



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/> 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** and click **Search**.
3. Click on the link to the school **Parent Portal**.
4. Enter your Login and Password noted in the letter. It will then ask you to verify your Mobile Number and Email address.

Compass School Search

Please type your school name below/select from the list:

Please perform the following reCAPTCHA:

☐ I'm not a robot


reCAPTCHA
[Privacy](#) • [Terms](#)

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, login in or using the Compass Parent Portal or app.

What can I do on the Compass school portal?

The screenshot shows the Compass school portal home page. On the left, there is a 'Welcome to the Catholic Primary School Portal' section with a link to 'Tools > Update My Details' (callout 1). Below this is a navigation menu with links: 'Profile (Attendance, Schedule, Reports)' (callout 2), 'Add Attendance Note (Approved Absence/Late)', 'View Academic Reports' (callout 3), and 'Book Parent Student Teacher Conference'. On the right, there is a 'My News' section with a 'Parent Student Teacher Conference' announcement (callout 6) and an 'Attendance Note Required' announcement (callout 7). Below the news section, there is an 'Infants Water Fun Day' announcement and a 'Book Club Orders' section.

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

The screenshot shows the student profile page for a student named 'Student: - 3R, Year 3'. The page has a 'Dashboard' tab selected, showing 'Student Details' (8 years, 7 months (07/07/2010), Groups: MacKillop, 3R, Year 3, Student IDs: [redacted]) and 'Today's Attendance' (Add button). Below this is a 'Schedule' section for 'Thursday, 14 February 2019' showing a class from 8:50 to 9:00 (8:50: 03_3R - PSEY74) (callout b). On the right, there is a 'Student Chronicle' section with a 'Date Filter' set to 'This Year' and a message 'No Chronicle Entries to display' (callout c). The 'Insights' tab is also visible (callout a).

3. Click **Add Attendance Note** to record **future full day** absence (eg sick day, holiday, family event). Late arrivals for half days are entered at the kiosk in the school office at the time of arrival. *(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. Callout 'a' points to the 'Reason' dropdown menu, which is currently set to 'Medical - Illness'. Callout 'b' points to the 'Details/Comment' text area, which contains 'Dental appointment'. Callout 'c' points to the 'Start' date and time field, showing '14/02/2019' and '08:45 AM'. Callout 'd' points to the 'Finish' date and time field, showing '14/02/2019' and '09:30 AM'. Callout 'e' points to the 'Potentially Affected Sessions' table, which shows a session for '03_3R (Year 3)' on '14/02/2019' from '08:50 AM' to '01:30 PM'. Callout 'f' points to the 'Save' button at the bottom right.

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 'Reports' tab is selected in the navigation bar. The 'Reports' table shows two reporting cycles: '2018 - 2018 Semester 1' and '2017 - 2017 Semester 2'. Callout 'a' points to 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.

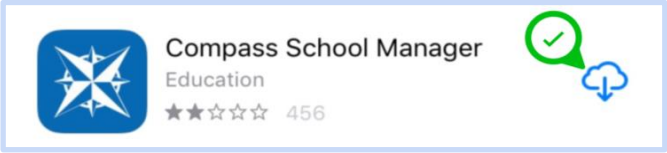
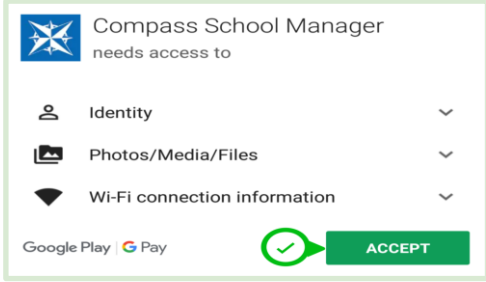
7. Click on the **links** to open up more information. This includes prompts to add attendance notes for unexplained absences.

Compass are currently changing their branding from  to  so you may find the new logo displayed when you are searching.

Welcome to the Compass Parent App

At this stage the app has limited functionality so you may need to access Compass through the 'Browser view' to complete some tasks. See above instructions for Compass Parent Portal.

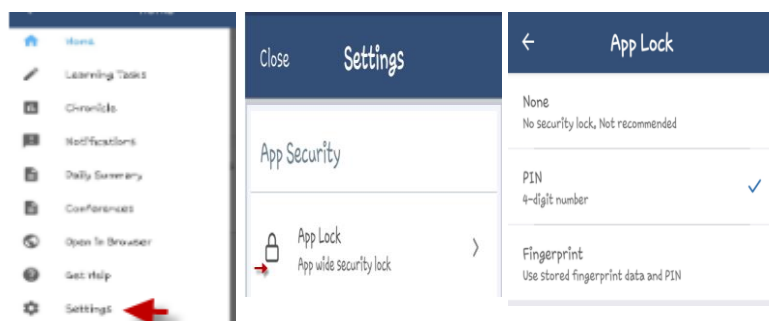
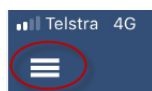
How do I get the Compass App on my phone or tablet?

IOS	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:

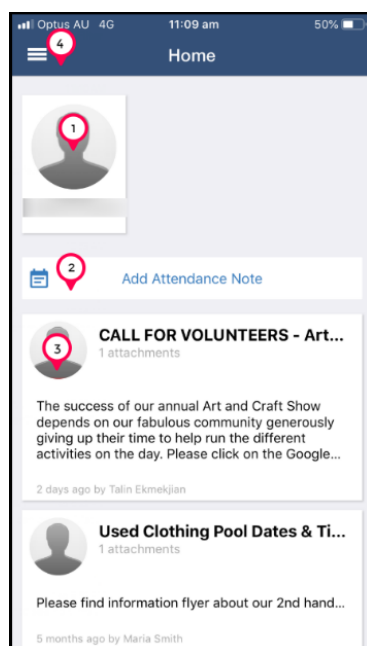
Please secure the Compass App on your device by setting a PIN and/or Fingerprint up when logging in for the first time.

- 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.

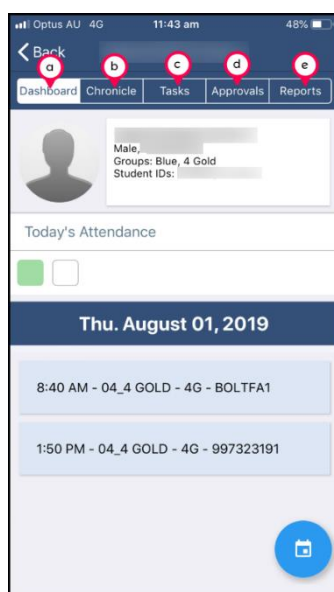


If you forget your PIN, next time you go to log in, don't worry there is an option to click on Forgot PIN from front screen and follow the prompts to reset it.

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** – not in use in primary schools.
 - 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.

If you are adding an attendance note for a day passed, 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 worry about 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'.

