A Parent's Guide to Compass

Overview

Please note - the intended audience of this article is parents at Compass schools. This article is not visible to them from their portal, but you are welcome to print this off, or email a copy to any parents with questions.

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 your 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
- Pay and provide consent for events and school fees

Your school may be using some or all of the modules indicated in this article. Likewise, within your parent portal you may have access to some or all of the functions listed.

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. To download the app to your device, search 'Compass School Manager' in the applicable app store.

Every family receives a separate login to our school's Compass site, which will be provided to you by the school.

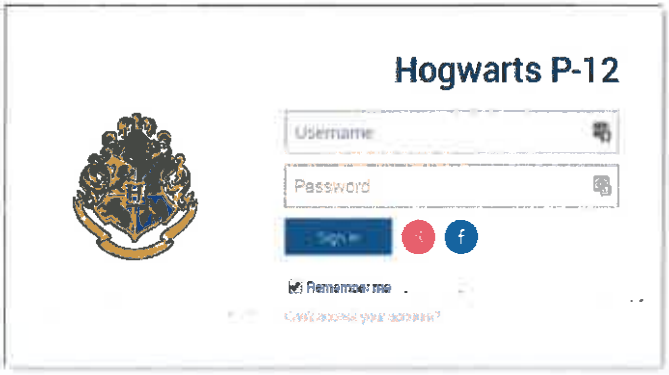
If you are having trouble finding the Compass link for our school, go to **http://schools.compass.edu.au** where you can search for our school to access our link.

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 however if you are yet to receive them please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.

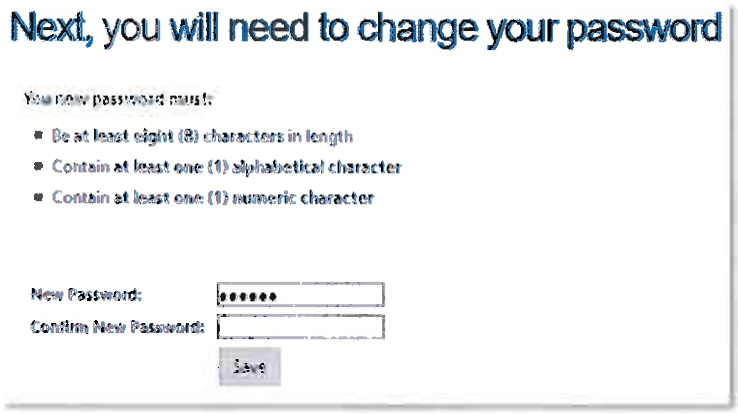
To login, go to your school's Compass site.

Type in your username and password.



Upon first login, you will be required to 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.

Also when logging in for the first time, once you have confirmed your details, you will be required to change your password. Once you have chosen your new password, you will be taken to your parent homescreen.



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 Home Screen

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

Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

Tools

The Tools Menu (cog 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.

- Outstanding absences or late arrivals that require a note or approval
- Course Confirmations or payments that need processing
- Parent/Student/Teacher Conferences that are available for booking
- Excursions or Events that require consent and/or payment
- School photos that are available for purchase
- Semester Reports or Progress Reports that are available to download.

Your Child

This section 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 details information about your child. Options here may include:

- Your child's profile page
- Email functionality
- Attendance pages customised for your child, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings
- Any overdue Learning Tasks that your student has not yet submitted.

News

Recent school news items and information relevant to parents. This may include newsletters, details of upcoming events and much more.

Menus and Functions

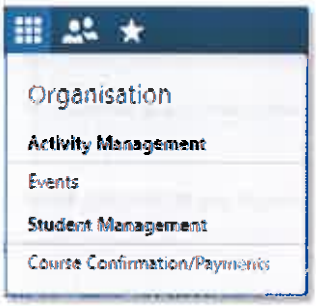
Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.

The Home icon will take you back to the Home page.

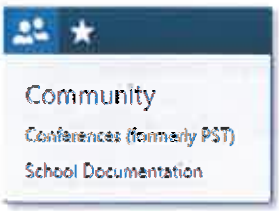
The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.

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 and Course Confirmations/Payments.

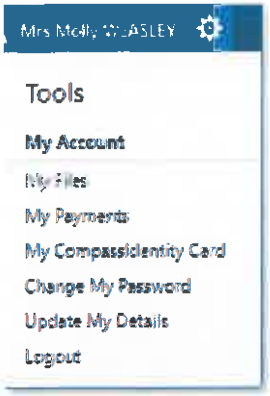


The People icon will bring up the Community menu, from which you can access Conferences, Photos, and School Documentation.



The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked for you to easily access.

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 Files, your Payments, order a new Compass Identity Card, reset your password, update your contact details, and log out.



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

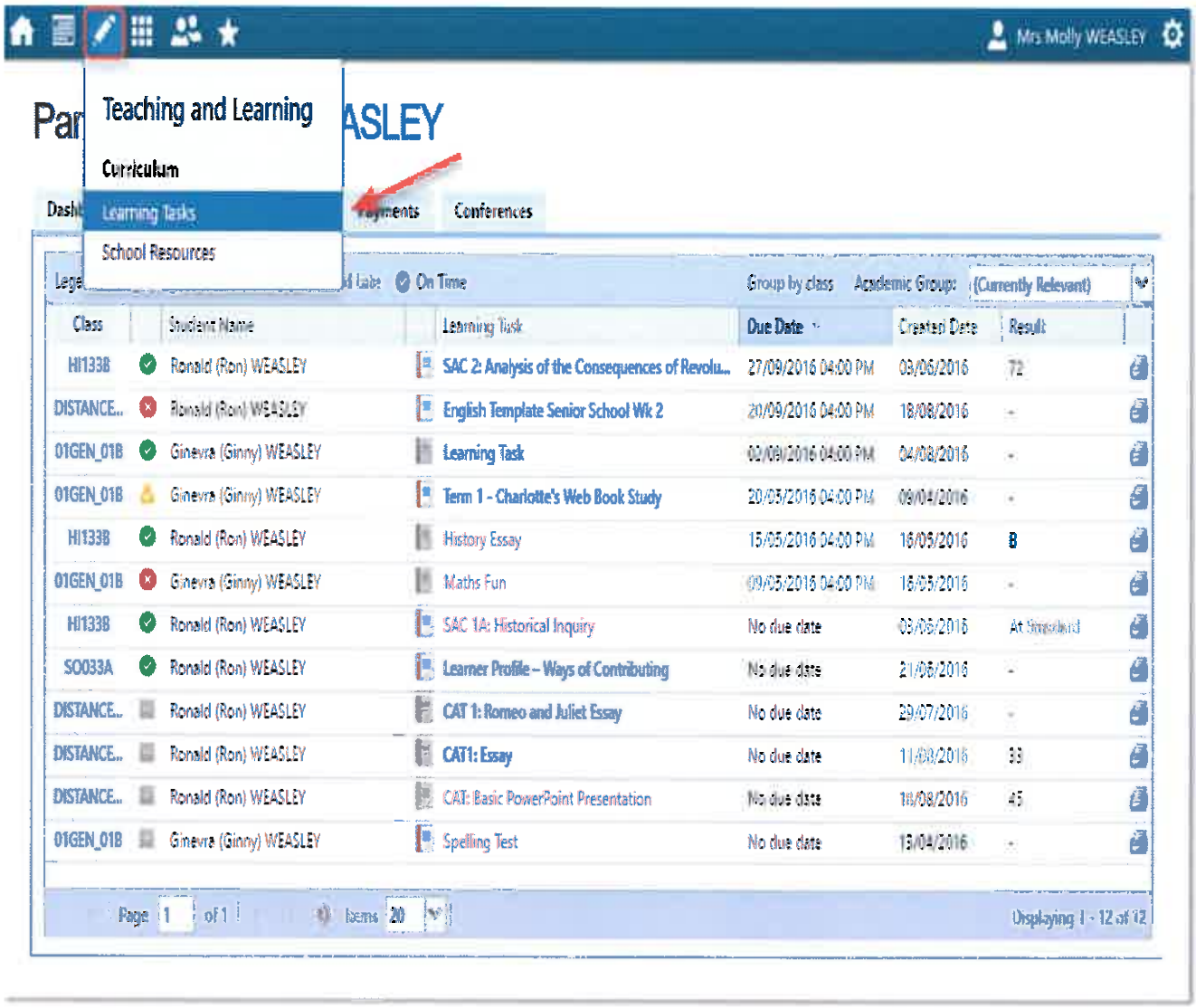
School Calendar

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.

Teaching and Learning

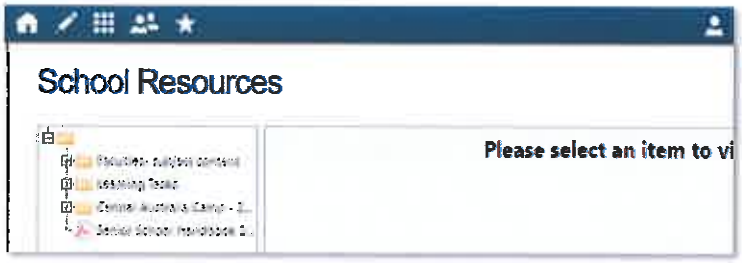
Learning Tasks

This is where you can view an up-to-date record of your child's homework and upcoming assessment tasks. If you have multiple children at the school, this will be a consolidated list showing information for all children.



School Resources

This is a repository of relevant documents, websites, or other information that the school has made available for parents to access when needed.

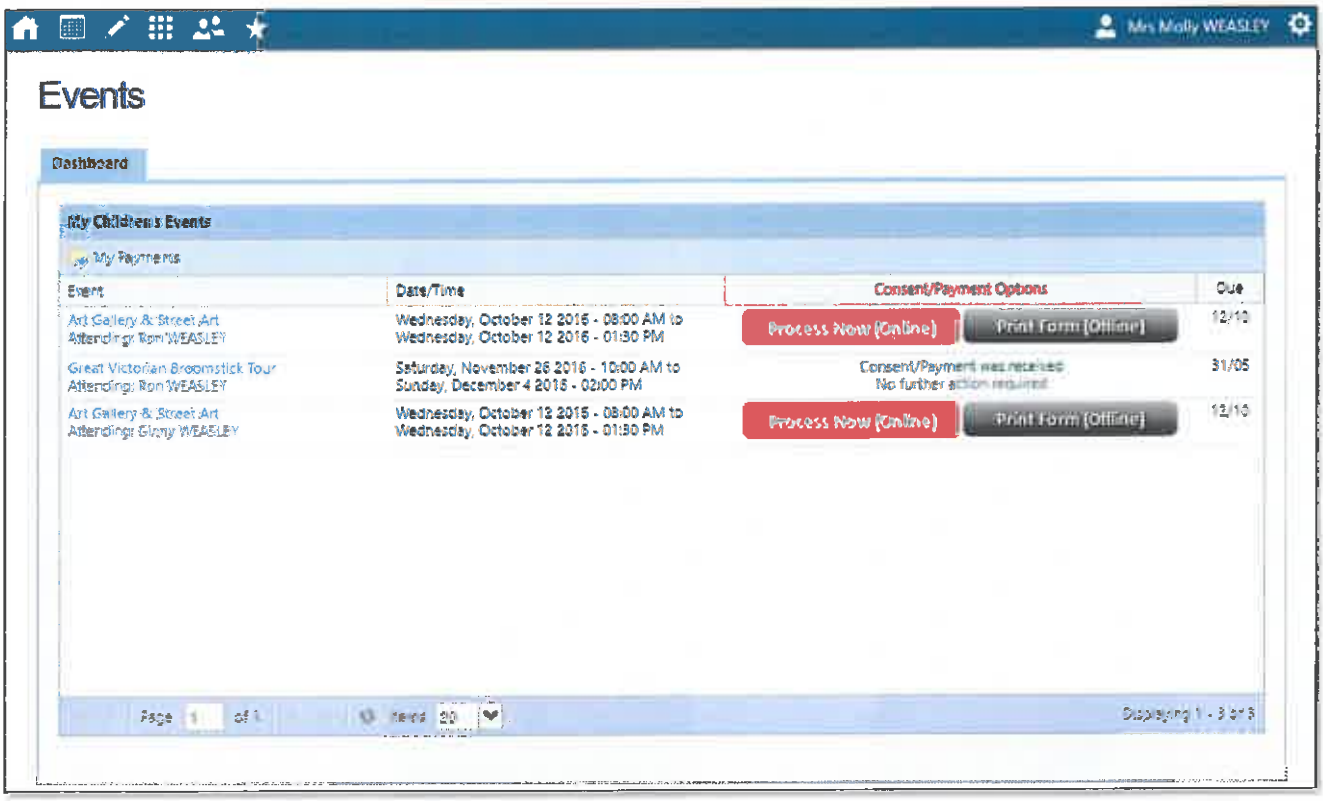


Organisation

Events

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.

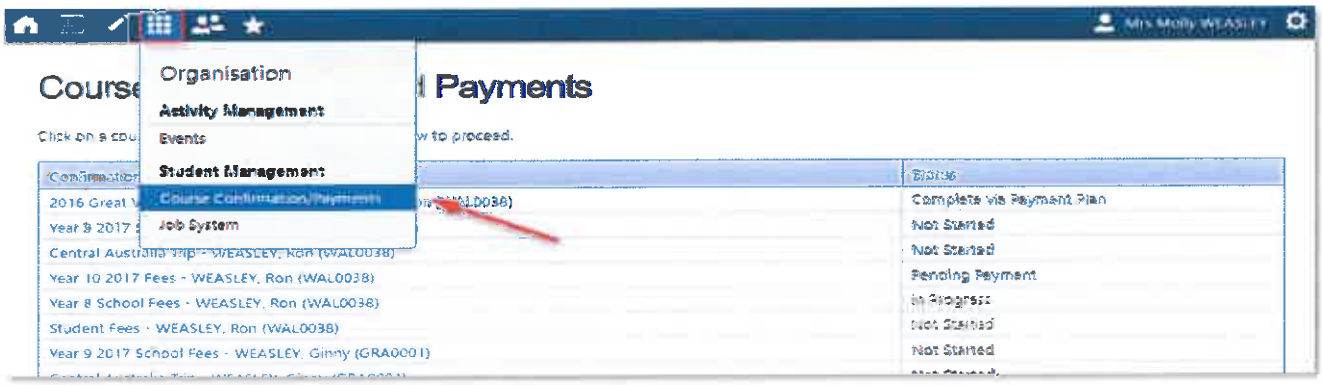


From this page you can pay and consent for any events, or complete the process offline by printing the consent form and handing it in to the school. By clicking the "Process Now (Online)" option, you will be prompted to enter information regarding emergency contact details as well as any updated medical 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 turn it in with payment to the school.

Course Confirmation/Payments

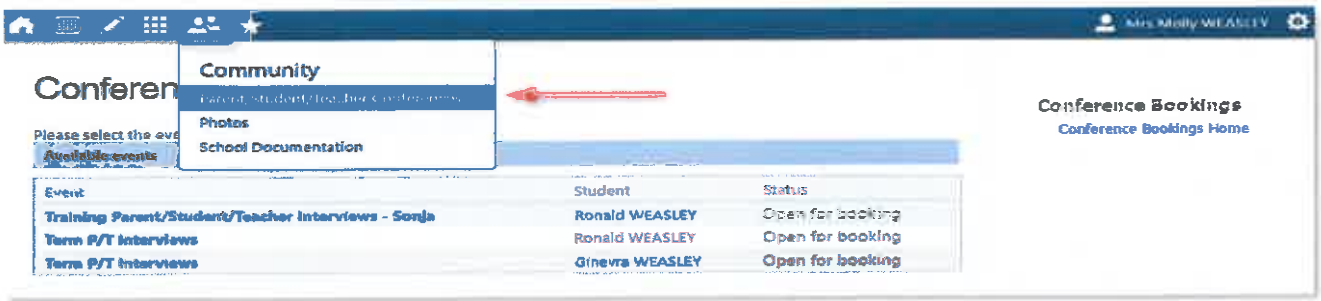
The Course Confirmation/Payments module allows you to pay your school fees through Compass.



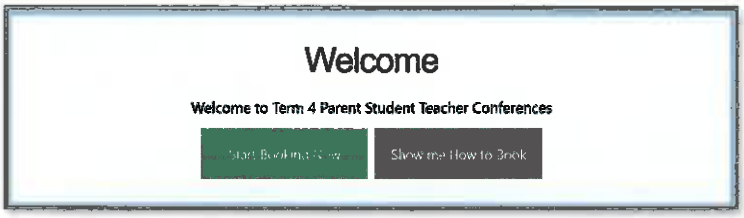
Community

Parent/Student/Teacher Conferences

Allows you to book any meetings which are available for booking. By selecting "my bookings", you are able to book conferences with your children's teachers.

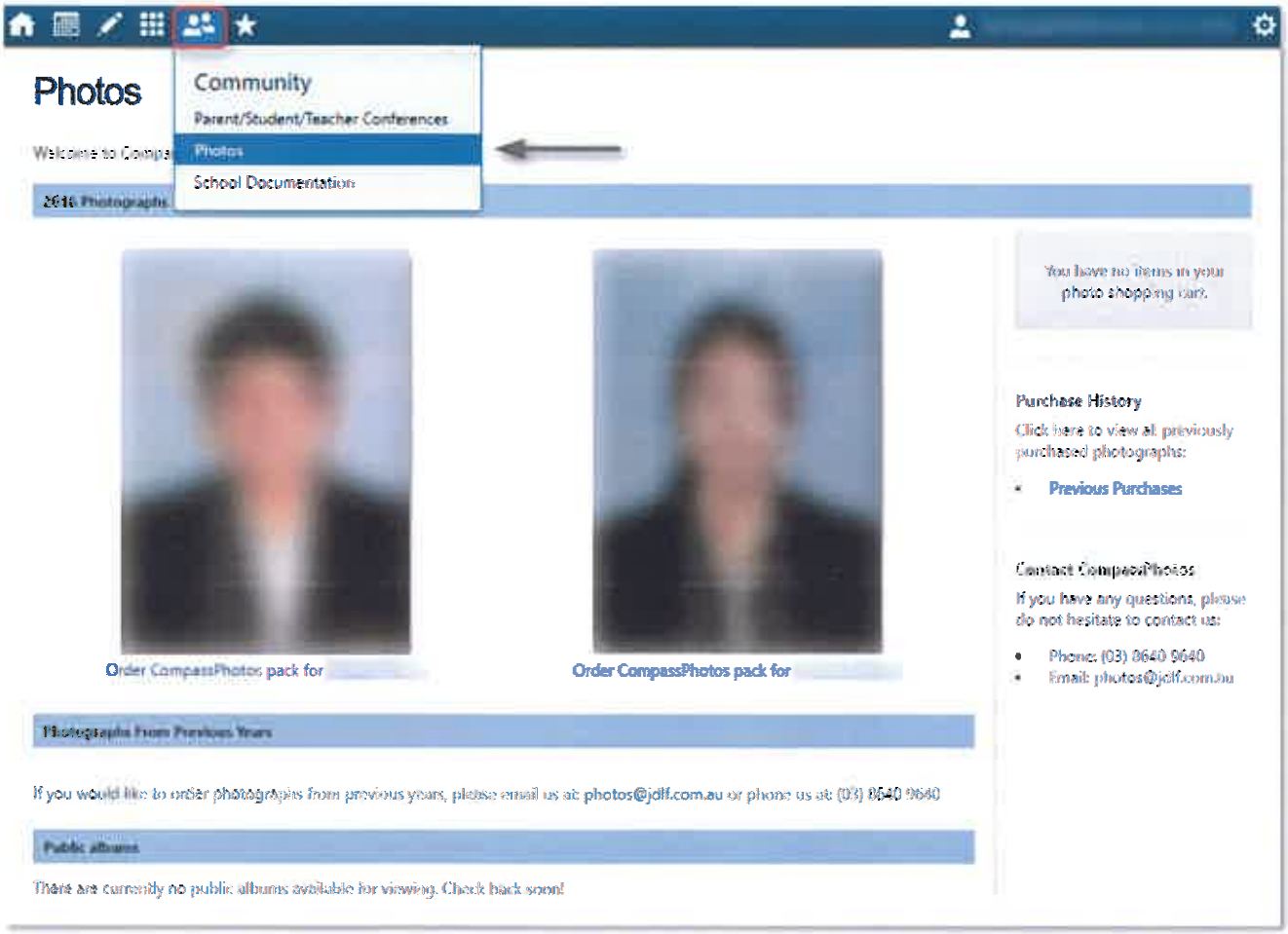


You can either start booking right away or follow the tutorial which shows you how to book.



Photos

The Photos page allows you to view school photos. Here you can also view your Photos purchase history, and contact CompassPhotos.

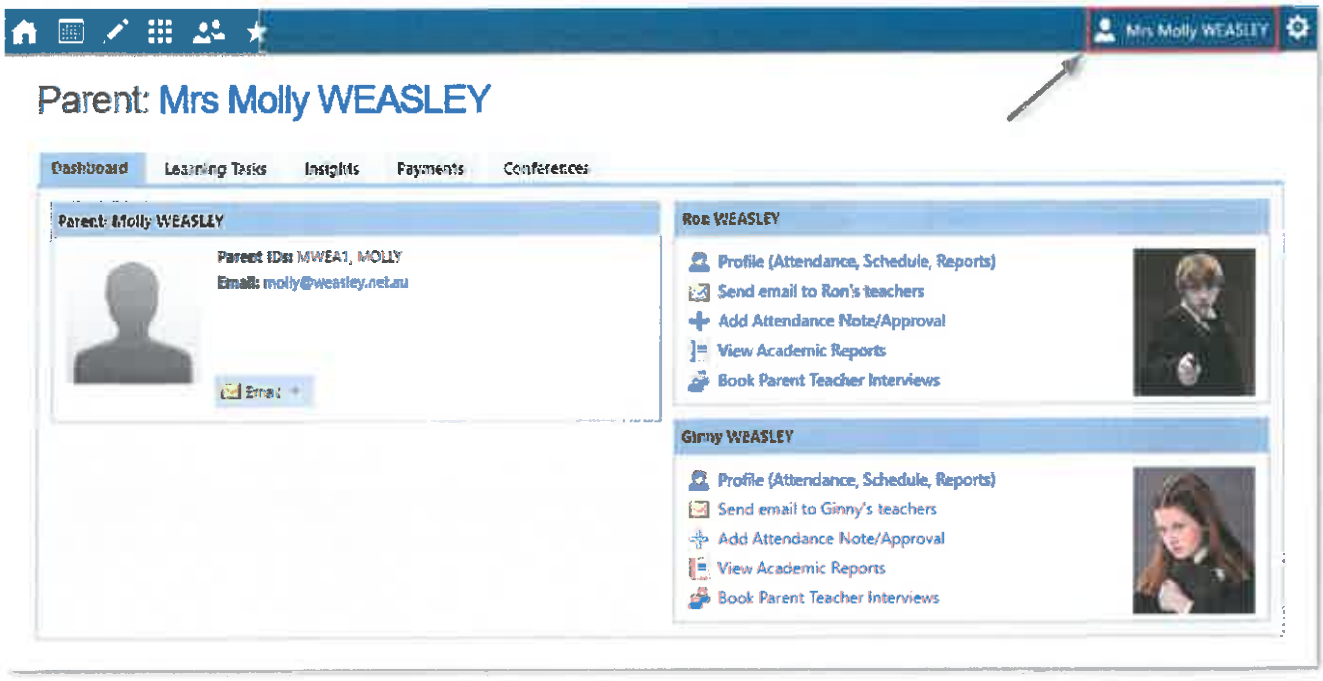


School Favourites

This is where you can access links that the school has determined are useful for parents. These links are set by your school so will vary from the sample image in this document.

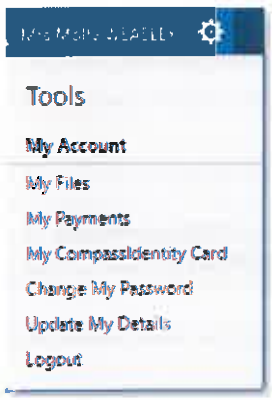
Parent Profile

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, Conferences, and Communications can also be accessed from the Parent Profile.



Tools

Clicking the Cog menu icon will open your Tools menu.



My Files - Allows you to store files.

My Payments - Allows you to view any payments that have been made to the school through Compass.

Order CompassIdentity Card - Allows you to order a new CompassIdentity card. Here you can also see the status of cards ordered.

Change My Password - Allows you to change your password.

Update My Details - Allows you to update the mobile phone number(s) and email address(es) associated with your account.

Adding a 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.

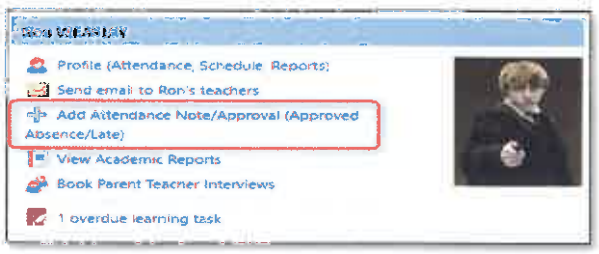
Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

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 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).

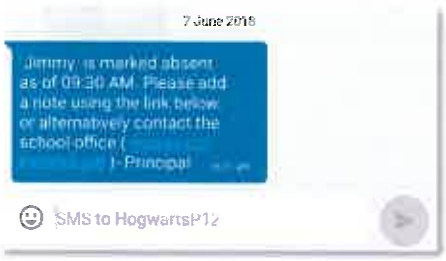
To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



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.

Adding a Note/Approval via a One Time Link

If your school is using One Time Attendance Notes via their SMS notifications, there will be a link included in the SMS which you can click on.

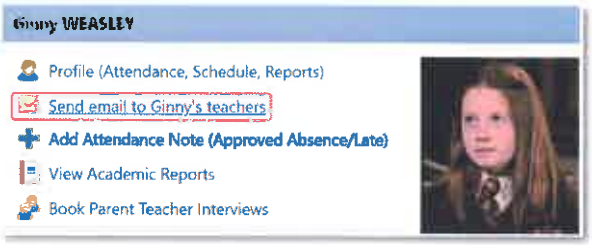


Clicking on the link will take you directly to Compass to add a note/approval for the unexplained absence.

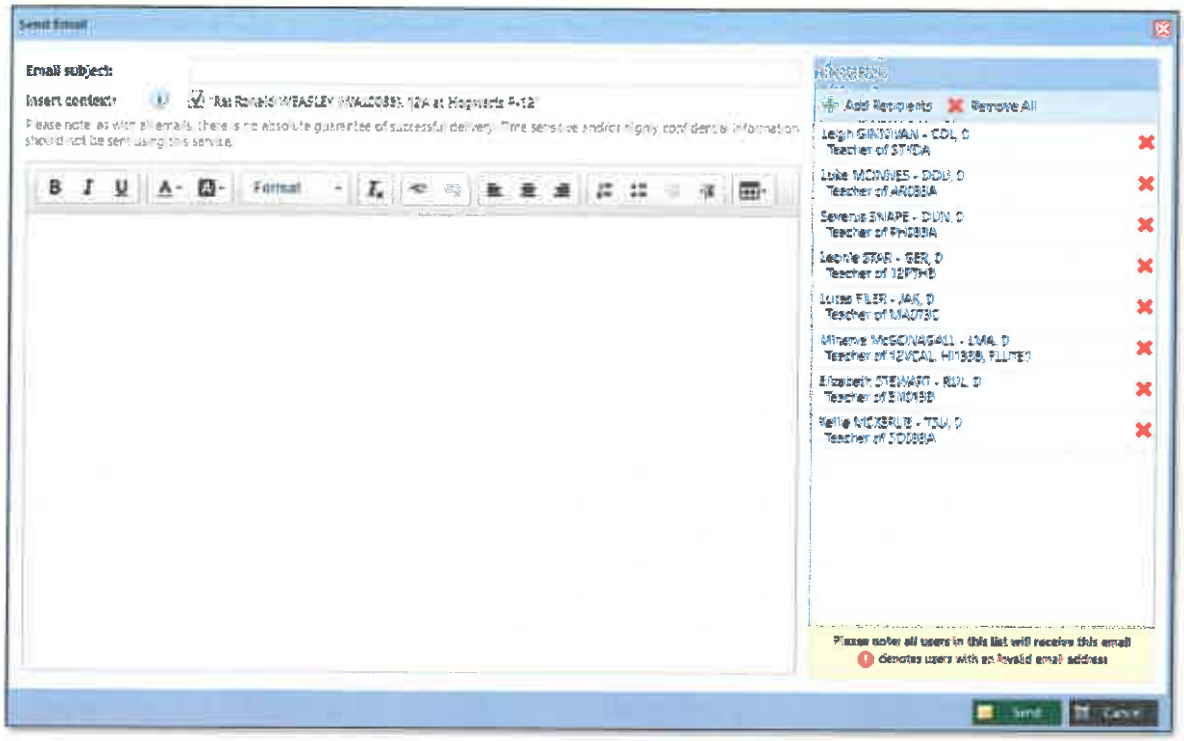
Please note, the default expiry of these links is 48 hours, once the link has expired you will have to add a note/approval by logging into Compass.

Emailing Staff

Within Compass, if your school has the function activated, you can email the teachers of your children at the school, as well as any other staff members. From your Compass homepage one of the links underneath your child's name will be an option to email their teachers.



Clicking this link will open the email pop-up window, with all of the teachers for the student listed as recipients. You can select the red cross next to each recipient to remove them from the email, or click the 'Add Recipients' button at the top to add any other staff members.



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