# Assessment in Daymap

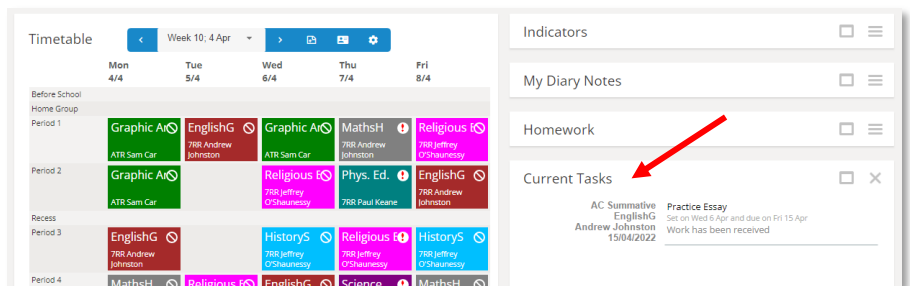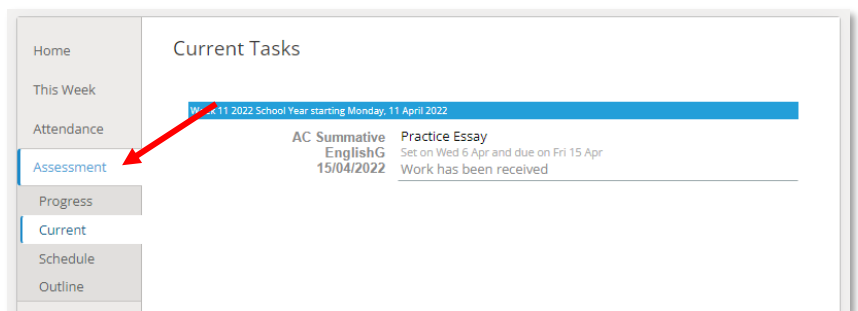## Accessing your Assessments

Task information can be found in multiple places.
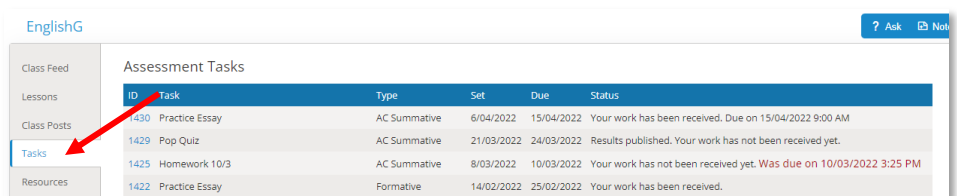
1. From your Timetable:



2. The assessment tab from your portfolio:



3. Tasks on the class page:



4. The task list (access via the Assessment 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.

If your school uses Messaging, you can click the Message button to send the teacher a question about the assignment and how you can submit it.
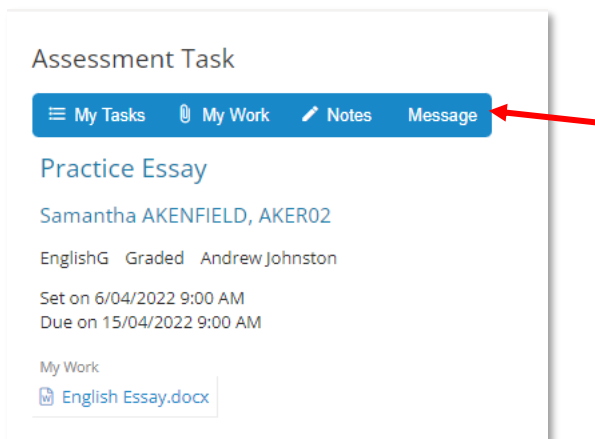
# Submitting Your Work

To submit your work electronically, locate the task and open the assessment information. Click **My Work.**
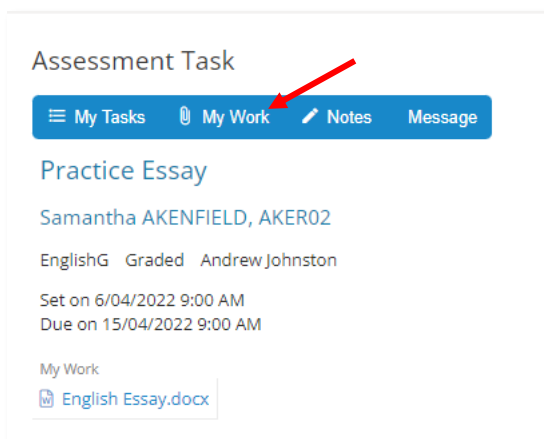
*If the My Work button is not visible, you will need to speak to a teacher as your work might be overdue or they may wish to receive the work a different way.*

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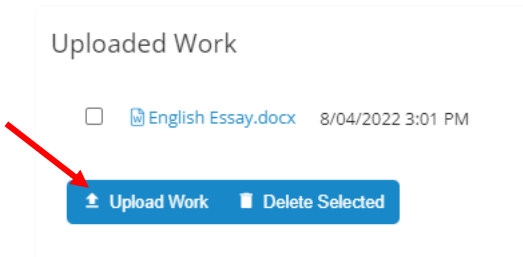


Drag and drop to add one or more documents, or browse to select a single file and then choose **Apply.**
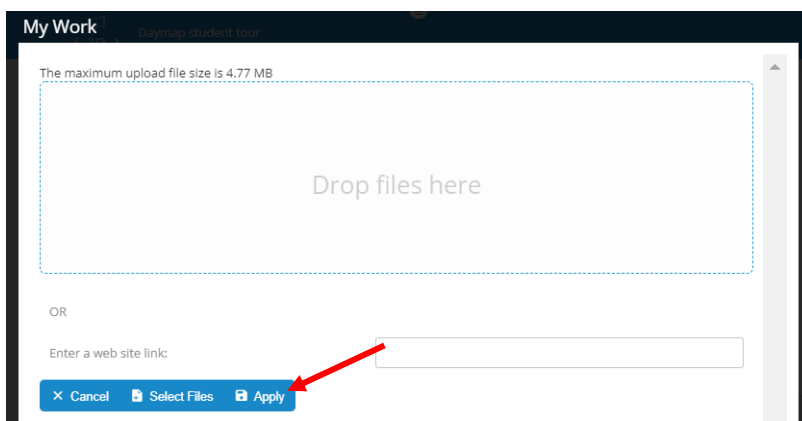


# Checking Your Results

To view your results and feedback for an assignment, go to your Portfolio and select Assessment. Use the filter in the top right corner to change the view and click on the tasks for results.

**Results Filters**

Apply   × Cancel

Results View
◉ Summary
○ List
○ Tabular

2022 ⌄   31/01/2022 - 31/12/2022

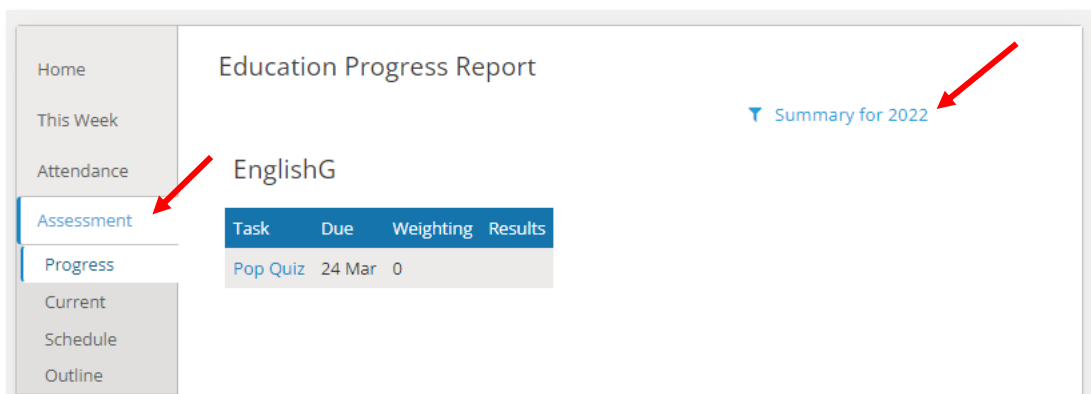| | |
|---|---|
| Home | **Education Progress Report** |
| This Week | ▼ Completed tasks 2022 |
| Attendance | |
| Assessment | Week 11 2022 School Year starting Monday, 11 April 2022 |
| Progress | AC Summative   Practice Essay |
| Current | EnglishG   Set on Wed 6 Apr and due on Fri 15 Apr |
| Schedule | Andrew Johnston   Work has been received |
| Outline | 15/04/2022 |
| Instrumental Music | Week 8 2022 School Year starting Monday, 21 March 2022 |
| | AC Summative   Pop Quiz |
| | EnglishG   Set on Mon 21 Mar and due on Thu 24 Mar |
| | Andrew Johnston   Overdue. Work has not been received |
| | 24/03/2022 |
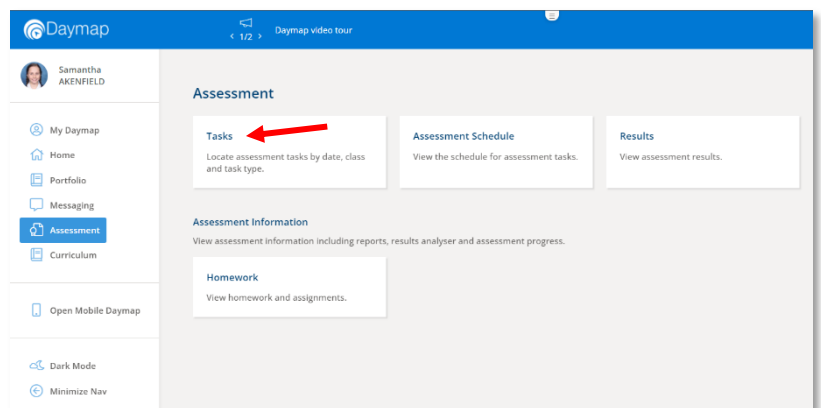
If the teacher has returned your uploaded mark electronically, you can access it by clicking on the task. The returned work will appear under your work:

**Assessment Task**

✏ Notes   Message

**Practice Essay**

Samantha AKENFIELD, AKER02

EnglishG   Graded   Andrew Johnston

Set on 6/04/2022 9:00 AM
Due on 15/04/2022 9:00 AM

My Work
📄 English Essay.docx
📄 English Essay - Marked.docx

Grade: A

Samantha showed initiative by reading a variety of texts. She needed to proofread work closely to check punctuation, grammer and fluency. She showed an excellent understanding of the need to use language differently in a range of circumstances. She showed continued improvement in her written tasks this semester.

# 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.