Compass Handbook – Introduction for Parents

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## Table of Contents

Compass introduction, parent access and student access ................................. 3  
Accessing and logging into Compass .................................................................. 4  
Parent initial login to Compass ............................................................................ 5  
Checking your details are correct on Compass ..................................................... 6  
Changing your password ....................................................................................... 6  
Home page of Compass ......................................................................................... 7  
Student Profile ....................................................................................................... 8  
  Student schedule timetable .................................................................................. 9  
  Student schedule events ..................................................................................... 10 – 11  
  Student attendance ............................................................................................. 12  
My News – Attendance parent approval required ............................................... 13 – 14  
Parent approved absences (future) ..................................................................... 14 – 16  
Email teachers ....................................................................................................... 17 – 18  
Learning tasks ....................................................................................................... 19 – 20  
Events .................................................................................................................... 21  
Forgotten password ............................................................................................... 22  
Compass FAQ ........................................................................................................... 23
Compass School Manager

Compass School Manager is a whole school administration package. It is used by the College to streamline many school operations, from attendance, communication, event management and reporting.

As a Parent you have access to...

As a valued Parent of at least one student at Korumburra Secondary College Compass is increasingly becoming a central portal for communication between the College and yourself.

Currently, the following features of Compass are available to parents.

- **My News** –
  - this will display attendance alerts consisting of *not present or late without approval* for your student.
  - This newsfeed module will let you view Newsletters & eCommunications and any other information published by the College.

- **Student Profile** –
  - **Attendance** - This module lets you review your student’s attendance at your own convenience. You are also able to provide parent approval for absences.
  - **Student Schedule** - This allows you to view your student's schedule/timetable and events.
  - **Communication** - email your student’s teachers.

- **Organisation / Events**
  
  This allows you to view events assigned to your student and will be visible in their schedule. You can also approve events and pay online

- **Learning Tasks**
  
  This allows you to view your student’s learnings tasks: due date; description; attachments; grade, teacher comments and status.
As a Student

In addition to all information currently available to parents, students are able to access resources uploaded by their teacher for use in their classes.

The future for Compass School Manager

Later in 2016 other features will become available and we will alert parents via their Compass Home Page when this occurs.

Accessing and logging into Compass

Compass is a web application and is accessible through a web interface. Staff, Students and Parents can use most common web browsers. See below a list of supported and not supported browsers.

Recommended browsers: - Google Chrome (latest) - Firefox (latest) - Apple Safari (latest) - Safari on iPad (2nd + 3rd Gen) - Internet Explorer 10 / 11

Not recommended, but supported - Internet Explorer 9 - Safari on iPad (1st Gen)

Not supported - Internet Explorer 8 and below - Any non-current version of Firefox - Any non-current version of Chrome - Any non-current version of Safari - Though also not supported, we are not aware of any issues viewing Compass in Opera.
Parents’ Initial login to Compass  To access compass open an internet browser and go to:

https://korumburrasc.vic.jdlf.com.au

or go via our website http://www.korumburrasc.vic.edu.au

Click on the Compass tab at the top of the Korumburra Secondary College page.

When parents first log into compass they will need to enter their Username and Password provided by the College.
After entering your username and password into compass you will see the below screen.

**Welcome to the Korumburra Secondary College Parent Portal**

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

- **Mobile**
- **Email (Adult A)**
- **Email (Adult B)**

I don't have these details

Compas School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email addresses and phone numbers are used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not practical to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the contents of this website.

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**Checking your details are correct on Compass**

Please ensure that your mobile number and email address are correct, then click ‘Update My Details’

After verifying your details, you will then need to change your pin number to log into compass.

- Your new password **must be numeric** only and at least **4 characters long**

If you forget your pin, you can reset it using the ‘Cant access your account’ on the log in page.

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Next, you will need to change your password

Please note the new password requirements below:
- Your new password must be numeric
- Your new must be at least four (4) characters long
- Your password cannot contain letters or symbols

From June 1, 2012 passwords will be changed from passwords (allowing letters) to PINS (numbers only).

New Password: [ ]
Confirm New Password: [ ]

Save
Home page of Compass

When you first log into compass you will see the below page

Home Button
This will return you to the home page

Pencil – Teaching & Learning
This will allow you to view your students Learning Tasks

Organisation /Events
This will allow you to view events or activities that your student(s) may/will be participating in

My News
This will contain news items that relate to your students

Student Profile
Clicking on this will bring up your student’s profile. This will display your student’s current timetable, weekly schedule, chronicle, reports and attendance

Action
Clicking on this will enable you to email teachers and to approve future attendance
Student Profile

You will be able to view your student’s schedule, events and attendance.

Dashboard
This displays:
- Your students details
- Your student timetable for the day you are viewing

Schedule
This displays your student’s weekly timetable

Attendance
This displays your student attendance history

Reports
- Assessment feedback
- Interim Reports
- End of Semester Reports

Action
This displays:
- Your students teachers email addresses
- Future absence approvals

Student Chronicle
A statement written by a teacher
Student Schedule

Blue colour
This indicates no changes to the class

Pink colour
This indicates there have been changes made:
  o Change of teacher
  and/or
  o Room change

Green Pole
This indicates the teachers HAS marked the class roll
  o This does NOT indicate that your student IS present in class

Barber Pole
This indicates the teachers has NOT marked the class roll
Student Schedule - Events

Event Indicated by green colour
- There were no classes running this day

Event Indicated by green colour
- On Friday the 23rd of May Jarrod was on an event (Boys Netball)
- Jarrod’s classes were still running and are listed beside the event
Student Events

Return to the Student’s Dashboard

Looking Ahead
This indicates an Event that Jarrod has been scheduled to attend.
If you select this event you can view more details

An example of a student’s events

You can also view events by selecting the Organisation square and going to events
Student Attendance

Student: Jarrod Smith, B8.4, Year 8

Status
This indicates Jarrod’s attendance the selected day on the roll – Present, Not Present or Late will appear

Present

Late
Approved

Late
Unapproved

Not Present – school approved

Not Present – Parent approved

Not Present – Unapproved

When the percentage of overall class attendance falls this box will changed to amber and if the attendance continues to decline will change to red

Percentage of class attendance
Return to the Home Page

Please select the Home button at the top left of your screen

My News – Attendance Parent Approval Required

Home Page

If your student was marked as not being present or late to school for previous days, you will see an alert under “My News” on your Home Page.

Please select the Attendance Parent Approval required

You will be able to approve an absence from here by selecting the Click here for more information

You will be taken to the unapproved absence page. Here you can select the classes your student was marked “not present” and provide a parent approval for the student not being at school.
**Attendance Parent Approval Required**

If your student has attendance requiring parent approval tick the boxes on the left hand side for the times you are approving.

Then click the *Parent Approve* button.

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**Parent approved absence (If the student will not be at school - future)**

If your student will not be at school for part or a whole day you are able to approve the absence without having to call the school. This can be done the morning the students will not be at school or if it is a planned event can be done before the day.

To add a parent approved absence follow the below steps.
Return to the Home Page

Please select the Home button at the top right of your screen

**Action**

You can select:

- Send an email to your students teachers
- Add a parent approval for a future
1. Select the reason the student will not be at school and add any details or comments on why the students will not be attending school.

2. Select the start and finish date, and the time of when the student will not be at school. If the student will be away for an entire day, you can leave the default times. You do not need to select a session.

3. Click Save.
Email Your Students Teachers

Return to Home Page

Please select the Home button at the top right of your screen

Action

You can select

- **Send an email to your students teachers**
- **Add a parent approval for a future absence**
1. Check All/ Uncheck All
   You can select
   - An individual teacher or a number of teachers to email

2. Send Email
   Select this tab when you are ready to send your email

3. Message
   Include your message

4. Subject
   Include a brief subject heading

You can select a teacher that is not currently teaching your student and send an email
Learning Tasks

1. Click on the pen

2. Status
   Displayed will be the status of your students’ progress
   - Student grade pending
   - Student has not submitted
   - Student submitted late
   - Student submitted on time

3. Due Date

4. Learning Task
   Selecting the task listed you will be given more details
   - You may have access to attachments - Power Points, assessment tasks, rubrics etc.
   - Student grade
   - You may have access to leave a comment for the teacher
If your child has an excursion that has consent or payment outstanding you will have an event alert such as the one shown below.

You will then be shown a page listing the events requiring your consent and payment. We recommend that you proceed by using the “process now” button circled below, as it is the most efficient way to give consent.

You will then be shown an online consent form where you can fill in your child’s medical details and pay for the excursion with your credit card OR send payment into the school. This is a locked site with all the necessary security for internet purchases.
Forgotten Password

Select the Can’t access your account

*Don’t know your username?*

*Forgotten your password?*

This will take you to a number of options where you will be asked for

1. Your user name
2. Your email address
3. Your mobile phone number

Answering any one of these three correctly and you will be able to access Compass.

If you continue to have problems please contact Korumburra Secondary College on 56 551 566 for further assistance.
Compass FAQ’s

Who should I contact for technical support?

During business hours, contact the College on 56 551 566.

How do I log on?

Your username and system generated password are included on a letter mailed to you from Korumburra Secondary College.

I am unable to see any menu bars or the page is not showing correctly?

Please ensure you are using a supported browser. Please see the ‘Accessing and logging into compass’ section of this document.

How do I ensure that my account remains secure?

Change your password as soon as you log on, and ensure that it is a password that nobody will be likely to guess. Note that your password must include only numbers. Never share your password with anyone, including your own child. Should you suspect that your account has been compromised, it is essential that you reset your password immediately, and then report it to the Korumburra Secondary College technical support team as soon as possible.

Who should I contact for queries regarding my child’s attendance?

If you believe that there is an error on your child’s attendance record, please contact the Middle school office (7,8,9) or the Senior School Office (10,11,12) on 56 551 566 and ask to speak with the attendance officer. If you believe that your child has missed classes without authorisation, contact his/her sub-school leader and they will investigate it further.

Will I receive text messages for my child’s absence, and can I still approve my child’s absence via the telephone?

Please note that the automated text messages for absences are still being sent to parents’ mobile phones each morning and you can still approve absences via a phone call to the school. It is important that you logon to Compass to ensure you are able to approve an absence, or call the school on 56 551 566. Compass enables parents easy access to approve absences on line, at their convenience.

What are the privacy arrangements regarding my child’s data?

Compass School Manager is a Victorian school management system. Information stored within this system is managed in accordance with Victorian privacy principles and is stored on servers located within Department of Education and Early Childhood Development facilities. All data remains the property of the school. A copy of the Compass privacy policy is available at www.jdlf.com.au/policy/privacy.