

How to See Chronicle Notifications on Compass

Compass notifications created by staff are called **Chronicle** entries. There are a variety of different types of Chronicle entries including Sickbay, Awards, Attendance and Student Achievement (to name just a few).

The steps below show how to see these entries in the Compass app.

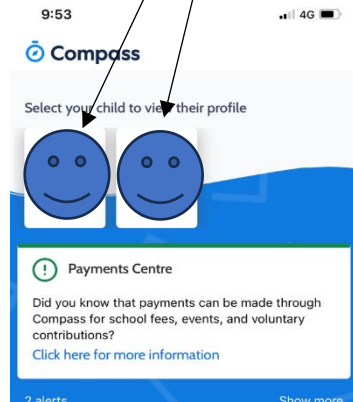
We have used the example of a **Student Achievement** entry.

1.

You will receive an email alerting you to a **Student Achievement** notification for your child.

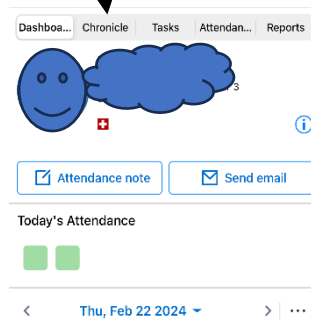
2.

Open the Compass app and click on your child's profile.



3.

Select the Chronicle tab.

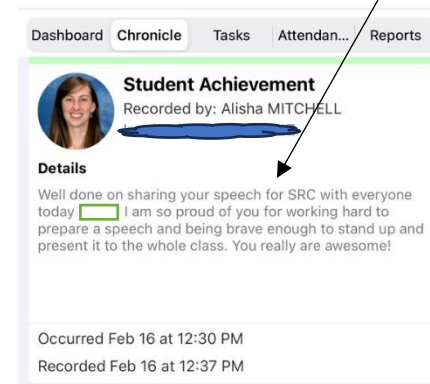


4.

Each Chronicle alert has a title.

'Student Achievement' is shaded green. You will see the staff member who made the entry and the start of the comment.

Click on this to open the entry.



5.

When the entry is open, you will see a comment and you may also see a link to a picture or attachment at the bottom.

