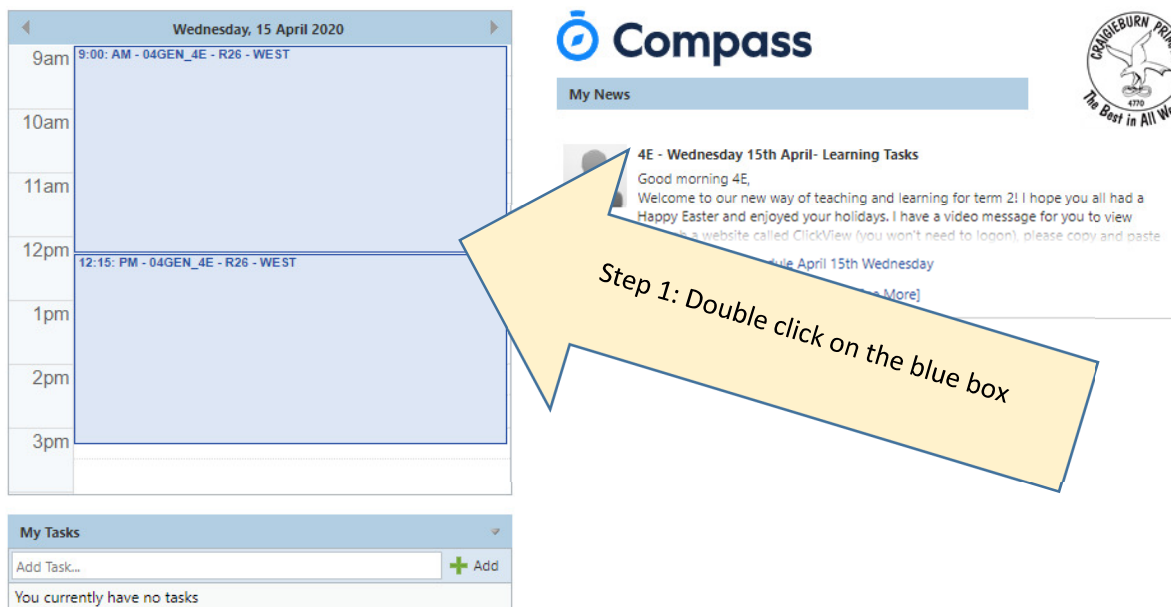


Help Sheet for Emailing Teachers in Compass

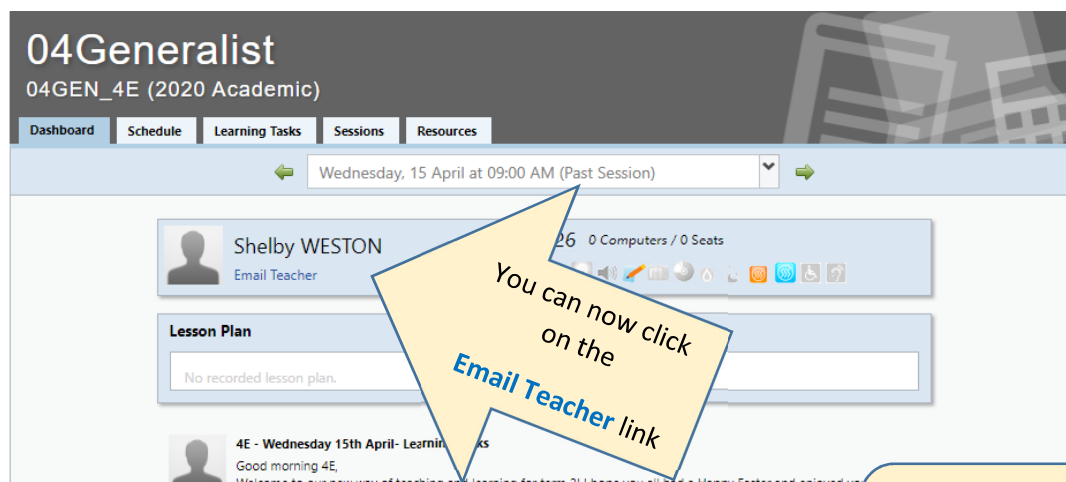
Parents and students can now use their Compass accounts to email their teacher.

Please note that staff have been instructed to reply to emails only during normal school hours.

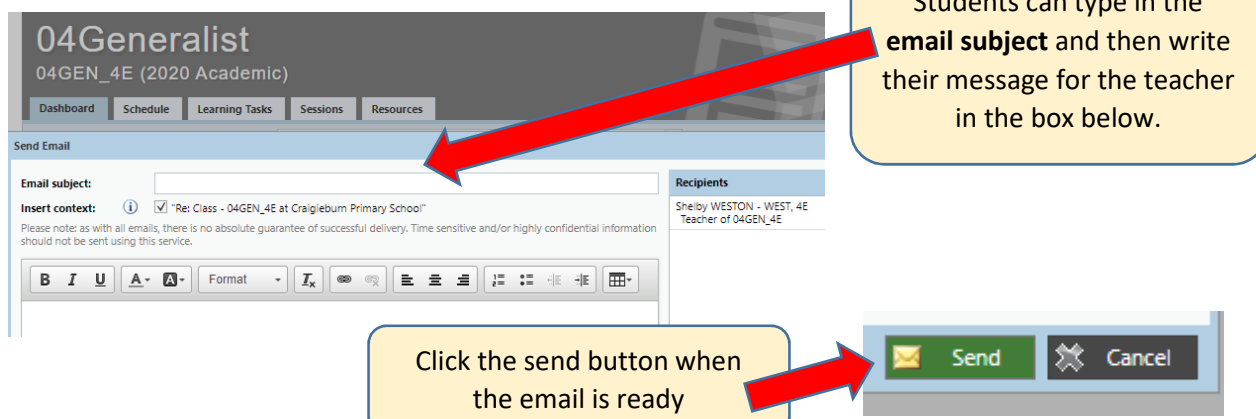
How to email your teacher from a **student account**



The screenshot shows the Compass interface for Wednesday, 15 April 2020. On the left is a calendar with a blue box highlighting the time slot from 9:00 AM to 12:15 PM. On the right, under 'My News', there is a news item titled '4E - Wednesday 15th April- Learning Tasks' with a preview of the message. A yellow callout box with a blue border points to the blue box in the calendar, containing the text: 'Step 1: Double click on the blue box'. Below the calendar is a 'My Tasks' section with an 'Add Task...' input field and an 'Add' button.



The screenshot shows the 04Generalist interface for '04GEN_4E (2020 Academic)'. The 'Learning Tasks' tab is selected. A teacher profile for 'Shelby WESTON' is visible, with a blue link labeled 'Email Teacher'. A yellow callout box with a blue border points to this link, containing the text: 'You can now click on the Email Teacher link'. Below the profile is a 'Lesson Plan' section showing 'No recorded lesson plan.' and a preview of a learning task.



The screenshot shows the 'Send Email' form in the 04Generalist interface. The 'Email subject:' field is empty. The 'Recipients' field shows 'Shelby WESTON - WEST, 4E Teacher of 04GEN_4E'. A red arrow points from a yellow callout box to the 'Email subject:' field. The callout box contains the text: 'Students can type in the email subject and then write their message for the teacher in the box below.' Below the form is a rich text editor with various formatting options. At the bottom right, there are 'Send' and 'Cancel' buttons. A red arrow points from a yellow callout box to the 'Send' button. The callout box contains the text: 'Click the send button when the email is ready'.

How to email your teacher from a parent account

Parent Profile

Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Learning tasks, Insights, Payments, Conferences, and Communications can also be accessed from the Parent Profile.

Parent: Mrs Molly WEASLEY

Dashboard Learning Tasks Insights Payments Conferences

Parent: Molly WEASLEY

Parent IDs: MWEA1, MOLLY
Email: molly@weasley.net.au

Send email to Ron's teachers

Send email to Ginny's teachers

Emailing Staff

Within Compass, if your school has the function activated, you can email the teachers of your children at the school, as well as any other staff members. From your Compass homepage one of the links underneath your child's name will be an option to email their teachers.

Ginny WEASLEY

Profile (Attendance, Schedule, Reports)

Send email to Ginny's teachers

Add Attendance Note (Approved Absence/Late)

View Academic Reports

Book Parent Teacher Interviews

Clicking this link will open the email pop-up window, with all of the teachers for the student listed as recipients. You can select the red cross next to each recipient to remove them from the email, or click the 'Add Recipients' button at the top to add any other staff members.

Send Email

Email subject: [Empty]

Insert context: Mr Ronald WEASLEY (WAL0038), 12A at Hogwarts P-12

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

- Leigh GINNIVAN - COL, 0 Teacher of ST104
- Luke MCINNES - DOU, 0 Teacher of AR033A
- Severus SNAPE - DUN, 0 Teacher of PH033A
- Leonie STAR - GER, 0 Teacher of 1271HD
- Lucas FILER - JAK, 0 Teacher of MA073C
- Minerva MCGONAGALL - LMA, 0 Teacher of 12VCAL, H1133B, FLUTE1
- Elizabeth STEWART - RUL, 0 Teacher of EN013B
- Kerrie MCKERLIE - TSU, 0 Teacher of SO033A

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

Send Cancel

Please email the school if you are experiencing issues.

craigieburn.ps@edumail.vic.gov.au