

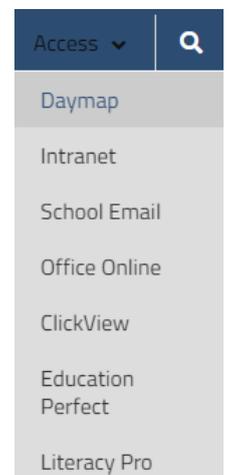
This fact sheet provides a guide on how parents can access Daymap Interview Bookings to book interviews with their children’s teachers for Parent Teacher Interviews.

Log in to Daymap Parent Portal

From the school website (www.theheights.sa.edu.au) go Access from the top menu and choose Daymap from the listed options:



Click on the grey “Daymap Parent Portal” image shown below:



You will then be directed to a login page similar to the one shown below:



Enter your parent code as your username and your password, then click Sign In.

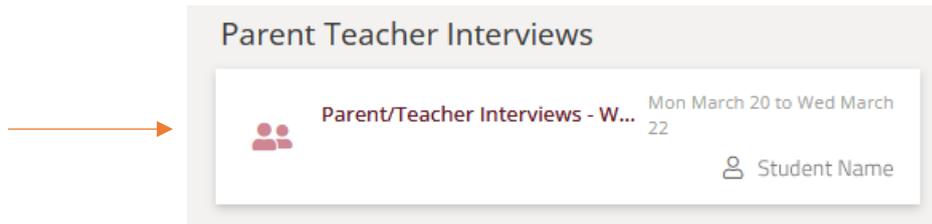
Note: If you cannot remember your username/password or haven’t logged into the Daymap Parent Portal, click on the “Forgot your password” link to retrieve your username and reset your password. You’ll need to enter your email address that is registered with the school, along with a matching student code and click “Reset Password”.

Instructions containing the registered email address and student code were emailed out to all families at the beginning of the year. Student Codes can also be obtained for students in years 6-12 from their Student Card.

If you do not know your registered email address or require a student code for a student in years R-5, please contact The Heights School on 8242 8900 for assistance.

Booking an Interview

Once you are logged in to the Parent Portal, interview rounds open for your child will appear below their name and picture. Rounds that are open for bookings will have the line "Interviews are now open for booking".



Click on the link to the interview round link and you will be able to choose from the available timeslots for each teacher who has a class with your student.

Secondary Parent Teacher Interviews

For John SMITH on Wednesday, 24 March 2021

Interviews are now open for booking

[Agenda](#) [Print](#) Click on an available box to book the corresponding time slot and teacher

Fred TEACHER	
FOOD & HOSPITALITY1A 1FOH1A YR11	
15:30 PM, Mon 8 Mar	Available
15:45 PM	Available
16:00 PM	Available
16:15 PM	Available
16:30 PM	Available
16:45 PM	Available
17:30 PM	Available
17:45 PM	Available
18:00 PM	Available
18:15 PM	Available
18:30 PM	Available
18:45 PM	Available
15:30 PM, Tue 9 Mar	Available
15:45 PM	Available
16:00 PM	Available
16:15 PM	Available

Click on the timeslot you wish to book. A confirmation pop-up will then show you the name of the Teacher and Class you are booked with, along with your name and the name of your student. If the details are correct, click the book button to make the booking.



Then click the cross on the right-hand side to return to the booking screen and make bookings with other teachers, if appropriate. Be careful not to accidentally click on the "Cancel Interview" button by mistake.

Once you have finished making your bookings, you can click on the “Agenda” button to get a list of your booked interview times and can print the list by clicking the print button.



You can return to the Daymap Parent Portal Home page at any time by clicking the “Home” icon in the top right-hand corner.



Once you have made your bookings, the number of bookings you have made is shown as per below:

My Students

Click/Tap your child's name below to view their profile.



 Secondary Parent Teacher Interviews
For John SMITH on Wednesday, 24th March 2021
Interviews are now open for booking
You have one interview booked