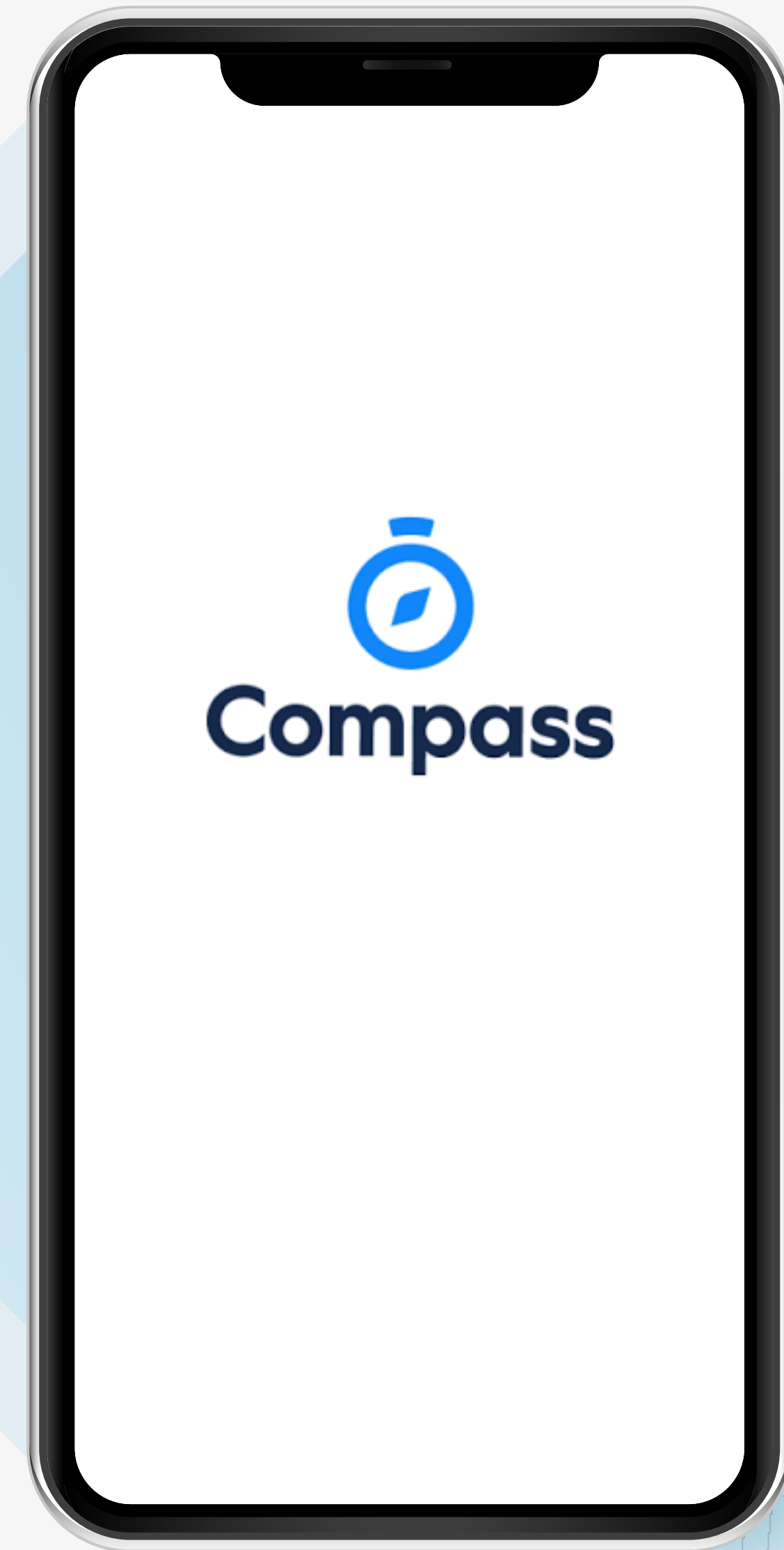


# WELCOME TO COMPASS

At St John's we use Compass  
as our parent portal.



# WHAT DOES COMPASS DO FOR ME

Using Compass allows you to access up-to-date and meaningful information about St John's Dapto and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View the school calendar
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees



# ACCESSING COMPASS

Compass is a web-based system that is accessible on any modern web browser (Safari, Firefox, Chrome) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every parent/carer receives a separate login to Compass which will be provided to you by St John's. To access the parent portal from your computer, go to St John's school website, or school newsletter and click the Compass link on the homepage.

Alternatively, if you are having trouble finding the Compass link you can go to <http://sjddow-nsw.compass.education>.



# LOGGING INTO COMPASS

To log in you will require your unique username and password. These details will be provided to you by St John's.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by St John's for SMS, password recovery and email communication throughout the year.

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.





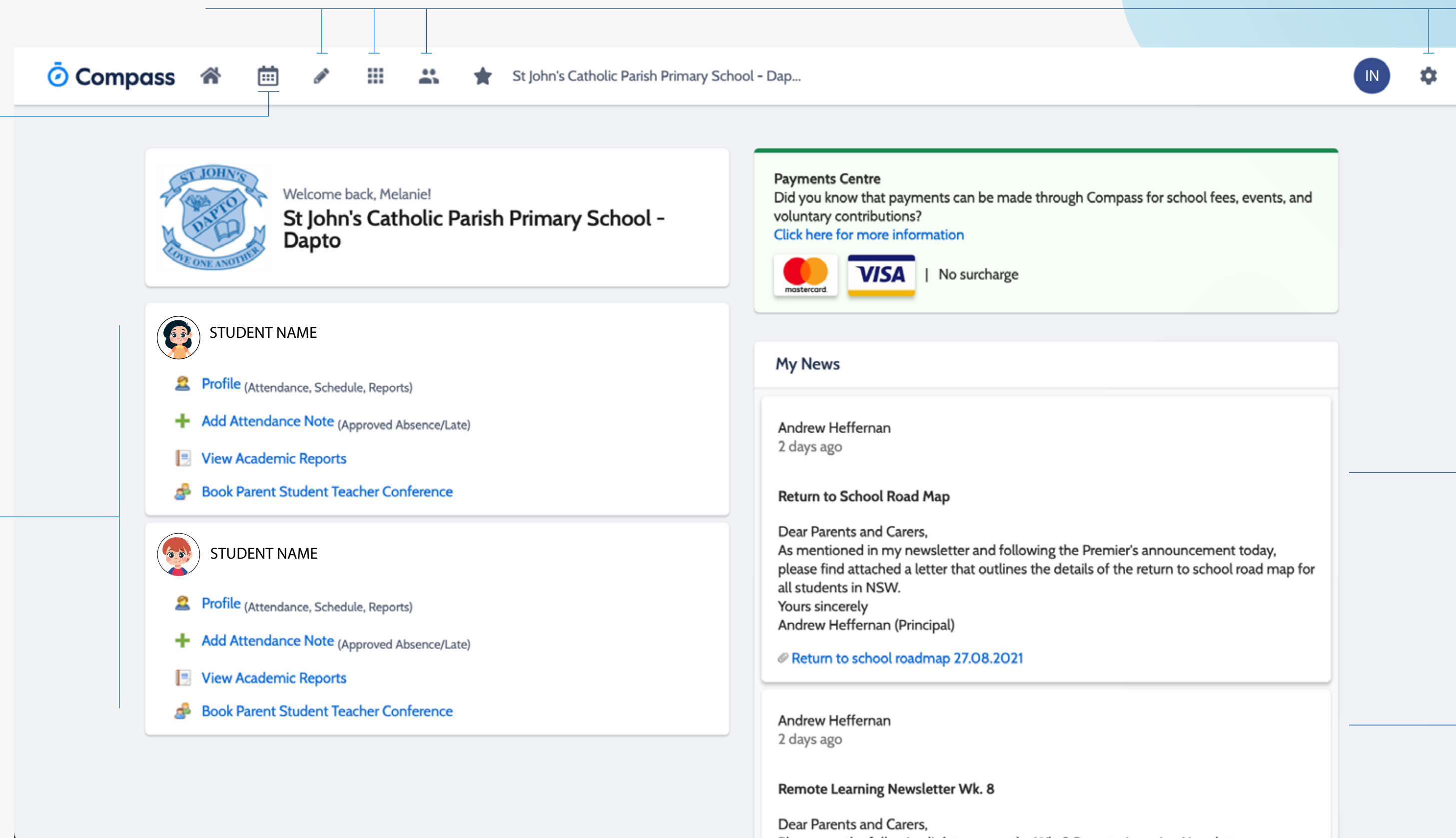
# THE COMPASS HOME SCREEN

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 relevant school-wide activities

**YOUR CHILDREN**  
Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.



## 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 much more.



# CONSENT AND PAYMENTS

1

From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the Organisation menu item (screenshot 2).

2

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

3

An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the 'Submit Details' button.

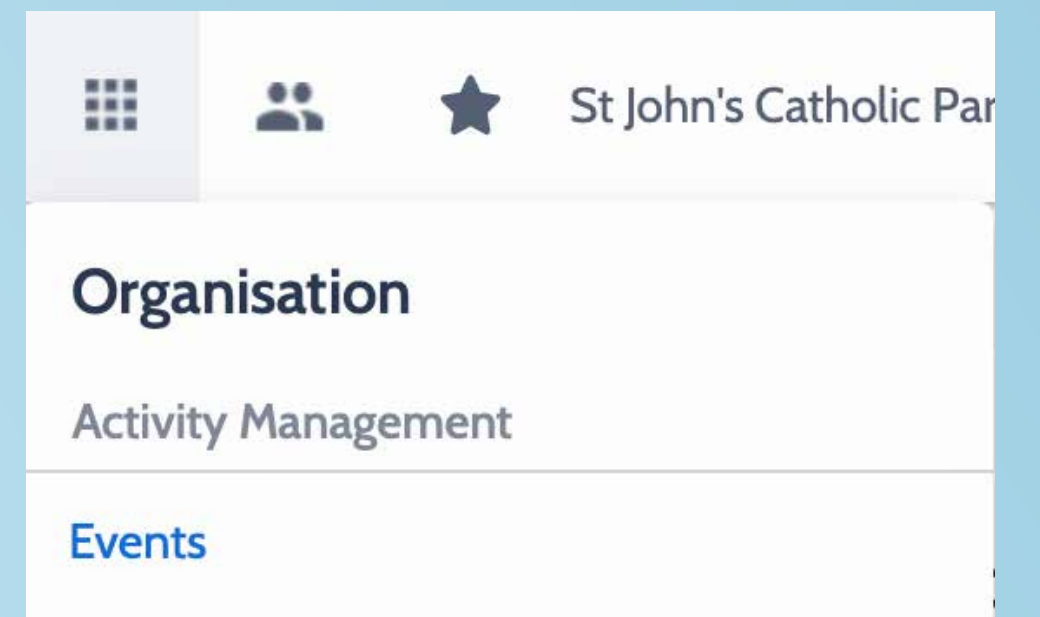
## My News

### Event Consent/Payment Required

There are 1 event(s) awaiting your consent and/or payment.

[Click here for more information](#)

Screenshot 1



Screenshot 2





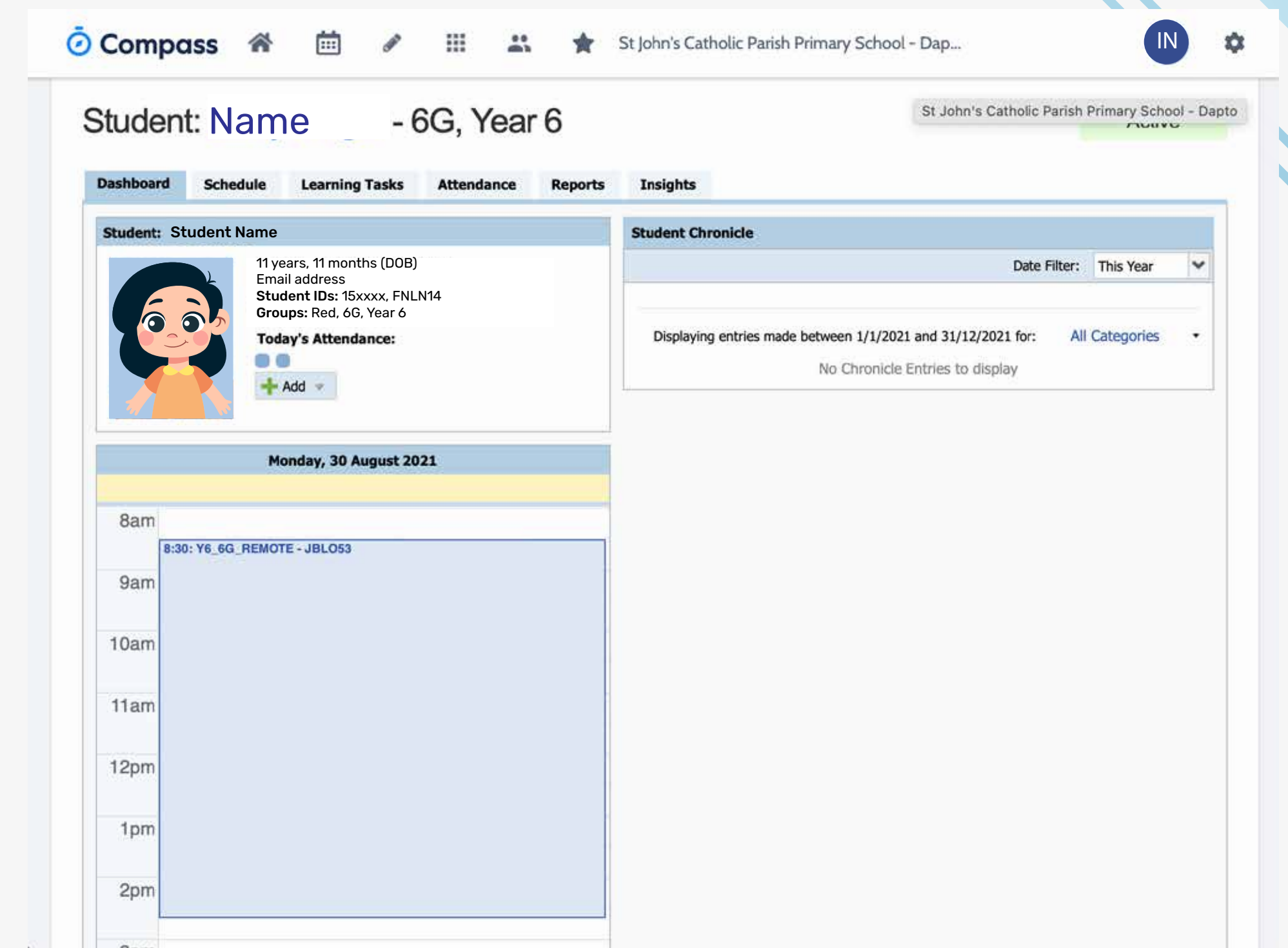
# STUDENT PROFILE

Everything for your child, in one place

The student profile can be accessed by clicking on your child's 'Profile' link.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile.



# ATTENDANCE SUMMARY

To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

## APPROVALS

This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notices (both past and future).

## UNEXPLAINED

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

Compass

St John's Catholic Parish Primary School - Dap...

IN

Student: Name - 6G, Year 6

Active

Dashboard

Schedule

Learning Tasks

Attendance

Reports

Insights

Summary

Notes

Unexplained

Arrival/Departure

Full Record

Daily Activities & Attendance

Currently Viewing: < 30/08/2021 > 

Switch to Grid view

8:00 am

9:00 am

10:00 am

11:00 am

12:00 pm

1:00 pm

2:00 pm

3:00 pm

4:00 pm

Year 6 Curriculum

Y6\_6G\_REMOTE

Annual Summary

School Year: 2021

July

August

September

October

November

Whole Day

Partial Day

M

T

W

T

F

M

T

W

T

F

M

T

W

T

F

M

T

W

T

F

M

T

W

T

Term 1

2

0

0

1

Term 2

1

3

1

1

Term 3

0

28

0

0

Term 4

0

0

0

0

Attendance Summary

Start

End

Students

Class %

Ac'd %

Schl %

Filter

01/01/2021

30/08/2021

All

All

All

All

Subject

Class

Form

Run

Prsnt

Late Appr

Late Un'd

Total

NP Absent

NP Other

NP Un'd

Total

Class %

Ac'td %

Schl %

Year 6

Y6\_6G

6G

188

178

0

0

178

6

4

0

10

95

100

97

Year 6

Y6\_6G\_REMOTE

6G

35

29

0

0

29

0

6

0

6

83

100

100

Events

6G

9

9

0

0

9

0

0

0

0

100

100

100

School Activities

6G

6

6

0

0

6

0

0

0

0

100

100

100

## DAILY SUMMARY

- 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.

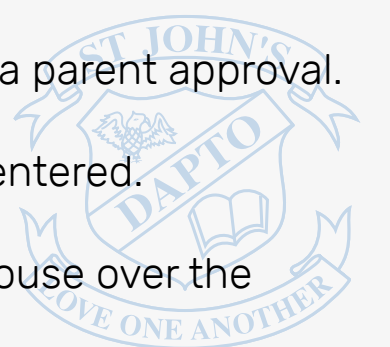
When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

**NP Absent-** Not present in class and is explained by a school related activity.

NP Other- Not present in class and is explained by a parent approval.

NP Un'd- Not present in class with no explanation entered.

For an explanation of a heading item, hover your mouse over the heading of interest.



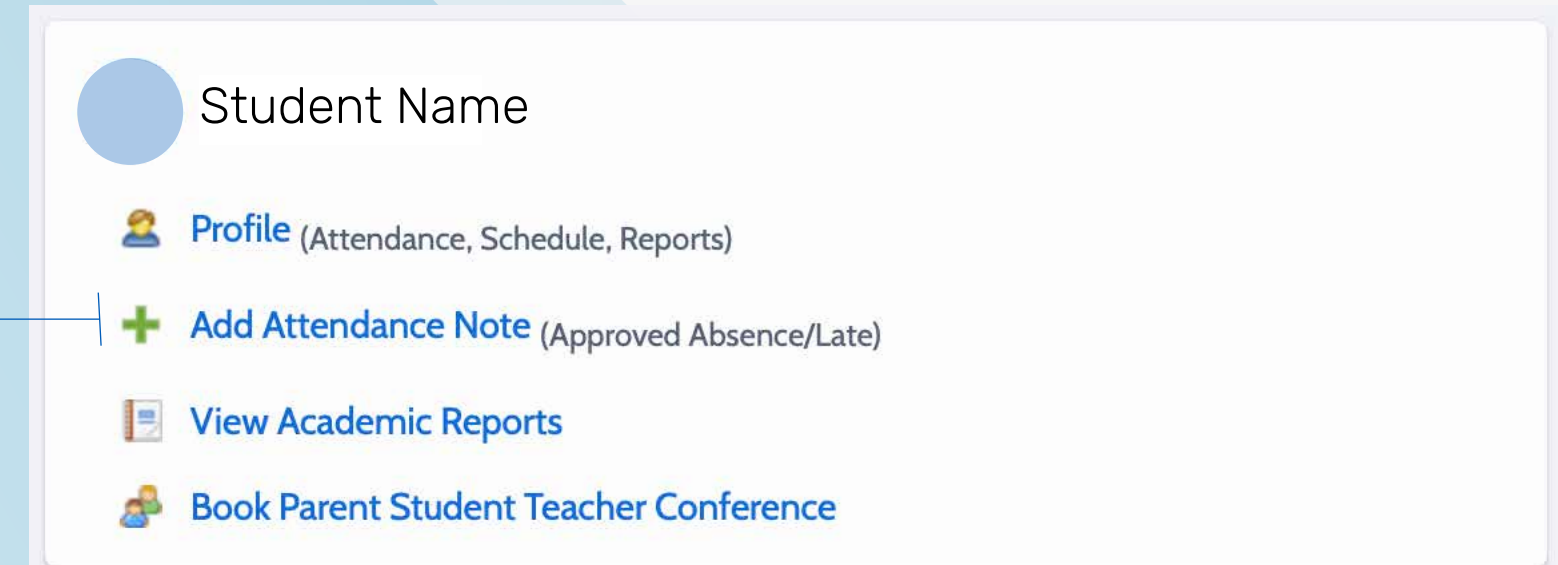


# ATTENDANCE

## ENTERING A PARENT APPROVAL

1

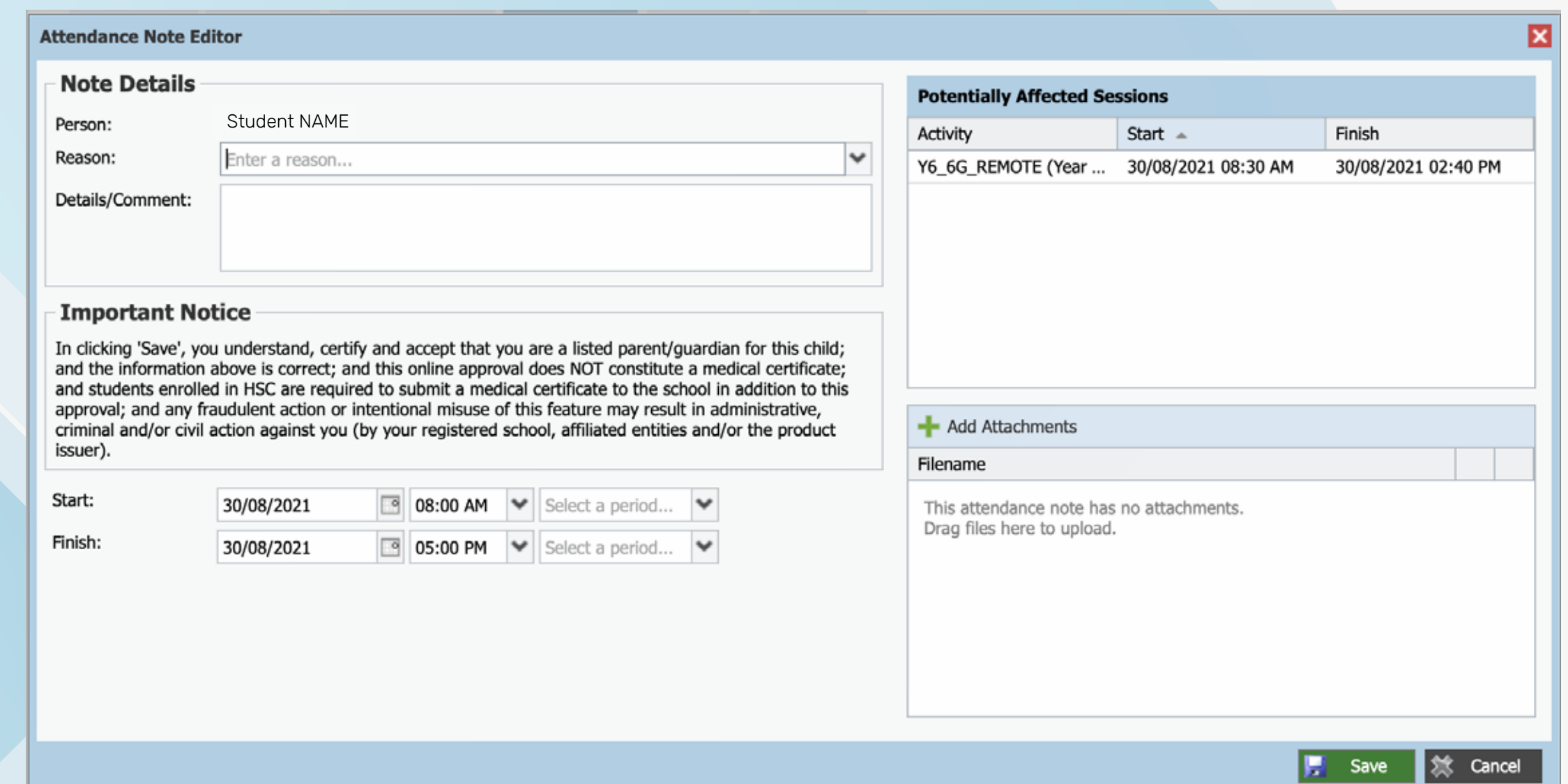
From the Compass home screen (or from your student's profile), click the 'Add Parent Approval' item.



2

From the pop-up window,

- Select the reason,
- Enter a brief description of the absence,
- Select the start and finish time,
- Click the 'Save' button.

A screenshot of the 'Attendance Note Editor' window. The window has a title bar with 'Attendance Note Editor' and a close button. It contains several sections: 'Note Details' with fields for 'Person' (Student NAME), 'Reason' (a dropdown menu with 'Enter a reason...' selected), and 'Details/Comment' (a text area); 'Important Notice' with a paragraph of legal disclaimer text; 'Start' and 'Finish' time selection fields with date and time pickers; and 'Potentially Affected Sessions' with a table showing a session for 'Y6\_6G\_REMOTE (Year ...)' from '30/08/2021 08:30 AM' to '30/08/2021 02:40 PM'. At the bottom right, there is an 'Add Attachments' section with a 'Filename' field and a message 'This attendance note has no attachments. Drag files here to upload.' The bottom of the window has 'Save' and 'Cancel' buttons.

Note:

Where possible, parent approvals should be entered prior to the absence occurring.





# VIEWING ACADEMIC REPORTS


1


From the home screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports' tab.

Student Name

 Profile (Attendance, Schedule, Reports)

 Add Attendance Note (Approved Absence/Late)

 View Academic Reports

 Book Parent Student Teacher Conference

2

A list of Academic Reports will be displayed. Click the Report title to download the PDF on to any device.

Student: [Student Name](#) - 6G, Year 6

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Insights
Reports					
Reporting Cycle			School		
<a href="#">2021 - Semester 1</a>			St John's Catholic Parish Primary School - Dapto		
<a href="#">2020 - Semester 2</a>			St John's Catholic Parish Primary School - Dapto		
<a href="#">2020 - Interim Report Semester 1</a>			St John's Catholic Parish Primary School - Dapto		
<a href="#">2019 - Semester 2</a>			St John's Catholic Parish Primary School - Dapto		
<a href="#">2019 - Semester 1</a>			St John's Catholic Parish Primary School - Dapto		



# PARENT/TEACHER CONFERENCES

- 1** On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conferences.
- 2** A list of Academic Reports will be displayed. Click the Report title to download the PDF on to any device.
- 3** 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 the selected time.

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







# TROUBLESHOOTING

## **VERSION**

Check the version of the app on your mobile device.

## **RESET**

Restart your mobile device.

## **PASSWORD ISSUE**

Adhere to the password rules. Passwords must be 8 characters, have at least one capital and one lowercase letter and one number.

## **NOTIFICATIONS**

Not receiving notifications (i.e. News Feeds) from Compass, it's likely due to notifications in their Compass app being set to Don't Allow Notifications. Steps: Check Notifications in Settings.



# PRIVACY & SECURITY

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

Please note: Any payments made online using Compass will appear on any credit card statement as COMPASSPAY.COM

Full information on the Compass Privacy Policy can be found on the Compass website — <https://www.compass.education>