

PICK-A-TIME INSTRUCTIONS

Please log in to [Highlander Nation](#):

Click on Resources in the toolbar at the top.

Click on "Pick-A-Time" on the Resource board.

- This will take you to the Pick-A-Time website.

From the Pick-A-Time website:

Select either In-Person Parent-Teacher Meet and Greet (October 23 and 24) or Virtual Parent-Teacher Meet and Greet (October 29).

Select Your Student

- Once you see your student(s) listed in the Students section, check the box next to their name and click "Next Step."

Select Your Student's Teachers

- Check the box next to the names of the teacher(s) you'd like to meet. Once you have finished, click on "Filter Slots."

Scheduling

- Each square with a plus sign represents an available meeting time.
- Click on a square to reserve that time.
- Click "Create Appointment." The appointment will be scheduled and a confirmation message at the top will disappear automatically.
- If you are selecting in-person meetings, please remember to allow enough time between appointments to travel around campus.

Repeat this process until you have scheduled appointments with each teacher you'd like to meet.

Click the "Printable Schedule" link on the left to print a copy of your schedule.

To make appointment changes or cancel your appointment, click on "My Appointments" on the left side of your screen. To the right of each appointment, you will see three dots. Hover your mouse to see available options.

If you need Pick-A-Time assistance please email academics@frederickgunn.org.