



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.

The screenshot shows the Daymap Parent Portal interface. On the left is a navigation menu with options like Home, My Messages, My Calendar, Newsletters, Parent Notices, and My Account. The main content area is divided into sections: 'My Students' (with a student profile card for 'Student TEST' showing a 100% Lesson Attendance Rate % and an Absence Notification button), 'Recent Messages' (showing no messages), and 'Parent Teacher Interviews' (highlighted with a red arrow, showing a 'PST Trial' event for 'Student TEST' on Thursday, April 6). Below this is an 'Upcoming Events' section with the message 'You have no upcoming events'. A 'Privacy Policy' link is visible at the bottom right.

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

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



- 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



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

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

Preparing for Parent Student Teacher Conversations

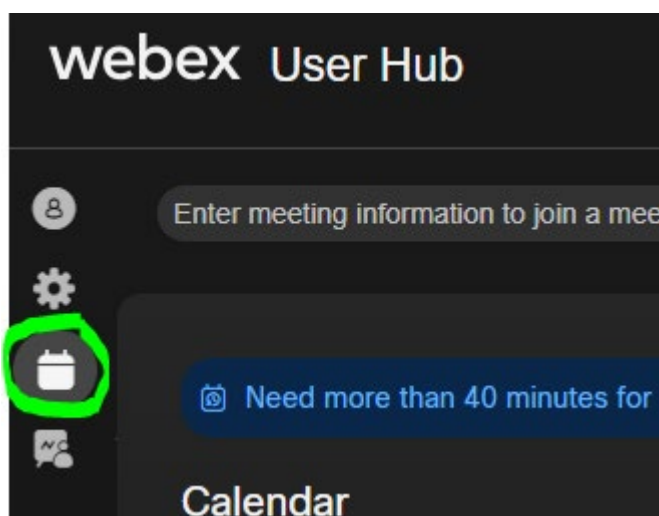
Part 2. Setting up Webex (the online meeting platform)

1. Go to <https://help.webex.com> and create your free Webex account.

Note: For the best results, use the Webex app.

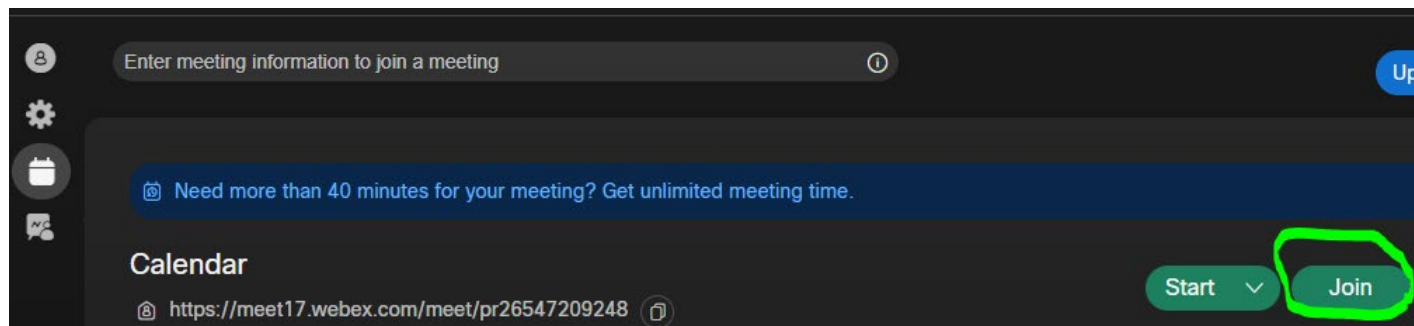
Part 3. Preparing for your online meeting – Thursday May 9, 2024

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

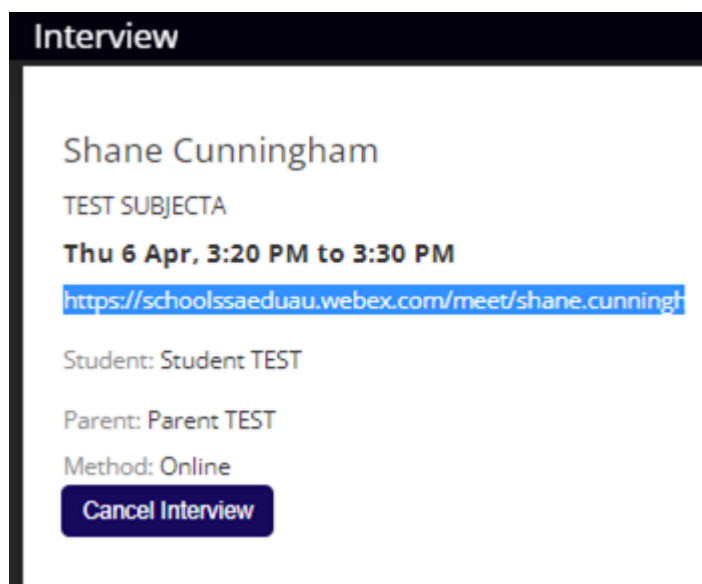




2. Click on 'Join Meeting'.



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

