

DOBBS FERRY SPRINGHURST SCHOOL PARENT/TEACHER CONFERENCES - ONLINE SCHEDULER

CONFERENCIAS DE PADRES Y MAESTROS DE LA ESCUELA DOBBS FERRY SPRINGHURST - PROGRAMADOR EN LÍNEA

Video Tutorial for PickATime - <https://www.youtube.com/watch?v=05TVV3J5y60>

Link to Schedule Conferences - <https://pickatime.com/ui/events?vendorID=11609822>

Parents will be able to book upcoming Parent/Teacher Conferences over the Internet for their students. Below are the directions to access this online service.

(Note: Dates listed in these directions may not represent actual conference dates—they are for instructional purposes only.)

Log in using the link above.

Sign in using your email address.

If you have never signed into PickaTime before please click on the pink box and sign up.

Sign in

Your email address is not registered.
Please click [here](#) to sign up.

Email address*

Email address is required

Next

Once you are logged in, click on the event you would like to schedule conferences for.

2024, Mar 13th & 20th Springhurst Elementary School

Date: Mar 13th and 20th

Location: Springhurst Elementary School

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Next, find your child.

- Under Student First and Last Name **do not leave any spaces**
- Under Student Birthday make sure to use slashes and type in the Birthday **MM/DD/YYYY**
- Next click Add Student
- Repeat this process for additional students

- When you are done, click Proceed

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time.

Student First Name + Last Name *

AmberKlebanoff

Student's birthday *

01/02/2016

Add Student

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time.

Student First Name + Last Name *

Student's birthday *

Student has been added successfully.

Add Another Student

Proceed

My Student(-s)

Klebanoff, Amber

Next, choose your appointment type: Virtual or In Person

Choose which student you would like to schedule appointments for

Then click Next Step

SELECT APPOINTMENT TYPE

☒ In-person

☐ Virtual

Students

Teachers

Students with classes:

☒ Klebanoff, Amber

Next Step

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Next, choose the teacher(s) that you would like to schedule appointments with.

Then Click Filter Slots

SELECT APPOINTMENT TYPE

☒ In-person

☐ Virtual

Students

Teachers

Teachers of Klebanoff, Amber:

☒ Ferreira, Wendi; Bookin, Lauren

☒ Klebanoff, Amber

Filter Slots

In the top right corner, make sure you choose the day that you would like to have your conference.

Only the days with gray circles around them will have appointments for that type of appointment.

03/13/2024

MAR 2024

S M T W T F S

MAR

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

31

Choose your time by clicking on the + sign

Klebanoff, Amber

Ferreira, Wendi; Bookin, Lauren

Klebanoff, Amber

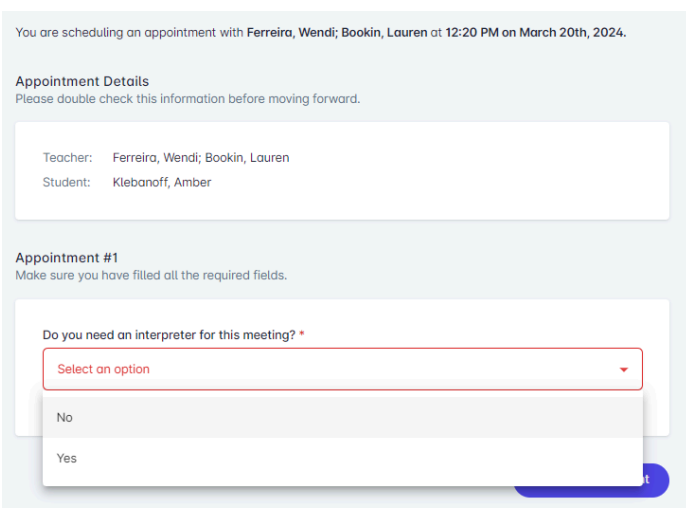
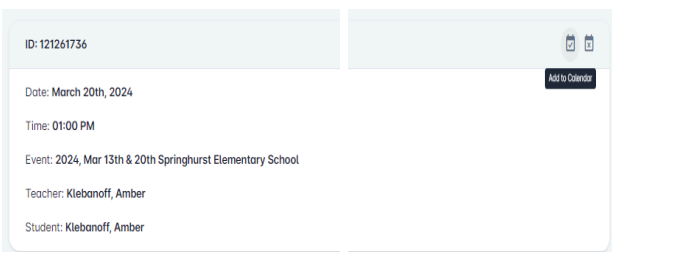
8 slots

9 slots

12:00 PM	+	+
12:20 PM	+	+
12:40 PM	+	+
01:00 PM	+	+
01:20 PM		+
01:40 PM	+	+
02:00 PM	+	+
02:20 PM	+	+
02:40 PM	+	+
03:00 PM		

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<p>On the next screen you will finalize your appointment.</p> <p>It will ask if you need an Interpreter. Please click Yes or No.</p> <p>Finally click Create Appointment.</p>	
<p>Finally, you will see your appointment. You can click on the calendar icon on the right to add it to your calendar. For Virtual Meetings you will be receiving a link from the teacher within approximately a day.</p>	
<p>To add more appointments, click back to home and start the process again.</p>	

You can click on the "Printable Schedule" link located on the left-hand side to print a copy of your schedule. If you want to make appointment changes or cancel your appointment click on the "My Appointments" link on the left hand side.

On the right side of each appointment you will see three dots. Hover your mouse to see available change options. If you have any questions or need assistance in scheduling please contact Amber Klebanoff klebanoffa@dfsd.org

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Vídeo tutorial para PickATime - <https://www.youtube.com/watch?v=05TVV3J5y60>

Enlace para programar conferencias - <https://pickatime.com/ui/events?vendorID=11609822>

Los padres podrán reservar las próximas conferencias de padres y maestros a través de Internet para sus estudiantes. A continuación se encuentran las instrucciones para acceder a este servicio en línea.

(Nota: las fechas enumeradas en estas instrucciones pueden no representar fechas reales de la conferencia; son solo para fines educativos).

Inicie sesión utilizando el enlace de arriba.

Inicie sesión con su dirección de correo electrónico.

Si nunca antes ha iniciado sesión en PickaTime, haga clic en el cuadro rosa y regístrese.

Sign in

Your email address is not registered.
Please click [here](#) to sign up.

Email address*

Email address is required

Next

Una vez que haya iniciado sesión, haga clic en el evento para el que desea programar conferencias.

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Luego, encuentre a su hijo.

- En Nombre y apellido del estudiante **no dejes ningún espacio**
- En Cumpleaños del estudiante, asegúrese de usar barras y escriba el Cumpleaños **DD/MM/AAAA**
- Luego haga clic en Agregar estudiante
- Repita este proceso para estudiantes adicionales.

- Cuando haya terminado, haga clic en Continuar

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time.

Student First Name + Last Name *

AmberKlebanoff

Student's birthday *

01/02/2016

Add Student

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time.

Student First Name + Last Name *

Student's birthday *

Student has been added successfully.

Add Another Student

Proceed

My Student(-s)

Klebanoff, Amber

A continuación, elige tu tipo de cita: Virtual o Presencial

Elegir Cuál estudiante para el que le gustaría programar citas

Luego haga clic en Siguiente paso

SELECT APPOINTMENT TYPE

☒ In-person

☐ Virtual

Students

Teachers

Students with classes:

☒ Klebanoff, Amber

Next Step

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Luego haga clic en Filtrar ranuras

SELECT APPOINTMENT TYPE

☒ In-person

☐ Virtual

Students Teachers


Teachers of Klebanoff, Amber:

- ☒ Ferreira, Wendi; Bookin, Lauren
- ☒ Klebanoff, Amber

Filter Slots

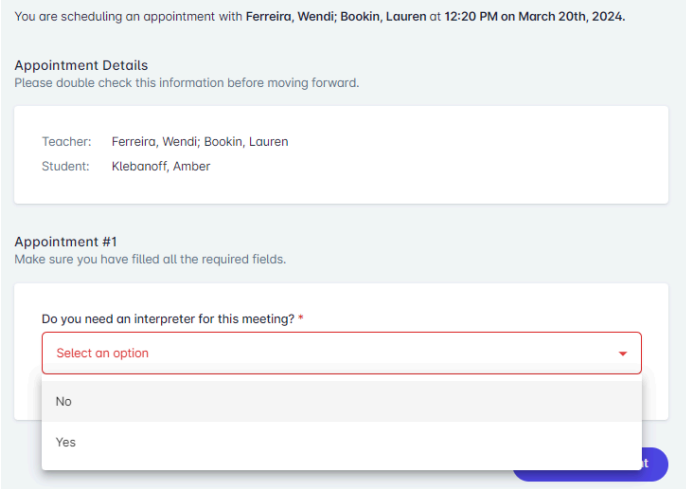
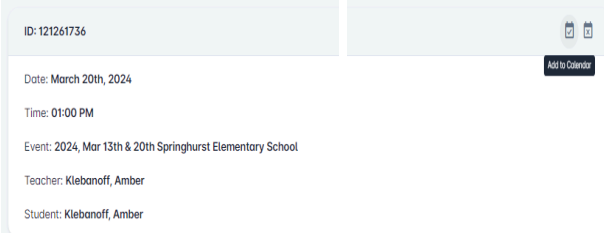
Sólo los días con círculos grises alrededor tendrán citas para ese tipo de citas.

Elige tu horario haciendo clic en el signo +

	Klebanoff, Amber	
	Ferreira, Wendi; Bookin, Lauren	Klebanoff, Amber
	8 slots	9 slots
12:00 PM	+	+
12:20 PM	+	+
12:40 PM	+	+
01:00 PM	+	+
01:20 PM		+
01:40 PM	+	+
02:00 PM	+	+
02:20 PM	+	+
02:40 PM	+	+
03:00 PM		

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<p>En la siguiente pantalla finalizas tu cita.</p> <p>Le preguntará si necesita un intérprete. Por favor haga clic en Sí o No.</p> <p>Finalmente haga clic en Crear cita.</p>	
<p>Finalmente verás tu cita. Puede hacer clic en el icono del calendario a la derecha para agregarlo a su calendario. Para las reuniones virtuales, recibirá un enlace del maestro aproximadamente en un día.</p>	
<p>Para agregar más citas, haga clic en volver a inicio y comience el proceso nuevamente.</p>	

Puede hacer clic en el enlace "Horario imprimible" ubicado en el lado izquierdo para imprimir una copia de su Cronograma. Si desea realizar cambios de cita o cancelar su cita haga clic en "Mis Citas" enlace en el lado izquierdo. En el lado derecho de cada cita verá tres puntos. Coloca el cursor sobre tu ratón para ver las opciones de cambio disponibles.

Si tiene alguna pregunta o necesita ayuda para programar, comuníquese con Amber Klebanoff.

klebanoffa@dfsd.org