



Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc). Every family receives a separate log in to our school's Compass site. This log in information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to: schools.compass.education, you will then be able to search for our school and access the link.

How to Log in

To log in, you will require your unique family username and password. These details will be provided to you by the school. Please contact the office if you have not received these.

You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time. To log in, go to your school's Compass site.

Type in your username and password and click 'Sign in'. Your username will be your parent code at the school. This will be different from your child's student code, and it will not be your email address.

A screenshot of the Greenfields College Compass login page. At the top is the Greenfields College logo, which consists of a green stylized tree or plant icon above the text "Greenfields College". Below the logo is the text "Greenfields College" in a bold, black font. Underneath is a "Username" label followed by a text input field containing "JBELLO001". Below that is a "Password" label followed by a text input field with masked characters "*****". A blue "Sign in" button is positioned below the password field. Below the button is the word "or" flanked by horizontal lines. Underneath is a blue button with the Google logo and the text "Sign in with Google". At the bottom left, there is a checked checkbox labeled "Remember me" and a link that says "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 password recovery.

Compass Login Help

What is your email address or mobile phone number?

If your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.

johnsmith@example.com

or

+1 0112 345 678

Please complete the below recaptcha:

I'm not a robot  reCAPTCHA
Privacy - Terms

Continue

[I don't know my mobile phone number or my email address](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

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:

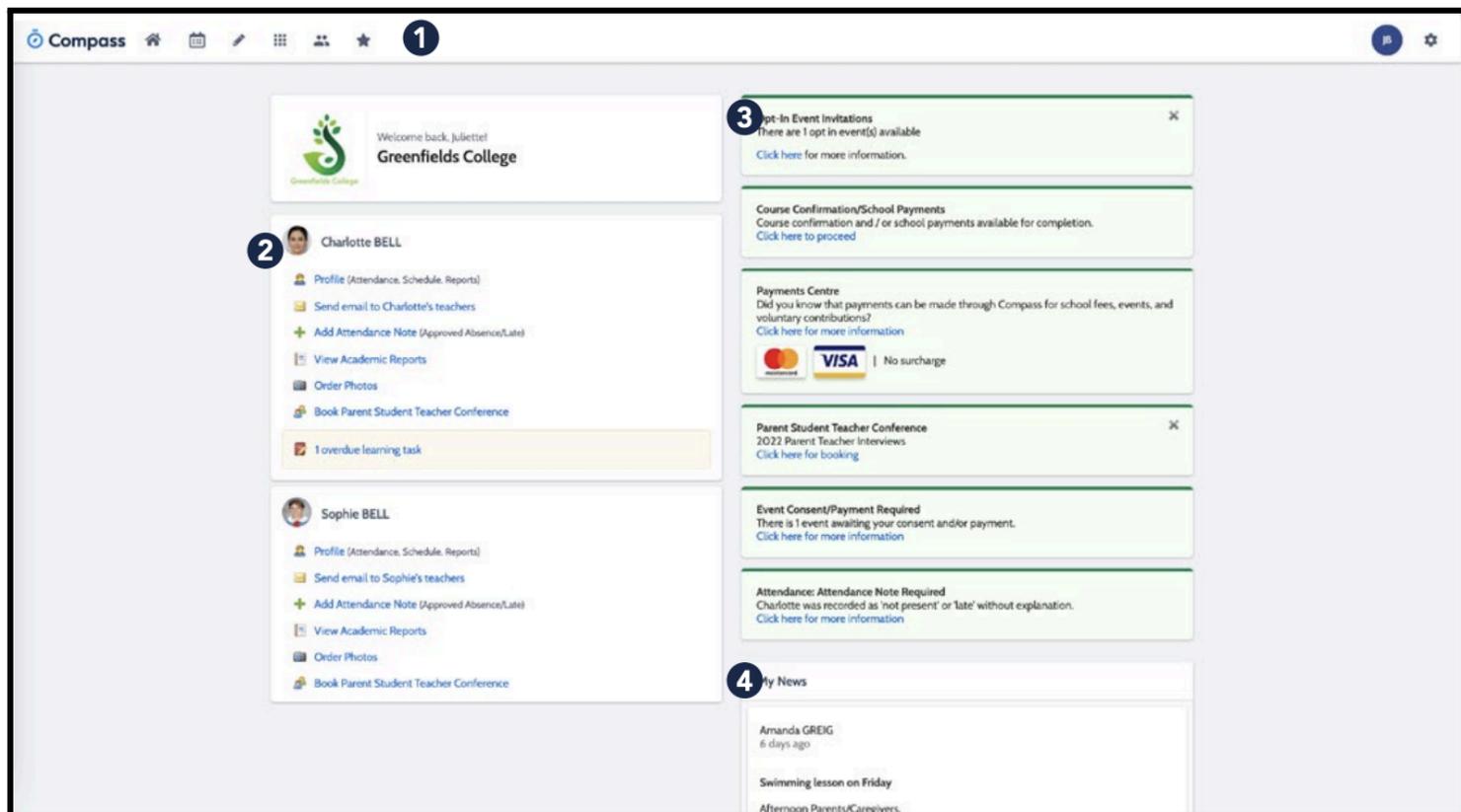
Confirm New Password:

Save

Tip! If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.

The Home Page

When you log in, you will be taken to the Home Page, which is made up of the following components:



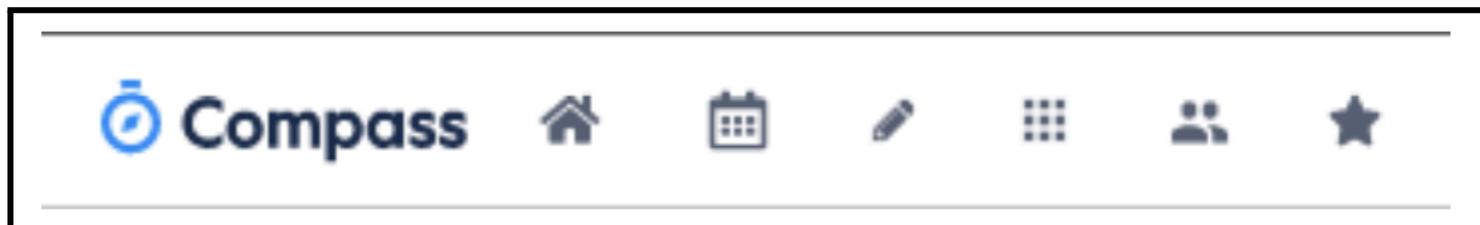
1: Menu options Across the top of the screen, you will see a series of menu icons, each with drop-down options. These are further explained in the following section.

2: Child Information This section will display each child you have at the school. From here, you can access their profile for key information or perform actions such as send an email to a teacher or add an attendance note.

3: Alerts On the top right, you will find a list of clickable notifications that will prompt you to action something.

4: Newsfeed Posts in the Newsfeed allow the school to communicate key information to you. Posts remain accessible for as long as the school has determined, with the most recent posts displayed first. Posts that are set as Priority, however, will always show at the top.

Menu Icons



The Home icon can be clicked at any time to take you back to the Home Page 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 view all the Learning Tasks assigned to your child/children.

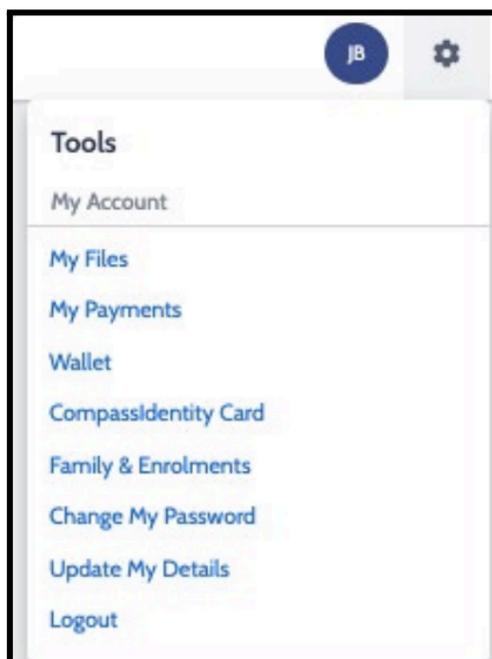
Note: this is not applicable to St Joseph's

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 (this feature is coming soon).

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)'.

The screenshot shows the parent portal for Greenfields College. The top left features the college logo and a welcome message for Juliette. The main content area is divided into two columns. The left column lists user profiles for Charlotte BELL and Sophie BELL, each with a menu of options including 'Add Attendance Note (Approved Absence/Late)'. The right column contains several notification boxes: 'Opt-in Event Invitations', 'Course Confirmation/School Payments', 'Payments Centre' (with logos for Mastercard and VISA), 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required' (noting that Charlotte was recorded as 'not present' or 'late' without explanation). A 'My News' section is at the bottom right.

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'

The 'Attendance Note Editor' form is shown. It includes a 'Note Details' section with fields for 'Person' (Charlotte BELL), 'Reason' (a dropdown menu), and 'Details/Comment'. Below this is an 'Important Notice' section with a disclaimer. The 'Start' and 'Finish' fields are set to 26/04/2022, with time slots of 09:00 AM and 03:30 PM respectively. A checkbox indicates that separate documentation is needed for absences longer than one teaching day. On the right, a 'Potentially Affected Sessions' table lists activities and their times. At the bottom right, there is an 'Add Attachments' section with a note that no attachments are currently present.

Activity	Start	Finish
USHUM_09A (Year 9 H...	26/04/2022 08:50 AM	26/04/2022 09:47 AM
09ENG_09A (Year 9 En...	26/04/2022 09:51 AM	26/04/2022 10:48 AM
09MATH_09A (Year 9 ...	26/04/2022 11:12 AM	26/04/2022 12:09 PM
USSLI_09A (Year 9 SO...	26/04/2022 12:15 PM	26/04/2022 03:10 PM
09MATH_09A (Year 9 ...	26/04/2022 01:58 PM	26/04/2022 02:55 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 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.

Welcome back, Juliette!
Greenfields College

Charlotte BELL

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

1 overdue learning task

Sophie BELL

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

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](#)

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

Parent Student Teacher Conference
2022 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
Charlotte was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

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.

Student: **Charlotte BELL - 09A, Year 9** Active

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

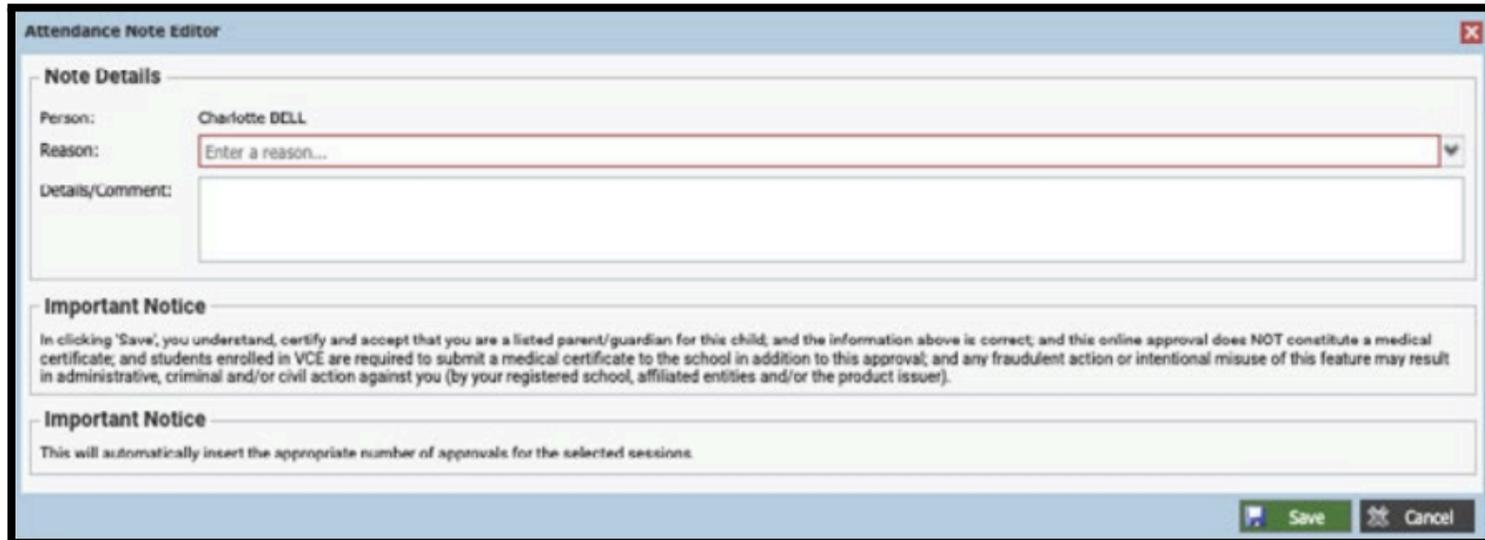
Summary | Notes | **Unexplained** | Arrival/Departure | Full Record

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
<input checked="" type="checkbox"/> 09SCI_09A	19/05/2022 01:58 PM	19/05/2022 02:55 PM	5	15	CWOOD	Late
<input type="checkbox"/> 09ENG_09A	13/05/2022 08:50 AM	13/05/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	12/05/2022 12:13 PM	12/05/2022 01:10 PM	4	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	06/05/2022 08:50 AM	06/05/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	Late
<input type="checkbox"/> 09SCI_09A	01/03/2022 12:13 PM	01/03/2022 01:10 PM	4	15	CWOOD	Late
<input type="checkbox"/> 09SCI_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CWOOD	Late

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.



The screenshot shows a web form titled "Attendance Note Editor". It has a light blue header with a close button (X) in the top right corner. The form is divided into several sections:

- Note Details:** This section contains three fields:
 - Person:** A text field with the value "Charlotte DELL".
 - Reason:** A dropdown menu with the placeholder text "Enter a reason...".
 - Details/Comment:** A large text area for entering additional information.
- Important Notice:** A text box containing a disclaimer: "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:** A second text box containing the text: "This will automatically insert the appropriate number of approvals for the selected sessions."

At the bottom right of the form, there are two buttons: a green "Save" button and a grey "Cancel" button with a trash icon.

A Parent's Guide to Compass – The App

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
- 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.

How to Download

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 log in details which are the same details you use to log in to your Compass parent portal.



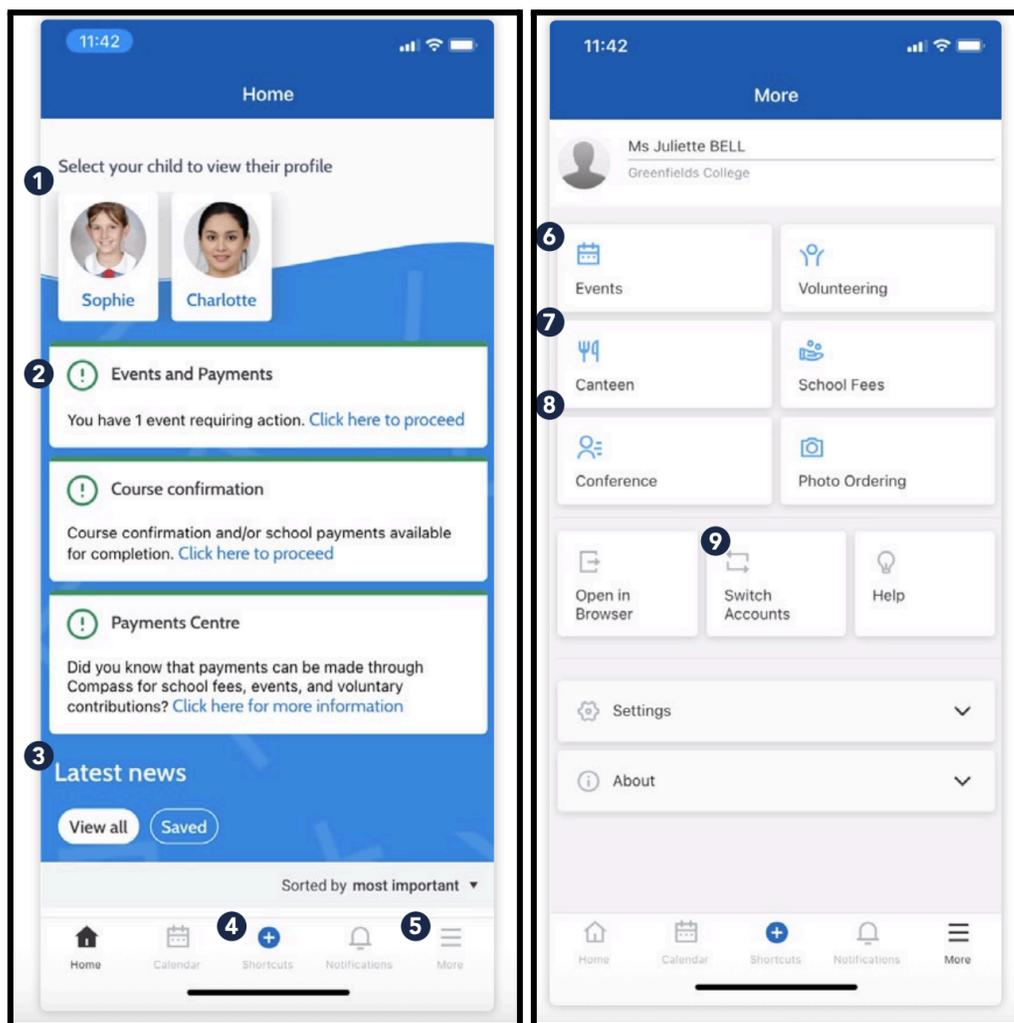
The App Home Page

When logged in, you will see:

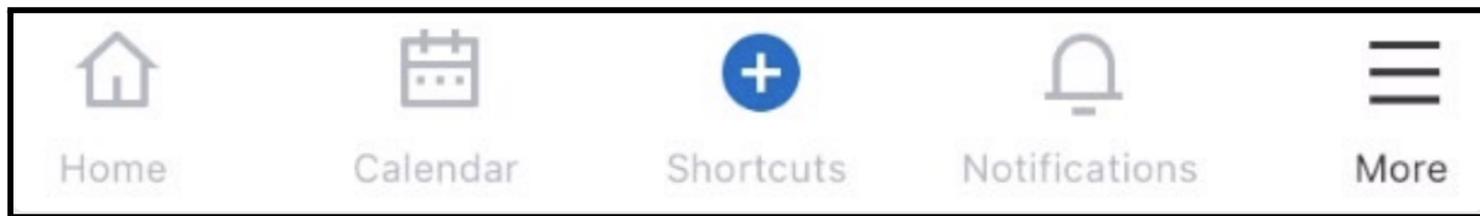
1. Profiles Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles. Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.
2. Alerts Notifications of items that require your action.

3. Newsfeed Scroll through to view the latest posts from your school.
4. Shortcuts The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.
5. More Gives you access to additional actions.
6. Events Consent/payment Process consent/payment for your child's upcoming events.
7. Conferences Allows you to book teacher conferences.

Switch Accounts 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.



Menu Icons (App)



The House 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 Schedules i.e. school events, your child's schedule etc.

The 'Plus' icon will give you access to 'Shortcuts', such as paying for an Event, and adding an Attendance note.

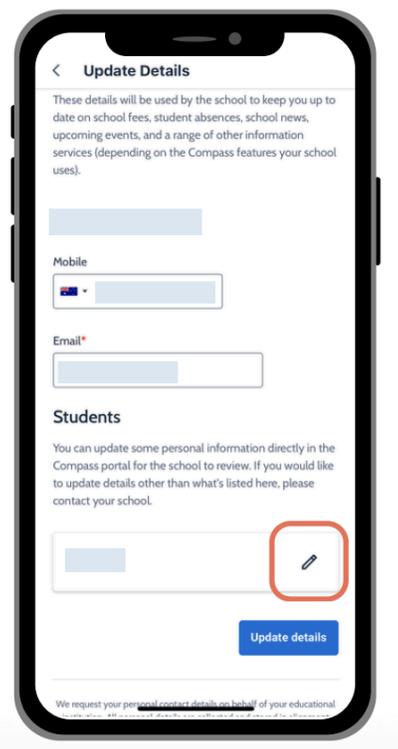
The bell icon opens your Notifications.

This contains a list of all notifications received.

The hamburger (three lines) menu icon gives you access to the More menu. Conferences, Events, Canteen, and much more can be found in this menu.

Updating Child's Medical Details via the App

Log into your school's Compass portal via the Compass App, click 'More' in the bottom right-hand corner Select 'Update My Details'.



On the 'Update Details' page, click the edit pencil next to the relevant student, click 'Add medical condition', enter the required information Click 'Save'.

The screenshot shows the 'Update Details' page with a header bar containing a back arrow and the text 'Update Details'. Below the header is a sub-header 'Edit [redacted] details' with a close icon. A note states 'Fields marked with an asterisk (*) are required.' The page is divided into two main sections: 'Basic Details' and 'Medical Information'. In the 'Basic Details' section, there is a question 'Can [redacted] swim 50m independently?' with radio buttons for 'Yes' and 'No', where 'No' is selected. In the 'Medical Information' section, a blue button with a plus sign and the text '+ Add medical condition' is highlighted with a red rounded rectangle. At the bottom of the page are 'Close' and 'Save' buttons.

The screenshot shows the 'Update Details' page with the 'Medical Information' form expanded. The form has a title 'Medical Information' and a section for 'Medical Condition 1' with a 'Remove Condition' button. Below this is a 'Title *' field, which is empty and has a red border. A red error message with an exclamation mark icon reads 'Medical condition title is required'. Below the title field are three more text input fields labeled 'Description', 'Symptoms', and 'Action'. At the bottom of the form is a 'Specifics' label. The 'Close' and 'Save' buttons at the bottom are now greyed out.