

Canyon Creek, SEP Conference Scheduler Guide

September, 2013

1 click on the button.



Or type the url:

<https://www.canyoncreeksoftware.com/scheduler/ut/granite/index.cfm>

2 Click teachers



Welcome to the Online Scheduler™

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

ELEMENTARY SCHOOLS **ACADEMY PARK ELEMENTARY** GO

JUNIOR HIGH SCHOOLS **BONNEVILLE JUNIOR HIGH** GO

HIGH SCHOOLS **COTTONWOOD HIGH SCHOOL** GO

3 Log in with your email and password (default password is your last name) , then follow prompts

4 Select the boxes that you want to block out, click "update selected time slots"

5 optional step add additional times

Follow the titles in each drop down menu

6 you can make appointments for students, click his/her name from the left drop down menu, choose a time from the right menu. Click "Make Appointment"

MAKE AN APPOINTMENT	
Choose a student	Choose a time
ALLEN, CAMERON	Mon 10/11/2004 3:40 PM
MAKE APPOINTMENT	
*** Only press the "MAKE SEP APPOINTMENT" button ONCE. ***	

7 Print a Schedule

UPDATE SELECTED TIME SLOTS

change multiple AVAILABLE time slots to BLOCKED OUT (vice versa), check the box next to the desired time slots and click the "UPDATE SELECTED TIME SLOTS" button.

Print a copy of your schedule?

List of Students WITH / WITHOUT an appointment

Click [here](#) to learn about opting out of the school wide schedule!

Example of schedule printout:

MRS. DEMO88 SEP SCHEDULE DEMOLAND ELEMENTARY		
	Tue, Oct 12	Wed, Oct 13
03:40 PM	CAMERON ALLEN	
04:00 PM		
04:20 PM		
04:40 PM		BRITTANY BUTTARS
05:00 PM	RYAN BLOOMER	
05:20 PM		
05:40 PM		
06:00 PM		-----
06:20 PM		-----
06:40 PM		-----

----- Unavailable Time Slots
 xxxxxxxxxx Blocked Out Time Slots
 Available Time Slots are left blank

8 Print reminder notes

to go home

TAKE HOME NOTES

ENTER INDIVIDUAL STUDENT COMMENTS

1- CHOOSE A STUDENT -- SELECT A STUDENT --

2- TYPE INDIVIDUAL NOTE

You can type notes for individual students here (optional)

3- CLICK UPDATE BUTTON

UPDATE INDIVIDUAL NOTE

ENTER CLASS NOTE

1- TYPE THE CLASS NOTE

OR a class note here (optional)

2- CLICK UPDATE BUTTON

UPDATE CLASS NOTE

PRINT TAKE HOME NOTES

For -- ENTIRE CLASS -- Sort By STUDENT LAST NAME Number per Page 1

PRINT TAKE HOME NOTES

Example of student notes:

Online Scheduler

DEMOLAND ELEMENTARY
SEP CONFERENCE FOR CAMERON ALLEN

YOUR SEP CONFERENCE IS SCHEDULED FOR

TUESDAY, OCTOBER 12, 2004
 AT
3:40 PM

I LOOK FORWARD TO SEEING YOU & CAMERON IN ROOM 61 AT THIS TIME.

SINCERELY,
 MRS. DEMO88

Congratulations! You're done!

