

Compass

Lesson Resources, Communication
and Learning Tasks



COASTAL LAKES
COLLEGE

Imagine, Believe, Inspire & Achieve.



RIDGE VIEW
SECONDARY COLLEGE

BELIEVE • ASPIRE • PRIDE

Getting Started



List THREE features that you previously found valuable in Connect or Reporting to Parents.



Discuss this at your table

Step 1- Login to Compass

The screenshot displays the Compass user interface. At the top, there is a dark blue navigation bar with icons for home, calendar, edit, grid, and users, alongside a search bar containing the text "Search for people, activities and more...". On the right side of the navigation bar, the user's name "Lucy LAI" and a settings gear icon are visible.

The main content area is divided into three sections:

- Calendar:** A calendar view for "Tuesday, 18 February 2020". The time slots are listed on the left: 8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, and 3pm. The 8:30 slot contains a blue bar labeled "8:30: 07HASS1 - MATH44 - S19". The 9:34 slot is split into two blue bars: "9:34: 08HASS7 - S19" on the left and "9:34: 07HASS9 - MATH44 - S19" on the right.
- My News:** A section with a blue header "My News" and a green plus icon. Below the header is a pink notification box that reads: "You have 1 unmarked rolls (1 from today). Please [click here](#) to view and mark these rolls." Below this box, the text "There are no news items." is displayed.
- My Tasks:** A section with a blue header "My Tasks" and a dropdown arrow. Below the header is a text input field containing "Add Task..." and a green plus icon followed by the word "Add". Below the input field, the text "You currently have no tasks" is displayed.

Step 2- Select a Class

The screenshot displays the Compass LMS interface. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and users, along with a search bar and the user name 'Lucy LAI'. A dropdown menu is open, showing the following options:

- Teaching and Learning
- Curriculum
 - Learning Tasks
 - School Resources
 - Subjects and Classes
 - 07HaSS: 07HASS1 (2020)
 - 07HaSS: 07HASS9 (2020)
 - 08HaSS: 08HASS7 (2020)
 - D-L-A2: DLA22 (2020)
- Reporting & Assessment
 - Comment Bank Editor
 - Progress Reports
 - Semester Reports

The background shows a calendar view with a time slot from 8am to 3pm. A class titled '9 - MATH44 - S19' is visible in the 9am slot. Below the calendar, there is a 'My Tasks' section with an 'Add Task...' input field and an 'Add' button. A message states 'You currently have no tasks'. On the right side, the 'Compass' logo and 'COASTAL LAKES COLLEGE' logo are visible. Below them is a 'My News' section with a notification: 'You have 1 unmarked rolls (1 from today). Please click here to view and mark these rolls.' and a message 'There are no news items.'

Step 3- Add a 'Notice' in Class News

Visible to
students and
parents



The screenshot shows a Moodle class page for '07 HaSS' (07HASS1 (2020 Academic)). The page has a dark blue header with navigation icons and a search bar. Below the header, there are tabs for 'Dashboard', 'Schedule', 'Learning Tasks', 'Continuum', 'Resources', 'Enrolments', 'Attendance', 'Sessions', and 'Analytics'. A date and time selector shows 'Thursday, 20 February at 12:07 PM (Upcoming Session)'. The main content area includes a teacher profile for 'Lucy Lai', a 'MATH44' course box, and a 'Teacher Notes' section. Below that is a 'Lesson Plan' section with 'Create New Page' and 'Choose Page from Class Resources' buttons. The 'Class News Feed' section has an 'Add class news...' input field, which is highlighted by an orange arrow. Below the input field is a post titled 'Welcome to HASS 2020' by Lucy Lai, dated '4 days ago'. The right sidebar contains a 'Mark the Roll' button, a 'Tools' section with various utility links, and a 'Bookings' section showing 'No bookings have been recorded'.

Step 4- Learning Tasks (set by HOLA)

The screenshot shows a user interface for a learning management system. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and users, along with a search bar and the user's name 'Lucy LAI'. Below this, the course title '07 HaSS' and '07HASS1 (2020 Academic)' are displayed. A menu bar contains tabs for 'Dashboard', 'Schedule', 'Learning Tasks', 'Continuum', 'Resources', 'Enrolments', 'Attendance', 'Sessions', and 'Analytics'. The 'Learning Tasks' tab is active, and the view is set to 'Grid View'. Below the menu, there are two buttons: '+ Add Learning Task' and '+ Add Learning Task From Template'. A table lists learning tasks with columns for 'Learning Task', 'Status', 'Submitted', and 'Actions'. The first task is 'History Assessment- Portfolio', which is a 'Class Task' with 'Report: No', 'Grades: Students, Parents', and 'Task: Students, Parents'. It has a 'Due date: 09/04/20 04:00 PM' and 'Online Submission: Disabled'. The 'Submitted' column shows '0/30' and the 'Actions' column contains a wrench icon. An orange arrow points to this icon with the text 'Click 'Edit''.

Dashboard Schedule Learning Tasks Continuum Resources Enrolments Attendance Sessions Analytics

Dashboard Grid View

+ Add Learning Task + Add Learning Task From Template

Learning Task	Status	Submitted	Actions
History Assessment- Portfolio Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 09/04/20 04:00 PM Online Submission: Disabled	0/30	

Click 'Edit'

Step 5: Change Visibility (Security)

Editing - History Assessment- Portfolio

Basic Components Students Reporting

Name: History Assessment- Portfolio Due: 09/04/2020 04:00 PM

Security

	Students	Parents	Staff
Task Visible	✓	✓	✓
Conversation	✗	✗	✓
Allow Submission	✗	✗	✗
Grading Visible	✓	✓	✓

Component Summary

Grading: Performance
Performance - Well Above Standard, Above Standard, At Standard, Approaching Standard, Below Standard, Insufficient Evidence, Not Submitted, Not Assessed

Grading: Teacher Feedback
Teacher Feedback - Choose from a bank of pre-existing comments, or enter free text

Submission: File Upload
Attach a file


Rubric: History Assessment- Portfolio
Rubric

Additional Options

SMS (late or overdue):

Flag task as important:

Save Cancel



Step 6: Adding Students to the Task

The screenshot shows the 'Editing - History Assessment- Portfolio' interface. The 'Students' tab is highlighted with an orange arrow. The interface includes a top navigation bar with tabs for 'Basic', 'Components', 'Students', and 'Reporting'. Below the navigation bar, there is a 'Name' field containing 'History Assessment- Portfolio', a 'Due' date field set to '09/04/2020' at '04:00 PM', and a rich text editor with various formatting options. On the right side, there is a 'Security' table, a 'Component Summary' section with grading and submission details, and an 'Additional Options' section with checkboxes for 'SMS (late or overdue):' and 'Flag task as important:'. At the bottom right, there are 'Save' and 'Cancel' buttons.

	Students	Parents	Staff
Task Visible	✓	✓	✓
Conversation	✗	✗	✓
Allow Submission	✗	✗	✗
Grading Visible	✓	✓	✓

Component Summary

Grading: Performance ★
Performance - Well Above Standard, Above Standard, At Standard, Approaching Standard, Below Standard, Insufficient Evidence, Not Submitted, Not Assessed

Grading: Teacher Feedback
Teacher Feedback - Choose from a bank of pre-existing comments, or enter free text

Submission: File Upload
Attach a file

Rubric: History Assessment- Portfolio
Rubric

Additional Options

SMS (late or overdue):

Flag task as important:

Step 6- Marking and Feedback

Select student



Result Entry - History Assessment- Portfolio

Task Details Detailed Results Grid Results

Actions Legend

Kareem Abdelqader

Paige Alekna

Flynn Aquilina

Eric Bain

Amelia Bampton

Annabelle Chomiak

Bonita Crawford

Owen Frost

Adam Geitz

Ethan Givens

Jessica Lanstone

Alex Lee

Tessa Medina

Subramanian

Lilly Nelson

Dakota Paech

Millie Penman

Jack Richardson

Tiamaya Samuel

Jada Stringer

Kelvin Mubata

Set status to: Not Received Received (now) Received (at due date) Received (set)

Receipt Time: Not yet received

Submission:

Due: Default 09/04/2020 - 04:00 PM Custom 09/04/2020 04:00 PM

Grading

Performance

Teacher Feedback

Launch History Assessment- Portfolio (Rubric)

Teacher Response

Submit File

Filename	Uploaded

You have not uploaded any responses yet. Drag files here to upload.

Conversation

Add comment...

Achievement Scale
(to be adjusted at CLC)

Type feedback

Launch the
marking rubric

Change status if
electronic
submission is
permitted



Upload a file as a
feedback



Step 6- Marking Rubric

Result Entry - History Assessment- Portfolio

Task Details Details

Actions Legend

Kareem Abdelqader
Paige Alekna
Flynn Aquilina
Eric Bain
Amelia Bampton
Annabelle Chomiak
Bonita Crawford
Owen Frost
Adam Geitz
Ethan Givens
Summah Hewson
Keiran Hite
Yee (Ryan) Khoo
Jessica Lanstone
Alex Lee
Tanaea Mackie
Lestat Malins
Leah Maunge
Cody-James McCoy
Sophie Meier
Tobias (Toby) Monroe
Bailey Morrissy
Lilly Nelson
Dakota Paech
Millie Penman
Jack Richardson
Tiamaya Samuel
Jada Stringer
Katie Webster

History Assessment- Portfolio

Criteria	Excellent	High	Satisfactory	Limited	Very Limited
Task 1 Archeologists and Historians	<ul style="list-style-type: none"> Selects and consistently applies history skills and concepts in familiar and new situations 	<ul style="list-style-type: none"> Selects and applies relevant history skills and concepts in most familiar and new situations 	<ul style="list-style-type: none"> Applies history skills and concepts in some familiar and new situations 	<ul style="list-style-type: none"> Applies some history skills or concepts in limited situations 	<ul style="list-style-type: none"> Does not apply any history or concepts skills accurately
Task 2 Chronological Order	<ul style="list-style-type: none"> Selects and consistently applies history skills and concepts in familiar and new situations 	<ul style="list-style-type: none"> Selects and applies relevant history skills and concepts in most familiar and new situations 	<ul style="list-style-type: none"> Applies history skills and concepts in some familiar and new situations 	<ul style="list-style-type: none"> Applies some history skills or concepts in limited situations 	<ul style="list-style-type: none"> Does not apply any history or concepts skills accurately
Task 3 Ancient Aboriginal Australians	<ul style="list-style-type: none"> Uses detailed facts and information about the features of ancient sites and artefacts to explain their relevance to past and present times. 	<ul style="list-style-type: none"> Uses facts and information about the features of ancient sites and artefacts to describe their relevance to past and present times. 	<ul style="list-style-type: none"> Uses facts and information about the features of ancient sites and artefacts to identify their relevance to past and present times. 	<ul style="list-style-type: none"> Uses minimal facts and information about the features of ancient sites and artefacts to state some relevance to past and present times. 	<ul style="list-style-type: none"> Does not use any facts or information to state relevance to past and present times.
Task 4 Ancient Egypt Social Hierarchy	<ul style="list-style-type: none"> Explains past events and developments from the perspective of different key groups. 	<ul style="list-style-type: none"> Describes, in detail, past events and developments from the perspective of different key groups. 	<ul style="list-style-type: none"> Describes past events and developments from the perspective of different key groups. 	<ul style="list-style-type: none"> Identifies past events and developments from the perspective of different key groups. 	<ul style="list-style-type: none"> Does not identify any past events from the perspective of key groups.
Task 5 Government in Ancient Egypt	<ul style="list-style-type: none"> Interprets information and/or data to describe, in detail, key relationships between ancient and modern government 	<ul style="list-style-type: none"> Interprets information and/or data to describe relationships between ancient and modern government 	<ul style="list-style-type: none"> Interprets information and/or data to identify a simple relationship between ancient and modern government 	<ul style="list-style-type: none"> Identifies some simple patterns from information or data 	<ul style="list-style-type: none"> Does not identify any patterns from information or data
	<ul style="list-style-type: none"> Interprets information and/or data to 	<ul style="list-style-type: none"> Interprets information and/or data to 	<ul style="list-style-type: none"> Interprets information and/or data to 	<ul style="list-style-type: none"> Identifies 	<ul style="list-style-type: none"> Does not

Save Cancel

Compass (31.2501 / 12.0.87.0 / ME1PDK) © Copyright 2020 - Website Policies

Step 7- Create Your Own Learning Task

The screenshot shows a user interface for a learning management system. At the top, there is a navigation bar with icons for home, calendar, edit, grid, and users, along with a search bar containing the text "Search for people, activities and more...". The user's name "Lucy LAI" and a settings gear icon are visible in the top right corner. Below the navigation bar, the course title "07 HaSS" and "07HASS1 (2020 Academic)" are displayed. A horizontal menu contains several tabs: "Dashboard", "Schedule", "Learning Tasks" (which is highlighted), "Continuum", "Resources", "Enrolments", "Attendance", "Sessions", and "Analytics". Under the "Learning Tasks" tab, there are two sub-tabs: "Dashboard" and "Grid View". The main content area shows a table with two columns: "Add Learning Task" and "Add Learning Task From Template". Below this, a table lists learning tasks. The first task is "History Assessment- Portfolio". The table has columns for "Status", "Submitted", and "Actions". The "Submitted" column shows "0/30". The "Actions" column contains a wrench icon. Below the task name, there is a row of metadata: "Class Task | Report: No | Grades: Students, Parents | Task: Students, Parents". The "Due date" is "09/04/20 04:00 PM" and "Online Submission" is "Disabled". An orange arrow points to the "Add Learning Task" button.

Dashboard | Schedule | **Learning Tasks** | Continuum | Resources | Enrolments | Attendance | Sessions | Analytics

Dashboard | Grid View

+ Add Learning Task + Add Learning Task From Template

Learning Task	Status	Submitted	Actions
History Assessment- Portfolio Class Task Report: No Grades: Students, Parents Task: Students, Parents	Due date: 09/04/20 04:00 PM Online Submission: Disabled	0/30	

For individual class tasks (if applicable)

Step 8: School/Lesson Resources

The screenshot shows a software interface with a dark blue header bar. On the left is a navigation menu with a search bar at the top. The search bar contains the text "Search for people, activities and more...". Below the search bar, the user's name "Lucy LAI" and a settings gear icon are visible. The navigation menu is expanded, showing a list of options under the heading "Teaching and Learning". The options are: Curriculum, Learning Tasks, School Resources (highlighted with a blue bar and a mouse cursor), Subjects and Classes, and Reporting & Assessment. Under "Subjects and Classes", there are four sub-items: "- 07HaSS: 07HASS1 (2020)", "- 07HaSS: 07HASS9 (2020)", "- 08HaSS: 08HASS7 (2020)", and "- D-L-A2: DLA22 (2020)". Under "Reporting & Assessment", there are three sub-items: "Comment Bank Editor", "Progress Reports", and "Semester Reports".

The main content area has a horizontal navigation bar with tabs: "Continuum", "Resources", "Enrolments", "Attendance", "Sessions", and "Analytics". The "Resources" tab is currently selected. Below the tabs, there is a table with columns: "Status", "Submitted", and "Actions". The table contains one row with the following data:

Status	Submitted	Actions
Task: Students, Parents	0/30	

Additional information visible in the table row includes "Due date: 09/04/20 04:00 PM" and "Online Submission: Disabled".

Step 9: Accessing Shared Resources

The screenshot shows a OneDrive interface for a user named Lucy LAI. The main area displays a folder named 'School Resources'. Inside this folder, there is a sub-folder 'TERM 1- HISTORY' which is currently selected. The 'TERM 1- HISTORY' folder contains five sub-folders: 'Lucy Lai', 'Nicole Loveless', 'Jaymie Lock-Doubikin', 'Linda Hunter', and 'Rhyanna Anderton'. The left-hand side of the interface shows a 'Quick Access Navigation Bar' with a tree view of folders including 'Humanities and Social Sciences', 'Year 7', 'Year 7 Semester 1 Pr...', 'TERM 1- HISTORY', 'TERM 2- CIVICS AND...', 'TERM 3- GEOGRAPHY', 'TERM 4- ECONOMICS', 'Assessments', 'Year 8', 'English', 'Mathematics', 'Science', 'Health & Physical Education', 'Technologies', 'The Arts', 'Integrated Learning', and 'Inclusive Education'. An orange arrow points from the text 'Quick Access Navigation Bar' to the left-hand navigation pane. At the bottom right, an orange box contains the text 'Try to download something!'.

Quick Access
Navigation Bar

Try to download
something!

Step 10: Uploading Your Own Resources

The screenshot shows a web interface for 'School Resources'. On the left is a navigation tree with categories like 'Humanities and Social Sciences', 'Year 7', 'Year 8', 'English', 'Mathematics', 'Science', 'Health & Physical Education', 'Technologies', 'The Arts', 'Integrated Learning', and 'Inclusive Education'. The 'Year 7' folder is expanded to show 'TERM 1- HISTORY', which is selected. The main content area shows a list of folders under 'TERM 1- HISTORY': 'Lucy Lai', 'Nicole Loveless', 'Jaymie Lock-Doubikin', 'Linda Hunter', and 'Rhyanna Anderton'. At the top right of this list are buttons for '+ Add Content', 'Edit', and 'Edit Permissions'. An orange arrow points from the '+ Add Content' button to a dropdown menu that lists options: 'Folder', 'Page', 'File', 'Link', 'Learning Task', 'Rubric', and 'Learning Task From Template'. Another orange arrow points from a text box to the 'Lucy Lai' folder in the list. A third orange arrow points from another text box to the bottom of the interface.

Search for people, activities and more...

Lucy LAI

School Resources

Tools Filter

TERM 1- HISTORY + Add Content Edit Edit Permissions

This folder contains the following:

- Lucy Lai
- Nicole Loveless
- Jaymie Lock-Doubikin
- Linda Hunter
- Rhyanna Anderton


1. Make sure to select your own folder

You can also directly drag and drop files from your computer for more efficient multi-file uploads

Add File ✕

Name

Select New File: [Browse...](#)

 Save Cancel

Name it
(visible to all so be specific)



Select a file from your
computer



Step 11: Pushing Resources to Your Classes

School Resources

The screenshot displays the 'School Resources' interface. On the left is a hierarchical tree view of folders, including 'Humanities and Social Sciences', 'Year 7', 'TERM 1- HISTORY', and 'Year 8'. A file named 'Welcome to HASS' is selected in the tree, and a context menu is open over it, showing options like 'Push to Subjects/Classes', 'Add Content', 'Remove Selected', 'Duplicate Selected', and 'Edit Permissions'. On the right, the 'Welcome to HASS' folder is expanded, showing a list of files: 'Lesson Slides: Welcome to HASS' and 'Worksheet: Best Self/Worst Self'. An orange callout box with a white arrow points from the text 'You can also do this with individual files' to the 'Lesson Slides' file in the list. The top right of the interface has buttons for '+ Add Content', 'Edit', and 'Edit Permissions'.

Find your
subject, then
you class

Push to Subjects/ Classes

Report Cycle(s) for applicable Learning Tasks:

Class Filters

Filter: 2020 Academic

Start: 03/02/2020 Finish: 17/12/2020

Push to: Classes

- 7 07DTMM (2020 Academic) (07DTMM)
- 7 07DTMT (2020 Academic) (07DTMT)
- 7 07DTMW (2020 Academic) (07DTMW)
- 7 07ENG (2020 Academic) (07ENG)
- 7 07HaSS (2020 Academic) (07HASS)
 - 07HASS1 (07HASS1)
 - 07HASS2 (07HASS2)
 - 07HASS3 (07HASS3)
 - 07HASS4 (07HASS4)
 - 07HASS5 (07HASS5)
 - 07HASS6 (07HASS6)
 - 07HASS7 (07HASS7)
 - 07HASS8 (07HASS8)
 - 07HASS9 (07HASS9)
- 7 07HEA (2020 Academic) (07HEA)
- 7 07HEC (2020 Academic) (07HEC)
- 7 07IE (2020 Academic) (07IE)

Are you missing subjects/ classes from this list? [?](#)

Push Content **Cancel**

Home Calendar Edit Grid People Search for people, activities and more... Lucy LAI Settings

07 HaSS

07HASS1 (2020 Academic)

Dashboard Schedule Learning Tasks Continuum Resources Enrolments Attendance Sessions Analytics

Tools Filter

- Class: 07HASS1
 - Year 7 Semester 1 Program
 - History Assessment- Portfolio
 - TERM 1- HISTORY

Class: 07HASS1 + Add Content Locked

This folder contains the following:

- Year 7 Semester 1 Program
- History Assessment- Portfolio
- TERM 1- HISTORY

Magic!

FAQ

Will students and parents have Compass logins?
Yes and students will be trained how to use
Compass in Digitech

How will we be using RTP and Connect?

RTP will only be used for final grades and report
comments (CLC). Connect will not be used (except
for the CLC Connect Community).

Do we have to use electronic submission/marketing
rubrics/feedback for every assessment?

Not necessarily. This will vary depending on the
Learning Area. We prioritise meaningful and
effective feedback and reflection. If the Compass
module does not align with these priorities in your
particular context, paper
feedback/marketing/submission should be used.

By end of
Week 6
please have
for each class:



A welcome notice



Relevant resources uploaded to 'School Resource'



Those resources pushed to your relevant classes



Please see your HOLA for any assistance. They are more than happy to help 😊