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.

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.

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.

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Welcome to the Hogwarts P-12 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.

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
- 📕 1 learning task due in the next week

Compass

My News

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

Event Consent/Payment Required
There are 2 event(s) awaiting your consent and/or payment.
Click here for more information

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

Winners!
Congratulations to our Quidditch Team winning the World Cup!
4 days ago by Severus SNAPE

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.

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 absence 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.

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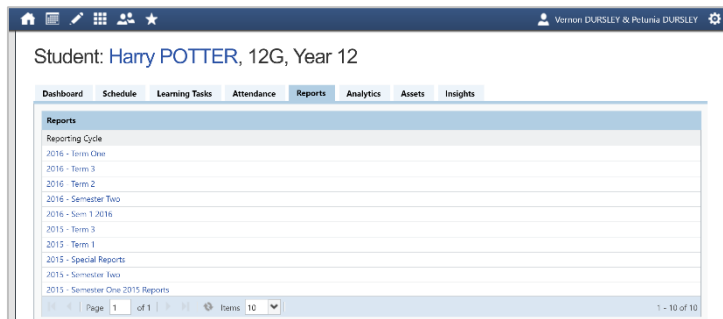
2 A list of **available** Academic Reports **is** displayed. Click the Report title to download the PDF to your device.

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.