DAYMAP: STUDENT PORTAL

Using Daymap

How to access Daymap

1. Type the following URL into an Internet search engine:
   https://beerwahshs.eq.daymap.net/

2. Select the DayMap link on the Beerwah SHS website

Access the Daymap site
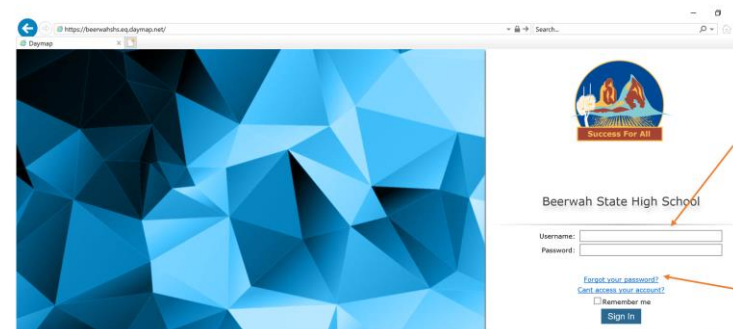
Enter your username and password.

Your username is the same as school. The password isn't.

If you do not know your Daymap password, click **"Forgot your password?"**

Forgotten Password – Step 1

1. Put in your Daymap account name (same as your school username – not your email address)

2. Click the Reset Password Button

3. A message will appear telling you to check your school email (https://webmail.eq.edu.au)

Forgotten Password – Step 2
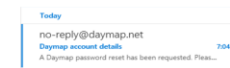
1. Check your webmail and their will be an email from no-reply@Daymap.net *(check your junk folder if it isn't in your Inbox)*

2. In this email will be a link to reset your password *(move the message to the inbox if the link does not work)*

3. Type in your new password and then type it a second time to make sure you typed it correctly. Click **"Submit Password Change"**

4. A message will tell you your password has been successfully updated

5. You can now log into Daymap

Daymap – Timetable view
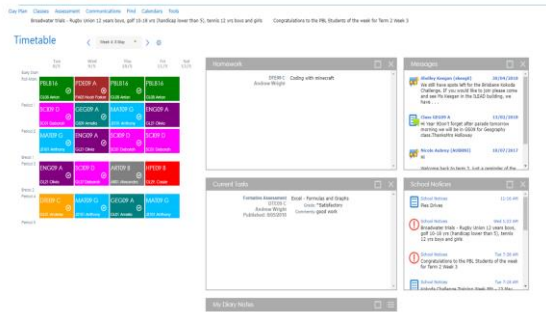
This screen will show students:

1. The current week

2. Their timetable for the current week. Showing the attendance as marked by teachers (tick or cross in lesson)

3. Any Homework set by teachers

4. Any assessment tasks set by teachers

5. Any messages from school staff

6. The school notices

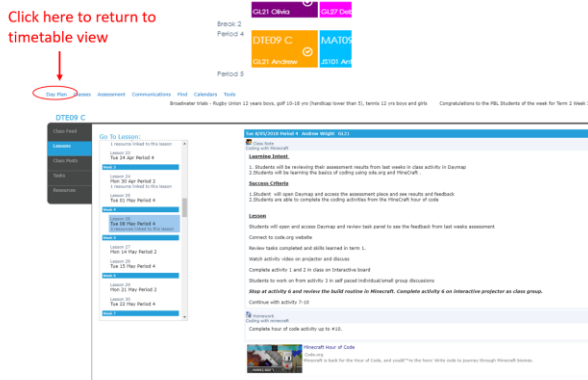7. Their own dairy notes (that they can add)

School Notices
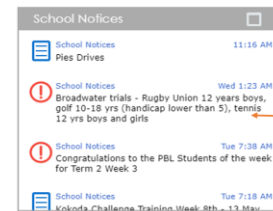
1. Scroll up and down the School Notices section to look at the notices

2. Click on any notices to read them

3. The notice will open in a panel to be able to read the full notice.

4. Click the X, to close the notice

Checking class notes from teachers

Click here to return to timetable view

Click on a class in the Timetable to access the class notes

This screen will show the lessons for the class and any class notes that the teacher has added to the class.
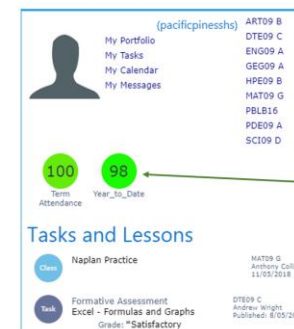
This section will allow the student to access:

- Class Feed
- The lessons for the class (past and future)
- Class posts – messages from the teacher to the students in the class
- Assessment tasks to be completed
- Resources added to the class (files, links etc)

Checking Attendance – Indicators
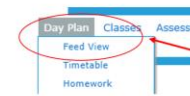
To see attendance indicators go to:

Day Plan
    Feed View

On this Page you will see 2 indicators

- Term Attendance (current term only)
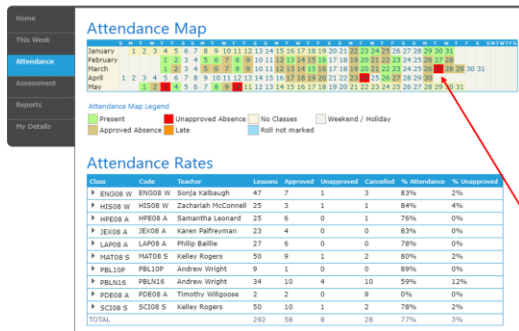- Year_to_date   (every school day so far this year)

As long as these are **GREEN**, everything is good.

If they are Orange or Red, we need to check the Attendance Map. To do this, click on **My Portfolio**, at top of the panel

Checking Attendance – Attendance Map

The My Portfolio Page has 6 sections:
- Home
- This Week
- Attendance
- Assessment
- Reports
- My Details

Attendance will show us where we have issues affecting the colour of the indicators.

Anything showing as RED, shows full day absences

Students – Adding your own Diary entry

To add your own Diary entry in Daymap, click on
Classes
Diary

Choose New Diary Entry

Choose the date for the Entry

Choose the class from the Drop down list

Type your entry into the text panel

When you have finished, click **Save & Close**