

Compass Parent Guide

The Compass Parent Portal is an online portal that allows you to access up-to-date information about our school and your child's progress.

The portal is accessible via the web and also via the Compass School Manager App (available for download via the App store on your device).

Within the parent portal are many different features including the ability to:

- [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](#)
- [Consent and Pay for school events](#)
- [Make school fee payments](#)
- [View school news items](#)

This guide will assist you with navigating the portal and includes step by step information on how to complete key processes.

[Please note, some processes detailed in this guide may not be applicable \(or in use\) at our school.](#)

If you have any questions regarding your Compass parent portal, please contact the school for assistance.

Contents

Using the Compass School Manager App.....	Page 3
How to access Compass.....	Page 5
How to login.....	Page 6
The Home page.....	Page 7
Menu Icons.....	Page 8
How to add a note for an upcoming absence.....	Page 9
How to add a note for a past absence.....	Page 10
How to consent and pay for an event.....	Page 12
How to opt in to an event.....	Page 16
How to pay school fees.....	Page 21
How to update your details.....	Page 22
How to view your child's learning tasks.....	Page 23
How to book a teacher conference.....	Page 24
How to view your child's report.....	Page 25
How to email a teacher.....	Page 26

The Compass School Manager App

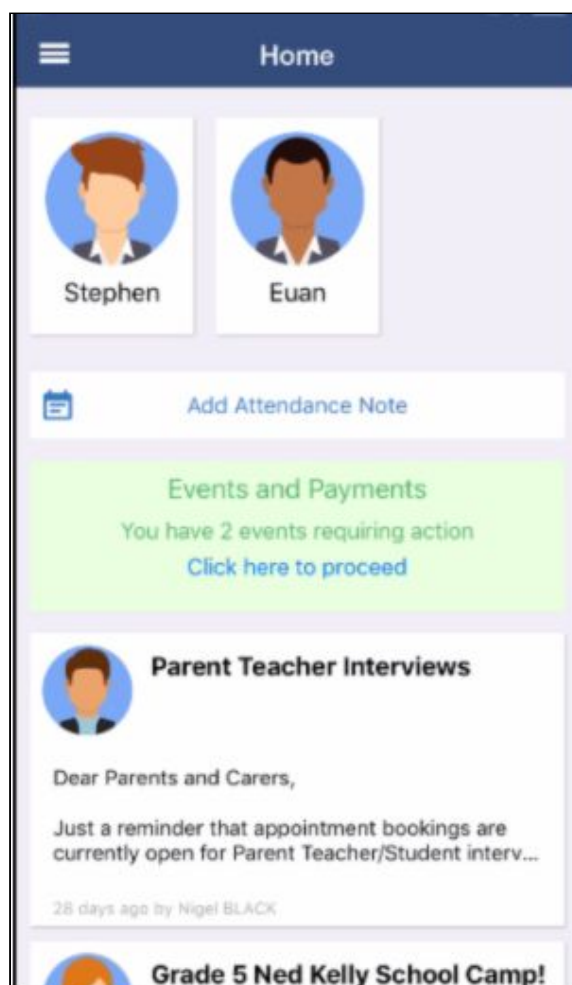
You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your login details which are the same details you use to login to your Compass parent portal.

When logged in, you will see -

- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note
- Any items requiring your action (alerts) at the top of the screen.
- The newsfeed which you can scroll down through to read.
- A link to the main menu (three little stripes in top left corner)

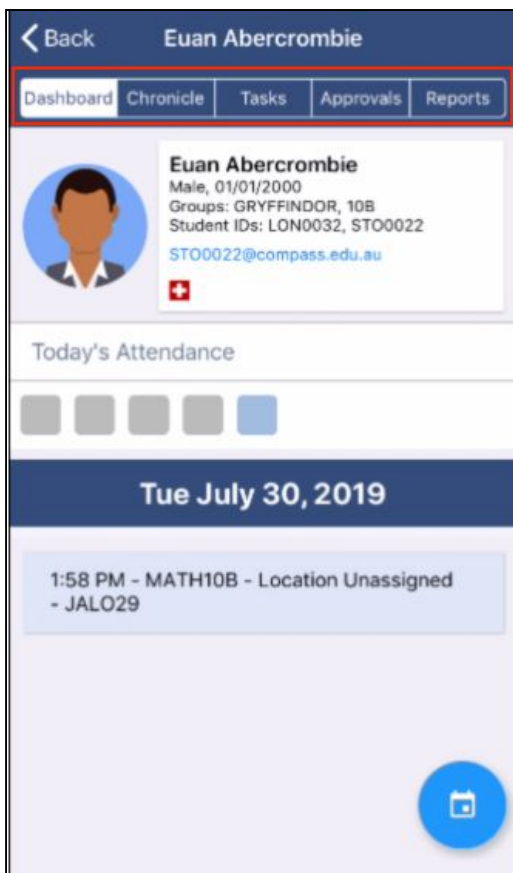
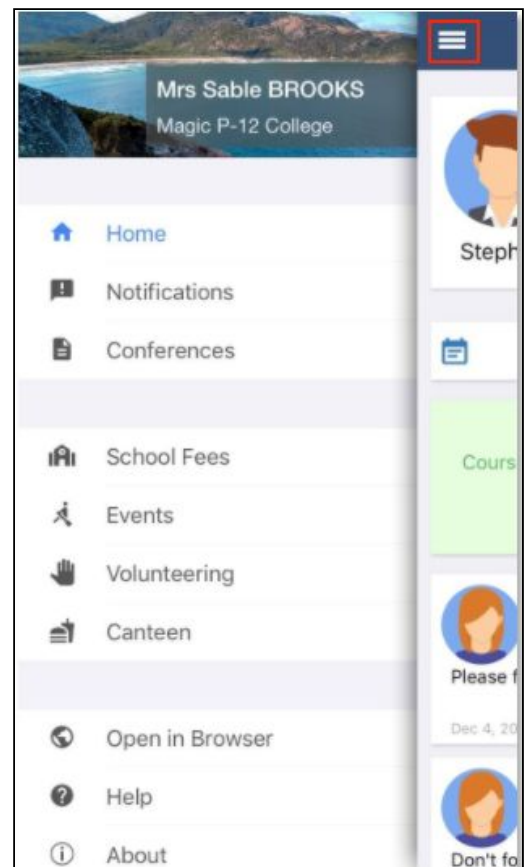


Clicking the menu icon will expand further options.

Some regular actions that you can easily complete via the App are -

- Conferences - allows you to book teacher conferences
- Events - Process consent/payment for your child's upcoming events
- Canteen - Place canteen orders for your child

Note: If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.



To access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports via the App, click their image on your homescreen.

You can then click through the tabs at the top of their profile to access the available information.

Click the 'Back' option in the top right to return to your app home screen at any time.

Parent Portal via Web

How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives a separate login to our school's Compass site. This login information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

<http://schools.compass.edu.au>

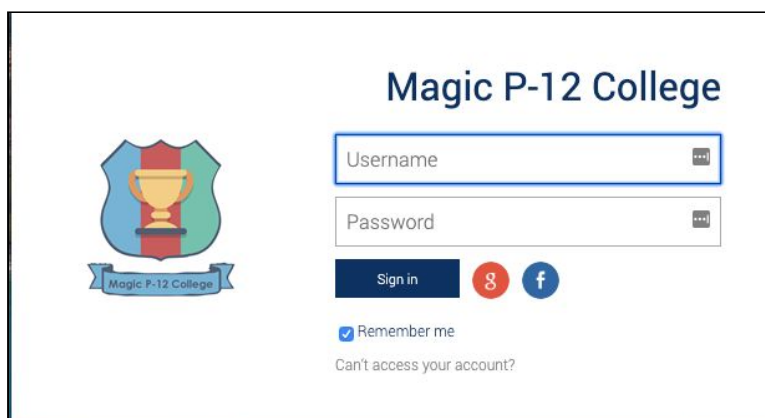
You will then be able to search for our school and access the link.

How to Login

To login, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office.

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.

To login, go to your school's Compass site. Type in your username and password and click 'Sign in'.



Magic P-12 College

Username

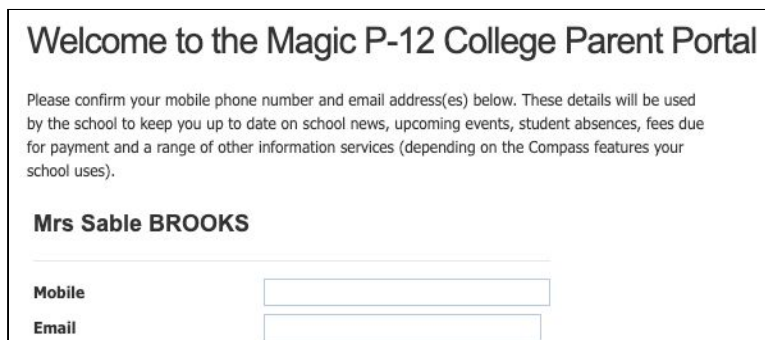
Password

Sign in

Remember me

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

If it is the first time you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and also, password recovery.



Welcome to the Magic P-12 College Parent Portal

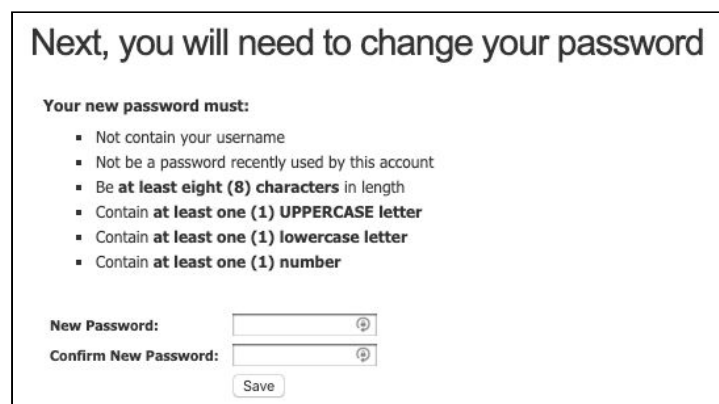
Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mrs Sable BROOKS

Mobile

Email

Also when logging in for the first time, once you have confirmed your details, you will be required to change your temporary password to one of your choosing. When you have entered your new password, click 'Save'.



Next, you will need to change your password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- 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**

New Password:

Confirm New Password:

Save

The Home Page

When logged in, you will be on the Home page. Here you will see different sections of key information.

The screenshot shows the home page of the Magic P-12 College Portal. At the top, there is a navigation bar with icons for home, calendar, pencil, grid, people, and star, followed by the text 'Menu Icons'. On the right side of the navigation bar, the user's name 'Mrs Sable BROOKS' and a settings gear icon are displayed. The main content area is divided into several sections:

- Welcome to the Magic P-12 College Portal:** A message instructing users to use links for their children to explore the portal and to keep their mobile phone number and email address up to date (Tools > Update My Details).
- Child Information:** A section titled 'Child Information' listing two children: Stephen CORNFOOT and Euan ABERCROMBIE. For each child, there are icons and links for: Profile (Attendance, Schedule, Reports), Send email to teachers, Add Attendance Note (Approved Absence/Late), and View Academic Reports.
- Alerts for Action:** A section with a red border containing several alerts:
 - Order your MSP school photos:** A link to place an order today.
 - Course Confirmation/School Payments:** A link to proceed with course confirmation and/or school payments.
 - Payments:** A link for more information on payments awaiting action.
 - Event Consent/Payment Required:** A link for more information on an event awaiting consent and/or payment.
- Newsletter:** A post titled 'Please find attached our March Newsletter' by Liz Larson, dated Mar 2nd.
- Newsfeed Posts:** A post titled 'School Jumper Orders' by Eliza Elderflower, dated Feb 3rd, with a link to order school jumpers. Below the text are images of various school jumpers.

Alerts - These are clickable notifications of items that require your action.

Newsfeed - These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top however, posts set as 'Priority' by the school will show first regardless of the date.

Child Information - You will see each child you have at the school listed and clickable items that give you further details i.e clicking 'View Academic Reports' will take you to your child's available reports

Menu options - Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to placing a canteen order, access to viewing upcoming event information etc.

Menu Icons

The Home icon can be clicked at any time to take you back to the **Home screen** in Compass.



The Calendar icon will take you to view the available **Calendars** i.e. school events, your child's schedule etc.



The Pencil icon opens the **Teaching and Learning menu** from which you can select to view all the Learning Tasks assigned to your child/children.



The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.



The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.



The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.



The Cog icon gives you access to the **Tools menu**. Here you can opt to change your password, view your payment history and update your details.



How To: Add an Attendance Note for an upcoming Absence

If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click 'Add Attendance Note (Approved Absence/Late)'.

Welcome to the Magic P-12 College 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 to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)**
- View Academic Reports

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)**
- Book Parent Student Teacher Conference

Compass

My News

Order your MSP school photos

You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)

Course Confirmation/School Payments

Course confirmation and/or school payments available for completion. [Click here to proceed](#)

Payments

There may be payments awaiting your action. [Click here for more information](#)

Newsletter

Please find attached our March Newsletter
Mar 2nd by Liz Larson

School Jumper Orders

This year, we are taking uniform orders through CompassTix. [Click here to order your school jumpers!](#)
Feb 3rd by Eliza Elderflower

A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Enter a reason...

Details/Comment:

Potentially Affected Sessions

Activity	Start	Finish
SPO10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
BIO10B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM

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: 24/06/2020 08:00 AM Select a period...

Finish: 24/06/2020 05:00 PM Select a period...

Save Cancel

How To: Add an Attendance Note for an Unexplained Absence

If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's 'Unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/>	01/01/2020	31/12/2020				
<input type="checkbox"/> MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'. This will cause the Attendance Note screen to pop open.

The screenshot shows a software interface for managing attendance. At the top, there are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. Below these are sub-tabs: Summary, Notes/Approvals, Unexplained, and Arrival/Departure. The 'Unexplained' sub-tab is active, displaying a section titled 'Not Present/Late: Unexplained'. A red box highlights the 'Explain with Attendance Note' button. Below this is a table with columns: Activity Name, Start, Finish, Period, Location, Staff, and Status. The table contains one row for 'MATH10B' on 18/06/2020, with status 'Not Present'. Below the table is the 'Attendance Note Editor' dialog box. It has a 'Note Details' section with fields for 'Person' (Euan ABERCROMBIE), 'Reason' (a dropdown menu with 'Enter a reason...' selected), and 'Details/Comment' (a text area). There are two 'Important Notice' sections with legal disclaimers. At the bottom of the dialog are 'Audit', 'Save', and 'Cancel' buttons.

Activity Name	Start	Finish	Period	Location	Staff	Status
MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Select the applicable reason for the absence and add in the relevant details/comment. Click 'Save'. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

How To: Consent and Pay for an Event

If your child has an upcoming event that requires your consent and/or payment, you will see an alert on your homescreen.

Welcome to the Magic P-12 College 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 to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Compass

My News

Order your MSP school photos
msp photography You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!

Course Confirmation/School Payments
Course confirmation and/or school payments available for completion. Click here to proceed

Parent Student Teacher Conference
2020 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment. Click here for more information

Attendance: Attendance Note Required
Euan was recorded as 'not present' or 'late' without explanation. Click here for more information

Magic High's School Fete
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Action Centre Events Volunteering History

Event

Euan ABERCROMBIE
1 events

Melbourne Zoo
Wednesday, December 16th 2020, 8:30 am
Wednesday, December 16th 2020, 3:25 pm

Awaiting consent and payment Due 09/12/2020 \$50.00 >

Click the event you wish to action.
You will see the details of the event.

1 Event information

Description and educative purpose
Trip to the Zoo.

When and where

Location	Start	Finish
Melbourne Zoo (Off Campus)	Wednesday, December 16th 2020, 8:30 am	Wednesday, December 16th 2020, 3:25 pm

Additional details
Students are not permitted to bring mobile devices.

Dress code
Full School Uniform

Resources

There are no resources.

Next will be any administrative information that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section.

2 Administrative questions

Medical Information
Details of medical conditions, allergies and medications being taken (already on file)

Name	Action Plan
Headaches Can have occasional headaches	No Attachments
Asthma	Download

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

I acknowledge that the above Action Plan is still current.

Are there any additional medical conditions, allergies, medications or ailments?
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

You will then see the current contact details on file for you. If these need updating or different contact information is required for this event, please add that information in the space provided.

Parent / guardian contact details

Contact Details on file

Mrs Sable BROOKS Email: bgreene@compass.edu.au

Please contact the school if any of this contact information requires updating.

Contact details on the day (if different from normal)

You will then be required to provide consent and payment (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

3 Consent


I give permission for Euan ABERCROMBIE to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Euan ABERCROMBIE will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

To provide consent, please type your name in full

4 Confirm and pay

Payment Method

Visa Credit ****9333



****9333

Payment

Total amount \$50.00

Pay in full now

Process


We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

Once you have completed the consent/payment, the event will update to show your child as 'Attending'.

The 'Events' tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.

Action Centre **Events** Volunteering History

Upcoming events Upcoming Events ▾

 **Euan ABERCROMBIE**
2 events

Remote Expo- Future Careers Wednesday, September 9th 2020, 9:45 am Wednesday, September 9th 2020, 11:45 am	Attending	Due 18/08/2020	\$0.00	>
Melbourne Zoo Wednesday, December 16th 2020, 8:30 am Wednesday, December 16th 2020, 3:25 pm	Awaiting consent and payment	Due 09/12/2020	\$50.00	>

How To: Opt in to an Optional Event

Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis.

Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

The screenshot shows the 'Compass' portal for Mrs Sable BROOKS. On the left, there are sections for two children: Stephen CORNFOOT and Euan ABERCROMBIE, each with a list of actions like 'Profile', 'Send email to teachers', and 'Add Attendance Note'. On the right, under 'My News', there are several announcements. A red box highlights the 'Opt-In Event Invitations' notification, which states 'There are 1 opt in event(s) available' and provides a link for more information. Other notifications include 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom, there is a notice about 'Magic High's School Fete'.

When you click the alert, you will be taken to the Events page.

Click the option to expand the list of Opt In events available.

The screenshot shows the 'Action Centre' with tabs for 'Events', 'Volunteering', and 'History'. Under the 'Events' tab, there is a section for 'Event' with a profile for Euan ABERCROMBIE and '1 events'. The event listed is 'Melbourne Zoo' on Wednesday, December 16th, 2020, with a time slot from 8:30 am to 3:25 pm. The event status is 'Awaiting consent and payment', the due date is '09/12/2020', and the amount is '\$50.00'. A red box highlights a '+ 1 opt-in event' button at the bottom left of the event card.

From the list, click into any events you want your child to attend.

The screenshot shows the 'Events' tab in an 'Action Centre'. At the top, there are navigation tabs: 'Action Centre', 'Events', 'Volunteering', and 'History'. Below this, there's a section for 'Upcoming events' with a dropdown menu set to 'Upcoming Events'. The user profile 'Euan ABERCROMBIE' is shown with '2 events'. Two events are listed: 'Remote Expo- Future Careers' (Attending, Due 18/08/2020, \$0.00) and 'Melbourne Zoo' (Awaiting consent and payment, Due 09/12/2020, \$50.00). Below these is a section titled 'Opt in events' (highlighted with a red box). Under this section, the user profile 'Euan ABERCROMBIE' is shown with '1 event'. The event 'Rock to Reef 2021 (50 available spaces)' is listed with a status of 'Invited', due date '23/10/2020', and cost '\$200.00'. A red arrow points from the 'Opt in events' header to this event.

You will see the event details and have the option to decline or accept the invitation.

The screenshot shows the details for the 'Rock to Reef 2021' event. At the top, the title 'Rock to Reef 2021' is displayed with a close button. Below the title, the dates 'Monday, March 15th 2021, 8:00 am - Saturday, March 20th 2021, 5:00 pm' are shown. There are two buttons: a red 'Decline Event' button and a green 'Accept Event' button. Below the buttons is a section titled 'Description and educative purpose' with the text 'Outdoor Education students will complete the Rock to Reef experience.' The 'When and where' section contains a table with columns for 'Location', 'Start', and 'Finish'. The 'Additional details' section includes a note about medical details and CSEF. The 'Dress code' section specifies 'Neat casual clothing with enclosed footwear.' The 'Transportation' section is also present.

Location	Start	Finish
Rock to Reef (Off Campus)	Monday, March 15th 2021, 8:00 am	Monday, March 15th 2021, 5:00 pm
Rock to Reef (Off Campus)	Tuesday, March 16th 2021, 8:00 am	Tuesday, March 16th 2021, 5:00 pm
Rock to Reef (Off Campus)	Wednesday, March 17th 2021, 8:00 am	Wednesday, March 17th 2021, 5:00 pm
Rock to Reef (Off Campus)	Thursday, March 18th 2021, 8:00 am	Thursday, March 18th 2021, 5:00 pm
Rock to Reef (Off Campus)	Friday, March 19th 2021, 8:00 am	Friday, March 19th 2021, 5:00 pm
Rock to Reef (Off Campus)	Saturday, March 20th 2021, 8:00 am	Saturday, March 20th 2021, 5:00 pm

If you choose to accept the invitation, it will move from the 'Opt In' section to the 'Upcoming Events' section and show as requiring consent/payment (note, if the event did not require any consent or payment, your child will show as 'Attending' and no further action is required).

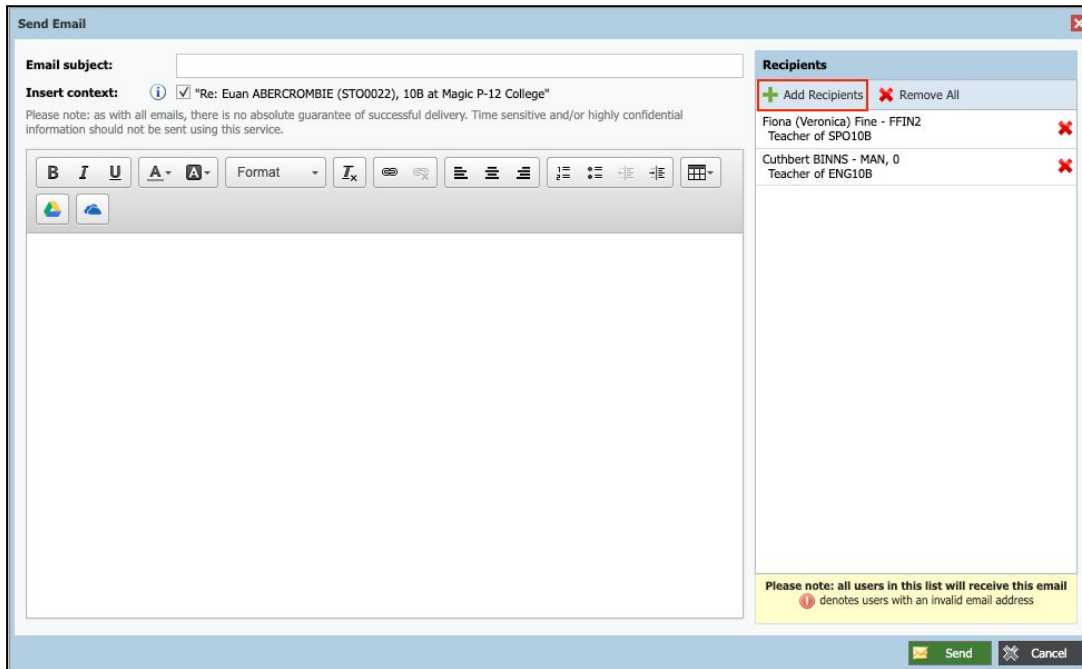
Event Name	Status	Due Date	Amount
Remote Expo- Future Careers	Attending	18/08/2020	\$0.00
Melbourne Zoo	Awaiting consent and payment	09/12/2020	\$50.00
Rock to Reef 2021 (50 available spaces)	Awaiting consent and payment	23/10/2020	\$200.00

To secure your child's place, you will then need to click the event and proceed to complete the consent/payment per the usual event process.

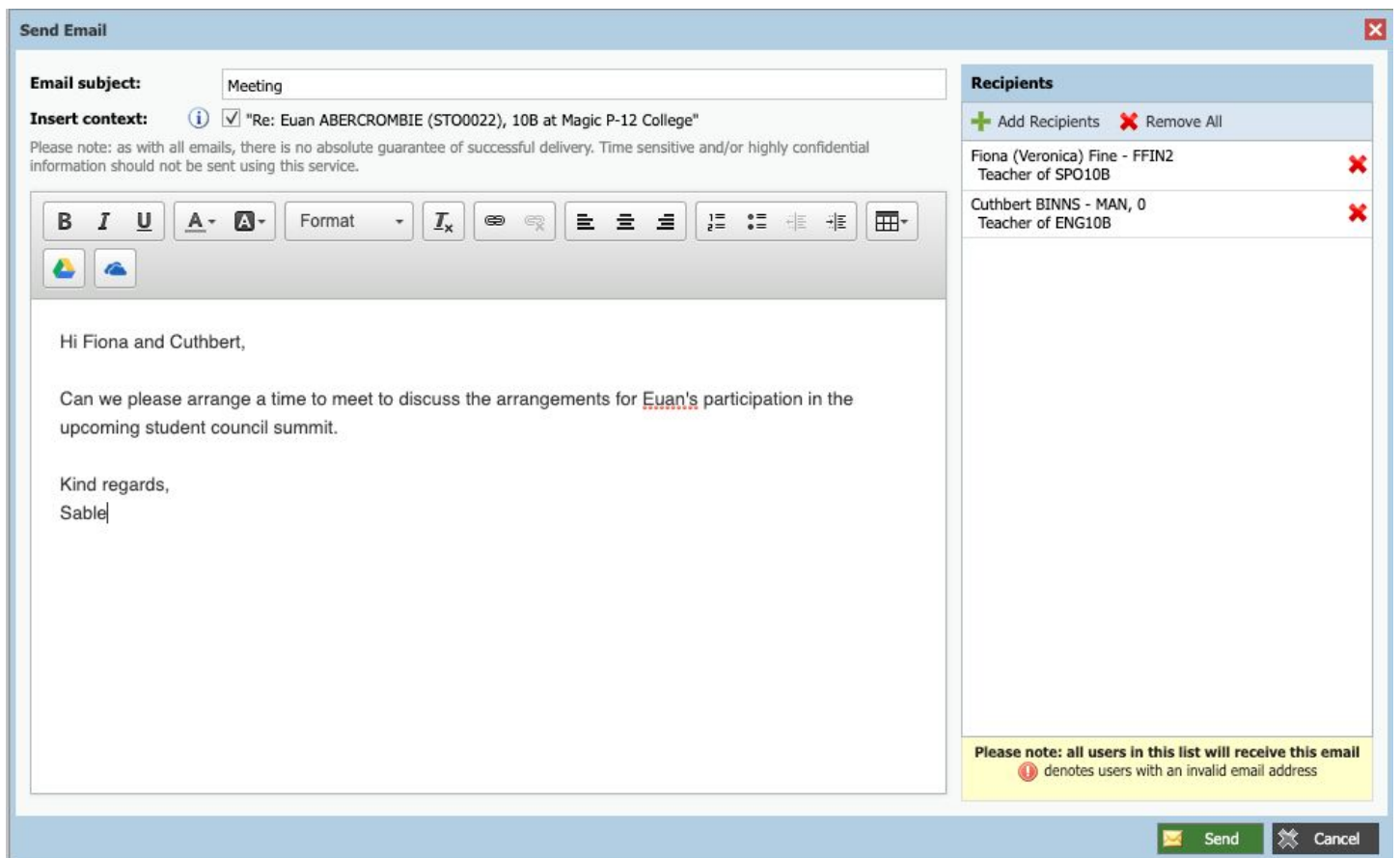
When your child's status for the event shows as 'Attending' they have a secured place.

IMPORTANT: If you do not proceed to process the consent/payment before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place in the event. *If there is an attendee limit for the event, being able to re-accept their invitation will only be possible if the maximum attendee limit for that event has not already been reached.*

To add any additional staff, click 'Add Recipients'.



Add in your subject information and email content. Click 'Send' to issue to the listed recipients.



Click the title of a task to view the details and any results/feedback provided by the teacher.

Learning Task - CAT 1: Text response - Holes

Task Details | **Feedback**

Name: CAT 1: Text response - Holes
Due Date: 27/03/2020 04:00 PM
Online Submission Enabled: No

Students will complete a written text response that uses content from the novel "Holes" and addresses the following topic prompt:

"Explain the relationship between Stanley Yelnats and his family. How does this relationship differ from the other kids shown at camp? In what way could Stanley's family relationship have been better?"

If you have more than one student at the school and wish to view all their Learning Tasks collectively, you can click the pencil icon and select 'Learning Tasks'.

Home | Calendar | **Pencil icon** | Grid | People | Star

Mrs Sable BROOKS

Teaching and Learning

Curriculum

Learning Tasks

School Resources

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 to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Compass

My News

- Order your MSP school photos**
msp photography You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)
- Course Confirmation/School Payments**
Course confirmation and/or school payments available for completion. [Click here to proceed](#)
- Parent Student Teacher Conference**
2020 Parent Teacher Interviews [Click here for booking](#)
- Event Consent/Payment Required**
There are 2 events awaiting your consent and/or payment. [Click here for more information](#)
- Attendance: Attendance Note Required**
Euan was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)
- Magic High's School Fete**
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

How To: Pay School Fees

When school fees are issued for payment, you will see an alert on your dashboard.

Click the alert and you will be taken to the Course Confirmation page.

You will see any fees requiring payment listed and their status. Click the one you need to action.

Confirmation/Payment Process	Status
2020 School Charges: Year 7 - 10 - ABERCROMBIE, Euan (STO0022)	Not Started

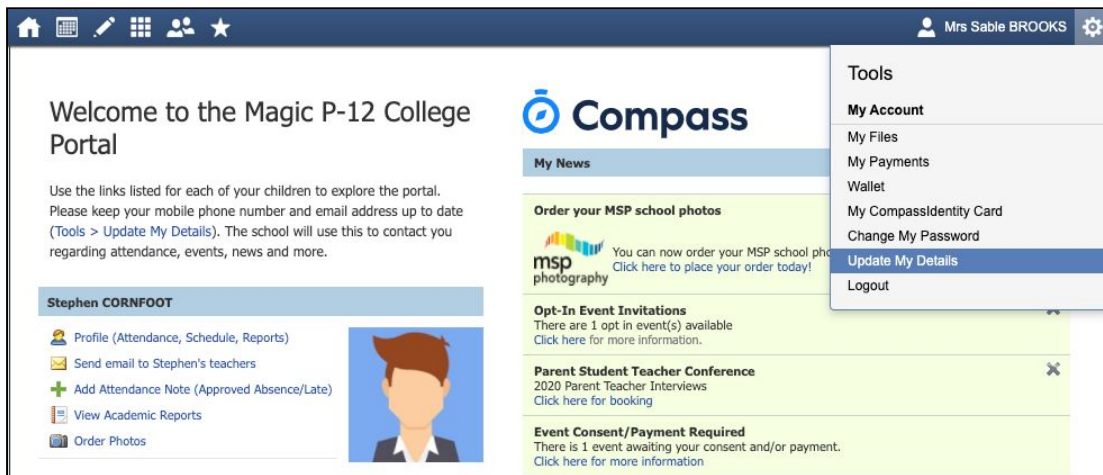
**Completed via payment plan.*

This will take you into that fee cycle. It will include information from the school, items for payment (some will be mandatory, others voluntary as determined by the school), agreements and some administrative questions. Work your way through the content

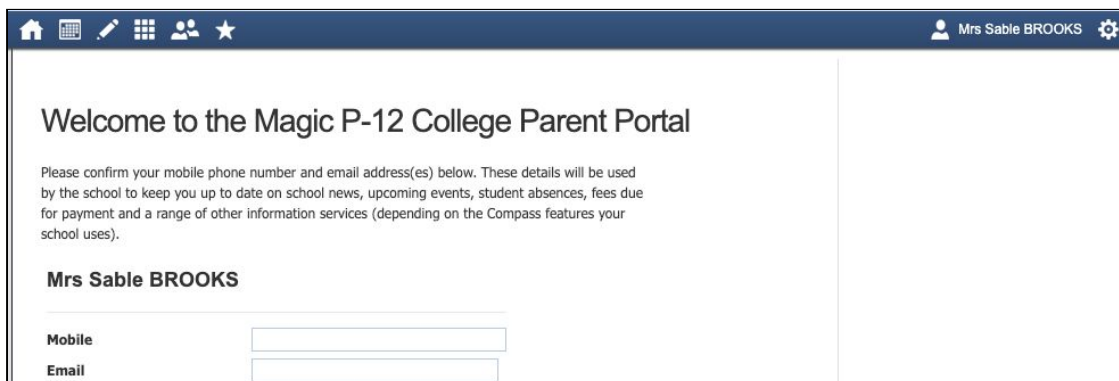
At the end you will be required to process the payment. If there is an option to pay via a payment plan, this will display as a payment method.

How To: Update your Contact Details

If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select 'Update my Details'.



Add in your new contact information. This will trigger a notification to the school advising them of these changes.

A screenshot of the contact information update form in the Magic P-12 College Parent Portal. The page title is "Welcome to the Magic P-12 College Parent Portal". The user is logged in as "Mrs Sable BROOKS". The form asks the user to confirm their mobile phone number and email address(es). The name "Mrs Sable BROOKS" is displayed. There are two input fields: "Mobile" and "Email".

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 Sable BROOKS

Mobile

Email

How To: View your child's Learning Tasks

Learning Tasks are used to issue homework, projects and assignments. They can also be used to provide assessment and feedback on work being completed in class.

To view your child's tasks, click the 'Profile' option for that child on your dashboard.

Welcome to the Magic P-12 College 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 to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Compass

My News

Order your MSP school photos

You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!

Course Confirmation/School Payments

Course confirmation and/or school payments available for completion. Click here to proceed

Parent Student Teacher Conference

2020 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required

There are 2 events awaiting your consent and/or payment. Click here for more information

Attendance: Attendance Note Required

Euan was recorded as 'not present' or 'late' without explanation. Click here for more information

Magic High's School Fete

Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

This will take you to their profile page. Click to their 'Learning Tasks' tab. Here you will see their tasks listed.

Student: **Euan ABERCROMBIE - 10B, Year 10** Active

Dashboard Schedule **Learning Tasks** Attendance Reports Analytics Insights

Show Hidden Tasks Group by code Academic Year: (Currently Relevant)

Code	Learning Task	Status	Result	Actions
99 Biology	CAT 1: Evolution by Natural Selection Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	🔑
99 Biology	CAT 2: Excellent Ecosystems Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	🔑
99 Biology	Overall Result Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	🔑
99 English	CAT 1: Text response - Holes Subject-wide Task Report: Yes	Due date: 27/03/20 04:00 PM Submitted: Received Late	-	🔑
99 English	Overall Result Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	🔑

Note: The school may have archived some past tasks, you can click 'Show Hidden Tasks' to have archived tasks displayed in the list.

How To: Book a Teacher Conference

To book a conference with your child's teacher, when a conference cycle is available, you will see an alert on your dashboard.

Click the alert.

The screenshot shows the 'Compass' portal interface. On the left, there are sections for two students: Stephen CORNFOOT and Euan ABERCROMBIE. Each section includes links for Profile, Send email to teachers, Add Attendance Note, View Academic Reports, and Order Photos. For Euan, there is an additional link: 'Book Parent Student Teacher Conference'. On the right, the 'My News' section contains several alerts. The 'Parent Student Teacher Conference' alert is highlighted with a red border. It states: '2020 Parent Teacher Interviews' and 'Click here for booking'. Other alerts include 'Order your MSP school photos', 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom right, there is a notice for 'Magic High's School Fete'.

This will take you to the conference cycle and you will see the Welcome message from the school that will include details about the conference.

Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.

The screenshot shows a 'Welcome' message titled 'Welcome to 2020 Parent Teacher Interviews'. The message is addressed to the 'Magic High School Community' and invites parents and guardians to make appointments to discuss their child's learning. It provides details about the importance of conferencing and includes a note about parking in the West wing. The message is signed by Albus Dorely, Headmaster. At the bottom, there is a dark button labeled 'Show me How to Book'.

How To: View your child's Report

To view your child's report, click the option under their details on your dashboard.

Welcome to the Magic P-12 College 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 to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports**
- Order Photos

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Compass

My News

- Order your MSP school photos**
msp photography
You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!
- Opt-In Event Invitations**
There are 1 opt in event(s) available. Click here for more information.
- Course Confirmation/School Payments**
Course confirmation and/or school payments available for completion. Click here to proceed
- Parent Student Teacher Conference**
2020 Parent Teacher Interviews. Click here for booking
- Event Consent/Payment Required**
There is 1 event awaiting your consent and/or payment. Click here for more information
- Attendance: Attendance Note Required**
Euan was recorded as 'not present' or 'late' without explanation. Click here for more information
- Magic High's School Fete**
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

This will take you to the 'Reports' tab of your child's profile. Here you will see any available reports listed. Click the blue title of the specific report you want to access and it will download as a pdf file to your device for viewing.

Student: **Stephen CORNFOOT - 11D, Year 11** Active

Dashboard | Schedule | Learning Tasks | Attendance | **Reports** | Analytics | Insights

Reports

Reporting Cycle	School
2020 - Semester One	Magic P-12 College
2019 - Semester Two	Magic P-12 College
2019 - Semester One	Magic P-12 College
2018 - TT Semester Two - 7-12 - Secondary College (includes Insights and GPA)	Magic P-12 College

Progress Reports

Academic Year: (Currently Relevant) ▼

There are no graphs available for this Academic Year.

How To: Email a Teacher

To email your child's teachers, click the option listed under the name on your dashboard.

The screenshot shows the 'Welcome to the Magic P-12 College Portal' page. The user is Mrs Sable BROOKS. The page features a 'My News' section with several announcements: 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. Below the news, there are two user profiles. For Stephen CORNFOOT, the 'Send email to Stephen's teachers' option is visible. For Euan ABERCROMBIE, the 'Send email to Euan's teachers' option is highlighted with a red box.

This will open the email box with all your child's teachers pre-loaded as recipients.

Remove any teachers that the email is not relevant to by clicking the red cross next to their name.

The screenshot shows the 'Send Email' dialog box. The 'Email subject' field is empty. The 'Insert context' section shows a checked box for '"Re: Euan ABERCROMBIE (STO0022), 10B at Magic P-12 College"'. Below this is a rich text editor with various formatting options. On the right, the 'Recipients' list contains four entries: Fiona (Veronica) Fine - FFIN2, Cuthbert BINNS - MAN, 0, Sarah Smith - SARAH, and Tommy Hill - STF. Each entry has a red 'X' icon next to it, indicating that all these teachers are selected as recipients. A note at the bottom states: 'Please note: all users in this list will receive this email. ! denotes users with an invalid email address'. The 'Send' and 'Cancel' buttons are at the bottom right.