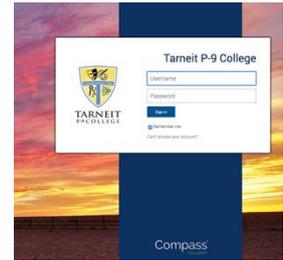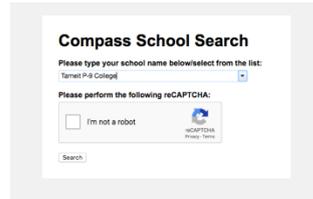## Parent Guide to accessing the Compass Parent Portal

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

Accessing Compass

Every family (including alternate families) will receive a separate login to Compass, which you should have received in the mail. If you are having trouble finding the Compass link, you can go to https://schools.compass.education/ where you can search for and find our school's direct URL or go directly to https://tarneitcollege-vic.compass.education/
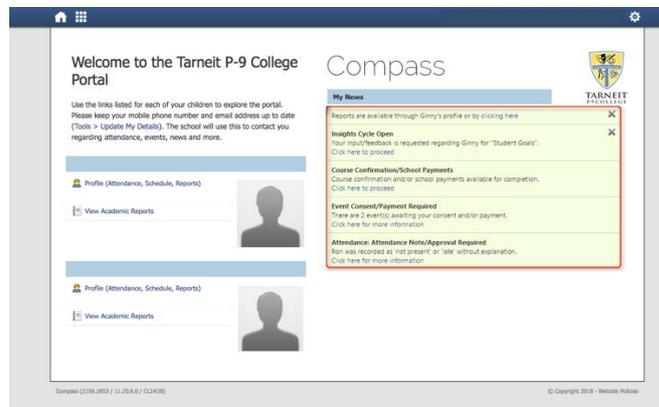
Logging in to Compass

To log in you will require your **unique** family username and 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 or contact the school or you can contact the College Administration office.

Mobile Access

Apps are available to download for free from the App Store. Once installed there will be a prompt to choose which school you are accessing. After selecting **Tarneit P-9 College** you will be promoted to put in the **same** username and password provided. If successful, the account will be saved to the device.

Homepage

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

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Tools

The Tools Menu (cog icon) allows you to update your contact details and change your password.

My News

Custom notifications for items that require your action or attention.

Reports

On the homepage click 'View Academic Reports'

    Profile (Attendance, Schedule, Reports)
    View Academic Reports

where you will be taken to the 'Reports' tab where you can view semester reports. Click on a report (It may take up to two minutes to generate) and click 'OK'

Dashboard	Schedule	Attendance	Reports	Analytics

Reports	
Reporting Cycle	School
2017 - Semester Two	Tarneit P-9 College
2017 - Semester One	Tarneit P-9 College

Attendance

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. 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.

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

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.

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

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