

Canyon Creek, SEP Conference Scheduler Guide

September, 2015

1 click on the button.



Or type the url:

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

2 Click teachers

Teachers Home



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

Home



Please sign in.

Email Address: @graniteschools.org

Password:

LOGIN

CLEAR

[Forgot your password?](#)

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

MRS. DEMO64
Learning Center
CURRENT SCHEDULE
If this personal information is not correct, click here to change it.

	Tue, Oct 12 TIME	Wed, Oct 13 TIME
3:40 PM	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> AVAILABLE
4:00 PM	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> AVAILABLE
4:20 PM	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> AVAILABLE
4:40 PM	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> AVAILABLE
5:00 PM	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> AVAILABLE
5:20 PM	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> AVAILABLE
5:40 PM	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> AVAILABLE
6:00 PM	<input type="checkbox"/> AVAILABLE	-----
6:20 PM	<input type="checkbox"/> AVAILABLE	-----
6:40 PM	<input type="checkbox"/> AVAILABLE	-----

AVAILABLE
Check All / Uncheck All

BLOCKED OUT
Check All / Uncheck All

UPDATE SELECTED TIME SLOTS

To change multiED OUT (or visa versa), check the box next to the desired time slots and

5 optional step add additional times

Follow the titles in each drop down menu

ADD A TIME TO YOUR SCHEDULE

Students	Date	Hour	Minute	AM/PM	Appointments per Time Slot
LEAVE TIME AVAILABLE	Mon 10/11/2004	1	00	AM	1
ADD TIME TO SCHEDULE					
*** Only press the "ADD TIME TO SCHEDULE" button ONCE. ***					

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"

7 Print a 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
 xxxxxxxxx Blocked Out Time Slots
 Available Time Slots are left blank

8 Print reminder notes to go home

Example of student notes:

Congratulations! You're done!

