



MANIFOLD HEIGHTS PRIMARY SCHOOL NO. 4224
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Dear Families,

Compass School Manager is a whole school administration package. It is used by our school to streamline many operations from attendance, communication, event management and reporting. Our aim is for Compass to increasingly become a central portal for communication between the school and yourself.

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:

- Update your family contact information
- View the school calendar and upcoming events for your child
- Monitor your child's attendance, and enter an explanation for absence or lateness
- Receive notifications from the school
- Download and view your child's Semester Reports and Progress Reports
- Book Parent / Teacher Conference appointments

Accessing Compass

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. Search for 'Compass School Manager' in the relevant store.

Every family receives a separate login to Compass. 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 the school for SMS, password recovery and email communication throughout the year.

Your family's unique login details are unique and available from the General Office.

The enclosed documentation will guide you through the features of Compass currently available to Mano families. This document can also be found on our school website under 'Resources'. We encourage you to log in and explore the functionality of Compass, and thank you for your continued support of our school's work.

Regards,

Barry Rowland

Initial Parent Login to Compass

To access Compass, open an internet browser and go to: <https://manifold-vic.compass.education>
Alternatively, this process can be completed using the **Compass School Manager App**.

When parents first login to compass they will need to enter their unique Username & Password.

Username: ABC0001

Password: 123456

After entering your username and password into Compass you will be prompted to confirm your contact information.

Checking your details are correct on Compass

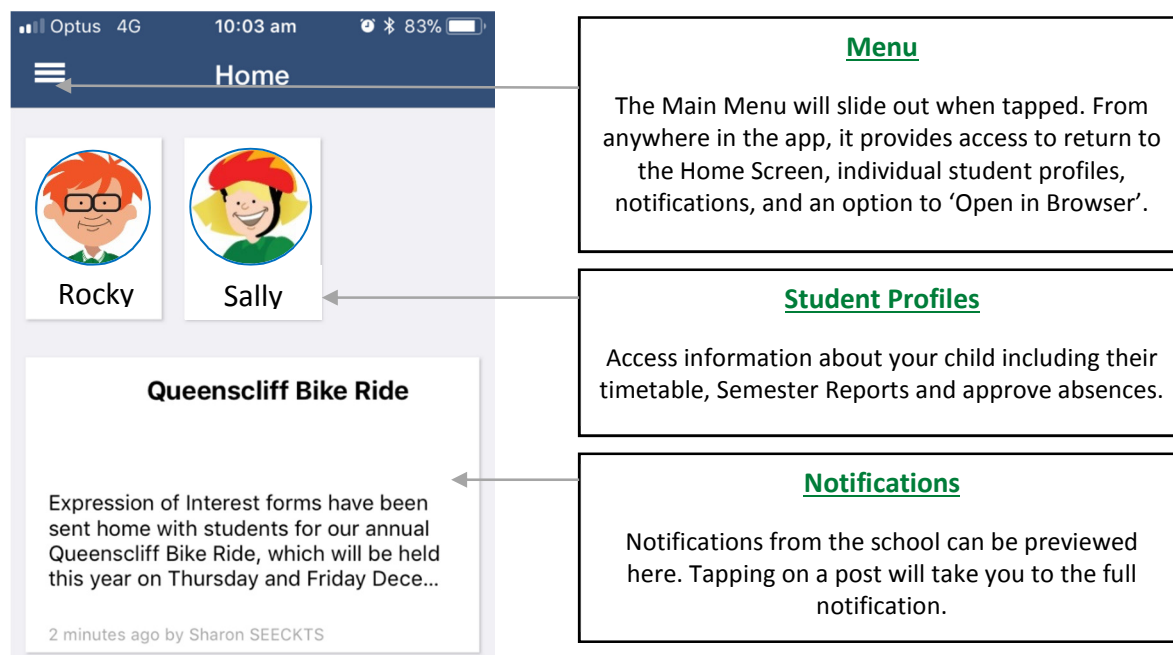
Please ensure that your mobile number and email address are correct, then click 'Update My Details'. After verifying your details, you will then need to change your password to login to Compass.

Your new password **must be 8 characters (or longer), include upper and lowercase letters, and at least one number**. If you forget your password, you can reset it using the 'Don't know your username/password' located on the login page.

Once login has been completed you will arrive at the Home Screen. The Home Screen provides you with relevant alerts and news, as well as quick access to your child's profile.

Parent Portal Home Screen – in App

Each time you open your Compass App, you will arrive at the Home Screen, which is shown below:



The screenshot shows the app's home screen with a dark blue header containing a hamburger menu icon, the word "Home", and status icons for signal strength, 4G, time (10:03 am), and battery (83%). Below the header are two circular profile icons for "Rocky" and "Sally". A notification card titled "Queenscliff Bike Ride" is visible, with text about expression of interest forms and a timestamp "2 minutes ago by Sharon SEECKTS".

Menu
The Main Menu will slide out when tapped. From anywhere in the app, it provides access to return to the Home Screen, individual student profiles, notifications, and an option to 'Open in Browser'.

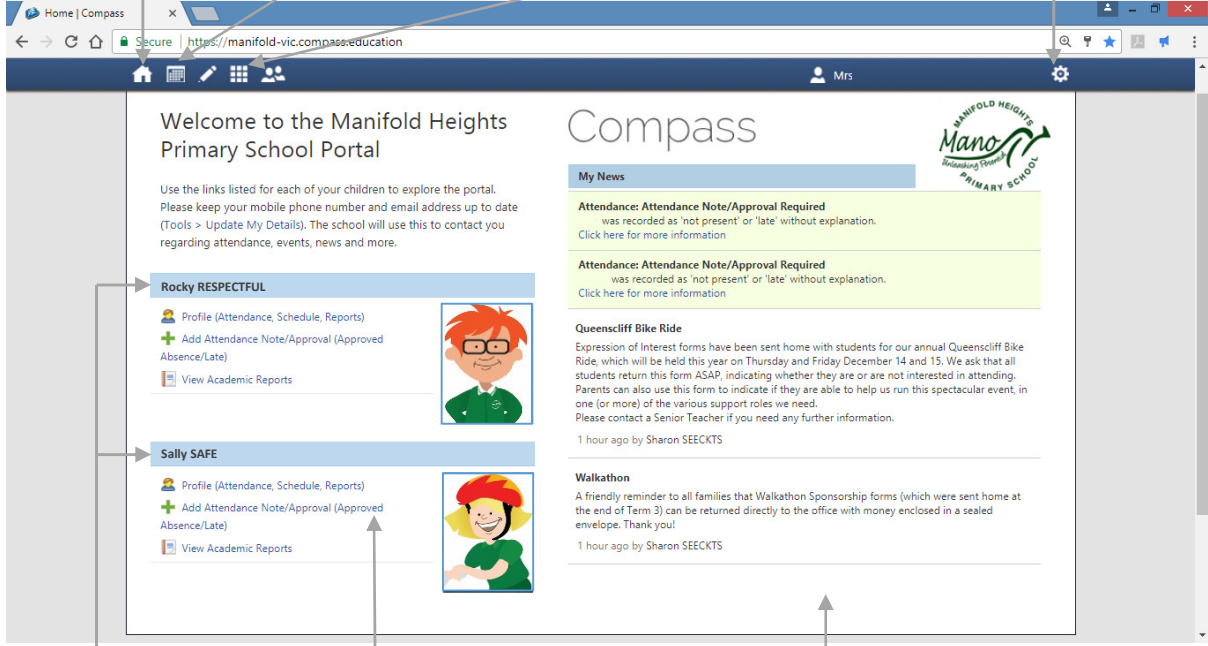
Student Profiles
Access information about your child including their timetable, Semester Reports and approve absences.

Notifications
Notifications from the school can be previewed here. Tapping on a post will take you to the full notification.

Parent Portal Home Screen – in Browser

When you first log into Compass using a web browser, or if you navigate out of the app to ‘Open in browser’ on your mobile device, you will see the below page.

<p><u>Home Button</u></p> <p>This will return you to the home page from anywhere within Compass.</p>	<p><u>Calendar</u></p> <p>This will allow you to view a range of Calendars such as your student/s, Events & Public school calendars.</p>	<p><u>Organisation/ Events</u></p> <p>This will allow you to view ‘Events’ or activities that your student/s may/will be participating in.</p>	<p><u>Tools</u></p> <p>Change your password, update details and log out.</p>
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<p><u>Student Profile</u></p> <p>View your child’s profile, their current timetable, weekly/monthly schedule, Attendance and Reports</p>	<p><u>Attendance / Approvals</u></p> <p>Approve student absences, provide reasons, and advise of future absences.</p>	<p><u>My News Feed</u></p> <p>Notifications from the school can be previewed here. Clicking on ‘See More’ will expand the whole post for your viewing.</p>
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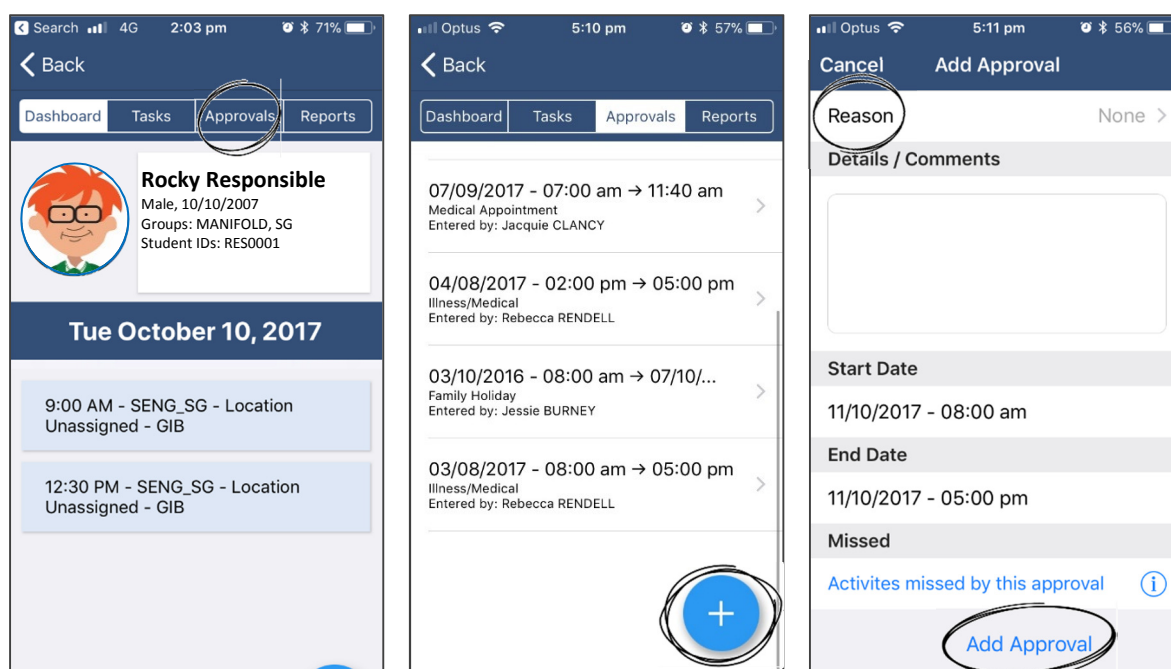
Approving / Entering Absence Information

When students are absent from school, it is a legal requirement for us to record a reason for that absence. Families can use Compass to approve past or current student absences by entering a reason (e.g. the student was unwell), or advise of known future absences (e.g. for a family holiday).

This task is completed most simply through the Compass Mobile App.

Absences – in App

As seen below, choosing the relevant student's profile opens a screen with four options across the top. Tap **Approvals**, press the **+ (add)** button, and tap **Reason**.



From the list that appears, please select the most appropriate for your student's circumstances. You may choose to add further information in the **Details / Comments** box if necessary. Ensure that the start date and end date cover the period of absence (or partial day by adjusting the time) and tap **Add Approval**.

Absences – in Browser

The same process can be completed using the full Compass website in a Browser. From the Home Screen (refer to diagram on page 2), click on **Add Attendance Note / Approvals**. You will be redirected to your student's profile page and a pop-up window will open with prompts to enter Reason, Details / Comment (if relevant) and Date / Time covered by the absence.

Accessing Student Reports

Within each student profile page, parents can view and even download previous and current Semester Reports. These can be found by opening the 'Reports' tab on both mobile and browser platforms.

Further Functions within Compass

A range of School Documentation can be found under the Community icon on the Home Screen using a web Browser. For Mano, this documentation includes a Canteen Menu, Our Uniform Policy and Pricelist, Annual Implementation Plans, and Annual School Reports.

In 2018, Mano plans to utilise the Compass software for further administration and functional processes, including for booking of Parent / Teacher conferences.

As new functions are enabled for families, we will communicate via our newsletter, website, and will update this guide.

If you require any support in using Compass, please do not hesitate to contact our General Office on 5229 9643 or by emailing manifold.heights.ps@edumail.vic.gov.au.