Compass School Manager is a whole school administration package. It is used by the College to streamline many school operations, from attendance, communication, event management and reporting.

As a Parent you have access to...
As a Parent of at least one student at Rosehill Compass will increasingly becoming a central portal for communication between the College and yourself. Currently, the following features of Compass are available to parents.

My News
This will display attendance alerts consisting of not present or late without approval for your student. This newsfeed module will let you view Newsletters and any other information published by the College.

Student Profile
- Attendance - This module lets you review your student’s attendance at your own convenience. You are also able to provide parent approval for absences.
- Student Schedule - This allows you to view your student’s schedule/timetable and events.
- Communication - email your student’s teachers.

Organisation / Events
This allows you to view events assigned to your student and will be visible in their schedule.

Learning Tasks
This allows you to view your student’s learnings tasks: due date; description; attachments; grade, teacher comments and status.

As a Student
In addition to all information currently available to parents, students are able to access resources uploaded by their teacher for use in their classes.

The future for Compass School Manger
Later in 2015 other features will become available and we will alert parents via their Compass Home Page when this occurs.

Other features include:
- Parent/Student/Teacher Interviews – booking time
- Permission Forms – this allows you to manage permission forms for events and other necessary documentation.
- Payment – approve and pay for upcoming excursions, school fees and other costs.
- Reports –access students’ progress reports and Semester reports including past years reports and assessment feedback.
ACCESSING AND LOGGING INTO COMPASS

Compass is a web application and is accessible through a web interface. Staff, Students and Parents can use most common web browsers.

Parents’ Initial login to Compass
To access compass open an internet browser and go to: http://www.rosehill.vic.edu.au
Click on the Compass tab at the top of the Quick Links on the right hand side of the home page.

When parents first log into compass they will need to enter their **Username** and **Password** provided by the College.

After entering your username and password into compass you will see the below screen.

Please ensure that your mobile number and email address are correct, then click ‘**Update My Details**’
CHECKING YOUR DETAILS ARE CORRECT ON COMPASS

After verifying your details, you will then need to change your pin number to log into compass. Your new password must be numeric only and at least 4 characters long.

If you forget your pin, you can reset it using the ‘Don’t know your username? Forgotten your password?’ on the log in page.

HOME PAGE OF COMPASS

- **Home Button**: This will return you to the home page.
- **Pencil – Teaching & Learning**: This will allow you to view your students Learning Tasks.
- **Action**: Clicking on this will enable you to email teachers and to approve future attendance.
- **Student Profile**: Clicking on this will bring up your student’s profile. This will display your student’s current timetable, weekly schedule, chronicle, reports (yet to be activated) and attendance.
- **Organisation /Events**: This will allow you to view events or activities that your student(s) may/will be participating in.
- **My News**: This will contain news items that relate to your students.

Welcome to the Rosehill Secondary College 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. (Task > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

- [Profile Attendance, Schedule, Reports](#)
- [Add Parent Approval, Approved Attendances](#)
- [View Academic Reports](#)
- [View Learning Tasks](#)

[Student Name]

[Profile Information]

- [Profile Attendance, Schedule, Reports](#)
- [Add Parent Approval, Approved Attendances](#)
- [View Academic Reports](#)
- [View Learning Tasks](#)
STUDENT PROFILE

You will be able to view your student’s schedule, events and attendance.

Dashboard
This displays:
- Your students details
- Your student timetable for the day you are viewing

Attendance
This displays your student attendance history

Schedule
This displays your student’s weekly timetable

Reports (inactive)
A message will be sent via Compass when this feature is activated
- Assessment feedback
- Progress reports
- End of Semester Reports

Action
This displays:
- Your students teachers email addresses
- Future absence approvals

STUDENT SCHEDULE / STUDENT EVENTS

Blue colour
This indicates no changes to the class

Green Pole
This indicates the teachers HAS marked the class roll. This does NOT indicate that your student IS present in class

Barber Pole
This indicates the teachers has NOT marked the class roll

Event
Indicated by green colour
- There were no classes running this day
- Event
  
  Indicated by green colour
  On Friday the 13th of March John was on an event (Rosefest) John’s classes were still running and are listed beside the event

Pink colour
This indicates there have been changes made:
Change of teacher and/ or Room change
STUDENT ATTENDANCE

Status
This indicates Jarrod’s attendance the selected day on the roll – Present, Not Present or Late will appear.

ATTENDANCE - PARENT APPROVAL

My News – Attendance Parent Approval Required
If your student was marked as not being present or late to school for previous days, you will see an alert under “My News” on your Home Page.

Please select the Attendance Parent Approval required
You will be able to approve an absence from here by selecting the Click here for more information.
You will be taken to the unapproved absence page. Here you can select the classes your student was marked “not present” and provide a parent approval for the student not being at school.

Parent Approval
If your student has attendance requiring parent approval tick the boxes on the left had side for the times you are approving. Then click the Parent Approve button.

For an unapproved absence parents need to call the General Office (93372488) to ensure the correct procedures are followed for students marked as absent or late.

Parent approved absence (If the student will not be at school - future)
If your student will not be at school for part or a whole day you are able to approve the absence without having to call the school. This can be done the morning the students will not be at school or if it is a planned event can be done before the day.

To add a parent approved absence follow the below steps.

Return to the Home Page
Please select the Home button at the top right of your screen

Action
You can select
- Send an email to your students teachers
- Add a parent approval for a future
PARENT APPROVED ABSENCE
(If the student will not be at school - future)

1. Select the reason the student will not be at school and add any details or comments on why the students will not be attending school.

2. Select the start and finish date, and the time of when the student will not be at school. If the student will be away for an entire day, you can leave the default times. You do not need to select a session.

3. Click Save.

LEARNING TASKS

1. Click on the pen.

2. Status: Displayed will be the status of your students’ progress:
   - Student grade pending
   - Student has not submitted
   - Student submitted Late
   - Students submitted on time

3. Due Date

4. Learning Task:
   Selecting the task listed you will be given more details:
   - You may have access to attachments - Power Points, assessment tasks, rubrics etc.
   - Student grade
   - You may have access to leave a comment for the teacher
FORGOTTEN PASSWORD

Select the
Don’t know your username? Forgotten your password?

This will take you to a number of options where you will be asked for
1. Your username
2. Your email address
3. Your mobile phone number
Answering any one of these three correctly and you will be able to access Compass.

COMPASS FAQ’S

Who should I contact for technical support?
During business hours, contact the College on 93372488.

How do I log on?
Your username and system generated password are included on a letter mailed to you from Rosehill.

How do I ensure that my account remains secure?
Change your password as soon as you log on, and ensure that it is a password that nobody will be likely to guess. Note that your password must include only numbers. Never share your password with anyone, including your own child. Should you suspect that your account has been compromised, it is essential that you reset your password immediately, and then report it to the Rosehill technical support team as soon as possible.

Who should I contact for queries regarding my child’s attendance?
If you believe that there is an error on your child’s attendance record, please contact the front office on 93372488 and ask to speak with the attendance officer. If you believe that your child has missed classes without authorisation, contact his/her Year Level Coordinator and they will investigate it further.

Will I receive text messages for my child’s absence, and can I still approve my child’s absence via the telephone?
Please note that the automated text messages for absences are still being sent to parents’ mobile phones each morning and you can still approve absences via a phone call to the school. It is important that you logon to Compass to ensure you are able to approve an absence, or call the school on 93372488. Compass enables parents easy access to approve absences on line, at their convenience.

What are the privacy arrangements regarding my child’s data?
Compass School Manager is a Victorian school management system. Information stored within this system is managed in accordance with Victorian privacy principles and is stored on servers located within Department of Education and Early Childhood Development facilities. All data remains the property of the school. A copy of the Compass privacy policy is available at www.jdlf.com.au/policy/privacy.