

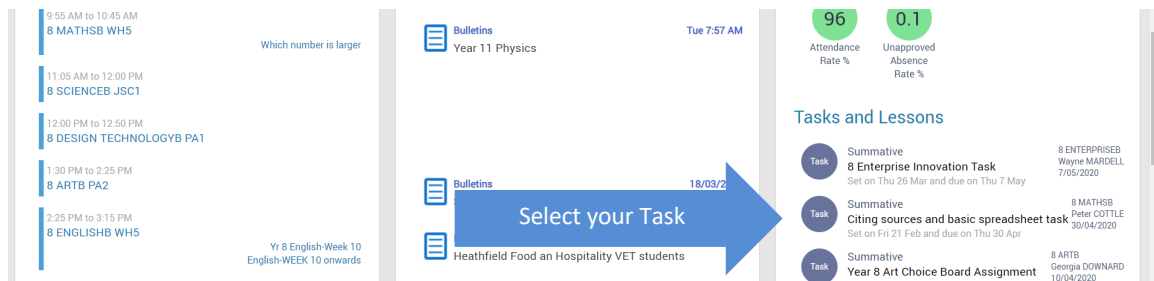


Daymap (Learning) Uploading Documents

Daymap is Oakbank Area School’s Learning Management System. **Daymap (Learning)** is used by Staff and Students to manage classes and assignments.

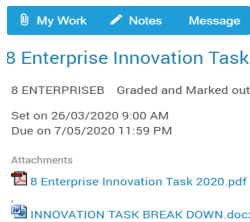
1. Selecting the Task

- From the main Daymap page, go to the **Tasks and Lessons** list on the right hand side of the page.
- Find the **Task** you wish to submit.

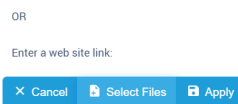


2. Selecting the file to upload

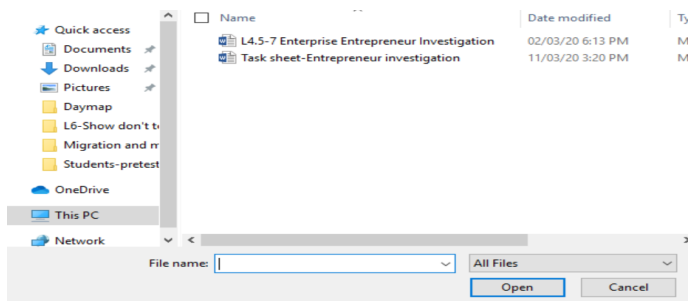
- Select **My Work**



- Select **Select Files**



- Locate your **file to upload**, select it and click **Open**



- Now click on **Apply** and your file is uploaded into the Daymap Task.



If you’re having problems, please message your teacher, call the school on **83982700** or email help@oakbankareaschool.on.spiceworks.com to log a job and we will do our best to assist.

