



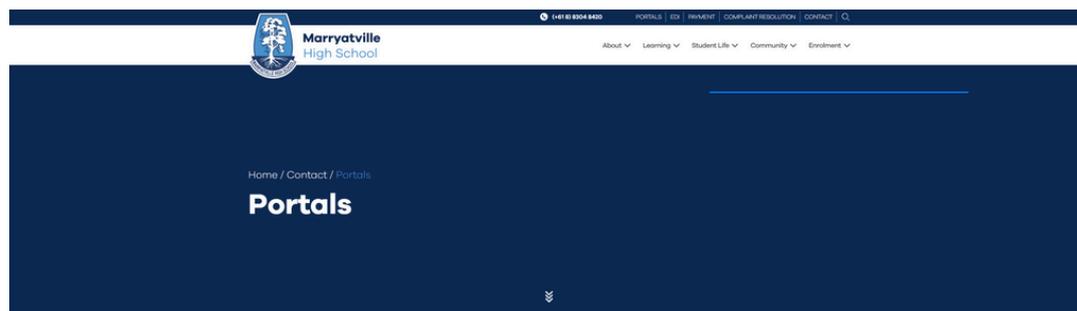
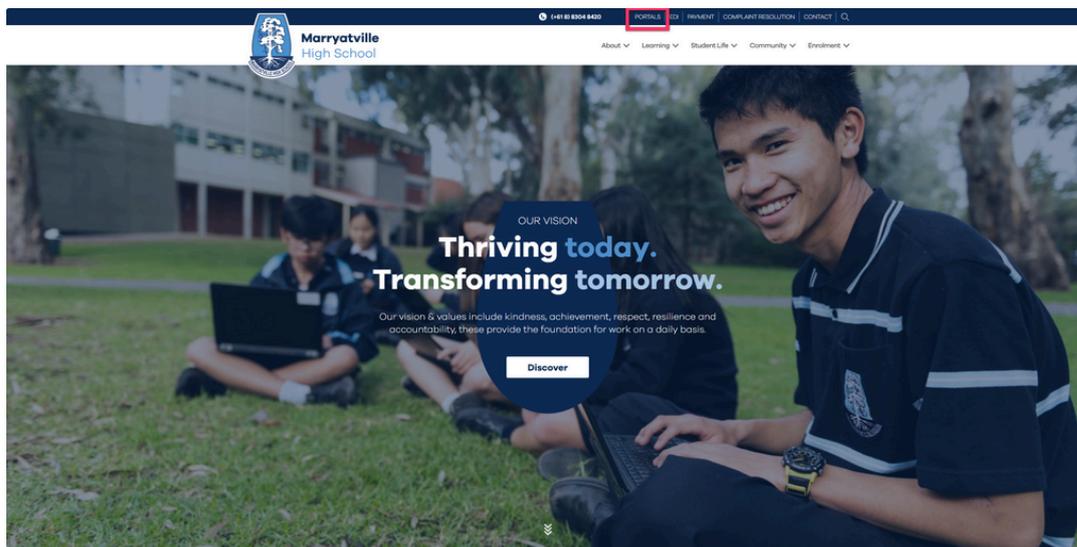
DAYMAP PARENT PORTAL QUICK START GUIDE

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).

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 your 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 displayed in blue. Below the title is a line of instructional 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, which is highlighted with a red rectangular border. At the bottom of the form, there is a link: "Click here to log on to Daymap Connect".

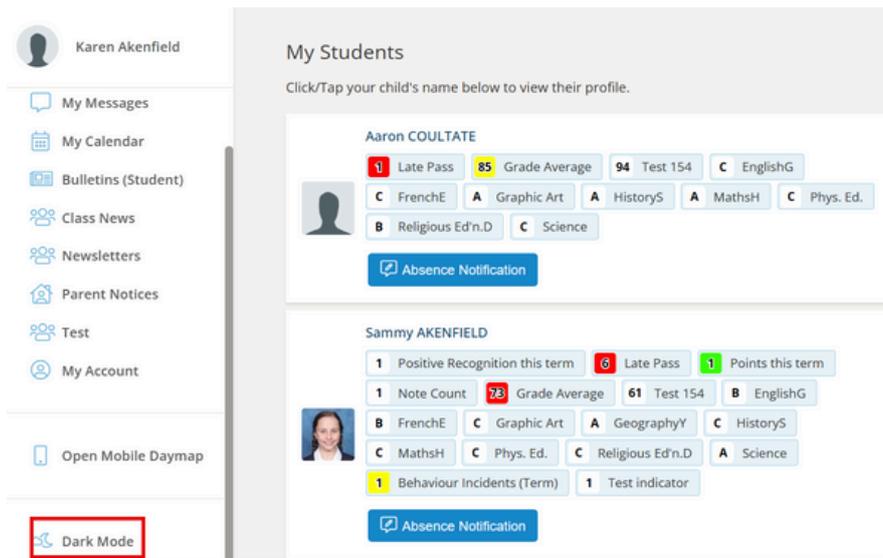
Note: Due to security reasons, Daymap is unable to assist if there is an issue with accessing your account. For assistance, please contact our IT Department.

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.

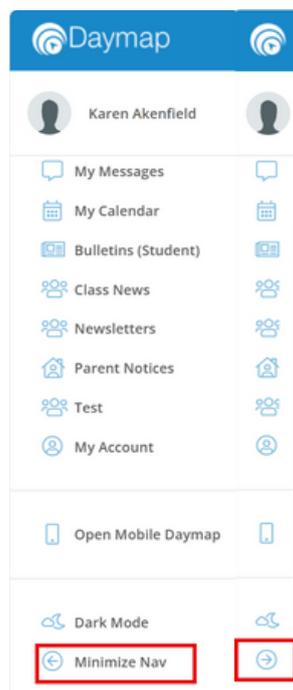
Dark/Light Mode

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 Home Tab for a user named Karen Akenfield. The interface includes a navigation menu on the left with options like Home, My Messages, My Calendar, Bulletins (Student), Class News, Newsletters, Parent Notices, Test, and My Account. The main content area is divided into three sections: 'My Students' (featuring a student profile for Sammy Akenfield with various performance metrics and a subject grid), 'Recent Messages' (showing a message from the School about an absence), and 'Upcoming Events' (listing an 'Ensemble' event for Tuesday, 7 May 2024).

Reduced Access

The screenshot shows the Daymap Parent Portal Home Tab for a user named Parent Akenfield. A prominent yellow warning box states: 'To have access to student assessment, attendance and other information you will first need to confirm your identity with the school'. The navigation menu is limited to Home and My Messages. The 'Recent Messages' section shows a bulletin for 'School Open Day' with two attachments. The 'Upcoming Events' section indicates that there are 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 displays the 'My Messages' view in the Daymap Parent Portal. It features a navigation menu on the left with Home, My Messages, and My Calendar. The main area includes a toolbar with 'New Message', 'Reply', 'Archive', and 'Refresh' buttons. A sidebar on the left lists message folders: Inbox, Sent, Archived, and Drafts. The central 'Messages' section shows a conversation with 'School' dated Wednesday, April 17, with 3 messages in total. A message from 'Sammy' is highlighted, with a note that it was sent on 17/04/2024 at 4:20 PM and is marked as 'wont be in for some reason'. At the bottom, there are links to 'This Administrator' and '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**:
 - Late Pass: 1
 - Grade Average: 85
 - Test 154: 94
 - EnglishG: C
 - FrenchE: C
 - Graphic Art: A
 - HistoryS: A
 - MathsH: A
 - Phys. Ed.: C
 - Religious Ed'n.D: B
 - Science: C
- Sammy AKENFIELD**:
 - Positive Recognition this term: 1
 - Late Pass: 6
 - Points this term: 1
 - Note Count: 1
 - Grade Average: 78
 - Test 154: 61
 - EnglishG: B
 - FrenchE: B
 - 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

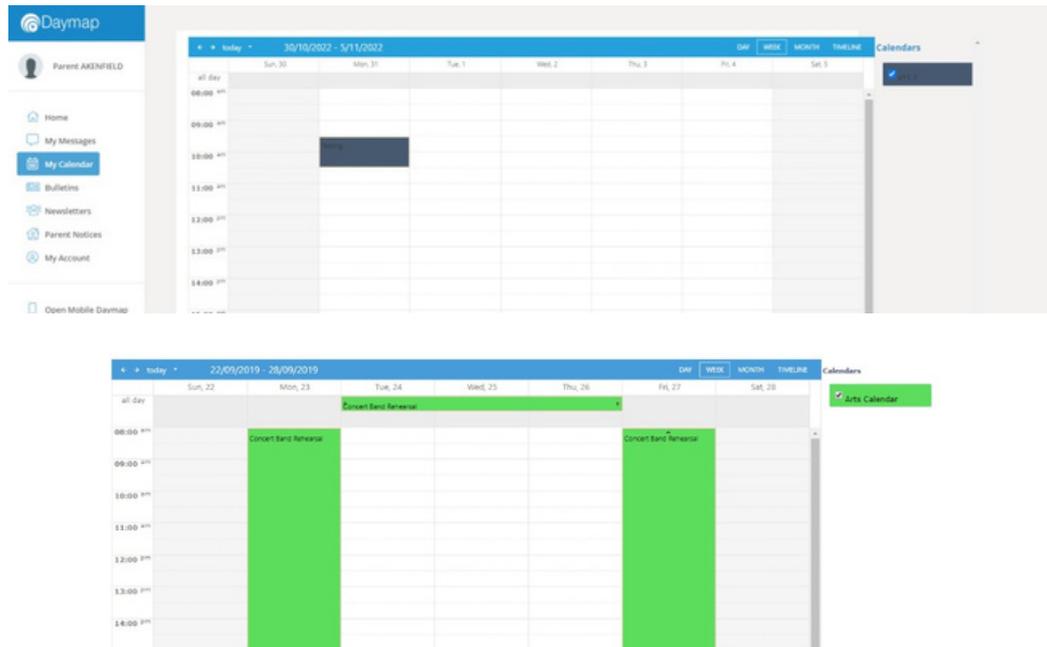
Each profile has a blue button labeled "Absence Notification". A red arrow points to the "Absence Notification" button for Sammy AKENFIELD.

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]

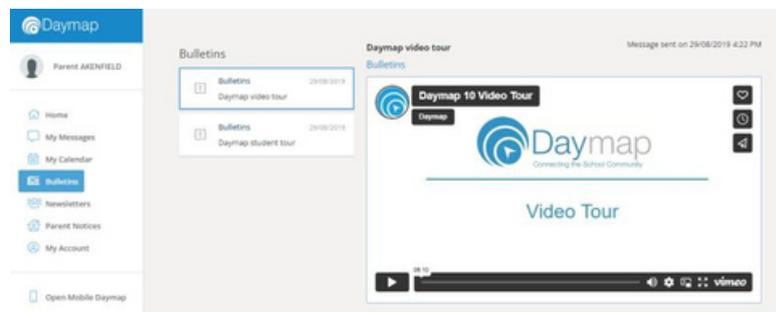
My Calendar

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.



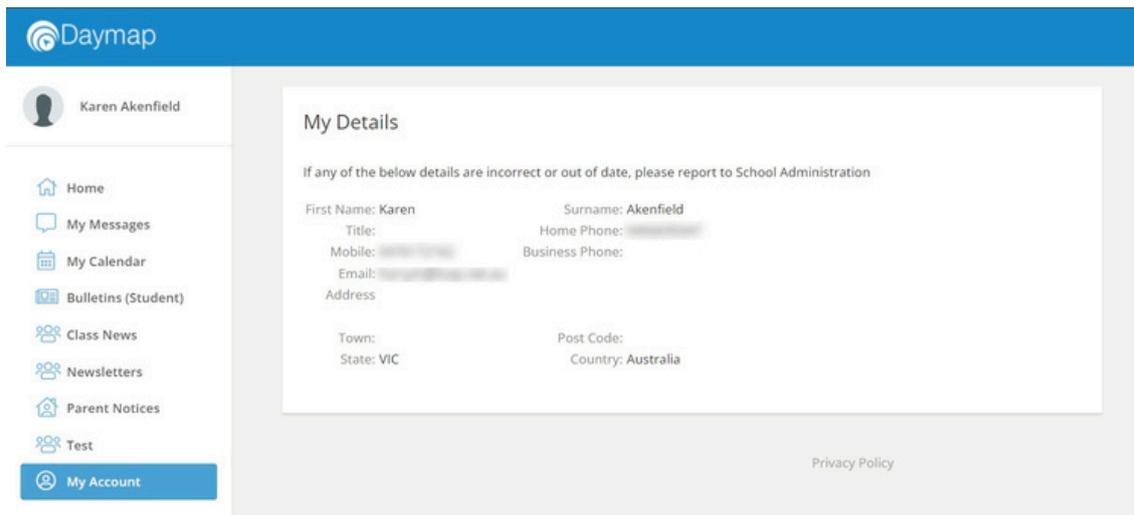
Communication Folders

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.



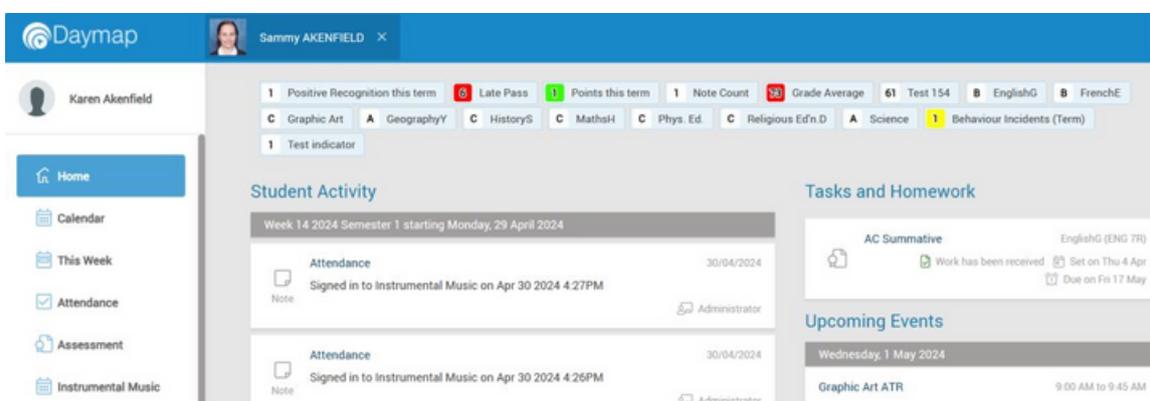
The screenshot shows the 'My Account' page in the Daymap system. The header is blue with the Daymap logo. On the left is a navigation menu with icons for Home, My Messages, My Calendar, Bulletins (Student), Class News, Newsletters, Parent Notices, Test, and My Account (highlighted). The main content area is titled 'My Details' and includes a note: 'If any of the below details are incorrect or out of date, please report to School Administration'. The details listed are: 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, and Country: Australia. A 'Privacy Policy' link is at the bottom right.

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

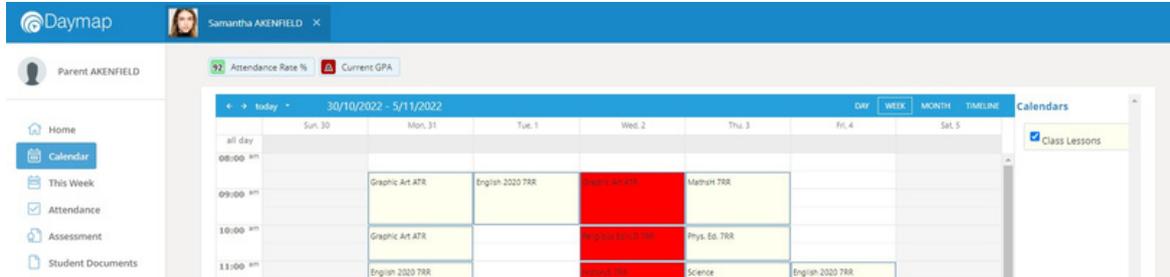
The Home Tab displays a snapshot of student activity tasks and homework and any upcoming events. Student Activity is listed in chronological order, the school determines the types of information they will include here. All tasks and homework are shown with the set and due date. Upcoming events displays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



The screenshot shows the 'Home' page in the Daymap system for user Sammy Akenfield. The header is blue with the Daymap logo and the user's name. On the left is a navigation menu with icons for Home, Calendar, This Week, Attendance, Assessment, and Instrumental Music. The main content area is titled 'Student Activity' and shows a summary of performance: Positive Recognition (1), Late Pass (0), Points (1), Note Count (1), Grade Average (61), Test 154, EnglishG (B), and FrenchE (B). Below this is a list of student activity for 'Week 14 2024 Semester 1 starting Monday, 29 April 2024', showing two instances of 'Attendance' for 'Signed in to Instrumental Music on Apr 30 2024' at 4:27PM and 4:26PM, both noted by the Administrator. To the right, the 'Tasks and Homework' section shows 'AC Summative' for EnglishG (ENG 7R) with a note 'Work has been received' and a due date of 'Fri 17 May'. Below that, the 'Upcoming Events' section shows 'Wednesday, 1 May 2024' with a 'Graphic Art ATR' event from 9:00 AM to 9:45 AM.

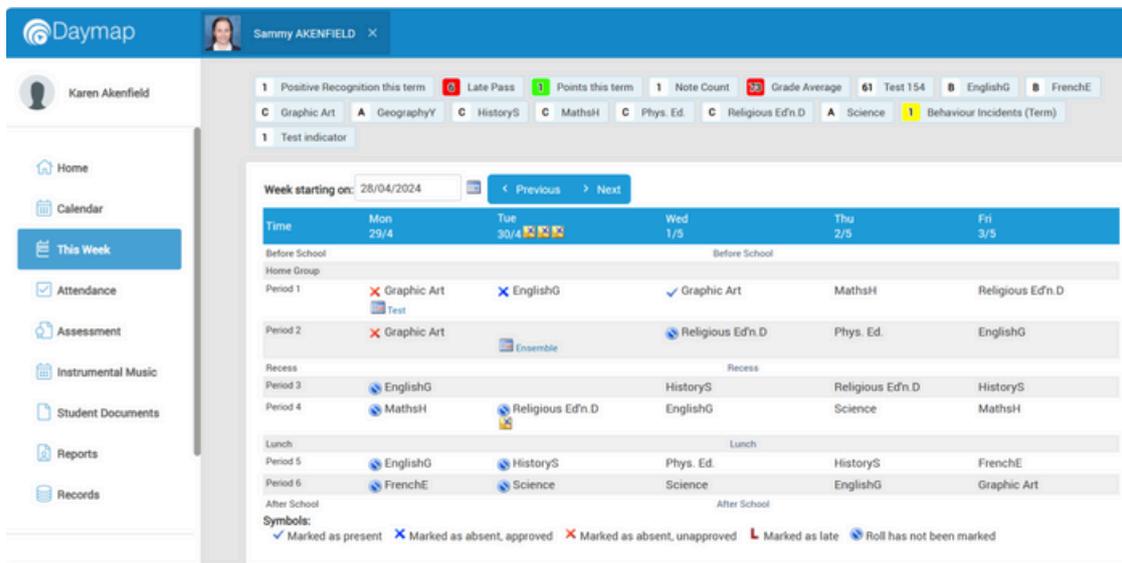
Calendar

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.



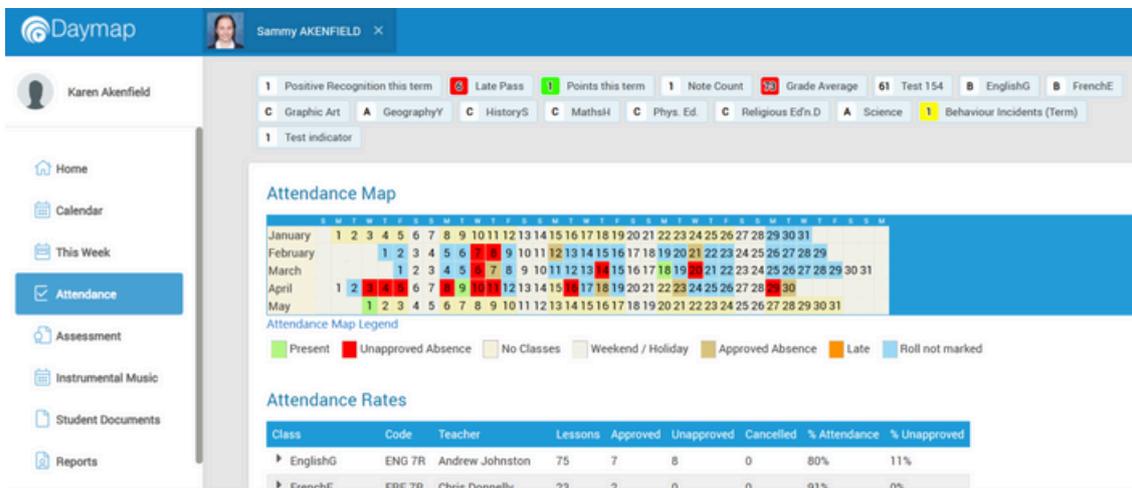
This Week

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.

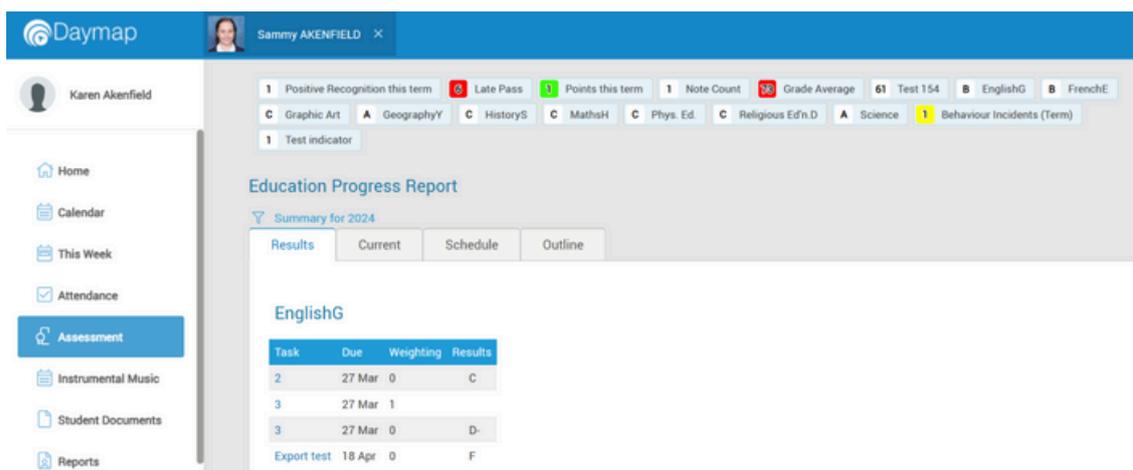


This Week

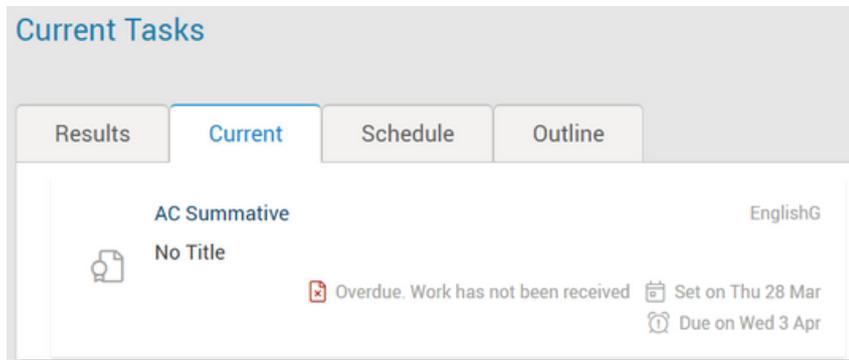
This provides an overview of your child's assessment. Depending on how your school is using Daymap, you may also see tabs for current tasks, completed tasks, the assessment schedule and course outlines

Progress

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

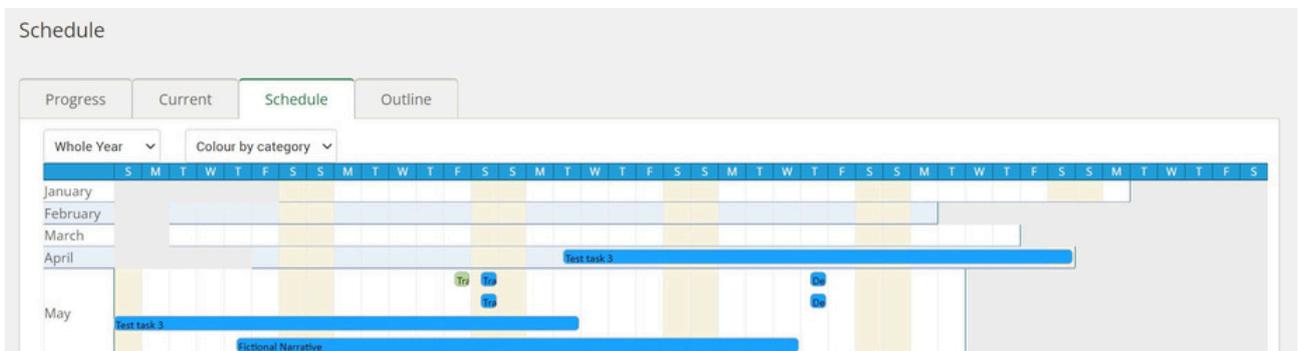


Current This tab shows current assessment information. Clicking on a task will allow you to see all relevant information and attachments.

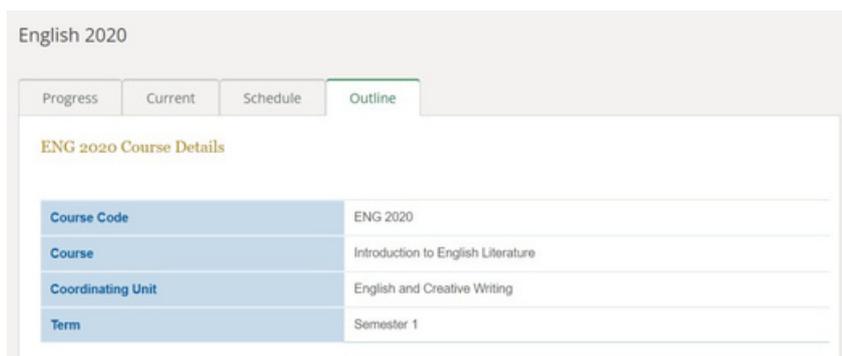


Schedule

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.

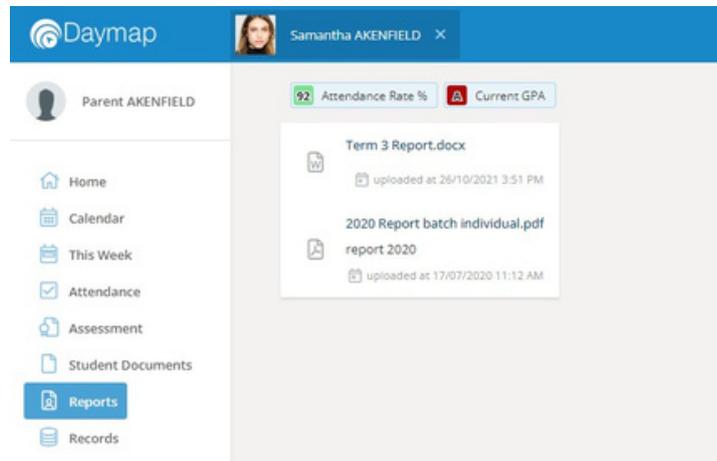


Outline This tab shows a subject outline for each course your child is studying.



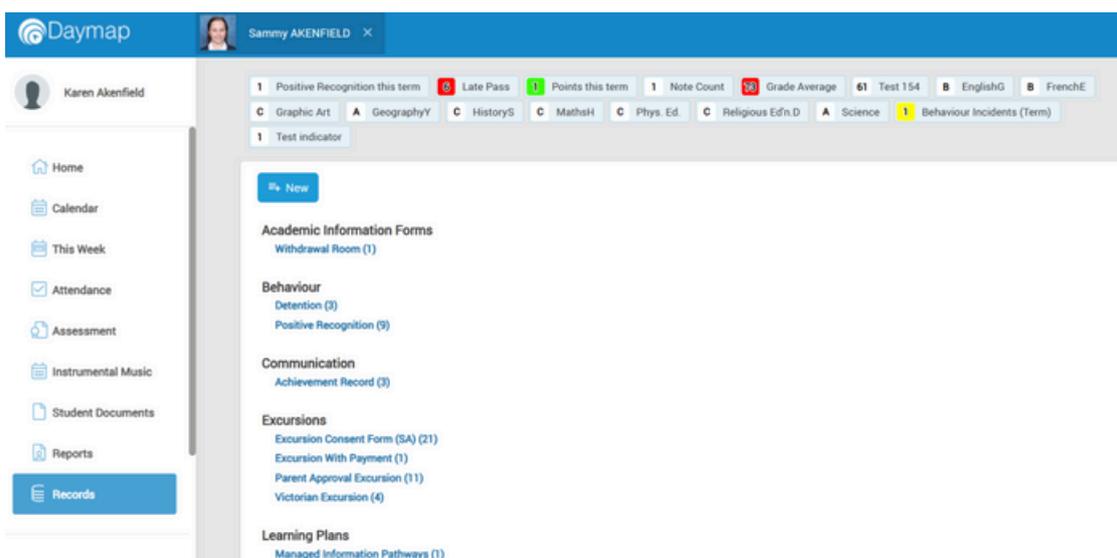
Reports

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



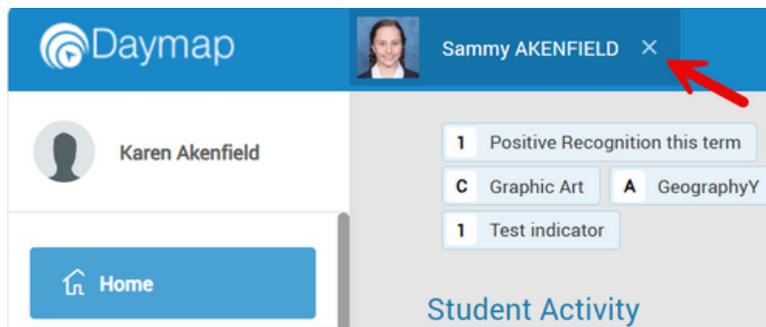
Records

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.

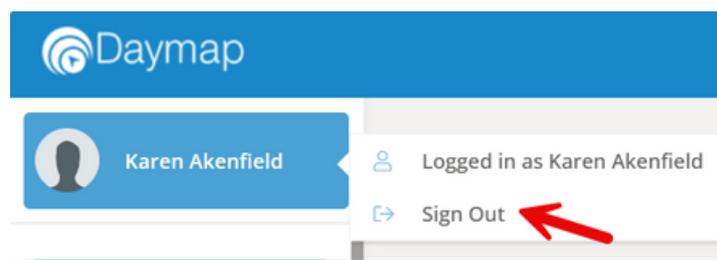


Returning to your Home Page

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**.



PARENT DAYMAP INSTRUCTIONS



ANDROID

