

# Parent Portal

Parents should initially go to the school website find the Compass icon and click on it. Parents should copy the url and add it as a bookmark. They enter their Username and Password and tick Remember me and then click Sign in.



Figure 1

They come to this screen Figure 2, the first time they login. They enter their Mobile number if they have one and an Email address and then click Update My Details.

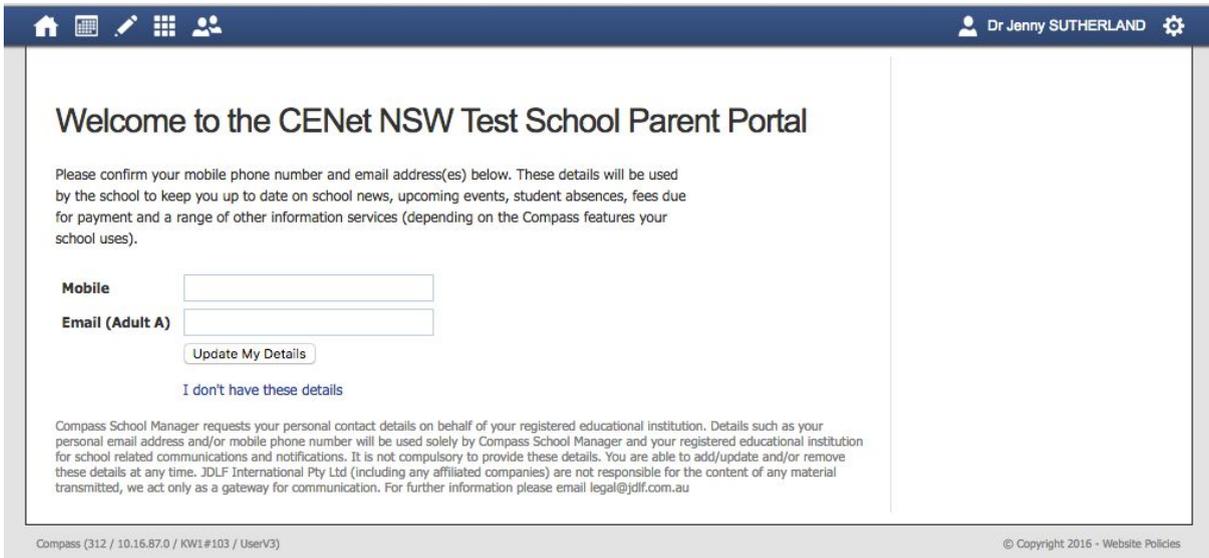


Figure 2

They will be prompted the first time in to set a new password, Figure 3.

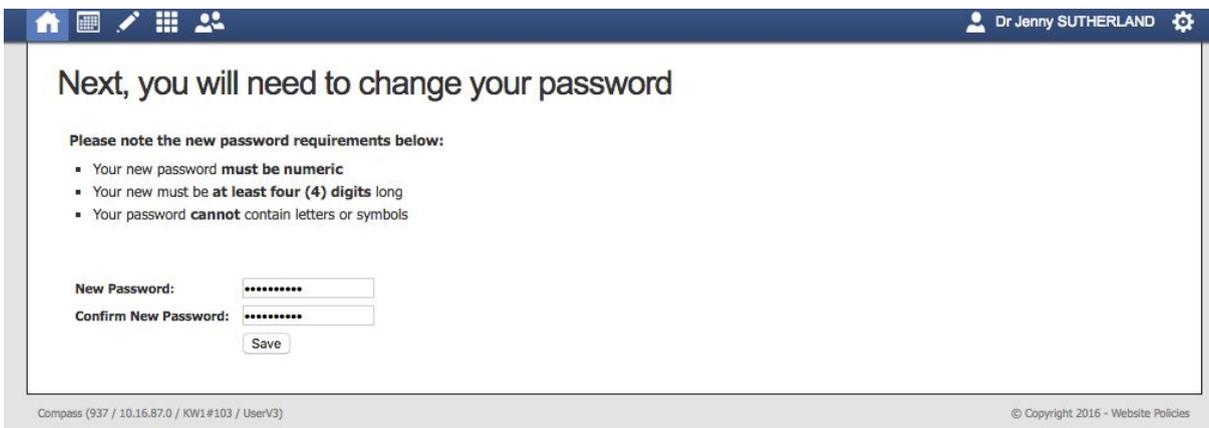


Figure 3

This is the next screen Figure 4. It is the Home Page icon. If there is a change for a mobile phone or email they click this link. As you can see in the My News section there is some information that involves their child that they need to do. They just click on this link. Their children will be listed on the left hand side and each hyperlink will take them to a new screen.

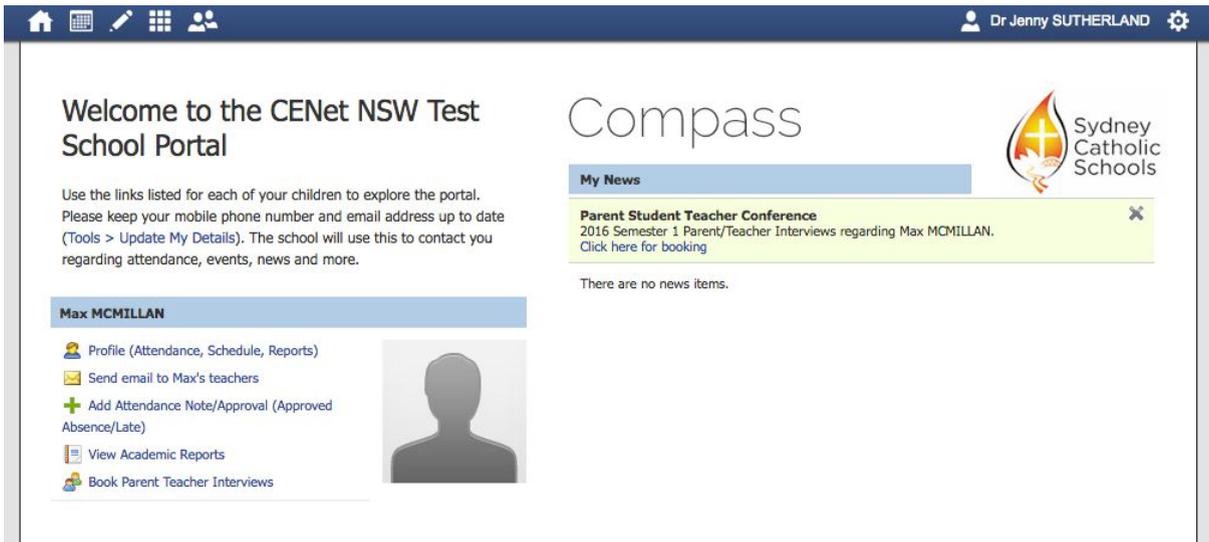


Figure 4

There are 7 icons on the top menu bar that they can click on. These are:

- Home Page icon which brings you to Figure 4
- Calendar icon
- Pencil icon which is the Teaching and Learning menu
- Rubiks Cube icon which is the Organisation menu
- People icon which is the Community menu
- Their own name icon
- Cog icon takes which is the Tools menu

The Calendar icon will list the timetable for their child, an Events Calendar for events that their child is involved in and any other calendar the school has shared with them. Typically this will be a calendar that lists parent and/or student events and an Assessment Calendar for their child.

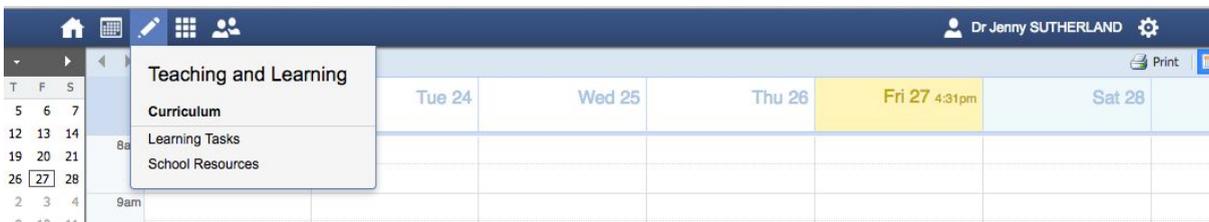


Figure 5

Click on the Pencil icon to display the Teaching and Learning menu. Click on the first module called Learning Tasks and the following screen opens.

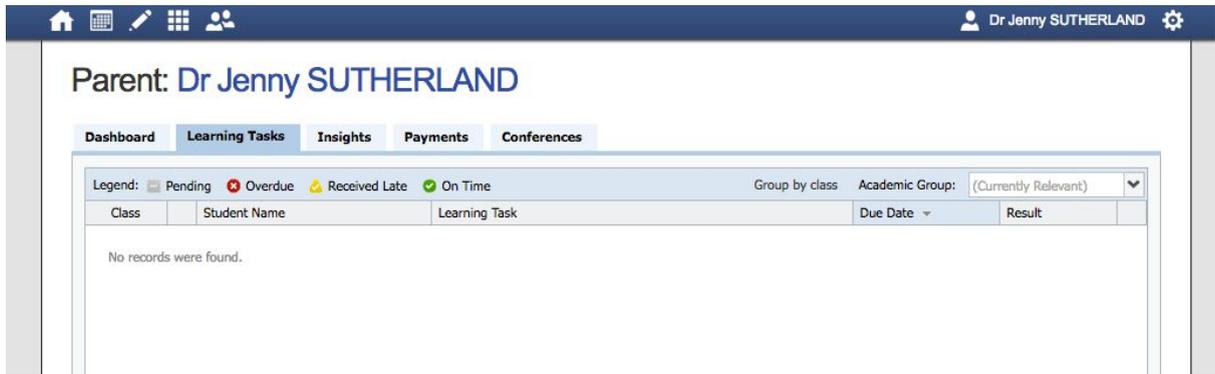


Figure 6

As you can see there are 5 tabs associated with this screen in Figure 6. Parents can explore these tabs, however not all of these are in use at this point in time. As the Compass project is rolled out more details will be available in each module.

Click on School Resources module and you will see this screen.

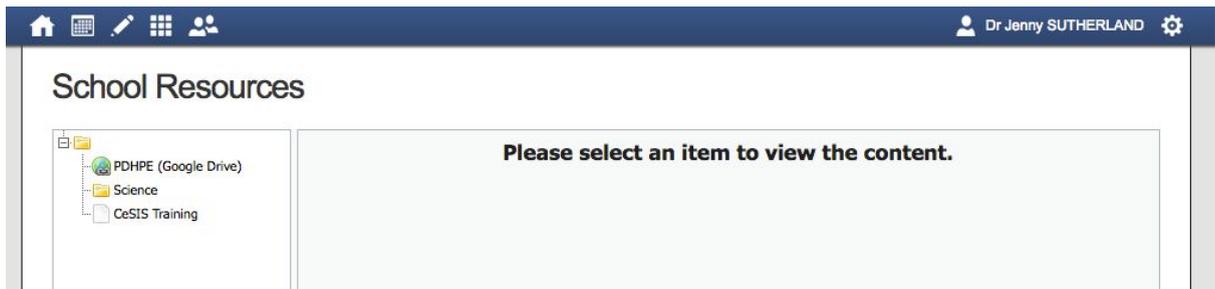


Figure 7

Click on the Rubiks Cube icon to access the Organisation menu. There are two modules here.

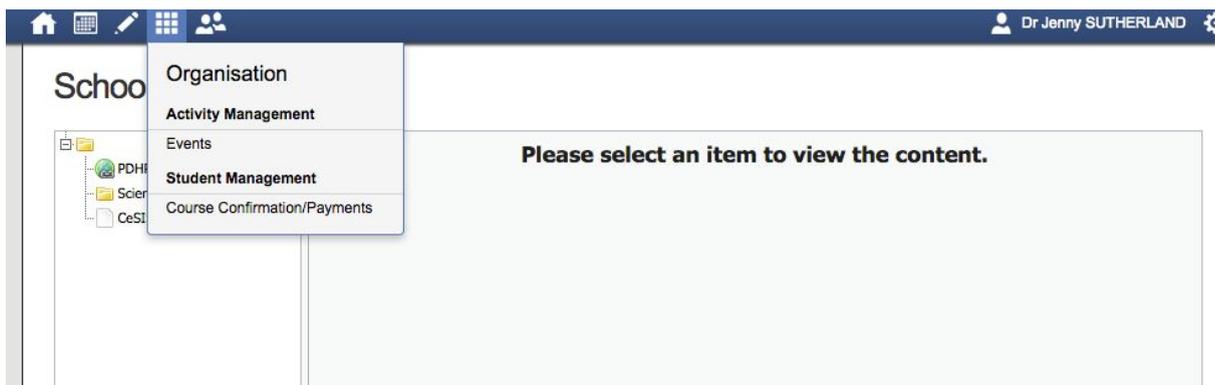


Figure 8

Events module will list any events that your child is involved in.

The Course Confirmation and Payments module is for when parents need to pay for events.

The People icon takes you to the Community menu that has 2 modules.

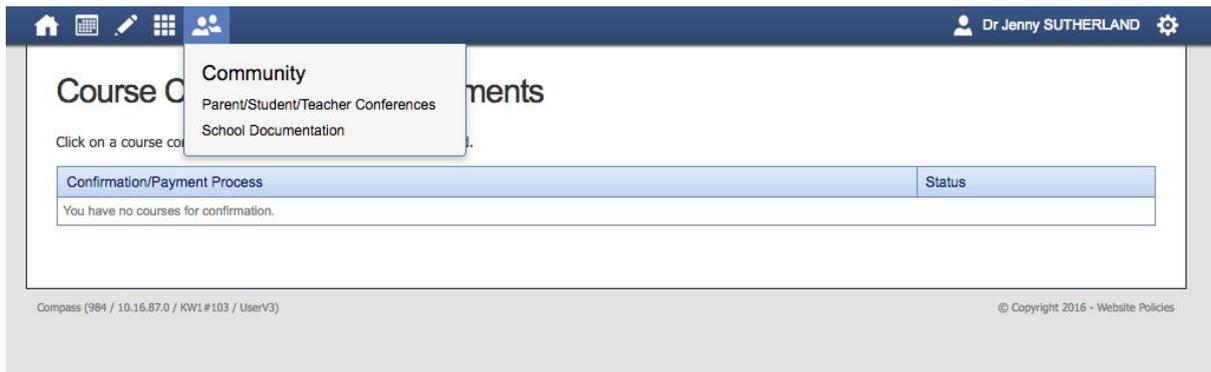


Figure 9

The first module Parent/Student/Teacher Conferences is where when it is opened you would book interviews with your child's teachers.

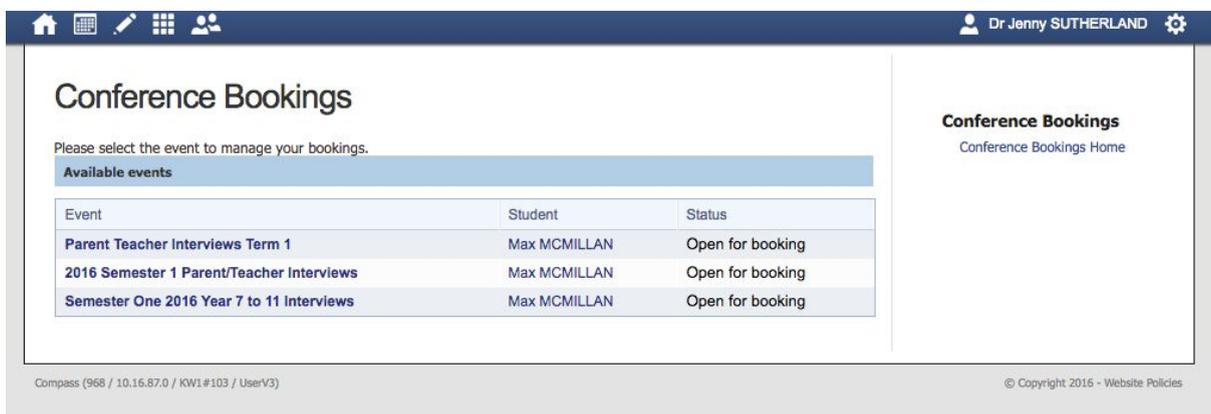


Figure 10

The second module is where you will find school documentations that is shared with all parents. Examples here can be copies of school rules and procedures, school diary, Newsletters, etc.



Figure 11

Clicking on your name will take you back to the same screen shown in Figure 6.

Clicking on the Cog icon takes you to the Tools menu.

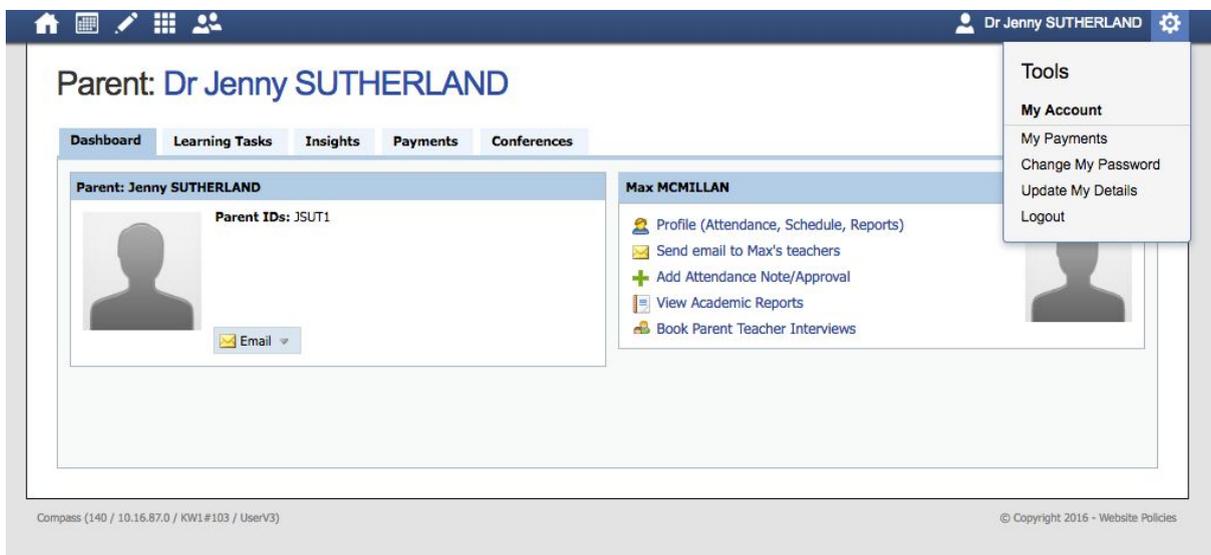


Figure 12

My Payments is where parents see what payments have been recorded.

Change My Password is where parents can change their password.

Update My Details is where parents can update their mobile phone and emails.

Logout is the final module.

Parents can also install and use the Compass App on their iphone, ipad or android devices. However it has very limited features that currently show.