

Getting the best from and for our students.



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 arivals. 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: <u>http://www.nwsc.vic.edu.au</u> 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.

Narre Warren South P-12 College	
Usemame Password	
Sign in 😥 Can't access your account?	
Õ Compass	



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'.

♠ 🖩 🖍 🏢	24	💄 Mr & Mrs Parent	₽
Welcome	e to the Narre Warr	en South P-12 College Parent Portal	
Please confirm your by the school to kee for payment and a r school uses).	mobile phone number and email addres pyou up to date on school news, upcor range of other information services (dep	ss(es) below. These details will be used ning events, student absences, fees due ending on the Compass features your	
Mobile			
Email (Adult A)			
Email (Adult B)			
	Update My Details		
	I don't have these details		
Compass School Mana be used solely by Com able to add/update an only as a gateway for	ger requests your personal contact details or pass School Manager and your registered ed d/or remove these details at any time. JDLF : communication. For further information pleas	behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will ucational institution for school related communications and notifications. It is not compulsory to provide these details. You are international Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act e email 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.

Please note the new	assword requirements below:	
 Your new password 	nust be numeric	
 Your new must be a 	least four (4) characters long	
 Your password can 	ot contain letters or symbols	
From June 1, 2012 pass	vords will be changed from passwords (allowing letters) to PINS (numbers only).	
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.

V		•	
f	Home Returns you to the family home page	▲	🔔 Mr & Mrs Parent 🔅
	, ₁	Welcome to the Narre Warren South P-12 College Portal	Compass
	Compass Calendar	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.	My News There are no news items.
1	Teaching & Learning	Leia STUDENT Profile (Attendance, Schedule, Reports) Send email to Leid's teachers Add Parent Approved (Approved Absence/Late) View Academic Reports 	
	Organisation View Eve via your child's profile p payments vis CompassF	ents your child may/will be part bage also course confirmation/pa Pay	icipating in. Events can be viewed ayment to make payments to make
22	Community Book Conf Links to Policies, Booklis	ferences School Documentation sts, Second hand Uniform inform	- nation
♠ 🔳	× = *		💄 Mr & Mrs Parent 🔅
We Sou Use the Please (Tools regard	come to the Narre Warn th P-12 College Portal e links listed for each of your children to explore keep your mobile phone number and email addr > Update My Details). The school will use this to ing attendance, events, news and more.	ren COMPASS the portal. ress up to date o contact you	NARREWARREN SOUTH P-12 COLLEGE
Leia	STUDENT		
≗ Pro Ser + Ad ■ Vie	file (Attendance, Schedule, Reports) nd email to Leia's teachers d Parent Approval (Approved Absence/Late) w Academic Reports		
Student F View your Access yo Schedule events), A Reports.	Profile child's profile. ur child's current (timetable and ttendance and	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

udent Leia S	TUDENT		Student Chronicle
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	Monday, 31 October 202	0	Verview: very nice student
			Details: very nice student General
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Events

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

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.

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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.

Approval Detail	Kyle CHAN					Affected Sessions		
Person:						Activity	Start	Finish
Reason:	Enter a reason				*	HG08A (HOME GRO	22/05/2020 08:45 AM	22/05/2020 08:55
Details/Comment	t i					8ARCHEMEDES1 (Ma	22/05/2020 08:55 AM	22/05/2020 09:51
						8SCIA (SCIENCE 8)	22/05/2020 09:51 AM	22/05/2020 10:49
						VCOM8B (VISUAL C	22/05/2020 11:14 AM	22/05/2020 12:12
						VCOM88 (VISUAL C	22/05/2020 12-12 PM	22/05/2020 01:10
Important Motio								
Important Notic in clicking 'Save', y child; and the info :ertificate; and stu	ce you understand, certify a irmation above is correct idents enrolled in VCE ar	nd accept that y ; and this online e required to su	ou are i approv bmit a i	a listed parent/guar ral does NOT consti medical certificate t	dian for this tute a medical o the school in	8ARCHIMEDES1 (Ma.	22/05/2020 02:00 PM	22/05/2020 03:00
Important Notic in clicking 'Save', y child; and the info certificate; and stu addition to this ap administrative, crin and/or the produc	ce you understand, certify a prmation above is correct udents enrolled in VCE ar sproval; and any fraudule minal and/or civil action - ct issuer).	nd accept that y ; and this online e required to su int action or inte against you (by	ou are a approv bmit a i ntional your rej	a listed parent/guar ral does NOT consti medical certificate t misuse of this featu gistered school, affi	idian for this tute a medical o the school in ure may result in liated entities	8ARCHIMEDES1 (Ma	22/05/2020 02:00 PM	22/05/2020 03:00
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Important Notic In clicking 'Save', y child; and the info certificate; and stu addition to this ap addininistrative, criti and/or the produc start: Finish:	ce	nd accept that y ; and this online e required to su int action or intr against you (by 3 08:00 Ah 3 05:00 Ph	ou are approv bmit a i ntional your re	a listed parent/guar nal does NOT consti medical certificate t misuse of this feat gistered school, affi Select a period Select a period	clian for this tute a medical o the school in ure may result in liated entities	BARCHIMEDES1 (Ma.	22/05/2020 02:00 PM	22/05/2020 03:00

Reason Select a reason from drop down box.

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

Parent Approval Edit	or								x
Approval Details	Kyle CHAN					Affected Sessions			Ľ
Person:						Activity	Start	Finish	
Reason:	Enter a reason				*	HG08A (HOME GRO	22/05/2020 08:45 AM	22/05/2020 08:55 AM	1
Details/Comment:						8ARCHIMEDES1 (Ma	22/05/2020 08:55 AM	22/05/2020 09:51 AM	-
						8SCIA (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	-
- Important Notice -						8ARCHIMEDES1 (Ma	22/05/2020 02:00 PM	22/05/2020 03:00 PM	
addition to this appro administrative, crimin and/or the product is	oval; and any fraudulent a nal and/or civil action agai isuer).	tion or intentionst you (by you	nal misuse of this registered schoo	s feature ma ol, affiliated	y result in entities				
Start:	22/05/2020	08:00 AM	 Select a peri 	od 💙					
Finish:	22/05/2020	05:00 PM	✓ Select a peri	od 💙					
								Save 🗮 Cancel	

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 🍄
itudent: Grace GANNING, 10H Yea	r 10
Ashboard Schedula Lazning Tasks Attandance Reports	Analytics Insights
Student: Grace GANNING	Student Chronicle
Details: Female – 03/03/1999 Groups: NAMATJIRA, 10H, Year 10 Student IDs: STU0001	No Chronicle Entries to display
Email 🏾 🕂 Add 🔍	
Fri, 22 May	
9 AM 8.55: 1.10DAA - B11 - HCJ 9 AM 8.55: 1.2 - 10DAA - B11 - HCJ 10 AM 9:31: 2 - 10DAA - B11 - HCJ 11 AM 11:14: 3 - 10ENGH - C15 - STIR 12 PM 12:12: 4 - 10VCELSA - C03 - DOUJ 1 PM 2 PM 2 PM 2:00: 5 - 10VCELSA - C03 - DOUJ	
Year 10 Keys Please1 - AUD - GRVJ May 28, 2020, 11:15AM Name's, 2020, 11:15PM May 28, 2020, 11:5PM Year 10 Holcenst Museum - DARS Jun 1, 2020, 8:45AM	
Yr 10 Mid-Year Exams - Day 1 of 3 - STOS Jun 10, 2020, 8:45AM	
V-10 Mid V D D D CTOS	

An example of a student's event

/ent: Year 10 Ho	blocaust Museum	[Back to Event
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	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 own way to station). Students will be dismissed from this same location at 4:00pm. Bring a fees are paid.	school for morning periods to allow time to get thei valid MYKI card for travel. COST: \$15 or Nil if elective
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	
	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.



↑■/Ⅲ↓★

Course Confirmation and Payments Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
2020 PRIMARY GRADE 3 AND 4 - SMITH, Sharnya (SMI0020)	Complete
Grade 5/6 Ipad set up - SMITH, Sharnya (SMI0020)	Pending Payment
2021 Prep to Year 6 Fee Schedule - SMITH, Sharnya (SMI0020)	Complete
2020 Year 7 AND 8 - SMITH, Sharnya (SMI0020)	Complete
2021 Year 9 Fee Schedule - SMITH, Shamya (SMI0020)	Complete

Compass (874.9857 / 10.25.215.0 / CL1#26

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💄 Mrs Christine SMITH & Mr Alem SMITH 🛛 🔅

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.

Course Confirmation/Payment: Grade 5 /6 Ipad se	et up [Back to Course	Confirmation	/Payments]
General Payment Items			
Click on the title of an item for more information.			
Item		Recommended	Amount
IPAD SET UP G5 AND 6		(Fixed)	\$25.00
Total for this section:			\$25.00
Alternatively, you can pay in person at the school - a range of payment options are available.	Reset Amounts	Enter	Payment Details
ompass (828.1107 / 10.25.215.0 / CL1#26)		© Copyrig	ht 2017 - Website Polic

Course Confirmation/Payment: Grade 5 /6 Ipad set up [Back to Course Confirmation/Payments]			
General Payment Items			
Click on the title of an item for more information.			
Item	Amount		
IPAD SET UP G5 AND 6	\$25.00		
Total for this section:	\$25.00		
	Edit Amounts		
Payment			
Total Due: \$25.00			
Enter your credit card deals below to imaise your course commands and pay online.			
Card Number Card Number (Month) V / (Year) V			
CVV/CVC Where do I find my CVV/CVC?			
We use CompassPay.com as our payment processing gateway, in clicking the relevant "Pay" or "Submit" button below, your agree for your credit card to be charged of your school. You understand that the amount charged will be the "Total Due" or amount indicated above and that this will appear on your credit card statement as and use of this website is in alignment with the Compass School Manager terms and conditions of use available at http://compass.edu.au/policy/ Pay Now	by CompassPay.com on behalf CompassPay.com. This payment		
Alternatively, you can pay in person at the school - a range of payment options are available.			





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

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Compass FAQs

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.