



WELCOME TO COMPASS



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What is Compass?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. It is available via the web and using the Compass School Manager App.

Compass includes many different features, including the ability to:

- monitor your child's attendance and explain absence or lateness
- communicate with your child's teachers
- update your family contact details
- view your child's timetable and the school calendar
- monitor your child's homework and assessment tasks
- download and view your child's academic reports
- book parent-teacher conferences
- pay and provide consent for events and school fees.

This guide will assist you to navigate Compass and includes step-by-step information on how to complete key processes. If you have any questions regarding Compass, please contact the College for assistance.

How to Access Compass

Compass is accessible on any modern web browser, and on Compass iOS and Android apps. Every family receives a parent login to our school's Compass site, provided to you by the school.

To access Compass, go to the school website (<http://bairnsdalesc.vic.edu.au>) and click on the Compass link on the homepage. Alternatively, go to <https://schools.compass.education> to search for our direct URL.

To log in to Compass you will need your unique family username and password. **This is different to the username and password that your child will use to access Compass.**

On your first login, you will be asked to change your password and confirm your email address and mobile phone number. These contact details will be used by the school for important SMS and email notifications.

The Compass App

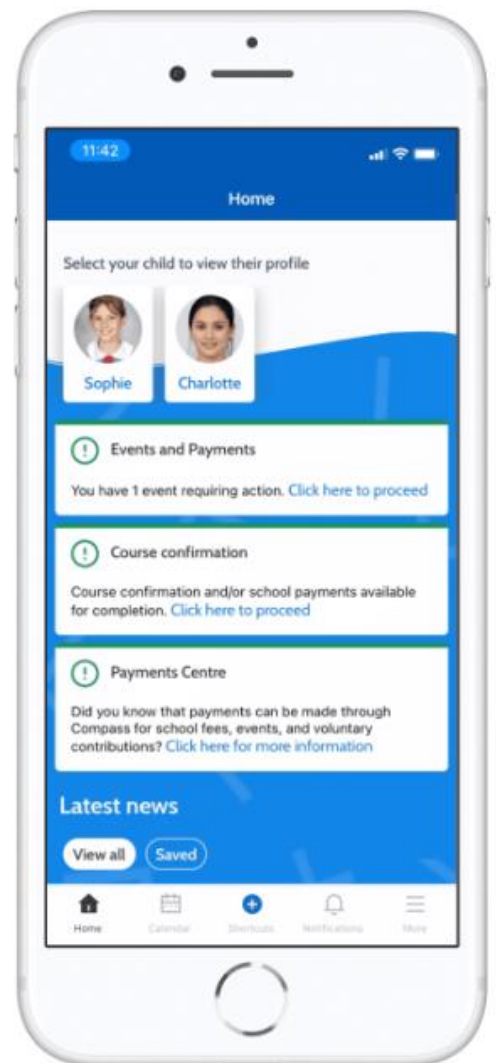
To download the Compass App, search for *Compass School Manager* in the App store.



IMPORTANT: Once downloaded, check the app settings to ensure that you will receive notifications from the College. To do this, go to **Settings / Apps / Compass App / Notifications and select 'Allow'**.

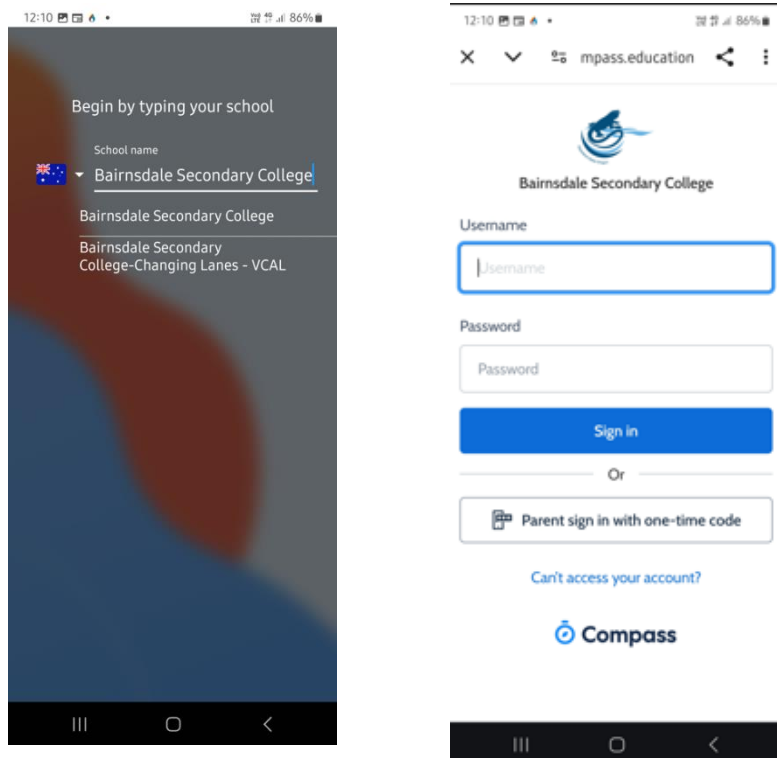
Using the Compass App you can:

- check your child's attendance
- add attendance notes
- view the school news feed
- receive messages from the school
- view your child's timetable and the school calendar
- view Learning Tasks
- book parent-teacher conferences
- view academic reports.



How to log in

Using the app to log in, begin by typing in Bairnsdale Secondary College and clicking the College name once it appears in the listing.

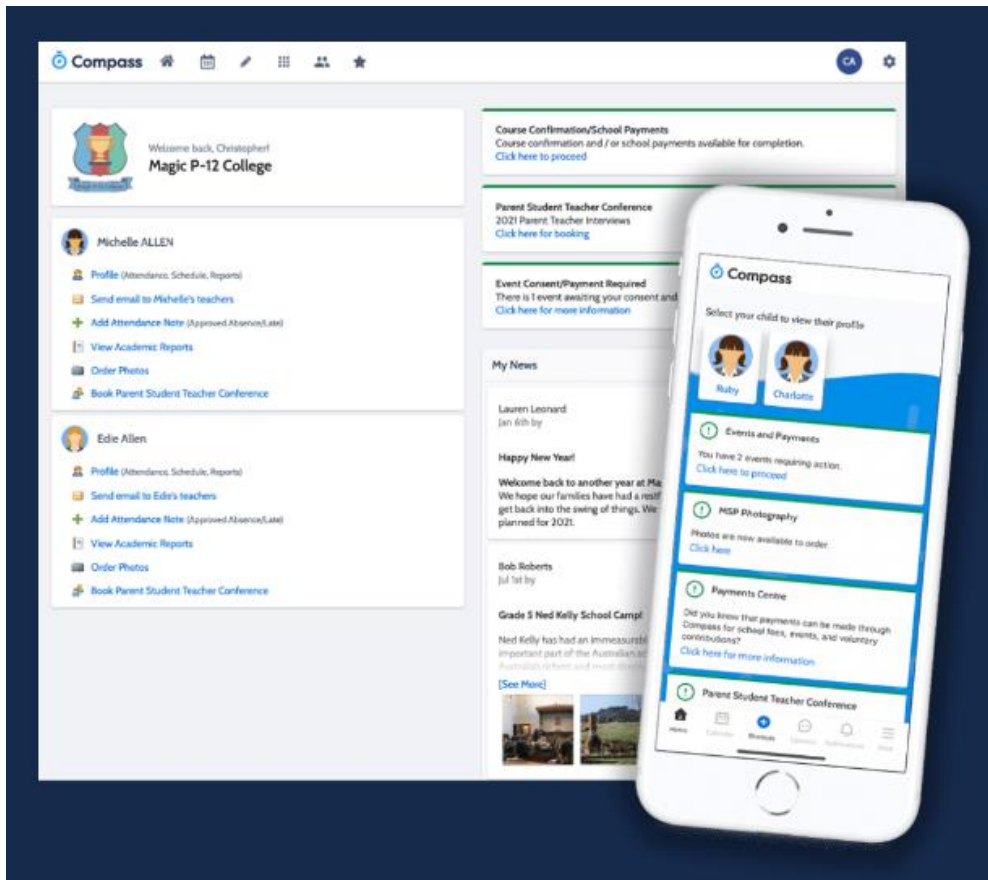


Log in using your unique family username and password.

On your first login, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS and email communications, and password recovery. When logging in for the first time, 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, which displays important information about your child and the College.



Alerts - clickable notifications of items that require your action.

Newsfeed - posts made by the school to communicate information to you.

Child Information - a profile picture for each enrolled child with clickable items that provide further details.

Menu options - at the top of the screen is a series of icons that open menus for additional information.

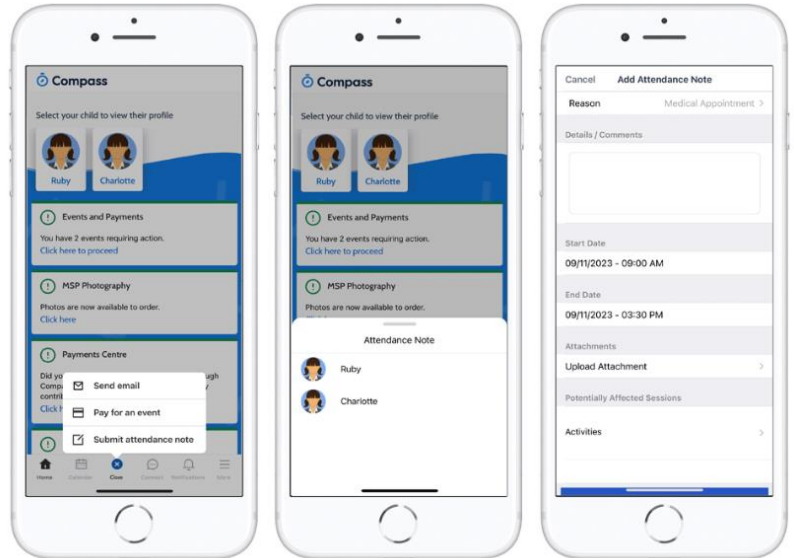
Attendance

How to enter an attendance note

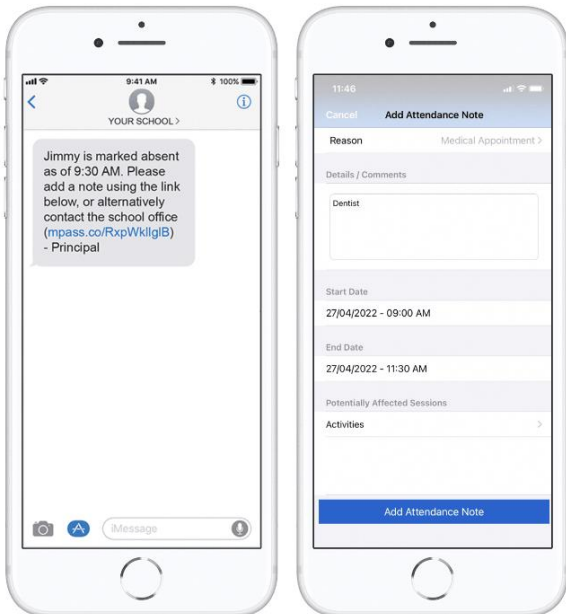
If your child is going to be away or late to arrive to school, you should add an Attendance Note to advise the school. Whenever possible, attendance notes should be entered prior to the absence or lateness occurring.

On the Compass App homepage, click on the blue shortcuts button in the bottom taskbar.

- Click on 'Submit Attendance Note'.
- Select the student
- Select the reason.
- Enter description of the absence.
- Select start and finish date/time.
- Click the 'Save' button.



SMS link



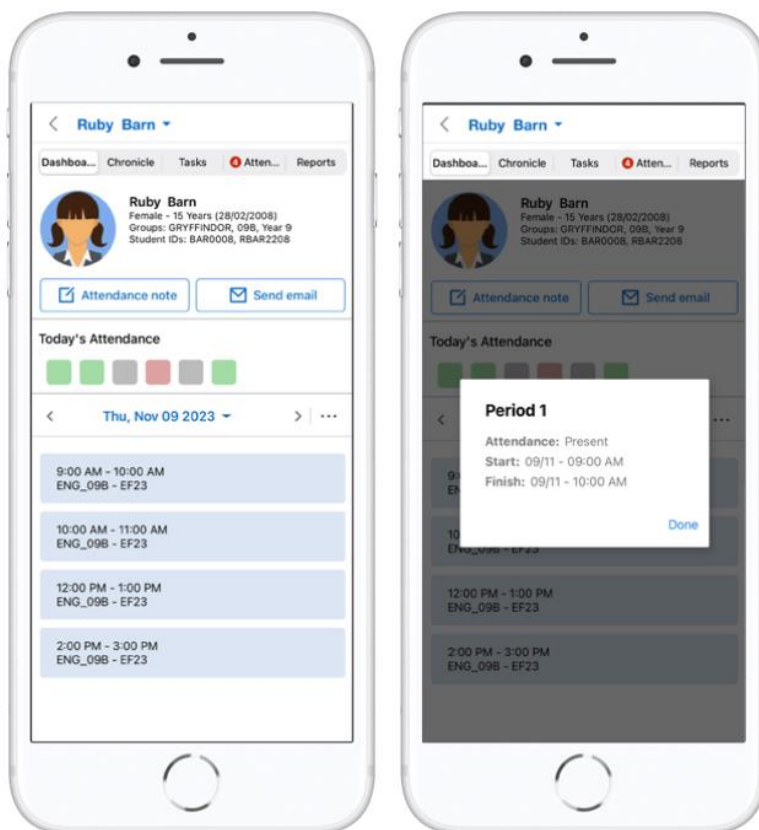
If your child is marked as absent without prior approval you will receive a notification from the College containing a link. When you follow the link, you will be asked to explain the absence.

Please note: The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

Attendance summary

Using Compass, you can view up-to-the-minute attendance information for your child.

- 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.
- Click on the coloured square under 'Today's Attendance' to view your child's attendance in class.



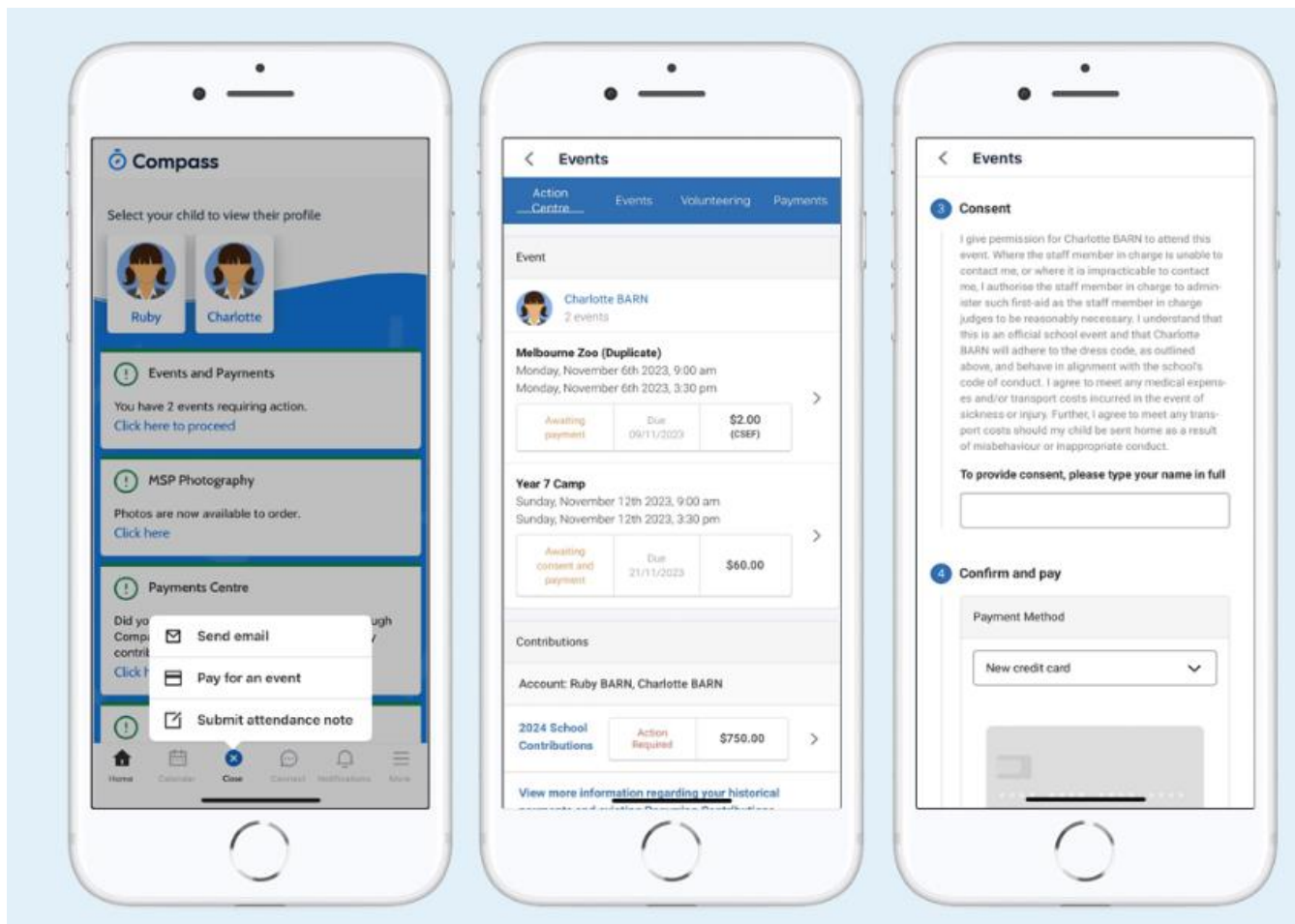
Consent and Pay for an Event

Parental consent and payment are often necessary for events and excursions. The Access Centre displays events that require consent and/or payment.

On the homepage, click on the blue shortcuts button in the bottom task bar.

- Click on 'Pay for an event'.
- Click on 'Opt-in' for event and accept the invitation.
- Complete consent and payment.

When you access the Action Centre, you can view events requiring consent/payment and any course confirmations which need to be completed displayed under the 'Action Centre' tab. You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.

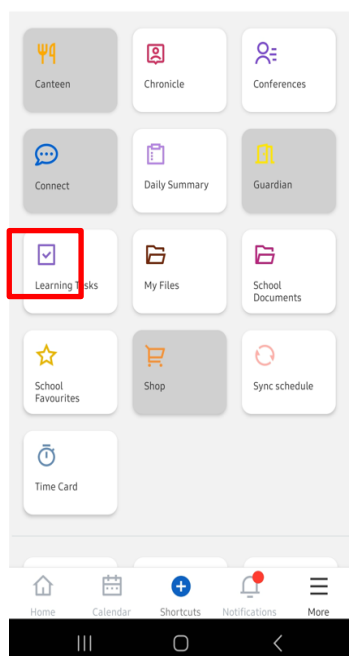
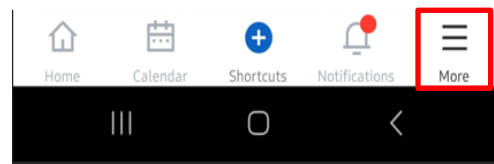


View Your Child's Learning Tasks and Reports

View your child's learning tasks

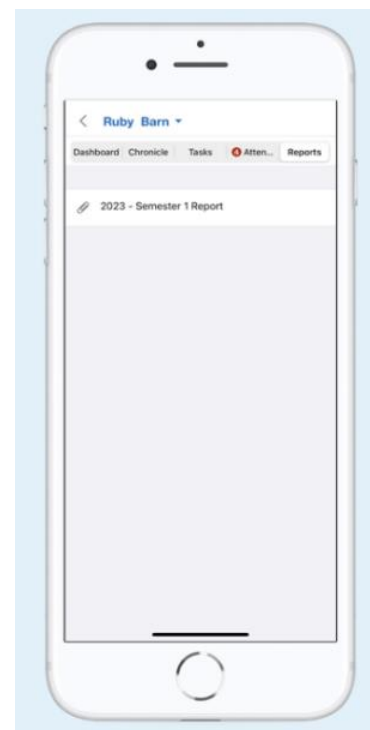
Learning Tasks are used to issue homework, projects, assignments and formal assessments. They are used to provide ongoing feedback to students and parents about assessment and feedback on work being completed in class. To view your child's tasks:

- Click the 'More' button at the bottom of your screen.
- Click on 'Learning Tasks' tab to the tasks listed.



View your child's semester reports

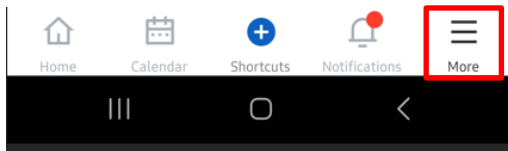
- From the homepage, click on your child's profile picture.
- Click on the reports tab.
- Click on the name of the Semester Report cycle to view and download a copy of the PDF report.



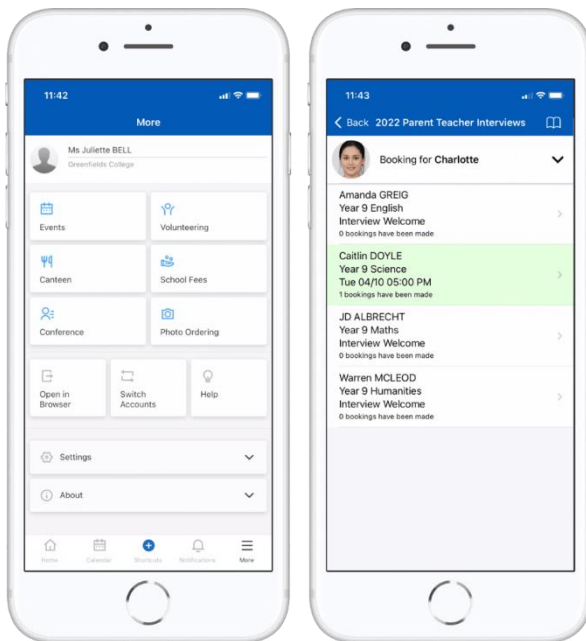
Book a parent/teacher conference

To view parent/teacher conferences:

- Click the 'More' button at the bottom of your screen.



- Click on 'Conferences' tab. Here you will see their tasks listed.

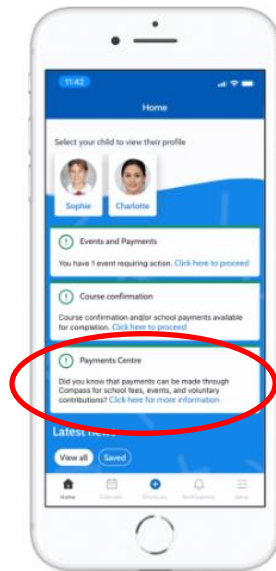


- Select the relevant cycle you wish to book for.
- Select the student you wish to place a booking for.
- Select the class or interview group.
- Click on a time slot to make a booking and confirm.

Pay School Contributions

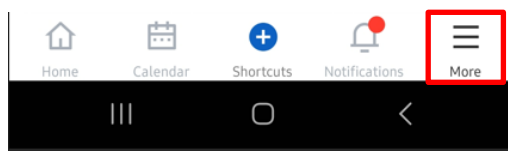
When school fees are issued for payment, you will see an alert on your home screen. Select the payment you need to action, which will navigate you to the fee cycle. It will include information from the school, items for payment (some mandatory, others voluntary), agreements, and some administrative questions. 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.

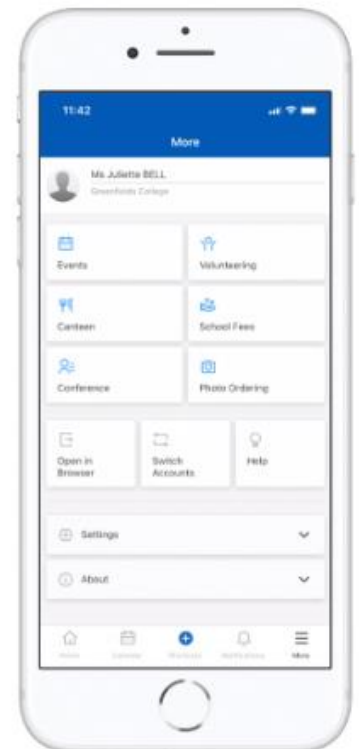


Order School Photos

- Click the 'More' button at the bottom of your screen.



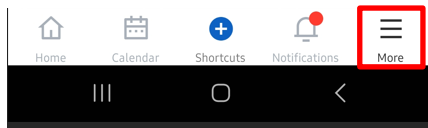
- Click on 'Photo Ordering' tab and select the year you wish to order photos for and follow the prompts.



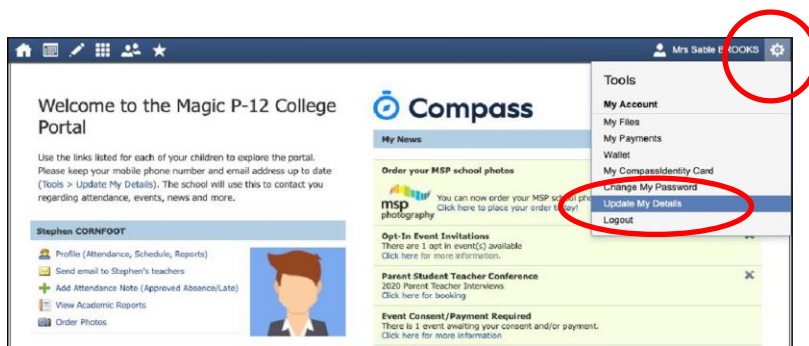
Update your Contact Details

To update your mobile number or email address:

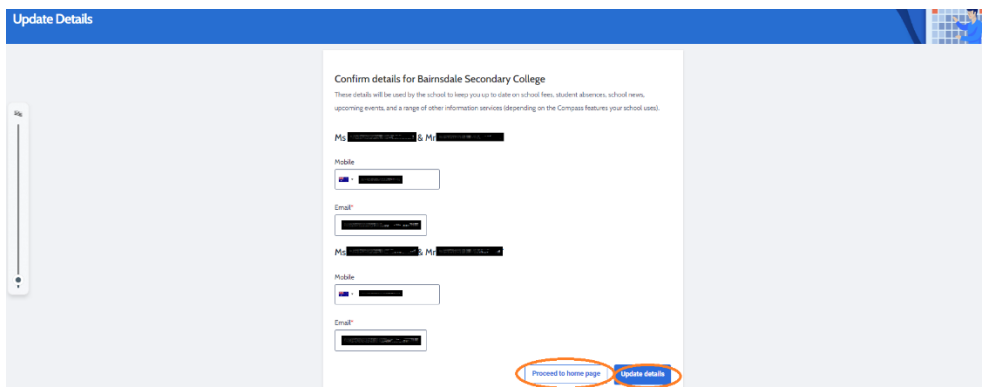
- Click the 'More' button at the bottom of your screen.



- Click on 'Open in browser' tab.
- Go to the cog menu icon and select 'Update my Details'.



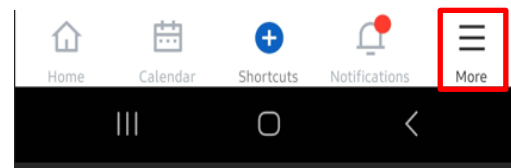
- Check your contact information.
 - If details are incorrect, update the relevant fields and click 'update details'.
 - If details are correct, click on 'proceed to homepage'.



- If you have other personal details that you would like to update, (e.g. your home or postal address) please contact the College by phone or email.

Change your Password

To change your password, select 'more' on the home screen, go to Settings, Password and follow the prompts.



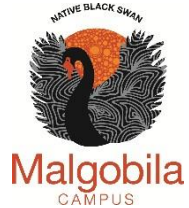
Your Privacy and Security

When you use Compass via the web you will notice a padlock appears in your browser's address bar. Compass uses a technology called TLS (Transport Layer Security). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.



We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at: <https://sites.google.com/compass.education/policies/privacy>





PO Box 325, Bairnsdale, 3875
90 McKean Street, Bairnsdale, 3875
Tel: 03 5150 4800 Fax: 5150 4801
bairnsdale.sc@education.vic.gov.au
www.bairnsdalesc.vic.edu.au