



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
- 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

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

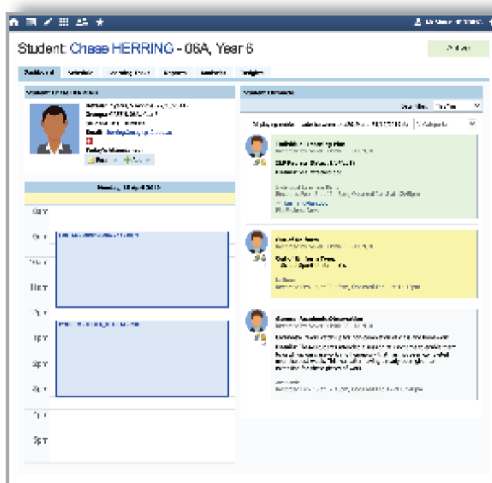
Student Profile

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 assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the profile.



Attendance: Entering an attendance note

1

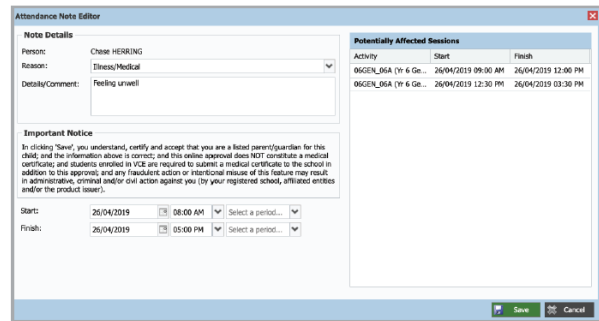
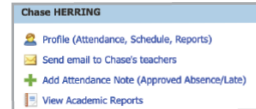
From the Compass home screen (or from your student's profile), click the 'Add Attendance Note' item.

2

- 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.

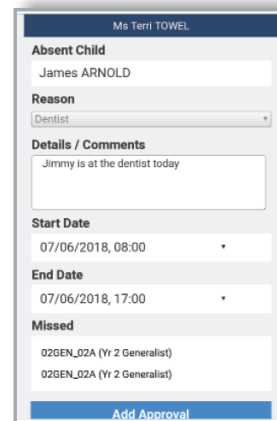


One-time Link (OTL)

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/RxpWkIglB) - Principal



Attendance: Summary

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

Notes

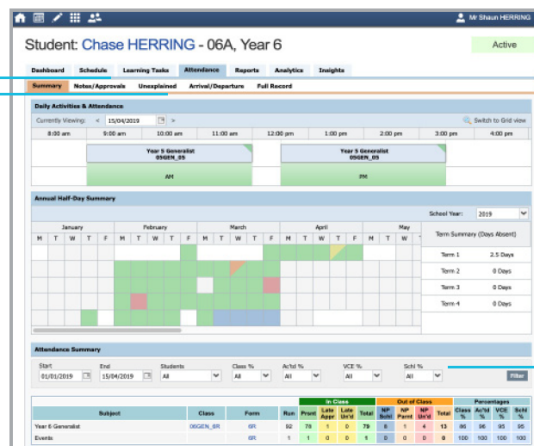
This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

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 SchI - 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.