



# Parent Guide

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## WELCOME TO COMPASS

Ormond Primary School utilises a School Management System called COMPASS School Manager.

This system is being used by our teachers and administrators and the Parent Portal is now open to our school community (student's families) where it provides immediate, real time information.

The COMPASS Parent Portal will provide you with:

- Access to immediate school information through your personal computer, smart phone and iPad.
- Your child's Mid-Year and End of Year school reports will be accessible through COMPASS.
- Regular information regarding upcoming events, calendars and school news, relevant to your child will be available.
- The ability to update your registered email and mobile phone number through this portal. Instructions for this can be found in the COMPASS Parent Guide; however it **does not** replace the need to notify the school of changes to contact information.
- Parents are able to report student absences and approve these absences online.
- Parents can email teachers directly through COMPASS for easy communication.
- Excursion management, including making payments and giving permission can be completed online.
- Information and payment facilities will be available 24 hours/day from anywhere with Internet access.
- Booking for Parent/Teacher interviews.

Please go to <https://ormondps.vic.jdlf.com.au/> to access our COMPASS portal and log in using your Username and Password.

Each family will have received their unique username and password from the office. If you have not received this information or are experiencing any issues, please contact the front office for assistance.

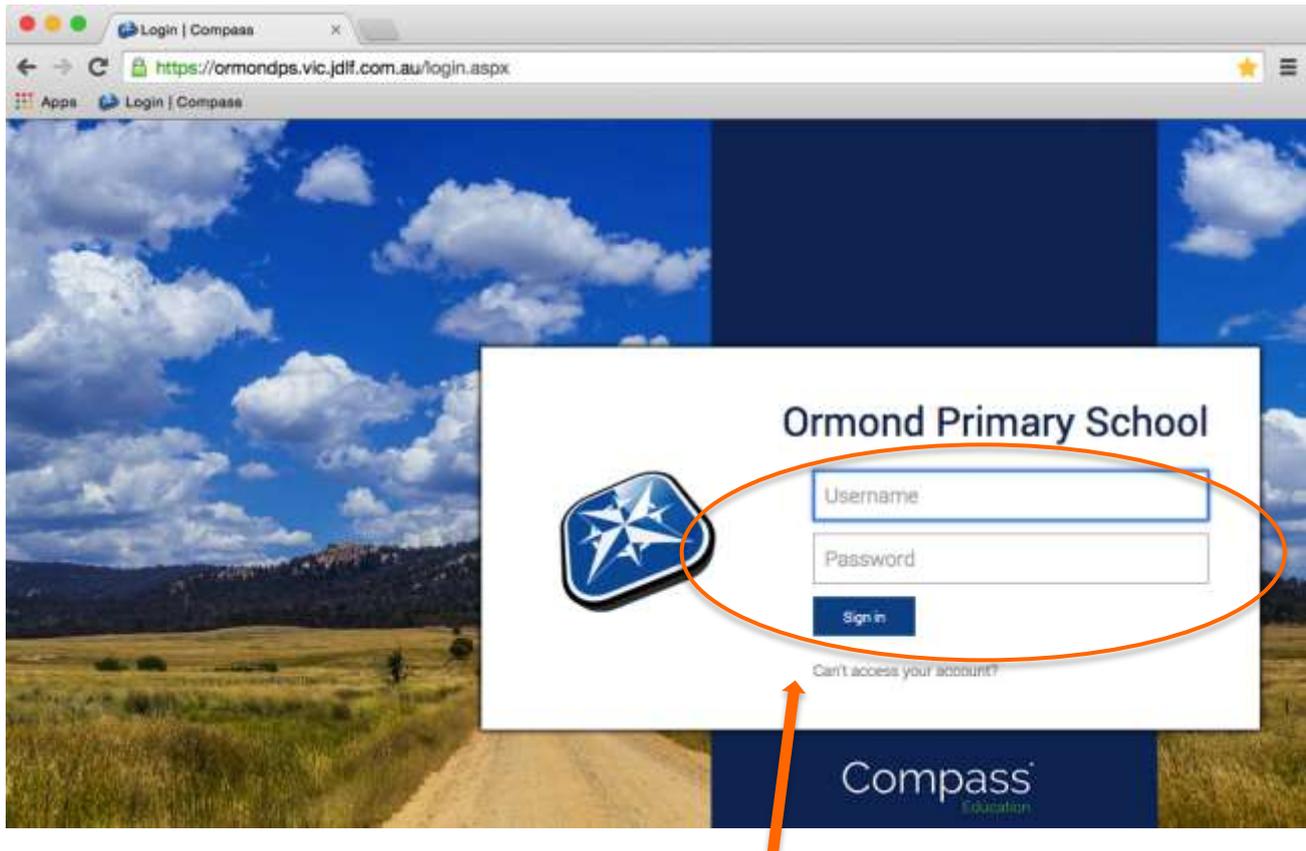
A free of charge COMPASS Application is also available through your smartphone App Store.

## UPDATING CONTACT DETAILS ON COMPASS

Access COMPASS by selecting the COMPASS bookmarking the link <https://ormondps.vic.idlf.com.au/> for future use.

Log in with the details previously sent to you from the school administration. Contact the office if you do not have these details.

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



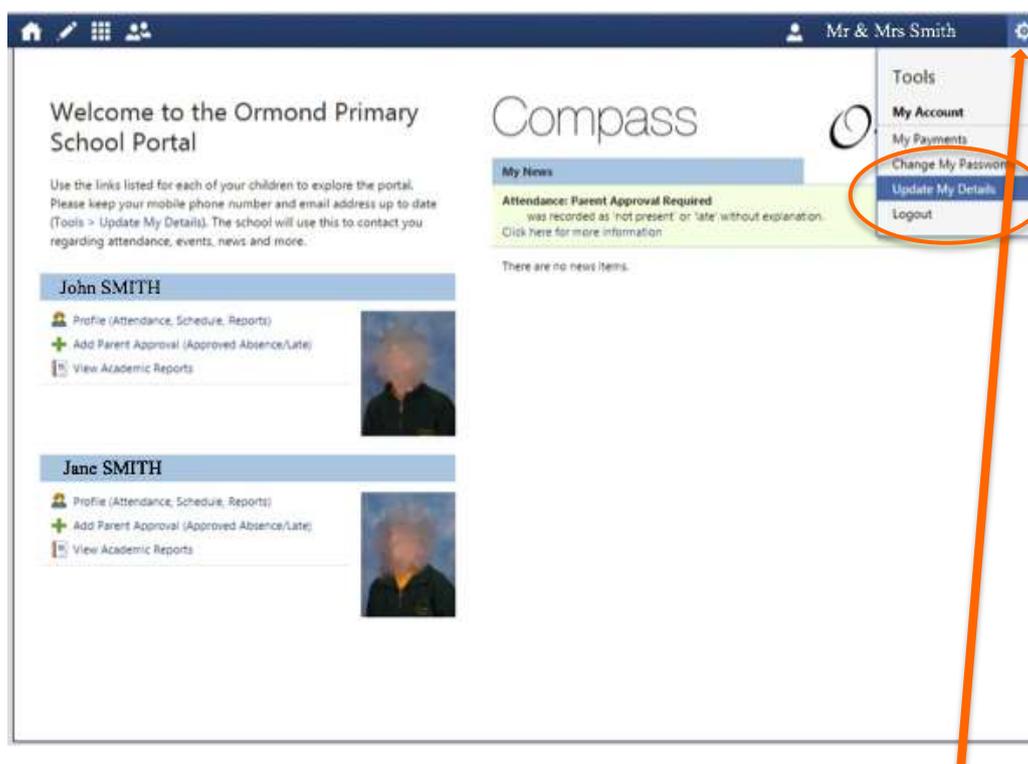
This is your family id and password

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

# HOW TO UPDATE MY PHONE NUMBER AND EMAIL ADDRESS

Once you've logged in the Main Screen will appear with your Child's Details.

Note: It is important that your phone number and email address are up to date as the school uses these details as point of reference when making contact with families. Please ensure to also advise the school office in writing when any changes are made.



Modify your details clicking on the settings menu at the top right.

From there you can:

- "Update My Details" which allows you to update your contact phone number and email address for school alerts
- "Change My Password" can also be found in the menu. Follow the instructions on the screen if you wish to make these amendments. Your password must be numerical.

Note: You are also able to add multiple email addresses for future alerts

# HOW TO FIND CHILD'S PROFILE, ALERTS, SCHOOL NEWS AND MORE

Once you've logged in the Main Screen will appear with your Child's Details.

The screenshot shows the Ormond Primary School Portal interface. At the top right, the user is identified as 'Mr & Mrs Smith'. The main heading is 'Welcome to the Ormond Primary School Portal'. Below this, there is a 'Compass' logo and the Ormond Primary School logo. The page is divided into sections for two children: John SMITH and Jane SMITH. Each child's section includes a profile icon and three links: 'Profile (Attendance, Schedule, Reports)', 'Add Parent Approval (Approved Absence/Late)', and 'View Academic Reports'. The 'Add Parent Approval' link for Jane SMITH is circled in orange. To the right, there is a 'My Alerts' section with a blue box containing the text: 'My Alerts: All these alerts require your action: Attendance Approval, Event Payments/Consents'. Above this is a 'My News' section with a green box containing the text: 'My News: Attendance: Parent Approval Required was recorded as not present or late without explanation. Click here for more information'. A blue arrow points from the 'My Alerts' box to the 'Attendance: Parent Approval Required' alert in the 'My News' section. A green arrow points from the 'My News' section to the 'Attendance: Parent Approval Required' alert in the 'My Alerts' section.

## Student Profile:

Each child in your family has their own profile. Click on Student Profile to view:

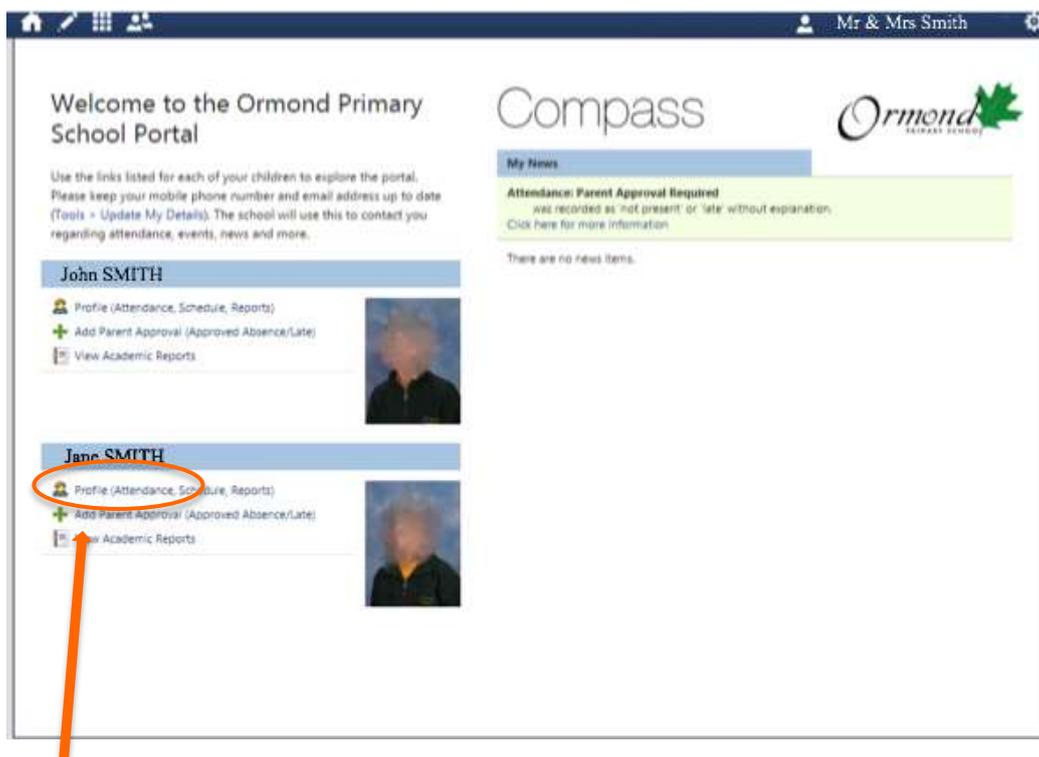
- Daily schedule
- School Attendance
- Details of any upcoming events
- School Reports

## My News:

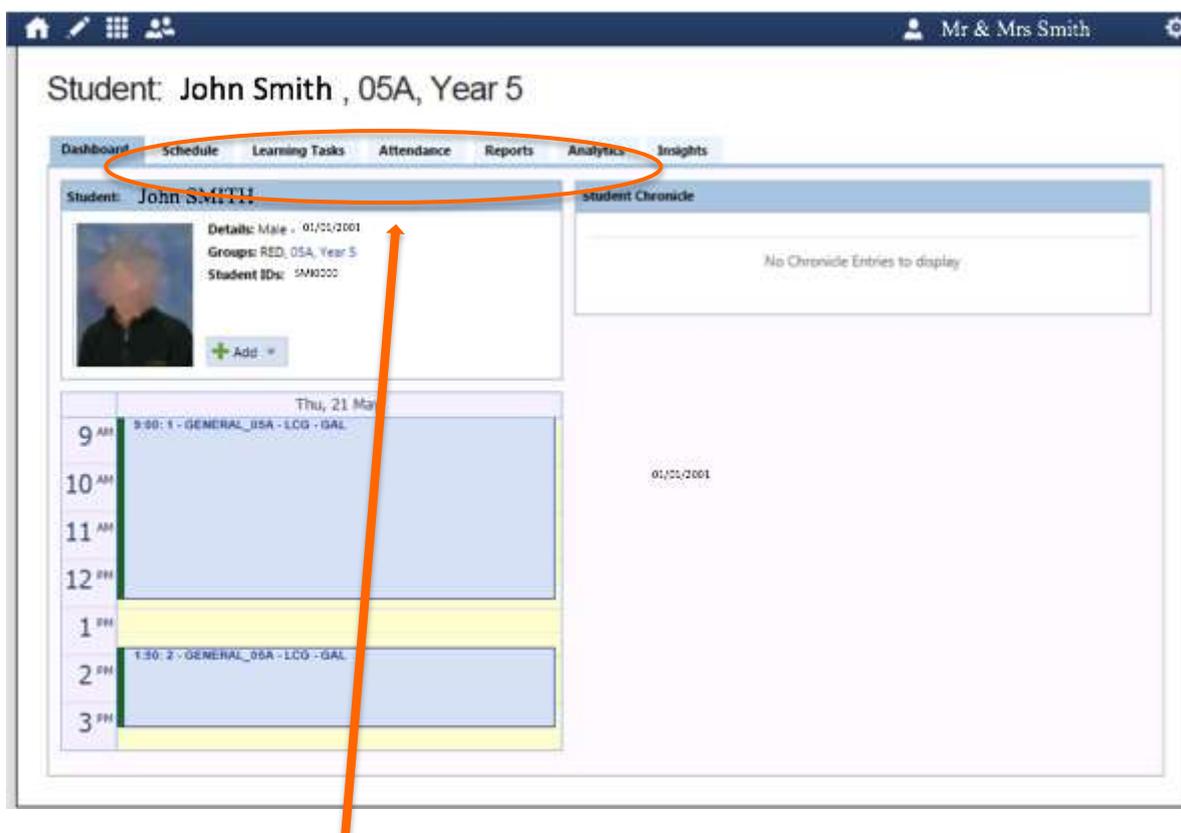
- School notices, messages and information for parents
- iNewsletter Links

**\*\* Please ensure all items in the Alerts section have been completed. Once you have completed the alerts, the alert will disappear from the 'My Alerts' section on the front page.**

# VIEWING YOUR CHILD'S PROFILE, TIMETABLE, ATTENDANCE AND REPORTS

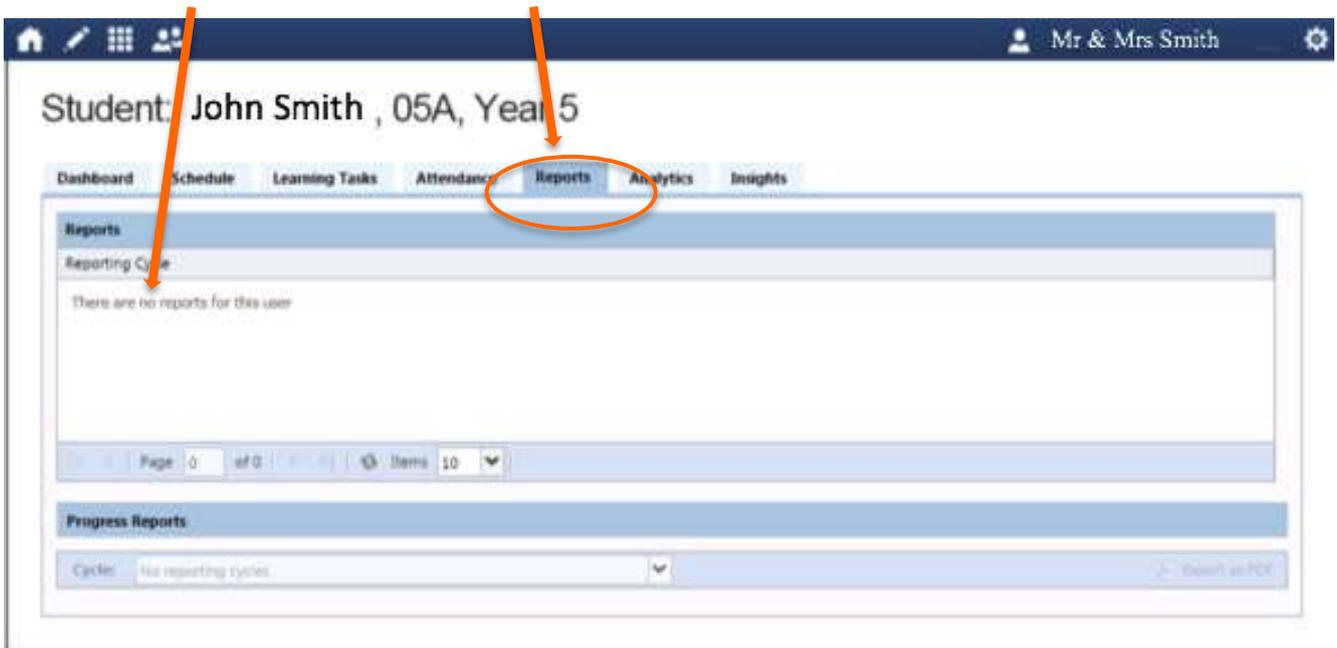


To view your Child's Profile, please click on "Student Profile"



On your Child's Profile page you can select a number of options from the top: Schedule, Attendance, and Reports

Reports will be shown on the “Reports” Tab. All Reports are published in **PDF** format and you will need Adobe Reader to view your child’s reports. You can download Adobe Reader from: <https://get.adobe.com/reader/> It is strongly recommended that parents print and/or save copies of **all** reports for home filing.



Student “Attendance” page shows information about your child’s attendance.

**Daily Activities & Attendance**  
 Currently viewing: 2016/2017

Activity Name	Start	Finish	Att	Excused	Staff	Status
05C144	2016-09-01 AM	2016-09-01 AM	1	0	40	Report
05B102	2016-09-02 AM	2016-09-02 AM	2	0	34	Report
05F104	2016-09-03 AM	2016-09-03 PM	3	0	40	Report
05B4103	2016-09-03 PM	2016-09-03 PM	4	0	40	Report

**Attendance Summary**

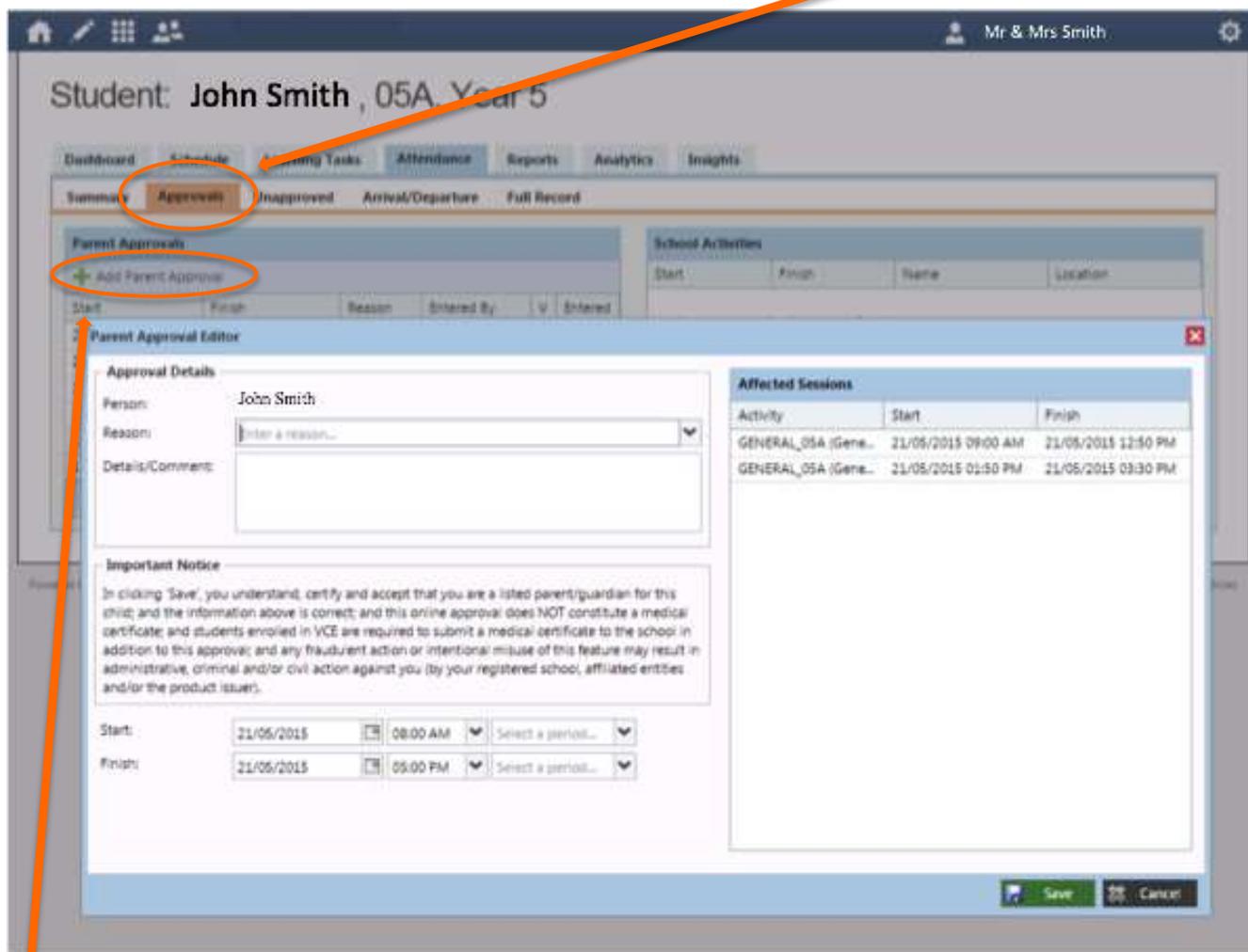
Start	End	Present	Excused	VC%	AC%	VC%	VC%
2016/2016	2016/2016	100%	0%	100%	100%	100%	100%

Subject	Class	Term	Att	+ Class					Total	Percentages			
				Present	Excused	VC%	AC%	VC%		VC%	VC%	VC%	
Year 5 Computing	05C144	100	1	0	0	100	100	100	100	100	100	100	100
Year 5 English	05B102	100	2	0	0	100	100	100	100	100	100	100	100
Year 5 English	05B102	100	1	0	0	100	100	100	100	100	100	100	100
Year 5 Food Technol	05F104	100	3	0	0	100	100	100	100	100	100	100	100
Year 5 French	05F104	100	1	0	0	100	100	100	100	100	100	100	100
Year 5 Learning Res	05B102	100	2	0	0	100	100	100	100	100	100	100	100
Year 5 Mathematics	05C144	100	3	0	0	100	100	100	100	100	100	100	100
Year 5 Physical Edu	05B102	100	2	0	0	100	100	100	100	100	100	100	100
Year 5 Physical Edu	05C144	100	3	0	0	100	100	100	100	100	100	100	100
Totals	-	100	13	0	0	100	100	100	100	100	100	100	100

# HOW TO ENTER AND APPROVE YOUR CHILD'S ABSENCE

From the Attendance Menu you can select a number of sub-menus including **Approvals**

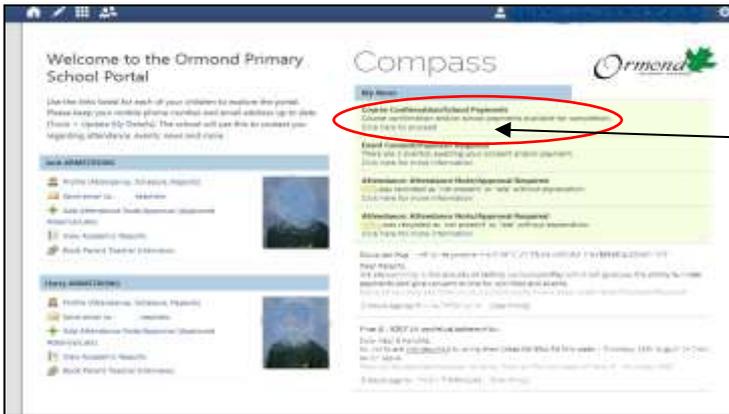


To approve your Child's Absence click on the "Add Parent Approval"

1. Once you have selected **+ Add Parent Approval**.
2. Select the relevant Start and Finish dates and times
3. Use the drop down arrow to select the appropriate *Reason* for the student absence
4. Click on *Save and Accept*

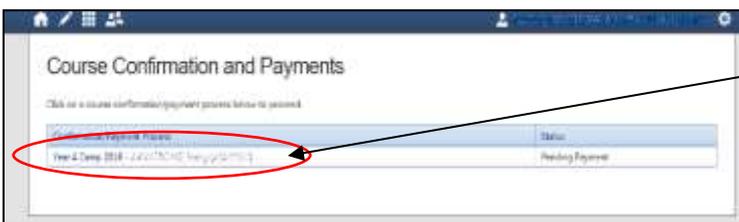
By entering your child's absence on COMPASS on or before the actual day will automatically mark the day (or selected time period) as a Parent Approved Absence. This also informs the school and your child's class teacher that they will not be attending school that day.

# MAKING PAYMENTS VIA COMPASS FOR SCHOOL FEES, BOOKLISTS AND CAMPS

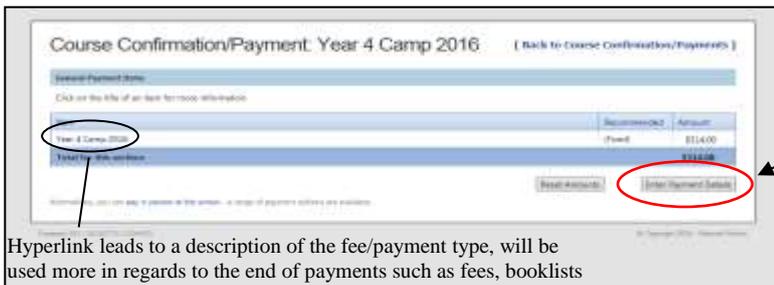


On your Compass Parent Portal home screen in your Alerts

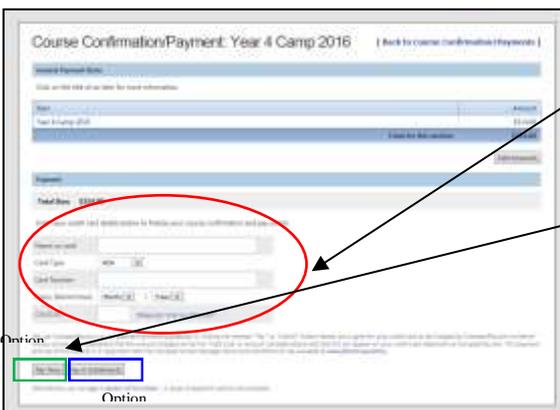
**Step 1** - In your 'Course Confirmation/School Payments' Notification - click on 'click here to proceed'



**Step 2** - Click on this Hyperlink to continue the payment process



**Step 3** - Click on 'Enter Payment Details' button



**Step 4** - Enter in your Credit Card Details

**Step 5 - OPTION A**  
To pay amount in full—click 'Pay Now' button

**Step 5 - OPTION B**  
To create a payment plan click 'Pay in Instalments' button.  
Either 'Confirm' or 'Cancel' the action.

*\*\*please note that these instalments are processed automatically on these nominated dates and cannot be altered.*

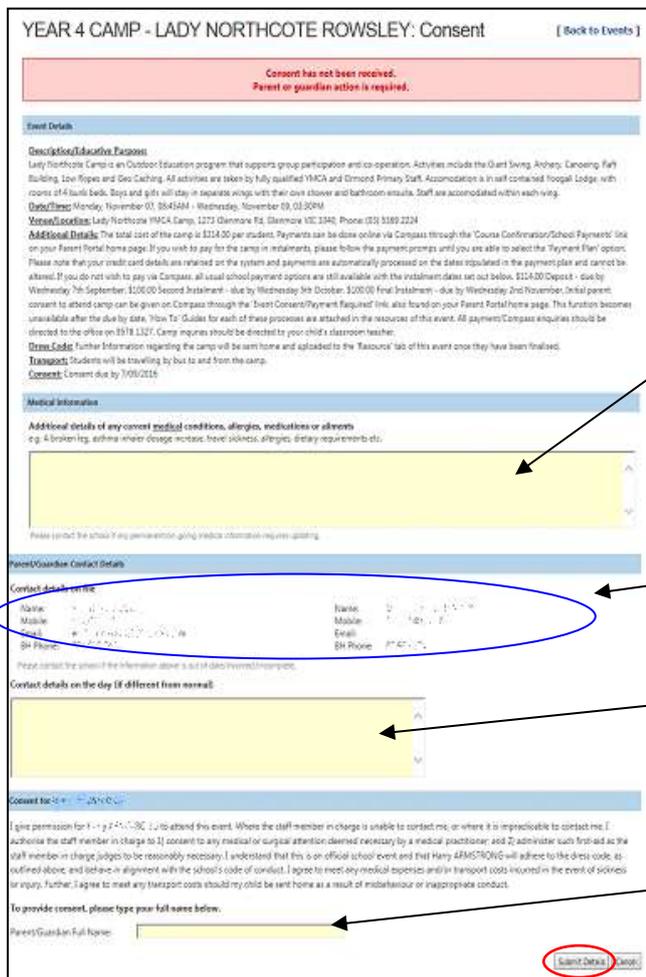
All payment enquiries, including alternative payment options should be made directly to the office.



# MAKING PAYMENTS/GIVING CONSENT VIA COMPASS FOR EVENTS AND EXCURSIONS



On your Compass Parent Portal home screen,  
**Step 1** - In your 'Event Consent/Payment Required' Notification - click on 'Click here for more information' 'click here to proceed'



This contains all the details and requirements of the event/excursion etc. just as if it was the paper notice.

**Step 2** - Enter any additional/current information that may be applicable and the teacher should be aware of. If nothing to add, move on to the next step.

**Step 3 - Part A**  
 Check that all Parent/Guardian contact information is correct and up to date.

**Step 3 - Part B**  
 Make any necessary amendments to the Parent/Guardian contact information.

**Step 4** - Type in your (Parent/Guardian) name - this is your electronic signature.

**Step 5** - Click 'Submit Details'

## \*\*Please Note\*\*

If a payment is required for a specific event/excursion (other than Camps) an extra section will appear on this page for you to enter your credit card details so payment and consent can be processed in one action. Camp payments appear differently so parents have the option of a Payment Plan.