



The Grange
P-12 COLLEGE

RESPECT | LEARNING | WORKING TOGETHER



Compass

Welcome to Compass our new 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 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

The College 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. 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.

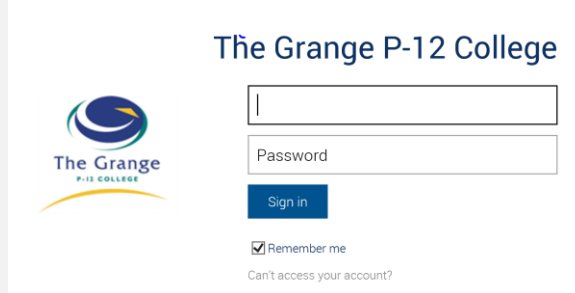


Cross Platform Access
Any browser, any time.



Logging in to Compass

- To log in you will require your unique family username and password. These details will be mailed to you by our College
- 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.

The image shows a login form for 'The Grange P-12 College'. On the left is the college's logo, which consists of a stylized blue and yellow circular emblem above the text 'The Grange P-12 COLLEGE'. To the right of the logo are two input fields: the top one is for a username (indicated by a single vertical line) and the bottom one is for a password. Below these fields is a blue 'Sign in' button. Under the button is a checkbox labeled 'Remember me' which is checked. At the bottom of the form is a link that says 'Can't access your account?'.

The Grange P-12 College

Sign in

☒ Remember me

[Can't access your account?](#)

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

The Compass home screen

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.

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 to contact you regarding attendance, events, news and more.

Harry POTTER

- [Profile \(Attendance, Schedule, Reports\)](#)
- [Send email to Harry's teachers](#)
- [Add Attendance Note/Approval \(Approved Absence/Late\)](#)
- [View Academic Reports](#)
- [Book Parent Teacher Interviews](#)

My News

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
Harry was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Winners!
Congratulations to our Quidditch Team winning the World Cup!
4 days ago by Severus SNAPE

1 overdue learning task
1 learning task due in the next week

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

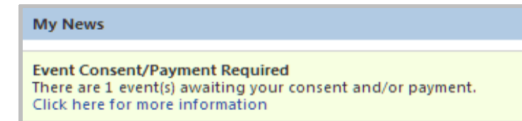
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Consent and Payments

Consent and Payments

1

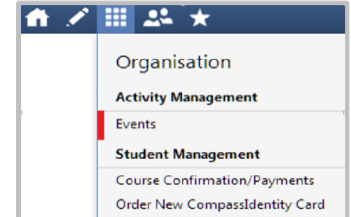
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the *Organisation* menu item (screenshot 2).



Screenshot 1

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).



Screenshot 2

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.

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.

The screenshot displays the 'Student Profile' interface for Harry Potter. At the top, a navigation bar includes icons for home, calendar, pencil, grid, and people, along with the user 'Mr Sirius BLACK' and a settings gear. The main header reads 'Student: Harry POTTER, 12A, Year 12'. Below this is a tabbed interface with 'Dashboard' selected, followed by 'Schedule', 'Learning Tasks', 'Attendance', 'Reports', 'Analytics', 'Assets', and 'Insights'.

The 'Dashboard' section for 'Student: Harry POTTER' includes a profile picture of Harry Potter, details (Male - 17 years, 4 months (01/01/1999)), groups (GRYFFINDOR, 12A, Year 12), and student IDs (SMI0036, POT0001). It also features an 'Email' button and an 'Add' button.

The 'Schedule' section shows the day 'Monday, 16 May 2016' with a timeline from 8am to 1pm. The schedule includes the following classes:

- 8:50: 1 - HI133B - 20 - LMA
- 9:51: 2 - HI133B - 20 - LMA
- 11:12: 3 - STYAA - 25 - COL
- 12:13: 4 - PY033A - 18 - DUN

The 'Student Chronicle' section on the right shows a 'Date Filter' set to 'This Year' and a display range from 1/1/2016 to 31/12/2016. It lists three entries:

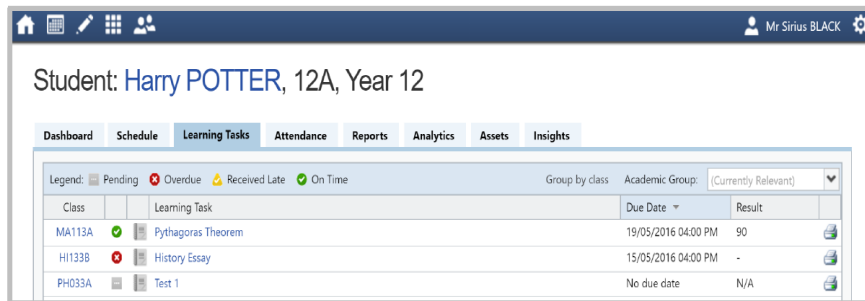
- Confiscation** (Recorded by JDLF Admin - JDLF): Item Type: Mobile Phone. Confiscation Recorded May 12 at 11:26am. (-10)
- Lunch-Time Out - please refer to email** (Recorded by JDLF Admin - JDLF): Lunch Time Out Overview: Well behaved. Attitude/Behaviour Recorded May 12 at 11:38am. (+3)
- Student Leadership Role** (Recorded by JDLF Admin - JDLF): Role: School Vice-Captain. Programs Recorded May 6 at 09:18am, Occurred May 6 at 09:17am. Pin Expires: Feb 13 at 11:59pm. (+1)

Learning Tasks

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.



Student: **Harry POTTER**, 12A, Year 12

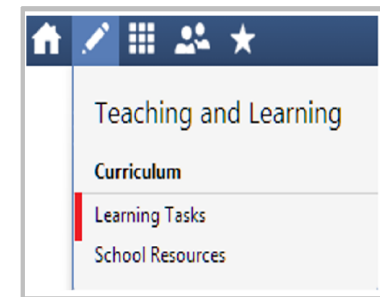
Dashboard | Schedule | **Learning Tasks** | Attendance | Reports | Analytics | Assets | Insights

Legend: Pending Overdue Received Late On Time Group by class Academic Group: (Currently Relevant)

Class	Learning Task	Due Date	Result
MA113A	Pythagoras Theorem	19/05/2016 04:00 PM	90
HI133B	History Essay	15/05/2016 04:00 PM	-
PH033A	Test 1	No due date	N/A

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

Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child.

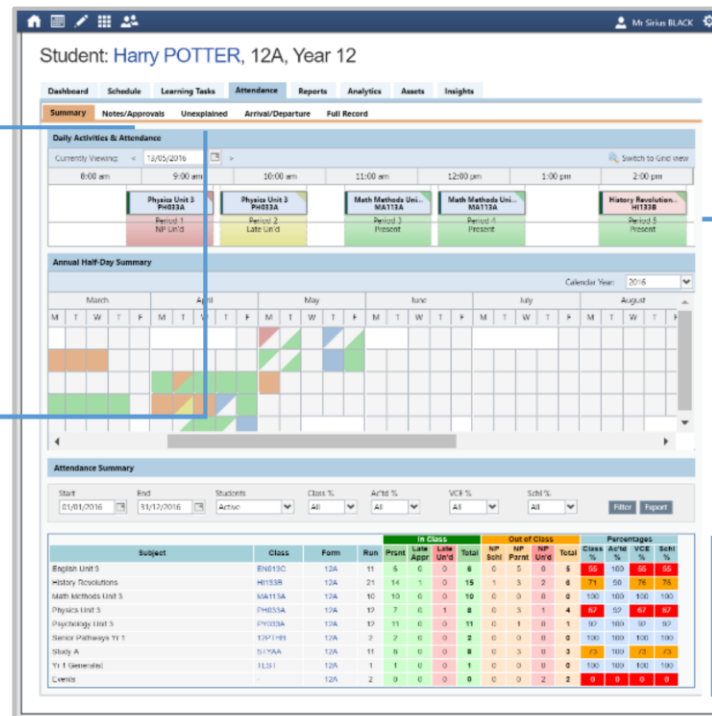
To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

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 Parental Approval

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.

A screenshot of the 'Attendance Note/Approval Editor' form. The form is divided into several sections: 'Note/Approval Details', 'Important Notice', and 'Potentially Affected Sessions'. The 'Note/Approval Details' section contains fields for 'Person' (Harry POTTER), 'Reason' (Parent Choice), and 'Details/Comment' (Faulty Broomstick). The 'Important Notice' section contains a warning about the legal implications of the approval. The 'Potentially Affected Sessions' section contains a table of sessions that will be affected by the approval. At the bottom of the form are 'Save' and 'Cancel' buttons.

Activity	Start	Finish
EN013C (English Unit...	17/05/2016 08:50 AM	17/05/2016 09:47 AM
EN013C (English Unit...	17/05/2016 09:51 AM	17/05/2016 10:48 AM
PH033A (Physics Unit...	17/05/2016 11:12 AM	17/05/2016 12:09 PM
PH033A (Physics Unit...	17/05/2016 12:13 PM	17/05/2016 01:10 PM
HI133B (History Revo...	17/05/2016 01:58 PM	17/05/2016 02:55 PM

Viewing Academic Reports

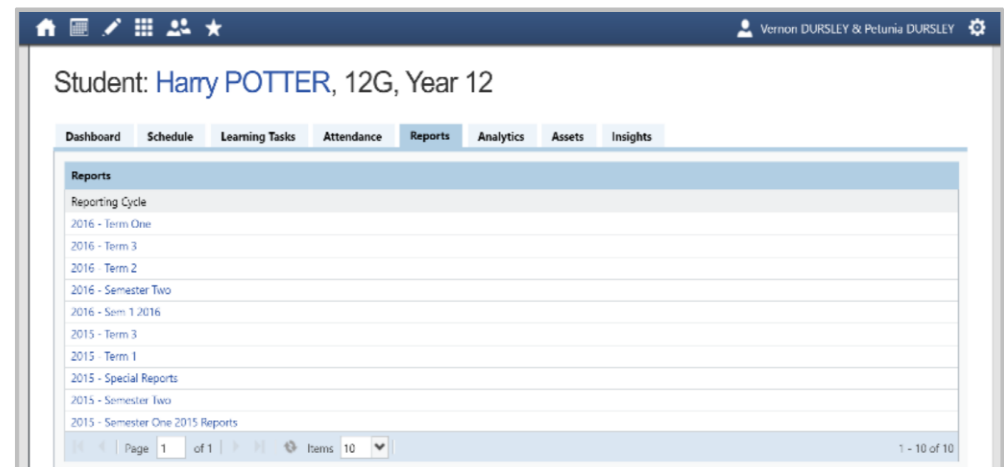
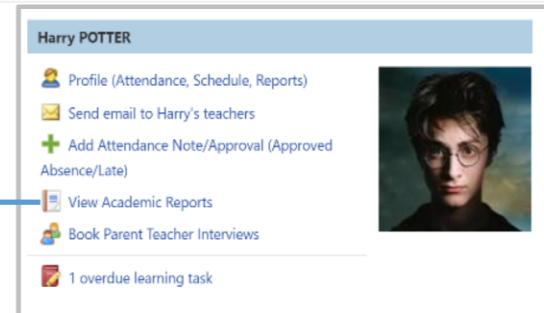
Viewing Academic Reports

1

From the home screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports' tab.

2

A list of Academic Reports will be displayed. Click the Report title to download the PDF on to any device.



Parent – Teacher Conferences

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'.

Harry PORTER

-  Profile (Attendance, Schedule, Reports)
-  Send email to Harry's teachers
-  Add Parent Approval (Approved Absence/Late)
-  View Academic Reports
-  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.

3-way Conferences : Harry POTTER (SMI0036)

3-way Conferences

My Bookings

Teacher Name	Eligibility	Location	Time Slots	Status
Daniel KEIGHTLEY	Math Methods Unit 3		<div>Clear</div> <div>27/05/2016 - 09:00 AM</div>	Free
Leigh GINNIVAN	Study A		<div>27/05/2016 - 09:15 AM</div> <div>27/05/2016 - 09:30 AM</div>	Free
Minerva MCGONAGALL	History Revolutions		<div>27/05/2016 - 09:45 AM</div> <div>27/05/2016 - 10:00 AM</div>	Free
Severus SNAPE	Physics Unit 3, Psychology Unit 3		<div>27/05/2016 - 10:15 AM</div> <div>27/05/2016 - 10:30 AM</div>	Free
Severus SNAPE	Physics Unit 3, Psychology Unit 3		<div>27/05/2016 - 10:45 AM</div> <div>27/05/2016 - 11:15 AM</div>	Free
			<div>27/05/2016 - 11:30 AM</div>	

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

Security

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>

