

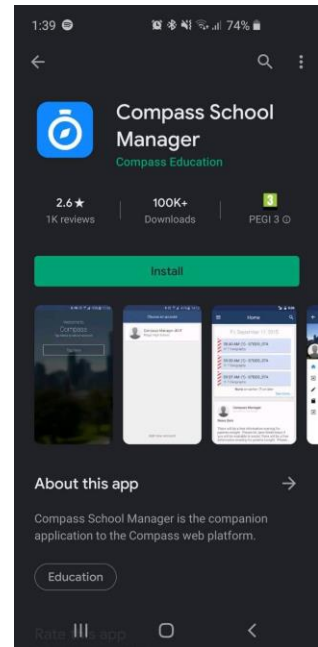


# Introducing The Compass App

## Downloading the app

The Compass App can be downloaded from the Android App Store or Apples App Store. We would recommend that this app is downloaded by both parents.

To download this app to your device, search 'Compass School Manager'.

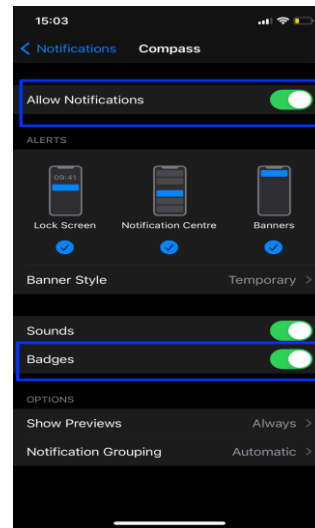
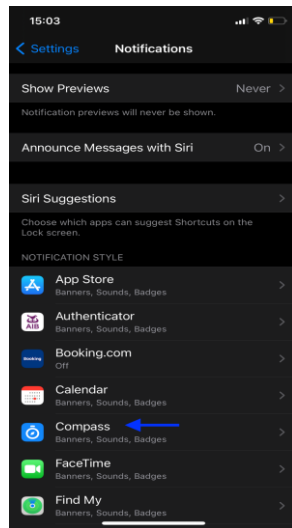
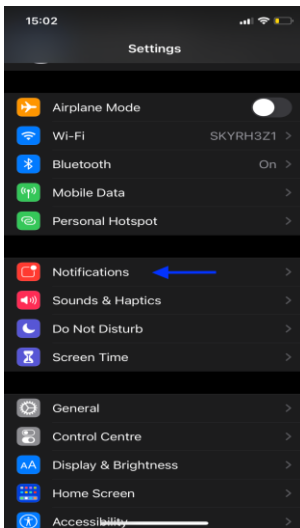


To enable notifications please follow the below steps:

### **iPhone:**

- > Navigate to Settings
- > Scroll to Notifications
- > Scroll until you find Compass
- > Select Compass

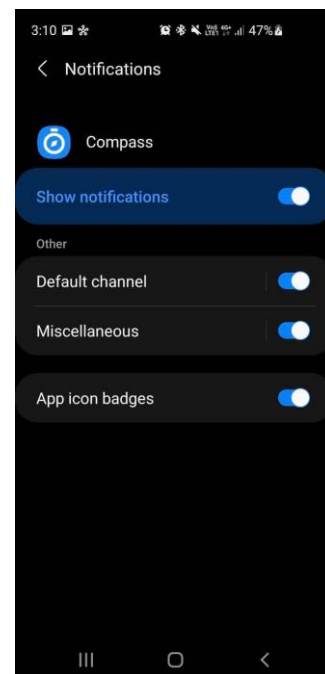
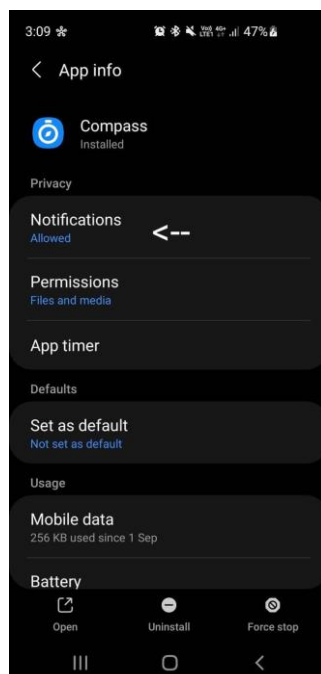
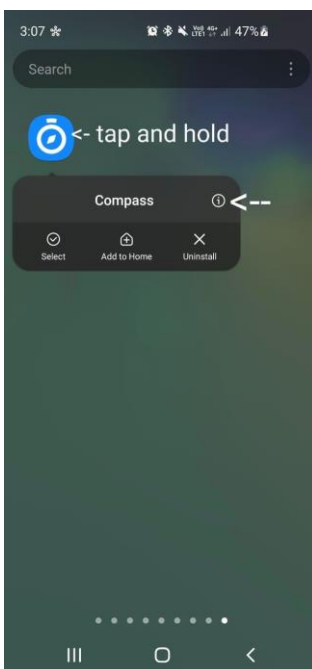
> Make sure 'Allow Notifications' and 'Badges' are enabled.



**Android:**  
Navigate to the

app

- > Tap and Hold on the App
- > Click the 'i'
- > This will open up the settings
- > Select Allow Notifications.



Parents and students will both receive login details by the school directly. This will give you access to the school app for 'INSERT SCHOOL NAME'.

A How To guide for the Parent side of the app can be found here: <https://www.compass.education/guide>

This app will allow parents to:

- Monitor your child's attendance at school.
- Submit attendance/absence notes for your child.
- Update your family contact details.
- Download and view your child's Semester Reports.
- Pay and Provide consent for events and school fees.
- Stay updated with information by the school, such as School calendar, updated booklists, upcoming events, press releases and various links.
- It is very important that parent engage with the app on a regular basis as this will be the primary communication method to keep up to date with the school's activities and announcements.

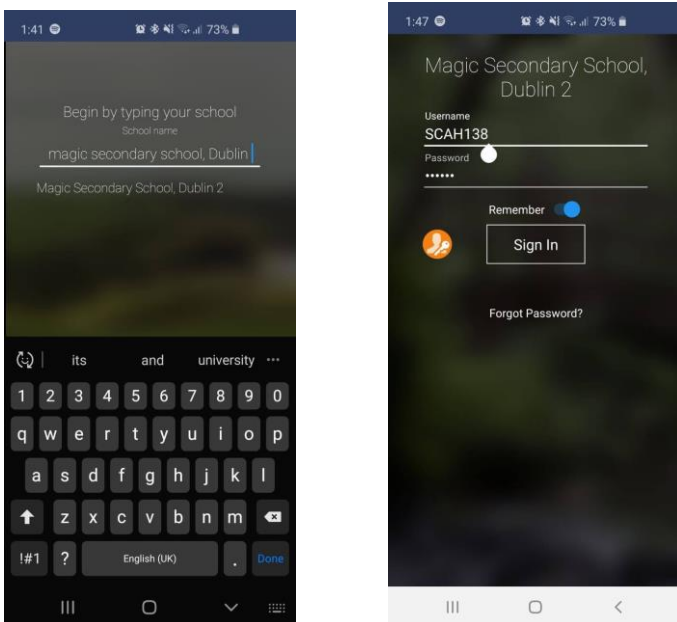
### **Logging into Compass:**

Once you have downloaded the app to your device you can log in.

- To log in you will require your unique username and password. These details will have been provided to you by your school. If you have not yet received these details please contact your school.
- Upon first login, you will require to change your password and confirm your email address, and mobile phone number.
- These details may be used by your school for SMS, password recovery and email communication throughout the year.

Logging in:

- Open the app.
- Search for your school name – 'SCHOOL NAME'.
- Enter in your username, which will be provided by the school.
- Enter in your password provided by the school, which will be prompted to be changed once you logged in.
- Your new password must be at least 8 characters in length, contain at least 1 uppercase letter, contain at least one lower case letter and contain at least 1 number. – E.G. JoeBloggs1
- If you have lost or forgotten your login details you can use the 'can't access account' link which is found on the log in page or contact your school directly.

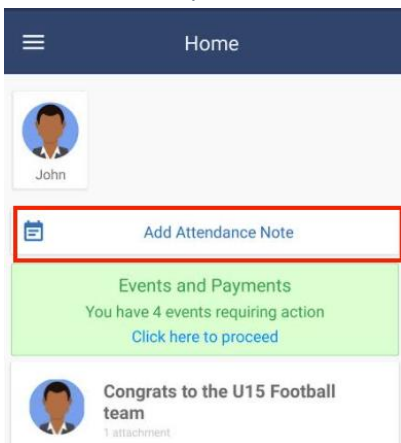


For full information and instruction on how to use this app please click the link below.

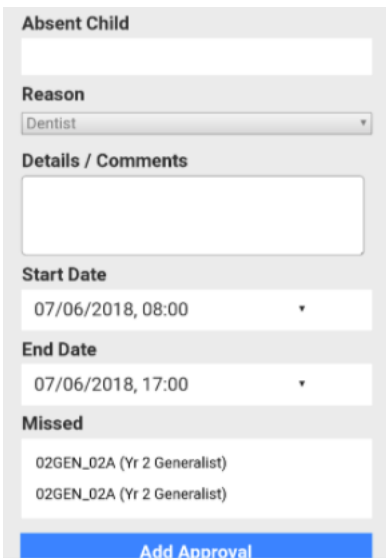
<https://www.compass.education/guide>

## Entering an Attendance/Absence Note

- From the Compass home screen (or your child's profile), click add the attendance note.



- From the pop-up window – you will need to select the reason, enter a brief description of the absence, select the start and end time and click Add Approval.



**Absent Child**

**Reason**  
Dentist

**Details / Comments**

**Start Date**  
07/06/2018, 08:00

**End Date**  
07/06/2018, 17:00

**Missed**  
02GEN\_02A (Yr 2 Generalist)  
02GEN\_02A (Yr 2 Generalist)

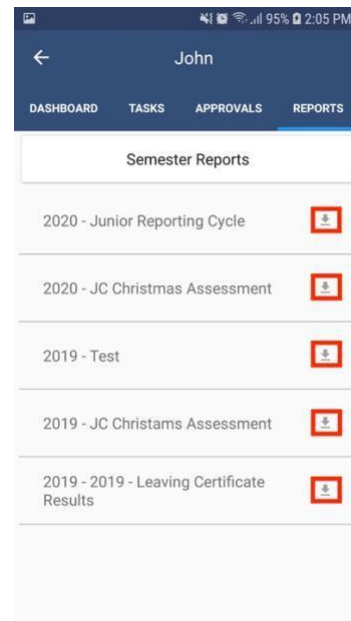
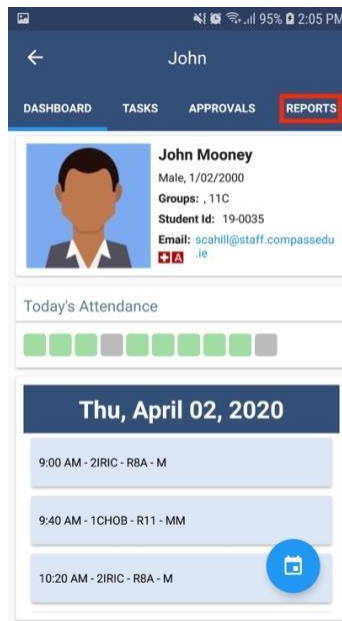
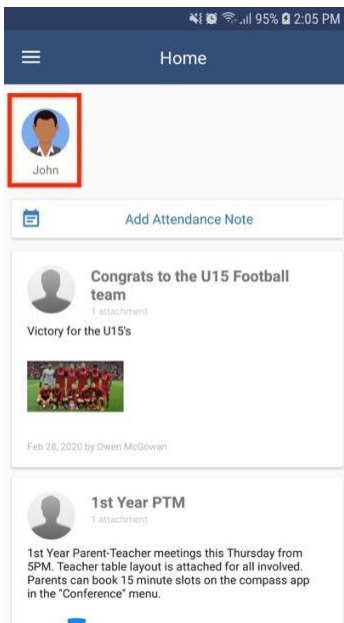
Add Approval

**Tip:** This note can also be added retrospectively as well as adding it for an absence you know your student will have in the future

### Accessing Semester Reports

When you have signed in on the Compass app click on your students profile. Next, from within your students profile click on the Reports tab.

From within here you will see a list of all of the Semester Reports that are available to access. To view these simply click them to prompt the download and then open the PDF once it has downloaded.



## Viewing Chronicle.

To access your students Chronicle on the Compass app click on your students profile. Next, from within your students profile click on the Chronicle tab.

From within here you will see any Chronicle given to your student. To view the full details of the Chronicle click on the Chronicle you wish to view to open up and full entry.

