

# Accessing compass for the first time

**Step 1:** Login to compass at <http://hallamssc.vic.jdlf.com.au>



**COMPASS**  
School Manager

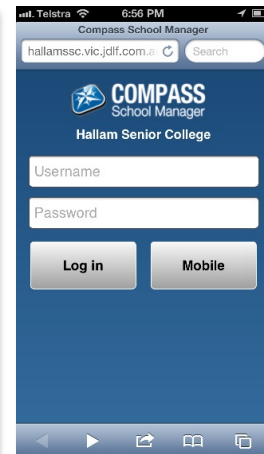
Hallam Senior College

Username:

Password:

Log in

[Don't know your username?](#)  
[Forgotten your password?](#)



COMPASS  
School Manager

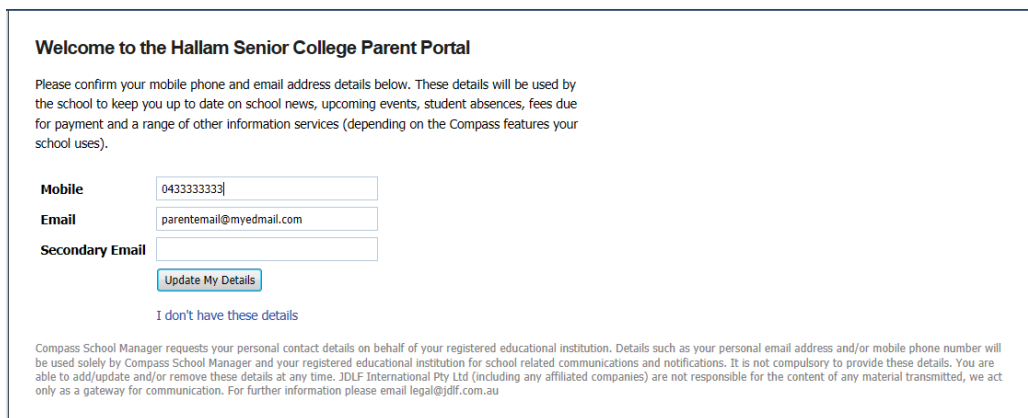
Hallam Senior College

Username

Password

Log in Mobile

**Step 2:** Update your details



**Welcome to the Hallam Senior College Parent Portal**

Please confirm your mobile phone and email address details below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mobile

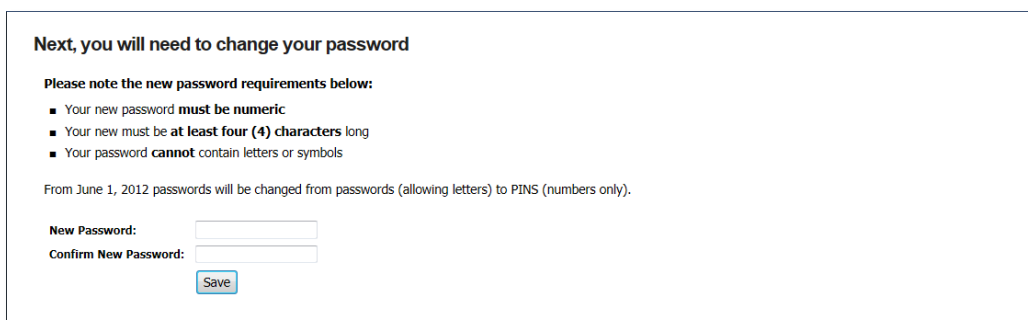
Email

Secondary Email

[I don't have these details](#)

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email [legal@jdlf.com.au](mailto:legal@jdlf.com.au)

**Step 3:** Create a new password



**Next, you will need to change your password**

Please note the new password requirements below:

- Your new password **must be numeric**
- Your new must be **at least four (4) characters** long
- Your password **cannot** contain letters or symbols

From June 1, 2012 passwords will be changed from passwords (allowing letters) to PINS (numbers only).

New Password:

Confirm 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.

The screenshot shows the Compass Parent Portal home screen. At the top, there is a navigation bar with a home icon, a user icon, the text 'Parent(s) Name', and a settings gear icon. Below the navigation bar, the main content area is divided into several sections: 'Community' (with a sub-link for 'Parent/Student/Teacher Conferences'), 'My Alerts' (showing an attendance alert), 'My News' (stating there are no news items), and 'Tools' (with a sub-link for 'My Account'). A 'Child's name, Student ID, Subschool' section is also visible. Four callout boxes with red borders and arrows pointing to specific elements provide the following information:

- Start here to learn about your child's timetable, attendance, and reports** (points to the 'Student Profile' link).
- Community allows access to the PST conference bookings. Watch this space as it will grow** (points to the 'Community' section).
- Any Information that requires your attention will be displayed here.** (points to the 'My Alerts' section).
- Change your contact details, password and view your online payment history when online payments become available.** (points to the 'Tools' section).

As you can see there is lots 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:** 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.**

# Student Profile > Attendance

➤ Please click the "Attendance" tab located on the student profile page.

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.

Summary														Approvals			Unapproved			Arrive/Depart			Full Record		
<b>Daily Activities &amp; Attendance</b>																									
Currently Viewing: 08/05/2013																									
Activity Name Start Finish Pd Location Staff Status																									
There are no activities for this user on this day																									
<b>Attendance Summary</b>																									
Start Date: 01/01/2013 End Date: 31/12/2013 Filter																									
Subject	Class	Form	Run	In Class			Out of Class				Percentages														
				Prsnt	Late Appr	Late Unap	Total	NP Schl	NP Parnt	NP Unap	Total	Class %	Ac'td %	VCE %	Schl %										
VCAL Intermediate Li	VIL1CC	TT	44	25	0	1	26	14	2 (2)	2	18	59	95	95	91										
VCAL Intermediate Nu	VIN1DD	TT	44	37	0	0	37	0	3 (3)	4	7	84	91	91	84										
VCAL IntPersonal Dev	VIPD1FH	TT	44	27	0	0	27	7	2 (2)	8	17	61	82	82	77										
VET Business 1	VTBU1AA	TT	42	36	0	0	36	0	3 (3)	3	6	86	93	93	86										
VET Hairdressing (Ex	VTHDXWAMA	TT	81	63	0	0	63	0	18 (18)	0	18	78	100	100	78										

Move the cursor over the headings to view a description of each column.

The "Late Unap" column lets you know if your child has been late to class without a valid reason

The "NP Unap" column lets you know if your child has been missing classes without a valid reason.

"Accounted For" is the column we use to determine your child's attendance rate.

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.

Dashboard Schedule **Attendance** Reports

Summary **Approvals** Unapproved Arrive/Depart Full Record

### Parent Approvals

Start	Finish	Reason	Entered By	V
16/05 - 08:00 AM	16/05 - 05:00 PM	Med Cert	(Staff) K DAVID...	Y
15/05 - 08:00 AM	15/05 - 05:00 PM	Medical	(Staff) K DAVID...	Y
24/04 - 08:00 AM	24/04 - 05:00 PM	Medical	(Staff) K DAVID...	Y
15/04 - 08:00 AM	16/04 - 05:00 PM	Holiday	(Staff) K DAVID...	Y
27/03 - 08:00 AM	27/03 - 05:00 PM	Medical	(Staff) K DAVID...	Y

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### School Approvals

Start	Finish	Name	Location
28/06 - 08:00 AM	28/06 - 05:00 PM	SWL Friday	UNASSIGNED
21/06 - 08:00 AM	21/06 - 05:00 PM	SWL Friday	UNASSIGNED
14/06 - 08:00 AM	14/06 - 05:00 PM	SWL Friday	UNASSIGNED
07/06 - 08:00 AM	07/06 - 05:00 PM	SWL Friday	UNASSIGNED
31/05 - 08:00 AM	31/05 - 05:00 PM	SWL Friday	UNASSIGNED
24/05 - 08:00 AM	24/05 - 05:00 PM	SWL Friday	UNASSIGNED
17/05 - 08:00 AM	17/05 - 05:00 PM	SWL Friday	UNASSIGNED
10/05 - 08:00 AM	10/05 - 05:00 PM	SWL Friday	UNASSIGNED
03/05 - 08:00 AM	03/05 - 05:00 PM	SWL Friday	UNASSIGNED
26/04 - 08:00 AM	26/04 - 05:00 PM	SWL Friday	UNASSIGNED
19/04 - 08:00 AM	19/04 - 05:00 PM	SWL Friday	UNASSIGNED
12/04 - 08:00 AM	12/04 - 05:00 PM	SWL Friday	UNASSIGNED
05/04 - 08:00 AM	05/04 - 05:00 PM	SWL Friday	UNASSIGNED
29/03 - 08:00 AM	29/03 - 05:00 PM	SWL Friday	UNASSIGNED
22/03 - 08:00 AM	22/03 - 05:00 PM	SWL Friday	UNASSIGNED
15/03 - 08:00 AM	15/03 - 05:00 PM	SWL Friday	UNASSIGNED
08/03 - 08:00 AM	08/03 - 05:00 PM	SWL Friday	UNASSIGNED
01/03 - 08:00 AM	01/03 - 05:00 PM	SWL Friday	UNASSIGNED
22/02 - 08:00 AM	22/02 - 05:00 PM	SWL Friday	UNASSIGNED
15/02 - 08:00 AM	15/02 - 05:00 PM	SWL Friday	UNASSIGNED
14/02 - 08:00 AM	14/02 - 05:00 PM	Industrial Action 14th Feb	UNASSIGNED

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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 your 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.

Unapproved (Not Present and Late)							
Activity Name	Start	Finish	Pd	Location	Staff	Status	
VTBU1AA	20/05 - 09:28 AM	20/05 - 10:10 AM	2	33	LUB	Not Present	
VTBU1AA	20/05 - 08:45 AM	20/05 - 09:27 AM	1	33	LUB	Not Present	
VIL1CC	14/05 - 09:28 AM	14/05 - 10:10 AM	2	23	THI	Not Present	
VIN1DD	07/05 - 02:38 PM	07/05 - 03:20 PM	7	22	WYA	Not Present	
VIN1DD	07/05 - 01:55 PM	07/05 - 02:37 PM	6	22	WYA	Not Present	
VIPD1FH	23/04 - 12:28 PM	23/04 - 01:10 PM	5	21	PER	Not Present	
VIPD1FH	23/04 - 11:45 AM	23/04 - 12:27 PM	4	21	PER	Not Present	
VTBU1AA	23/04 - 10:40 AM	23/04 - 11:40 AM	3	33	LUB	Not Present	
VTBU1AA	22/04 - 09:28 AM	22/04 - 10:10 AM	2	33	LUB	Not Present	
VTBU1AA	22/04 - 08:45 AM	22/04 - 09:27 AM	1	33	LUB	Not Present	
VIL1CC	28/03 - 10:40 AM	28/03 - 11:40 AM	3	23	THI	Late	
VIPD1FH	21/03 - 12:28 PM	21/03 - 01:10 PM	5	C1	PER	Not Present	
VIPD1FH	21/03 - 11:45 AM	21/03 - 12:27 PM	4	C1	PER	Not Present	
VIL1CC	21/03 - 10:40 AM	21/03 - 11:40 AM	3	23	THI	Not Present	
VIPD1FH	19/03 - 12:28 PM	19/03 - 01:10 PM	5	C1	PER JAM	Not Present	
VIPD1FH	19/03 - 11:45 AM	19/03 - 12:27 PM	4	C1	PER JAM	Not Present	
VIL1CC	19/03 - 09:28 AM	19/03 - 10:10 AM	2	23	THI	Not Present	
VIN1DD	05/03 - 02:38 PM	05/03 - 03:20 PM	7	22	WYA	Not Present	
VIN1DD	05/03 - 01:55 PM	05/03 - 02:37 PM	6	22	WYA	Not Present	
VIPD1FH	05/03 - 12:28 PM	05/03 - 01:10 PM	5	C1	PER	Not Present	

**Step 2:** Click 'Print Unapproved Letter' and select an option.

Unapproved (Not Present and Late)							
Activity Name	Start	Finish	Pd	Location	Staff	Status	
VTBU1AA	20/05 - 09:28 AM	20/05 - 10:10 AM	2	33	LUB	Not Present	
VTBU1AA	20/05 - 08:45 AM	20/05 - 09:27 AM	1	33	LUB	Not Present	
VIL1CC	14/05 - 09:28 AM	14/05 - 10:10 AM	2	23	THI	Not Present	
VIN1DD	07/05 - 02:38 PM	07/05 - 03:20 PM	7	22	WYA	Not Present	
VIN1DD	07/05 - 01:55 PM	07/05 - 02:37 PM	6	22	WYA	Not Present	
VIPD1FH	23/04 - 12:28 PM	23/04 - 01:10 PM	5	21	PER	Not Present	
VIPD1FH	23/04 - 11:45 AM	23/04 - 12:27 PM	4	21	PER	Not Present	
VTBU1AA	23/04 - 10:40 AM	23/04 - 11:40 AM	3	33	LUB	Not Present	
VTBU1AA	22/04 - 09:28 AM	22/04 - 10:10 AM	2	33	LUB	Not Present	
VTBU1AA	22/04 - 08:45 AM	22/04 - 09:27 AM	1	33	LUB	Not Present	
VIL1CC	28/03 - 10:40 AM	28/03 - 11:40 AM	3	23	THI	Late	
VIPD1FH	21/03 - 12:28 PM	21/03 - 01:10 PM	5	C1	PER	Not Present	
VIPD1FH	21/03 - 11:45 AM	21/03 - 12:27 PM	4	C1	PER	Not Present	
VIL1CC	21/03 - 10:40 AM	21/03 - 11:40 AM	3	23	THI	Not Present	
VIPD1FH	19/03 - 12:28 PM	19/03 - 01:10 PM	5	C1	PER JAM	Not Present	
VIPD1FH	19/03 - 11:45 AM	19/03 - 12:27 PM	4	C1	PER JAM	Not Present	
VIL1CC	19/03 - 09:28 AM	19/03 - 10:10 AM	2	23	THI	Not Present	
VIN1DD	05/03 - 02:38 PM	05/03 - 03:20 PM	7	22	WYA	Not Present	
VIN1DD	05/03 - 01:55 PM	05/03 - 02:37 PM	6	22	WYA	Not Present	
VIPD1FH	05/03 - 12:28 PM	05/03 - 01:10 PM	5	C1	PER	Not Present	

# 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.

The screenshot shows the parent portal interface. At the top, there is a navigation bar with a home icon, a user icon, and the text 'Parent name'. Below this, there are several sections: 'Parent name' with a welcome message and instructions; 'My Alerts' with a message about 'Attendance: Parent Approval Required'; 'My News' with a message that there are no news items; and 'Student Name' with a 'Student Profile' link and a 'Parent Teacher Student Conferences' link. A red dashed circle highlights the 'Parent Teacher Student Conferences' link, and a red arrow points from it towards the next step.

**Step 2:** Click the event link. Example '2013 - Semester 2'.

The screenshot shows the 'Conference Bookings' page. It has a title 'Conference Bookings' and a subtitle 'Conference Bookings Home'. Below the title, there is a message 'Please select the event to manage your bookings.' and a table titled 'Available events'. The table has three columns: 'Event', 'Student', and 'Status'. The first row in the table is '2013 - Semester 2', 'Open for booking'. A red dashed circle highlights the '2013 - Semester 2' link, and a red arrow points from it towards the next step.

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

The screenshot shows the 'My Bookings' page. It has a title 'My Bookings' and a subtitle 'Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.' Below this, there is a grid of available timeslots. The grid has four columns of timeslots, each with a status 'Available' in a green box. A red arrow points from the '20/05 18:30 PM Available' slot to the 'Available Staff' list below. A red callout box with a white background and a red border contains the text 'Only teachers that are available are show in the list.' Below the grid, there is a key: 'Key Available for booking (green box) Not available (grey box) Current booking (orange box)'. Below the key, there is a table titled 'Available Staff' with three columns: 'Staff Member', 'Staff Note', and 'Location'. The table lists five staff members: David WYATT (WYA), Jay THIAGU (THI), Lisa WATT (WAT), Manny PERESSO (PER), and Sue LUBBOCK (LUB). A red arrow points from the 'Available Staff' table to a red callout box with a white background and a red border containing the text 'A list of all your child's teachers and the classes they teach your child.'