

WELCOME TO COMPASS




What is Compass all about?

When you use Compass it gives you access to our Parent Portal so you can view current information regarding your child and our school. There are many different features that our school had adopted in Compass that enable you to:

- View your child's timetable
- Access the school calendar
- Monitor your child's attendance, and enter approval for absences or late to school
- Download Progress and Semester reports
- Book Parent - Teacher Interviews
- Update your family contact details
- Change your password
- View and download school documentation and resources
- View Upcoming Events

Accessing and Logging into Compass Parent Portal

- Compass is accessible on any web browser or by using mobile Apps.
- Every family receives a separate login to Compass which is provided by the school.
- Go to our school website and click on the link or alternately <https://bairnsdalesc-vic.compass.education/login.aspx>
- Login - using your username and password provided by the school.
- When you first login you will be required to change your password and confirm your email address and mobile phone number. These details will be used by the school for SMS and email communication throughout the year.
- If you have lost your username or password you can recover your details by clicking the 'Can't access your account' link on the login page.



Bairnsdale Secondary
College

ABC0001

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Sign in

Remember me

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

Compass Home Screen

The home screen provides you with information and gives easy access to your child's profile.

School Calendar

View details of upcoming events, your child's timetable and other relevant school activities

Student Profiles

Student profiles provide you with access to full details of your child. This includes attendance, reports and much more.

Welcome to the Bairnsdale Secondary 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.

My News

Parent Student Teacher Conference
Parent Teacher Interviews - Term 1, 2016 regarding [redacted]
[Click here for booking](#)

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

Units 3/4 Further Maths Text Book
Students who have the incorrect unit 3/4 further maths textbook can exchange it for a revised copy at the Administration Office.
1 day ago by Jessica OVERY-SPARGO

Relay for Life
Congratulations to the Relay for Life Bairnsdale Secondary team, 250 laps completed and money

Profile (Attendance, Schedule, Reports)

+ Add Attendance Note/Approval (Approved Absence/Late)

View Academic Reports

Book Parent Teacher Interviews

Main Menu

Allows you to access other Compass and school resources. The tools icon lets you update your contact details, change your password and to logout.

Alerts

Notifications that require your action or attention. These include absence notifications, surveys, ordering school photographs and more.

News

Recent school news items and information relevant to you.

Parent – Teacher Interviews

Using Compass you can book your parent – teacher interviews online. Click the link ‘Book Parent Teacher Interviews on the home page.

A list of parent – teacher cycles will be displayed along with their booking status. Click on the relevant cycle.

Parent Teacher Interviews - Term 1, 2016:



Making/Modifying a booking

- 1) Click the desired time
- 2) A list of teachers (for your child), who are available at the requested time will be displayed
- 3) Select the teacher from the drop down list and click 'Update'
- 4) A confirmation message will be displayed at the top of the page

Cancel a booking

- 1) Click the relevant time
- 2) Select 'No Booking' from the drop down list and click 'Update'

Parent Teacher Interviews- Wednesday March 23 and 24

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

23/03 17:00 PM	Available	23/03 19:00 PM	Available	24/03 11:00 AM	Available
23/03 17:10 PM		23/03 19:10 PM	Available	24/03 11:10 AM	Available
23/03 17:20 PM	Available	23/03 19:20 PM	Available	24/03 11:20 AM	Available
23/03 17:30 PM		23/03 19:30 PM	Available	24/03 11:30 AM	Available
23/03 17:40 PM	Available	: [No Booking] <input type="button" value="Update"/> <input type="button" value="Cancel"/>		24/03 11:40 AM	Available
23/03 17:50 PM		23/03 19:40 PM	Available	24/03 11:50 AM	Available

Displaying Instructions

You can easily access booking instructions for interviews by clicking on the (?) to display them.

Print Bookings

Click on the link ‘Print all bookings’ from the right hand side of this page. This will give you a list of teachers you have booked which includes a photograph of the teacher.

Note:

You can view a teacher’s availability by clicking on the teacher’s name at the bottom of the page.

Above is an example of the 2016 booking process

Student Attendance

View Attendance

Using compass you can view up to date attendance information for your child. To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

Student: [Redacted] Year 12

Subject	Class	Form	Run	In Class			Total	Out of Class			Percentages				
				Prsent	Late Appr	Late Un'd		NP Schl	NP Parnt	NP Un'd	Total	Class %	Act'd %	VCE %	Schl %
12 VCE ENGLISH STANDARD Yr12	12ENG2	12B	16	16	0	0	16	0	0	0	0	100	100	100	100
12 VCE FURTHER MATHS Yr12	12MAF1	12B	17	16	0	0	16	0	1 (1)	0	1	94	100	100	94

- **Daily Activities** - provides a quick snapshot of today's classes and your child's attendance marking
- **Approvals** - shows a comprehensive list of approvals for your child
- **Unexplained** - provides a list of all unexplained absences from class
- **Attendance Summary** - Includes a summary of attendance in each class. 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 Schl** - not present in class and approved by school related activity
 - **NP Parnt** - not present in class and approved by a parent approval
 - **NP Un'd** - not present in class with no approval entered

Entering a Parent Approval

From the compass home screen (or from your student's profile) click the Notes/Approval link/tab to add your parent approval

Activity	Start	Finish
12SAA1 (12 VCE STU...	09/03/2016 08:50 AM	09/03/2016 10:03 AM
12PSY1 (12 VCE PSY...	09/03/2016 10:12 AM	09/03/2016 11:24 AM
12ENG2 (12 VCE ENL...	09/03/2016 02:01 PM	09/03/2016 03:13 PM

- Select the reason
- Enter a brief description
- Select the start and finish time
- Click the save button

- Profile (Attendance, Schedule, Reports)
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews

Accessing Progress and Semester Reports

On the home screen click the link 'View Academic Reports'. From here you can choose the relevant Progress or Semester report you want to view. Compass enables you to print copies of your reports if you wish.

Student: Year 12

Dashboard Schedule Attendance **Reports** Analytics Insights

Reports

Reporting Cycle

- 2015 - Semester 2
- 2015 - Semester 1
- 2014 - Semester 2
- 2014 - Semester 1

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Progress Reports

Cycle: 2016 Semester 1, Progress 1 Export as PDF

Subject	Area of Assessment					
	Behaviour and Respect	Progress	Use of Class Time	Work Completion	Actual Attendance for Semester (class %)	Approved Attendance for semester (VCE %)
12 VCE ENGLISH STANDARD Yr12 K DIPROSE	4. All of the time	1. Acceptable	4. All of the time	3. Most of the time	4. Greater than 94%	4. Greater than 94%
12 VCE FURTHER MATHS Yr12 J ROWLEY	4. All of the time	3. Very Good	4. All of the time	4. All of the time	4. Greater than 94%	4. Greater than 94%

Semester Reports

Choose the relevant Semester Report. You will be able to either open or save a pdf copy of your student's semester report.

Progress Reports

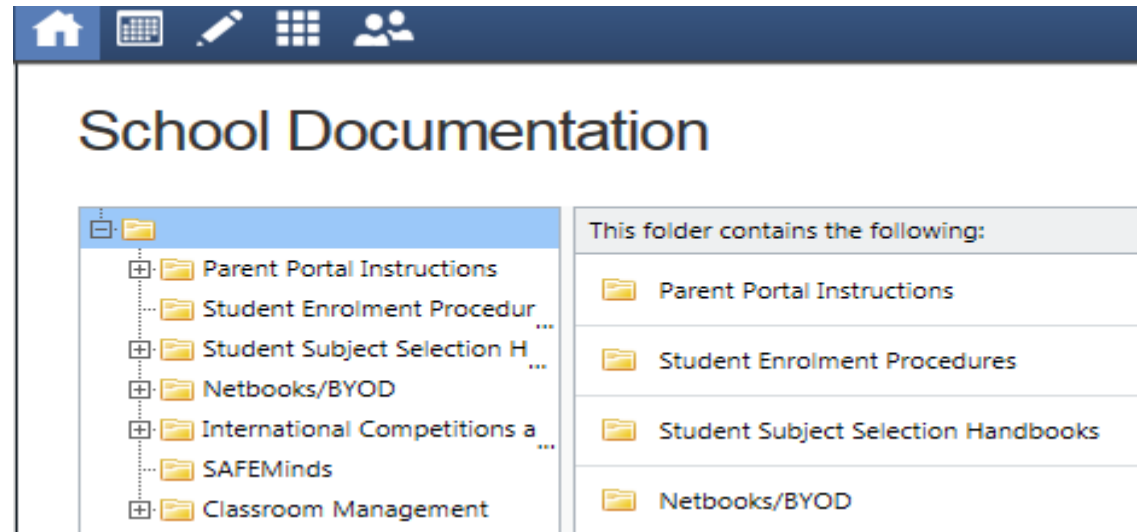
From the drop down box choose the relevant Progress Report to view. You are able to also export this report as a pdf document and print it.

School Documentation

School documentation gives you access to a wide variety of school information.

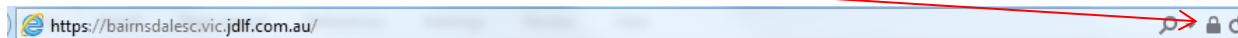
School Documentation

Enables you to access a wide variety of school information including student Subject Selection Guides, ICAS competition letters, Instructions using Compass, School policies and more.



Privacy and Security

When you use Compass you will notice a padlock that appears in your browser. This means your compass session is secure.



REFERENCE: Information for this booklet was obtained from the Compass website and from the Compass Introductory booklet 2014. LKE