

Compass Guide  
For Parents 2017



Yarra Hills  
SECONDARY COLLEGE

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## Welcome to Compass

Welcome to Compass at Yarra Hills SC.

The Compass Parent Portal provides parents with access to school news, events, booking Parent/Student/Teacher interviews (such as Ready to Learn & Ready to Reflect).

Using our parent portal you will be able to:

- Access your child's Student Semester Reports
- Book your Parent/Student/Teacher interviews
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your child
- Update your registered email and mobile number (used for SMS alerts) details
- View the details of and consent and pay for school events such as incursions and excursions
- Attend to course confirmation and payments for camps, our school's music program, essential education items and electives
- View news items published by the school and view the school calendar

*These instructions will help you login, navigate and understand the Compass Parent Portal.*

## Accessing Compass Parent Portal

You can now access the Parent Portal using your school log-in details and password provided for you.

The URL for all parents, students & staff is <https://yarrahills-vic.compass.education> please login with your:

- Username - Parent Log-in ID
- Password

Upon first login to Compass you will be requested to confirm your contact details and change your password.

If the displayed mobile number, email addresses are correct OR if they need updating, please do so, then click 'Update My Details'.

### Welcome to the Yarra Hills Secondary College Parent Portal

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mobile	<input type="text" value="Mobile number"/>
Email (Adult A)	<input type="text" value="email address"/>
Email (Adult B)	<input type="text"/>
	<input type="button" value="Update My Details"/>
	<a href="#">I don't have these details</a>

Please update your password as indicated, password must be numeric and at least 4 digits in length.

### Next, you will need to change your password

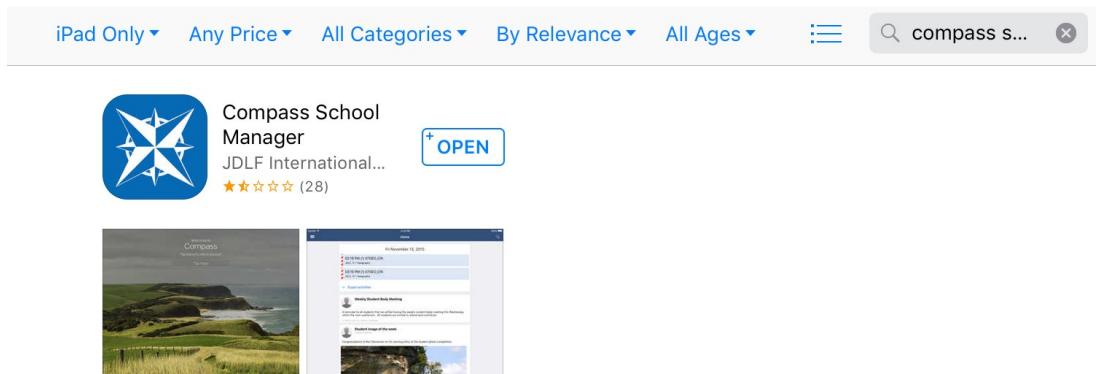
Please note the new password requirements below:

- 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:	<input type="text"/>
Confirm New Password:	<input type="text"/>
	<input type="button" value="Save"/>

## Ipad/iphone Application

The ipad/iphone application can be found on the Apple App Store by searching for 'compass school manager', please see below:

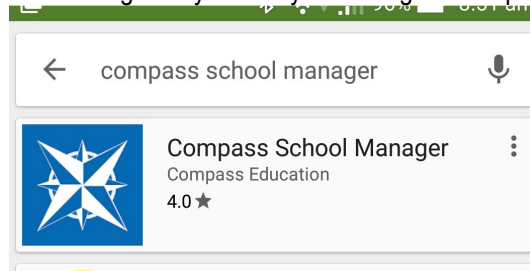


The Compass School Manager app login is again VERY straight forward:

- Search for our school name (provided you have a web connected ipad/iphone)
- Username (Parent Log-in ID)
- Password

## Android Application

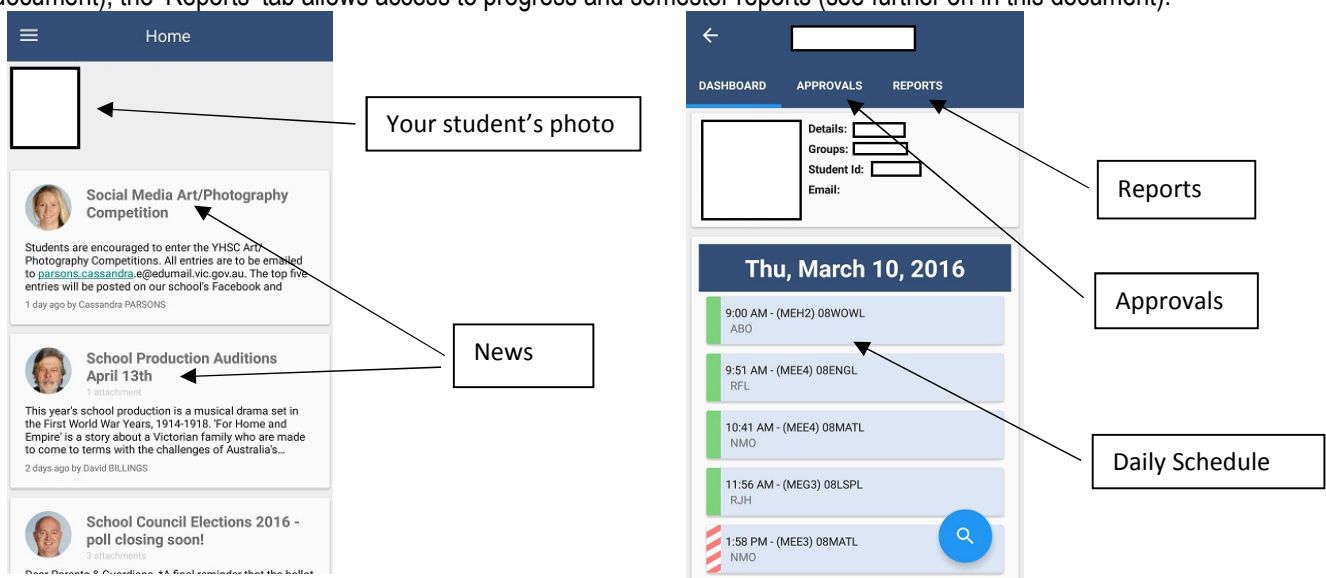
The Android application can be found on the Google Play Store by searching for 'compass school manager', please see below:



The login to the Android application is the same as the Apple application, please see above.

## Compass School Manager – mobile application (Apple and Android)

Once you have logged in, the 'Home' page displays the 'News' relevant to your student/s year level and home group. You can then click on your students photo to display the 'Details' view that displays the 'Dashboard' tab providing your students daily schedule (timetable). The 'Approvals' tab provides information about your student's absences from school (see further on in this document), the 'Reports' tab allows access to progress and semester reports (see further on in this document).



The Compass School Manager mobile application is intended to provide 'at a glance' information to students and parents. For more advanced options, using an internet web browser on a computer or tablet is the only way for parents to access these features. Further information follows in this document.

## Compass Home Screen (via web browser)

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 Home Screen for Yarra Hills Secondary College. The interface includes a top navigation bar with a home icon, a calendar icon, a pencil icon, a grid icon, a user icon, and a 'Parent/s Name' field. The main content area is divided into several sections:

- School Calendar:** A box on the left side of the page.
- Student Profiles:** A box on the left side of the page, containing two student profile cards. Each card has a 'Student Name' field and links for 'Profile (Attendance, Schedule, Reports)', 'Add Parent Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews'. There is also a 'Student Image' placeholder.
- Main Menu:** A box on the right side of the page, pointing to the top navigation bar.
- Alerts:** A box on the right side of the page, pointing to a green alert box in the 'My News' section. The alert reads: 'Attendance: Parent Approval Required' followed by 'was recorded as 'not present' or 'late' without explanation. Click here for more information'.
- News:** A box on the right side of the page, pointing to a news item in the 'My News' section. The news item reads: 'Grade 6 (Year 7 2016) Orientation Day - Tuesday 8th December' followed by '2016 year 7 students orientation day Mooroolbark and MtEvelyn Campuses. 9 minutes ago by Phillip WIGLEY'.

**School Calendar** View details of upcoming events, your child's timetable and other school-wide activities

**Student Profiles** The student profile provides you with access to full details of your child. This will include attendance, reports and more. Using the links, parents can quickly add Parent Approvals, book Parent Teacher Interviews 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 more.

## Student Profile

Your child's information page

The screenshot shows a web interface for a student profile. At the top, there is a navigation bar with a home icon, a search icon, a user icon, and a 'Parent/s name' field. Below this, the student's name and '08B, Year 8' are displayed. A set of tabs includes 'Dashboard', 'Schedule', 'Attendance', and 'Reports'. The 'Schedule' tab is active, showing a daily timetable for Wednesday, 02 December 2015. The timetable has slots for 8am, 9am, 10am, 11am, and 12pm. The 9am slot contains a lesson: '9:08: 1 - 09ARX2A - MDC12 - JWU'. The 10am slot contains: '10:20: 2 - 09MAP1A - MBD12 - RMC'. The 11am slot contains: '11:56: 3 - 09HUMD - MDC78 - AHU'. To the left of the timetable is a 'Student details' section with fields for 'Student name', 'DoB', 'Groups: RED, 08B, Year 8', and 'Student ID: Student id'. There is also a 'Student image' placeholder and an 'Add' button. To the right is a 'Student Chronicle' section with the text 'No Chronicle Entries to display'. Red callout boxes with arrows point to these specific areas: 'Student details', 'Daily schedule', 'Weekly schedule', and 'Student Chronicle'.

**Schedule** View details of upcoming events, your child's timetable and other relevant school wide activities.

**Student Chronicle** View observations made by school staff about your child, in the future this may include curriculum or behavior based comments.

**Further Information** Under your child's name is a group of tabs giving quick access to other important information, weekly Schedule (timetable), Attendance and Reports.

## Attendance

Using Compass parents can view up to date attendance information for their child. To view your child's attendance, click on the Student Profile link from the home page and click the Attendance tab.

The screenshot displays the Compass Attendance interface. At the top, there is a navigation bar with a search field for 'Parent/s name'. Below this, the 'Student' profile is shown with a search field for 'Student name'. The main navigation includes 'Dashboard', 'Schedule', 'Attendance', and 'Reports'. Under 'Attendance', there are sub-tabs: 'Summary', 'Approvals', 'Unexplained', 'Arrival/Departure', and 'Full Record'. The 'Daily Activities & Attendance' section shows a table for the date 01/12/2015 with columns: Activity, Start, Finish, Pd, Location, Staff, and Status. The 'Attendance Summary' section includes filters for Start, End, Students, Class %, Ac'd %, VCE %, and Schl %, along with 'Filter' and 'Export' buttons. Below the filters is a detailed attendance grid with columns: Subject, Class, Form, Run, Prsnt, Late Appr, Late Un'd, Total, NP Schl, NP Parnt, NP Un'd, Total, Class %, Ac'd %, VCE %, and Schl %.

**Approvals** This sub-tab provides a comprehensive list of approvals for your child. From this tab you can add absence notices, both present and future.

**Unapproved** This sub-tab provides a list of all unexplained absences from class. From this tab you can click to approve specific absences.

**Daily Activities & Attendance** 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:

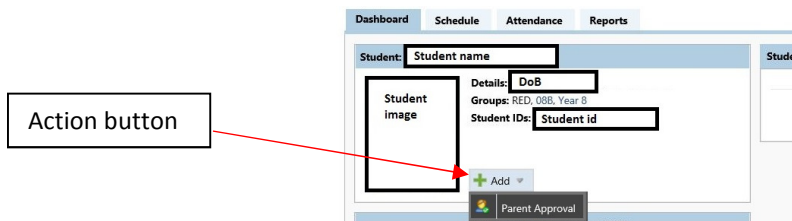
NP Schl - Not present in class and approved by school related activity.

NP Parnt – Not present in class and approved by a parent approval.

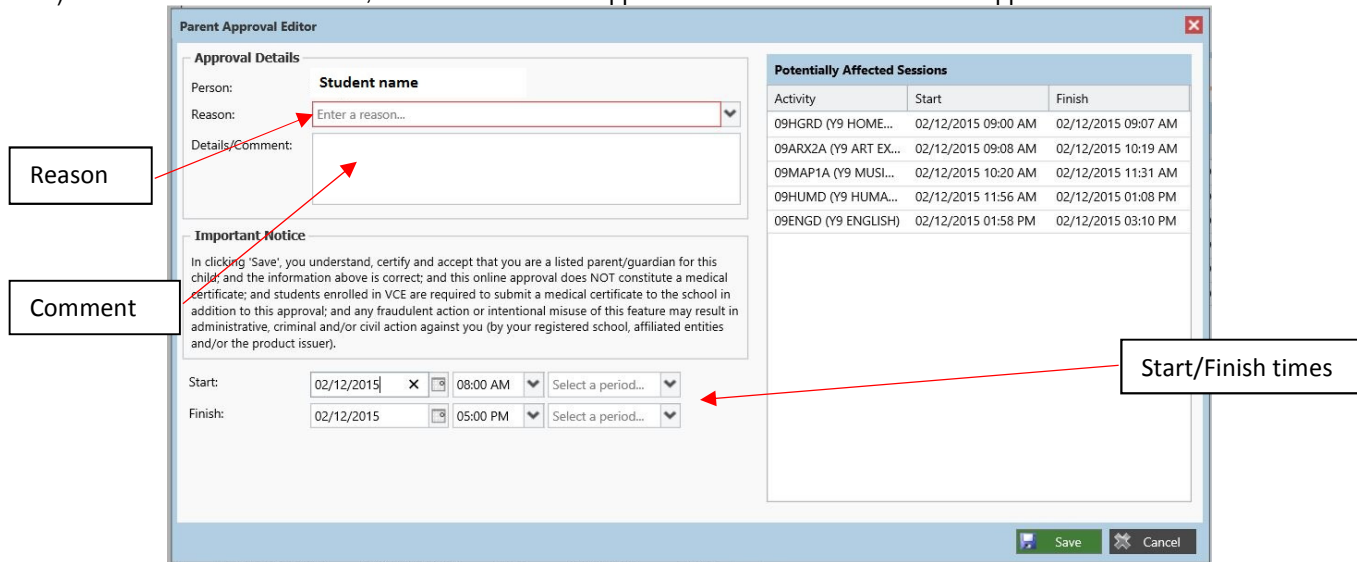
NP Unap – Not present in class with no approval entered.

**Attendance:** Entering a Parent Approval

From the Student Profile screen either: 1) Click on the 'Action' button for your child and then select 'Add - Parent Approval' item as follows:



Or 2) Click on the Attendance tab, click on the sub-tab Approvals then click on 'Add Parent Approval'.



**Reason** The options available include Medical, Dental, Family holiday, Parent choice, etc.

**Details/Comment** Please provide further information if deemed necessary.

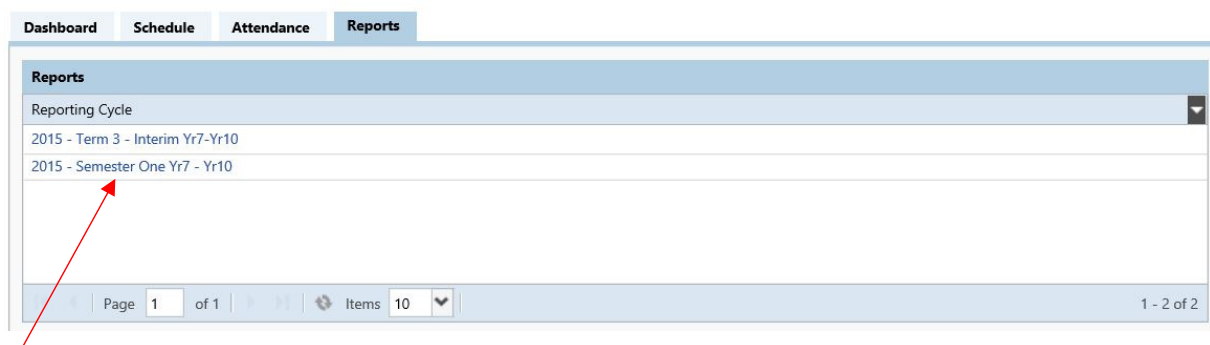
**Start/Finish** Please provide the approval time range, day/s, hours or school periods. Click the 'Save' button.

Please note: Where possible, parent approvals should be entered prior to the absence occurring. This will assist our Administration staff and Student Coordinators in monitoring student attendance.

## Reports

As part of our educational responsibility to our parents, guardians and students, regularly reporting on student progress is an integral part of the partnership we share. Each semester we provide you with two reports – an interim report and an end of semester report. All student reports will be available to parents via Compass.

Using Compass parents can view reports for their child. To view your child's report, either 1) click on 'View Academic Reports' from the Compass Home screen or 2) click the Student Profile link from the home screen and click the Reports tab.



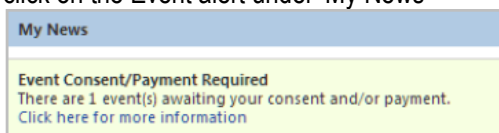
Click on the required report (note ALL Yarra Hills SC reports issued for your child will be here)

Once you have clicked on the appropriate report 'cycle' you have the option to open the report 'pdf' directly or save the file for future reference and/or printing.

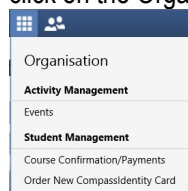
## Event Consent and Payment

From the Compass Home screen either:

1) click on the Event alert under 'My News'



2) click on the Organisation menu then click Events



From the Events page a list of upcoming events and excursions will be displayed, see below. Click the red 'Process Now' button to provide consent and/or payment (depending on what the event requires).

### Events



An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the 'Submit Details' button.

Note: If the event has a requirement for both consent and payment, these cannot be completed separately. Should you need to provide payment or consent separately, please click 'Print Form (Offline)' to complete the process manually.

Online payments in Compass can only be made with a VISA or Mastercard credit card. All other payment types will need to be completed manually through our campus offices.

Yarra Hills SC will be using the online Events module extensively during 2017. As parents familiarize themselves with Compass, the process of providing consent and/or payments will minimize the number of paper forms exchanged between school and home, also minimizing repetitive form completion.



## Course Confirmation and School Payments

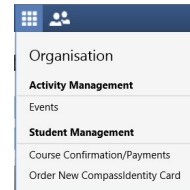
Yarra Hills Secondary College has chosen to use Compass – Course Confirmation and School Payments to simplify and streamline the payments by parents of significant College activities, such as yearly course costs (essential education items), music programs and school camps.

From the Compass Home screen either:

- 1) click on the Course Confirmation/School Payments alert under 'My News'
- 2) click on the Organisation menu then click 'Course Confirmation/Payments'

### Course Confirmation/School Payments

Course confirmation and/or school payments available for completion.  
[Click here to proceed](#)



Parents can then select the appropriate item for payment processing:

## Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
Year 8 Mooroolbark & Mt Evelyn Campus 2016 <input type="text"/>	Not Started
2016 Year 8 Coastal Camp - Waratah Beach <input type="text"/>	Not Started

The status of your payments that are due can be seen on this screen also.

Selecting, for example the '2016 Year 8 Coastal Camp', the following window will appear:

## Course Confirmation/Payment: 2016 Year 8 Coastal Camp - Waratah Beach

YEAR 8 COASTAL CAMP 2016 - Waratah Beach Camp

Date: Monday 5th December to Friday 9th December, 2016

Venue: Waratah Beach Camp

Accommodation: Bunkhouse

Transport: Coach

Duration: 5 days

Camp Leaders: Skye Cameron and Christine Steer

Cost: \$430.00 (Based on a minimum of 100 students attending)

Details of the Course Confirmation/Payment are displayed, clicking the 'Proceed' button (at the bottom of the page) will then display any 'Agreements' that need to be accepted by parents. Payment processing can then be finalized via the Compass parent portal using VISA or Mastercard as per 'Events' above.

## Security

Compass uses technology called SSL (Secure Sockets Layer). This ensures all Compass sessions are encrypted and secure.

All payments made online will appear on your credit card statement as COMPASSPAY.COM.

Full information on the Compass Privacy Policy can be found at [www.compass.edu.au/policy/](http://www.compass.edu.au/policy/)

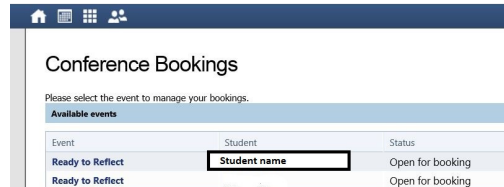
## Parent – Teacher Conferences

Using Compass, parents can book parent - teacher conferences online.

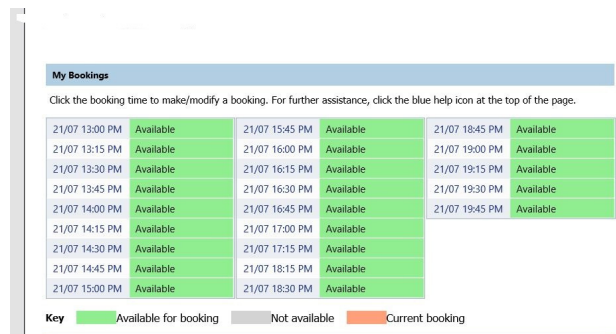
From the Compass Home screen click on the Community menu and then Parent/Student/Teacher Conferences



A list of parent-teacher interview cycles will be displayed along with their booking status. Click on the relevant cycle.



Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that selected time. Note: If a teacher you wish to book with does not appear, it indicates they are unavailable in that time slot, please try another booking time.



Note: You can view a teachers availability by clicking on the teachers name at the bottom of the booking page.

Should you have any queries in relation to this guide please contact your campus office or our Compass Liaison, Leanne Whitby, on 9839 8800 to discuss.

Any Compass access issues such as password resetting can be directed to our ICT manager via email at [wigley.phillip.j@edumail.vic.gov.au](mailto:wigley.phillip.j@edumail.vic.gov.au)