



# Compass

# Parent Guide

# Welcome to Compass

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
- 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 our school. Go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.

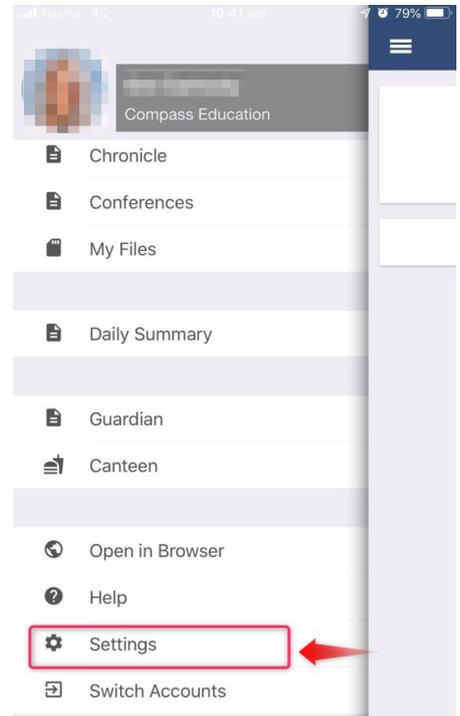


# Compass App Lock

Users can add an App Lock which will help prevent unauthorised access to their Compass portal if they leave their device unattended. When the App Lock is in place, if you leave the App open on your device and unattended for 15 minutes, the App Lock will engage.

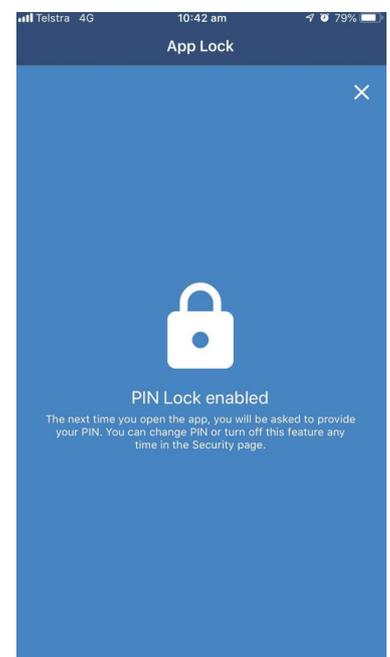
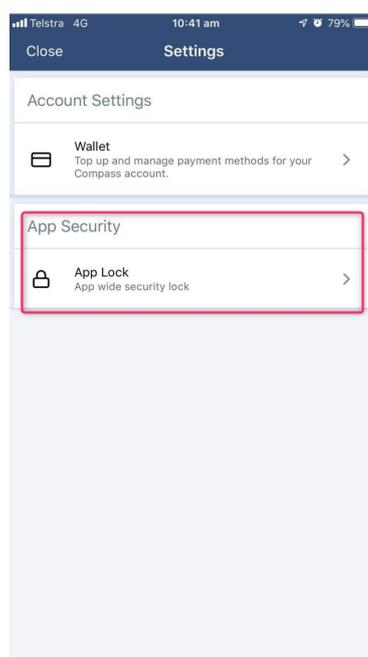
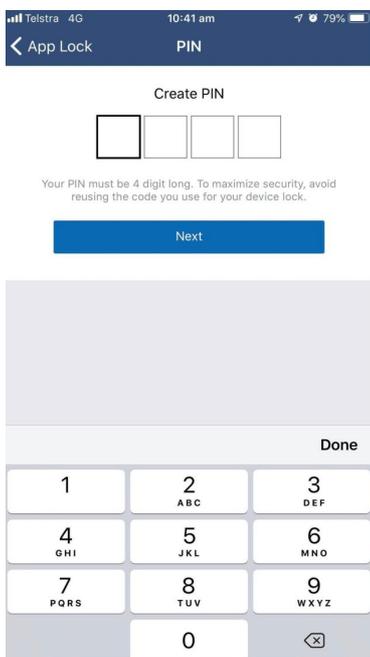
## Hamburger Icon ⇒ Settings

To set/edit the App Lock, in the menu, select 'Settings' and click on 'App Lock'. You can choose to have a 4 digit pin or use your phone's Biometric options.



## Choose Password

This needs to be set up on each device using the Compass App.



# Compass Home Screen

## 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.

Welcome to the Tasmanian Catholic Education Office Test Portal 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.

**Sean(P) Arena**

- Profile (Attendance, Schedule, Reports)
- Send email to Sean(P)'s teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports

1 overdue learning task

**James(P) Arena**

- Profile (Attendance, Schedule, Reports)
- Send email to James(P)'s teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Parent Student Teacher Conference

**Compass**

**My News**

- Reports are available through Olivia(P)'s profile or by [clicking here](#)
- Parent Student Teacher Conference**  
Term 1 Parent Teacher  
[Click here for booking](#)
- Event Consent/Payment Required**  
There is 1 event awaiting your consent and/or payment.  
[Click here for more information](#)
- Mass Today**  
Mass will commence at 11.30 today in our school hall. Early years classes to sit with their buddy class  
Feb 5th by SME 1
- Excursion Photos**  
Grade 2 had a great time at Mt Field today. Check out some of their photography skills!  
Jan 22nd by Jacinta Keenan

## 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.

# Student Profile

## 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.

Student: **Olivia (Olivia(P)) Arena - YR 1, Year 1**

Active

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

---

**Student: Olivia (Olivia(P)) Arena**



**Details:** 8 years, 9 months (09/05/2010)  
**Groups:** JOHN, YR 1, Year 1  
**Student IDs:** 102116, OMARE35  
+ A  
Email + Add

---

**Friday, 01 March 2019**

8am	
9am	9:00: 01GEN_YR 1 - EPOW
10am	
11am	
12pm	12:00: 01GEN_YR 1 - EPOW
1pm	

---

**Student Chronicle**

Date Filter: This Year

Displaying entries made between 1/1/2019 and 31/12/2019 for: All Categories



**First Aid Incident**  
Recorded by Eliza Powerlett - EPOW  
**Time of Incident :** 12:30 PM  
**Nature of Injury:** Bump  
**Sickbay Check-in Time:** 12:30 PM  
**Sickbay Check-out Time:** 12:50 PM  
First Aid  
Recorded yesterday at 12:49 PM, Occurred yesterday at 12:51 PM



Comment from Eliza Powerlett - EPOW  
potentially linked to incident on 12/02  
Recorded yesterday at 02:25 PM



**Reward!**  
-20  
Positive Behaviour  
Recorded Jan 28 at 06:28pm

# Attendance: Summary

Using Compass parents can view attendance information for their child. To view a child's attendance click on the profile link on the homepage and then go to the attendance tab.

Notes & Approvals

Daily Snapshot

Student: James (James(P)) Arena - YR 2, Year 2

Active

Dashboard | **Attendance** | Reports | Insights

Summary | **Notes/Approvals** | Unexplained | Arrival/Departure | Full Record

**Daily Activities & Attendance**

Currently Viewing: < 04/03/2019 > Switch to Grid view

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
	Yr 2 Generalist 02GEN_YR 2				Yr 2 Generalist 02GEN_YR 2			
	AM				PM			

**Annual Half-Day Summary**

School Year: 2019

February					March					April					May					June		
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W

Term Summary (Days Absent)

Term 1	9.5 Days
Term 2	0 Days
Term 3	0 Days
Term 4	0 Days

**Attendance Summary**

Start: 01/01/2019 | End: 04/03/2019 | Students: All | Class %: All | Ac'td %: All | Schl %: All | Filter

Subject	Class	Form	Run	In Class				Out of Class				Percentages		
				Prsnt	Late Appr	Late Un'd	Total	NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac'td %	Schl %
Yr 2 Generalist	02GEN_YR 2	YR 2	73	52	2	0	54	0	19	0	19	74	100	74
School Activities		YR 2	1	1	0	0	1	0	0	0	0	100	100	100

Attendance Summary

# Attendance Notes

Parents can add an attendance note in Compass to explain why their child is absent.

**James(P) Arena**

-  Profile (Attendance, Schedule, Reports)
-  Send email to James(P)'s teachers
-  Add Attendance Note (Approved Absence/Late)
-  View Academic Reports
-  Book Parent Student Teacher Conference



1

From the Compass home screen (or from your student's profile), click the 'Add Attendance Note/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, notes should be entered prior to the absence occurring

**Attendance Note Editor**

**Note Details**

Person: James ARENA

Reason: Enter a reason...

Details/Comment:

**Important Notice**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 01/03/2019 08:00 AM   Select a period...

Finish: 01/03/2019 05:00 PM   Select a period...

**Potentially Affected Sessions**

Activity	Start	Finish
02GEN_YR 2 (Yr 2 G...	01/03/2019 09:00 AM	01/03/2019 12:00 PM
02GEN_YR 2 (Yr 2 G...	01/03/2019 12:00 PM	01/03/2019 03:00 PM

# Parent – Teacher

Using Compass parents can book their parent-teacher conferences online.

## James(P) Arena

-  Profile (Attendance, Schedule, Reports)
-  Send email to James(P)'s teachers
-  Add Attendance Note (Approved Absence/Late)
-  View Academic Reports
-  Book Parent Student Teacher Conference



1

On the homescreen, beside the student you wish to make a booking for, click 'book parent teacher interviews'

## Conference Cycles

Cycle Name

### Term 1 Parent Teacher

James(P) Arena, Olivia(P) Arena

First Slot: Monday, June 3 2019 - 03:00 PM, Last Slot: Wednesday, June 5 2019 - 05:45 PM

My Bookings

2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click 'my bookings' 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 that time, and then click the teacher's name to make your booking.

## Term 1 Parent Teacher

Print Preview

Information/Help

James (James(P)) Arena

Monday, June 3

03:00 PM	03:15 PM <b>Jacinta Keenan</b> Teacher for Yr 2 Generalist	03:30 PM	03:45 PM
04:00 PM	04:15 PM	04:30 PM	04:45 PM
05:00 PM	05:15 PM	05:30 PM	05:45 PM

Teachers

**Jacinta Keenan**  
Yr 2 Generalist  
Mon 03/06 03:15 PM

# Semester Reports

Using Compass parents can download a PDF copy of semester reports once they have been released to parents.

## James(P) Arena

-  Profile (Attendance, Schedule, Reports)
-  Send email to James(P)'s teachers
-  Add Attendance Note (Approved Absence/Late)
-  View Academic Reports
-  Book Parent Student Teacher Conference



1

On the homescreen, beside the student you wish to make a booking for, click 'view academic reports'. This will take you to the Reports tab of the student profile.

2

Click on the required report and this will download a PDF copy to your computer.



Student: **James (James(P)) Arena - YR 2, Year 2**

Active

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

Reports	
Reporting Cycle	School
2019 - Mid Year Report 2019	Tasmanian Catholic Education Office Test Portal

# Security & Privacy

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



Compass is 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>