

Willow Grove Primary School



Compass Information Book 2021



COMPASS
School Manager

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What is Compass?

Willow Grove Primary School utilises Compass School Manager as a whole school administration package. Compass is also commonly referred to as a Parent Portal. This portal is used by our school community – teachers, student's families, administrators and staff; to streamline many school operations, from attendance and event management to communication and reporting.

Parents/guardians will have their own unique username and password. These details should not be shared with your child as permission for absences can only be given by parents/guardians.

Compass provides parents and guardians with access to up-to-date and meaningful information about our school and your child's progress as well as access to a number of new tools and features including the ability to:

- Access your child's Student Semester Reports
- Access your child's Grade Point Average (GPA) Reports
- Book your Student Led Conferences
- 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
- Access information regarding upcoming events and news

Compass will improve the level of communication regarding your child's progress. This has been identified by our school community as an area of improvement. Most of the features listed above are available immediately and when additional features become available, parents will be notified through our regular communication channels.

Some of the benefits of Compass:

- Can be accessed via computer, tablets and smartphones. Search for 'Compass School Manager' in the App store.
- Improved attendance management
- Access convenience
- Classroom efficiency
- Improved security
- Improved event management
- Timetable accessibility

Please use this information book as a resource for you to access and use Compass. The Parent Information Brochure is also another point of reference to ensure that you are provided with the necessary information to transition to using Compass as our Parent Portal.

Accessing and Logging onto Compass

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

Recommended browsers:

- Google Chrome
- Firefox
- Safari
- Internet Explorer Version 10/11

Not supported:

- Internet Explorer 8 and below
- Any non-current version of Firefox, Chrome and Safari

Parents' Initial Login to Compass

1. To access your parent portal on Compass, open an internet browser, go to the school website (<http://www.willowgroveps.vic.edu.au/>)
2. Click on the Compass School Manager tab
3. Click on the Compass School Manager logo
4. Alternatively you can download the Compass School Manager App and search for Willow Grove Primary School or visit <https://schools.idf.com.au/> and search for Willow Grove Primary School.

When you first login to Compass, you will need to enter your Username and Password provided by the school in your welcome letter.

Enter you username and password and then ensure that your mobile number and email address are correct, then click 'Update my details.'

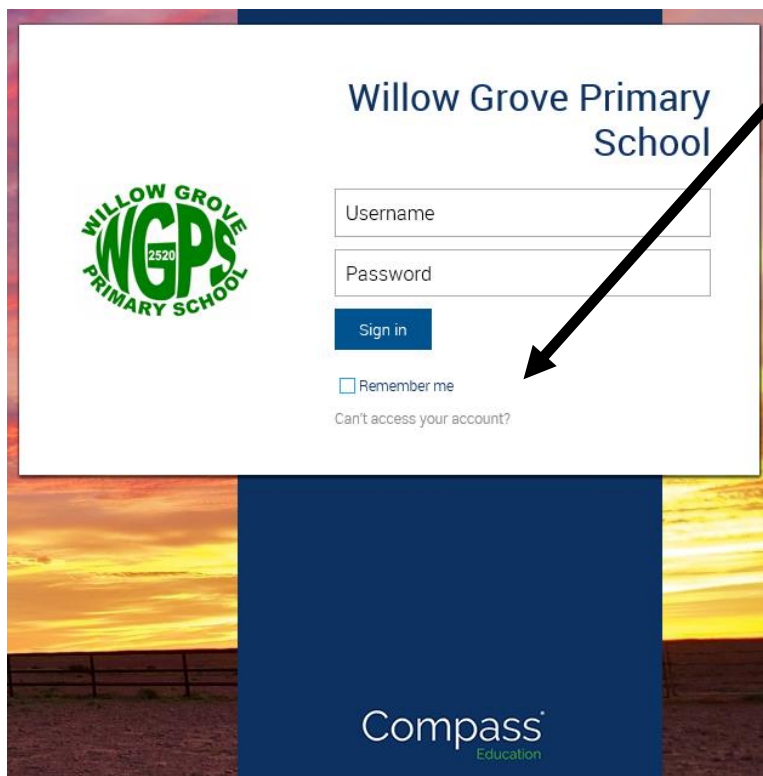
After checking that your contact details are correct, you will be asked to change your password. You will need to make sure that your password is Complex 7. Do not ever share your password.

Complex 7 Passwords must contain:

- At least 7 characters
- Contain at least 1 character from at least three of the four sets below:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Numeral (0-9)
 - Special characters and punctuation (e.g. [.!@#\\$\\$%^&*](#))
- Be different from your previous passwords

Forgotten Password?

If you have forgotten your Compass password, please click on the 'Can't access your account,' under the login area.



Willow Grove Primary School

Username

Password

Sign in

Remember me

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

Compass Education

You will then be asked a series of security questions, such as your username, email address and mobile phone number. Once these have been confirmed, you will be able to reset your password.

The Home Page of Compass

You can find the Compass home page at any time when you are in Compass by clicking on the 'House' icon on the top left of the screen.

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.

The screenshot shows the Compass home screen for a parent named Mr Sirius BLACK. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and user profile, along with the user name and a settings gear. The main content area is titled 'Welcome to the Hogwarts P-12 Portal' and includes instructions to use links for each child to explore the portal. Below this, there is a section for 'Harry POTTER' with a list of actions: Profile (Attendance, Schedule, Reports), Send email to Harry's teachers, Add Attendance Note/Approval (Approved Absence/Late), View Academic Reports, and Book Parent Teacher Interviews. To the right of this list is a small photo of Harry Potter. Below the actions list, there are two task notifications: '1 overdue learning task' and '1 learning task due in the next week'. On the right side of the screen, there is a 'My News' section with three alert cards: 'Course Confirmation/School Payments' (with a 'Click here to proceed' link), 'Event Consent/Payment Required' (with a 'Click here for more information' link), and 'Attendance: Attendance Note/Approval Required' (with a 'Click here for more information' link). Below the alerts, there is a 'Winners!' section with a congratulatory message for the Quidditch Team winning the World Cup, dated '4 days ago by Severus SNAPE', and two small images: one of a hand holding a snitch and another of the Quidditch team.

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 much more.

Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

Tools

The Tools Menu 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.

- Outstanding absences or late arrivals that require a note or approval
- Student Led Conferences that are available for booking
- Semester Reports or Progress Reports that are available to download.

Your Child/ren

This section 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 details information about your child. Options here may include:

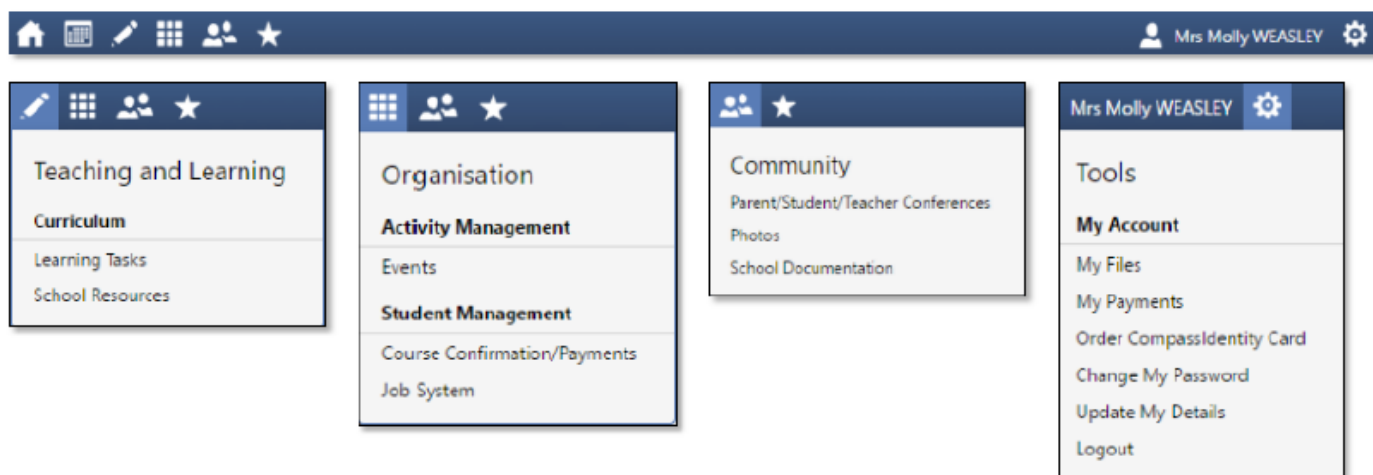
- Your child/ren's profile page
- Email functionality
- Attendance pages customised for your children, where notes/approvals can be entered
- Academic reports for your child
- Student Led Conference bookings









News

Recent school news items and information relevant to parents. This may include newsletters, details of upcoming events and much more.

Menus and Functions of the Compass Home Screen

The following information describes the many features of Compass which are available to parents. Please note that not all of these features will be used by Willow Grove Primary School. Families will be made aware of new features as they become available. The following pages describe the common features and how to use them.



-  The Home icon will take you back to the Home page.
-  The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.
-  The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources.
-  The Grid icon will bring up the Organisation menu, from which you can access Events, Course Confirmations/Payments, and the Job System.
-  The Two People icon will bring up the Community menu, from which you can access Parent/Student/Teacher Conferences, School Photos, and School Documentation.
-  The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked.
-  Mrs Molly WEASLEY  To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out.

Clicking on your name will take you to your profile page.

Booking Student Led Conferences

By clicking on the Community tab, you will be able to book Student Led Conferences. The following pictures describe the process for booking Student Led Conferences.

Click on the Community tab.

Click on Parent/Student/Teacher Conferences

By selecting a child, you can then view the available teachers for booking and then a timeslot from the drop down menu.

Community

- Parent/Student/Teacher Conferences
- Photos
- School Documentation

Event	Student	Status
Training Parent/Student/Teacher Interviews - Sonja	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ginevra WEASLEY	Open for booking

Mrs Molly WEASLEY

Parent/Student/Teacher Interviews : Ronald (Ron) WEASLEY (WAL0038)

Students are to attend all interviews with their Parent/Guardian

My Bookings				
Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Principal	Gym	01/09/2016 05:10 PM	Booked
Filius Flitwick	Further Mathematics		01/09/2016 05:20 PM	Booked
Minerva McGONAGALL	Flying Unit 3	Gym	01/09/2016 06:30 PM	Booked
Severus SNAPE	Dark Arts Unit 3			Free

- Clear
- 01/09/2016 03:30 PM
- 01/09/2016 03:40 PM
- 01/09/2016 03:50 PM
- 01/09/2016 04:00 PM
- 01/09/2016 04:10 PM
- 01/09/2016 04:20 PM
- 01/09/2016 04:30 PM
- 01/09/2016 04:40 PM
- 01/09/2016 04:50 PM
- 01/09/2016 05:00 PM
- 01/09/2016 06:40 PM
- 01/09/2016 06:50 PM
- 01/09/2016 07:00 PM

Approving an Absence / Monitoring Attendance

If your child has any unapproved absences or late arrivals, you will receive an alert through Compass. You can use Compass to add a Note or Approval.

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

By clicking on this notification, you will be taken to the Unexplained tab for that child's attendance, where 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.

Please note that you cannot edit your notes or approvals after they have been created. If you do need to make any amendments please contact your school, as they can do this for you.

The screenshot shows the Compass system interface for a student named Ronald (Ron) WEASLEY, 12A, Year 12. The user is Mrs Molly WEASLEY. The interface is divided into several tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Attendance' tab is active, and the 'Unexplained' sub-tab is selected. A table titled 'Not Present/Late: Unexplained' lists two absences:

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		JDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED		JDLF	Late

Below the table is the 'Attendance Note/Approval Editor' form. It includes a 'Note/Approval Details' section with the following fields:

- Person: Ronald WEASLEY
- Reason: Enter a reason... (dropdown menu)
- Details/Comment: Medical
Student is not at school for medical reasons.
- Dentist
Includes dentist, orthodontist, or similar.
- 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.
- 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.

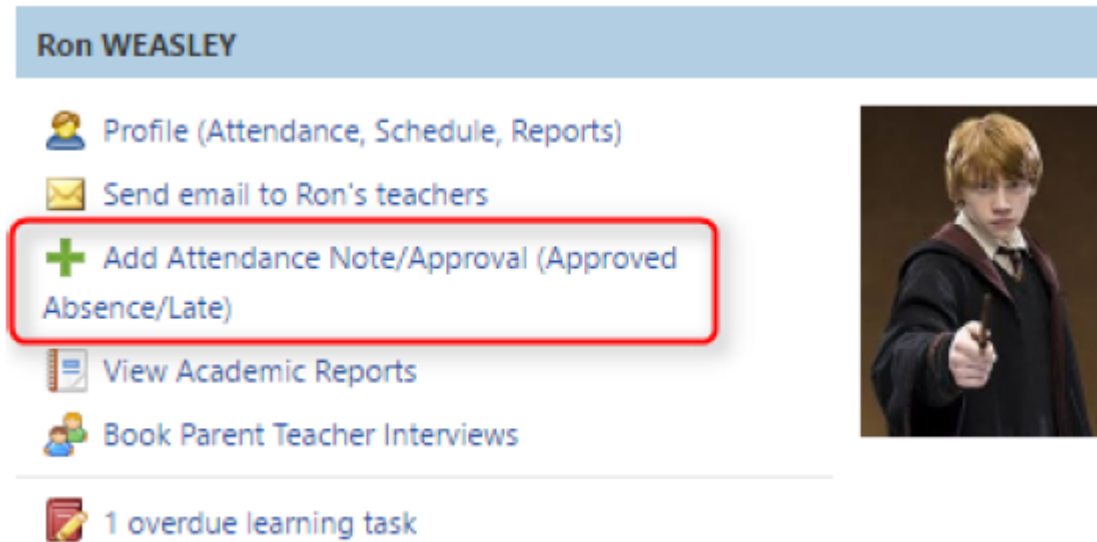
At the bottom of the form, there are buttons for 'Audit', 'Save', and 'Cancel'.

Adding a Note or Approval for a Future Absence






You can also enter notes and approvals in advance, if you know that your child is going to be absent from school.


To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.


This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.



Ron WEASLEY

-  Profile (Attendance, Schedule, Reports)
-  Send email to Ron's teachers
-  **Add Attendance Note/Approval (Approved Absence/Late)**
-  View Academic Reports
-  Book Parent Teacher Interviews

 1 overdue learning task



Compass FAQ's

Who should I contact for support and assistance?

If you require support and assistance with Compass, please phone the office on 5635 2271 during business hours. Our office is staffed full time on Tuesdays, Wednesdays and Fridays.

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

Please make sure that you are using a supported browser and that your device is connected to the internet or data service. If further troubles persist, please contact the office.

How do I ensure my account remains secure?

Change your password as soon as you log on, and ensure it is a Complex 7 password. Never share your password with anyone, including your own child. Should you suspect your account has been compromised, it is essential you reset your password immediately and then report it to the school office.

Who should I contact regarding queries with my child's attendance?

If you believe there is an error on your child's attendance record, please contact your child's teacher or the school office.

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 will be sent for all student absences. Student absences can be only approved in writing or by using the Compass Parent Portal. If you would like to communicate your child's absence over the phone you are welcome to do so however, you will need to provide a written note explaining the absence or enter the absence onto Compass. It is important that you logon to Compass to ensure you are able to approve an absence. Compass enables parents' easy access to approve absences online, 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 Training facilities. A copy of the Compass privacy policy is available at: <http://compass.edu.au/Corporate/privacy/>

A copy of our school's privacy policy is available on our website: <http://www.willowgroveps.vic.edu.au/policies/>