

**MEDFIELD HIGH SCHOOL  
TEACHER CONFERENCES  
SPRING 2023**

**DIRECTIONS FOR FAMILIES**

Medfield High School is again using a program called Pick A Time to allow parents/ guardians to self schedule their appointments with teachers for the March conferences. **This is the same program that was used for the fall conferences, however there is an updated user interface.** Please follow the steps outlined below.

Step by step instructions are available through this YouTube clip:

<https://youtu.be/05TVV3J5y60?si=sDRwcjOufh6GQoQr>

**STEP 1**      **Open up Pick A Time** using this link:

<https://pickatime.com/medfieldhighschool/Spring2024>

We recommend establishing the appointments using a desktop rather than a phone.

**STEP 2**      **To Sign in for the First Time:** Enter your email address and select Next. Then click “[here](#)” in the red box and follow the prompts to create your account. Proceed to **STEP 3** to connect your students.

**If you created an account for the Fall Conferences** you can use the same email and password you used at that time and your students will be connected to your account. You can proceed to **STEP 4**.



**Sign in**

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

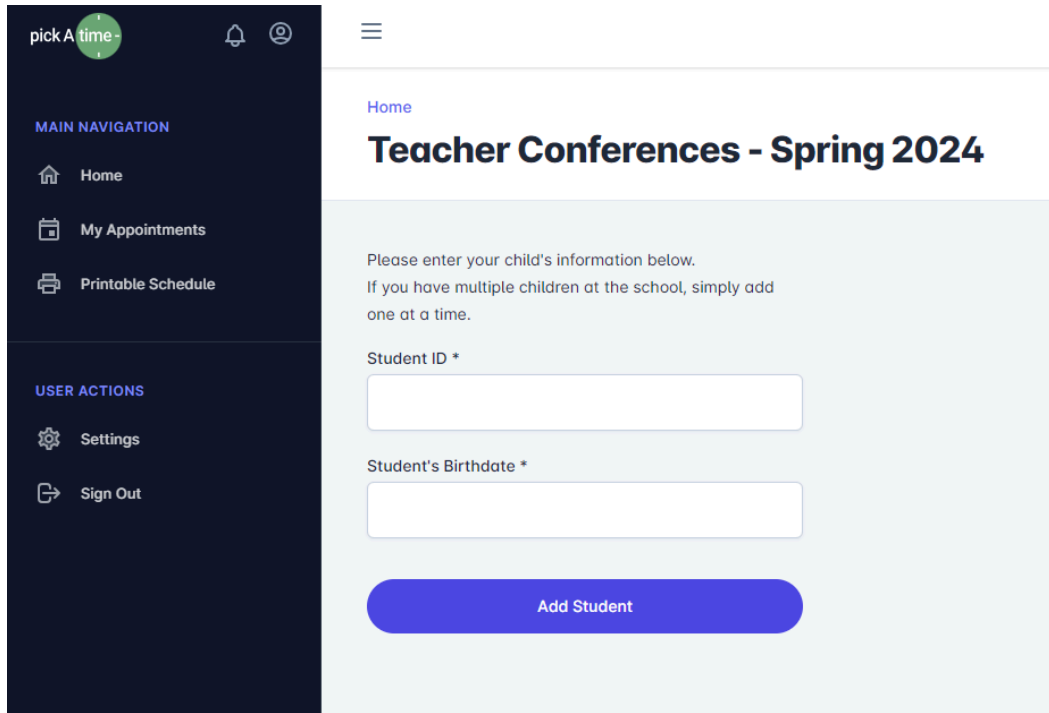
Email address\*

parent@gmail.com

Next

**STEP 3**      **CONNECT TO YOUR STUDENT**

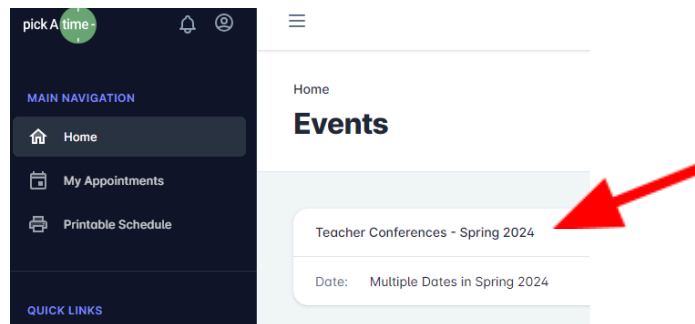
- **Enter the student ID.** Student ID numbers can be found on your [Aspen Portal](#). From the “Family” tab, click on the student name. You will need the student’s Local ID (you should drop any leading zeros from this number). If you need assistance signing in to your Aspen Portal, please email [aspenhelp@email.medfield.net](mailto:aspenhelp@email.medfield.net).
- **Add the date of birth** for that student.



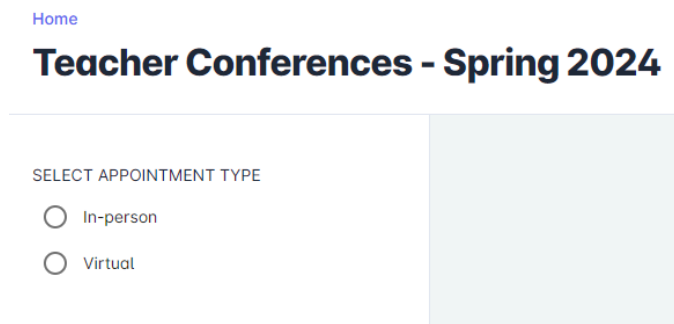
- Repeat this step for each student. Select PROCEED when you have finished adding your students.

#### STEP 4 Schedule Appointments

- **Select the Event** Click on Teacher Conferences - Spring 2024



- **Select whether you prefer an in-person or virtual meeting.**



- Choose the student(s) you would like to schedule conferences for and click Next Step.

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## Teacher Conferences - Spring 2024

SELECT APPOINTMENT TYPE

In-person

Virtual

Students

Teachers

Students with classes:



ZTest, Grade 9

Next Step

- Select the teachers you would like to schedule conferences with for each student. You can easily Select All teachers by clicking the three dots. Then choose **Filter Slots**.

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## Teacher Conferences - Spring 2024

SELECT APPOINTMENT TYPE

In-person

Virtual

Students

Teachers

Teachers of ZTest, Grade 9:



Bellinger, Brian - WELLNESS 11

Cowell, Michael - PHYSICS C1

Dunn, Jonathan - GEOMETRY C

Jones, Katherine - ART II S2

Lohan, Melinda - AMERICAN POP CULTURE

Mandosa, Francis - WORLD LITERATURE C1

Seri, Leora - SPANISH 3

Select All

Unselect All

Filter Slots

## STEP 5 SCHEDULE YOUR CONFERENCES

one teacher at a time. The student name will be listed above their teachers.

- Available time slots for the teacher and date selected will have the plus (+) symbol.
- **You can select a different date in the upper right of the screen.**
- Once you select your time, please follow the prompts to complete the scheduling including the First and Last Name of the parent/guardian attending the conference, as well as the priority topics you would like to discuss at the conference. Then select Create Appointment. You will see a confirmation screen.
- If you have additional conferences to schedule, Select Return to Booking and repeat these steps.
- A gear symbol will appear in any appointment slots you have already created.

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### Teacher Conferences - Spring 2024

03/20/2024

ZTest, Grade 9

|          | Bellinger, Brian | Cowell, Michael | Dunn, Jonathan | Jones, Katherine | Lohan, Melinda | Mandosa, Francis | Seri, Leora |
|----------|------------------|-----------------|----------------|------------------|----------------|------------------|-------------|
| 11:50 AM | +                | +               | +              | +                | +              | +                | +           |
| 11:55 AM |                  |                 |                |                  |                |                  |             |
| 12:00 PM | +                | +               | +              | +                | +              | +                | +           |
| 12:05 PM |                  |                 |                |                  |                |                  |             |
| 12:10 PM | +                | +               | +              | +                | +              | +                | +           |
| 12:15 PM |                  |                 |                |                  |                |                  |             |
| 12:20 PM | +                | +               | +              | +                | +              | +                | +           |
| 12:25 PM |                  |                 |                |                  |                |                  |             |
| 12:30 PM | +                | +               | +              | +                | +              | +                | +           |

You will receive an error message if you attempt to create a conference with a teacher that you have already been booked with.

## STEP 6 Review Appointments

- From the Main Menu you can view “My Appointments”. From here you can Edit, Cancel, or Change the time of an appointment using the buttons on the upper right.

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### My Appointments

1 appointment

March 20th, 2024 at 12:00 PM

Event: Medfield High School - Teacher Conferences - Spring 2024  
Student: ZTest, Grade 9  
Teacher: Cowell, Michael

- If you select Printable Schedule you can view, email or print your schedule (which will reflect the Room Number for In-Person Conferences, or the Zoom link for Virtual Conferences).

## Appointments for Fitzgerald, Maura

### Medfield High School – Teacher Conferences - Spring 2024

| When                         | Teacher                                | Room | Student        |
|------------------------------|--|------|----------------|
| March 20th, 2024 at 12:00 PM | Medfield High School - Cowell, Michael | 103  | ZTest, Grade 9 |