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ALBANY
CREEK
STATE
HIGH
SCHOOL

HOW TO GUIDE

Step 1

Login to the school Daymap site via the following link:

<https://albanycreekshs.eq.daymap.net/daymapConnect/>

Step 2

From the home screen of your Daymap, you should see a new “Parent Teacher Interviews” section.

The screenshot displays the Daymap home screen with a teal header. The main content is divided into three sections:

- My Students:** A section titled "My Students" with the instruction "Click/Tap your child's name below to view their profile." It contains two student profile cards. Each card shows a silhouette icon, a name (blurred), and two data points: "Attendance Rate - Term" (93% and 96% respectively) and "House Points Earned" (45 and 5 respectively).
- Parent Teacher Interviews:** A section titled "Parent Teacher Interviews" containing two identical cards. Each card shows a group icon, the text "Test PTI", and a date "Wed May 3" with a profile icon (blurred).
- Upcoming Events:** A section titled "Upcoming Events" with a date separator "Monday, 6 March 2023" and an event card "Digital Technologies Draft Due" from 12:00 AM to 3:00 PM. Below this is another date separator "Monday, 20 March 2023" and an event card "Digital Technologies Project Due" from 12:00 AM to 3:00 PM.

At the bottom left, there is a "Recent Messages" section showing a message from "School" (Albany Creek State High School) dated "Mon 12:05 PM" with "1 attachment".

Step 3

Clicking on the PTI section will take you to all of the chosen student's teachers who are open for bookings. There will be one column per class

The screenshot shows a user interface for booking a PTI (Parent-Teacher Interview) session. On the left is a navigation menu with options: Home, My Messages, My Calendar, School Notices, My Account, Open Mobile Daymap, Dark Mode, and Minimize Nav. The main content area is titled "Test PTI" and is for a student on Wednesday, 3 May 2023. There are "Agenda" and "Print" buttons, and a yellow instruction box: "Click on an available box to book the corresponding ti". Below this is a table of time slots for a class labeled "WAV09 F".

Time	Status
15:30 PM, Wed 3 May	Available
15:40 PM	Available
15:50 PM	Available
16:00 PM	Available
16:10 PM	Available
16:20 PM	Available
16:30 PM	Available
16:40 PM	Available
16:50 PM	Available
17:00 PM	Available
17:10 PM	Available
17:20 PM	Available
17:30 PM	Available
17:40 PM	Available
17:50 PM	Available
18:00 PM	Available
18:10 PM	Available
18:20 PM	Available

Step 4

If you click on an empty time slot, you will be given the option to book the slot for you and your student. If there is more than one method available (in person/phone call/online etc.), you will see a checkbox to select which method you want.

The screenshot shows the booking confirmation screen. At the top, there is a blue bar with a blurred name. Below it, the date and time are displayed: "Wed 3 May, 4:10 PM to 4:20 PM". The student's name is shown as "Student: [blurred]". The parent's name is shown as "Parent: [blurred]". The booking method is "Method: In Person". At the bottom, there is a blue "Book" button.

Step 5

You can view how many bookings you have made per student from your home page.

The screenshot displays a section titled "Parent Teacher Interviews". It contains two identical-looking event cards. Each card features a "Test PTI" title, a date of "Wed May 3", and a person icon. The second card also includes a notification icon and the text "You have one interview booked". Below this section is a header for "Upcoming Events" with a date "Monday, 6 March 2023" partially visible.

Step 6

If you click on a time slot you have already booked, you get the option of cancelling the booking.

	Availability
15:30 PM, Wed 3 May	Available
15:40 PM	Available
15:50 PM	Available
16:00 PM	Available
16:10 PM	Booked
16:20 PM	Available
16:30 PM	Available
16:40 PM	Available

Susan Swan

Wed 3 May, 4:10 PM to 4:20 PM

Student: [Redacted]

Parent: [Redacted]

Method: In Person

Parent did not attend

[Remove Booking](#)

Feedback

We invite feedback if something was confusing, or if you feel we left anything out, you can contact us at: technicians@albanycreekshs.eq.edu.au

**Version 3 – Written by Josh Gregory
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