Welcome to Compass

A guide for parents and families

What does Compass do for me?

Using Compass allows you to access up-to-date and meaningful information about our 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
- Update your family contact details
- View your child's timetable and the school calendar
- Download and view your child's academic reports

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

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (please see next page).

To access the parent portal, go to our school's website and click the Compass link on the homepage. Alternatively, you can go to https://stcolumbasspringwood-nsw.compass.education .

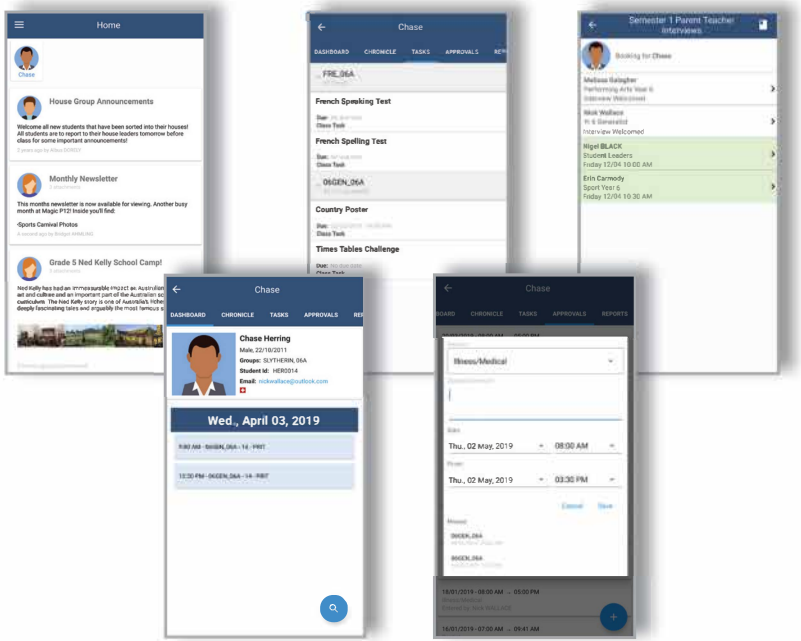
To log in you will require your unique family username and password. These details will be provided to you by our school. Upon first login, you will be require to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery 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 push notifications
- View schedules/ timetables
- Add attendance notes and approvals
- View academic reports



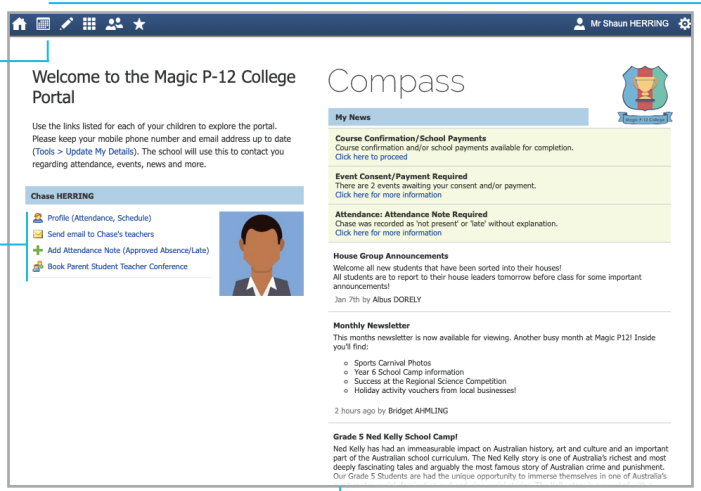
The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile

School Calendar
View details of upcoming events, your child's timetable and other relevant school-wide activities.

Your Children
Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks

To access more information click on the relevant quick link or select Profile to access detailed information about your child.



Main Menu
Allows you to access other Compass and school resources. The Tools icon allows you to update your contact details and change your password.

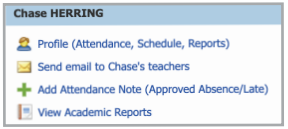
Alerts
Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

News
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Attendance: Entering an attendance note

1

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



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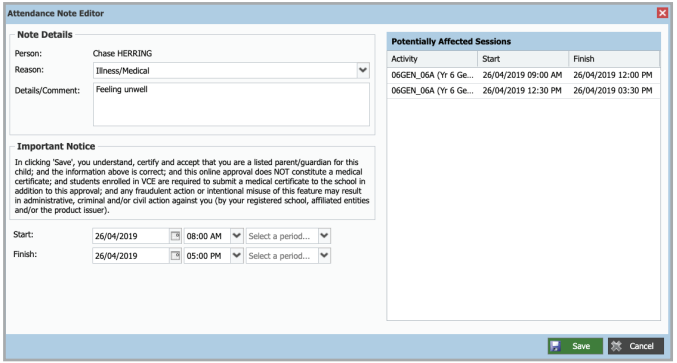
From the pop-up window,
- Select the reason,
- Enter a brief description of the absence,
- Select the start and finish time,
- Click the 'Save' button.



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

One-time Link (OTL)

If your child is marked as absent without prior approval you will receive a message containing a link, this is a onetime link (OTL). When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new OTL, allowing you to repeat the process.

Jimmy is marked absent as of 09:30 AM. Please add a note using the link below, or alternatively contact the school office (mpass.co/RxpWkIlgIB) - Principal

Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child.

Notes

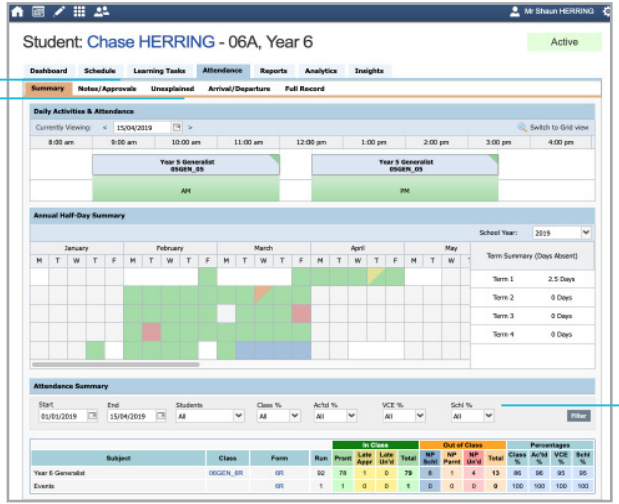
This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

Unexplained

This sub-tab provides a list of all unexplained lates and absences from class. From this tab you can click to approve specific absences

Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.



Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

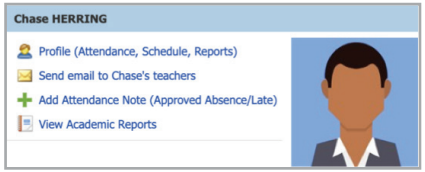
When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

NP Schl - Not present in class and is explained by a school related activity.
NP Parnt - Not present in class and is explained by a parent approval.
NP Unap - Not present in class with no explanation entered.

Viewing Academic Reports

1

From the home screen, click on the ‘View Academic Reports’ item or navigate to the student profile and click the ‘Reports’ tab.



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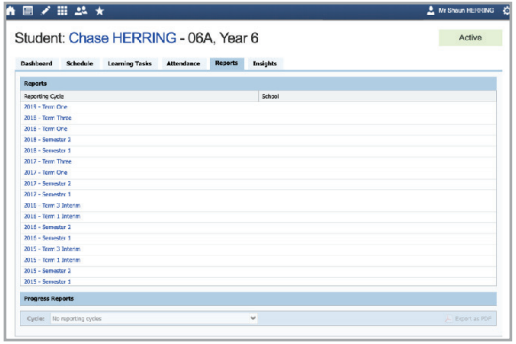
A list of Academic Reports will be displayed. Click the Report title to download the PDF onto any device.



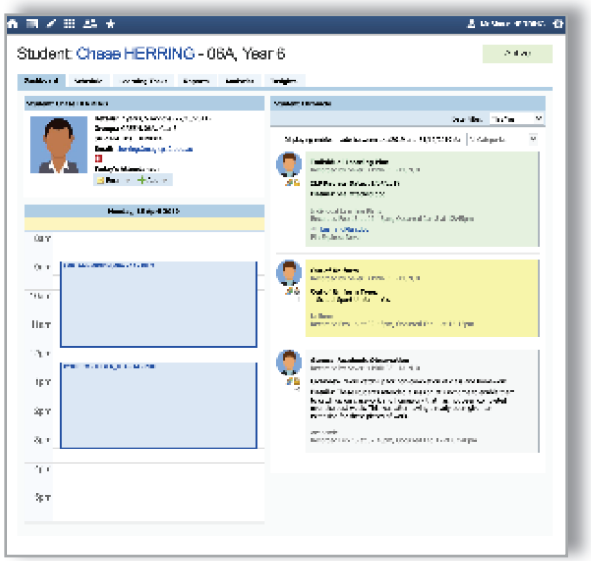
Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including attendance, surveys and academic reports, navigate through the tabs along the top of the profile.



Privacy and Security

When you use Compass you will notice a padlock appears in your browser's address bar on the left. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at https://www.compass.education/policy

Compass

Compass Parent Introductory Booklet
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