



Korumburra Secondary College



## Compass Handbook – Introduction for Parents

Date last modified 24th November 2015

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## 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.

- Parent/Student/Teacher Interviews – booking time
- Permission Forms – this allows you to manage permission forms for events and other necessary documentation.
- Payment – approve and pay for upcoming excursions.
- Reports –access students’ progress reports and Semester reports including past years reports and assessment feedback.

## 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:

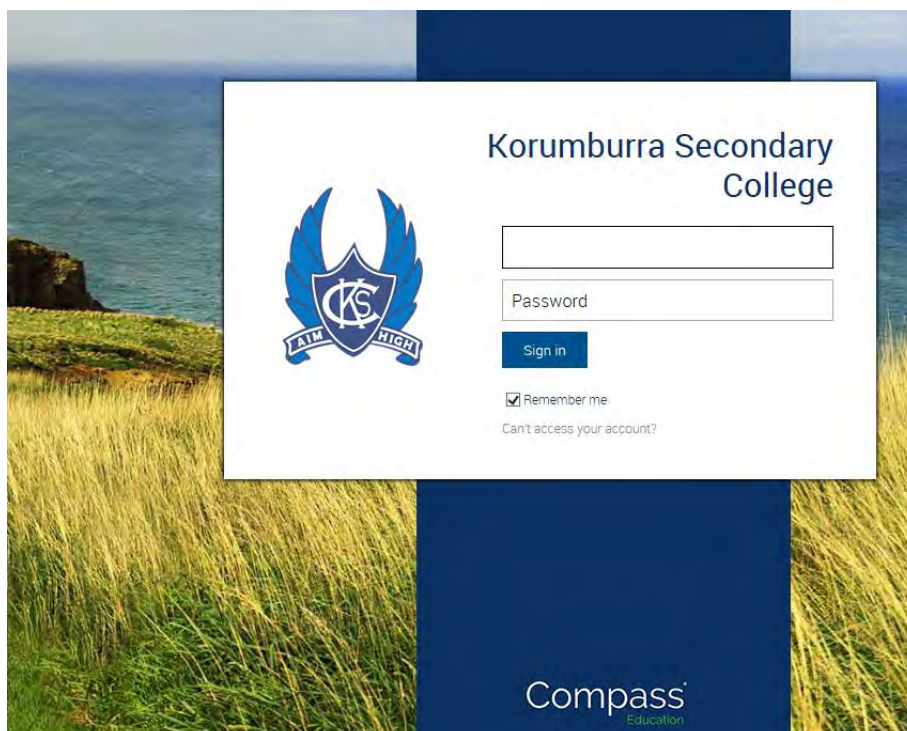
<https://korumburrasc.vic.jdlf.com.au>

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](#)

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any communication sent through the gateway. For further information please email [legal@jdlf.com.au](mailto:legal@jdlf.com.au)

Powered by Compass School Manager (609 / 8.26.7.6 / CL1#102)

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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.

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:

Powered by Compass School Manager (31 / 8.26.12.8 / CL1#11)

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# Home page of Compass

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

## Organisation /Events

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

## Home Button

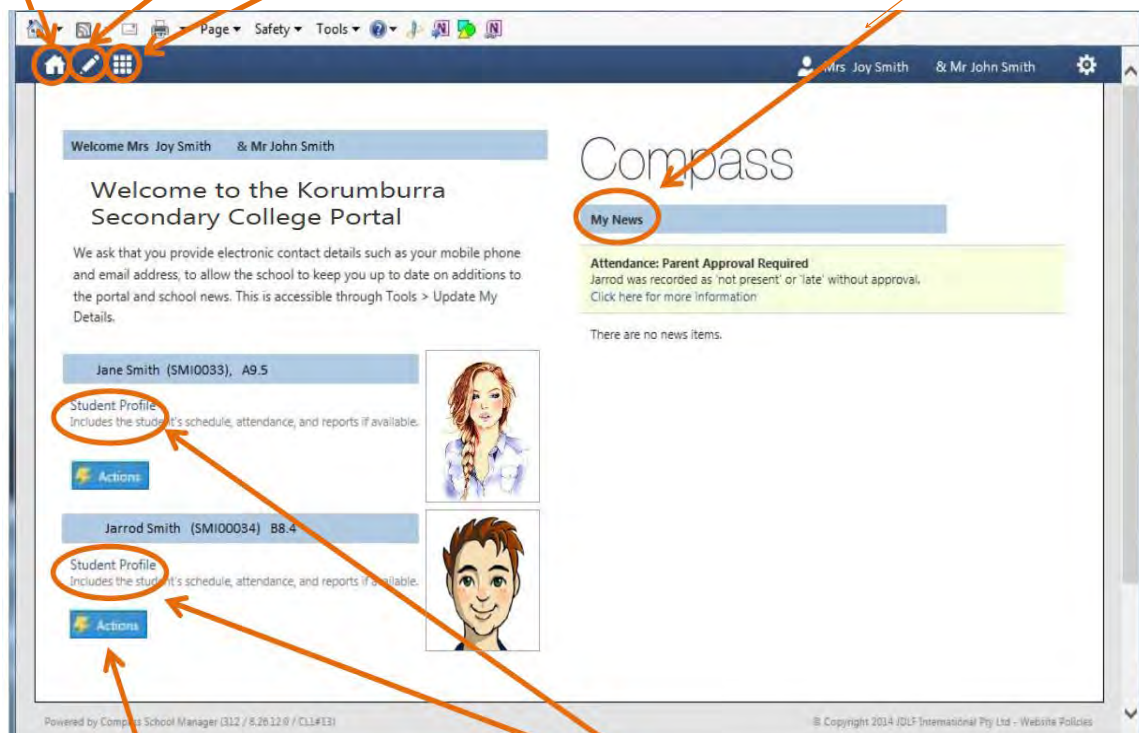
This will return you to the home page

## Pencil – Teaching & Learning

This will allow you to view your students Learning Tasks

## My News

This will contain news items that relate to your students



## Action

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

## 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

# 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

Student: Jarrod Smith B8.4, Year 8

Navigation: **Dashboard** | Schedule | Attendance | Reports

**User Details**

	<b>Full Name:</b> Jarrod Smith <b>Gender:</b> Male <b>DOB:</b> 01/01/2000 (14 years) <b>House:</b> BINDANA <b>Student ID:</b> SM10034 <b>Email:</b> Email: AM00003@korumburra.vic.edu.au
--	---

**Actions**

**Student Chronicle**

View Full | Filter: Show All

**Dea KING**  
Recorded a few seconds ago

**Attitude/Behaviour:** Jarrod has successfully been elected to College Captain position for 2018.  
Well done Jarrod we are proud of your commitment and dedication to personal growth and leadership.

**Timetable (Fri, 30 May)**

Time	Class	Teacher
8 AM	8:45: 1A - BTSA - GYM1 - ER	
9 AM	9:22: 1B - BTSA - GYM1 - ER	
10 AM	10:03: 2A - 8SCK8 - S4 - CJ	
11 AM	10:40: 2B - 8SCK8 - S4 - CJ	
12 PM	11:45: 3A - 8HPEK8 - C25 - GK M/N	
1 PM	12:22: 3B - 8HPEK8 - C25 - GK M/N	
2 PM	1:41: 4A - 8MAK8 - C8 - MGR PG	
3 PM	2:18: 4B - 8MAK8 - C8 - MGR PG	

## Action

This displays:

- Your students teachers email addresses
- Future absence approvals

## Student Chronicle

A statement written by a teacher



# Student Schedule

Pink colour

This indicates there have been changes made:

- Change of teacher and/ or
- Room change

Blue colour

This indicates no changes to the class

Student: Jarrod Smith B8.4, Year 8

	Mon, 26 May	Tue, 27 May	Wed, 28 May	Thu, 29 May	Fri, 30 May
8 AM					
9 AM	8:45: 1A - 8MA - C8 - MCO	8:45: 1A - 8SC - S4 - CJ	8:45: 1A - 8MA - C8 - MCO	8:45: 1A - 8HPE - GYM4 - CK	8:45: 1A - 8TSA - GYM1 - ER
10 AM	9:22: 1B - 8MA - C8 - MCO	9:22: 1B - 8SC - S4 - CJ	9:22: 1B - 8MA - C8 - MCO	9:17: 1B - 8HPE - GYM4 - CK	9:22: 1B - 8TSA - GYM1 - ER
11 AM	10:03: 2A - 8CC - C8 - LAN	10:03: 2A - 8HPE - GYM2 - CK	10:03: 2A - 8FIT - C21 - BTR	9:52: 2A - 8TSA - GYM1 - BTR	10:03: 2A - 8SC - S4 - CJ
12 PM	10:40: 2B - 8CC - C8 - LAN	10:40: 2B - 8HPE - GYM2 - CK	10:40: 2B - 8FIT - C21 - BTR	10:24: 2B - 8TSA - GYM1 - BTR	10:40: 2B - 8SC - S4 - CJ
1 PM	11:45: 3A - 8HUM - RC1 - DM	11:45: 3A - 8HUM - C11 - DM	11:45: 3A - 8HUM - C11 - DM	11:21: 3C - 10ICCA - C24 - BTR	11:45: 3A - 8HPE - C25 - CK
2 PM	12:22: 3B - 8HUM - RC1 - DM	12:22: 3B - 8HUM - C11 - DM	12:22: 3B - 8HUM - C11 - DM	12:08: 3A - 8HUM - C11 - DM	12:22: 3B - 8HPE - C25 - CK
3 PM	1:41: 4A - 8HUM - C11 - DM	1:41: 4A - 8MA - MCO BTR	1:41: 4A - 8CC - C8 - LAN	1:52: 4A - MCO PG	1:41: 4A - 8MA - C8 - MCO PG
	2:18: 4B - 8HUM - C11 - DM	2:18: 4B - 8MA - MCO RUJ	2:18: 4B - 8CC - C8 - LAN	2:24: 4B -	2:18: 4B - 8MA - C8 - MCO PG
8 AM					
9 AM	8:45: 1A - 8MA - C8 - MCO	8:45: 1A - 8SC - S4 - CJ	8:45: 1A - 8MA - C8 - MCO	8:45: 1A - 8HPE - GYM4 - CK	8:45: 1A - 8TSA - GYM1 - ER
10 AM	9:22: 1B - 8MA - C8 - MCO	9:22: 1B - 8SC - S4 - CJ	9:22: 1B - 8MA - C8 - MCO	9:17: 1B - 8HPE - GYM4 - CK	9:22: 1B - 8TSA - GYM1 - ER
11 AM	10:03: 2A - 8CC - C8 - LAN	10:03: 2A - 8HPE - GYM2 - CK	10:03: 2A - 8FIT - C21 - BTR	9:52: 2A - 8TSA - GYM1 - BTR	10:03: 2A - 8SC - S4 - CJ
12 PM	10:40: 2B - 8CC - C8 - LAN	10:40: 2B - 8HPE - GYM2 - CK	10:40: 2B - 8FIT - C21 - BTR	10:24: 2B - 8TSA - GYM1 - BTR	10:40: 2B - 8SC - S4 - CJ
1 PM	11:45: 3A - 8HUM - RC1 - DM	11:45: 3A - 8HUM - C11 - DM	11:45: 3A - 8HUM - C11 - DM	11:21: 3C - 10ICCA - C24 - BTR	11:45: 3A - 8HPE - C25 - CK
2 PM	12:22: 3B - 8HUM - RC1 - DM	12:22: 3B - 8HUM - C11 - DM	12:22: 3B - 8HUM - C11 - DM	12:08: 3A - 8HUM - C11 - DM	12:22: 3B - 8HPE - C25 - CK
3 PM	1:41: 4A - 8HUM - C11 - DM	1:41: 4A - 8MA - MCO	1:41: 4A - 8CC - C8 - LAN	1:52: 4A - 8FITK - TC - BTR	1:41: 4A - 8MA - C8 - MCO
	2:18: 4B - 8HUM - C11 - DM	2:18: 4B - 8MA - MCO	2:18: 4B - 8CC - C8 - LAN	2:24: 4B - 8FIT - TC - BTR	2:18: 4B - 8MA - C8 - MCO

Green Pole

This indicates the teachers HAS marked the class roll

- 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 23<sup>rd</sup> of May Jarrod was on an event (Boys Netball)
- Jarrod's classes were still running and are listed beside the event

https://korumburra.sc.vic.edu.au/Login.aspx Parents | KSC Login | Compass

Mrs Joy Smith & Mr John Smith

Student: Jarrod Smith B8.4, Year 8

Dashboard Schedule Attendance Reports

< Prev 19/05/2014 X 3 Next >

	Mon, 19 May	Tue, 20 May	Wed, 21 May	Thu, 22 May	Fri, 23 May
8 AM	8:45: Athletics Carnival - KIN	8:45: 1A - 8SC - S4 - CJ	8:45: 1A - 8MA - C8 - MCO	8:45: 1A - 8HPE - GYM4 - CK	8:45: 1A - 8TSA - GYM1 - ER
9 AM		9:22: 1B - 8SC - S4 - CJ	9:22: 1B - 8MA - C8 - MCO	9:17: 1B - 8HPE - GYM4 - CK	9:22: 1B - 8TSA - GYM1 - ER
10 AM		10:03: 2A - 8HPE - GYM2 - CK	10:03: 2A - 8FIT - C21 - BTR	9:52: 2A - 8TSA - GYM1 - BTR	10:03: 2A - 8SC - S4 - CJ
11 AM		10:40: 2B - 8HPE - GYM2 - CK	10:40: 2B - 8FIT - C21 - BTR	10:24: 2B - 8TSA - GYM1 - BTR	10:40: 2B - 8SC - S4 - CJ
12 PM		11:45: 3A - 8HUM - C11 - DM	11:45: 3A - 8HUM - C11 - DM	11:21: 1C - 10CCA - C24 - BTR	11:45: 3A - 8HUM - C25 - CK
1 PM		12:22: 3B - 8HUM - C11 - DM	12:22: 3B - 8HUM - C11 - DM	12:08: 3A - 8HUM - C11 - DM	12:22: 3B - 8HUM - C25 - CK
2 PM		1:41: 4A - 8MA - C8 - MCO	1:41: 4A - 8CC - C8 - LAN	1:52: 4A - 8FIT - TC - BTR	1:41: 4A - 8MA - C8 - MCO
3 PM		2:18: 4B - 8MA - C8 - MCO	2:18: 4B - 8CC - C8 - LAN	2:24: 4B - 8FIT - TC - BTR	2:18: 4B - 8MA - C8 - MCO
	Mon, 26 May	Tue, 27 May	Wed, 28 May	Thu, 29 May	Fri, 30 May
8 AM	8:45: 1A - 8MA - C8 - MCO	8:45: 1A - 8SC - S4 - CJ	8:45: 1A - 8MA - C8 - MCO	8:45: 1A - 8HPE - GYM4 - CK	8:45: 1A - 8TSA - GYM1 - ER
9 AM	9:22: 1B - 8MA - C8 - MCO	9:22: 1B - 8SC - S4 - CJ	9:22: 1B - 8MA - C8 - MCO	9:17: 1B - 8HPE - GYM4 - CK	9:22: 1B - 8TSA - GYM1 - ER
10 AM				9:52: 2A - 8TSA - GYM1 - BTR	

## Student Events

### Return to the Student's Dashboard

Student: Jarrod Smith B8.4, Year 8

**Dashboard** | Schedule | Attendance | Reports

**User Details**

Full Name: Jarrod Smith  
Gender: Male  
DOB: 01/01/2000 (14 years)  
House: BINDANA  
Student ID: SM10034  
Email: AMO0003@korumburra.vic.edu.au

**Student Chronicle**

View Full | Filter: Show All

Dean KING  
Recorded a few seconds ago  
**Attitude/Behaviour:** Jarrod has successfully been elected to College Captain position for 2018.  
Well done Jarrod we are proud of your commitment and dedication to personal growth and leadership.

**Looking Ahead**

Year 12 VCE Tertiary Information Session (TIS) - LL  
Jun 20, 2014, 8:45 AM

#### 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

Event: Year 12 VCE Tertiary Information Session (TIS) [ Back to Events ]

**Event Details**

Event Name: Year 12 VCE Tertiary Information Session (TIS)

Description / Educative Purpose: The TIS seminar and expo sessions provide an opportunity for Year 12 students to research their tertiary study options; discuss careers and course content with tertiary representatives and collect course information from all the major Victorian universities and local TAFE institutes. It is a unique opportunity for students to gather first hand information from the wide range of tertiary providers in attendance.

Start: Friday, June 20 - 08:45 AM

Finish: Friday, June 20 - 11:43 AM

Location: Monash Uni Peninsula Campus

Additional Event Details: TIS is a co-operative venture between Federal Government subsidised Victorian universities, institutes of TAFE and other related agencies. TIS has been active in the provision of tertiary education information for over 25 years and maintains a comprehensive program of TIS days throughout metropolitan and regional Victoria.

Dress Code: Uniform

Transport: Bus

Consent: Required

Cost per attendee: \$0.00

Paper consent / payment forms returned to: the general office

Consent / Payment due by: Friday, June 13



# Student Attendance

## Status

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

Student: Jarrod Smith B8.4, Year 8

Dashboard

Schedule

Attendance

Reports

Summary

Approvals

Unapproved

Arrive/Depart

Full Record

Daily Activities & Attendance

Currently Viewing: < 06/06/2014 >

Activity Name	Start	Finish	Pd	Location	Staff	Status
8TSA	30/05 - 08:45 AM	30/05 - 09:22 AM	1A	GYM1	ER	Present
8TSA	30/05 - 09:22 AM	30/05 - 10:00 AM	1B	GYM1	ER	Present
8SC	30/05 - 10:03 AM	30/05 - 10:40 AM	2A	S4	CJ	Present
8SC	30/05 - 10:40 AM	30/05 - 11:18 AM	2B	S4	CJ	Present
8HPE	30/05 - 11:45 AM	30/05 - 12:22 PM	3A	C25	CK MSN	Present
8HPE	30/05 - 12:22 PM	30/05 - 01:00 PM	3B	C25	CK MSN	Present
8MAK	30/05 - 01:41 PM	30/05 - 02:18 PM	4A	C8	MCQ PG	Present
8MA	30/05 - 02:18 PM	30/05 - 02:56 PM	4B	C8	MCQ PG	Present

Attendance Summary

Start 01/01/2014 End 31/12/2014 Students Active Class % All Ac'd % All VCE % All Schl % All Filter Export

Subject	Class	Form	Run	In Class			Total	Out of Class			Percentages				
				Prsnt	Late Appr	Late Unap		NP Schl	NP Parnt	NP Unap	Total	Class %	Ac'd %	VCE %	Schl %
ICCA	10ICCA B8.4	B8.4	6	6	0	0	6	0	0	0	0	100	100	100	100
YR. 8 CIVICS AND CIT	8CCB	B8.4	20	20	0	0	20	0	0	0	0	100	100	100	100
YR. 8 HEALTH AND PHY	8HPEB	B8.4	34	30	0	0	30	2	2	0	4	88	100	94	94
YR. 8 HUMANITIES	8HUMB	B8.4	50	50	0	0	50	0	2	0	2	96	100	96	96
YR. 8 FIT AND HEALTHY	8FITB	B8.4	22	20	0	0	20	0	2	0	2	91	91	91	91
YR. 8 MATHEMATICS	8MAB	B8.4	40	38	0	0	38	2	2	0	4	90	100	95	95
YR. 8 SCIENCE	8SCB	B8.4	22	18	0	0	18	2	2	0	4	82	100	9	91
YR. 8 TEAM SPORT ELE	8TSAB	B8.4	22	20	0	0	20	2	0	0	2	91	100	100	100
Events	-	B8.4	2	2	0	0	2	0	0	0	0	100	100	100	100

Present

Late  
Approved

Late  
Unapproved

Not Present –  
school approved

Not Present –  
Parent approved

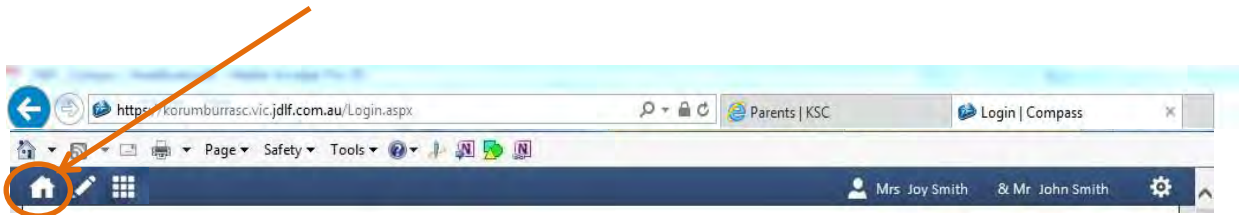
Not Present –  
Unapproved

When the percentage of overall class attendance falls this box will change 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

The screenshot shows the 'Unapproved Absences' section of a software interface. At the top, there are tabs for 'Dashboard', 'Schedule', 'Attendance', and 'Reports'. Below these are sub-tabs: 'Summary', 'Approvals', 'Unapproved', 'Arrive/Depart', and 'Full Record'. The 'Unapproved' sub-tab is active. In the top right corner, there is a button labeled 'Parent Approve' enclosed in a dashed box. An orange arrow points from this button to a 'Parent Approve' button (with a person icon) located on the left side of the table. Another orange arrow points from this button to the checkboxes in the first column of the table. The table has columns: 'Activity Name', 'Start', 'Finish', 'Pd', 'Location', 'Staff', and 'Status'. It lists several activities with checkboxes in the first column. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Items 20', and a status message 'Displaying Unapproved Records 1 - 11 of 11'.

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/> 10ICCA	29/05 - 11:21 AM	29/05 - 12:05 PM		R3	ZZ	Not Present
<input type="checkbox"/> Athletics Carnival	19/05 - 08:45 AM	19/05 - 02:56 PM		Ballam Park	KIN	Not Present
<input type="checkbox"/> MA73A	16/05 - 10:40 AM	16/05 - 11:18 AM	2B	E10	PG	Not Present
<input type="checkbox"/> MA73A	16/05 - 10:03 AM	16/05 - 10:40 AM	2A	E10	PG	Not Present
<input type="checkbox"/> BI33B	16/05 - 09:22 AM	16/05 - 10:00 AM	1B	S6	DH	Not Present
<input type="checkbox"/> BI33B	16/05 - 08:45 AM	16/05 - 09:22 AM	1A	S6	DH	Not Present

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.

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

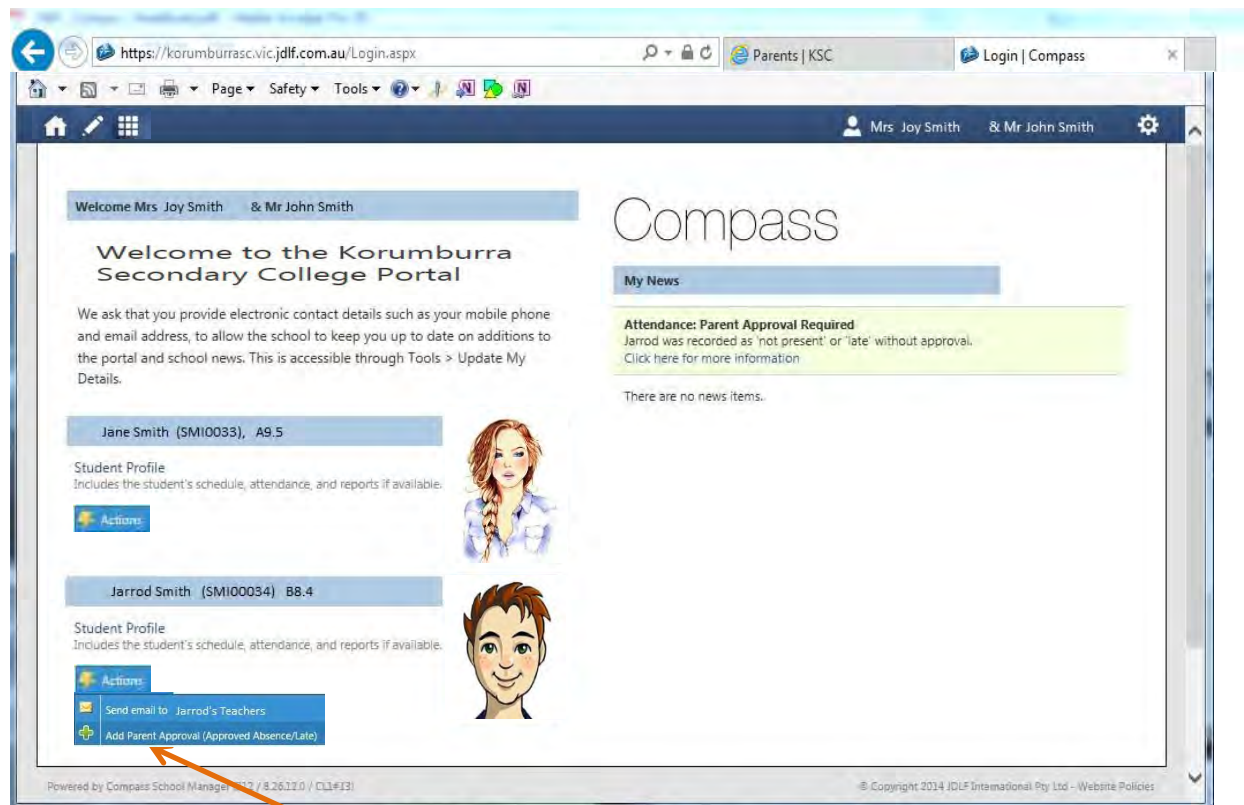
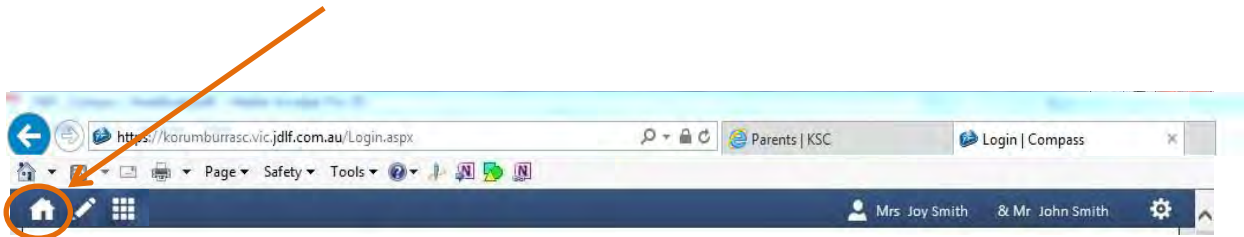
If your student will not be at school for part or a whole day you are able to approve the absence without having to call the school. This can be done the morning the students will not be at school or if it is a planned event can be done before the day.

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**

## Parent approved absence (If the student will not be at school - 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

The screenshot shows the 'Parent Approval Editor' window. It has a tabbed interface with 'Summary', 'Approvals', 'Unapproved', 'Arrive/Depart', and 'Full Record'. The 'Approvals' tab is active. The 'Parent Approvals' section on the left shows a table with columns 'Start', 'Finish', 'Reason', and 'Enter'. Below it, it says 'There are no parent approvals for this user:'. The 'Parent Approval Editor' window has a 'Person' field with 'Jarrod Smith'. The 'Reason' field is empty. The 'Details/Comment' field is empty. Below these is an 'Important Notice' section. The 'Start' field is set to '06/06/2014' and '08:00 AM'. The 'Finish' field is set to '06/06/2014' and '05:00 PM'. At the bottom right, there are 'Save' and 'Cancel' buttons. Three orange arrows point to the 'Reason' field, the 'Start' and 'Finish' fields, and the 'Save' button.

Parent Approvals

Approvals

Unapproved

Arrive/Depart

Full Record

Person: Jarrod Smith

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 06/06/2014 08:00 AM Select a period...

Finish: 06/06/2014 05:00 PM Select a period...

Save Cancel

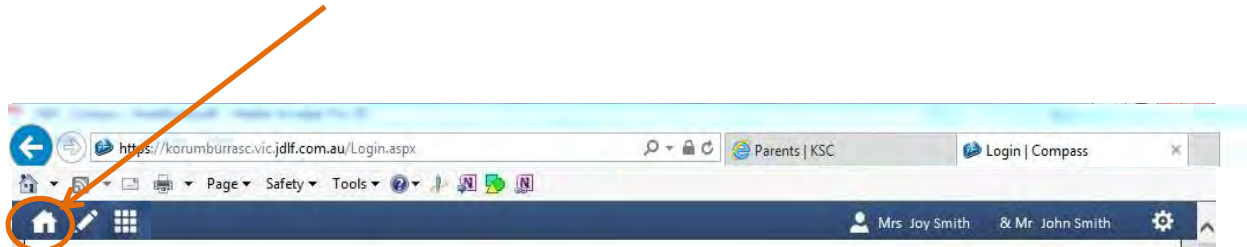
**2.** Select the start and finish date, and the time of when the student will not be at school. If the student will be away for an entire day, you can leave the default times. You do not need to select a session.

**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

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

### 1. Check All/ Uncheck All

You can select

- An individual teacher or a number of teachers to email

The screenshot shows the 'Send Email' dialog box. It has a title bar 'Send Email' with a close button. The main area is divided into three sections: 'Email subject:', 'Insert context:', and a large text area for the message. The 'Email subject:' field is empty. The 'Insert context:' section has a checkbox labeled 'Re: April ADAMS (ADA0006), 08C at Korumburra Secondary College' which is checked. Below this is a note: 'Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.' The message text area is empty. To the right of the message area is a 'Recipients' list. At the top of this list are two buttons: '+ Add Recipients' and '- Remove All'. Below these are ten entries, each with a red 'X' in a box to the right. The entries are: Amy LOWE - AL (Teacher of 08PAC, 09XPPA), Anthony WATKINS - TWA (Teacher of 09SCIA), Catherine MCDUGALL - CM (Teacher of 08ARTC, 09ARTA), Emily COTTERILL - EC (Teacher of 08ENG, 09HUMA), James O'HAGAN - JO (Teacher of 09XOE), Joanne (Jo) TAYLOR - JT (Teacher of 09MATA), Linda JENNINGS - LJ (Teacher of 09PEDA, 09HEDA, 09ACEA), and Melissa NEILL - MN (Teacher of 08HUM, 09ENGA). At the bottom of the recipients list is a yellow note: 'Please note: all users in this list will receive this email' and a red 'X' icon with the text 'denotes users with an invalid email address'. At the bottom right of the dialog box are two buttons: 'Send' and 'Cancel'.

Teacher	Class	Status
Amy LOWE - AL	Teacher of 08PAC, 09XPPA	Invalid
Anthony WATKINS - TWA	Teacher of 09SCIA	Invalid
Catherine MCDUGALL - CM	Teacher of 08ARTC, 09ARTA	Invalid
Emily COTTERILL - EC	Teacher of 08ENG, 09HUMA	Invalid
James O'HAGAN - JO	Teacher of 09XOE	Invalid
Joanne (Jo) TAYLOR - JT	Teacher of 09MATA	Invalid
Linda JENNINGS - LJ	Teacher of 09PEDA, 09HEDA, 09ACEA	Invalid
Melissa NEILL - MN	Teacher of 08HUM, 09ENGA	Invalid

### 4. Subject

Include a brief subject heading

### 3. Message

Include your message



### 2. Send Email

Select this tab when you are ready to send your email

## Learning Tasks

1. Click on the pen

The screenshot shows the 'Learning Tasks' page. At the top, there is a navigation bar with a home icon, a pen icon (circled in red), and a user profile 'Ms Joy Smith'. Below the navigation bar, the page title 'Learning Tasks' is displayed. A dropdown menu for 'Year' is set to '2014'. Below this is a table with columns: 'Due date', 'Learning Task', 'Student', 'Class (Subject)', 'Status', and 'Result'. The table contains one row: '14/07/2014 4:00 PM', 'Fabric Testing', a student profile picture, 'Jarrod Smith', 'Textiles BK8', and a 'Pending' status with a grey circle icon. Three orange arrows point from text boxes to the pen icon, the 'Due date', and the 'Status' column. At the bottom, there is a footer with 'Powered by Compass School Manager (62 / 8.27.1.0 / CL1.1.1)' and '© Copyright 2014 JDLF International Pty Ltd - Website Policies'.

Due date	Learning Task	Student	Class (Subject)	Status	Result
14/07/2014 4:00 PM	Fabric Testing	 Jarrod Smith	Textiles BK8	 Pending	

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

### 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



## Example Learning Task

The screenshot shows a web application interface for a learning task titled "Fabric Testing". The interface is divided into several sections: "Basic Details", "Description/Requirements", "Attachments", "My Submission", "Grades", and "Comments". The "Basic Details" section shows "Electronic Submission Open?" as "Yes" and "Due Date and Time" as "Monday, 14 July 2014 at 04:00 PM". The "Description/Requirements" section lists two tasks: "Task 1: Material testing" and "Task 2: Material Characteristics and Properties", with a note that fabrics used must be associated with client needs and design brief. The "Attachments" section shows a single attachment: "Fibre to fabric classification and testing.pptx". The "Grades" section contains a disclaimer about assessment results. The "Comments" section shows "There are currently no comments" and a form to "Add New Comment" with a "Save Comment" button. The top of the interface shows a user profile for "Ms Joy Smith" and a settings gear icon. The bottom of the image shows a Windows taskbar with icons for Chrome, a folder, a PDF file, a folder, a presentation, and a calculator.

Ms Joy Smith

### Fabric Testing

Learning Tasks > > Fabric Testing

#### Basic Details

Electronic Submission Open? Yes  
Due Date and Time Monday, 14 July 2014 at 04:00 PM

#### Description/Requirements

Students will complete:

Task 1: Material testing  
Task 2: Material Characteristics and Properties  
The fabrics used in both tasks must be associated with your Clients needs and your Design Brief

Information relating to these tasks are listed on the Power point presentation "Fibre to Fabric Classification and Testing".

#### Attachments

Fibre to fabric classification and testing.pptx

#### My Submission

#### 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.

Grade:

#### Comments

There are currently no comments.

Add New Comment

Save Comment



## COMPASS INSTRUCTIONS

### PROVIDING CONSENT AND PAYMENT FOR EXCURSIONS

If your child has an excursion that has consent or payment outstanding you will have an event alert such as the one shown below.

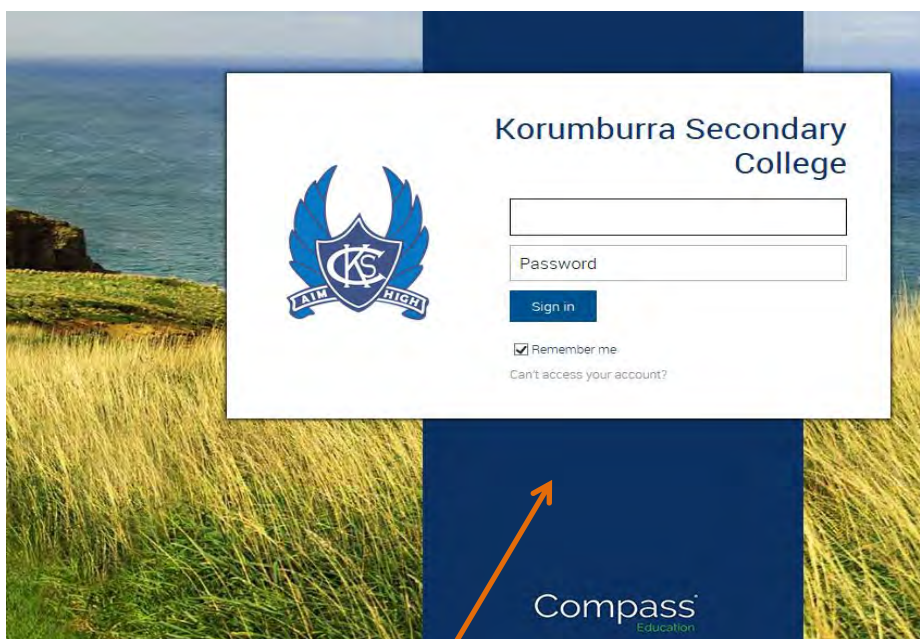
The screenshot shows the Compass portal home page. A red arrow points to the 'My Alerts' link in the top navigation bar. Below the 'Welcome to the Korumburra Secondary College Portal' message, there are two student profile sections for Lachie and Stuart. On the right, a yellow alert box titled 'Event Consent/Payment Required' is circled in red. It states: 'There are 1 event(s) awaiting your consent and/or payment. Click here for more information'. Below this, there are two 'Attendance: Parent Approval Required' messages for Lachie and Stuart. The page also features news items for 'Interschool Cross Country' and 'Fun Run Donations'.

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.

The screenshot shows the 'Events' page. Under the 'My Children's Upcoming Events' section, there is a table with one row for a 'Senior Arts Excursion' attending Lachie MACKENZIE. The date/time is 'Friday, June 20 - 08:45 AM to Friday, June 20 - 06:00 PM'. The 'Process Now (Online)' button is circled in red. There is also a 'Print Form (Offline)' button. The page footer shows 'Page 1 of 1' and 'Items: 20'.

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



Korumburra Secondary College

☒ Remember me

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

Compass<sup>®</sup>  
Education

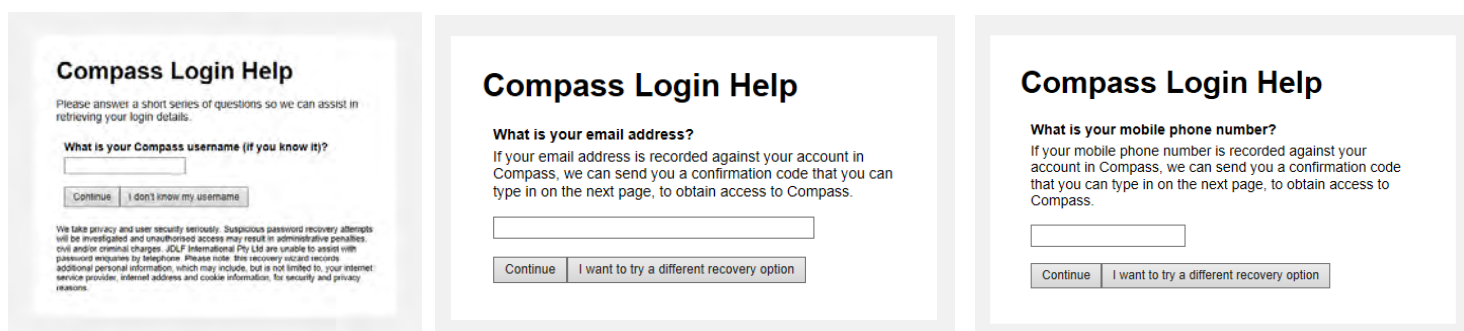
Select the Can't access your account

*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. You mobile phone number

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



**Compass Login Help**

Please answer a short series of questions so we can assist in retrieving your login details.

**What is your Compass username (if you know it)?**

[I don't know my username](#)

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. JCLF International Pty Ltd are unable to assist with password recovery by telephone. Please note: this recovery record records additional personal information, which may include, but is not limited to, your internet service provider, internet address and cookie information, for security and privacy reasons.

**Compass Login Help**

**What is your email address?**

If your email address is recorded against your account in Compass, we can send you a confirmation code that you can type in on the next page, to obtain access to Compass.

[I want to try a different recovery option](#)

**Compass Login Help**

**What is your mobile phone number?**

If your mobile phone number is recorded against your account in Compass, we can send you a confirmation code that you can type in on the next page, to obtain access to Compass.

[I want to try a different recovery option](#)

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](http://www.jdlf.com.au/policy/privacy).