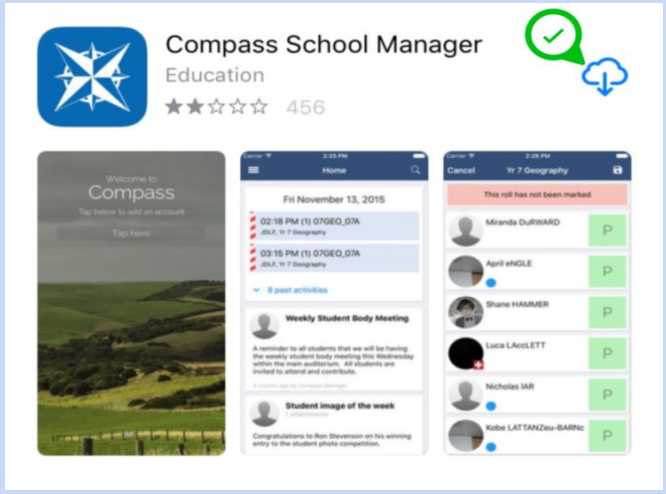
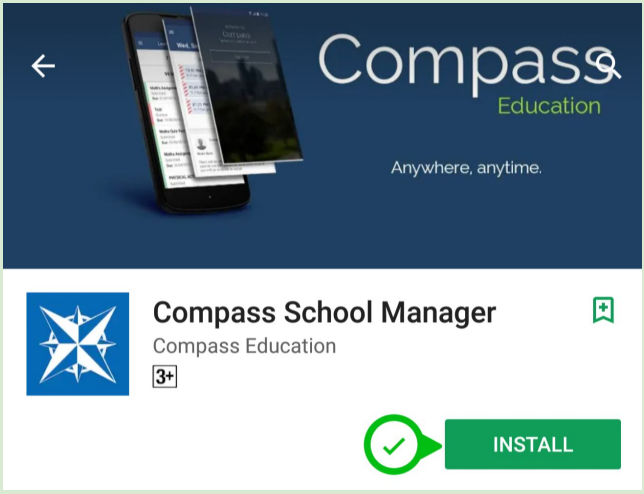
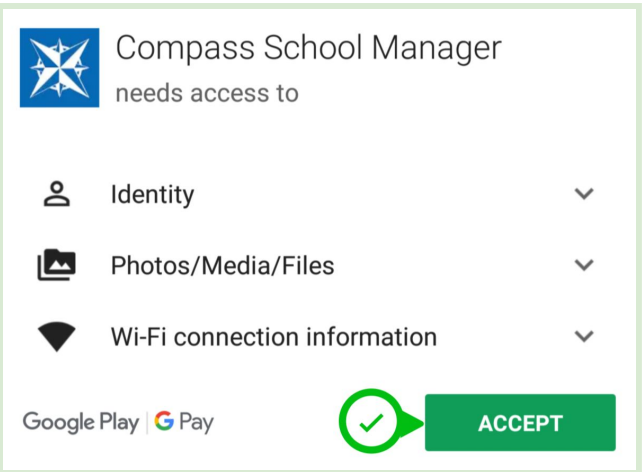


Parent Guide

How do I get the Compass App on my phone or tablet?

Hint: If you do not have a compatible device for the Compass School Manager app you can always use your devices web browser.

	<p style="text-align: center;"><u>IOS</u></p>	<p style="text-align: center;"><u>Android</u></p>
<p>1 Go here or search the App Store for “Compass School Manager” </p>	<p>Go here or search the Play Store for “Compass School Manager” </p>	
<p>2 Tick the download button</p> 	<p>Tick “Install” button</p> 	
<p>3 Once the app has finished installing, open by clicking the Compass Icon </p>	<p>After reviewing permissions click “Accept”</p> 	
<p>4</p>	<p>Once the app has finished installing, open by clicking the Compass Icon </p>	

Parent Portal/App Home Page

Compass is a web-based system which is accessible through your web browser or by using the Compass App on your phone (as explained above). Every family will have received a unique login username and password for each parent/carer, and you will be prompted to change your password when you first log in. We encourage each parent to log in and see your children's school activities, achievements and school news.

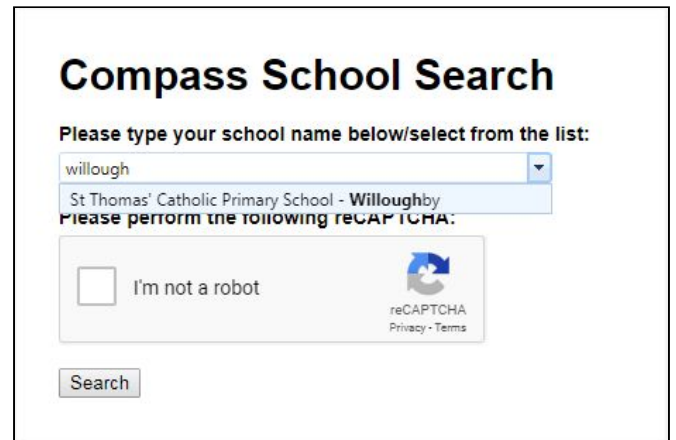
You may enquire at the school office for the web address of the school website, or go to <http://schools.compass.edu.au> and search for your school name.

(Hint: type in the suburb for a quicker search)

Put a tick in the box to confirm **I'm not a robot** and click **Search**

Click on the link to the school **Parent Portal**

Some options on the Parent Page may not be available depending on the options your school has installed.



Compass School Search

Please type your school name below/select from the list:

willough

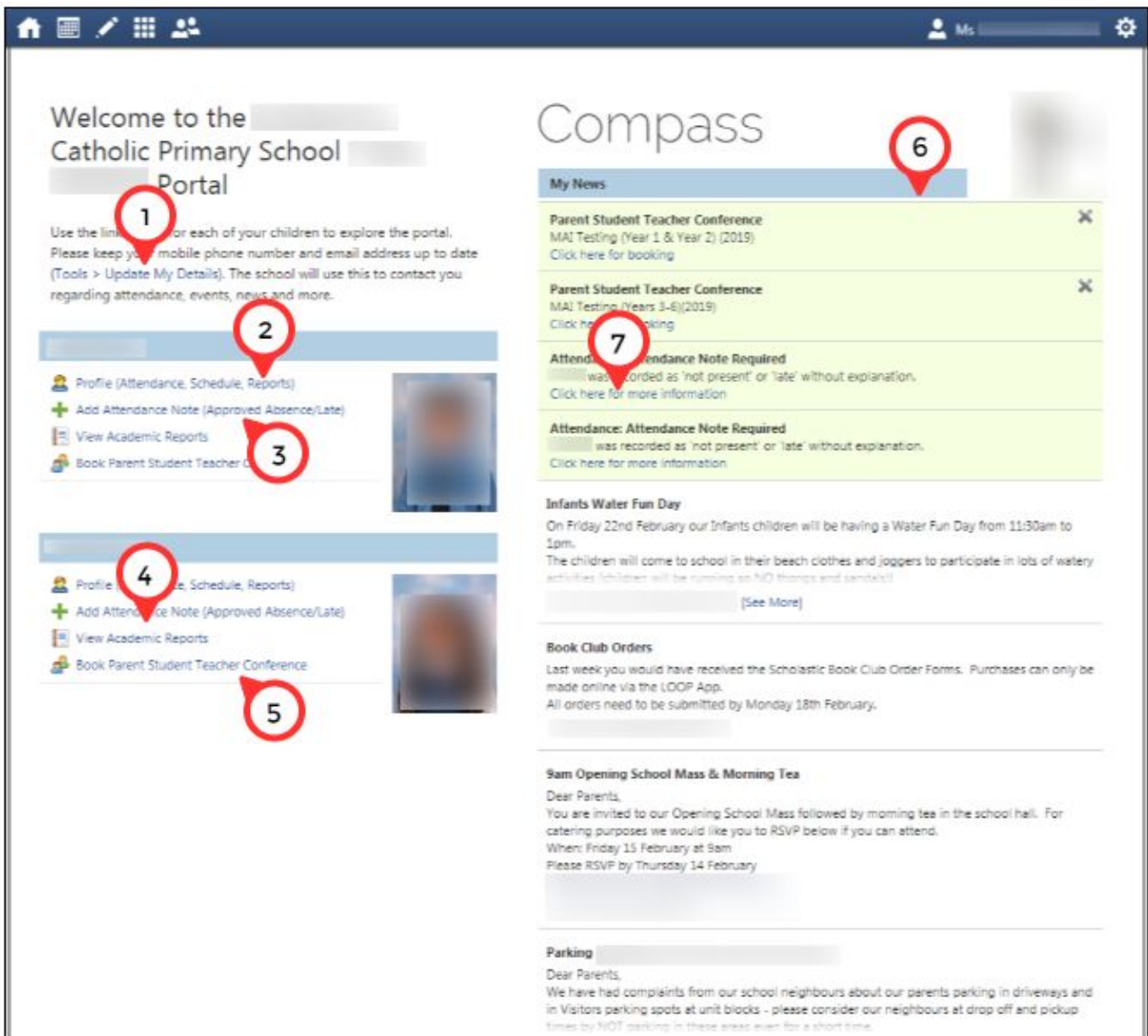
St Thomas' Catholic Primary School - Willoughby

Please perform the following reCAPTCHA:

I'm not a robot

reCAPTCHA
Privacy - Terms

Search

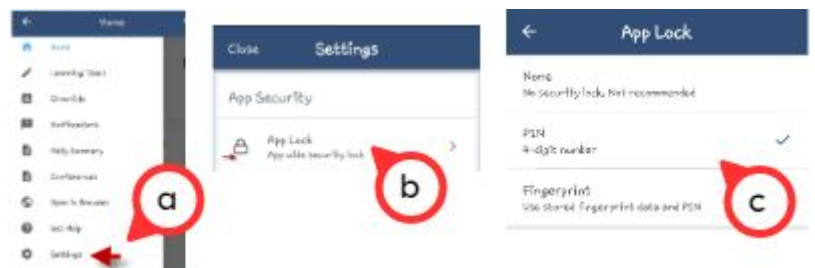


1 Secure the Compass App on your device by setting a PIN.

a) Click the **Menu** and go to **Setting**.

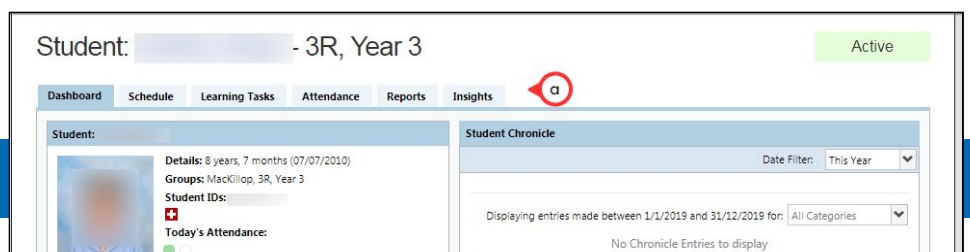
b) Find **App Security** and click on **App Lock**.

c) Create your PIN or select Fingerprint (supported devices only). Follow prompts.



If you forget your PIN, click on **Forgot PIN** and follow the prompts.

2 Use the link to **Tools > Update My Details** to keep all your emergency contact and family details up to date.



3 Click the **Profile** link to see your child's page

- a) Choose different tabs for different information
- b) See today's schedule of classes
- c) Chronicles indicate various Wellbeing notes such as awards, merit points or serious sick bay visits

4 Click **Add Attendance Note** to record an absence (eg sick day, holiday, family event).

Late arrivals are preferably entered at the kiosk in the school office at the time of dropoff.

- a) Choose the **Reason** from the drop down list
- b) Add **details** if necessary
- c) Choose a **Start** date/time (DO NOT SELECT A PERIOD)
- d) Choose an **Finish** date/time (DO NOT SELECT A PERIOD)
- e) The system will show you which sessions will be affected - this cannot be changed
- f) Click **Save**

The screenshot shows the 'Attendance Note Editor' window. It is divided into several sections: 'Note Details', 'Important Notice', and 'Potentially Affected Sessions'. The 'Note Details' section includes fields for 'Person', 'Reason' (set to 'Medical - Illness'), and 'Details/Comment' (set to 'Dental appointment'). The 'Important Notice' section contains a disclaimer. The 'Potentially Affected Sessions' section is a table with columns for 'Activity', 'Start', and 'Finish', showing one session affected: '03_3R (Year 3)' from '14/02/2019 08:50 AM' to '14/02/2019 01:30 PM'. At the bottom, there are 'Start' and 'Finish' time pickers. Red circles labeled 'a' through 'f' point to the Person field, Reason dropdown, Details/Comment field, Start time picker, Finish time picker, and the Save button respectively.

5 Click the **View Academic Reports** link to be able to see past reports

- a) Choose which report you want to see from those listed and click the link. The report will open in a new tab on your browser.

The screenshot shows the 'Student Reports' page for a student named 'Student: [redacted] - 56C, Year 5'. The page has a navigation bar with tabs for 'Dashboard', 'Schedule', 'Learning Tasks', 'Attendance', 'Reports', 'Analytics', and 'Insights'. The 'Reports' tab is active, showing a table with columns 'Reporting Cycle' and 'School'. Two reporting cycles are listed: '2018 - 2018 Semester 1' and '2017 - 2017 Semester 2'. A red circle labeled 'a' highlights the '2018 - 2018 Semester 1' row.

- 6 Use the **Book Parent Student Teacher Conference** link to book a conference time if your school has this functionality.
- 7 Check out the school **news feed** and click on **links** for more information
- 8 Where your child has been absent from school with no explanation, click on the link to add an **Attendance Note** (see 3 for details).

Using the Kiosk for a Late Arrival or Early Pickup

Check with the School Office for the school policy on late arrivals and early departures. These should be recorded using the kiosk in the Office foyer.

At the kiosk ipad, touch the screen to perform the required action:

- 1** Sign in as a Visitor to the school - this enables the school to have correct procedures especially in the event of an emergency.
- 2** Choose Parent Drop Off when you drop your child in to school late.
- 3** Choose Parent Pick up when you need to collect your child early from school.
- 4** Use Visitor Sign Out when you leave the premises after visiting the school for any reason.

