

Welcome to Compass

A guide for parents & families



What does Compass do for me?

Compass 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, and update your family contact details
- View school and class news feeds
- View the school calendar and school documentation
- Download and view your child's academic reports
- Book parent-teacher conferences
- Provide consent and payment for excursions ('Events')
- Pay contribution and other activity charges ('Course Confirmation/Payments')

Accessing Compass

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.

To access the parent portal, go to our school's website and click the Compass link on the homepage under 'Quicklinks'. Alternatively, you can go to subiacops-wa.compass.education.

To log in you will require your unique parent username and password. These details will be provided to you by our 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 our school for password recovery and email communication throughout the year.



Compass App

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store.

Using the app you can:

- View the school news feed and receive messages from the school
- View the school calendar
- Add Attendance Notes
- View academic reports
- Provide consent and payment for excursions ('Events')
- Pay contribution and other activity charges ('Course Confirmation/Payments')
- Book parent-teacher conferences

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile. Note: this view is when logging in to Compass on your computer.

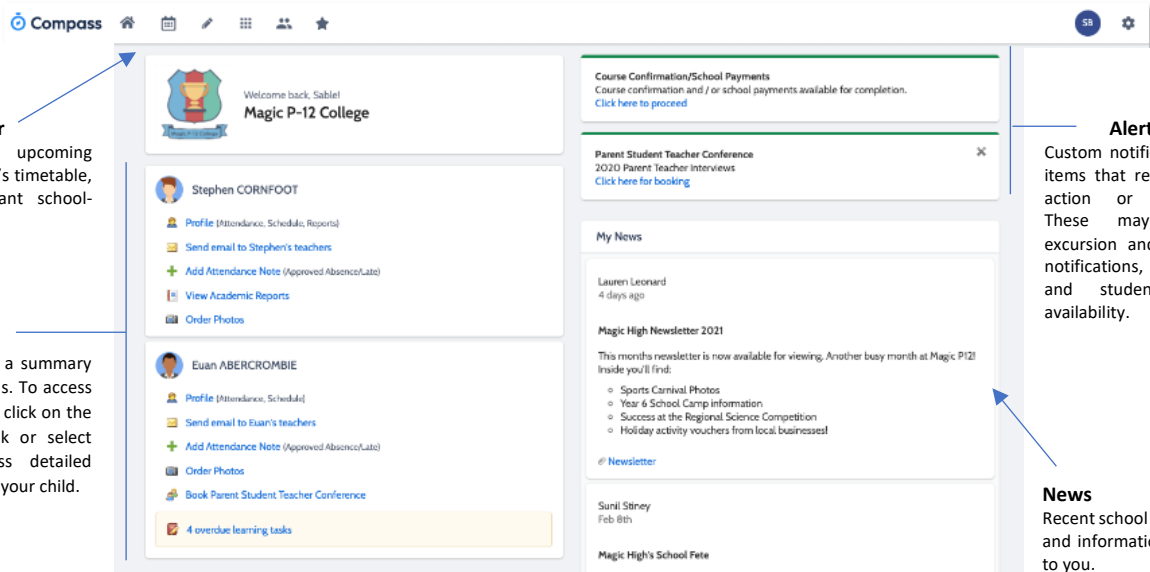
School Documentation
View curriculum letters, iPad apps lists, school policies, information booklets and links to the school newsletter and websites.

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

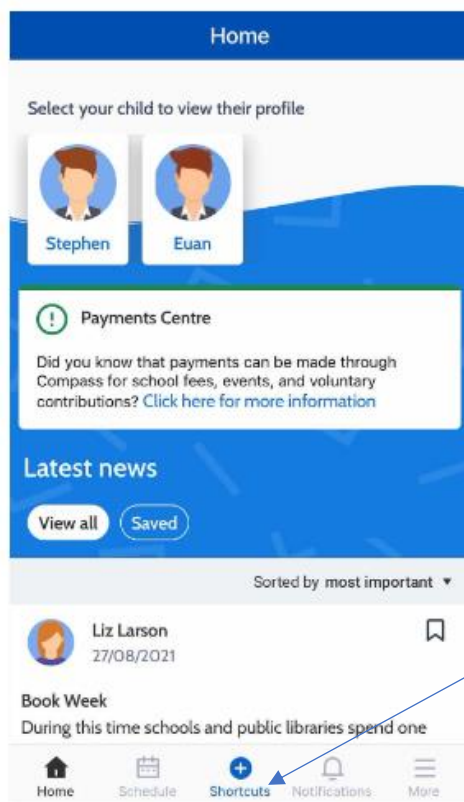
Your Children
Provides you with a summary of available options. To access more information, click on the relevant quick link or select {Profile} to access detailed information about your child.

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

News
Recent school news items and information relevant to you.



The App home screen (viewed on a mobile device):



The 'Shortcuts' button on the navigation bar allows quick access to 'Pay for an event' and 'Report absence'.

Attendance: Entering an Attendance Note

- 1 From the Compass home screen use the 'Shortcut' button, click the 'Submit Attendance Note' item.
- 2 From the pop-up window:
 - Select the appropriate child (if required)
 - Select the reason
 - Enter a brief description of the absence
 - Select the date, and start and finish time
 - Click the 'Add Approval' button

Attendance Notes are required for all student absences or lateness.

Chase HERRING

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

What is an Attendance Note?
An Attendance Note is used to explain when your child is absent or late for school.

Attendance Note Editor

Note Details

Person: Chase HERRING

Reason: Illness/Medical

Details/Comment: Feeling unwell

Important Notice

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).

Start: 26/04/2019 08:00 AM

Finish: 26/04/2019 05:00 PM

Potentially Affected Sessions

Activity	Start	Finish
OSGEN_05A (Yr 6 Ge...	26/04/2019 09:00 AM	26/04/2019 12:00 PM
OSGEN_05A (Yr 6 Ge...	26/04/2019 12:30 PM	26/04/2019 03:30 PM

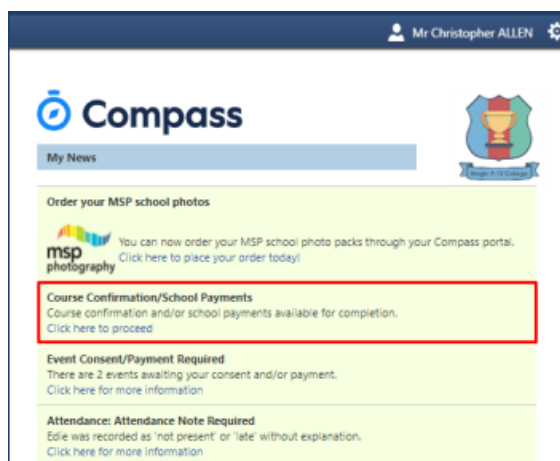
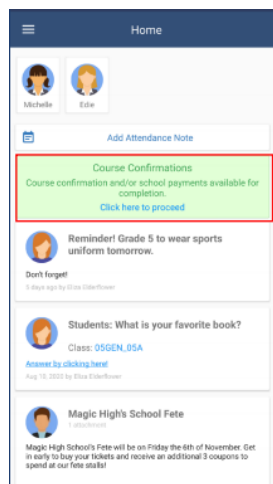
Save Cancel

Paying Term Activity Charges (Course Confirmation/Payments)

Parents will receive a notification on their home screen when Term Activity Charges have been sent out for payment.

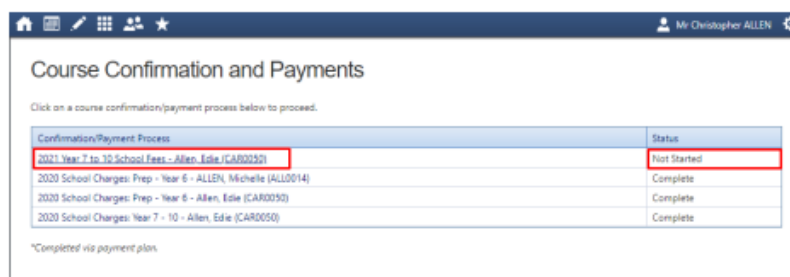
1

Login to your Compass Portal App or webpage and click on the link for 'Course Confirmations' above your news feed.



2

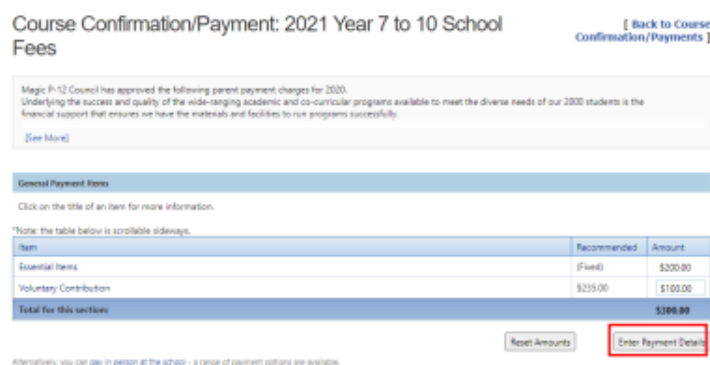
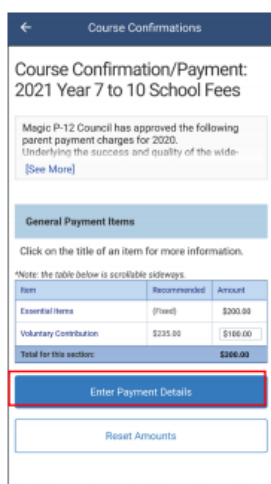
Select the Course Confirmation you wish to complete.



3

Specify and confirm your payment amounts and continue to payment.

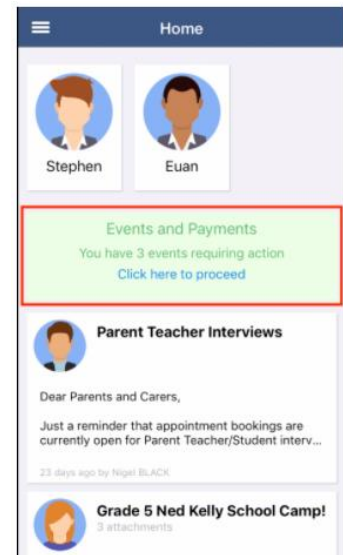
Note: Compass only accepts Australian issued Visa or Mastercard. Please contact the school if you would like to use another method of payment



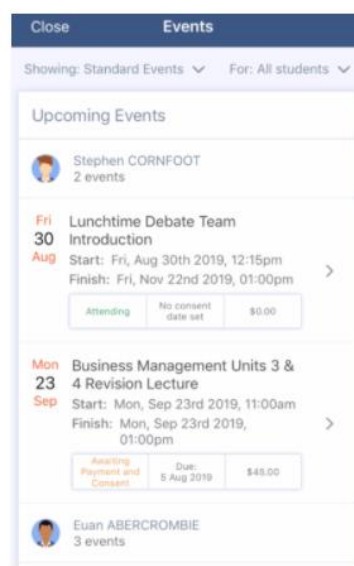
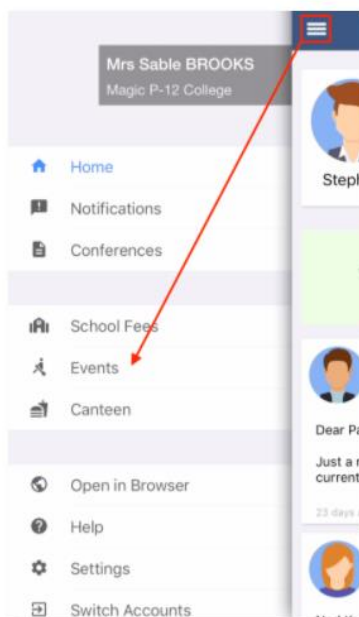
Consenting/Paying for an Event (Excursion)

Parents will receive a notification on their home screen when there is an event that requires their approval or payment.

To provide the consent/payment required, parents can click the notification. This will take them to the Events page, where they can see all events that require their consent/payment, and those that they have already consented to/paid for.



To view the Events page, where they can see all events that require their consent/payment, and those that they have already consented to/paid for, from the App:



Viewing Academic Reports

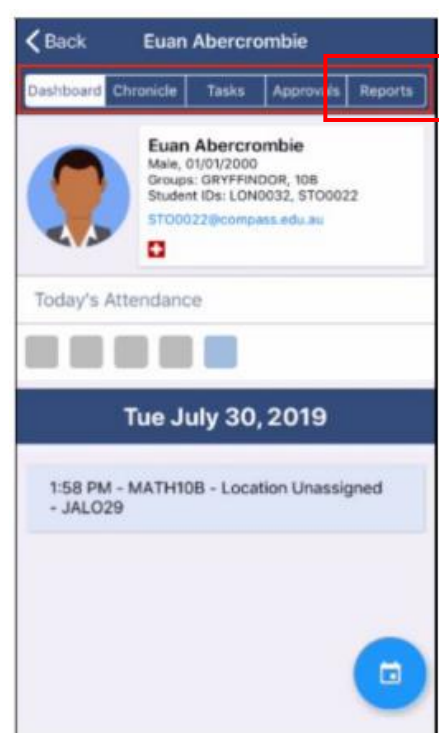
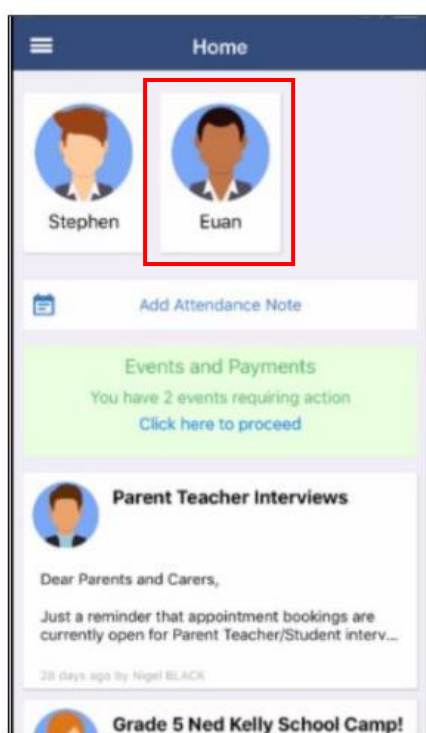
- 1 From the home screen, click on the 'View Academic Reports' item or navigate to the 'Student Profile' and click the 'Reports' tab.



- 2 A list of 'Academic Reports' will be displayed. Click the report title to download the PDF.



To view from the App (on a mobile device):



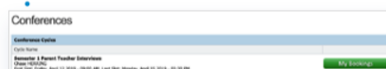
Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

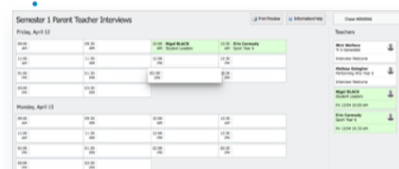
- 1 On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.



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

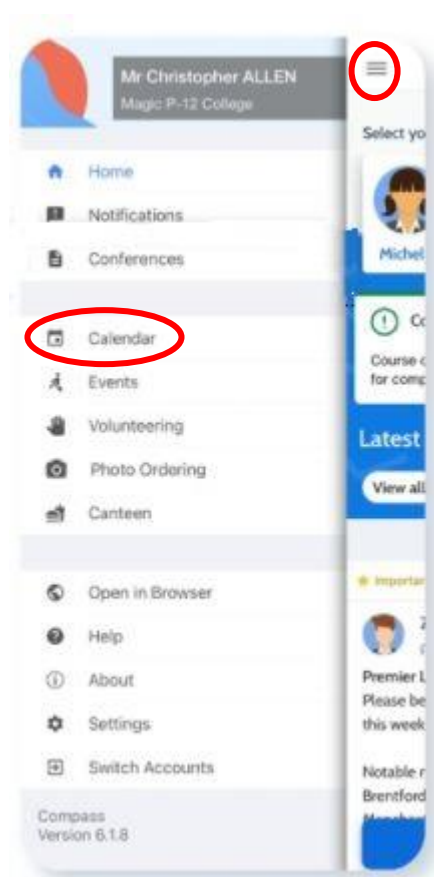
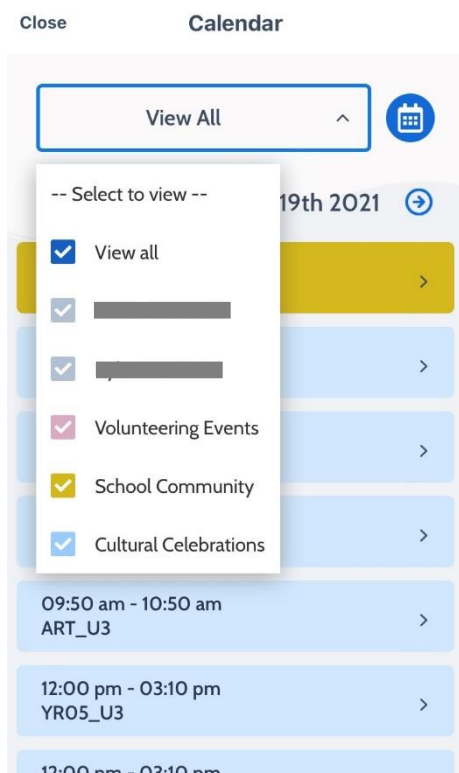


- 3 Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



Viewing the Calendar on the App (Mobile Device)

- 1 Click on the 3 lines on the top left of the screen
- 2 Click on *Calendar*
- 3 Click on the drop down menu to select particular Calendars



Privacy and Security

When you use Compass you will notice a padlock appears in your browser's address bar on the left.

This is because Compass uses a technology called TLS (Transport Layer Security). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <https://www.compass.education/policy>

