

Paso 1

Crear una Cuenta

Puede crear una cuenta con nuestra empresa completando el formulario a continuación en el www.teacherreacher.com sitio web:

- Haga clic en el “[Sign Up](#)” enlace en la esquina superior derecha
- Seleccione su distrito escolar
- Escriba su nombre y apellido
- Ingrese su dirección de correo electrónico
- Ingrese una contraseña
- Ingrese el código Captcha
- Verifique su cuenta de correo electrónico para obtener un correo electrónico de activación de donotreply@teacherreacher.com

The image shows a screenshot of the TeacherReacher website's sign-up form. The form is titled 'CREATE ACCOUNT' and is located on the right side of the page. The form fields are as follows:

- Choose district**: A dropdown menu.
- parent first name**: A text input field.
- parent last name**: A text input field.
- parent email**: A text input field.
- password**: A text input field.
- retype-password**: A text input field.
- Phone**: A text input field.
- Number**: A text input field.
- captcha**: A text input field with a 'reload' button next to it.

Annotations on the right side of the form, indicated by orange arrows, identify the following fields:

- Distrito**: Points to the 'Choose district' dropdown.
- Nombre**: Points to the 'parent first name' input.
- Apellido**: Points to the 'parent last name' input.
- Email**: Points to the 'parent email' input.
- Contraseña**: Points to the 'password' input.
- Contraseña**: Points to the 'retype-password' input.

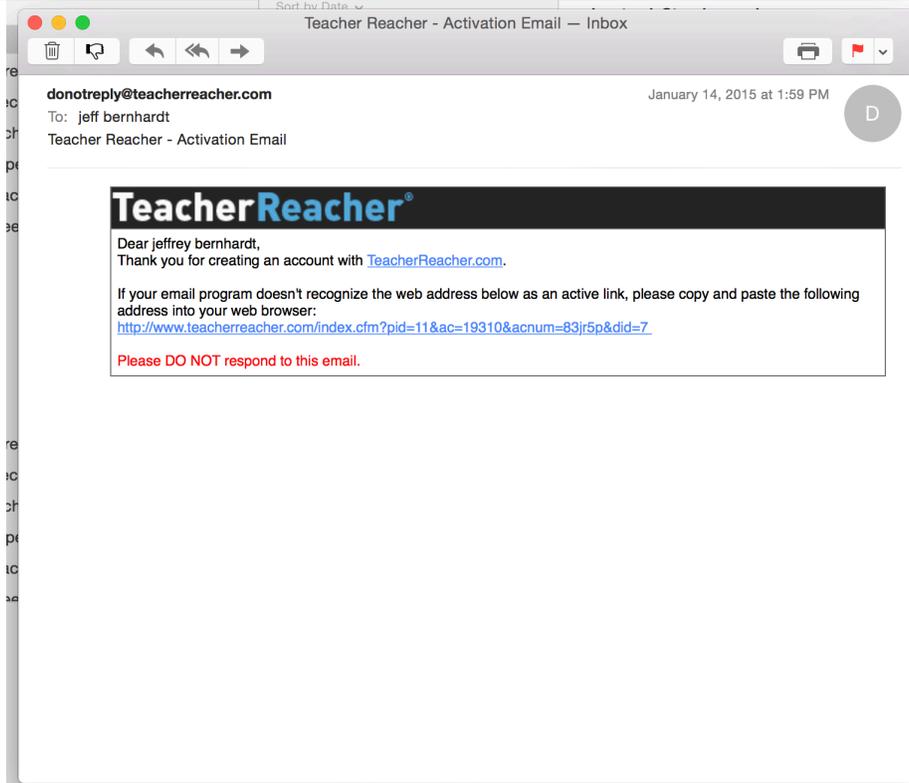
The form also includes a 'CREATE ACCOUNT' button at the bottom. The page header shows 'CONTACT US', 'LOGIN', and 'SIGN UP' links.

Paso 2

Activa tu cuenta

Verifique su cuenta de correo electrónico para ver si recibió un correo electrónico de admin@teacherreacher.com.

Abra el correo electrónico y haga clic en el enlace que se encuentra dentro.



Paso 3

Agregar Estudiantes

- Seleccione la escuela
- Ingrese el nombre del estudiante (como está registrado en el distrito escolar)
- Ingrese la fecha de nacimiento del estudiante
- Haga clic en "Find Student"
- Seleccione el alumno correcto de la lista a continuación.
- Haga clic en "Add Student"
- Repetir.

MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT	
CURRENT CHILDREN	
No Children Registered	
SEARCH DATABASE	
Choose School	<input type="text" value="Demo Middle School"/>
First Name:	<input type="text" value="mary"/>
Last Name:	<input type="text" value="bernhardt"/>
Birth Date:	<input type="text" value="May"/> <input type="text" value="28"/> <input type="text" value="2009"/>
<input type="button" value="FIND STUDENT"/>	

← Distrito

← Nombre

← Apellido

← Fecha de nacimiento

Paso 4

Elija el tipo de Conferencia

Parent Teacher – Son la conferencia estándar de un día en la que los padres eligen momentos para reunirse con los maestros.

Events – Son conferencias que se llevan a cabo durante varios días. Un ejemplo de este tipo de conferencia serían las Reuniones de Orientación para el grado 11. En esta situación, el padre tiene la opción de varios días para elegir y cita..

Seminars – Son reuniones que tienen una hora de inicio y un número limitado de asientos. Un ejemplo de esto sería el registro de ayuda adicional.

TeacherReacher®

[MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)



[PARENT TEACHER](#) →



[EVENTS](#) →



[SEMINARS](#) →

Paso 5

Programar Citas, Parte 1

Clickea en el "MAKE APPT." enlace debajo del nombre de la **Conferencia**.

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

Haga clic en el Scheduling Dates enlace para ver cuándo estará abierta la programación.

TeacherReacher® [MY ACCOUNT](#) [CONFERENCE SCHEDULER](#) [ADD CHILD](#) [SUPPORT](#) [LOGOUT](#)

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	SWAP	DELETE
Elective					
Date/Time	Room	Teacher	Student	Swap	Delete
01/09/15 2:30 - 2:40		Dr. Anderson	Julia Student	Closed	Closed

[VIEW PARENT SCHEDULE](#)

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

Paso 6a – Ordenado por Departamento

Programar Citas, Parte 2

- Haga clic en un Departamento academico.
- Haga clic en un profesor.
- Elija un tiempo disponible.
- Haga clic en “Submit”.
- Regrese a **Paso 5** y repita

The screenshot shows the TeacherReacher website 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 side, there is a sidebar menu with categories like CORE, ART, ENGLISH, MATH, etc., and a list of teachers including Michael Depenna, Janice Learner, Jennifer Munz, and Larry Sands. 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 unavailable. Below this, there is a 'Suggested topics for conference' section with checkboxes for Grades, Behavior, Homework, and Tests. At the bottom, there is a text input field for 'Enter specific questions' and a 'MAKE APPOINTMENT' button.

TeacherReacher® MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT

DEPT ALPHA MY TEACHERS

CORE

ART

Michael Depenna

Janice Learner

Jennifer Munz

Larry Sands

ENGLISH

ESL

MATH

MATHEMATICS

SCIENCE

SOC STUD

TECH

ELECTIVE

FAMCONS

HOME AND CAREERS

LOTE

Choose Time

<input type="radio"/> 1:00 PM - 1:10 PM	<input type="radio"/> 2:00 PM - 2:10 PM
<input type="radio"/> 1:10 PM - 1:20 PM	<input type="radio"/> 2:10 PM - 2:20 PM
<input type="radio"/> 1:20 PM - 1:30 PM	<input type="radio"/> 2:20 PM - 2:30 PM
<input type="radio"/> 1:30 PM - 1:40 PM	<input type="radio"/> 2:30 PM - 2:40 PM
<input type="radio"/> 1:40 PM - 1:50 PM	<input type="radio"/> 2:40 PM - 2:50 PM
<input type="radio"/> 1:50 PM - 2:00 PM	<input checked="" type="radio"/> 2:50 PM - 3:00 PM - you have an appt. at this time

Suggested topics for conference
if desired you may suggest area of interest to you

Grades Behavior

Homework Tests

Enter specific questions
You have 100 characters left.

MAKE APPOINTMENT

Paso 6b- Ordenado Alfabéticamente

Programar Citas, Parte 2

- Haga clic en un profesor.
- Elija un tiempo disponible.
- Haga clic en "Submit".
- Regrese a **Paso 5** y repita

The screenshot shows the TeacherReacher interface for scheduling a conference. 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, including Dean Banks, Susanne Barris, Jon Barrow, Maria Beliz, David Bendo, Antonella Bernarg, Jeff Bernhardt, Olga Ciceros, Eric Cornillo, Jane Danker (already booked), Michael Depenna, Paul Derling, Allison Entelle, Louise Erbe, Lisa Fallon (already booked), Michael Fane, Kerri Free, and Vincent Goodspeed. 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 unavailable. 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 present, with a character count of 100. A 'MAKE APPOINTMENT' button is located at the bottom of the form.

TeacherReacher® MY ACCOUNT CONFERENCE SCHEDULER ADD CHILD SUPPORT LOGOUT

DEPT ALPHA MY TEACHERS

Core

Dean Banks

Susanne Barris

Jon Barrow

Maria Beliz

David Bendo

Antonella Bernarg

Jeff Bernhardt

Olga Ciceros

Eric Cornillo

Jane Danker - already booked

Michael Depenna

Paul Derling

Allison Entelle

Louise Erbe

Lisa Fallon - already booked

Michael Fane

Kerri Free

Vincent Goodspeed

Choose Time

<input type="radio"/> 1:00 PM - 1:10 PM	<input type="radio"/> 2:00 PM - 2:10 PM
<input type="radio"/> 1:10 PM - 1:20 PM	<input type="radio"/> 2:10 PM - 2:20 PM
<input type="radio"/> 1:20 PM - 1:30 PM	<input type="radio"/> 2:20 PM - 2:30 PM
<input type="radio"/> 1:30 PM - 1:40 PM	<input type="radio"/> 2:30 PM - 2:40 PM
<input type="radio"/> 1:40 PM - 1:50 PM	<input type="radio"/> 2:40 PM - 2:50 PM
<input type="radio"/> 1:50 PM - 2:00 PM	<input checked="" type="radio"/> 2:50 PM - 3:00 PM - you have an appt. at this time

Suggested topics for conference
if desired you may suggest area of interest to you

Grades Behavior

Homework Tests

Enter specific questions
You have 100 characters left.

MAKE APPOINTMENT

Paso 6c- Ordenado Según los Profesores de el Estudiante

Programar Citas, Parte 2

- Haga clic en un profesor.
- Elija un tiempo disponible.
- Haga clic en "Submit".
- Regrese a **Paso 5** y repita

The screenshot displays the TeacherReacher interface for scheduling a conference. At the top, the logo "TeacherReacher" is on the left, and navigation links "MY ACCOUNT", "CONFERENCE SCHEDULER", "ADD CHILD", "SUPPORT", and "LOGOUT" are on the right. A left sidebar lists categories: "DEPT", "ALPHA", and "MY TEACHERS". Under "MY TEACHERS", there are two sections: "Core" and "Elective". The "Core" section lists "Lisa Fallon - already booked", "Craig Lander", "Meghan Miso", and "Gretchen Okios". The "Elective" section lists "Doreen Betio", "Danielle Trinaz", and "Brian Willeman". The main content area shows a "Choose Time" section with a grid of time slots. The 2:50 PM - 3:00 PM slot is selected and marked as unavailable with a blue dot and the text "you have an appt. at this time". Below this is a "Suggested topics for conference" section with checkboxes for "Grades", "Behavior", "Homework", and "Tests". At the bottom, there is a text input field for "Enter specific questions" with a character count: "You have 100 characters left."