


# Welcome to Compass

A guide for parents and families



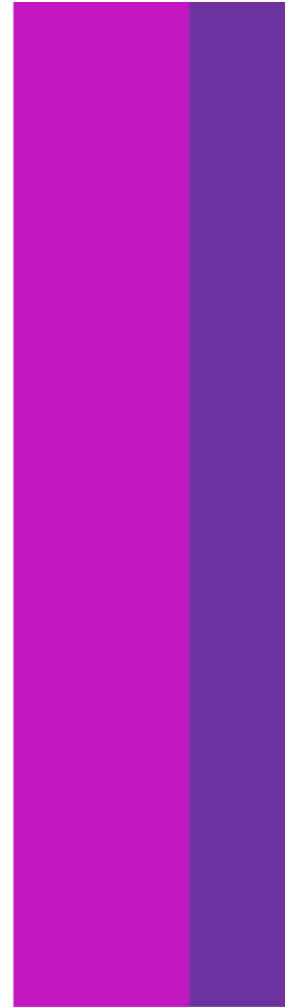
Our school uses **Compass**  
as our Parent Portal

## What does Compass do for me?

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.



## Accessing Compass

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

Every family receives a separate login to Compass, which will be provided to you by our school. To access the parent portal, go to our school website and click the Compass link on the homepage.

Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.



## Logging in to Compass

To log in you will require your unique family username and password. These details will be provided to you by our school.

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

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

Please note: This booklet provides an overview of key features within Compass, our school may not have yet enabled all of these modules at this time.



# The Compass home screen

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

## School Calendar

View details of upcoming events, your child's timetable and other relevant school-wide activities.

## Your children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

The screenshot shows the Compass home screen. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and user profile. The user is identified as Mr Sirius BLACK. The main content area is titled 'Welcome to the Hogwarts P-12 Portal' and includes instructions to use links for each child to explore the portal. Below this, there is a section for 'Harry POTTER' with a profile picture and several quick links: Profile (Attendance, Schedule, Reports), Send email to Harry's teachers, Add Attendance Note/Approval (Approved Absence/Late), View Academic Reports, and Book Parent Teacher Interviews. At the bottom of this section, it shows '1 overdue learning task' and '1 learning task due in the next week'. To the right, the 'Compass' logo is displayed above a 'My News' section. This section contains three alerts: 'Course Confirmation/School Payments' (with a link to proceed), 'Event Consent/Payment Required' (with a link for more information), and 'Attendance: Attendance Note/Approval Required' (with a link for more information). Below the alerts, there is a 'Winners!' section with a congratulatory message for the Quidditch Team and two small images of the team.

## Main Menu

Allows you to access other Compass and school resources. The tools icon allows you to update your contact details and change your password.

## Alerts

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

## News

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

## Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile.

The screenshot shows a user interface for a student profile. At the top, there is a navigation bar with icons for home, search, and user profile, and the name 'Mr Birus BLACK'. Below this, the page title is 'Student: Harry POTTER, 12A, Year 12'. A secondary navigation bar contains tabs for 'Dashboard', 'Schedule', 'Learning Tasks', 'Attendance', 'Reports', 'Analytics', 'Assets', and 'Insights'. The main content area is divided into two columns. The left column, titled 'Student: Harry POTTER', features a profile picture of Harry Potter, his details (Male, 17 years, 5 months, born 01/01/2000), his group (GRYFFINDOR, 12A, Year 12), his student ID (SM0036, HARRY), and his email (SM0036@compass.edu.au). Below this is a 'Wednesday, 21 June 2017' header and a schedule grid showing classes from 8am to 2pm. The right column, titled 'Student Chronicle', has a 'Date Filter' set to 'This Year' and a dropdown for 'All Categories'. It displays three entries: 1. 'Confiscation' recorded by Severus Snape (DUN, 0) on May 31 at 02:28pm, with an item type of 'Mobile Phone' and a score of -10. 2. 'General Attitude/behaviour Observation Perpetrator' recorded by Minerva McGonagall (LMA, 0) on May 12 at 11:50am, with an overview of a broomstick altercation and a score of +1. 3. 'Recognition of a job well done' recorded by Oona Tonks (DEV, 0) on Feb 28 at 11:00am, with an overview of Harry's helpfulness and a score of +1.

Student: Harry POTTER, 12A, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Student: Harry POTTER

Details: Male - 17 years, 5 months (01/01/2000)  
Groups: GRYFFINDOR, 12A, Year 12  
Student ID: SM0036, HARRY  
Email: SM0036@compass.edu.au

Email + Add

Wednesday, 21 June 2017

8am  
9am 8:50: 190ADA - 21 - LMA  
10am 9:51: 190ADA - 21 - LMA  
11am 11:52: 0 - PY033A - 18 - DUN  
12pm 12:13: 4 - PY033A - 18 - DUN  
1pm  
2pm 1:58: 3 - 12PY1B - 35 - GER 1:58: TAP01BUILDING - JOLF

Student Chronicle

Date Filter: This Year

Displaying entries made between 1/1/2017 and 31/12/2017 for: All Categories

Confiscation  
Recorded by Severus Snape - DUN, 0  
Item Type: Mobile Phone  
Confiscation  
Recorded May 31 at 02:30pm, Occurred May 31 at 02:28pm

General Attitude/behaviour Observation Perpetrator  
Recorded by Minerva McGONAGALL - LMA, 0  
Overview: Harry and Ron were involved in a broomstick altercation. Ron has splinters, and Harry has a damaged wand. Hermione was a witness and indicated that Harry was flying too fast over the Quidditch field.  
Attitude/behaviour  
Recorded May 12 at 11:53am, Occurred May 12 at 11:50am

Recognition of a job well done  
Recorded by Oona TONKS - DEV, 0  
Overview: Harry was very helpful in class today. He was quick to add to class discussions and volunteered to assist with demonstrating the spellwork to his fellow students. He showed leadership and a sense of responsibility.  
Positive Posts  
Recorded Mar 1 at 02:35pm, Occurred Feb 28 at 11:00am

## Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child.

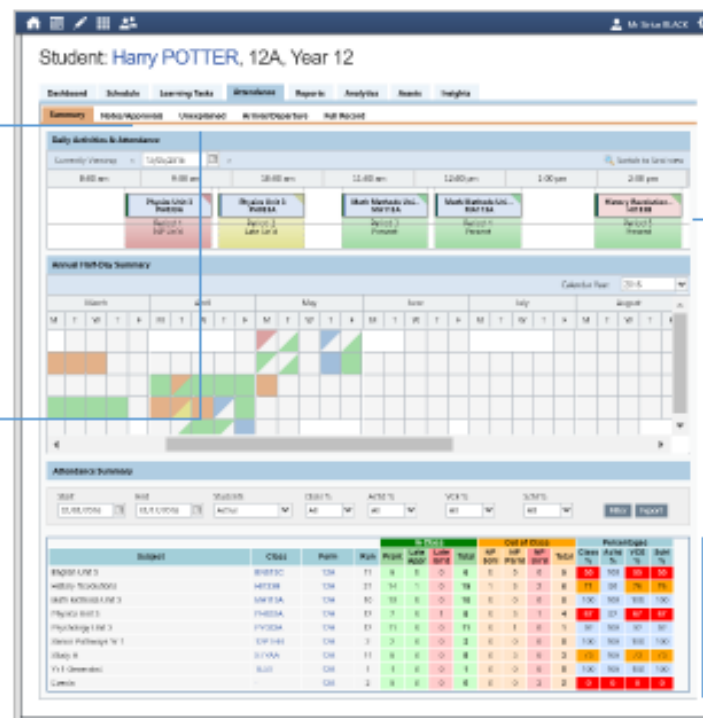
To view your child's attendance, click on the Profile link on the home page and click the Attendance tab.

### Notes/Approvals

This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

### Unexplained

This sub-tab provides a list of all unexplained absences and lates from class. From this tab you can click to approve specific absences.



### Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

### Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

**NP Schl** - Not present in class and is explained by a school related activity.

**NP Parnt** - Not present in class and is explained by a parent note.

**NP Unap** - Not present in class with no explanation entered.



## Attendance: Adding an Attendance Note/Approval

1

From the Compass home screen (or from your student's profile), click the 'Add Attendance Note/Approval' item.



2

- From the pop-up window,
- Select the reason
  - Enter a brief description of the absence
  - Select the start and finish time
  - Click the 'Save' button.

Note:  
Where possible, notes should be entered prior to the absence occurring.

Attendance Note/Approval Editor

**Note/Approval Details**

Name: Harry POTTER

Reason: Parent Choice

Details/Comment: Faculty Broadcast

**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: 11/05/2016 05:00 AM

Finish: 11/05/2016 05:00 PM

**Potentially Affected Sessions**

Activity	Start	Finish
EN013C English Unit...	11/05/2016 08:50 AM	11/05/2016 09:47 AM
EN013C English Unit...	11/05/2016 09:51 AM	11/05/2016 10:48 AM
PH053A Physics Unit...	11/05/2016 11:12 AM	11/05/2016 12:09 PM
PH053A Physics Unit...	11/05/2016 12:13 PM	11/05/2016 01:10 PM
HI133B History Reso...	11/05/2016 01:58 PM	11/05/2016 02:55 PM

Save Cancel

## Viewing Academic Reports

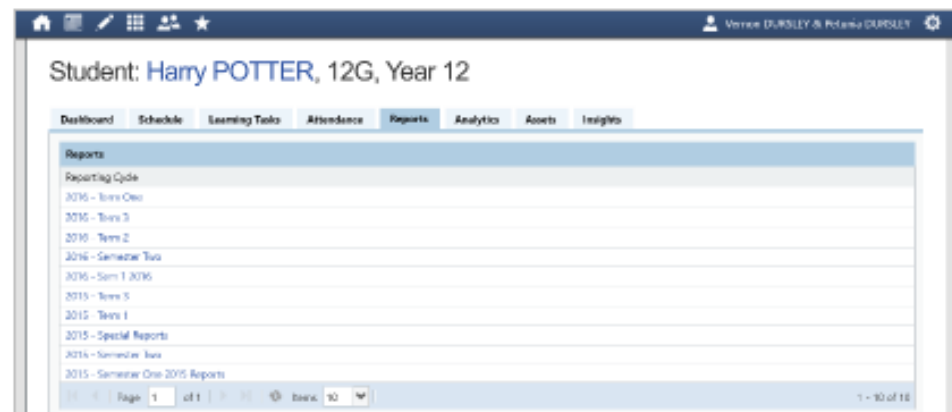
1

From the home screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports' tab.



2

A list of Academic Reports will be displayed. Click the Report title to download the PDF to your device.



# Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.

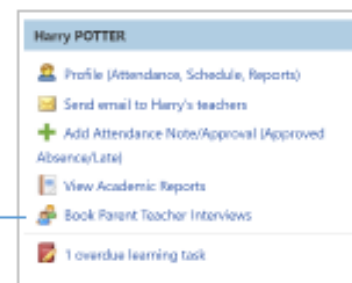
2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that time, and then click the teacher's name to make your booking.

Note: You can view a teacher's availability by clicking on the teacher's name on the right side of the booking page.



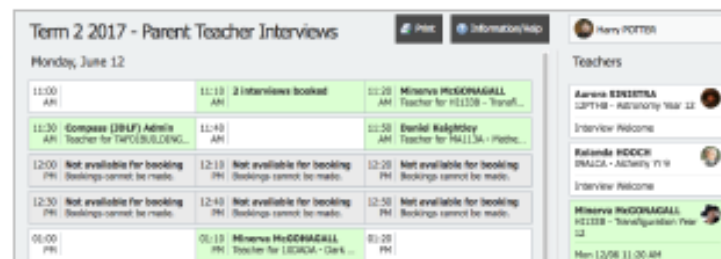
Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task



### Conferences

Cycle Name	My Bookings
Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 02:50 PM	My Bookings
Term 3 - Training Exchange First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings



### Term 2 2017 - Parent Teacher Interviews

Monday, June 12

11:00 AM	11:10 AM 2 Interviews booked	11:20 AM Minerva HODGKINSON Teacher for H11308 - Transf...
11:30 AM Compass (2017) Admin Teacher for TAPC/BUILDING	11:40 AM	11:50 AM Daniel HADJIDAKIS Teacher for HALL 3A - Pleas...
12:00 PM Not available for booking Bookings cannot be made.	12:10 PM Not available for booking Bookings cannot be made.	12:20 PM Not available for booking Bookings cannot be made.
12:30 PM Not available for booking Bookings cannot be made.	12:40 PM Not available for booking Bookings cannot be made.	12:50 PM Not available for booking Bookings cannot be made.
01:00 PM	01:10 PM Minerva HODGKINSON Teacher for LEGACY - Oak ...	01:20 PM

#### Teachers

- Alexis ERZETTES  
L2PT18 - Astronomy Year 12  
Interview Welcome
- Rafaela BOCHK  
DRA2CA - Activity 114  
Interview Welcome
- Minerva HODGKINSON  
H11308 - Travel/Geography Year 12  
Mon 12/06 11:00 AM

## Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <http://www.compass.edu.au/corporate/privacy>

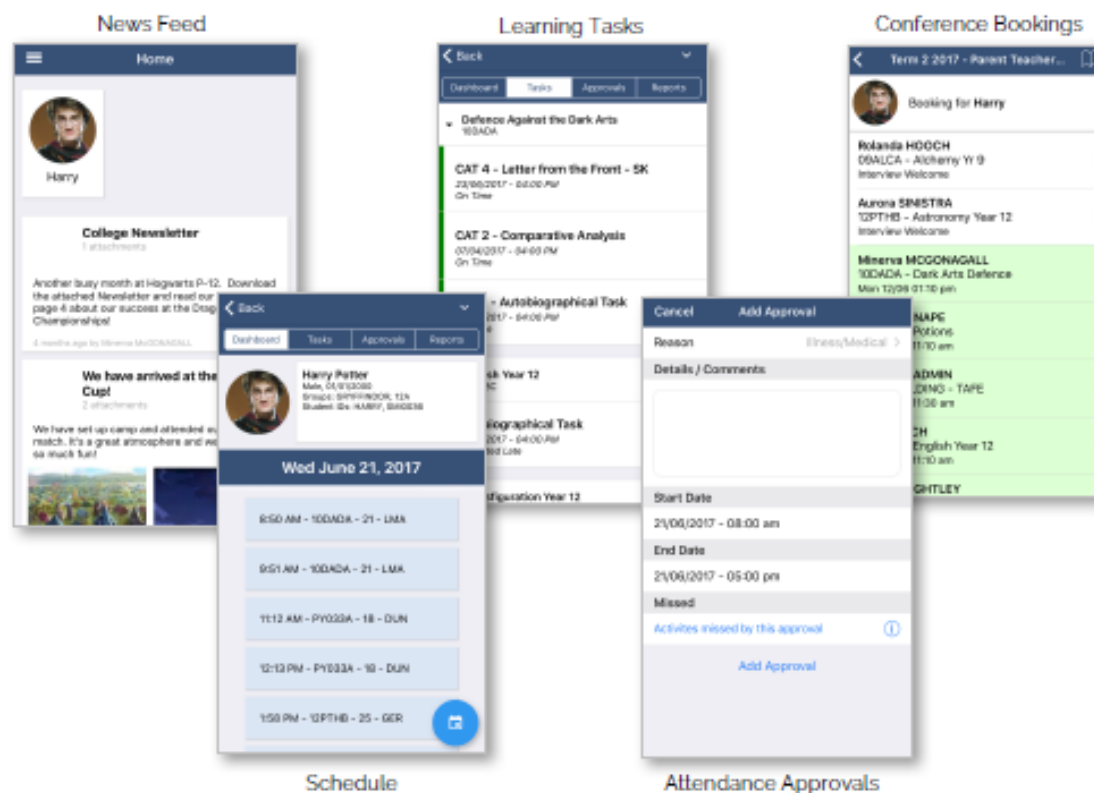


## Compass Apps

You can download the Compass App on iOS and Android devices. Search for "Compass School Manager" in the store.

Using the App you can:

- View the School News Feed
- Receive Push Notifications
- View Schedules
- View Learning Tasks
- Book Conferences
- Add Attendance Notes / Approvals
- View Academic Reports



### Compass Parent Introductory Booklet

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