



Parent Information for 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.

Wheelers Hill	Search Q
HOME ABOUT US COMPASS BLOGS WELLBEING STUDENTS PARENTS SPECIALISTS INFORMAT	TON CONTACT US
Quick Links Compass Recent News	ent

Or by going directly to https://wheelershillps.vic.jdlf.com.au/login.aspx

FIRST LOGIN

Enter your login details provided

	Wheelers Hill Primary School
	Username
T	Password
	Sign in
	Remember me
	Can't access your account?

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.

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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.	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 "jdif.com.au for all curric/admin computers.
Profile (Attendance, Schedule, Reports) Add Parent Approval (Approved Absence/Late) View Academic Reports	Attendance: Parent Approval Required was recorded as 'not present' or 'late' without explanation. Click here for more information Attendance: Parent Approval Required 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
Profile (Attendance, Schedule, Reports) Add Parent Approval (Approved Absence/Late) View Academic Reports	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

	06A, Y	ear 6				
ashboard Schedule Learning Tasks	Attendance Reports	Analytics Insights				
ummary Approvals Unapproved Arriv	val/Departure Full Record					
Not Present/Late: Unexplained						
28 Parent Approve					🛃 Pri	nt Unexplained Letter 🕶
Adtivity Name	Start	Finish	Pd	Location	Staff	Status
GENERAL_06A	19/08/2015 09:00 AM	19/08/2015 01:30 PM	1	Al	ОКН	Late
GENERAL_06A	31/07/2015 02:30 PM	31/07/2015 03:30 PM	2	A1	ОКН	Not Present
GENBRAL_06A	31/07/2015 09:00 AM	31/07/2015 01:30 PM	1	Al	OKH	Not Present
GENERAL_06A	30/07/2015 02:30 PM	30/07/2015 03:30 PM	2	Al	OKH	Not Present
GENERAL_06A	30/07/2015 09:00 AM	30/07/2015 01:30 PM	1	Al	OKH	Not Present
GENERAL_06A	28/07/2015 02:30 PM	28/07/2015 03:30 PM	2	Al	OKH	Not Present
GENERAL_06A	28/07/2015 09:00 AM	28/07/2015 01:30 PM	1	Al	OKH	Not Present
GENERAL 06A	24/07/2015 02:30 PM	24/07/2015 03:30 PM	2	Al	OKH	Not Present
GENERAL_P6A	24/07/2015 09:00 AM	24/07/2015 01:30 PM	1	Al	OKH	Not Present
GENERAL_OFA	23/07/2015 02:30 PM	23/07/2015 03:30 PM	2	Al	OKH	Not Present
GENERAL OGA	23/07/2015 09:00 AM	23/07/2015 01:30 PM	1	A1	OKH	Not Present

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'.

Activity Name Start Finish Pd Location Start Parent Approval Editor Approval Details Person: Enter a reason Details/Comment:	Finish Pd Location Staff Status	Parent Approve Activity Name Start Pinish Pd Location Staff Status Parent Approval Editor Person: Approval Details Person: Enter a reason Details/Comment: Inter a reason Details/Comment: Indicing 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 to the school in addition to this approval; and any fraudulent action or intertional 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).	Pinish Pd Location Staff Status
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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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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 mews and more. Public (Attendance, Schedule, Reports) Add Parent Approval (Approved Absence/Late) View Academic Reports	My News Your computer is not correctly configured for Compass use As a result, your access to Compass will likely be very slow. Please so school IT team to have this issue resolved. IT Staff. This computer is the Netspace Proxy. Please proxy exclude "Jdiff.com.au for all curricy. Attendance: Parent Approval Required Was recorded as 'not present' or 'late' without explanation. Click here for more information Attendance: Parent Approval Required Was recorded as 'not present' or 'late' without explanation. Click here for more information	wheelers Hill PRIMARY SCHOOL how this message to your accessing Compass through (admin computers.
Profile (Attendance, Schedule, Reports) Add Parent Approval (Approved Absence/Late) View Academic Reports	As part of Science inquiry students will be exploring and observing or 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.	themical changes and their s

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.

	nmary Approval	5 Unapproved	Arrival/Dep	rture	Full Record					
Par	rent Approvals						School Act	tivities		
+	Add Parent Approva						Start	Finish	Name	Location
Sta	rt Fi	nish	Reason Er	tered B	y V Entere	d	06/03/2015	5 08: 06/03/2015 05	Staff Planning/Curric	UNASSIGNED
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0 0 3	Details/Comment:							There are no activition	es for this user during the :	specified time.
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	Ctart	29/09/2015	08:00 AI	•	Select a period	~				
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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:



ports)

(Tools > Update My Details). The school will use this to contact you

regarding attendance, events, news and my

🕂 Add Parent Approval (Approved Absence/Late)

Profile (Attendance, Schedule,

💽 View Academic Reports 📕



 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.

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ashboard Schedule	Learning Tasks Attendance	Reports Analytics	Insights	
Reports				
Reporting Cycle				
2013 - Semester One				
2013 - Semester One				
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VIII - Page 1 0 Progress Reports	1 > > 🚯 Items 10 🗸			1-1 of