

A Parent's Guide to Compass

[Knowledge Base](#) > [Parent Portal](#) > [A Parent's Guide to Compass](#)

Overview

The Compass Parent Portal is an integrated, online portal that 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 you 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

Please keep in mind that your school may not be using all of the modules indicated in this article, and your school may not have turned on access to parents to all functions within the portal.

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. If you are having trouble finding the Compass link for your school you can go to <http://schools.compass.education> 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 'Can't access your account?' link on the front page.

Homepage

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

Main Menu

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 information regarding attendance, events, news and more.

Alerts

My News

Reports are available through Ginny's profile or by clicking here

Insights Cycle Open
Your input/feedback is requested regarding Ginny for "Student Goals". Click here to proceed

Course Confirmation/School Payments
Course confirmation and/or school payments available for completion. Click here to proceed

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

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

News

Cauldron Sale
Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details.
6 days ago by Minerva McGONAGALL

Homework Club
Every Wednesday 3:30pm to 4:15pm in the Library. A Maths Teacher and an English Teacher

Tools

Ron WEASLEY

Profile (Attendance, Schedule, Reports)
Send email to Ron's teachers
Add Attendance Note/Approval (Approved Absence/Late)
View Academic Reports
Book Parent Teacher Interviews
1 overdue learning task

Ginny WEASLEY

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

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/ren

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/ren's profile page
- Email functionality
- Attendance pages customised for your children, 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.

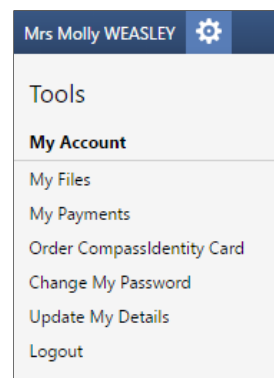
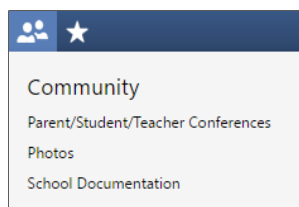
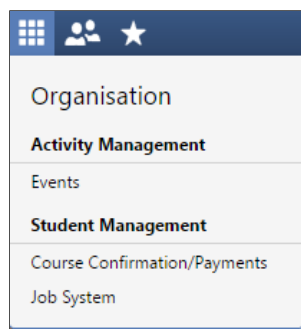
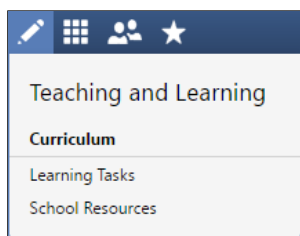
News

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, 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.

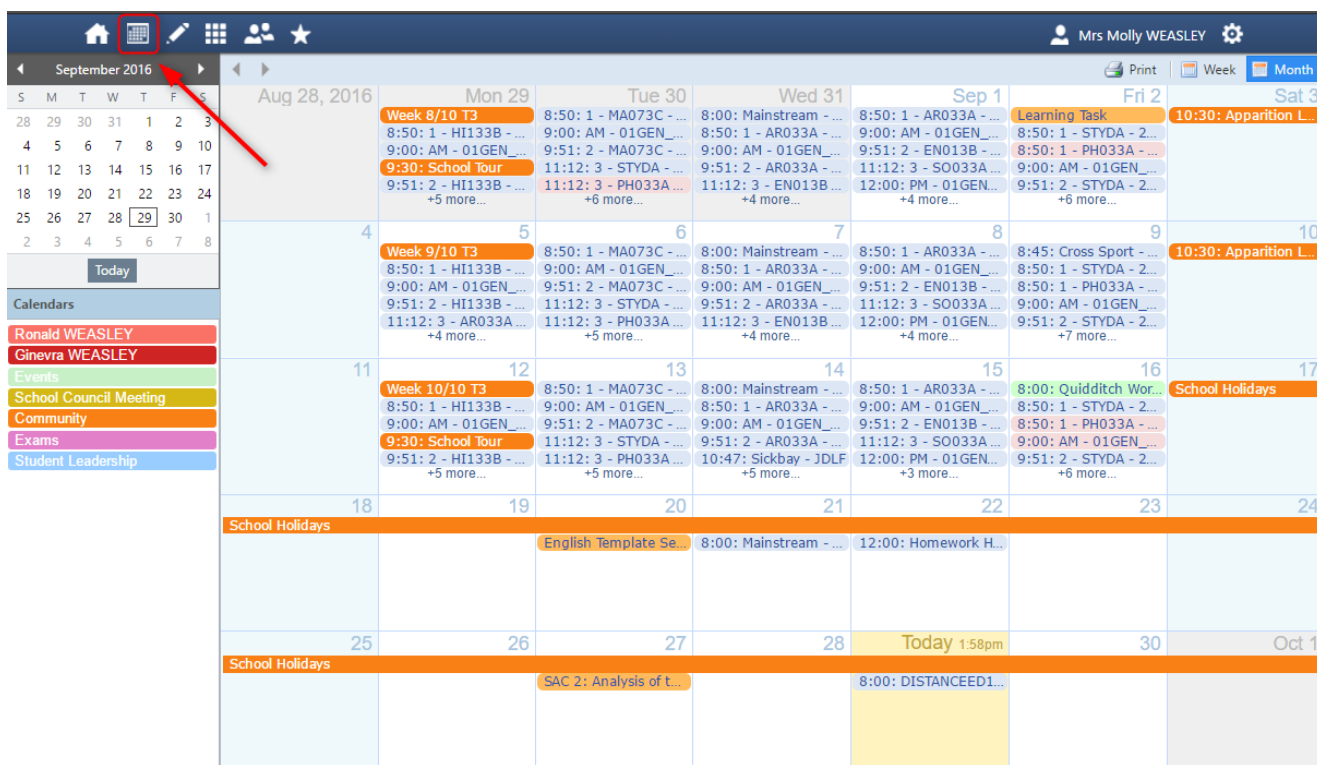
The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked.

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.

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.

Class	Student Name	Learning Task	Due Date	Created Date	Result
HI133B	Ronald (Ron) WEASLEY	SAC 2: Analysis of the Consequences of Revolu...	27/09/2016 04:00 PM	03/06/2016	72
DISTANCE...	Ronald (Ron) WEASLEY	English Template Senior School Wk 2	20/09/2016 04:00 PM	18/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Learning Task	02/09/2016 04:00 PM	04/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Term 1 - Charlotte's Web Book Study	20/05/2016 04:00 PM	09/04/2016	-
HI133B	Ronald (Ron) WEASLEY	History Essay	15/05/2016 04:00 PM	16/05/2016	B
01GEN_01B	Ginevra (Ginny) WEASLEY	Maths Fun	09/05/2016 04:00 PM	16/05/2016	-
HI133B	Ronald (Ron) WEASLEY	SAC 1A: Historical Inquiry	No due date	03/06/2016	At Standard
SO033A	Ronald (Ron) WEASLEY	Learner Profile - Ways of Contributing	No due date	21/06/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT 1: Romeo and Juliet Essay	No due date	29/07/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT1: Essay	No due date	11/08/2016	33
DISTANCE...	Ronald (Ron) WEASLEY	CAT: Basic PowerPoint Presentation	No due date	18/08/2016	45
01GEN_01B	Ginevra (Ginny) WEASLEY	Spelling Test	No due date	13/04/2016	-

School Resources

A repository of relevant documents, websites, or other information required for homework or class work.

Organisation

Events

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

Event	Date/Time	Consent/Payment Options	Due
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05

Community

Parent/Student/Teacher Conferences

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

Mrs Molly WEASLEY

Conferen

Please select the event

Available events

- Community
- Parent/Student/Teacher Conferences
- Photos
- School Documentation

Conference Bookings

[Conference Bookings Home](#)

Event	Student	Status
Training Parent/Student/Teacher Interviews - Sonja	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ginevra WEASLEY	Open 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.

Mrs Molly WEASLEY

Parent/Student/Teacher Interviews : Ronald (Ron) WEASLEY (WAL0038)

Students are to attend all interviews with their Parent/Guardian

My Bookings

Print

Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Principal	Gym	01/09/2016 05:10 PM	Booked
Filius Flitwick	Further Mathematics		01/09/2016 05:20 PM	Booked
Minerva McGONAGALL	Flying Unit 3	Gym	01/09/2016 06:30 PM	Booked
Severus SNAPE	Dark Arts Unit 3		<div> <div></div> <div>Clear</div> <div>01/09/2016 03:30 PM</div> <div>01/09/2016 03:40 PM</div> <div>01/09/2016 03:50 PM</div> <div>01/09/2016 04:00 PM</div> <div>01/09/2016 04:10 PM</div> <div>01/09/2016 04:20 PM</div> <div>01/09/2016 04:30 PM</div> <div>01/09/2016 04:40 PM</div> <div>01/09/2016 04:50 PM</div> <div>01/09/2016 05:00 PM</div> <div>01/09/2016 06:40 PM</div> <div>01/09/2016 06:50 PM</div> <div>01/09/2016 07:00 PM</div> </div>	Free

Compass (109 / 10.20.26.0 / BN1#121 / UserV3)

Copyright 2016 - Website Policies

Photos

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

Photos

Welcome to CompassPhotos

2016 Photographs

Community
Parent/Student/Teacher Conferences
Photos
School Documentation

You have no items in your photo shopping cart.

Purchase History
Click here to view all previously purchased photographs:
• [Previous Purchases](#)

Contact CompassPhotos
If you have any questions, please do not hesitate to contact us:
• Phone: (03) 8640 9640
• Email: photos@jdlf.com.au

Photographs From Previous Years

If you would like to order photographs from previous years, please email us at: photos@jdlf.com.au or phone us at: (03) 8640 9640

Public albums

There are currently no public albums available for viewing. Check back soon!

School Favourites

This is where you can access links that the school has determined are useful for parents. These links are entirely set by your school so will not appear.

My Files

My Files Management
+ Add File
Filename
No files

School Favourites
2016 Year 9 Handbook
2017 Senior School Handbook
2017 Subject Selection Form - Year 9
2017 Subject Selection Form - Year 10
2017 Subject Selection Form - Year 11
2017 Subject Selection Form - Year 11 SEAL
2017 Subject Selection Form - Year 12

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.

Tools

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.

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		JDLF	Late

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason:

Details/Comment: **Medical**
Student is not at school for medical reasons.

Dentist
Includes dentist, orthodontist, or similar.

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.

Important Notice
In clicking 'Save', you constitute a medical or intentional misuse of the system.

Important Notice
This will automatically

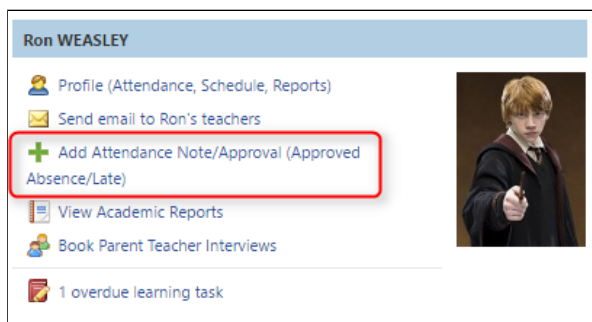
Audit Save Cancel

Please note that you cannot edit your 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.

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.