



**School Community Group
Guide for Parents & Carers**



Compass Parent Portal

- Add Attendance Notes
- Communicate with your child's teachers
- Monitor your child's homework and assessment tasks
- View Semester and Progress Reports
- Book Parent Teacher Conferences
- Give Consent and Pay for school events
- Order school lunches via the Canteen
- Make school fee payments
- View school news items



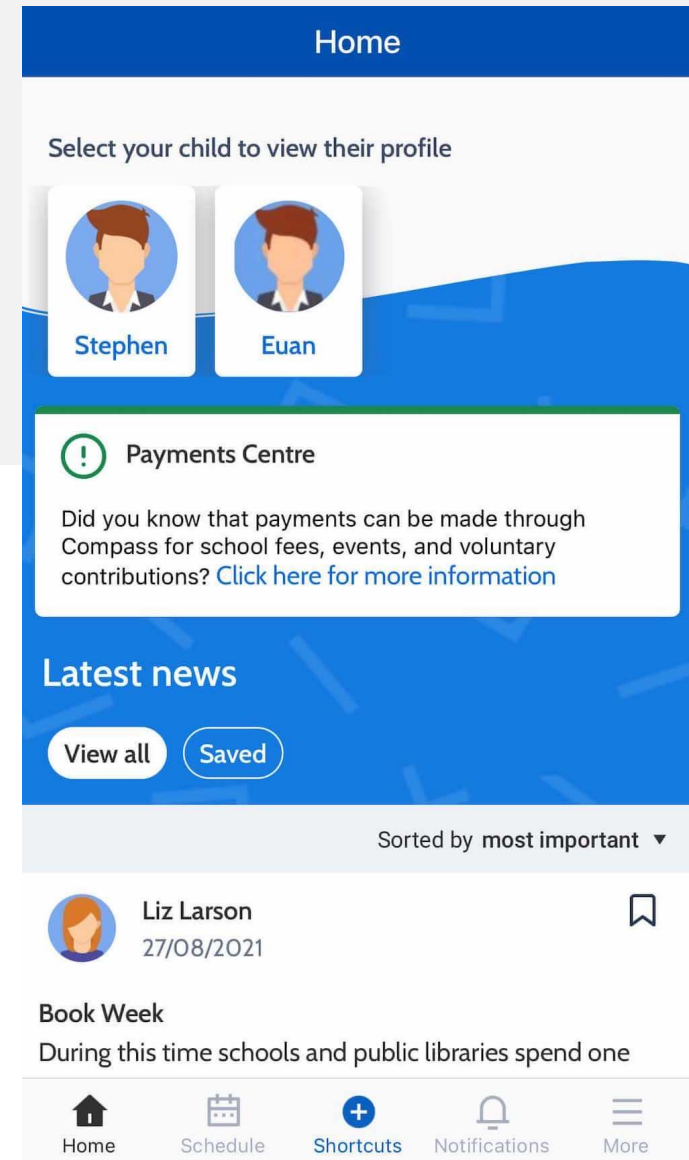
Parent Portal via Web

- Compass is a web-based system that is accessible on any web browser, however we recommend using Chrome.
- <https://red-cliffs-sc-vic.compass.education>
- This link can also be found on the school's website and newsletter
- You can also download the Compass School Manager App on Android and Apple devices.



The Home Screen

- When you have logged into the App, you will be on the Home Screen where you will see any children you have at the school, the News Feed and Navigation Bar at the bottom of the screen.





News Feed

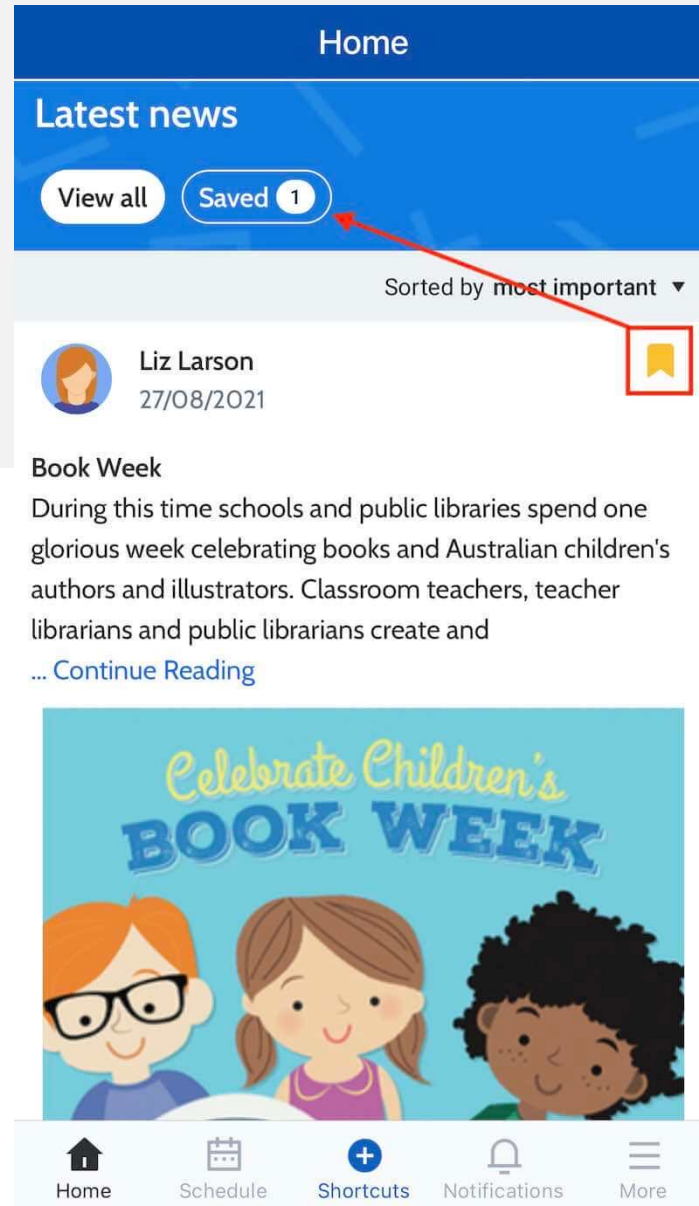
- You can access News Feed content from the Home Screen in the App.
- You can adjust the sort method if preferred to the either ‘most important’ or ‘most recent’.
- Selecting ‘most recent’ will show any items set as ‘priority’ by the school first.





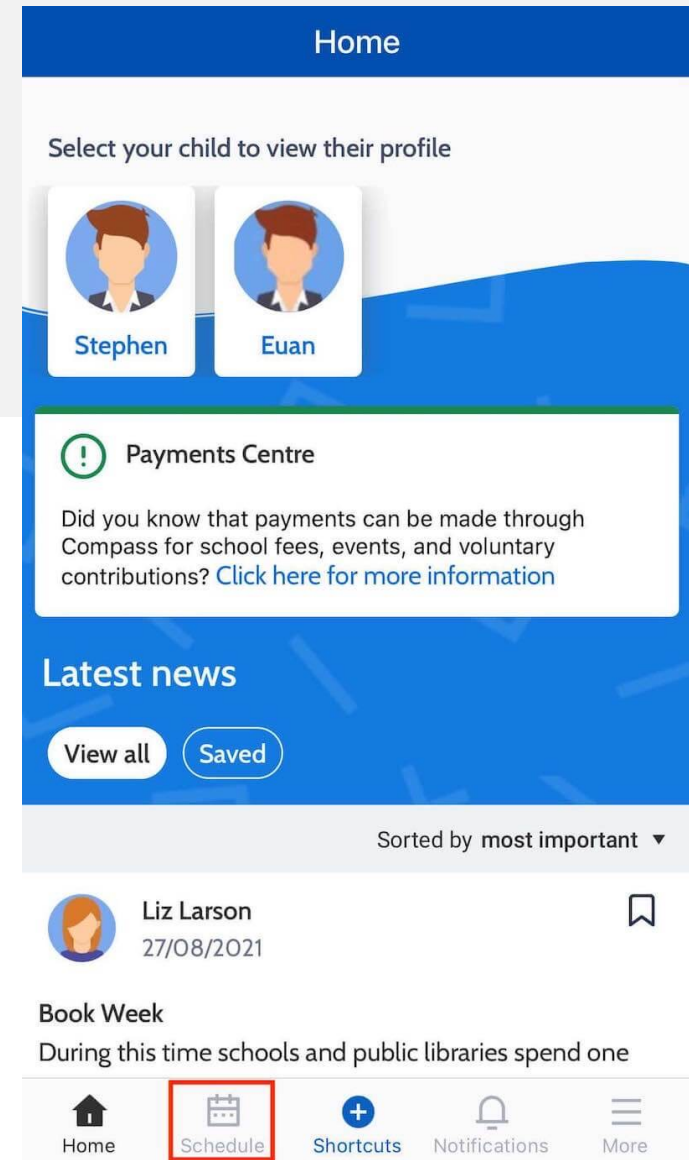
News Feed

- You can click bookmark icon for a News Feed item to save it.
- Any saved items can be viewed on your 'saved' news feed tab.



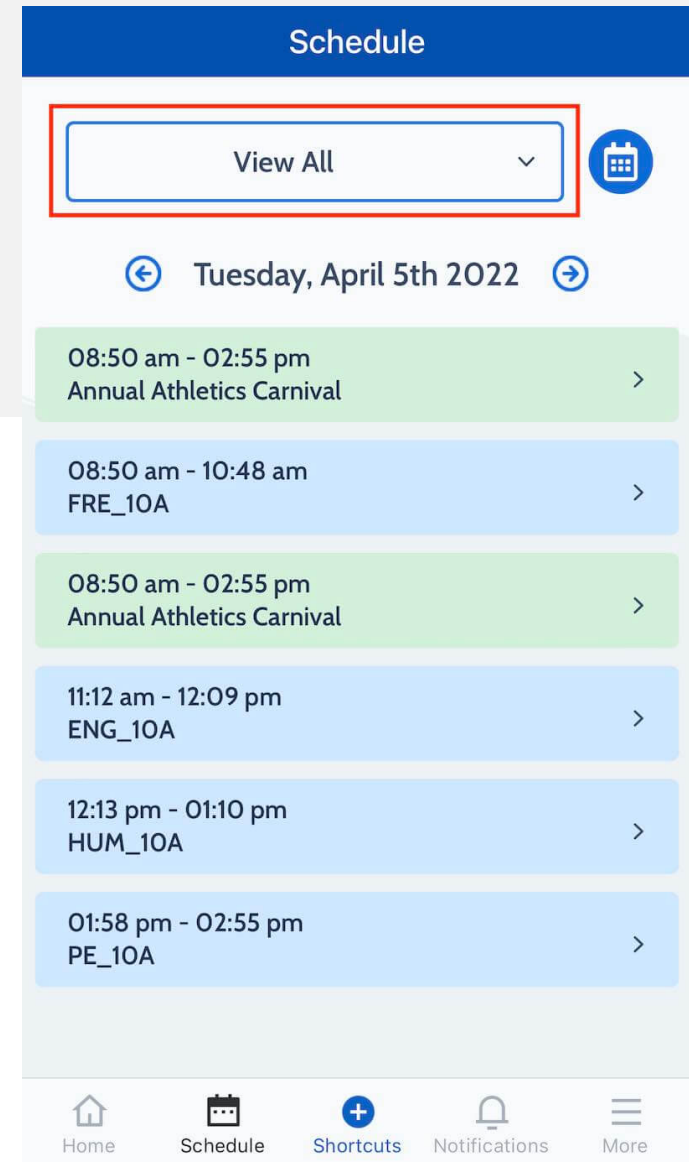
Calendar

- Clicking the Calendar button will let you view your child, or children's schedules.
- It will also show any calendar events shared with parents.



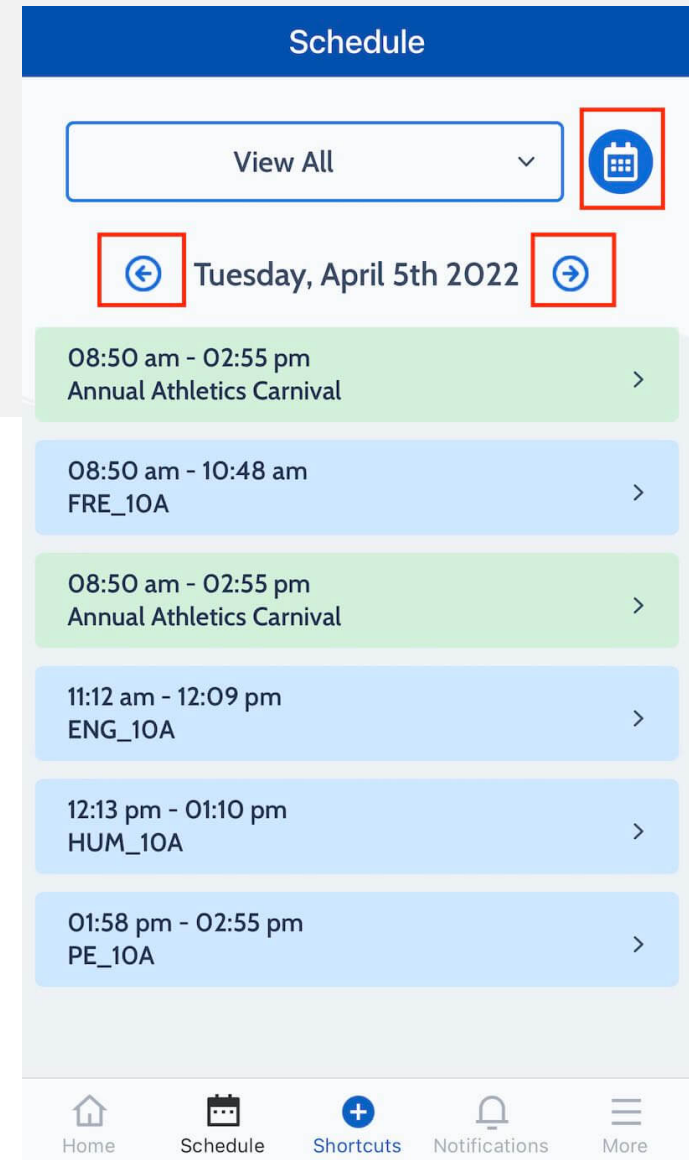
Calendar

- It will show by default all scheduled items but clicking the selection tool will allow you to set which scheduled item types you want to view.



Calendar

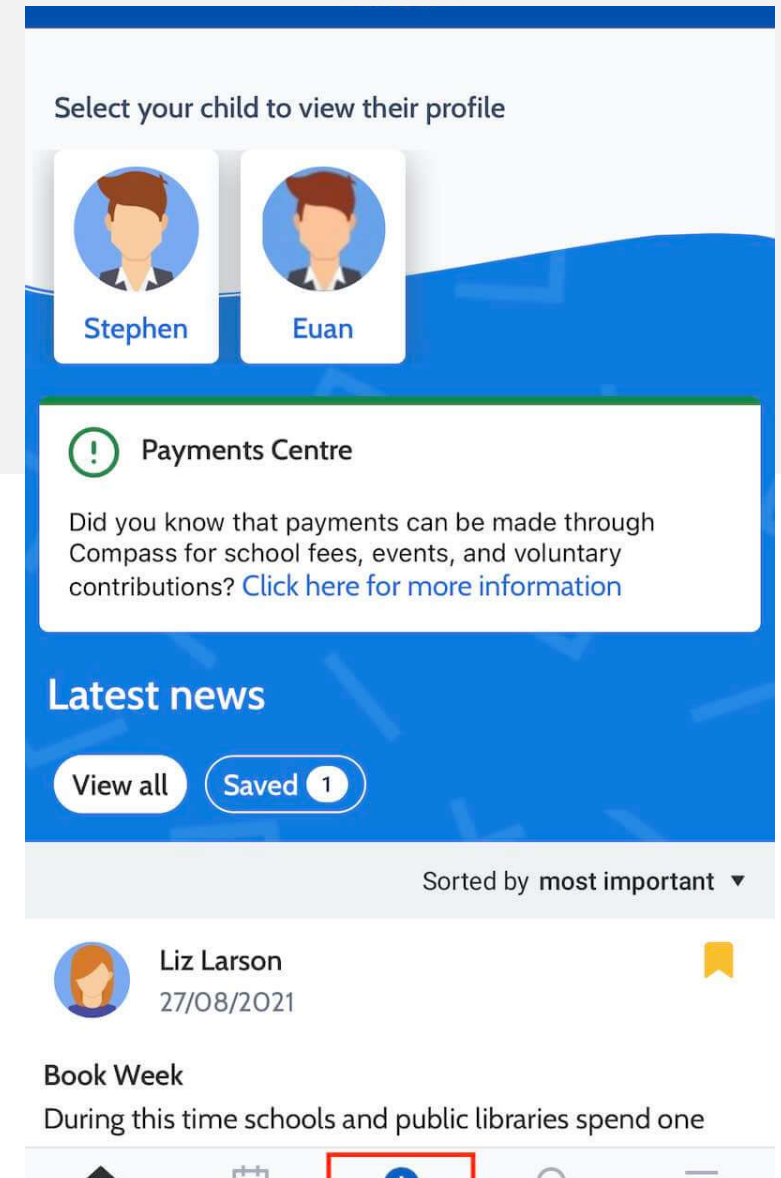
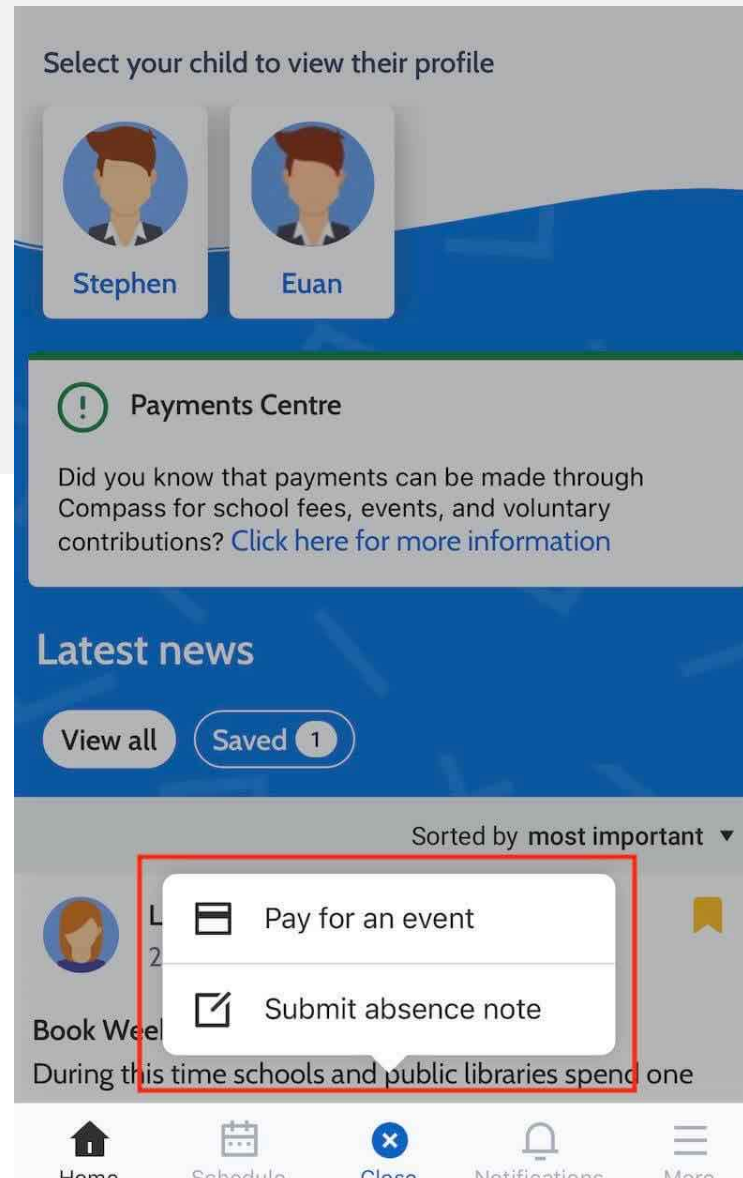
- It initially loads with today's schedule but any date can be selected, either by using the forward or back arrows, or by opening the date selection tool.





Shortcuts

- The 'Shortcuts' button gives you quick access to add an attendance note or pay for an event.



Notifications

- You can click the 'Notifications' button to view any push notifications you have received.

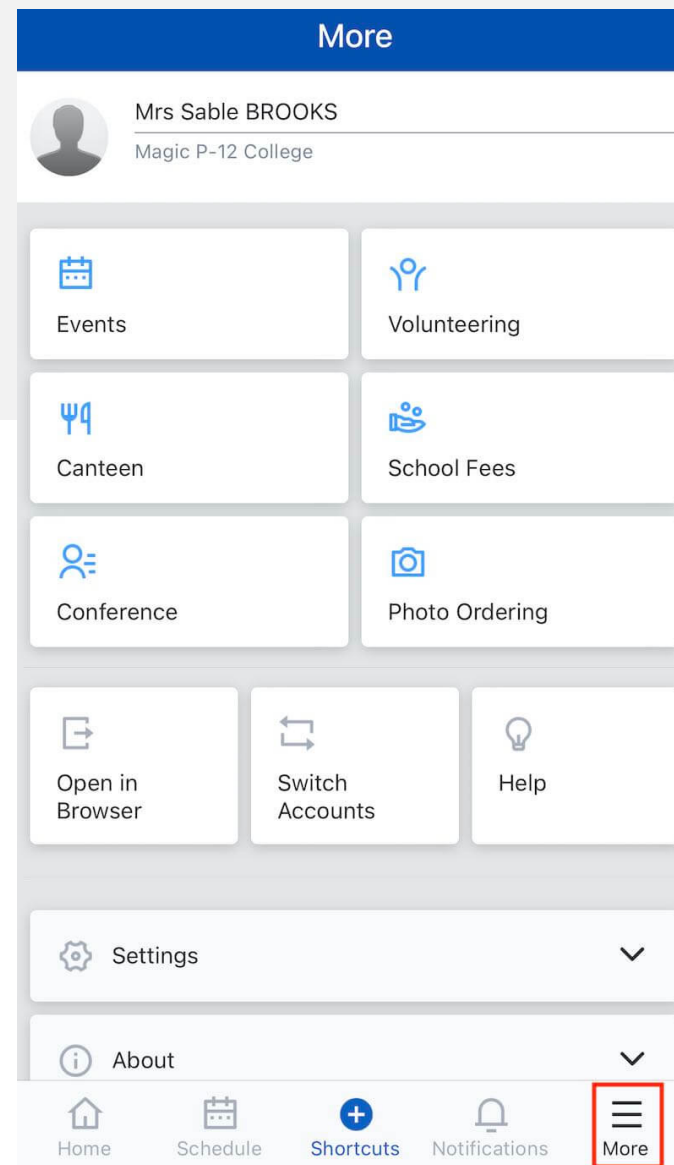
Notifications Read All

- Direct Message**
 - Hi there, the bus is running late back to school. Please wait at the front office till it arrives
- Direct Message**
 - You have 1 Course Confirmation to complete.
- August newsletter!** >
Click to view News Item
- August Newsletter!** >
Click to view News Item
- August Newsletter!** >
Click to view News Item
- August Newsletter!** >
Click to view News Item
- August Newsletter!** >
Click to view News Item

Home Schedule Shortcuts **Notifications** More

More

- Clicking 'More' will expand a range of options for you to access.




Student Profiles

- You can click on your child to go to their profile screen.
- There will be a series of tabs that you can swipe across to move through.
- Dashboard – This tab will show you some basic information about your child and their ID photo image if there is one on file.
- It will also show their schedule for today. You can click on the blue icon in the bottom right to view another date.

Back Euan Abercrombie

Dashboard Chronicle Tasks Approvals

 **Euan Abercrombie**
Male, 01/01/2006
Groups: GRYFFINDOR, 10A
Student IDs: LON0032, STO0022
STO0022@compass.education

Today's Attendance

Tue April 05, 2022

8:50 AM - FRE_10A - 02 - STE

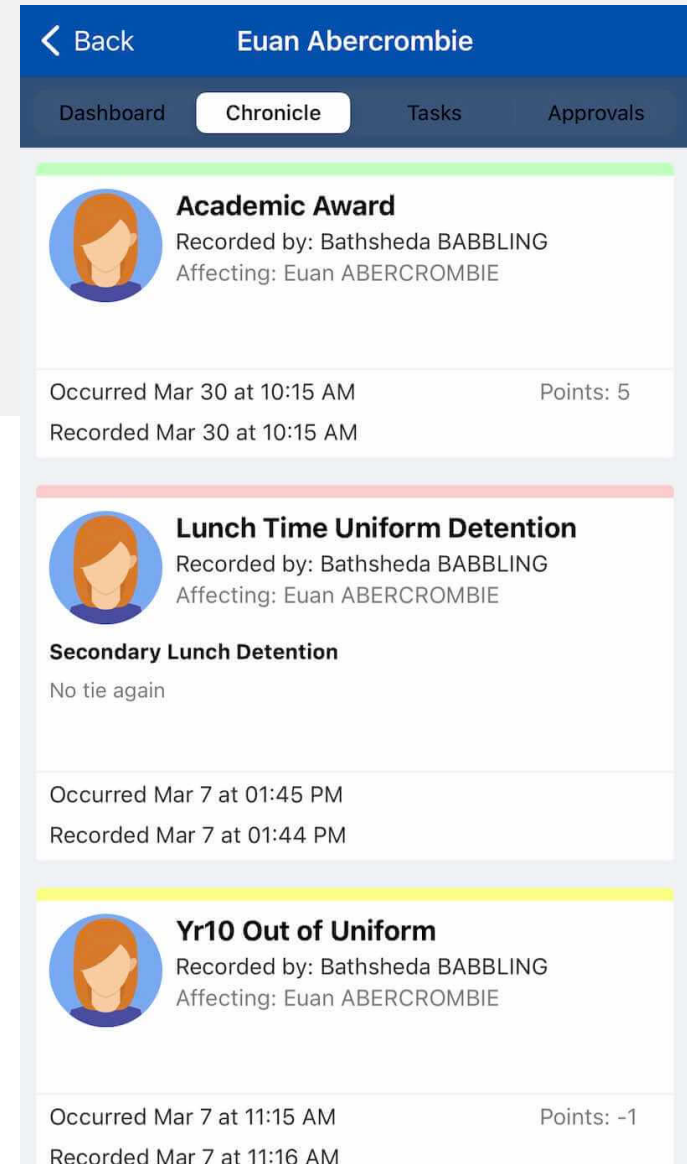
8:50 AM - Annual Athletics Carnival - BABB

11:12 AM - ENG_10A - 04 - BABB

12:13 PM - HUM_10A - 14 - BEL

Chronicle

- Chronicle will show any of the student's Chronicle posts that were set as Visible to Students/Parents.



Euan Abercrombie

Dashboard **Chronicle** Tasks Approvals

Academic Award
Recorded by: Bathsheda BABBLING
Affecting: Euan ABERCROMBIE

Occurred Mar 30 at 10:15 AM Points: 5
Recorded Mar 30 at 10:15 AM

Lunch Time Uniform Detention
Recorded by: Bathsheda BABBLING
Affecting: Euan ABERCROMBIE

Secondary Lunch Detention
No tie again

Occurred Mar 7 at 01:45 PM
Recorded Mar 7 at 01:44 PM

Yr10 Out of Uniform
Recorded by: Bathsheda BABBLING
Affecting: Euan ABERCROMBIE

Occurred Mar 7 at 11:15 AM Points: -1
Recorded Mar 7 at 11:16 AM



Tasks

Tasks will show each of your child's classes. Clicking on a class will expand to show any Learning Tasks for that class. You can click on a particular Learning Task to view the details and any results/feedback given by the teacher.

The screenshot shows a mobile app interface for a user named Euan Abercrombie. At the top, there is a blue header with a back arrow and the name. Below the header is a navigation bar with four tabs: 'Dashboard', 'Chronicle', 'Tasks' (which is highlighted), and 'Approvals'. Underneath the navigation bar, there is a section for '10 English' with the code 'ENG_10A'. A green vertical bar highlights a task titled 'Alternate ending - creative writing piece'. Below the task title, it says 'Class Task | Due: Thu 31/03 04:00 PM' and 'Submitted: On time'. To the right of the task details, the letter 'B' is displayed.

The screenshot shows the 'Feedback' page for the task 'Alternate ending - creative writing piece'. At the top, there is a blue header with a back arrow and the task title. Below the header is a navigation bar with two tabs: 'Submissions' and 'Feedback' (which is highlighted). The main content area is divided into three sections: 'Grades', 'Teacher Feedback', and 'Teacher Responses'. The 'Grades' section shows a grade of 'B'. The 'Teacher Feedback' section contains the text: 'Well done Euan, a very engaging ending and good choice of interaction between your chosen characters.' The 'Teacher Responses' section is currently empty. At the bottom of the page, there is a 'Conversation' section with a text input field and a 'Add a message' button.



Approvals

- Approvals shows any attendance notes/approvals your child currently has.
- You can click the blue icon in the bottom right to add an attendance note.

Dashboard | Chronicle | Tasks | Approvals

Medical Appointment
Start: 29/03/2022 - 09:00 am
Finish: 29/03/2022 - 10:30 pm

Medical/Illness
Start: 13/11/2020 - 09:00 am
Finish: 18/11/2020 - 03:30 pm

Medical/Illness
Start: 01/07/2020 - 09:00 am
Finish: 25/08/2020 - 03:30 pm

Family Holiday
Start: 12/11/2019 - 08:00 am
Finish: 19/11/2019 - 05:00 pm

Medical/Illness
Start: 30/10/2019 - 04:14 pm
Finish: 30/10/2019 - 05:00 pm

Parent Choice
Start: 03/09/2019 - 07:00 am
Finish: 03/09/2019 - 10:56 am

Medical/Illness
Start: 11/12/2018 - 08:50 am
Finish: 11/12/2018 - 10:48 am

Medical/Illness
Start: 19/11/2018 - 08:50 am

Back | Euan Abercrombie

Dashboard | Chronicle | Tasks | Approvals

Medical Appointment
Start: 29/03/2022 - 09:00 am
Finish: 29/03/2022 - 10:30 pm

Medical/Illness
Start: 13/11/2020 - 09:00 am
Finish: 18/11/2020 - 03:30 pm

Medical/Illness
Start: 01/07/2020 - 09:00 am
Finish: 25/08/2020 - 03:30 pm

Family Holiday
Start: 12/11/2019 - 08:00 am
Finish: 19/11/2019 - 05:00 pm

Medical/Illness
Start: 30/10/2019 - 04:14 pm
Finish: 30/10/2019 - 05:00 pm

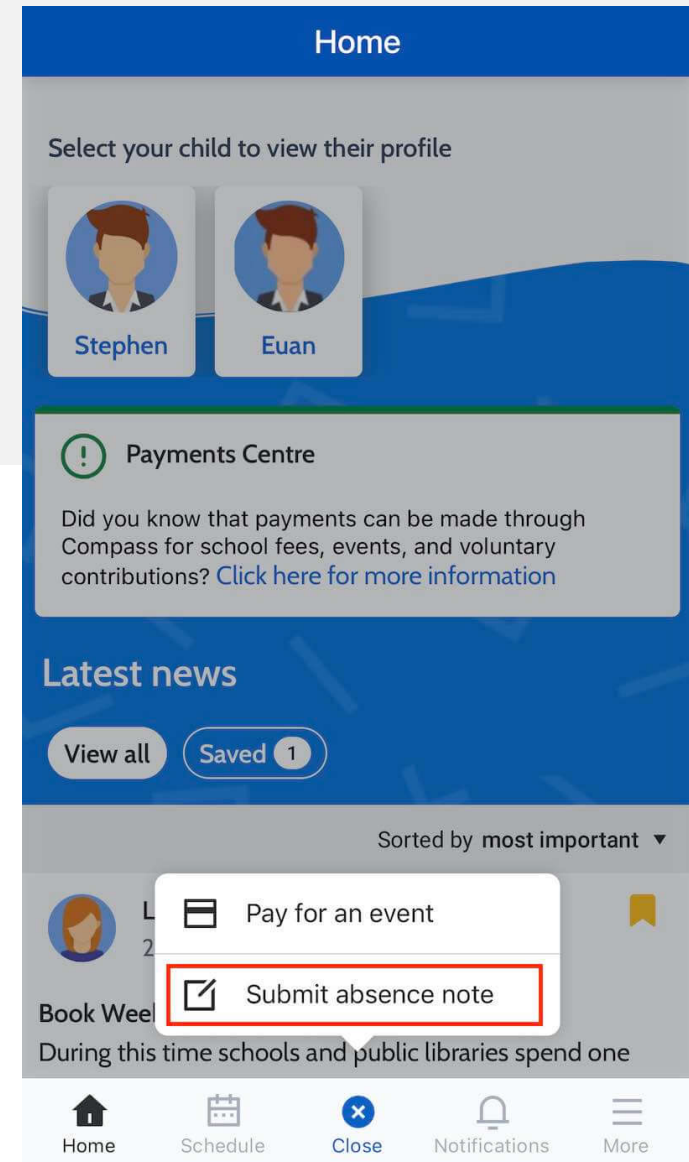
Parent Choice
Start: 03/09/2019 - 07:00 am
Finish: 03/09/2019 - 10:56 am

Medical/Illness
Start: 11/12/2018 - 08:50 am
Finish: 11/12/2018 - 10:48 am



Adding Absence Notes

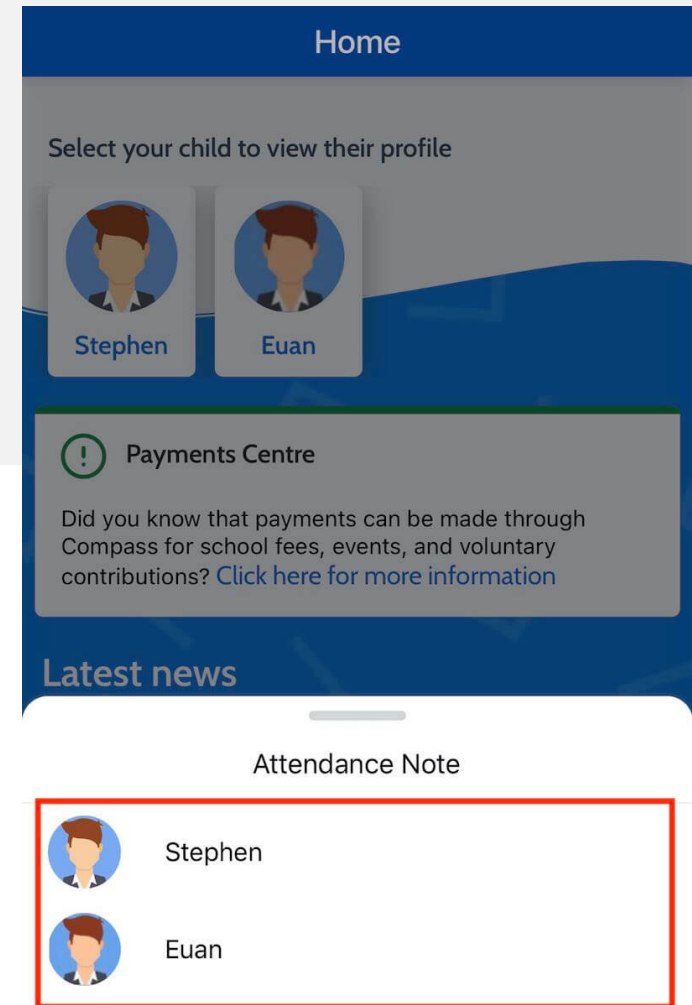
- You can add absence notes by clicking 'Shortcuts' and selecting 'Submit absence note'.





Adding Absence Notes

- If you have more than one child at the school, you will be required to select which child the note is being added for.
- You cannot add an absence note for more than one child at the same time.





Adding Absence Notes

- In the note screen, you will need to select the reason from the available options listed.
 - Medical/Illness
 - Medical Appointment
 - Bereavement
 - Truancy
 - Parent Choice
 - Family Holiday
 - Religion/Cultural Observance

The screenshot shows a mobile application interface for adding an absence note. At the top, there are two buttons: 'Cancel' and 'Add Attendance Note'. Below these is a dropdown menu for 'Reason' with 'None >' selected. A section titled 'Details / Comments' contains a large empty text input area. Below this, there are fields for 'Start Date' (06/04/2022 - 09:00 AM) and 'End Date' (06/04/2022 - 03:30 PM). A section for 'Potentially Affected Sessions' includes a field for 'Activities' with a right-pointing chevron. At the bottom, there is a large blue button labeled 'Add Attendance Note'.



Adding Absence Notes

- You can then add any applicable details/comments and click on the 'Start Date' and/or 'End Date' fields to add in the correct information for the absence note.
- When all content is added to the absence note, you need to click the 'Add Attendance Note' button and the absence note will be added to your child's record.

[Cancel](#) [Add Attendance Note](#)

Reason Medical Appointment >

Details / Comments

Euan has a Physio appointment and will need to leave early

Start Date

06/04/2022 - 02:00 PM

End Date

06/04/2022 - 03:30 PM

Potentially Affected Sessions

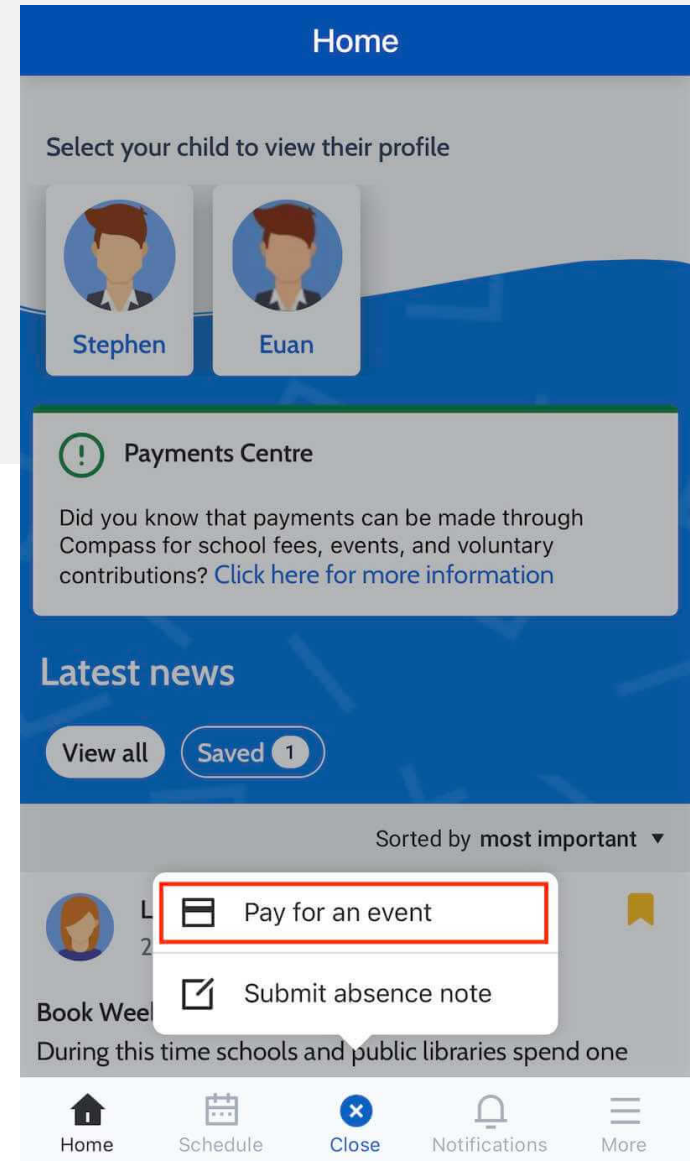
Activities >

[Add Attendance Note](#)



Events

- You can access events your child has by clicking 'Shortcuts' and click on 'Pay for an event'.






Events

- You can use the filters at the top to view Standard or Opt In Events, and also view events pertaining to one child rather than all.

Close Events

Showing: Standard Events ▾ For: All students ▾

Upcoming Events


 Stephen CORNFOOT
2 events

Fri 30 **Aug** Lunchtime Debate Team Introduction
Start: Fri, Aug 30th 2019, 12:15pm
Finish: Fri, Nov 22nd 2019, 01:00pm >

Attending	No consent date set	\$0.00
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Mon 23 **Sep** Business Management Units 3 & 4 Revision Lecture
Start: Mon, Sep 23rd 2019, 11:00am
Finish: Mon, Sep 23rd 2019, 01:00pm >


Awaiting Payment and Consent	Due: 5 Aug 2019	\$45.00
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 Euan ABERCROMBIE
3 events



Events

- To action a standard event, click the event from the list.
- You can view the details and for events that require consent and or payment you will need to click 'Proceed to Consent and Payment'

 Euan ABERCROMBIE
3 events

Wed 28 Aug Soccer Quarter Finals 2019
Start: Wed, Aug 28th 2019, 09:00am
Finish: Wed, Aug 28th 2019, 03:30pm

Awaiting Payment and Consent	Due: 9 Aug 2019	\$10.00
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Fri 30 Aug Lunchtime Debate Team Introduction
Start: Fri, Aug 30th 2019, 12:15pm
Finish: Fri, Nov 22nd 2019, 01:00pm

Attending	No consent date set	\$0.00
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Thu 28 Nov Year 10 End of Year Trip
Start: Thu, Nov 28th 2019, 08:30am
Finish: Fri, Dec 6th 2019, 04:00pm

Awaiting Payment and Consent	Due: 10 Oct 2019	\$35.00
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Back Soccer Quarter Finals 2...

Wed 28 Aug Soccer Quarter Finals 2019
Consent/Payment Due: 9 Aug 2019

Euan ABERCROMBIE is currently reserved a spot in this event. Please process the event before the due date to ensure the spot is secured.

Description/Educative Purpose

The Yr10 Team has progressed to the Quarter Finals, which is a great achievement.

Date, Time, and Location

Wed, 28 Aug 2019

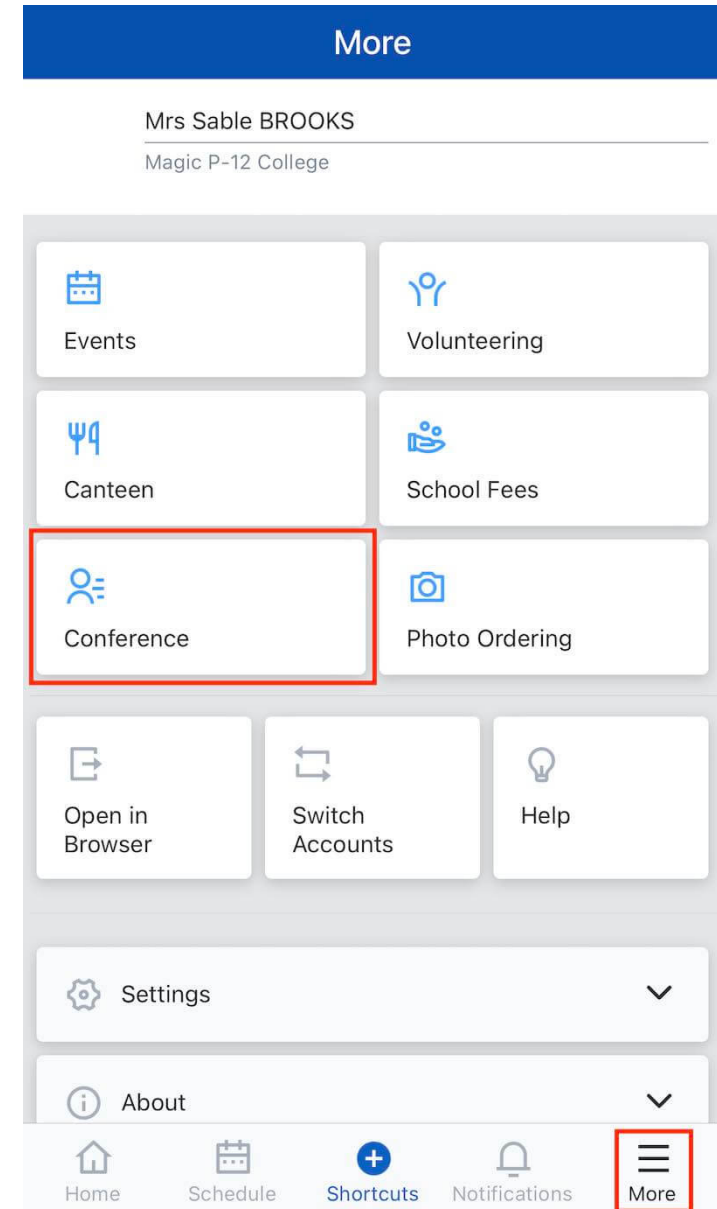
🕒 09:00 am - 03:30 pm

📍 Ferando Sports Centre

Event Details

Conferences

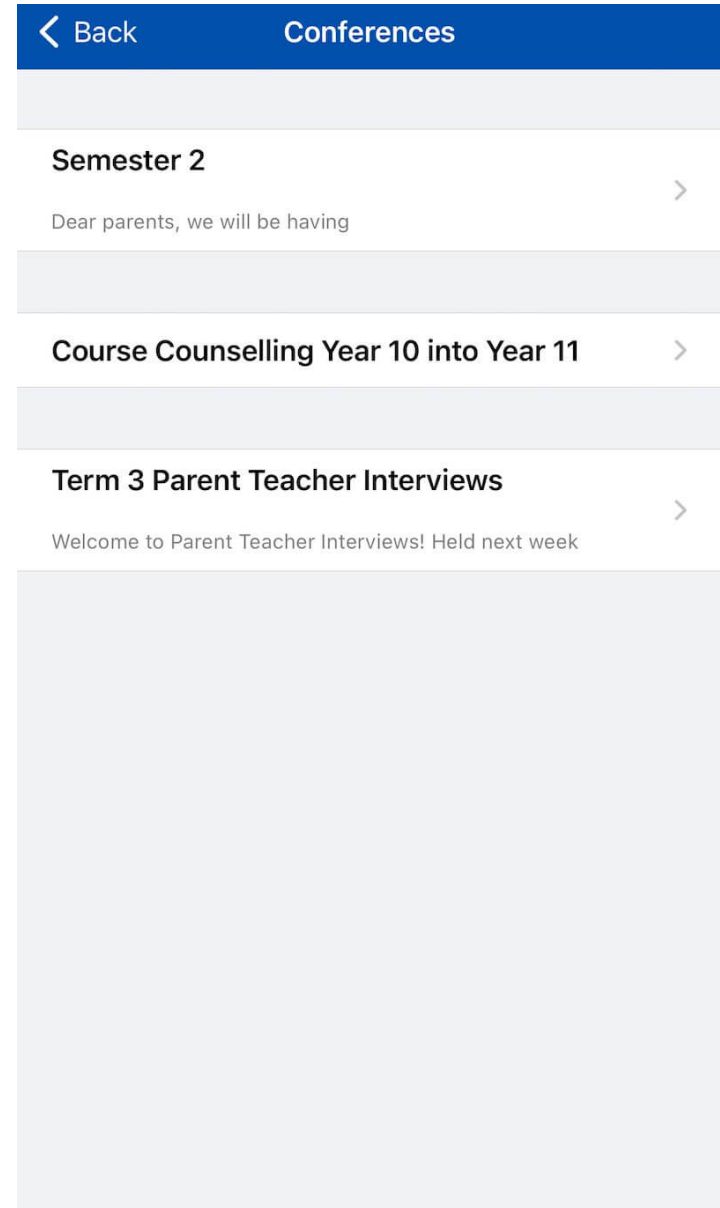
- This is what we use for Parent/Teacher interviews.
- When available you can use this to book a time to meet with your child's teachers to discuss their progress in a particular subject.





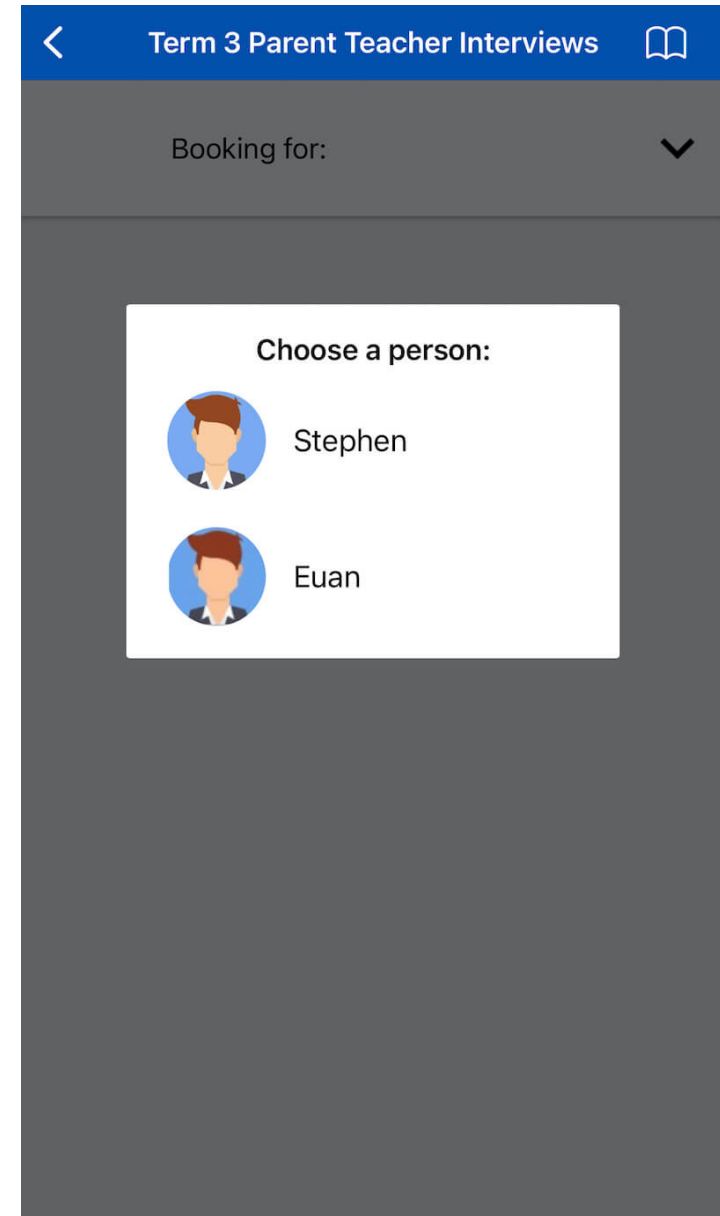
Conferences

- After you click the Conference button, if a conference cycle is open, you will be able to click on it to make/edit/view bookings



Conferences

- To make a booking, you need to click on your child you want to make bookings in relation to.
- This will open a screen of the staff you can book with



Conferences

- Staff showing in white indicate you have not yet booked with them.
- Staff showing in yellow indicates the staff member requires an interview, but a booking hasn't been made.
- Staff showing in green indicate you have made a booking with them.

Term 3 Parent Teacher Interviews

Booking for Stephen

Benjamin BUTTON
Japanese
Interview Welcome
0 bookings have been made

Laura LARSEN
Art
Mon 16/08 04:40 PM
1 bookings have been made

Septima VECTOR
Physical Education
Interview Welcome
0 bookings have been made



Conferences

- You need to click on the staff member you want to make a booking with. This will show you a list of available times slots for that staff member.
- You just need to click on the time you want to book.

Term 3 Parent Teacher Interviews

Booking for Stephen

Benjamin BUTTON
Japanese
Interview Welcome
0 bookings have been made

Laura LARSEN
Art
Mon 16/08 04:40 PM
1 bookings have been made

Septima VECTOR
Physical Education
Interview Welcome
0 bookings have been made

Back Physical Education

MONDAY, AUGUST, 16

04:00 PM

04:10 PM

04:20 PM

04:30 PM

04:40 PM
Laura LARSEN for Art

05:20 PM

06:00 PM

06:10 PM

06:20 PM

06:30 PM

06:40 PM

06:50 PM



Conferences

- If you need an Interpreter, you can select the language from the list of options. You can then click 'Confirm Booking' to secure the time slot.

MONDAY, AUGUST, 16

04:00 PM

04:10 PM

Reason: Physical Education

Student: Stephen CORNFOOT

Time: Mon 16/08 04:20 PM

Staff Member: Septima VECTOR

Interpreter:

Confirm Booking

06:20 PM

06:30 PM

06:40 PM

06:50 PM

MONDAY, AUGUST, 16

04:00 PM

04:10 PM

04:20 PM
Septima VECTOR for Physical Education

04:30 PM

04:40 PM
Laura LARSEN for Art

05:20 PM

06:00 PM

06:10 PM

06:20 PM

06:30 PM

06:40 PM

06:50 PM



Conferences



- To move a booking, click the teacher the booking is with.
- Click the new time slot you would like to book and the confirmation will then remove the existing booking and update to the new time slot.

The screenshot shows a user interface for booking conferences. On the left, a dropdown menu titled "Booking for Stephen" lists three teachers: Benjamin BUTTON (Japanese, Interview Welcome, 0 bookings), Laura LARSEN (Art, Mon 16/08 04:40 PM, 1 booking), and Septima VECTOR (Physical Education, Mon 16/08 04:20 PM, 1 booking). The Laura LARSEN entry is highlighted with a red box. On the right, a calendar view for Monday, August 16, shows time slots from 04:00 PM to 06:50 PM. The 04:20 PM slot (Septima VECTOR) and the 04:40 PM slot (Laura LARSEN) are highlighted in green. The 04:50 PM slot is highlighted with a red box. A confirmation dialog box is overlaid on the right, showing details for the booking: Reason: Art, Student: Stephen CORNFOOT, Time: Mon 16/08 04:50 PM, Staff Member: Laura LARSEN, and Interpreter: None Required (Vietnamese). A yellow warning box at the bottom of the dialog states "Making this booking will move your existing booking." and a blue "Confirm Booking" button is at the bottom.



Conferences

- To delete a booking, you can click on the existing booking and choose the 'Remove Booking' option.
- If you want to view your bookings for a conference, you can click the applicable cycle and then click the book icon in the top right hand corner.

Booking for **Stephen** 


Benjamin BUTTON
Japanese
Mon 16/08 04:00 PM
1 bookings have been made

Laura LARSEN
Art
Mon 16/08 04:40 PM
1 bookings have been made


Septima VECTOR
Physical Education
Mon 16/08 04:20 PM
1 bookings have been made

MONDAY, AUGUST, 16


04:00 PM - Benjamin BUTTON
Japanese
for Stephen CORNFOOT



04:20 PM - Septima VECTOR
Physical Education
for Stephen CORNFOOT



04:40 PM - Laura LARSEN
Art
for Stephen CORNFOOT



Questions

