


Welcome to Compass

A guide for parents and families



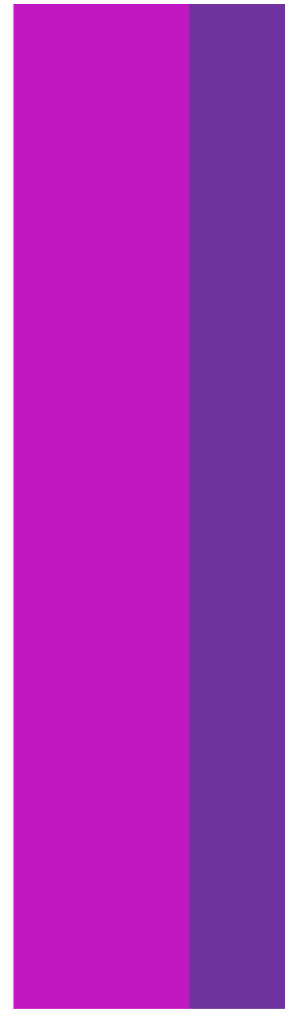
Our school uses **Compass**
as our Parent Portal

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 for a parent named Mr Sirius BLACK. The interface is divided into several sections:

- Header:** A dark blue navigation bar with icons for home, calendar, edit, grid, and user profile. The user name "Mr Sirius BLACK" and a settings gear icon are on the right.
- Welcome Message:** "Welcome to the Hogwarts P-12 Portal" with instructions to use links for each child and to keep contact information up to date.
- Child Profile:** A section for "Harry POTTER" with a profile picture and a list of 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.
- Tasks:** A list of tasks: "1 overdue learning task" and "1 learning task due in the next week".
- My News:** A section with three alert cards:
 - 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"
- News:** A "Winners!" announcement: "Congratulations to our Quidditch Team winning the World Cup! 4 days ago by Severus SNAPE" with two small images of the team.
- Logo:** The Hogwarts crest is visible in the top right corner.

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 student's name 'Student: Harry POTTER, 12A, Year 12' is displayed. A horizontal menu 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 features a student profile card with a photo of Harry Potter, details (Male, 17 years, 5 months, born 01/01/2000), groups (GRYFFINDOR, 12A, Year 12), student ID (SM0036, HARRY), and email (SM0036@compass.edu.au). Below the card is a calendar view for Wednesday, 21 June 2017, showing class periods from 8am to 2pm with subjects like '12A: 12A - LMA' and '12A: 12A - LMA'. The right column is titled 'Student Chronicle' and shows a list of observations. The first entry is a 'Confiscation' of a mobile phone by Severus Snape on May 31. The second is a 'General Attitude/behaviour Observation' by Minerva McGonagall on May 12. The third is a 'Recognition of a job well done' by Oona Tonks on Feb 28.

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: 12A: 12A - LMA

10am 9:51: 12A: 12A - LMA

11am 11:52: 12A: 12A - LMA

12pm 12:13: 12A: 12A - LMA

1pm

2pm 1:58: 12A: 12A - LMA 1:58: 12A: 12A - LMA

Student Chronicle

Date Filter: This Year

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

Confiscation
Recorded by Severus SWAPE - 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.

Student: Harry POTTER, 12A, Year 12

Dashboard | Schedule | Learning Tools | Attendance | Reports | Analysis | Needs | Insights

Summary | Notes/Approvals | Unexplained | Attendance | All Record

Daily Snapshot & Attendance

Currently viewing: Today's classes

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm
Physics Unit 1 Period 1	Physics Unit 1 Period 2	Math Methods Unit 1 Period 1	Math Methods Unit 1 Period 2	Math Methods Unit 1 Period 3	Math Methods Unit 1 Period 4	Physics Extension, Lecture

Annual History Summary

Calendar Year: 2015

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
M									
T									
W									
T									
F									
S									
S									

Attendance Summary

Class	Roll	Students	CRS (%)	ACT (%)	VCN (%)	SMN (%)	MR	Report
PHYSICS	PHYSICS	Actual	44	40	41	41	MR	Report

Subject	Class	Period	Roll	CRS (%)				ACT (%)				VCN (%)				SMN (%)			
				Roll	Actual	VCN	SMN	Roll	Actual	VCN	SMN	Roll	Actual	VCN	SMN				
PHYSICS	PHYSICS	12A	11	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	
MATHS	MATHS	12A	21	18	1	0	18	1	0	0	0	0	0	0	0	0	0	0	
MATHS	MATHS	12A	12	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	
PHYSICS	PHYSICS	12A	11	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	
PHYSICS	PHYSICS	12A	11	11	0	0	11	0	0	0	0	0	0	0	0	0	0	0	
Maths Pathways	12A	12A	3	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	
Class 12	12A	12A	11	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	
12A	12A	12A	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Class	12A	12A	2	2	0	0	2	0	0	0	0	0	0	0	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.



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

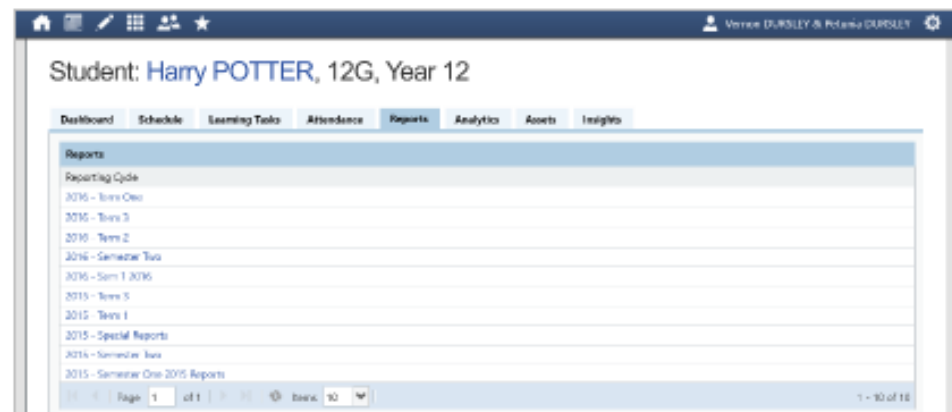
1

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.

- 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

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 HODGKIN Teacher for H11308 - Transf...
11:30 AM Compass (2017) Admin Teacher for TAPC/BUILDING	11:40 AM	11:50 AM Daniel Hodgeley Teacher for H1113A - 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 HODGKIN Teacher for L03AGM - Gek...	01:20 PM

Teachers

- Karen EDWARDS L2PT18 - Astronomy Year 12 Interview Welcome
- Katana HODGE BRACA - Activity 114 Interview Welcome
- Minerva HODGKIN H11308 - Travel/Geobotan 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>

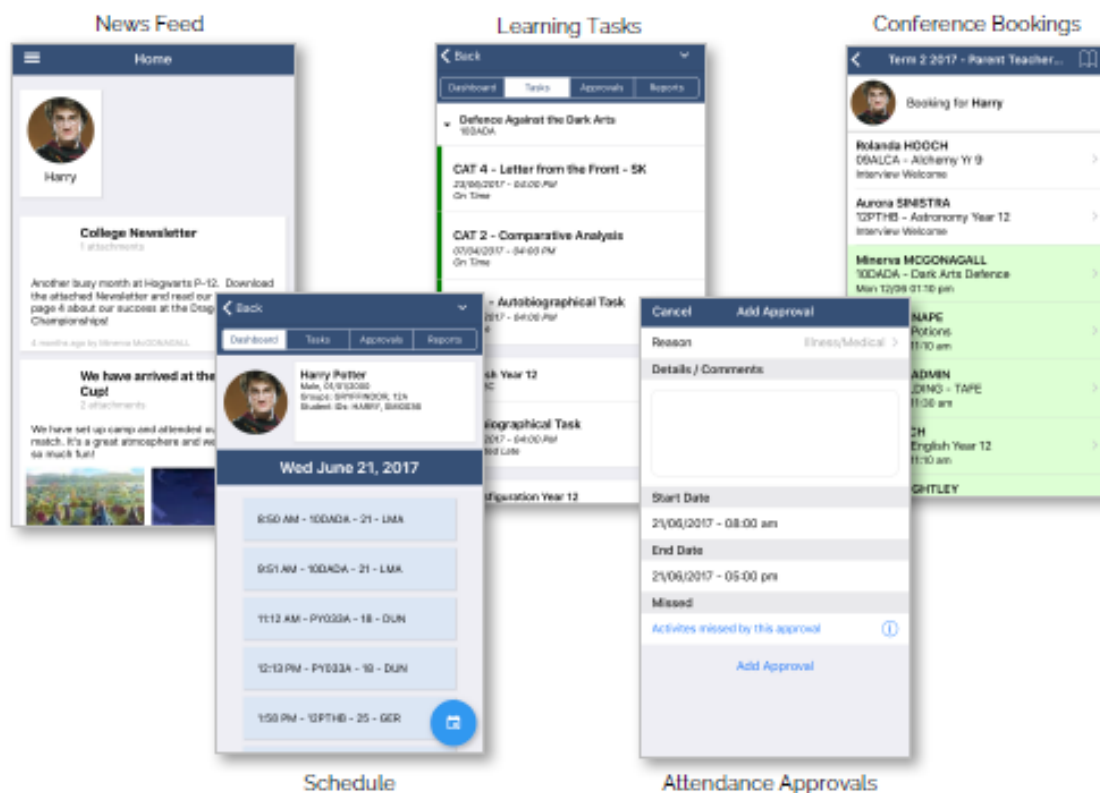


Compass Apps

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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