



Welcome to Compass

Our online Parent Portal

A guide for parents and families

What does Compass do for me?

Using Compass allows you to access up-to-date and meaningful information about our school and your student's progress. Compass includes many different features, including the ability to:

- Monitor your student's attendance, and enter an explanation for absence or lateness
- Communicate with your student's teachers, and update your family contact details
- View your student's timetable and the school calendar
- Download and view your student's progress and semester reports
- and much more...

Our school will advise parents when additional features become available for parent use.

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 app. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass, provided via email. Use these credentials to access Compass. DO NOT share these with your student.

To access the parent portal, go to our school website and click the Compass link on the homepage. <http://benowashs-qld.compass.education>. Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.



Logging in to Compass

To log in you need your unique family username and password. These details will be emailed to you.

Upon first login, you are required to change your password and 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, you can recover your details by clicking the 'Can't access your account?' link on the front page.

Please note: This booklet provides an overview of key features within Compass, our school may not have yet enabled all of these modules at this time.

The Compass home screen

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

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 much more.

School Calendar

View details of upcoming events, your student's timetable and other relevant school-wide activities.

Your children

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.

The screenshot shows the Compass home screen for a parent of a P-12 student at Hogwarts. The interface is dark-themed with a blue header bar. On the left, there is a navigation menu with icons for Home, Calendar, Edit, Tools, and Profile. The main content area is titled "Welcome to the Hogwarts P-12 Portal" and includes a greeting, instructions to keep contact details up to date, and a list of quick links for the student "Harry POTTER". The quick links include Profile, Send email to Harry's teachers, Add Attendance Note/Approval, View Academic Reports, and Book Parent Teacher Interviews. Below these links, there are two task notifications: "1 overdue learning task" and "1 learning task due in the next week". On the right side, there is a "Compass" logo and a "My News" section. The news items include "Course Confirmation/School Payments", "Event Consent/Payment Required", and "Attendance: Attendance Note/Approval Required". At the bottom right, there is a "Winners!" section with a congratulatory message for the Quidditch Team and two small images: one of a hand holding a golden snitch and another of the Quidditch team.

Student Profile

Everything for your student, in one place.

The student profile can be accessed by clicking on your student's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your student's teachers, and a summary of teacher observations (Student Chronicle).

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

The screenshot shows a user interface for a student profile. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star, and a user name 'Mr Sirius BLACK'. Below this, the student's name 'Harry POTTER, 12A, Year 12' is displayed. A navigation menu includes tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The main content area is divided into two columns. The left column shows the student's details: a photo of Harry Potter, name 'Harry POTTER', and information such as 'Male - 17 years, 5 months (01/01/2000)', 'Groups: GRYFFINDOR, 12A, Year 12', 'Student IDs: SM10036, HARRY', and 'Email: SM10036@compass.edu.au'. Below this is a 'Schedule' section for 'Wednesday, 21 June 2017' with a grid of classes: 8am (empty), 9am (8:50: 100ADA - 21 - LMA), 10am (9:51: 100ADA - 21 - LMA), 11am (11:12: 3 - PY033A - 18 - DUN), 12pm (12:13: 4 - PY033A - 18 - DUN), 1pm (empty), and 2pm (1:58: 5 - 12PTHB - 25 - GER and 1:58: TAF01BUILDING - JDLP). The right column is the 'Student Chronicle', which shows a list of observations with filters for 'Date Filter: This Year' and 'All Categories'. Three entries are visible: 'Confiscation' (Recorded by Severus SNAPE - DUN, 0, Item Type: Mobile Phone, -10), 'General Attitude/Behaviour Observation Perpetrator' (Recorded by Minerva McGONAGALL - LMA, 0, Overview: Harry and Ron were involved in a broomstick altercation...), and 'Recognition of a job well done' (Recorded by Dora TONKS - DEV, 0, Overview: Harry was very helpful in class today...).

Attendance: Summary

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

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

Notes/Approvals

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

Unexplained

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

Student: Harry POTTER, 12A, Year 12

Dashboard Schedule Learning Tools Attendance Reports Analytics Assets Insights

Summary Notes/Approvals Unexplained Arrival/Departure Full Record

Daily Activities & Attendance

Currently Viewing: 12/05/2016

8:00 am 9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm

Physics Unit 3 Period 1 NP Unexp Physics Unit 3 Period 2A Present Math Methods Unit 3 - MAT11A Period 3 Present Math Methods Unit 3 - MAT11A Period 4 Present History Revolution - H0118 Period 5 Present

Annual Half-Day Summary

Calendar Year: 2016

Attendance Summary

Subject	Class	Firm	Runt	In Class			Out of Class			Percentages				
				Present	Absent	Unexp	NP	Parnt	Unexp	Class %	Absent %	Unexp %		
English Unit 3	E0103C	12A	11	6	0	0	0	0	0	55	100	55		
History Revolutions	H0118B	12A	21	14	1	0	16	1	3	2	75	75	75	
Math Methods Unit 3	MA111A	12A	10	10	0	0	10	0	0	0	100	100	100	
Physics Unit 3	PH013A	12A	19	7	0	1	8	0	3	1	47	97	47	
Psychology Unit 3	PSY03A	12A	19	11	0	0	11	0	1	0	1	60	100	60
Science Pathways Y1 1	SP0149	12A	7	7	0	0	2	0	0	0	100	100	100	
History A	SI19AA	12A	11	6	0	0	8	0	3	0	3	75	100	75
Y1 1 Generalist	1101	12A	1	1	0	0	1	0	0	0	0	100	100	100
Lewis		12A	2	3	0	0	0	0	0	2	2	0	0	0

Daily Snapshot

Provides a quick snapshot of today's classes and your student'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 SchI - Not present in class and is explained by a school related activity.
- NP Parnt - Not present in class and is explained by a parent note.
- NP Unap - Not present in class with no explanation entered.

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

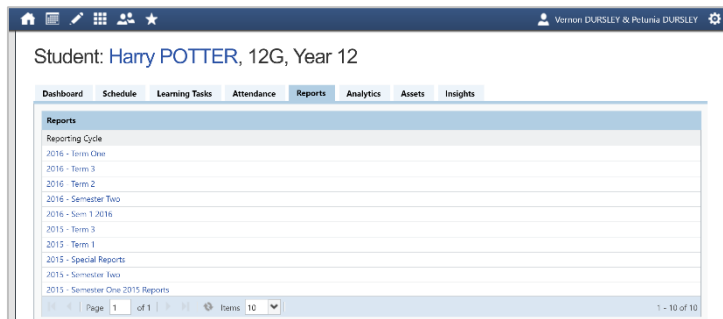
A list of available Academic Reports is displayed. Click the Report title to download the PDF to your device.



Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task

A blue line points from the 'View Academic Reports' option in this menu to the 'Reports' tab in the screenshot below.



Student: Harry POTTER, 12G, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Reports

Reporting Cycle
2016 - Term One
2016 - Term 3
2016 - Term 2
2016 - Semester Two
2016 - Sem 1 2016
2015 - Term 3
2015 - Term 1
2015 - Special Reports
2015 - Semester Two
2015 - Semester One 2015 Reports

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Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). 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 <http://www.compass.edu.au/corporate/privacy>



This is an overview of key features in Compass. There are other features within the Compass system that we have not yet implemented here at Benowa SHS.

As features are added we will notify you and provide any instructions required for use.

Compass Parent Introductory Booklet

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