

## What is the Compass parent portal?

The Compass parent portal will become the primary means of communication between the school and home. There are a number of parent modules available to you. These include:



1. **Email address and mobile phone number** - update your details through the portal. The details listed will be used to send emails and SMS alerts.
2. **News Feed** – the school will post news to parents to remind you about events and activities at the school. Your news feed will be customised, showing only the information relevant to you and your children.
3. **Attendance** - view your child's attendance online, approve absences, and indicate future absence.
4. **Reports** - View your child's reports online.
5. **Newsletter** – the newsletter will be published on Compass and parents will be able to login to view it each month.
6. **Teacher email** – parents can email their child's teachers directly.
7. **Parent/Student/Teacher interviews** - make appointments with teachers.

### How do I access the Compass parent portal?

You can access Compass by clicking the login on the school's home page. There is also an app that you can download on your iPhone or smart phone.

Please note that you will need to first logon to Compass on a computer or laptop before you download the app.

### Username and password

You should have received your Compass username and password in the mail. If you did not receive your login details or have forgotten them, please call our school office on 9749 0246 and we will happily give these to you.

### Logging on to Compass

Once you have logged on to Compass you will be asked to verify your contact details including your phone contacts and email addresses. These details allow us to send you notifications of student absences and important news items.

# PARENT TEACHER INTERVIEWS

## Parent Teacher Conversations

Parent teacher conversations can only be booked on the desktop site. To book from your phone app you need to open in browser. From the home page click on the **Parent Student Teacher Conference** news item

Welcome to the Tarneit Senior 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.

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

## Compass



### My News

- Parent Student Teacher Conference**  
Parent Teacher Conversations  
[Click here for booking](#)
- Attendance: Attendance Note Required**  
Janet was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

### Whole School Athletics Day

Hello Parents & Guardians,  
Please reminder your child to bring in their Athletics form as soon as possible. This is a free event and a great day for students.  
If they have lost their form they can come to the main administration building or see Karyn in the  
5 days ago by Rebecca ARGENT [\[See More\]](#)

Click Show Me How to Book

Wednesday, May 8					
03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	

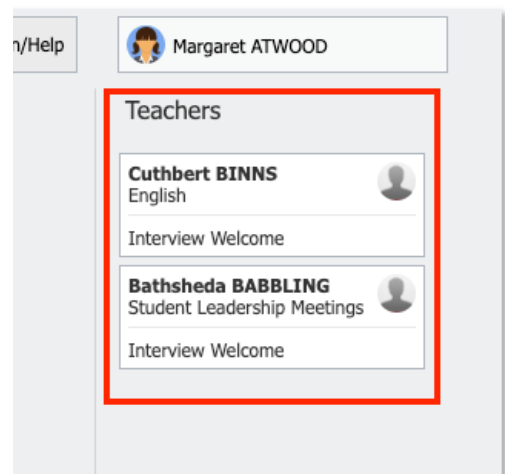
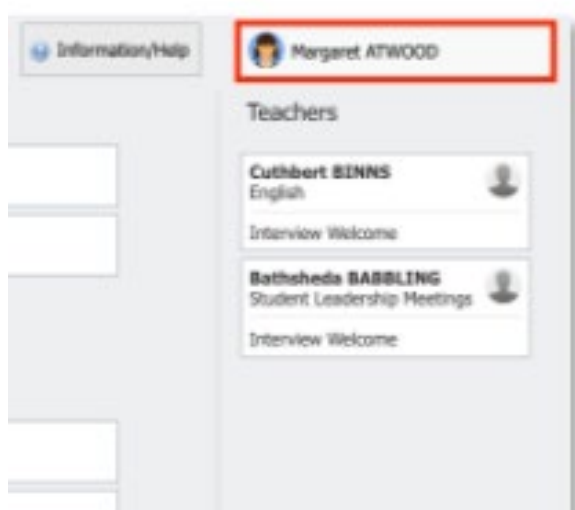
Thursday, May 9					
03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

These are the timetables that you can book appointments in for this conference. This screen will show all of the bookings you have made for this cycle.

White: Free timetable  
Yellow: Interview required  
Green: Confirmed booking  
Grey: Unavailable timetable

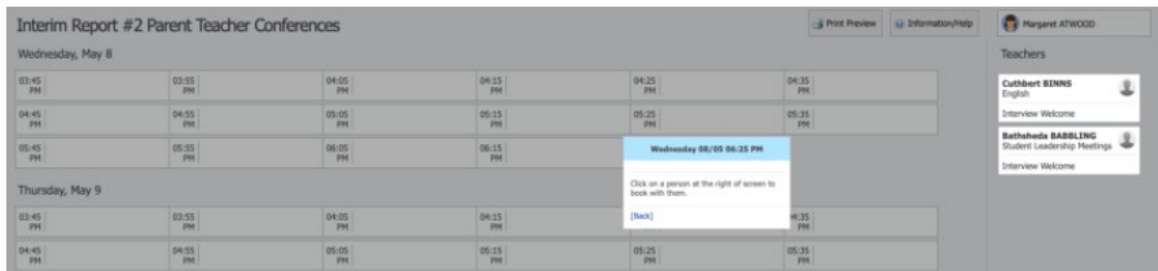
Buttons: Skip, Back, Next

Select the child you wish to book for. You will see the available teachers.

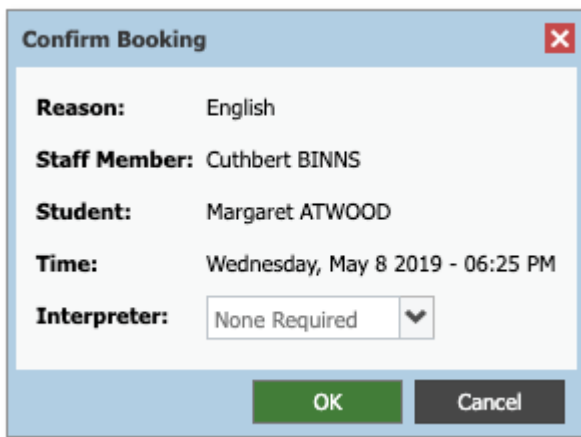


# PARENT TEACHER INTERVIEWS

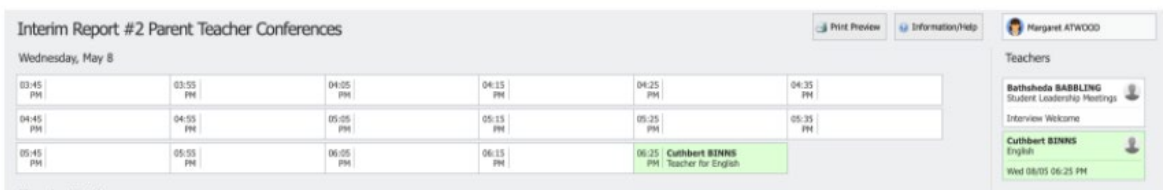
Click the timeslot you would like to book for. The teachers available at that time will be displayed.



Select the teacher you wish to book.



The booking will be indicated as green when confirmed.



To print a hard copy of your booking click Print Bookings.

Bookings for Interim Report #2 Parent Teacher Conferences

Booking Time	Teacher Photo	Student and Parent Information	Interview Information
Wednesday 08/05 05:55 PM		Student: Margaret ATWOOD Parents: Mr Murray ATKINS, Mrs Jacqui ATKINS	Teacher: Bathsheda BABBLING Student Leadership Meetings Location: Room 24
Wednesday 08/05 06:25 PM		Student: Margaret ATWOOD Parents: Mr Murray ATKINS, Mrs Jacqui ATKINS	Teacher: Cuthbert BINNS Teacher for English