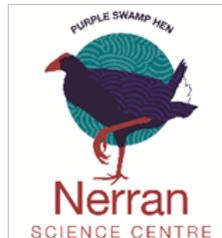




Bairnsdale
SECONDARY COLLEGE

WELCOME TO COMPASS



What is Compass all about?

When you use Compass it gives you access to our Parent Portal so you can view current information regarding your child and our College. There are many different features that our College has adopted in Compass that enable you to:

- View your child's timetable
- Access the school calendar
- Monitor your child's attendance and enter approval for absences or late to school
- Download Progress and Semester reports
- Book Parent - Teacher Conferences
- Change your password
- View and download school documentation and resources
- View upcoming events

Accessing and Logging into Compass Parent Portal

- Compass is accessible on any web browser or by using mobile Apps
- Every family receives a separate login to Compass which is provided by the College
- Go to our school website and click on the link or alternately <https://bairnsdalesc-vic.compass.education/login.aspx>
- Login - using your username and password provided by the College
- When you first login you will be required to change your password and confirm your email address and mobile phone number. These details will be used by the College for SMS and email communication throughout the year
- If you have lost your username or password you can recover your details by clicking the 'Can't access your account' link on the login page



Bairnsdale Secondary College

Username

ABCOO01

Password

.....

Sign in

Remember me

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



Compass Home Screen

The home screen provides you with information and gives easy access to your child's profile.

College Calendar

View details of upcoming events, your child's timetable and other relevant school activities

Student Profiles

Student profiles provide you with access to full details of your child. This includes attendance, reports and much more.

The screenshot shows the Compass Home Screen for Bairnsdale Secondary College. At the top, there is a navigation bar with icons for home, calendar, edit, grid, user, and star. The main content area is divided into several sections:

- Welcome back, Megan!** Bairnsdale Secondary College
- Parent Student Teacher Conference**: Course Counselling and Subject Selection Conferences. [Click here for booking](#)
- Attendance: Attendance Note Required**: [Redacted] was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)
- My News**: Kim CAIRE, 17 hours ago. **Mandatory face masks**: A friendly reminder that if you need to come to the College, masks (please bring your own) are mandatory inside and out until further notice. Thank you.
- Learning Tasks**: 5 overdue learning tasks, 1 learning task due in the next week.

A 'Main Menu' icon (MM) is located in the top right corner of the screen.

Main Menu

Allows you to access other Compass and College resources. The tools icon lets you update your contact details, change your password and to logout.

Alerts

Notifications that require your action or attention. These include absence notifications.

News

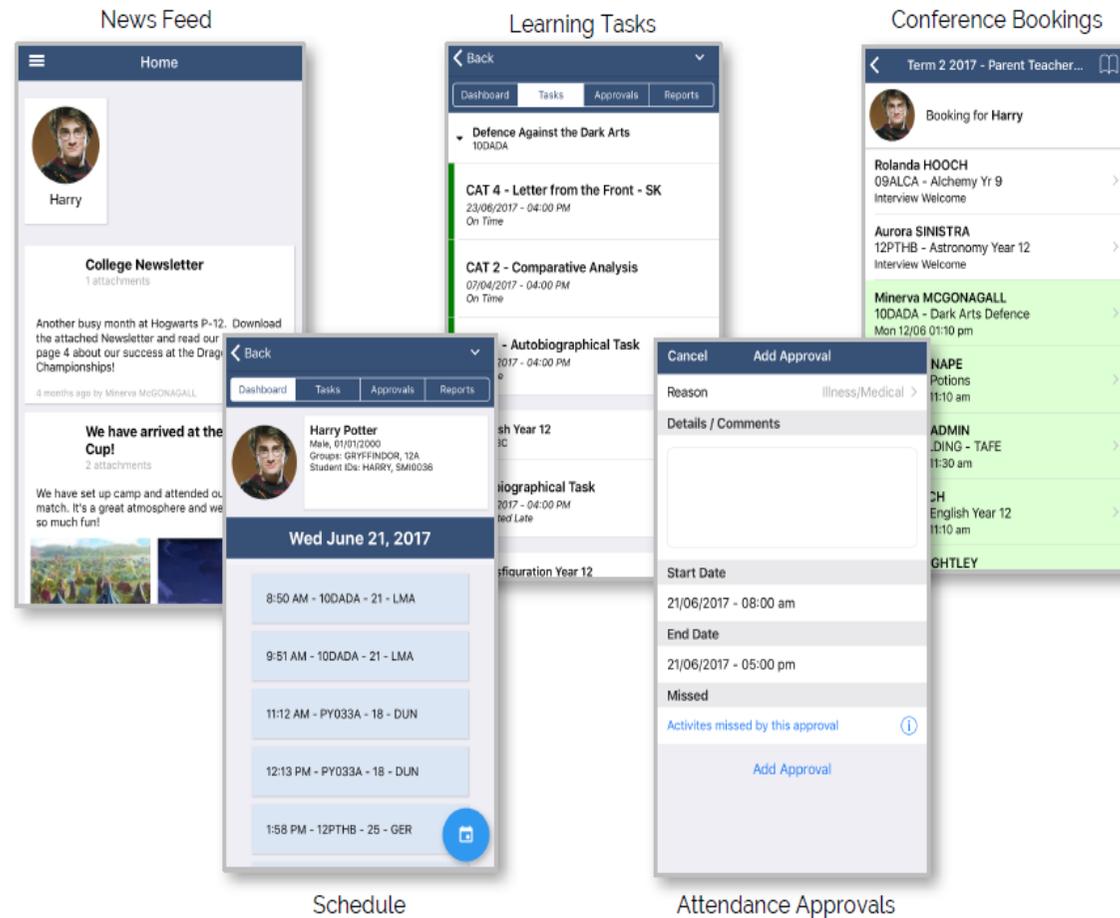
Recent College news items and information relevant to you.

Compass Apps

You can download the Compass App on iOS and Android devices. Search for "Compass School Manager" in the store.

Using the App you can:

- View the School News Feed
- Receive Push Notifications
- View Schedules
- View Learning Tasks
- Book Conferences
- Add Attendance Notes / Approvals
- View Academic Reports



Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.

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

2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.

Cycle Name	My Bookings
Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 03:50 PM	My Bookings
Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that time, and then click the teacher's name to make your booking.

Term 2 2017 - Parent Teacher Interviews

Monday, June 12

11:00 AM	11:10 AM	11:20 AM
	2 Interviews booked	Minerva MCGONAGALL Teacher for H1133B - Transfi...
11:30 AM	11:40 AM	11:50 AM
Compass (ZDUF) Admin Teacher for TAF01BUILDING...		Daniel Keightley Teacher for MA113A - Mathe...
12:00 PM	12:10 PM	12:20 PM
Not available for booking Bookings cannot be made.	Not available for booking Bookings cannot be made.	Not available for booking Bookings cannot be made.
12:30 PM	12:40 PM	12:50 PM
Not available for booking Bookings cannot be made.	Not available for booking Bookings cannot be made.	Not available for booking Bookings cannot be made.
01:00 PM	01:10 PM	01:20 PM
	Minerva MCGONAGALL Teacher for 10DADA - Dark ...	

Teachers

- Aurora SINISTRA
12PTHB - Astronomy Year 12
- Rolande HOOC
08ALCA - Alchemy Yr 9
- Minerva MCGONAGALL
H1133B - Transfiguration Year 12

Note: You can view a teacher's availability by clicking on the teacher's name on the right side of the booking page.

Families will receive an SMS when the booking portal opens

Student Attendance

View Attendance

Using Compass you can view up to date attendance information for your child. To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

Student: [Redacted] Year 12

The screenshot shows the 'Attendance' tab in the Compass system. It includes a 'Daily Activities & Attendance' table, an 'Attendance Summary' section with various filters, and a detailed attendance table at the bottom. Red arrows point to the 'Attendance' tab, the 'Daily Activities & Attendance' table, the 'Attendance Summary' filters, and the detailed attendance table.

- **Daily Activities** - provides a quick snapshot of today's classes and your child's attendance marking
- **Approvals** – shows a comprehensive list of approvals for your child
- **Unexplained** – provides a list of all unexplained absences from class
- **Attendance Summary** – Includes a summary of attendance in each class. For an explanation of a heading item, hover your mouse over the heading of interest. When students are marked 'Not Present' in class this can sit in one of three different categories. These include:
 - **NP Schl** – not present in class and approved by school related activity
 - **NP Parnt** – not present in class and approved by a parent approval
 - **NP Un'd** – not present in class with no approval entered

Entering a Parent Approval

From the compass home screen (or from your student's profile) click the Notes/Approval link/tab to add your parent approval

The screenshot shows the 'Attendance Note/Approval Editor' form. It includes fields for 'Person', 'Reason', 'Details/Comment', 'Start', and 'Finish'. There is also a section for 'Potentially Affected Sessions' and an 'Important Notice' section. Red arrows point to the 'Notes/Approvals' tab and the 'Add Note/Approval' button.

- Select the reason
- Enter a brief description
- Select the start and finish time
- Click the save button

The screenshot shows the Compass system home screen with navigation links. A red arrow points to the 'Add Attendance Note/Approval (Approved Absence/Late)' link.

Accessing Progress and Semester Reports

Semester Reports are available via the Compass app although best viewed via a web browser along with Progress Reports that are **only** available via a web browser. To access the web browser from the app go to the Menu and select 'Open in Browser'.

On the home screen click the link 'View Academic Reports' for your student. From here you can choose the relevant Progress or Semester Report you want to view. A PDF file will open with the option to view, print or save a copy.

Student: [REDACTED] Year 12

Reports

Reporting Cycle

- 2015 - Semester 2
- 2015 - Semester 1
- 2014 - Semester 2
- 2014 - Semester 1

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Progress Reports

Cycle: 2016 Semester 1, Progress 1 | Export as PDF

Subject	Area of Assessment					
	Behaviour and Respect	Progress	Use of Class Time	Work Completion	Actual Attendance for Semester (class %)	Approved Attendance for semester (VCE %)
12 VCE ENGLISH STANDARD Yr12 K DIPROSE	4. All of the time	1. Acceptable	4. All of the time	3. Most of the time	4. Greater than 94%	4. Greater than 94%
12 VCE FURTHER MATHS Yr12 J ROWLEY	4. All of the time	3. Very Good	4. All of the time	4. All of the time	4. Greater than 94%	4. Greater than 94%

Semester Reports

Choose the relevant Semester Report. You will be able to either open or save a pdf copy of your student's semester report.

Progress Reports

From the drop down box choose the relevant Progress Report to view.

PDF

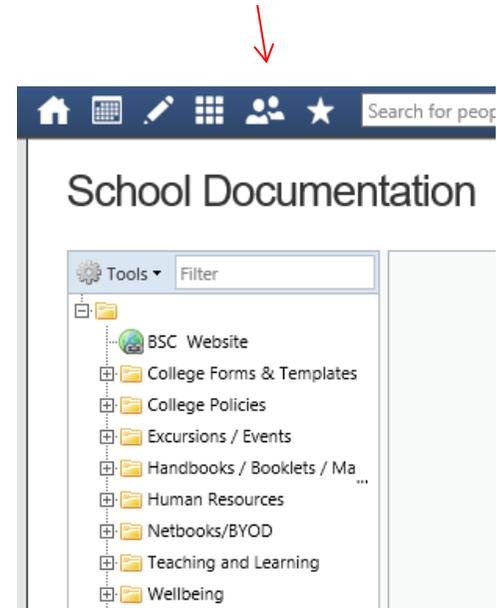
You are able to also export this report as a pdf document and print it.

School Documentation

School documentation gives you access to a wide variety of school information.

School Documentation

Enables you to access a wide variety of school information including student Subject Selection Guides, ICAS competition letters, Instructions using Compass, School policies and more.



Privacy and Security

When you use Compass you will notice a padlock that appears in your browser. This means your Compass session is secure.



REFERENCE: Information for this booklet was obtained from the Compass website and from the Compass Introductory booklet.