

How to Submit Assessment on Daymap

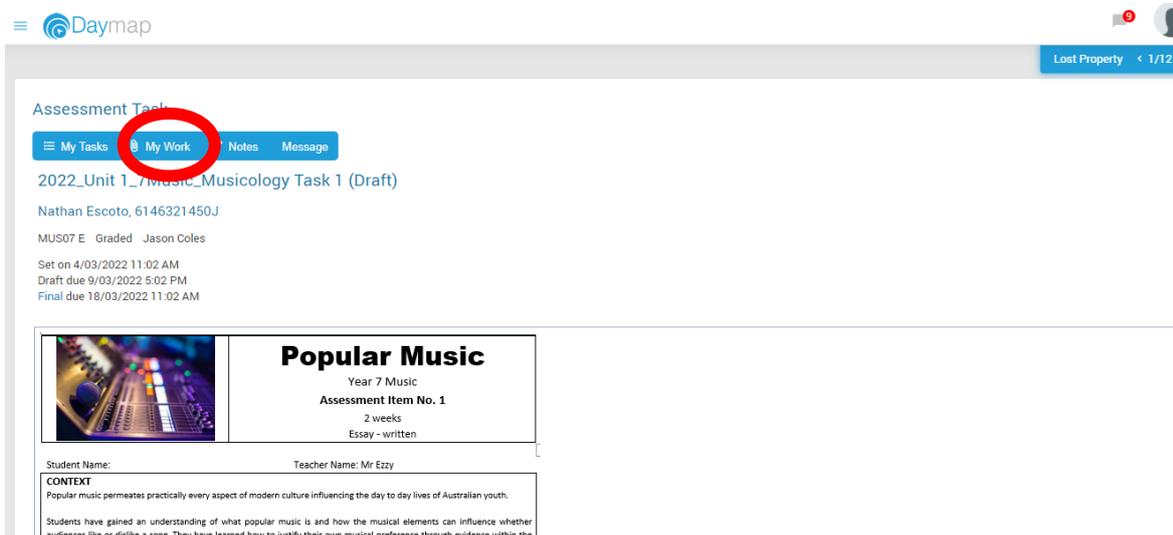
1. Access Daymap and click on the class required.

The screenshot shows the Daymap interface. On the left is a 'Timetable' for 'Week 7: 7 Mar' with columns for Mon 7/3, Tue 8/3, Wed 9/3, Thu 10/3, and Fri 11/3. The 'MUS07 E' class is highlighted with a red circle in the Wednesday slot. On the right, 'Indicators' shows 'Daily Attendance' at 96% and 'Unapproved Absence Percentage Rate' at 0%. Below that, 'Homework' for 'DIG07 E' by 'James Gerchow' is listed as 'Exam Revision'. Further right are 'Messages' and 'School Notices' sections.

2. Click on the 'Tasks' tab and select the relevant Assessment task.
3. Select **the Assessment Task ID** to the left of the list.

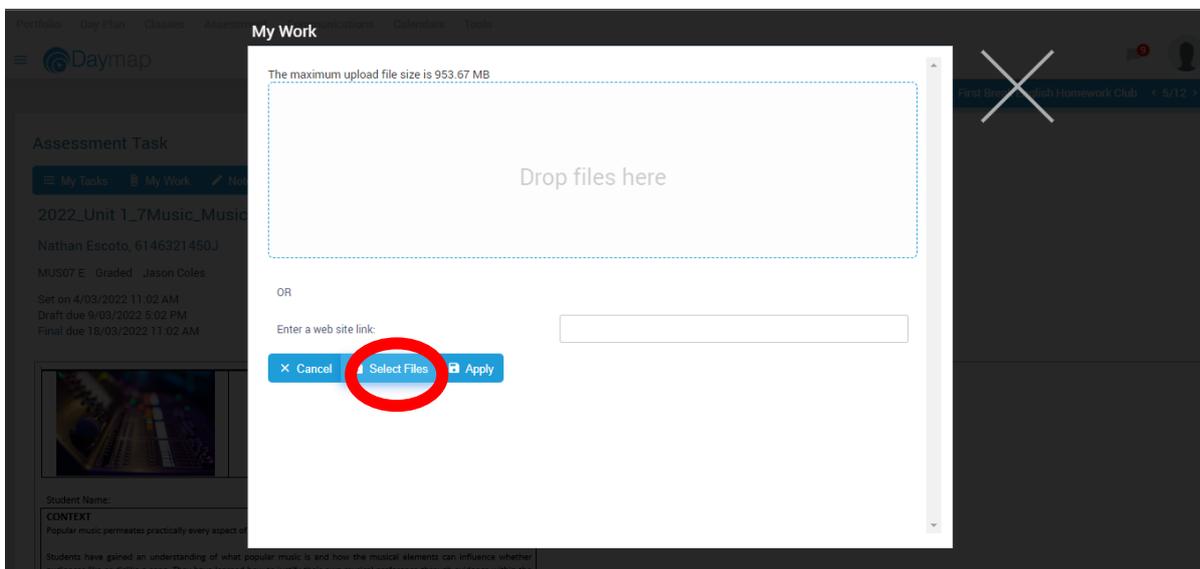
The screenshot shows the 'Tasks' page for 'MUS07 E'. A red circle highlights the 'Tasks' tab in the left sidebar. A red arrow points from this circle to the 'ID' column of the 'Assessment Tasks' table. The table has columns for ID, task, Type, Set, Due, and Status. One task is listed: ID 1755, task '2022_Unit_1_7Music_Musicology Task 1 (Draft)', Type 'Collection of Work', Set '4/03/2022', Due '9/03/2022', and Status 'Your work has not been received yet. Due on 9/03/2022 5:02 PM'. Below the table is a link: 'Click to view all current assessments for this class..'

- Once in the Assessment Task, click on 'My Work'.



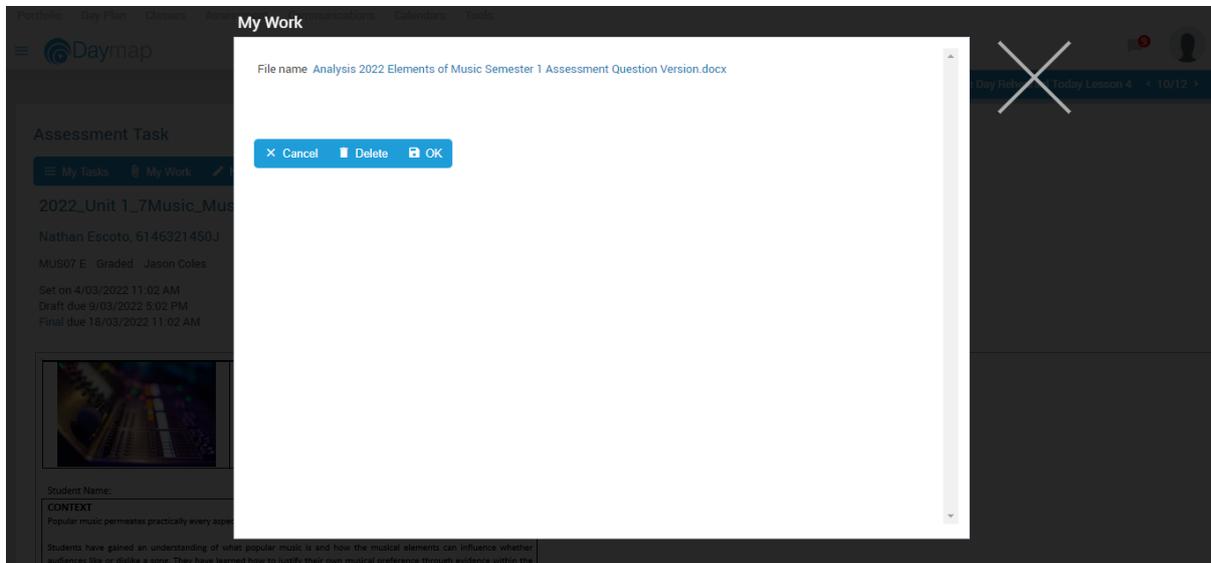
The screenshot shows the Daymap interface for an Assessment Task. At the top, there is a navigation bar with 'My Tasks', 'My Work', 'Notes', and 'Message'. The 'My Work' button is circled in red. Below the navigation bar, the assessment task details are displayed: '2022_Unit 1_7Music_Musicology Task 1 (Draft)', 'Nathan Escoto, 6146321450J', 'MUS07 E Graded Jason Coles', 'Set on 4/03/2022 11:02 AM', 'Draft due 9/03/2022 5:02 PM', and 'Final due 18/03/2022 11:02 AM'. The main content area features a card for 'Popular Music' with a sub-card for 'Year 7 Music Assessment Item No. 1' (2 weeks, Essay - written). Below this, there is a 'CONTEXT' section with text about popular music's influence on Australian youth.

- Once in the 'My Work' section, select 'Select Files' to find your saved assessment task.
- Once you have selected your assessment task, click 'Apply'.



The screenshot shows the 'My Work' section of the Daymap interface. A file upload dialog is open, displaying the text 'The maximum upload file size is 953.67 MB' and a large dashed box with the text 'Drop files here'. Below this, there is an 'OR' section with a text input field for 'Enter a web site link:'. At the bottom of the dialog, there are three buttons: 'Cancel', 'Select Files' (circled in red), and 'Apply'.

- Once you have selected apply, your screen should look like below. Click 'Ok' to return to the Assessment tab.



- Once you return to the 'Assessment Task' page, you should see your assessment linked below the information. If it is there, you have successfully submitted. Well done!

