


Welcome to Compass

A guide for parents and families

A vertical purple bar is located on the left side of the slide.

Our school uses **Compass**
as our Parent Portal

What does Compass do for me?

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass which will be provided to you by our school. To access the parent portal, go to our school website and click the Compass link on the homepage.

Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.



Logging in to Compass

To log in you will require your unique family username and password. These details will be provided to you by our school.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

Please note: This booklet provides an overview of key features within Compass, our school may not have yet enabled all of these modules at this time.

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

School Calendar

View details of upcoming events, your child's timetable and other relevant school-wide activities.

Your children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

The screenshot shows the Compass home screen for a parent of Harry Potter. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and user profile. The user is identified as 'Mr Sirius BLACK'. The main content area is titled 'Welcome to the Hogwarts P-12 Portal' and includes instructions to use links for each child to explore the portal and keep contact information up to date. Below this, there is a section for 'Harry POTTER' with a profile picture and several quick links: 'Profile (Attendance, Schedule, Reports)', 'Send email to Harry's teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews'. At the bottom of this section, there are two task notifications: '1 overdue learning task' and '1 learning task due in the next week'. To the right, the 'Compass' logo is displayed above a 'My News' section. This section contains three items: 'Course Confirmation/School Payments' with a link to proceed, 'Event Consent/Payment Required' with a link for more information, and 'Attendance: Attendance Note/Approval Required' with a link for more information. Below the news section, there is a 'Winners!' announcement for the Quidditch Team winning the World Cup, dated 4 days ago by Severus Snape, accompanied by two small images: one of a Quidditch team and one of a trophy.

Main Menu

Allows you to access other Compass and school resources. The tools icon allows you to update your contact details and change your password.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

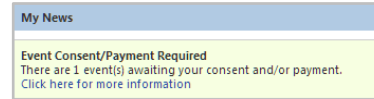
News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Consent and Payments

1

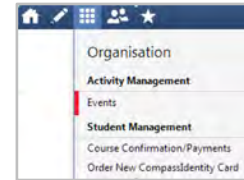
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the *Organisation* menu item (screenshot 2).



Screenshot 1

2

From the Events page a list of upcoming events and excursions will be displayed. Click the red 'Process Now' button to provide consent and/or payment (depending upon what the event requires).



Screenshot 2

3

An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the 'Submit Details' button.

Note: If the event has a requirement for both consent and payment, these cannot be done separately. Should you need to provide payment or consent separately, please click 'Print Form (Offline)' to complete the process manually.

Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile.

The screenshot shows a user interface for a student profile. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and users, and a user profile for 'Mr Sirius BLACK'. Below this, the student's name 'Harry POTTER' and details '12A, Year 12' are displayed. A navigation menu includes 'Dashboard', 'Schedule', 'Learning Tasks', 'Attendance', 'Reports', 'Analytics', 'Assets', and 'Insights'. The 'Dashboard' tab is active, showing a student photo, a 'Details' section with 'Male - 17 years, 4 months (01/01/1999)', 'Groups: GRYFFINDOR, 12A, Year 12', and 'Student IDs: SMI0036, POT0001'. Below this is a 'Schedule' section for 'Monday, 16 May 2016' with a grid of classes: 8am, 9am (8:50: 1 - H133B - 20 - LMA), 10am (9:51: 2 - H133B - 20 - LMA), 11am (11:12: 3 - SYAA - 25 - COL), 12pm (12:13: 4 - PY033A - 18 - DUN), and 1pm. To the right is the 'Student Chronicle' section, which displays a list of events: 'Confiscation' (Item Type: Mobile Phone, -10), 'Lunch-Time Out - please refer to email' (Lunch Time Out Overview: Well behaved, +3), and 'Student Leadership Role' (Roles: School Vice-Captain, +1).

Learning Tasks

Individual student view

You can view an up-to-date record of your child's homework and upcoming assessment tasks under the Learning Tasks tab in the student profile.



The screenshot shows the 'Learning Tasks' interface for a student named Harry Potter, 12A, Year 12. The interface includes a navigation bar with tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. Below the navigation bar, there is a legend for task status: Pending (blue), Overdue (red), Recurred Late (yellow), and On Time (green). A table lists the tasks with columns for Class, Learning Task, Due Date, and Result.

Class	Learning Task	Due Date	Result
MA115A	Syngener Thesaur	16/05/2016 04:00 PM	90
40120B	History Essay	16/05/2016 04:00 PM	-
PH155A	Test 1	No due date	N/A

Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the *Teaching and Learning* menu item.



Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child.

To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

Approvals

This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notices (both past and future).

Unexplained

This sub-tab provides a list of all unexplained absences from class. From this tab you can click to approve specific absences.

Student: **Harry POTTER**, 12A, Year 12

Dashboard | Schedule | Learning Tasks | **Attendance** | Reports | Analytics | Assets | Insights

Summary | Notes/Approvals | Unexplained | Arrivals/Departure | Full Record

Daily Activities & Attendance:

Currently Viewing: 12/15/2016

8:00 am 9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm

Physics Unit 3 Part B A Service 1 NP UN-C Physics Unit 3 Part B A Service 2 LATE UN-C Math Methods Unit 3 Part B A Service 1 Present Math Methods Unit 3 Part B A Service 2 Present History Revolution: HIT31B Service 1 Present

Annual Half-Day Summary

Calendar Year: 2016

Attendance Summary

Subject	Class	Form	Run	In Class			Out of Class			Paraprofessionals				
				Present	Late	Appt	NP	NP	NP	Class	APRV	VCE	SENT	
English Unit 3	ENG31C	12A	11	5	0	0	0	0	0	0	0	0	0	0
History Periodicals	HIT31B	12A	01	14	1	0	15	1	3	2	6	11	10	10
Math Methods Unit 3	MAT113A	12A	10	10	0	0	10	0	0	0	0	100	100	100
Physics Unit 3	PHY31A	12A	12	7	0	0	8	0	5	1	4	17	10	10
Psychology Unit 3	PSY31A	12A	12	11	0	0	11	0	1	0	1	17	100	10
Service Mathways Unit 1	SMT11A	12A	3	0	0	0	2	0	0	0	0	100	100	100
Way A	WAY11A	12A	11	0	0	0	0	0	0	0	0	100	100	100
Y11 Generalist	Y11	12A	1	1	0	0	1	0	0	0	0	100	100	100
Lovers		12A	2	0	0	0	0	0	0	0	0	0	0	0

Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading of interest, hover your mouse over the heading of interest.

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

NP Schl - Not present in class and is explained by a school related activity.

NP Pamt - Not present in class and is explained by a parent approval

NP Unap - Not present in class with no explanation entered

Attendance: Entering a Parent Approval

1

From the Compass home screen (or from your student's profile), click the 'Add Parent Approval' item.



Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews

2

- From the pop-up window,
- Select the reason,
 - Enter a brief description of the absence,
 - Select the start and finish time,
 - Click the 'Save' button.

Note:
Where possible, parent approvals should be entered prior to the absence occurring.



Attendance Note/Approval Editor

Note/Approval Details

Person: Harry POTTER

Reason: Parent Choice

Details/Comment: Faculty Broomstick

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 17/05/2016 08:00 AM

Finish: 17/05/2016 05:00 PM

Potentially Affected Sessions

Activity	Start	Finish
EN013C (English Unit...	17/05/2016 08:50 AM	17/05/2016 09:47 AM
EN013C (English Unit...	17/05/2016 09:51 AM	17/05/2016 10:48 AM
PH033A (Physics Unit...	17/05/2016 11:12 AM	17/05/2016 12:09 PM
PH033A (Physics Unit...	17/05/2016 12:13 PM	17/05/2016 01:10 PM
HI133B (History Reve...	17/05/2016 01:58 PM	17/05/2016 02:55 PM

Save Cancel

Viewing Academic Reports

1

From the home screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports' tab.

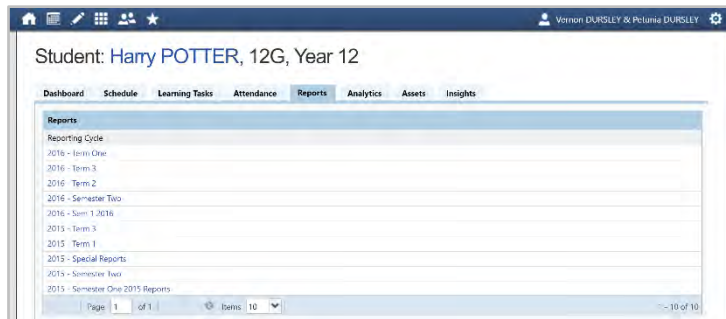
2

A list of Academic Reports will be displayed. Click the Report title to download the PDF on to any device.



Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task



Student: Harry POTTER, 12G, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Reports

Reporting Cycle	Start Date	End Date
2016 - Term One		
2016 - Term 3		
2016 - Term 2		
2016 - Semester Two		
2016 - Term 1, 2016		
2015 - Term 3		
2015 - Term 1		
2015 - Special Reports		
2015 - Semester Two		
2015 - Semester One 2015 Reports		

Page 1 of 1 Items 10 - 10 of 10

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews

2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click on the relevant cycle.

Event	Student	Status
Parent Student Teacher Conferences May 1	Harry Potter	Read-Only
Parent/Student/Teacher Conferences Aug 6	Harry Potter	Open for booking

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.

Teacher Name	Eligibility	Location	Time Slots	Status
Denise ASQUITH	Maths Abstract Unit 1		Classroom	Book
Lugh DENNISON	Study 1		Classroom	Book
Monica MCCONNAGH	History Revision		Classroom	Book
Denise SMITH	Physical Education & PE Unit 1		Classroom	Book
Michael SMITH	Physical Education & PE Unit 1		Classroom	Book

Note: You can view a teacher's availability by clicking on the teacher's name at the bottom of the booking page.

Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <http://www.compass.edu.au/corporate/privacy>



Cross Platform Access

Any browser, any time.



Compass is completely web-based and works on all modern browsers. Additionally, we have native apps for iPhone, iPad and Android devices.



Compass Parent Introductory Booklet

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