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 the school. 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 http://schools.jdlf.com.au where you can search for and find our school's direct URL.
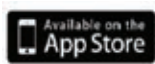
Logging in to Compass

To log in you will require your unique family username and password.
These details will be provided to you by the school.

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 school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Don't know your username?/ Forgot your password?' link on the front page.
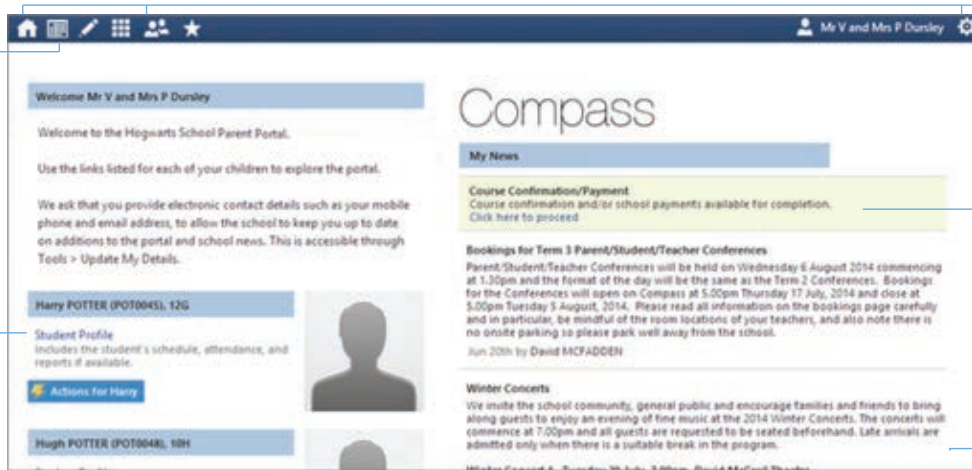
The Compass home screen

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

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

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.

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.

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.

🏠 🖼 ✏ ⊞ 👥 ★   👤 Mr V and Mrs P Dursley ⚙

Welcome Mr V and Mrs P Dursley

Welcome to the Hogwarts School Parent Portal.

Use the links listed for each of your children to explore the portal.

We ask that you provide electronic contact details such as your mobile phone and email address, to allow the school to keep you up to date on additions to the portal and school news. This is accessible through Tools > Update My Details.

Harry POTTER (POT0045), 12G

Student Profile
Includes the student's schedule, attendance, and reports if available.

🔵 Actions for Harry

Hugh POTTER (POT0048), 10H

Compass

My News

Course Confirmation/Payment
Course confirmation and/or school payments available for completion.
Click here to proceed

Bookings for Term 3 Parent/Student/Teacher Conferences
Parent/Student/Teacher Conferences will be held on Wednesday 6 August 2014 commencing at 1.30pm and the format of the day will be the same as the Term 2 Conferences. Bookings for the Conferences will open on Compass at 5.00pm Thursday 17 July, 2014 and close at 5.00pm Tuesday 5 August, 2014. Please read all information on the bookings page carefully and in particular, be mindful of the room locations of your teachers, and also note there is no onsite parking so please park well away from the school.
Jun 20th by David MCFADDEN

Winter Concerts
We invite the school community, general public and encourage families and friends to bring along guests to enjoy an evening of fine music at the 2014 Winter Concerts. The concerts will commence at 7:00pm and all guests are requested to be seated beforehand. Late arrivals are admitted only when there is a suitable break in the program.

Student Profile

Everything for your child, in one place.

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

Chronicle
View observations made by school staff about your child.

Further Information
Under your child's name is a group of tabs giving quick access to important information about Attendance, Learning Tasks, Reports and Schedules.

Student Reports

You can view a complete academic history for your child including Semester Reports and any Progress Reports created by the school about your student. You can download these at any time and print them if required.

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	Pd	Location	Staff	Status
9TFT2AA	21.07 - 08.45 AM	21.07 - 10.00 AM	1	C13	MG	Present
9HCN24JN	21.07 - 10.02 AM	21.07 - 11.17 AM	2	E3	KN	Present
9SSCEKN	21.07 - 11.45 AM	21.07 - 01.00 PM	3	C21	AR	Present
9MIBJA1KJN	21.07 - 01.50 PM	21.07 - 03.05 PM	4	E2	KE	Not Marked

Attendance Summary

Start	End	Students	Class %	Act'd %	VCE %	Schl %	
01.01.2014	31.12.2014	Active	All	All	All	All	Filter Export

Subject	Class	Form	Run	**In Class**				**Out of Class**				**Percentages**			
				Prsnt	Late Appr	Late Unap	Total	NP Schl	NP Parnt	NP Unap	Total	Class %	Act'd %	VCE %	Schl %
English	9LFR2CC	9KN	34	34	0	0	34	0	0	0	0	100	100	100	100
Drama	9AOR2AA	9KN	20	18	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.
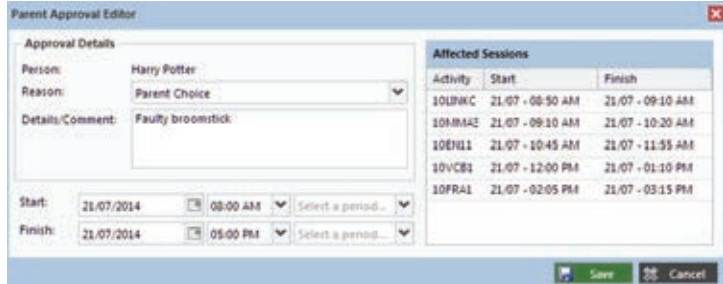
Attendance: Entering a Parent Approval

1

From the Compass home screen (or from your student's profile), click the 'Actions for' button for your child and select the 'Add Parent Approval' item.
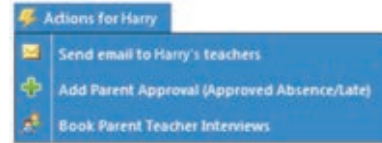
2

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, parent approvals should be entered prior to the absence occurring.

Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). 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 www.jdlf.com.au/policy/privacy

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

Available on the App Store   Mac   Windows   chromebook   Google play