



# Welcome to Compass

A guide for parents and families



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.

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 <https://queenscliffps-vic.compass.education/>



## 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.

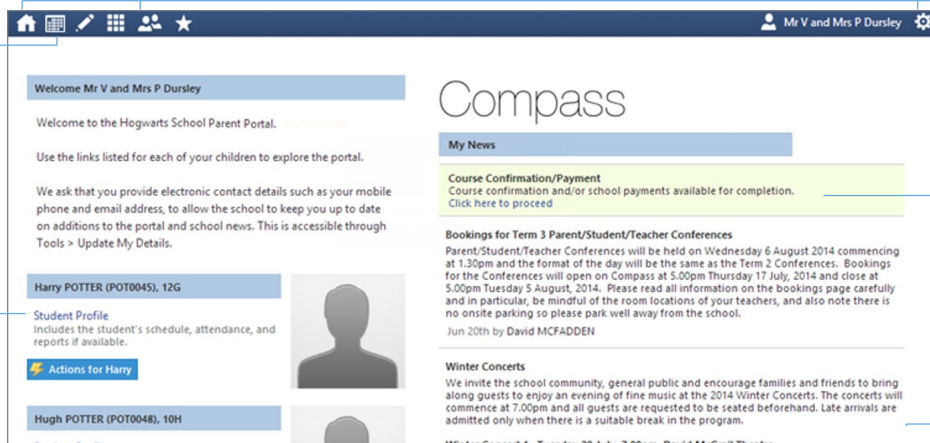
## School Calendar

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. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star. The user is identified as Mr V and Mrs P Dursley. The main content area includes a welcome message, a list of links for each child, and instructions on how to update contact details. There are two student profiles listed: Harry POTTER (POT0045), 12G and Hugh POTTER (POT0048), 10H. The 'My News' section contains a 'Course Confirmation/Payment' alert and 'Bookings for Term 3 Parent/Student/Teacher Conferences'. The 'Winter Concerts' section invites the school community to bring along guests for an evening of fine music.

## 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.

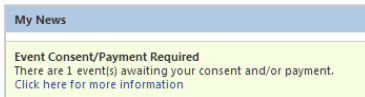
## News

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

## Consent and Payments

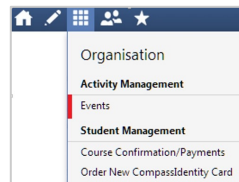
1

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.

# 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
9KCN1KN	21/07 - 10:02 AM	21/07 - 11:17 AM	2	E8	KN	Present
955C1KN	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 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 approved by school related activity.

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

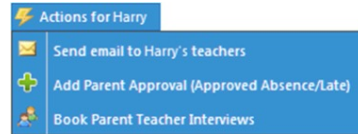
**NP Unap** - Not present in class with no approval entered.



## 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.

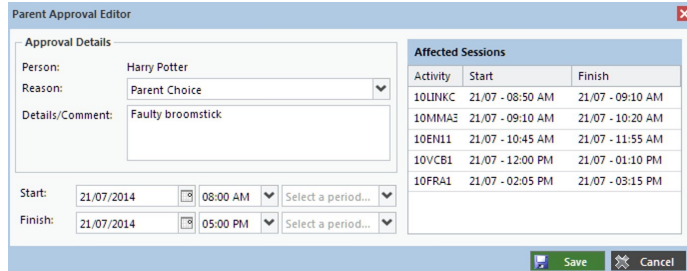


Actions for Harry

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

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



Parent Approval Editor

Approval Details

Person: Harry Potter

Reason: Parent Choice

Details/Comment: Faulty broomstick

Start: 21/07/2014 08:00 AM Select a period...

Finish: 21/07/2014 05:00 PM Select a period...

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

Save Cancel

### Note:

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

# Reports

Parents can view up-to-date and past reports of their child. An alert will appear on your home page once a new report is available. Your Child's reports can be accessed at any time by clicking on your child's Profile then selecting the 'Reports' Tab.

## Semester Reports

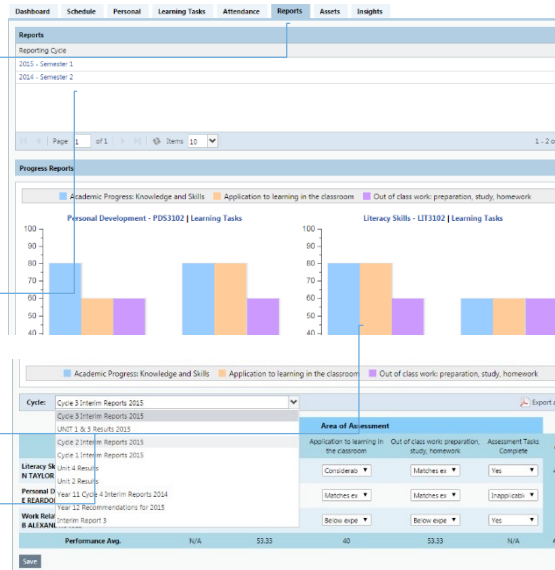
You can download a PDF copy of your child's Semester report by clicking on the report. Year 11 Semester reports are published at the end of each semester. Year 12 Semester reports are published at the end of the first semester and a reference letter is then published at the end of the second semester.

## Progress Reports

Progress reports show graphs that combine results from previous Progress reports.

Parents can display results from individual Progress reports by selecting a specific report.

### Student: Harry Potter, 9KN, Year 9



The screenshot displays the 'Reports' section for a student named Harry Potter, 9KN, Year 9. The interface includes a navigation menu with 'Reports' selected. Below the menu, there are sections for 'Reporting Cycle' (2015 - Semester 1, 2014 - Semester 2), 'Progress Reports' with two bar charts for 'Personal Development - PDS3102 | Learning Tasks' and 'Literacy Skills - LIT3102 | Learning Tasks', and a table for 'Area of Assessment' with columns for 'Application to learning in the classroom', 'Out of class work: preparation, study, homework', and 'Assessment Tasks Complete'.

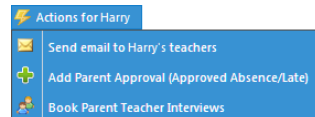
Area of Assessment	Application to learning in the classroom	Out of class work: preparation, study, homework	Assessment Tasks Complete
Considerab	Matches ex	Yes	
Matches ex	Matches ex	Inapplicab	
Below expe	Below expe	Yes	

# 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'.



A dropdown menu titled "Actions for Harry" with three options: "Send email to Harry's teachers", "Add Parent Approval (Approved Absence/Late)", and "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.

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

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.

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]	

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

## 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

