

Parent-Teacher Interviews Parents Guide

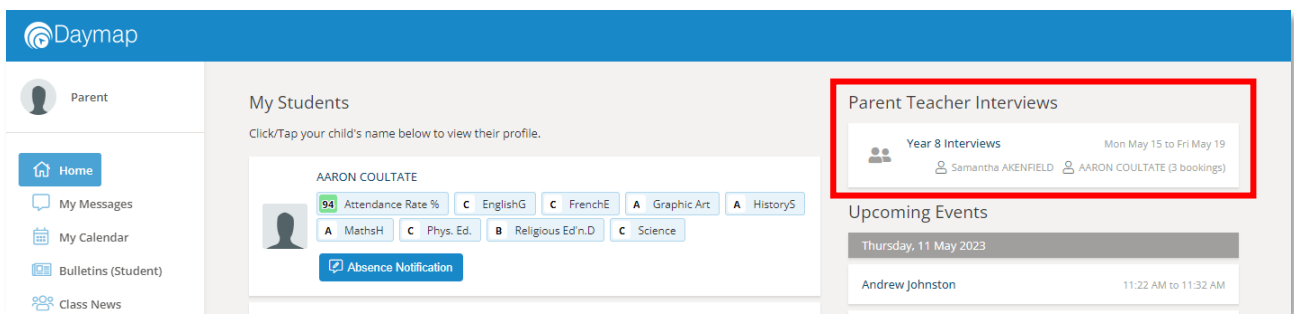


Daymap allows parents to book and manage parent teacher interviews from the Daymap Connect Parent Portal on a desktop browser or the Daymap mobile app.

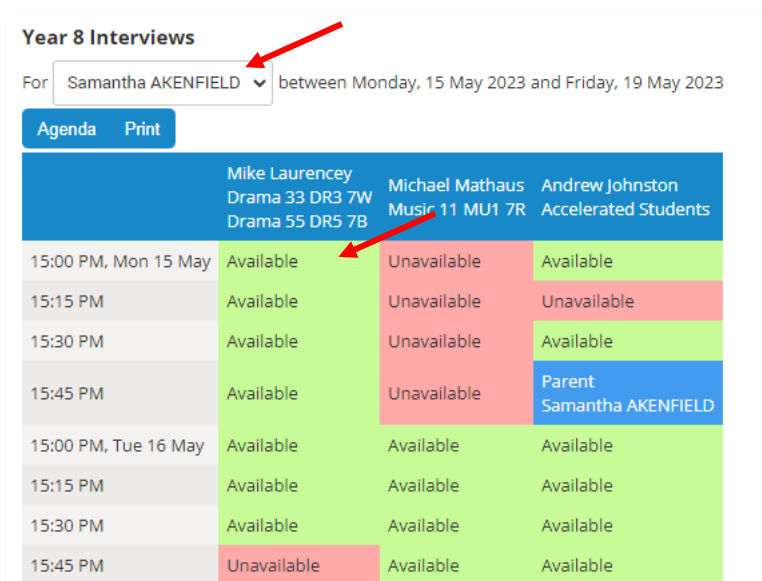
On your Computer

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.



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

Music5

Thu 19 May, 4:15 PM to 4:25 PM

Student: Samantha AKENFIELD

Parent: Parent AKENFIELD

Method: Online

[Cancel Interview](#)



Viewing all bookings

Select **Agenda** to view a summary of all bookings.

Year 8 Interviews

For 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

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.

Year 8 Interviews

For between Monday, 15 May 2023 and Friday, 19 May 2023

[Booking](#) [Print](#)

Monday, 15 May 2023

3:00 PM Mike Laurencey
Mon 15 May, 3:00 PM to 3:10 PM
Parent (for **Samantha AKENFIELD**)
In Person (at Study Hall)

Tuesday, 16 May 2023

3:00 PM Mike Laurencey
Tue 16 May, 3:00 PM to 3:10 PM
Parent (for **Samantha FOX**)
In Person (at Study Hall)

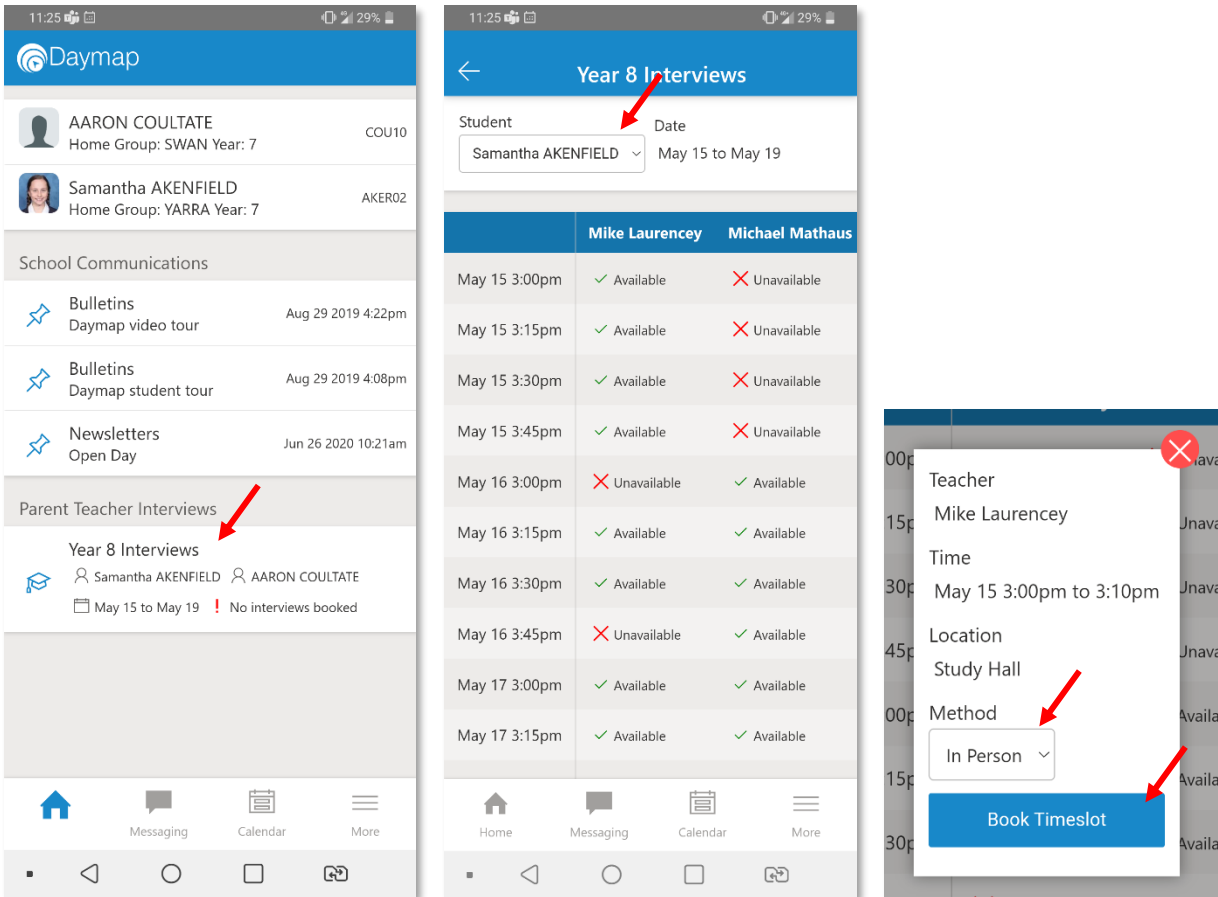


Using the Daymap Mobile App

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.



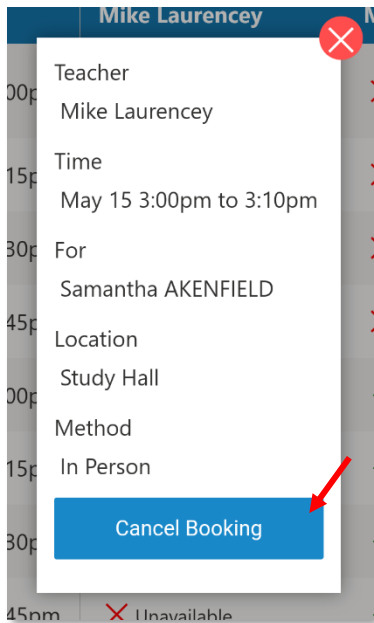
To make a booking, select a spot that shows as available. This will bring up a pop-up where you can see the details, select your method of interview if relevant and **Book Timeslot**.

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

Canceling an Interview

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



Viewing all Interview Bookings

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

