

## Canyon Creek Online Scheduler

Canyons School District Education Technology Department 9361 S. 300 E. Sandy, UT 84070

Help Desk: 801-826-5544

#### Parents:

Contact your school for your login information and click on the logo above or the logo on your school website to enter the scheduler.

#### Teachers:

- <u>Canyon Creek Website</u> (also linked on Skyward Student Management and each school's website)
- Login:
  - Username your Canyons District email address (the full address)
  - Password if you have forgotten your password, contact Help Desk (801-826-5544)
- Update teacher information the first time you login
- How to set your Parent/Teacher Conference schedule
  - Adding available times
  - Setting blocked out (unavailable) times
  - Printing notes to home with dates, times, location, and note from teacher

### **Schools:**

Website Managers Creating a Link on your school website:

<u>Click here to create a link to Canyon Creek Online Scheduler for your Website</u>

Administrators Schedule Setup:

To setup your schools conferencing schedule, download "school schedule setup" below, complete it and send it on to IT Department.

# **Principals' Access:**

Contact the IT Department: call or email <a href="Eric Taylor"><u>Eric Taylor</u></a> 801-826-5544

Last Updated: 12/6/2012 SW

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