**What is Compass?**

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness

- Communicate with your child's teachers, and update your family contact details

- View your child's timetable and the school calendar

- Monitor your child's homework and assessment tasks

- Download and view your child's academic reports

- Book parent-teacher conferences

- Pay and provide consent for events and school fees

Your school will advise parents when each of these features becomes available for parent use.

**How do I access Compass?**

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to https://schools.compass.education/ where you can search for our school's direct URL.

To log in you will require your unique family username and password. These details will be provided to you by our school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.



**Compass Apps**

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store.

Using the app you can:

- View the school news feed

- Receive messages from the school

- View your child's timetable and the school calendar

- View Learning Tasks

- Book parent-teacher conferences

- Add Attendance Notes

- View academic reports

**Attendance - Entering an Attendance Note**

From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

Then, from the pop-up window:

- Select the reason
- Enter a brief description of the absence
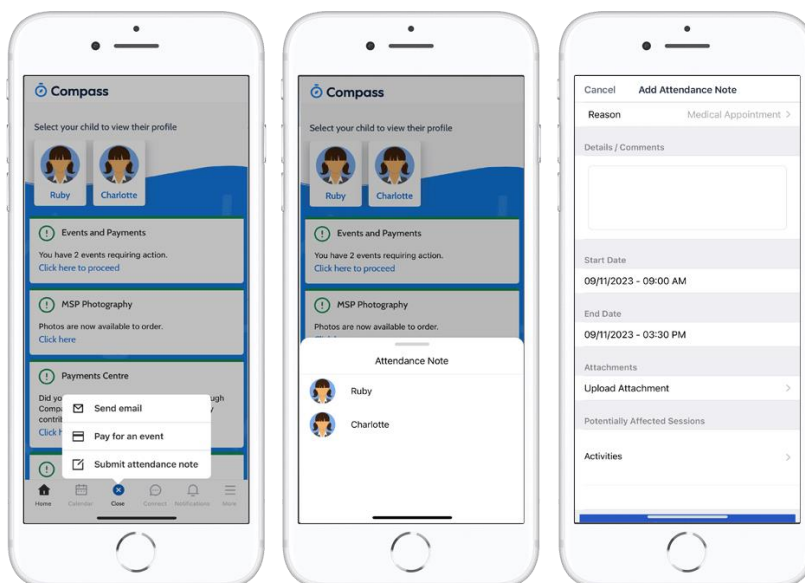- Select the start and finish time
- Click the 'Save' button

**Using the Compass App**

From the homepage, click on the blue shortcuts button from the bottom taskbar

Then, click on 'Submit Attendance Note'

- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

## Events, Consent and Payments

Parental consent and payment is often necessary for events and excursions. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre.
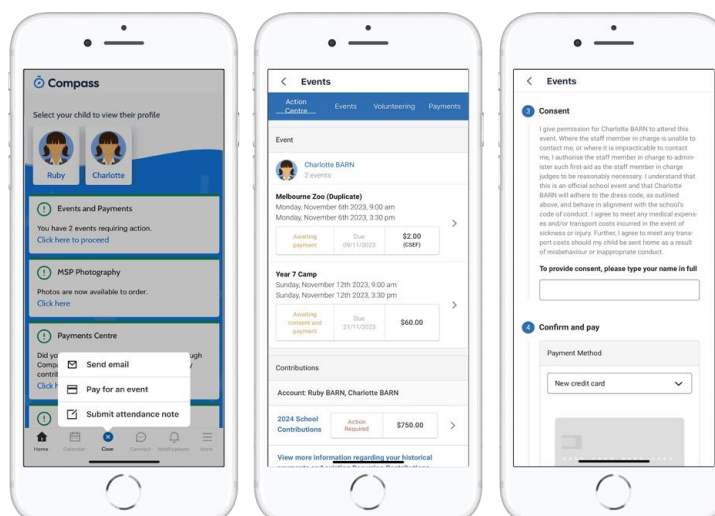


## Using the Compass App

From the homepage, click on the blue shortcuts button from the bottom taskbar

Then, click on 'Pay for an event'

You are now in your Action Centre, where you can click on any events still requiring your payment or consent



When you access the Action Centre you can view events requiring consent/payment and any course confirmations which need to be completed displayed under the 'Action Centre' tab. You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.
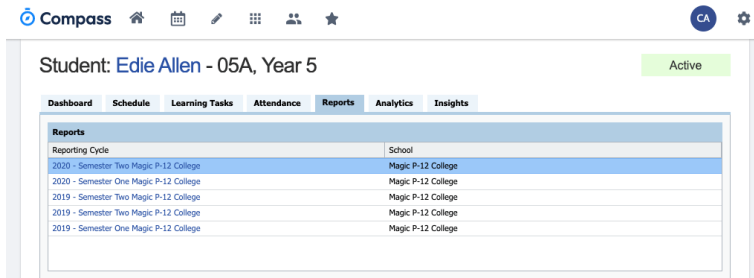
**Viewing Academic Reports**



Edie Allen

Profile (Attendance, Schedule, Reports)

Send email to Edie's teachers

Add Attendance Note (Approved Absence/Late)

View Academic Reports

Order Photos

Book Parent Student Teacher Conference

From the home screen, click on the 'View Academic Reports' item or navigate to the 'Student Profile' and click the 'Reports' tab.

A list of 'Academic Reports' will be displayed. Click the report title to download the PDF.



**Using the Compass App**

From the homepage, click on your child's profile picture

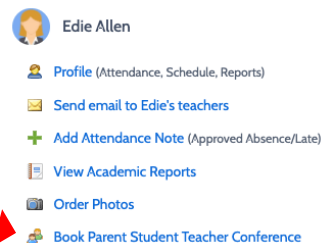Then, Click on the Reports tab

Next, Click on the name of the Semester Report cycle to view and download a copy of the PDF report
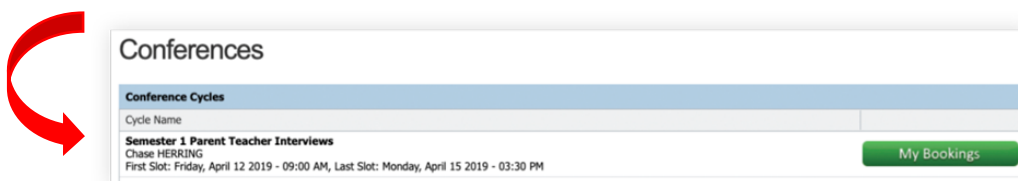
## Parent-Teacher Conferences

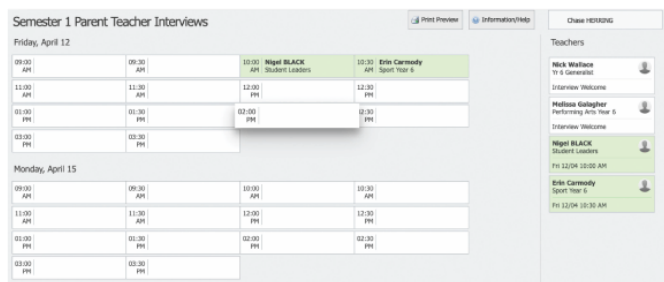Using Compass you can book your parent-teacher conferences online.

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.



A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.



Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



## Using the Compass App

From the Compass home screen on your app, select "MORE" (bottom right) and click Conferences.

From the list of parent-teacher conference cycles

- Select the relevant cycle you wish to book for
- Select the student you wish to place a booking for
- Select the class or interview group
- Click on a time slot to make a booking and confirm