Welcome to Compass

A guide for parents and families of PRIMARY STUDENTS

Our school uses **Compass** as our Parent Portal

What does Compass do for you?

Compass will streamline many school operations such as attendance, reporting and communication. Currently, the following features of Compass are available to you:

- View information on the attendance of your child/ren
- Use the Kiosk for late arrivals and early departures
- Enter explanations for full day absences via the parent portal
- Updating contact numbers and email addresses
- NewsFeed
- View your child's timetable and the school calendar
- Book parent-teacher conferences
- Download and view your child's reports

Our school will advise parents when more features become available for parent use.

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.

All parents will receive a separate email with information about our Compass Parent Portal and App, including login details and instructions. Please let the school office know if you have not received one.

To access the parent portal, go to https://stwdbb-nsw.compass.education

To download the app click the following links from your mobile.

Android   IOS

Logging in to Compass

To log in you will need your unique username and password. These details have been provided via email.

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.

PC View - 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.

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 include excursion notifications, 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.

👤 Mr Micky ALLAN   ⚙

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.

Michelle ALLAN

- 👤 Profile (Attendance, Schedule, Reports)
- ✉ Send email to Michelle'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

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 1 event(s) awaiting your consent and/or payment.
Click here for more information

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

Winners!
Congratulations to our Quidditch Team winning the World Cup!
4 days ago by Severus SNAPE

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, 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.

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.

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 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 full day Parent Approval

1 From the Compass home screen (or from your student's profile), click the 'Add Parent Approval' item. (ie holiday, medical illness)

Michelle ALLAN

- Profile (Attendance, Schedule, Reports)
- Send email to Michelle's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
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2 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.

Note:
Late arrivals and early departures <u>must</u> be entered via the Kiosk on arrival.

Attendance Note/Approval Editor

Note/Approval Details

Person:	Michelle ALLAN
Reason:	Parent Choice
Details/Comment:	Faulty Broomstick

Potentially Affected Sessions

Activity	Start	Finish
01GEN_01B (Yr 1 Gen...	17/05/2016 09:00 AM	17/05/2016 12:00 PM
01GEN_01B (Yr 1 Gen...	17/05/2016 12:00 PM	17/05/2016 03:30 PM

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 | Select a period... |
| Finish: | 17/05/2016 | 05:00 PM | Select a period... |

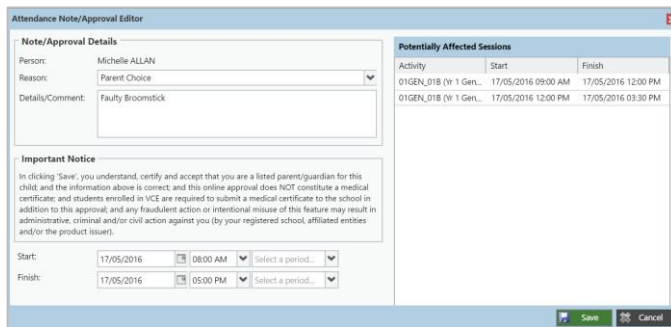Save   Cancel

Viewing Academic Reports

Michelle ALLAN

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

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.

Mr Micky ALLAN

Student: Michelle ALLAN, 01B, Year 1

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

Reports

Reporting Cycle

2016 - Semester 2

2016 - P - 6 Semester One
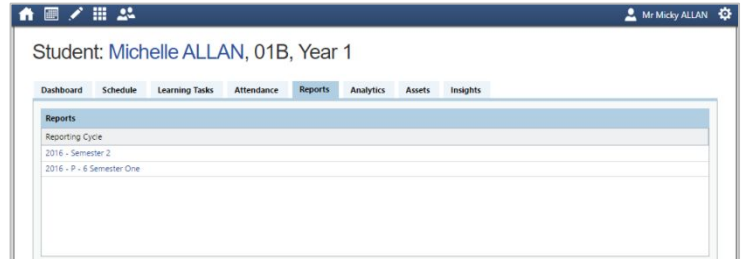
Parent-Teacher Conferences

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'.

Michelle ALLAN

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

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
Available events		
Getting to know you interviews	Michelle ALLAN	Read-Only
3-way Conferences	Michelle ALLAN	Open for booking

3 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 the selected time.

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

3-way Conferences : Michelle ALLAN (ALL0014)

3-way Conferences

My Bookings

Print

Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Yr 1 Generalist			Free
Sarah LAW	Physical Education			Free
Sonya ALBRECHT	Visual Arts		Clear / 27/05/2016 - 09:00 AM / 27/05/2016 - 09:15 AM / 27/05/2016 - 09:30 AM / 27/05/2016 - 09:45 AM / 27/05/2016 - 10:00 AM	Free

Mobile App View

This view might look slightly different depending on operating system.

Menu

Selecting the Menu icon from the top left hand corner of the screen will reveal links to some of the available areas in the application.
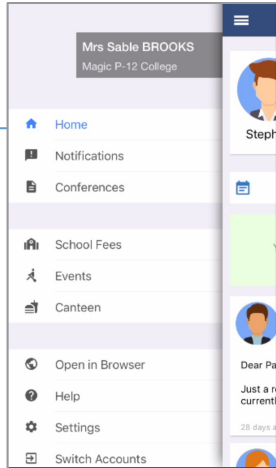
Student Profile

Parents can click on their child, or one of their children, to go to that child's profile screen.
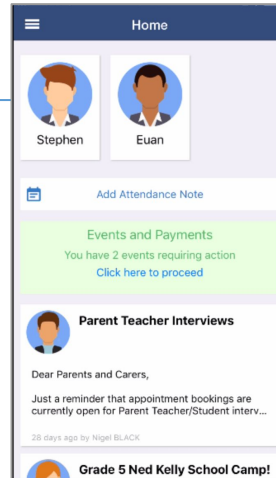
Home

The Home page will display each of this parent's children that attend the school across the top.

Parents will see the 'Add Attendance Note' option followed by any notifications for events requiring their action.

Below this, the News Feed will display. The most recent News Feed posts will display at the top (or posts that have been set as 'Priority' items). Parents can scroll down to view all current posts.

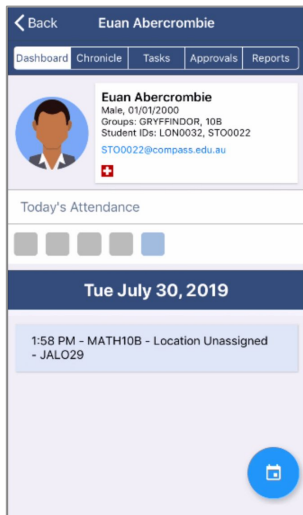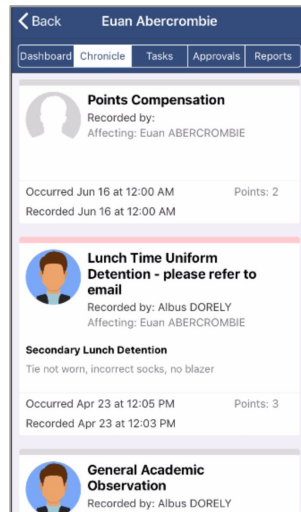# Student Profile: Dashboard and Chronicle

1

Dashboard
This tab will show some basic information about their child and their ID photo image if there is one on file. It will also show their schedule for today's date. Parents can click the blue icon in the bottom right to view another date.

‹ Back   Euan Abercrombie

Dashboard | Chronicle | Tasks | Approvals | Reports

Euan Abercrombie
Male, 01/01/2000
Groups: GRYFFINDOR, 10B
Student IDs: LON0032, STO0022
STO0022@compass.edu.au

Today's Attendance

Tue July 30, 2019

1:58 PM - MATH10B - Location Unassigned - JALO29

2

Chronicle
This tab will show any of the student's Chronicle posts that were set as 'Visible to Students/Parents'.

‹ Back   Euan Abercrombie

Dashboard | Chronicle | Tasks | Approvals | Reports

Points Compensation
Recorded by:
Affecting: Euan ABERCROMBIE

Occurred Jun 16 at 12:00 AM   Points: 2
Recorded Jun 16 at 12:00 AM

Lunch Time Uniform Detention - please refer to email
Recorded by: Albus DORELY
Affecting: Euan ABERCROMBIE

Secondary Lunch Detention
Tie not worn, incorrect socks, no blazer

Occurred Apr 23 at 12:05 PM   Points: 3
Recorded Apr 23 at 12:03 PM

General Academic Observation
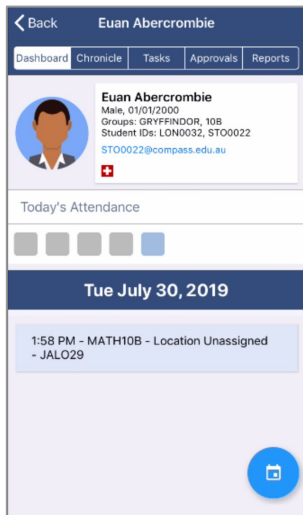Recorded by: Albus DORELY

Student Profile: Tasks and Reports

3

Tasks
This tab will show each of the child's classes. Clicking on a class will expand to show any Learning Tasks for that class. Parents can click on a particular Learning Task to view the details and any results/feedback added by the teacher.

4

Reports
This tab will allow parents to download any reports currently available for their child. Reports need to be set as accessible for Parents to be listed.
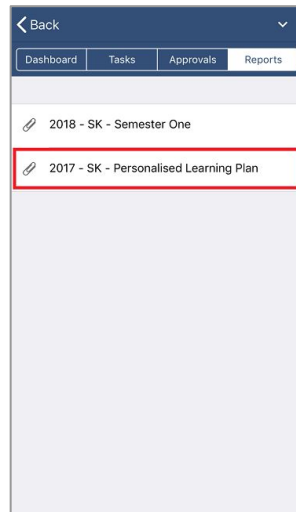
Student Profile: Approvals

Approvals

This tab shows any attendance notes/approvals the child currently has. Parents can click the blue icon in the bottom right to add an attendance note.

Note:
Late arrivals and early departures <u>must</u> be entered via the Kiosk on arrival.

‹ Back   ⌄

| Dashboard | Tasks | Approvals | Reports |

26/04/2018 - 08:00 am → 10:48 am
Dentist
Entered by: Mrs Molly WEASLEY   >

24/04/2018 - 08:00 am → 10:40 am
Dentist
Entered by: Mrs Molly WEASLEY   >

17/04/2018 - 08:00 am → 11:00 am
Dentist
Entered by: Mrs Molly WEASLEY   >

16/04/2018 - 08:00 am → 05:00 pm
Illness/Medical
Entered by: Mrs Molly WEASLEY   >

24/01/2018 - 08:00 am → 25/01/...
Family Holiday
Entered by: Severus SNAPE   >

25/12/2017 - 08:00 am → 28/12/...
Family Holiday
Entered by: Mrs Molly WEASLEY   >

18/12/2017 - 08:00 am → 22/12/...
Parent Choice
Entered by: Minerva MCGONAGALL

Add Approval

Reason
When adding a note, parents need to choose a reason from the list of options.

They can then add a comment if they need to.

Cancel   **Add Approval**

Reason   None ›

Details / Comments

Start Date
27/04/2018 - 08:00 AM

End Date
27/04/2018 - 05:00 PM

Missed
Activites missed by this approval   ⓘ

Add Approval

Date
They will then need to choose the date range of the note.

Catholic Schools Office
Diocese of Broken Bay