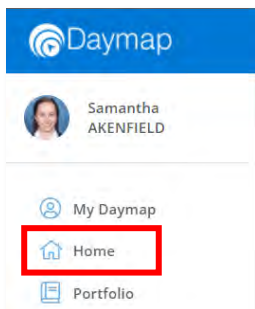


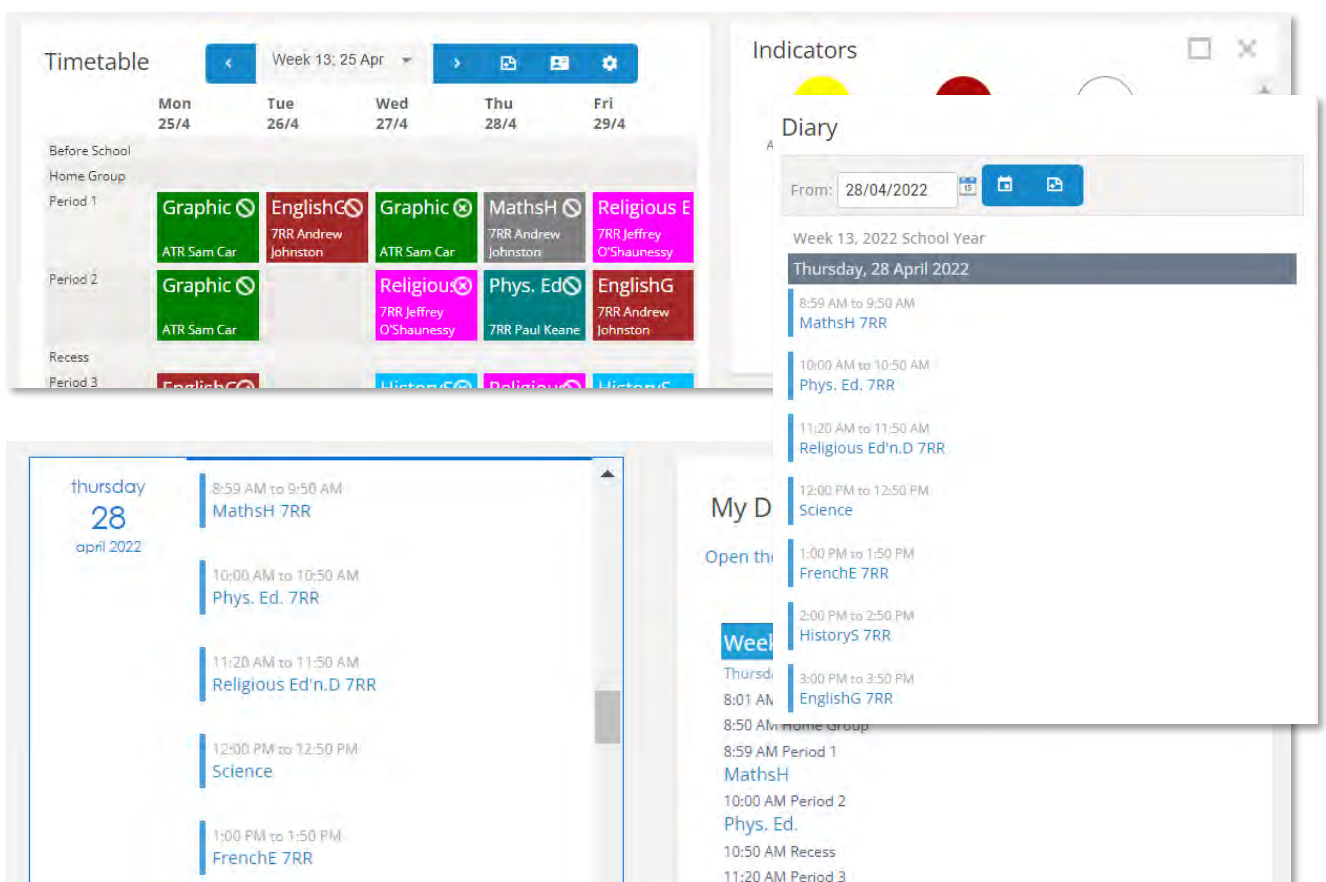
Introduction to Daymap

Day Plan

This is where you view your timetable; select **Home** from the Navigator.



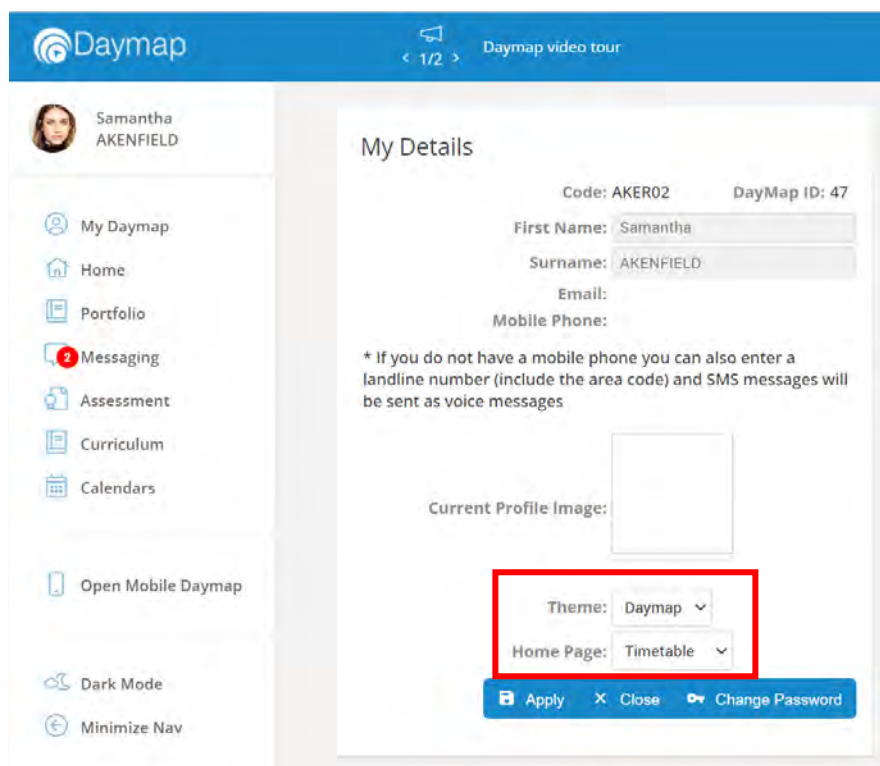
You can select between 3 different views: Timetable, Feed View and Class Diary:



Choosing Your View

[Name] > My Details

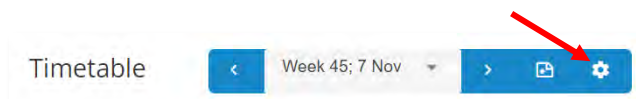
From the My Details page, you can set your default home page and can also select whether you want to use the Daymap theme or the school theme (colour scheme). If this option is not available, it means that your school has not configured a school theme.



Click **Apply** after making any changes.

Customising the Timetable View

If you set the Timetable View as your home page, there are additional options you can choose to configure. While looking at your timetable, click the settings icon.



From here, you can set colours for each class and choose which items to display to the right of your timetable.

Timetable View Options

Class Colours

8 MATHS A 8MTHA	
English 2020 Eng 2020	
GeographyY GGY 6R	
MathsH MTH 7R	

View Options

[Admin Folder] Bulletins (Student)	Open
[Admin Folder] Class News	Closed
[Admin Folder] Newsletters	Closed
Daymap Points	Open
Homework	Open
Indicators	Open
Messages	Open
My Diary Notes	Closed
Tasks	Open

☐ Merge consecutive classes on timetable.

Save **Cancel**

Items that are **Closed** will only appear as a heading on the Timetable, **Open** means that you will see a preview of the content on your home page and **Hidden** means the item will not be displayed on your home page.

Indicators Open

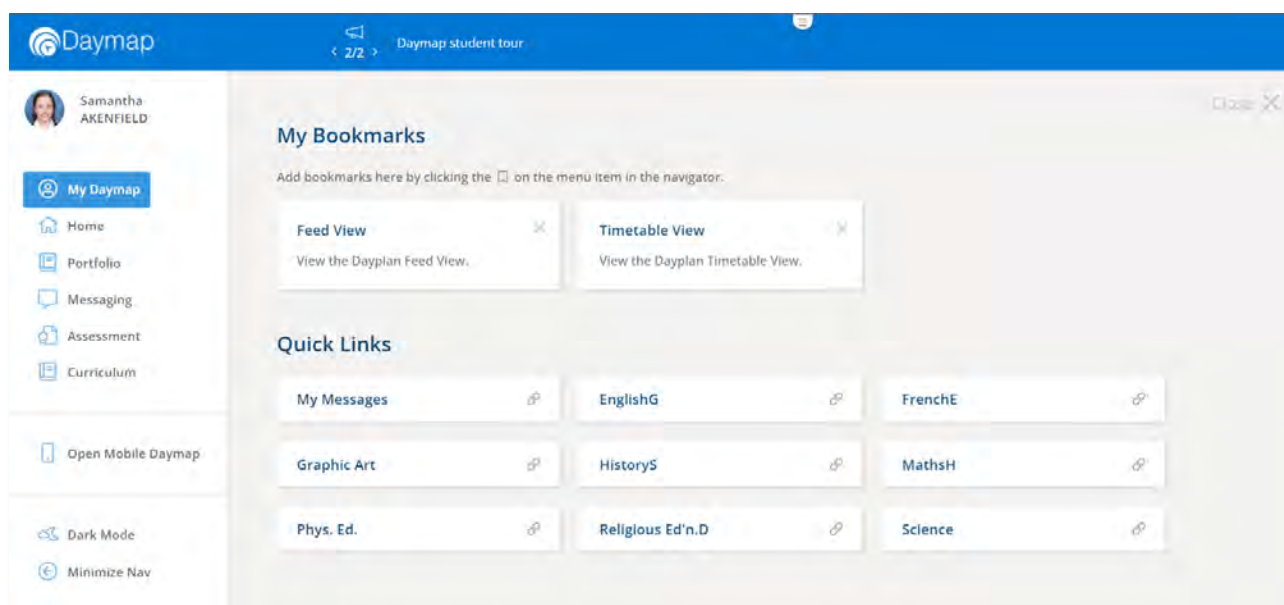
90	A
Attendance Rate %	Current GPA

Bulletins Closed

Click **Save** after making changes.

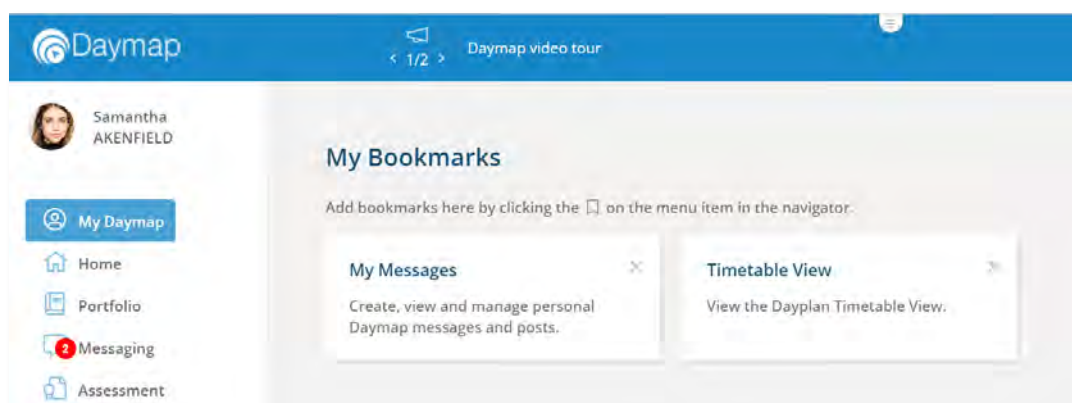
Navigator

No matter where you are in Daymap, the navigator will be available on the left-hand side. Click **My Daymap** for quick access to your Portfolio and class pages.

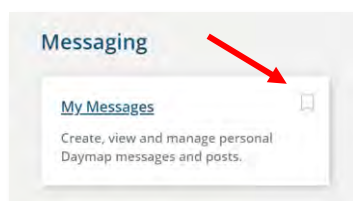


Bookmarking Pages

You can bookmark your favourite pages. This adds the page to the **My Daymap** tab on the navigator.



To bookmark a page, locate it on the navigator and click on the bookmark icon in the top right corner.



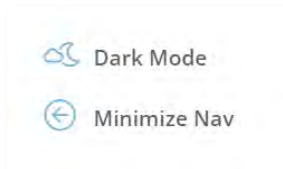
If you no longer want a page to appear on **My Daymap**, simply click on the **X** in the top corner to remove it.

Light or Dark Mode

Choose whether to have Daymap in light or dark mode by clicking **Dark Mode** on the bottom left of the navigator. This will switch to **Light Mode** when clicked.

Maximize or Minimize Nav

In this same location, you can choose to have the navigator maximized to see the names of the navigation items or minimized to only see the icons.



Portfolio

My Daymap > My Portfolio

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

