

# Welcome to Compass

A guide for parents and families

A vertical purple bar is located on the left side of the slide.

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

## What does Compass do for me?

Using Compass 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 approval for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes 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.

Every family receives a separate login to Compass which will be provided to you by the school. To access the parent portal, go to our school website and click the Compass link on the homepage.

Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.jdlf.com.au> where you can search for and find our school's direct URL.



## 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.

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 'Don't know your username?/ Forgot your password?' link on the front page.

# 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.

## Student Profiles

The student profile provides you with access to full details of your child. This will include attendance, learning tasks, reports and much more. Using the Actions button you can quickly add Parent Approvals, book Parent-Teacher conferences, and email your child's teachers.

The screenshot shows the Compass home screen for Mr V and Mrs P Dursley. At the top, there is a navigation bar with icons for home, calendar, tools, users, and star. The main content area is divided into several sections:

- Welcome Mr V and Mrs P Dursley**: A blue header bar.
- Welcome to the Hogwarts School Parent Portal.**: A message with a progress indicator.
- Use the links listed for each of your children to explore the portal.**: A message with a progress indicator.
- We ask that you provide electronic contact details such as your mobile phone and email address, to allow the school to keep you up to date on additions to the portal and school news. This is accessible through Tools > Update My Details.**: A message with a progress indicator.
- My News**: A blue header bar.
- Course Confirmation/Payment**: A highlighted yellow box containing the text: "Course confirmation and/or school payments available for completion. Click here to proceed".
- Bookings for Term 3 Parent/Student/Teacher Conferences**: A section with text: "Parent/Student/Teacher Conferences will be held on Wednesday 6 August 2014 commencing at 1.30pm and the format of the day will be the same as the Term 2 Conferences. Bookings for the Conferences will open on Compass at 5.00pm Thursday 17 July, 2014 and close at 5.00pm Tuesday 5 August, 2014. Please read all information on the bookings page carefully and in particular, be mindful of the room locations of your teachers, and also note there is no onsite parking so please park well away from the school. Jun 20th by David MCFADDEN".
- Winter Concerts**: A section with text: "We invite the school community, general public and encourage families and friends to bring along guests to enjoy an evening of fine music at the 2014 Winter Concerts. The concerts will commence at 7.00pm and all guests are requested to be seated beforehand. Late arrivals are admitted only when there is a suitable break in the program. Winter Concert 1, Tuesday 20 July, 7.00pm, David McGill Theatre".
- Student Profiles**: A section with two student profiles: "Harry POTTER (POT0045), 12G" and "Hugh POTTER (POT0048), 10H". Each profile includes a "Student Profile" description and an "Actions for Harry" button.

## 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.

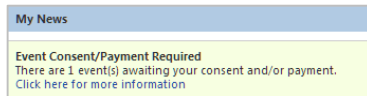
## News

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

# Consent and Payments

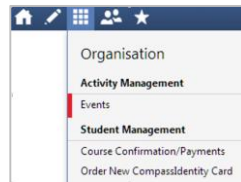
1

From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the organisation menu (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 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)' to complete the process manually.

# Student Profile

Everything for your child, in one place.

## Schedule

View details of upcoming events, your child's timetable and other relevant school-wide activities.

## Chronicle

View observations made by school staff about your child.

## Further Information

Under your child's name is a group of tabs giving quick access to important information about Attendance, Learning Tasks, Reports and Schedules.

The screenshot displays a user interface for a student profile. At the top, there is a navigation bar with icons for home, mail, calendar, people, and search, along with a search bar and the user's name, Andrew FAYAD. The main heading is "Student: Harry POTTER, 09E, Year 9". Below this are tabs for Dashboard, Schedule, Personal, Attendance, and Reports. The "User Details" section shows a silhouette icon, full name (Harry POTTER), gender (Male), DOB (31/07/1997), house (GRYFFINDOR), student ID (POT0094), and email (harry.potter@hogwarts.vic.edu.au). The "Student Chronicle" section features a bar chart showing "Attitude/Behaviour" (positive) and "Attendance" (negative). Below the chart are three entries: a green one for "Academic Excellence" by Andrew FAYAD, a yellow one for "Confiscation" by Ling JESSOP, and a pink one for "Disrupting class" by Timothy BOZIKOS. The "Schedule" section shows a daily view for Tuesday, 29 Jul, with a grid of colored blocks representing classes. At the bottom, there are three event cards: "Monash University excursion - Geology - HDR", "Regional Exchange farewell lunch - G02 - HDR", and "Regional Exchange debrief and return technology - G02 - HDR".





# Student Reports

You can view a complete academic history for your child including Semester Reports and any Progress Reports created by the school about your student. You can download these at any time and print them if required.

# 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 approvals for your child. From this tab you can also add absence notices (both past and future).

## Unapproved

This sub-tab provide a list of all unexplained absences from class. From this tab you can click to approve specific absences.

Student: Harry Potter, 9KN, Year 9

Dashboard | Schedule | **Attendance** | Reports | Insights

Summary | Approvals | Unapproved | Arrive/Depart | Full Record

### Daily Activities & Attendance

Currently Viewing: < 21/07/2014 >

Activity Name	Start	Finish	Pd	Location	Staff	Status
9TFT2AA	21/07 - 08:45 AM	21/07 - 10:00 AM	1	C13	HG	Present
9XCNIKN	21/07 - 10:02 AM	21/07 - 11:17 AM	2	E8	KN	Present
9SSCLKN	21/07 - 11:45 AM	21/07 - 01:00 PM	3	C21	AR	Present
9MMA1KN	21/07 - 01:50 PM	21/07 - 03:05 PM	4	E2	KE	Not Marked.

### Attendance Summary

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class %: All | Act'd %: All | VCE %: All | Schl %: All | Filter | Export

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prsnt	Late Appr	Late Unap	Total	NP Schl	NP Parnt	NP Unap	Total	Class %	Ac'td %	VCE %	Schl %
English	9LFR2CC	9KN	34	34	0	0	34	0	0	0	0	100	100	100	100
Drama	9ADR2AA	9KN	20	18	0	0	20	0	2	0	0	80	100	100	100

## 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 in the grid, 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 approved by school related activity.

**NP Parnt** - Not present in class and approved by a parent approval.

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

# Attendance: Entering a Parent Approval

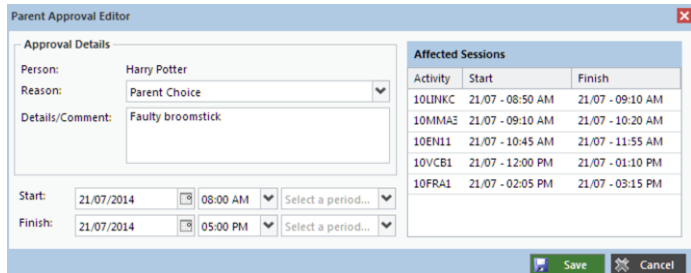
1

From the Compass home screen (or from your student's profile), click the 'Actions for' button for your child and select the 'Add Parent Approval' item.



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



A screenshot of a "Parent Approval Editor" window. The window is divided into two main sections: "Approval Details" and "Affected Sessions".

**Approval Details:**

- Person: Harry Potter
- Reason: Parent Choice (dropdown menu)
- Details/Comment: Faulty broomstick
- Start: 21/07/2014, 08:00 AM, Select a period... (dropdown)
- Finish: 21/07/2014, 05:00 PM, Select a period... (dropdown)

**Affected Sessions:**

Activity	Start	Finish
10LINKC	21/07 - 08:50 AM	21/07 - 09:10 AM
10MMAE	21/07 - 09:10 AM	21/07 - 10:20 AM
10EN11	21/07 - 10:45 AM	21/07 - 11:55 AM
10VCB1	21/07 - 12:00 PM	21/07 - 01:10 PM
10FRA1	21/07 - 02:05 PM	21/07 - 03:15 PM

At the bottom right of the window are "Save" and "Cancel" buttons.

Note:

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

# Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

Click the 'Actions for' button, beside the student you wish to make bookings for, and click '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.

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 teachers availability by clicking on the teacher's name at the bottom of the booking page.

Actions for Harry

- Send email to Harry's teachers
- Add Parent Approval (Approved Absence/Late)
- Book Parent Teacher Interviews

### Conference Bookings

Please select the event to manage your bookings.

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

### Parent/Student/Teacher Conferences Aug 6: Harry Potter

Parent/Student/Teacher Conferences Aug 6

**My Bookings**

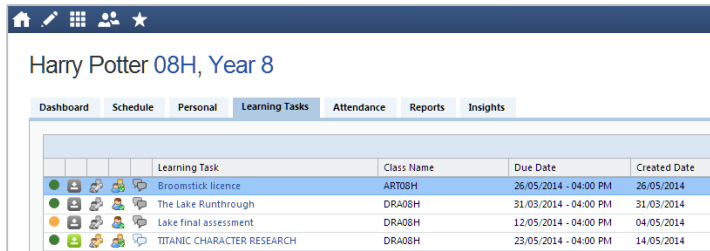
Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

06/08 13:30 PM	Available	06/08 15:50 PM	Available	06/08 18:10 PM	M RENNIE
06/08 13:35 PM	Available	06/08 15:55 PM	Available	06/08 18:15 PM	Available
06/08 13:40 PM	Available	06/08 16:00 PM	Available	06/08 18:20 PM	M QUINN
06/08 13:45 PM	Available	06/08 16:05 PM	Available	06/08 18:25 PM	Available
06/08 13:50 PM	Available	06/08 16:10 PM	Available	06/08 18:30 PM	T FARLEY
06/08 13:55 PM	Available	06/08 16:15 PM	Available	06/08 18:35 PM	Available
06/08 14:00 PM	Available	06/08 16:20 PM	Available	06/08 18:40 PM	M HUDSON
06/08 14:05 PM	Available	06/08 16:25 PM	Available	[No Booking]	
06/08 14:10 PM	Available	06/08 16:30 PM	Available	[No Booking]	

# Learning Tasks

## Individual student view

You can view an up-to-date record of your child's homework and upcoming assessment tasks under the Learning Tasks tab in the student profile.



Learning Task	Class Name	Due Date	Created Date
Broomstick licence	ART08H	26/05/2014 - 04:00 PM	26/05/2014
The Lake Runthrough	DRA08H	31/03/2014 - 04:00 PM	31/03/2014
Lake final assessment	DRA08H	12/05/2014 - 04:00 PM	04/05/2014
TITANIC CHARACTER RESEARCH	DRA08H	23/05/2014 - 04:00 PM	14/05/2014

## Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the *Teaching and Learning* menu item.



## 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 [www.jdlf.com.au/policy/privacy](http://www.jdlf.com.au/policy/privacy)



# Cross Platform Access

Any browser, any time.



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



Compass Parent Introductory Booklet

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