

Parent Tutorial / Instrucciones para los padres

Step 1 of 6

Create Account *Crear una cuenta*

You can create an account with our company by filling out the form below on the www.teacherreacher.com website: *Puede crear una cuenta con nuestra empresa completando el siguiente formulario en el sitio web www.teacherreacher.com:*

- Click the "SignUp" link in the upper right corner *Haga clic en el enlace "Registrarse" en la esquina superior derecha*
- Select your school district *Seleccione su distrito escolar*
- Enter your first and last name *Escriba su nombre y apellido*
- Enter your email address *Introduzca su dirección de correo electrónico*
- Enter a password *Ingrese una contraseña*
- Enter the Captcha code *Ingrese el código Captcha*
- Check your email account for an activation email from donotreply@teacherreacher.com *Verifique su cuenta de correo electrónico para obtener un correo electrónico de activación de donotreply@teacherreacher.com*

TeacherReacher® WHY TEACHERREACHER? SUPPORT ABOUT US CONTACT US LOGIN SIGN UP

Create a TeacherReacher Account

Notice: If you have used TeacherReacher® in the past your account is still active and you do not need to create a new account.

All parents wishing to meet with their child's teachers during Parent Teacher Conferences must fill out the form below in order to establish a TeacherReacher® account.

How to create a TeacherReacher® Account:

Fill out the form below and click the "Create Account". *If you Check your Email Account for an email with the subject "TeacherReacher - Activation Email".

Note: Depending on your Email service you may need to check the "Junk Mail" folder.

Open Email and click the "Activation Link" or paste the "Activation Link" into a web browser (like Internet Explorer or Mozilla Firefox).

After going to the web page sent in the email, you will be informed that your account has been activated.

Using your email address (as your username) and password, you will be able to log on to the TeacherReacher.com® and schedule meetings.

After logging on you can add children to the account. This can be done via the "Add Child" link.

*[scheduling dates](#) Check your schools. You may only sign up

Choose district

parent first name

parent last name

parent email

password

retype-password

Phone Number

please type what you see:

2 2 5 N N B

reload

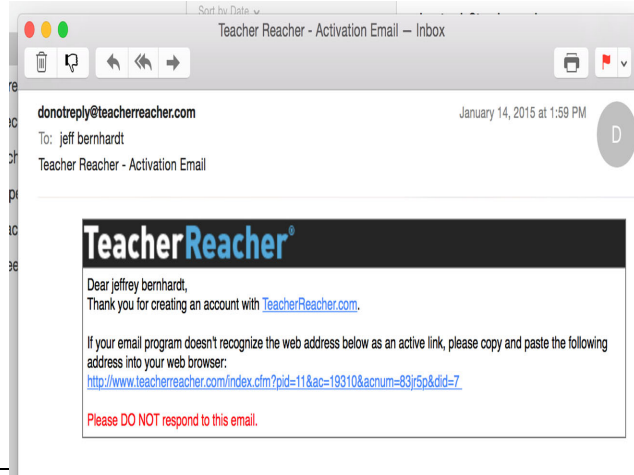
enter captcha

CREATE ACCOUNT

Step 2 of 6

Activate your Account *Activa tu cuenta*

Check your email account for an email from admin@teacherreacher.com. *Verifique su cuenta de correo electrónico en busca de un correo electrónico de admin@teacherreacher.com. Open email and click link inside. *Abra el correo electrónico y haga clic en el enlace que se encuentra dentro.**



Step 3 of 6

Add Children **Agregar niños**

- Select the school *Seleccione la escuela*
- Enter Child's Name (as registered in the school district) *Ingrese el nombre del niño (tal como está registrado en el distrito escolar)*
- Enter the Child's birth date *Ingrese la fecha de nacimiento del niño*
- Click "Find Student" *Haga clic en " Find Student "*
- Select the correct student from the list below. *Seleccione el estudiante correcto de la lista a continuación.*
- Click "Add Student" *Haga clic en " Add Student "*
- Repeat. *Repetir.*

The screenshot shows the 'CURRENT CHILDREN' section of the TeacherReacher website. It features a search form with the following fields: 'Choose School' (a dropdown menu showing 'Demo Middle School'), 'First Name' (text input with 'Mary'), 'Last Name' (text input with 'Bernhardt'), and 'Birth Date' (a date picker showing 'May 28 2009'). A 'FIND STUDENT' button is located at the bottom right of the form. The page header includes the 'TeacherReacher' logo and navigation links: 'MY ACCOUNT', 'CONFERENCE SCHEDULER', 'ADD CHILD', 'SUPPORT', and 'LOGOUT'.

Step 4 of 6

Choose Conference **Type Elija el tipo de conferencia**

Parent Teacher – Are the standard, one-day conference in which parents choose times to meet with teachers. **(Use this for the Parent-Teacher conferences in November)** *Estas son las conferencias estándar de un día donde los padres eligen los horarios para reunirse con los maestros. (usar para la conferencias de padres y maestros en noviembre)*

Events – Are conferences that held over several days. An example of this type of conference would be 11th Grade Guidance Meetings. In this situation the parent has a choice of several days in which to choose and appointment. *son conferencias que se llevan a cabo durante varios días. Un ejemplo de este tipo de conferencia serían las Reuniones de Orientación de 11º Grado. En esta situación, el padre tiene la opción de varios días para elegir una cita.*

Seminars – Are meetings that have one start time and a limited number of seats. An example of this would be extra help sign up. *son reuniones que tienen una hora de inicio y un número limitado de asientos. Un ejemplo de esto sería la ayuda adicional con el registro.*

The screenshot shows the 'TeacherReacher' website's conference selection interface. The page header includes the 'TeacherReacher' logo and navigation links: 'MY ACCOUNT', 'CONFERENCE SCHEDULER', 'ADD CHILD', 'SUPPORT', and 'LOGOUT'. Below the header, there are three image-based buttons for selecting conference types: 'PARENT TEACHER' (with an image of a parent and teacher), 'EVENTS' (with an image of a family), and 'SEMINARS' (with an image of a teacher at a chalkboard). Each button has a right-pointing arrow.

Step 5 of 6

Schedule Appointments Part 1 Programar Citas Parte 1

Click on the "MAKE APPT." link under the **Conference** name.

Haga clic en el enlace "MAKE APPT" debajo del nombre de la conferencia.

Note: You can only make appointments when scheduling is open.

Nota: Solo puede hacer citas cuando la programación está abierta.

Click the Scheduling Dates link to see when scheduling will be open.

Haga clic en el enlace Fechas de programación para ver cuándo se abrirá la programación.



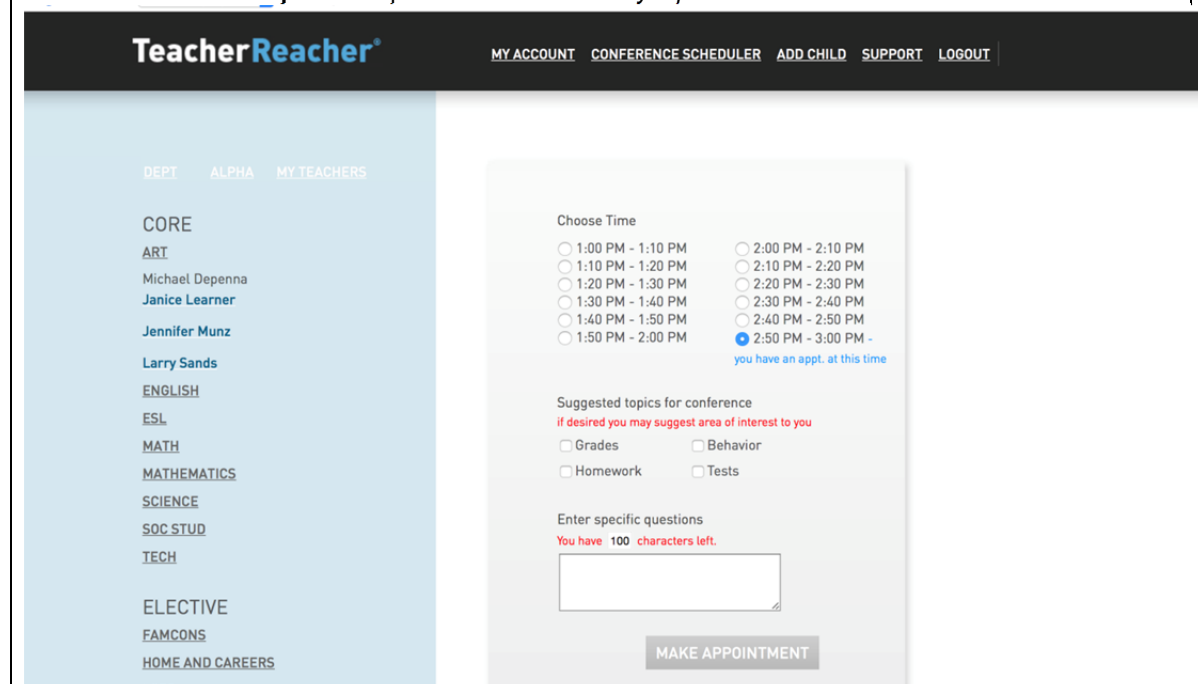
Larry Parent's PTC Schedule					
Core					
Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:50 - 3:00		Erbe	Julia Student	Closed	Closed
02/27/15 2:50 - 3:00		Dr. Danker	Julia Student		
Elective					
Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:30 - 2:40		Dr. Anderson	Julia Student	Closed	Closed

Demo Middle School Conference Dates		
Julia Student		
Date	Appointment Total	
Test Parent Teacher 1 01/09/15 Scheduling Closed	Type	Current / Max Appts.
	Core:	1 / 3
	Elec.:	1 / 2
Parent Teacher Demo 02/27/15 MAKE APPT.	Type	Current / Max Appts.
	Core:	1 / 4
	Elec.:	0 / 2

Step 6a – Sorted by Department

Schedule Appointments Part 2 Programar Citas Parte 2

- Click on an Academic Department. *Haga clic en un Departamento Académico.*
- Click on a teacher. *Haga clic en un maestro.*
- Choose an available time. *Elija un tiempo disponible.*
- Click the "Submit" button. *Haga clic en el botón "Submit".*
- Go back to **Step 5** and repeat *Vuelva al Paso 5 y repita*



Step 6b-Sorted Alphabetically

Schedule Appointments Part 2 Programar Citas Parte 2

- Click on a teacher. *Haga clic en un maestro/a.*
- Choose an available time. *Elija un tiempo disponible.*
- Click the "Submit" button. *Haga clic en el botón "Submit".*
- Go back to **Step 5** and repeat *Vuelva al Paso 5 y repita*

The screenshot shows the TeacherReacher interface. At the top, there is a navigation bar with the logo and links for MY ACCOUNT, CONFERENCE SCHEDULER, ADD CHILD, SUPPORT, and LOGOUT. On the left, a sidebar lists teachers under the 'Core' department, with 'Dean Banks' selected. The main content area displays a 'Choose Time' section with a grid of time slots. The 2:50 PM - 3:00 PM slot is selected and marked as 'you have an appt. at this time'. Below this, there is a 'Suggested topics for conference' section with checkboxes for Grades, Behavior, Homework, and Tests. A text input field for 'Enter specific questions' is also present, with a character count of 100. A 'MAKE APPOINTMENT' button is at the bottom.

Step 6c-Sorted According By the Students Teachers

Schedule Appointments Part 2 Programar Citas Parte 2

- Click on a teacher. *Haga clic en un maestro/a.*
- Choose an available time. *Elija un tiempo disponible.*
- Click the "Submit" button. *Haga clic en el botón "Submit".*
- Go back to **Step 5** and repeat *Vuelva al Paso 5 y repita*
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The screenshot shows the TeacherReacher interface. At the top, there is a navigation bar with the logo and links for MY ACCOUNT, CONFERENCE SCHEDULER, ADD CHILD, SUPPORT, and LOGOUT. On the left, a sidebar lists teachers under the 'Core' department, with 'Lisa Fallon' selected. The main content area displays a 'Choose Time' section with a grid of time slots. The 2:50 PM - 3:00 PM slot is selected and marked as 'you have an appt. at this time'. Below this, there is a 'Suggested topics for conference' section with checkboxes for Grades, Behavior, Homework, and Tests. A text input field for 'Enter specific questions' is also present, with a character count of 100. A 'MAKE APPOINTMENT' button is at the bottom.