

Welcome to Compass

A guide for parents and families

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

Dear Parents,

Your child's report will be published on Compass and viewed at <https://san-remo-ps-vic.compass.education> or you can download the compass app from your app store for free. If you this guide, you will be able to understand how to navigate the Compass system.

If you have forgotten your Login code, please see me and I will give it to you again. If you have forgotten your password then follow the prompts after pressing SIGN IN. If you do not have access to a computer you can access the computer in the staff room.

It is very important that you can access your report AND the learning tasks as they specifically show where your child is at and may, depending on the task, show you your child's work sample.

Feedback on the reports and Compass is encouraged and welcomed so that we continue to improve them for you and your child.

Regards,

Karen Bowker

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 an explanation 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

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 our 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.compass.edu.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 our 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 our 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.

Please note: This booklet provides an overview of key features within Compass, our school may not have yet enabled all of these modules at this time.

The Compass home screen

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

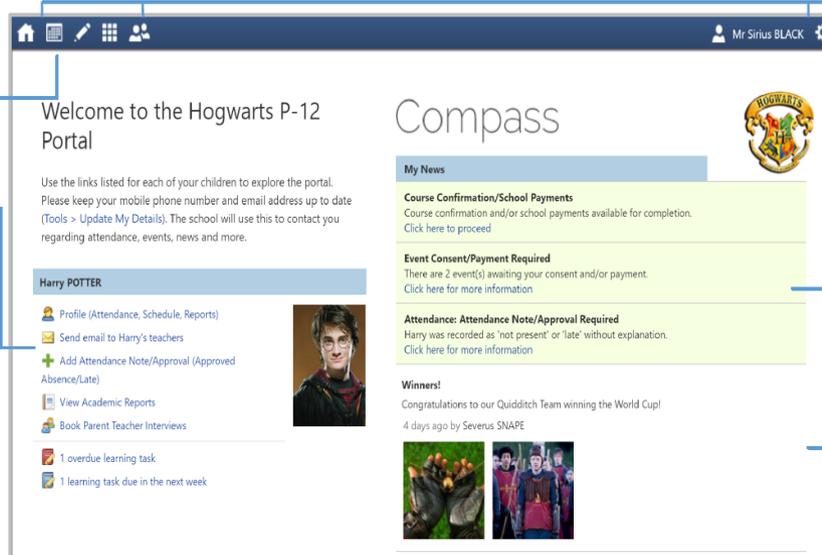
School Calendar

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

Your children

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 detailed information about your child.



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.

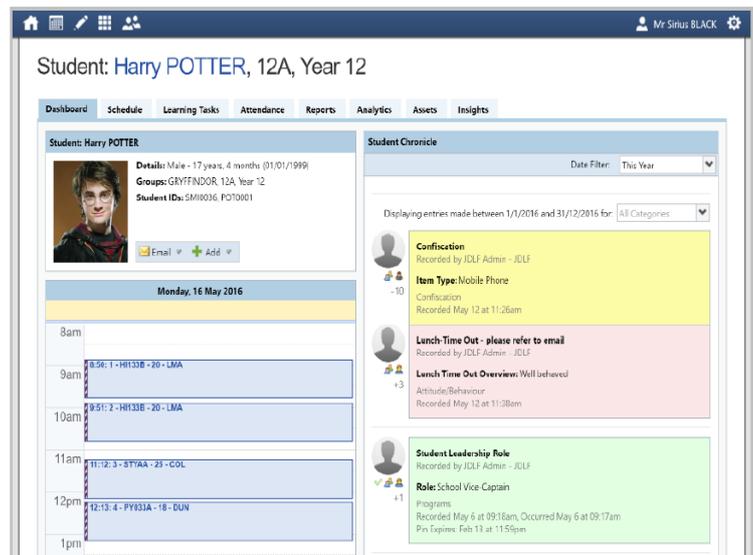
Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile.



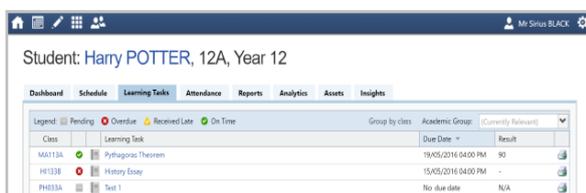
Learning Tasks

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.

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.



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

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

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 is explained by a school related activity.
NP Parnt - Not present in class and is explained by a parent approval.
NP Unap - Not present in class with no explanation entered.

Attendance: Entering a Parent Approval

1

From the Compass home screen (or from your student's profile), click 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.

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

On the home screen, beside the student you wish to make bookings for, 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

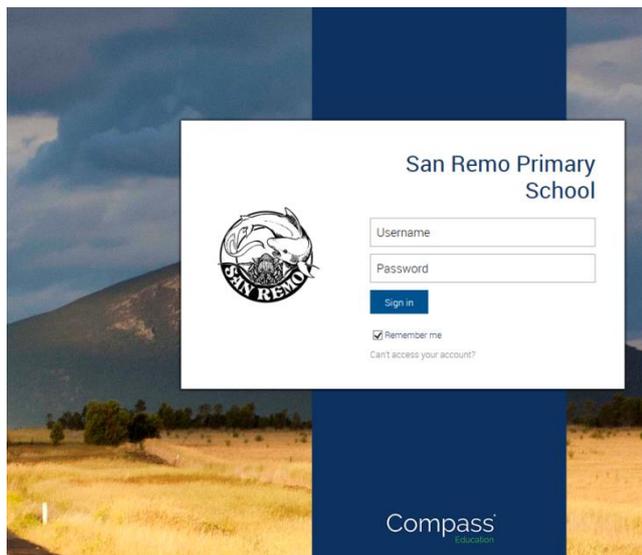
Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.

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

HOW TO ACCESS YOUR SAN REMO PRIMARY SCHOOL COMPASS REPORTS

1. Log in at <https://san-remo-ps-vic.compass.education>

The screen looks like this;



If you have forgotten your username please see Karen. If you have forgotten your password, then follow the prompts after clicking on SIGN IN.

2. When you have logged in, your home page will look like this;

Your name will be displayed here

Welcome to the San Remo Primary School 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 to contact you regarding attendance, events, news and more.

Compass

My News

There are no news items.

[Name Field]

Profile (Attendance, Schedule, Reports)

View Academic Reports

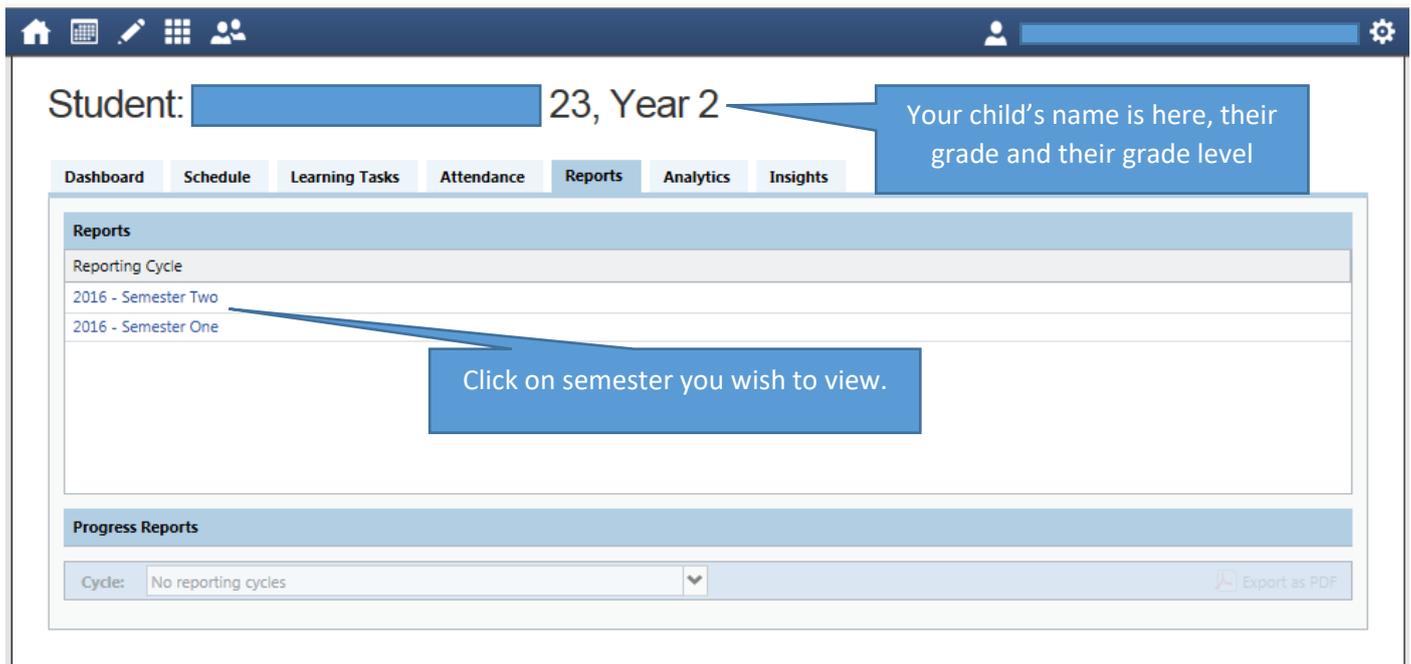
[Name Field]

Profile (Attendance, Schedule, Reports)

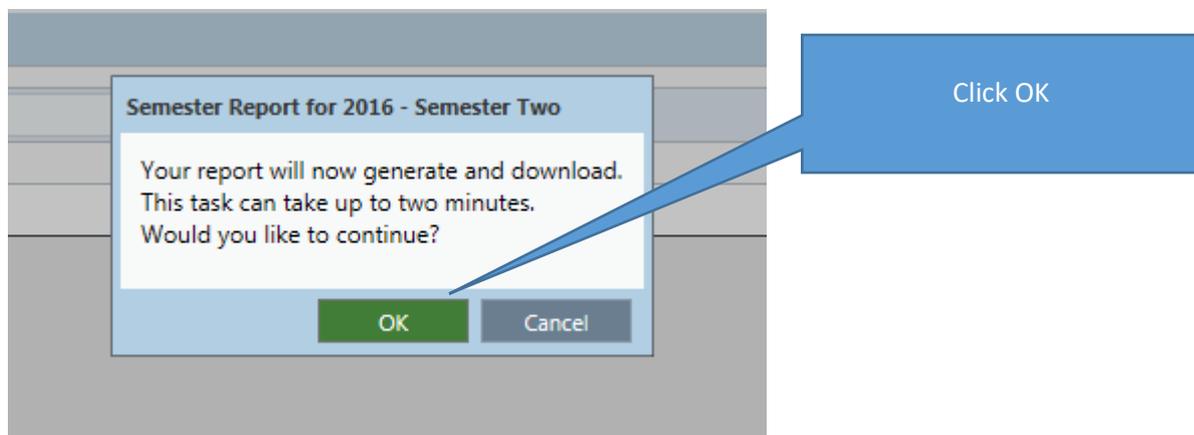
View Academic Reports

To access your child's report click on view Academic Reports

3. When you click on “View Academic Reports” this screen will appear;

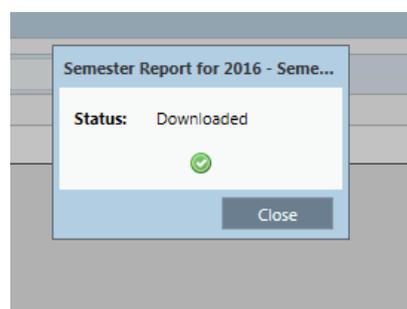


4. When you click on 2016 Semester two, the following will be displayed;



Your report will be generated and you will be able to view it on your screen. You can also save it to your computer OR you can print it out. It is displayed in a PDF format. It will always be in your child's compass page for you to access anytime, it is not deleted.

5. When you close your child's report you will see this screen. Click OK to get back to your child's home screen.



6. To access your child's learning tasks, you can do it from this screen.

Student: [redacted], 23, Year 2

Dashboard Schedule **Learning Tasks** Attendance Reports Analytics Insights

Reports

Reporting Cycle

2016 - Semester Two

2016 - Semester One

Progress Reports

Cycle: No reporting cycles

Export as PDF

7. The follow screen appears and all of your child's learning tasks are shown. All you do is click on the task for it to be displayed.

Student: [redacted], 23, Year 2

Dashboard Schedule **Learning Tasks** Attendance Reports Analytics Insights

Legend: Pending Overdue Received Late On Time

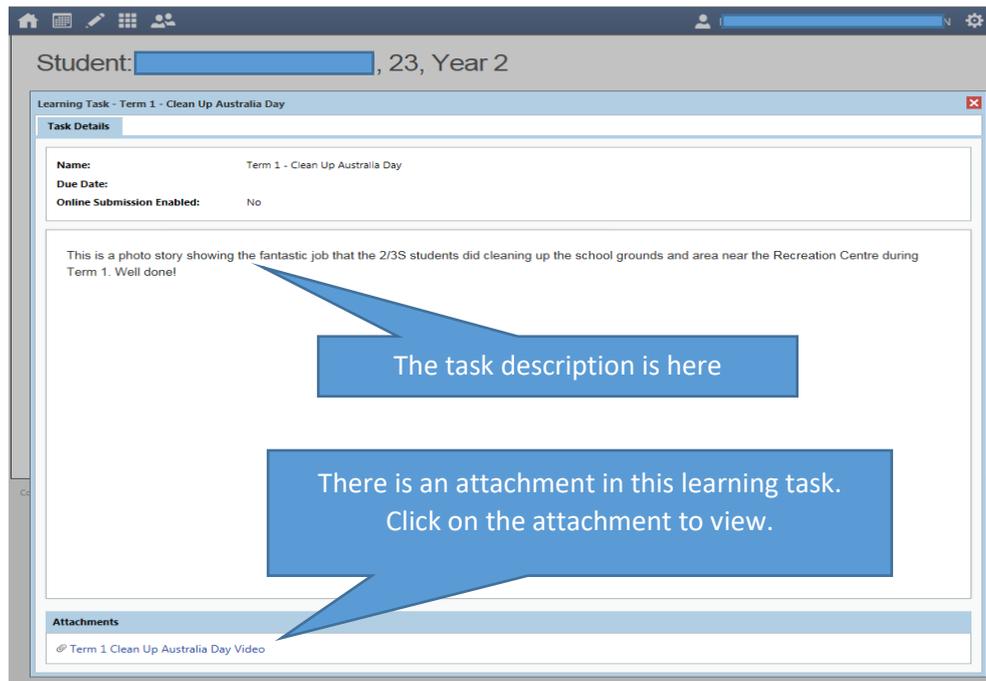
Group by class Academic Group: (Currently Relevant)

Class	Learning Task	Due Date	Created Date	Result
23GEN_2_3	Term 2 - Subtraction: Whiteboard Ten Frames	No due date	16/06/2016	-
23GEN_2_3	Term 2 - Responsible Pet Ownership	No due date	20/06/2016	-
23GEN_2_3	Term 1 - Clean Up Australia Day	No due date	20/06/2016	-
23SGEN_23	Term 3 - Multiplication	No due date	31/08/2016	-
23SGEN_23	'My Winter Holidays' Recount	No due date	07/09/2016	-
23SGEN_23	Writing - Semester 2 2016	No due date	08/12/2016	1.5
23SGEN_23	Mathematics - Semester 2 2016	No due date	08/12/2016	2.0
23SGEN_23	Reading - Semester 2 2016	No due date	10/12/2016	2.5

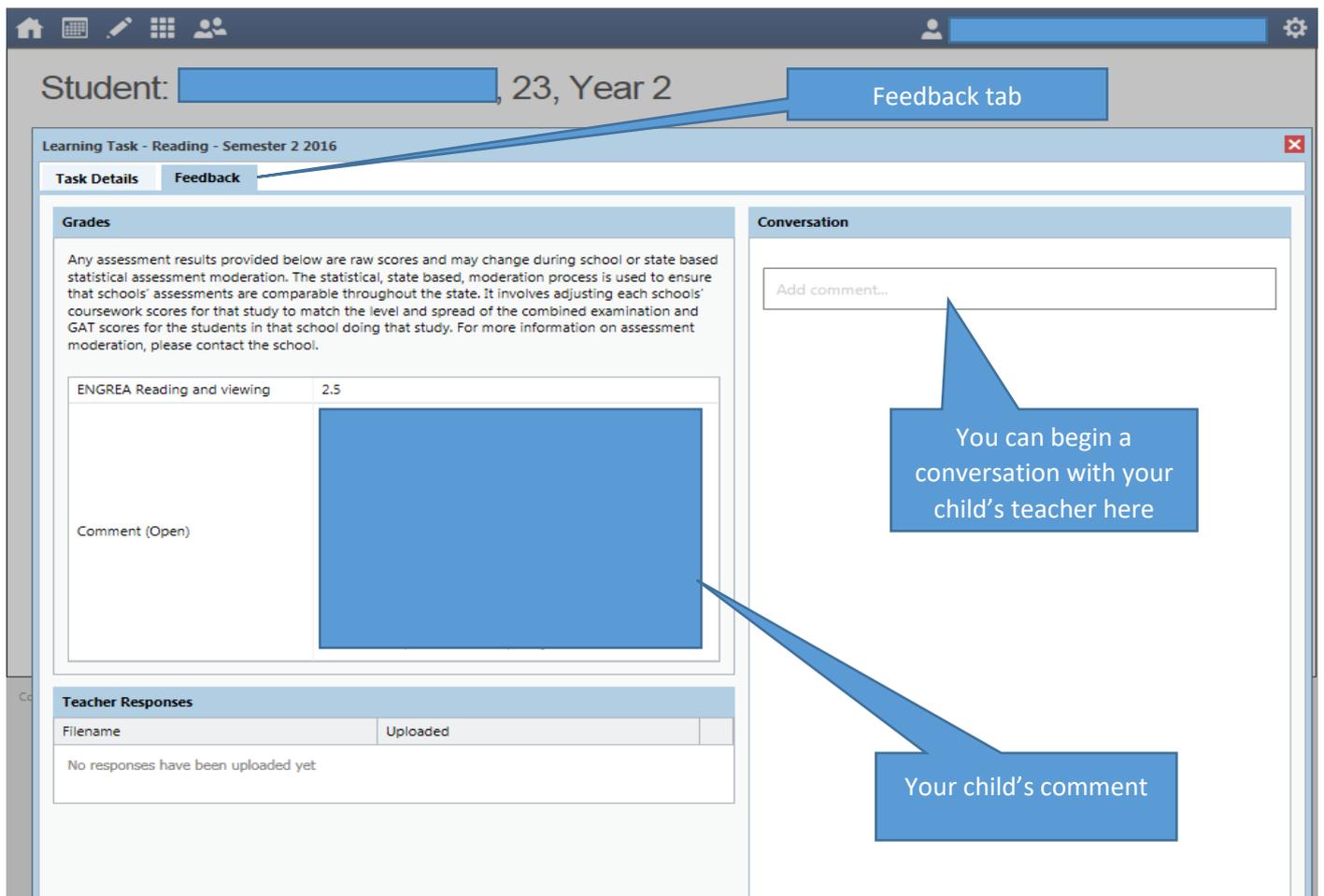
Page 1 of 1 Items 20

Displaying 1 - 8 of 8

8. The learning task will look like this;



9. If it is a learning task that has a personal comment about your child's progress, click on the feedback tab to read the comment. You can also start a conversation about your child's progress with their teacher.



10. I hope that this helps you navigate your child's report. This system has many more features for the school and home to access including analytics and behavioural documentation, which SRPS will be accessing in the future.

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 <http://www.compass.edu.au/corporate/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.

