




# Welcome to Compass

A guide for parents and families of PRIMARY STUDENTS



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

# What does Compass do for you?

Compass will streamline many school operations such as attendance, reporting and communication. Currently, the following features of Compass are available to you:

- View information on the attendance of your child/ren
- Use the Kiosk for late arrivals and early departures
- Enter explanations for full day absences via the parent portal
- Updating contact numbers and email addresses
- NewsFeed
- View your child's timetable and the school calendar
- Book parent-teacher conferences
- Download and view your child's reports

Our school will advise parents when more features become 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.

All parents will receive a separate email with information about our Compass Parent Portal and App, including login details and instructions. Please let the school office know if you have not received one.

To access the parent portal, go to <https://schools.compass.education>

To download the app click the following links from your mobile.

[Android](#)



[IOS](#)



# Logging in to Compass

To log in you will need your unique username and password. These details have been provided via email.

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.

# PC View – 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.

Welcome to the Hogwarts P-12 Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Michelle ALLAN**

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

1 overdue learning task

1 learning task due in the next week

**Compass**

**My News**

- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion.  
[Click here to proceed](#)
- Event Consent/Payment Required**  
There are 1 event(s) awaiting your consent and/or payment.  
[Click here for more information](#)
- Attendance: Attendance Note/Approval Required**  
Michelle was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

**Winners!**  
Congratulations to our Quidditch Team winning the World Cup!  
4 days ago by Severus SNAPE

## 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 include excursion notifications, 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, 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 Michelle ALLAN, 01B, Year 1. The interface includes a top navigation bar with icons for home, calendar, pencil, grid, and people, and a user profile for Mr Micky ALLAN. The main content area is divided into two columns. The left column, titled 'Student: Michelle ALLAN', contains a student photo, details (Female - 6 years, 4 months (01/01/2010)), groups (HUFFLEPUFF, 01B, Year 1), student ID (ALL0014), and email (ALL0014@compass.edu.au). Below this is a schedule for Wednesday, 11 May 2016, showing a timeline from 8am to 3pm with two class periods: 9:00 AM - 01GEN\_01B - PRI04 - PRI5 and 12:00 PM - 01GEN\_01B - PRI04 - PRI5. The right column, titled 'Student Chronicle', displays a list of entries with a date filter set to 'This Year'. The entries include a 'Sick Bay Visit' (Recorded by JDLF Admin - JDLF) with details on arrival time, reason for visit (headache), parent notification, departure time, and status after visit; a 'Reader of the Week' (Recorded by JDLF Admin - JDLF) with an overview of fantastic reading and a date of May 5 at 12:30pm; and a 'General Uniform Observation' (Recorded by JDLF Admin - JDLF) with an overview of worn runners and a date of May 3 at 03:00pm.

Student: Michelle ALLAN, 01B, Year 1

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Student: Michelle ALLAN

Details: Female - 6 years, 4 months (01/01/2010)  
Groups: HUFFLEPUFF, 01B, Year 1  
Student ID: ALL0014  
Email: ALL0014@compass.edu.au

Wednesday, 11 May 2016

8am  
9am 9:00 AM - 01GEN\_01B - PRI04 - PRI5  
10am  
11am  
12pm 12:00 PM - 01GEN\_01B - PRI04 - PRI5  
1pm  
2pm  
3pm

Student Chronicle

Date Filter: This Year

Displaying entries made between 1/1/2016 and 31/12/2016 for: All Categories

**Sick Bay Visit**  
Recorded by JDLF Admin - JDLF  
Sick Bay Arrival Time: 01/01/2008 01:00 PM  
Reason for Sick Bay visit: Michelle had a headache  
Parent(Guardian or Emergency Contact Notified): No: Yes  
Sick Bay Departure: 01/01/2008 01:30 PM  
Student status after Sick Bay visit: Returned to class: Yes  
Health  
Recorded 2 minutes ago, Occurred May 3 at 03:00pm

**Reader of the Week**  
Recorded by JDLF Admin - JDLF  
Overview: Fantastic reading ensuring context and comprehension were maintained.  
Academic  
Recorded 5 minutes ago, Occurred May 5 at 12:30pm

**General Uniform Observation**  
Recorded by JDLF Admin - JDLF  
Overview: Wore runners not black school shoes  
Details: Wore runners not black school shoes  
Uniform

## Attendance: Summary

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

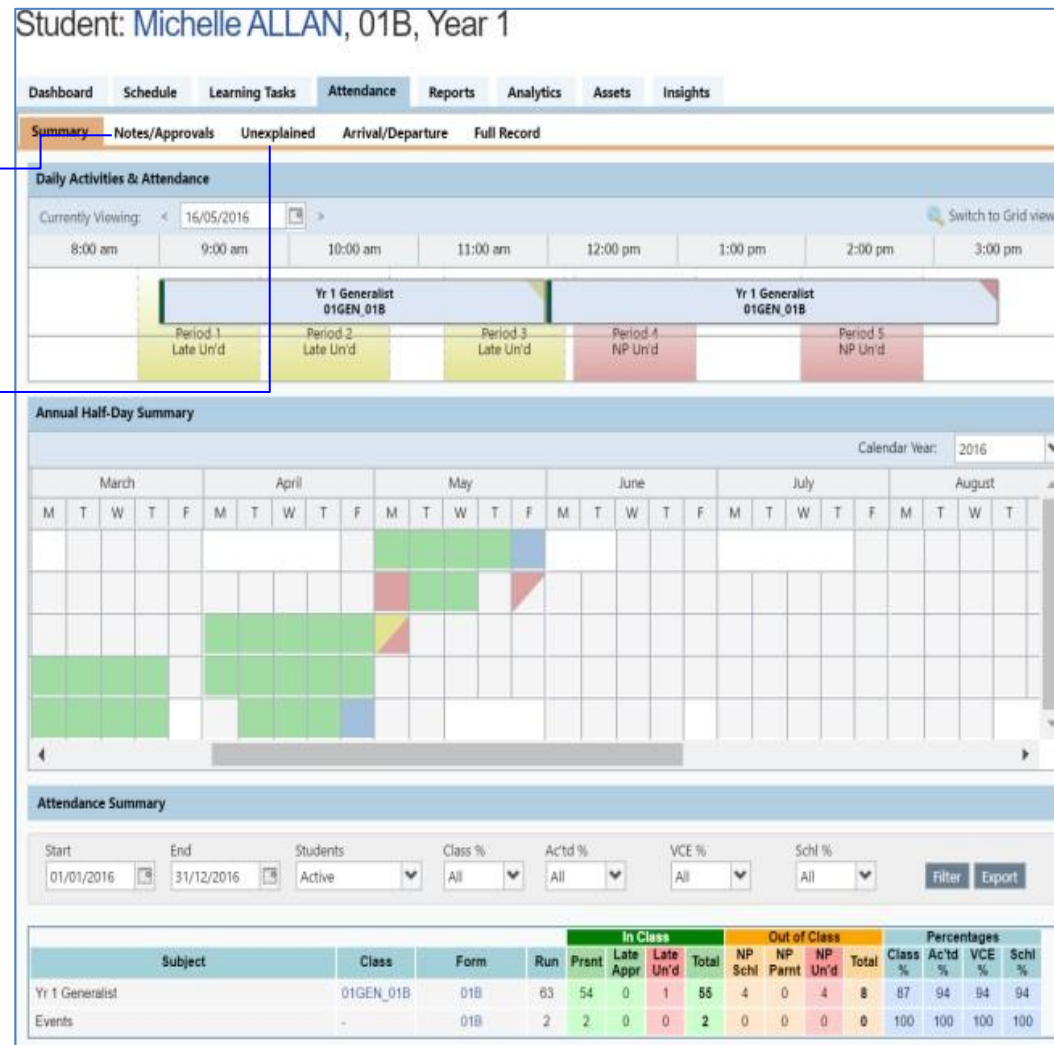
To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

## 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 a school related activity.

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

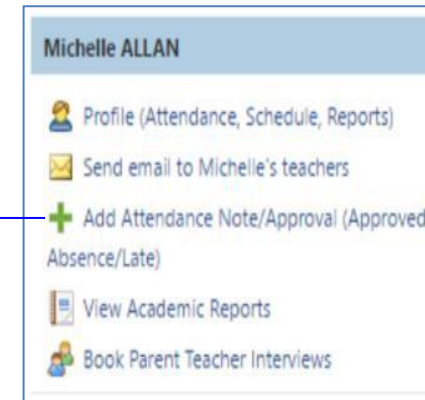
**NP Unap** – Not present in class with no explanation entered.



# Attendance: Entering a full day Parent Approval

1

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



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:

Late arrivals and early departures **must** be entered via the Kiosk on arrival or departure.

A screenshot of the 'Attendance Note/Approval Editor' form. The form is divided into several sections. The 'Note/Approval Details' section contains fields for 'Person' (Michelle ALLAN), 'Reason' (Parent Choice), and 'Details/Comment' (Faulty Broomstick). Below this is an 'Important Notice' section with a disclaimer. At the bottom, there are 'Start' and 'Finish' time pickers. The 'Start' picker shows 17/05/2016 at 08:00 AM, and the 'Finish' picker shows 17/05/2016 at 05:00 PM. To the right of the form is a 'Potentially Affected Sessions' table.

Activity	Start	Finish
01GEN_01B (Yr 1 Gen...	17/05/2016 09:00 AM	17/05/2016 12:00 PM
01GEN_01B (Yr 1 Gen...	17/05/2016 12:00 PM	17/05/2016 03:30 PM

At the bottom right of the form are 'Save' and 'Cancel' buttons.

# Viewing Academic Reports

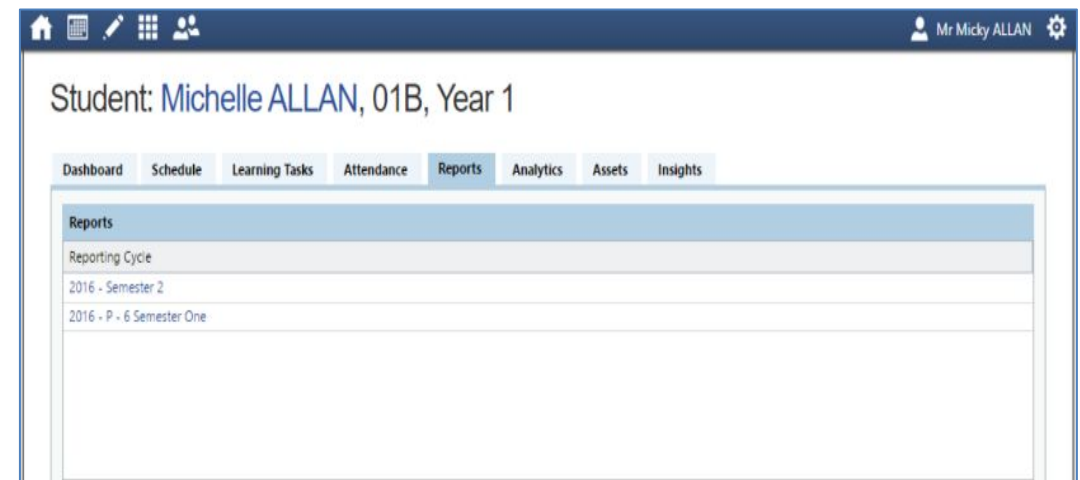
1

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 on to any 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'.

Michelle ALLAN

Profile (Attendance, Schedule, Reports)

Send email to Michelle's teachers

Add Attendance Note/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.

Conference Bookings		
Please select the event to manage your bookings.		
Available events		
Event	Student	Status
Getting to know you interviews	Michelle ALLAN	Read Only
3-way Conferences	Michelle ALLAN	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.

3-way Conferences : Michelle ALLAN (ALL0014)				
3-way Conferences				
My Bookings				
Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Yr 1 Generalist			Free
Sarah LAW	Physical Education			Free
Sonya ALBRECHT	Visual Arts			Free
			Clear	
			27/05/2016 - 09:00 AM	
			27/05/2016 - 09:15 AM	
			27/05/2016 - 09:30 AM	
			27/05/2016 - 09:45 AM	
			27/05/2016 - 10:00 AM	

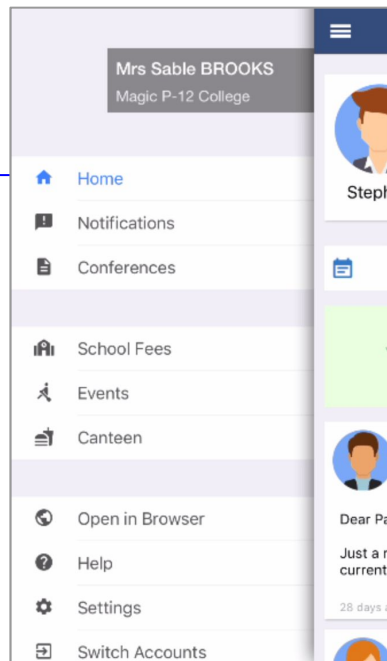
Note: You can view a teacher's availability by clicking on the teacher's name at the bottom of the booking page.

# Mobile App View

This view might look slightly different depending on operating system.

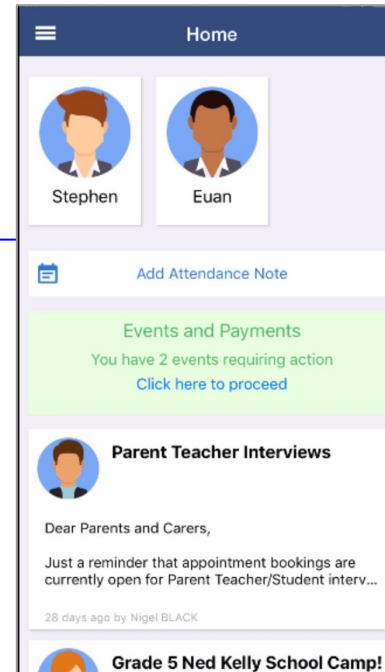
## Menu

Selecting the Menu icon from the top left hand corner of the screen will reveal links to some of the available areas in the application.



## Student Profile

Parents can click on their child, or one of their children, to go to that child's profile screen.



## Home

The Home page will display each of this parent's children that attend the school across the top.

Parents will see the 'Add Attendance Note' option followed by any notifications for events requiring their action.

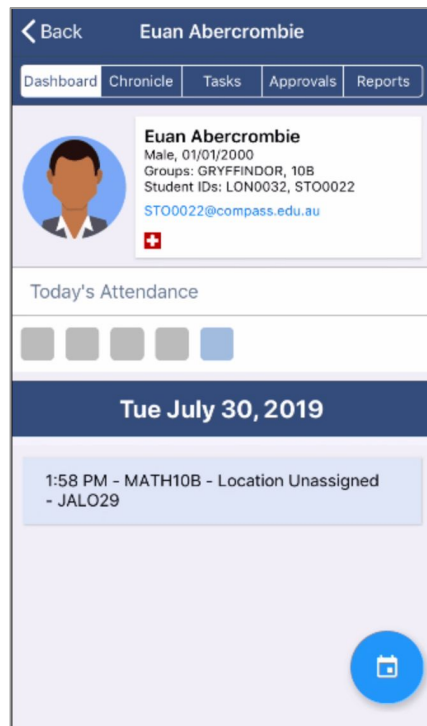
Below this, the News Feed will display. The most recent News Feed posts will display at the top (or posts that have been set as 'Priority' items). Parents can scroll down to view all current posts.

# Student Profile: Dashboard and Chronicle

1

## Dashboard

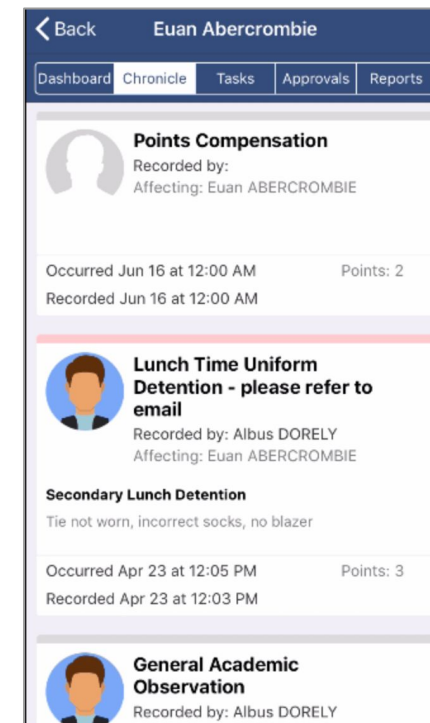
This tab will show some basic information about their child and their ID photo image if there is one on file. It will also show their schedule for today's date. Parents can click the blue icon in the bottom right to view another date.



2

## Chronicle

This tab will show any of the student's Chronicle posts that were set as 'Visible to Students/Parents'.

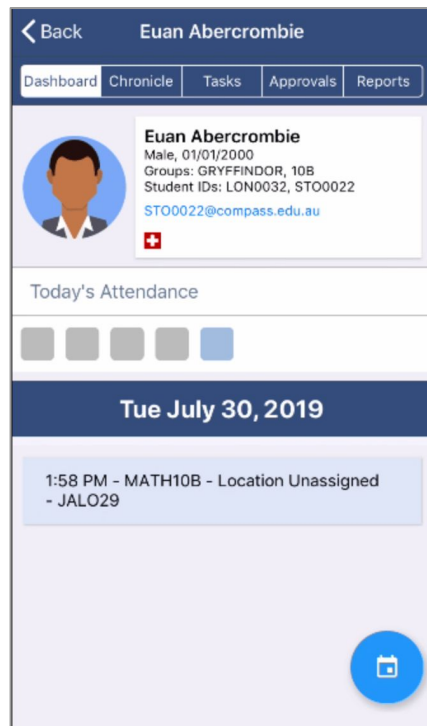


# Student Profile: Tasks and Reports

3

## Tasks

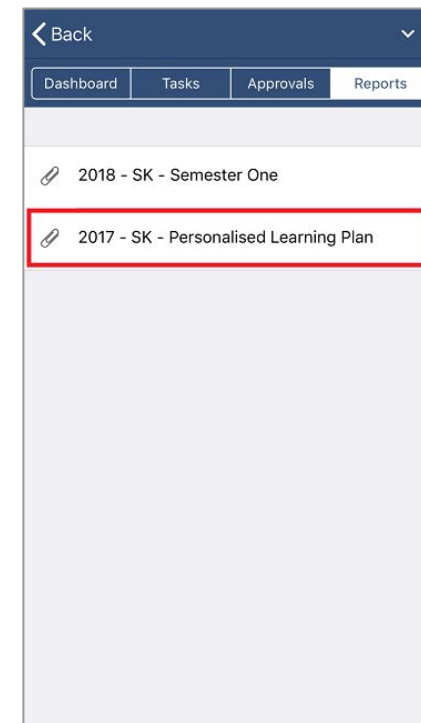
This tab will show each of the child's classes. Clicking on a class will expand to show any Learning Tasks for that class. Parents can click on a particular Learning Task to view the details and any results/feedback added by the teacher.



4

## Reports

This tab will allow parents to download any reports currently available for their child. Reports need to be set as accessible for Parents to be listed.



# Student Profile: Approvals

5

## Approvals

This tab shows any attendance notes/approvals the child currently has.

< Back

Dashboard Tasks Approvals Reports

26/04/2018 - 08:00 am → 10:48 am  
Dentist  
Entered by: Mrs Molly WEASLEY

24/04/2018 - 08:00 am → 10:40 am  
Dentist  
Entered by: Mrs Molly WEASLEY

17/04/2018 - 08:00 am → 11:00 am  
Dentist  
Entered by: Mrs Molly WEASLEY

16/04/2018 - 08:00 am → 05:00 pm  
Illness/Medical  
Entered by: Mrs Molly WEASLEY

24/01/2018 - 08:00 am → 25/01/...  
Family Holiday  
Entered by: Severus SNAPE

25/12/2017 - 08:00 am → 28/12/...  
Family Holiday  
Entered by: Mrs Molly WEASLEY

18/12/2017 - 08:00 am → 22/12/...  
Parent Choice  
Entered by: Minerva MCGONAGALL

+

### Reason

When adding a note, parents need to choose a reason from the list of options.

They can then add a comment if they need to.

### Add Approval

Parents can click the blue icon in the bottom right to add an attendance note.

Cancel Add Approval

Reason None >

Details / Comments

Start Date

27/04/2018 - 08:00 AM

End Date

27/04/2018 - 05:00 PM

Missed

Activites missed by this approval ⓘ

Add Approval

### Date

They will then need to choose the date range of the note.

### Note:

Late arrivals and early departures **must** be entered via the Kiosk and not through the app.

