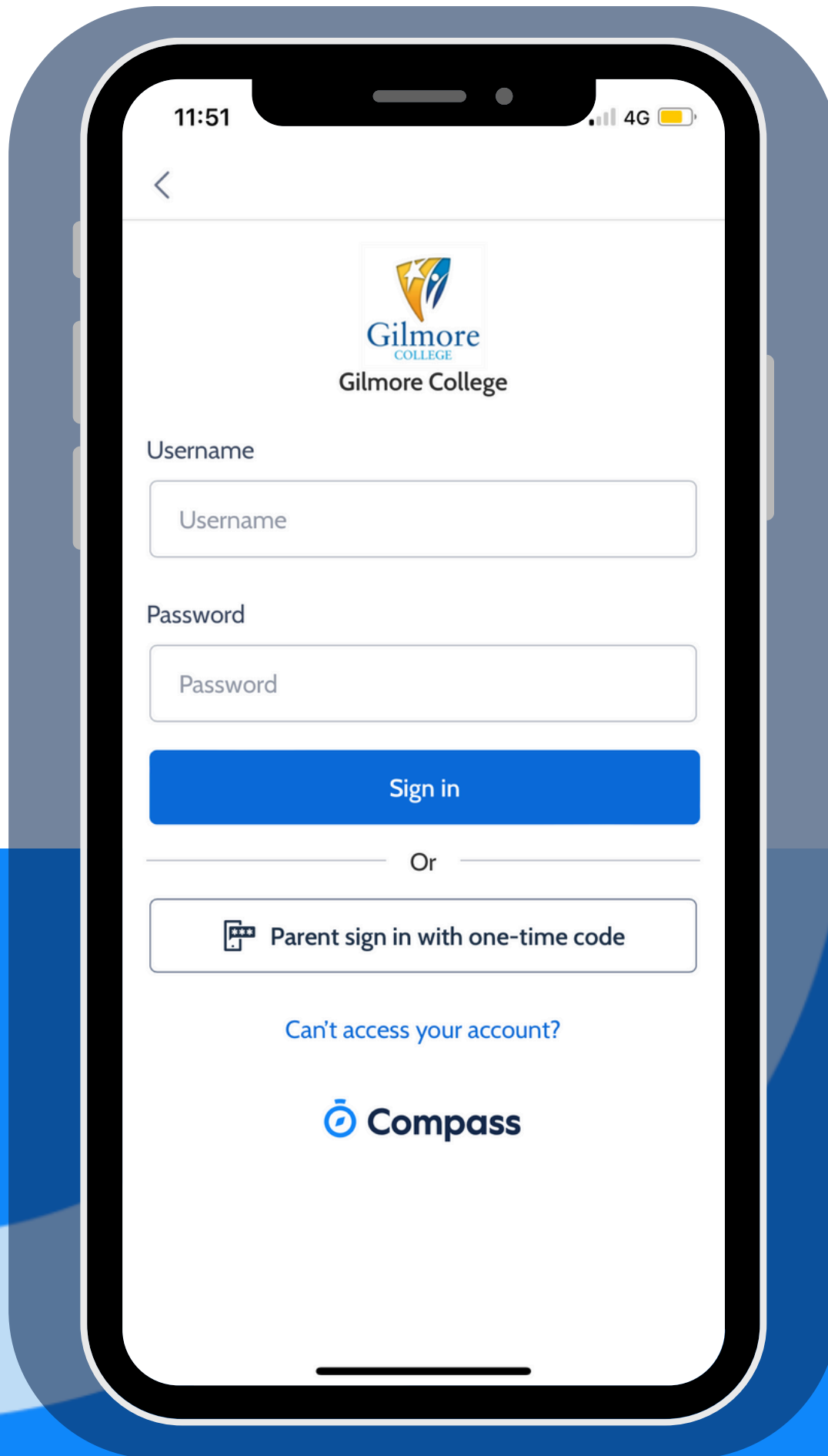




COMPASS APP USER GUIDE

DOWNLOAD, LOGIN, NAVIGATION + MORE
Essential one-stop tool for families



 **Compass**



BEFORE STARTING,

How is Compass different from Connect?



- It's a secure internet service that **allows teachers to provide information about learning in the classroom** and/or Year Group activities (e.g. upcoming tests, homework's, links to useful information, etc) directly to parents/caregivers of students in that class.
- To participate in Connect, parents/caregivers only need internet access and a computer. **No additional software is required.**
- For further information, please click the links below:

[Welcome to Connect](#)

[Quick guide for parents \(Secondary\)](#)

[Parents – FAQ](#)

- **Internet Parent/Caregiver portal that allows you to:**

[Monitor your child's attendance](#), and enter approval/an explanation for absence or lateness

[Receive messages from your child's teachers](#), and update your family contact details

[View your child's timetable and the school calendar](#)

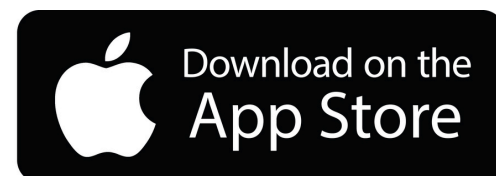
[Provide consent, sign and pay for excursions and school fees.](#)

1. DOWNLOAD:

Compass Apps

You can download the Compass App on iOS and Android devices, simply search for **Compass School Manager** in the store.

To access the parent portal, you can go to our school website and click the Compass link on the homepage. Alternatively, you can go to schools.compass.education where you can search for our school, Gilmore College.



2. LOGIN:

To log in you will require your unique family username and password. These details will be provided to you by the school. If you haven't received any email, please check your spam folder. Alternatively, contact the school (please see below).

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.


For assistance with your login, contact the school during business hours:


+61 8 6595 2700 /


Gilmore.College@education.wa.edu.au


OUR SCHOOL USES COMPASS AS OUR PARENT PORTAL



 Monitor your child's attendance, and enter approval/an explanation for absence or lateness

 Receive messages from your child's teachers, and update your family contact details

 View your child's timetable and the school calendar

 Provide consent, sign and pay for excursions and school fees.

Please note that **you have a different account for each school that you have children at, and that downloading the app is easier** to stay signed in and receive notifications.

3. ACCESS YOUR HOME SCREEN:

You'll be able to see:

- **School Calendar**

Shows students' timetables and key dates, activities, and events that they are participating in.

- **Your Children**

The student profile provides you with access to full details of your child. This will include attendance and behaviour.

- **Main Menu**

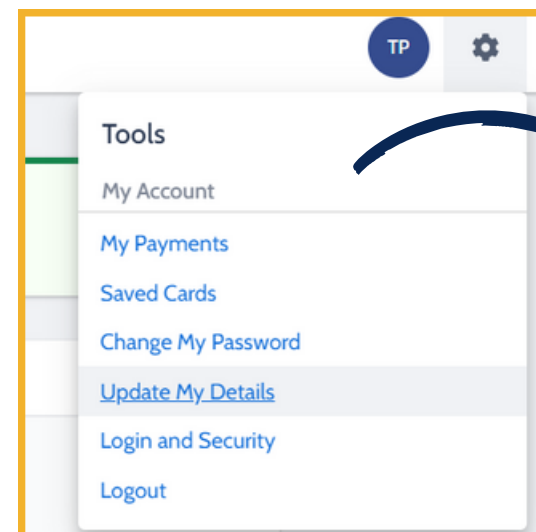
Allows you to access other Compass and school resources.

- **News**

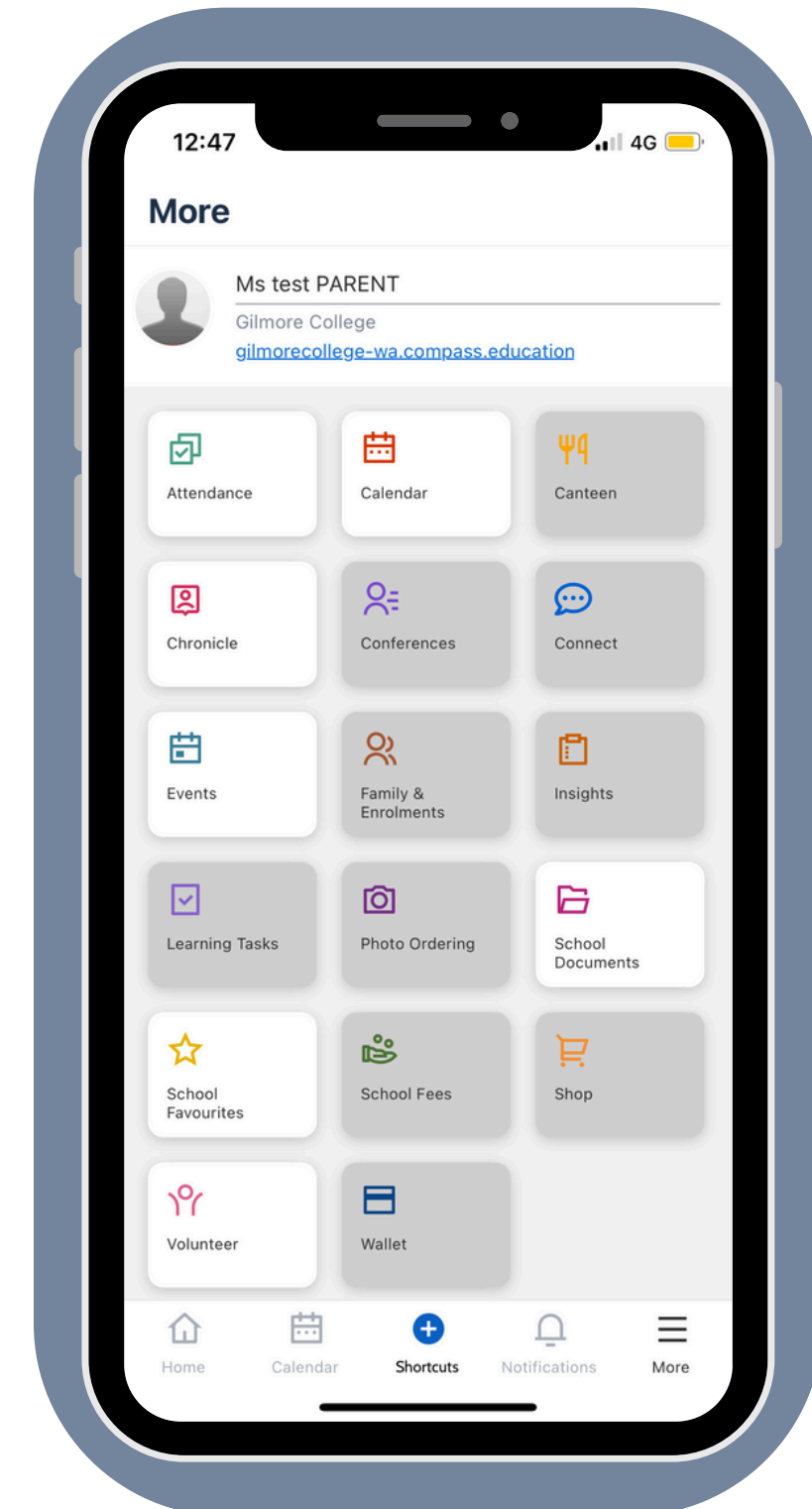
Recent school news items and information relevant to you. This may include emails addressed to students or details of upcoming events.

- **Alerts**

Custom notifications for items that require your action or attention. These may include excursion notifications, absence notifications, survey, and student report availability.



Please note you must contact the College if you wish to update your details, as they will not be properly saved (has to do with our correlation to another software - SIS).



ATTENDANCE:

USING THE APP:

- From the homepage, click on your child's profile picture.
- On the Dashboard tab, you can view a summary of your child's attendance for the day (see 1).
- The coloured square under 'Today's Attendance' shows your child's attendance in class today.
- You can add an attendance note either from your child's profile or by clicking the blue "+" button from the attendance tab (see 2).
- Once at the pop-up window:
 - Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button (see 3).



ATTENDANCE:

SUMMARY:

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.

*NOTES:

- Please note a staff member will need to approve the reason provided for the absence after you have saved it.
- Where possible, parents/caregivers should submit an attendance note prior to the absence occurring.
- If students will be absent during the whole day, please make a **single attendance note** with start and finish times being 8:30 am - 2:40 pm, respectively.
- Being late for school or classes is different to an absence.
- For any attendance discrepancy, please contact the school before submitting a note. E.g: if a student has been marked as NP for 3 out of 5 periods in a day, you may not be aware of these absences since you are not on site.

Term	Days Not Present
Term 1	0.5 Days
Term 2	3 Days
Term 3	8.5 Days
Term 4	27 Days

Subject	Class	Form	Run	In Class			Total	Out of Class			Percentages				
				Prsnt	Late Appr	Late Un'd		NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac'd %	VCE %	Schl %
Yr 5 Generalist	05GEN_05B	05B	12	12	0	0	12	0	0	0	0	100	100	100	100
School Activities		05B	1	1	0	0	1	0	0	0	0	100	100	100	100

*desktop version

- **NP Schl** - Not present in class and approved by school related activity.
- **NP Parnt** - Not present in class and approved by a parent approval.
- **NP Unap** - Not present in class with no approval entered



EVENTS:

2

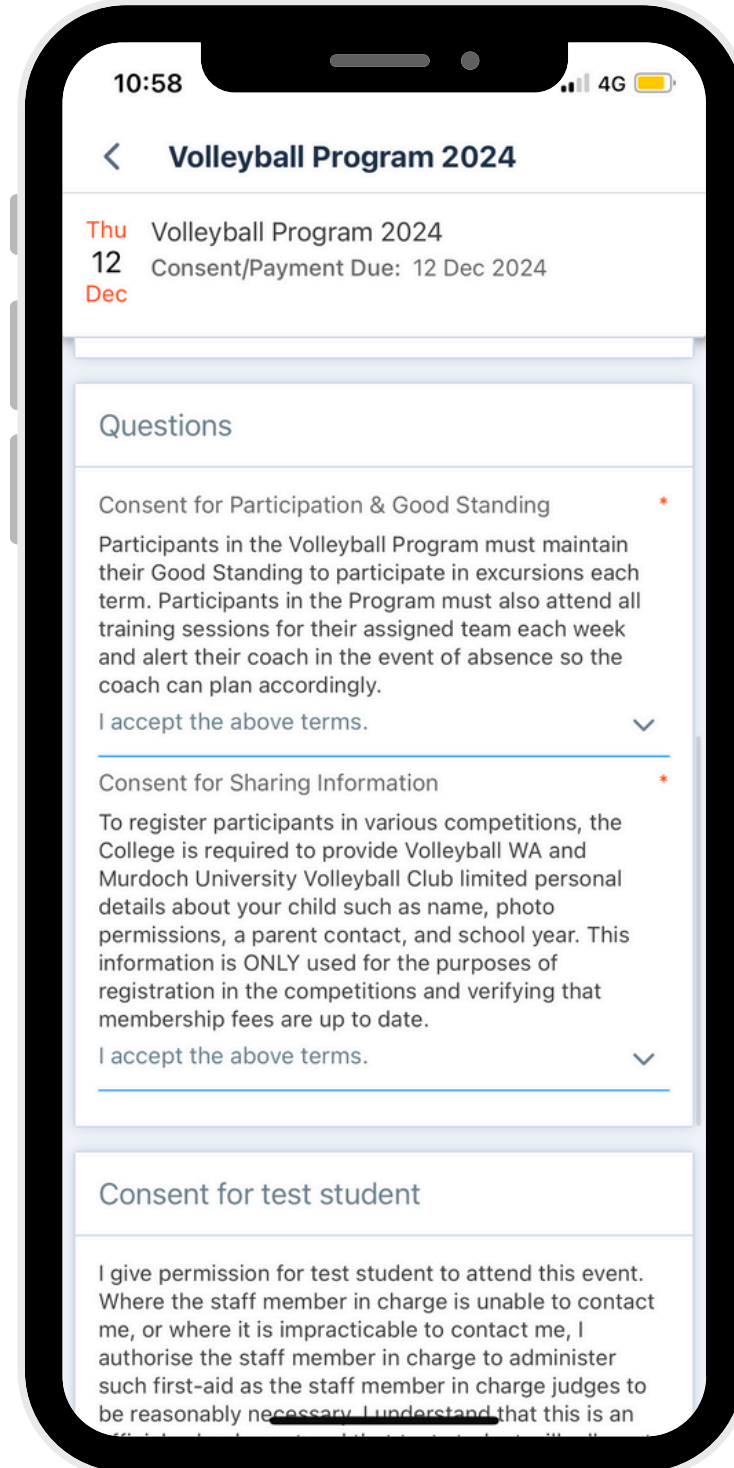
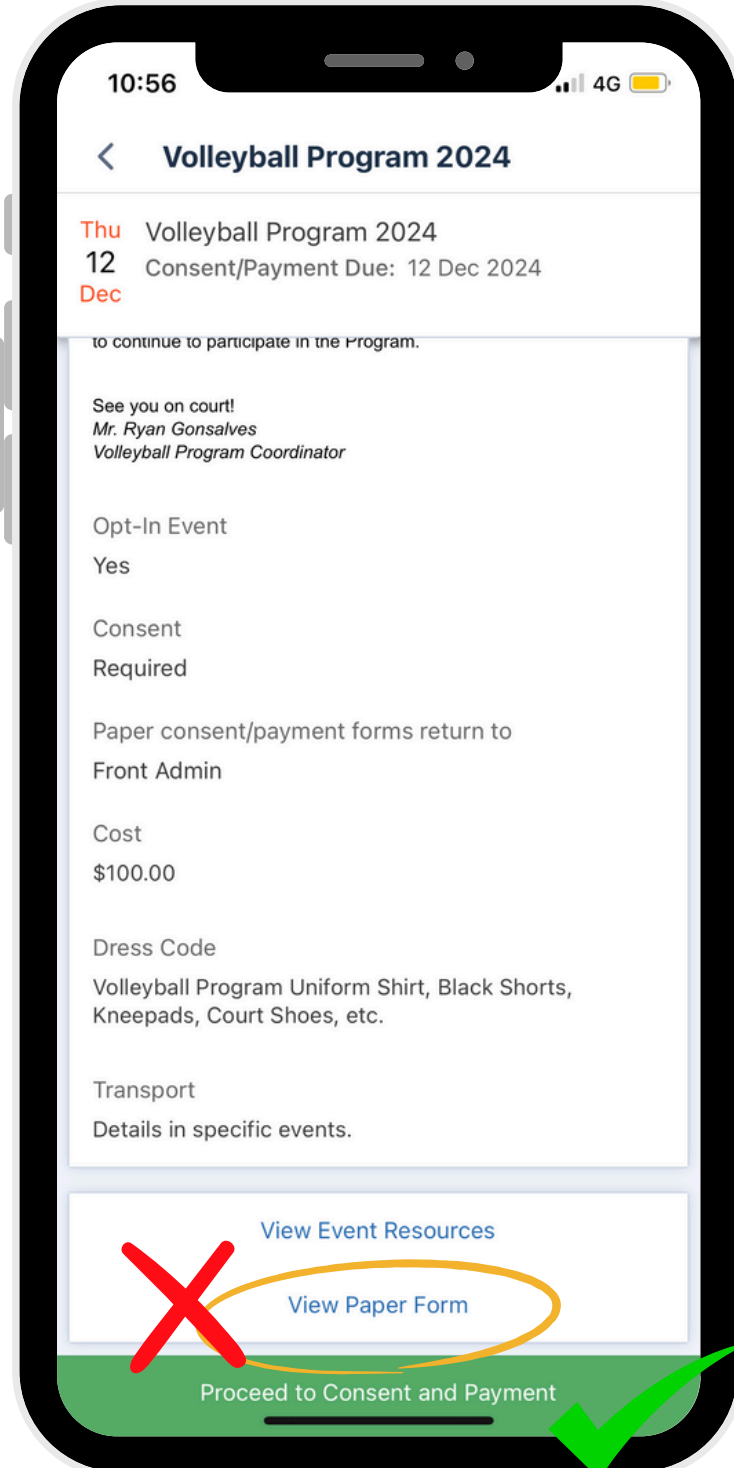
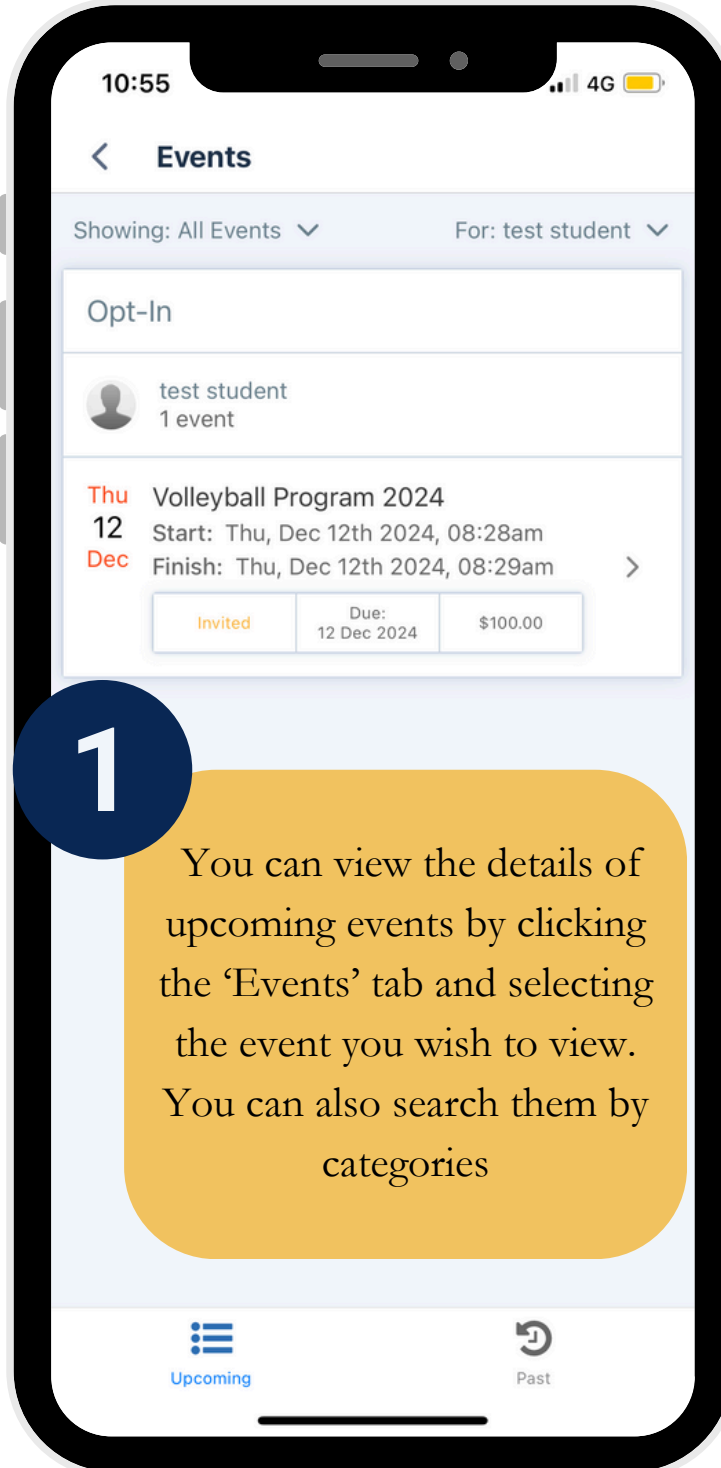
Do not click on the “Download Paper Form” (it usually has a coloured background too - only meant to be used when the digital doesn’t work)

4

Events need to be paid in full upfront. Otherwise, you will need to contact reception.

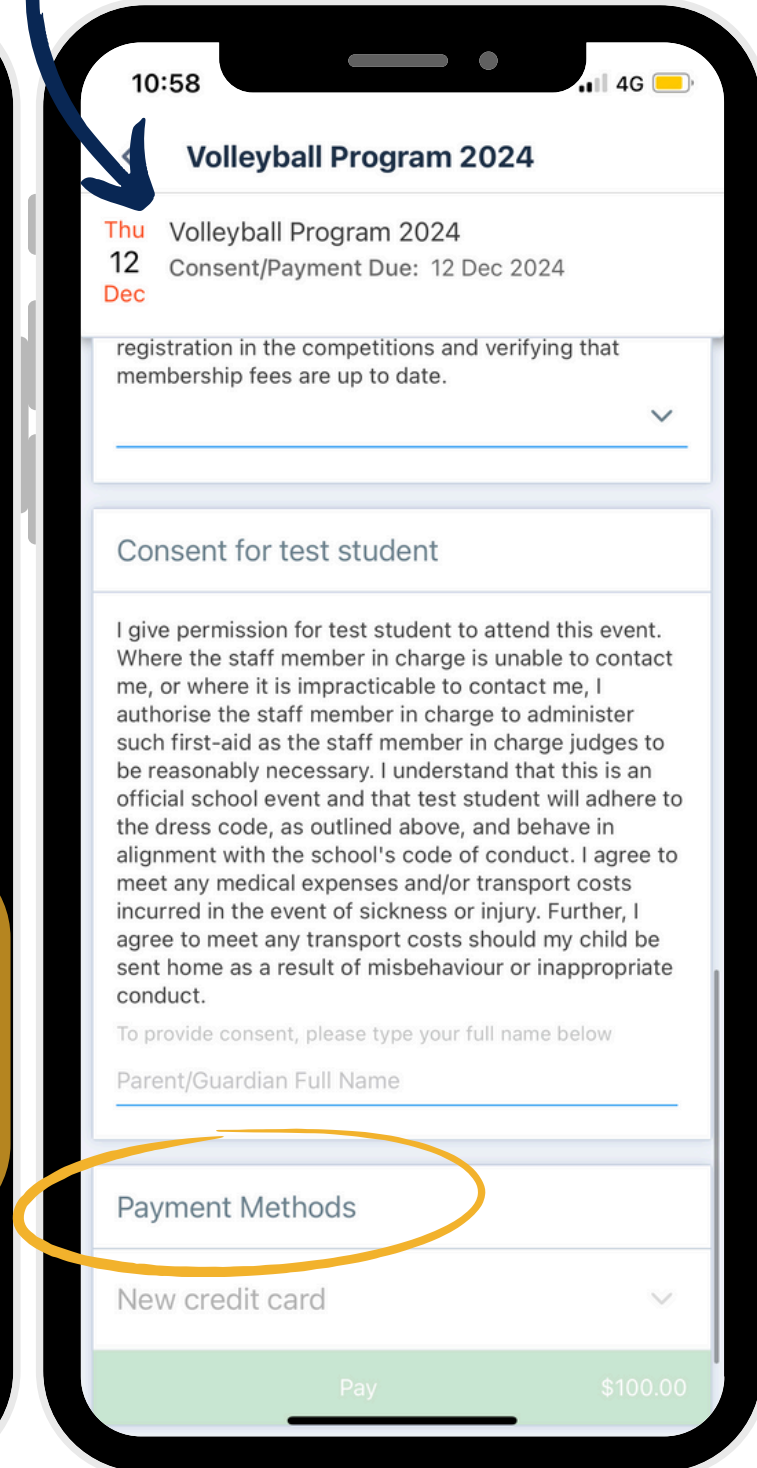
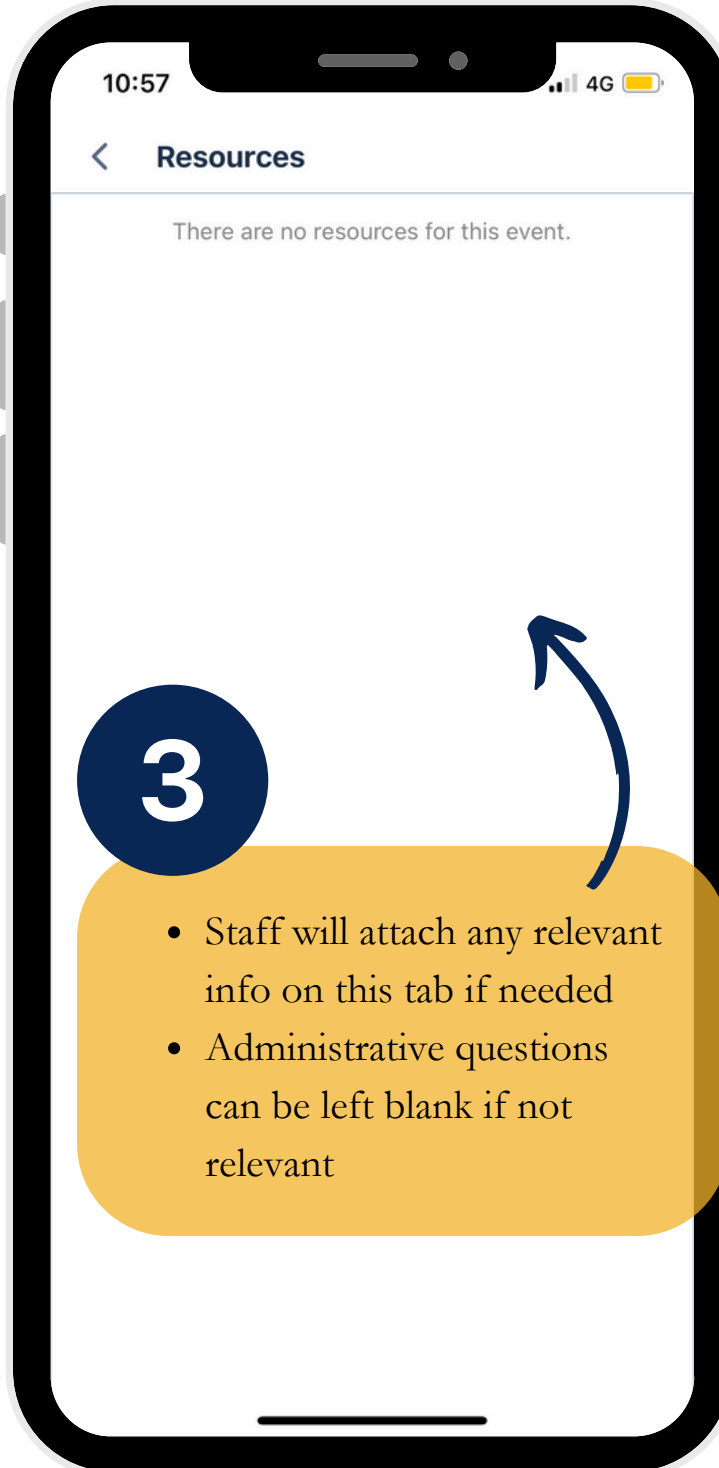
1

You can view the details of upcoming events by clicking the ‘Events’ tab and selecting the event you wish to view. You can also search them by categories



3

- Staff will attach any relevant info on this tab if needed
- Administrative questions can be left blank if not relevant

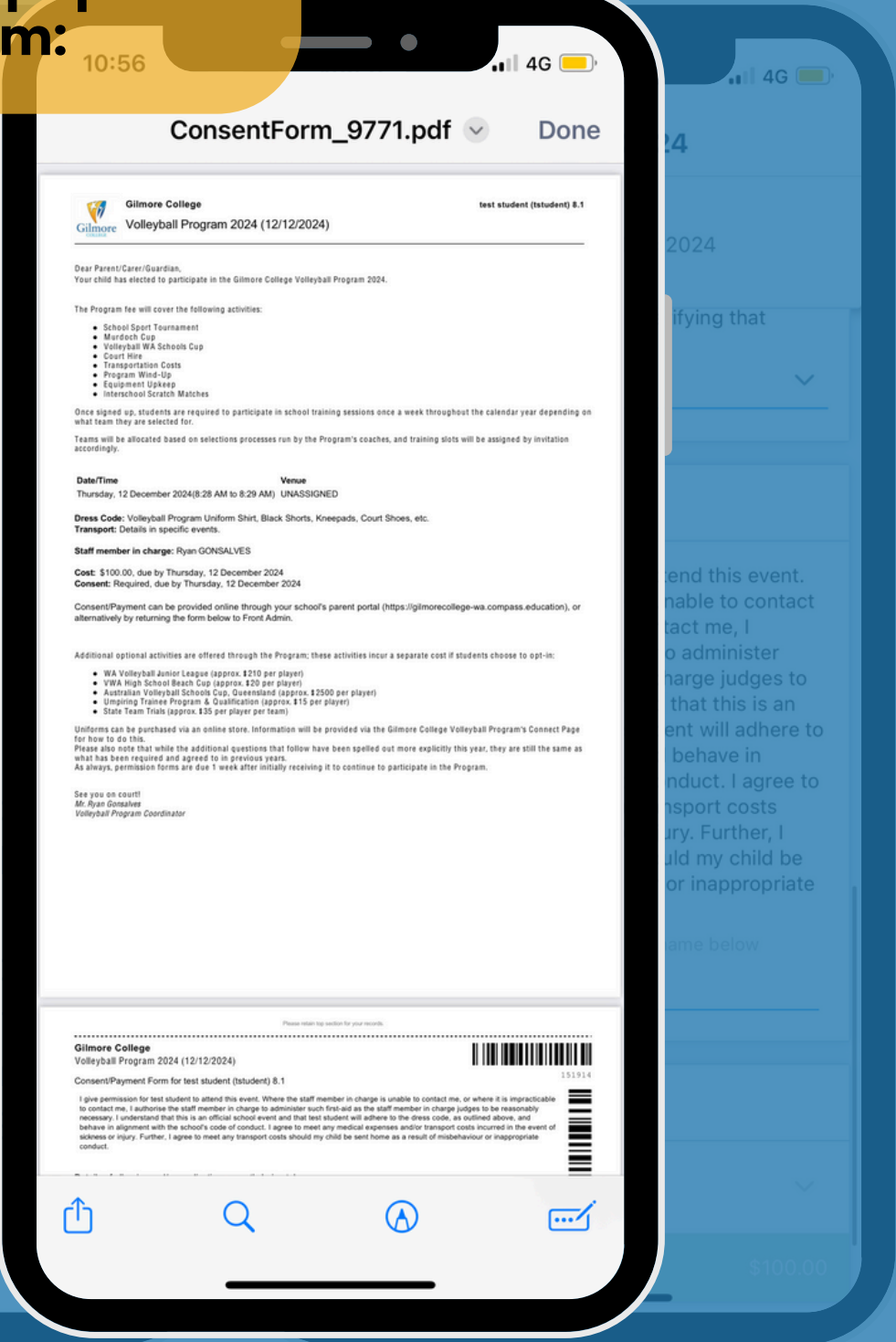
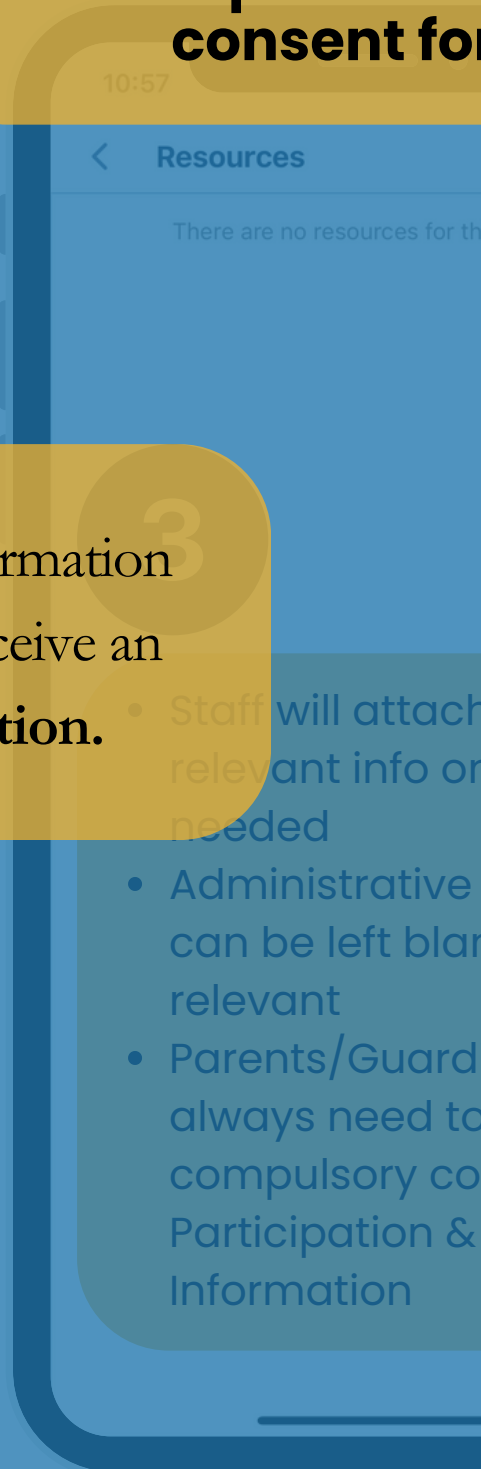
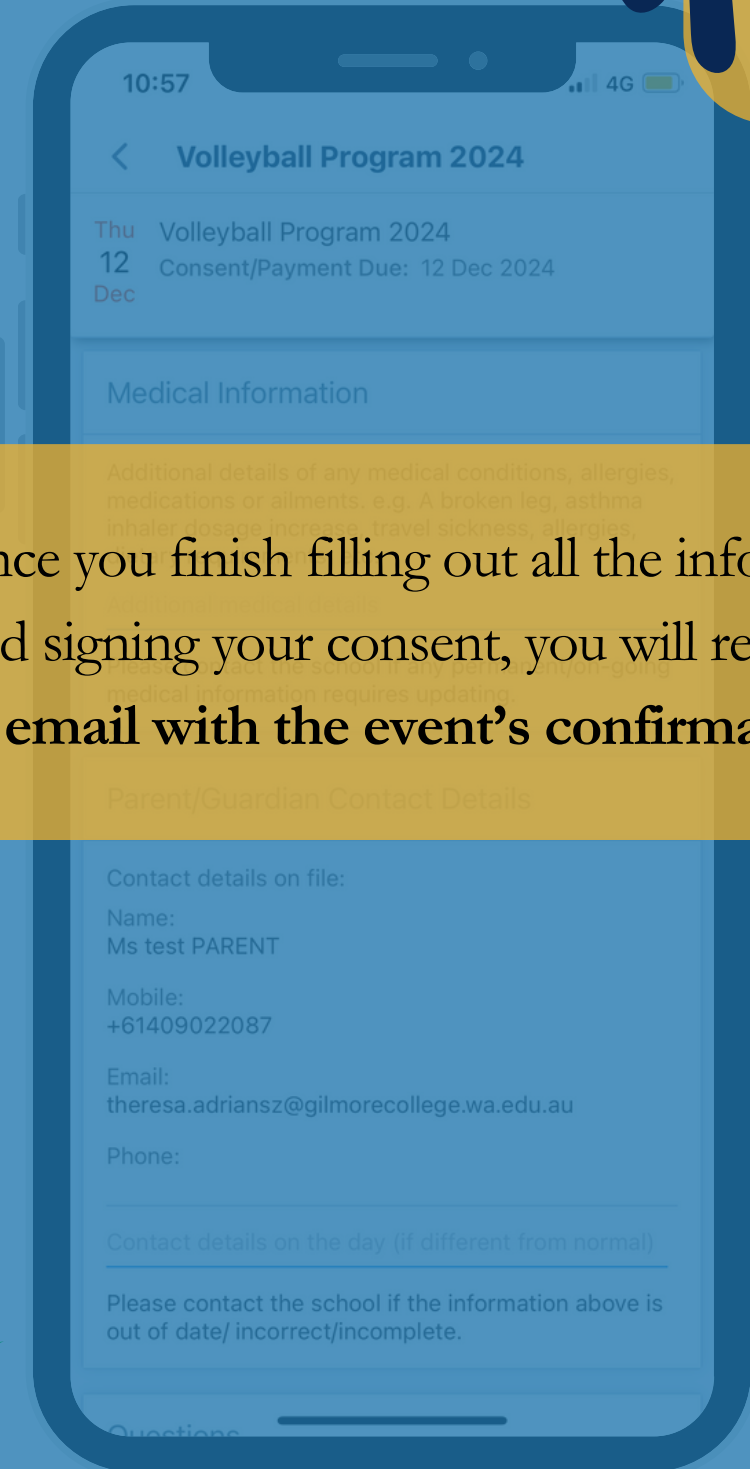
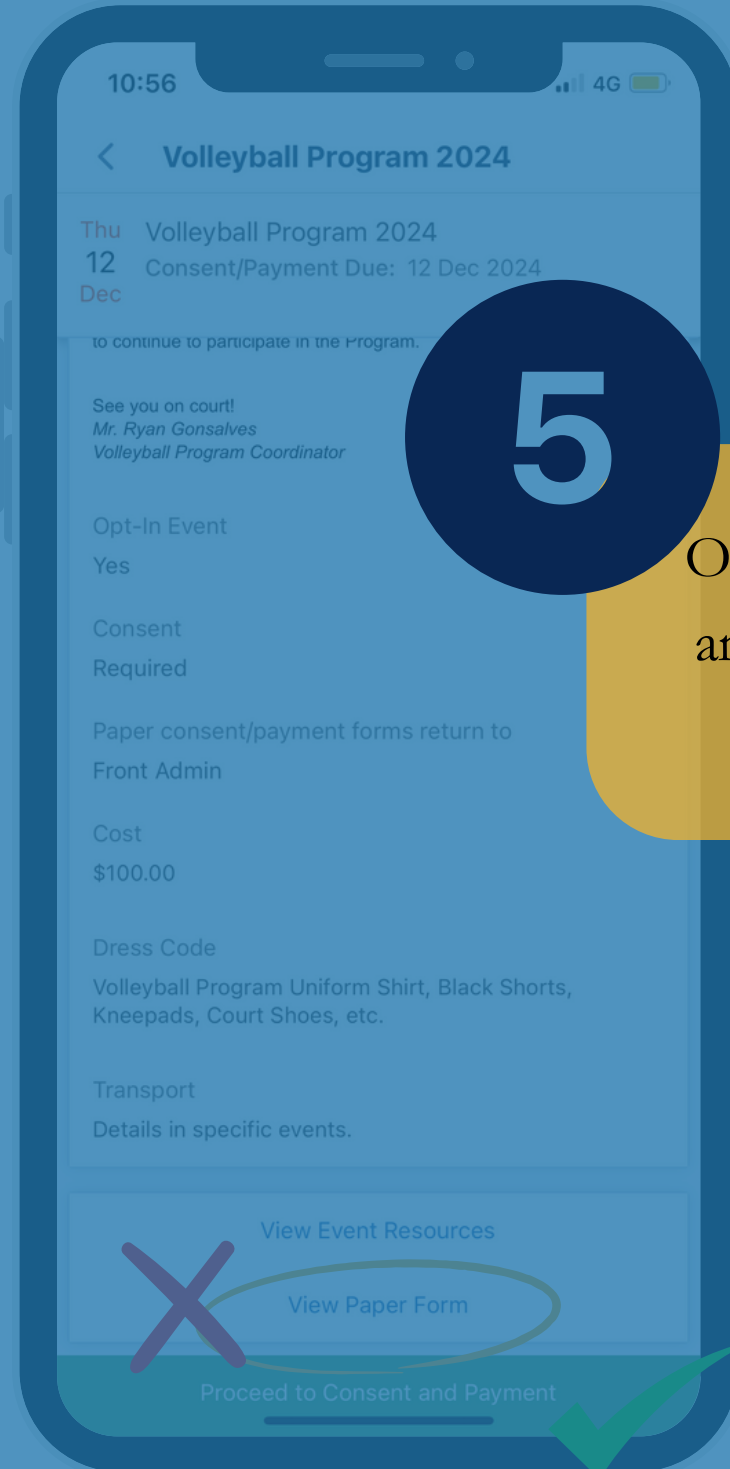
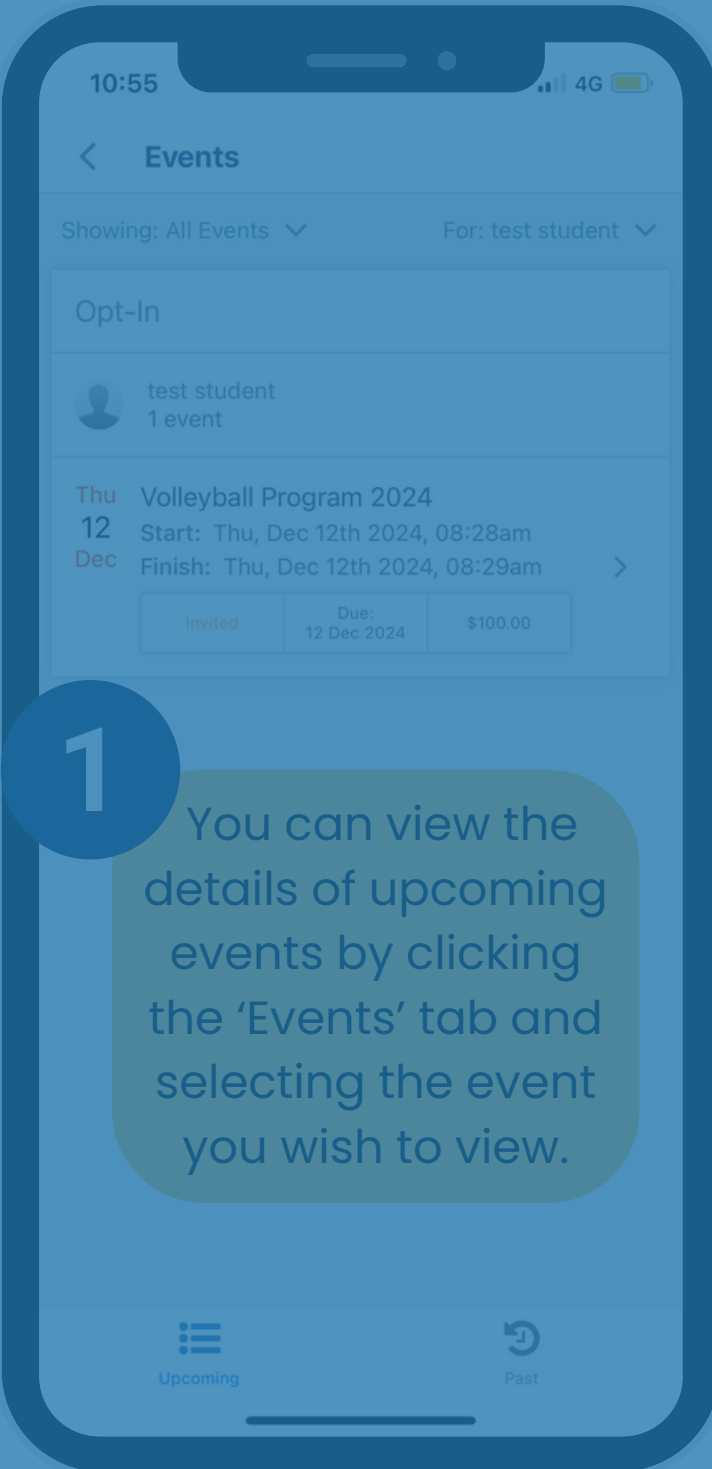


EVENTS:

2 Do not click on the "Download Paper Form" (it usually has a coloured background too - only meant to be used when the digital doesn't work)

4 Events need to be paid in full upfront. Otherwise, you will need to contact reception.

*** Example of the paper consent form:**



1 You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.

5 Once you finish filling out all the information and signing your consent, you will receive an email with the event's confirmation.

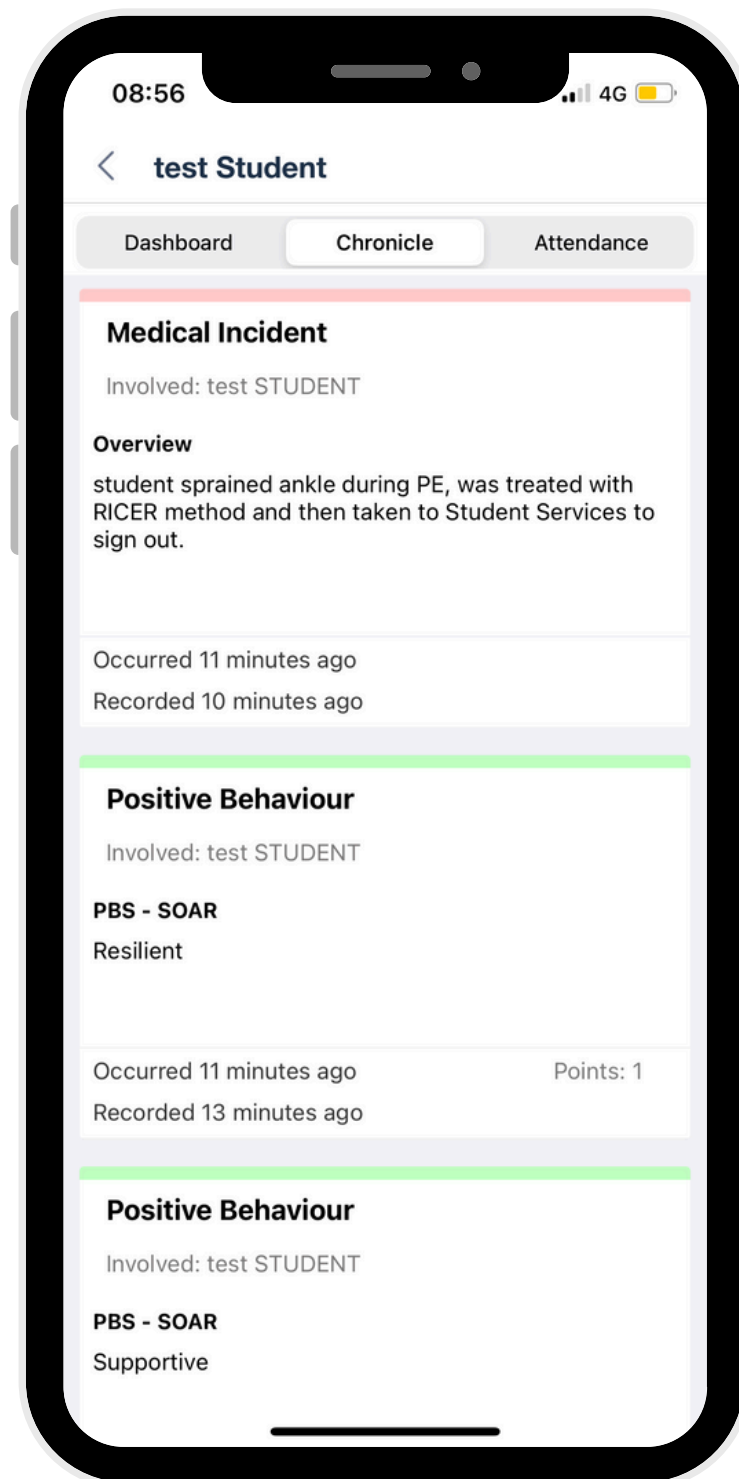
- Staff will attach relevant info on needed
- Administrative can be left blank relevant
- Parents/Guardians always need to compulsory completion Participation & Information



OTHER TOOLS:

BEHAVIOUR ENTRIES:

From the home page, click on your child's profile picture. On the chronicle tab, you'll be able to see a summary of teacher observations (Student Chronicle).



COMMUNICATIONS:

You can receive communications from a Compass account (as seen above), and check communications sent to your child. You'll also receive a copy by email.

For replies, **please note that you cannot send emails from within Compass.** This can be done via Connect or your personal email account.



PRIVACY AND SECURITY:



Compass uses a technology called STSL (Transport Layer Security). This means that your Compass session is encrypted and secure. 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 your credit card statement as **COMPASSPAY.COM**

Full information on the Compass Privacy Policy can be found at www.jdlf.com.au/policy/privacy





THANK YOU!

 **Compass**

