



Plenty Parklands Primary School

Compass Parent Portal Information Booklet



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PPPS Compass Parent Portal

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
- review your family contact details
- view the school calendar
- download and view your child's semester reports, and
- access the school newsletter
- view news items

How to Access Compass

Compass is a web based system that is accessible on any modern web browser (Chrome, Firefox, Safari, etc.) 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 is provided to you by our school. To access the parent portal, go to our school website and click the Compass link on the homepage.

Alternatively, you can go to <http://schools.compass.edu.au> where you can search for our school to access our direct link.

To login, you will require your unique family username and password. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.

If it is the first time you are logging in, you will be required to confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password please contact the school office to reset this for you.



The Compass Home Page

When logged in, you will be on the Home page. Here you will see different sections of key information.

Main Menu

Allows you to access other Compass and school resources. Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to school reports. Further information about the menu icons is on the next page.

Tools

The Tools Menu (cog icon) allows you to log out.

Alerts

Custom notifications for items that require your action or attention. These may include absence notifications, surveys, student report availability and more.

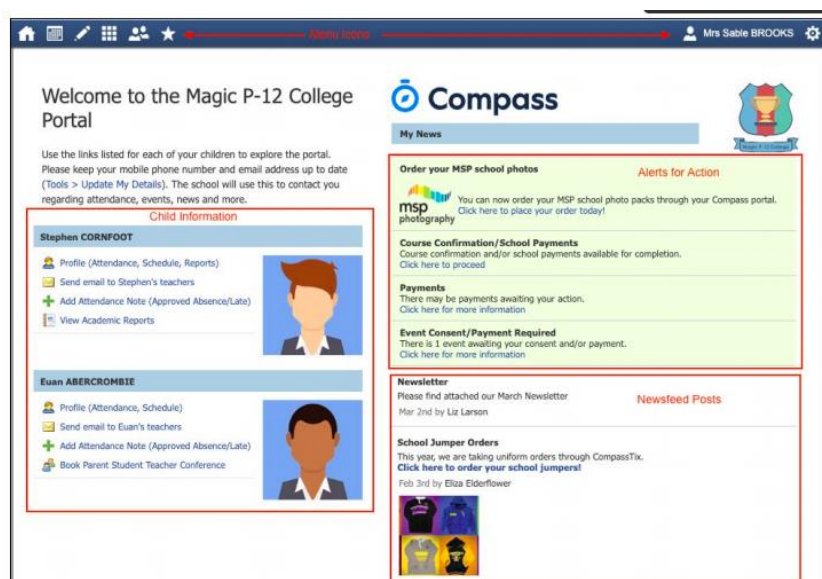
Your Child/ren

You will see each child you have at the school listed. 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 child/ren, where notes/approvals can be entered
- Academic reports for your child

News

These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top.



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

Menus Icons

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass Portal. Some features are currently not active at PPPS.

The **Home** icon can be clicked at any time to take you back to the **Home page** in Compass.



The **Calendar** icon will take you to view the **school calendar** i.e. school events, important dates, etc.



The **Pencil** icon opens the **Teaching and Learning menu** from which you can select to view all the Learning Tasks and School Resources.



The **Grid** icon will open the **Organisation menu**. Events and Course Confirmation/Payments are located here (not currently activated).



The **People** icon is the **Community** menu from which you can access School Documentation.



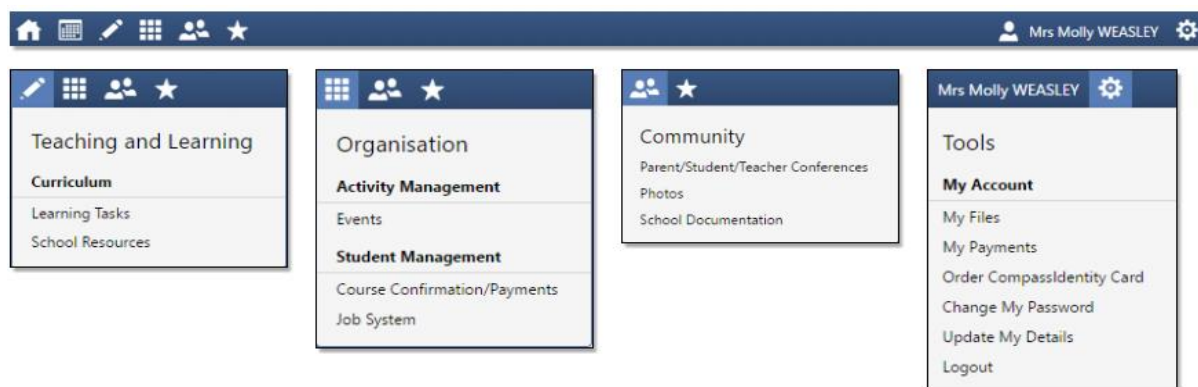
The **Star** icon opens the Favourites menu. This contains links to useful websites the school recommends.



The **Cog** icon (to the right of the screen) gives you access to the Tools menu. Here you can update your details and log out.



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



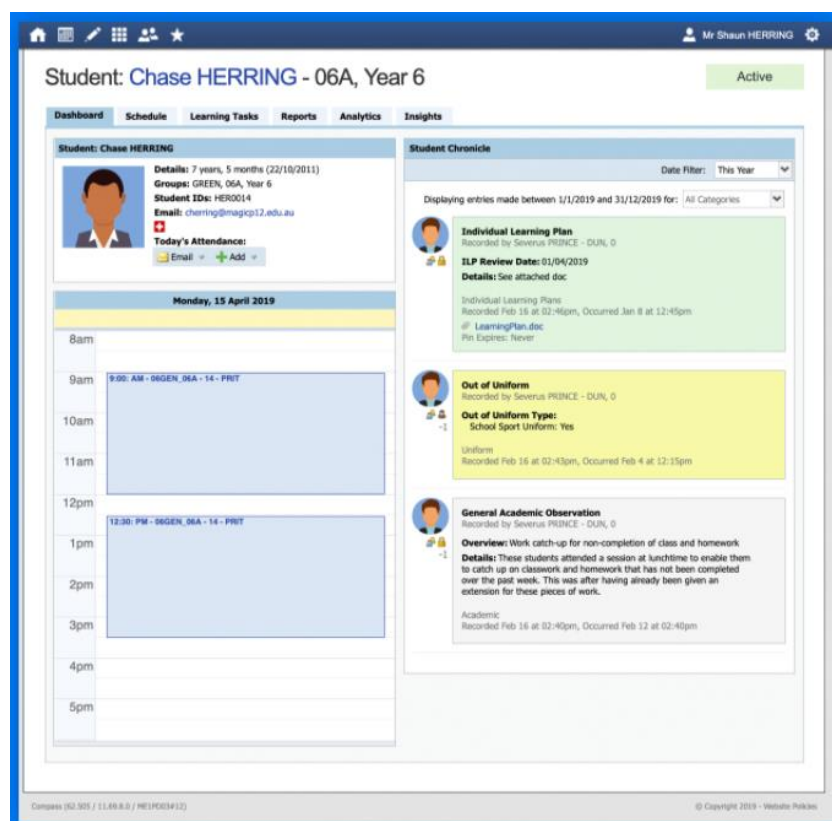
Student Profile

The Student Profile is the destination for all your child's information. It can be accessed by clicking on the Profile link on the home page.



The student profile dashboard provides you with an overview of the day's classes, the ability to email your child's teachers and add an attendance note.

For more detailed information, including attendance and academic reports, navigate through the tabs along the top of the profile.



Attendance - Summary

Using Compass you can view up to the second attendance information for your child.

To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

Approvals

This sub tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notices (both past and future).

Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Attendance Summary

Includes a summary of attendance in 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 is explained by a school related activity.

NP Parnt - Not present in class and is explained by a parent approval.

NP Un'd - Not present in class with no explanation entered.

Unexplained

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

[illegible]

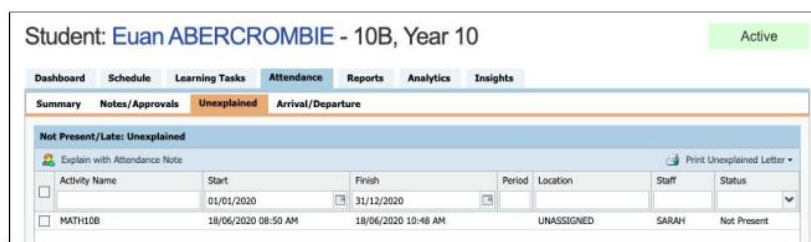
Student Attendance

Adding a Note for an Unexplained Absence/Lateness

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.

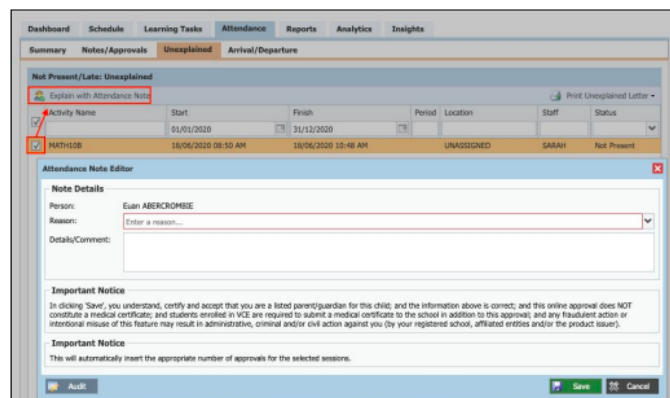


Click the alert and it will take you to your child's 'Unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.



To add a note, select one or more of the absences listed, then select the 'Explain with Attendance Note' button. Select the applicable reason for the absence and add in the relevant details/comment. Click 'Save'.

This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.



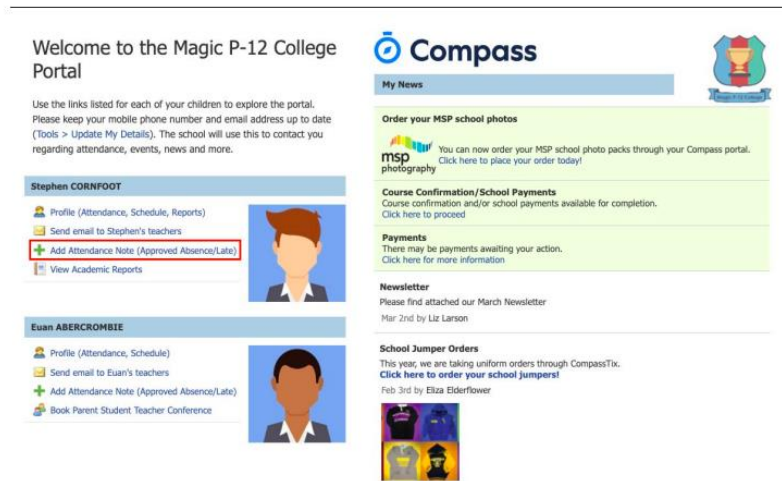
Please note that you cannot edit your notes after they've been created. If you do need to make any amendments please contact the school office as they can do this for you.

Student Attendance

Adding a Note for a Future Absence

You can also enter notes 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 (Approved Absence/Late)' link listed underneath the name of the relevant student.



A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.

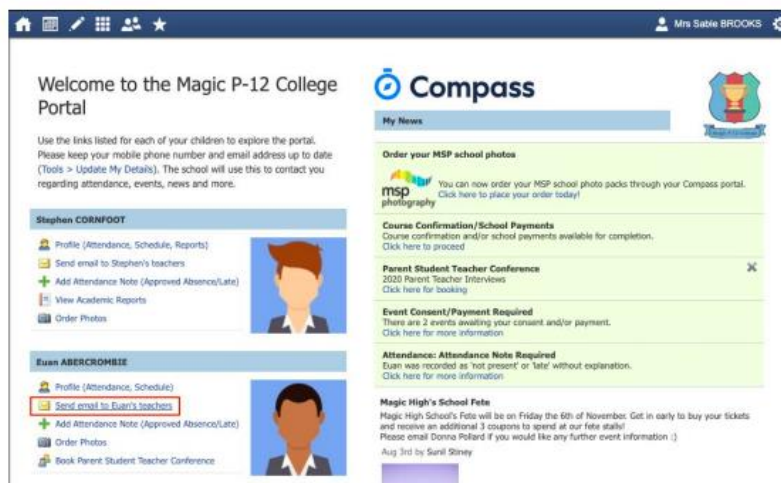
The screenshot shows the 'Attendance Note Editor' form. It has a 'Note Details' section with fields for 'Person' (Euan ABERCROMBIE), 'Reason' (a dropdown menu), and 'Details/Comment' (a text box). There is an 'Important Notice' section with a disclaimer. At the bottom, there are 'Start' and 'Finish' date and time pickers. The 'Start' field is set to 24/06/2020 at 08:00 AM, and the 'Finish' field is set to 24/06/2020 at 05:00 PM. A 'Potentially Affected Sessions' table is also visible on the right side of the form.

Activity	Start	Finish
SPO10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
B0010B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM

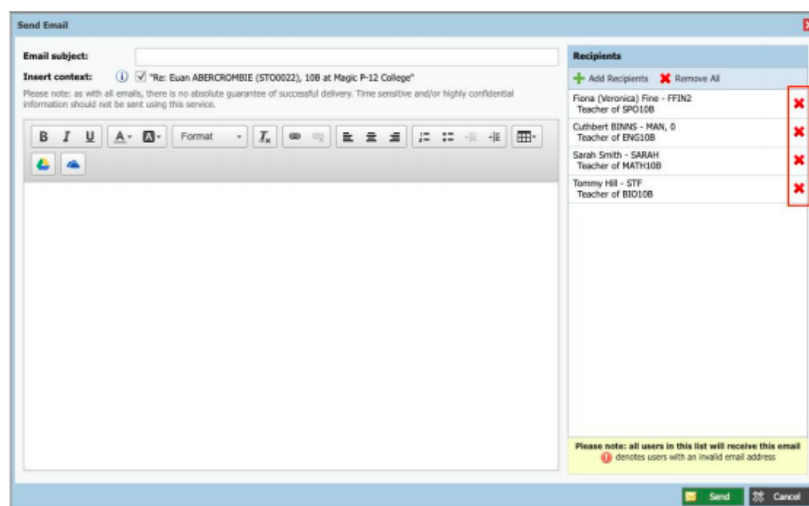
Emailing Teachers

Within Compass, you can email the teacher/s of your child/ren at the school, as well as any other staff members.

From your Compass home page one of the links underneath your child's name will be an option to email their teacher/s.



Clicking this link will open the email pop up window, with all of the teachers for the student listed as recipients. You can select the red cross next to each recipient to remove them from the email, or click the 'Add Recipients' button at the top to add any other staff members.



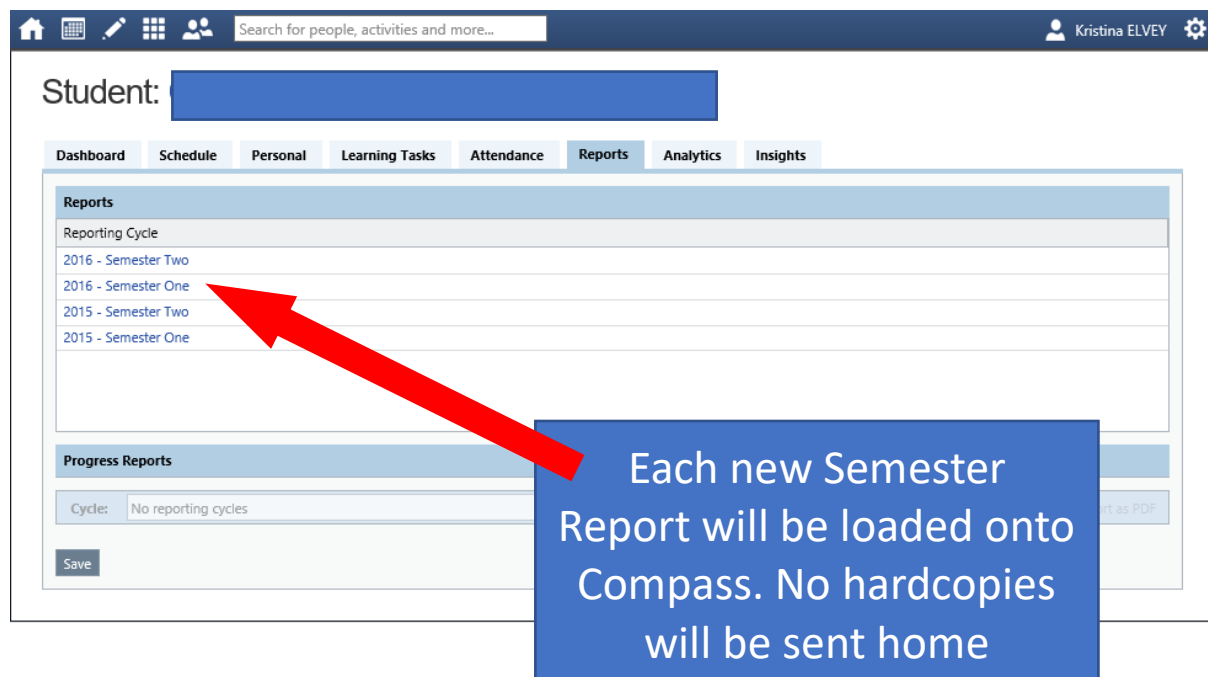
Add in your subject information and email content. Click 'Send' to issue to the listed recipients.

Semester Reports

Plenty Parklands Primary School semester reports are available online via Compass. To view your child's report, click the option under their details on the home page. This will take you to the 'Reports' tab of your child's profile. Alternatively, you can access these from the Student Profile page under the Reports tab.



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.



School Calendar

From the School Calendar you can view details of upcoming events and relevant schoolwide activities.

The image shows a screenshot of a school calendar application. A blue box labeled "School calendar icon" has a red arrow pointing to the calendar icon in the top navigation bar. The calendar view shows a week starting from March 27, 2017, to April 2, 2017. The time slots range from 7am to 8pm. Three events are highlighted with red arrows pointing to blue boxes:

- A red arrow points from a blue box labeled "JSC Fundraiser" to a green event block on Tuesday, March 28, from 9:00am to 10:00am.
- A red arrow points from a blue box labeled "3 way conferences" to a large green event block on Wednesday, March 29, from 10:30am to 1:30pm.
- A red arrow points from a blue box labeled "Last day of Term. School finishes at 1.30pm" to a green event block on Friday, March 31, from 1:00pm to 1:30pm.

The calendar interface includes a search bar at the top, a sidebar with navigation options like "My Schedule", "Commitment Schedule", and "School Calendar", and a right sidebar with "Print", "Week", and "Month" view options.

School Newsletter

Every fortnight on a Thursday, the School newsletter is uploaded. You will receive a notification via the News Feed to let you know that it is available to view . Click on the link to access.

School newsletters are also available on the School webpage as well.

The screenshot displays a user interface for a school management system. At the top, a dark blue header bar contains navigation icons (home, calendar, edit, grid, people) and a search bar labeled "Search for people, activities and more...". On the right of the header, the user's name "Kristina ELVEY" and a settings gear icon are visible.

The main content area is divided into three sections:

- Calendar:** On the left, a calendar for "Tuesday, 28 March 2017" shows a vertical list of time slots from 9am to 3pm.
- Compass News Feed:** In the center, the "Compass" section features a "My News" header with a plus icon and a dropdown arrow. Below this, four newsletter entries are listed, each with a blue square icon, a title, a PDF link, and a timestamp:
 - Newsletter - February 9th**: #1 February 9, 2017.pdf, 1 hour ago by Antonella AZZOPARDI
 - Newsletter - February 16th**: #2 February 16, 2017.pdf, 1 hour ago by Antonella AZZOPARDI
 - Newsletter - February 23rd**: #3 February 23, 2017.pdf, 1 hour ago by Antonella AZZOPARDI
 - Newsletter - March 2nd**: #4 March 2, 2017.pdf, 1 hour ago by Antonella AZZOPARDI
- My Tasks:** At the bottom left, a "My Tasks" section includes an "Add Task..." input field and a green "+ Add" button.

A circular profile picture with a red and white logo is located in the top right corner of the main content area.

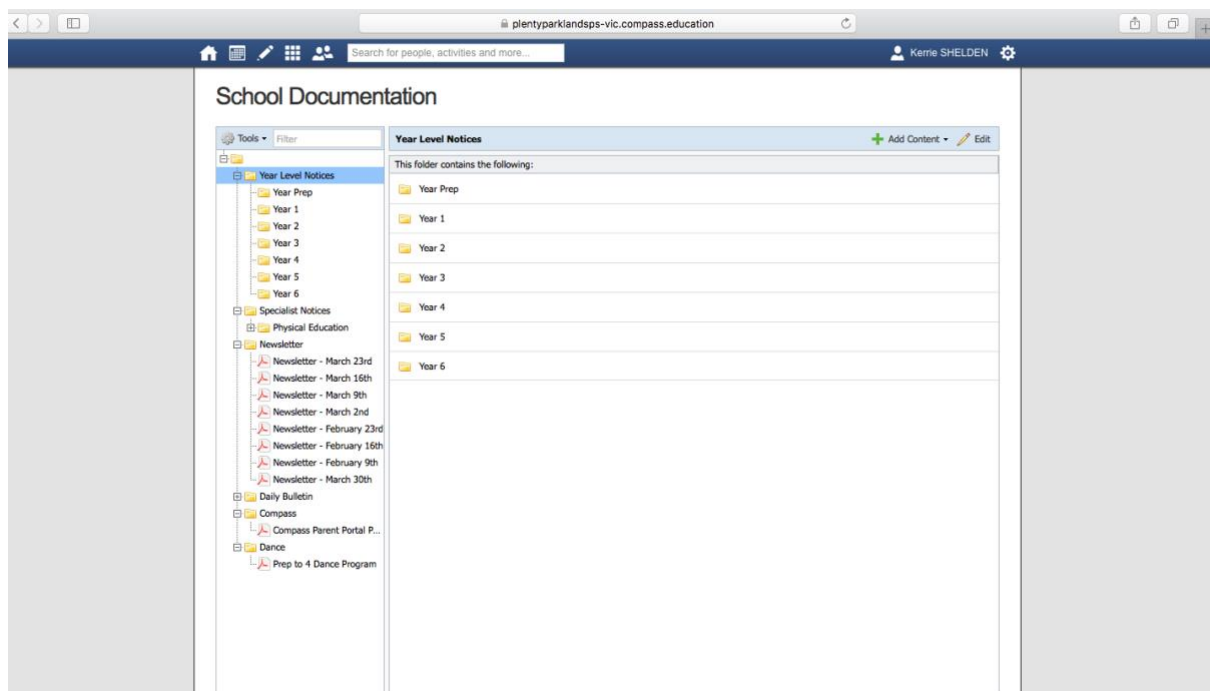
School Documentation

Year level notes, excursion/special event notices and other school documentation is located under School Documentation.

To access School Documentation, go to the Community Tab



To access notices and forms, click on the appropriate folder.



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.

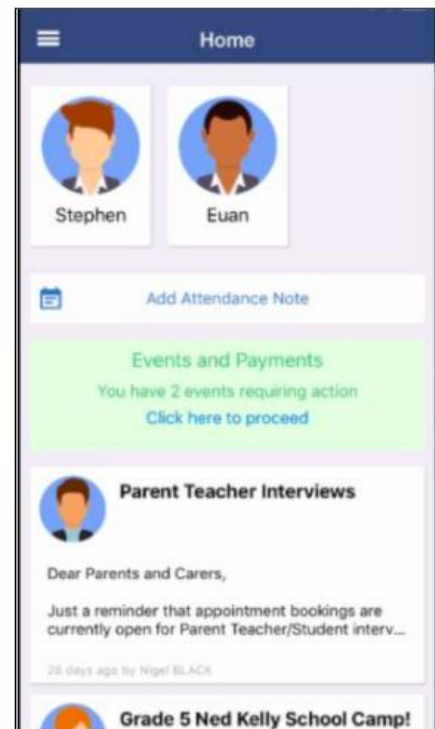
Once installed and opened for the first time, you will be prompted to choose which school your child attends.

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 –

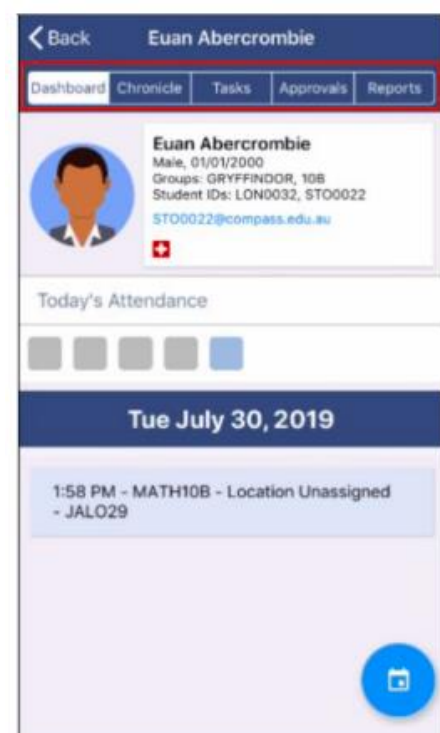
- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note.
- Any items requiring your action (alerts) at the top of the screen.
- The news feed which you can scroll down through to read.
- A link to the main menu (three little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

Clicking the menu icon will expand further options.



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 the home screen at any time.



Update your Contact Details

If you need to update the mobile number or email address on file for your account, please contact the school office on 9404 4311.

Forget Your Password

If you forget your password or are alerted to change it, Plenty Parklands Primary School has the following preferred options:

- Please contact the school office to reset your password.
- **DO NOT reset your password yourself.**

Where to from here?

All families are to use Compass to;

- Approve absences
- Access the newsletter/news items
- E-mail teachers
- Access semester reports

When PPPS introduces new features to Compass the school community will be notified.

Compass FAQ's

Who should I contact for technical support?

During business hours, contact the school on 9404 4311.

How do I log on?

Your username and system generated temporary password are included on a letter or in an email given to you from PPPS.

When logging in for the first time, once you have confirmed your details, you will be required to change your temporary password to one of your choosing. When you have entered your new password, click 'Save'.

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 'How to Access Compass' section of this document.

How do I ensure that my account remains secure?

Change your password as soon as you log on, and ensure that it is a password that nobody will be likely to guess. Never share your password with anyone, **including your own child**. Should you suspect that your account has been compromised, it is essential that you contact the school office and reset your password immediately.

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

If you believe that there is an error on your child's attendance record, please contact the school office on 9404 4311 and ask to speak with the attendance officer.

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 facilities. All data remains the property of the school. A copy of the Compass privacy policy is available at <https://sites.google.com/a/jdlf.com.au/policies/privacy>.