

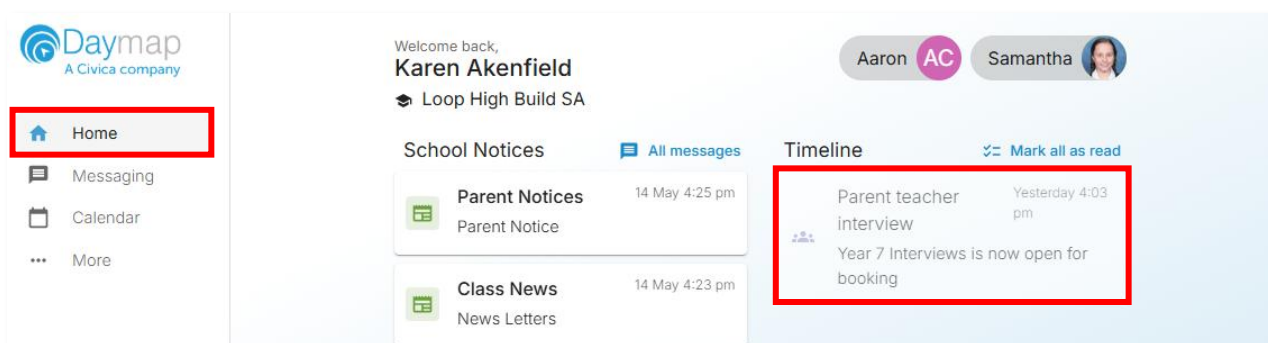
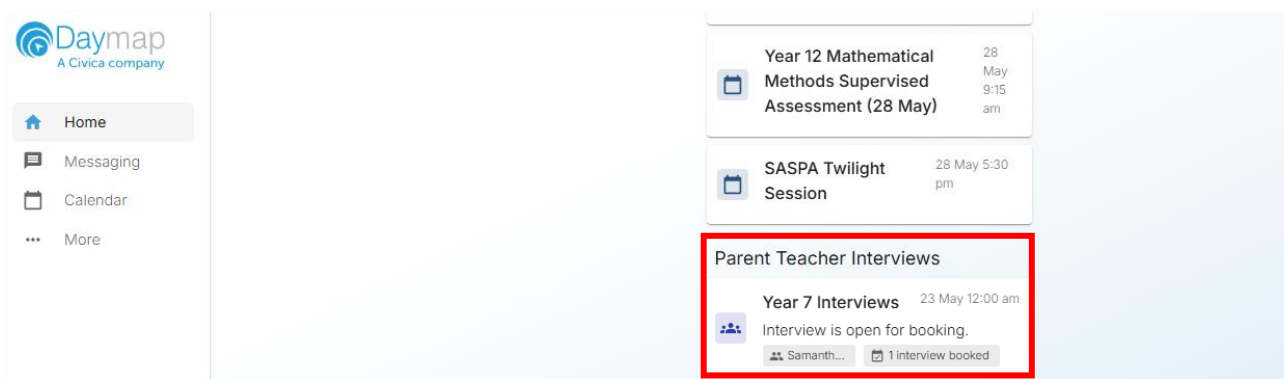
# Parent-Teacher Interviews Parents Guide

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

## On your Computer

### Booking Interviews

An interview event will appear at the bottom of your **Home** tab, in the Parent Teacher Interviews section, with details of which children it's applicable to. The interview can also be accessed as a notification via your Timeline. 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 7 Interviews

Status  
Interview is open for booking  
Date Range  
23 May 9:00 am - 3:55 pm

Student  
Samantha AKENFIELD

23 May

	Sam Car Gym	Chris Donnelly Room 3	Andrew Johnston Room 1	Paul Keane Gym	Jeffrey O'Shaunessy Gym
9:00 am	Available	Available	Available	Available	Available
9:15 am	Available	Available	Available	Available	Available
9:30 am	Available	Unavailable	Available	Available	Available
9:45 am	Available	Available	Available	Available	Available
10:00 am	Available	Available	Available	Available	Available

If the schools is offering multiple methods of interviews, select how you would like to meet and then choose **Book**.

Andrew Johnston

23 May 9:15 am - 9:25 am

Student: Samantha AKENFIELD

Method

☒ In Person

☐ Online

☐ Phone

Book

Your bookings will be highlighted and display your child's name.

← Year 7 Interviews

Status  
Interview is open for booking  
Date Range  
23 May 9:00 am - 3:55 pm

Student  
Samantha AKENFIELD

23 May

	Sam Car Gym	Chris Donnelly Room 3	Andrew Johnston Room 1	Paul Keane Gym	Jeffrey O'Shaunessy Gym
9:00 am	Available	Available	Available	Available	Available
9:15 am			Samantha AKENFIELD		
9:30 am	Available	Unavailable	Available	Available	Available
9:45 am	Available	Available	Available	Available	Available
10:00 am	Available	Available	Available	Available	Available
10:15 am	Available	Available	Available	Available	Available

## Viewing Interview Bookings

To view your scheduled interview booking, navigate to your **Calendar** tab. Clicking on the event, will provide an overview of the scheduled booking.

Daymap  
A Civica company

Home  
Messaging  
**Calendar**  
More

Calendar

Showing events from:  
May 23

May  
< Wed 21 Thu 22 **Fri 23** Sat 24 Sun 25 Mon 26 >

Week 4, Term 2 19 May 12:00 am

Year 7 Interviews 23 May 9:15 am  
With Andrew Johnston  
Samantha AKENFIELD Room 1

Week 4, Term 2

Teacher  
Andrew Johnston

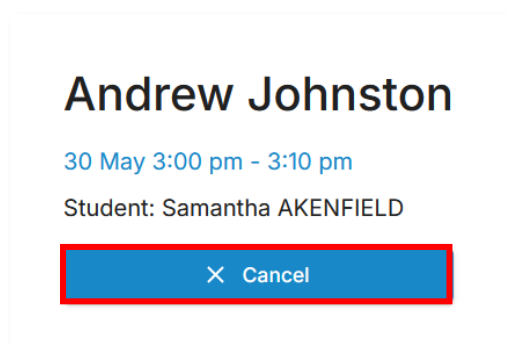
Student  
Samantha AKENFIELD

Time  
23 May 9:15 am - 9:25 am

Classes  
EnglishG

## Cancelling an Interview

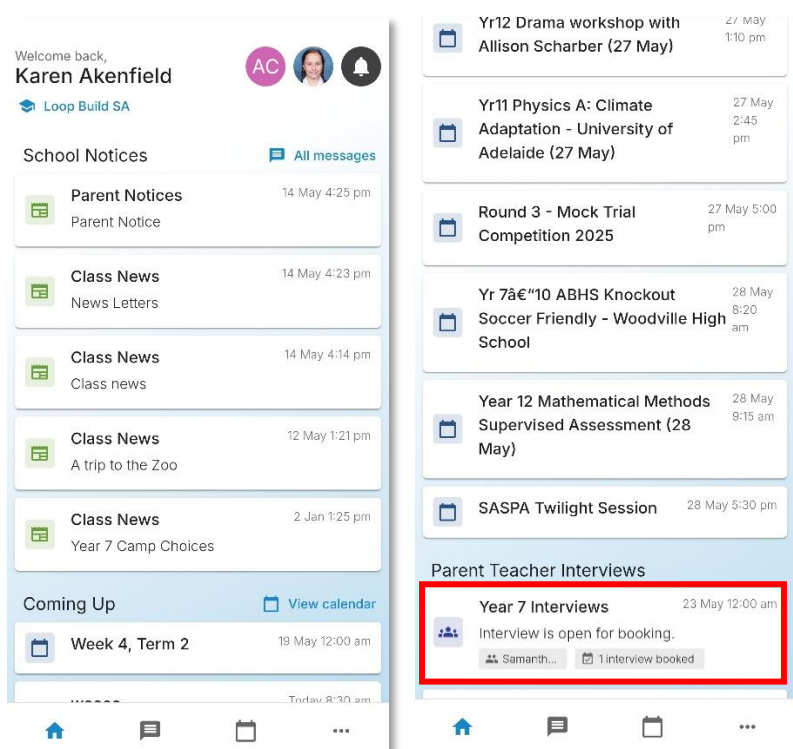
To cancel an interview, click on the booking you need to cancel and then press **Cancel**.



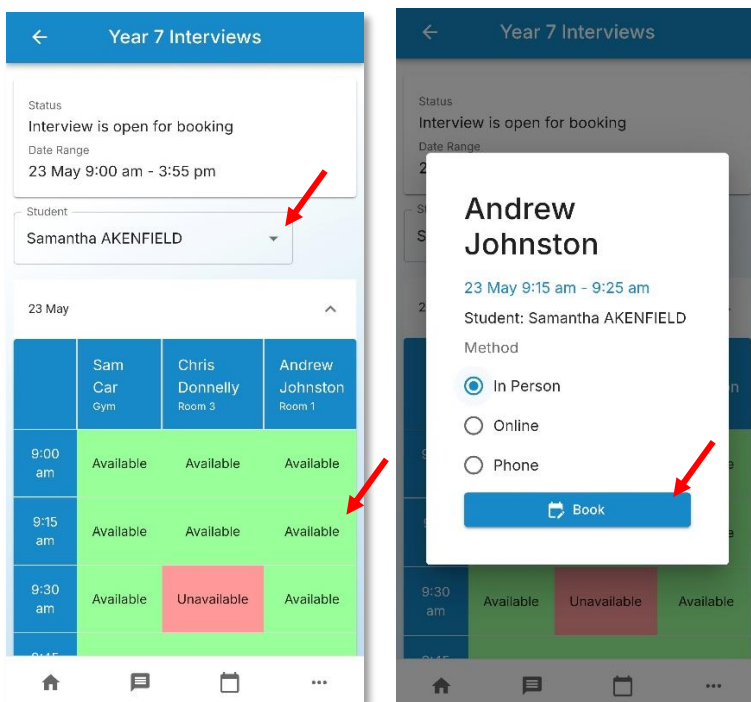
## Using the Daymap Companion App

### Booking Interviews

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

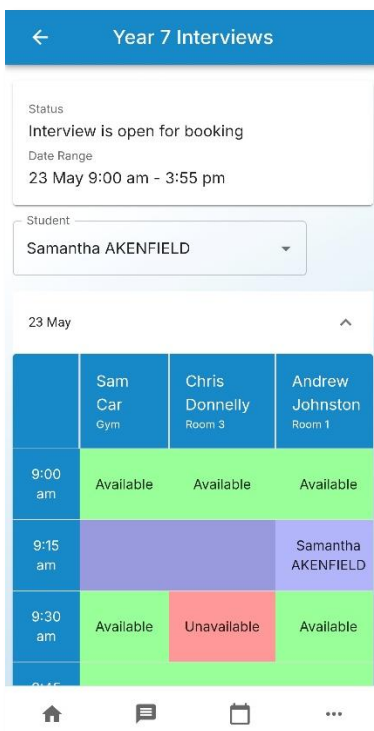


If you have more than one child at the school, there will be a student drop-down at the top of the screen for you to select which child you are making bookings for.



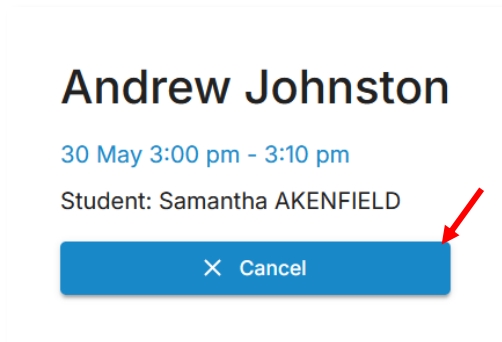
To make a booking, select a spot that shows as available. This will bring up a pop-up where you can see the details, select your method of interview if relevant and **Book**.

Your booked timeslot will be highlighted with your child's name against it.



## Cancelling an Interview

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



## Viewing Interview Bookings

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

