



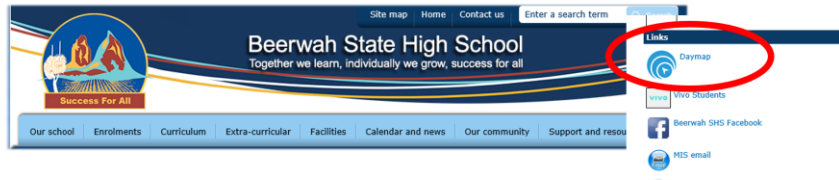
# Beerwah State High School

## DAYMAP: SUBMITTING ASSESSMENT (student)

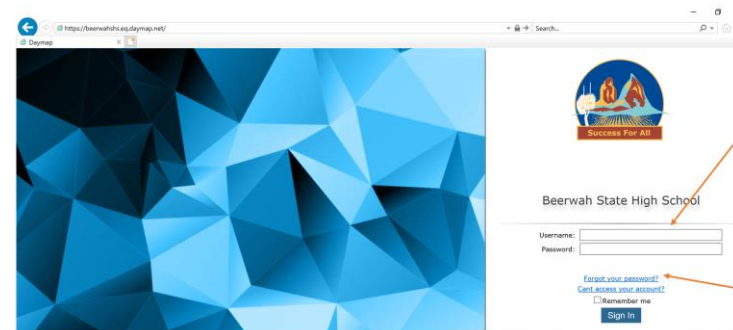
### Using Daymap

#### 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

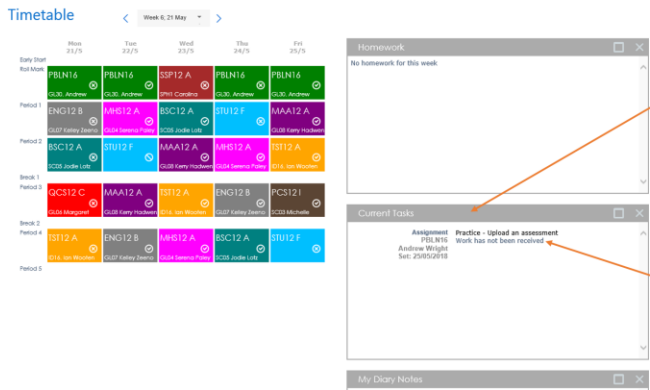


Enter your username and password.

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

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

### Current Assessment Tasks



All current assessment shows in the Current Task Panel.

To see more details and to submit work click on the task

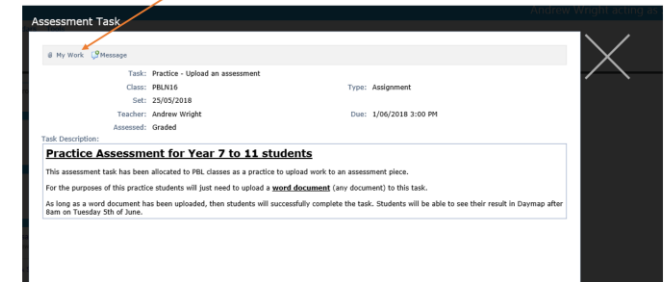
### Task Details Screen

All relevant details on the task show on this screen.

This screen shows:

- When the task was set (became visible)
- When the task is due
- Details about the assessment piece
- Any attachments (task sheet, criteria sheet, website links etc)
- Submit your work to your teacher using the **My Work** link at the top.

Click **My Work** to submit your assessment piece to your teacher



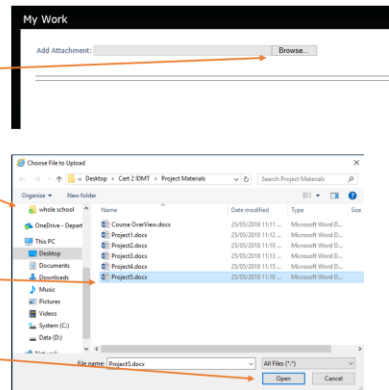


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## Submitting your work to your teacher

After you click My Work, you will be taken to this screen to find the file.

1. Click Browse
2. Change to the folder that has the assignment you want to submit
3. Choose the file
4. Click Open



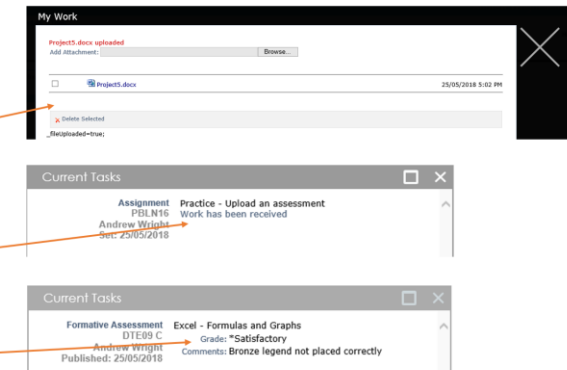
## Assessment Submitted Successfully

After you click open, you will return to the **My Work** screen and your uploaded file will show.

If you have Submitted the wrong document, you can choose the file and delete it on this screen.

Return to the Timetable view and your Current Tasks panel should show **"Work has been received"**. Refresh the webpage if this message does not show.

After the task has been marked, you will see your result (and any comments) beside the task.





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## 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)

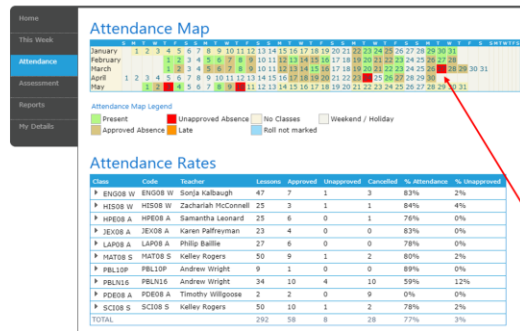
As long as these are **GREEN**, everything is good.

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



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## 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**