

Compass

Parent Portal Login Instructions

URL: <http://my.spectrumcharter.org>

If you have not created a parent account, select the “New Account” Button.

COMPASS - GIVING EDUCATION DIRECTION

Student ID / Guardian E-mail Address:

Password:

Login New Account

[If You Forgot Your Password Click Here?](#)

Fill out the following form with YOUR (parent/guardian) information

COMPASS - NEW ACCOUNT

First Name:

Last Name:

E-mail Address:

Password:

Password (again):

You may see the following symbols:
+ - * /

9 - 2

Answer the above math question:

Add Cancel

Make sure the passwords match in each box

Select the green “+” to add each student to your parent account.

COMPASS - ACCOUNT: STUDENT MANAGMENT

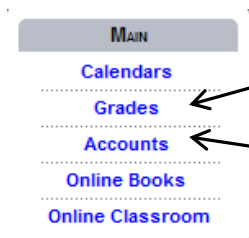
Student Name	Student ID	Grade

Fill in the required information for each student that attends Spectrum Academy.

The Student ID is located on your student's report card. If you do not have it, please contact the front office.

The Student Pin Number is located on the email you received for each student. If you do not have it, please contact the front office.

You will see a menu to the top left of your computer screen.



Select "Grades" to see your student's grades

Select "Accounts" to see any money you owe the school. This includes daycare fees.

Navigating Your Way Around "Grades"

This drop-down menu allows you to see the grades assigned for a specific term.

Select this drop down menu to see grades for your other students attending Spectrum Academy.

Select the blue course code to see all the assignments in each class.

Period	Course No:	Course	Instructor	Room	Grade	%	GPA	Cit.	Complete	AT	PT	PF	SR
1	1722	6 - Mathematics	Teacher 1	129	A	94	4.00	S	Yes	✓	✓	✓	✓
2	1723	6 - Mathematics	Teacher 2	129	F	50	0.00	S	Yes	✓	✓	✗	✗
3	1748	MS - Keyboarding	Teacher 3	130	A	94	4.00	S	Yes	✓	✓	✓	✓
4	1742	MS - Study Skills	Teacher 4	131	Credit	98	4.00	H	Yes	✓	✓	✓	✓
5	1902	8 - Science	Teacher 5	131	A	93	4.00	H	Yes	✓	✓	✓	✓
6	1712	MS - English Advanced	Teacher 6	130	B	83	3.00	S	Yes	✓	✓	✓	✓
7	1713	MS - English Advanced	Teacher 7	130	-	-	-	-	No	✓	✓	✓	✓

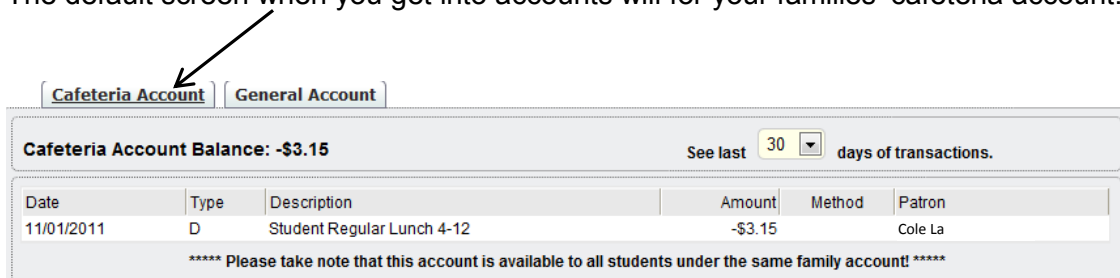
You will see a list of all the assignment and what your child scored on each assignment.

Assignment	Description	Due Date	Max Score	Score
Sensitive Plant	Sensitive Plant Comprehension Worksheet	10/01/11	5	4
Photosynthesis	Photosynthesis Worksheet	10/01/11	5	5
Plant Test	Introduction to Plants Test	10/01/11	12	12
Life Cycle WS	Life Cycle Worksheet	10/01/11	5	5
Cell Test	Cell and Heredity Test	10/01/11	21	19
Cell Label WS	Cell Labeling Worksheet	10/01/11	2	2
egg-citing worksheet	egg experiment	10/27/11	9	9
Introduction to Matter	Introduction to matter	10/27/11	13	13
Changes in matter	changes in matter worksheet	10/27/11	53	46
States of Matter	States of Matter Textbook Packet	10/27/11	8	8
Cells and Heredity Test	Test	10/27/11	16	16

Percentage: 93%
Letter Grade: A

Navigating Your Way Around “Accounts”

The default screen when you get into accounts will for your families’ cafeteria account.



Cafeteria Account | General Account

Cafeteria Account Balance: -\$3.15 See last 30 days of transactions.

Date	Type	Description	Amount	Method	Patron
11/01/2011	D	Student Regular Lunch 4-12	-\$3.15		Cole La

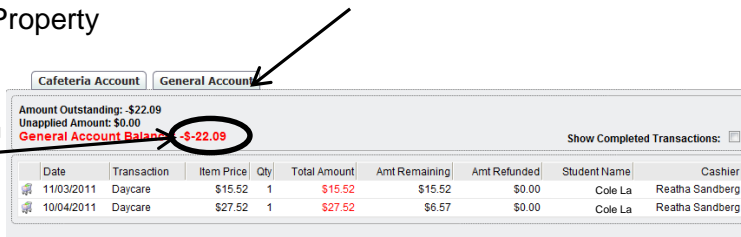
***** Please take note that this account is available to all students under the same family account! *****

We do not use the “Cafeteria Account” feature on Compass because all the school lunches are ordered through Vie Gourmet. There may be an amount showing due for school lunches, please disregard this as parents are required to pay at check-out from the Vie Gourmet website.

General Accounts may show charges for the following:

- Daycare/Wolf Pack
- Registration Fees
- Daycare
- Damaged Property

This is how much you owe the school.



Cafeteria Account | **General Account**

Amount Outstanding: \$22.09
Unapplied Amount: \$0.00
General Account Balance: -\$22.09

Show Completed Transactions: ☐

Date	Transaction	Item Price	Qty	Total Amount	Amt Remaining	Amt Refunded	Student Name	Cashier
11/03/2011	Daycare	\$15.52	1	\$15.52	\$15.52	\$0.00	Cole La	Reatha Sandberg
10/04/2011	Daycare	\$27.52	1	\$27.52	\$6.57	\$0.00	Cole La	Reatha Sandberg

Logging Volunteer Hours



Select the “Volunteer Log” Link from the main screen

Select either “Organization” or “Faculty” depending on what type of hours you completed. Then select the name of the organization or faculty member from the drop down list on the right.

A screenshot of the volunteer hours log form. The form has a light gray background. At the top, there are two radio buttons: 'Organization' and 'Faculty'. The 'Faculty' radio button is selected. To the right of the radio buttons is a 'Name:' label followed by a dropdown menu. The dropdown menu is open, showing a list of names: 'Teacher 1', 'Teacher 2', 'Teacher 3', 'Teacher 4', and 'Teacher 5'. Below the radio buttons, there is a 'Date Worked:' label followed by a date input field showing '09/01/2015'. To the right of the date field is an 'Hours Worked:' label followed by a text input field showing '2'. Below these fields is a 'Description of Work Done:' label followed by a large text area containing the text 'Cut out lamination'. At the bottom of the form is a 'Save' button.

Type in the date you completed the hours, how many hours you worked, and a description of your work. Then select “Save”.

A screenshot of the volunteer hours log form, similar to the previous one. The 'Faculty' radio button is selected. The 'Name' dropdown menu is now closed, and 'Teacher 1' is displayed. The 'Date Worked' field shows '09/01/2015', the 'Hours Worked' field shows '2', and the 'Description of Work Done' text area contains 'Cut out lamination'. The 'Save' button is highlighted with a blue border.

Once you have recorded your hours, you will see a volunteer hours log history for your reference.

School Year: 2016			Total Money: \$0	Total Hours: 2.00
Volunteer	Faculty / Organization	Date Worked	Money Donated	Hours Worked
Your Name	Teacher 1	09/01/2015		2.00

Scheduling “Parent/Teacher Conferences”

Schedules for Parent/Teacher conferences will be available online about a week prior to the scheduled date.



Select the conference date from the drop down menu.

A screenshot of the 'Parent/Teacher Conference - Thursday, December 8 Available Conference Dates' form. The 'Conference Date:' dropdown menu is open, showing the selected date 'Thursday, December 8th 2011'. The 'Faculty:' section is empty. A 'Print Schedule' link is visible on the right.

Select each teacher you would like to see

A screenshot of the 'Parent/Teacher Conference - Thursday, December 8 Available Conference Dates' form. The 'Conference Date:' dropdown menu is set to 'Thursday, December 8th 2011'. The 'Faculty:' section shows three checkboxes for 'Teacher 1', 'Teacher 2', and 'Teacher 3', all of which are currently unchecked. A 'Print Schedule' link is visible on the right.

Select the appointment time with each teacher you would like to attend

A screenshot of the 'Parent/Teacher Conference - Thursday, December 8 Available Conference Dates' form. The 'Conference Date:' dropdown menu is set to 'Thursday, December 8th 2011'. The 'Faculty:' section shows three checkboxes for 'Teacher 1', 'Teacher 2', and 'Teacher 3', all of which are checked. Below the faculty selection, there are three columns of appointment times for each teacher. The times are listed in a table with 'Unavailable' in red and 'Available' in orange.

Teacher 1	Teacher 2	Teacher 3
4:00 pm - 4:07 pm Unavailable	4:00 pm - 4:07 pm Unavailable	4:00 pm - 4:07 pm Available
4:10 pm - 4:17 pm Available	4:10 pm - 4:17 pm Unavailable	4:10 pm - 4:17 pm Available
4:20 pm - 4:27 pm Available	4:20 pm - 4:27 pm Available	4:20 pm - 4:27 pm Unavailable
4:30 pm - 4:37 pm Available	4:30 pm - 4:37 pm Available	4:30 pm - 4:37 pm Available
4:40 pm - 4:47 pm Available	4:40 pm - 4:47 pm Available	4:40 pm - 4:47 pm Available
4:50 pm - 4:57 pm Available	4:50 pm - 4:57 pm Available	4:50 pm - 4:57 pm Available

Be sure to select the “Confirm Appointment” button after you select each appointment you choose.