



TARNEIT
P-9 COLLEGE

Compass Parent Guide





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Logging In

Every family will have a separate account to log in to the Compass Portal.

When parents/carers log in for the first time, they will be prompted to change their temporary password to something they choose.

Your new password must:

- Be at least eight (8) characters in length
- Contain at least one (1) alphabetical character
- Contain at least one (1) numeric character

New Password:

Confirm New Password:

Once you change your password, you will be prompted to confirm your contact information. Please ensure you DO NOT give your password to your children.

Please confirm your mobile phone number and email address(es) as per below.

These details will be used by the College to keep you up to date on school news, upcoming events, student absences, fees due for payment, etc.


Mrs Molly WEASLEY

Mobile

Email

Parents/Carers will be unable to navigate within the portal until they have confirmed/updated their contact information. This is to ensure that any communication sent via Compass to a parent/carer email or mobile phone is delivered effectively.

If a parent/carer wishes to update their email address or mobile phone number after their initial

login, they can do so by navigating to the Tools menu (the cog icon  which is next to the name in the top right corner) and selecting "Update my Details" from the drop-down-menu. When a parent/carer completes this online form, this will trigger an automated email to the College to inform of the change/update.

If the parent/carer wishes to update contact information other than their mobile number or email address, they will need to contact the school directly on 03 9749 0506.



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If the parent/carer has forgotten their password, they can re-set their password through the login screen, by clicking on the “Cannot access your account” link.


Magic P-12 College

Username:

Password

Sign in

or

 Sign in with Google

 Sign in with Facebook

Remember me

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

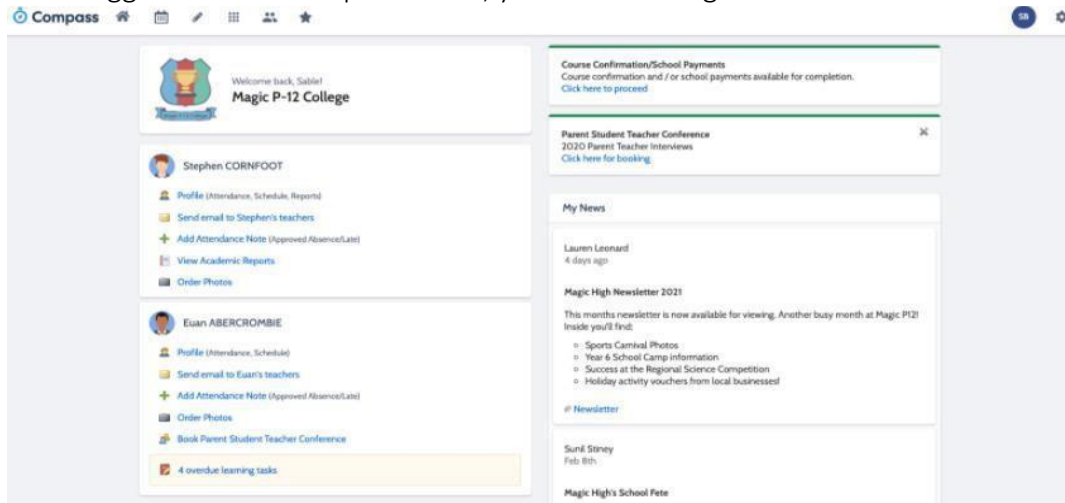
This link will then take you through the password recovery process which includes the user being sent a confirmation code via their selected method (email/SMS) that you will need to enter. (The code is only valid for 5 minutes). If you enter an email address or phone number that is not connected to the system, you will not receive a code but will be asked to contact the office for assistance.




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THE HOME SCREEN

When you are logged into the Compass Portal, you will be brought to the home screen.



To navigate back to this screen at any point, parents/carers can click the home icon  in the top left-hand side of the screen. This is where you will be able to view any children, you have at the school on the lefthand side. On the right side, any alerts or notifications specific to your account, followed by any News Feed Items.

Underneath the student names are links from which parents/carers can access:

- The student's profile page.
- Email functionality.
- Attendance pages, where notes/approvals can be entered. If you know your child will be absent, please submit an attendance note with a reason for the absence to avoid an absence text message.
- Academic reports for the student.
- Parent/Student/Teacher Conference bookings.
- Any overdue Learning Tasks that the student has not yet submitted.

At the top of the "My News" section, any applicable reminders or notifications will appear.

These may include:

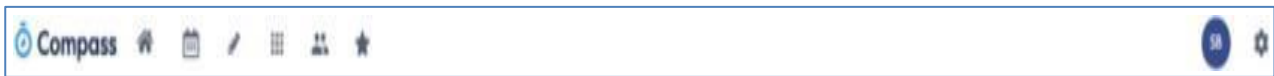
- Outstanding absences or late arrivals that require a note or approval
- Course Confirmations or payments that need processing
- Parent/Student/Teacher Conferences that are available for booking
- Excursions or Events that require consent and/or payment
- School photos that are available for purchase
- Semester Reports or Progress Reports that are available to download.



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MENUS & FUNCTIONS

Along the top of the screen here are various icons, and from these icons you can navigate through the Compass portal.



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 their child/children, 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 parents/carers can access Learning Tasks and School Resources.

The people icon will bring up the Community menu, where you can access Parent/Student/Teacher Conferences, School Photo's, Canteen and School Documentation.

The Star icon will bring up the Favourites menu.

Please note, future parents/carers are only able to view the Home, Grid and People Icons, they are unable to view the Calendar, Pencil and Star icons until their child commences at the school.

To the right of the screen, the name will display, with the Cog icon,  which will bring up the Tools menu, from which they can access Payments, their Files, reset their password, update their contact details, and log out.

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

If you have a notification as per below on the righthand side, please click on the box and update accordingly.

The screenshot shows the Compass portal interface. At the top, there is a navigation bar with icons for Home, Calendar, Pencil, Grid, People, Star, and a Cog icon. Below the navigation bar, the user profile for Stephen CORNFOOT is displayed, including a welcome message from Magic P-12 College and a list of actions: Profile (Attendance, Schedule, Reports), Send email to Stephen's teachers, Add Attendance Note (Approved Absence/Late), View Academic Reports, and Order Photos. On the right side, there are three notification boxes. The first is for Course Confirmation/School Payments, the second is for Parent Student Teacher Conference 2020 Parent Teacher Interviews, and the third is for Attendance: Attendance Note Required, which is highlighted with a red box. The notification text reads: "Attendance: Attendance Note Required. Euan was recorded as 'not present' or 'late' without explanation. Click here for more information". Below the notifications is a "My News" section.



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ADDING AN ATTENDANCE NOTE OR APPROVAL

Parents/Carers can approve their children's unapproved absences or late arrivals. They will receive an alert on their Compass home page letting them know that their child/children were marked late or absent and there is no note/approval on the system for it.

If you know your child will be absent, please log in and add an attendance note. Please ensure you leave a reason in the Details/Comments box for the absence e.g:

- Medical Appointment – attending a medical appointment
- Medical/Illness – has a sore stomach, has hay fever, has a cold, sore foot etc
- Parent Choice – visiting family, religious celebration, car broke down etc.
- Family Holiday – We are taking a family holiday to NZ/Fiji/Queensland etc.

Putting an attendance note on will mean the Administration Office will not have to give you a phone call to ask you to approve the absence.

Clicking on this notification will allow you to add a Note or Approval for one or more absences. To add a note or approval, you can select one or more of the absences listed, add in further details, and then select the "Explain with Note/Approval" button.

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 checked="" type="checkbox"/>	01/01/2020	31/12/2020				
<input checked="" type="checkbox"/> 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:

Details/Comment: **Medical/Illness**
Student is not at school for medical reasons.

Bereavement
Includes funeral, death in the family, absence due to a death.

Important Notice **Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Important Notice **Parent Choice**
Parent explained, with a reason that is not healthy/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Important Notice **Family Holiday**
This will automatically Student is away on a family holiday.

Religious/Cultural Observance
Student is kept away from school for a religious or cultural reason.

Please note, you are not able to edit your notes or approvals once they have been saved and will need to contact the school on 03 9749 0506 if changes need to be made.

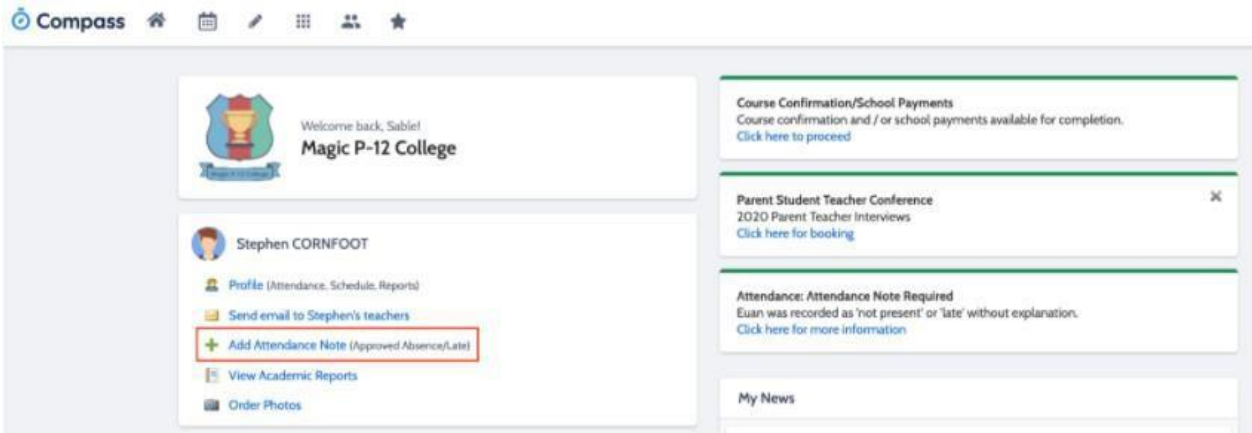


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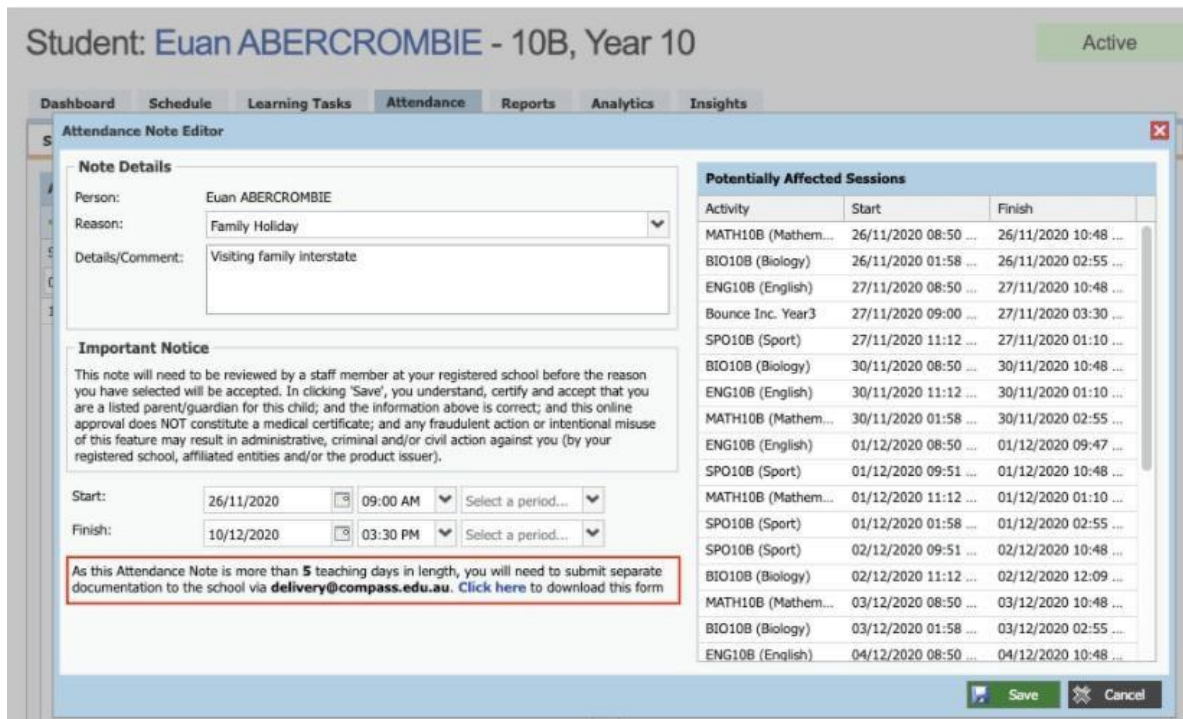
ADDING A NOTE/APPROVAL FOR A FUTURE ABSENCE

Parents/Carers can also enter notes and approvals in advance, if you know your child is going to be absent from school eg: for an appointment or family holiday.

To do this from your Home page, you 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. Parents/Carers can then select the applicable date range – in the future if required. Please ensure you provide a reason in the comments box.





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EMAILING STAFF

Parents/Carers can email the teaching staff of their children at the school. From the Home page in the Parent Portal, one of the links underneath your child's name will be an option to email their teachers.

Welcome back, Sable!
Magic P-12 College

Stephen CORNFOOT

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

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
[Click here to proceed](#)

Parent Student Teacher Conference
2020 Parent Teacher Interviews
[Click here for booking](#)

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

My News

Clicking this link will open the email pop-up window, with all the teachers for the student listed as recipients. You can select the red cross next to each recipient to remove them from the email. You also have the option of adding any other staff members at the school, using the "Add Recipient" button at the top right.

Send Email

Email subject:

insert context: "Re: Ronald WEASLEY (WAL0038), 12A at Hogwarts P-12"

Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.

Recipients

+ Add Recipients -x Remove All

Leigh GINNIVAN - COL, 0 Teacher of STYDA	-x
Luke MCINNES - DOU, 0 Teacher of AR033A	-x
Severus SNAPE - DUN, 0 Teacher of PH033A	-x
Leonie STAR - GER, 0 Teacher of 12PTHB	-x
Lucas FILER - JAK, 0 Teacher of MA073C	-x
Minerva McGONAGALL - LMA, 0 Teacher of 12VCAL, HI133B, FLUTE1	-x
Elizabeth STEWART - RUL, 0 Teacher of EN013B	-x
Kellie MCKERLIE - TSU, 0 Teacher of SO033A	-x

Please note: all users in this list will receive this email
! denotes users with an invalid email address

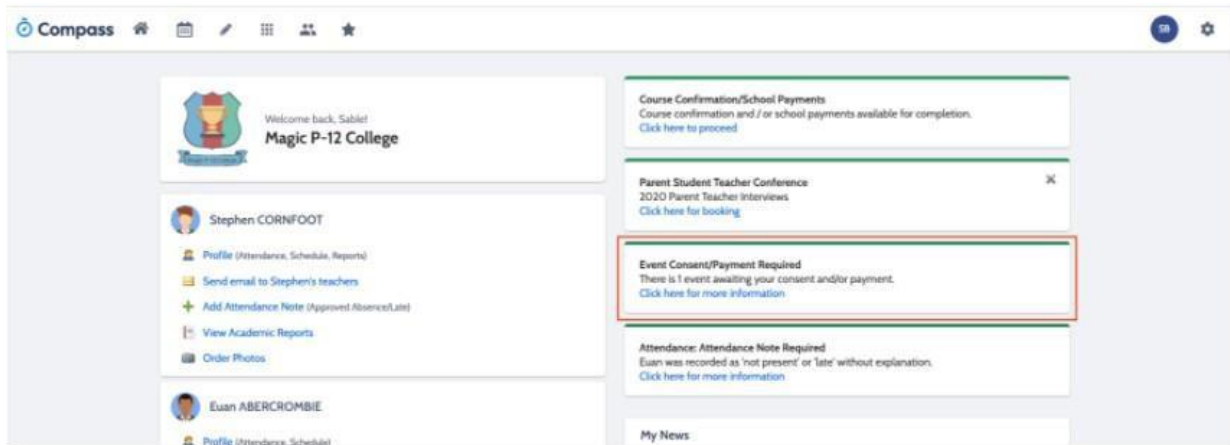
Send Cancel



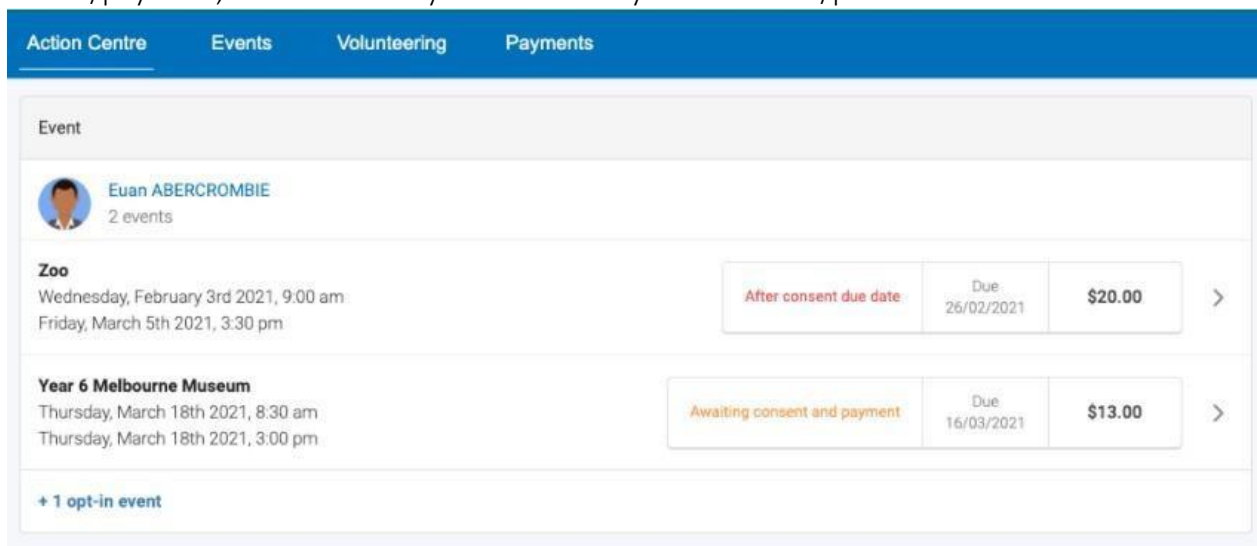
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CONSENT/PAYING FOR AN EVENT

You will receive a notification on your home screen in the top righthand corner when there is an event that requires your approval or payment.



To provide the consent/payment required, parents/carers can click the notification. This will take you to the Events page, where you can see all events that require your consent/payment, and those that you have already consented to/paid for.



Parents/Carers have the option of completing the consent/payment online, or by printing the consent form and handing it in to the office.

ASSISTANCE

If you need any further assistance with Compass, please contact the Administration Office and speak to one of our friendly staff on 03 9749 0506.