



A Parent's Guide to Compass

For technical support please contact the school office on 03 9578 1327.

Overview

The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- - Monitor your child's attendance, and enter an explanation for absence or lateness
- - Communicate with your child's teachers
- - Update you family contact information (note: the school must also be notified directly of any changes)
- - View your child's timetable and the school calendar
- - Monitor your child's homework and assessment tasks
- - Download and view your child's Semester Reports and Progress Reports
- - Book Parent/Student/Teacher Conferences
- - Pay and provide consent for events and school fees

Please keep in mind that your school may not be using all of the modules indicated in this article, and your school may not have turned on access to parents to all functions within the portal.

Accessing Compass

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

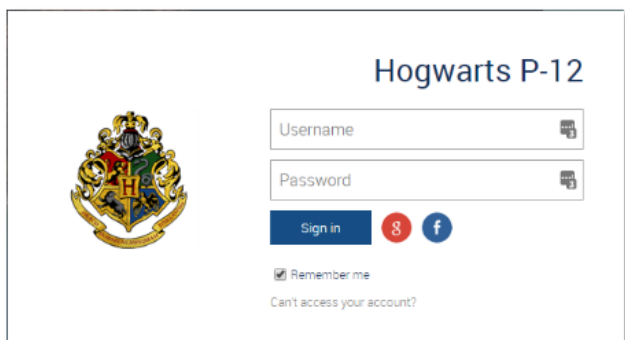
Every family receives a separate login to Compass, which will be provided to you by the school. If you are having trouble finding the Compass link for your school you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.

Logging in to Compass

To log in 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.



The screenshot shows the login interface for 'Hogwarts P-12'. On the left is the school's crest. To the right are two input fields: 'Username' and 'Password', each with a copy icon. Below these is a blue 'Sign in' button, followed by Google and Facebook social login icons. At the bottom, there is a 'Remember me' checkbox and a link that says 'Can't access your account?'.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

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 Molly WEASLEY

Mobile

 0412 345 678

Email

support@compass.edu.au

Update My Details

[I don't have these details](#)

Also when logging in for the first time, once you have confirmed your details, you will be required to change your password. Once you have chosen your new password, you will be taken to your parent homescreen.

Next, you will need to change your password

You new password must:

- Be at least eight (8) characters in length
- Contain at least one (1) alphabetical character
- Contain at least one (1) numeric character

New Password:

••••••

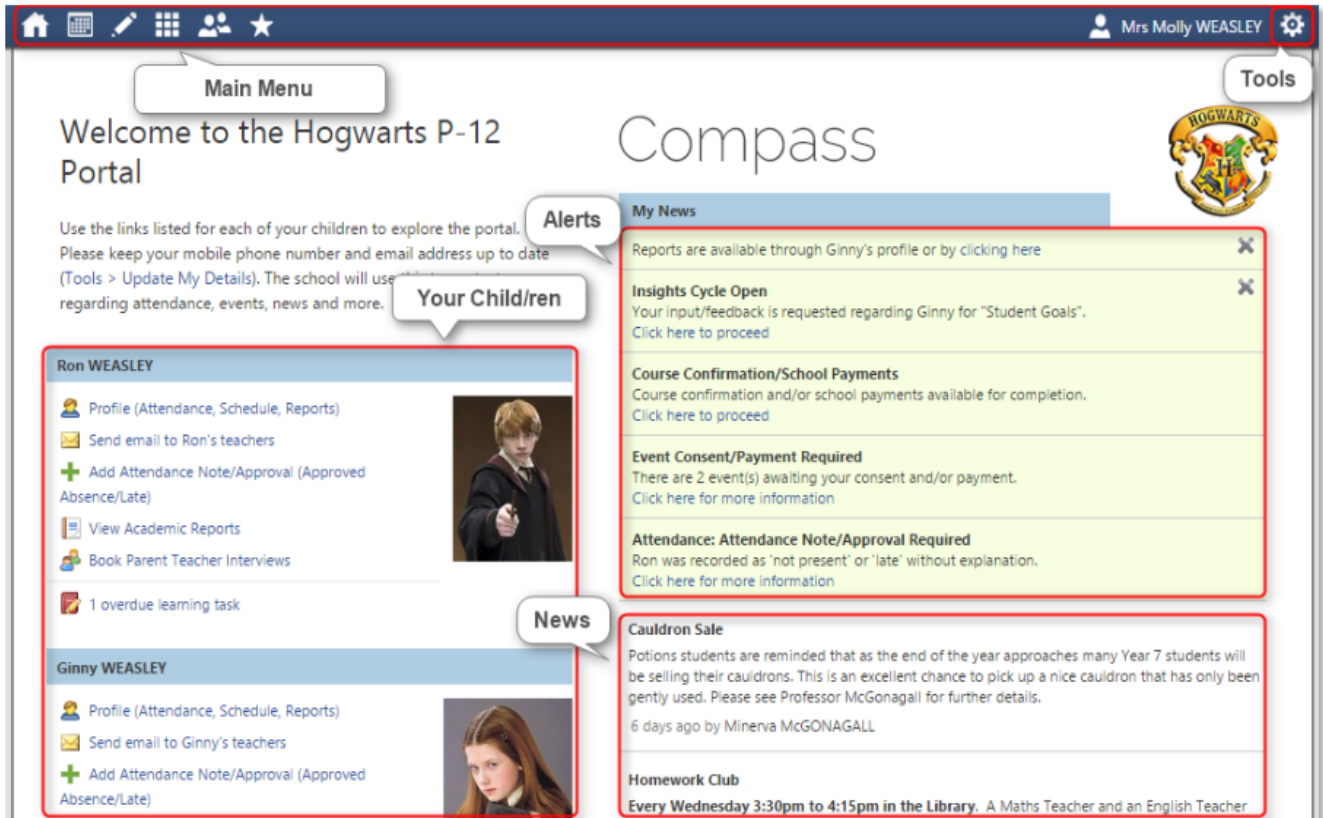
Confirm New Password:

Save

If you have lost your details or forgotten your password, please contact the school office on (03) 9578 1327 to have it reset.

The Home Screen

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



Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

Tools

The Tools Menu (cog icon) allows you to update your contact details and change your password. Remember you must still notify your school office of any changes.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

- - Outstanding absences or late arrivals that require a note or approval
- - Course Confirmations or payments that need processing
- - Parent/Student/Teacher Conferences that are available for booking
- - Excursions or Events that require consent and/or payment
- - School photos that are available for purchase (N/A at Ormond)
- - Semester Reports or Progress Reports that are available to download.

Your Child/ren

This section provides you with a quick summary of available options, and highlights a summary of upcoming and overdue tasks. To access more information click on the relevant quick link or select 'Profile' to access details information about your child. Options here may include:

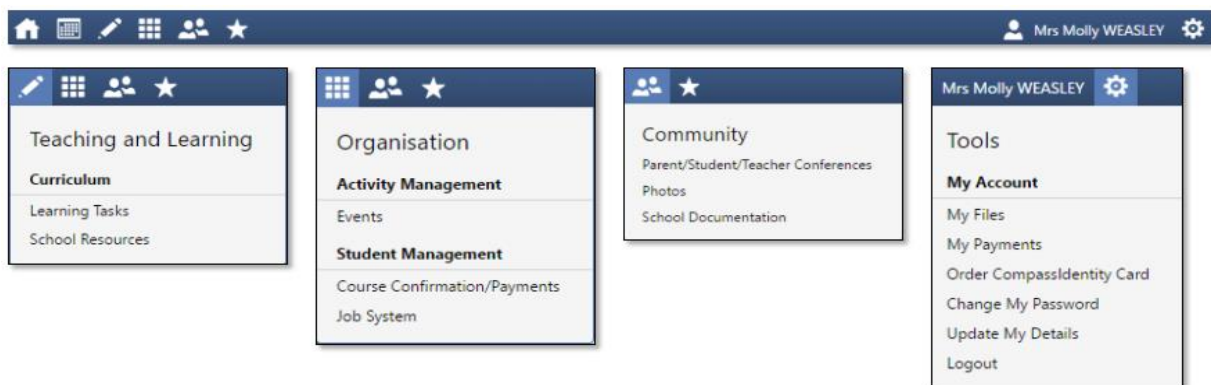
- - Your child/ren's profile page
- - Email functionality
- - Attendance pages customised for your children, where notes/approvals can be entered
- - Academic reports for your child
- - Parent/Student/Teacher Conference bookings
- - Any overdue Learning Tasks that your student has not yet submitted.

News

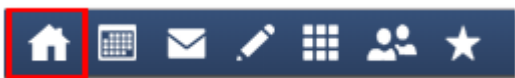
Recent school news items and information relevant to parents. This may include newsletters, details of upcoming events and much more.

Menus & Functions

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



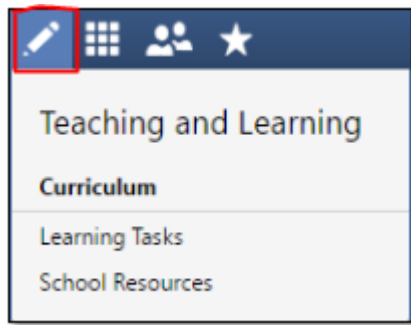
The Home icon will take you back to the Home page.



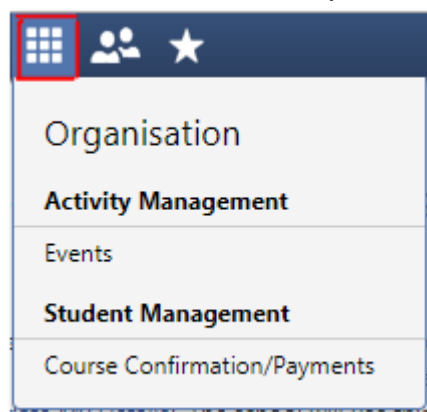
The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.



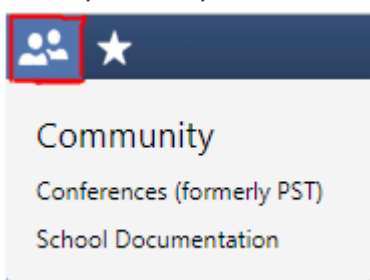
The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources.



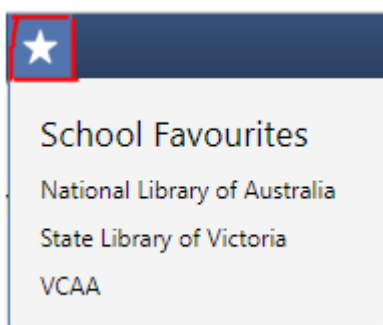
The Grid icon will bring up the Organisation menu, from which you can access Events, Course Confirmations/Payments, and the Job System.



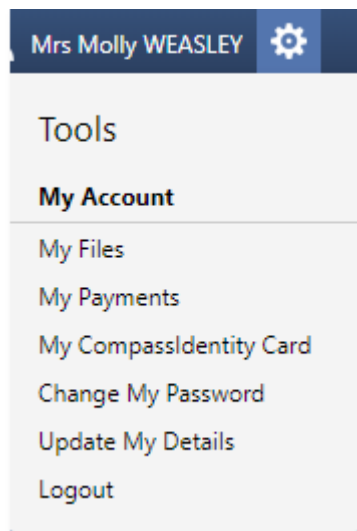
The People icon will bring up the Community menu, from which you can access Parent/Student/Teacher Conferences, School Photos, and School Documentation.



The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked.



To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out.

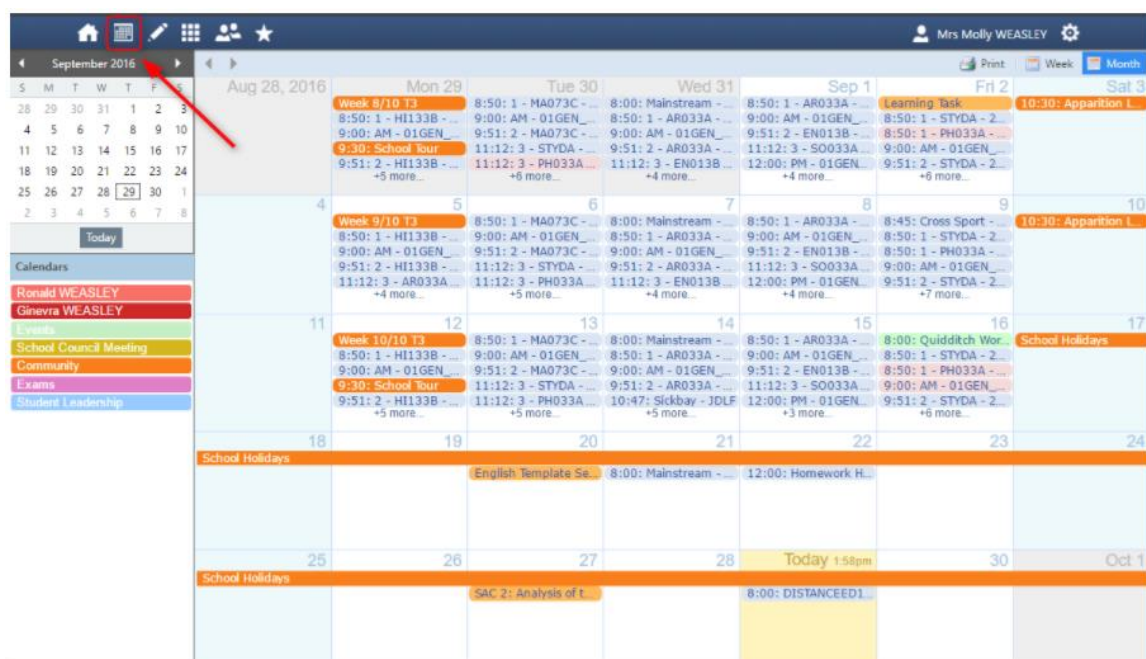


Clicking on your name will take you to your profile page.



School Calendar

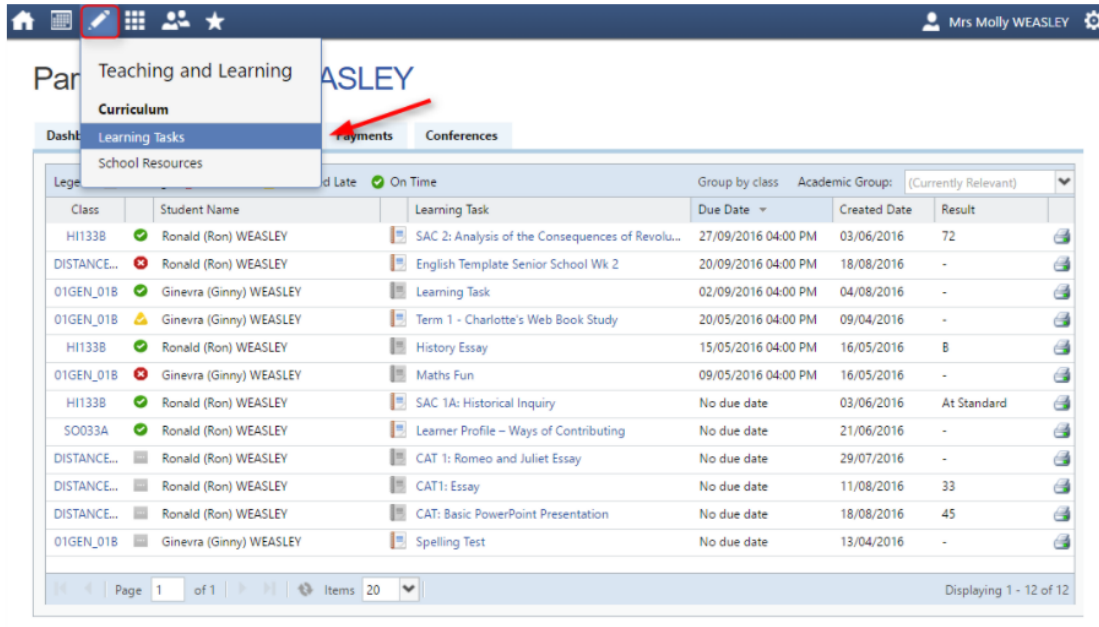
From the School Calendar you can view details of upcoming events, your child's timetable, and other relevant school-wide activities your school has included on the calendar, such as School Council Meetings, School Community events, Exams, Student Leadership events/meetings and more.



Teaching & Learning

Learning Tasks

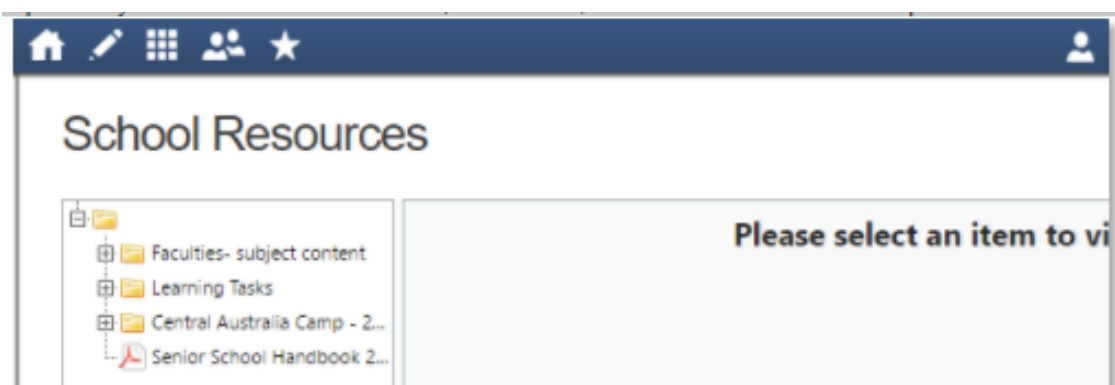
This is where you can view an up-to-date record of your child's homework and upcoming assessment tasks. If you have multiple children at the school, this will be a consolidated list showing information for all children.



Class	Student Name	Learning Task	Due Date	Created Date	Result
HI133B	Ronald (Ron) WEASLEY	SAC 2: Analysis of the Consequences of Revolu...	27/09/2016 04:00 PM	03/06/2016	72
DISTANCE...	Ronald (Ron) WEASLEY	English Template Senior School Wk 2	20/09/2016 04:00 PM	18/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Learning Task	02/09/2016 04:00 PM	04/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Term 1 - Charlotte's Web Book Study	20/05/2016 04:00 PM	09/04/2016	-
HI133B	Ronald (Ron) WEASLEY	History Essay	15/05/2016 04:00 PM	16/05/2016	B
01GEN_01B	Ginevra (Ginny) WEASLEY	Maths Fun	09/05/2016 04:00 PM	16/05/2016	-
HI133B	Ronald (Ron) WEASLEY	SAC 1A: Historical Inquiry	No due date	03/06/2016	At Standard
SO033A	Ronald (Ron) WEASLEY	Learner Profile - Ways of Contributing	No due date	21/06/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT 1: Romeo and Juliet Essay	No due date	29/07/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT1: Essay	No due date	11/08/2016	33
DISTANCE...	Ronald (Ron) WEASLEY	CAT: Basic PowerPoint Presentation	No due date	18/08/2016	45
01GEN_01B	Ginevra (Ginny) WEASLEY	Spelling Test	No due date	13/04/2016	-

School Resources

This is a repository of relevant documents, websites, or other information that the school has made available for parents to access when needed.



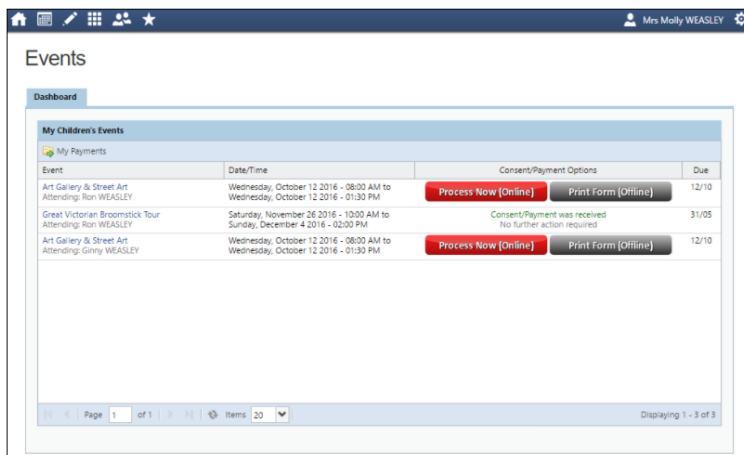
Organisation

Events

You will receive a notification on your Compass homepage and email when there is an event that requires your approval or payment.

Event Consent/Payment Required
 There are 2 event(s) awaiting your consent and/or payment.
[Click here for more information](#)

To provide the consent/payment required, click the notification. This will take you to the Events page, where you can see all events that require your consent/payment, and those that are upcoming that you have already consented to/paid for.



The screenshot shows the 'Events' page in the Compass system. At the top, there's a navigation bar with a home icon, a user profile for 'Mrs Molly WEASLEY', and a settings gear. Below the navigation bar, the 'Events' section is active. It contains a sub-section 'My Children's Events' with a 'My Payments' icon. The main content is a table with the following data:

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

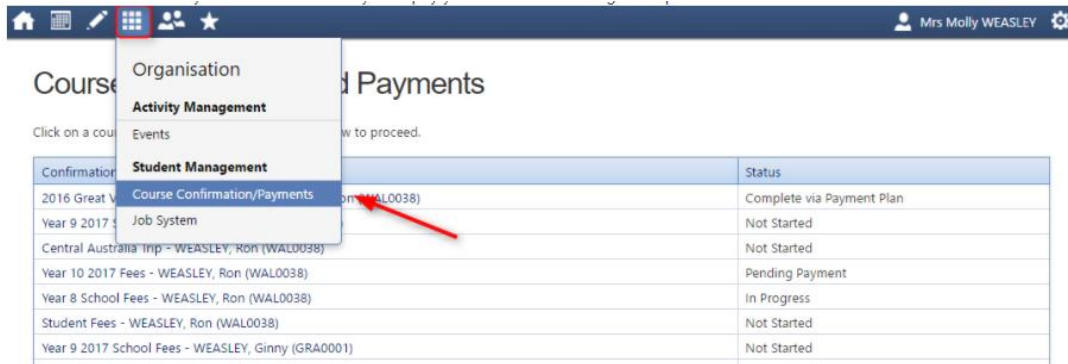
At the bottom of the table, there is a pagination bar showing 'Page 1 of 1', 'Items 20', and 'Displaying 1 - 3 of 3'.

From this page you can pay and consent for any events. By clicking the "Process Now (Online)" option, you will be prompted to enter information regarding emergency contact details as well as any updated medical information that is not already on the student's file.

Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school please contact the school office to inform them of this so options can be altered.

Course Confirmation/Payments

The Course Confirmation/Payments module allows you to pay your school fees or other school nominated payments through Compass.



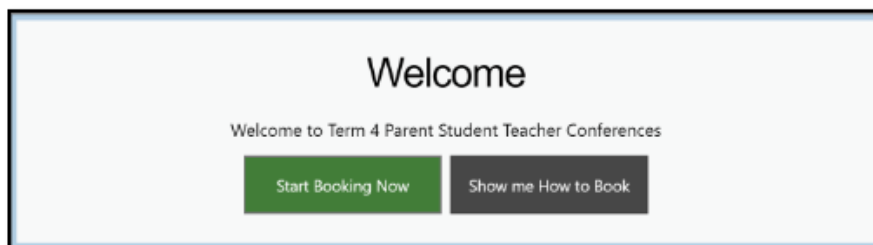
Community

Parent/Student/Teacher Conferences

Allows you to book any meetings which are available for booking. By selecting "my bookings", you are able to book conferences with your children's teachers.

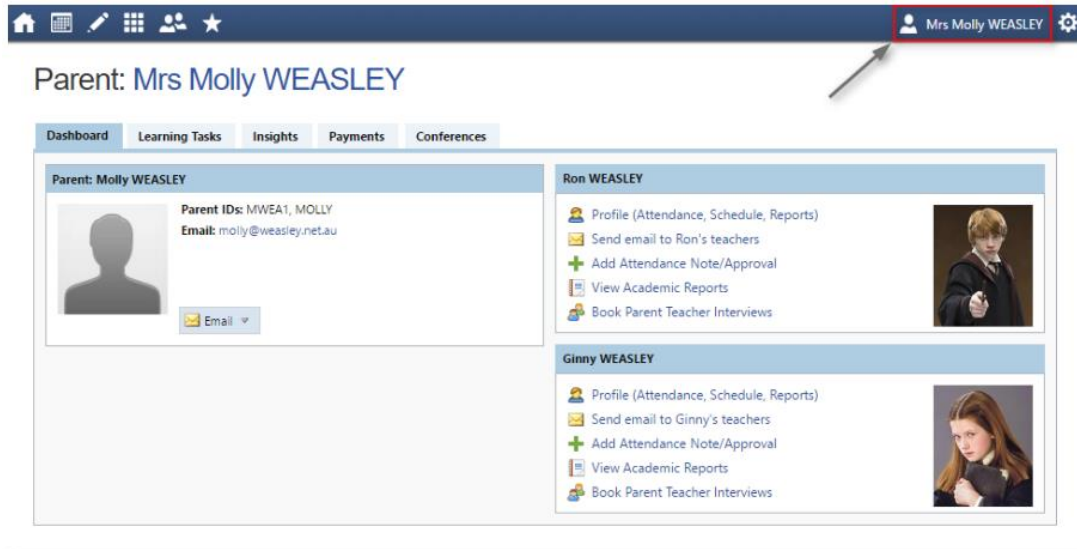


You can either start booking right away or follow the tutorial which shows you how to book.



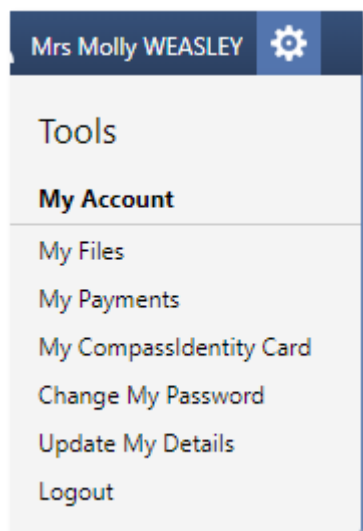
Parent Profile

Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Learning tasks, Insights, Payments and Conferences can also be accessed from the Parent Profile.



Tools

Clicking the Cog menu icon will open your Tools menu.



My Files - Allows you to store files.

My Payments - Allows you to view any payments that have been made to the school through Compass.

Order CompassIdentity Card - Allows you to order a new CompassIdentity card. Here you can also see the status of cards ordered. (not currently a feature at Ormond Primary School)

Change My Password - Allows you to change your password.

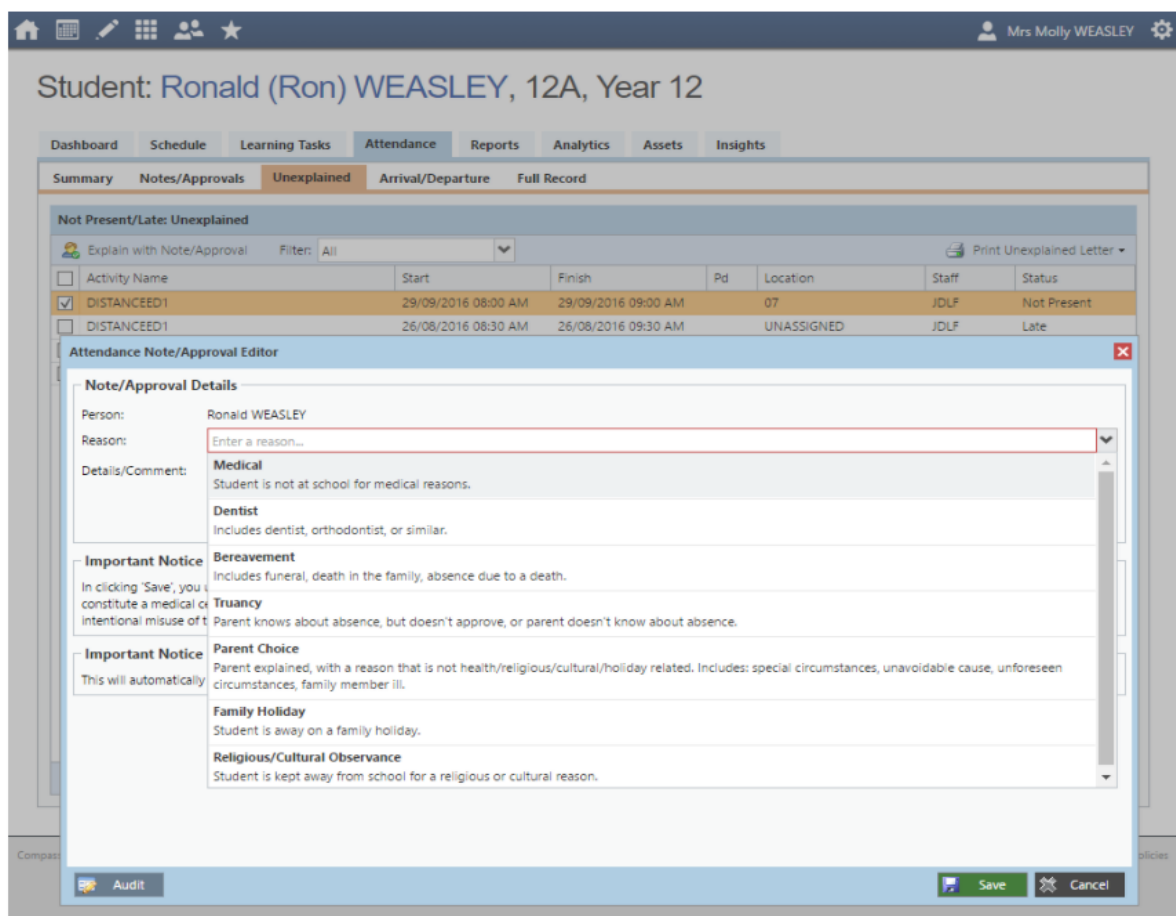
Update My Details - Allows you to update the mobile phone number(s) and email address(es) associated with your account. (Note: please still notify the office of any changes)

Adding a Note or Approval

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

Attendance: Attendance Note/Approval Required
 Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Clicking on this notification will take you to the 'Unexplained' tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.



Student: **Ronald (Ron) WEASLEY, 12A, Year 12**

Navigation: Dashboard | Schedule | Learning Tasks | **Attendance** | Reports | Analytics | Assets | Insights

Attendance Tabs: Summary | Notes/Approvals | **Unexplained** | Arrival/Departure | Full Record

Not Present/Late: Unexplained

Explain with Note/Approval | Filter: All | Print Unexplained Letter

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM	07	JDLF	Not Present	
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED	JDLF	Late	

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason:

Details/Comment:

- Medical**
Student is not at school for medical reasons.
- Dentist**
Includes dentist, orthodontist, or similar.
- Bereavement**
Includes funeral, death in the family, absence due to a death.
- Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.
- Parent Choice**
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.
- Family Holiday**
Student is away on a family holiday.
- Religious/Cultural Observance**
Student is kept away from school for a religious or cultural reason.

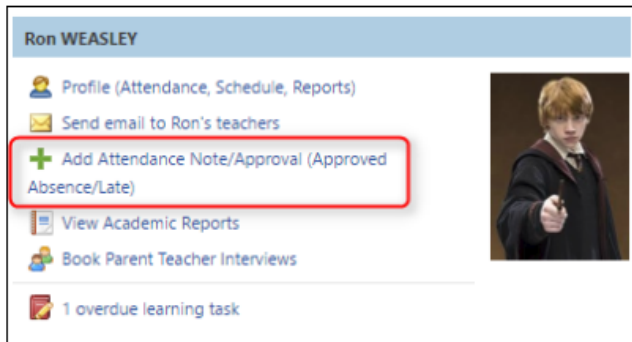
Buttons: Audit | Save | Cancel

Please note that you cannot edit you notes or approvals after they've been created. If you do need to make any amendments please contact Brodie in the office.

Adding a Note/Approval for a Future Absence

You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday).

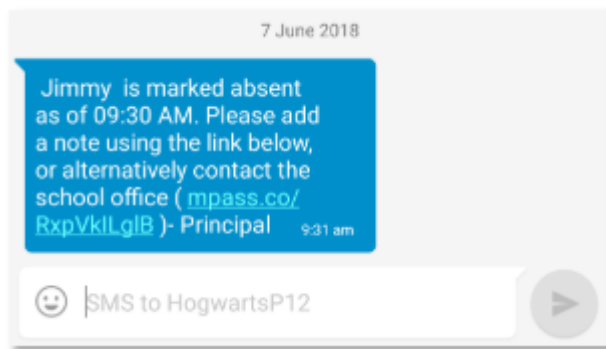
To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

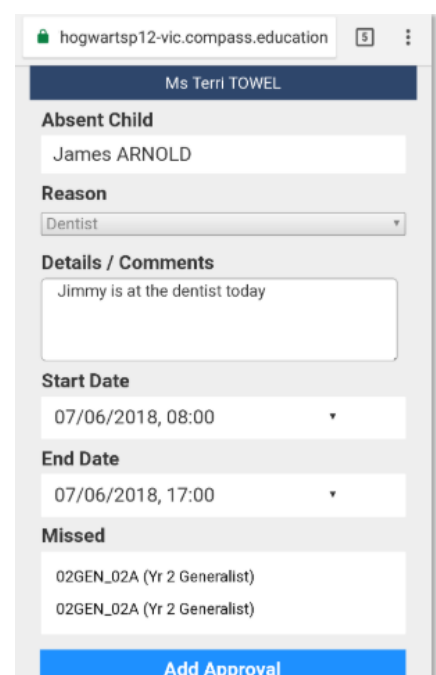
Adding a Note/Approval via a One Time Link

If your school is using One Time Attendance Notes via their SMS notifications, there will be a link included in the SMS which you can click on.



Clicking on the link will take you directly to Compass to add a note/approval for the unexplained absence.

Please note, the default expiry of these links is 48 hours, once the link has expired you will have to add a note/approval by logging into Compass.

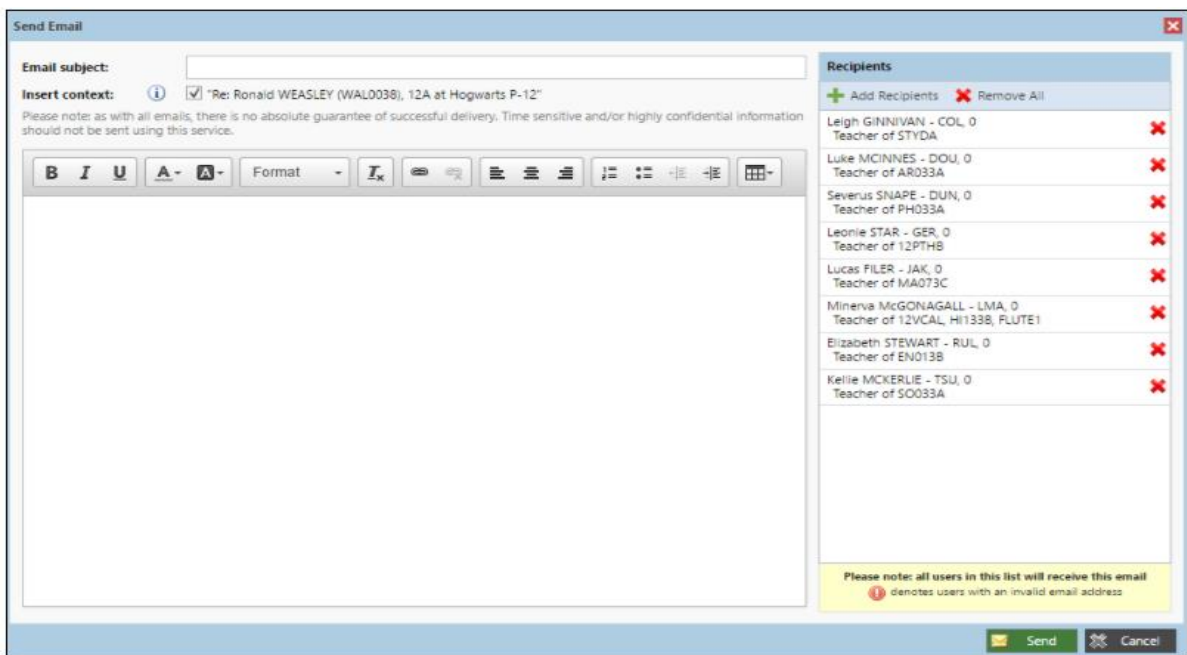


Emailing Staff

Within Compass, if your school has the function activated, you can email the teachers of your children at the school, as well as any other staff members.



Clicking this link will open the email pop-up window, with all of the teachers for the student listed as recipients. You can select the red cross next to each recipient to remove them from the email, or click the 'Add Recipients' button at the top to add any other staff members.



Final Note

If you have any questions or technical issues please do not hesitate to contact Brodie at the school office for assistance on (03) 9578 1327 or ormond.ps@edumail.vic.gov.au