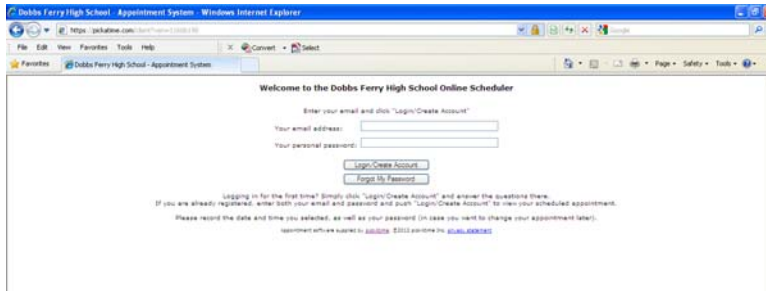


DOBBS FERRY HIGH SCHOOL PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER

Parents will be able to book upcoming Parent/Teacher Conferences over the Internet. Below are the directions to access this online service. *(Note: Dates listed in these directions do not represent actual conference dates—they are for instructional purposes only.)*

- Log into the following web site: <https://pickatime.com/client?ven=11606190>
- **CREATE AN ACCOUNT**
Enter your email address and password and Click on the Login/Create Account Button.
Remember this information to access this account for all parent/teacher conferences this year.



- **COMPLETE THE FOLLOWING INFORMATION TO REGISTER**

A screenshot of the registration form in Internet Explorer. The browser title is "Windows Internet Explorer" and the address bar shows "https://pickatime.com/client?ven=11606190". The page title is "Dobbs Ferry High School requires the following information" and a sub-note says "Questions marked with an asterisk (*) must be completed." The form fields are: "Email address" (with a placeholder "Enter your full email address"), "Confirm Email address" (with a note "Your email address is also your login ID. Please double check that it is correct."), "First Name" (marked with an asterisk), "Last Name" (marked with an asterisk), "Telephone" (marked with an asterisk), "New Password at least 6 characters" (marked with an asterisk), and "Confirm Password" (marked with an asterisk). There are "OK" and "Cancel" buttons at the bottom. A footer note says "pickatime enables you to take appointments for your event online. ©2012 pickatime Inc. privacy statement".

- **ENTER YOUR CHILD'S INFORMATION**
Student Name: John Smith enter as JohnSmith (no spaces)
Student's Birthday: April 12, 1994 enter as 04/12/94

A screenshot of the child information entry form in Internet Explorer. The browser title is "net Explorer" and the address bar shows "https://pickatime.com/client?ven=11606190". The page title is "Please enter your child's information below." and a sub-note says "If you have multiple children at the school, simply add one at a time." Below this is another note: "Questions marked with an asterisk (*) must be completed." The form fields are: "Student First Name + Student Last Name e.g. BenjaminFranklin" (marked with an asterisk) and "Student's birthday e.g. 04/12/94" (marked with an asterisk). There is an "Add" button at the bottom. A footer note says "Appointment software supplied by pickatime. ©2012 pickatime Inc. privacy statement".

DOBBS FERRY HIGH SCHOOL PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER

- **CLICK ON THE DROP DOWN MENU TO SELECT ONE OF THE PARENT/TEACHER CONFERENCE DATES:**

MARCH 19th or APRIL 16th

This will bring up you child's appointment grid in the center - colored boxes relate to your child's individual teachers as noted on the left. Click on the boxes available to make an appointment. The box on the right allows you to add your other children and to see their appointment grid(s).

The screenshot shows the top portion of the online scheduler. At the top, there are navigation links: Logout, Edit Profile/Change Password, Printable schedule, and View Reports. Below these is a login section with a dropdown menu set to 'email' and a 'Login' button. A dropdown menu is open, showing three options: 'March 19, 2013-12pm-3pm-HS Parent/Teacher Conference March 19, 2013 Dobbs Ferry High School', 'March 19, 2013-12pm-3pm-HS Parent/Teacher Conference March 19, 2013 Dobbs Ferry High School', and 'April 16, 2013-5pm-8pm-HS Parent/Teacher Conference April 16, 2013 Dobbs Ferry High School'. Below the dropdown is a form titled 'Please enter your child's information below. If you have multiple children at the school, simply add one at a time.' The form includes instructions that questions marked with an asterisk (*) must be completed. It has two input fields: 'Student First Name + Student Last Name e.g. BenjaminFranklin' and 'Student's birthday e.g. 04/12/94'. An 'Add' button is at the bottom of the form. Below the form, there is another navigation bar with the same links as the top, and a login section. A dropdown menu is open, showing the same three event options as above. Below the dropdown, there are instructions: 'Click on the colored box below to book your preferred time slot. Click 'Your Schedule' above to view, cancel, or change your appointment(s)'. Below this is a 'STUDENT'S NAME' field. To the left is a 'Legend' box listing teachers and their subjects: Tina DeGasperi (Algebra II/Trigonometry), Andrew Fischbeck (English 10), Dara Goodman (Sculpture), Michele Irvine (French III), Scott Patrillo (Europ Hist AP Hon), Kelly Rancier (Chem R H), Kim Thornton (Gym - Phys Ed), and Rebecca Wing (Health). To the right of the legend is a grid for 'Mar 2013' showing 'Tue 19'. The grid has time slots from 12:00 PM to 2:50 PM. To the right of the grid is another form titled 'Please enter your child's information below. If you have multiple children at the school, simply add one at a time.' with the same instructions and input fields as the first form, and an 'Add' button.

- **SELECT A BOX ON THE GRID WHICH RELATES TO A TEACHER AN APPOINTMENT TIME. This will bring up another screen which allows you to setup a reminder email as well as Create the Appointment. You will be returned to the appointment grid - all your appointments will be in black**

The screenshot shows a Windows Internet Explorer browser window. The address bar contains a long URL: 'http://www.dobbsferryhighschool.org/parent-teacher-conferences/parent-teacher-conference-scheduler.aspx?slot=24799387&ven=11606190&event=232749&service=0&classSlotID=24740318&studentID=18569697'. The browser title is 'Appointment System'. Below the browser window, there is a confirmation message: 'You are scheduling an appointment with Dobbs Ferry High School, Serena Buschi, at 12:00 PM on 03/20/12, for the Spring 2012-HS Parent/Teacher Conference event.' Below the message is a form with a label 'I would like a reminder e-mailed to me' followed by a dropdown menu set to '1' days and a 'days' label. At the bottom are two buttons: 'Create Appointment' and 'Return'.

**DOBBS FERRY HIGH SCHOOL
PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER**

- **TO VIEW APPOINTMENTS CREATED**

Click on **YOUR SCHEDULE** which will give you options to Cancel, Edit, Change Time and show all the appointments you created for each child.

Appointment System - Windows Internet Explorer

nt?ven=11606190&event=23274

Appointment System

Your Schedule D N Logout Edit Profile/Change Password Printable schedule

| | | | | |
|---|--------|---------|------|-------------|
| 03/20/12 at 12:00 PM, Dobbs Ferry High School - Serena Buschi | Cancel | Details | Edit | Change Time |
| 03/20/12 at 12:13 PM, Dobbs Ferry High School - Richard Hoffman | Cancel | Details | Edit | Change Time |

Click here to select another date:
March 20, 2012 April 2, 2012 April 17, 2012

Click on the colored box below to book your preferred time slot.
Click 'Your Schedule' above to make changes to your appointments.

STUDENT'S NAME

Legend

- Appt scheduled for you
- Unavailable
- Teachers of [redacted]
- Lorren Hotaling, 285 - Physics R
- Serena Buschi, 117 - Art IB 11 H
- Richard Hoffman, 205 - T.O.K. 11 IB
- Leslie Stein, 112 - IB Extended Essay
- Maressa Drake, 210 - Spanish IB 11 H
- Neil Abbatiello, 311 - Math IB 5L
- Richard Hoffman, 205 - Hist Amer 11 IB H
- Thomas Falconetti, 113 - English 11 IB H
- James Lindsay, GYM - Phys Ed

March, 2012

Tue

12:00 PM

12:13 PM

12:36 PM

12:39 PM

12:52 PM

1:05 PM

1:18 PM

1:31 PM

1:44 PM

1:57 PM

2:10 PM

2:23 PM

2:36 PM

2:49 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 First Name + Student Last Name
e.g. BenjaminFranklin

Student's birthday
e.g. 04/12/94

Add

pick4time enables you to take appointments for your event online. ©2012 pick4time Inc. [privacy statement](#)

- **PRINT SCHEDULE**

Click on **PRINTABLE SCHEDULE** to view and/or print all the appointments you created.

- **LOGOUT WHEN YOU HAVE COMPLETED MAKING YOUR APPOINTMENTS**

You can login at any time up to the evening before your appointment to make changes to existing appointments or add new appointments.