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.

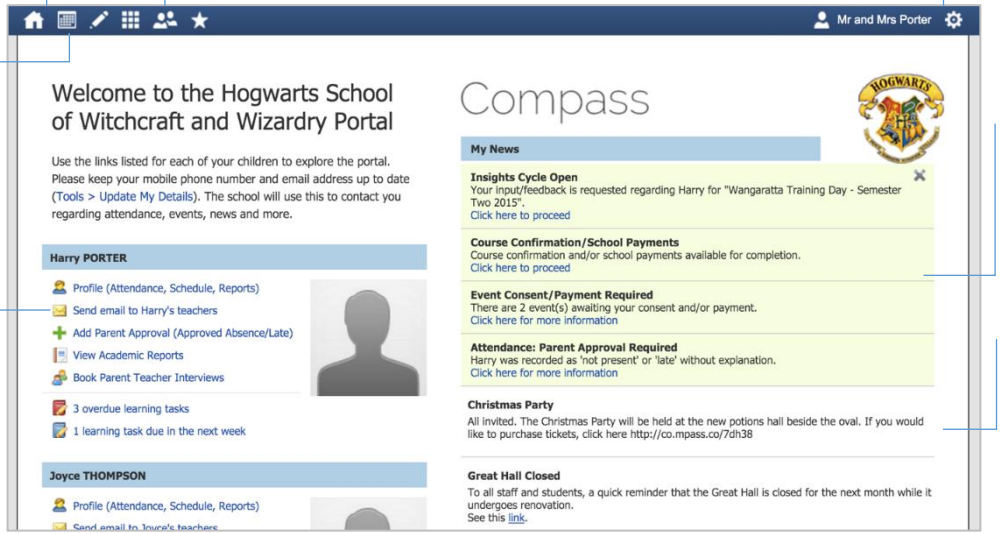
The Compass home screen

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.



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.

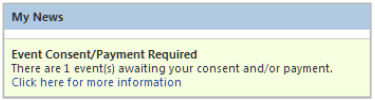
Alerts
Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

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

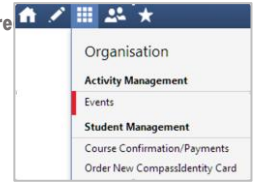
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the *Organisation* menu item (screenshot 2).



Screenshot 1

2

From the Events page a list of upcoming events and excursions will be displayed. Click the re '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.

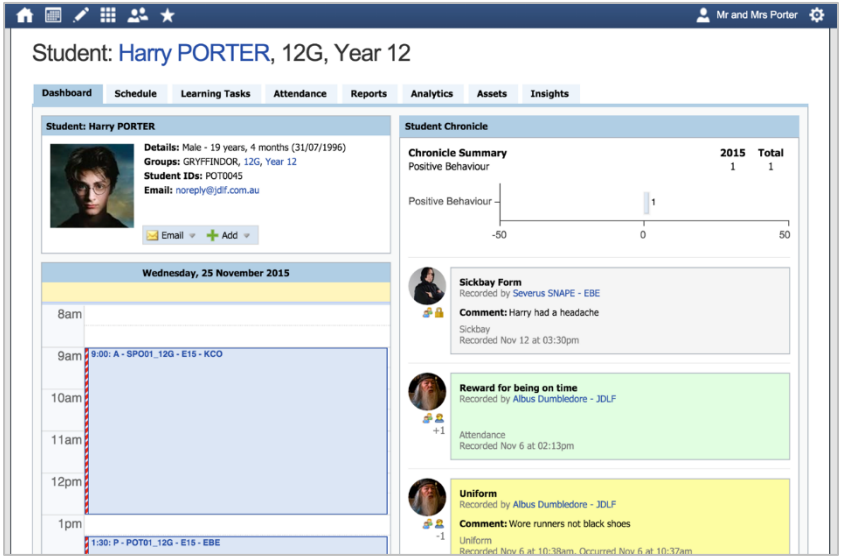
Student Profile

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.



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.

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.

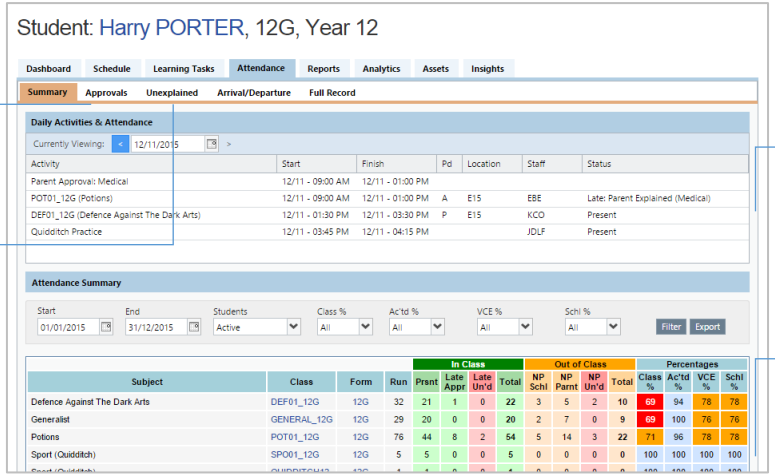
To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

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.



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

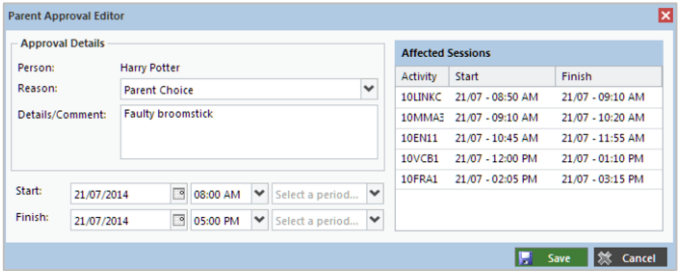
1

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

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



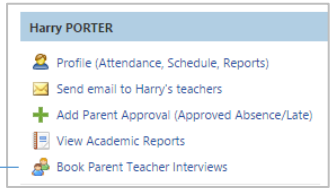
Note:
Where possible, parent approvals should be entered prior to the absence occurring.

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'.

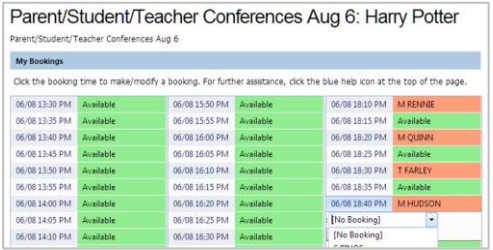


2

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

3

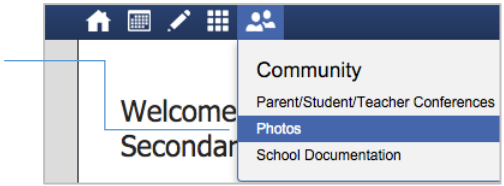
Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.



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.

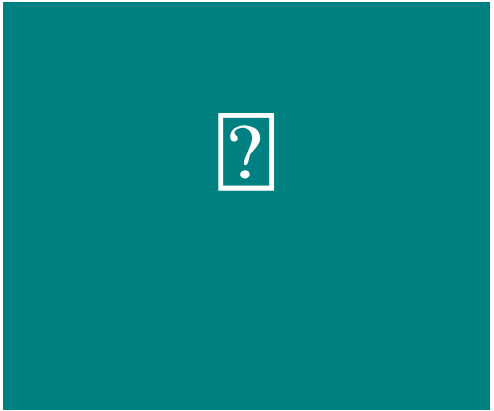
Save $10 when you order online by not paying the manual processing fee, which applies to cash and manual credit card orders. Digital downloads are available within the portal immediately after purchase. Photos ordered after the peak school photo period will incur a $10 postage and handling fee and be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

Available on the App Store

Mac

Windows

chromebook

ANDROID APP ON Google play

Compass Parent Introductory Booklet
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