



Compass Guide for Parents

Seville Primary uses a Learning Management System called Compass School Manager.

Compass School Manager enables parents/guardians to:

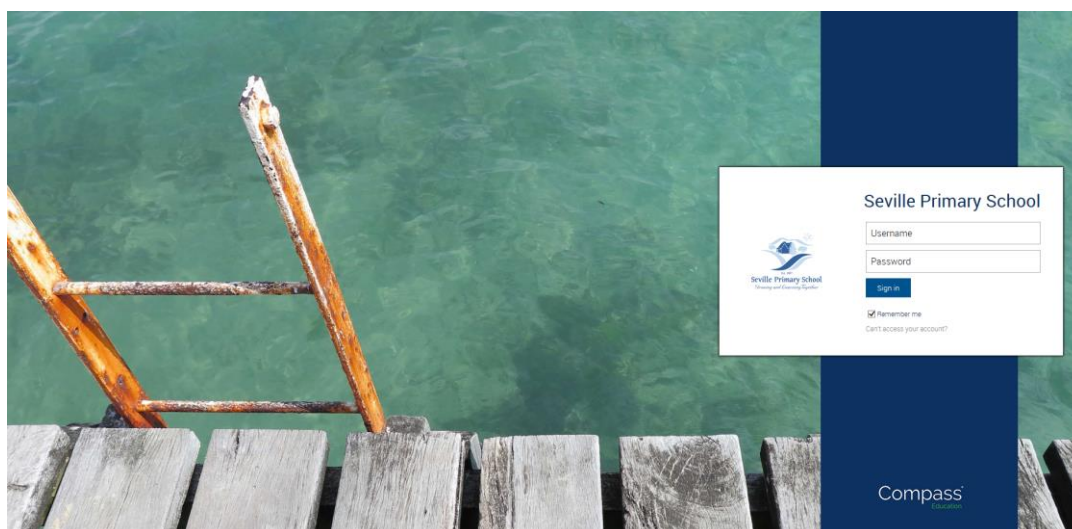
- Access your child's Student Semester Reports
- Access you child's Progress Reports
- Book your Parent/Student/Teacher conferences
- View up-to-date class and school attendance information
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news
- Consent and pay for school events

Compass School Manager can be accessed by following the links available by visiting: <https://sevilleps-vic.compass.education>

Accessing Compass for the first time

Families will receive a letter containing a Username and Password for accessing the Compass Student Manager.

Login to Compass by following the link detailed in the letter.



Upon your first time logging on to Compass, you will be prompted to update your contact details. Follow the on screen instructions.

Welcome to the Seville Primary School Parent Portal

Please confirm your mobile phone number and email address(es) 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).

Mrs [Redacted]
 [Redacted]
 Mobile [Redacted]
 Email [Redacted]

Mr [Redacted]
 [Redacted]
 Mobile [Redacted]
 Email [Redacted]

[Update My Details](#)

[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. JDIF 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@jdif.com.au

Welcome to Compass

Welcome to the Seville Primary School Compass home screen - a central location to navigate to your child's dashboard profile, schedule/attendance information as well as school news feeds.

Welcome to the Seville Primary School 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 (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

[Redacted]

[Profile \(Attendance, Schedule, Reports\)](#)

[View Academic Reports](#)

[Redacted]

[Profile \(Attendance, Schedule, Reports\)](#)

[View Academic Reports](#)

[Redacted]

[Profile \(Attendance, Schedule, Reports\)](#)

[View Academic Reports](#)


Compass

My News

Welcome

Hi all,
 Welcome to the Seville Primary School Compass home screen - a central location to navigate to your child's dashboard profile, schedule/attendance information as well as school news feeds.
 Don't forget to download the app on your phones and tablets for notifications of important

Just now by Lee NOLAN [\[See More\]](#)



Student Profile:
 Click on their profile to view:

- Schedule
- Attendance
- Reports

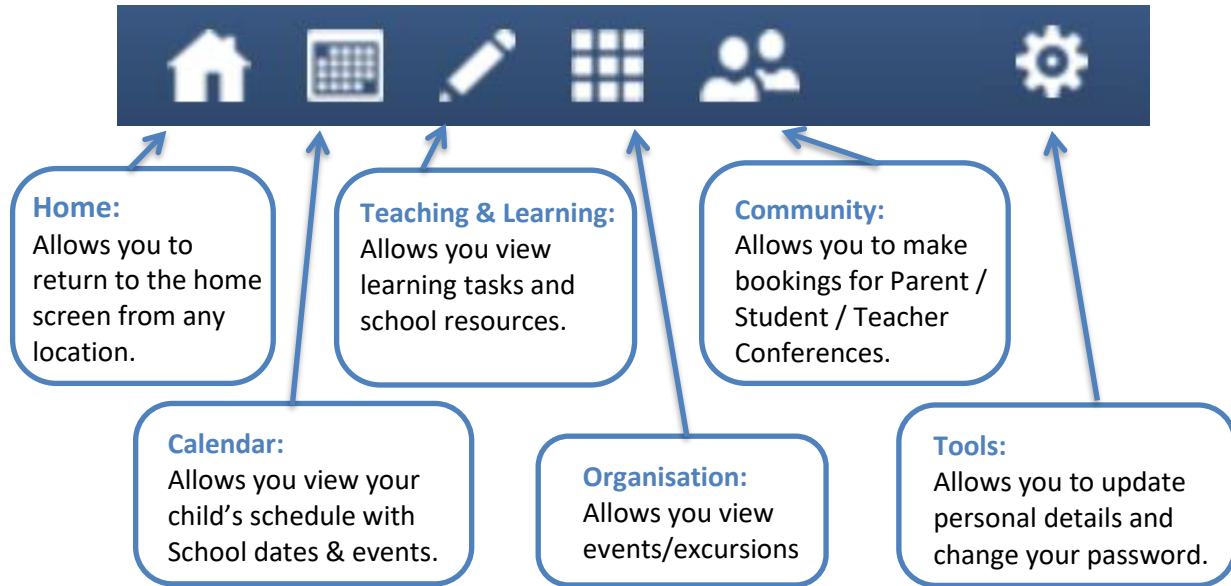
My News:
 Items requiring your action, such as consent forms for excursions or approval of any absences will be listed at the top.

School wide announcements.

Class specific

Navigation Bar

The top navigation bar offers additional features for parents/guardians to easily access additional content.



Student Profile

From the home screen, clicking on the “Profile (Attendance, Schedule, Reports)” link will bring up the dashboard for that child. This dashboard will give a quick summary of the current day's schedule for the student as well as the Student Chronicle.

The **Student Chronicle** is a section that allows staff to record any feedback related to your child.

The screenshot shows a dashboard for a student. At the top, there are tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. The main content is divided into two columns:

- Left Column:** Student profile information including a placeholder for a photo, details (Male - 11 years), groups (MAROONDAH, 56, Year 6), and student IDs. Below this is a calendar view for Monday, 13 February 2017, showing a schedule with two lessons: 8:50: GEN56_56 - LS1 - MURP and 11:40: GEN56_56 - LS1 - MURP.
- Right Column:** Student Chronicle section with a date filter set to 'This Year' and a display range from 1/1/2017 to 31/12/2017. It shows 'No Chronicle Entries to display'.

A blue arrow points from the 'Student Chronicle' section in the screenshot to the 'Tools' callout box in the navigation bar diagram above.

The student profile navigation bar offers additional quick links.



Dashboard

Clicking the “Dashboard” tab will display the initial summary page of the student’s profile.

Schedule

Clicking “Schedule” will display their timetable (including which Class, Teacher and Subject) as well as events that your child is involved in (eg. Excursions, Incursions, Guest Speakers, Sports Carnivals, etc).

Learning Tasks

Clicking “Learning Tasks” will display any assignments or tasks that have been set for your child. A list of all tasks will appear, in which you can view detailed information about each task by selecting the name of the task to view the details.

Attendance

Clicking “Attendance” will display all information available about your child’s recorded attendance. The top section titled “Daily Activities & Attendance” will display the current days activities and attendance, which enables you to see whether your child was marked present in any of the lessons for that day.

The bottom section titled “Attendance Summary” will display an overall summary of attendance for each subject for the year.

Reports

Clicking “Reports” will display a list of available reporting cycles for your child, which you can choose to download at any time.

Analytics

Clicking “Analytics” will display detailed information on your child’s NAPLAN, AusVELS and OnDemand data.

Consenting/Paying for an Event

If you have any Events/Course Confirmations awaiting consent/payment you will see an alert at the top of your My News.

Compass

My News



Event Consent/Payment Required

There are 2 event(s) awaiting your consent and/or payment.

[Click here for more information](#)

Clicking on [Click here for more information](#) will open a page with further details on the Events and the ability to select the event to approve and pay or print the form and send payment to the school.

The screenshot shows the 'Events' page in the Compass system. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star, along with the user name 'Mrs Molly WEASLEY' and a settings gear. Below the navigation bar, the page title 'Events' is displayed. A 'Dashboard' tab is active. The main content area is titled 'My Children's Events' and contains a 'My Payments' section. This section features a table with the following data:

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and 'Items 20'. The footer of the page indicates 'Displaying 1 - 3 of 3'.

Viewing School Notices/Forms

All notices sent home can be viewed through School Resources under the Teaching and Learning tab (pencil icon).

