



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 and Safari) or by using the Compass IOS or Android apps. Search for 'Compass School Manager' in the store. For full features on the app click on the three lines and choose Open in Browser.

Every family receives a separate login to Compass which will be provided to you by our school in a personally addressed letter. If you need a copy of your login letter, please contact the school office to arrange a reprint. 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>.



chromebook

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. If you are having problems resetting your password contact the school and they will reset and provide you with a new 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.

This feature is not enabled

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

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. At the top, there is a navigation bar with icons for home, calendar, tools, user profile, and search. The main content area is divided into several sections: a welcome message for Mr V and Mrs P Dursley, a 'My News' section with a highlighted 'Course Confirmation/Payment' alert, a 'Bookings for Term 3 Parent/Student/Teacher Conferences' announcement, and a 'Winter Concerts' announcement. On the left, there are student profiles for Harry POTTER (PO10045L, 12G) and Hugh POTTER (PO10048L, 10H), each with a 'Student Profile' link and an 'Actions for Harry' 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

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

Student: [Profile Picture] 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

Tuesday, 06 June 2017

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

Annotations:
- Attendance, Reports, Analytics: Not in use
- Insights: This feature is not enabled
- Attendance, Reports, Analytics, Insights: These three tabs provide useful information about your child's attendance, reports and academic progress
- Student Chronicle: Statements written by teachers about your student may appear in the 'Student Chronicle'
- Schedule: Your child's schedule will appear like this except when attending a special event such as an excursion or camp

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: 23/07/2014

| Activity Name | Start | Finish | FD | Location | Staff | Status |
|---------------|------------------|------------------|----|----------|-------|------------|
| 99P2AA | 23/07 - 08:45 AM | 23/07 - 10:00 AM | 1 | C13 | MS | Present |
| 99C3BN | 23/07 - 10:02 AM | 23/07 - 11:17 AM | 2 | B5 | MS | Present |
| 99C3KN | 23/07 - 11:45 AM | 23/07 - 01:00 PM | 3 | C21 | MS | Present |
| 98B&28N | 23/07 - 01:50 PM | 23/07 - 03:05 PM | 4 | B2 | MS | Not Marked |

Attendance Summary

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class #: All | Act'd %: All | VCE %: All | Sd'd %: All | Filter | Export

| Subject | Class | Form | In Class | | | | | Out of Class | | | Percentages | | | | |
|---------|--------|------|----------|--------|------|------|-------|--------------|----|----|-------------|---------|---------|-------|---------|
| | | | Ran | Presnt | Late | Late | Total | NP | NP | NP | Total | Class % | Act'd % | VCE % | Sch'd % |
| English | ELP2CC | 9KN | 34 | 34 | 0 | 0 | 34 | 0 | 0 | 0 | 0 | 100 | 100 | 100 | 100 |
| Drama | SAD2AN | 9KN | 20 | 15 | 0 | 0 | 20 | 0 | 2 | 0 | 0 | 80 | 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 Schl - 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.

Attendance: Entering a Parent Approval

1

From the Compass home screen (or from student's profile), click the 'Add Parent Approval' item known as Add Attendance Note/Approval (Approved Absence/Late).

Chris SURNAME

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



2

From the pop-up window,

- Select the reason from drop down screen
- Enter a brief description of the absence
- Select the start and finish date and time (current time default 8am to 5.00pm for all day absence). Only change if your child is not away for the full day
- Click the 'Save' button

Parent Approval Editor

Approval Details

Person: Chris SURNAME

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 20/11/2015 08:00 AM

Finish: 20/11/2015 05:00 PM

Potentially Affected Sessions

| Activity | Start | Finish |
|--|-------|--------|
| There are no activities for this user during the specified time. | | |

Save Cancel

Note: Where possible, parent approvals should be entered prior to the absence occurring.

Parent-Teacher Conferences

Using Compass you can book your parent teacher conferences online.

1

On the home page, on the right hand side of screen you will see My News. Press on Click here for booking.

Compass



My News

Parent Student Teacher Conference
Parent/Teacher Interview
[Click here for booking](#)

2

Then this box will pop up and you can click on Start Booking Now

Welcome

Welcome to Parent/Teacher Interview

[Start Booking Now](#) [Show me How to Book](#)

3

This screen will appear and your first child's name will be in this box

Parent/Teacher Interview

Tuesday, June 25

| | | |
|----------|----------|----------|
| 03:45 PM | 03:55 PM | 04:05 PM |
| 04:15 PM | 04:25 PM | 04:35 PM |
| 04:45 PM | 04:55 PM | 05:05 PM |
| 05:15 PM | 05:25 PM | 05:35 PM |
| 05:45 PM | 05:55 PM | 06:05 PM |
| 06:15 PM | 06:25 PM | 06:35 PM |

[Child Name] [Dropdown Arrow]

4

Click your preferred date and time and this box will pop up and then you click on your child's teacher's name on the far right hand side

Parent/Teacher Interview

Tuesday, June 25

| | | |
|----------|----------|----------|
| 03:45 PM | 03:55 PM | 04:05 PM |
| 04:15 PM | 04:25 PM | 04:35 PM |
| 04:45 PM | 04:55 PM | 05:05 PM |
| 05:15 PM | 05:25 PM | 05:35 PM |
| 05:45 PM | 05:55 PM | 06:05 PM |
| 06:15 PM | 06:25 PM | 06:35 PM |

Teachers

Generalist
Interview Welcome

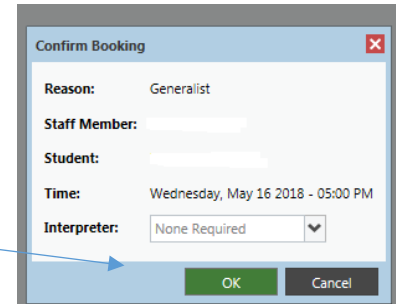
Tuesday 25/06 03:45 PM

Click on a person at the right of screen to book with them.

[Back]

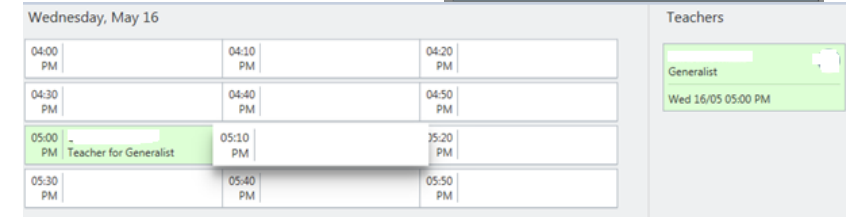
5

When you have clicked on the time this box will pop up and if you need an interpreter please click on drop down arrow and choose language required then press OK



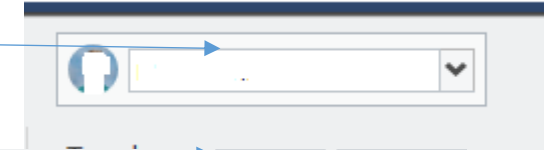
6

After you have clicked OK this screen will pop up showing the time you have booked in the box now shaded green.



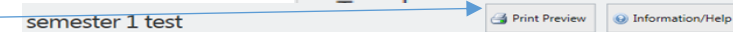
7

If you have any other children you can click on the drop down arrow and click on the next child and then follow steps 3-6 to book for the children you have.



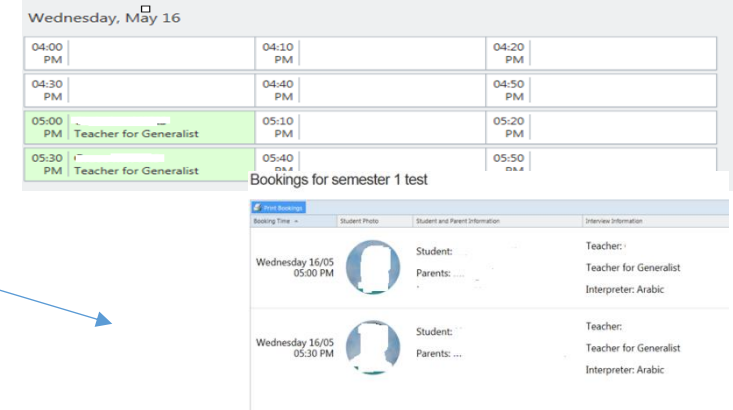
8

After you have entered all your bookings you can click on print preview



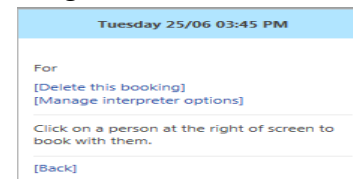
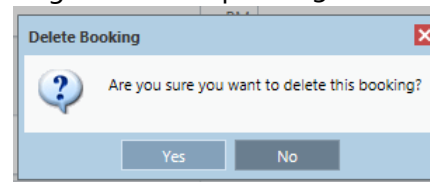
9

You can now press print bookings so you have a hard copy of your conference times.



10

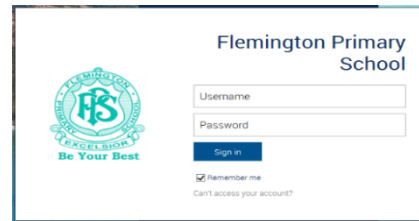
If you need to cancel your booking/s follow steps 1 to 3 and click on your booking time and this box will pop up and when you click on Delete this booking and then click Yes



You can continue this process to cancel all your booking/s and follow steps 1-9 to rebook. **Please also allow 20 minutes between each interview time for each of your children eg. if you have 4.05pm interview time either choose 3.45pm or 4.25pm if available.**

REPORTS ON COMPASS

Reports can be accessed via the Compass platform. If you don't have a login or can't remember your password please contact the office and they will provide you with these details. Access to Compass is via the link on the school website, typing <https://flemingtonps-vic.compass.education> in the address field or downloading the Compass School Manager app via App Store or Google Play and to access the full features click on the three lines and then click Open in Browser.



The login page for Flemington Primary School features the school's logo on the left, which includes the motto 'Be Your Best'. On the right, there is a 'Username' field, a 'Password' field, and a blue 'Sign in' button. Below the sign-in button, there is a 'Remember me' checkbox and a link for 'Can't access your account?'.

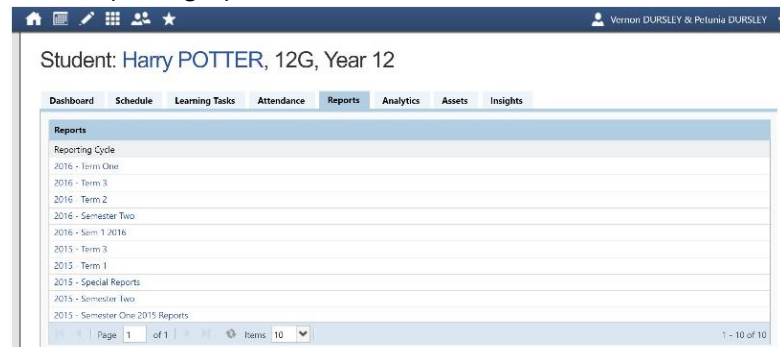
When you login you will see this home screen



The home screen of the Compass portal is titled 'Welcome to the Flemington Primary School Portal'. It includes a 'My News' section with a recent article titled 'InTouch 10/6/17' and 'August 10 Newsletter 2017.pdf'. A navigation menu on the left contains links for 'Profile (Attendance, Schedule, Reports)', 'Add Attendance Note/Approval (Approved Absence/Safe)', and 'View Academic Reports'. A blue arrow points to the 'View Academic Reports' link.

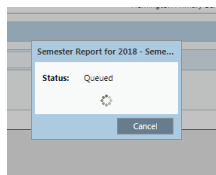
Click on View Academic Reports for each child separately

A list of Academic Reports will be displayed. Click on the current Reporting Cycle ie. 2019 – Semester One to download the PDF to any device

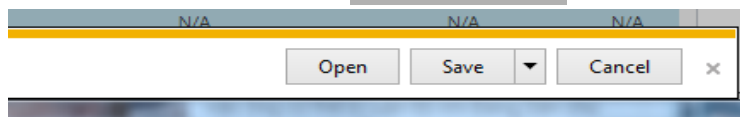
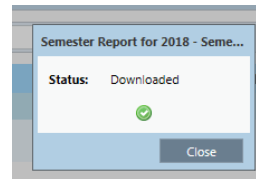


The 'Reports' section of the Compass portal shows a list of reporting cycles for 'Student: Harry POTTER, 12G, Year 12'. The list includes cycles from 2015 to 2016, such as '2016 - Term One', '2016 - Semester Two', and '2015 - Semester One 2015 Reports'. The '2015 - Semester One 2015 Reports' item is highlighted, indicating it is the current reporting cycle.

This window will pop up



and then this



Click  to open your child's report Or  to save your child reports to your computer/device

Cross Platform Access

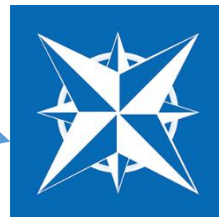
Any browser, any time.



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



Compass School
Manager App Logo



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)

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