Using Compass – Parent Handbook

This document outlines the basic parental access to the COMPASS online learning environment we use at GWSC and provides information on how to navigate its various features to monitor your child’s academic progress.

LOGIN
Access to COMPASS is made through a browser (Internet Explorer, Chrome) by using the following web address: https://gwsc-vic.compass.education

You can also access via the school website: http://gwsc.vic.edu.au and click on the Compass/Parent Portal link in the top right of the page.

The school will send you a letter containing your Family ID (Username) and Password, this letter needs to be kept in a safe place. Enter your details into the fields on the screen and click Sign in.

If this is the first time you have logged into the COMPASS system you will need to check your details and update where necessary.
Accessing Student Information
You will be taken to the Home screen containing your child/children at GWSC. Each child has individual links for you to view Profile Information, check Learning Tasks, Book Parent Teacher Interviews and view Reports.

My News on the right of the page lists important information for parents including Event and Attendance alerts.

Click Profile to view all information for an individual student. This link takes you to your child’s Dashboard page. You are able to see their details and schedule for the day. Student Chronicle lists important information specific to your child set out in different categories that you can filter.
Using the Tabs across the top of the profile page you can view Student information, Timetabled classes, Access to Learning Tasks, Attendance Data, Student Reports, and data from Educational benchmarking like AusVELS and Naplan through the Analytics Tab.

**Email your child's teachers**

Clicking the **Email** link on the dashboard page will open a window for you to write your email and select the teacher/teachers who are going to receive the email.

To remove a teacher from the recipients list click on the **X** beside their name.

To add a teacher not on the displayed list, click **Add Recipients** and choose the teacher from the dropdown list that appears.

Click the **Send** button at the bottom of the window when you have finished compiling your email.

*Please note that any correspondence back from a teacher will go to your email address recorded on the system.*
Learning Tasks

Learning Tasks are accessed by clicking the Learning Tasks tab on the Student Profile page.

Coloured dots next to each task indicate whether the task is Pending, Overdue, Submitted Late or On Time. The Due Date of each task (if applicable) is shown to the right of the task.

Click on the name of the Learning Task you wish to view. The task details and feedback (if entered by the teacher) will be displayed. If an online submission was a requirement of the task; the file submitted will be available to download.

By clicking on the Feedback tab you can view the grade/mark you child received and any teacher comments.
School Resources

School Resources are used to supplement the learning of a subject and are accessible from a class page. From the Student Profile page select the class from the day schedule or alternatively click the Schedule tab and view the current week with all classes listed.

Once redirected to the Class you will be on the Class dashboard, select the Resources tab and all resources are available to view.

Learning Tasks specific for this class can also be viewed by clicking on the Learning Tasks tab.
Viewing Reports
To access Reports you can either click on the Reports tab from the student profile:

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Schedule</th>
<th>Learning Tasks</th>
<th>Attendance</th>
<th>Reports</th>
<th>Analytics</th>
<th>Insights</th>
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</thead>
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Or Click on View Academic Reports

All reports for the student will be held here as an archive for easy access, just click on the required report and it will open as a PDF file that you can print at home and/or save to your computer.

Progress reports are released early in the new academic year, and give an indication of how your child is performing based on their study habits. This grid sits at the bottom of the reports page and also allows you to go back to previous years.
Parent Teacher Interviews
You will be advised when Parent Teacher Interviews are scheduled on My News

Click on the link Book Parent teacher Interviews to access the booking sheet.

Each booking is for a six minute interview with a teacher. To book you click on the time for the interview and check the list of teachers available. Select the teacher in the list you want to see and click Update. If the teacher you want to see is not listed in that specific timeslot, you will need to continue to select timeslots until you find a suitable interview time.

To change a booking you need to unselect the teacher from the current interview time and then select the new interview time and the teacher you wish to see.

For a print out of the interviews you have booked click on Print All Bookings on the right side of the page.
Attendance

The Attendance tab displays your child’s attendance records and gives access to further tabs that give more details about Approved and Unapproved absences, late Arrivals and early Departures.

A full record and archive of attendance is also available for each child for you to view.

Consent and Payment for Events

Events for your child requiring Consent and Payment will be displayed at the top of the My News section. Click on the Click here for more information link to make online consent and payment at your convenience.

Alternatively you can access the list of events by hovering over the Organisation icon in the top menu and select Events, the Events Dashboard will be displayed.

Event details can be viewed by clicking on an event. If Payment and Consent is required you can process this online by clicking on the Process Now button, or you can print a form to process offline. It is strongly advised that you use the Online option where available to streamline the process.
Parent Payments
Families can now make Parent Contributions via Compass. My News will feature an item called Course Confirmations/ Payments on the parent Compass home page.

By following the link parents are able to make full payment or choose an instalment plan, if required. You will need to check the subjects your child has been enrolled in and approval is given before you can make any payment.
**Start Page Menu**

At the top left of the Home Screen series of icons that allow you to navigate and access several features of Compass.

![Icon with a house symbol](image)

**HOME**

Returns you to the Home Screen from all other pages.

![Icon with a calendar symbol](image)

**CALENDAR**

Clicking this icon takes you to a calendar that displays your child or children’s schedule for the current week. It also displays School Events such as curriculum days, sport days, camps and excursions.

![Icon with a pencil symbol](image)

**TEACHING AND LEARNING**

Under the Teaching and Learning menu you can access your child or children’s Learning Task and School Resources.

![Icon with a grid symbol](image)

**ORGANISATION**

Click on the Organisational icon and a pop-down menu appears. Events and Course Confirmation/Payments can be accessed.

![Icon with a person symbol](image)

**COMMUNITY**

By Clicking on the Community icon you can choose to make bookings for Parent/Teacher/Student interviews when they are available. There is also a link to School Documentation outlining school policies, calendars, camp details, assessment and reporting documentation.

![Icon with a star symbol](image)

**SCHOOL FAVOURITES**

Under the Star menu you can access the school’s external website.

**Tool menu**

To access the Tools menu click on the icon in the top right of the home page next to your name.

This menu allows you to see Payments you have made and their status, order a new identity card, change your password, update your details and logout.