



Scoresby
Secondary
College

Inspiring brilliance



Parent Guide

Scoresby Secondary College utilises the **Compass School Management** for communication between teachers, students and parents.

This handbook will guide parents and families through using these programs that empowers students and parents to be better informed about events and programs operating at the College as well as each student's learning progress.

Please retain this guide for future reference.



Welcome to Compass

Compass was first introduced at Scoresby Secondary College in 2014. It commenced with a focus on student attendance, daily bulletin information, roll marking and excursion management and was later extended to facilitate bookings for parent teacher conference bookings.

In 2015, Compass has been further extended to include details of student's Learning Tasks.

The purpose of this section of the guide is to introduce families of Scoresby Secondary College to the Compass program and reinforce its operation with existing families. Each family has their own secure logins for students and parents to view the student's data.

Accessing Compass

Compass can be accessed from any device linked to the internet, ie: PC, laptop, portable device / tablet, or smart phone.

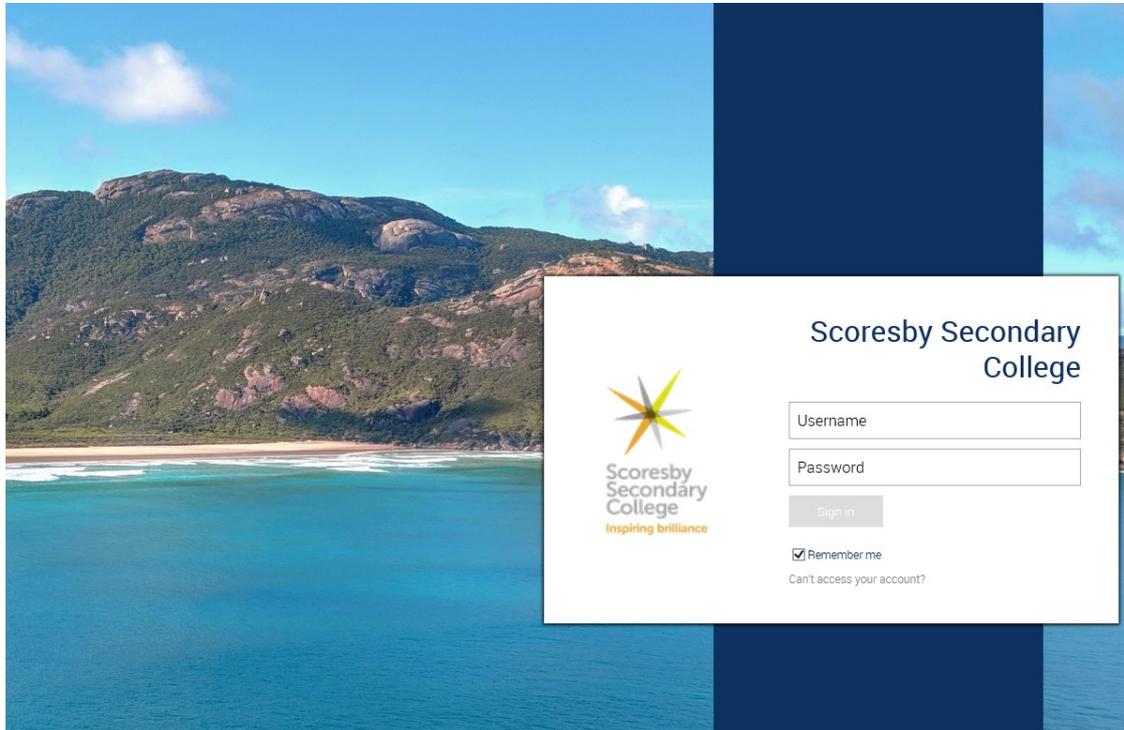
The Scoresby Secondary College Compass address is:

<https://scoresbysc-vic.compass.education>

NB: For ease of use, please access Compass using this address AND NOT via an internet search program such as Google.

Initial Setup

The first time you login to Compass you need to use the temporary password that has been issued to you. This is a unique password and when combined with your issued Username, will give you secure access to your child's or children's data.



With the Compass Parent Portal open, parents will be asked to either confirm or add to the contact information stored on file.

To ensure the effectiveness of Compass and provide parents with maximum benefit from the available data, we need to have an up-to-date email address and a mobile telephone number. Please edit these details as necessary and then click **update my details**.

Page | Search | Tools |    Mrs Sarah STUDENT & Mr James STUDENT 

Welcome to the Scoresby Secondary College Parent Portal

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).

Mobile

Email (Adult A)

Email (Adult B)

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

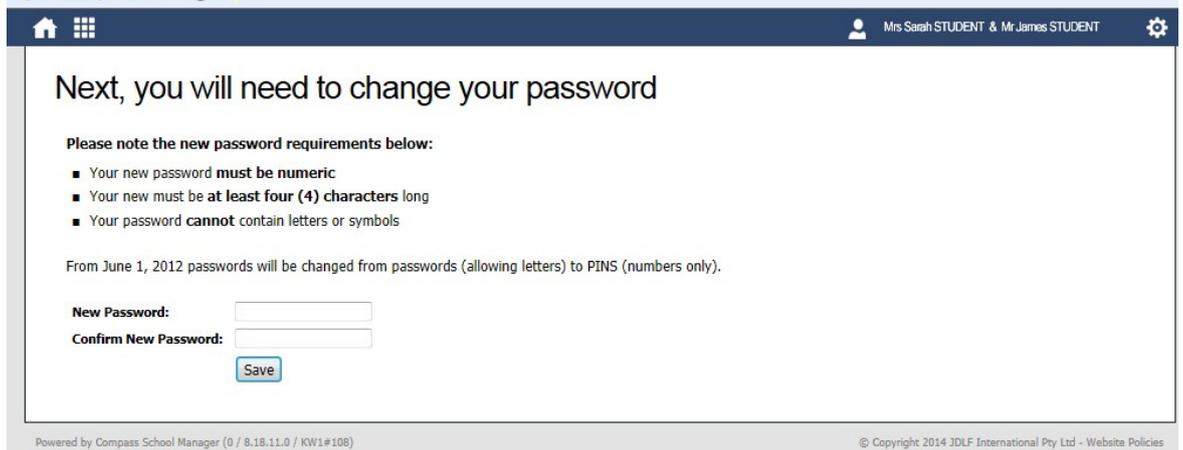
Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@jdlf.com.au

Powered by Compass School Manager (578 / 8.18.11.0 / KW1#108) © Copyright 2014 JDLF International Pty Ltd - Website Policies

With the confirmation complete, the next screen will prompt parents to change their password.

Please follow the instructions and enter your new secure password.

NB: If you have more than one child at the college, the same login details for parents will apply to all students.



Next, you will need to change your password

Please note the new password requirements below:

- Your new password **must be numeric**
- Your new must be **at least four (4) characters** long
- Your password **cannot** contain letters or symbols

From June 1, 2012 passwords will be changed from passwords (allowing letters) to PINS (numbers only).

New Password:

Confirm New Password:

Powered by Compass School Manager (0 / 8.18.11.0 / KW1#108) © Copyright 2014 JDLF International Pty Ltd - Website Policies

This completes the setup procedure and your Compass connection is now ready to use.

Using Compass

The Homepage

When you login to Compass with your secure Username and Password, users are taken to their homepage which contains a number of links to further information.

The screenshot shows the Compass homepage for a parent. At the top, there is a navigation bar with a home icon, a pencil icon, a grid icon, a user icon, and a star icon. On the right side of the navigation bar, it says "Mrs Sarah STUDENT & Mr James STUDENT" and has a gear icon for settings. Below the navigation bar, the main content area is divided into several sections. On the left, there is a "Welcome to the Scoresby Secondary College Portal" message, followed by instructions to keep contact information up to date. Below this is a section for "John STUDENT" with a profile picture and links for "Profile (Attendance, Schedule, Reports)", "Add Parent Approval (Approved Absence/Late)", and "3 overdue learning tasks". On the right, there is a "Compass" header, a "My News" section with a "Microsoft Office - Free For Students" announcement, and a "School Photography Day - Order on line - February 26th 2015" announcement. At the bottom of the page, there is a footer with "Enable Privacy Mode" and copyright information.

Link to Homepage

Link to other tools (see below)

Link to list of Parent Details stored in Compass

Tools menu

Learning Tasks: Link to list of learning tasks stored in Compass and applicable to the student.

Student Profile: Link to list of student details stored in Compass.
Where there is more than one student in the family enrolled, all will be listed here.

News items relevant to the student and / or parents are displayed in this area

Student Dashboard

The **Student Profile** link, takes users to the student’s homepage which shows details including the student’s name, their Homegroup, student ID, House etc. The window also shows the student’s **Schedule** (timetable) for the current day and next two.

In the example below, John Student has logged in on a Sunday and therefore only his classes for Monday and Tuesday are shown. If John was involved in another event such as an excursion or sporting team, it would also be shown here on the schedule.

The red and white stripe on the left of the subject block, indicates the roll has not been marked in that subject as yet.

As additional modules of Compass are implemented at the College, they become accessible from the Homepage.

Student: John STUDENT, 07C, Year 7

Dashboard | **Schedule** | Attendance

User Details

	Full Name: JOHN STUDENT	Gender: Male	DOB: 29/07/01 (12 years, 8 months)	
	House: SUTHERLAND	Student ID: 5211199	Email: -	

	Sun, 30 Mar	Mon, 31 Mar	Tue, 01 Apr
8 AM			
9 AM		8:55: 10 - TPEA - 104 - MAT	8:55: 10 - TPEA - 104 - MAT
10 AM		9:00: 1 - TERA - 304 - MAT	9:00: 1 - TERA - 301 - BTL
11 AM		10:30: 2 - 75CA - 437 - MCG	10:30: 2 - TERA - 304 - MAT
12 PM		11:45: 3 - TWWKA - 301 - BTL	11:45: 3 - TPEA - ECA1 - MOR
1 PM			
2 PM		1:45: 4 - THUMA - 305 - MAT	1:45: 4 - TMAA - 305 - MOR
3 PM			

Powered by Compass School Manager (2.10 / 3.18.11.0 / KW14112) © Copyrights 2014 | CLP International Pty Ltd - Wicketville, Victoria

Student Homepage

On the schedule that is displayed, clicking on a **subject** link, (circled in green in example on page 5) opens a window with details of the class. Parents are able to see who the classroom teacher is, what Learning Tasks have been set and if there have been any details added about the lesson plan.

Schedule Tab

In contrast, by clicking on the **Schedule Tab**, (circled in orange on page 5) the student's full timetable is displayed. Adjacent weeks can be viewed by using either the **< Prev** or **Next >** commands at the top of the schedule. Alternatively, a specific week can be opened using the date selector located centrally above the schedule.

Student: John STUDENT, O7C, Year 7

Dashboard Schedule Attendance

< Prev 21/02/2014 Next >

	Mon, 24 Mar	Tue, 25 Mar	Wed, 26 Mar	Thu, 27 Mar	Fri, 28 Mar
8 AM				8:55: year 701 volleyball - MOR	
9 AM	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7HUMA - 106 - MAT	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7WWKA - 301 - DTL	8:55: HG - 7HCAA - 305 - MAT 9:00: VFP KUIBO - ROD	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7FRA - 306 - KM	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7MAA - 306 - MOR
10 AM	10:58: 2 - 7HJBA - 101 - MCL	10:58: 2 - 7MAA - 306 - MOR		10:58: 2 - 7FRA - 306 - KM	10:58: 2 - 7ENA - 304 - MAT
11 AM	11:40: 1 - 7WWKA - 301 - DTL	11:40: 1 - 7HQA - 306 - MAT		11:40: 1 - 7MAA - 306 - MOR HEA	11:40: 1 - 7FRA - 306 - KM
12 PM					
1 PM					
2 PM	1:40: 4 - 7ENA - 306 - MAT	1:40: 4 - 7PEA - ECA1 - MOR		1:40: 4 - 7ENA - 306 - MAT	1:40: 4 - 7HQA - 407 - MOR
3 PM					
	Mon, 31 Mar	Tue, 01 Apr	Wed, 02 Apr	Thu, 03 Apr	Fri, 04 Apr
8 AM					
9 AM	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7ENA - 304 - MAT	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7WWKA - 301 - DTL	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7FRA - 306 - KM	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7MAA - 306 - MOR	8:55: HG - 7HCAA - 305 - MAT 9:00: 1 - 7HJBA - 101 - MCL
10 AM	10:58: 2 - 7HQA - 407 - MOR	10:58: 2 - 7ENA - 304 - MAT	10:58: 2 - 7HJBA - 101 - MCL	10:58: 2 - 7FRA - 306 - KM	10:58: 2 - 7HJBA - 306 - MOR
11 AM	11:40: 1 - 7WWKA - 301 - DTL	11:40: 1 - 7PCA - ECA1 - MOR	11:40: 1 - 7ENA - 306 - MAT	11:40: 1 - 7PCA - ECA1 - MOR	11:40: 1 - 7HQA - 407 - MOR
12 PM					
1 PM					
2 PM	1:40: 4 - 7HUMA - 306 - MAT	1:40: 4 - 7MAA - 306 - MOR	1:40: 4 - 7MAA - 306 - MOR	1:40: 4 - 7ENA - 306 - MAT	1:40: 4 - 7HJBA - 306 - MAT
3 PM					

On the schedule displayed on the previous page, note the following:

- The roll for John Student’s classes was marked on all normal classes on Monday, Tuesday and Friday.
- On Wednesday, John was a part of the Year 7 excursion to KIOSC. The green block behind the normal classes indicates the excursion. (When this User Guide was being prepared, the class roll of attendance for this excursion was just being finalised and therefore the roll remains unmarked as indicated by the red and white stripe.)
- On Thursday, John was part of the Years 7 and 8 Volleyball team, again indicated by the existence of the green block behind the usual subjects. The Volleyball team left the college at 8.30am, prior to the start of Homegroup.
- Periods 2 and 3 on Thursday are highlighted in pink. This indicates that there is a change to the usual class routine. In this case, the class teacher Miss Morris, represented by her timetable code MOR, is absent, (her timetable code has been crossed out). The replacement teachers are ROO (Period 2) and HEA (Period 3).

Attendance Tab

The **Attendance Tab** circled in red on page 5 of this guide, opens a window that contains data for students and parents alike.

Student: John STUDENT, 07C, Year 7

Navigation: Dashboard | Schedule | **Attendance**

Attendance Summary: Summary | Approvals | Unapproved | Arrive/Depart | Full Record

Daily Activities & Attendance

Currently filtering: 28/09/2014

Activity Name	Start	Finish	Pd	Location	Staff	Status
7HGA	28/09 - 06:55 AM	28/09 - 09:50 AM	HG	205	MAT	Present
7MAA	28/09 - 06:00 AM	28/09 - 10:11 AM	1	305	MOR	Present
/ENR	28/09 - 10:25 AM	28/09 - 11:47 AM	2	304	MAI	Present
7PCA	28/09 - 11:48 AM	28/09 - 12:50 PM	3	205	KM	Present
7SCA	28/09 - 01:48 PM	28/09 - 02:58 PM	4	407	MCE	Present

Attendance Summary

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class: All | Act'd: All | VCE: All | Sch: All | Filter | Export

SUBJECT	CLASS	FORM	KPI	In Class			Out of Class				Percentages				
				Pres	Absent	Unexc	NP	IP	NP	OCB	Class %	Absent %	WOF %	Sch %	
7C Home Group	7HGA	07C	35	32	0	0	33	1	2	0	3	91	100	95	95
7English	7ENA	07C	24	22	0	0	27	1	1	0	2	91	100	97	97
7French	7FRA	07C	15	12	0	0	13	1	1	0	2	87	100	93	93
7Humanities	7HUMA	07C	13	12	0	0	12	0	1	0	1	92	100	92	92
7Math	7MAA	07C	26	22	0	1	23	1	2	0	3	85	100	92	92
7Music	7MUSA	07C	13	12	0	0	12	0	1	0	1	92	100	92	92
7PE	7PEA	07C	16	13	0	0	13	1	1	0	2	87	100	93	93
/SCIENCE	/SCIA	U/L	15	14	0	0	14	0	1	0	1	93	100	93	93
7Woodwork	7WOKA	07C	14	14	0	0	14	0	0	0	0	100	100	100	100
HOME GROUP	HGA	U/L	2	2	0	0	2	0	0	0	0	100	100	100	100
Events	-	07C	1	2	0	0	2	0	0	0	0	100	100	100	100

Powered by Compass School Manager (15 / 8.11.00 / KW18111) | © Copyright 2014 . DLF International Pty Ltd - Website Policies

On the **Attendance** information displayed on the previous page, note the following:

- The selector allows for any date to be chosen for inspection.
- John was present for every session on that day.
- The table in the lower half of the screen details John's attendance in each of his subjects. Parents can filter the date range, (ie: choose all year, or a specific time period eg: a month) and attendance rates. On a laptop or desktop computer, hover the mouse over the headings on coloured backgrounds, (circled in red on page 8) for an explanation of each category.

Attendance Tabs

The other tabs (circled in green on page 7), provide parents of a list of student absences that have been **approved**, **unapproved** as well details of **late arrivals** and **early departures**.

Subject	Class	Form	Run	In Class			Total	Out of Class			Total	Percentages			
				Prsnt	Late Appr	Late Unap		NP Schi	NP Parnt	NP Unap		Class %	Ac'd %	VCE %	Schi %
7C Home Group	7HGAA	07C	38	35	0	0	35	1	2	0	3	92	100	95	95
7English	7ENA	07C	29	27	0	0	27	1	1	0	2	93	100	97	97
7French	7FRA	07C	15	13	0	0	13	1	1	0	2	87	100	93	93
7Humanities	7HUMA	07C	13	12	0	0	12	0	1	0	1	92	100	92	92
7Math	7MAA	07C	26	22	0	1	23	1	2	0	3	88	100	92	92
7Music	7MUSA	07C	13	12	0	0	12	0	1	0	1	92	100	92	92
7PE	7PEA	07C	15	13	0	0	13	1	1	0	2	87	100	93	93
7Science	7SCA	07C	15	14	0	0	14	0	1	0	1	93	100	93	93
7Woodwork	7WWKA	07C	14	14	0	0	14	0	0	0	0	100	100	100	100
Home group	HIGA	07C	2	2	0	0	2	0	0	0	0	100	100	100	100
Events	-	07C	2	2	0	0	2	0	0	0	0	100	100	100	100

Powered by Compass School Manager (15 / 8.19.0.0 / KW1#112) © Copyright 2014 JDLF International Pty Ltd - Website Policies

The data displays the student's attendance in Homegroup, each of their subjects and other events.

Explanations for columns from left to right above:

- **Subject codes** and **class group**
- **Run**: represents the total number of classes run for that subject

Under green "In Class" heading

- **Present, Late** (either approved or unapproved); **Total Present**

Under orange "Out of Class" heading

- **Not Present**, (but explained by either school or parent); **Not Present**, (and not explained by either school or parent); **Total Out of Class**

Under blue “Percentages” heading

- **Class %** - This figure represents the percentage of time a student has attended the actual class/subject (and not something else, eg: Instrumental Music or appointment with Student Wellbeing Team etc.).
- **Accounted %** - This displays what percentage of time this student was actually accounted for of the time allocated to a given class/subject.
- **VCE %** - For the time allocated to the given subject, what percentage did the student satisfy the school’s VCE/VCAL attendance requirements?
(Only relevant to students studying VCE/VCAL course)
- **School %** - For the time allocated to the given class, what percentage of this time was the student’s whereabouts explained/accounted for by the school?
This is a good indication of overall attendance.

In the table shown here, Compass has colour highlighted some percentages as alerts.

Compass is highlighting concerns about attendance and these are being flagged by those percentages on an orange background, while those with a red background are very serious.

NB: **The coloured warnings are indicative only** as the colour codes are pre-set by Compass. They serve only as a guide. Attention should be given to the actual figures shown in the table.

Percentages				
	Class %	Ac'td %	VCE %	Schl %
	73	93	73	73
	73	93	73	73
	85	92	85	85
	73	87	73	73
	100	100	100	100
	100	100	100	100
	80	93	80	80
	93	100	93	93
	50	100	50	50
	86	96	86	86

Approving Absences

- Parents can “approve”* a student absence online by clicking the box next to absence date and then going to **Parent Approvals**.

The screenshot shows the Scoresby Secondary College Portal interface. At the top, there is a navigation bar with icons for home, search, and user profile. The user profile shows 'Mrs Sarah STUDENT & Mr James STUDENT'. The main content area is divided into two columns. The left column is titled 'Welcome to the Scoresby Secondary College Portal' and contains a message about keeping contact information up to date. Below this, there is a user profile for 'John STUDENT' with a photo. A red circle highlights the '+ Add Request Approval (Approved Absences) etc.' button. The right column is titled 'Compass' and contains 'My News' with two news items: 'Microsoft Office - Free for Students' and 'School Photography Day - Order on line - February 26th 2015'.

*

IMPORTANT!

While Compass provides opportunities for parents to “Approve Absences” , it should be noted that a written explanation of the student’s absence is still required by the Department of Education and Training for official approval of student absences. Where appropriate, such a written explanation should take the form of a Medical Certificate or similar. The online “**absence approval**” in Compass is only an indication of the parent’s knowledge of the student’s absence.

In addition, for those students undertaking studies in the VCE/VCAL, the rules relating to attendance set by the Victorian Curriculum and Assessment Authority (VCAA) clearly state that a student absence must be supported with a medical certificate.

Students are reminded that 90% attendance is required for all classes as part of the successful completion of a course of study.

Tick box to nominate absence to be approved

Parent then approves the absence here

Parent can download a letter, complete explanation of student's absence and send it to the college

Student: John STUDENT, 07C, Year 7

Dashboard | Schedule | Attendance

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

Unapproved Absences

Parent Approve Print Unapproved Letter

Activity Name	Start	Finish	P#	Location	Staff	Status	Roll
<input checked="" type="checkbox"/> 7MAA	06/02 - 09:00 AM	06/02 - 10:11 AM	1	305	MOR	Late	

Page 1 of 1 | Items: 20 | Displaying Unapproved Records 1 - 1 of 1

Powered by Compass School Manager (32 / 015.00 / #A1#112)

© Copyright 2014 JDLF International Pty Ltd - #WebSite Policia

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prsn	Late Appt	Late Unsp	Total	NP Sctd	NP Partl	NP Unsp	Total	Class %	Act'd %	VCE %	Sch %
TC Music Group	TMGAA	07C	35	35	0	0	35	1	2	0	3	92	100	95	95
TEnglish	TEANA	10C	29	27	0	0	27	1	1	0	2	93	100	97	97
TEPied	TEPA	07C	15	13	0	0	13	1	1	0	2	87	100	92	93
THumanities	THHMA	10C	13	10	0	0	10	0	1	0	1	60	100	90	90
TMeth	TMMA	07C	25	22	0	1	23	1	2	0	3	60	100	92	92
TMusic	TMUSA	07C	13	12	0	0	12	0	1	0	1	92	100	92	92
TPE	TPEA	07C	16	13	0	0	13	1	1	0	2	81	100	93	93
/SCIENCE	/SLCA	07C	10	14	0	0	14	0	1	0	1	93	100	93	93
TWoodwork	TWWKA	07C	14	14	0	0	14	0	0	0	0	100	100	100	100
Music Group	MISA	07C	2	2	0	0	2	0	0	0	0	100	100	100	100
Events	-	07C	2	2	0	0	2	0	0	0	0	100	100	100	100

Tools Menu

The **Tools Menu** is located on the top right hand corner of the screen.

Through this drop down list, parents are able to:

- **Change their password**
- **Update parents' details**
- **Logout**

Compass lists the option of making payments through this tab also, however that facility is not available at Scoresby Secondary College. Therefore excursion may show that they have not paid, when they may have.

Logging Out

As indicated, use the Tools Menu to log out of Compass.

The screenshot displays the Scoresby Secondary College Portal interface. At the top right, the user is logged in as 'Mrs Sarah STUDENT & Mr James STUDENT'. A 'Tools' dropdown menu is open, listing options: 'My Account', 'My Payments', 'Change My Password', 'Update My Details', and 'Logout'. The 'Logout' option is circled in red. A red arrow points from the text above to this 'Logout' option. The main content area shows a 'Welcome to the Scoresby Secondary College Portal' message, a 'Compass' header, and a 'My News' section with a 'Microsoft Office - Free For Students' announcement. A user profile for 'John STUDENT' is visible on the left, and a 'School Photography Day' announcement is at the bottom.

Student Learning Tasks

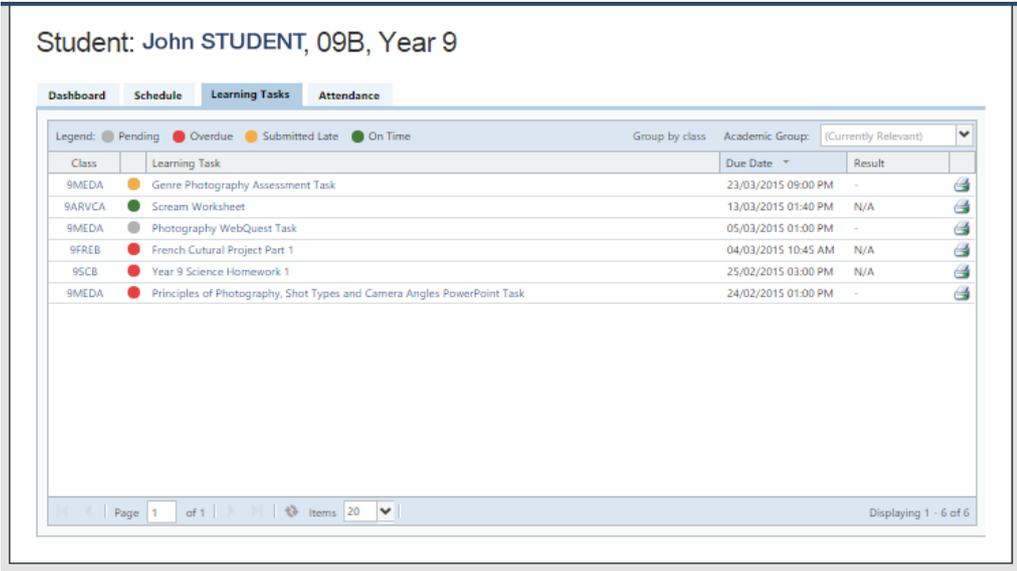
Compass gives teachers the opportunity to prepare and set Learning Tasks for students in their classes. The tasks can include a number of features such as:

- Details of the task and when it is due for completion
- Support materials, including handout sheets, additional reference notes, links to websites, instructional videos etc.
- Allowance for students to submit their work electronically
- Provision for feedback to be given to students on work they have completed
- An opportunity for parents to view the feedback and join the conversation between student and the teacher about the project or task

Accessing Learning Tasks

There are two main ways to access the Learning Tasks for students. The first is via the **underlined subject link** on the daily schedule. This method will take the viewer to a list of Learning Tasks related to that subject.

The second option is to follow the link located under the **Teaching and Learning** tab.  This option will prepare a list of all Learning Tasks the student has in all subjects, as shown below.



Student: John STUDENT, 09B, Year 9

Dashboard Schedule **Learning Tasks** Attendance

Legend: ● Pending ● Overdue ● Submitted Late ● On Time

Group by class Academic Group: (Currently Relevant)

Class	Learning Task	Due Date	Result
9MEDA	Genre Photography Assessment Task	23/03/2015 09:00 PM	-
9ARVCA	Scream Worksheet	13/03/2015 01:40 PM	N/A
9MEDA	Photography WebQuest Task	05/03/2015 01:00 PM	-
9FREB	French Cultural Project Part 1	04/03/2015 10:45 AM	N/A
9SCB	Year 9 Science Homework 1	25/02/2015 03:00 PM	N/A
9MEDA	Principles of Photography, Shot Types and Camera Angles PowerPoint Task	24/02/2015 01:00 PM	-

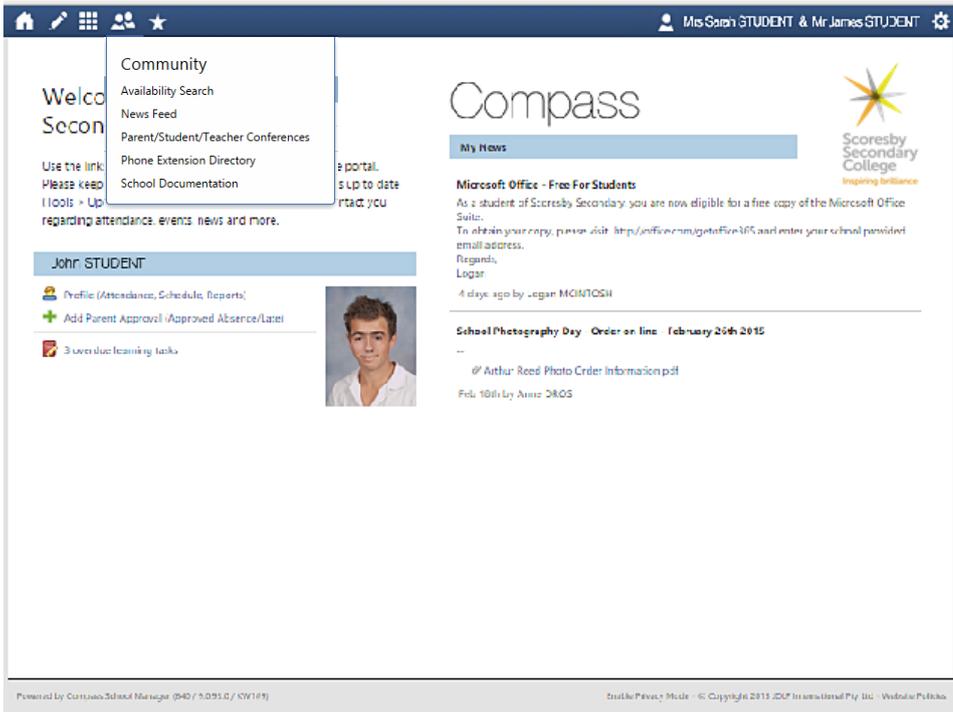
Page 1 of 1 Items 20 Displaying 1 - 6 of 6

The coloured key provides details of the status of the work (ie: completed, overdue etc.) while clicking on the name of the task will open a window detailing exactly what the student is required to do.

With the task window open, students and parents can also read the feedback given by the teacher on previously submitted work.

Student Learning Conferences (Parent/Student/Teacher Interviews)

Appointments are made for Student learning Conferences via the **Community** tab. 



Select Parent/Student/Teacher Conferences and a new window opens listing the conferences available.

Click on the link to open the appointment schedule.



Compass opens a window that lists all of the student’s teachers. In the example below, the student is a senior student studying only a relatively small number of subjects.

2015 Student Learning Conferences - Semester 1: John STUDENT (STU003)

Semester 1 Parent/Student/Teacher Interviews

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

26/03 13:00 PM	Available	26/03 15:20 PM	Available	26/03 17:40 PM	Available
26/03 13:10 PM	Available	26/03 15:30 PM	Available	26/03 17:50 PM	Available
26/03 13:20 PM	Available	26/03 15:40 PM	Available	26/03 18:00 PM	Available
26/03 13:30 PM	Available	26/03 15:50 PM	Available	26/03 18:10 PM	Available
26/03 13:40 PM	Available	26/03 16:00 PM	Available	26/03 18:20 PM	Available
26/03 13:50 PM	Available	26/03 16:10 PM	Available	26/03 18:30 PM	Available
26/03 14:00 PM	Available	26/03 16:20 PM	Available	26/03 18:40 PM	Available
26/03 14:10 PM	Available	26/03 16:30 PM	Available	26/03 18:50 PM	Available
26/03 14:20 PM	Available	26/03 16:40 PM	Available	26/03 19:00 PM	Available
26/03 14:30 PM	Available	26/03 16:50 PM	Available	26/03 19:10 PM	Available
26/03 14:40 PM	Available	26/03 17:00 PM	Available	26/03 19:20 PM	Available
26/03 14:50 PM	Available	26/03 17:10 PM	Available	26/03 19:30 PM	Available
26/03 15:00 PM	Available	26/03 17:20 PM	Available		
26/03 15:10 PM	Available	26/03 17:30 PM	Available		

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note	Location
Andrew YOUNG (YOU)	Freeman 2 Teacher	
John HEALY (HEA)	12 Chemistry3 Teacher	
Liddy PICKENS (PIC)	12 English3 Teacher	
Sylvia WOOD (WOO)	12 + 11 Biology3 Teacher	

Conference Bookings
Conference Bookings Home

2015 Student Learning Conferences - Semester 1
Bookings for John
Print All Bookings

Select the preferred appointment time as seen in the illustration on the right. In this case all the student’s teachers are available at this time. If a teacher was already committed to an appointment or was unavailable at a nominated time, their name would not be visible.

26/03 14:40 PM Available 26/03 17:00 PM Av
26/03 14:50 PM Available 26/03 17:10 PM Av
26/03 15:00 PM Available 26/03 17:20 PM Av
[No Booking] 26/03 17:30 PM Av
[No Booking] Sylvia WOOD
Andrew YOUNG
John HEALY
Liddy PICKENS
[No Booking] Start

Staff Member Staff Note
Andrew YOUNG (YOU) Freeman 2 Tea
John HEALY (HEA) 12 Chemistry3

Select the teacher’s name and confirm the booking by selecting **update**.

The appointment is made when the background behind the teacher’s name turns pink.

26/03 14:30 PM Available 26/03 16:50 PM Available 26/03 19:10 PM
26/03 14:40 PM Available 26/03 17:00 PM Available 26/03 19:20 PM
26/03 14:50 PM Available 26/03 17:10 PM Available 26/03 19:30 PM
26/03 15:00 PM Sylvia WOOD 26/03 17:20 PM Available
26/03 15:10 PM Available 26/03 17:30 PM Available

Key Available for booking Not available Current booking

Available Staff

Staff Member	Staff Note
Andrew YOUNG (YOU)	Freeman 2 Teacher
John HEALY (HEA)	12 Chemistry3 Teacher

A summary of the appointments made, including the teacher’s name and image, can be printed out by clicking the link on the right (see above).

Support with Compass

Parents and students who experience difficulties in accessing Compass at Scoresby can seek advice and assistance through our dedicated **IT Support** system. This internet based support site will also accept problems associated with students accessing the school's network with their own laptops or tablets that they are using at the college under the BYOD (Bring Your Own Device) program.

Accessing Support

To log a problem with the Scoresby Secondary College IT Support system, simply logon to:

<http://support.scoresbysc.vic.edu.au/>

Scoresby I.T. [Sign In](#)

[Support Center Home](#) [Knowledgebase](#) [Open a New Ticket](#) [Check Ticket Status](#)

Welcome to the Support Center

In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests. A valid email address is required to submit a ticket.

Open a New Ticket

Please provide as much detail as possible so we can best assist you. To update a previously submitted ticket, please login.

Open a New Ticket

Check Ticket Status

We provide archives and history of all your current and past support requests complete with responses.

Check Ticket Status

Be sure to browse our [Frequently Asked Questions \(FAQs\)](#) before opening a ticket

and click **“Open a New Ticket”**

Complete all sections of the ticket that opens, remembering to provide us with enough detail in order to answer your enquiry, including a description from the **Help Topic** drop down menu.

At completion of lodgement, a ticket will be generated to acknowledge your request for support and an email sent to you. The email will contain details including a ticket number which will allow students and parents to monitor the progress of their request.

To lodge your request, click **Create Ticket** at the bottom of the screen.

Notes



Scoresby
Secondary
College

Inspiring brilliance