

Parent Guide



دليل الوالدين



The Compass Parent Portal is an online portal that allows you to access up-to-date information about our school and your child's progress.

The portal is accessible via the web and also via the Compass School Manager App (available for download via the App store on your device).

Within the parent portal are many different features including the ability to:

- Add Attendance Notes
- Communicate with your child's teachers
- Monitor your child's homework and assessment tasks
- View Semester and Progress Reports
- Book Parent Teacher Conferences
- Consent and Pay for school events
- Order school lunches via the Canteen
- Make school fee payments
- View school news items

This guide will assist you with navigating the portal and includes step by step information on how to complete key processes.

Please note, some processes detailed in this guide may not be applicable (or in use) at our school. If you have any questions regarding your Compass parent portal, please contact the school for assistance.

بوابة Compass Parent Portal هي بوابة إلكترونية تتيح لك الوصول إلى أحدث المعلومات حول مدرستنا وتقدم طفلك.

يمكن الوصول إلى البوابة عبر الويب وأيضا عبر تطبيق Compass School Manager (متوفر للتنزيل عبر متجر التطبيقات على جهازك).

يوجد داخل البوابة الرئيسية العديد من الميزات المختلفة بما في ذلك القدرة على:

- إضافة ملاحظات الحضور
- التواصل مع معلمي طفلك
- مراقبة واجبات طفلك ومهام التقييم. • عرض تقارير الفصل الدراسي والتقدم المحرز
- كتاب مؤتمرات الآباء والمعلمين
- الموافقة والدفع للأحداث المدرسية
- طلب وجبات الغداء المدرسية عبر المقصف
- تسديد دفعات الرسوم المدرسية
- عرض عناصر أخبار المدرسة

سيساعدك هذا الدليل في التنقل عبر البوابة ويتضمن معلومات خطوة بخطوة حول كيفية إكمال العمليات الرئيسية. يرجى ملاحظة أن بعض العمليات المفصلة في هذا الدليل قد لا تكون قابلة للتطبيق (أو قيد الاستخدام) في مدرستنا. إذا كانت لديك أي أسئلة بخصوص بوابة الوالدين الخاصة بـ Compass، فيرجى الاتصال بالمدرسة للحصول على المساعدة.

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The Compass School Manager App

محتويات

بوابة الوالدين عبر

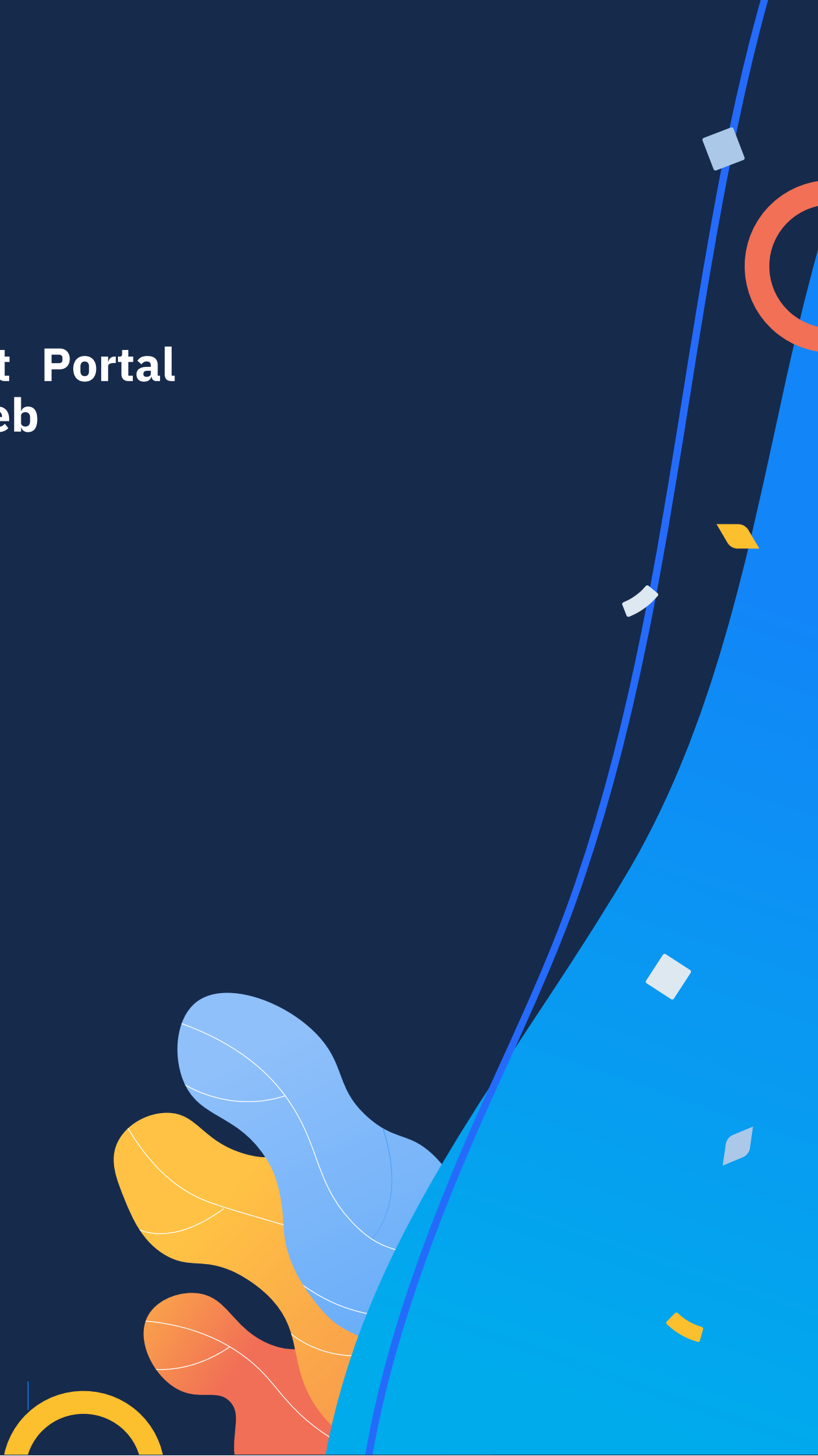
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Parent Portal via Web



بوابة الوالدين عبر الويب



How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives a separate log in to our school's Compass site.

This log in information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

schools.compass.education

You will then be able to search for our school and access the link.

Recommended browsers



كيفية الوصول إلى البوصلة

البوصلة هو نظام قائم على الويب ويمكن الوصول إليه من خلال أي متصفح ويب حديث (Chrome و Firefox و Safari وما إلى ذلك).
تحصل كل عائلة على تسجيل دخول منفصل إلى موقع Compass الخاص بمدريستنا.
يتم توفير معلومات تسجيل الدخول هذه لك من قبل المدرسة.
إذا كنت بحاجة إلى مساعدة في تحديد موقع رابط موقع البوصلة الخاص بمدريستنا، فانقل إلى:


school.compass.educatio

ستتمكن بعد ذلك من البحث عن مدرستنا والوصول إلى الرابط.

المتصفحات الموصى بها



How to Log in




Greenfields College

Username

Password

Sign in

or



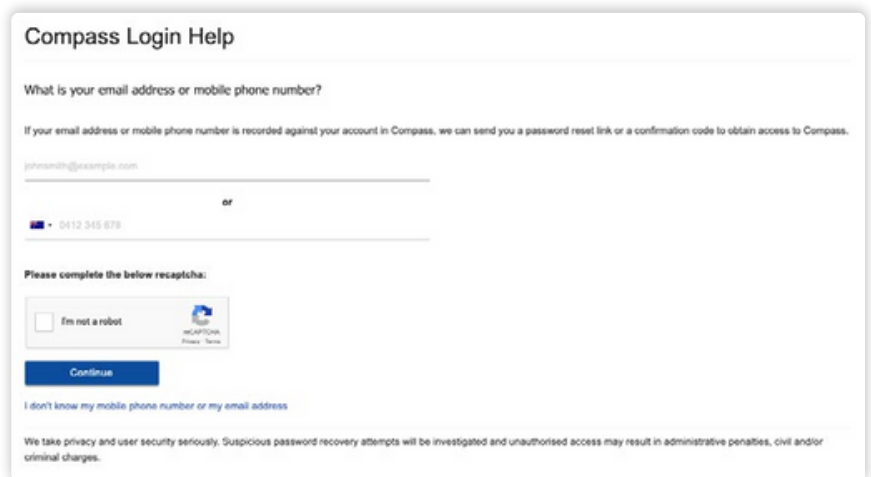
Remember me

[Can't access your account?](#)

To log in, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time.

To log in, go to your school's Compass site. Type in your username and password and click '**Sign in**'. Your username will be your parent code at the school. This will be different from your child's student code, and it will not be your email address.

If it is the **first time** you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and password recovery.



Compass Login Help

What is your email address or mobile phone number?

If your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.

johnsmith@example.com

or

🇬🇧 0412 345 678

Please complete the below recaptcha:

I'm not a robot

Continue

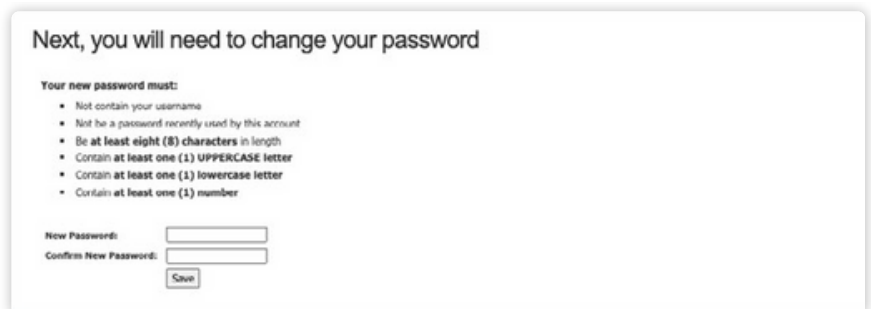
[I don't know my mobile phone number or my email address](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

Once you have confirmed your details, you will be **required to change your temporary password** to one of your choosing. When you have entered your new password, click '**Save**'.



If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.



Next, you will need to change your password

Your new password must:


- Not contain your username
- Not be a password recently used by this account
- Be **at least eight (8) characters** in length
- Contain **at least one (1) UPPERCASE letter**
- Contain **at least one (1) lowercase letter**
- Contain **at least one (1) number**

New Password:

Confirm New Password:

Save

كيفية تسجيل الدخول



Greenfields College

Username

Password

Sign in

or

Sign in with Google

Remember me

[Can't access your account?](#)

لتسجيل الدخول، سوف تحتاج إلى اسم المستخدم وكلمة المرور الفريدين لعائلتك. سيتم توفير هذه التفاصيل لك من قبل المدرسة، ولكن إذا لم تتلقها بعد، فيرجى الاتصال بمكتب المدرسة. سيتم تزويدك في البداية بكلمة مرور مؤقتة وسيطلب منك تحديثها إلى كلمة مرور من اختيارك عند تسجيل الدخول لأول مرة.

لتسجيل الدخول، انتقل إلى موقع البوصلة الخاص بمدرستك. اكتب اسم المستخدم وكلمة المرور الخاصة بك وانقر فوق "تسجيل الدخول". سيكون اسم المستخدم الخاص بك هو رمز وولي الأمر في المدرسة. سيكون هذا مختلفًا عن رمز الطالب الخاص بطفلك، ولن يكون عنوان بريدك الإلكتروني.

إذا كانت هذه هي المرة الأولى التي تقوم فيها بتسجيل الدخول، فسوف يطلب منك تأكيد عنوان بريدك الإلكتروني ورقم هاتفك المحمول. يمكن للمدرسة استخدام هذه التفاصيل للاتصالات عبر الرسائل النصية القصيرة/البريد الإلكتروني واستعادة كلمة المرور.

Compass Login Help

What is your email address or mobile phone number?

If your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.

johnsmith@example.com

or

0412 345 678

Please complete the below recaptcha:

I'm not a robot

Continue

I don't know my mobile phone number or my email address

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

المطلوبة لتأكيد التفاصيل الخاصة بك، سوف تكون كذلك
كلمة المرور المؤقتة الخاصة بك إلى واحدة من اختيارك. عندما تقوم بإدخال كلمة المرور الجديدة، انقر فوق "حفظ".



إذا حاولت تسجيل الدخول باستخدام التفاصيل غير الصحيحة عشر مرات متتالية، فسيتم منعك من الدخول إلى حسابك لمدة ثلاثين دقيقة. إذا نسيت التفاصيل الخاصة بك، أو لم تكن متأكدًا منها، فيرجى الاتصال بمكتب المدرسة.

Next, you will need to change your password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be at least eight (8) characters in length
- Contain at least one (1) UPPERCASE letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number

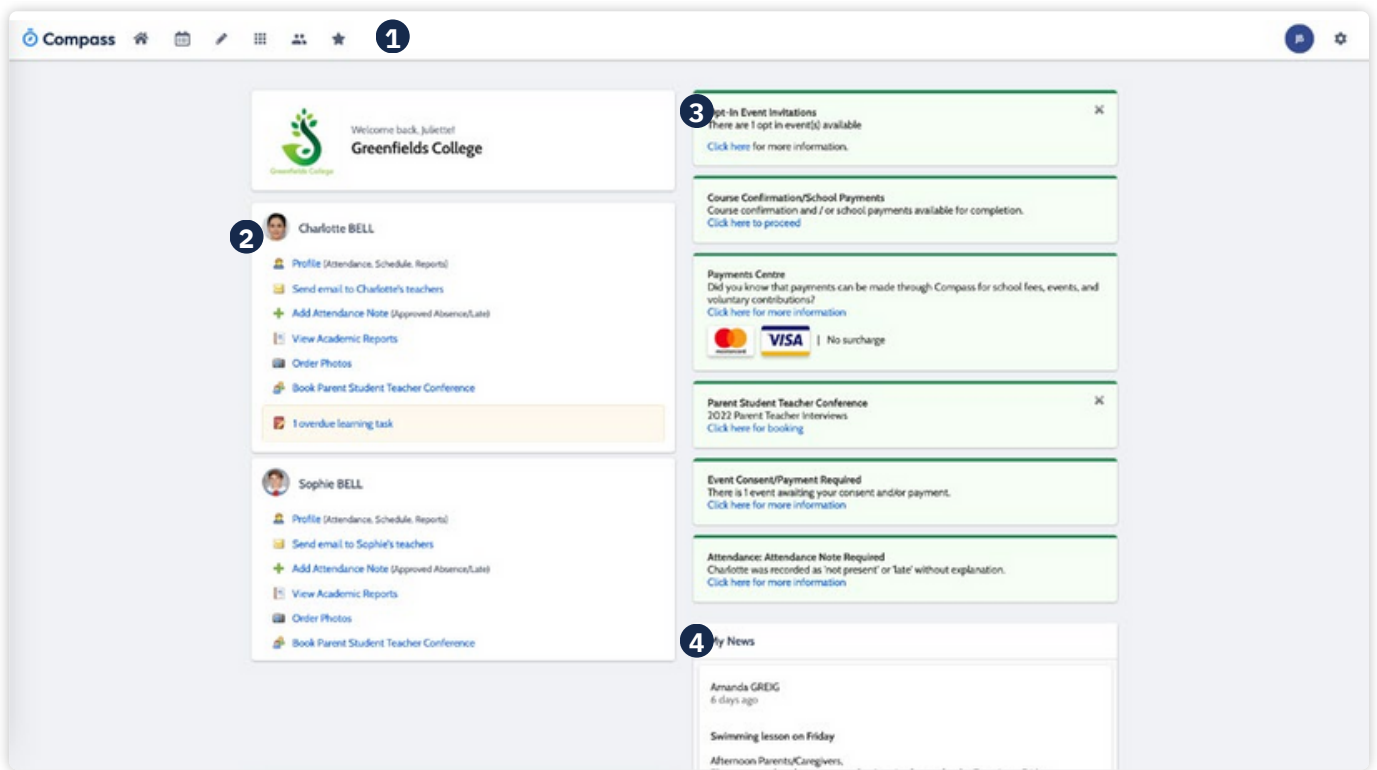
New Password:

Confirm New Password:

Save

The Home Page

When you log in, you will be taken to the Home Page, which is made up of the following components:



1 Menu options

Across the top of the screen, you will see a series of menu icons, each with drop-down options. These are further explained in the following section.

2 Child Information

This section will display each child you have at school. From here, you can access their profile for key information or perform actions such as send an email to a teacher or add an attendance note.

3 Alerts

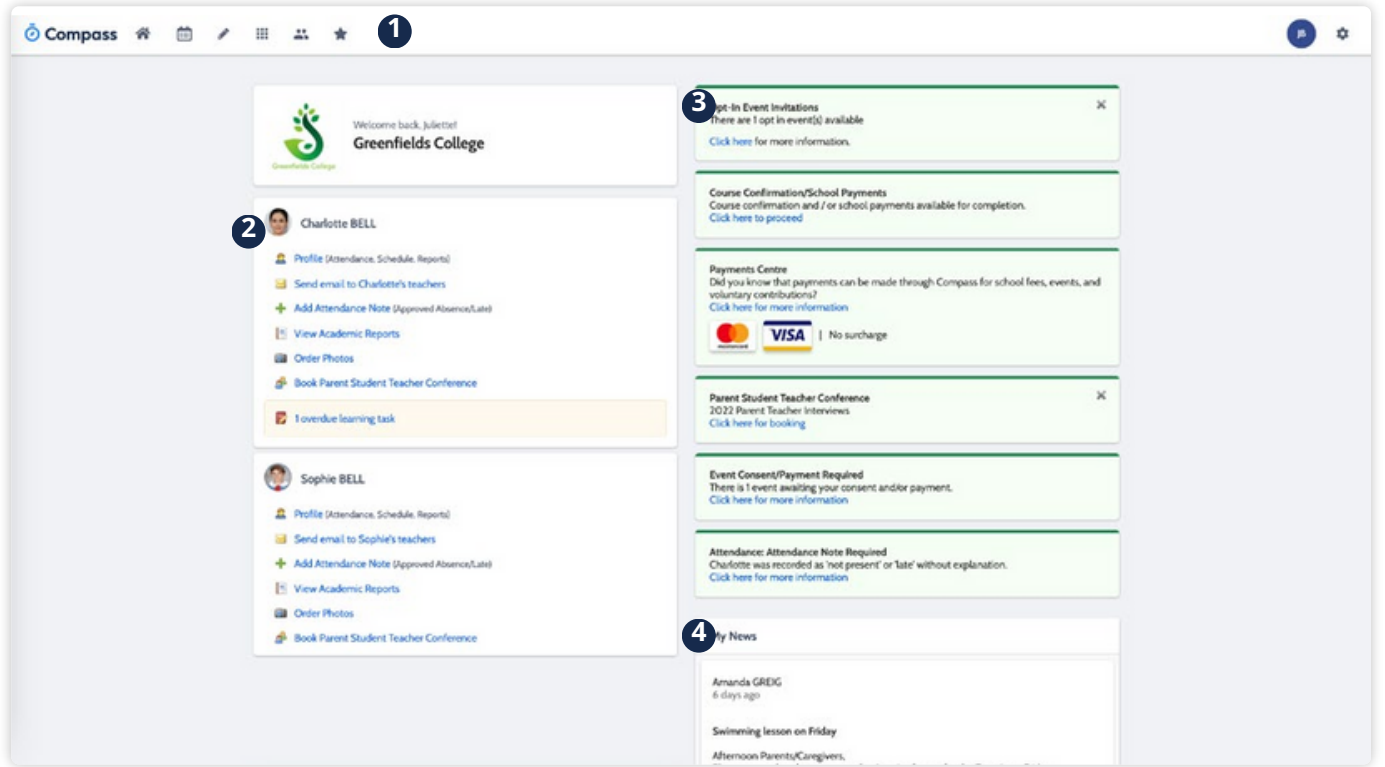
On the top right, you will find a list of clickable notifications that will prompt you to action something.

4 Newsfeed

Posts in the Newsfeed allow the school to communicate key information to you. Posts remain accessible for as long as the school has determined, with the most recent posts displayed first. Posts that are set as Priority, however, will always show at the top.

الصفحة الرئيسية

عند تسجيل الدخول، سيتم نقلك إلى الصفحة الرئيسية، والتي تتكون من المكونات التالية:

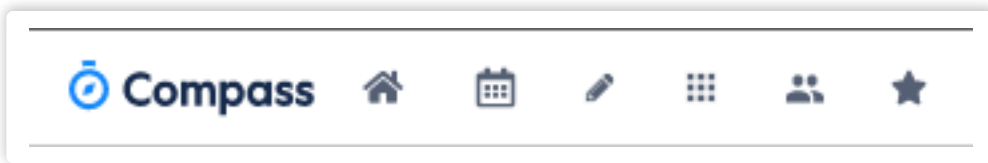



4 في الجزء العلوي من الشاشة، ستشاهد سلسلة من أيقونات القائمة، كل منها يحتوي على خيارات منسدة. ويتم شرح هذه المزيد في القسم التالي.


سيتم عرض هذا القسم في الجزء العلوي الأيمن، وسيجد كل طفل لديك قائمة بالمدرسة القابلة للنقر عليها. من هنا، يمكنك الوصول إلى الإشعارات التي يمكنها الوصول إلى ملف التعريف الخاص بها لمطالبتك بإجراء معلومات أساسية أو تنفيذ شيء ما. إجراءات مثل إرسال بريد إلكتروني إلى المعلم أو إضافة مذكرة الحضور.


1 تسمح المنشورات الموجودة في ملف الأخبار للمدرسة بتوصيل المعلومات الأساسية إليك. تظل المشاركات متاحة للمدة التي تحددها المدرسة، مع عرض أحدث المشاركات أولاً. ومع ذلك، فإن المشاركات التي تم تعيينها كأولوية ستظهر دائمًا في الأعلى.

Menu Icons




 The Home icon can be clicked at any time to take you back to the **Home Page** in Compass.


 The Calendar icon will take you to view the available **Calendars** i.e. school events, your child's schedule etc.

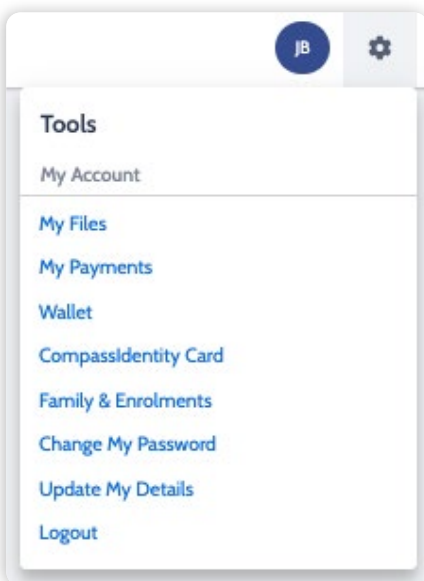
 The Pencil icon opens the **Teaching and Learning menu** from which you can view all the Learning Tasks assigned to your child/children.

 The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.

 The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.

 The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.

 The Cog icon gives you access to the **Tools Menu**. Here you can opt to change your password, view your payment history and update your details.



أيقونات القائمة



بيت يمكن النقر على أيقونة الصفحة الرئيسية في أي وقت لإعادتك إلى الصفحة الموجودة في البوصلة.

أي المدرسة التقاويم ستنتقلك أيقونة التقويم لعرض الأحداث المتاحة وجدول طفلك وما إلى ذلك.

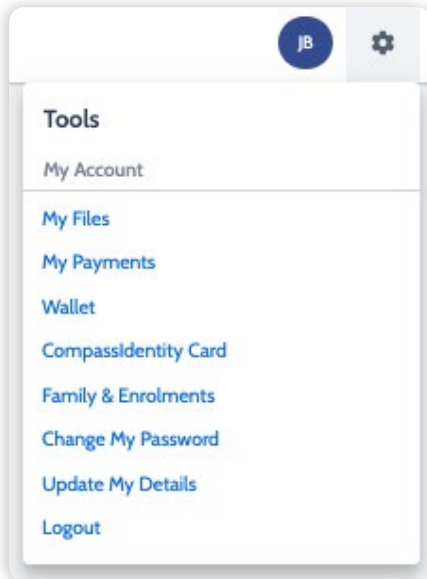
يفتح رمز القلم الرصاص قائمة التدريس والتعلم التي يمكنك من خلالها عرض جميع مهام التعلم المخصصة لطفلك/أطفالك.

سيفتح رمز الشبكة قائمة المؤسسة. هنا يمكنك الوصول إلى صفحة الأحداث وأيضًا صفحة تأكيد الدورة لدفع الرسوم المدرسية.

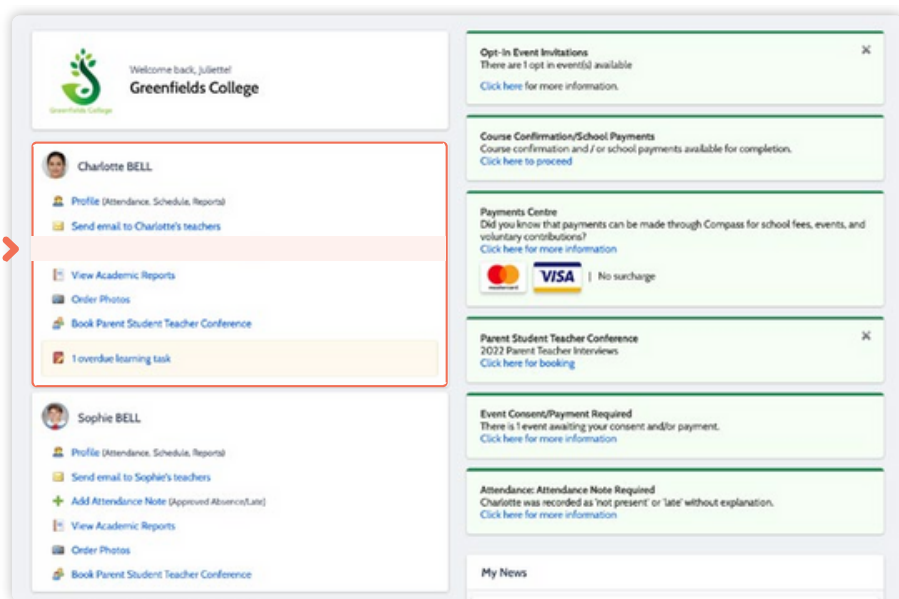
أيقونة الأشخاص هي قائمة المجتمع. هنا يمكنك حجز اجتماعات أولياء الأمور والمعلمين (عند توفرها). يمكنك أيضًا الوصول إلى أي موارد مدرسية متاحة من هذه القائمة.

هذا يحتوي على روابط مفيدة **القائمة** **التي** **توصي** بها المدرسة.

يتيح لك رمز الترس الوصول إلى قائمة الأدوات. هنا يمكنك اختيار تغيير كلمة المرور الخاصة بك وعرض سجل الدفع وتحديث التفاصيل الخاصة بك.

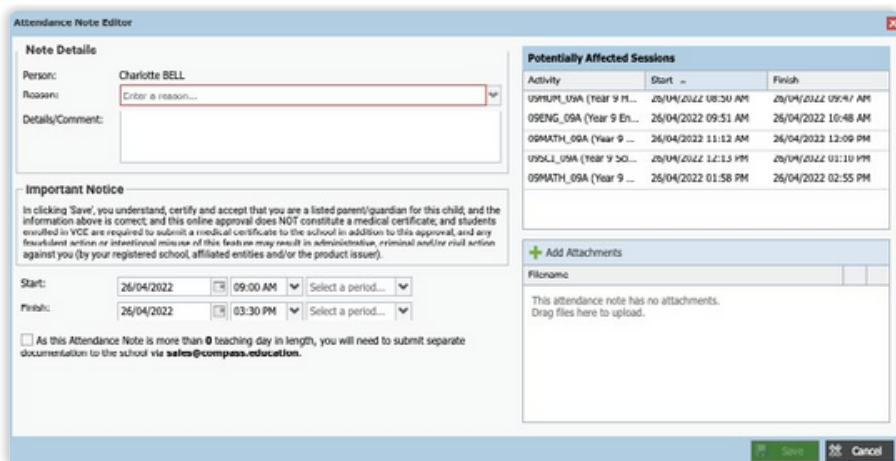


How To: Add an Attendance Note for an upcoming Absence



If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click '**Add Attendance Note (Approved Absence/Late)**'.



A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click '**Save**'.

كيفية: إضافة ملاحظة حضور للغياب القادم

إذا كان طفلك سيكون بعيداً، يمكنك إضافة مذكرة حضور لإبلاغ المدرسة للقيام بذلك، انقر فوق "إضافة الحضور". ملاحظة (الغياب/التأخير المعتمد).

Welcome back, Juliette!
Greenfields College

Charlotte BELL
Profile (Attendance, Schedules, Reports)
Send email to Charlotte's teachers
View Academic Reports
Order Photos
Book Parent Student Teacher Conference
1 overdue learning task

Sophie BELL
Profile (Attendance, Schedules, Reports)
Send email to Sophie's teachers
Add Attendance Note (Approved Absence/Late)
View Academic Reports
Order Photos
Book Parent Student Teacher Conference

Opt-in Event Invitations
There are 1 opt-in event(s) available.
Click here for more information.

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
Click here for more information

Parent Student Teacher Conference
2022 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
Click here for more information

Attendance: Attendance Note Required
Charlotte was recorded as 'not present' or 'late' without explanation.
Click here for more information

My News

سيتم فتح شاشة ملاحظة.
حدد السبب المناسب من القائمة المنسدلة؛ أضف أي معلومات إضافية إن وجدت في مربع التفاصيل/التعليق.
حدد تاريخ/وقت البدء والانهاء للغياب وانقر على "حفظ".

Attendance Note Editor

Note Details
Person: Charlotte BELL
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 recorded by VCC 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).

Start: 26/04/2022 09:00 AM Select a period...
Finish: 26/04/2022 03:30 PM Select a period...

As this Attendance Note is more than 0 teaching day in length, you will need to submit separate documentation to the school via sah@compass.education.

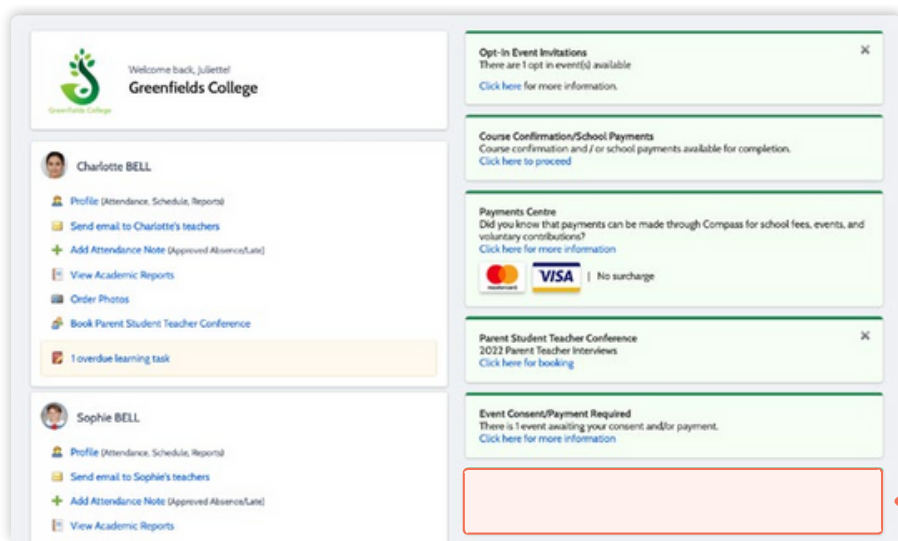
Potentially Affected Sessions

Activity	Start	Finish
USMUM_09A (Year 9 M...	26/04/2022 08:30 AM	26/04/2022 09:47 AM
09ENG_09A (Year 9 En...	26/04/2022 09:51 AM	26/04/2022 10:48 AM
09MATH_09A (Year 9 ...	26/04/2022 11:12 AM	26/04/2022 12:09 PM
09SLI_09A (Year 9 SO...	26/04/2022 12:13 PM	26/04/2022 01:10 PM
09MATH_09A (Year 9 ...	26/04/2022 01:58 PM	26/04/2022 02:55 PM

Add Attachments
Filename:
This attendance note has no attachments.
Drag files here to upload.

Save Cancel

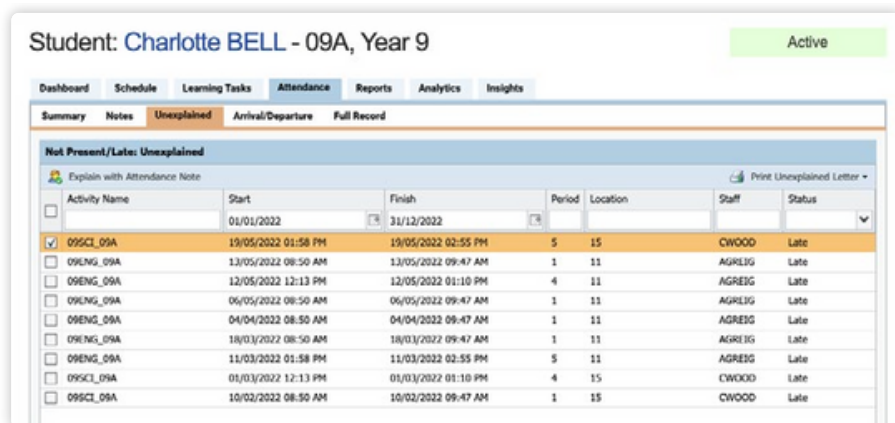
How To: Add an Attendance Note for an Unexplained Absence



If your child has been marked Not Present without an explanation, you will be required to add an **Attendance Note**.

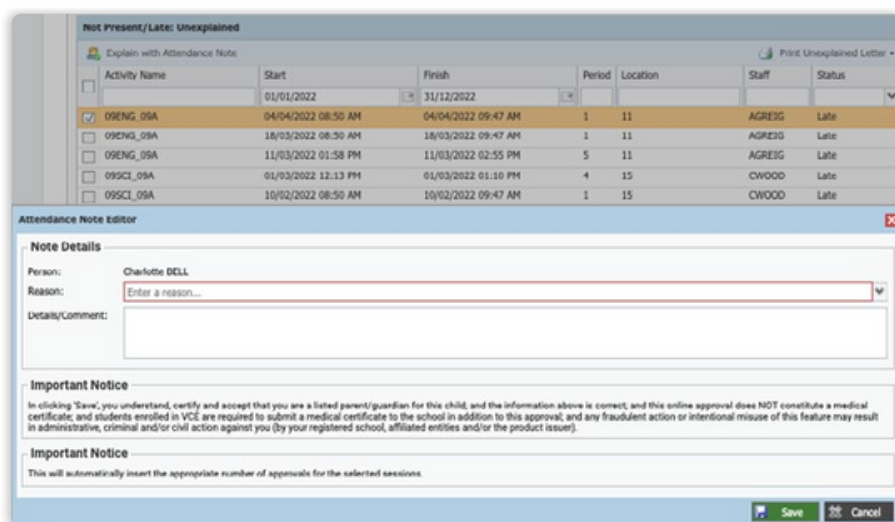
You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.



Select the session (or sessions) that you are adding a note for and then click **'Explain with Attendance Note'**.

This will cause the Attendance Note screen to pop open.



Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

كيفية: إضافة ملاحظة حضور للغياب غير المبرر

Welcome back, Juliette!
Greenfields College

Charlotte BELL
Profile (Attendance, Schedule, Report)
Send email to Charlotte's teachers
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1 overdue learning task

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Parent Student Teacher Conference
2022 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
Click here for more information

إذا تم وضع علامة "غير موجود" على طفلك بدون توضيح، فستتم مطالبتك بإضافة مذكرة حضور. سترى تنبيهًا على شاشتك الرئيسية.

انقر فوق التنبيه وسوف يأخذك إلى طفلك "غير المبرر" علامة التبويب "الحضور" حيث سترى أي جلسات مدرجة تم وضع علامة "غير موجودة" أو "متأخرة" عليها.

Student: Charlotte BELL - 09A, Year 9 Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes Unexplained Arrival/Departure Full Record

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
09SCL_09A	19/05/2022 01:58 PM	19/05/2022 02:55 PM	5	15	CWOOD	Late
09ENG_09A	13/05/2022 08:50 AM	13/05/2022 09:47 AM	1	11	AGREG	Late
09ENG_09A	12/05/2022 12:13 PM	12/05/2022 01:10 PM	4	11	AGREG	Late
09ENG_09A	06/05/2022 08:50 AM	06/05/2022 09:47 AM	1	11	AGREG	Late
09ENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREG	Late
09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREG	Late
09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREG	Late
09SCL_09A	01/03/2022 12:13 PM	01/03/2022 01:10 PM	4	15	CWOOD	Late
09SCL_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CWOOD	Late

حدد الجلسة (أو الجلسات) التي تقوم بإضافة ملاحظة لها ثم انقر فوق "الشرح" مع ملاحظة الحضور. سيؤدي هذا إلى فتح شاشة ملاحظة الحضور.

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
09ENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREG	Late
09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREG	Late
09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREG	Late
09SCL_09A	01/03/2022 12:13 PM	01/03/2022 01:10 PM	4	15	CWOOD	Late
09SCL_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CWOOD	Late

Attendance Note Editor

Note Details

Person: Charlotte BELL

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).

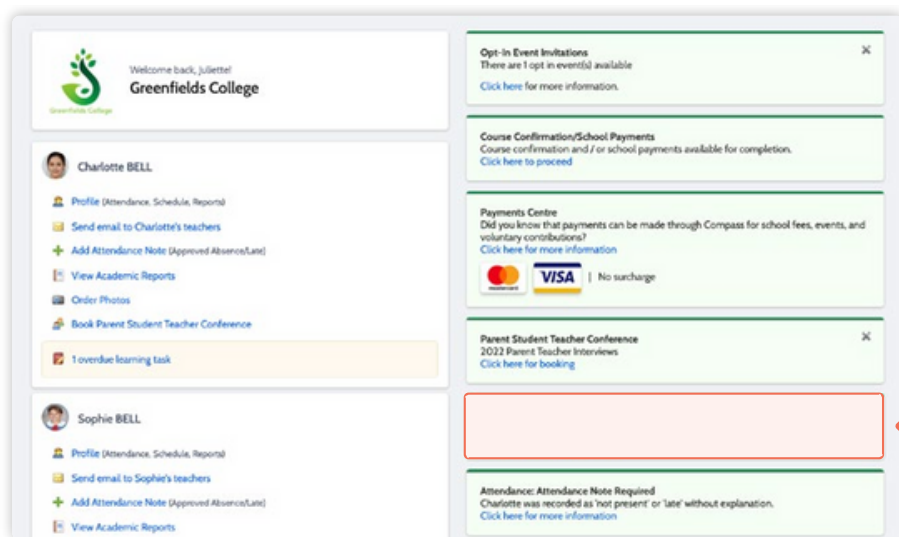
Important Notice

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

Save Cancel

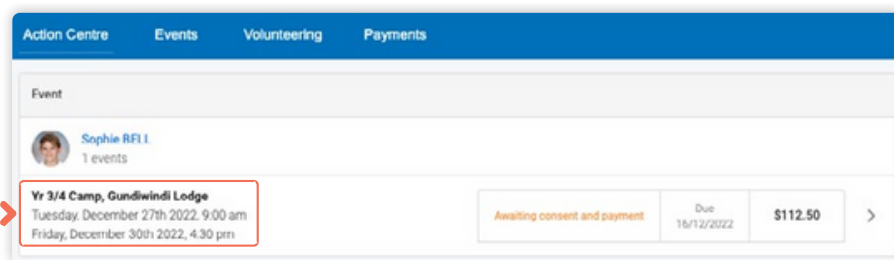
حدد السبب المناسب للغياب وأضف التفاصيل/التعليقات ذات الصلة. انقر فوق "حفظ". سيؤدي هذا إلى تعيين ملاحظة الحضور للجلسات التي حددتها وسيتم تحديثها بحيث لا تظهر كحالات غياب غير مبررة.

How To: Consent and Pay for an Event



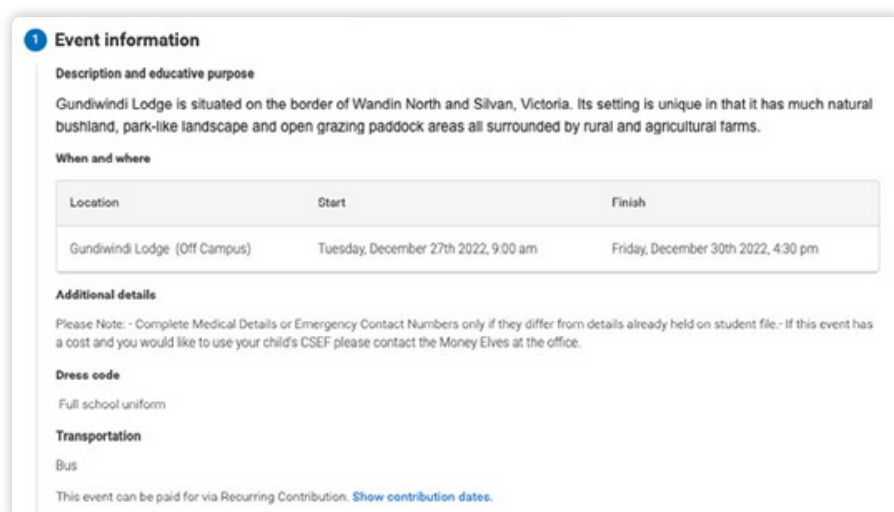
If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').



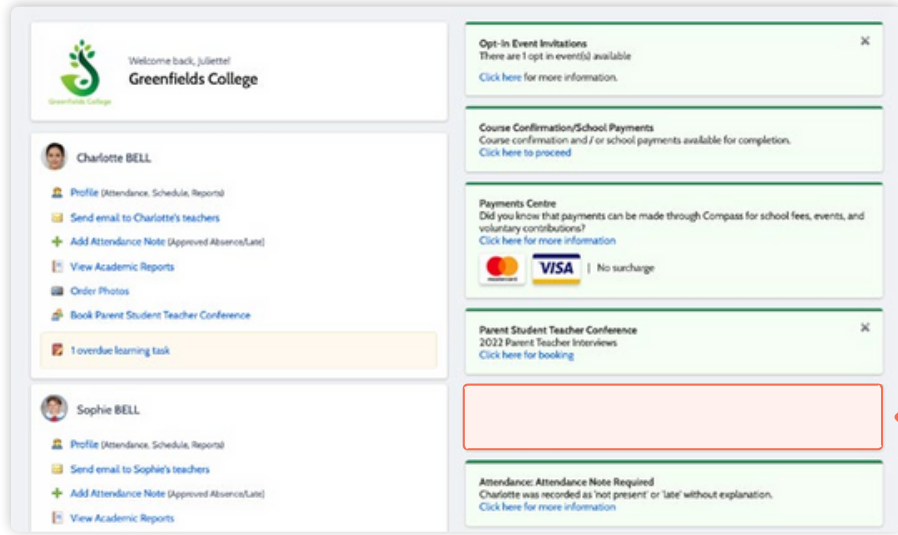
On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Click the event you wish to action.



You will see the details of the event.

كيفية: الموافقة والدفع مقابل حدث ما



Welcome back, Juliette!
Greenfields College

Charlotte BELL
Profile (Attendance, Schedule, Report)
Send email to Charlotte's teachers
Add Attendance Note (Approved Absences/Late)
View Academic Reports
Order Photos
Book Parent Student Teacher Conference
1 overdue learning task

Sophie BELL
Profile (Attendance, Schedule, Report)
Send email to Sophie's teachers
Add Attendance Note (Approved Absences/Late)
View Academic Reports

Opt-in Event Invitations
There are 1 opt in event(s) available.
Click here for more information.

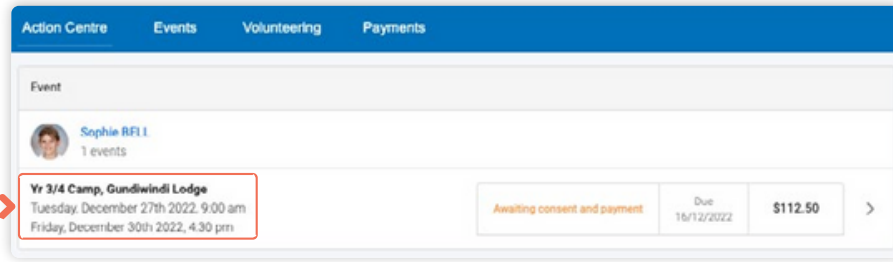
Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
Click here for more information

Parent Student Teacher Conference
2022 Parent Teacher Interviews
Click here for booking

Attendance: Attendance Note Required
Charlotte was recorded as 'not present' or 'late' without explanation.
Click here for more information

إذا كان لدى طفلك حدث قادم يتطلب موافقتك و/أو الدفع، فسترى تنبيهًا على شاشتك الرئيسية. انقر فوق التنبيه وسينقلك إلى صفحة الأحداث (بدلاً من ذلك، يمكنك النقر فوق رمز قائمة الشبكة الموجود أعلى الشاشة وتحديد "الأحداث").



Action Centre Events Volunteering Payments

Event

Sophie BELL
1 events

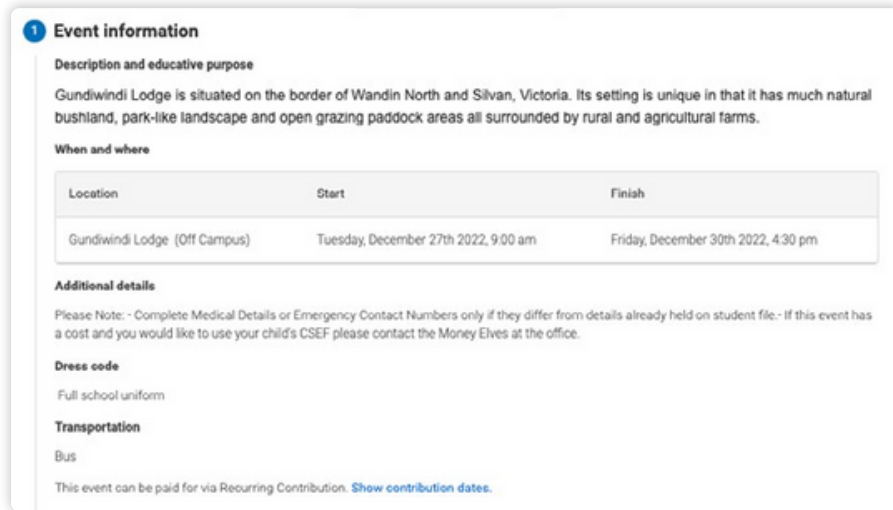
Yr 3/4 Camp, Gundiwindi Lodge
Tuesday, December 27th 2022, 9:00 am
Friday, December 30th 2022, 4:30 pm

Awaiting consent and payment

Due 16/12/2022

\$112.50

في علامة التبويب "مركز العمل"، سترى أي أحداث تتطلب اتخاذ إجراء. إذا كان لديك أكثر من طالب في المدرسة، فسيتم إدراج الأحداث هنا تحت كل طفل. انقر فوق الحدث الذي ترغب في اتخاذ إجراء بشأنه.



1 Event information

Description and educative purpose
Gundiwindi Lodge is situated on the border of Wandin North and Silvan, Victoria. Its setting is unique in that it has much natural bushland, park-like landscape and open grazing paddock areas all surrounded by rural and agricultural farms.

When and where

Location	Start	Finish
Gundiwindi Lodge (Off Campus)	Tuesday, December 27th 2022, 9:00 am	Friday, December 30th 2022, 4:30 pm

Additional details
Please Note: - Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file. - If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office.

Dress code
Full school uniform

Transportation
Bus

This event can be paid for via Reurring Contribution. [Show contribution dates.](#)

وستشاهدون تفاصيل الحدث.

How To: Consent and Pay for an Event (continued)

2 Administrative questions

Are there any additional medical conditions, allergies, medications or ailments?
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

Parent / guardian contact details

Contact Details on file

Ms Juliette BELL
Mobile: +61498987525
Email: parent@compass.education

Please contact the school if any of this contact information requires updating.

Contact details on the day (if different from normal)

Next will be any **administrative information** that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section. If they do not have any additional medical conditions, you can leave this field blank.

You will then see the current **contact details** on file for you.

If these need updating or different contact information is required for this event, please add that information in the space provided.

كيفية: الموافقة والدفع مقابل حدث ما (واصلت)

بعد ذلك ستكون هناك أي معلومات إدارية مطلوب منك مراجعتها أو الرد عليها.

إذا طلب منك مراجعة خطة العمل الطبية للتأكد من أنها حديثة، فستحتاج إلى وضع علامة في مربع الإقرار للمتابعة (إذا لم تعد خطة العمل الموجودة في الملف سارية، فيرجى الاتصال بمكتب المدرسة لتقديم المشورة).
إذا كان طفلك يعاني من أي حالات طبية أخرى غير مدرجة، فيرجى إضافة التفاصيل في القسم المتاح.
إذا لم يكن لديهم أي حالات طبية إضافية، يمكنك ترك هذا الحقل فارغًا.

سترى بعد ذلك تفاصيل الاتصال الحالية المسجلة لك.
إذا كانت هذه المعلومات بحاجة إلى تحديث أو كانت هناك حاجة إلى معلومات اتصال مختلفة لهذا الحدث، فيرجى إضافة هذه المعلومات في المساحة المتوفرة.

2 Administrative questions

Are there any additional medical conditions, allergies, medications or ailments?

e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

Parent / guardian contact details

Contact Details on file

Ms Juliette BELL

Mobile: +61498987525

Email: parent@compass.education

Please contact the school if any of this contact information requires updating.

Contact details on the day (if different from normal)

How To: Consent and Pay for an Event (continued)

4 Consent and payment method

I give permission for Sophie BELL to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Sophie BELL will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

Contact tracing:
Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.


To provide consent, please type your name in full

Juliette Bell

5 Confirm and pay

Payment Method

New credit card



5555 5555 5555 5555

Juliette Bell

02 / 13 999

Save this card

Payment

Total amount \$112.50

Pay in full now
 Pay in Recurring Contributions

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant 'Confirm and Pay' button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the 'Total Due' or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

You will then be required to provide **consent and payment** (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

Action Centre Events Volunteering Payments

Event accepted
You have accepted Zoo Excursion.

Upcoming events Upcoming Events

Event	Status	Due	Amount
Outdoor Education Rock to Reef Monday, August 1st 2022, 9:00 am Monday, August 1st 2022, 3:30 pm	Attending	01/08/2022	\$0.00
Zoo Excursion Tuesday, November 1st 2022, 8:50 am Tuesday, November 1st 2022, 2:55 pm	Awaiting consent	01/12/2022	\$0.00
Yr 3/4 Camp, Gundwindi Lodge Tuesday, December 27th 2022, 9:00 am Friday, December 30th 2022, 4:30 pm	Awaiting consent and payment	16/12/2022	\$112.50

Once you have completed the consent/payment, the event will update to show your child as **'Attending'**.

The **'Events'** tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.

كيفية: الموافقة على الحدث والدفع له (تابع)

سيطلب منك بعد ذلك تقديم الموافقة والدفع (يُرجى ملاحظة أنه لن تتطلب كل الأحداث كليهما سيختلف حسب نوع الحدث الذي تقيمه المدرسة).

4 Consent and payment method

I give permission for Sophie BELL to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Sophie BELL will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

Contact tracing:

Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.

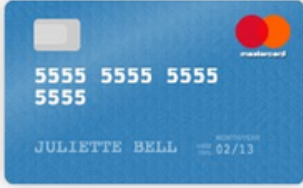
To provide consent, please type your name in full

Juliette Bell

5 Confirm and pay

Payment Method

New credit card



5555 5555 5555 5555

Juliette Bell

02 / 13

999

Save this card

Payment

Total amount \$112.50

- Pay in full now
 Pay in Recurring Contributions

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

بمجرد الانتهاء من الموافقة/الدفع، سيتم تحديث الحدث ليُظهر أن طفلك "حاضر". ستعرض علامة التبويب "الأحداث" كافة الأحداث، سواء التي تمت معالجتها أو تلك التي لا تزال تتطلب اتخاذ إجراء. للوصول إلى معلومات حول الأحداث القادمة التي قمت بمعالجتها بالفعل، انقر فوق الحدث.

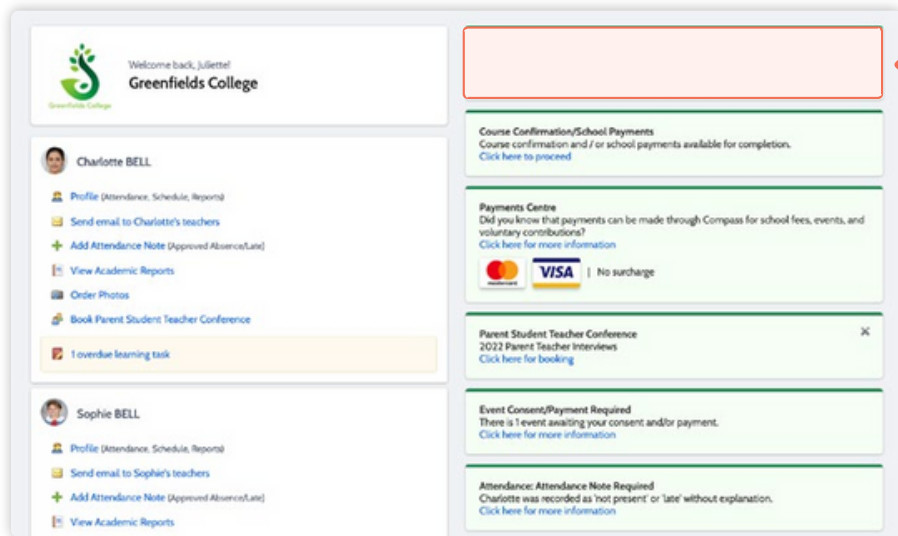
Action Centre Events Volunteering Payments

Event accepted
You have accepted Zoo Excursion.

Upcoming events

 Charlotte BELL 2 events			
Outdoor Education Rock to Reef Monday, August 1st 2022, 9:00 am Monday, August 1st 2022, 3:30 pm	Attending	Due 01/08/2022	\$0.00
Zoo Excursion Tuesday, November 1st 2022, 8:50 am Tuesday, November 1st 2022, 2:55 pm	Awaiting consent	Due 01/12/2022	\$0.00
Yr 3/4 Camp, Gundwindi Lodge Tuesday, December 27th 2022, 9:00 am Friday, December 30th 2022, 4:30 pm	Awaiting consent and payment	Due 16/12/2022	\$112.50

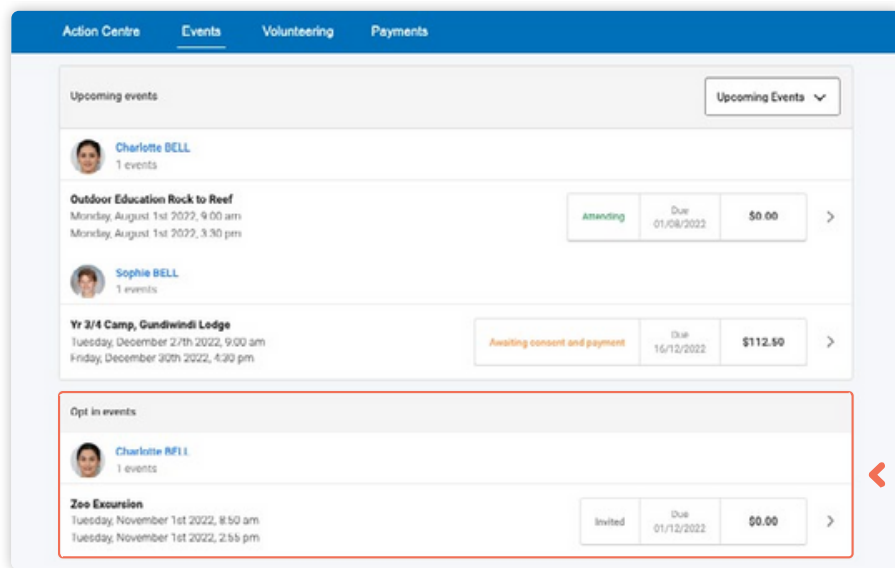
How To: Opt into an Optional Event



Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis.

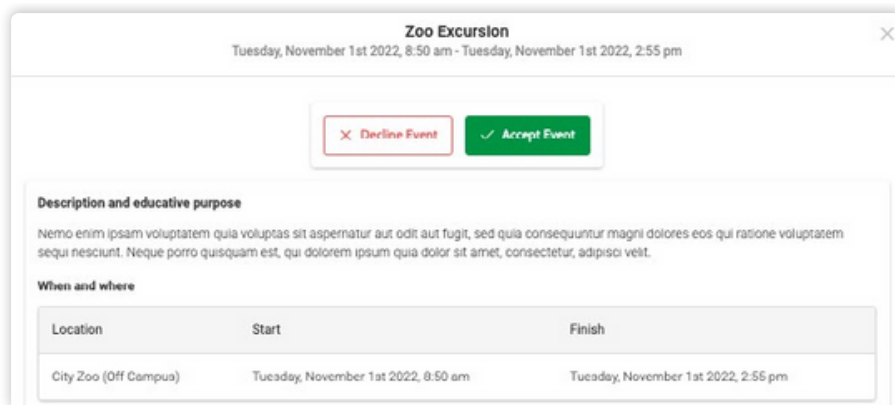
Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

When you click the alert, you will be taken to the [Events page](#).



Click the option to expand the list of [Opt In](#) events available.

From the list, click into any events you want your child to attend.



You will see the event details and have the option to decline or accept the invitation.

كيفية: الاشتراك في حدث اختياري

Welcome back, Juliette!
Greenfields College

Charlotte BELL

- Profile (Attendance, Schedule, Report)
- Send email to Charlotte's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference
- 1 overdue learning task

Sophie BELL

- Profile (Attendance, Schedule, Report)
- Send email to Sophie's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
Click here for more information

Parent Student Teacher Conference
2022 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
Click here for more information

Attendance: Attendance Note Required
Charlotte was recorded as 'not present' or 'late' without explanation.
Click here for more information

في بعض الأحيان ستقدم المدرسة أحداثاً اختيارية. قد يكون لها حدود للحضور وتعمل على أساس الأول يخدم أولاً.
في أي وقت يكون هناك حدث اختياري تمت دعوة طفلك إليه، سيظهر تنبيه على لوحة التحكم الخاصة بك.
عند النقر على التنبيه، سيتم نقلك إلى صفحة الأحداث.

Action Centre Events Volunteering Payments

Upcoming events

Charlotte BELL
1 events

Outdoor Education Rock to Reef
Monday, August 1st 2022, 9:00 am
Monday, August 1st 2022, 3:30 pm
Amending Due 01/08/2022 \$0.00

Sophie BELL
1 events

Yr 2/4 Camp, Gundiwindi Lodge
Tuesday, December 27th 2022, 9:00 am
Friday, December 30th 2022, 4:30 pm
Awaiting consent and payment Due 16/12/2022 \$112.50

Opt in events

Charlotte BELL
1 events

Zoo Excursion
Tuesday, November 1st 2022, 8:50 am
Tuesday, November 1st 2022, 2:55 pm
Invited Due 01/12/2022 \$0.00

انقر فوق الخيار لتوسيع قائمة أحداث الاشتراك المتاحة.
من القائمة، انقر فوق أي أحداث تريد أن يحضرها طفلك.

Zoo Excursion
Tuesday, November 1st 2022, 8:50 am - Tuesday, November 1st 2022, 2:55 pm

Decline Event Accept Event

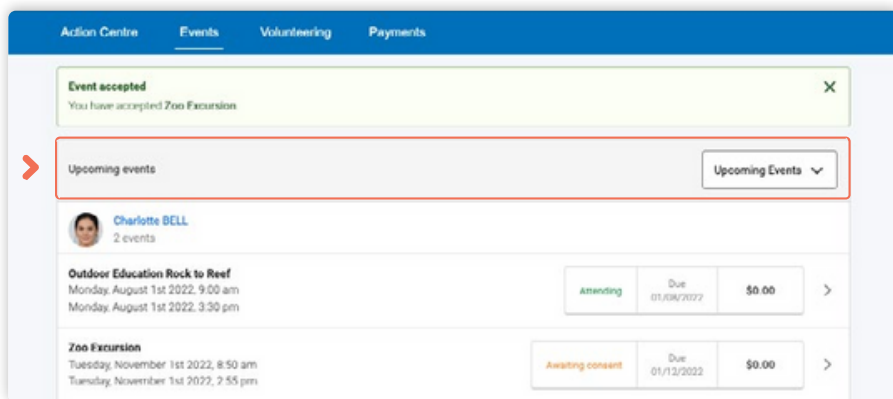
Description and educative purpose
Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit.

When and where

Location	Start	Finish
City Zoo (Off Campus)	Tuesday, November 1st 2022, 8:50 am	Tuesday, November 1st 2022, 2:55 pm

سترى تفاصيل الحدث وسيكون لديك خيار رفض الدعوة أو قبولها.

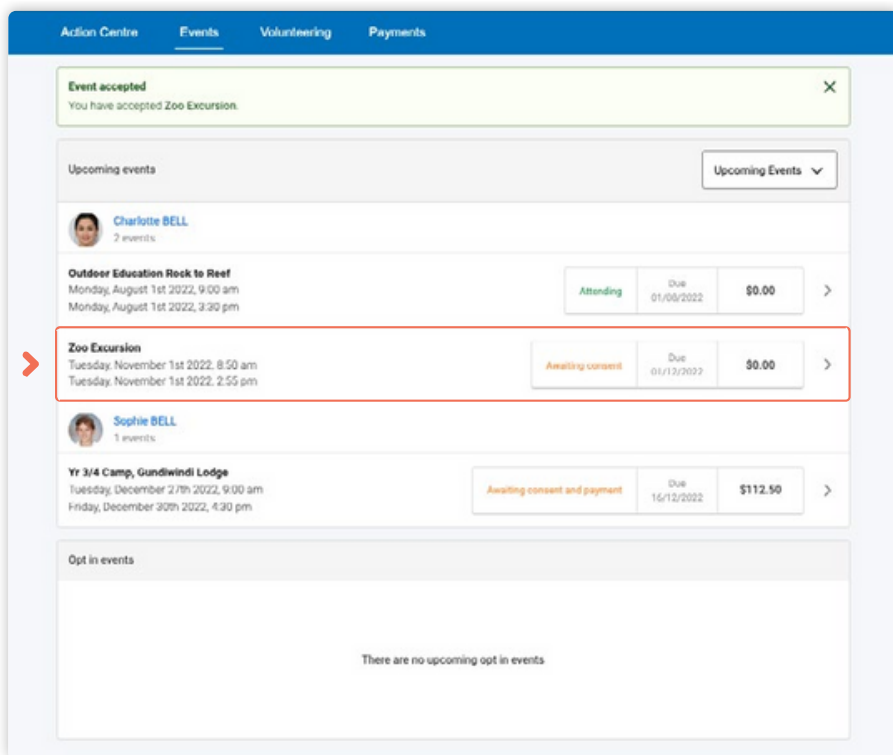
How To: Opt in to an Optional Event (continued)



If you choose to accept the invitation, it will move from the 'Opt In' section to the 'Upcoming Events' section and show as requiring consent/payment (note, if the event did not require any consent or payment, your child will show as 'Attending' and no further action is required).

To secure your child's place, you will then need to click the event and proceed to **complete the consent/payment** per the usual event process.

When your child's status for the event shows as 'Attending' they have a secured place.



IMPORTANT: If you do not proceed to process the **consent/payment** before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place in the event. If there is an attendee limit for the event, being able to re-accept their invitation will only be possible *if the maximum attendee limit for that event has not already been reached.*

كيفية: الاشتراك في حدث اختياري (واصلت)

إذا اخترت قبول الدعوة، فسيتم نقلها من قسم "الاشتراك" إلى قسم "الأحداث القادمة" وستظهر على أنها تتطلب موافقة/دفع (لاحظ أنه إذا لم يتطلب الحدث أي موافقة أو دفع، فسيظهر طفلك باسم "الحضور" ولا يلزم اتخاذ أي إجراء آخر).

The screenshot shows the 'Events' page for Charlotte BELL. It lists two upcoming events: 'Outdoor Education Rock to Reef' and 'Zoo Excursion'. The 'Zoo Excursion' event is highlighted with a red border. The event details for 'Zoo Excursion' are: Tuesday, November 1st 2022, 8:50 am to Tuesday, November 1st 2022, 2:55 pm. The status is 'Awaiting consent', the due date is 01/12/2022, and the cost is \$0.00.

The screenshot shows the 'Events' page for Charlotte BELL. It lists two upcoming events: 'Outdoor Education Rock to Reef' and 'Zoo Excursion'. The 'Zoo Excursion' event is highlighted with a red border. Below it, the 'Yr 3/4 Camp, Gundiwindi Lodge' event is also highlighted with a red border. The event details for 'Yr 3/4 Camp, Gundiwindi Lodge' are: Tuesday, December 27th 2022, 9:00 am to Friday, December 30th 2022, 4:30 pm. The status is 'Awaiting consent and payment', the due date is 16/12/2022, and the cost is \$112.50.

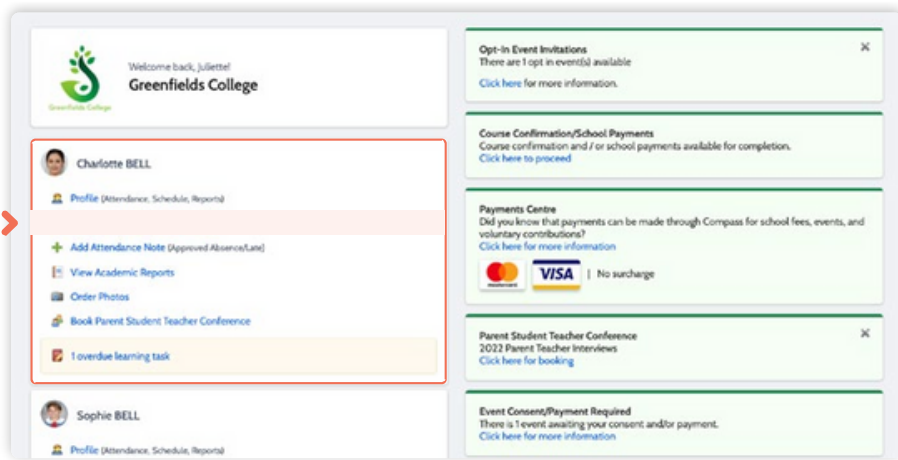
لتأمين مكان طفلك، ستحتاج بعد ذلك إلى النقر فوق الحدث والمتابعة لإكمال الموافقة/الدفع وفقاً لعملية الحدث المعتادة. عندما تظهر حالة طفلك في الحدث على أنها "حاضر"، يكون لديه مكان آمن.



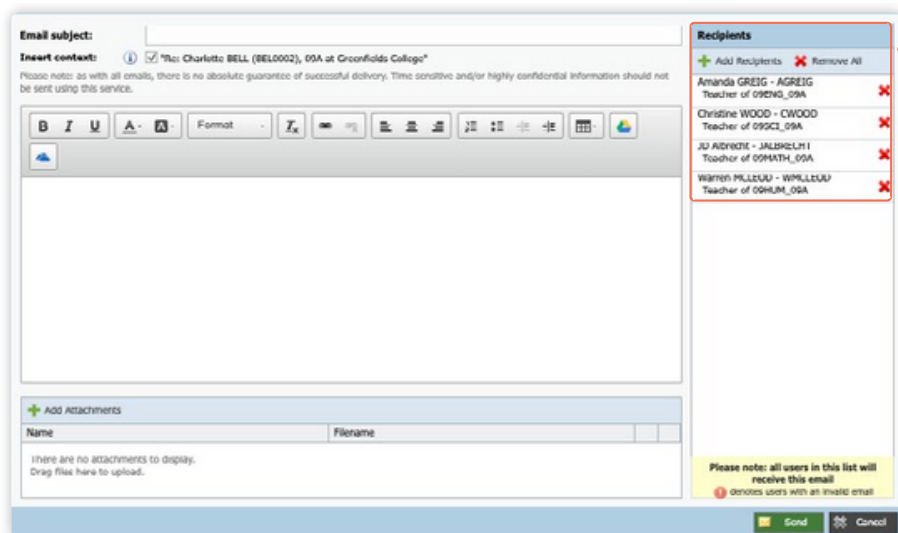
هام: إذا لم تتم بمعالجة الموافقة/الدفع قبل الساعة 11:59 مساءً في اليوم الذي قبلت فيه الدعوة، فلن يتم اعتبار طفلك حاضرًا في الحدث بعد الآن. ستعود حالتهم إلى "مدعو" وسيتم عليك إعادة قبول الدعوة لتأمين مكانهم في الحدث. إذا كان هناك حد أقصى لحضور الحدث، فلن يكون من الممكن سوى إعادة قبول دعوتهم

لو لم يتم الوصول بالفعل إلى الحد الأقصى لعدد الحضور لهذا الحدث.

How To: Email a Teacher



To **email your child's teachers**, click the option listed under the name on your dashboard.

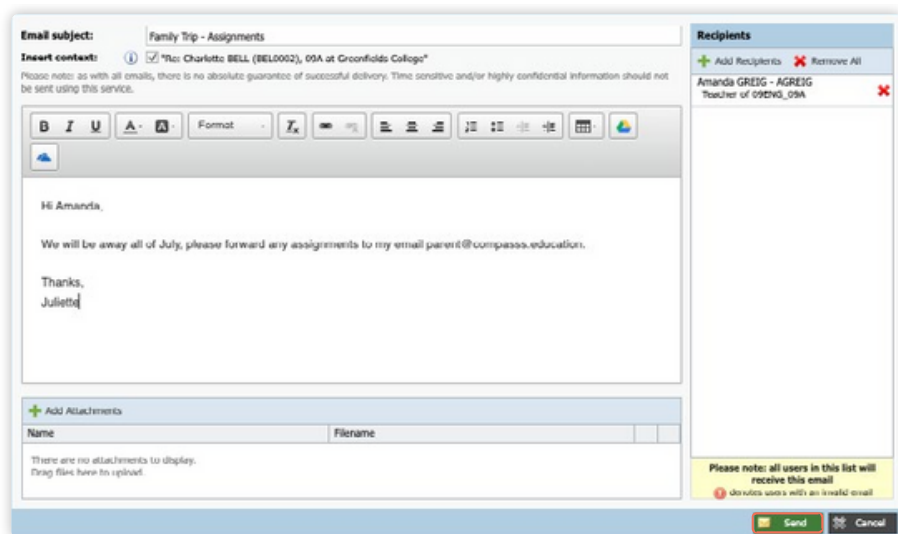


This will open the email box with all your child's teachers pre-loaded as recipients.



Remove any teachers that the email is not relevant to by **clicking the red cross** next to their name.

To add any additional staff, click **'Add Recipients'**.



Add in your subject information and email content.

Click **'Send'** to issue to the listed recipients.

You will receive a copy of the sent email to the email address listed for your profile in Compass.

كيفية: إرسال بريد إلكتروني إلى المعلم

لإرسال بريد إلكتروني إلى معلمي طفلك، انقر فوق الخيار المدرج أسفل الاسم في لوحة التحكم الخاصة بك.

Welcome back, Juliette!
Greenfields College

Charlotte BELL
Profile (Attendance, Schedule, Report)

+ Add Attendance Note (Approved Absences/Late)

View Academic Reports

Order Photos

Book Parent Student Teacher Conference

1 overdue learning task

Sophie BELL
Profile (Attendance, Schedule, Report)

Opt-in Event Invitations
There are 1 opt in event(s) available
Click here for more information.

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
Click here for more information

Parent Student Teacher Conference
2022 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
Click here for more information

سيؤدي هذا إلى فتح صندوق البريد الإلكتروني الذي يحتوي على جميع معلمي طفلك الذين تم تحميلهم مسبقًا كمستلمين.

Email subject: [Empty]

Insert context: [X] "To: Charlotte BELL (BEL0002), OSA at Croonfields College"

Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.

Format [B I U A] [Empty]

ADD ATTACHMENTS

Name	Filename
There are no attachments to display. Drag files here to upload.	

Recipients

+ Add Recipients -x Remove All

Amanda GREIG - AGREIG Teacher of 09ENG_09A	-x
Christine WOOD - CWOOD Teacher of 09SCI_09A	-x
JU ADRONTE - JALDRONTE Teacher of 09MATH_09A	-x
WARREN PILLEUJ - WPILLEUJ Teacher of 09MUM_09A	-x

Please note: all users in this list will receive this email
[X] denotes users with an invalid email

Send Cancel

قم بإزالة أي معلمين لا علاقة للبريد الإلكتروني بهم عن طريق النقر فوق الصليب الأحمر بجانب أسمائهم. إضافة أي موظفين إضافيين، انقر فوق "إضافة مستلمين".

Email subject: Family Trip - Assignments

Insert context: [X] "To: Charlotte BELL (BEL0002), OSA at Croonfields College"

Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.

Format [B I U A] [Empty]

ADD ATTACHMENTS

Name	Filename
There are no attachments to display. Drag files here to upload.	

Recipients

+ Add Recipients -x Remove All

Amanda GREIG - AGREIG Teacher of 09ENG_09A	-x
---	----

Please note: all users in this list will receive this email
[X] denotes users with an invalid email

Send Cancel

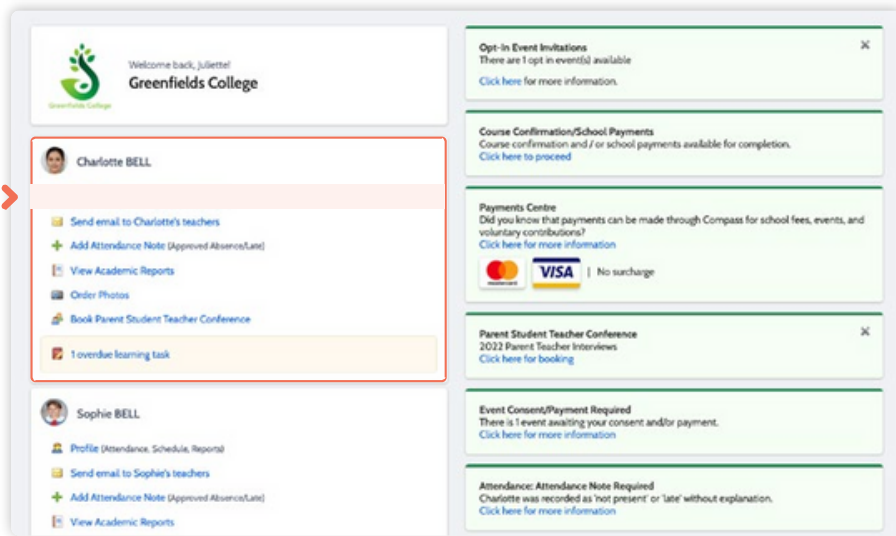
Hi Amanda,

We will be away all of July, please forward any assignments to my email parent@compass.education.

Thanks,
Juliette

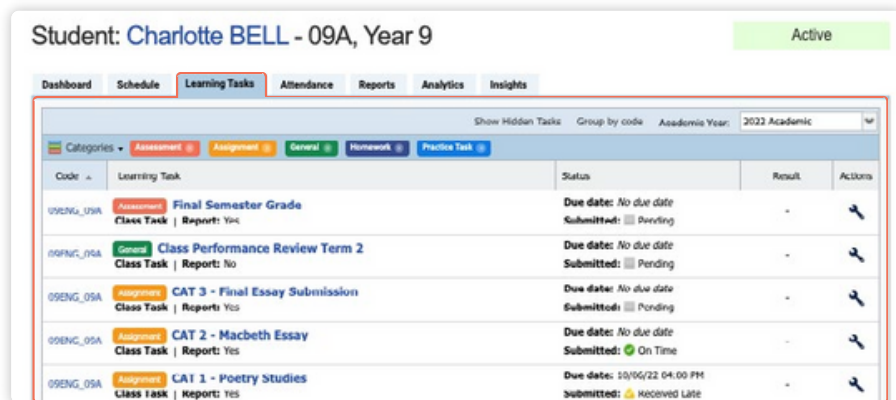
أضف معلومات الموضوع ومحتوى البريد الإلكتروني. انقر فوق "إرسال" لإصدارها إلى المستلمين المدرجين في القائمة. ستلقى نسخة من البريد الإلكتروني المرسل إلى عنوان البريد الإلكتروني المدرج في ملفك الشخصي في Compass.

How To: View your child's Learning Tasks



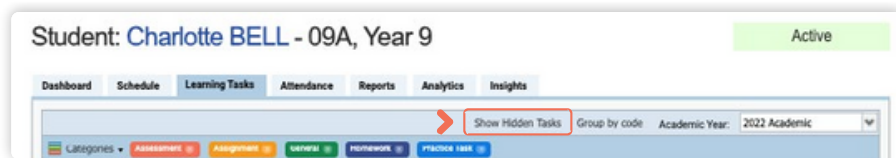
Learning Tasks are used to issue homework, projects and assignments. They can also be used to provide assessment and feedback on work being completed in class.

To view your child's tasks, click the **'Profile'** option for that child on your dashboard.



This will take you to their profile page. Click to their **'Learning Tasks'** tab.

Here you will see their tasks listed.



The school may have archived some past tasks, you can click **'Show Hidden Tasks'** to have archived tasks displayed in the list.

كيفية: عرض مهام التعلم الخاصة بطفلك

Welcome back, Juliette!
Greenfields College

Charlotte BELL

- Send email to Charlotte's teachers
- Add Attendance Note (Approved Absences/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference
- 1 overdue learning task

Sophie BELL

- Profile (Attendance, Schedule, Report)
- Send email to Sophie's teachers
- Add Attendance Note (Approved Absences/Late)
- View Academic Reports

Opt-in Event Invitations
There are 1 opt in event(s) available
Click here for more information.

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
Click here for more information

Parent Student Teacher Conference
2022 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
Click here for more information

Attendance: Attendance Note Required
Charlotte was recorded as 'not present' or 'late' without explanation.
Click here for more information

تستخدم مهام التعلم لإصدار الواجبات المنزلية والمشاريع والواجبات. ويمكن استخدامها أيضًا لتقديم التقييم والملاحظات حول العمل الذي يتم إكماله في الفصل. لعرض مهام طفلك، انقر فوق خيار "الملف الشخصي" لذلك الطفل على لوحة التحكم الخاصة بك.

Student: Charlotte BELL - 09A, Year 9 Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Show Hidden Tasks Group by code Academic Year: 2022 Academic

Code	Learning Task	Status	Result	Actions
09ENG_09A	Final Semester Grade Class Task Report: Yes	Due date: No due date Submitted: Pending	-	
09ENG_09A	Class Performance Review Term 2 Class Task Report: No	Due date: No due date Submitted: Pending	-	
09ENG_09A	CAT 3 - Final Essay Submission Class Task Report: Yes	Due date: No due date Submitted: Pending	-	
09ENG_09A	CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: On Time	-	
09ENG_09A	CAT 1 - Poetry Studies Class Task Report: Yes	Due date: 10/06/22 04:00 PM Submitted: Received Late	-	

سينقلك هذا إلى صفحة الملف الشخصي الخاصة بهم. انقر فوق علامة التبويب "مهام التعلم" الخاصة بهم. هنا سترى مهامهم مدرجة.

Student: Charlotte BELL - 09A, Year 9 Active

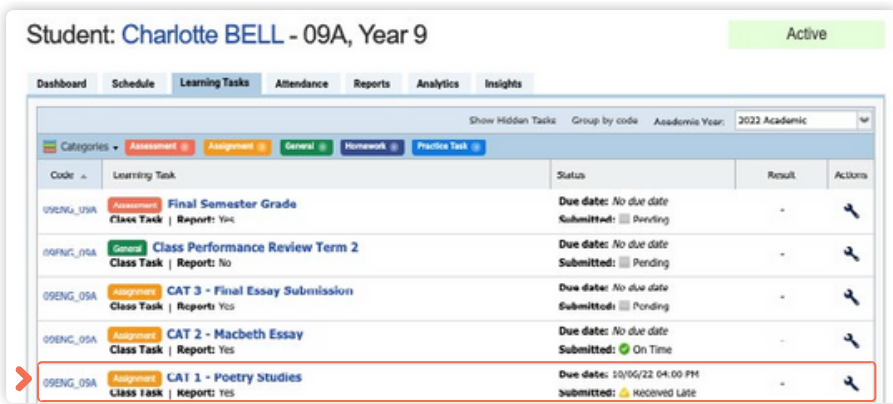
Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Show Hidden Tasks Group by code Academic Year: 2022 Academic

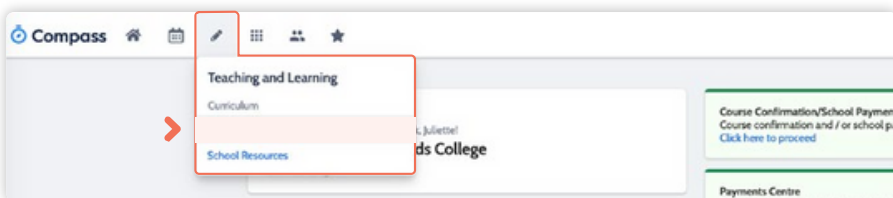
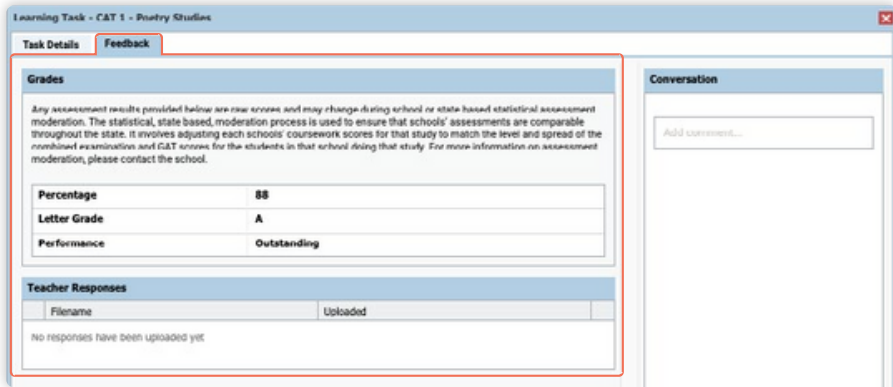


ربما قامت المدرسة بأرشفة بعض المهام السابقة، يمكنك النقر فوق "إظهار المهام المخفية" لعرض المهام المؤرشفة في القائمة.

How To: View your child's Learning Tasks (continued)



Click the **title of a task** to view the details and any **results/feedback** provided by the teacher.



If you have more than one student at the school and wish to view all their Learning Tasks collectively, you can click the pencil icon and select **'Learning Tasks'**.

كيفية: عرض مهام التعلم الخاصة بطفلك (وأصلت)

انقر فوق عنوان المهمة لعرض التفاصيل وأي نتائج/ملاحظات يقدمها المعلم.

Student: Charlotte BELL - 09A, Year 9 Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Show Hidden Tasks Group by code Academic Year: 2022 Academic

Code	Learning Task	Status	Result	Actions
09ENG_09A	Assessment Final Semester Grade Class Task Report: Yes	Due date: No due date Submitted: Pending	-	
09ENG_09A	General Class Performance Review Term 2 Class Task Report: No	Due date: No due date Submitted: Pending	-	
09ENG_09A	Assignment CAT 3 - Final Essay Submission Class Task Report: Yes	Due date: No due date Submitted: Pending	-	
09ENG_09A	Assessment CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: On Time	-	
09ENG_09A	Assignment CAT 1 - Poetry Studies Class Task Report: Yes	Due date: 10/06/22 04:00 PM Submitted: Received Late	-	

Learning Task - CAT 1 - Poetry Studies

Task Details Feedback

Grades

Any assessment results provided below are raw scores and may change during school or state based statistical assessment moderation. The statistical, state based, moderation process is used to ensure that schools' assessments are comparable throughout the state. It involves adjusting each schools' coursework scores for that study to match the level and spread of the combined examinations and CAT scores for the students in that school doing that study. For more information on assessment moderation, please contact the school.

Percentage	88
Letter Grade	A
Performance	Outstanding

Teacher Responses

Filename	Uploaded
----------	----------

No responses have been uploaded yet.

Conversation

Add comment...

Compass

Teaching and Learning

Curriculum

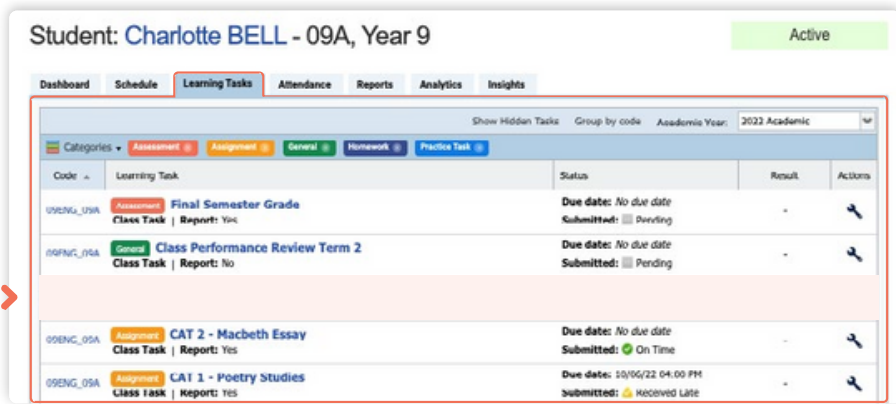
School Resources

Course Confirmation/School Payment
Course confirmation and / or school pa
Click here to proceed

Payments Centre

إذا كان لديك أكثر من طالب في المدرسة وترغب في عرض جميع مهام التعلم الخاصة بهم بشكل جماعي، فيمكنك النقر فوق رمز القلم الرصاص وتحديد "مهام التعلم".

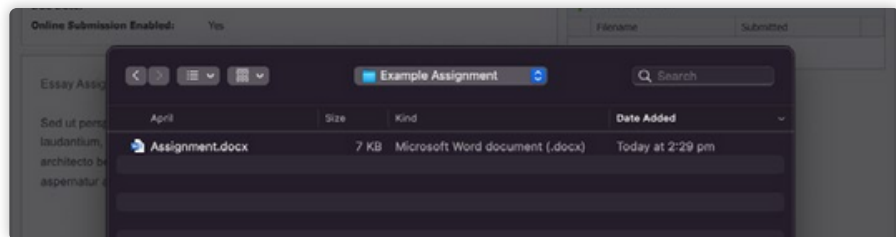
How To: Submit your child's work for a Learning Task



If you are required to assist your child in submitting work online for a Learning Task, you can do so by going to their **'Learning Task'** tab and clicking the title of the applicable task. This can be done via their student log in, or from within your parent portal.



When in the task, click **'Create Submission'**. If you don't see this option, it means online submission has not been enabled for this task; please contact the teacher for further assistance.



Select the file you want to **upload** from your device, it will then show as a submitted file.



You can click the little **disk/arrow icon** next to the file to download it if at a later date you want to view it.

الكيفية: إرسال عمل طفلك لمهمة تعليمية

إذا طلب منك مساعدة طفلك في إرسال العمل عبر الإنترنت لمهمة تعليمية، فيمكنك القيام بذلك عن طريق الانتقال إلى علامة التبويب "مهمة التعلم" الخاصة به والنقر فوق عنوان المهمة القابلة للتطبيق. ويمكن القيام بذلك عن طريق تسجيل دخول الطلاب، أو من داخل بوابة الوالدين الخاصة بك.

Student: Charlotte BELL - 09A, Year 9

Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Show Hidden Tasks: Group by code Academic Year: 2022 Academic

Code	Learning Task	Status	Result	Actions
09ENG_09A	Assessment Final Semester Grade Class Task Report: Yes	Due date: No due date Submitted: Pending	-	
09ENG_09A	General Class Performance Review Term 2 Class Task Report: No	Due date: No due date Submitted: Pending	-	
09ENG_09A	Assessment CAT 2 - Macbeth Essay Class Task Report: Yes	Due date: No due date Submitted: On Time	-	
09ENG_09A	Assessment CAT 1 - Poetry Studies Class Task Report: Yes	Due date: 10/06/22 04:00 PM Submitted: Received Late	-	

عندما تكون في المهمة، انقر فوق "إنشاء إرسال". إذا لم تشاهد هذا الخيار، فهذا يعني أنه لم يتم تمكين الإرسال عبر الإنترنت لهذه المهمة؛ يرجى الاتصال بالمعلم لمزيد من المساعدة.

Learning Task - Essay Draft Submission - English

Task Details Feedback

Name: Essay Draft Submission - English
Due Date: 05/06/2022 04:00 PM
Online Submission Enabled: Yes

File Upload | Not-submitted

Create Submission

Filename	Submitted
You have not submitted any items yet	

حدد الملف الذي تريد تحميله من جهازك، وسيظهر بعد ذلك كملف مرسل.

Online Submission Enabled: Yes

Filename Submitted

Example Assignment

Filename	Size	Kind	Date Added
Assignment.docx	7 KB	Microsoft Word document (.docx)	Today at 2:29 pm

يمكنك النقر فوق رمز القرص/السهم الصغير بجوار الملف لتنزيله إذا كنت تريد مشاهدته في وقت لاحق.

Learning Task - Essay Draft Submission - English

Task Details Feedback

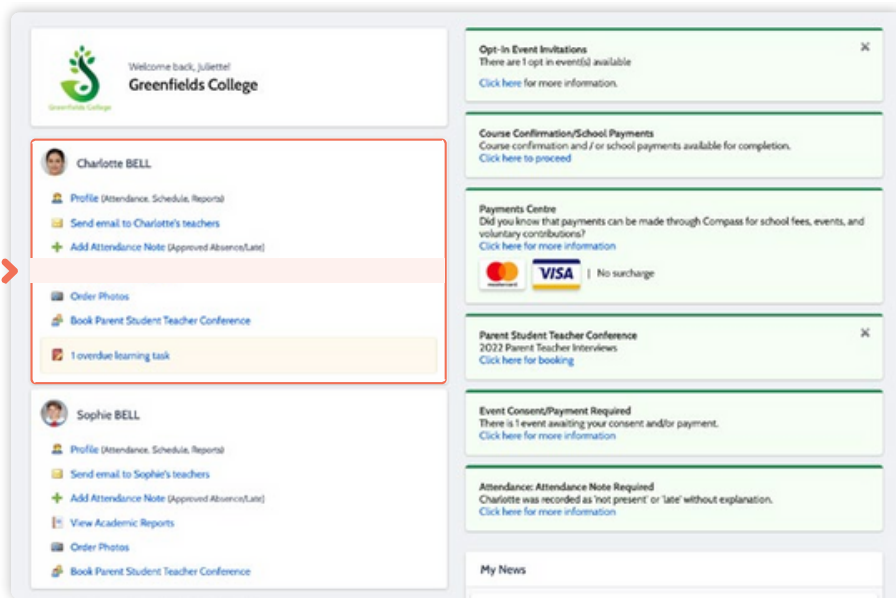
Name: Essay Draft Submission - English
Due Date: 05/06/2022 04:00 PM
Online Submission Enabled: Yes

File Upload | Submitted on time

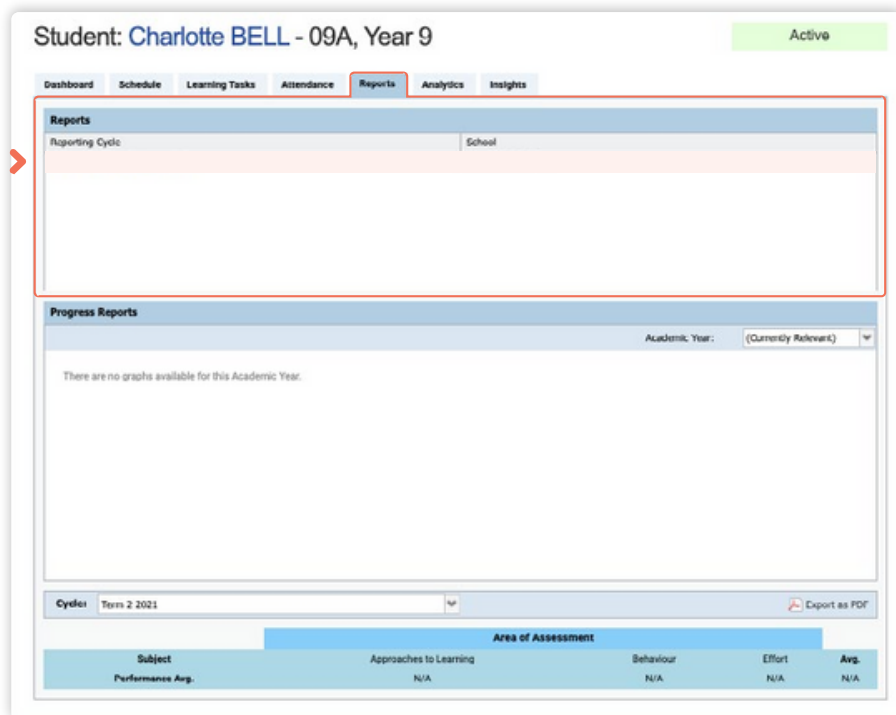
Create Submission

Filename	Submitted
Assignment.docx	26/04 04:32 PM

How To: View your child's Report



To view your **child's report**, click the option under their details on your dashboard.



This will take you to the **'Reports'** tab of your child's profile. Here you will see any available reports listed.

Click the **blue title** of the specific report you want to access and it will download as a pdf file to your device for viewing.

كيفية: عرض تقرير طفلك

لعرض تقرير طفلك، انقر فوق الخيار الموجود أسفل التفاصيل الخاصة به في لوحة التحكم الخاصة بك.

Welcome back, Juliette!
Greenfields College

Charlotte BELL

- Profile (Attendance, Schedule, Reports)
- Send email to Charlotte's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference
- 1 overdue learning task

Sophie BELL

- Profile (Attendance, Schedule, Reports)
- Send email to Sophie's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference

Opt-In Event Invitations
There are 1 opt in event(s) available.
Click here for more information.

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
Click here to proceed

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
Click here for more information

Parent Student Teacher Conference
2022 Parent Teacher Interviews
Click here for booking

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
Click here for more information

Attendance: Attendance Note Required
Charlotte was recorded as 'not present' or 'late' without explanation.
Click here for more information

My News

سينقلك هذا إلى علامة التبويب "التقارير" في الملف الشخصي لطفلك. هنا سترى أي تقارير متاحة مدرجة. انقر فوق العنوان الأزرق للتقرير المحدد الذي تريد الوصول إليه وسيتم تنزيله كملف pdf على جهازك لمشاهدته.

Student: Charlotte BELL - 09A, Year 9 Active

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Reports

Reporting Cycle	School
-----------------	--------

Progress Reports

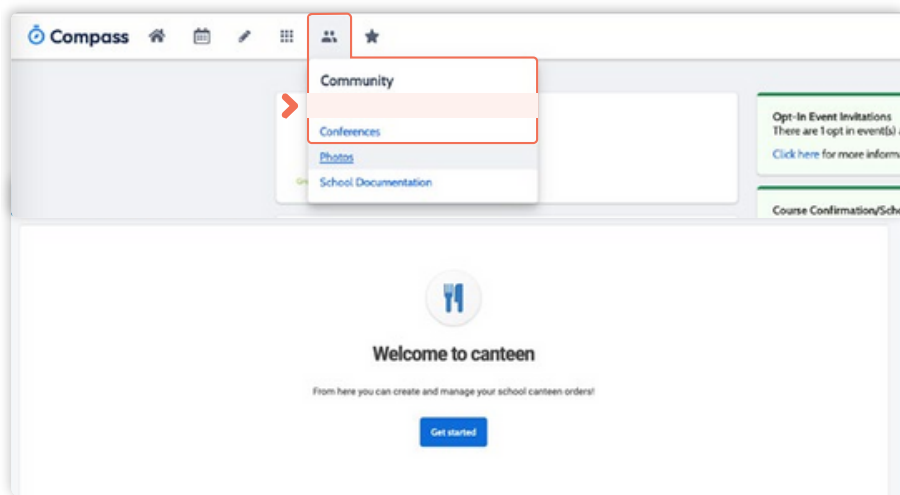
Academic Year: (Currently Relevant)

There are no graphs available for this Academic Year.

Cycles: Term 2 2021 Export as PDF

Subject	Approaches to Learning	Behaviour	Effort	Avg.
Performance Avg.	N/A	N/A	N/A	N/A

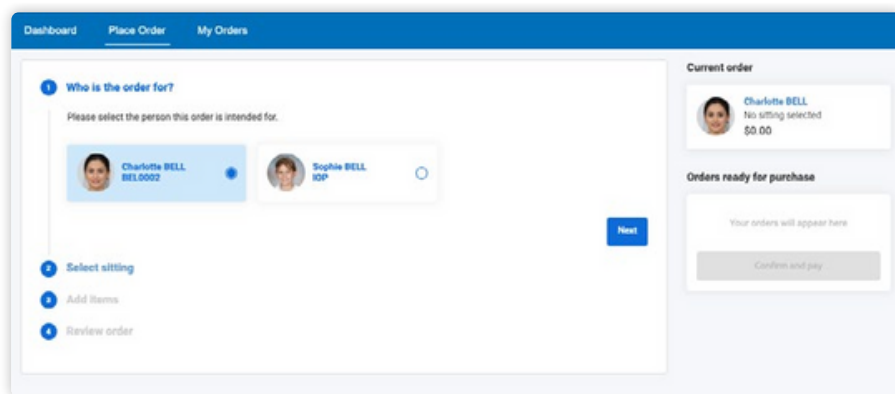
How To: Place a Canteen Order for your child



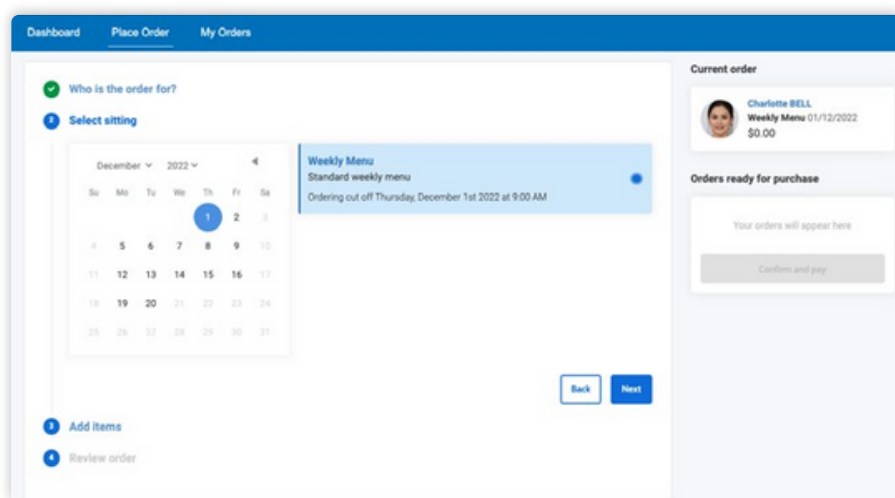
If your child has been given access to the student Compass portal (generally Secondary students), they are able to place orders from their account.

You can also place a canteen order on their behalf from within your Compass parent portal. To do so, go to the people icon at the top of the portal and select '**Canteen**'.

This will take you to the Canteen page. Click '**Get Started**' and you will be taken to the ordering tab.



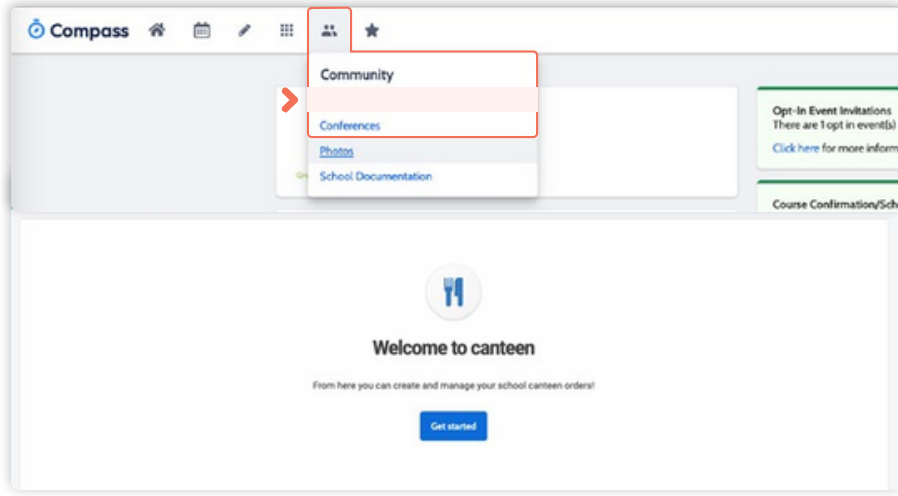
On the '**Place Order**' tab, select the child you are ordering for and then click '**Next**'.



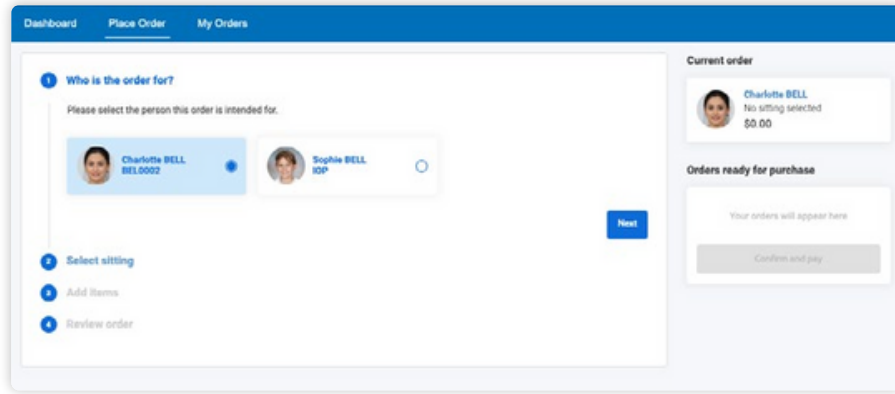
Next you will need to select the date the order is for. Some dates may have more than one menu available, for example, there may be the standard canteen menu and then perhaps a 'special' day, like a sausage sizzle menu available for that date. If there is more than one menu available to order from for the date you selected, you will need to select which menu you are ordering from.

Click '**Next**' to proceed.

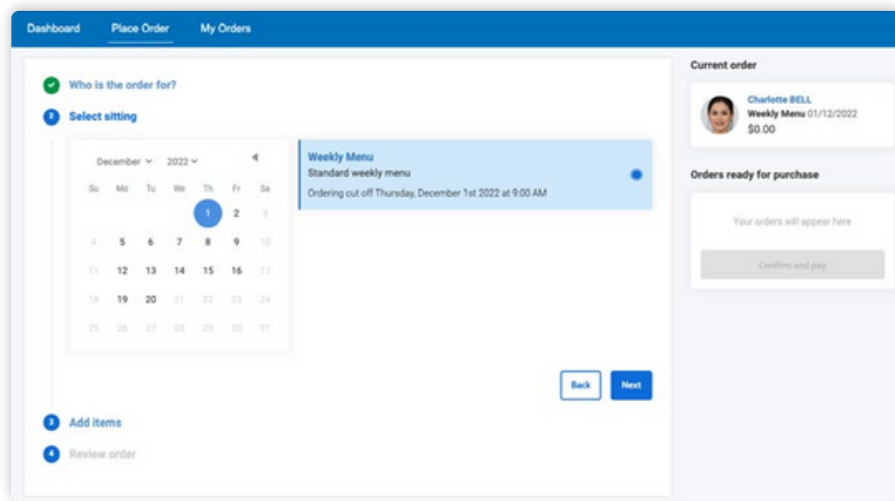
كيفية: تقديم طلب مقصف لطفلك



إذا تم منح طفلك حق الوصول إلى بوابة بوصلة الطلاب (طلاب المرحلة الثانوية عموماً)، فيمكنهم تقديم الطلبات من حسابهم. يمكنك أيضاً تقديم طلب مقصف نيابة عنهم من داخل بوابة الوالدين الخاصة بـ Compass. للقيام بذلك، انتقل إلى أيقونة الأشخاص أعلى البوابة وحدد "المقصف". سينقلك هذا إلى صفحة المقصف. انقر فوق "البدء" وسيتم نقلك إلى علامة تبويب الطلب.

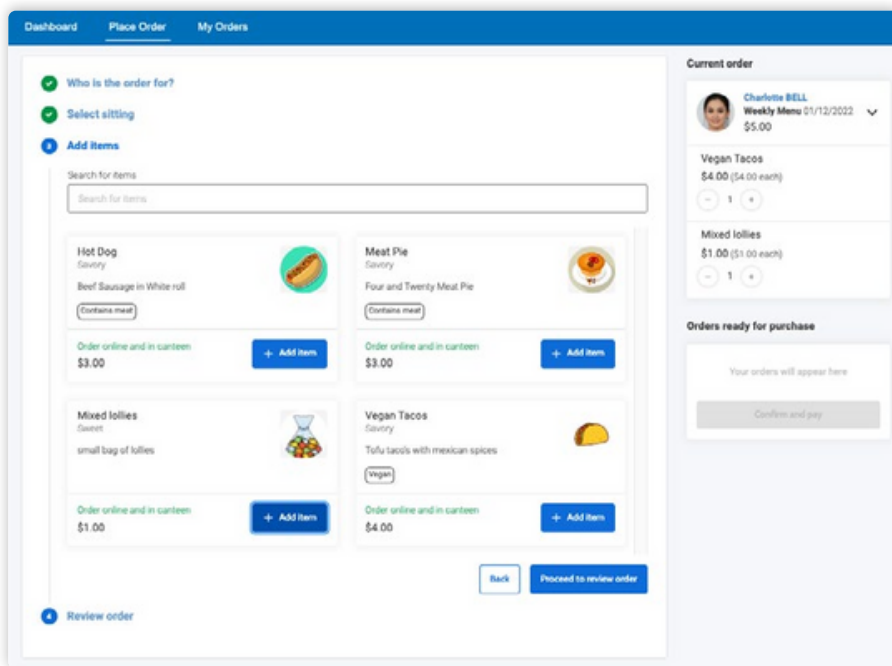


في علامة التبويب "تقديم الطلب"، حدد الطفل الذي تطلبه ثم انقر فوق "التالي".



بعد ذلك سوف تحتاج إلى تحديد تاريخ الطلب. قد تحتوي بعض التواريخ على أكثر من قائمة واحدة متاحة، على سبيل المثال، قد تكون هناك قائمة مقصف قياسية ومن ثم ربما يوم "خاص"، مثل قائمة النقانق المتاحة لذلك التاريخ. إذا كان هناك أكثر من قائمة متاحة للطلب منها في التاريخ الذي حددته، فسوف تحتاج إلى تحديد القائمة التي تطلب منها. انقر فوق "التالي" للمتابعة.

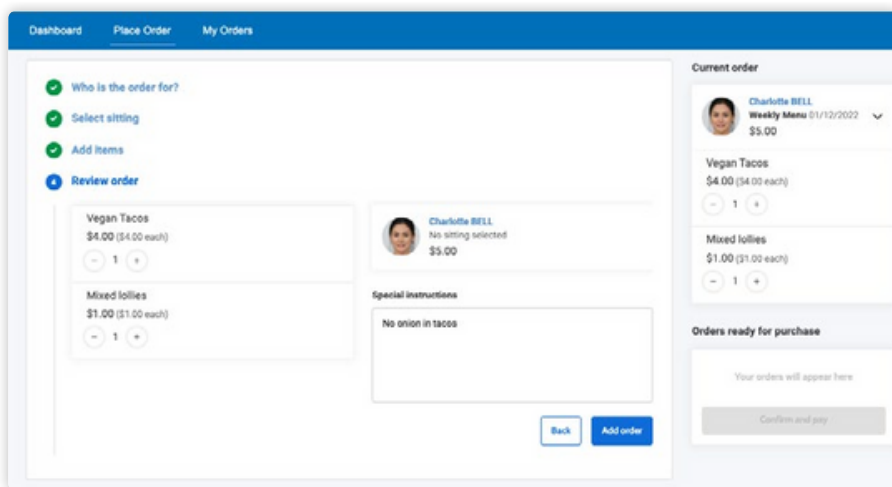
How To: Place a Canteen Order for your child (continued)



You will see the menu items listed, scroll through and click **'add item'** for each item you want to order for that date.

You will see the added items show under the order details. You can also adjust quantities if needed for the added items.

When you have finished adding items, click **'Proceed to review order'**.



Review the order. You can remove an item by clicking the cross icon next to it. You can also add any additional information in the available section.

When you are happy with the order, click **'Add order'**.

كيفية: تقديم طلب مقصف لطفلك (وأصلت)

سترى عناصر القائمة مدرجة، قم بالتمرير عبرها وانقر فوق "إضافة عنصر" لكل عنصر تريد طلبه لهذا التاريخ.

سترى العناصر المضافة تظهر تحت تفاصيل الطلب. يمكنك أيضًا تعديل الكميات إذا لزم الأمر للأصناف المضافة.

عند الانتهاء من إضافة العناصر، انقر فوق "المتابعة لمراجعة الطلب".

Dashboard Place Order My Orders

Who is the order for?
Select sitting
Add Items

Search for items

Hot Dog
Savory
Beef Sausage in White roll
Contains meat
Order online and in canteen \$3.00 + Add item

Meat Pie
Savory
Four and Twenty Meat Pie
Contains meat
Order online and in canteen \$3.00 + Add item

Mixed lollies
Sweet
small bag of lollies
Order online and in canteen \$1.00 + Add item

Vegan Tacos
Savory
Tofu tacos with mexican spices
Vegan
Order online and in canteen \$4.00 + Add item

Current order

Charlotte BELL
Weekly Menu 01/12/2022
\$5.00

Vegan Tacos
\$4.00 (\$4.00 each)
- 1 +

Mixed lollies
\$1.00 (\$1.00 each)
- 1 +

Orders ready for purchase

Your orders will appear here

Confirm and pay

Back Proceed to review order

Review order

Dashboard Place Order My Orders

Who is the order for?
Select sitting
Add Items
Review order

Vegan Tacos
\$4.00 (\$4.00 each)
- 1 +

Mixed lollies
\$1.00 (\$1.00 each)
- 1 +

Charlotte BELL
No sitting selected
\$5.00

Special instructions
No onion in tacos

Current order

Charlotte BELL
Weekly Menu 01/12/2022
\$5.00

Vegan Tacos
\$4.00 (\$4.00 each)
- 1 +

Mixed lollies
\$1.00 (\$1.00 each)
- 1 +

Orders ready for purchase

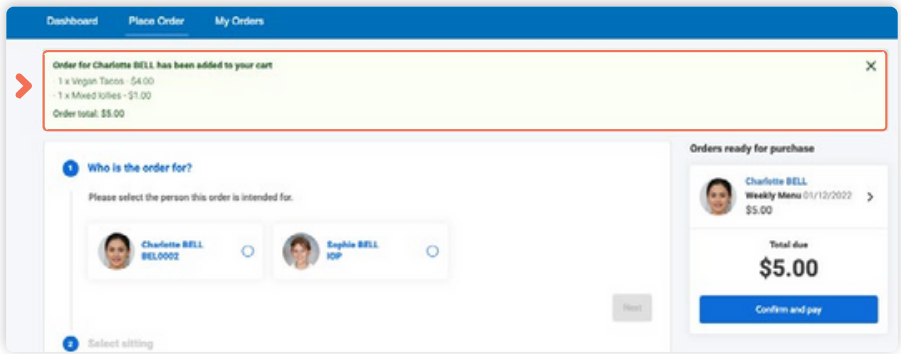
Your orders will appear here

Confirm and pay

Back Add order

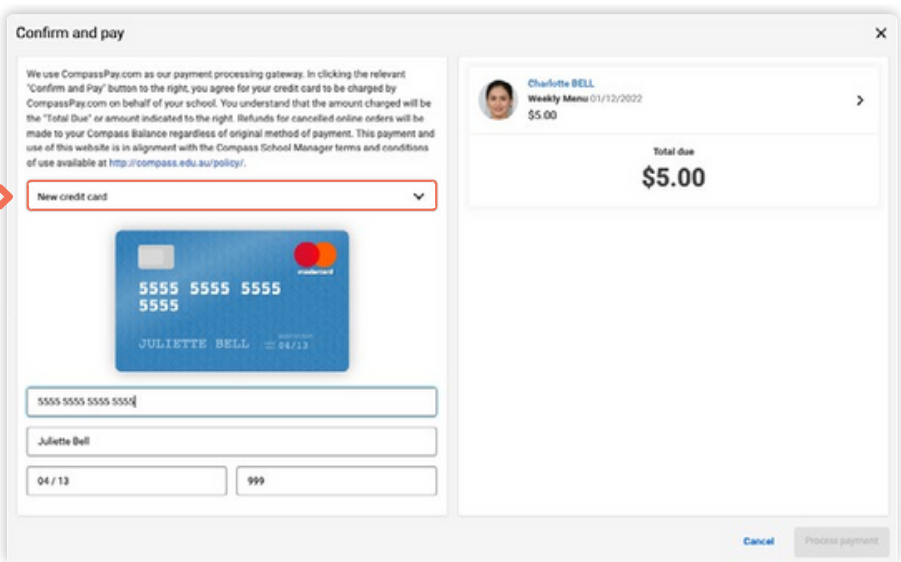
قم بمراجعة الطلب. يمكنك إزالة عنصر من خلال النقر على أيقونة الصليب المجاورة له. يمكنك أيضًا إضافة أي معلومات إضافية في القسم المتاح. عندما تكون راضيًا عن الطلب، انقر فوق "إضافة طلب".

How To: Place a Canteen Order for your child (continued)

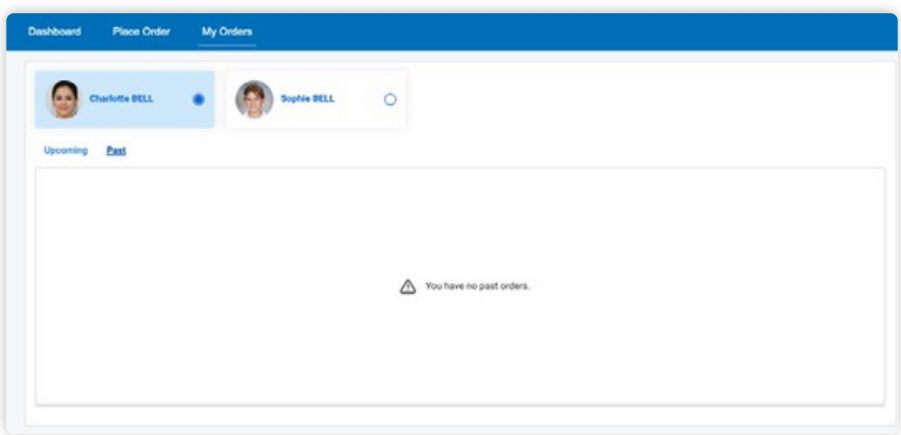


This will add the order to your cart. If it is the only order you are placing at this time, click **'Confirm and pay'**. Alternatively, you can proceed to make additional orders for other children or other dates and add them to your cart.

Once all orders are added to your cart, you will need to click 'Confirm and pay' to pay for them in order for them to be received by the canteen.



Select the card you want to pay for the order with (or in the card drop-down, select the option to add a new card if required) and click **'Process Payment'**.



To view any existing upcoming orders or past orders for your child, click to the **'My Orders'** tab.



If you need to cancel an upcoming order, you will have the option to do so when viewing the order on the 'My Orders' tab provided you are attempting to cancel the order before the cancellation deadline set by the school.

كيفية: تقديم طلب مقصف لطفلك (وأصلت)

سيؤدي هذا إلى إضافة الطلب إلى سلة التسوق الخاصة بك. إذا كان هذا هو الطلب الوحيد الذي تقدمه في هذا الوقت، فانقر فوق "تأكيد".

وبدلاً من ذلك، يمكنك المتابعة لتقديم طلبات إضافية لأطفال آخرين أو تواريخ أخرى وإضافتها إلى سلة التسوق الخاصة بك. بمجرد إضافة جميع الطلبات إلى حسابك سلة التسوق، ستحتاج إلى النقر فوق "التأكيد والدفع" لدفع ثمنها من أجل ذلك ليتم استقبالهم من قبل المقصف.

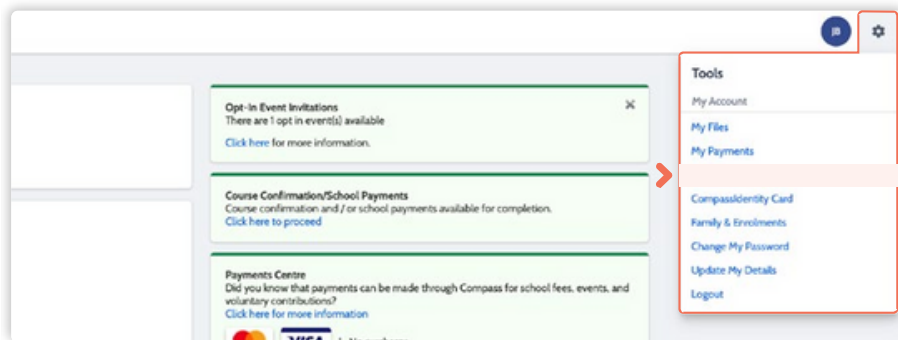
حدد البطاقة التي تريد الدفع مقابل الطلب بها (أو في القائمة المنسدلة للبطاقة، حدد خيار أصف بطاقة جديدة إذا لزم الأمر) وانقر فوق "معالجة الدفع".

عرض أي طلبات قادمة حالية أو طلبات سابقة لطفلك، انقر فوق علامة التبويب "طلباتي".



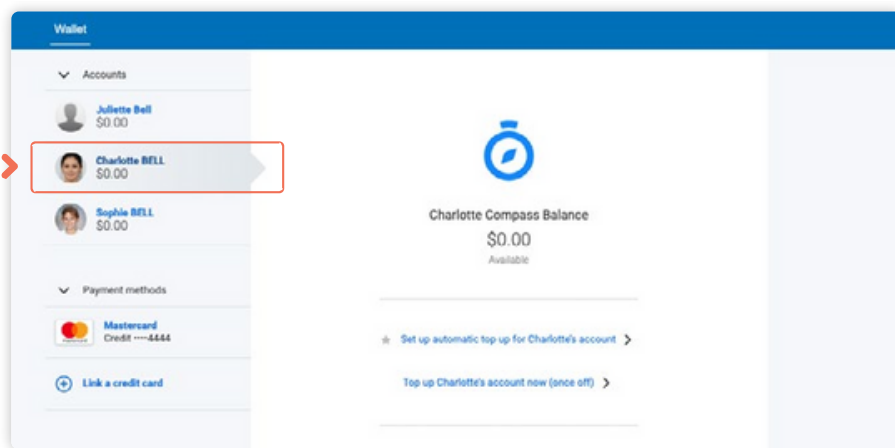
إذا كنت بحاجة إلى إلغاء طلب قادم، فسيكون لديك خيار القيام بذلك عند عرض الطلب في علامة التبويب "طلباتي" بشرط أن تحاول إلغاء الطلب قبل الموعد النهائي للإلغاء الذي حددته المدرسة.

How To: Top up your child's Canteen Balance



For students using their Compass Student ID card to place canteen orders or purchase ad-hoc at the canteen, parents can top-up the child's card balance.

To do so, go to the cog icon in the top right of your portal and select **'Wallet'**.

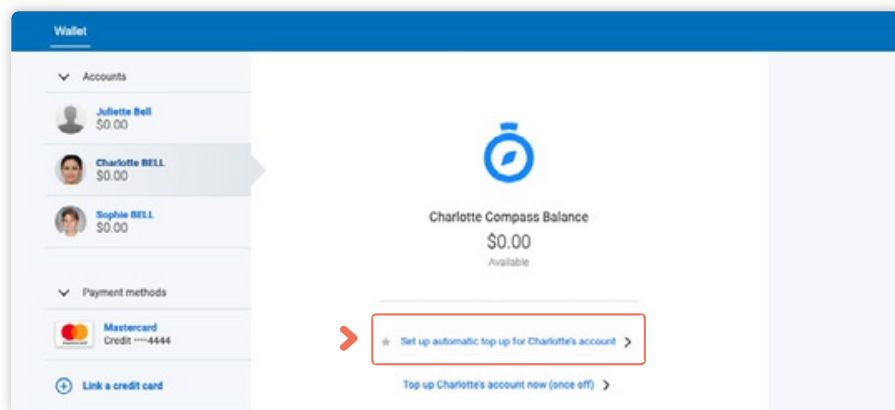


On the **Wallet page**, click the child whose balance you want to top up.

You will see their existing balance and two top up options, one to set up an automatic regular top up and another for a once-off top up.

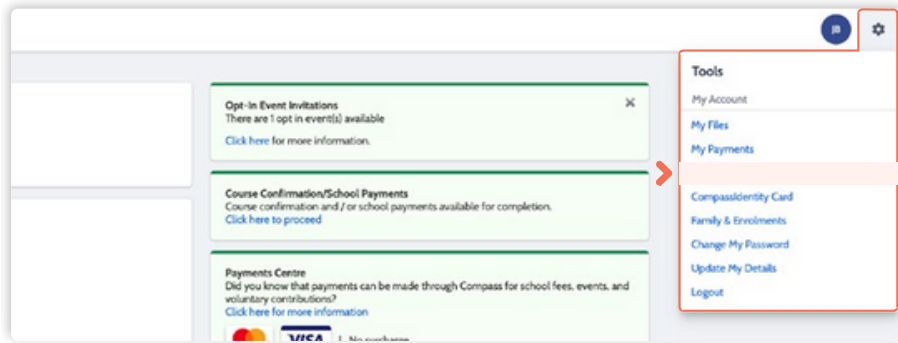


Before proceeding with any top up, ensure you have selected the correct child from the left hand side list of users whose balance you want to top up. You are not able to move funds between different Compass Wallets after they have been added. If you need funds moved or refunded, please contact your school office.

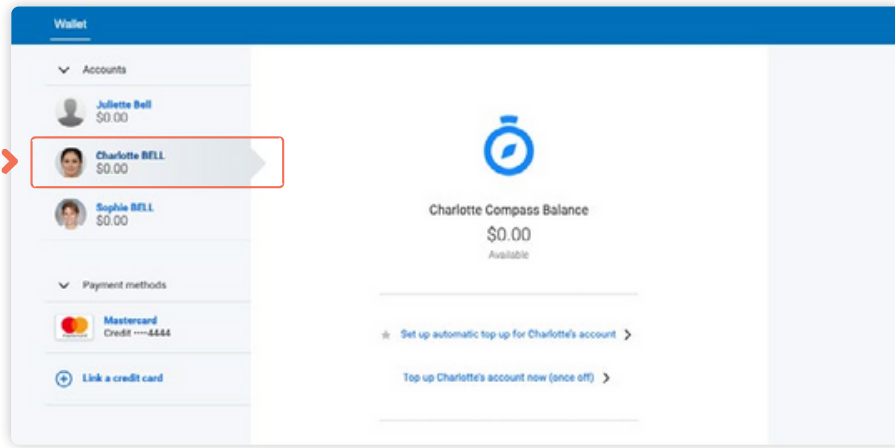


To set up a regular **automatic top up**, click that option. It will expand to show the possible selections.

كيفية: تعبئة رصيد مقصف طفلك



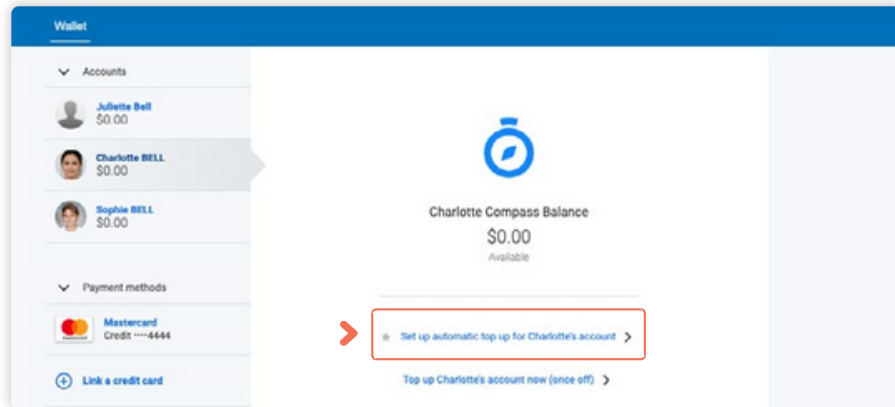
بالنسبة للطلاب الذين يستخدمون بطاقة هوية الطالب Compass الخاصة بهم لتقديم طلبات المقصف أو الشراء المخصص في المقصف، يمكن للوالدين تعبئة رصيد بطاقة الطفل. للقيام بذلك، انتقل إلى أيقونة الترس في الجزء العلوي الأيمن من بوابتك وحدد "المحفظة".



في صفحة المحفظة، انقر فوق الطفل الذي تريد تعبئة رصيده. سترى رصيدهم الحالي وخيارين للتعبئة، أحدهما لإعداد تعبئة منتظمة تلقائية والآخر للتعبئة لمرة واحدة.



قبل متابعة أي عملية تعبئة، تأكد من تحديد الطفل الصحيح من القائمة الموجودة على الجانب الأيسر للمستخدمين الذين تريد تعبئة رصيدهم. لا يمكنك نقل الأموال بين محافظ Compass المختلفة بعد إضافتها. إذا كنت بحاجة إلى تحويل أموال أو استردادها، فيرجى الاتصال بمكتب مدرستك.



لإعداد تعبئة تلقائية منتظمة، انقر فوق هذا الخيار. سيتم توسيعه لإظهار الاختيارات الممكنة.

How To: Top up your child's Canteen Balance (continued)

Payment methods

Mastercard Credit ****4444

Link a credit card

Set up automatic top up for Charlotte's account

Mastercard Credit ****4444

Select minimum Compass balance to trigger automatic top up

\$10 \$20 \$30

Select automatic top up amount

\$10 \$20 \$40 \$60 \$80 \$100

Enable automatic top up for Charlotte's account

Close

An automatic top up will occur at any time after your balance falls below the minimum amount (\$20) selected above.

Top up Charlotte's account now (once off) >

Choose the card you want to link to automatic top-ups.

Set the **minimum Compass balance** to trigger the top-up for your child (i.e. when their balance reaches \$10, a top up payment will trigger).

Then **set the top-up** amount that is to occur (i.e. when their balance reaches \$10, top up with a \$40 payment).

Once you have made your setting selections, click **'Enable automatic top-up'** and the automated system for that child's card will be in place.

Payment methods

Mastercard Credit ****4444

Link a credit card

Automatic top is enabled for Charlotte's account

Mastercard Credit ****4444

Compass is currently configured to automatically top up Charlotte's balance by \$40 when Charlotte's Compass balance falls below \$20.

Remove automatic top up of Charlotte's balance

Close

An automatic top up will occur at any time after your balance falls below the minimum threshold of \$20.

If you ever need to remove the automatic top up, click **'Automatic top-up is enabled'** and it will expand to show the details.

You will then have access to click the **'Remove automatic top up'** red button.

Payment methods

Mastercard Credit ****4444

Link a credit card

Set up automatic top up for Charlotte's account >

Top up Charlotte's account now (once off)

Mastercard Credit ****4444

Select an amount

\$10 \$20 \$40 \$60 \$80 \$100

Another amount?

Confirm payment

To simply do a once off top-up, click **'Top up account now (once off)'**.

It will expand and you can select the card to be debited and also the top up amount.

Click **'Confirm Payment of \$ to account'** to process.

كيفية: تعبئة رصيد مقصف طفلك (تابع)

اختر البطاقة التي تريد ربطها بعمليات التغطية التلقائية.

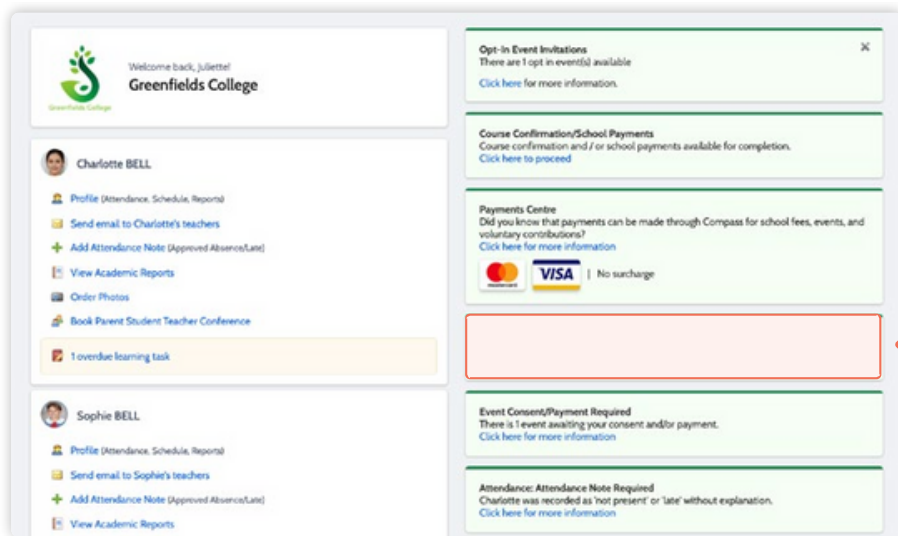
قم بتعيين الحد الأدنى لرصيد البوصلة لبدء عملية تعبئة رصيد طفلك (أي عندما يصل رصيده إلى 10 دولارات، سيتم تشغيل دفعة تعبئة الرصيد). ثم قم بتعيين مبلغ التغطية الذي سيتم حدوثة (أي عندما يصل رصيدهم إلى 10 دولارات، قم بزيادة المبلغ بدفعة قدرها 40 دولارًا).

بمجرد الانتهاء من تحديد الإعدادات، انقر فوق "تمكين التغطية التلقائية" وسيتم تفعيل النظام الآلي لبطاقة هذا الطفل.

إذا كنت بحاجة في أي وقت إلى إزالة التغطية التلقائية، فانقر فوق "تمكين التغطية" وسيتم توسيعها لإظهار التفاصيل. سيكون لديك بعد ذلك حق الوصول للنقر "إزالة التغطية التلقائية" الزر الأحمر.

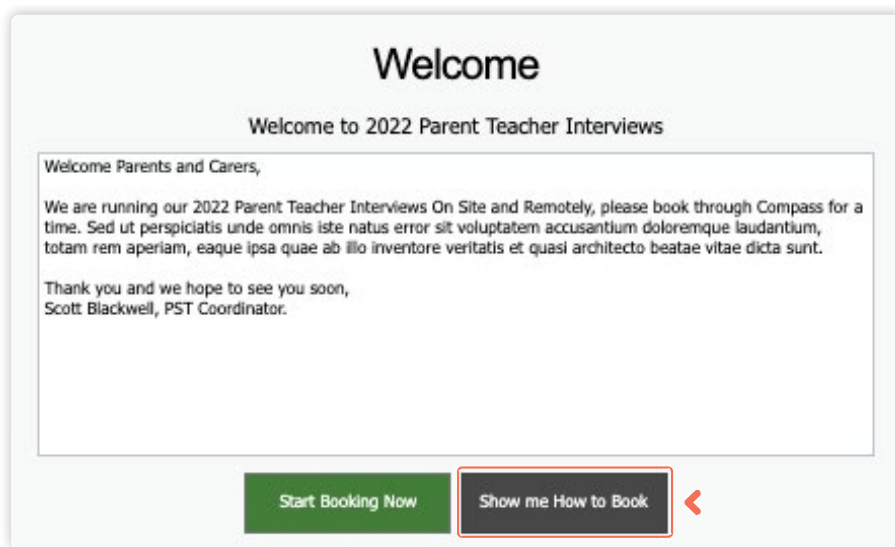
للقيام ببساطة بإعادة تعبئة الحساب مرة واحدة، انقر فوق "تعبئة الحساب الآن (مرة واحدة)". سيتم توسيعه ويمكنك تحديد البطاقة التي سيتم خصمها وكذلك المبلغ الإضافي. انقر فوق "تأكيد الدفع بالدولار إلى" الحساب "للمعالجة".

How To: Book a Teacher Conference



When a parent teacher conference cycle becomes available, an alert will appear on your dashboard prompting you to make a booking.

Click the alert.



This will take you to the conference cycle and you will see the **Welcome message** from the school that will include details about the conference.

Click the **'Show me how to book'** option for guided instructions on how to secure your conference booking.

كيفية: حجز مؤتمر للمعلمين

عندما تصبح دورة مؤتمر أولياء الأمور والمعلمين متاحة، سيظهر تنبيه على لوحة التحكم الخاصة بك يطالبك بإجراء الحجز. انقر فوق التنبيه.

Welcome back, Juliette!
Greenfields College

Charlotte BELL

- Profile (Attendance, Schedule, Report)
- Send email to Charlotte's teachers
- Add Attendance Note (Approved Absences/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference
- 1 overdue learning task

Sophie BELL

- Profile (Attendance, Schedule, Report)
- Send email to Sophie's teachers
- Add Attendance Note (Approved Absences/Late)
- View Academic Reports

Opt-in Event Invitations
There are 1 opt in event(s) available.
[Click here for more information.](#)

Course Confirmation/School Payments
Course confirmation and / or school payments available for completion.
[Click here to proceed](#)

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
[Click here for more information](#)

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
[Click here for more information](#)

Attendance: Attendance Note Required
Charlotte was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Welcome

Welcome to 2022 Parent Teacher Interviews

Welcome Parents and Carers,

We are running our 2022 Parent Teacher Interviews On Site and Remotely, please book through Compass for a time. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt.

Thank you and we hope to see you soon,
Scott Blackwell, PST Coordinator.

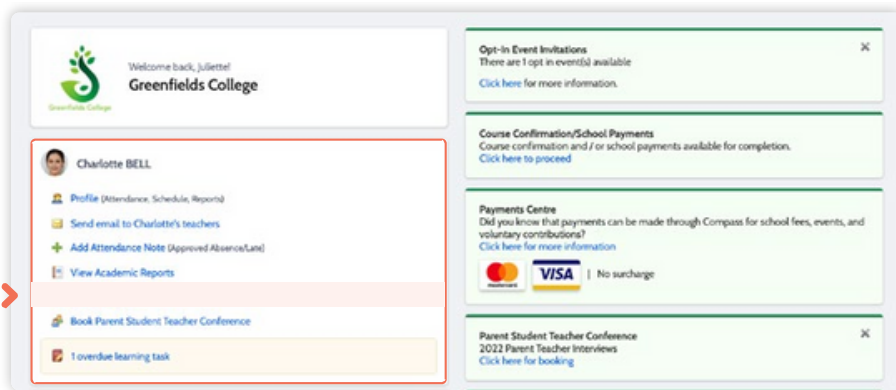
[Start Booking Now](#) [Show me How to Book](#)

سينقلك هذا إلى دورة المؤتمر وستظهر لك رسالة الترحيب من المدرسة وسوف تشمل تفاصيل حول المؤتمر. انقر فوق خيار "أرني كيفية الحجز" للحصول على إرشادات إرشادية حول كيفية تأمين حجز المؤتمر الخاص بك.

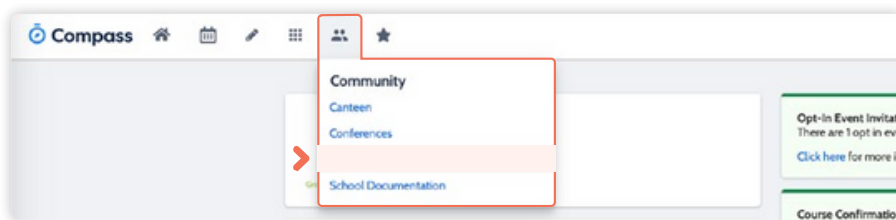
How To: Order School Photos

This section is only applicable for participating MSP schools.

To order your child's school photos, click the link on your dashboard.

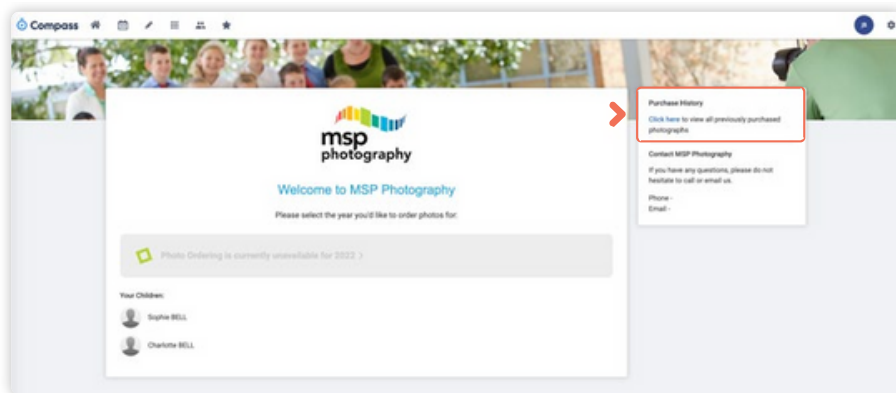


Alternatively you can click the people icon at the top of your screen and select 'Photos'.

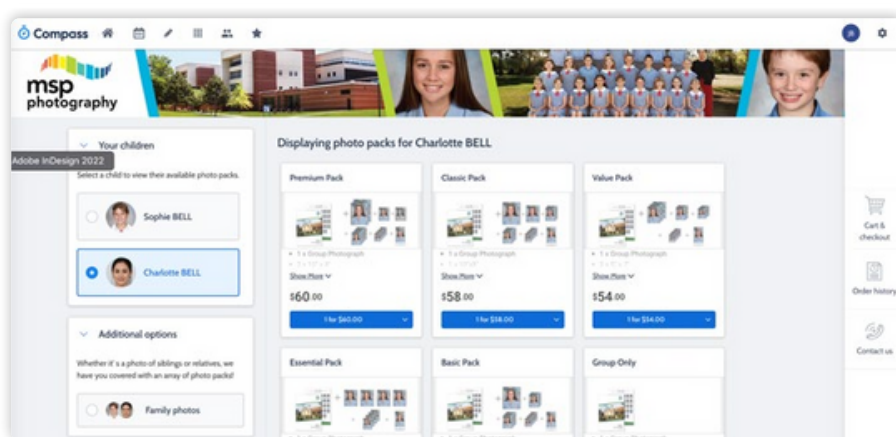


Click into the current year to order photos.

On the right hand side there is an option to view past orders if required.



Add the packs you want to purchase from the available list to your cart and then process the payment.



كيفية: طلب صور المدرسة

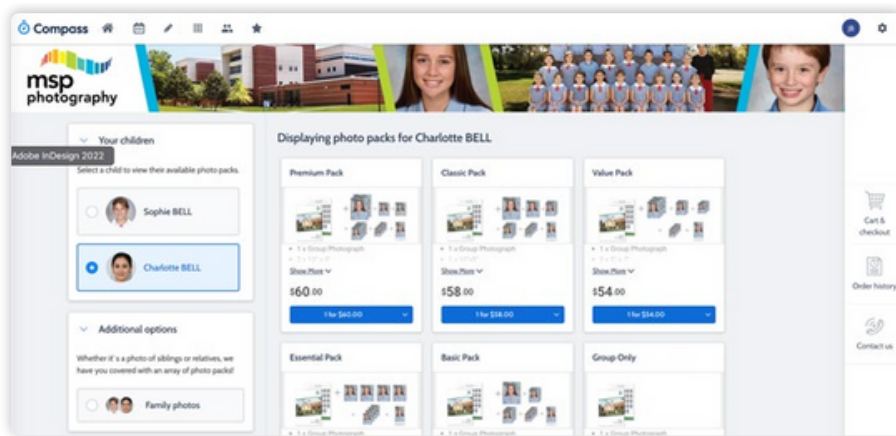
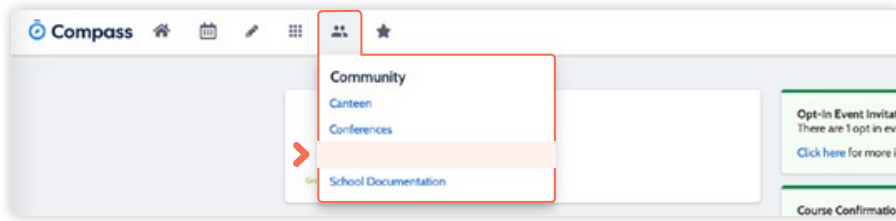
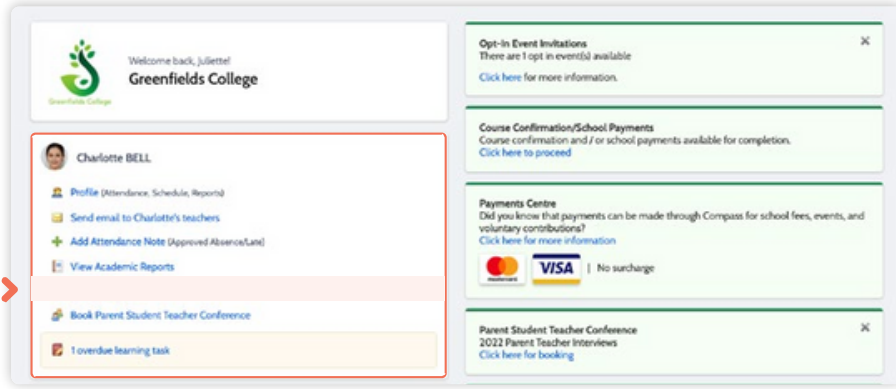
ينطبق هذا القسم فقط على مدارس MSP المشاركة.

لطلب الصور المدرسية لطفلك، انقر فوق الرابط الموجود على لوحة التحكم الخاصة بك.

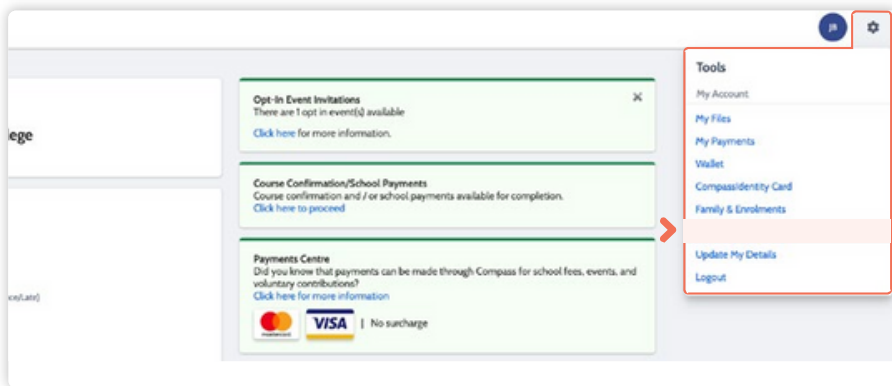
وبدلاً من ذلك، يمكنك النقر على أيقونة الأشخاص الموجودة أعلى شاشتك واختيار "الصور".

انقر في العام الحالي لطلب الصور. يوجد على الجانب الأيمن خيار لعرض الطلبات السابقة إذا لزم الأمر.

أضف الحزم التي تريد شراؤها من القائمة المتاحة إلى سلة التسوق الخاصة بك ثم قم بإجراء الدفع.



How To: Change your Password



If you need to change your password, go to the cog icon and select '**Change my Password**'.

Change My Password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be **at least eight (8) characters** in length
- Contain **at least one (1) UPPERCASE letter**
- Contain **at least one (1) lowercase letter**
- Contain **at least one (1) number**

Old Password:

New Password:

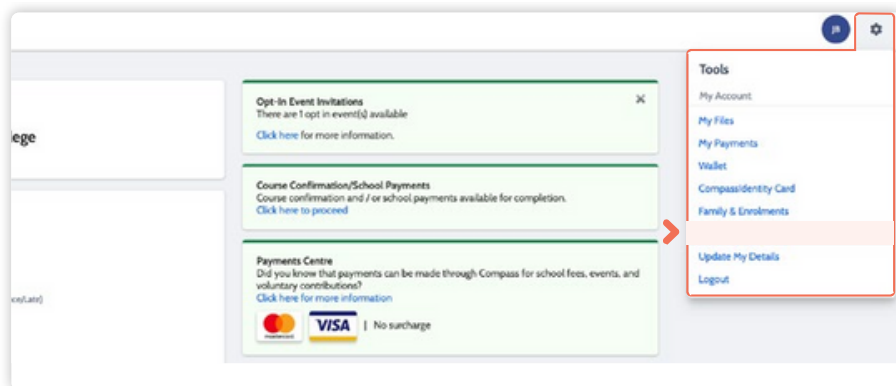
Confirm New Password:

Key in the required information ensuring your new password meets the set guidelines.

Click '**Save**' to update.

كيفية: تغيير كلمة المرور الخاصة بك

إذا كنت بحاجة إلى تغيير كلمة المرور الخاصة بك، فانقل إلى أيقونة الترس وحدد "تغيير كلمة المرور الخاصة بي".



أدخل المعلومات المطلوبة للتأكد من أن كلمة المرور الجديدة تتوافق مع الإرشادات المحددة. انقر فوق "حفظ" للتحديث.

Change My Password

Your new password must:

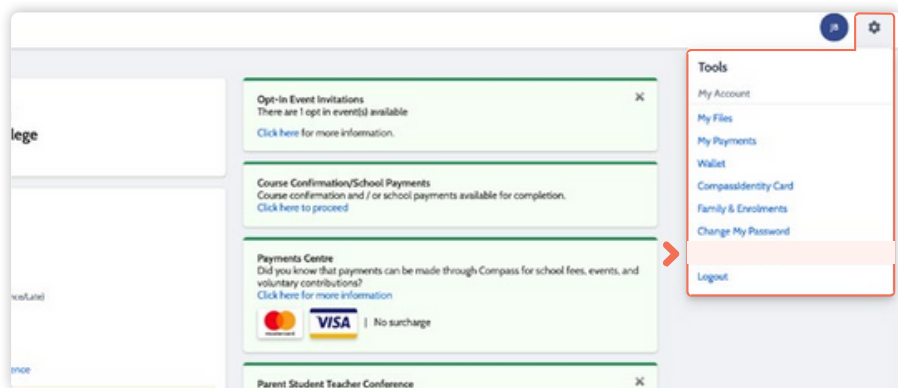
- Not contain your username
- Not be a password recently used by this account
- Be **at least eight (8) characters** in length
- Contain **at least one (1) UPPERCASE letter**
- Contain **at least one (1) lowercase letter**
- Contain **at least one (1) number**

Old Password:

New Password:

Confirm New Password:

How To: Update your Contact Details



If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select **'Update my Details'**.

Welcome to the Greenfields College 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) and they are subject to approval by School staff.

Ms Juliette BELL

Mobile

Email

Google Sign In

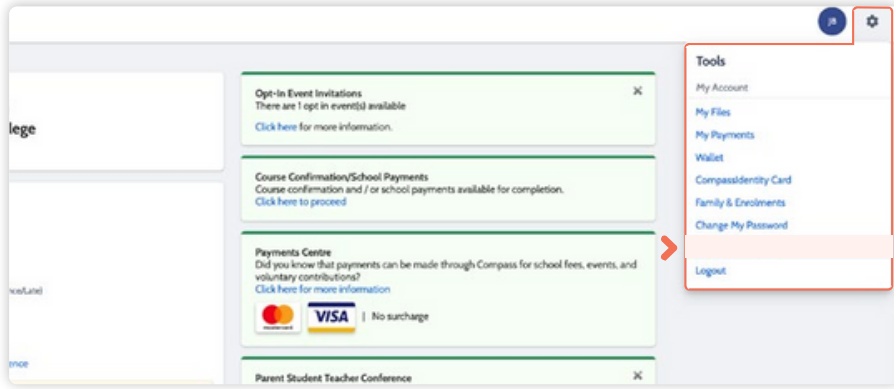
These details are correct - Proceed to Parent Portal

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. JDLF 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@compass.edu.au

Add in your **new contact** information. This will trigger a notification to the school advising them of these changes.

كيفية: تحديث تفاصيل الاتصال الخاصة بك

إذا كنت بحاجة إلى تحديث رقم الهاتف المحمول أو عنوان البريد الإلكتروني المسجل لحسابك، فانقل إلى أيقونة قائمة الترس وحدد "التفاصيل".



Welcome to the Greenfields College 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) and they are subject to approval by School staff.

Ms Juliette BELL

Mobile

Email

Google Sign In

These details are correct - Proceed to Parent Portal

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. JDLF 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@compass.edu.au

أضف معلومات الاتصال الجديدة الخاصة بك. سيؤدي هذا إلى إرسال إشعار إلى المدرسة لإبلاغهم بهذه التغييرات.

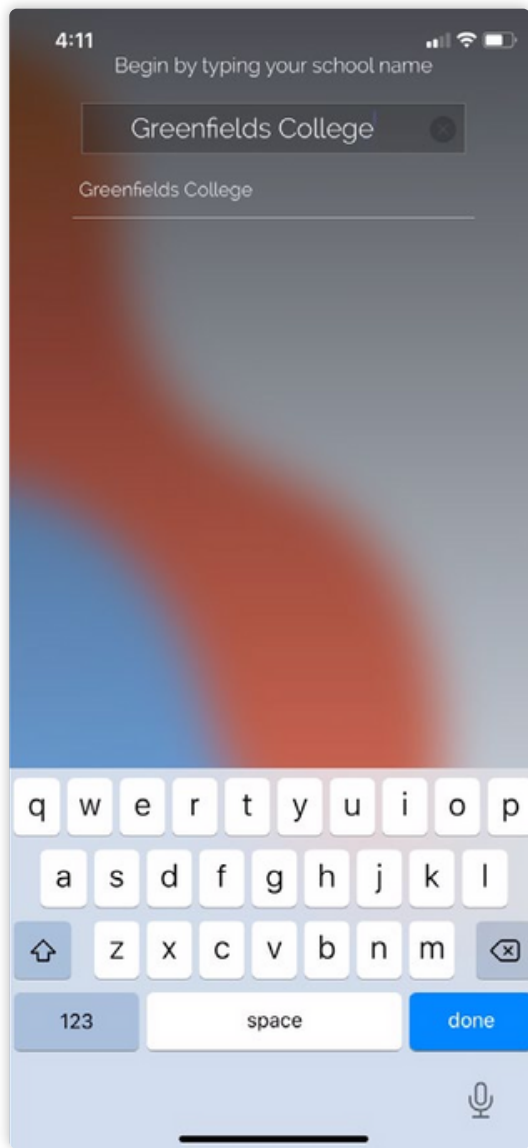
The Compass School Manager App



تطبيق مدير المدرسة البوصلة



Using the Compass School Manager App



You can use the **Compass app to action tasks**.

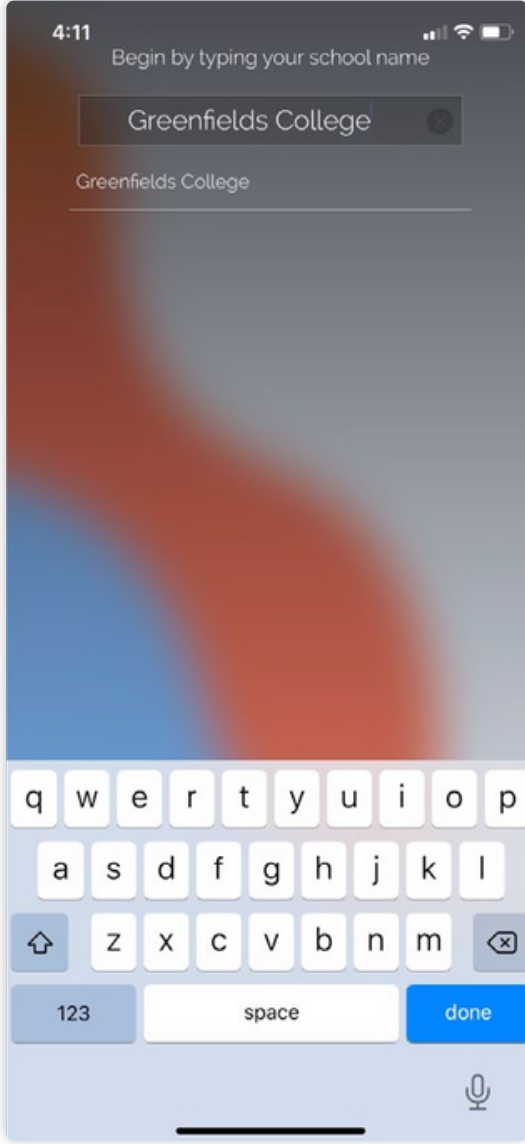
The app is available to download for free from the Apple App Store or the Google Play store.



Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your log in details which are the same details you use to log in to your Compass parent portal.

استخدام تطبيق Compass School Manager

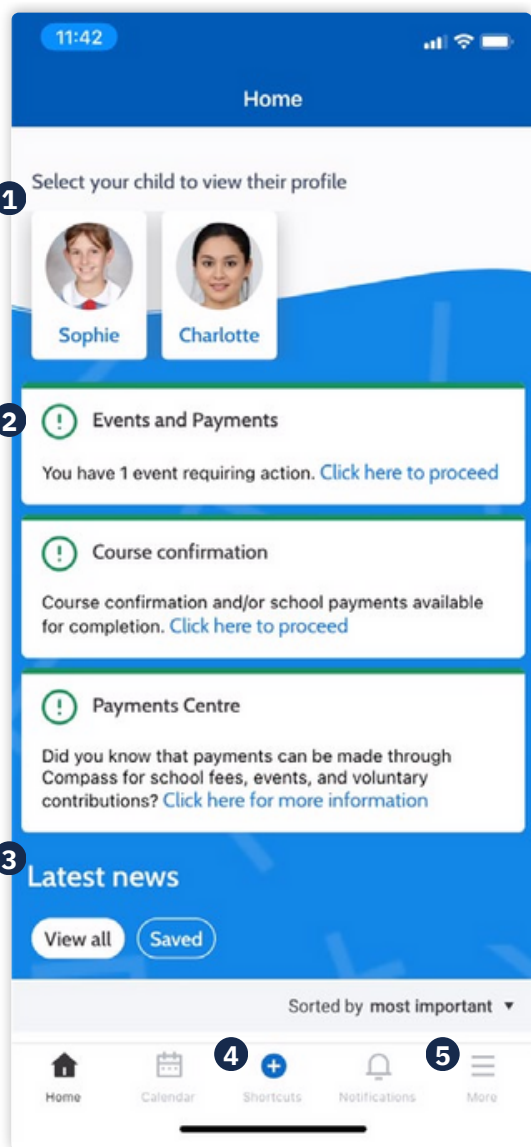


يمكنك استخدام تطبيق Compass لتنفيذ المهام
الإجرائية. التطبيق متاح للتحميل مجاناً من
متجر تطبيقات أبل أو متجر جوجل بلاي.



بمجرد تثبيته وفتحه لأول مرة، سيطلب منك اختيار المدرسة التي
سيلتحق بها طفلك.
بعد اختيار المدرسة، سيطلب منك إدخال تفاصيل تسجيل الدخول
الخاصة بك وهي نفس التفاصيل التي تستخدمها لتسجيل الدخول
إلى بوابة الوالدين الخاصة بـ Compass.

The App Home Page



When logged in, you will see:

1 Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.

2 Alerts

Notifications of items that require your action.

3 Newsfeed

Scroll through to view the latest posts from your school.

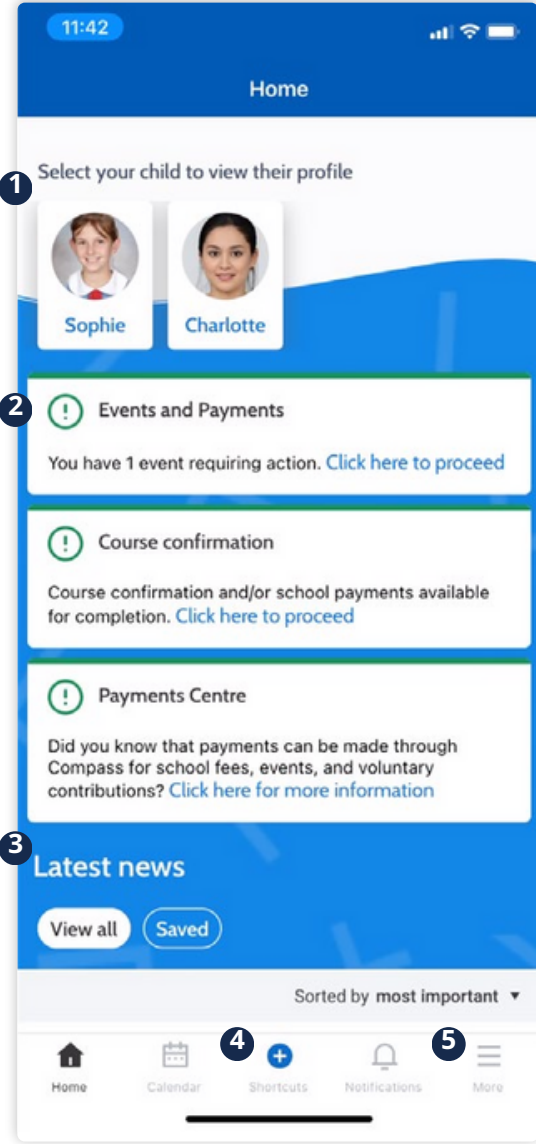
4 Shortcuts

The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.

5 More

Gives you access to additional actions – see next page.

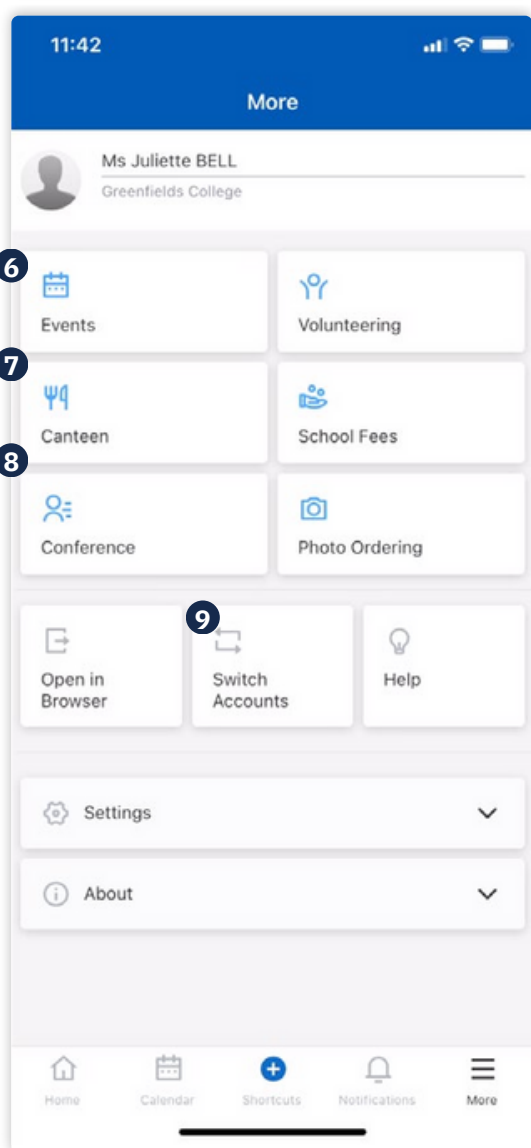
الصفحة الرئيسية للتطبيق



عند تسجيل الدخول سيظهر لك:

- سيظهر كل طفل من أطفالك الملتحقين بالمدرسة في أعلى الشاشة. انقر على صورتهم للذهاب إلى ملفاتهم الشخصية. من خلال الملف الشخصي، يمكنك الوصول إلى المعلومات المتعلقة بطفلك مثل جدول الزمني ومهام التعلم وموافقات الحضور والتقارير.
- إخطارات العناصر التي تتطلب الإجراء الخاص بك.
- قم بالتمرير لعرض أحدث المشاركات من مدرستك.
- يتيح لك زر الاختصارات تنفيذ إجراءات سريعة مثل إضافة ملاحظة حضور أو الدفع مقابل حدث ما.
- يتيح لك الوصول إلى إجراءات إضافية - راجع الصفحة التالية.

The App Home Page (continued)



6 Events Consent/payment

Process consent/payment for your child's upcoming events.

7 Canteen

Place canteen orders for your child.

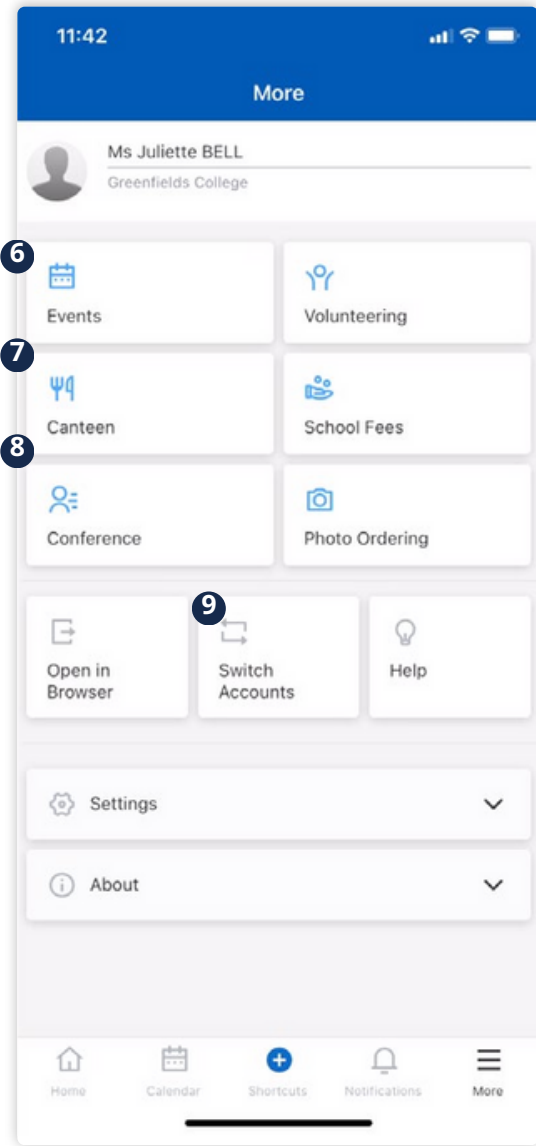
8 Conferences

Allows you to book teacher conferences.

9 Switch Accounts

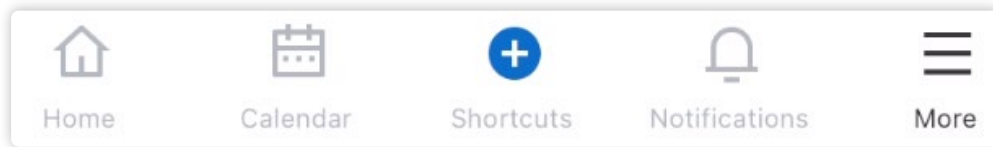
If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.


الصفحة الرئيسية للتطبيق (وواصلت)





- معالجة الموافقة/الدفع للأحداث القادمة لطفلك.
- ضع طلبات المقصف لطفلك.
- يسمح لك بحجز مؤتمرات المعلمين.
- إذا كان لديك أطفال في مدارس مختلفة تستخدم تطبيق Compass (أي طفل في المدرسة الابتدائية وطفل في المدرسة الثانوية)، فيمكنك استخدام خيار "تبديل الحسابات" الموجود أسفل القائمة للتبديل بين حساب ولي الأمر في كل مدرسة من مدارس Compass.

Menu Icons (App)




 The House icon can be clicked at any time to take you back to the **Home screen** in Compass.

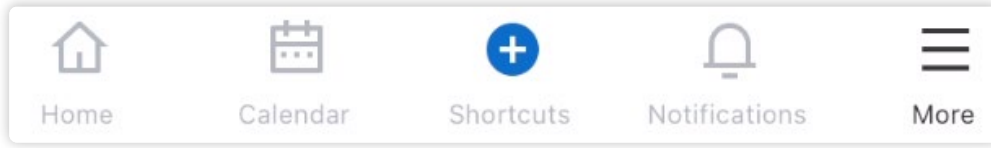
 The **Calendar** icon will take you to view the available Schedules i.e. school events, your child's schedule etc.

 The 'Plus' icon will give you access to **'Shortcuts'**, such as paying for an Event, and adding an Attendance note.

 The bell icon opens your **Notifications**. This contains a list of all notifications received.

 The hamburger menu icon gives you access to the **More menu**. Conferences, Events, Canteen, and much more can be found in this menu.

أيقونات القائمة (التطبيق)



يمكن النقر على أيقونة المنزل في أي وقت لإعادتك إلى الشاشة الرئيسية في البوصلة.

ستنقلك أيقونة التقويم إلى عرض الجداول المتاحة، مثل الأحداث المدرسية وجدول طفلك وما إلى ذلك.

مثل دفع ثمن ،
"الاختصاص" يمنحك رمز "Plus" إمكانية الوصول إلى الحدث وإضافة ملاحظة الحضور.

يحتوي هذا على قائمة **إشعارات** يفتح رمز الجرس الإشعارات المستلمة. بجميع

تتيح لك أيقونة قائمة الهامبرغر الوصول إلى قائمة المزيد. يمكن العثور على المؤتمرات والفعاليات والمقصف وغير ذلك الكثير في هذه القائمة.



