

## Accessing Daymap and basic how to guide

Daymap is Glossop High Schools Learner Management System. This means it is your first point of call for all your learning needs as a student. Daymap gives you as a student access to:

- Your timetable;
- Online access to your Lesson materials and resources;
- Online access to all your assessment tasks;
- A place to upload your work;
- A place to check your grades and feedback on work from teachers;
- A way to communicate directly with your teacher;
- Way to access student bulletin;
- Nominate for school events and student leader positions;
- Report bullying and harassment;
- And so much more.

To access Daymap either:

1. Click on the Daymap icon at the bottom of the page on our schools website - <https://glossophs.sa.edu.au/>



2. Click on the Daymap tab on the Glossop High School – Student Portal on Microsoft Teams



3. Click on the Daymap icon available on the desktop of all school Laptops and computers
4. Directly through the following website - <https://daymap.glossophs.sa.edu.au/daymap>
5. Or through the Daymap app available from the Apple App and Google Play stores on your phone.

To login to Daymap you will need to enter your school computer login details. These are the same login details you use to log onto a computer at school.

Username: firstname.lastname

Password: the password you have set

When you login you will see the following screen:

When you login you will see the following screen (locations of key areas are included):

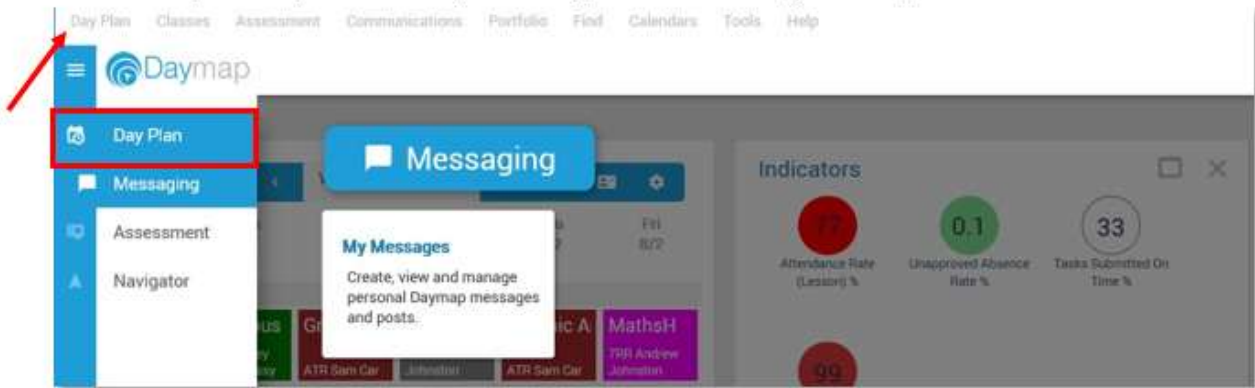
The screenshot displays the Daymap student dashboard interface. Three callout boxes highlight key areas:

- Blue Callout:** "Access all Learning Materials and resources for you Online Learning Program Subjects". It points to the "Diary" section on the left, which shows a schedule for Monday, 30 March 2020, with subjects like English and Outdoor Education.
- Yellow Callout:** "Access your Daymap Messages to contact your teacher or to send them completed work". It points to the "Messages" section in the center, which lists various communications from teachers and staff.
- Green Callout:** "Access your Assessment Tasks, Upload work and check grades and results for set tasks". It points to the "Tasks and Lessons" section on the right, which lists assignments such as "External Component - Comparative Analysis" and "Formative - SHE Task".

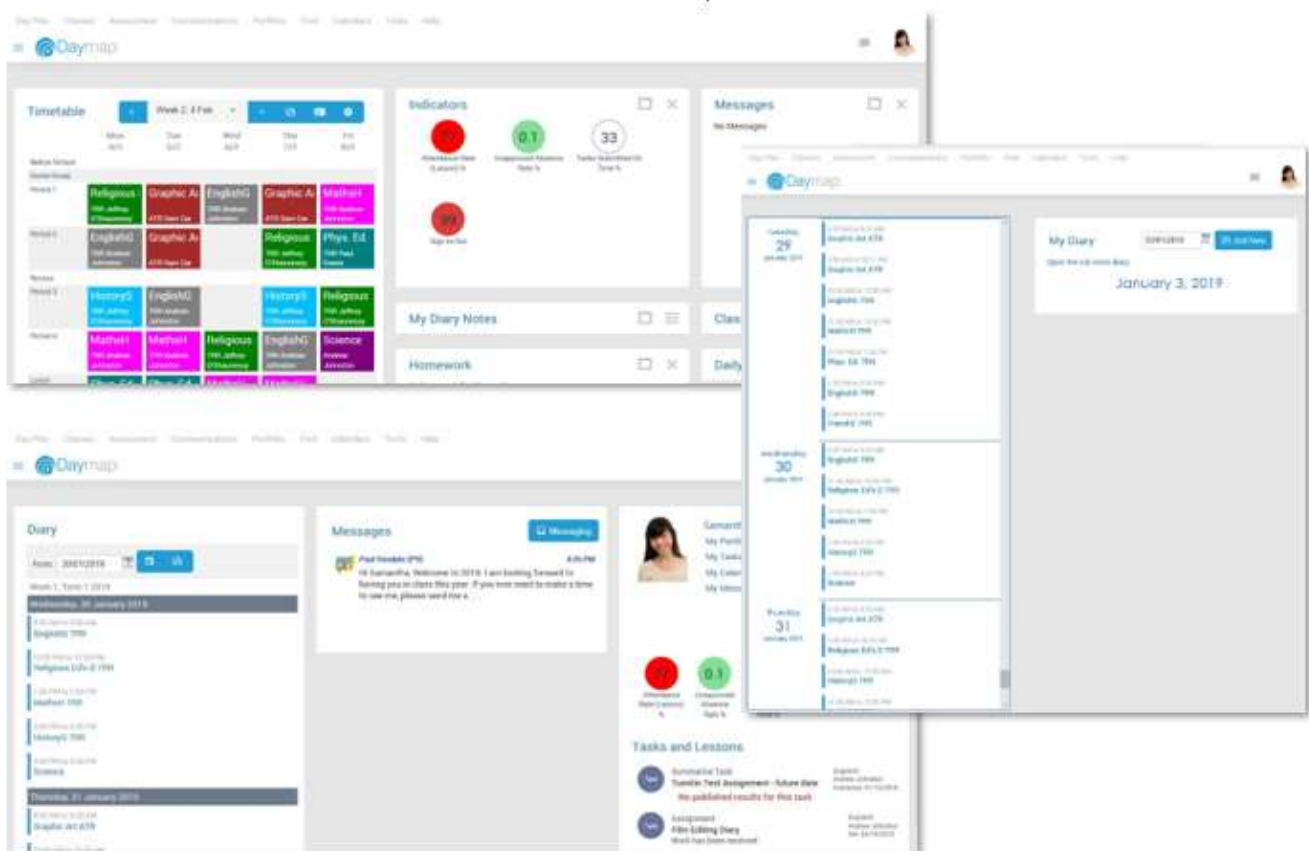
Additional visible elements include a top navigation bar with "Daymap" and "Diary" tabs, a "Diary" section with a date filter set to "30/03/2020", a "Messages" section with a "Messaging" button, and a "Tasks and Lessons" section with a "PHOTO" placeholder and "Student Name" field. A blue banner at the top right indicates "SCHEDULED DAYMAP MAINTENANCE - WED 22/4/20".

## Dayplan

This is where you view your timetable, Select Dayplan from the Navigator or top menu.



You can select between 3 different views Timetable, Feedview and Diary:

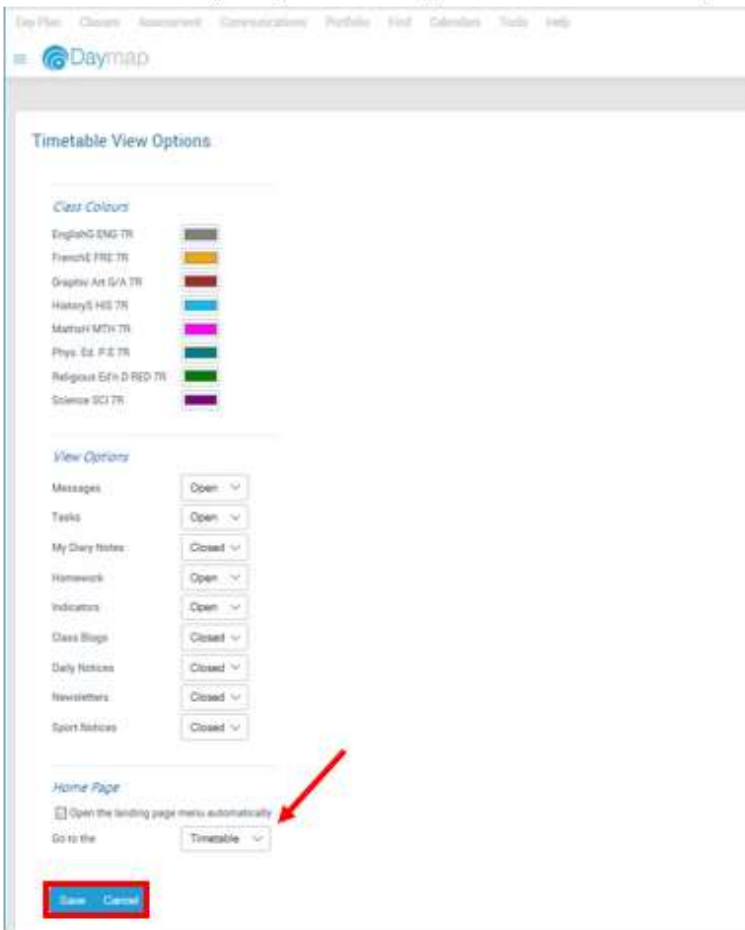


## Choosing your view

Select **Timetable** from the top menu and then click the **Settings** icon

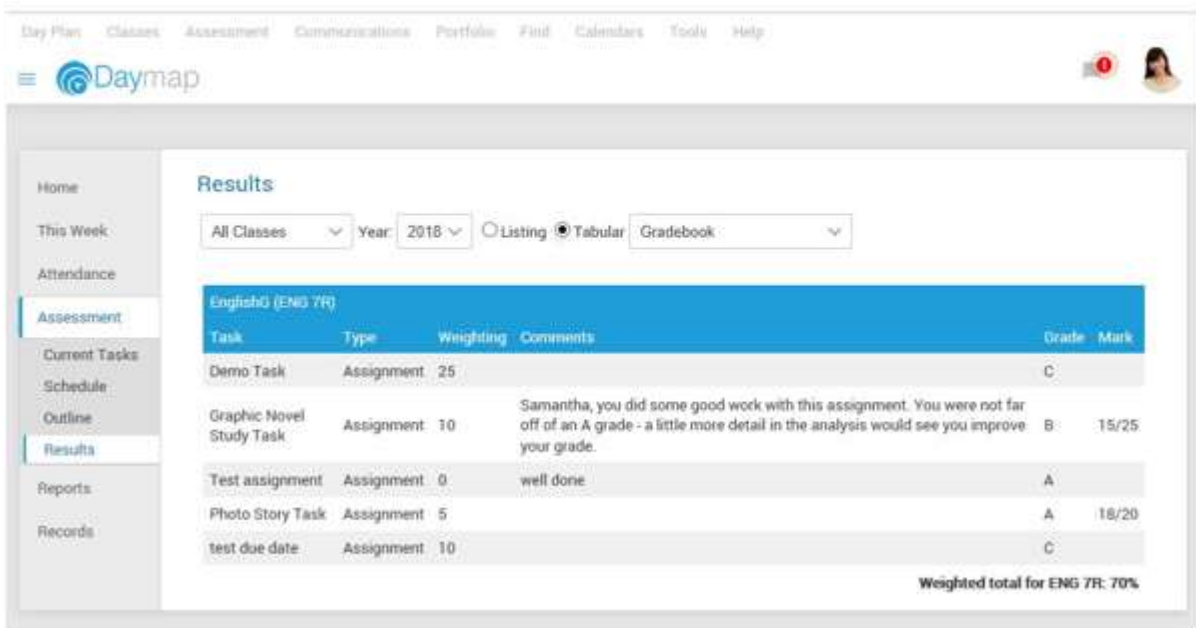


If using the Timetable view, select the colours and what you would like to see on the right of the screen, at the bottom select your preferred Dayplan and the click **Save**,



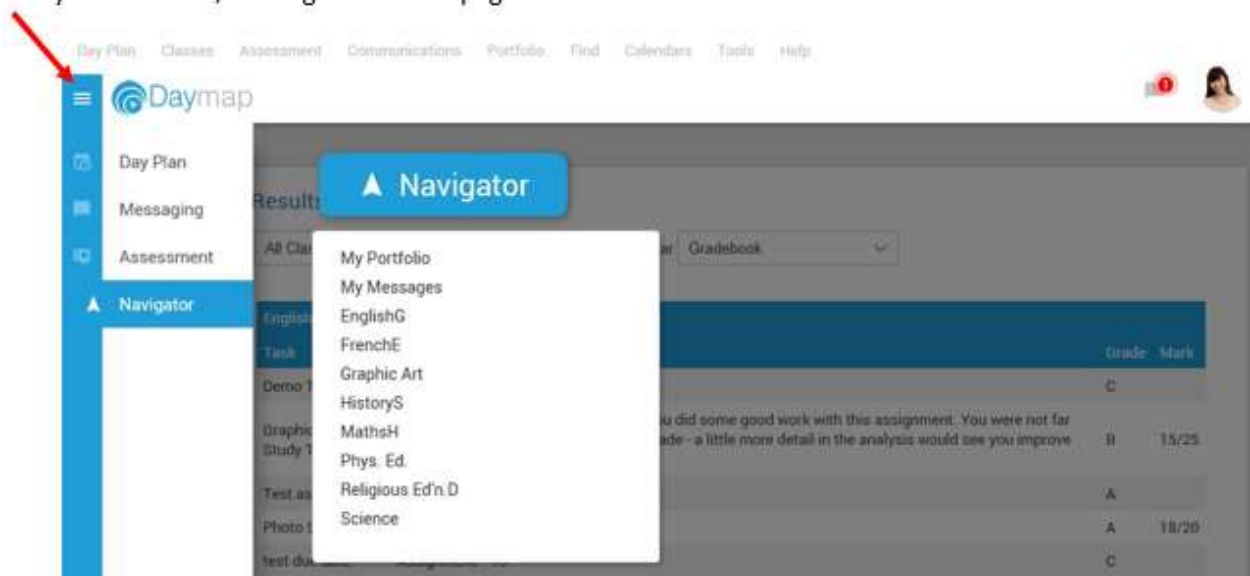
## Portfolio

Access the Portfolio from your chosen Dayplan to see your attendance, homework, upcoming tasks and results.



# Navigator

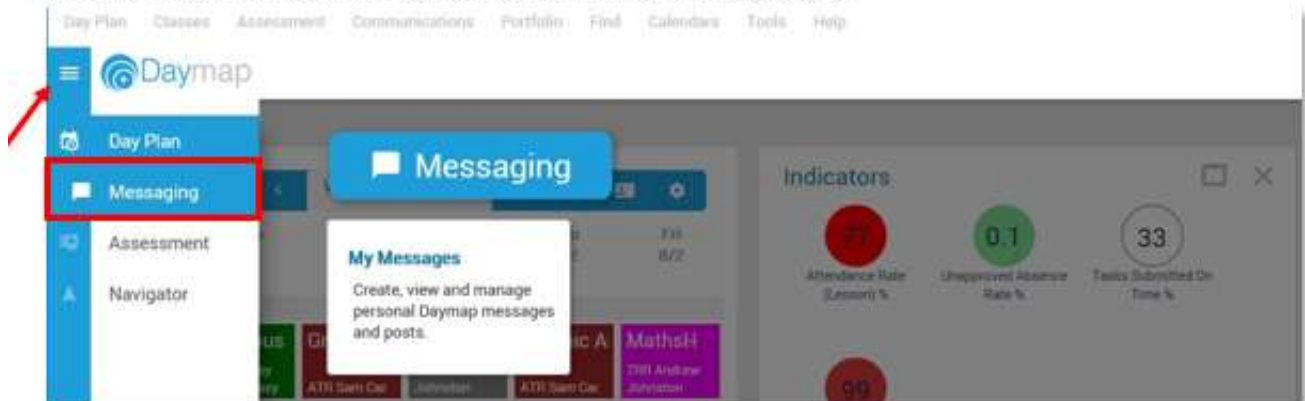
No matter where you are in Daymap, click the Hamburger Menu to access the Navigator for quick access to your Portfolio, messages and class pages



## Messaging and Communication in Daymap

Daymap allows you to see personal messages, Bulletin Notices and group messages. Ensure you check your messaging page regularly to avoid missing important information.

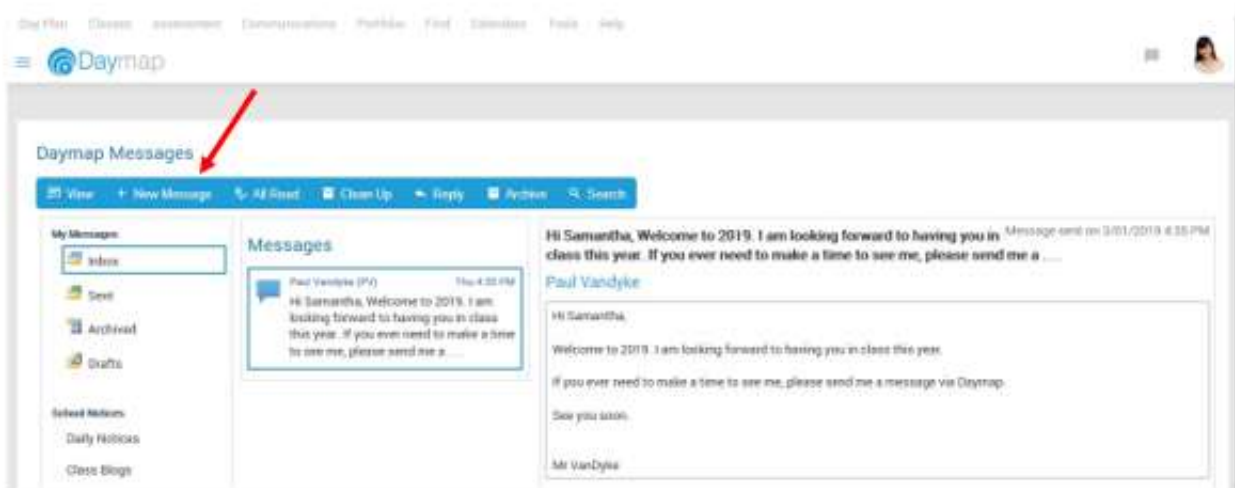
From the **Navigator**, select **My Messages** to go to your Messaging page.



### My Messages

My Messages holds personal messages to you from teachers. Any replies to these messages will only go to the teacher. |

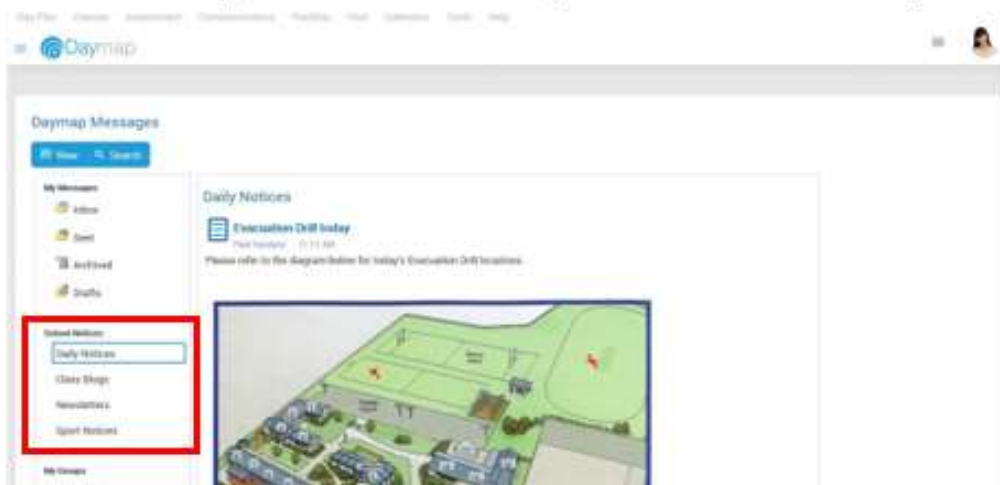
You can also select **New** to send a message to a teacher.



## School Notices and Bulletins

The School Notices section is where you will find bulletin notices.

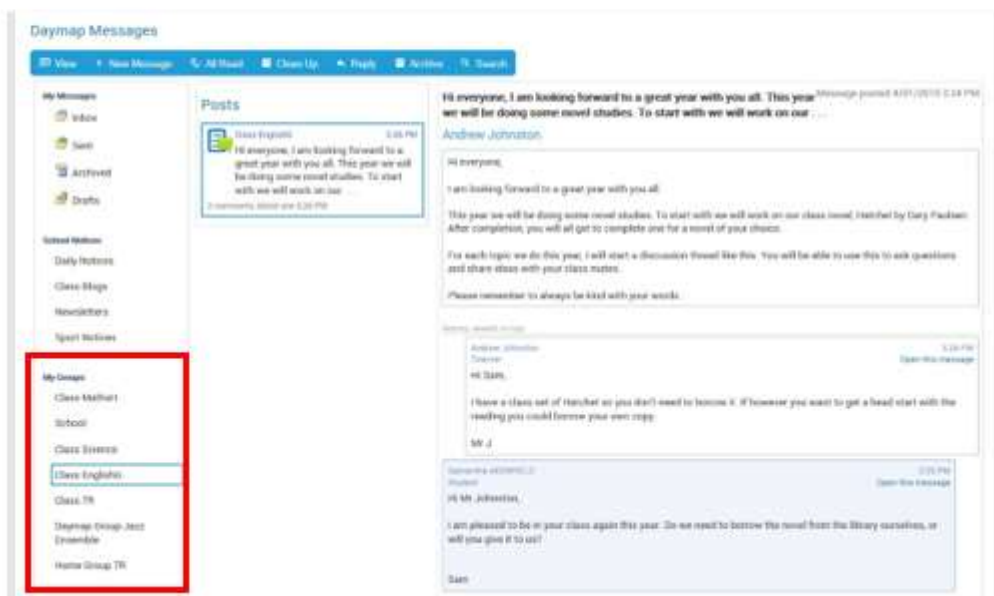
Some schools arrange these in different folders, click on each folder to see any new messages.



## My Groups

In the **My Groups** section, you will see Group Posts for any classes or other Groups (Sports team, instrumental groups etc) you belong to.

Messages in this section are group discussions and your replies will be seen by everyone in the group.



# Accessing your assessments

Task information can be found in multiples places.

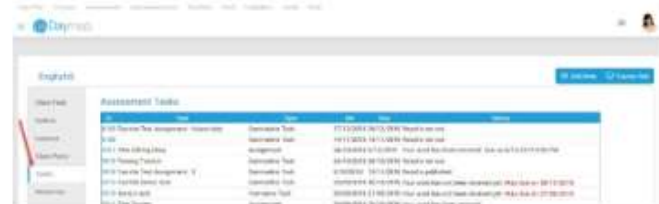
1. From your Timetable:



2. The assessment tab from your portfolio



3. Tasks on the class page



4. The task list (accessed via the Attendance menu)



## Assessment Information

To see the details of your task, click directly on the task from the Timetable or Portfolio or the Task ID from the class page or assessment list.

On this screen you will be able to see detailed information about the task and access any attachments, you can also check the due date or if the results have been returned to you.

You can click the Message button to send the teacher a question about the assignment and how you can submit it.





## Submitting your work

To submit your work electronically, locate the task and open the assessment information, click **My Work**.

**Assessment Task**

[My Work](#) [Message](#)

Task: Film Editing Diary  
Class: EnglishIG Type: Assignment

Attachments: [testfile.txt](#)  
[rockstar.jpg](#)

Set: 2/01/2019  
Teacher: Andrew Johnston Due: 6/12/2019 6:00 PM

Assessed: Graded and Marked out of 25  
Status: Your work has been received

My Work: [What does Daymap do docs](#)  
[Hillary CLINTON - 3212.pdf](#)  
[Jane BARKER - 3142.pdf](#)

Task Description:

During our study of **film editing** keep a diary of each film we study and record your thoughts about the editing choices that have been made.

Keep different headings for:

- \* sound
- \* scene changes
- \* deleted scenes

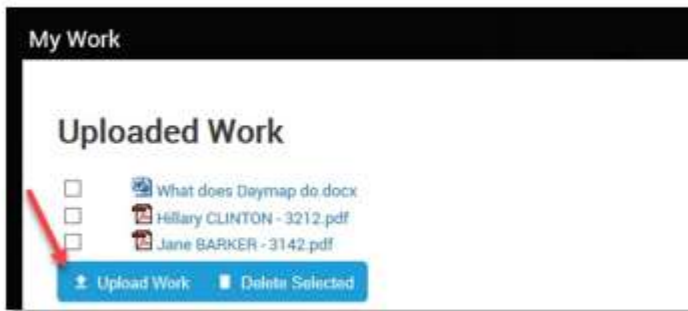
Your diary must include not only the details of the editing choices, but your own views about these choices. For example:

- \* Do you agree with the editor's decision? Why or why not?
- \* What would you do differently?

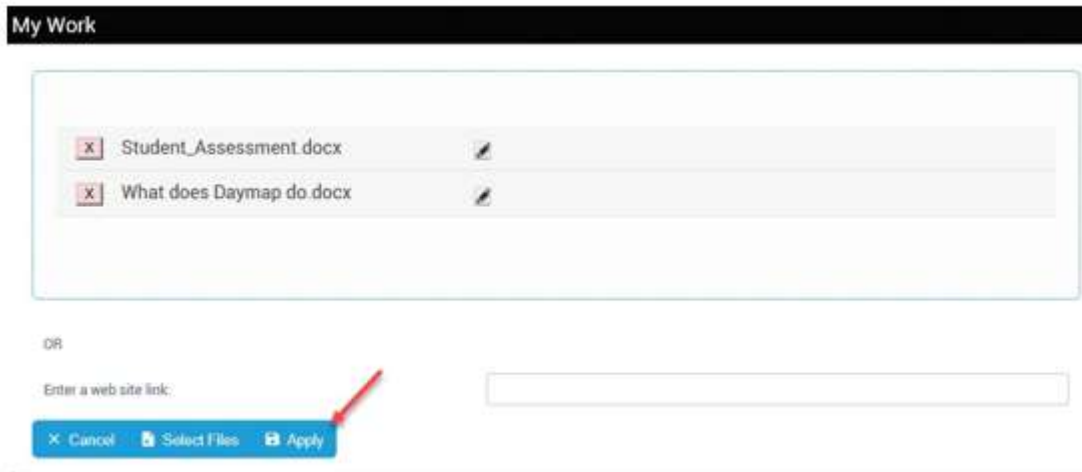
Your diary should be a minimum of 200 words per film studied and is due at the end of the unit.

***If the My Work button is not visible, you will need to speak to your teacher as your work might be overdue or they may wish to receive the work a different way.***

After clicking **My Work**, you will see any work you have already uploaded for the task. To add files. Select **Upload Work**



Drag and drop to add 1 or more documents, or browse to select a single file and then choose **Apply**.



## Checking your results

To view your results and feedback for an assignment, go to your Portfolio and select Assessment, then Results. Use the drop-down list to select a specific subject.



If the teacher has returned your uploaded mark electronically, you can access it by clicking on the task. The returned work will appear under your work:

**Assessment Task**

Task: Graphic Novel Study Task  
 Class: EnglishG  
 Type: Assignment

Attachments: [Daymap Sample Document New.pdf](#)  
[interrptions.giz](#)

Set: 22/01/2018  
 Teacher: Andrew Johnson  
 Due: 26/05/2018 2:37 PM

Assessed: Graded and Marked out of 25  
 Status: Results have been published

My Mark: [Assessment Marking Guide.pdf](#)  
[Sahartha ANCHFIELD\\_Assessment Marking Guide.pdf](#)

Grade:   
 Mark: 15 / 25

Comments: Sahartha, you did some good work with this assignment. You were not far off of an A grade - a little more detail in the analysis would see you improve your grade.

Task Description: In class, you have selected a Graphic Novel to read and use for this task. Complete each section based on the Graphic Novel you have studied.

## Planning your time

To help you plan what to do next, use the Assessment Schedule in your Portfolio. Here you can see a calendar showing due dates for your assignments. Click on a task to see the task information.

Daymap Classes Assessment Communications Portfolio Files Calendar Tools Help

Daymap

Home  
 This Week  
 Attendance  
 Assessment  
 Current Tasks  
 Schedule  
 Outline  
 Results  
 Reports  
 Records

**Schedule**  
 EnglishG

Month	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
January																							
February																							
March																							
April																							
May																							
June																							
July																							
August																							
September																							
October																							
November																							
December																							

Assignment
  Summative Task
  Summative
  Outcomes Based Assessment
  Formative Task