

Carranballac P-9 College

Compass Quick Reference Guide

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

View, download and print your child's progress and semester reports

Book Student Learning Conferences (in Compass it is referred to as Parent-Teacher Conferences)

DESKTOP/LAPTOP COMPUTERS - How do I log in?

You can access Compass via the Carranballac P-9 College website, www.carranballac.vic.edu.au and clicking on the Compass logo.



Input your case-sensitive User Name (e.g., ABC0001) and your password, this will be on page 2 of your Parent Log In Letter. If you do not have a Log In Letter please contact 9395 3533

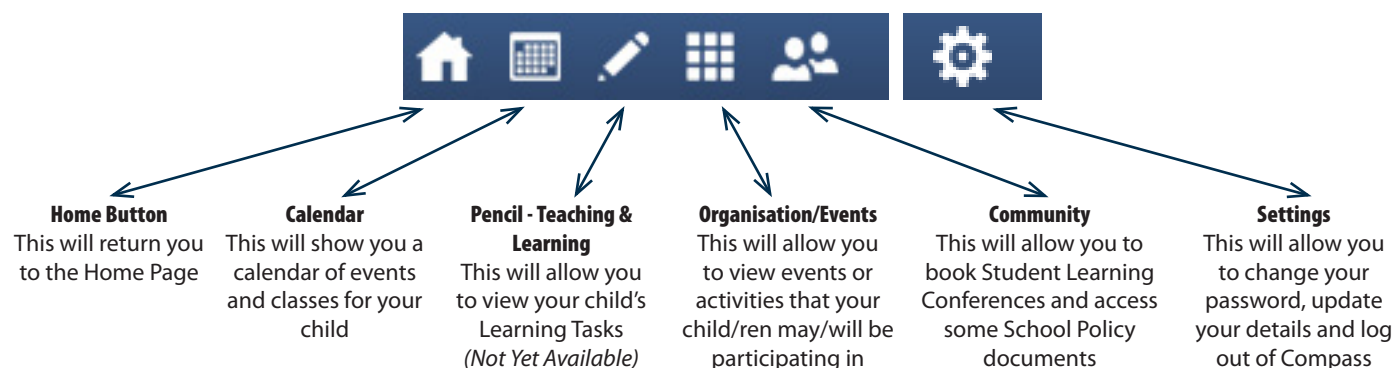
You will be asked to confirm your current contact details and change your password. If you have forgotten your password, you can select *Can't Access Your Account* to reset your password (this will take approximately 20 minutes).

SMART PHONES- How do I get the app?

You can access the free Compass app via your iTunes or Google Play account. Search for "Compass School Manager" and download this to your device (approximate size 18MB)

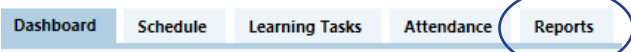
- Compass will ask you to type the name of your child's school "Carranballac P-9 College"
- Input your case-sensitive User Name (e.g., ABC0001) and your password, located in your Parent Log In Letter. If you require a Log In Letter please contact 9395 3533.
- Click Sign In

Please note the Compass smart phone app is limited in use. For full Compass use, we recommend using a desktop computer or laptop.



Student Reports and Individual Learning Plans

- From the Home Screen, Click on Profile (Attendance, Schedule, Reports)
- Click on the Reports tab



- Select the report you wish to view. Semester Reports are titled by the Semester, Individual Learning Plans are titled by Term.
- Select the report you wish to view, you will be prompted that your report will generate and download. To view the report, click OK



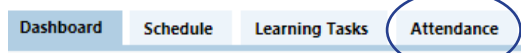
| Reports |
|--|
| Reporting Cycle |
| 2017 - Term 2 Individual Learning Plan |
| 2017 - Term 1 Individual Learning Plan |
| 2017 - Semester One 2017 |

Your child's report will open in Adobe Acrobat Reader. From there you may view and/or print the document.

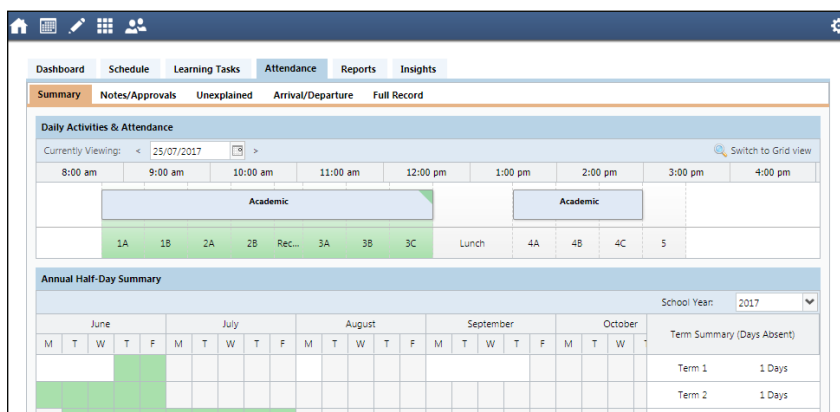
- Click on the Dashboard tab to take you back to your child's Profile page.

Student Absence:

- From the Home Screen, Click on Profile (Attendance, Schedule, Reports)
- Click on the Attendance tab

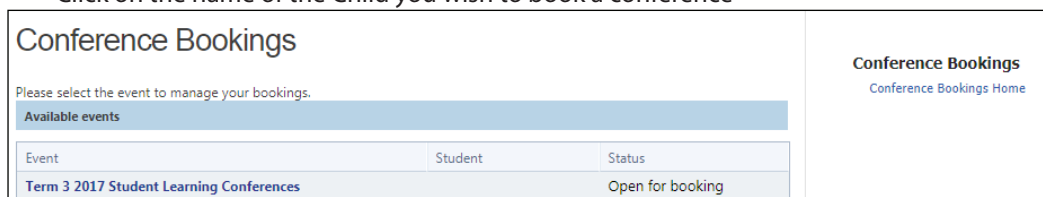


- The Attendance tab will allow you to view a summary of your child's school attendance, approved and unexplained absences, late arrivals and early departures.
- Click on the Dashboard tab to take you back to your child's Profile page.



Booking Student Learning Conferences:

- From the Home Screen, Click on Book Parent Teacher Interviews
- Click on the name of the Child you wish to book a conference



- Select a time slot that you wish to book
- In the Status column, the word Booked will appear in Green. This indicates you have booked that time slot.

Sick Bay Information:

- From the Home Screen, Click on Profile (Attendance, Schedule, Reports)
- In the section titled "Student Chronicle" your child's Sick Bay attendances will be visible.
- Click on the Dashboard tab to take you back to your child's Profile page.

