



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

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

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

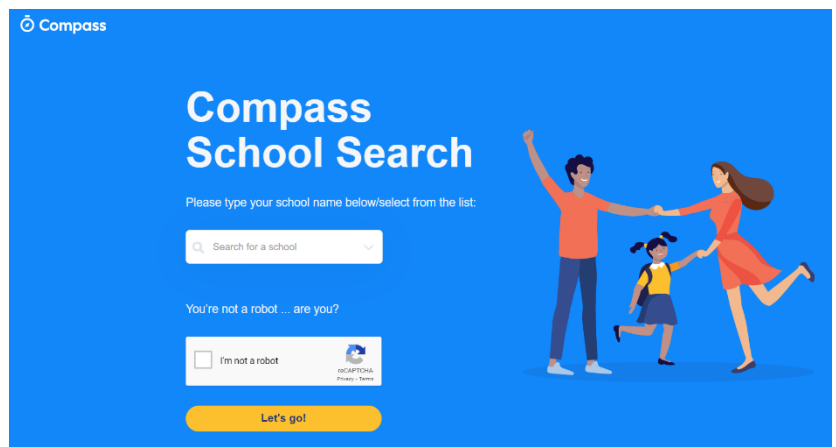
Each parent/carer will receive a unique login username and temporary password via email. You will be prompted to change your password when you first log in. It will also ask you to verify your mobile number and email address. We encourage each parent to log in and see your children's school activities, 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/>
Begin to type in your school until you see it in the list – click on the 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**. You may be asked to verify a number of pictures in a grid.
3. Click **Let's Go!**.
4. Enter your Login Username and Password noted in the letter.
It will then ask you to change your password and verify your Mobile Number and Email address.



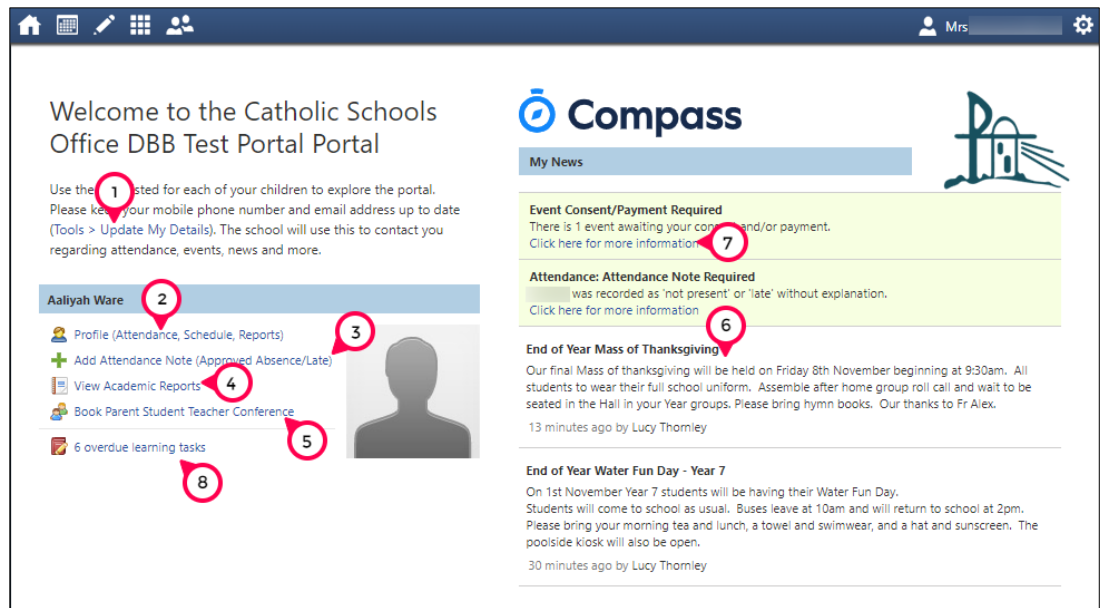
Note:
Not all the options and functionality explained in these instructions will be available when you first login. This will depend on options installed at your school. Your school will advise if new options become available.

Do not hesitate to contact the school office if you need any assistance with these instructions, logging in or using the Compass Parent Portal or app.

What can I do on the Compass school portal?

1. Use the link to **Tools > Update My Details** to keep all your emergency contact and family details up to date.

It is very important that you change these details as soon as possible so that we can contact you in an emergency.

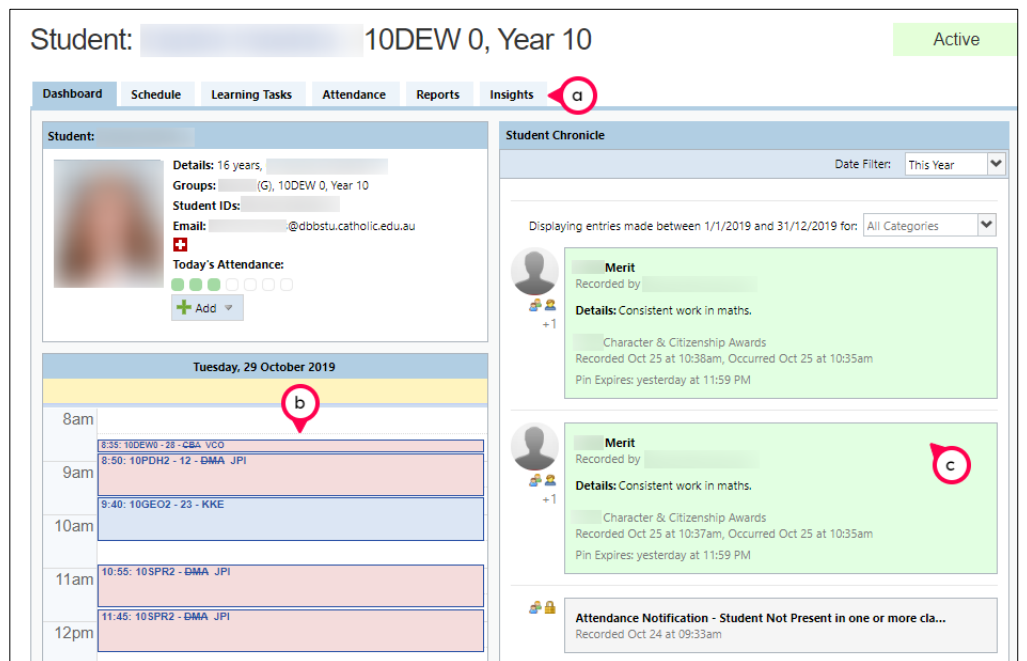


2. Click the **Profile** link to see your child's page .

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, as well as Attendance Notifications. Use this link to explain the particular absence it refers to.



3. Click **Add Attendance Note** to record **future full day** absence (eg sick day, holiday, family event). Late arrivals or early departures for parts of days 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**

The screenshot shows the 'Attendance Note Editor' window. On the left, the 'Note Details' section includes a 'Person' field, a 'Reason' dropdown menu (highlighted with a red circle 'a'), and a 'Details/Comment' text area (highlighted with a red circle 'b'). Below this is an 'Important Notice' section. At the bottom left, there are 'Start' and 'Finish' fields with date and time pickers (highlighted with red circles 'c' and 'd'). On the right, the 'Potentially Affected Sessions' table (highlighted with a red circle 'e') shows a table with columns for Activity, Start, and Finish. At the bottom right, there are 'Save' and 'Cancel' buttons (highlighted with a red circle 'f').

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.

The screenshot shows the 'Student: [redacted] - 56C, Year 5' page. The navigation menu includes Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, and Insights. The 'Reports' section is active, showing a table with columns for Reporting Cycle and School. The table lists '2018 - 2018 Semester 1' and '2017 - 2017 Semester 2'. A red circle 'a' highlights the '2018 - 2018 Semester 1' link.

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** (Excursions).

8. (Secondary Schools only)

Use the Learning Tasks tab to view any tasks that have been set for the student.

Student: [Redacted] Year 10 Active

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

Group by code Academic Year: (Currently Relevant) ▼

Code	Learning Task	Status	Result	Actions
10 PDHPE...	10PDH1.19 Movement Composition Subject-wide Task Report: No	Due date: 26/11/19 04:00 PM Submitted: ✔ On Time	-	
10 PDHPE...	10PDH3.19 Practical Subject-wide Task Report: No	Due date: 26/11/19 04:00 PM Submitted: ✔ On Time	-	
10 English...	10ENG4.19 Yearly Subject-wide Task Report: No	Due date: 11/11/19 04:00 PM Submitted: ⏸ Pending	-	
10 Scienc...	10SCI3.19 Investigation Subject-wide Task Report: No	Due date: 16/09/19 04:00 PM Submitted: ✔ On Time	-	
10 Religio...	10REL3.19 Part A: Investigation and Reflection Subject-wide Task Report: No	Due date: 16/09/19 03:00 PM Submitted: ✔ On Time	-	
10 Geogr...	10GEO3.19 In-Class Task Subject-wide Task Report: No	Due date: 13/09/19 08:15 AM Submitted: ✔ On Time	-	
10 English...	10ENG3.19 Creative & Reflective Subject-wide Task Report: No	Due date: 26/08/19 04:00 PM Submitted: ✘ Overdue	28	

- 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.






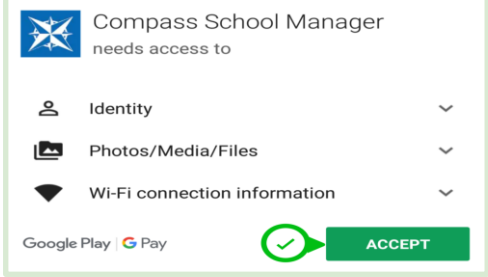

Compass have recently changed their branding from  to  so you may find the new logo displayed when you are searching.

Welcome to the Compass Parent App

Some tasks are only available in the browser, and not in the App. Keep your app updated to ensure that you are using the latest version as revisions are constantly being made.

See above instructions for Compass Parent Portal.

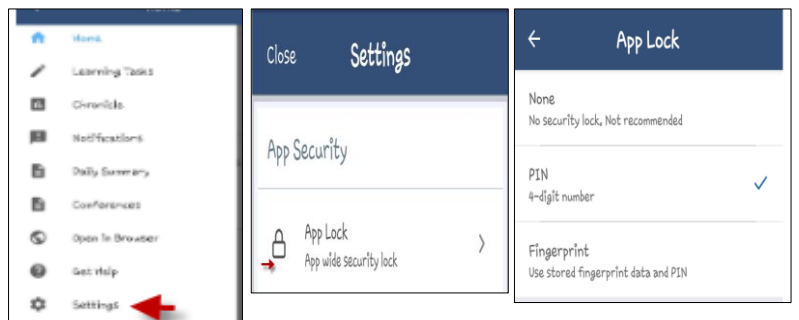
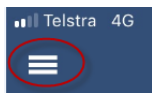
How do I get the Compass App on my phone or tablet?

IOS	Android
1 Go here or search the App Store for "Compass School Manager" 	Go here or search the Play Store for "Compass School Manager" 
2 Tick the download button 	Tick "Install" button 
3 Once the app has finished installing, open by clicking the Compass Icon 	After reviewing permissions click "Accept" 
4	Once the app has finished installing, open by clicking the Compass Icon 

IMPORTANT SECURITY/PRIVACY NOTICE:

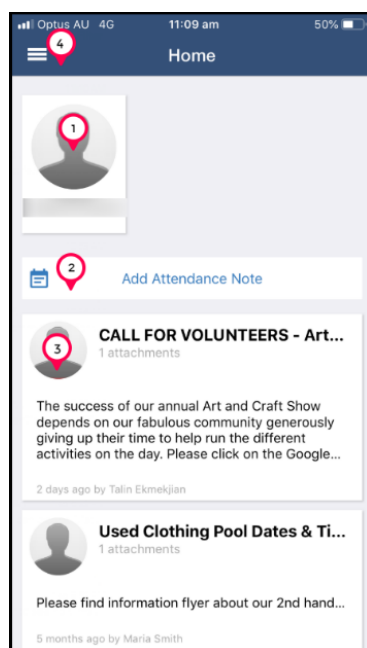
Please secure the Compass App on your device by setting up a PIN and/or Fingerprint when logging in for the first time.

- Click the **Menu (3 bars to left)** and go down to **Settings**.
- Find **App Security** and click on **App Lock**.
- Create your PIN and/or select Fingerprint/Biometric (supported devices only). Follow prompts.

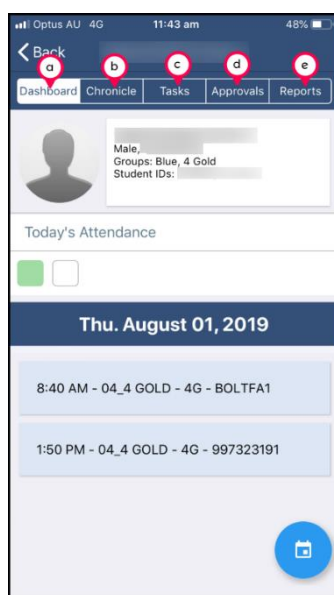


If you forget your PIN, use the **Forgot PIN** from the front screen and follow the prompts to reset it.

What can I do on the Compass app?



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 – shows any Learning Tasks which have been set, along with results, due dates and overdue submissions.
 - 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.

- For partial day absences/late arrivals, please use the kiosk at the front office.
 - For a past day absence please access Compass through the 'browser view' and click on the link above the newsfeed. This will automatically fill in the required date information, you will simply need to add a reason.
- 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 the times - leave as they are. You also do not need to worry about Missed – this is simply the sessions missed by the stated absences.
 - d) Click on blue bar **Add Attendance Note**.

