


# 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.

**Welcome to the Hogwarts P-12 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.

**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
- 1 learning task due in the next week

**Compass**

**My News**

- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion.  
[Click here to proceed](#)
- Event Consent/Payment Required**  
There are 2 event(s) awaiting your consent and/or payment.  
[Click here for more information](#)
- Attendance: Attendance Note/Approval Required**  
Harry was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

**Winners!**  
Congratulations to our Quidditch Team winning the World Cup!  
4 days ago by Severus SNAPE

## 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.

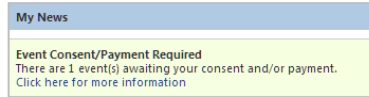
## News

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

# Consent and Payments

1

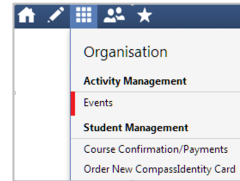
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the *Organisation* menu item (screenshot 2).



Screenshot 1

2

From the Events page a list of upcoming events and excursions will be displayed. Click the red 'Process Now' button to provide consent and/or payment (depending upon what the event requires).



Screenshot 2

3

An online payment/consent form will be displayed. Complete all highlighted fields and click the 'Submit Details' button.

Note: If the event has a requirement for both consent and payment, these cannot be done separately. Should you need to provide payment or consent separately, please click 'Print Form (Offline)' to complete the process manually.

# 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, calendar, edit, grid, and user, and a user profile for 'Mr Sirius BLACK'. The main heading is 'Student: Harry POTTER, 12A, Year 12'. Below this are several tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Dashboard' tab is active, showing a student profile card with a photo of Harry Potter, details (Male, 17 years, 4 months, 01/01/1999), groups (GRYFFINDOR, 12A, Year 12), and student IDs (SMI0036, POT0001). There is an 'Email' button and an 'Add' button. Below the profile card is a schedule for 'Monday, 16 May 2016' with a vertical timeline showing classes: 8:50: 1 - HI133B - 20 - LMA, 9:51: 2 - HI133B - 20 - LMA, 11:12: 3 - STYAA - 25 - COL, and 12:13: 4 - PY033A - 18 - DUN. To the right is the 'Student Chronicle' section, which has a 'Date Filter' set to 'This Year' and a dropdown for 'All Categories'. It displays three entries: 'Confiscation' (Recorded by JDLF Admin - JDLF, Item Type: Mobile Phone, Confiscation, Recorded May 12 at 11:26am, -10), 'Lunch-Time Out - please refer to email' (Recorded by JDLF Admin - JDLF, Lunch Time Out Overview: Well behaved, Attitude/Behaviour, Recorded May 12 at 11:38am, +3), and 'Student Leadership Role' (Recorded by JDLF Admin - JDLF, Role: School Vice-Captain, Programs, Recorded May 6 at 09:18am, Occurred May 6 at 09:17am, Pin Expires: Feb 13 at 11:59pm, +1).



# Learning Tasks

## Individual student view

You can view an up-to-date record of your child's homework and upcoming assessment tasks under the Learning Tasks tab in the student profile.

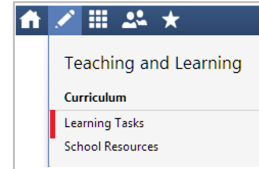


The screenshot shows a user interface for a student profile. At the top, it says "Student: Harry POTTER, 12A, Year 12". Below this is a navigation bar with tabs: Dashboard, Schedule, Learning Tasks (selected), Attendance, Reports, Analytics, Assets, and Insights. A legend indicates task statuses: Pending (grey), Overdue (red), Received Late (yellow), and On Time (green). The main table lists tasks with columns for Class, Learning Task, Due Date, and Result.

Class	Learning Task	Due Date	Result
MA113A	Pythagoras Theorem	19/05/2016 04:00 PM	90
HI133B	History Essay	15/05/2016 04:00 PM	-
PH033A	Test 1	No due date	N/A

## Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the *Teaching and Learning* menu item.



# 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 notices (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.

The screenshot shows the Compass system interface for a student named Harry Potter, 12A, Year 12. The interface is divided into several sections:

- Navigation Menu:** Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, Insights.
- Attendance Sub-tabs:** Summary, Notes/Approvals, Unexplained, Arrival/Departure, Full Record.
- Daily Snapshot:** A grid showing attendance for the current date (7/25/2016) across five periods. Classes include Physics Unit 3, Math Methods Unit 1, and History Revolutions.
- Annual Half-Day Summary:** A calendar view for the year 2016 showing attendance patterns across months.
- Attendance Summary:** A table providing a detailed overview of attendance data.

Subject	Class	Form	Roll	In Class			Out of Class			Percentages			
				Present	Late	Appr	NP	Parnt	Unap	Class %	Acft %	VCE %	
English Unit 3	EN01SC	12A	11	5	0	0	6	0	5	0	50	100	50
History Revolutions	HE11SR	12A	21	14	1	0	15	1	3	2	71	58	76
Math Methods Unit 3	MA111A	12A	10	10	0	0	10	0	0	0	100	100	100
Physics Unit 3	PH031A	12A	19	7	0	1	8	0	3	1	40	59	47
Physics/History Unit 3	PH031A	12A	19	11	0	0	11	0	1	0	58	100	58
Special Mathematics Y11	SM111S	12A	2	2	0	0	2	0	0	0	100	100	100
Silvacy A	SI11AA	12A	11	9	0	0	8	0	3	0	73	100	73
Y11 Generative	LE11F	12A	1	1	0	0	1	0	0	0	100	100	100
Livento		12A	2	0	0	0	0	0	2	0	0	0	0

## 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.

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

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**

Person: Harry POTTER

Reason: Parent Choice

Details/Comment: Faculty Broomstick

**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: 17/05/2016 08:00 AM

Finish: 17/05/2016 05:00 PM

**Potentially Affected Sessions**


Activity	Start	Finish
EN013C (English Unit...	17/05/2016 08:50 AM	17/05/2016 09:47 AM
EN013C (English Unit...	17/05/2016 09:51 AM	17/05/2016 10:48 AM
PH033A (Physics Unit...	17/05/2016 11:12 AM	17/05/2016 12:09 PM
PH033A (Physics Unit...	17/05/2016 12:13 PM	17/05/2016 01:10 PM
HI133B (History Revo...	17/05/2016 01:58 PM	17/05/2016 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.



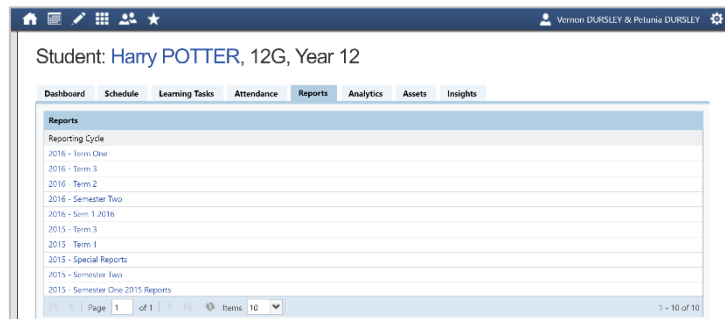
Harry POTTER

- 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



2

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



Student: **Harry POTTER**, 12G, Year 12

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

**Reports**

Reporting Cycle
2016 - Term One
2016 - Term 3
2016 - Term 2
2016 - Semester Two
2016 - Sem 1 2016
2015 - Term 3
2015 - Term 1
2015 - Special Reports
2015 - Semester Two
2015 - Semester One 2015 Reports

Page 1 of 1 Items 10 1 - 10 of 10

# 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'.

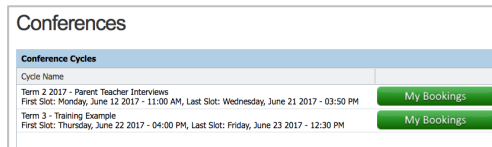


Harry POTTER

- 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

2

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

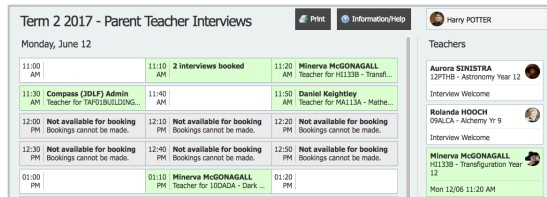


Conferences

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 - 03:50 PM	My Bookings
Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

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.



Term 2 2017 - Parent Teacher Interviews

Monday, June 12

11:00 AM	11:10 AM	2 Interviews booked	11:20 AM	Minerva McGONAGALL Teacher for H1133B - Transf...
11:30 AM	Compass (JDLP) Admin AM Teacher for TAP01BUILDING...	11:40 AM	11:50 AM	Daniel Keightley Teacher for MAL13A - Mathe...
12:00 PM	Not available for booking PM Bookings cannot be made.	12:10 PM	12:20 PM	Not available for booking PM Bookings cannot be made.
12:30 PM	Not available for booking PM Bookings cannot be made.	12:40 PM	12:50 PM	Not available for booking PM Bookings cannot be made.
01:00 PM	01:10 PM	Minerva McGONAGALL PM Teacher for JUDADA - Dark ...	01:20 PM	

Teachers

- Aurora SINISTRA  
12PT1B - Astronomy Year 12  
Interview Welcome
- Rolanda HOOCH  
09ALCA - Alchemy Yr 9  
Interview Welcome
- Minerva McGONAGALL  
H1133B - Transfiguration Year 12  
Mon 12/06 11:20 AM

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

## 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>

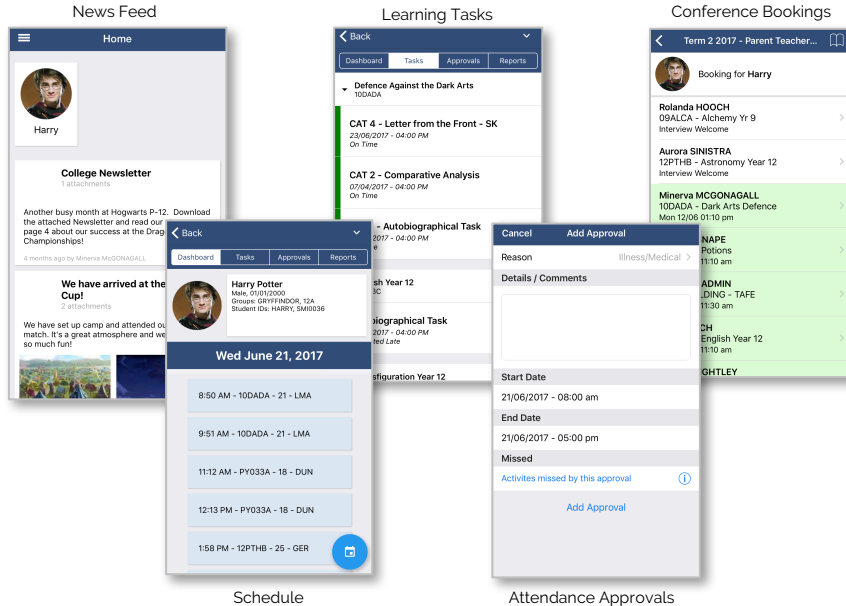


# Compass Apps

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

Compass School Manager, Compass Education, Compass Photos and the associated logos are registered trademarks used under licence.  
This document is copyright with intellectual property owned or licenced by Compass Education Pty Ltd or in the case of some materials, by third parties.

Copyright 2017. Compass Education PO Box 366 Balwyn North, Victoria 3104