



## ST JOSEPH'S PARENT GUIDE FOR COMPASS

Dear Parents,

This letter is to inform you about "Compass", an online student information management system, which is being implemented across all schools in the Maitland Newcastle Diocese. Compass is a comprehensive system that will enable the school to effectively manage all information relating to your child/children and their school journey. Compass will offer a secure, yet easy, connection to essential information you need for your child.

A parent App is available to allow you easy and secure access to Compass. This our primary source of information distribution. The types of information you will find in Compass includes:

- Monitoring your child's attendance and enter in explanations for absences.
- View 'My News', a news feed of school announcements, newsletters, alerts and updates.
- View your child's schedule and the school calendar.
- Download and view your child's semester reports

You can log into the Parent Portal by using the URL <https://merewether-nsw.compass.education/> or download the Compass School Manager app from your App Store (for iPhones) or the Play Store (for Android).



### What do I need to do?

You will receive your unique code that is relevant to you as an individual residential guardian. Each residential guardian has their own login which will allow you to see the details of all your children enrolled at St Joseph's. Upon your first log-on attempt, you will be prompted to create an individual password and linked email account. Please be mindful of the importance of protecting this password and user name. If you forget your password, a reset link will be sent to your email, however we CANNOT give out your username over the phone or via email for security reasons. We advise you to write your user name in a safe place, as you will need to come into school in the event you lose your user name.

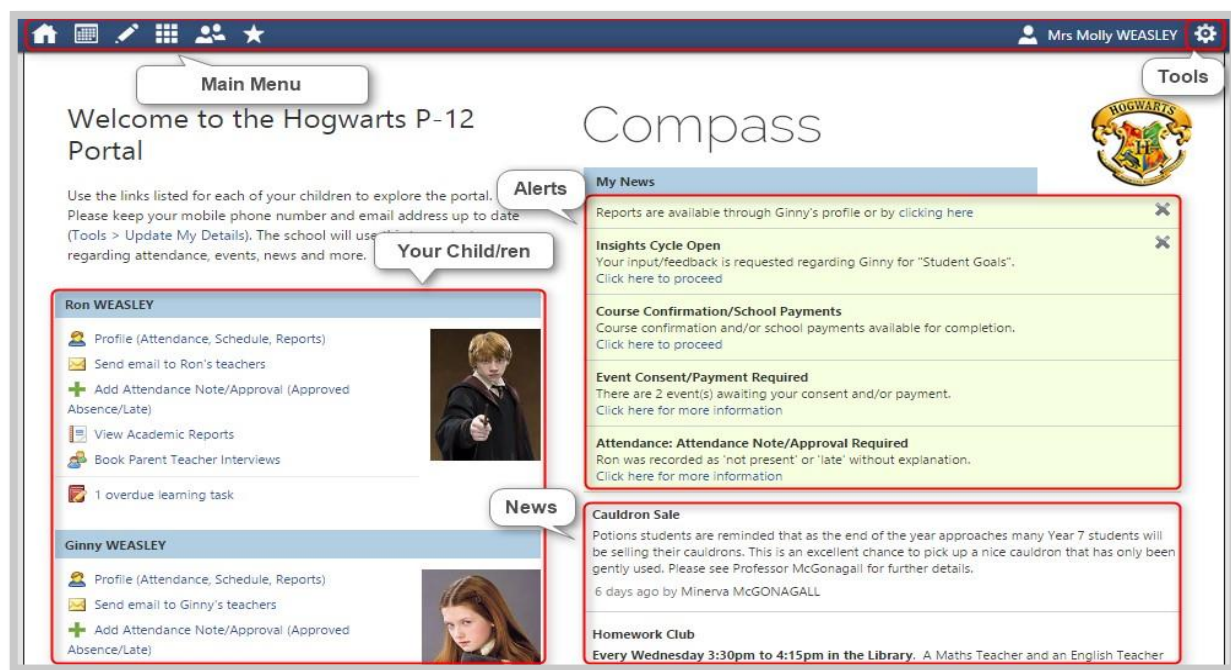
166 Union St,  
The Junction, NSW, 2291  
Phone: 02 4961 2827

Email: [admin@merewether.catholic.edu.au](mailto:admin@merewether.catholic.edu.au)

[www.merewether.catholic.edu.au](http://www.merewether.catholic.edu.au)

## **Guide to Compass** – Please note, in this initial stage not ALL options are available on Compass. Homepage

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.



## Main Menu

Allows you to access other Compass and school resources. The options available here may vary as the needs of our school change, more information on these icons is provided in the next section. Please be aware that not all the tools will be available, as some are relevant only to Secondary Schools.

## Tools

The Tools Menu (cog icon) allows you to update your contact details and change your password.



## Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, absence notifications, surveys, student report availability and more. Please check this on a regular basis as up to date information will be provided here. The following options may also appear in the alerts section:

- Outstanding absences or late arrivals that require a note or approval.
- Parent/Student/Teacher Conferences that are available for booking.
- Semester Reports or Progress Reports that are available to download.

## Your Child/ren

This section provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks. To access more information, click on the relevant quick link or select 'Profile' to access details information about your child. Options here may include:

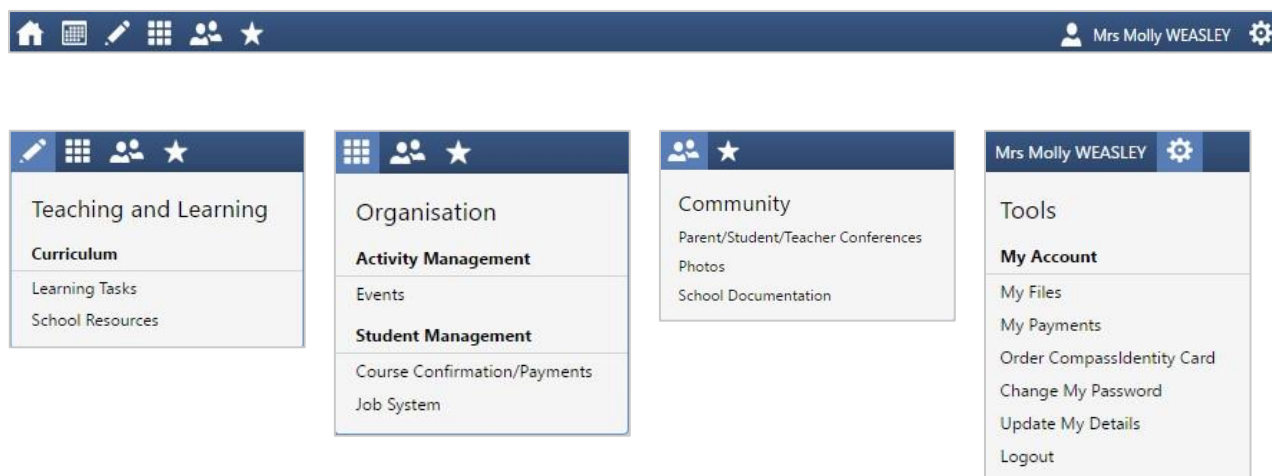
- Your child/ren's profile page
- Attendance pages customised for your children, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings

## News

Recent school news items and information relevant to parents. This may include newsletters, details of upcoming events and much more.

## **Menus and Functions**

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



**Functions of Icons (not all will be initially available)**





- Home – goes back to home page
- Calendar - will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.
- Pencil - will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources if these are available from your school.
- Grid - will bring up the Organisation menu, from which you can access Events/ excursions.
- Two People - will bring up the Community menu, from which you can access Parent/Student/Teacher Conferences and School Documentation IF they are available.
- Star - will bring up the Favourites menu, where any websites that the school has added will be linked.
- Cog - to the right of the screen, your name will be displayed, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out. Please note that not all features will be utilised by the school at this time.

## School Calendar

From the School Calendar you can view details of upcoming events, your child's timetable, and other relevant school-wide activities your school has included on the calendar, such as School Community events and more.

September 2016						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Aug 28, 2016		Mon 29		Tue 30		Wed 31		Sep 1		Fri 2		Sat 3	
Week 8/10 T3		8:50: 1 - HI133B - ... 9:00: AM - 01GEN - ... 9:30: School Tour 9:51: 2 - HI133B - ... +5 more...		8:50: 1 - MA073C - ... 9:00: AM - 01GEN - ... 9:51: 2 - MA073C - ... 11:12: 3 - STYDA - ... 11:12: 3 - PH033A - ... +6 more...		8:00: Mainstream - ... 8:50: 1 - AR033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - AR033A - ... 11:12: 3 - EN013B - ... +4 more...		8:50: 1 - AR033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - EN013B - ... 11:12: 3 - SO033A - ... 12:00: PM - 01GEN - ... +4 more...		Learning Task 8:50: 1 - STYDA - 2... 8:50: 1 - PH033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - STYDA - 2... +6 more...		10:30: Apparition L...	
4		5		6		7		8		9		10	
Week 9/10 T3		8:50: 1 - HI133B - ... 9:00: AM - 01GEN - ... 9:51: 2 - HI133B - ... 11:12: 3 - AR033A - ... +4 more...		8:50: 1 - MA073C - ... 9:00: AM - 01GEN - ... 9:51: 2 - MA073C - ... 11:12: 3 - STYDA - ... 11:12: 3 - PH033A - ... +5 more...		8:00: Mainstream - ... 8:50: 1 - AR033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - AR033A - ... 11:12: 3 - EN013B - ... +4 more...		8:50: 1 - AR033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - EN013B - ... 11:12: 3 - SO033A - ... 12:00: PM - 01GEN - ... +4 more...		8:45: Cross Sport - ... 8:50: 1 - STYDA - 2... 8:50: 1 - PH033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - STYDA - 2... +7 more...		10:30: Apparition L...	
11		12		13		14		15		16		17	
Week 10/10 T3		8:50: 1 - HI133B - ... 9:00: AM - 01GEN - ... 9:51: 2 - HI133B - ... 11:12: 3 - AR033A - ... +5 more...		8:50: 1 - MA073C - ... 9:00: AM - 01GEN - ... 9:51: 2 - MA073C - ... 11:12: 3 - STYDA - ... 11:12: 3 - PH033A - ... +5 more...		8:00: Mainstream - ... 8:50: 1 - AR033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - AR033A - ... 10:47: Sickbay - JDLF +5 more...		8:50: 1 - AR033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - EN013B - ... 11:12: 3 - SO033A - ... 12:00: PM - 01GEN - ... +3 more...		8:00: Quidditch Wor... 8:50: 1 - STYDA - 2... 8:50: 1 - PH033A - ... 9:00: AM - 01GEN - ... 9:51: 2 - STYDA - 2... +6 more...		School Holidays	
18		19		20		21		22		23		24	
School Holidays		English Template Se...		8:00: Mainstream - ...		12:00: Homework H...							
25		26		27		28		29		30		Oct 1	
School Holidays		SAC 2: Analysis of L...		8:00: DISTANCEED1...									



## Events

Displays any events that your child/ren are attendees for, for example, sports events or excursions.

Event	Date/Time	Consent/Payment Options	Due
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05

## Conferences

Allows you to book any meetings which are available for booking.

Event	Student	Status
Training Parent/Student/Teacher Interviews - Sonja	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ronald WEASLEY	Open for booking
Term P/T Interviews	Ginevra WEASLEY	Open for booking

**Conference Bookings**  
Conference Bookings Home

By selecting a child, you can then view the teachers you can book in with and select a time slot from the drop-down menu.



Mrs Molly WEASLEY

## Parent/Student/Teacher Interviews : Ronald (Ron) WEASLEY (WAL0038)

Students are to attend all interviews with their Parent/Guardian

### My Bookings

Print

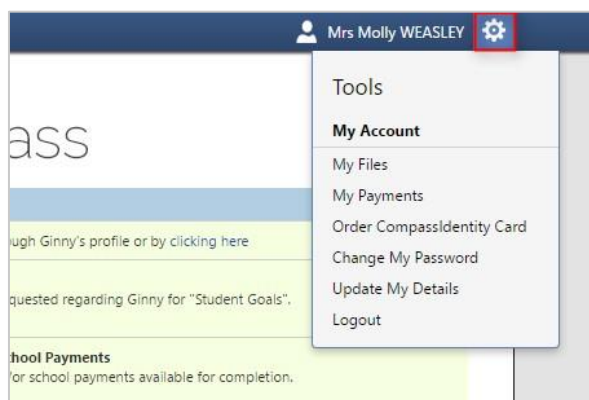
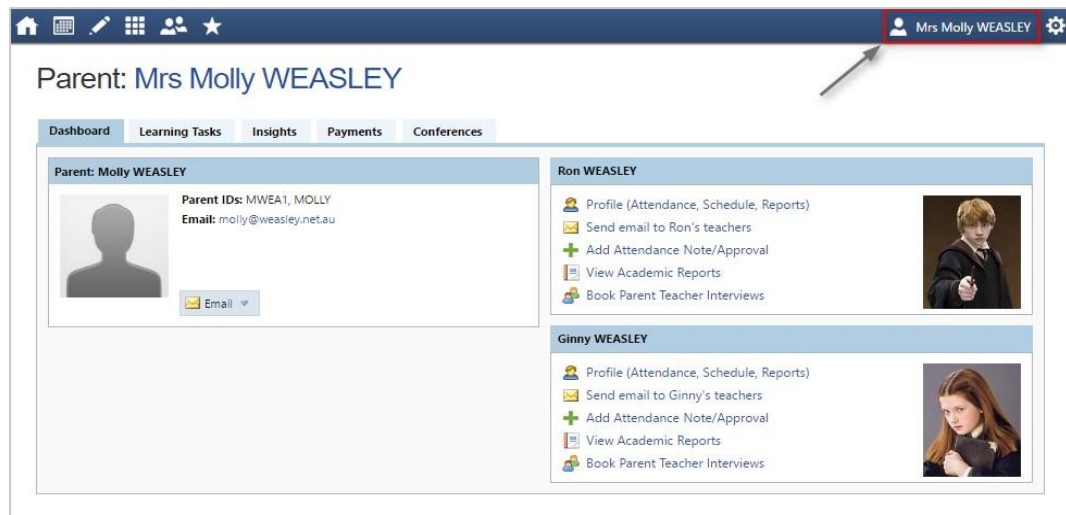
Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Principal	Gym	01/09/2016 05:10 PM	Booked
Filius Flitwick	Further Mathematics		01/09/2016 05:20 PM	Booked
Minerva McGONAGALL	Flying Unit 3	Gym	01/09/2016 06:30 PM	Booked
Severus SNAPE	Dark Arts Unit 3		<div> <div></div> <div>Clear</div> <div>01/09/2016 03:30 PM</div> <div>01/09/2016 03:40 PM</div> <div>01/09/2016 03:50 PM</div> <div>01/09/2016 04:00 PM</div> <div>01/09/2016 04:10 PM</div> <div>01/09/2016 04:20 PM</div> <div>01/09/2016 04:30 PM</div> <div>01/09/2016 04:40 PM</div> <div>01/09/2016 04:50 PM</div> <div>01/09/2016 05:00 PM</div> <div>01/09/2016 06:40 PM</div> <div>01/09/2016 06:50 PM</div> <div>01/09/2016 07:00 PM</div> </div>	Free

Compass (109 / 10.20.26.0 / 8N1#121 / UserV3)

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Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Learning tasks, Insights, Payments and Conferences can also be accessed from the Parent Profile.





- My Files - Allows you to store files.
- My Payments – allows you to access any payment options available
- Order Compass Identity Card – NOT USED at St Joseph's.
- Change My Password - Allows you to change your password.
- Update My Details - Allows you to update the mobile phone number(s) and email address(es) associated with your account.





If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this and allowing you to add a Note or Approval.

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

Please note that you cannot edit notes or approvals after they've been created. If you do need to make any amendments, please contact the school, as we can do this for you.

You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday). A reminder that for absences of ten or more days will need to be approved by the Principal in writing please.





To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval.

Here you can select the applicable date range - in the future if required.

### Where do I go for help?

If you are experiencing difficulty in accessing the system, please contact the school office for assistance.

If you have a unique family situation and require a login for a parent that has not received one, please contact the school office for assistance.

If any family cannot access the internet or does not have the means to access the Compass portal, please contact the office so we can make alternate arrangements.

We look forward to communicating with you through our new system of Compass.

**Karen McGinlay**  
Principal

