

XHS Compass Parent Guide

Getting Started - Logging In To Website

Open [Compass](#) in a new tab

<https://xhsww-nsw.compass.education/> (copy and paste if clicking doesn't open it).

You will be provided a username and password similar to the one shown below:

Mrs Lily(GA) ARENA

6/11/2018

65 Bagarin Avenue
Tomakin, NSW, 2537

Your login details are as follows:

Username: LARE10

Password: 163519

Forgotten your password? Click on "Can't access your account?" on the login page and follow the prompts.

Input your provided username and password into the applicable boxes and then click Sign In

Xavier High School - Albury



Username

Password

Sign in 

Remember me

[Can't access your account?](#)

You are now logged into Compass.

Preparing our students **FOR TOMORROW**



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Forgot Login Details

If you have lost or forgotten part of your login details please see below for instruction on how to retrieve this. After trying below, if you are still having issue please email xhs-info@ww.catholic.edu.au or call our front office: 02 6040 6388

Xavier High School -
Albury



Username

Password



Remember me

[Can't access your account?](#)


1:17 4G

Xavier High School - Albury

Username

Password

Remember



[Forgot Password?](#)

Whether you have lost/forgotten your username or password, in order to obtain either, you need to click on "Can't access your account?" (website) or "Forgot Password?" (app) - as shown in the screenshots.



Forgot My Username

If have lost/forgotten your username, click/tap on “I don’t know my username”

Compass Login Help

What is your Compass username (if you know it)?

Continue

[I don't know my username](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

You will then be asked for the email address or phone number you have provided the school.

If you have neither of these, you need to contact the school.

Forgot My Password

If you know your Compass username, you can enter that to obtain your password.

Compass Login Help

What is your Compass username (if you know it)?

Continue

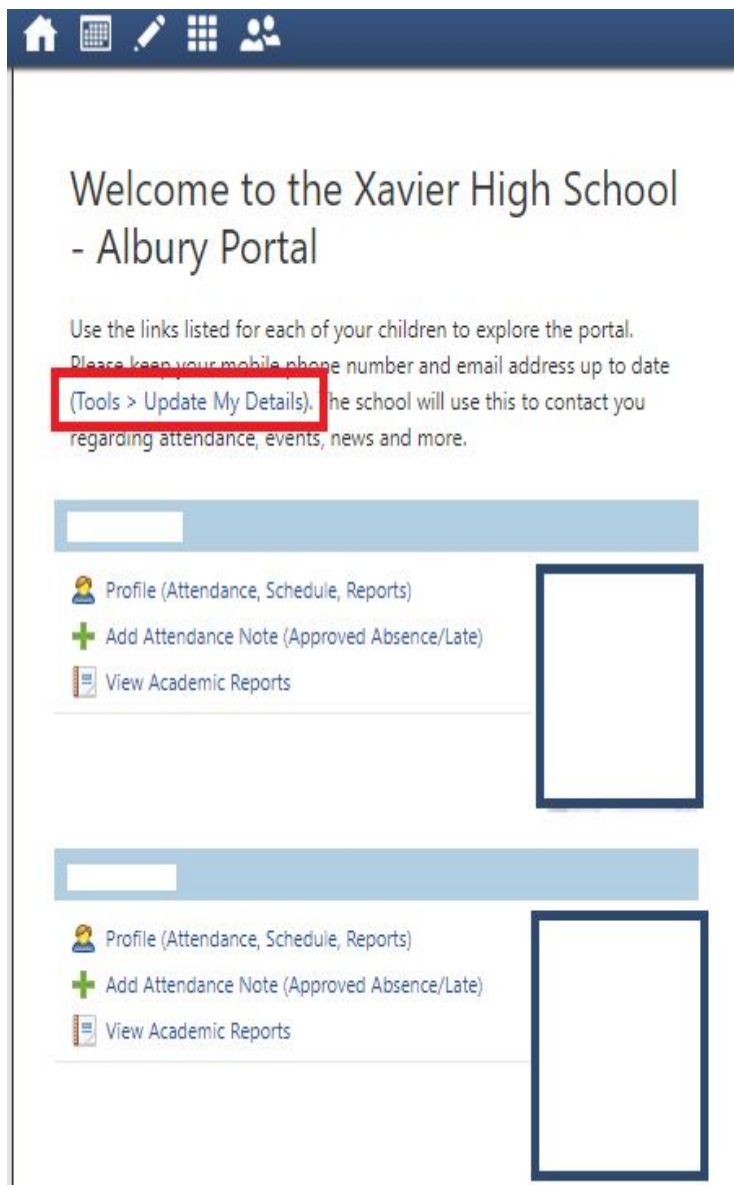
[I don't know my username](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.



Navigating Compass

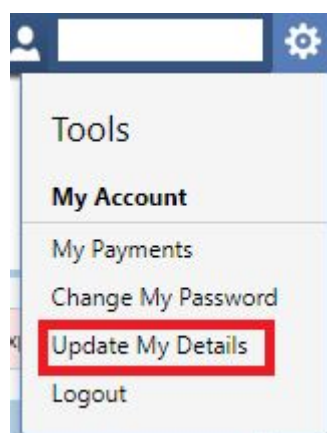
Home Page



On the left side of the homepage you will see your child(ren), and you can quickly access their applicable profiles to view attendance records, their timetable and reports.

You can also directly add attendance notes into Compass, explaining their absence.

It is important that your contact details are kept up to date so that the school can accurately notify you of your child(ren)'s absence via SMS and other communication sent via SMS or email. As highlighted on the left, you can quickly access this from the home page. You can also access this from any page within Compass, shown below.





Compass



My News

Attendance: Attendance Note Required

[Name] was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Attendance: Attendance Note Required

[Name] was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Welcome to Compass

Hi Parents,

Welcome to Compass!

In Compass you will be able to directly input your child(ren)'s attendance, access their reports & timetable and update your details. Please note that it may take up to two business days for your detail changes to be applied across our systems.

For a guide on how to use Compass, [click here](#), or copy and paste this link into your web browser: https://docs.google.com/document/d/149hmAz4-pdiU8Bsx3n5V-xH0Sgwso2PViRna8B_YE7Y/edit?usp=sharing

There will be more features added to Compass in the future, which be communicated to you throughout next year.

1 minute ago by Samuel Kramer

The right side of the homepage shows you news items and highlights those that require attention, such as an unexplained absence.



Student Profile

The student profile allows you to see your child's daily attendance & schedule, as well as any important notifications regarding your child and their attendance.

Across the top of the page, you can also dive deeper into their schedule in order to see their entire timetable, see their full attendance history, and access their reports.

The screenshot displays a user interface for a student profile. At the top, there are navigation tabs: **Dashboard**, **Schedule**, **Learning Tasks**, **Attendance**, and **Reports**. The **Schedule** and **Attendance** tabs are highlighted with red boxes. Below the tabs, the **Student** section includes fields for **Details**, **Groups**, **Student IDs**, and **Email**. A **Today's Attendance** section shows a row of colored circles (green, white, green, green, red, green) and an **Add** button. The main area features a **Thursday, 06 December 2018** timetable with the following entries:

Time	Class
8am	
8:50	95HRMAG5 - CMC61 - MGR
9am	9:05: 10HIS4 - CMCR2 - GMK
10am	10:05: 10ENG4 - 307 - KWI
11am	11:30: 10MINB - 224 - LDO
12pm	
12:30	10REL4 - 307 - MMG TTR
1pm	
2pm	2:20: 10PDMC - 406 - LAZ GMK
3pm	
4pm	
5pm	

On the right side, the **Student Chronicle** section includes a **Date Filter** set to **This Year** and a notification: **Attendance Notification - Student Unaccounted For**, recorded on Nov 16 at 08:55am. A pink banner at the top right indicates that the student has a large number of 'Not Present: Unexplained' entries (37).



Attendance Notes

If your child(ren) have been, or you know they are going to be, absent or late you can put attendance notes directly into Compass. This can be accessed from the home page, or from the student profile.

Welcome to the Xavier High School
- Albury 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)
+ Add Attendance Note (Approved Absence/Late)
View Academic Reports

Profile (Attendance, Schedule, Reports)
+ Add Attendance Note (Approved Absence/Late)
View Academic Reports

Dashboard Schedule Learning Tasks **Attendance** Reports

Summary **Notes/Approvals** Unexplained Arrival/Departure Full Record

Attendance Notes

+ Add Attendance Note

Start	Finish	Reason	Entered By	V	Entered
01/01/2018	31/12/2018				

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When entering the attendance note, you will need to select a reason for the absence, give concise details about the absence and choose the applicable date and time ranges. When selecting the time, you can also select periods throughout the day if they are only going to be absent for particular periods.

The attendance note will also show you any lessons that the absence will affect.

Be sure to click Save when you are done.

Attendance Note Editor

Note Details

Person: _____

Reason:

Details/Comment: _____

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in HSC are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 10/12/2018 08:00 AM Select a period...

Finish: 10/12/2018 05:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
99HRMAQ3 (7-12 H...	10/12/2018 08:50 AM	10/12/2018 09:04 AM
10GEO4 (10 Geogra...	10/12/2018 09:05 AM	10/12/2018 10:04 AM
10REL4 (10 Religion)	10/12/2018 10:05 AM	10/12/2018 11:04 AM
10ISTA (10 Informati...	10/12/2018 11:30 AM	10/12/2018 12:29 PM
10MINB (10 Mathem...	10/12/2018 12:30 PM	10/12/2018 01:29 PM
10SCI4 (10 Science)	10/12/2018 02:20 PM	10/12/2018 03:19 PM

Save Cancel



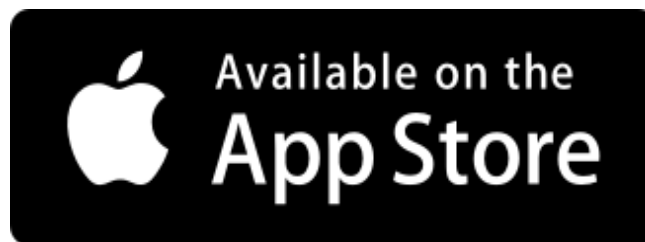
Compass App

While the app is not essential, it offers the convenience of having simplified portal information at your fingertips.

Where Can I Get It?

For [Apple Devices](#), click on the image below, or this link

<https://itunes.apple.com/au/app/compass-school-manager/id778415974?mt=8>



Similarly, for [Android Devices](#) click the image or this link

https://play.google.com/store/apps/details?id=com.jdlf.compass&hl=en_AU



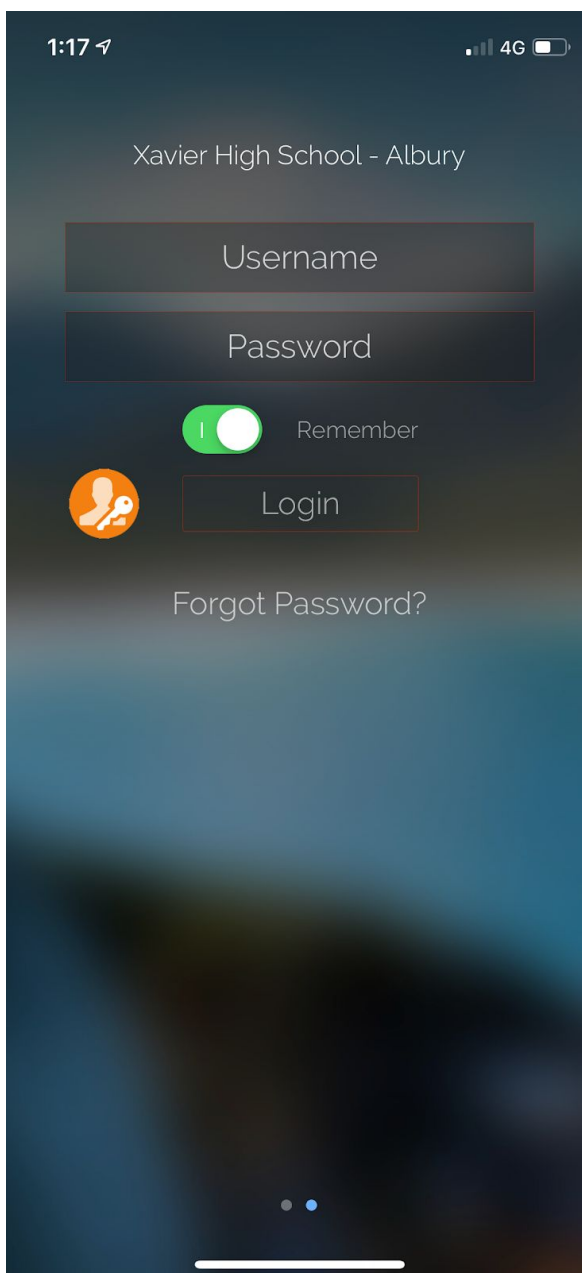
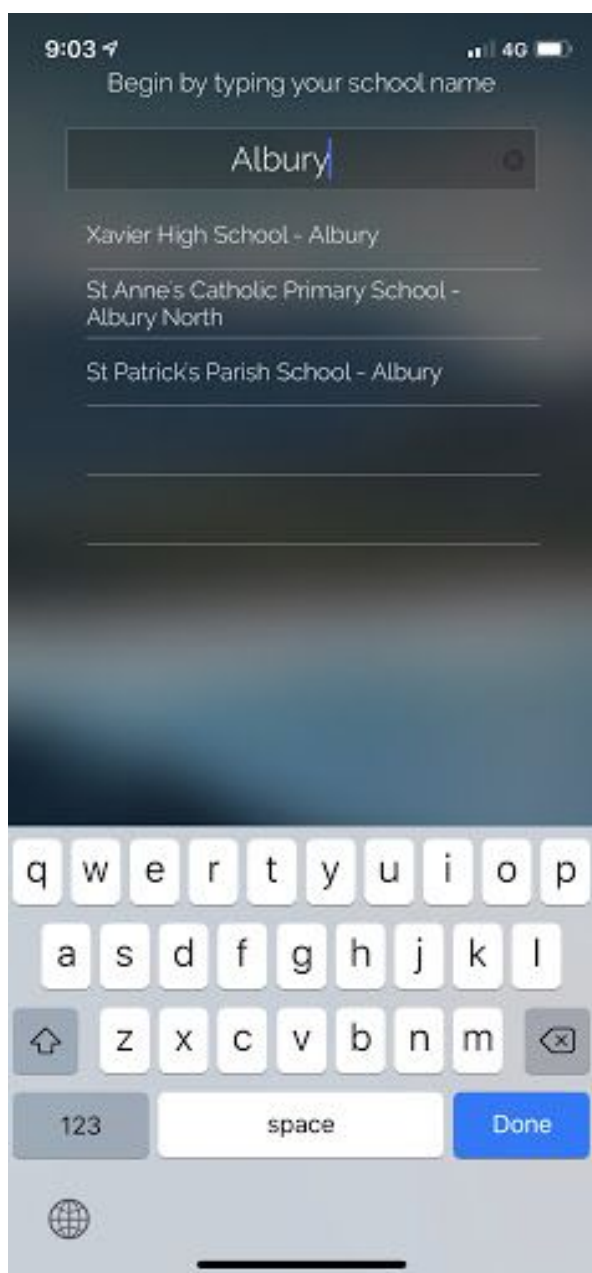
In both the App Store and Google Play store you can also search for Compass School Manager. It looks like the below image.





How to Log In

When opening the Compass app for the first time you will need to add Xavier High School to your app. In order to do this, it is easiest to search for Albury and then choose Xavier High School - Albury from the list, as shown below. Once you have selected Xavier, like the website, you use the username and password that was provided to you. If you can't remember your password, or have lost your username - see the [Forgot Login Details](#) section of this guide.





What Does It Look Like?

The app homepage shows each of your children as well as the newsfeed. Clicking on one of children allows you to view their profile and add attendance notes as well as view their reports and timetable.

