

Compass Parent Portal Guide



Overview

The Compass Parent Portal (**Compass**) provides information about Caroline Chisholm Catholic College and your child's progress. Through **Compass** you will be able to:

- View your child's attendance, and enter an explanation for absence or lateness
- Email your child's teachers
- Update your mobile number and email address
- View your child's timetable and school events
- View your child's assessment tasks
- Order and pay for school photos

We will inform you as Compass develops and new modules become available including:

- Downloading and viewing your child's Semester Reports and Progress Reports
- Booking Learner Mentor meeting
- Viewing and paying for school fees

Accessing Compass

Compass can be accessed in two ways:

1. Click on the parental portal link on the College website.
2. Download the Compass App for your smartphone by visiting your online store (iTunes, Google Play, etc.). Search for 'Compass School Manager.' The App is free to download.

Logging onto Compass

Your username and password has been provided to you by the College.

You will be required to change your password and confirm your email address and a mobile phone number when you first log in.

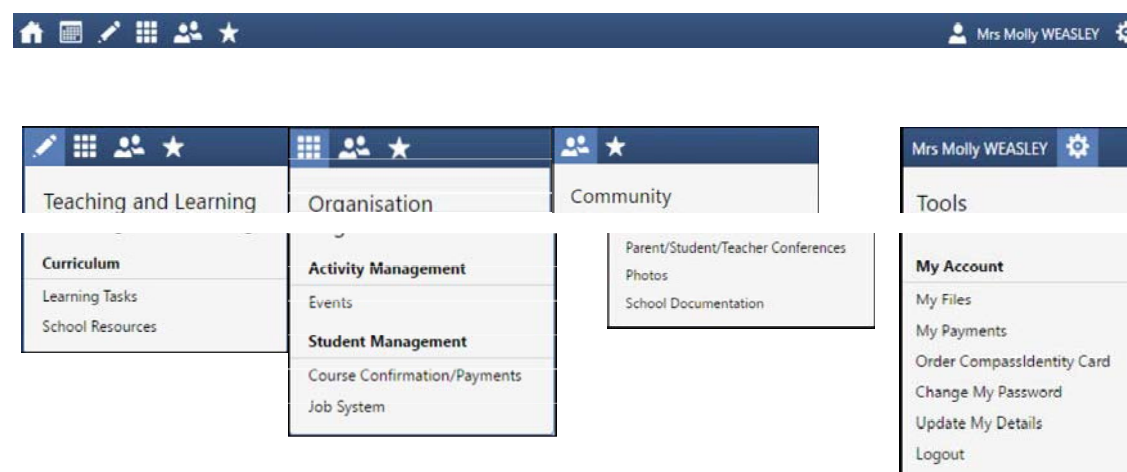
Your email address and mobile phone number may be used by the College for communications throughout, including email correspondence and SMS texts.

If you have lost your details or forgotten your password, you can recover your details by clicking the '[Can't access your account?](#)' link on the front page.

If you have any concerns or questions, please email compasssupport@cccc.vic.edu.au.

Menus and Functions

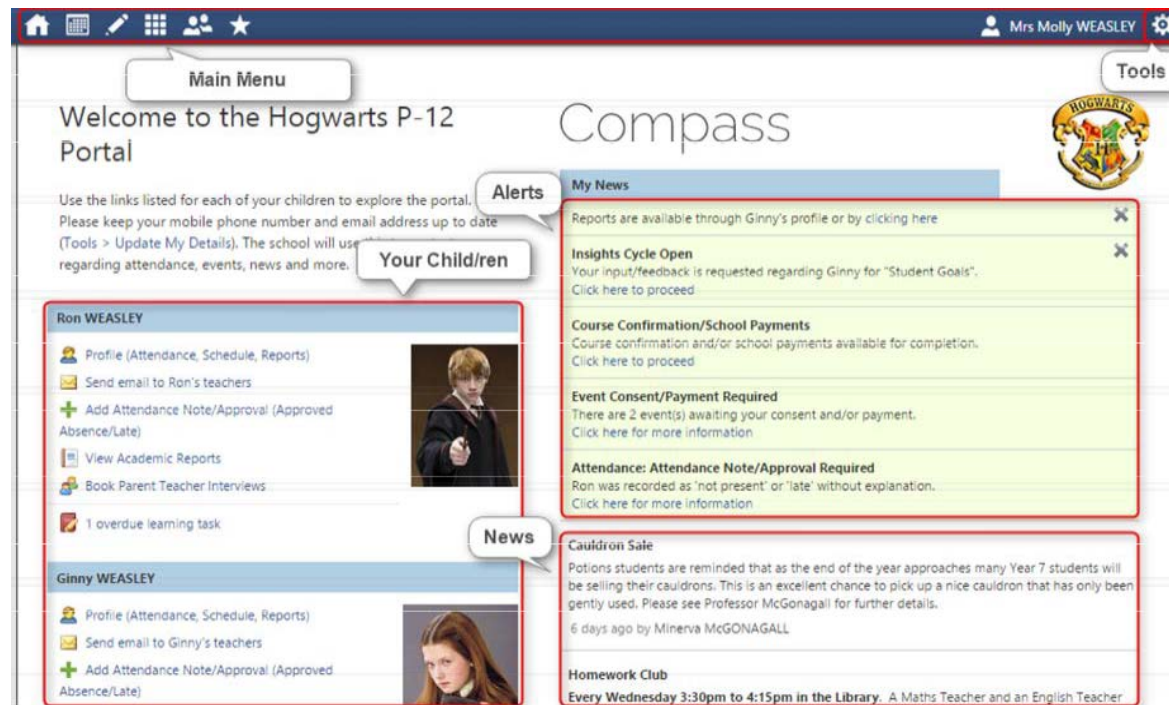
When you have logged in, you will see a menu bar along the top that show a number of icons. These icons will allow you to navigate through **Compass**. Under each menu are functions you can access by clicking on them. You will be able to see how your child is doing and communicate with their teachers and the College.



Please note some functions are currently not accessible. However, as Compass develops new functions will allow you to do more. You will be informed of these as we roll them out.

Homepage

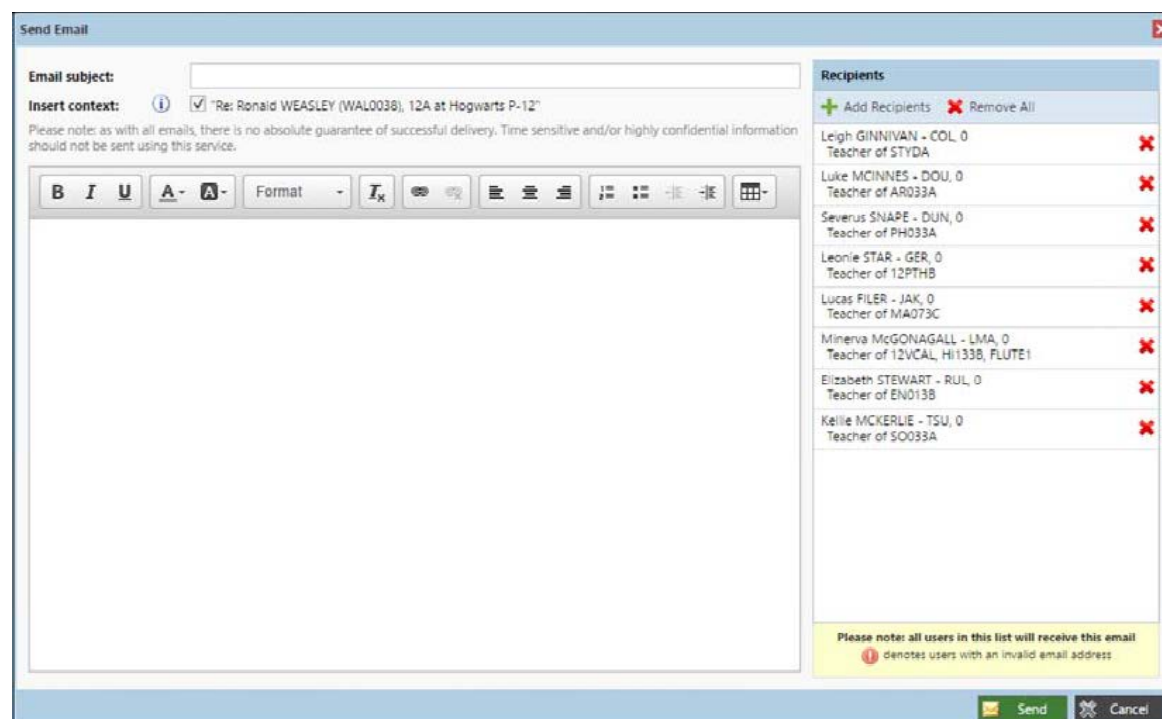
When you have logged into Compass you will arrive a homepage. The homepage provides you with relevant alerts and news from the College, as well as quick access to your child's profile.



Emailing Teachers & Staff

You can email your child's teachers, as well as any other College staff members.

From the Compass homepage you will see a link to your child's name with an option to email their teachers.



You can click the red X next to a teacher's name to remove them from the email or click the 'Add Recipients' button at the top to add any other staff members to your message.

Adding a Note or Approval

Compass records notes and approvals to your child's profile. If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page informing you of this and allowing you to add your own note or approval.

Attendance: Attendance Note/Approval Required
Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Clicking on this notification will take you to the 'Unexplained' tab for your child's attendance. You can choose to add a note or approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

The screenshot shows the 'Attendance' section for a student named Ronald WEASLEY, 12A, Year 12. The 'Unexplained' tab is active, displaying a table of unexplained absences. Below the table, the 'Attendance Note/Approval Editor' dialog box is open, allowing the user to add a note or approval for the selected absence.

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM	07	07	JDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED		JDLF	Late

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason:

Details/Comment: **Medical**
Student is not at school for medical reasons.

Dentist
Includes dentist, orthodontist, or similar.

Important Notice
In clicking 'Save', you constitute a medical or intentional misuse of t

Bereavement
Includes funeral, death in the family, absence due to a death.

Truancy
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Important Notice
This will automatically

Parent Choice
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Family Holiday
Student is away on a family holiday.

Religious/Cultural Observance
Student is kept away from school for a religious or cultural reason.

Audit Save Cancel

Please note that you cannot edit your notes or approvals once they have been created. If you do need to make any amendments please contact the College, who will be able to make any necessary amendments.

Teaching and Learning

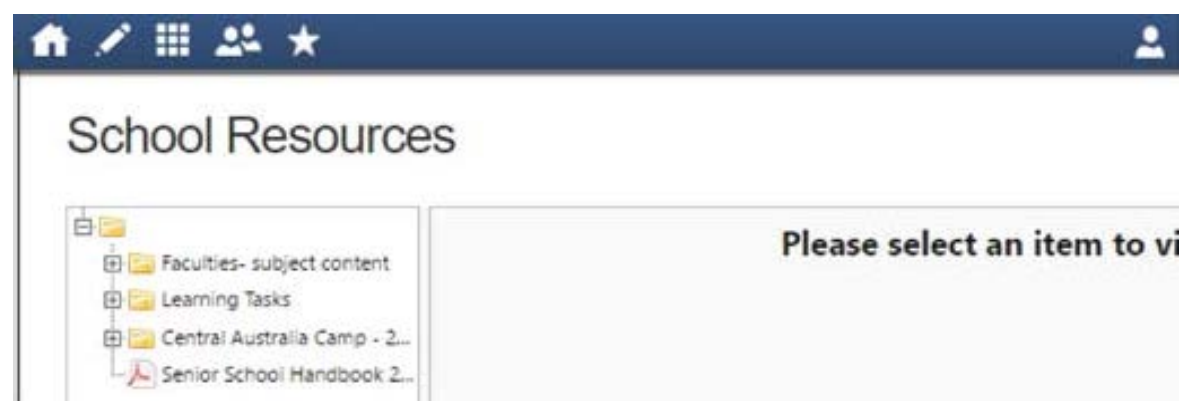
Learning Tasks

You can view an up-to-date record of your child's homework and upcoming assessment tasks. If you have more than one child at the College, this will be a consolidated list showing information for all of your children.

Class	Student Name	Learning Task	Due Date	Created Date	Result
HI133B	Ronald (Ron) WEASLEY	SAC 2: Analysis of the Consequences of Revolu...	27/09/2016 04:00 PM	03/06/2016	72
DISTANCE...	Ronald (Ron) WEASLEY	English Template Senior School Wk 2	20/09/2016 04:00 PM	18/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Learning Task	02/09/2016 04:00 PM	04/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Term 1 - Charlotte's Web Book Study	20/05/2016 04:00 PM	09/04/2016	-
HI133B	Ronald (Ron) WEASLEY	History Essay	15/05/2016 04:00 PM	16/05/2016	8
01GEN_01B	Ginevra (Ginny) WEASLEY	Maths Fun	09/05/2016 04:00 PM	16/05/2016	-
HI133B	Ronald (Ron) WEASLEY	SAC 1A: Historical Inquiry	No due date	03/06/2016	At Standard
SO033A	Ronald (Ron) WEASLEY	Learner Profile - Ways of Contributing	No due date	21/06/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT 1: Romeo and Juliet Essay	No due date	29/07/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT1: Essay	No due date	11/08/2016	33
DISTANCE...	Ronald (Ron) WEASLEY	CAT: Basic PowerPoint Presentation	No due date	18/08/2016	45
01GEN_01B	Ginevra (Ginny) WEASLEY	Spelling Test	No due date	13/04/2016	-

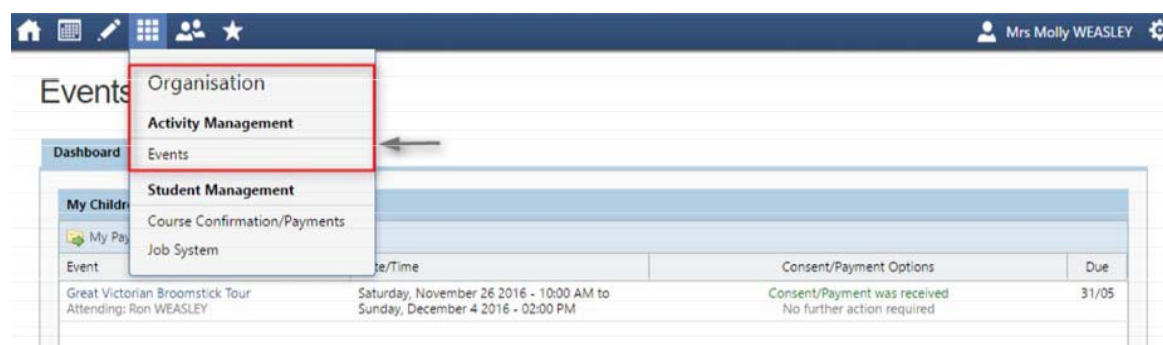
School Resources

You can access school policies and other information about the College under the School Resources tab. If you can't find what you're looking for, please call the College and we'll do our best to assist you.



Events

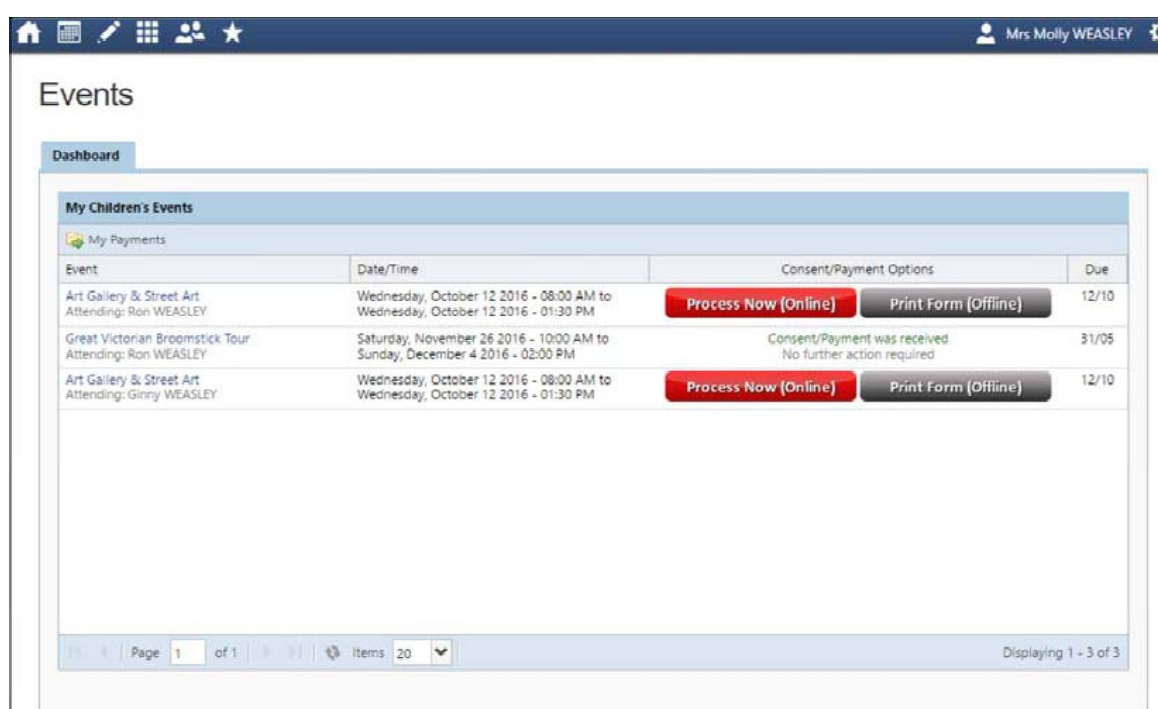
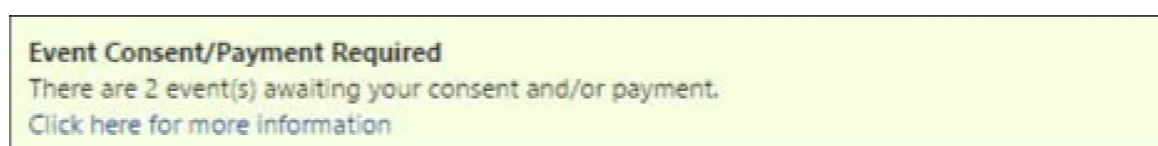
Any events that your child is attending will be listed under the 'Events' tab, including sports events and / or College excursions.



How to Consent for your child to attend an Event

Compass allows you to provide consent for your child to attend an event with a few simple clicks of a button.

You will receive a notification on your Compass homepage when there is an event that requires your approval. To provide the consent required, click the on notification. This will take you to the 'Events' page. Here you will see all events that require your consent, and those that you have already consented to.



From this page you can consent to any events or complete the process offline by printing the consent form and handing it in to the College.

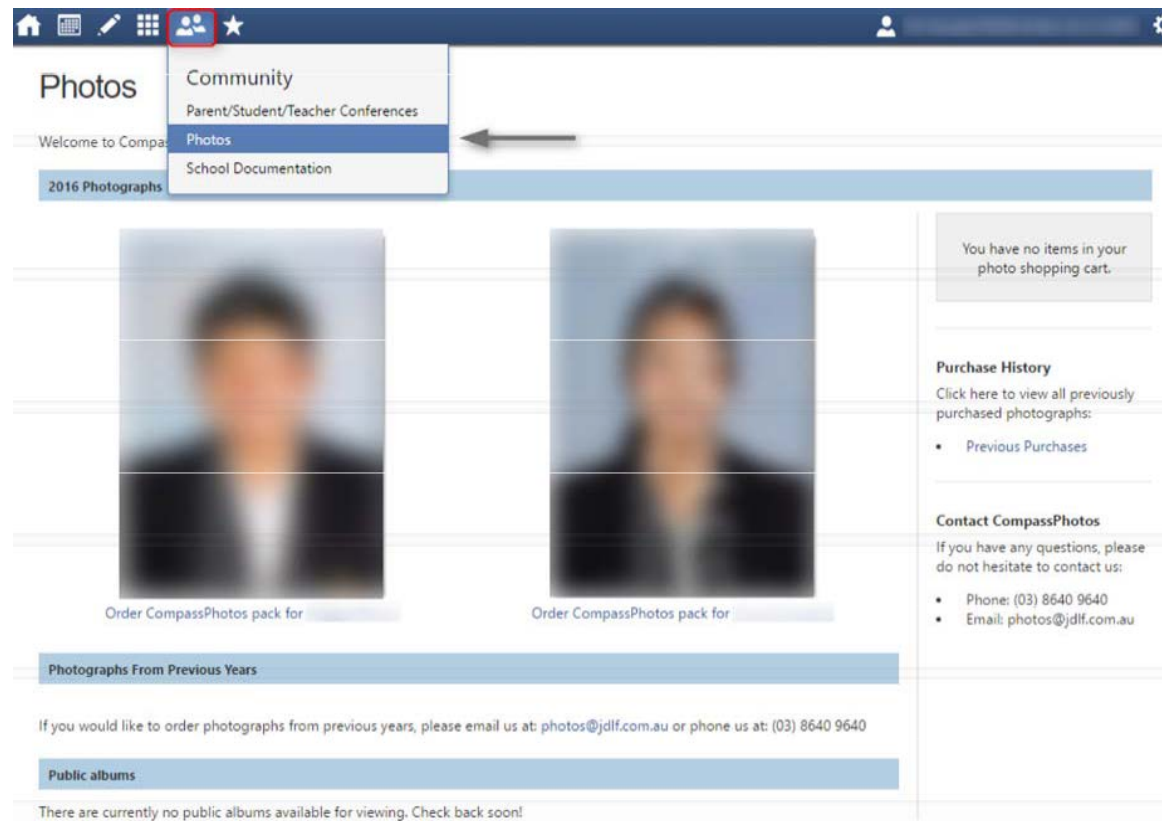
By clicking the 'Process Now (Online)' option, you will be prompted to enter information regarding emergency contact details as well as any updated medical information that is not already on the student's file.

Community

Photos

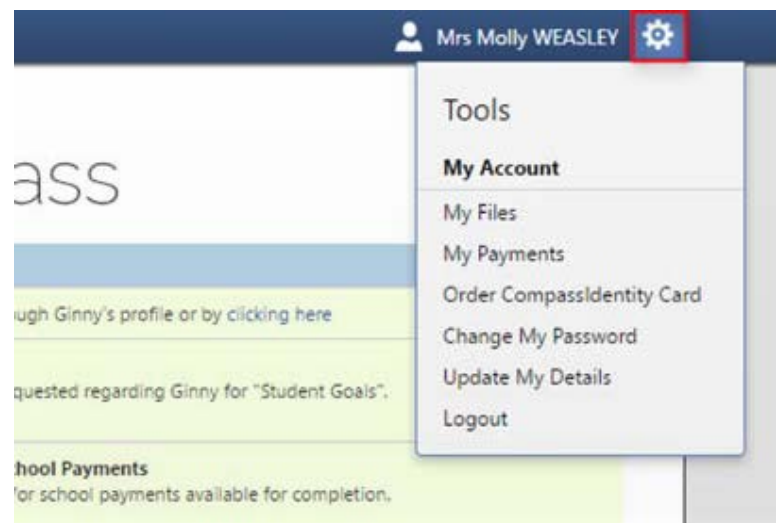
The 'Photos' page allows you to view College photos. You can also view your purchase history and contact Compass Photos to purchase them.

Alternatively, you can pay via the Compass kiosk system at 204 Churchill Ave. Please note the kiosk only accepts notes and does not give change, so the correct amount is required.



Tools

You will be able to view files, payments, as well as change passwords and update your details via this page.



Order CompassIdentity Card - Allows you to order a new Student ID card as well as view any past orders.

Change My Password - Allows you to change your password. It recommended you change your password every six months.

Update My Details - Allows you to update mobile phone numbers and email addresses associated with your account.

If you have any questions or require assistance in getting started please email compasssupport@cccc.vic.edu.au.