



Wheelers Hill

PRIMARY SCHOOL



Parent Information for Compass School Manager



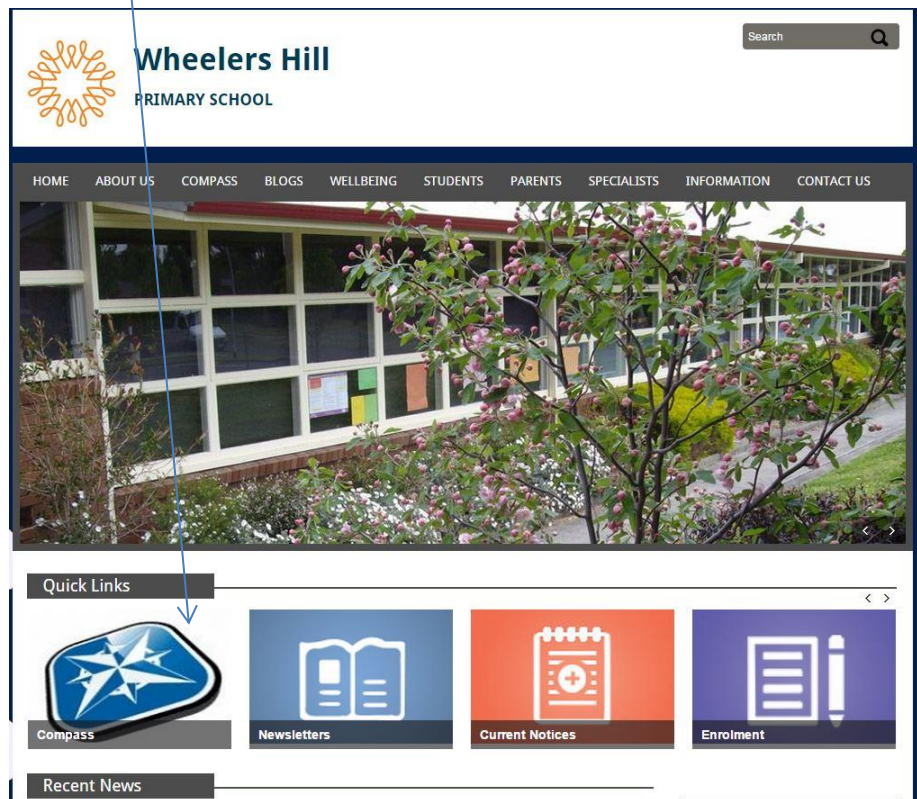
COMPASS
School Manager

LOGIN DETAILS

Parents have received login details. If you have not received your username and password for logging into the Compass Portal please contact the school.

ACCESSING COMPASS

The login page to compass can be found either by browsing the school homepage and clicking on the link as shown below



Or by going directly to <https://wheelershillsps.vic.idlf.com.au/login.aspx>

FIRST LOGIN

Enter your login details provided

The image shows the login page for Wheeler's Hill Primary School. On the left is the school's logo, a blue compass icon. To the right of the logo is the text 'Wheeler's Hill Primary School'. Below the text are two input fields: 'Username' and 'Password'. Below the password field is a blue 'Sign in' button. Below the button is a checkbox labeled 'Remember me' and a link that says 'Can't access your account?'. The entire login form is enclosed in a thin black border.

On your first login you will be required to verify your email address and mobile phone number for future communications out of the Compass System.

FAMILY HOMEPAGE

Once you have logged in you will see your family homepage. Depending on how many children you have at the school you will see a profile for each of the individual students.

Welcome to the Wheelers Hill Primary School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Profile (Attendance, Schedule, Reports)

Add Parent Approval (Approved Absence/Late)

View Academic Reports

Profile (Attendance, Schedule, Reports)

Add Parent Approval (Approved Absence/Late)

View Academic Reports

Compass

My News

Your computer is not correctly configured for Compass use
As a result, your access to Compass will likely be very slow. Please show this message to your school IT team to have this issue resolved. IT Staff: This computer is accessing Compass through the Netspace Proxy. Please proxy exclude "jdilf.com.au" for all curric/admin computers.

Attendance: Parent Approval Required
[Name] was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Attendance: Parent Approval Required
[Name] was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

14&15/09/2015 - Year 3 - Crazy Chemistry & Mystery Powders In School Activity
As part of Science inquiry students will be exploring and observing chemical changes and their properties through hands on science workshop activities over 2 days.

18/09/2015 - End of Term 3
School will dismiss at 2.30pm on the last day of term.

Any news or alerts that require your attention will be in 'My News'

APPROVING UNAPPROVED ABSENCE AND LATENESS

If you have an outstanding alert to check absence or lateness, click the relevant item.

By clicking on an alert item you will be taken to the following screen

Student: 06A, Year 6

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Approvals Unapproved Arrival/Departure Full Record

Not Present/Late: Unexplained

Parent Approve Print Unexplained Letter

<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/>	GENERAL_06A	19/08/2015 09:00 AM	19/08/2015 01:30 PM	1	A1	OKH	Late
<input type="checkbox"/>	GENERAL_06A	31/07/2015 02:30 PM	31/07/2015 03:30 PM	2	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	31/07/2015 09:00 AM	31/07/2015 01:30 PM	1	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	30/07/2015 02:30 PM	30/07/2015 03:30 PM	2	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	30/07/2015 09:00 AM	30/07/2015 01:30 PM	1	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	28/07/2015 02:30 PM	28/07/2015 03:30 PM	2	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	28/07/2015 09:00 AM	28/07/2015 01:30 PM	1	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	24/07/2015 02:30 PM	24/07/2015 03:30 PM	2	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	24/07/2015 09:00 AM	24/07/2015 01:30 PM	1	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	23/07/2015 02:30 PM	23/07/2015 03:30 PM	2	A1	OKH	Not Present
<input type="checkbox"/>	GENERAL_06A	23/07/2015 09:00 AM	23/07/2015 01:30 PM	1	A1	OKH	Not Present

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Review the absence or lateness, tick the boxes of the ones you approve and then click the 'Parent Approve' button.

(Any absence or lateness that you are unsure of will need to be resolved via a phone call to the school.)

You will then be required to provide a reason for the absence or lateness, complete these details using the drop down box and/or the Details/Comment box and click 'Save'.

Student: 06A, Year 6

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Approvals Unapproved Arrival/Departure Full Record

Not Present/Late: Unexplained

Parent Approve Print Unexplained Letter

Parent Approval Editor

Approval Details

Person:

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Important Notice

This will automatically insert the appropriate number of approvals for the selected sessions.

Save Cancel

PARENT AUTHORISING FUTURE ABSENCE

In the event where you would like to notify us of a future parent approved absence click on the 'Add Parent Approval' in the student profile, as shown below.

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Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events/news and more.

My News

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Navigation Links:

- Profile (Attendance, Schedule, Reports)
- + Add Parent Approval (Approved Absence/Late)
- View Academic Reports

This will take you to the Parent Approval Editor and you will be required to provide the reason for the absence, using the drop down arrow for the reason and the start and finish dates.

Click 'save' when complete.

Student: [Redacted] 06A, Year 6

Dashboard | Schedule | Learning Tasks | **Attendance** | Reports | Analytics | Insights

Summary | **Approvals** | Unapproved | Arrival/Departure | Full Record

Parent Approvals

+ Add Parent Approval

Start	Finish	Reason	Entered By	V	Entered
17/09/2015 09:00 ...	17/09/2015 10:00 ...	PChoice-A	(Parent) Mrs ...	-	16/09

School Activities

Start	Finish	Name	Location
06/03/2015 08:...	06/03/2015 05:...	Staff Planning/Curric...	UNASSIGNED
10/03/2015 08:...	10/03/2015 05:...	Staff Planning/Curric...	UNASSIGNED

Parent Approval Editor

Approval Details

Person: Timothy FURLONG

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 29/09/2015 08:00 AM Select a period...

Finish: 29/09/2015 05:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
There are no activities for this user during the specified time.		

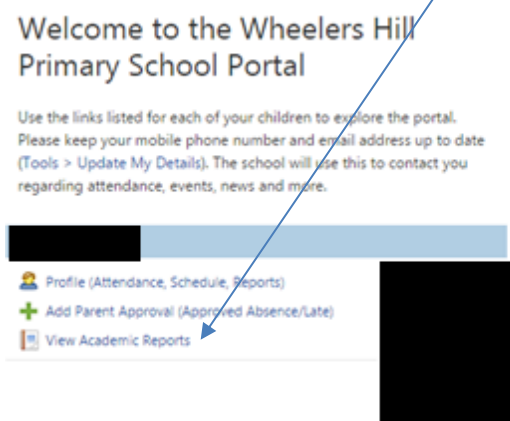
ACADEMIC REPORTS

One excellent feature is that from now on you will be able to access all your child's reports from this year on your computer.

This means you will be able to print them off if you want or just keep a digital copy. Therefore, we will no longer be printing off hard copies of the reports.

To access your child's report:

1. Go to the Compass home page
2. Click on View Academic Reports:



Compass

My News



Wheeler's Hill
PRIMARY SCHOOL

3. Select the Semester report you wish to view.

Note: Currently only the Semester 1 report is available but on Friday 11th December the Semester 2 report will become available.

