

Welcome to Compass

A guide for Brighton Primary parents and families

What does Compass do for me?

Using Compass 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**
- **Communicate with your child's teachers**
- **View the school calendar**
- **Download and view your child's semester reports**
- **Book parent-teacher conferences (when scheduled)**
- **Provide online consent for school events and excursions**

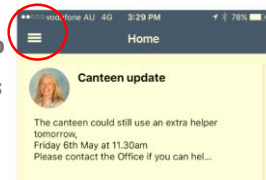
Other helpful features may become available and the school will advise parents when they are ready for parent use.

****We recommend that families log on to Compass at least once per week to keep abreast of your child's school notifications****

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari). Compass is also accessible via your mobile phone. Download the Compass School Management System via the App Store or Google play.

Please Note: When viewing Compass Newsfeed on your mobile device, to action any items you must switch to browser mode by clicking on the three lines on the top left of your screen. This will allow you to action items on your homepage.



Every family receives a separate login to Compass which will be provided to you by our school. To access the parent portal visit <https://brighton-vic.compass.education/login.aspx>. or alternatively visit our school website and click the Compass link on the homepage.



Logging in to Compass for the first time:

To log in you will require your unique family username and password. These details will be provided to you by our school.

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

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 or by contacting the school office.

The Compass home screen

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

School Calendar

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

Your children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

The screenshot shows the Compass home screen. At the top is a dark blue navigation bar with icons for home, calendar, edit, grid, and user profile. The user is identified as 'Mr Sirius BLACK'. Below the navigation bar, the main content area is titled 'Welcome to the Hogwarts P-12 Portal'. It includes a welcome message and instructions to keep contact information up to date. A section for 'Harry POTTER' features a profile picture and several quick links: 'Profile (Attendance, Schedule, Reports)', 'Send email to Harry's teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews'. Below these links are two task notifications: '1 overdue learning task' and '1 learning task due in the next week'. On the right side, there is a 'My News' section with three items: 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note/Approval Required'. At the bottom right, there is a 'Winners!' section with a congratulatory message for the Quidditch Team and two small images: one of a hand holding a golden snitch and another of the Quidditch team.

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.

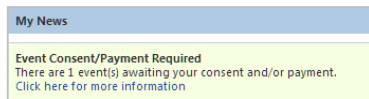
News

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

Consent and Payments

1

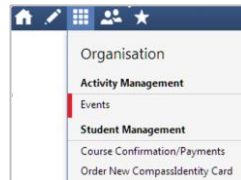
From the Compass home screen, click on the event alert under 'My News' (screenshot 1) or navigate to 'Events' under the *Organisation* menu item (screenshot 2).



Screenshot 1

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). *The majority of events at Brighton Primary School should be paid via the QKR* app unless noted otherwise when consenting to your event in Compass.



3

An online consent form will be displayed. Complete all highlighted relevant fields and click the 'Submit Details' button. Once you have consented please make payment via the QKR app (if applicable). **Please Note:** In instances where Compass requests payment within the event you are consenting to, you are not required to make payments via QKR.

Note: If the event has a requirement for both consent and payment, these cannot be done separately.

Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers.

For more detailed information, including attendance, surveys and academic reports, navigate through the tabs along the top of the profile.

The screenshot shows a user interface for a student profile. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and user, and a user profile for 'Mr Sirius BLACK'. Below this, the student's name 'Harry POTTER, 12A, Year 12' is displayed. A series of tabs (Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, Insights) are visible. The 'Dashboard' tab is active, showing a student profile card with a photo, details (Male, 17 years, 4 months), groups (GRYFFINDOR, 12A, Year 12), and student IDs (SMI0036, POT0001). Below the profile card is a calendar for 'Monday, 16 May 2016' with a vertical timeline showing class periods: 8:50-9:50 (1 - HI133B - 20 - LMA), 9:51-11:12 (2 - HI133B - 20 - LMA), 11:12-12:13 (3 - STYAA - 25 - COL), and 12:13-1pm (4 - PY033A - 18 - DUN). To the right, the 'Student Chronicle' section shows a list of events with filters for 'This Year' and 'All Categories'. Three events are listed: 'Confiscation' (yellow background, -10 points), 'Lunch-Time Out - please refer to email' (pink background, +3 points), and 'Student Leadership Role' (green background, +1 point).

Attendance: Summary

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

To view your child's attendance, click on the Profile link on the home page and click the Attendance tab.

Notes/Approvals

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

Unexplained

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

The screenshot shows the Compass system interface for a student named Harry Potter, 12A, Year 12. The interface includes a navigation menu with tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Attendance' tab is selected, showing a 'Daily Activities & Attendance' calendar view for the current week. Below this is an 'Annual Half-Day Summary' calendar. At the bottom is an 'Attendance Summary' table.

Subject	Class	Form	Rush	Present	In Class			Out of Class			Percentages				
					Late	Apgr	Unex	NP	NP	NP	Total	Class	NP%	VCE	Beh
English Unit 3	EN113C	12A	11	5	0	0	0	0	0	0	5	50	100	50	50
History Revolutions	HI113R	12A	21	14	1	0	15	1	3	2	4	71	58	78	78
Math Methods Unit 3	MA113A	12A	10	10	0	0	10	0	0	0	0	100	100	100	100
Physics Unit 3	PH113A	12A	17	7	0	1	8	0	3	1	4	67	57	67	67
Psychology Unit 3	PS113A	12A	17	11	0	0	11	0	1	0	1	60	100	50	50
Service Pathways Y11	SP113R	12A	2	2	0	0	2	0	0	0	0	100	100	100	100
Study A	ST113A	12A	11	8	0	0	8	0	3	0	3	73	100	75	75
Y11 Generalist	GL113	12A	1	1	0	0	1	0	0	0	0	100	100	100	100
Events		12A	2	0	0	0	0	0	2	2	0	0	0	0	0

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 is explained by a school related activity.

NP Parnt - Not present in class and is explained by a parent note.

NP Unap - Not present in class with no explanation entered.

Attendance: Entering a note for absence/lateness

1

From the Compass home screen (or from your student's profile), click the 'Add Attendance Note/Approval' item.

Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews

2

From the pop-up window,

- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button.

Note:

Where possible, notes should be entered prior to the absence occurring.

Attendance Note/Approval Editor

Note/Approval Details

Person: Harry POTTER

Reason: Parent Choice

Details/Comment: Faulty Broomstick

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 17/05/2016 08:00 AM Select a period...

Finish: 17/05/2016 05:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
EN013C (English Unit...	17/05/2016 08:50 AM	17/05/2016 09:47 AM
EN013C (English Unit...	17/05/2016 09:51 AM	17/05/2016 10:48 AM
PH033A (Physics Unit...	17/05/2016 11:12 AM	17/05/2016 12:09 PM
PH033A (Physics Unit...	17/05/2016 12:13 PM	17/05/2016 01:10 PM
HI133B (History Revo...	17/05/2016 01:58 PM	17/05/2016 02:55 PM

Save Cancel

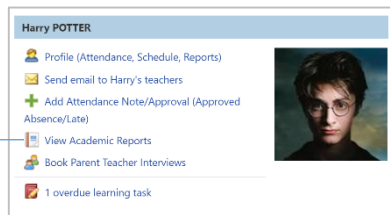
Viewing Academic Reports

1

From the home screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports' tab.

2

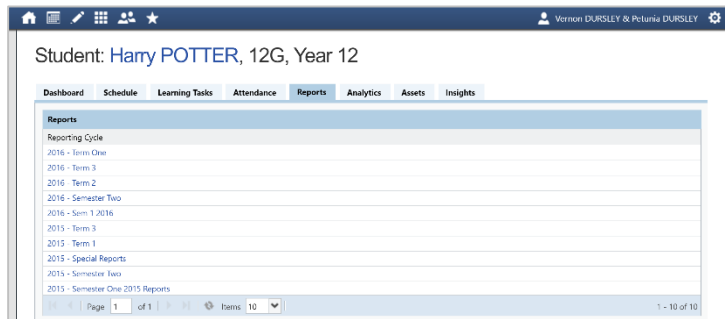
A list of Academic Reports will be displayed. Click the Report title to download the PDF to your device.



Harry POTTER

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

A callout box with a blue border and a line pointing to the 'View Academic Reports' option in the list.



Student: Harry POTTER, 12G, Year 12

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

Reports

Reporting Cycle
2016 - Term One
2016 - Term 3
2016 - Term 2
2016 - Semester Two
2016 - Sem 1 2016
2015 - Term 3
2015 - Term 1
2015 - Special Reports
2015 - Semester Two
2015 - Semester One 2015 Reports

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Parent-Teacher Conferences occur twice a year.

You will receive a Compass newsfeed notification to advise when parent-teacher conference dates are available to book online.

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.

2

A list of parent-teacher interview cycles will be displayed along with their booking status.

IMPORTANT: Scroll to the bottom of this page and select the teacher's name that you wish to meet with. This will then display a true availability of the time this teacher is available. Note down a suitable time and click out of this screen. Return to the Compass booking screen and click on the drop down menu next to your preferred time. If this time is available the teachers name will appear and allow you to select it.

Harry PORTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews

Conference Bookings

Please select the event to manage your bookings.

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

21/06 15:00 PM	Available	22/06 17:30 PM	Available
21/06 16:00 PM	Available	22/06 17:40 PM	Available
21/06 16:10 PM	Available	22/06 17:50 PM	Available

Key ■ Available for booking ■ Not available ■ Current booking

Available Staff		
Staff Member	Staff Note	Location
Breathen COLE (BC)	W 2 Generalist Teacher	

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

Parent-Teacher Conferences (continued)

3

To finalise your selection click 'Update' and this will confirm your booking.

4

You may view your completed booking by returning to the **My Bookings Home Page**.

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. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at

<http://www.compass.edu.au/corporate/privacy>



QKR SCHOOL PAYMENTS APP

At Brighton Primary School we use the MasterCard App, QKR to make school payments quick and easy.

Parents can use QKR to place and pay for school uniform, canteen orders and pay for other school activities such as swimming, camps, fun lunch and some school events e.g. Annual Parent lunch.

- To get started, simply download QKR from the App Store or Google Play, and search for BRIGHTONPS, add your child's name, year level (Prep) and Grade e.g. 0A-10 (Prep class name and room number).
- If your child is not yet placed in a grade (e.g. New prep students), use year level (Prep 2017) and grade (Prep 2017) for now. Once your child is placed in a class you will need to update with the correct class information.



QKR SCHOOL PAYMENTS APP

- **Add your Mastercard or Visa credit or debit card details and you are ready to place orders and make payments.**

If you have any queries please call the School Office - 9592 0177.

New Enrolment Information

- **Uniform Shop orders can be placed via QKR at any time (except during school holidays). The uniform will either be sent to your child's classroom or you can collect it on a Monday, Tuesday or Wednesday between 3.00pm and 4.00pm at the school uniform shop.**
- **If you don't own a smart phone or tablet/iPad or have an international Apple or Google Play account you can install QKR on your desktop by visiting :**

<https://qkr.mastercard.com/store>

