



**CATHOLIC SCHOOLS**  
*Broken Bay*

# Compass Parent Guide

**CATHOLIC SCHOOLS BROKEN BAY**

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 967 Pennant Hills NSW 1715  
02 9847 0000 | [csodbb.catholic.edu.au](http://csodbb.catholic.edu.au) | [cso@dbb.catholic.edu.au](mailto:cso@dbb.catholic.edu.au)

Compass is a web-based student management system which you can access in two ways:

- through the **Parent Portal**, on any web browser on your computer/device, or
- through the **Compass School Manager app**, available on any mobile device.

Instructions for using both the portal and the app are included below.

**Each parent/carer will receive a unique login username and temporary password via email.** You will be prompted to change your password when you first log in. It will also ask you to verify your mobile number and email address. We encourage each parent to log in and see your children's school activities, attendance, achievements, school communication and news.

Please note that the login letter was sent to the email address registered in the school's database. If one email address is connected to both parents, then this parent will receive two login letters.

If two emails were received to your email address, please ensure you check the name on the top of the letter and login individually using the respective login details to access Compass.

## Welcome to the Compass Parent Portal

### How do I access Compass through a web browser?

1. Use the Compass School link in the Login letter or go to <https://schools.compass.education/> and use the Compass School Search for your school name. (**Hint: type in the suburb for a quicker search**).

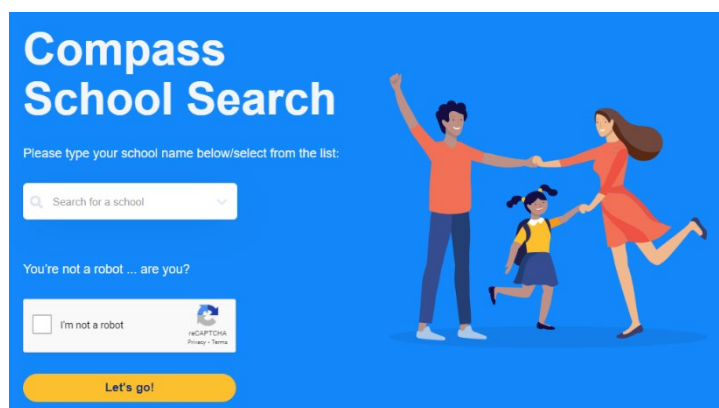
2. Put a tick in the box to confirm **I'm not a robot**.

3. Click **Let's go!**

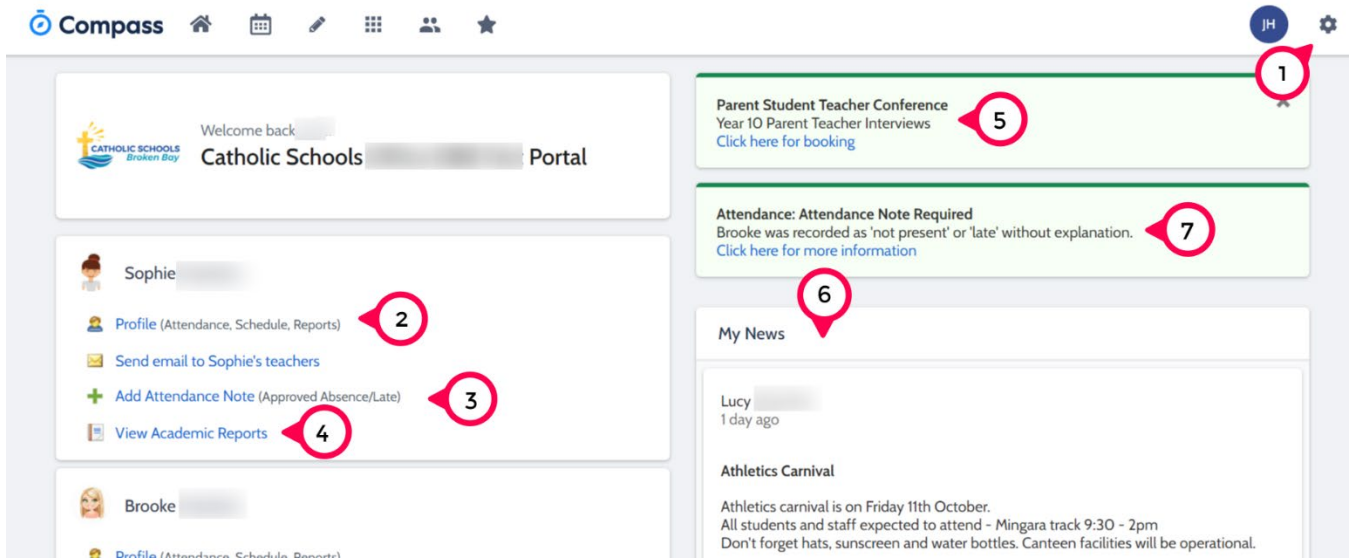
4. Enter your **Login** and **Password** details as noted in the letter. It will then ask you to verify your **Mobile Number** and **Email address**.

**Note:** Not all the options and functionality explained in these instructions will be available when you first login. This will depend on options installed at your school, but the school will advise you when this happens.

Do not hesitate to contact the school office if you need any assistance with these instructions, logging in or using the Compass Parent Portal or app.



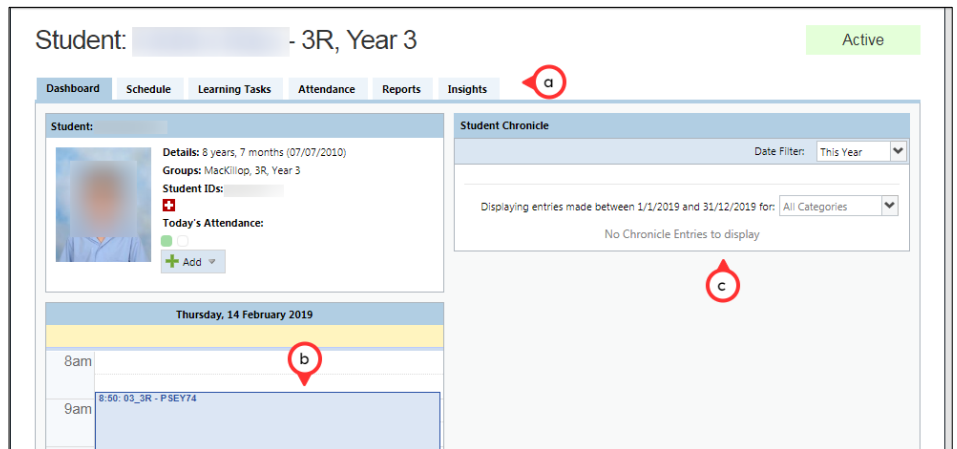
# What can I do on the Compass school portal?



1. Use the link to **COG > Update My Details** to update your email and phone number. Other detail changes need to be done through your school office.

2. 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



3. Click **Add Attendance Note** to record **future full day** absence (eg sick day, holiday, family event). Late arrivals or early departures are entered at the kiosk in the school office at the time of arrival/departure. *(More than 10 days absence will still require the appropriate paperwork)*

- a. Choose the Reason from the dropdown list
- b. Add details if necessary
- c. Leave Start at Default time
- d. Leave Finish at Default time
- e. The system will show you on the right side which sessions will be affected - this cannot be changed
- f. Click Save

**Attendance Note Editor**

**Note Details**

Person: [Redacted]

Reason: Medical - Illness

Details/Comment: Dental appointment

**Potentially Affected Sessions**

Activity	Start	Finish
03_3R (Year 3)	14/02/2019 08:50 AM	14/02/2019 01:30 PM

**Important Notice**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in HSC are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you by your registered school, affiliated entities and/or the product issuer).

Start: 14/02/2019 08:45 AM

Finish: 14/02/2019 09:30 AM

Save Cancel

4. Click the **View Academic Reports** link to be able to see past/current 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. You can then save to your computer or print out from here.

Student: [Redacted] - 56C, Year 5

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

**Reports**

Reporting Cycle	School
2018 - 2018 Semester 1	[Redacted]
2017 - 2017 Semester 2	[Redacted]

5. Use the **Book Parent Student Teacher Conference** link to book a time for Parent Teacher Interviews if your school has this functionality.

6. Check out the school **News Feed** Items.

7. Click on the **links** to open up more information. This includes prompts to add attendance notes for unexplained absences, or to give online consent for Events if your school has this functionality.

*Please note: For outstanding Attendance Notes, you will only have 7 days in which to add your explanation. After this, this absence is considered Unexplained and you will not be able to add a note.*

8. Currently, a feature for High Schools only: Use the **Learning Tasks** tab to view any assessment tasks that have been set for the student.

Student: [Redacted] Year 10 Active

Dashboard | Schedule | **Learning Tasks** | Attendance | Reports | Insights



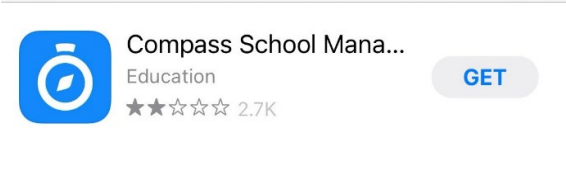

		Group by code	Academic Year:	(Currently Relevant)	
Code	Learning Task	Status	Result	Actions	
10 PDHPE...	<a href="#">10PDH1.19 Movement Composition</a> Subject-wide Task   Report: No	Due date: 28/11/19 04:00 PM Submitted: <span style="color: green;">✔</span> On Time	-		<b>c</b>
10 PDHPE...	<a href="#">10PDH3.19 Practical</a> Subject-wide Task   Report: No	Due date: 28/11/19 04:00 PM Submitted: <span style="color: green;">✔</span> On Time	-		
10 English...	<a href="#">10ENG4.19 Yearly</a> Subject-wide Task   Report: No	Due date: 11/11/19 04:00 PM Submitted: <span style="color: gray;">⏸</span> Pending	-		
10 Scienc...	<a href="#">10SCI3.19 Investigation</a> Subject-wide Task   Report: No	Due date: 16/09/19 04:00 PM Submitted: <span style="color: green;">✔</span> On Time	-		
10 Religio...	<a href="#">10REL3.19 Part A: Investigation and Reflection</a> Subject-wide Task   Report: No	Due date: 16/09/19 03:00 PM Submitted: <span style="color: green;">✔</span> On Time	-		
10 Geogr...	<a href="#">10GEO3.19 In-Class Task</a> Subject-wide Task   Report: No	Due date: 13/09/19 08:15 AM Submitted: <span style="color: green;">✔</span> On Time	-		<b>e</b>
10 English...	<a href="#">10ENG3.19 Creative &amp; Reflective</a> Subject-wide Task   Report: No	Due date: 26/08/19 04:00 PM Submitted: <span style="color: red;">✘</span> Overdue	28		<b>d</b>

- a. Click the link to **Learning Tasks** to take you to the Learning Tasks tab
- b. Click the link of the Learning Task name to see details of the task, and any attachments.
- c. Note the due date and whether it has been submitted on time by the student.
- d. Overdue tasks are highlighted with a red x.
- e. Any results/marks will be displayed.

## Welcome to the Compass Parent App on your mobile

Compass are continually upgrading the app functionality so you will need to **allow automatic upgrades** and occasionally may need to access the app through the 'Browser view' to complete some tasks. See above instructions for Compass Portal.

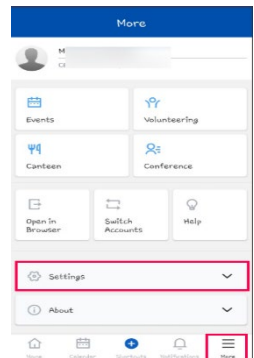
### How do I get the Compass App on my phone or tablet?

IOS (Apple devices)	Android devices
Search the App Store for <b>Compass School Manager</b> 	Search the Play Store for <b>Compass School Manager</b> 
Click the <b>GET</b> button  	Click <b>Install</b>  
Once the app has finished installing, open by clicking on the Compass icon	Once installed, click <b>Open</b>

#### IMPORTANT SECURITY/PRIVACY NOTICE:

Please secure the Compass App on your device by setting up a PIN and/or Fingerprint when logging in for the first time.

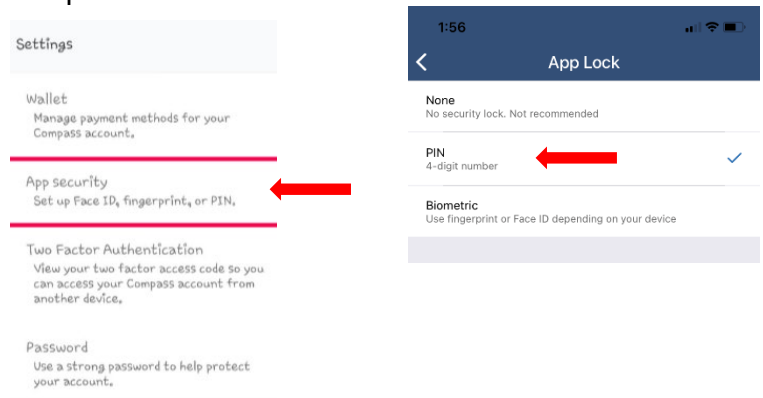
a) Click **More (3 bars at the bottom)** and go down to **Settings**.



b) Find **App Security**.

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

If you forget your PIN, next time you go to log in, there is an option to click on Forgot PIN from front screen and follow the prompts to reset it.



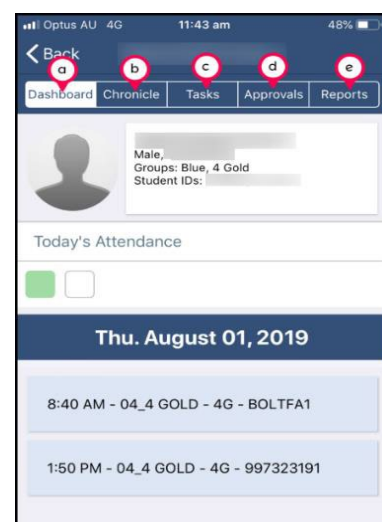
## What can I do on the Compass mobile app?



1. **Profile:** Click on your child's photo and it will take you to their profile (see below for further information).
2. **Add an Attendance Note:** Use only if you are sure of the absent date (see below for further instructions).
3. **Newsfeed:** The school newsfeed items will appear here.
4. **More:** Click here to access browser view, app settings, notifications, help options, view Events and book conferences.

### Student Profile page

- a. **Dashboard** - includes student details, their sessions and attendance for the current day and a calendar to look at sessions for other days.
- b. **Chronicle** - view various wellbeing notes including awards and merits when set up by the school.
- c. **Tasks** - to see which learning and homework tasks have been set (not in use in primary schools yet).
- d. **Approvals** - notes that have been entered for your child's attendance
- e. **Reports** - link to school reports



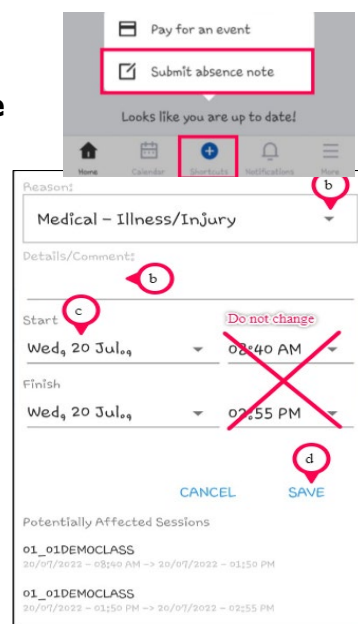
### Adding an Attendance Note:

If your child is going to be away for a **FULL** day in the future, please follow these instructions.

- a. On the home page, click Shortcuts, then **Submit Absence Note**
- b. In the next screen, click on **Reason** and choose the option that best describes. (NOTE: The reason Travel is for absence due to travel, not traffic on the way to school.)
- c. Look at Start Date and End Date to ensure it is correct. DO NOT change these times. The Potentially Affected Sessions shows the sessions missed by the stated absences (cannot be changed).
- d. Click on Save

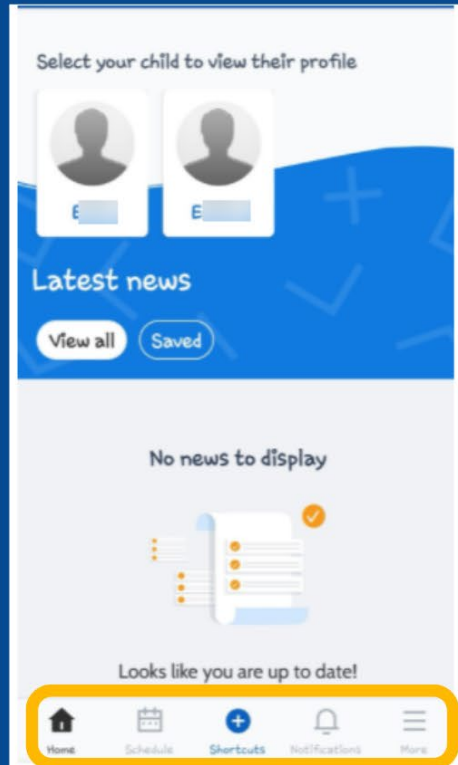
For **partial** day absences/late arrivals, please **use the kiosk at the front office**.

If you have been notified for an attendance note for a day passed, please access Compass through the 'browser view' and click on the link at the top of the newsfeed. This will automatically fill in the required date information, you will simply need to add a reason.




# COMPASS PARENT APP UPDATE

Compass' Parent App has a new look!



 **Shortcuts**  
● Submit Attendance Notes

 **Schedule**  
● Day by day view of schedule/calendar

 **Notifications**  
● View all past notifications

 **More**  
● Access other modules, including Events, Conferences and Settings



# ATTENDANCE REASONS EXPLAINED

The following Attendance Reasons can be found on the parent portal in Compass.

## MEDICAL – ILLNESS/INJURY

Student is absent due to sickness, medical condition or injury.

## MEDICAL APPOINTMENT

Student is absent as a result of a medical or paramedical appointment. Eg. Medical, dental, psychological

## TRAVEL

Student is absent due to principal approved travel. This includes travel domestically and internationally. Families are encouraged to travel during the school holiday. If travel during the school term is necessary due to exceptional circumstances, please discuss this with your child's school principal.

## OTHER EXPLAINED ABSENCE

Student is absent and a satisfactory explanation for the absence has been accepted. This includes funerals, recognised religious festivals, special events not related to school.

## DOMESTIC NECESSITY

Student is absent due to misadventure or unforeseen event, or serious illness of an immediate family member.

## NATURAL DISASTER

Student is unable to attend school due to a natural disaster, including extreme weather events, bushfire and flood.



Attendance Notes via Compass must be entered for **WHOLE DAY ABSENCES ONLY.**

Partial Absences (part of the day)

Primary - Use Kiosk at the time of pick up or drop off, or see staff in the office.

Secondary – Follow your school's procedure for entering partial absences.

It is a legislative requirement that absences are explained within 7 days.

