

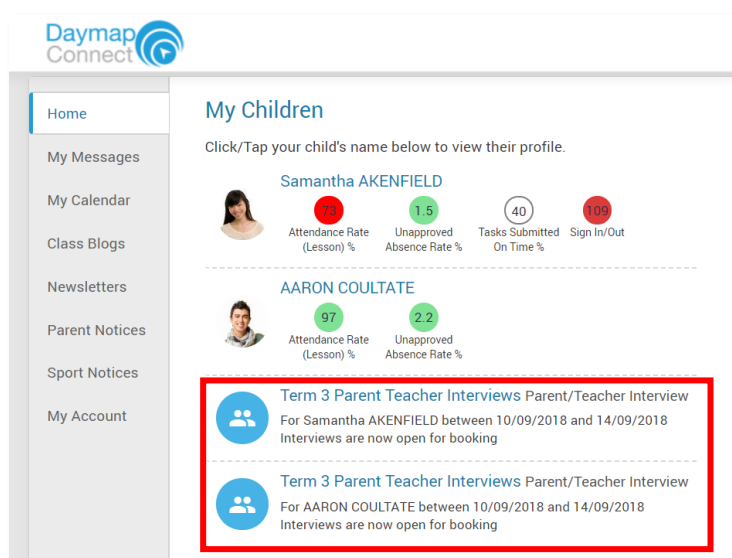
Parent Teacher Interviews – Parents Guide



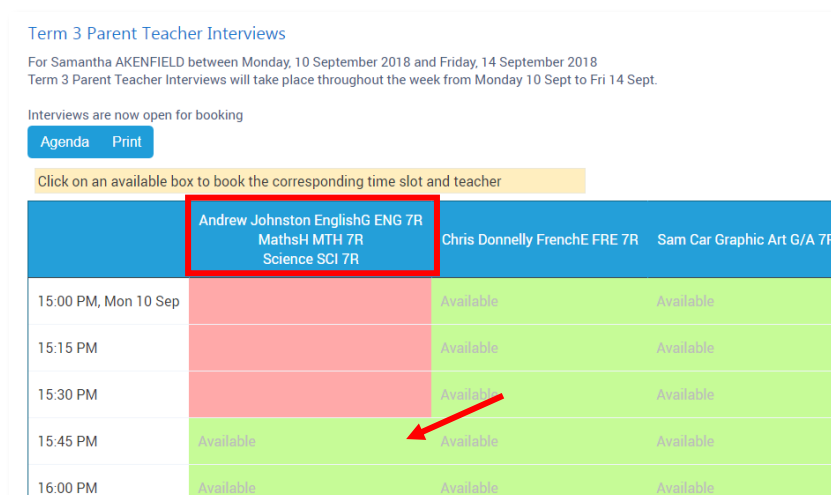
Daymap allows parents to book and manage parent teacher interviews from the Daymap Connect Parent Portal.

Entering Interview Bookings

An interview event will appear for each child on the Home tab of the Daymap Connect Parent Portal.



Click on the **interview event** to enter interview bookings for teachers.



Select any of the **green coloured boxes** to book an interview with the teacher marked at the top of the column.

Select **Save** to confirm booking.



Booked time slots will appear as blue coloured boxes.

Term 3 Parent Teacher Interviews

For Samantha AKENFIELD between Monday, 10 September 2018 and Friday, 14 September 2018
Term 3 Parent Teacher Interviews will take place throughout the week from Monday 10 Sept to Fri 14 Sept.

Interviews are now open for booking

Agenda **Print**

	Andrew Johnston EnglishG ENG 7R MathsH MTH 7R Science SCI 7R	Chris Donnelly French FRE 7R
15:00 PM, Mon 10 Sep		Available
15:15 PM		Available
15:30 PM		Available
15:45 PM		Available
16:00 PM	Debra Akenfield Samantha AKENFIELD	
16:15 PM		Available



Cancelling an Interview

To cancel the interview, click on the **booked time slot**.

Select **Cancel Interview** to confirm cancellation.

Viewing all Interview Bookings

Select **Agenda** to view a summary of all bookings, and select **Print** if you wish to print it out.

Daymap Connect

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Monday, 10 September 2018

4:00 PM	Andrew Johnston Mon 10 Sep, 4:00 PM to 4:10 PM EnglishG ENG 7R MathsH MTH 7R Science SCI 7R Debra Akenfield
4:15 PM	Chris Donnelly Mon 10 Sep, 4:15 PM to 4:25 PM FrenchE FRE 7R Debra Akenfield
4:30 PM	Sam Car Mon 10 Sep, 4:30 PM to 4:40 PM Graphic Art G/A 7R Debra Akenfield