

# Parent-Student-Teacher Conversations



**Brighton**  
Secondary  
School

How to book and join your online Conversation

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

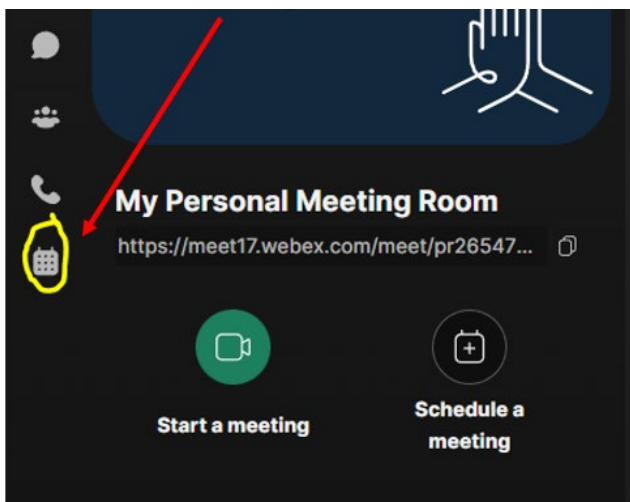
1. Please ensure you have logged in to Daymap – instructions can be found here:  
<https://www.brightonss.sa.edu.au/daymap-parent-student-portal/>

## Part 2. Set up Webex (the online meeting platform)

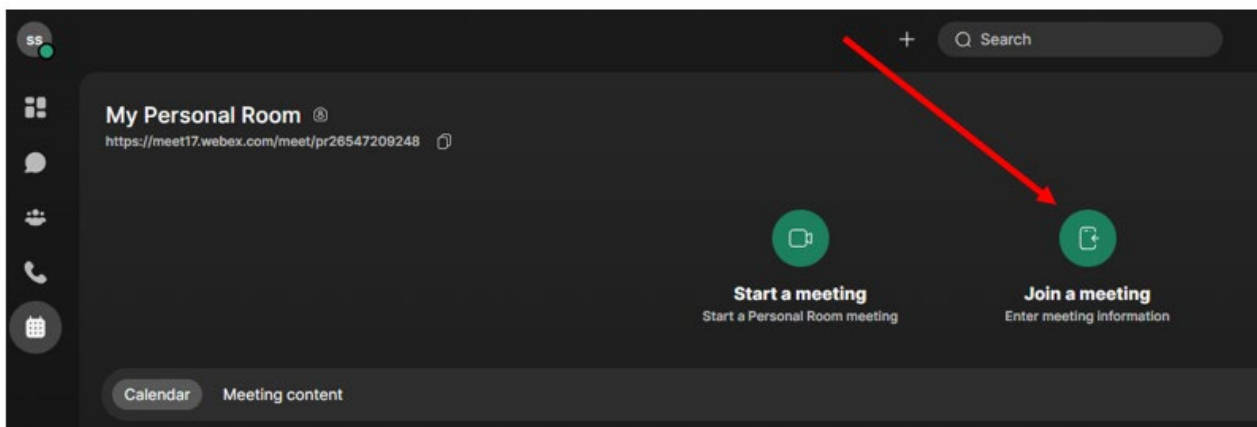
1. Go to [webex.com](https://www.webex.com) and click 'Start for free'. Enter your email address and follow the instructions to request an account. When your account is ready, you'll receive an email with a link to create a username and password.  
*Note: For the best results, download the Webex app.*

## Part 3. Prepare 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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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**