

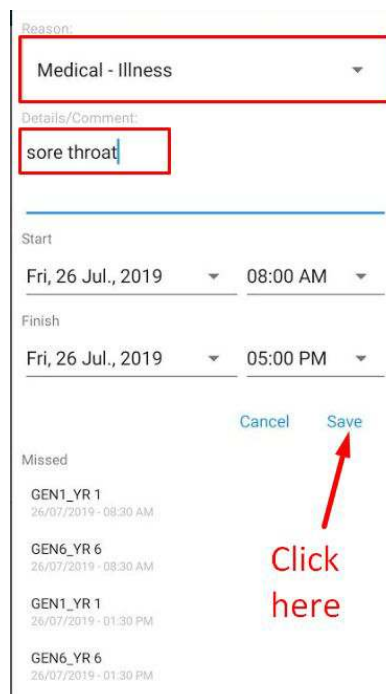
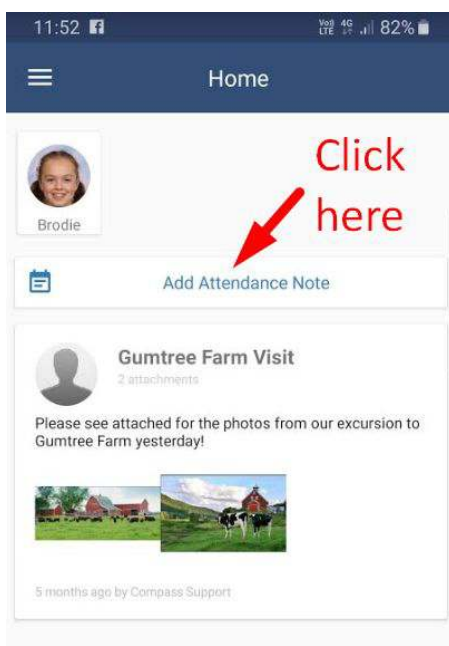
Parent Information: Compass School Manager App

The 'Compass School Manager' App has some helpful features that allows you 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

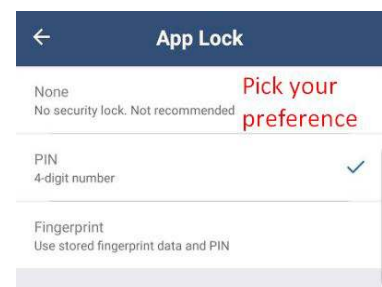
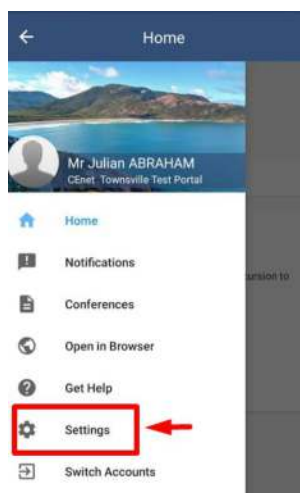
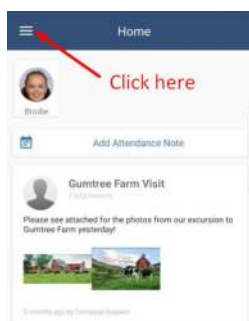
If your child will be away, click on 'Add Attendance Note' on the home screen of your device.



How to lock 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 shows the Compass App interface. On the left, the 'Home' screen displays a student profile for Brodie Abraham. A red arrow points to the student's photo with the text 'Click here'. Below the photo is a button labeled 'Add Attendance Note'. Further down is a post titled 'Gumtree Farm Visit' with two attachments and a caption: 'Please see attached for the photos from our excursion to Gumtree Farm yesterday!'. The post includes two photos of a farm and is dated '5 months ago by Compass Support'. On the right, the profile page for Brodie Abraham is shown. The navigation bar at the top includes 'Dashboard', 'Chronicle', 'Tasks', 'Approvals', and 'Reports'. The profile information includes: Brodie Abraham, Female, 02/04/2008, Groups: MARK, YR 6, Student IDs: BCABR2, 101817, and email jwallace9@tsv.catholic.edu.au. Below the profile is a section for 'Fri. July 26, 2019' with a timetable. The timetable entries are: 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 located at the bottom right of the dashboard section.