

OVERVIEW

The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Update your family contact information
- View the school calendar and Newsfeed information
- Download and view your child's Semester Reports and Progress Reports
- Book Parent/Teacher Meetings
- Pay and provide consent for events and school fees

We ask that you check your Compass Portal DAILY to ensure you are informed, as this is our main form of communication with our school community.

ACCESSING COMPASS

Compass is a web-based system that is accessible on any web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

PLEASE USE THE COMPASS APP

To download the APP to your device, search '**Compass School Manager**' in the applicable app store. We recommend using the COMPASS APP and allowing NOTIFICATIONS, as you will then be alerted when new information is added to Compass.



Every family receives a separate login to our school's Compass site, which is provided to you by the school.

If you are having trouble finding the Compass link for our school, go to <http://schools.compass.edu.au> where you can search for Taylors Hill Primary School to access our link.

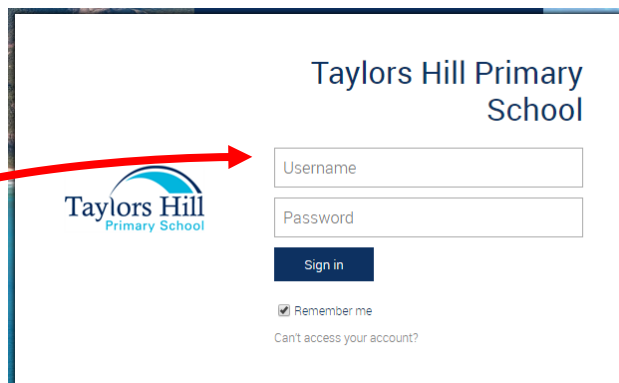
LOGGING IN TO COMPASS

To log in you will require your unique family username and password. These details have been provided to you by the school, however 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 LOGIN:

1. Go to the Taylors Hill Primary School compass site:
<https://taylorshillps-vic.compass.education/login.aspx>

2. Type in your username and password.

A screenshot of the login page for Taylors Hill Primary School's Compass portal. The page has a white background with a blue header area. On the left, there is a logo for Taylors Hill Primary School. On the right, there is a login form with two input fields: 'Username' and 'Password'. Below these fields is a blue 'Sign in' button. Under the button, there is a checkbox labeled 'Remember me' and a link that says 'Can't access your account?'. A red arrow points from the 'password' text in the instructions to the 'Password' input field.

3. Upon first login, you will be required to confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mrs Molly WEASLEY

Mobile

Email

[I don't have these details](#)

4. Also when logging in for the first time, once you have confirmed your details, you will be required to change your password. Once you have chosen your new password, you will be taken to your Compass Parent Portal Home Screen.

Next, you will need to change your password

You 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:

Taylors Hill Primary School



☒ Remember me

PLEASE NOTE: If you have lost your details or forgotten your password, you can recover your details by clicking the '[Can't access your account?](#)' link on the front page.

YOUR HOME SCREEN

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

Main Menu

Welcome to the Taylor's Hill PS 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 information regarding attendance, events, news and more.

Your Child/ren

Ron WEASLEY

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

Ginny WEASLEY

- Profile (Attendance, Schedule, Reports)
- + Add Attendance Note/Approval (Approved Absence/Late)

Alerts

My News

- Reports are available through Ginny's profile or by clicking here
- Course Confirmation/School Payments
Course confirmation and/or school payments available for completion. Click here to proceed
- Event Consent/Payment Required
There are 2 event(s) awaiting your consent and/or payment. Click here for more information
- Attendance: Attendance Note/Approval Required
Ron was recorded as 'not present' or 'late' without explanation. Click here for more information

News

Cauldron Sale
Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details.
6 days ago by Minerva McGONAGALL

Homework Club
Every Wednesday 3:30pm to 4:15pm in the Library. A Maths Teacher and an English Teacher

Main Menu

Allows you to access other Compass and school resources.

Tools



The Tools Menu (cog icon) allows you to update your contact details and change your password.

Alerts and News



Custom notifications for items that require your action or attention appear under your 'My News' bar. These may include:

- Outstanding absences or late arrivals that require a note or approval
- School news, reminders, notes, photos and newsletters
- Events, Excursions or Notes that require consent and/or payment
- Parent/Teacher Meetings that are available for booking
- Semester Reports or Progress Reports that are available to download.

Your Child

This section provides you with a quick summary of available options. To access more information click on the relevant quick link or select '**Profile**' to access detailed information about your child. Options here may include:

- Your child's profile page
- Attendance pages customised for your child, where notes/approvals can be entered
- Academic reports for your child
- Parent/Teacher Meeting bookings

MENUS AND FUNCTIONS

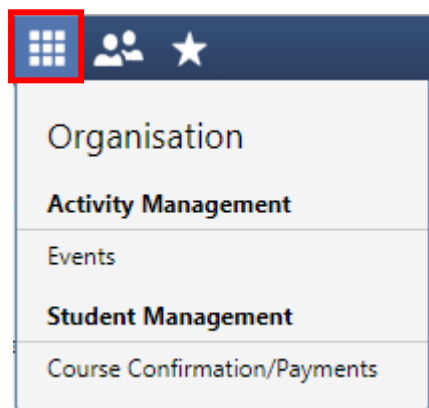
Along the top of the screen there are various icons. From these icons you can navigate through the Compass Parent Portal.



The HOME icon will take you back to the **Home Page**.

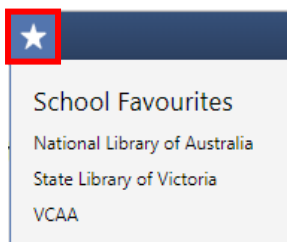
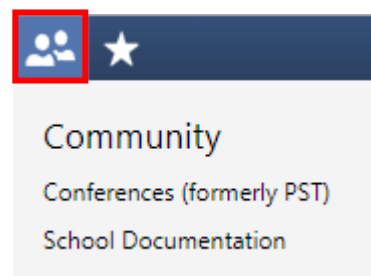


The CALENDAR icon will take you to the **School Calendar**, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.



The GRID icon will bring up the **Organisation Menu**, from which you can access Events and Course Confirmations/Payments.

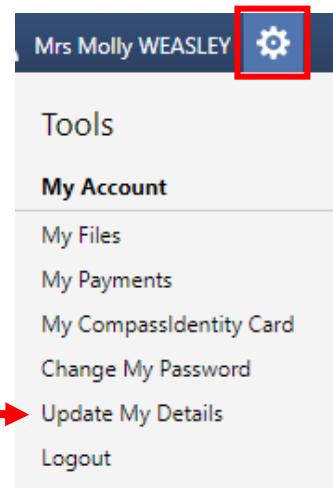
The PEOPLE icon will bring up the **Community Menu**, from which you can access Conferences (Parent/Teacher Meetings) and School Documentation.



The STAR icon will bring up the **Favourites Menu**, where any websites that the school has added will be linked for you to easily access.

To the right of the screen, your name will be displayed, with the COG icon, which will bring up the **Tools Menu**, from which you can access your Files, your Payments, Reset your Password, **update your contact details** and log out.

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



ORGANISATION

Events

You will receive a notification on your Compass homepage when there is an event that requires your approval or payment.

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

To provide the consent/payment required, [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 are upcoming that you have already consented to/paid for.

From this page you can pay and consent for any events.

The screenshot shows the 'Events' page in the Compass system. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star, and a user profile for 'Mrs Molly WEASLEY'. Below the navigation bar, the 'Events' title is displayed. A 'Dashboard' tab is active. The main content area is titled 'My Children's Events' and contains a table of events. The table has columns for 'Event', 'Date/Time', 'Consent/Payment Options', and 'Due'. The events listed are:

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1', 'Items 20', and 'Displaying 1 - 3 of 3'.

Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school you should print out the paper consent form and turn it in with payment to the school.

Course Confirmation/Payments

The Course Confirmation/Payments module allows you to pay your school contributions through Compass.

The screenshot shows the 'Course Confirmation/Payments' module in the Compass system. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star, and a user profile for 'Mrs Molly WEASLEY'. Below the navigation bar, the 'Course Confirmation/Payments' title is displayed. A dropdown menu is open, showing the following options:

- Organisation
- Activity Management
- Events
- Student Management
- Course Confirmation/Payments
- Job System

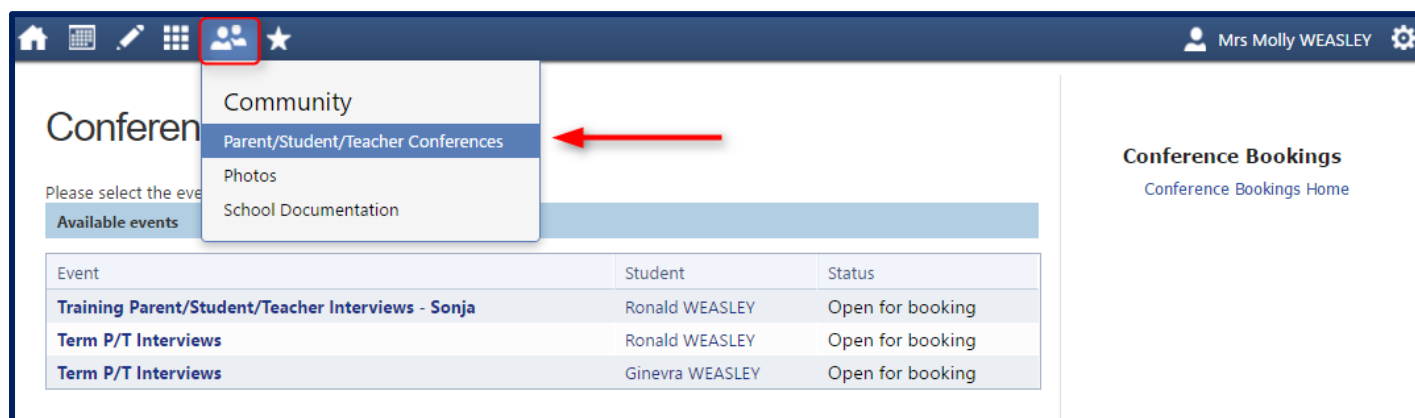
The 'Course Confirmation/Payments' option is highlighted. Below the dropdown menu, there is a list of courses with columns for 'Course', 'Status', and 'Due'. The courses listed are:

Course	Status	Due
2016 Great V...		
Year 9 2017 S...		
Central Australia Trip - WEASLEY, Ron (WAL0038)		
Year 10 2017 Fees - WEASLEY, Ron (WAL0038)		
Year 8 School Fees - WEASLEY, Ron (WAL0038)		
Student Fees - WEASLEY, Ron (WAL0038)		
Year 9 2017 School Fees - WEASLEY, Ginny (GRA0001)		

COMMUNITY

Parent/Student/Teacher Conferences (THPS Parent/Teacher Meetings)

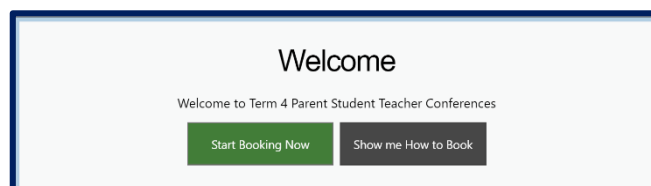
Allows you to book any meetings which are available for booking. By selecting 'My Bookings', you are able to book meetings with your children's teachers.



The screenshot shows the 'Community' menu with 'Parent/Student/Teacher Conferences' highlighted. Below the menu is a table of available events.

Event	Student	Status
Training Parent/Student/Teacher Interviews - Sonja	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ginevra WEASLEY	Open for booking

You can either start booking right away or follow the tutorial which shows you how to book.



Welcome

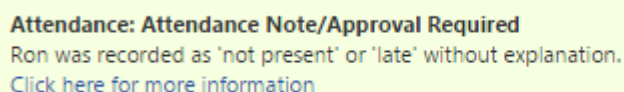
Welcome to Term 4 Parent Student Teacher Conferences

[Start Booking Now](#) [Show me How to Book](#)

ATTENDANCE

Adding A Note Or Approval

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know and allowing you to Add a Note or Approval.



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

[Click on this notification](#) – it will take you to the **Unexplained Tab** for that child's attendance.

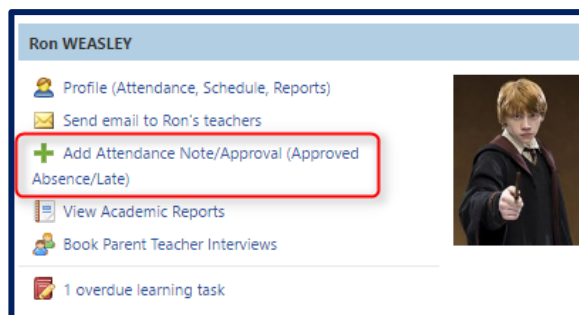
You can add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the **'Explain with Note/Approval'** button.

PLEASE NOTE: you cannot edit your notes or approvals after they've been created. If you do need to make any changes, please contact the school and we can do this for you.

Future Absence

You can also enter notes and approvals for whole day absences in advance, if you know that your child is going to be absent from school (e.g. scheduled medical appointment).

To do this from your homepage, click on the **'Add Attendance Note/Approval'** link listed underneath the name of your child.



Ron WEASLEY

- [Profile \(Attendance, Schedule, Reports\)](#)
- [Send email to Ron's teachers](#)
- [Add Attendance Note/Approval \(Approved Absence/Late\)](#)
- [View Academic Reports](#)
- [Book Parent Teacher Interviews](#)
- [1 overdue learning task](#)

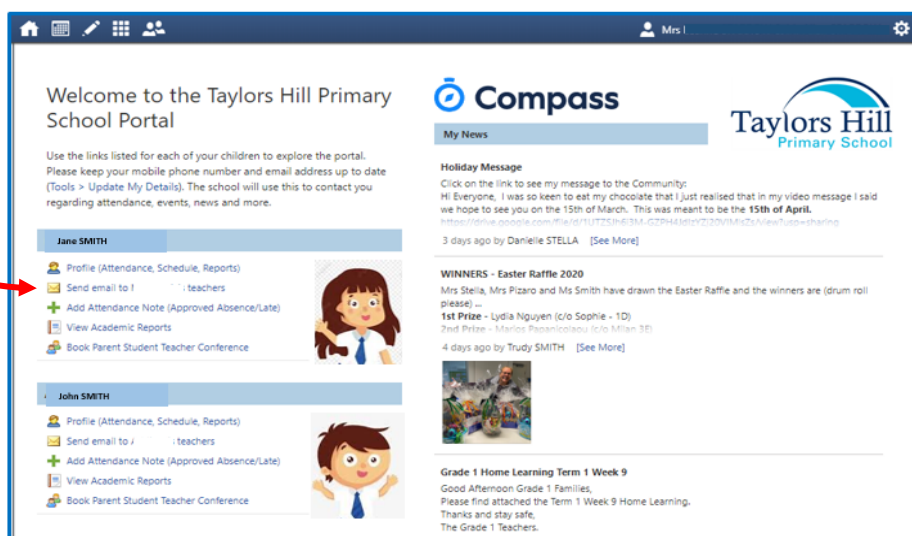
This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

Email Communications in Compass

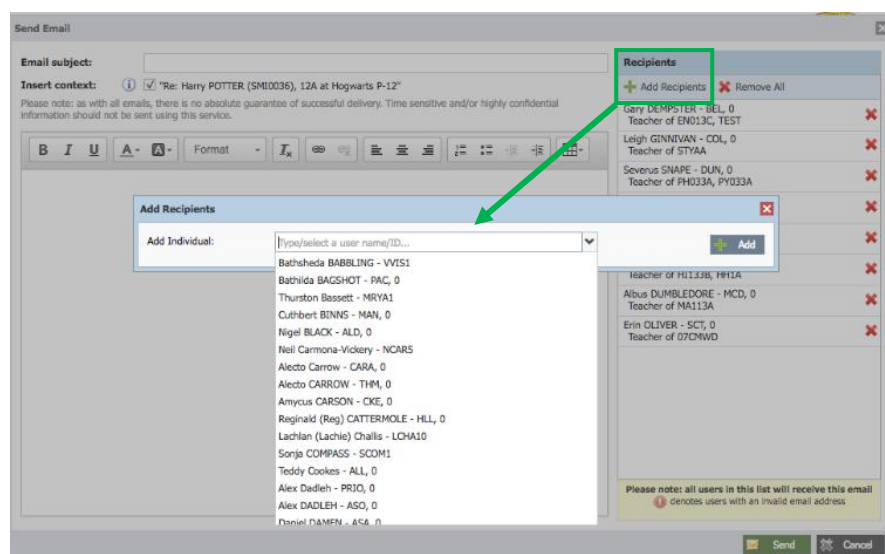
Overview for PARENTS

Compass provides the ability for Parents to send emails to Teachers and the Leadership Team. Please send an email if you have questions to ask about your child's learning or you need support. Teachers are available to read and answer emails between 8:30am and 4:30pm Monday to Friday during school terms.

1. From your Compass Homepage click on the  to email all of the teachers that teach your child.



2. Clicking this link will open the 'Send Email' screen.



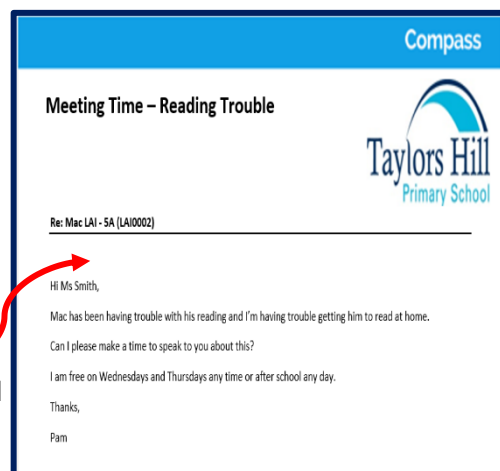
As you can see in the image, the Recipients list includes Teacher names (Classroom and Specialists), as well as which class they teach your child.

You can use the **+ Add Recipient** button at the top to select any other staff members that may be relevant for your communication.

You can also use the red **X** to remove staff members from the recipient list.

EMAIL SUBJECT	This is the subject of the email. Eg: <i>Meeting Time – Reading Trouble</i>
INSERT CONTEXT	If selected, the displayed context will be included in your email.
BODY	This is the details of the email. You can use the formatting functions to configure the details of the email.
RECIPIENTS	The right-hand side of the screen includes a list of the Staff members who will receive the email. Teachers can be removed from this list if they should not receive the email. Additional recipients can be added to the list via the 'Add Recipients' button in the top right hand corner of the screen. PLEASE ALWAYS CHECK THAT YOU ARE SENDING THE EMAIL TO THE TEACHERS YOU INTENDED

3. The teacher/s will get an email that looks like this when you press Send



Compass News Feed

Overview

The Compass News Feed appears on the Homepage for all users (staff and parents) and is a great way to communicate with our school community.

Each Compass user sees a customised News Feed based on the Audience selected when a News Item is created. The most recent News Items sit at the top of the News Feed and they are moved down the feed as other posts are created. Principals can set a News Item as 'priority', meaning that it will remain at the top of the list, regardless of what else is posted. A News Item remains on your News Feed until the set expiry date.

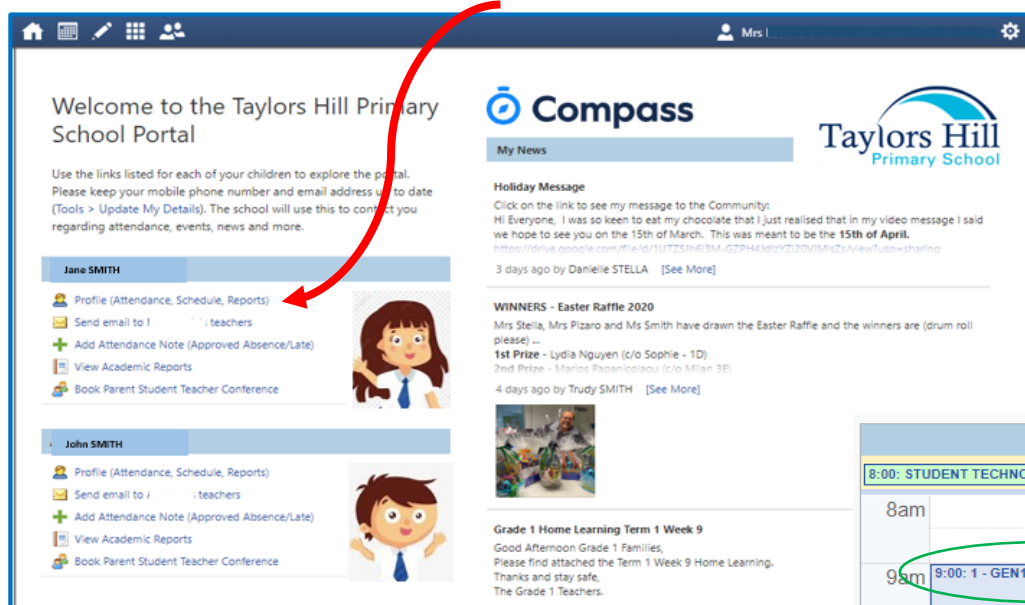
The instructions below outline two ways of viewing News Items:

1. **CLASS News Items** from your child's Class Page – this allows you to see the posts from the Classroom Teacher ONLY and is relevant for one child at a time. This does not include whole school or year level news.
2. **SCHOOL News Items** from your Compass Homepage – this allows you to see ALL news items relevant to you for all of your children. It shows posts from classroom teachers as well as news relevant for your child's year level or the whole school posted by all members of staff.

CLASS News Items

Each class on Compass has their own Class News Feed. This allows News Items to be targeted to just the parents in the class. The Classroom Teacher, all Specialist Teachers and School Leaders can post to the Class News Feed for relevant items for that class.

1. Click on your child's **Profile**:  [Profile \(Attendance, Schedule, Reports\)](#)



Welcome to the Taylors Hill Primary School 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.

Jane SMITH

- Profile (Attendance, Schedule, Reports)
- Send email to / : teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Book Parent Student Teacher Conference

John SMITH

- Profile (Attendance, Schedule, Reports)
- Send email to / : teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Book Parent Student Teacher Conference

Compass

My News

Holiday Message

Click on the link to see my message to the Community:
Hi Everyone, I was so keen to eat my chocolate that I just realised that in my video message I said we hope to see you on the 15th of March. This was meant to be the 15th of April.
<https://drive.google.com/file/d/1UTTS5h6I3M-GZPH4JdrY232V0MxTs/view?usp=sharing>
3 days ago by Danielle STELLA [See More]

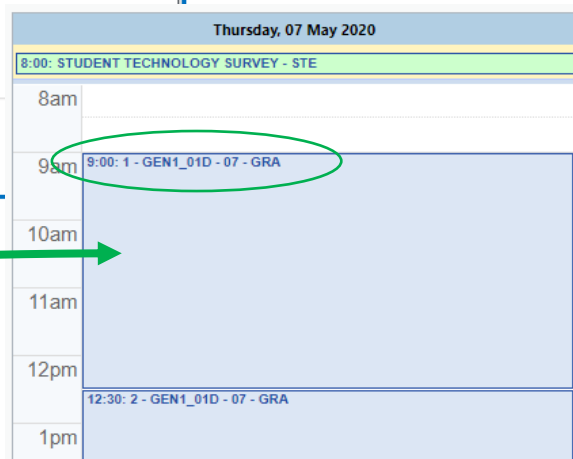
WINNERS - Easter Raffle 2020

Mrs Stella, Mrs Pizaro and Ms Smith have drawn the Easter Raffle and the winners are (drum roll please) ...
1st Prize - Lydia Nguyen (c/o Sophie - 1D)
2nd Prize - Marius Papantolopou (c/o Milan 3E)
4 days ago by Trudy SMITH [See More]

Grade 1 Home Learning Term 1 Week 9

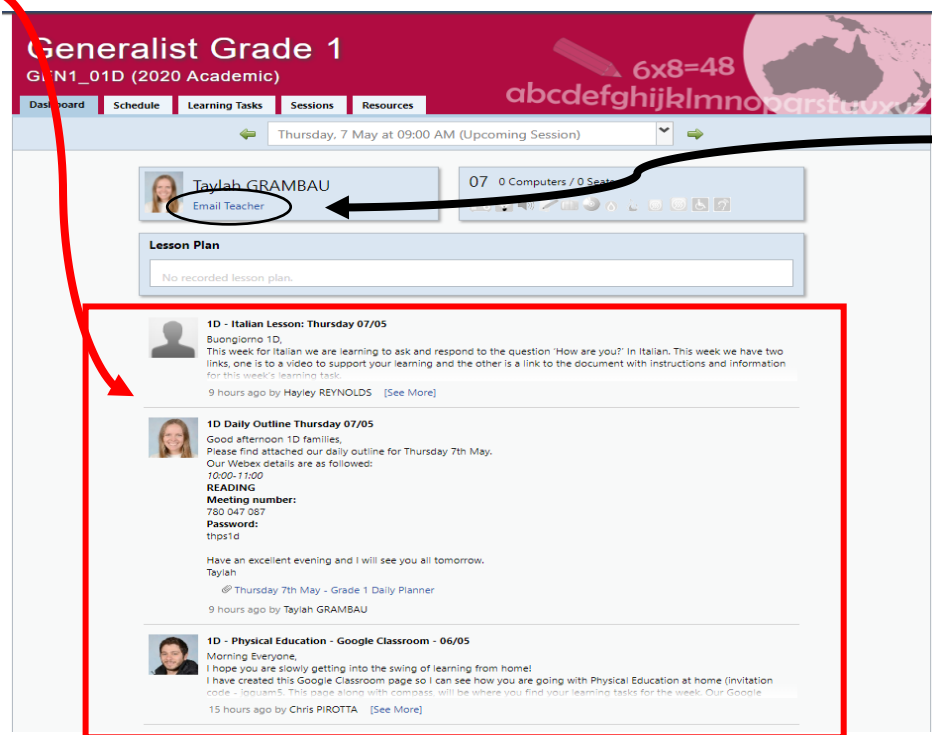
Good Afternoon Grade 1 Families,
Please find attached the Term 1 Week 9 Home Learning.
Thanks and stay safe,
The Grade 1 Teachers.

2. Click on the blue box on the Schedule that shows your child's class code, room number and 3 letters of the teacher's surname
Eg. Grade 1D in Room 7 with Miss Grambau is
GEN1_01D – 07 - GRA



Thursday, 07 May 2020	
8:00: STUDENT TECHNOLOGY SURVEY - STE	
8am	
9am	9:00: 1 - GEN1_01D - 07 - GRA
10am	
11am	
12pm	
12:30	2 - GEN1_01D - 07 - GRA
1pm	

3. You will be taken to the Class Page and will see the Class News Items



4. You can email the teacher from the Class Page

5. You can read the Class News Items relevant for that class ONLY.

The Class Page is visible to the parents of the class and does not include news items posted for the whole school or the year level.

SCHOOL News Items

School News Items can be viewed under 'My News' on your Compass Homepage.

ALL news items are listed here and are relevant to the whole school, year level and class for all of your children.

News posted on your child's Class Page will also be seen in the News Items under the 'My News' section of your Compass Homepage. Putting the class name, year level or whole school at the beginning of the title will help you easily differentiate between messages in the list when you have multiple children.

