

A Parent's Guide to Compass Sandringham College

Overview

The Compass Parent Portal is an integrated, online portal that 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
- Update your family contact information
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences
- Pay and provide consent for events and parent contribution fees (school fees)

Please keep in mind that your school may not be using all of the modules indicated in this article, and your school may not have turned on access to parents to all functions within the portal.

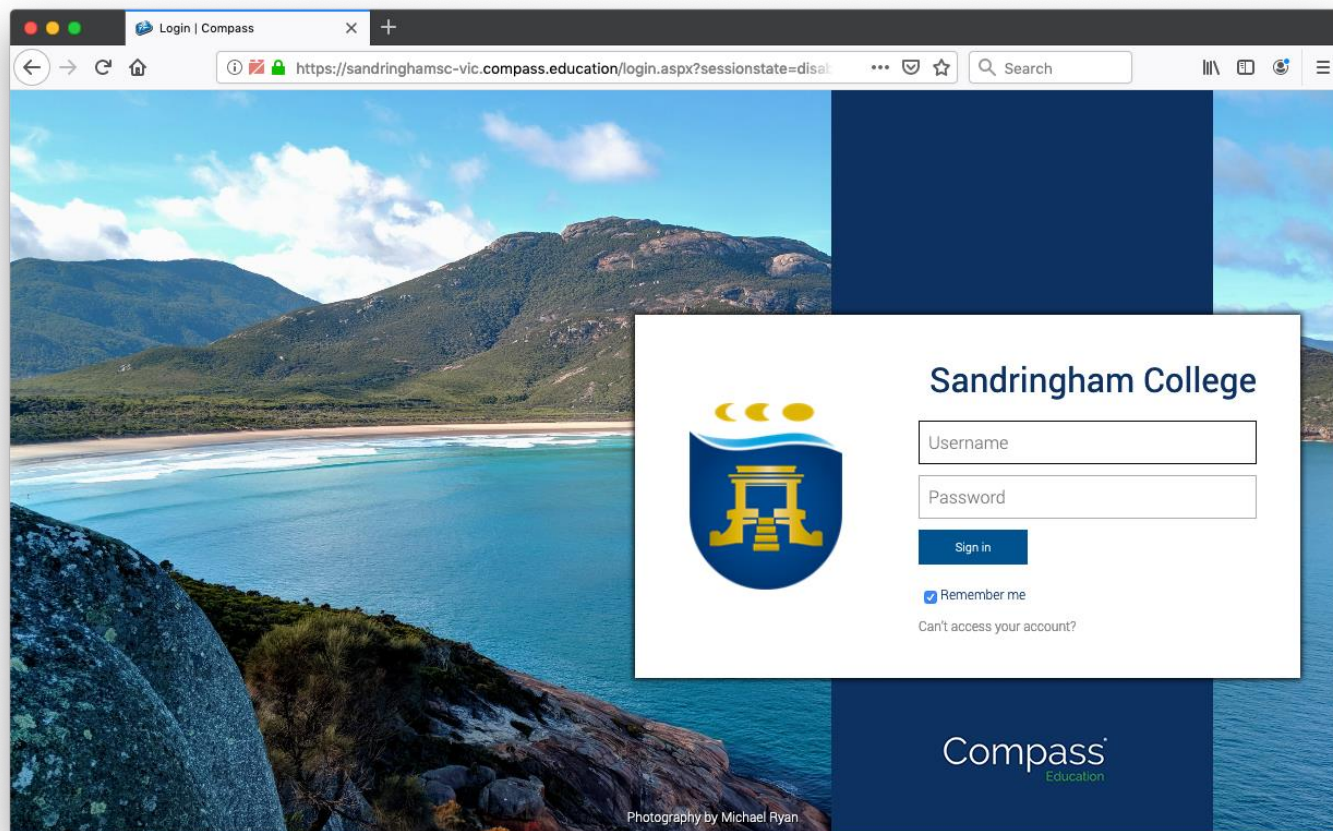


Figure 1 - Compass Login Page for Sandringham College

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Accessing Compass: <https://sandringhamsc-vic.compass.education>

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. Please note that when using the app version not all screens/information are displayed – you can select web version – this is a common complaint from parents – please fix up the wording Dave.

Every family receives a separate login to Compass, which will be provided to you by the school. If you are having trouble finding the Compass link for your school you can go to <http://schools.compass.education> where you can search for and find our school's direct URL.

If you require further assistance, please contact Sandringham College on 85990500, or email compassassist@sandringhamsc.vic.edu.au.

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.

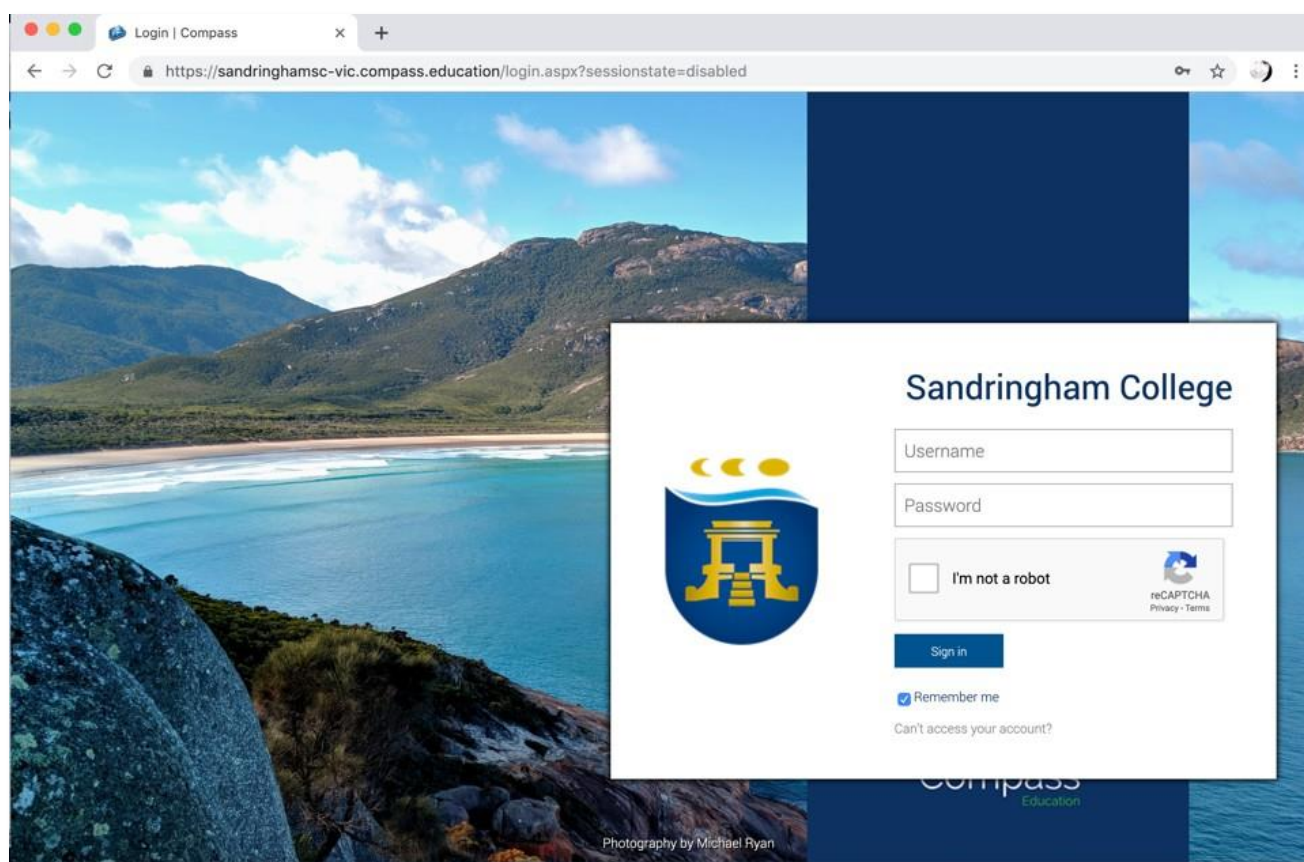


Figure 2 - Compass Login Page for Sandringham College

Homepage

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

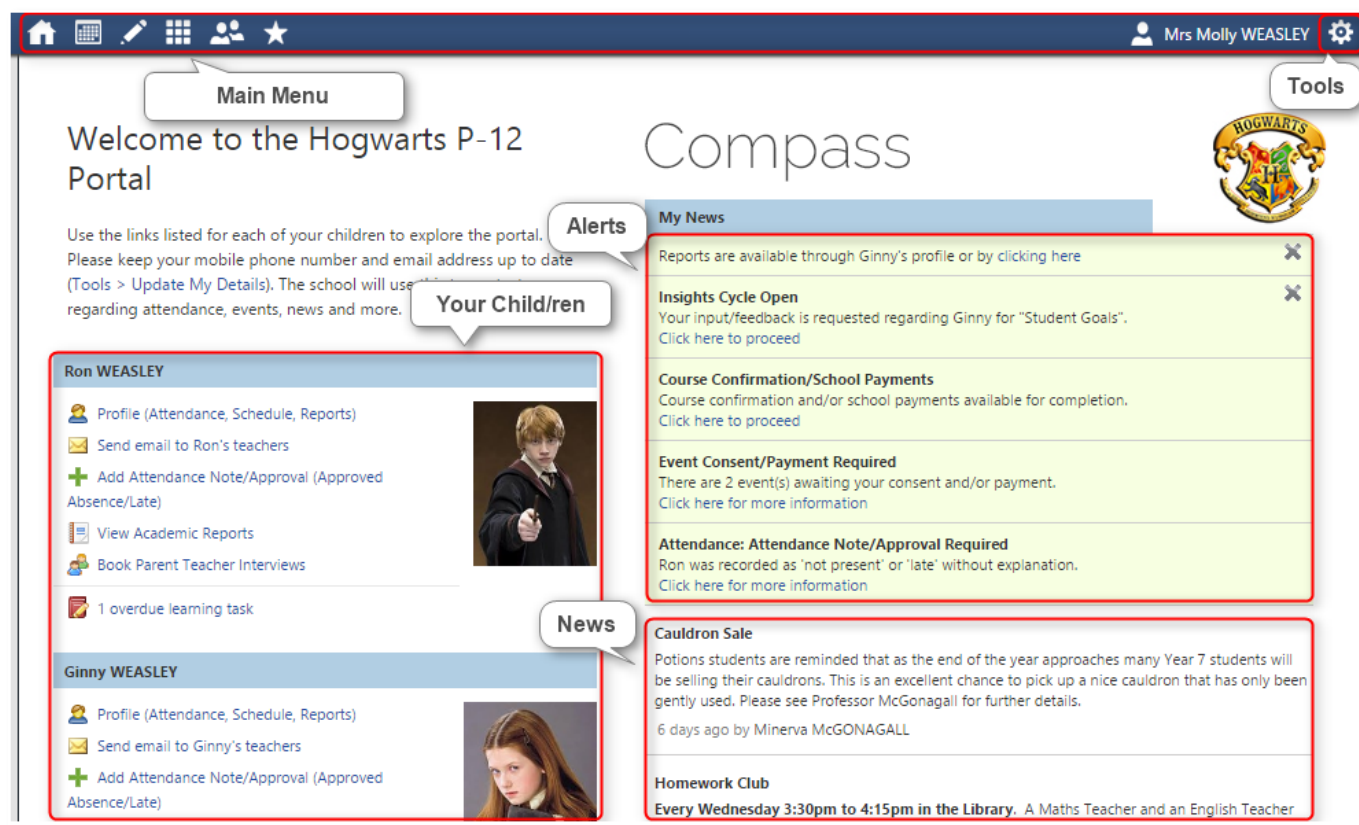


Figure 3 - Compass Parent Home Page

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, ordering options for school photos, absence notifications, surveys, student report availability and more.

- Outstanding absences or late arrivals that require a note or approval
- Course Confirmations or payments that need processing
- Parent/Student/Teacher Conferences that are available for booking
- Excursions or Events that require consent and/or payment
- School photos that are available for purchase
- 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 detailed information about your child. Options here may include:

- Your child/ren's profile page
- Email functionality
- Attendance pages customised for your children, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings
- Any overdue Learning Tasks that your student has not yet submitted.

News

Recent school news items and information relevant to parents. This may include newsletters, details of upcoming events and much more. Compass is our primary communication tool so parents should log on regularly to check the newsfeed

Menus and Functions

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

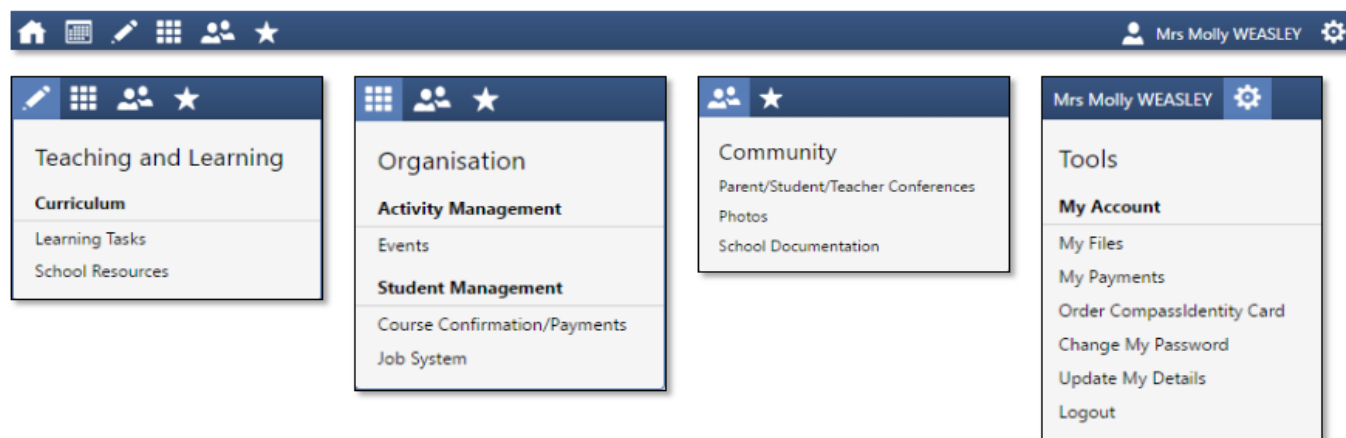


Figure 4 - Main Menu Options

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.

The Grid icon will bring up the **Organisation** menu, from which you can access Events, Course Confirmations/Payments, and the Job System.

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

The Star icon will bring up the **School 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.

Clicking on your name will take you to your profile page.

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 Council Meetings, School Community events, Exams, Student Leadership events/meetings and more. By selecting the options on the left hand side of the screen you can display/hide different layers of the calendars

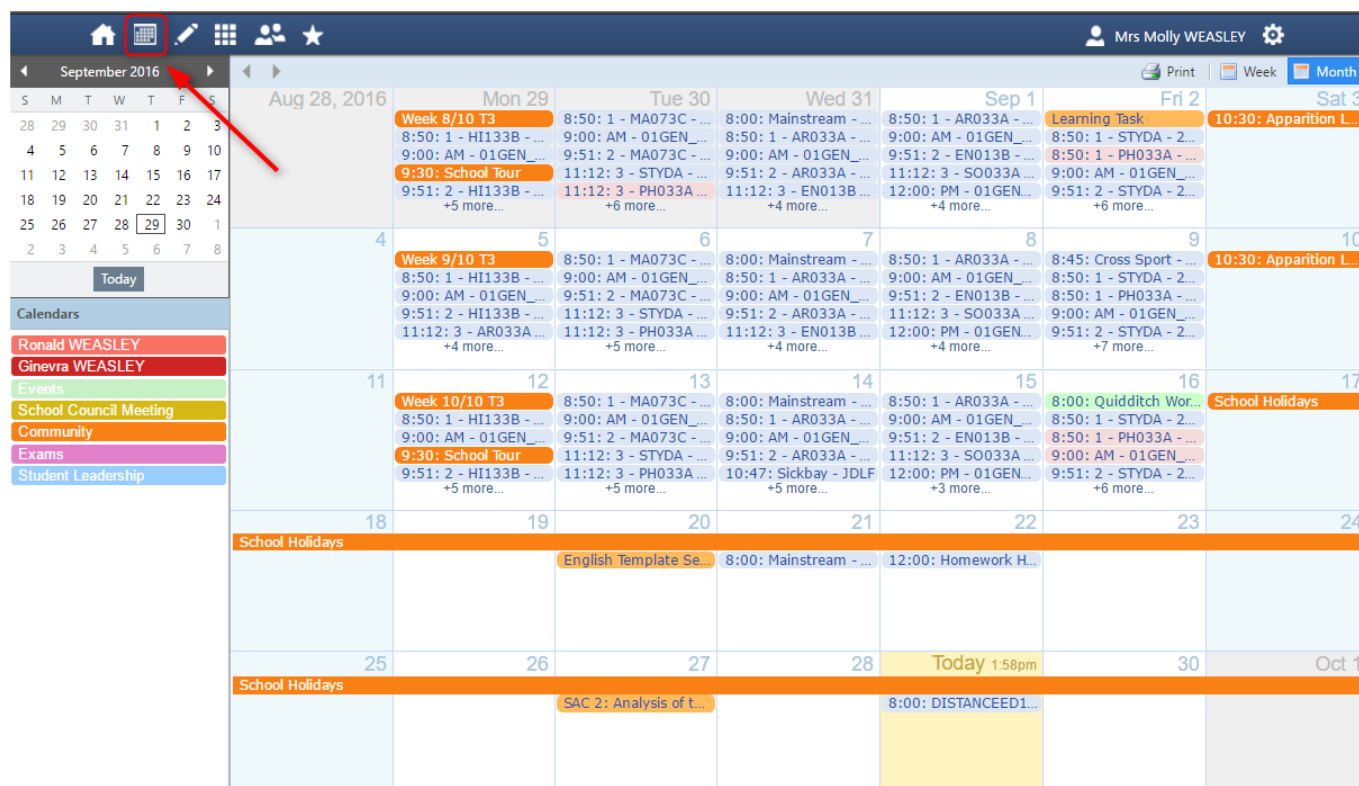


Figure 5 - Example School Calendar

Teaching and Learning

Using the Tabs across the top of the Student's profile page you can view student information and timetabled classes, access Learning Tasks, attendance data, student reports, educational benchmarking data like the Victorian Essential Learning Standards (VELS) and NAPLAN.

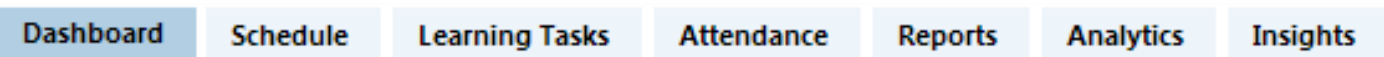


Figure 6 - Student Profile Page Tabs

Learning Tasks

This is where you can view an up-to-date record of your child's homework and upcoming assessment tasks. If you have multiple children at the school, this will be a consolidated list showing information for all children.

Learning Tasks are also accessed by clicking the Learning Tasks tab on the Student Profile page.

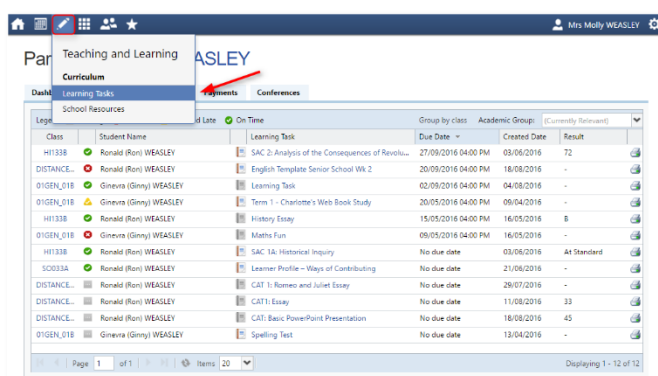


Figure 7 - Location of Learning Tasks Menu

Coloured dots next to each task indicate whether the task is Pending, Overdue, Submitted Late or On Time.

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights
Legend: Pending Overdue Received Late On Time Group by class Academic Group: (Currently Relevant)						
Class		Learning Task	Due Date	Created Date	Result	
11SAU1		Unit 2 Description	16/09/2016 04:00 PM	16/06/2016	-	
11VCDR1		Unit 2: SAC- Type & Imagery	05/08/2016 04:00 PM	11/06/2016	-	
11VCDR1	On Time	Term 3- Holiday Homework	18/07/2016 04:00 PM	11/07/2016	-	
11ENT1	On Time	Macbeth Quiz	20/06/2016 04:00 PM	21/06/2016	8/16	
11MEDP1	Overdue	The Day After Tomorrow Production Roles	17/06/2016 04:00 PM	16/06/2016	-	
11DRQ1	On Time	Unit 1: SAC - Ensemble Performance	03/06/2016 09:00 PM	15/03/2016	NA	

Figure 8 - Example List of Learning Tasks

The due date of each task (if applicable) is shown to the right of the task. Learning tasks may be general classwork or assessed tasks that appear on student reports. If a Learning Task is assessed, it is called an ALT (Assessed Learning Task). All ALTs are graded out of 100% and will be accompanied by feedback from the teacher.

Click on the name of the Learning Task you wish to view. The Task Details describe the task and should also show the 'rubric' or marking scheme being used to assess the work. If an online submission was a requirement of the task; the file submitted will be available to download.

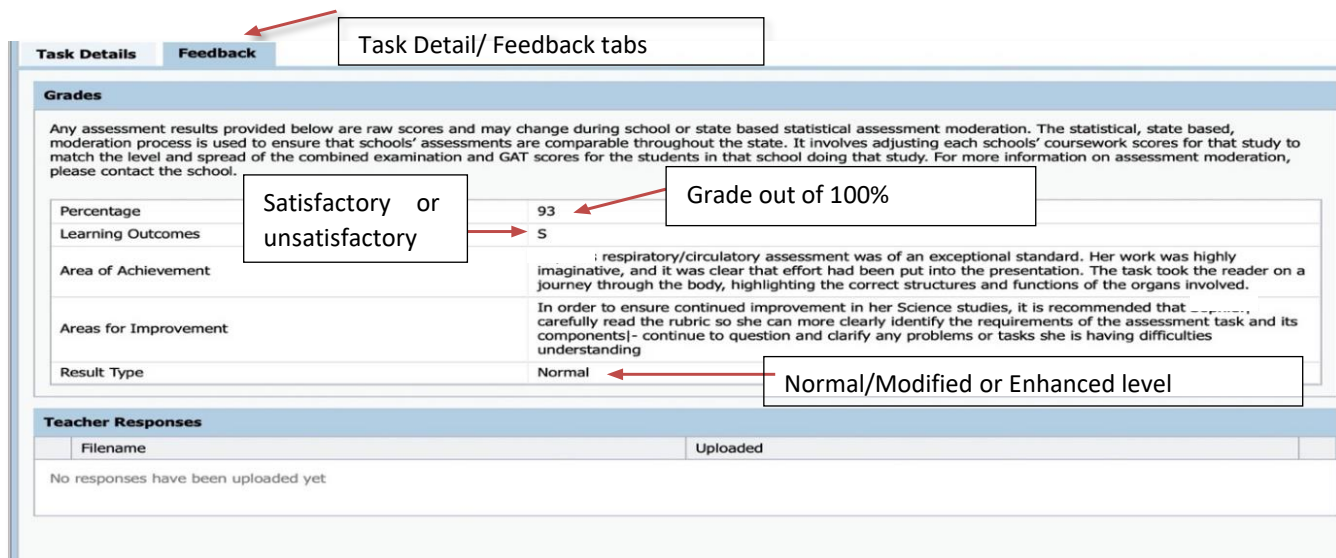


Figure 9 - Example Learning Task Feedback screen

By clicking on the Feedback tab, you can view the areas of achievement and the areas for improvement for your child. It is helpful if parents/carers discuss areas for growth with their children – most students know where to improve and discussing how to get there is important.

Analytics

Through the Analytics tab the College provides additional student data through OnDemand and PAT testing. We use NAPLAN/OnDemand and PAT to help us to differentiate the curriculum and learning for each student. We publish this data to students and parent/carers so that each can be informed about growth and progress.



Figure 11 - Example Analytics Dashboard

Dashboard

Schedule

Learning Tasks

Attendance

Reports

Analytics

Insights

Dashboard

Student Results

Display Results for:

OnDemand

Measure	2018 OnDemand A	2018 OnDemand B
English General 10	-	-
English General 7	A (8.3)	A (8.5)
English General 8	-	-
English General 9	-	-
Mathematics General 10	-	-
Mathematics General 7	A (7.6)	A (7.7)
Mathematics General 8	-	-
Mathematics General 9	-	-

Figure 10 - Example Analytics Student Results Page

Most data uses colour to indicate a student's achievement level against expected standards for each age group.

Colours range from red (lower results) to green (higher results).

For example, a student who has 5.5 in maths in Year 7 will have a red colour, indicating that the student is probably working 2 or more years below their peers

School Resources

A repository of relevant documents, websites, or other information required for homework or class work. This area is typically accessed by Students via their Class pages. Documentation for Parents / Guardians can be found in School Documentation under the Community menu.

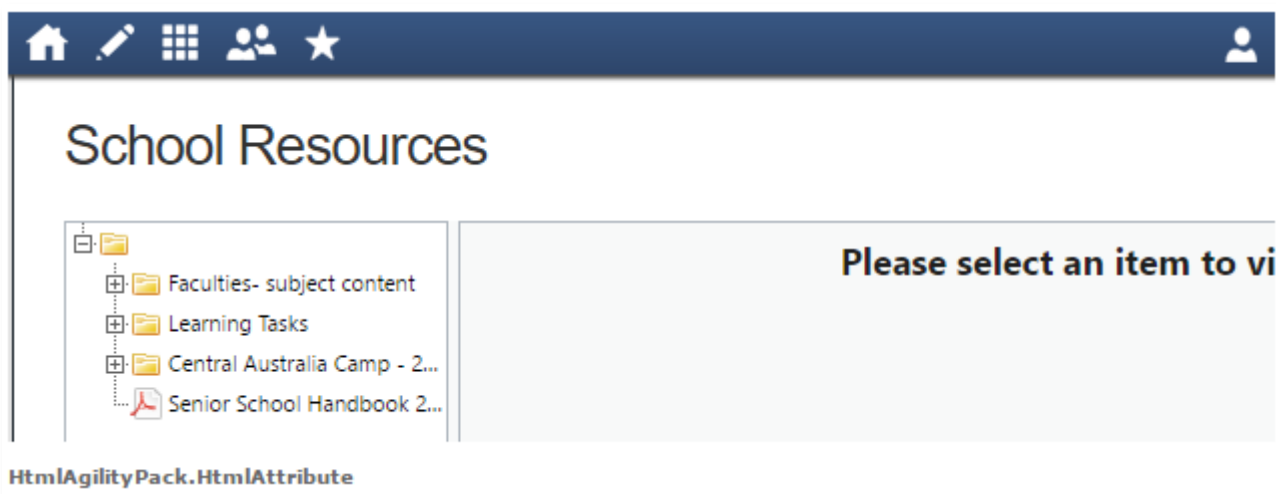


Figure 12 - Example School Resources Page

Organisation

Events

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

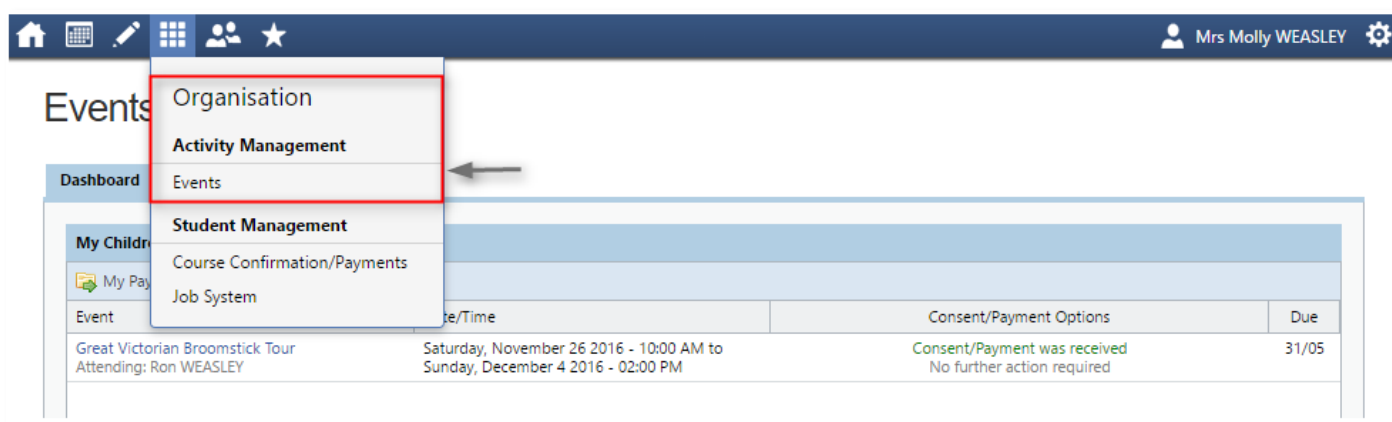


Figure 13 - Events Menu Location

How to Consent/Pay for an Event

You will receive a notification on your Compass homepage when there is an event that requires your approval or payment. To provide the consent/payment required, click the notification. This will take you to the Events page, where you can see all events that require your consent/payment, and those that are upcoming that you have already consented to/paid for. Most events have a close by date one week prior – once the event is closed you are unable to pay online and should contact the school to organise payment via another method.

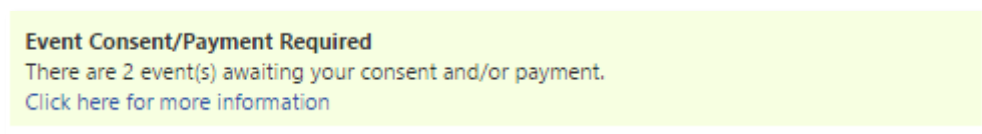


Figure 14 - Example Notification for Event

Events

Dashboard

My Children's Events

My Payments

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

Page 1 of 1 | Items 20 | Displaying 1 - 3 of 3

Figure 15 - Example Events Page

From this page you can pay and consent for any events or complete the process offline by printing the consent form and handing it in to the school. By clicking the "Process Now (Online)" option, you will be prompted to enter information regarding emergency contact details as well as any updated medical information that is not already on the student's file.

Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school, you should print out the paper consent form and turn it in with payment to the school.

Course Confirmation/Payments

The Course Confirmation/Payments module allows you to pay your school fees through Compass.

Course Confirmation/Payments

Click on a course to view details or click on a payment to proceed.

Confirmation	Status
2016 Great Victorian Broomstick Tour - WEASLEY, Ron (WAL0038)	Complete via Payment Plan
Year 9 2017 School Fees - WEASLEY, Ron (WAL0038)	Not Started
Central Australia Trip - WEASLEY, Ron (WAL0038)	Not Started
Year 10 2017 Fees - WEASLEY, Ron (WAL0038)	Pending Payment
Year 8 School Fees - WEASLEY, Ron (WAL0038)	In Progress
Student Fees - WEASLEY, Ron (WAL0038)	Not Started
Year 9 2017 School Fees - WEASLEY, Ginny (GRA0001)	Not Started
Central Australia Trip - WEASLEY, Ginny (GRA0001)	Not Started

Community

Conferences (formerly Parent/Student/Teacher Conferences)

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

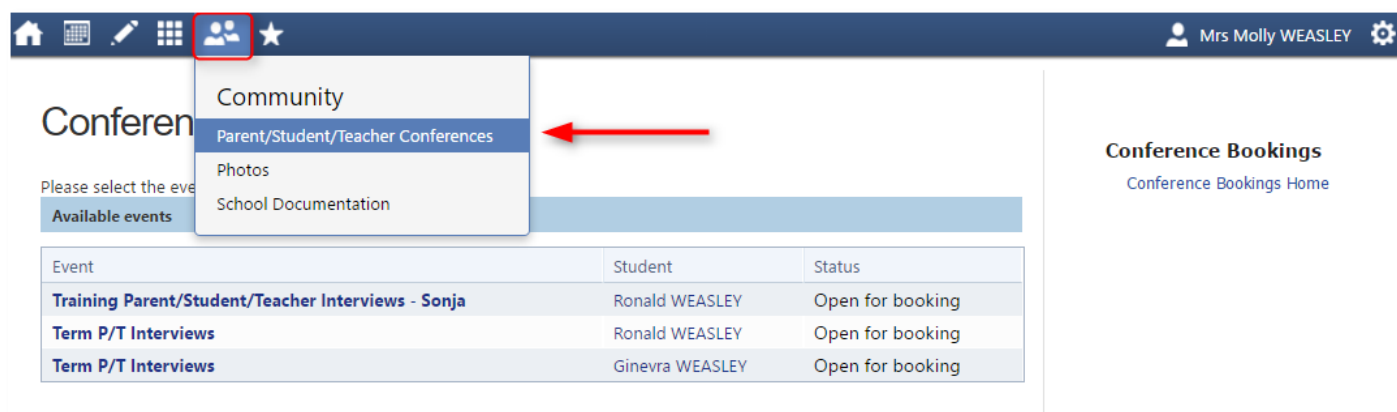


Figure 16 - Conferences Menu Location

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. Follow the instructions on the Welcome screens to learn how to book conference times.

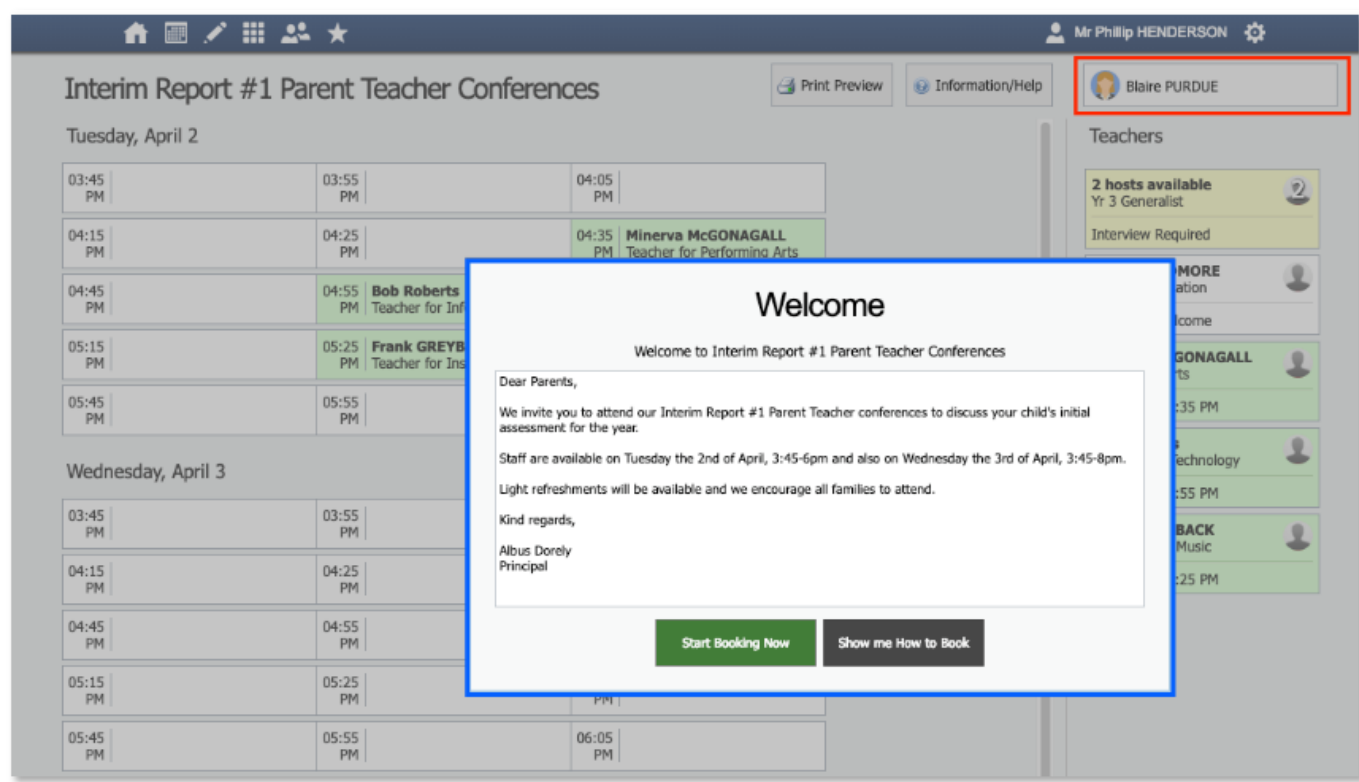


Figure 17 - Example Conference Booking Showing Welcome Instructions Screen

Photos

The Photos page allows you to view school photos and view albums available for school community viewing. Here you can also view your Photos purchase history, and contact Compass Photos.

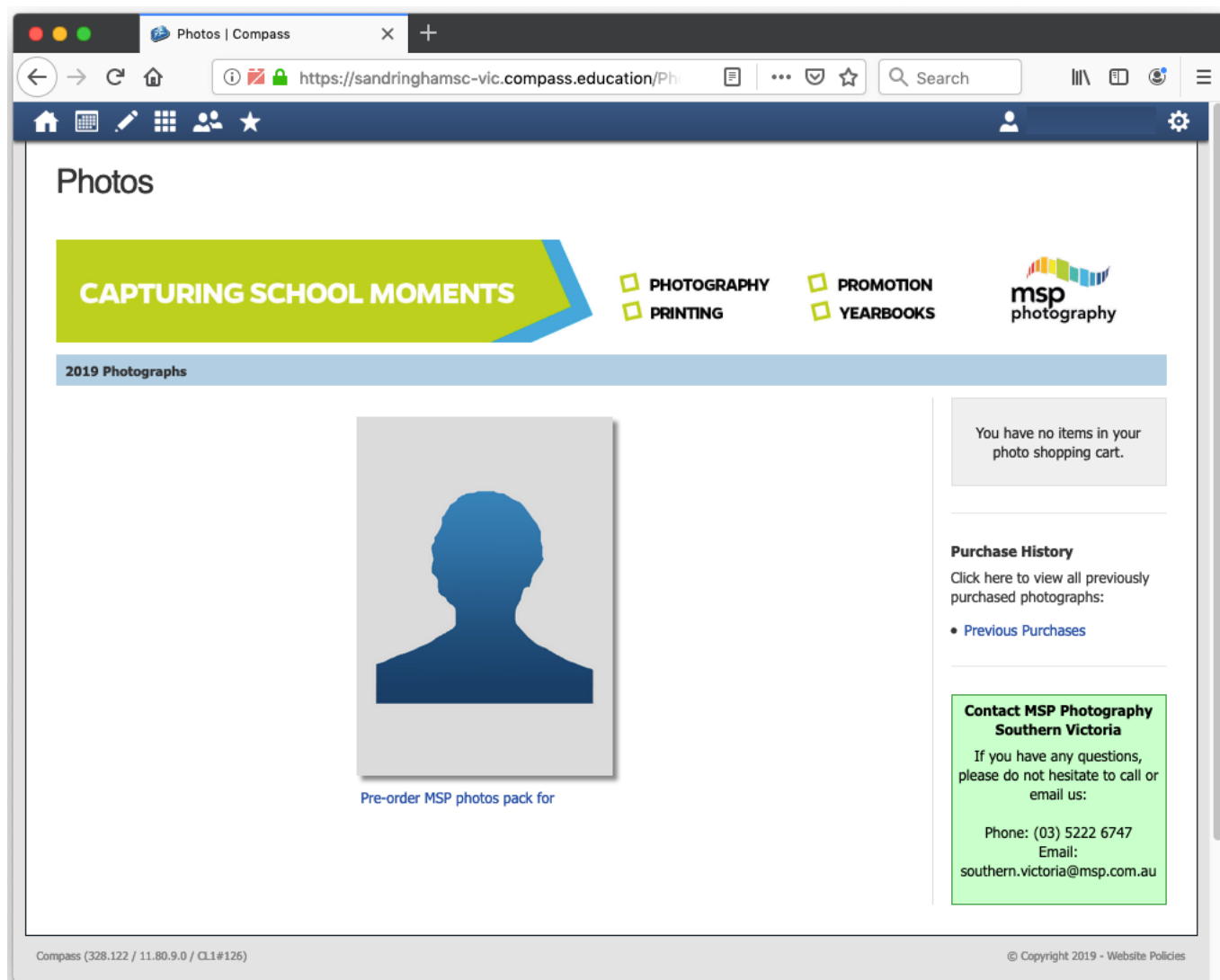


Figure 18 - Community Menu Photos Page

School Documentation

Contains a wide range of documentation and forms pertaining to all functions of the school including Booklists, Curriculum Guides, Assessment & Reporting, Policies, PTF, School Council, Subject Information etc. Parents are encouraged to familiarise themselves with this resource.

Parent Profile

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 and links to your students' profiles. Learning tasks, Insights, Payments and Conferences can also be accessed from the Parent Profile.

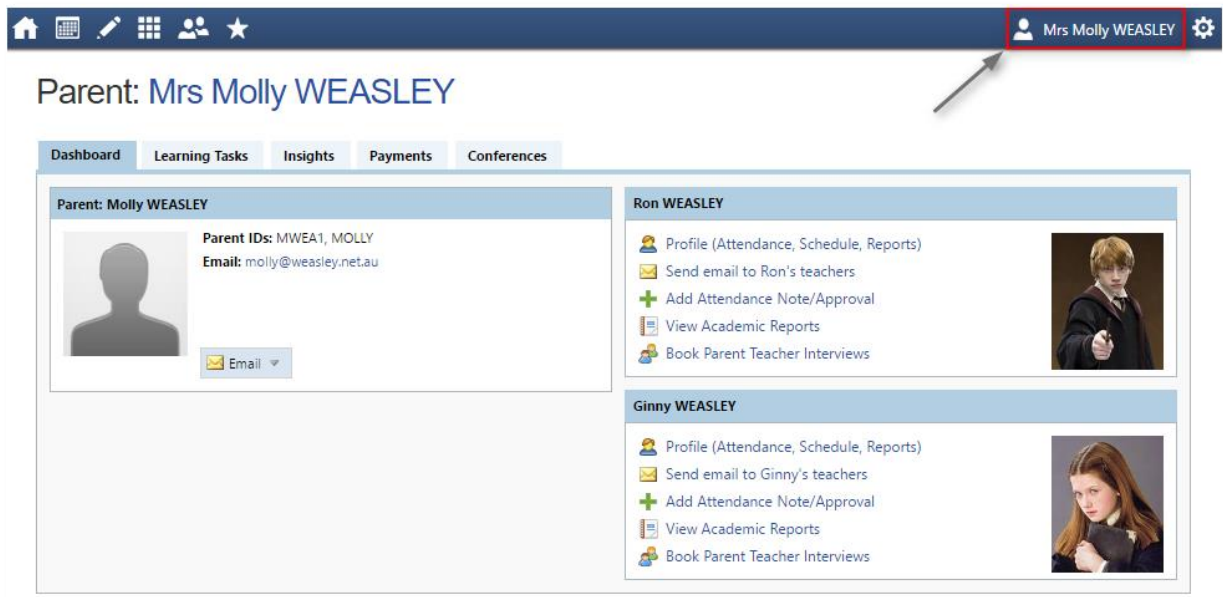


Figure 19 - Accessing the Parent Profile Page

Tools

My Files - Allows you to store files.

My Payments - Allows you to view any payments that have been made to the school through Compass.

Order Compass Identity Card

- Allows you to order a new Student Compass Identity 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.

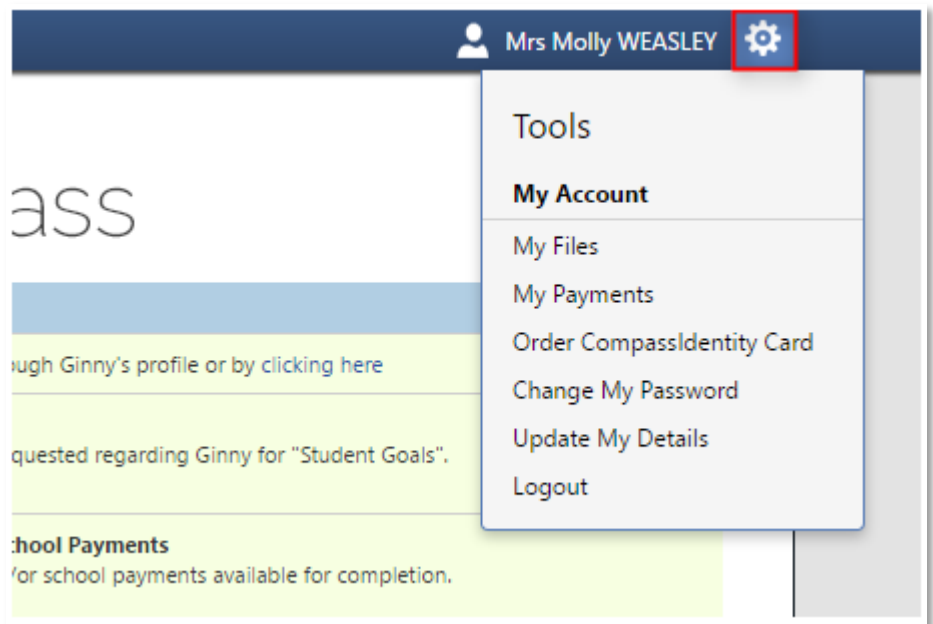


Figure 20 - Tools Menu

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](#)

Figure 21 - Example Attendance Notification

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.

The screenshot shows the Compass Parent Guide interface for a student named Ronald (Ron) WEASLEY, 12A, Year 12. The user is Mrs Molly WEASLEY. The interface is divided into several tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Attendance' tab is selected, and the 'Unexplained' sub-tab is active. A table titled 'Not Present/Late: Unexplained' lists two absences: 'DISTANCEED1' on 29/09/2016 (Not Present) and 'DISTANCEED1' on 26/08/2016 (Late). Below the table is the 'Attendance Note/Approval Editor' form. The form includes a 'Note/Approval Details' section with fields for 'Person' (Ronald WEASLEY), 'Reason' (a dropdown menu), and 'Details/Comment' (a text area). The 'Reason' dropdown is open, showing a list of reasons: Medical, Dentist, Bereavement, Truancy, Parent Choice, Family Holiday, and Religious/Cultural Observance. The 'Medical' reason is selected. The form also includes an 'Important Notice' section and a 'Save' button.

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM	07		JDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED		JDLF	Late

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason:

Details/Comment: **Medical**
Student is not at school for medical reasons.

Dentist
Includes dentist, orthodontist, or similar.

Bereavement
Includes funeral, death in the family, absence due to a death.

Truancy
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Parent Choice
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Family Holiday
Student is away on a family holiday.

Religious/Cultural Observance
Student is kept away from school for a religious or cultural reason.

Important Notice
In clicking 'Save', you constitute a medical or intentional misuse of the system.

Important Notice
This will automatically save the note.

Buttons: Audit, Save, Cancel

Figure 22 - Attendance Note Reason Selection List

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.

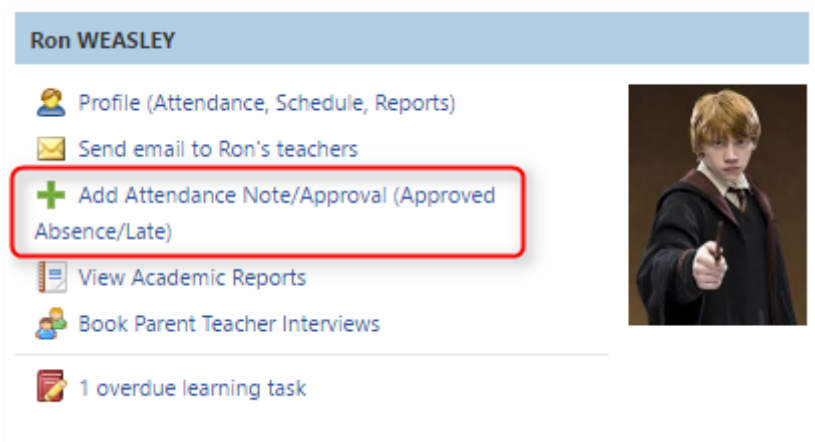


Figure 23 - Attendance Link on Student Profile Page

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.