

Compass Questions and Answers, for Parents



Contents

Logging in to your Compass account	3
One-Time-Password Link	4
Switching between accounts	4
Account Lockout	5
Adding an Absence Note	5
Viewing Attendance	6
Class Schedule	6
Event content and payment	7
Making a School Contribution	7
Viewing Notifications	8
Viewing the News Feed	8
The Calendar	9
Translating the homepage, with Google Translate	9
Emailing Teachers via the App	10
Booking Parent-Teacher Conferences	10
Accessing online Parent-Teacher conference bookings	11
Ordering Compass Identity Cards	11
Viewing the Class Page	12
Viewing student reports and grades	12, 13
Insights	13
School Favourites	14
School Documentation	14
Updating card details	15
Updating contact details	15
Compass Resources for Parents	16

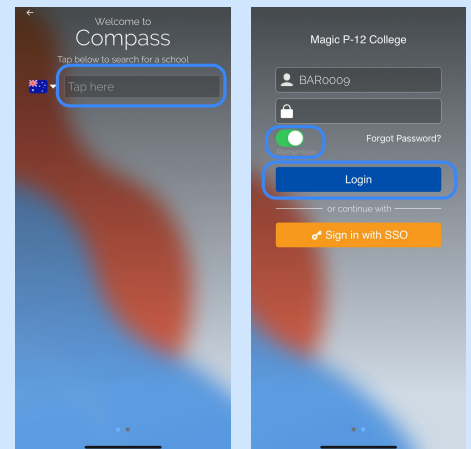
**Please note that not all modules may be applicable or relevant to your school.

How can I login?

Compass School Manager App

So you can easily login to your Compass account, when you are logging in, ensure you toggle on the 'Remember' switch!

- Tap in the search field and type the name of the school
- From the drop down list, select the school
- To login, you will require your unique family username and password. This information is provided to you, by the school
- Ensure 'Remember' is toggled on and is green
- Select the blue 'Login' button

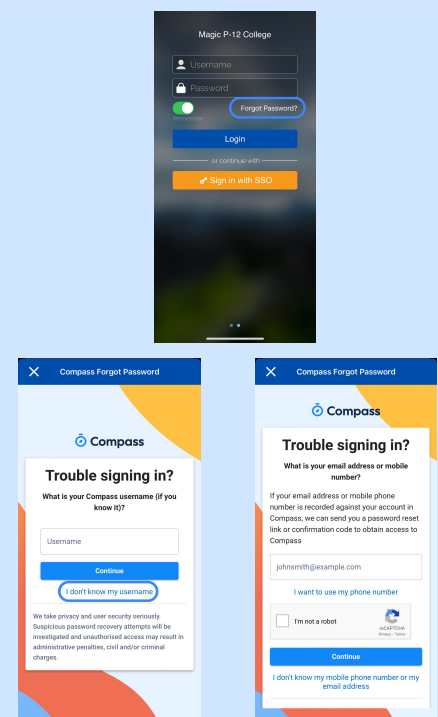


I forgot my username, how can I find this?

Compass School Manager App

The school will provide you with your unique Compass username which is used to log into your Compass account. If you have forgotten your username, follow the simple steps below to retrieve it.

- On the login page, select 'Forgot Password'
- On the Compass Forgot Password page, click on the 'I don't know my username' link
- Type in the email address or mobile number recorded against your Compass account and select 'Continue'
- You should then receive an email or text message providing you with your username

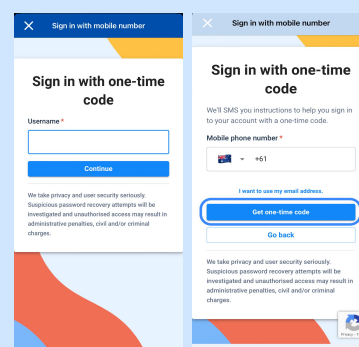
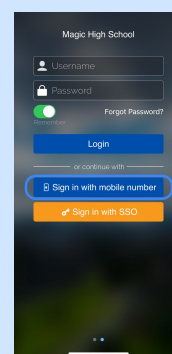


How can I use a One-Time-Password to login to my account?

Compass School Manager App

If you've forgotten your Compass password, on the login page, click on "Sign in with mobile number" to get a One-Time-Password sent to your mobile phone.

You can then use the One-Time-Password to login to your Compass account.

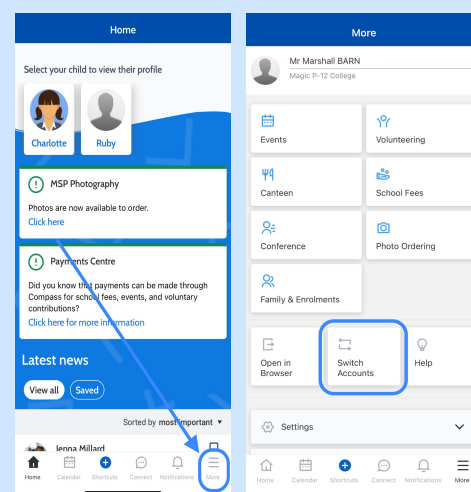


How can I switch between accounts?

Compass School Manager App

If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can switch between your accounts.

- Select the 'More' button from the menu bar at the bottom of the screen
- Select 'Switch Accounts'
- Select the account you wish to login to



My account's been locked, how can I unlock it?

Compass School Manager App

If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes.

If you require access to your account before 30 minutes, we recommend contacting your school office directly.

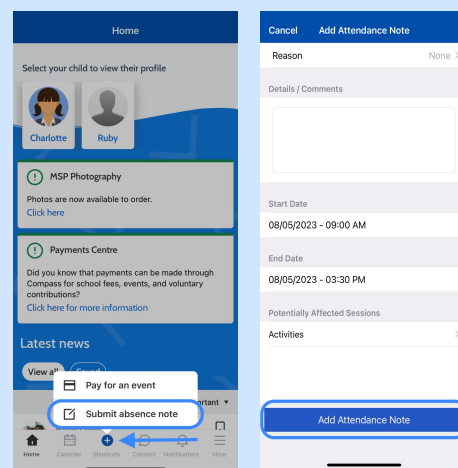


How can I explain my child's absence?

Compass School Manager App

If your child is going to be absent from school, login to your Compass account and submit an absence note.

- On the homepage, select the blue 'Shortcuts' button from the menu bar
- Select 'Submit absence note'
- Select the child you need to add the note for
- Select the 'Reason'
- Enter any Details/Comments
- Select the Start/Finish Date and Time
- Click on 'Add Attendance Note'

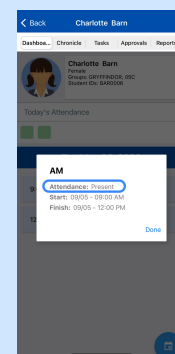
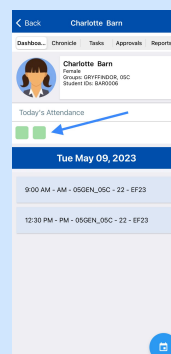
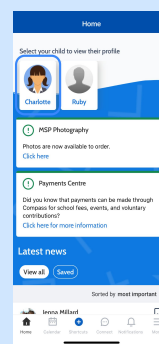


Where can I view my child's attendance?

Compass School Manager App

View your child's attendance for any school day, directly within the Compass App.

- From the homepage, select your child to view their profile
- On the Dashboard tab, see 'Today's Attendance'
- Click on a square under 'Today's Attendance' to see the student's Attendance in the class

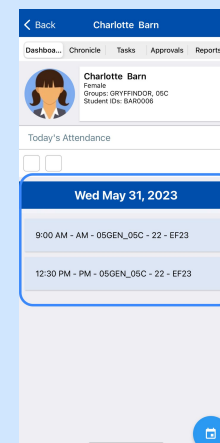
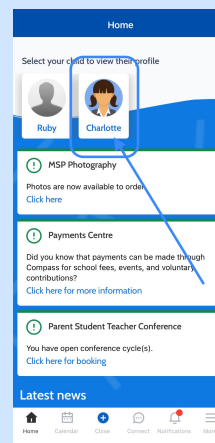


Where can I view my child's class schedule?

Compass School Manager App

View your child's class schedule directly within the Compass App, via the student's profile.

- From the homepage, select your child's profile picture to view their profile
- On the Dashboard tab, see the student's classes scheduled for the day

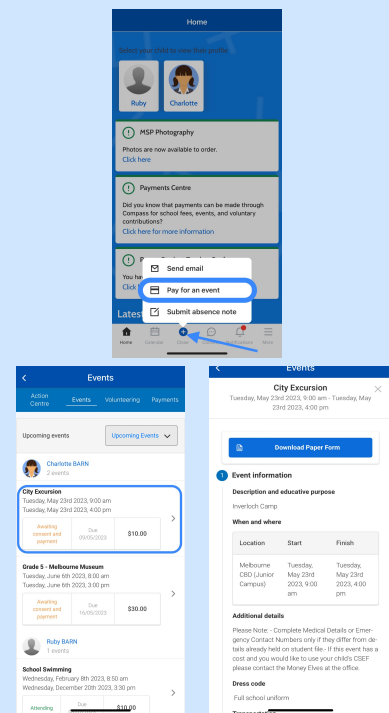


How can I pay or consent for an Event?

Compass School Manager App

Easily pay and consent for events your child is attending, conveniently within the Compass App

- On the homepage, select the blue 'Shortcuts' button from the menu bar
- Click on 'Pay for an event'
- On the 'Action Centre' tab see all Events that require actioning
- Select the Event that requires your consent/payment
- Fill out the all required fields in the consent form
- Fill out the payment details section and process a payment

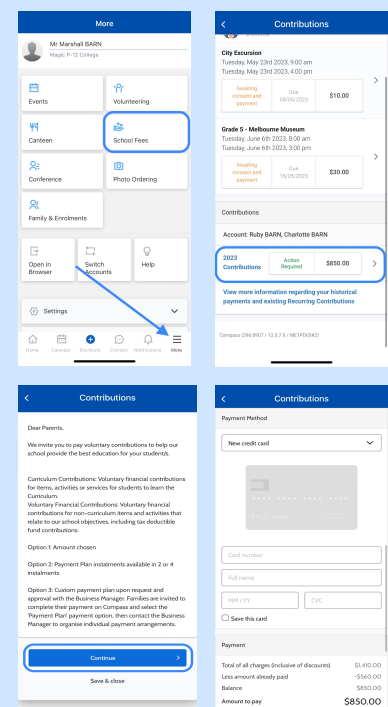


How can I make a financial contribution for my child?

Compass School Manager App

If your school has put School Fees onto Compass, you can easily access the fees and make a contribution from the Compass App.

- From the menu bar at the bottom, select the More button (three lines)
- Click on School Fees
- Go to the Action Centre tab
- Click on the Contributions where action is required
- Select Continue
- Make a contribution and enter your payment details to process a payment

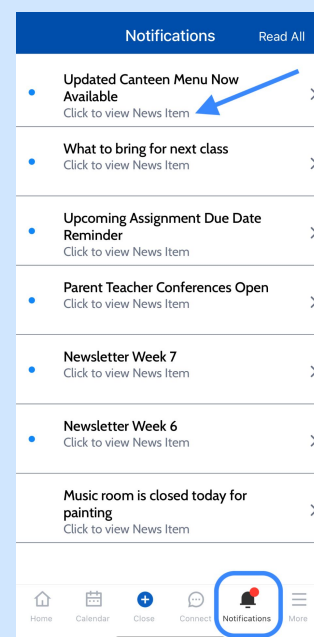


Where can I find notifications from the school?

Compass School Manager App

You may receive push notifications from the school to your Compass App. View these notifications in full, directly within the app.

- From the homepage, select the Notifications icon
- Here you can see all push notifications sent by the school
- Click on a notification to view it in full and download any attachments

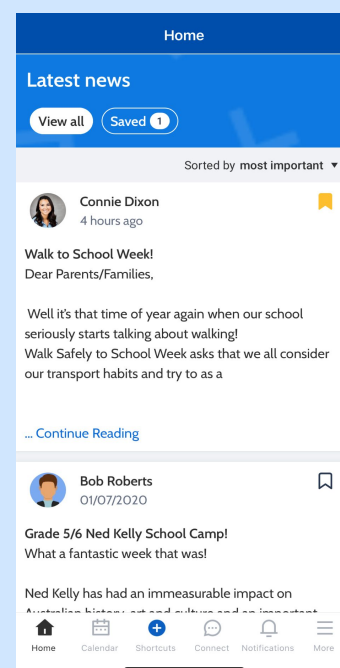


How can I view news posted by the school?

Compass School Manager App

Stay informed by checking News Feed items posted by the school from your homepage in the Compass App.

- From the homepage, under the student's profile navigate to the 'Latest News' section
- Sort the News Posts that appear by either 'Most recent', or 'Most important'
- Save a New Post by selecting the flag in the top right hand corner
- View all saved posts by select the 'Saved' option near the top

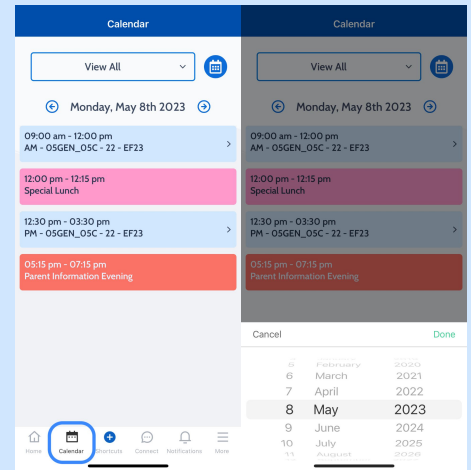


Where can I see key school dates and activities?

Compass School Manager App

Keep track of important dates and events at your school by using the Calendar.

- From the menu bar at the bottom, select the 'Calendar' icon
- Use the arrows on the left and right to navigate to a different day
- Select the blue calendar icon, and select the date for the day you would like to see the schedule for

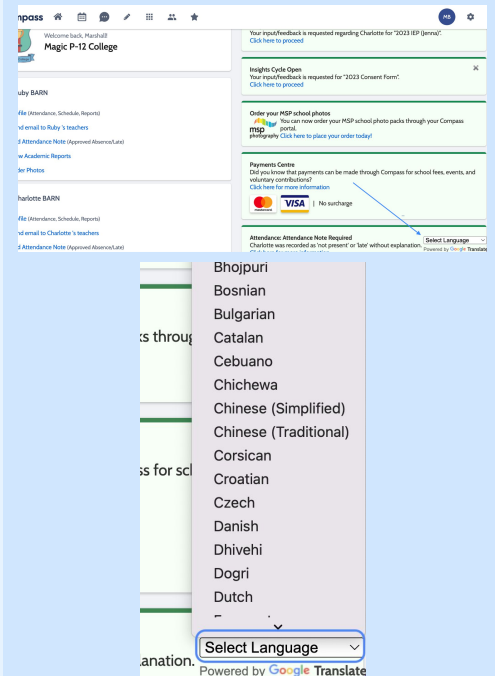


Can I translate the homepage in Compass?

Desktop Browser

You can now translate your entire Compass homepage, including 'My News' with the Google Translate feature.

- Open Compass in a desktop browser
- On the homepage, in the bottom right hand corner, see the Google Translate feature
- Select your preferred language to translate the text on the homepage

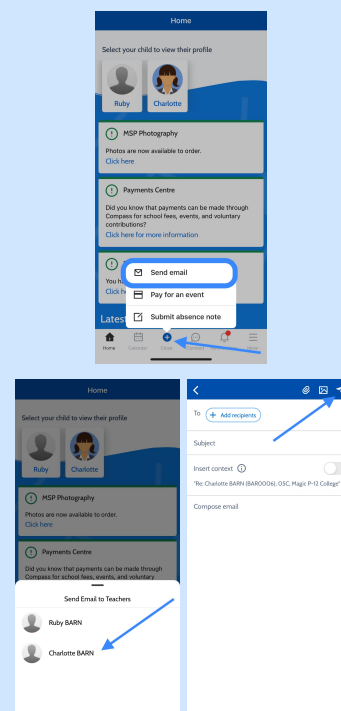


How can I email my child's teacher?

Compass School Manager App

Send emails directly to your child's teachers directly within the Compass App

- On the homepage, select the blue 'Shortcuts' button from the menu bar
- Click on 'Send Email'
- Select the name of your child
- Click on the blue '+' to Add Recipients
- To send the email, click on the airplane icon in the top right corner

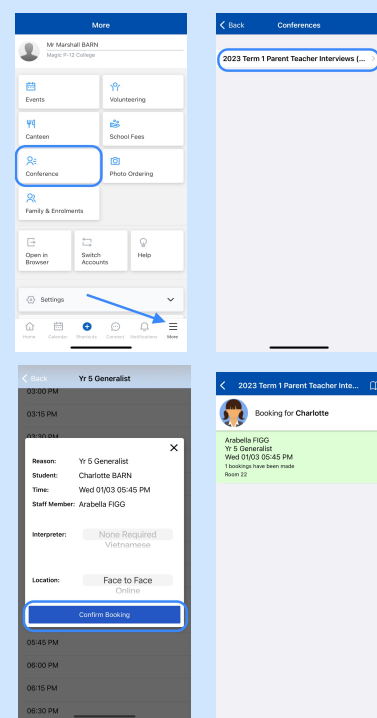


How can I book Parent-Teacher Conferences?

Compass School Manager App

Book Parent-Teacher Conferences using the Conferences feature available in the Compass App

- From the homepage, select the More icon from the button menu bar, and Click on 'Conferences'
- A list of parent-teacher conference cycles will be displayed along with their booking status.
- Click on the relevant cycle
- Your booking sheet will be displayed and will show the available booking times.
- Click on a time in the grid to display the teachers available at that time.

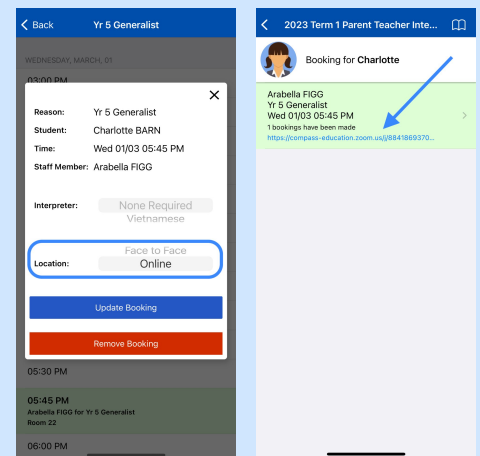


How can I access an online Parent-Teacher interview?

Compass School Manager App

If online Parent-Teacher Conference bookings have been set up by your school, when making a booking, you can choose to attend the booking online.

- From the menu bar at the bottom, select the 'More' button (three lines)
- Click on "Conferences"
- Click on the Parent-Teacher Conference cycle
- See your successful bookings highlighted green
- If your booking is online, you will see an online meeting link URL that is clickable
- Click on the URL to be directed to the online meeting

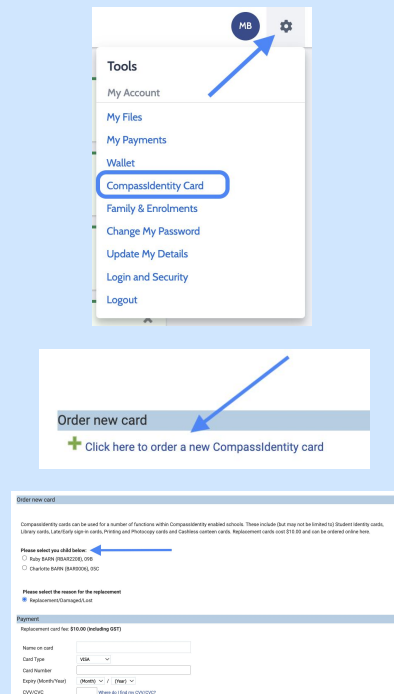


How can I order a new Compass Identity Card for my child?

Desktop Browser

CompassIdentity cards can be used for a number of functions within CompassIdentity enabled schools. Replacement cards cost \$10.00 and can be ordered directly within your Compass portal.

- Click on the "Cog" icon (Tools menu) in the top right corner
- Click on 'CompassIdentity Card'
- Click here to order a new CompassIdentity card
- Select your child below and fill out your card details
- To finalise the order, click on 'Order Now'

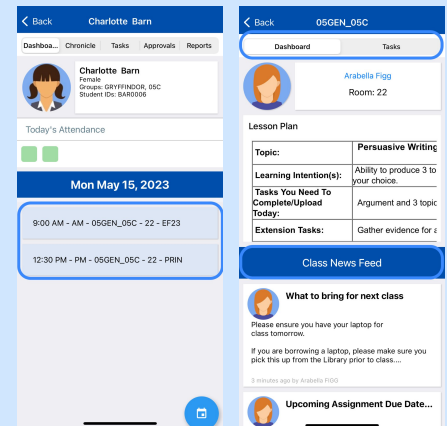


How can I access my child's Class Page?

Compass School Manager App

Within the Compass App, access each of your child's Class Pages to see any information and news relevant to the class.

- From the homepage, select your child to view their profile
- On the Dashboard tab, refer to the classes on the student's schedule for the day
- Click on the relevant class from the schedule to go to the Class Page
- On the Dashboard tab, view any Lesson Plans and the Class News Feed

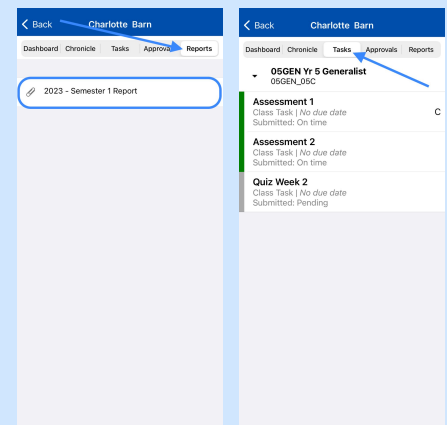


How can I view my child's reports and grades?

Compass School Manager App

Access student academic reports and grades directly within the Compass App

- From the homepage, select your child's profile picture to view their profile
- Click on the 'Reports' tab
- Click on a reporting cycle to view and download the report
- Click on the 'Tasks' tab
- Click on the relevant class to expand and view any tasks
- Click on the task
- On the 'Feedback' tab, view any grades and feedback

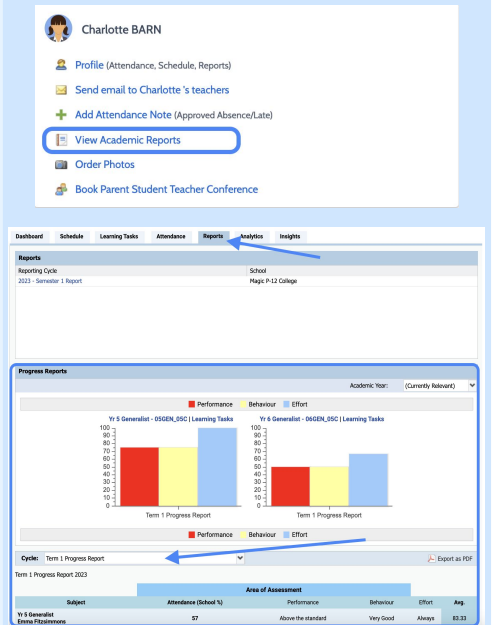


How can I view my child's Progress Reports?

Desktop Browser

Progress Reports provide an indication of your child's progress in their classes. You can view Progress Reports directly in Compass via a desktop browser.

- To view your child's progress report, click the 'View Academic Reports' option under their details on your dashboard.
- On the 'Reports' tab, refer to the 'Progress Reports' section
- Click on the Progress Report cycle to view the results in full
- To export the report, click on 'Export as PDF'

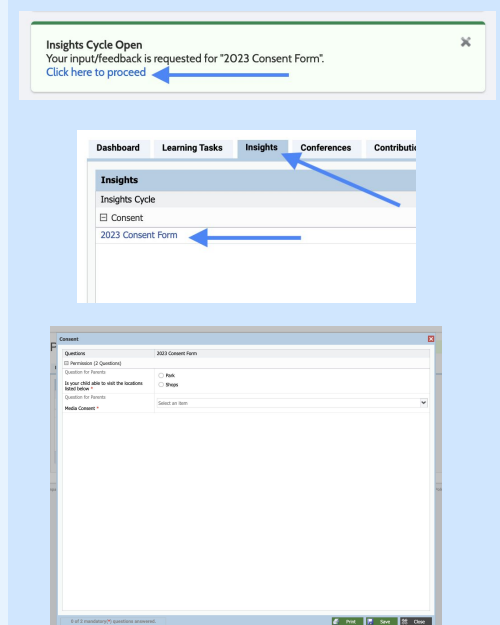


How can I provide feedback for an Insights cycle?

Desktop Browser

If an Insights cycle has been opened for you to complete by your school, you will see a green banner on your homepage.

- To access the Insights cycle, on the green banner select 'Click here to proceed'
- On the 'Insights' tab, click on the Insights cycle
- Start filling out your responses to the questions
- To save your responses, select 'Save'
- You can then print your responses by selecting 'Print'

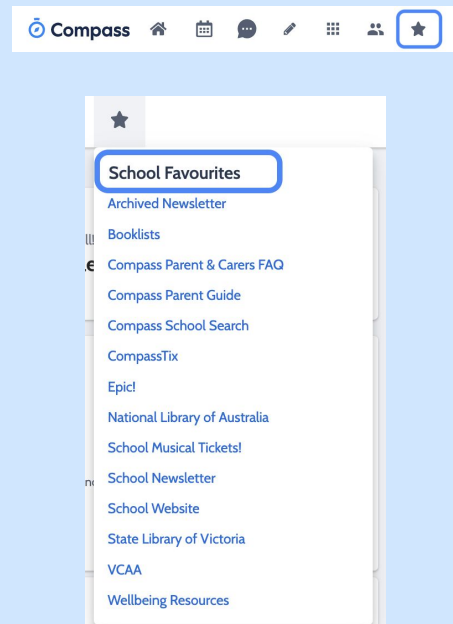


How can I access School Favourites?

Desktop Browser

Use School Favourites to easily access a list of useful school links.

- From the home screen, click on the Star icon (Favourites menu)
- From the menu, click on the link that is most relevant to the information you are looking for

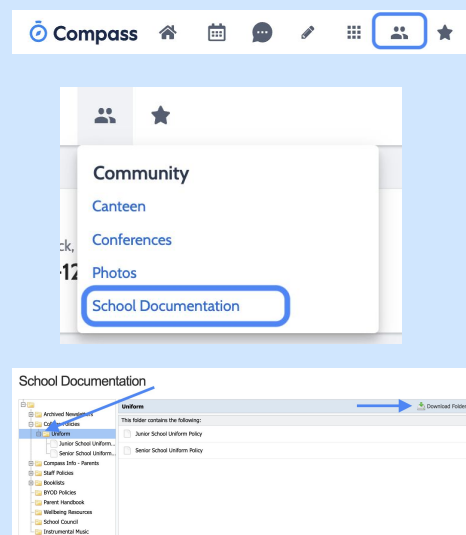


How can I access School Documentation?

Desktop Browser

Use School Documentation to view and download important school information and resources.

- From the home screen, click on the People icon (Community menu)
- From the menu, click on School Documentation
- Within School Documentation are various folders which contain content uploaded by the school
- Click on the relevant folder, and then click on the content you wish to view
- Click on the 'Download Folder' button to download the folder

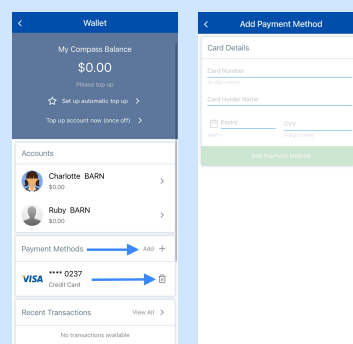
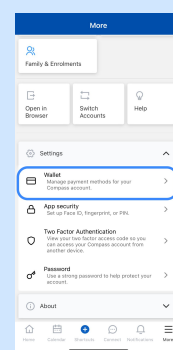


How can I update my card details in Compass?

Compass School Manager App

You can update your card information in your Compass Wallet directly within the Compass App.

- From the menu bar at the bottom, select the 'More' button (three lines)
- Click on Settings and select Wallet
- Under the Payment Methods section, select the rubbish bin icon to remove the card from your wallet
- You can add a new card by selecting the grey plus icon and enter in your card details

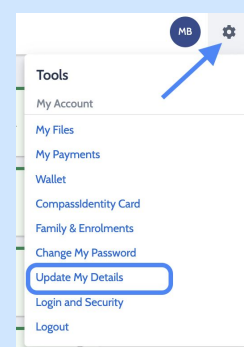


My contact details have changed, can I update these in Compass?

Desktop Browser

Ensure your contact details are always up to date in Compass by using the "Update My Details" section.

- Click on the Cog icon (Tools) from the homepage
- Click on "Update My Details"
- Type in your updated Mobile/Email address
- Click on "Update My Details"



Welcome to the Magic P-12 College Parent Portal

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses) and they are subject to approval by School staff.

Mr Marshall BARN

Mobile: 0412 345 678
Email: mbarn@gmail.com

Update My Details

These details are correct - Proceed to Parent Portal

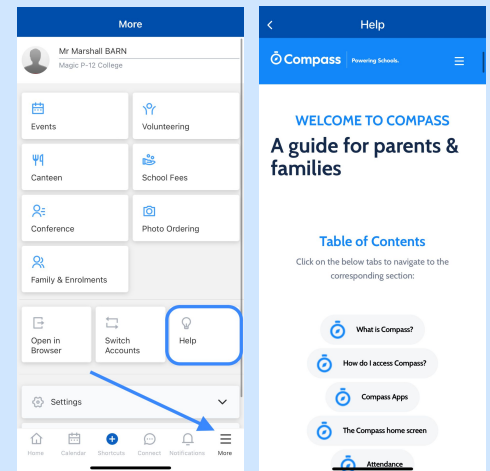
Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JOLP International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@compass.edu.au

Does Compass have any resources available for parents?

Compass School Manager App

Compass has a wide range of helpful resources and guides which are available for parents to access.

- From the homepage, select the More icon
- Click on Help, to view a guide for parents and families
- In the Table of Contents, click on the below tabs to navigate to the corresponding section



Compass Parent & Carers FAQ

Our Parent & Carers FAQ guide has been specifically designed to help you get the most out of your Compass experience.

Click on the link [here](#) to access the Parent & Carers FAQ on our website.

