



Welcome to Compass

A guide for parents and families

Our school uses **Compass**
as our Parent Portal

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



Every family receives a separate login to Compass, which will be provided to you by our school in a personally addressed letter. To access the parent portal, go to our school website and click the Compass link on the homepage.

Alternatively, if you are having trouble finding the Compass link you can go to our school's direct URL, which is <https://flemingtonps-vic.compass.education>.



Logging in to Compass

To log in you will require your unique family username and password. These details have been provided in your personally addressed letter.

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 SMS, password recovery and email communications 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. You will need your Compass username and you will need to confirm your email or your mobile number and click on continue to reset your password.



The Compass Home Screen

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

Welcome to the Flemington Primary School 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.

Nura ABDO

- Profile (Attendance, Schedule, Reports)
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports

Compass

My News

Intouch 10/8/17

- August 10 Newsletter 2017.pdf

2 days ago by Cheryl AQUILINA

This feature is not enabled

School Calendar

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

Student Profiles

The student profile provides you with access to full details of your child. This will include attendance, learning tasks, reports and much more. Using the Actions button you can quickly add Parent Approvals, book Parent-Teacher conferences, and email your child's teachers.

The screenshot shows the Compass home screen with a dark blue header containing navigation icons and the user name 'Mr V and Mrs P Dunsley'. Below the header, there is a welcome message and instructions. A 'My News' section highlights a 'Course Confirmation/Payment' alert. The 'Bookings for Term 3 Parent/Student/Teacher Conferences' section provides details about upcoming conferences. The 'Winter Concerts' section invites the school community to an evening of music. At the bottom, there are student profiles for Harry POTTER and Hugh POTTER, each with a profile picture and an 'Actions' button.

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.

Student Profile

Everything for your child, in one place.

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

The student profile dashboard provides you with an overview of today's classes and activities.

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

Student: Helen JOHNSTON, 3CO, Year 3

Not in use

Not in use

Not in use

This feature is not enabled

These three tabs provide useful information about your child's attendance, reports and academic progress

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Student: **Details:** Female
Groups: HOVELL, 3CO, Year 3
Student IDs:
+ Add

Student Chronicle
Date Filter: This Year
Displaying entries made between 1/1/2017 and 31/12/2017 for: All Categories
No Chronicle Entries to display

Statements written by teachers about your student may appear in the 'Student Chronicle'

Your child's schedule will appear like this except when attending a special event such as an excursion or camp

Tuesday, 06 June 2017

8am	
9am	8:45: AM - 03GENERALIST_3CO - OBRI
10am	
11am	
12pm	
1pm	
2pm	1:55: PM - 03GENERALIST_3CO - OBRI
3pm	

Attendance Summary

Using Compass, you can view up to the second attendance information for your child. To view your child's attendance, click on the Student Profile link under your child's name on the home page and click Attendance tab.

Attendance: Summary

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

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

Approvals
This sub-tab provides a comprehensive list of approvals for your child. From this tab you can also add absence notices (both past and future).

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

Student: Harry Potter, 9KN, Year 9

Dashboard | Schedule | **Attendance** | Reports | Insights

Summary | Approvals | Unapproved | Arrive/Depart | Full Record

Daily Activities & Attendance

Currently Viewing: 21/07/2014

Activity Name	Start	Finish	FD	Location	Staff	Status
9502AA	21/07 - 08:45 AM	21/07 - 10:00 AM	1	C35	HS	Present
9502BB	21/07 - 10:02 AM	21/07 - 11:17 AM	2	B5	KH	Present
9502CK	21/07 - 11:45 AM	21/07 - 01:00 PM	3	C23	AL	Present
9502DL	21/07 - 01:50 PM	21/07 - 03:05 PM	4	E2	SL	Not Marked

Attendance Summary

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class N: All | Act/N: All | VCE%: All | Sch%: All | Filter | Export

Subject	Class	Form	In Class				Out of Class				Percentages				
			Att	Prnt	Late Approv	Late Unapp	Total	NP Sch	NP Parnt	NP Unapp	Total	Class %	Act'd %	VCE %	Sch %
English	9502CC	9CN	24	24	0	0	24	0	0	0	0	100	100	100	100
Drama	9502AA	9CN	20	18	0	2	20	0	2	0	0	90	100	100	100

Daily Snapshot

Provides a quick snapshot of today's classes and your child'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 Sch - Not present in class and approved by school related activity.

NP Parnt - Not present in class and approved by a parent approval.

NP Unap - Not present in class with no approval entered.

Viewing Academic Reports

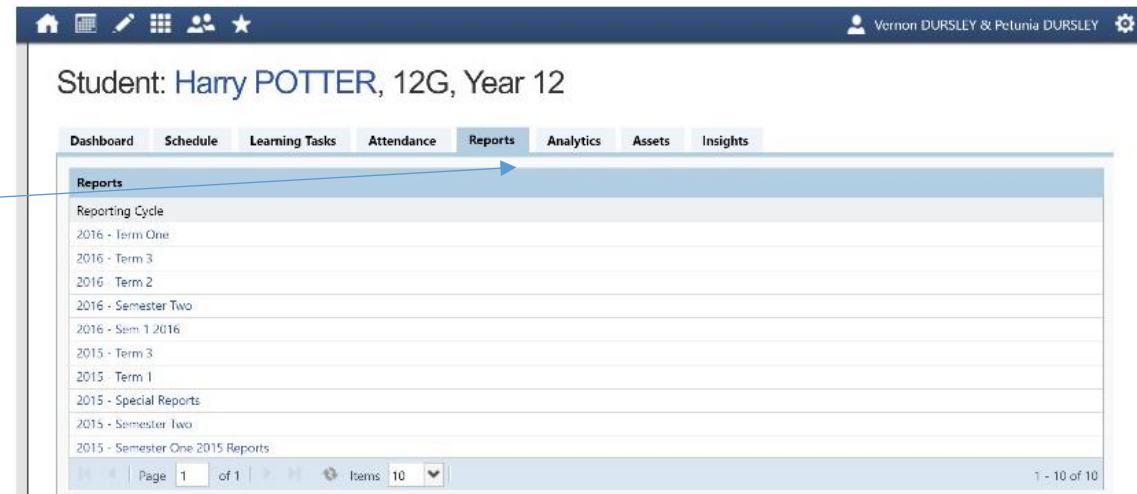
1

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 Academic Reports will be displayed. Click the Report title to download the PDF to any device.

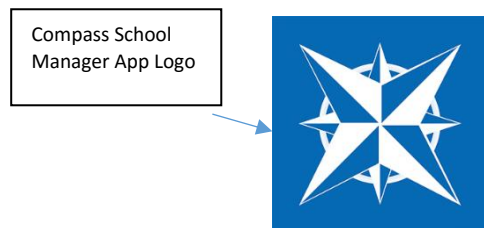


Cross Platform Access

Any browser, any time.



Compass is completely web-based and works on all modern browsers. Additionally, we have native apps for iPhone, iPad and Android devices.



If you are having any issues navigating the system, please contact the following:

Cheryl Aquilina | Administrative Assistant (Mon to Wed)

Danh Ho | IT Technician

Nujum Abdala | Multicultural Integration Aide (Mon to Thur)

t: 03 9376 7137

f: 03 9376 2230

For any parent who would like assistance connecting and navigating Compass, we will run the following workshops:

Wednesday 18th October 9am – 10am

Tuesday 31st October 2.30pm – 3.30pm