



# 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



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 (Username and/or Password)

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 an issue please email [xhs-info@ww.catholic.edu.au](mailto:xhs-info@ww.catholic.edu.au) or call our front office: 02 6040 6388

Xavier High School - Albury

Username

Password

Sign in

Remember me

Can't access your account?

1:17 4G

Xavier High School - Albury

Username

Password

Remember

Key icon

Login

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.



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

## Compass



### My News

#### Attendance: Attendance Note Required

\_\_\_\_\_ was recorded as 'not present' or 'late' without explanation.

[Click here for more information](#)

#### Attendance: Attendance Note Required

\_\_\_\_\_ 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-xH0Sgws02PViRna8B\\_YE7Y/edit?usp=sharing](https://docs.google.com/document/d/149hmAz4-pdiU8Bsx3n5V-xH0Sgws02PViRna8B_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





## 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 a search bar, a profile picture placeholder, and 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 **Schedule** section is titled **Thursday, 06 December 2018** and shows a vertical timeline from 8am to 5pm. The schedule includes the following entries:

Time	Class
8:50	99HRMAQ5 - CMC61 - MGR
9:05	10HIS4 - CMCR2 - GMK
10:05	10ENG4 - 307 - KWI
11:30	10MINB - 224 - LDO
12:30	10REL4 - 307 - MMG TTR
2:20	10PDMC - 406 - LAZ GMK

On the right side, the **Student Chronicle** section features a **Date Filter** set to **This Year** and a dropdown for **Displaying entries made between 1/1/2018 and 31/12/2018 for: All Categories**. Below this, an **Attendance Notification - Student Unaccounted For** is displayed, recorded on **Nov 16 at 08:55am**. A red banner at the top right of the page 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

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				

Page 1 of 1 Items 20 1 - 1 of 1



# Preparing our students FOR TOMORROW



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

Finish: 10/12/2018 05:00 PM

**Potentially Affected Sessions**

Activity	Start	Finish
99HRMAQ3 (7-12 H...	10/12/2018 08:50 AM	10/12/2018 09:04 AM
10GED4 (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



## PTS Interviews (Conferences)

Our PTS Interviews are now booked through Compass. In order to make bookings to see your child(ren)'s teachers you can use either the web portal or the app.

**My News** Education Diocese of Wagga Wagga

- Parent Student Teacher Conference**  
Term 1 Parent Teacher Interviews  
[Click here for booking](#)
- Event Consent/Payment Required**  
There are 2 events awaiting your consent and/or payment.  
[Click here for more information](#)
- Attendance: Attendance Note Required**  
Hamish(P) was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)
- School Newsletter**  
Attached is the school newsletter 5/3/2019.  
[newsletterTuesday-26-February-2019-Screen](#)  
13 minutes ago by Justin Graham
- School Parent Fete Committee Meeting**  
The school fete committee will be meeting in the Library on Tuesday 19th March at 5pm. All are welcome.  
Just now by Justin Graham
- Meet the Teacher Evening**  
The 'Meet the Teacher' evening will take place on Wednesday 13th March commencing in the Hall at 6:30pm. All teachers will be available for informal discussions throughout the event. Light refreshments will be served at the event.  
1 minute ago by Justin Graham

The web portal will give you an automatic notification in your news feed advising you to book your interviews and provide you with a link, however the app will not show this notification.

In the app you will need to tap on the 3 lines at the top left, and then choose Conferences.

You can also access the bookings use the Community tab at the top of the web portal.

2:07 4G

Mrs Lily(GA) ARENA  
CEnet Wagga Wagga Test Portal

- Home
- Notifications
- Conferences**
- Open in Browser
- Help
- Switch Accounts

James

Community

- Conferences (formerly PST)
- School Documentation

**Conference Cycles**

Cycle Name

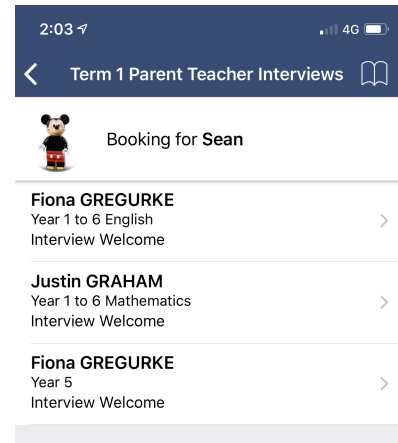
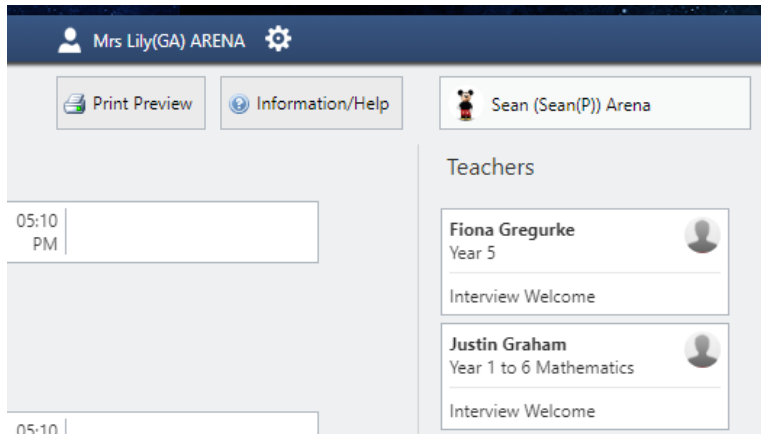
**Term 1 Parent Teacher Interviews**  
Hamish(P) Croke, Destiny(P) Croke  
First Slot: Thursday, March 7 2019 - 03:30 PM, Last Slot: Thursda

**2017 Term 4**  
Medline(P) Croke

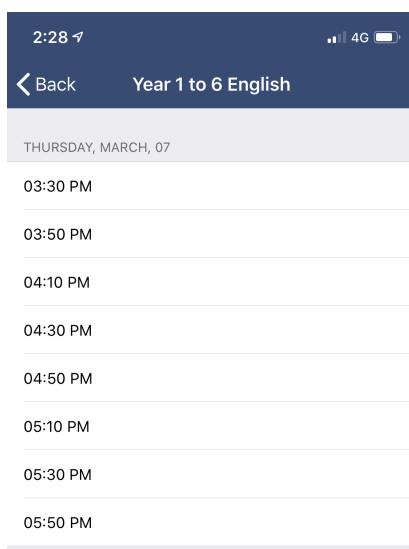
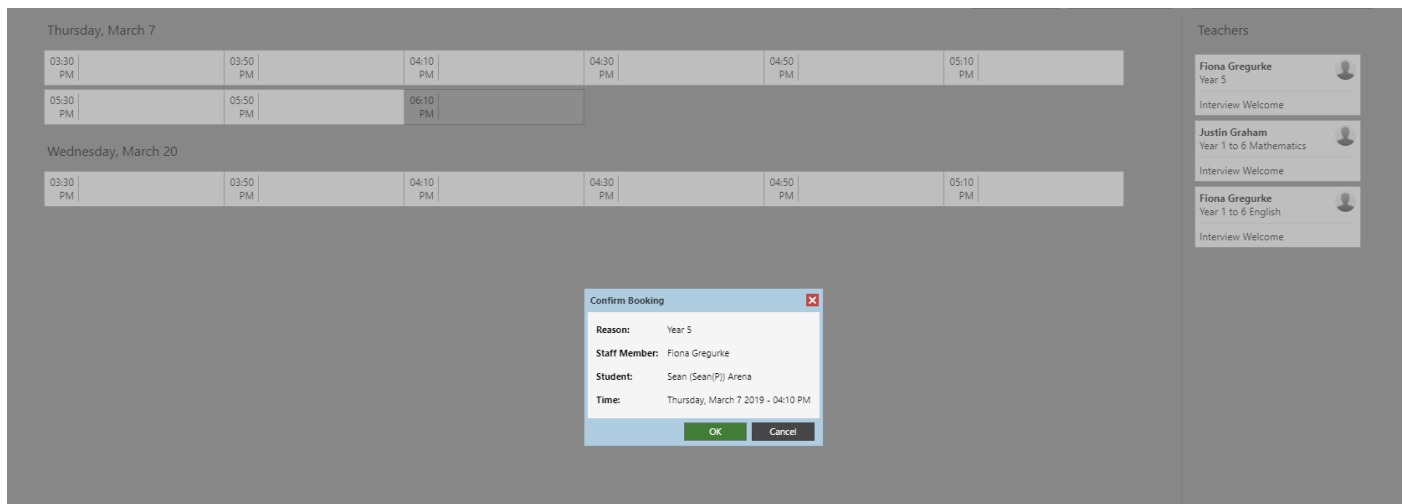
# Preparing our students FOR TOMORROW



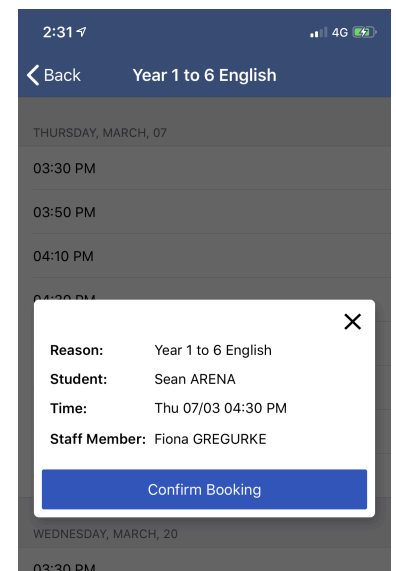
Your child(ren)'s teachers will then appear for your selected child. To switch between children, just tap/click on them. Below are screenshots from both the web portal and the app.



In order to make a booking, firstly tap on person you would like to make a booking with, all of the available time slots for that person will then be highlighted. Any time slots not available for this person will be greyed out in the web portal, or simply won't show if using the app.



Tap on the time slot you wish to book, you will then be asked to confirm your booking.



# Preparing our students FOR TOMORROW



Once you have booked with one person, they will turn green, as will the time slot you booked with them.

Thursday, March 7

03:30 PM	03:50 PM	04:10 PM	04:30 PM Fiona Gregurke Teacher for Year 1 to 6 English	04:50 PM	05:10 PM
05:30 PM	05:50 PM	06:10 PM			

Wednesday, March 20

03:30 PM	03:50 PM	04:10 PM	04:30 PM	04:50 PM	05:10 PM
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Teachers

- Fiona Gregurke  
Year 5  
Interview Welcome
- Justin Graham  
Year 1 to 6 Mathematics  
Interview Welcome
- Fiona Gregurke  
Year 1 to 6 English  
Thu 07/03 04:30 PM

2:35 4G

< Term 1 Parent Teacher Interviews

Booking for Sean

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**Justin GRAHAM**  
Year 1 to 6 Mathematics  
Interview Welcome >

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**Fiona GREGURKE**  
Year 5  
Interview Welcome >

---

**Fiona GREGURKE**  
Year 1 to 6 English  
Thu 07/03 04:30 PM >

2:37 4G

< Back Year 1 to 6 Mathematics

THURSDAY, MARCH, 07

03:30 PM

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03:50 PM

---

04:10 PM

---

04:30 PM  
Fiona GREGURKE for Year 1 to 6 English

---

05:10 PM

---

05:30 PM

---

05:50 PM

---

06:10 PM

You can then continue to keep booking times to see other teachers, and use the green time slots to know what other times you have booked.

If a teacher is greyed out, this means all their available time slots have already been booked.



## PTS Interview Locations

In order to see where the staff are located for your PTS interviews, you must use the web portal. Once logged into the web portal, head into the Conferences (where you booked them, shown above).

Once there, you can either click on the timeslot you have booked or the teachers on the right. If you would like to see a list of all your bookings on one page, with their times and locations, click Print Preview.

## Bookings for Term 1 Parent Teacher Interviews

Booking Time	Teacher Photo	Student and Parent Information	Interview Information
Thursday 07/03 04:30 PM		Student: Sean (Sean(P)) Arena Parents: Mrs Lily(GA) ARENA, Mr Joe(GB) ARENA	Teacher: Fiona Gregurke Teacher for Year 1 to 6 English Location: Room 473
Thursday 07/03 05:30 PM		Student: Sean (Sean(P)) Arena Parents: Mrs Lily(GA) ARENA, Mr Joe(GB) ARENA	Teacher: Justin Graham Teacher for Year 1 to 6 Mathematics Location: 898

At this stage location CANNOT be viewed from the app, but can also be found on notice boards at the school, when attending for your interviews.



## Viewing Reports

Student reports will now be available to access in Compass. You can access your child(ren)'s reports through both the web portal and the phone app. Over time previous reports will also be accessed in this way.

### Web Portal

Welcome to the CEnet Wagga Wagga Test 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.

**Sean(P) Arena**

- Profile (Attendance, Schedule, Reports)
- Send email to Sean(P)'s teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports**
- Book Parent Student Teacher Conference

**James(P) Arena**

- Profile (Attendance, Schedule, Reports)

Once you have logged into the web portal, you can click on View Academic Reports under the child you wish to view the report of. You can also access this from the Reports tab on their profile.

Click on required report cycle to view your child's report.

### Student: Sean (Sean(P)) Arena - YR 5, Year 5

Dashboard Schedule Learning Tasks Attendance **Reports** Analytics Insights

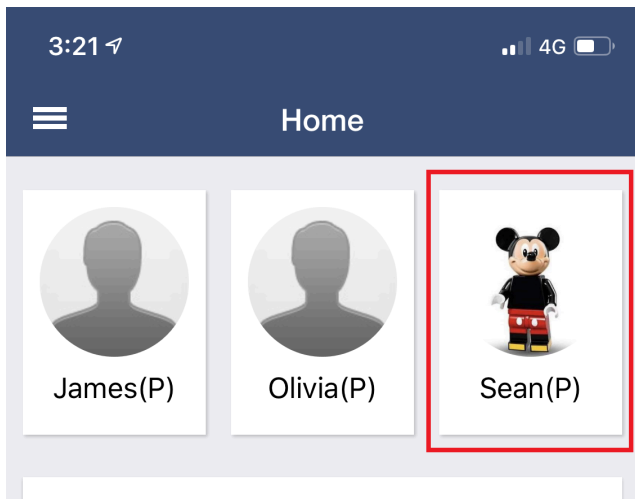
**Reports**

Reporting Cycle	School
<b>2019 - Semester One 2019</b>	CEnet Wagga Wagga Test Portal

**Progress Reports**

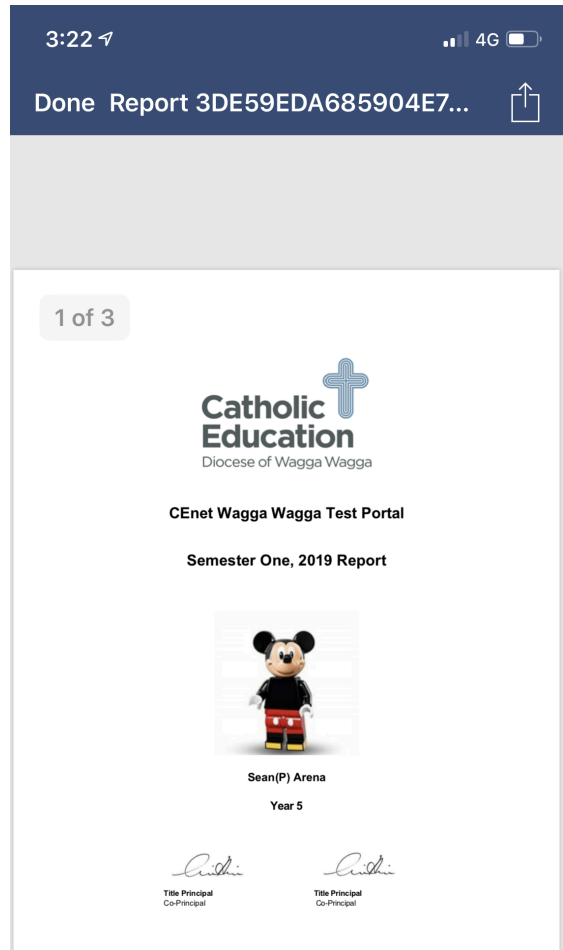
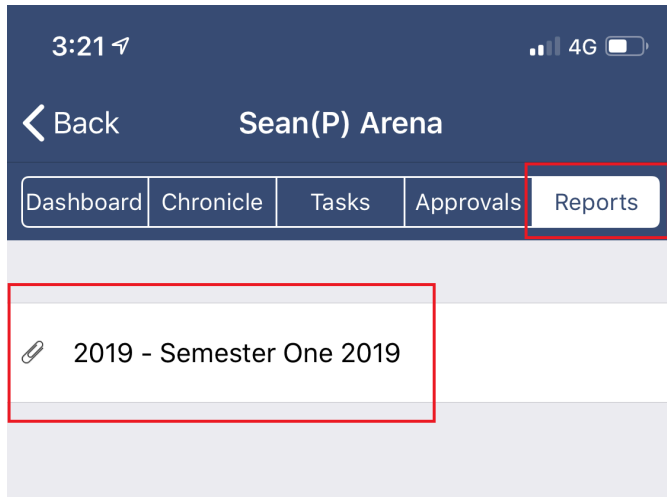


## Phone App



To view the report from your phone app, tap on the required child, then tap reports.

Once you have tapped reports, like the web portal, choose the required reporting cycle to view your child's report.





## Interim Reports and Summative Assessment Task Feedback

Student Interim Report feedback is now done via Compass Learning Tasks. Course SAT results and feedback is also provided in this space.

### Web Portal

To access via the website select your child then choose the Learning Tasks tab and then the Work Related Abilities task. There will be one for each of the courses your child is enrolled in. Tasks will show across multiple pages. Use the navigation bar at the bottom of the page to browse across multiple pages. Additionally the Categories filter can be used. Work Related abilities are General, SATs are Assessment.

Compass Xavier High School - Albury

Student: **Jackson Manning** - DY4, Year 7 Active

Dashboard Schedule **Learning Tasks** Attendance Reports Insights

Show Hidden Tasks Turn off code grouping Academic Year: (Currently Relevant)

Categories: **General**

Learning Task	Status	Result	Actions
07ENG English Y07			
<b>General</b> Work Related Abilities Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending	Consistently	
07HSI HSE Y07			
<b>General</b> Work Related Abilities Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending		
07MAT Mathematics Y07			
<b>General</b> Work Related Abilities Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending		
07MUS Music Y07			
<b>General</b> Work Related Abilities Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending		
07PDH PDHPE Y07			
<b>General</b> Work Related Abilities Subject-wide Task   Report: Yes	Due date: No due date Submitted: Pending		
07REL Religion Y07			

Click on the Work Related Abilities Task and then Click the Feedback tab to see details on each ability.

Learning Task - Work Related Abilities

Task Details **Feedback**

Grades

Respectful towards staff and students	Consistently
Prepared for class (arrives on time with correct equipment)	Usually
Manages time effectively	Sometimes
Committed to learning	Usually

Teacher Responses

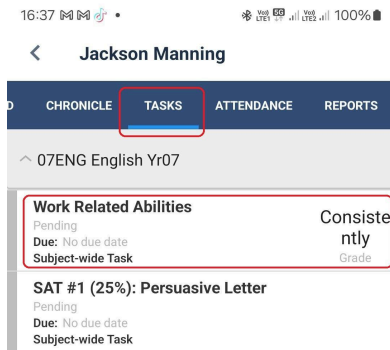
Filename	Uploaded
No responses have been uploaded yet	



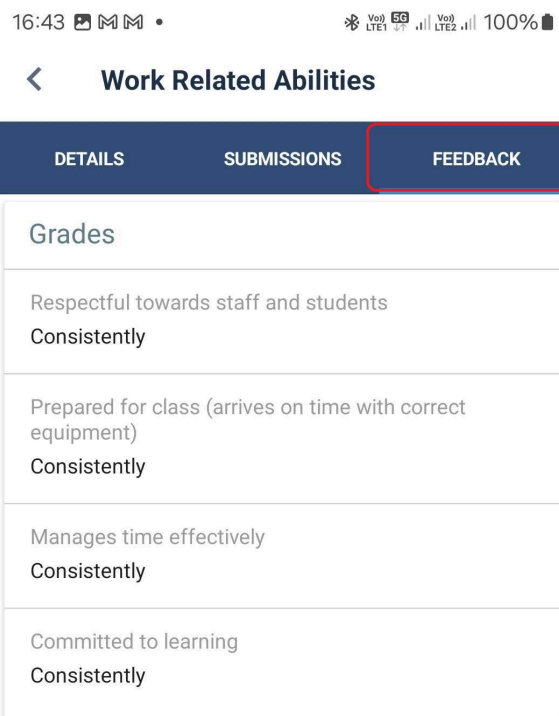
# Preparing our students FOR TOMORROW



## Phone App



On the Phone App - Choose your Child then select Tasks. For Interim Report feedback choose the Work Related Abilities Task.



Across the top choose "Feedback" to read the specified feedback.

Please note the process is the same for SAT tasks just choose the relevant SAT task instead of the Work Related Abilities. SAT results are released throughout the duration of the course These results are released as the tasks are undertaken and marked.



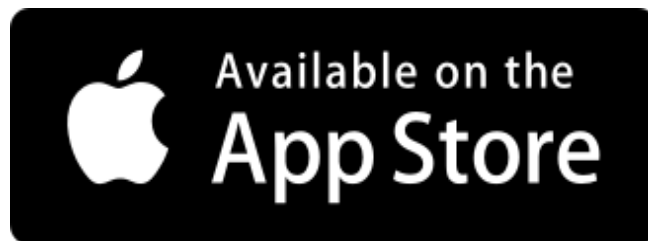
## Compass App

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

### Where Can I Get It?

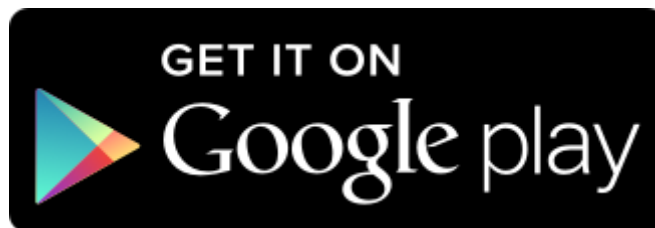
For [Apple Devices](#), click on the image below, or this link

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



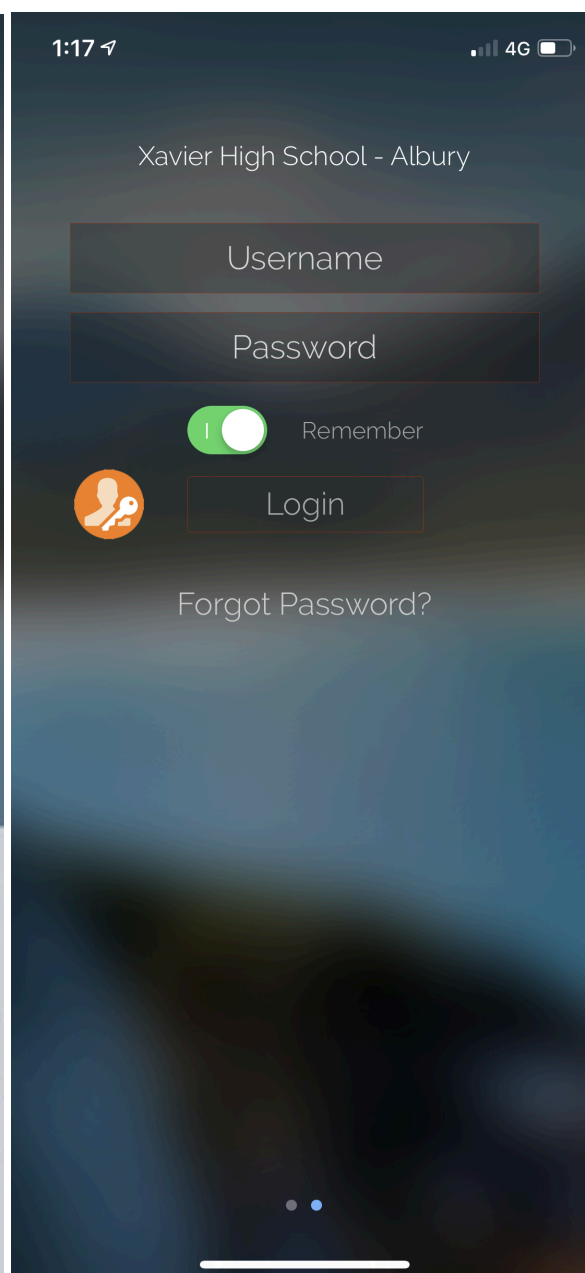
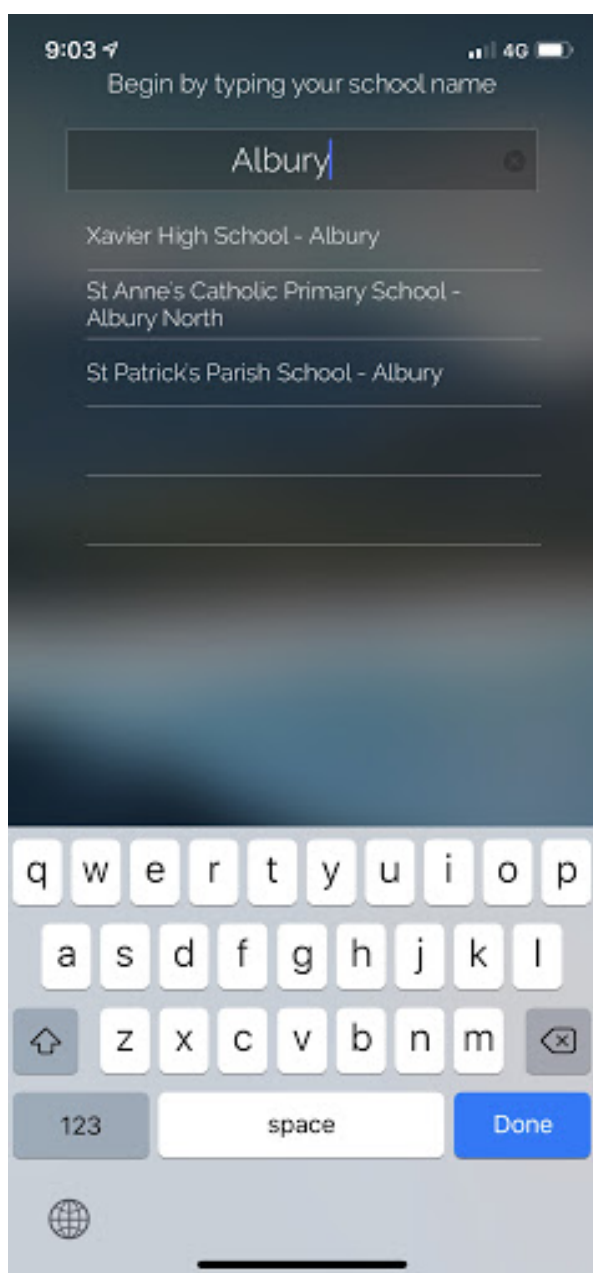
In both the App Store and Google Play store you can also search for Compass School Manager. It looks like the below image.





## 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.

