

INSTRUCTIONS FOR PARENTS TO ACCESS COMPASS EMAILS

Log into COMPASS and from your Home Page, go to your child's profile:

The screenshot shows a web browser window with the following elements:

- Browser tabs: "Cannot Open Page" and "www.facebook.com".
- Browser address bar: "www.facebook.com".
- Browser navigation: "Favourites" and "Home | Compass".
- Portal Header: "Welcome to the [redacted] Portal".
- Portal Instructions: "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."
- Navigation Links:
 - Profile (Attendance, Schedule, Reports) - This link is highlighted with a red arrow.
 - Send email to [redacted] teachers
 - + Add Attendance Note/Approval (Approved Absence/Late)
- Main Content Area: "Compass" logo and "My News" section with a large redacted area.

Once on your child's page, select 'email'

Student: [redacted]

Dashboard Schedule Learning Tasks Attendance Reports Ani

Student: [redacted]

Details: [redacted]
Groups: [redacted]
Student IDs: [redacted]
Email: [redacted]

Email + Add

Monday, 13 November 2017

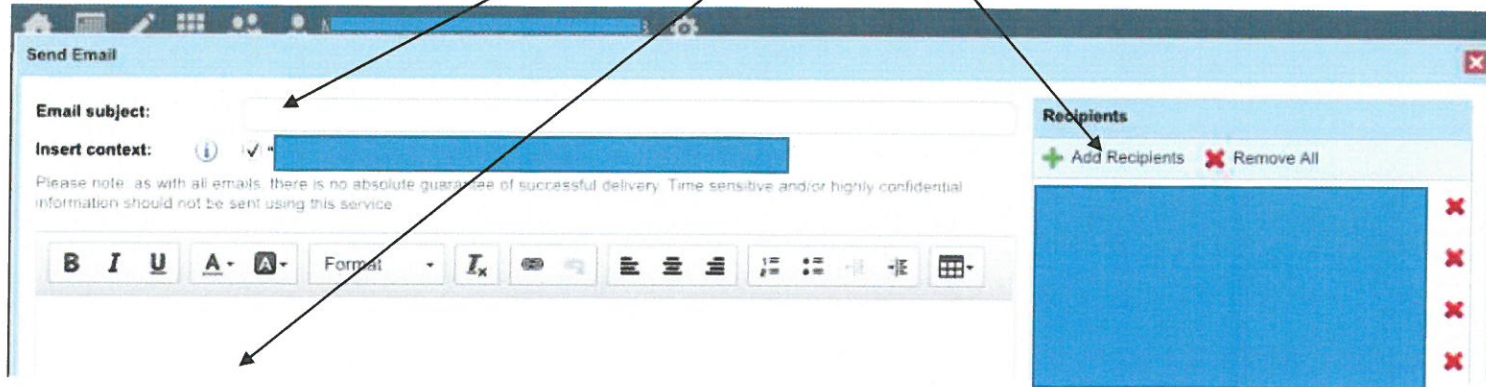
8am

then click here

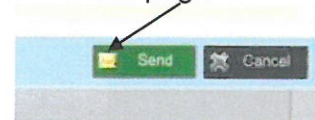
+ Add

Teachers

Once you are in the email section, complete the subject and message.
Then add the recipient for the email (the class teacher or specialist).

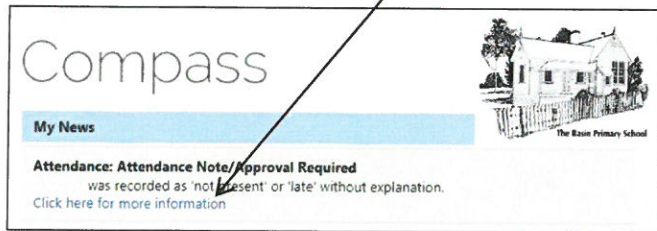


Then send your message by clicking on the 'send' button at the bottom of the page

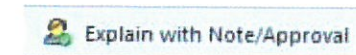
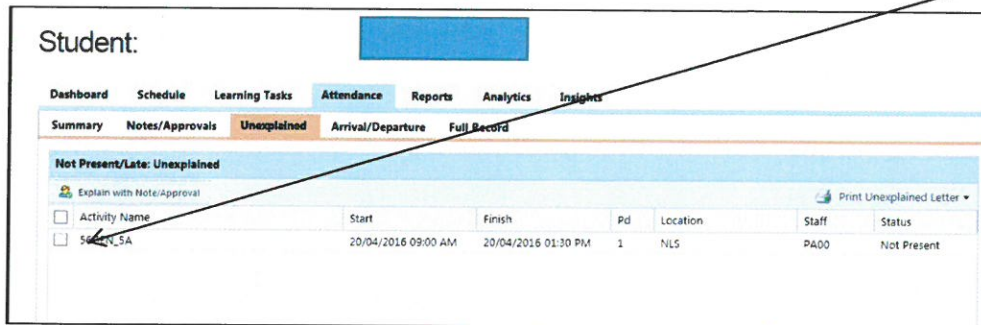


APPROVING AN ABSENCE OR LATE ARRIVAL

If your child has any absences or late arrivals that have not been approved by you, these will appear under My News. Click on the link for more information to open and view these.



Review the absence(s) and/or late arrival(s) and tick the box beside each event that you approve. Then click the Explain with Note/Approval button.



Choose a reason for the absence/late arrival from the drop down arrow. Then click save.

The screenshot shows the 'Attendance Note/Approval Editor' form. It includes a 'Reason' field with a dropdown arrow and a 'Details/Comment' text area. Below the form is an 'Important Notice' section. At the bottom right, there are 'Save' and 'Cancel' buttons. Arrows point from the text above to the dropdown arrow and the 'Save' button.

Attendance Note/Approval Editor

Note/Approval Details

Person:

Reason: Enter a 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).

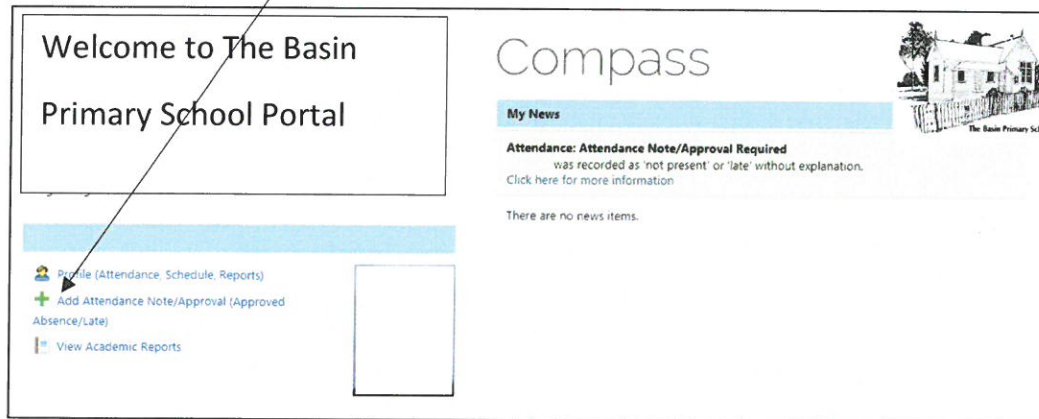
Important Notice

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

Save Cancel

AUTHORISING A FUTURE ABSENCE

To enter parent approval for a future absence such as a family holiday, a medical appointment, etc. go to the Family Home Page and click on **Add Attendance Note/Approval (Approved Absence/Late)**.



Enter the reason for the future absence from the drop down arrow. Enter a brief comment if appropriate.

Enter the start date and the finish date. Click save. This future absence will now be applied to all relevant rolls.

The screenshot shows the 'Attendance Note/Approval Editor' form. The form has several sections: 'Note/Approval Details', 'Important Notice', and a date/time selection section. The 'Note/Approval Details' section includes fields for 'Person:', 'Reason:' (with a dropdown arrow), and 'Details/Comment:'. The 'Important Notice' section contains a warning message. The date/time section has 'Start:' and 'Finish:' fields, each with a date picker and a time dropdown menu. At the bottom right, there are 'Save' and 'Cancel' buttons. An arrow points from the text above to the 'Reason:' dropdown. Another arrow points from the text above to the 'Save' button. A third arrow points from the text above to the 'Potentially Affected Sessions' table.

Activity	Start	Finish
56GEN_5 (Level 5...	03/05/2016 09:00 AM	03/05/2016 01:30 PM
56GEN_5 (Level 5...	03/05/2016 02:30 PM	03/05/2016 03:30 PM