



## EMERALD SECONDARY COLLEGE

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# COMPASS PARENT PORTAL

### Features of Compass:

- It is online so it allows the convenience of 24/7 access.
- Available via computers, smartphones and tablets.
- Ensures your child's information is password protected and only available to you.

### Accessing Compass and logging in:

Compass can be accessed via the school web page [www.emeraldsc.vic.edu.au](http://www.emeraldsc.vic.edu.au)

Simply click on the Compass Login and then enter your log in details. Login details will be emailed out to all new Parents of Year 7 students early in the new year.

### Compass also:

- Provides period by period information on Attendance, including late arrivals and student timetables.
- Enables parents to approve absences on line and also enter known absences ahead of time such as medical appointments. We encourage parents to approve/upload prior absences on the Compass Portal themselves rather than phoning the College as we no longer have a direct absence line. If there are queries of course they can be addressed to the College - either by selecting the Junior or Senior Year Level office or in person at the General Office.
- In case of unapproved absences parents will receive an automated text message sent around 11.30am each day. You will be able to login and approve these absences and utilise the portal to approve upcoming absences for medical appointments etc.
- Sends messages to an entire class, Home group or Year Level or personalised notices for a specific student.
- Students will have their own Compass log in to access their timetables, room changes and targeted messages, plus newsfeed.

### Using Compass:

Compass modules allow access to a wealth of on line services such as:

- Direct contact with teachers via email. Please note that teachers are busy so allow a reasonable time for a reply.
- Access to Interim and End of Semester Reports.
- A system that can provide positive feedback and identify any areas of concern.
- Parents can monitor learning tasks.

### Please remember to:

- Keep your password secure
- Log on regularly
- Update your email address and/or mobile phone details when they alter

For further information, or assistance, you can access the video on the College website or feel free to call the school on 5968-5388.