



Compass School Manager – For Parents

Date last modified

March 2017

Patterson River Secondary College

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Accessing and logging into Compass

Compass - Accessing Student Information

Parents/Guardians/Carers 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.

Every family receives a separate login to Compass which has been provided to you by the school.

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

<http://prsc.vic.jdlf.com.au>

Parent's Initial login to compass

To access compass, open an internet browser and go to:

<http://prsc.vic.jdlf.com.au>

You will then need to enter your username and password.

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 Patterson River Secondary College Parent Portal

Please confirm your mobile phone number and email address(es) 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	<input type="text" value="AU"/>
Email	<input type="text"/>

[I don't have these details](#)

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@jdlf.com.au

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 them, then click ‘Update My Details’

After verifying your details, you will then need to change your password number to log into compass.

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:

Please keep a record of your User Name and your password (pin) number safe.

If you forget your password, you can reset it by contacting the General Office at school.

Please note we are unable to give the password to your child. Your User Name will always stay the same.

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

Home screen of compass

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

The screenshot shows the Compass home screen for Patterson River Secondary College. The main content area is titled 'Welcome to the Patterson River Secondary College Portal' and 'Compass'. It features a 'My News' section with an alert: 'Attendance: Parent Approval Required' and a list of 'End of year Activities - sign up' for Year 8, 9 & 10 Students. The screen is annotated with four callout boxes: 'Main Menu' (top left), 'Student Profiles' (middle left), 'Alerts' (top right), and 'News' (bottom right). Arrows point from these callouts to the corresponding elements on the screen.

Main Menu
Check excursion details, learning tasks, school resources here

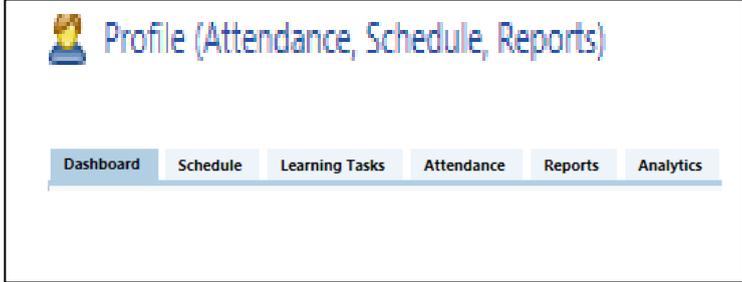
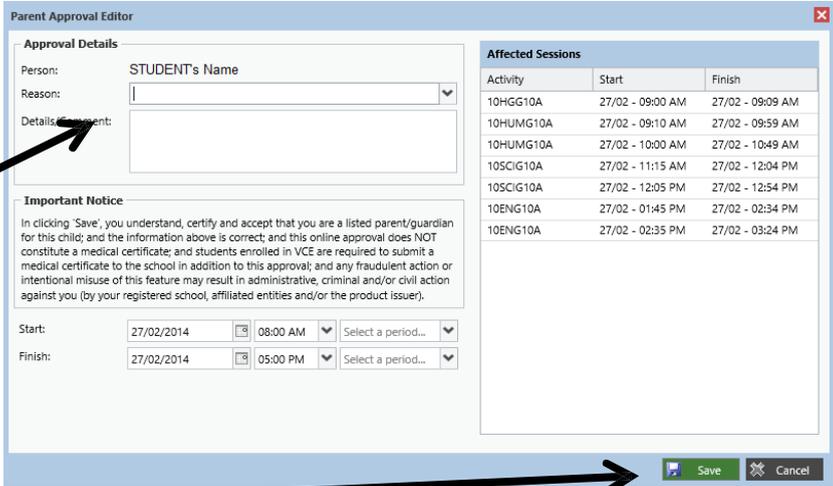
Student Profiles
The student profile provides you with access to full details of your child. This will include attendance, learning tasks, reports and much more. Using the Actions button you can quickly add Parent Approvals, book Parent-Teacher conferences, and email your child's teachers.

Alerts
Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

News
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Advising of absences via the Compass Parent Portal

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

<p>Click on Profile this will bring another page up.</p> <p>Click on Attendance</p>	
<p>You will be taken to your child's <i>Attendance Page</i> and a popup window will prompt you for some details about the absences</p> <p>Select a reason from the drop down box. →</p> <p>If you wish to add any further details you can. →</p> <p>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 <i>affected sessions</i> on the right will change to show which classes your child will miss. →</p> <p>Click save. →</p>	
<p>You will be returned to the main <i>Attendance page</i>, and your Absence will be visible under the <i>Parent Approval</i> list.</p> <p>You can add absence information for your child in advance if you know they will be away from school.</p>	

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

Attendance 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. Here 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)							
Parent Approve Print Unapproved Letter ▾							
<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/>	9HUMGA	16/10 - 09:42 AM	16/10 - 10:23 AM	2	G8	HMO	Not Present
<input type="checkbox"/>	9HUMGA	16/10 - 09:00 AM	16/10 - 09:41 AM	1	G8	HMO	Not Present
<input type="checkbox"/>	9FF1	15/10 - 02:35 PM	15/10 - 03:24 PM	6	S2	LMU	Not Present
<input type="checkbox"/>	9FF1	15/10 - 01:45 PM	15/10 - 02:34 PM	5	S2	LMU	Not Present
<input type="checkbox"/>	9MOT2	15/10 - 12:05 PM	15/10 - 12:54 PM	4	AUTO	IPA	Not Present
<input type="checkbox"/>	9MOT2	15/10 - 11:15 AM	15/10 - 12:04 PM	3	AUTO	IPA	Not Present
<input type="checkbox"/>	9ENGGA	15/10 - 10:00 AM	15/10 - 10:49 AM	2	G8	LHA	Not Present
<input type="checkbox"/>	9ENGGA	15/10 - 09:10 AM	15/10 - 09:59 AM	1	G8	LHA	Not Present
<input type="checkbox"/>	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: [Name]
Reason: Parent Choice
Details/Comment: On Exchange program

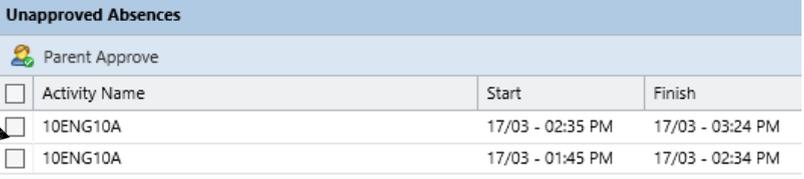
Important Notice
In clicking "Save", you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate 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

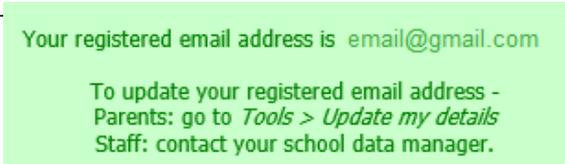
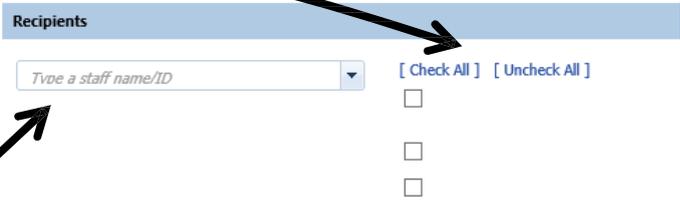
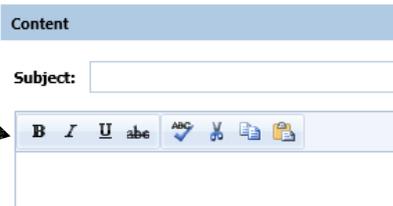
Compass contains a lot of information about your child and their time at school. As much as it is useful to advise the school of absences prior to them occurring, sometimes this just isn't possible. You can access a list of all unapproved absences for your child, and if appropriate, approve them.

<p>Click on the blue words <i>Student Profile</i>.</p>										
<p>You will be taken to your child's <i>Profile Page</i>.</p> <p>Click on the tab for <i>Attendance</i>.</p> <p>(On this page you can also look at their Chronicle entries which have been posted by their teachers)</p>										
<p>By default, you will be shown a summary of your child's attendance information, including percentage attendance data for each subject.</p> <p>To access any past unapproved absences, click on the link to <i>Unapproved</i> just below the tabs.</p>										
<p>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 <i>Parent Approve</i>.</p> <p>Fill out the form explaining why your child was absent, click <i>save</i>, and you're done!</p>	 <table border="1"> <thead> <tr> <th>Activity Name</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 10ENG10A</td> <td>17/03 - 02:35 PM</td> <td>17/03 - 03:24 PM</td> </tr> <tr> <td><input type="checkbox"/> 10ENG10A</td> <td>17/03 - 01:45 PM</td> <td>17/03 - 02:34 PM</td> </tr> </tbody> </table>	Activity Name	Start	Finish	<input type="checkbox"/> 10ENG10A	17/03 - 02:35 PM	17/03 - 03:24 PM	<input type="checkbox"/> 10ENG10A	17/03 - 01:45 PM	17/03 - 02:34 PM
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If there are absences on this list which you do not approve of, please contact your child's Coordinator or the General Office.

Emailing teachers via the Compass Parent Portal

One of the main reasons for Patterson River Secondary 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.

<p>Click on the envelope email. A menu will appear.</p> <p>Click on <i>Send Student's teachers an email</i>.</p>	
<p>At the top of the screen you will see a green box with your current email address. If this email address is incorrect please follow the instructions to change it.</p>	
<p>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 Co Ordinator, start to type their name in to box and select it from the drop down box.</p>	
<p>You can enter a subject to your email, and then the main text. There are basic text editing tools available.</p> <p>You are unable to add attachments to emails sent through Compass.</p>	
<p>Click <i>Send Email</i> on the bottom of the screen.</p> <p>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.</p>	

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.

<p>Click on the blue words <i>Student Profile</i>.</p>																			
<p>You will be taken to your child's <i>Dashboard</i> page. You can see their Schedule for today, as well as any entries posted by their teachers on their Chronicle.</p> <p>To view your child's entire timetable, click on the <i>Schedule</i> tab.</p>																			
<p>You will see your child's timetable. You can move forward or back in weeks to see previous schedules. In general:</p> <ul style="list-style-type: none"> • 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 <p>The timetable will show a series of codes (subject – room – teacher). If you are unsure about what these mean, ask your child.</p>	<table border="1"> <thead> <tr> <th></th> <th>Mon, 28 Apr</th> <th>Tue, 29 Apr</th> </tr> </thead> <tbody> <tr> <td>8 AM</td> <td></td> <td></td> </tr> <tr> <td>9 AM</td> <td> <div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10ENG10A - G10 - RDE CRT01</div> </td> <td> <div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #e0ffe0; padding: 2px;">9:10: Whole School Assembly - UNASSIGNED</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10SPORTS1 - PE4 - ASA</div> </td> </tr> <tr> <td>10 AM</td> <td> <div style="background-color: #ffe0e0; padding: 2px;">10:00: 2 - 10ENG10A - G10 - RDE CRT01</div> </td> <td> <div style="background-color: #e0f0ff; padding: 2px;">10:00: 2 - 10SPORTS1 - PE4 - ASA</div> </td> </tr> <tr> <td>11 AM</td> <td> <div style="background-color: #e0f0ff; padding: 2px;">11:15: 3 - 10SCIG10A - S7 - DPR</div> </td> <td> <div style="background-color: #ffe0e0; padding: 2px;">11:15: 3 - 10CHEM2 - S4 - KGH CRT01</div> </td> </tr> <tr> <td>12 PM</td> <td> <div style="background-color: #e0f0ff; padding: 2px;">12:05: 4 - 10SCIG10A - S7 - DPR</div> </td> <td> <div style="background-color: #ffe0e0; padding: 2px;">12:05: 4 - 10CHEM2 - S4 - KGH CRT01</div> </td> </tr> </tbody> </table>		Mon, 28 Apr	Tue, 29 Apr	8 AM			9 AM	<div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10ENG10A - G10 - RDE CRT01</div>	<div style="background-color: #e0f0ff; padding: 2px;">9:00: HG - 10HGG10A - G10 - DPR</div> <div style="background-color: #e0ffe0; padding: 2px;">9:10: Whole School Assembly - UNASSIGNED</div> <div style="background-color: #ffe0e0; padding: 2px;">9:10: 1 - 10SPORTS1 - PE4 - ASA</div>	10 AM	<div style="background-color: #ffe0e0; padding: 2px;">10:00: 2 - 10ENG10A - G10 - RDE CRT01</div>	<div style="background-color: #e0f0ff; padding: 2px;">10:00: 2 - 10SPORTS1 - PE4 - ASA</div>	11 AM	<div style="background-color: #e0f0ff; padding: 2px;">11:15: 3 - 10SCIG10A - S7 - DPR</div>	<div style="background-color: #ffe0e0; padding: 2px;">11:15: 3 - 10CHEM2 - S4 - KGH CRT01</div>	12 PM	<div style="background-color: #e0f0ff; padding: 2px;">12:05: 4 - 10SCIG10A - S7 - DPR</div>	<div style="background-color: #ffe0e0; padding: 2px;">12:05: 4 - 10CHEM2 - S4 - KGH CRT01</div>
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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 computer at school. 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 customized News Feed on their home page.

Accessing your child's report

All student reports will be uploaded to Compass for parents to access at home. Paper copies of reports will not be provided to parents.

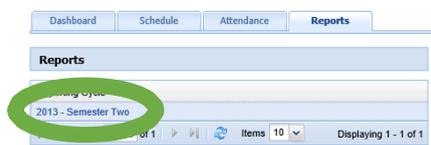
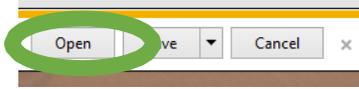
To access your child's report, follow the simple instructions below.
Go to the Patterson River Secondary College website:

<http://www.prsc.vic.edu.au/>

Click on Compass School Manager logo under the menu bar



Log in using your user name and password
Your user name is your family code and the password is the number you chose either 4 or 6 numbers

If you are accessing this document via the Compass News Feed begin at this step.	
<p>For each child, click on their <i>Student Profile</i>.</p>	
<p>Each child's profile contains a number of sections. Click on <i>Reports</i>.</p>	<p>John SMITH</p> <p>Student: G9A, Year 9</p> <p> <input type="button" value="Dashboard"/> <input type="button" value="Schedule"/> <input type="button" value="Attendance"/> <input type="button" value="Reports"/> </p>
<p>Click on the title of the report you wish to access.</p>	
<p>A PDF version of your child's report will download to your computer. You may be prompted to <i>Open</i> or <i>Save</i> the file by a yellow bar near the bottom of the screen. Click <i>Open</i> to open the file.</p>	

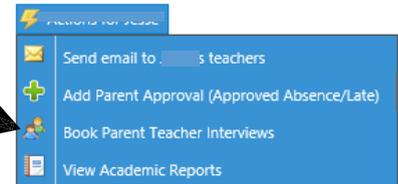
Booking Parent-Teacher Conferences

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

Click on home screen. One of the options will be to *Book Parent-Teacher Conferences*.

Note that this option will only appear when bookings have been opened.



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	[redacted]	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.

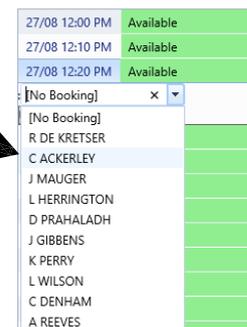
Click on the time you wish to make a booking for.

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	[redacted]	[redacted]
27/08 12:10 PM	Available	27/08 15:00 PM	Available	[redacted]	[redacted]

From the drop down menu, select the teacher you wish to make an appointment with. Teachers who are unavailable will not be shown.



Click *Update*



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.



Compass FAQ's

How do I log on?

Parents – All parents should have log on details. Log on via the schools link

<http://prsc.vic.jdlf.com.au>

Students – You will need to use the same username and password as you use to access the school Network.

I've forgotten my password how do I reset it?

Please contact the General office at Patterson River Secondary college to reset the password.

(Remember your password is a 4 or 6 numbered pin)

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 can only be 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 Patterson River Secondary College.

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 General Office on 9770 6700. If you believe that your child has missed classes without authorisation, contact his/her mentor teacher or Year Level Coordinator and they will investigate it further.

Will I receive text messages for my child's absence?

Please note we no longer send text messages.

We send an automated email for absences which will be sent to parent's email accounts each morning if a child is missing, Period 1 & 2. You can log on to compass to approve the absence, or telephone the General Office.

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.

