



Bairnsdale
SECONDARY COLLEGE

WELCOME TO COMPASS



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
- 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 voluntary and extra-curricular contributions
- View school news items

This guide will assist you to navigate the portal and includes step-by-step information on how to complete key processes. Every family receives a separate parent login to our school's Compass site. 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.

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

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How to Login

To log in, you will require your unique family username and password. These details will be provided to you by the school. 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 log in, go to your school's Compass site. Type in your username and password and click 'Sign in'.

The image shows the login page for Magic P-12 College. On the left is the school's crest, which features a shield with a red and blue design and a banner below it that reads "Magic P-12 College". To the right of the crest are two input fields: "Username" and "Password", each with a small icon to its right. Below these fields is a blue "Sign in" button. To the right of the button are two circular icons, one red with a white 'g' and one blue with a white 'f'. Below the "Sign in" button is a checkbox labeled "Remember me" which is checked. At the bottom, there is a link that says "Can't access your account?".

Magic P-12 College

Username

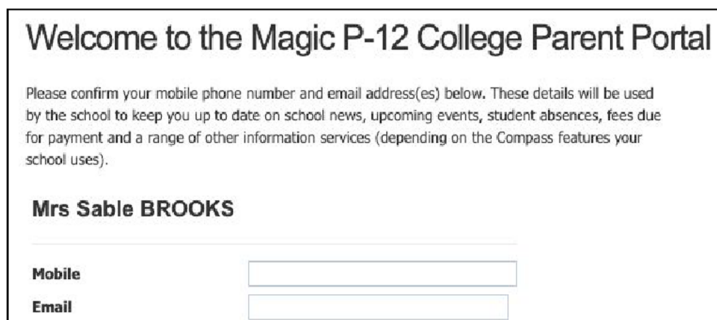
Password

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.

The image shows the "Welcome to the Magic P-12 College Parent Portal" page. At the top, it says "Welcome to the Magic P-12 College Parent Portal". Below this is a paragraph of text: "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)." Below the text is the name "Mrs Sable BROOKS". Underneath the name are two input fields: "Mobile" and "Email".

Welcome to the Magic P-12 College Parent Portal

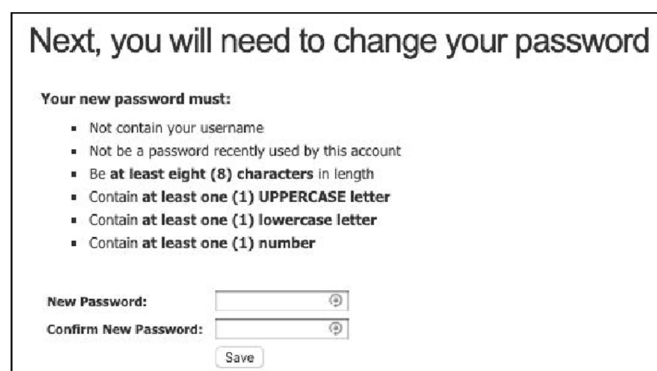
Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

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'.

The image shows a page titled "Next, you will need to change your password". Below the title is a section titled "Your new password must:" followed by a list of requirements: "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", and "Contain at least one (1) number". Below the list are two input fields: "New Password:" and "Confirm New Password:", each with a small icon to its right. At the bottom is a "Save" button.

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 a 'Menu Icons' label. The user's name, 'Mrs Sable BROOKS', is displayed in the top right corner. The main content area is divided into several sections. On the left, there is a 'Welcome to the Magic P-12 College Portal' message with instructions to use links for children to explore the portal and keep contact information up to date. Below this is the 'Child Information' section, which lists two children: Stephen CORNFOOT and Euan ABERCROMBIE. For each child, there are links to their profile, send email to teachers, add attendance notes, and view academic reports. On the right, there is a 'My News' section with 'Alerts for Action' and 'Newsfeed Posts'. The 'Alerts for Action' section includes links to order MSP school photos, course confirmation/school payments, payments, and event consent/payment required. The 'Newsfeed Posts' section includes a newsletter post and a school jumper orders post.

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 e.g. 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 menus for additional information you may require to access from time to time e.g., access to placing a canteen order, access to viewing upcoming event information.

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** e.g., 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) and access School Resources.



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. (1) Select the applicable reason from the drop-down list. (2) Add in any additional information if applicable in the Details/Comment box. (3) Select the start and finish date/time of the absence. (4) Click 'Save'.

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

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

Finish: 24/06/2020 05:00 PM

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 may also receive an automated SMS from the College.

You will see an alert on your home screen.

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.

Euan ABERCROMBIE


Profile (Attendance, Schedule)

Send email to Euan's teachers

Add Attendance Note (Approved Absence/Late)

Order Photos

Book Parent Student Teacher Conference



Stephen CORNFoot


Profile (Attendance, Schedule, Reports)


Send email to Stephen's teachers

Add Attendance Note (Approved Absence/Late)

View Academic Reports


Order Photos



**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 Centre

Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? [Click here for more information](#)

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 Newsletter 2020

This month's newsletter is now available for viewing. Another busy month at Magic P12! Inside you'll find:

- Sports Carnival Photos
- Year 6 School Camp information
- Success at the Regional Science Competition
- Holiday activity vouchers from local businesses!

 Newsletter

Sep 1st by Liz Larson

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.



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

Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes/Approvals Unexplained Arrival/Departure

Not Present/Late: Unexplained

 Explain with Attendance Note  Print Unexplained Letter

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.

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes/Approvals Unexplained Arrival/Departure

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

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	

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Enter a reason...

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

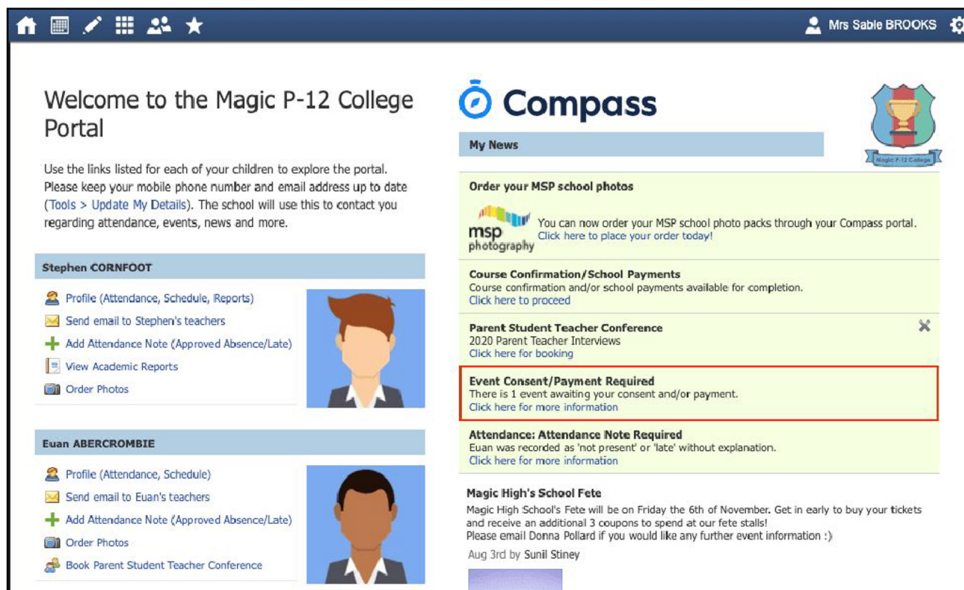
This will automatically insert the appropriate number of approvals for the selected sessions.

Audit Save Cancel

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.

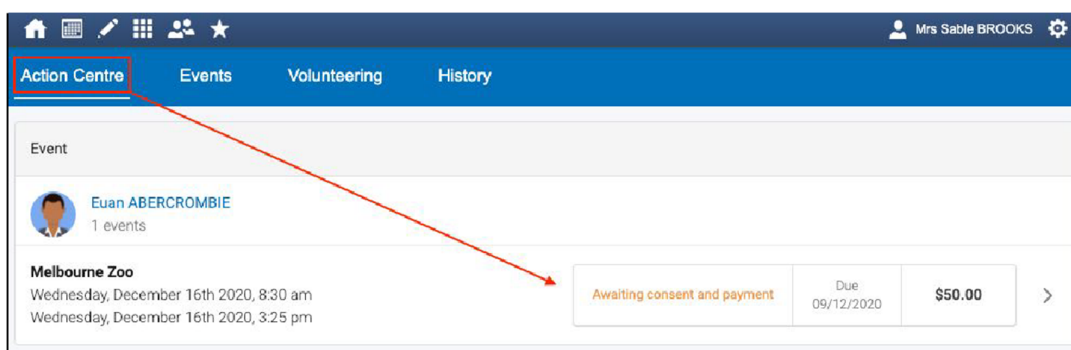
How To: Consent and Pay for an Event

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



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.



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 this 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

VISA

****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 into an Optional Event

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

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

The screenshot shows the 'Magic P-12 College Portal' dashboard. The user is Mrs Sable BROOKS. The 'Compass' section on the right contains several alerts. The first alert, 'Opt-In Event Invitations', is highlighted with a red box and indicates 'There are 1 opt in event(s) available'. Other alerts include 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', and 'Event Consent/Payment Required'. The left sidebar shows user profiles for Stephen CORNFOT and Euan ABERCROMBIE with links to their profiles, email, attendance notes, and photos.

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 'Events' page. The user is Euan ABERCROMBIE, with 1 event listed. The event is 'Melbourne Zoo' on Wednesday, December 16th, 2020, from 8:30 am to 3:25 pm. The status is 'Awaiting consent and payment', due on 09/12/2020, with a cost of \$50.00. A red box highlights the '+ 1 opt-in event' link at the bottom left.

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

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

Opt in events

Euan ABERCROMBIE
1 events

Rock to Reef 2021 (50 available spaces)
Monday, March 15th 2021, 8:00 am
Saturday, March 20th 2021, 5:00 pm
Invited
Due 23/10/2020
\$200.00

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

Rock to Reef 2021
Monday, March 15th 2021, 8:00 am - Saturday, March 20th 2021, 5:00 pm

Decline Event
Accept Event

Description and educative purpose
Outdoor Education students will complete the Rock to Reef experience.

When and where

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

Additional details
Please Note: - Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.- If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office.

Dress code
Neat casual clothing with enclosed footwear.

Transportation

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).

The screenshot shows a web interface with a blue header containing 'Action Centre', 'Events', 'Volunteering', and 'History'. Below the header, a green notification box states 'Event accepted: You have accepted Rock to Reef 2021.' The main content area is titled 'Upcoming events' and lists three events for user 'Euan ABERCROMBIE' (3 events total):

Event Name	Dates	Status	Due	Amount	Action
Remote Expo- Future Careers	Wednesday, September 9th 2020, 9:45 am Wednesday, September 9th 2020, 11:45 am	Attending	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	09/12/2020	\$50.00	>
Rock to Reef 2021 (50 available spaces)	Monday, March 15th 2021, 8:00 am Saturday, March 20th 2021, 5:00 pm	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.*

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

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 Stoney

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

Learning Tasks

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.

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'.

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 CORNFOT

- 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

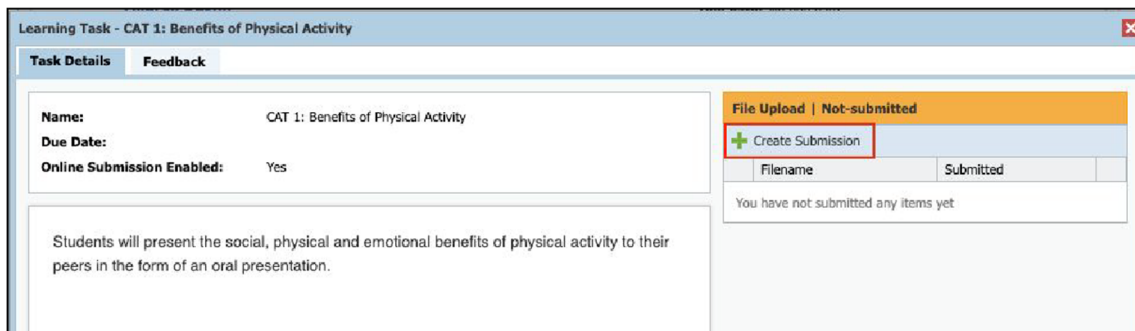
- Order your MSP school photos**
You can now order your MSP school photo packs through your Compass portal.
[Click here to place your order today!](#)
- Course Confirmation/School Payments**
Course confirmation and/or school payments available for completion.
[Click here to proceed](#)
- Parent Student 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

How To: Submit your child's work for a Learning Task

If you are required to assist your child in submitting work online for a Learning Task, you can do so by going to their 'Learning Task' tab and clicking the title of the applicable task. This can be done via their student login, or from within your parent portal.

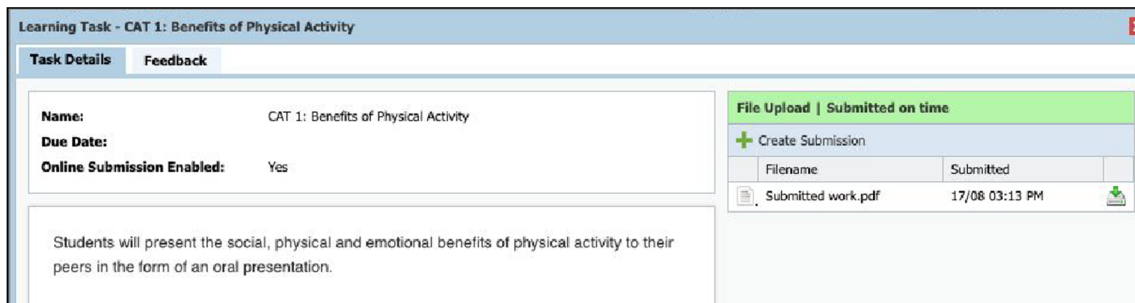
When in the task, click 'Create Submission'. If you don't see this option, it means online submission has not been enabled for this task; please contact the teacher for further assistance.



The screenshot shows a web interface for a Learning Task titled "CAT 1: Benefits of Physical Activity". The interface has two tabs: "Task Details" and "Feedback". The "Task Details" tab is active, showing the task name, due date, and whether online submission is enabled. A red box highlights the "Create Submission" button in the "File Upload | Not-submitted" section. Below the button is a table with columns "Filename" and "Submitted", and a message stating "You have not submitted any items yet".

Filename	Submitted
You have not submitted any items yet	

Select the file you want to upload from your device, it will then show as a submitted file. You can click the little disk/arrow icon next to the file to download it if at a later date you want to view it.



The screenshot shows the same Learning Task interface, but now the "File Upload | Submitted on time" section is active. The "Create Submission" button is still present. Below it is a table with columns "Filename" and "Submitted", showing a submitted file named "Submitted work.pdf" with a timestamp of "17/08 03:13 PM". A small disk/arrow icon is visible next to the filename.

Filename	Submitted
Submitted work.pdf	17/08 03:13 PM

How To: View your child's Report

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

The screenshot shows the Magic P-12 College Portal dashboard. At the top, it says "Welcome to the Magic P-12 College Portal" and provides instructions on how to use the portal. The user is logged in as Mrs. Sabie BROOKS. The dashboard features a "Compass" logo and a "My News" section. Under the "My News" section, there are several announcements: "Order your MSP school photos", "Opt-In Event Invitations", "Course Confirmation/School Payments", "Parent Student Teacher Conference", "Event Consent/Payment Required", and "Attendance: Attendance Note Required". On the left side, there are two student profiles: Stephen CORNFOOT and Euan ABERCROMBIE. For Stephen CORNFOOT, the "View Academic Reports" link is highlighted with a red box. Below the student profiles, there are links for "Order Photos" and "Book Parent Student Teacher Conference".

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.

The screenshot shows the "Reports" tab for Stephen CORNFOOT - 11D, Year 11. The student's status is "Active". The dashboard has tabs for "Dashboard", "Schedule", "Learning Tasks", "Attendance", "Reports", "Analytics", and "Insights". The "Reports" tab is selected. Below the tabs, there is a table titled "Reports" with two columns: "Reporting Cycle" and "School". The table lists four reporting cycles: "2020 - Semester One", "2019 - Semester Two", "2019 - Semester One", and "2018 - TT Semester Two - 7-12 - Secondary College (includes Insights and GPA)". All schools listed are "Magic P-12 College". Below the table, there is a section titled "Progress Reports" with a dropdown menu for "Academic Year" set to "(Currently Relevant)". A message states: "There are no graphs available for this Academic Year."

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 Magic P-12 College Portal dashboard. At the top, there's a navigation bar with icons for home, calendar, tools, and user profile. The user is Mrs Sable BROOKS. The main heading is 'Welcome to the Magic P-12 College Portal'. Below this, there's a message about keeping contact details up to date. The dashboard is divided into two columns. The left column shows user profiles for Stephen CORNFOOT and Euan ABERCROMBIE, each with links to their profile, send email to teachers, add attendance notes, view academic reports, and order photos. The right column is titled 'Compass' and 'My News'. It contains several news items: 'Order your MSP school photos', 'Opt-In Event Invitations' (1 event available), 'Course Confirmation/School Payments', 'Parent Student Teacher Conference' (2020 Parent Teacher Interviews, highlighted with a red border and a close button), 'Event Consent/Payment Required' (1 event), 'Attendance: Attendance Note Required' (Euan recorded as 'not present' or 'late'), and 'Magic High's School Fete'. At the bottom right, there's a note about the school fete on Friday the 6th of November.

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 for the 2020 Parent Teacher Interviews. The heading is 'Welcome' and the sub-heading is '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 at the upcoming Magic High School Parent Teacher conferences. It emphasizes the importance of conferencing with teachers for providing feedback and creating a supportive learning environment. It also provides practical information about parking in the West wing near the headmasters office and a contact number (12345 67890) for any questions. The message is signed 'Kind regards, Albus Dorely, Headmaster'. At the bottom, there is a button labeled 'Show me How to Book'.

How To: Pay School Contributions

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.

Course Confirmation and Payments

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

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: Order School Photos

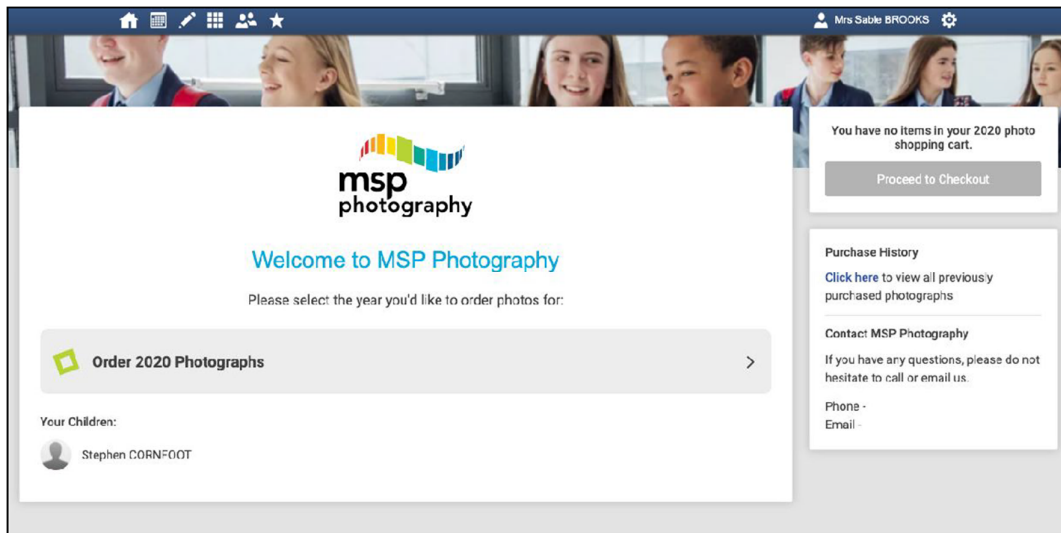
To order your child's school photos, click the link on your dashboard.

The screenshot shows the Magic P-12 College Portal dashboard. At the top, there is a navigation bar with icons for home, calendar, tools, people, and a star. The user is logged in as Mrs Sable BROOKS. The main heading is 'Welcome to the Magic P-12 College Portal'. Below this, there is a section for 'Stephen CORNFOOT' and 'Euan ABERCROMBIE', each with a list of links: Profile (Attendance, Schedule, Reports), Send email to Stephen's teachers, Add Attendance Note (Approved Absence/Late), View Academic Reports, and Order Photos. On the right side, there is a 'Compass' section with 'My News'. A red box highlights the 'Order your MSP school photos' link under the 'misp photography' logo. Below this, there are several other links: Opt-In Event Invitations, Course Confirmation/School Payments, Parent Student Teacher Conference, Event Consent/Payment Required, and Attendance: Attendance Note Required. At the bottom, there is a section for 'Magic High's School Fete'.

Alternatively, you can click the people icon at the top of your screen and select 'Photos'.

This screenshot shows the same dashboard as the previous one, but with the 'Community' dropdown menu open. The 'Photos' option is highlighted in blue. The rest of the dashboard content remains the same, including the user profile, child profiles, and the 'Compass' section.

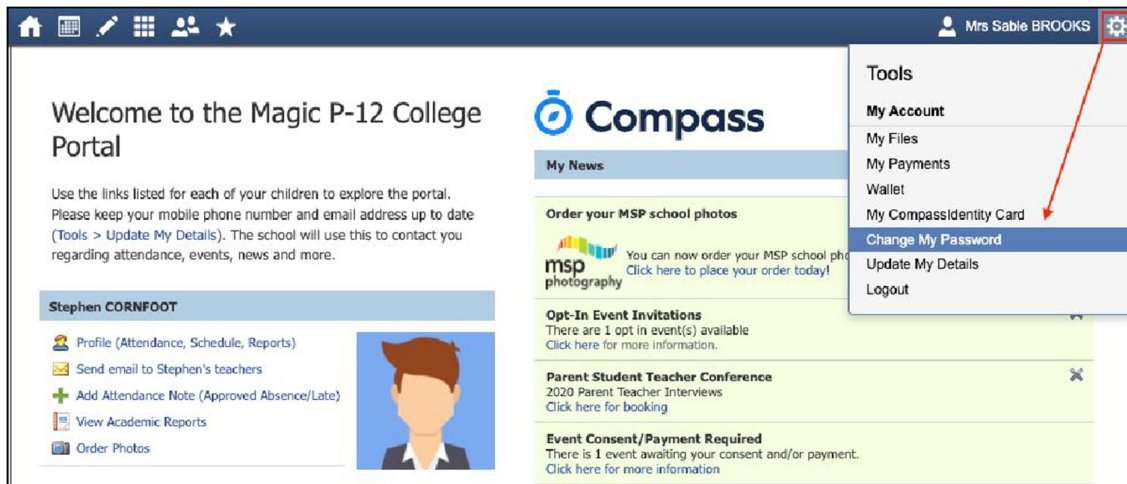
Click into the current year to order photos. On the right hand side there is an option to view past orders if required.



Add the packs you want to purchase from the available list to your cart and then process the payment.

How To: Change your Password

If you need to change your password, go to the cog icon and select 'Change my Password'.

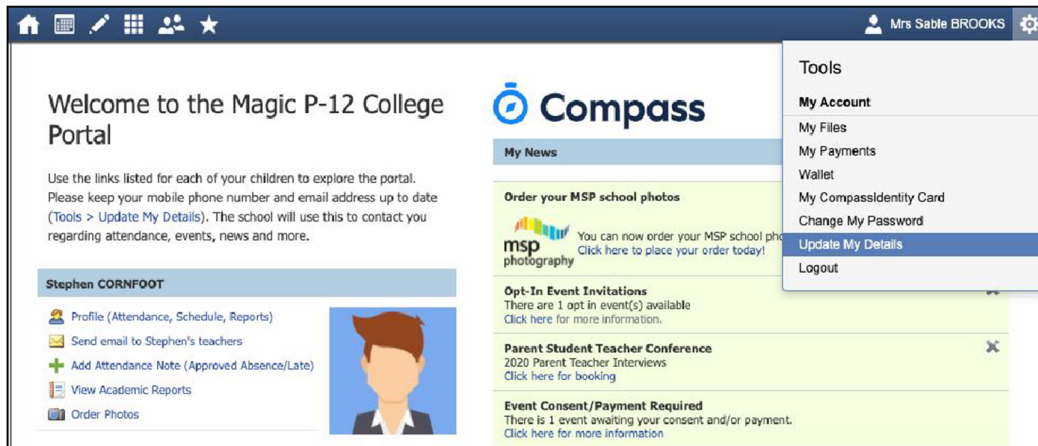


Key in the required information ensuring your new password meets the set guidelines. Click 'Save' to update.

A screenshot of the 'Change My Password' form. The title 'Change My Password' is at the top. Below it, the text 'Your new password must:' is followed by a list of requirements: 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, and Contain at least one (1) number. Below the list are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each field has a small eye icon to the right. At the bottom of the form is a 'Save' button.

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 header is the same as the previous screenshot. The main content area is titled 'Welcome to the Magic P-12 College Parent Portal' and includes a request to confirm mobile phone number and email address. Below this, the user's name 'Mrs Sable BROOKS' is displayed. There are two input fields: one for 'Mobile' and one for 'Email', each with a label to its left.

The Compass School Manager App

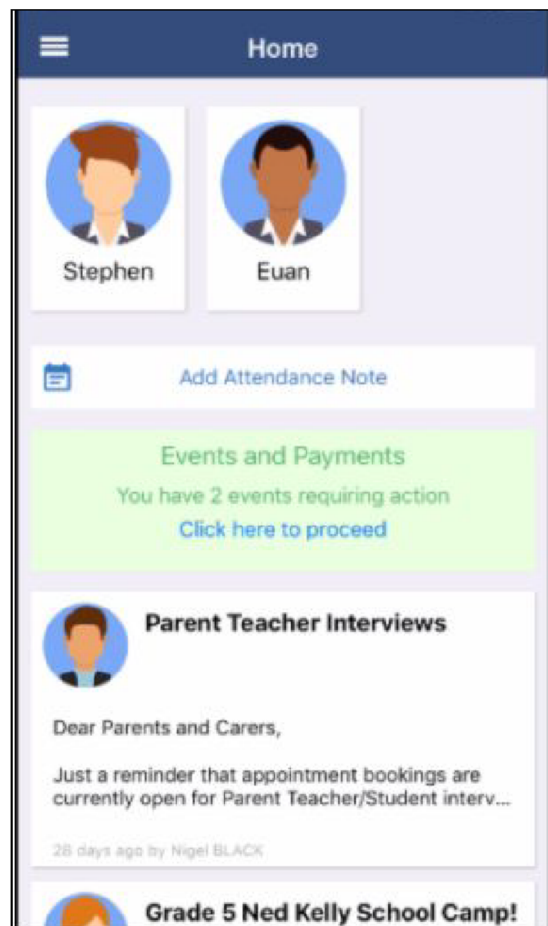
You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

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)

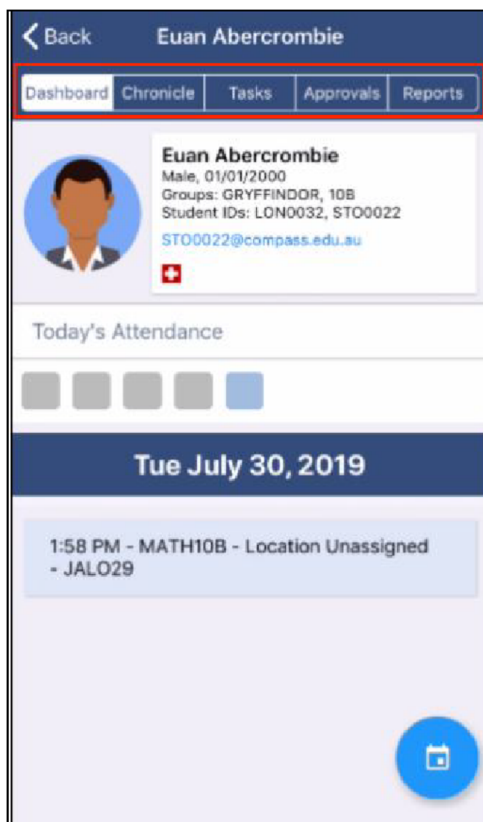
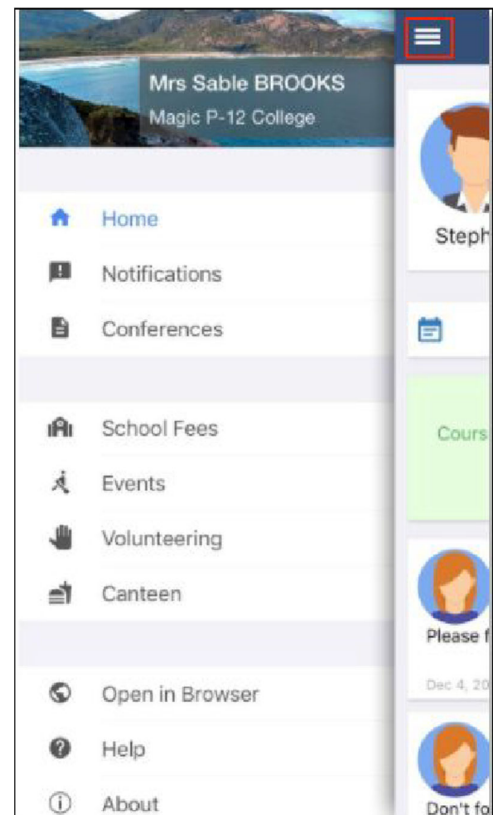


Clicking the menu icon will expand further options.

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

Note: If you have children attending different schools that use Compass (e.g. 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 home screen.

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.