Canterbury Girls' SECONDARY COLLEGE

Compass-Parent Guide

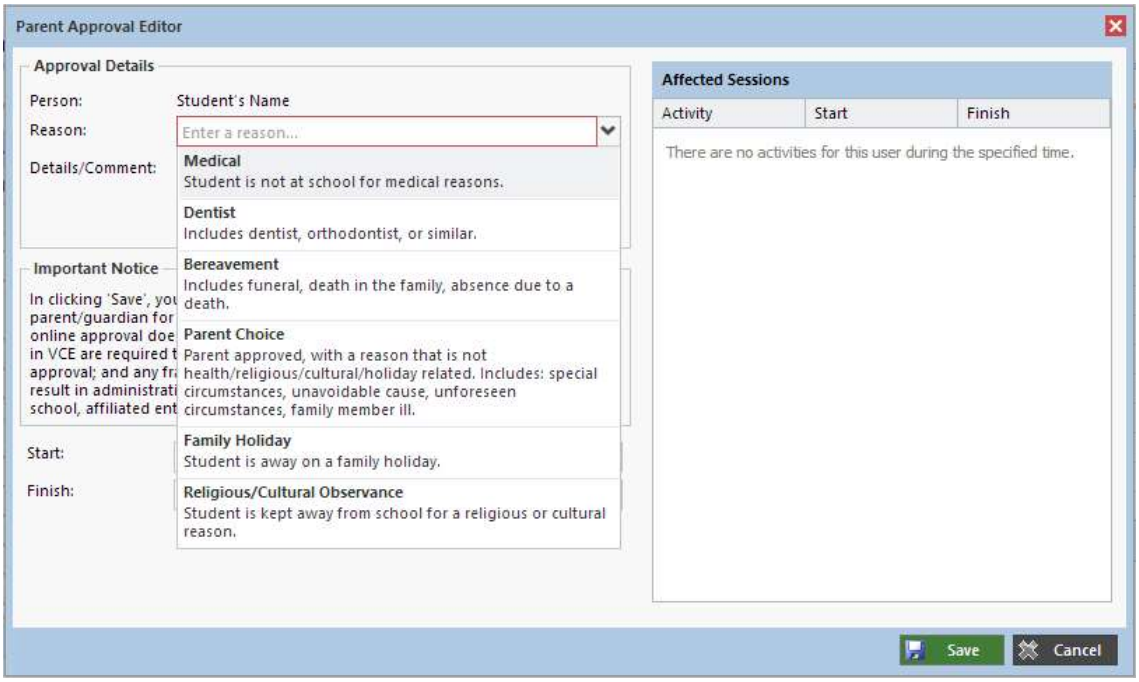
Compass has become an important means of communication between the school and home. Parents are able to login to Compass via the Compass link located on the school website: http://www.cgsc.vic.edu.au. Each family listed in the school administration database has a unique login for Compass. This login must not be given to students

If you forget your password or user name please go to the Compass home page and click on the "Can't access your account?" link. If you cannot see all the features of Compass, e.g. the Reports tab, try using another browser as there may be compatibility issues with particular browsers.
It is important that all families are regularly logging on to Compass to check their daughter's attendance and to approve absences.

Approving Absences:

To approve absences please login and look for the message titled: "Attendance-Parent Approval Required" under "My News". Please click the message: "Click here for further information".

You will then be taken to another screen where you can click the appropriate reason and add the dates. Compass provides the following reasons for absence: Medical, Dentist, Bereavement, Parent Choice, Family Holiday or Religious/ Cultural Observance.



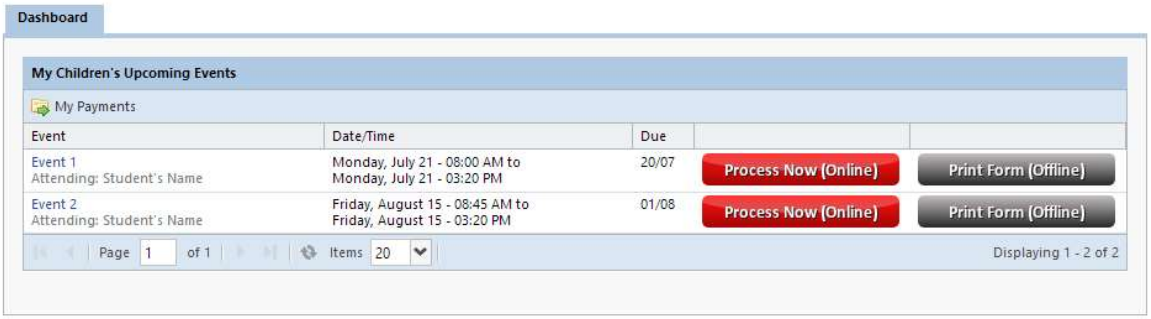
Please remember to press save at the end.

Consenting and Paying for Events through Compass

When you log in to Compass if your daughter has an upcoming event that you can consent or pay for you will see a notification on your homepage.

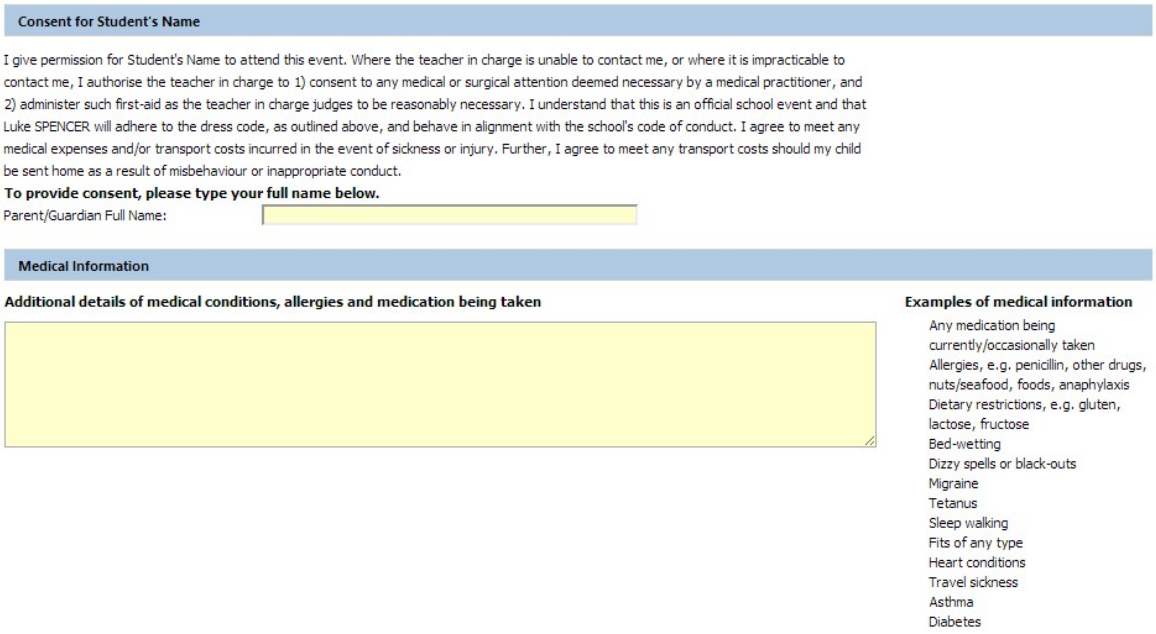
Clicking the "Click here for more information" link will take you to the Events page where you can see the details for any upcoming events for your daughter(s).

Events

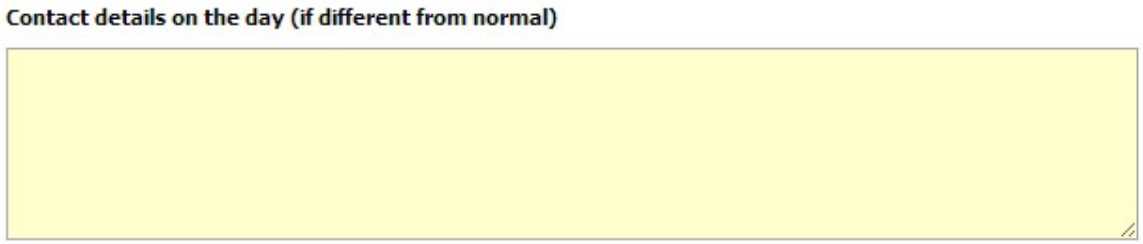


If you want to pay and consent through Compass click the red "Process Now (Online)". If you want to pay with cash you can print off the consent form and have your student return it to the general office. You will need to click the "Print Form (Offline)" button.

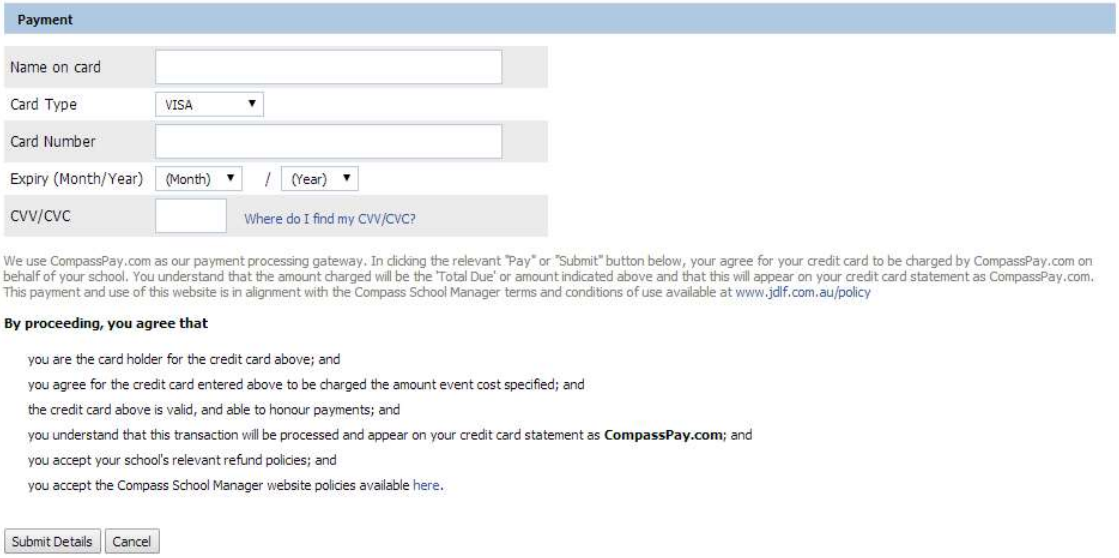
Clicking the "Process Now (Online)" will take you to a screen with the details of your daughter's event where you can add any new medical information – details that are not already saved on the student's medical file with the school



You will also see your information that is on file with the school, so you can add anything that may not be on the file or may be specific for the date of the event.



At the bottom of the page is a standard credit card payment form where you can input your credit card details to complete paying and consenting for the event.



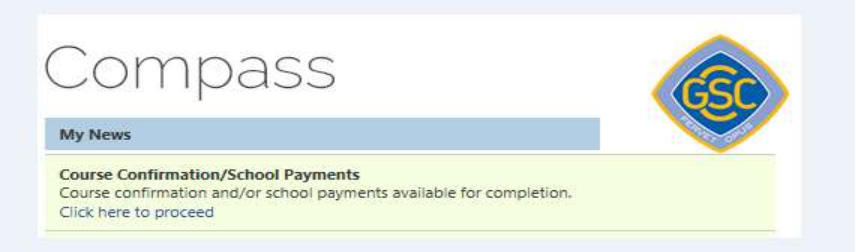
Parent Teacher Interviews:

When parents login to their home page they will see a message: Actions- Book for Parent Teacher Interviews. After clicking on this link you will be taken to another screen where you can book your interviews.

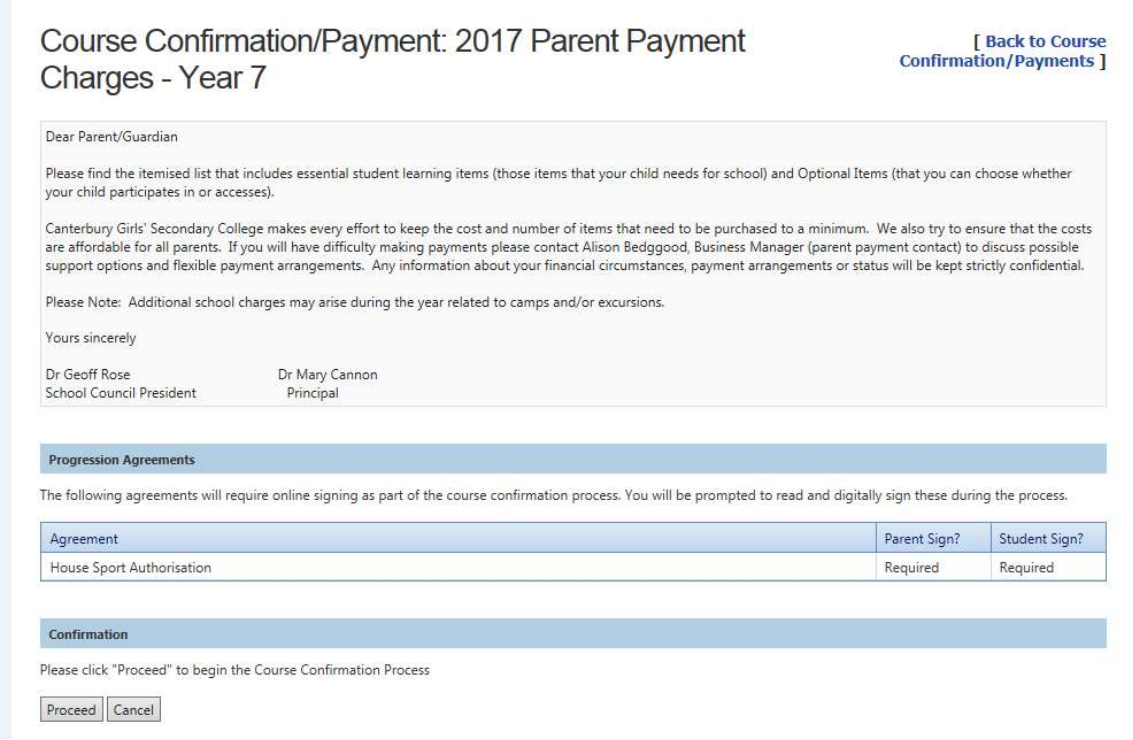
Course Confirmation/School Payments

When parents login to their home page they will see a message under My News: Course Confirmation/School Payments. Course confirmation and/or school payments available for completion- click here to proceed.
After clicking on this link you will be taken to another screen

The screen below will appear with Agreements that will need to have the parents and students sign in agreement.



The following screen will appear and click on the blue link:



Follow the prompts through the Course Confirmation process. You must tick and sign the House Sport Authorisation Agreement and on the next screen the Additional Information before proceeding to the payment. Once you are in the payment area you cannot go back to these screens.

For an explanation on each payment, click on the title for more information.

Click on the **enter payment details and then either pay now or pay in instalments**

If you have any questions or concerns regarding this, please contact the Business Manager or Accounts Receivable in the General Office.

Assessment and Reporting

How to view your daughter's learning tasks and useful definitions in understanding Compass Learning Tasks

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning.

Reporting is the process by which assessment information is communicated to help students, parents, teachers and the system to make decisions by providing information about what students know and can do, together with recommendations for their future learning.

Why Learning Tasks?

- Learning Tasks provide parents / guardians with up-to-date or real time information and feedback to students (and parents / guardians) on their assessment as part of their learning at Canterbury Girls' S.C.
- This information is easily accessible via the parent portal and directly connected to the progress reports.

What will you find in the Learning Tasks tab?

- **An indication of the due date** – Parents / Guardians will have access to the due date on line, as well as an indication if the work was submitted on time or if it was late.
- **Grading and task visibility** – Parents will be able to view the Learning Task when it is open to their daughter.
- **The title and details of the Learning Task** - This section is designed to include the details of the Learning Tasks and any specific instructions for the students (a brief description of what needs to be done by students).
- **Attachments** – Additional information or the worksheet can be attached to the Learning Task.

The parent portal and assessment and reporting

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal. You can communicate with your daughter's teacher, monitor assessment tasks, view outstanding learning tasks and progress reports.

When logged in to the Compass Parent Portal, parents will be brought to the home screen. Underneath the student names are links from which parents can access:

- Academic reports for the student
- Any overdue Learning Tasks that the student has not yet submitted.
- The student's profile page
- Email functionality
- Attendance pages customised for their children, where notes/approvals can be entered
- Parent/Student/Teacher Conference bookings

The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks.

Instructions to access learning task information on Compass

Step 1

- Log on and open your Compass home page.
- To log in you will require your unique family username and password

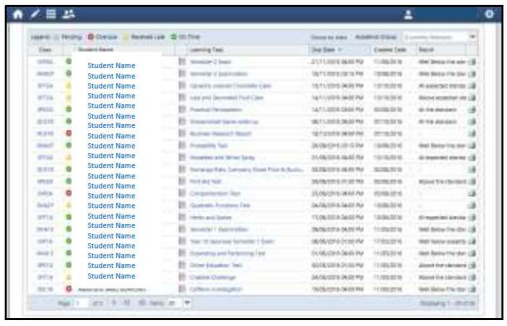
Step 2

When logged in to the Compass Parent Portal, parents will be brought to the home screen. Underneath the student's name are links from which parents can access:

- Academic reports for the student
- Any overdue Learning Tasks that the student has not yet submitted.
- The student's profile page
- Email functionality
- Attendance pages customised for their children, where notes/approvals can be entered
- Parent/Student/Teacher Conference bookings.

Step 3

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal. The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks.



Step 4

Here, you are able to view the Learning Tasks menu.

- Click on the Learning Tasks tab.
- This will open up all the Learning Tasks your daughter has or will undertake.
- Here you will be able to view a description of the task, the result and any feedback provided.