

COMPASS NAVIGATION

Wyndham Central College has undertaken the Compass School Management system which will be in operation for all students and families. Parents will have the ability to log into the Compass system at www.wyndhamcentralsc.vic.edu.au/parent

You will find the Privacy Statement for Compass School Management Log In screen.

Compass School Management offers a variety of applications that will enable parents to have current information about their child/children via an encrypted website. We will gradually introduce various applications and keep parents informed when these modules will be available and what their functions are. In 2015 we will have available to families an ability to see the children's attendance which will also enable parents to authorise absences, lateness and early departures using simplistic drop down boxes with a variety of reasons and an ability to add comments. SMS' will still be sent to notify parents if their child has not attended school. There will be an ability to see their child's attendance percentages at any given time. If a student loses or damages their ID card they can be ordered online by the families.

There is an area called 'My News' where information is conveyed to parents such as attendance approval requirement, teacher contact which may give parents insight into outstanding work to be submitted, notification of Parent Teacher Interviews and an ability to book online, school news/events etc.

Excursions will be displayed for online approval but payment will still be required at the general office. Parents can also update medical issues that may not have been recorded previously or update any changes required.

Communication between parent and teachers will also be available through the website.

There is a dedicated student area where they will have contact with their teachers and check their timetables to see if there are any room changes or a change of teacher; students can check if there is any outstanding work that may need to be submitted, teachers can upload documents for students to use. Excursions and any upcoming events will be displayed for their information.

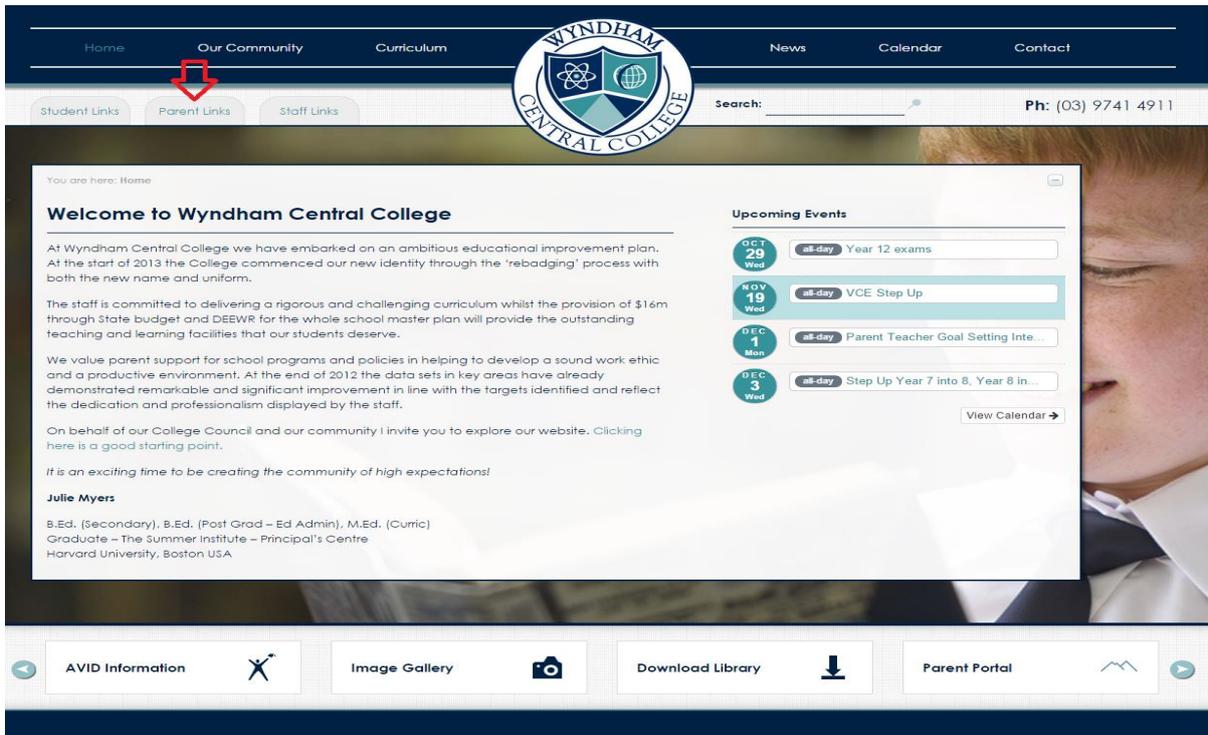
Students have been issued with a Compass Student Identification card or will be issued with once we have had our photo day completed, if they are new into the school after this day these cards will be organised by the college; these cards are also used at the photocopiers for their printing requirements. The photo identity card will be used by students by tapping onto the kiosks to record their attendance. If a student is late or need to leave early they will still be required to provide evidence and/or the explanation. Kiosks are located in the Administration area and the Year 8/9 area, there will also be a kiosk located in the Senior Years building and the Year 7 area at a later date.

If you have any questions or require assistance please do not hesitate to contact the ICT Manager on 9741 4911, who will be more than happy to assist you. If you do not have a home computer you can use a public computer (such as in a library). For iPhone users, there is an application that is available in the App Store, all you need to do is search for 'Compass School Manager', for all Android phone users you will need to log in through www.wyndhamcentralsc.vic.edu.au/parent Compass is awaiting approval for an App on the android phones at this stage.

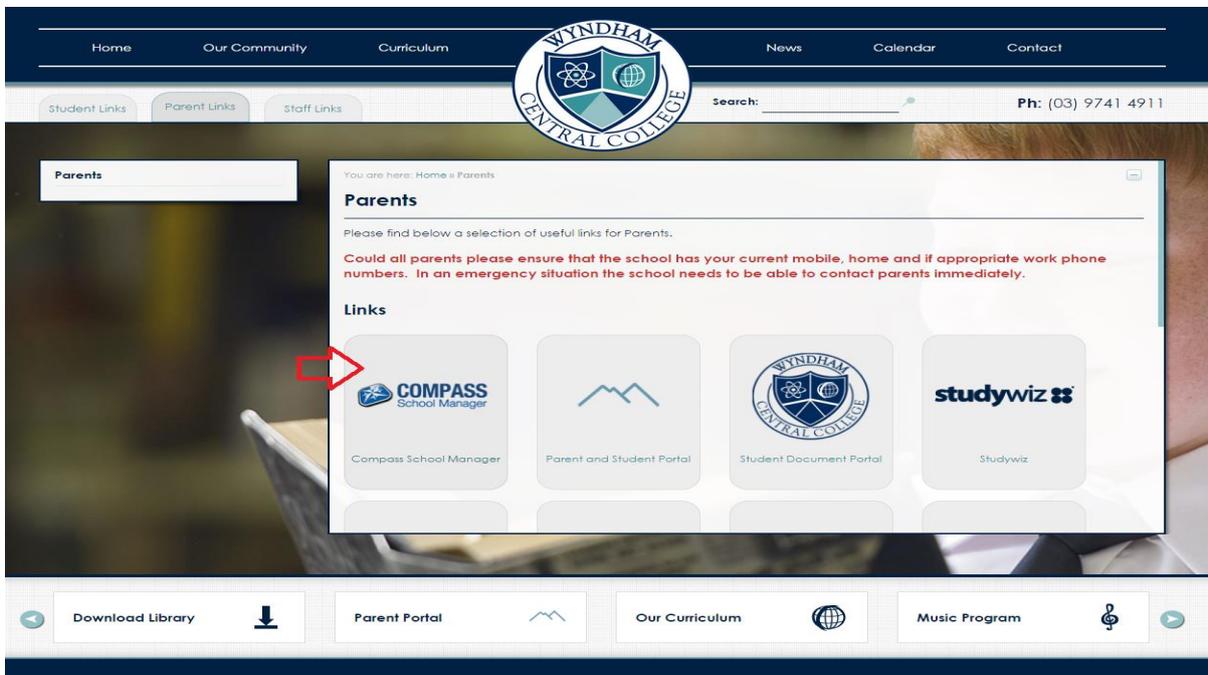
The following is a short guide for you to use and we recommend that you familiarise yourself with this site and encourage you to utilise its functions.

USER GUIDE

- Select Parent Tab



- Select COMPASS School Management



Parent will be transferred to the Compass Website and the screen below will be displayed.

COMPASS
School Manager

Important Message Regarding Access

We've detected your web browser is running in **Compatibility Mode**.
You will still be able to log in to Compass, but some functionality might be slow and/or not operate properly.
Please speak with your school IT support team to disable Compatibility Mode for Compass.

Wyndham Central College

Username:

Password:

Log in

[Don't know your username?](#)
[Forgotten your password?](#)

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If you forget your password or user name simply click on the links below the **Log in** button and this information will be sent to your registered email address.

Student Name and Student Code

Welcome to the Wyndham Central 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).

Mobile

Email (Adult A)

Email (Adult B)

Update My Details

[I don't have these details](#)

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. 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@jdlf.com.au

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The first time you log in you will need to confirm your mobile number and email address. Please keep your login details in a secure location.

NAVIGATING COMPASS

Home Page

Organisation

Activity Management

Events

Student Management

Order New CompassIdentity Card

Organisation

Community

- Parent/Student/Teacher Conferences
- School Documentation

Community

Teaching and Learning

- Curriculum
- School Resources

Teaching and Learning

Profile (attendance, schedule, reports)

Dashboard

Student: 12 Year 12

Dashboard Schedule Attendance Reports Insights

User Details

Full Name:
 DOB: 10/04/1997 (17 years, 7 months)
 Student ID:
 Gender:
 House: GOLD
 Email: -

Actions

	Thu, 20 Nov	Fri, 21 Nov	Sat, 22 Nov
9 AM			
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			

Attendance

Student: 12 Year 12

Dashboard Schedule Attendance Reports Insights

Summary Approvals Unapproved Arrive/Depart Full Record

Daily Activities & Attendance

Currently Viewing: < 20/11/2014 >

Activity	Start	Finish	Pd	Location	Staff	Status
There are no activities for this user on this day						

Attendance Summary

Start: 01/01/2014 End: 31/12/2014 Students: Active Class %: All Ac't'd %: All VCE %: All Schl %: All

Filter Export

Student is not enrolled in any activities during the date range specified.

Student: 12 Year 12

Dashboard Schedule Attendance Reports Insights

Summary Approvals Unapproved Arrive/Depart Full Record

Parent Approvals

Start	Finish	Reason	Entered By	V	Entered
There are no parent approvals for this user					

Page 0 of 0 Items 20

School Approvals

Start	Finish	Name	Location
There are no school approvals for this user			

Page 0 of 0 Items 20

Student: 12 Year 12

Dashboard Schedule Attendance Reports Insights

Summary Approvals Unapproved Arrive/Depart Full Record

Full Attendance Record

View Complete Attendance (with class grouping) View Complete Attendance

Activity Name	Start	Finish	Pd	Location	Staff	Status
There are no records for this user						

Page 0 of 0 Items 20 No Attendance Records to display

How to order a New Compass Card

- Organisation
- Activity Management**
- Events
- Student Management**
- Order New CompassIdentity Card

You will be directed to the Compass Management System's website

CompassIdentity [[Click here to go back](#)]

Order new card

[Click here to order a new CompassIdentity card](#)

CompassIdentity cards can be used for a number of functions within CompassIdentity enabled schools. These include (but may not be limited to) Student Identity cards, Library cards, Late/Early sign-in cards, Printing and Photocopy cards and Cashless canteen cards. Replacement cards cost \$10.00 and can be ordered online here.

Student Card Order Summary

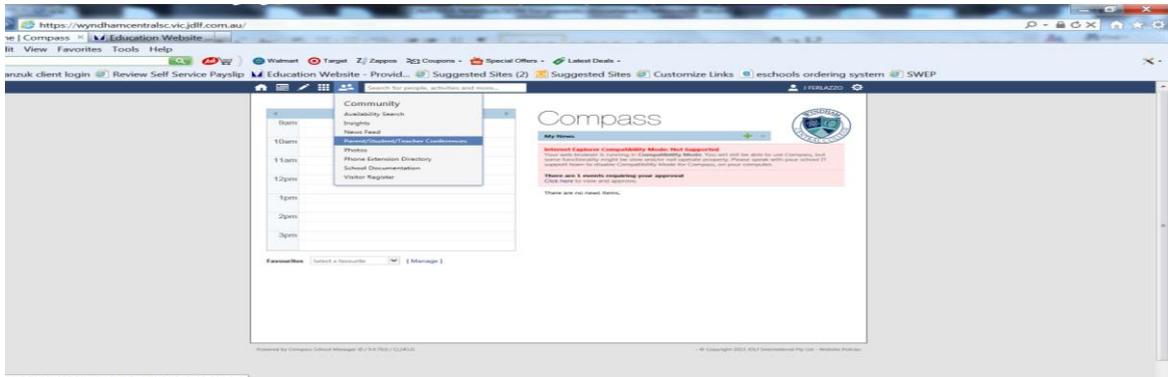
Below is a list of ordered cards for you (or your children). Processed cards may take up to 7 days to be delivered to your school. If after seven (7) school business days you have not received your card and the order is

- still marked as "Ordered", please email support@jdlf.com.au
- marked as "Processed" please contact your school directly.

Status	Order Id	Card Order	Ordered
Processed	17	New Student/Staff	8/09/2014 10:36:31 AM by JDLF Admin

Making a Parent Teacher Conference Booking

Parents can make bookings online based on the settings configured within the PST Conference. To make a booking parents can select 'Book Parent/Student/Teacher Interviews' from the Actions button on the Compass home page.



Harry POTTER (POT0045), 12G

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Parent Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent/Student/Teacher Interviews**

The staff that parents are able to make bookings with is listed under the 'Available Staff', as well as the description and location of the staff members. To view the staff member's availability click on the staff member's name. This will display their schedule including free slots and already booked slots.

To make a booking select the time that you wish to make the booking, a list of the staff members available at that time will appear in the drop down list. Select the staff member you wish to book, and then click 'Update' to save the booking.

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

27/08 15:00 PM	Available	27/08 17:40 PM	Available	28/08 16:20 PM	Available
27/08 15:10 PM	Available	27/08 17:50 PM	Available	28/08 16:30 PM	Available
27/08 15:20 PM	Available	27/08 18:00 PM	Available	28/08 16:40 PM	Available
27/08 15:30 PM	Available	27/08 18:10 PM	Available	28/08 16:50 PM	Available
27/08 15:40 PM	Available	27/08 18:20 PM	Available	28/08 17:00 PM	Available
27/08 15:50 PM	Available	27/08 18:30 PM	Available	28/08 17:10 PM	Available
27/08 16:00 PM	Christopher DANIELS	27/08 18:40 PM	Available	28/08 17:20 PM	Available
27/08 16:10 PM	Available	27/08 18:50 PM	Available	28/08 17:30 PM	Available
27/08 16:20 PM	Jacqueline LEWIS	28/08 15:00 PM	Available	28/08 17:40 PM	Available
27/08 16:30 PM	Available	28/08 15:10 PM	Available	28/08 17:50 PM	Available
27/08 16:40 PM	Rowan ZHANG	28/08 15:20 PM	Available	28/08 18:00 PM	Available
27/08 16:50 PM	Available	28/08 15:30 PM	Available	28/08 18:10 PM	Available
27/08 17:00 PM	Available	28/08 15:40 PM	Available	28/08 18:20 PM	Available
27/08 17:10 PM	Available	28/08 15:50 PM	Available	28/08 18:30 PM	Available
27/08 17:20 PM	Available	28/08 16:00 PM	Available	28/08 18:40 PM	Available
27/08 17:30 PM	Available	28/08 16:10 PM	Available	28/08 18:50 PM	Available

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note	Location
Angela CRAWFORD (AC)	ENGLISH Yr7 Teacher	
Christopher DANIELS (CDL)	MATHEMATICS Yr7 Teacher	
Thomas EDWARDS (TEW)	SCIENCE Yr7 Teacher	
Damien FRANKS (DF)	SPORT Yr7 Teacher	
Douglas GRIFFIN (DGR)	DRAWING Yr7 Teacher	
Jacqueline LEWIS (JLW)	HUMANITIES Yr7 Teacher	
Jacqueline LEWIS (JLW)	TUTORIAL Yr7 Teacher	