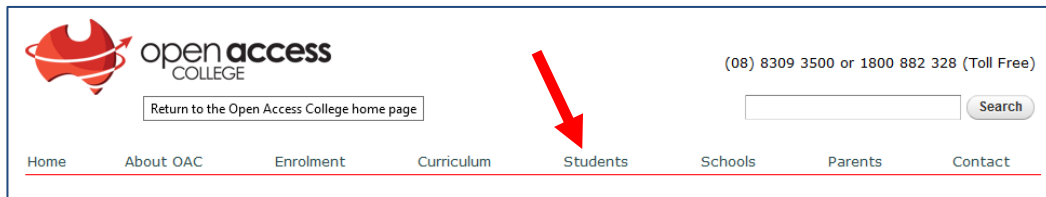
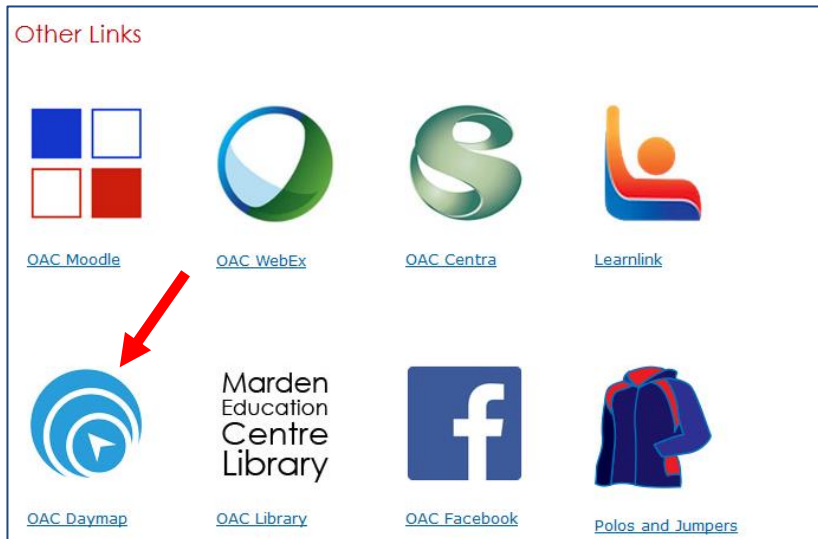


1. From the Open Access website (<http://www.openaccess.edu.au>) click on **Students**.



2. Click on **OAC Daymap** under **Other Links**.



3. When the login screen appears, enter your **User Name** and **Password**, and click **OK**.

User Name:

The *User Name* is `oac\<student number>`.

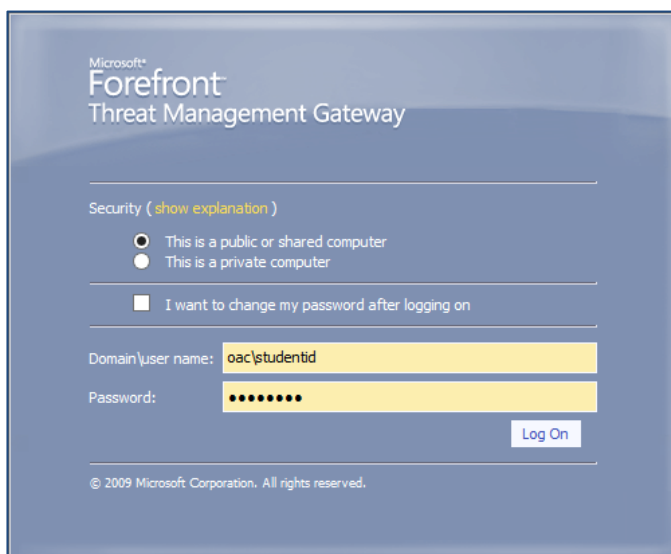
Please note that it's a *backslash* (found under your *Backspace/Delete* key), not a *forward slash*.

For example, if your Student ID is 123456, your user name will be `oac\123456`.

Password:

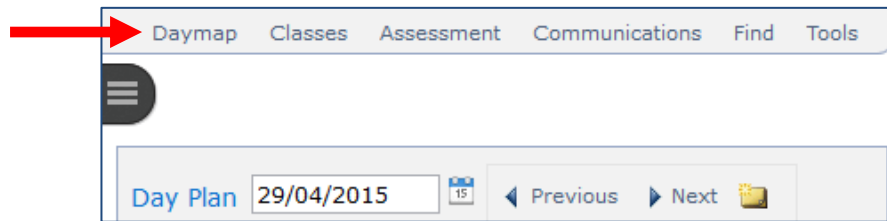
The *Password* is your date of birth backwards i.e. `<year><month><date>`.

For example, if your date of birth is 18 February 1999, your password will be `19990218`.



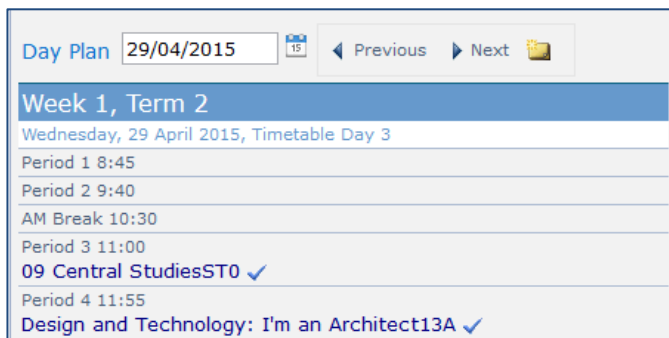
- From the top menu, roll over **Daymap** to access *Day Plan, Timetable, Homework, Report, Portfolio* and *Mobile Daymap*.

[Hint: While viewing Daymap on a mobile phone, use the Mobile Daymap option for better compatibility.]

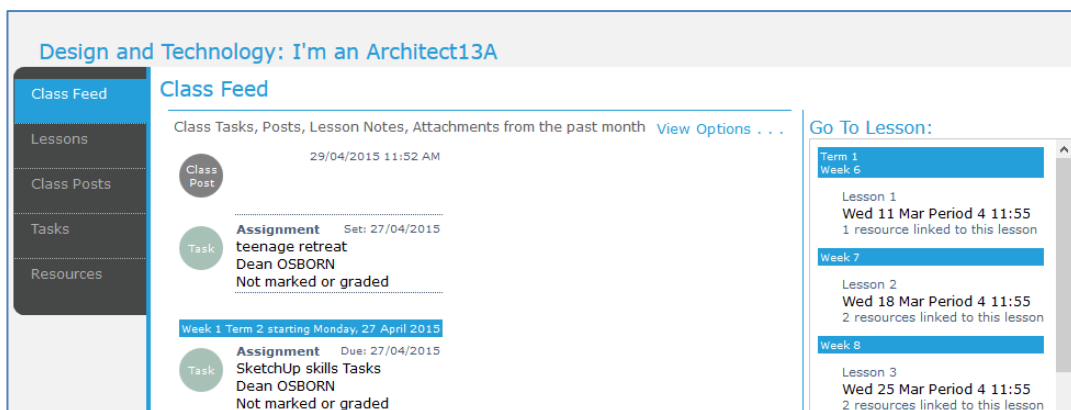


- Day Plan** view shows your timetable and subjects for the current day. Any homework or class notes will show next to a timetabled class.

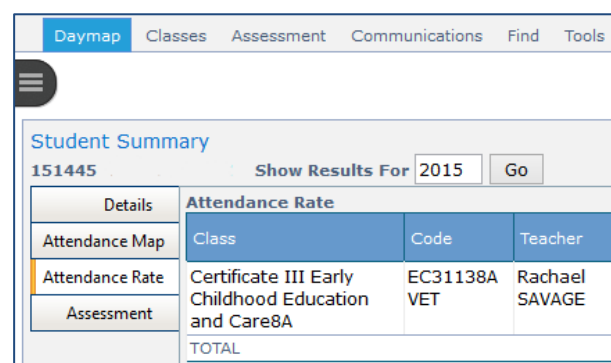
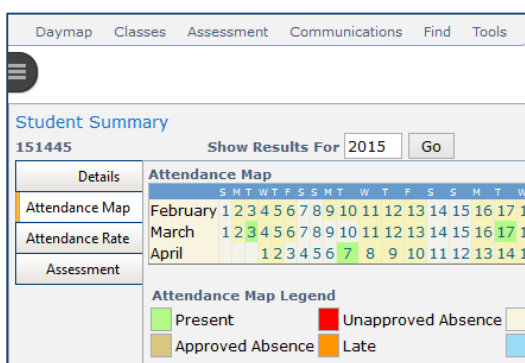
[Hint: To view a different day, use the forward and back arrows next to the date.]



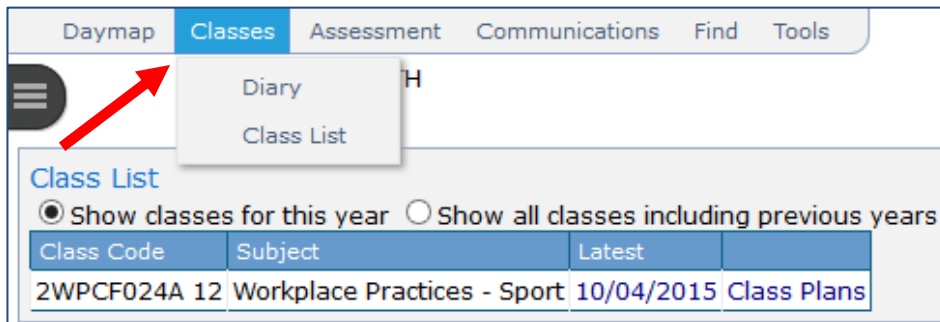
Click on a class name to view feeds, lessons, posts, notes, attachments and tasks related to that class.



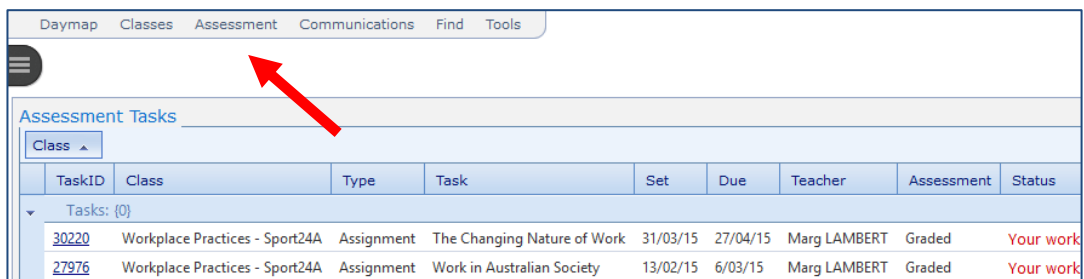
- Timetable** view shows your timetable for that week.
- Homework** view shows any homework entered by the teacher and any assessment tasks due.
- Report** view shows the *Details, Attendance Map, Attendance Rate* and *Assessment*.
- The *Attendance Map* and *Attendance Rate*.



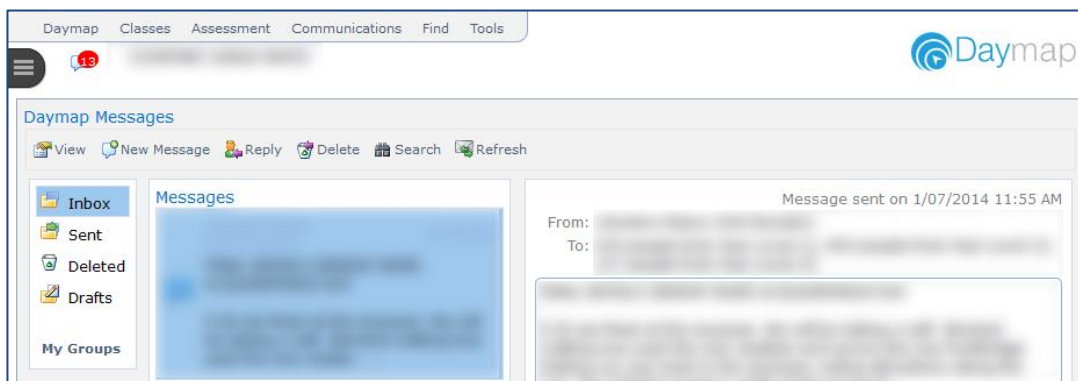
- The *Assessment* tab shows any published results for assessment tasks the teacher has set and marked.
- The next top menu is **Classes**. This drop down menu allows you to see a **Diary** view of classes (with notes) or the **Class List** – all of the classes the student has been enrolled in at OAC this year (*Class List*) and for previous years (*View All*).



- The **Assessment** top menu allows you to use the **Task Finder** to view assessment tasks that are **Current**, **All for the year**, or **All**. You can click on the number in the task ID column to see more details for that task.



- The **Communications** menu allows you to view **My Messages**. This is similar to an email program, such as Outlook, Gmail, or Hotmail. It lets you **View**, create **New Messages**, **Reply**, **Delete** and see your message **Drafts**, what you have **Sent** or **Deleted**, and the messages that are currently in your **Inbox**.



Notes:

- For any questions regarding the attendance, class notes, homework or assessment information you can (or cannot) see, please contact your teacher.
- If any of your personal or contact details are incorrect, please contact Client Services [83093680]
- If you use MS Outlook and want to integrate Daymap with it, this option is available in the **Tools** menu.
- If you get an error message stating **“Sorry, this site hasn’t been shared with you”** or **“You do not have access to the requested page”**, please ensure that the website address that you are using is <https://daymap.openaccess.edu.au/daymap/> and not <https://daymap.openaccess.edu.au/>.
- If you are experiencing trouble with Daymap, please call the Open Access College Learning Technology Helpdesk on 8309 3636, or email Learning.Technology@openaccess.edu.au.