



Welcome to the

Parent **Compass** Portal

What does Compass do for me?

Using Compass allows you 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
- Download and view your child's progress and semester reports
- Book Student Learning Conferences (in Compass it is referred to as Parent-Teacher Conferences)
- Pay and provide consent for events and school fees

There are also other features about which parents will be advised as soon as these features become available for parent use.

Accessing Compass

To take you through the process of accessing the different areas of Compass, we will be using fictitious names and faces, some, we are sure, you will recognise immediately.

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Google Chrome, Firefox, and Safari) or by using the Compass iOS or Android apps on your Smart Phone. iPad or Tablet. Search for 'Compass School Manager' in the store.

Every family will receive a separate login to Compass which will be provided to you by our school. To access the Compass Parent Portal, go to our school website and click the Compass link.

Alternatively, if you are having trouble finding the Compass link you can go to:

<https://carranballac-vic.compass.education/login.aspx>

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.

Please note: This booklet provides an overview of key features within Compass, our school may not have yet enabled all of these modules at this time.

Starting your Journey through Compass

We will now endeavour to lead you through the different screens you will be using when you log onto Compass. During this session you will notice that not all the areas of Compass have been activated. I am sure you will understand that it will take some time for the teachers to learn and understand the processes involved and what should or should not be entered on Compass. Once they are confident in using Compass, students will be invited to join and all the features of Compass will slowly begin to be activated for you, as parents, to view.

In the meantime, we are inviting parents to begin the first trek of your Compass journey in what is basically the administrative aspect of Compass. You will learn how to **approve your child's Absences/Lateness**; give your **Consent for your child to participate on excursions**; make all necessary **online payments**; and read any **news items or alerts** your child has been given by accessing your child's Profile Page. You will be informed when other options, which deal more with the learning and teaching areas, will become activated

As you are taken through this Compass journey, we will be using, for reasons of confidentiality, fictitious names and places, which you may be familiar with if you are a devotee of the Harry Potter novels or movies.

The Compass Home Screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile. Your child's Home Screen may not be as populated as the example for Harry Potter. Some information may not appear until the College activates that particular Module. However, the basic information will be there.

The screenshot shows the Compass Home Screen for a user named Mr Sirius BLACK. The interface includes a top navigation bar with icons for home, calendar, tools, grid, and users. The main content area is titled 'Compass' and features a 'Welcome to the Hogwarts P-12 Portal' message. Below this, there are sections for 'My News', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', 'Attendance: Attendance Note/Approval Required', and 'Winners!'. A 'Your children' section lists Harry POTTER with a profile picture and several action items. A 'Main Menu' icon is visible in the top right, and a 'Hogwarts' crest is on the right side. Callout boxes provide detailed descriptions for the School Calendar, Your children, Main Menu, Alerts, and News sections.

School Calendar
View the details of upcoming events, your child's class 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

Welcome to the Hogwarts P-12 Portal

Use the links listed for each of your children to explore the portal.
Please keep your mobile phone number and email address up to date. (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Harry POTTER
(A possible List in the Profile)

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

*** Not currently in use at Carranballac**

Compass

My News

Course Confirmation/School Payments
Course confirmation and/or school payments available for completion
Click here to proceed

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

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

Winners!
Congratulations to our Quidditch Team winning the World Cup!

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.

Consent and Payments

1

From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the Organisation menu item (see Screenshot 2).

2

From the Events page a list of upcoming events and excursions will be displayed. Click the red 'Process Now' button to provide consent and/or payment (depending upon what the event requires).

3

An online payment/consent form will be displayed. Complete all the highlighted relevant fields and click the 'Submit Details' button

Note: If the event has a requirement for both consent and payment, these cannot be done separately.

Should you need to provide payment or consent separately, please click 'Print Form (Offline)'

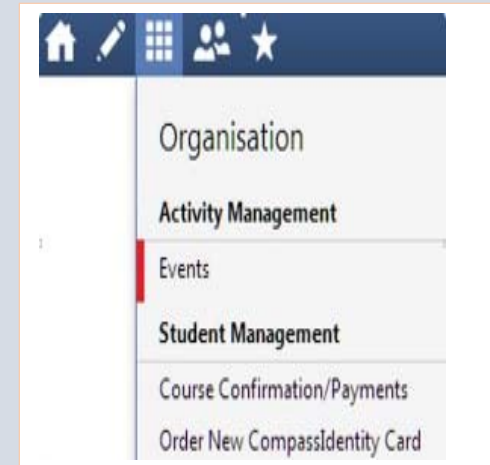
Screenshot 1

My News

Event Consent/Payment Required

There are 1 event(s) awaiting your consent and/or payment.
[Click here for more information](#)

Screenshot 2



Student Profile

This will be the most important Page for you. Everything you wish to access about your child, begins at the Student Profile Page. The Student Profile can be accessed via the Home Screen by clicking on your child's (children's) Profile which is directly under the name(s) of your child(ren).

Not all areas are currently populated. However, at a later stage, when they all are, parents will have an overview of the day's classes and activities; will be able to email your child's teachers, and have a summary of the teacher's observations of your child (**Student Chronicle** Module).

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile. This area may have no data. This will mean your child has not been late or absent from school.

The screenshot displays a user interface for a student profile. At the top, there is a navigation bar with icons for home, calendar, pencil, grid, and people, and a user profile for 'Mr Sirius BLACK'. The main heading is 'Student: Harry POTTER, 12A, Year 12'. Below this is a tabbed interface with 'Dashboard', 'Schedule', 'Learning Tasks', 'Attendance', 'Reports', 'Analytics', 'Assets', and 'Insights'. The 'Dashboard' tab is active, showing a student profile card for Harry Potter with details: Male - 17 years, 4 months (01/01/1999), Groups: GRYFFINDOR, 12A, Year 12, and Student IDs: SM10036, POT0001. Below the profile card is a class schedule for Monday, 16 May 2016, with entries for 8:50-9:00am (HI133B - 20 - LMA), 9:51-10:00am (HI133B - 20 - LMA), 11:12-11:20am (STYAA - 25 - COL), and 12:13-12:13pm (PY033A - 18 - DUN). To the right is the 'Student Chronicle' section, which displays a list of events: 'Confiscation' (Item Type: Mobile Phone, recorded May 12 at 11:26am), 'Lunch-Time Out - please refer to email' (Lunch Time Out Overview: Well behaved, recorded May 12 at 11:38am), and 'Student Leadership Role' (Role: School Vice-Captain, recorded May 6 at 09:18am).

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. If this area has no data, it will mean that your child has not been late or absent from school.

Approvals

This sub-tab provides a list of all 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

The screenshot shows the 'Attendance Summary' page for Harry Potter, 12A, Year 12. The page is divided into several sections:

- Navigation:** Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, Insights.
- Sub-tabs:** Summary, Notes/Approvals, Unexplained, Arrival/Departure, Full Record.
- Daily Snapshot:** A grid showing attendance for the current date (12/07/2016) across different periods and classes.

Time	Class	Attendance
8:00 am	Physics Unit 3 PH033A	NP Un'd
9:00 am	Physics Unit 3 PH033A	Late Un'd
10:00 am	Math Methods Unit 1 MA113A	Present
11:00 am	Math Methods Unit 1 MA113A	Present
12:00 pm	Math Methods Unit 1 MA113A	Present
1:00 pm	Math Methods Unit 1 MA113A	Present
2:00 pm	History Revolution H133B	Present
- Annual Half-Day Summary:** A calendar view showing attendance for the year 2016, with colored blocks representing different attendance statuses.
- Attendance Summary Table:** A table providing a detailed overview of attendance across all classes.

Subject	Class	Form	Run	In Class			Out of Class			Total	Percentages				
				Prsent	Late Appr	Late Un'd	NP Schl	NP Parnt	NP Un'd		Class %	Acid %	VCE %	Schl %	
English Unit 3	EN013C	12A	11	5	0	0	6	0	5	0	5	55	100	55	55
History Revolutions	H133B	12A	21	14	1	0	15	1	3	2	6	71	50	76	76
Math Methods Unit 3	MA113A	12A	10	10	0	0	10	0	0	0	100	100	100	100	100
Physics Unit 3	PH033A	12A	12	7	0	1	8	0	3	1	4	57	50	67	67
Psychology Unit 3	PS023A	12A	12	11	0	0	11	0	1	0	1	92	100	92	92
Senior Pathways Yr 1	13P1-H1	12A	2	2	0	0	2	0	0	0	0	100	100	100	100
Shady A	SH1YAA	12A	11	6	0	0	6	0	3	0	3	55	100	55	55
Yr 1 Generalist	1ES1	12A	1	1	0	0	1	0	0	0	0	100	100	100	100
Events		12A	2	0	0	0	0	0	2	2	0	0	0	0	0

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 cursor 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 approval.

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

Attendance: Entering a Parent Approval

1

If you are in the Compass Home Screen (or from your Student's Profile screen, click Profile to get to Student Profile. Click **"Attendance"** then click **"Notes/Approvals"** item if there is a request to enter your approval for lateness or an absence. Again, if you don't see any "approval" requests, it will mean your child has not been late of absence for this period.

Henry Potter

- Profile (attendance Schedule, Reports)
- Send email to Henry's teacher
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent/Teacher Interviews

2

- From the pop-up window that will appear
- 1. Select the reason from the drop-down box
- 2. Enter a brief reason for the lateness or absence
- 3. Select the Start and Finish Time for the lateness of absence

Note:

Where possible parent approvals should be entered prior to the absence occurring.

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

Viewing Academic Reports

This section will be turned off during report writing periods

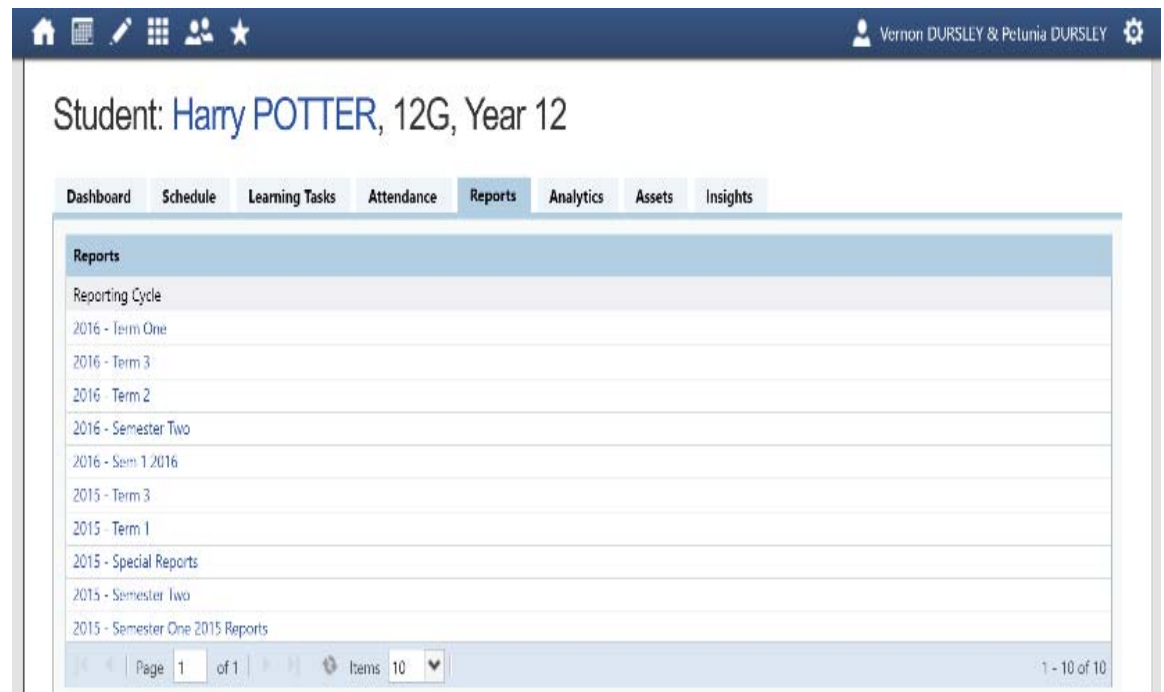
1

From the Home Screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports' tab. If you have the Student Profile Screen opened, Reports can be accessed from the Reports tab.



2

A list of Academic Reports will be displayed. Click the Report title to download the PDF on to any device. If there are no Reports listed, this will mean your child has no Reports to access.



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'. The Booking facility will only be available before Parent/Teacher Conferences are due. At other time it will be switched off.

2

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

Conference Bookings

Please select the event to manage your bookings.

Event	Student	Status
Parent Student Teacher Conferences May 1	Harry Potter	Read-Only
Parent/Student/Teacher Conferences Aug 6	Harry Potter	Open for booking

3

Our 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 the selected time.

3-way Conferences : Harry POTTER (SMI0036)

My Bookings

Teacher Name	Eligibility	Location	Time Slots	Status
DONALD REED-FLETCHER	Math Methods Unit 1	Class	27/02/2016 - 03:20:00	Free
LEIGH CHRISTOPHERSON	Study 4		27/02/2016 - 03:20:00	Free
MIRANDA MCCOY-DEACON	History Period 6/8/9		27/02/2016 - 03:20:00	Free
SCOTT BISHOP	History Unit 1, Psychology Unit 1		27/02/2016 - 03:20:00	Free
SHARON SCOTT	Physics Unit 1, Psychology Unit 1		27/02/2016 - 03:20:00	Free

Note: You can view a teacher's availability by clicking on the teacher's name at the bottom of the booking page

Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM

We are committed to the privacy of your information.
Full information on the Compass Privacy Policy can be found at:

<http://www.compass.edu.au/corporate/privacy>



Cross Platform Access

Any browser, any time.



Compass is completely web-based and works on all modern browsers. Additionally, Compass has native apps for iPhone, iPad and Android devices.



