

Parent Guide

www.compass.education

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The Compass Parent Portal is an online portal that allows you to access up-to-date information about our school and your child's progress.

The portal is accessible via the web and also via the Compass School Manager App (available for download via the App store on your device).

Within the parent portal are many different features including the ability to:

- Add Attendance Notes
- Communicate with your child's teachers
- Monitor your child's homework and assessment tasks
- View Semester and Progress Reports
- Book Parent Teacher Conferences
- Consent and Pay for school events
- View school news items

This guide will assist you with navigating the portal and includes step by step information on how to complete key processes.

Please note, some processes detailed in this guide may not be applicable (or in use) at our school. If you have any questions regarding your Compass parent portal, please contact the school for assistance.

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Parent Portal via Web

How to Access Compass



Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives a separate log in to our school's Compass site. This log in information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

schools.compass.education

You will then be able to search for our school and access the link.

Recommended browsers



How to Log in



To log in, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time.

To log in, go to your school's Compass site. Type in your username and password and click 'Sign in'. Your username will be your parent code at the school. This will be different from your child's student code, and it will not be your email address.

If it is the **first time** you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and password recovery.

Compass Login Help	
What is your email address or mobile phone number?	
If your email address or mobile phone number is recorded against your acco	ount in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.
johnsmith@axample.com	
or	
Please complete the below recaptcha:	
fm not a robot	
Continue	
I don't know my mobile phone number or my email address	
We take privacy and user security seriously. Suspicious password recovery criminal charges.	attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or

Once you have confirmed your details, you will be **required to change your temporary password** to one of your choosing. When you have entered your new password, click 'Save'.

(!

If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.

Next, you will need to change your password	
Your new password must:	
 Not contain your username 	
 Not be a password recently used by this account 	
 Be at least eight (8) characters in length 	
 Contain at least one (1) UPPERCASE letter 	
 Contain at least one (1) lowercase letter 	
 Contain at least one (1) number 	
New Password:	

The Home Page

When you log in, you will be taken to the Home Page, which is made up of the following components:



1 Menu options

Across the top of the screen, you will see a series of menu icons, each with drop-down options. These are further explained in the following section.

2 Child Information

This section will display each child you have at the school. From here, you can access their profile for key information or perform actions such as send an email to a teacher or add an attendance note.

3 Alerts

On the top right, you will find a list of clickable notifications that will prompt you to action something.

4 Newsfeed

Posts in the Newsfeed allow the school to communicate key information to you. Posts remain accessible for as long as the school has determined, with the most recent posts displayed first. Posts that are set as Priority, however, will always show at the top.

M	enu Icons	١
	ō Compass 📽 🗰 🖉 🎟 🚢 🚖	
*	The Home icon can be clicked at any time to take you back to the Home Page in Compass.	
.	The Calendar icon will take you to view the available Calendars i.e. school events, your child's schedule etc.	
ø	The Pencil icon opens the Teaching and Learning menu from which you can view all the Learning Tasks assigned to your child/children.	
	The Grid icon will open the Organisation menu . Here you can access the Events page and also the Course Confirmation page to pay school fees.	
	The People icon is the Community menu . Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.	
×	The Star icon opens the Favourites menu . This contains links to useful websites the school recommends.	
\$	The Cog icon gives you access to the Tools Menu . Here you can opt to change your password, view your payment history and update your details.	
To	Account	
My My Wa	Files Payments allet	
Cor	mpassIdentity Card mily & Enrolments	
Cha	ange My Password	
Up	date My Details	

How To: Add an Attendance Note for an upcoming Absence





If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click 'Add Attendance Note (Approved Absence/Late)'.

Note Details					Potentially Affected Se	essions	
erson:	Charlotte BELL				Activity	Start _	Finish
casona	Enter a reason	2		*	U9HUM_U9A (Year 9 H	26/04/2022 08:50 AM	26/04/2022 09:47 AM
letails/Comment:					09ENG_09A (Year 9 En	26/04/2022 09:51 AM	26/04/2022 10:48 AM
					09MATH_09A (Year 9	26/04/2022 11:12 AM	26/04/2022 12:09 PM
					095CI_09A (Year 9 Sci	26/04/2022 12:13 PM	26/04/2022 01:10 PM
mnortent blati					09MATH_09A (Year 9	26/04/2022 01:58 PM	26/04/2022 02:55 PM
art:	26/04/2022	MA 00:00	✓ Select a period		Filename		
audulent action or gainst you (by your	intentional misuse registered school, a	of this feature may r affiliated entities and	esult in administrative d/or the product issue	, criminal and/or civil action r).	+ Add Attachments		
nish:	26/04/2022	03:30 PM	Select a period		This attendance note ha	s no attachments.	
As this Attendan ocumentation to th	ce Note is more that ne school via sales	an O teaching day in @compass.educal	n length, you will nee tion.	d to submit separate			

A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click 'Save'.

How To: Add an Attendance Note for an Unexplained Absence



If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

tudent: Charl	otte BELL - 09	A, Ye	ear 9				Active
ashboard Schedule	Learning Tasks Attendance	Repor	ts Analytics Insights				
ummary Notes Unexp	lained Arrival/Departure	Full Record	(
Not Present/Late: Unexplai	ned						
2 Explain with Attendance M	iote					📑 Print	Unexplained Lett
Activity Name	Start		Finish	Period	Location	Staff	Status
	01/01/2022	3	31/12/2022	9			
095CI_09A	19/05/2022 01:58 PM		19/05/2022 02:55 PM	5	15	CWOOD	Late
09ENG_09A	13/05/2022 08:50 AM		13/05/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	12/05/2022 12:13 PM		12/05/2022 01:10 PM	4	11	AGREIG	Late
09ENG_09A	06/05/2022 08:50 AM		06/05/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	04/04/2022 08:50 AM		04/04/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	18/03/2022 08:50 AM		18/03/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	11/03/2022 01:58 PM		11/03/2022 02:55 PM	5	11	AGREIG	Late
09SCI_09A	01/03/2022 12:13 PM		01/03/2022 01:10 PM	4	15	CWOOD	Late
09SCI_09A	10/02/2022 08:50 AM		10/02/2022 09:47 AM	1	15	CWOOD	Late

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'.

This will cause the Attendance Note screen to pop open.

	esency cace: onexpian	eu							
2 C	xplain with Attendance No	0e					👍 Print	Unexplained	Letter •
A	ctivity Name	Start		Finish	Period	Location	Staff	Status	
U		01/01/2022	3	31/12/2022					
v 12	ENG_09A	04/04/2022 08:50 AM		04/04/2022 09:47 AM	1	11	AGREIG	Late	
	ENG_09A	18/03/2022 08:50 AM		18/03/2022 09:47 AM	1	11	AGREIG	Late	
0	ENG_09A	11/03/2022 01:58 PM		11/03/2022 02:55 PM	5	11	AGREIG	Late	
0	RSCI_09A	01/03/2022 12:13 PM		01/03/2022 01:10 PM	4	15	CWOOD	Late	
	ISCI_09A	10/02/2022 08:50 AM		10/02/2022 09:47 AM	1	15	CWOOD	Late	
endance Note E	ditor								F
etails/Comment:									
mportant Not	CO u understand, certify and a ents enrolled in VCE are re	ccept that you are a listed parent/guardia quired to submit a medical certificate to t	n fe	or this child; and the information aboveschool in addition to this approval; an	ve is con d any fr	rect; and this online a sudulent action or inte	oproval does NOT cons	titute a medic: feature may re	al Isult
administrative, cr	iminal and/or civil action a	gainst you (by your registered school, affil	liate	ed entities and/or the product issuer).			cheorial misuse of this		

Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

How To: Consent and Pay for an Event



If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

Action Centre	Events	Volunteering	Payments				
Event							
Sophie B	FLL						
Yr 3/4 Camp, Gun Tuesday, Decemb	diwindi Lodge er 27th 2022, 9:0	0 am		Awaiting consent and payment	Due	\$112.50	1
Friday, December	30th 2022, 4.30 p	m		periodicing Contactic and provincial	16/12/2022	5112.50	

On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Click the event you wish to action.

You will see the details of the ev

Description and educative purpose		
Gundiwindi Lodge is situated on the bushland, park-like landscape and o	e border of Wandin North and Silvan, Victoria. open grazing paddock areas all surrounded b	Its setting is unique in that it has much natural y rural and agricultural farms.
When and where		
Location	Start	Finish
Gundiwindi Lodge (Off Campus)	Tuesday, December 27th 2022, 9:00 am	Friday, December 30th 2022, 4:30 pm
Additional details		
Please Note: - Complete Medical Details o a cost and you would like to use your chil	or Emergency Contact Numbers only if they differ fro d's CSEF please contact the Money Elves at the office	m details already held on student file If this event has ê.
Dress code		
Full school uniform		
Transportation		
0		
Bus		

How To: Consent and Pay for an Event (continued)

	ergies, medications or aliments?	
). A broken leg, asthma inhaler dosage increas	se, travel sickness, allergies, dietary requirements etc.	
ase contact the school if any permanent/on-going	medication information requires updating.	
rent / guardian contact details		
Contact Details on file		
	Mobile: +61498987525	
Ms Juliette BELL		
Ms Juliette BELL	Email: parent@compass.education	
Ms Juliette BELL	Email: parent@compass.education	
Ms Juliette BELL	Email: parent@compass.education	

Next will be any **administrative information** that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section. If they do not have any additional medical conditions, you can leave this field blank.

You will then see the current **contact details** on file for you.

If these need updating or different contact information is required for this event, please add that information in the space provided.

How To: Consent and Pay for an Event (continued)

Consent and payment method

I give permission for Sophie BELL to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such firstaid as the staff member in charge judges to be reasonably necessary. I understand that this is an official schoel event and that Sophie BELL will adhere to the dress code, as outlined above, and behave in alignment with the schoel's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of aickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

Contact tracing:

To provide consent, please type your name in full	
contact details for students. The phone number on school file for the student will be provided as the nominated contact number. In names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the informatic the required 28-day period.	renues will be collecting student on securely and only retain it for
contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be pr	oviding excursion venues with
A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tr	acing so that individuals can be
digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each	n individual student is provided.
health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Inter-	lace (API) linked provider or a
Some excursion venues are required to contact details and are responsible for managing record keeping for contact details	gintime with current public

Payment Method	Payment	
New credit card	✓ Total amount	\$112.5
	Pay in full now Pay in Recurring Contributions	
5555 5555 5555 5555	Process	
	We use CompassPay.com as our payment proces relevant "Confirm and Pay" button to the right, you charged by CompassPay.com on behalf of your s	ising gateway. In clicking the i agree for your credit card to be chool. You understand that the
JULIEITE BELL = 02/13	amount charged will be the "Total Due" or amount cancelled online orders will be made to your Com- method of payment. This payment and use of this	t indicated to the right. Refunds for pass Balance regardless of original website is in alignment with the

You will then be required to provide consent and payment (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

Event accepted You have accepted	Zoo Excursion.		 				>
Upcoming events					[Upcoming Events	~
Charlotte I 2 events	BELL						
Outdoor Education Monday, August 1st Monday, August 1st	Rock to Reef 2022, 9:00 am 2022, 3:30 pm			ttending	Due 01/08/2022	\$0.00	>
Zoo Excursion Tuesday, November Tuesday, November	1st 2022, 8:50 a 1st 2022, 2:55 p	m	Awaiting	consent	Due 01/12/2022	\$0.00	>
Sophie BF 1 events	u						
Yr 3/4 Camp, Gund	iwindi Lodge 27th 2022, 9.00	am	Awaiting consent and	payment	Due 16/19/2022	\$112.50	>

Once you have completed the consent/payment, the event will update to show your child as 'Attending'.

The **'Events'** tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.

How To: Opt into an Optional Event



Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis.

Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

When you click the alert, you will be taken to the **Events page**.

Attending	Due 01/08/2022	\$0.00	>
d payment	Due 16/12/2022	\$112.50	>
	d payment	Dua d payment 16/12/2022	d payment 16/12/2022 \$112.50

Click the option to expand the list of **Opt In** events available.

From the list, click into any events you want your child to attend.

You will see the event details and have the option to decline or accept the invitation.

X

	X Decline Event	tept Event
cription and educative pur	pose	
mo enim ipsam voluptatem qui nesciunt. Neque porro qu	quia voluptas sit aspernatur aut odit aut fugit, sed quia isquam est, qui dolorem ipsum quia dolor sit amet, co	a consequuntur magni dolores eos qui ratione voluptatem nsectetur, adipisci velit.
mo enim ipsam voluptatem qui nesciunt. Neque porro qu ien and where	quia voluptas sit aspernatur aut odit aut fugit, sed quia Isquam est, qui dolorem ipsum quia dolor sit amet, co	i consequuntur magni dolores eos qui ratione voluptatem nsectetur, adipisci velit.
emo enim ipsam voluptatem qui nesciunt. Neque porro qu hen and where Location	quia voluptas sit aspernatur aut odit aut fugit, sed quia isquam est, qui dolorem ipsum quia dolor sit arnet, co Start	i consequuntur magni dolores eos qui ratione voluptatem nsectetur, adipisci velit. Finish

Zoo Excursion

Tuesday, November 1st 2022, 8:50 am - Tuesday, November 1st 2022, 2:55 pm

How To: Opt in to an Optional Event (continued)

Action	Centre	Events	Volunteering	Payments				
Event You h	accepted ave accepted	d Zoo Excursion						×
Upcor	ming events					[Upcoming Event	3 ¥
	Charlotte 2 events	BELL						
Outdo Mond Mond	or Education ay. August 1: ay. August 1:	n Rock to Reef st 2022, 9:00 am st 2022, 3:30 pm			Arrending	Due 01/08/2022	\$0.00	>
Zoo E Tuesd Tuesd	xcursion lay, Novembe lay, Novembe	er 1st 2022, 8:50 er 1st 2022, 2:55	am pm		Awaiting consent	Due 01/12/2022	\$0.00	>

If you choose to accept the invitation, it will move from the 'Opt In' section to the **'Upcoming Events'** section and show as requiring consent/payment (note, if the event did not require any consent or payment, your child will show as 'Attending' and no further action is required).

To secure your child's place, you will then need to click the event and proceed to complete the consent/ payment per the usual event process.

When your child's status for the event shows as 'Attending' they have a secured place.

(!)

IMPORTANT: If you do not proceed to process the **consent**/ payment before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place in the event. If there is an attendee limit for the event, being able to re-accept their invitation will only be possible if the maximum attendee limit for that event has not already been reached.

Event accepted You have accepte	d Zoo Excursion.							
Upcoming events						[Upcoming Events	• •
Charlott 2 events	e BELL							
Outdoor Educatio Monday, August 1 Monday, August 1	n Rock to Reef st 2022, 9:00 am st 2022, 3:30 pm				Attending	Due 01/08/2022	\$0.00	
Zoo Excursion Tuesday, Novemb Tuesday, Novemb	er 1st 2022, 8:50 er 1st 2022, 2:55	am om			Awaiting consent	Due 01/12/2022	\$0.00] 8
Sophie E	ELL							
Yr 3/4 Camp, Gur Tuesday, Decemb Friday, December	idiwindi Lodge er 27th 2022, 9:00 30th 2022, 4:30 p	lam m		Awaiting o	onsent and payment	Due 16/12/2022	\$112.50	
Opt in events								
			There are no upco	ming opt in ever	nts			

How To: Submit your child's work for a Learning Task

tuden	t: Charlotte BELL - 09A, Year 9		Activ	е
ashboard	Schedule Learning Tasks Attendance Reports Analytics Insi	ights		
	Show H	fidden Tasks Group by code Academic Year:	2022 Academic	-
E Categorie	S - Assessment 🗿 Assignment 🛜 General 🐲 Homework 🐲 Practice Task 💿			
Code 🔺	Learning Task	Siatus	Result	Actions
U9ENG_U9A	Areasement Final Semester Grade Class Task Report: Yes	Due date: No due date Submitted: Pending		4
NGENG_NGA	General Class Performance Review Term 2 Class Task Report: No	Due date: No due date Submitted: Pending	10	2
09ENG_09A	Class Task Report: Yes	Due date: No due date Submitted: Pending		4
09ENG_09A	Assymmet CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: On Time	38	ع
09ENG_09A	Automatic CAT 1 - Poetry Studies	Due date: 10/06/22 04:00 PM Submitted: 👍 Received Late	0.00	2

If you are required to assist your child in submitting work online for a Learning Task, you can do so by going to their **'Learning Task'** tab and clicking the title of the applicable task. This can be done via their student log in, or from within your parent portal.

arning Task - Essay Draft Submi	ssion - English			Þ
Fask Details Feedback				
Name:	Essay Draft Submission - English	File Upload Not-subn	nitted	
Due Date:	05/06/2022 04:00 PM	+ Create Submission		
Online Submission Enabled:	Yes	Filename	Submitted	
		You have not submitted a	iny items yet	
Essay Assignment 02 Draft	Submission			
Nemo enim ipsam voluptate	m quia voluptas sit aspernatur aut odit aut fugit, sed quia			

When in the task, click 'Create Submission'. If you don't see this option, it means online submission has not been enabled for this task; please contact the teacher for further assistance.

nline Submissio	on Enabled: Yes			Filename	Submitted
Essay Assig			Example Assignment 🜔	Q Search	
ed ut perst				Date Added	
udantium,	Assignment.docx	7 KB	Microsoft Word document (.docx)	Today at 2:29 pm	
spernatur a					

Select the file you want to **upload** from your device, it will then show as a submitted file.

sk Details Feedback					
Name:	Essay Draft Submission - English File		File Upload Submitted on time		
Due Date: 05/06/2022 04:00 PM		+ Create Submission			
Online Submission Enabled:	Yes		Filename	Submitted	
			Assignment.docx	26/04 04:32 PM	4
Essay Assignment 02 Draft	Submission				
Nemo enim incom volvetat	Submission				

You can click the little **disk/arrow icon** next to the file to download it if at a later date you want to view it.

How To: View your child's Report



To view your **child's report**, click the option under their details on your dashboard.

ashboard	Schedule Learning Tasks A	ttendance Reports Analytics Ins	ights	
Reports				
Reporting Cyr	de	School		
Progress Re	ports			
			Academic Year:	(Currently Relevant)
Cycle: Te	rm 2 2021	×		🔎 Deport a
Cycle: Te	rm 2 2021	×	rea of Assessment	Export a

This will take you to the **'Reports'** tab of your child's profile. Here you will see any available reports listed.

Click the **blue title** of the specific report you want to access and it will download as a pdf file to your device for viewing.

How To: Book a Teacher Conference



When a parent teacher conference cycle becomes available, an alert will appear on your dashboard prompting you to make a booking.

Click the alert.

	Welcome
	Welcome to 2022 Parent Teacher Interviews
Welcome Parents and Care We are running our 2022 I time. Sed ut perspiciatis u totam rem aperiam, eaque Thank you and we hope to Scott Blackwell, PST Coord	ers, Parent Teacher Interviews On Site and Remotely, please book through Compass for a nde omnis iste natus error sit voluptatem accusantium doloremque laudantium, e ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt. o see you soon, dinator.

This will take you to the conference cycle and you will see the **Welcome message** from the school that will include details about the conference.

Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.

How To: Change your Password

	Opt-In Event Invitations X There are 1 opt in event(a) available Click here for more information.	Tools My Account My Files
colute)	Course Confirmation/School Payments Course confirmation and / or school payments available for completion. Click here to proceed	My Payments Wallet Compassidentity Card Family & Enrolments Chone My Dessured
	Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions Click here for more information	Update My Details Logout

If you need to change your password, go to the cog icon and select 'Change my Password'.

Change My Password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
 Be at least eight (8) characters in length
- Be at least eight (8) characters in length
 Contain at least one (1) UPPERCASE letter
- Contain at least one (1) or recease letter
 Contain at least one (1) lowercase letter
- Contain at least one (1) number

Old Password:	
New Password:	•••••
Confirm New Password:	•••••
	Save

Key in the required information ensuring your new password meets the set guidelines.

Click 'Save' to update.

How To: Update your Contact Details



If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select '**Update my Details**'.

Welcome to the Greenfields College Parent Portal

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses) and they are subject to approval by School staff.

Ms Juliette BELL

Mobile	₩ • 0499 999 999
Email	parent@compass.education
Google Sign In	Link with Google

These details are correct - Proceed to Parent Portal

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/uptalet and/or remove these details and ytims. DIE. Thermational PPU taid (including any affiliated companies) are not responsible for the context of any material transmitted, we act only as a gateway for communication. For further information please email legal@compass.edu.au Add in your **new contact** information. This will trigger a notification to the school advising them of these changes.

The Compass School Manager App

Using the Compass School Manager App

4:11







You can use the **Compass app to action tasks**.

The app is available to download for free from the Apple App Store or the Google Play store.

Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your log in details which are the same details you use to log in to your Compass parent portal.

The App Home Page



When logged in, you will see:

1 Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.

2 Alerts

Notifications of items that require your action.

3 Newsfeed

Scroll through to view the latest posts from your school.

4 Shortcuts

The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.

6 More

Gives you access to additional actions - see next page.

The App Home Page (continued)

11:42 제 중 🗖 More Ms Juliette BELL Greenfields College 6 曲 Yr Events Volunteering 7 Ψ٩ ŝ Canteen School Fees 8 8 O Conference Photo Ordering 9 E Q Open in Switch Help Accounts Browser Settings V (i) About V ÷ Đ Ξ Ū More

6 Events Consent/payment

Process consent/payment for your child's upcoming events.

7 Canteen

Place canteen orders for your child.

8 Conferences

Allows you to book teacher conferences.

9 Switch Accounts

If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.

Menu	_ Icons (A	pp)			
Home	Calendar	e Shortcuts	<u>_</u> Notifications	More	-
The Hou Home se	use icon can be clic creen in Compass.	ked at any time to	o take you back to the	2	
i.e. scho	ol events, your chi	e you to view the a Id's schedule etc.	available Schedules		
 The 'Plus Event, and 	s' icon will give you nd adding an Atte	u access to 'Short ndance note.	cuts' , such as paying	for an	
The bell notification	icon opens your N ions received.	lotifications. This	contains a list of all		
The ham Confere	nburger menu icon nces, Events, Cant	gives you access een, and much mo	to the More menu . ore can be found in th	nis menu.	



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