

## 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](#)
- [Communicate with your child's teachers](#)
- [Monitor your child's homework and assessment tasks](#)
- [View Semester and Progress Reports](#)
- [Book Parent Teacher Conferences](#)
- [Consent and Pay for school events](#)
- [Order school lunches via the Canteen](#)
- [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.

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# Parent Portal via Web

## How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives a separate login to our school's Compass site. This 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>

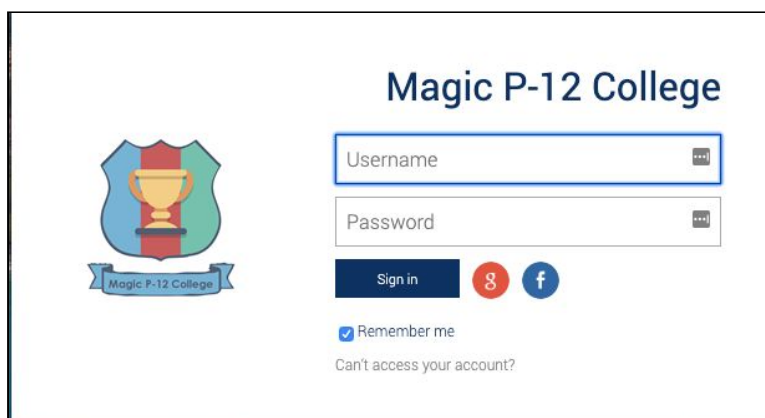
You will then be able to search for our school and access the link.

## How to Login

To login, 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 and click 'Sign in'.



**Magic P-12 College**

Username

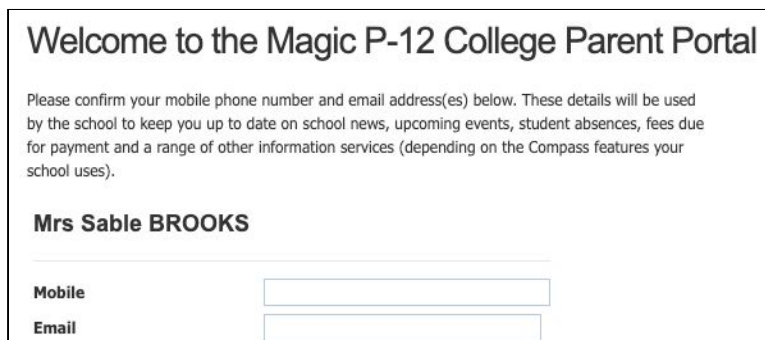
Password

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.



**Welcome to the Magic P-12 College Parent Portal**

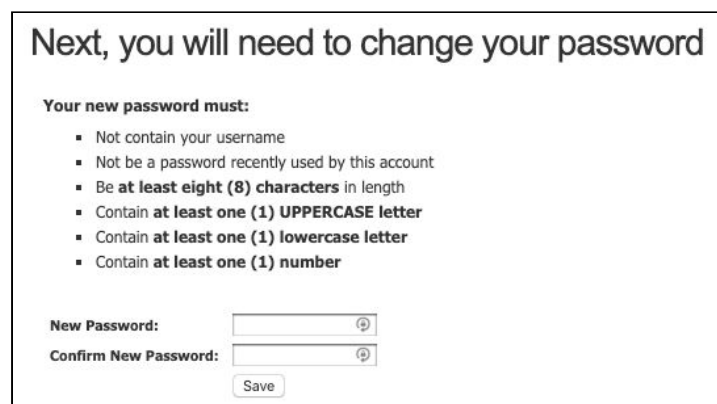
Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

**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'.



**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, labeled 'Menu Icons'. The user's name 'Mrs Sable BROOKS' is displayed in the top right corner. The main content area is divided into several sections:

- Welcome to the Magic P-12 College Portal:** A message instructing users to use links for their children to explore the portal and to keep their mobile phone number and email address up to date.
- Child Information:** A section listing two children: Stephen CORNFOOT and Euan ABERCROMBIE. For each child, there are links for Profile (Attendance, Schedule, Reports), Send email to teachers, Add Attendance Note (Approved Absence/Late), and View Academic Reports.
- Alerts for Action:** A section with several items:
  - Order your MSP school photos:** A link to place an order today.
  - Course Confirmation/School Payments:** A link to proceed with course confirmation and/or school payments.
  - Payments:** A link for more information on payments awaiting action.
  - Event Consent/Payment Required:** A link for more information on an event awaiting consent and/or payment.
- Newsletter:** A post titled 'Please find attached our March Newsletter' by Liz Larson, dated Mar 2nd.
- Newsfeed Posts:** A post titled 'School Jumper Orders' by Eliza Elderflower, dated Feb 3rd, with a link to order school jumpers. Below the text are images of various school jumpers.

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

## 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** i.e. 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). 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)'.

**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. 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'.

**Attendance Note Editor**

**Note Details**

Person: Euan ABERCROMBIE

Reason: Enter a 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 Select a period...

Finish: 24/06/2020 05:00 PM Select a period...

Save Cancel

## 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.

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

**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 months 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.

The screenshot shows the 'Attendance' section of a software interface. The 'Unexplained' tab is selected, displaying a table of sessions. The 'MATH10B' session is highlighted, and the 'Explain with Attendance Note' button is visible. The 'Attendance Note Editor' dialog is open, showing the following details:

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 homescreen.

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

**Compass**

**My News**

- Order your MSP school photos**  
msp photography 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 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'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

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.

**Action Centre** Events Volunteering History

Event

**Euan ABERCROMBIE**  
1 events

**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 >

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	<a href="#">Download</a>

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.



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

<b>Remote Expo- Future Careers</b> Wednesday, September 9th 2020, 9:45 am Wednesday, September 9th 2020, 11:45 am	Attending	Due 18/08/2020	\$0.00	>
<b>Melbourne Zoo</b> 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 in to an Optional Event

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

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

The screenshot shows the 'Compass' portal for Mrs Sable BROOKS. The main heading is 'Welcome to the Magic P-12 College Portal'. Below this, there are instructions for users to update their details. The dashboard is organized into sections for two children: Stephen CORNFOOT and Euan ABERCROMBIE. Each section lists actions like 'Profile', 'Send email to teachers', 'Add Attendance Note', 'View Academic Reports', and 'Order Photos'. On the right side, there is a 'My News' section with several items: 'Order your MSP school photos', 'Opt-In Event Invitations' (highlighted with a red box), 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom, there is a notice for 'Magic High's School Fete'.

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 in the portal. The top navigation bar includes 'Action Centre', 'Events', 'Volunteering', and 'History'. The main content area is titled 'Event' and shows a profile for Euan ABERCROMBIE with '1 events'. The first event listed is 'Melbourne Zoo', scheduled for Wednesday, December 16th, 2020, from 8:30 am to 3:25 pm. The event status is 'Awaiting consent and payment', with a due date of 09/12/2020 and a cost of \$50.00. A red box highlights a '+ 1 opt-in event' button at the bottom left of the event card.

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).

Event Name	Status	Due Date	Amount
Remote Expo- Future Careers	Attending	18/08/2020	\$0.00
Melbourne Zoo	Awaiting consent and payment	09/12/2020	\$50.00
Rock to Reef 2021 (50 available spaces)	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: Email a Teacher

To email your child's teachers, click the option listed under the name on your dashboard.

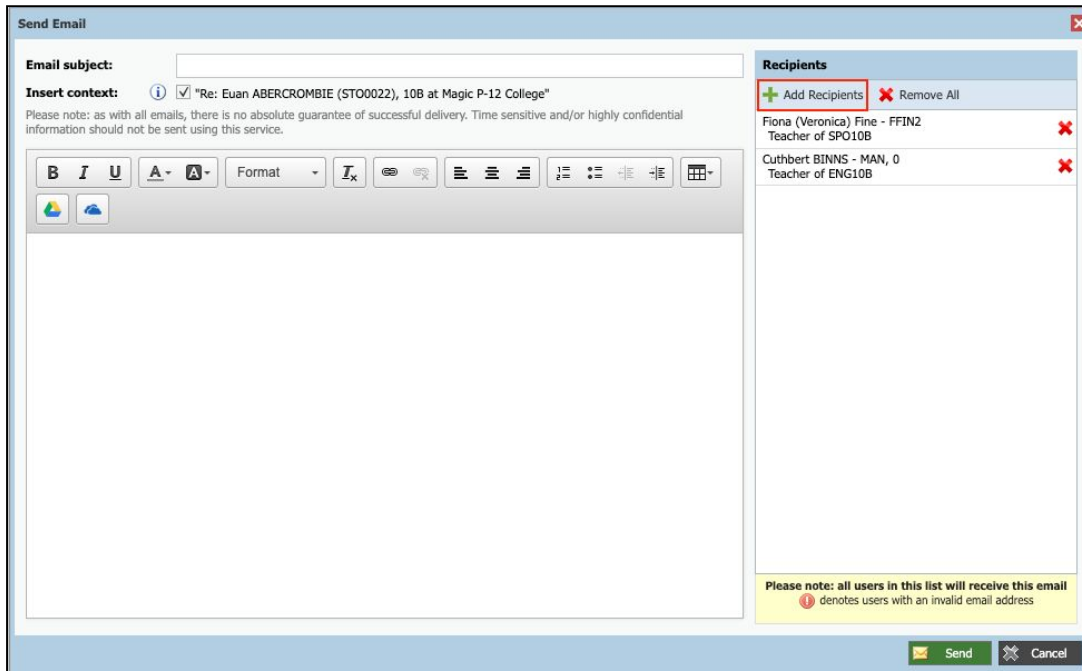
The screenshot shows the 'Welcome to the Magic P-12 College Portal' page. At the top right, the user is identified as 'Mrs Sable BROOKS'. The main content area is divided into two sections for children: Stephen CORNFOOT and Euan ABERCROMBIE. Under Stephen CORNFOOT, there are links for 'Profile (Attendance, Schedule, Reports)', 'Send email to Stephen's teachers', 'Add Attendance Note (Approved Absence/Late)', 'View Academic Reports', and 'Order Photos'. Under Euan ABERCROMBIE, there are links for 'Profile (Attendance, Schedule)', 'Send email to Euan's teachers' (highlighted with a red box), 'Add Attendance Note (Approved Absence/Late)', 'Order Photos', and 'Book Parent Student Teacher Conference'. To the right, there is a 'My News' section with several announcements, including 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. A 'Magic High's School Fete' announcement is also present.

This will open the email box with all your child's teachers pre-loaded as recipients.

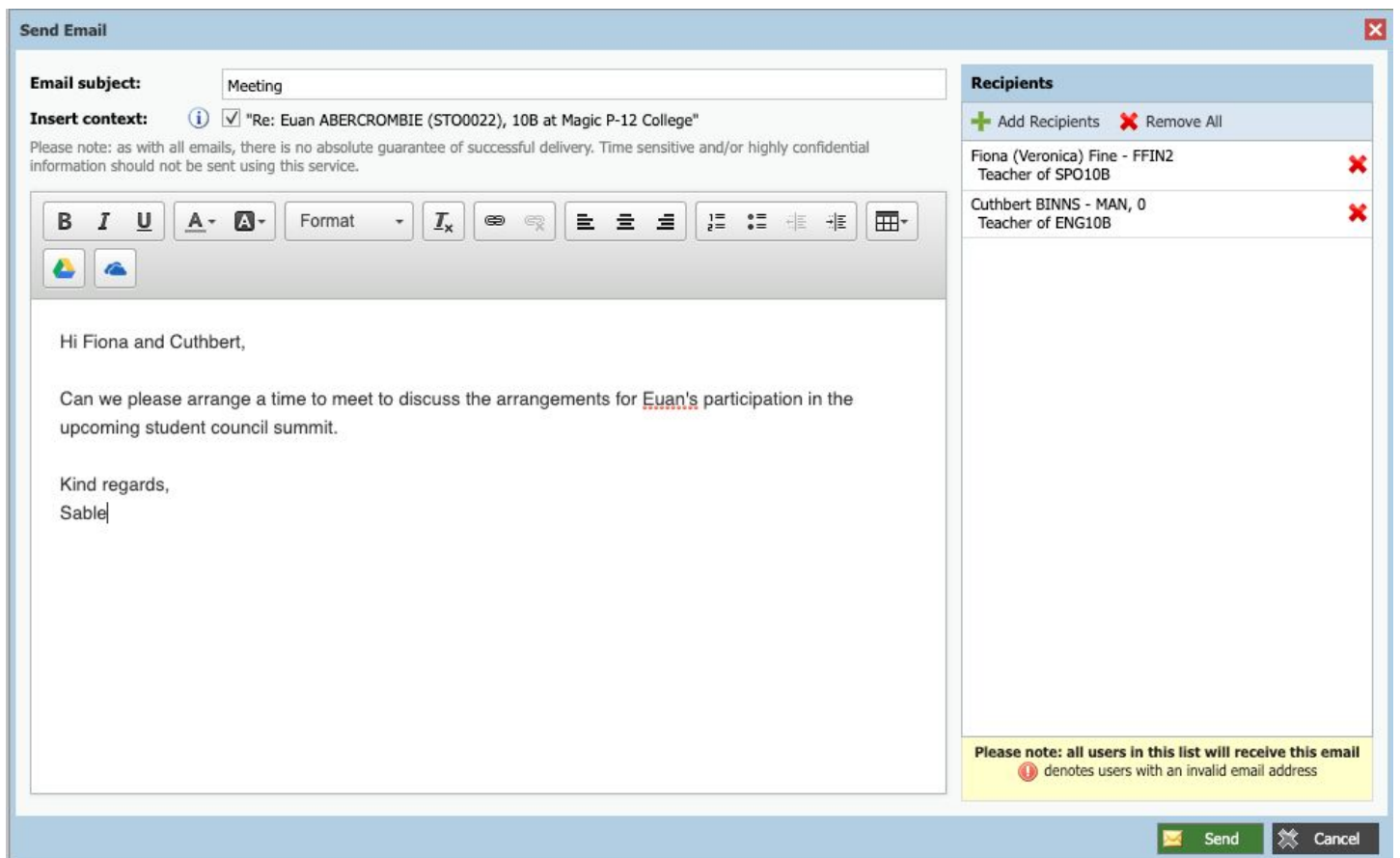
Remove any teachers that the email is not relevant to by clicking the red cross next to their name.

The screenshot shows the 'Send Email' dialog box. The 'Email subject' field is empty. The 'Insert context' section shows a checked checkbox and the text '"Re: Euan ABERCROMBIE (STO0022), 10B at Magic P-12 College"'. Below this is a rich text editor with various formatting options. On the right, the 'Recipients' list contains four entries, each with a red 'X' icon for removal: 'Fiona (Veronica) Fine - FF1N2, Teacher of SPO10B', 'Cuthbert BINNS - MAN, 0, Teacher of ENG10B', 'Sarah Smith - SARAH, Teacher of MATH10B', and 'Tommy Hill - STF, Teacher of BIO10B'. A note at the bottom of the recipients list states: 'Please note: all users in this list will receive this email. ! denotes users with an invalid email address'. At the bottom right, there are 'Send' and 'Cancel' buttons.

To add any additional staff, click 'Add Recipients'.



Add in your subject information and email content. Click 'Send' to issue to the listed recipients.



## 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.

This will take you to their profile page. Click to their 'Learning Tasks' tab. Here you will see their tasks listed.

Code	Learning Task	Status	Result	Actions
99 Biology	<b>CAT 1: Evolution by Natural Selection</b> Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	🔧
99 Biology	<b>CAT 2: Excellent Ecosystems</b> Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	🔧
99 Biology	<b>Overall Result</b> Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	🔧
99 English	<b>CAT 1: Text response - Holes</b> Subject-wide Task   Report: Yes	Due date: 27/03/20 04:00 PM Submitted: Received Late	-	🔧
99 English	<b>Overall Result</b> 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'.

Home | **Pencil icon** | Grid | People | Star

Mrs Sable BROOKS

**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 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

**Compass**

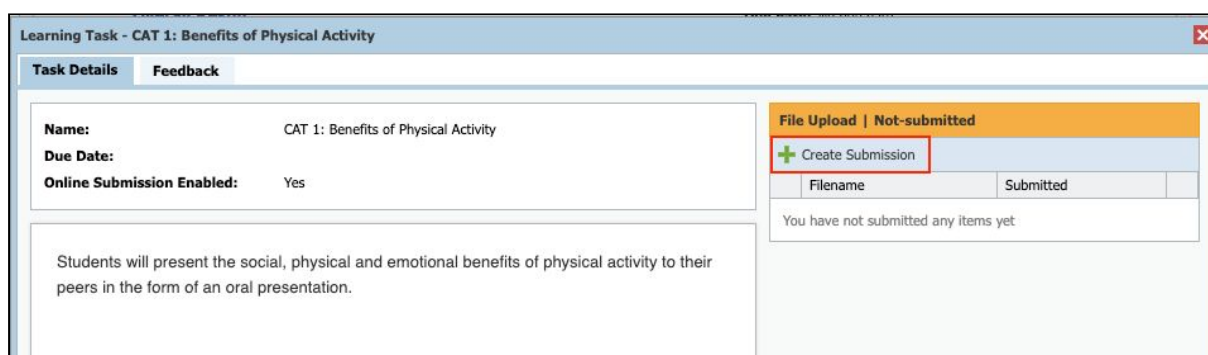
**My News**

- Order your MSP school photos**  
msp photography. 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.



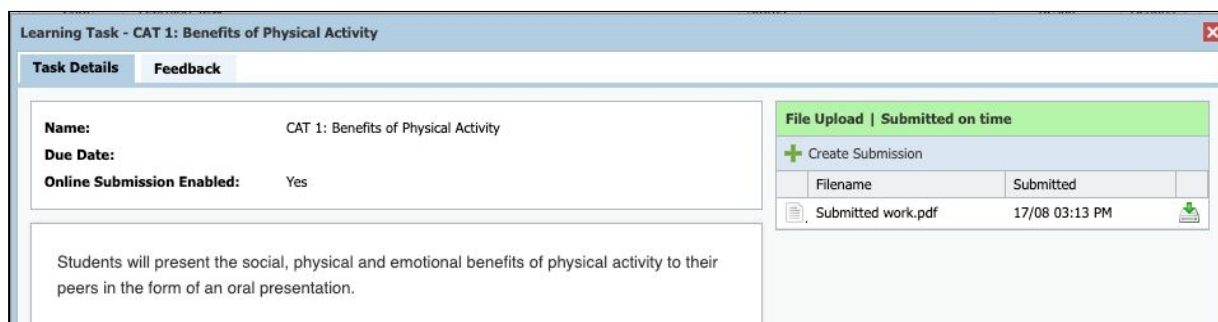
The screenshot shows a window titled "Learning Task - CAT 1: Benefits of Physical Activity". It has two tabs: "Task Details" and "Feedback". The "Task Details" tab is active, showing the following information:

- Name:** CAT 1: Benefits of Physical Activity
- Due Date:**
- Online Submission Enabled:** Yes

Below this information is a text box containing the task description: "Students will present the social, physical and emotional benefits of physical activity to their peers in the form of an oral presentation."


On the right side, there is a "File Upload | Not-submitted" section. It features a "+ Create Submission" button, which is highlighted with a red box. Below this is a table with two columns: "Filename" and "Submitted". The table is currently empty, and a message below it states: "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 - CAT 1: Benefits of Physical Activity" window. The "Task Details" tab is still active, and the task information and description remain the same.

On the right side, the "File Upload" section now has a green header: "File Upload | Submitted on time". The "+ Create Submission" button is still present. The table below it now contains one entry:

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

The download icon is a small green arrow pointing downwards, indicating that the file can be downloaded.

## How To: View your child's Report

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

**Compass**

**My News**

- Order your MSP school photos**  
msp photography  
You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!
- 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
- Parent Student Teacher Conference**  
2020 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**  
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

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.

Student: **Stephen CORNFOOT - 11D, Year 11** Active

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

**Reports**

Reporting Cycle	School
2020 - Semester One	Magic P-12 College
2019 - Semester Two	Magic P-12 College
2019 - Semester One	Magic P-12 College
2018 - TT Semester Two - 7-12 - Secondary College (includes Insights and GPA)	Magic P-12 College

**Progress Reports**

Academic Year: (Currently Relevant) ▼

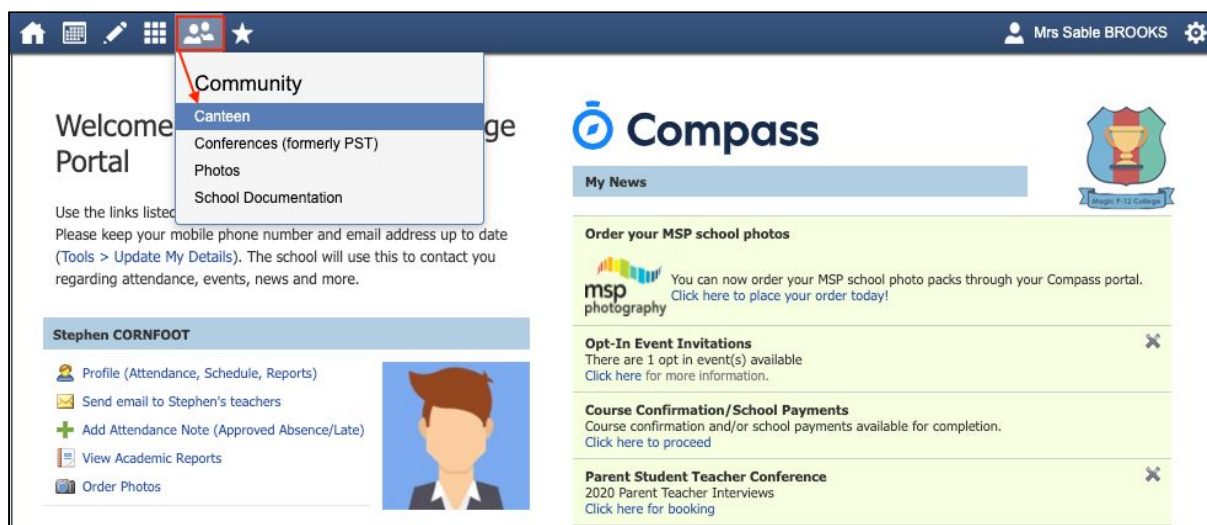
There are no graphs available for this Academic Year.

## How To: Place a Canteen Order for your child

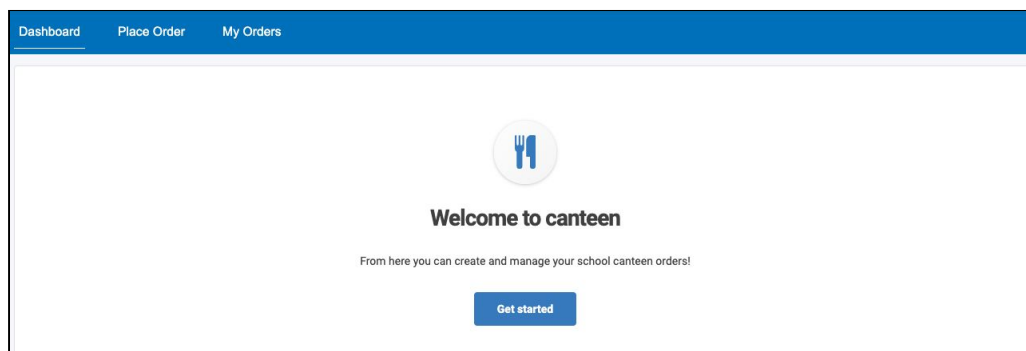
If your child has been given access to the student Compass portal (generally Secondary students), they are able to place orders from their account.

You can also place a canteen order on their behalf from within your Compass parent portal.

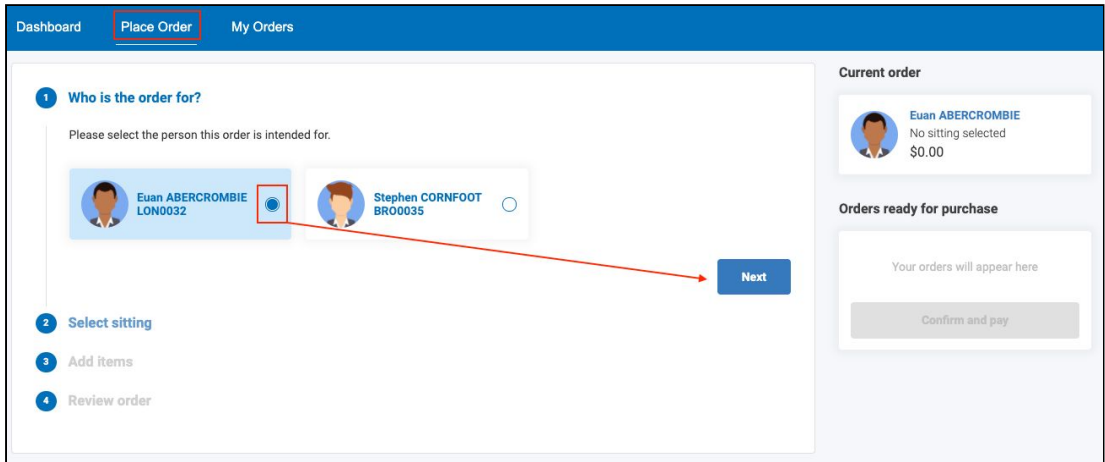
To do so, go to the people icon at the top of the portal and select 'Canteen'.



This will take you to the Canteen page. Click 'Get Started' and you will be taken to the ordering tab.

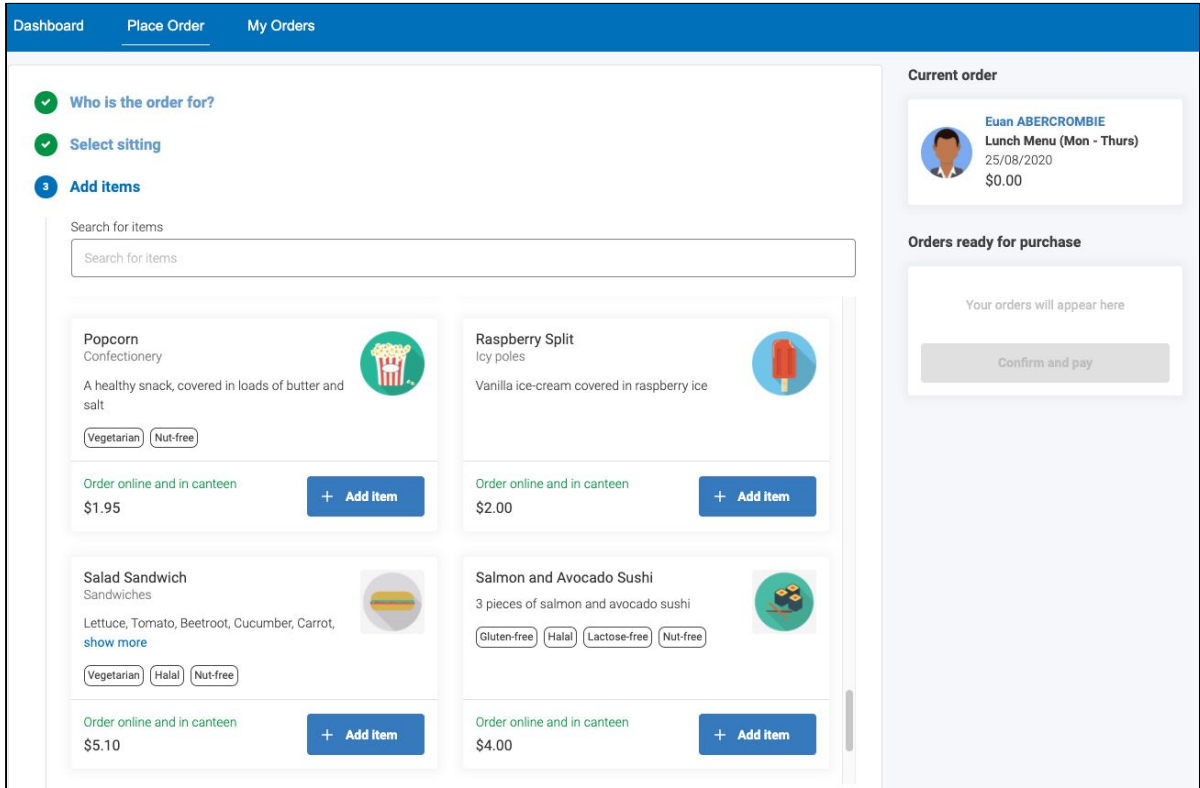


On the 'Place Order' tab you will need to select which of your children the order is for and then click 'Next'.



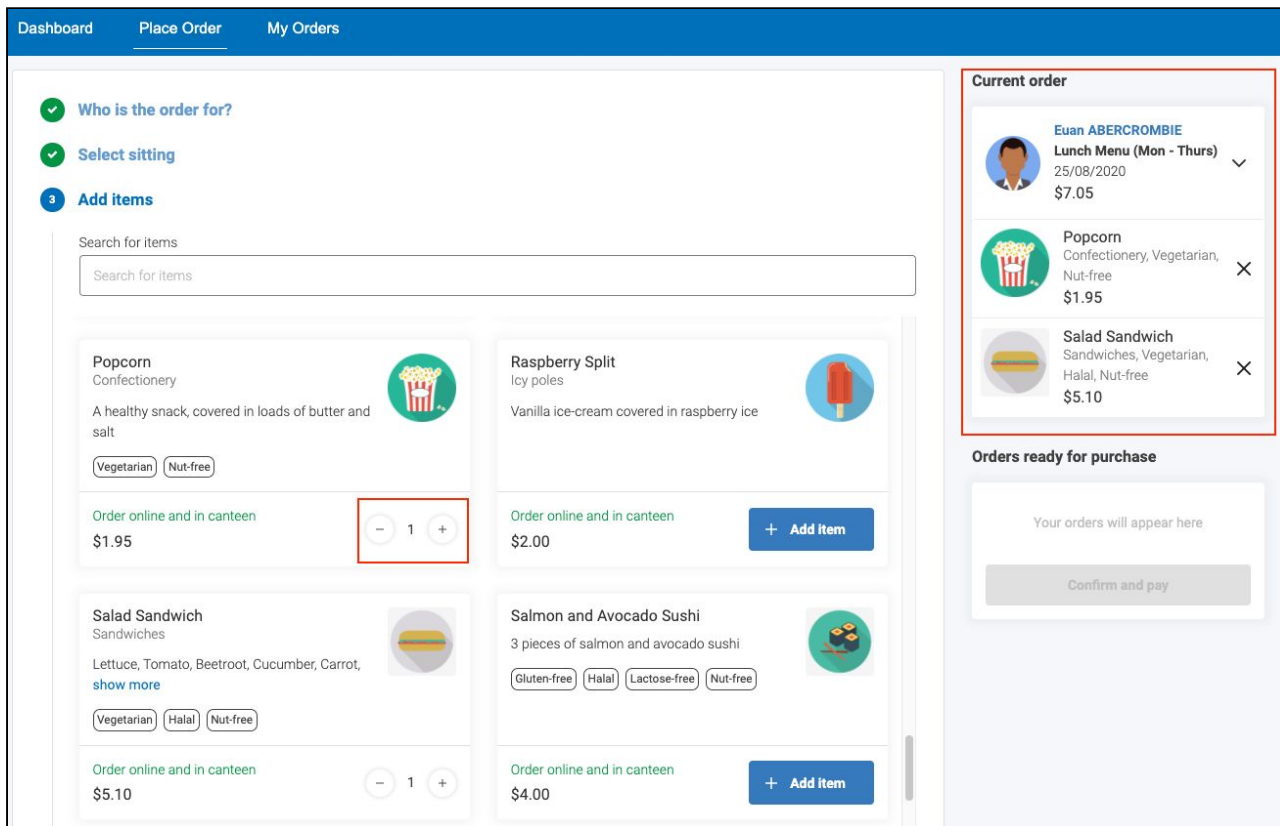
Next you will need to select the date the order is for. Some dates may have more than one menu available, for example, there may be the standard canteen menu and then perhaps a 'special' day, like a sausage sizzle menu available for that date. If there is more than one menu available to order from for the date you selected, you will need to select which menu you are ordering from. Click 'Next' to proceed.

You will see the menu items listed, scroll through and click 'add item' for each item you want to order for that date.

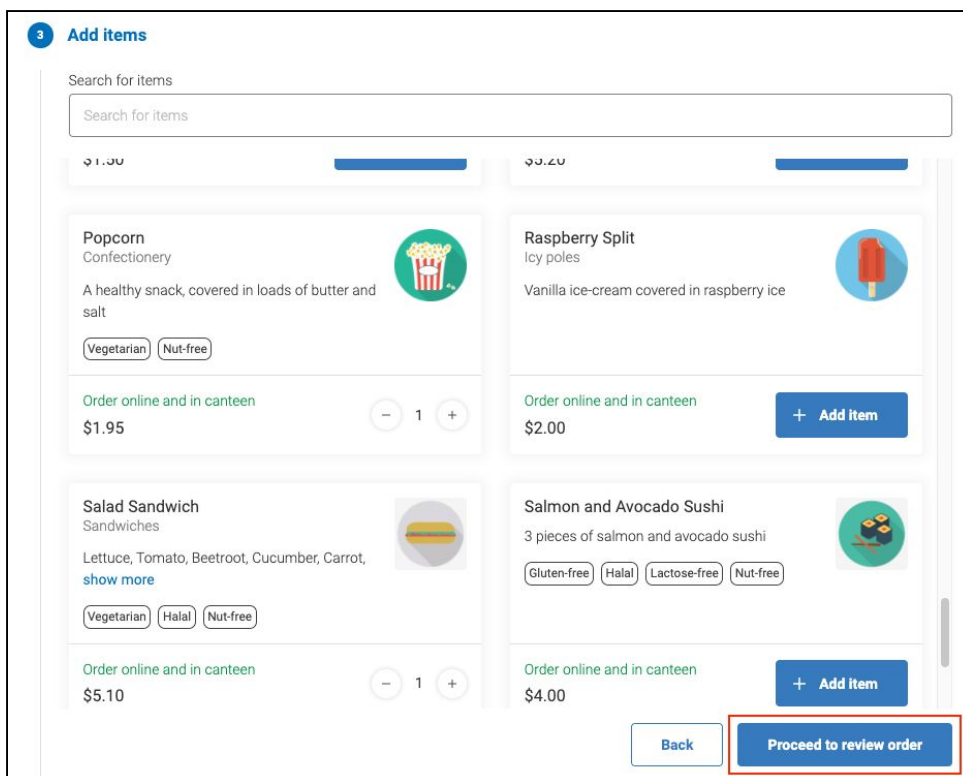




You will see the added items show under the order details. You can also adjust quantities if needed for the added items.

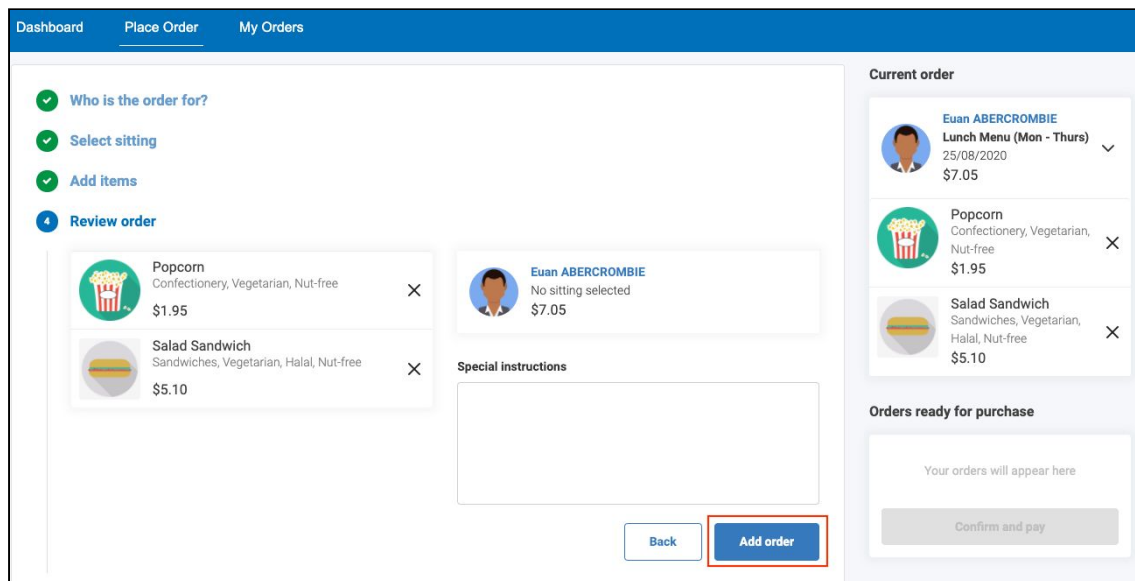


When you have finished adding items, click 'Proceed to review order'.

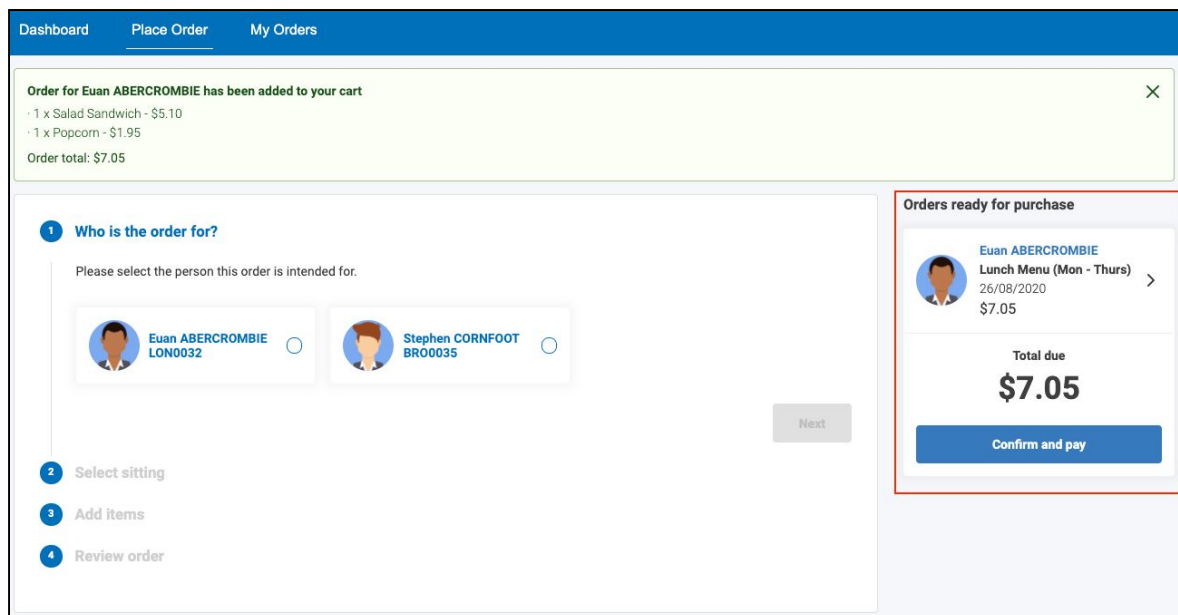


Review the order. You can remove an item by clicking the cross icon next to it. You can also add any additional information in the available section.

When you are happy with the order, click 'Add order'.



This will add the order to your cart. If it is the only order you are placing at this time, click 'Confirm and pay'. Alternatively, you can proceed to make additional orders for other children or other dates and add them to your cart. *Once all orders are added to your cart, you will need to click 'Confirm and pay' to pay for them in order for them to be received by the canteen.*




Select the card you want to pay for the order with (or in the card drop-down, select the option to add a new card if required) and click 'Process Payment'.

### Confirm and pay

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/>.

Visa Credit \*\*\*\*9333



Total due  
**\$7.05**

Cancel **Process payment**




To view any existing upcoming orders or past orders for your child, click to the 'My Orders' tab.

Dashboard Place Order **My Orders**

Euan ABERCROMBIE  Stephen CORNFOOT

Upcoming **Past**

**Thursday, 14th March 2019**

 Hamburger \$0.00	 <b>Euan ABERCROMBIE</b> Lunch Menu (Mon - Thurs) 14/03/2019 Total: \$0.00
 Chocolate Cake \$0.00	

**Special Instructions**  
*No additional information.*

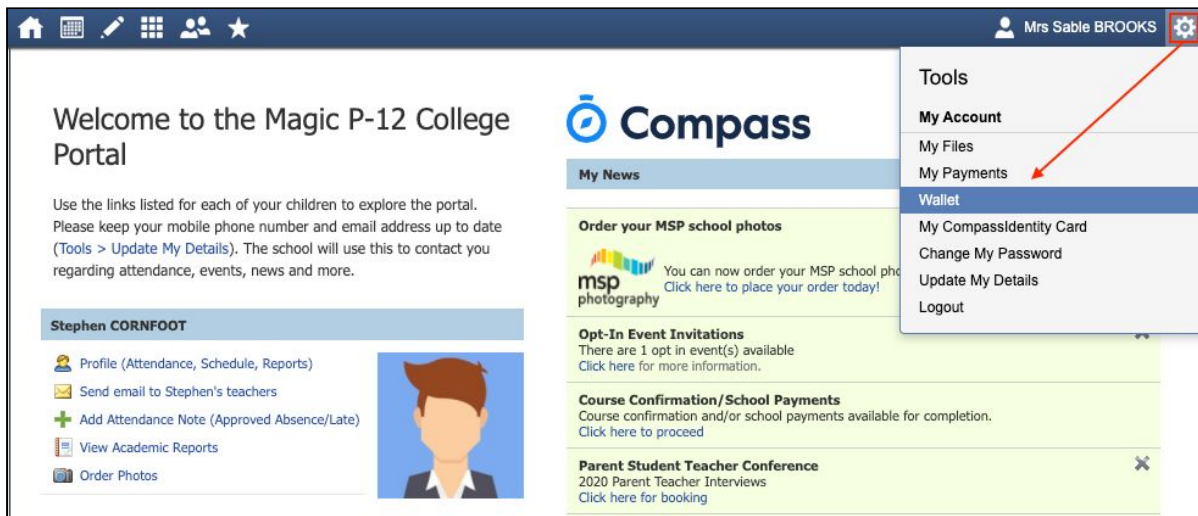
**Status**  
 Order placed on Tuesday, March 12th 2019

If you need to cancel an upcoming order, you will have the option to do so when viewing the order on the 'My Orders' tab provided you are attempting to cancel the order before the cancellation deadline set by the school.

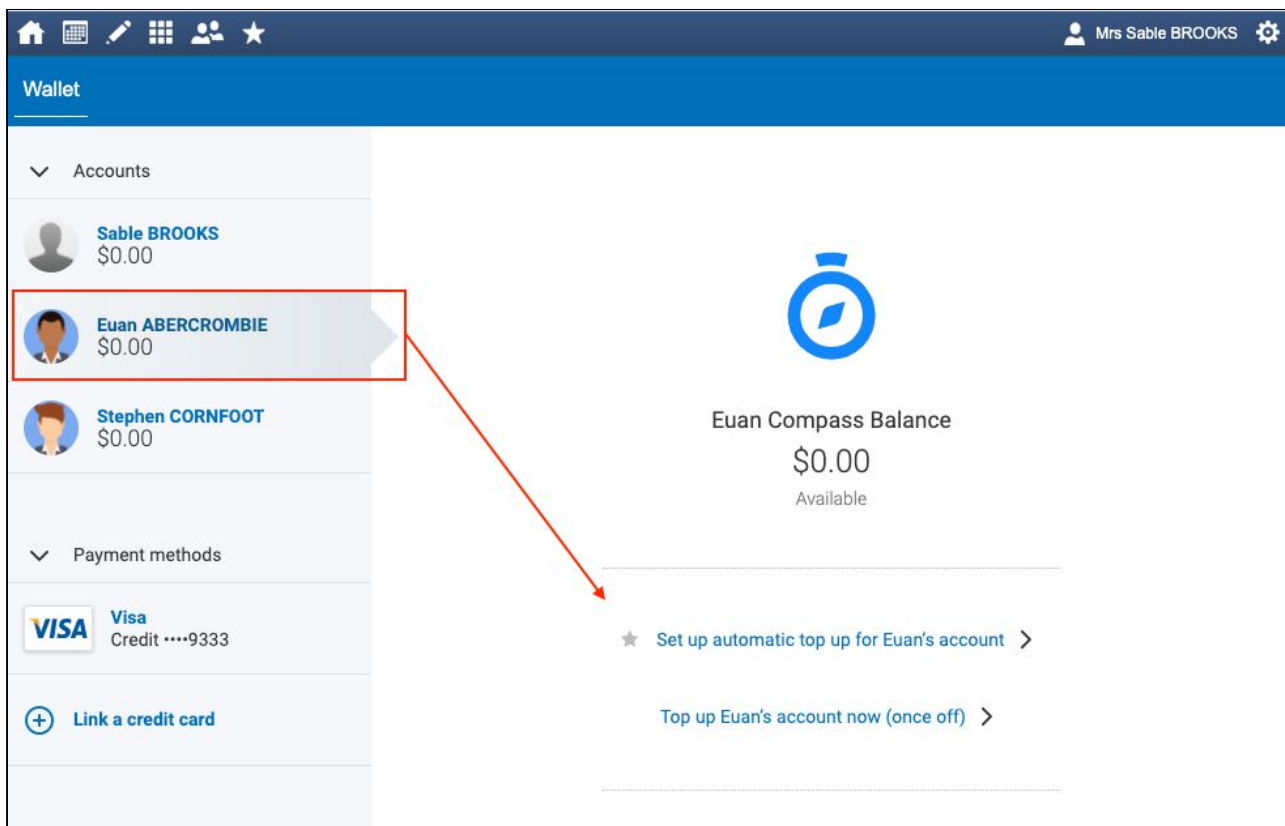
## How To: Top up your child's Canteen Balance

For students using their Compass Student ID card to place canteen orders or purchase ad-hoc at the canteen, parents can top-up the child's card balance.

To do so, go to the cog icon in the top right of your portal and select 'Wallet'.



On the Wallet page, click the child whose balance you want to top up. You will see their existing balance and two top up options, one to set up an automatic regular top up and another for a once-off top up.



Before proceeding with any top up, ensure you have selected the correct child from the left hand side list of users whose balance you want to top up.

To set up a regular automatic top up, click that option. It will expand to show the possible selections. Choose the card you want to be debited with the automatic top-ups.

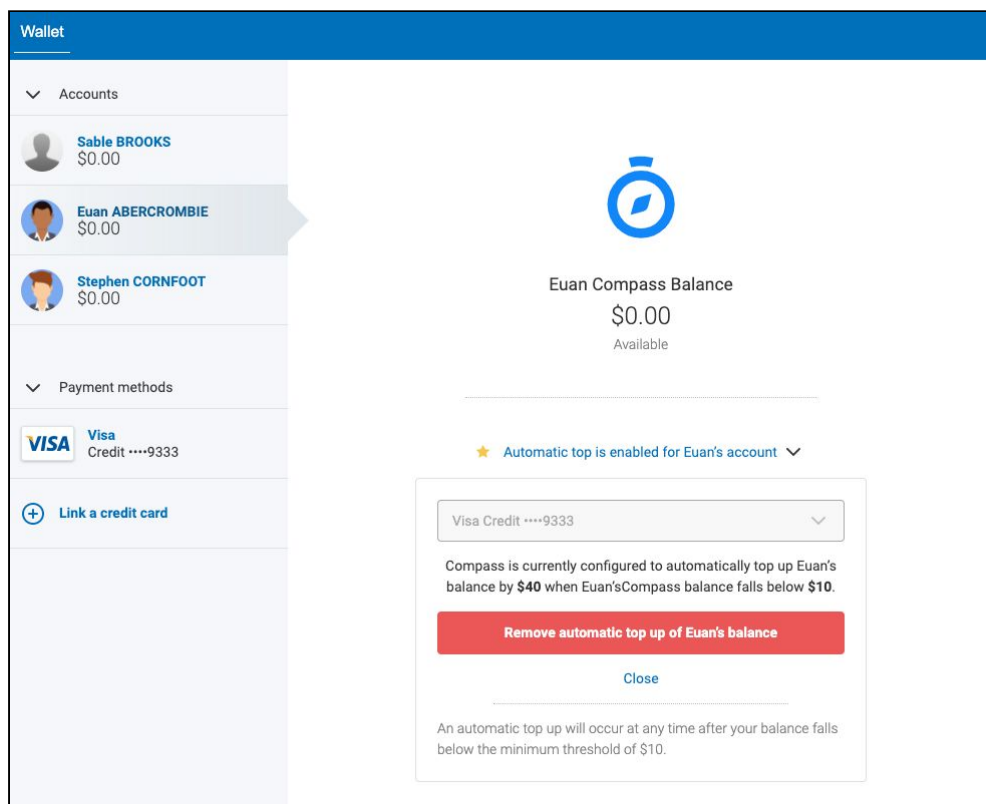
Set the minimum Compass balance to trigger the top-up for your child (i.e. when their balance reaches \$10, a top up payment will trigger).

Then set the top-up amount that is to occur (i.e. when their balance reaches \$10, top up with a \$40 payment).

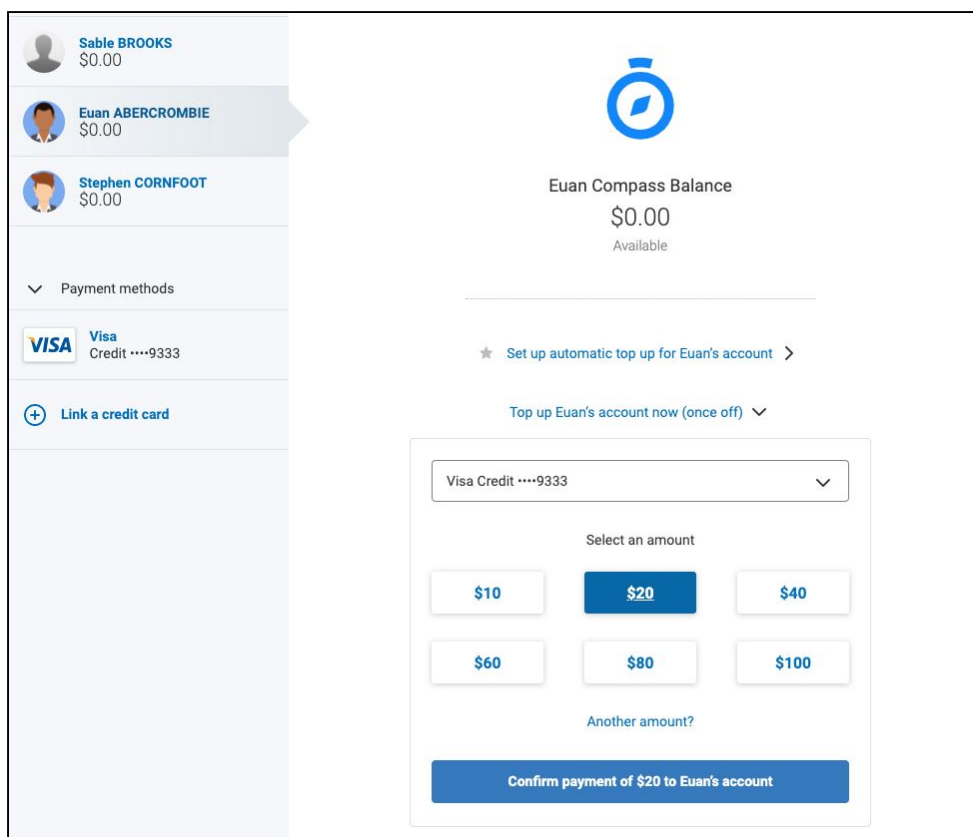
Once you have made your setting selections, click 'Enable automatic top-up' and the automated system for that child's card will be in place.

The screenshot shows a user interface for managing a child's account. On the left, a sidebar lists two children: Euan ABERCROMBIE with a balance of \$0.00 and Stephen CORNFOOT with a balance of \$0.00. Below the list are options for 'Payment methods', showing a linked Visa Credit card ending in 9333, and a '+ Link a credit card' button. The main area displays 'Euan Compass Balance' as \$0.00 Available. A star icon and the text 'Set up automatic top up for Euan's account' are visible. A modal window is open, allowing the user to select a payment method (currently 'Visa Credit \*\*\*\*9333'), choose a minimum balance to trigger a top-up (options: \$10, \$20, \$30), and select an automatic top-up amount (options: \$10, \$20, \$40, \$60, \$80, \$100). The \$40 option is selected. At the bottom of the modal, a blue button labeled 'Enable automatic top up for Euan's account' is highlighted with a red border. Below the modal, there is a 'Close' button and a note: 'An automatic top up will occur at any time after your balance falls below the minimum amount (\$10) selected above.'

If you ever need to remove the automatic top up, click 'Automatic top is enabled' and it will expand to show the details. You will then have access to click the 'Remove automatic top up' red button.



To simply do a once of top-up, click 'Top up account now (once off)'. It will expand and you can select the card to be debited and also the top up amount. Click 'Confirm Payment of \$ to account' to process.



## 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 'Compass' portal interface. On the left, there are sections for two students: Stephen CORNFOOT and Euan ABERCROMBIE. Each section includes links for Profile, Send email to teachers, Add Attendance Note, View Academic Reports, and Order Photos. For Euan, there is an additional link: 'Book Parent Student Teacher Conference'. On the right, the 'My News' section contains several alerts. The 'Parent Student Teacher Conference' alert is highlighted with a red border. It states: '2020 Parent Teacher Interviews' and 'Click here for booking'. Other alerts include 'Order your MSP school photos', 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom right, there is a notice for 'Magic High's School Fete'.

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 titled '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. It provides details about the importance of conferencing and includes a note about parking in the West wing. The message is signed by Albus Dorely, Headmaster. At the bottom, there is a dark button labeled 'Show me How to Book'.

## How To: Pay School Fees

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.

Confirmation/Payment Process	Status
2020 School Charges: Year 7 - 10 - ABERCROMBIE, Euan (STO0022)	Not Started

\*Completed via payment plan.

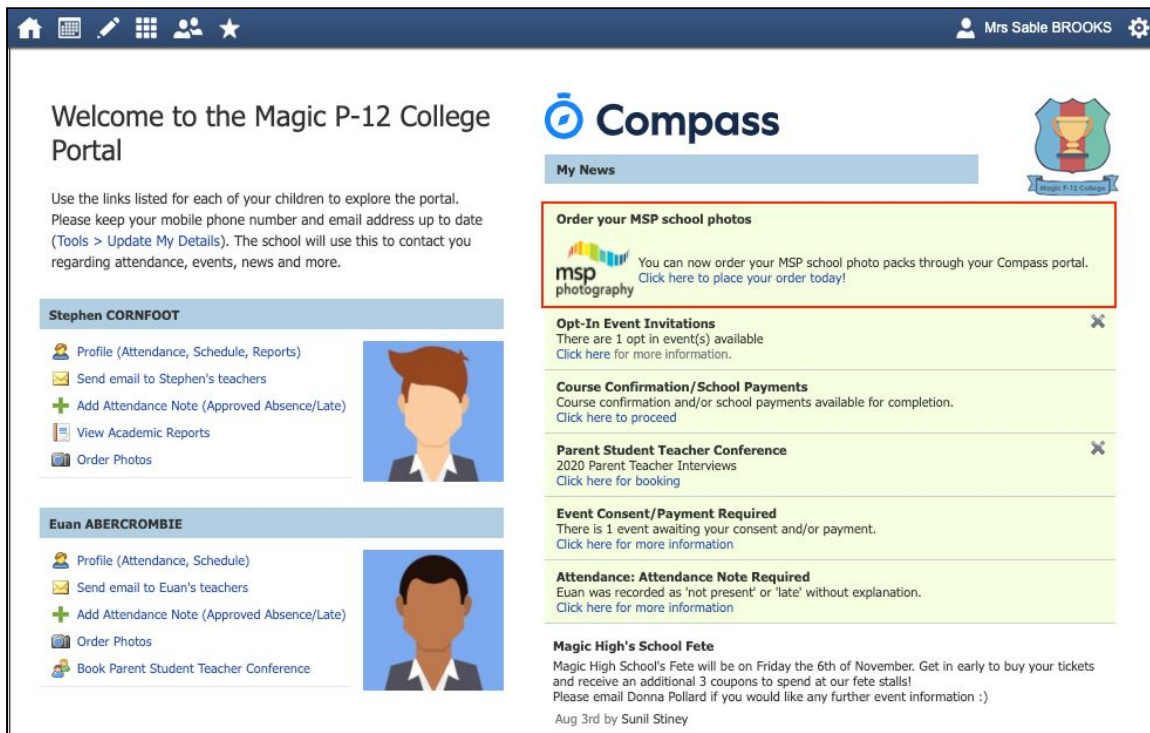
This will take you into that fee cycle. It will include information from the school, items for payment (some will be mandatory, others voluntary as determined by the school), agreements and some administrative questions. Work your way through the content

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.

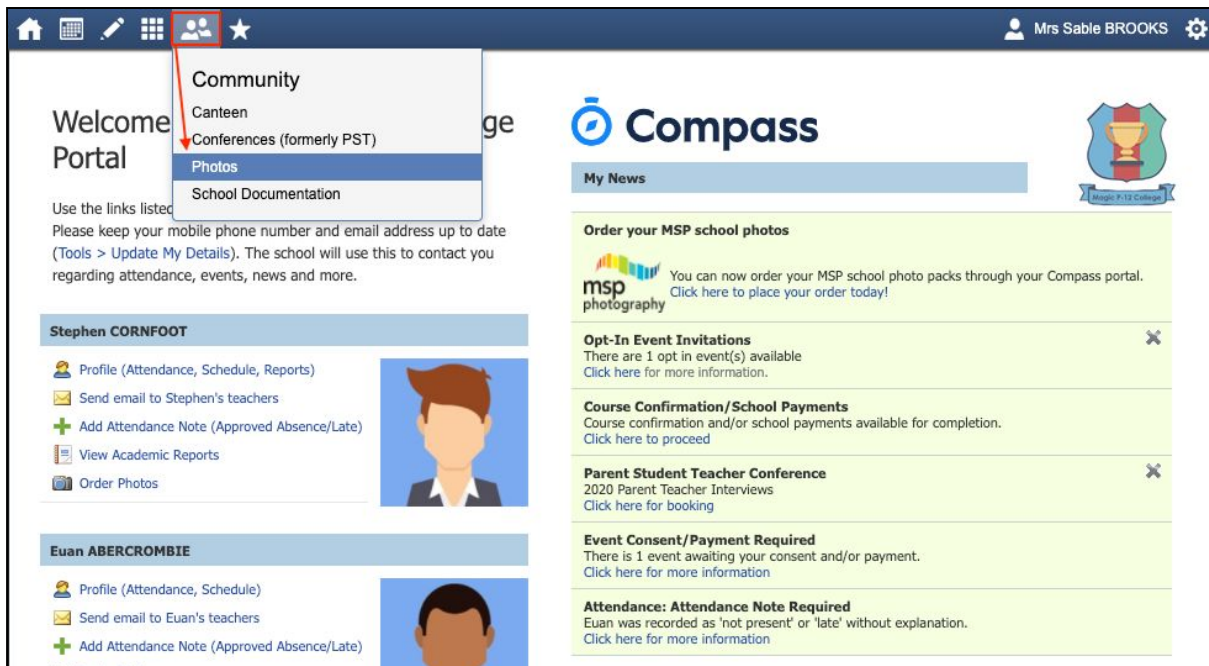


# How To: Order School Photos

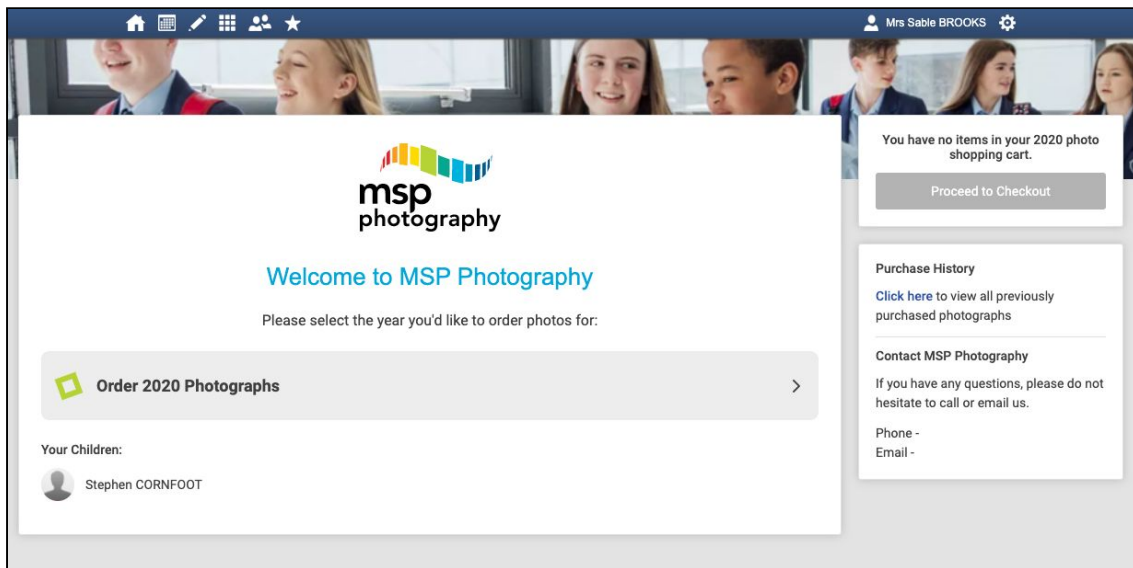
To order your child's school photos, click the link on your dashboard.



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



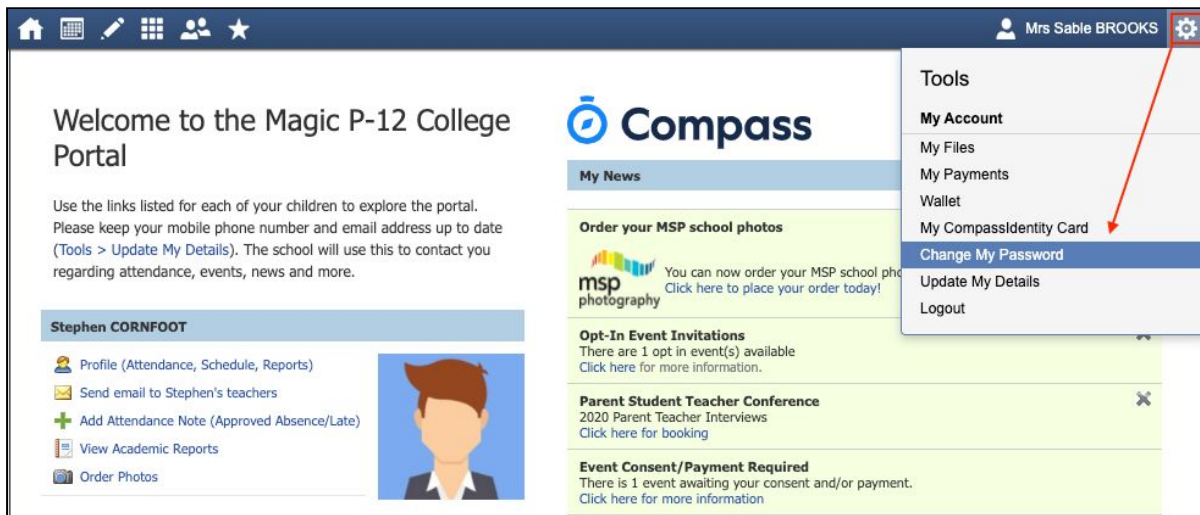
Click into the current year to order photos. On the right hand side there is an option to view past orders if required.



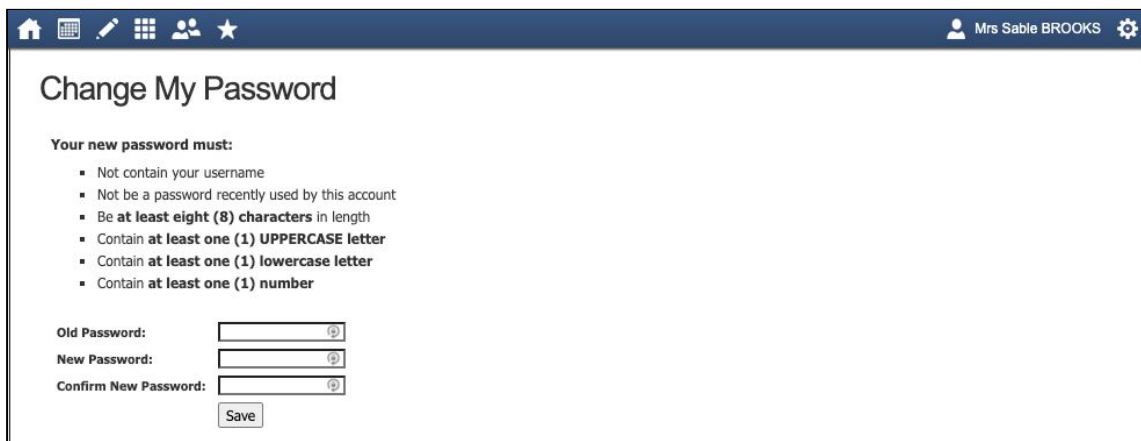
Add the packs you want to purchase from the available list to your cart and then process the payment.

## 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.

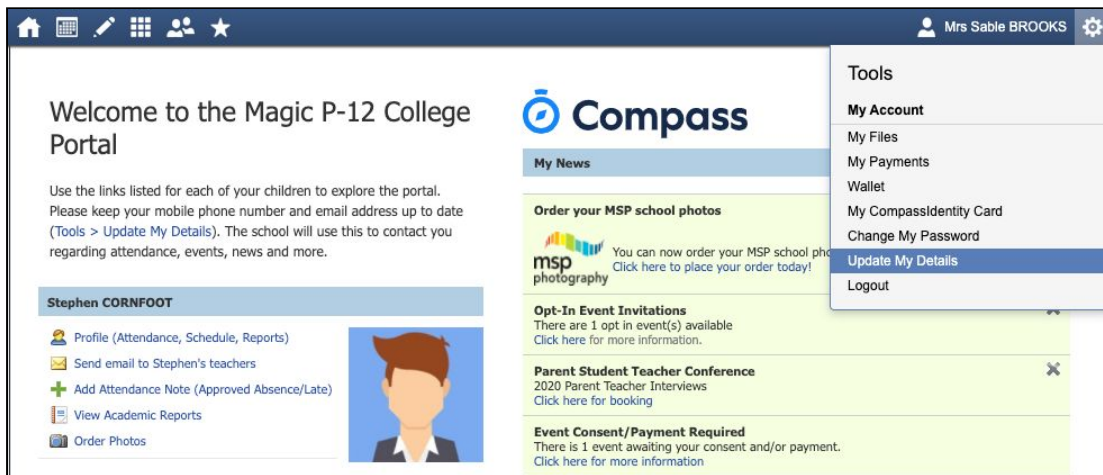
A screenshot of the 'Change My Password' form. The title is 'Change My Password'. Below the title, it says 'Your new password must:' followed by a list of requirements:

- 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
- 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 'p' icon to its 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.

The screenshot shows the 'Update My Details' form. The title is 'Welcome to the Magic P-12 College Parent Portal'. Below the title, there is a paragraph explaining that the user's mobile phone number and email address(es) will be used for school news, events, absences, fees, and other services. The user's name 'Mrs Sable BROOKS' is displayed. There are two input fields: 'Mobile' and 'Email', each with a corresponding text box for the user to enter their information.

# The Compass School Manager App

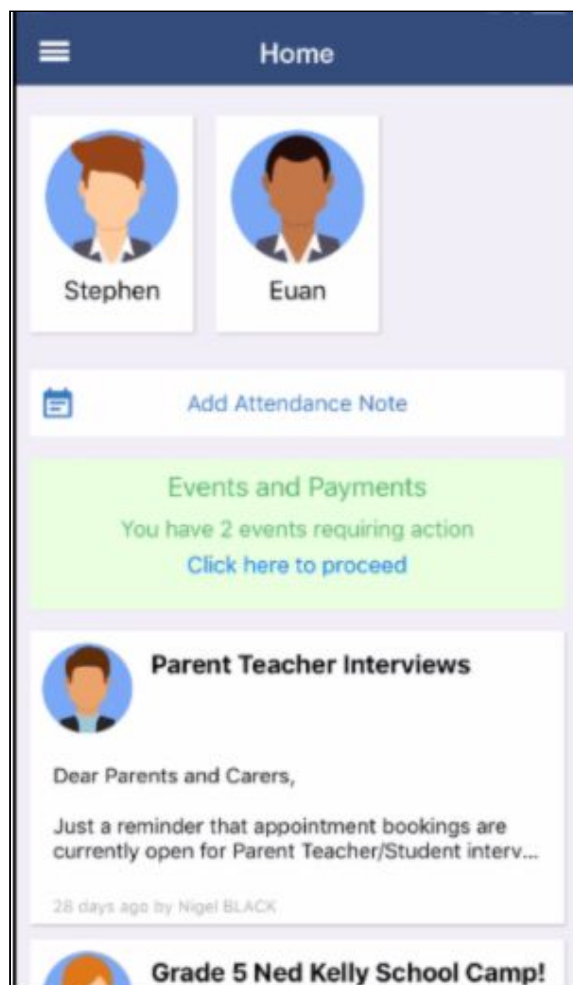
You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

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)

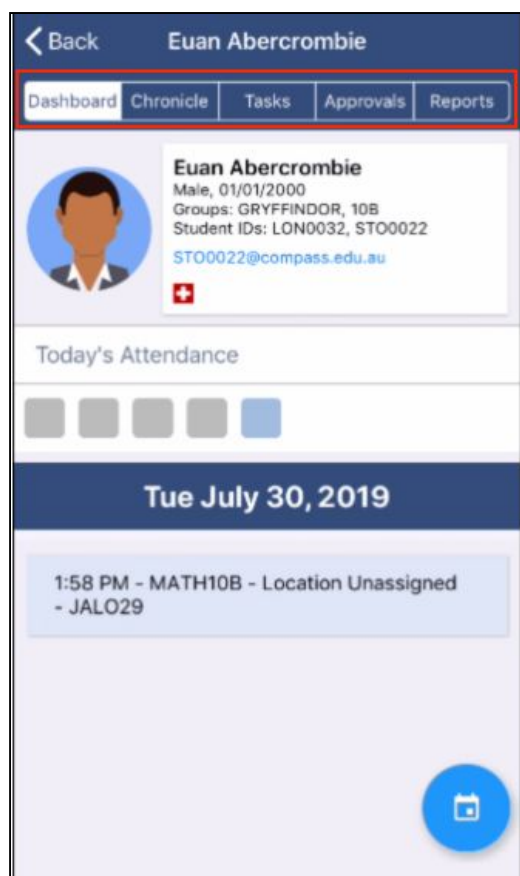
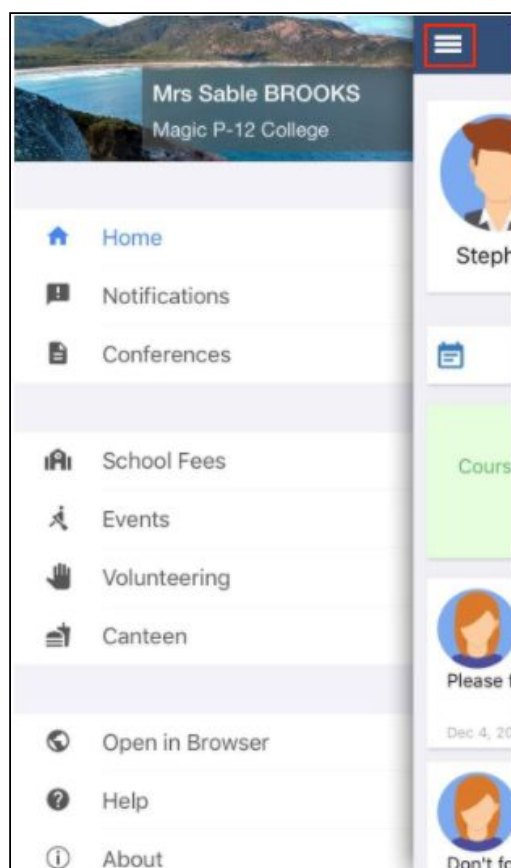


Clicking the menu icon will expand further options.

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
- Canteen - Place canteen orders for your child

Note: 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.



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 homescreen.

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.