

# Welcome to Compass

## A guide for parents and families

### 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:

- View up-to-date class and school attendance information.
- Approve or enter upcoming or past absences for your child/children.
- Access the weekly newsletter.
- Access information regarding upcoming events and news
- Update your registered email and mobile number (used for SMS alerts).
- Book your Parent/Student/Teacher conferences.
- Access your child's semester reports (available at the end of term 2)

### 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 our 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 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.

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.

### Compass School Search

**Please type your school name below/select from the list:**

**Please perform the following reCAPTCHA:**

I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

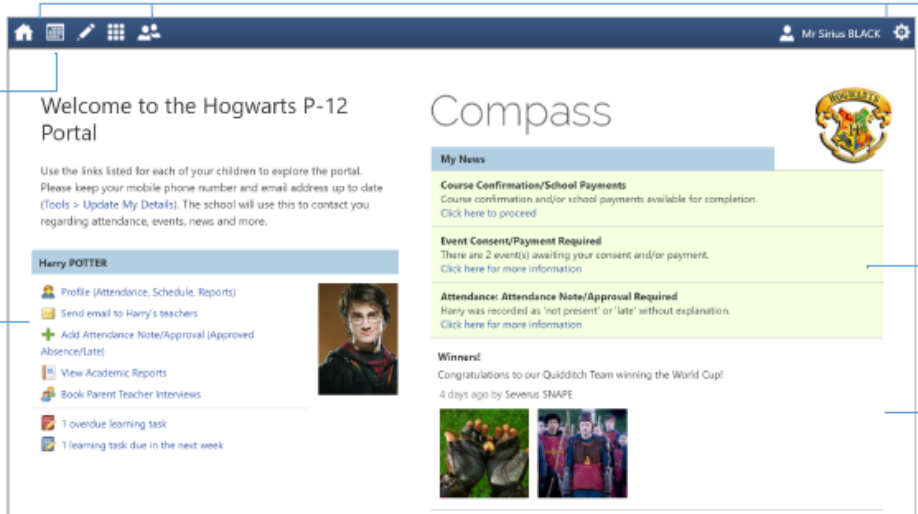
# The Compass home screen

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.

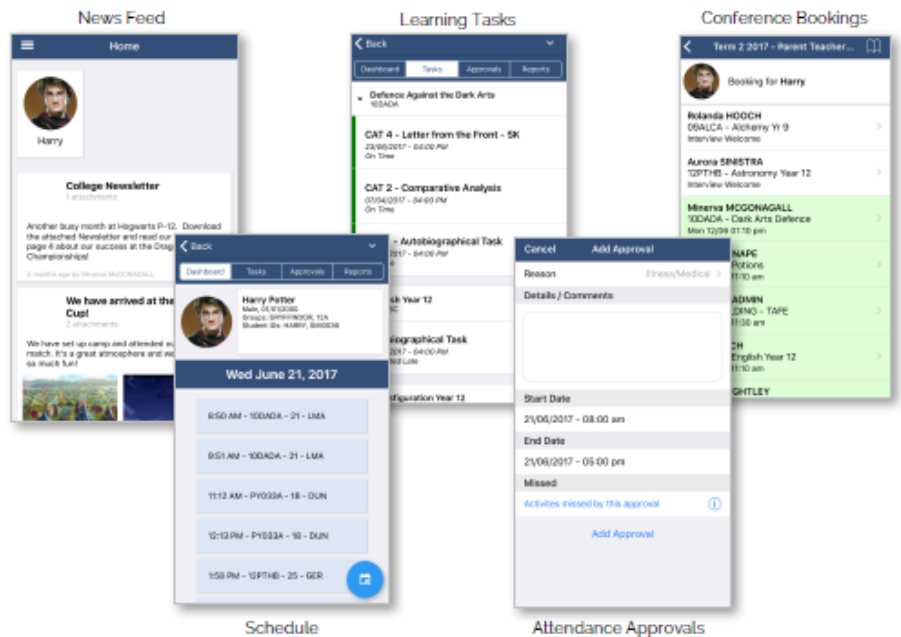
**News**  
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

## Compass Apps

You can download the Compass App on iOS and Android devices. 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 Conferences
- Add Attendance Notes / Approvals
- View Academic Reports



Schedule

Attendance Approvals

# 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 notices (both past and future).

### 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.

### 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 note.

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

# Attendance: Adding an Attendance Note/Approval

1

From the Compass home screen (or from your student's profile), click the 'Add Attendance Note/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, notes 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 "My Bookings" on the relevant cycle.

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 - 02:30 PM	My Bookings
Term 3 - Yearing Exchange First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

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

Time	Availability	Teachers
11:00 AM	2 Interviews booked	Minerva MCGONAGALL (Teacher for 11:120 - Year 12)
11:30 AM	Compass (B&P) Admin (Teacher for 11:030-BUILDING)	Daniel RUPERTY (Teacher for 11:15A - Public...)
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)

**Teachers**

- Karen ENZLETTA (CPTSA - Accounting Year 12)
- Isabelle BUCK (MILCA - Account 11 W)
- Minerva MCGONAGALL (ELLER - Year 12)

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