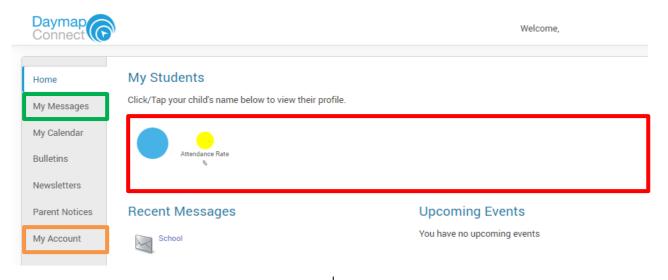


# Using Daymap for Parents and School Coordinators

When you log in, you will see the portal homepage...



### For general information

View, create and reply to your messages (e.g., important issues, excursions, reminders, personal matters, etc.)

Click on the My Messages tab



#### View your account details

Click on the My Account tab

My Details				
If any of the below detai	ils are incorrect or out of date, please report to Schoo	I Administration		
First Name:	Sumame:			
Title:	Home Phone:			
Mobile:	Business Phone:			
Email:				
Address				
Town:	Post Code:			
State:	Country:			

For student-specific information

Click on the **Student** tile for the student you wish to view information

**THEN** You'll be able to see information on a per-student basis about their:

- Assessment tasks
- Attendance (present, absent, late)
- Media consent form
- Reports
- Timetable
- Updating student contact information

If you are missing a student tile, contact the Student Services Centre

If you need to update your contact details, click on one of your student tiles and follow the process on Page 3.





### When you select a student tile, you will see the student's homepage...

Home	Student Activity	Tasks and Homework
Calendar	Week 11 Semester 1 starting Monday, 11. April 2022	Task
This Week	Report	
Attendance		
Assessment	Report	
Reports		Class
Records	Week 3 Term 4 starting Monday, 25. October 2021 Record	

#### To access timetables

Click on the **Calendar** (calendar style view) or **This Week** (timetable style view) tabs

	Mon		Wed		Eri
	11/4	12/4	13/4	14/4	
Period 1 9:00					
Period 2 9:25					
Period 3 9:55	10 Care Group2B	10 Geography: People and Culture7A		✓ 10 HPE18B	
Period 4 10:20	✓ 10 Care Group2B	✓ 10 Geography: People and Culture7A		✓ 10 HPE18B	
AM Break 10:45					
Period 5 11:15	✓ 10 English3B				
Period 6 11:40	✓ 10 English3B				
Period 7 12:10	✓ 11 Digital Technology A - Coding ideas4A				
Period 8 12:35	✓ 11 Digital Technology A - Coding ideas4A				

**NOTE:** During school holidays and peak enrolment times, this timetable may not display any data. You may use the next and previous buttons to navigate through different date ranges

## To access assessment tasks/grades

Click on the Assessment tab



To view information about the assessment task, student work and feedback, click on the name of the assessment task

**NOTE:** If you are missing an assessment task, contact the subject teacher.

**NOTE:** If you are a School of the Air family, Itinerant Teacher reports are in assessment.

## To access term reports (PDF)

Click on the Reports tab

### To access media consent forms

Click on the **Records** tab

If you see this, you have a media consent form submitted and received



**NOTE:** This does not necessarily indicate you've granted media consent. If you wish to view the terms of your media consent, click on the record to view it

If you see this, you have **EITHER** not submitted a media consent form, **OR** it hasn't been entered by the College



If you wish to submit a media consent form, contact the Student Services Centre



## To update your contact details

Click on the **Records** tab

Click on the New button

Home	<b>≕</b> + New
Calendar	
This Week	Administration Media Consent Form (1)
Attendance	
Assessment	
Reports	
Records	
My Account	

Select the Change of Details Form



Then complete the form. Click on the Save button at the top to submit it for processing

Save × Cancel		
Change of Details Form Visible to Parents		
Please only enter details that need changing.		
Change of student details (please note that the email address must remain as the LearnLink address)		
Mobile number		
Residential Address		
Mailing address		
Change of parent / caregiver details		
Name of parent / caregiver		
Email address		
	Change of address is the same as the student	
Residential address (different to the student)		
Mailing address (different to the student)		
Change of emergency contact details		
Name of emergency contact		
Relationship to student		
Phone number		
Details of person complete this form		
Name		
Signature		