

Parent Information: Compass School Manager App

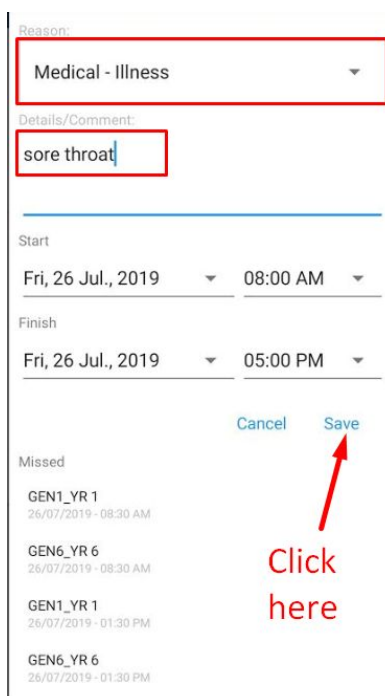
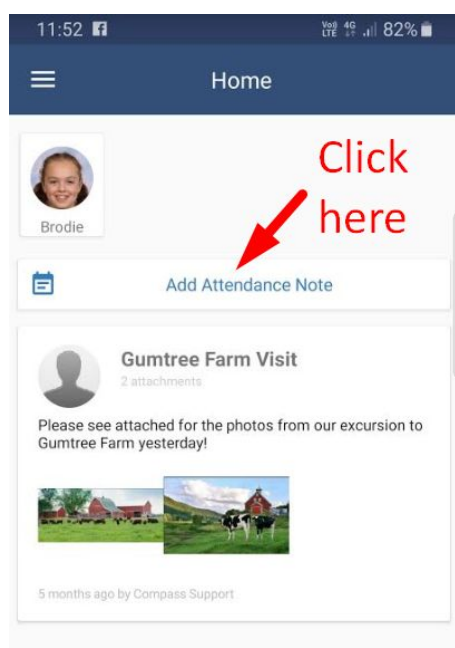


The 'Compass School Manager' App has some helpful features to view information about your child and to advise the school of an absence.

Please contact your school office for your login information if you have not accessed Compass. You will need the latest version of the app to access the features shown below. You should also check that your phone has been updated to the latest version of its operating system.

How to advise the school of an absence

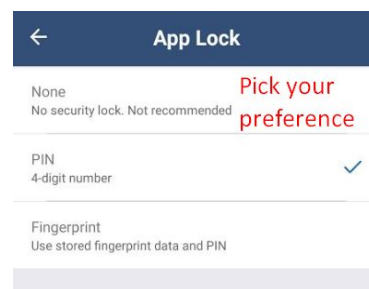
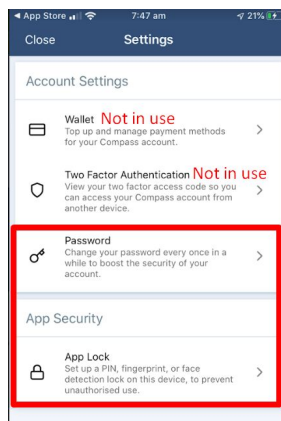
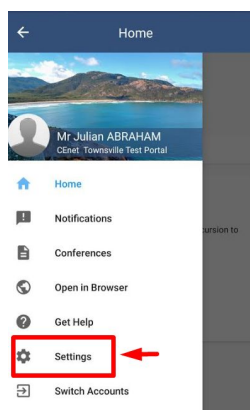
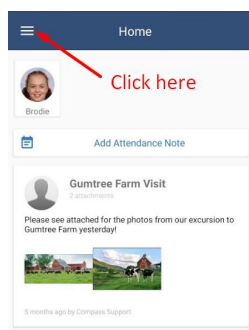
If your child will be away, click on 'Add Attendance Note' on the home screen of your device.



How to lock and change your password in the Compass App

You are able to lock the Compass app on your phone/device.

Click on Menu (3 lines) > Settings > App Lock > Select your preferred option.



How to see more information about your child on the Compass App

Click on your child's photo to view:

Dashboard - Your child's timetable for today (hit the blue calendar icon to view a different day)

Chronicle - Any awards in the system for your child

Tasks - Any Learning Tasks for your child (not used in all schools)

Approvals - Absence information - this is also another way to add an absence for your child

Reports - Semester Reports for your child

The screenshot displays the Compass App interface. On the left, the 'Home' screen shows a student profile for 'Brodie' with a photo and a red arrow pointing to it with the text 'Click here'. Below the profile is a section titled 'Gumtree Farm Visit' with two photos of a farm and a red barn. On the right, the 'Brodie Abraham' profile is shown with a 'Back' button and a red box highlighting the navigation tabs: 'Dashboard', 'Chronicle', 'Tasks', 'Approvals', and 'Reports'. Below the tabs, the student's details are listed: 'Brodie Abraham', 'Female, 02/04/2008', 'Groups: MARK, YR 6', 'Student IDs: BCABR2, 101817', and an email address. A date bar for 'Fri. July 26, 2019' is shown, followed by a list of activities: '8:30 AM - GEN1_YR 1 - Location Unassigned - JWAL1', '8:30 AM - GEN6_YR 6 - Location Unassigned - JWAL1', '1:30 PM - GEN1_YR 1 - Location Unassigned - JWAL1', and '1:30 PM - GEN6_YR 6 - Location Unassigned - JWAL1'. A blue calendar icon is visible in the bottom right corner.