# 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**
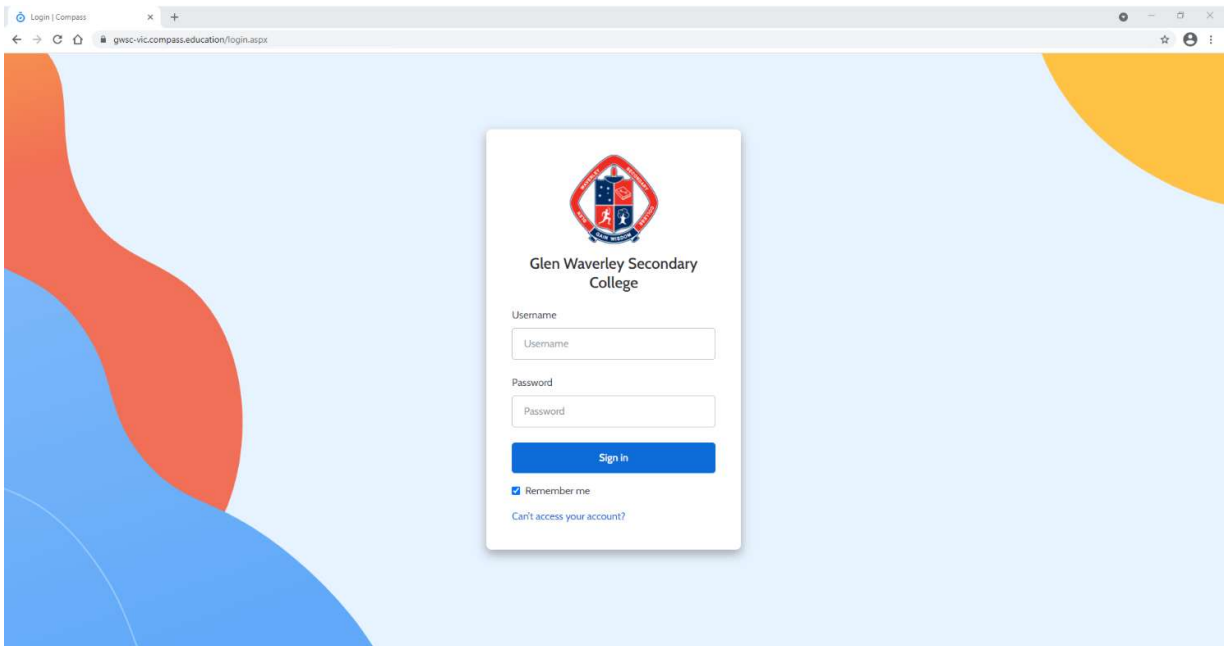
You can also access via the school website **https://gwsc.vic.edu.au** Scroll down and click on the **Compass** icon.

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.

Welcome to the Glen Waverley Secondary College Parent Portal

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mobile	
Email (Adult A)	
Email (Adult B)	

Update My Details

I don't have these details

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@jdlf.com.au

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.
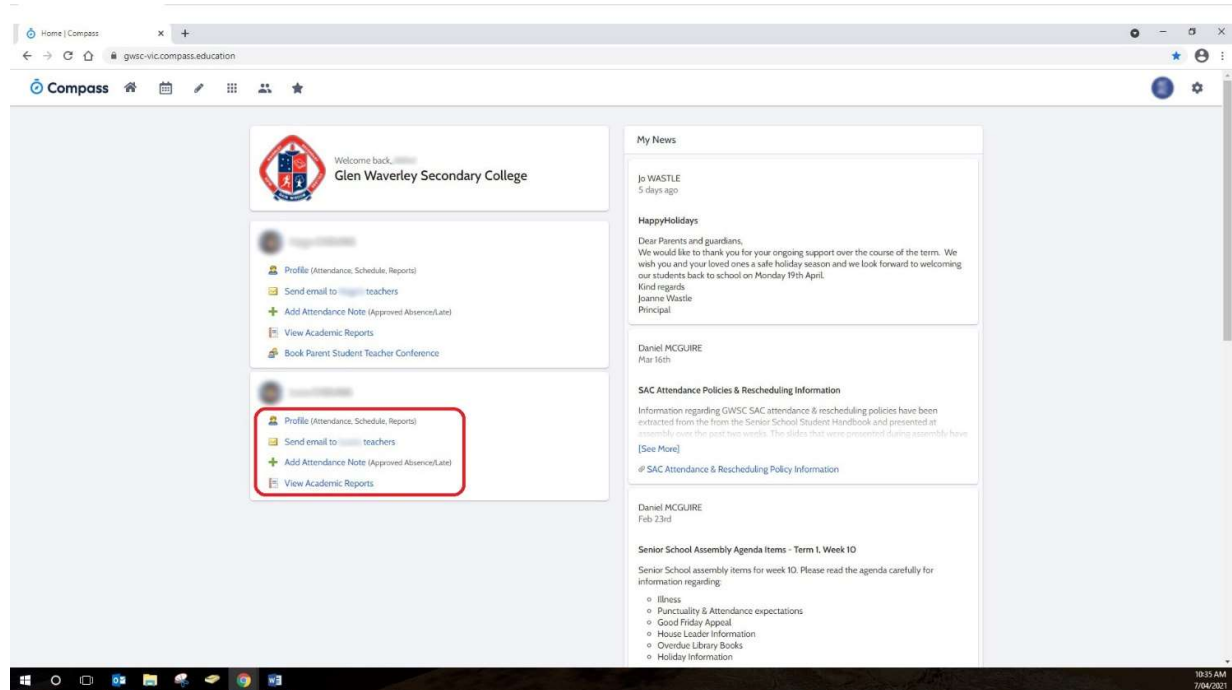
Click **Profile** to view all information for an individual student. This link takes you to your child's **Dashboard** page. You are able to see their details and schedule for the day. **Student Chronicle** lists important information specific to your child set out in different categories that you can filter.

| Dashboard | Schedule | Learning Tasks | Attendance | Reports | Insights |
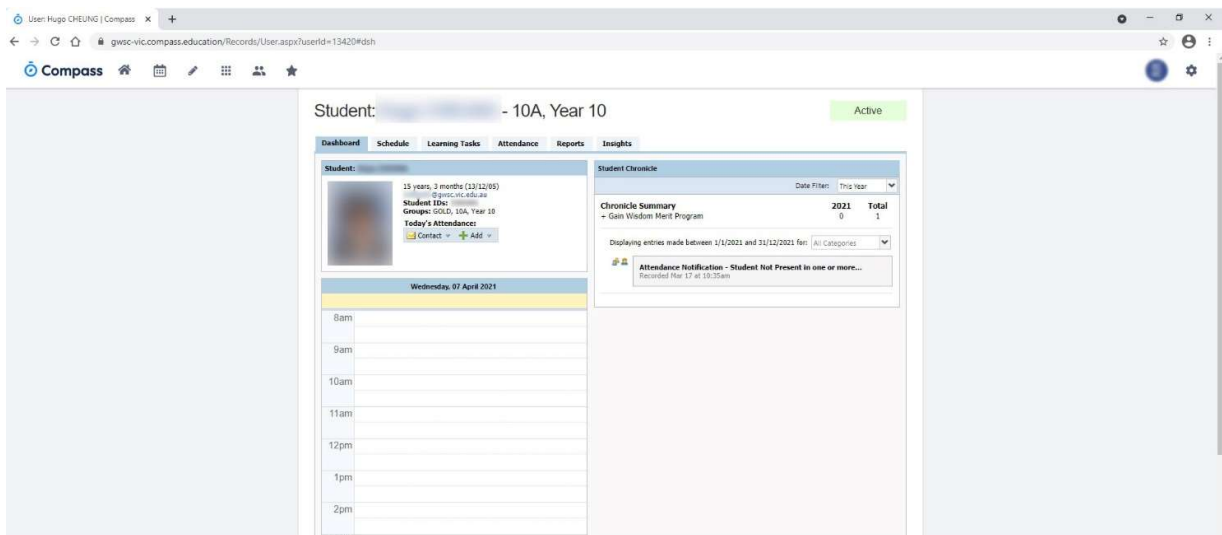
Using the Tabs across the top of the profile page you can view Student information, Timetabled classes, Access to Learning Tasks, Attendance Data, Student Reports, ==and data from Educational benchmarking like AusVELS and Naplan through the Analytics Tab.==

Email your child's teachers

Clicking the ✉ Send email to Hugo's teachers link on the dashboard page will open a window for you to write your emailand select the teacher/teachers who are going to receive the email.

To remove a teacher from the recipients list click on the ❌ 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.

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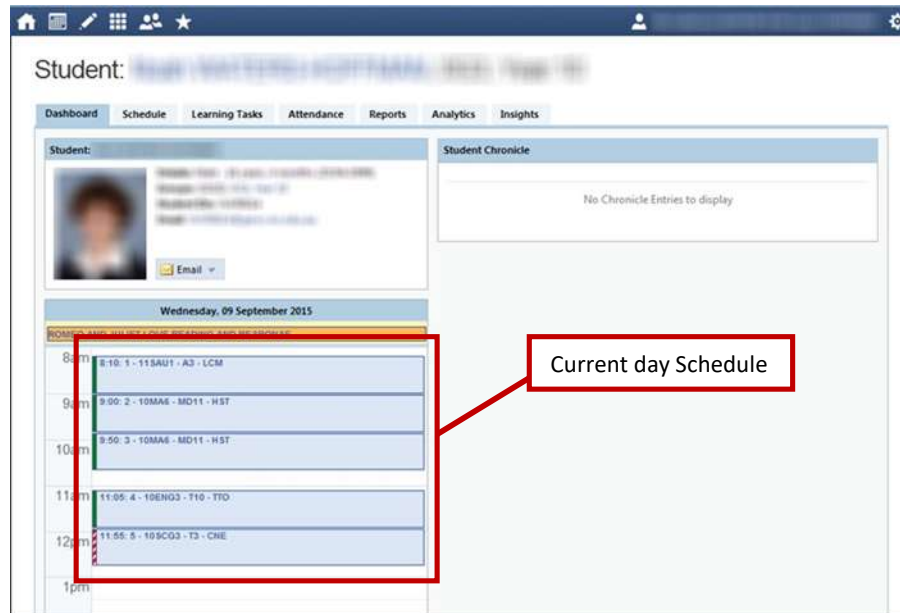
Once redirected to the Class you will be on the Class dashboard, select the **Resources** tab and all resources are available to view.

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:
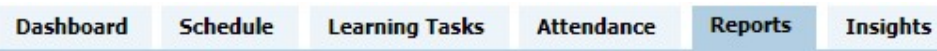
Or Click on **View Academic Reports**

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.
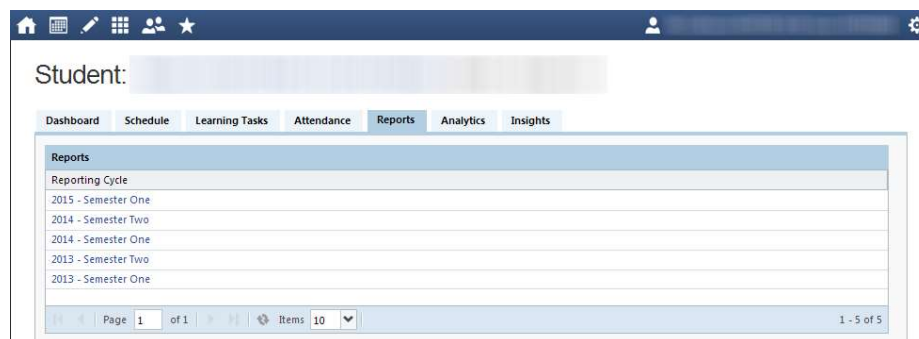
Progress reports are released early in the new academic year, and give an indication of how your child is performing based on their study habits. This grid sits at the bottom of the reports page and also allows you to go back to previous years.

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.
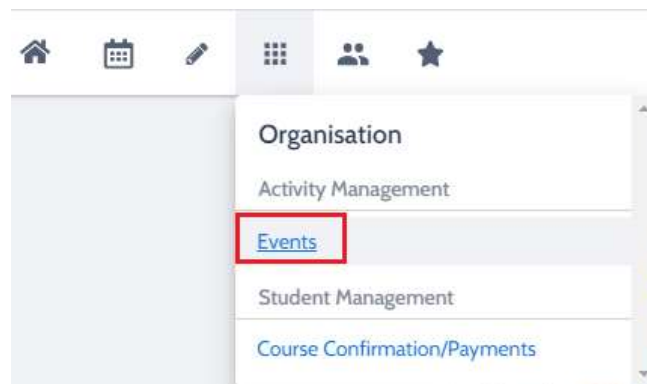
Event details can be viewed by clicking on an event. If Payment and Consent is required you can process this online by clicking on the Process Now button, or you can print a form to process offline. It is strongly advised that you use the Online option where available to streamline the process.

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 you child has been enrolment 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.

🏠 HOME

Returns you to the Home Screen from all other pages.

📅 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.

✏️ TEACHING AND LEARNING

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

⚏ ORGANISATION

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

👥 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.

★ SCHOOL FAVOURITES

Under the Star menu you can access the schools 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.

Tools

My Account

My Files

My Payments

Saved Cards

My CompassIdentity Card

Change My Password

Update My Details

Logout