Parent Handbook
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
- Email your child/children’s teacher(s)
- View comments from teachers about your child’s behaviour and achievements

In 2017 Compass will allow you to:

- View and print your child/children’s school reports
- Book parent teacher interviews
- Pay for, and give consent, for all school excursions

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.

Important 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**
- **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.
- **Click on the student profile link to see more detailed information about your child e.g. chronicle student information, set work**
- **Relevant news items will be in your My News feed**
- **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
What's Visible in a Student's Profile?

The College has recently reviewed our current Compass practices and we have identified some issues with attendance approval. As a way of streamlining this process, it has been necessary to remove the Parent Approval (for student absences) function from Compass. As an alternative, we now have an attendance email address for parents to send through notification of student absence. The email address is: attendance@gleneagles.vic.edu.au

Parents are still welcome to call the school to report absences on Tel 9708 1319. When requesting school work for extended absences, parents can still email teachers directly through Compass.

In 2017 parents will be able to pay for and give consent for all school excursions. The first step towards online excursion consent will start with our major College Sports events.

Permission forms for the Swimming Sports Carnival on the 6th of March will be available for parent approval on Compass as of Monday 30th January, 2017.

If you have not yet logged onto Compass, please do so as soon as possible. If you have forgotten your logon and password details (or you need your password reset), please contact the College on 9708 1319.
**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.

![Attendance Page](image)

**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.

![Student Attendance](image)

Make sure you click this 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.
**Events**

Displays any events that your child/ren are attendees for, for example, sports events or excursions.

**How to Consent/Pay for an Event**

You will receive a notification on your Compass homepage when there is an event that requires your approval or payment. To provide the consent/payment required, click the notification. This will take you to the Events page, where you can see all events that require your consent/payment, and those that are upcoming that you have already consented to/paid for.

From this page you can pay and consent for any events, or complete the process offline by printing the consent form and handing it in to the school. By clicking the "Process Now (Online)" option, you will be prompted to enter information regarding emergency contact details as well as any updated medical information that is not already on the student’s file.

Payments for events are processed to the school securely via CompassPay. Cards accepted include MasterCard, Visa, Mastercard debit and Visa debit. A transaction will appear on your credit card statement as “COMPASSPAY.COM”

*Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school you should print out the consent form and hand it in with payment to the school.*
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:
  o Compass username
  o Email address
  o 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.