

Parent-Student-Teacher Conversations

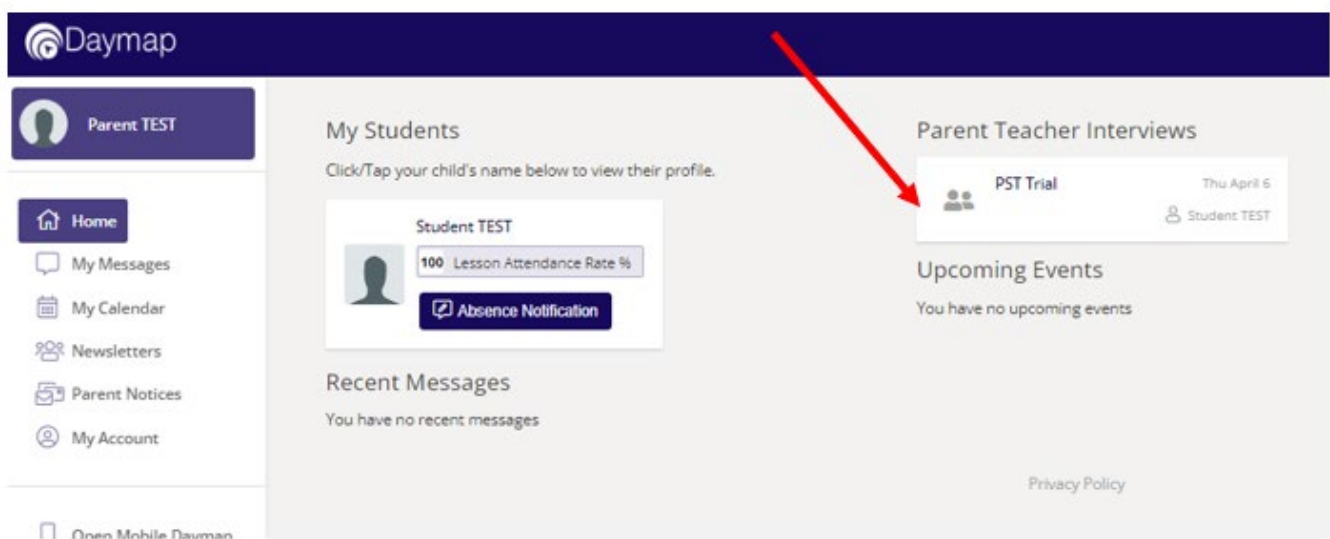


**Brighton
Secondary
School**

How to book and join your online Conversation

Part 1. Book your Parent-Student-Teacher Conversations in Daymap

1. Please ensure you have logged in to Daymap – instructions can be found here: <https://www.brightonss.sa.edu.au/daymap-parent-student-portal/>
2. When logged in, an interview event will appear for each student on the Home tab of the Daymap Connect Parent Portal. Click on the interview event to enter interview bookings for teachers.



3. Select any of the green coloured boxes (available times) to book an interview with the named teacher.

PST Trial

For Student TEST on Thursday, 6 April 2023

Agenda Print		Click on an available box to book the corresponding time slot and teacher
Shane Cunningham TEST SUBJECTA OTESTA OL		
14:40 PM, Thu 6 Apr	Available	
14:50 PM	Available	
15:00 PM	Available	
15:10 PM	Available	
15:20 PM	Available	
15:30 PM	Available	

Parent-Student-Teacher Conversations



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How to book and join your online Conversation

- Once a time is selected, finalise by clicking on 'Book'

Interview

Shane Cunningham

Thu 6 Apr, 3:20 PM to 3:30 PM

Student: Student TEST

Parent: Parent TEST

Method: Online

Book

Note: Booked time slots will appear in blue boxes:

PST Trial

For Student TEST on Thursday, 6 April 2023

Agenda Print	
Shane Cunningham TEST SUBJECTA OTESTA OL	
14:40 PM, Thu 6 Apr	Available
14:50 PM	Available
15:00 PM	Available
15:10 PM	Available
15:20 PM	Parent TEST Student TEST
15:30 PM	Available
15:40 PM	Available

- Select 'Agenda' to view a summary of all bookings, and select 'Print' if you wish to print.

PST Trial

For Student TEST on Monday, 10 April 2023

Booking Print	
Thursday, 6 April 2023	
3:20 PM	Shane Cunningham Thu 6 Apr, 3:20 PM to 3:30 PM TEST SUBJECTA OTESTA OL Parent TEST

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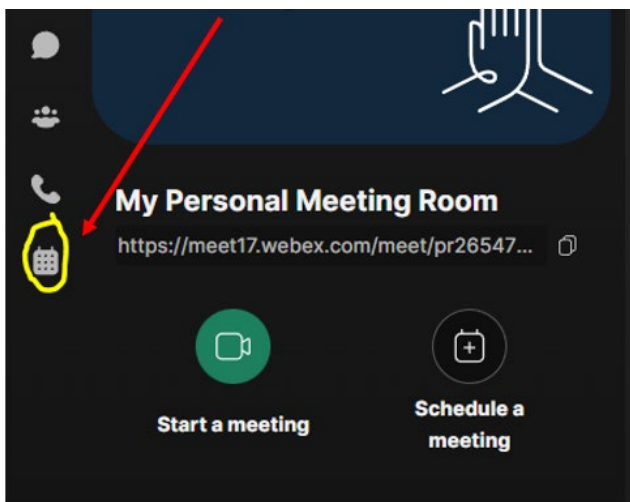
How to book and join your online Conversation

Part 2. Setting up Webex (the online meeting platform)

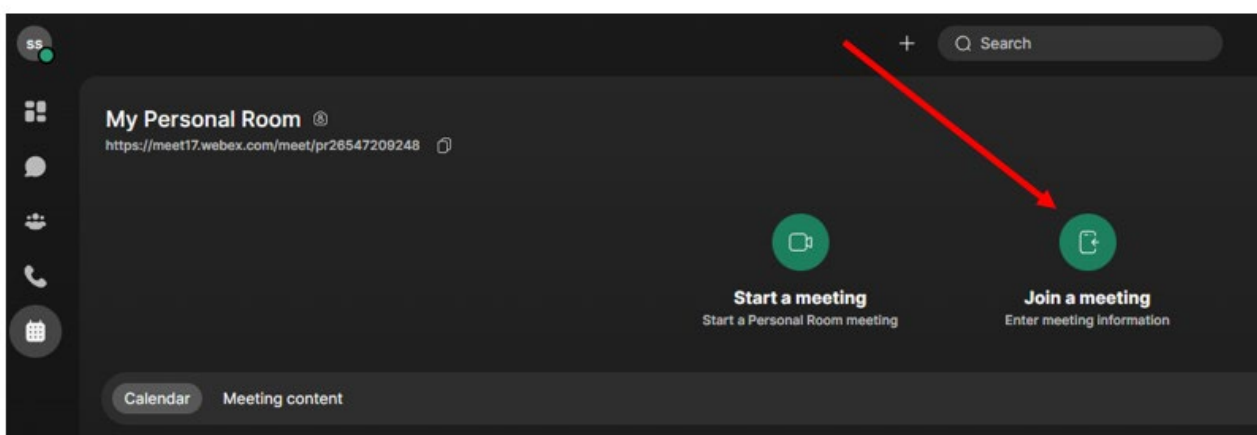
1. Go to webex.com and click 'Start for free'. Enter your email address and follow the instructions to request an account. When your account is ready, you'll receive an email with a link to create a username and password.
Note: For the best results, download the Webex app.

Part 3. Preparing for your online meeting – Wednesday May 3, 2023

1. Open your Webex app and go to 'Calendar' just prior to the meeting time



2. Click on 'Join Meeting'



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How to book and join your online Conversation

3. Go into Daymap and click on the meeting. Copy the web address as shown below:

Interview

Shane Cunningham

TEST SUBJECTA

Thu 6 Apr, 3:20 PM to 3:30 PM

<https://schoolssaeduau.webex.com/meet/shane.cunningt>

Student: Student TEST

Parent: Parent TEST

Method: Online

Cancel Interview

4. Paste this address into the meeting link in Webex and select 'Join'. The teacher will let you in to the meeting when it is time. Please ensure your young person is present for the meeting.

Join a meeting

To join a meeting, search for a name to join someone's Personal Room, or enter a meeting number, video address, or meeting link.

<https://schoolssaeduau.webex.com/meet/shai> **Join**