Parent-Teacher Interviews Parents Guide



Daymap allows parents to book and manage parent teacher interviews from the Daymap Connect Parent Portal on a desktop browser or the Daymap mobile app.

On your Computer

Booking Interviews

An interview event will appear on the right-hand side of the **Home** tab with details of which children it's applicable to. Click on the **interview event** to book interviews with your children's teachers.



If more than one child is involved in the interviews, there will be a student drop-down at the top of the screen to select the child you wish to book interviews for. Select any of the **green coloured boxes** to book an interview with the teacher marked at the top of the column.

Year 8 Interviews					
For Samantha AKENFIELD V between Monday, 15 May 2023 and Friday, 19 May 2023					
Agenda Print					
	Mike Laurencey Drama 33 DR3 7W Drama 55 DR5 7B	Michael Mathaus Music 11 MU1 7R	Andrew Johnston Accelerated Students		
15:00 PM, Mon 15 May	Available	Unavailable	Available		
15:15 PM	Available	Unavailable	Unavailable		
15:30 PM	Available	Unavailable	Available		
15:45 PM	Available	Unavailable	Parent Samantha AKENFIELD		
15:00 PM, Tue 16 May	Available	Available	Available		
15:15 PM	Available	Available	Available		
15:30 PM	Available	Available	Available		
15:45 PM	Unavailable	Available	Available		

If the schools Is offering online or in person interviews, select how you would like to meet and then choose **Book**.

Michael Mathaus				
Wed 17 May, 3:00 PM to 3:10 PM				
Student: Samantha AKENFIELD				
Parent: Parent				
Method:				
🖲 In Person				
○ Online				
○ Phone				
Book				

Your bookings will appear in blue.

Year 8 Interviews						
For Samantha AKENFIELD 🗸 between Monday, 15 May 2023 and Friday, 19 May 2023						
Agenda Print						
	Mike Laurencey Drama 33 DR3 7W Drama 55 DR5 7B	Michael Mathaus Music 11 MU1 7R	Andrew Johnston Accelerated Students			
15:00 PM, Mon 15 May	Parent Samantha AKENFIELD	Unavailable	Available			
15:15 PM	Available	Unavailable	Unavailable			
15:30 PM	Available	Unavailable	Available			
15:45 PM	Available	Unavailable	Parent Samantha AKENFIELD			
15:00 PM, Tue 16 May	Available	Available	Available			
15:15 PM	Available	Available	Available			

Cancelling an Interview

To cancel an interview, click on the booking you need to cancel and then **Cancel Interview**.

Michael Mathaus
MusicS
Thu 19 May, 4:15 PM to 4:25 PM
Student: Samantha AKENFIELD
Parent: Parent AKENFIELD
Method: Online
Cancel Interview
Method: Online Cancel Interview

Viewing all bookings

Select Agenda to view a summary of all bookings.

Year 8 Interviews					
For Samantha AKENFIELD 🗸 between Monday, 15 May 2023 and Friday, 19 May 2023					
Agenda Print	Agenda Print				
	Mike Laurencey Drama 33 DR3 7W Drama 55 DR5 7B	Michael Mathaus Music 11 MU1 7R	Andrew Johnston Accelerated Students		
15:00 PM, Mon 15 May	Parent Samantha AKENFIELD	Unavailable	Available		

You can then use the drop-down list to choose a child or select **All** students to see a full list of your bookings. Select **Print** if you wish to print it out.

Yea	ar 8 Interviews	5
For	All students	 between Monday, 15 May 2023 and Friday, 19 May 2023
В	ooking Print	
Мо	nday, 15 May 202:	3
	3:00 PM	Mike Laurencey Mon 15 May, 3:00 PM to 3:10 PM Parent (for Samantha AKENFIELD) In Person (at Study Hall)
Tue	sday, 16 May 202	3
	3:00 PM	Mike Laurencey Tue 16 May, 3:00 PM to 3:10 PM Parent (for Samantha FOX) In Person (at Study Hall)

Using the Daymap Mobile App

Booking Interviews

Parent Teacher Interviews can be accessed at the bottom of the **Home** tab in the mobile app; clicking here will take you to the bookings page.

If you have more than one child at the school, there will be a student drop-down at the top of the screen for you to select which child you are making bookings for.

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	Samar Home	ntha AKENFIE Group: YARRA	ELD Year: 7	AKER02		Mike Laurencey	Michael Mathauc			
Scho	ool Com	munications			May 15 2:00mm	Wike Laurencey				
s?	Bulleti Dayma	ns p video tour	А	ug 29 2019 4:22pm	May 15 3:15pm	 Available Available 	X Unavailable			
Ś	Bulleti Dayma	ns p student tour	A	ug 29 2019 4:08pm	May 15 3:30pm	✓ Available	🗙 Unavailable			
\$	Newsl	etters	Ju	ın 26 2020 10:21am	May 15 3:45pm	✓ Available	🗙 Unavailable	0.0.		
	Openi	Jay	1		May 16 3:00pm	🗙 Unavailable	✓ Available	UUP	Teacher	
Pare	nt Teach	er Interviews			May 16 3:15pm	✓ Available	✓ Available	15p	Mike Laurencey	Jnava
Ø	Year 8	Interviews nantha AKENFIELI v 15 to May 19	D 🛛 AARON	I COULTATE	May 16 3:30pm	✓ Available	✓ Available	30p	Time May 15 3:00pm to 3:10pm	Jnava
		,			May 16 3:45pm	🗙 Unavailable	✓ Available	45r	Location	Jnava
					May 17 3:00pm	✓ Available	✓ Available		Study Hall	
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To make a booking, select a spot that shows as available. This will bring up a pop-up where you can see the details, select your method of interview if relevant and **Book Timeslot**.

Your booked timeslot will appear with your name and your child's name against it.

	Mike Laurencey	Michael Ma
May 15 3:00pm	Samantha AKENFIELD Parent	🗙 Unavailabl
May 15 3:15pm	✓ Available	🗙 Unavailabl

Cancelling an Interview

To cancel an interview, click on the booked time slot and select **Cancel Booking**.

	Mike Laurencey
00p	Teacher Mike Laurencey
15p	Time May 15 3:00pm to 3:10pm
30p	For 2
45p	Location
00p	Study Hall Method
15p	In Person
30p	Cancel Booking
45m	m X Unavailable

Viewing all Interview Bookings

A full list of your booked time slots will be in your **Calendar** tab on the Mobile App.

11:26 前 🗐			الله 🖞 🕄 🗐				
My Calenc	lar						
Show events from 11/05/2023							
Monday May 15							
Parent	Teacher Inte antha AKENFIELD e Laurencey	rviews	3:00pm - 3:10pm				
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Home	Messaging	Ē	More				
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