

# **Welcome to**



**A Guide for Parents and Families**

# What is Compass and what does it do for me?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about the College and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

*The College will advise parents when each of these features becomes available for parent use.*

# How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

To access the parent portal, you can go to the Cranbourne Secondary College website and select the Compass icon at the top of the page.

Alternatively, you can go to <https://cranbournesc-vic.compass.education/>

To log in, you will require your unique family username and password. These details will be provided to you by the College. 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 the College for SMS, password recovery, and email communication throughout the year, so please ensure that your details are correct and up-to-date.



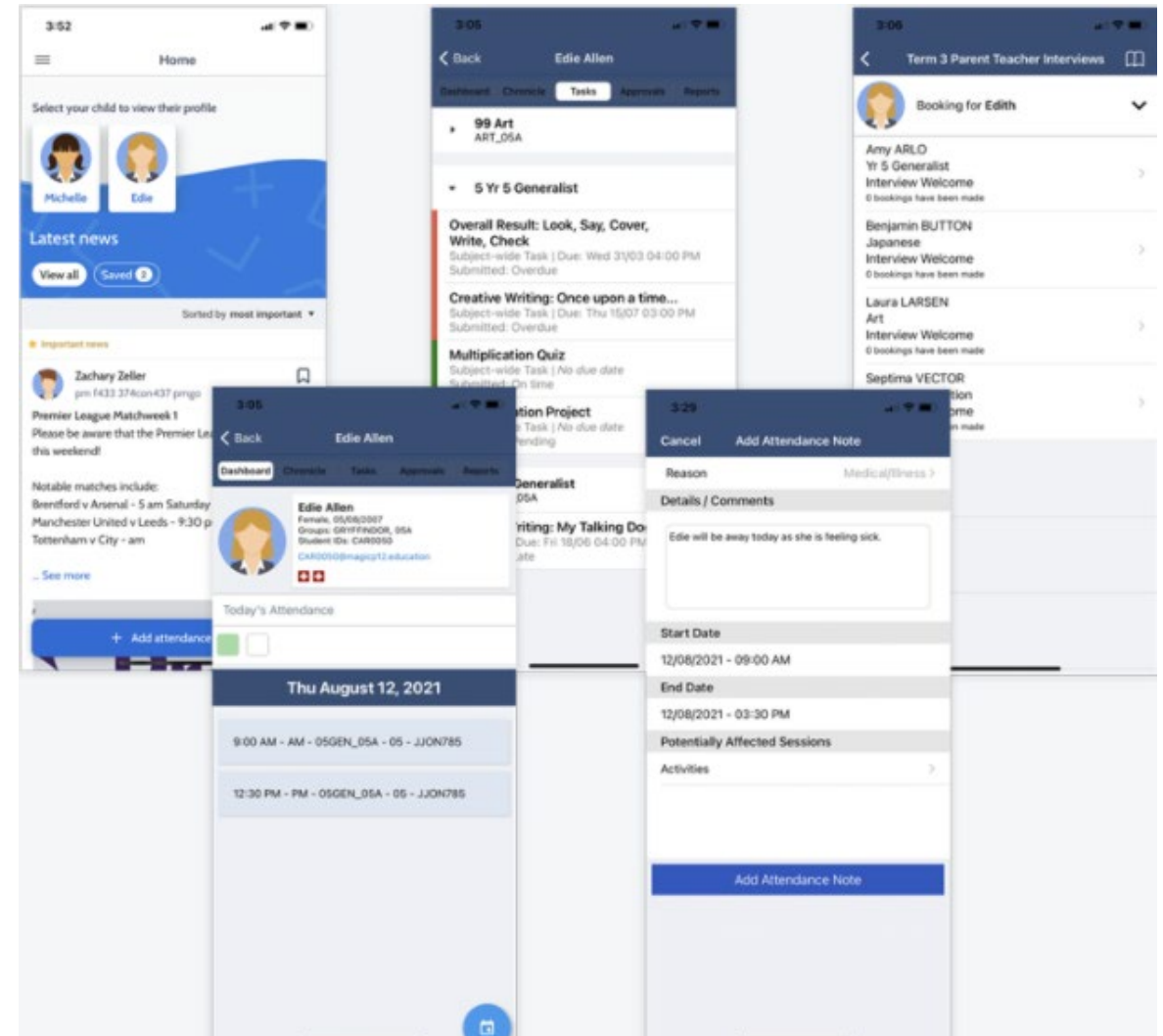
# Compass Apps

You can download the Compass App on iOS and Android devices, by simply searching for 'Compass School Manager' in the App Store or Google Play.

Using the App, you can:

- View the College news feed
- Receive push notifications
- View schedules
- View learning tasks
- Book parent-teacher conferences
- Add attendance notes and approvals
- View Semester Reports\*

\* Progress Reports currently cannot be viewed in the app. Please use Google Chrome to view Progress Reports.



# Your Compass dashboard

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

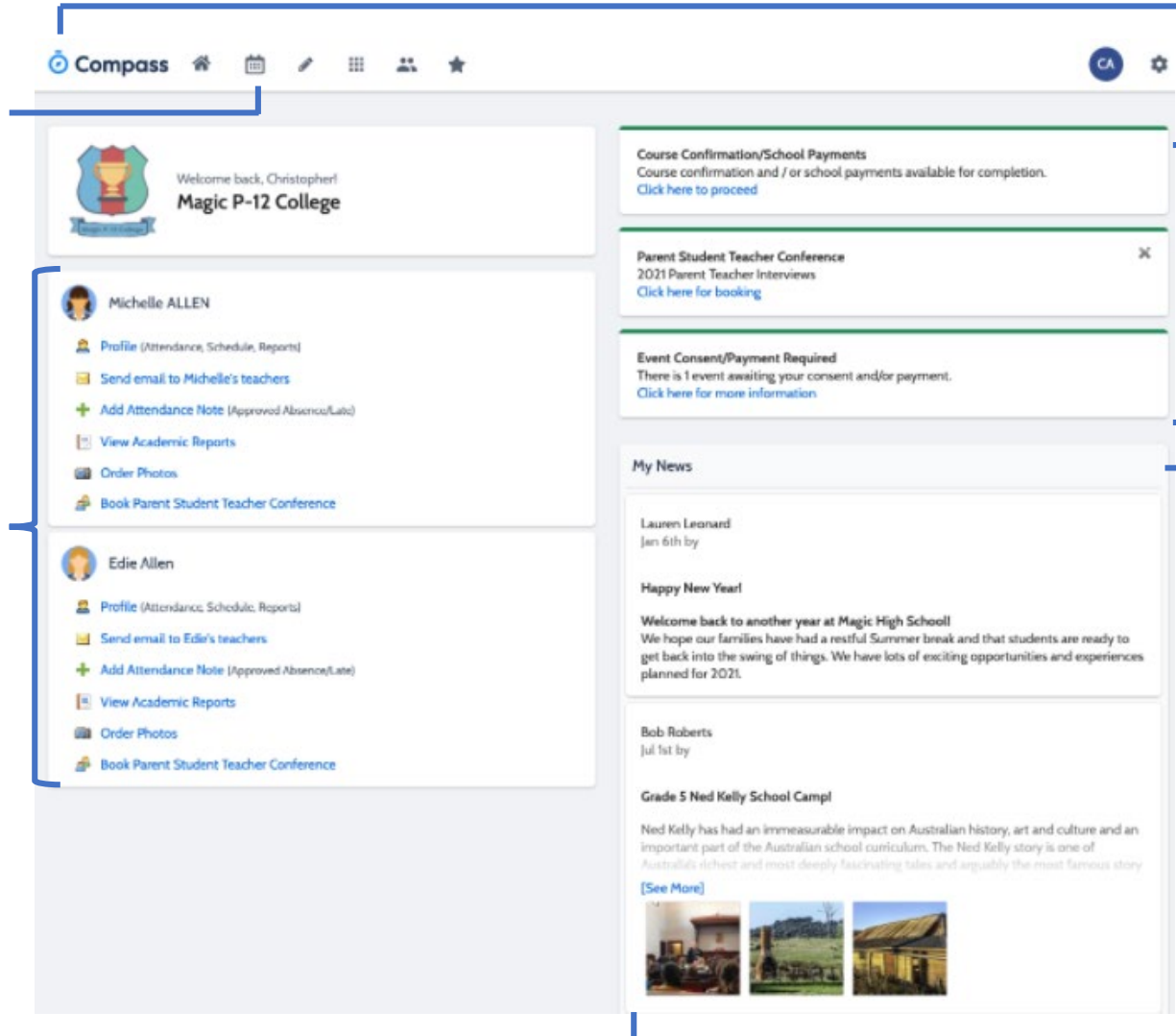
## College Calendar

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

## Your Children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information, click on the relevant link or select Profile to access detailed information about your child.



## Main Menu

Allows you to access other Compass and College 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, and student report availability.

## News

Recent school news items and information relevant to you. This may include newsletters or details of upcoming events.

# Attendance: Entering an attendance note

1

From the Compass dashboard (or from your child's profile), click the 'Add Attendance Note' item.

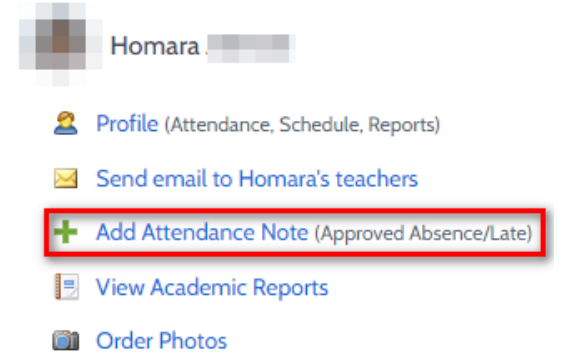
2

From the pop-up window,






- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button

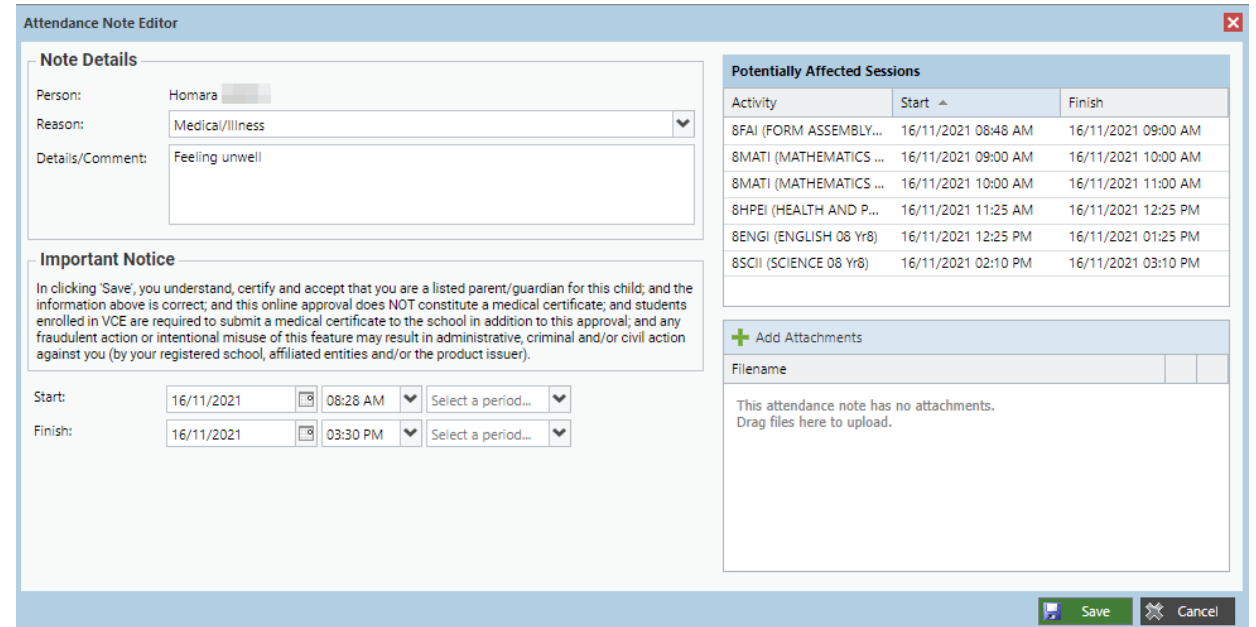
Note:

Where possible, attendance notes should be entered prior to the absence/lateness occurring.



Homara

-  Profile (Attendance, Schedule, Reports)
-  Send email to Homara's teachers
-  **Add Attendance Note (Approved Absence/Late)**
-  View Academic Reports
-  Order Photos



**Attendance Note Editor**

**Note Details**

Person: Homara

Reason: Medical/Illness

Details/Comment: Feeling unwell

**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: 16/11/2021 08:28 AM Select a period...

Finish: 16/11/2021 03:30 PM Select a period...

**Potentially Affected Sessions**

Activity	Start	Finish
8FAI (FORM ASSEMBLY...	16/11/2021 08:48 AM	16/11/2021 09:00 AM
8MATI (MATHEMATICS ...	16/11/2021 09:00 AM	16/11/2021 10:00 AM
8MATI (MATHEMATICS ...	16/11/2021 10:00 AM	16/11/2021 11:00 AM
8HPEI (HEALTH AND P...	16/11/2021 11:25 AM	16/11/2021 12:25 PM
8ENGI (ENGLISH 08 Yr8)	16/11/2021 12:25 PM	16/11/2021 01:25 PM
8SCII (SCIENCE 08 Yr8)	16/11/2021 02:10 PM	16/11/2021 03:10 PM

**Add Attachments**

Filename

This attendance note has no attachments.  
Drag files here to upload.

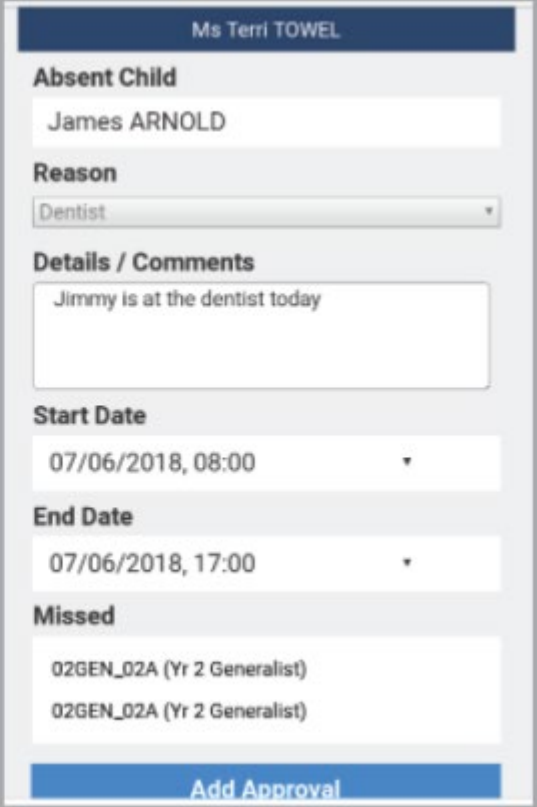
Save Cancel

# SMS Link

If your child is marked as absent without prior approval, you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

Jimmy is marked absent as of 09:30 AM. Please add a note using the link below, or alternatively contact the school office ([mpass.co/RxpWkllglB](https://mpass.co/RxpWkllglB)) - Principal



The screenshot shows a web form titled 'Add Approval' for Ms Terri TOWEL. The form is used to record and explain a child's absence. It includes fields for the child's name, the reason for the absence, a detailed comment, the start and end dates and times, and a list of missed classes. A blue 'Add Approval' button is at the bottom.

Ms Terri TOWEL	
<b>Absent Child</b>	
James ARNOLD	
<b>Reason</b>	
Dentist	
<b>Details / Comments</b>	
Jimmy is at the dentist today	
<b>Start Date</b>	
07/06/2018, 08:00	
<b>End Date</b>	
07/06/2018, 17:00	
<b>Missed</b>	
02GEN_02A (Yr 2 Generalist)	
02GEN_02A (Yr 2 Generalist)	
<b>Add Approval</b>	



# Attendance: Summary

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

## Notes

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

## Unexplained

This sub-tab provides a list of all unexplained lates and absences from class. From this tab, you can click to approve specific absences.

## Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Student: Homara - 08I, Year 8

Active

Dashboard
Schedule
Personal
Learning Tasks
Attendance
Reports
Analytics
Insights
Pulse

Summary
Notes
Unexplained
Arrival/Departure
Enrolments
Full Record

Daily Activities & Attendance

Currently Viewing: < 16/11/2021 >

Switch to Grid view

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
	MATHEMATIC... 8MATI	MATHEMATIC... 8MATI		HEALTH AND ... 8HPEI	ENGLISH 08 Yr8 8ENGI		SCIENCE 08 Yr8 8SCI	
Bef...	F... N... (...)	Period 1 NP Un'd (500)	Period 2 NP Un'd (500)	Rec...	Period 3 NP Un'd (500)	Period 4 Not Marked (0)	Lun... Lun...	Period 5 Not Marked (0)

Annual Half-Day Summary

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November

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December

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School Year: 2021

Term Summary (Days Not Present)

Term 1	0 Days
Term 2	2 Days
Term 3	0.5 Days
Term 4	1.5 Days

Attendance Summary

Start

End

Students

Class %

Ac'd %

VCE %

Schl %

Export

Filter

01/01/2021	16/11/2021	All	All	All	All	All
------------	------------	-----	-----	-----	-----	-----

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prant	Late Appr	Late Un'd	Total	NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac'd %	VCE %	Schl %
DIGITAL TECHNOLOGY 08 Yr8	8DGTI	08I	40	34	0	2	36	1	0	3	4	90	92	92	92

## 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 is explained by a College-related activity.

**NP Parnt** – Not present in class and is explained by a parent approval.

**NP Unap** - Not present in class with no explanation entered.



# Action Centre

Parental consent and payment is often necessary for events, excursions, or extracurricular classes and courses. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre, located under 'Events'.

When you access the Action Centre, you can view events requiring consent/payment and any course confirmations which need to be completed displayed under the 'Action Centre' tab. You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.

The screenshot displays the Compass web application interface. At the top, a navigation bar includes the 'Compass' logo and tabs for 'Action Centre', 'Events', 'Volunteering', and 'Payments'. The 'Events' tab is selected. Below the navigation bar, a section titled 'Upcoming events' lists several events. The first event, 'Melbourne Museum', is selected, showing its details: 'Thursday, December 10th 2020, 9:00 am' and 'Thursday, February 18th 2021, 9:00 am'. A button labeled 'Awaiting consent and payment' is visible next to the event details. The second event, 'Royal Melbourne Zoo', is also listed with dates 'Tuesday, March 2nd 2021, 9:00 am' and 'Tuesday, March 2nd 2021, 9:30 pm', and a button labeled 'Attending'. Below the events list, a section titled 'Consent and payment method' contains a text area for a consent statement and a text input field for the user's name. The third section, 'Confirm and pay', shows a 'Payment Method' dropdown set to 'New credit card', a VISA credit card image, and a 'Payment' section with a 'Total amount' of '\$23.00'. The 'Payment' section includes radio buttons for 'Pay in full now' (selected) and 'Pay in installments', a 'Process' button, and a disclaimer about the payment gateway.

Compass

Action Centre Events Volunteering Payments

Upcoming events Upcoming Events

Michelle ALLEN 2 events

Melbourne Museum  
Thursday, December 10th 2020, 9:00 am  
Thursday, February 18th 2021, 9:00 am  
Awaiting consent and payment Due: 15/02/2021 \$23.00

Royal Melbourne Zoo  
Tuesday, March 2nd 2021, 9:00 am  
Tuesday, March 2nd 2021, 9:30 pm  
Attending Due: 25/02/2021 \$18.00

Edie ALLEN 2 events

Sommers Camp  
Wednesday, January 27th 2021, 10:00 am  
Thursday, February 11th 2021, 8:25 pm

School Fees - 2021  
Sunday, February 28th 2021, 9:00 am  
Sunday, February 28th 2021, 8:30 pm

4 Consent and payment method

I give permission for Michelle ALLEN to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Michelle ALLEN will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

To provide consent, please type your name in full

Christopher Allen

5 Confirm and pay

Payment Method

New credit card

VISA

4450 0000 0099 999

CHRISTOPHER ALLEN

4430 8400 0066 5019

Christopher Allen

54 / 21 444

Payment

Total amount \$23.00

Pay in full now  
Pay in installments

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant 'Confirm and Pay' button to the right, you agree your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the 'Total Due' or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/jsp/jsp.jsp>

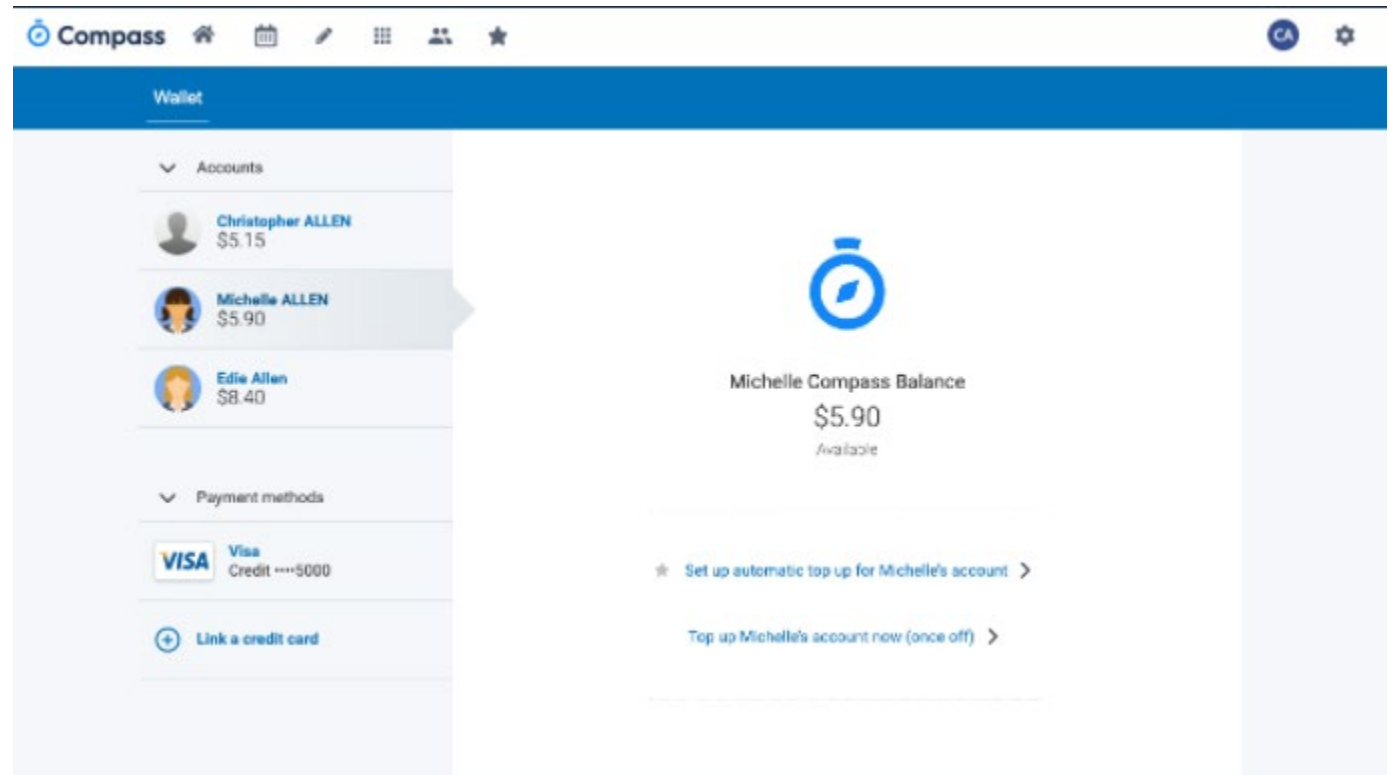
# Wallet

Using the 'Wallet' function on Compass, you can securely store your credit card details in order to top-up your child's account for quick and convenient payment.

To make this process even more seamless, you have the option of setting up an automatic top-up for an account.

You can use your Compass Balance as the payment method for Events or charges.

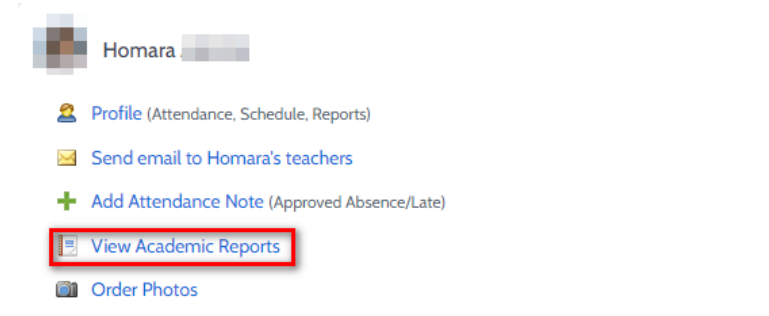
Your child can use their Compass Balance for Canteen Orders/Purchases.



# Viewing Academic Reports

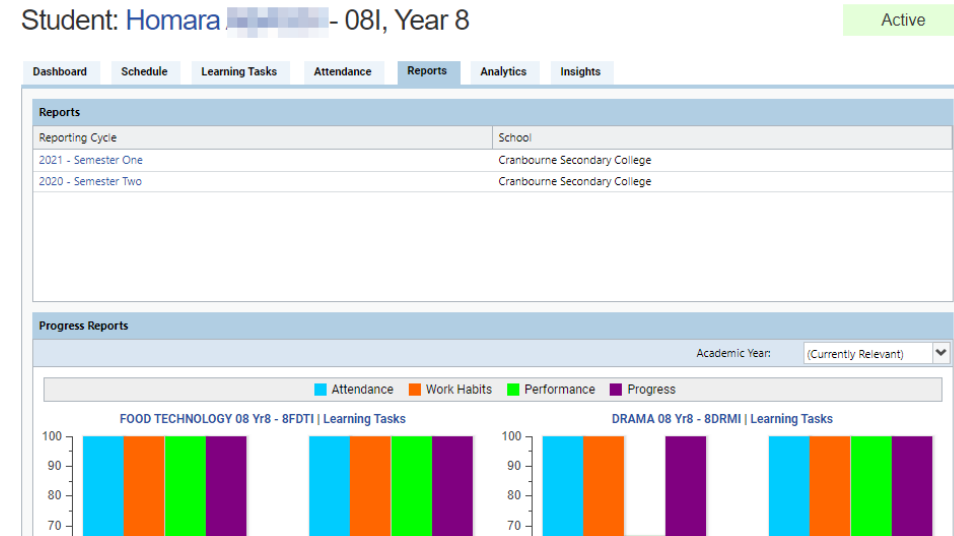
1

From the dashboard, click on the 'View Academic Reports' items, 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 onto any device. Scroll down the page to view Progress Reports.



# Parent-Teacher Conferences

1

On the dashboard, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.

2

A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.



Edie Allen



[Profile](#) (Attendance, Schedule, Reports)



[Send email to Edie's teachers](#)



[Add Attendance Note](#) (Approved Absence/Late)



[View Academic Reports](#)



[Order Photos](#)



[Book Parent Student Teacher Conference](#)

## Conferences

### Conference Cycles

Cycle Name:

**Semester 1 Parent Teacher Interviews**

Chase HERRING

First Slot: Friday, April 12 2019 - 09:00 AM, Last Slot: Monday, April 15 2019 - 03:30 PM

[My Bookings](#)

## Semester 1 Parent Teacher Interviews

Friday, April 12

09:00 AM	09:30 AM	10:00 AM	10:30 AM
09:00 AM	09:30 AM	10:00 AM	10:30 AM
11:00 AM	11:30 AM	12:00 PM	12:30 PM
11:00 AM	11:30 AM	12:00 PM	12:30 PM
01:00 PM	01:30 PM	02:00 PM	02:30 PM
01:00 PM	01:30 PM	02:00 PM	02:30 PM
03:00 PM	03:30 PM		
03:00 PM	03:30 PM		

Monday, April 15

09:00 AM	09:30 AM	10:00 AM	10:30 AM
09:00 AM	09:30 AM	10:00 AM	10:30 AM
11:00 AM	11:30 AM	12:00 PM	12:30 PM
11:00 AM	11:30 AM	12:00 PM	12:30 PM
01:00 PM	01:30 PM	02:00 PM	02:30 PM
01:00 PM	01:30 PM	02:00 PM	02:30 PM
03:00 PM	03:30 PM		
03:00 PM	03:30 PM		

Chase HERRING

Teachers

Wick Wallace  
M & S Generalist

Interview Welcome

Wallace Gallagher  
Performing Arts Year 6

Interview Welcome

Nigel Wallace  
Student Liaison

Fri 12/04 10:00 AM

Edie Carmody  
Sport Year 5

Fri 12/04 10:30 AM

# Parent-Teacher Conferences – Compass App

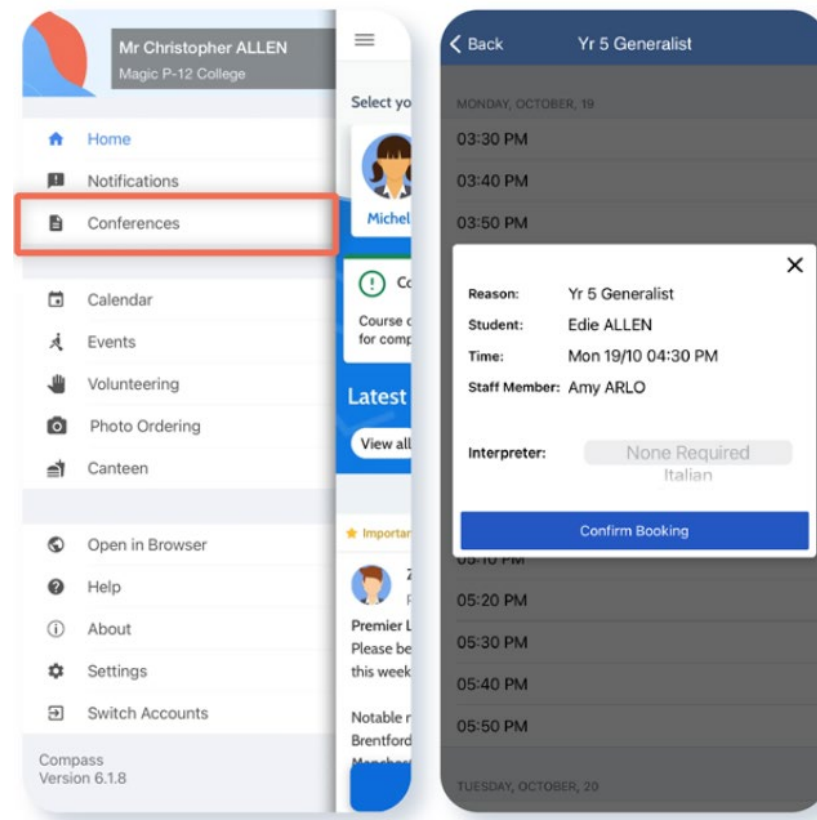
1

From the dashboard on your app, select the menu (top left) and click **Conferences**.

2

From the list of parent-teacher conference cycles:

- Select the relevant cycle you wish to book for
- Select the student you wish to place a booking for
- Select the class or interview group
- Click on a time slot to make a booking or confirm



# Student Profile

Everything for your child, in one place.

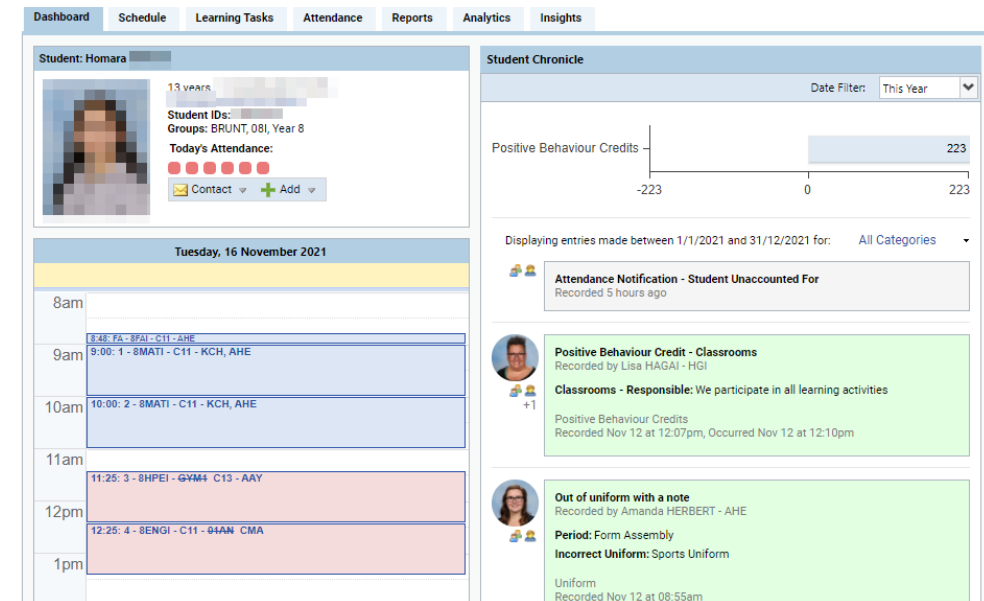
The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

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

Student: Homara - 08I, Year 8

Active



# Learning Tasks

## Individual Student View

You can view an up-to-date record of your child's homework and upcoming assessment tasks under the Learning Tasks tab in the student profile.

Student: Homara [redacted] - 08I, Year 8 Active

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

Show Hidden Tasks Group by code Academic Year: (Currently Relevant)

Code	Learning Task	Status	Result	Actions
8DGTI	<b>Assessment</b> CAT 1 : Introduction to Scratch and MakeyMakey Class Task   Report: Yes	Due date: No due date Submitted: Pending	-	⚙️
8DGTI	<b>Assessment</b> CAT 2: Investigation in bbc:microbit Class Task   Report: Yes	Due date: No due date Submitted: On Time	-	⚙️
8DRMI	<b>General</b> What's that you say? Drama Terminology task Class Task   Report: No	Due date: 09/09/21 04:00 PM Submitted: On Time	-	⚙️

## Consolidated View

If you have multiple children at the College, you can view a consolidated list by clicking 'Learning Tasks' from the **Teaching and Learning** menu item.

Compass [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]

Teaching and Learning  
Curriculum  
**Learning Tasks**  
School Resources

Mr Peter [redacted] & Mrs Natasha [redacted] Active

Learning Tasks Insights Conferences Payments Communications

Show Hidden Tasks Group by code Academic Year: (Currently Relevant)

Code/ Student Name	Learning Task	Status	Result	Actions
9MUSE31 Noah	<b>Assignment</b> Year 9 Music Genres Research Task Class Task   Report: No	Due date: No due date Submitted: Pending	-	⚙️
9SCIE Noah	<b>Assignment</b> See My Reaction Class Task   Report: Yes	Due date: No due date Submitted: On Time	-	⚙️
8GERA Angel	<b>Assignment</b> Sharing Yulunga First Nations Games with German peers Class Task   Report: No	Due date: No due date Submitted: Pending	-	⚙️



# Privacy and Security

When you use Compass, you will notice a padlock appears in your browser's address bar on the left.

This is because Compass uses a technology called TLS (Transport Layer Security). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

**Please note:** Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <https://www.compass.education/policy>





Compass Parent Introductory Booklet

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