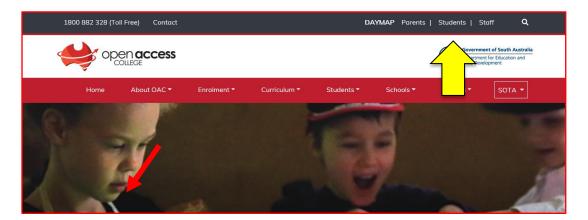




# Daymap Student Helpsheet

## Access Daymap

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



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

÷	open ac	cess	6
Daymap Log	on		
Security		( show e	xplanation )
<ul> <li>This is a public</li> <li>This is a private</li> </ul>	or shared computer e computer		
Domain\user nar Password:	ne:		
			Log On

#### 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 username 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.

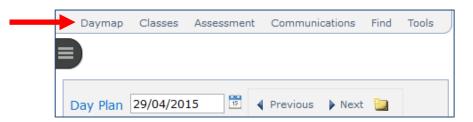




### **Daymap Features**

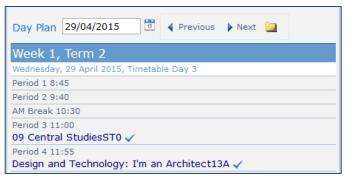
4. From the top menu, roll over **Daymap** to access Day Plan, Timetable, Homework, Report, Portfolio and Mobile Daymap.

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

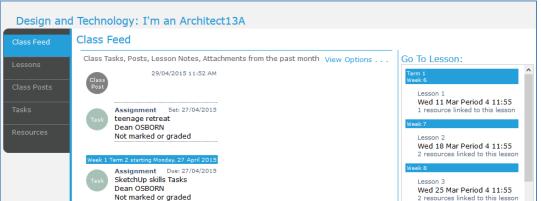


5. **Day Plan** view shows your timetable and subjects for the current day. Any homework or class notes will show next to a timetabled class.

[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



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



9. The Attendance Map and Attendance Rate.

Daymap Clas	sses Assessment Communications Find Tools	Daymap C	lasses	Assessment	Comm	unications	Find	Tools
Student Summ 151445	Show Results For 2015 Go	Student Sum	nmary					
Details	Attendance Map	151445		Show Res	ults Fo	r 2015	Go	
Attendance Map	SMTWTFSSMT W T F S S M T W February 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 1	Details	Atl	Attendance Rate				
Attendance Rate	March         1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 1           April         1 2 3 4 5 6 7 8 9 10 11 12 13 14 1	Attendance Ma	p CI			Code	Teac	her
Assessment		Attendance Rat		ertificate III Ear		EC31138A	Rach	ael
	Attendance Map Legend Present Unapproved Absence	Assessment		nildhood Educat nd Care8A	tion	VET	SAVA	AGE
	Approved Absence Late		то	TAL				

- 10. The Assessment tab shows any published results for assessment tasks the teacher has set and marked.
- 11. 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*).

	Daymap	Cla	sses	Assessm	nent	Commur	nications	Find	d	Tools	
Ξ			Diar	/	н						
			Clas	s List							
	Class List	_									
	Show cla	sses	for t	his year	$\bigcirc$ Sh	ow all da	asses inc	ludin	ng p	revious	years
	Class Code		Subje	ect			Latest				
	2WPCF0244	12	Work	place Pra	actices	s - Sport	10/04/20	015	Cla	ss Plans	

12. 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.

	Daymap	Classes	Assessment C	Communications	Find Tools					
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Í	Class 🔺	ent Tasks								
								1		
	TaskI	D Class		Туре	Task	Set	Due	Teacher	Assessment	Status
	- Tasl	cs: {0}								
	<u>30220</u>	Workplac	e Practices - Sport24	4A Assignment	The Changing Nature of Wo	rk 31/03/15	27/04/15	Marg LAMBERT	Graded	Your work
	<u>27976</u>	Workplac	e Practices - Sport24	4A Assignment	Work in Australian Society	13/02/15	6/03/15	Marg LAMBERT	Graded	Your work

HELPSHEET





13. 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.

Daymap Cla	isses Assessment Communications Fin	d Tools	<b>©Day</b> map
Daymap Mess	ages w Message 🚴 Reply 🎯 Delete 🏙 Search	Refresh	
Inbox Sent Deleted	Messages	From: To:	Message sent on 1/07/2014 11:55 AM
Drafts My Groups	BETCHING .	1407.03	The Party of Mar

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 are experiencing trouble with Daymap, please call the Open Access College Learning Technology Helpdesk on 8309 3500 x 3, or email <u>Learning.Technology@openaccess.edu.au</u>.