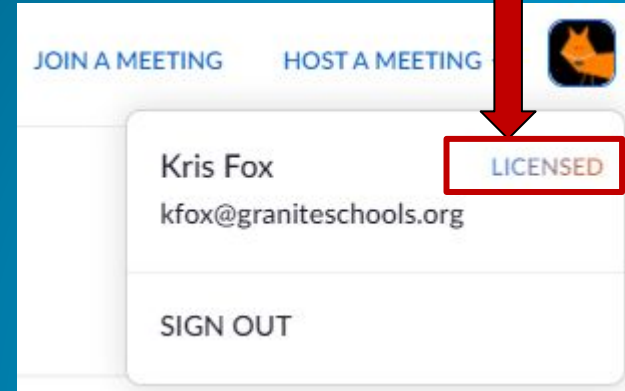
Virtual SEP conference set up

If your school is offering an option for virtual SEP conferences please follow the steps on the next slides.



Log In to Zoom

1. Go to <https://zoom.us/signin>
2. Log in with your @graniteschools.org email
3. If you don't know your password, choose forgot password.
4. Select your profile picture and verify you have a licensed account. (allows for meetings longer than 40 min.)
5. If you don't have a licensed account, [fill in this form](#) and watch your email for an invite!

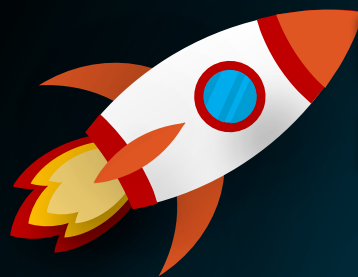




You will use your Personal Meeting Room for your Virtual SEP conferences

The benefit of using your personal meeting room means that you will only have to manage ONE zoom meeting link.

The screenshot displays the Zoom account management page. On the left, a navigation menu includes 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. Below this menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Meetings' and features tabs for 'Upcoming', 'Previous', 'Personal Room' (circled in green), and 'Meeting Templates'. Under the 'Personal Room' tab, there are sub-tabs for 'Details', 'Polls', and 'Live Streaming'. The 'Details' sub-tab is active, showing the following information: Topic: 'Kris Fox's Personal Meeting Room'; Meeting ID: '350 373 3252'; Security: 'Passcode ***** Show' and 'Waiting Room' (checked); Join URL: 'https://graniteschools-org.zoom.us/j/3503733252?pwd=YXRnYTNLRlRlRlNlVdpMU5FVFBsYWVsUT09' (marked with a large green checkmark); Add to: 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'; Video: 'Host: On' and 'Participant: On'.



Locate your Personal Meeting Room

- Click the personal room tab



zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Meetings

Get Training

[Upcoming](#)

[Previous](#)

[Personal Room](#)

[Meeting Templates](#)



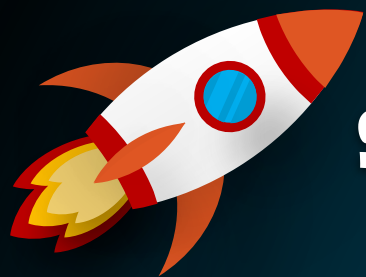
Start Time

to

End Time

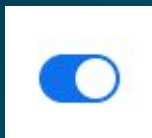
[Schedule a Meeting](#)

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

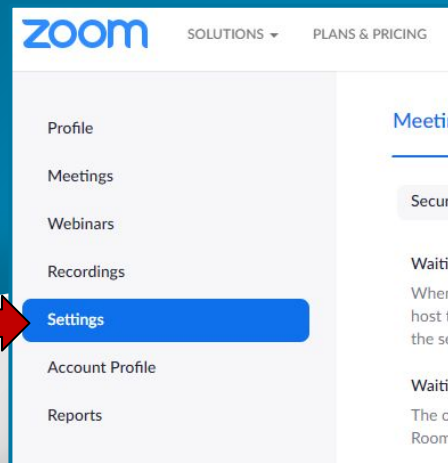


Settings: turn waiting room on

Toggle ON:



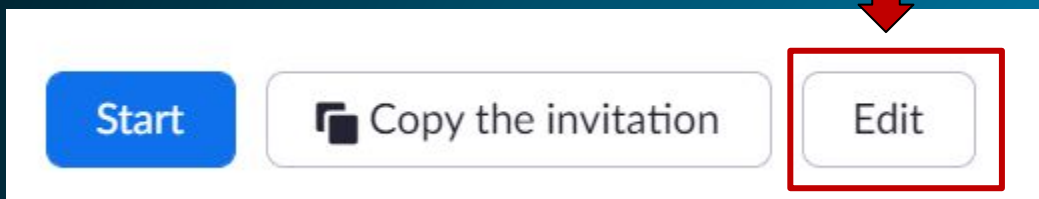
- Waiting Room: YES! Allows the teacher to control when a parent enters the meeting.
- Allow removed participants to rejoin





Edit the settings of your Personal Meeting Room

- Click the edit button at the bottom of the page



Settings: Check your Passcode, Waiting room, and video settings



Passcode: Make it easy!
HunterElem or TrumanElem



- Waiting Room: Make sure to check box to turn on
- Video: Click to turn ON the video for both Host and Participant.



My Meetings > Edit "Kacie O'Maley's Personal Meeting Room"

Personal Meeting ID 331 385 8080 [Change](#)

Security

- Passcode
Only users who have the invite link or passcode can join the meeting.
- Waiting Room
Only users admitted by the host can join the meeting.
- Require authentication to join

Video

- Host on off
- Participant on off

Audio

- Telephone Computer Audio Both

Dial from United States [Edit](#)

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry [i](#)
- Breakout Room pre-assign
- Automatically record meeting
- Approve or block entry for users from specific countries/regions

Alternative Hosts

[Save](#) [Cancel](#)

Video directions for Zoom (no audio)

How to:

- locate personal meeting room
- edit personal meeting room
- turn waiting room on
- save
- copy personal waiting room URL to share with parents

The screenshot displays the Zoom web interface. The 'Meetings' section is active, and the 'Personal Room' tab is selected. A red callout box with the text "... then Personal Room" points to the 'Personal Room' tab. The 'Join URL' is displayed as <https://graniteschools-org.zoom.us/j/3167508922?pwd=bWN1aCtmSVVVL2dwa1ZzbFphU3dqQT09>. The 'Add to' section includes options for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. The bottom of the screen shows a toolbar with various drawing tools like Mouse, Pen, Rectangle, Stickers, and Eraser, along with buttons for 'Copy the invitation' and 'Edit'.



Make sure to
click save for
Zoom
changes!

Parents will join virtual SEP conference with



EITHER:

- The personal meeting room link
OR
- Meeting ID and Passcode

The parent will be placed in the waiting room until the teacher pulls the parent into the meeting room when they are ready to meet.



Meeting ID	932 2256 9270	←
Security	✓ Passcode SchoolName Hide	←
Invite Link	https://uetn-org.zoom.us/j/93222569270	←

1Hc5SnhYazJUT09

Make sure you add your Zoom personal meeting room link to your SEP scheduler

- Login to pick-a-time
- Click Admin UI
- Click events
- Click management
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Using pickAtime with ZOOM, Google Hangouts Meet, Skype, and GoToMeeting

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Apr 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Any date with slots or appointments will be highlighted in blue.
The currently selected date will be white.

Teachers Slots Appointments

AM	PM	Warner, Sara
09:50 AM		Admin, Demo
10:00 AM	X	
10:10 AM	X	
10:20 AM	X	

Teacher	Room
Warner, Sara	https://zoom.us/j/496281305?pwd=-eEgsmZT
Frank Stein	110
Angela Jones	105

total: 3 rows/pp: 3

How to Use the Waiting Room in Zoom

