

Daymap Parent Portal is an extension of the Daymap Learning Management System. It combines communication and student management, by providing parents with access to key school and student information on their child's learning behaviour, progress and performance.

## Accessing Daymap Parent Portal

Daymap Parent Portal (called Daymap Companion) can be accessed using a login and password per parent. The easy-to-use system allows parents to access details for all their children enrolled in the school, anywhere and anytime.

The Daymap Parent Portal log in screen is shown below. This can be found by using the URL address that the school has provided.

<https://mitchamgirlshs.daymap.net/portal/>



Mitcham Girls High School

[Staff and Students click here for Daymap](#)

Username  
Password

[Sign In](#)

[Forgot your password?](#)  
[Can't access your account?](#)

An account will be created automatically based on your enrollment details. Please contact the school ICT Team should you have any issues with the creation of this account or problems logging in.

For first time users, or existing users with password issues, you can click **Forgot your password** link at the log on page, and you will be redirected to a password reset page. You will need to enter your email address that is registered at the school. Once details have been entered, click on **Reset Password**. A username and password will be sent instantly to your email account, provided they match the enrollment details for your student.

### Parent Password Reset

Enter the email address you have registered with the school. A link to set your password will be emailed to you.

Email

[Reset Password](#)

[Click here to log on to Daymap Connect](#)

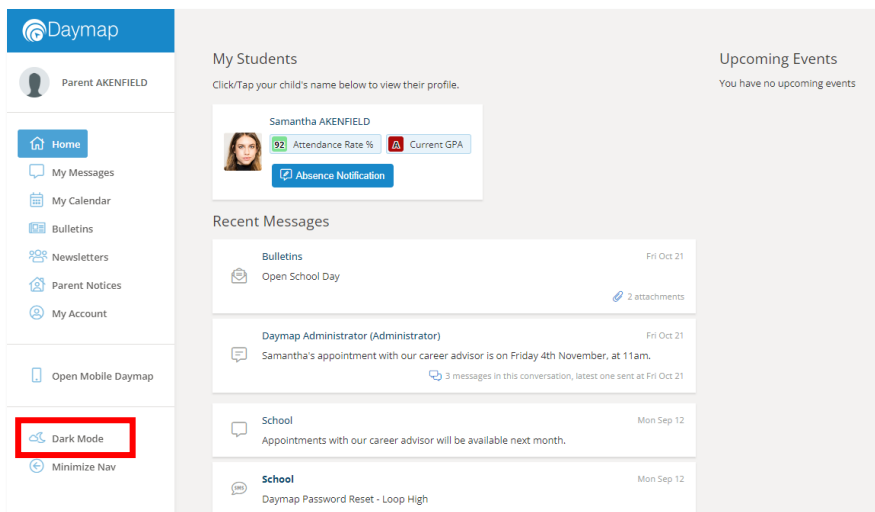
## Daymap Connect

Daymap Connect is navigated via the tabs on the left side of the window to view messages, a calendar of events, school notices and account details.

Schools can customise which tabs are used; therefore, your parent portal may not look exactly like the images below.

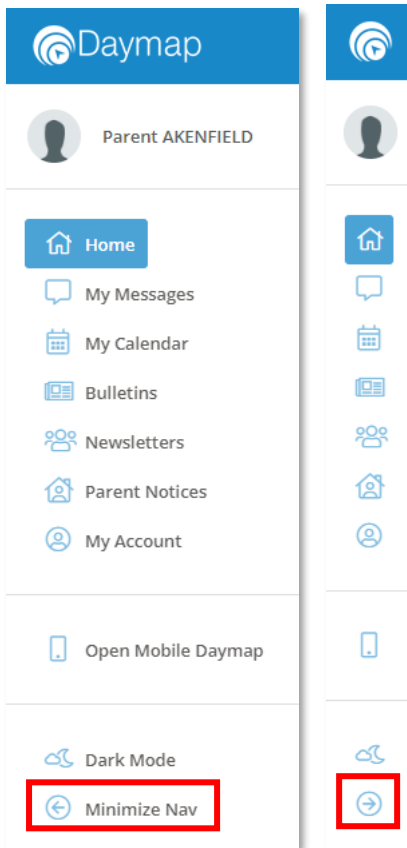
### Dark/Light Mode

The Parent Portal can be used in dark mode, or light mode. Click on the icon to toggle between modes



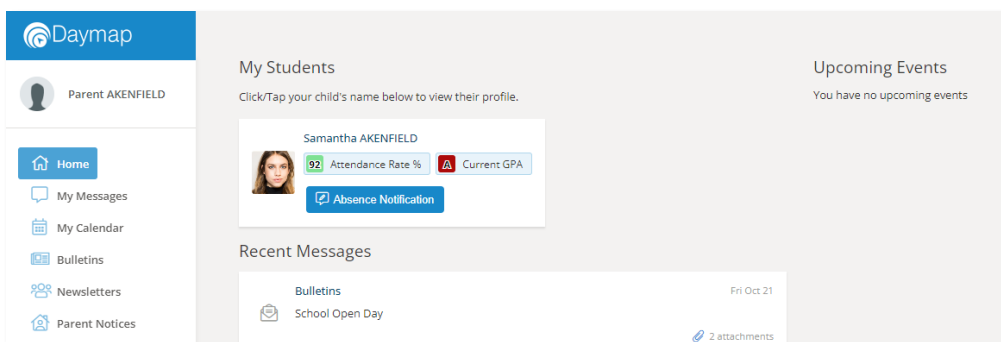
## Minimizing Nav

The navigator on the left-hand side of the screen can be maximized or minimized using the **Minimize Nav** button.



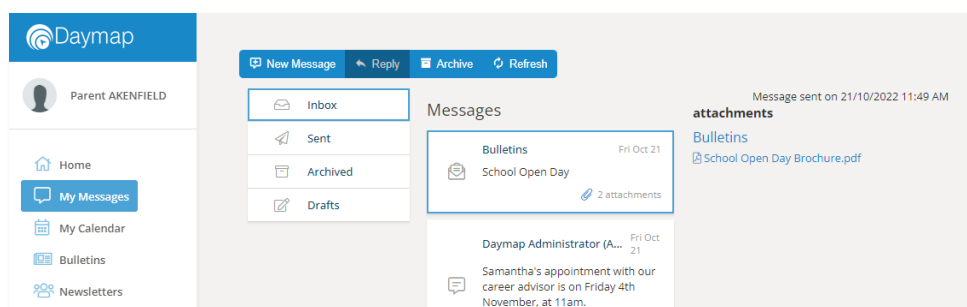
## Home Tab

This is the main page of the Parent Portal. On this page you will see recent messages and upcoming events. Click on a student icon to access information specific to each student (please note: if you have reduced access, you will not see or be able to access individual student information.)



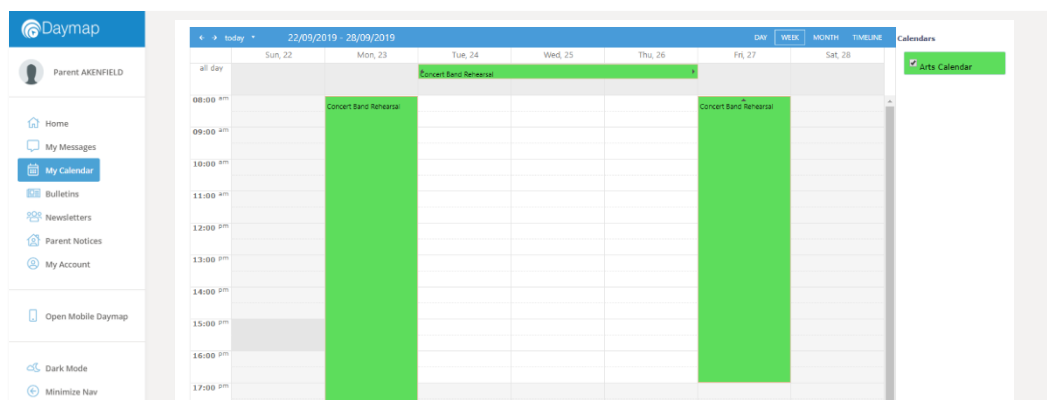
## My Messages

This shows all messages received and sent from the parent portal. This enables you to easily contact teachers about any issues of importance: excursions, reminders, personal matters etc. This is a fantastic tool to keep you up to date and aware of what's happening in your child's classroom. You are able to reply to received messages and receive email notifications on unread Daymap messages.



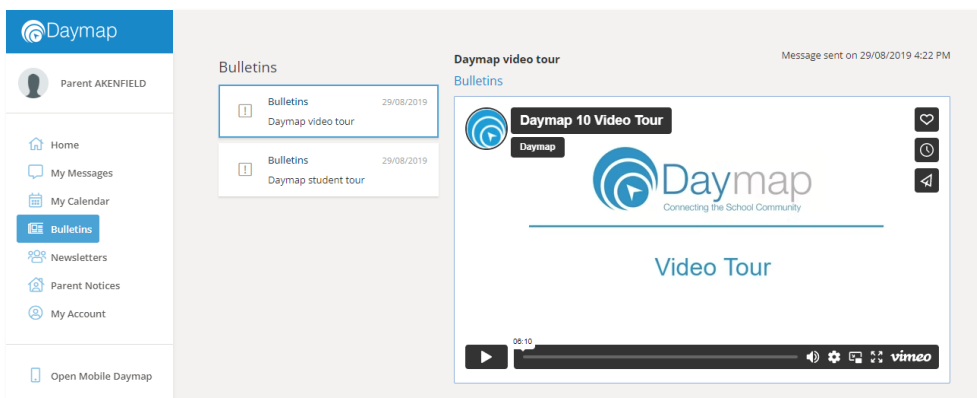
## My Calendar

This provides an overview of events for the year, such as upcoming school holidays, excursions and parent teacher interviews. The Calendar can be viewed by Day, Week, Month or Timeline.



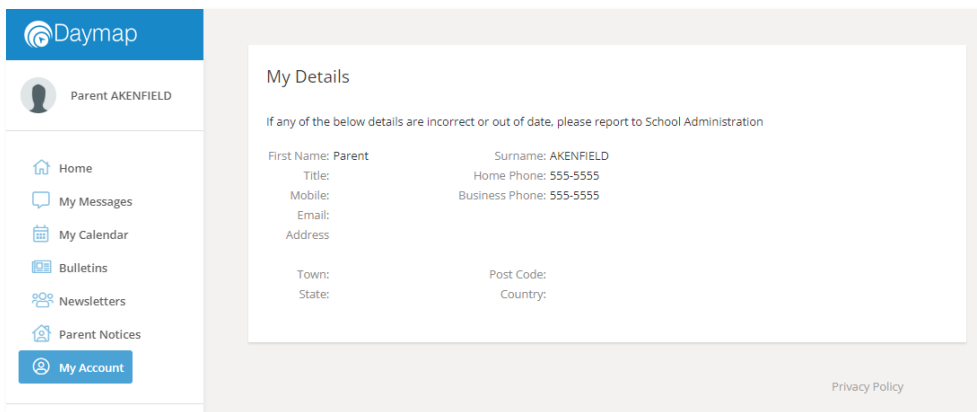
## Communication Folders

Schools will create Parent Notice folders to meet their needs – you may see one or more tabs for viewing information sent by the school.



## My Account

This shows your current contact details, as recorded by the school. Please contact the school to update your details if the information shown here is incorrect.



## Student Profile

From the Daymap Connect home tab, you can click on a child's name to view their student profile which provides more detailed information on their attendance, assessment and details. This assists you to keep track of your child's progress at school.

### Home

The Home Tab displays a snapshot of student activity tasks and homework and any upcoming events. Student Activity is listed in chronological order, the school determines the types of information they will include here. All tasks and homework are shown with the set and due date. Upcoming events displays your child's timetable for the upcoming week.

The screenshot shows the Daymap interface for a parent named Samantha Akenfield. The top navigation bar includes the Daymap logo and the user's name. Below this, a sidebar on the left lists navigation options: Home (selected), Calendar, This Week, Attendance, and Assessment. The main content area is divided into two sections. The left section, titled 'Student Activity', shows a summary for 'Week 37 2022 Full Year (test) starting Monday, 12 September 2022'. It lists two activities: 'Excursion Consent Form' with a due date of 15/09/2022 and a status of 'Pending', and 'Onsite Learning Record' with a due date of 15/06/2021 and a status of 'Present'. The right section, titled 'Tasks and Homework', shows 'Upcoming Events' for Wednesday, 2 November 2022. It lists two events: 'Graphic Art ATR' from 8:59 AM to 9:50 AM, and 'Religious Ed'n.D 7RR' from 10:00 AM to 10:50 AM.

### Calendar

This shows a weekly calendar view of the student timetable and any additional events (this may include excursions or whole school activities). Use the check boxes on the right to filter the items you view when looking at the calendar. The buttons on top of the calendar allow you to change your view from week to month or day.

The screenshot shows the Daymap interface for a parent named Samantha Akenfield, displaying the 'Calendar' tab. The top navigation bar includes the Daymap logo and the user's name. Below this, a sidebar on the left lists navigation options: Home, Calendar (selected), This Week, Attendance, and Student Documents. The main content area shows a weekly calendar view for the period 30/10/2022 to 5/11/2022. The calendar is organized by days of the week (Sun, 30 to Sat, 5). The time slots are labeled on the left: all day, 08:00 am, 09:00 am, 10:00 am, and 11:00 am. The calendar cells show various activities: 'Graphic Art ATR' on Sun, 30 and Mon, 31; 'English 2020 7RR' on Mon, 31 and Tue, 1; 'Graphic Art ATR' on Tue, 1; 'Religious Ed'n.D 7RR' on Tue, 1 and Wed, 2; 'MathsH 7RR' on Wed, 2; 'Phys. Ed. 7RR' on Thu, 3; 'Science' on Fri, 4; and 'English 2020 7RR' on Sat, 5. A 'Calendars' sidebar on the right shows a checkbox for 'Class Lessons' which is checked.

## This Week

This shows your child's timetable and attendance for the week at a glance and in real time. This tab also displays any Assessment Tasks and Homework for the week. Clicking on the homework or task will allow you to view all information and any attachments added.

The screenshot shows the Daymap interface for a parent, Samantha Akenfield. The 'This Week' tab is selected, displaying a weekly timetable and attendance summary. The week starts on 30/10/2022. The attendance rate is 92%, and the current GPA is A. The timetable shows classes for Home Group, Period 1 to Period 6, Lunch, and Test. The attendance summary shows the student's status for each class.

| Time          | Mon 31/10     | Tue 1/11         | Wed 2/11         | Thu 3/11         | Fri 4/11     |
|---------------|---------------|------------------|------------------|------------------|--------------|
| Before School | Before School |                  |                  |                  |              |
| Home Group    |               |                  |                  |                  |              |
| Period 1      | Graphic Art   | English 2020     | Graphic Art      | MathsH           |              |
| Period 2      | Graphic Art   |                  | Religious Ed'n.D | Phys. Ed.        |              |
| Recess        |               |                  |                  |                  |              |
| Period 3      | English 2020  |                  | HistoryS         | Religious Ed'n.D | English 2020 |
| Period 4      | MathsH        | Religious Ed'n.D | English 2020     | Science          | HistoryS     |
| Lunch         | Phys. Ed.     | MathsH           | MathsH           |                  | Phys. Ed.    |
| Period 5      | English 2020  | HistoryS         | Phys. Ed.        | HistoryS         | FrenchE      |
| Period 6      | Science       | Science          | Science          | English 2020     | FrenchE      |
| Test          |               |                  |                  |                  |              |

**Symbols:**  
 ✓ Marked as present ✗ Marked as absent, approved ✗ Marked as absent, unapproved L Marked as late ⚪ Roll has not been marked

## Attendance

This displays a colour coded Attendance Map, as well as Attendance Rates for the student for each individual class across the school year. Clicking on a particular class under Attendance Rates will show you the reasons for the absences.

The screenshot shows the Daymap interface for a parent, Samantha Akenfield. The 'Attendance' tab is selected, displaying an Attendance Map and Attendance Rates. The Attendance Map shows the student's attendance status for each day of the year, color-coded by status. The Attendance Rates table shows the student's attendance rates for each class.

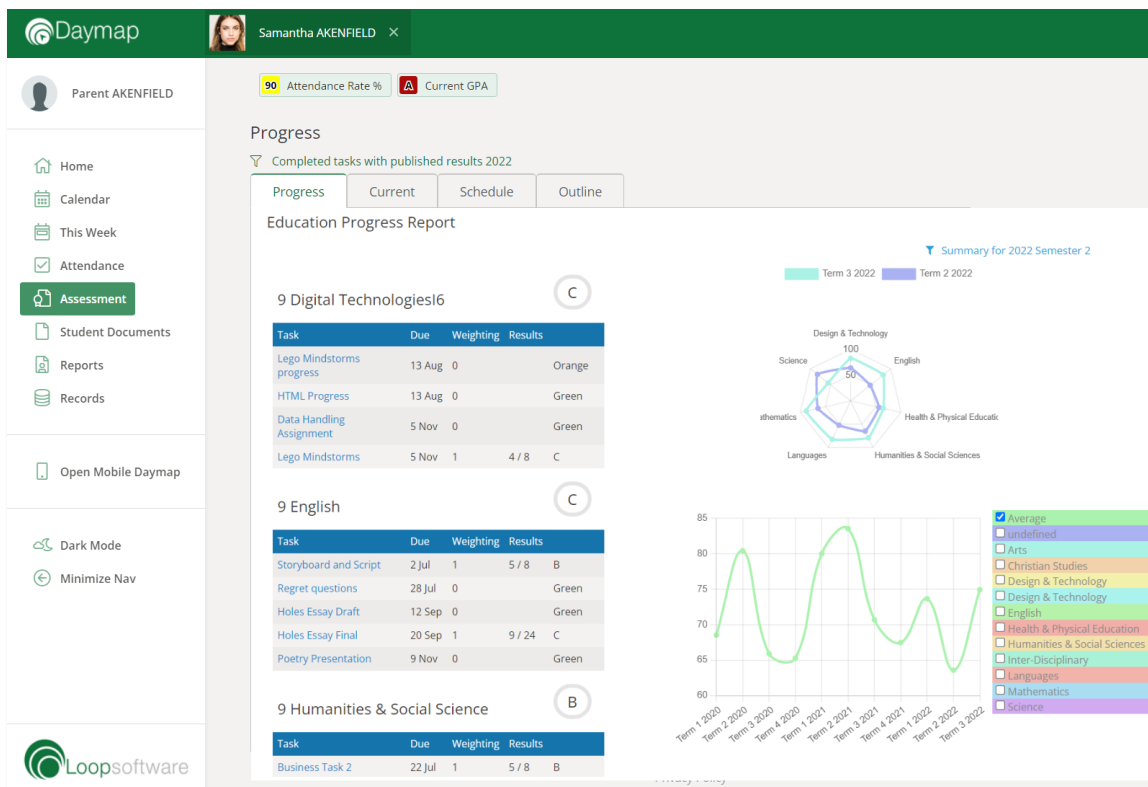
| Class        | Code     | Teacher             | Lessons | Approved | Unapproved | Cancelled | % Attendance | % Unapproved |
|--------------|----------|---------------------|---------|----------|------------|-----------|--------------|--------------|
| English 2020 | Eng 2020 | Jeffrey O'Shaunessy | 179     | 6        | 5          | 0         | 94%          | 3%           |
| FrenchE      | FRE 7R   | Chris Donnelly      | 60      | 2        | 2          | 0         | 93%          | 3%           |
| Graphic Art  | G/A 7R   | Sam Car             | 90      | 1        | 2          | 0         | 97%          | 2%           |

## Assessment

This provides an overview of your child's assessment. Depending on how your school is using Daymap, you may also see tabs for current tasks, completed tasks, the assessment schedule and course outlines. This information can be filtered to a specific class using the drop-down menu at the top.

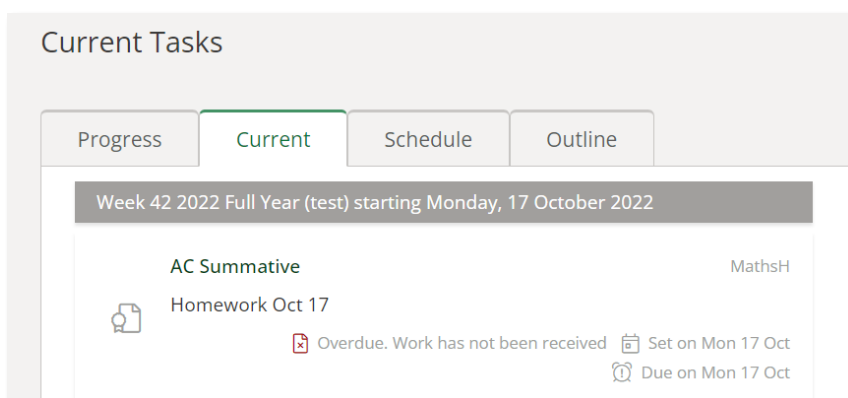
### Progress

This tab shows your child's progress in each subject



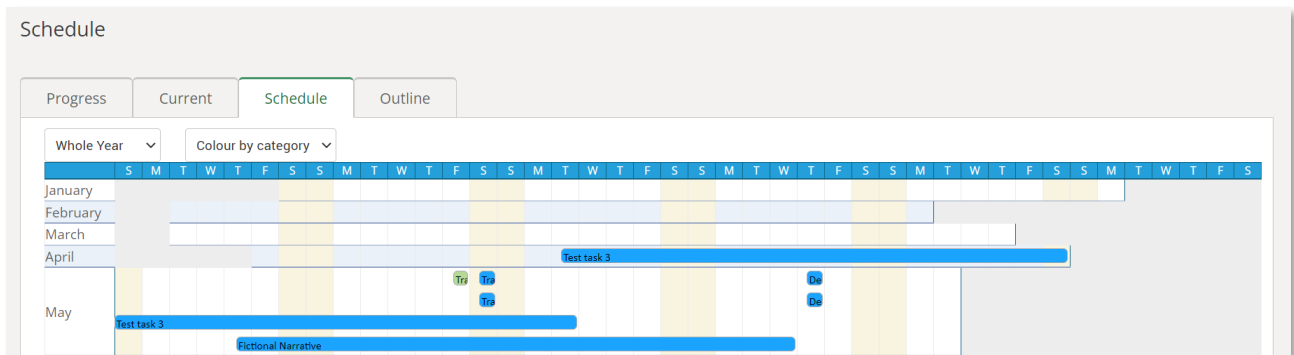
### Current

This tab shows current assessment information. Clicking on a task will allow you to see all relevant information and attachments.



## Schedule

This tab shows all assessment tasks scheduled throughout the year. This can be viewed by class or for all classes. Hover the cursor over the tasks for more information. Clicking on an assessment task will open that assessment tasks information.



## Outline

This tab shows a subject outline for each course your child is studying.

The screenshot shows the 'Outline' tab in the Daymap Connect interface. It features a table with course details for 'English 2020'. The table has columns for 'Course Code', 'Course', 'Coordinating Unit', and 'Term'. The 'Outline' tab is active, displaying the course details.

| English 2020 Course Details |                                    |
|-----------------------------|------------------------------------|
| Course Code                 | ENG 2020                           |
| Course                      | Introduction to English Literature |
| Coordinating Unit           | English and Creative Writing       |
| Term                        | Semester 1                         |

## Reports

The reports tab allows you to download and view academic reports for your child.

The screenshot shows the 'Reports' tab in the Daymap Connect interface. It features a sidebar with navigation links for 'Home', 'Calendar', 'This Week', 'Attendance', 'Assessment', 'Student Documents', 'Reports', and 'Records'. The 'Reports' tab is active, displaying a list of reports. The reports include 'Term 3 Report.docx' and '2020 Report batch individual.pdf'. The interface also shows a header with the user's name 'Samantha AKENFIELD' and a 'Parent AKENFIELD' profile.

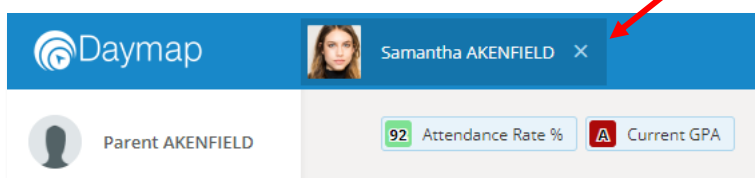
## Records

If your school uses Daymap Records for recording student information, you will see any relevant records here. If this tab is not visible, your school is not using this feature of Daymap at this time.

The screenshot shows the Daymap interface with the 'Records' tab selected. The main content area displays an 'Excursion Consent Form (1)' for 'Samantha AKENFIELD'. The form includes fields for 'NAME OF ACTIVITY' (Swimming Lessons), 'DESTINATION' (Local Pool), 'DESCRIPTION' (Taking students to the pool for swimming lessons), 'TRANSPORT METHOD' (Bus), 'ADULT RESPONSIBLE' (Steve Sulkheta), 'COST \$' (0), 'FROM' (09/11/2022 09:00 AM), 'TO' (09/11/2022 02:00 PM), and 'EXCURSION CUT OFF DATE' (04/11/2022). The form is marked as 'Pending' and 'Visible to Parents and Students: Samantha AKENFIELD, AKER02'. The status is 'Scheduled on 16/09/2022 8:01 AM'.

## Going Back to the Parents Page

To get back to the parent home page, click on the x next to the student.



Once finished, click on your name and then **Sign Out**.

