

# Parent-Teacher Interviews Parents Guide

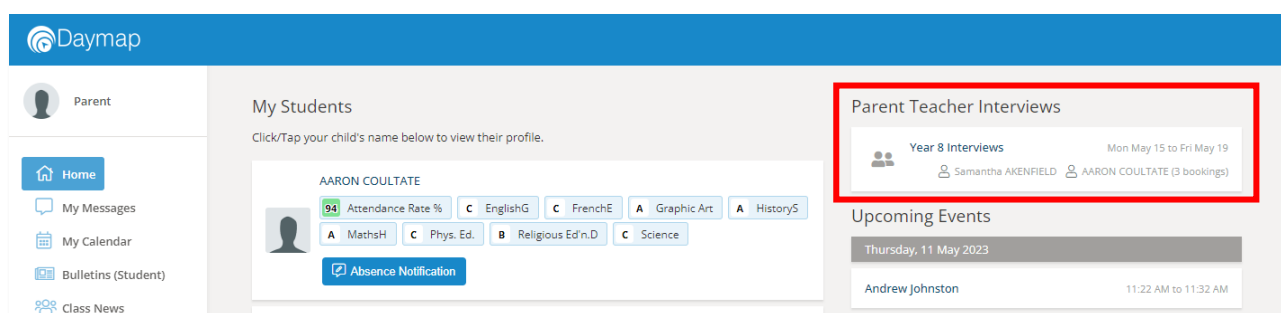


Daymap allows parents to book and manage parent teacher interviews from the Daymap Connect Parent Portal on a desktop browser or the Daymap mobile app.

## 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 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 school 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**

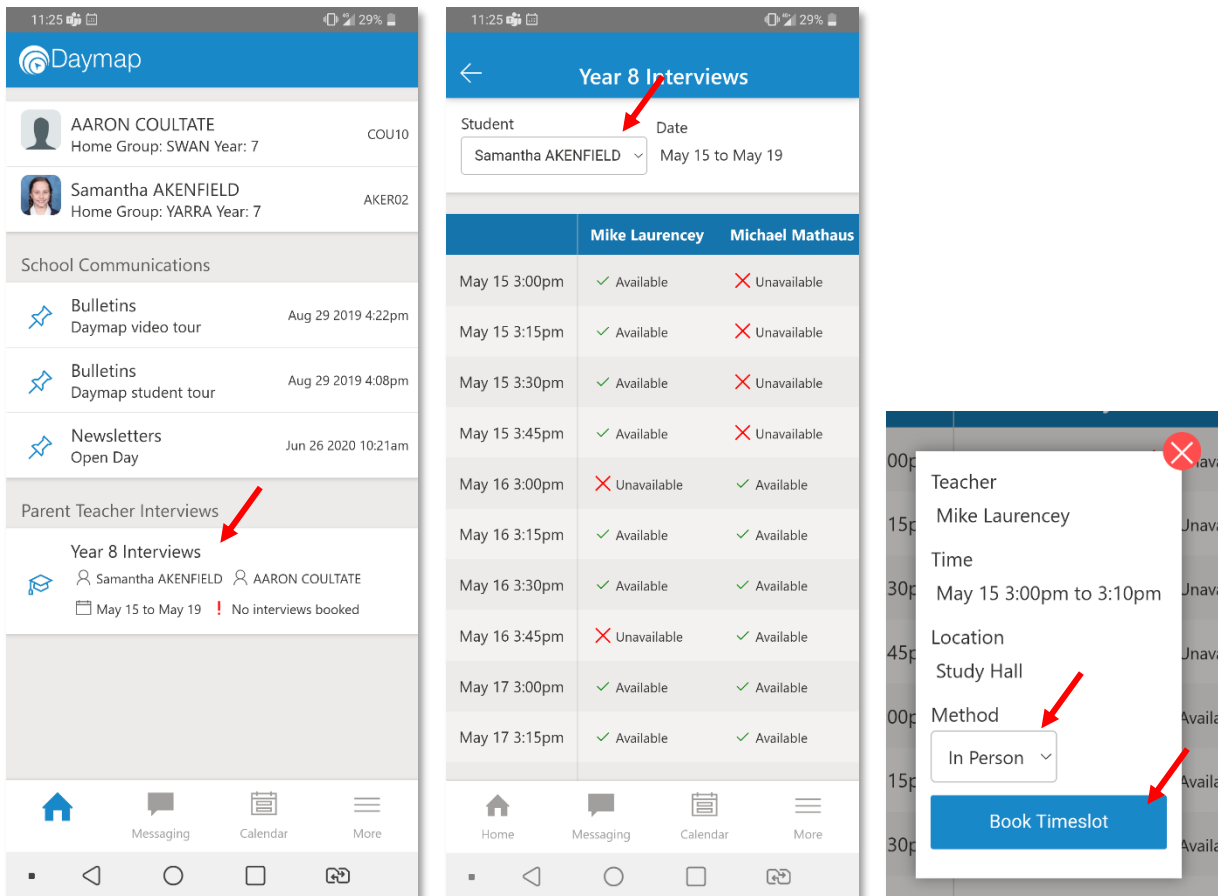
Mike Laurencey  
Tue 16 May, 3:00 PM to 3:10 PM  
Parent (for **Samantha FOX**)  
In Person (at Study Hall)

## 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.



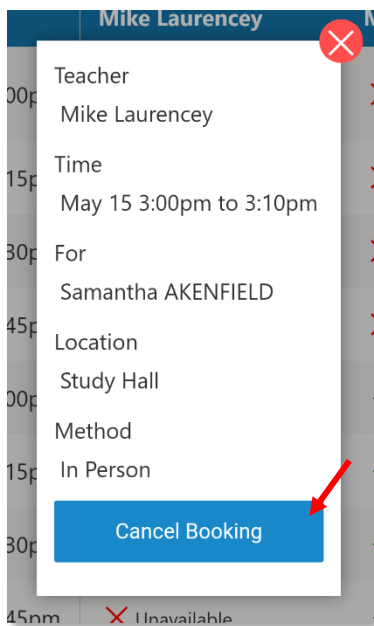
To make a booking, select a spot that shows as available. This will bring up a pop-up where you can see the details, select your method of interview if relevant and **Book Timeslot**.

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

## Cancelling 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.

