

Parents Guide to using Compass

The Compass Parent Portal is an integrated, online portal that 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
- - Update your family contact information
- - View your child's timetable and the school calendar
- - Download and view your child's Semester Reports and Progress Reports
- - Book Parent/Student/Teacher Conferences
- - Pay and provide consent for events and school fees

Your school may be using some or all of the modules indicated in this article. Likewise, within your parent portal you may have access to some or all of the functions listed.

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. To download the app to your device, search 'Compass School Manager' in the applicable app store.

Logging on to Compass

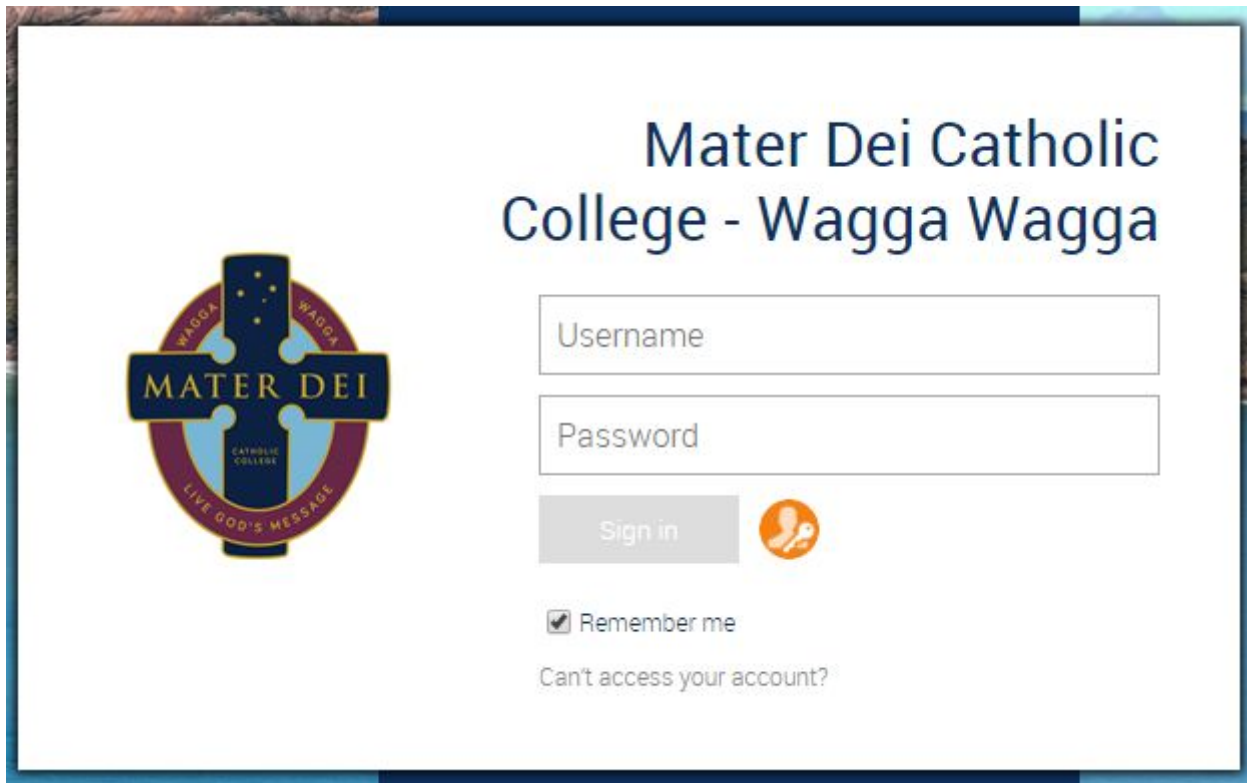
Every family receives a separate login to our Compass site, which will be provided to you by the school.

To access our Compass site go to

<https://mdccww-nsw.compass.education>

To log in you will require your unique family username and password. These details will be provided to you soon. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.

Type in your username and password.




The image shows a login page for Mater Dei Catholic College - Wagga Wagga. On the left is the school's logo, a blue cross with 'MATER DEI' and 'CATHOLIC COLLEGE' text, surrounded by a purple circle with 'WAGGA WAGGA' and 'LIVE GOD'S MESSAGE'. On the right, there are two input fields for 'Username' and 'Password'. Below these is a 'Sign in' button, a user icon, a checked 'Remember me' checkbox, and a link for 'Can't access your account?'.

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

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mrs Molly WEASLEY

Mobile

 ▼ 0412 345 678

Email

support@compass.edu.au

Update My Details

[I don't have these details](#)

Also when logging in for the first time, once you have confirmed your details, you will be required to change your password. Once you have chosen your new password, you will be taken to your parent homescreen.

Next, you will need to change your password

You new password must:


- Be at least eight (8) characters in length
- Contain at least one (1) alphabetical character
- Contain at least one (1) numeric character

New Password:

Confirm New Password:


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.

Mater Dei Catholic College - Wagga Wagga



Username

Password

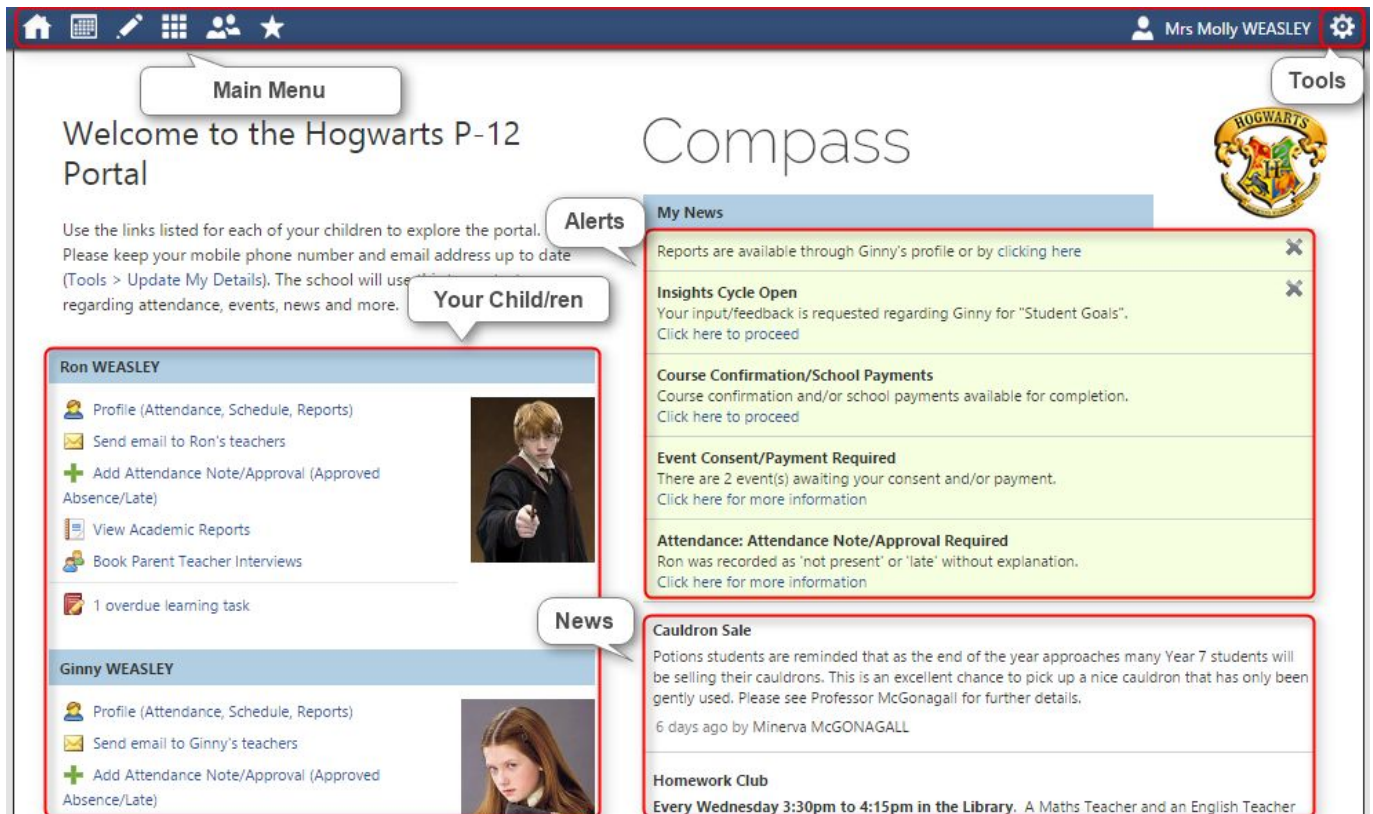


Remember me

[Can't access your account?](#)

The Home Screen

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



Main Menu

Welcome to the Hogwarts P-12 Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this information regarding attendance, events, news and more.

Your Child/ren

Ron WEASLEY

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

Ginny WEASLEY

- Profile (Attendance, Schedule, Reports)
- Send email to Ginny's teachers
- Add Attendance Note/Approval (Approved Absence/Late)

Alerts

My News

- Reports are available through Ginny's profile or by clicking here
- Insights Cycle Open**
Your input/feedback is requested regarding Ginny for "Student Goals". Click here to proceed
- Course Confirmation/School Payments**
Course confirmation and/or school payments available for completion. Click here to proceed
- Event Consent/Payment Required**
There are 2 event(s) awaiting your consent and/or payment. Click here for more information
- Attendance: Attendance Note/Approval Required**
Ron was recorded as 'not present' or 'late' without explanation. Click here for more information

News

Cauldron Sale
Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details.
6 days ago by Minerva McGONAGALL

Homework Club
Every Wednesday 3:30pm to 4:15pm in the Library. A Maths Teacher and an English Teacher

Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

Tools

The Tools Menu (cog 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.

- - Outstanding absences or late arrivals that require a note or approval
- - Course Confirmations or payments that need processing
- - Parent/Student/Teacher Conferences that are available for booking
- - Excursions or Events that require consent and/or payment
- - School photos that are available for purchase
- - Semester Reports or Progress Reports that are available to download.

Your Child

This section 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 details information about your child. Options here may include:

- - Your child's profile page
- - Email functionality
- - Attendance pages customised for your child, where notes/approvals can be entered
- - Academic reports for your child
- - Parent/Student/Teacher Conference bookings

News

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

The Home Screen

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



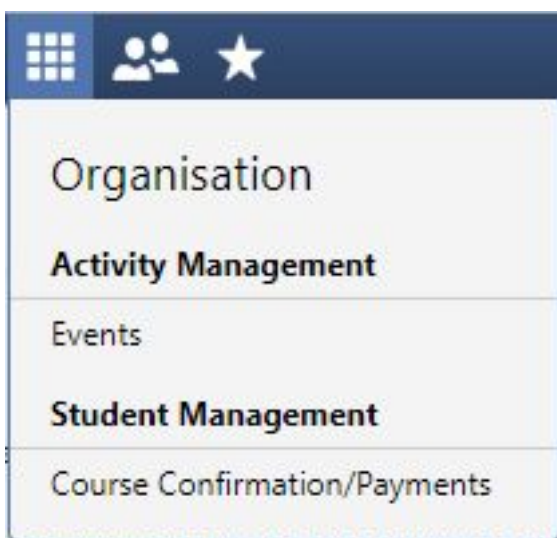
The Home icon will take you back to the Home page.



The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.



The Grid icon will bring up the Organisation menu, from which you can access Events and Course Confirmations/Payments.

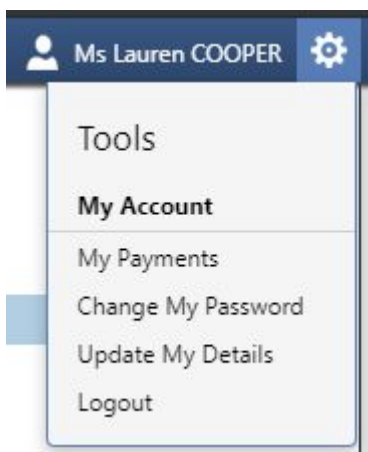


The People icon will bring up the Community menu, from which you can access Conferences, Photos, and School Documentation.

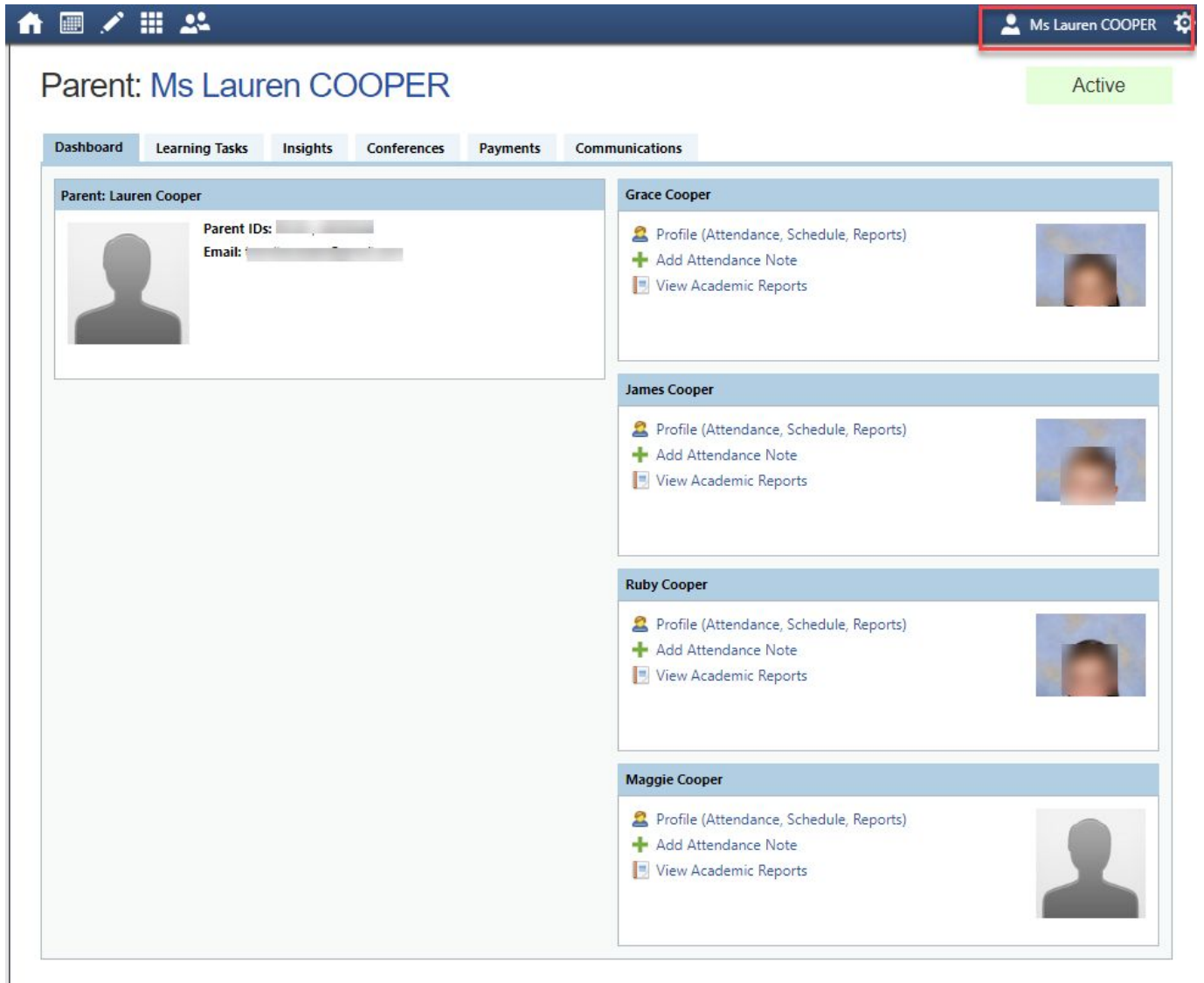



The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked for you to easily access.

To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Files, your Payments, order a new Compass Identity Card, reset your password, update your contact details, and log out.



Clicking on your name will take you to your profile page.



Ms Lauren COOPER 




Active

Dashboard Learning Tasks Insights Conferences Payments Communications




Parent: Lauren Cooper

Parent IDs:
Email:




Grace Cooper

-  Profile (Attendance, Schedule, Reports)
-  Add Attendance Note
-  View Academic Reports




James Cooper

-  Profile (Attendance, Schedule, Reports)
-  Add Attendance Note
-  View Academic Reports

Ruby Cooper

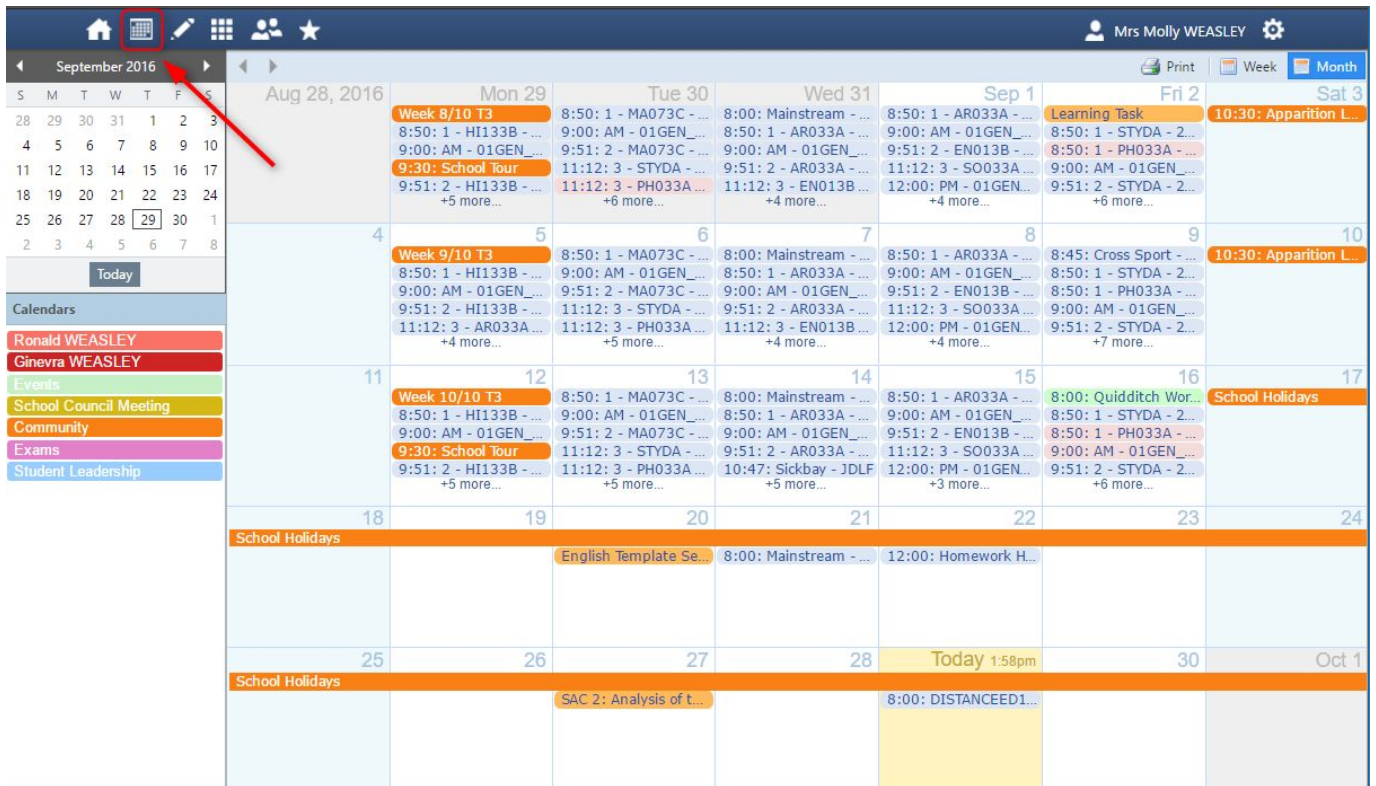
-  Profile (Attendance, Schedule, Reports)
-  Add Attendance Note
-  View Academic Reports

Maggie Cooper

-  Profile (Attendance, Schedule, Reports)
-  Add Attendance Note
-  View Academic Reports

School Calendar

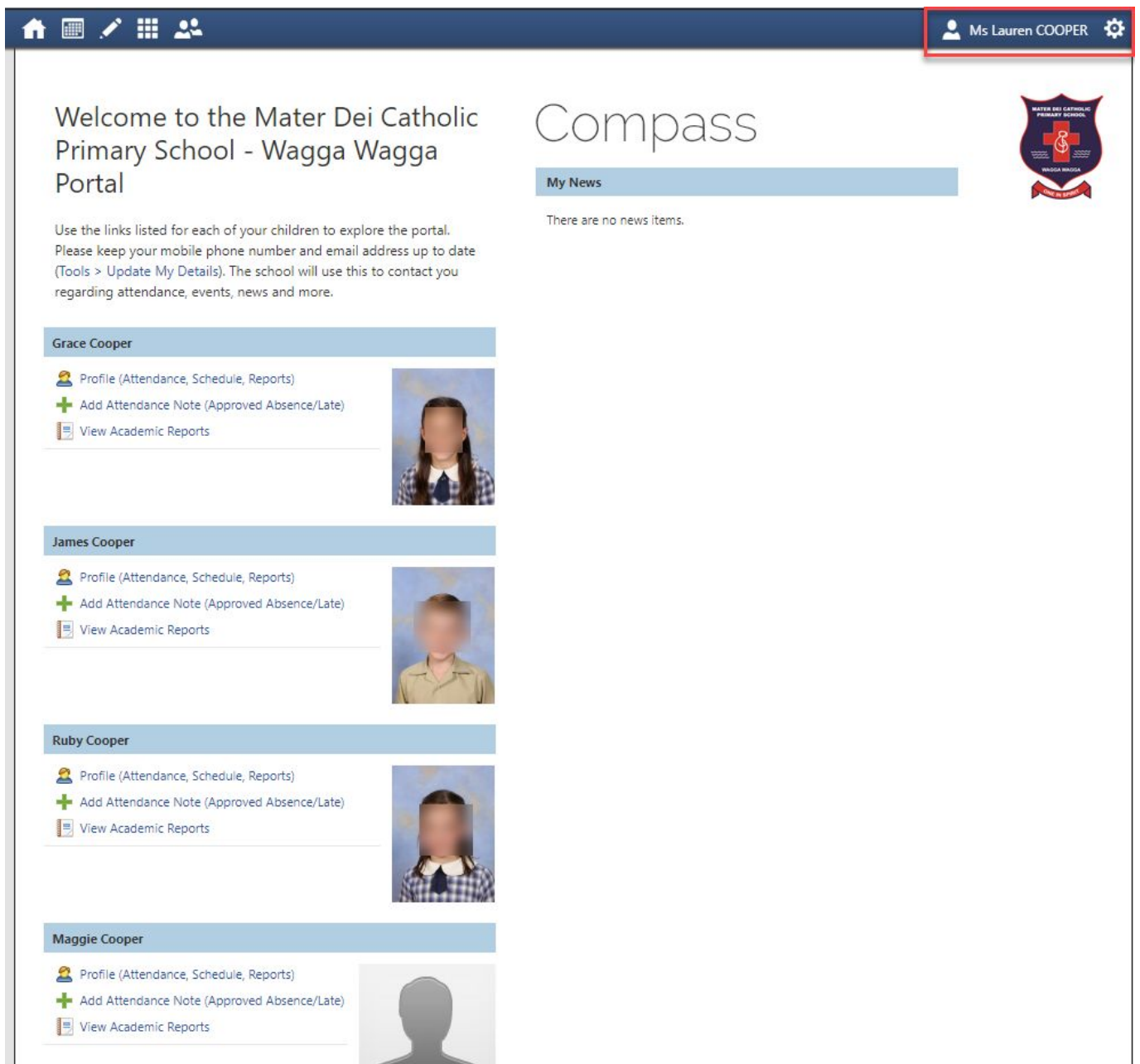
From the School Calendar you can view details of upcoming events, your child's timetable, and other relevant school-wide activities your school has included on the calendar, such as School Council Meetings, School Community events, Exams, Student Leadership events/meetings and more.



The screenshot displays a school calendar interface. At the top, there is a navigation bar with icons for home, calendar (highlighted with a red arrow), edit, grid, users, and star. The user is identified as Mrs Molly WEASLEY. Below the navigation bar, there is a monthly calendar for September 2016 on the left, and a detailed weekly timetable for August and September 2016 on the right. The weekly timetable shows days from August 28 to October 1, with specific lessons and events listed for each day. Key events include 'School Tour' on August 30, 'School Council Meeting' on September 1, and 'School Holidays' on September 18-24 and September 25-30. The current date is September 29, 2016, at 1:58 PM.

Parent Profile

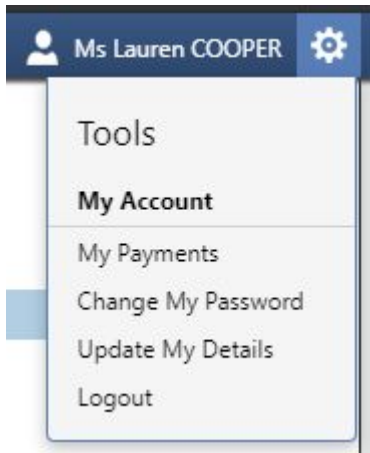
Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Communications can also be accessed from the Parent Profile.



The screenshot shows the Compass Parent Profile page for Ms Lauren COOPER. The page has a dark blue header with navigation icons (home, calendar, pencil, grid, people) on the left and the user's name 'Ms Lauren COOPER' with a settings gear icon on the right. The main content area is white and features a welcome message: 'Welcome to the Mater Dei Catholic Primary School - Wagga Wagga Portal'. Below this is a 'My News' section with the text 'There are no news items.' and the school's crest. The profile section lists four children: Grace Cooper, James Cooper, Ruby Cooper, and Maggie Cooper. Each child's profile includes a list of actions: 'Profile (Attendance, Schedule, Reports)', 'Add Attendance Note (Approved Absence/Late)', and 'View Academic Reports', followed by a placeholder for their photo.

Clicking the Cog menu icon will open your Tools menu.

Tools



My Files - Allows you to store files.

- My Payments - Allows you to view any payments that have been made to the school through Compass.
- Change My Password - Allows you to change your password.
- Update My Details - Allows you to update the mobile phone number(s) and email address(es) associated with your account.

Adding Attendance Notes

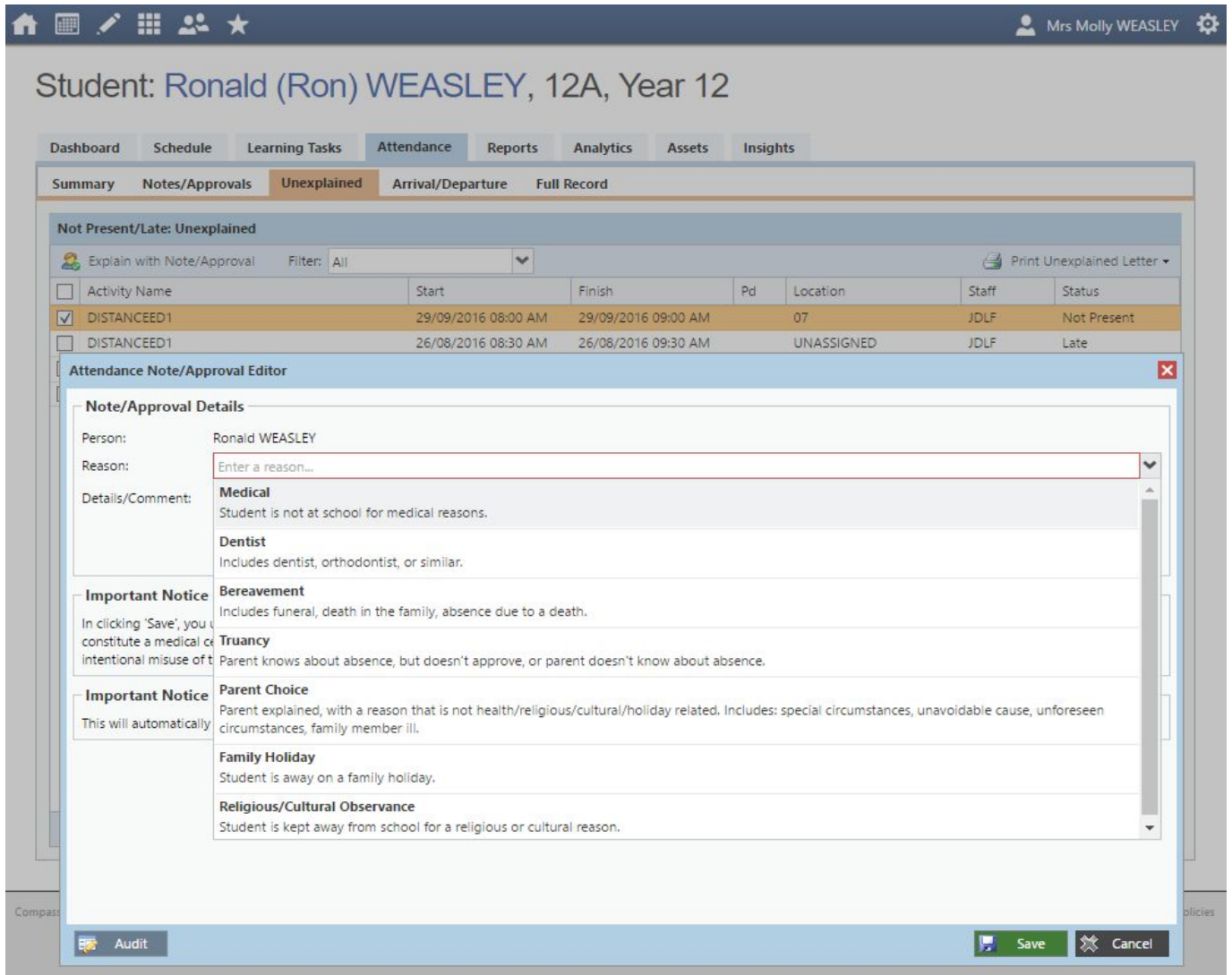
If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

Attendance: Attendance Note/Approval Required

Ron was recorded as 'not present' or 'late' without explanation.

[Click here for more information](#)

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.



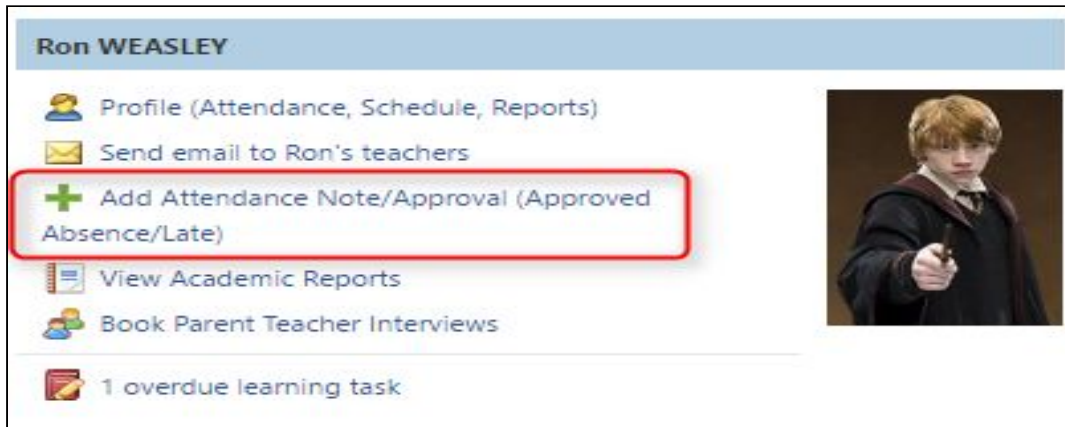
The screenshot shows a user interface for a school management system. At the top, the user is identified as Mrs Molly WEASLEY. The main heading is 'Student: Ronald (Ron) WEASLEY, 12A, Year 12'. Below this are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Attendance' tab is active, and within it, the 'Unexplained' sub-tab is selected. A table titled 'Not Present/Late: Unexplained' shows two entries for 'DISTANCEED1' with dates 29/09/2016 and 26/08/2016. An 'Attendance Note/Approval Editor' window is open, showing 'Note/Approval Details' for Ronald WEASLEY. The 'Reason' field is empty, and the 'Details/Comment' field contains text for 'Medical' and 'Dentist' reasons. A list of other reasons is visible on the right, including 'Bereavement', 'Truancy', 'Parent Choice', 'Family Holiday', and 'Religious/Cultural Observance'. At the bottom of the editor are 'Audit', 'Save', and 'Cancel' buttons.

Please note that you cannot edit your notes or approvals after they've been created. If you do need to make any amendments please contact your school, as they can do this for you.

Adding a Note/Approval for a Future Absence

You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday).

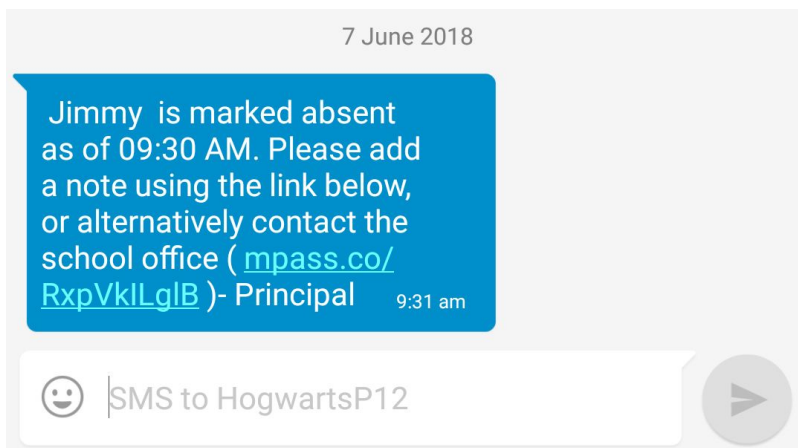
To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

Adding a Note/Approval via a One Time Link

If your school is using One Time Attendance Notes via their SMS notifications, there will be a link included in the SMS which you can click on.



Clicking on the link will take you directly to Compass to add a note/approval for the unexplained absence.

hogwartsp12-vic.compass.education 5

Ms Terri TOWEL

Absent Child

James ARNOLD

Reason

Dentist

Details / Comments

Jimmy is at the dentist today

Start Date

07/06/2018, 08:00

End Date

07/06/2018, 17:00

Missed

02GEN_02A (Yr 2 Generalist)

02GEN_02A (Yr 2 Generalist)

Add Approval

Please note, the default expiry of these links is 48 hours, once the link has expired you will have to add a note/approval by logging into Compass.