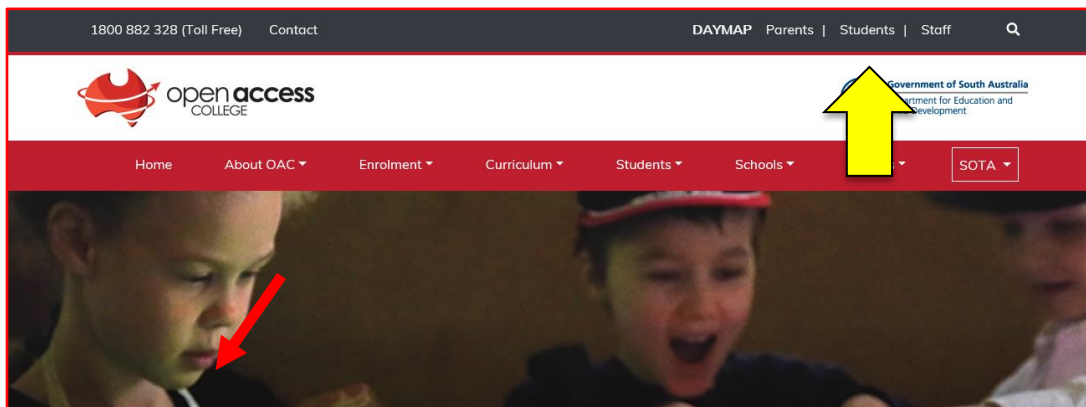


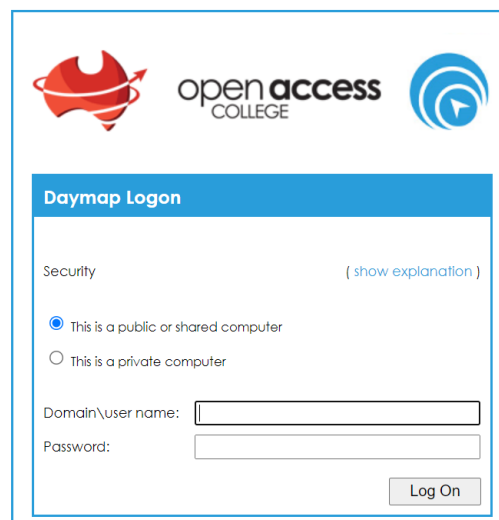
Daymap Student Helpsheet

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**.



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:

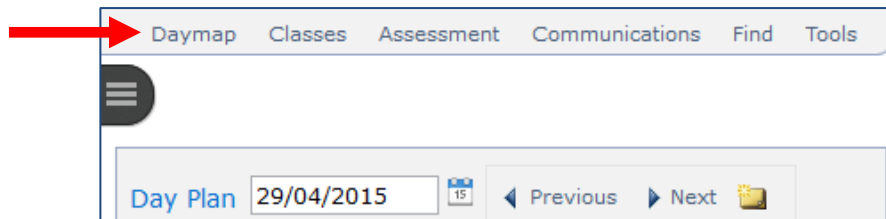
The Password is your date of birth backwards i.e. `<year><month><date>`.

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

Daymap Features

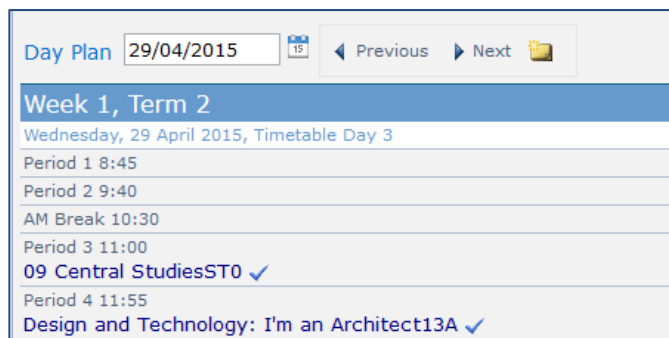
- From the top menu, roll over **Daymap** to access *Day Plan, Timetable, Homework, Report, Portfolio* and *Mobile Daymap*.

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

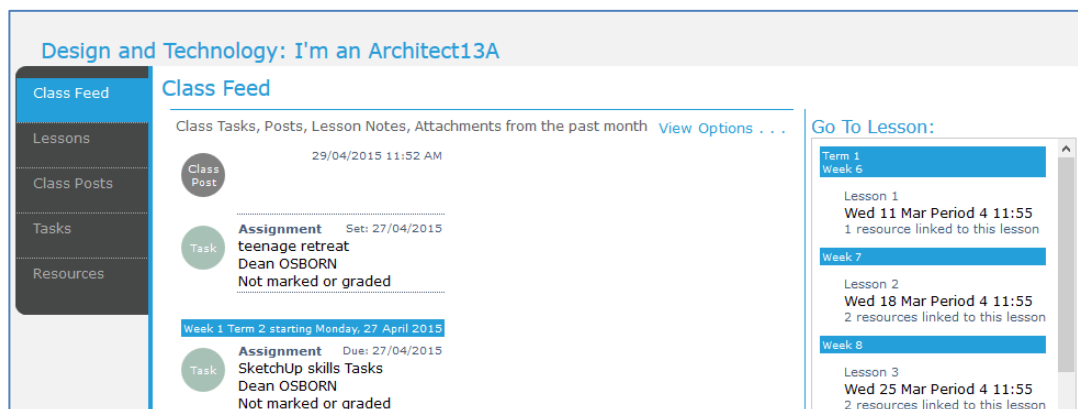


- Day Plan** view shows your timetable and subjects for the current day. Any homework or class notes will show next to a timetabled class.

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

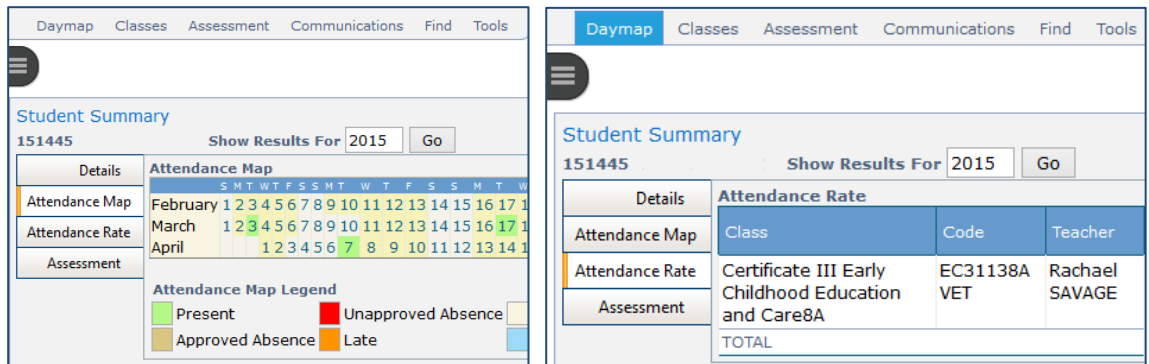


Click on a class name to view feeds, lessons, posts, notes, attachments and tasks related to that



- 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*.

9. The Attendance Map and Attendance Rate.



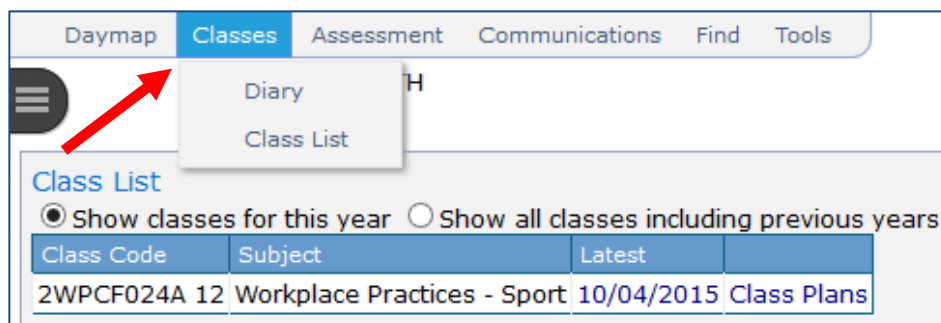
Attendance Map Legend

■ Present	■ Unapproved Absence
■ Approved Absence	■ Late

Attendance Rate	Class	Code	Teacher
Attendance Rate	Certificate III Early Childhood Education and Care8A	EC31138A VET	Rachael SAVAGE
Assessment	TOTAL		

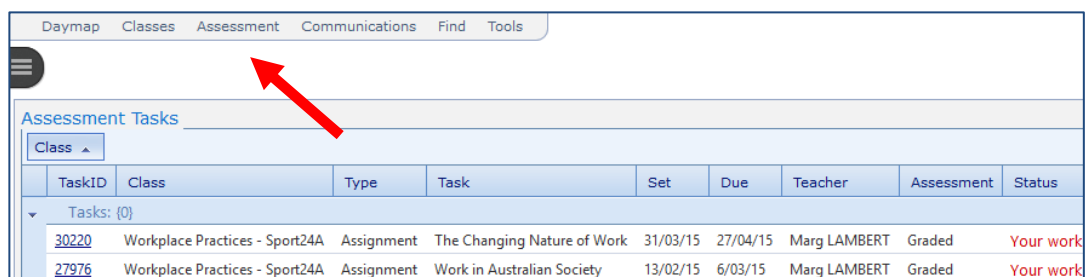
10. The *Assessment* tab shows any published results for assessment tasks the teacher has set and marked.

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*).



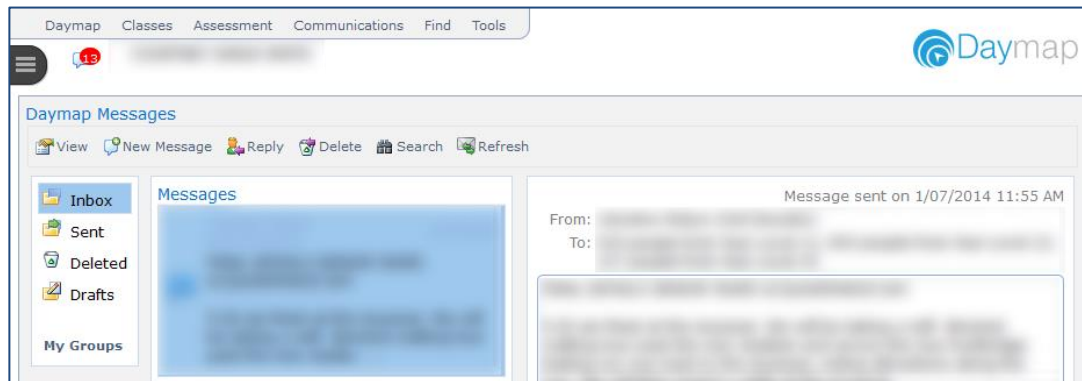
Class Code	Subject	Latest
2WPFC024A 12	Workplace Practices - Sport	10/04/2015 Class Plans

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.



TaskID	Class	Type	Task	Set	Due	Teacher	Assessment	Status
30220	Workplace Practices - Sport24A	Assignment	The Changing Nature of Work	31/03/15	27/04/15	Marg LAMBERT	Graded	Your work
27976	Workplace Practices - Sport24A	Assignment	Work in Australian Society	13/02/15	6/03/15	Marg LAMBERT	Graded	Your work

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**.



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 Learning.Technology@openaccess.edu.au.