

# Welcome to Compass

A guide for parents & families



## What does Compass do for me?

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 academic 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 (please see next page).

To access the parent portal, go to our school's website and click the Compass link on the homepage.

Alternatively, you can go to [schools.compass.education](https://schools.compass.education) where you can search for our school's direct URL.

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.

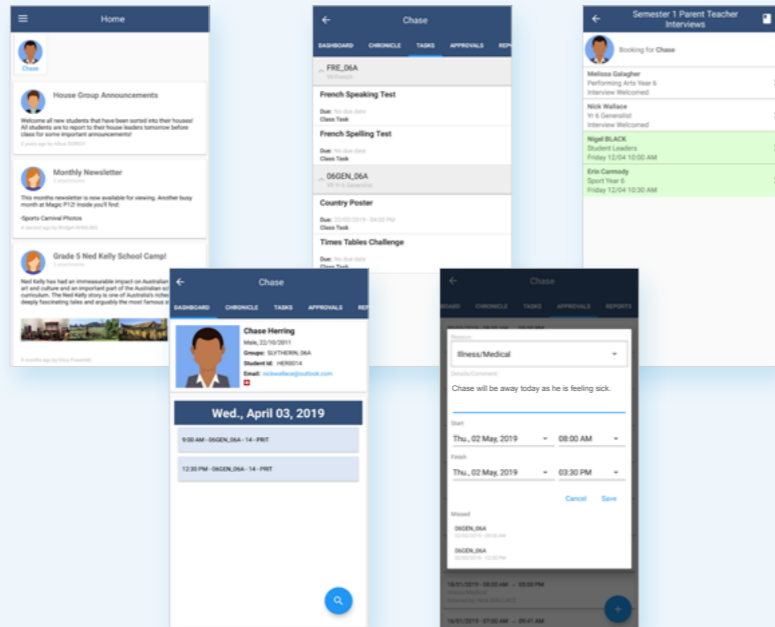


# Compass Apps

You can download the Compass App on iOS and Android devices, simply search for **Compass School Manager** in the store.

Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



# The Compass home screen

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

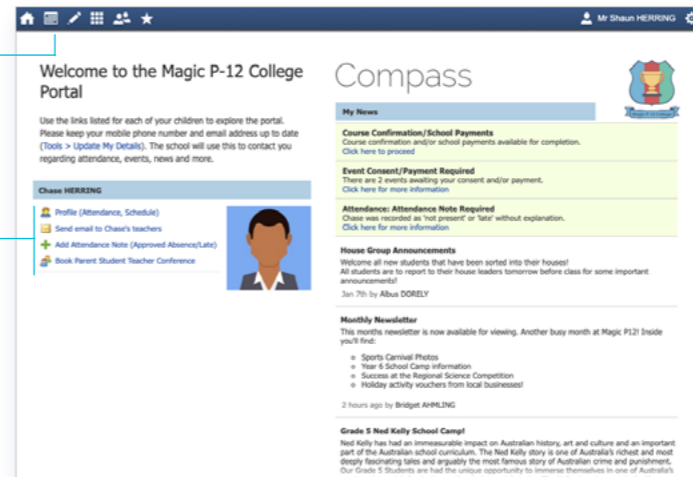
## School Calendar

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, survey, and student report availability.

## News

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

## Attendance: Entering an Attendance Note

1 From the Compass home screen (or from your student's profile), click the **Add Attendance Note** 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

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

**Chase HERRING**

- Profile (Attendance, Schedule, Reports)
- Send email to Chase's teachers
- Add Attendance Note (Approved Absence/Late)**
- View Academic Reports

**What is an Attendance Note?**  
An Attendance Note is used to explain when your child is absent or late for school.

**Attendance Note Editor**

**Note Details**

Person: Chase HERRING  
Reason: Illness/Medical  
Details/Comment: Feeling unwell

**Potentially Affected Sessions**

Activity	Start	Finish
OSGEN_06A (Yr 6 Ge...	26/04/2019 09:00 AM	26/04/2019 12:00 PM
OSGEN_06A (Yr 6 Ge...	26/04/2019 12:30 PM	26/04/2019 03:30 PM

**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).

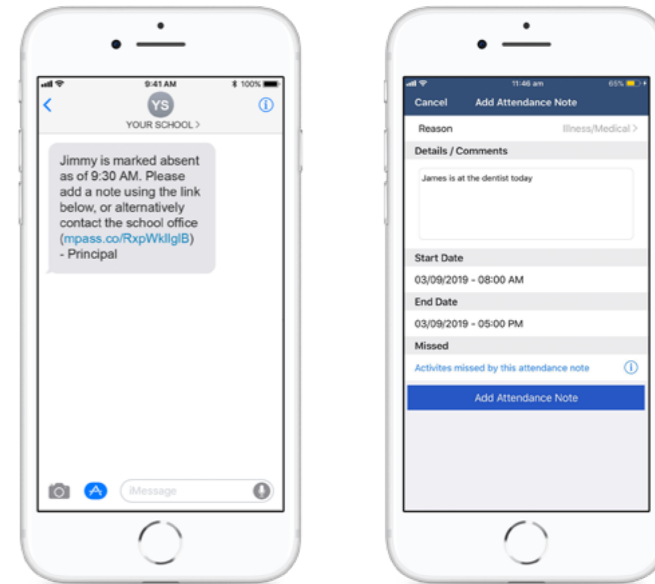
Start: 26/04/2019 08:00 AM Select a period...  
Finish: 26/04/2019 05:00 PM Select a period...

Save Cancel

## Attendance: SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.



# Attendance: Summary

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

## Notes

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

## Explain Specific Absences

This sub-tab provides a list of all unexplained lates and 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.

Subject	Class	Form	Run	Present	Late	Unexc.	Total	NP	NP	NP	Total	Class %	Act'd %	VCE %	Sch'd %
Year 6 Generals	EDGER_03	06A	92	79	1	0	79	1	4	13	95	95	95	95	95
Events		06A	1	1	0	0	1	0	0	0	100	100	100	100	100

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

# Events, Consent and Payments

Parental consent and payment is often necessary for events and excursions. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the **Action Centre**.

When you access the **Action Centre** you can view events requiring consent/payment and any course confirmations which need to be completed displayed under the 'Action Centre' tab. You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.

**Confirm and pay**

Payment Method: New credit card

Payment: Total amount \$250.00

Pay in full now  
 Pay in instalments

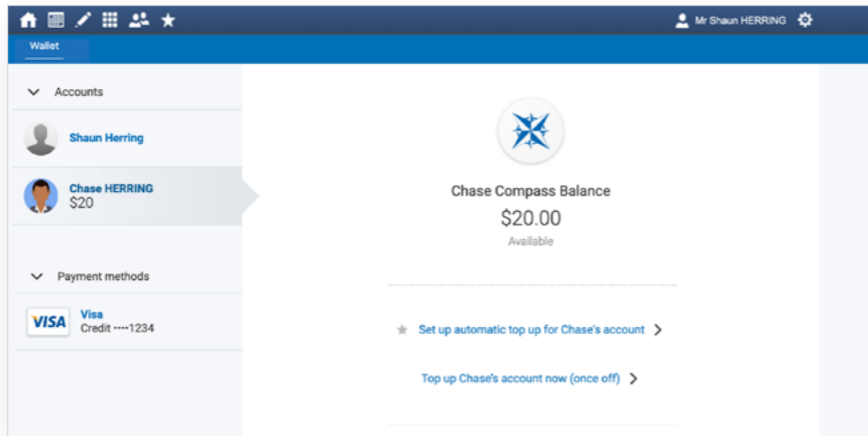
Process

4430 0000 0000 444  
CHELSEA FLEMINGTON  
02 / 20  
Chelsea Flemington  
333

## Wallet

Using the 'Wallet' function in Compass you can securely store your credit card details in order to top-up your student's account for quick and convenient payment.

To make this process even more seamless, you have the option of setting up an automatic top up for an account.



## 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.



# 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 Student Teacher Conference'.



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



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



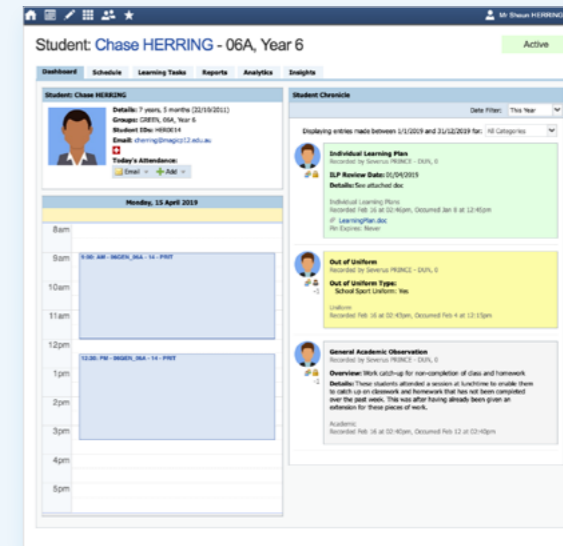
# Student Profile

The Student Profile is the destination for all your child's information.

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).

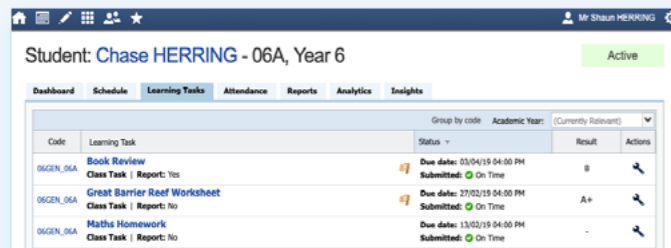
For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the Profile.



## Learning Tasks

### Individual student view

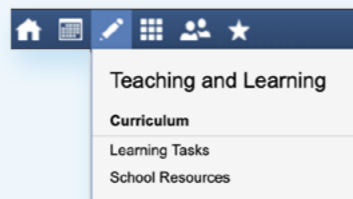
You can view an up-to-date record of your child's homework and upcoming assessment tasks under the 'Learning Tasks' tab in the 'Student Profile'.



Code	Learning Task	Status	Due date	Result	Actions
06GEN_06A	Book Review Class Task   Report: Yes	Submitted: On Time	03/04/19 04:00 PM	B	
06GEN_06A	Great Barrier Reef Worksheet Class Task   Report: No	Submitted: On Time	27/02/19 04:00 PM	A+	
06GEN_06A	Maths Homework Class Task   Report: No	Submitted: On Time	13/02/19 04:00 PM	-	

### 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.



## Privacy and Security

When you use Compass you will notice a padlock appears in your browser's address bar on the left.

This is because Compass uses a technology called TLS (Transport Layer Security). 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.

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <https://www.compass.education/policy>





## Compass Parent Introductory Booklet

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