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 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.
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.
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’.

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’.
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.

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.

Note: You can view a teacher’s 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.

Consent and Payments

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).

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).

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.