

What is Compass?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your 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
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Your school will advise parents when each of these features becomes available for parent use.

How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to <https://schools.compass.education/> 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 messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



Attendance - Entering an Attendance Note

From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

Then, 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

Edie Allen

- Profile (Attendance, Schedule, Reports)
- Send email to Edie's teachers
- Add Attendance Note (Approved Absence/Late)**
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference

What is an Attendance Note?
An Attendance Note is used to explain when your child is absent or late for school.

Attendance Note Editor

Note Details

Person: Edie ALLEN

Reason: Medical/Illness

Details/Comment: Feeling unwell - have a medical appointment this afternoon

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: 08/02/2021 09:00 AM Select a period...

Finish: 08/02/2021 03:30 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
05GEN_OSA (Yr 5 Gene...	08/02/2021 09:00 AM	08/02/2021 12:00 PM
05GEN_OSA (Yr 5 Gene...	08/02/2021 12:30 PM	08/02/2021 03:30 PM

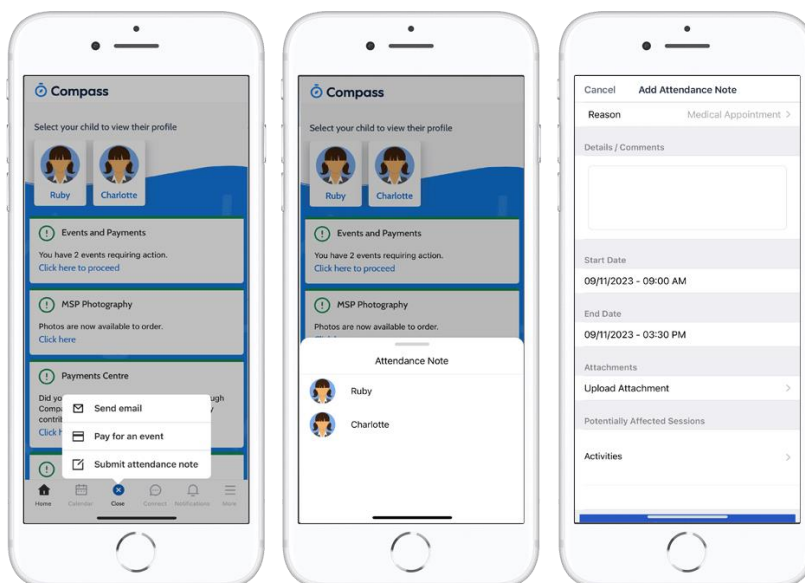
Save Cancel

Using the Compass App

From the homepage, click on the blue shortcuts button from the bottom taskbar

Then, click on 'Submit Attendance Note'

- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button



Where possible, attendance notes should be entered prior to the absence/lateness occurring.

Events, Consent and Payments

Parental consent and payment is often necessary for events and excursions. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre.

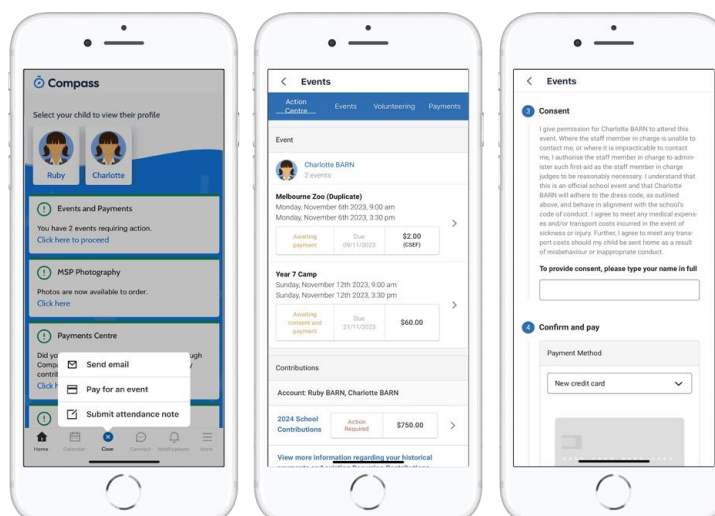
The screenshot shows the Compass web interface with the 'Events' tab selected. It lists upcoming events for Michelle ALLEN and Edie ALLEN. Michelle ALLEN has two events: 'Melbourne Museum' (Thursday, December 10th 2020, 9:00 am to Thursday, February 18th 2021, 9:00 am) and 'Royal Melbourne Zoo' (Tuesday, March 2nd 2021, 9:00 am to Tuesday, March 2nd 2021, 3:30 pm). Edie ALLEN has two events: 'Sommers Camp' (Wednesday, January 27th 2021, 10:00 am to Thursday, February 11th 2021, 3:25 pm) and 'School Fees - 2021' (Sunday, February 28th 2021, 9:00 am to Sunday, February 28th 2021, 3:30 pm). The 'Consent and payment method' form is displayed, showing a consent statement and a payment method section. The payment method is 'New credit card' (VISA) with card number 4450 0000 0099 999, name CHRISTOPHER ALLEN, and card number 4430 8400 0066 5019. The total amount is \$23.00. The form also includes a 'Confirm and pay' section with a 'Process' button.

Using the Compass App

From the homepage, click on the blue shortcuts button from the bottom taskbar

Then, click on 'Pay for an event'

You are now in your Action Centre, where you can click on any events still requiring your payment or consent










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.

Viewing Academic Reports

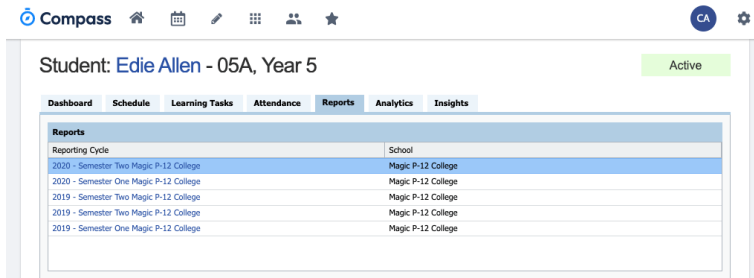
From the home screen, click on the 'View Academic Reports' item or navigate to the 'Student Profile' and click the 'Reports' tab.



 Edie Allen

-  [Profile](#) (Attendance, Schedule, Reports)
-  [Send email to Edie's teachers](#)
-  [Add Attendance Note](#) (Approved Absence/Late)
-  [View Academic Reports](#)
-  [Order Photos](#)
-  [Book Parent Student Teacher Conference](#)

A list of 'Academic Reports' will be displayed. Click the report title to download the PDF.



Compass

Student: **Edie Allen** - 05A, Year 5 Active

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

Reporting Cycle	School
2020 - Semester Two Magic P-12 College	Magic P-12 College
2020 - Semester One Magic P-12 College	Magic P-12 College
2019 - Semester Two Magic P-12 College	Magic P-12 College
2019 - Semester One Magic P-12 College	Magic P-12 College

Using the Compass App

From the homepage, click on your child's profile picture

Then, Click on the Reports tab

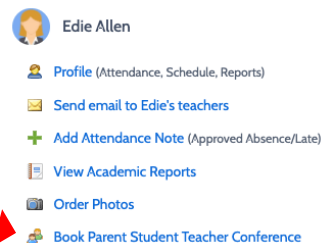
Next, Click on the name of the Semester Report cycle to view and download a copy of the PDF report



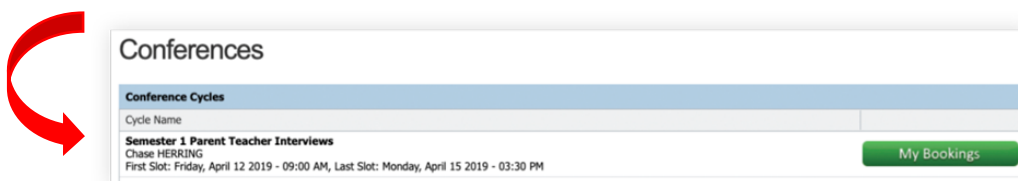
Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

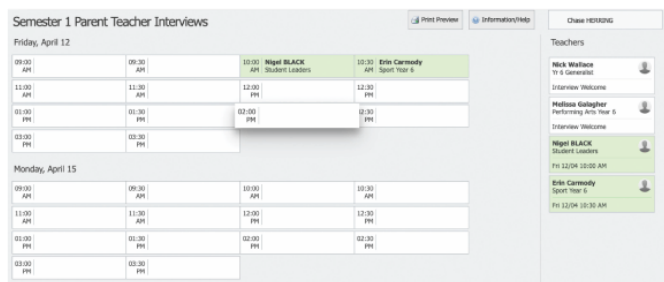
On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.



A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.



Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



Using the Compass App

From the Compass home screen on your app, select "MORE" (bottom right) and click Conferences.

From the list of parent-teacher conference cycles

- Select the relevant cycle you wish to book for
- Select the student you wish to place a booking for
- Select the class or interview group
- Click on a time slot to make a booking and confirm

