

Student/Parent/Teacher Discussions

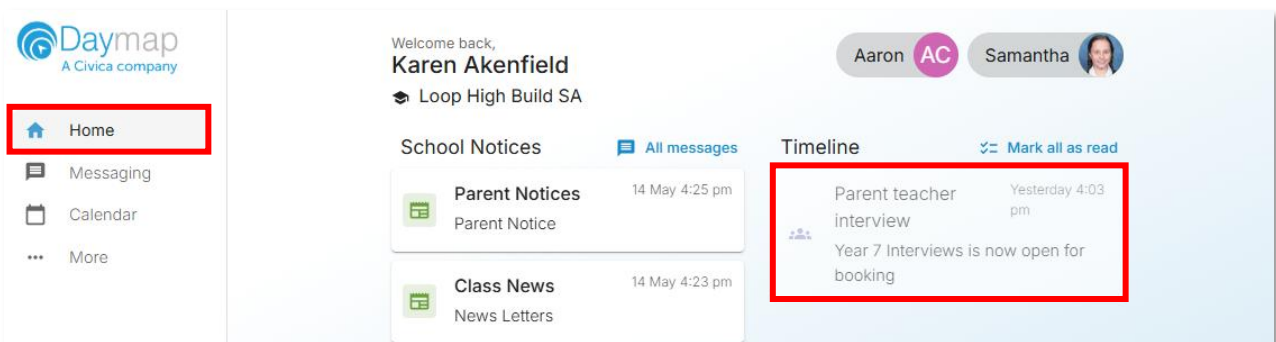
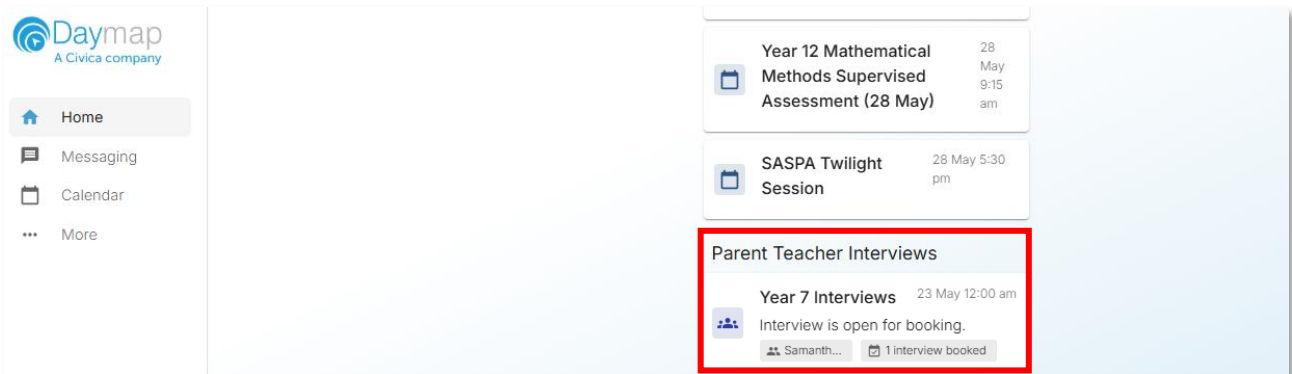
Parent/Carer Guide

Daymap allows parents to book and manage Student/Parent/Teacher Discussions from the Daymap Connect Parent Portal on a desktop browser or the Daymap Companion mobile app.

On your Computer

Booking Interviews

A discussion 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 discussions can also be accessed as a notification via your Timeline. Click on the **discussion event** to book discussions with your children's teachers.



If more than one child is involved in the discussions, 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 a discussion with the teacher marked at the top of the column.

	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 discussions, 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

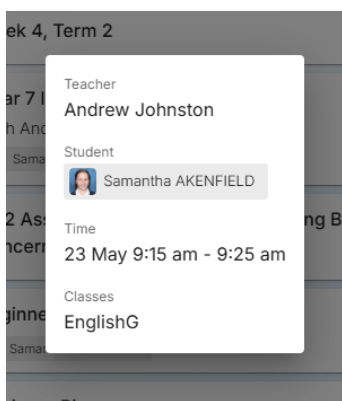
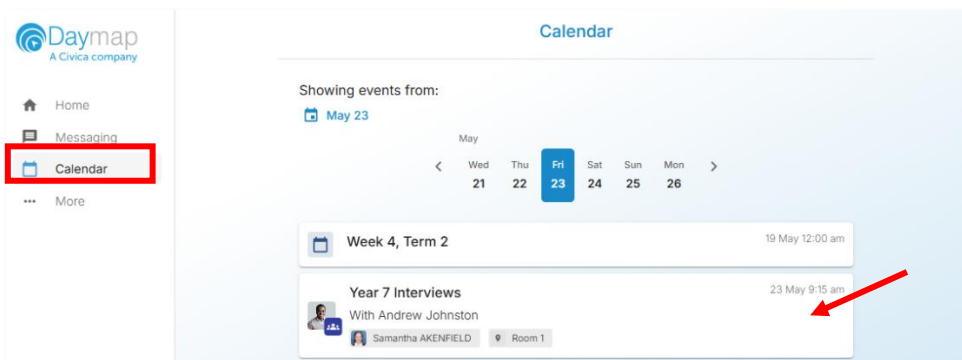
Student
Samantha AKENFIELD

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

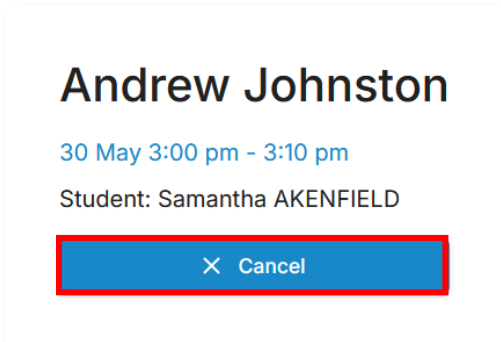
Viewing Discussion Bookings

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



labelling="Section-Header">Cancelling a Discussion

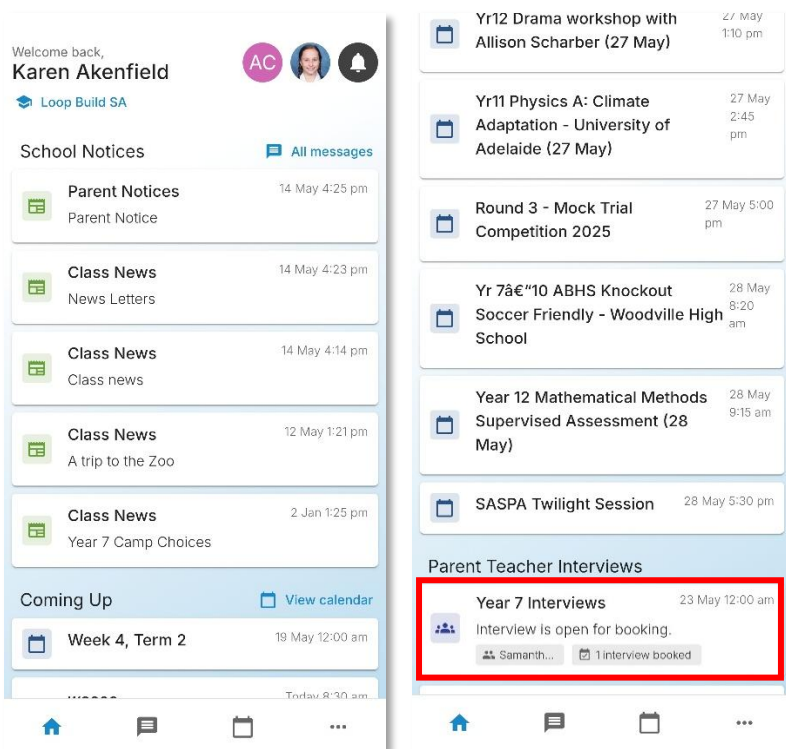
To cancel a discussion, click on the booking you need to cancel and then press **Cancel**.



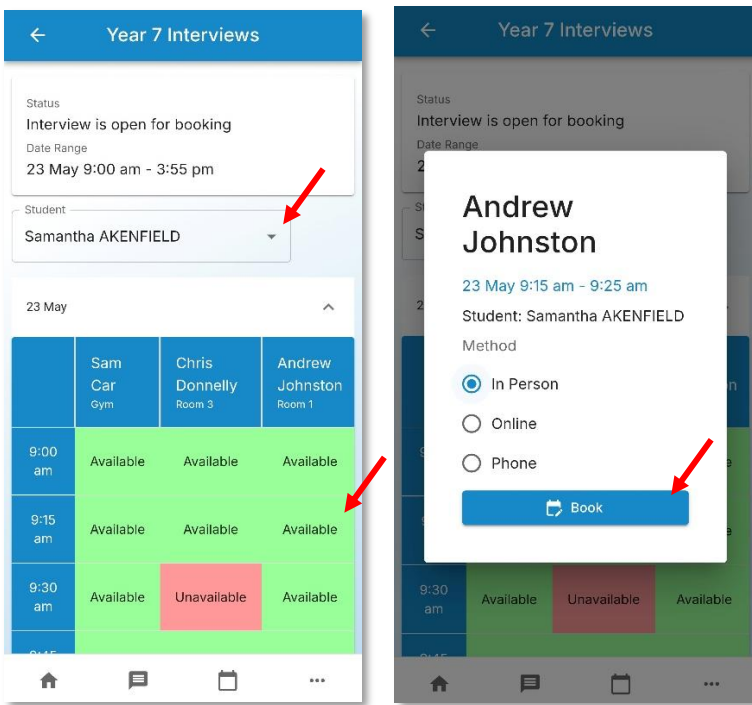
Using the Daymap Companion App

Booking Interviews

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

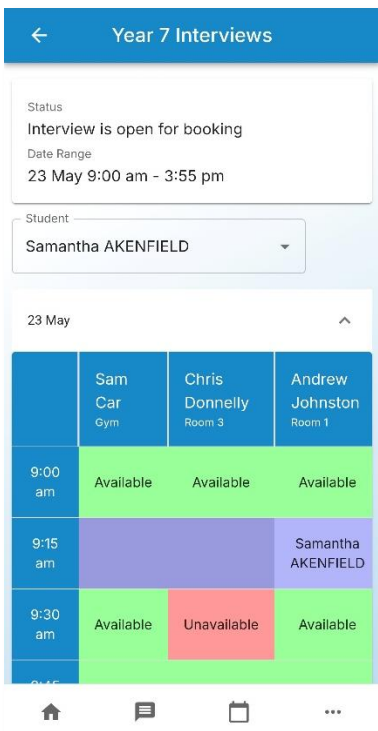


If you have more than one child at the school, there will be a student drop-down at the top of the screen for you to select which child you are making bookings for.



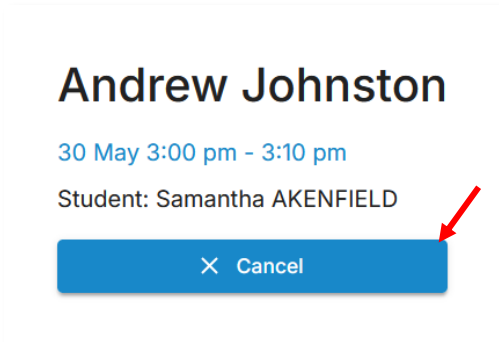
To make a booking, select a spot that shows as available. This will bring up a pop-up where you can see the details, select your method of discussion if relevant and **Book**.

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



Canceling a Discussion

To cancel a discussion, click on the booked time slot and select **Cancel Booking**.



Viewing Discussion Bookings

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

