

MVHS Online Scheduler Instructions for Parents

Some General Comments:

1. **The password is mvhs.**
2. Your student should look at the online scheduler with you when making appointments. They can offer input on which teachers you should conference with and the amount of time you will need to get from one appointment to another.
3. Check [Parent Portal](#) for up to date grades to help you prioritize the teachers you will conference with.
4. The time slots are 12 minutes long. Each 12 minute time slot includes the appointment with the teacher and the passing time between appointments. Your son/daughter can help you estimate the time it will take you to get from one appointment to another.
5. If you feel you need longer than 12 minutes to conference with a teacher, then please contact the teacher personally through [email or by phone](#) to schedule an appointment.
6. Since there are a limited number of time slots, prioritize the teachers you need to see.
7. After you have completed your appointments, please provide an email address (your email address is kept private) so the Online Scheduler can send you a copy of your appointments and your confirmation number. **The confirmation number is needed to view your schedule or cancel appointments.**
8. Once your schedule is confirmed, you cannot change appointments-- you can only cancel appointments. If you need to change an appointment, then you need to delete ALL the appointments you created and then create a new schedule. You will need your confirmation number to delete appointments.
9. The Online Scheduler is located on our home page, www.mvhslions.org. Click on the Online Scheduler image to make appointments.

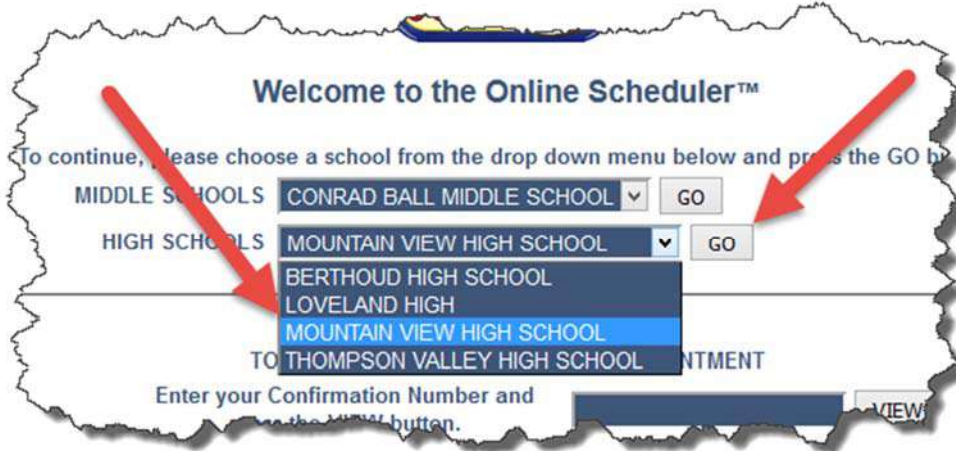
Need help? Contact the school's Online Scheduler™ specialist:



Marty Barton marty.barton@thompsonschoools.org 613-7831	Wendy Frost wendy.frost@thompsonschoools.org 613-7813
Michelle Gonshak michelle.gonshak@thompsonschoools.org 613-7834	Quinn Van Horn quinn.vanhorn@thompsonschoools.org 613-7860

MVHS Online Scheduler

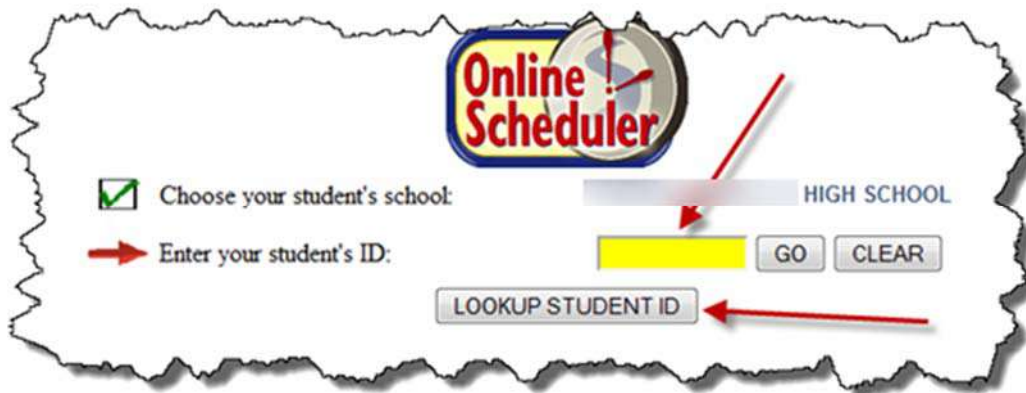
1. Choose Mountain View High School and then click "GO."



2. The password is **mvhs**.



3. Enter student ID or choose "Lookup Student ID" and fill in needed information.



4. Select the staff members that you wish to make an appointment with.

Important: If you have another student at MVHS, select “YES” now. This will allow you to make appointments for all students at the same time.

Choose your student's school: HIGH SCHOOL

Click the checkbox next to the name of the teacher(s) that you would like to meet with, then press the appropriate YES/NO button at the bottom of the teacher listing.

- MR. [Name]
- MR. [Name]
- MR. [Name]
- MR. [Name]
- MR. [Name]
- MR. [Name]
- MR. [Name]
- MR. [Name]
- MR. [Name]
- MR. [Name]

Do you want to schedule conference time for another student?

* Select YES to add another student.
* Select NO to proceed with conference time selection.

5. Important: Choose a day.

Online Scheduler

Choose your student's school: HIGH SCHOOL

→ Choose your time:
Select all of the desired times from the table below.

AVAILABLE TIMES	
COUNSELOR	Monday - Oct 11, 2010
	Monday - Oct 11, 2010
	Tuesday - Oct 12, 2010
	Wednesday - Oct 13, 2010

TEACHER

6. Remember that the 12 minute time slots include passing time from one appointment to the next. Keep in mind the distance to your next appointment when selecting time slots.

6:12 PM	<input type="checkbox"/> 6:12 PM	XXXXXXXXXX	<input type="checkbox"/> 6:12 PM
6:24 PM	<input type="checkbox"/> 6:24 PM	XXXXXXXXXX	<input type="checkbox"/> 6:24 PM
6:36 PM	<input checked="" type="checkbox"/> 6:36 PM	XXXXXXXXXX	<input type="checkbox"/> 6:36 PM
6:48 PM	<input type="checkbox"/> 6:48 PM	XXXXXXXXXX	<input type="checkbox"/> 6:48 PM
7:00 PM	<input type="checkbox"/> 7:00 PM	XXXXXXXXXX	<input checked="" type="checkbox"/> 7:00 PM
7:12 PM	<input type="checkbox"/> 7:12 PM	XXXXXXXXXX	<input type="checkbox"/> 7:12 PM
7:24 PM	<input type="checkbox"/> 7:24 PM	XXXXXXXXXX	<input type="checkbox"/> 7:24 PM
7:36 PM	<input type="checkbox"/> 7:36 PM	XXXXXXXXXX	<input type="checkbox"/> 7:36 PM
7:48 PM	<input type="checkbox"/> 7:48 PM	XXXXXXXXXX	<input type="checkbox"/> 7:48 PM
8:00 PM	<input type="checkbox"/> 8:00 PM	XXXXXXXXXX	<input type="checkbox"/> 8:00 PM
8:12 PM	<input type="checkbox"/> 8:12 PM	XXXXXXXXXX	<input type="checkbox"/> 8:12 PM
8:24 PM	<input type="checkbox"/> 8:24 PM	XXXXXXXXXX	<input type="checkbox"/> 8:24 PM

7. Entering your email address is important because you will need the confirmation number if you need to cancel your appointments.

	DATE	TIME	STUDENT	TEACHER	REMOVE?
1	Mon - Oct 11, 2010	6:36 PM	TELESAHARRIS	MR. GARY TEACHER	<input type="checkbox"/>
2	Mon - Oct 11, 2010	7:00 PM	TELESAHARRIS	MR. GARY TEACHER	<input type="checkbox"/>

ENTER YOUR EMAIL ADDRESS

By entering your email address, you will immediately receive a confirmation email and also a reminder email 2 days prior to your scheduled conference.

8. You must have your conformation number to VIEW appointments or CANCEL appointments.

Online Scheduler

Welcome to the Online Scheduler™

To continue, please choose a school from the drop down menu below and press the GO button.

MIDDLE SCHOOLS GO

HIGH SCHOOLS GO

TO VIEW OR DELETE AN EXISTING APPOINTMENT

Enter your Confirmation Number and press the VIEW button.

VIEW

9. The only way to change appointments is to first delete ALL current appointments and then create an entirely new schedule from the beginning.

	DATE	TIME	STUDENT	TEACHER	ROOM	DELETE?
1	Mon - Oct 11, 2010	6:36 PM	[REDACTED]	[REDACTED]	139	<input checked="" type="checkbox"/>
2	Mon - Oct 11, 2010	7:00 PM	[REDACTED]	[REDACTED]	168	<input checked="" type="checkbox"/>

DELETE SELECTED APPOINTMENTS

Create a new schedule.

Online Scheduler

Welcome to the Online Scheduler™

To continue, please choose a school from the drop down menu below and press the GO button.

MIDDLE SCHOOLS GO

HIGH SCHOOLS GO

BERTHOUD HIGH SCHOOL

LOVELAND HIGH

MOUNTAIN VIEW HIGH SCHOOL

THOMPSON VALLEY HIGH SCHOOL

TO VIEW OR DELETE AN EXISTING APPOINTMENT

Enter your Confirmation Number and press the VIEW button.

VIEW