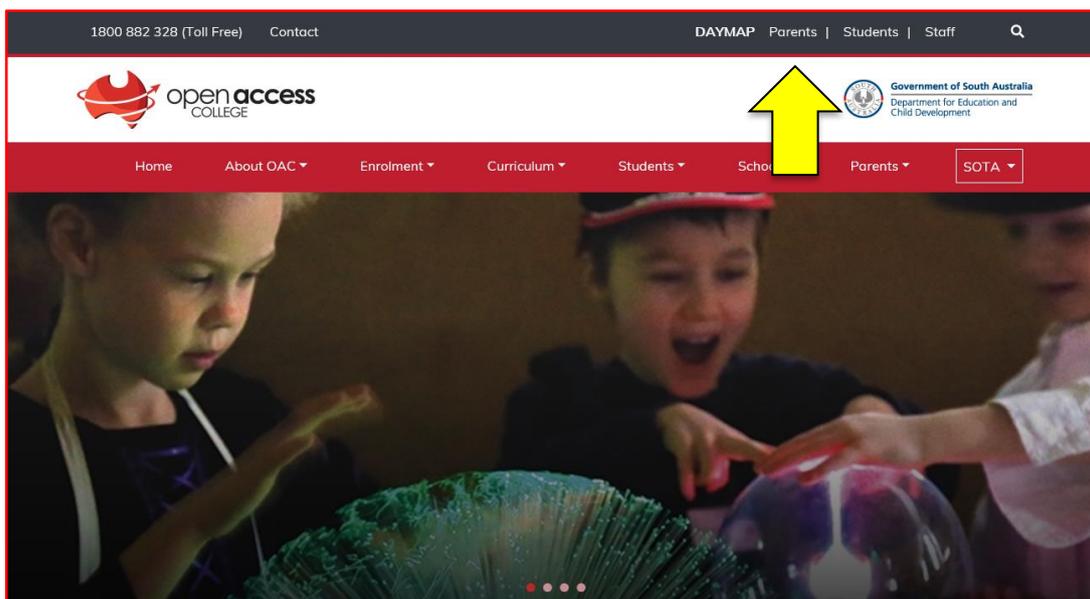


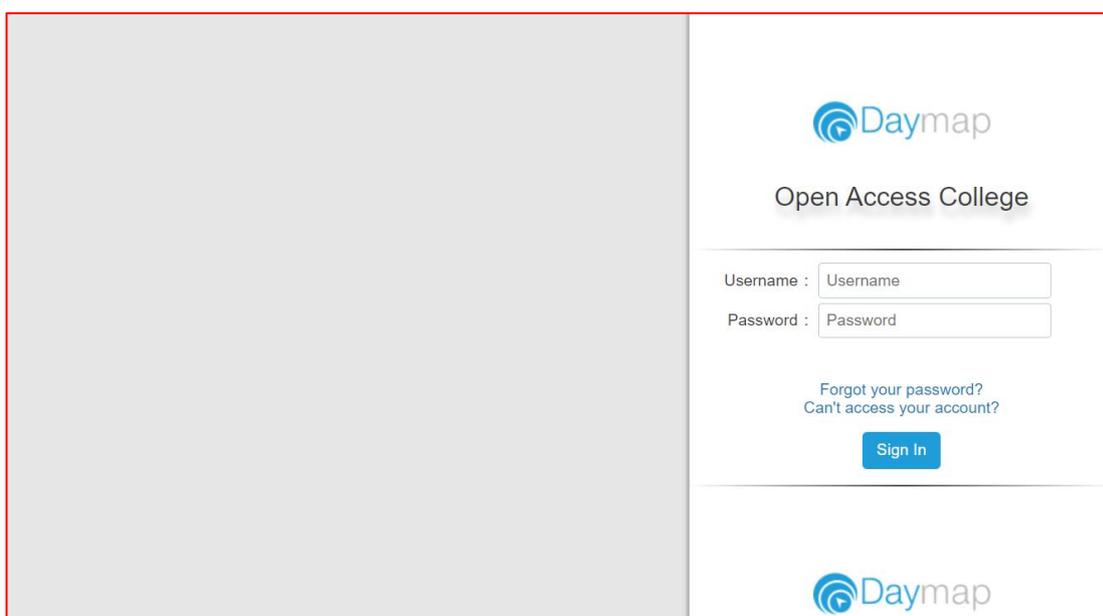
Access Daymap for Parents and School Coordinators

Through the Daymap Connect portal, parents and guardians can access important information relating to their children's education and notices from Open Access College. Where information for multiple students is being accessed, only one account will be needed to obtain all this information.

1. To access the Daymap Connect portal go to the Open Access College website (www.openaccess.edu.au)
2. Click on the Parents link towards the top-right corner of the webpage.



3. The Daymap Connect login page should then appear.



If you've never used (or forgotten your access details to) Daymap Connect

- Click on the **Can't access your account** link.
- Type your e-mail address as it appears on Open Access College records into the **Your Email Address** field and the student's identification number into the **Student Code** field.

Student identification numbers are usually formatted as six numbers, the first two digits representing the student's year of first enrolment at the College.



Enter the email address you have registered with the school along with a matching valid student code and a new password will be emailed to you.

Your Email Address:

Student Code:

[Reset Password](#)

[Click here to log on to Daymap Connect](#)



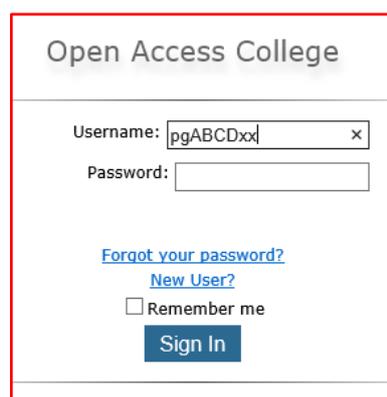
- Click on the **Reset Password** button.
- Check your e-mail for your username and password to access Daymap.

If you didn't receive an e-mail, please ensure you're using the e-mail address you have registered as a parent on our records. If you need to check or update the e-mail address you have registered as a parent on our records, please contact the Student Services Centre.

It can take up to 15 minutes to receive the e-mail containing your username and password. If you haven't received an e-mail in this time, please contact Learning Technology Services.

If you already have a Daymap Connect account

- Type your username and password into the relevant fields.
- Click on the **Sign In** button.



Open Access College

Username: x

Password:

[Forgot your password?](#)

[New User?](#)

Remember me

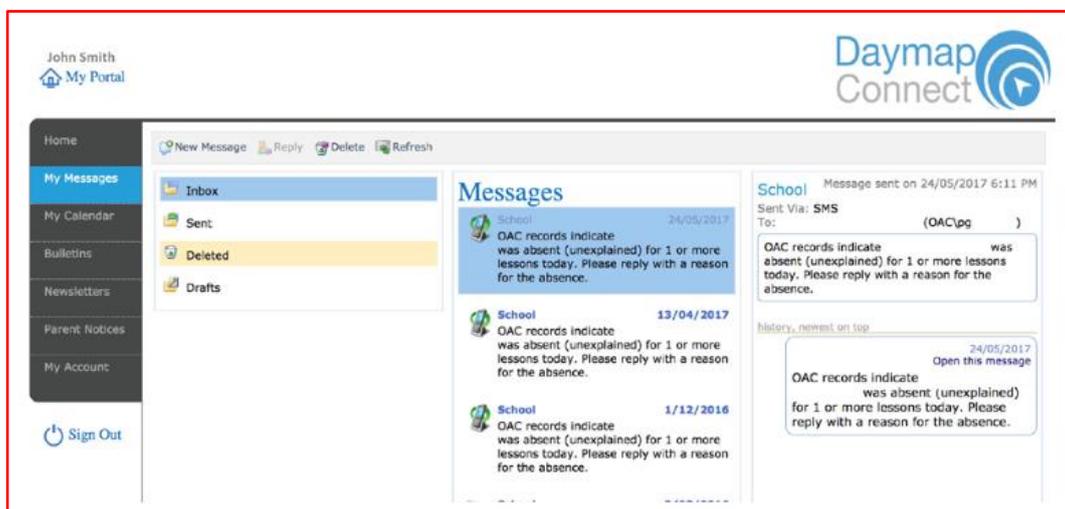
[Sign In](#)

Once you have logged into the Parent Portal, click the menu items on the left navigation tab to access information regarding your account, messages, bulletins, notices, your account etc. If you have a number of children at OAC you can also select which student you want to get information about.

Summary of Menu Items

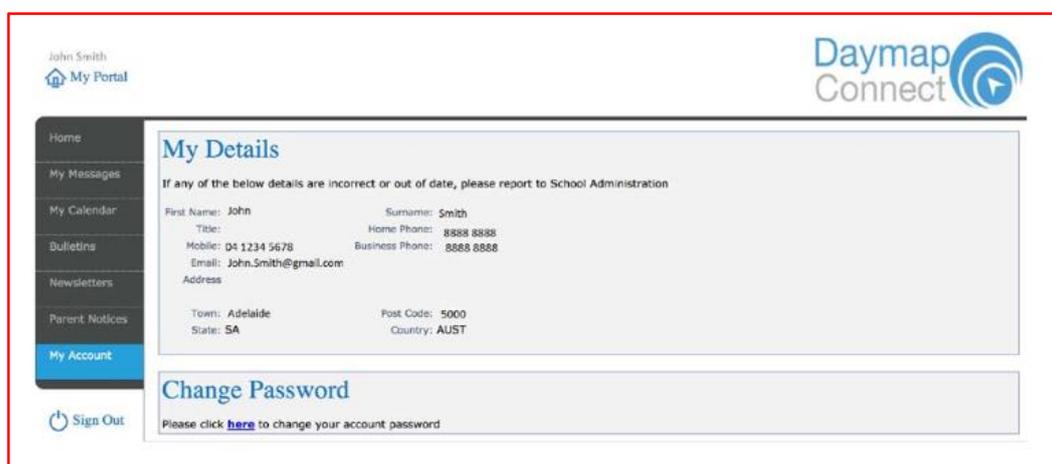
My Messages

Keep yourself up to date and aware of what's happening in your child's classroom. Contact teachers about any issues of importance; excursions, reminders, personal matters etc. You can compose messages, reply to received messages and receive email notifications when you have unread Daymap messages.



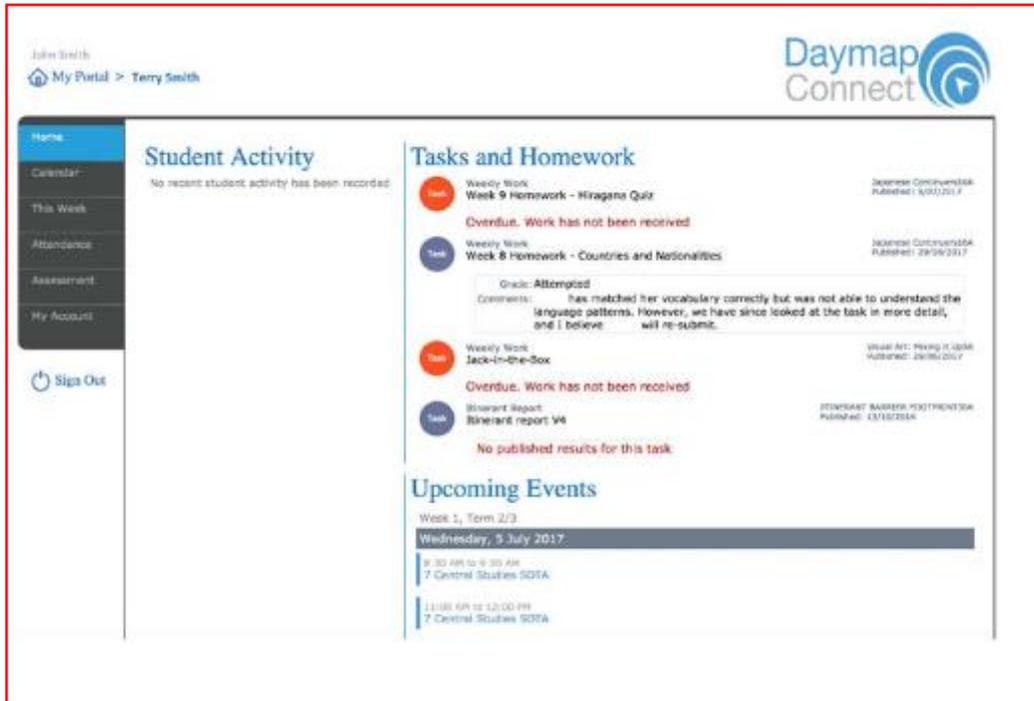
My Account

View your account details. If any of these details are incorrect, please contact your School Administration. Click Change Password to change your password.



Home – Student

If you click on a student's name on the Home tab, you will be able to view information specific to that student. This is the main menu option of the student information page, it will display some important information at a glance, such as Tasks, Homework and upcoming lessons.

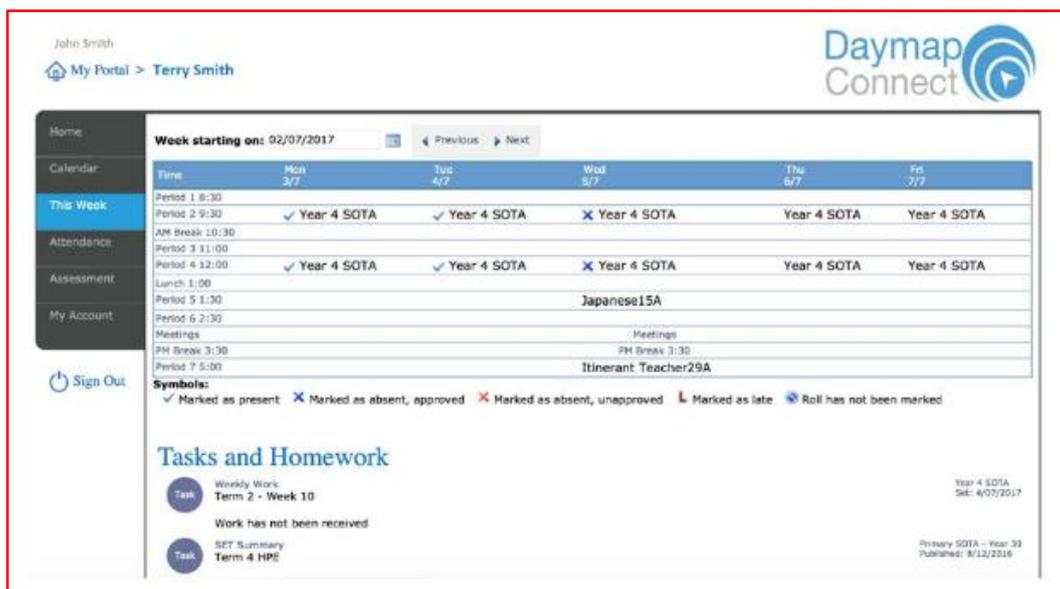


The screenshot shows the 'Student Activity' page for Terry Smith. It features a sidebar with navigation options: Home, Calendar, This Week, Attendance, Assessment, My Account, and Sign Out. The main content area is divided into three sections:

- Student Activity:** A message stating 'No recent student activity has been recorded'.
- Tasks and Homework:** A list of tasks with status indicators.
 - Task:** Weekly Work - Week 9 Homework - Hiragana Quiz. Status: Overdue. Work has not been received. Published: 5/31/2017.
 - Task:** Weekly Work - Week 8 Homework - Countries and Nationalities. Status: Attempted. Comment: 'Has matched her vocabulary correctly but was not able to understand the language patterns. However, we have since looked at the task in more detail, and I believe will re-submit.' Published: 2/10/2017.
 - Task:** Weekly Work - Jack-in-the-Box. Status: Overdue. Work has not been received. Published: 2/10/2017.
 - Task:** Student Report - Literacy report V4. Status: No published results for this task. Published: 13/10/2016.
- Upcoming Events:** A calendar view for Week 1, Term 2/3, showing events for Wednesday, 5 July 2017, such as '9:30 AM to 9:30 AM 7 Central Studies SOTA'.

This Week

View your child's timetable and class attendance at a glance. It also displays any Assessment Tasks and Homework. Click on them to view all assessment information and any attachments added to the task.



The screenshot shows the 'This Week' page for Terry Smith, displaying a weekly timetable and tasks. The week starts on 02/07/2017.

Time	Mon 3/7	Tue 4/7	Wed 5/7	Thu 6/7	Fri 7/7
Period 1 8:30					
Period 2 9:30	✓ Year 4 SOTA	✓ Year 4 SOTA	✗ Year 4 SOTA	Year 4 SOTA	Year 4 SOTA
AM Break 10:30					
Period 3 11:00					
Period 4 12:00	✓ Year 4 SOTA	✓ Year 4 SOTA	✗ Year 4 SOTA	Year 4 SOTA	Year 4 SOTA
Lunch 1:00					
Period 5 1:30			Japanese 15A		
Period 6 2:30					
Meetings				Meetings	
PM Break 3:30				PM Break 3:30	
Period 7 5:00			Itinerant Teacher 29A		

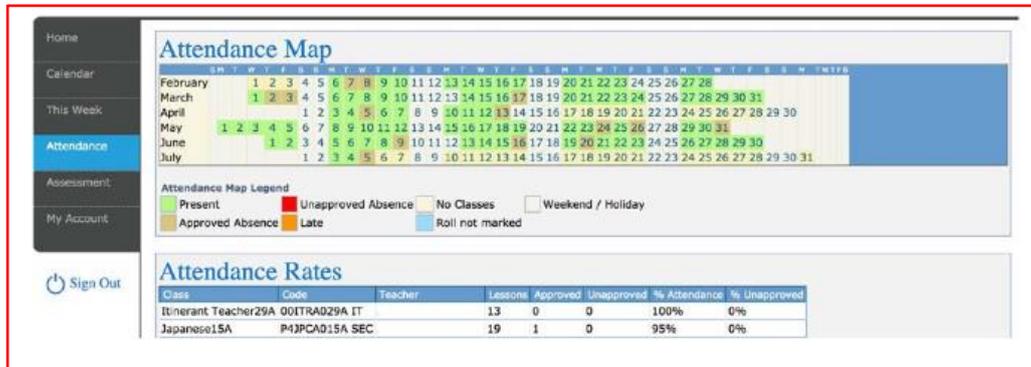
Symbols: ✓ Marked as present ✗ Marked as absent, approved ✖ Marked as absent, unapproved ⏰ Marked as late 🗳️ Roll has not been marked

Tasks and Homework:

- Task:** Weekly Work - Term 2 - Week 10. Status: Work has not been received. Published: Year 4 SOTA Set: 4/07/2017.
- Task:** SET Summary - Term 4 HPE. Status: No published results for this task. Published: Primary SOTA - Year 39 Published: 8/12/2016.

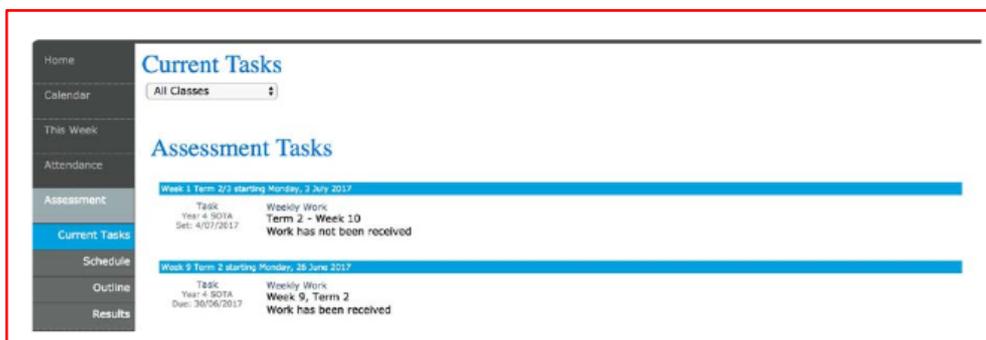
Attendance

View the Attendance Map and Attendance Rate of your student. The different colours help you to identify any patterns in your student's attendance rates.



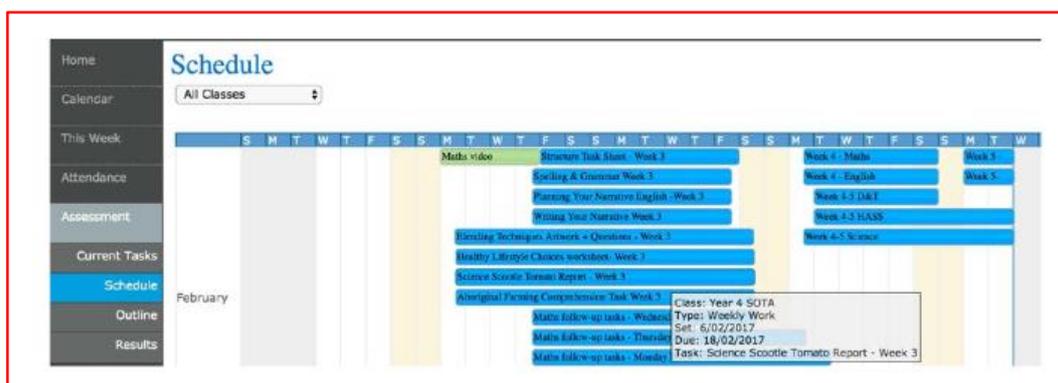
Assessment -- Current Tasks

View the current assessments tasks for the student. Click on the Assessment Task to open assessment task information including the due date, further comments or instructions, the learning areas assessed, attachments and the status of the task.



Assessment -- Schedule

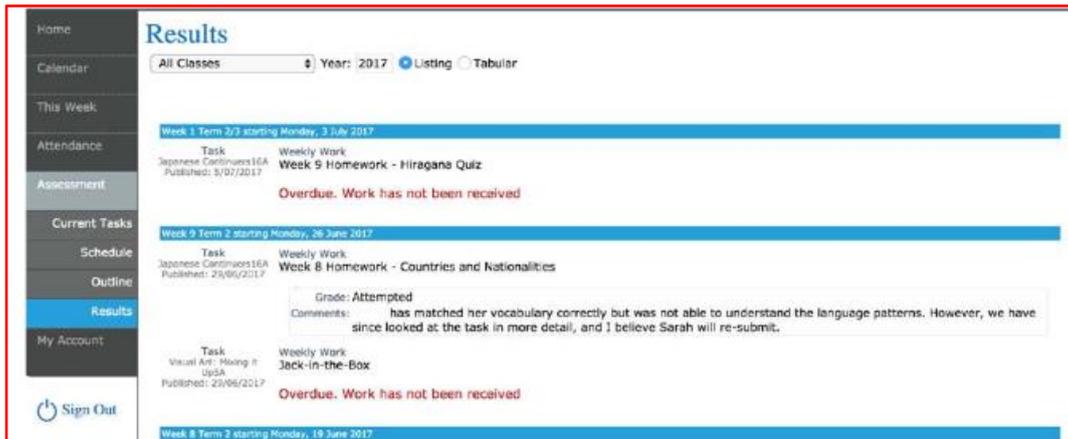
View the assessment tasks scheduled throughout the year. Use the Schedule drop down arrow to select a specific class or all classes. Selecting the Assessment Task will open assessment task information.

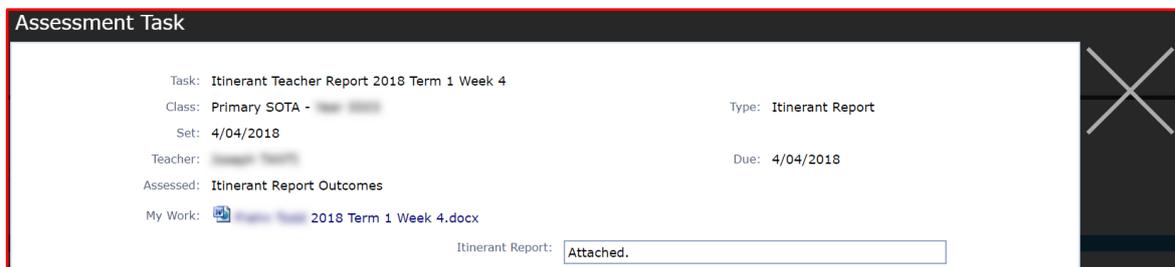


Assessment -- Results

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

Note for SOTA parents: This area is where you can find **Itinerant Reports** left by Itinerant Teachers.





Reports

View Term reports, uploaded at the end of each school term. Click the report name to open the document (or right-click and save target as to download the file), and then scroll past the first blank page. These reports include student attendance rates, progress and comments left by teachers.

