We use Compass to communicate between your family and Copperfield College.
You can access Compass using any mobile phone or computer that has access to the internet.

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How to Login to Compass for the first time:
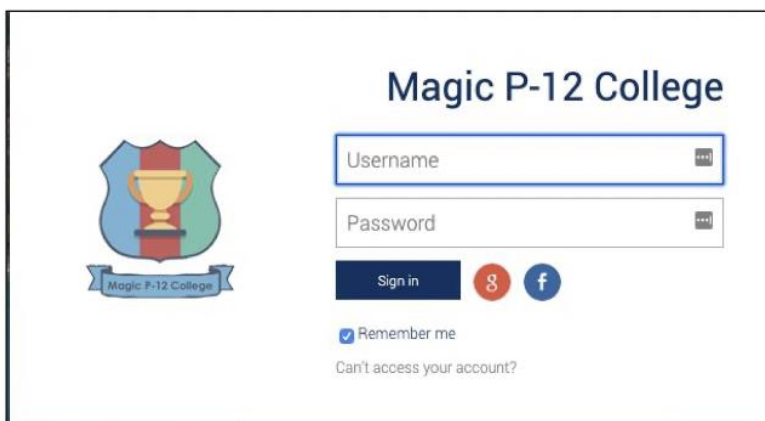## Desktop/laptop

1. To login, you'll need your **unique family username** and **password**.

    These details will have been given to you by the school, but if you haven't gotten them, please call the school office and they'll be able to give you that information.

    Sydenham Office Number: 9361 3888
    Kings Park Office Number: 9365 4111
    Delahey Office Number: 9307 5555

    <u>**Please note—Password:**</u> the school will give you a **temporary password** to use for the *first time* that you log into compass.

    To login, go to your school's Compass site. Type in your username and password and click 'Sign in'.

2. Once you've logged into compass you will then need to **confirm your email address and mobile number.**
    Please ensure these details are accurate as we will be using this information for SMS/email communications, and for password recovery if you no longer remember your compass details.

Welcome to the Magic P-12 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).

Mrs Sable BROOKS

Mobile	
Email	

3. Update from your temporary password to your **preferred password**.

Next, you will need to change your 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**

New Password:	
Confirm New Password:	
	Save

Once you've chosen your **preferred password** please press 'Save'.

That's how to log into compass for the first time.

4. Once you've logged in, you will be on the Home page. Here's a sample of what you'll see

Alerts - These are clickable alert items that you need to click on and complete.

Newsfeed - These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top however, posts set as 'Priority' by the school will show first regardless of the date.

Child Information - You will see each child you have at the school listed and clickable items that give you further details i.e clicking 'View Academic Reports' will take you to your child's available reports

Menu options - Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to placing a canteen order, access to viewing upcoming event information etc.

Menu Icons

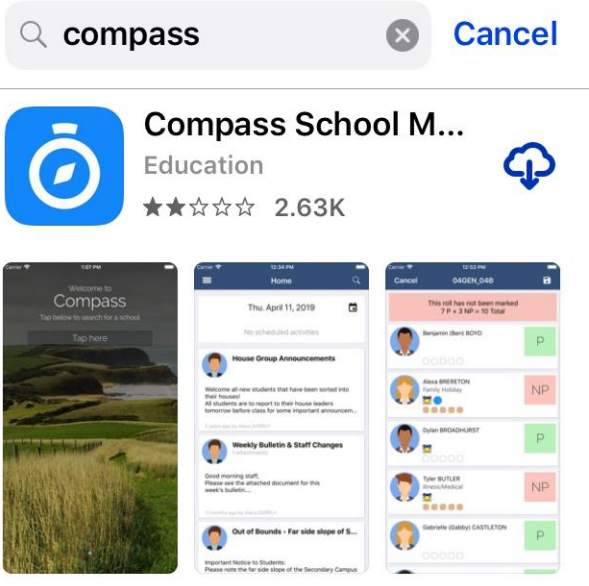|	
The Home icon can be clicked at any time to take you back to the **Home screen** in Compass.	
The Calendar icon will take you to view the available **Calendars** i.e. school events, your child's schedule etc.	
The Pencil icon opens the **Teaching and Learning menu** from which you can select to view all the Learning Tasks assigned to your child/children.	
The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.	
The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.	
The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.	
The Cog icon gives you access to the **Tools menu**. Here you can opt to change your password, view your payment history and update your details.	

What can Compass do?

You will be able to:

- Add attendance notes
- Communicate with your child's' teachers through email. (**Please note:** that if you'd like to talk to your child's teacher directly then please call the main office, where you'll be directed to the relevant teacher.)
- Monitor your child's homework and assessment tasks
- View Semester and progress reports
- Book Parent Teacher Conferences

- Consent and Pay for school events
- Order school lunches through the Canteen
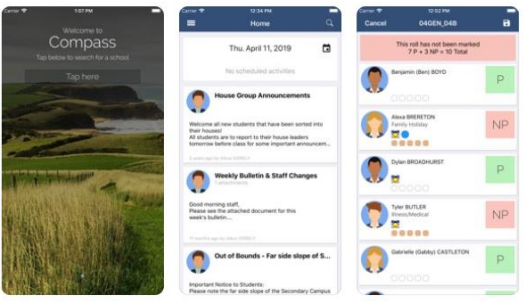- Make school fee payments
- View school news items.

How to Login to compass using the compass App for the first time:
App store

Please note: The compass App is available at both the App store, for iPhone users, and Google Play, for Samsung, etc. phone users. I personally use an iPhone, and so I will be taking you through the steps I've experienced in downloading the Compass App through the App store.

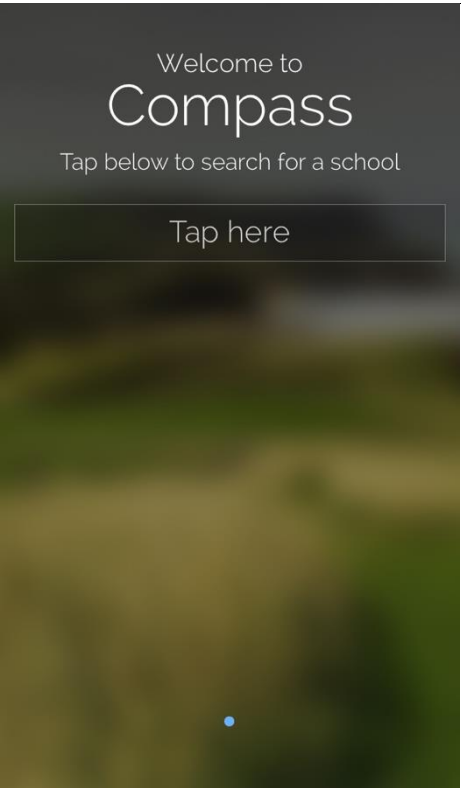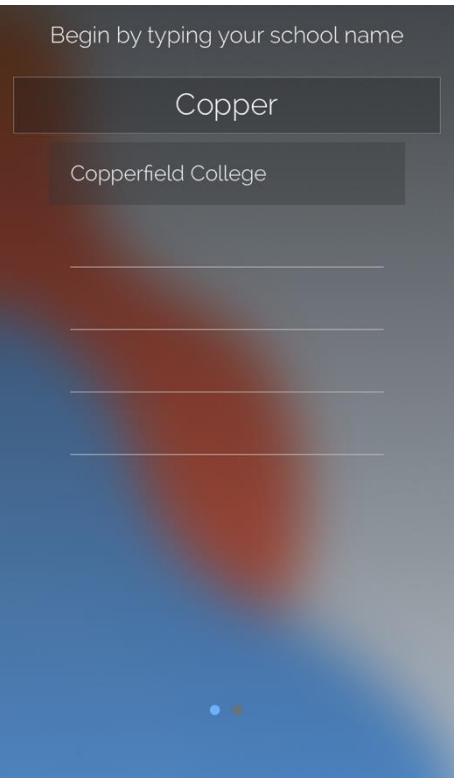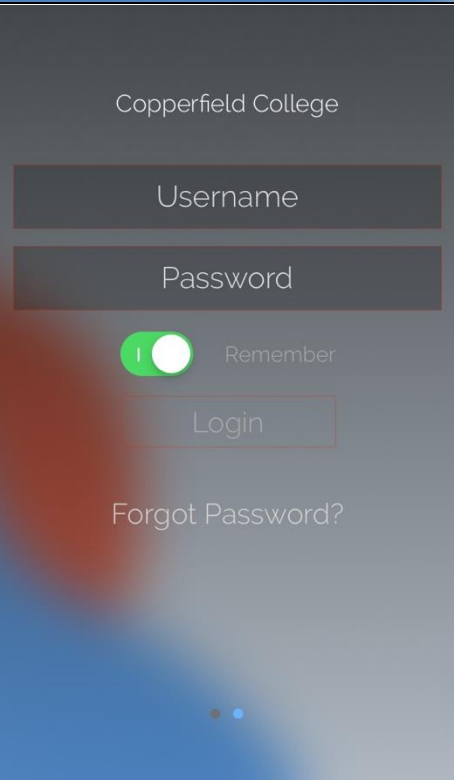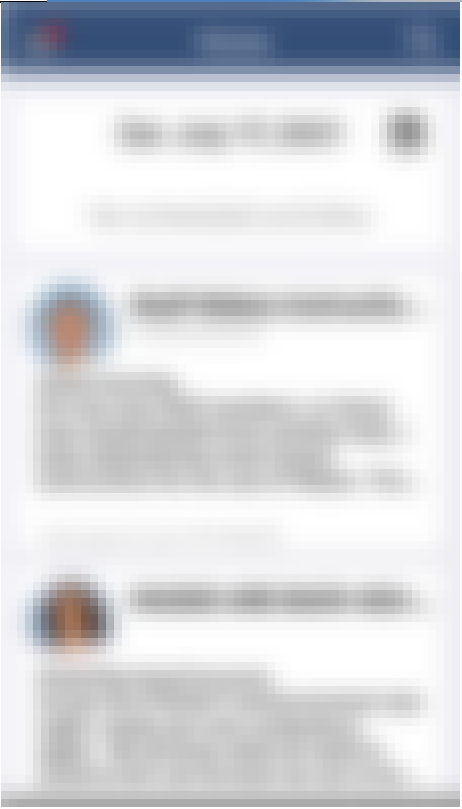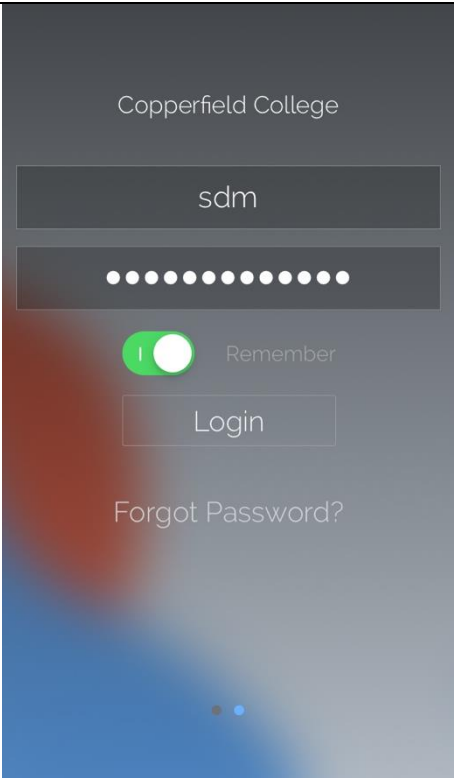|	
	1. After opening the App store, I typed 'compass' into the search bar at the top of the screen. The second option that came up was 'Compass School manager'. One way for you to know you've selected the right app is by noticing that the blue and white compass logo is visible. *In my image there's the iCloud symbol in the right-hand corner, which just indicates that I've downloaded compass before. Your phone will show a 'Get' button, similar to the 'open' button in the image below. Press the 'Get' button to download the App to your phone.

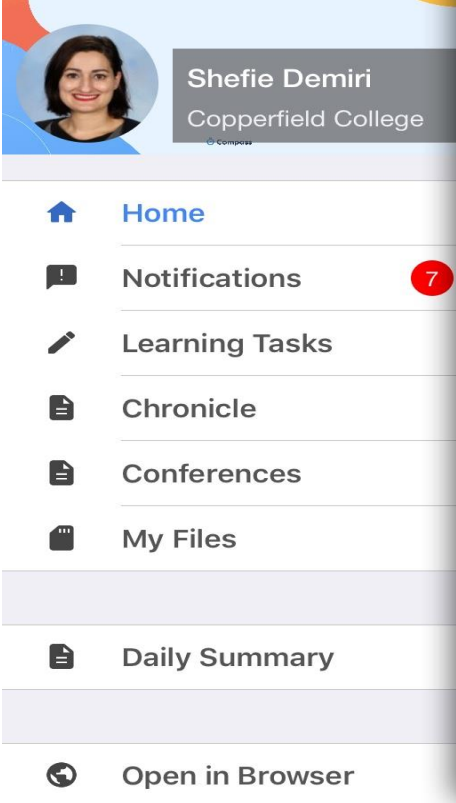|	
	2. Once the App has downloaded, press the 'open' button. Once the App opens for the first time it will ask if you'll allow notifications onto your phone.
	3. The compass App will lead you to the welcome page. In this example I typed in 'Copper' before 'Copperfield College' appeared. Click onto 'Copperfield College'.

Begin by typing your school name Copper Copperfield College	
Copperfield College Username Password ● Remember Login Forgot Password?	4. You'll now be directed to this page, which asks for your username and password. To login, you'll need your **unique family username** and **password**. *For instructions on how to gain this information, please refer to the **Desktop/laptop** instructions. My example will look differently to yours because I'm a staff member at Copperfield College. So, I've just put in my three-letter staff code, along with my password. When your username and password are typed in, press Login.

Copperfield College

sdm

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Remember

Login

Forgot Password?

5. The 'Home' screen.
Once you've successfully logged into the compass App, you'll be shown the 'Home' screen.

On the home screen I see the date, and below that are notifications sent by Copperfield College staff
*For the purpose of this example I've chosen a non-school day, however on school days you'll see the day's timetable.

6. On the 'Home' screen there are 3 horizontal lines in the left-hand corner of the screen. Press that button to see these options.

Key features of the compass App:

Notifications: This is where you can check communication from Copperfield College staff.

Learning Tasks: This is where you can check Learning Tasks (CATs/SACs/assessments).

Chronicle: This is where you can check compass posts relating to behaviour.

Copperfield College will be providing a series of supporting documents throughout term 3, 2021 to help make Compass more accessible to families.