Teacher Quick Start Guide

This guide explains how to log in to pickAtime, view your parent-teacher conference schedule, and access your appointment information.

1. Log In to pickAtime

1. Go to www.pickatime.com or use the scheduling link provided by your school.
2. Log in using your school email address and password.
3. After logging in, you will be directed to the **Reports** page, where you can view your conference schedule.

Note: If you are also a parent at the school, you may initially see the parent scheduling page. Select the **Admin UI** link on the left-hand side to access your teacher reports.

2. View Your Conference Schedule

1. Go to **Reports / Event Reports**.
2. Select your parent-teacher conference event from the **Event** dropdown.
3. From the **Report** dropdown, select **Teachers' Schedule**.
4. Your conference appointments will be displayed.

To see your entire schedule, including available and blocked time slots, select **Show All Slots**.

You can use the report to review your appointments and prepare for your conferences.

3. Print Your Conference Schedule

1. Open your **Teachers' Schedule** report.
2. Select the appropriate conference event.
3. Use the available print option, or your browser's print function, to print your schedule.

You may also save the schedule as a PDF using your browser's print options.

4. Access Virtual Conference Meetings

If your school offers virtual parent-teacher conferences, your appointment information may include a meeting link for Zoom, Google Meet, or Microsoft Teams.

1. Open your **Teachers' Schedule** report.
2. Locate the appointment.
3. Click the meeting link, if one is provided, to join the virtual conference.

Note: The availability and location of meeting links depend on how your school has configured virtual conferences. If you cannot find a meeting link, contact your school administrator.

5. Block Time on Your Schedule (If Permitted)

Some schools allow teachers to manage their own availability.

If your school has enabled this feature:

1. Log in to pickAtime.
2. Open the **Reports** page
3. Click **Block Schedule** at the top of the page to go to the **Appointments** page, showing your available time slots.
4. To **block** a slot, click the **X** in that slot's cell — it will turn **red**.
5. To **unblock** a slot, click the **X** again — it will turn back to **blue**, indicating it's available.

Important: Not all teachers have permission to modify their schedules. If you do not see these options, contact your school administrator.

6. Frequently Asked Questions

I forgot my password. What should I do?

Select **Forgot Password** on the pickAtime login page and follow the instructions to reset your password.

I logged in but cannot see my conference schedule.

First, verify that you are logged in with the email address your school has associated with your teacher account.

If you are also a parent, select **Admin UI** to access the teacher reports.

If your schedule is still unavailable, contact your school administrator to verify your access permissions.

Can I change or cancel an appointment?

Your ability to change appointments depends on the permissions assigned by your school.

If you cannot modify an appointment, contact your school administrator for assistance.

Can I see appointments for other teachers?

Teachers with standard **Appointment Viewer** access can view only their own schedules.

Why does my schedule show available time slots?

If **Show All Slots** is selected, the report displays available and blocked slots in addition to booked appointments.

Deselect this option if you want to focus on your booked appointments.

Need Help?

For questions about your conference schedule, appointment availability, or access permissions, contact your school's pickAtime administrator.

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