

Compass Parent Guide

The Compass Parent Portal is an online portal that allows you to access up-to-date information about our school and your child's progress.

The portal is accessible via the web and also via the Compass School Manager App (available for download via the App store on your device).

Within the parent portal are many different features including the ability to:

- [Add Attendance Notes](#)
- [Communicate with your child's teachers](#)
- [Monitor your child's homework and assessment tasks](#)
- [View Semester and Progress Reports](#)
- [View school news items](#)

This guide will assist you with navigating the portal and includes step by step information on how to complete key processes.

[Please note, some processes detailed in this guide may not be applicable \(or in use\) at our school.](#)

If you have any questions regarding your Compass parent portal, please contact the school for assistance.

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Parent Portal via Web

How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives a separate login to our school's Compass site. This login information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

<http://schools.compass.edu.au>

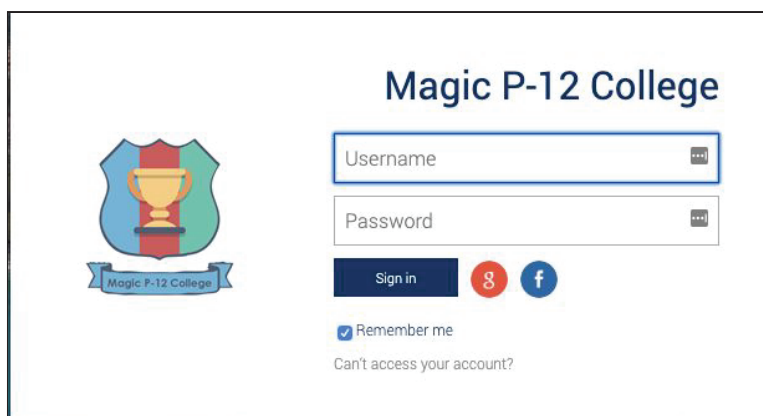
You will then be able to search for our school and access the link.

How to Login

To login, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office.

You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.

To login, go to your school's Compass site. Type in your username and password and click 'Sign in'.



Magic P-12 College

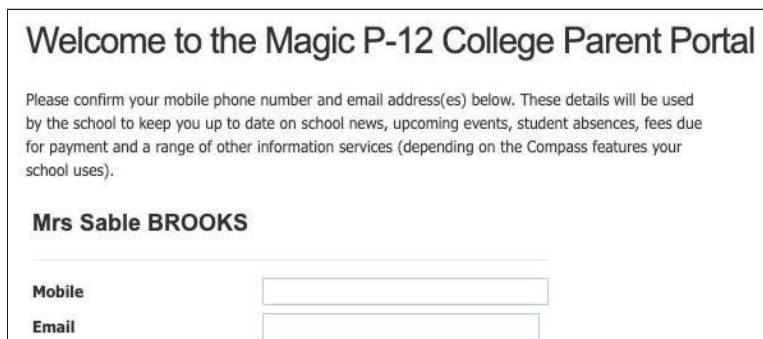
Username

Password

Remember me

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

If it is the first time you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and also, password recovery.



Welcome to the Magic P-12 College Parent Portal

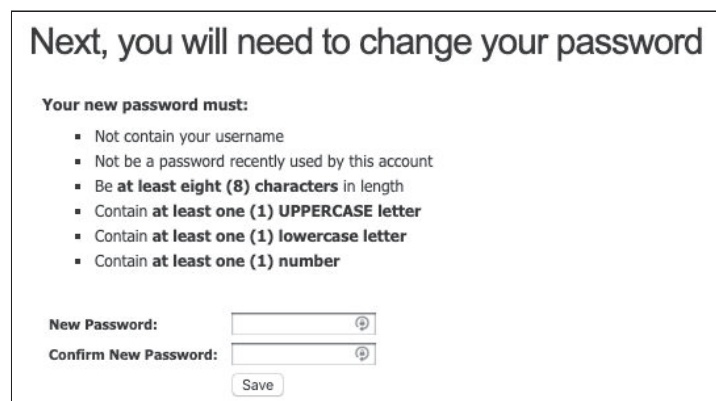
Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mrs Sable BROOKS

Mobile

Email

Also when logging in for the first time, once you have confirmed your details, you will be required to change your temporary password to one of your choosing. When you have entered your new password, click 'Save'.



Next, you will need to change your password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be **at least eight (8) characters** in length
- Contain **at least one (1) UPPERCASE letter**
- Contain **at least one (1) lowercase letter**
- Contain **at least one (1) number**

New Password:

Confirm New Password:

The Home Page

When logged in, you will be on the Home page. Here you will see different sections of key information.

Home | Menu Icons | Mrs Sable BROOKS

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Child Information

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Book Parent Student Teacher Conference

Compass

My News

Alerts for Action

- Order your MSP school photos**
msp photography | You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)
- Course Confirmation/School Payments**
Course confirmation and/or school payments available for completion. [Click here to proceed](#)
- Payments**
There may be payments awaiting your action. [Click here for more information](#)
- Event Consent/Payment Required**
There is 1 event awaiting your consent and/or payment. [Click here for more information](#)

Newsletter

Please find attached our March Newsletter
Mar 2nd by Liz Larson

Newsfeed Posts

School Jumper Orders

This year, we are taking uniform orders through CompassTix.
Click here to order your school jumpers!
Feb 3rd by Eliza Elderflower

Alerts - These are clickable notifications of items that require your action.

Newsfeed - These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top however, posts set as 'Priority' by the school will show first regardless of the date.

Child Information - You will see each child you have at the school listed and clickable items that give you further details i.e clicking 'View Academic Reports' will take you to your child's available reports

Menu options - Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to placing a canteen order, access to viewing upcoming event information etc.

Menu Icons

The Home icon can be clicked at any time to take you back to the **Home screen** in Compass.



The Calendar icon will take you to view the available **Calendars** i.e. school events, your child's schedule etc.



The Pencil icon opens the **Teaching and Learning menu** from which you can select to view all the Learning Tasks assigned to your child/children.



The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.



The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.



The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.



The Cog icon gives you access to the **Tools menu**. Here you can opt to change your password, view your payment history and update your details.



How To: Add an Attendance Note for an upcoming Absence

If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click 'Add Attendance Note (Approved Absence/Late)'.

The screenshot shows the Compass portal for Magic P-12 College. On the left, there are two student profiles: Stephen CORNFOOT and Euan ABERCROMBIE. For each student, there are menu items: Profile (Attendance, Schedule, Reports), Send email to teachers, Add Attendance Note (Approved Absence/Late) (highlighted with a red box), and View Academic Reports. On the right, there are several sections: My News, Order your MSP school photos (with msp photography logo and a link to place an order), Course Confirmation/School Payments, Payments, Newsletter (March 2nd by Liz Larson), and School Jumper Orders (February 3rd by Eliza Elderflower, with images of school jumpers).

A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.

The screenshot shows the Attendance Note Editor form. It has a title bar 'Attendance Note Editor' with a close button. The form is divided into several sections:

- Note Details:** Includes a 'Person' field with 'Euan ABERCROMBIE' and a 'Reason' dropdown menu with a red box around it. Below is a 'Details/Comment' text area.
- Potentially Affected Sessions:** A table with columns 'Activity', 'Start', and 'Finish'.

Activity	Start	Finish
SPD10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
BIO10B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM
- Important Notice:** A paragraph of text explaining the legal implications of using the system.
- Start/Finish:** Fields for 'Start' and 'Finish' with date and time pickers and dropdown menus for selecting a period. Both the date and time pickers are highlighted with a red box.

At the bottom right, there are 'Save' and 'Cancel' buttons.

How To: Add an Attendance Note for an Unexplained Absence

If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.

You will see an alert on your homescreen.

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

My News

Order your MSP school photos
msp photography You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!

Course Confirmation/School Payments
Course confirmation and/or school payments available for completion. Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment. Click here for more information

Attendance: Attendance Note Required
Euan was recorded as 'not present' or 'late' without explanation. Click here for more information

Magic High Newsletter 2020
This months newsletter is now available for viewing. Another busy month at Magic P12! Inside you'll find:

- Sports Carnival Photos
- Year 6 School Camp information
- Success at the Regional Science Competition
- Holiday activity vouchers from local businesses!

Newsletter
Sep 1st by Liz Larson

Click the alert and it will take you to your child's 'Unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Student: **Euan ABERCROMBIE - 10B, Year 10** Active

Dashboard Schedule Learning Tasks **Attendance** Reports Analytics Insights

Summary Notes/Approvals **Unexplained** Arrival/Departure

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/> MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'. This will cause the Attendance Note screen to pop open.

The screenshot shows the 'Attendance' tab in a software interface. Under the 'Unexplained' sub-tab, there is a table of sessions. The 'MATH10B' session is selected, and the 'Explain with Attendance Note' button is highlighted. The 'Attendance Note Editor' window is open, displaying the following details:

Activity Name	Start	Finish	Period	Location	Staff	Status
MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Enter a 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).

Important Notice

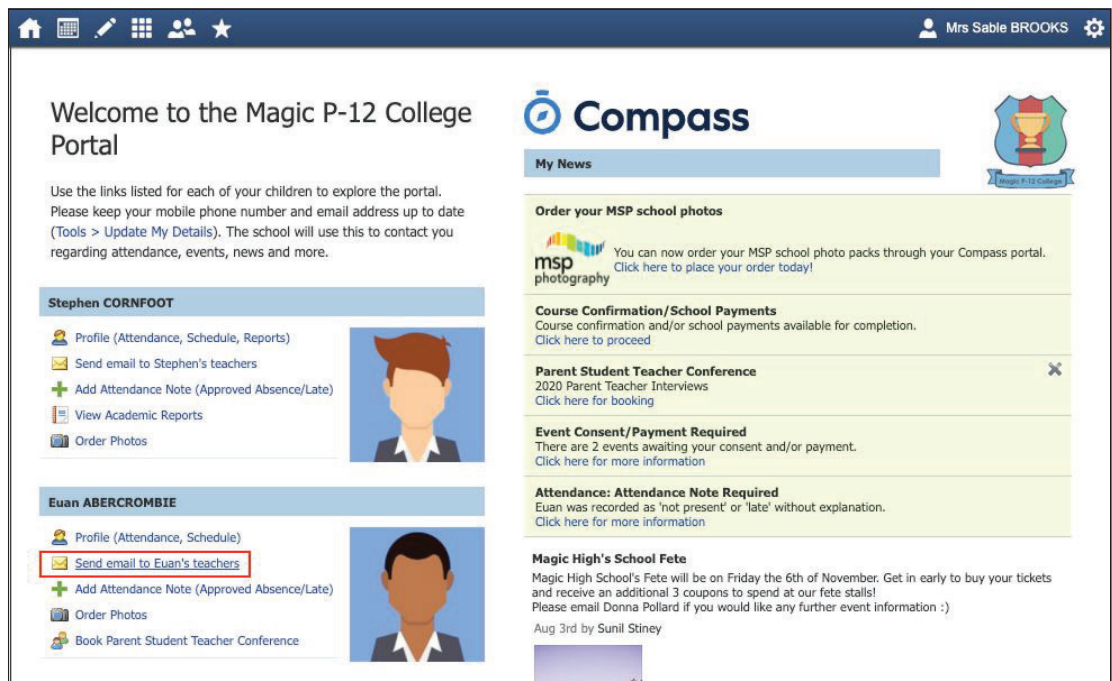
This will automatically insert the appropriate number of approvals for the selected sessions.

Audit Save Cancel

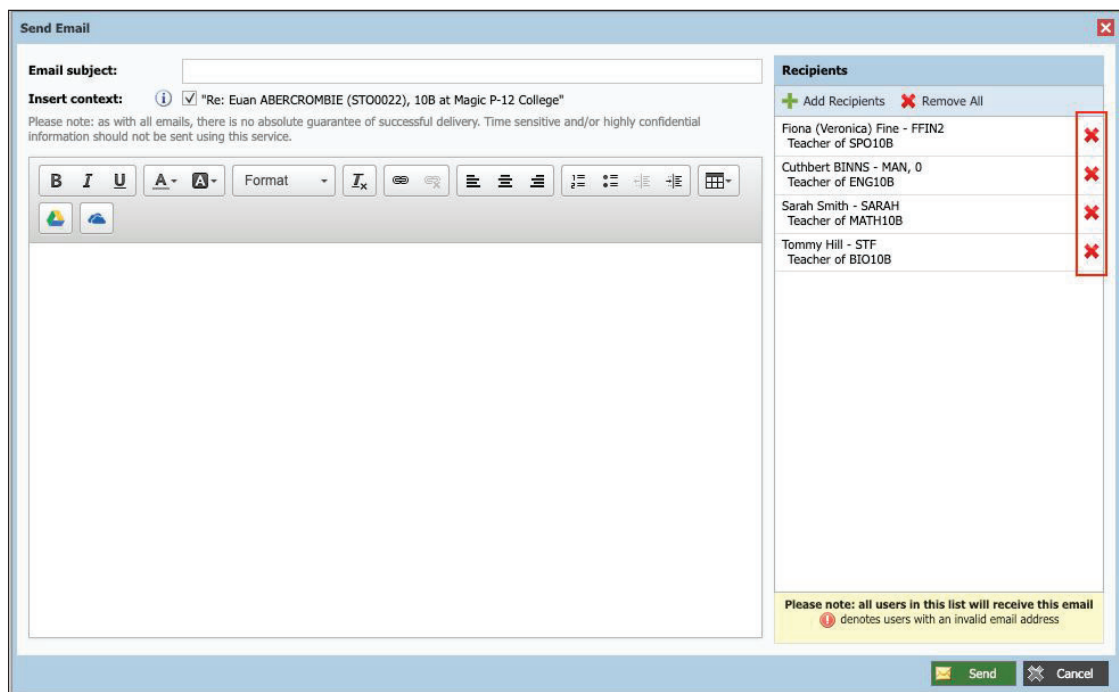
Select the applicable reason for the absence and add in the relevant details/comment. Click 'Save'. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

How To: Email a Teacher

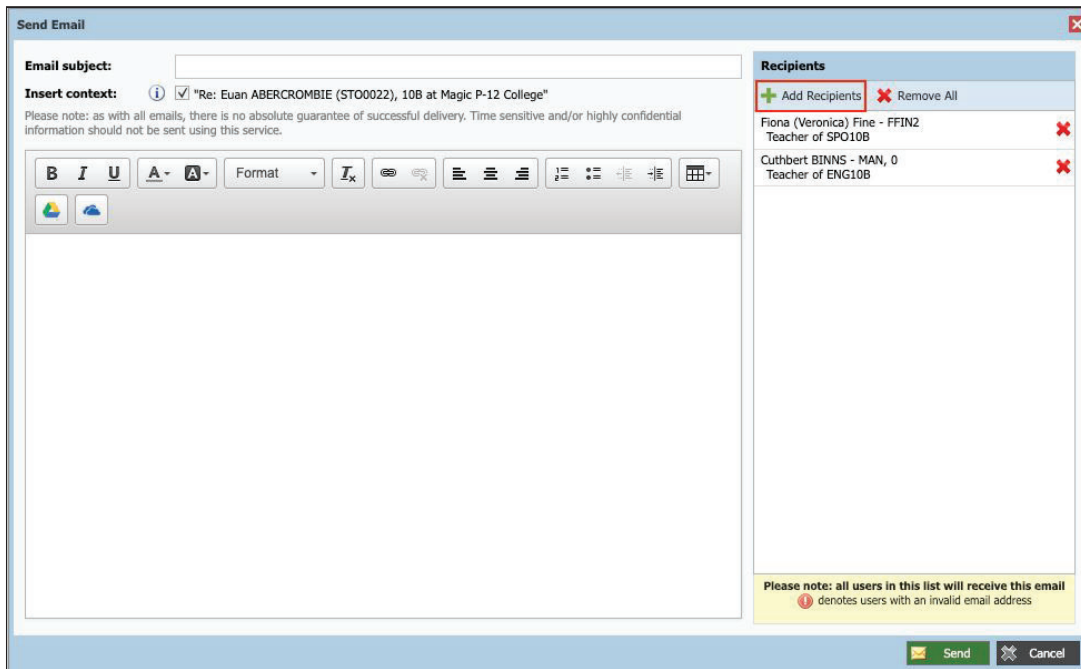
To email your child's teachers, click the option listed under the name on your dashboard.



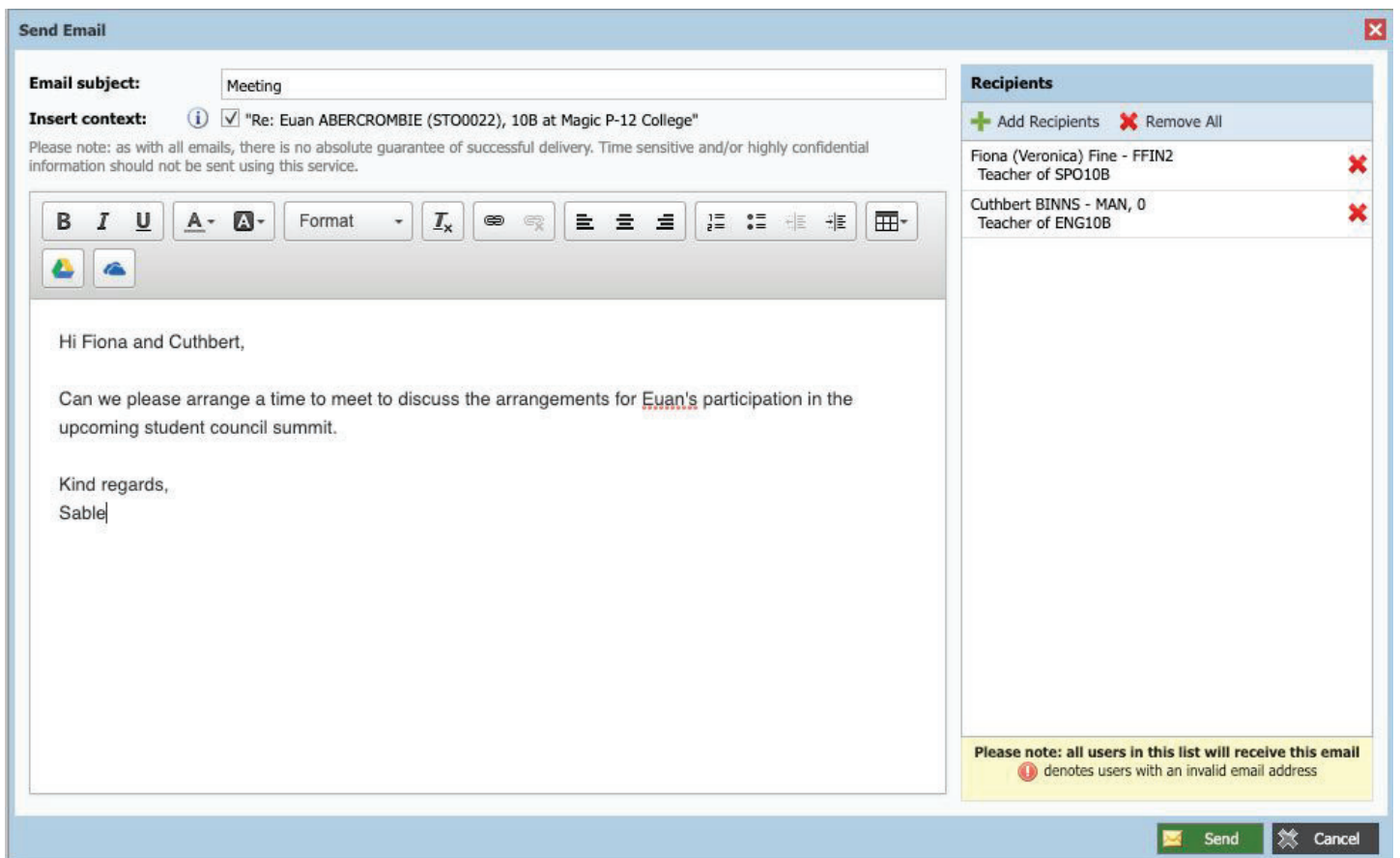
This will open the email box with all your child's teachers pre-loaded as recipients. Remove any teachers that the email is not relevant to by clicking the red cross next to their name.



To add any additional staff, click 'Add Recipients'.

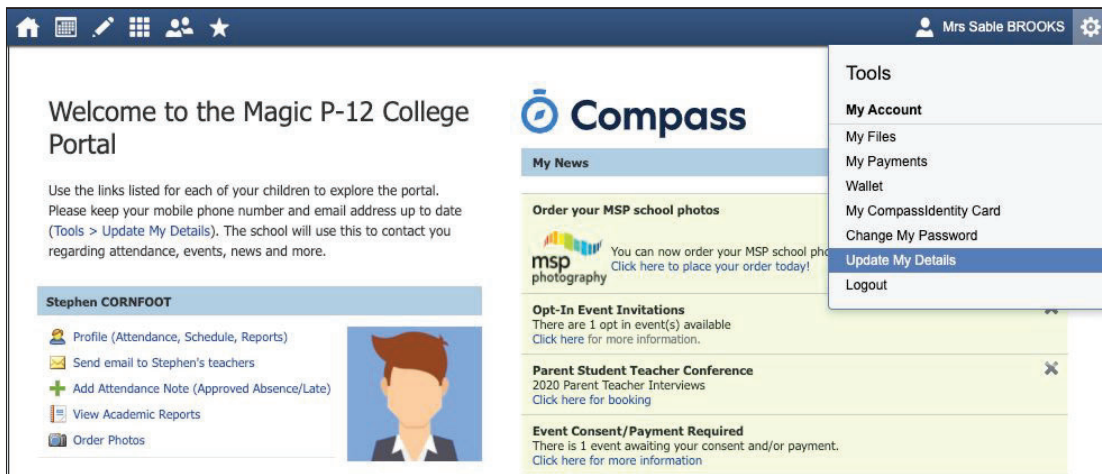


Add in your subject information and email content. Click 'Send' to issue to the listed recipients.

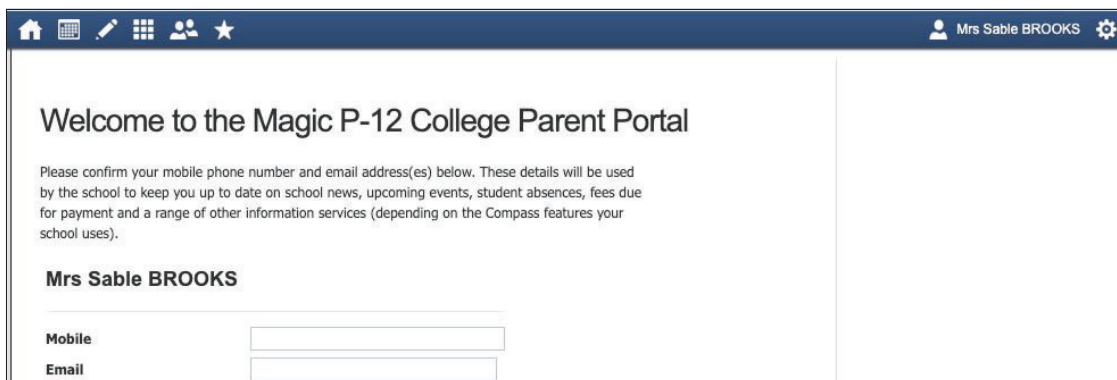


How To: Update your Contact Details

If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select 'Update my Details'.



Add in your new contact information. This will trigger a notification to the school advising them of these changes.



The screenshot shows the 'Update My Details' form. It prompts the user to confirm their mobile phone number and email address. The user's name, Mrs Sable BROOKS, is displayed above the input fields. There are two input fields: one for 'Mobile' and one for 'Email'.

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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).

Mrs Sable BROOKS

Mobile

Email