

Parent Guide

www.compass.education

-...

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
- 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 Patterson River Secondary College. If you have any questions regarding your Compass parent portal, please contact the school for assistance.

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The Compass School Manager App

Using the Compass School Manager App
The App Home Page
Menu Icons (App)

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 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:

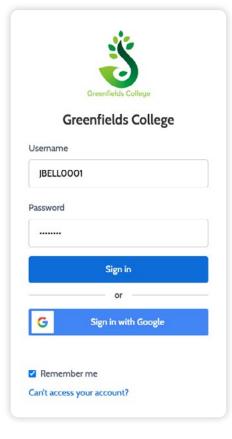
schools.compass.education

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

Recommended browsers



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 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 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.

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 a	account in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.
johnamith@example.com	
or	
Please complete the below recaptcha:	
fm not a robot	
Continue	
I don't know my mobile phone number or my email address	
We take privacy and user security seriously. Suspicious password recovicriminal charges.	very attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or

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'.

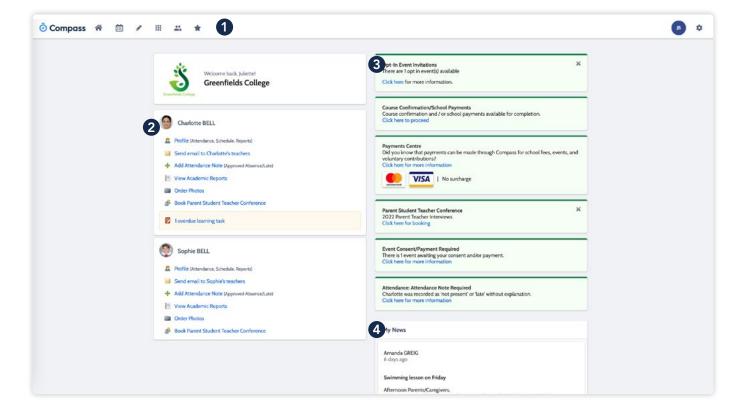
(!

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.

Next, you wil	I need to change your password
Your new password m	ust:
 Not contain your u 	
	I recently used by this account
 Be at least eight 	(8) characters in length
 Contain at least of 	ine (1) UPPERCASE letter
 Contain at least of 	one (1) lowercase letter
 Contain at least of 	me (1) number
New Password: Confirm New Password:	Save

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

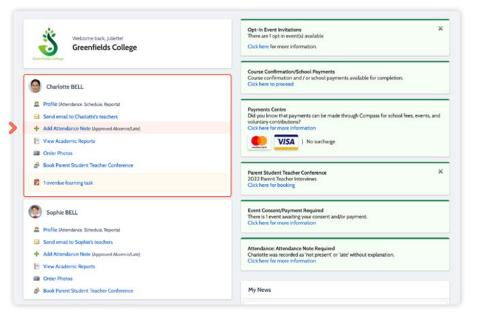
On the top right, you will find a list of clickable notifications that will prompt you to action something.

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.

M	enu Icons
	ō Compass 📽 🗰 🖉 🎟 🚢 🚖
*	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.
ø	The Pencil icon opens the Teaching and Learning menu from which you can view all the Learning Tasks assigned to your child/children.
III	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.
	ols Account
My My Wa	Files Payments Illet mpassIdentity Card
Cha	nily & Enrolments ange My Password date My Details
Log	gout

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)'.

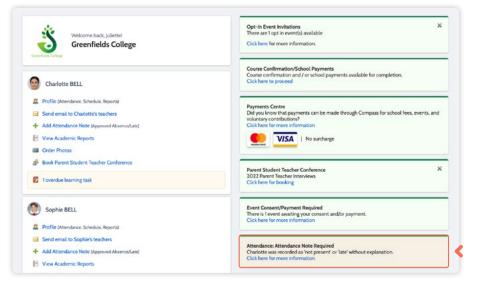
Note Details					Potentially Affected Se	ssions	
erson:	Charlotte BELL				Activity	Start	Finish
cason:	Enter a reason.	à		~	U9HUM_U9A (Year 9 H	26/04/2022 08:50 AM	26/04/2022 09:47 AM
letails/Comment:					09ENG_09A (Year 9 En	26/04/2022 09:51 AM	26/04/2022 10:48 AM
					09MATH_09A (Year 9	26/04/2022 11:12 AM	26/04/2022 12:09 PM
					095C1_09A (Year 9 Sci	26/04/2022 12:13 PM	26/04/2022 01:10 PM
mportant Not					09MATH_09A (Year 9	26/04/2022 01:58 PM	26/04/2022 02:55 PM
art:	26/04/2022	09:00 AM	Select a period		Filename		
			d/or the product issuer	eriminal and/or civil action	+ Add Attachments		
nish:	26/04/2022	03:30 PM	 Select a period 		This attendance note has Drag files here to upload		
		ian 0 teaching day ir @compass.educal	n length, you will need tion.	to submit separate			

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'.

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.

tuo	dent: C	harlotte	BELL - C	9A, Ye	ar 9					Active	
ashb	oard Sched	ule Learning	Tasks Attenda	nce Report	s Analytics Insig	hts					
umm	ary Notes	Unexplained	Arrival/Departure	Full Record							
Not I	Present/Late: I	Inexplained									
23	Explain with Atte	ndance Note							付 Print	Unexplained L	etter
	Activity Name		Start		Finish		Period	Location	Staff	Status	
			01/01/2022		31/12/2022	1					
1	095CI_09A		19/05/2022 01:58	PM	19/05/2022 02:55 PM		5	15	CWOOD	Late	
	09ENG_09A		13/05/2022 08:50	AM	13/05/2022 09:47 AM		1	11	AGREIG	Late	
	09ENG_09A		12/05/2022 12:13	PM	12/05/2022 01:10 PM		4	11	AGREIG	Late	
	09ENG_09A		06/05/2022 08:50	AM	06/05/2022 09:47 AM		1	11	AGREIG	Late	
	09ENG_09A		04/04/2022 08:50	AM	04/04/2022 09:47 AM		1	11	AGREIG	Late	
	09ENG_09A		18/03/2022 08:50	AM	18/03/2022 09:47 AM		1	11	AGREIG	Late	
	09ENG_09A		11/03/2022 01:58	PM	11/03/2022 02:55 PM		5	11	AGREIG	Late	
	095CI_09A		01/03/2022 12:13	PM	01/03/2022 01:10 PM		4	15	CWOOD	Late	
	OSCI 09A		10/02/2022 08:50 /	AM .	10/02/2022 09:47 AM		1	15	CWOOD	Late	

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'.

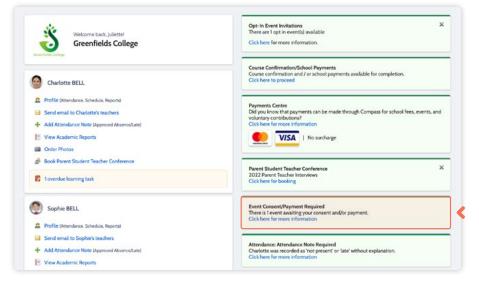
This will cause the Attendance Note screen to pop open.

	resent/Late: Unexplain	bed					
2	Explain with Attendance N	ote				🍙 Print	Unexplained Letter
	Activity Name	Start	Finish	Period	Location	Staff	Status
U		01/01/2022	31/12/2022				1
	ISENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late
	9ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
	9ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	Late
	99SCI_09A	01/03/2022 12:13 PM	01/03/2022 01:10 PM	+	15	CWOOD	Late
	9SCI_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CWOOD	Late
rson: ason: stails/Comment:	Charlotte BELL Enter a reason						¥
rtificate; and stu	dents enrolled in VCE are re	sccept that you are a listed parent/guardian f equired to submit a medical certificate to the gainst you (by your registered school, affiliat	school in addition to this approval; an	d any fra	ect; and this online a udulent action or inti	pproval does NOT cons entional misuse of this	titute a medical feature may result

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.

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').

Action Centre	Events	Volunteering	Payments				
Event							
Sophie B							
Yr 3/4 Camp, Gun Tuesday, Decemb		0 am		Awaiting consent and payment	Due	\$112.50	1
Friday, December				periodicing Contactic and payment	16/12/2022	5112.50	

On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Click the event you wish to action.

You v	will	see	the	details	of the	event
-------	------	-----	-----	---------	--------	-------

escription and educative purpose		
	border of Wandin North and Silvan, Victoria. open grazing paddock areas all surrounded b	Its setting is unique in that it has much natural y rural and agricultural farms.
Location	Start	Finish
Gundiwindi Lodge (Off Campus)	Tuesday, December 27th 2022, 9:00 am	Friday, December 30th 2022, 4:30 pm
dditional details		
	or Emergency Contact Numbers only if they differ fro d's CSEF please contact the Money Elves at the office	m details already held on student file If this event has ê.
Press code		
Full school uniform		
ransportation		
us		

How To: Consent and Pay for an Event (continued)

. A broken leg, asthma inhaler dosage increas	ergies, medications or ailments? se, travel sickness, allergies, dietary requirements etc.	
ase contact the school if any permanent/on-going	medication information requires undation	
rent / guardian contact details	песисамия вноятначия лецияса цихам ну.	
Contact Details on file		
Ms Juliette BELL	Mobile: +61498987525	
	Email: parent@compass.education	
	nformation requires updating.	
ase contact the school if any of this contact in		

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. If they do not have any additional medical conditions, you can leave this field blank.

You will then see the current **contact details** on file for you.

If these need updating or different contact information is required for this event, please add that information in the space provided.

How To: Consent and Pay for an Event (continued)

Consent and payment method

I give permission for Sophie BELL to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such firstaid as the staff member in charge judges to be reasonably necessary. I understand that this is an official schoel event and that Sophie BELL will adhere to the dress code, as outlined above, and behave in alignment with the schoel's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of aickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

Contact tracing:

To provide consent, please type your name in full	
contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues v names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information secure the required 28-day period.	
contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing	
A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so	
digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individ	ual student is provided.
health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (AP	
Some excursion venues are required to contact details and are responsible for managing record keeping for contact details in me	

ayment Method	Payment	
New credit card	▼ Total amount	\$112.5
	Pay in full now Pay in Recurring Contributions	
5555 5555 5555 5555	Pro	cess
5555 5555 5555		processing gateway. In clicking the ht, you agree for your credit card to be your school. You understand that the mount indicated to the right. Refunds for ir Compass Ralance repartless of origina

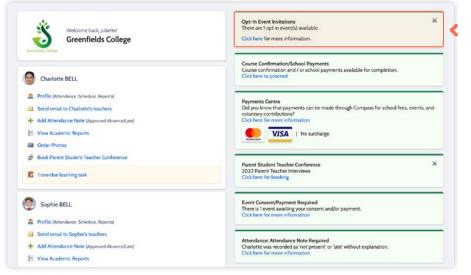
You will then be required to provide consent and payment (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

Event accepted You have accepted	d Zoo Excursion.					>
Upcoming events					Upcoming Events	~
Charlotte 2 events	BELL					
Outdoor Educatio Monday, August 1 Monday, August 1	st 2022, 9:00 am		Atter	хан 8/2022	\$0.00) ;
Zoo Excursion Tuesday, Novemb Tuesday, Novemb			Awaiting co	tue 2/2022	\$0.00) ;
Sophie B 1 events	FLL					
Yr 3/4 Camp, Gun Tuesday, Decembr		am n	Awaiting consent and pay)ue 2/2022	\$112.50	;

Once you have completed the consent/payment, the event will update to show your child as 'Attending'.

The **'Events'** tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.

How To: Opt into an Optional Event



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

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

When you click the alert, you will be taken to the **Events page**.

Due 08/2022	\$0.00	>
	\$112.50	>
	ment (Xue 16/12/2022 1	

Click the option to expand the list of **Opt In** events available.

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

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

X

	× Decline Event ✓ Acc	ept Event
scription and educative pur	20050	
emo enim ipsam voluptatem qui nesciunt. Neque porro qu	quia voluptas sit aspernatur aut odit aut fugit, sed quia isquam est, qui dolorem ipsum quia dolor sit amet, cor	consequuntur magni dolores eos qui ratione voluptatem nsectetur, adipisci velit.
emo enim ipsam voluptatem		-

Zoo Excursion

umber 1 et 2022 2-55 pm

Tuesday November 1 et 202

How To: Opt in to an Optional Event (continued)

A	uction Centre	Events	Volunteering	Payments				
	Event accepted You have accepted	d Zoo Excursion						×
	Upcoming events					[Upcoming Event	» ¥
	Charlotte 2 events	BELL						
	Outdoor Education Monday, August 1: Monday, August 1:	st 2022, 9:00 am			Arrending	Due 01/08/2022	\$0.00	>
	Zoo Excursion Tuesday, Novemb	er 1st 2022, 8:50 : er 1st 2022, 2:55 ;			Awaiting consent	Due 01/12/2022	\$0.00	>

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).

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.

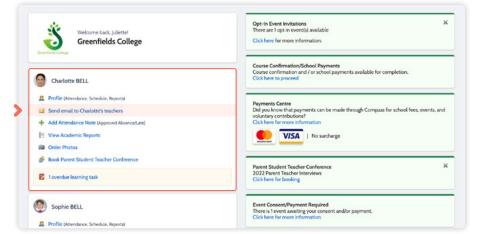
When your child's status for the event shows as 'Attending' they have a secured place.

(!)

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.

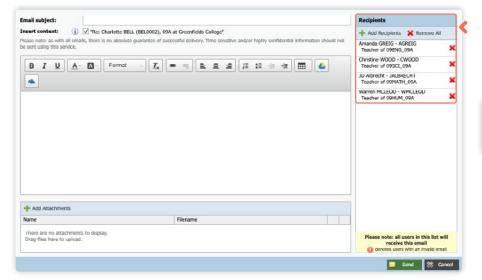
Event accepted You have accepted	d Zoo Excursion.					
Upcoming events				[Upcoming Events	. ~
Charlotte 2 events	BELL					
Outdoor Educatio Monday, August 1 Monday, August 1	st 2022, 9:00 am		Attending	Due 01/08/2022	\$0.00	
Zoo Excursion Tuesday, Novemb Tuesday, Novemb			Awaiting consent	Due 01/12/2022	\$0.00	
Sophie B	ELL					
Yr 3/4 Camp, Gun Tuesday, Decemb Friday, December	er 27th 2022, 9:00		Awaiting consent and payment	Due 16/12/2022	\$112.50	
Opt in events						
		There are no upcomin	g opt in events			

How To: Email a Teacher



To **email your child's teachers**, click the option listed under the

name on your dashboard.



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

Amanda GREIG - AGREIG Teacher of 09ENG_09A	×	
Christine WOOD - CWOOD Teacher of 09SCI_09A	×	<

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

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

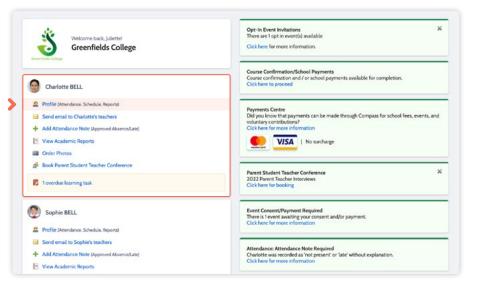
Add in your subject information and email content.

Click '**Send**' to issue to the listed recipients.

You will receive a copy of the sent email to the email address listed for your profile in Compass.

ail subject: Family Trip - A	Recipients
sert context: 🧻 🗹 "Re: Charle	🕂 Add Recipients 😫 Remove Al
ase note: as with all emails, there is no a sent using this service.	Amanda GREIG - AGREIG Teacher of 09ENG_09A
Hi Amanda	
Hi Amanda, We will be away all of July, pleas Thanks, Julietta	
We will be away all of July, pleas Thanks, Juliette	
We will be away all of July, pleas Thanks, Juliette	

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.

tuden	t: Charlotte BELL - 09A, Year 9	Active
ashboard	Schedule Learning Tasks Attendance Reports Analytics	Insights
		Show Hidden Tasks Group by code Academic Year: 2022 Academic 9
📕 Categorie	is • Assessment 🗿 Assignment 🛐 General 👔 Homework 👜 Practice Te	* •
Code 🔺	Learning Task	Status Result Action
U9ENG_U9A	Accessment Final Semester Grade Class Task Report: Yes	Due date: No due date Submitted: Pending
N9FNG_N9A	General Class Performance Review Term 2 Class Task Report: No	Due date: No due date - 🔍
09ENG_09A	CAT 3 - Final Essay Submission Class Task Report: Yes	Due date: No due date
09ENC_09A	Assource: CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: O On Time
09ENG_09A	Adapted CAT 1 - Poetry Studies	Due dote: 10/06/22 04:00 PM

This will take you to their profile page.

Click to their **'Learning Tasks'** tab. Here you will see their tasks listed.

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights				
1						Show Hidden Tasks	Group by code	Academic Year:	2022 Academic	~

!

The school may have archived some past tasks, you can click **'Show Hidden Tasks'** to have archived tasks displayed in the list.

How To: View your child's Learning Tasks (continued)



studer	t: Cha	rlotte BEI	_L - 09A	A, Yea	r 9				Activ	е
Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights				
						Show Hidden Tas	ks Group by code	Academic Year:	2022 Academic	•
E Categori	es - Assessm	ert Assignment	General 🛞	Homework 🛞	Practice Task	•				
Code 🔺	Learning Ta	sk					Status		Result	Actions
U9ENG_09A	Conceptual Statements	Final Semester	Grade				Due date: No due Submitted: Pe	- ware	•	4
N9FNG_N9A		ass Performance	Review Ten	m 2			Due date: No due Submitted: Pe		10	2
09ENG_09A		CAT 3 - Final Es Report: Yes	say Submissi	on			Due date: No due Submitted: Po		100	4
09ENG_09A		CAT 2 - Macbet	n Essay				Due date: No due Submitted: 📀 Or	- core	12	4
09ENG_09A		CAT 1 - Poetry S	itudies				Due date: 10/06/			2

Click the **title of a task** to view the details and any **results/feedback** provided by the teacher.

sk Details Feedback)	
irades		Conversation
noderation. The statistical, state hroughout the state. It involves a	before are new encores and many change-during achived or state haved staticitical assessment based, moderation process is used to ensure that school's assessments are comparable djusting each schoolic coursework scores for that study to match the level and spread of the cores for the schooler to that school doing that study. For more information on assessment chool.	Add comment
Percentage	88	
An available a to		
Letter Grade	A	
	A Outstanding	
Letter Grade		

🗿 Compass 🌴 🛗	/ = = *		
	Teaching and Learning		Course Confirmation/School Payment
>	Learning Tasks School Resources	c juliettel ds College	Course confirmation and / or school pa Click here to proceed
			Payments Centre

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'.

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

tuden	: Charlotte BELL - 09A, Year 9		Activ	е
ashboard	Schedule Learning Tasks Attendance Reports Analytics Insights			
	Show Hidde	n Tasks Group by code Academic Year:	2022 Academic	ŀ
E Categorie	🗣 Assessment 🕘 Assignment 💽 General 🗃 Homework 🛞 Practice Task 🕥			
Code 🔺	Learning Task	Slatus	Result	Action
U9ENG_U9A	Class Task Report: Yes	Due date: No due date Submitted: Pending		4
NGENG_NGA	General Class Performance Review Term 2 Class Task Report: No	Due date: No due date Submitted: Pending		ع
09ENG_09A	Corporate CAT 3 - Final Essay Submission Class Task Reports Yes	Due date: No due date Submitted: Pending	1.5	٩
09ENG_09A	Constant CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: 🥥 On Time	1.52	4
09ENG_09A	Advant CAT 1 - Poetry Studies	Due date: 10/06/22 04:00 PM	0.00	2

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 log in, or from within your parent portal.

arning Task - Essay Draft Sub ask Details Feedback	nission - English			×
Name:	Essay Draft Submission - English	File Upload Not-subn	nitted	
Due Date:	05/06/2022 04:00 PM	+ Create Submission		
Online Submission Enabled:	Yes	Filename	Submitted	
		You have not submitted a	any items yet	
Essay Assignment 02 Dra	It Submission			
Nemo enim ipsam volupta	tem quia voluptas sit aspernatur aut odit aut fugit, sed quia			

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.

isay Assig			Example Assignment	Q Search	
d ut perst				Date Added	
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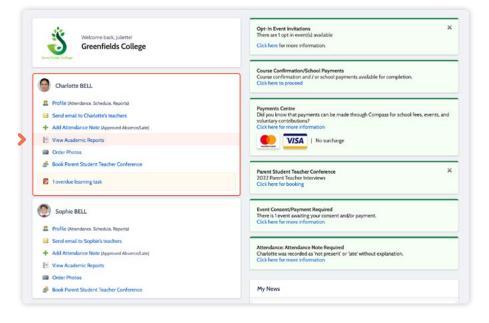
Select the file you want to **upload** from your device, it will then show as a submitted file.

sk Details Feedback					_
Name:	Essay Draft Submission - English	File	Upload Submitted o	n time	
Due Date:	05/06/2022 04:00 PM	+	Create Submission		
Online Submission Enabled:	Yes		Filename	Submitted	
			Assignment.docx	26/04 04:32 PM	4
Essay Assignment 02 Draft	Submission				

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.

O Compass

How To: View your child's Report



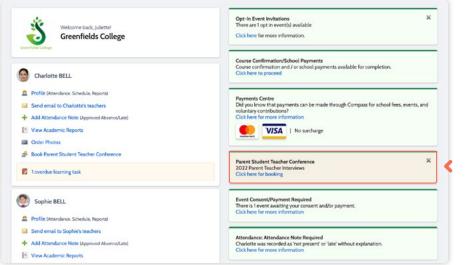
To view your **child's report**, click the option under their details on your dashboard.

Dashboard	I Schedule Learning Tasks	Attendance Reports An	alytics insights			
Reports						
Reporting	Cycle		School			
2022 - Se	econdary semester 2		Greenfields College			
						_
Progress	s Reports					
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There a	are no graphs available for this Acade	mic Year.				
Cycles	Term 2 2021		~		P Exp	ort as
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			Area of Assessmen			
	Subject	Approaches to	Learning	Behaviour	Effort	A
	Performance Avg.	N/A		N/A	N/A	N

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.

How To: Book a Teacher Conference



When a parent teacher conference cycle becomes available, an alert will appear on your dashboard prompting you to make a booking.

Click the alert.

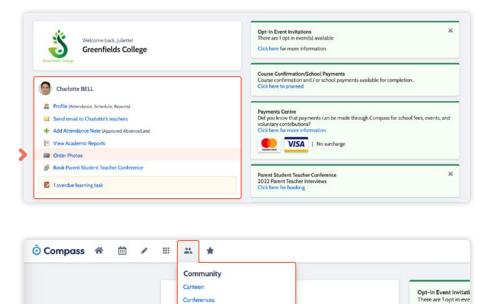
	Welcome
	Welcome to 2022 Parent Teacher Interviews
time. Sed ut perspiciatis u	arent Teacher Interviews On Site and Remotely, please book through Compass for a ide omnis iste natus error sit voluptatem accusantium doloremque laudantium, ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt. see you soon,

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.

How To: Order School Photos

This section is only applicable for participating MSP schools.



> Photos School Docu 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'.

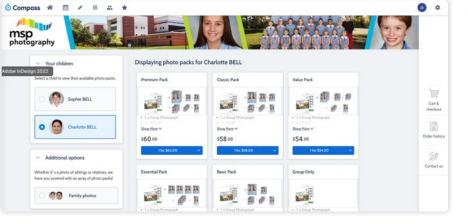
Click here for more in

Course Confirm



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

ege	Opt-In Event Invitations X There are 1 opt in event(s) available Click here for more information.	Tools My Account My Files My Payments
	Course Confirmation/School Payments Course confirmation and / or school payments available for completion. Click here to proceed	Vallet Compassidentity Card Family & Enrolments Change My Password
ce/Late)	Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions Click here for more information	Update My Details Logout

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

Change My Password

Your new password must:

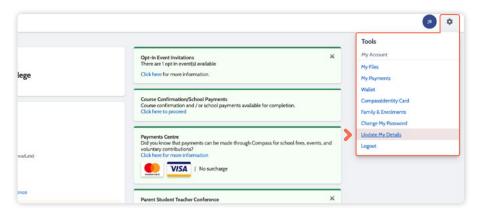
- Not contain your username
- Not be a password recently used by this account
 Be at least eight (8) characters in length
- Be at least eight (8) characters in length
 Contain at least one (1) UPPERCASE letter
- Contain at least one (1) or recease letter
 Contain at least one (1) lowercase letter
- Contain at least one (1) number

Old Password:	
New Password:	•••••
Confirm New Password:	•••••
	Save

Key in the required information ensuring your new password meets the set guidelines.

Click 'Save' to update.

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**'.

Welcome to the Greenfields 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) and they are subject to approval by School staff.

Ms Juliette BELL

 Mobile
 Image: Compass education

 Email
 parent@compass.education

 Google Sign In
 Link with Google

Update My Details

These details are correct - Proceed to Parent Portal

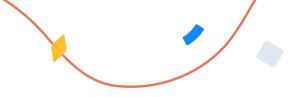
Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/uptalet and/or remove these details and ytims. DIE. Thermational PPU taid (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@compass.edu.au Add in your **new contact** information. This will trigger a notification to the school advising them of these changes.

The Compass School Manager App

Using the Compass School Manager App

4:11







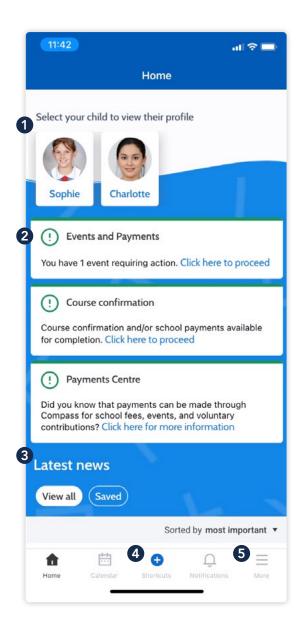
You can use the Compass app to action tasks.

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.

6 More

Gives you access to additional actions - see next page.

The App Home Page (continued)

11:42 al 🕆 🗖 More Ms Juliette BELL Greenfields College 6 曲 Yr Events Volunteering 7 Ψ٩ ŝ Canteen School Fees 8 2: O Conference Photo Ordering 9 E Q Open in Switch Help Accounts Browser Settings V (i) About V ÷ Đ Ξ Ū More

6 Events Consent/payment

Process consent/payment for your child's upcoming events.

7 Canteen

Place canteen orders for your child.

8 Conferences

Allows you to book teacher conferences.

9 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	lcons (A	pp)		
$\hat{\mathbf{O}}$		•	\cap	=
Home	Calendar	Shortcuts	Notifications	More
Home	ouse icon can be clic screen in Compass. alendar icon will take nool events, your chil	e you to view the a	o take you back to the available Schedules	9
	lus' icon will give you and adding an Atter		cuts' , such as paying	for an
	ell icon opens your N ations received.	lotifications. This	contains a list of all	
	amburger menu icon rences, Events, Canto	• •	to the <mark>More menu</mark> . ore can be found in th	nis menu.



www.compass.education