



Welcome to Compass

A guide for parents and families

March 2018

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

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. For full features on the app click on the three lines and choose Open in Browser.

Every family receives a separate login to Compass which will be provided to you by our school in a personally addressed letter. If you need a copy of your login letter, please contact the school office to arrange a reprint. 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 our school's direct URL which is <https://flemingtonps-vic.compass.education>.



chromebook

Logging in to Compass

To log in you will require your unique family username and password. These details have been provided in your personally addressed letter.

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 communications 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. You will need your Compass username and you will need to confirm your email or your mobile number and click on continue to reset your password. If you are having problems resetting your password contact the school and they will reset and provide you with a new password.



The Compass Home Screen

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

Welcome to the Flemington 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.

Nura ABDO

- Profile (Attendance, Schedule, Reports)
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports

Compass

My News

Intouch 10/8/17

- August 10 Newsletter 2017.pdf
2 days ago by Cheryl AQUILINA

This feature is not enabled

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.

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 the profile tab under your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities.

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

Not in use

Not in use

Not in use

This feature is not enabled

These three tabs provide useful information about your child's attendance, reports and academic progress

Student: Helen JOHNSTON, 3CO, Year 3

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Student: Details: Female
Groups: HOVELL, 3CO, Year 3
Student IDs: [+ Add](#)

Student Chronicle
Date Filter: This Year
Displaying entries made between 1/1/2017 and 31/12/2017 for: All Categories
No Chronicle Entries to display

Statements written by teachers about your student may appear in the 'Student Chronicle'

Your child's schedule will appear like this except when attending a special event such as an excursion or camp

Tuesday, 06 June 2017

| | |
|------|------------------------------------|
| 8am | |
| 9am | 8:45: AM - 03GENERALIST_3CO - OBRI |
| 10am | |
| 11am | |
| 12pm | |
| 1pm | |
| 2pm | 1:55: PM - 03GENERALIST_3CO - OBRI |
| 3pm | |

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 under your child's name on the home page and click Attendance tab.

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 | FD | Location | Staff | Status |
|---------------|------------------|------------------|----|----------|-------|------------|
| 95PCAA | 21/07 - 00:45 AM | 21/07 - 10:00 AM | 1 | C35 | HS | Present |
| 95C285 | 21/07 - 10:02 AM | 21/07 - 11:17 AM | 2 | B5 | KW | Present |
| 95DCRN | 21/07 - 11:45 AM | 21/07 - 01:00 PM | 3 | C23 | AK | Present |
| 95B34291 | 21/07 - 01:50 PM | 21/07 - 03:05 PM | 4 | E2 | SE | Not Marked |

Attendance Summary

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class N: All | Act/Un: All | VCE%: All | Sch%: All | Filter | Export

| Subject | Class | Form | In Class | | | | Out of Class | | | | Percentages | | | | |
|---------|--------|------|----------|------|-----------|-----------|--------------|--------|----------|---------|-------------|---------|---------|-------|-------|
| | | | Att | Prnt | Late Appl | Late Unap | Total | NP Sch | NP Parnt | NP Unap | Total | Class % | Act'd % | VCE % | Sch % |
| English | 95PCAA | 9KN | 34 | 34 | 0 | 0 | 34 | 0 | 0 | 0 | 0 | 100 | 100 | 100 | 100 |
| Drama | 95DCRN | 9KN | 20 | 10 | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 50 | 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 Sch - 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 student's profile), click the 'Add Parent Approval' item known as Add Attendance Note/Approval (Approved Absence/Late).



2

From the pop-up window,

- Select the reason from drop down screen
- Enter a brief description of the absence
- Select the start and finish date and time (current time default 8am to 5.00pm for all day absence). Only change if your child is not away for the full day
- Click the 'Save' button

A screenshot of the 'Parent Approval Editor' form. The form is titled 'Parent Approval Editor' and has a close button (X) in the top right corner. It is divided into several sections:

- Approval Details:** Contains a 'Person' field with 'Chris SURNAME', a 'Reason' dropdown menu, and a 'Details/Comment' text area.
- Important Notice:** A text box containing a disclaimer: "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/Finish:** Two rows of date and time pickers. The 'Start' row shows '20/11/2015' and '08:00 AM'. The 'Finish' row shows '20/11/2015' and '05:00 PM'. Each row has a 'Select a period...' dropdown.
- Potentially Affected Sessions:** A table with columns 'Activity', 'Start', and 'Finish'. The table is empty, with a message below it: "There are no activities for this user during the specified time."
- Buttons:** At the bottom right, there are 'Save' and 'Cancel' buttons.

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'. If you have more than one child you will have a box for each child but once you click on this for the first child then

2

A list of parent-teacher interview cycles will be displayed along with their booking status.

Click on the first child's name (if you have more than one child) in the Meet the Teacher Interview event

3

Your booking sheet will be displayed. To see available times click on the teachers name. Click on an Available date and time box. When you have chosen a time that is available, click on the drop down arrow and choose teacher and then click on update and your current booking will be shown in orange. If you want to cancel your booking, click on the time, click on no booking on drop down arrow and then click on update and your interview time will be cancelled.

If you have more than one child, your children will be listed here and you can click on the next child and can then follow the process in step 3 for all your children until you have made all bookings.

Chris SURNAME

- Profile (Attendance, Schedule, Reports)
- Send email to Chris's teachers
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews



Conference Bookings

Please select the event to manage your bookings.

| Event | Student | Status |
|----------------------------|---------|------------------|
| Meet The Teacher Interview | | Open for booking |
| Meet The Teacher Interview | | Open for booking |

Meet The Teacher Interview:



Meet your child's teacher

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.

| | | | | | |
|----------------|-----------|----------------|-----------|----------------|-----------|
| 22/02 03:45 PM | Available | 22/02 04:35 PM | Available | 22/02 05:25 PM | Available |
| 22/02 03:50 PM | Available | 22/02 04:40 PM | Available | 22/02 05:30 PM | Available |
| 22/02 03:55 PM | Available | 22/02 04:45 PM | Available | 22/02 05:35 PM | Available |
| 22/02 04:00 PM | Available | 22/02 04:50 PM | Available | 22/02 05:40 PM | Available |
| 22/02 04:05 PM | Available | 22/02 04:55 PM | Available | 22/02 05:45 PM | Available |
| 22/02 04:10 PM | Available | 22/02 05:00 PM | Available | 22/02 05:50 PM | Available |
| 22/02 04:15 PM | Available | 22/02 05:05 PM | Available | | |
| 22/02 04:20 PM | Available | 22/02 05:10 PM | Available | | |
| 22/02 04:25 PM | Available | 22/02 05:15 PM | Available | | |
| 22/02 04:30 PM | Available | 22/02 05:20 PM | Available | | |

Key ■ Available for booking ■ Not available ■ Current booking

Available Staff

| Staff Member | Staff Note | Location |
|--------------|--------------------|----------|
| | Generalist Teacher | |

Meet The Teacher Interview:



Meet your child's teacher

Your booking was made successfully

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.

| | | | | | |
|----------------|-----------|----------------|-----------|----------------|-----------|
| 22/02 03:45 PM | Available | 22/02 04:35 PM | Available | 22/02 05:25 PM | Available |
| 22/02 03:50 PM | Available | 22/02 04:40 PM | Available | 22/02 05:30 PM | Available |
| 22/02 03:55 PM | Available | 22/02 04:45 PM | Available | 22/02 05:35 PM | Available |
| 22/02 04:00 PM | Available | 22/02 04:50 PM | Available | 22/02 05:40 PM | Available |
| 22/02 04:05 PM | Available | 22/02 04:55 PM | Available | 22/02 05:45 PM | Available |
| 22/02 04:10 PM | Available | 22/02 05:00 PM | Available | 22/02 05:50 PM | Available |
| 22/02 04:15 PM | Available | 22/02 05:05 PM | Available | | |
| 22/02 04:20 PM | Available | 22/02 05:10 PM | Available | | |
| 22/02 04:25 PM | Available | 22/02 05:15 PM | Available | | |
| 22/02 04:30 PM | Available | 22/02 05:20 PM | Available | | |

Conference Bookings

Conference Bookings Home

Conference Bookings

Conference Bookings Home

Meet The Teacher Interview

Bookings for
Bookings for
Print All Bookings

Conference Bookings

Conference Bookings Home

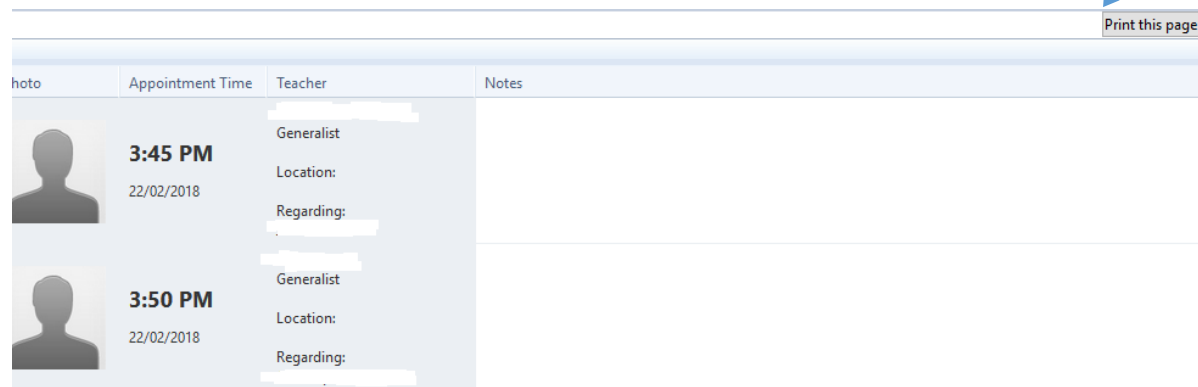
Meet The Teacher Interview

Bookings for
Bookings for
Print All Bookings



If you have more than one child in your family, please note down the interview time for each child as you make the booking so you don't pick the same time for another child in your family.

Please also allow 5 minutes between each interview time for each of your children eg. if you have 3.45pm interview time choose 3.55pm at the earliest if available.

After you have made bookings for all your children you can click on Print all Bookings shown in Meet the Teacher table (shown on the previous page) and you can then click on Print this page for your records



The screenshot shows a table with four columns: photo, Appointment Time, Teacher, and Notes. There are two rows of appointment data. A blue arrow points from the text above to a 'Print this page' button in the top right corner of the table area.

| photo | Appointment Time | Teacher | Notes |
|--|------------------------------|---------------------------------------|-------|
|  | 3:45 PM 22/02/2018 | Generalist Location: Regarding: | |
|  | 3:50 PM 22/02/2018 | Generalist Location: Regarding: | |

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

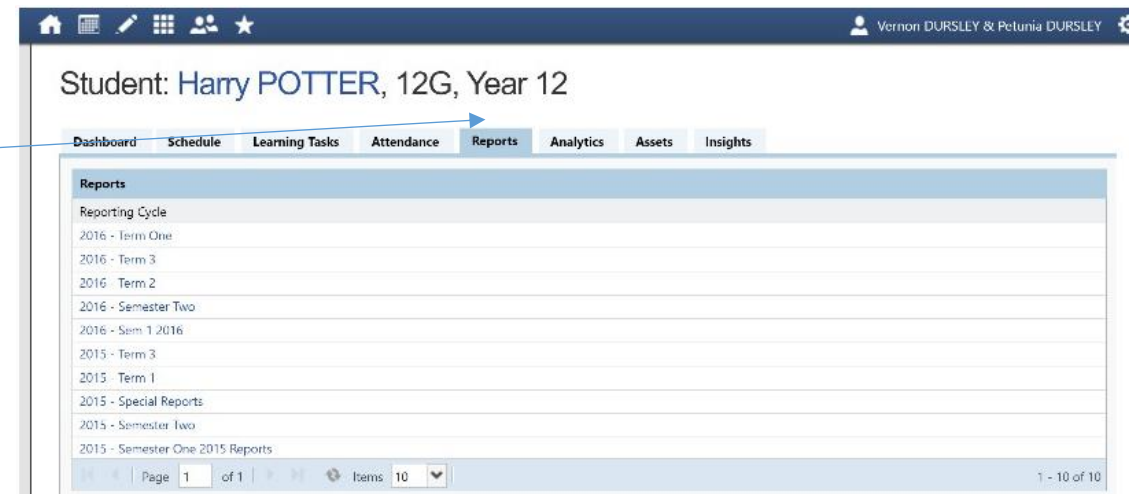


Chris SURNAME

- Profile (Attendance, Schedule, Reports)
- Send email to Chris's teachers
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews

2

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



Student: Harry POTTER, 12G, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

| Reporting Cycle |
|----------------------------------|
| 2016 - Term One |
| 2016 - Term 3 |
| 2016 - Term 2 |
| 2016 - Semester Two |
| 2016 - Sem 1 2016 |
| 2015 - Term 3 |
| 2015 - Term 1 |
| 2015 - Special Reports |
| 2015 - Semester Two |
| 2015 - Semester One 2015 Reports |

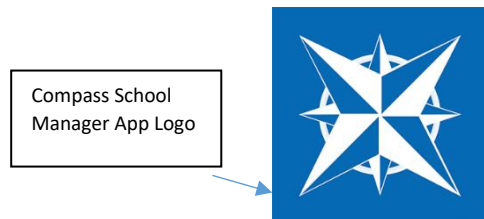
Page 1 of 1 Items 10 1 - 10 of 10

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.



If you are having any issues navigating the system please contact the following:

Cheryl Aquilina | Administrative Assistant (Mon to Wed)

Danh Ho | IT Technician

Nujum Abdala | Multicultural Integration Aide (Mon to Thur)

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f: 03 9376 2230