Compass Guide
For Parents/Guardians

Welcome to Compass

Welcome to Compass at Yarra Hills SC. In 2015 we introduced Compass School Manager to staff and students. Students and staff are able to use this for accessing and recording important information.

In Term 3 of 2015 we introduced Compass School Manager to parents.
The Compass Parent Portal provides parents with access to school news, events, booking Parent/Student/Teacher interviews (such as Ready to Learn & Ready to Reflect).

Using our parent portal you will be able to:
• Access your child's Student Semester Reports
• Book your Parent/Student/Teacher interviews
• View up-to-date class and school attendance information
• Approve or enter upcoming or past absences for your child
• Update your registered email and mobile number (used for SMS alerts) details

These instructions will help you login, navigate and understand the Compass Parent Portal.

Accessing Compass Parent Portal

You can now access the Parent Portal using your school log-in details and password provided for you.

The URL for all parents, students & staff is https://yarrahills.vic.jdlf.com.au please login with your:
- Username - Parent Log-in ID
- Password
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Upon first login to Compass you will be requested to confirm your contact details and change your password.

If the displayed mobile number, email addresses are correct OR if they need updating, please do so, then click 'Update My Details'.

Welcome to the Yarra Hills 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	Mobile number
Email (Adult A)	email address
Email (Adult B)	

Update My Details

I don't have these details

Please update your password as indicated, password must be numeric and at least 4 digits in length.

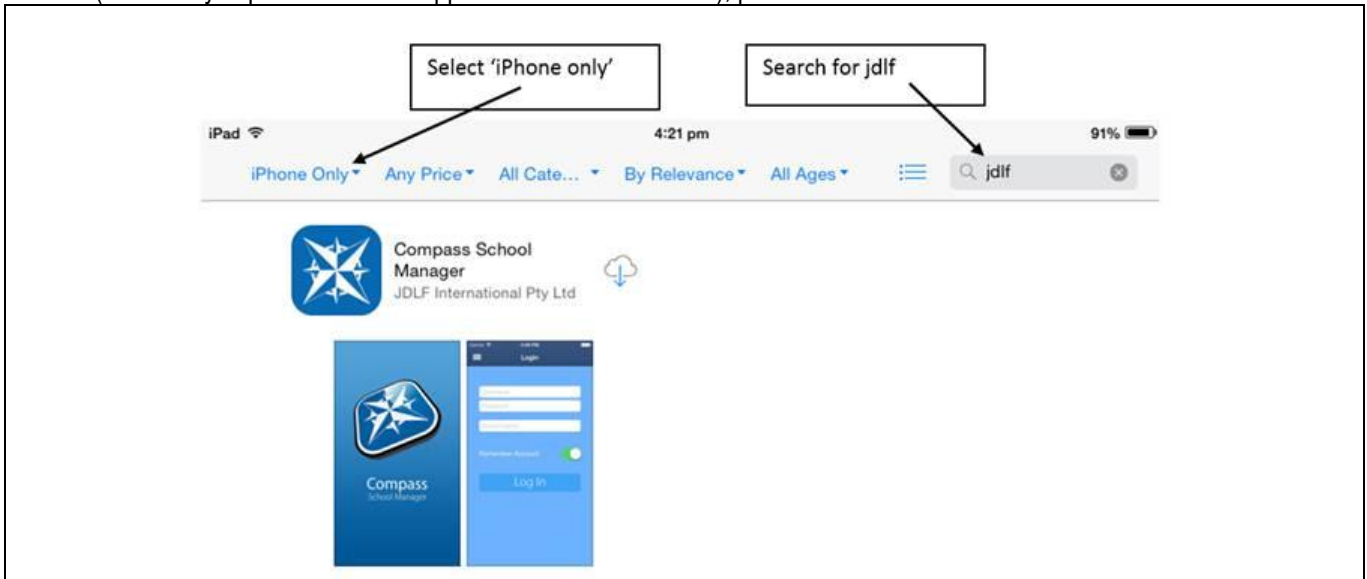### Next, you will need to change your password

Please note the new password requirements below:

- Your new password **must be numeric**
- Your new must be **at least four (4) digits** long
- Your password **cannot** contain letters or symbols

New Password:
Confirm New Password:

Save

Ipad/iphone Application

The ipad/iphone application can be found on the Apple App Store by searching for jdlf and selecting 'iPhone Only' in the top L/H corner (this is very important else the application will not be found), please see below:

The Compass app login is again VERY straight forward:
- Username (Parent Log-in ID)
- Password
- Search for our school name (provided you have a web connected ipad/iphone)
- Please note that the Compass application is only available for iOS devices, but an Android application is in development.

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 school-wide activities

Student Profiles The student profile provides you with access to full details of your child. This will include attendance, reports and more. Using the links, parents can quickly add Parent Approvals, book Parent Teacher Interviews 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 more.

Student Profile

Your child's information page

Schedule View details of upcoming events, your child's timetable and other relevant school wide activities.

Student Chronicle View observations made by school staff about your child, in the future this may include curriculum or behavior based comments.

Further Information Under your child's name is a group of tabs giving quick access to other important information, weekly Schedule (timetable), Attendance and Reports.

Attendance

Using Compass parents can view up to date attendance information for their child. To view your child's attendance, click on the Student Profile link from the home page and click the Attendance tab.

Daily snapshot

Attendance summary

Approvals This sub-tab provides a comprehensive list of approvals for your child. From this tab you can add absence notices, both present and future.

Unapproved This sub-tab provides a list of all unexplained absences from class. From this tab you can click to approve specific absences.

Daily Activities & Attendance Provides a quick snapshot of today's classes and your child's attendance marking.

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.

Attendance: Entering a Parent Approval

From the Student Profile screen either: 1) Click on the 'Action' button for your child and then select 'Add - Parent Approval' item as follows:

Or 2) Click on the Attendance tab, click on the sub-tab Approvals then click on 'Add Parent Approval'.

Reason The options available include Medical, Dental, Family holiday, Parent choice, etc.

Details/Comment Please provide further information if deemed necessary.

Start/Finish Please provide the approval time range, day/s, hours or school periods. Click the 'Save' button.

Please note: Where possible, parent approvals should be entered prior to the absence occurring. This will assist our Administration staff and Student Coordinators in monitoring student attendance.

Reports

As part of our educational responsibility to our parents, guardians and students, regularly reporting on student progress is an integral part of the partnership we share. Each semester we provide you with two reports – an interim report and an end of semester report. All student reports will be available to parents via Compass.

Using Compass parents can view reports for their child. To view your child's report, either 1) click on 'View Academic Reports' from the Compass Home screen or 2) click the Student Profile link from the home screen and click the Reports tab.

Click on the required report (note ALL Yarra Hills SC reports issued for your child will be here)
Once you have clicked on the appropriate report 'cycle' you have the option to open the report 'pdf' directly or save the file for future reference and/or printing.

Consent and Payments

From the Compass Home screen either:

1) click on the Event alert under 'My News'	2) click on the Organisation menu then click Events

From the Events page a list of upcoming events and excursions will be displayed, see below. Click the red 'Process Now' button to provide consent and/or payment (depending on what the event requires).

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 completed separately. Should you need to provide payment or consent separately, please click 'Print Form (Offline)' to complete the process manually.
Online payments in Compass can only be made with a VISA or Mastercard credit card. All other payment types will need to be completed manually through our campus offices.
Yarra Hills SC will be using the online Events module extensively during 2016. As parents familiarize themselves with Compass, the process of providing consent and/or payments will minimize the number of paper forms exchanged between school and home, also minimizing repetitive form completion.

Security

Compass uses technology called SSL (Secure Sockets Layer). This ensures all Compass sessions are encrypted and secure.
All payments made online will appear on your credit card statement as COMPASSPAY.COM.
Full information on the Compass Privacy Policy can be found at www.compass.edu.au/policy/
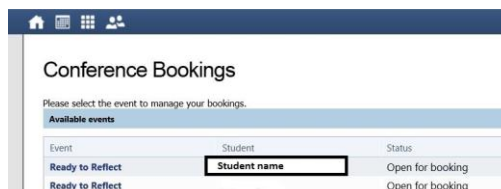
Parent – Teacher Conferences

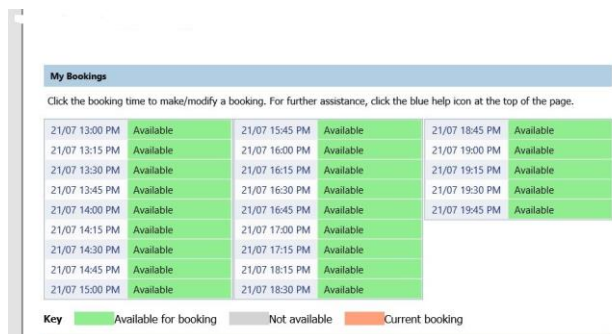Using Compass, parents can book parent - teacher conferences online.
From the Compass Home screen click on the Community menu and then Parent/Student/Teacher Conferences

A list of parent-teacher interview cycles will be displayed along with their booking status. Click on the relevant cycle.

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 that selected time. Note: If a teacher you wish to book with does not appear, it indicates they are unavailable in that time slot, please try other booking time.

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

Should you have any queries in relation to this guide please contact your campus office to discuss.

Any Compass access issues such as password resetting can be directed to our ICT manager via email at wigley.phillip.j@edumail.vic.gov.au