

WELCOME TO COMPASS

A guide for parents & families



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Compass – a guide for parents and families - Attendance

Yeppoon State High School has recently introduced Compass, an all-in-one school management system designed to enhance communication within our school community. Through Compass, you can easily monitor your child's attendance and stay informed about their school engagement. Regular attendance is essential for your child's academic success and overall development, and Compass provides a simple and convenient way to support this. It's as easy as downloading the app to your phone to notify the school of an absence or view your child's attendance records.

The following information is designed to help you access Compass and get the most out of your Parent Portal. A web version of this information can be found at:

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

<https://www.compass.education/support/parent-faq/>

What is Compass




What is Compass?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your 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

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

 Compass School Manager for Parents.

Share



Watch on  YouTube

How do I access Compass?

How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to schools.compass.education where you can search for our school's direct URL.

To log in you will require your unique family username and password. These details will be provided to you by our school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.



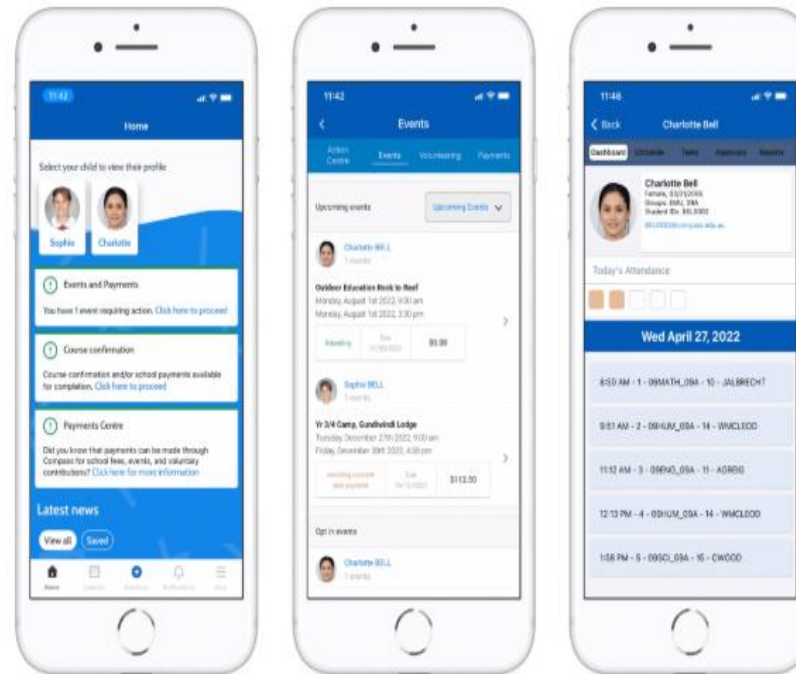
Compass Apps

Compass Apps

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store.

Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



The Compass home screen

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

School Calendar

The tools you need to keep track of your students journey through the school gate each day

Your Children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

Main Menu

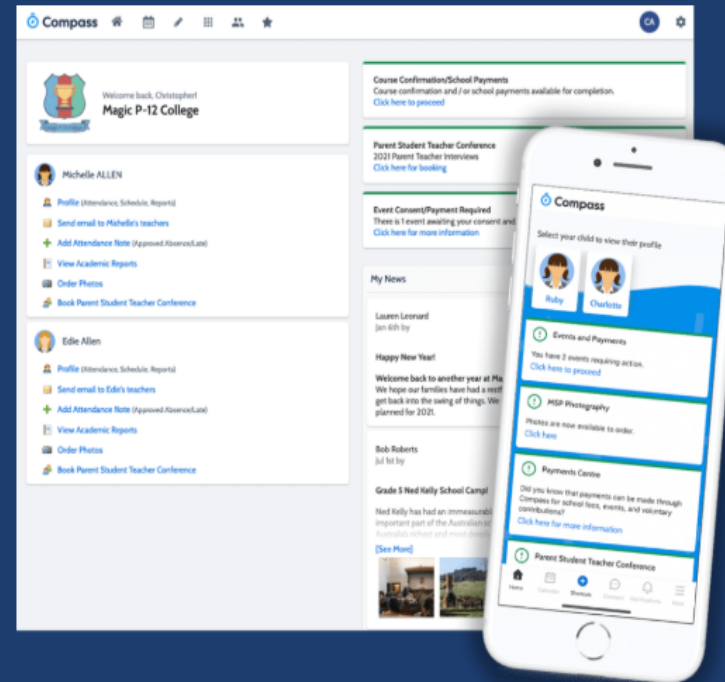
Allows you to access other Compass and school resources. The Tools icon allows you to update your contact details and change your password.

News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, survey, and student report availability.



Attendance – entering an attendance note for your child

Attendance

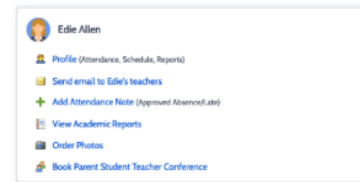
Entering an Attendance Note

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

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



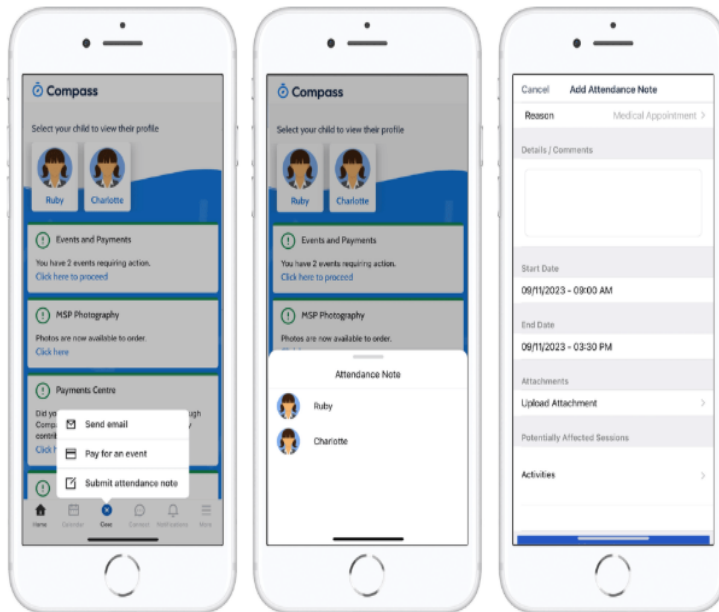
What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

A screenshot of the 'Attendance Note Editor' form. It includes fields for Person (Edie ALLEN), Reason (Medical/Illness), and a text area for Details/Comment (Feeling unwell - have a medical appointment this afternoon). It also features an 'Important Notice' section with a disclaimer, and a table for 'Potentially Affected Sessions' showing dates and times. The form has 'Save' and 'Cancel' buttons at the bottom right.

Activity	Start	Finish
OSQRN_S5A (Y 5 Gene...	08/02/2021 09:00 AM	08/02/2021 12:00 PM
OSQRN_S5A (Y 5 Gene...	08/02/2021 12:30 PM	08/02/2021 03:30 PM

Using the Compass App

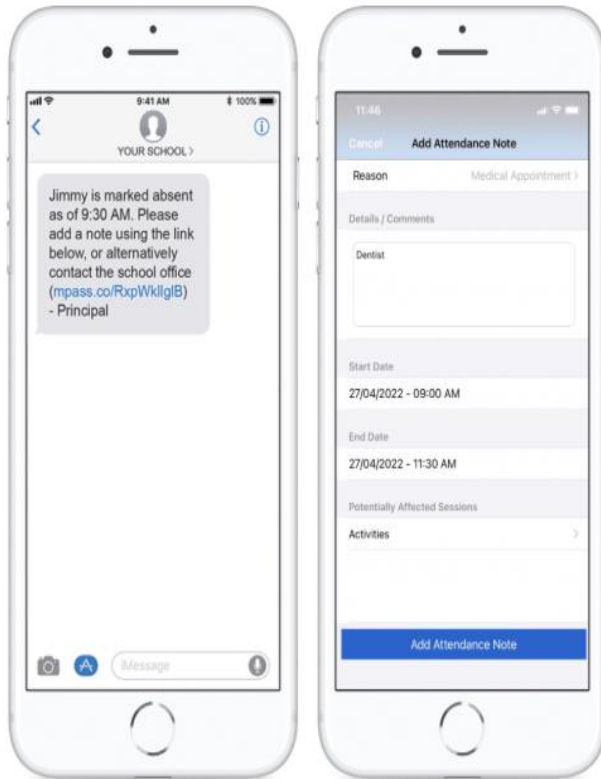


Using the Compass App

- 1 From the homepage, click on the blue shortcuts button from the bottom taskbar
- 2 Click on 'Submit Attendance Note'
 - Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

SMS Link

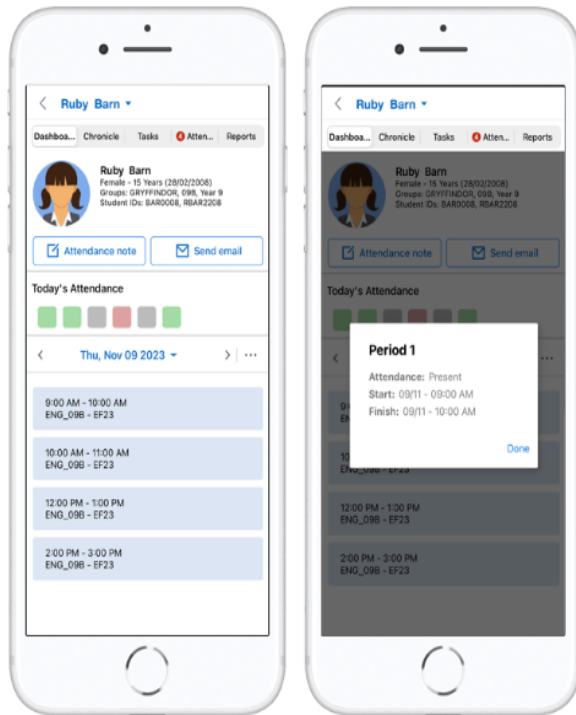


SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. 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 link, allowing you to repeat the process.

Using the Compass App



Using the Compass App

- 1 From the homepage, click on your child's profile picture
- 2 On the Dashboard tab, you can view a summary of your child's attendance for the day
- 3 Click on the coloured square under 'Today's Attendance' to view your child's attendance in class

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

NP SchINot present in class and is explained by a school related activity.

NP ParntNot present in class and is explained by a parent approval.

NP Unap Not present in class with no explanation entered.

Student profile

Student Profile

The Student Profile is the destination for all your child's information.

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.

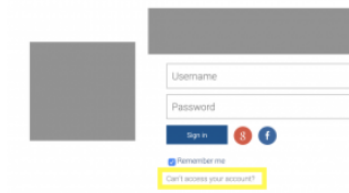


Resetting my compass password

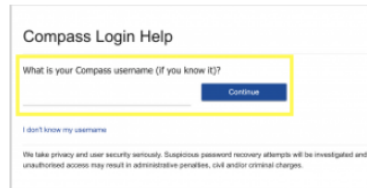
How do I reset my password? —

Need help resetting your password? No worries at all! Feel free to contact your school for assistance, or, alternatively:

1. Select *Can't Access Your Account?* (web) or *Forgot Password?* (mobile app), on your school's Compass login page. This should redirect you to our *Compass Login Help* page.



2. Fill in your username in the space provided and click *Continue*. This should take you through to a new page, that will ask you for your email address or phone number.



3. Fill in your email address to receive a password reset link via email. Or, fill in your phone number to receive a confirmation code via SMS.

4. Complete the reCAPTCHA, then select *Continue*.

5. After you have received your email or SMS, either follow the provided confirmation link (for email), or fill in your temporary confirmation code (for SMS).

6. Update your password as desired.

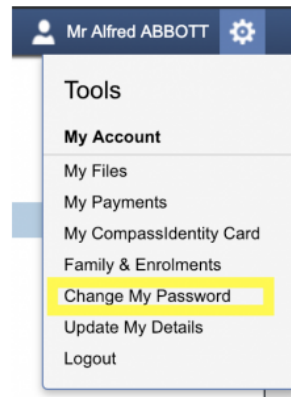
Friendly Note: Please make sure that your email address and mobile number are kept up-to-date within Compass, otherwise this confirmation SMS or email may not send.

Updating my password

How do I update my password through the Compass Portal?

Parent passwords can be updated at any time within Compass. To do this:

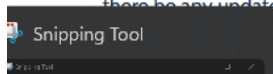
1. Login to your account and click on the *Cog Icon* in the top right-hand corner of your page.
2. Select *Change My Password*. This will redirect you to our nifty reset password page.



3. Update your password as desired, and press *Save*, to complete the process.



Friendly Note: At some schools, both parents may log into Compass using the same account. If this is the case for you, please don't forget to keep your partner in-the-loop, should there be any updates to your login details.



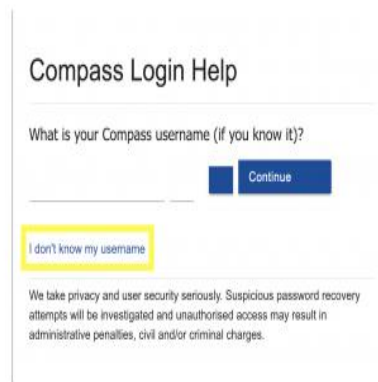
I've forgotten my username

What do I do if I have forgotten my username?

Hey, it happens! If you're looking for a quick memory refresh, simply contact your school for assistance.

Alternatively, if you would like to confirm your username, *and* reset your password within Compass (two birds, one stone),

1. Select *Can't Access Your Account?* (web) or *Forgot Password?* (mobile app), on your school's Compass login page. This should redirect you to our *Compass Login Help* page.
2. Click on the '*I don't know my username*' link.



Compass Login Help

What is your Compass username (if you know it)?

Continue

[I don't know my username](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

3. Follow the Steps 3-6 outlined under '*How do I reset my password*', to reset your password.
4. Click on your name in the top right-hand corner. This will take you to your Compass Profile. View your username under the *Dashboard* tab.

How do I set up a Pin/FaceID

How do I set up a PIN/ Biometric (FaceID/Fingerprint) on my app?

1. If you would like to set up a PIN/ Biometric on the app, go to the **hamburger menu** and go to **Settings**
2. Select **App security**
3. Choose **PIN** to set up a 4-digit number or **Biometric** to set up your fingerprint or Face ID.

