

Compass Parent Guide



Parent Communication

Eltham North Primary School utilises a parent portal called Compass School Manager.

This portal is used by our school community – teachers, student’s families and administrators and provides immediate, real time information.

The benefits of Compass are:

- Improved communication throughout the school community by way of a single point of contact that can be accessed via computers, smart phones and iPads
- Improved attendance management. Teachers mark rolls electronically and parents or teachers can approve absences online
- Access convenience. Information and payment facilities are available 24 hours/day from anywhere with internet availability.
- Classroom efficiency – teachers and students do not need to spend time collecting notes and money, and hand delivering communication to the office
- Improved security (reduced cash handling by children/teachers)
- Improved excursion management, event information and permission is (mainly) submitted online
- Instrumental Music lessons can be viewed and payments made online
- Student Reports are accessible through Compass
- Live updates of level team newsletters and school news
- Your child’s schedule can be viewed in a two week glance

Each family requires a Username and Password. New families will receive a letter containing a Username and Password. If the child lives in different households , each household will receive a login.

How to Log in to Compass

Access to compass is by selecting the Compass icon on the Eltham North Primary School website or by bookmarking the link <https://elthamnorthps.vic.idlf.com.au> for future use.

**** Tip** The best performance will be achieved using Google Chrome as your browser. ******

The Log In Page Appears. Enter your Username and Password. Press the ‘Log in’ Button.

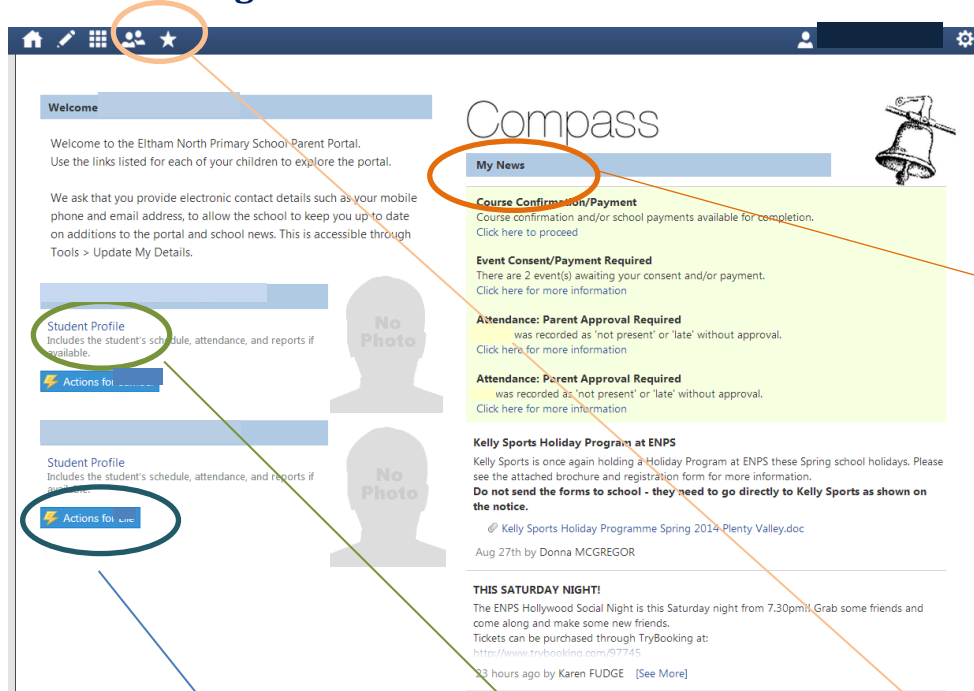
The screenshot shows the login interface for Compass School Manager at Eltham North Primary School. At the top is the COMPASS School Manager logo. Below it is the school name 'Eltham North Primary School'. The login form consists of two input fields: 'Username:' and 'Password:'. A blue arrow points from the text 'This is your family id.' to the Username field. Below the fields is a 'Log in' button. At the bottom of the form, there are two links: 'Don't know your username?' and 'Forgotten your password?'. A copyright notice is visible at the very bottom of the page.

This is your family id.

If it's your first time in Compass, you will be asked to change your password. Follow the instructions on screen.

NB: You can only use numbers as your password, not letters or words

The Home Page:



My News:
All highlighted news, in yellow, is specific to you and requires your attention.

- Course/Confirmation
- Event/ Payment
- Attendance Approval

Once these have been attended to they will disappear from this screen.

All other newsfeeds such as:

- Newsletter
- PFA Newsletter
- School Notices and information

NB: ENPS does not send home paper notices.

Actions:

- Send email to teachers
- Add parent approval
- Book teacher interviews
- View academic report

Student Profile:

Click on Student Profile to view;

- Daily schedule
- Details of any upcoming events
- Reports
- School Attendance

Favourites:

Quick links to other areas such as:

- Classroom cuisine
- ENPS Calendar of events
- ENPS website

My News:

You may see a list of items that require your attention. These items will be highlighted in yellow.

Please ensure all items have been completed. Once you have completed an item it will no longer appear on the front page. Items that require your attention will only appear on the front page.

1. Course Confirmation/Payment

This section includes School fees and Instrumental Lessons.

Click on the name of the fee to proceed with payment. Complete the payment details and click "Pay and Finalise" button. If you have set up a payment plan then the payment will disappear.

Please note that consent may still be required in the Event Consent section for excursions and incursions

2. Event Consent/Payment required click on "Click here for more information".

- This alert notifies you that there are school events such as excursions, incursions or activities that require your consent. Some (such as sporting events) may also require payment.
- Items requiring you to either provide consent and/or make payment for have a red "Process Now (online)" button. Click on the "Process Now" button to give consent and pay online or press "Print form" button to print the form and present the form and payment at the school office.
- Complete the Consent and Payment details as required. Click on Submit details.
- When you have completed the process, the button changes to a green "Complete (see Details)" button.
- **Note:** Consent must be given for Excursion/Incursions. Please be aware of any cut off dates. No late consent/payment will be accepted online.

3. Attendance Parent Approval Required

To approve any unapproved absences, tick the boxes which you wish to approve and then click on the icon "Parent Approve".

To approve all of them, tick the box next to 'Activity Name'

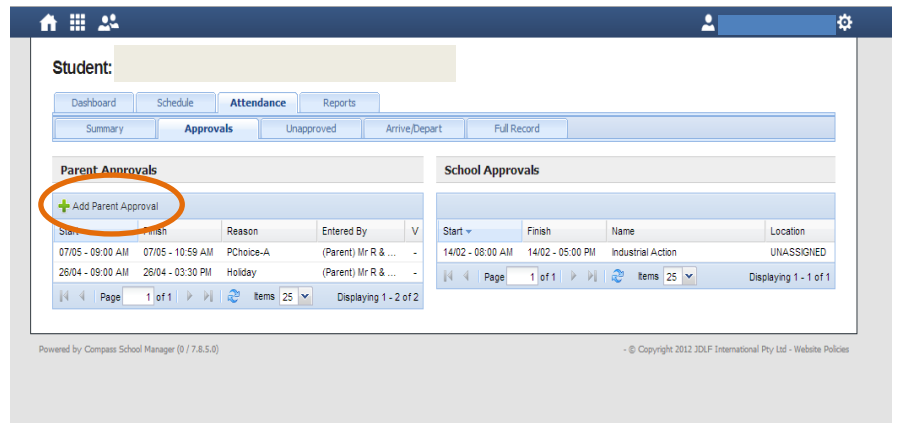
Dashboard		Schedule	Attendance	Reports			
Summary		Approvals	Unapproved	Arrive/Depart	Full Record		
Unapproved (Not Present and Late)							
Parent Approve Print Unapproved Letter							
<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/>	ROOM03	3105 - 02:30 PM	3105 - 03:30 PM		ROOM 3	VANK	Not Present
<input type="checkbox"/>	ROOM03	3105 - 12:30 PM	3105 - 01:30 PM		ROOM 3	VANK	Not Present
<input type="checkbox"/>	ROOM03	3105 - 11:30 AM	3105 - 12:29 PM		ROOM 3	VANK	Not Present
<input type="checkbox"/>	ROOM03	3105 - 10:00 AM	3105 - 10:59 AM		ROOM 3	VANK	Not Present
<input type="checkbox"/>	ROOM03	3105 - 09:00 AM	3105 - 09:59 AM		ROOM 3	VANK	Not Present
<input type="checkbox"/>	ROOM03	2205 - 02:30 PM	2205 - 03:30 PM		ROOM 3	VANK	Not Present
<input type="checkbox"/>	ROOM03	2205 - 12:30 PM	2205 - 01:30 PM		ROOM 3	VANK	Not Present

NB: Each day has 5 teaching sessions. A full day = 5 "Not Present" Sessions

How to Add Parent Approval (Approved Absence/Late)

Please inform the school if your child is going to be absent from school as early as possible on or before the day of the absence via Compass School Manager.

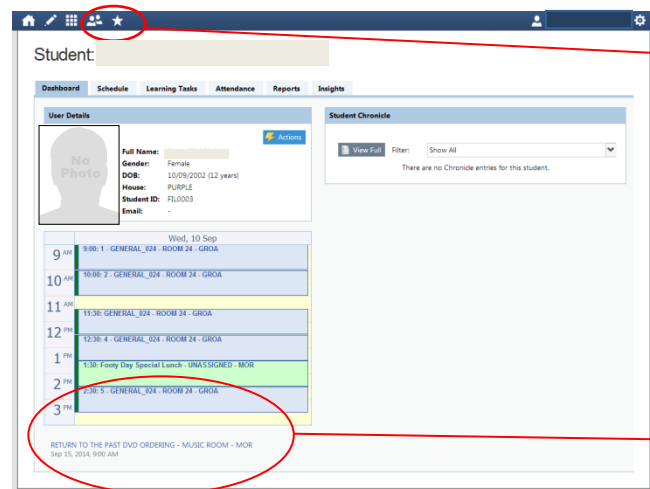
1. From the *Home* page select the relevant *Student Profile*.
2. Select the *Attendance* tab.
3. Select the *Approvals* tab.
4. Select **+ Add Parent Approval**.
5. Select the relevant Start and Finish dates and times
6. Use the drop down arrow to select the appropriate *Reason* for the student absence
7. Click on *Save and Accept*



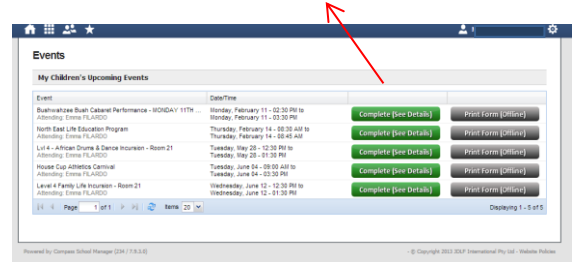
This absence will now be transferred to the class roll as a Parent Approved Absence.

How to Check Event Details after payment has been made

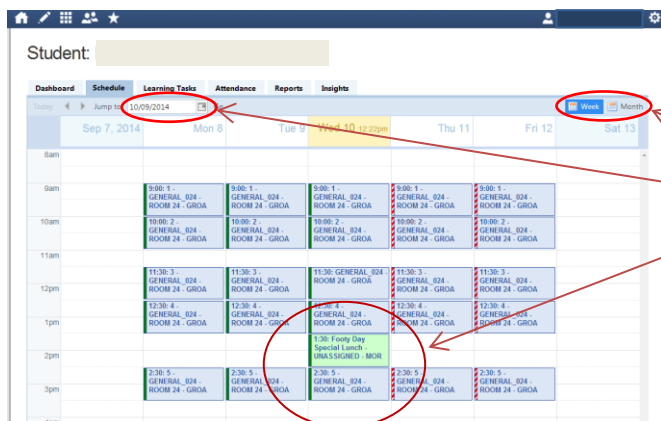
Once an event has been paid, it will disappear from the home page. There are 3 ways to check event details.



1. Select the ★ favourite icon from the menu.
 - Select 'Event'.
 - Click on the Complete[SeeDetails] icon for further details.



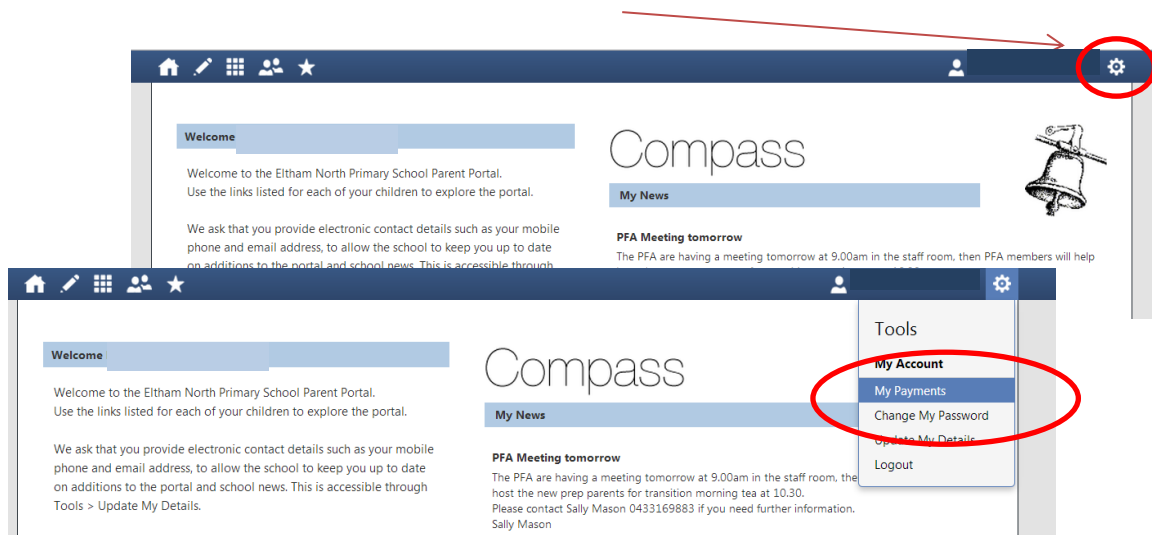
2. Under 'Student Profile' from the home page. Upcoming events will be highlighted in the child's dashboard.



3. Under the 'Student Profile' from the homepage, select the Schedule Tab. The current week's schedule will show. The schedule can be seen either weekly or monthly. You can jump to other dates to look ahead. Events will be highlighted in green. Click the event to see further details.

Viewing Payments made with Compass

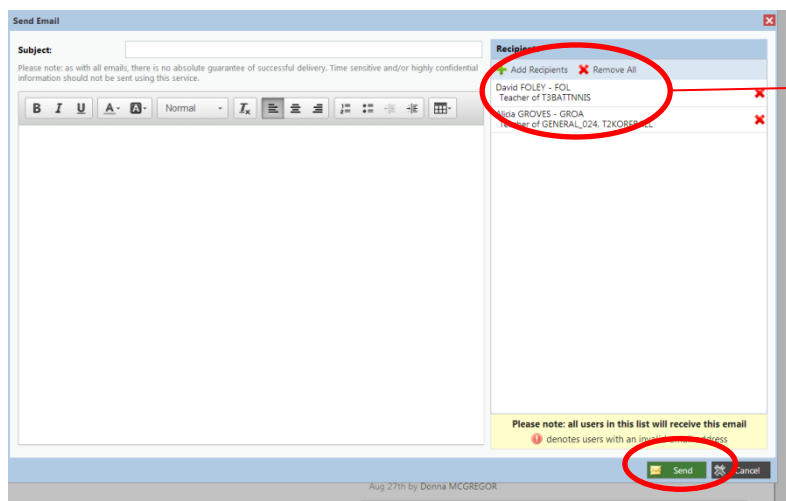
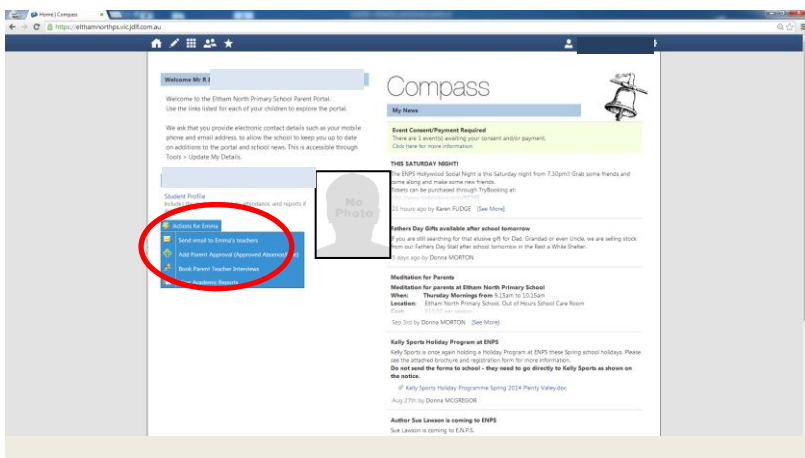
Click on the Tools icon and select My Payments



All past payments made through Compass will appear in this section. If you have made a payment at the office or via Bpay they will not show here.

Sending your child's teacher an email

Go into your Student Profile and click on 'Send email to XXXX Teachers'



All of your child's teachers will automatically appear.

If you wish to email another teacher select the + Add Recipient and select a different staff member.

Type your message and select 'Send Email'.

IMPORTANT:

Please note that all of the teachers on the list recipient will receive the email. You must remove any unwanted teachers from the list before sending the email by clicking on the red X to the right of the name.