



Brattleboro Union High School - Parent/Teacher Conference Directions for Parents and Guardians



Visit the BUHS website homepage at www.buhs.k12.vt.us and click on the pickAtime scheduling icon to access our online scheduling software.

Our tech staff suggests completing this process on a computer device like a desktop/laptop computer or Chromebook (although compatible with a smartphone, it is not the easiest method!)

Register (New Users)

1. Click "Login/Create Account". *Do not enter in a email/username and password yet. You will be asked to do so on the next screen.*
2. Fill in the required fields and register yourself.
3. For each child, enter the following:
 - **Enter your child's First Name and Last Name where it says Student ID***
(No spaces. No hyphens. No numbers.) (Example: JohnSmith)
 - **Enter your student's birthday (Enter as mm/dd/yyyy)**

*** NOTE: You do NOT need your STUDENTS ID Number. Student ID in this case is your Students First and Last Name.**

NOTE: The software allows for scheduling multiple students. Add each student one at a time.

The screenshot shows a registration form with the following fields and annotations:

- Student ID**: An input field with an asterisk. An arrow points to it from the text: "FirstNameLastName (Ex: JohnSmith) -No spaces, no hyphens, no numbers-".
- Student's birthday**: An input field with an asterisk. An arrow points to it from the text: "mm/dd/yyyy (Ex: 03/22/2001)".
- Add**: A button at the bottom of the form.

Instructions above the form: "Please enter your child's information below. If you have multiple children at the school, simply add one at a time."

Sign In (Previously registered users)

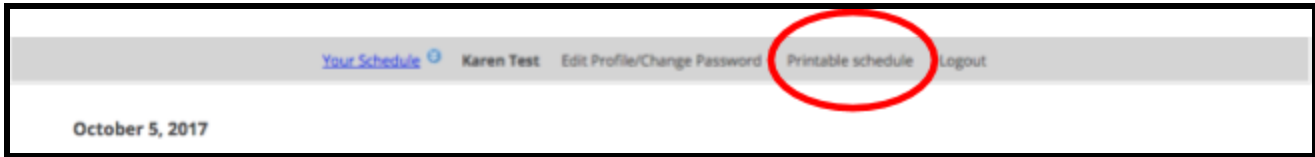
If you've previously registered, enter your email and password that you registered with previously. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you. **Once you have logged in, follow step 3 listed above.**

SCHEDULING:

1. You will see a list of teachers. Select the box next to the teacher name(s) that you would like to schedule a conference with. You will then see the schedule of available times for those teachers.
2. **Each colored square represents an available meeting time.** The legend shows you which teacher corresponds to which color and the times increase as you go down the page.
3. **Click on a square to schedule that time.**
4. Click on **"Create Appointment"**.
5. Repeat until you have a time with each teacher you'd like to visit with.

PRINT OR EMAIL YOUR SCHEDULE:

- At the menu on the top, click **Printable Schedule** button to email or print your schedule.



- If you want to make changes to your schedule you can click on the **"Your Schedule"** link, OR you can login at any other time with your email and password.

TROUBLESHOOTING TIPS:

If a teacher is not listed in the online scheduling program, then that means the teacher is unavailable for conferences on March 8th. Contact the teacher via email or phone directly to schedule a time to meet with that teacher at another time.

If you would like to make an appointment with a teacher that your child does not have a class with or a school counselor, you will need to contact that teacher/counselor directly. All email information for teachers can be found on our website under the Faculty tab.

If you have two or more children at BUHS with the SAME teacher, schedule the first student conference time and then contact the teacher to let them know that you will be meeting about two students during the allotted time.

Canceling Appointments: As a courtesy to other parents and teachers, please be sure to login and cancel an appointment if you will not be able to keep it. You may cancel the appointment any time until online access is closed on March 7th at midnight. After that, please call your student's respective house office at the number below to cancel an appointment.

If you have any questions, please call the House Office.

Grades 9 & 11: (802)451-3431

Grades 10 & 12: 802-451-3404