

Compass

My News



Welcome to the Keilor Downs
College Portal

PARENT COMPASS PORTAL

A guide to navigating COMPASS.



COMPASS PARENT PORTAL

- The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:
 - - Monitor your child's attendance, and enter an explanation for absence or lateness
 - - Communicate with your child's teachers
 - - Update your family contact information
 - - View your child's timetable and the school calendar
 - - Monitor your child's homework and assessment tasks
 - - Download and view your child's Semester Reports and Progress Reports
 - - Book Parent/Student/Teacher Conferences
 - - Pay and provide consent for events and school fees

ACCESSING COMPASS

- Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.
- To download the app to your device, search 'Compass School Manager' in the applicable app store.
- Every family receives a separate login to our school's Compass site, which will be provided to you by the school.

LOGGING IN TO COMPASS

- To log in you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them please contact the school office.
- You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.
- To login, go to your school's Compass site. Type in your username and password.



The image shows a login page for Keilor Downs College. On the left is the college's logo, a stylized leaf or feather shape in red and blue. To the right of the logo, the text "Keilor Downs College" is displayed. Below the name are two input fields: the first is for the username and the second is labeled "Password". A blue "Sign in" button is positioned below the password field. Underneath the button is a checkbox labeled "Remember me" which is checked. At the bottom of the login area, there is a link that says "Can't access your account?".

FIRST LOGIN:

- Upon first login, you will be required to confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mrs Molly WEASLEY

Mobile

Email

[I don't have these details](#)

- Also when logging in for the first time, once you have confirmed your details, you will be required to change your password.
- Once you have chosen your new password, you will be taken to your parent homescreen.
- It is really important that you do not share your password with your children.

Next, you will need to change your password

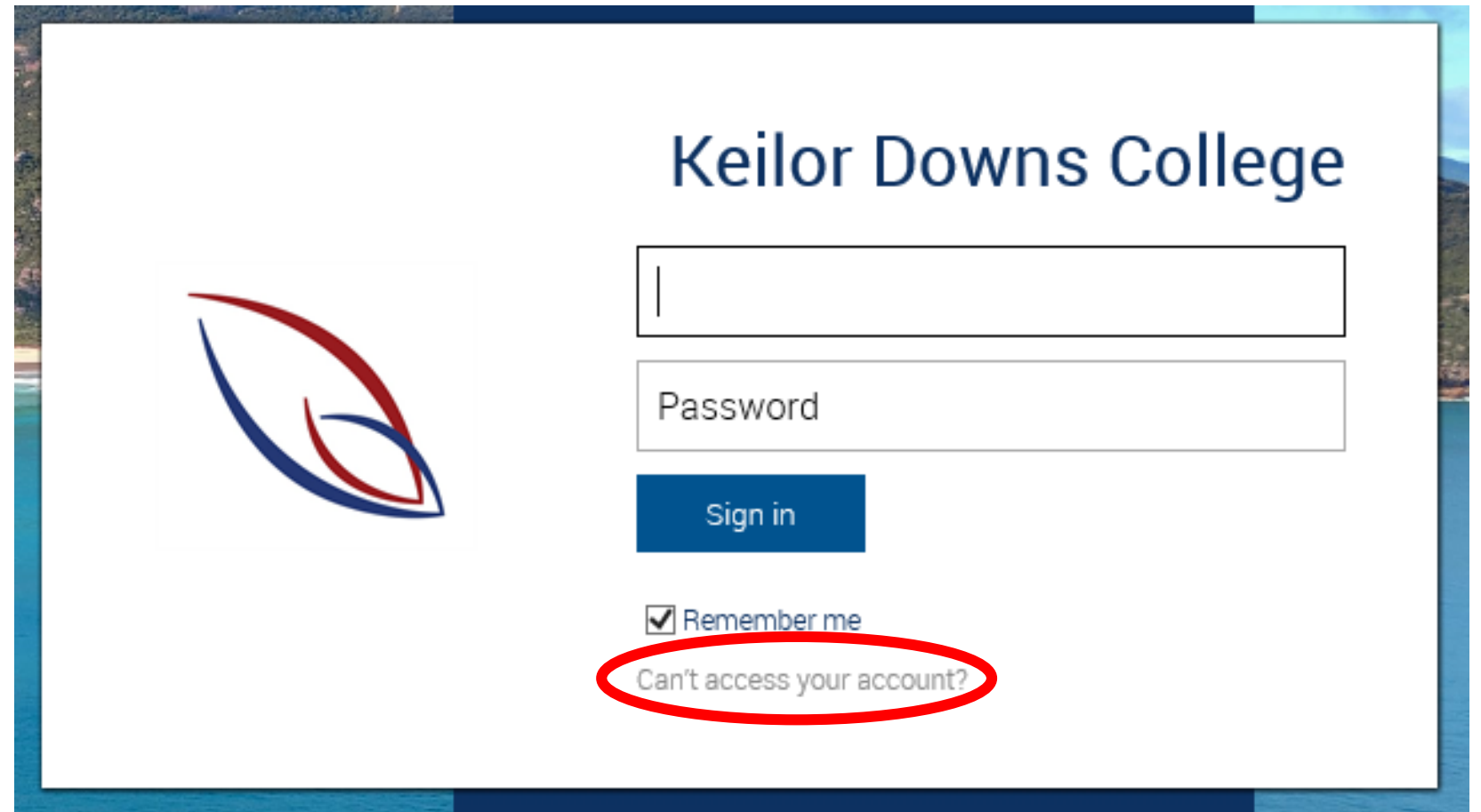
You new password must:

- Be at least eight (8) characters in length
- Contain at least one (1) alphabetical character
- Contain at least one (1) numeric character

New Password:

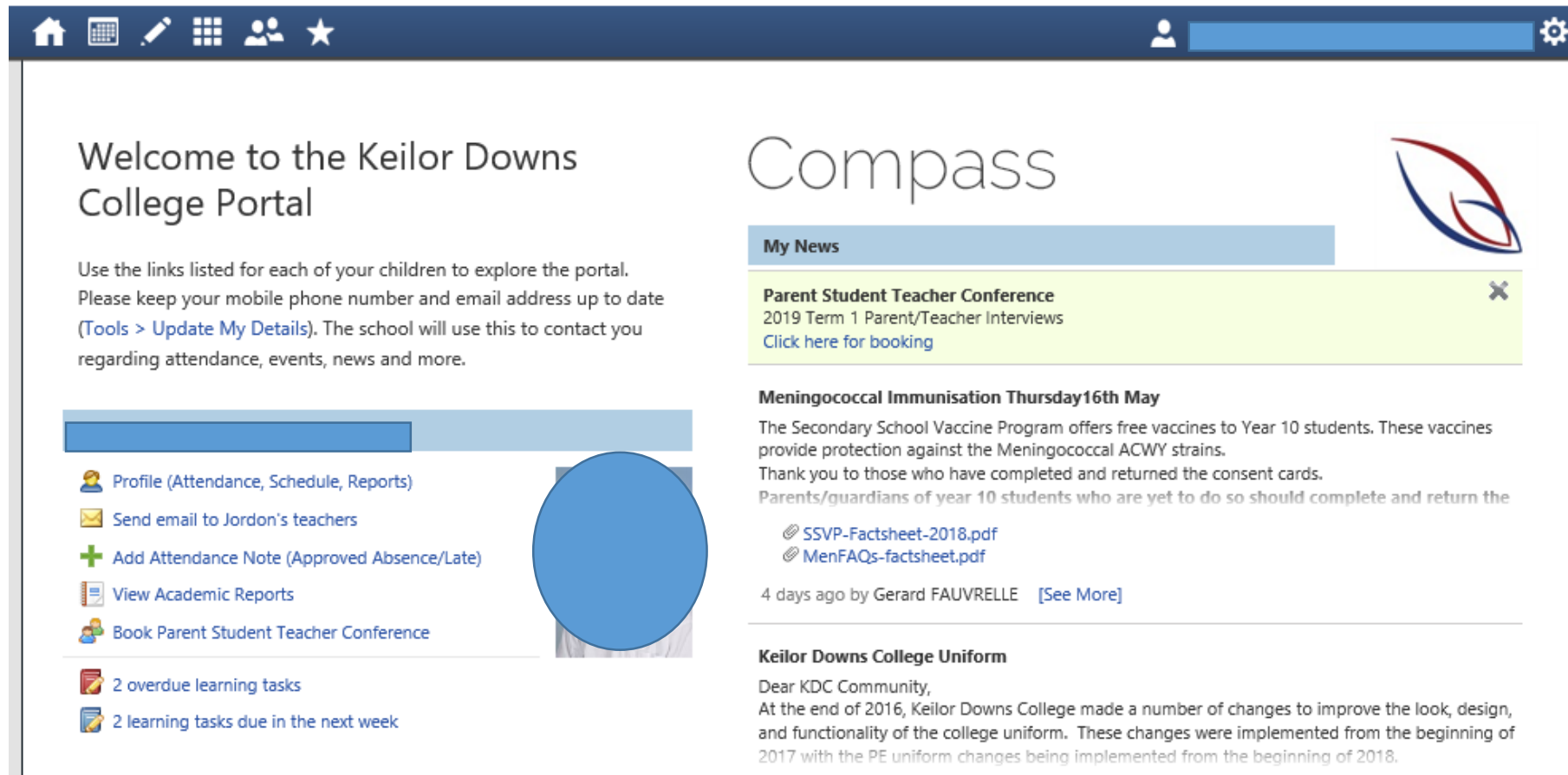
Confirm New Password:

- If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.



THE HOME SCREEN (DASHBOARD)

- The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.



Welcome to the Keilor Downs College 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.

My News

Parent Student Teacher Conference
2019 Term 1 Parent/Teacher Interviews
[Click here for booking](#)

Meningococcal Immunisation Thursday 16th May
The Secondary School Vaccine Program offers free vaccines to Year 10 students. These vaccines provide protection against the Meningococcal ACWY strains. Thank you to those who have completed and returned the consent cards. Parents/guardians of year 10 students who are yet to do so should complete and return the

[SSVP-Factsheet-2018.pdf](#)
[MenFAQs-factsheet.pdf](#)

4 days ago by Gerard FAUVRELLE [\[See More\]](#)

Keilor Downs College Uniform
Dear KDC Community,
At the end of 2016, Keilor Downs College made a number of changes to improve the look, design, and functionality of the college uniform. These changes were implemented from the beginning of 2017 with the PE uniform changes being implemented from the beginning of 2018.

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

2 overdue learning tasks
2 learning tasks due in the next week

THE HOME SCREEN (DASHBOARD)

- **1. Main Menu**
 - Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.
- **2. Tools**
 - The Tools Menu (cog icon) allows you to update your contact details and change your password.
- **3. Alerts**
- **4. Your Child/Children**
- **5. My News**

Home Calendar Edit Grid People Star Mrs Molly WEASLEY Tools

Main Menu

Welcome to the Hogwarts P-12 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 information regarding attendance, events, news and more.

Your Child/ren

Ron WEASLEY

- Profile (Attendance, Schedule, Reports)
- Send email to Ron's teachers
- + Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task

Ginny WEASLEY

- Profile (Attendance, Schedule, Reports)
- Send email to Ginny's teachers
- + Add Attendance Note/Approval (Approved Absence/Late)

Compass

Alerts

My News

- Reports are available through Ginny's profile or by [clicking here](#)
- Insights Cycle Open**
Your input/feedback is requested regarding Ginny for "Student Goals". [Click here to proceed](#)
- Course Confirmation/School Payments**
Course confirmation and/or school payments available for completion. [Click here to proceed](#)
- Event Consent/Payment Required**
There are 2 event(s) awaiting your consent and/or payment. [Click here for more information](#)
- Attendance: Attendance Note/Approval Required**
Ron was recorded as 'not present' or 'late' without explanation. [Click here for more information](#)

News

Cauldron Sale

Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details.

6 days ago by Minerva McGONAGALL

Homework Club

Every Wednesday 3:30pm to 4:15pm in the Library. A Maths Teacher and an English Teacher

3. ALERTS:

- Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.
- Outstanding absences or late arrivals that require a note or approval
- Course Confirmations or payments that need processing
- Parent/Student/Teacher Conferences that are available for booking
- Excursions or Events that require consent and/or payment
- School photos that are available for purchase
- Semester Reports or Progress Reports that are available to download.





4. YOUR CHILD


- This section provides you with a quick summary of available options, and highlights a summary of upcoming and overdue tasks. To access more information click on the relevant quick link or select 'Profile' to access details information about your child. Options here may include:
- Your child's profile page
- Email functionality
- Attendance pages customised for your child, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings
- Any overdue Learning Tasks that your student has not yet submitted.

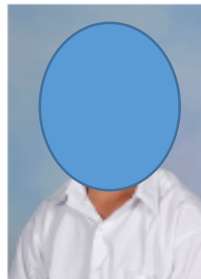
5. MY NEWS:

Welcome to the Keilor Downs College 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 \(Attendance, Schedule, Reports\)](#)
-  [Send email to Jordon's teachers](#)
-  [Add Attendance Note \(Approved Absence/Late\)](#)
-  [View Academic Reports](#)
-  [Book Parent Student Teacher Conference](#)

-  [2 overdue learning tasks](#)
-  [2 learning tasks due in the next week](#)



Compass




My News

Parent Student Teacher Conference 
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-  [MenFAQs-factsheet.pdf](#)

4 days ago by Gerard FAUVRELLE [\[See More\]](#)

Keilor Downs College Uniform

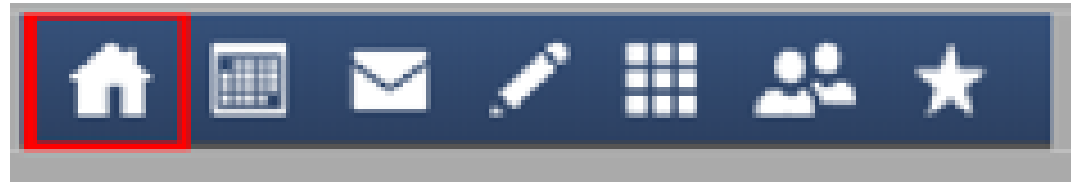
Dear KDC Community,
At the end of 2016, Keilor Downs College made a number of changes to improve the look, design, and functionality of the college uniform. These changes were implemented from the beginning of 2017 with the PE uniform changes being implemented from the beginning of 2018.

MENUS & FUNCTIONS:

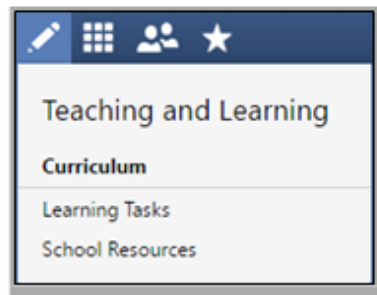
Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



The Home icon will take you back to the Home page.

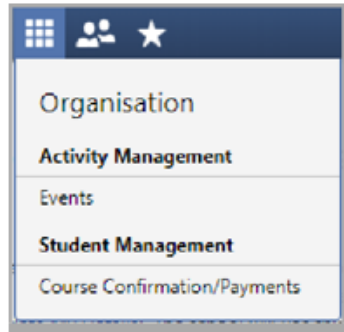


The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources.

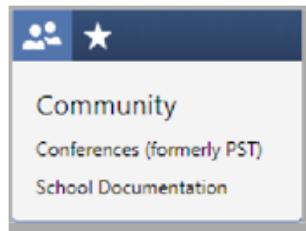


MENUS & FUNCTIONS:

The Grid icon will bring up the Organisation menu, from which you can access Events and Course Confirmations/Payments.

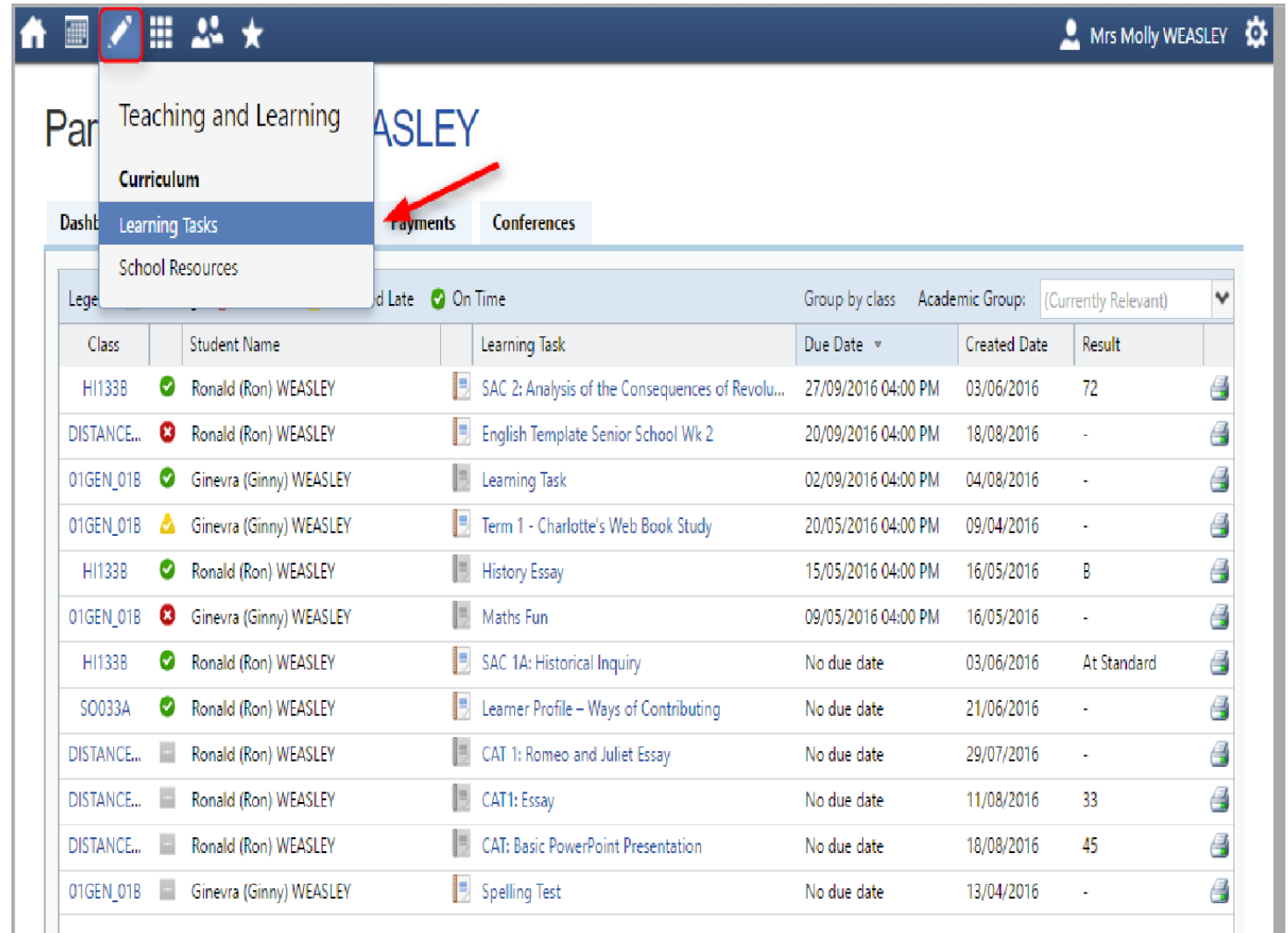


The People icon will bring up the Community menu, from which you can access Conferences, Photos, and School Documentation.



TEACHING AND LEARNING

- Learning Tasks:
- This is where you can view an up-to-date record of your child's homework and upcoming assessment tasks. If you have multiple children at the school, this will be a consolidated list showing information for all children.



The screenshot shows a user interface for a school management system. The user is Mrs Molly WEASLEY. A dropdown menu is open, showing options: Teaching and Learning, Curriculum, Learning Tasks (highlighted), and School Resources. A red arrow points to the 'Learning Tasks' option. Below the menu, there is a table of learning tasks for students Ronald (Ron) WEASLEY and Ginevra (Ginny) WEASLEY. The table includes columns for Class, Student Name, Learning Task, Due Date, Created Date, and Result.

Class	Student Name	Learning Task	Due Date	Created Date	Result
H1133B	Ronald (Ron) WEASLEY	SAC 2: Analysis of the Consequences of Revolu...	27/09/2016 04:00 PM	03/06/2016	72
DISTANCE...	Ronald (Ron) WEASLEY	English Template Senior School Wk 2	20/09/2016 04:00 PM	18/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Learning Task	02/09/2016 04:00 PM	04/08/2016	-
01GEN_01B	Ginevra (Ginny) WEASLEY	Term 1 - Charlotte's Web Book Study	20/05/2016 04:00 PM	09/04/2016	-
H1133B	Ronald (Ron) WEASLEY	History Essay	15/05/2016 04:00 PM	16/05/2016	B
01GEN_01B	Ginevra (Ginny) WEASLEY	Maths Fun	09/05/2016 04:00 PM	16/05/2016	-
H1133B	Ronald (Ron) WEASLEY	SAC 1A: Historical Inquiry	No due date	03/06/2016	At Standard
SO033A	Ronald (Ron) WEASLEY	Learner Profile - Ways of Contributing	No due date	21/06/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT 1: Romeo and Juliet Essay	No due date	29/07/2016	-
DISTANCE...	Ronald (Ron) WEASLEY	CAT1: Essay	No due date	11/08/2016	33
DISTANCE...	Ronald (Ron) WEASLEY	CAT: Basic PowerPoint Presentation	No due date	18/08/2016	45
01GEN_01B	Ginevra (Ginny) WEASLEY	Spelling Test	No due date	13/04/2016	-

LEARNING TASKS:

10SL1 Jordan ██████	Effective Coaching Practices SAC Class Task Report: Yes	Due date: 04/04/19 04:00 PM Submitted: On Time	95	
10ENC7 Jordan ██████	Unit 1b Crime Fiction (Text Response) Class Task Report: Yes	Due date: 03/04/19 04:00 PM Submitted: On Time	74	
12GF3 Jordan ██████	2. Linear Graphs and Models Test Class Task Report: Yes	Due date: 22/03/19 04:00 PM Submitted: Overdue	85	
10LS1 Jordan ██████	UNIT 1: Selected Response - Government and Democracy Test Class Task Report: Yes	Due date: 19/03/19 04:00 PM Submitted: On Time	91	
10IB12 Jordan ██████	Structured Task - Habitats Class Task Report: Yes	Due date: 08/03/19 04:00 PM Submitted: On Time	64	
12GF3 Jordan ██████	1. Linear Relations and Equations Test Class Task Report: Yes	Due date: 01/03/19 04:00 PM Submitted: On Time	85	
10MISP1 Jordan ██████	Film Sound and Music Class Task Report: Yes	Due date: 26/02/19 06:00 PM Submitted: On Time	68	
10ENC7 Jordan ██████	Unit 1a: Crime Fiction (Creative Response) Class Task Report: Yes	Due date: 22/02/19 04:00 PM Submitted: On Time	76	

SCHOOL RESOURCES:

- This is a repository of relevant documents, websites, or other information that the school has made available for parents to access when needed.

School Resources



The screenshot displays a file explorer interface. On the left, a navigation pane shows a tree view with a folder icon and a plus sign, followed by five subfolders: Instrumental Music, Life Skills, Language Support Program, Explore, and Parent Opt-Out Forms. The main pane on the right is titled 'This folder contains the following:' and lists the same five subfolders, each preceded by a folder icon.

This folder contains the following:	
Instrumental Music	
Life Skills	
Language Support Program	
Explore	
Parent Opt-Out Forms	

ORGANISATION:

- Events
- You will receive a notification on your Compass homepage when there is an event that requires your approval or payment.

Event Consent/Payment Required

There are 2 event(s) awaiting your consent and/or payment.

[Click here for more information](#)

To provide the consent/payment required, click the notification. This will take you to the Events page, where you can see all events that require your consent/payment, and those that are upcoming that you have already consented to/paid for.

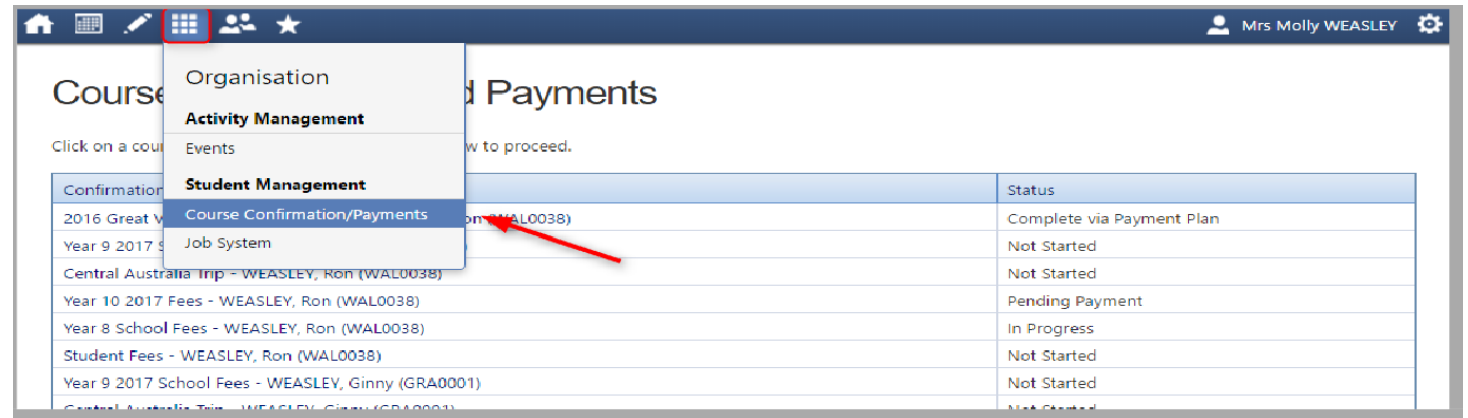
- From this page you can pay and consent for any events, or complete the process offline by printing the consent form and handing it in to the school. By clicking the "Process Now (Online)" option, you will be prompted to enter information regarding emergency contact details as well as any updated medical information that is not already on the student's file.

Events

Dashboard			
My Children's Events			
My Payments			
Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

COURSE CONFIRMATION/PAYMENTS

- The Course Confirmation/Payments module allows you to pay your school fees through Compass.



The screenshot displays the Compass software interface. At the top, there is a navigation bar with icons for home, calendar, edit, a grid menu, users, and a star. The user's name, Mrs Molly WEASLEY, is visible in the top right corner. The main content area is titled "Course Confirmation/Payments". Below the title, there is a prompt: "Click on a course to view details and a payment plan to proceed." A dropdown menu is open from the grid icon, listing several options: "Organisation", "Activity Management", "Events", "Student Management", and "Course Confirmation/Payments". A red arrow points to the "Course Confirmation/Payments" option. Below the menu, a table lists various courses and their payment statuses.

Confirmation	Status
2016 Great V...	Complete via Payment Plan
Year 9 2017 S...	Not Started
Central Australia Trip - WEASLEY, Ron (WAL0038)	Not Started
Year 10 2017 Fees - WEASLEY, Ron (WAL0038)	Pending Payment
Year 8 School Fees - WEASLEY, Ron (WAL0038)	In Progress
Student Fees - WEASLEY, Ron (WAL0038)	Not Started
Year 9 2017 School Fees - WEASLEY, Ginny (GRA0001)	Not Started
Central Australia Trip - WEASLEY, Ginny (GRA0001)	Not Started

COMMUNITY

- **Parent/Student/Teacher Conferences:** Allows you to book any meetings which are available for booking. By selecting "my bookings", you are able to book conferences with your children's teachers.

Compass



My News

Parent Student Teacher Conference
2019 Term 1 Parent/Teacher Interviews
[Click here for booking](#)

Welcome

Welcome to 2019 Term 1 Parent/Teacher Interviews

Parent/Teacher Interviews will be held on Monday 1st April.

10 minute appointment times can be made between 1:30pm and 7:30pm.

Teachers will be unavailable for interviews during the 4.30pm-5.10pm dinner break.

Students are encouraged to attend the conferences with their parents/guardians.


Since there will not be a formal school day running, students are not required to be at school during normal school hours.


If you require further assistance, please contact our General Office on 9365 8000.

Kind Regards,

[Start Booking Now](#) [Show me How to Book](#)

2019 Term 1 Parent/Teacher Interviews

 Print Preview

 Information/Help

Monday, April 1

01:30 PM		01:40 PM		01:50 PM		02:00 PM	
02:10 PM		02:20 PM		02:30 PM		02:40 PM	
02:50 PM		03:00 PM		03:10 PM		03:20 PM	
03:30 PM		03:40 PM		03:50 PM		04:00 PM	
04:10 PM		04:20 PM		04:30 PM	Not available for booking Dinner Break	04:40 PM	Not available for booking Dinner Break
04:50 PM	Not available for booking Dinner Break	05:00 PM	Not available for booking Dinner Break	05:10 PM	Ewen BURT Teacher for 10 Sports Leaderst	05:20 PM	Shrikan REDDY Teacher for 10 English (CRIME,
05:30 PM	Bernd KALINNA Teacher for 10 Introduction to	05:40 PM	Ryan MCROBB Teacher for 10 Music Industry	05:50 PM	Madeline AUHL Teacher for 10 Legal Studies	06:00 PM	William AHERN Teacher for General Maths Fur
06:10 PM		06:20 PM		06:30 PM		06:40 PM	
06:50 PM		07:00 PM		07:10 PM		07:20 PM	

Teachers

William AHERN
General Maths Furthe



Mon 01/04 06:00 PM

Ewen BURT
10 Sports Leadership



Mon 01/04 05:10 PM

Ryan MCROBB
10 Music Industry an



Mon 01/04 05:40 PM

Madeline AUHL
10 Legal Studies



Mon 01/04 05:50 PM

Bernd KALINNA
10 Introduction to B



Mon 01/04 05:30 PM

Shrikan REDDY
10 English (CRIME) S



Mon 01/04 05:20 PM

PARENT PROFILE

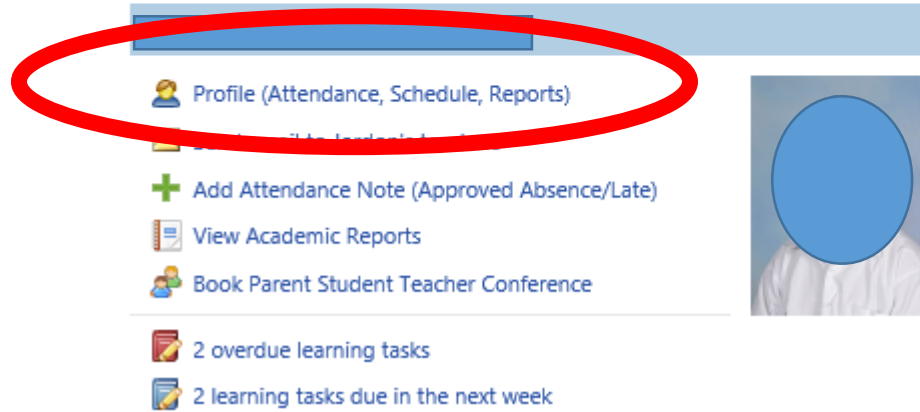
- Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Learning tasks, Insights, Payments, Conferences, and Communications can also be accessed from the Parent Profile.

The screenshot shows the user interface of the Compass system. At the top, a dark blue navigation bar contains several icons on the left and the user's name 'Mrs Molly WEASLEY' with a settings gear icon on the right. A red box highlights the user's name, and a grey arrow points to it from the right. Below the navigation bar, the page title 'Parent: Mrs Molly WEASLEY' is displayed. A horizontal menu below the title includes 'Dashboard', 'Learning Tasks', 'Insights', 'Payments', and 'Conferences'. The main content area is divided into two columns. The left column is titled 'Parent: Molly WEASLEY' and features a placeholder profile picture, the text 'Parent IDs: MWEA1, MOLLY', the email address 'Email: molly@weasley.net.au', and an 'Email' button with a dropdown arrow. The right column contains two student profile cards. The first card is for 'Ron WEASLEY' and includes a list of actions: 'Profile (Attendance, Schedule, Reports)', 'Send email to Ron's teachers', 'Add Attendance Note/Approval', 'View Academic Reports', and 'Book Parent Teacher Interviews', along with a small photo of Ron Weasley. The second card is for 'Ginny WEASLEY' and includes the same list of actions and a small photo of Ginny Weasley.

CHECKING ATTENDANCE:

Welcome to the Keilor Downs College 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](#)
- [Book Parent Student Teacher Conference](#)

2 overdue learning tasks

2 learning tasks due in the next week

Student: [REDACTED] - 0Y1, Year 10

Active

[Dashboard](#) [Schedule](#) [Learning Tasks](#) [Attendance](#) [Reports](#) [Analytics](#) [Insights](#)

CHECKING ATTENDANCE:

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights		
Summary	Notes/Approvals	Unexplained	Arrival/Departure	Full Record				
Daily Activities & Attendance								
Currently Viewing: < 26/04/2019 > Switch to Grid view								
8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
	10 Introdu... 10IBI2	10 Introdu... 10IBI2	General M... 12GF3	General M... 12GF3		10 English... 10ENC7	10 English... 10ENC7	
	Period 1	Period 2	Period 3	Period 4		Period 5	Period 6	

CHECKING ATTENDANCE:

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prsnt	Late Appr	Late Un'd	Total	NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac'td %	VCE %	Schl %
10 English (CRIME) S	10ENC7	0Y1	42	38	0	0	38	2	2	0	4	90	100	95	95
10 English (SCI-FI)	10ENS2	0Y1	8	8	0	0	8	0	0	0	0	100	100	100	100
10 Health	10HE1	0Y1	9	9	0	0	9	0	0	0	0	100	100	100	100
10 Introduction to B	10IBI2	0Y1	42	38	0	0	38	4	0	0	4	90	100	100	100
10 Legal Studies	10LS1	0Y1	47	40	1	0	41	6	0	0	6	87	100	100	100
10 Music Industry an	10MISP1	0Y1	49	40	1	0	41	8	0	0	8	84	100	100	100
10 Sports Leadership	10SL1	0Y1	47	38	0	0	38	9	0	0	9	81	100	100	100
General Maths Furthe	12GF3	0Y1	51	46	0	0	46	5	0	0	5	90	100	100	100
IM	MUSICPERF1	0Y1	1	1	0	0	1	0	0	0	0	100	100	100	100
Yr 10 Homegroup	HG10Y1	0Y1	50	36	0	0	36	13	1	0	14	72	100	98	98
Events		0Y1	9	8	0	0	8	1	0	0	1	89	100	100	100
School Activities		0Y1	12	12	0	0	12	0	0	0	0	100	100	100	100

ADDING A NOTE OR APPROVAL

- If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.
- Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

Attendance: Attendance Note/Approval Required
Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Student: Ronald (Ron) WEASLEY, 12A, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Summary Notes/Approvals Unexplained Arrival/Departure Full Record

Not Present/Late: Unexplained

Explain with Note/Approval Filter: All Print Unexplained Letter

<input type="checkbox"/>	Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/>	DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM		07	JDLF	Not Present
<input type="checkbox"/>	DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM		UNASSIGNED	JDLF	Late

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason:

Details/Comment:

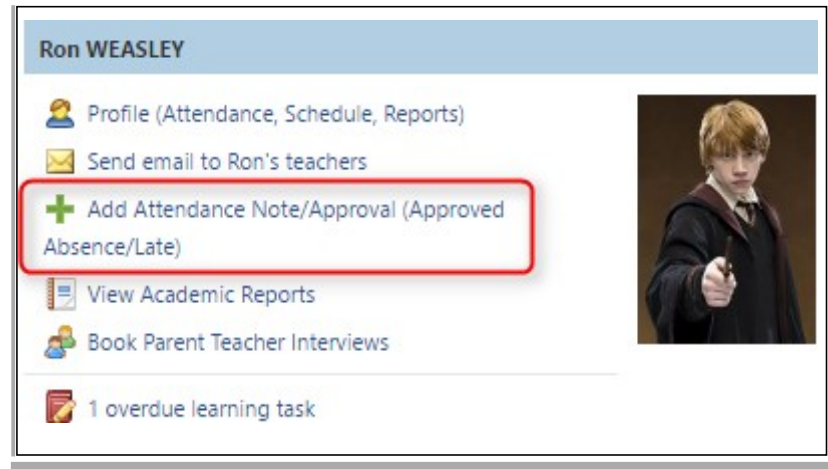
- Medical**
Student is not at school for medical reasons.
- Dentist**
Includes dentist, orthodontist, or similar.
- Bereavement**
Includes funeral, death in the family, absence due to a death.
- Truancy**
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.
- Parent Choice**
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.
- Family Holiday**
Student is away on a family holiday.
- Religious/Cultural Observance**
Student is kept away from school for a religious or cultural reason.

Audit Save Cancel



ADDING A NOTE/APPROVAL FOR A FUTURE ABSENCE

- You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday).
- To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



- This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

EMAILING STAFF:

- Within Compass, if your school has the function activated, you can email the teachers of your children at the school, as well as any other staff members. From your Compass homepage one of the links underneath your child's name will be an option to email their teachers.

- Clicking this link will open the email pop-up window, with all of the teachers for the student listed as recipients

Ginny WEASLEY



Profile (Attendance, Schedule, Reports)



[Send email to Ginny's teachers](#)



Add Attendance Note (Approved Absence/Late)



View Academic Reports



Book Parent Teacher Interviews



- You can select the red cross next to each recipient to remove them from the email, or click the 'Add Recipients' button at the top to add any other staff members.

The screenshot shows a 'Send Email' dialog box with the following components:

- Email subject:** An empty text input field.
- Insert context:** A checked checkbox labeled "Re: Ronald WEASLEY (WAL0036), 12A at Hogwarts P-12".
- Warning:** A note stating: "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."
- Rich Text Editor:** A toolbar with icons for Bold (B), Italic (I), Underline (U), text color (A), background color (A), Format, text color (I_x), link, unlink, bulleted list, numbered list, indent, outdent, and table.
- Recipients List:** A list of staff members with a red cross icon to the right of each name for removal.

Recipients	
+ Add Recipients - Remove All	
Leigh GINNIVAN - COL, 0 Teacher of STYDA	✗
Luke MCINNES - DOU, 0 Teacher of AR033A	✗
Severus SNAPE - DUN, 0 Teacher of PH033A	✗
Leonie STAR - GER, 0 Teacher of 12PTHB	✗
Lucas FILER - JAK, 0 Teacher of MA073C	✗
Minerva McGONAGALL - LMA, 0 Teacher of 12VCAL, HI133B, FLUTE1	✗
Elizabeth STEWART - RUL, 0 Teacher of EN013B	✗
Kellie MCKERLIE - TSU, 0 Teacher of SO033A	✗
- Warning:** A yellow box at the bottom of the recipients list contains the text: "Please note: all users in this list will receive this email" and "denotes users with an invalid email address" with a red exclamation mark icon.
- Buttons:** 'Send' and 'Cancel' buttons at the bottom right.

ACCESSING
YOUR
CHILD'S
REPORTS:

The screenshot shows the 'Hogwarts P-12 Portal' website. At the top, a dark blue navigation bar contains icons for home, calendar, edit, grid, people, and star, along with the user name 'Mrs Rose CREEVEY' and a settings gear. The main content area is split into two columns. The left column features a 'Welcome to the Hogwarts P-12 Portal' message and two child profiles: Dennis CREEVEY and Colin CREEVEY. Each profile includes a list of actions like 'Profile (Attendance, Schedule)', 'Send email to [child's] teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', and 'Book Parent Teacher Interviews'. The right column is titled 'Compass' and contains a 'My News' section with a red-bordered notification: 'Reports are available through Colin's profile or by clicking here'. Below this are several yellow-highlighted alerts for 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and two 'Attendance: Attendance Note/Approval Required' notices. At the bottom, there is a 'College Newsletter' section with a PDF link and a 'We have arrived at the World Cup!' announcement.



Welcome to the Keilor Downs College Portal

Use the links below 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.

- Home
- Reports
- Add
- Book Parent Teacher Interviews

*Click on the pencil.
Select Reports.*

Compass

My News

Insights Cycle Open
Your input/feedback is requested for "Summer Music Festival Survey".
[Click here to proceed](#)

Attendance: Attendance Note/Approval Required
[Name] is recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

DO YOU HAVE YOUR COMPASS LOGIN? CONTACT THE GENERAL OFFICE
Dear Parents and Guardians,
Reports will only be available via Compass on the last day of Term 2. If you require your Compass login details please contact the General Office on 93754800 before Friday 26th June.
2 days ago by Ben YOUNG




PUPIL FREE DAY
NO STUDENTS REQUIRED ON MONDAY (26th JUNE)
2 days ago by Lynnda DENCH

COMPASS PARENT HANDBOOK
[View more details](#)

PROGRESS REPORTS:

Cycle: PROGRESS REPORTS TERM 1 2019



 Export as PDF

Subject	Area of Assessment					Avg.
	Actively acts upon feedback to improve	Behaves well and respects the learning of others	Effective and productive use of class time	Organised and prepared for class	Is up to date with all tasks	
10 English (CRIME) Semester 1 Shrikan REDDY	Usually	Usually	Consistently	Consistently	Usually	3.4
10 Introduction to Biology Bernd KALINNA	Consistently	Consistently	Usually	Usually	Consistently	3.6
10 Legal Studies Madeline AUHL	Consistently	Usually	Consistently	Consistently	Consistently	3.8
10 Music Industry and Sound P... Ryan MCROBB	Consistently	Consistently	Consistently	Consistently	Consistently	4
10 Sports Leadership Ewen BURT	Consistently	Consistently	Consistently	Consistently	Consistently	4
General Maths Further 1&2 William AHERN	Consistently	Consistently	Consistently	Consistently	Consistently	4
Performance Avg.	3.83	3.67	3.83	3.83	3.83	3.8

SEMESTER REPORTS:

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights


Reports

Reporting Cycle	School
2018 - Semester Two	Keilor Downs College
2018 - Semester One	Keilor Downs College
2017 - Semester Two	Keilor Downs College
2017 - Semester One	Keilor Downs College

Keilor Downs College

Semester Report for 2018 - Seme...

Status: Queued




Cancel

Keilor Downs College

Semester Report for 2018 - Seme...

Status: Downloaded



Close


Academic Year: (Currently Relevant) ▾

Effective use of class time demonstrated ■ Completion of set tasks ■ Standard to which work is completed ■ Actively seeks and acts upon feedback


■ Actively acts upon feedback to improve ■ Behaves well and respects the learning of others ■ Effective and productive use of class time

Organised and prepared for class ■ Is up to date with all tasks ■


10 Legal Studies - 10LS1 | Learning Tasks



10 Music Industry an - 10MISP1 | Learning Tasks



10 Sports Leadership - 10SL1 | Learning Tasks



Do you want to save HUD0006_2018_2.pdf from kdc-vic.compass.education?

Save ▾ Cancel ×

PDF COPY
OF
SEMESTER
REPORT:



Keilor Downs College
PROGRESS THROUGH DISTINCTION

Keilor Downs College
2018 - Semester Two



Media 1&2

Teacher: Miss Mary NAVERA
Keilor Downs College - 2017 - Semester One

Semester One, subject outline

This unit covers three main areas: Representation, Technologies of Representation and New Media. Students focus on common representations in the Media and look at how these representations are constructed according to the media form/style. They explore the role that audiences play in constructing meaning from media representation. The other area of study looks at New Media technologies such as computer based media, particularly the Internet.

Student attendance in this class

Class Attendance	
Class Attendance (%)	100

Work Habits	Rarely	Sometimes	Usually	Consistently
Behaves well and respects the learning of others				●
Effective and productive use of class time				●
Organised and prepared for class				●
Actively seeks and acts upon feedback			●	

Student work habits

Victorian Certificate of Education (VCE) Outcomes	
Ability to describe the construction of specific media representations using appropriate terminology.	S
Ability to produce and compare media representations in a variety of media forms.	S
Ability to recognise and evaluate the creative, economic and cultural implications of the new media.	S

Learning Tasks	
UNIT 1 MEDIA EXAM	
UNIT 1 OUTCOME 1: Representation SAC Test	
UNIT 1 OUTCOME 2: Technologies of Representation SAC Test	
UNIT 1 OUTCOME 3: New Media SAC Test	

Victorian Curriculum Standard Progression Levels

-VCE students: Satisfactory (S) or Non-satisfactory (N).

-VCAL students: Competent, Not yet competent, Beginning, Yet to do, Complete or Not complete.

-Years 7 - 10: Level indicates student progress in relation to the Victorian Curriculum standards.

Learning Tasks

Learning tasks completed over the duration of the semester will appear with the result.

How can you follow your child's progress at KDC?



Progress Reports

Provide feedback on a student's Work Habits.

Available on Compass.

Published once a term.



Parent Teacher Interviews

Held at the College in the last week of Terms 1 and 3.

Book appointments on Compass.

Learning Tasks

Provide continuous feedback on a student's Academic Performance.

Available on Compass.

Published regularly, throughout the school term.



End of Semester Reports

Provide feedback on student academic performance, work habits and Victorian Curriculum standards.

Available on Compass.
Published at the end of Terms 2 and 4.

For further information:

- Connie Stella LT curriculum:
maria.stella2@education.vic.gov.au

OFFICE PHONE EXTENSION DIRECTORY					
KEILOR DOWNS COLLEGE - 9365 8000					
PRINCIPAL - LINDA MAXWELL -					
BLUE HOUSE			YELLOW HOUSE		
9365 8041			9365 8034		
Principal – Linda Maxwell (MON – THU) – Assistant Principal – Sue Moloney (FRI) –			Assistant Principal – Daniel McFerran –		
House Leader	Shrikan Reddy		House Leader	Trent Cocks	
Coordinators	Ben McGuinness Madhavie Amarasinghe Madelaine Patrick		Coordinators	Akanksha Malhotra Kelsey Baker-Picciotto Rachael Bojceski	
STA	Nancy Faltas		241	STA	
RED HOUSE			GREEN HOUSE		
9365 8017			9365 8015		
Assistant Principal – Dale Ritchie –			Assistant Principal – Gerard Fauvrelle –		
House Leader	Nicholas Hooper		House Leader	Caitlin Turnley	
Coordinators	Hilde De Vries Shameela Rajudin Helen Kontos		Coordinators	Skye Sahin Peter Havard Sarah Occhipinti	
STA	Lynda Dench		217	STA	