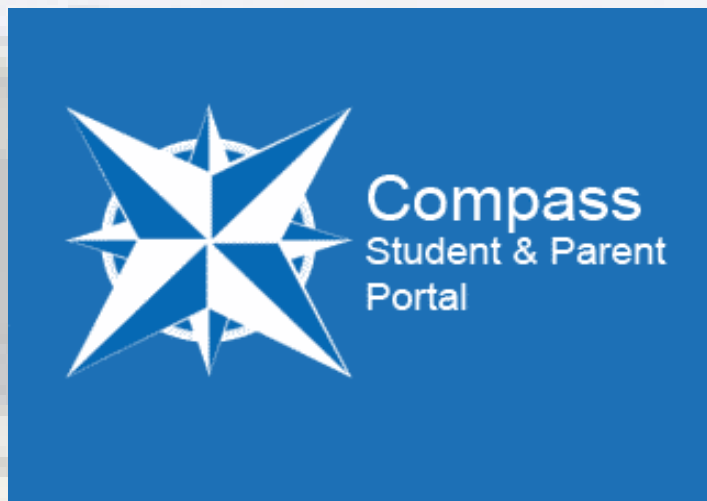


St Paul's Catholic Primary School



Compass School Manager Introduction for Parents



At the beginning of Term Two 2016, St Paul's became a pilot school to introduce the Compass School Manager System. This is a whole school administration package. It will be used by the school to streamline many school operations, including attendance, communication, event management and reporting.

As a parent / carer of a student at St Paul's you will have access to the Parent Portal. Communication between yourself and the school is important to your child's education. The parent portal information includes:

- News - will display information about what is happening at school that relates to your child.
- Attendance - lets you review your child's attendance at your own convenience. You are also able to provide parent / carer approval for absences.
- Timetable - Allows you to view your

- child's timetable for the day or fortnight.
- Communication - Communicate with your child's teacher, and update your family contact details
- Organisation - View the school calendars, and events your child is involved in.

In the future you will also be able to:

- Download and view your child's progress and semester reports
- View your child's home learning and assessment tasks
- Book parent-teacher conferences
- Pay and provide consent for events and school fees
- View some information about behaviour incidents.

We will advise parents when each of these features becomes available for parent use via the school newsletter.



Accessing Compass

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

Every family will shortly receive a letter which will contain your Compass Login Details. To access the parent portal, go to <https://spapdow-nsw.compass.education/> there is also a link on the School's Website.

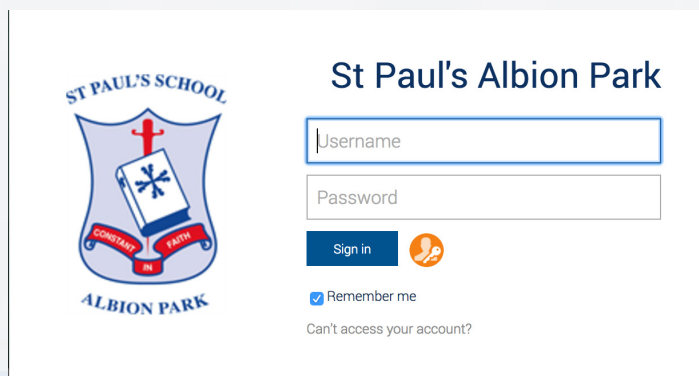
Logging in to Compass

To log in you will require your unique family username and password.

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 our school 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.




Welcome to the St Paul's Albion Park 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).

[Redacted]

Mobile

 [Redacted]

Email

[Redacted]

[I don't have these details](#)

After entering your username and password into compass you will see the screen to the right.

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 'Don't know your username? Forgotten your password?' 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 password must be **at least four (4) digits** long
- Your password **cannot** contain letters or symbols

New Password:

Confirm New Password:

Save

Compass Home Page

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



On the left side of the page you will see an image your child(ren). This 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.

On the right side of the page are alerts and news. Alerts are 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 displays recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

Welcome to the Corpus Christi Catholic High School Oak Flats 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.

Luke Smyth

-  Profile (Attendance, Schedule, Reports)
-  View Academic Reports



Compass

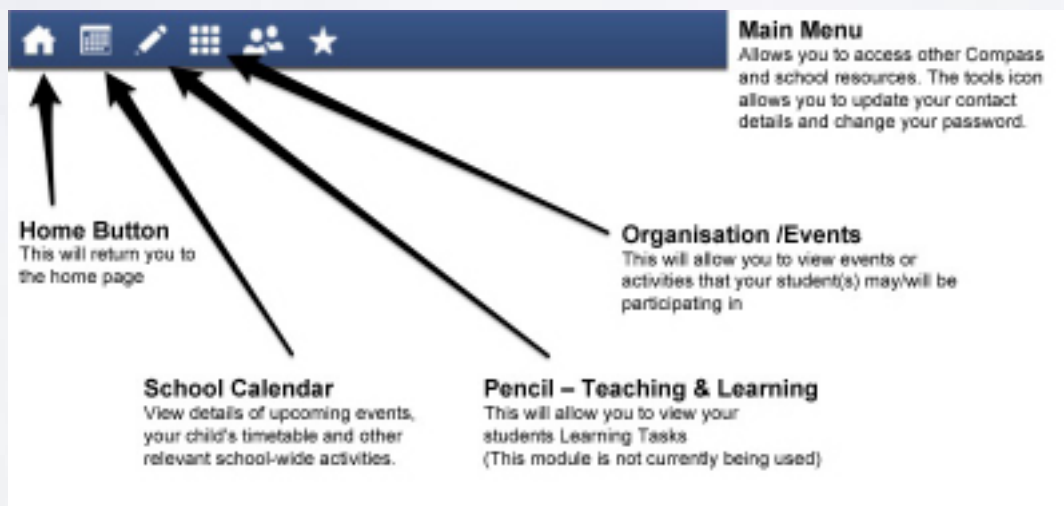


My News

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

There are no news items.

Menu



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.

Home Button
This will return you to the home page

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

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

Pencil – Teaching & Learning
This will allow you to view your students Learning Tasks
(This module is not currently being used)

Organisation / Events

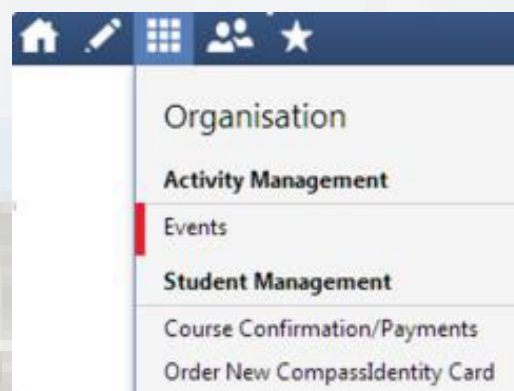
Consent and Payments

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).

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 done separately.




- Organisation
- Activity Management
- Events
- Student Management
- Course Confirmation/Payments
- Order New CompassIdentity Card

Student Profile

Everything for your child is in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

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



Student: **Luke SMYTH**, 12A, Year 12

Student Profile

Monday, 16 May 2016

8am	ENGL 1 - WRKSH - 10:00AM
9am	ENGL 1 - WRKSH - 10:00AM
10am	ENGL 1 - WRKSH - 10:00AM
11am	ENGL 1 - WRKSH - 10:00AM
12pm	ENGL 1 - WRKSH - 10:00AM
1pm	ENGL 1 - WRKSH - 10:00AM

Student Chronicle

- Certification**
Recorded by G.S.P. Admin - 2017
- Item Typification Process**
Certification
Recorded May 12 at 11:00am
- Search Time Out - please refer to email**
Recorded by G.S.P. Admin - 2017
- Search Time Out Overview Worksheet**
Mikaela Buchanan
Recorded May 12 at 11:00am
- Student Leadership Role**
Recorded by G.S.P. Admin - 2017
- Male School Area Captain**
Programme
Recorded May 16 at 10:00am / Created May 16 at 10:00am
P.O. Number: P16-11-0000

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

Attendance Summary

Student: **Gillian Smyth, 4LC8**

Navigation: Dashboard | Schedule | Personal | Learning Tasks | **Attendance** | Reports | Analytics | Insights

Attendance Summary Filters: Start: 01/01/2016, End: 31/12/2016, Students: Active, Class %: All, Act'd %: All, Sch'l %: All

Subject	Class	Form	Run	In Class			Total	Out of Class			Percentages			
				Present	Late	Unap		NP Sch	NP Parnt	NP Unap	Class %	Act'd %	Schl %	
English	7EN02	4LC8	47	45	0	0	46	0	1	0	1	98	100	98
HSE	7HSE2	4LC8	40	39	0	0	39	0	0	1	1	98	98	98
Learning Circle	4LC8	4LC8	60	58	0	0	58	1	1	0	2	97	100	98
MPL	7MPL2	4LC8	44	42	0	0	42	0	1	1	2	95	98	95
Music	7MU58	4LC8	20	20	0	0	20	0	0	0	0	100	100	100
PE	7PE2	4LC8	35	35	0	0	35	0	0	0	0	100	100	100
Religion	7RE2	4LC8	44	42	0	0	42	1	1	0	2	95	100	98
Science	7SC2	4LC8	42	40	0	1	41	0	1	0	1	95	100	98
Sport	7SPORT2	4LC8	8	7	0	0	7	0	1	1	2	75	99	75
TAS	7TAS8	4LC8	31	30	0	0	30	0	0	1	1	97	97	97
Visual Art	7VAS	4LC8	16	15	0	0	15	0	1	0	1	94	100	94
Events	-	4LC8	8	8	0	0	8	0	0	0	0	100	100	100

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

Notes and Approvals Tab

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

Unexplained Tab

This 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.

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 Sch** Not present in class and is explained by a school related activity.
- **NP Parnt** Not present in class and is explained by a parent approval
- **NP Unap** Not present in class with no explanation entered.