Montachusett Regional Vocational Technical School

Montachusett Reg. Vocational Technical School
1050 Westminster Street
Fitchburg, Massachusetts 01420-4696

978-345-9200 (Fitchburg Calling Area)
978-632-8889 (Gardner Calling Area)

November 20, 2020

To: Monty Tech Parents and Guardians
From: Tom Browne, Principal
Re: Virtual Parent-Teacher Conferences and Scheduling Instructions

Dear Parents and Guardians,

While the challenges of maintaining a safe school and implementing restrictions to limit the spread of COVID-19, Monty Tech has been compelled to cancel nearly all events that involve large gatherings this year. Nevertheless, the teachers and administration felt equally compelled to maintain the essential school-to-home connections that come from holding Parent-Teacher Conferences. This chance to communicate is not simply a time to celebrate student achievement, but more importantly, it provides the parent and teacher an opportunity to work together with the student to identify and overcome the obstacles to student success. Therefore, we will still be holding our annual conference session this year, but they will be very different from past years.

This year's Parent-Teacher Conferences will occur on Tuesday, December 8th and Thursday, Dec. 10th. As usual, on each day, there will be two conference sessions. One session will occur from Noon-1:30pm and the second session will occur from 4:30pm-7:30pm. Parents can sign up for conferences on either day. However, the significant change for this year is that the conferences will not occur in-person, but instead will occur online via the Zoom meeting platform. While this is not ideal for all, we have determined that this is the most appropriate method to help reduce the spread of the virus within our school community.

In terms of registering for conferences, not much will have changed. Once again, we will utilize our online scheduler, Pick-a-Time. ***If you have registered before and are familiar with the process, your password from last year should still be active and you can sign right in to the system.*** Parents and guardians who are new to the platform will need to register using the following instructions. With limited time slots available, as always, we encourage families to be selective about which conferences they schedule and to try to focus on priorities.

Once you have completed choosing your conferences, you will notice the most important aspect of this year's change to virtual meetings. Instead of listing a classroom location on the schedule, you will note that there will be a link to each individual teacher's virtual conference. Teachers will be utilizing the waiting room function on Zoom. Thus, once you click on the link, you will be taken to the teacher's meeting where you will wait for the teacher to connect with you at the requested time. Each conference is scheduled for 10 minutes so please be sure to click the link in a timely manner, as other parents will be awaiting their conference time as well.

Lastly, do not be concerned if you are unfamiliar with Zoom. First, most of your students have frequently used the platform and can certainly help you navigate through your meetings.

Again, while we wish that we could be welcoming everyone into the building for our usual conference experience, we do believe that these virtual meetings will allow us to maintain the essential school-to-family connection that will help support our students' achievement.

Best regards,

Tom Browne
Principal

Monty Tech Online Conference Scheduling (2020) Directions for Parents

(**_Note_** – _Prior to starting this process, you will want to have your student's ID available as you will need their ID number – This is a five digit number located on the back of their ID._)

Step #1 – Go to the school's exclusive website by entering the following web address into your browser –

https://pickatime.com/montytech

Register (New users must complete a registration. Previous Users can skip to the Sign In instructions)

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.

The following welcome screen will greet all parents/guardians

Welcome to the Montachusett Regional Vocational Technical School Online Scheduler

Enter your email and click "Login/Create Account"

Your email address: _____

Your personal password: _____

> Login/Create Account
> Forgot My Password

Logging in for the first time? Simply click "Login/Create Account" and answer the questions there.
If you are already registered, enter both your email and password and push "Login/Create Account" to view your scheduled appointment.

Please record the date and time you selected, as well as your password (in case you want to change your appointment later).

> **In order to register, enter your email of choice here, and then press, Create Account here.**
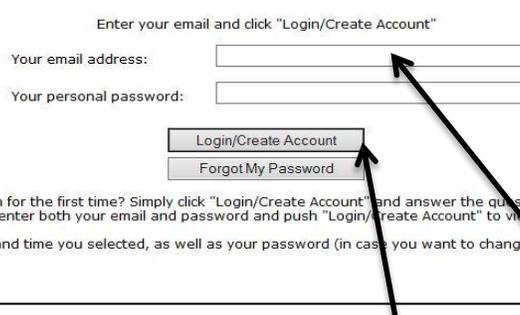
A. Ideally, we would ask that you use the primary email that is associated with Monty Tech messages. However, you can enter whatever email address is most convenient for you and push "Login/Create Account". (Note – You will receive notifications and reminders of your conference schedule at whichever email address you enter.)
B. Fill in the required fields and register. Once you have registered, you simply input your email and password during your future sign-ons.

Sign In
If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the "Forgot Password" button and a new password will be emailed to you.

Step #2 – Identifying Your Student

For each child, enter in the two prompts that Monty Tech requires. They are a student ID and birthdate

Again, you should enter your student's Local ID number here. That five-digit number can be found on the back of their student ID that they wear every day in school.

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

Student ID

*

Student's birthday

*

Add

Insert your child's birthdate here.

Step #3 – Scheduling Your Conferences

A. When you open the schedule page, each colored square represents an available meeting time. We hold two sessions on each day – A daytime session from Noon-1:30pm and an evening session from 4:30-7:30pm. Each conference lasts ten minutes. The legend to the left of the time schedule shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will only see the set of teachers that your children have classes with.)
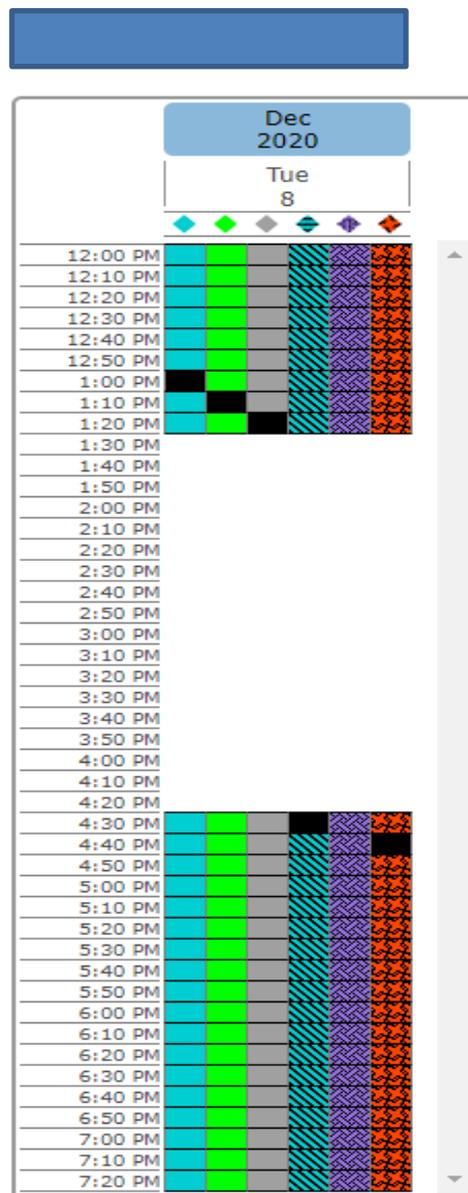
B. ***You can then click on any colored square to book that time.*** (Note – This is a first come, first served system <u>so any time slot that is black has already been reserved by another parent. We cannot guarantee that your schedule will allow you to book consecutive appointments. In addition, you may want to consider skipping a time slot between appointments to give yourself time to click on your next conference's link, as there is no scheduled "passing time".</u>)

You are scheduling an appointment with **Barry, Darren** at **07:20 PM on December 8, 2020** for the **Virtual Parent-Teacher Conferences Dec. 2020** event.

☐ Add this appointment to your calendar

Create Appointment   Return

C. After you click on your desired time, you will optionally have the choice of setting an appointment on your personal online calendar.

D. If you are satisfied with your chosen time, click **"Create Appointment"**. Repeat this process until you have a time with each teacher you would like to visit with. (Note – you are not <u>required</u> to meet with all of your student's teachers.)

   a. At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.

Appointment confirmed for December 8, 2020.

> Your Schedule   Edit Profile/Change Password   Printable schedule   Logout

   b. If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account and click on "Your Schedule".

c. Your Schedule will look like this –

December 8, 2020 at 12:00 PM, Montachusett Regional Vocational Technical School - Bulger, Joseph	✕ Cancel	🔎 Details	🕐 Change time
December 8, 2020 at 12:10 PM, Montachusett Regional Vocational Technical School - Caouette, Andrew	✕ Cancel	🔎 Details	🕐 Change time
December 8, 2020 at 12:20 PM, Montachusett Regional Vocational Technical School - Flanagan, Elizabeth	✕ Cancel	🔎 Details	🕐 Change time
December 8, 2020 at 12:30 PM, Montachusett Regional Vocational Technical School - Foss, Christina	✕ Cancel	🔎 Details	🕐 Change time
December 8, 2020 at 12:40 PM, Montachusett Regional Vocational Technical School - McLinden, Keith	✕ Cancel	🔎 Details	🕐 Change time
December 8, 2020 at 12:50 PM, Montachusett Regional Vocational Technical School - Trundy, Alethea	✕ Cancel	🔎 Details	🕐 Change time
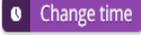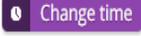
E. If you need to cancel an appointment, please do so as soon as possible. Families will be able to choose an appointment right up to 8:00am on the morning of conferences so please cancel your appointment so that others may schedule their own.

VERY IMPORTANT – You must either print out your schedule or click on "Details" for each class. This is where you will find the Zoom link to connect to each teacher's virtual conference –

Appointment Details

Date: **December 8, 2020**

Time: **12:00 PM**

Duration: **10**

Event: **Virtual Parent-Teacher Conferences Dec. 2020**

Resource: **Bulger, Joseph**

Room: **https://montytech.zoom.us/j/95996826810**

🖨 Print   Email Schedule   Return
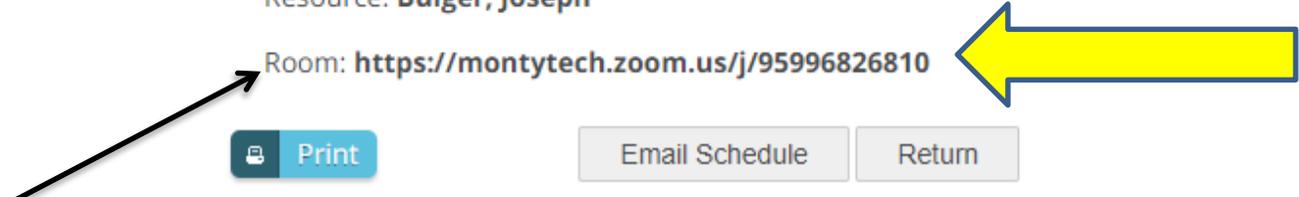
This is the link that you should **copy and paste** into your browser in order to connect to your virtual conference. As you work through your conference schedule, simply continue to click on the details of each appointment and copy and paste the link. Remember that when you connect on Zoom, you will be placed in the teacher's virtual "waiting room". When your appointment time arrives, the teacher will admit you into the virtual meeting and your conference will begin.

F. **Please Note** – Unfortunately, only one parent can be associated with each student. If you are a non-custodial parent who has submitted their confirmation form to Guidance, please call the main office at 978-345-9200, ext. 5205 in order to schedule your conferences.