

Steps to Creating a Chronicle Entry

1. Go to either the student's profile page or the roll and select the option to add an entry
2. On the Details tab, select the applicable Template you need for this entry
3. Complete the applicable fields for the entry
4. Add any attachments for the entry if applicable
5. Pin the entry if applicable
6. Check the Notification Chain for the entry if applicable
7. Click to the Communications Tab to review any associated Communications where applicable
8. Click 'Save and Close' to complete the entry

Step 1 - Create a new Chronicle Entry

Via the Student Profile Page:

You can create a Chronicle entry from a student's profile in one of two ways:

1. Clicking the 'Add Chronicle Entry' button available at the top of the Student Chronicle section, which takes up the right half of the page.
2. Hovering over the '+ Add' button and selecting 'Chronicle Entry' from the drop-down menu.

Both of these options are highlighted in the image below.

Student: Patrick HERITAGE - 06A, Year 6 Active

Dashboard | Schedule | Personal | Learning Tasks | Attendance | Reports | Analytics | Insights

Student: Patrick HERITAGE

Details: Male - 12 years, 3 months (01/01/2007)
Groups: HUFFLEPUFF, Year 6
Student IDs: HER0018
Email: HER0018@compass.edu.au

Today's Attendance:

Attendance Note
 School Activity
 Chronicle Entry

Student Chronicle

Add Chronicle Entry | Tools | Date Filter: This Year

Chronicle Summary	2019	Total
Attitude/Behaviour	1	2
Compass Sickbay	1	1
Attendance Notifications	0	5

Displaying entries made between 1/1/2019 and 31/12/2019 for: All Categories

Yard Duty Incident
 Recorded by Albus DORELY - PRIS, 0
Overview: Patrick was intentionally throwing stones over the school boundary fence into neighborhood yards.
Yard Area Location:
 Area 4 - Junior Playground: Yes

Via the Roll

From any Roll in Compass there are two options to use to create a Chronicle entry.

Individual option - To add an entry with a specific student selected, click the 'Add Chronicle Entry' icon immediately to the left of the three attendance status options. Clicking this icon will open the Chronicle Entry screen.

06GEN_06A, PRIT - 03/04 - 09:00 AM > 03/04 - 12:00 PM

Add Chronicle Entry for... | Photos View | Save Roll | Close

Last marked by Albus DORELY (PRIS) at 03/04/2019 11:30 AM | 10 Present + 4 Not Present = 14 Total

Student	Status	Detected Information	Comments
Grace BETTS, 06A	P NP L		
Sydney EDWARDS, 06A	P NP L		
Patrick HERITAGE, 06A	P NP L		
Chase HERRING, 06A	P NP L		

Group option - At the top of every Compass Roll there is an 'Add Chronicle Entry for...' option. This allows you to create an observation for students based on their attendance status on the current roll. Clicking one of these options will open the Chronicle Entry screen and automatically add the students based on their attendance status on the roll.

06GEN_06A, PRIT - 03/04 - 09:00 AM > 03/04 - 12:00 PM

Last marked by Albus DORELY (PRIS) at 03/04/2019 11:30 AM

10 Present + 4 Not Present = 14 Total

Student **Status** **Det**

Grace BETTS, 06A

Sydney EDWARDS, 06A

Patrick HERITAGE, 06A

Comments

Add Chronicle Entry for...

- All Students
- Present Students
- Not Present: Unexplained
- Not Present: Any
- Late: Unexplained
- Late: Explained

Step 2 - Select the applicable Template

You need to select the applicable template for the type of entry you are creating. Template options will be based on the templates your school has created for use and also your Chronicle permission level.

Create Chronicle Entry For Student

Details **Communications**

Template: * Please select an entry template...

Rating: * Please select...

Staff Visibility: Level 3: Admin Visible to Parents & Students

Date Occurred: 21/11/2018 3:55 PM

Students

Add other students...

Euan ABERCROMBIE

Attachments

File Upload Pick From

Filename

This chronicle entry has no attachments. Drag files here to upload.

Notification Chain

There is no notification chain for this chronicle entry

Save Save and Close Cancel

Step 3 - Complete the Fields

Once you have selected the Template, complete the fields on the 'Details' tab. Fields vary from template to template. Fields that are mandatory are marked with a small red star icon. Some fields will be preset with information that may or may not be editable. This information is set at the Template level by staff at your school who administrate the Chronicle module.

Students

This section shows the student or students that the entry is being created for.

You can assign appropriate 'Roles' to Students when adding multiple Students to a Chronicle Entry. You can define each role of the Student by the following options:

1. Involved
2. Witness
3. Perpetrator
4. Victim

The role you have assigned to the Student will appear on the relevant Chronicle Entry on their Student Profile.

You can also create separate Chronicle entries for Students when creating a single Chronicle entry by ticking the tick box below the list of Students added. This will allow any future comments or observations made on the post on a particular student's profile to only apply to the entry on that specific student, and not all students with the entry.

Also please keep in mind that if the Chronicle entry has any points attributed to it (positive or negative), or automatic enrolment in a group activity (e.g. detention), this will apply to all students on the entry, regardless of whether they're the victim, perpetrator, witness or involved.

Step 4 - Add Attachments (if applicable)

You can upload any related documentation to be stored with the entry for future reference in the Attachments section on the Details tab.

Create Chronicle Entry For Student

Details | Communications | Notification Chain

Template: * Reader of the Week Rating: * Green

Use this template to notify parents that their child received the Reader of the Week award.

Staff Visibility: Level 1: Admin/Power/Users

Parent/Student Visibility: Parents And Students

Date Occurred: 12/09/2019 10:00 AM

Details: * Enter additional details...

Type of Award: Award Type

Certificate attached: Please tick checkbox if award certificate has been attached

Students

Add other students...

Euan ABERCROMBIE

Attachments

File Upload | Pick From

Filename
This chronicle entry has no attachments. Drag files here to upload.

Notification Chain

There is no notification chain for this chronicle entry

Save | Save and Close | Cancel

Step 5 - Pin the entry (if applicable)

Chronicle entries can be 'pinned', which means that they will display on rolls and in the Chronicle Summary at the top of the student's Chronicle section on their profile page (provided this setting has been enabled for the Category that the entry type falls within). This is useful when the observation may need to be easily referenced, for example an Individual Learning Plan, a leadership position, or an injury or illness affecting class participation (e.g. 'Henry has a broken arm and will need more time in exams as he is writing with his non-dominant hand').

Pinned entries on the student's profile page -

Student: **Patrick HERITAGE - 06A, Year 6** Active

Dashboard | Schedule | Personal | Learning Tasks | Attendance | Reports | Analytics | Insights

Student: Patrick HERITAGE

Details: Male - 12 years, 3 months (01/01/2007)
Groups: HUFFLEPUFF, Year 6
Student IDs: HER0018
Email: HER0018@compass.edu.au

Today's Attendance:

Email | Add | Tools

Wednesday, 03 April 2019

Student Chronicle

Add Chronicle Entry | Tools | Date Filter: This Year

Chronicle Summary	2019	Total
Attitude/Behaviour	1	2
Compass Sickbay	1	1
Attendance Notifications	0	5
Awards	1	1




Academic Award Pinned Entry

Displaying entries made between 1/1/2019 and 31/12/2019 for: All Categories

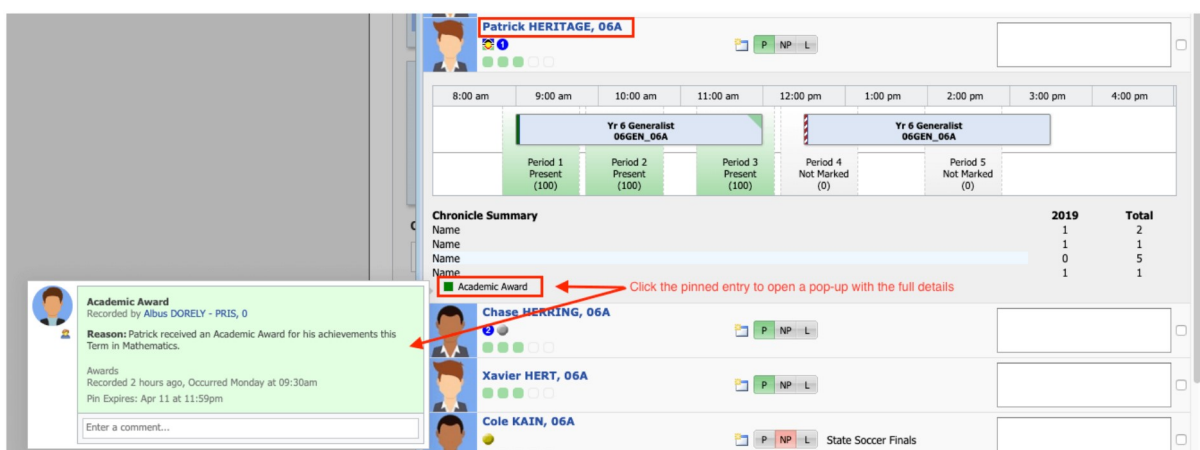
Yard Duty Incident
Recorded by Albus DORELY - PRIS, 0

Pinned entries on a Roll -

Pinned Entries display as a blue circle with a white number. The number indicates the number of currently pinned entries for that student.

06GEN_06A, PRIT - 03/04 - 12:30 PM > 03/04 - 03:30 PM			
This roll has not been marked		10 Present + 4 Not Present = 14 Total	
Student	Status	Detected Information	Comments
 Grace BETTS, 06A	P NP L		
 Sydney EDWARDS, 06A	P NP L		
 Patrick HERITAGE, 06A Indicator of pinned entry	P NP L		

By clicking on the student's name in the roll you can see a Chronicle summary. You will see the notation of the pinned entry (or entries if the student has multiple current pins). Click the notation and a pop-up will open displaying the full details of the entry.



Patrick HERITAGE, 06A

Time	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
Yr 6 Generalist 06GEN_06A	Period 1 Present (100)	Period 2 Present (100)	Period 3 Present (100)	Period 4 Not Marked (0)	Period 5 Not Marked (0)				

Chronicle Summary

	2019	Total
Name	1	2
Name	1	1
Name	0	5
Name	1	1

Academic Award
Recorded by Albus DORELY - PRIS, 0
Reason: Patrick received an Academic Award for his achievements this Term in Mathematics.
Awards Recorded 2 hours ago, Occurred Monday at 09:30am
Pin Expires: Apr 11 at 11:59pm

Click the pinned entry to open a pop-up with the full details

If you need to 'pin' the entry you are creating, click the pin icon next to the student. If you do not need to pin your entry, move to 'Step 6'.

Create Chronicle Entry For Student

Details | Communications | Notification Chain

Template: * Reader of the Week Rating: Green
Use this template to notify parents that their child received the Reader of the Week award.

Staff Visibility: Level 1: Admin/Power/Users



Parent/Student Visibility: Parents And Students

Date Occurred: 12/09/2019 10:00 AM

Details: * Enter additional details...

Type of Award: Award Type

Certificate attached: Please tick checkbox if award certificate has been attached

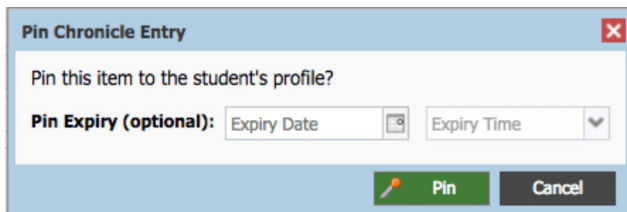
Students
Add other students...
Euan ABERCROMBIE  

Attachments
File Upload | Pick From
Filename
This chronicle entry has no attachments. Drag files here to upload.

Notification Chain
There is no notification chain for this chronicle entry

Save Save and Close Cancel

To 'pin' the entry indefinitely, click 'Pin' on the pop-up that displays. To 'pin' for a certain time, firstly select the expiry date/time and then click 'Pin'. When you set an expiry, when that date/time occurs, the entry will remain on the student's record but no longer be pinned.



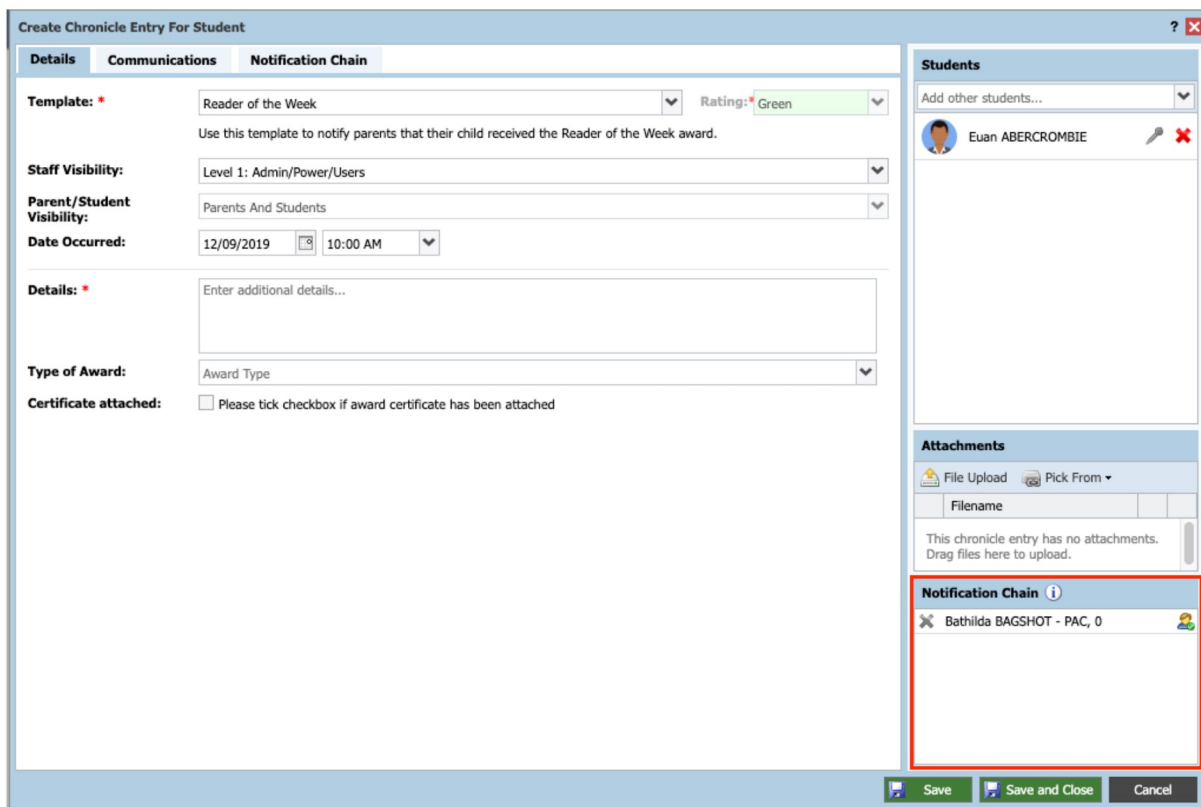
Pin Chronicle Entry

Pin this item to the student's profile?

Pin Expiry (optional): Expiry Date Expiry Time

Step 6 - Review the Notification Chain (if applicable)

If the template you selected has a pre-set notification chain, the applicable staff will be listed in the Notification Chain section on the 'Details' tab.



Create Chronicle Entry For Student

Details | Communications | Notification Chain

Template: Reader of the Week Rating: Green
Use this template to notify parents that their child received the Reader of the Week award.

Staff Visibility: Level 1: Admin/Power/Users

Parent/Student Visibility: Parents And Students

Date Occurred: 12/09/2019 10:00 AM

Details: Enter additional details...

Type of Award: Award Type

Certificate attached: Please tick checkbox if award certificate has been attached

Students

Add other students...

Euan ABERCROMBIE

Attachments

File Upload Pick From

Filename
This chronicle entry has no attachments. Drag files here to upload.

Notification Chain

<input type="button" value="x"/> Bathilda BAGSHOT - PAC, 0 <input type="button" value="m"/>

This chain relates to any communication that is to be issued to a student's parent in regards to this entry. If there is intended communication (email, sms, letter), the communication will not be issued (or accessible for downloading in the case of letters) until the staff in the chain have approved the entry.

If there is no Notification Chain, any associated Communications for this entry will be issued as soon as 'Save' or 'Save and Close' is clicked.

For information on entry Communications, please refer to the 'Step 7' section below in the article.

This chain also relates to any points that are associated to the entry; the student will not have the assigned points contribute to a linked trigger tally (nor will they be reflected in the graph totals on a student's profile page) until the entry is fully approved by those in the chain.

Please note, the Notification Chain has no bearing on the entry being created and displayed on a student's profile for staff. However, if the entry is set to be visible to parents/students, and it has a Notification Chain, it will not become visible to parents/students until the entry is fully approved.

If you need to add any other staff to the Notification Chain for this entry, you can click to the 'Notification Chain' tab at the top of the entry to do so.

If you do not need to edit the Notification Chain for your entry, proceed to 'Step 7'.

The screenshot shows the 'Create Chronicle Entry For Student' window with the 'Notification Chain' tab selected. The main table lists staff members and their roles in the notification chain:

Name	Approver	Group	Mode
<input type="checkbox"/> X Cuthbert BINNS (MAN)		1	Notify + Approval
<input type="checkbox"/> X Argus FILCH (BEL)		1	Notify + Approval
<input type="checkbox"/> X Septima VECTOR (ASA)		2	Notify Only
<input type="checkbox"/> X Bathsheda BABBLING (BABB)		2	Notify + Approval

The right sidebar shows the 'Students' section with 'Patrick HERITAGE' listed. Below it is the 'Attachments' section, which is currently empty. At the bottom, there are 'Save', 'Save and Close', and 'Cancel' buttons.

Type in the staff member's name in the 'Add Staff member' field and click enter to add them to the list.

Putting the added staff into numbered groups means that when the Notification Chain is triggered for the entry, any staff in Group 1, who are set to 'Notify +Approve' will have the option to approve; once one of them does, the others in that Group will no longer be required to approve and the entry will move down the chain into the next Group. When it reaches the last Group, and a staff member in that Group approves the entry, the associated Communications for the entry will be issued.

Staff who are listed in the chain as 'Notify Only' will not be requested to approve but will be notified of the entry once the entry arrives at their Group level in the chain process.

Example:

In the below image, staff have been placed into two Groups within the Notification Chain.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Group' and 'Mode' columns for the first two rows of the staff list table:

Name	Approver	Group	Mode
<input type="checkbox"/> X Cuthbert BINNS (MAN)		1	Notify + Approval
<input type="checkbox"/> X Argus FILCH (BEL)		1	Notify + Approval
<input type="checkbox"/> X Septima VECTOR (ASA)		2	Notify Only
<input type="checkbox"/> X Bathsheda BABBLING (BABB)		2	Notify + Approval

When the entry is saved, Cuthbert and Argus, who are Group 1, will receive a notification that there is an entry requiring their approval.

Dashboard Notification -

Wednesday, 03 April 2019

9am
10am
11am

Compass

Cuthbert BINNS

My News

There are 1 Chronicle Entries requiring your approval
Please [click here](#) to view and approve.

There is 1 Professional Development Activity requiring your feedback
Please [click here](#) to view and respond.

Email -

Compass

Coordinator Action

A *Coordinator Action* Chronicle Entry that requiring your approval has been submitted by *Albus DORELY* in Compass School Manager.

[Click to view the Chronicle Entry](#)

When either one clicks the link, opens the entry and approves, the entry will move to those in Group 2.

Chronicle

Dashboard | **My Entries** | All Approved Entries | House Totals | Summary

Create a new Student Entry | Chronicle Reports | Actions

Sickbay Entries

Add a new Sickbay entry: Enter a student name... | Default printer: KT Thermal Printer | Date Filter: Past 30 Days

First Name	Last Name	Year Level	Form Group	Checked In	Checked Out	
Edie	Allen	Year 5	05A	02/04/2019 12:12 PM	02/04/2019 12:13 PM	
Harry	POTTER	Year 12	12A	20/03/2019 06:48 PM	-	
James	ARNOLD	Year 2	02A	13/03/2019 02:43 PM	13/03/2019 02:45 PM	
Patrick	HERITAGE	Year 6	06A	23/02/2019 12:00 PM	-	
Ronald	WESLEY	Year 12	12A	20/02/2019 10:45 AM	20/02/2019 12:54 PM	
Harry	POTTER	Year 12	12A	19/02/2019 05:28 PM	-	

Page 1 of 1 | Items 10 | Displaying 1 - 6 of 6

Entries Requiring My Approval

Name	Points	Last Modified By	Created By	Date Created	
Coordinator Action	0	Staff Member	Albus DORELY	03/04/2019 03:13 PM	

Bathsheda will receive a notification (dashboard and email) that there is an entry requiring approval and Septima will just receive a notification (email only) of the entry.

When Bathsheda approves the entry, the associated Communications will be issued.

View Chronicle Entry: Coordinator Action

Details **Communications** **Notification Chain**

Staff Visibility: Level 2: Admin/Power Visible to Parents & Students

Date Occurred: 03/04/2019 1:40 PM **Rating:** Amber

Action taken by Coordinator *

Select all action taken

- Interviewed Student(s)
- Spoke with Parent
- Interviewed Staff
- Referred to Wellbeing Team
- Referred to Assistant Principal
- Referred to Principal
- Other

Details if 'Other' selected:

Please provide details if 'Other' selected

Details:

Student expressed interest in accelerated program so an initial meeting was conducted to discuss expectations.

Students

Add other students...

Patrick HERITAGE

Attachments

Filename
This chronicle entry has no attachments. Drag files here to upload.

Approve

Notification Chain

- Cuthbert BINNS - MAN, 0
- Argus FILCH - BEL, 0
- Septima VECTOR - ASA, 0
- Bathsheda BABBLING - BABB

Done

Note: If the staff member who is creating the entry is also the first person listed to approve the entry in the Notification Chain, when the entry is completed and saved, the staff member's approval will be automatically completed at the same time. If there are further staff listed who are required to approve, the next person in the order will receive a notification to approve the entry; if no further approvals are required, the associated communication for this entry will automatically be issued.

Step 7 - Review any association Communications (if applicable)

The 'Communications' tab will appear for any chronicle template where communications can potentially be generated.

Communication options for Chronicle entries include letter, parent/student email and parent/student SMS. These are set at the template level so the communication options available for your entry will be based on the template.

It may only have one of the types available and it may also have the content of the communication pre-filled (placeholders are used to pull the specific student/parent details from the entry into the communication). The ability for you to edit the communication content is also dependant on settings made at the template level.

We recommend checking the Communication tab of your entry so that you are aware of what is potentially being issued. If the content is editable you can make any changes you need.

Create Chronicle Entry For Student

Details **Communications** Notification Chain

Letter Parent Email Communication Log

Printing Template: Default

{parentAddressLine1}
{parentAddressLine2}

Dear {parentName}

Your child has been recorded as.....
{Details}

Please sign and return this form to the office.

Signature: _____
{parentName}

Students

Add other students... Patrick HERITAGE

Attachments

File Upload Pick From

Filename
This chronicle entry has no attachments. Drag files here to upload.

Notification Chain

There is no notification chain for this chronicle entry

Save Save and Close Cancel

Step 8 - Click Save to Complete the Entry

Once you click 'Save' or 'Save and Close' for the entry it will be added to the student's profile.

Student: **Euan ABERCROMBIE - 10B, Year 10** Active

Dashboard Schedule Personal Billing Learning Tasks Attendance Reports Analytics Insights

Student: Euan ABERCROMBIE

Details: Male - 19 years, 8 months (01/01/2000)
Groups: GRYFFINDOR, Year 10
Student IDs: STO0022, LON0032
Email: STO0022@compass.edu.au

Today's Attendance:

Thursday, 12 September 2019

8am

9am 8:50: MATH10B - JALO29 9:00: Rock to Reef - PRIS

10am 9:45: ARTSPER-F. 10B - 10 - PRIS 9:51: MATH10B - JALO29

Student Chronicle

Add Chronicle Entry Tools Date Filter: This Year

Chronicle Summary

	2019	Total
Attitude/Behaviour	0	3
Compass Sickbay	0	1

Uniform

Displaying entries made between 1/1/2019 and 31/12/2019 for: All Categories

Reader of the Week
Recorded by Albus DORELY - PRIS, 0

Academic
Recorded 2 minutes ago, Occurred 4 minutes ago

Enter a comment...

The associated Communications for the entry will also be triggered per the below.

Entry Communication Issue Process when 'Save' OR 'Save and Close' is clicked:

	Entry has no Approval Chain	Entry has Approval Chain
Letter	The option to download a pdf of the letter will be accessible on the Communication Letter tab in the entry.	The entry will go through the approval chain process. When the final approver has approved the entry, the option to download a pdf of the letter will be accessible on the 'Communication' > 'Letter' tab in the entry.
*Parent Email	The email will be sent immediately to the applicable parent/parents.	The entry will go through the approval chain process. When the final approver has approved the entry, the email will automatically be issued to the applicable parent/parents.
Student Email	The email will be sent immediately to the applicable student.	The entry will go through the approval chain process. When the final approver has approved the entry, the email will automatically be issued to the applicable student.
*Parent SMS	The sms will be sent immediately to the applicable parent/parents.	The entry will go through the approval chain process. When the final approver has approved the entry, the sms will automatically be issued to the applicable parent/parents.
Student SMS	The sms will be sent immediately to the applicable student.	The entry will go through the approval chain process. When the final approver has approved the entry, the sms will automatically be issued to the applicable student.

*Parent Email and Parent SMS are configured at the template level for who they are issued to in relation to the student. There are four possible options:

1. Primary Parent, Primary Household
2. Primary Parent, All Households
3. All Parents, All Households
4. All Parents, Primary Household

Tip: To view if email or sms communication has been issued for the entry, click into the entry and onto the 'Communication' tab. You can then access the 'Communication Log' sub-tab to view details.

View Chronicle Entry: Reader of the Week

Details **Communications** Notification Chain

Letter Parent Email **Communication Log**

Date	Action Type	Sender	Recipient	Students	Status
04/04/2019 ...	Parent Email	Albus DORELY		Patrick HERITAGE	Insufficient Relations...

Entry Created By
Albus DORELY - PRIS, 0

Students
Add other students...
Patrick HERITAGE

Attachments
File Upload Pick From
Filename
This chronicle entry has no attachments.
Drag files here to upload.

Notification Chain
There is no notification chain for this chronicle entry

Save Save and Close Cancel