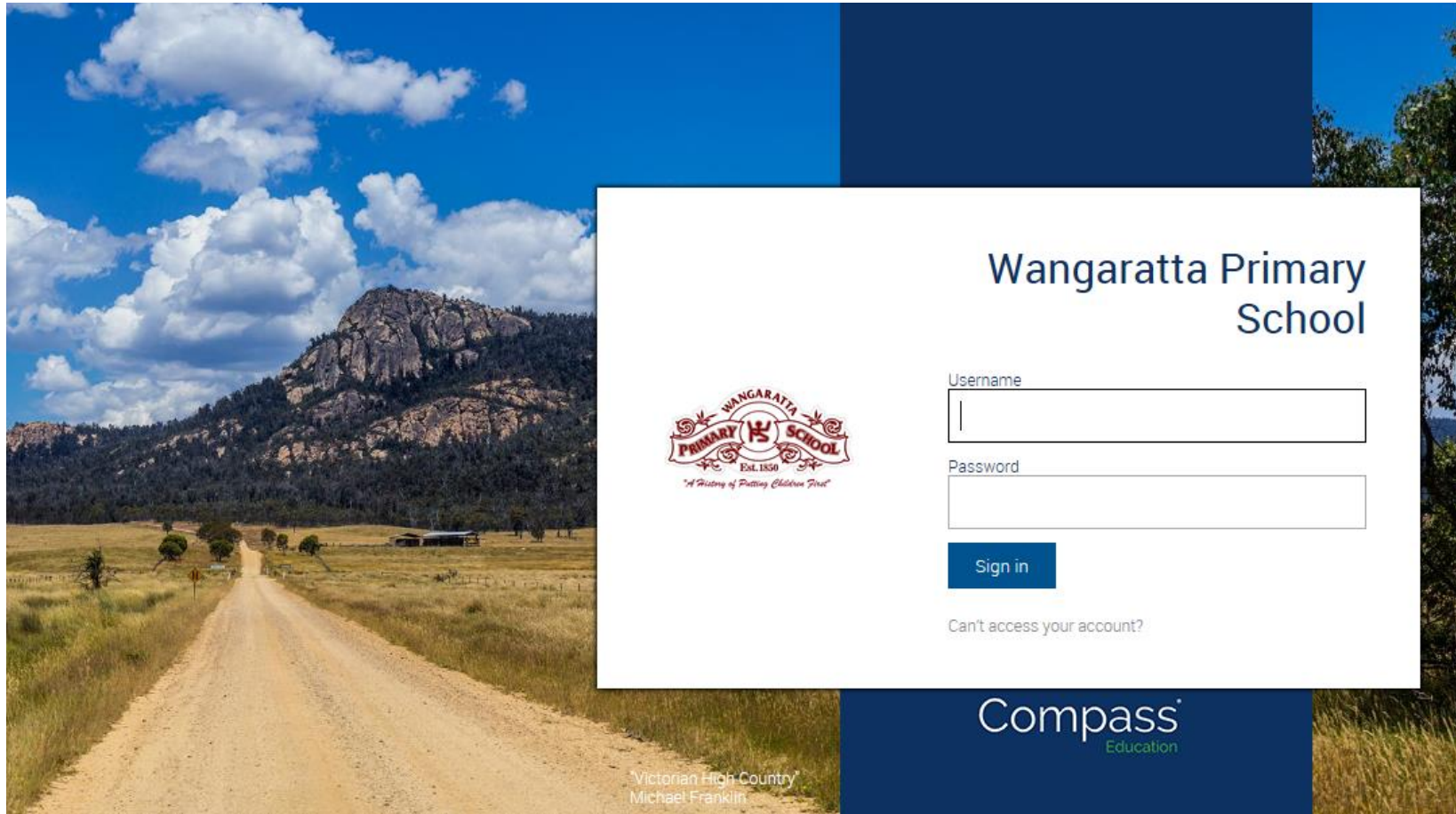


Wangaratta Primary School's Compass Portal

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Every family receives a separate login to Compass. To access the portal go to wangps.vic.jdlf.com.au, or go to our school website and click the Compass link on the homepage.



Note: privacy and security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. You can help maintain the security of your own account by keeping your login and password details confidential and by regularly changing your password.

Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations. So when we begin to offer Compass as an option to pay school fees, excursions and camps your credit card details will be safe. (Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM)

The Compass home screen

The home screen provides you with relevant alerts and news, as well as access to your child's profile, the ability to send an email to your child's teacher, the ability to approve absences, and more. The blue toolbar at the top allows you to access the school calendar, useful favourite websites, and other functions in the future.

School Calendar

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

Student Profiles

The student profile provides you with access to full details of your child. This will include attendance, learning tasks, reports and much more. Using the Actions button you can quickly add Parent Approvals, book Parent-Teacher conferences, and email your child's teachers.

Welcome Mr V and Mrs P Dursley

Welcome to the Hogwarts School Parent Portal.

Use the links listed for each of your children to explore the portal.

We ask that you provide electronic contact details such as your mobile phone and email address, to allow the school to keep you up to date on additions to the portal and school news. This is accessible through Tools > Update My Details.

Harry POTTER (POT0045), 12G

Student Profile
Includes the student's schedule, attendance, and reports if available.

Actions for Harry

Hugh POTTER (POT0048), 10H

Compass

My News

Course Confirmation/Payment
Course confirmation and/or school payments available for completion. [Click here to proceed](#)

Bookings for Terms 3 Parent/Student/Teacher Conferences
Parent/Student/Teacher Conferences will be held on Wednesday 6 August 2014 commencing at 1.30pm and the format of the day will be the same as the Term 2 Conferences. Bookings for the Conferences will open on Compass at 5.00pm Thursday 17 July, 2014 and close at 5.00pm Tuesday 5 August, 2014. Please read all information on the bookings page carefully and in particular, be mindful of the room locations of your teachers, and also note there is no onsite parking so please park well away from the school.
Jun 20th by David MCFADDEN

Winter Concerts
We invite the school community, general public and encourage families and friends to bring along guests to enjoy an evening of fine music at the 2014 Winter Concerts. The concerts will commence at 7.00pm and all guests are requested to be seated beforehand. Late arrivals are admitted only when there is a suitable break in the program.

Main Menu

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

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Attendance: Summary

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.

Approvals

This sub-tab provides a comprehensive list of approvals for your child. From this tab you can also add absence notices (both past and future).

Unapproved

This sub-tab provide a list of all unexplained absences from class. From this tab you can click to approve specific absences.

Student: Harry Potter, 9KN, Year 9

Dashboard | Schedule | **Attendance** | Reports | Insights

Summary | Approvals | Unapproved | Arrive/Depart | Full Record

Daily Activities & Attendance

Currently Viewing: < 21/07/2014 >

Activity Name	Start	Finish	Pd	Location	Staff	Status
9TFT2AA	21/07 - 08:45 AM	21/07 - 10:00 AM	1	C13	HG	Present
9XCN1KN	21/07 - 10:02 AM	21/07 - 11:17 AM	2	B8	KN	Present
955C1KN	21/07 - 11:45 AM	21/07 - 01:00 PM	3	C21	AR	Present
9MBA1KN	21/07 - 01:50 PM	21/07 - 03:05 PM	4	E2	KE	Not Marked

Attendance Summary

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class %: All | Ac'd %: All | VCE %: All | Schl %: All | Filter | Export

Subject	Class	Form	Run	In Class			Total	Out of Class			Total	Percentages			
				Prnt	Late Appr	Late Unap		NP Schl	NP Parnt	NP Unap		Class %	Ac'd %	VCE %	Schl %
English	9LFR2CC	9KN	34	34	0	0	34	0	0	0	0	100	100	100	100
Drama	9ADR2AA	9KN	20	18	0	0	20	0	2	0	0	80	100	100	100

Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Attendance Summary

Includes a summary of attendance in each class. 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. 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 Unap - Not present in class with no approval entered.

Absences

Let us know when and why your child is absent. Click on the 'Attendance' tab. Absences and Late Arrivals registered through Compass are automatically added to teacher and administration records.

If you know your child will be away you can let us know in advance or on the day. Click on the 'Approvals' tab then choose 'Add Parent Approval'.

Parent Approvals

Start	Finish	Reason	Entered By	V	Entered
25/03/2015 08:00...	25/03/2015 05:00...	Illness	(Staff) Y CRO...	-	25/03
17/03/2015 08:00...	17/03/2015 02:15...	PChoice-A	(Staff) Y CRO...	-	17/03
23/02/2015 08:00...	23/02/2015 01:30...	PChoice-A	(Staff) Y CRO...	-	23/02
13/02/2015 08:00...	13/02/2015 02:00...	Medical	(Staff) Y CRO...	-	16/02
06/02/2015 08:00...	06/02/2015 05:00...	Medical	(Staff) Y CRO...	-	09/02

Page 1 of 1 | Items 20 | 1 - 5 of 5

School Activities

Start	Finish	Name	Location
There are no school activities for this user			

Page 0 of 0 | Items 20

If you are approving absences that occurred in the past click on the 'Unapproved' tab, check the check-boxes for the absences you wish to approve then select 'Parent Approve'.

Not Present/Late: Unexplained

Parent Approve | Print Unexplained Letter

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/> GENERAL_12G	17/04/2015 01:00 PM	17/04/2015 03:15 PM	2	12G	GIG	Not Present
<input type="checkbox"/> GENERAL_12G	17/04/2015 09:00 AM	17/04/2015 12:30 PM	1	12G	GIG	Not Present
<input type="checkbox"/> GENERAL_12G	13/03/2015 01:00 PM	13/03/2015 03:15 PM	2	12G	GIG	Not Present
<input type="checkbox"/> GENERAL_12G	13/03/2015 09:00 AM	13/03/2015 12:30 PM	1	12G	GIG	Not Present
<input type="checkbox"/> GENERAL_12G	20/02/2015 01:00 PM	20/02/2015 03:15 PM	2	12G	GIG	Not Present

Page 1 of 1 | Items 20 | Displaying Unexplained Records 1 - 5 of 5

Student Reports

To access your child's reports online click on the student profile link on the home page then click on the Reports tab. All reports for your child will be stored here so, overtime, will build to be a full record of your child's academic performance at Wangaratta Primary School.

Mid-Year Interviews will be organised using Compass.

When it is time for Parent-Teacher Interviews you can make your own appointments online or contact the office to have appointments booked for you.

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

Click the 'Actions for' button, beside the student you wish to make bookings for, and click 'Book Parent Teacher Interviews'.



2

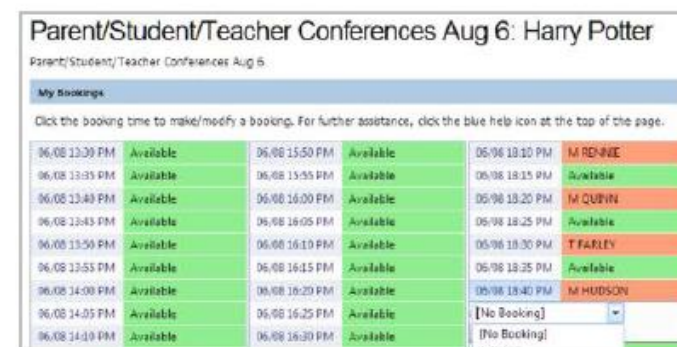
A list of parent-teacher interview cycles will be displayed along with their booking status. Click on the relevant cycle.



Event	Student	Status
Parent Student Teacher Conferences May 1	Harry Potter	Read-Only
Parent/Student/Teacher Conferences Aug 6	Harry Potter	open for booking

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.



Parent/Student/Teacher Conferences Aug 6: Harry Potter		
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.		
06/08 12:00 PM Available	06/08 15:50 PM Available	06/08 18:10 PM M DENNIE
06/08 13:05 PM Available	06/08 15:55 PM Available	06/08 18:15 PM Available
06/08 13:40 PM Available	06/08 16:00 PM Available	06/08 18:20 PM M QUINN
06/08 13:45 PM Available	06/08 16:05 PM Available	06/08 18:25 PM Available
06/08 13:50 PM Available	06/08 16:10 PM Available	06/08 18:30 PM T FARLEY
06/08 13:55 PM Available	06/08 16:15 PM Available	06/08 18:35 PM Available
06/08 14:00 PM Available	06/08 16:20 PM Available	06/08 18:40 PM M HUDSON
06/08 14:05 PM Available	06/08 16:25 PM Available	[No Booking] Available
06/08 14:10 PM Available	06/08 16:30 PM Available	[No Booking] Available

Note: You can view a teachers availability by clicking on the teacher's name at the bottom of the booking page.

Functions to be introduced later ...

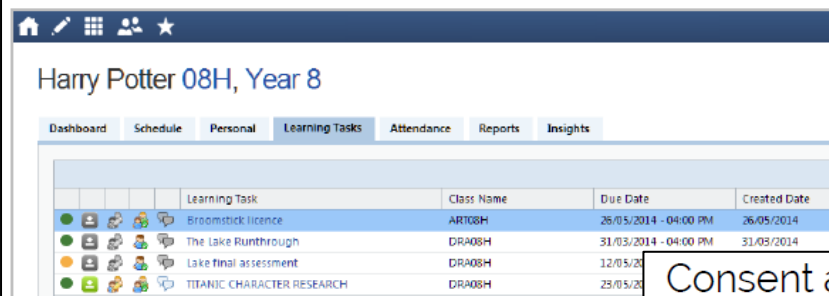
Learning Tasks

Individual student view

You can view an up-to-date record of your child's homework and upcoming assessment tasks under the Learning Tasks tab in the student profile.

Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the *Teaching and Learning* menu item.



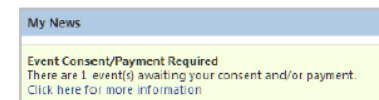
Learning Task	Class Name	Due Date	Created Date
Broomstick licence	ART08H	26/05/2014 - 04:00 PM	26/05/2014
The Lake Runthrough	DRA08H	31/03/2014 - 04:00 PM	31/03/2014
Lake final assessment	DRA08H	12/05/2014	
TITANIC CHARACTER RESEARCH	DRA08H	23/05/2014	



Consent and Payments

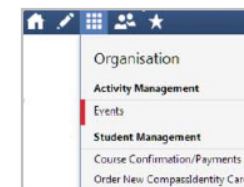
1

From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the organisation menu (screenshot 2).



2

From the Events page a list of upcoming events and excursions will be displayed. Click the red 'Process Now' button to provide consent and/or payment (depending upon what the event requires).



3

An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the 'Submit Details' button.

Note: If the event has a requirement for both consent and payment, these cannot be done separately. Should you need to provide payment or consent separately, please click 'Print Form (Offline)' to complete the process manually.