

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. Search for 'Compass School Manager' in the app store or click the following links.




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

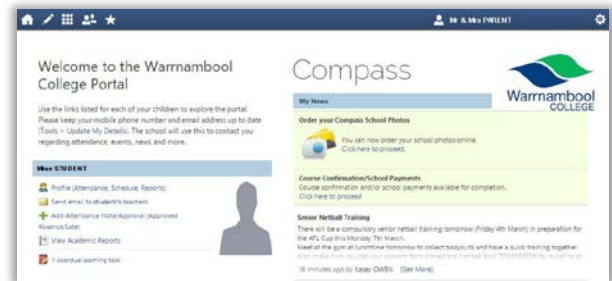
Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable
- Monitor your child's learning tasks
- Download and view your child's progress and semester reports
- Book parent-teacher interviews
- Pay and provide consent for events and school fees

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. It has some links at the top (which are always visible in Compass), a section for your children 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.



STUDENT ACTIONS

There are many actions that can be accessed via shortcuts next to the student's photo.

- Profile
- Send Email to Teachers
- Add Attendance Note/Approval
- View Academic Reports
- Book Parent Teacher Interviews
- View Learning Tasks

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

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 is a summary of the number of posts for each category. There may also be a graph showing a point tally for our demerit and merit system.

The screenshot shows the 'Student: Junior Student' dashboard. It features a navigation bar with tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. The main content is divided into two columns. The left column displays student details: a profile picture, name 'Junior Student', gender 'Female', groups 'CHILDERS', 'Year 10', student IDs, and email '@wblcoll.vic.edu.au'. Below this is a timetable for 'Wednesday, 09 March 2016' with slots for 8am, 9am, 10am, and 11am. The 9am slot is highlighted with a green border and contains the text '9:00: T - 0C7 - B9 - BEK' and '9:19: 1 - HEYO10B1 - S3 - SKS'. The right column is titled 'Student Chronicle' and has a 'Date Filter' set to 'Last Year'. It shows two entries: a green 'Achievement' entry recorded by Jenna GRAHAM, and a yellow 'A - Late to class' entry recorded by David FARIS.


SCHEDULE

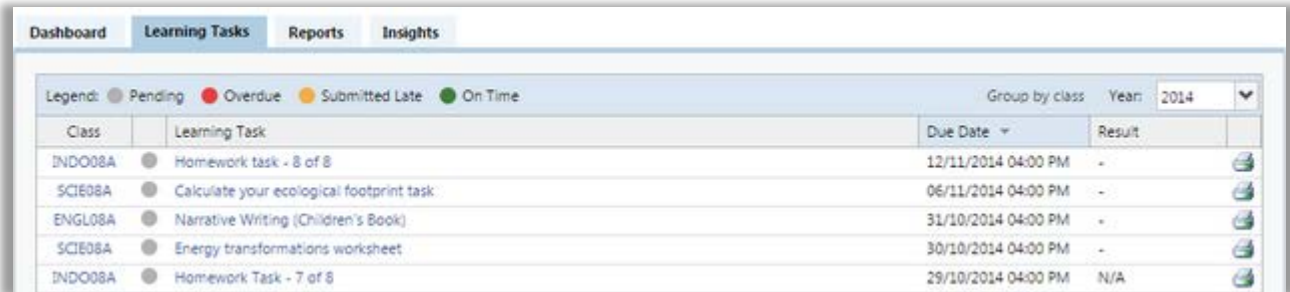
Clicking on the "Schedule" tab will display the student's timetable, and any extracurricular activities for the current week. Other weeks can be accessed by navigating through the calendar. You can also change between the **Week** or **Month** view.

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. You can also approve absences from this screen.

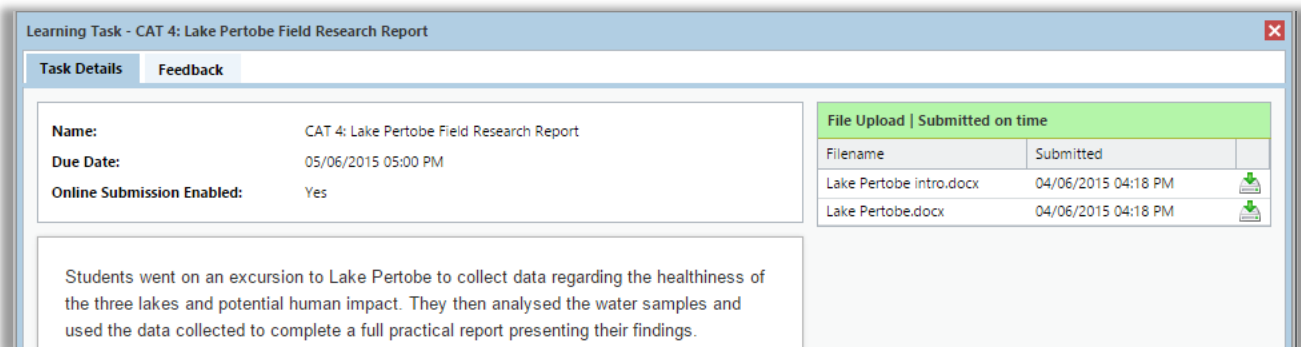
LEARNING TASKS

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 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
IND008A	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	-
IND008A	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

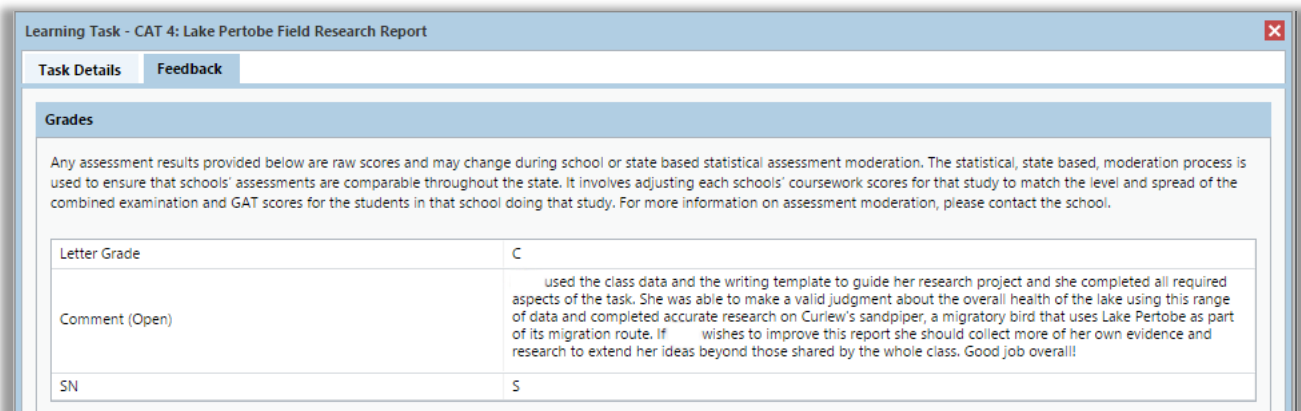
Name: CAT 4: Lake Pertobe Field Research Report
Due Date: 05/06/2015 05:00 PM
Online Submission Enabled: Yes

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 your child'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

APPROVING ABSENCES

Outstanding absences can be approved from the home screen or from the Attendance tab on the student's profile page. You will be directed 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  **Parent Approve** and following the prompts.

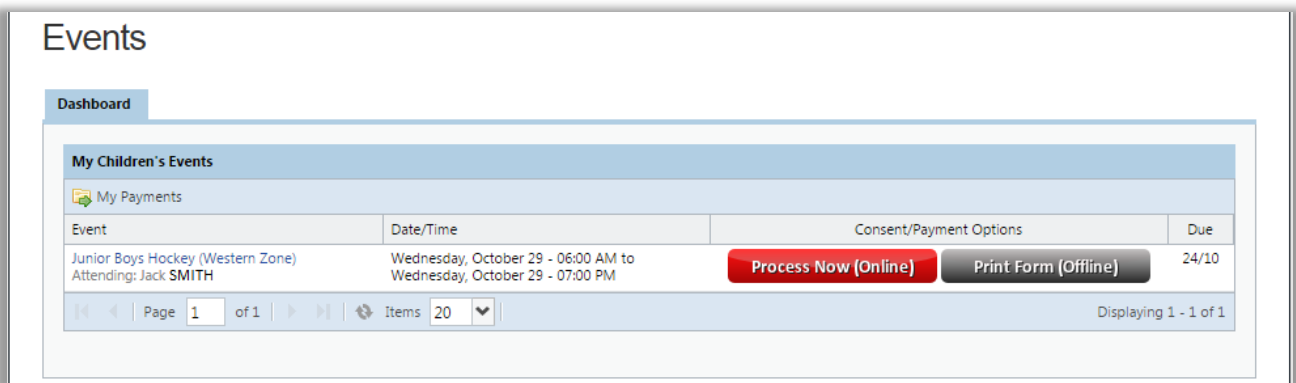
If you want to enter an approval for a future absence (e.g. a medical appointment or family commitment), this can be done from the home screen or Attendance tab on the student's profile. Click on the "Add Parent Approval" link  **Add Parent Approval (Approved Absence/Late)** and follow the prompts.

[MORE DETAILED GUIDE FOR WEB AND PHONE APP AVAILABLE HERE](#)

[PLEASE CLICK HERE FOR A COMPASS INSTRUCTIONAL VIDEO ON ADDING APPROVALS](#)

ONLINE PAYMENTS

If there is an excursion or similar that requires payment, these payments can 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.



The screenshot shows the 'Events' page in the Compass system. It features a 'Dashboard' tab and a section titled 'My Children's Events'. Under this section, there is a 'My Payments' icon and a table of events. The table has columns for 'Event', 'Date/Time', 'Consent/Payment Options', and 'Due'. One event is listed: 'Junior Boys Hockey (Western Zone) Attending: Jack SMITH' on 'Wednesday, October 29 - 06:00 AM to Wednesday, October 29 - 07:00 PM'. The 'Consent/Payment Options' column contains two buttons: 'Process Now (Online)' (red) and 'Print Form (Offline)' (grey). The 'Due' column shows '24/10'. Below the table, there is a pagination control showing 'Page 1 of 1' and 'Items 20'. The bottom right corner of the table area says 'Displaying 1 - 1 of 1'.

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.

ACADEMIC REPORTS

You can access your child'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 year's semester reports and this will download/open a PDF file of the report.

MAKING BOOKINGS FOR PARENT TEACHER INTERVIEWS

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.

A list of parent-teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.

Conferences	
Conference Cycles	
Cycle Name Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 03:50 PM	My Bookings
Cycle Name Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task
- 1 learning task due in the next week

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that time, and then click the teacher's name to make your booking.

Term 2 2017 - Parent Teacher Interviews Print Information/Help

Monday, June 12

11:00 AM	11:10 AM 2 interviews booked	11:20 AM Minerva McGONAGALL Teacher for HE1133B - Transfi...
11:30 AM Compass (JDLF) Admin Teacher for TAF01BUILDING...	11:40 AM	11:50 AM Daniel Keightley Teacher for MA113A - Mathe...
12:00 PM Not available for booking Bookings cannot be made.	12:10 PM Not available for booking Bookings cannot be made.	12:20 PM Not available for booking Bookings cannot be made.
12:30 PM Not available for booking Bookings cannot be made.	12:40 PM Not available for booking Bookings cannot be made.	12:50 PM Not available for booking Bookings cannot be made.
01:00 PM	01:10 PM Minerva McGONAGALL Teacher for 10DADA - Dark ...	01:20 PM

Harry POTTER

Teachers

Aurora SINISTRA
12PTHB - Astronomy Year 12
Interview Welcome

Rolanda HOOCH
09ALCA - Alchemy Yr 9
Interview Welcome

Minerva McGONAGALL
HE1133B - Transfiguration Year 12
Mon 12/06 11:20 AM

[DETAILED GUIDE FOR WEB AND PHONE APP AVAILABLE HERE](#)

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.

LINKS TO OTHER DOCUMENTATION

[COMPASS PARENT HANDBOOK](#)

[COMPASS GUIDE – APPROVING ABSENCES](#)

[COMPASS GUIDE – BOOKING PARENT TEACHER INTERVIEWS](#)