

Welcome to Compass

A guide for Parents and Families



What is Compass?

Compass is our school management system that allows parents and carers 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
- Read newsletters and school updates
- View your child's timetable and the school calendar
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees
- Answer questions through Insights and provide consent to various school related activities

How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To access the parent portal, you can go to your school's website and click the Compass link on their homepage.

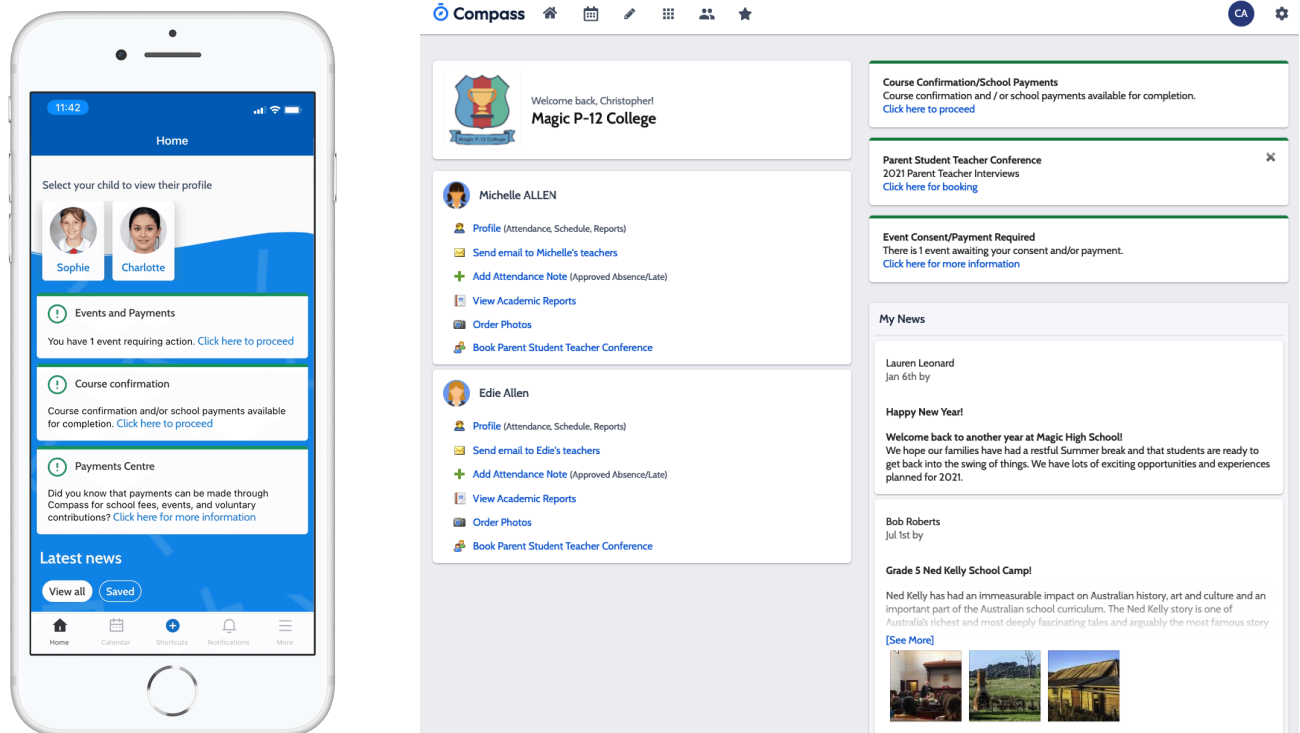
Alternatively, you can go to

<https://insertschooldow-nsw.compass.education/>



The Compass home screen

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



News

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

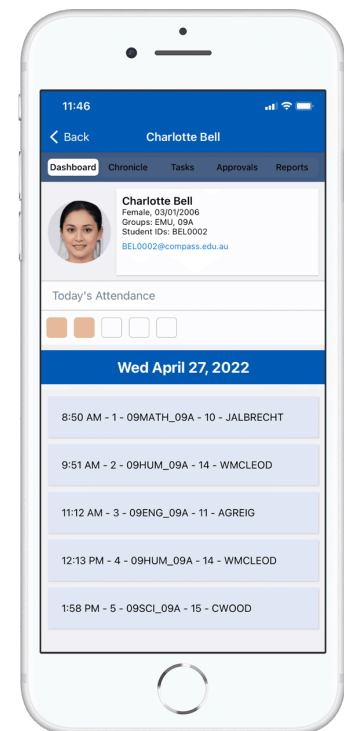
Your Children

Provides you with a quick summary of available options and highlights a summary of upcoming events.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, absence notifications, insights and student report availability.



Entering an Attendance Note

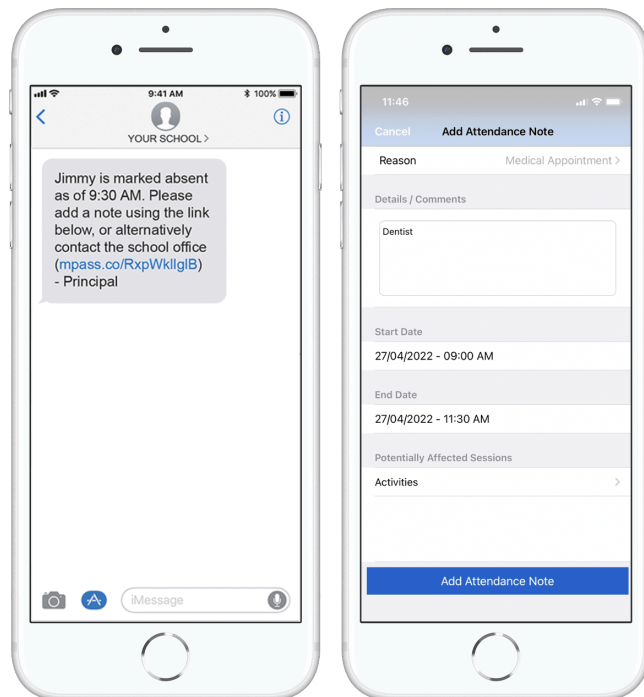
1. From the Compass home screen (or from your student's profile), click the Add Attendance Note item.
2. From the pop-up window
 - ☐ Select the reason
 - ☐ Enter a brief description of the absence
 - ☐ Select the start and finish time
 - ☐ Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.



Events, Consent and Payments

Parental consent and payment is often necessary for events and excursions. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre.

When you access the Action Centre you can view events requiring consent/payment and any course confirmations which need to be completed displayed under the 'Action Centre' tab. You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.

The screenshot shows the Compass web application interface. At the top, there's a navigation bar with 'Action Centre', 'Events', 'Volunteering', and 'Payments'. The 'Events' tab is selected. Below the navigation bar, there's a section for 'Upcoming events' with a dropdown menu. Two events are listed: 'Melbourne Museum' and 'Royal Melbourne Zoo'. Each event has a 'Consent and payment' button. The 'Melbourne Museum' event is due on 15/02/2021 for \$23.00, and the 'Royal Melbourne Zoo' event is due on 25/02/2021 for \$10.00. Below the events list, there's a 'Consent and payment method' section with a text area for consent and a 'Confirm and pay' section. The 'Confirm and pay' section includes a 'Payment Method' dropdown set to 'New credit card', a credit card image (VISA), and a 'Payment' section with a 'Total amount' of \$23.00 and options to 'Pay in full now' or 'Pay in instalments'. A 'Process' button is at the bottom right.

Viewing Academic Reports

From the home screen, click on the 'View Academic Reports' item or navigate to the 'Student Profile' and click the 'Reports' tab.

A list of 'Academic Reports' will be displayed. Click the report title to download the PDF.

The screenshot shows the Compass web application interface for a student profile. At the top, there's a navigation bar with 'Compass', 'Action Centre', 'Events', 'Volunteering', 'Payments', and 'Reports'. The 'Reports' tab is selected. Below the navigation bar, there's a section for 'Edie Allen' with a profile picture and a list of links: 'Profile (Attendance, Schedule, Reports)', 'Add Attendance Note (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Student Teacher Conference'. Below the links, there's a 'Student: Edie Allen - 05A, Year 5' section with a 'Reports' tab. The 'Reports' tab shows a table of reports with columns for 'Reporting Cycle' and 'School'. The table lists reports for the 2020 - Semester Two Magic P-12 College, 2020 - Semester One Magic P-12 College, 2019 - Semester Two Magic P-12 College, 2019 - Semester One Magic P-12 College, and 2018 - Semester Two Magic P-12 College. The 'Reports' tab is active, and the 'Reports' section is highlighted.

Parent-Teacher Conferences

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

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.

 [View Academic Reports](#)

 [Book Parent Student Teacher Conference](#)

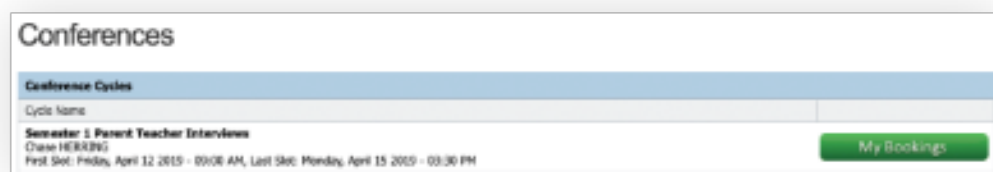


Parent Student Teacher Conference

You have open conference cycle(s).

[Click here for booking](#)

A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.



Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.

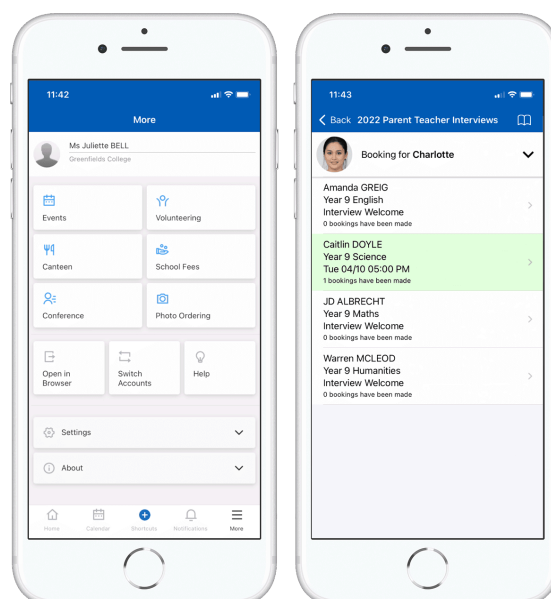
Friday, April 12		Monday, April 15	
09:00 AM	09:30 AM	09:00 AM	09:30 AM
10:00 AM	10:30 AM	10:00 AM	10:30 AM
11:00 AM	11:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	12:00 PM	12:30 PM
01:00 PM	01:30 PM	01:00 PM	01:30 PM
02:00 PM	02:30 PM	02:00 PM	02:30 PM
03:00 PM	03:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	04:00 PM	04:30 PM

Parent-Teacher Conferences - app

From the Compass home screen on your app, select the more menu (bottom right) and click on the Conference button.

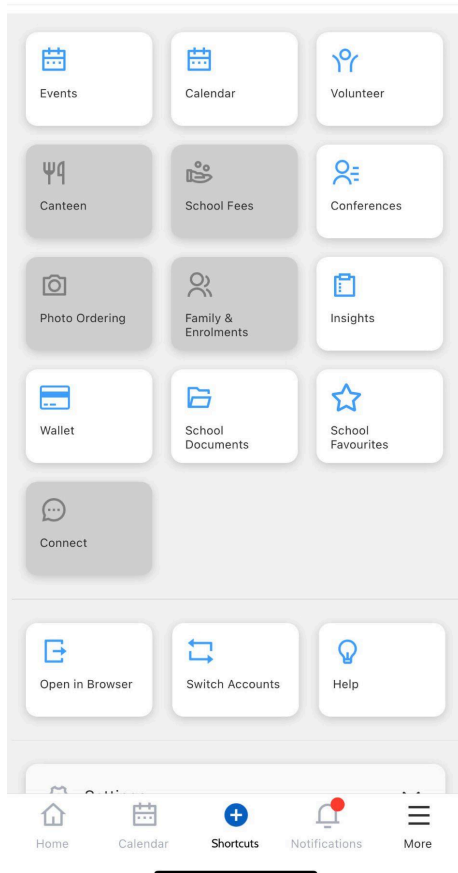
From the list of parent-teacher conference cycles

- ☐ Select the relevant cycle you wish to book for
- ☐ Select the student you wish to place a booking for
- ☐ Select the class or interview group
- ☐ Click on a time slot to make a booking and confirm



Insights and Surveys - app

More



Compass' Insights module is used for gathering information from students and parents that can be used for a variety of purposes.

Insights allow you to give consent for various school based activities and may include; Media consent, Technology use agreements and other general school permissions.

Using the Compass app you can easily view the information and provide consent.

Insights will appear on your Compass app as an alert. Clicking on this will take you to the insights section. You can also navigate to Insights by clicking on the More option button in the Compass app