COMPASS SCHOOL MANAGER

Compass School Manager is a management system that Gleneagles Secondary College utilises to form a crucial educational partnership between home and the College. Through a personal secure online parent/guardian Compass account they receive important communication and are kept informed about their son/daughter’s learning. By logging on to any device that is connected to the internet parents are able to:

- Access information regarding upcoming events
- View your child’s timetable
- View and update class and school attendance information
- Approve or enter upcoming or past absences for your child
- Email your child/children’s teacher(s)
- View comments from teachers about your child’s behaviour and achievements

The key to successful use of the Compass Parent Portal is to log on regularly and use this information to have regular discussions with your child.

Accessing Compass For The First Time

New parents will receive a letter in the mail with their login details once their child has been enrolled. This letter will have your Compass username and password for logging onto the Compass Parent Portal. If you do not receive this letter after a week please contact the College to inform us so that we can get you onto Compass.

The login page to Compass can be found by either, browsing to the College homepage and clicking on the link, or by going directly to https://gleneagles.vic.jdlf.com.au/login.aspx

The College homepage also has a link to the Compass Homepage and compass user guides that cover many of the functions covered in this booklet.
First Login

Enter the login details provided and click the log in button. On your first logon, you will be asked to verify your email address and mobile number, for future communications out of the Compass system. You then will be given the option to change your password if you so desire.

Importantly parents should ensure they protect their password so that it cannot be used by the child to approve absences etc. If you feel that your son/daughter knows your password you have the ability to change this at any time, using the ‘my accounts’ button (as indicated on the next page).
**Family Homepage**

Once you have logged in you will see your family homepage, as shown below. Depending on the number of children you have at the school, you will see a profile for your individual students.

**Home Button**
- Click on the student profile link to see more detailed information about your child e.g. chronicle student information, set work.

**Calendar/Events**
- Allows you to view events or activities that your students may be participating in.

**Any alerts you may have will be in the News feed**
- These include coming excursions that require consent/payment, absences that need approval etc.

**My Accounts**
- Allows you the ability to manage your account e.g. change your password, update mobile/email or address details, check any payments you have made.

**Relevant news items**
- Will be in your My News feed.
What’s Visible in a Student’s Profile?

Your child’s attendance records
Access to learning tasks that teachers have set for your child - allows parents to see work due
Teacher posts - comments/observations about your child
Your child’s daily timetable and weekly schedules

Approving Unapproved Absence and Lateness

If you have an outstanding alert to check unapproved lateness or absence, click the hyperlink.

This will take you to the unapproved absence screen for your child.
Review the absence or lateness, tick the boxes of the ones you approve and then click the ‘Explain with Note/Approval’ button, as seen below.

**Note: Any absence or lateness you are unsure of will need to be resolved via a phone call to the school on (03) 9708 1319.

You now need to select a reason for the absence from the Dropbox box and hit SAVE

** Note: be sure to read the information in the ‘Important Notice’ section as there is specific school policy information regarding VCE attendance and expectations
Parent authorising absence on the day your child is absent

Compass allows you to inform the school at any time during the day if your child is away. Click on the ‘Approved Absence’ late link next to your child’s photo.

Compass will automatically go to today’s session. Click on the drop down box to enter a reason and then hit ‘Save’. Now that parent approved absence will be applied to all relevant rolls.

Checking Attendance Percentages

Please note that when checking your child’s attendance that there are several columns on the right hand side of the page that provide percentages and that it is the final column headed ‘School’ that provides the accurate percentage. ‘School’ takes into account the number of classes attended as well as any school approved absences such as Sports days, excursions, activities, music etc.
Parent Authorising Future Absence

Compass allows you to put in a future parent approved absence. Click on the attendance link in the student profile for the student in question, as shown below.

This will take you directly to the Attendance Notes/Approval Editor page. This is identical to the Parent Authorising Absence on the day your child is absent procedure, except that this time you need to select a reason AND change the date to a future day/s and then click SAVE. Now that parent approved absence will be applied to all relevant rolls.
How to check if your child is at school on any given day

If you would like to confirm that your child is at school on any given day, just go to the attendance tab and the ‘Daily Activities and Attendance’ section. This will give you a session by session attendance advice.

Make sure you click this to button to ‘Switch to Grid view’ so that attendance appears in this easier-to-read format (it will default to ‘Timeline view’ but it is trickier to read and interpret).

Emailing Your Child’s Teacher/s

A great function of Compass is the ability to email your child’s teachers with ease.

Simply click on the ‘Send email to XXXX’s teachers’ link
You can then send some/all of your child’s teachers an email.

Enter the subject that you wish to discuss.

Type the body of the email in this section.

In this box you can choose who receives the email. Compass will automatically select all your child’s teachers to receive the email. You will need to click on the X next each teacher you wish to remove.

Don’t forget to hit send.

**Viewing teacher comments about your child**

Compass allows you to view observations/comments that staff make about your child. Simply click on ‘Dashboard’ and on the right hand side you will see any positive comments that have been made and the name of the teacher who made the observation.
### Mobile Applications

#### Installation and setup

Both the iOS and Android applications are available to download for free from the Apple App Store or the Google Play store.

To search for application, type ‘jdlf’ in the search box.

Once installed and opened for the first time, there will be a prompt to choose which school the user is from.

After selecting the desired school there will be an opportunity to enter a Login ID and Password and if successful, the account will be saved to the device.

In order to remove an account, press and hold the account, release, and select 'Remove'.

### Forgotten Password

If you happen to forget your password simply click on the ‘Can’t access your account’ link.

This will take you to a number of options where you will be asked for your:
- Compass username
- Email address
- Mobile phone number

### Further Support For Compass

**What are the privacy arrangements regarding my child’s data?**

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.

**What if I still need support with Compass?**

The College understands that parents, like students, are at different levels of comfort with technology usage and expertise, hence the College wishes to extend to any parent further support and guidance in the use of Compass. All parents need to do is contact the College to be referred to one of our ICT support team.