

WELCOME TO COMPASS

A GUIDE FOR PARENTS AND FAMILIES

St Michael's Catholic Parish Primary School



OVERVIEW

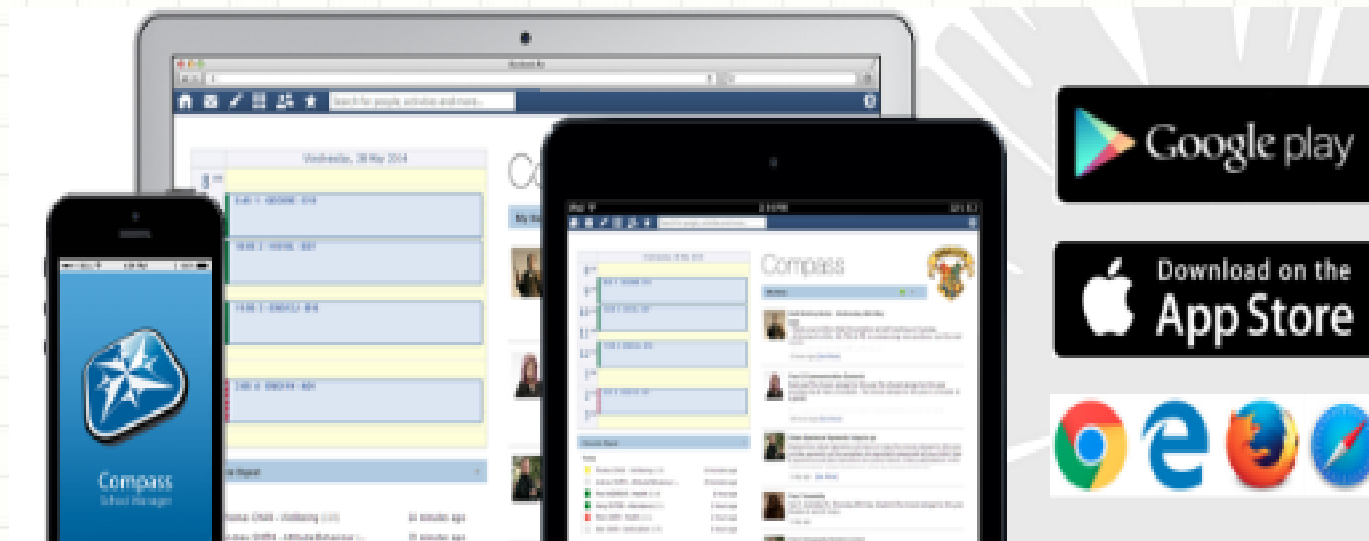
The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update you family contact information
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences

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.



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.

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.

The screenshot shows the Compass Home Screen for a parent. At the top, there is a navigation bar with icons for home, calendar, tools, grid, people, and star. The user is identified as 'Mr and Mrs Porter'. The main content area is titled 'Welcome to the Hogwarts School of Witchcraft and Wizardry Portal' and includes a 'Compass' logo and the Hogwarts crest. Below the welcome message, there are sections for 'Harry PORTER' and 'Joyce THOMPSON'. Each section lists quick links for profile, email, approval, reports, and interviews, along with task counts. A 'My News' section on the right lists several alerts: 'Insights Cycle Open', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', 'Attendance: Parent Approval Required', 'Christmas Party', and 'Great Hall Closed'. Each alert includes a brief description and a link for more information.

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.

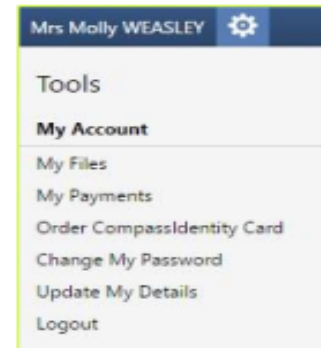
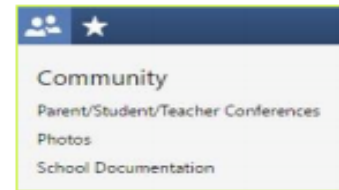
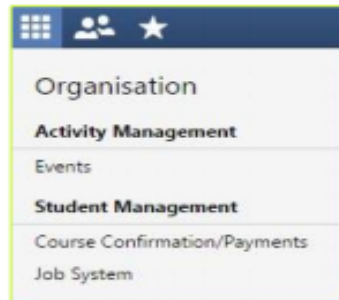
Alerts

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.

MENUS AND FUNCTIONS



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.

The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources if these are available from your school.

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

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

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 Payments, your Files, reset your password, update your contact details, and log out.

SCHOOL CALENDAR

Calendar

Click this icon to access the School Calendar

The screenshot displays a web-based calendar interface. At the top, a dark blue navigation bar contains a home icon, a calendar icon (highlighted with a red box and a red line pointing to the text above), a search bar, and a user profile for 'Chris MOED'. Below the navigation bar, a small calendar for June 2017 is visible on the left. The main calendar area shows a weekly view from Tuesday, June 13, to Sunday, June 18, 2017. The days are color-coded: Tuesday (green), Wednesday (blue), Thursday (purple), Friday (orange), Saturday (light blue), and Sunday (yellow). Events are shown as colored blocks: a green block for 'Queen's Birthday Holiday' on Tuesday, a blue block for 'Budget Free Day (Pena...' on Wednesday, a green block for '10:00 Parent Teacher Interviews' on Tuesday, a green block for '10:00 Parent Teacher Interviews' on Wednesday, a green block for '1:00 Whole School Assembly (PM)' on Friday, and a green block for '1:00 Food & Produce Market' on Friday. A tooltip for the '10:00 Parent Teacher Interviews' event is visible, showing the date and time: 'Tuesday, 13 June, 10:00 AM - Tuesday, 13 June, 1:00 PM'. On the left sidebar, there is a 'Calendar' section with a 'Today' button and a list of calendar views: 'My calendar', 'Events', 'Holidays', 'RMI Calendar', and '2017-2018 Calendar'.

STUDENT PROFILE

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, the ability to email your child's teachers, 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 shows a user interface for a student profile. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star, and a user profile for 'Mr and Mrs Porter'. The main heading is 'Student: Harry PORTER, 12G, Year 12'. Below this is a tabbed interface with 'Dashboard' selected. The dashboard is divided into two main sections: 'Student: Harry PORTER' and 'Student Chronicle'.

Student: Harry PORTER

Details: Male - 19 years, 4 months (31/07/1996)
Groups: GRYFFINDOR, 12G, Year 12
Student IDs: POT0045
Email: noreply@jdf.com.au

Buttons: Email, Add

Wednesday, 25 November 2015

8am

9am 9:00: A - SP001_12G - E15 - KCO

10am

11am

12pm

1pm 1:30: P - POT01_12G - E15 - EBE

Student Chronicle

Chronicle Summary

	2015	Total
Positive Behaviour	1	1

Positive Behaviour

-50 0 50

Sickbay Form
Recorded by Severus SNAPE - EBE
Comment: Harry had a headache
Sickbay
Recorded Nov 12 at 03:30pm

Reward for being on time
Recorded by Albus Dumbledore - JDLF
+1
Attendance
Recorded Nov 6 at 02:13pm

Uniform
Recorded by Albus Dumbledore - JDLF
-1
Comment: Wore runners not black shoes
Uniform
Recorded Nov 6 at 10:38am. Occurred Nov 6 at 10:37am

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.

Student: **Harry PORTER, 12G, Year 12**

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

Summary Approvals Unexplained Arrival/Departure Full Record

Daily Activities & Attendance

Currently Viewing: 12/11/2015

Activity	Start	Finish	Pd	Location	Staff	Status
Parent Approval: Medical	12/11 - 09:00 AM	12/11 - 01:00 PM				
POT01_12G (Potions)	12/11 - 09:00 AM	12/11 - 01:00 PM	A	E15	BBE	Late Parent Explained (Medical)
DEF01_12G (Defence Against The Dark Arts)	12/11 - 01:30 PM	12/11 - 03:30 PM	P	E15	KCO	Present
Quidditch Practice	12/11 - 03:45 PM	12/11 - 04:15 PM			IDF	Present

Attendance Summary

Start: 01/01/2015 End: 31/12/2015 Students: Active Class %: All Act'd %: All VCE %: All Schl %: All Filter Export

Subject	Class	Fees	Run	In Class			Out of Class			Percentages					
				Present	Late	Late Un'd	Total	NP Schl	NP Parent	NP Un'd	Total	Class %	Act'd %	VCE %	Schl %
Defence Against The Dark Arts	DEF01_12G	12G	32	21	1	0	22	3	5	2	10	67	94	78	78
Generalist	GENERAL_12G	12G	29	23	0	0	29	2	7	0	9	69	100	76	76
Potions	POT01_12G	12G	76	44	8	2	54	5	14	3	22	71	96	78	78
Sport (Quidditch)	SPO01_12G	12G	5	5	0	0	5	0	0	0	0	100	100	100	100

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 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.

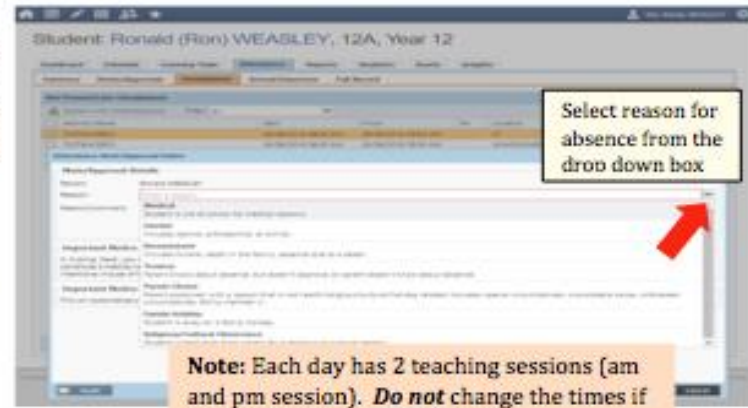
STUDENT ABSENCES

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

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

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.

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 Absence in advance



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

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

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.

VIEWING ACADEMIC REPORTS

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 INTERVIEWS

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

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



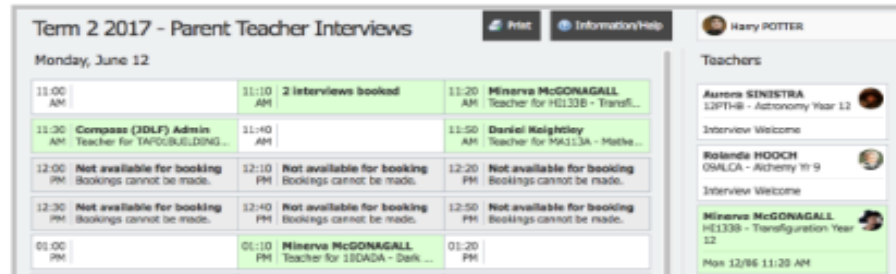
- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- + Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task



Conferences

Conference Cycles	
Cycle Name	
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

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.



Term 2 2017 - Parent Teacher Interviews

Monday, June 12

11:00 AM	11:10 AM	2 interviews booked	11:20 AM	Minerva MCGONAGALL Teacher for HE123B - Transfi...	
11:30 AM	Compass (JDLF) Admin Teacher for TAFOUBUILDING...	11:40 AM	11:50 AM	Daniel Keightley Teacher for MA113A - Mathe...	
12:00 PM	Not available for booking Bookings cannot be made.	12:10 PM	Not available for booking Bookings cannot be made.	12:20 PM	Not available for booking Bookings cannot be made.
12:30 PM	Not available for booking Bookings cannot be made.	12:40 PM	Not available for booking Bookings cannot be made.	12:50 PM	Not available for booking Bookings cannot be made.
01:00 PM	01:10 PM	Minerva MCGONAGALL Teacher for 110ADA - Dark ...	01:20 PM		

Teachers

- Aaron SINISTRA
12PT4B - Astronomy Year 12
Interview Welcome
- Rolanda HOOCH
05ALCA - Agency Yr 9
Interview Welcome
- Minerva MCGONAGALL
HE123B - Transfiguration Year 12
Mon 12/06 11:20 AM

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

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 and Conferences can also be accessed from the Parent Profile.

The screenshot shows the Compass Parent Profile interface. At the top, a dark blue navigation bar contains icons for home, calendar, pencil, grid, people, and star. On the right side of this bar, the user's name "Mrs Molly WEASLEY" is displayed next to a profile icon and a settings gear icon, which is highlighted with a red box and an arrow. Below the navigation bar, the page title "Parent: Mrs Molly WEASLEY" is shown. A horizontal menu below the title includes "Dashboard", "Learning Tasks", "Insights", "Payments", and "Conferences". The main content area is divided into three sections: 1. "Parent: Molly WEASLEY" which includes a silhouette profile picture, "Parent IDs: MWEA1, MOLLY", "Email: molly@weasley.net.au", and an "Email" button. 2. "Ron WEASLEY" which includes a list of actions: "Profile (Attendance, Schedule, Reports)", "Send email to Ron's teachers", "Add Attendance Note/Approval", "View Academic Reports", and "Book Parent Teacher Interviews", along with a photo of a young boy. 3. "Ginny WEASLEY" which includes the same list of actions as Ron's section, along with a photo of a young girl.

NEED HELP - If you need help with Compass please contact the School Office.