



Parent Information for Compass School Manager

Hello and welcome to the Compass School Manager



COMPASS School Manager



TOPICS COVERED

- Compass
- Accessing Why we use Compass and First Login
- Updating Details and Password
- Family Homepage
- Approving Unapproved Absence and Lateness
- Excursion permissions and payments

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 an absence or lateness
- Communicate with your child's teacher
- Update your family phone and email details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Monitor chronicles, eg. Sick Bay attendance, Behavioural notifications
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences
- Pay and provide consent for Events

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.

Logging in to Compass

The login page to Compass can be found by either, browsing to the school website's homepage and clicking on the link.....'Compass School Manager' icon..... or by going directly to

<https://wodonga-ps-vic.compass.education/>



To log in you will require your unique family username and password. These details will be provided to you by the school **after** your child has started.

Logon - First Use

Parents of newly enrolled students will be provided with a **unique User Name & Password** to access Compass. Access is easy. Families who have parents living at alternate venues can have their own separate logons to access student information. Please make sure to ask at the office. How to **logon for the first time**...

Access School Information

Under the sub-heading 'School Documentation' parents will find a range of forms and information including the Newsletter.

Book a Student-Led Conference

All student-led conferences require the parent to book a **time online**.


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.

For families who have a split care arrangement for their children, separate logon details are provided for each parent.

Compass Homepage

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

To navigate back to this screen at any point, parents can click the  icon in the top left corner of the screen. Here, parents will be able to view any children they have at the school on the left hand side of the screen, and on the right, any alerts or notifications specific to their account, followed by any News Feed Items that have been targeted to the applicable Parent Audience.

ALERTS

Underneath the student names are links from which parents can access:

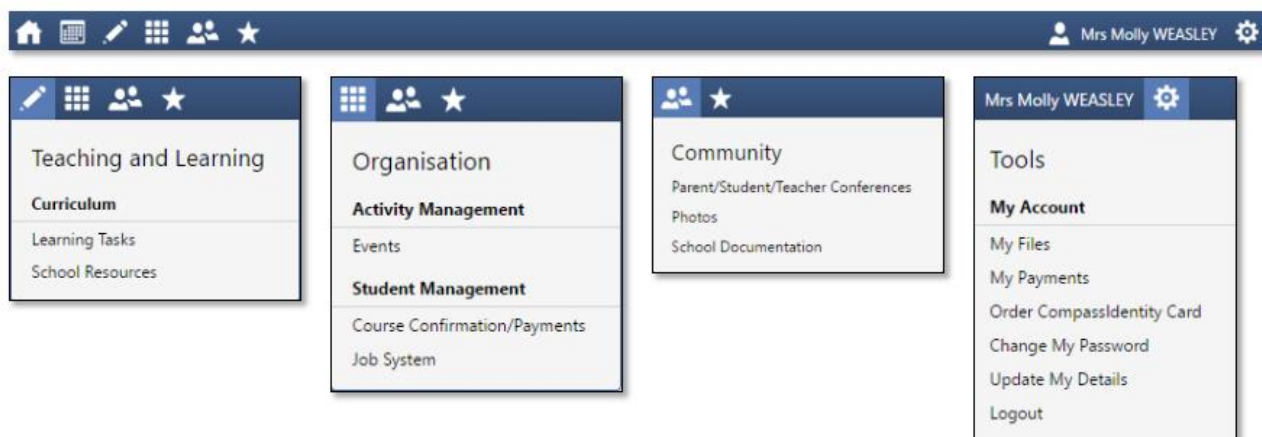
- The student's profile page
- Attendance pages customised for their children, where notes/approvals can be entered
- Academic reports for the student
- Parent/Student/Teacher Conference bookings
- Any overdue Learning Tasks that the student has not yet submitted.

At the top of the "My News" section, any applicable reminders or notifications will appear. These may include:

- 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.

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.

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

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

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

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

Adding an Absence 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	07	JDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED	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.

Important Notice
In clicking 'Save', you constitute a medical certificate. Intentional misuse of this system is a breach of school policy.

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.

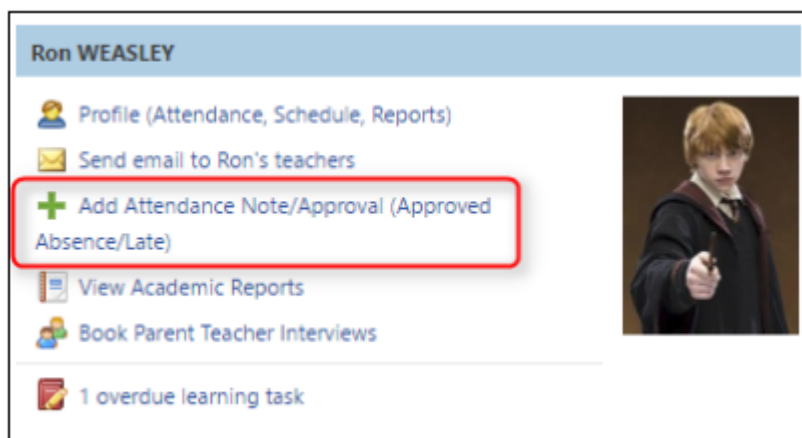
Audit Save Cancel

Any absence or lateness you are unsure about, will need to be resolved via a phone call to the school office on (02) 6048 0300.

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.



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.

Community Tab

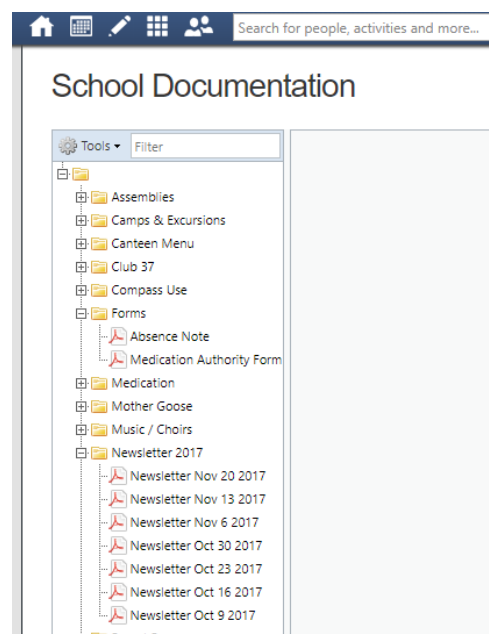
School Documentation

This is where we store useful forms for parents, including school newsletters, medication forms and the Canteen Menu.

Parent/Student/Teacher Conferences

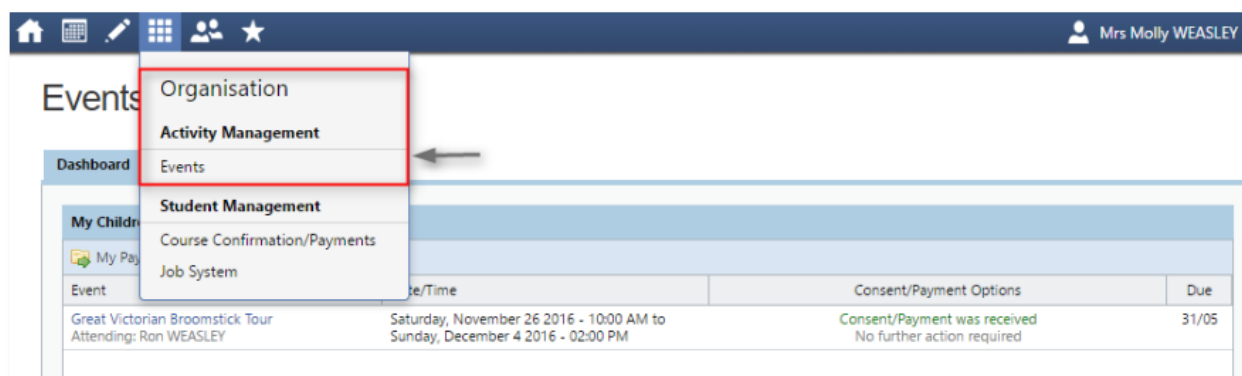
Allows you to book any meetings which are available for booking.

By selecting a child, you can then view the teachers you can book in with, and select a time slot from the drop-down menu.



Organisation - Events

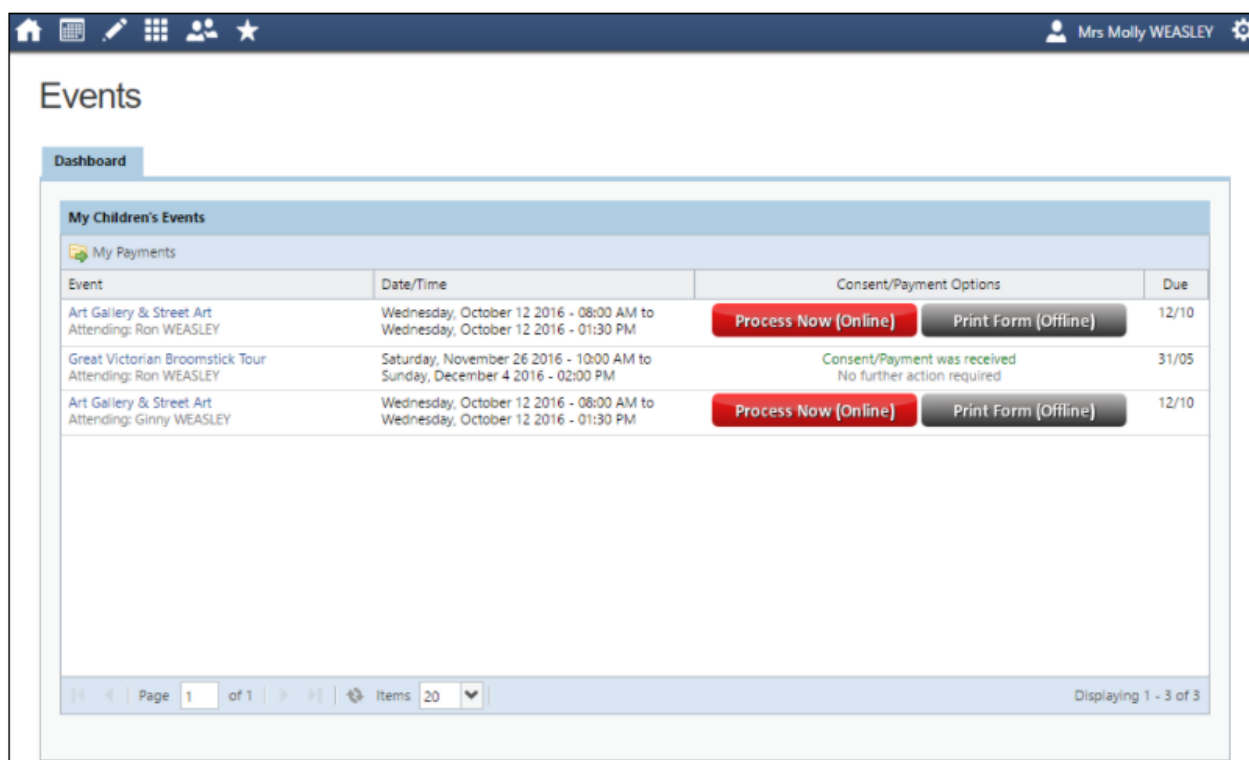
Displays any events that your child/ren are attendees for, for example. sports events or excursions.



How to Consent/Pay for an Event

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

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



From this page you can pay and consent for any events, or complete the process offline by printing the consent form and handing it in to the school. 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 return it with payment to the school.

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 'Parent Profile' page for Mrs Molly WEASLEY. At the top, a navigation bar includes a home icon, a calendar icon, a pencil icon, a grid icon, a group of people icon, and a star icon. On the right of this bar, the user's name 'Mrs Molly WEASLEY' is displayed next to a settings gear icon. Below the navigation bar, the page title 'Parent: Mrs Molly WEASLEY' is shown. A horizontal menu contains tabs for 'Dashboard', 'Learning Tasks', 'Insights', 'Payments', and 'Conferences'. The main content area is divided into two columns. The left column, titled 'Parent: Molly WEASLEY', features a placeholder profile picture, the text 'Parent IDs: MWEA1, MOLLY' and 'Email: molly@weasley.net.au', and an 'Email' button with a dropdown arrow. The right column displays profiles for two students: 'Ron WEASLEY' and 'Ginny WEASLEY'. Each student profile includes a list of actions: 'Profile (Attendance, Schedule, Reports)', 'Send email to [Student's] teachers', 'Add Attendance Note/Approval', 'View Academic Reports', and 'Book Parent Teacher Interviews'. Small profile pictures for each student are shown to the right of their respective action lists.

School Calendar

From the School Calendar you can view details of upcoming events, your child's timetable, and other relevant school-wide activities your school has included on the calendar, such as School Council Meetings, School Community events, Exams, Student Leadership events/meetings and more.

The screenshot displays the 'School Calendar' interface. At the top, it features the same navigation bar as the Parent Profile page, with the user's name 'Mrs Molly WEASLEY' and a settings gear icon on the right. Below the navigation bar, a left-hand sidebar contains a calendar view for 'September 2016' and a list of categories: 'Calendars', 'Ronald WEASLEY', 'Genevra WEASLEY', 'School Council Meeting', 'Community', 'Exams', and 'Student Leadership'. The main area is a detailed calendar grid starting from 'Aug 28, 2016'. The grid shows various events and lessons, including 'Mainstream', 'AR033A', 'STYDA', 'PH033A', 'Cross Sport', 'Quidditch Wor...', and 'SAC 2: Analysis of L...'. Some events are marked with '+5 more...' or '+4 more...'. The calendar also indicates 'School Holidays' for certain dates. A red arrow points to the 'September 2016' calendar icon in the top navigation bar.