

# Compass Guide for Parents




Our Compass website allows you to monitor your child(ren)'s progress, ongoing feedback from Learning Tasks, reports and other functions such as providing approval for excursions. The web address for Compass <https://portlandsc-vic.compass.education/>

There is also a link from the College website at [www.portlandsc.vic.edu.au](http://www.portlandsc.vic.edu.au)

When you first access Compass you will be prompted to update your contact details. This ensures that the school can contact you easily.

## Home Screen

Once logged in you will see the home screen (shown below). It has some links at the top (which are visible at all times in Compass), a section for your child, and a section showing the latest news that is relevant to you. Clicking on the Home icon  at the top left will always return you to this screen.

There are a number of actions that can be accessed via shortcuts next to the student's photo. Further information on some of these is shown on the following pages.

## News Feed

News items that are relevant to you will appear underneath the "My News" heading. At the top of the list will be items requiring your actions, such as payment or consent forms for excursions, and approval of any absences.

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## Profile

### Attendance - Schedule - Reports

From the Home screen, clicking on the “Profile” link for one of your children will bring up the dashboard for that student (shown below). This screen has a summary section, the current day’s timetable for the student, and the student chronicle. Note that classes where the roll has been marked by a teacher have a green edge. The student chronicle is a section that allows staff to record any issues related to the student. Entries appear in reverse chronological order (somewhat like entries on a social media site).

Student: [Junior Student](#)

The screenshot shows a dashboard for a student named 'Junior Student'. At the top, there are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. The 'Dashboard' tab is selected. The main content is divided into two columns. The left column shows student details: a profile picture, name 'Junior Student', gender 'Female', groups 'CHILDERS, Year 10', student IDs, and email '@wbcoll.vic.edu.au'. Below this is a timetable for 'Wednesday, 09 March 2016' with slots for 8am, 9am, and 10am. The 9am slot shows a class '9:00: T-0C7-B9-BEK' and the 10am slot shows '9:19: 1-HEY010B1-S3-SKS'. The right column is titled 'Student Chronicle' and has a 'Date Filter' set to 'Last Year'. It displays two entries: 'Achievement' (green background) recorded by Jenna GRAHAM, and 'A - Late to class' (yellow background) recorded by David FARIS.

## Student Information - Schedule

Clicking on the “Schedule” tab will display the student’s timetable, and any extra-curricular activities, for the current week. Other weeks can be accessed by navigating through the calendar.


## Student Information - Attendance

The “Attendance” tab has a wealth of information about the student’s attendance. The section at the top displays the current day’s activities and attendance, which enables you to see whether your student was marked present in any of the lessons for that day. The section below displays a summary of attendance for each subject for the year.

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## Approving Absences

Outstanding absences can be approved from the home screen: click on the link at the top of the news feed. (Note: if there is no link, there are no outstanding absences). You will be redirected to a page showing any unapproved absences for your student. Each lesson is displayed on a separate line, so if your student is absent for a full day there will be five separate lines for that day. You can approve any absences by selecting the relevant lines, then clicking on the “Parent Approve” icon  and following the prompts.

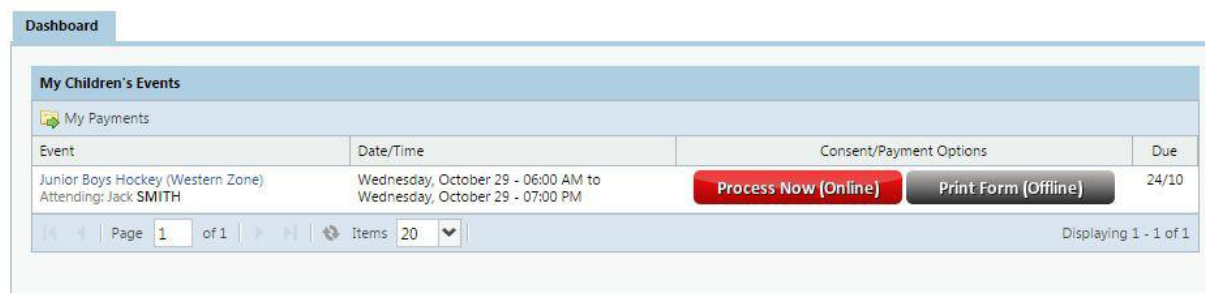
If you want to enter an approval for a future absence (eg: a medical appointment or family commitment), this can also be done from the home screen. Click on the “Add Parent Approval” link

 Add Parent Approval (Approved Absence/Late) and follow the prompts.

## Online Payments

If there is an excursion or similar that requires payment, these payments can now be made through Compass. On the home screen, if a payment is required there will be a link titled “Event Consent/Payment Required” at the top of the “My News” section. This link will give you a screen like the one show below.

### Events




The screenshot shows a web interface for 'My Children's Events'. At the top, there is a 'Dashboard' tab and a 'My Payments' icon. Below this is a table with the following columns: Event, Date/Time, Consent/Payment Options, and Due. The table contains one entry: 'Junior Boys Hockey (Western Zone) Attending: Jack SMITH' with a date range of 'Wednesday, October 29 - 06:00 AM to Wednesday, October 29 - 07:00 PM'. The 'Consent/Payment Options' column has two buttons: a red 'Process Now (Online)' button and a grey 'Print Form (Offline)' button. The 'Due' column shows '24/10'. At the bottom of the table, there are navigation controls: 'Page 1 of 1', 'Items 20', and 'Displaying 1 - 1 of 1'.

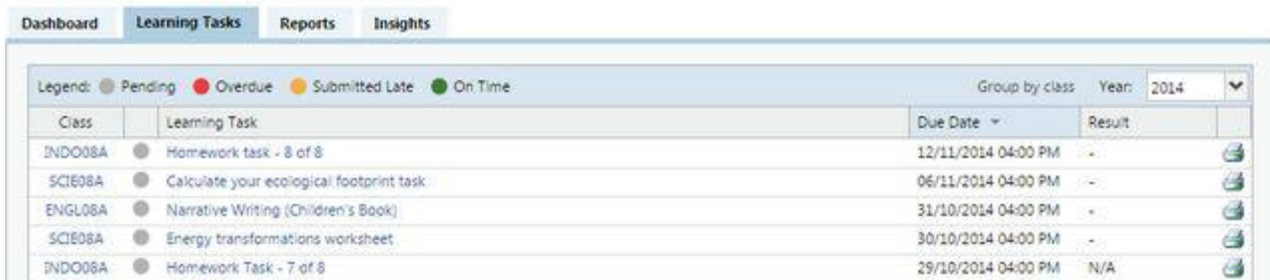
Clicking on the red “Process Now (Online)” button will allow you to approve the excursion and make the payment. If you wish to write a hand-written approval and pay in person, you can print out the relevant form instead.

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## Learning Tasks

You can view all Learning Tasks that have been set for your child by clicking on the pencil icon  at the top of any screen in Compass, and selecting Learning Tasks. A list of all tasks will appear (see below) in reverse chronological order. You can also click “Group by Class” to sort the tasks by subject. The subject which each task relates to is listed on the left hand side.



Class	Learning Task	Due Date	Result
INDO08A	Homework task - 8 of 8	12/11/2014 04:00 PM	-
SCIE08A	Calculate your ecological footprint task	06/11/2014 04:00 PM	-
ENGL08A	Narrative Writing (Children's Book)	31/10/2014 04:00 PM	-
SCIE08A	Energy transformations worksheet	30/10/2014 04:00 PM	-
INDO08A	Homework Task - 7 of 8	29/10/2014 04:00 PM	N/A

Information about each task can be accessed by clicking on the name of the task. On the task information pop-up, there are two different tabs. The “Task Details” tab shows information such as due date, attachments & submissions. The “Feedback” tab shows any results/grades and comments that have been entered for the task.



**Task Details** | Feedback

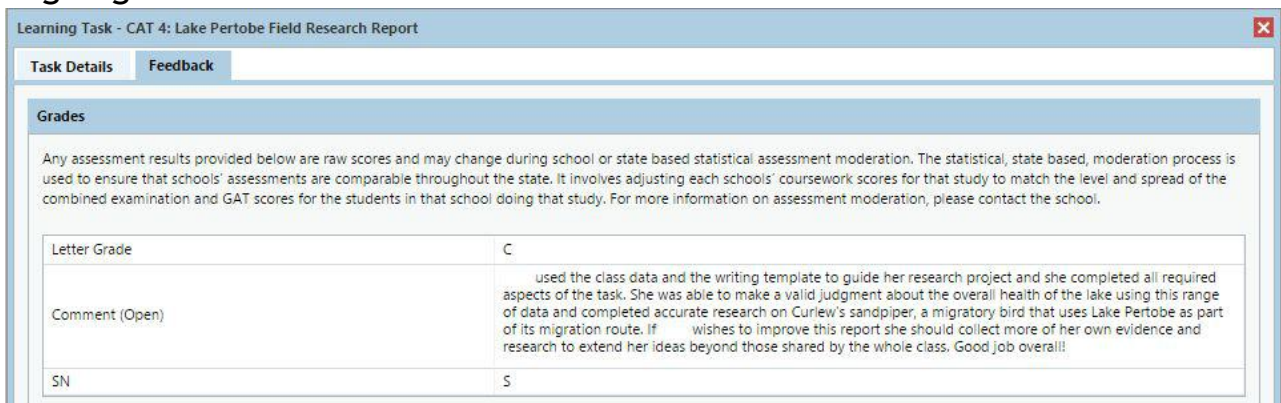
**Name:** CAT 4: Lake Pertobe Field Research Report  
**Due Date:** 05/06/2015 05:00 PM  
**Online Submission Enabled:** Yes

**File Upload | Submitted on time**

Filename	Submitted
Lake Pertobe intro.docx	04/06/2015 04:18 PM
Lake Pertobe.docx	04/06/2015 04:18 PM

Students went on an excursion to Lake Pertobe to collect data regarding the healthiness of the three lakes and potential human impact. They then analysed the water lakes and used the data collected to complete a full practical report presenting their findings.

This feedback area of the Learning Task is the most effective tool available to monitor you child’s learning progress and will enable you to share in their ongoing success.



**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 schools' coursework scores for that study to match the level and spread of the combined examination and GAT scores for the students in that school doing that study. For more information on assessment moderation, please contact the school.

Letter Grade	C
Comment (Open)	used the class data and the writing template to guide her research project and she completed all required aspects of the task. She was able to make a valid judgment about the overall health of the lake using this range of data and completed accurate research on Curlew's sandpiper, a migratory bird that uses Lake Pertobe as part of its migration route. If wishes to improve this report she should collect more of her own evidence and research to extend her ideas beyond those shared by the whole class. Good job overall!
SN	S

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## Reports

You can access your child's reports directly from the homepage or the students profile page. Here you will see graphs of our ongoing assessment cycles (6 per year). You can download a PDF version of the selected cycle that has a results table and the graphs.

You can also click on any previous year's semester reports and this will download/open a PDF file of the report.

## Making Bookings for interviews

Parents can make bookings online based on the settings configured within Compass. To make a booking parents can select 'Book Parent/Student/Teacher Interviews' from the Actions button on the Compass home page.



The staff that parents are able to make bookings with is listed under the 'Available Staff', as well as the description and location of the staff members. To view the staff member's availability click on the staff member's name. This will display their schedule including free slots and already booked slots. Bookings cannot be made from this pop-up. To make a booking go back to the previous screen & select the time that you wish to make the booking, a list of the staff members available at that time will appear in the drop down list. Select the staff member you wish to book, and then click 'Update' to save the booking.

**My Bookings**

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

27/08 15:00 PM	Available	27/08 17:40 PM	Available	28/08 16:20 PM	Available
27/08 15:10 PM	Available	27/08 17:50 PM	Available	28/08 16:30 PM	Available
27/08 15:20 PM	Available	27/08 18:00 PM	Available	28/08 16:40 PM	Available
27/08 15:30 PM	Available	27/08 18:10 PM	Available	28/08 16:50 PM	Available
27/08 15:40 PM	Available	27/08 18:20 PM	Available	28/08 17:00 PM	Available
27/08 15:50 PM	Available	27/08 18:30 PM	Available	28/08 17:10 PM	Available
27/08 16:00 PM	Christopher DANIELS	27/08 18:40 PM	Available	28/08 17:20 PM	Available
27/08 16:10 PM	Available	27/08 18:50 PM	Available	28/08 17:30 PM	Available
27/08 16:20 PM	Jacqueline LEWIS	28/08 15:00 PM	Available	28/08 17:40 PM	Available
27/08 16:30 PM	Available	28/08 15:10 PM	Available	28/08 17:50 PM	Available
27/08 16:40 PM	Rowan ZHANG	28/08 15:20 PM	Available	28/08 18:00 PM	Available
27/08 16:50 PM	Available	28/08 15:30 PM	Available	28/08 18:10 PM	Available
27/08 17:00 PM	Available	28/08 15:40 PM	Available	28/08 18:20 PM	Available
27/08 17:10 PM	Available	28/08 15:50 PM	Available	28/08 18:30 PM	Available
27/08 17:20 PM	Available	28/08 16:00 PM	Available	28/08 18:40 PM	Available
27/08 17:30 PM	Available	28/08 16:10 PM	Available	28/08 18:50 PM	Available

**Key**  Available for booking  Not available  Current booking

**Available Staff**

Staff Member	Staff Note	Location
Angela CRAWFORD (AC)	ENGLISH Yr7 Teacher	
Christopher DANIELS (CDL)	MATHEMATICS Yr7 Teacher	
Thomas EDWARDS (TEW)	SCIENCE Yr7 Teacher	

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## Other Menus

The other options that are available, and some of their features, are listed below.

### Teaching and Learning - pencil icon

This menu allows you to access the Learning Tasks for your students, as well as any other relevant school resources that have been uploaded to Compass.

### Organisation - matrix icon

This menu allows you to see any excursions (events) your students are attending and to order replacement identity cards for your students.

### Community - people icon

This menu allows you make bookings for events such as Parent/Student/Teacher conferences, order photos, and access school documentation such as policies.

### School Favourites - star icon

This menu has links to other websites related to Portland Secondary College.

### Tools - gear icon (far right of screen)

This menu allows you to see any payments you have made through Compass, to update your password and other details, and to log out of Compass.