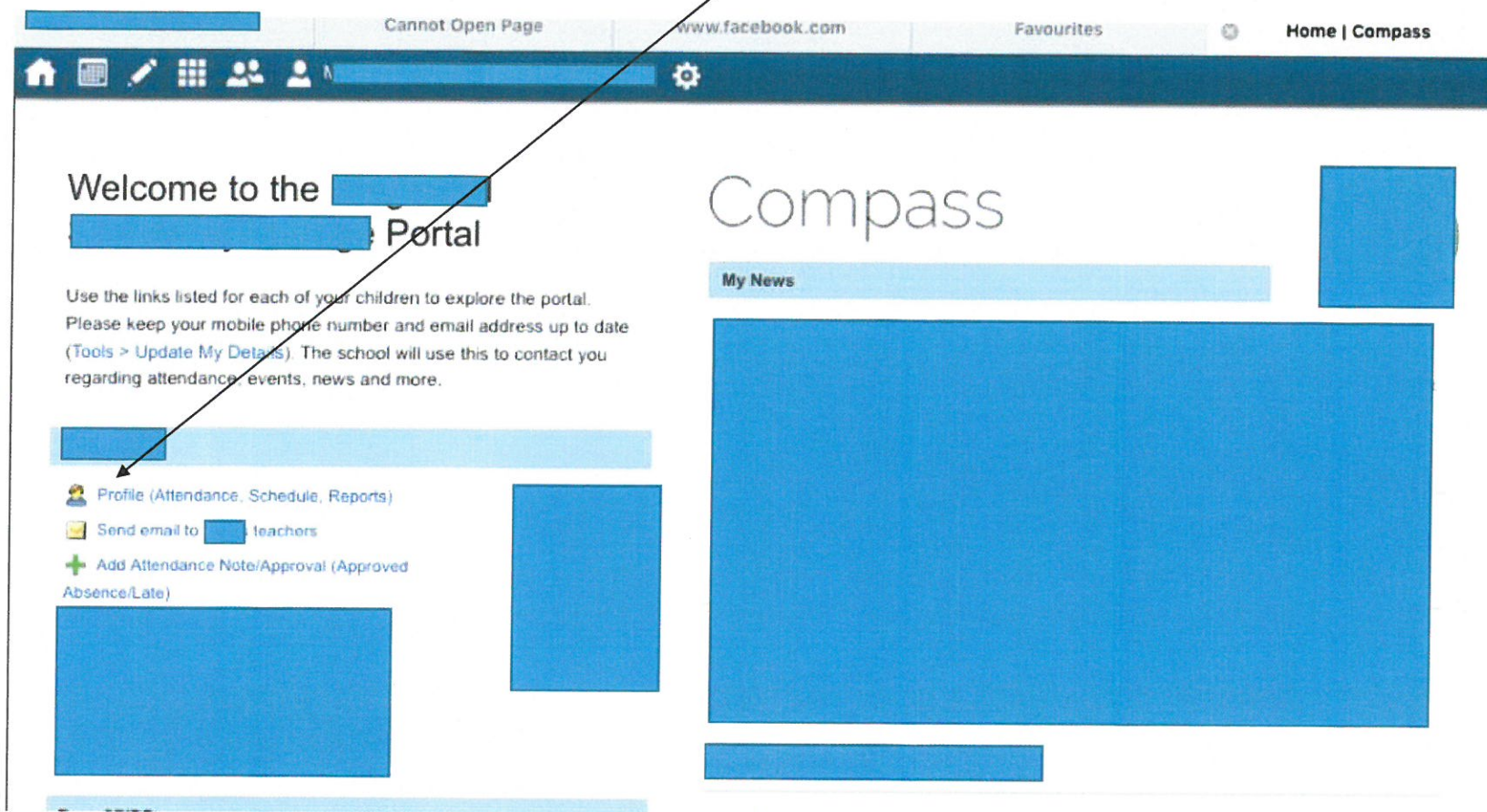


INSTRUCTIONS FOR PARENTS TO ACCESS COMPASS EMAILS

Log into COMPASS and from your Home Page, go to your child's profile:



Once on your child's page, select 'email'

The screenshot shows a web interface for a student's profile. At the top is a navigation bar with icons for home, calendar, pencil, grid, and user profiles, followed by a search bar and a settings gear. Below this, the page is titled "Student:" followed by a redacted name. A horizontal menu contains tabs for "Dashboard", "Schedule", "Learning Tasks", "Attendance", "Reports", and "Ani". The "Dashboard" tab is active. Under the "Student:" header, there is a redacted profile picture and a list of details: "Details:", "Groups:", "Student IDs:", and "Email:". Each detail is followed by a redacted value. Below the "Email:" field, there is a button with an envelope icon and the text "Email", followed by a green "+ Add" button. Below this section, a date bar indicates "Monday, 13 November 2017". At the bottom left, the time "8am" is displayed. A black arrow points from the text "select 'email'" to the "Email" button.

then click here

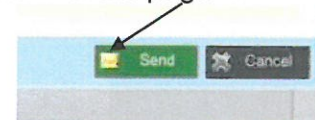
This is a close-up of the "Email" button and its dropdown menu. The button has an envelope icon and the text "Email". To its right is a green "+ Add" button. The dropdown menu is open, showing a single option with an envelope icon and the text "Teachers". A black arrow points from the text "then click here" to the "Teachers" option in the dropdown menu.

Once you are in the email section, complete the subject and message.
Then add the recipient for the email (the class teacher or specialist).

The screenshot shows a 'Send Email' dialog box with a light blue header and a white body. The body contains the following elements:

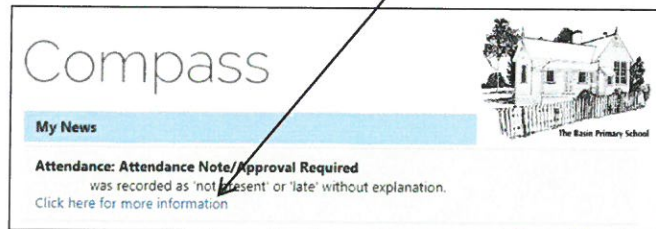
- Email subject:** A text input field with an arrow pointing to it from the text above.
- Insert context:** A section with a blue bar and a small 'i' icon. Below it, a note reads: 'Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.'
- Formatting toolbar:** A row of icons for text formatting (B, I, U, A, A-), alignment (left, center, right), and other functions (link, unlink, list, table).
- Recipients:** A section on the right with a blue header and a white body. It contains a green '+ Add Recipients' button and a red 'X Remove All' button. Below these is a large blue rectangular area with four red 'X' icons on its right side. An arrow points to the 'Add Recipients' button from the text above.

Then send your message by clicking on the 'send' button at the bottom of the page



APPROVING AN ABSENCE OR LATE ARRIVAL

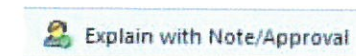
If your child has any absences or late arrivals that have not been approved by you, these will appear under My News. Click on the link for more information to open and view these.



Review the absence(s) and/or late arrival(s) and tick the box beside each event that you approve. Then click the Explain with Note/Approval button.

The screenshot shows the 'Student' page with the 'Attendance' tab selected. The 'Unexplained' sub-tab is active, displaying a table of 'Not Present/Late: Unexplained' events. An arrow points to the checkbox next to the first event.

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/> 5442V_SA	20/04/2016 09:00 AM	20/04/2016 01:30 PM	1	NLS	PA00	Not Present



Choose a reason for the absence/late arrival from the drop down arrow. Then click save.

The screenshot shows the 'Attendance Note/Approval Editor' form. It includes a 'Reason' dropdown menu with a downward arrow, a 'Details/Comment' text area, and an 'Important Notice' section. Arrows point to the 'Reason' dropdown and the 'Save' button.

Attendance Note/Approval Editor

Note/Approval 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 VCE 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).

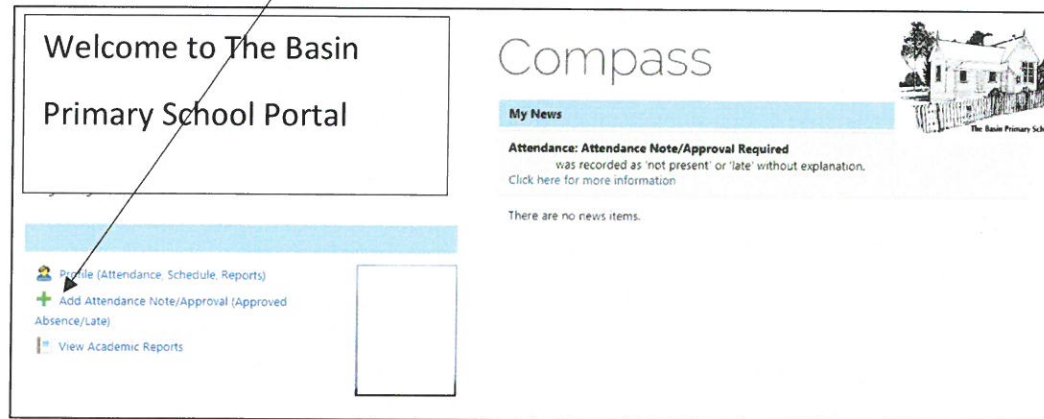
Important Notice

This will automatically insert the appropriate number of approvals for the selected sessions.

Buttons: Audit, Save, Cancel

AUTHORISING A FUTURE ABSENCE

To enter parent approval for a future absence such as a family holiday, a medical appointment, etc. go to the Family Home Page and click on **Add Attendance Note/Approval (Approved Absence/Late)**.



Enter the reason for the future absence from the drop down arrow. Enter a brief comment if appropriate.

Enter the start date and the finish date. Click save. This future absence will now be applied to all relevant rolls.

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes/Approvals Unexplained Arrival/Departure Full Record

Attendance Note/Approval Editor

Note/Approval Details

Person:
Reason:
Details/Comment:

Potentially Affected Sessions

Activity	Start	Finish
56GEN_5 (Level 5...	03/05/2016 09:00 AM	03/05/2016 01:30 PM
56GEN_5 (Level 5...	03/05/2016 02:30 PM	03/05/2016 03:30 PM

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 VCE 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: 03/05/2016 08:00 AM Select a period...
Finish: 03/05/2016 05:00 PM Select a period...

Save Cancel

Page 1 of 1 Items 20 1 - 2 of 2 Page 0 of 0 Items 20