


Compass Guide for Parents



Our Compass website allows you to monitor your child(ren)'s progress, ongoing feedback from Learning Tasks, reports and other functions such as providing approval for excursions. The web address for Compass is wblcoll-vic.compass.education (There is also a link from the College website at www.wblcoll.vic.edu.au.)

When you first access Compass you will be prompted to update your contact details. This ensures that the school can contact you easily.

Home Screen

Once logged in you will see the home screen (shown below). It has some links at the top (which are visible at all times in Compass), a section for your child(ren) that attend the school, and a section showing the latest news that is relevant to you. Clicking on the Home icon  at the top left will always return you to this screen.

Mr & Mrs PARENT

Welcome to the Warrnambool College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Miss STUDENT

- Profile (Attendance, Schedule, Reports)
- Send email to student's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports

1 overdue learning task

Compass

My News

Order your Compass School Photos

You can now order your school photos online. [Click here to proceed.](#)

Course Confirmation/School Payments

Course confirmation and/or school payments available for completion. [Click here to proceed](#)

Senior Netball Training

There will be a compulsory senior netball training tomorrow (Friday 4th March) in preparation for the AFL Cup this Monday 7th March. Meet at the gym at lunchtime tomorrow to collect bodysuits and have a quick training together. Also, make sure you get your consent form signed and handed back TOMORROW to myself or at 16 minutes ago by Kasey OWEN [\[See More\]](#)

Student Actions

There are a number of actions that can be accessed via shortcuts next to the student's photo. Further information on some of these is shown on the following pages.

News Feed

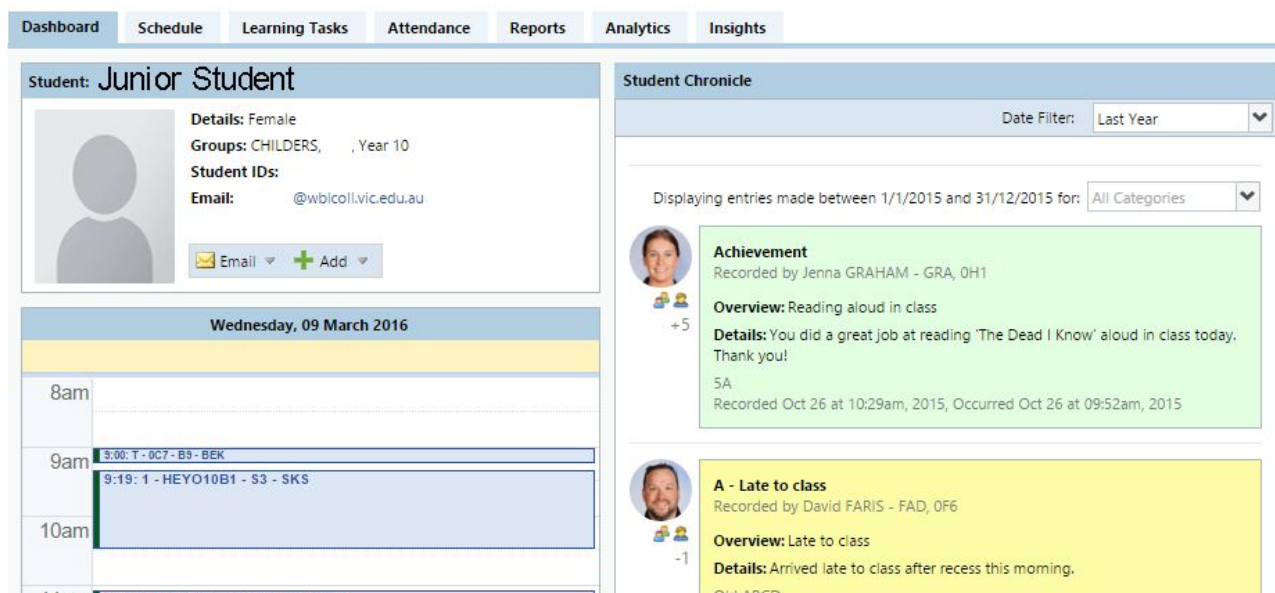
News items that are relevant to you will appear underneath the "My News" heading. At the top of the list will be items requiring your actions, such as payment or consent forms for excursions, and approval of any absences.

Profile

(Attendance, Schedule, Reports)

From the Home screen, clicking on the “Profile” link for one of your children will bring up the dashboard for that student (shown below). This screen has a summary section, the current day’s timetable for the student, and the student chronicle. Note that classes where the roll has been marked by a teacher have a green edge. The student chronicle is a section that allows staff to record any issues related to the student. Entries appear in reverse chronological order (somewhat like entries on a social media site). At the top of the chronicle there may be a graph showing a points tally for our Wow system.

Student: Junior Student



The screenshot shows a dashboard for a student named 'Junior Student'. At the top, there are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. The 'Dashboard' tab is selected. The student's profile information is shown on the left, including a placeholder for a photo, details (Female), groups (CHILDERS, Year 10), student IDs, and email (@wbcoll.vic.edu.au). Below this is a calendar view for Wednesday, 09 March 2016, showing a timetable with a green border for the 9:00-9:19 AM period. On the right, the 'Student Chronicle' section displays a list of entries. The top entry is 'Achievement' recorded by Jenna GRAHAM, with an overview of 'Reading aloud in class' and a +5 points tally. The bottom entry is 'A - Late to class' recorded by David FARIS, with an overview of 'Late to class' and a -1 points tally.

Student Information - Schedule

Clicking on the “Schedule” tab will display the student’s timetable, and any extra curricular activities, for the current week. Other weeks can be accessed by navigating through the calendar.


Student Information - Attendance

The “Attendance” tab has a wealth of information about the student’s attendance. The section at the top displays the current day’s activities and attendance, which enables you to see whether your student was marked present in any of the lessons for that day. The section below displays a summary of attendance for each subject for the year.

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Approving Absences

Outstanding absences can be approved from the home screen: click on the link at the top of the news feed. (Note: if there is no link, there are no outstanding absences). You will be redirected to a page showing any unapproved absences for your student. Each lesson is displayed on a separate line, so if your student is absent for a full day there will be five separate lines for that day. You can approve any absences by selecting the relevant lines, then clicking on the “Parent Approve” icon  and following the prompts.

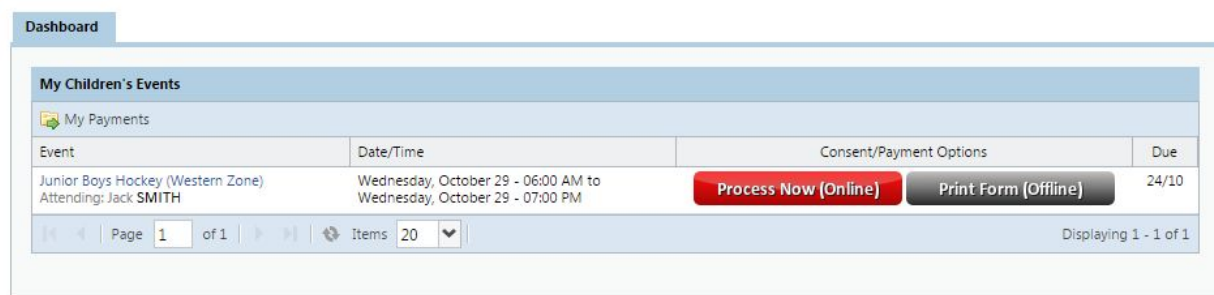
If you want to enter an approval for a future absence (eg: a medical appointment or family commitment), this can also be done from the home screen. Click on the “Add Parent Approval” link

 [Add Parent Approval \(Approved Absence/Late\)](#) and follow the prompts.

Online Payments

If there is an excursion or similar that requires payment, these payments can now be made through Compass. On the home screen, if a payment is required there will be a link titled “Event Consent/Payment Required” at the top of the “My News” section. This link will give you a screen like the one show below.

Events



The screenshot shows a web interface for "My Children's Events". At the top, there is a "Dashboard" tab. Below it, the "My Payments" section is active. A table lists an event: "Junior Boys Hockey (Western Zone) Attending: Jack SMITH". The event dates are "Wednesday, October 29 - 06:00 AM to Wednesday, October 29 - 07:00 PM". The due date is "24/10". There are two buttons: a red "Process Now (Online)" button and a grey "Print Form (Offline)" button. At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "Items 20".


Event	Date/Time	Consent/Payment Options	Due
Junior Boys Hockey (Western Zone) Attending: Jack SMITH	Wednesday, October 29 - 06:00 AM to Wednesday, October 29 - 07:00 PM	Process Now (Online) Print Form (Offline)	24/10

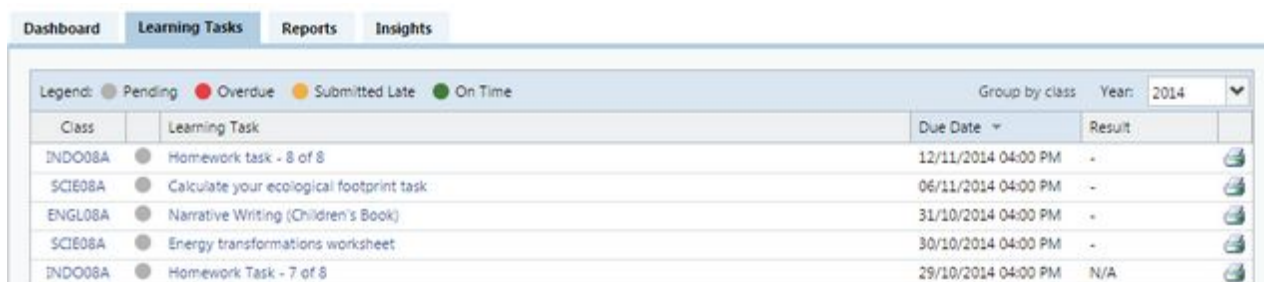
Clicking on the red “Process Now (Online)” button will allow you to approve the excursion and make the payment. If you wish to write a hand-written approval and pay in person, you can print out the relevant form instead.

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Learning Tasks

All CAT's & SAC's will be recorded in Compass as Learning Tasks. You can view all Learning Tasks that have been set for your child(ren) by clicking on the pencil icon  at the top of any screen in Compass, and selecting Learning Tasks. A list of all tasks will appear (see below) in reverse chronological order. You can also click "Group by Class" to sort the tasks by subject. The subject which each task relates to is listed on the left hand side.



Class	Learning Task	Due Date	Result
INDO08A	Homework task - 8 of 8	12/11/2014 04:00 PM	-
SCIE08A	Calculate your ecological footprint task	06/11/2014 04:00 PM	-
ENGL08A	Narrative Writing (Children's Book)	31/10/2014 04:00 PM	-
SCIE08A	Energy transformations worksheet	30/10/2014 04:00 PM	-
INDO08A	Homework Task - 7 of 8	29/10/2014 04:00 PM	N/A

Information about each task can be accessed by clicking on the name of the task. On the task information pop-up, there are two different tabs. The "Task Details" tab shows information such as due date, attachments & submissions. The "Feedback" tab shows any results/grades and comments that have been entered for the task.



Learning Task - CAT 4: Lake Pertobe Field Research Report

Task Details | Feedback

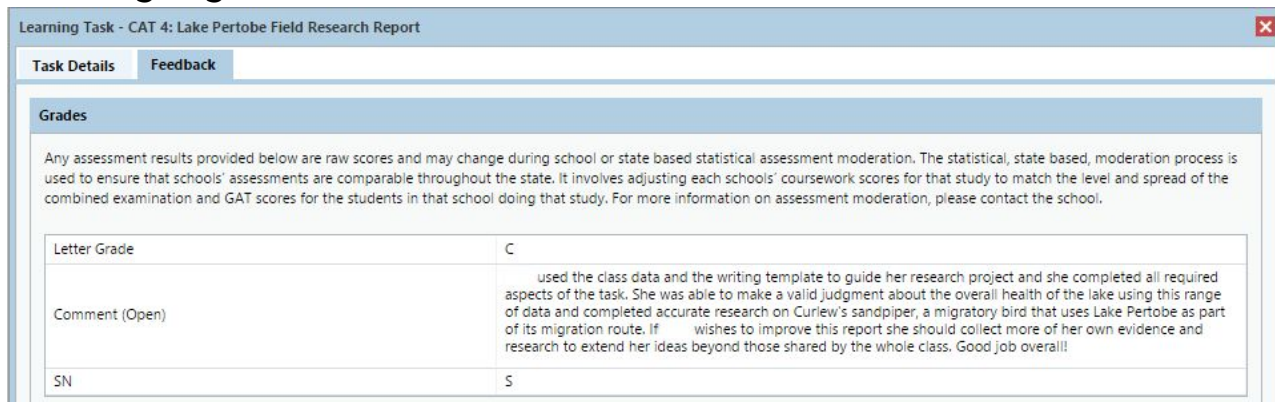
Name: CAT 4: Lake Pertobe Field Research Report
Due Date: 05/06/2015 05:00 PM
Online Submission Enabled: Yes

File Upload | Submitted on time

Filename	Submitted
Lake Pertobe intro.docx	04/06/2015 04:18 PM
Lake Pertobe.docx	04/06/2015 04:18 PM

Students went on an excursion to Lake Pertobe to collect data regarding the healthiness of the three lakes and potential human impact. They then analysed the water samples and used the data collected to complete a full practical report presenting their findings.

This feedback area of the Learning Task is the most effective tool available to monitor you child(ren)'s learning progress and will enable you to share in their ongoing success.



Learning Task - CAT 4: Lake Pertobe Field Research Report

Task Details | **Feedback**

Grades

Any assessment results provided below are raw scores and may change during school or state based statistical assessment moderation. The statistical, state based, moderation process is used to ensure that schools' assessments are comparable throughout the state. It involves adjusting each schools' coursework scores for that study to match the level and spread of the combined examination and GAT scores for the students in that school doing that study. For more information on assessment moderation, please contact the school.

Letter Grade	C
Comment (Open)	used the class data and the writing template to guide her research project and she completed all required aspects of the task. She was able to make a valid judgment about the overall health of the lake using this range of data and completed accurate research on Curlew's sandpiper, a migratory bird that uses Lake Pertobe as part of its migration route. If wishes to improve this report she should collect more of her own evidence and research to extend her ideas beyond those shared by the whole class. Good job overall!
SN	S

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Reports

You can access your child(ren)'s reports directly from the homepage or the students profile page. Here you will see graphs of our ongoing reporting cycles (6 per year). You can download a PDF version of the selected cycle that has a results table and the graphs.

You can also click on any previous years semester reports and this will download/open a PDF file of the report.

Making Bookings for interviews

Parents can make bookings online based on the settings configured within Compass. To make a booking parents can select 'Book Parent/Student/Teacher Interviews' from the Actions button on the Compass home page.



The staff that parents are able to make bookings with is listed under the 'Available Staff', as well as the description and location of the staff members. To view the staff member's availability click on the staff member's name. This will display their schedule including free slots and already booked slots. Bookings cannot be made from this pop-up. To make a booking go back to the previous screen & select the time that you wish to make the booking, a list of the staff members available at that time will appear in the drop down list. Select the staff member you wish to book, and then click 'Update' to save the booking.

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 15:00 PM	Available	27/08 17:40 PM	Available	28/08 16:20 PM	Available
27/08 15:10 PM	Available	27/08 17:50 PM	Available	28/08 16:30 PM	Available
27/08 15:20 PM	Available	27/08 18:00 PM	Available	28/08 16:40 PM	Available
27/08 15:30 PM	Available	27/08 18:10 PM	Available	28/08 16:50 PM	Available
27/08 15:40 PM	Available	27/08 18:20 PM	Available	28/08 17:00 PM	Available
27/08 15:50 PM	Available	27/08 18:30 PM	Available	28/08 17:10 PM	Available
27/08 16:00 PM	Christopher DANIELS	27/08 18:40 PM	Available	28/08 17:20 PM	Available
27/08 16:10 PM	Available	27/08 18:50 PM	Available	28/08 17:30 PM	Available
27/08 16:20 PM	Jacqueline LEWIS	28/08 15:00 PM	Available	28/08 17:40 PM	Available
27/08 16:30 PM	Available	28/08 15:10 PM	Available	28/08 17:50 PM	Available
27/08 16:40 PM	Rowan ZHANG	28/08 15:20 PM	Available	28/08 18:00 PM	Available
27/08 16:50 PM	Available	28/08 15:30 PM	Available	28/08 18:10 PM	Available
27/08 17:00 PM	Available	28/08 15:40 PM	Available	28/08 18:20 PM	Available
27/08 17:10 PM	Available	28/08 15:50 PM	Available	28/08 18:30 PM	Available
27/08 17:20 PM	Available	28/08 16:00 PM	Available	28/08 18:40 PM	Available
27/08 17:30 PM	Available	28/08 16:10 PM	Available	28/08 18:50 PM	Available

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note	Location
Angela CRAWFORD (AC)	ENGLISH Yr7 Teacher	
Christopher DANIELS (CDL)	MATHEMATICS Yr7 Teacher	
Thomas EDWARDS (TEW)	SCIENCE Yr7 Teacher	

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Other Menus

The other options that are available, and some of their features, are listed below.

Teaching and Learning - pencil icon

This menu allows you to access the Learning Tasks for your students, as well as any other relevant school resources that have been uploaded to Compass.

Organisation - matrix icon

This menu allows you to see any excursions (events) your students are attending and to order replacement identity cards for your students.

Community - people icon

This menu allows you make bookings for events such as Parent/Student/Teacher conferences, order photos, and access school documentation such as policies.

School Favourites - star icon

This menu has links to other websites related to Warrnambool College.

Tools - gear icon (far right of screen)

This menu allows you to see any payments you have made through Compass, to update your password and other details, and to log out of Compass.