

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 the 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 the 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 the 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. At the top is a dark blue navigation bar with icons for home, calendar, edit, grid, people, and star. On the right of the bar, it says "Mr and Mrs Porter" and has a settings gear icon. Below the navigation bar is a white header area with the text "Welcome to the Hogwarts School of Witchcraft and Wizardry Portal" and the "Compass" logo. To the right of the logo is the Hogwarts crest. Below the header is a section for "Harry PORTER" with a list of quick links: Profile (Attendance, Schedule, Reports), Send email to Harry's teachers, Add Parent Approval (Approved Absence/Late), View Academic Reports, and Book Parent Teacher Interviews. Below these links are two task cards: "3 overdue learning tasks" and "1 learning task due in the next week". Below the Harry PORTER section is a section for "Joyce THOMPSON" with similar quick links. On the right side of the screen is a "My News" section with four news items: "Insights Cycle Open" (with a close button), "Course Confirmation/School Payments", "Event Consent/Payment Required", and "Attendance: Parent Approval Required". At the bottom of the news section is a "Christmas Party" announcement and a "Great Hall Closed" reminder.

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

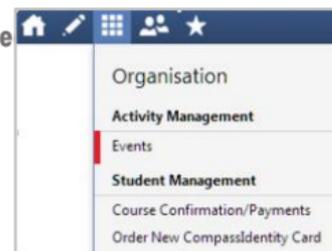
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the *Organisation* menu item (screenshot 2).



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 relevant 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, people, and star, and a user profile for 'Mr and Mrs Porter'. The main heading is 'Student: Harry PORTER, 12G, 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 for Harry Potter with a photo, details (Male, 19 years, 4 months), groups (GRYFFINDOR, 12G, Year 12), student IDs (POT0045), and email (noreply@jdlf.com.au). Below the profile card is a calendar for Wednesday, 25 November 2015, showing a class from 9:00 am to 1:30 pm. To the right is the 'Student Chronicle' section, which includes a 'Chronicle Summary' table showing 1 positive behaviour in 2015, and three entries: 'Sickbay Form' (recorded by Severus Snape), 'Reward for being on time' (recorded by Albus Dumbledore), and 'Uniform' (recorded by Albus Dumbledore).

Student: Harry PORTER, 12G, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Student: Harry PORTER

Details: Male - 19 years, 4 months (31/07/1996)
Groups: GRYFFINDOR, 12G, Year 12
Student IDs: POT0045
Email: noreply@jdlf.com.au

Email Add

Wednesday, 25 November 2015

8am

9am 9:00: A - SPO01_12G - E15 - KCO

10am

11am

12pm

1pm 1:30: P - POT01_12G - E15 - EBE

Student Chronicle

Chronicle Summary

	2015	Total
Positive Behaviour	1	1

Positive Behaviour

Sickbay Form
Recorded by Severus SNAPE - EBE
Comment: Harry had a headache
Sickbay
Recorded Nov 12 at 03:30pm

Reward for being on time
Recorded by Albus Dumbledore - JDLF
+1
Attendance
Recorded Nov 6 at 02:13pm

Uniform
Recorded by Albus Dumbledore - JDLF
-1
Comment: Wore runners not black shoes
Uniform
Recorded Nov 6 at 10:38am - Occurred Nov 6 at 10:37am

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 web interface for a student profile. At the top, it says "Student: Harry PORTER, 12G, 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 status: Pending (grey), Overdue (red), Submitted Late (yellow), and On Time (green). The main table lists learning tasks with columns for Class, Learning Task, Due Date, and Result.

Class	Learning Task	Due Date	Result
TRANS34A	CAT - Fractions	No due date	78
SPO01_12G	Quidditch - Tracking student scores	31/12/2015 03:09 PM	534
SPO01_12G	Example learning task	27/11/2015 04:00 PM	N/A
POT01_12G	Magic - Testing spell accuracy	No due date	N/A
POT01_12G	Tasting potions	07/07/2015 04:00 PM	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 Student Profile link on the home page and click the Attendance tab.

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 from class. From this tab you can click to approve specific absences.

Student: [Harry PORTER](#), 12G, Year 12

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

Summary Approvals Unexplained Arrival/Departure Full Record

Daily Activities & Attendance

Currently Viewing: 12/11/2015

Activity	Start	Finish	Pd	Location	Staff	Status
Parent Approval: Medical	12/11 - 09:00 AM	12/11 - 01:00 PM				
POT01_12G (Potions)	12/11 - 09:00 AM	12/11 - 01:00 PM	A	E15	EBE	Late: Parent Explained (Medical)
DEF01_12G (Defence Against The Dark Arts)	12/11 - 01:30 PM	12/11 - 03:30 PM	P	E15	KCO	Present
Quidditch Practice	12/11 - 03:45 PM	12/11 - 04:15 PM			JDLF	Present

Attendance Summary

Start: 01/01/2015 End: 31/12/2015 Students: Active Class %: All Ac'd %: All VCE %: All Schl %: All Filter Export

Subject	Class	Form	Run	Prnt	In Class			Out of Class			Percentages				
					Late	Appr	Un'd	Total	NP	Schl	NP	Un'd	Total	Class %	Ac'd %
Defence Against The Dark Arts	DEF01_12G	12G	32	21	1	0	22	3	5	2	10	69	94	78	78
Generalist	GENERAL_12G	12G	29	20	0	0	20	2	7	0	9	69	100	76	76
Potions	POT01_12G	12G	76	44	8	2	54	5	14	3	22	71	96	78	78
Sport (Quidditch)	SPO01_12G	12G	5	5	0	0	5	0	0	0	0	100	100	100	100

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 school related activity.

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

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

Attendance: Entering a Parent Approval

1

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

Harry PORTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Parent 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

Parent Approval Editor

Approval Details

Person: Harry Potter

Reason: Parent Choice

Details/Comment: Faulty broomstick

Start: 21/07/2014 08:00 AM Select a period...

Finish: 21/07/2014 05:00 PM Select a period...

Affected Sessions

Activity	Start	Finish
10LINKC	21/07 - 08:50 AM	21/07 - 09:10 AM
10MMA3	21/07 - 09:10 AM	21/07 - 10:20 AM
10EN11	21/07 - 10:45 AM	21/07 - 11:55 AM
10VCB1	21/07 - 12:00 PM	21/07 - 01:10 PM
10FRA1	21/07 - 02:05 PM	21/07 - 03:15 PM

Save Cancel

Note:

Where possible, parent approvals should be entered prior to the absence occurring.

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

2

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

Event	Student	Status
Parent Student Teacher Conferences May 1	Harry Potter	Read-Only
Parent/Student/Teacher Conferences Aug 6	Harry Potter	Open for booking

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 the selected time.

Parent/Student/Teacher Conferences Aug 6: Harry Potter

Parent/Student/Teacher Conferences Aug 6

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

06/08 13:30 PM	Available	06/08 15:50 PM	Available	06/08 18:10 PM	M RENFIE
06/08 13:35 PM	Available	06/08 15:55 PM	Available	06/08 18:15 PM	Available
06/08 13:40 PM	Available	06/08 16:00 PM	Available	06/08 18:20 PM	M QUBIN
06/08 13:45 PM	Available	06/08 16:05 PM	Available	06/08 18:25 PM	Available
06/08 13:50 PM	Available	06/08 16:10 PM	Available	06/08 18:30 PM	T FARLEY
06/08 13:55 PM	Available	06/08 16:15 PM	Available	06/08 18:35 PM	Available
06/08 14:00 PM	Available	06/08 16:20 PM	Available	06/08 18:40 PM	M HUDSON
06/08 14:05 PM	Available	06/08 16:25 PM	Available	[No Booking]	
06/08 14:10 PM	Available	06/08 16:30 PM	Available	[No Booking]	

Note: You can view a teachers availability by clicking on the teacher's name at the bottom of the booking page.

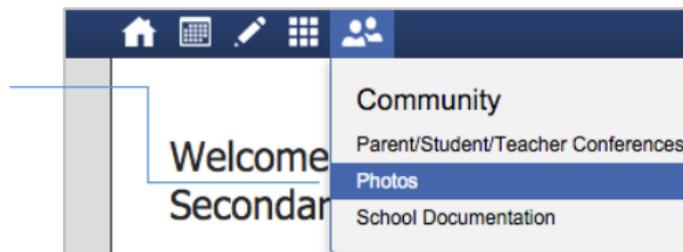
CompassPhotos

Schools using Compass for school photos are able to order photo packs and/or digital copies of photos online.

To order photos:

1. Select Photos from the *Community* menu item
2. Select your child's individual photo
3. Select desired pack and follow the onscreen prompts
4. To order sibling or event photos, select the images to view the album, and follow the prompts to purchase.

Save \$10 when you order online by not paying the manual processing fee, which applies to cash and manual credit card orders. Digital downloads are available within the portal immediately after purchase. Photos ordered after the peak school photo period will incur a \$10 postage and handling fee and be posted directly to your home address.



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>



Cross Platform Access

Any browser, any time.



Compass is completely web-based and works on all modern browsers.
Additionally, we have native apps for iPhone, iPad and Android devices.



Compass Parent Introductory Booklet

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