

A Parent's Guide to Compass



GREENVALE PRIMARY
SCHOOL

INDEX

Overview.....	Page 2
Accessing Compass.....	Page 2
Logging in to Compass.....	Page 2
Homepage.....	Page 3
Menus and Functions.....	Page 4
Organisation.....	Page 5
Community.....	Page 6
Parent Profile.....	Page 7
Tools.....	Page 7
Adding a Note or Approval.....	Page 8
Attendance Summary.....	Page 11
Viewing Academic Reports.....	Page 11

Overview

The Compass Parent Portal is an integrated, online portal that 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
- Update you family contact information
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences
- Provide consent for events

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. If you are having trouble finding the Compass link for your school you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.

You can download the Compass App on IOS and Android devices. Search for "Compass School Manager" in the store.

Logging in to Compass

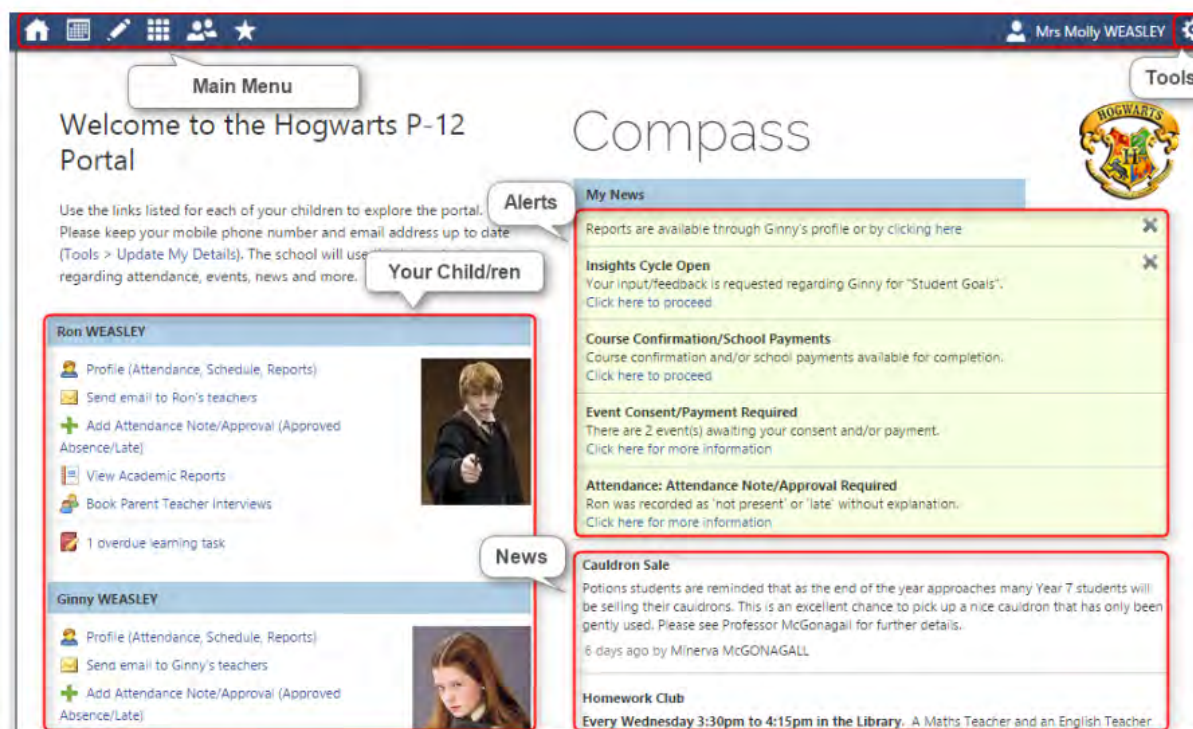
To log in you will require your unique family username and password. These details will be provided to you by the school.

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.

Homepage

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



Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

Tools

The Tools Menu (cog 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.

- Outstanding absences or late arrivals that require a note or approval
- Parent/Student/Teacher Conferences that are available for booking
- Excursions or Events that require consent
- Semester Reports or Progress Reports that are available to download.

Your Child/ren

This section provides you with a quick summary of available options. To access more information click on the relevant quick link or select 'Profile' to access details information about your child. Options here may include:

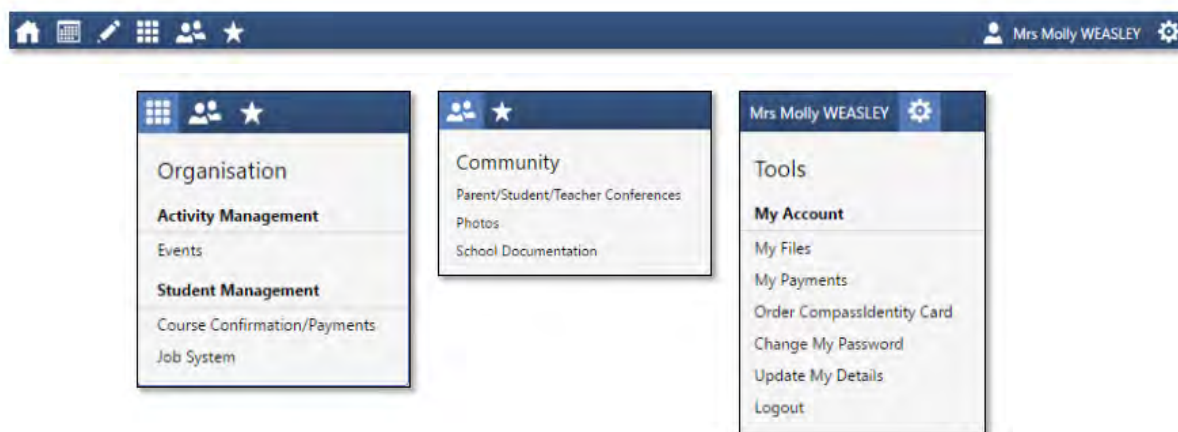
- Your child/ren's profile page
- Attendance pages customised for your children, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings.

News

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

Menus and Functions

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



The Home icon will take you back to the Home page.

The Grid icon will bring up the Organisation menu, from which you can access Events.

The Two People icon will bring up the Community menu, from which you can access Parent/Student/Teacher Conferences.

The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked.

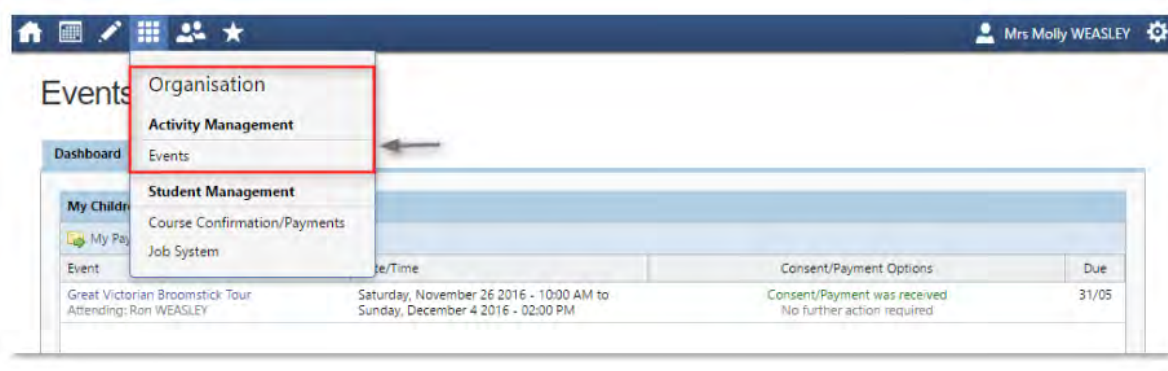
To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Files, reset your password, update your contact details, and log out.

Clicking on your name will take you to your profile page.

Organisation

Events

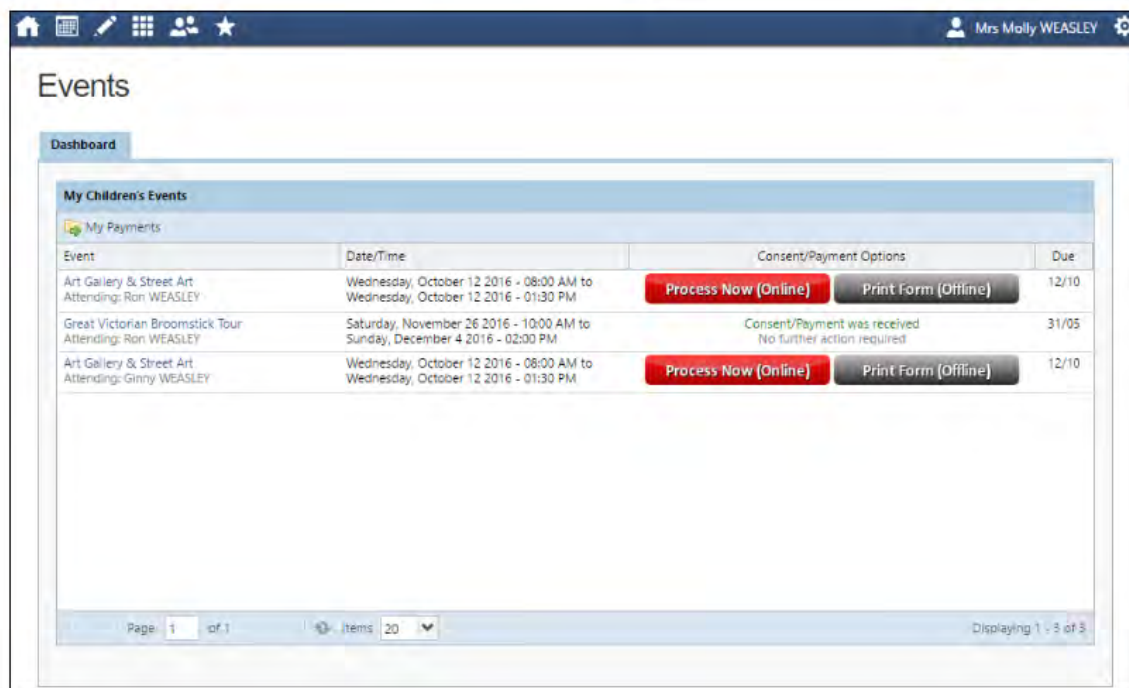
Displays any events that your child/ren are attendees for, for example, sports events or excursions.



How to Give Consent for an Event

You will receive a notification on your Compass homepage when there is an event that requires your consent. To provide the consent required, click the notification. This will take you to the Events page, where you can see all events that require your consent, and those that are upcoming that you have already consented for.

Event Consent/Payment Required
There are 2 event(s) awaiting your consent and/or payment.
[Click here for more information](#)



From this page you can give consent for any events, by clicking the "Process Now (Online)" option, you will be prompted to enter information regarding emergency contact details as well as any updated medical information that is not already on the student's file.

To advise the school of your payment method please put this information in the "Contact Details if different on the day" box. Qkr!/CSEF/Excursion pre-payment. If you need to pay in person at the school you should return the paper consent form and send it in with payment to the school.

Community

Student/Parent/Teacher Conferences

Using Compass you can book your Student/Parent/Teacher Conferences online.

A list of student/parent/teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.

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 that time and then click the teacher's name to make your booking.

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

Conferences

Conference Cycles

Cycle Name	My Bookings
Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 03:50 PM	My Bookings
Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

Term 2 2017 - Parent Teacher Interviews

Monday, June 12

Time	Availability	Teacher
11:00 AM	2 Interviews booked	Minerva McGONAGALL Teacher for HT1338 - Transf...
11:30 AM	Compass (JDLF) Admin Teacher for TAF01BUILDING...	Daniel Knightley Teacher for MA115A - Mathe...
12:00 PM	Not available for booking Bookings cannot be made.	Not available for booking Bookings cannot be made.
12:30 PM	Not available for booking Bookings cannot be made.	Not available for booking Bookings cannot be made.
01:00 PM	Minerva McGONAGALL Teacher for 10PADA - Clerk...	Minerva McGONAGALL HT1338 - Transfiguration Year 12

Teachers

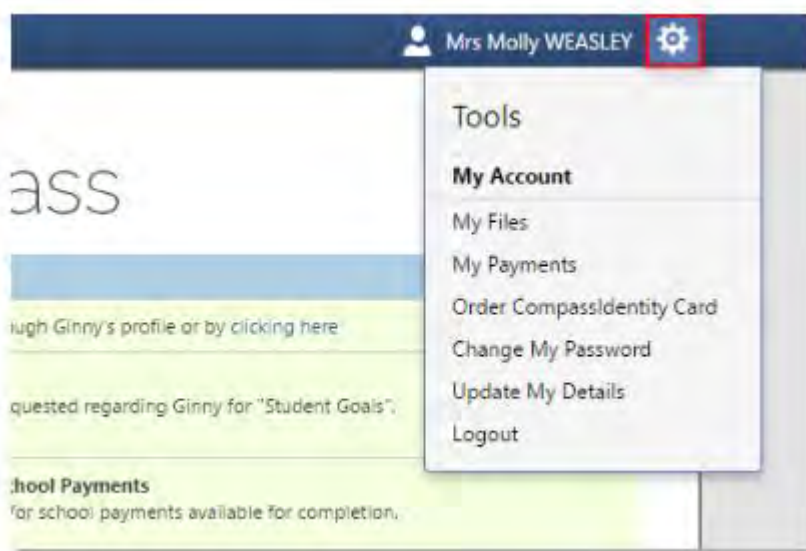
- Aurora SINISTRA**
12PT118 - Astronomy Year 12
Interview Welcome
- Rolanda HOOCH**
09ALCA - Alchemy Yr 9
Interview Welcome
- Minerva McGONAGALL**
HT1338 - Transfiguration Year 12
Mon 12/06 11:20 AM

Parent Profile

Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles.



Tools



- My Files - Allows you to store files.
- Change My Password - Allows you to change your password.
- Update My Details - Allows you to update the mobile phone number(s) and email address(es) associated with your account.

Adding a Note or Approval

ATTENDANCE - ADDING A NOTE OR APPROVAL IN COMPASS

At Greenvale Primary School, attendance rolls are marked by teachers in the morning and afternoon. Parents can log on to the Compass Portal or App and select the Attendance tab to view and/or enter details of your child's attendance at any time. If your child is sick or absent, you are required to notify the school either prior to, or on the day that they will be away. You are also able to enter notes and approval in advance (eg. appointment, scheduled family holiday). If you have not contacted the school on the morning of the absence, you will be notified by SMS and asked to provide a reason for the absence.

ATTENDANCE – LATE ARRIVAL/EARLY DEPARTURE

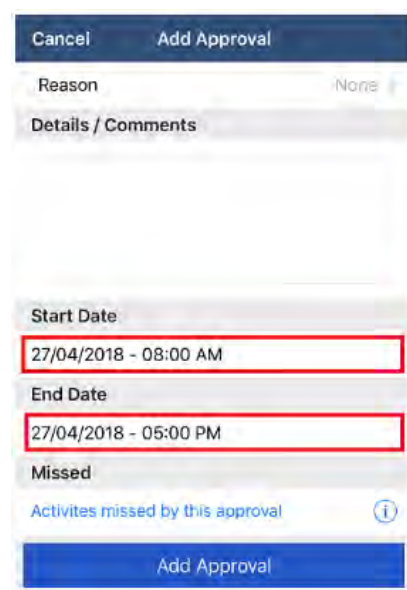
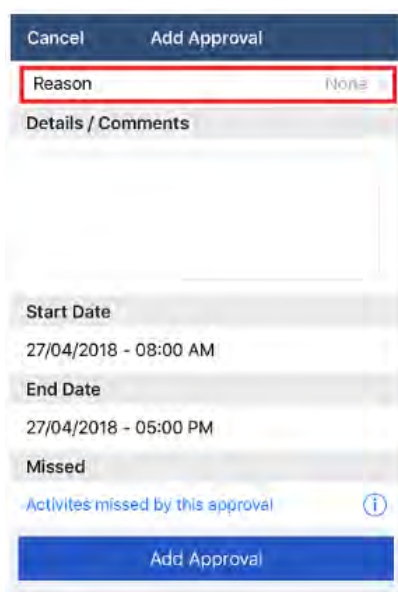
All students that arrive late to school must come to the office first to sign in and will then be given a red "late pass" to give to their teacher. If this procedure is not followed your child will be marked absent. Parents are to accompany their child/children to the office.

For an early departure parents must come into the office to sign out their child and an office staff member will then arrange for your child to be sent up to the office.

If the above procedure is followed you will avoid receiving absence notifications.

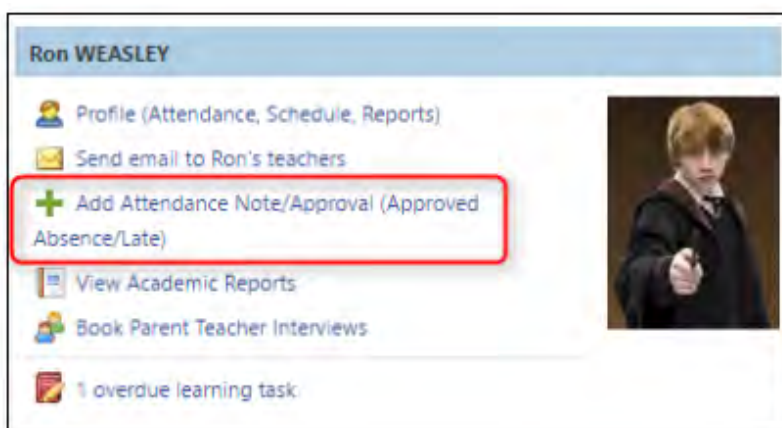
HOW TO ENTER AN ATTENDANCE NOTE OR APPROVAL USING THE COMPASS APP

1. Open the **Compass** App. You will be taken to the **Home** screen
2. Select the **child** that you wish to report as absent
3. Select the **Approvals** tab at the top of the screen
4. Select the **blue button with the plus sign** to add your approval
5. Select a **Reason** from the drop-down menu
6. Enter a brief description of the absence in the **Details/ Comments** section
7. Select the **Start Date and End date** of the absence
8. Select **Add**



HOW TO ENTER AN ATTENDANCE NOTE OR APPROVAL USING THE COMPASS PORTAL

1. From the Compass home screen (or from your child's profile), select **Add Attendance Note/Approval**
2. From the pop-up window, select the **Reason**
3. Enter a brief description of the absence in the **Details/Comments** section
4. Select the **Start and Finish time**
5. Select the **Save** button



Attendance Note/Approval Editor

Note/Approval Details

Person: Harry POTTER

Reason: Parent Choice

Details/Comment: Faulty Broomstick

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: 17/05/2016 08:00 AM

Finish: 17/05/2016 05:00 PM

Potentially Affected Sessions

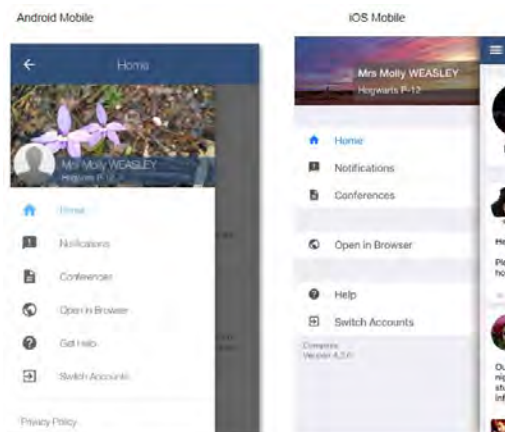
Activity	Start	Finish
EN013C (English Unit...	17/05/2016 08:50 AM	17/05/2016 09:47 AM
EN013C (English Unit...	17/05/2016 09:51 AM	17/05/2016 10:48 AM
PH033A (Physics Unit...	17/05/2016 11:12 AM	17/05/2016 12:09 PM
PH033A (Physics Unit...	17/05/2016 12:13 PM	17/05/2016 01:10 PM
HI133B (History Revo...	17/05/2016 01:58 PM	17/05/2016 02:55 PM

Save Cancel

HOW TO APPROVE UNEXPLAINED ABSENCES

Login in to the Compass Portal (To access the Portal via the Compass App select **Open In Browser** – see right)

You are able to see any unexplained absences on the **Home** screen. Clicking on the link take you to the Unexplained tab in Attendance which will allow you to add a Note or Approval for one or more absences.



1. Click on the **absence** that you are approving
2. Select **Explain with Attendance Note**
3. Select a **Reason** for the absence
4. Select the **Save** button

Student: **Ronald (Ron) WEASLEY, 12A, Year 12**

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

Summary Notes/Approvals **Unexplained** Arrival/Departure Full Record

Not Present/Late: Unexplained

Explain with Note/Approval Filter: All Print Unexplained Letter

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM		DT	IDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED	IDLF		Late

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason: Enter a reason...

Details/Comment:

Medical
Student is not at school for medical reasons.

Dentist
Includes dentist, orthodontist, or similar.

Bereavement
Includes funeral, death in the family, absence due to a death.

Truancy
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Parent Choice
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Family Holiday
Student is away on a family holiday.

Religious/Cultural Observance
Student is kept away from school for a religious or cultural reason.

Important Notice: In clicking 'Save', you constitute a medical or intentional misuse of t

Important Notice: This will automatically


Audit 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 Profile link on the home page and click the Attendance tab.

Notes/Approvals

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).




Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Unexplained

This sub-tab provides a list of all unexplained absences and lates from class. From this tab you can click to approve specific absences.



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

Viewing Academic Reports

From the home screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports tab.

Harry POTTER

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



A list of Academic Reports will be displayed. Click the Report title to download the PDF to your device.

Vernon DURSLEY & Petunia DURSLEY

Student: Harry POTTER, 12G, Year 12

[Dashboard](#)
[Schedule](#)
[Learning Tasks](#)
[Attendance](#)
[Reports](#)
[Analytics](#)
[Assets](#)
[Index](#)

Reports

Reporting Cycle

- 2015 - Term 1
- 2015 - Term 2
- 2015 - Term 3
- 2015 - Term 4
- 2015 - Semester 1
- 2015 - Semester 2
- 2015 - Year 12
- 2015 - Special Reports
- 2015 - Special Reports
- 2015 - Special Reports
- 2015 - Special Reports

Page 1 of 1

Items: 10

10 of 10