

# The Parent Portal – Compass

## How to guide.

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### Overview

The Compass Parent Portal is an integrated, online portal that 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
- Update your family contact information
- View your child's timetable and the school calendar
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences

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### 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 the school.

Your school portal is

located on your is: <https://shortland-nsw.compass.education/>



## Logging in to Compass

To log in you will require your unique family username and password. These details will be provided to you by the 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 the 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.

## Homepage

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

The screenshot shows the Compass Parent Portal homepage for Mrs Molly WEASLEY. The page is titled 'Welcome to the Hogwarts P-12 Portal' and 'Compass'. It features a 'Main Menu' with options for 'Ron WEASLEY' and 'Ginny WEASLEY', including 'Profile (Attendance, Schedule, Reports)', 'Send email to Ron's teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews'. There is also a 'Tools' section. The 'Alerts' section contains several messages: 'Reports are available through Ginny's profile or by clicking here', 'Insights Cycle Open' (requesting input/feedback regarding Ginny for 'Student Goals'), 'Course Confirmation/School Payments' (course confirmation and/or school payments available for completion), and 'Attendance: Attendance Note/Approval Required' (Ron was recorded as 'not present' or 'late' without explanation). The 'News' section includes a 'Cauldron Sale' (Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons) and a 'Homework Club' announcement (Every Wednesday 3:30pm to 4:15pm in the Library).

## Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

## Tools

The Tools Menu (cog 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, absence notifications, surveys, student report availability and more.

- Outstanding absences or late arrivals that require a note or approval
- Parent/Student/Teacher Conferences that are available for booking
- Semester Reports or Progress Reports that are available to download.



## Your Child/ren

This section 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 details information about your child. Options here may include:

- Your child/ren's profile page
- Attendance pages customised for your children, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings

## News

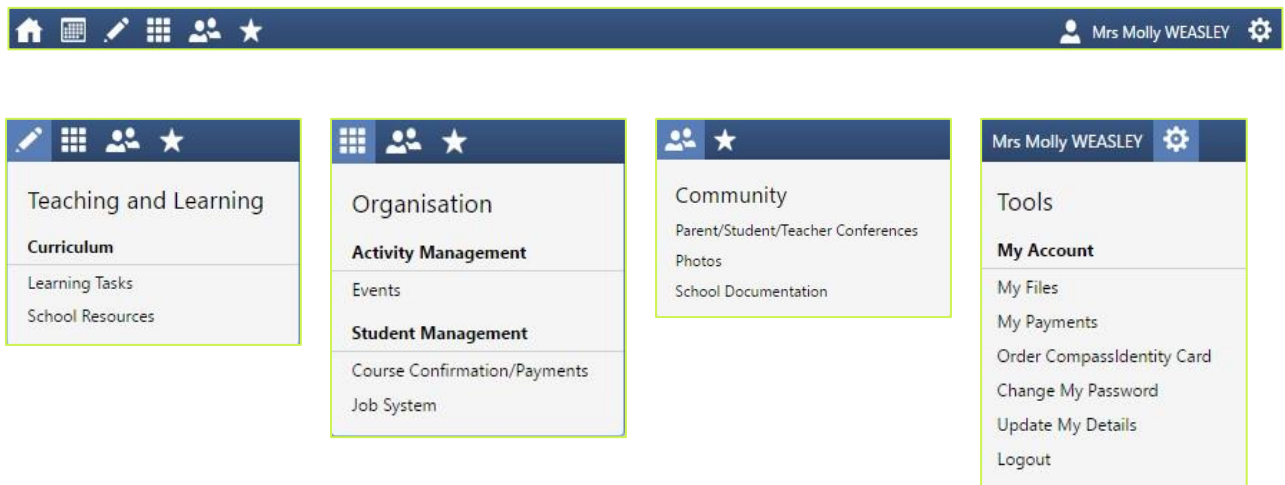
Recent school news items and information relevant to parents. This may include newsletters, details of upcoming events and much more.

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## Menus and Functions

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Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



The Home icon will take you back to the Home page.

The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.

The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources if these are available from your school.

The Grid icon will bring up the Organisation menu, from which you can access Events/excursions.

The Two People icon will bring up the Community menu, from which you can access Parent/Student/Teacher Conferences and School Documentation.

The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked.

To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out.

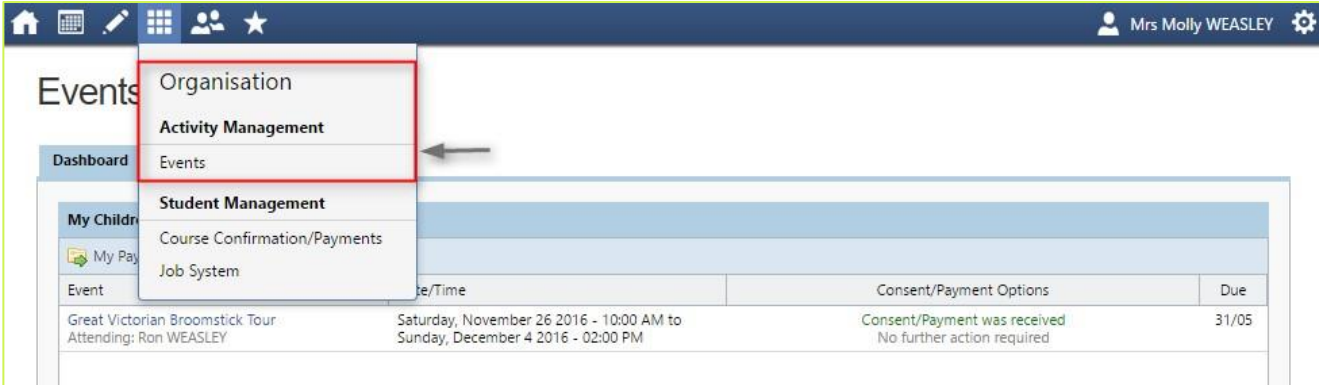
## School Calendar

From the School Calendar you can view details of upcoming events, your child's timetable, and other relevant school-wide activities your school has included on the calendar, such as School Community events and more.



### Events

Displays any events that your child/ren are attendees for, for example. sports events or excursions.

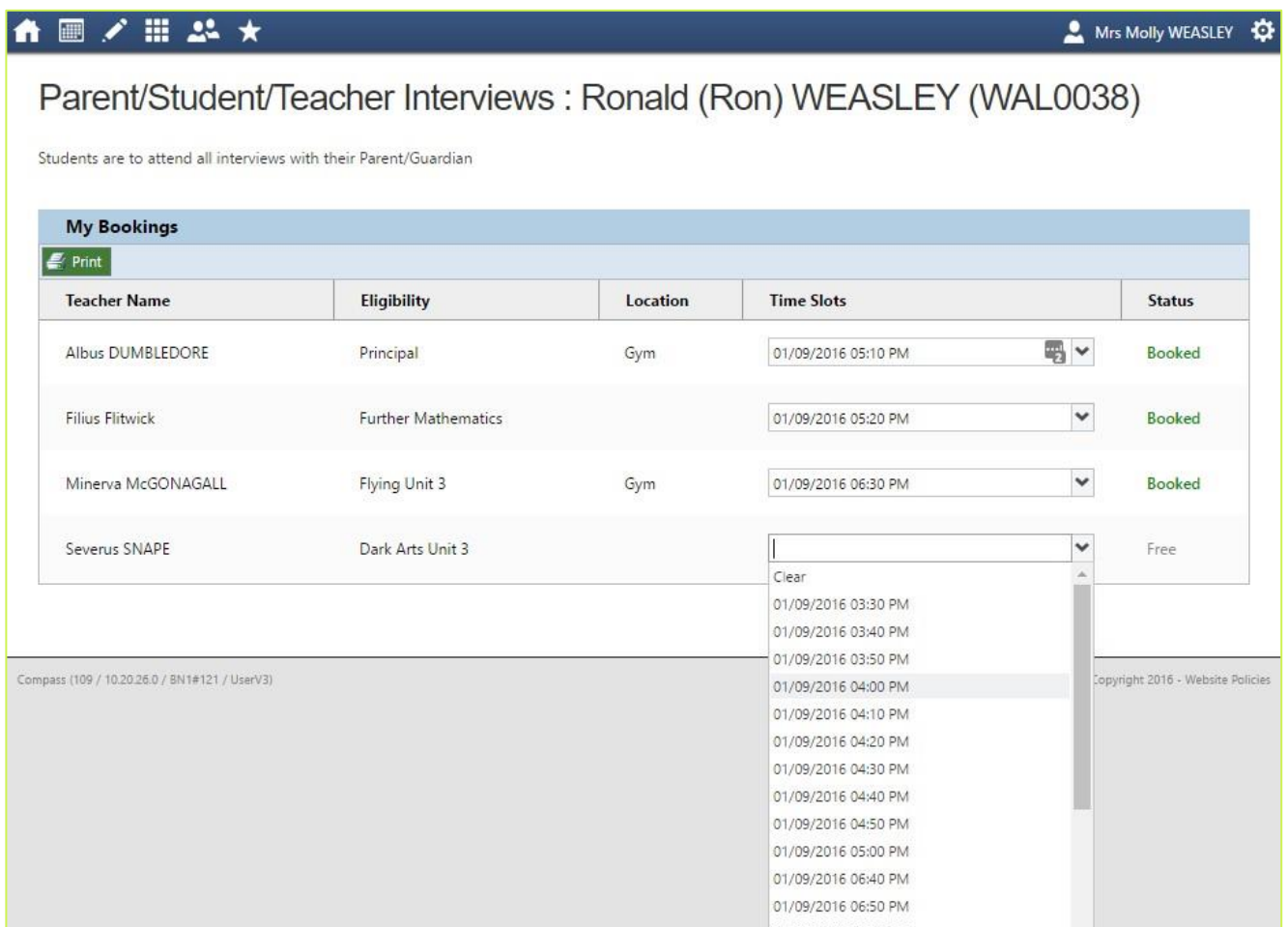


## Conferences

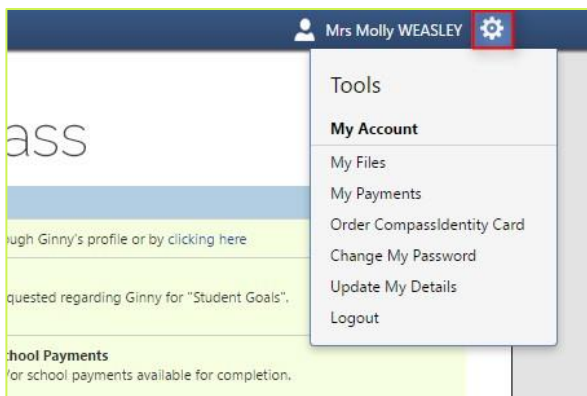
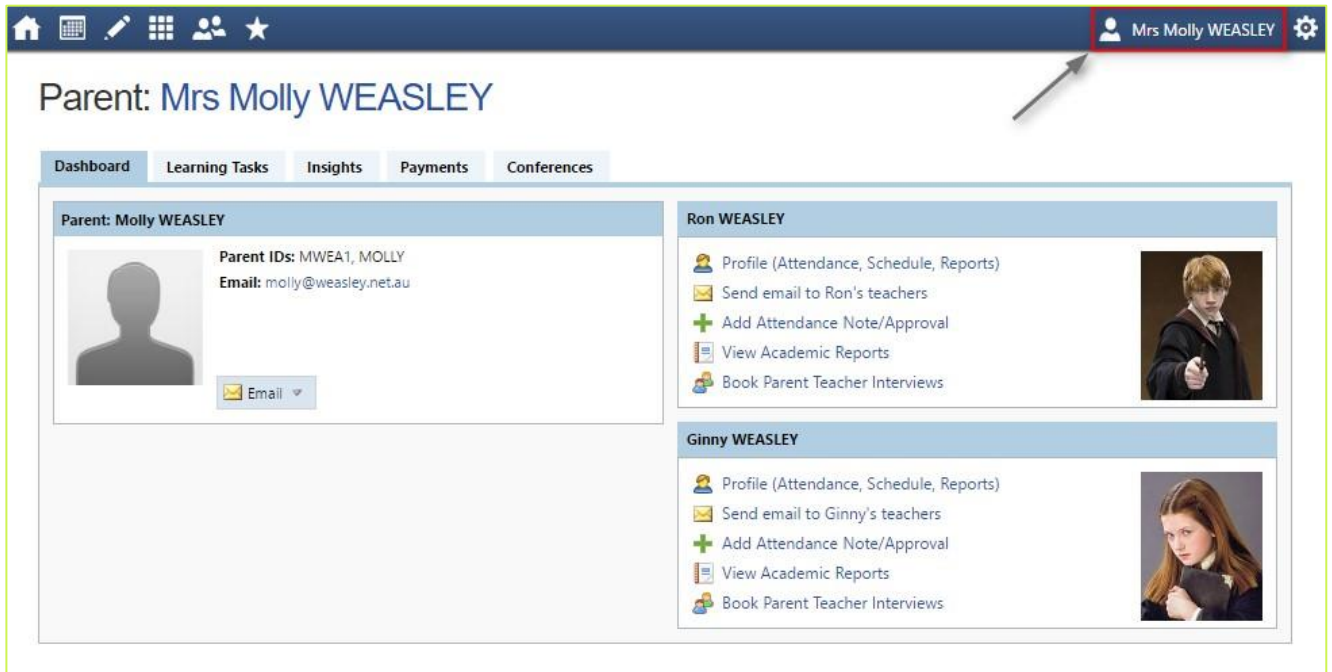
Allows you to book any meetings which are available for booking.



By selecting a child, you can then view the teachers you can book in with, and select a time slot from the drop-down menu.



Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Learning tasks, Insights, Payments and Conferences can also be accessed from the Parent Profile.



**My Files** - Allows you to store files.

**Order CompassIdentity Card** - Allows you to order a new CompassIdentity card. Here you can also see the status of cards ordered.

**Change My Password** - Allows you to change your password.

**Update My Details** - Allows you to update the mobile phone number(s) and email address(es) associated with your account.

## Adding a Note or Approval

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

**Attendance: Attendance Note/Approval Required**  
 Ron was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

**Attendance Note Editor**

**Note Details**

Person: Joshua STOKES

Reason: Enter a reason...

Details/Comment: **Medical - Illness**  
Includes: Sickness, medical and dental treatment  
**Medical - Appointment**  
Includes: Appointments with medical professionals, dental practitioners  
**Holiday**  
Student does not attend school due to student/family holiday  
**Natural Disaster**  
Student is unable to attend school due to an extreme weather event or other natural disaster. Includes: Bushfire, flood, storm events

**Important Notice**  
In clicking 'Save', you will be committing this information to the system. This information will be used to generate the student's attendance certificate; and the information will be used to generate the student's administrative, criminal and/or civil action against you (or your registered school, affiliated entities and/or the product issuer).

Start: 21/08/2017 08:00 AM Select a period...

Finish: 21/08/2017 05:00 PM Select a period...

**Potentially Affected Sessions**

Activity	Start	Finish
06_6 Blue (Year 6 Cla...	21/08/2017 09:00 AM	21/08/2017 01:00 PM
06_6 Blue (Year 6 Cla...	21/08/2017 01:40 PM	21/08/2017 02:55 PM

Save Cancel

Please note that you cannot edit your notes or approvals after they've been created. If you do need to make any amendments please contact your school, as they can do this for you.

## Adding a Note/Approval for a Future Absence

You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday).



To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

## How to access your child/ren's semester report:

1. Log into your Compass Account using the USERNAME and PASSWORD provided in the letters sent home two weeks ago. If you haven't already done so, complete this process on a computer first, then change the password to suit you.
2. Click on your child's photo – this brings up their “DASHBOARD”
3. Click on REPORTS from the tabs across the top.
4. Select the required report from the list.

## How to book a Parent/Teacher Interview – Semester One only

Once the portal is OPEN

Log into your Compass Account using the USERNAME and PASSWORD provided in the letters sent home two weeks ago. If you have not already done so, complete this process on a computer first, then change the password to suit you.

1. Click on your child's photo – this brings up their “DASHBOARD”
2. Click on the COMMUNITY ICON (the 2 people)

3. Choose “CONFERENCES” from the list
4. Choose a time from the timetable that suits and is still available.
5. For a second child start from step 2 again

NB – “Conferences” are booked on a “first come – first served basis” – you will not be able to book “back to back” times for multiple children – a space is required to cater for movement from class to class

