Welcome to Compass

A guide for parents and families
Our school uses **Compass** as our Parent Portal
What does Compass do for me?

Using Compass allows you to access up-to-date and meaningful information about our school and your child’s progress. Compass includes many different features, including the ability to:

- Monitor your child’s attendance, and enter approval for absence or lateness
- Communicate with your child’s teachers, and update your family contact details
- View your child’s timetable and the school calendar
- Monitor your child’s homework and assessment tasks
- Download and view your child’s progress and semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

Our school will advise parents when each of these features becomes available for parent use.
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.

**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.

**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.
Consent and Payments

1. From the Compass home screen, click on the event alert under ‘My News’ (screenshot 1) or navigate to ‘Events’ under the organisation menu (screenshot 2).

2. From the Events page a list of upcoming events and excursions will be displayed. Click the red ‘Process Now’ button to provide consent and/or payment (depending upon what the event requires).

3. An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the ‘Submit Details’ button.

Note: If the event has a requirement for both consent and payment, these cannot be done separately. Should you need to provide payment or consent separately, please click ‘Print Form (Offline)’ to complete the process manually.
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.
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.

### 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.

### Daily Snapshot

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

### 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.
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.
Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1. Click the ‘Actions for’ button, beside the student you wish to make bookings for, and click ‘Book Parent Teacher Interviews’.

2. A list of parent-teacher interview 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.

Note: You can view a teachers availability by clicking on the teacher’s name at the bottom of the booking page.
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.

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