Accessing compass for the first time

**Step 1:** Login to compass at [http://hallamssc.vic.jdlf.com.au](http://hallamssc.vic.jdlf.com.au)

**Step 2:** Update your details

**Step 3:** Create a new password
Getting to know compass

Welcome to compass, this is the home screen, a place that links all the information in compass to one easy location.

As you can see there is lots of information in compass. Most of the details regarding your child, including their timetable, attendance, absences and reports can be found in the student profile, let’s have a closer look at this feature.

➢ Please click the “Student Profile” link on the home page.

Student Profile

**Student: Name, (Student ID), Subschool, Year**

| Dashboard | Schedule | Attendance | Reports |

**Dashboard**: View today's timetable and staff observations (Chronicle).

**Schedule**: Your child's timetable for the next fortnight.

**Attendance**: Detailed reports on your child's attendance history.

**Reports**: View and download your child's progress and semester reports.

Each of these tabs is very useful, but we will focus on the attendance. This is the window into your child's attendance at the college.
Welcome to the attendance page, here you can view all the data that has been collected by compass, approve absences, view late departures and arrivals and view unapproved absences. Let's have a closer look.

**Summary:** View your child's attendance data for each class.

**Approvals:** View all the absence approvals

**Unapproved:** View all the classes that require approvals to be submitted.

**Arrive/Depart:** View all classes that your child was late or departed early.

**Full record:** View your child complete attendance records.

There are three easy to view classifications for attendances.

**In Class:** Lists how many times your child was present for class, was late to class but approved by yourself or the college, late to class but unapproved by yourself or the college and finally the total amount of classes that have been conducted.

**Out of class:** Lists amount of classes your child was not present due to a school activity or event, not present but was approved by a parent, not present without a valid reason and finally the total amount of classes the student missed.

**Percentages:** View your child's overall "Class attendance", "Accounted for attendance" including all late + parent + school approved absences, "VCE percentage" including all lates + school approved + parent approved VCE compliant , "School approved" including lates + school approved.
Student Profile > Approvals

It is very easy in compass to view previous parent approvals and school approvals that have been recorded for your child.

Absences are classified as either approved or unapproved.

**Approved absences include:**
- Illness with medical certificate. Only three parent explained absences (signed note/phone conversation) will be accepted as ‘Approved’ absences per semester.
- Attendance at an approved College activity such as a meeting with teachers or welfare staff, religious obligation, a drama production, a camp, an excursion or sporting event, legal appointments, suspension from school and absence approved by the College on an individual basis.
- Families are discouraged from booking holidays during school term as this has a negative impact on attendance rates.

**Unapproved absences include:**
- Truancy
- Illness without medical certificate
- Lateness to class An explanation will be sought for all unapproved absences.

**Step 1:** Click the ‘Approvals’ tab.

List of all the parent approvals that have been entered, if you need to add a parent approval you will need to contact the college.

This student has “Structured workplace learning” every Friday.

The college adds a school approval for each of these sessions, the student’s timetable reflects these changes. As a parent you will always know where you child should be.
Student Profile > Unapproved

You can easily view the classes your child has recorded an unapproved absence. You cannot add absence reasons directly into compass. You will still need to contact the college either via phone or with a note. You can print these notes by following the steps below.

**Step 1:** Click the 'Unapproved' tab.

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Start</th>
<th>Finish</th>
<th>P</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTM/BKA</td>
<td>20/05</td>
<td>08:45 AM</td>
<td>35</td>
<td>YIA</td>
<td>Present</td>
</tr>
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<td>08:45 AM</td>
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<tr>
<td>YL/SCD</td>
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<td>07:30 AM</td>
<td>35</td>
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**Step 2:** Click ‘Print Unapproved Letter’ and select an option.
Parent Student Teacher Conferences

You will be able to book your timeslot for the PST conferences via compass. When bookings are open a link will be shown on the home page of the parent portal.

How to book a PST interview.

Step 1: Click the ‘Parent Teacher Student Conferences’ link.

Step 2: Click the event link. Example ‘2013 – Semester 2’.

Step 3: Click on a timeslot and select the teacher you wish to visit.

A list of all your child’s teachers and the classes they teach your child.

Only teachers that are available are show in the list.