



Parent Guide



The Compass Parent Portal is an online portal that allows you to access up-to-date information about our school and your child's progress.

The portal is accessible via the web and also via the Compass School Manager App (available for download via the App store on your device).

Within the parent portal are many different features including the ability to:

- Add Attendance Notes
- Communicate with your child's teachers
- Monitor your child's homework and assessment tasks
- View Semester and Progress Reports
- Book Parent Teacher Conferences
- Consent and Pay for school events
- Order school lunches via the Canteen
- Make school fee payments
- View school news items

This guide will assist you with navigating the portal and includes step by step information on how to complete key processes.

Please note, some processes detailed in this guide may not be applicable (or in use) at our school. If you have any questions regarding your Compass parent portal, please contact the school for assistance.

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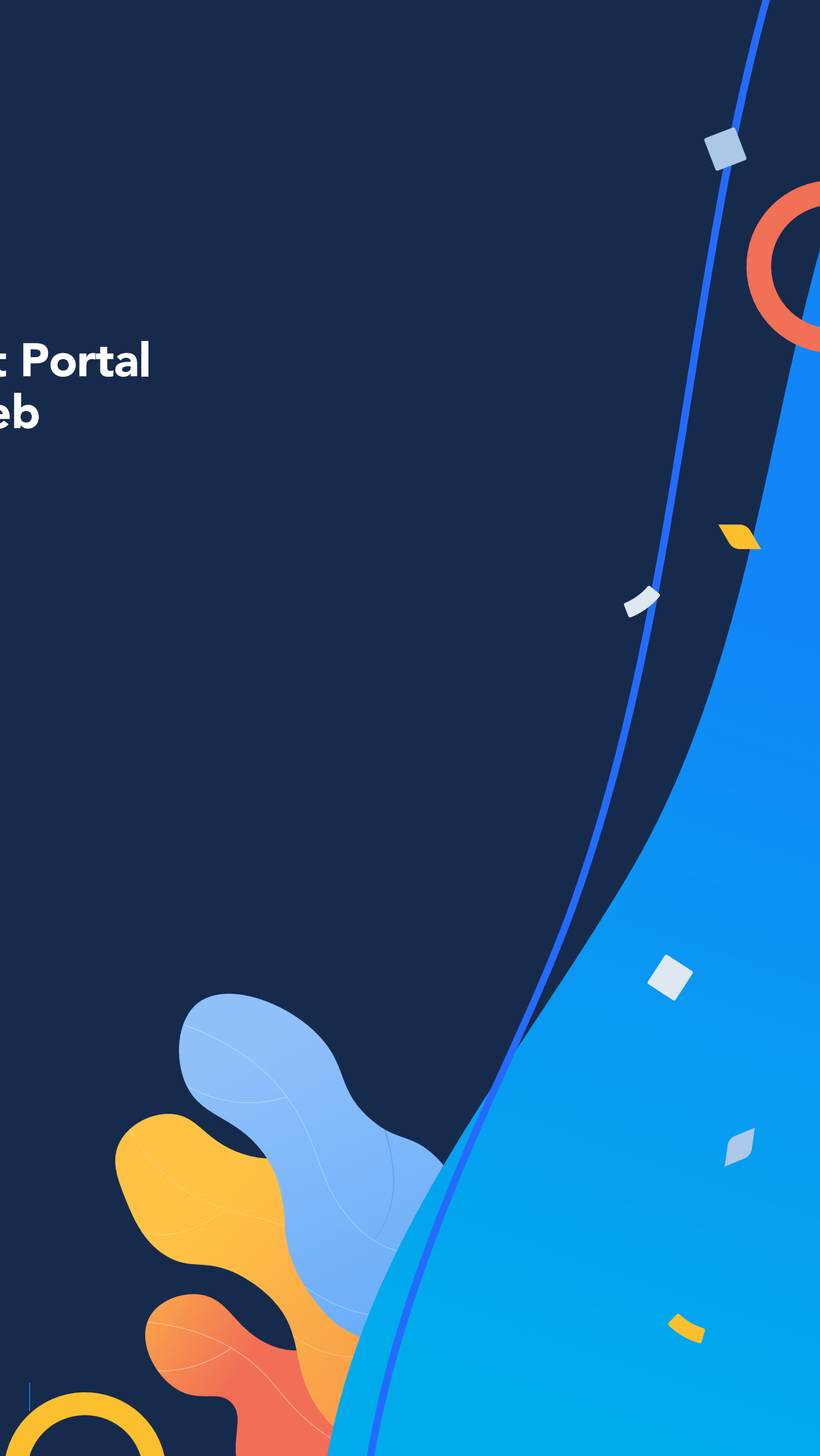
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Parent Portal via Web



How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives a separate log in to our school's Compass site. This log in information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:


schools.compass.education

You will then be able to search for our school and access the link.

Recommended browsers



How to Log in




Greenfields College

Username

Password

Sign in

or

 **Sign in with Google**

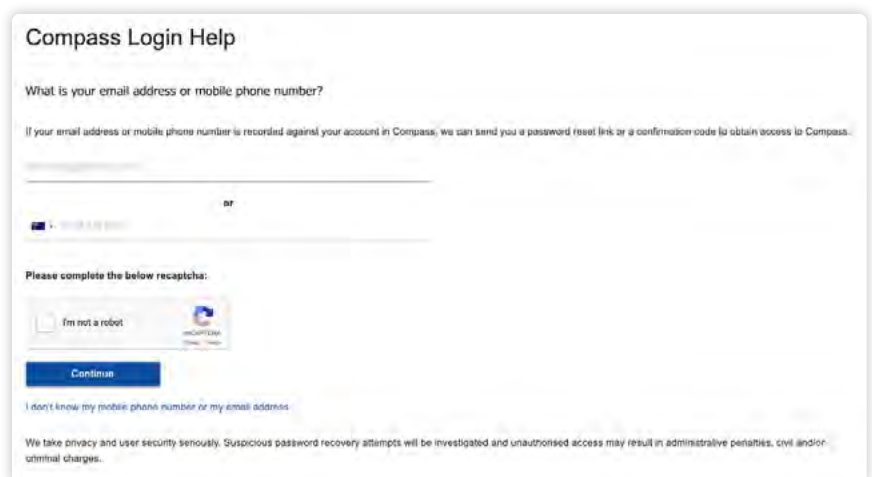
Remember me

[Can't access your account?](#)

To log in, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time.

To log in, go to your school's Compass site. Type in your username and password and click '**Sign in**'. Your username will be your parent code at the school. This will be different from your child's student code, and it will not be your email address.

If it is the **first time** you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and password recovery.



Compass Login Help

What is your email address or mobile phone number?

If your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.

or

I don't know my details

Please complete the below recaptcha:

I'm not a robot

Continue

[I don't know my mobile phone number or my email address](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

Once you have confirmed your details, you will be **required to change your temporary password** to one of your choosing. When you have entered your new password, click '**Save**'.



If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.



Next, you will need to change your password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be at least eight (8) characters in length
- Contain at least one (1) UPPERCASE letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number

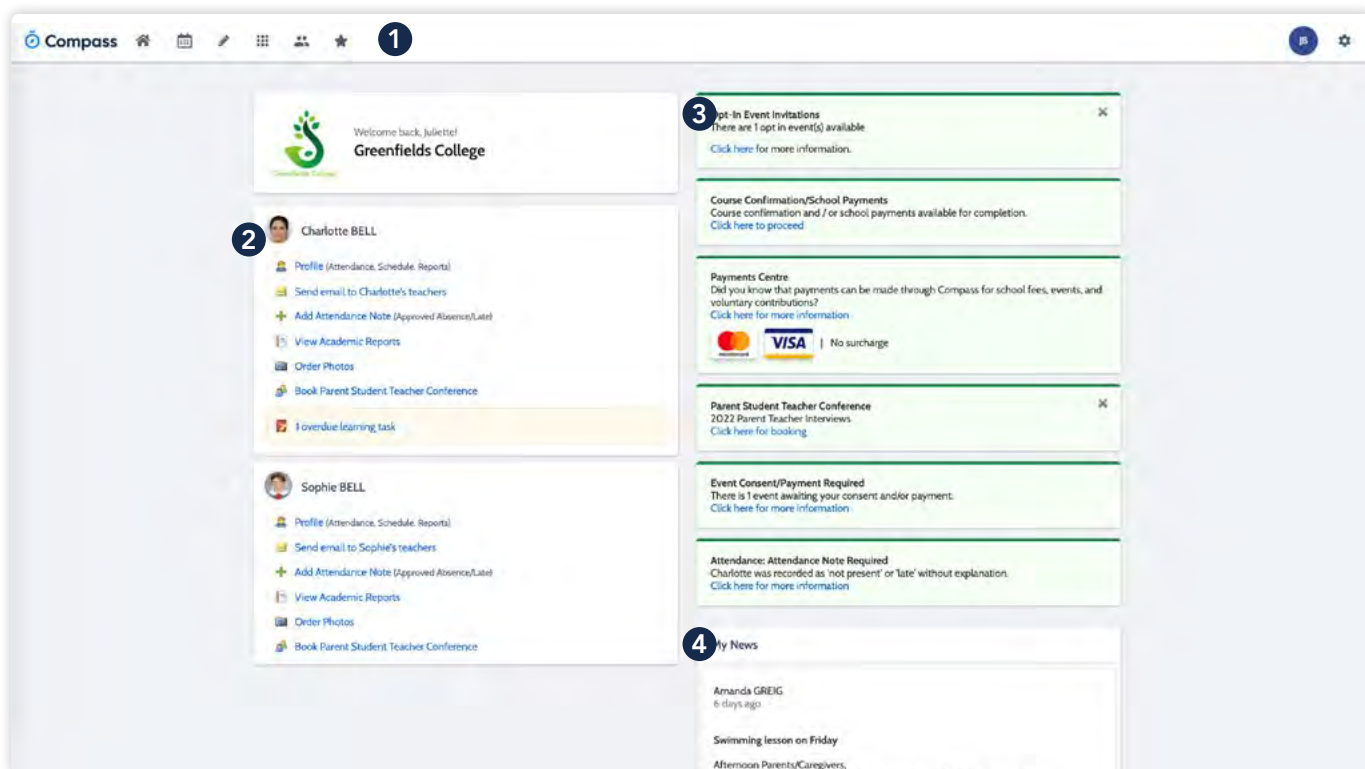
New Password:

Confirm New Password:

Save

The Home Page

When you log in, you will be taken to the Home Page, which is made up of the following components:



1 Menu options

Across the top of the screen, you will see a series of menu icons, each with drop-down options. These are further explained in the following section.

2 Child Information

This section will display each child you have at the school. From here, you can access their profile for key information or perform actions such as send an email to a teacher or add an attendance note.

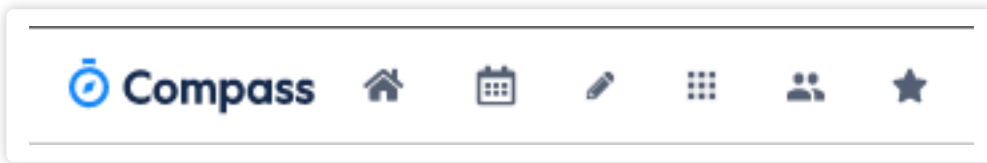
3 Alerts


On the top right, you will find a list of clickable notifications that will prompt you to action something.


4 Newsfeed


Posts in the Newsfeed allow the school to communicate key information to you. Posts remain accessible for as long as the school has determined, with the most recent posts displayed first. Posts that are set as Priority, however, will always show at the top.

Menu Icons




 The Home icon can be clicked at any time to take you back to the [Home Page](#) in Compass.


 The Calendar icon will take you to view the available [Calendars](#) i.e. school events, your child's schedule etc.

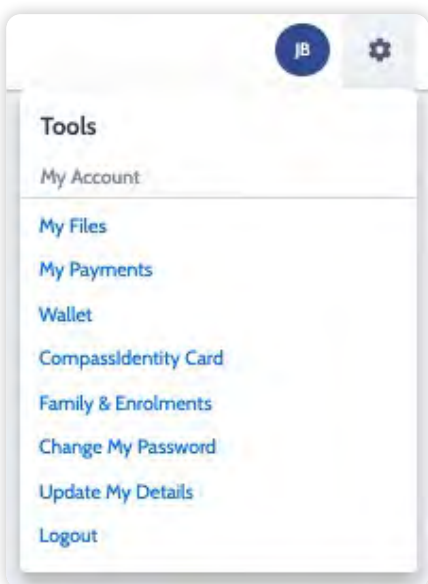
 The Pencil icon opens the [Teaching and Learning menu](#) from which you can view all the Learning Tasks assigned to your child/children.

 The Grid icon will open the [Organisation menu](#). Here you can access the Events page and also the Course Confirmation page to pay school fees.

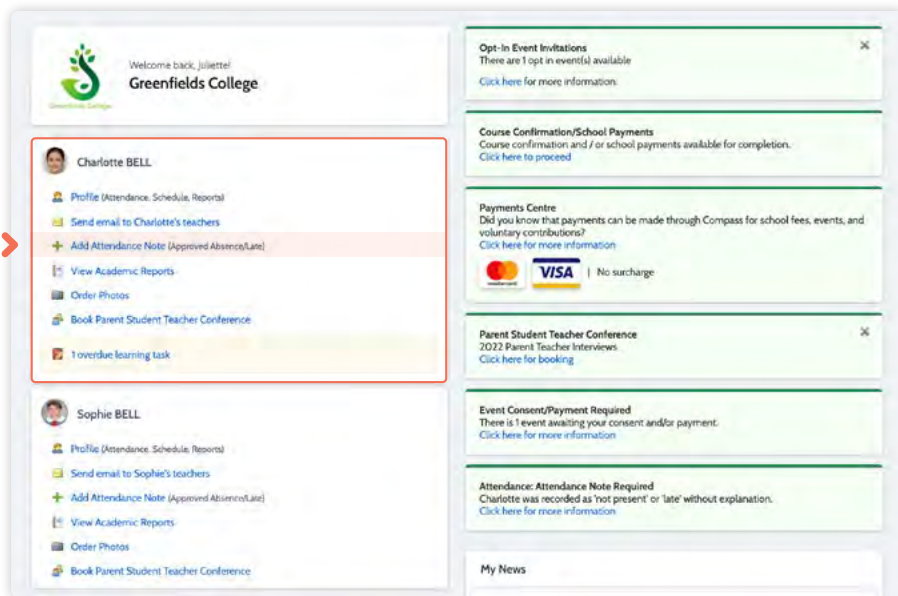
 The People icon is the [Community menu](#). Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.

 The Star icon opens the [Favourites menu](#). This contains links to useful websites the school recommends.

 The Cog icon gives you access to the [Tools Menu](#). Here you can opt to change your password, view your payment history and update your details.

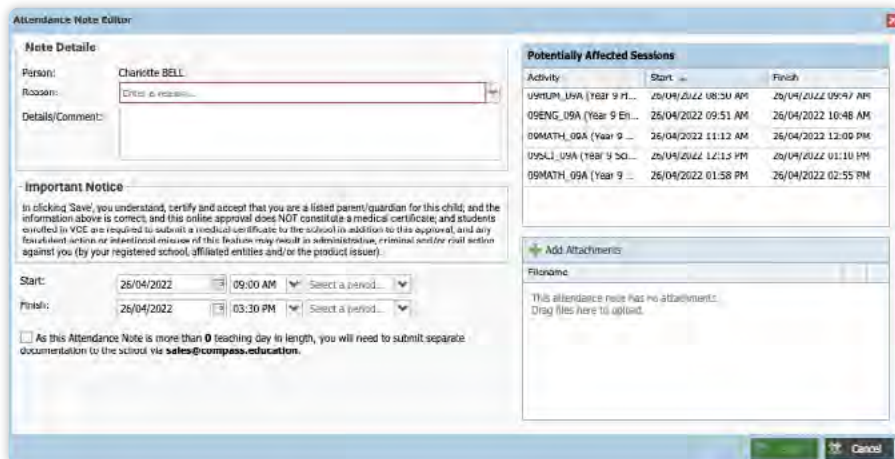


How To: Add an Attendance Note for an upcoming Absence



If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click '[Add Attendance Note \(Approved Absence/Late\)](#)'.

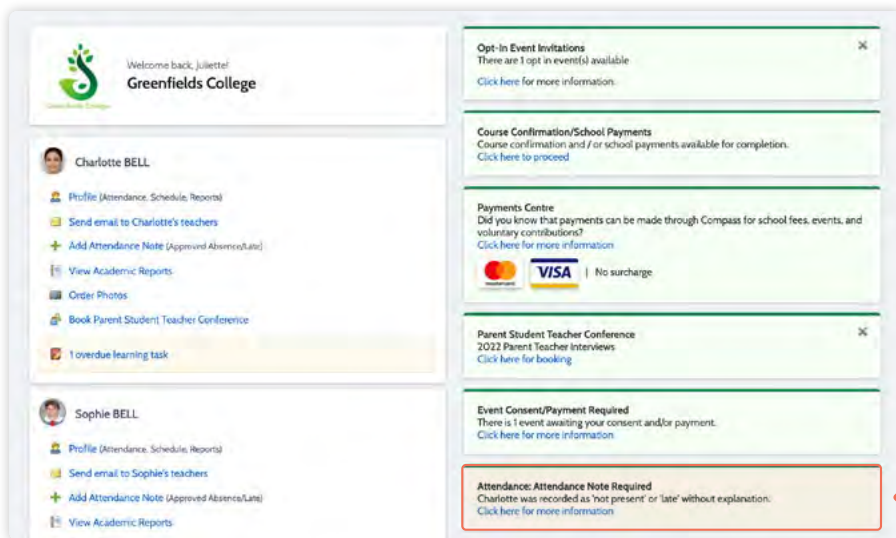


A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click '[Save](#)'.

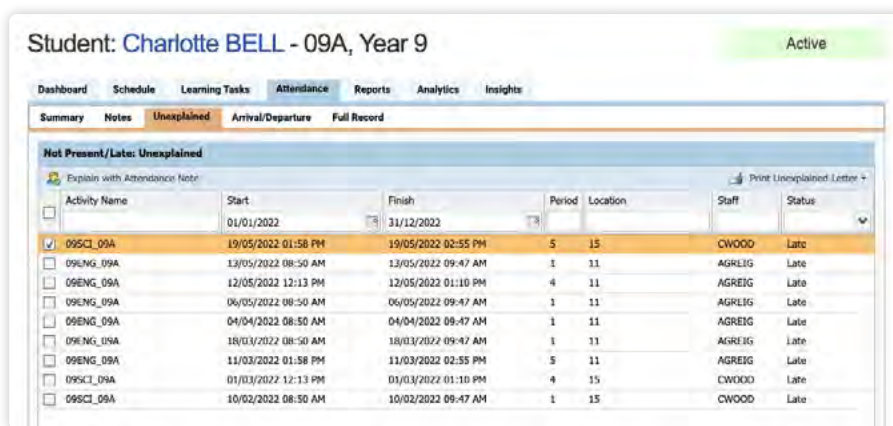
How To: Add an Attendance Note for an Unexplained Absence



If your child has been marked Not Present without an explanation, you will be required to add an **Attendance Note**.

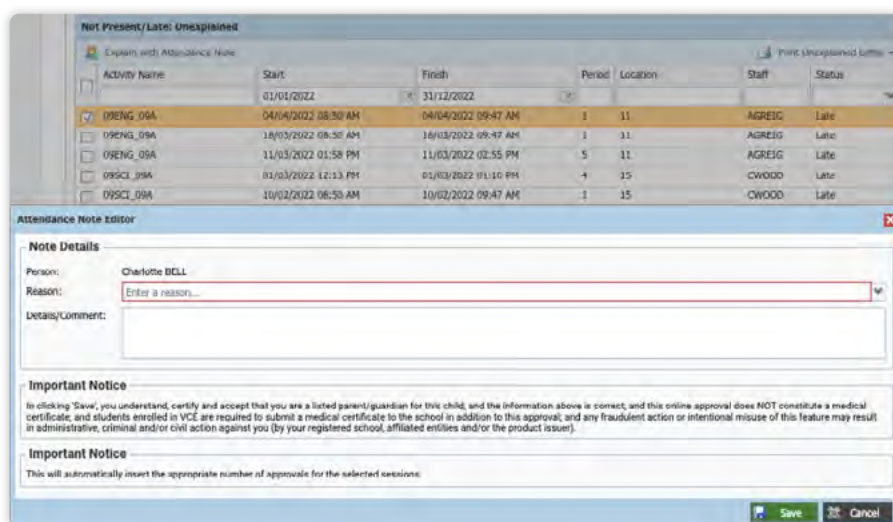
You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.



Select the session (or sessions) that you are adding a note for and then click **'Explain with Attendance Note'**.

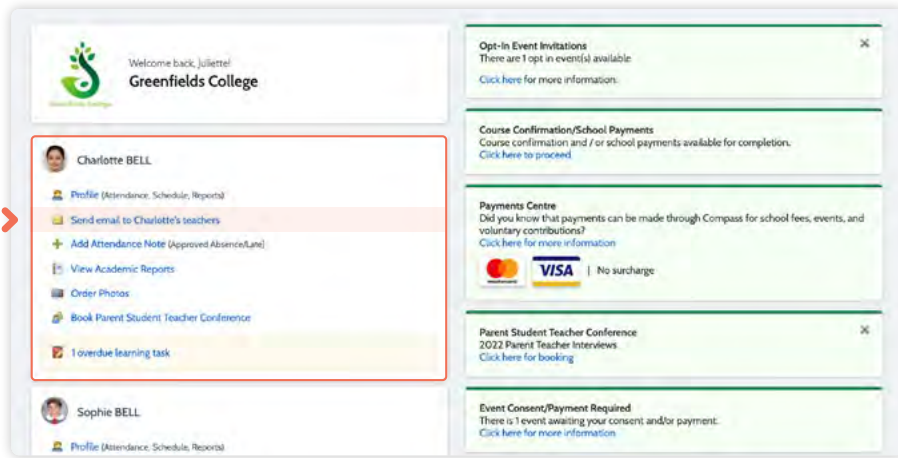
This will cause the Attendance Note screen to pop open.



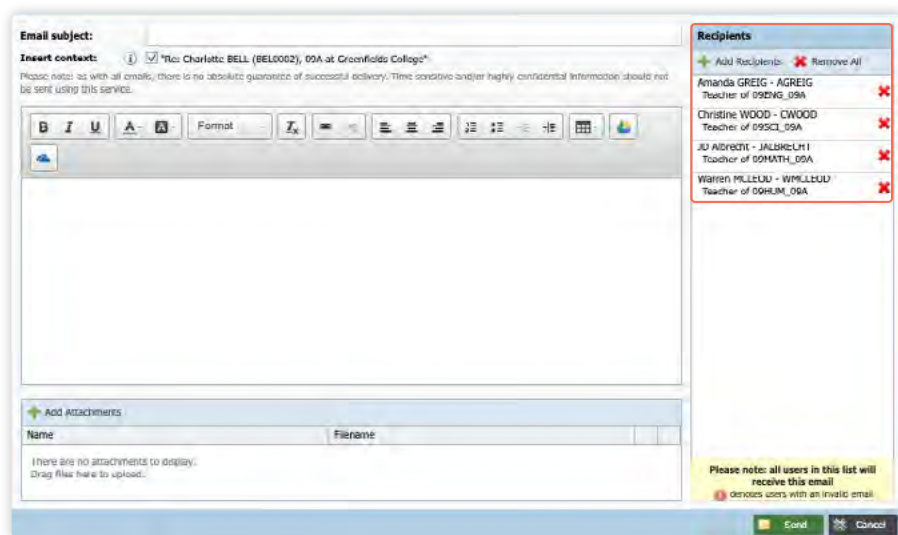
Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

How To: Email a Teacher



To **email your child's teachers**, click the option listed under the name on your dashboard.

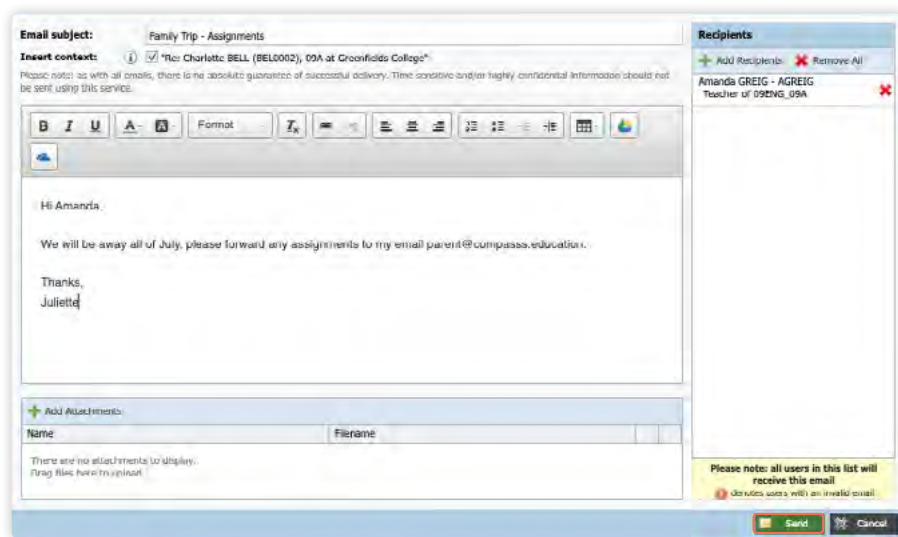


This will open the email box with all your child's teachers pre-loaded as recipients.



Remove any teachers that the email is not relevant to by **clicking the red cross** next to their name.

To add any additional staff, click **'Add Recipients'**.

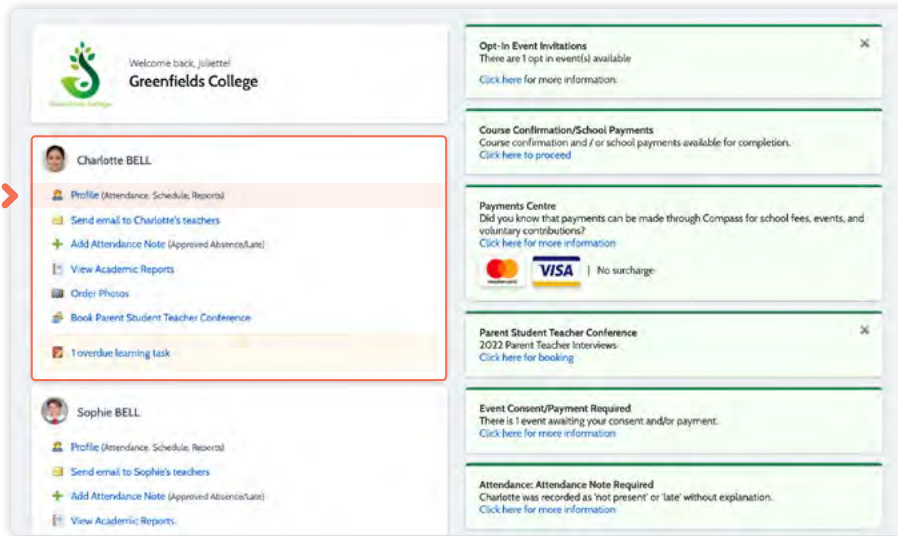


Add in your subject information and email content.

Click **'Send'** to issue to the listed recipients.

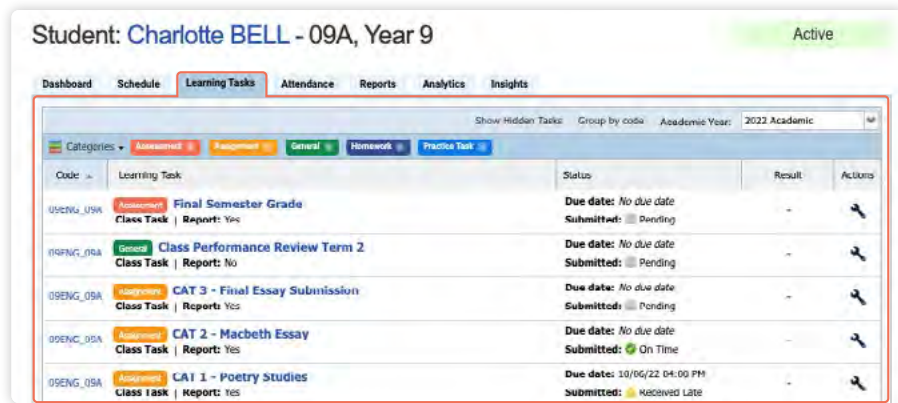
You will receive a copy of the sent email to the email address listed for your profile in Compass.

How To: View your child's Learning Tasks



Learning Tasks are used to issue homework, projects and assignments. They can also be used to provide assessment and feedback on work being completed in class.

To view your child's tasks, click the **'Profile'** option for that child on your dashboard.



This will take you to their profile page.

Click to their **'Learning Tasks'** tab. Here you will see their tasks listed.



The school may have archived some past tasks, you can click **'Show Hidden Tasks'** to have archived tasks displayed in the list.

How To: View your child's Learning Tasks (continued)

Click the **title of a task** to view the details and any **results/feedback** provided by the teacher.

Student: **Charlotte BELL - 09A, Year 9** Active

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

Show Hidden Tasks: Group by code Academic Year: 2022 Academic

Code	Learning Task	Status	Result	Actions
09ENG_U9K	Final Semester Grade Class Task Report: Yes	Due date: No due date Submitted: Pending	-	🔑
09ENG_O9A	Class Performance Review Term 2 Class Task Report: No	Due date: No due date Submitted: Pending	-	🔑
09ENG_O9A	CAT 3 - Final Essay Submission Class Task Report: Yes	Due date: No due date Submitted: Pending	-	🔑
09ENG_O9A	CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: On Time	-	🔑
09ENG_O9A	CAT 1 - Poetry Studies Class Task Report: Yes	Due date: 10/06/22 04:00 PM Submitted: Received Late	-	🔑

Learning Task - CAT 1 - Poetry Studies

Task Details | Feedback

Grades

Any assessment results provided below are raw scores and may change during school or state based statistical assessment moderation. The statistical, state based, moderation process is used to ensure that schools' assessments are comparable throughout the state. It involves adjusting each school's coursework scores for that study to match the level and spread of the combined examination and CAT scores for the students in that school doing that study. For more information on assessment moderation, please contact the school.

Percentage	88
Letter Grade	A
Performance	Outstanding

Teacher Responses

Filename	Uploaded
No responses have been uploaded yet.	

If you have more than one student at the school and wish to view all their Learning Tasks collectively, you can click the pencil icon and select **'Learning Tasks'**.

Compass

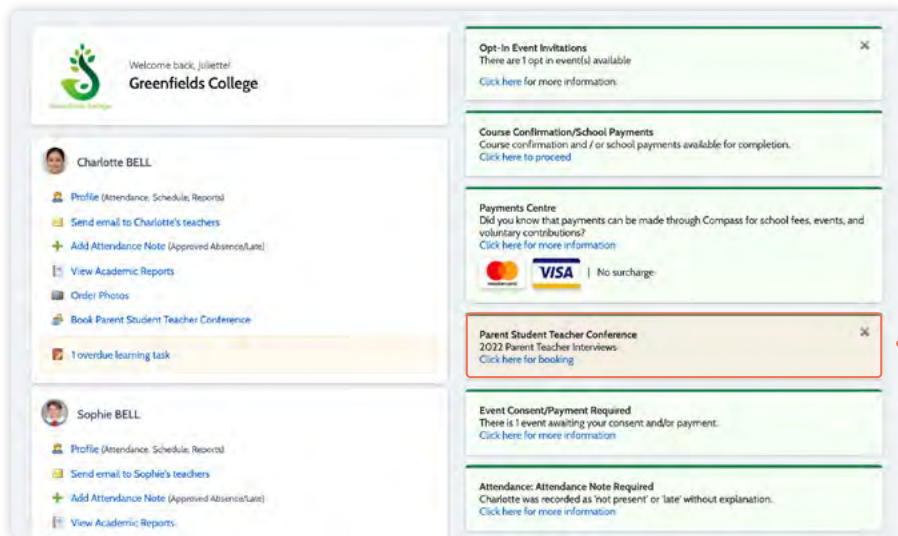
Teaching and Learning

- Curriculum
- Learning Tasks**
- School Resources

Course Confirmation/School Payment
Course confirmation and / or school pa
Click here to proceed

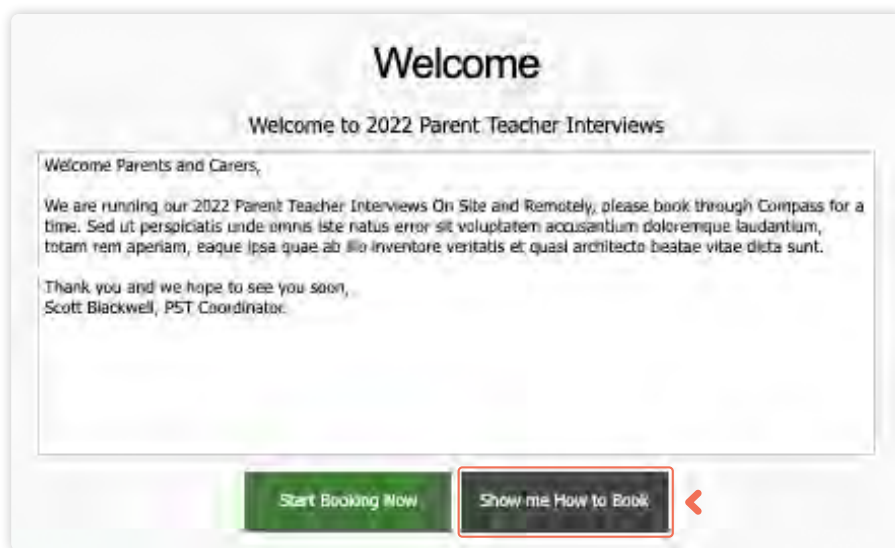
Payments Centre

How To: Book a Teacher Conference



When a parent teacher conference cycle becomes available, an alert will appear on your dashboard prompting you to make a booking.

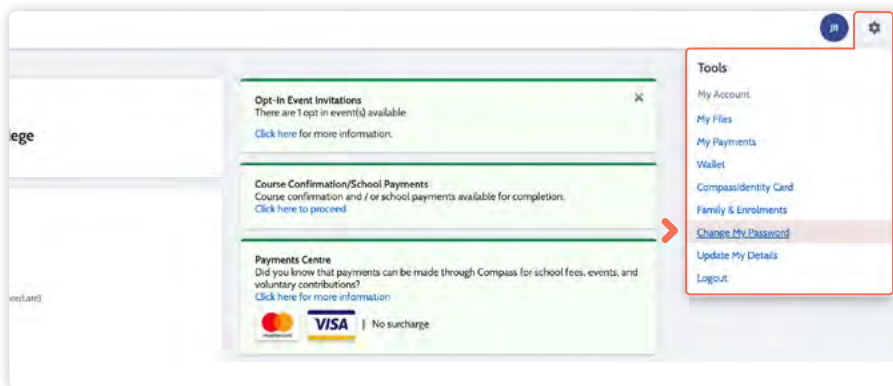
[Click the alert.](#)



This will take you to the conference cycle and you will see the [Welcome message](#) from the school that will include details about the conference.

Click the ['Show me how to book'](#) option for guided instructions on how to secure your conference booking.

How To: Change your Password



If you need to change your password, go to the cog icon and select '**Change my Password**'.

Change My Password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be **at least eight (8) characters** in length
- Contain **at least one (1) UPPERCASE letter**
- Contain **at least one (1) lowercase letter**
- Contain **at least one (1) number**

Old Password:

New Password:

Confirm New Password:

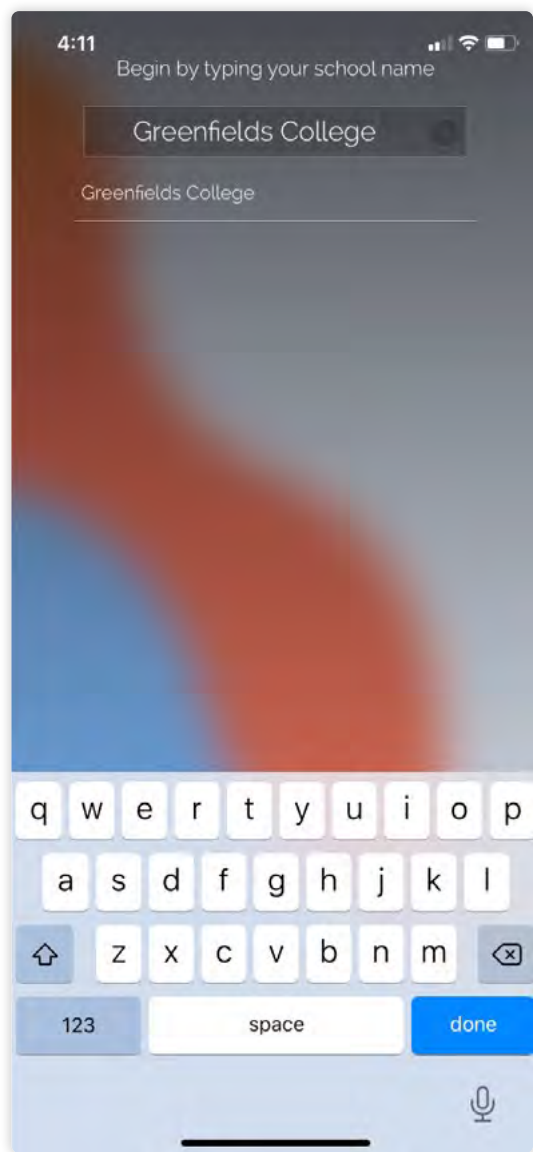
Key in the required information ensuring your new password meets the set guidelines.

Click '**Save**' to update.

The Compass School Manager App



Using the Compass School Manager App



You can use the [Compass app to action tasks](#).

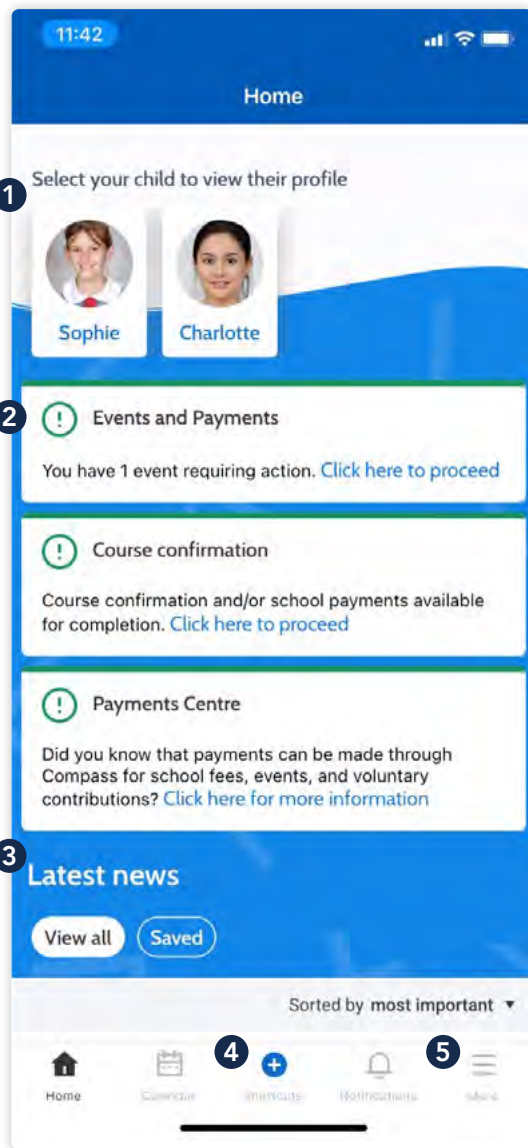
The app is available to download for free from the Apple App Store or the Google Play store.



Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your log in details which are the same details you use to log in to your Compass parent portal.

The App Home Page



When logged in, you will see:

1 Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.

2 Alerts

Notifications of items that require your action.

3 Newsfeed

Scroll through to view the latest posts from your school.

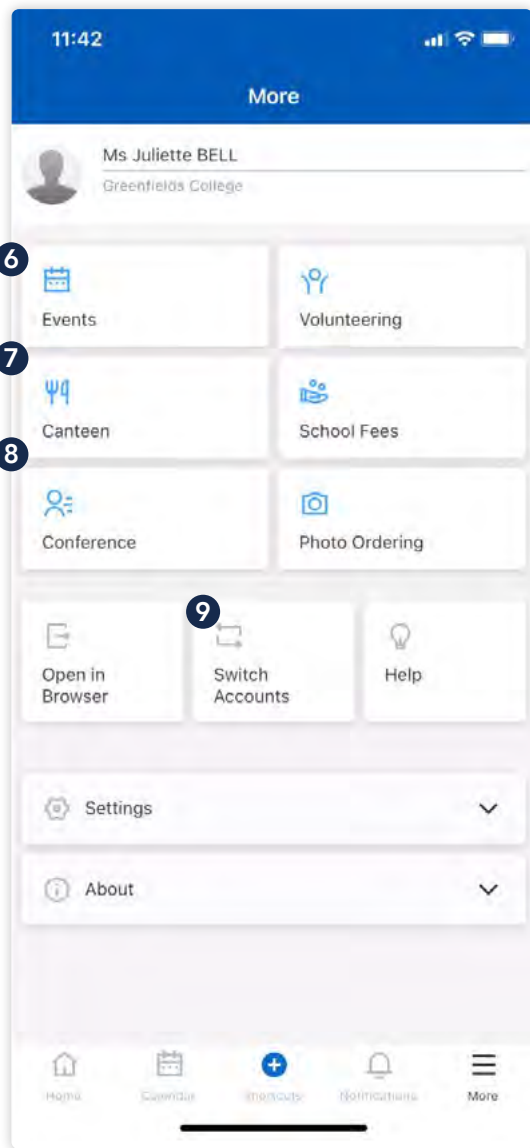
4 Shortcuts

The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.

5 More

Gives you access to additional actions – see next page.

The App Home Page (continued)



6 Events Consent/payment

Process consent/payment for your child's upcoming events.

7 Canteen

Place canteen orders for your child.

8 Conferences


Allows you to book teacher conferences.


9 Switch Accounts


If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.

Menu Icons (App)




 The House icon can be clicked at any time to take you back to the **Home screen** in Compass.

 The **Calendar** icon will take you to view the available Schedules i.e. school events, your child's schedule etc.

 The 'Plus' icon will give you access to **'Shortcuts'**, such as paying for an Event, and adding an Attendance note.

 The bell icon opens your **Notifications**. This contains a list of all notifications received.

 The hamburger menu icon gives you access to the **More menu**. Conferences, Events, Canteen, and much more can be found in this menu.

