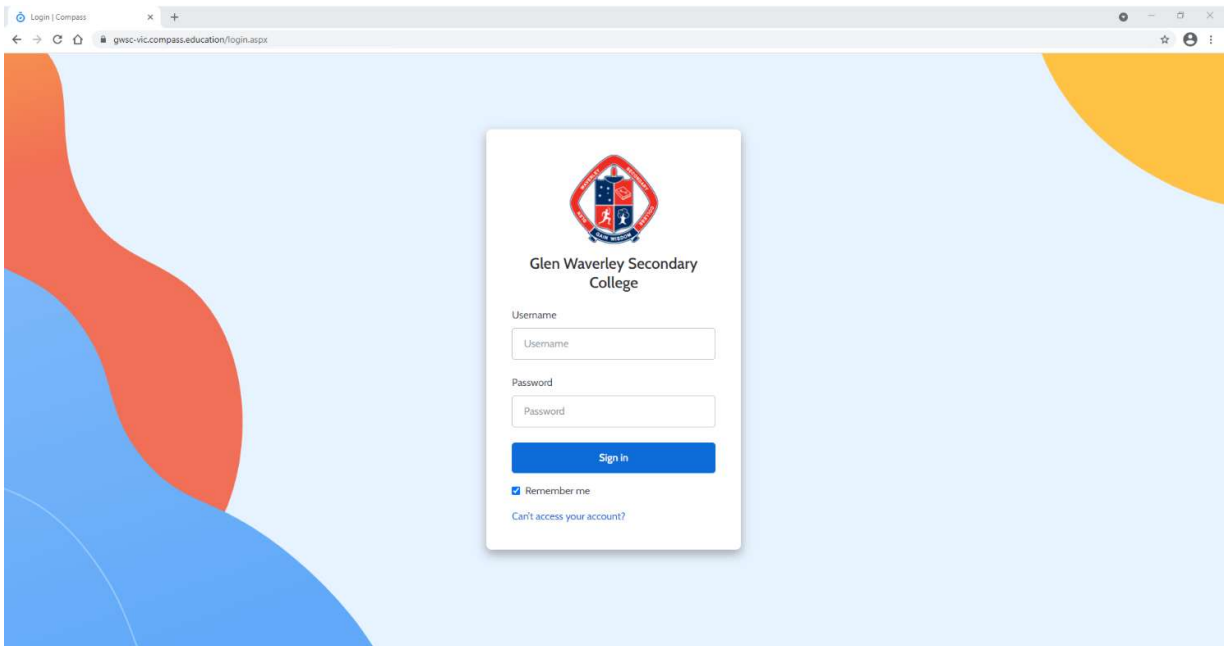


Using Compass – Parent Handbook

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.

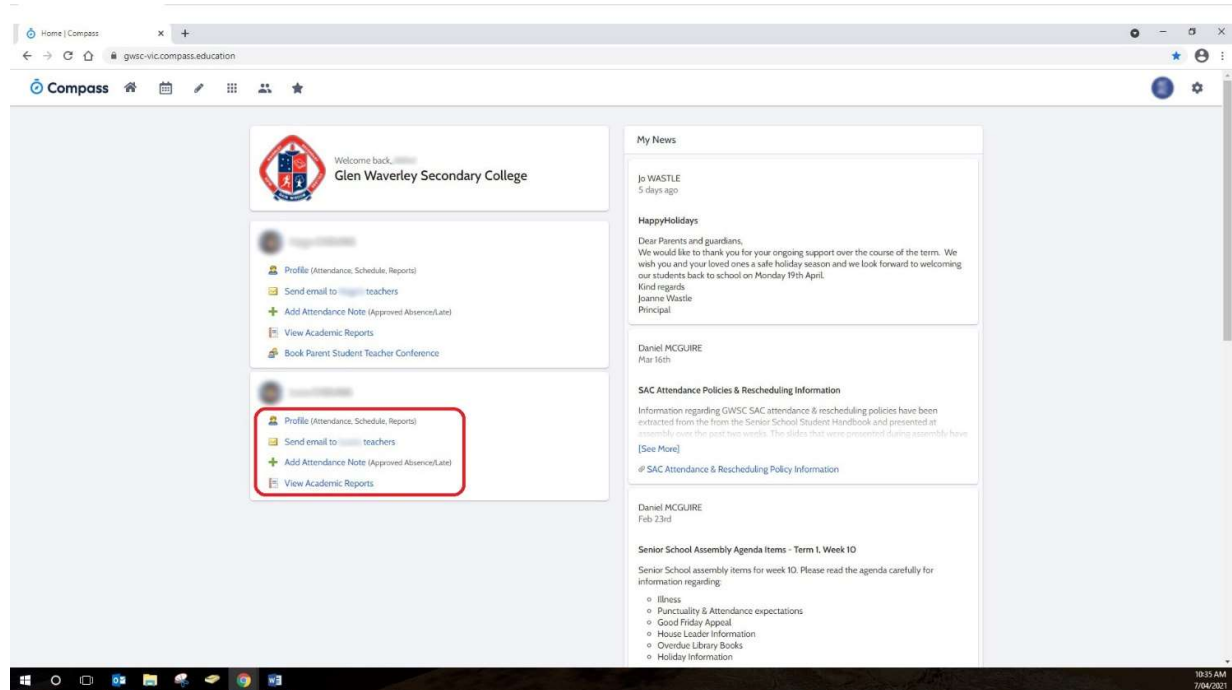
The school will send you a letter containing your Family ID (Username) and Password, this letter needs to be kept in a safe place. Enter your details into the fields on the screen and click **Sign in**.

If this is the first time you have logged into the COMPASS system you will need to check your details and update where necessary.

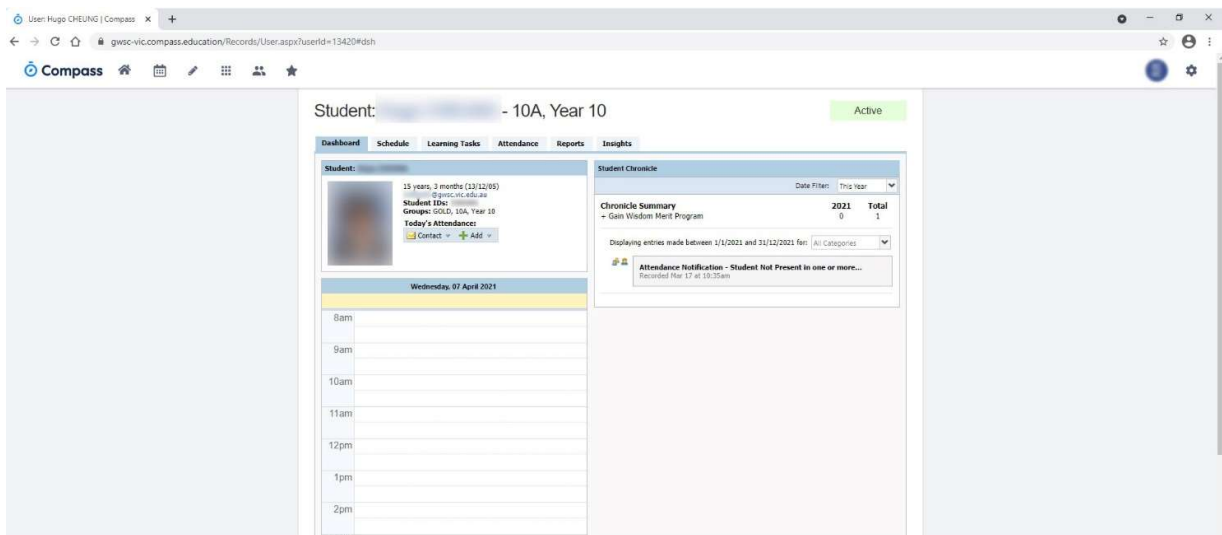
Accessing Student Information

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  [Send email to Hugo's teachers](#) 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  beside their name.

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

Click the  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.

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Insights
Show Hidden Tasks Group by code Academic Year: (Currently Relevant)					
Categories ▾ Assessment Assignment General Homework Practice Task					
Code	Learning Task	Status ▾	Result	Actions	
10CHU1	General Sem 1 - Work Development Task 2: 'The Periodic Table' Learning Tasks Class Task Report: No	Due date: 26/02/21 09:00 AM Submitted: On Time	-		
10CHU1	Practice Task Sem 1 - Common Development Task 1 - Scientific Measurements and s Class Task Report: No	Due date: 19/02/21 08:30 AM Submitted: Received Late	Good		
10CHU1	General Sem 1 - Work Development Task 1: 'Atoms & Elements' Learning Tasks Class Task Report: No	Due date: 12/02/21 04:00 PM Submitted: On Time	S		
10MAS1	Assessment Sem 1 - Modelling Task - Co-ordinate Geometry and Algebra Class Task Report: No	Due date: 19/03/21 04:00 PM Submitted: On Time	Excellent		
10MAS1	General Semester 1 - Progress Test - Indices and Surds Class Task Report: No	Due date: No due date Submitted: On Time	-		

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**.

Learning Task - TOY Project - Investigation and Design.

Task Details Feedback

Name: TOY Project - Investigation and Design.
Due Date: 02/06/2016 04:00 PM
Online Submission Enabled: Yes

This is a Design Project that allows the students to create their own design and then make it out of one to three pieces of timber 600 x 140 x 12 mm.

Submitted items for this project are ;
 A 3D image of the Toy is to be created in Sketchup or Creo and
 A completed cutting list.

The attached sheet details the process and the submissions the students are expected to follow.

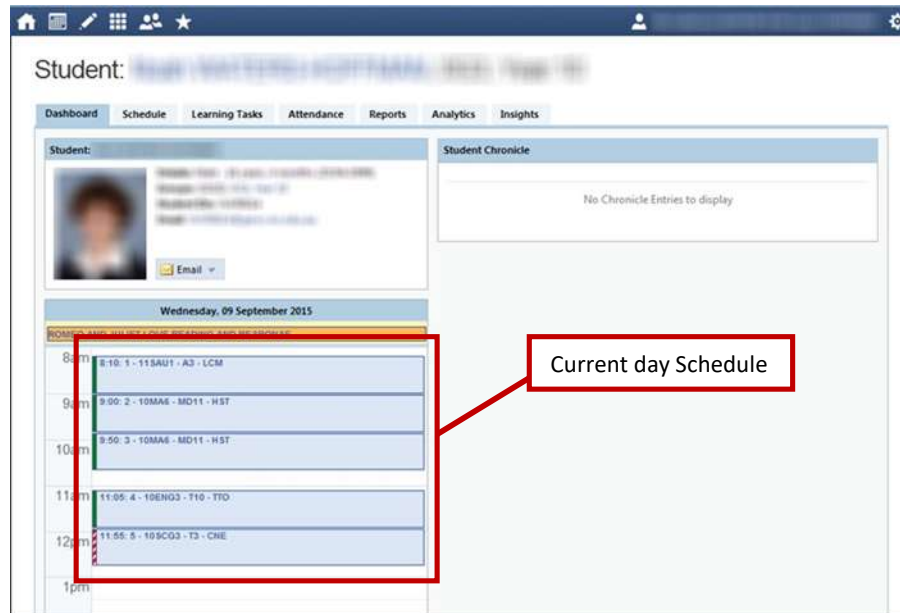
Attachments
 Design InvestigationDocument (2)

File Upload | Submitted on time

Filename	Submitted
me wood boat.skp	17/05 12:33 PM

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.



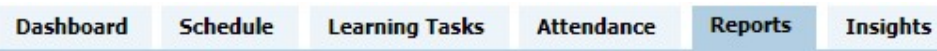
Once redirected to the Class you will be on the Class dashboard, select the **Resources** tab and all resources are available to view.



Learning Tasks specific for this class can also be viewed by clicking on the **Learning Tasks** tab.

Viewing Reports

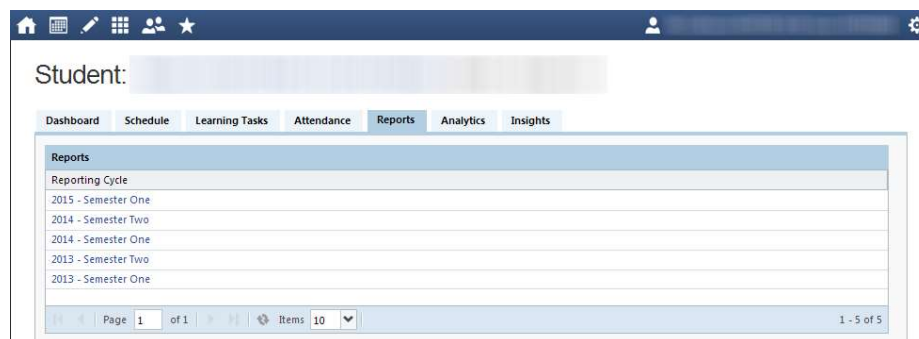
To access Reports you can either click on the **Reports** tab from the student profile:



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.

Progress Reports									
Cycle: Semester 1 Progress Reports 2016									Export as PDF
Glen Waverley Secondary College Semester 1 Progress Reports 2016									
Subject	Area of Assessment								Interview Required
	Attendance/Punctuality	Completes Set Homework	Demonstrates Understanding of Course Work	Displays a Positive Attitude	Meets All Deadlines	Quality of Work	Works Cooperatively with Others	Works Effectively in Class to Complete Set Work	
Mathematics	Good	Good	Good	Good	Good	Good	Good	Good	No
Science	Good	Good	Good	Good	Good	Good	Good	Good	No
English	Good	Good	Good	Good	Good	Good	Good	Good	No
History	Good	Good	Good	Good	Good	Good	Good	Good	No
Physical Education	Good	Good	Good	Good	Good	Good	Good	Good	No
Art	Good	Good	Good	Good	Good	Good	Good	Good	No
Music	Good	Good	Good	Good	Good	Good	Good	Good	No
Personal Development	Good	Good	Good	Good	Good	Good	Good	Good	No

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.

The screenshot shows the 'Book Parent Teacher Interviews' page. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star. Below this, a sidebar menu lists: Profile (Attendance, Schedule, Reports), Send email to teachers, View Academic Reports, and Book Parent Teacher Interviews (highlighted with a red box). The main content area is titled '7-9 PST Conferences Semester2, 2015 20 August:'. Below the title, there is a section for 'My Bookings' with a table of available timeslots. A key indicates that green cells are 'Available for booking', grey cells are 'Not available', and orange cells are 'Current booking'. Below the table is a list of 'Available Staff' with columns for Staff Member, Staff Note, and Location.

7-9 PST Conferences Semester2, 2015 20 August:

Year 7-9 PST interviews

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.

20/08 16:00 PM	Available	20/08 17:00 PM	Available	20/08 18:00 PM	Available
20/08 16:06 PM	Available	20/08 17:06 PM	Available	20/08 18:06 PM	Available
20/08 16:12 PM	Available	20/08 17:12 PM	Available	20/08 18:12 PM	Available
20/08 16:18 PM	Available	20/08 17:18 PM	Available	20/08 18:18 PM	Available
20/08 16:24 PM	Available	20/08 17:24 PM	Available	20/08 18:24 PM	Available
20/08 16:30 PM	Available	20/08 17:30 PM	Available	20/08 18:30 PM	Available
20/08 16:36 PM	Available	20/08 17:36 PM	Available	20/08 18:36 PM	Available
20/08 16:42 PM	Available	20/08 17:42 PM	Available	20/08 18:42 PM	Available
20/08 16:48 PM	Available	20/08 17:48 PM	Available	20/08 18:48 PM	Available
20/08 16:54 PM	Available	20/08 17:54 PM	Available	20/08 18:54 PM	Available

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note	Location
Asha DUBE (ADU)	Mathematics Yr7 Teacher	MD10
Caroline NEED (CNE)	Science Yr7 Teacher	MU12
Craig WILTSHIRE (CWI)	Art Yr7 Teacher	MU24
Erin APPLETON (ETA)	Health Physical Education Yr7 Teacher	MD2
Gerard BATE (GBA)	French Yr7 Teacher	MD4
Karl MCNAMARA (KMC)	Drama Yr7 Teacher	MU11
Pauline QUODLING (PQU)	Design Creativity and Technology Yr7 Teacher	MU15
Sheryl CONLON (SCO)	Music Yr7 Teacher	MD7

Conference Bookings
Conference Bookings Home

7-9 PST Conferences Semester2, 2015 20 August
Bookings for
[Print All Bookings](#)

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.

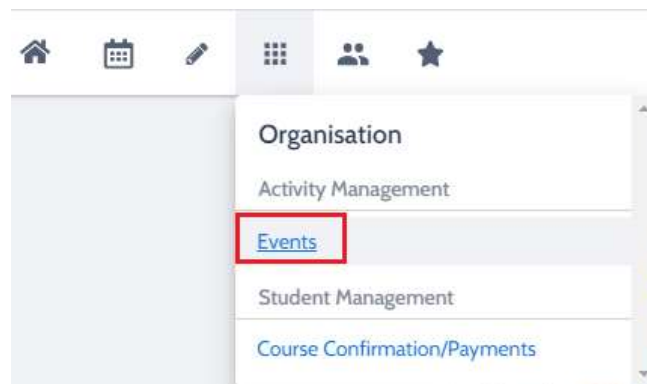
The screenshot shows the 'Attendance' tab with sub-tabs: Summary, Notes/Approvals, Unexplained, Arrival/Departure, and Full Record. The 'Daily Activities & Attendance' section is active, displaying a grid for the date 29/11/2016. The grid has columns for time slots from 8:00 am to 4:00 pm and rows for different subjects/periods. The subjects listed are Health Ph... (8HPEB3), Science Yr8 (8SCB3), English Yr8 (8ENB3), Design Cr... (8DTSB3), Mathematic... (8MAB3), and Humanities... (8HUMB3). The grid shows various attendance statuses like 'Ye...' and 'Period 1' through 'Period 8'.

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.

The screenshot shows the 'My Children's Events' section with a table of events. The table has columns: Event, Date/Time, Consent/Payment Options, and Due. The events listed are Senior School Assembly, Year 12 Orientation Camp, and Middle Sub School Assembly. The Year 12 Orientation Camp event has a 'Process Now (Online)' button and a 'Print Form (Offline)' button.

Event	Date/Time	Consent/Payment Options	Due
Senior School Assembly Attending:	Wednesday, November 30 2016 - 12:45 PM to Wednesday, November 30 2016 - 01:35 PM	Not required	-
Year 12 Orientation Camp Attending:	Monday, February 20 2017 - 08:30 AM to Friday, February 24 2017 - 03:00 PM	Process Now (Online) Print Form (Offline)	09/12
Middle Sub School Assembly Attending:	Wednesday, November 30 2016 - 09:50 AM to Wednesday, November 30 2016 - 10:40 AM	Not required	-

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.

My News

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

Course Confirmation

Photo/Recording Authorisation
Parent/Guardian Photo/Recording Authorisation
(FOR STUDENTS UNDER 18 YEARS OF AGE)

I agree to and provide permission for the photographic, video, audio or any other form of electronic recording of my child/children to be used by Glen Waverley Secondary College for the purposes of celebration of success, acknowledgement of achievement and promotion. Photographs, video and audio of students at Glen Waverley Secondary College are used in the College newsletter, annual magazine and website, internally on screencast, and for College promotion of events and activities.

I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by Glen Waverley Secondary College.

I authorise the use or reproduction of any recording referred to above for any reasonable purpose within the discretion of Glen Waverley Secondary College without acknowledgement and without being entitled to remuneration or compensation.

I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform Glen Waverley Secondary College via the school principal.

Parent Agreement

Agreement ☐ I have read and accept the agreement above.
☒ I have not yet read/do not accept the agreement.

Full Name

[Proceed](#)

Compass - 402 / 10.23.18.0 / 10414932

Course Confirmation/Payment Agreements [\[Back to Course Confirmation/Payments \]](#)

Responsible Use of ICT

**GLEN WAVERLEY SECONDARY COLLEGE
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) RESPONSIBLE USE POLICY**

RATIONALE
In keeping with the GWSC Vision and Values, the College aims to create a safe, respectful and caring environment where technologies are used purposefully and responsibly for learning, communication and collaboration.
All students are required to accept online the Responsible Use Policy at the beginning of each school year. This policy applies to students while at school, during school excursions, camps and extra-curricular activities.

SCOPE OF INFORMATION AND COMMUNICATION TECHNOLOGIES
This policy applies to all students, staff and visitors, including all mobile devices, is for educational purposes only.

DEFINITIONS
Bullying includes supporting others who are bullying. Sharing inappropriate images can also be bullying. Bullying includes supporting others who are bullying. Sharing inappropriate images can also be bullying.

STUDENT AGREEMENT

I agree to the agreement above.
☐ I have read and accept the agreement above.
☒ I have not yet read/do not accept the agreement.

Full Name

[Proceed](#)

© Copyright 2018 - Website Policies

Course Confirmation/Payment: Year 12 Parent Contributions 2017 [\[Back to Course Confirmation/Payments \]](#)

Subject Selections

Subject Name	Subject Coordinator	Subject Cost	Status
English Y12 (L2EN)		\$80.00	Approval Not Required
Food Technology Y12 (L2FD)		\$180.00	Approval Not Required
Media Y12 (L2MED)		\$80.00	Approval Not Required
Psychology Y12 (L2PSY)		\$80.00	Approval Not Required
Visual Communication Design Y12 (L2VCD)		\$80.00	Approval Not Required
Total for this section:		\$420.00	

General Payment Items

Click on the title of an item for more information.

Item	Recommended	Amount
Student Resource and Materials Charge	(Fixed)	\$120.00
Voluntary Facilities Improvement Fund	\$100.00	\$100.00
Voluntary GWSC Building Fund	\$0.00	\$0.00
Total for this section:		\$420.00

[Reset Amounts](#) [Enter Payment Details](#)

Compass - 200 / 10.23.18.0 / 10414932

© Copyright 2018 - Website Policies

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.



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](#)