

Student Profile

You will be able to view your student's Dashboard, Schedule, Events, Attendance & Reports. Learning Tasks, Analytics & Insights will become available at a later date.

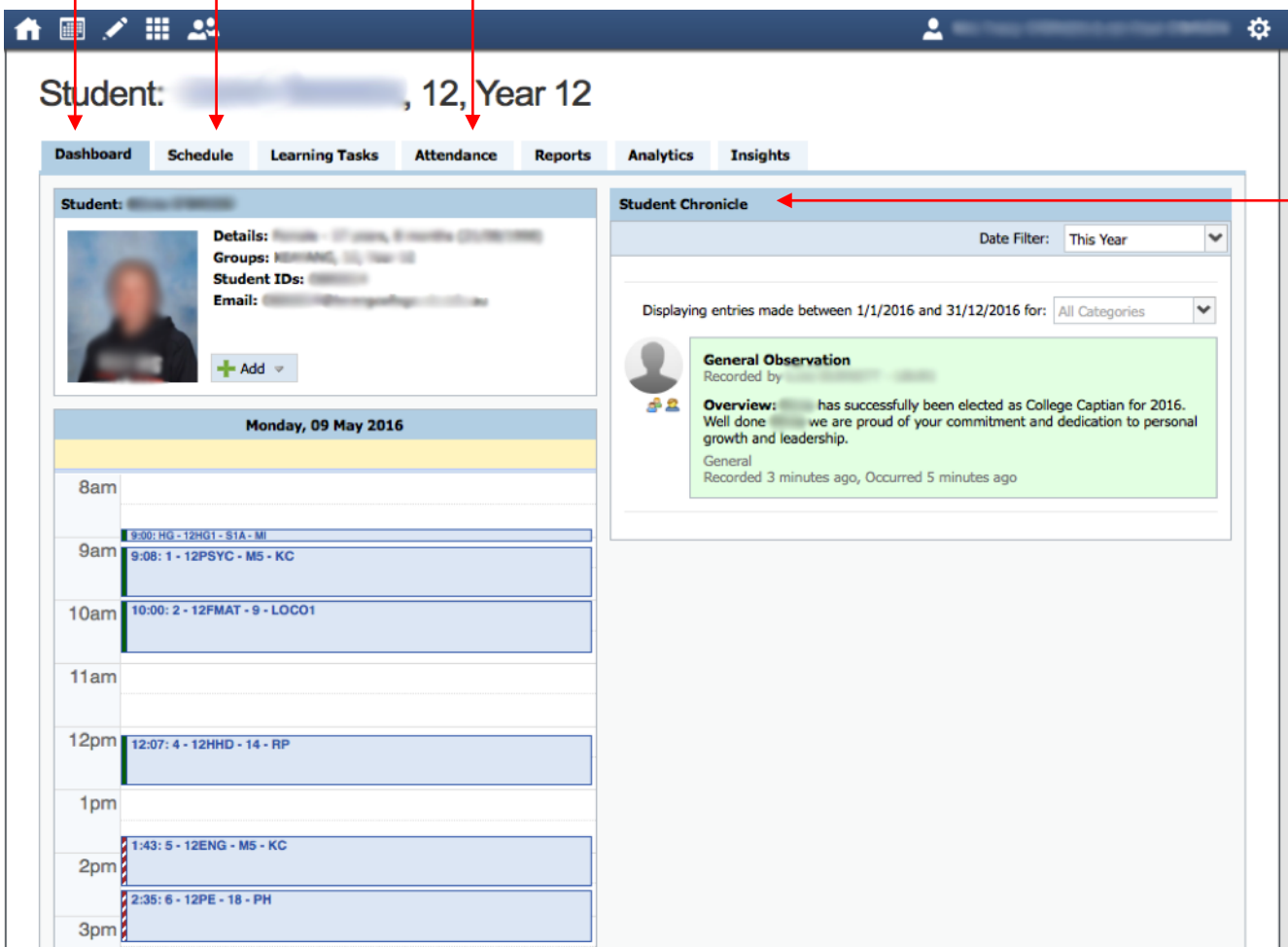
Dashboard
This Displays:

- Your student's details (with photo)
- Your student's timetable for the current day

Schedule.
This displays your students weekly timetable. Which includes, classes, extra curricular activities or events/excursions.

Attendance
This displays your student's attendance history. You also have the ability to approve unexplained absences or enter future known absences.

Reports
Reports will be active at a later date. You will be notified via Compass and the College newsletter when this module becomes available.



Learning Tasks
Learning tasks will be active at a later date. You will be notified via Compass and the College newsletter when this module becomes available.

Analytics
Analytics will be active at a later date. You will be notified via Compass and the College newsletter when this module becomes available.

Insights
Insights will be active at a later date. You will be notified via Compass and the College newsletter when this module becomes available.

Chronicle
This is where you can see statements entered by your student's teachers. Achievements, behaviour, wellbeing are some examples

Student Schedule

This displays your students weekly/monthly schedule.

This includes classes, extra-curricular activities and events/excursions.

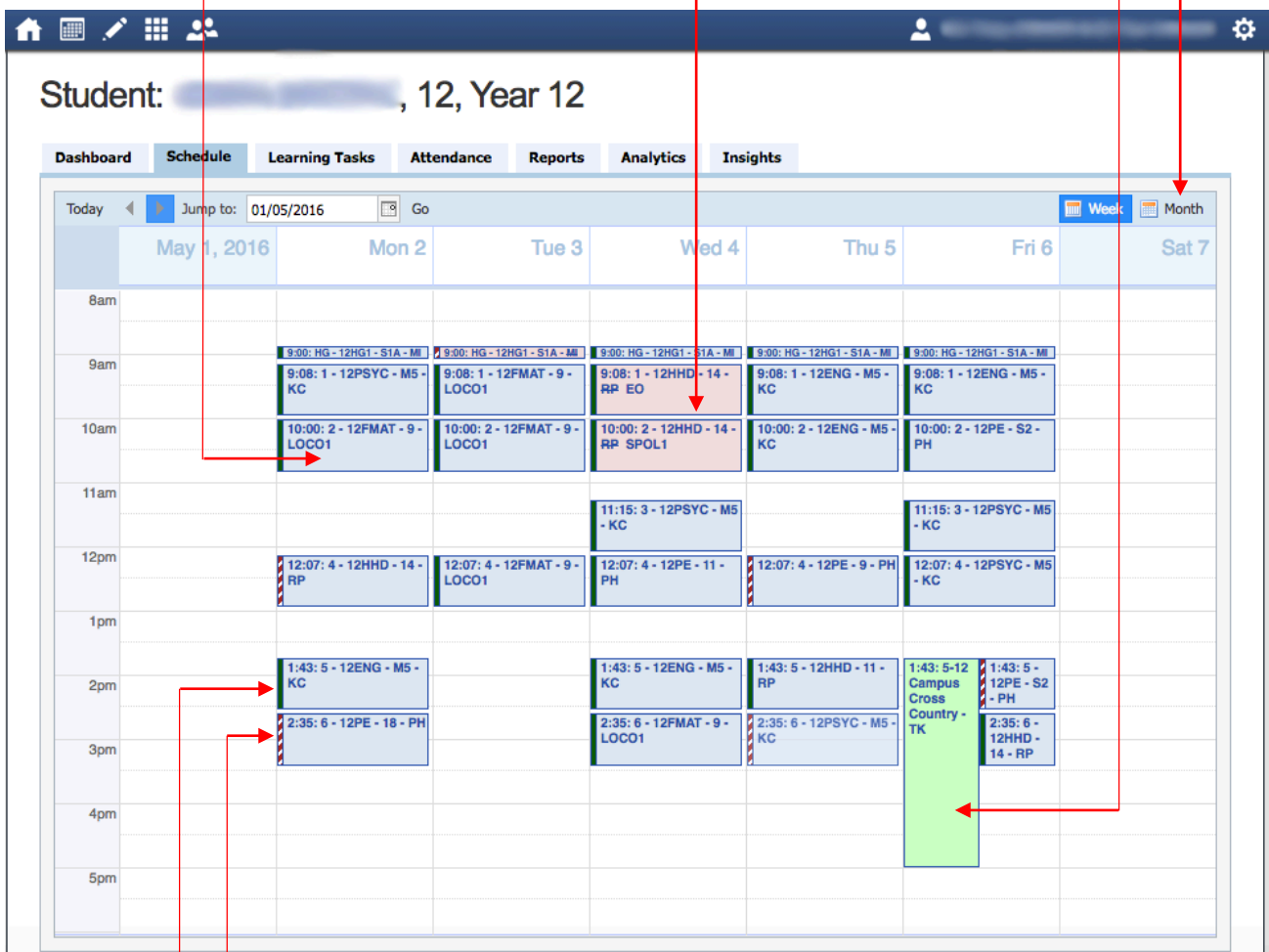
Blue Colour
This indicates the class has no changes.

Pink Colour
This indicates there have been changes made.

- Change of teacher and/or
- Room Change

Green Colour
This indicates that your student is involved in and extra curricular activity or and event/excursion. Click for more details.

Week - Month
These buttons give you the option to view the schedule in a weekly or monthly calendar view.



Green Pole
This indicates the teacher HAS marked the class roll.

- This does NOT indicate that your student is present in class

Red & White Pole
This indicates the teacher has NOT marked the class roll.

Student Attendance

This displays your students' attendance history. You also have the ability to approve unexplained absences or enter future known absences.

Summary
This displays the student's 'Daily Activities & Attendance' along with a full summary in table form (bottom of page) showing attendance data and percentages.

Arrival/Departure
This displays a record of all Arrival/Departures involving your student. Students sign in and out using the Compass Kiosk at the front foyer.

Full Record
This displays a full record of all your student's attendance for the entire year. This data can be downloaded in a PDF format, by selecting 'View Complete Attendance'

The screenshot shows the 'Attendance' section for a Year 12 student. The interface includes a navigation bar with tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. Under the 'Attendance' tab, there are sub-tabs for Summary, Notes/Approvals, Unexplained, Arrival/Departure, and Full Record. The 'Summary' sub-tab is active, displaying a 'Daily Activities & Attendance' table and an 'Attendance Summary' table.

Activity	Start	Finish	Pd	Location	Staff	Status
12HG1 (Homegroup)	09/05 - 09:00 AM	09/05 - 09:05 AM	HG	S1A	MI	Present
12PSYC (Psychology)	09/05 - 09:08 AM	09/05 - 09:58 AM	1	M5	KC	Present
12FMAT (Further Maths)	09/05 - 10:00 AM	09/05 - 10:50 AM	2	9	LOCO1	Present
12HHD (Health and Human Development)	09/05 - 12:07 PM	09/05 - 12:57 PM	4	14	RP	Present
12ENG (English)	09/05 - 01:43 PM	09/05 - 02:33 PM	5	M5	KC	Not Marked
12PE (Physical Education)	09/05 - 02:35 PM	09/05 - 03:25 PM	6	18	PH	Not Marked

Subject	Class	Form	Run	Prsnt	Late Appr	Late Un'd	Total	NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac'td %	VCE %	Schl %
English	12ENG	12	56	52	0	0	52	3	0	1	4	93	98	98	98
Further Maths	12FMAT	12	53	43	0	0	43	5	1	4	10	81	92	91	91
Health and Human Development	12HHD	12	52	46	0	0	46	4	0	2	6	88	96	96	96
Homegroup	12HG1	12	58	56	0	0	56	0	1	1	2	97	98	97	97
Physical Education	12PE	12	51	45	0	0	45	4	0	2	6	88	96	96	96
Psychology	12PSYC	12	54	48	0	0	48	3	1	2	6	89	96	94	94
Events	-	12	4	4	0	0	4	0	0	0	0	100	100	100	100

Notes/Approvals
Parents can approve future absences for part or a whole day without having to contact the school.

More information: pg. 11

Unexplained
This displays the classes that your student/s have been marked 'Not Present'. Parents can select the classes and provide a parent approval.

More information: pg. 12

Notes/Approvals – Parent Approved Absence

If your student will not be at school for part or a whole day you are able to approve the absence without having to call the College or send a note.

This can be done the morning the student/s will not be at school or if it is a planned event it can be entered any time prior.

Parents are unable to delete these entries, please to sure these are correct before entering.

If a mistake has occurred, please contact the College to amend the entry.

Add Note/Approval

Step 1

Click **Add Note/Approval**

Step 2

Select the reason the student will not be at school from the dropdown. Add any details or comments on why the student will not be attending school.

Step 3

Select the start and finish date, and the time of when the student will not be at school.

- If the student will be away for the entire day, leave the default times (8:00am – 5:00pm)

Step 4

Click **SAVE**

The screenshot displays the 'Attendance Note/Approval Editor' form within the Compass 2017 system. The form is titled 'Attendance Note/Approval Editor' and includes several sections:

- Note/Approval Details:** Contains fields for 'Person', 'Reason' (a dropdown menu with 'Enter a reason...' as a placeholder), and 'Details/Comment'.
- Important Notice:** A text block stating: '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).'
- Potentially Affected Sessions:** A table listing sessions that may be affected by the absence.
- Start and Finish:** Fields for selecting the start and finish dates and times, with dropdown menus for 'Select a period...'
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Red arrows from the steps above point to the following elements in the screenshot:

- Step 1: '+ Add Note/Approval' button
- Step 2: 'Reason' dropdown menu
- Step 3: 'Start' and 'Finish' date and time pickers
- Step 4: 'Save' button

Unexplained Absences – Parent Approval

If your student has any unexplained absences they will be visible in this section.

If your student was marked as 'not present' in class or 'late' to school in the past week, you will see an alert under the 'My News' section on your Home Page.

Selecting the alert will bring you to this same page.

Parent Approval.

If your student/s has unexplained absences listed, these can be approved by a parent.

Step 1

Tick the boxes on the left hand side for the session you want to approve.

Step 2

Click **Explain with Note/Approval**

Step 3

Select the reason from the dropdown menu. Add any details or comments explaining why the student was not in this class or late.

Step 4

Click **SAVE**

The screenshot shows a web application interface for a student's attendance record. At the top, it identifies the student as 'Student: [redacted], 12, Year 12'. Below this are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance (selected), Reports, Analytics, and Insights. Under the 'Attendance' tab, there are sub-tabs: Summary, Notes/Approvals, Unexplained (selected), Arrival/Departure, and Full Record. The main content area is titled 'Not Present/Late: Unexplained' and contains a table with columns: Activity Name, Start, Finish, Pd, Location, Staff, and Status. The table lists several sessions, with two '12FMAT' sessions selected (checked boxes). Below the table is an 'Attendance Note/Approval Editor' form. The form has a 'Person:' field, a 'Reason:' dropdown menu with the placeholder text 'Enter a reason...', and a 'Details/Comment:' text area. Below the form are two 'Important Notice' sections. The first notice states that clicking 'Save' certifies the parent/guardian as the listed parent/guardian and that the approval does not constitute a medical certificate. The second notice states that the system will automatically insert the appropriate number of approvals for the selected sessions. At the bottom of the form are buttons for 'Audit', 'Save', and 'Cancel'. Red arrows from the four steps point to the checkboxes in the table, the 'Explain with Note/Approval' button, the 'Reason' dropdown, and the 'Save' button.

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> 12FMAT	10/05/2016 12:07 PM	10/05/2016 12:57 PM	4	9	LOCO1	Not Present
<input checked="" type="checkbox"/> 12FMAT	10/05/2016 10:00 AM	10/05/2016 10:50 AM	2	9	LOCO1	Not Present
<input type="checkbox"/> 12HHD	06/05/2016 02:35 PM	06/05/2016 03:25 PM	6	14	RP	Not Present
<input type="checkbox"/> 12PE	18/03/2016 01:43 PM	18/03/2016 02:33 PM	5	52	PH	Not Present
<input type="checkbox"/> 12HHD	04/03/2016 02:35 PM	04/03/2016 03:25 PM	6	14	RP	Not Present