

Welcome to Compass

A guide for parents and families

Accessing and logging into 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 <http://schools.compass.edu.au> 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.

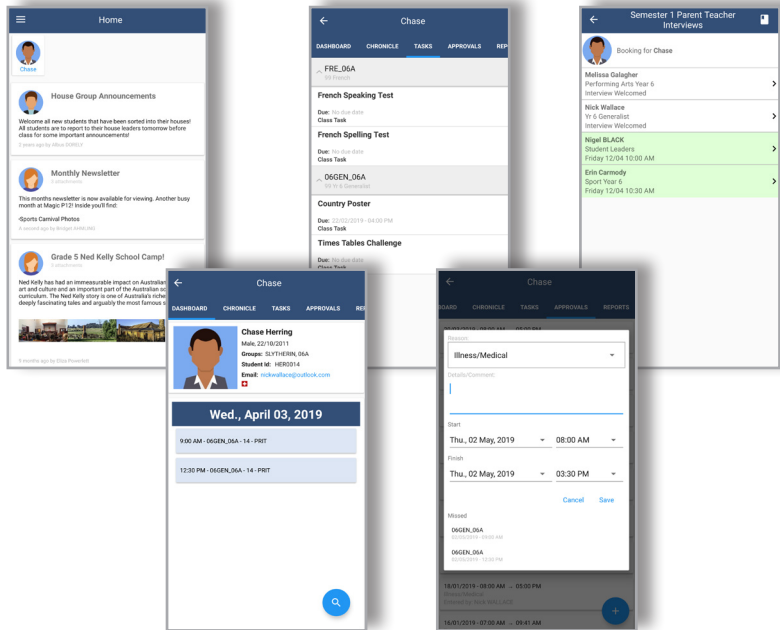


Compass Apps

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 push notifications
- View schedules
- View learning tasks
- Book parent-teacher interviews
- Add attendance notes and approvals
- 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

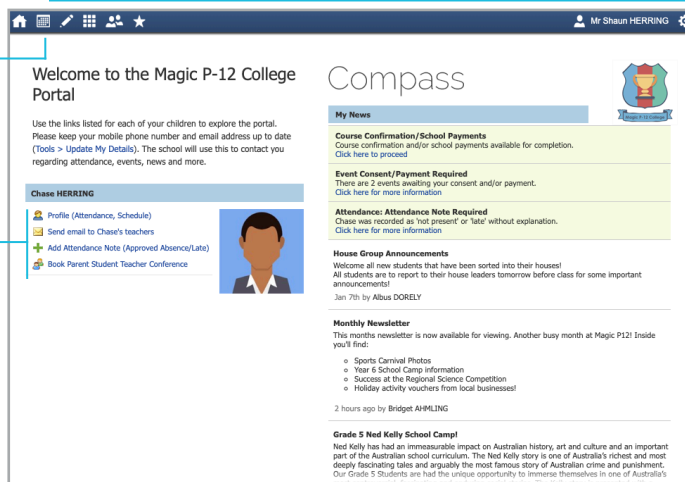
School Calendar

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 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.

News

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

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.

Note:

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

Attendance Note Editor

Note Details

Person: Chase HERRING

Reason: Illness/Medical

Details/Comment: Feeling unwell

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...

Potentially Affected Sessions

Activity	Start	Finish
06GEN_06A (Yr 6 Ge...	26/04/2019 09:00 AM	26/04/2019 12:00 PM
06GEN_06A (Yr 6 Ge...	26/04/2019 12:30 PM	26/04/2019 03:30 PM

Save Cancel

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.

Notes

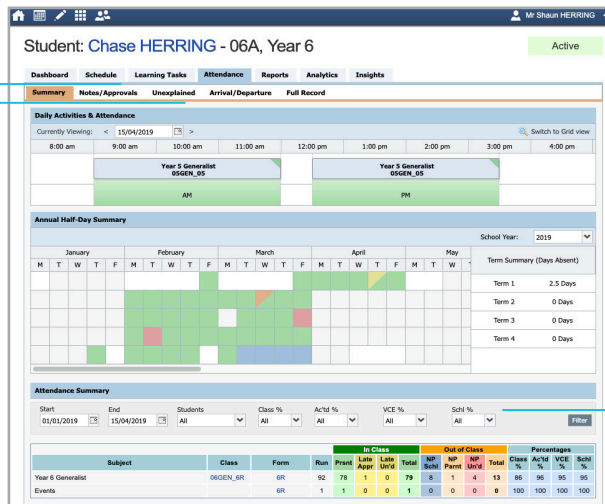
This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

Unexplained

This sub-tab provides a list of all unexplained 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.



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.

Action Centre

Parental consent and payment is often necessary for events, excursions, or extracurricular classes and courses. 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.

You can choose to complete multiple confirmations and payments at once by clicking the cart at the bottom of the page, which will allow you to process a bulk payment.

The screenshot displays the Compass Action Centre interface. At the top, there are navigation tabs for 'Action Centre', 'Events', and 'Payments'. The 'Events' tab is selected. Below the navigation bar, the user's profile 'Mr Shaun HERRING' is shown. The main content area lists two events:

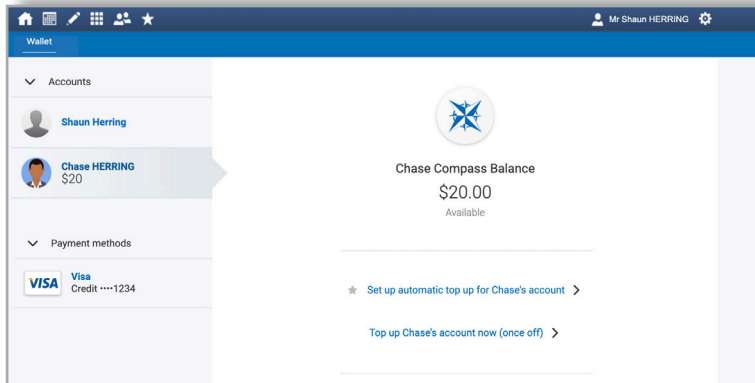
- Alpine Camp**: Status 'Awaiting consent and payment', Due date '21/10/2019', Amount '\$500.00'.
- End of Year Beach Day**: Status 'Awaiting payment', Due date '01/11/2019', Amount '\$30.00'.

Below the event list is a 'Confirm and pay' section. It includes a disclaimer about using CompassPay.com as a payment gateway. To the right, a summary shows '2 Events: \$530.00' and a 'Total due' of '\$530.00'. A 'Process' button is visible. Below this, a credit card form is shown with a visual representation of a Mastercard. The card details include the number '5550 0030 2220 0019', the name 'SHAUN HERRING', and the expiry date '02/22'. There are input fields for the card number, name, and expiry date, along with a 'Save this card' checkbox.

Wallet

Using the 'Wallet' function on Compass you can securely store your credit card details. These details can be used in Action Centre or to top up your student's account for quick and convenient canteen or vending machine payments.

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

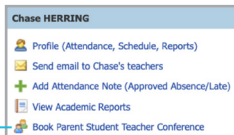


Parent-Teacher Conferences

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'.



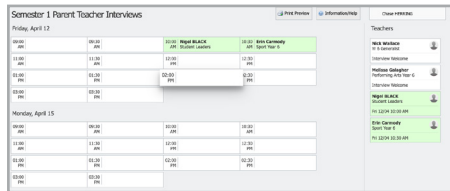
2

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 all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.



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 displays the Student Profile dashboard for Chase HERRING, 06A, Year 6. The interface includes a top navigation bar with tabs for Dashboard, Schedule, Learning Tasks, Reports, Analytics, and Insights. The main content area is divided into two columns. The left column shows the student's details, including a profile picture, name, age, group, ID, and email, along with a section for today's attendance. The right column features the Student Chronicle, which displays a list of entries for the current year, including Individual Learning Plan, Out of Uniform, and General Academic Observation. The bottom section shows a calendar view for Monday, 15 April 2019, with a timeline of activities from 8am to 5pm.

Student: **Chase HERRING** - 06A, Year 6 Active

Dashboard | Schedule | Learning Tasks | Reports | Analytics | Insights

Student: Chase HERRING

Details: 7 years, 5 months (22/10/2011)
Groups: GREEN, 06A, Year 6
Student ID: HER0014
Email: cherring@magcp12.edu.au
Today's Attendance: Email Add

Monday, 15 April 2019

8am
9am **9:30: AM - 06GEN, 06A - 14 - PRIT**
10am
11am
12pm
1pm **12:30: PM - 06GEN, 06A - 14 - PRIT**
2pm
3pm
4pm
5pm

Student Chronicle Date Filter: This Year

Displaying entries made between 1/1/2019 and 31/12/2019 for: All Categories

Individual Learning Plan
Recorded by Severus PRINCE - DUN, 0
ILP Review Date: 01/04/2019
Details: See attached doc
Individual Learning Plan
Recorded Feb 16 at 02:46pm, Occurred Jan 8 at 12:45pm
LearningPlan.doc
Pin Expires: Never

Out of Uniform
Recorded by Severus PRINCE - DUN, 0
Out of Uniform Type: School Sport Uniform: Yes
Uniform
Recorded Feb 16 at 02:43pm, Occurred Feb 4 at 12:15pm

General Academic Observation
Recorded by Severus PRINCE - DUN, 0
Overview: Work catch-up for non-completion of class and homework.
Details: These students attended a session at lunchtime to enable them to catch up on classwork and homework that has not been completed over the past week. This was after having already been given an extension for these pieces of work.
Academic
Recorded Feb 16 at 02:40pm, Occurred Feb 12 at 02:40pm

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 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 <https://www.compass.education/policy>



Compass Parent Introductory Booklet

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