Compass School Manager – For Parents

Kambrya College
Kambrya.co@edumail.vic.gov.au

Table of Contents

Accessing and logging into Compass

Compass is a web application and is accessible through a web interface. Staff, Students and Parents can use most common web browsers. See below a list of supported and not supported browsers.

Recommended browsers:
- Google Chrome (latest)
- Firefox (latest)
- Apple Safari (latest)
- Safari on iPad (2nd + 3rd Gen)
- Internet Explorer 10 / 11
Not recommended, but supported
- Internet Explorer 9
- Safari on iPad (1st Gen)

Not supported
- Internet Explorer 8 and below
- Any non-current version of Firefox
- Any non-current version of Chrome
- Any non-current version of Safari
- Though also not supported, we are not aware of any issues viewing Compass in Opera.

To access compass open an internet browser and go to:
http://kambryacollege.vic.jdlf.com.au

You will then need to enter your username and password.

Parents Initial login to compass

To access compass open an internet browser and go to:
http://kambryacollege.vic.jdlf.com.au

When parents first log into compass they will need to verify their details in compass.

After entering your username and password into compass you will see the below screen.

Welcome to the Kambrya College Parent Portal

Please confirm your mobile phone and email address details 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).

Mobile	04
Email	
Secondary Email	

Update My Details

I don't have these details

Please ensure that your mobile number and email address are correct, then click 'Update My Details'

If the below details do not exist and you have a mobile and/or email address please enter these, then click 'Update My Details'

After verifying your details, you will then need to change your pin number to log into compass. If you forget your pin, you can reset it using the 'forgot password' on the login page.

Next, you will need to change your password

Please note the new password requirements below:

- Your new password **must be numeric**
- Your new must be **at least four (4) characters** long
- Your password **cannot** contain letters or symbols

From June 1, 2012 passwords will be changed from passwords (allowing letters) to PINS (numbers only).

New Password:	••••••
Confirm New Password:	••••••

Save

Home screen of compass

When you first log into compass you will see the below screen.

Organisation / Events
This will allow you to view events or activities that your students may/will be participating in

Home Button
This will return you to the home page

Welcome Mrs ‗ ‗‗‗‗ ‗‗‗

Welcome to the Kambrya College 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.

‗ ‗‗‗‗‗‗ ‗‗‗‗‗‗‗, G9A

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

⚡ Actions for ‗‗‗‗‗

My Alerts

■ **Attendance: Parent Approval Required**
‗‗‗‗ was recorded as 'not present' or 'late' without approval.
Click here for more information

My News

There are currently no news items.

KAMBRYA COLLEGE

My Alerts
In this area you will see alerts for a range of things for your students.
Currently this will display attendance alerts

My News
This area will contain news items that relate to your students

Student Profile
Clicking in this will bring up the students profile. This will display the student's timetable and student's attendance.

Actions for
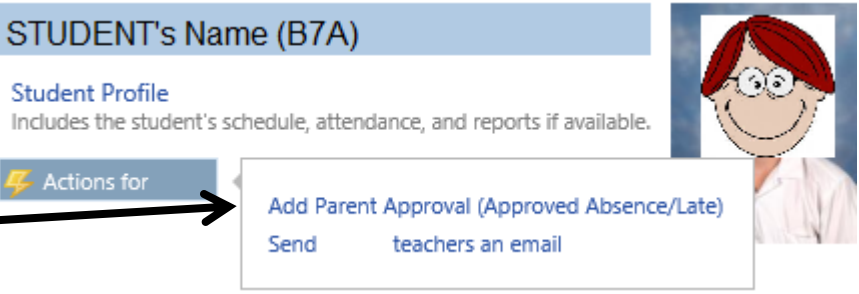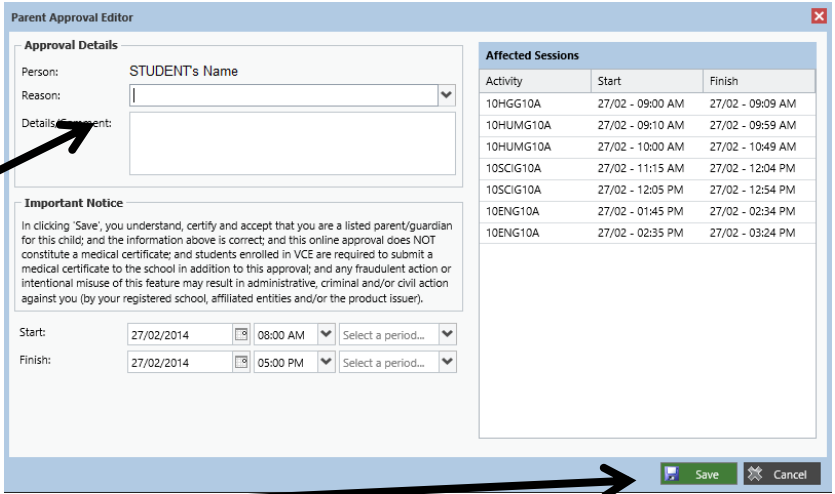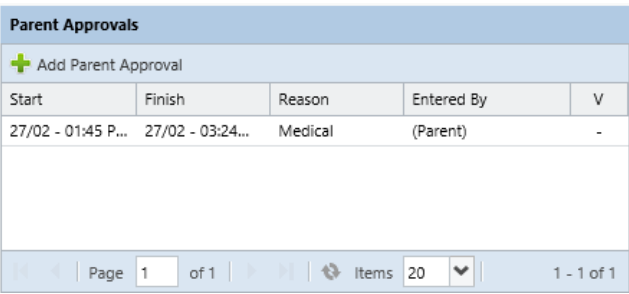This will allow you to perform certain tasks without having to navigate through a range of pages

Advising of absences via the Compass Parent Portal

How to advise us of a past or upcoming absence for your child.

Hover your mouse over the blue *Actions* button.

You will see two links.

Click on *Add Parent Approval*

You will be taken to your child's *Attendance Page* and a popup window will prompt you for some details about the absences

Select a reason from the drop down box.

If you wish to add any further details you can.

Identify the time your child will be **absent** from school. You can either select the periods or specific times. As you change the times, the list of *Affected sessions* on the right will change to show which classes your child will miss.

Click save.

You will be returned to the main *Attendance* page, and your Absence will be visible under the *Parent Approval* list.

You can add absence information for your child in advance if you know they will be away from school.

Parent approval required alert (If the student was not at school)

If your student was marked as not being present or late to school for previous days, you will see an alert under "My Alerts"

My Alerts

■ **Attendance: Parent Approval Required**
1▒▒▒ was recorded as 'not present' or 'late' without approval.
Click here for more information ←

To approve these absences or lateness click "Click here for more information"

You will be taken to the unapproved absence page. Her you can select the classes your student was not marked "not present" and provide a parent approval for the student not being at school.

Unapproved (Not Present and Late)

🖶 Print Unapproved Letter ▾

👥 Parent Approve

	Activity Name	Start	Finish	Pd	Location	Staff	Status
☐	9HUMGA	16/10 - 09:42 AM	16/10 - 10:23 AM	2	G8	HMO	Not Present
☐	9HUMGA	16/10 - 09:00 AM	16/10 - 09:41 AM	1	G8	HMO	Not Present
☐	9FF1	15/10 - 02:35 PM	15/10 - 03:24 PM	6	S2	LMU	Not Present
☐	9FF1	15/10 - 01:45 PM	15/10 - 02:34 PM	5	S2	LMU	Not Present
☐	9MOT2	15/10 - 12:05 PM	15/10 - 12:54 PM	4	AUTO	IPA	Not Present
☐	9MOT2	15/10 - 11:15 AM	15/10 - 12:04 PM	3	AUTO	IPA	Not Present
☐	9ENGGA	15/10 - 10:00 AM	15/10 - 10:49 AM	2	G8	LHA	Not Present
☐	9ENGGA	15/10 - 09:10 AM	15/10 - 09:59 AM	1	G8	LHA	Not Present
☐	9HGGA	15/10 - 09:00 AM	15/10 - 09:09 AM	HG	G8	LHA	Not Present

1. Tick the boxes for the classes you wish to provide a parent approval

2. Click the Parent Approve button

Enter the reason for the absence and any details or comments required. Click Save

Parent Approval Editor ✕

Approval Details

Person: J▒▒▒▒ ▒▒▒▒

Reason: Parent Choice   ▼

Details/Comment: On Exchange program   ⌃

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).
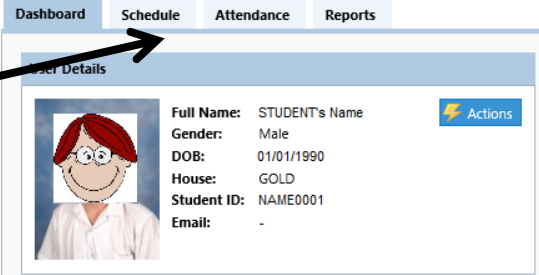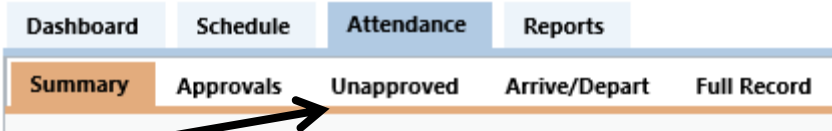
Important Notice

This will automatically insert the appropriate number of approvals for the selected sessions.

💾 Save   ✕ Cancel

Looking at past absences

Compass contains a lot of information about your child and their time at school. As much as it is useful to advise the school of absences prior to them occurring, sometimes this just isn't possible. You can access a list of all unapproved absences for your child, and if appropriate, approve them.
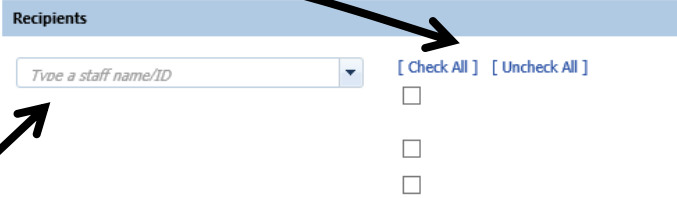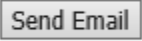
Click on the blue words *Student Profile.*	
You will be taken to your child's *Profile Page*. Click on the tab for *Attendance*. (On this page you can also look at their Chronicle entries which have been posted by their teachers)	
By default, you will be shown a summary of your child's attendance information, including percentage attendance data for each subject. To access any past unapproved absences, click on the link to *Unapproved* just below the tabs.	
You will be shown a list of all unapproved absences recorded for your child. You can approve multiple absences at the one time by clicking on the boxes next to each class, then clicking on *Parent Approve*. Fill out the form explaining why your child was absent, click *save*, and you're done!	

If there are absences on this list which you do not approve of, please contact your child's sub school leader.

Emailing teachers via the Compass Parent Portal

One of the main reasons for Kambrya College introducing Compass School Manager was to make two-way communication between the school and home easier. On Compass, the school will communicate with you via direct emails, chronicle posts and end of semester reports. The easiest way for you to communicate with us is via a direct email which you can send to any of your child's teachers.

Hover your mouse over the blue *Actions for…* button. A menu will appear. Click on *Send Student's teachers an email*.	**STUDENT's Name (B7A)** Student Profile Includes the student's schedule, attendance, and reports if available. Actions for Add Parent Approval (Approved Absence/Late) Send teachers an email
At the top of the screen you will see a green box with your current email address. If this email address sis incorrect please follow the instructions to change it.	Your registered email address is email@gmail.com To update your registered email address - Parents: go to *Tools > Update my details* Staff: contact your school data manager.
All of your child's teachers will be listed with a checkbox next to their name. Tick the teachers you wish to email. If you wish to email other staff, for example the appropriate sub school leader, start to type their name in to box and select it from the drop down box.	**Recipients** Type a staff name/ID [Check All] [Uncheck All] ☐ ☐ ☐
You can enter a subject to your email, and then the main text. There are basic text editing tools available. You are unable to add attachments to emails sent through Compass.	**Content** Subject: B *I* U abc
Click *Send Email* on the bottom of the screen. The email will be sent to the staff identified at the top of the screen. It will appear to come from your email address, so any reply will be sent there.	Send Email

Viewing your child's Schedule (Timetable)

Compass will allow you to view your child's normal timetable, as well as see any special events which they may be participating in. These will include excursions, guest speakers, instrumental music lessons and other events which may cause them to miss classes.
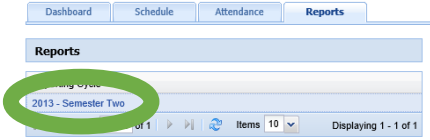
Click on the blue words *Student Profile.*	**STUDENT's Name (B7A)** Student Profile Includes the student's schedule, attendance, and reports if available. ⚡ Actions for Add Parent Approval (Approved Absence/Late) Send teachers an email
You will be taken to your child's *Dashboard* page. You can see their Schedule for today, as well as any entries posted by their teachers on their Chronicle. To view your child's entire timetable, click on the *Schedule* tab.	**Dashboard Schedule Attendance Reports**
You will see your child's timetable. You can more forward or back in weeks to see previous schedules. In general: • Normal classes appear in blue boxes • Classes where there has been some kind of change (replacement teacher or room change) will appear in red boxes • Special events will appear in green boxes The timetable will show a series of codes (subject – room – teacher). If you are unsure about what these mean, ask your child.	**Mon, 28 Apr**	**Tue, 29 Apr** **8 AM** **9 AM** — 9:00: HG - 10HGG10A - G10 - DPR / 9:10: 1 - 10ENG10A - G10 - RDE CRT01 ∥ 9:00: HG - 10HGG10A - G10 - DPR / 9:10: Whole Sc Assembly - UNASSIGNED / 9:10: 1 - 10SPORTS1 - PE4 - ASA **10 AM** — 10:00: 2 - 10ENG10A - G10 - RDE CRT01 ∥ 10:00: 2 - 10SPORTS1 - PE4 - ASA **11 AM** — 11:15: 3 - 10SCIG10A - S7 - DPR ∥ 11:15: 3 - 10CHEM2 - S4 - KGH CRT01 **12 PM** — 12:05: 4 - 10SCIG10A - S7 - DPR ∥ 12:05: 4 - 10CHEM2 - S4 - KGH CRT01

Your child can also view their schedule using their own log in information. Their username and password is exactly the same as the username and password they use to log on to their Netbook. If they change their Netbook password, their Compass password will also change. This means that your child will be able to view any room changes which may affect them, as well as details of any replacement teachers. Your child can also see their own customised News Feed on their home page.

Accessing your child's report

All student reports (including end of semester and LAB) commencing with Semester 2 2013 will be uploaded to Compass for parents to access at home. Paper copies of reports will not be provided to parents.
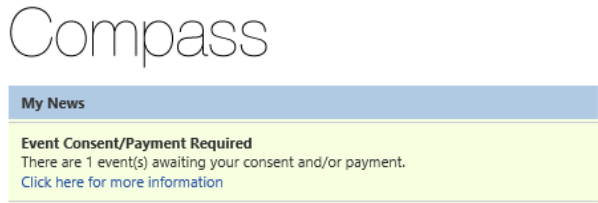
To access your child's report, follow the simple instructions below.

Go to the Kambrya College website: http://www.kambryacollege.com/ Click on the *Compass School Manager* logo under the menu bar	
Log in using your user name and password.	
If you are accessing this document via the Compass News Feed begin at this step.	
For each child, click on their *Student Profile*.	
Each child's profile contains a number of sections. Click on *Reports*.	
Click on the title of the report you wish to access.	
A PDF version of your child's report will download to your computer. You may be prompted to *Open* or *Save* the file by a yellow bar near the bottom of the screen. Click *Open* to open the file.	

Giving consent and paying for school events

Compass allows you to give consent, and pay, for most of events which the school runs as part of the normal curriculum and extra curricular activities, including excursions, incursions and interschool sport. At this time it is not possible to pay for larger events (eg. Camps) through this system.

While this system does exist and is being used by a large number of families, it will always be possible to pay for an event in person at the Front Office. Permission forms for all events will still be given to students in class, and you can also print them yourself through Compass.

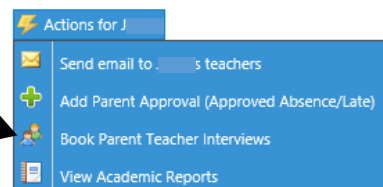|	
On your home page, you will see an alert under *My News* advising you of an event which you need to look at. Click the blue link.	**Compass** **My News** **Event Consent/Payment Required** There are 1 event(s) awaiting your consent and/or payment. Click here for more information
You will see a very brief summary of all events. To process it online, click the red button. You can also print a permission form and pay at the Front Office if you would rather. Click the grey button to access a PDF of the permission form.	Process Now (Online) Print Form (Offline)
Details of the event, including the purpose, teacher in charge, cost etc. will be shown. To give consent, type your name where shown.	**To provide consent, please type your full name below.** Parent/Guardian Full Name:
If there is any medical information which we need to know about your child enter it into the box where shown.	**Medical Information** Additional details of medical conditions, allergies and medication being taken
You will be shown the contact details we have on file for you. If there are any special contact details for the duration of the event enter them into the box where shown.	Contact details on the day (if different from normal)
If there is a cost involved, you will be prompted to enter your credit card details. **Kambrya College never sees your credit card details.**	
At the bottom of the page, click *Submit Details*.	Submit Details Cancel

Booking Parent-Teacher Conferences

Compass School Manager allows you to book Parent-Teacher Conferences with your child's teachers. Because Compass knows who your child's timetable, it will only allow you to make bookings with:
- Any of their regular teachers
- Any of a select group of support staff including the wellbeing, integration and careers coordinators

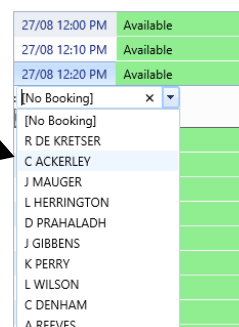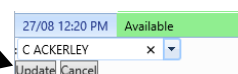|	
Hover your mouse over the *Actions* button. One of the options will be to *Book Parent-Teacher Conferences.* Note that this option will only appear when bookings have been opened.	**Actions for J** Send email to ... s teachers Add Parent Approval (Approved Absence/Late) Book Parent Teacher Interviews View Academic Reports
Click on the name of the event you wish to book for. Please select the event to manage your bookings. **Available events** Event — Student — Status Parent/Teacher Conferences - August 2014 — Open for booking	
At the bottom of the screen will be a list of teachers who are available to you, including the subject they teach your child and their location on the day of the interviews. Click on the time you wish to make a booking for. **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. 27/08 12:00 PM — Available — 27/08 14:50 PM — Available 27/08 12:10 PM — Available — 27/08 15:00 PM — Available	
From the drop down menu, select the teacher you wish to make an appointment with. Teachers who are unavailable will not be shown.	27/08 12:00 PM — Available 27/08 12:10 PM — Available 27/08 12:20 PM — Available [No Booking] [No Booking] R DE KRETSER C ACKERLEY J MAUGER L HERRINGTON D PRAHALADH J GIBBENS K PERRY L WILSON C DENHAM A REEVES
Click *Update*	27/08 12:20 PM — Available C ACKERLEY Update Cancel
Your booking will be shown by a red square with the teacher's name. Repeat this process for each appointment you wish to make. Note that changes will be saved automatically and there is no *Submit* or *Save* button.	

	My Bookings Click the booking time to make/modify a b 27/08 12:00 PM Available 27/08 12:10 PM Available 27/08 12:20 PM C ACKERLEY 27/08 12:30 PM Available 27/08 12:40 PM Available

Compass FAQ's

Who should I contact for technical support?
During business hours, contact Chris Outhred or Pawan Kumar at the College on 97077600.
Alternatively, you can email them at Compass.support@kambryacollege.com.

How do I log on?
Parents – Consult the user manual attached to this letter. Your username and system generated password are included at the bottom of the reverse page.
Students – You will need to use the same username and password as you use to access the school network.

I am unable to see any menu bars or the page is not showing correctly?
Please ensure you are using a supported browser. Please see the 'Accessing and logging into compass' section of this document.

How do I ensure that my account remains secure?
Change your password as soon as you log on, and ensure that it is a password that nobody will be likely to guess. Note that your password must include only numbers. Never share your password with anyone, **including your own child**. Should you suspect that your account has been compromised, it is essential that you reset your password immediately, and then report it to the Kambrya College technical support team as soon as possible.

Who should I contact for queries regarding my child's attendance?
If you believe that there is an error on your child's attendance record, please contact the front office on 97077600 and ask to speak with the attendance officer. If you believe that your child has missed classes without authorisation, contact his/her sub-school leader and they will investigate it further.

Will I receive text messages for my child's absence, and can I still approve my child's absence via text message?
Please note that whilst the automated text messages for absences are still being sent to parents' mobile phones each morning, you can no longer approve absences via a return text message; you must logon to *Compass* to approve the absence, or call the school on 97077600.

What are the privacy arrangements regarding my child's data?
Compass School Manager is a Victorian school management system. Information stored within this system is managed in accordance with Victorian privacy principles and is stored on servers located within Department of Education and Early Childhood Development facilities. All data remains the property of the school. A copy of the Compass privacy policy is available at www.jdlf.com.au/policy/privacy.