Compass Parent Guide

November 2020| Version 2

Compass is a web-based student management system which you can access in two ways:

- through the **Parent Portal**, on any web browser on your computer/device, or
- through the **Compass School Manager app**, available on any mobile device.

Instructions for using both the portal and the app are included below.

Each parent/carer will receive a unique login username and temporary password via email. You will be prompted to change your password when you first log in. It will also ask you to verify your mobile number and email address. We encourage each parent to log in and see your children's school activities, attendance, achievements, school communication and news.

Please note that the login letter was sent to the email address registered in the school's database. If one email address is connected to both parents, then this parent will receive two login letters.

If two emails were received to your email address, please ensure you check the name on the top of the letter and login individually using the respective login details to access Compass.
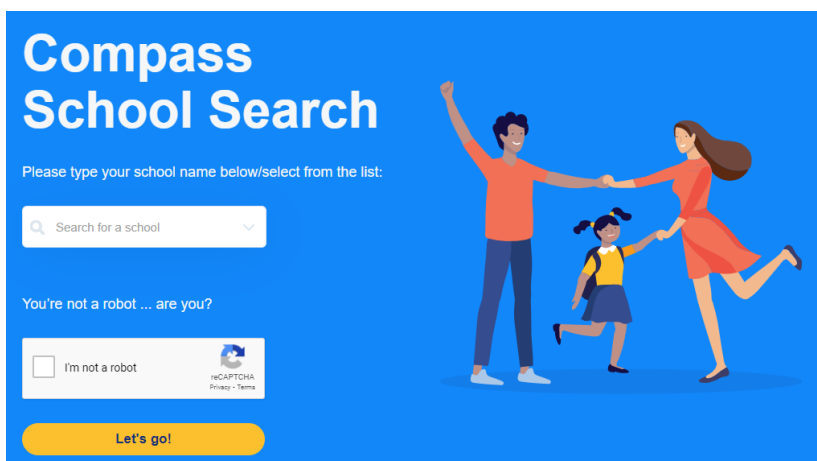
Welcome to the Compass Parent Portal

How do I access Compass through a web browser?

1. Use the Compass School link in the Login letter or go to https://schools.compass.education/ and use the Compass School Search for your school name. *(Hint: type in the suburb for a quicker search).*

2. Put a tick in the box to confirm **I'm not a robot.**

3. Click **Let's go!**

4. Enter your **Login** and **Password** details as noted in the letter.
It will then ask you to verify your **Mobile Number** and **Email address**.

Note: Not all the options and functionality explained in these instructions will be available when you first login. This will depend on options installed at your school, but these may be turned on over the coming weeks and the school will advise you when this happens.

Do not hesitate to contact the school office if you need any assistance with these instructions, loging in or using the Compass Parent Portal or app.
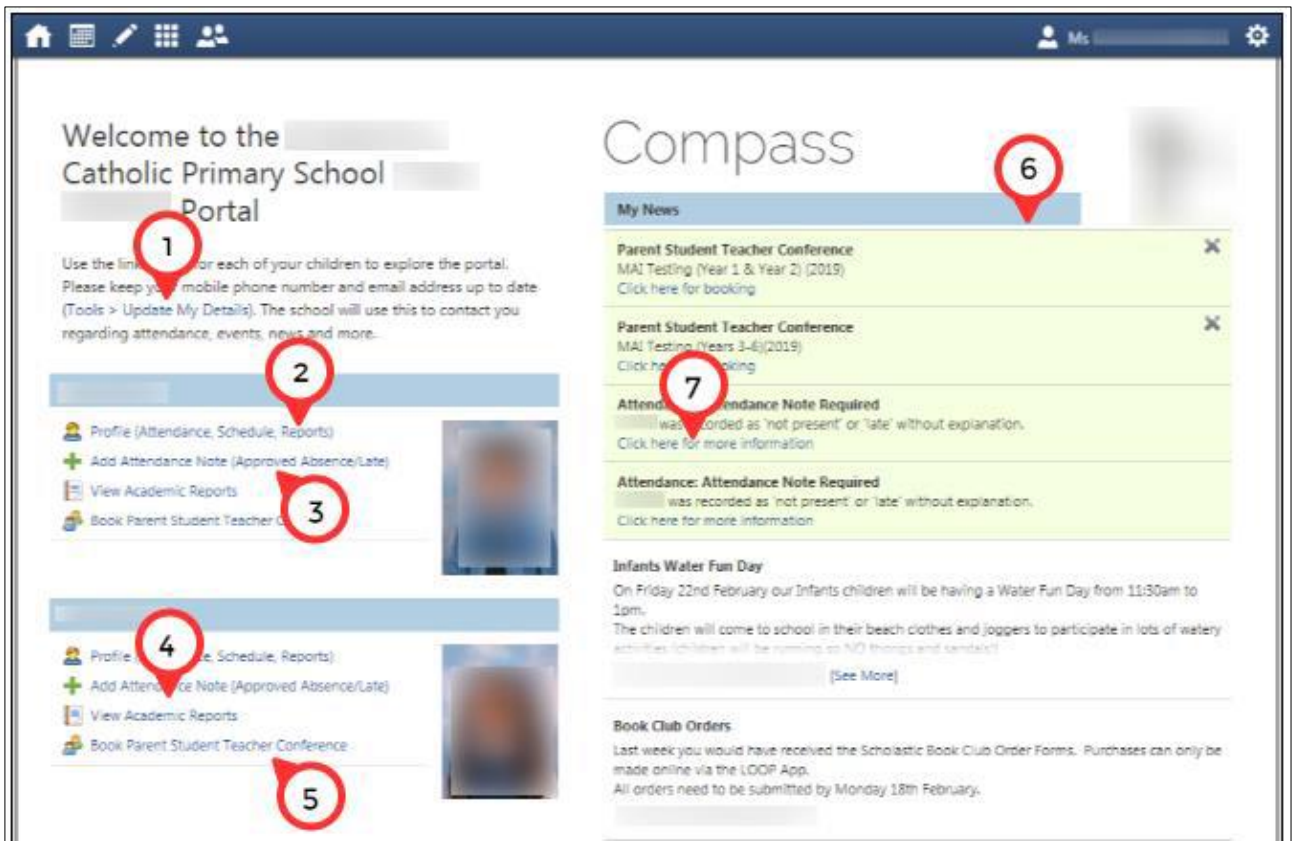
1. Use the link to **Tools > Update My Details** to keep all your emergency contact and family details up to date.

2. Click the **Profile** link to see your child's page
   a. Choose different tabs for different information
   b. See today's schedule of classes
   c. Chronicles indicate various Wellbeing notes such as awards, merit points or serious sick bay visits
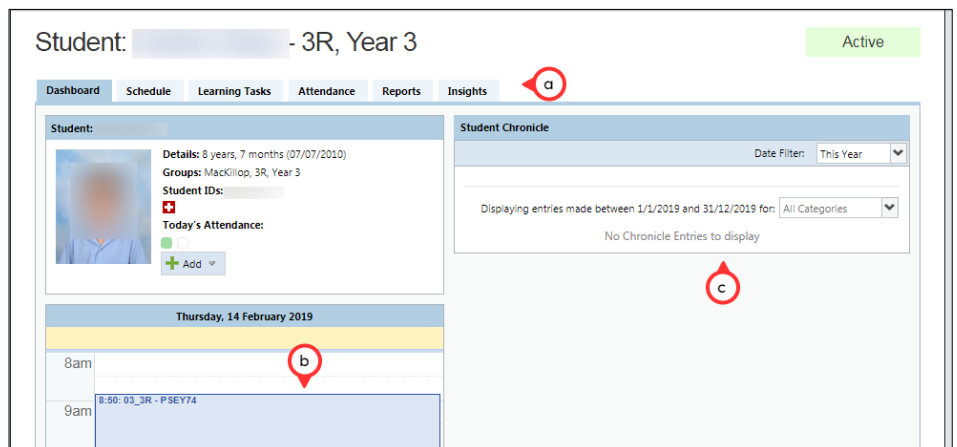
3. Click **Add Attendance Note** to record *future full day* absence (eg sick day, holiday, family event). Late arrivals or early departures are entered at the kiosk in the school office at the time of arrival/departure. *(More than 10 days absence will still require the appropriate paperwork)*

a. Choose the Reason from the dropdown list
b. Add details if necessary
c. Leave Start at Default time
d. Leave Finish at Default time
e. The system will show you on the right side which sessions will be affected - this cannot be changed
f. Click Save

Attendance Note Editor

Note Details

Person:

Reason: Medical - Illness

Details/Comment: Dental appointment

Potentially Affected Sessions

Activity	Start	Finish
03_3R (Year 3)	14/02/2019 08:50 AM	14/02/2019 01:30 PM

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in HSC are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you by your registered school, affiliated entities and/or the product issuer).

Start: 14/02/2019   08:45 AM   Select a period...

Finish: 14/02/2019   09:30 AM   Select a period...

Save   Cancel

4. Click the **View Academic Reports** link to be able to see past/current reports.

a. Choose which report you want to see from those listed and click the link. The report will open in a new tab on your browser. You can then save to your computer or print out from here.

Student: - 56C, Year 5

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

Reports

Reporting Cycle		School
2018 - 2018 Semester 1		
2017 - 2017 Semester 2		

5. Use the **Book Parent Student Teacher Conference** link to book a time for Parent Teacher Interviews if your school has this functionality.

6. Check out the school **News Feed** Items.

7. Click on the **links** to open up more information. This includes prompts to add attendance notes for unexplained absences, or to give online consent for Events if your school has this functionality.

8. Currently, a feature for High Schools only: Use the **Learning Tasks** tab to view any tasks that have been set for the student.

a. Click the link to **Learning Tasks** to take you to the Learning Tasks tab
b. Click the link of the Learning Task name to see details of the task, and any attachments.
c. Note the due date and whether it has been submitted on time by the student.
d. Overdue tasks are highlighted with a red x.
e. Any results/marks will be displayed.

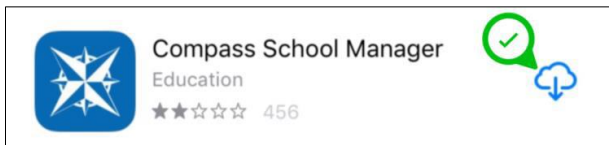| Compass have changed their branding so you will probably find the new logo displayed when you are searching.	Old logo	New logo

Welcome to the Compass Parent App on your mobile

Compass are continually upgrading the app functionality so you will need to **allow automatic upgrades** and occasionally may need to access the app through the 'Browser view' to complete some tasks. See above instructions for Compass Parent Portal.

How do I get the Compass App on my phone or tablet?

IOS (Apple devices)	Android devices
Search the App Store for **Compass School Manager**	Search the Play Store for **Compass School Manager**
Click the **download** button	Click **Install**
Once the app has finished installing, open by clicking on the Compass icon	Once installed, click **Open**

IMPORTANT SECURITY/PRIVACY NOTICE:
Please secure the Compass App on your device by setting up a PIN and/or Fingerprint when logging in for the first time.
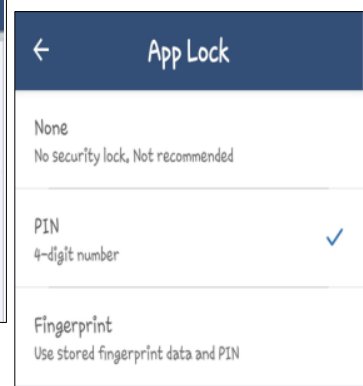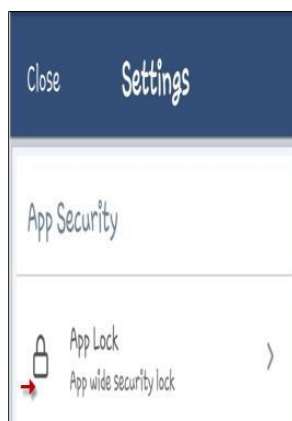
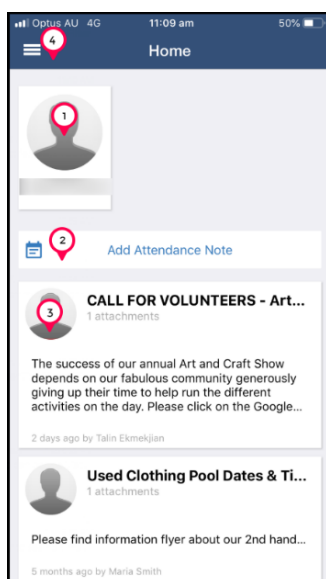a) Click the **Menu (3 bars to left)** and go down to **Settings**.
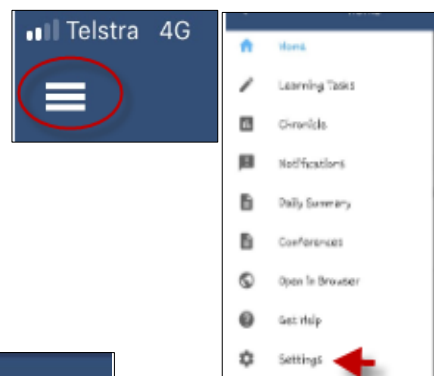
b) Find **App Security** and click on **App Lock**.

c) Create your PIN and/or select Fingerprint/Biometric (supported devices only). Follow prompts.

If you forget your PIN, next time you go to log in, there is an option to click on Forgot PIN from front screen and follow the prompts to reset it.

1. **Profile:** Click on your child's photo and it will take you to their profile (see below for further information).
2. **Add an Attendance Note:** Use only if you are sure of the absent date (see below for further instructions).
3. **Newsfeed:** The school newsfeed items will appear here.
4. **Menu bar:** Click here to access browser view, app settings, notifications, help options and book conferences.

1. Student Profile page

a. **Dashboard** - includes student details, their sessions and attendance for the current day and a calendar to look at sessions for other days.
b. **Chronicle** – view various wellbeing notes including awards and merits when set up by the school.
c. **Tasks** – to see which learning and homework tasks have been set (not in use in primary schools yet).
d. **Approvals** – notes that have been entered for your child's attendance
e. **Reports** – link to school reports
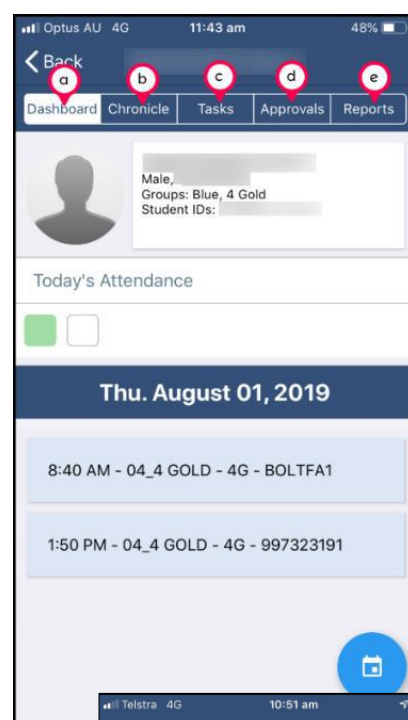
Adding an Attendance Note:
If your child is going to be away for a **FULL** day in the future, please follow these instructions.

a. On the home page, click **Add Attendance Note**
b. In the next screen, click on **Reason** and choose the option that best describes.
c. Look at Start Date and End Date to ensure it is correct. DO NOT change these times. The Missed Sessions shows the sessions missed by the stated absences (cannot be changed).
d. Click on blue bar **Add Attendance Note**

For **partial** day absences/late arrivals, please use the kiosk at the front office.

If you have been notified for an attendance note for a day passed, please access Compass through the 'browser view' and click on the link at the top of the newsfeed. This will automatically fill in the required date information, you will simply need to add a reason.