

COLAC SECONDARY COLLEGE

Compass Handbook – Introduction for Parents



COMPASS School Manager

Parent/s Name: «BillingTitle»
Compass Username: «ParentCode»
Compass Password: «ParentPassword»



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Compass School Manager

Compass School Manager is a whole school administration package.

It is used by the College to streamline many school operations, from attendance, communication, event management and student wellbeing.

The College aims for Compass to increasingly become a central portal for communication between the College and yourself.

As a valued Parent of at least one student at Colac Secondary College you will have access to the following features + more to come.

My News

- This will display attendance alerts consisting of *not present or late without approval* for your student.
- This newsfeed module will let you view Newsletters & eCommunications and any other information published by the College

Student Profile

- **Attendance** – This module lets you review your student’s attendance at your own convenience and also provide the College with parent approval for absences.
- **Student Schedule** – This allows you to view your students schedule/timetable and events.
- **Communication** – email your student’s teachers

Organisation / Events

- This allows you to view events assigned to your child/children and will be visible in the schedule.

Permission Forms

- This allows you to manage permission forms for events and other necessary documentation.

Payment

- Approve and pay for upcoming excursions, school fees and other costs.

Reports

- Access students’ reports, including past years and assessment feedback.

Parent/Student/Teacher Interviews

- This module allows you to view & book school interviews through compass.

Access and logging into Compass

Compass has web and mobile applications, which can be accessible through a web browser or iOS and Android based mobile devices.

Staff, students and parent can use most common web browsers and mobile applications. See below a list of supported and non-supported browsers and mobile applications.

Recommended browsers: - Internet Explorer 11, Google Chrome (latest), Firefox (latest) Apple Safari (latest), Safari on iPad

Recommended Mobile Apps: Apple iOS

Not recommended, but supported: - Internet Explorer 9-10, Safari on iPad 1st Gen

Not Supported: - Internet Explorer 8 and below, Any non-current version of Chrome, Firefox or Safari.

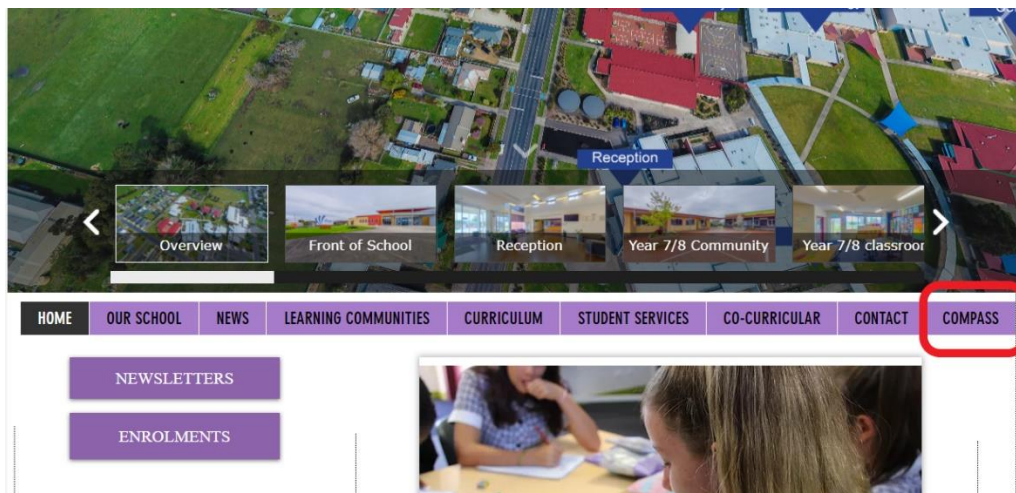
Parents' Initial login to Compass

To access Compass, open an internet browser and go to:

<https://colac-sc-vic.compass.education>

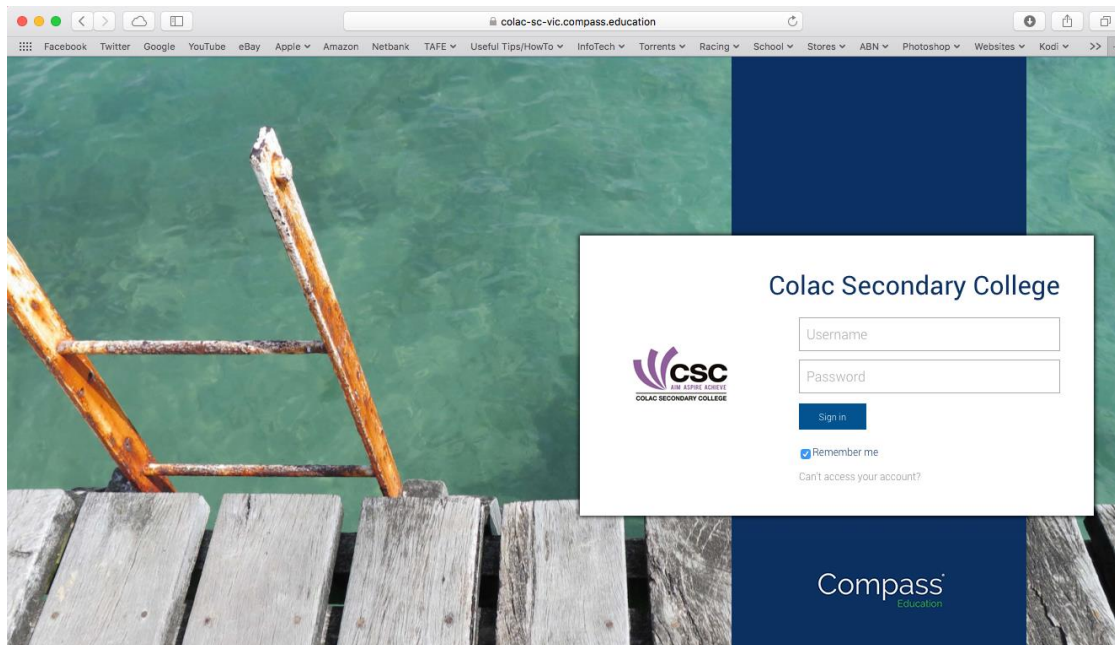
or

Click on the *Compass* tab at the top of the Colac Secondary College website.

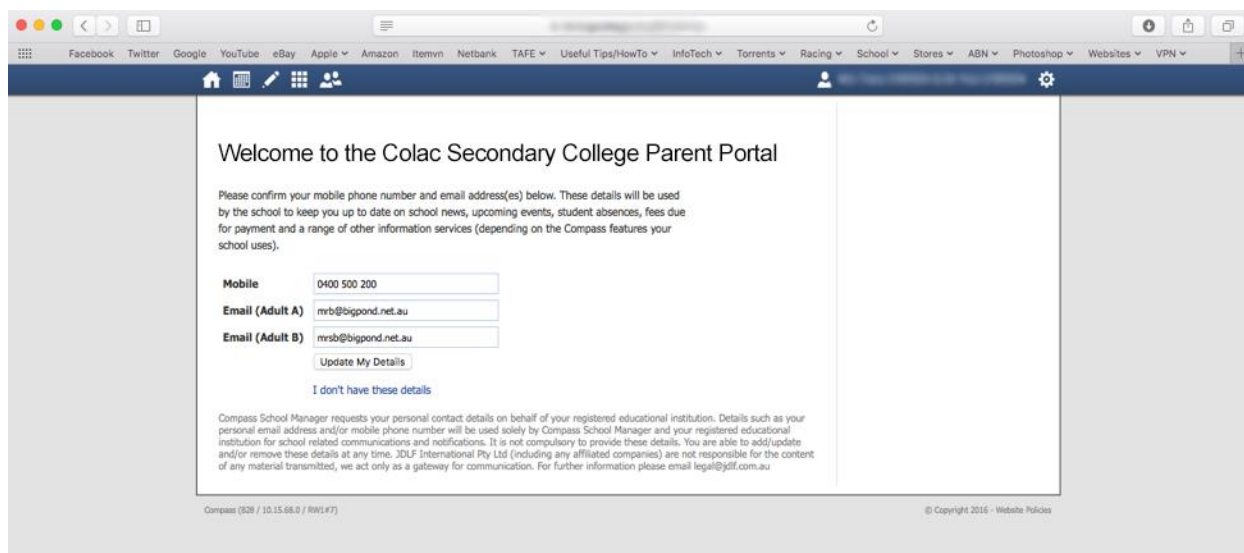


When parents first login to compass they will need to enter their unique Username & Password which can be found on the front cover of your booklet.

Username: ABC0001
Password: 123456



After entering your username and password into Compass you will see the below screen.



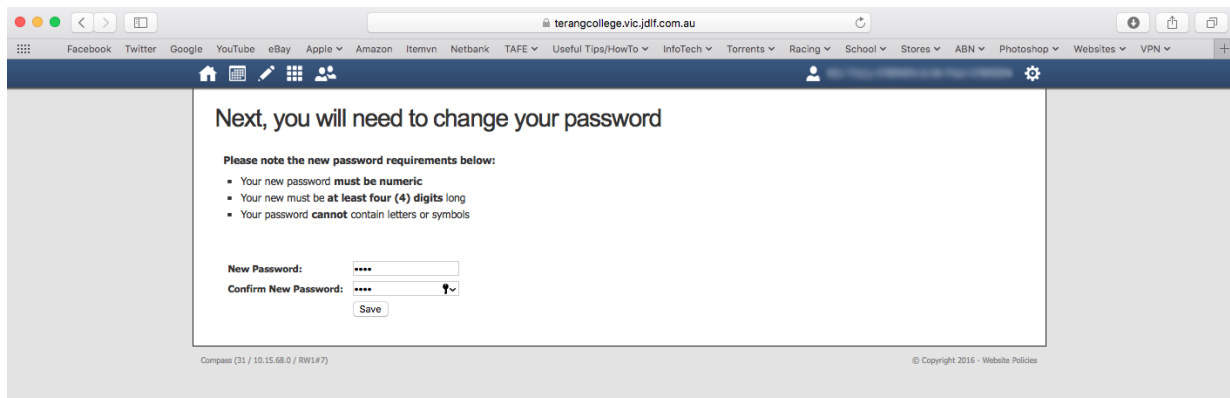
Checking your details are correct on Compass

Please ensure that your mobile number and email address are correct, then click 'Update My Details'

After verifying your details, you will then need to change your pin number to login to Compass.

- Your new pin **must be numeric** only and at least **4 characters long**

If you forget your pin, you can reset it using the '*Don't know your username/password*' located on the login page.



The screenshot shows a web browser window with the URL terangcollege.vic.jdfff.com.au. The page content is as follows:

Next, you will need to change your password

Please note the new password requirements below:

- Your new password **must be numeric**
- Your new must be **at least four (4) digits** long
- Your password **cannot** contain letters or symbols

New Password:

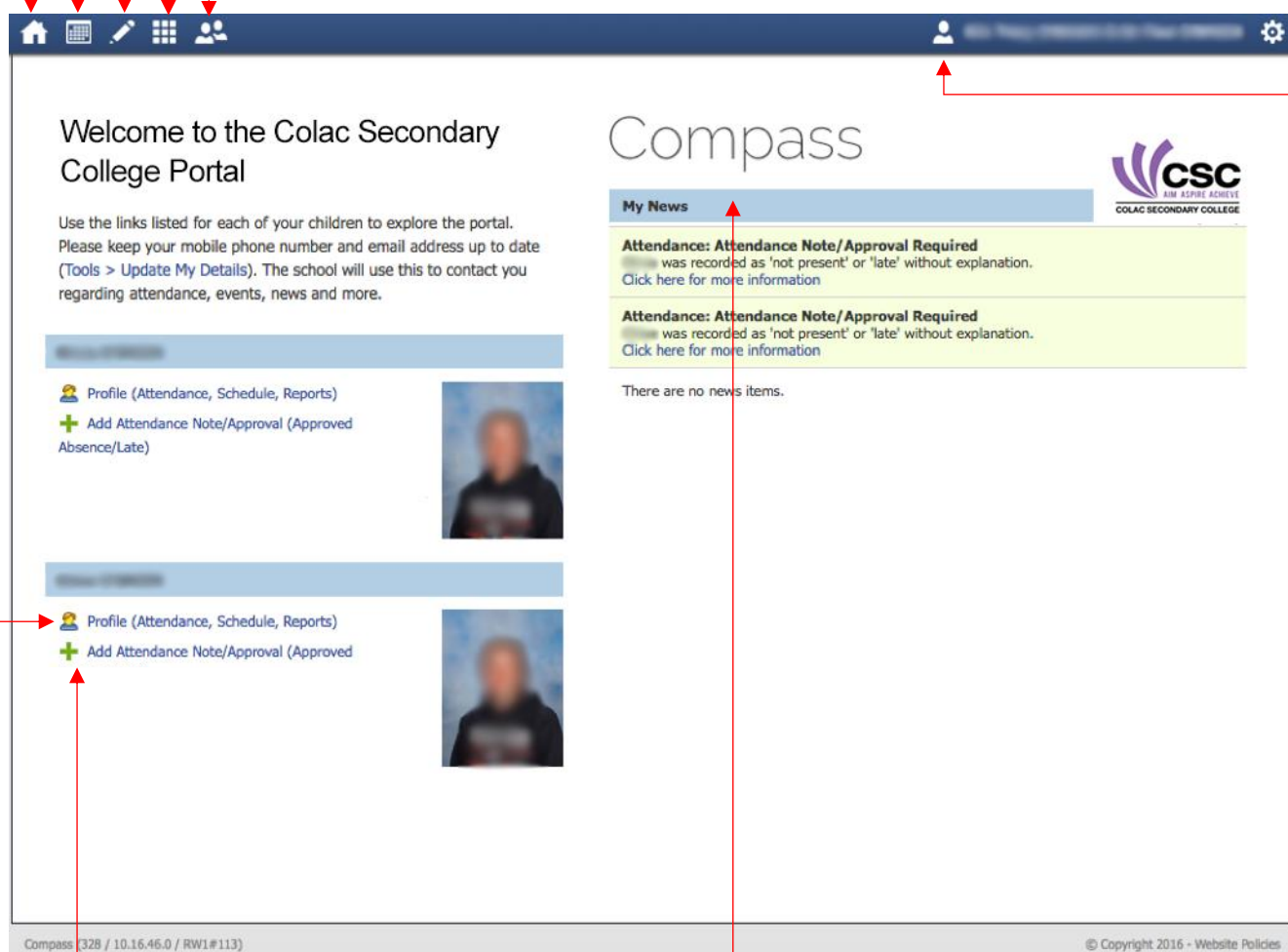
Confirm New Password:

Compass (31 / 10.15.68.0 / RW147) © Copyright 2016 - Website Policies

Home Page of Compass

When you first log into Compass you will see the below page.

Home Button This will return you to the 'Home Page' from anywhere within Compass.	Calendar This will allow you to view a range of 'Calendars' such as your student/s, Events & Public school calendars.	Teaching & Learning. This will allow you to view your students 'Learning Tasks' along with the 'School Resources' such as previous newsletters & other useful documents.	Organisation/ Events This will allow you to view 'Events' or activities that your student/s may/will be participating in. You can also give consent and make payments.	Community This will return you to the 'Home Page' from anywhere within Compass.
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Student Profile This will allow you to view your student/s' profile. This will display your student/s' current timetable, weekly/monthly schedule, Chronicle, Attendance & Reports. Learning Tasks, Analytics, Insight & P/S/T Interviews will become available at a later date.	Attendance Approvals This will allow you to approve your student/s' absences. Future absences can also be entered.	My News This will contain news items that relate to you and your student/s.	Parent Profile This will allow you to view Parent A's Profile (first listed parent on the College's database). These modules will be available at a later date.	Tools This will allow you to, Make Payments, Change Password, Update details & Logout
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Student Profile

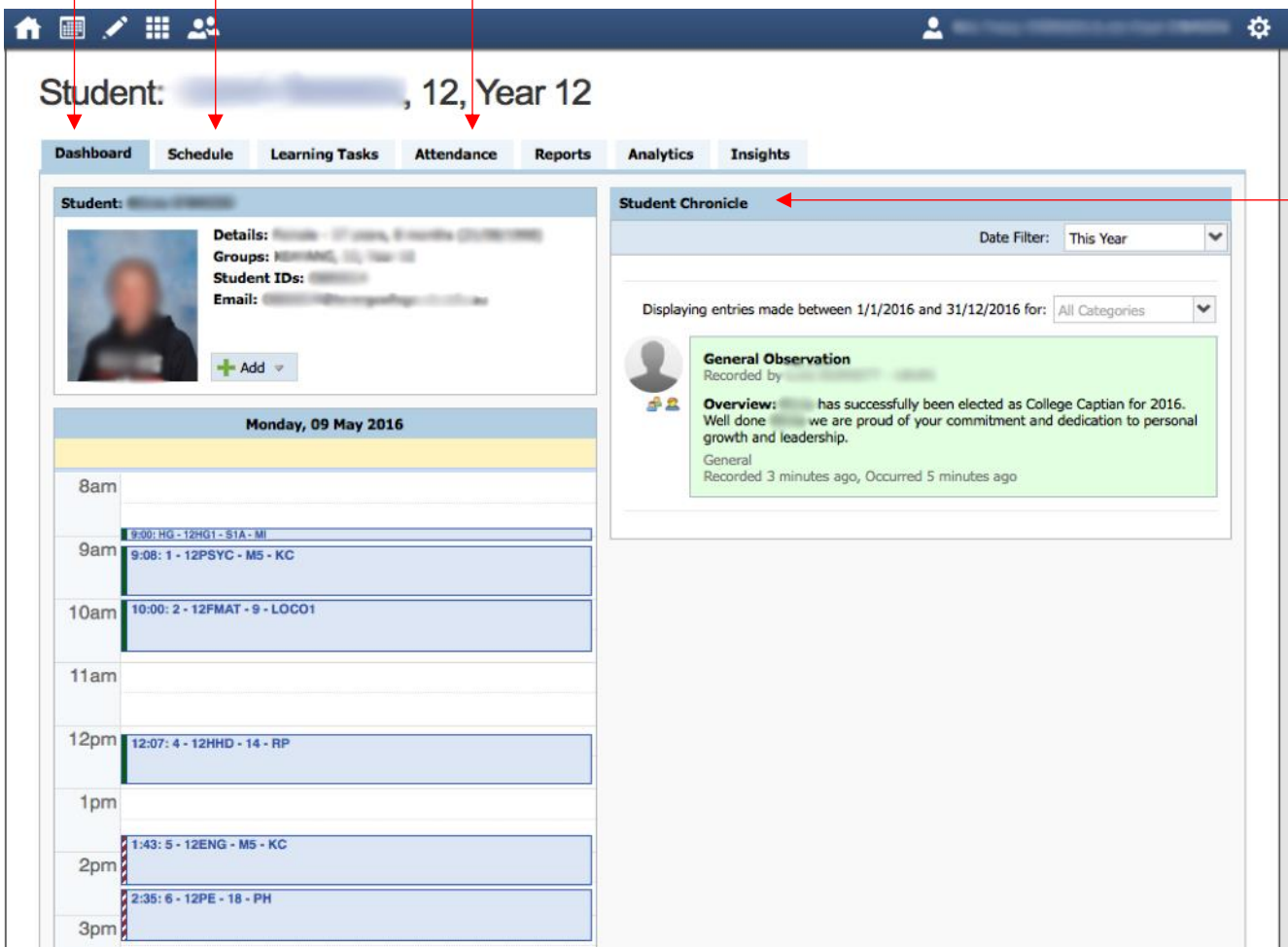
You will be able to view your student's Dashboard, Schedule, Events, Attendance & Reports. Learning Tasks, Analytics & Insights will become available at a later date.

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.

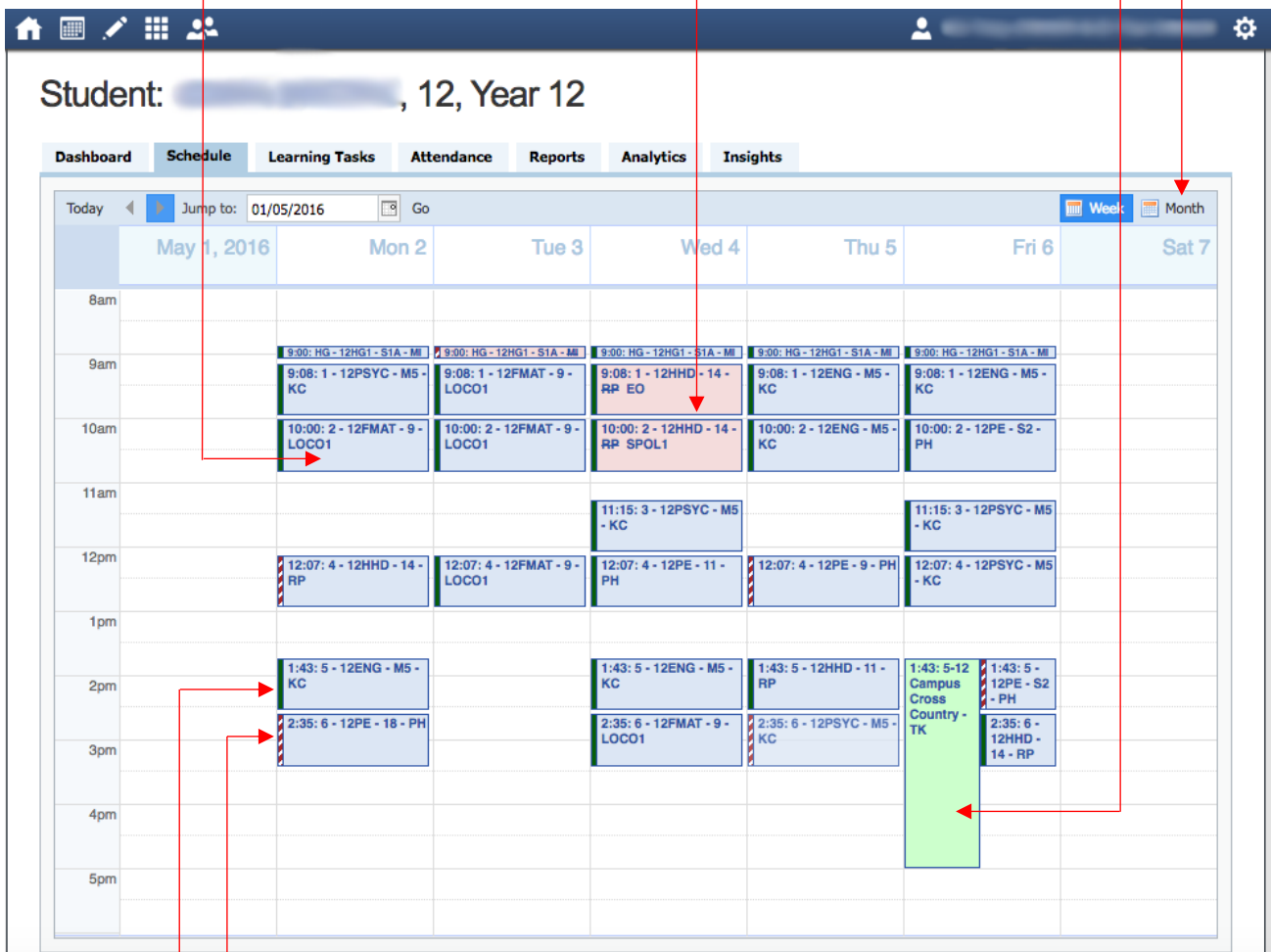
Insights
Insights will be active at a later date. You will be notified via Compass and the College newsletter when this module becomes available.

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.

<p>Blue Colour This indicates the class has no changes.</p>	<p>Pink Colour This indicates there have been changes made.</p> <ul style="list-style-type: none"> • Change of teacher and/or • Room Change 	<p>Green Colour This indicates that your student is involved in and extra curricular activity and event/excursion. Click for more details.</p>	<p>Week - Month These buttons give you the option to view the schedule in a weekly or monthly calendar view.</p>
--	--	---	---



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'

Student: [Redacted], 12, Year 12

Navigation: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Insights

Tabs: Summary, Notes/Approvals, Unexplained, Arrival/Departure, Full Record

Daily Activities & Attendance

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

Attendance Summary

Start: 01/01/2016, End: 31/12/2016, Students: Active, Class %: All, Ac'td %: All, VCE %: All, Schl %: All

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				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' window within the Compass 2022 system. The window is titled 'Attendance Note/Approval Editor' and contains several sections:

- Note/Approval Details:** Includes fields for 'Person', 'Reason' (with a dropdown menu), and 'Details/Comment'.
- Important Notice:** A text block providing legal disclaimers and instructions for users.
- Start/Finish:** Fields for selecting the start and finish dates and times, with dropdown menus for selecting a period.
- Potentially Affected Sessions:** A table listing sessions that may be affected by the absence.

Activity	Start	Finish
12HG1 (Homegroup)	10/05/2016 09:00 AM	10/05/2016 09:05 AM
12FMAT (Further Ma...	10/05/2016 09:08 AM	10/05/2016 09:58 AM
12FMAT (Further Ma...	10/05/2016 10:00 AM	10/05/2016 10:50 AM
12FMAT (Further Ma...	10/05/2016 12:07 PM	10/05/2016 12:57 PM

At the bottom of the window, there are 'Save' and 'Cancel' buttons.

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 includes a sub-section 'Explain with Note/Approval' with a 'Print Unexplained Letter' button. A table lists several sessions with checkboxes for selection. The first two rows are selected. Below the table is an 'Attendance Note/Approval Editor' form with fields for 'Person', 'Reason' (a dropdown menu), and 'Details/Comment'. At the bottom of the form are 'Save' and 'Cancel' buttons. Red arrows from the four steps point to the checkboxes, the 'Explain with Note/Approval' button, the 'Reason' dropdown, and the 'Save' button respectively.

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

Attendance Data

The Compass program enables access to your student's attendance data. The Compass handbook provides detailed information of how to use this module.

For attendance data:

1. Login to Compass – access details have been provided to parents separately but contact the College if assistance is required.
2. Under the student's name, select 'Profile'.
3. Select Attendance tab from top toolbar
4. Scrolling down you will see a table as displayed at the bottom of this page
5. Hovering the cursor over the column headings will provide explanations of the data in that column.

Colac Secondary College's policy on attendance is:

above 95%	They are an excellent attendee. They have the best chance to learn and develop strong friendship groups. They have the opportunity to develop a very good work ethic.
90 – 95%	They have a good attendance and they are likely to achieve their best learning that will give them real opportunities to continue their studies and develop strong friendships.
85 – 90%	They have missed a number of days this year, which may make it difficult for them to achieve their best learning and maintain steady friendships.
80 – 85%	They have missed a number of days this year, which may make it difficult to keep on track with work and maintain steady friendship groups.
below 80%	Students with irregular and poor attendance are more likely to struggle at school and the value they receive from their education is greatly diminished as a result. Your child is missing so much school that it will be very difficult for them to keep up with their work and maintain strong friendship groups. Please contact the Principal or Assistant Principal for assistance and support.

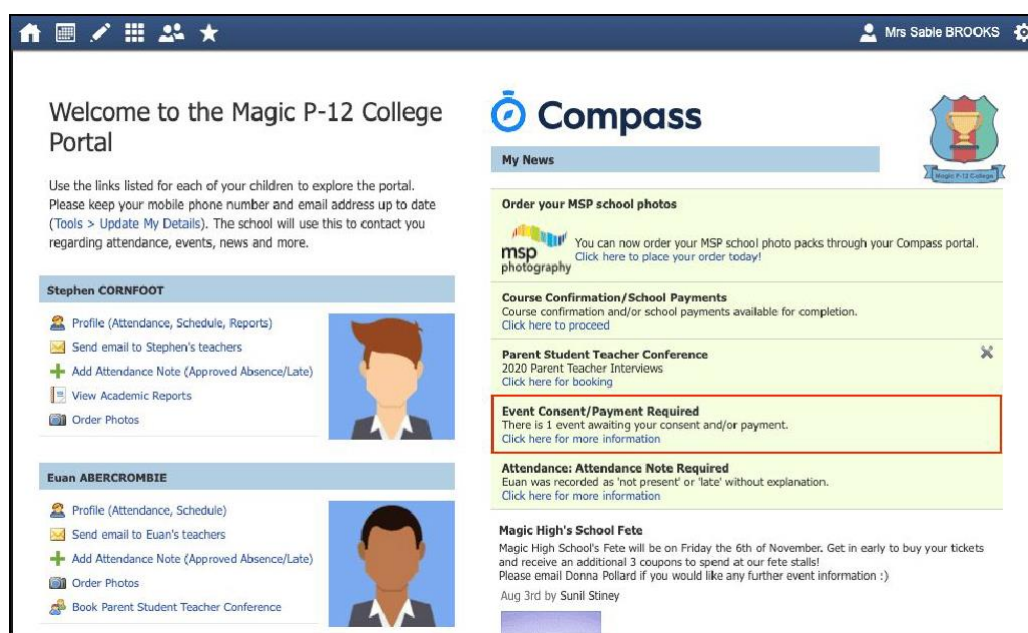
Percentages Class %

This column indicates the percentage your child has attended each class.

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prsnt	Late Appr	Late Un'd	Total	NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac'td %	VCE %	Schl %
Art	11ART	11	84	67	0	1	68	1	5	10	16	81	88	82	82
English	11ENG	11	76	54	0	0	54	16	2	4	22	71	95	92	92
Homegroup	11HG1	11	82	72	0	0	72	0	3	7	10	88	91	88	88
Maths	11GMATH	11	73	65	0	0	65	1	2	5	8	89	93	90	90
Maths VCAL	11GMATH2	11	6	6	0	0	6	0	0	0	0	100	100	100	100
Psychology	11PSYC	11	76	55	0	1	56	15	2	3	20	74	96	93	93
Events	-	11	5	4	0	0	4	1	0	0	1	80	100	100	100

How To: Consent and Pay for an Event.

If your child has an upcoming event that requires your consent and/or payment, you will see an alert on your home screen.



Welcome to the Magic P-12 College 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.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

My News

Order your MSP school photos
mSP photography You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!

Course Confirmation/School Payments
Course confirmation and/or school payments available for completion. Click here to proceed

Parent Student Teacher Conference
2020 Parent Teacher Interviews
Click here for booking

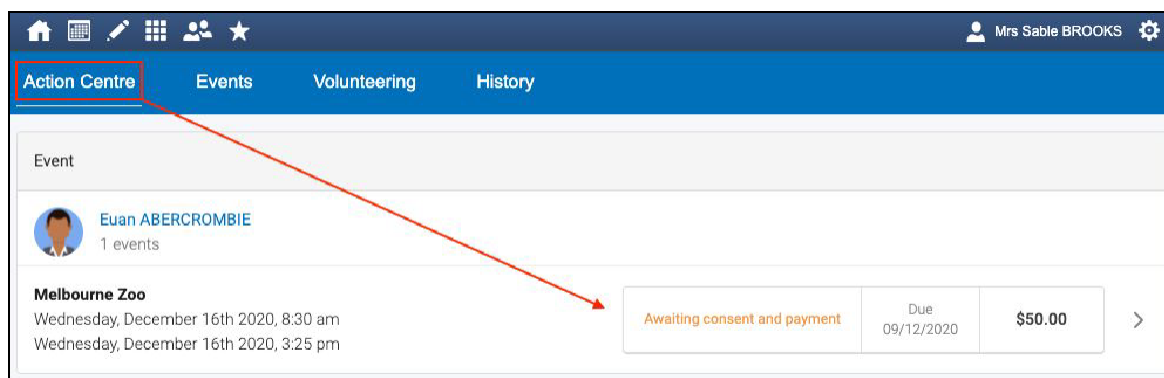
Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment. Click here for more information

Attendance: Attendance Note Required
Euan was recorded as 'not present' or 'late' without explanation. Click here for more information

Magic High's School Fete
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

On the 'Action Centre' tab, you will see any events requiring your action. If you have more than one student at the school, events are listed here under each child.



Action Centre Events Volunteering History

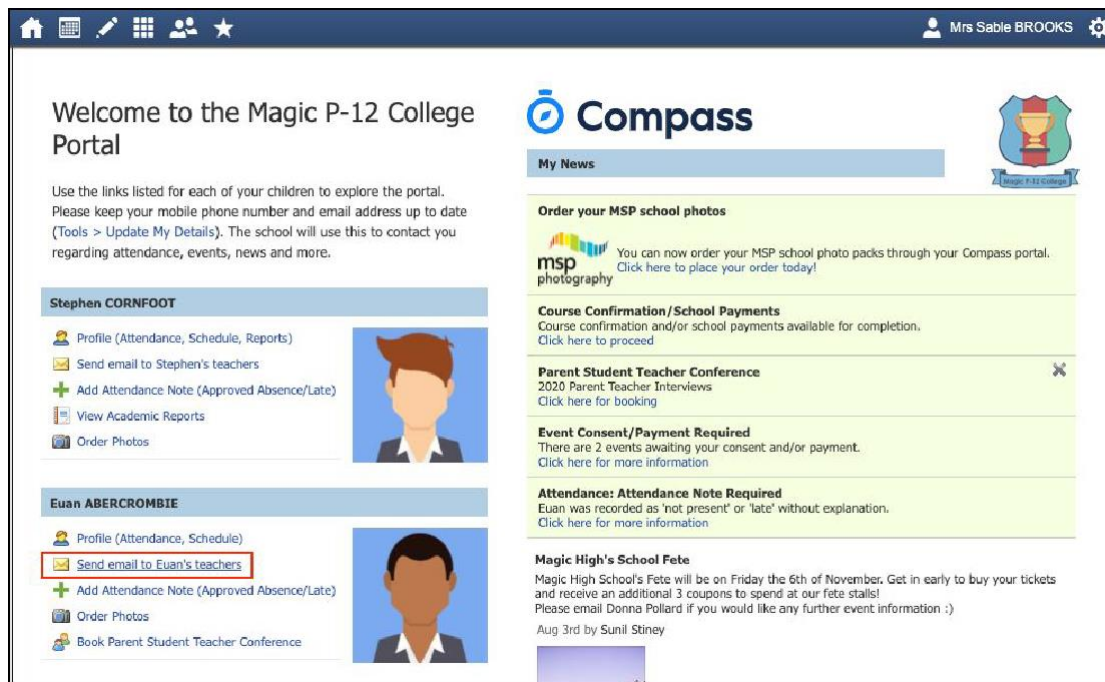
Event

Euan ABERCROMBIE
1 events

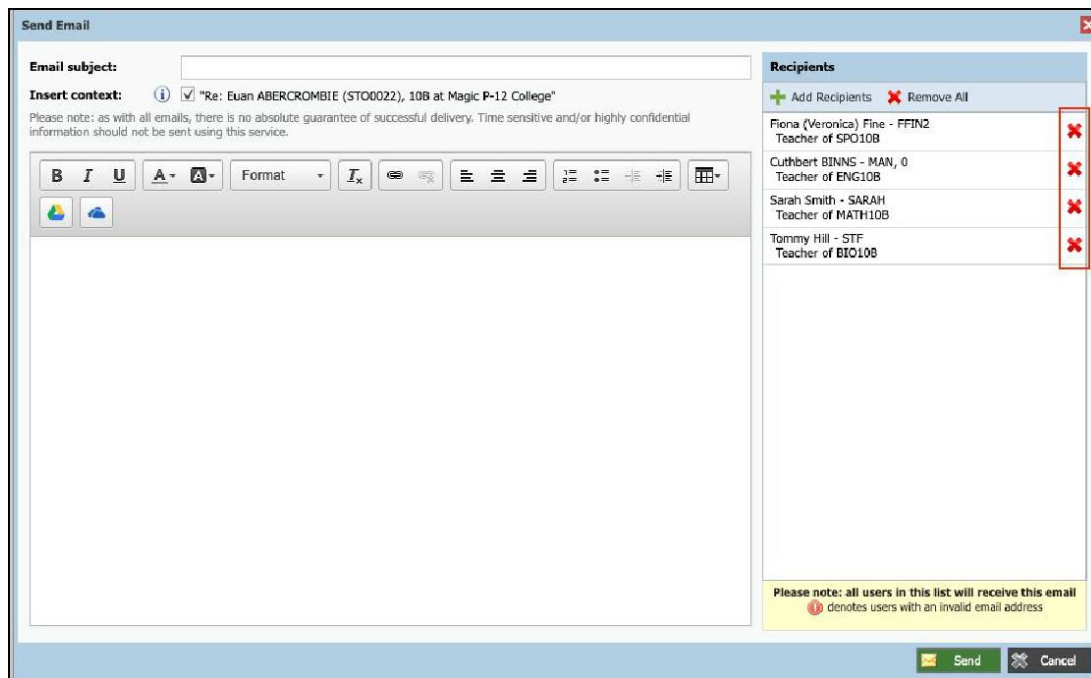
Event	Status	Due	Amount	
Melbourne Zoo Wednesday, December 16th 2020, 8:30 am Wednesday, December 16th 2020, 3:25 pm	Awaiting consent and payment	Due 09/12/2020	\$50.00	>

How To: Email a Teacher.

To email your child's teachers, click the option listed under the name on your dashboard.

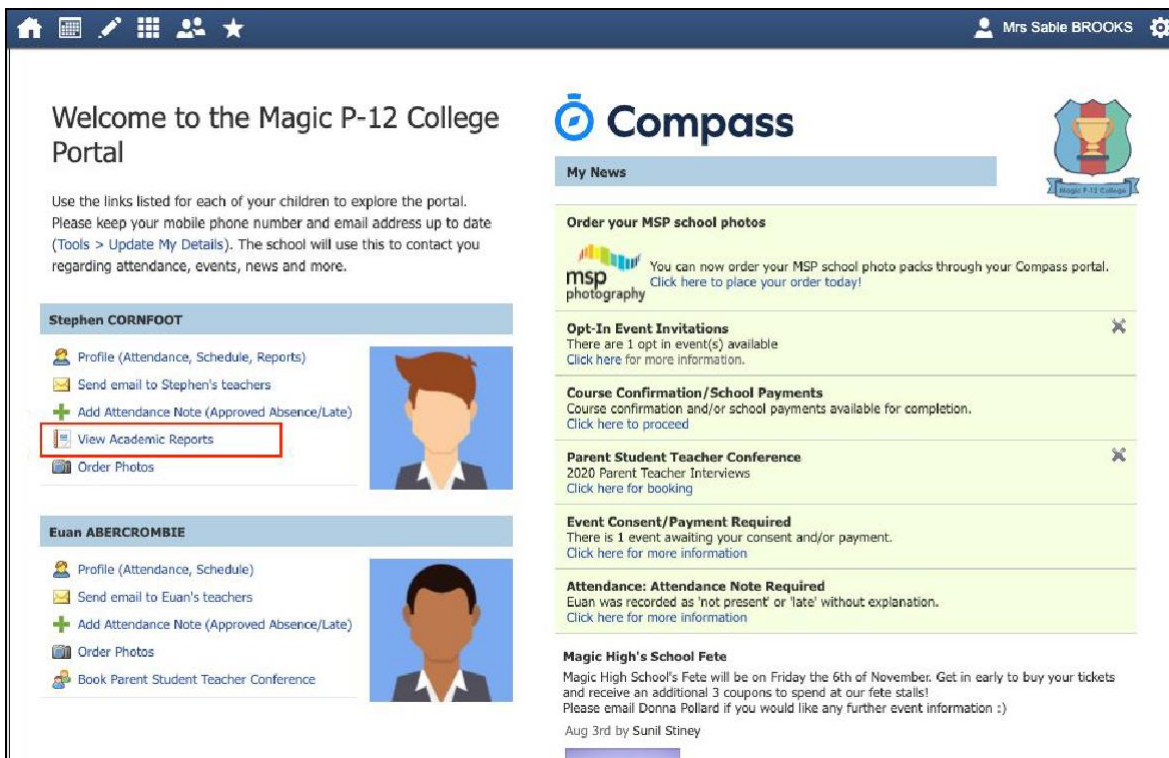


This will open the email box with all your child's teachers pre-loaded as recipients. Remove any teachers that the email is not relevant to by clicking the red cross next to their name.

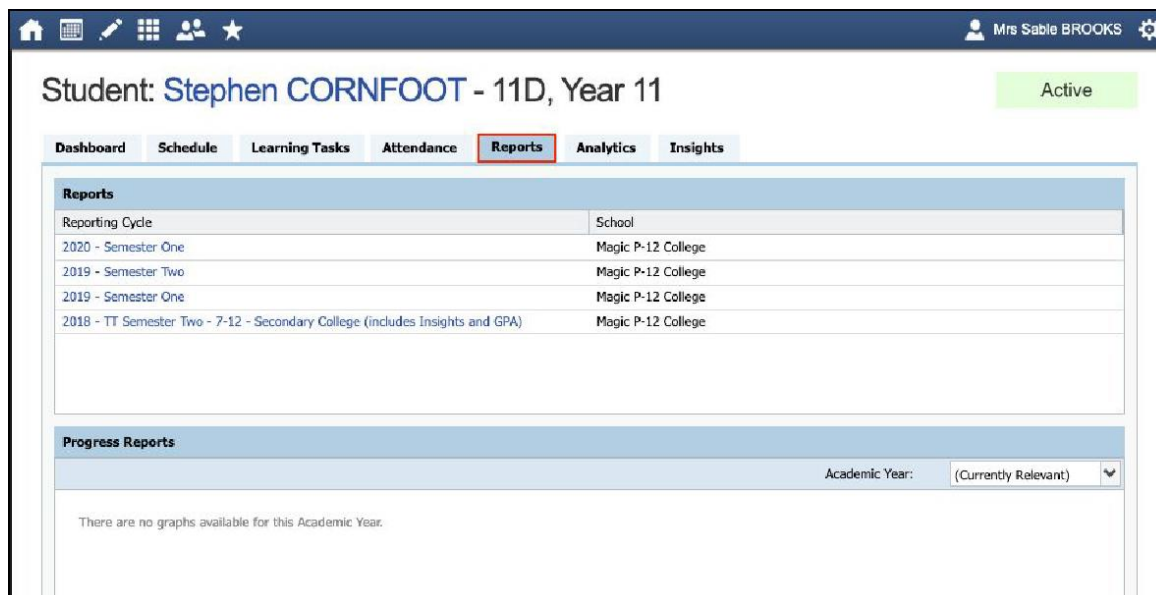


How To: View your child's Report.

To view your child's report, click the option under their details on your dashboard.



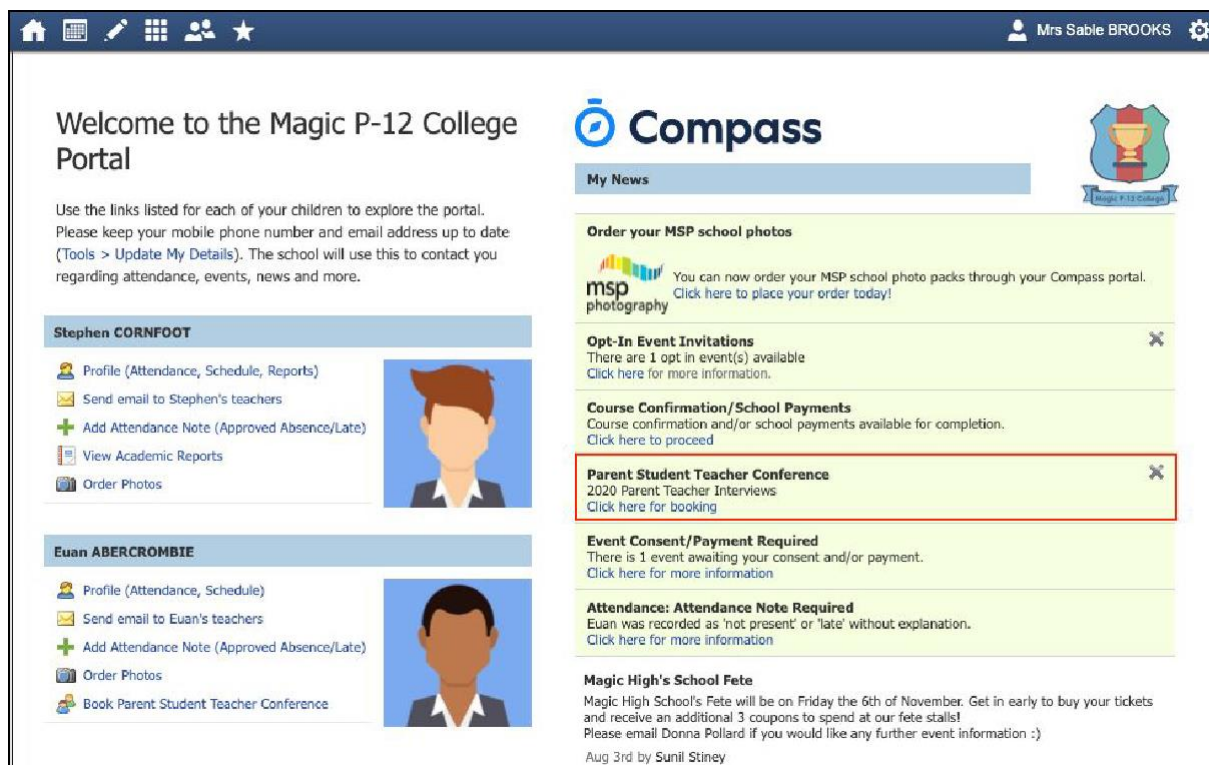
This will take you to the 'Reports' tab of your child's profile. Here you will see any available reports listed. Click the blue title of the specific report you want to access and it will download as a pdf file to your device for viewing.



How To: Book a Teacher Conference.

To book a conference with your child's teacher, when a conference cycle is available, you will see an alert on your dashboard.

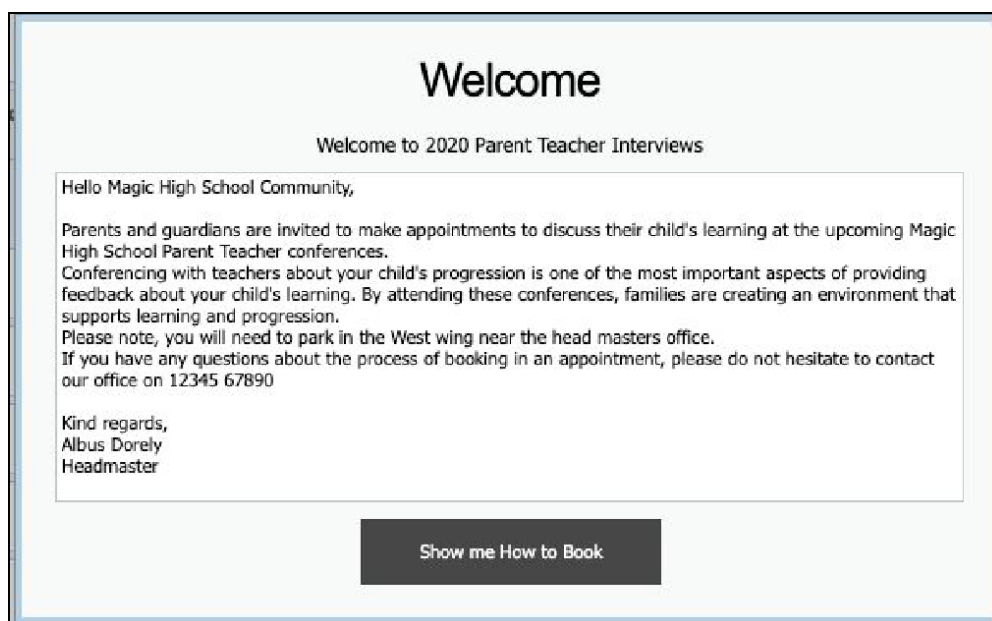
Click the alert.



The screenshot shows the Compass portal interface. At the top, there is a navigation bar with icons for home, calendar, search, grid, users, and star, along with the user name 'Mrs Sable BROOKS' and a settings gear. The main content area is divided into two columns. The left column contains a welcome message and two student profiles: Stephen CORNFOOT and Euan ABERCROMBIE. Each profile has a list of actions such as 'Profile', 'Send email to teachers', 'Add Attendance Note', 'View Academic Reports', and 'Order Photos'. The right column is titled 'My News' and contains several news items: 'Order your MSP school photos', 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference' (highlighted with a red border), 'Event Consent/Payment Required', 'Attendance: Attendance Note Required', and 'Magic High's School Fete'.

This will take you to the conference cycle and you will see the Welcome message from the school that will include details about the conference.

Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.

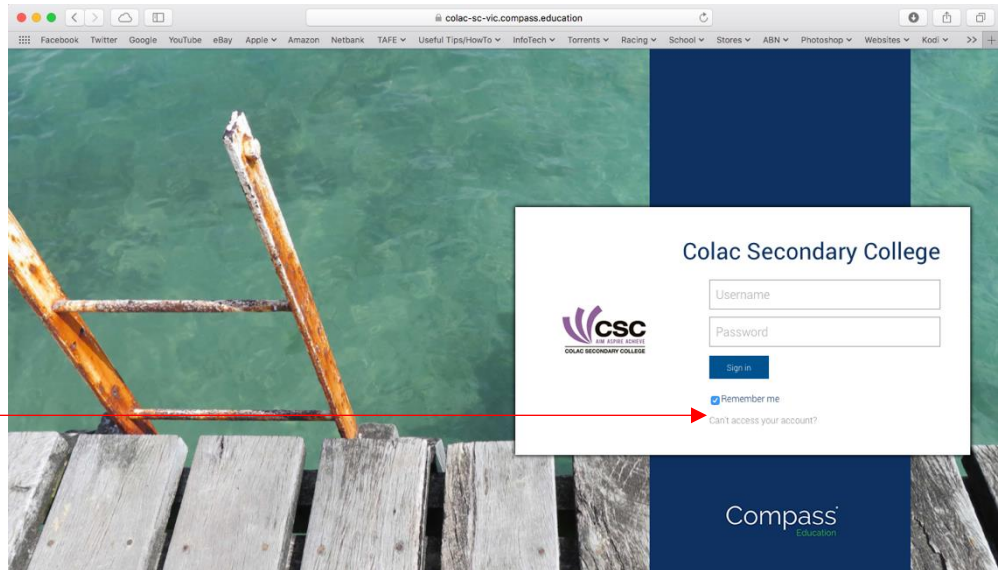


The screenshot shows a 'Welcome' message from the school. The text reads: 'Welcome to 2020 Parent Teacher Interviews. Hello Magic High School Community, Parents and guardians are invited to make appointments to discuss their child's learning at the upcoming Magic High School Parent Teacher conferences. Conferencing with teachers about your child's progression is one of the most important aspects of providing feedback about your child's learning. By attending these conferences, families are creating an environment that supports learning and progression. Please note, you will need to park in the West wing near the head masters office. If you have any questions about the process of booking in an appointment, please do not hesitate to contact our office on 12345 67890. Kind regards, Albus Dorely Headmaster'. At the bottom of the message, there is a dark grey button with the text 'Show me How to Book'.

Forgotten Password

Step 1

Select the **Can't access your account?** option from the login page.



Step 2

Enter your unique Compass username - e.g. ABC0012

Step 3

Enter either your email address or mobile phone number and click continue

Step 4

Answering either of these correctly and you will be given a unique code allowing you to reset your password to something new.

Compass Login Help

What is your Compass username (if you know it)?

[I don't know my username](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges. JDLF International Pty Ltd are unable to assist with password enquiries by telephone. Please note: this recovery wizard records additional personal information, which may include, but is not limited to, your internet service provider, internet address and cookie information, for security and privacy reasons.

Compass Login Help

What is your email address?

If your email address is recorded against your account in Compass, we can send you a confirmation code that you can type in on the next page, to obtain access to Compass.

What is your mobile phone number?

If your mobile phone number is recorded against your account in Compass, we can send you a confirmation code that you can type in on the next page, to obtain access to Compass.

[I don't know my mobile phone number or my email address](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges. JDLF International Pty Ltd are unable to assist with password enquiries by telephone. Please note: this recovery wizard records additional personal information, which may include, but is not limited to, your internet service provider, internet address and cookie information, for security and privacy reasons.

How To: Update your Contact Details

If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select 'Update my Details'.



Add in your new contact information. This will trigger a notification to the school advising them of these changes.



The Compass School Manager App

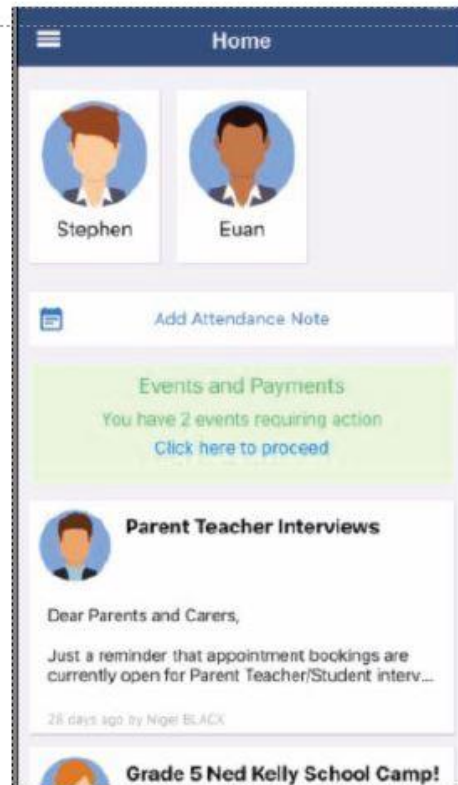
You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your login details which are the same details you use to login to your Compass parent portal.

When logged in, you will see -

- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note
- Any items requiring your action (alerts) at the top of the screen.
- The newsfeed which you can scroll down through to read.
- A link to the main menu (three little stripes in top left corner)

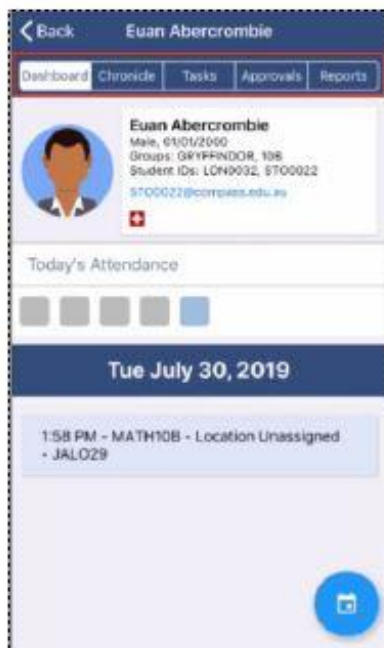
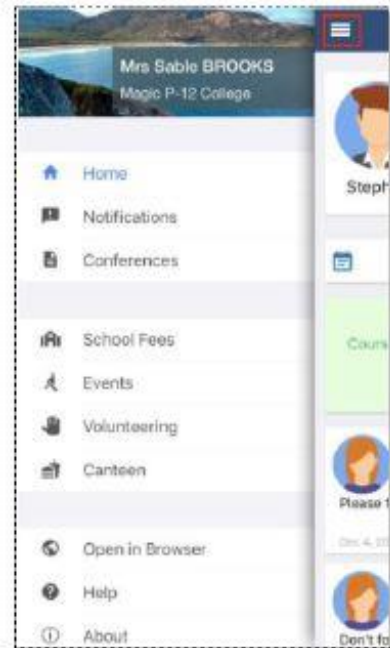


Clicking the menu icon will expand further options.

Some regular actions that you can easily complete via the App are -

- Conferences - allows you to book teacher conferences
- Events - Process consent/payment for your child's upcoming events
- Canteen - Place canteen orders for your child

Note: If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.



To access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports via the App, click their image on your homescreen.

You can then click through the tabs at the top of their profile to access the available information.

Click the 'Back' option in the top right to return to your app home screen at any time.

Compass FAQ's

Who should I contact for technical support?

During business hours, contact the College on 5231 9800.

How do I log on?

Your username and system generated password are included on a letter included in your Compass Parent Information Package.

I am unable to see any menu bars or the page is not showing correctly?

Please ensure you are using a supported browser. Please see the 'Accessing and logging into compass' section of this document. Pg. 4

How do I ensure that my account remains secure?

Change your password as soon as you log on, and ensure it is a password nobody will be likely to guess. Note your password must include only numbers. Never share your password with anyone, **including your own child**. Should you suspect your account has been compromised, it is essential you reset your password immediately and then report it to the Colac Secondary College technical support team as soon as possible.

Who should I contact for queries regarding my child's attendance?

If you believe there is an error on your child's attendance record, please contact the front office on 5231 9800. If you believe your child has missed classes without authorization, the administration staff will advise the correct year level managers who will investigate it further.

What are the privacy arrangements regarding my child's data?

Compass School Manager is a Victorian School Management System. Information stored within this system is managed in accordance with Victorian privacy principles and is stored on servers located within Department of Education and Training facilities. All data remains the property of the College. A copy of the Compass privacy policy is available at: <http://compass.edu.au/Corporate/privacy/>