

Templestowe Park Primary School



Parent Information for
Compass School Manager

Templestowe Park Primary School



INTRODUCTION

Templestowe Park families use Compass as one of the main forms of communication between the school and home. Parents are able to login by entering the web address <https://templestoweparkps-vic.compass.education> directly into a web browser.

There are a number of parent modules available in Compass as briefly outlined below.

- Email address and mobile phone number - update your details through the portal. The details listed will be used to send emails and SMS alerts.
- News Feed - the school will post news to parents to remind you about events and activities at the school. Your news feed will be customised, showing only the information relevant to you and your children.
- Attendance - view your child's attendance online, approve absences, and indicate future absence.
- Reports - receive your child's reports as an electronic PDF file.
- Excursions - approve and pay for your child's participation in excursions and other special events.
- Newsletter - the newsletter will be published on Compass and parents will be able to login to view it each fortnight.
- Parent / teacher interviews - make appointments with teachers.

Parents play an important role in using this program. It is essential that parents login at least once a week to access newsletters, news feeds items, excursion notices and so on. It is also essential that Usernames and Passwords are kept in a safe place, and not made available to students.

When logging in for the first time, you will be asked to confirm your email address and mobile phone number. Following that you will be prompted to then change your password.

Compass is intended to be self-explanatory and easy to use however, if you require assistance please contact the school.



LOGIN DETAILS

All families receive an individual login details for the Compass School Manager system. If you have not received your Username and Password for logging into the system or if you have forgotten your password, please contact the school office: 9846-2700.

ACCESSING THE COMPASS WEBSITE

The login page can be found on the school's home page (icon on right hand side)



or by going directly to:

<https://templestoweparkps-vic.compass.education/login.aspx>

FIRST LOGIN

Enter the login details provided to you by the school.

On your first login you will be required to verify your email address and mobile phone number for future communications from the Compass System.

Following that you will then be prompted to change your password.

You can choose to ☒ Remember me on your device/computer. However, you will need to keep a record of this NEW password somewhere in the event that you are logged out in the future or need to replace your equipment.

LOST PASSWORDS

In the event that you do lose your password or are logged out of Compass, please contact the school office and we will reset it for you.



FAMILY HOMEPAGE

Once you have logged in, you will see your family homepage. Depending on how many children you have at the school, you will see a profile for each of the individual students.

Any news or alerts that require your attention will be in "My News".

Welcome to the Templestowe Park Primary School 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.

My News

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
was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

STUDENT FREE DAY: MONDAY, 4th JUNE
Dear Parents/Guardians, As mentioned in last week's Newsletter, students will not be required to attend school on Monday, 4th June. On this day our teachers will be undertaking professional learning on Mathematics teaching in the morning and then all staff will be undertaking a professional development course on 'Mindfulness' 4 days ago by Barbara OOSTVEEN [\[See More\]](#)

Produce from our Vegetable Garden to Sell!
If you are interested in purchasing some fresh produce that our students have grown in our school vegetable gardens, then look out for Raegan and Abraham, our Sustainability Captains, after this Wednesday's assembly. We are asking for a gold donation for the vegetables and have some lettuces and beetroots up for grabs. 3 days ago by Clare TARLINTON [\[See More\]](#)

WINNER - ENTERTAINMENT BOOK - LUCKY RANDOM DRAW
HAPPY MOTHERS' DAY TO ALL OUR FABULOUS MUMS
As part of the PFA's ongoing celebrations for Mothers' Day, all mums from the school were included in a draw for a free Entertainment Book (worth \$70). Our congratulations goes to Aidan W's mum in Grade 6C. 3 days ago by Barbara OOSTVEEN [\[See More\]](#)

Weekly Homework
Today your child has brought home their weekly homework. Our weekly homework is to reinforce and consolidate the work we are currently working on in class. It also helps your child to establish a good study routine and manage their time wisely.

NEWS FEED

MY NEWS

Items that require your attention such as Event Consent/Payments and Attendance Note/Approvals will sit at the top of the News Feed and be shaded in yellow/green.

Other News items will be listed below this on your News Feed. We encourage you to log into Compass once a week, **at the very least**, to check on what has been added to the feed. News in this area can come from all staff at the school: the classroom teachers, principal staff, office staff and other members who are coordinating events at the school.

But My Home Page Doesn't Look the Same

If you are using a "device" to access Compass please ensure that you have it open the App in **browser mode**.

- ☰ Click on the three horizontal lines in the top left hand corner - choose:
Open in Browser.





In the following pages we will discuss what you see on the **Home Page** for each child and what you need it for.

Below is a representation of the information that you will see summarised for each of your children

John ABBOTT



Profile (Attendance, Schedule, Reports)



Add Attendance Note/Approval (Approved Absence/Late)



View Academic Reports



Book Parent/Teacher Interviews



Don't forget to
open the
Compass App in
Browser Mode.





PROFILE

In the Profile section you will be able to view information about your child.

Dashboard

A small summary of your child's personal details can be viewed here. You may choose to add an Absence note from this tab by clicking on the **+ Add ▾** box.

Learning Tasks

Some grades record information here regarding homework tasks.

Attendance

Attendance will be covered in the following section.

Reports

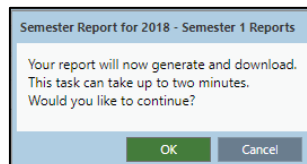
One of the many features of Compass is being able to access your child's reports on your computer.

You are able to print off a hard copy of the report or save a digital version onto your computer. We strongly recommend that you always save a digital version of each report onto your computer for future access.

TO SAVE A COPY OF THE REPORT ONTO YOUR COMPUTER:

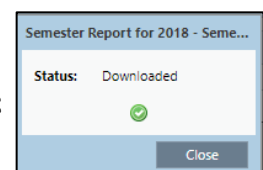
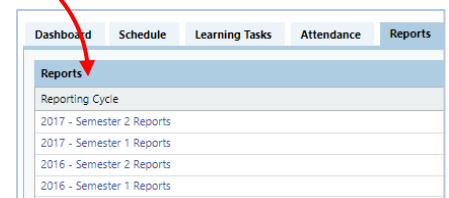
CLICK on one of the reports that you want to download.

You will then see this message:



Choose **OK**

Once the download has finished, you will see the following message:



Check your "Downloads" folder for the file or click on the PDF symbol in your taskbar. You may then choose to move the file into another folder on your computer.



Analytics

Information on your child's NAPLAN results can be viewed in this section.

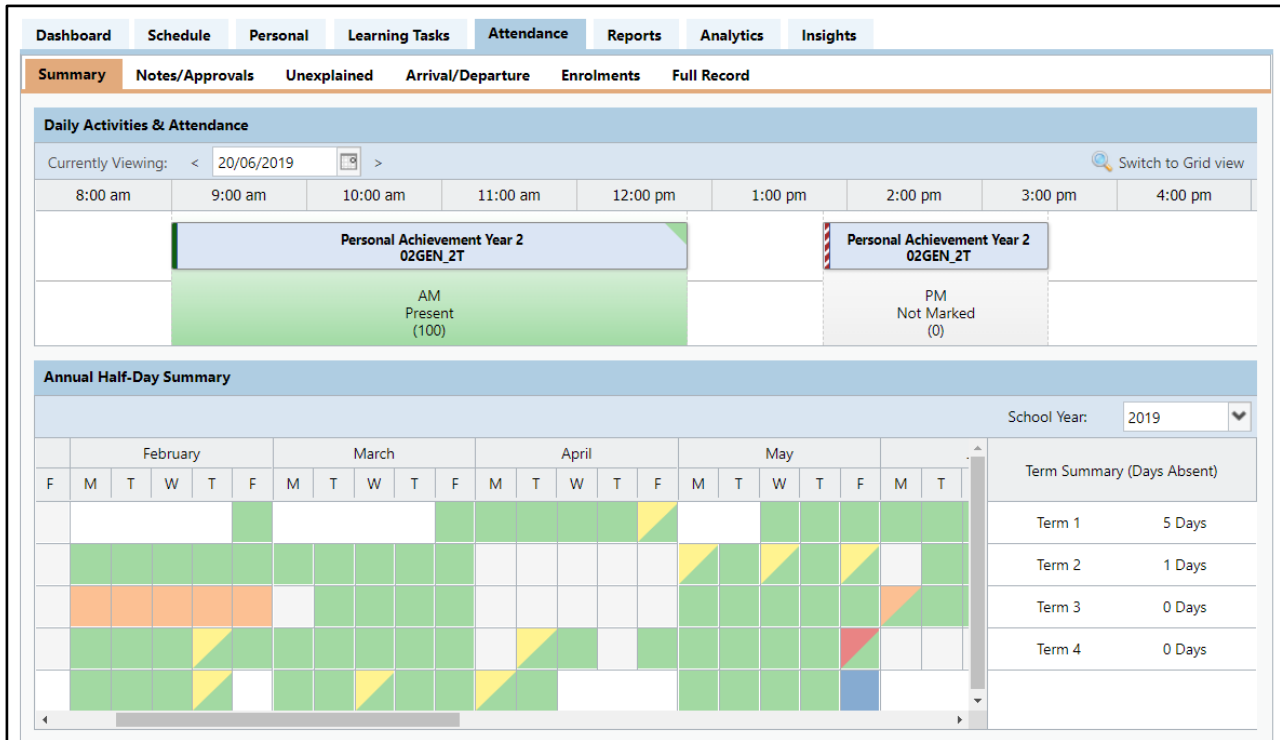
You can also view summary information on their academic progress over the years at Templestowe Park.





Attendance

Here is a little more information about what you can see within the Attendance tab.



Summary

Daily Activities & Attendance

Once the roll has been marked for a session (either am or pm), it will show up in the Daily Activities & Attendance section. Here you can see that the student was present for the morning session. The afternoon session has not yet commenced and so has not yet been marked.

Annual Half-Day Summary

In this section (as shown in the above diagram) you can see the days your child has been absent and/or late. Here is a legend of what the coloured symbols represent:

- Present
- Absent - parent explanation given
- Absent - no explanation given - needs to be provided
- School approved absence - eg Curriculum day
- Late - with and/or without explanation

Term Summary (Days Absent)

On the very right hand side of this section you can see the total days your child has been absent. In this example you can see that the student has been absent for a total of 5 Days in Term 1 and for 1 Day in Term 2.





ABSENCES

Attendance: Attendance Note Required

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

[Click here for more information](#)

If you have appearing on your Newsfeed a notification that there are outstanding absences awaiting your approval, ***you must approve them.***

It is a parent's responsibility to notify the school of an absence and it has always been the case. Prior to Compass, you would have physically written a note; now you do so electronically. Student Rolls are a legal requirement (Education and Training Reform Act 2006) and it is your responsibility to help us maintain them by promptly informing us of the reason for your child's absence.

- Whole day absences can be approved beforehand;
- Part day absences should only be approved after the fact.

Remember. Part
day absences
are to be
approved **AFTER**





Student: **John POTTER** - 0PX, Prep

Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes/Approvals Unexplained Arrival/Departure Full Record

Daily Activities & Attendance

Currently Viewing: < 19/06/2018 > [Switch to Grid view](#)

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
	Personal Achievement Prep 00GEN_0PC					Personal Achievement Prep 00GEN_0PC		
	AM					PM		

Annual Half-Day Summary

School Year: 2018																								Term Summary (Days Absent)	
April				May					June					July					August						
T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
																								Term 1	1.5 Days
																								Term 2	5 Days
																								Term 3	0 Days
																								Term 4	0 Days

Attendance Summary

Start: 01/01/2018 End: 19/06/2018 Students: All Class %: All Ac'td %: All Schl %: All [Filter](#)

Subject	Class	Form	Run	Prsnt	In Class			Total	Out of Class				Total	Percentages		
					Late Appr	Late Un'd			NP Schl	NP Parnt	NP Un'd			Class %	Ac'td %	Schl %
Personal Achievement Prep	00GEN_0PC	0PC	162	128	1	2	131	18	13	0	31	81	100	92		
School Activities		0PC	26	26	0	0	26	0	0	0	0	100	100	100		





+ ADD ATTENDANCE NOTE/APPROVAL

Parents are responsible for keeping up-to-date approvals for their children's absences on Compass.

When you log onto your parent welcome page a short message will appear above the newsfeed on the top right hand side of the screen, *if your child has any unexplained absences that you need to approve.*

Attendance: Parent Approval Required
John was recorded as 'not present' or 'late' without approval.
[Click here for more information](#)

1. Click on the link 'Click here for more information'.

You will then see a list of times that your child was absent from school and your approval is needed. This form of electronic approval replaces the need to write a note, email the teacher or ring the office to inform the teacher of the absence.

The screenshot shows the Compass Attendance page with the 'Unexplained' tab selected. A red circle highlights the 'Parent Approve' button. Another red circle highlights the 'Pd' column in the table. A third red circle highlights the 'Abbreviation for Period' dropdown menu.

Activity Name	Start	Finish	Pd	Location	Staff	Status
04GEN_4E	07/10/2015 01:50 PM	07/10/2015 03:30 PM	2	03	EF	Not Present
04GEN_4E	07/10/2015 09:00 AM	07/10/2015 12:50 PM	1	03	EF	Not Present

2. Click in the box/es of the dates you need to approve.

A full day's absence will have two activity names, Period 1 (AM) and Period 2 (PM). If your child was absent for only half of a school day, only one activity name will be listed (either Pd 1 or 2 representing AM or PM absence). You can select more than one date to approve at a time by simply clicking in as many boxes as needed. For example, if you were intending to approve two days of absences, you will need to select four activities. Pd 1 and Pd 2 of both dates.

3. Click on the 'Parent Approve' button. The Parent Approval Editor window will appear.

4. Click on the drop down arrow ▼ at the end of the Reason box. Select the best option presented to you as the reason for the absence.

5. Click **Save**. Finished!

The screenshot shows the 'Parent Approval Editor' window. A red circle highlights the dropdown arrow at the end of the 'Reason' box. Another red circle highlights the 'Save' button at the bottom right.

Parent Approval Editor

Approval Details

Person: John ABBOTT

Reason: Parent Choice

Details/Comment:

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).

Important Notice

This will automatically insert the appropriate number of approvals for the selected sessions.

Save Cancel

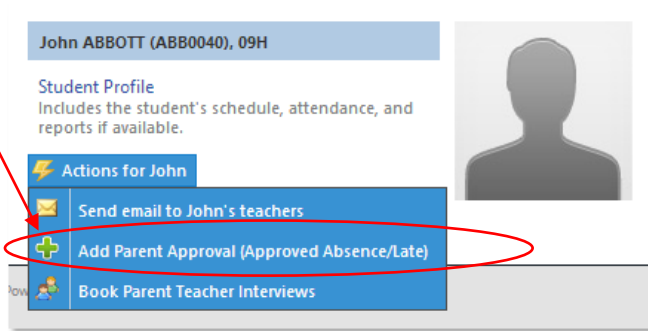




+ Entering AHEAD of Time

We ask that you also add parent approvals ahead of time - if you know the date of a future absence (maybe for a medical appointment, illness or a family holiday).

1. From the parent portal homepage, click on the **+ Add Parent Approval** using the Action Button next to your child's name. This will allow you to add an approval and select the date for the upcoming absence/s.



2. The Parent Approval Editor will appear as shown below. Begin by entering the date/s that you know your child will be absent. The example below shows that this student will be absent from school on both the 29th and 30th October. The time that will be missed can be checked here.

Activity	Start	Finish
04GEN_4E (Yr 4 Gen...	29/10/2015 09:00 AM	29/10/2015 12:50 PM
04GEN_4E (Yr 4 Gen...	29/10/2015 01:50 PM	29/10/2015 03:30 PM
04GEN_4E (Yr 4 Gen...	30/10/2015 09:00 AM	30/10/2015 12:50 PM
04GEN_4E (Yr 4 Gen...	30/10/2015 01:50 PM	30/10/2015 03:30 PM

3. Enter a reason for the upcoming absence by using the dropdown arrow ▼. Any additional information can be entered in the Details/Comment section just below the dropdown box. The most common ones chosen are: Medical, Dental and Family Holiday. There are other options to choose from too. If you find that there is no category that suits, choose the "miscellaneous" option that is **Parent Choice**.
4. Click on **Save** to record and save your entry.
5. If you realise that you have made an error after saving your entry, you will not be able to change it. Please don't fuss, just contact the School Office and we will make the corrections for you: 9846 2700.



