



## A Parent's Guide to Compass

### Overview

The Compass Parent Portal is an integrated, online portal that allow you to access up-to-date and meaningful information about **Doncaster Secondary College** 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 you family contact information;
- View your child's timetable and the school calendar;
- Monitor your child's homework and assessment tasks;
- Download and view your child's Semester Reports and Progress Reports;
- Book Parent/Student/Teacher Conferences; and
- Pay and provide consent for events and school fees.

### **NOTE:**

- Not all Compass Functions are currently implemented on Doncaster Secondary College Compass.
- Doncaster Secondary College staff will keep you informed of any Compass changes via [email](#) OR 'My News' section on the Compass Home Page

### Accessing Compass

Compass is a web based application 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 the school. Doncaster Secondary College Compass link can be found by entering the address below or clicking on this link:

<https://doncastersc-vic.compass.education/login.aspx?sessionstate=disabled>



# Doncaster Secondary College


If you are having trouble finding the Compass link above, go to: <http://schools.compass.edu.au> and search for Doncaster Secondary College.

## Logging in to Compass

To log in you will require your unique family **username** and **Password**.

A screenshot of the Doncaster Secondary College login page. It features the school's logo on the left and a login form on the right. The form includes fields for 'Username' and 'Password', a 'Sign in' button, a 'Remember me' checkbox, and a link for 'Can't access your account?'.

Doncaster Secondary College



Username

Password

Sign in

☒ Remember me

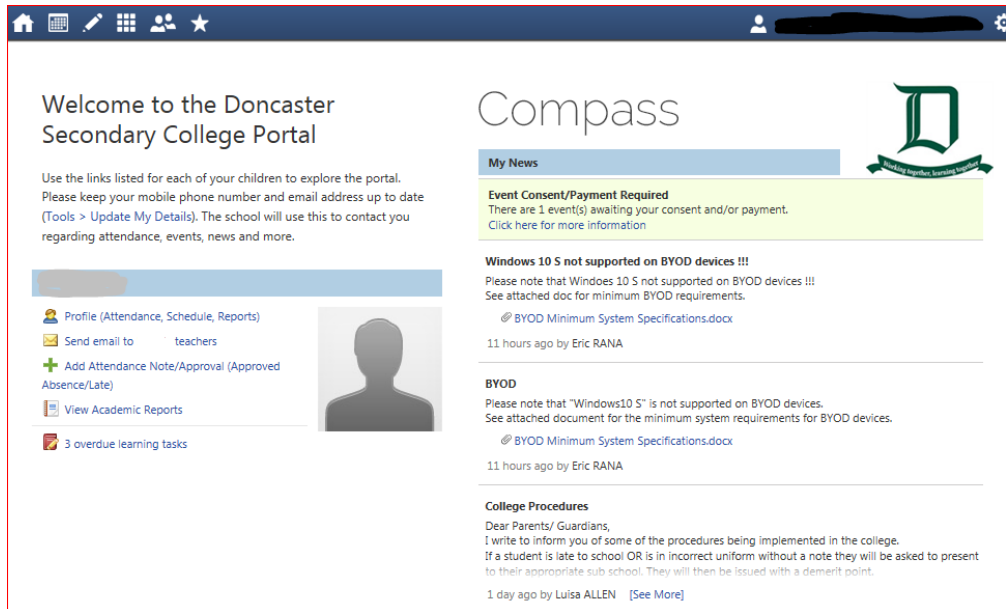
[Can't access your account?](#)

- These details will be provided to you by the 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 the 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 Logon Page.



## Homepage


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



- **Email messages** are in the '**My News**' Section
- Update your Personal details by clicking on [\(Tools > Update My Details\)](#)
- To view your child's Attendance, Schedule, Reports click [Profile \(Attendance, Schedule, Reports\)](#)
- To send an email to your child's teacher [Send email to teachers](#)
- To report your child's attendance and approvals [+ Add Attendance Note/Approval \(Approved Absence/Late\)](#)
- View your child's Academic Reports [View Academic Reports](#)
- Snapshot of your child's tasks [3 overdue learning tasks](#)



## Tools

The Tools Menu  (cog icon) gives you access to the following:

- **My Account** is the landing page of the Compass Portal
- **My Files** gives you options to add attachments

### My Files

**My Files Management**  
[+ Add File](#)

Filename	File Type		
No files			

- **Access your Payments** gives you a snapshot of what your Childs Payments were. When it was paid, how much was paid and details of the payment

Parent: Active

Dashboard | Learning Tasks | Insights | **Payments** | Conferences | Communications

Date	Amount	Payment Type	Status
01/02/2018 12:39 PM	\$10	Event payment for Paid by: Swimming Sports Bus Transportation (38674)	Succeeded
13/12/2017 03:25 PM	\$675	2018 SEAL Students ONLY - Essential - \$0.00 2018 General Curriculum and Services - Essential - \$400.00 2018 College Magazine - Optional - \$25.00 2018 Network Support - Voluntary - \$50.00 2018 Building Fund - Tax Deductible Voluntary - \$50.00 2018 Grounds - Voluntary - \$50.00 2018 Library Fund - Tax Deductible Voluntary - \$50.00 2018 Wellbeing Programs Donation - Voluntary - \$50.00	Succeeded
13/12/2017 03:15 PM	\$290	Year 7 Camp 2018 (35488)	Succeeded
13/12/2017 03:14 PM	\$40	2018 Language Perfect & Cultural Incursion payment (35890)	Succeeded
13/12/2017 03:12 PM	\$20	2018 English Perfect payment (36933)	Succeeded
13/12/2017 03:09 PM	\$15	2018 Lock (35463)	Succeeded

- **View your Compassidentity Card** is not currently used DSC



## CompassIdentity

[\[ Click here to go back \]](#)

### Order new card

#### Card orders cannot be placed at this time.

Replacement cards can only be ordered after the initial cards have been issued. Please contact your school for more information.

### Student Card Order Summary

Below is a list of ordered cards for you (or your children). Processed cards may take up to 7 days to be delivered to your school. If after seven (7) school business days you have not received your card and the order is

- still marked as "Ordered", please email support@jdlf.com.au
- marked as "Processed" please contact your school directly.

Status	Order Id	Card Order	Ordered
No card orders are currently listed for your child/ren.			

### Externally Linked Card Services

- **Change your Password** use this tool to change your password characters.
  - It is recommended you change your password at least every 12 months.
  - Remember your old password and follow the instructions below under the heading **"Your new password must"**, this will ensure your login details will reset correctly,

## Change My Password

### Your new password must:

- Be at least eight (8) characters in length
- Contain at least one (1) UPPERCASE letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number

Old Password:

New Password:

Confirm New Password:

Save




- **Update my Details** gives you the flexibility to change your Phone Number and email address

## Welcome to the Doncaster Secondary College Parent Portal

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).

### Mr Joe SOAP


Mobile



Email

### Mrs Vanilla Spice

Mobile



Email

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

- **Logout of Compass** when you logout of Compass, the application will take you back to the sign on page.



## Menus and Functions

At the **left side of the Dashboard** there are various icons below. If you click on the Icon it will take you to a new Page on the Portal.

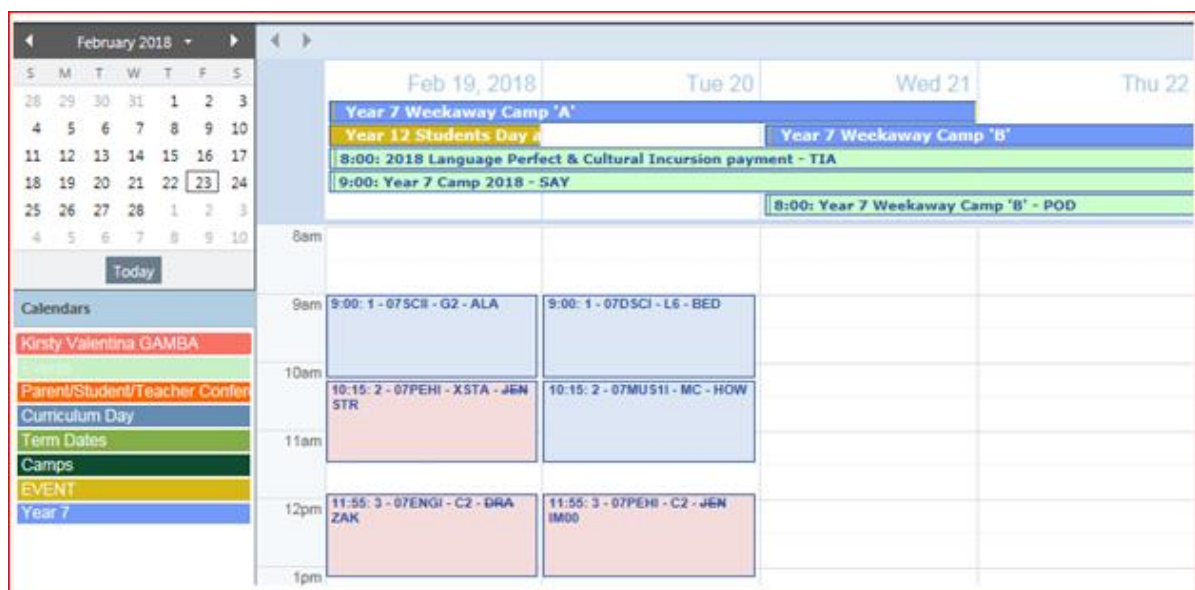
-  **The Home**

This icon will take you back to the **Home page** also known as the Landing Page or Dashboard.

-  **The Calendar**

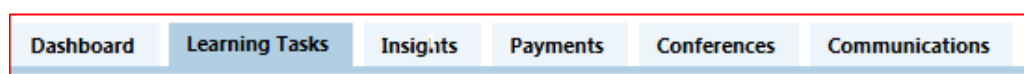
Shows the child's school calendar, where you will be able to see the schedules of your child and any school events OR activities that have been entered.

**Activity Management** shows the Childs Activities in the Calendar



-  **The Pencil.**

- Shows the child's **Learning Tasks** and **DSC School Resources**.
- From this page you can navigate to the **Dashboard, Insights, Payments, Conferences** and **Communications**.





- The **Learnings Tasks** page shows your child's progression of their **tasks, current Status, Results** and any **actions** to be taken.

Parent: Active

Dashboard Learning Tasks Insights Payments Conferences Communications

Group by code Academic Group: (Currently Relevant)

Code/ Student Name	Learning Task	Status	Result	Actions
07DSC	Are a DSC student? Class Task   Report: No	Due date: 09/02/18 04:00 PM Submitted: <span>Overdue</span>	-	
07HUM	CAT01 - Mapping Skills Test (RT) Class Task   Report: Yes	Due date: 01/02/18 09:00 AM Submitted: <span>Overdue</span>	-	
07HUM	CAT02 - Edendale Farm Fieldwork (RT) Class Task   Report: No	Due date: No due date Submitted: <span>Pending</span>	-	
07HUM	CAT03 - Weather Hazard Research Task (RT) Class Task   Report: No	Due date: No due date Submitted: <span>Pending</span>	-	
07TAE	Italy - Cultural Assignment Class Task   Report: No	Due date: 02/03/18 04:00 PM Submitted: <span>Pending</span>	-	
07TAE	La Posta Elettronica Class Task   Report: No	Due date: No due date Submitted: <span>Pending</span>	-	

- The **Communications** tab shows the **Messages** and the **sent /modified date**
- For **details** of the message go to the '**My News**' Section on the home page

Dashboard Learning Tasks Insights Payments Conferences Communications

**Bulk Messages**

Message	Date Modified
Coles Sports for Schools	14/02/2018 11:59 AM
Year 7 and 8 Basketball Tryouts	16/02/2018 08:55 AM
Year 7 and 8 Girls Basketball Tryouts	16/02/2018 08:46 AM
Your Health and the Swimming Carnival	31/01/2018 03:21 PM
Rock Program 2018	31/01/2018 02:16 PM
Year 7 and 8 Girls Basketball Tryout Update	16/02/2018 09:24 AM
Year 7 Camp forms	01/02/2018 11:58 AM
Adding a note or approval on Compass	01/02/2018 04:25 PM
House Sports Swimming Program	02/02/2018 03:20 PM
Enhanced Learning Educational Services - our school subscription & login details	19/02/2018 10:41 AM
Australian Geography Competition	05/02/2018 08:55 AM
NEW UNIFORM items in stock: soft shell jackets and girls' shorts	19/02/2018 11:07 AM
INTERACT CLUB MEETING	19/02/2018 04:58 PM
Year 7 - 10 Jacaranda eBooks	08/02/2018 11:15 AM
Year 7 Camp Return	21/02/2018 03:10 PM
Year 7 Camp Weekaway Information	09/02/2018 02:09 PM
BYOD	22/02/2018 10:57 AM
Windows 10 S not supported on BYOD devices !!!	22/02/2018 11:02 AM
INTERACT CLUB MEETING	13/02/2018 08:22 AM




- **School Resources** pages has the available resources reading material

## School Resources

- Rubrics
- Arts
- EAL
- Chemistry
- EcoBusiness
- English
- English Language
- French
- Geography
- Health PE
- History
- Languages
- Literature
- Maths
- Science
- Physics
- Biology
- Chinese
- Parent Video

Please select an item to view the content.

-  The Grid icon will bring up the **Organisation** menu, from which you can access **School Events, Course Confirmations/Payments** and the **Job System**.
  - The **Activity Management** Page shows the Date and Payment of the event(s) your child is attending.

## Events

Dashboard

### My Children's Events

My Payments

Event	Date/Time	Consent/Payment Options	Due
2018 Language Perfect & Cultural Incursion pay... Attending:	Tuesday, January 30 2018 - 08:00 AM to Friday, March 30 2018 - 05:00 PM	<a href="#">Complete (See Details)</a> <a href="#">Print Form (Offline)</a>	15/03
Year 7 Camp 2018 Attending:	Monday, February 19 2018 - 09:00 AM to Friday, February 23 2018 - 03:15 PM	Consent/Payment was received No further action required	08/02
eduSTEM Robotics and Coding Club Attending:	Thursday, April 19 2018 - 03:15 PM to Thursday, April 19 2018 - 04:30 PM	<a href="#">Process Now (Online)</a> <a href="#">Print Form (Offline)</a>	28/02

- The **Student Management** Page show the Child's **Course Confirmation and Payment** for the course in the Year

## Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
2018 Year 7	Complete



- **Two People** icon will bring up the Community menu, from which you can access **Parent/Student/Teacher Conferences, School Photos** and **School Documentation**.
  - Details of **Conference Bookings** / events and the status of that event.

### Conference Bookings

Please select the event to manage your bookings.

Available events

Event	Student	Status
No records to display.		

**Conference Bookings**  
[Conference Bookings Home](#)




- School **Photos** of your child are published on this page

### Photos

No photo cycles configured

- **School Documentation** has Schools forms such as Medication Request Form etc

### School Documentation

 Forms  
 Medication Request Form

Please select an item to view the content.



- The **Star** icon will bring up the Favourites menu, where Careers in Doncaster Secondary College and other websites made available to Parents.
  - This page will take you to the **DSC Careers** and **DSC Website**