COMPASS
School Manager

At Point Cook College we utilise a platform called 'Compass'. Compass is the primary means of communication between the College and home. Parents/Guardians can login to Compass here:

What is Compass?

Compass allows the College to communicate more efficiently with our families. Using Compass you will be able to access the following:

- **Attendance** – view your child's attendance online, explain absences and indicate future absences.
- **School photos** – can be ordered online through the Compass portal using either the app or a browser.
- **Communicating with your child/rens Teachers** – parents can email their child's teachers directly. This feature is only available in a browser.
- **Parent/student/teacher interviews** – make appointments with teachers via the app or browser.
- **News feed** – the school will post all communication to parents/guardians via the news feed. Your news feed will be customized showing only the information relevant to you and your children.
- **Events** – approve your child's participation in excursions and other special events using the app or a browser.
- **Reports** - Progress Reports and Semester Reports will be made available online through the Compass portal using the app or a browser.
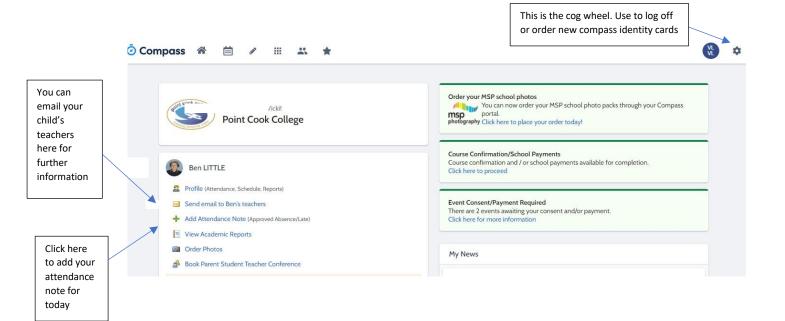
Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari, etc) or by using the Compass iOS or Android apps.

Once your child/ren are enrolled you will receive a username and temporary password from the college office. To access the parent portal, click the Compass logo at the top of this page.

If you have forgotten your password, or are having any difficulties logging in, please contact the school on 8348 7100.

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

This is the cog wheel. Use to log off or order new compass identity cards

You can email your child's teachers here for further information

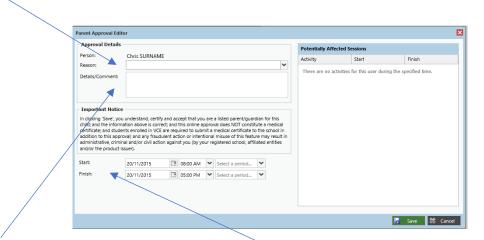Click here to add your attendance note for today

How do I place an attendance note?

The education department requires all absences to have an explanation in a timely manner, preferably the day of the absence. Here's how to do it…

1. Click here to add the attendance note

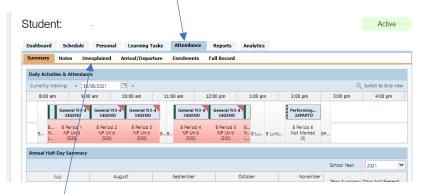2. Choose a reason from the drop down menu

3. Add further explanations or details to help explain the absence here as the reasons given by the department can be limited.

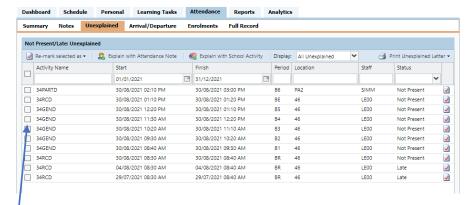4. Check the date and times entered. The default is today's date and from 8am to 5pm.

How do I explain previous day's absences?

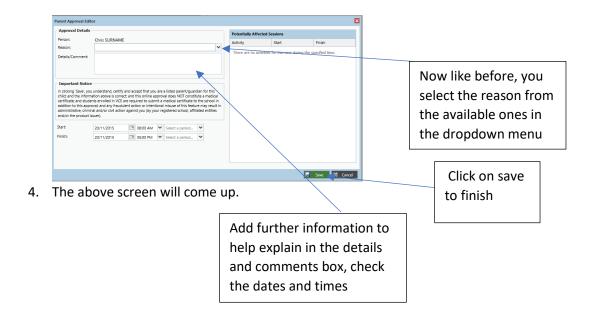Using Compass you can view up-to-the-second attendance information for your child.

1. To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

2. To see absences prior to today's such as yesterday's or earlier, click here on the unexplained tab.

	Activity Name	Start	Finish	Period	Location	Staff	Status	
		01/01/2021	31/12/2021					
	34PARTD	30/08/2021 02:10 PM	30/08/2021 03:00 PM	B6	PA2	SIMM	Not Present	
	34RCD	30/08/2021 01:10 PM	30/08/2021 01:20 PM	BE	46	LE00	Not Present	
	34GEND	30/08/2021 12:20 PM	30/08/2021 01:10 PM	B5	46	LE00	Not Present	
	34GEND	30/08/2021 11:30 AM	30/08/2021 12:20 PM	B4	46	LE00	Not Present	
	34GEND	30/08/2021 10:20 AM	30/08/2021 11:10 AM	B3	46	LE00	Not Present	
	34GEND	30/08/2021 09:30 AM	30/08/2021 10:20 AM	B2	46	LE00	Not Present	
	34GEND	30/08/2021 08:40 AM	30/08/2021 09:30 AM	B1	46	LE00	Not Present	
	34RCD	30/08/2021 08:30 AM	30/08/2021 08:40 AM	BR	46	LE00	Not Present	
	34RCD	04/08/2021 08:30 AM	04/08/2021 08:40 AM	BR	46	LE00	Late	
	34RCD	29/07/2021 08:30 AM	29/07/2021 08:40 AM	BR	46	LE00	Late	

3. Now click on individual squares or multiple squares in the case of a full day

Now like before, you select the reason from the available ones in the dropdown menu

Click on save to finish

4. The above screen will come up.

Add further information to help explain in the details and comments box, check the dates and times

5. Please note, if you need to edit the attendance note you will need to contact the attendance officer on 8348 7107 or via email point.cook.p-9.co@education.vic.gov.au