

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 your family contact information
- - Download and view your child's Semester Reports and Progress Reports
- - Book Parent/Student/Teacher Conferences
- - See up-coming school events
- - Receive up to date school information through the My News function
- - Access school resources such as school policies and newsletters

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. To download the app to your device, search 'Compass School Manager' in the applicable app store.

Every family receives a separate login to our school's Compass site, which will be provided to you by the school.

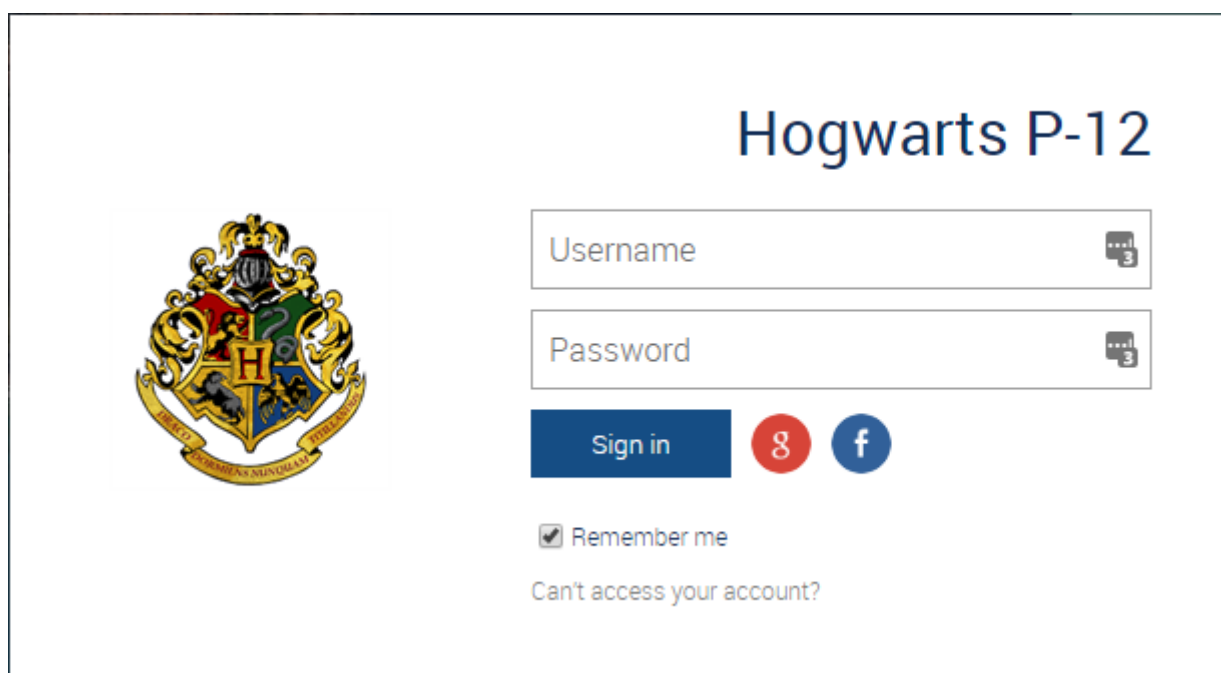
If you are having trouble finding the Compass link for our school, go to <http://schools.compass.edu.au> where you can search for our school to access our link.

Logging in to Compass


To log in you will require your unique family username and password. These details have been provided to you by the school however if you are yet to receive them or have misplaced them please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.


To login, go to your school's Compass site.


Type in your username and password.





Hogwarts P-12



Username 

Password 

[Sign in](#)  

Remember me


[Can't access your account?](#)

Upon first login, you will be required to 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.

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mrs Molly WEASLEY

Mobile

 0412 345 678

Email

support@compass.edu.au

Update My Details

[I don't have these details](#)

Also when logging in for the first time, once you have confirmed your details, you will be required to change your password. Once you have chosen your new password, you will be taken to your parent home screen.

Next, you will need to change your password

You new password must:

- Be at least eight (8) characters in length
- Contain at least one (1) alphabetical character
- Contain at least one (1) numeric character

New Password:


••••••

Confirm New Password:

Save

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.

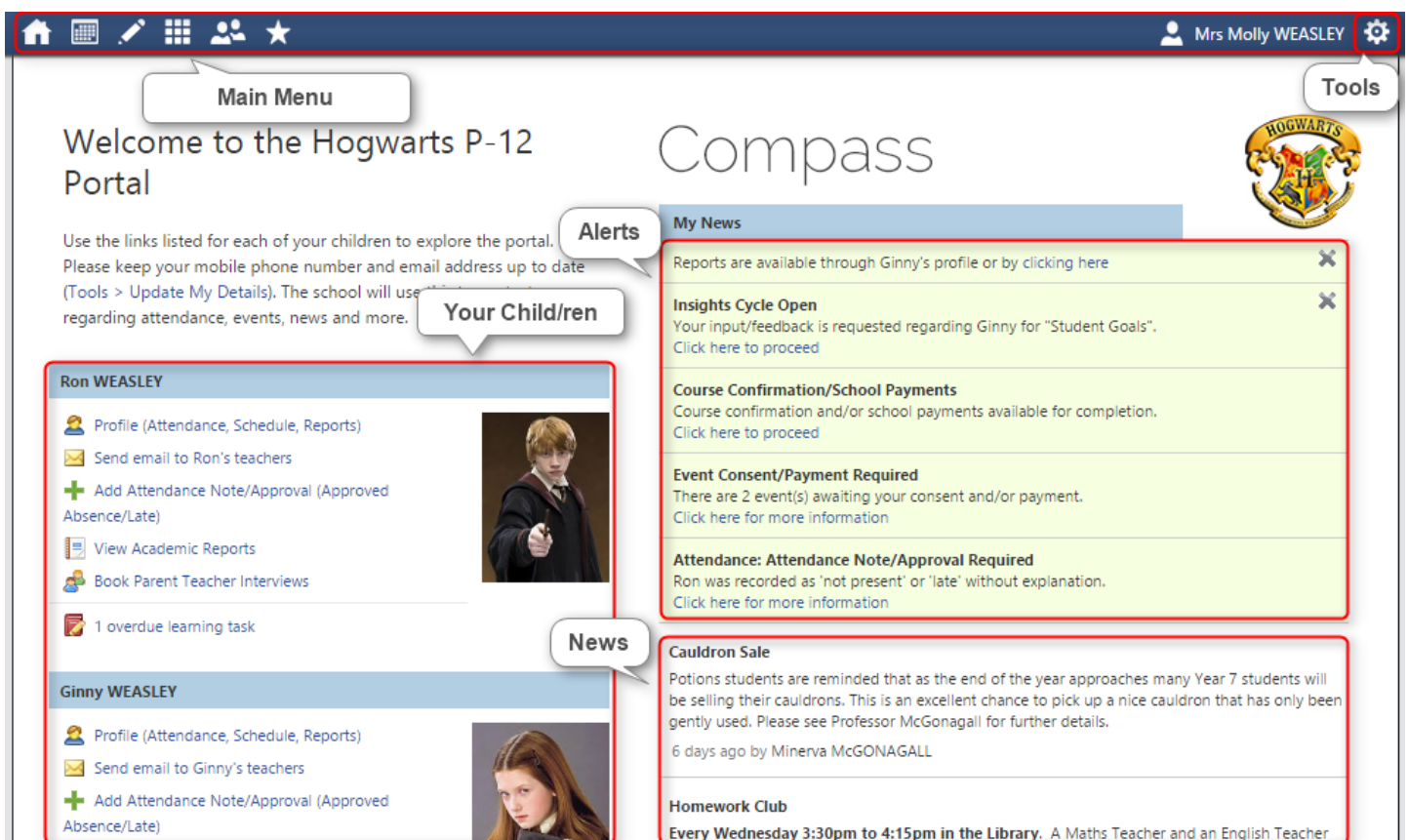
Hogwarts School of Witchcraft and Wizardry



Remember me

The Home Screen

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



The screenshot shows the home screen of the Hogwarts P-12 Portal. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star, and a user profile for Mrs Molly WEASLEY. The main content area is divided into several sections:

- Welcome to the Hogwarts P-12 Portal:** A message instructing users to use links for their children to explore the portal and to keep their contact details up to date.
- Your Children:** A list of children's profiles, including Ron WEASLEY and Ginny WEASLEY. Each profile has links for Profile, Send email to teachers, Add Attendance Note/Approval, View Academic Reports, and Book Parent Teacher Interviews. Ron has 1 overdue learning task.
- Alerts:** A list of notifications:
 - Reports are available through Ginny's profile or by clicking here.
 - Insights Cycle Open: Your input/feedback is requested regarding Ginny for "Student Goals".
 - Course Confirmation/School Payments: Course confirmation and/or school payments available for completion.
 - Event Consent/Payment Required: There are 2 event(s) awaiting your consent and/or payment.
 - Attendance: Attendance Note/Approval Required: Ron was recorded as 'not present' or 'late' without explanation.
- News:**
 - Cauldron Sale: Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. 6 days ago by Minerva McGONAGALL.
 - Homework Club: Every Wednesday 3:30pm to 4:15pm in the Library. A Maths Teacher and an English Teacher.
- Main Menu:** A button to access other Compass and school resources.
- Tools:** A cog icon to update contact details and change password.

Main Menu

Allows you to access other Compass and school resources..

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 and/or payment
- - Semester Reports or Progress Reports that are available to download.

Your Child

This section 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 details information about your child. Options here may include:

- - Your child's profile page
- - Attendance pages customised for your child, 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.



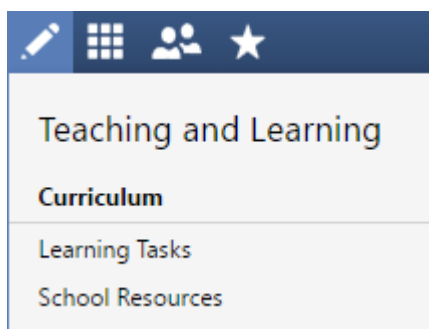
The Home icon will take you back to the Home page.



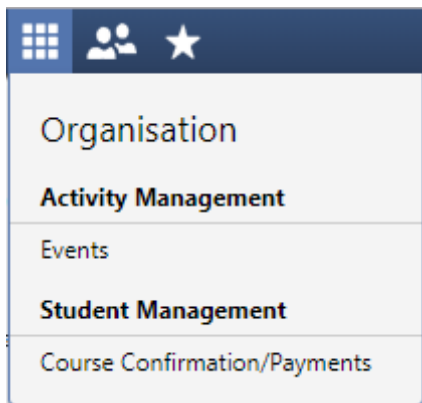
The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar. **This feature is not in use at Grey Street at this time.**



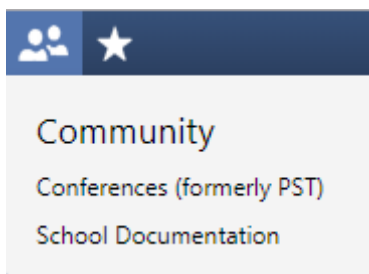
The Pencil icon will bring up the Teaching and Learning menu, from which you can access School Resources.



The Grid icon will bring up the Organisation menu, from which you can access Events and Course Confirmations/Payments.



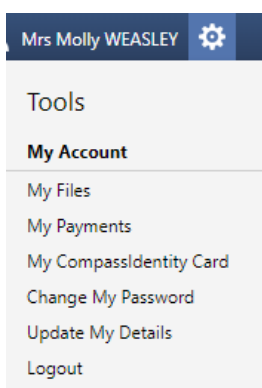
The People icon will bring up the Community menu, from which you can access Conferences and School Documentation.



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



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, your Payments, order a new Compass Identity Card, reset your password, update your contact details, and log out.



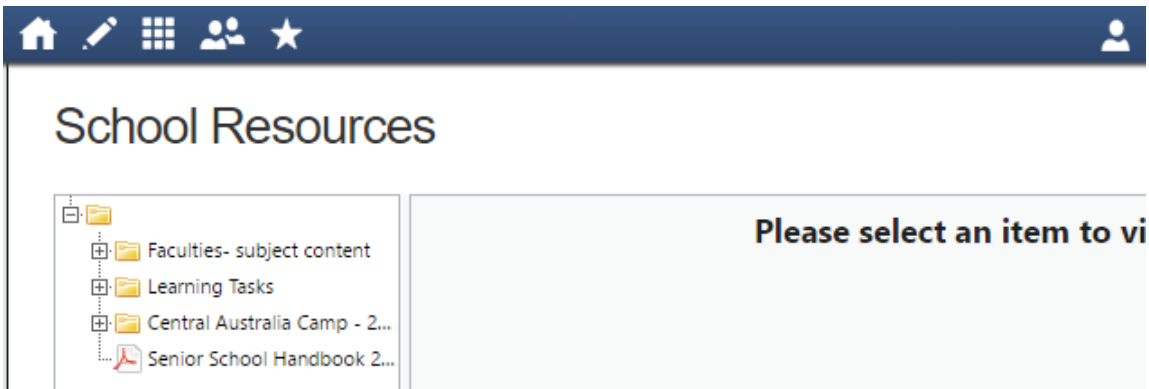
Clicking on your name will take you to your profile page.



Teaching and Learning

School Resources

This is a repository of relevant documents, websites, or other information that the school has made available for parents to access when needed.



Organisation

Events

You will receive a notification on your Compass homepage when there is an event that requires your approval or payment.

Event Consent/Payment Required

There are 2 event(s) awaiting your consent and/or payment.

[Click here for more information](#)

To provide the consent/payment required, click the notification. This will take you to the Events page, where you can see all events that require your consent/payment, and those that are upcoming that you have already consented to/paid for.

Events

Dashboard

My Children's Events

My Payments

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

Page 1 of 1 Items 20 Displaying 1 - 3 of 3

From this page you can print consent forms. 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.

Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school you should print out the paper consent form and turn it in with payment to the school.

Community

Parent/Student/Teacher Conferences

Allows you to book any meetings which are available for booking. By selecting "my bookings", you are able to book conferences with your children's teachers.

Home Grid Edit Users Star Mrs Molly WEASLEY Settings

Community

- Parent/Student/Teacher Conferences
- Photos
- School Documentation

Conference Bookings
Conference Bookings Home

Please select the event

Available events

Event	Student	Status
Training Parent/Student/Teacher Interviews - Sonja	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ginevra WEASLEY	Open for booking

You can either start booking right away or follow the tutorial which shows you how to book.

Welcome

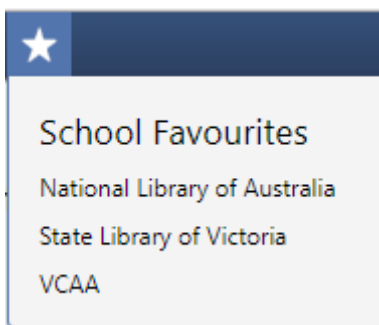
Welcome to Term 4 Parent Student Teacher Conferences

Start Booking Now

Show me How to Book

School Favourites

This is where you can access links that the school has determined are useful for parents. These links are set by your school so will vary from the sample image in this document.



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. Learning tasks, Insights, Payments, Conferences, and Communications can also be accessed from the Parent Profile.



Parent: Mrs Molly WEASLEY

Dashboard Learning Tasks Insights Payments Conferences


Parent: Molly WEASLEY



Parent IDs: MWEA1, MOLLY
Email: molly@weasley.net.au


Email ▾

Ron WEASLEY



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

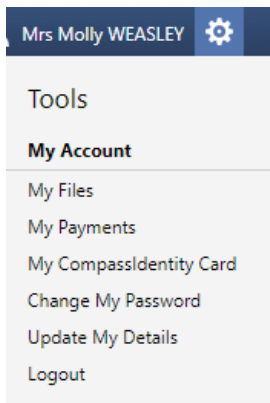
Ginny WEASLEY



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

Tools

Clicking the Cog menu icon will open your Tools menu.



- My Files - Allows you to store files.
- My Payments - Allows you to view any payments that have been made to the school through Compass.
- Order CompassIdentity Card - Allows you to order a new CompassIdentity card. Here you can also see the status of cards ordered.
- 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

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

Attendance: Attendance Note/Approval Required
Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' 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	07		JDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM		UNASSIGNED	JDLF	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.

Audit Save Cancel

Please note that you cannot edit you notes or approvals after they've been created. If you do need to make any amendments please contact your school, as they can do this for you.

Adding a Note/Approval for a Future Absence


You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday).

To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.

Ron WEASLEY

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

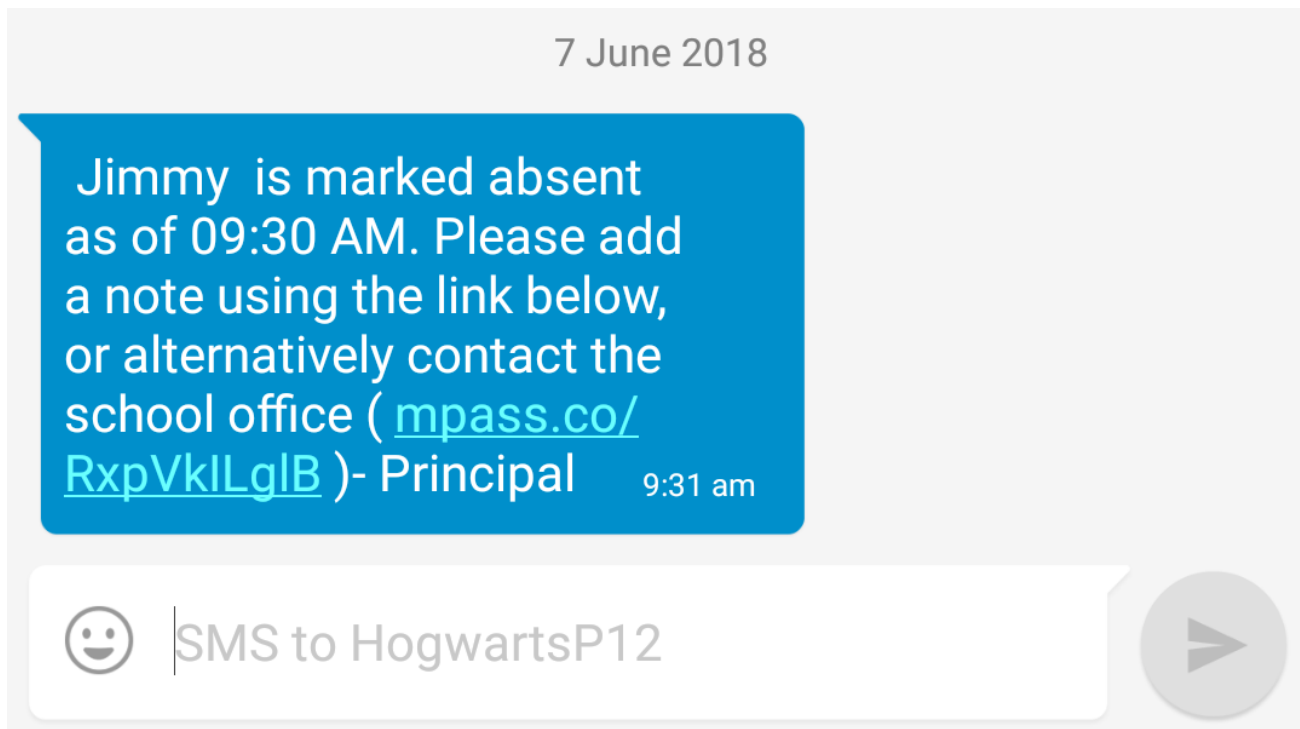
1 overdue learning task



This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

Adding a Note/Approval via a One Time Link

If your school is using One Time Attendance Notes via their SMS notifications, there will be a link included in the SMS which you can click on.



Clicking on the link will take you directly to Compass to add a note/approval for the unexplained absence.

A screenshot of a web browser showing the Compass application. The browser address bar shows "hogwartsp12-vic.compass.education". The page header says "Ms Terri TOWEL". The main content area is titled "Absent Child" and shows "James ARNOLD". Below that is a "Reason" dropdown menu set to "Dentist". The "Details / Comments" section has a text box containing "Jimmy is at the dentist today". The "Start Date" is "07/06/2018, 08:00" and the "End Date" is "07/06/2018, 17:00". The "Missed" section lists "02GEN_02A (Yr 2 Generalist)" twice. At the bottom, there is a blue button labeled "Add Approval".

Please note, the default expiry of these links is 48 hours, once the link has expired you will have to add a note/approval by logging into Compass.