


# 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 is a dark blue navigation bar with icons for home, calendar, edit, grid, and people, along with the user name 'Mr Sirius BLACK' and a settings gear. Below the navigation bar is a white header area with the text 'Welcome to the Hogwarts P-12 Portal' and the 'Compass' logo. To the right of the logo is the Hogwarts crest. The main content area is divided into sections: 'My News' with three items (Course Confirmation/School Payments, Event Consent/Payment Required, and Attendance: Attendance Note/Approval Required), and 'Winners!' with a congratulatory message for the Quidditch Team. On the left side, 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'.

## 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.

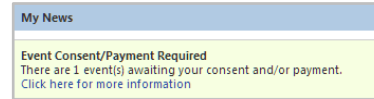
## News

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

# Consent and Payments

1

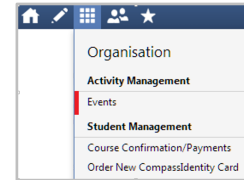
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the *Organisation* menu item (screenshot 2).



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'. The main heading is 'Student: Harry POTTER, 12A, Year 12'. Below this are several tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Dashboard' tab is active, showing a student profile card for Harry Potter with a photo, details (Male, 17 years, 4 months, 01/01/1999), groups (GRYFFINDOR, 12A, Year 12), and student IDs (SMI0036, POT0001). Below the profile card is a schedule for Monday, 16 May 2016, with a vertical timeline showing classes from 8am to 1pm. The 'Student Chronicle' section on the right displays a list of events with filters for date and category. The events include: 'Confiscation' (Mobile Phone, -10 points, recorded May 12 at 11:26am), 'Lunch-Time Out - please refer to email' (Well behaved, +3 points, recorded May 12 at 11:38am), and 'Student Leadership Role' (School Vice-Captain, +1 point, recorded May 6 at 09:18am).

Student: Harry POTTER, 12A, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Student: Harry POTTER

Details: Male - 17 years, 4 months (01/01/1999)  
Groups: GRYFFINDOR, 12A, Year 12  
Student IDs: SMI0036, POT0001

Email Add

Monday, 16 May 2016

8am

9am 8:50: 1 - H133B - 20 - LMA

10am 9:51: 2 - H133B - 20 - LMA

11am 11:12: 3 - 5TYAA - 25 - COL

12pm 12:13: 4 - PY033A - 18 - DUN

1pm

Student Chronicle

Date Filter: This Year

Displaying entries made between 1/1/2016 and 31/12/2016 for: All Categories

Confiscation  
Recorded by JDLF Admin - JDLF  
Item Type: Mobile Phone  
Confiscation  
Recorded May 12 at 11:26am

Lunch-Time Out - please refer to email  
Recorded by JDLF Admin - JDLF  
Lunch Time Out Overview: Well behaved  
Attitude/Behaviour  
Recorded May 12 at 11:38am

Student Leadership Role  
Recorded by JDLF Admin - JDLF  
Role: School Vice-Captain  
Programs  
Recorded May 6 at 09:18am, Occurred May 6 at 09:17am  
Pin Expires: Feb 13 at 11:59pm



# 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 a web interface for a student profile. The student is identified as Harry POTTER, 12A, Year 12. The 'Learning Tasks' tab is selected, showing a table of tasks with columns for Class, Learning Task, Due Date, and Result. A legend indicates task statuses: Pending (grey), Overdue (red), Received Late (yellow), and On Time (green).

Class	Learning Task	Due Date	Result
MA113A	Pythagoras Theorem	19/05/2016 04:00 PM	90
HI133B	History Essay	15/05/2016 04:00 PM	-
PH033A	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: 11/05/2016

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm
Physics Unit 3 PH033A Period 1 NP Un-0	Physics Unit 3 PH033A Period 2 Late Un-0	Math Methods Unit MA113A Period 3 Present	Math Methods Unit MA113A Period 4 Present	History Revolution HIT31B Period 5 Present		

Annual Half-Day Summary

Calendar Year: 2016

Month	March	April	May	June	July	August																
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
Attendance																						

Attendance Summary

Start: 11/01/2016 | End: 11/12/2016 | Action: | Class %: All | Act'd %: All | VCE %: All | Sent %: All | Filter: | Export

Subject	Class	Form	Run	In Class			Out of Class			Percentages												
				Present	Late	Appt	NP	NP	NP	Class	Act'd	VCE	Sent									
						Total			Total													
English Unit 3	EN031C	12A	11	5	0	6	0	2	8	4	93	100	76	90								
History Revolutions	HIT31B	12A	21	14	1	0	15	1	3	2	6	71	60	76	76							
Math Methods Unit 3	MA113A	12A	10	10	0	0	10	0	0	0	0	100	100	100								
Physics Unit 3	PH033A	12A	12	7	0	1	8	0	3	1	4	67	50	67	67							
Psychology Unit 3	PSY33A	12A	12	11	0	0	11	0	1	0	1	92	100	90	87							
Service Pathways Yr 1	SP1101	12A	2	2	0	0	2	0	0	0	0	100	100	100								
Shelby A	SH11AA	12A	11	9	0	0	8	0	3	0	2	73	100	73	73							
Yr 1 Generalist	Y1S1	12A	1	1	0	0	1	0	0	0	0	100	100	100								
Events		12A	2	0	0	0	0	0	0	2	2	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 item, 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.

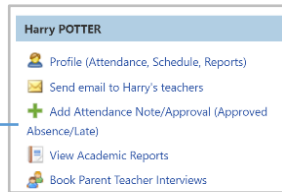
**NP Pamt** - Not present in class and is explained by a parent approval

**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.



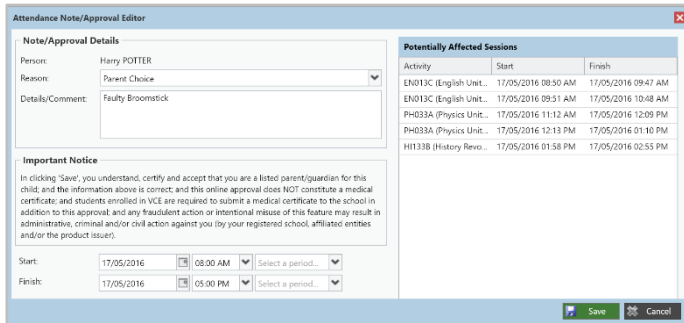
Harry POTTER

- 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
H1133B (History Revo...	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.

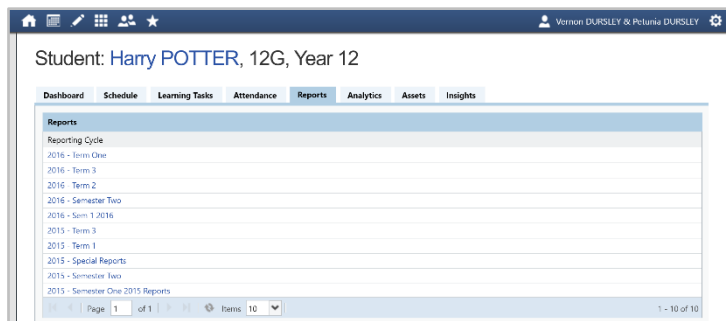
2

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	Reports	
2016 - Term One		
2016 - Term 3		
2016 - Term 2		
2016 - Semester Two		
2016 - Sem 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 1 - 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'.

- Harry PORTER
- 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.

### Conference Bookings

Please select the event to manage your bookings.

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.

### 3-way Conferences : Harry POTTER (SMI0036)

3-way Conferences

Teacher Name	Eligibility	Location	Time Slots	Status
Dereel KEIGHTLEY	Math Methods Unit 3		Clear 27/05/2016 - 09:30 AM 27/05/2016 - 09:15 AM	Free
Leigh GINNIVAN	Study A		27/05/2016 - 09:30 AM	Free
Minerva MCGONAGALL	History Revolutions		27/05/2016 - 09:45 AM	Free
Severus SNAPE	Physics Unit 3, Psychology Unit 3		27/05/2016 - 10:00 AM 27/05/2016 - 10:15 AM	Free
Severus SNAPE	Physics Unit 3, Psychology Unit 3		27/05/2016 - 10:30 AM 27/05/2016 - 10:45 AM 27/05/2016 - 11:15 AM 27/05/2016 - 11:30 AM	Free

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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