

# Meet the Teacher Guide

## for Crowden Parent Teacher Conferences

These are instructions for using Meet the Teacher as a parent. Screenshots are included to make the process as clear as possible.

### How to Log-in

To log-in to Crowden's Conference Scheduler, go to <https://crowdenschool.meettheteacher.com/>

You will see this log-in screen:

The screenshot shows a web browser window with the URL [crowdenschool.meettheteacher.com](https://crowdenschool.meettheteacher.com/). The page title is "Meet The Teacher - The Crowden". The main content area has a blue header "The Crowden School" and a sub-header "Meet The Teacher". Below this is a welcome message: "Welcome to the The Crowden School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The form is divided into two sections: "Your Details" and "Student's Details".

**Your Details**

Prefix	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

**Student's Details**

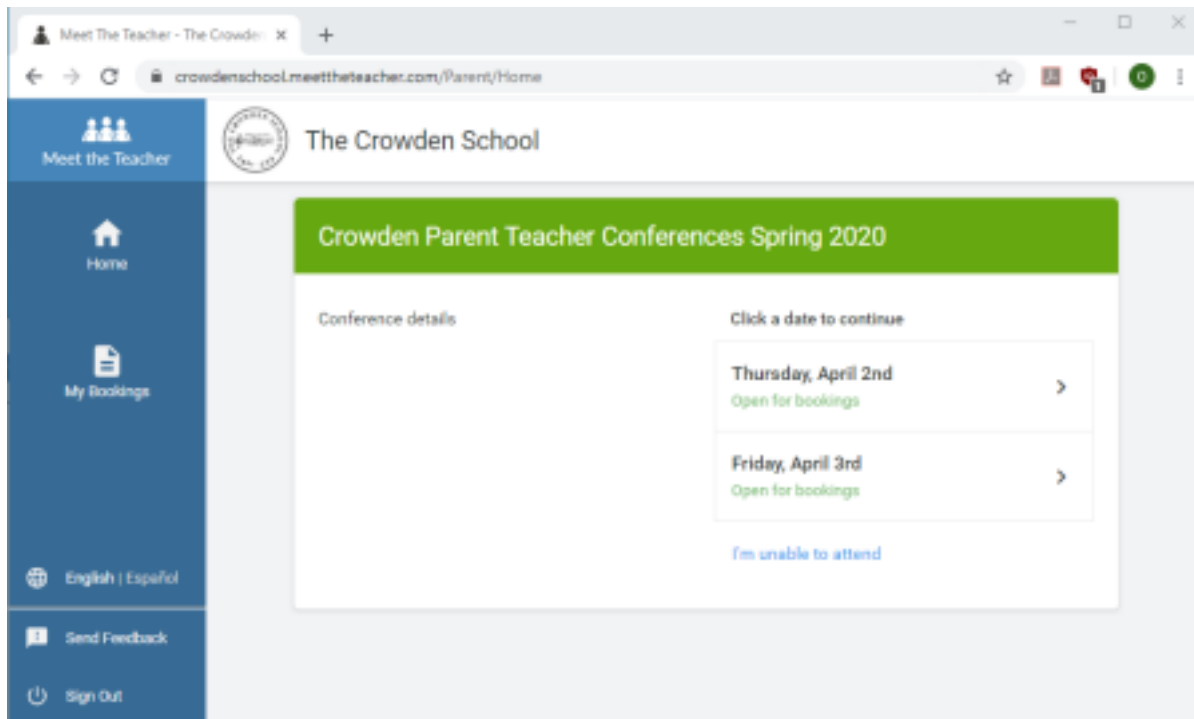
First Name	Last Name
<input type="text"/>	<input type="text"/>
Grade	
<input type="text"/>	

At the bottom of the form is a green "Log In" button. At the very bottom of the page, there are links for "English", "Español", "Teacher Login", and "Administrator Login".

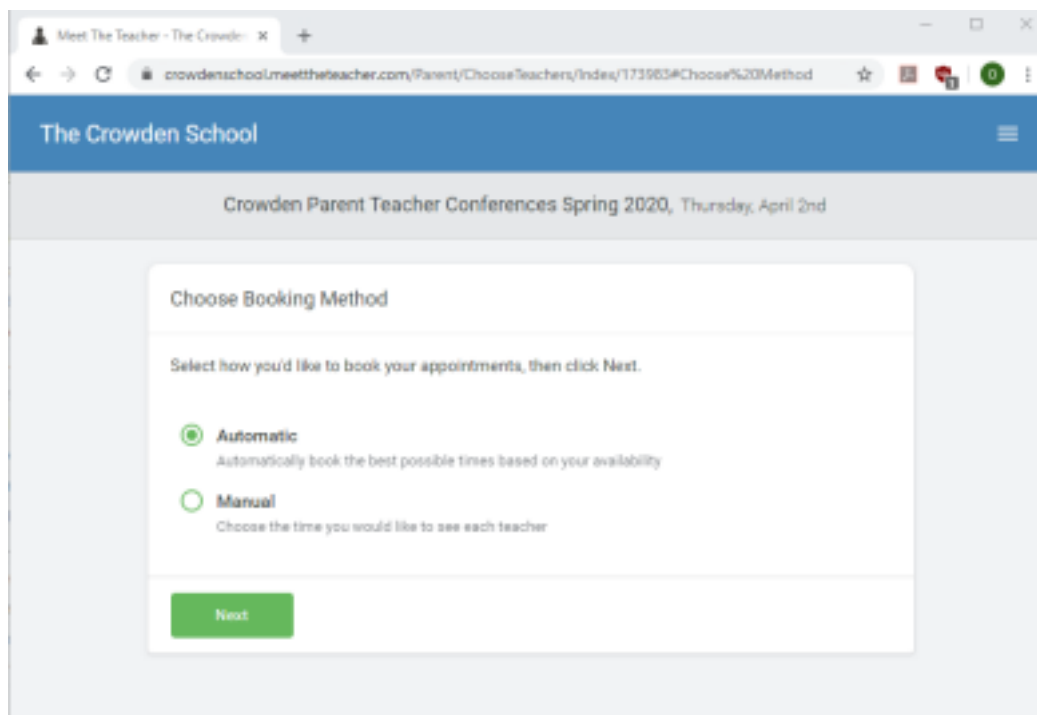
Enter your name and email, and your child's name and grade, and click "Log In." (If you have multiple children, enter one name for now – you will be able to add the others later.)

**! IMPORTANT !:** The student name you enter has to match the one we've uploaded (and we can't upload two different options). If you get an error and your child has a nickname, please try that as well.

Once you are logged in, you will see a home page that looks like this:



Clicking on “Home” or the logos for Meet the Teacher or The Crowden School will always take you back to this page. You can also click on My Bookings to view all your appointments, once you have made them. Meet the Teacher organizes bookings by date, so you will book your appointments one day at a time. Click on a date to continue.



## Booking Appointments

Meet the Teacher offers the option to book appointments automatically or manually. In automatic booking, you give a range of times you are available, and mark which teachers you want to meet with. In manual booking, you select which times you want.

In either case, only your child's teachers will appear on the next page. If you wish to meet with a teacher who doesn't teach your child, the front desk can make the appointment with the teacher's permission. Please keep in mind that if a teacher is expecting to be fully booked, they may not have time to meet with you.

The Crowden School

Crowden Parent Teacher Conferences Spring 2020, Thursday, April 2nd

### Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

#### Choose earliest and latest times

4:00 pm 4:40 pm 5:20 pm 6:10 pm 7:00 pm

Your availability: 4:30 pm - 6:00 pm

#### Student Test

**Monica Frame**  
Counselor

**Kerrilyn Renshaw**  
Music

**Monica Scott**  
Music

**Michael Smith**  
Music

[Add Another Child](#)

[Generate Appointments](#)

Teacher selection

You will

If you have more than one child, you can click "Add Another Child" to input their information at this time.

A box will pop up where you can input

Add a Child

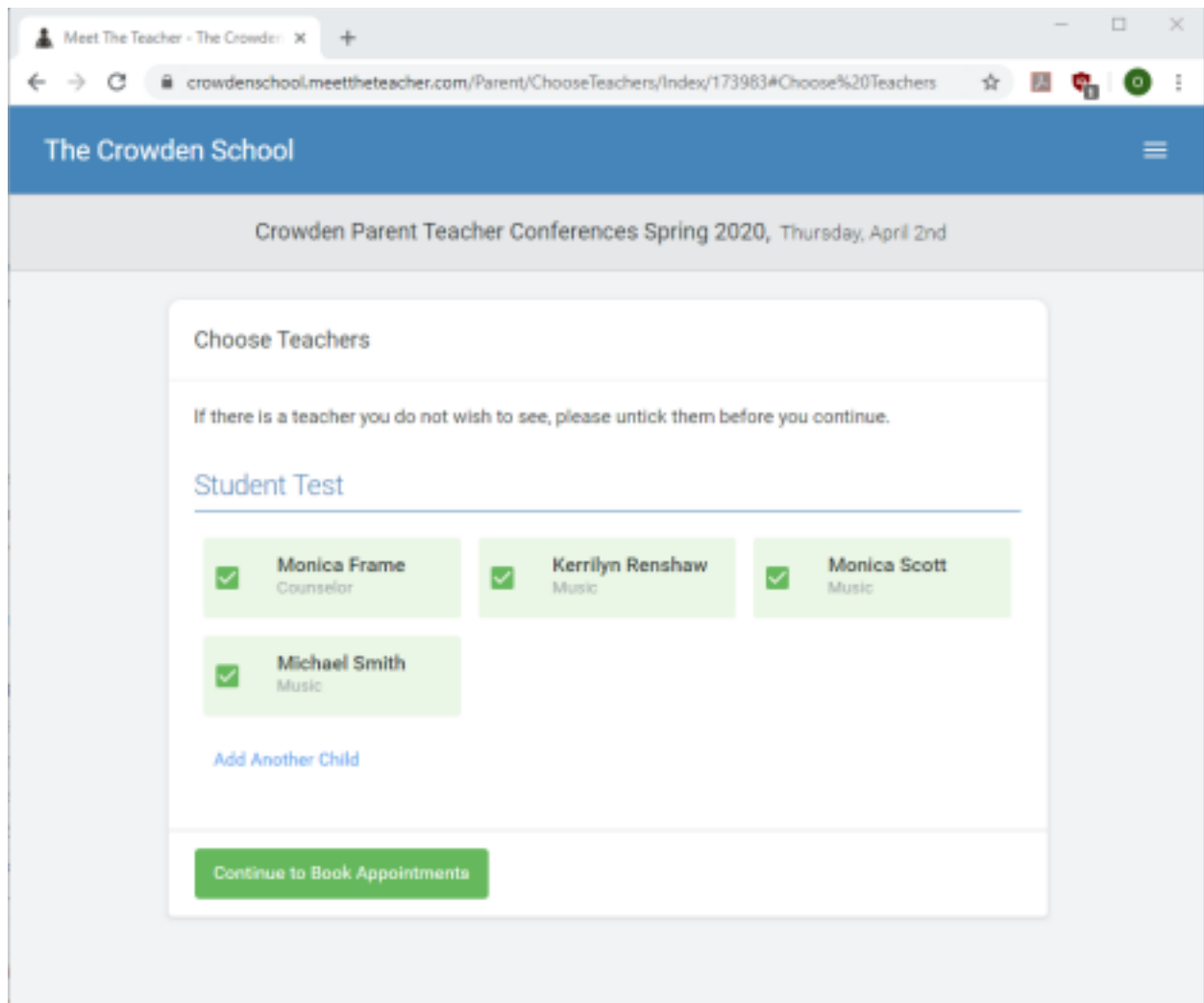
First Name

Last Name

Grade

[Add Child](#)

this data.



Teacher selection in Manual Booking. Again, "Student Test" is just the name of our student.

## Automatic Booking

If you are using Automatic Booking, you will click "Generate Appointments" and then have an opportunity to confirm or reject the appointments the system gives you.

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Crowden Parent Teacher Conferences Spring 2020, Thursday, April 2nd

01:45 Please confirm your appointments within 2 minutes

**Confirm Appointment Times**

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject	Room
4:30 pm	Monica Frame	Student Test	Counselor	
4:40 pm	Kerrilyn Renshaw	Student Test	Music	

Accept Appointments      Reject Appointments

You must click accept appointments to confirm this schedule. If you reject these appointment times, you can then book your appointments manually.

## Manual Booking

When booking appointments manually, you will see your teachers' available appointments. Click on an appointment to book it. You will have the option to leave a teacher a message if you have any specific concerns you want to share with them prior to conferences.

Meet The Teacher - The Crowden

crowdenschoolmeettheteacher.com/Parent/Appointments/Make/1739837/studentAndTeacherDepartments=10448727-29...

The Crowden School

Crowden Parent Teacher Conferences Spring 2020, Thursday, April 2nd

There are 2 appointments still to book  
When you've finished, to save your appointments and send an email confirmation please click here.

	Monica Frame Counselor Student Test	Kerrilyn Renshaw Music Student Test	Monica Scott Music Student Test	Michael Smith Music Student Test
4:00 pm	✓			
4:10 pm				✓
4:20 pm		+	+	
4:30 pm		+	+	
4:40 pm		+	+	
4:50 pm		+	+	
5:00 pm		+	+	

Meet The Teacher - The Crowden

crowdenschoolmeettheteacher.com/Parent/Appointments/Make/1739837/studentAndTeacherDepartments=10448727-29...

The Crowden School

Crowden Parent Teacher Conferences Spring 2020, Thursday, April 2nd

There are 2 appointments still to book

**Add Appointment** ✕

Confirm appointment with Monica Frame at 4:50 pm.

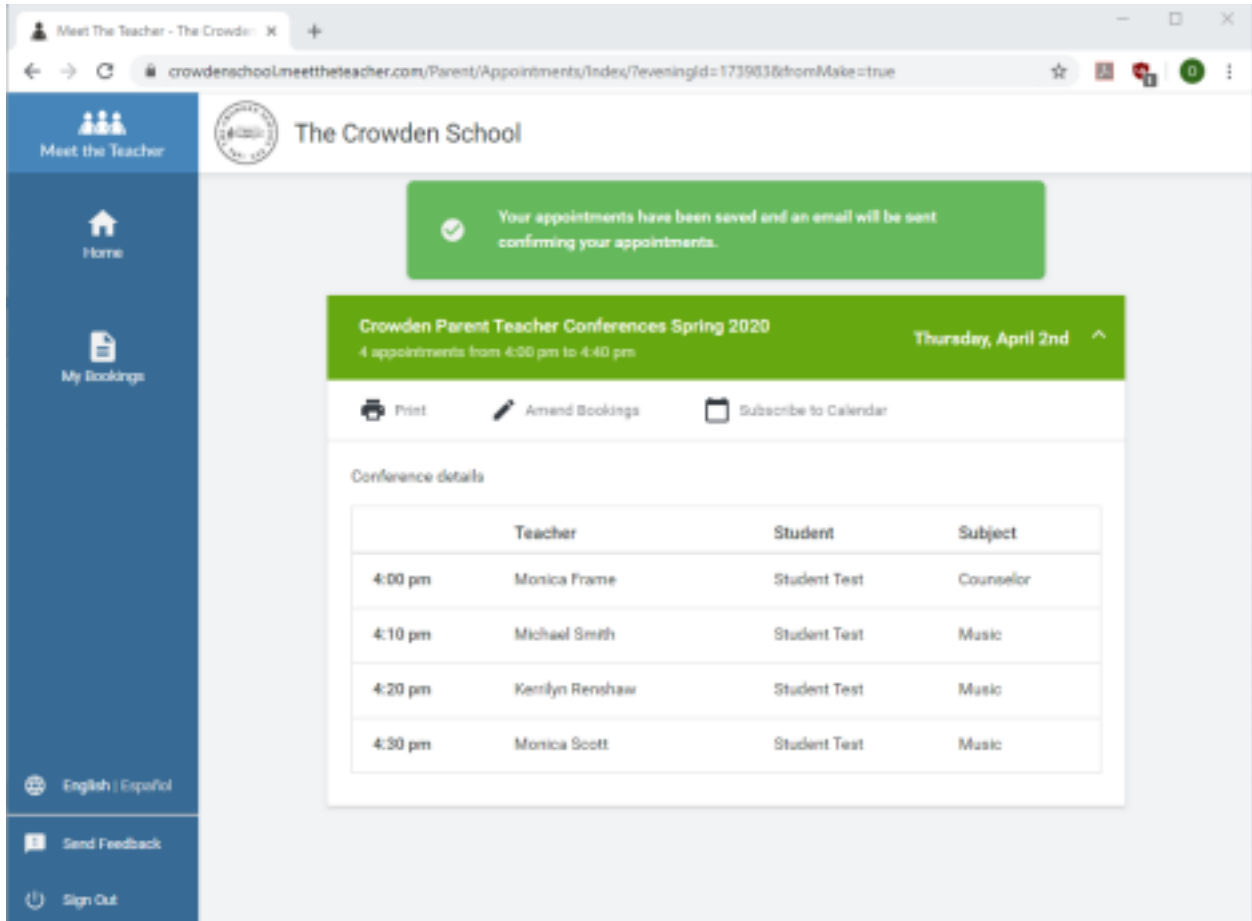
Add a message for Monica Frame:

Save

If a teacher's schedule is full on that day, there will be a button you can click to add yourself to a waitlist. This will let us keep track of who would like to meet with a teacher but wasn't able to schedule an appointment during conferences. (Remember to check the teacher's availability on both days before adding yourself to the waitlist – some teachers are only available for one day of

conferences.)

You can click to confirm at the top of the scheduling page, and you will continue to your Bookings page. Meet the Teacher will send you an email confirmation of your appointments, and you can also view them here or print them out. If you wish to reschedule your appointments, just click, "Amend Bookings."



The screenshot shows a web browser window with the URL [crowdenschoolmeettheteacher.com/Parent/Appointments/Index?EveningId=1739836&fromMake=true](https://crowdenschoolmeettheteacher.com/Parent/Appointments/Index?EveningId=1739836&fromMake=true). The page header includes the school logo and name, "The Crowden School". A green notification box at the top states: "Your appointments have been saved and an email will be sent confirming your appointments." Below this, a green banner indicates the event: "Crowden Parent Teacher Conferences Spring 2020" on "Thursday, April 2nd" with "4 appointments from 4:00 pm to 4:40 pm". Action buttons for "Print", "Amend Bookings", and "Subscribe to Calendar" are visible. A table titled "Conference details" lists the following appointments:

	Teacher	Student	Subject
4:00 pm	Monica Frame	Student Test	Counselor
4:10 pm	Michael Smith	Student Test	Music
4:20 pm	Kenslyn Renshaw	Student Test	Music
4:30 pm	Monica Scott	Student Test	Music

The left sidebar contains navigation options: "Meet the Teacher", "Home", "My Bookings", "English | Español", "Send Feedback", and "Sign Out".

If you want to book appointments on Friday as well, just click on Home and repeat the booking process for Friday.