



Compass Guide for Parents

Rowville Secondary College operates with a Learning Management System called Compass School Manager.

Compass School Manager will enable parents/guardians to:

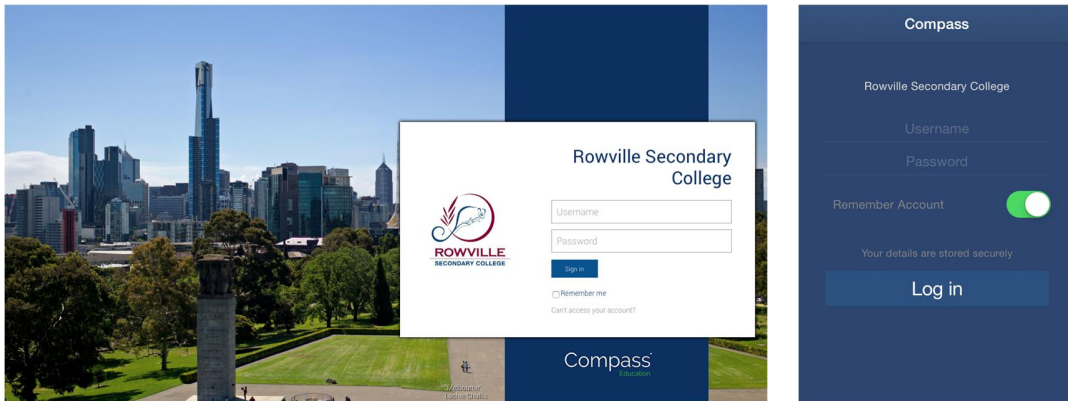
- Access your child's Student Semester Reports
- Access you child's Progress Reports
- Book your Parent/Student/Teacher conferences
- View up-to-date class and school attendance information
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news

Compass School Manager can be accessed by following the links available on our College website: <http://www.rowvillesc.vic.edu.au>
or visiting: <https://rowvillesc-vic.compass.education>

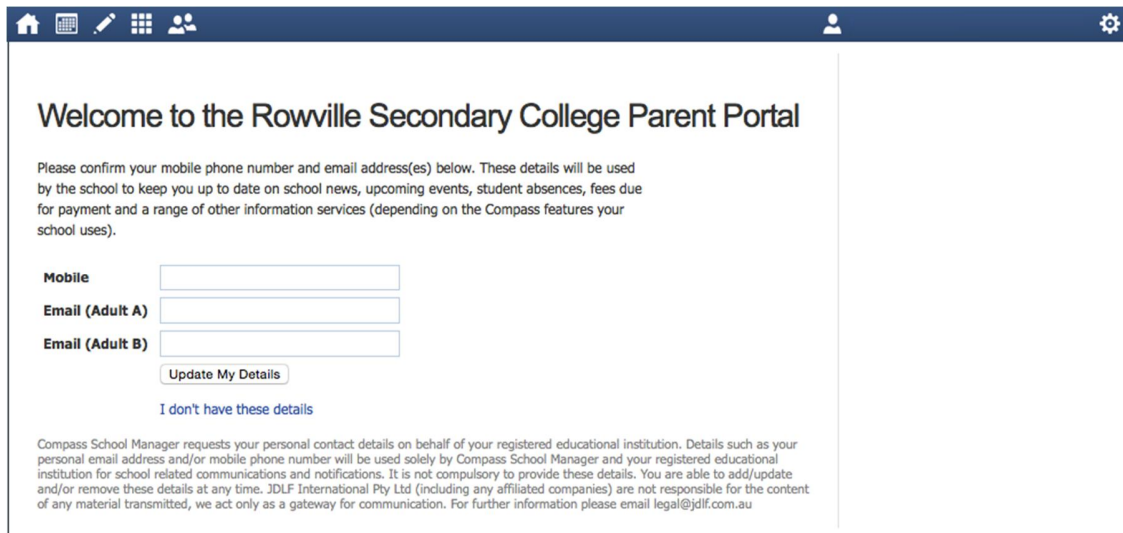
Accessing Compass for the first time

Families will receive a letter containing a Username and Password for accessing the Compass Student Manager.

Login to Compass by following the links available on our College website or visiting <https://rowvillesc-vic.compass.education>



Upon your first time logging on to Compass, you will be prompted to update your contact details. Follow the on screen instructions.

The screenshot shows a web interface for the 'Rowville Secondary College Parent Portal'. At the top, there is a dark blue navigation bar with icons for home, calendar, edit, grid, and users. The main content area has a white background with the heading 'Welcome to the Rowville Secondary College Parent Portal'. Below the heading is a paragraph: '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)'. There are three input fields: 'Mobile', 'Email (Adult A)', and 'Email (Adult B)'. Below these is an 'Update My Details' button and a link 'I don't have these details'. At the bottom, there is a disclaimer: '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'.

Welcome to Compass

Welcome to the Rowville Secondary College Compass home screen. A central location to navigate to your child's dashboard profile, schedule/attendance information as well as program specific or College wide news feeds.

Welcome to the Rowville Secondary 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.

Profile (Attendance, Schedule, Reports)

Send email to [redacted] teachers

View Academic Reports

Book Parent Teacher Interviews

3 overdue learning tasks

Compass

My News

Year 8 Camp

Hi all,
Year 8 Camp forms were distributed this week, and with some absences, there were a number of students who did not receive a form. Attached is a copy of the form.
Thanks
img-626150022.pdf
Jun 26th by Matthew KRAWCZYK

Semester One Reports

Dear parents/guardians,
Please be advised that Semester One, 2015 reports for year 7 to year 9 students are now available for viewing and/or download. They are accessible from the student's dashboard under the reports tab.
Jun 25th by Rowville Secondary College [See More]

Powered by Compass School Manager (734 / 10.7.28.0 / BN1#107) Enable Privacy Mode - © Copyright 2015 JDLF International Pty Ltd - Website Policies

Student Profile:

Click on their profile to view:

- Schedule
- Learning Tasks
- Attendance
- Reports
- Analytics

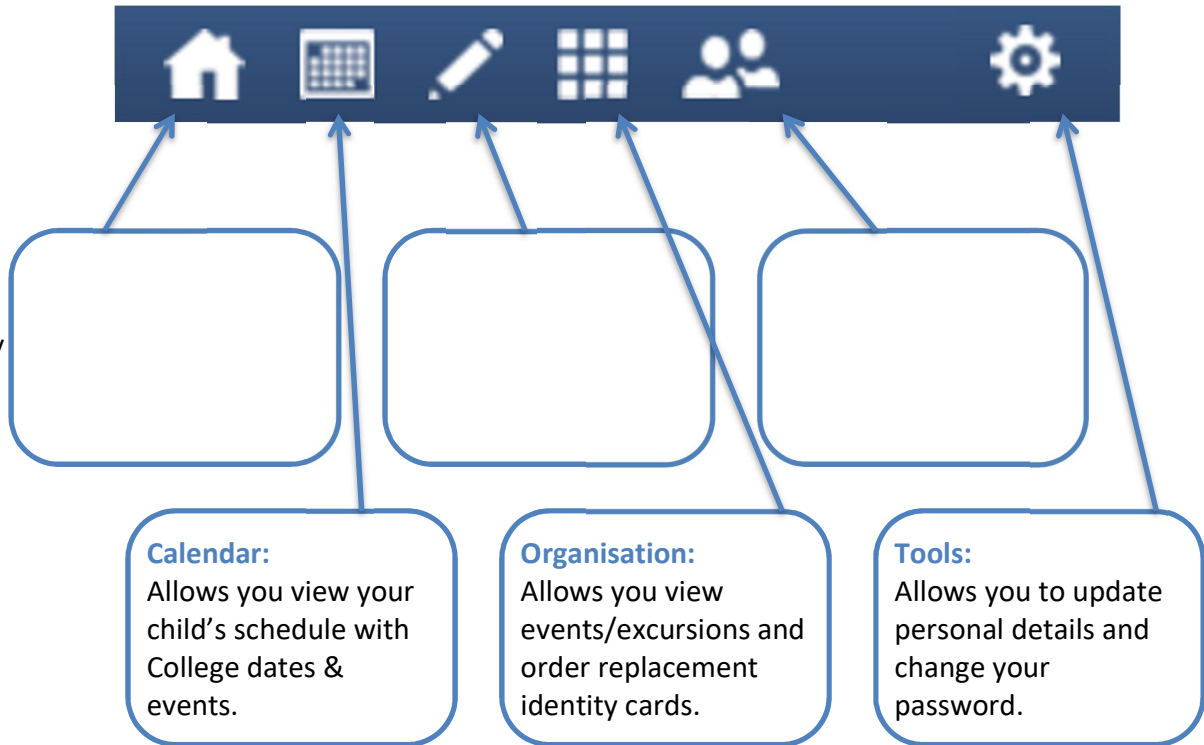
My News:

Items requiring your action, such as consent forms for excursions or approval of any absences will be listed at the top.

College wide announcements.

Program specific announcements.

The top navigation bar offers additional features for parents/guardians to easily access additional content.



unity:
you to make
gs for Parent /
t / Teacher
ences.

Student Profile

From the home screen, clicking on the “Profile (Attendance, Schedule, Reports)” link will bring up the dashboard for that child. This dashboard will give a quick summary of the current day’s schedule for the student as well as the Student Chronicle.

The **Student Chronicle** is a section that allows staff to record any feedback related to your child.

The screenshot displays the Student Profile dashboard. At the top, there is a navigation bar with tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, and Analytics. Below this, the 'Student' section includes a search box and fields for Details, Groups, Student IDs, and Email. A blue arrow points from the text above to the 'Student Chronicle' section. This section features a 'Chronicle Summary' table, a bar chart, and two achievement entries.

Exceptional Achievement	2015	Total
Has worked extremely well on the Environmental Resource Task 1, de...	3	3

The bar chart shows a single bar for 'Exceptional Achievement' with a value of 2.

Classroom Practice [EACP]
Recorded by Eric RYAN - ERY
Involving
+1
Comment: Has worked extremely well on the Environmental Resource Task 1, dealing with resource types and fresh water. Well done!
Exceptional Achievement
Recorded Aug 4 at 02:47pm, Occurred Aug 4 at 02:42pm

Classroom Achievement [EACA]
Recorded by Eric RYAN - ERY
Involving
+1
Comment: Completed a Chinese Dynasty activity task on 23/6, well ahead of schedule. Well done!
Exceptional Achievement
Recorded Jun 23 at 03:12pm, Occurred Jun 23 at 03:10pm

The student profile navigation bar offers additional quick links.



Dashboard

Clicking the “Dashboard” tab will display the initial summary page of the student’s profile.

Schedule

Clicking “Schedule” will display their timetable (including which Class, Teacher and Subject) as well as events that your child is involved in (eg. Excursions, Incursions, Guest Speakers, Sports Carnivals, etc).

Learning Tasks

Clicking “Learning Tasks” will display any assignments or tasks that have been set for your child. A list of all tasks will appear, in which you can view detailed information about each task by selecting the name of the task to view the details.

Attendance

Clicking “Attendance” will display all information available about your child’s recorded attendance. The top section titled “Daily Activities & Attendance” will display the current days activities and attendance, which enables you to see whether your child was marked present in any of the lessons for that day.

The bottom section titled “Attendance Summary” will display an overall summary of attendance for each subject for the year.

Reports

Clicking “Reports” will display a list of available reporting cycles for your child, which you can choose to download at any time.

Analytics

Clicking “Analytics” will display detailed information on your child’s NAPLAN, AusVELS and OnDemand data.

Course Confirmation / School Payments

From the home screen, when course confirmations and/or school payments are available for completion, a notification will appear under the “My News” section of the home screen

Select “Click here to proceed” to complete the confirmation and/or payment.

Welcome to the Rowville Secondary College Portal

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Profile (Attendance, Schedule, Reports)
Send email to [redacted] teachers
View Academic Reports

Compass

My News

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

RSC National Science Week Lunch time Activities 15 Aug to 19 Aug 2016
Dear Students, Parents and Guardians,
This week is National Science Week, as part of this nationwide initiative we will be holding a series of workshops and demonstrations at lunch time. The theme for this year is "droids, drones and ..."
NSWposter WEST 2016.pdf
NSWposter EAST 2016.pdf
4 days ago by Rowville Secondary College [\[See More\]](#)

Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
Yr 7 GE Enrolment Confirmation: [redacted]	Not Started

Course confirmation/payment items will be listed. Select from the list to begin the process.

Course Confirmation/Payment: Yr 7 GE Enrolment Confirmation [\[Back to Course Confirmation/ Payments \]](#)

Dear Parent / Guardian
This is the final section of your enrolment into Rowville Secondary College. We will be sending you information regarding the Year 7 Camp, Transition Day and Information Night in the coming weeks. The College will always remain sensitive and supportive of people with genuine financial difficulty and we will endeavour to advise or support families in this position. It is important if you are experiencing hardship that you contact the Campus Student Welfare Coordinator on 9755 4555. Enquiries of this nature are treated in strict confidence. Should you wish to arrange an alternative payment arrangement, please contact the College Finance Officers on 9755 4555.
Yours sincerely
Nicola Botha Business Manager

Progression Agreements
The following agreements will require online signing as part of the course confirmation process. You will be prompted to read and digitally sign these during the process.

Agreement	Parent Sign?	Student Sign?
A) Parental Occupation Group	Required	Not Required
L) Uniform Declaration	Required	Required
P) Camp, Sport, Excursion Fund	Not Required	Not Required
Q) ICT Acceptable Use	Required	Required

Confirmation
Please click "Proceed" to begin the Course Confirmation Process

Select “Proceed” to begin the course confirmation process.

Follow the prompts to complete the required fields. Both parents and students will need to agree to the required agreements and digitally sign as required.

The following screen will appear, providing a list of the items requiring payment to complete the process.

Course Confirmation/Payment: Yr 7 GE Enrolment Confirmation [Back to Course Confirmation/Payments]

General Payment Items

Click on the title of an item for more information.

Item	Recommended	Amount
GE Essentials Fees	(Fixed)	\$325.00
Essential Excursions	(Fixed)	\$130.00
Arts/Technologies Materials Levy	(Fixed)	\$100.00
School Magazine		\$15.00
Digital Learning Support		\$80.00
First Aid Levy / Nurse		\$60.00
Building Fund		\$100.00
Library Fund		\$25.00
Grounds Levy		\$30.00
Total for this section:		\$865.00

Course Confirmation/Payment: Yr 7 GE Enrolment Confirmation [Back to Course Confirmation/Payments]

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GE Essentials Fees

School council is conscious of the cost to parents of services facilities that the College provides and makes every endeavour to keep the materials and services costs to a minimum. Provisions include Music Workbook, Wordflyer annual subscription, Mathematics annual subscription, combination lock, printing/copying, locker hire, compass costs and ID card and essential education consumables.

For additional details on any of the items listed, select the item to display a detailed description. Select the “X” in the right corner to close and return to the payment screen.

Select the “Enter Payment Details” button to complete the payment process.

Course Confirmation/Payment: Yr 7 GE Enrolment Confirmation [Back to Course Confirmation/Payments]

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Library Fund	\$25.00
Grounds Levy	\$30.00
Total for this section:	\$865.00

Payment

Total Due: \$865.00

Enter your credit card details below to finalise your course confirmation and pay online.

Name on card

Card Type

Card Number

Expiry (Month/Year) /

CW/CVC [Where do I find my CW/CVC?](#)

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Buy" or "Submit" button below, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated above and that this will appear on your credit card statement as CompassPay.com. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at www.jshf.com.au/policy

To finalise payment, you will need to enter your credit/debit card details and choose to pay the full amount in one payment by selecting “Pay Now” or selecting “Pay in Instalments” for additional options.