



# Welcome to Compass

## What is Compass?

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Introducing Compass Parent Portal: Your One-Stop-Shop for College and Child Progress Updates  
Our online, integrated portal, Compass, offers up-to-date and meaningful information about your child's progress and our school community. With Compass, you have access to a range of features, including:

- Monitoring attendance and approving absence or lateness
- Communicating with teachers and updating contact details
- Viewing timetables and school calendars
- Tracking homework and assessment tasks
- Downloading progress and semester reports

Additional modules will be available in Compass, and parents will be notified as each feature becomes available for use.

## Accessing Compass

Compass is a web-based system accessible on any modern web browser or by using the Compass iOS or Android apps. Each user receives a separate login to the parent portal, which can be accessed via the college's website or by using the direct URL <https://overnewton-vic.compass.education>

Parents will need to download the Compass School Manager App found here in the [App Store](#) or [Google Play](#).



### Compass School Manager 4+

JDLF International Pty Ltd

Designed for iPad

#8 in Education

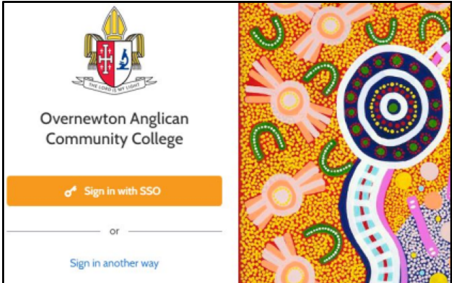
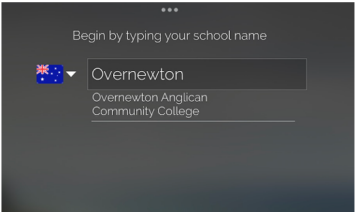
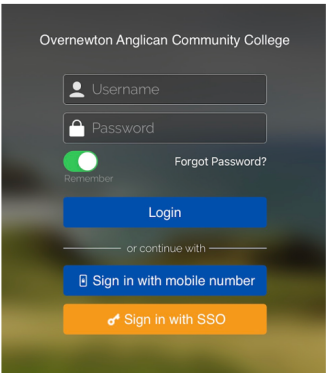
★★★★ 1.9 • 649 Ratings

Free

[View in Mac App Store ↗](#)

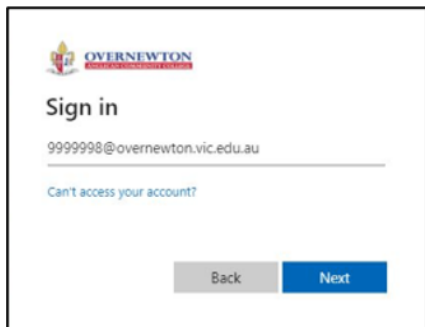
# Logging in to Compass

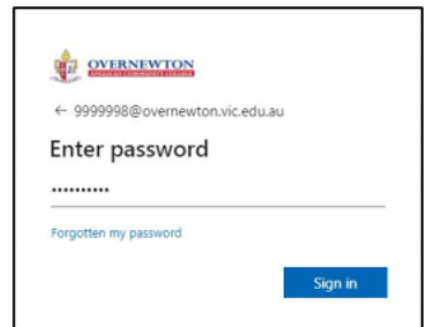
By using the direct URL <https://overnewton-vic.compass.education> you will access the Overnewton Compass login page.

ACCESSING COMPASS VIA WEB BROWSER	ACCESSING COMPASS VIA MOBILE APP
<p>1. Click the orange button labelled <b>Sign in with SSO</b> to sign into Compass.</p> 	<p>1. Type 'Overnewton' into search box 2. Select 'Overnewton Anglican Community College' from the dropdown menu</p> 
	<p>3. Click the orange button labelled <b>Sign in with SSO</b> to sign into Compass.</p> 

2. At the **Sign in** prompt type in your [parentID@overnewton.vic.edu.au](mailto:parentID@overnewton.vic.edu.au) and click **Next**. Type in your password when requested, and click **Sign in**.

**NOTE: You must type in the full email address.**





3. The College recommends that you click **Yes** when prompted to 'Stay signed in?' If you have issues with your account or password please consult the **Forgot Compass Password** section below, or send an email to [compass.support@overnewton.vic.edu.au](mailto:compass.support@overnewton.vic.edu.au) and one of our support staff will assist you.

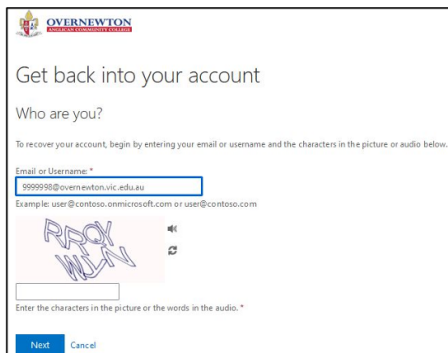
## Forgot Compass Password

1. Click the **Forgot my password** link when you arrive at the *Enter Password* prompt.

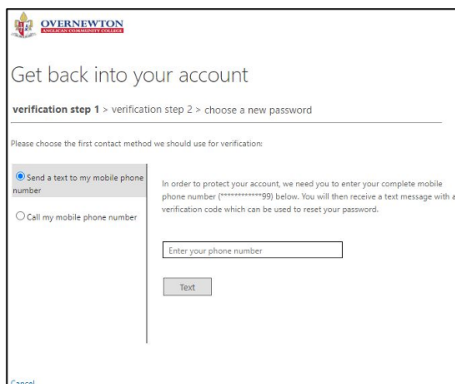


2. At the Get back into your account prompt please:

- Confirm that your email ([ParentID@overnewton.vic.edu.au](mailto:ParentID@overnewton.vic.edu.au)) is correct.
- Complete the Captcha by entering the characters in the picture.
- Click the **Next** button to proceed

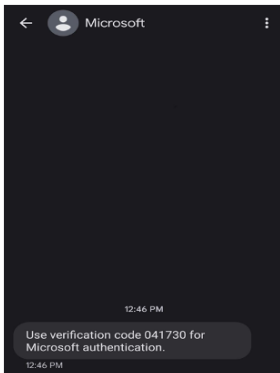


3. At the next prompt please enter your mobile phone number and click **Text**.



**Note:** If the last 2 digits appear incorrect, or you have not provided the College with your mobile number, then you will need to contact [compass.support@overnewton.vic.edu.au](mailto:compass.support@overnewton.vic.edu.au) to reset your password.

4. You will receive a text message containing an authentication code.



5. Type that authentication code into the prompt and click **Next**.

6. You will be prompted to Enter a new password of your choosing. Please enter and confirm your new password and click **Finish**.

Recommendations for a secure password are as follows:

- 8 characters minimum
- At least 1 capital letter
- At least 1 lower case letter
- At least 1 number
- At least 1 symbol
- Does not include your name, address, or other personal information

7. You should see a screen that says **Your password has been reset**. You can now log in to Compass using the instructions at the start of this guide.

If experiencing any difficulties, please send an email to [compass.support@overnewton.vic.edu.au](mailto:compass.support@overnewton.vic.edu.au) and one of our support staff will assist you.

# The Compass home screen

The home screen offers quick access to your child's profile and provides relevant alerts, news, and updates.

## 1) Main Menu

The tools icon provides access to update contact details and change your password, as well as other Compass and school resources.

## 2) College Calendar

Access upcoming events, your child's schedule, and other relevant school-wide activities through the Compass home screen calendar icon.

## 3) Star links

To access key links relevant to the College, go to the Favourites menu on the Compass home screen by clicking on the 'Star'. Family Involvement Information can be accessed via a link in the section.

## 4) Student Profiles

The student profile contains information about your child's attendance, learning tasks, reports, and other details. The Actions button allows for quick Parent Approvals, Parent-Teacher conference bookings, and email communication with teachers.

## 5) Alerts

The platform offers custom notifications for various items that require action or attention, such as excursion notifications, absence notifications, surveys, and student report availability.

## 6) News

Stay informed about College news and events with newsletters and updates. Get details about upcoming events and other relevant information.

The screenshot displays the Compass home screen interface. At the top, a navigation bar contains icons for 'Compass', home, calendar, tools, star links, and a user profile icon. Below the navigation bar, the main content area is divided into several sections. On the left, a 'Student Profiles' section lists two students: Stephen CORNFOOT and Euan ABERCROMBIE, each with a profile icon and a list of actions like 'Profile', 'Send email to teachers', and 'Add Attendance Note'. On the right, an 'Alerts' section displays two notifications: 'Course Confirmation/School Payments' and 'Parent Student Teacher Conference'. Below the alerts, a 'My News' section shows a 'Magic High Newsletter 2021' with a list of items like 'Sports Carnival Photos' and 'Year 6 School Camp information'. Numbered callouts (1-6) point to the Main Menu icon, the Calendar icon, the Star links icon, the Student Profiles section, the Alerts section, and the News section respectively.

# Attendance: Summary

## Notes

The notes sub-tab provides a list of comprehensive approvals for your child and allows for the addition of both past and future absence notices.

## Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

## Unexplained

The "Unexplained Absences" sub-tab lists all absences from class that have not been explained. Users can click on this tab to view and approve specific absences.

## Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

- NP Schl- Not present in class and approved by school-related activity.
- NP Parnt- Not present in class and approved by a parent approval.
- NP Unap- Not present in class with no approval entered.

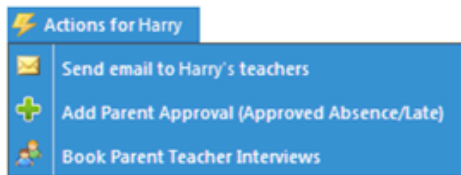
The screenshot displays the 'Attendance' section of a dashboard. At the top, there are navigation tabs: Dashboard, Schedule, Learning Tasks, Attendance (selected), Reports, Insights, and Communications. Below these are sub-tabs: Summary (selected), Notes, Unexplained, Arrival/Departure, and Full Record. The main content area is divided into three sections:

- Daily Activities & Attendance:** Shows a grid for the current date (22/05/2023) with time slots from 8:00 am to 4:00 pm. Classes listed include Physical E... 4PEDR, General Yr 4 4GENR, Mandarin ... 4MNDR, and Chapel Yr 4 4CHPR.
- Annual Summary:** A calendar view for the school year 2023, showing attendance status for each day from January to May. A 'Term Summary (Days Not Present)' table on the right shows: Term 1: 3 Days, Term 2: 1.5 Days, Term 3: 0 Days, Term 4: 0 Days.
- Attendance Summary:** A filterable table with columns for Start, End, Students, Class %, Ac'd %, and Schl %. Below the filters is a detailed table:

Subject	Class	Form	Run	Prnt	In Class			Out of Class			Percentages			
					Late Appr	Late Un'd	Total	Counted	Non-Counted	NP Un'd	Total	Class %	Ac'd %	Schl %
Art Yr 4	4ARTR	-	18	18	0	0	18	0	0	0	0	100	100	100
Assembly Yr 4	4ASMR	-	6	6	0	0	6	0	0	0	0	100	100	100
Chapel Yr 4	4CHPR	-	11	9	0	0	9	2	0	0	2	82	100	82
General Yr 4	4GENR	-	218	208	0	0	208	6	2	2	10	95	99	96
General/Mandarin Yr 4	4GNMR	-	27	26	0	0	26	0	1	0	1	96	100	100

# Attendance: Entering a Parent Approval

Step 1: From the Compass home screen (or from your student's profile), click the 'Actions for' button for your child and select the 'Add Parent Approval' item.



Step 2: From the pop-up window:

- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button

A screenshot of the "Parent Approval Editor" window. It has two main sections: "Approval Details" and "Affected Sessions".  
In "Approval Details":  
- Person: Harry Potter  
- Reason: Parent Choice (dropdown menu)  
- Details/Comment: Faulty broomstick  
- Start: 21/07/2014, 08:00 AM (dropdown)  
- Finish: 21/07/2014, 05:00 PM (dropdown)  
In "Affected Sessions":  
- Table with columns: Activity, Start, Finish  
- Rows: 10LINKC (21/07 - 08:50 AM to 21/07 - 09:10 AM), 10MMAE (21/07 - 09:10 AM to 21/07 - 10:20 AM), 10EN11 (21/07 - 10:45 AM to 21/07 - 11:55 AM), 10VCB1 (21/07 - 12:00 PM to 21/07 - 01:10 PM), 10FRA1 (21/07 - 02:05 PM to 21/07 - 03:15 PM)  
At the bottom right are "Save" and "Cancel" buttons.

Note: Where possible, parent approvals should be entered prior to the absence occurring.

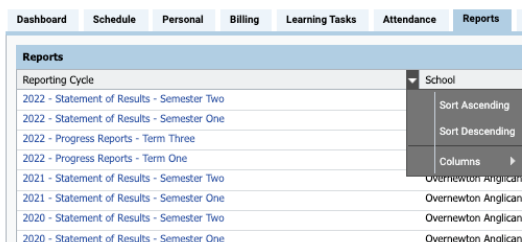
# Reports and Learning Tasks

## Monitoring Your Child's Progress with User-Friendly Reports

Parents can easily view current and previous reports of their child's performance. Receive notifications on your homepage when a new report is uploaded. Simply click on your child's profile and select the "Reports" tab to access all of their reports at any given time.

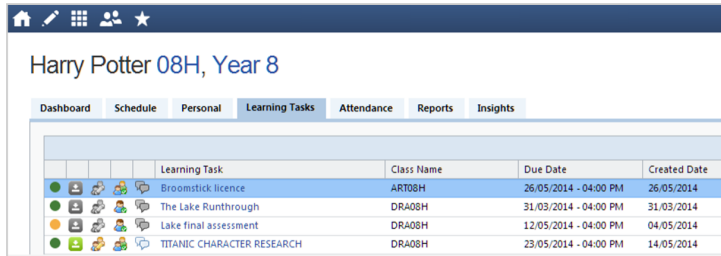
## Accessing Your Child's Semester Report

To download a copy of your child's semester report, simply click on the report.



# Learning Tasks

Parents can view their child's homework through the Learning Tasks tab in the student profile, providing an up-to-date record. Assessment tasks will also become available from 2024.



Learning Task	Class Name	Due Date	Created Date
Broomstick licence	ART08H	26/05/2014 - 04:00 PM	26/05/2014
The Lake Runthrough	DRA08H	31/03/2014 - 04:00 PM	31/03/2014
Lake final assessment	DRA08H	12/05/2014 - 04:00 PM	04/05/2014
TITANIC CHARACTER RESEARCH	DRA08H	23/05/2014 - 04:00 PM	14/05/2014

To view a consolidated list of learning tasks for multiple children at a school, click "Learning Tasks" from the Teaching and Learning menu item.



# Other Parent Functionality

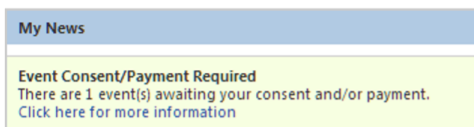
## Consent for Excursions, Incursions and Camps

Steps to view the upcoming events and excursions and provide consent if needed:

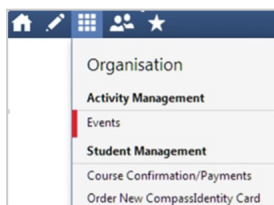
1. Navigate to the Events page or click on the event alert under 'My News'
2. To give consent click the red 'Process Now' button.
3. Fill in the highlighted relevant fields
4. Click the 'Submit Details' button.

Note: It's important to note that consent will be requested before the beginning of each school year.

My News example:



Events page example:





## Parent-Teacher Conferences (release date to be advised)

Steps to book parent-teacher interviews:

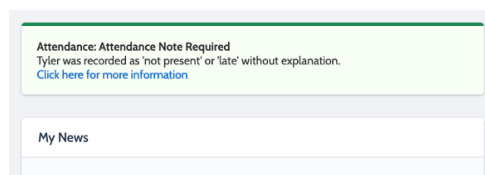
1. Click the 'Actions for' button next to the student and select 'Book Parent Teacher Interviews'.
2. Choose the relevant interview cycle from the list displayed.
3. View available booking times on the booking sheet.
4. Click on a time to view available teachers for that time.

Note: Teacher availability can be viewed by clicking on their name at the bottom of the booking page.

Parent/Student/Teacher Conferences Aug 6: Harry Potter			
Parent/Student/Teacher Conferences Aug 6			
My Bookings			
Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.			
06/08 13:30 PM	Available	06/08 15:50 PM	Available
06/08 13:35 PM	Available	06/08 15:55 PM	Available
06/08 13:40 PM	Available	06/08 16:00 PM	Available
06/08 13:45 PM	Available	06/08 16:05 PM	Available
06/08 13:50 PM	Available	06/08 16:10 PM	Available
06/08 13:55 PM	Available	06/08 16:15 PM	Available
06/08 14:00 PM	Available	06/08 16:20 PM	Available
06/08 14:05 PM	Available	06/08 16:25 PM	Available
06/08 14:10 PM	Available	06/08 16:30 PM	Available
		06/08 18:10 PM	M RENNIE
		06/08 18:15 PM	Available
		06/08 18:20 PM	M QUINN
		06/08 18:25 PM	Available
		06/08 18:30 PM	T FARLEY
		06/08 18:35 PM	Available
		06/08 18:40 PM	M HUDSON
			[No Booking]
			[No Booking]

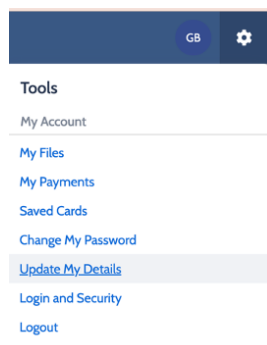
## Alerts

Compass provides a range of custom alerts that require your attention, including excursion notifications, absence notifications, and student report availability. These alerts are displayed above the 'My News' section on the Dashboard.



## Changing Details

The 'settings' cog provides tools for updating personal details, changing passwords, and logging out of an account. In the future, Compass will offer secure payment options, and families will be informed when this feature becomes available. Other tools in this area will also be accessible at that time.



## Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, and are consistent with industry credit card regulations.

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <https://sites.google.com/compass.education/policies/privacy>.