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.
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.
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.
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: 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).

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

**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.

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

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

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
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.

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

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.

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

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

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.

When you login you will see this home screen

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

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.
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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