

# Compass Parent Guide

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](#)
- [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.

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# Parent Portal via Web

## 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 login to our school's Compass site. This login information is provided to you by the school.

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

<http://schools.compass.edu.au>

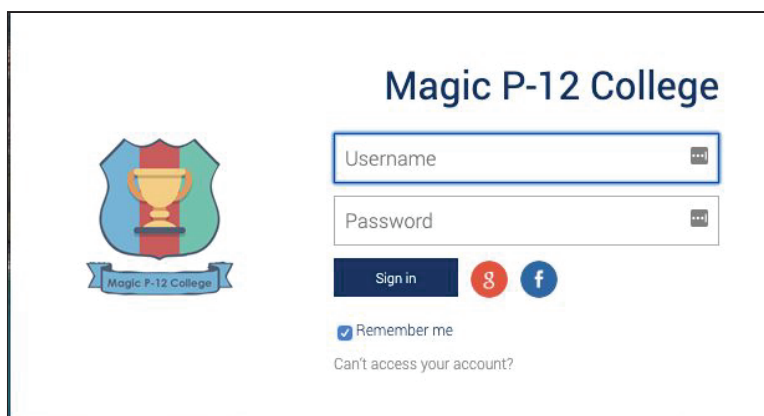
You will then be able to search for our school and access the link.

## How to Login

To login, 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.

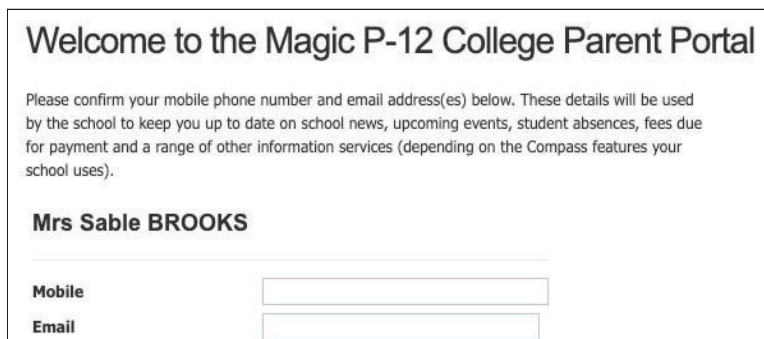
You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.

To login, go to your school's Compass site. Type in your username and password and click 'Sign in'.



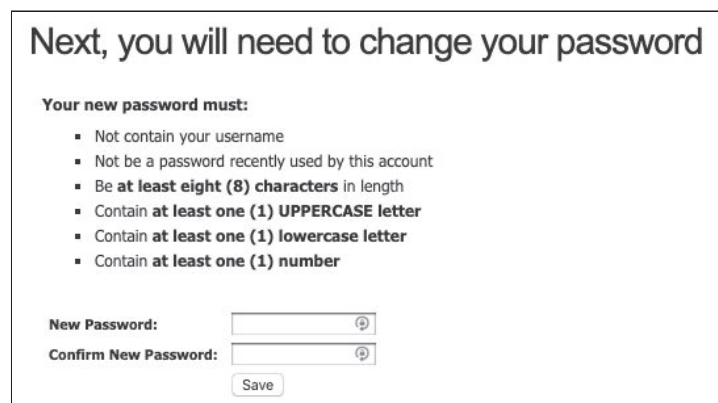
The login page for Magic P-12 College features a shield-shaped logo on the left with a trophy and the school's name. To the right, there are input fields for 'Username' and 'Password', each with a clear button. Below these is a 'Sign in' button, followed by Google and Facebook social login icons. A 'Remember me' checkbox is present, and a link for 'Can't access your account?' is at the bottom.

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 also, password recovery.



The welcome page for the parent portal explains that users must confirm their mobile phone number and email address. It lists the reasons for this: to keep parents up to date on school news, events, absences, fees, and other services. Below this, the user's name 'Mrs Sable BROOKS' is displayed. There are input fields for 'Mobile' and 'Email' numbers.

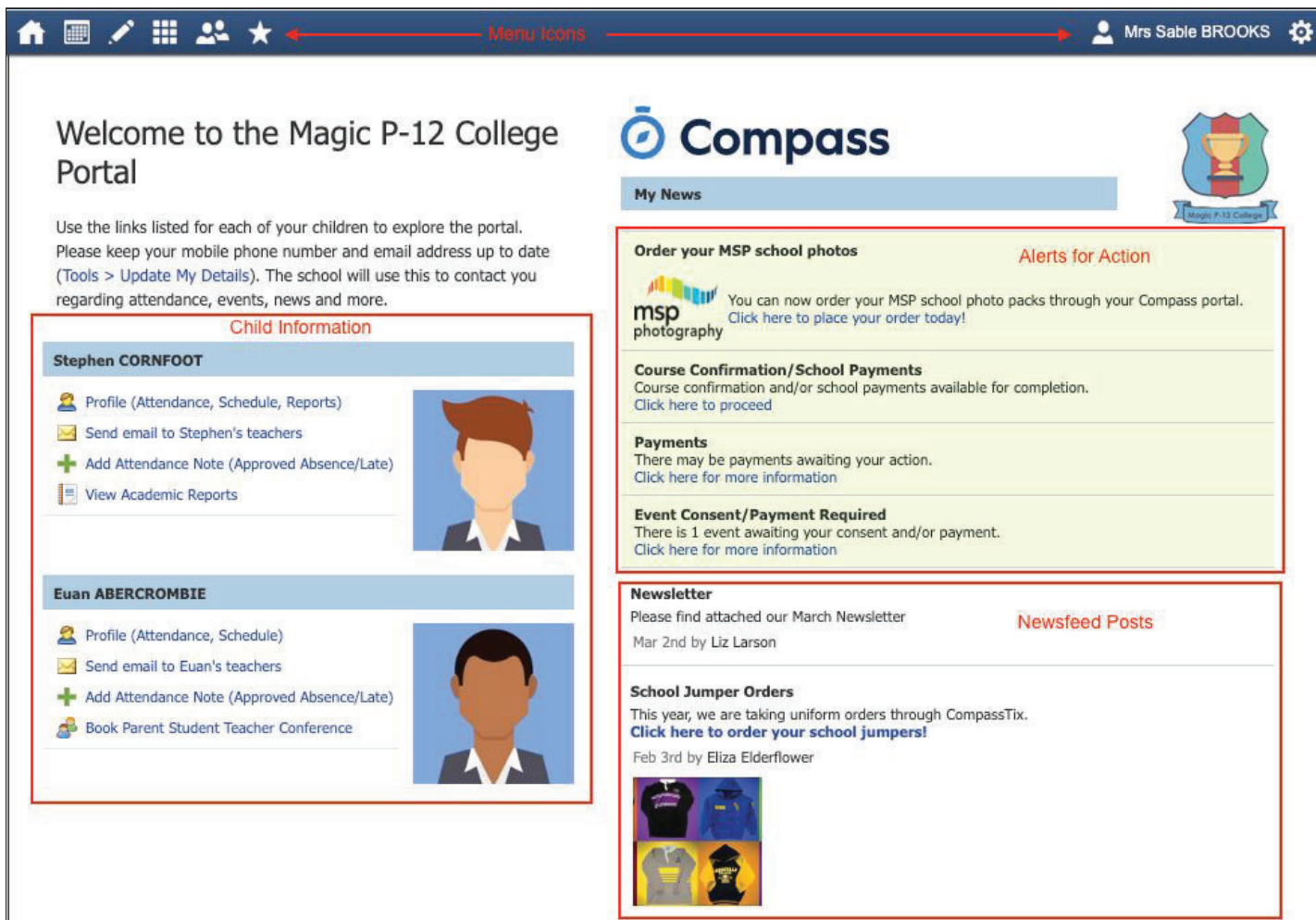
Also when logging in for the first time, once you have confirmed your details, you will be required to change your temporary password to one of your choosing. When you have entered your new password, click 'Save'.



This page prompts the user to change their password. It lists the requirements for the new password: it must not contain the username, not be a recently used password, be at least eight characters long, contain at least one uppercase letter, at least one lowercase letter, and at least one number. Below the list are input fields for 'New Password' and 'Confirm New Password', each with a clear button. A 'Save' button is at the bottom.

## The Home Page

When logged in, you will be on the Home page. Here you will see different sections of key information.



The screenshot shows the home page of the Magic P-12 College Portal. At the top, there is a navigation bar with icons for home, calendar, pencil, grid, people, and star, followed by a 'Menu Icons' label. On the right, the user is logged in as 'Mrs Sable BROOKS' with a settings gear icon. The main content area is divided into several sections:

- Welcome to the Magic P-12 College Portal:** A message instructing users to use links for their children to explore the portal and keep their contact information up to date.
- Child Information:** A section listing two children: Stephen CORNFOOT and Euan ABERCROMBIE. For each child, there are links to view their profile, send emails to teachers, add attendance notes, and view academic reports. Each child has a placeholder profile picture.
- Compass:** A logo for the Compass system.
- My News:** A section with several alerts for action:
  - Order your MSP school photos:** A link to place an order through the Compass portal.
  - Course Confirmation/School Payments:** A link to proceed with course confirmation and payments.
  - Payments:** A link for more information on payments awaiting action.
  - Event Consent/Payment Required:** A link for more information on an event requiring consent and payment.
- Newsletter:** A section for the March Newsletter by Liz Larson, dated Mar 2nd.
- School Jumper Orders:** A section for uniform orders through CompassTix, with a link to order school jumpers, dated Feb 3rd by Eliza Elderflower. Below this is a small image showing various school jumpers.
- Newsfeed Posts:** A section for school newsfeed posts.

**Alerts** - These are clickable notifications of items that require your action.

**Newsfeed** - These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top however, posts set as 'Priority' by the school will show first regardless of the date.

**Child Information** - You will see each child you have at the school listed and clickable items that give you further details i.e clicking 'View Academic Reports' will take you to your child's available reports

**Menu options** - Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to placing a canteen order, access to viewing upcoming event information etc.

## Menu Icons

The Home 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 **Calendars** i.e. school events, your child's schedule etc.



The Pencil icon opens the **Teaching and Learning menu** from which you can select to 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.



## 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)'.

### Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Stephen CORNFOOT**

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

**Euan ABERCROMBIE**

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Book Parent Student Teacher Conference

### Compass

#### My News

**Order your MSP school photos**

You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)

**Course Confirmation/School Payments**

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

**Payments**

There may be payments awaiting your action. [Click here for more information](#)

**Newsletter**

Please find attached our March Newsletter  
Mar 2nd by Liz Larson

**School Jumper Orders**

This year, we are taking uniform orders through CompassTix. [Click here to order your school jumpers!](#)  
Feb 3rd by Eliza Elderflower

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'.

#### Attendance Note Editor

**Note Details**

Person: Euan ABERCROMBIE

Reason: Enter a reason...

Details/Comment:

**Potentially Affected Sessions**

Activity	Start	Finish
SPO10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
BIO10B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM

**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).

Start: 24/06/2020 08:00 AM Select a period...

Finish: 24/06/2020 05:00 PM Select a period...

Save Cancel



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

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


You will see an alert on your homescreen.

### Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.


**Euan ABERCROMBIE**


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



**Stephen CORNFOOT**

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





### My News

**Order your MSP school photos**

You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)

**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**


Euan was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)

**Magic High Newsletter 2020**

This months newsletter is now available for viewing. Another busy month at Magic P12! Inside you'll find:

- Sports Carnival Photos
- Year 6 School Camp information
- Success at the Regional Science Competition
- Holiday activity vouchers from local businesses!

[Newsletter](#)  
Sep 1st by Liz Larson



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.


**Student: Euan ABERCROMBIE - 10B, Year 10**

Active

DashboardScheduleLearning TasksAttendanceReportsAnalyticsInsights

SummaryNotes/ApprovalsUnexplainedArrival/Departure

**Not Present/Late: Unexplained**

 Explain with Attendance Note

Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/>	01/01/2020	31/12/2020				
<input type="checkbox"/> MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present



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.

**Attendance Note Editor**

**Note Details**

Person: Euan ABERCROMBIE

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.

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.

## How To: Email a Teacher

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

The screenshot shows the 'Compass' portal interface. At the top, there's a navigation bar with icons for home, calendar, edit, grid, people, and star. The user is logged in as 'Mrs Sable BROOKS'. The main heading is 'Welcome to the Magic P-12 College Portal'. Below this, a message states: 'Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.'

There are two child profiles listed:

- Stephen CORNFOOT**:
  - Profile (Attendance, Schedule, Reports)
  - Send email to Stephen's teachers
  - Add Attendance Note (Approved Absence/Late)
  - View Academic Reports
  - Order Photos
- Euan ABERCROMBIE**:
  - Profile (Attendance, Schedule)
  - Send email to Euan's teachers** (highlighted with a red box)
  - Add Attendance Note (Approved Absence/Late)
  - Order Photos
  - Book Parent Student Teacher Conference

On the right, there's a 'My News' section with several announcements:

- Order your MSP school photos**: You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!
- Course Confirmation/School Payments**: Course confirmation and/or school payments available for completion. Click here to proceed
- Parent Student Teacher Conference**: 2020 Parent Teacher Interviews. Click here for booking
- Event Consent/Payment Required**: There are 2 events awaiting your consent and/or payment. Click here for more information
- Attendance: Attendance Note Required**: Euan was recorded as 'not present' or 'late' without explanation. Click here for more information
- Magic High's School Fete**: Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :) Aug 3rd by Sunil Stiney

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.

The 'Send Email' window is open. It has a header bar with a close button (X). The 'Email subject:' field is empty. The 'Insert context:' section shows a checked box and the text: '"Re: Euan ABERCROMBIE (STO0022), 10B at Magic P-12 College"'. Below this is a note: '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.'

There's a rich text editor with various formatting tools (Bold, Italic, Underline, Text Color, Background Color, Format dropdown, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Table, etc.).

On the right, there's a 'Recipients' section with a '+ Add Recipients' button and a '- Remove All' button. Below this is a list of teachers, each with a red 'X' button to remove them:

- Fiona (Veronica) Fine - FFIN2, Teacher of SPO10B
- Cuthbert BINNS - MAN, 0, Teacher of ENG10B
- Sarah Smith - SARAH, Teacher of MATH10B
- Tommy Hill - STF, Teacher of BIO10B

At the bottom, there's a note: 'Please note: all users in this list will receive this email' and a red icon with an exclamation mark: 'denotes users with an invalid email address'. At the very bottom, there are 'Send' and 'Cancel' buttons.

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

**Send Email**

**Email subject:**

**Insert context:** ☒ "Re: Euan ABERCROMBIE (STO0022), 10B at Magic P-12 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.

**Recipients**

☒ Add Recipients ☒ Remove All

Fiona (Veronica) Fine - FF1N2  
Teacher of SPO10B

Cuthbert BINNS - MAN, 0  
Teacher of ENG10B

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

**Send** **Cancel**

Add in your subject information and email content. Click 'Send' to issue to the listed recipients.

**Send Email**

**Email subject:** Meeting

**Insert context:** ☒ "Re: Euan ABERCROMBIE (STO0022), 10B at Magic P-12 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.

Hi Fiona and Cuthbert,

Can we please arrange a time to meet to discuss the arrangements for Euan's participation in the upcoming student council summit.

Kind regards,  
Sable

**Recipients**

☒ Add Recipients ☒ Remove All

Fiona (Veronica) Fine - FF1N2  
Teacher of SPO10B

Cuthbert BINNS - MAN, 0  
Teacher of ENG10B

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

**Send** **Cancel**

## 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.

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Stephen CORNFOOT**

- Profile (Attendance, Schedule, Reports)**
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

**Euan ABERCROMBIE**

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

**My News**

- Order your MSP school photos**  
You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)
- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion. [Click here to proceed](#)
- Parent Student Teacher Conference**  
2020 Parent Teacher Interviews  
[Click here for booking](#)
- Event Consent/Payment Required**  
There are 2 events awaiting your consent and/or payment. [Click here for more information](#)
- Attendance: Attendance Note Required**  
Euan was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)
- Magic High's School Fete**  
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)  
Aug 3rd by Sunil Stiney

This will take you to their profile page. Click to their 'Learning Tasks' tab. Here you will see their tasks listed.

Student: **Euan ABERCROMBIE - 10B, Year 10** Active

Dashboard Schedule **Learning Tasks** Attendance Reports Analytics Insights

Show Hidden Tasks Group by code Academic Year: (Currently Relevant)

Code	Learning Task	Status	Result	Actions
99 Biology	<b>CAT 1: Evolution by Natural Selection</b> Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	
99 Biology	<b>CAT 2: Excellent Ecosystems</b> Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	
99 Biology	<b>Overall Result</b> Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	
99 English	<b>CAT 1: Text response - Holes</b> Subject-wide Task   Report: Yes	Due date: 27/03/20 04:00 PM Submitted: Received Late	-	
99 English	<b>Overall Result</b> Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	-	

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

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

Learning Task - CAT 1: Text response - Holes

**Task Details** Feedback

**Name:** CAT 1: Text response - Holes  
**Due Date:** 27/03/2020 04:00 PM  
**Online Submission Enabled:** No

Students will complete a written text response that uses content from the novel "Holes" and addresses the following topic prompt:

"Explain the relationship between Stanley Yelnats and his family. How does this relationship differ from the other kids shown at camp? In what way could Stanley's family relationship have been better?"

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'.

Home Calendar **Pencil icon** Grid People Star

Mrs Sable BROOKS

**Teaching and Learning**

- Curriculum
- Learning Tasks**
- School Resources

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Stephen CORNFOOT**

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- + Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

**Euan ABERCROMBIE**

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

**Compass**

**My News**

**Order your MSP school photos**

mSP photography You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)

**Course Confirmation/School Payments**

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

**Parent Student Teacher Conference**

2020 Parent Teacher Interviews [Click here for booking](#)

**Event Consent/Payment Required**

There are 2 events awaiting your consent and/or payment. [Click here for more information](#)

**Attendance: Attendance Note Required**

Euan was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)

**Magic High's School Fete**

Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)

Aug 3rd by Sunil Stiney



## 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 login, 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.

The screenshot shows a web interface for a 'Learning Task - CAT 1: Benefits of Physical Activity'. It has two tabs: 'Task Details' and 'Feedback'. The 'Task Details' tab is active, showing the task name, due date, and whether online submission is enabled (Yes). A description of the task is provided. On the right, there is a 'File Upload | Not-submitted' section with a '+ Create Submission' button highlighted by a red box. Below this is a table with columns 'Filename' and 'Submitted', and a message stating 'You have not submitted any items yet'.

Learning Task - CAT 1: Benefits of Physical Activity	
Task Details	
Name:	CAT 1: Benefits of Physical Activity
Due Date:	
Online Submission Enabled:	Yes
Students will present the social, physical and emotional benefits of physical activity to their peers in the form of an oral presentation.	

**File Upload | Not-submitted**  
[+ Create Submission](#)

Filename	Submitted
You have not submitted any items yet	

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.

This screenshot shows the same 'Learning Task' interface, but now the 'File Upload' section is green and labeled 'Submitted on time'. The '+ Create Submission' button is still present. The table below it now contains one entry: 'Submitted work.pdf' with a submission time of '17/08 03:13 PM' and a download icon (a small disk with an arrow) in the 'Submitted' column.

Learning Task - CAT 1: Benefits of Physical Activity	
Task Details	
Name:	CAT 1: Benefits of Physical Activity
Due Date:	
Online Submission Enabled:	Yes
Students will present the social, physical and emotional benefits of physical activity to their peers in the form of an oral presentation.	

**File Upload | Submitted on time**  
[+ Create Submission](#)

Filename	Submitted
Submitted work.pdf	17/08 03:13 PM

## How To: View your child's Report

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

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Stephen CORNFOOT**

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports**
- Order Photos

**Euan ABERCROMBIE**

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

**My News**

- Order your MSP school photos**  
msp photography  
You can now order your MSP school photo packs through your Compass portal.  
Click here to place your order today!
- 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
- Parent Student Teacher Conference**  
2020 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**  
Euan was recorded as 'not present' or 'late' without explanation.  
Click here for more information
- Magic High's School Fete**  
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls!  
Please email Donna Pollard if you would like any further event information :)  
Aug 3rd by Sunil Stiney

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.

Student: **Stephen CORNFOOT - 11D, Year 11** Active

Dashboard Schedule Learning Tasks Attendance **Reports** Analytics Insights

**Reports**

Reporting Cycle	School
2020 - Semester One	Magic P-12 College
2019 - Semester Two	Magic P-12 College
2019 - Semester One	Magic P-12 College
2018 - TT Semester Two - 7-12 - Secondary College (includes Insights and GPA)	Magic P-12 College

**Progress Reports**

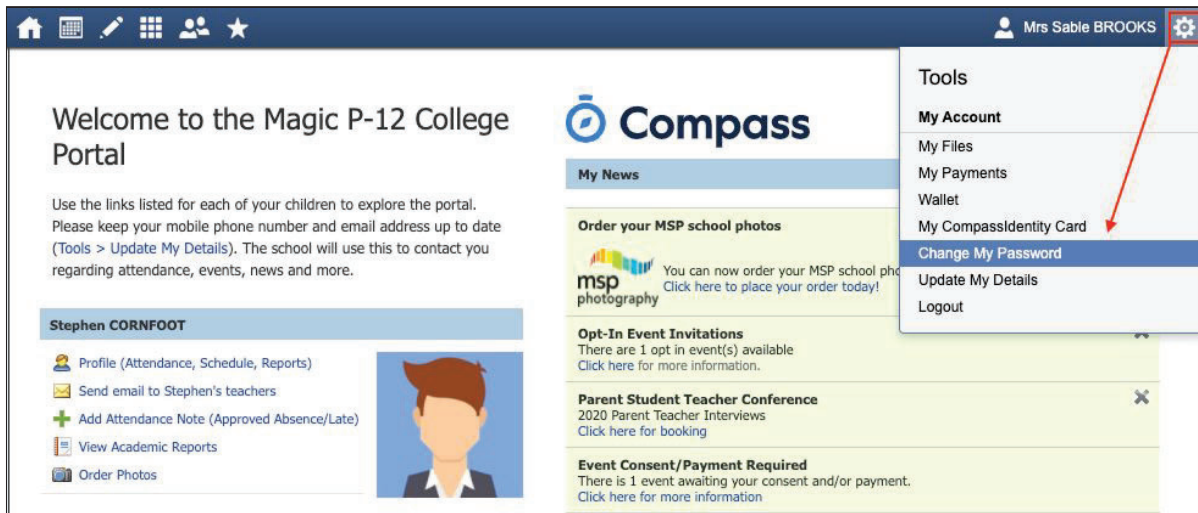
Academic Year: (Currently Relevant) ▼

There are no graphs available for this Academic Year.



## How To: Change your Password

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

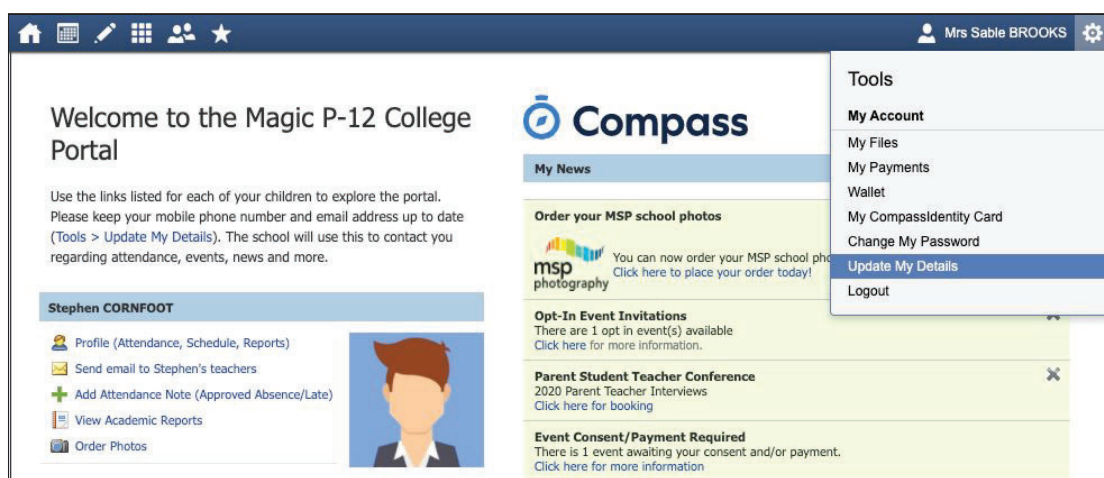


Key in the required information ensuring your new password meets the set guidelines. Click 'Save' to update.

A screenshot of the 'Change My Password' form. The title 'Change My Password' is at the top. Below it, the text 'Your new password must:' is followed by a list of requirements: 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, and Contain at least one (1) number. Below the list are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each field has a small eye icon to its right. At the bottom of the form is a 'Save' button.

## 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'.



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

A screenshot of the contact details update form in the Magic P-12 College Parent Portal. The header is the same as the previous screenshot. The main content area is titled 'Welcome to the Magic P-12 College Parent Portal' and includes instructions to confirm mobile phone number and email address. The user's name 'Mrs Sable BROOKS' is displayed. Below, there are two input fields: 'Mobile' and 'Email', each with a text input box and a small 'x' icon to the right.

# The Compass School Manager App

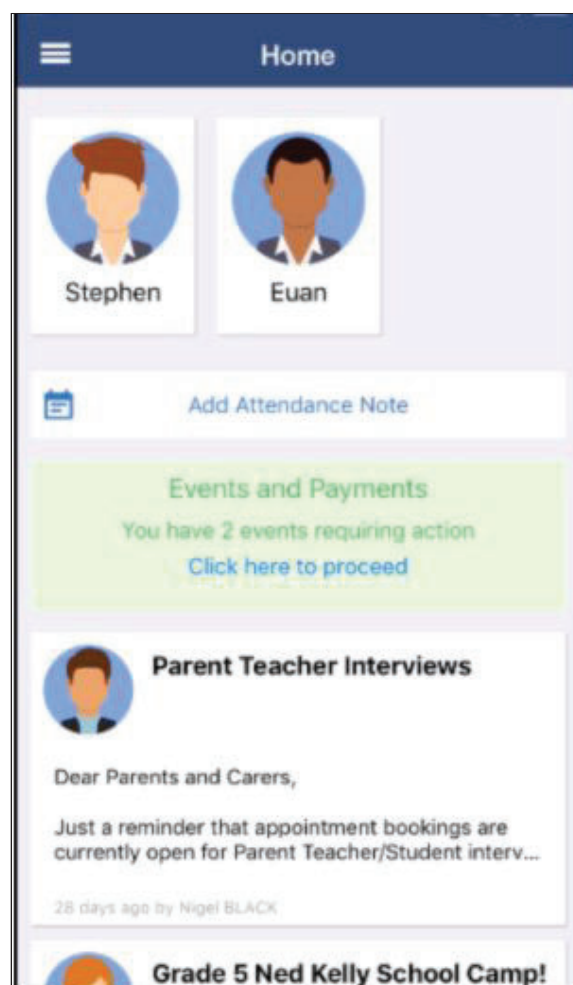
You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

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 login details which are the same details you use to login to your Compass parent portal.

When logged in, you will see -

- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note
- Any items requiring your action (alerts) at the top of the screen.
- The newsfeed which you can scroll down through to read.
- A link to the main menu (three little stripes in top left corner)

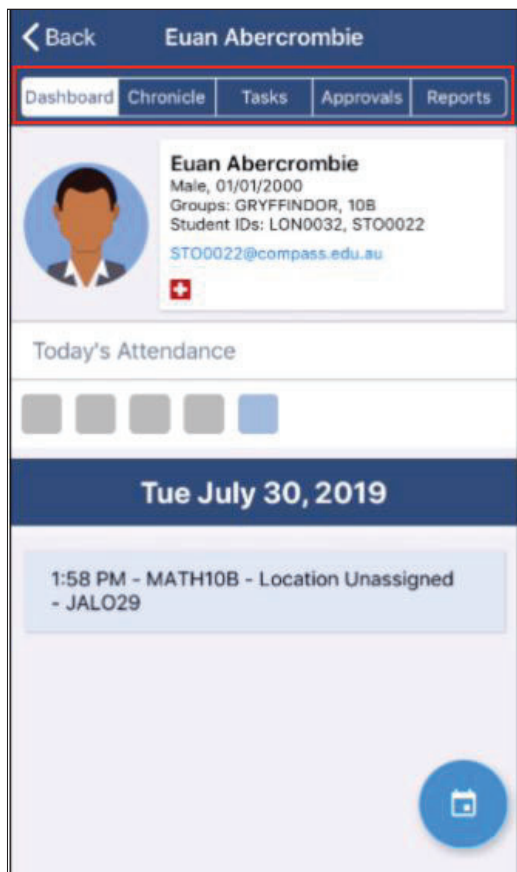
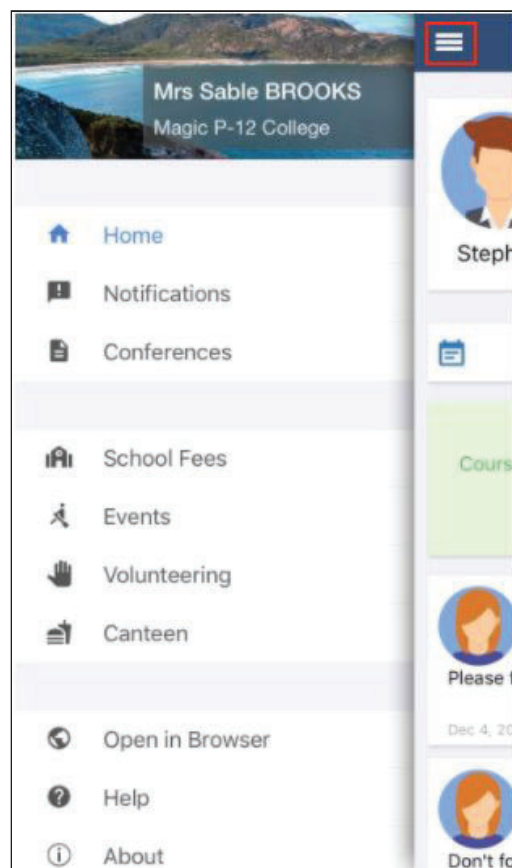


Clicking the menu icon will expand further options.

Some regular actions that you can easily complete via the App are -

- Conferences - allows you to book teacher conferences
- Events - Process consent/payment for your child's upcoming events
- Canteen - Place canteen orders for your child

Note: 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.



To access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports via the App, click their image on your homescreen.

You can then click through the tabs at the top of their profile to access the available information.

Click the 'Back' option in the top right to return to your app home screen at any time.