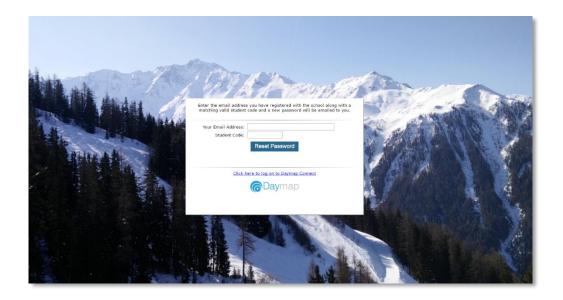


DAYMAP PARENT PORTAL QUICK START GUIDE

Daymap Connect is an extension of the *Daymap Learning Management System* which provides parents with access to key school and student information both at home and on the go. Our easy-to-use system allows parents to create and manage their own accounts for Daymap Connect, requiring only one login and password per parent (with the option to provide multiple logins) to access details for all of their students enrolled in the school.



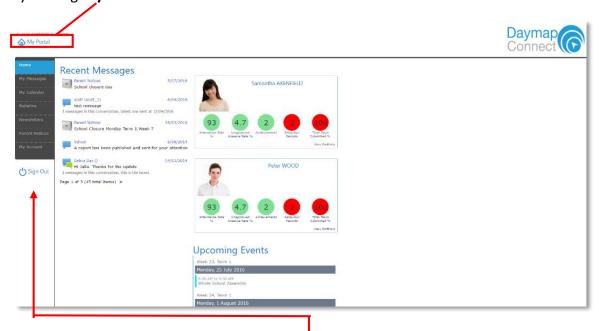
The screen above is the Daymap Connect **log in screen**. This can be found by using the URL address that your school has provided. If you are a new user then select the "New User?" option. Once prompted on the next screen you will be required to enter your email address (this must be the email registered at the school) and a student code (this will be provided by your school). Once you have entered the details a username and password will be sent instantly to your email account.





The Home Page

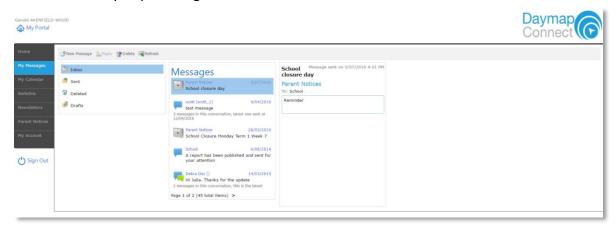
This is the main page of the Parent Portal. On this page you will see recent messages, student summaries and upcoming events. You can to return to this page at any time by clicking **My Portal.**



The Parent Portal can be navigated via the vertical tabs along the left side of the window to view any parent messages, a calendar of events, bulletins, newsletters, parent notices and your current account details.

My Messages

This tab displays the Messaging screen and enables you to easily contact teachers about any issues of importance; excursions, reminders, personal matters etc. This is a fantastic tool to keep you up to date and aware of what's happening in your child's classroom. You are able to create messages, reply to received messages and receive email notifications when you have unread Daymap messages.





Student Pages

From the Parent Home page, you can click on any of your students to see each student in more detail.

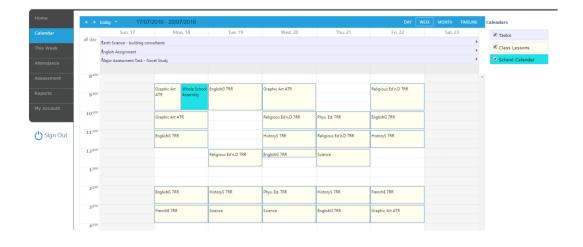


On the Student Page Home tab you will view a student snapshot:

- Student Activity notes and records
- Tasks and Homework
- Upcoming Events

Calendar

The Calendar tab will show you the timetable and tasks for that student and the school calendar. This can be viewed by day, week or month.





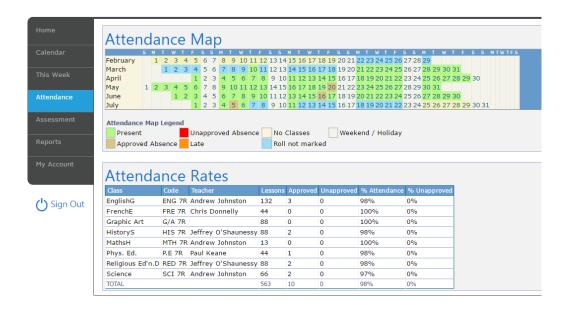
This Week

By viewing the This Week tab, you can see your child's timetable and class attendance at a glance, and in real time. This tab also displays any Assessment Tasks and Homework for the week, which you can click on to further view all assessment information and any attachments added to the task.



Attendance

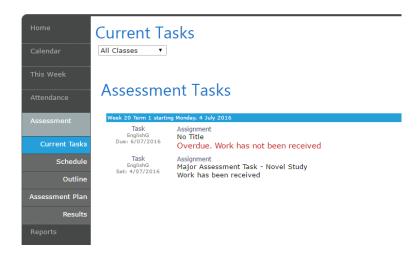
Within the Attendance tab, you can view the Attendance Map and Attendance Rate of your student across the school year. The coloured visual representation allows you to identify any patterns in your student's attendance rates.





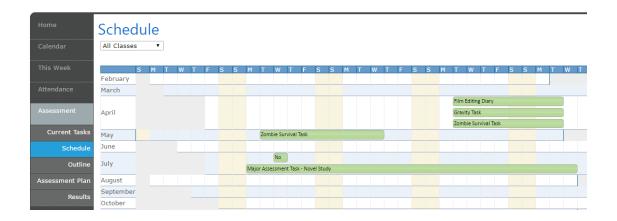
Assessment - Current Tasks

The Current Assessment Tasks for the student are listed in this tab. Clicking on the Assessment Task will open Assessment Task information including: due date, further comments or instructions, the learning areas assessed, attachments and the status of the Task.



Assessment - Schedule

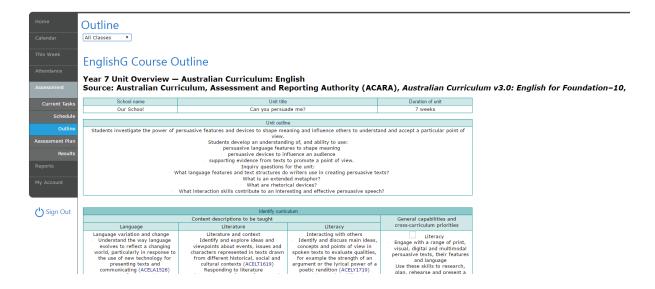
The Schedule tab displays Assessment Tasks scheduled throughout the year. This can be viewed by class or for all classes. Hover the cursor over the task to show you more information. Selecting the Assessment Task will open Assessment Task information.





Assessment - Outline

This tab give you an outline of the units of work your student is studying for each subject area and the connected understandings and/or assessment criteria.



Assessment - Assessment Plan

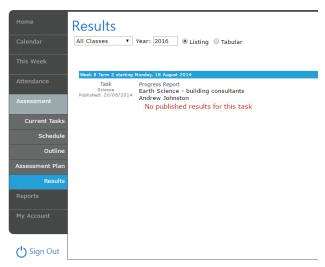
This tab lists Assessment Tasks and Assessment Notes in a diary view. Assessment Notes are a new type of Lesson Note. Selecting the Assessment Task will open Assessment Task information including any work electronically submitted.



Assessment - Results

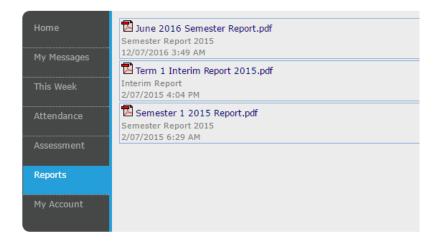


The Results tab lists Assessment Task Results that have been published against the student. Results can be viewed by class or by all classes. You can open the task to view teacher feedback and student work. These results are also published in the Student's View of Daymap.



Reports

The Reports tab lists Daymap Student Reports that have been published to the Parent Portal. These can be opened and viewed as PDf files.





My Account

This tab allows you to change your password and provides access to all of your contact details. If any of these details are incorrect, please contact your School Administration.

