



ST JOHN'S CATHOLIC PRIMARY SCHOOL  
DAPTO

# COMPASS PARENT PORTAL

---

# 21

Compass is a Student Information System that allows parents/carers access to your child(ren)'s records.

## 01

WEB

[sjddow-nsw.compass.education](http://sjddow-nsw.compass.education)

## 02

APP

<https://apps.apple.com/au/app/compass-school-manager/id778415974>



# St John's Catholic Primary School

## Compass Parent Portal

Encountering Christ through a love of learning,  
love of others and service to all

### What is Compass?

Compass is a Student Information System that allows parents/carers access to your child(ren)'s records.

The Parent Portal allows parents/carers to:

- Monitor your child(ren)'s attendance, and enter explanations for their full day and partial absences.
- Update your family details — mobile and email address.
- Download and view your child(ren)'s semester reports.
- View 'My News' — a news feed of school announcements, alerts and updates.
- View the school calendar.
- Book Learning Conversation meetings.
- Provide consent for events and excursions.



### How can I get access?

[sjddow-nsw.compass.education](http://sjddow-nsw.compass.education)

- Every parent/carer will have a separate account to log into the Compass Parent Portal.
- Compass App is also available for iOS and Android.

### What can I get access to?

- The student's profile page.
- Attendance pages where notes/approvals can be entered.
- Full record history of the student's attendance.
- School calendar.
- Academic reports for the student.
- Learning conversations bookings.

### What is 'My News'?

The 'My News' section displays any applicable reminders or notifications which may include:

- Outstanding absences that require a note or approval.
- Learning Conversations that are available for booking.
- Semester Reports that are available for download.
- Excursions or Events that require consent and/or payment.
- News Feed items that have been targeted to you as a parent will also be displayed.

Jerematta Street Dapto

T 02 4261 4611 E [info@sjddow.catholic.edu.au](mailto:info@sjddow.catholic.edu.au)

[www.sjddow.catholic.edu.au](http://www.sjddow.catholic.edu.au)

## On first login (Computer)



# 01

sjddow-nsw.compass.education

- Login with your username & password (issued by St John's Dapto)

# 02

Upon logging into the Parent Portal for the first time, you will be prompted to update your contact information.

- Check that your Mobile Number and Email Address are correct.
- If Correct — Click/Tap **'Update My Details'**.
- If Incorrect — Change appropriately and then Click/Tap **'Update My Details'**.

The screenshot shows the parent portal interface. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star, along with a user profile icon labeled 'YOUR NAME' and a settings gear. The main heading reads 'Welcome to the St John's Catholic Parish Primary School - Dapto Parent Portal'. Below this, a paragraph explains that the user's mobile number and email address will be used for school communications. The form section is titled 'YOUR NAME' and contains two input fields: 'Mobile' with a dropdown menu set to Australia and 'Email' with the placeholder 'Your Email Address'. A red circle highlights the 'Update My Details' button. To the right of the form, a yellow box contains the instruction: 'CHECK THAT YOUR MOBILE NUMBER AND EMAIL ADDRESS ARE CORRECT.' followed by two bullet points: '• If correct, CLICK/TAP 'Update My Details'' and '• If incorrect, change and CLICK/TAP 'Update My Details''. Below the form, there is a link 'I don't have these details' and a disclaimer paragraph. The footer of the page includes 'Compass (984.3908 / 11.63.5.0 / CL1#1)' on the left and '© Copyright 2019 - Website Policies' on the right.

# 03

Next, you will need to change your Temporary Password

- Enter New Password, Confirm New Password.
- Save.

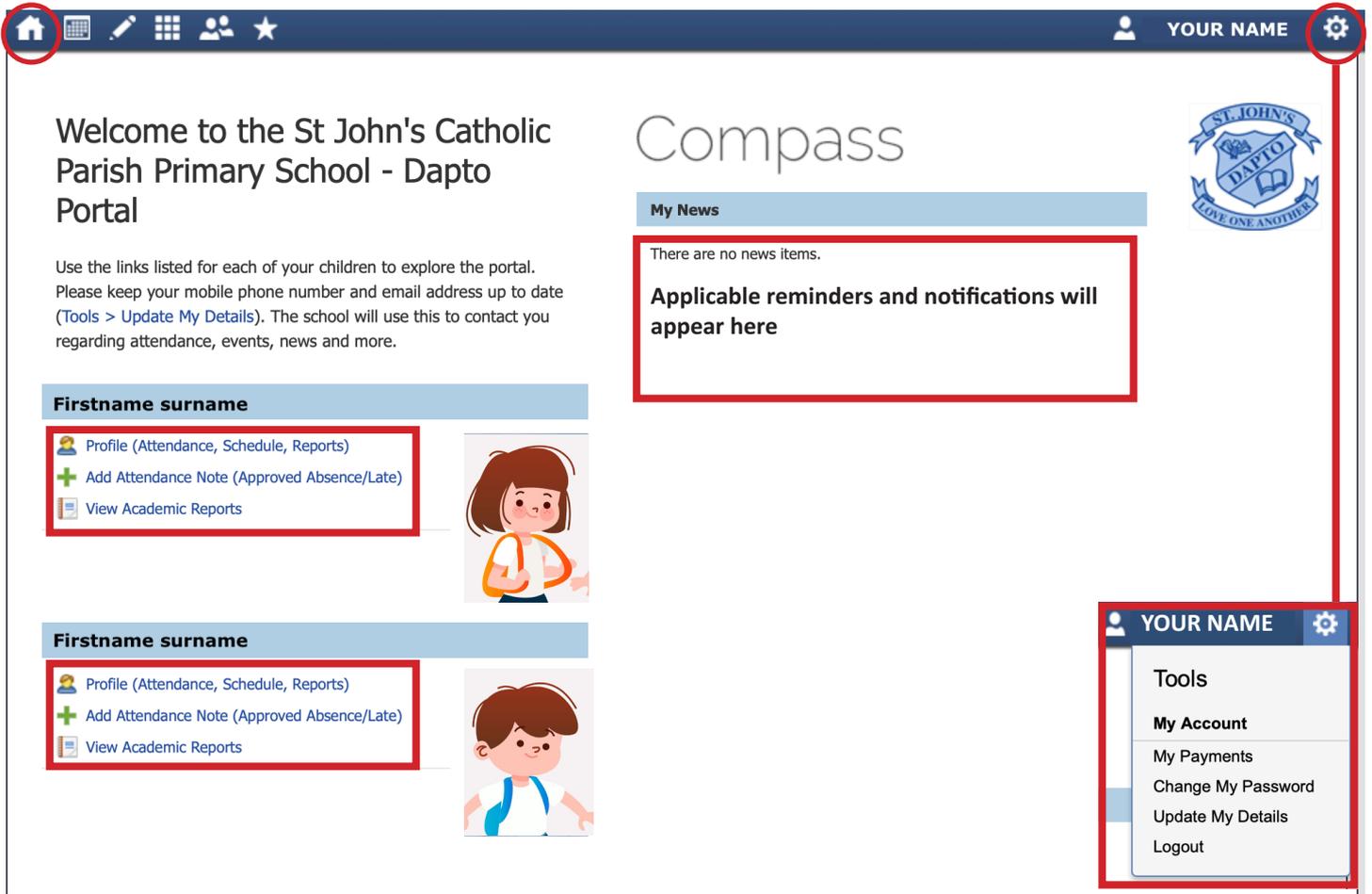
The screenshot shows the 'Change Password' form in the parent portal. The heading reads 'Next, you will need to change your password'. Below this, the text 'Your new password must:' is followed by a list of requirements: '• Not contain your username', '• Not be a password recently used by this account', '• Be at least eight (8) characters in length', '• Contain at least one (1) UPPERCASE letter', '• Contain at least one (1) lowercase letter', and '• Contain at least one (1) number'. A red circle highlights the 'New Password:' and 'Confirm New Password:' input fields, along with the 'Save' button. The footer of the page includes 'Licenced for NEALS' and the NEALS logo.

## About the Home Screen (Computer)

# 01

### Home Screen Access

-  Calendar access — coming 2019.
-  Teaching and Learning: Learning Tasks & School Resources.
-  Organisation: Events.
-  Community: Conferences & School Documentation.
-  Tools: My Payments, Change My Password, Update My Details (Mobile & Email), Logout.



Welcome to the St John's Catholic Parish Primary School - Dapto 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.

**Firstname surname**

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

**Firstname surname**

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

**Compass**

**My News**

There are no news items.

**Applicable reminders and notifications will appear here**

**YOUR NAME**

**Tools**

- My Account
- My Payments
- Change My Password
- Update My Details
- Logout

# 02

### Tools:

If you wish to update your email address or mobile phone number or password after your initial login, you can do so by navigating to the Tools menu.

## Add Attendance Note — Notes/Approvals (Computer)

# 01

### Home Screen

- Click/Tap on Add Attendance Note (Approved Absence/Late)

### Firstname surname

 Profile (Attendance, Schedule, Reports)

 **Add Attendance Note (Approved Absence/Late)**

 View Academic Reports



# 02

### Enter:

- Enter a reason ...
- Details/Comment:
- Start/Finish Date and Time
- Click/Tap Save

### Delete a Note/Approvals

- Notes and Approvals can only be deleted by the School Office.
- Please note that these are only notes and do not mark the student as absent or present.

**Note: Entering a late or early leave note does NOT replace having to present at the front office and signing your child in or out.**

Student: FIRSTNAME SURNAME — CLASS, YEARGROUP Active

Dashboard Schedule Learning Tasks **Attendance** Reports Insights

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

### Attendance Note Editor

**Note Details**

Person: FIRSTNAME SURNAME

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:

Finish:

**Potentially Affected Sessions**

Activity	Start	Finish
Y4_4G (Year 4 Curri...	27/02/2019 08:30 AM	27/02/2019 12:00 PM
Y4_4G (Year 4 Curri...	27/02/2019 12:00 PM	27/02/2019 02:40 PM

**Medical - Illness**  
Includes: Sickness, medical and dental treatment

**Medical - Appointment**  
Includes: Appointments with medical professionals, dental practitioners

**Holiday**  
Student does not attend school due to student/family holiday

**Other Explained Absence**  
School has received a satisfactory explanation for a student's absence. Includes: misadventure or unforeseen event, participation in non-school events, domestic necessity such as serious illness of an immediate family member, attendance at funerals, recognised religious festivals

**Natural Disaster**  
Student is unable to attend school due to an extreme weather event or other natural disaster. Includes: Bushfire, flood, storm events

Tip: If you select AM & PM (Select a period...) times will automatically default to 8:30am and 2:40pm.

## Add Attendance Note — Notes/Approvals (App)

# 01

### APP available from Apple App Store and Google Store (Compass Education)

- Download the App
- First Login, Search for 'Dapto' — This will list St John's Catholic Parish Primary School Dapto. Tap.
- If it is your first login you will need to go through the process to change your password, see p2 for password rules)
- If not, tap on your child.
- Tap on Approvals.
- Tap on + (symbol — bottom right hand corner)
- Add Attendance Note.