

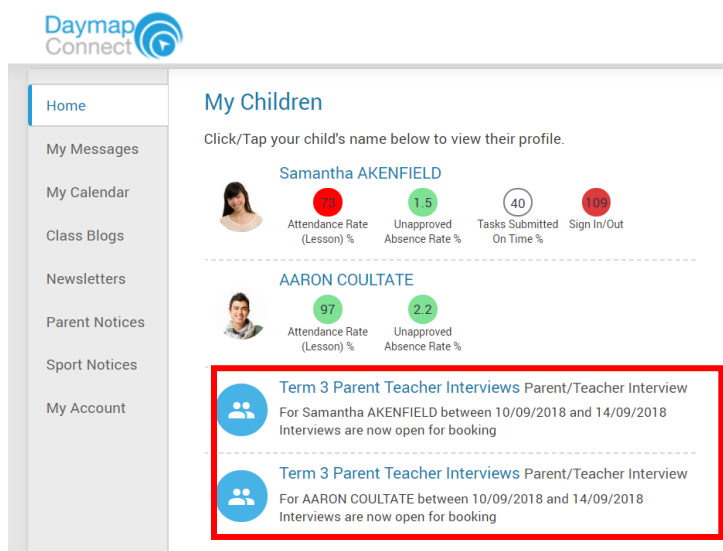


## Parent Teacher Interviews – Parents Guide

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.

#### 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

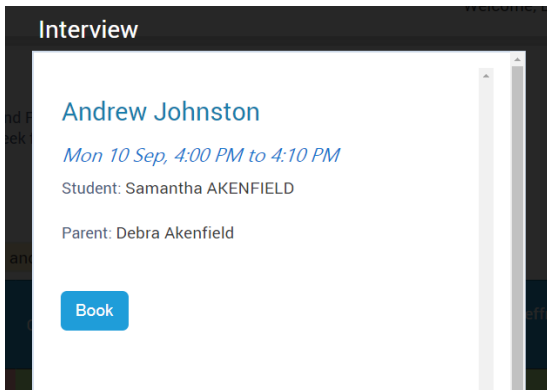
[Agenda](#) [Print](#)

Click on an available box to book the corresponding time slot and teacher

	Andrew Johnston EnglishG ENG 7R MathsH MTH 7R Science SCI 7R	Chris Donnelly Frenche FRE 7R	Sam Car Graphic Art G/A 7R
15:00 PM, Mon 10 Sep	Available	Available	Available
15:15 PM	Available	Available	Available
15:30 PM	Available	Available	Available
15:45 PM	Available	Available	Available
16:00 PM	Available	Available	Available
16:15 PM	Available	Available	Available

Select any of the **green coloured boxes** to book an interview.

Select **Save** to confirm booking.



Booked time slots will appear as blue coloured boxes.

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	Andrew Johnston EnglishG ENG 7R MathsH MTH 7R Science SCI 7R	Chris Donnelly Fre
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.



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Booking Print

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