Parent Teacher Conference Scheduling

Overview

PickAtime is the leader in online Parent / Teacher conference scheduling. We offer two different products for Parent Teacher Conference Scheduling. Our primary product has a unique feature in that parents create their schedule of appointments by viewing *only* the teachers that their child has a class with. This PTA product is essential for schools that have a large faculty, as the list of teachers is predetermined for the parent.

Our secondary product is for smaller schools that may not require our feature of predetermining the teacher for the parent. With this product, parents will view a list of all the teachers at the school, and then select the appropriate teacher(s) to book with.

Why Online Scheduling?

➢ Reduces administrative scheduling hassles

➢ Allows school and teachers to monitor registration in real-time and print or email reports

➢ Parents and Administrators can receive email confirmations, reminders, and add appointments to their online calendar

➢ Allows parents to select from all currently available times to find the most convenient time slot(s)

➢ Increases parent participation

➢ Available 24/7

Why pickAtime?

➢ The pickAtime scheduling program has been on the market and accepting appointments for over 15 years, with customers across the United States and Canada.

➢ We offer a highly customizable solution with more features than any other Parent Teacher Conference Scheduling product on the market.

➢ We also offer online scheduling solutions for other school related events. Some examples include: Open House scheduling, School Tours, Counseling Appointments, College Fairs, and Teacher Training Workshops.

How Does It Work?

Primary Parent Teacher Appointments product

In our primary product, parents login with an email and password and register. The first time they use the scheduler they will need to identify their student, by entering in two pieces of information. This is typically a studentID and the student birthdate, but depending on your school you can use other fields. If the parent has more than one student at the school they will "find" each student.

Please enter your child's information below. If you have multiple children at the school, simply add one at a time. Questions marked with an asterisk (*) must be completed.

Student ID

*

Student's birthday (e.g. '4/21/1989')

*

Add

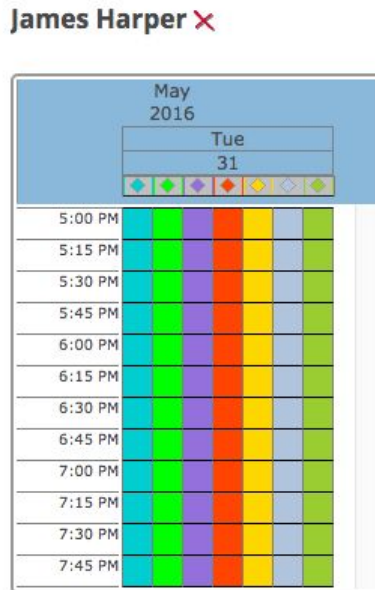Then the parent will see the list of teachers their student or students has a class with.

Click on the colored box below to book your preferred time slot.
Each color represents a different teacher. See the legend for teacher color assignments.
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

James Harper ✕

Legend

◼ Appt scheduled for you
◻ Appt Unavailable

Teachers of James Harper

Barford, Rochelle - EAST - Great Books
Franklin, Rayna; Miles, Susan - Algebra
Henry, Jeanne; Franklin, Rayna - Social Studies
Jones, Sally - Chemistry
Igel, Amélie - Biology
Reynier, Raphaël - AP US History
Williams, Rachael - Advisory - Rachael Williams

May 2016

Tue 31

5:00 PM
5:15 PM
5:30 PM
5:45 PM
6:00 PM
6:15 PM
6:30 PM
6:45 PM
7:00 PM
7:15 PM
7:30 PM
7:45 PM

Please enter your child's information below. If you have multiple children at the school, simply add one at a time. Questions marked with an asterisk (*) must be completed.

Student ID

*

Student's birthday (e.g. '4/21/1989')

*

Add

Parents locate convenient time slots, click on the slot and they are booked!

Parents can optionally receive an email confirmation and email reminders. Parents can also add their appointments to their calendar.

Simple Parent Teacher Appointments product

With our Simple Parent Teacher Appointments product, once the parent logs in they see a list of ALL the teachers at the school. The list may be organized by grade, or subject matter, or simply by teacher first or last name.

Check the box next to the teacher name(s) to see their schedule.
Click on the colored box below to book your preferred time slot.

Legend

- Appt scheduled for you
- Appt Unavailable

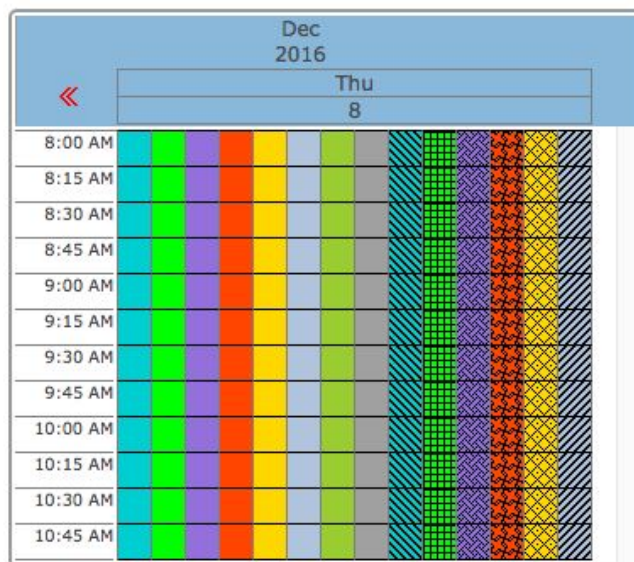Select All   Unselect All

☑ Dean Billings, 218

Lower School

- ☑ Arnold Bath, 212 - Art
- ☑ Dean Billings, 218 - Spanish
- ☑ Barbara Brown, 226 - French
- ☑ Betty Harrison, 233 - Advisory
- ☑ Kristen Jewls, 102 - PE
- ☑ Jeff Burkhart, 134 - JB - English
- ☑ Harold Summer, 234 - English
- ☑ Benjamin Zarvs, 146 - Science

Middle School

- ☑ James Foothill, 432 - Latin
- ☑ Elizabeth Adams, 105 - Science
- ☑ Sally Jones, 231 - English

Upper School

- ☑ MaryAnn Wilder, 215 - US History
- ☑ Archie Williams, GYM - Math

Dec 2016 — Thu 8

8:00 AM, 8:15 AM, 8:30 AM, 8:45 AM, 9:00 AM, 9:15 AM, 9:30 AM, 9:45 AM, 10:00 AM, 10:15 AM, 10:30 AM, 10:45 AM

Parents locate convenient time slots, fill in the name of their student and they are booked!

Parents can optionally receive an email confirmation and email reminders. Parents can also add their appointments to their calendar.

See our Full Feature List for more information.

Frequently Asked Questions

How does this work?

We have two products for Parent Teacher Appointment Scheduling. In our primary product, parents log in, identify their student and then see ONLY the teachers their student has a class with. This means that you do need to import data to our system -- information on the students, teachers, classes and enrollment. Ideally, this is data you will pull from your student management system. Once the data has been imported you would create the time slots for the teachers, optionally adjust our default settings, and then share the link with your parents.

Our Simple Parent Teacher Appointment scheduler works well with smaller schools, or with schools that may have trouble collecting the required data. In this product, parents see a list of ALL the teachers at the school and then select from this list and book convenient times. The setup for this product is easier, as you only need to import or enter in the teachers, and then create their time slots.

What data do I need to import?

With our primary product, in order for parents to see ONLY the set of teachers their student has a class with, you will need to import a roster of students, teachers, classes and enrollment.

Can you import the data for me?

We are not able to create the data files from your student management system for you. However, we can assist you with the import of the data files once you have pulled the required information.

How much does it cost?

Our price is a per teacher per event rate. It depends on the total number of teachers at the school, and then whether your teachers are Upper School teachers (typically Middle Schools and High Schools) or Lower School teachers. The range for Upper School teachers is between $8 - $12 a teacher. Lower School teachers are priced at $5.00 a teacher. See https://pickatime.com/schoolpricing for additional information.

How do my parents identify their student?

Your parent will need to identify their student by filling in two prompts. These are typically a numeric studentID and a birthdate.

What if my parents do not know the student ID?

If your parents are not familiar with a numeric studentID, we have an option where you can allow your parents to enter in the First Name + Last Name of their student.

What about divorced parents?

For divorced parents, we have a feature where you can optionally allow the 2nd parent to book an entirely separate set of conferences from the first parent.

What if our conferences are snowed out?

We have a feature within the system where you can move your conferences from one day to another.

How long does it take to get setup?

The way our product works is the parent logs into the scheduler and then identifies their student with either a student ID or student first name/last and and the student birth date. At that point the parent sees only the teachers the student has a class with. This does mean that you have to import data into our system so we have information on the students, the teachers, the classes and the enrollment. For some of our schools it is very easy to pull this data. For others the first time they use pickatime it can take longer to create these files. Once the data has been imported to the system the next step is to create the time slots for the teachers, which should not take more than part of an afternoon.

We generally recommend that you start setting up your account approximately 2-3 weeks before you want to open up your conferences to parents. This should allow you adequate time for testing and to become comfortable with the system. However, it does not take that long, and we do have schools that will start the day before they want to open up for conferences.

Can we use your scheduler for other types of scheduling?

Yes, our schools use the pickAtime scheduler for all sorts of scheduling. Some examples include School Tours, Admissions Interviews, Counseling Appointments, Admissions Interviews, iPad checkout appointments, Career Fairs. You can also use the pickAtime scheduler for parent Volunteer Scheduling.

Full Feature List

Front End

- ➢ Customizable Login Page, with the ability to add custom text, custom logo
- ➢ Use scheduling site as stand-alone or as a link from school website
- ➢ Single Sign On option available through our partner companies
- ➢ Provides visual display of available teacher/team time slots
- ➢ Allows parents to view sibling schedules side by side
- ➢ Optionally allows parents to book longer appointment times with different teachers
- ➢ Provides parent with printable appointment schedule
- ➢ Allows parents to cancel and rebook appointments
- ➢ Allows parents to receive Outlook or Google calendar invitations they can add to their online calendar
- ➢ Prevents parents from booking appointments that put them in two places at the same time
- ➢ Optionally prevents parents from booking back-to-back appointments with different teachers to ensure that parents have time to get to the next appointment
- ➢ Allows parents to edit their contact information and change their password
- ➢ 24/7 access for online scheduling
- ➢ Provides ability to collect parent and/or appointment specific information upon registration or appointment scheduling
- ➢ At time of booking, provides ability for parents to let teachers know specific issues they'd like to discuss

Account Setup

- ➢ Printable Online Manager guide
- ➢ 24/5 M-F email support
- ➢ Ability to control when the scheduler is open and closed to parents
- ➢ Ability to control how far in advance parents can book appointments
- ➢ Ability to control how much time prior to an appointment an appointment can be cancelled
- ➢ Total number of appointments per parent can be limited
- ➢ Ability to create teams of teachers and ensure that teachers are not double booked
- ➢ Ability to allow some teachers to have longer conference times than other teachers or allow some teacher/class combinations to have longer conference times
- ➢ Supports multiple time zones
- ➢ Supports 24 hour clock
- ➢ Supports European date format (i.e. dd/mm/yyyy)

Appointment Management

➢ Slot length can be variable – no restriction on appointment length or time
➢ Ability to have single or multiple appointments per time slot
➢ Administrators have the ability to override parent settings and schedule longer appointments at the request of either teacher or parents
➢ Outlook or Gmail calendar appointments can be made for teachers and parents

Customer Management

➢ Provides online searchable parent / student database
➢ User defined parent information can be collected
➢ Maintains parent appointment history, including appointments scheduled and cancelled
➢ Maintains parent log including record of all emails sent

Messaging

➢ Confirmation emails
➢ Cancellation emails
➢ Reminder emails can be set by parent and/or by school
➢ Multiple reminders at specified length of times prior to the appointment can be set
➢ Email template for all emails can be customized, including links to supporting documents and images
➢ Follow-Up and Custom email options available

Reporting

➢ Provides access to real-time reports
➢ Excel export option available on reports
➢ Provides the ability for teachers to log in and view schedules in real-time
➢ Ability to schedule periodic report delivery by email
➢ Calendar export and/or calendar subscribe option available

Administrative Management

➢ Multiple user access levels available
➢ Limited access can be set for specific email addresses
➢ Report viewing only access is available
➢ Appointment making only access is available

Security

➢ **PickAtime** is hosted on dedicated servers in a locked and secure data center.
➢ Secure Socket Layer (SSL) technology is used to encrypt the data for transmission.
➢ All information collected by pickAtime is made available only to the client that the customer is making an appointment with.