

# Parent Guide



# Ebevey n Rehber i



## 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.

## Pusula Ebeveyn Portalı, okulumuz ve çocuğunuzun gelişimi hakkında güncel bilgilere erişmenizi sağlayan çevrimiçi bir portaldır.

Portala web üzerinden ve ayrıca Compass School Manager Uygulaması (cihazınızdaki App Store'dan indirilebilir) aracılığıyla erişilebilir.

### Ana portalda aşağıdakiler de dahil olmak üzere birçok farklı özellik bulunur:

- Katılım Notları Ekle
- Çocuğunuzun öğretmenleriyle iletişim kurun
- Çocuğunuzun ödevlerini ve değerlendirme görevlerini izleyin • Dönem ve İlerleme Raporlarını Görüntüleyin
- Veli-Öğretmen Konferanslarına Rezervasyon Yapın
- Okul etkinlikleri için Onay ve Ödeme
- Kantin aracılığıyla okul öğle yemeği siparişi verme
- Okul ücreti ödemelerini yapın
- Okul haberlerini görüntüleyin

Bu kılavuz, portalda gezinmenize yardımcı olacak ve önemli süreçlerin nasıl tamamlanacağı konusunda adım adım bilgiler içermektedir.

Bu kılavuzda ayrıntıları verilen bazı süreçlerin okulumuzda geçerli (veya kullanımda) olmayabileceğini lütfen unutmayın. Compass ebeveyn portalınızla ilgili herhangi bir sorunuz varsa, lütfen yardım için okulla iletişime geçin.

# Contents

## Parent Portal via Web

How to Access Compass .....	5
How to Log in .....	6
The Home Page .....	7
Menu Icons .....	8
How To: Add an Attendance Note for an upcoming Absence .....	9
How To: Add an Attendance Note for an Unexplained Absence .....	10
How To: Consent and Pay for an Event .....	11
How To: Opt into an Optional Event .....	14
How To: Email a Teacher .....	16
How To: View your child's Learning Tasks .....	17
How To: Submit your child's work for a Learning Task .....	19
How To: View your child's Report .....	20
How To: Place a Canteen Order for your child .....	21
How To: Top up your child's Canteen Balance .....	24
How To: Book a Teacher Conference .....	26
How To: Order School Photos .....	27
How To: Change your Password .....	28
How To: Update your Contact Details .....	29

## The Compass School Manager App

Using the Compass School Manager App .....	31
The App Home Page .....	32
Menu Icons (App) .....	34

# İçindekil er

## Web üzerinden Ebeveyn Portalı

Pusulaya Nasıl Erişilir? **5**

Nasıl Giriş Yapılır **6**

Ana Sayfa **7**

Menü Simgeler **8**

Nasıl Yapılır: Yaklaşan bir Devamsızlık için Katılım Notu Ekleme . **9**

Nasıl Yapılır: Ekleme Açıklanamayan Devamsızlıklar İçin Devam Notu **10**

Nasıl Yapılır: Bir Etkinlik için Onay ve Ödeme **11**

Nasıl Yapılır: Seçme İsteğe Bağlı Bir Etkinliğe Dönüştürülmesi **14**

Nasıl Yapılır: Öğretmene E-posta Gönderme **16**

Nasıl Yapılır: Çocuğunuzun Öğrenme Görevlerini Görüntüleme **17**

Nasıl Yapılır: Çocuğunuzun çalışmasını bir Öğrenme Görevi için gönderme **19**

Nasıl Yapılır: Çocuğunuzun Raporunu Görüntüleme **20**

Nasıl Yapılır : Çocuğunuz için Kantin Siparişi Verin **21**

Nasıl Yapılır: Çocuğunuzun Kantin Bakiyesini Doldurma **24**

Nasıl Yapılır: Öğretmen Konferansı Rezervasyonu Yapma **26**

Nasıl Yapılır: Okul Fotoğraflarını Sipariş Etme **27**

Nasıl Yapılır: Parolanızı Değıştirme **28**

Nasıl Yapılır: Kişinizi Güncelleyin Detaylar **29**

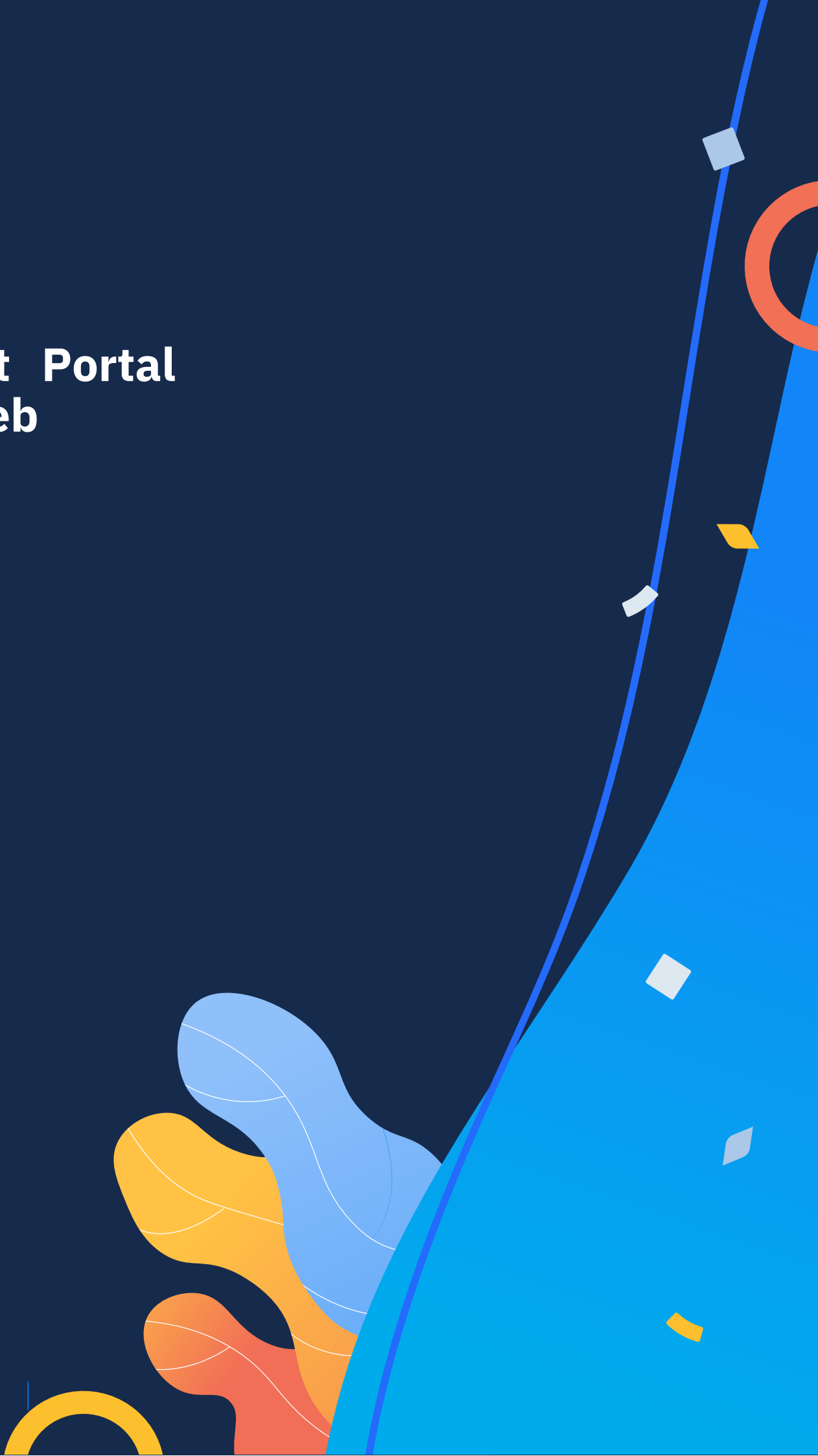
## Pusula Okul Müdürü Uygulaması

Compass School Manager Uygulamasını Kullanma **31**

Uygulama Ana Sayfası **32**

Menü Simgeleri (Uygulama) **34**

# Parent Portal via Web



# Web üzerinden Ebeveyn Portalı





---

# 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](https://schools.compass.education)

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

---

## Recommended browsers



# Pusulaya Nasıl Erişilir

Compass, herhangi bir modern web tarayıcısından (Chrome, Firefox, Safari vb.) erişilebilen web tabanlı bir sistemdir. Her aileye okulumuzun Compass sitesinde ayrı bir oturum açma hakkı verilir.

Bu giriş bilgileri size okul tarafından sağlanmaktadır. Okulumuzun Compass sitesi bağlantısını bulma konusunda yardıma ihtiyacınız varsa şu adrese gidin:


[okullar.compass.eğitim](http://okullar.compass.eğitim)

Daha sonra okulumuzu aratabilecek ve bağlantıya erişebileceksiniz.

## Önerilen tarayıcılar



# How to Log in




**Greenfields College**

Username

Password

**Sign in**

or



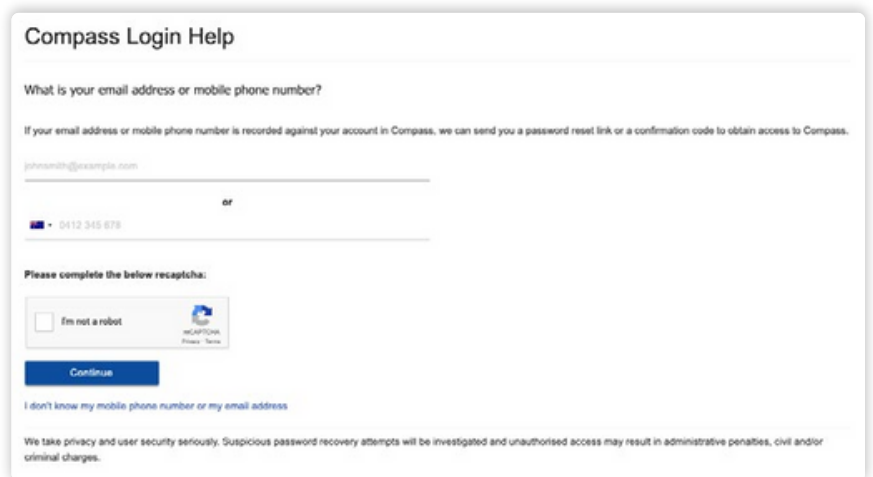
Remember me

[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

UK • 0412 345 678

Please complete the below recaptcha:

I'm not a robot

**Continue**

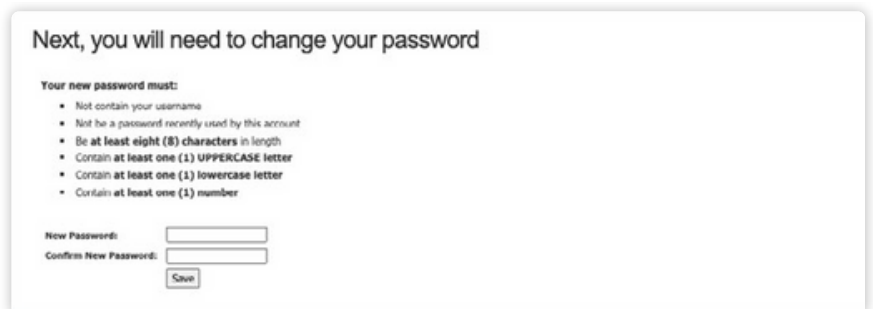
[I don't know my mobile phone number or my email address](#)

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**

# Nasıl Giriş Yapılır?




**Greenfields College**

Username

Password

[Sign in](#)

or

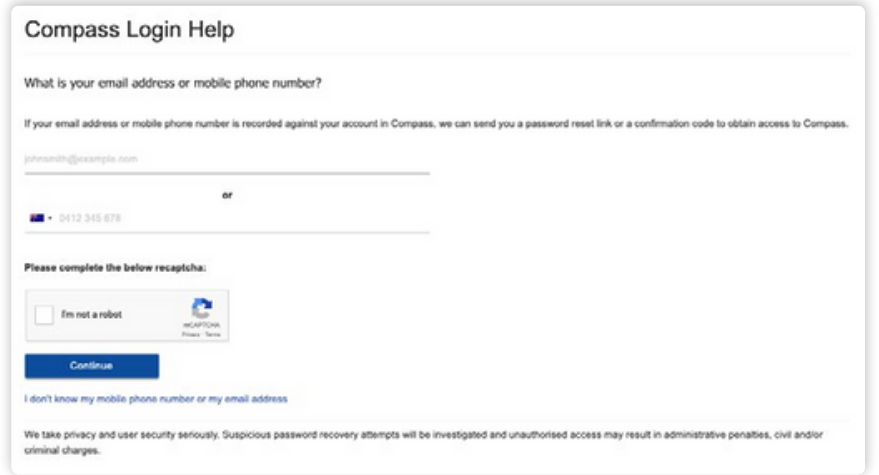
 [Sign in with Google](#)

Remember me

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

Giriş yapmak için benzersiz aile kullanıcı adınıza ve şifrenize ihtiyacınız olacak. Bu ayrıntılar size okul tarafından sağlanacaktır, ancak henüz bunları almadıysanız lütfen okul ofisi ile iletişime geçin. Başlangıçta size, ilk kez oturum açtığınızda seçtiğiniz bir parolaya güncellenmeniz istenecek geçici bir parola verilecektir. Giriş yapmak için okulunuzun Compass sitesine gidin. Kullanıcı adınızı ve şifrenizi yazın ve 'Oturum aç'ı tıklayın. Kullanıcı adınız okuldaki ebeveyn kodunuz olacaktır. Bu, çocuğunuzun öğrenci kodundan farklı olacak ve sizin e-posta adresiniz olmayacaktır.

İlk kez giriş yapıyorsanız, e-posta adresinizi ve cep telefonu numaranızı doğrulamanız istenecektir. Bu ayrıntılar okul tarafından SMS/e-posta iletişimleri ve şifre kurtarma amacıyla kullanılabilir.



**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.

or

Please complete the below recaptcha:

I'm not a robot

[CAPTCHA](#) [Privacy Terms](#)

[Continue](#)

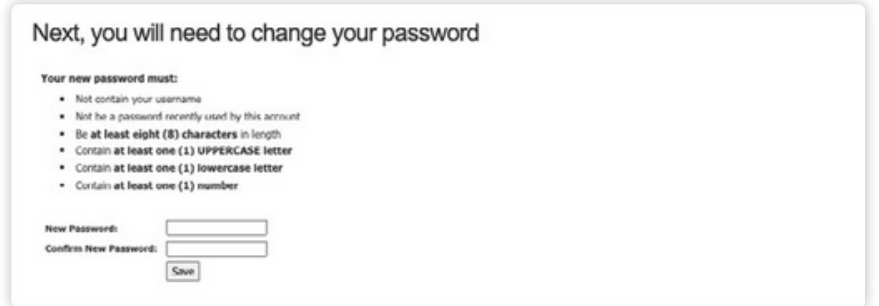
[I don't know my mobile phone number or my email address](#)

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.

Bilgilerinizi onayladıktan sonra, geçici şifrenizi seçtiğiniz birine verin. Yeni şifrenizi girdiğinizde **değiştirmek** **gerektirir** 'Kaydet'i tıklayın.



Yanlış bilgileri kullanarak art arda on kez giriş yapmaya çalışırsanız, hesabınız otuz dakika süreyle kilitlenir. Eğer unuttuysanız veya bilgilerinizden emin değilseniz lütfen okul ofisi ile iletişime geçin.



**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

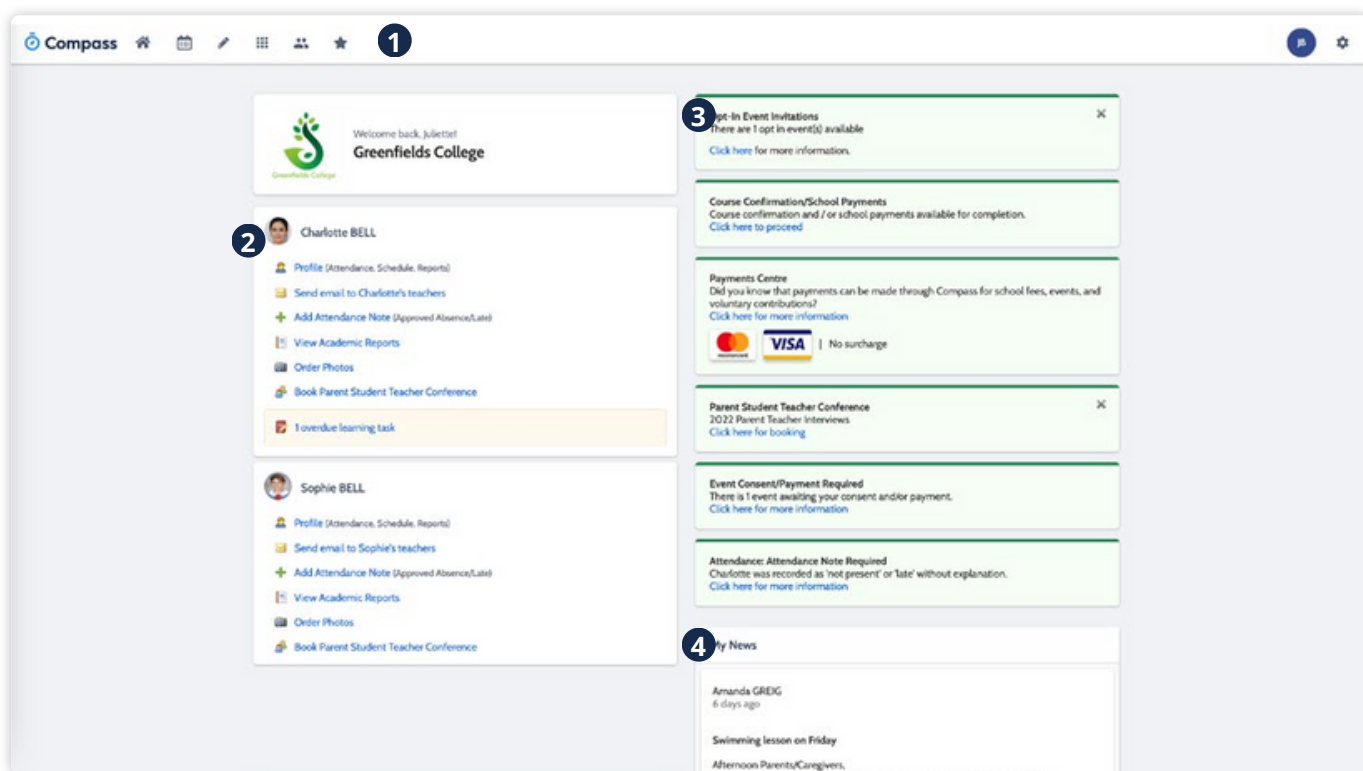
New Password:

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 something such as send an email to a teacher or add an attendance note.

## 3 Alerts

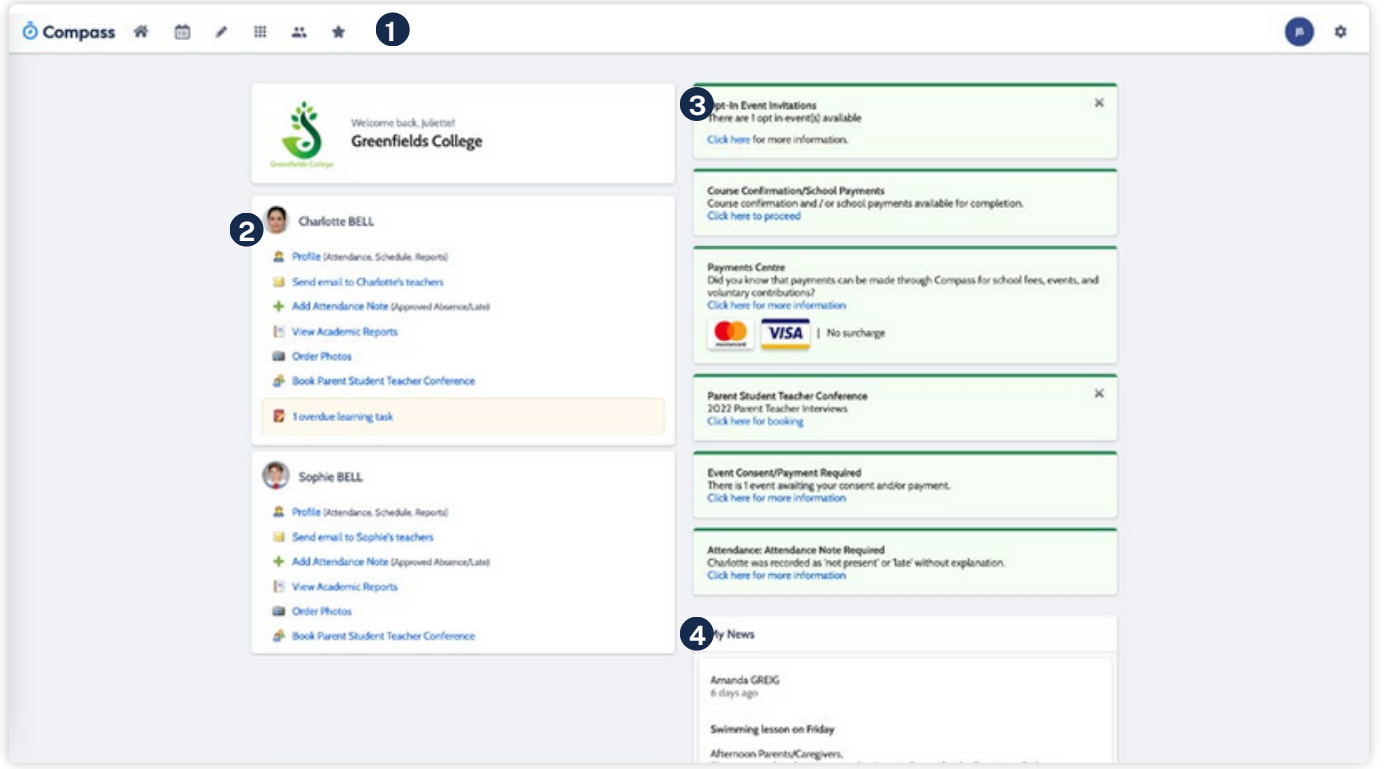
On the top right, you will find a list of notifications that will prompt you to action something.

## 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.

# Ana Sayfa

Giriş yaptığınızda aşağıdaki bileşenlerden oluşan Ana Sayfaya yönlendirileceksiniz:

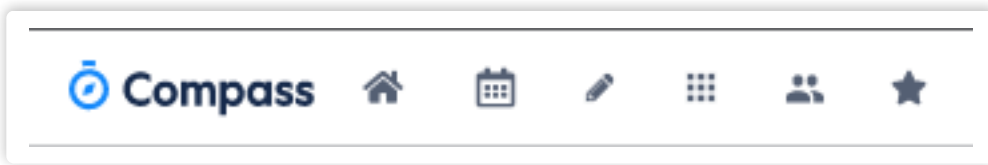



**1** Ekranın üst kısmında, her biri açılır seçeneklere sahip bir dizi menü simgesi göreceksiniz. Bunlar aşağıdaki bölümde daha ayrıntılı olarak açıklanmaktadır.


**2** Bu bölümde sağ üst köşede, sahip olduğunuz her bir çocuğunuz için tıklanabilir okulların bir listesini bulacaksınız. Buradan, sizden önemli bilgileri eyleme geçirmenizi veya bir şeyler yapmanızı istemek için profillerine erişebilecek bildirimler alırsınız. Öğretmene e-posta göndermek veya yoklama notu eklemek gibi eylemler.


**3** Haber Kaynağındaki gönderiler okulun önemli bilgileri size iletmesine olanak tanır. Gönderiler, okulun belirlediği süre boyunca erişilebilir durumda kalır ve en yeni gönderiler ilk sırada görüntülenir. Ancak Öncelikli olarak ayarlanan gönderiler her zaman en üstte gösterilir.

# 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.

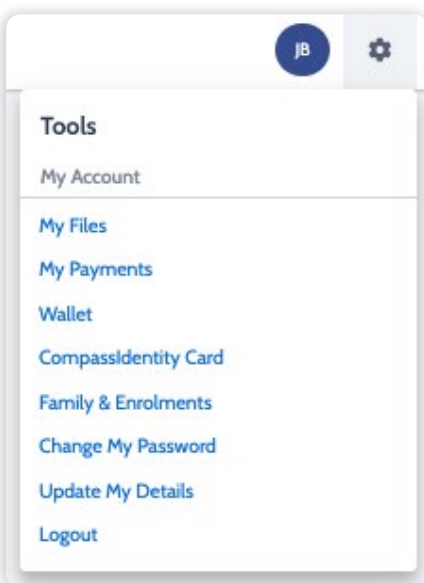
 The Pencil icon opens the **Teaching and Learning menu** from which you can view all the Learning Tasks assigned to your child/children.

 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.

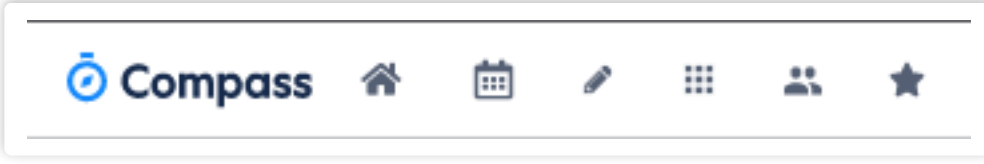
 The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.


 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.





# Menü Simgeleri





 Sizi Pusula'daki Sayfaya geri götürmek için Ana SayfaEv simgesine istediğiniz zaman tıklayabilirsiniz.


 Takvim simgesi sizi mevcut etkinlikleri,Takvimle yani okul çocuğunuzun programını vb. görüntülemeye, yönlendirecektir.

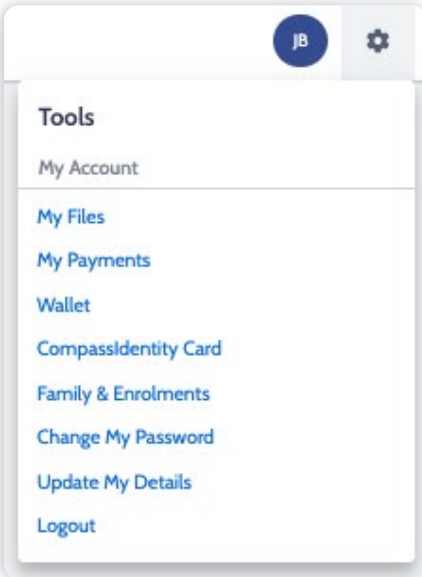
 Kalem simgesi, çocuğunuza/çocuklarınıza atanan tüm Öğrenme Görevlerini görüntüleyebileceğiniz Öğretme ve Öğrenme menüsünü açar.

 Izgara simgesi Organizasyon menüsünü açacaktır. Buradan Etkinlikler sayfasına ve ayrıca okul ücretlerini ödemek için Kurs Onay sayfasına erişebilirsiniz.

 Kişiler simgesi Topluluk menüsüdür. Burada veli öğretmen konferansları için rezervasyon yaptırabilirsiniz (varsa). Ayrıca bu menüden sunulan tüm Okul Kaynaklarına da erişebilirsiniz.

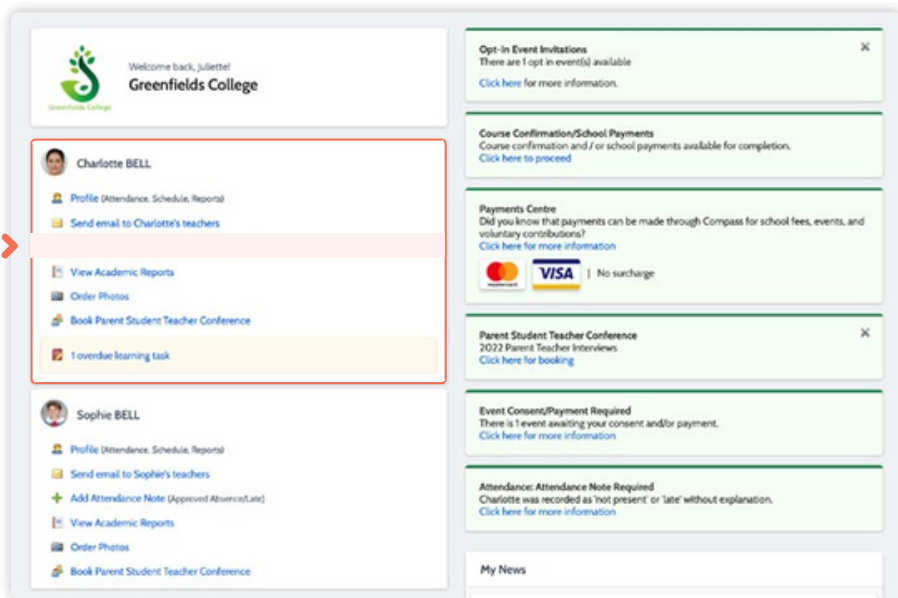
 Yıldız simgesi okulun önerdiği Favöriler menüsü . Bu yararlı olanlara web sitelerini açar. bağlantılar içerir

 Dişli simgesi Araçlar Menüüne erişmenizi sağlar. Burada şifrenizi değiştirmeyi, ödeme geçmişinizi görüntülemeyi ve bilgilerinizi güncellemeyi seçebilirsiniz.



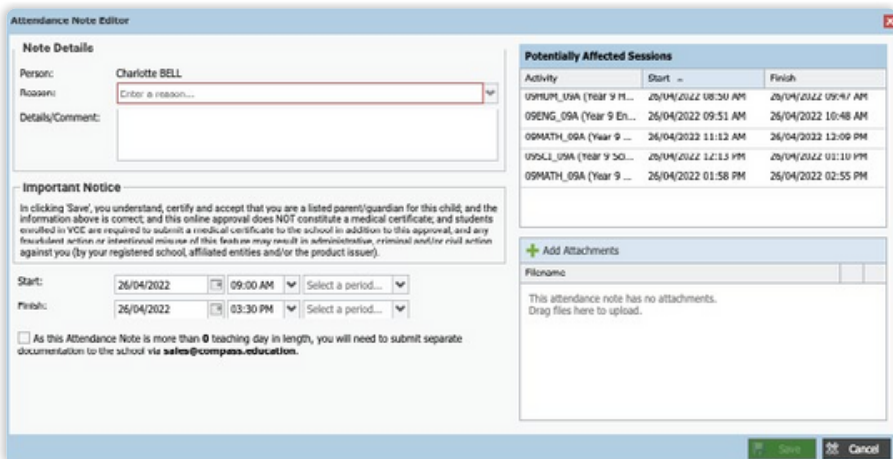


# How To: Add an Attendance Note for an upcoming Absence



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**'.

# Nasıl Yapılır: Yaklaşan bir Devamsızlık için Katılım Notu Ekleme

Welcome back, Juliette!  
Greenfields College

Charlotte BELL  
Profile (Attendance, Schedule, Report)  
Send email to Charlotte's teachers  
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  
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

Çocuğunuz uzakta olacaksa, okula bilgi vermek için bir Devam notu ekleyebilirsiniz.

Bunu yapmak için 'Katılım Ekle'yi tıklayın  
Not (Onaylanmış Devamsızlık/Geç)'.  
'

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](mailto: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
OSENG_09A (Year 9 En...	26/04/2022 09:51 AM	26/04/2022 10:48 AM
OSMATH_09A (Year 9 ...	26/04/2022 11:12 AM	26/04/2022 12:09 PM
USGLI_09A (Year 9 SO...	26/04/2022 12:13 PM	26/04/2022 01:10 PM
OSMATH_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.

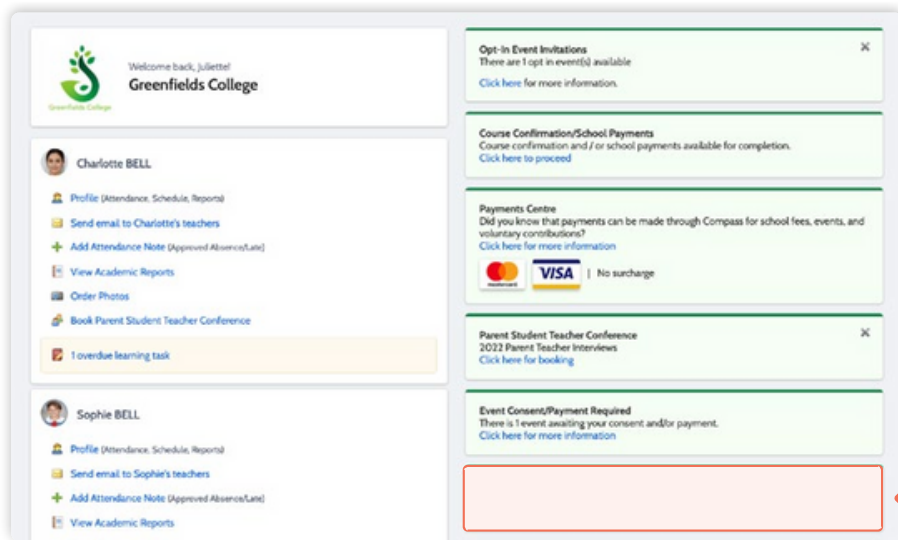
Save Cancel

Bir Not ekranı açılacaktır.

Açılır listeden geçerli nedeni seçin; Ayrıntılar/Yorum kutusuna varsa ek bilgileri ekleyin.

Devamsızlığın başlangıç ve bitiş tarihini/saatini seçin ve 'Kaydet'i tıklayın.

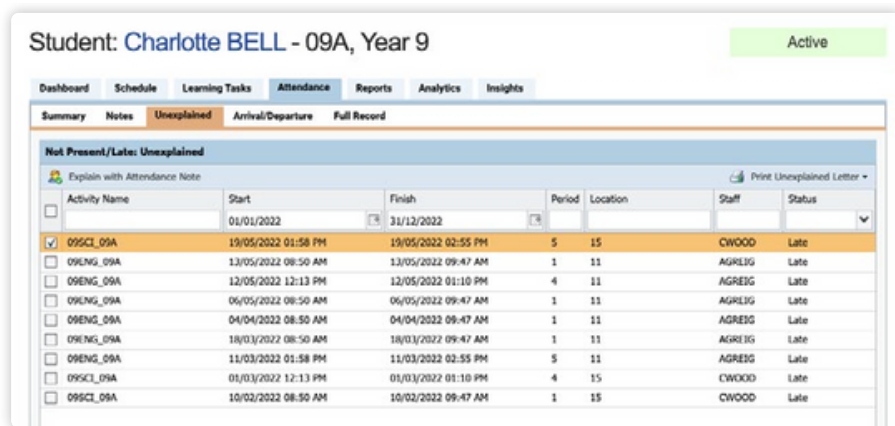
# How To: Add an Attendance Note for an Unexplained Absence



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

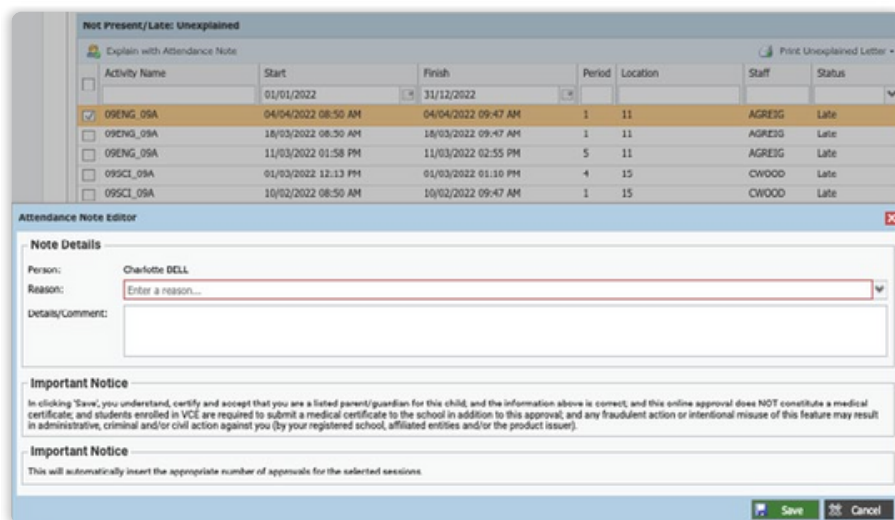
You will see an alert on your homescreen.

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.

# Nasıl Yapılır: Açıklanamayan Devamsızlık İçin Katılım Notu Ekleme

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

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

Çocuğunuz herhangi bir açıklama yapılmadan Mevcut Değil olarak işaretlendiyse, bir Katılım Notu eklemeniz gerekecektir. Ana ekranınızda bir uyarı göreceksiniz.

Uyarıyı tıkladığınızda sizi Çocuğunuzun 'Açıklanamayan' Mevcut Değil veya Geç olarak işaretlenmiş oturumların listelendiğini göreceğiniz katılım sekmesi.

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	AGREIG	Late
09ENG_09A	12/05/2022 12:13 PM	12/05/2022 01:10 PM	4	11	AGREIG	Late
09ENG_09A	06/05/2022 08:50 AM	06/05/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	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

Not eklediğiniz oturumu (veya oturumları) seçin ve ardından 'Katılım Notuyla Açıkla'yı tıklayın. Bu, Katılım Notu ekranının açılmasına neden olacaktır.

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	AGREIG	Late
09ENG_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
09ENG_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	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).

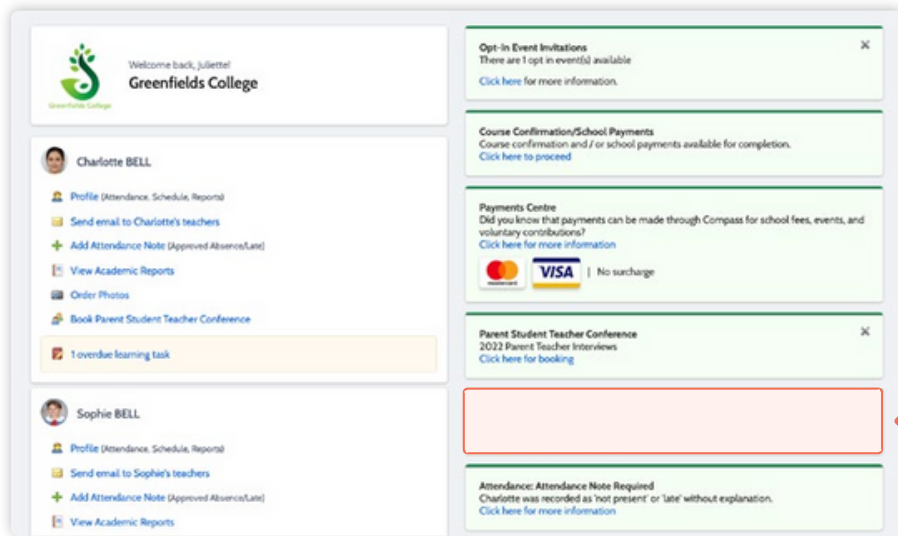
Important Notice

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

Save Cancel

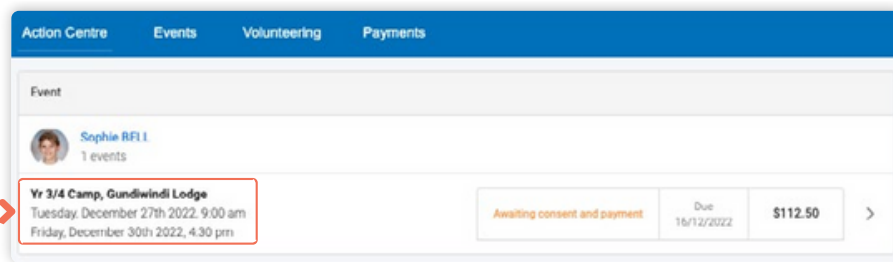
Devamsızlığın geçerli nedenini seçin ve ilgili ayrıntıları/yorumu ekleyin. 'Kaydet'i tıklayın. Bu, katılım notunu seçtiğiniz oturumlara atayacak ve oturumlar artık açıklanamayan devamsızlık olarak görünmeyecek şekilde güncellenecektir.

# How To: Consent and Pay for an Event



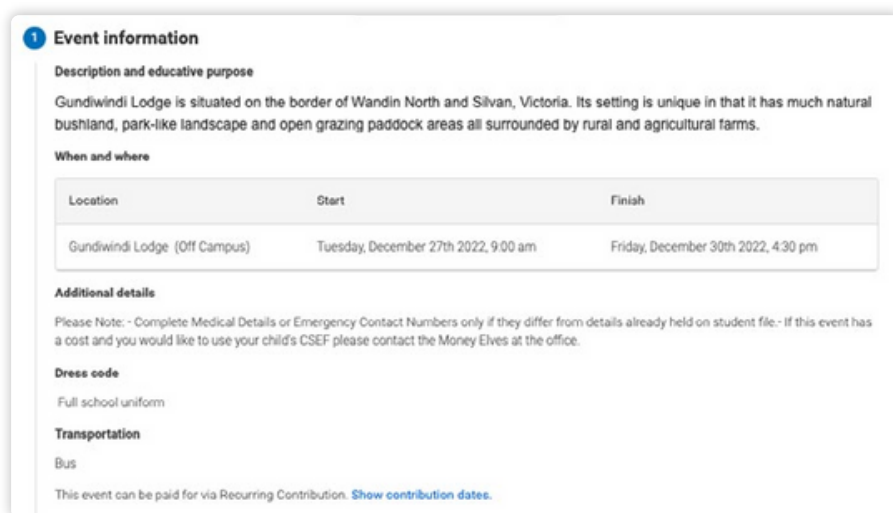
If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

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.

# Nasıl Yapılır: Bir Etkinlik için Onay ve Ödeme

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](#)

Çocuğunuzun yakında onayınızı ve/veya ödemenizi gerektiren bir etkinliği varsa ana ekranınızda bir uyarı göreceksiniz. Uyarıyı tıkladığınızda sizi Etkinlikler sayfasına götürecektir (alternatif olarak ekranın üst kısmındaki ızgara menü simgesini tıklayıp 'Etkinlikler'i de seçebilirsiniz).

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

'Eylem Merkezi' sekmesinde, eyleminizi gerektiren etkinlikleri göreceksiniz. Okulda birden fazla öğrenciniz varsa etkinlikler burada her çocuğunuzun altında listelenecektir. İşlem yapmak istediğiniz etkinliğe tıklayın.

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.](#)

Olayın ayrıntılarını göreceksiniz.

# 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.

# Nasıl Yapılır: Bir Etkinlik için Onay ve Ödeme

(devam etti)

## 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)

Daha sonra incelemeniz veya yanıtlanmanız gereken idari bilgiler olacaktır.

Güncel olduğunu onaylamak için bir Tıbbi Eylem Planını incelemeniz gerekiyorsa, devam etmek için onay kutusunu işaretlemeniz gerekecektir (eğer dosyadaki Eylem Planı artık güncel değilse lütfen tavsiyede bulunmak için okul ofisi ile iletişime geçin). Çocuğunuzun listelenmeyen başka tıbbi durumları varsa, lütfen ayrıntıları mevcut bölüme ekleyin. Ek sağlık durumları yoksa bu alanı boş bırakabilirsiniz.

Daha sonra sizin için kayıtlı güncel iletişim bilgilerini göreceksiniz. Bu etkinlik için bunların güncellenmesi gerekiyorsa veya farklı iletişim bilgileri gerekiyorsa, lütfen bu bilgiyi sağlanan alana ekleyin.



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

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).

**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/>.



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.

Action Centre    **Events**    Volunteering    Payments

**Event accepted**  
You have accepted Zoo Excursion.

**Upcoming events**    Upcoming Events

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

# Nasıl Yapılır: Bir Etkinlik için Onay ve Ödeme (devam etti)

#### 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.

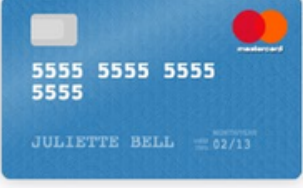
**Contact tracing:**  
Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming 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

#### 5 Confirm and pay

##### Payment Method

New credit card



5555 5555 5555 5555

JULIETTE BELL 02/13

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/>.

Daha sonra onay vermeniz ve ödeme yapmanız istenecektir (lütfen unutmayın, her etkinlik her ikisini birden gerektirmez, okul tarafından düzenlenen etkinliğin türüne bağlı olarak değişecektir).

#### Action Centre

Events Volunteering Payments

**Event accepted**  
You have accepted Zoo Excursion.

##### Upcoming events

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

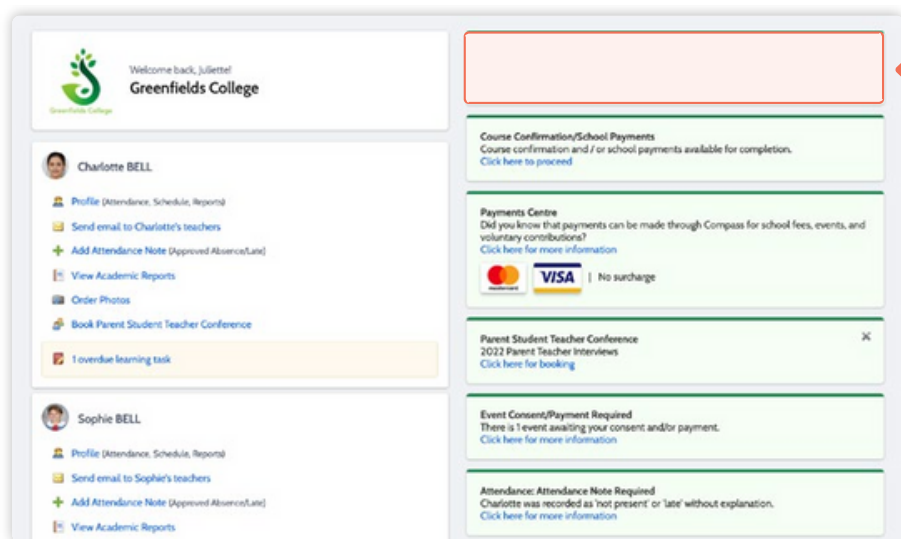
**Zoo Excursion**  
Tuesday, November 1st 2022, 8:50 am  
Tuesday, November 1st 2022, 2:55 pm  
Awaiting consent Due 01/12/2022 \$0.00

**Sophie RFL**  
1 events

**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

Onayı/ödemeyi tamamladıktan sonra etkinlik, çocuğunuzu 'Katılıyor' olarak gösterecek şekilde güncellenecektir. 'Olaylar' sekmesi, hem işlenen hem de hala işlem yapmanızı gerektiren tüm olayları gösterecektir. Halihazırda işlediğiniz yaklaşan etkinliklerle ilgili bilgilere erişmek için etkinliği tıklayın.

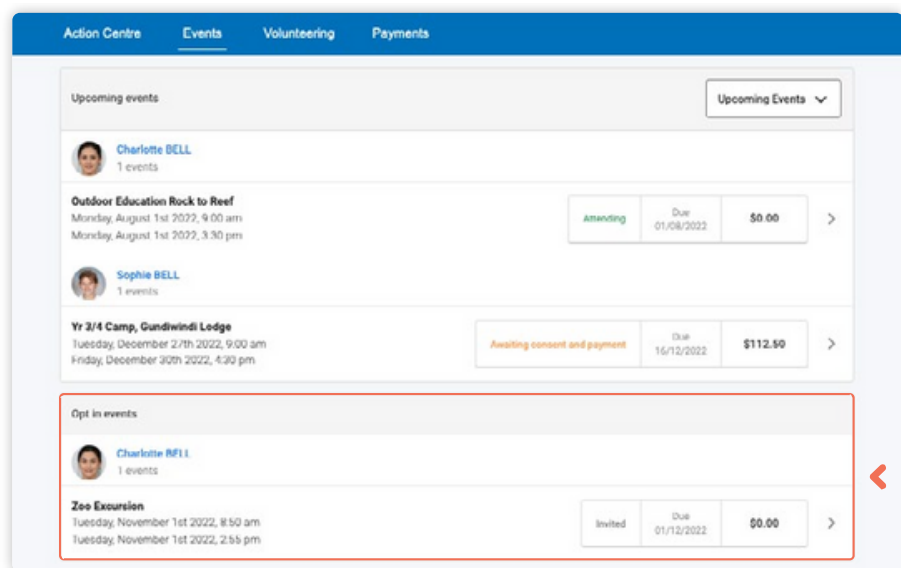
# How To: Opt into an Optional Event



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

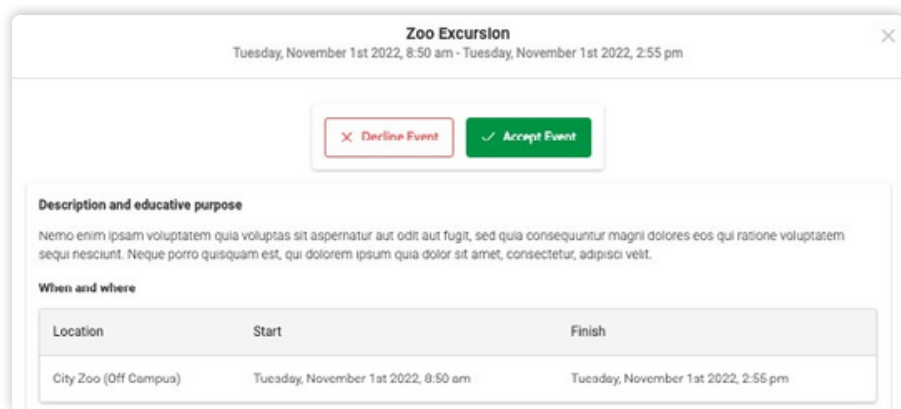
Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

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



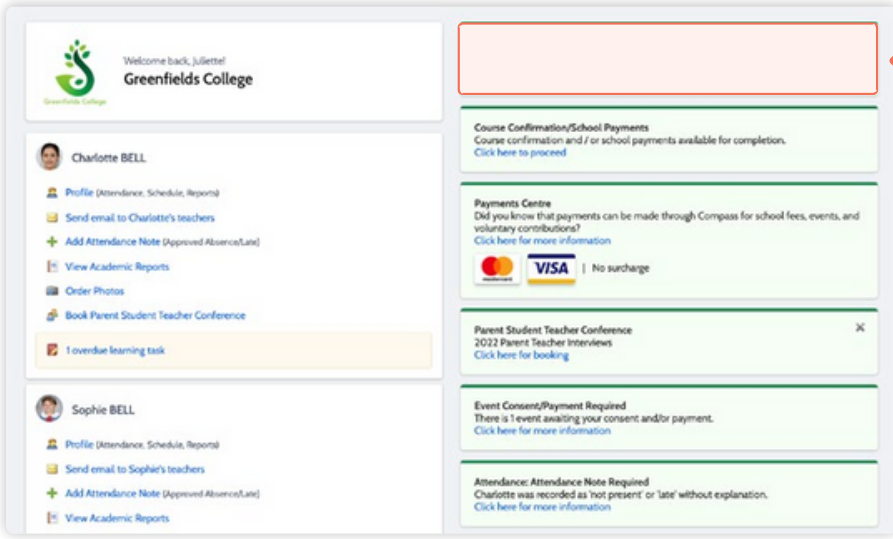
Click the option to expand the list of [Opt In](#) events available.

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

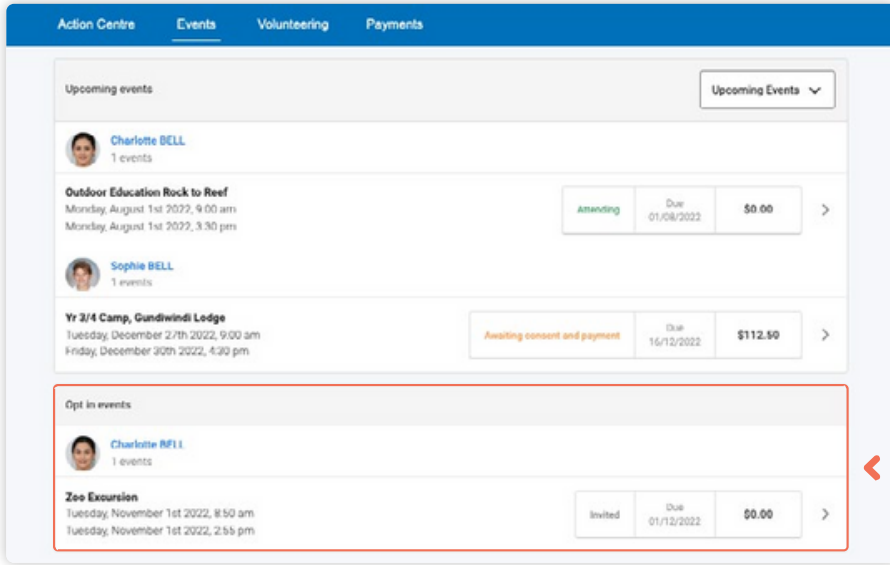


You will see the event details and have the option to decline or accept the invitation.

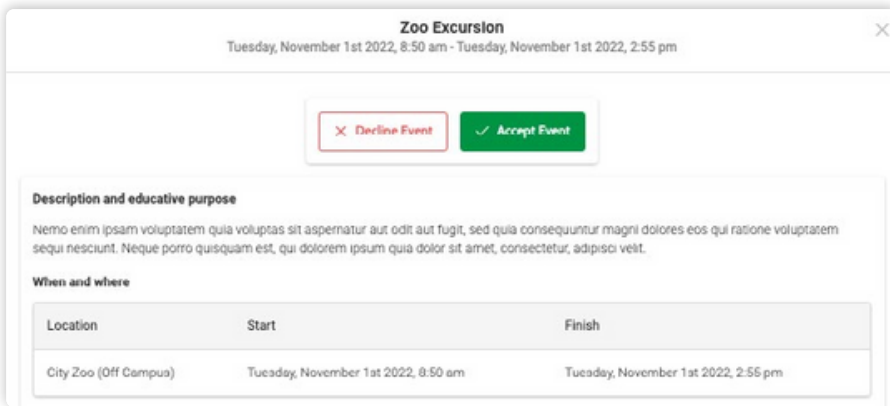
# Nasıl Yapılır: İsteğe Bağlı Bir Etkinliğe Katılın



Bazen okul isteğe bağlı etkinlikler sunacaktır. Bunlarda katılımcı sınırlamaları olabilir ve ilk kullanan ilk alır esasına göre çalışabilir. Çocuğunuzun davet edildiği isteğe bağlı bir etkinlik olduğunda kontrol panelinizde bir uyarı gösterilir. Uyarıya tıkladığınızda Etkinlikler sayfasına yönlendirileceksiniz.

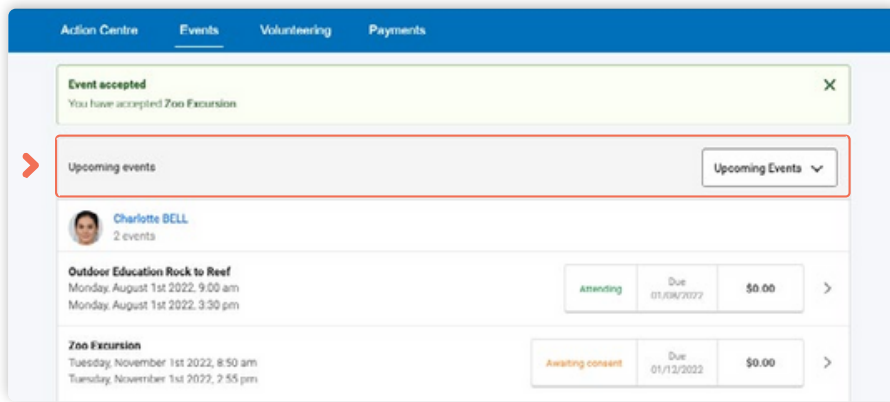


Mevcut etkinliklerinin genişletmek için bu seçeneğe tıklayın. Etkinleştirme listesini bu seçeneğe tıklayın. Listedeki katılımını çocuğunuzun istediğini etkinliklere tıklayın.



Etkinlik ayrıntılarını göreceksiniz ve daveti reddetme veya kabul etme seçeneğine sahip olacaksınız.

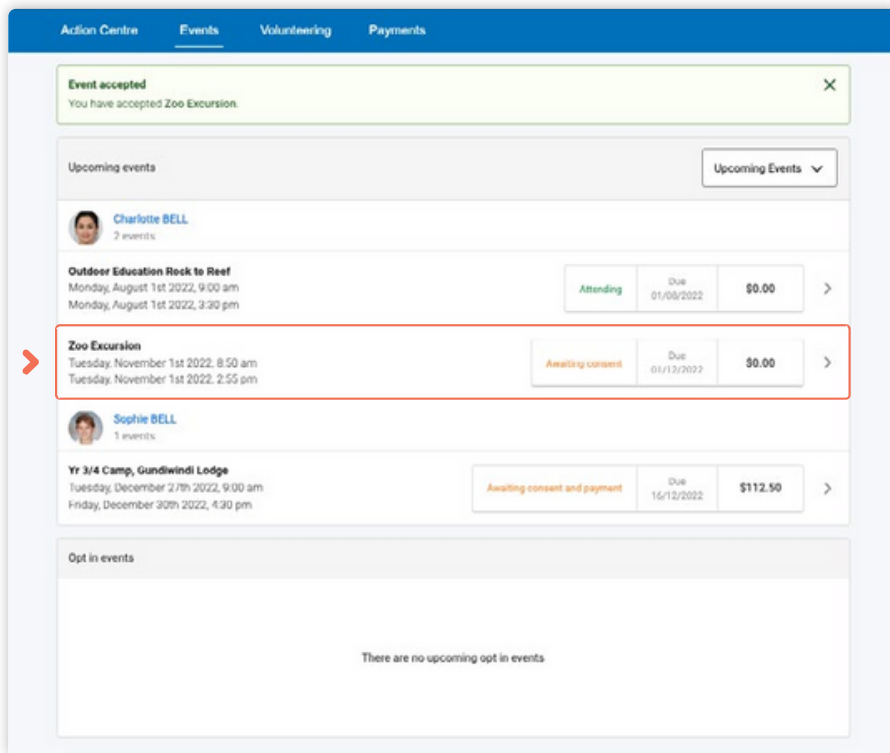
# How To: Opt in to an Optional Event (continued)



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.*

# Nasıl Yapılır: İsteğe Bağlı Bir Etkinliğe Katılın (devam etti)

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

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

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

Opt in events

There are no upcoming opt in events

Daveti kabul etmeyi seçerseniz, 'Kabul Edin' bölümünden 'Yaklaşan Etkinlikler' bölümüne taşınacak ve izin/ödeme gerektiriyor olarak gösterilecektir (etkinlik herhangi bir izin veya ödeme gerektirmiyorsa çocuğunuzun şunu göstereceğini unutmayın: 'Katılıyorum' olarak işaretlenir ve başka bir işlem yapılmasına gerek yoktur).....

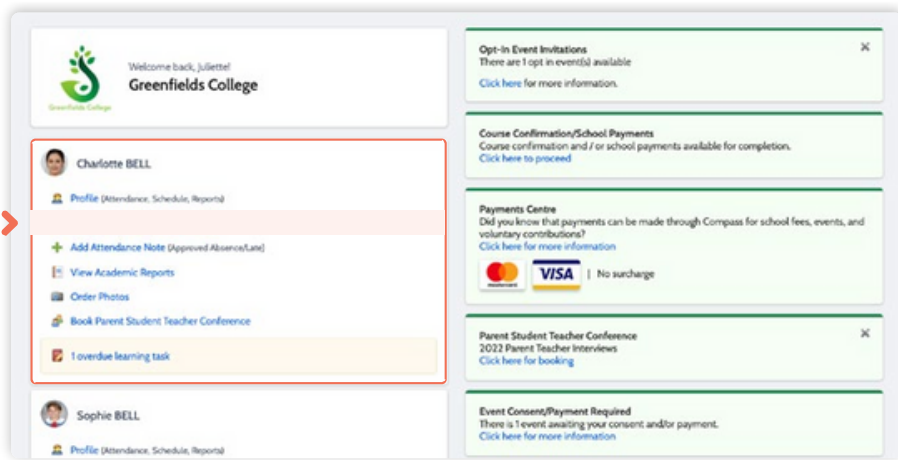
Çocuğunuzun yerini güvence altına almak için etkinliğe tıklamanız ve olağan etkinlik süreci uyarınca onay/ödemeyi tamamlamanız gerekecektir. Çocuğunuzun etkinlikteki durumu "Katılıyor" olarak görüldüğünde, güvenli bir yere sahip olurlar.



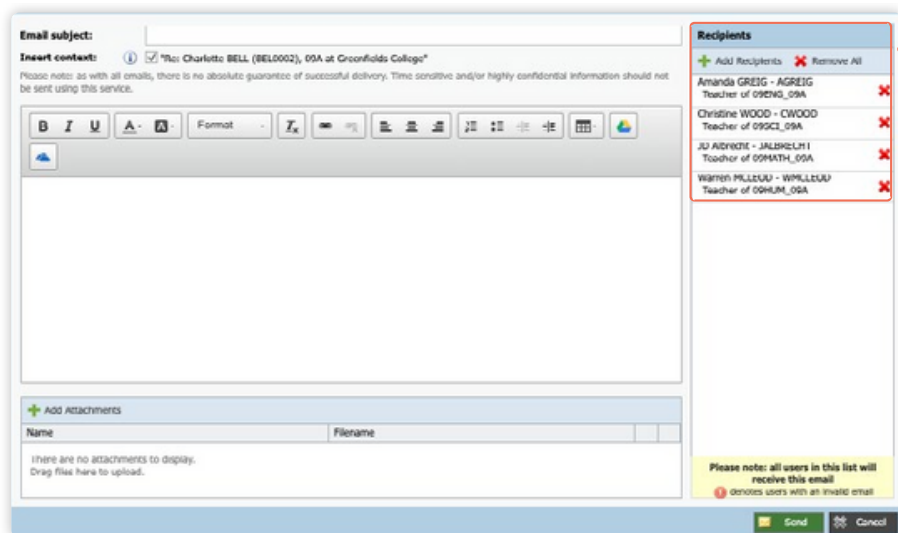
**ÖNEMLİ:** Daveti kabul ettiğiniz gün saat 23:59'dan önce onay/ödeme işlemini gerçekleştirmezseniz, çocuğunuz artık etkinliğin katılımcısı olarak kabul edilmeyecektir. Durumları 'davet edildi' durumuna geri dönecek ve etkinlikte yerlerini garanti altına almak için daveti yeniden kabul etmeniz gerekecek. Etkinlikte katılımcı sınırı varsa davetin tekrar kabul edilmesi ancak mümkün olacaktır.

eğer  
söz konusu etkinlik için  
maksimum katılımcı sınırına  
henüz ulaşılmadı.

# How To: Email a Teacher



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

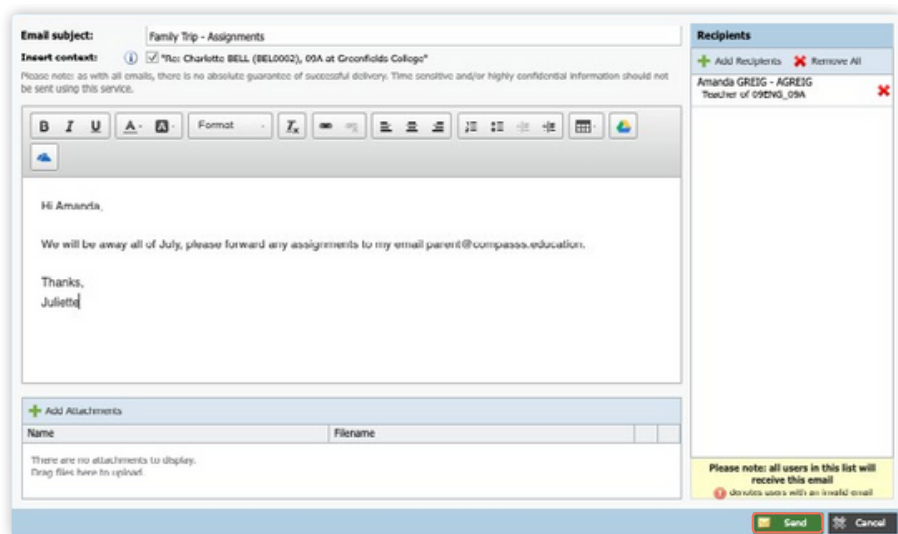


This will open the email box with all your child's teachers pre-loaded as recipients.



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.

# Nasıl Yapılır: Öğretmene E-posta Gönderme

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

Çocuğunuzun öğretmenlerine e-posta göndermek için kontrol panelinizde adın altında listelenen seçeneğe tıklayın.

Email subject: [Empty]

Insert context: [No] Charlotte BELL (BEL0002), 09A 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: [Empty]

Recipients

+ Add Recipients -X Remove All

Amanda GREIG - AGREIG  
Teacher of 09ENG\_09A

Christine WOOD - CWOOD  
Teacher of 09SCI\_09A

JU AIDYKOTE - JALBZELH I  
Teacher of 09MATH\_09A

Warren PILLEUJ - WPILLEUJ  
Teacher of 09HUM\_09A

Please note: all users in this list will receive this email  
! denotes users with an invalid email

Send Cancel

Bu, çocuğunuzun tüm öğretmenlerinin alıcı olarak önceden yüklediği e-posta kutusunu açacaktır.

Amanda GREIG - AGREIG  
Teacher of 09ENG\_09A

Christine WOOD - CWOOD  
Teacher of 09SCI\_09A

E-postanın alakalı olmadığı tüm öğretmenleri, simgesine tıklayarak kaldırın. adlarının yanında kırmızı çarpı işareti. İlave personel eklemek için 'Alıcı Ekle'yi tıklayın.

Email subject: Family Trip - Assignments

Insert context: [No] Charlotte BELL (BEL0002), 09A 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: [Empty]

Recipients

+ Add Recipients -X Remove All

Amanda GREIG - AGREIG  
Teacher of 09ENG\_09A

Please note: all users in this list will receive this email  
! denotes users with an invalid email

Send Cancel

Hi Amanda,

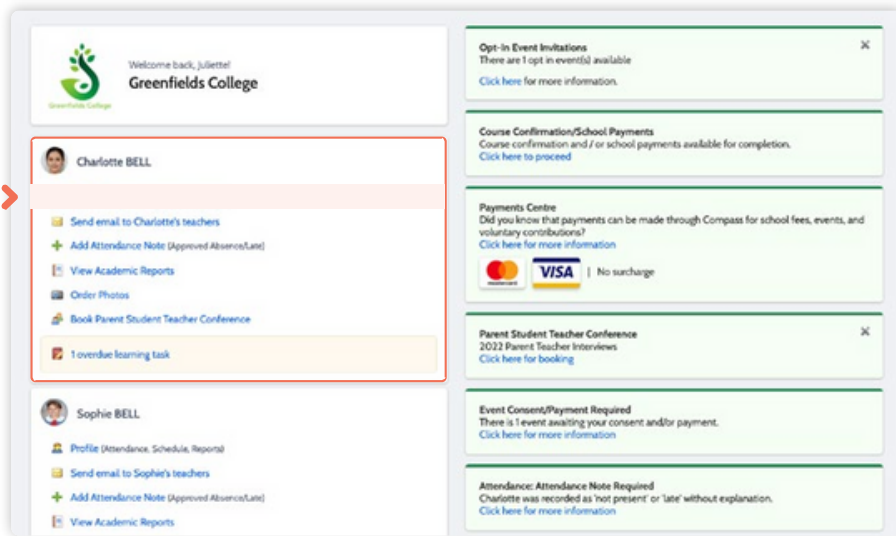
We will be away all of July, please forward any assignments to my email parent@compass.education.

Thanks,  
Juliette

Konu bilgilerinizi ve e-posta içeriğinizi ekleyin. Listelenen alıcılara göndermek için 'Gönder'i tıklayın. Gönderilen e-postanın bir kopyası Compass'ta profiliniz için listelenen e-posta adresine gönderilecektir.

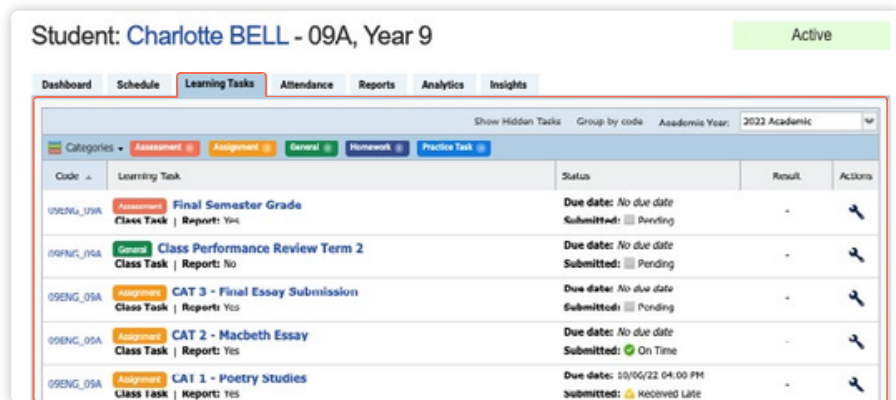


# How To: View your child's Learning Tasks



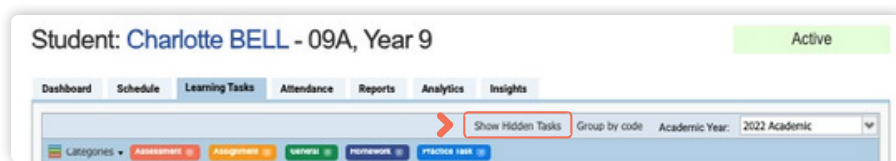
Learning Tasks are used to issue homework, projects and assignments. They can also be used to provide assessment and feedback on work being completed in class.

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.

# Nasıl Yapılır: Çocuğunuzun Öğrenme Görevlerini Görüntüleme

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

Öğrenme Görevleri ev ödevi, proje ve ödev vermek için kullanılır. Ayrıca sınıfta tamamlanan çalışmalara ilişkin değerlendirme ve geri bildirim sağlamak için de kullanılabilirler. Çocuğunuzun görevlerini görüntülemek için kontrol panelinizde o çocuğa ait 'Profil' seçeneğini tıklayın.

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 3 - Final Essay Submission Class Task   Report: Yes	Due date: No due date Submitted: Pending	-	
09ENG_09A	Assignment 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	-	

Bu sizi onların profil sayfasına götürecektir. 'Öğrenim Görevleri' sekmesine tıklayın.

Burada görevlerinin listelendiğini göreceksiniz.

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



Okul bazı geçmiş görevleri arşivlemiş olabilir; arşivlenen görevlerin listede görüntülenmesini sağlamak için 'Gizli Görevleri Göster'i tıklayabilirsiniz.

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

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

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

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 payment  
Click here to proceed

Payments Centre

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'**.

# Nasıl Yapılır: Çocuğunuzun Öğrenme Görevlerini Görüntüleme (devam etti)

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

Ayrıntıları ve öğretmen tarafından sağlanan sonuçları/geri bildirimleri görüntülemek için bir görevin başlığına tıklayın.

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...

Okulda birden fazla öğrenciniz varsa ve tüm Öğrenme Görevlerini toplu olarak görüntülemek istiyorsanız kalem simgesine tıklayıp 'Öğrenim Görevleri'ni seçebilirsiniz.

Compass

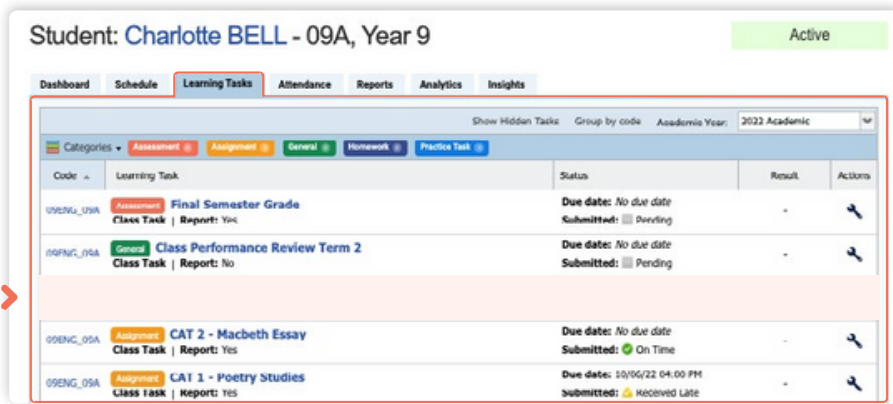
Teaching and Learning

Curriculum

School Resources

Payments Centre

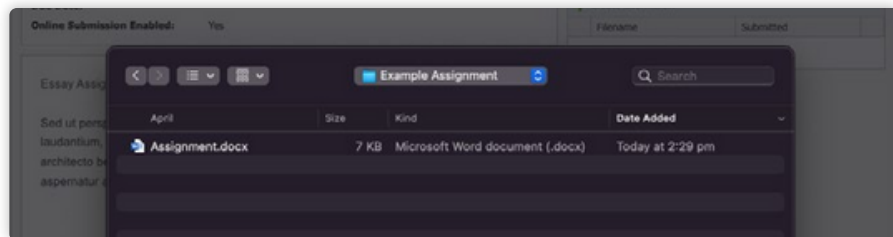
# How To: Submit your child's work for a Learning Task



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.

# Nasıl Yapılır: Çocuğunuzun çalışmasını bir Öğrenme Görevi için gönderme

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_USA	Assessment Final Semester Grade Class Task   Report: Yes	Due date: No due date Submitted: Pending	-	
09ENG_USA	General Class Performance Review Term 2 Class Task   Report: No	Due date: No due date Submitted: Pending	-	
09ENG_USA	Assignment CAT 2 - Macbeth Essay Class Task   Report: Yes	Due date: No due date Submitted: On Time	-	
09ENG_USA	Assignment CAT 1 - Poetry Studies Class Task   Report: Yes	Due date: 10/05/22 04:00 PM Submitted: Received Late	-	

Çocuğunuzun bir Öğrenme Görevi için çevrimiçi çalışma göndermesine yardımcı olmanız gerekiyorsa, bunu çocuğunuzun 'Öğrenim Görevi' sekmesine gidip ilgili görevin başlığına tıklayarak yapabilirsiniz. Bu, öğrenci girişi yoluyla veya ebeveyn portalınızdan yapılabilir.

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

Essay Assignment 02 Draft Submission

Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia

File Upload | Not-submitted

Create Submission

Filename	Submitted
You have not submitted any items yet	

Görevdeyken 'Gönderim Oluştur'u tıklayın. Bu seçeneği görmüyorsanız bu, bu görev için çevrimiçi gönderimin etkinleştirilmediği anlamına gelir; Daha fazla yardım için lütfen öğretmenle iletişime geçin.

Online Submission Enabled: Yes

Essay Assignment 02 Draft Submission

Send it per...  
laustantum...  
architecto b...  
aspernatur

Example Assignment

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

Cihazınızdan yüklemek istediğiniz dosyayı seçin, gönderilmiş bir dosya olarak görünecektir.

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

Essay Assignment 02 Draft Submission

Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia

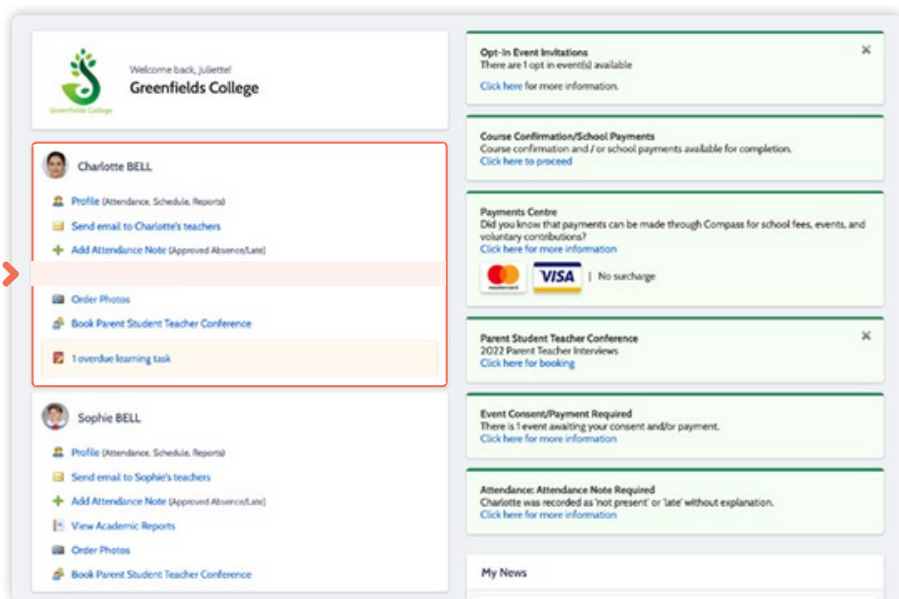
File Upload | Submitted on time

Create Submission

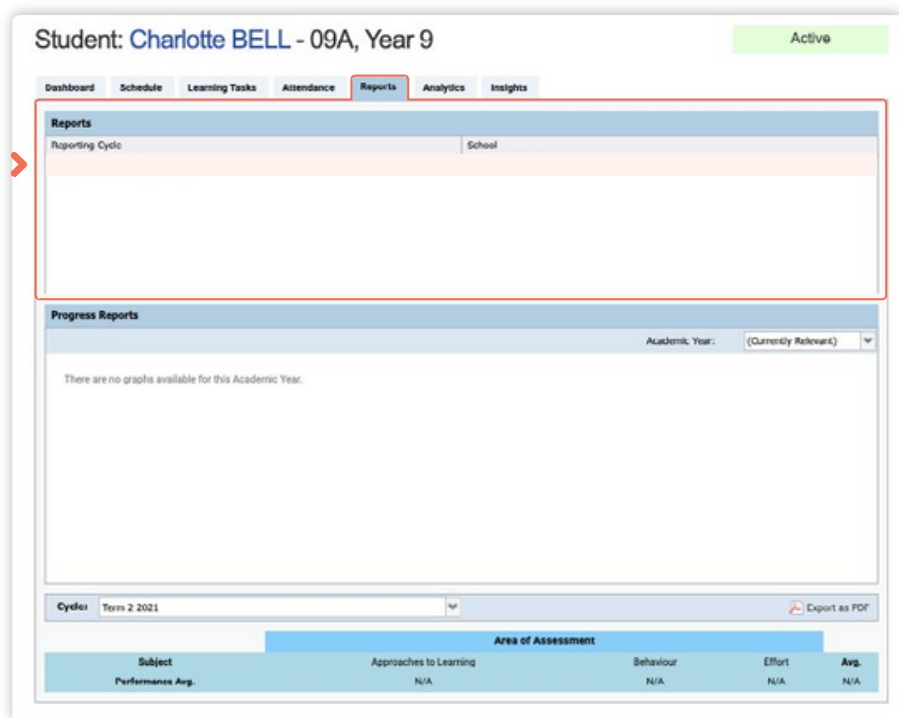
Filename	Submitted
Assignment.docx	26/04 04:32 PM

Daha sonraki bir tarihte görüntülemek isterseniz dosyayı indirmek için yanındaki küçük disk/ok simgesine tıklayabilirsiniz.

# 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.

# Nasıl Yapılır: Çocuğunuzun Raporunu Görüntüleme

Welcome back, Juliette!  
Greenfields College

Charlotte BELL

- Profile (Attendance, Schedule, Reports)
- Send email to Charlotte's teachers
- Add Attendance Note (Approved Absences/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 Absences/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

Çocuğunuzun raporunu görüntülemek için kontrol panelinizde çocuğunuzun ayrıntılarının altındaki seçeneğe tıklayın.

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

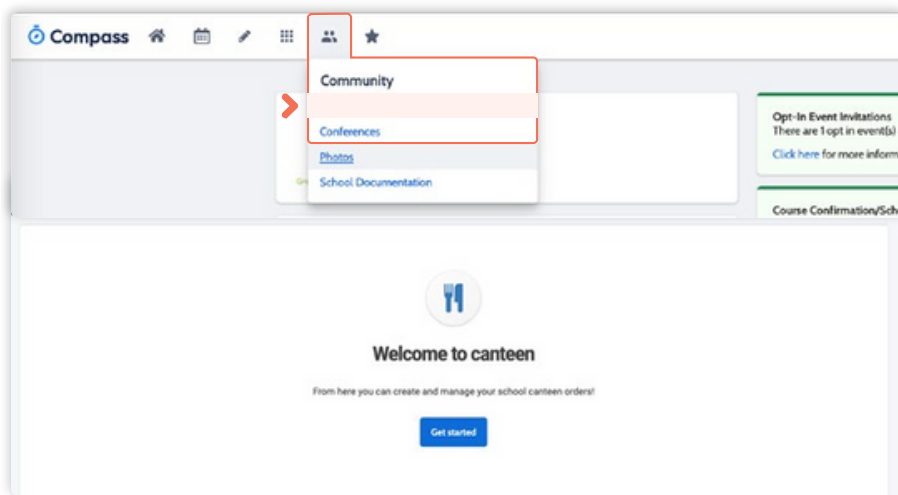
Export as PDF

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

Bu sizi çocuğunuzun profilindeki 'Raporlar' sekmesine götürecektir. Burada mevcut tüm raporların listelendiğini göreceksiniz. Erişmek istediğiniz raporun mavi başlığını tıkladığınızda, rapor görüntülemek için cihazınıza pdf dosyası olarak indirilecektir.



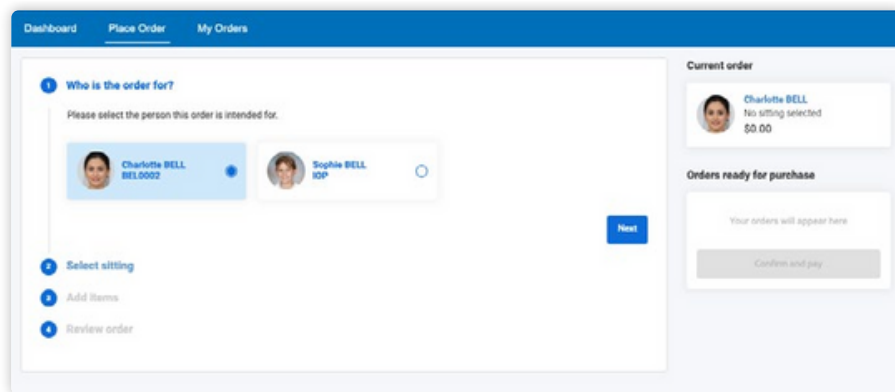
# How To: Place a Canteen Order for your child



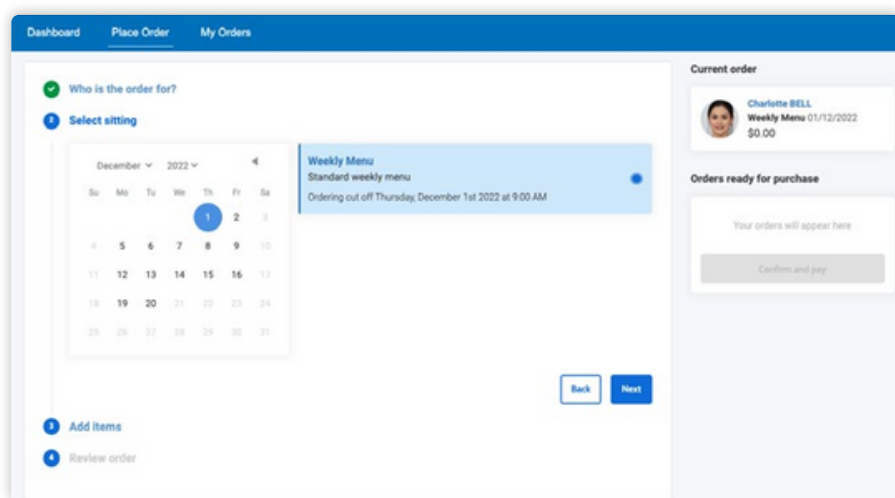
If your child has been given access to the student Compass portal (generally Secondary students), they are able to place orders from their account.

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.



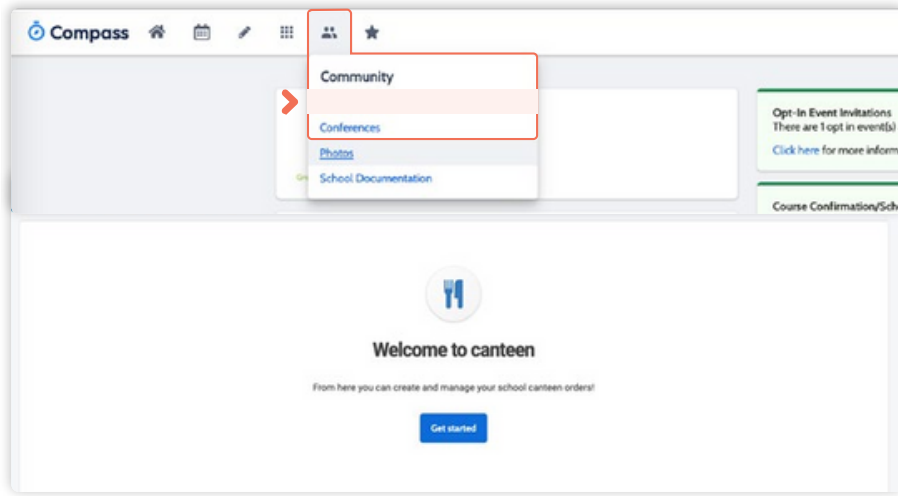
On the '**Place Order**' tab, select the child you are ordering for and then click '**Next**'.



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.

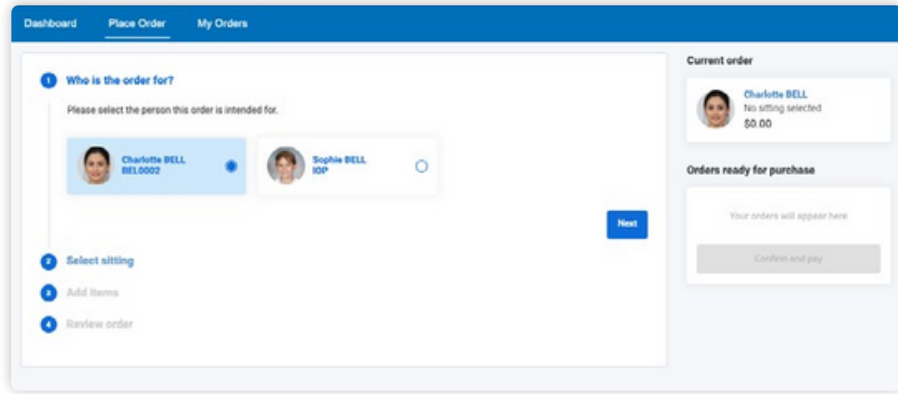
Click '**Next**' to proceed.

# Nasıl Yapılır: Çocuğunuz için Kantin Siparişi Verme

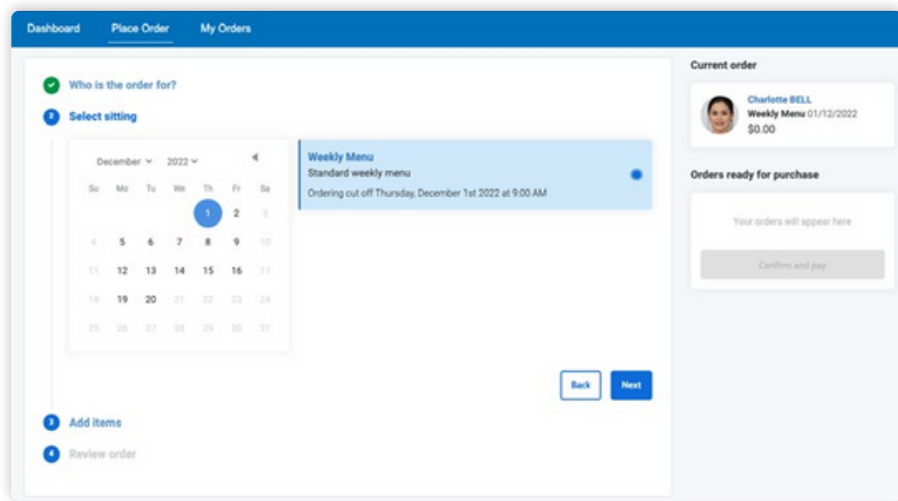


Çocuğunuza öğrenci Compass portalına erişim izni verildiyse (genellikle Ortaöğretim öğrencileri), kendi hesabından sipariş verebilir.

Ayrıca Compass ana portalınızdan onlar adına kantin siparişi de verebilirsiniz. Bunu yapmak için portalın üst kısmındaki kişiler simgesine gidin ve 'Kantin'i seçin. Bu sizi Kantin sayfasına götürecektir. 'Başlayın'ı tıkladığınızda sipariş sekmesine yönlendirileceksiniz.

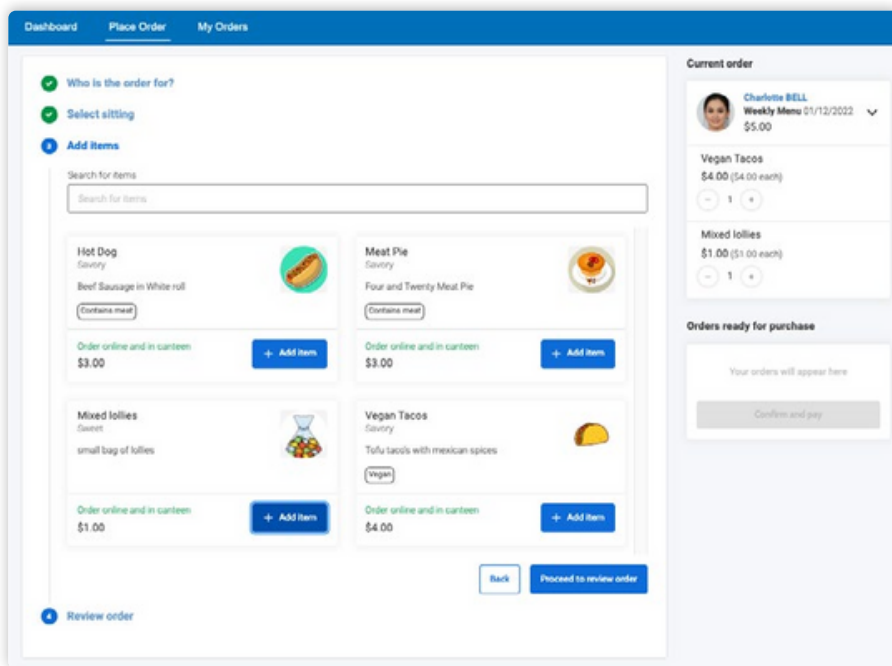


'Sipariş Ver' sekmesinde, sipariş verdiğiniz çocuğu seçin ve ardından 'İleri'ye tıklayın.



Daha sonra siparişin verileceği tarihi seçmeniz gerekecektir. Bazı tarihlerde birden fazla menü mevcut olabilir, örneğin standart kantin menüsü olabilir ve ardından o tarih için sosisli cızırdama menüsü gibi 'özel' bir gün olabilir. Seçtiğiniz tarih için birden fazla menüden sipariş verebiliyorsanız, hangi menüden sipariş vereceğinizi seçmeniz gerekecektir. Devam etmek için 'İleri'yi tıklayın.

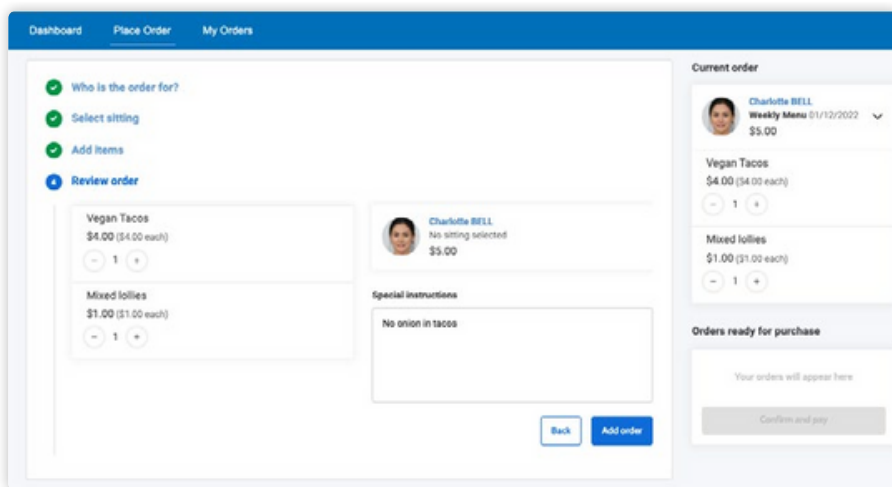
# How To: Place a Canteen Order for your child (continued)



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.

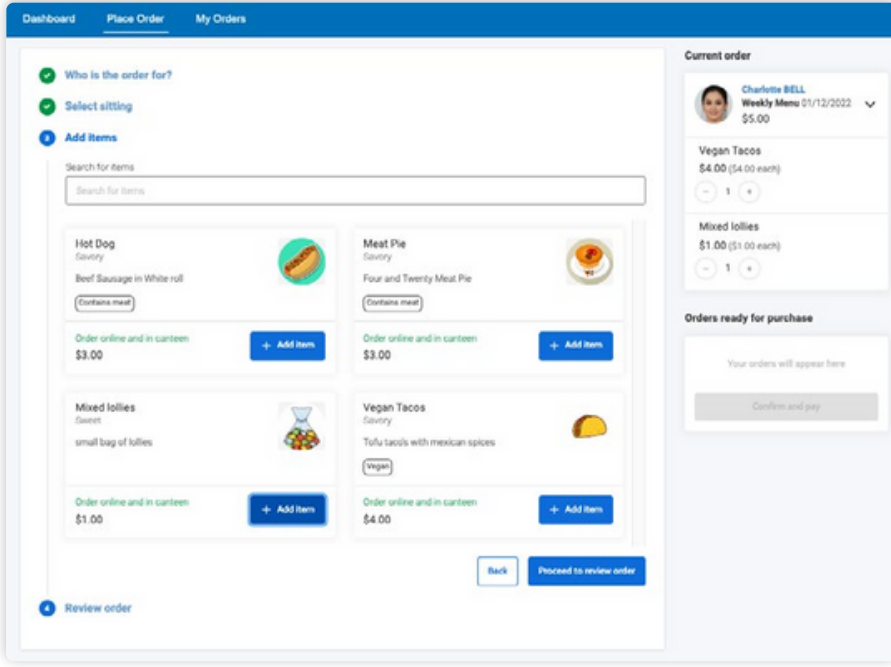
When you have finished adding items, click **'Proceed to review order'**.



**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'**.

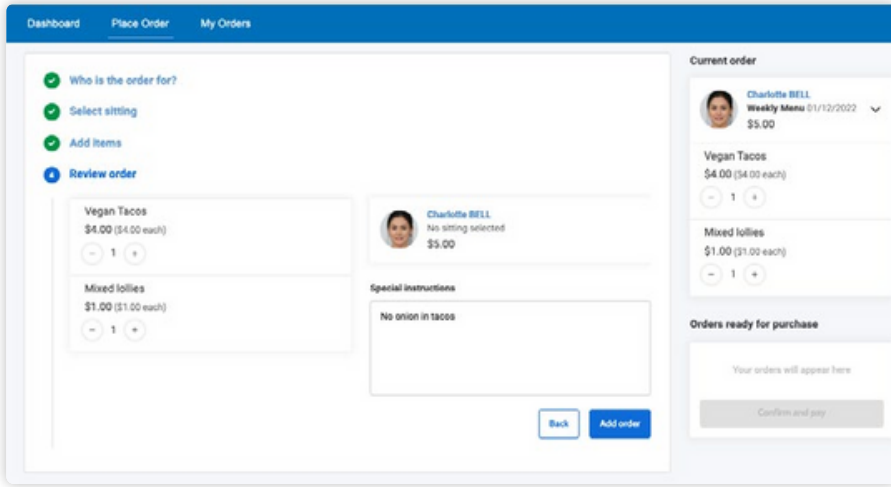
# Nasıl Yapılır: Çocuğunuz için Kantin Siparişı Verme (devam etti)



Listelenen menü öğelerini göreceksiniz, sayfayı kaydırıp o tarih için sipariş etmek istediğiniz her öğe için 'öge ekle'yi tıklayın.

Eklenen öğelerin sipariş ayrıntılarının altında gösterildiğini göreceksiniz. Eklenen öğeler için gerekirse miktarları da ayarlayabilirsiniz.

Öğeleri eklemeyi tamamladığınızda 'Siparişı incelemeye devam et'i tıklayın.



**Siparişı inceleyin. Bir öğenin yanındaki çarpı simgesini tıklayarak öğeyi kaldırabilirsiniz. Ayrıca mevcut bölüme herhangi bir ek bilgi de ekleyebilirsiniz. Siparişten memnun olduğunuzda 'Sipariş ekle'yi tıklayın.**

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

The screenshot shows the 'Place Order' page. At the top, there are navigation tabs: 'Dashboard', 'Place Order', and 'My Orders'. A yellow notification box at the top left states: 'Order for Charlotte BELL has been added to your cart'. Below this, the order details are listed: '1 x Vegan Tacos - \$4.00', '1 x Mixed Grillies - \$1.00', and 'Order total: \$5.00'. The main section is titled 'Who is the order for?' and asks the user to 'Please select the person this order is intended for.'. There are two selection options: 'Charlotte BELL BEL0002' and 'Sophie BELL 10P'. To the right, there is a summary box titled 'Orders ready for purchase' showing 'Charlotte BELL Weekly Menu 01/12/2022' for '\$5.00' and a 'Total due' of '\$5.00' with a 'Confirm and pay' button.

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.

The screenshot shows the 'Confirm and pay' modal. On the left, there is a disclaimer: '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/'. Below this is a dropdown menu currently set to 'New credit card'. A blue credit card is displayed with the number '5555 5555 5555 5555', the name 'JULIETTE BELL', and the expiry date '04/13'. Below the card are input fields for the card number, name 'Juliette Bell', and expiry date '04/13' and '999'. On the right side of the modal, there is a summary box showing 'Charlotte BELL Weekly Menu 01/12/2022' for '\$5.00' and a 'Total due' of '\$5.00'. At the bottom right, there are 'Cancel' and 'Process payment' buttons.

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'**.

The screenshot shows the 'My Orders' page. At the top, there are navigation tabs: 'Dashboard', 'Place Order', and 'My Orders'. Below the tabs, there are two selection options: 'Charlotte BELL' and 'Sophie BELL'. Underneath, there are tabs for 'Upcoming' and 'Past'. The main content area is empty, and a message at the bottom center says: 'You have no past orders.'

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.

# Nasıl Yapılır: Çocuğunuz için Kantin Siparişı Verme (devam etti)

Bu, siparişı sepetinize ekleyecektir. Şu anda verdiğiniz tek sipariş buyusa 'Onayla ve ödemek'. Alternatif olarak diğer çocuklar veya farklı tarihler için ek siparişler vererek sepetinize ekleyebilirsiniz. Tüm siparişler hesabınıza eklendikten sonra alışveriş sepetinde ödeme yapmak için 'Onayla ve öde'yi tıklamanız gerekecektir. kantin tarafından karşılanacaktır.

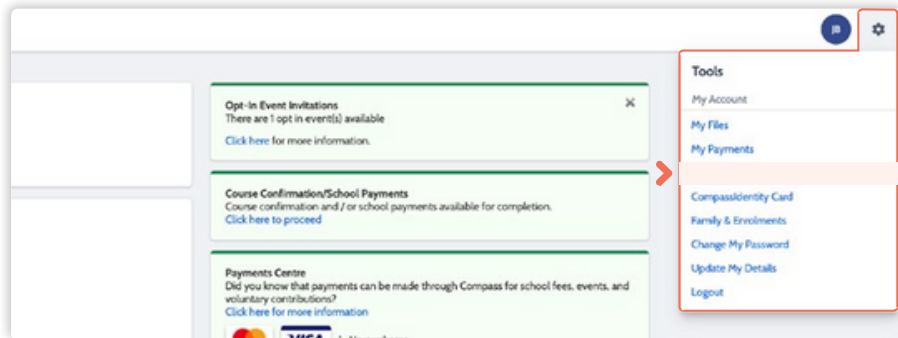
Sipariş için ödeme yapmak istediğiniz kartı seçin (veya kart açılır menüsünden ödeme seçeneğini seçin) gerekirse yeni bir kart ekleyin ve 'Ödemeyi işle'yi tıklayın.

Çocuğunuzun mevcut yaklaşan veya geçmiş siparişlerini görüntülemek için 'Siparişlerim' sekmesine tıklayın.



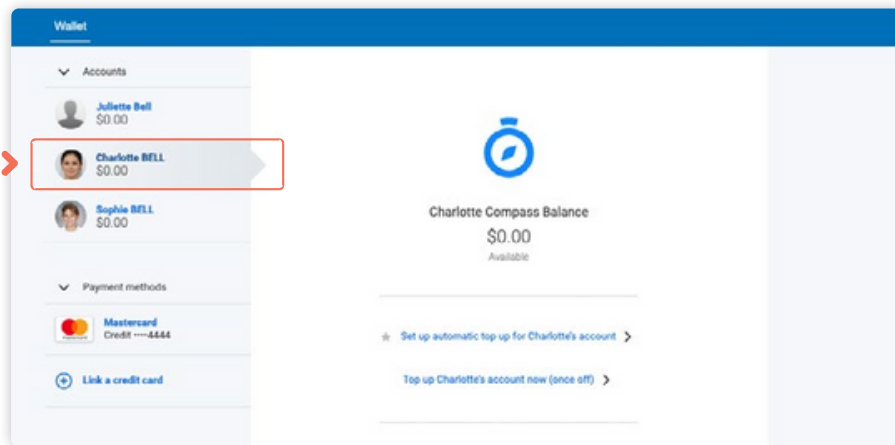
Yaklaşan bir siparişı iptal etmeniz gerekiyorsa, okul tarafından belirlenen son iptal tarihinden önce siparişı iptal etmeye çalışıyorsanız, 'Siparişlerim' sekmesinde siparişı görüntülerken bunu yapma seçeneğine sahip olacaksınız.

# 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'**.

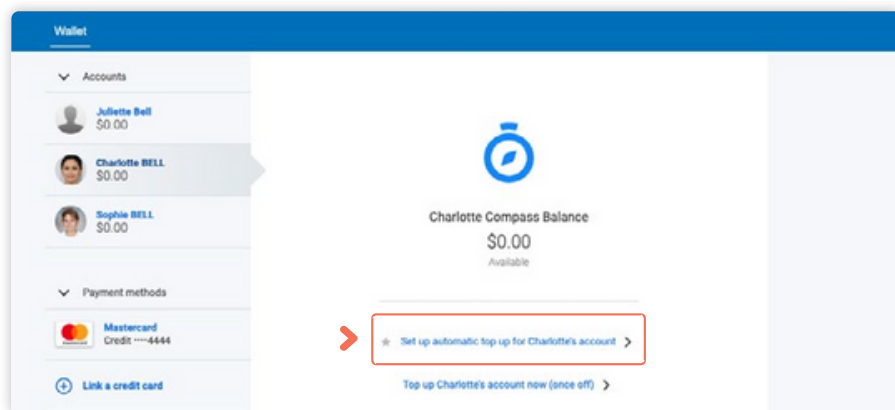


On the **Wallet page**, click the child whose balance you want to top up.

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.

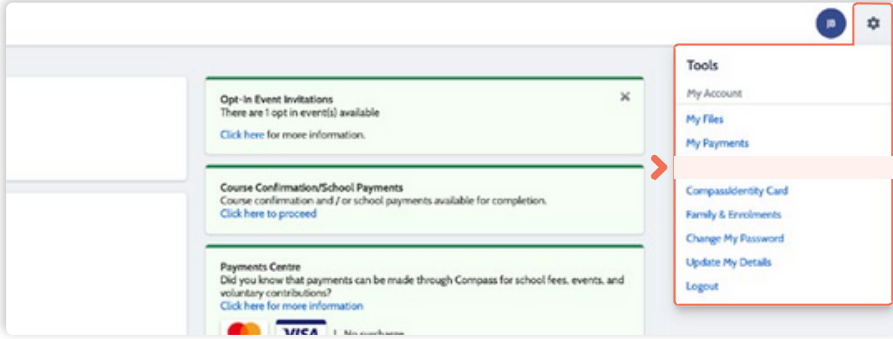


Before proceeding with any top up, ensure you have selected the correct child from the left hand side list of users whose balance you want to top up. You are not able to move funds between different Compass Wallets after they have been added. If you need funds moved or refunded, please contact your school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



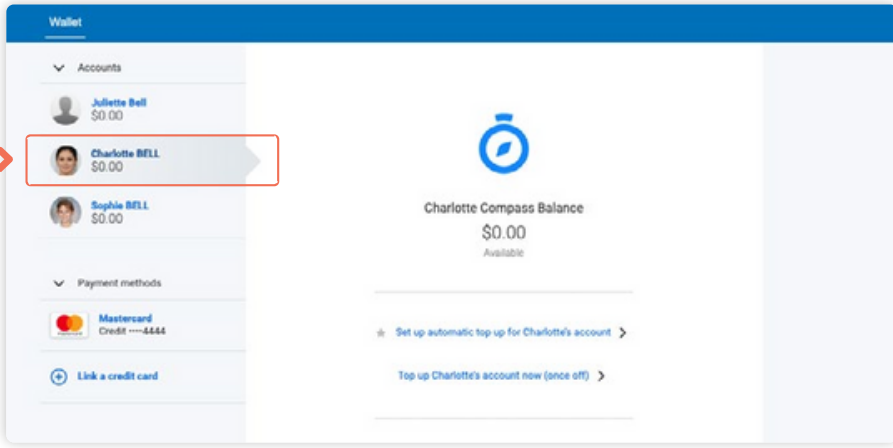
To set up a regular **automatic top up**, click that option. It will expand to show the possible selections.

# Nasıl Yapılır: Çocuğunuzun Kantin Bakiyesini Tamamlama



Kantin siparişi vermek veya kantinden geçici satın alma işlemi yapmak için Compass Öğrenci Kimlik kartını kullanan öğrenciler için ebeveynler, çocuğunuzun kart bakiyesine yüklemeyi yapabilir.

Bunu yapmak için portalınızın sağ üst köşesindeki dişli çark simgesine gidin ve 'Cüzdan'ı seçin.

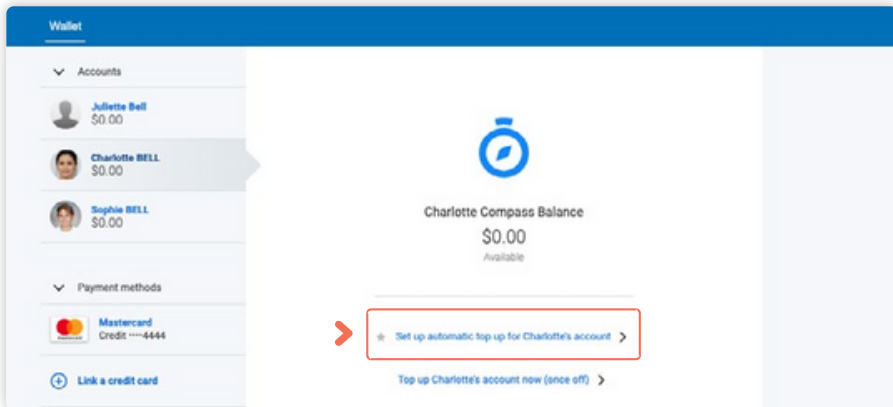


Cüzdan sayfasında bakiyesini yüklemek istediğiniz çocuğa tıklayın.

Mevcut bakiyelerini ve biri otomatik düzenli yükleme, diğeri bir defaya mahsus yükleme için olmak üzere iki yükleme seçeneğini göreceksiniz.



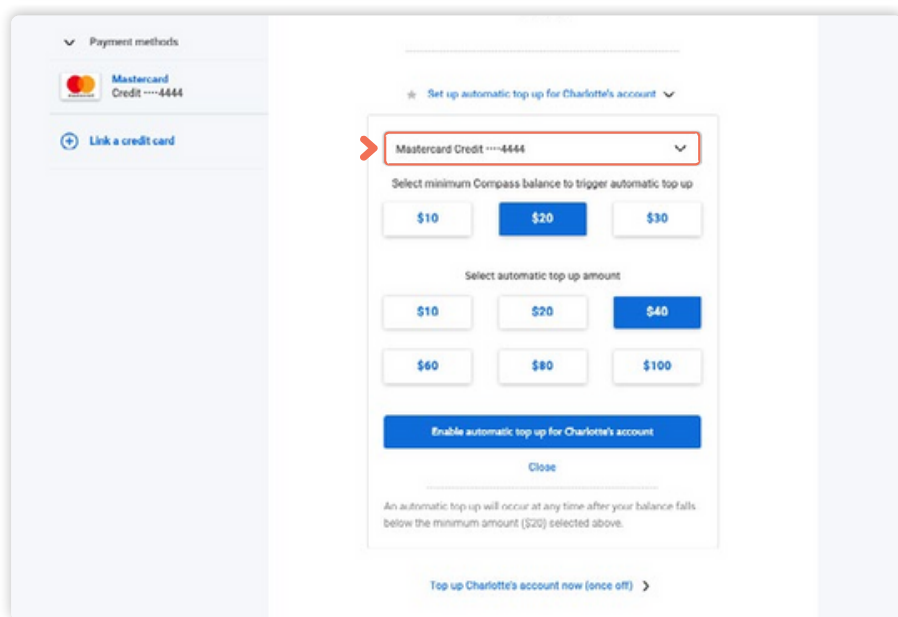
Herhangi bir yükleme işlemine devam etmeden önce, bakiye yüklemek istediğiniz kullanıcıların sol taraftaki listesinden doğru çocuğunuzun seçtiğinden emin olun. Farklı Compass Cüzdanları eklendikten sonra bunlar arasında para transferi yapamazsınız. Paranın taşınmasına veya iadesine ihtiyacınız varsa lütfen okul ofisinizle iletişime geçin.



Düzenli bir otomatik yükleme ayarlamak için bu seçeneğe tıklayın. Olası seçimleri gösterecek şekilde genişleyecektir.



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

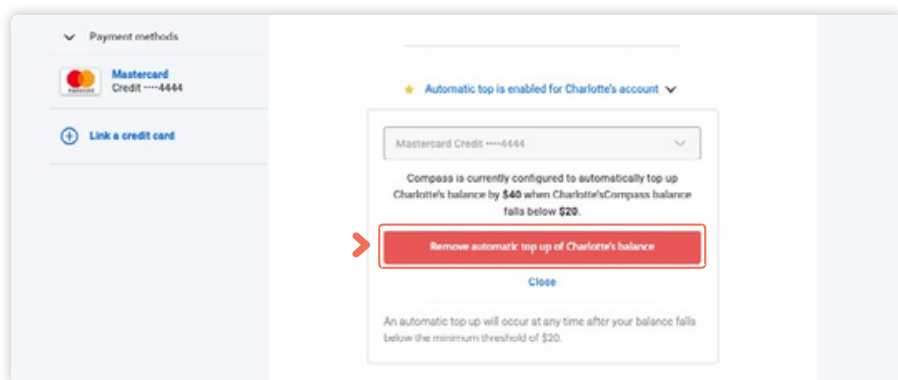


Choose the card you want to link to automatic top-ups.

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).

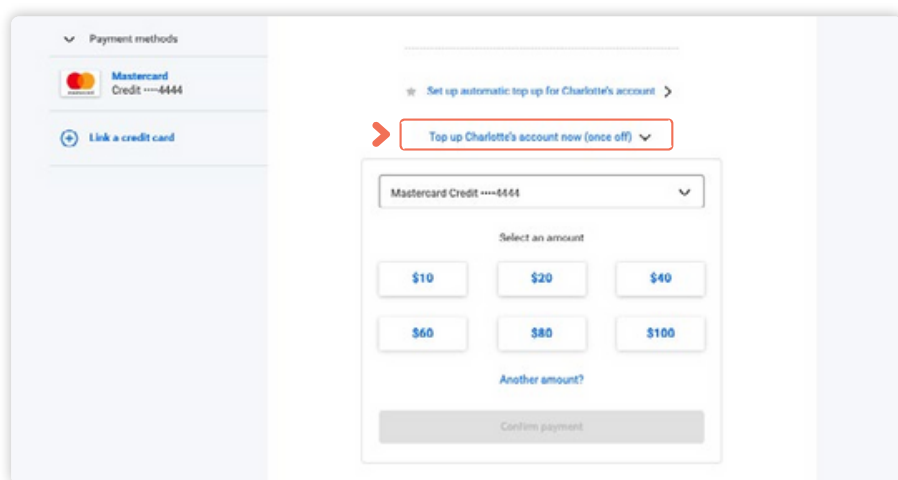
Then **set the top-up** amount that is to occur (i.e. when their balance reaches \$10, top up with a \$40 payment).

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.



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.



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.

# Nasıl Yapılır: Çocuğunuzun Kantin Bakiyesini Tamamlama (devam etti)

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) >

**Otomatik yüklemelere bağlamak istediğiniz kartı seçin.**

Çocuğunuz için yüklemeyi tetiklemek üzere minimum Pusula bakiyesini ayarlayın (yani, bakiyesi 10 a ulaştığında, yükleme ödemesi tetiklenecektir). Daha sonra gerçekleşecek yükleme tutarını ayarlayın (yani bakiye 10 a ulaştığında 40 lık bir ödeme yapın).

Ayar seçimlerinizi yaptıktan sonra 'Otomatik yüklemeyi etkinleştir'i tıklayın; o çocuğın kartı için otomatik sistem devreye girecektir.

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.

Otomatik yüklemeyi kaldırmamız gerekirse, 'Yüklemeyi etkinleştir' seçeneğini tıklayın; ayrıntılar gösterilecek şekilde genişleyecektir. Daha sonra tıklama erişimine sahip olacaksınız 'Otomatik yüklemeyi kaldır' kırmızı buton.

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

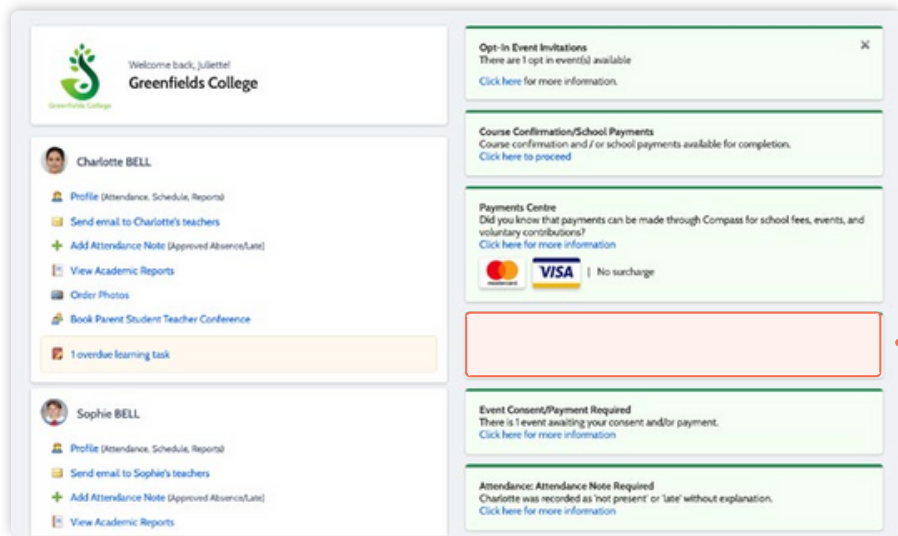
\$10 \$20 \$40 \$60 \$80 \$100

Another amount?

Confirm payment

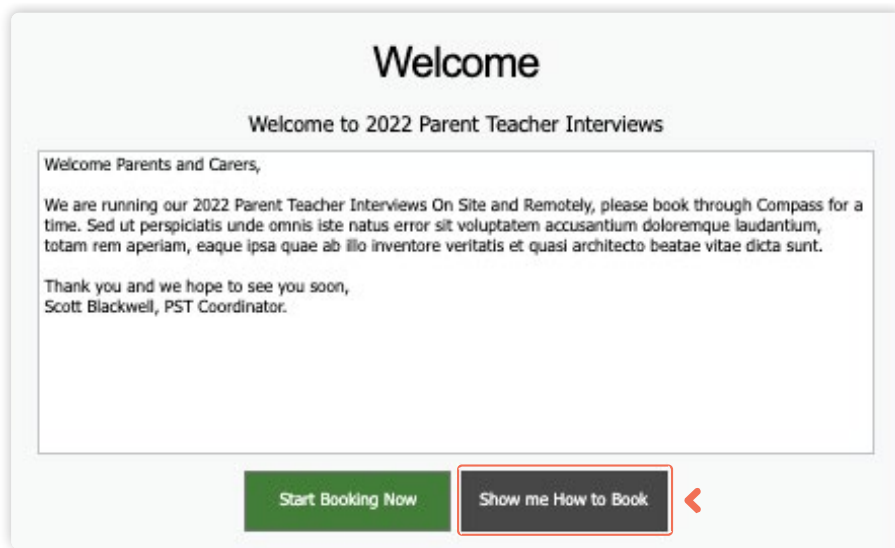
Basitçe bir defalık yükleme yapmak için 'Hesabı şimdi doldurun (bir kez kapalı)' seçeneğini tıklayın. Genişleyecektir ve borçlandırılacak kartı ve ayrıca yükleme tutarını seçebilirsiniz. 'Ş Ödemesini Onayla'yı tıklayın hesap' işlemek için.

# 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.

# Nasıl Yapılır: Öğretmen Konferansı Rezervasyonu Yapma

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](#)

Veli öğretmen konferansı döngüsü mevcut olduğunda, kontrol panelinizde rezervasyon yapmanızı isteyen bir uyarı görünecektir. Uyarıyı tıklayın.

## 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.

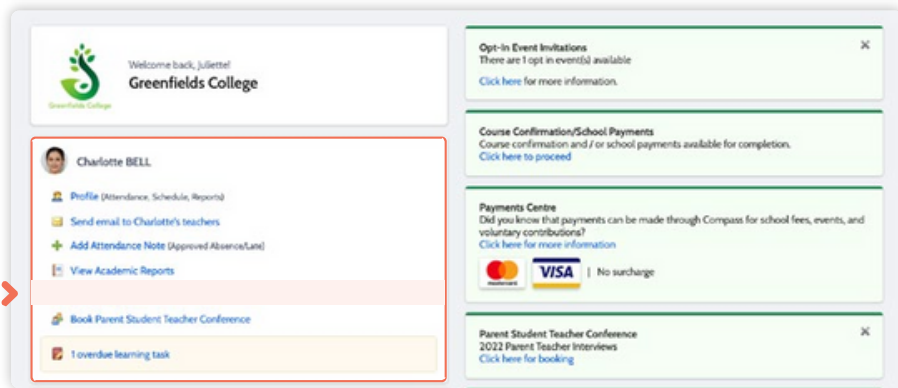
[Start Booking Now](#) [Show me How to Book](#)

Bu sizi konferans döngüsüne götürecektir ve okuldan gelen Hoş Geldiniz mesajını göreceksiniz. Konferansa ilişkin ayrıntılara yer verilecek. Konferans rezervasyonunuzu nasıl güvence altına alacağınıza ilişkin rehberli talimatlar için 'Bana nasıl rezervasyon yapacağımı göster' seçeneğini tıklayın.

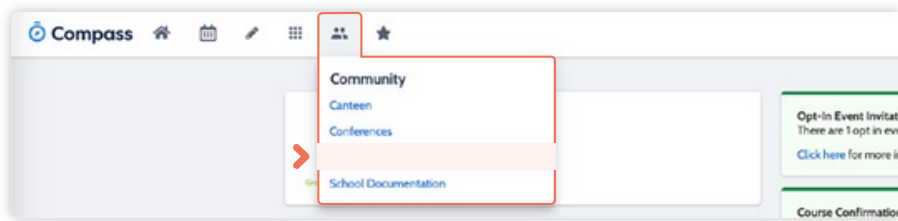
# How To: Order School Photos

This section is only applicable for participating MSP schools.

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

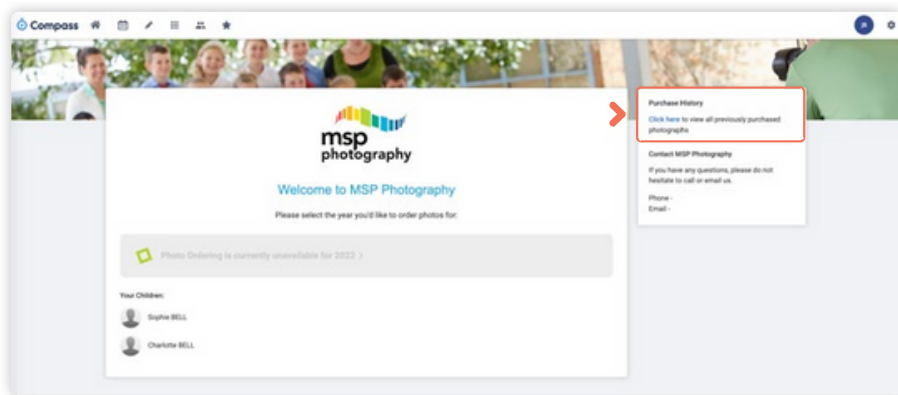


Alternatively you can click the people icon at the top of your screen and select 'Photos'.

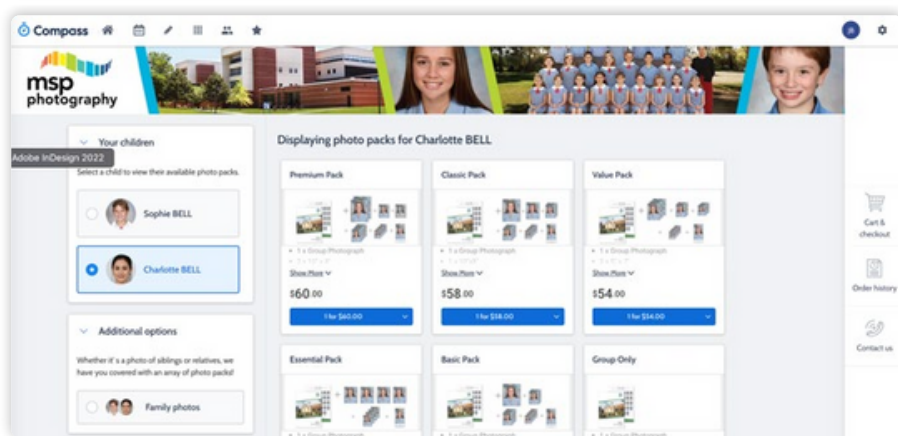


Click into the current year to order photos.

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



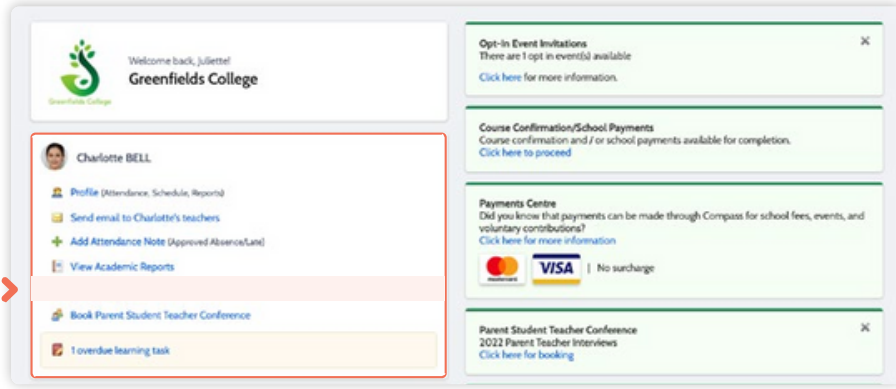
Add the packs you want to purchase from the available list to your cart and then process the payment.



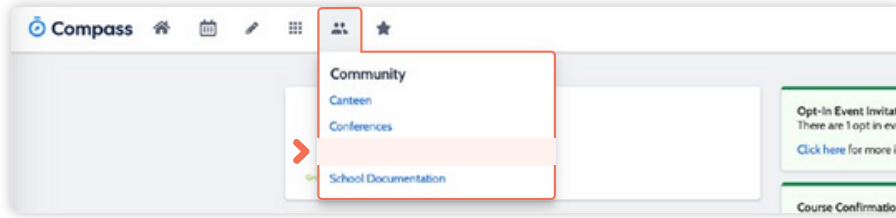
# Nasıl Yapılır: Okul Fotoğrafları Sipariş Etme

Bu bölüm yalnızca katılımcı MSP okulları için geçerlidir.

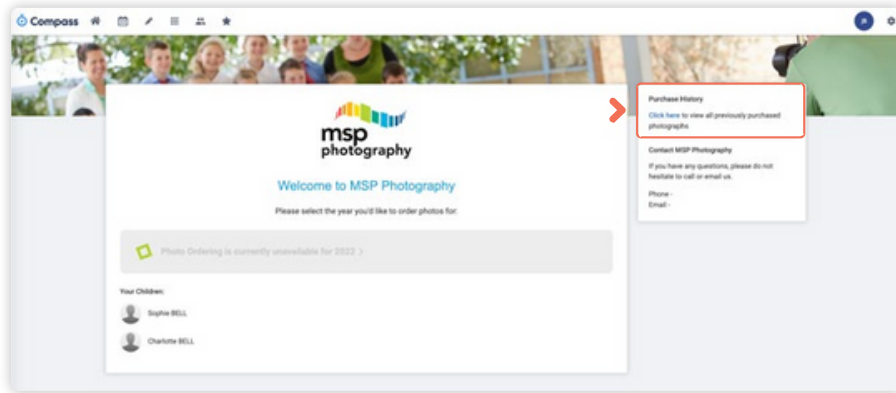
Çocuğunuzun okul fotoğraflarını sipariş etmek için kontrol panelinizdeki bağlantıya tıklayın.



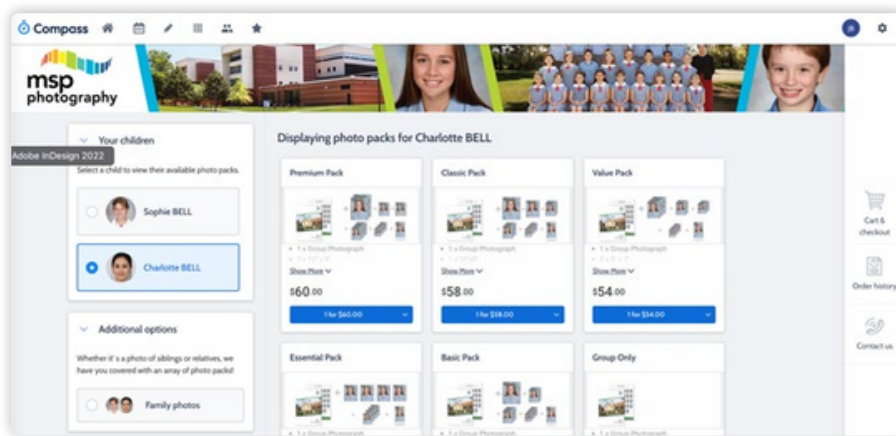
Alternatif olarak ekranınızın üst kısmındaki kişiler simgesini tıklayıp 'Fotoğraflar'ı seçebilirsiniz.



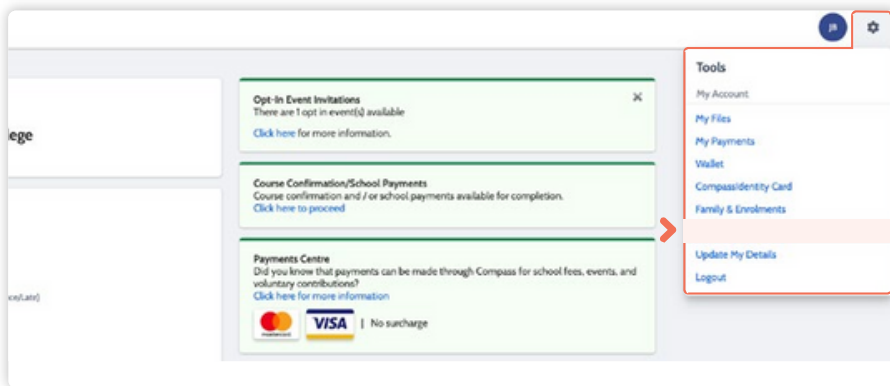
Fotoğraf sipariş etmek için cari yılı tıklayın. Sağ tarafta istenirse geçmiş siparişleri görüntüleme seçeneği vardır.



Mevcut listeden satın almak istediğiniz paketleri sepetinize ekleyin ve ardından ödeme işlemini gerçekleştirin.



# 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:

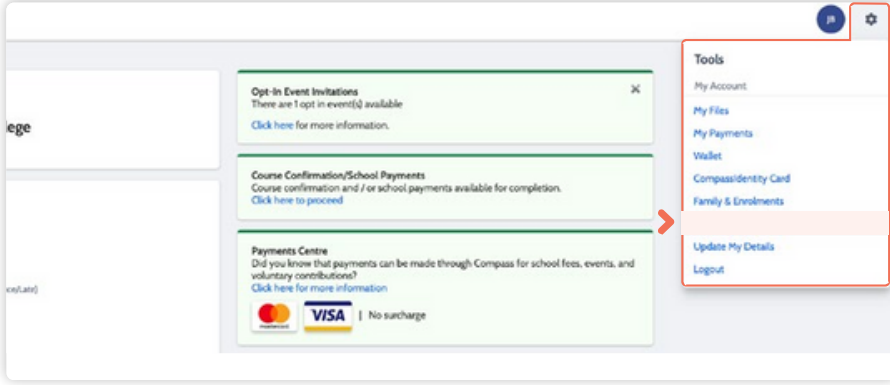
New Password:

Confirm New Password:

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

Click **'Save'** to update.

# Nasıl Yapılır: Şifrenizi Değiştirme



Şifrenizi değiştirmeniz gerekiyorsa dışı simgesine gidin ve 'Şifremi Değiştir'i seçin.

### 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:

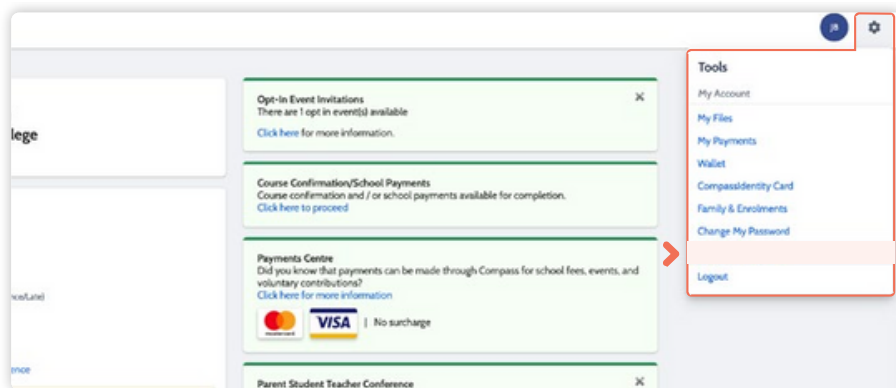
New Password:

Confirm New Password:

Yeni şifrenizin belirlenen kurallara uygun olmasını sağlamak için gerekli bilgileri girin.  
Güncellemek için 'Kaydet' i tıklayın.



# 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**

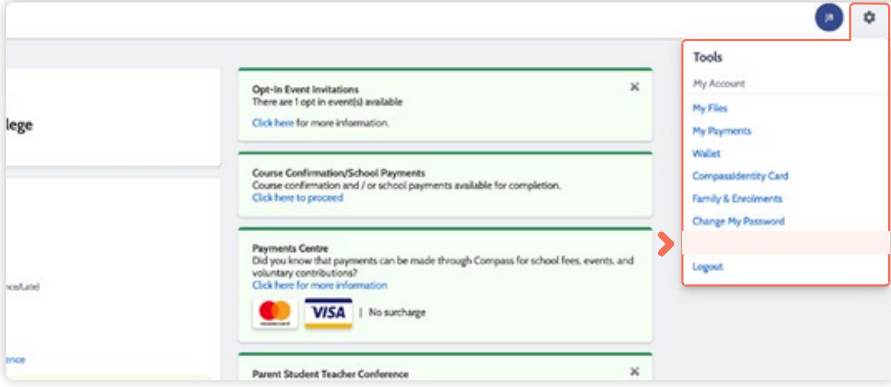
**Google Sign In**

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.

# Nasıl Yapılır: İletişim Bilgilerinizi Güncelleyin



Hesabınızda kayıtlı cep telefonu numarasını veya e-posta adresini güncellemiz gerekiyorsa dışı menü **Güncelleme** simgesine gidin ve 'Ayrıntılar'ı seçin.

**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**

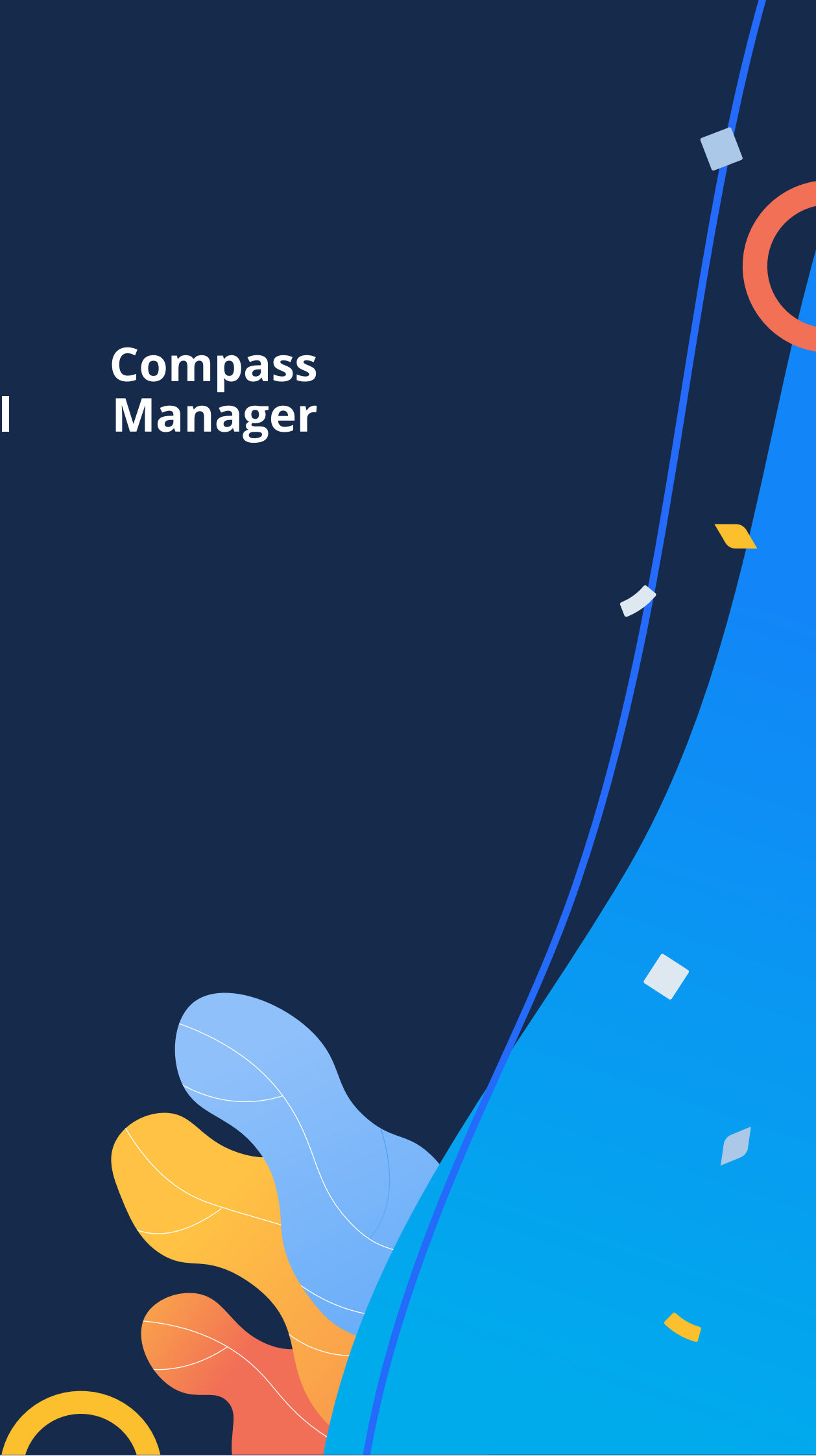
These details are correct - Proceed to Parent Portal

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

Yeni iletişim bilgilerinizi ekleyin. Bu, okula bu değişiklikleri bildiren bir bildirim tetikleyecektir.

**The  
School  
App**

**Compass  
Manager**

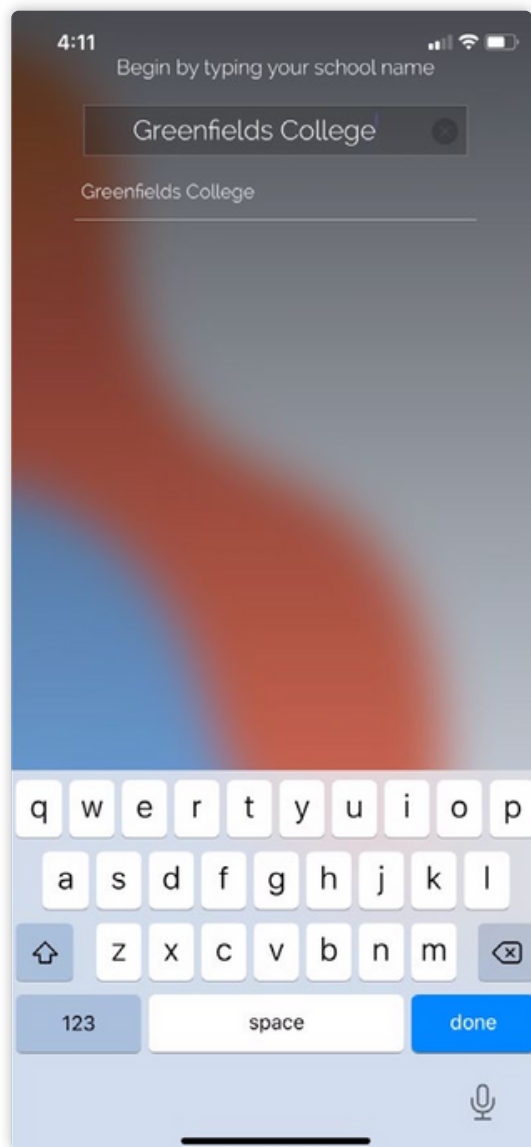


# Pusula Okul Müdürü Uygulaması



---

# Using the Compass School Manager App



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

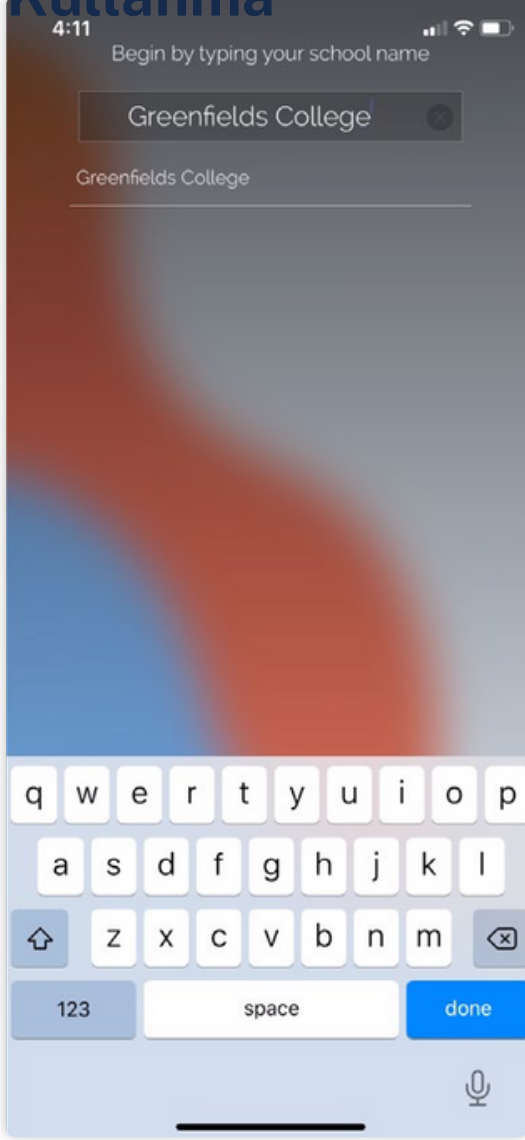
The app is available to download for free from the Apple App Store or the Google Play store.



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.

# Compass Okul Yöneticisi Uygulamasını Kullanma



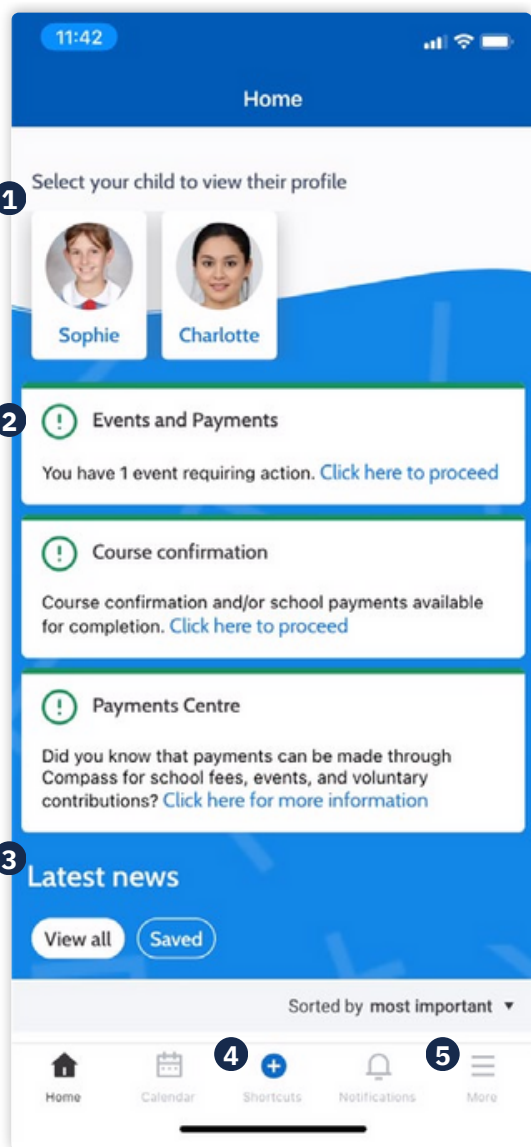
Görevleri gerçekleştirmek için Pusula uygulamasını kullanabilirsiniz. Uygulama şu adresten ücretsiz olarak indirilebilir:

Apple App Store veya Google Play mağazası.



İlk kez kurulup açıldığında, çocuğunuzun gideceği okulu seçmeniz istenecektir. Okulu seçtikten sonra, Compass ebeveyn portalınıza giriş yapmak için kullandığınız bilgilerle aynı olan giriş bilgilerinizi girmeniz istenecektir.

# 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.

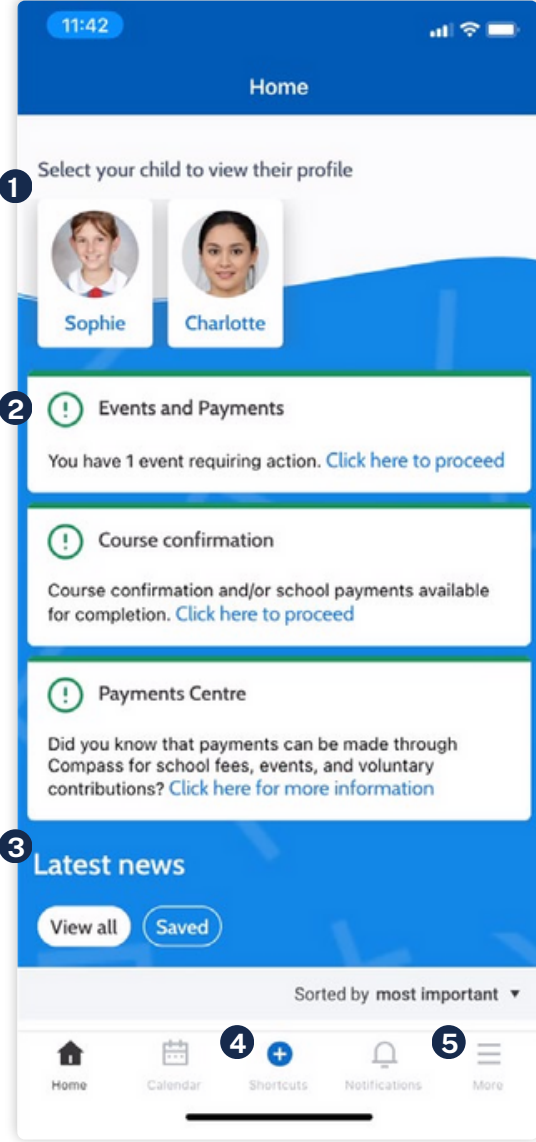
## 4 Shortcuts

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.

# Uygulama Ana Sayfası



Giriş yaptığınızda şunu göreceksiniz:

1

Okula devam eden çocuklarınızın her biri ekranın üst kısmında görünecektir. Profillerine gitmek için resimlerine tıklayın.

Profilden çocuğunuza ait programları, öğrenme görevleri, devam onayları ve raporları gibi bilgilere erişebilirsiniz.

2

Eyleminizi gerektiren öğelerin bildirimleri.

3

Okulunuzdaki en son gönderileri görüntülemek için sayfayı kaydırın.

4

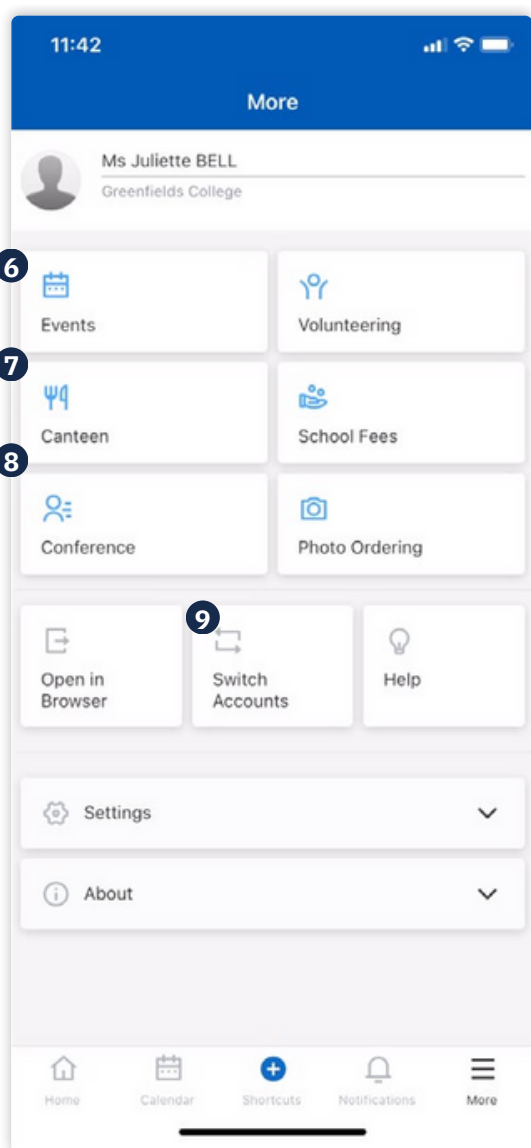
Kısayollar düğmesi, katılım notu ekleme veya bir etkinlik için ödeme yapma gibi hızlı işlemleri gerçekleştirmenize olanak tanır.

5

Ek işlemlere erişmenizi sağlar; sonraki sayfaya bakın.



## 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.

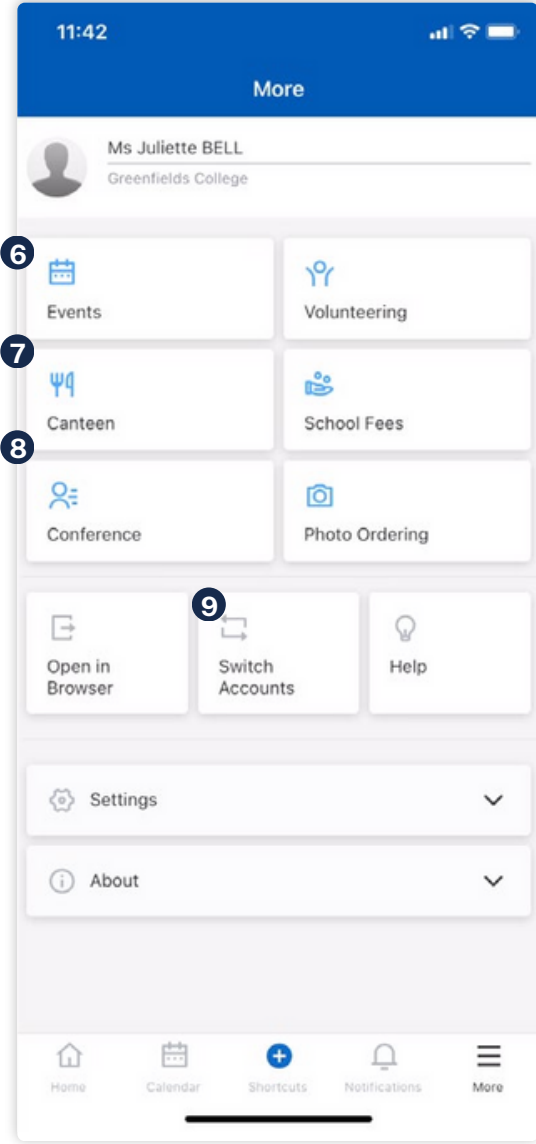
### 8 Conferences

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.

# Uygulama Ana Sayfası (devam etti)



6

Çocuğunuzun yaklaşan etkinlikleri için onay/ödemeyi işleyin.

7

Çocuğunuz için kantin siparişi verin.

8

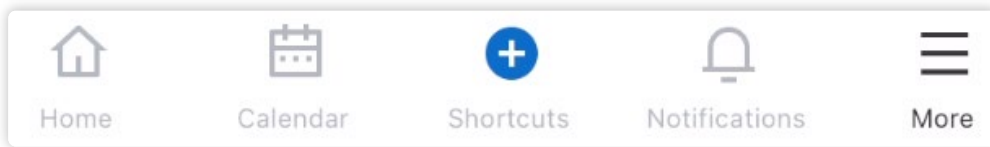
Öğretmen konferansları rezervasyonu yapmanızı sağlar.


9

Compass kullanan farklı okullara giden çocuklarınız varsa (örneğin, ilkokuldaki bir çocuk ve Ortaokuldaki bir çocuk), her Compass okulundaki ebeveyn hesabınız arasında geçiş yapmak için menünün altındaki 'Hesap Değiştir' seçeneğini kullanabilirsiniz. .


---

# 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.

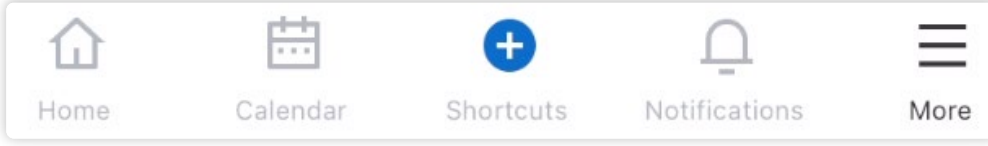
---


-  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.


# Menü Simgeleri (Uygulama)




 Sizi Pusula'daki Ana ekrana geri götürmek için Ev simgesine istediğiniz zaman tıklayabilirsiniz.

 Takvim simgesi sizi mevcut Programları (okul etkinlikleri, çocuğunuzun programı vb.) görüntülemeye yönlendirecektir.

 'Artı' simgesi Etkinliğe erişmenizi ve 'Kısayolla bir ücret ödemek gibi bir Katılım notu eklemenizi sağlar. [r'](#)

 Zil simgesi aldığınız **Bildirimler** . Bu, hepsinin bir bildirimleri açar. [listesini içerir](#)

 Hamburger menü simgesi Diğer menüsüne erişmenizi sağlar. Konferanslar, Etkinlikler, Kantin ve çok daha fazlasını bu menüde bulabilirsiniz.



