

Dear Parent / Guardian,

At Craigieburn Primary School we use a computer system called COMPASS to communicate with parents, book conferences (Parent /Teacher Interviews & Foundation Assessments) and monitor absences. All notices and newsletters will be distributed via COMPASS.

Teachers mark the attendance roll every day. If your child is absent and you haven't entered it on Compass or rung the school to let us know, you will receive an automated text asking you to explain your child's absence. This is sent out at 10.30 am every morning.

All new families will be given a username and password.

Thank you



David Naismith—Principal



Parent Help - Getting Started with Compass

Computer

- * Using your internet browser log into <https://craigieburnps-vic.compass.education>—this will take you directly to our home screen.

Mobile Devices

- * Download Compass School Manager App
- Once installed on your device tap on school to find our school—please be careful and choose Craigieburn Primary School.
- Put in your username and password provided in this information.



Changing temporary password (only for new families) - if you have an older child at the school please use your existing password.

You will need to change your temporary password provided on your first sign in.

- From the home screen click on (Tools>Update My Details)
- Check phone number and email details and click on Update My Details
- You will be prompted to change your password.

If you are NOT prompted to change your password— please go to the cog in the top right hand of screen



Hover over it and choose Change my password.

Follow instructions and save.

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:



SMS Attendance notification

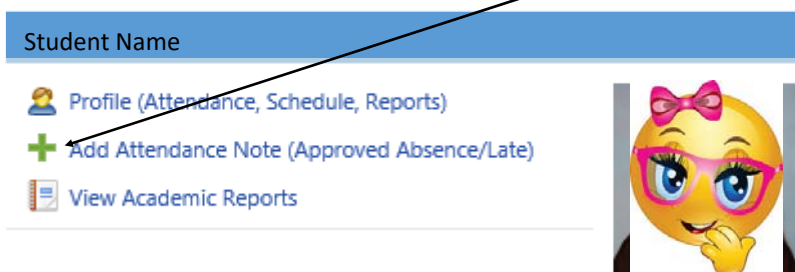
As from the 16th July, when your child is absent without you either logging the absence on Compass or ringing the school you will receive a text message. Included in this message will be a One-TimeLinks (or OTLs). This will enable you to just tap the link that appears in the attendance SMS and fill in the customised form to provide the absence details. The link in the text message will last for 24 hours only.

The SMS will read:

“Our records indicated that as of 10 am {student.preferredname} has been marked absent. Please contact the school on 9308 1228 or complete the form via {attendanceUrl}.”

Parent Help—How to enter an Absence

From your home screen click on Add Attendance Note



Log on to Compass using your App or

<https://craigieburnps-vic.compass.education>

If you are entering an absence for the current date you just need to select the reason from the drop down box, however if it is for a future absence or an absence of a few days you will need to change the date.

The screenshot shows the 'Attendance Note Editor' form. It has several sections: 'Note Details' with fields for 'Person' (Student Name), 'Reason' (a dropdown menu), and 'Details/Comment'; 'Important Notice' with a paragraph of text; and 'Start' and 'Finish' fields with date and time pickers. A table titled 'Potentially Affected Sessions' is on the right, showing two rows of session data. At the bottom right, there are 'Save' and 'Cancel' buttons. An arrow points from the text 'Don't forget to save the absence.' to the 'Save' button.

Activity	Start	Finish
GEN3_3B (Generalist...	25/06/2018 09:00 AM	25/06/2018 12:15 PM
GEN3_3B (Generalist...	25/06/2018 12:15 PM	25/06/2018 03:15 PM

Don't forget to save the absence.

Parent Help - How to approve an Attendance

Log on to Compass using your App or <https://craigieburnps-vic.compass.education>

The Home screen will tell you if your child has any unapproved absences.

Compass



My News

- Insights Cycle Open**
Your input/feedback is requested regarding Mackenzie for "2018 Sem 1 Mathematics Gr 1".
[Click here to proceed](#)
- Insights Cycle Open**
Your input/feedback is requested regarding Mikaila for "2018 Sem 1 Mathematics Gr 3".
[Click here to proceed](#)
- Attendance: Attendance Note Required**
Mikaila was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)
- Attendance: Attendance Note Required**
Mackenzie was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

There are no news items.

Click on link

Select absence you wish to approve—you can choose more than one if it is for the same type of absence.

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/> GEN1_1D	01/01/2018	31/12/2018				
<input type="checkbox"/> GEN1_1D	05/06/2018 12:15 PM	05/06/2018 03:15 PM	PM	R12	PON	Not Present
<input type="checkbox"/> GEN1_1D	05/06/2018 09:00 AM	05/06/2018 12:15 PM	AM	R12	PON	Not Present
<input type="checkbox"/> GEN1_1D	01/03/2018 09:00 AM	01/03/2018 12:00 PM	AM	R12	PON	Late

Then press Explain with Attendance Note

Click down arrow and choose absence reason from drop down box

Attendance Note Editor

Note Details

Person: [Redacted]

Reason:

Details/Comment:

Important Notice: In clicking 'Save', you constitute a medical or intentional misuse of t

Important Notice: This will automatically

Bereavement
Includes funeral, death in the family, absence due to a death.

Truancy
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.

Parent Choice
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.

Family Holiday
Student is away on a family holiday.

Religious/Cultural Observance
Student is kept away from school for a religious or cultural reason.

Audit Save Cancel

Press Save



Conferences—Parent/Teacher Interviews & Foundation Assessments

regarding attendance, events, news and more.

Once a conference has been set up you will be able to access it from the home screen.



[Book Parent Student Teacher Conference](#)

Just click



Click here

Conference Cycles	
Cycle Name	
Foundation Assessment	My Bookings
First Slot: Friday, February 1 2019 - 01:20 PM, Last Slot: Wednesday, February 20 2019 - 02:20 PM	

Welcome

Welcome to Foundation Assessment

Bookings are now open for you to book a time for your child's Foundation Assessment.

Please arrive 10 minutes before your child's appointment time. Assessment interviews will take approximately one hour. Parent's are not required to attend these assessments. Please take your child to their classroom and we invite you to wait in the Conference Room where tea and coffee will be available.

If you have any further enquiries please ring the school on 9308 1228.

[Show me How to Book](#)

Click here

How to make a booking

You can make a booking by either

← Clicking on a timeslot on the left, and then selecting the eligibility on the right →

or

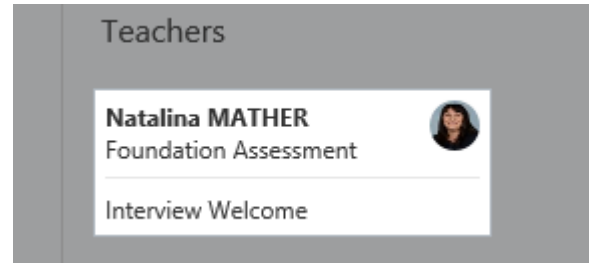
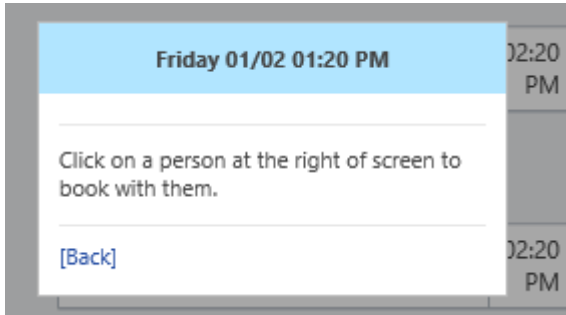
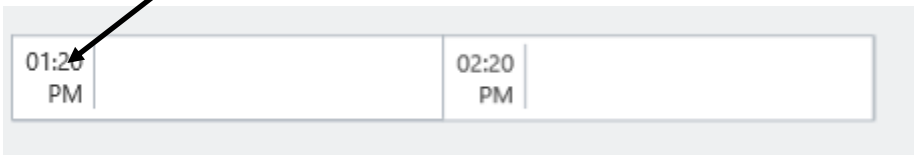
Clicking on an eligibilty on the right →
← and then selecting the timeslot on the left

[Let's Book!](#)

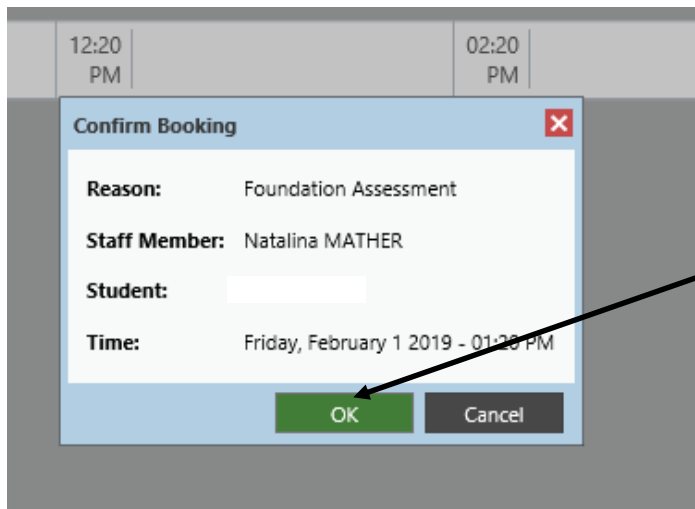
Click here



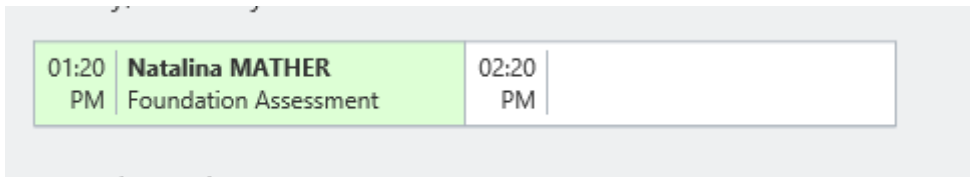
Click on time box



If you cannot select the teacher, the time you have chosen is already booked. You will need to select another time.

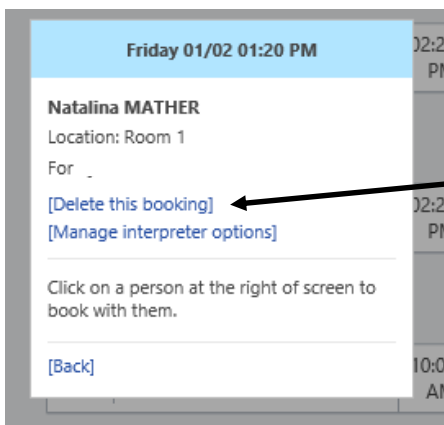
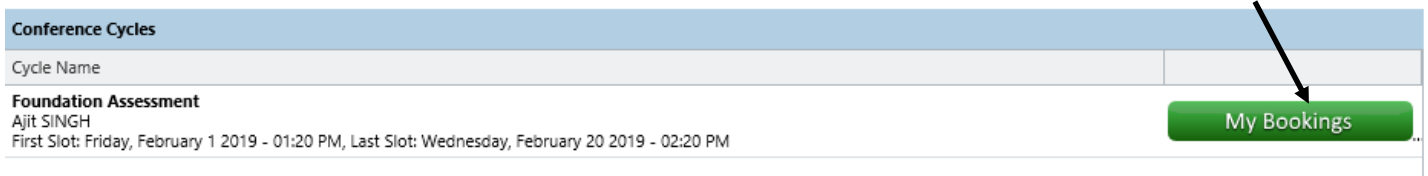


Green colour shows interview booked



If you need to change log back into conferences under community.

Click here



Delete and make new booking

