



WELCOME TO COMPASS



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
- Monitor your child's homework and assessment tasks
- View Semester and Progress Reports
- Book Parent Teacher Conferences
- Consent and pay for school events
- Make school voluntary and extra-curricular contributions
- View school news items

This guide will assist you to navigate the portal and includes step-by-step information on how to complete key processes. Every family receives a separate parent login to our school's Compass site. 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.

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

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How to 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 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.

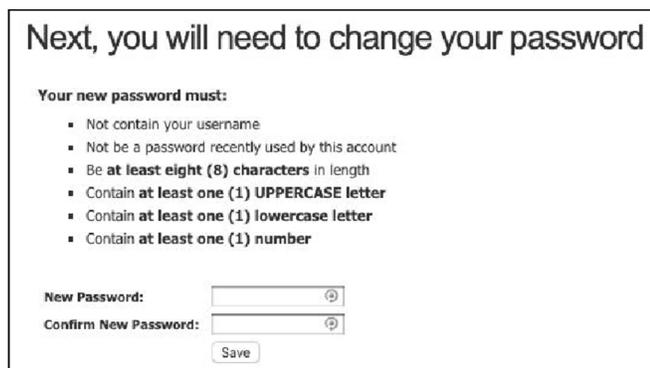
To log in, go to your school's Compass site. Type in your username and password and click 'Sign in'.



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.



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'.



The Home Page

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

The screenshot shows the home page of the Magic P-12 College Portal. At the top, there is a navigation bar with icons for home, calendar, search, grid, user, and star, followed by the text 'Menu Icons' and a user profile for 'Mrs Sable BROOKS'. The main content area is divided into several sections:

- Welcome to the Magic P-12 College Portal:** A message instructing users to use links for their children to explore the portal and to keep their mobile phone number and email address up to date.
- Child Information:** A section for two children: Stephen CORNFOOT and Euan ABERCROMBIE. For each child, there are links for Profile, Send email to teachers, Add Attendance Note, and View Academic Reports.
- Compass My News:** A section with a 'My News' header and a 'Magic P-12 College' logo. It contains several alerts for action:
 - Order your MSP school photos:** A link to place an order today.
 - Course Confirmation/School Payments:** A link to proceed with course confirmation and/or school payments.
 - Payments:** A link for more information on payments awaiting action.
 - Event Consent/Payment Required:** A link for more information on 1 event awaiting consent and/or payment.
- Newsfeed Posts:** A section with a 'Newsfeed Posts' header containing:
 - Newsletter:** A post from March 2nd by Liz Larson.
 - School Jumper Orders:** A post from February 3rd by Eliza Elderflower, including images of school jumpers.

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 e.g. 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 menus for additional information you may require to access from time to time e.g., access to placing a canteen order, access to viewing upcoming event information.

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** e.g., 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) and access School Resources.



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 'Welcome to the Magic P-12 College Portal' page. On the left, there are two student profiles: Stephen CORNFOOT and Euan ABERCROMBIE. For Stephen CORNFOOT, the 'Add Attendance Note (Approved Absence/Late)' option is highlighted with a red box. On the right, there is a 'Compass' logo and a 'My News' section with several announcements, including 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Payments', 'Newsletter', and 'School Jumper Orders'.

A Note screen will open. (1) Select the applicable reason from the drop-down list. (2) Add in any additional information if applicable in the Details/Comment box. (3) Select the start and finish date/time of the absence. (4) Click 'Save'.

The screenshot shows the 'Attendance Note Editor' form. The 'Note Details' section includes a 'Person' dropdown set to 'Euan ABERCROMBIE', a 'Reason' dropdown with a red box around it, and a 'Details/Comment' text area. The 'Important Notice' section contains a disclaimer. The 'Potentially Affected Sessions' table shows the following data:

Activity	Start	Finish
SPO10B (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

The 'Start' and 'Finish' fields are also highlighted with a red box, showing the date '24/06/2020' and time '08:00 AM' and '05:00 PM' respectively. At the bottom right, there are 'Save' and 'Cancel' buttons.

How To: Add an Attendance Note for an Unexplained Absence

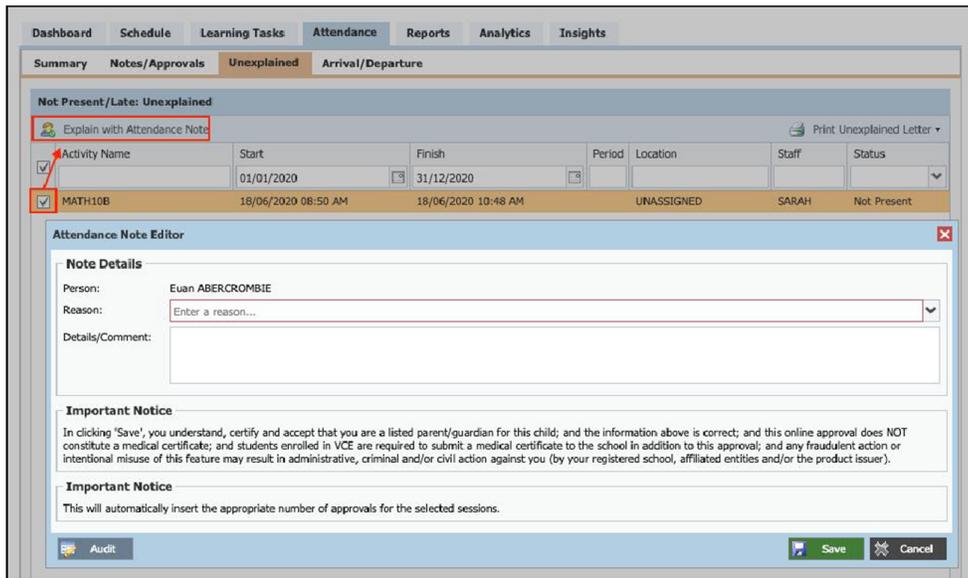
If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note. You may also receive an automated SMS from the College.

You will see an alert on your home screen.

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.

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.



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: Consent and Pay for an Event

If your child has an upcoming event that requires your consent and/or payment, you will see an alert on your home screen.

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.

Stephen CORNFOOT

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

Euan ABERCROMBIE

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

My News

- Order your MSP school photos**
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](#)
- Parent Student Teacher Conference**
2020 Parent Teacher Interviews
[Click here for booking](#)
- 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's School Fete**
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stoney

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Action Centre Events Volunteering History

Event

Euan ABERCROMBIE
1 events

Melbourne Zoo
Wednesday, December 16th 2020, 8:30 am
Wednesday, December 16th 2020, 3:25 pm

Awaiting consent and payment Due 09/12/2020 \$50.00

Click the event you wish to action. You will see the details of the event.

1 Event information

Description and educative purpose
Trip to the Zoo.

When and where

Location	Start	Finish
Melbourne Zoo (Off Campus)	Wednesday, December 16th 2020, 8:30 am	Wednesday, December 16th 2020, 3:25 pm

Additional details
Students are not permitted to bring mobile devices.

Dress code
Full School Uniform

Resources

There are no resources.

Next will be any administrative information that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise). If your child has any further medical conditions not listed, please add the details in the available section.

2 Administrative questions

Medical Information
Details of medical conditions, allergies and medications being taken (already on file)

Name	Action Plan
Headaches Can have occasional headaches	No Attachments
Asthma	Download

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

I acknowledge that the above Action Plan is still current.

Are there any additional medical conditions, allergies, medications or ailments?
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

How To: Opt into an Optional Event

Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis.

Any time there is an optional event that your child has been invited to, an alert will show on your dashboard.

The screenshot shows the Magic P-12 College Portal dashboard. The user is Mrs Sable BROOKS. The dashboard includes a welcome message, navigation icons, and a 'Compass' logo. On the left, there are profiles for Stephen CORNFOOT and Euan ABERCROMBIE, each with links to their profile, send email, add attendance note, view reports, and order photos. On the right, there are several notification cards: 'Order your MSP school photos', 'Opt-In Event Invitations' (highlighted with a red box), 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom, there is a 'Magic High's School Fete' announcement.

When you click the alert, you will be taken to the Events page. Click the option to expand the list of opt in events available.

The screenshot shows the Events page. The navigation bar includes 'Action Centre', 'Events', 'Volunteering', and 'History'. The main content area shows an event for Euan ABERCROMBIE with 1 event. The event is 'Melbourne Zoo' on Wednesday, December 16th 2020, from 8:30 am to 3:25 pm. The event status is 'Awaiting consent and payment', with a due date of 09/12/2020 and a cost of \$50.00. A red box highlights a '+ 1 opt-in event' button.

From the list, click into any events you want your child to attend.

The screenshot shows a user interface with a top navigation bar containing 'Action Centre', 'Events', 'Volunteering', and 'History'. Below this, there are sections for 'Upcoming events' and 'Opt in events'. The 'Upcoming events' section lists two events: 'Remote Expo- Future Careers' (Attending, Due 18/08/2020, \$0.00) and 'Melbourne Zoo' (Awaiting consent and payment, Due 09/12/2020, \$50.00). The 'Opt in events' section lists one event: 'Rock to Reef 2021 (50 available spaces)' (Invited, Due 23/10/2020, \$200.00). A red box highlights the 'Opt in events' section, and a red arrow points from it to the 'Rock to Reef 2021' event details.

You will see the event details and have the option to decline or accept the invitation.

The screenshot shows the 'Rock to Reef 2021' event details page. At the top, it displays the event title and dates: 'Monday, March 15th 2021, 8:00 am - Saturday, March 20th 2021, 5:00 pm'. Below this, there are two buttons: 'Decline Event' (with a red 'X' icon) and 'Accept Event' (with a green checkmark icon). The page is divided into sections: 'Description and educative purpose', 'When and where', 'Additional details', 'Dress code', and 'Transportation'. The 'When and where' section contains a table with columns for 'Location', 'Start', and 'Finish'.

Location	Start	Finish
Rock to Reef (Off Campus)	Monday, March 15th 2021, 8:00 am	Monday, March 15th 2021, 5:00 pm
Rock to Reef (Off Campus)	Tuesday, March 16th 2021, 8:00 am	Tuesday, March 16th 2021, 5:00 pm
Rock to Reef (Off Campus)	Wednesday, March 17th 2021, 8:00 am	Wednesday, March 17th 2021, 5:00 pm
Rock to Reef (Off Campus)	Thursday, March 18th 2021, 8:00 am	Thursday, March 18th 2021, 5:00 pm
Rock to Reef (Off Campus)	Friday, March 19th 2021, 8:00 am	Friday, March 19th 2021, 5:00 pm
Rock to Reef (Off Campus)	Saturday, March 20th 2021, 8:00 am	Saturday, March 20th 2021, 5:00 pm

Description and educative purpose
Outdoor Education students will complete the Rock to Reef experience.

Additional details
Please Note: - Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.- If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office.

Dress code
Neat casual clothing with enclosed footwear.

Transportation

If you choose to accept the invitation, it will move from the 'Opt In' section to the 'Upcoming Events' section and show as requiring consent/payment (note, if the event did not require any consent or payment, your child will show as 'Attending' and no further action is required).

The screenshot displays a user interface with a blue header containing 'Action Centre', 'Events', 'Volunteering', and 'History'. A green notification box at the top states 'Event accepted' and 'You have accepted Rock to Reef 2021.'. Below this, a section titled 'Upcoming events' features a dropdown menu labeled 'Upcoming Events'. The user profile 'Euan ABERCROMBIE' is shown with '3 events'. Three event cards are listed:

- Remote Expo- Future Careers**: Wednesday, September 9th 2020, 9:45 am to 11:45 am. Status: Attending. Due: 18/08/2020. Amount: \$0.00.
- Melbourne Zoo**: Wednesday, December 16th 2020, 8:30 am to 3:25 pm. Status: Awaiting consent and payment. Due: 09/12/2020. Amount: \$50.00.
- Rock to Reef 2021 (50 available spaces)**: Monday, March 15th 2021, 8:00 am to Saturday, March 20th 2021, 5:00 pm. Status: Awaiting consent and payment. Due: 23/10/2020. Amount: \$200.00.

A red box highlights the 'Upcoming events' section, and a red arrow points from it to the 'Awaiting consent and payment' status of the 'Rock to Reef 2021' event.

To secure your child's place, you will then need to click the event and proceed to complete the consent/payment per the usual event process. When your child's status for the event shows as 'Attending' they have a secured place.

IMPORTANT: If you do not proceed to process the consent/payment before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place in the event. *If there is an attendee limit for the event, being able to re-accept their invitation will only be possible if the maximum attendee limit for that event has not already been reached.*

How To: View your child's Learning Tasks

Learning Tasks are used to issue homework, projects and assignments. They can also be used to provide assessment and feedback on work being completed in class.

To view your child's tasks, click the 'Profile' option for that child on your dashboard.

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.

Stephen CORNFOOT

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

Euan ABERCROMBIE

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

My News

- Order your MSP school photos**
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](#)
- Parent Student Teacher Conference**
2020 Parent Teacher Interviews
[Click here for booking](#)
- Event Consent/Payment Required**
There are 2 events 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's School Fete**
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

This will take you to their profile page. Click to their 'Learning Tasks' tab. Here you will see their tasks listed.

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

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

Show Hidden Tasks Group by code Academic Year: (Currently Relevant)

Code	Learning Task	Status	Result	Actions
99 Biology	CAT 1: Evolution by Natural Selection Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	
99 Biology	CAT 2: Excellent Ecosystems Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	
99 Biology	Overall Result Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	
99 English	CAT 1: Text response - Holes Subject-wide Task Report: Yes	Due date: 27/03/20 04:00 PM Submitted: Received Late	-	
99 English	Overall Result Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	

Note: The school may have archived some past tasks, you can click 'Show Hidden Tasks' to have archived tasks displayed in the list.

Click the title of a task to view the details and any results/feedback provided by the teacher.

Learning Task - CAT 1: Text response - Holes

Task Details | Feedback

Name: CAT 1: Text response - Holes
Due Date: 27/03/2020 04:00 PM
Online Submission Enabled: No

Students will complete a written text response that uses content from the novel "Holes" and addresses the following topic prompt:

"Explain the relationship between Stanley Yelnats and his family. How does this relationship differ from the other kids shown at camp? In what way could Stanley's family relationship have been better?"

If you have more than one student at the school and wish to view all their Learning Tasks collectively, you can click the pencil icon and select 'Learning Tasks'.

Teaching and Learning

Curriculum

Learning Tasks

School Resources

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.

Stephen CORNFOT

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

Euan ABERCROMBIE

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

Compass

My News

Order your MSP school photos
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](#)

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

Event Consent/Payment Required
There are 2 events awaiting your consent and/or payment. [Click here for more information](#)

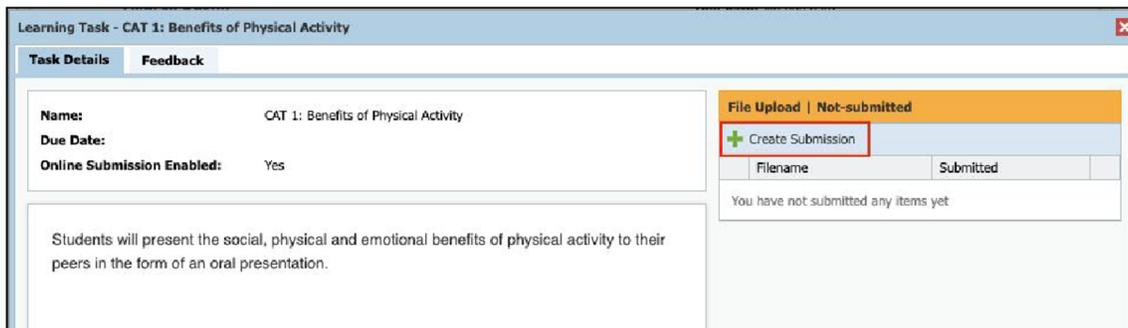
Attendance: Attendance Note Required
Euan was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)

Magic High's School Fete
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

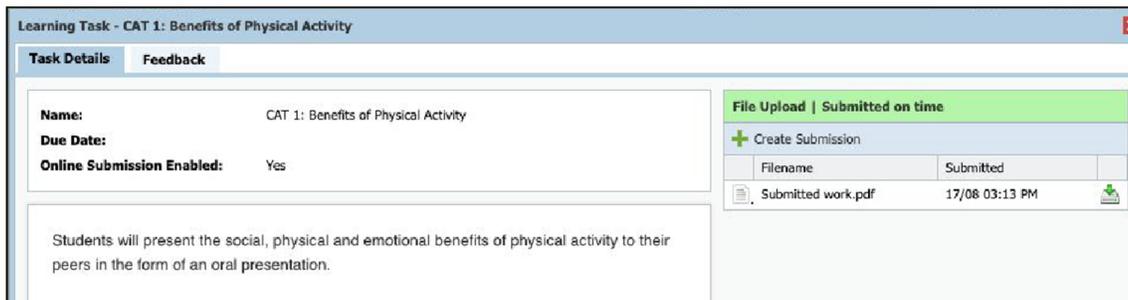
How To: Submit your child's work for a Learning Task

If you are required to assist your child in submitting work online for a Learning Task, you can do so by going to their 'Learning Task' tab and clicking the title of the applicable task. This can be done via their student login, or from within your parent portal.

When in the task, click 'Create Submission'. If you don't see this option, it means online submission has not been enabled for this task; please contact the teacher for further assistance.



Select the file you want to upload from your device, it will then show as a submitted file. You can click the little disk/arrow icon next to the file to download it if at a later date you want to view it.



How To: View your child's Report

To view your child's report, click the option under their details on your dashboard.

The screenshot shows the Magic P-12 College Portal dashboard. At the top, it says "Welcome to the Magic P-12 College Portal" and provides instructions on how to use the portal. The user is identified as Mrs Sabie BROOKS. The dashboard is divided into two main sections for children: Stephen CORNFOOT and Euan ABERCROMBIE. For Stephen CORNFOOT, the "View Academic Reports" option is highlighted with a red box. The right side of the dashboard features a "Compass" section with various notices and announcements, including "Order your MSP school photos", "Opt-In Event Invitations", "Course Confirmation/School Payments", "Parent Student Teacher Conference", "Event Consent/Payment Required", and "Attendance: Attendance Note Required".

This will take you to the 'Reports' tab of your child's profile. Here you will see any available reports listed. Click the blue title of the specific report you want to access, and it will download as a pdf file to your device for viewing.

The screenshot shows the student profile page for Stephen CORNFOOT - 11D, Year 11. The student is marked as "Active". The "Reports" tab is selected and highlighted with a red box. Below the tabs, there is a table of reports:

Reporting Cycle	School
2020 - Semester One	Magic P-12 College
2019 - Semester Two	Magic P-12 College
2019 - Semester One	Magic P-12 College
2018 - TT Semester Two - 7-12 - Secondary College (includes Insights and GPA)	Magic P-12 College

Below the table, there is a section for "Progress Reports" with a dropdown menu for "Academic Year" set to "(Currently Relevant)". A message states: "There are no graphs available for this Academic Year."

How To: Book a Teacher Conference

To book a conference with your child's teacher, when a conference cycle is available, you will see an alert on your dashboard. Click the alert.

The screenshot shows the Magic P-12 College Portal dashboard. The user is Mrs Sable BROOKS. The dashboard is divided into two main sections: a left sidebar for student profiles and a right main content area with various alerts.

Left Sidebar:

- Stephen CORNFOOT**
 - Profile (Attendance, Schedule, Reports)
 - Send email to Stephen's teachers
 - Add Attendance Note (Approved Absence/Late)
 - View Academic Reports
 - Order Photos
- Euan ABERCROMBIE**
 - Profile (Attendance, Schedule)
 - Send email to Euan's teachers
 - Add Attendance Note (Approved Absence/Late)
 - Order Photos
 - Book Parent Student Teacher Conference

Right Main Content Area:

- Compass** logo and navigation icons.
- My News** section with several alerts:
 - Order your MSP school photos**: You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)
 - Opt-In Event Invitations**: There are 1 opt in event(s) available. [Click here for more information.](#)
 - Course Confirmation/School Payments**: Course confirmation and/or school payments available for completion. [Click here to proceed](#)
 - Parent Student Teacher Conference** (highlighted with a red border): 2020 Parent Teacher Interviews. [Click here for booking](#)
 - 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's School Fete**: Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)

Aug 3rd by Sunil Stiney

This will take you to the conference cycle and you will see the Welcome message from the school that will include details about the conference. Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.

The screenshot shows a 'Welcome' message titled 'Welcome to 2020 Parent Teacher Interviews'. The message is addressed to the Magic High School Community and provides information about the upcoming parent teacher conferences.

Welcome

Welcome to 2020 Parent Teacher Interviews

Hello Magic High School Community,

Parents and guardians are invited to make appointments to discuss their child's learning at the upcoming Magic High School Parent Teacher conferences. Conferencing with teachers about your child's progression is one of the most important aspects of providing feedback about your child's learning. By attending these conferences, families are creating an environment that supports learning and progression.

Please note, you will need to park in the West wing near the head masters office.

If you have any questions about the process of booking in an appointment, please do not hesitate to contact our office on 12345 67890

Kind regards,
Albus Dorely
Headmaster

[Show me How to Book](#)

How To: Pay School Contributions

When school fees are issued for payment, you will see an alert on your dashboard. Click the alert and you will be taken to the Course Confirmation page. You will see any fees requiring payment listed and their status. Click the one you need to action.



Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
2020 School Charges: Year 7 - 10 - ABERCROMBIE, Euan (STO0022)	Not Started

**Completed via payment plan.*

This will take you into that fee cycle. It will include information from the school, items for payment (some will be mandatory, others voluntary as determined by the school), agreements and some administrative questions. Work your way through the content

At the end you will be required to process the payment. If there is an option to pay via a payment plan, this will display as a payment method.

How To: Order School Photos

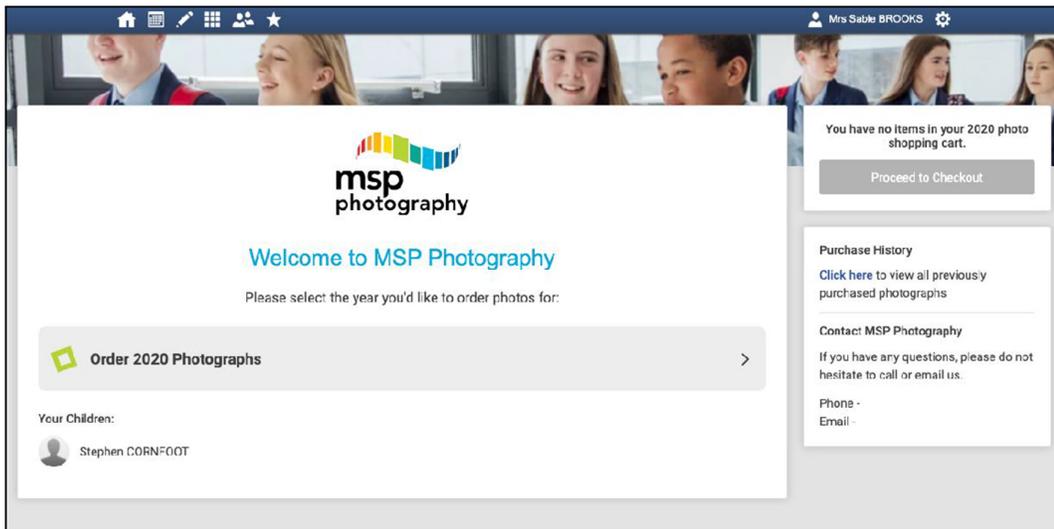
To order your child's school photos, click the link on your dashboard.

The screenshot shows the Magic P-12 College Portal dashboard for Mrs Sable BROOKS. The page is titled "Welcome to the Magic P-12 College Portal" and includes a "Compass" logo. A red box highlights the "Order your MSP school photos" link in the "My News" section. Below this, there are several news items: "Opt-In Event Invitations", "Course Confirmation/School Payments", "Parent Student Teacher Conference", "Event Consent/Payment Required", and "Attendance: Attendance Note Required". At the bottom, there is a notice about the "Magic High's School Fete".

Alternatively, you can click the people icon at the top of your screen and select 'Photos'.

This screenshot shows the same dashboard as above, but with the "Community" menu open. The "Photos" option is highlighted in blue. The "Order your MSP school photos" link is still visible in the "My News" section.

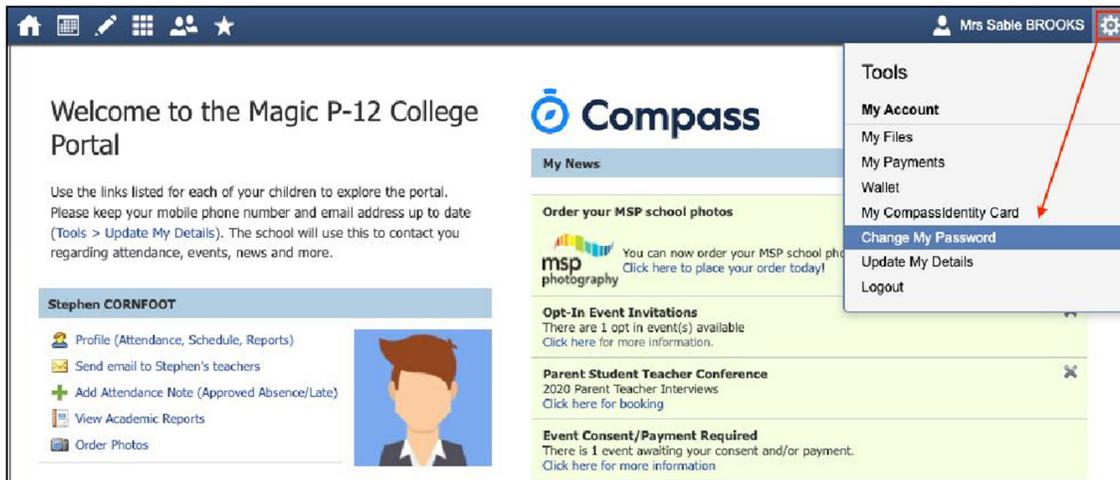
Click into the current year to order photos. On the right hand side there is an option to view past orders if required.



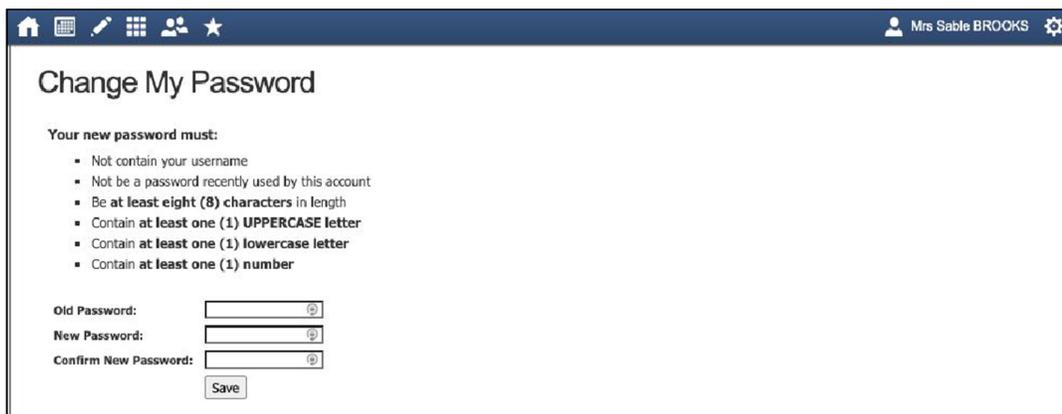
Add the packs you want to purchase from the available list to your cart and then process the payment.

How To: Change your Password

If you need to change your password, go to the cog icon and select 'Change my Password'.



Key in the required information ensuring your new password meets the set guidelines. Click 'Save' to update.

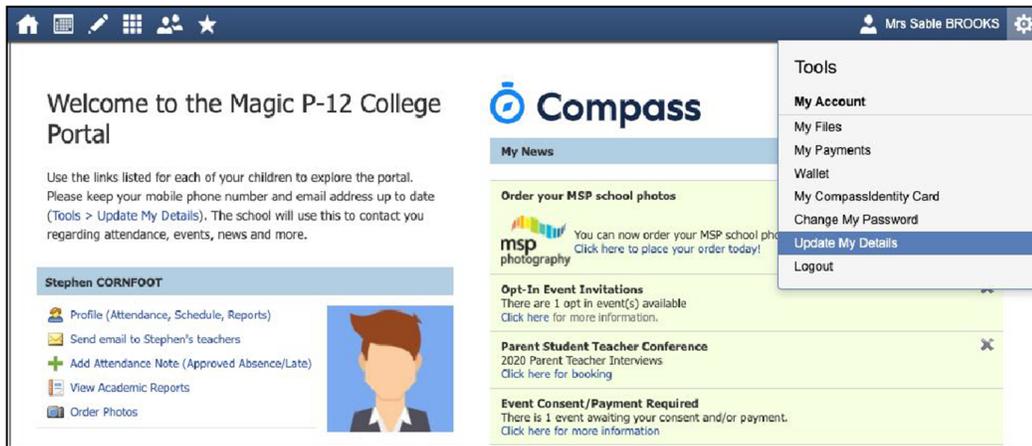
A screenshot of the 'Change My Password' form. The form title is 'Change My Password'. Below the title, it says 'Your new password must:' followed by a list of requirements:

- 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

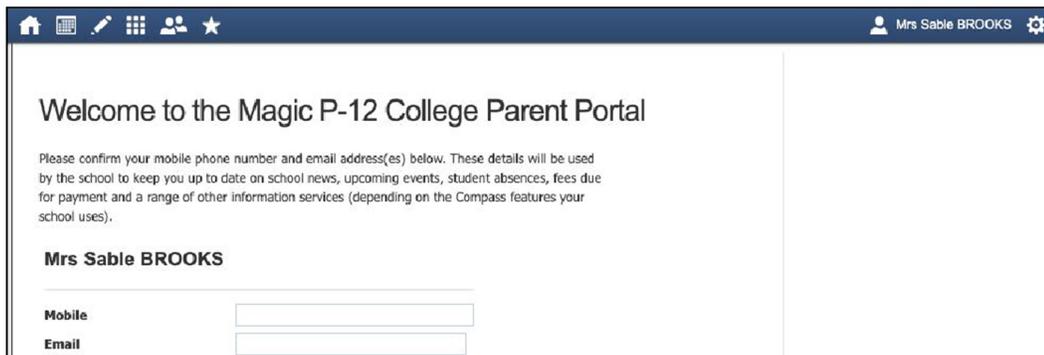
Below the requirements are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each field has a small eye icon to the right. A 'Save' button is located below the 'Confirm New Password' field.

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.

A screenshot of the Magic P-12 College Parent Portal showing the contact information update form. The page title is "Welcome to the Magic P-12 College Parent Portal". The user is logged in as "Mrs Sable BROOKS". The form asks the user to confirm their mobile phone number and email address(es). The name "Mrs Sable BROOKS" is displayed above two input fields labeled "Mobile" and "Email".

The Compass School Manager App

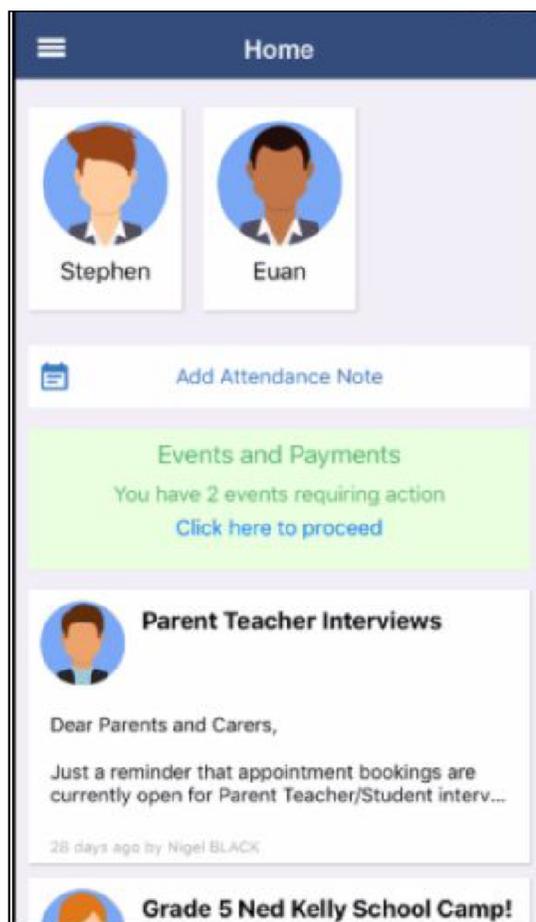
You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your login details which are the same details you use to login to your Compass parent portal.

When logged in, you will see -

- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note
- Any items requiring your action (alerts) at the top of the screen.
- The newsfeed which you can scroll down through to read.
- A link to the main menu (three little stripes in top left corner)

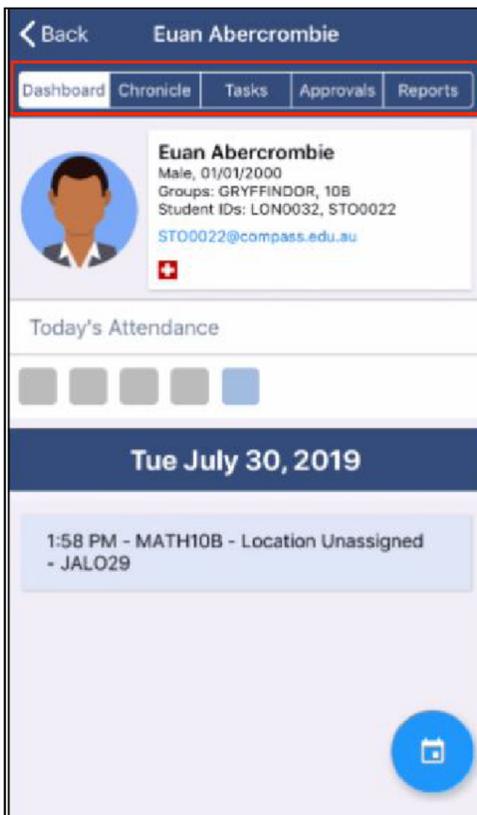
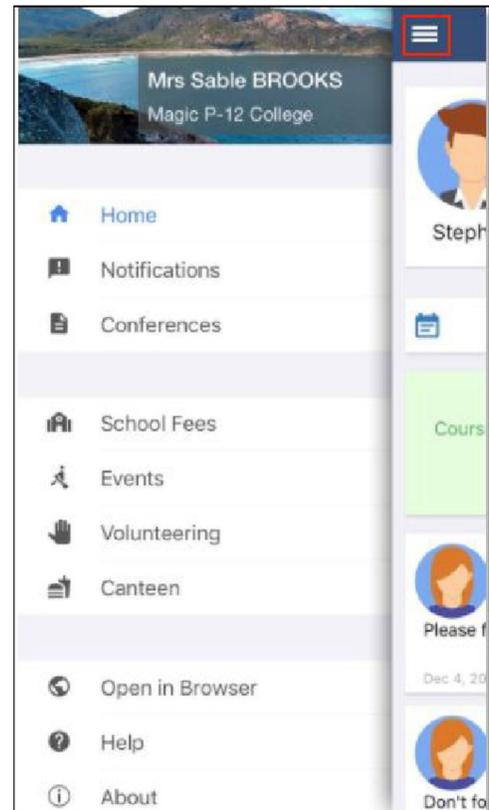


Clicking the menu icon will expand further options.

Some regular actions that you can easily complete via the App are -

- Conferences - allows you to book teacher conferences
- Events - Process consent/payment for your child's upcoming events

Note: If you have children attending different schools that use Compass (e.g. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.



To access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports via the App, click their image on your home screen.

You can then click through the tabs at the top of their profile to access the available information.

Click the 'Back' option in the top right to return to your app home screen at any time.