



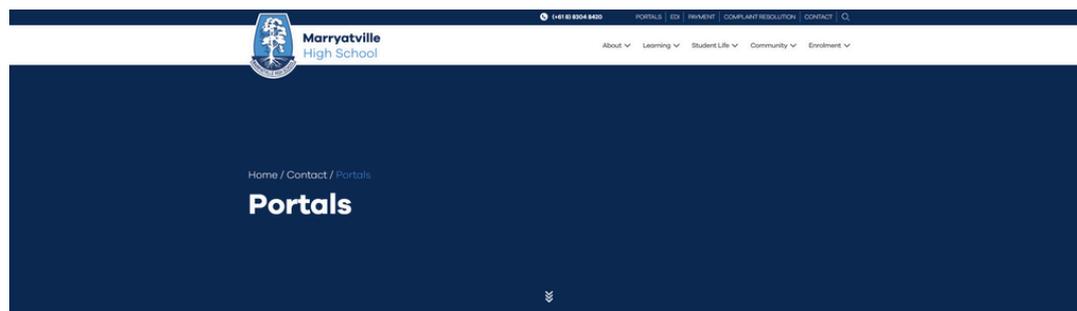
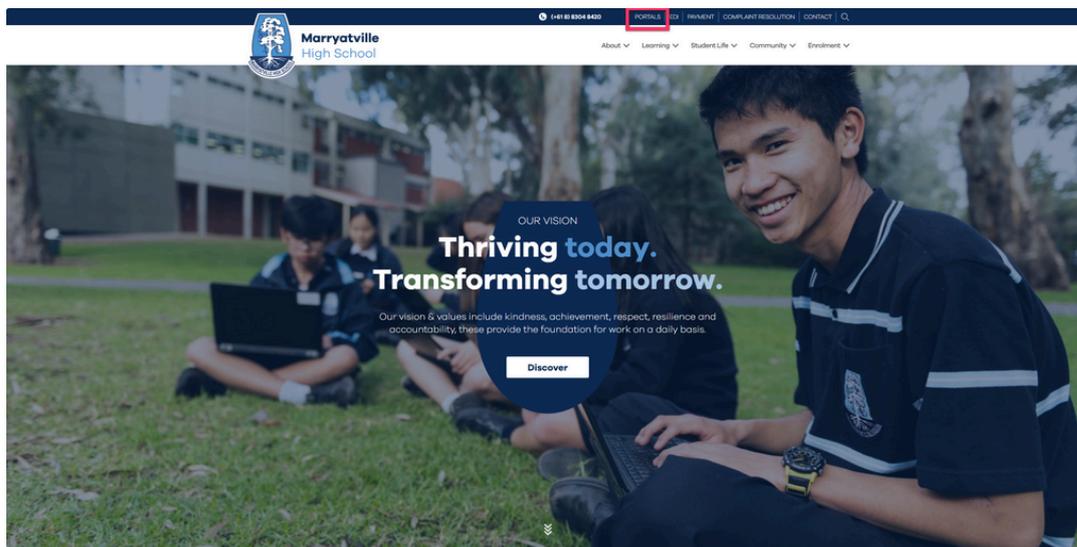
DAYMAP PARENT PORTAL QUICK START GUIDE

Daymap Connect is an extension of the Daymap Learning Management System. It is a Parent Portal and combines communication and student management, providing parents with access to key school and student information on their child's learning behaviour, progress and performance.

Daymap Connect can be accessed using a login and password. The easy-to-use system allows parents to access details for all their children enrolled in the school, anywhere and anytime.

The Daymap Connect log in screen can be found by using the URL provided below or through the **portals page** on the schools website.

DAYMAP PARENT PORTAL



Portals



SETTING UP YOUR ACCOUNT

Step 1 - From the Daymap Connect login screen select the “can't access your account?” option.

The image shows the Daymap login interface. At the top is the Daymap logo, which consists of a blue circular icon with a white arrow pointing right, followed by the word "Daymap" in a blue sans-serif font. Below the logo are two input fields: "Username" and "Password". Underneath these fields is a blue "Sign In" button. At the bottom of the form area, there are two links: "Forgot your password?" and "Can't access your account?".

Step 2 - On the next screen you will be required to enter your email address (this must be the email registered at the school) and your child’s student ID.

Step 3 - Click on “**Reset Password**”.

Step 4 - An email will be sent to you containing your Username and a URL.

Step 5 - Click on the URL, and you will be taken to a Set Password screen.

Step 6 - Enter your chosen password and select ‘**set password**’.

Step 7 - You will be redirected to the login screen where you can enter the Username provided in the email and your new password and click ‘Sign In’

If you are a returning user click on Forgot your password and the steps are the same as described above for a new user.

The image shows a "Parent Password Reset" form. At the top, the title "Parent Password Reset" is centered. Below it is a line of text: "Enter the email address you have registered with the school along with a matching valid student code. A link to set your password will be emailed to you." There are two input fields: "Email" and "Student Code". Below the "Student Code" field is a blue "Reset Password" button with a red border. At the bottom of the form, there is a link: "Click here to log on to Daymap Connect".

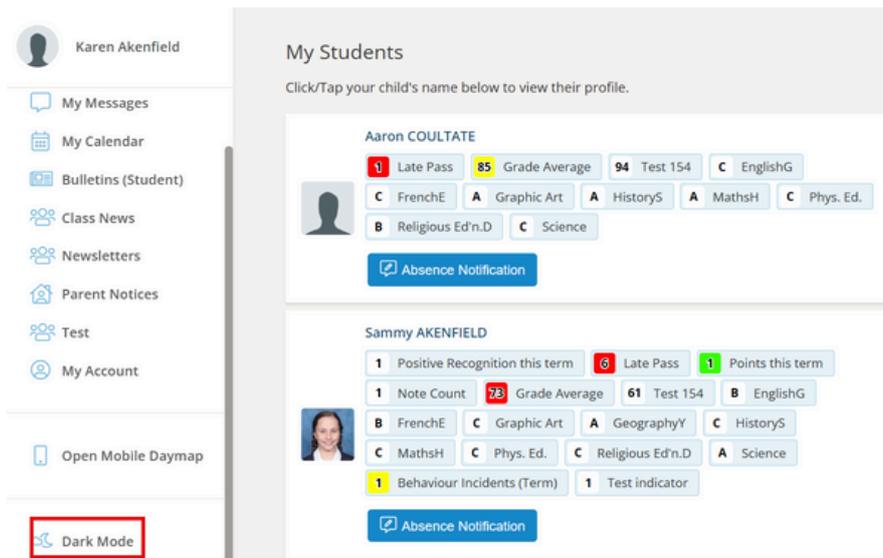
Note: Due to security reasons, Daymap is unable to assist if there is an issue with accessing your account. For assistance, please contact our IT Department.

DAYMAP CONNECT

Daymap Connect is navigated via the tabs on the left side of the window to view messages, a calendar of events, school notices and account details.

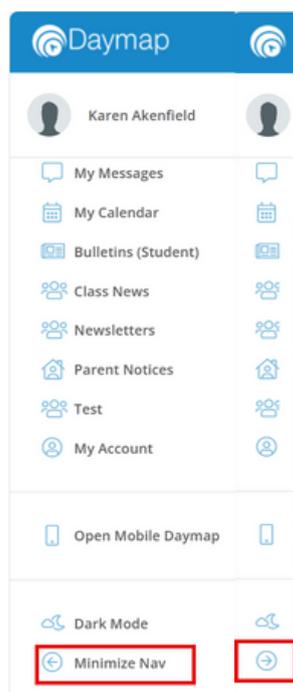
Dark/Light Mode

The Parent Portal can be used in dark mode, or light mode. Click on the icon to toggle between modes.



Minimizing Nav

The navigator on the left-hand side of the screen can be maximized or minimized using the **Minimize Nav** button.



Home Tab

This is the main page of the Parent Portal. On this page you will see recent messages and upcoming events. Click on a student icon to access information specific to each student (please note: if you have reduced access, you will not see or be able to access individual student information.)

Full Access

The screenshot shows the Daymap Parent Portal interface for a user named Karen Akenfield. The left sidebar contains navigation options: Home, My Messages, My Calendar, Bulletins (Student), Class News, Newsletters, Parent Notices, Test, and My Account. The main content area is titled "My Students" and includes a prompt to "Click/Tap your child's name below to view their profile." Underneath, a student profile for Sammy AKENFIELD is displayed, showing various metrics: Positive Recognition (1), Note Count (1), Grade Average (84), Late Pass (1), Points this term (11), and Test 154. A grid of subject icons is visible, including English, French, Graphic Art, Geography, History, Math, Phys. Ed., Religious Ed., and Science. Below the student profile is an "Absence Notification" button. The "Recent Messages" section shows a message from the School dated Tue Apr 16, regarding Samantha AKENFIELD's absence. The "Upcoming Events" section shows an event for Monday, 6 May 2024, titled "Ensemble" from 10:00 AM to 11:00 AM.

Reduced Access

The screenshot shows the Daymap Parent Portal interface for a user named Parent AKENFIELD. The left sidebar is limited to Home and My Messages. The main content area features a yellow warning box stating: "To have access to student assessment, attendance and other information you will first need to confirm your identity with the school." Below this, the "Recent Messages" section shows a message from Bulletins dated Fri Oct 21, titled "School Open Day" with 2 attachments. The "Upcoming Events" section displays the message "You have no upcoming events."

My Messages

This shows all messages received and sent from the parent portal, enabling 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 reply to received messages and receive email notifications on unread Daymap messages.

The screenshot shows the Daymap Parent Portal interface for the "My Messages" tab. The user is Karen Akenfield. The top navigation bar includes "New Message", "Reply", "Archive", and "Refresh". The left sidebar shows "Home", "My Messages", and "My Calendar". The main content area is titled "Messages" and shows a message from the School dated Wed Apr 17. The message content reads: "Sammy Message sent on 17/04/2024 4:20 PM wont be in for some reason". Below the message, it indicates "3 messages in this conversation, this is the latest" and provides a link to "Open this message".

Absence Notifications

This function allows you to notify a student's absence from school. It enables the selection of the relevant student(s), the reason for absence, the date, and any additional notes or necessary attachments, such as a medical certificate.

The screenshot shows the Daymap interface with a sidebar on the left containing navigation options: Home, My Messages, My Calendar, Bulletins (Student), Class News, Newsletters, Parent Notices, Test, and My Account. The main content area displays two student profiles:

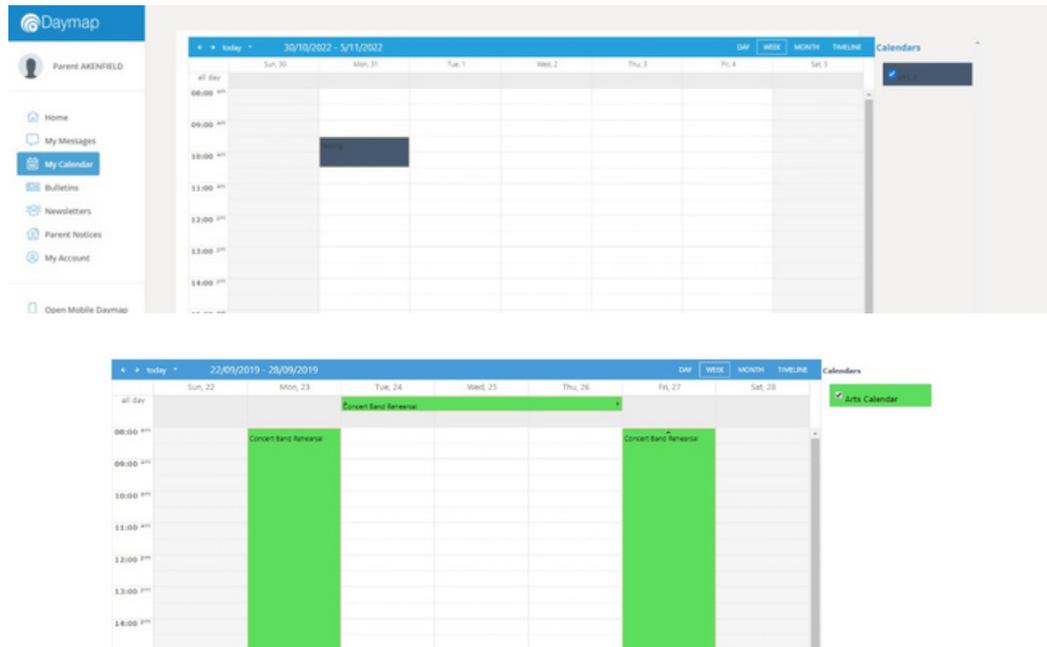
- Aaron COULTATE:** 1 Late Pass, 85 Grade Average, 94 Test 154, C EnglishG, C FrenchE, A Graphic Art, A HistoryS, A MathH, C Phys. Ed., B Religious Ed'n.D, C Science. An 'Absence Notification' button is located below the profile.
- Sammy AKENFIELD:** 1 Positive Recognition this term, 6 Late Pass, 1 Points this term, 1 Note Count, 78 Grade Average, 61 Test 154, B EnglishG, B FrenchE, C Graphic Art, A GeographyY, C HistoryS, C MathH, C Phys. Ed., C Religious Ed'n.D, A Science, 1 Behaviour Incidents (Term), 1 Test indicator. An 'Absence Notification' button is located below the profile, with a red arrow pointing to it.

The 'New Message' form contains the following fields and options:

- Buttons: Send, Save, Attach
- Absent student(s): 1 selected
- Absent reason (Optional): Select absence reason
- Date: 05/01/2024
- Absence Notification for School: [Large text area for message content]

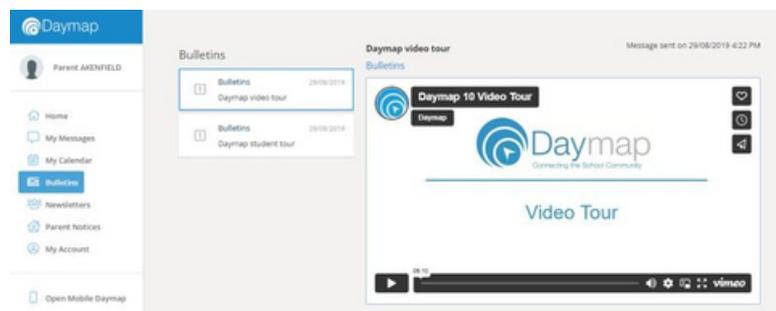
My Calendar

This provides an overview of school and student events, such as upcoming school holidays, excursions and parent teacher interviews. The Calendar can be viewed by Day, Week, Month or Timeline.



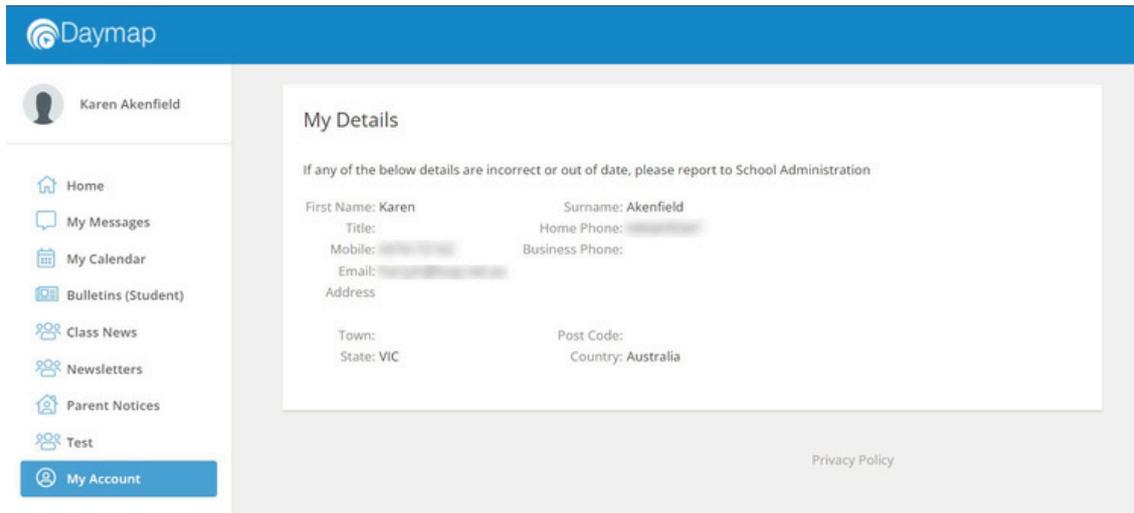
Communication Folders

Schools will create Parent Notice folders to meet their needs – you may see one or more tabs for viewing information sent by the school.



My Account

This shows your current contact details, as recorded by the school. Please contact the school to update your details if the information shown here is incorrect.



The screenshot shows the 'My Account' page in the Daymap system. The user is Karen Akenfield. The page displays the following contact details:

- First Name: Karen
- Surname: Akenfield
- Title: [Redacted]
- Home Phone: [Redacted]
- Mobile: [Redacted]
- Business Phone: [Redacted]
- Email: [Redacted]
- Address: [Redacted]
- Town: [Redacted]
- Post Code: [Redacted]
- State: VIC
- Country: Australia

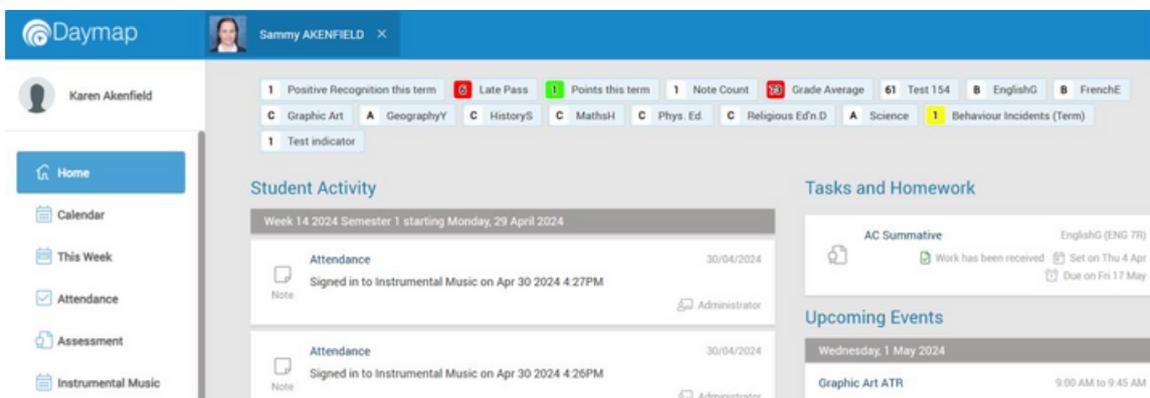
A note at the top of the details section states: "If any of the below details are incorrect or out of date, please report to School Administration". A "Privacy Policy" link is visible at the bottom right of the details area.

Student Profile

From the Daymap Connect home tab, you can click on a child's name to view their student profile which provides more detailed information on their attendance, assessment and details. This assists you to keep track of your child's progress at school.

Home

The Home Tab displays a snapshot of student activity tasks and homework and any upcoming events. Student Activity is listed in chronological order, the school determines the types of information they will include here. All tasks and homework are shown with the set and due date. Upcoming events displays your child's timetable for the upcoming week.

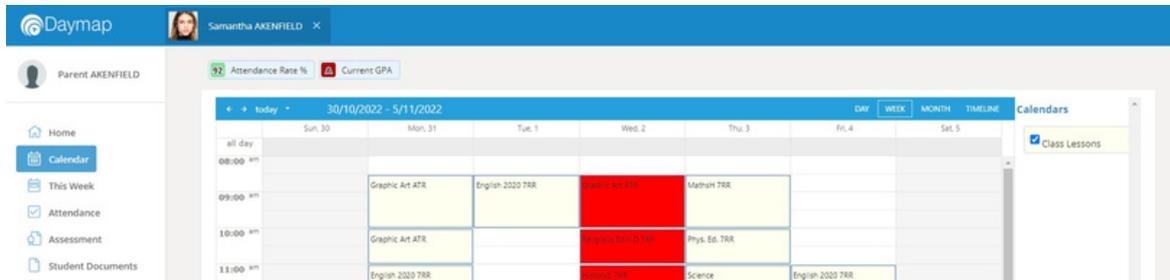


The screenshot shows the 'Home' page in the Daymap system for user Sammy AKENFIELD. The page displays a summary of student performance and activity:

- Performance Summary:** Positive Recognition this term (1), Late Pass (0), Points this term (1), Note Count (1), Grade Average (61), Test 154, EnglishG (B), FrenchE (B).
- Subject Summary:** Graphic Art (C), GeographyY (A), HistoryS (C), MathsH (C), Phys. Ed (C), Religious Ed'n D (C), Science (A), Behaviour Incidents (Term) (1), Test indicator (1).
- Student Activity:** Week 14 2024 Semester 1 starting Monday, 29 April 2024. Two attendance records are shown for "Signed in to Instrumental Music on Apr 30 2024 4:27PM" and "Signed in to Instrumental Music on Apr 30 2024 4:26PM", both noted by the Administrator.
- Tasks and Homework:** AC Summative (EnglishG (ENG 7R)) - Work has been received, Set on Thu 4 Apr, Due on Fri 17 May.
- Upcoming Events:** Wednesday, 1 May 2024 - Graphic Art ATR (9:00 AM to 9:45 AM).

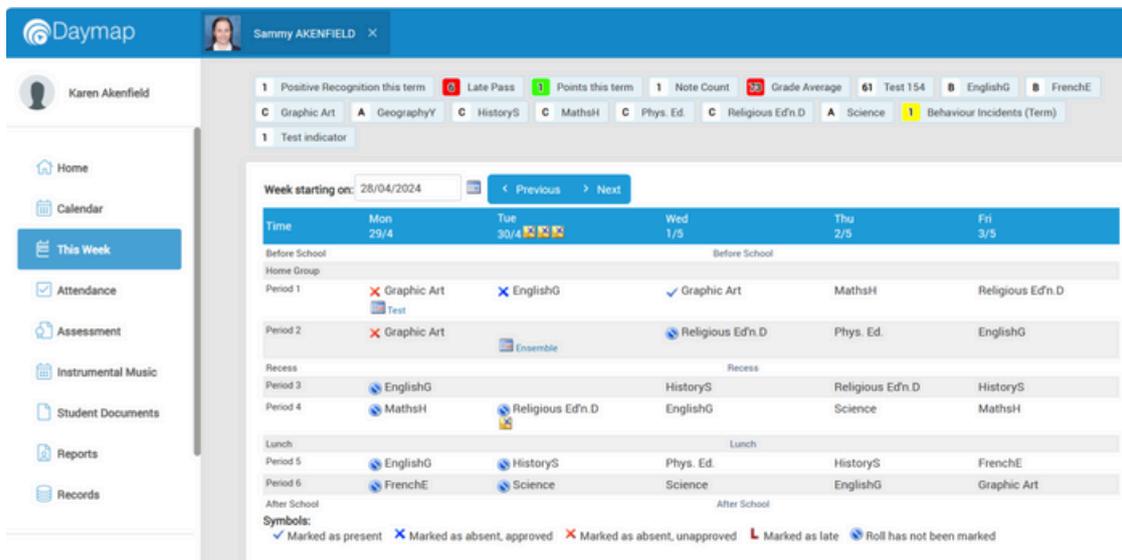
Calendar

This shows a weekly calendar view of the student timetable and any additional events (this may include excursions or whole school activities). Use the checkboxes on the right to filter the items you view when looking at the calendar. The buttons on top of the calendar allow you to change your view from week to month or day.



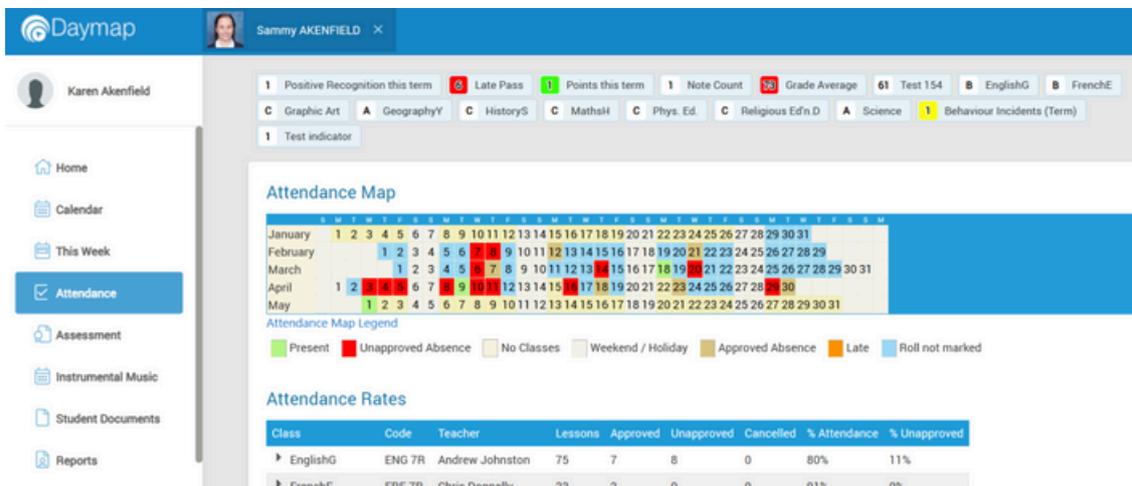
This Week

This shows your child's timetable and attendance for the week at a glance and in real time. This tab also displays any Assessment Tasks and Homework for the week. Clicking on the homework or task will allow you to view all information and any attachments added.



This Week

This displays a colour coded Attendance Map, as well as Attendance Rates for the student for each individual class across the school year. Clicking on a particular class under Attendance Rates will show you the reasons for the absences.

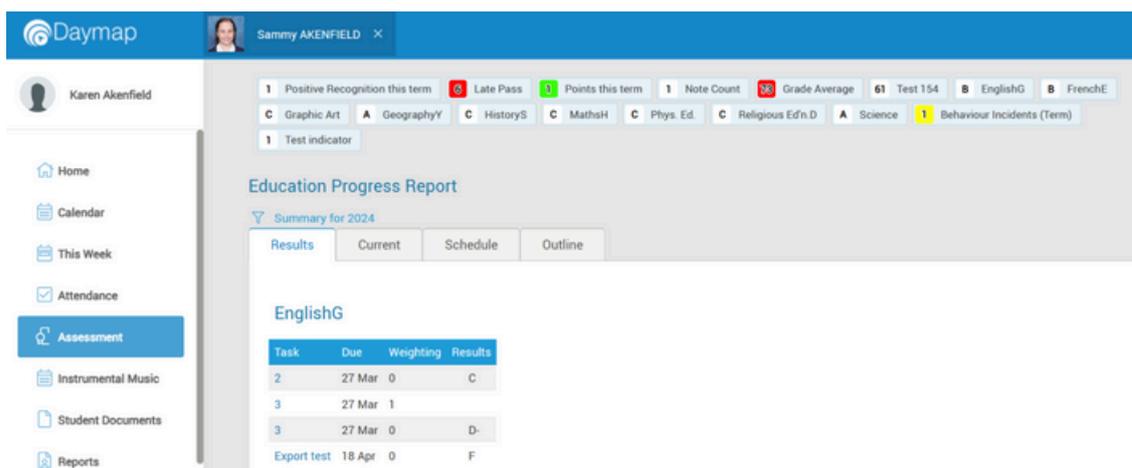


This Week

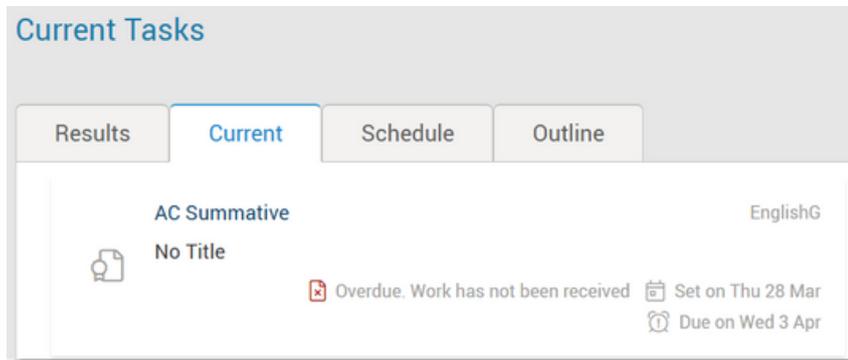
This provides an overview of your child's assessment. Depending on how your school is using Daymap, you may also see tabs for current tasks, completed tasks, the assessment schedule and course outlines

Progress

This tab shows your child's progress in each subject.

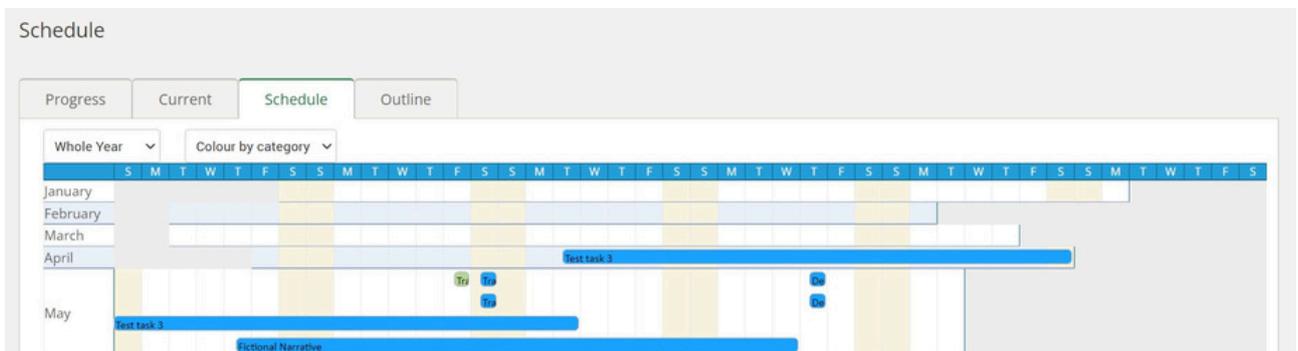


Current This tab shows current assessment information. Clicking on a task will allow you to see all relevant information and attachments.

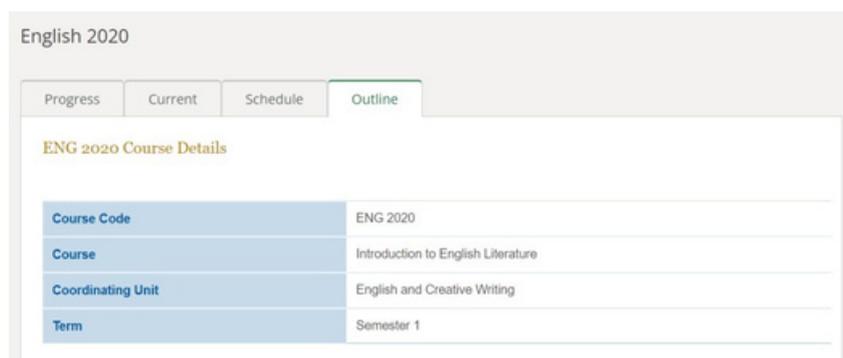


Schedule

This tab shows all assessment tasks scheduled throughout the year. This can be viewed by class or for all classes. Hover the cursor over the tasks for more information. Clicking on an assessment task will open that assessment tasks information.

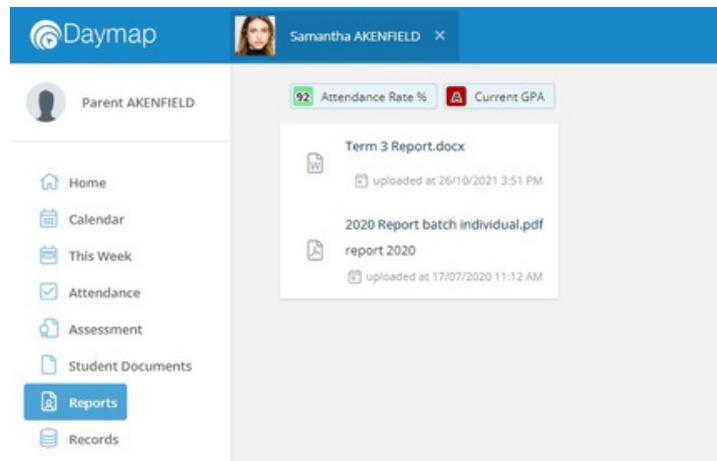


Outline This tab shows a subject outline for each course your child is studying.



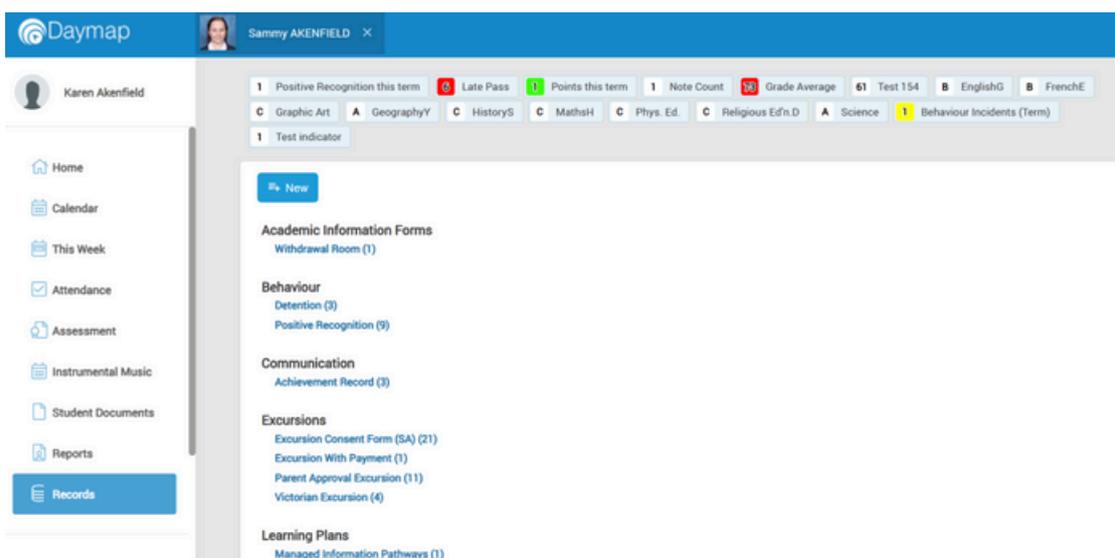
Reports

The reports tab allows you to download and view academic reports for your child.



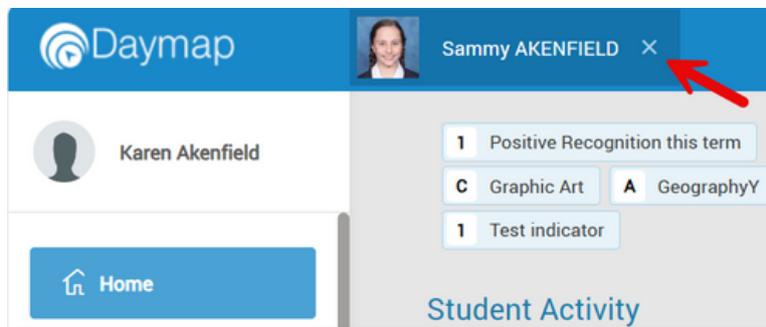
Records

If your school uses Daymap Records for recording student information, you will see any relevant records here. If this tab is not visible, your school is not using this feature of Daymap at this time.



Returning to your Home Page

To get back to your home page, click on the x next to the student.



If you wish to sign out, click on your name and then **Sign Out**.

