

# Parent Guide

# **Compass App**



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Please note: Not all modules may be applicable or relevant to your school.

#### Login to your Compass account

- 1. Tap in the search field and begin by typing your school name
- 2. Click on the name of your school
- 3. Type in your unique family username and password. This information is provided to you by your school
- 4. Click on the blue 'Sign in' button



#### Login using a One-Time-Password

- 1. From the login page click on 'Parent sign in with one-time code'
- 2. Type in one of the following: mobile phone number, email address, or username
- 3. Click on 'Continue'

A one-time code will be sent to your chosen method of communication which you can use to login with.



#### **Reset your password**

- 1. From the login page, click on 'Can't access your account?'
- 2. Type in your Compass username. If you don't know your username you can click on 'I don't know my username'
- 3. Once you have typed in your username click on 'Continue'
- 4. To receive a password reset link or confirmation code, type in your email address or click on 'I want to use my phone number' to type in your phone number instead
- 5. Complete the ReCAPTCHA and click on 'Continue'
- 6. Type in the confirmation code in the email or text message received and click on 'Continue'

You will then be prompted to reset your Compass password.

Magic High School Username Username Username Password Password Sign in Or Carit access your account?		© Compass	
Username  password  password  password  f your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or confirmation code to obtain access to Compass  johnsmith@example.com  ivant to use my phone number  f you have entered the correct information, you should receive an email or text message provide you with your username.  f your password recovery attempt has been submitt f you have entered the correct information, you should receive an email or text message provide ivant to use my phone number  f or  f m not a robot  Can't access your account?  f we take privacy and user security seriously. Suspicious  we take privacy and user security seriously. Suspicious  f we take priv	Magic High School Jsername	Trouble signing in? What is your email address or mobile number?	Ocompass
Sign in   Or   I want to use my phone number   Or   Im not a robot   Can't access your account?   I don't know my mobile phone number or my email address   We take privacy and user security seriously. Suspicious   We take privacy and user security seriously. Suspicious	Password Password	If your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or confirmation code to obtain access to Compass johnsmith@example.com	Your password recovery attempt has been submitted If you have entered the correct information, you should receive an email or text message providing you with your username.
Can't access your account? Can't access your account? I don't know my mobile phone number or my email address We take privacy and user security seriously. Suspicious	Sign in Or Parent sign in with one-time code	I want to use my phone number	Proceed to login
We take privacy and user security seriously. Suspicious	Can't access your account?	Continue I don't know my mobile phone number or my email address	unauthorised access may result in administrative penalties, civil and/or criminal charges.
		We take privacy and user security seriously. Suspicious	

# Switch between your Compass accounts

- 1. Click on the 'More' menu
- 2. Click on 'Switch Accounts'
- 3. Click on the account you want to login to

If you need to login to a new account, click on the blue plus button and search for the name of the school

#### Reset your account lockout

If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for 30 minutes.

If you need access to your account before 30 minutes, we recommend contacting your school's administration office directly.





#### Add an Attendance Note

If you child is going to be absent from school, you can add an attendance note to explain their absence.

- 1. Click on the blue 'Shortcuts' button
- 2. Click on 'Submit attendance note'
- 3. Select the reason
- 4. Enter any details and comments
- 5. Select the start/finish date and time
- 6. Upload any attachments
- Click on 'Add Attendance Note' to submit the note

#### View your child's absences

- 1. From the homepage, click on your child's profile picture
- 2. Click on the 'Attendance' tab
- 3. Click on the 'Unexplained' tab

If you need to explain an absence, click on the checkbox next to the absence and explain with an attendance note.



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Dash	board	Chronicle	Tasks	4tten	Reports
	Sele	ect All			
~	Not P Start: Finish: Entere Period	Present - S Mon, 20 Jan Mon, 20 Jan Mon, 20 Jan d by: Emma	CI_07A 25, 12:00 n 25, 12:50 FITZSIMM	PM ) PM IONS	
<b>~</b>	Not P Start: Finish: Entere Period	Present - G Mon, 20 Jan Mon, 20 Jan Mon, 20 Jan d by: Emma	EO_07A 25, 11:10 n 25, 12:00 FITZSIMM	AM ) PM IONS	
	Not P Start: Finish: Entere Period	Present - El Mon, 20 Jan Mon, 20 Jan d by: Emma I:	NG_07A 25, 09:50 n 25, 10:40 FITZSIMM	AM D AM IONS	
	Not P Start: Finish: Entere Period	Present - M Mon, 20 Jan Mon, 20 Jan Mon, 20 Jan d by: Emma	IATH_07/ 25, 09:00 n 25, 09:5 FITZSIMM	A AM 0 AM IONS	
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	Ν	lotes		Unexplai	ned 4
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# View your child's daily attendance summary

- 1. From the homepage, click on your child's profile picture
- 2. Click on the 'Dashboard' tab

The coloured squares under 'Today's Attendance' provide an overview of the student's attendance on the current date.

You can click on the coloured squares to see more information.

#### Pay and consent for an Event

Click on the blue 'Shortcuts' button
 Click on 'Pay for an event'

In your Action Centre, events that require your payment and/or consent will appear.

Click on the event to provide your payment/consent and fill out any additional questions and information.

Click on the blue 'Process' button to confirm your consent and process any payment.

< Collin Miles
Dashboa Chronicle Tasks 3 Atten Reports
Collin Miles Male - 14 Years (01/01/2011) Groups: Green, 07A, Year 7 Student IDs: COLLINMILES, cmiles VSN: MIL0045 Xttendance Schooi: 7.8% Accounted For: 78%
Attendance note Send email
Today's Attendance
< Mon, Feb 10 2025 - >
9:00 AM - 10:00 AM MATH_07A - (Mathematics) - EFITZSIMMONS
10:00 AM - 11:00 AM ENG_07A - (English) - EFITZSIMMONS
11:30 AM - 12:30 PM GEO_07A - (Geography) - EFITZSIMMONS
12:30 PM - 1:30 PM SCI_07A - (Science) - EFITZSIMMONS
2:30 PM - 3:30 PM

< Events			
Action Eve Centre	ents Clubs	Volunteering	Payments
Upcoming events	(	Upcoming Even	nts 🗸
Collin MII 1 events	LES		
Melbourne Zoo Monday, February Monday, February	3rd 2025, 8:00 3rd 2025, 5:00	am pm	
Awaiting consent and payment	Due 31/01/2025	\$20.00	
Opt in events			
There a	re no upcomir	ng opt in events	
ompass (46.8757 / 12	8 27 5 / ME1DD1	1#14)	

#### Email your child's teacher

- 1. Click on the blue 'Shortcuts' button
- 2. Click on 'Send Email'

To send the email, click on the plane icon in the top right corner



Connect is Compass' instant messaging feature that allows to you send a message to your child's teachers.

1. Click on the 'Connect' icon

Messages will appear on the main screen. You can also start a new chat by clicking on the compose button and searching for the teacher's name.





#### View school news

You can find news shared by your school, by going to the app homepage and scrolling down the feed.

Click on the save icon next to a Newsfeed post to save the post. You can quickly find saved news posts by clicking on the 'Saved' button.

#### **View notifications**

- 1. Click on the 'Notifications' icon
- 2. Here you can see push notifications sent by your school
- 3. Click on a notification to view it in full





# View important school dates and upcoming events

Keep track of important dates and upcoming events happening at your school by checking the Calendar.

- 1. Click on the 'Calendar' icon
- 2. Use the arrows on the left and right to navigate to a different day or click on the calendar icon and select the day you want to view
- 3. Change the calendar view by clicking the arrow next to 'Day'
- 4. Click on 'School dates' to see important school dates

#### The class page

- 1. From the homepage, select your child's profile picture
- 2. On the Dashboard tab, refer to the classes on the student's schedule for the day
- 3. Click on the relevant class from the schedule to go to the class page
- 4. On the Dashboard tab, view any Lesson Plans and the Class News Feed



< BIC	•
Dashboard	Learning Tasks
	Emma FITZSIMMONS Room: Classroom 7A
🗍 Lesson plan	
Ecosystems and Mapp Learning Objectives: By the end of this sess 1. Understand the com See more	bing Local Habitats sion, you should be able to: cept of an ecosystem and its key
Class news feed	
Emma Fitzs 1 week ago Assessment T Explorers: Ma Habitats' detai	immons Class news: BIO_07A Task 'Ecosystem pping Our Local ils now open
Hi everyone,	
The Assessment Task Local Habitats' details parents in Compass.	< 'Ecosystem Explorers: Mapping Our s are now open to students and
You can find the task portal.	under the Learning Tasks tab in your

#### View Learning Tasks

- 1. From the homepage, click on your child's profile picture
- 2. Click on the 'Tasks' tab
- 3. Click on the class to expand any Learning Tasks
- 4. Click on the Learning Task to view the task details, results and teacher feedback

#### **Download Semester Reports**

- 1. From the homepage, click on your child's profile picture
- 2. Click on the 'Reports' tab
- 3. Click on a reporting cycle to view the report. You can also download the report as a PDF file onto your device.





#### **View Progress Reports**

- 1. Click on the 'More' menu
- 2. Click on 'Open in browser'
- 3. From your homepage, under your child's name click 'View Academic Reports'
- 4. Click on the 'Reports' tab
- 5. Select the Progress Report cycle

Click on 'Export as PDF' to download the report as a PDF file onto your device



#### **Book Parent-Teacher Conferences**

- 1. Click on the 'More' menu
- 2. Click on 'Conferences'
- 3. Click on the Conference cycle
- 4. Click on a subject to book an interview
- 5. Select a timeslot and confirm the booking

If you're school runs 'Face to Face' and 'Online' conferences, select your preferred location.

You can view your bookings by going to the booking page and clicking on the book icon in the top right corner.



#### View your child's Chronicle

- 1. From the homepage click on your child's profile picture
- 2. Click on the 'Chronicle' tab

#### Place a Canteen order

- 1. Click on the 'More' menu
- 2. Click on 'Canteen'
- 3. Click on 'Get Started' and select who the order is for
- 4. Select the date of the sitting and the menu available
- 5. Click on 'Add Item' to start adding items to your card

Once you've added items to your card, scroll to the bottom of the page and click on 'Proceed with order'. You can then enter your payment details and place the order.

Collin Times	
Positive Benaviour Template	
Occurred Feb 5 at 02:40 PM Points: 2 Recorded Feb 5 at 02:41 PM	
Positive Behaviour Template	
Occurred Feb 5 at 09:10 AM Recorded Feb 5 at 09:12 AM	
General Academic Observation	
Overview Collin did great in class today!	
Occurred Jan 24 at 01:30 PM Recorded Jan 24 at 01:29 PM	
Out of Uniform	
< Canteen	
Dashboard Place Order My Orders	
Who is the order for?	
Select sitting	
Add items	
Search for items     (All categories) ~	
Flavoured Milk	
Order online and in canteen + Add item \$4.00	
Sausage Roll Non-vegetarian	

\$0.00

No items in order for Collin

# Update your card details linked to a Recurring Contributions

If your card details have changed or expired, update your payment card linked to a Recurring Contributions

- 1. Click on the 'More' menu
- 2. Click on the 'Wallet'
- 3. Click on the 'Recurring Contributions' tab
- 4. Click on the three dots next to the Recurring Contributions and click 'Update card'

# Make a contribution towards parent payments

- 1. Click on the 'More' menu
- 2. Click on 'Contributions'
- 3. From the Action Centre, click on the contribution that requires actioning
- 4. Click on 'Continue'
- 5. Select the amount you would like to contribute

Click on the blue 'Process' button to make payment.

Update card	isk * are required.	
Jpdate card for recurrin	contribution *	
Add new Credit Card		~
lame on card *		
Sirius BLACK		
xpiry (MM/YY) *		
CVC *		



#### Update your payment methods

- 1. Click on the 'More' menu
- 2. Click on the 'Wallet'
- 3. Click on the 'Payment Methods' tab and add or update your linked card. You can also remove any linked cards.

In the Wallet, you can also top up you and your child's Compass balance.

#### Update your details

Ensure your school has your most updated contact details.

- 1. Click on the 'More' menu
- 2. Click on 'Update My Details'

Once you have updated and confirmed your contact details, click on 'Update details'. Your school will then review the updates.



Confirm details for Compass Training VIC
These details will be used by the school to keep you up to date on school fees, student absences, school news, upcoming events, and a range of other information services (depending on the Compass features your school uses).
Mrs Helen MILES
Mobile 0412 345 699
Email*
hmiles123456@compass.education
Update details
We request your personal contact details on behalf of your educational institution. All personal details are collected and stored in alignment with our policies. A copy of our policies (including our Privacy Policy) are available at https://policies.compass.education

#### **Respond to Insights**

Insights allows you to respond to questions and provide important information to your school.

- 1. Click on the 'More' menu
- 2. Click on Insights
- 3. Click on the Insights cycle
- 4. For each question, you can provide a response. Some questions may be mandatory.
- 5. To save your responses, click on the green save button

#### **School Favourites**

Use School Favourites to easily access a list of useful links relevant to you and your school.

- 1. Click on the 'More' menu
- 2. Click on School Favourites
- 3. Click on the title of the link

<	Insignts
50	you consent to your child being nimed of
pho	tographed during school activities and events, which
ma	y be shared with external media (e.g., local
Oue	estion for Parents
Sele	ect one of the following options.
0	Yes
$\bigcirc$	No
Teo	chnology and Internet Use
Do sch wit	you consent to your child using the internet and lool-provided technology (e.g., laptops, iPads) in line h the school's Acceptable Use Policy? *
Que	stion for Parents
Sele	ect one of the following options.
0	Yes
0	No
Do plat Mic	you allow your child to access online learning tforms that the school uses (e.g., Google Classroom, rosoft Teams, etc.)? *
Que	stion for Parents
Sele	ect one of the following options.
0	Yes
0	No



#### **School Documentation**

Use School Documentation to view and download important school information and resources.

- 1. Click on the 'More' menu
- 2. From the menu, click on School Documents
- 3. Within School Documents are various folders which contain content uploaded by the school
- 4. Click on the relevant folder, and then click on the content you wish to view

#### **Favourite modules**

Favourite modules from your homepage in the app so you can quickly access important tools and information.

- 1. From the homepage, click on the edit pencil next to 'Favourites'
- 2. Select up to 6 modules to favourite
- 3. Click on 'Save & Close'

Favourited modules will appear on your homepage for you to quickly access.







#### Find more Support Resources

Compass has a wide range of helpful resources and guides which are available for parents to access.

- 1. Click on the 'More' menu
- 2. Click 'Help' to view a guide for parents and families
- 3. In the Table of Contents, click on the tabs to navigate to the corresponding section

