



# Compass User Guide

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## Compass School Manager

Is a whole school administration and communication package. It is used by the College to streamline many school operations, from attendance, communication, event management and reporting.

### Accessing and logging into Compass

Compass is a web application and is accessible through a web interface. There is also a Compass mobile app for iPhone and Android phones, available through the App Store or Google Play. Staff, Students and Parents can use most common web browsers, as well as a smart phone or tablet. See below a list of supported and not supported browsers.

**Recommended browsers**, Google Chrome (latest), Firefox (latest), Apple Safari (latest), Safari on iPad (latest) and Internet Explorer (latest)

**Compass Features** As a valued Parent of at least one student at Narre Warren South P-12 College, Compass is increasingly becoming a central portal for communication between the College and yourself. Currently, the following features of Compass are available to parents.

**My News** will display attendance alerts consisting of Not Present or Late without approval for your child. As well as school payments alerts, such as events/excursions. This newsfeed module will let you view Newsletters & eCommunications and any other information published by the College.

### Organisation

**Events** – This allows you to view events assigned to your child and will be visible in their schedule and profile. You are also able to give consent and payment for these events within this module.

**Course Confirmation and Payments** – This module allows you to see the course fees outstanding for your child. You are also able to make an online payment for these fees at any time.

### Community

**Conferences** – Within this module you will have a facility to book interviews with your child's teachers on the Parent Teacher Interviews evening. Further information will be provided closer to the date interviews.

**School Documentation** – Within school documentation there is a wide array of information that may be of use to you including, policies, Compass manuals, second hand bookshop details.

### School Favourites

**Web Preferences** – relevant for subject choices for Year 9-12 students

**School Website** – This is a link to the College webpage

## Student Profile

**Attendance** - This module lets you review your child's attendance at your own convenience. You are also able to enter parent approval for absences and late arrivals. Additionally, this module will SMS Parents if their child is absent from school. This SMS provides a link to enter a parent approval for that absence.

**Student Schedule** - This allows you to view your child's schedule which includes classes, events, alternative programs that your child may be attending. The schedule also gives you access to teachers name and class notes.

**Communication** – You can email your child's teachers.

**Chronicle** – This is where teachers make observations about you child. Entries are displayed in date order and give you further feedback as to how your child is going at school.

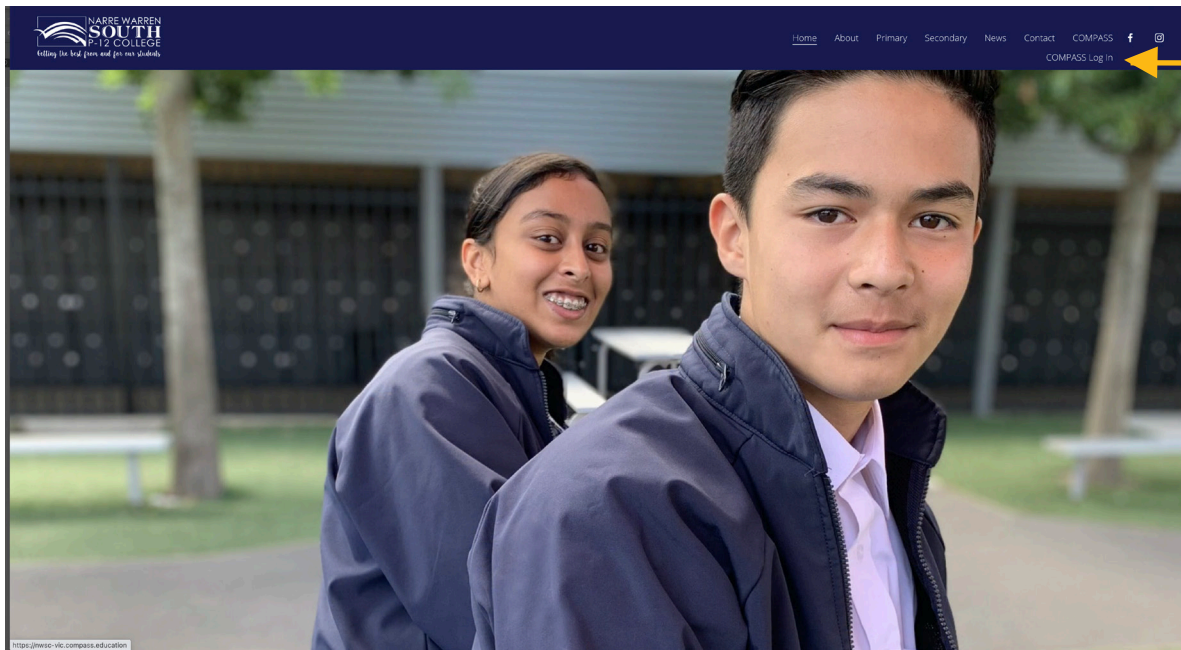
**Analytics** – This allows you to view your child's results in Victorian Curriculum Achievement Standards and NAPLAN.

**Reports** - Access your child's Progress Reports (Year 10 to 12) and Semester Report (Prep to Year 12)

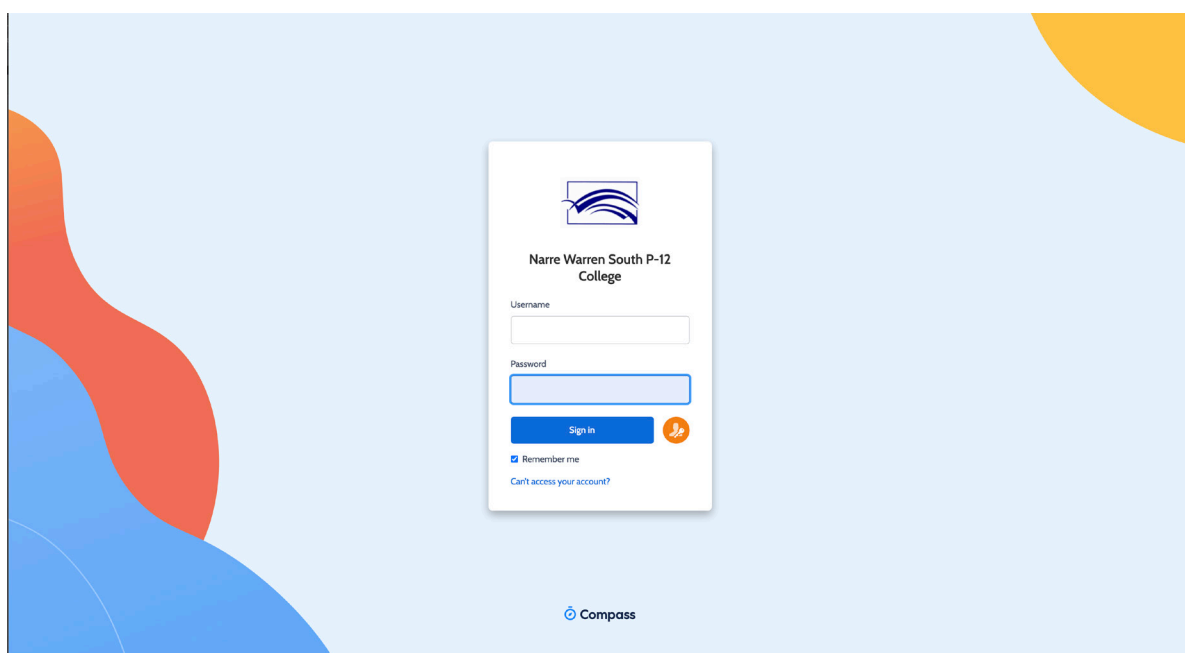


## Parents' Initial login to Compass

To access Compass, go to the College homepage: <http://www.nwsc.vic.edu.au> Click on the Compass drop down menu shown below. Then click on the Compass Log In link. Alternatively, download the Compass app via the App Store or Google Play.



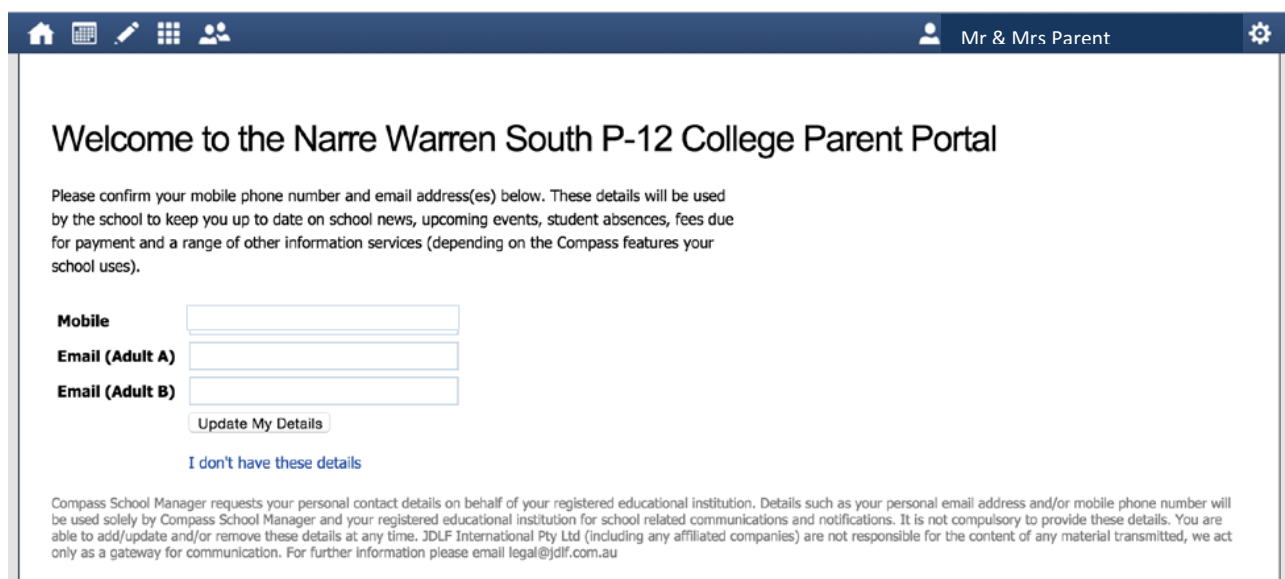
When you first log in to Compass you will need to enter your Compass username and password provided by the College. If you do not have these details, please contact the College on 9704 3333.





## Checking your details are correct on Compass

After entering your username and password into Compass you will see the below screen. The screen below displays on initial log in only. This screen prompts you to check that we have your correct details on file. The next time you log in you will go directly to your family's home page within Compass. Please ensure that your mobile number and email address are correct, then click 'Update My Details'.



Home Calendar Edit Grid Users

Mr & Mrs Parent

### Welcome to the Narre Warren South P-12 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**

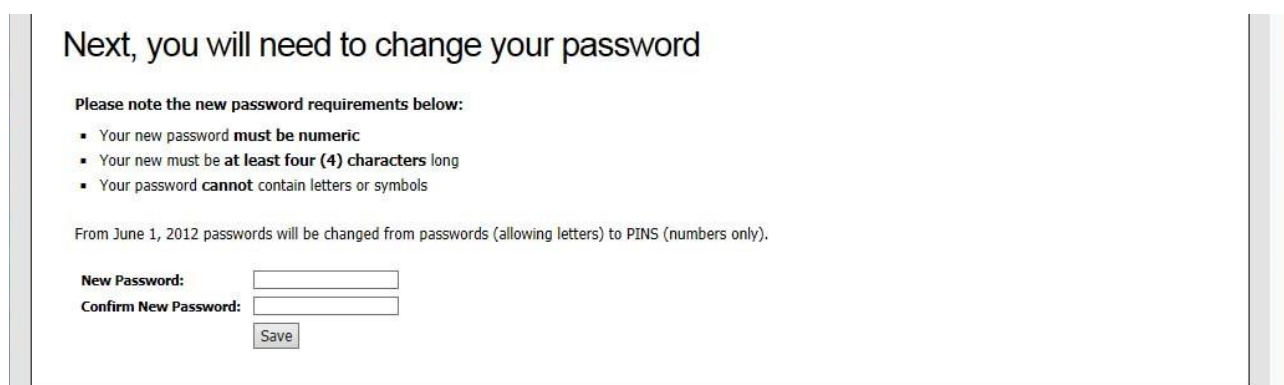
**Email (Adult A)**

**Email (Adult B)**

[I don't have these details](#)

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email [legal@jdlf.com.au](mailto:legal@jdlf.com.au)

After verifying your details, you will then need to change your password to log into Compass. If you forget your password you can reset it using the 'Can't access your account?' on the log in page.



### 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) characters** long
- Your password **cannot** contain letters or symbols

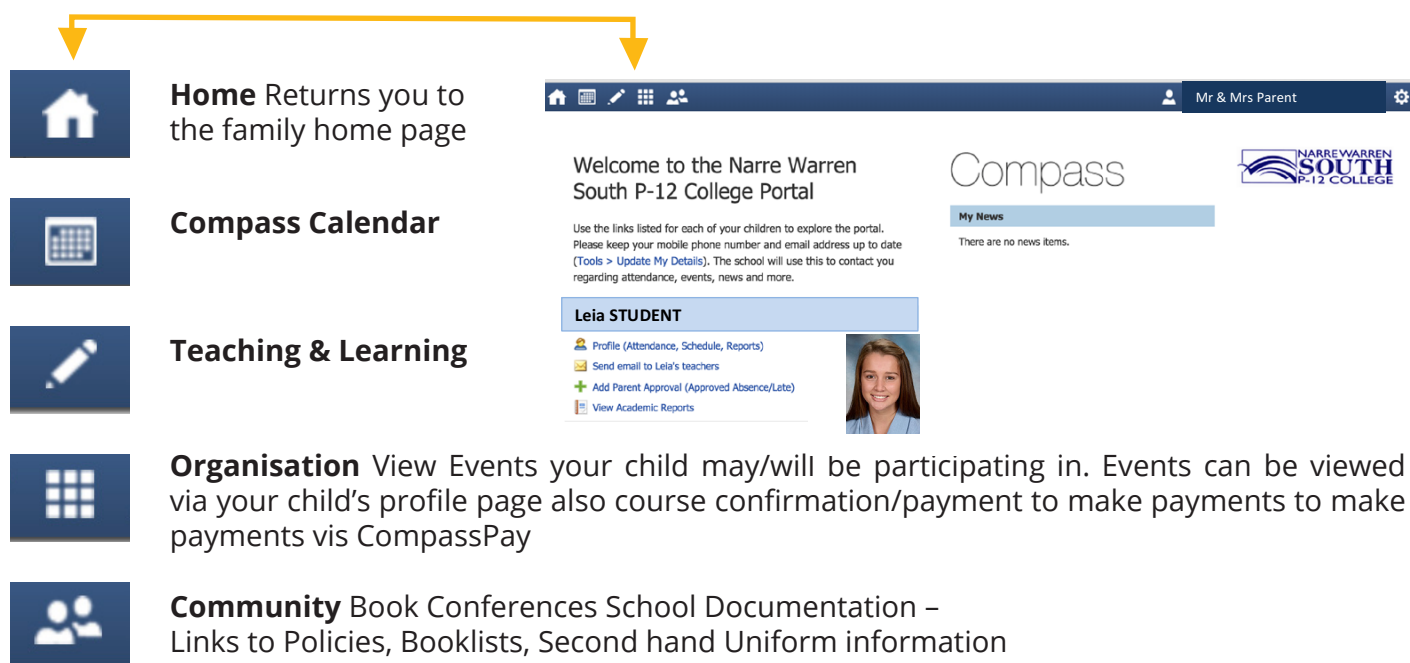
From June 1, 2012 passwords will be changed from passwords (allowing letters) to PINS (numbers only).

**New Password:**

**Confirm New Password:**

## Compass Family Home Page

When you log in to your Compass Parent Account you will see the family home page as shown below.



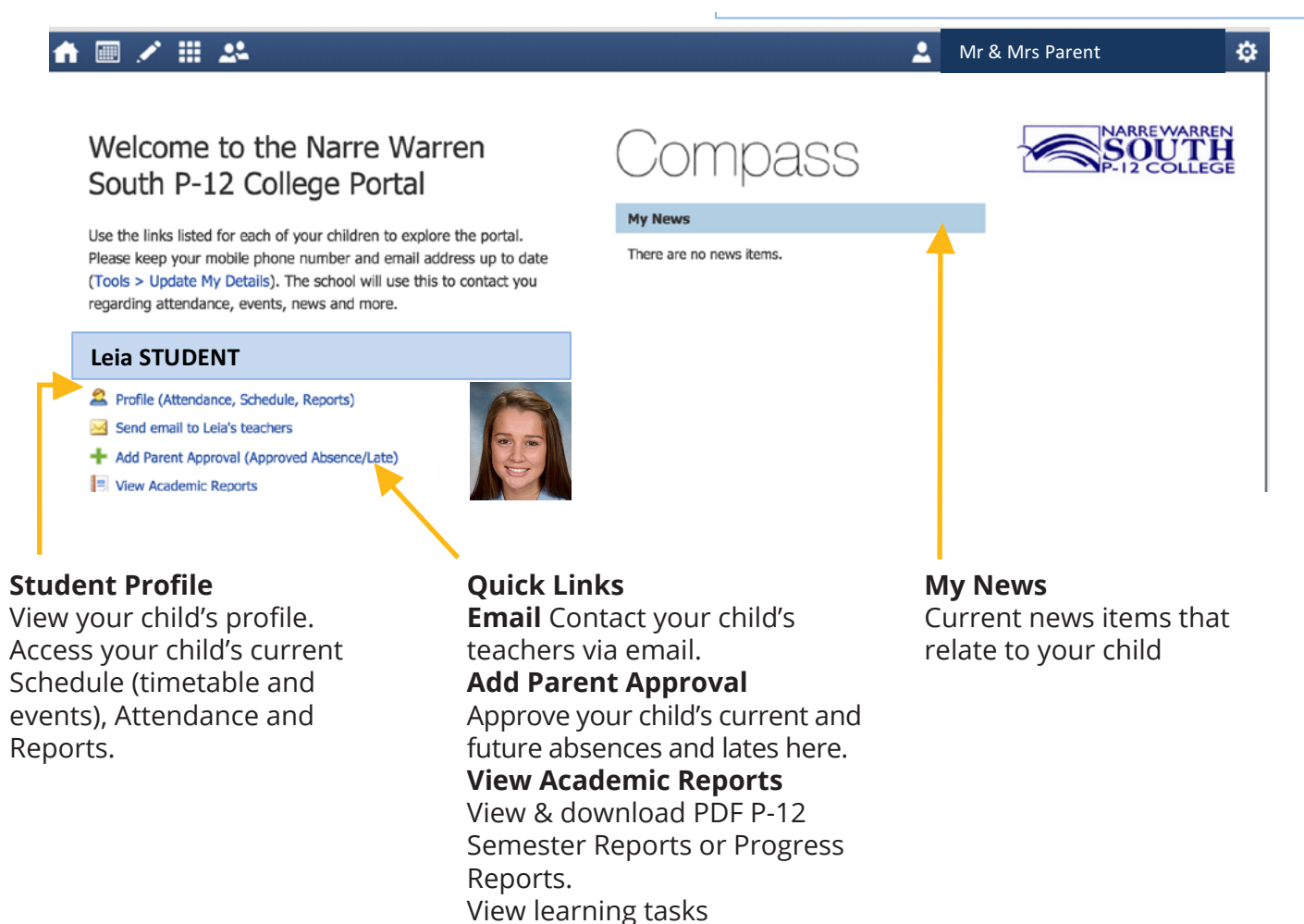
**Home** Returns you to the family home page

**Compass Calendar**

**Teaching & Learning**

**Organisation** View Events your child may/will be participating in. Events can be viewed via your child's profile page also course confirmation/payment to make payments to make payments vis CompassPay

**Community** Book Conferences School Documentation – Links to Policies, Booklists, Second hand Uniform information



**Student Profile**  
View your child's profile. Access your child's current Schedule (timetable and events), Attendance and Reports.

**Quick Links**  
**Email** Contact your child's teachers via email.  
**Add Parent Approval** Approve your child's current and future absences and lates here.  
**View Academic Reports** View & download PDF P-12 Semester Reports or Progress Reports. View learning tasks

**My News**  
Current news items that relate to your child

## Student Profile

Click on your child's 'Profile' from the Family home page to view your child's schedule, events, learning tasks and attendance. Please note Insights is currently not activated.

### Dashboard

Displays your child's details and their timetable for the day

### Schedule

Displays your child's weekly timetable

### Learning Tasks

View your child's Learning Tasks

### Attendance

View your child's attendance history

### Reports

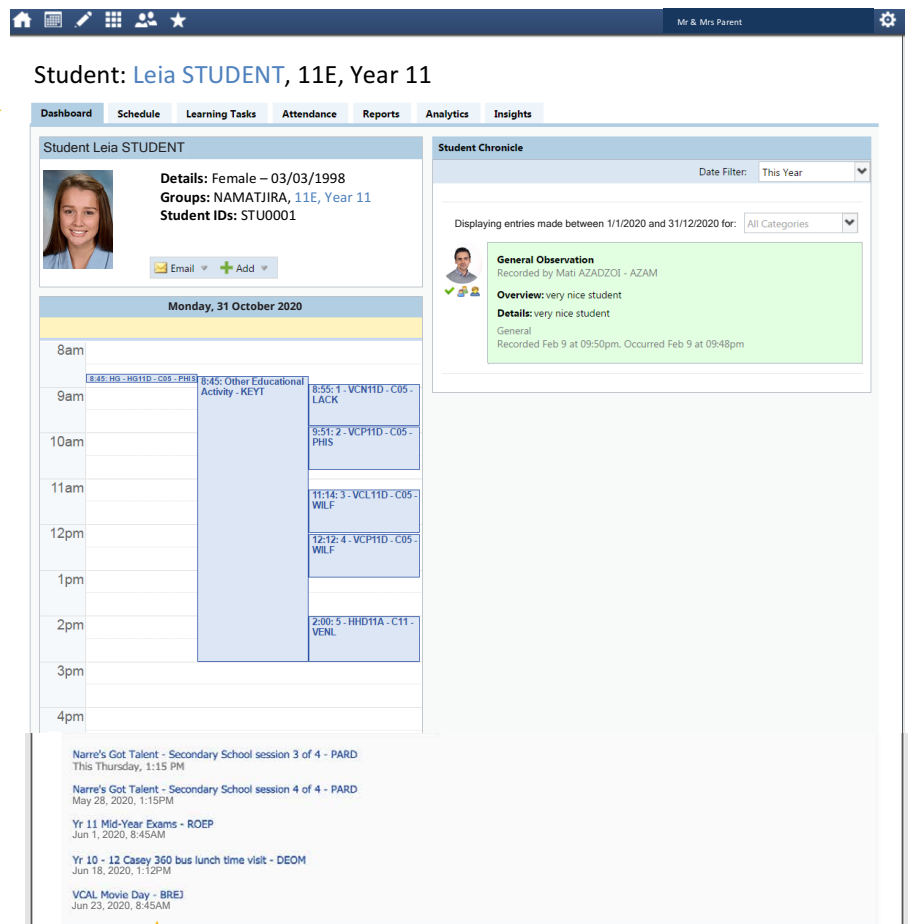
View & download PDF Semester Reports or Progress

### Analytics

View & download Victorian Curriculum Achievement Standards and NAPLAN data for your child.

### Chronicle

View all chronicle observations made by your child's teachers



**Student: Leia STUDENT, 11E, Year 11**

**Dashboard** | Schedule | Learning Tasks | Attendance | Reports | Analytics | Insights

**Student Leia STUDENT**

**Details:** Female – 03/03/1998  
**Groups:** NAMATJIRA, 11E, Year 11  
**Student IDs:** STU0001

**Monday, 31 October 2020**

8am	8:44: HS - HST1D - C05 - PHIS	8:45: Other Educational Activity - KEYT	8:55: 1 - VCN11D - C05 - LACK
9am			9:51: 2 - VCP11D - C05 - PHIS
10am			11:14: 3 - VCL11D - C05 - WILF
11am			12:12: 4 - VCP11D - C05 - WILF
12pm			2:00: 5 - HHD11A - C11 - VENL
1pm			
2pm			
3pm			
4pm			

**Events**

- Narre's Got Talent - Secondary School session 3 of 4 - PARD  
This Thursday, 1:15 PM
- Narre's Got Talent - Secondary School session 4 of 4 - PARD  
May 28, 2020, 1:15PM
- Yr 11 Mid-Year Exams - ROEP  
Jun 1, 2020, 8:45AM
- Yr 10 - 12 Casey 360 bus lunch time visit - DEOM  
Jun 18, 2020, 1:12PM
- VCAL Movie Day - BREJ  
Jun 23, 2020, 8:45AM

**Student Chronicle**

Date Filter: This Year

Displaying entries made between 1/1/2020 and 31/12/2020 for: All Categories

**General Observation**  
 Recorded by Mati AZADZOI - AZAM  
**Overview:** very nice student  
**Details:** very nice student  
 General  
 Recorded Feb 9 at 09:50pm, Occurred Feb 9 at 09:48pm

### Events

List of Events your student may/will be participating in. Click on an Event Title to see more information.

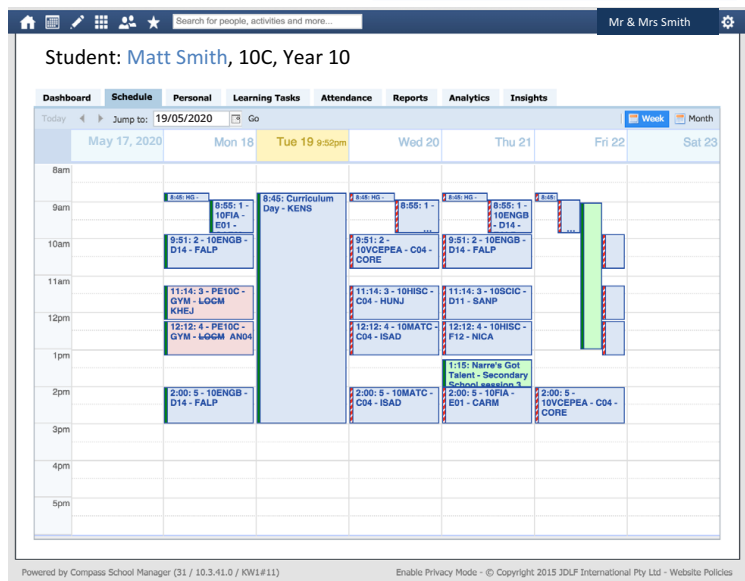
**+ Add**

### Add Parent Approval

Approve your child's current and future absences and lates here.



**Student Schedule** This displays your child's timetable and events referred to as a 'Schedule'.



### Blue Colour

No change to class

### Pink Colour

Change of teacher or room to class

### Green Pole

Teacher HAS marked the class roll. This does not indicate that your child is present in class; please go to your child's Attendance tab for this detailed information

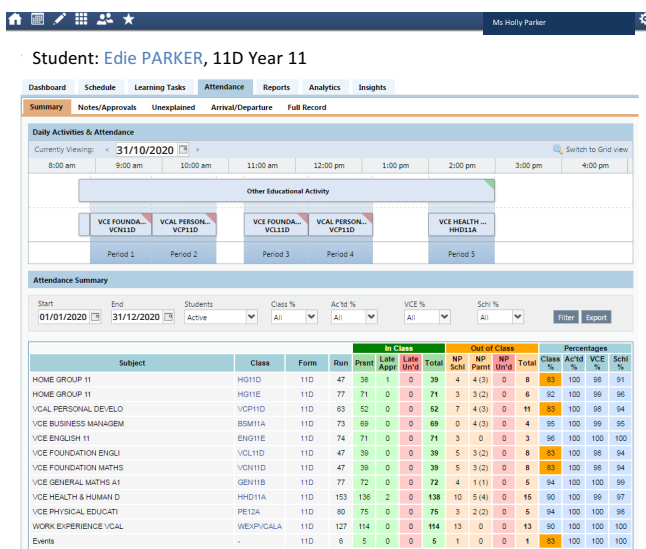
### Red Stripe Pole

Teacher HAS NOT marked the class roll

**Whole Day Event** Normal classes are not running on this day. For example a Curriculum Day where students were not expected at school.

### Green Colour Class = Event

As shown above, on Friday 22 May, Matt will be on an Event. Click on event displayed in green on the timetable for more detail. Matt's class, 10C, will have normal classes on this day and still appear listed next to the Event on Matt's timetable (as shown). Matt will automatically be marked as "Not Present: School Approved" due to the Event he is attending.



### Student Attendance

From the 'Student Profile' Dashboard click on the 'Attendance' tab for a summary of your child's attendance. Although this page can look overwhelming, the key elements are highlighted for you.

### Daily Activities & Attendance

This gives you a detailed summary of daily attendance for your child. Shown below Edie's attendance on the 18/05/2020 per period; Present, Not Present or Late will display.

### Attendance Summary

Select Start and End dates to view.

Edie's attendance from 01/01/2020 to 31/12/2020; displays detailed attendance for each subject.

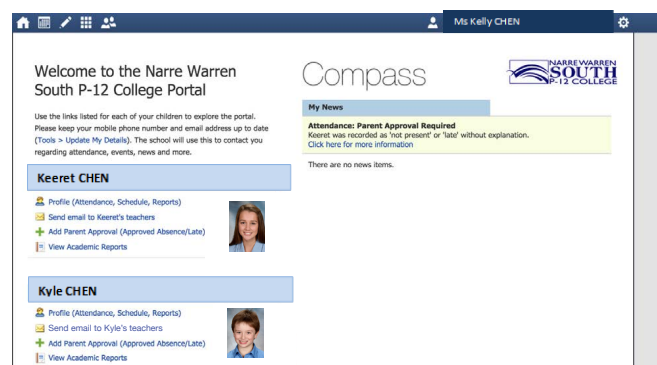
When the percentage of overall class attendance falls between 70-85% this box will change from blue to amber. If the attendance continues to decline to 69% the box will change to red to alert parents and the College that attendance is a concern.

Hover over column titles to display full explanations of what data represents.

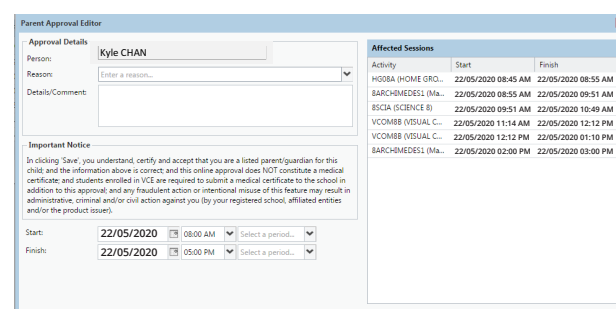
## Future Approved Absences

If your child will not be at school for part or a whole day you are able to approve the absence without having to call the school. This can be done the morning your child will not be at school or in advance if it is a planned event.

To add a parent approved absence, click **Add Parent Approval** next to the relevant child.



This Parent Approval Editor is then displayed.

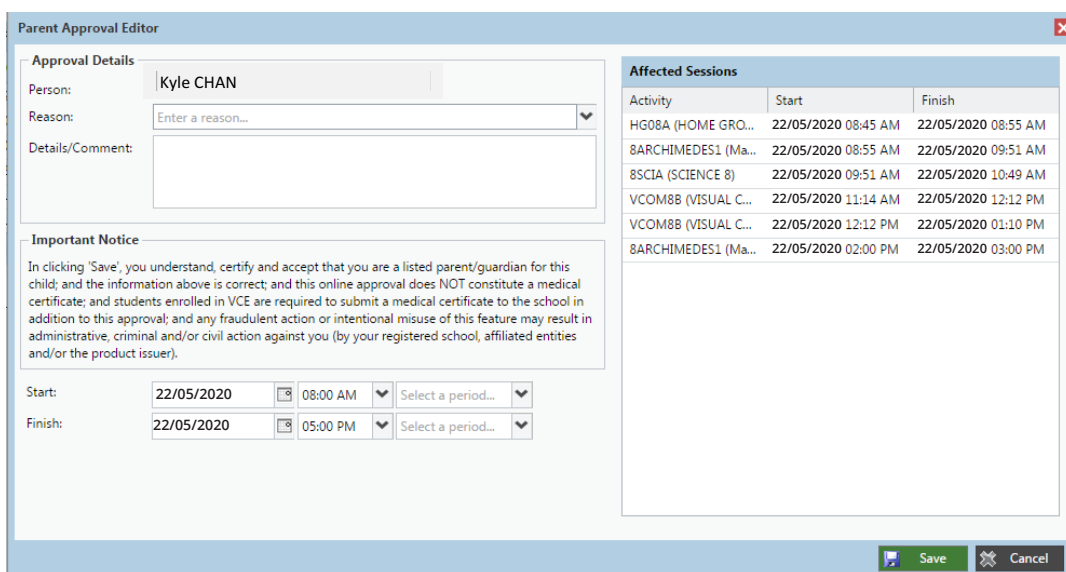


The 'Parent Approval Editor' form is displayed. It includes fields for 'Person' (Kyle CHAN), 'Reason' (a dropdown menu), and 'Details/Comment' (a text area). There is an 'Important Notice' section with a disclaimer. At the bottom, there are 'Start' and 'Finish' date and time selectors. On the right, there is a table titled 'Affected Sessions' showing a list of activities and their corresponding start and finish times.

Activity	Start	Finish
HGO8A (HOME GRO...	22/05/2020 08:45 AM	22/05/2020 08:55 AM
BARCHIMEDES1 (Ma...	22/05/2020 08:55 AM	22/05/2020 09:51 AM
BSCIA (SCIENCE 8)	22/05/2020 09:51 AM	22/05/2020 10:49 AM
VCOM8B (VISUAL C...	22/05/2020 11:14 AM	22/05/2020 12:12 PM
VCOM8B (VISUAL C...	22/05/2020 12:12 PM	22/05/2020 01:10 PM
BARCHIMEDES1 (Ma...	22/05/2020 02:00 PM	22/05/2020 03:00 PM

**Reason** Select a reason from drop down box.

**Detail/Comment** Enter details or comments on why your child will not be attending school.



The 'Parent Approval Editor' form is shown with the 'Affected Sessions' table expanded. The table lists activities and their start and finish times for the date 22/05/2020.

Activity	Start	Finish
HGO8A (HOME GRO...	22/05/2020 08:45 AM	22/05/2020 08:55 AM
BARCHIMEDES1 (Ma...	22/05/2020 08:55 AM	22/05/2020 09:51 AM
BSCIA (SCIENCE 8)	22/05/2020 09:51 AM	22/05/2020 10:49 AM
VCOM8B (VISUAL C...	22/05/2020 11:14 AM	22/05/2020 12:12 PM
VCOM8B (VISUAL C...	22/05/2020 12:12 PM	22/05/2020 01:10 PM
BARCHIMEDES1 (Ma...	22/05/2020 02:00 PM	22/05/2020 03:00 PM

## Start & Finish Dates and Times

Select the start and finish date (using calendar icon), and the time of when your child will not be at school.

**If your child will be late**, for example arriving at school at 9:30am to sign in at their reception, enter Start time 8:45am and enter Finish time 9:30am. The Students are still required to sign in at their reception when they arrive late to school and let receptionist know to view their approval on Compass.






**If your child will be leaving early**, for example leaving at 12:30pm, enter Start time 12:30pm and Finish time as 3:00pm. Students are still required to sign out at their reception when they leave early from school and let receptionist know to view their approval on Compass.

## Affected Sessions

List of classes per period that will be missed and is refreshed each time you select a date and time.

## View Your Child's Events

Events that your child has the opportunity to participate in are listed on their Profile page below, the daily schedule. Events also appear on the schedule as a greenblock class. By selecting the event in either of these sections you will receive further information.








Mrs Terri Ganning

Student: **Grace GANNING**, 10H Year 10

Dashboard
Schedule
Learning Tasks
Attendance
Reports
Analytics
Insights

Student: Grace GANNING



Details: Female – 03/03/1999  
Groups: NAMATJIRA, 10H, Year 10  
Student IDs: STU0001

Email
Add

Student Chronicle

No Chronicle Entries to display

Fri, 22 May

8 AM

8:45: Ho - HSTH - D07 - STIR

9 AM

8:55: 1 - 10DAA - B11 - HICJ

10 AM

9:51: 2 - 10DAA - B11 - HICJ

11 AM

11:14: 3 - 10ENGH - C15 - STIR

12 PM

12:12: 4 - 10VCELSA - C03 - DOUJ

1 PM

2 PM

2:00: 5 - 10VCELSA - C03 - DOUJ

3 PM

Year 10 Keys Please! - AUD - G0V  
May 28, 2020, 11:15AM






Narre's Got Talent - Secondary School session 4 of 4 - PARD  
May 28, 2020, 1:15PM

Year 10 Holocaust Museum - DARS  
Jun 1, 2020, 8:45AM

Yr 10 Mid-Year Exams - Day 1 of 3 - STOS  
Jun 10, 2020, 8:45AM

Yr 10 Mid-Year Exams - Day 2 of 3 - STOS  
Jun 17, 2020, 8:45AM

## An example of a student's event

Mrs Terri Ganning

Event: Year 10 Holocaust Museum

[\[ Back to Events \]](#)

Event Name:

Year 10 Holocaust Museum

Description / Educative Purpose:

Students will be visiting the museum to see sources from the time and listen to a survivor's story. They are learning about this topic in class.

Start:

Monday, June 1 - 08:45 AM

Finish:

Monday, June 1 - 04:00 PM

Campus:

Off Campus

Location:

Holocaust museum 13/15 Selwyn Street, Elsternwick VIC 3185

Additional Event Details:

MEET AT THE NARRE WARREN TRAIN STATION AT 10:15AM. (Students are not required at school for morning periods to allow time to get their own way to station). Students will be dismissed from this same location at 4:00pm. Bring a valid MYKI card for travel. COST: \$15 or Nil if elective fees are paid.

Dress Code:

School uniform

Transport:

Metro trains - Narre Warren Train Station

Consent:

Required

Cost per-attendee:

15

Paper consent / payment forms returned to:

Senior Reception C Block

Consent / Payment due by:

27/05/2020

## Consent and Payment

You have the ability to give consent and payment for all events online via this module



## CompassPay Guide

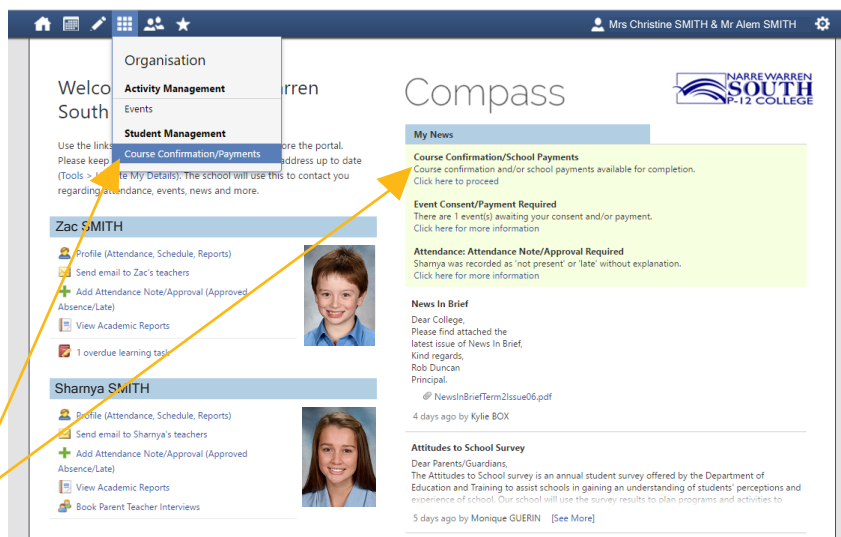
### STEP 1

Log in to the Compass Parent Portal via the link on the College website or via the Compass App.

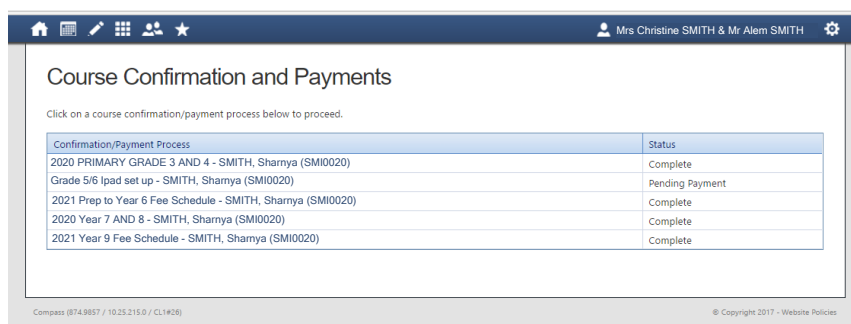
**www.nwsc.vic.edu.au**

### STEP 2

Select Course Confirmations/School Payments via your News Feed or the Organisation tab.



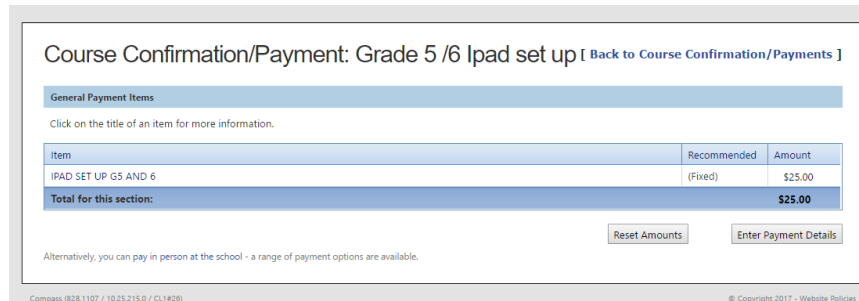
Once you select Confirmations/School Payments, the list of payments relevant to your child/children will appear as shown here.



### STEP 3

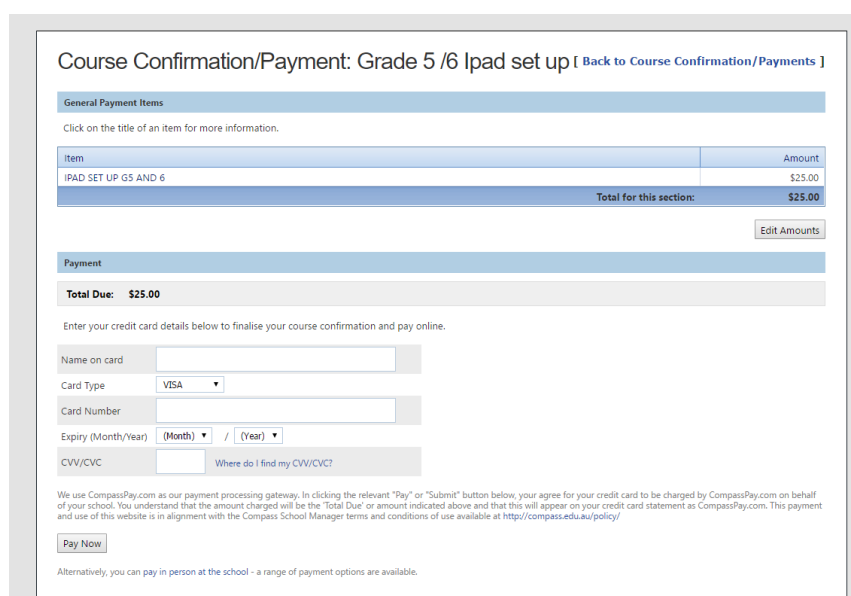
When you select a charge, a breakdown will appear. If you require further information, click on the item for a description.

To process the payment, click on "Enter Payment Details"

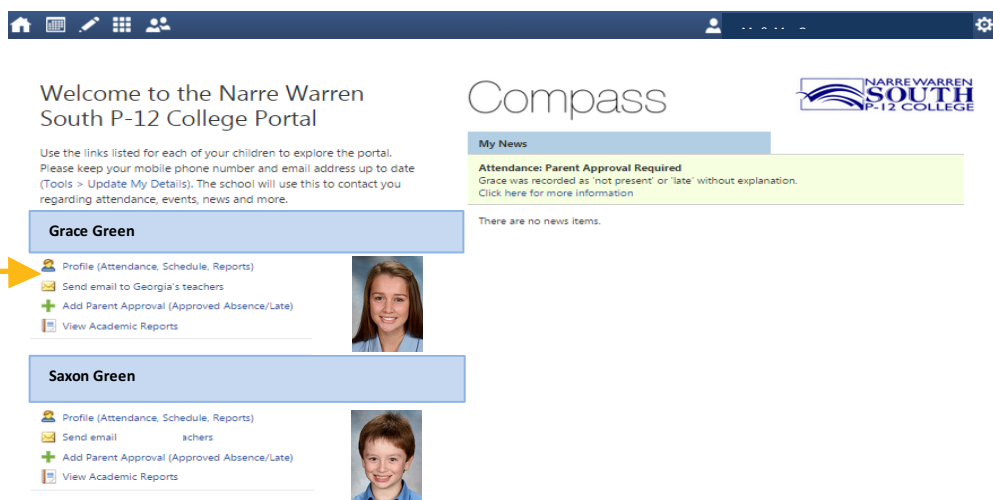


### STEP 4

The next screen which appears will require you to enter your credit card details to process the payment.



A payment plan can be arranged by contacting the Finance Team on 9704 3333.



Welcome to the Narre Warren South P-12 College 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.

**Grace Green**

- Profile (Attendance, Schedule, Reports)
- Send email to Georgia's teachers
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports

**Saxon Green**

- Profile (Attendance, Schedule, Reports)
- Send email to Saxon's teachers
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports

**Compass**

**My News**

**Attendance: Parent Approval Required**  
Grace was recorded as 'not present' or 'late' without explanation. Click here for more information

There are no news items.

## Email Your Child's Teachers

Return to your Family's Home page.

### Select link

Open a new window to write your email

### Email Subject

Include a brief subject heading.  
Your child's name and home group will be automatically included.

## Recipients

Automatically includes all of your child's teachers.

Click red cross to remove staff you don't want to include in your email.

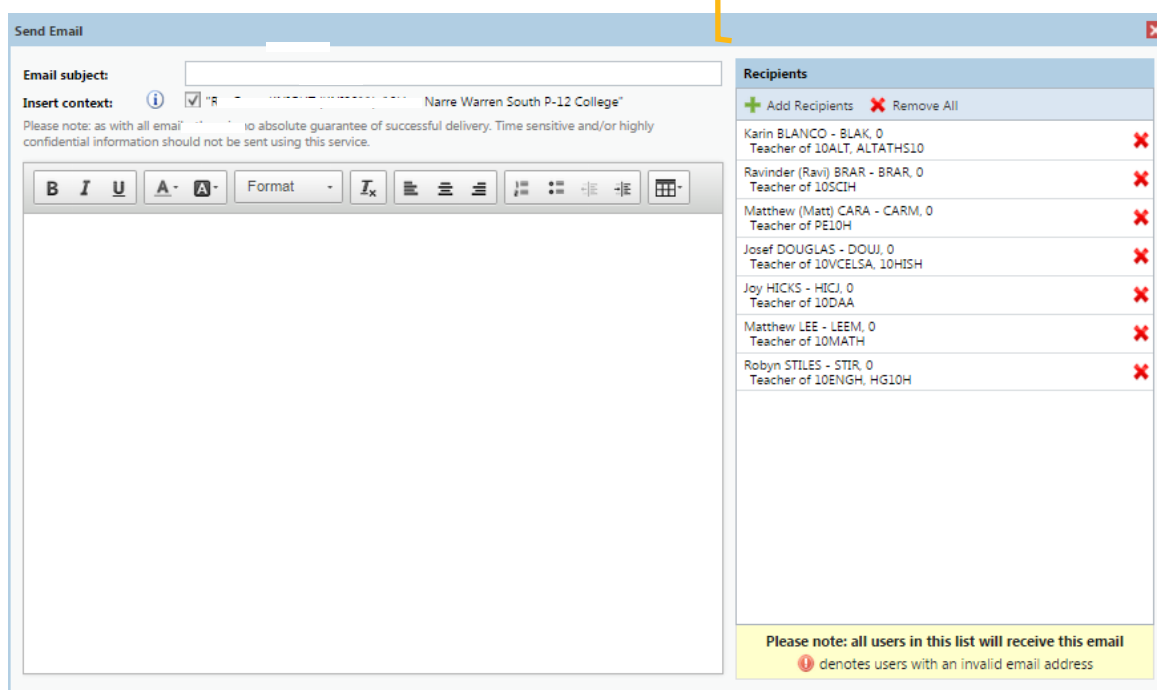
Click green plus to select and add staff you would like to include in your email

### Message

Write your message

### Send

Click here when your email is ready to send



**Send Email**

Email subject:

Insert context: ☒ Narre Warren South P-12 College

Please note: as with all email, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.

**Recipients**

+ Add Recipients - Remove All

Karin BLANCO - BLAK, 0 Teacher of 10ALT, ALTATHS10	✗
Ravinder (Ravi) BRAR - BRAR, 0 Teacher of 10SCIH	✗
Matthew (Matt) CARA - CARM, 0 Teacher of PE10H	✗
Josef DOUGLAS - DOUJ, 0 Teacher of 10VCLESA, 10HISH	✗
Joy HICKS - HICJ, 0 Teacher of 10DAA	✗
Matthew LEE - LEEM, 0 Teacher of 10MATH	✗
Robyn STILES - STIR, 0 Teacher of 10ENGH, HG10H	✗

Please note: all users in this list will receive this email  
✗ denotes users with an invalid email address

## Compass FAQs

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### **Who should I contact for technical support?**

Contact the College on 9704 3333 during school business hours

### **How do I log on?**

Your username and password were included on a letter sent home to all families. Please contact the College on 9704 3333 if you require assistance.

### **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 no one (including your child) will guess. Your password must include numbers only. Never share your password with anyone, including your child. Should you suspect your account has been compromised it is essential you reset your password immediately and report it to the College Compass technical support as soon as possible.

If you believe there is an error on your child's attendance record, please contact your child's reception. If you believe that your child has missed classes without your consent, please contact his/her year level coordinator.

### **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 and Training. All data remains the property of the school. A copy of the Compass privacy policy is available at [www.jdlf.com.au/policy/privacy](http://www.jdlf.com.au/policy/privacy).