

11th February 2016

COMPASS UPDATE and 1:1 PERSONAL DEVICE INFORMATION SESSIONS

Dear Parents and Carers,

The start of the school year has seen us move further into the use of the COMPASS school management platform. As with any change to how we communicate, there will be a period of adjustment as the 'new' becomes the 'normal'.

The introduction of the Compass School Management System means that we have been able to begin streamlining our parent communications. We have been able to significantly reduce the number of paper notices, reminders and newsletters that are being sent home and enabled anywhere-anytime access to school documents and information. We can now target messages to only those grades or year level groups that it relates to.

There is a free Compass App that is available for Apple and Android devices. Search for 'Compass School Manager' in iTunes or Play Store to locate this and install. The app allows you to view your dashboard and read messages to stay up to date with what is happening here at school.

Viewing documents and other files and attachments is best done through a computer or tablet device.

If you don't have access to a computer or tablet device at home, let us know. We can work out how best to support you to stay connected with the school. The computers in our school library are available for you to use to log in.

If you are having difficulties accessing Compass, please contact the General Office and we can assist you with your enquiry.

What are we already using Compass for?

When you log into Compass you will already be able to:

- check Grade timetables – updated for each class each term.
- view and download student semester reports – both 2015 student reports are currently available.
- read our Newsletters – updated weekly.
- see the Calendar of events – a live calendar of events for the remainder of the year.
- book Parent Teacher conferences – continuing the process that we introduced in 2015.
- Communicate with teachers
- Update email and telephone contact details.
- Monitor homework tasks

What will be introduced next?

- We will commence roll marking through Compass on Monday 15th February. You will be able to check your child's attendance status each day through your portal and you will be able to approve absences and confirm late arrivals online. We have attached a guide sheet to assist you and we are available to help should you encounter any difficulties.
- Student learning tasks for Years 3 - 6 will become visible across the remainder of the term. As a parent or carer, you will be able to view the details of key learning tasks that the students are undertaking. Feedback on learning provided by teachers will be included for each task instead of waiting for a summative comment on the current student report card. This will be connected to the 1:1 personal device program that was also implemented this year.
- Curriculum Overviews will be uploaded early next week and then at the commencement of each term. This replaces the paper copy of this document that we send home to each family.
- Parent payments and excursion approvals. We are currently deciding when the best time would be to replace our current process with this module.

1:1 Personal Device Program Year 3 - 6

The personal devices have been imaged and issued to students in Years 3 – 6. Staff and students have commenced using use these devices to enhance and support learning.

We will be conducting information sessions for parents and carers of students in Years 5 and 6 to outline information relating to the students taking home the 1:1 personal devices.

Parents are asked to book in for one of the three sessions that have been scheduled on the 29th February 2016.

The session times are: 2:30pm – 3:15pm OR 4:00pm – 4:45pm OR 5:45pm – 6:30pm. The sessions will run in the Nganagee Senior School Building. Please notify your child's grade teacher of which timeslot you are able to attend.

Mr Liam Jury is able to be contacted with any questions relating to the information sessions.

Parent Guide to Parent Approvals and Absence Reporting

Parent Guide

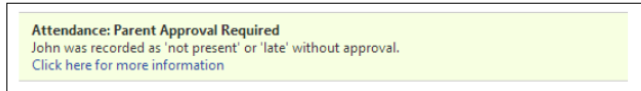
[Knowledge Base](#) > [Attendance](#) > [Parent Guide](#)

Unexplained Not Present/Late Attendance statuses

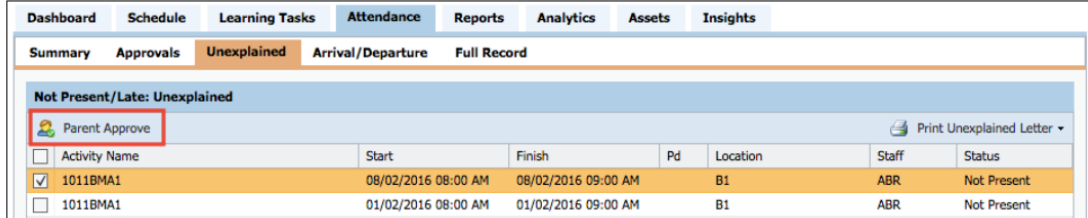
If a school has the Parent Login module enabled within their Compass portal, the parents will be able to access the record(s) or their student(s) via Compass. They can also enter parent approvals directly into Compass.

When a parent logs into Compass they see a list of their student(s) on the left hand side of the screen.

If the student has any unexplained absences that need approving an alert will appear in the top of the right hand side of their Compass homepage.



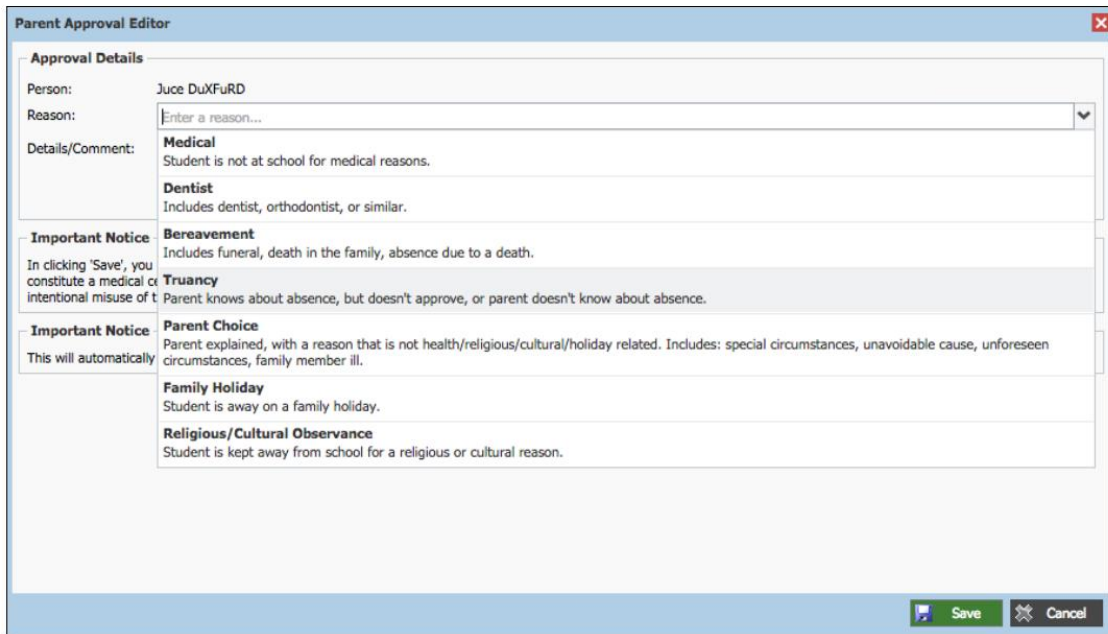
By clicking on this alert they will see a list of all of the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the sessions that they want to approve and then click the "Parent Approve" button at the top of the grid.



Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> 1011BMA1	08/02/2016 08:00 AM	08/02/2016 09:00 AM		B1	ABR	Not Present
<input type="checkbox"/> 1011BMA1	01/02/2016 08:00 AM	01/02/2016 09:00 AM		B1	ABR	Not Present

Parents have access to a modified pop up window which restricts the information that a parent can enter. For example a parent cannot enter a student with a "Medical Certificate" approval, nor can they see the "VCE Approved" tick box.

This will add a Parent Approval into the system, with the creator listed as the parent account.



Parent Approval Editor

Approval Details

Person: Juce DuXfURD

Reason: Enter a reason...

Details/Comment: **Medical**
Student is not at school for medical reasons.

Dentist
Includes dentist, orthodontist, or similar.

Important Notice **Bereavement**
Includes funeral, death in the family, absence due to a death.

Important Notice **Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Important Notice **Parent Choice**
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Family Holiday
Student is away on a family holiday.

Religious/Cultural Observance
Student is kept away from school for a religious or cultural reason.

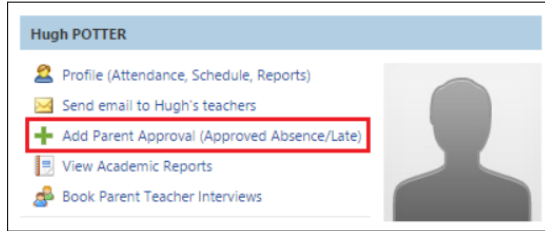
Save **Cancel**

Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval needs amending.

Parent Guide to Parent Approvals and Absence Reporting

Adding a Parent Approval

Parents can also add approvals ahead of time using the Action Button next to their student's name from the Compass home page. This allows them to add an approval and select the date range for the approval.



Clicking on the "Add Parent Approval" option will open the Parent Approval Editor screen. Parents can select a category, add notes and also select a date range for the approval. Once these details are entered, click on the "Save" button and this information will be recorded against the student's attendance approvals tab on their profile.

The screenshot shows the 'Parent Approval Editor' window. It contains the following sections:

- Approval Details:**
 - Person: John ABBOTT
 - Reason: Parent Choice
 - Details/Comment: (empty text area)
- 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).
- Start:** 22/04/2014 08:00 AM (with a calendar icon and a 'Select a period...' dropdown)
- Finish:** 22/04/2014 05:00 PM (with a calendar icon and a 'Select a period...' dropdown)
- Affected Sessions:** A table listing sessions affected by the approval.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Activity	Start	Finish
9FDBB1	22/04 - 09:00 AM	22/04 - 09:56 AM
9FDBB1	22/04 - 09:57 AM	22/04 - 10:53 AM
9TUTF	22/04 - 11:19 AM	22/04 - 11:33 AM
9MAF	22/04 - 11:34 AM	22/04 - 12:30 PM
9HUF	22/04 - 01:21 PM	22/04 - 02:17 PM
9HUF	22/04 - 02:18 PM	22/04 - 03:14 PM