**Brighton Secondary School**

305 Brighton Road, North Brighton SA 5048
P: +61 8 8375 8200
E: dl.0803.admin@schools.sa.edu.au
brightonss.sa.edu.au

12 April 2024

## Preparing for Parent – Student – Teacher Conversations

### Part 1. Making Parent Student Teacher Conversation Bookings 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. Once you have 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 teacher named at the top of the column.

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



Note: Booked time slots will appear in blue boxes.

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



## Preparing for Parent Student Teacher Conversations

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

1. Go to https://help.webex.com and create your free Webex account.
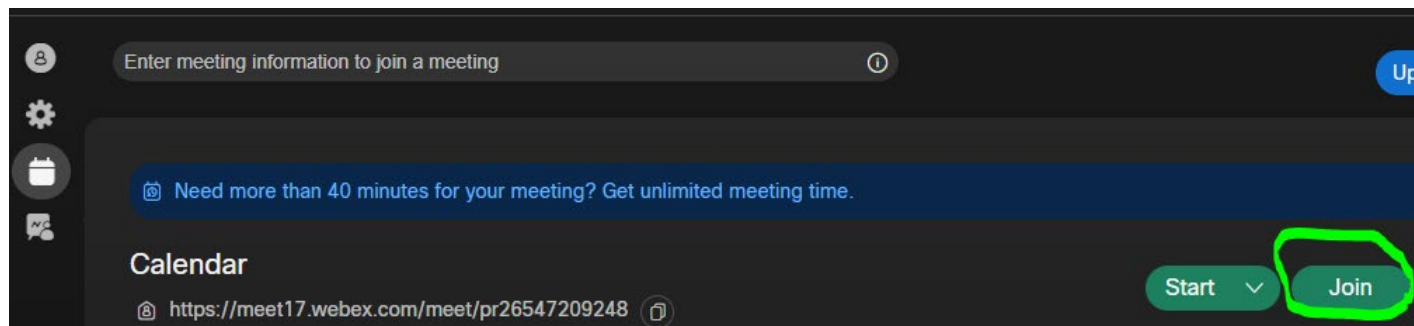
Note: For the best results, use the Webex app.

### Part 3. Preparing for your online meeting – Thursday May 9, 2024

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

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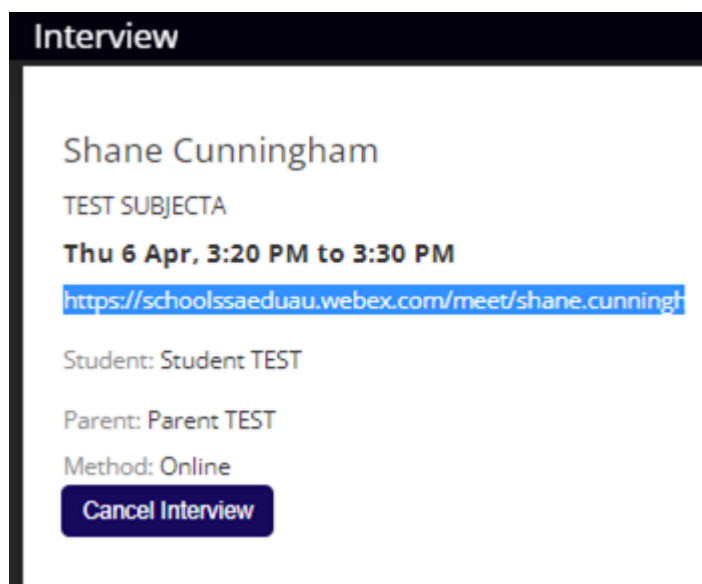brightonss.sa.edu.au
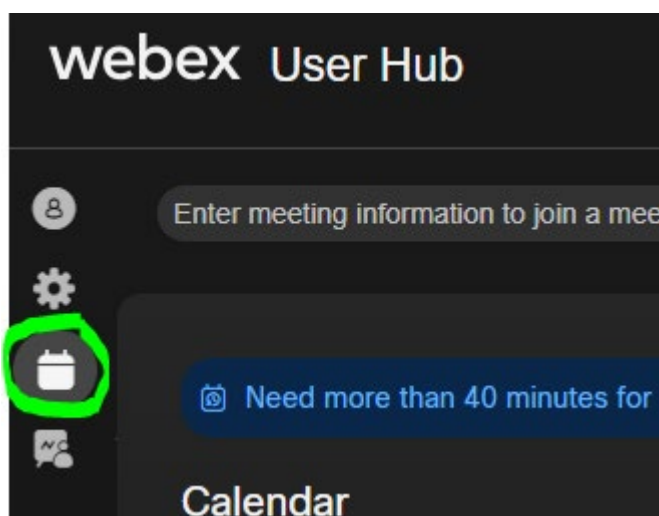
2. Click on 'Join Meeting'.



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



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

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