



## EDWARDSVILLE SCHOOL DISTRICT #7 PARENT-TEACHER CONFERENCES

Pick-A-Time web address: <https://pickatime.com/ecusd7>

### General Information

1. **Logging in to Pick A Time (once the system is available on October 18, 2021 at 8 a.m.)**
  - a. Parents should log in using the web address above or click on the link in TigerView under the "School Links" tab.
  - b. Once in **Pick-A-Time**, if you registered last year, you will enter your email address and password and click on "Login/Create Account." You may also click on "Forgot My Password" if you forgot the password you created last year.
  - c. If you did not register last year, you will enter your email address and click on "Login/Create Account." Enter the required information (Confirmed email, First Name, Last Name, Password). Click OK to register.
  - d. At the next screen you will use the drop-down menu to select the appropriate school's conference. If you did not use the system last year or you have an additional student to add, you will then enter your child's first name plus last name (ex. BenjaminFranklin) and birthday in the correct format (**mm/dd/yyyy**) and click Add.
  - e. At the next screen you will select the date of the conference (Oct. 28 or Oct. 29).
  - f. If you have an additional child in the same school, you can enter his/her first name plus last name and birthdate after you have selected the conference date.
  - g. You will see a list of each teacher's available times in a color-coded grid. If you hover over a colored box it will display the information for that course and teacher. Select an available colored box next to the time that you would like to schedule a conference.
  - h. You must enter a preferred phone number to be called in case of issues with the Zoom conference.
  - i. You must click "Create Appointment" for the scheduled time to be confirmed.
  - j. Continue the process for all remaining conferences.
2. **PreK-5 Students**
  - a. Elementary students with two teachers can schedule their parent teacher conferences with both teachers at the same time.
  - b. Elementary conferences are scheduled in 15-minute blocks.
3. **Secondary Students**
  - a. 6<sup>th</sup> grade conferences are held with the child's educational team and are scheduled in 15- minute blocks.
  - b. 7-12<sup>th</sup> grade conferences are scheduled in 10-minute blocks.