

App Parent Users

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Compass App - Parent Users

Parents can download the Compass School Manager App via their app store.

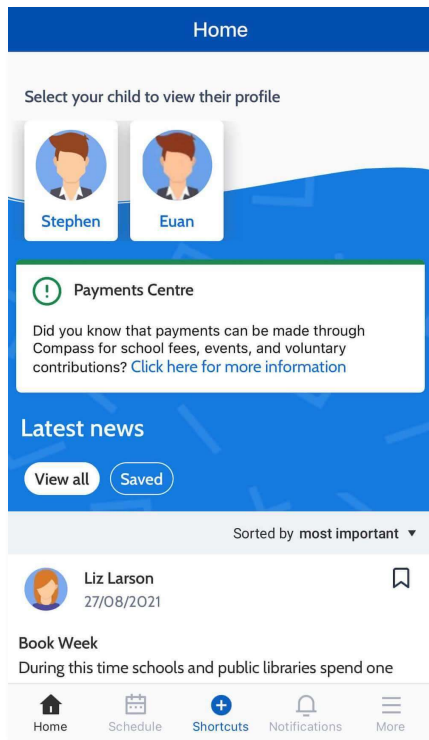
When first setting up the Compass app, they will need to select the applicable school and then use their school-issued Compass login credentials to sign in.

NOTE: The mobile application is not designed for complete use of the Compass platform; it is designed for quick access to a set of specific items of information and specific actions. All features for Parent users included in the application are outlined in this article.

Features accessible to parents on the App will vary depending on the Compass modules your school uses.

Home Screen

When parents have logged into the App, they will be on the Home Screen where they will see any children they have at the school, the NewsFeed and then the Navigation Bar at the bottom of the screen.

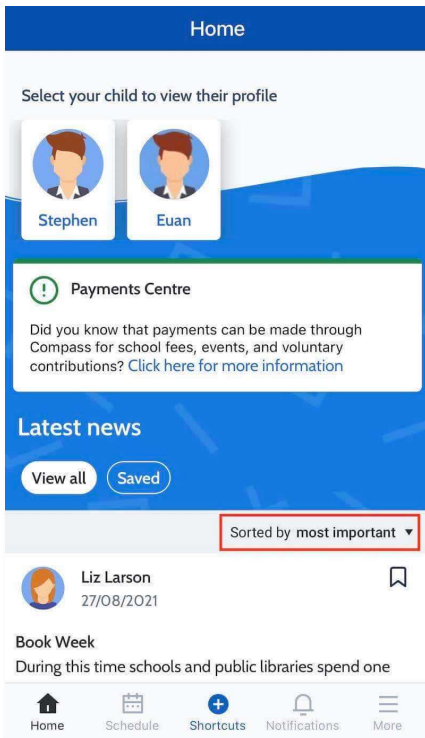


NewsFeed

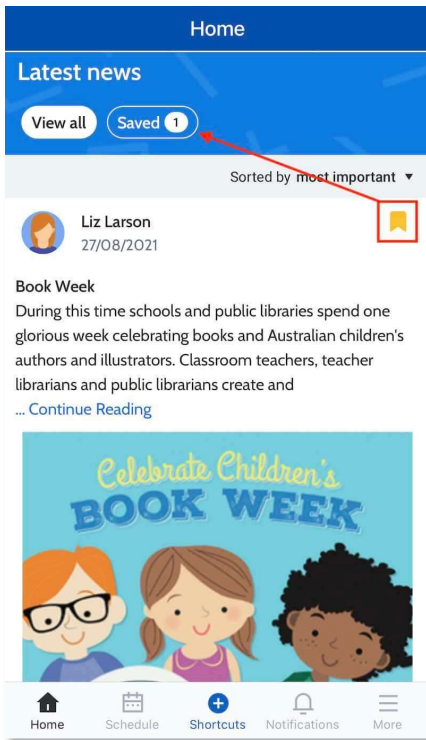
Parents can access NewsFeed content on their Home Screen in the app.



They can adjust the sort method if preferred to be either 'most important' or 'most recent'. Selecting 'most important' will show any items set as 'priority' by the school first.

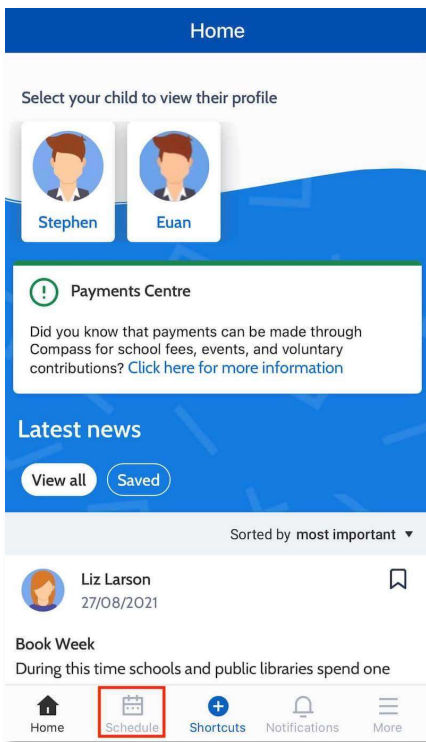


Parents can click the bookmark icon for a NewsFeed item to save it. Any saved items the parent has can be viewed on their 'Saved' newsfeed tab.

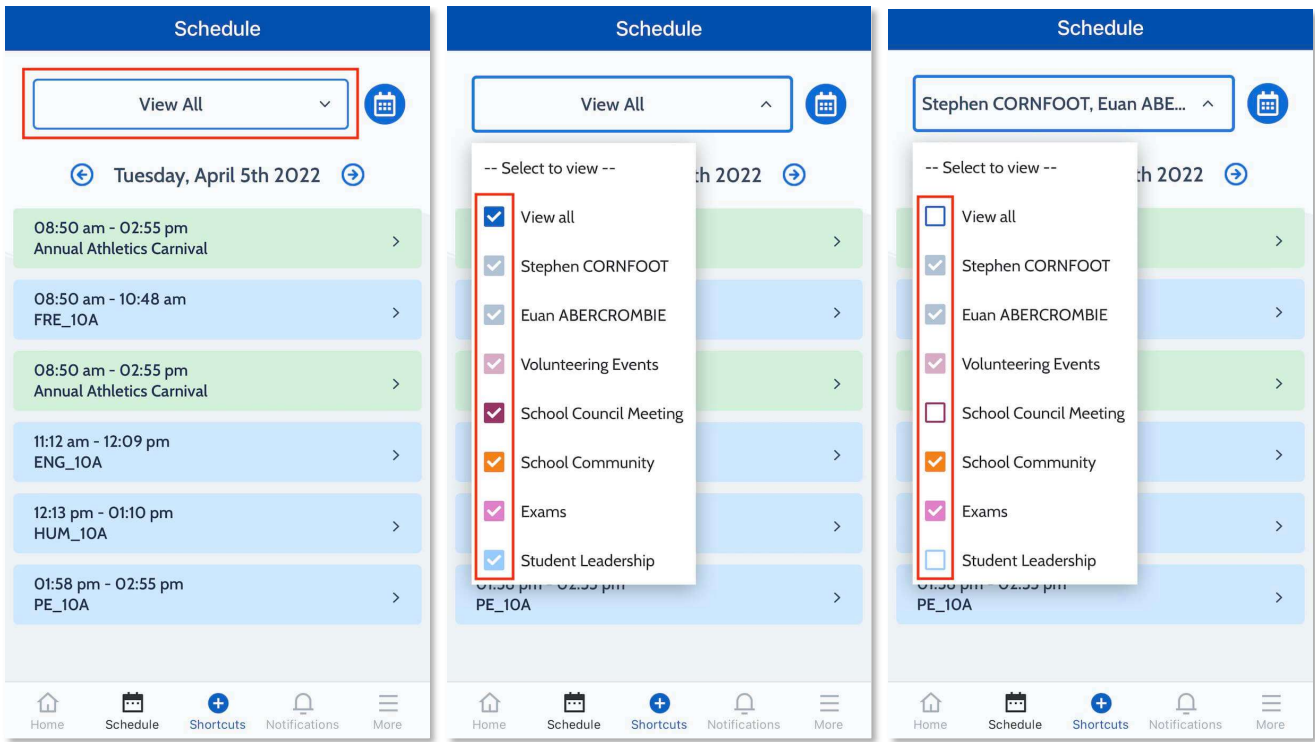


Schedule

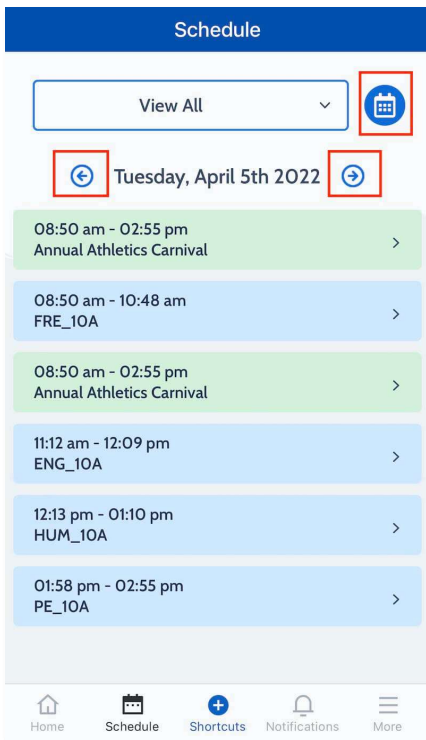
Clicking the 'Schedule' button will let the parent view their child, or children's schedules. It will also show any school calendar events shared with parents.



It will by default show all scheduled items but clicking the selection tool will allow the parent to set which scheduled item types they want to view.

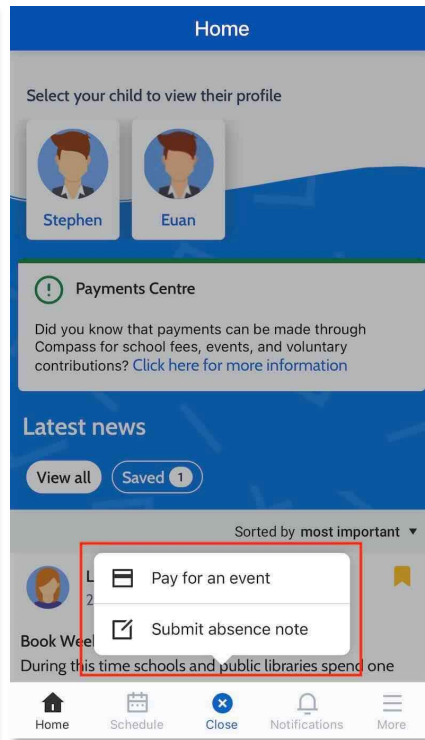
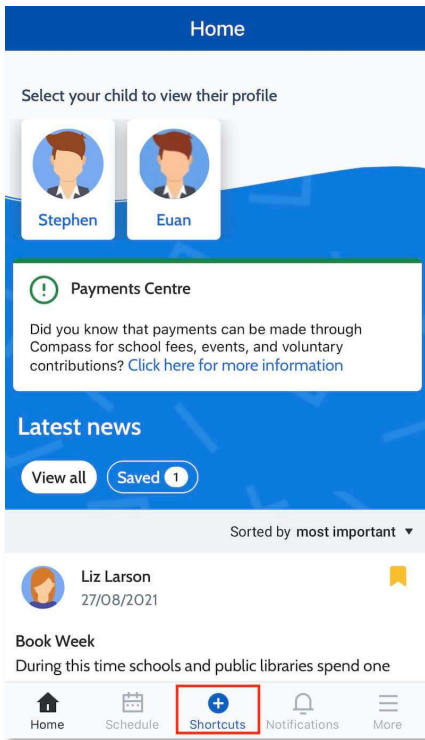


It initially loads with today's schedule but any date can be selected, either by using the forward or back arrows, or by opening the date selection tool.



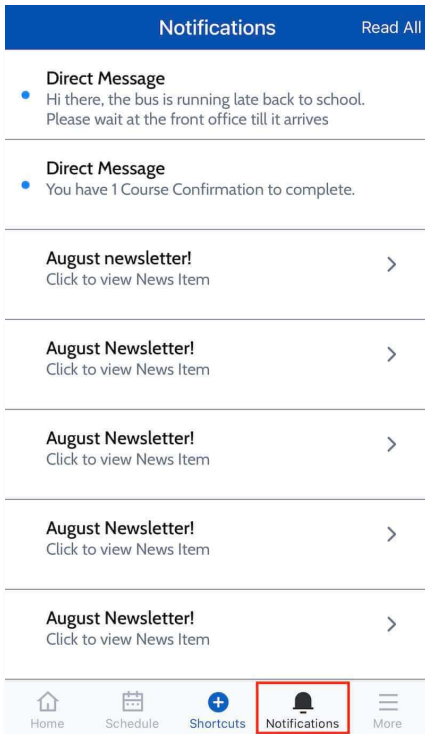
Shortcuts

The 'Shortcuts' button gives parents quick access to add an attendance note or pay for an event.



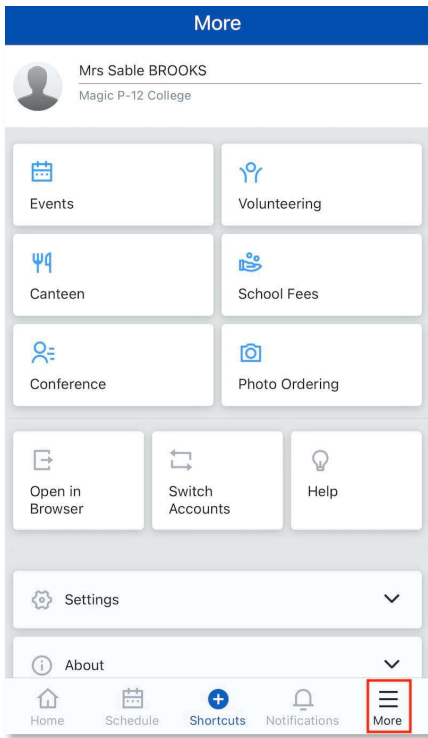
Notifications

Parents can click to 'Notifications' to view any push notifications they have received.



More

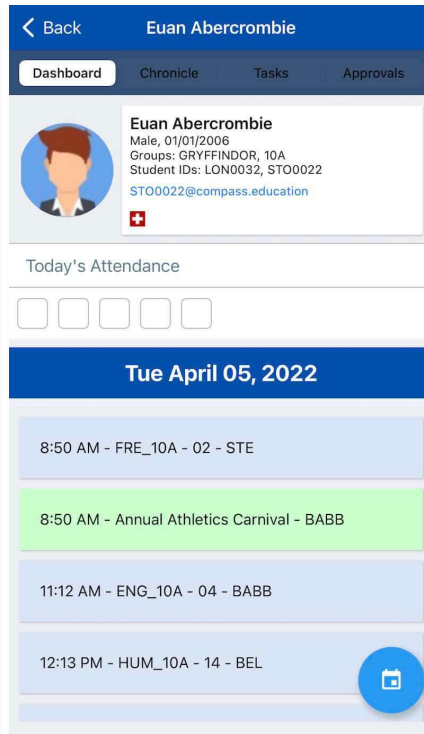
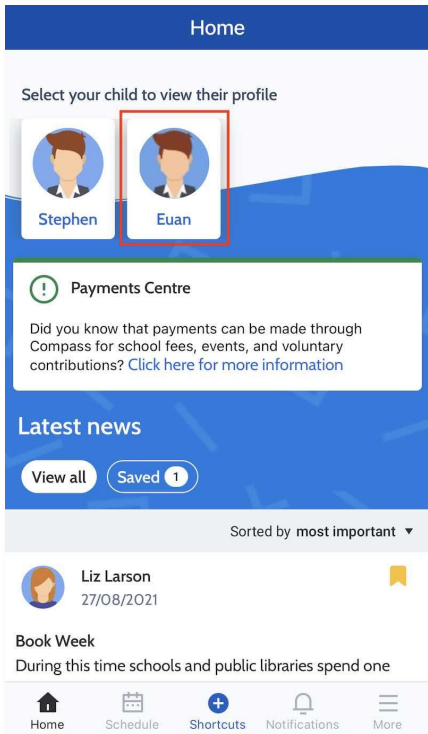
Clicking 'More' will expand a range of options for parents to access. The available options are determined by which modules are in use at your school.



Open in Browser	Clicking this will open the parent's web portal user account.
Help	Clicking this will give access to some basic help information.
About	Here the parent can view what version of the App they are currently using.

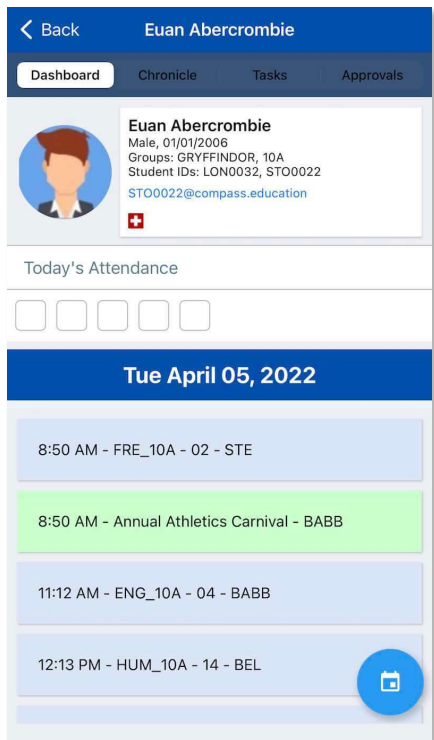
Student Profiles

Parents can click on their child to go to that child's profile screen.

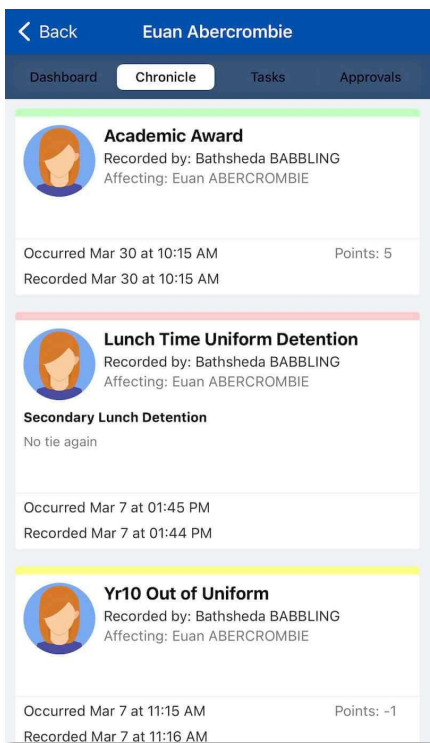


The will be a series of tabs that the parent can swipe across to move through.

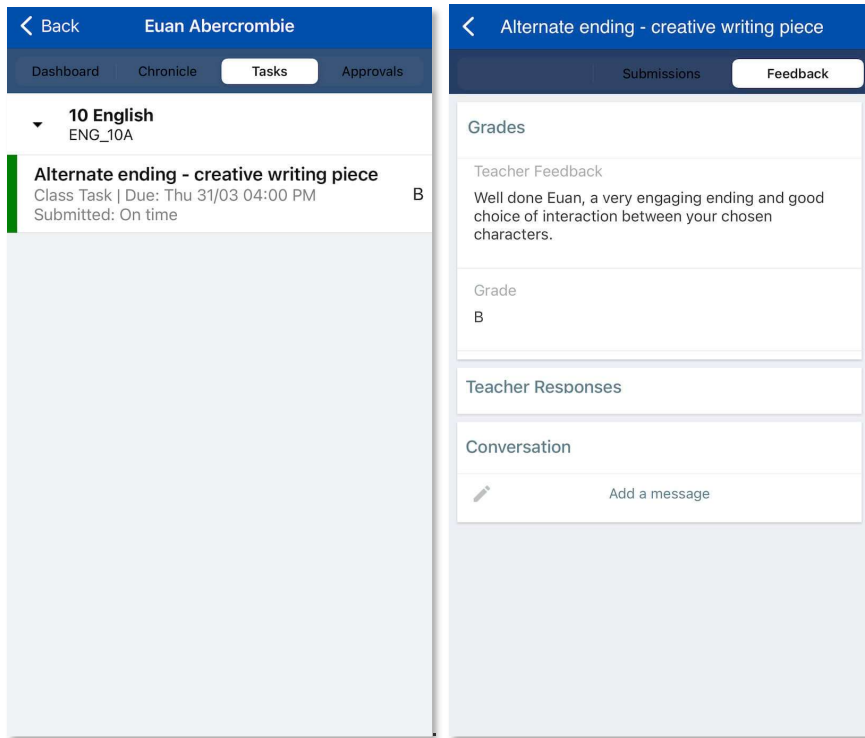
Dashboard - This tab will show some basic information about their child and their ID photo image if there is one on file. It will also show their schedule for today's date. Parents can click the blue icon in the bottom right to view another date.



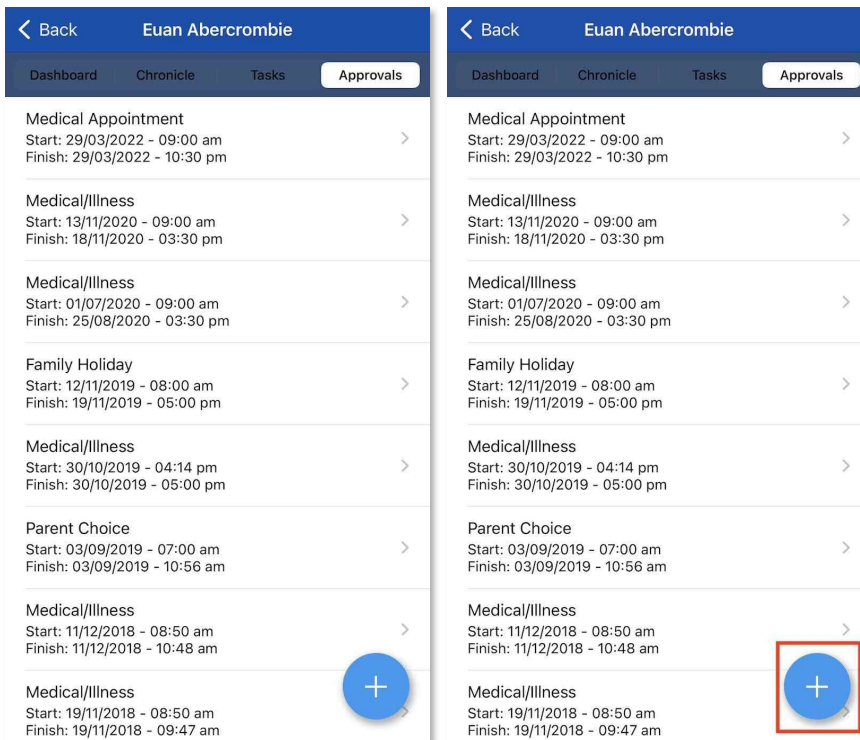
Chronicle - This tab will show any of the student's Chronicle posts that were set as 'Visible to Students/Parents'.



Tasks - This tab will show each of the child's classes. Clicking on a class will expand to show any Learning Tasks for that class. Parents can click on a particular Learning Task to view the details and any results/feedback added by the teacher.



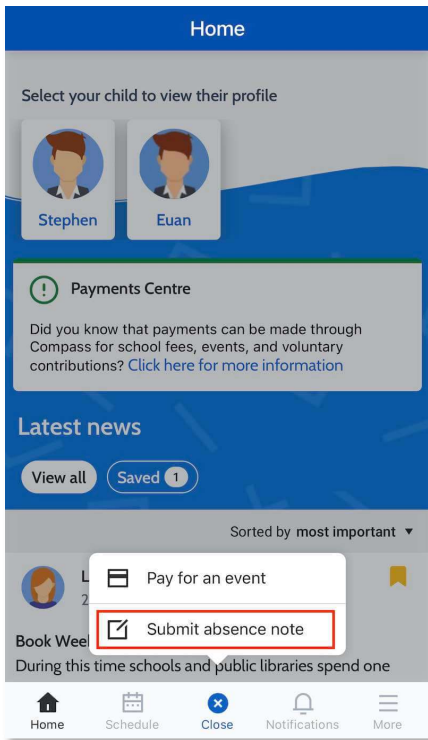
Approvals - This tab shows any attendance notes/approvals the child currently has. Parents can click the blue icon in the bottom right to add an attendance note.



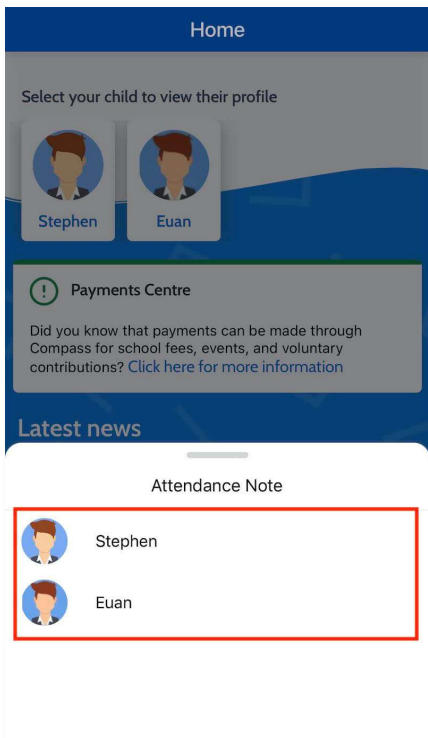
Reports - This tab will allow parents to download any reports currently available for their child. Reports need to be set as accessible for Parents to be listed.

Adding Absence Notes

Parents can add absence notes by clicking 'Shortcuts' and selecting 'Submit absence note'.



If they have more than one student at the school, they will be required to select which child the note is being added for.



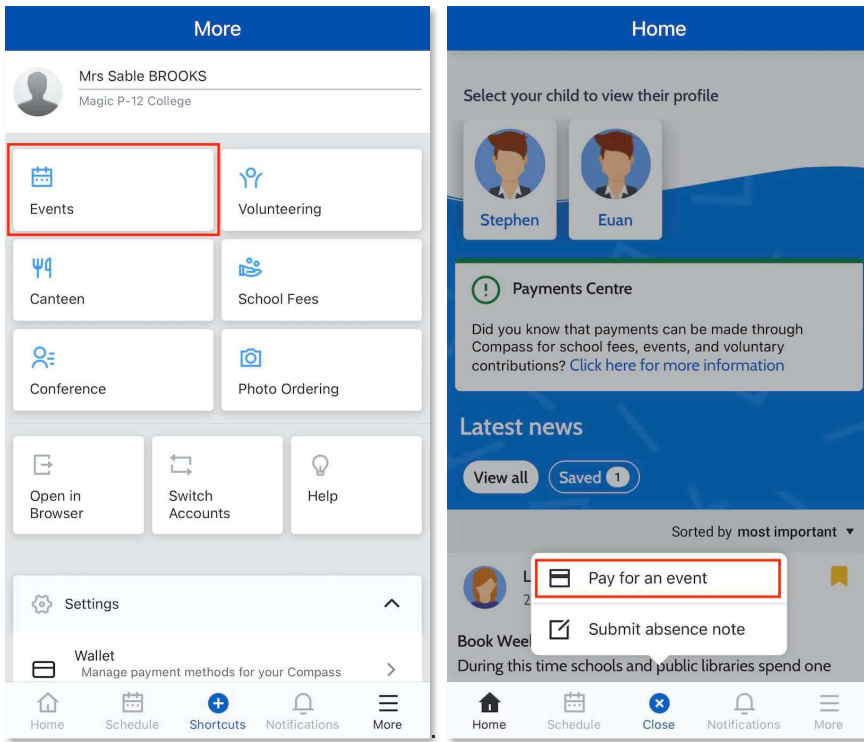
In the note screen, the parent will need to select the reason from the available options listed.

They can then add any applicable details/comments and click on the 'Start Date' and/or 'End Date' fields to add in the correct information for the absence note.

When all content is added to the absence note, the parent needs to click the 'Add Attendance Note' button and the absence note will be added to the student's record.

Events

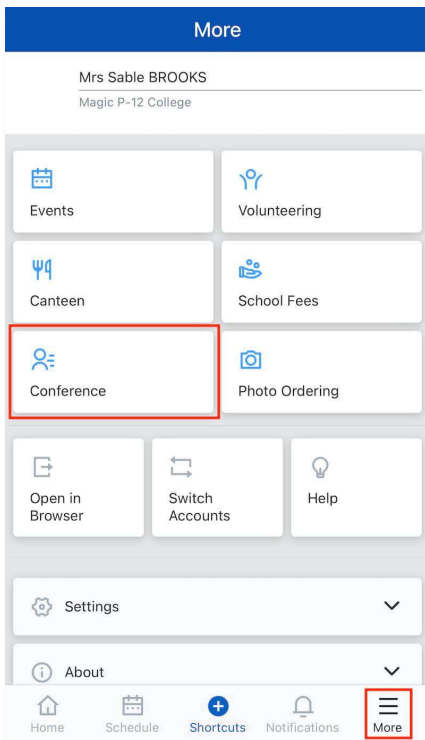
For details on processing events via the App, please refer to the ['Events in App' article](#) from our Knowledge Base.



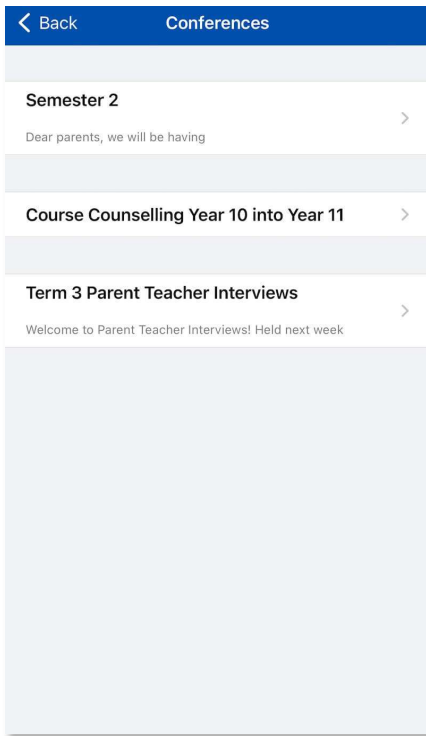
Conferences

For schools using the Compass Conferences module for Parent Student Teacher Interviews, if a Conference cycle has been set with the Target as 'Parents', then the parent will be able to click on Conferences from the 'More' menu to make bookings and view existing bookings.

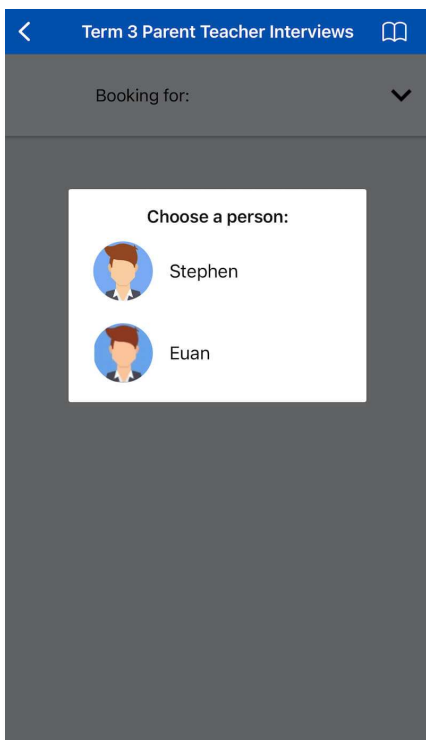
If the target audience for a cycle is set to 'Students', parents will not be able to access the cycle (please refer to the Knowledge Base article 'Conferences' for further information).



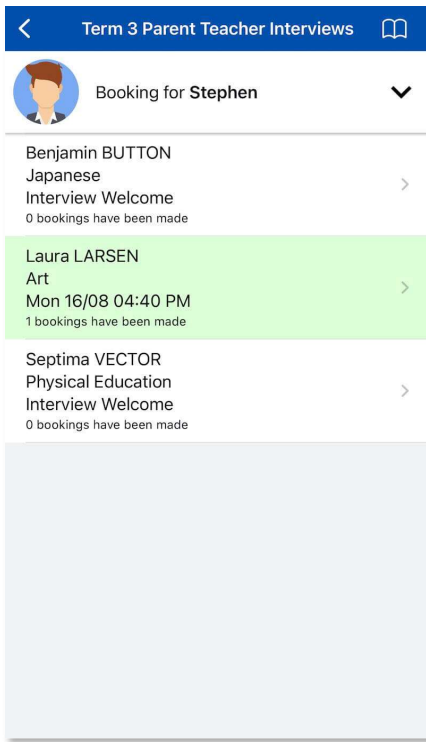
They can then click into one of the cycles to make/edit/view bookings.



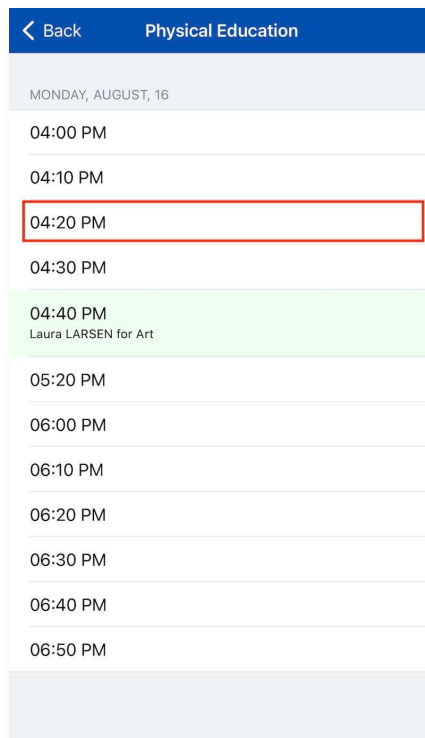
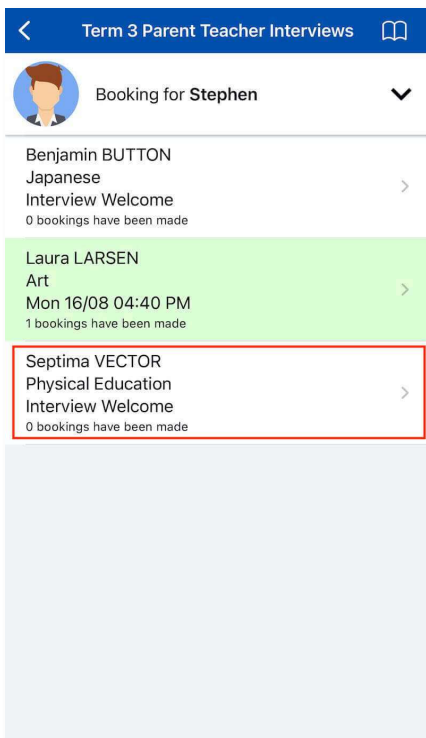
To make a booking, the parent needs to click on the child of theirs they want to make bookings in relation to. This will open a screen of the potential staff they can book with.



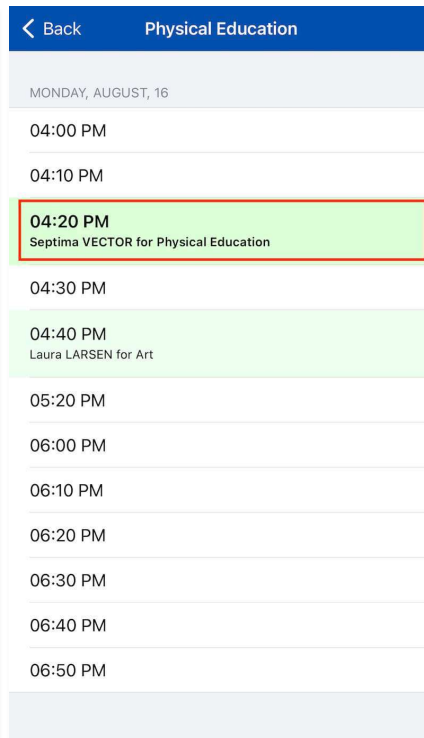
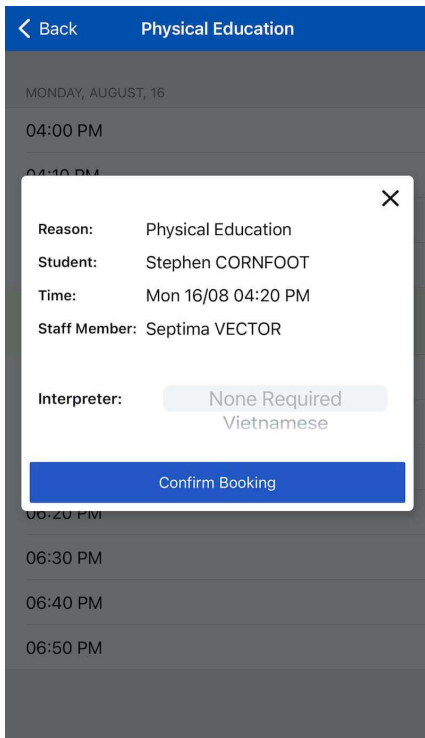
Staff showing in white indicate the parent has not yet booked with them; staff showing in yellow indicate the staff member requires an interview but a booking has not yet been made. Staff showing in green indicate the parent has made a booking with them.



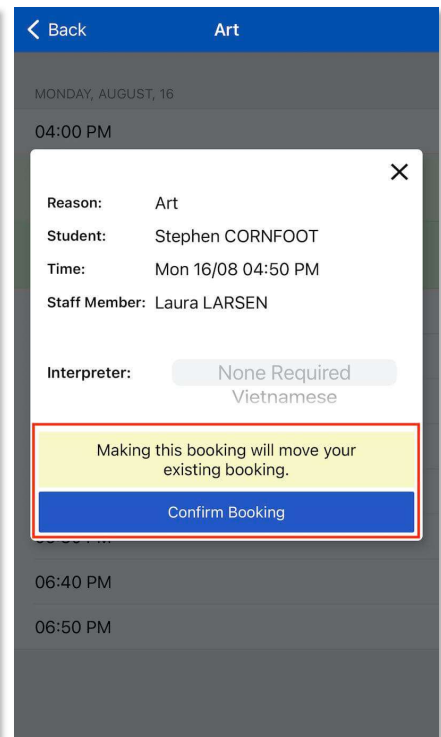
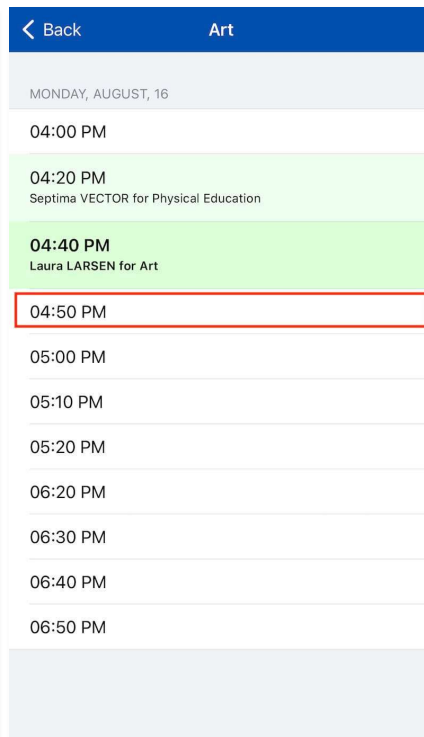
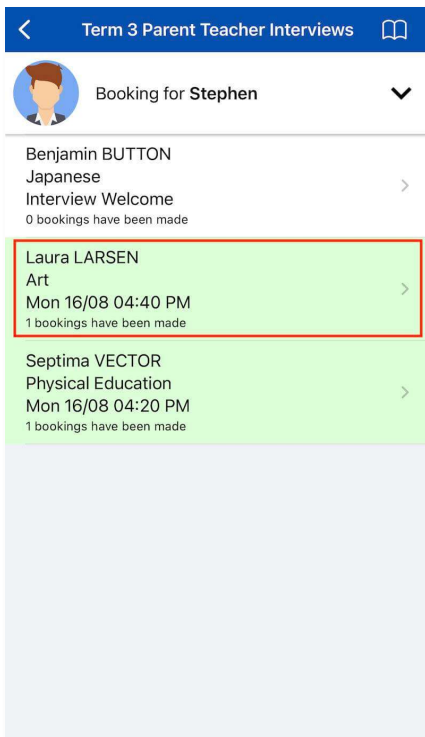
Parents need to then click on the staff member they want to make a booking with. This will show them a list of available time slots for that staff member. The parent can click the time they want to book.



If the parent requires an Interpreter and the school has the applicable one available, the parent can select the language from the list of options. They can then click 'Confirm Booking' to secure the time slot.

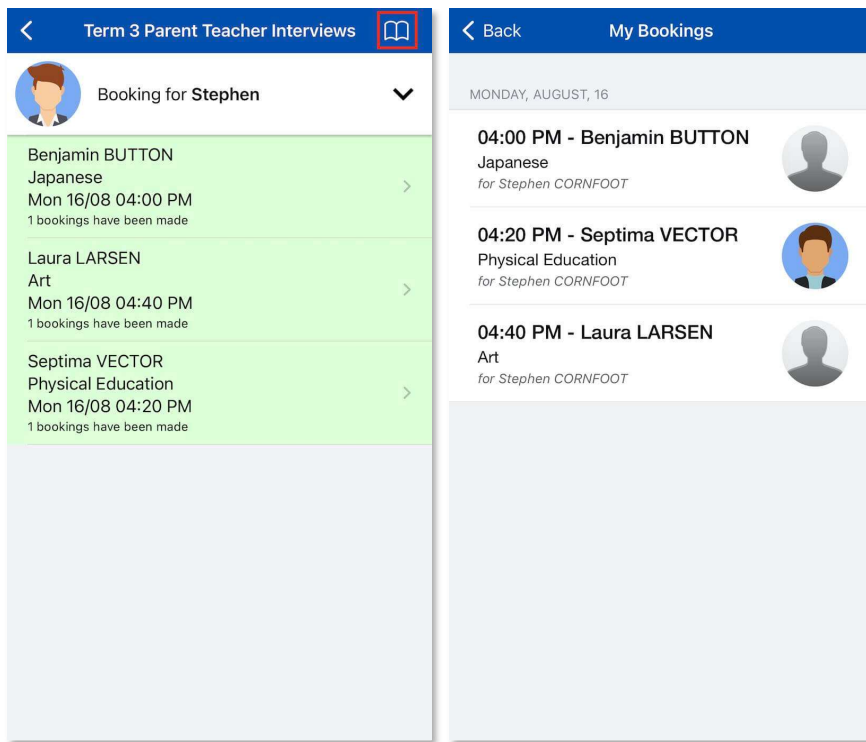


To move a booking, click the teacher the booking is with. Click the new time slot you would like to book and the confirmation will then remove the existing booking and update to the newly chosen timeslot.



To delete a booking, the parent can click on the existing booking and choose the 'Remove Booking' option.

If the parent wants to view their bookings for a conference, they can click the applicable cycle and then click the book icon in the top right hand corner.



Course Confirmations

When there are Course Confirmations to be paid, the parent will see a notification in the app. Clicking the notification will take them to the list of Course Confirmations awaiting payment (alternatively they can go to the App menu and select 'School Fees').

Clicking the title of the Course Confirmation listed will take the parent into the details. They can then work through any agreements and/or questions. They will then have the option to pay via credit card and, if applicable, opt into a payment plan.

Alternatively they can complete any agreements/questions etc in the app and then close out of the screen and complete the payment aspect manually at the office per your school's standard process.

Settings

This section of the menu allows parents to access their Wallet information, set up two factor authentication, change their password and access the App Lock details.

Switch Accounts

Parents will have a 'Switch Accounts' option in their Tools menu. This can be used if they have children at more than one school that uses Compass (i.e. a child in a Primary School and another child in Secondary School). They can use this screen to add their parent user account for each school in the App and then click into 'Switch Accounts' to toggle between their accounts.

