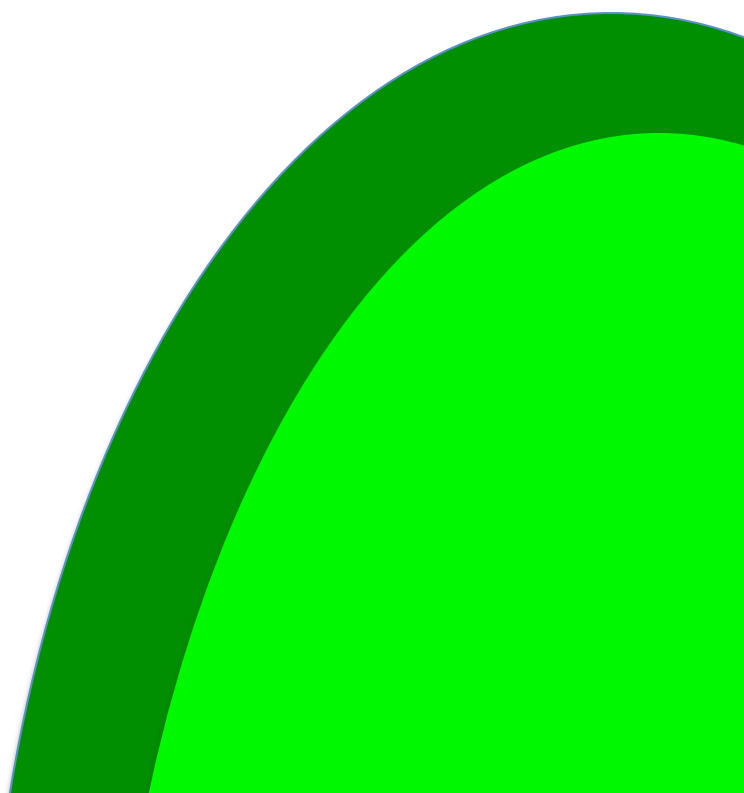
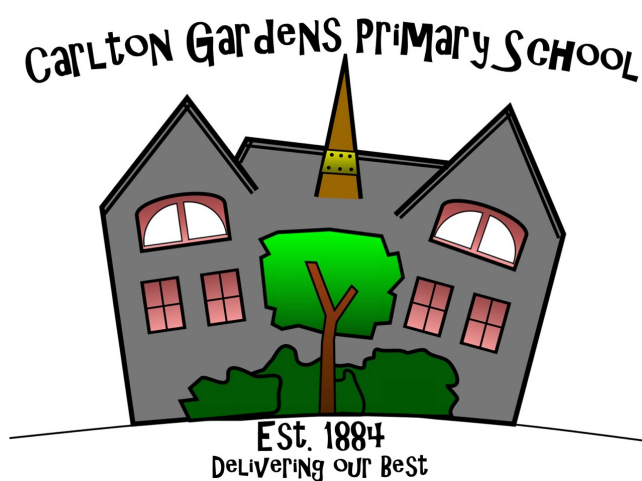


CARLTON GARDENS PRIMARY SCHOOL

Parent Information for Compass School Manager



Topics Covered

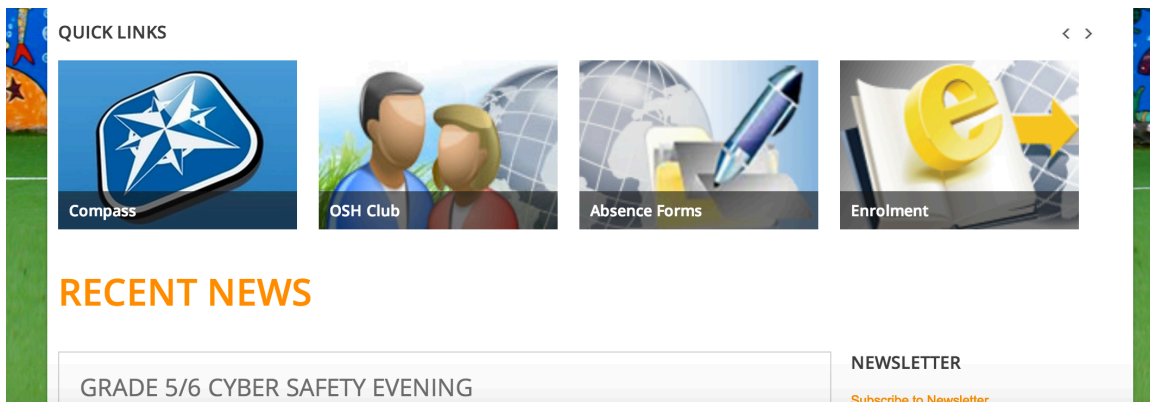
- - Receiving Login Details
- - Accessing Compass
- - First Login
- - Updating Details and Password
- - Family Homepage
- - Approving Unapproved Absence and Lateness
- - Parent Authorising Future Absence

Login Details

Parents have received a login slip. It had your username and password for logging into the Compass School Manager. If you have not received your login details please contact the school.

Accessing Compass

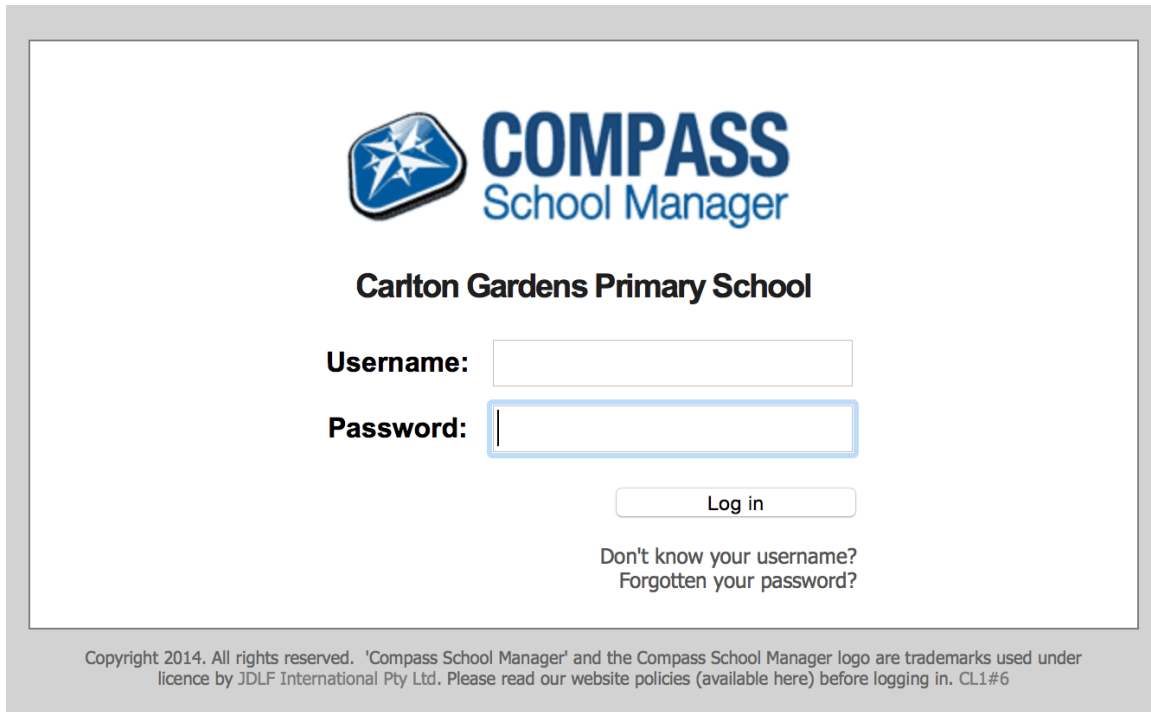
The login page to Compass can be found by either, browsing to the school homepage and clicking on the link



Or by going directly to <http://carltongardens.vic.jdlf.com.au/Login.aspx>

First Login

Enter the login details provided and click the Log in button



The screenshot shows the login interface for the Compass School Manager. At the top is the Compass School Manager logo, which consists of a blue shield with a white compass rose and the text "COMPASS School Manager" in blue. Below the logo is the school name "Carlton Gardens Primary School" in bold black text. There are two input fields: "Username:" and "Password:". The "Password:" field is highlighted with a blue border. Below the input fields is a "Log in" button. Underneath the button are two links: "Don't know your username?" and "Forgotten your password?". At the bottom of the page, there is a small copyright notice: "Copyright 2014. All rights reserved. 'Compass School Manager' and the Compass School Manager logo are trademarks used under licence by JDLF International Pty Ltd. Please read our website policies (available here) before logging in. CL1#6".

COMPASS
School Manager

Carlton Gardens Primary School

Username:

Password:

[Log in](#)

[Don't know your username?](#)
[Forgotten your password?](#)

Copyright 2014. All rights reserved. 'Compass School Manager' and the Compass School Manager logo are trademarks used under licence by JDLF International Pty Ltd. Please read our website policies (available here) before logging in. CL1#6

On your first logon, you will be asked to verify your email address and mobile number, for future communications out of the Compass system.

You then will be given the option to change your password if you so desire.

Family Homepage

Once you have logged in you will see your family homepage, as seen on the next page. Depending on the amount of children you have at the school, you will see a profile for your individual students.

Any alerts you may have will be in the My Alerts feed.

And any relevant news items will be in your My News feed.

Click on the student profile link to see more detailed information about your student.

Welcome to the Carlton Gardens Primary School 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 Parent Approval (Approved Absence/Late)
 View Academic Reports

Compass

My News

Attendance: Parent Approval Required
 [Child Name] was recorded as 'not present' or 'late' without approval.
[Click here for more information](#)

Grade 5/6 Cyber Safety Evening
 Throughout this year we have become more and more concerned about the inappropriate use of technology by students outside of school hours. We have had a number of incidents where students have been using their phones, tablets or computers to share inappropriate content through everyday programs such as Skype as well as openly sharing their information online to...
[cyber safety evening .pdf](#)
 Oct 28th by Andrew (Bloomfield) BLOOMFIELD [\[See More\]](#)

Approving Unapproved Absence and Lateness

If you have an outstanding alert to check unapproved lateness or absence, click the hyperlink below.

Attendance: Parent Approval Required
 [Child Name] was recorded as 'not present' or 'late' without approval.
[Click here for more information](#)

This will take you to the unapproved absence screen for your student.

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

Summary | Approvals | **Unapproved** | Arrive/Depart | Full Record

Unapproved Not Present/Late

Parent Approve
 [Print Unapproved Letter](#)

<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input type="checkbox"/>	GENERAL_56B	06/11 08:55 AM	06/11 01:30 PM	1	R16	FAU	Not Present
<input type="checkbox"/>	GENERAL_56B	30/10 08:55 AM	30/10 01:30 PM	1	R16	FAU	Not Present
<input type="checkbox"/>	GENERAL_56B	27/10 08:55 AM	27/10 01:30 PM	1	R16	FAU	Not Present
<input type="checkbox"/>	GENERAL_56B	22/10 01:30 PM	22/10 03:30 PM	2	R16	FAU	Not Present
<input type="checkbox"/>	GENERAL_56B	22/10 08:55 AM	22/10 01:30 PM	1	R16	FAU	Not Present

Page 1 of 1
 Items 20
 Displaying Unapproved Records 1 - 5 of 5

Review the absence or lateness, tick the boxes of the ones you approve and then click the parent approve button, as seen below.

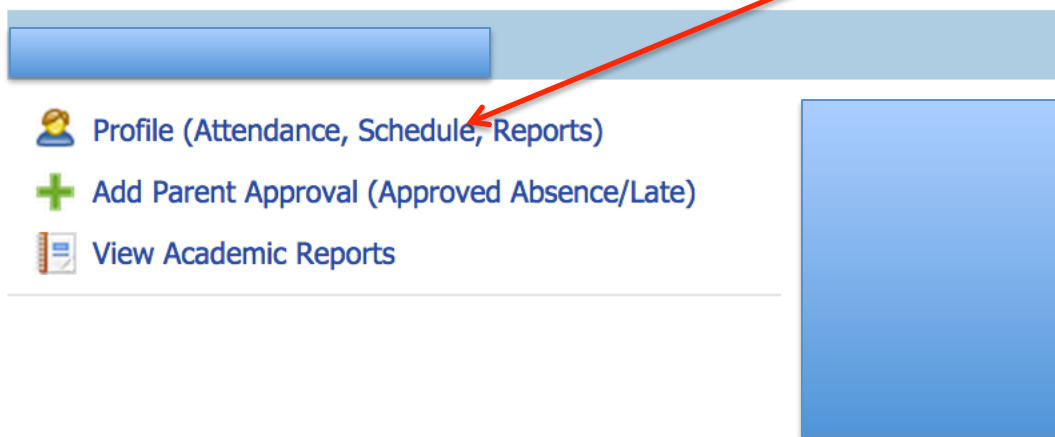
Parent Approve

Any absence or lateness you are unsure of will need to be resolved via a phone call to the School. 9663 9502

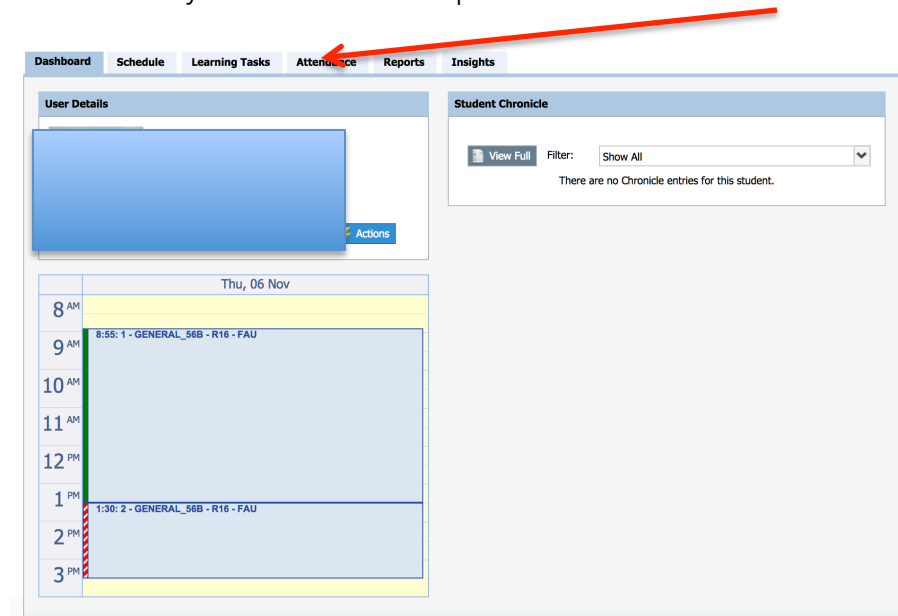
Parent Authorising Future Absence (Holidays or appointments)

In the event, where you would like to put in a future parent approved absence, Compass allows you to do that.

Firstly click on the student profile for the student in question, as shown below.



This will take you to the student's profile. Click on the attendance tab.



Then click on the approvals tab.


Summary Approvals Unapproved Arrive/Depart Full Record

Daily Activities & Attendance

Currently Viewing: < 06/11/2014 >

Activity	Start	Finish	Pd	Location	Staff	Status
GENERAL_56B (Generalist)	06/11 - 08:55 AM	06/11 - 01:30 PM	1	R16	FAU	Not Present: Unapproved
GENERAL_56B (Generalist)	06/11 - 01:30 PM	06/11 - 03:30 PM	2	R16	FAU	Not Marked.

Click on add Parent Approval

 **Add Parent Approval**

Select a reason for absence from the list, e.g. Medical, Dentist, Parent Choice etc.

Parent Approval Editor

Approval Details

Person: Trent PARKER

Reason: **Medical**

Details/Comment: Medical
Dentist
Bereavement
Parent Choice
Family Holiday
Religious/Cultural Observance

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).



Time Period

Start: 22/04/2013 08:00 AM Select a period...

Finish: 22/04/2013 05:00 PM Select a period...

Affected Sessions

Activity	Start	Finish
HG0807	22/04 - 09:00 AM	22/04 - 09:29 AM
SEN8107	22/04 - 09:30 AM	22/04 - 10:14 AM
SEN8107	22/04 - 10:15 AM	22/04 - 10:59 AM
LOT8107	22/04 - 11:30 AM	22/04 - 12:14 PM
SMA8107	22/04 - 12:15 PM	22/04 - 12:59 PM
SHU8107	22/04 - 01:45 PM	22/04 - 02:30 PM
SHU8107	22/04 - 02:30 PM	22/04 - 03:15 PM

 Save  Cancel

Enter a detail or comment, and the start/finish time then click save.

Parent Approval Editor

Approval Details

Person: Trent PARKER

Reason: Medical

Details/Comment: Doctors Appointment

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).



Time Period

Start: 22/04/2013 08:00 AM Select a period...

Finish: 22/04/2013 05:00 PM Select a period...

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SMA8107	22/04 - 12:15 PM	22/04 - 12:59 PM
SHU8107	22/04 - 01:45 PM	22/04 - 02:30 PM
SHU8107	22/04 - 02:30 PM	22/04 - 03:15 PM

 Save  Cancel

Now that parent approved absence will be applied to all relevant rolls.