

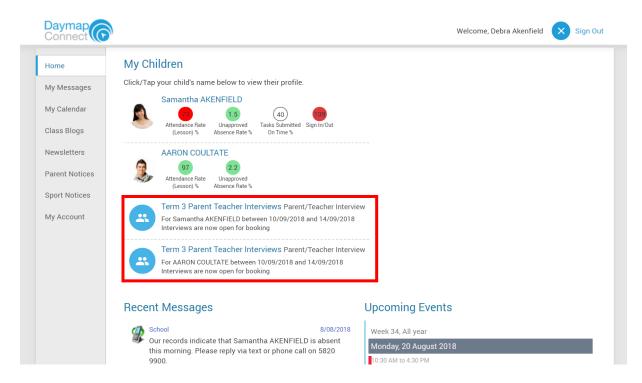


Parent Teacher Interviews - Parents Guide

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.



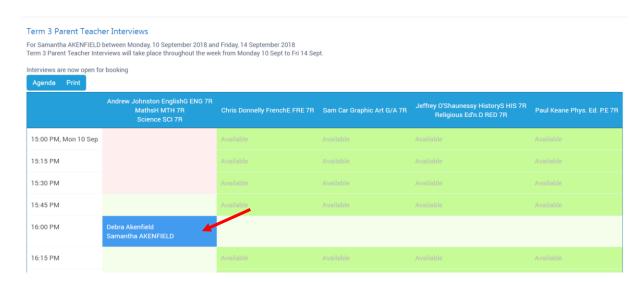
A new page to enter bookings will appear. Teacher name and the subjects they teach will be shown at the top of each column.



Select any of the green coloured boxes to book an interview. Select Save to confirm booking.

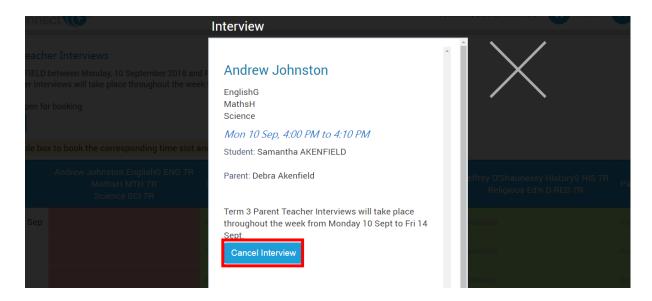


Booked time slots will appear as blue coloured boxes.



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.

