

Parent Guide to Compass



 **Compass**



What is Compass?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. Compass includes many different features, including the ability to:

- **Monitor your child's attendance, and enter an explanation for absence or lateness**
- **View your child's timetable and the school calendar**
- **Monitor your child's homework and assessment tasks**
- **Download and view your child's academic reports**
- **Book parent-teacher conferences**
- **Pay and provide consent for events and school fees**



How do I access Compass?



Compass is accessible on any modern web browser (Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to schools.compass.education where you can search for our school's direct URL.

Compass School Search

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

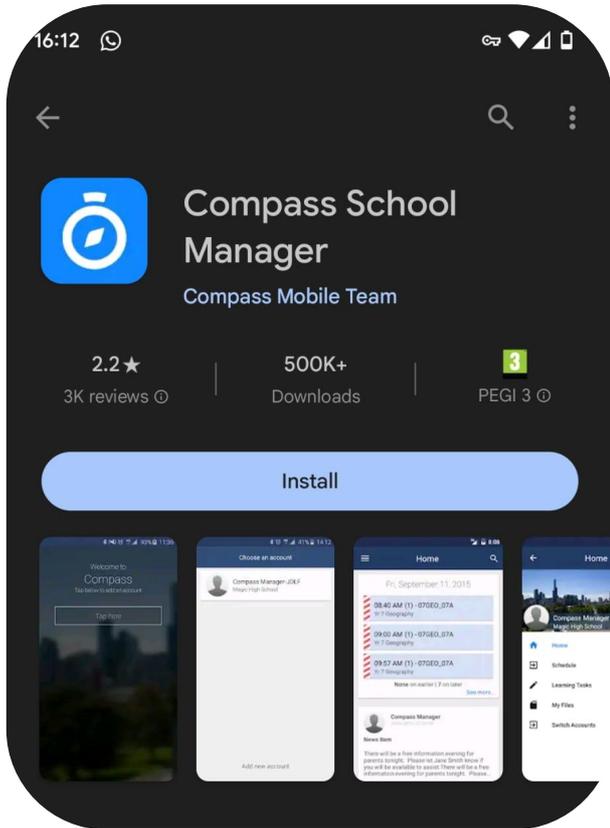
You're not a robot ... are you?

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Let's go!



Downloading Compass App in IOS and Android App stores



Jone

[View in Store](#)



Compass School Manager

JDLF International Pty Ltd



22 RATINGS

2.2



AGE

4+

Years Old

CHART

No.2

Education

JDLF

What's New

[Version History](#)

Version 6.22

5d ago

- Added ability for parents to send email from Student Profile
- Added ability for parents to create Attendance Note [more](#)

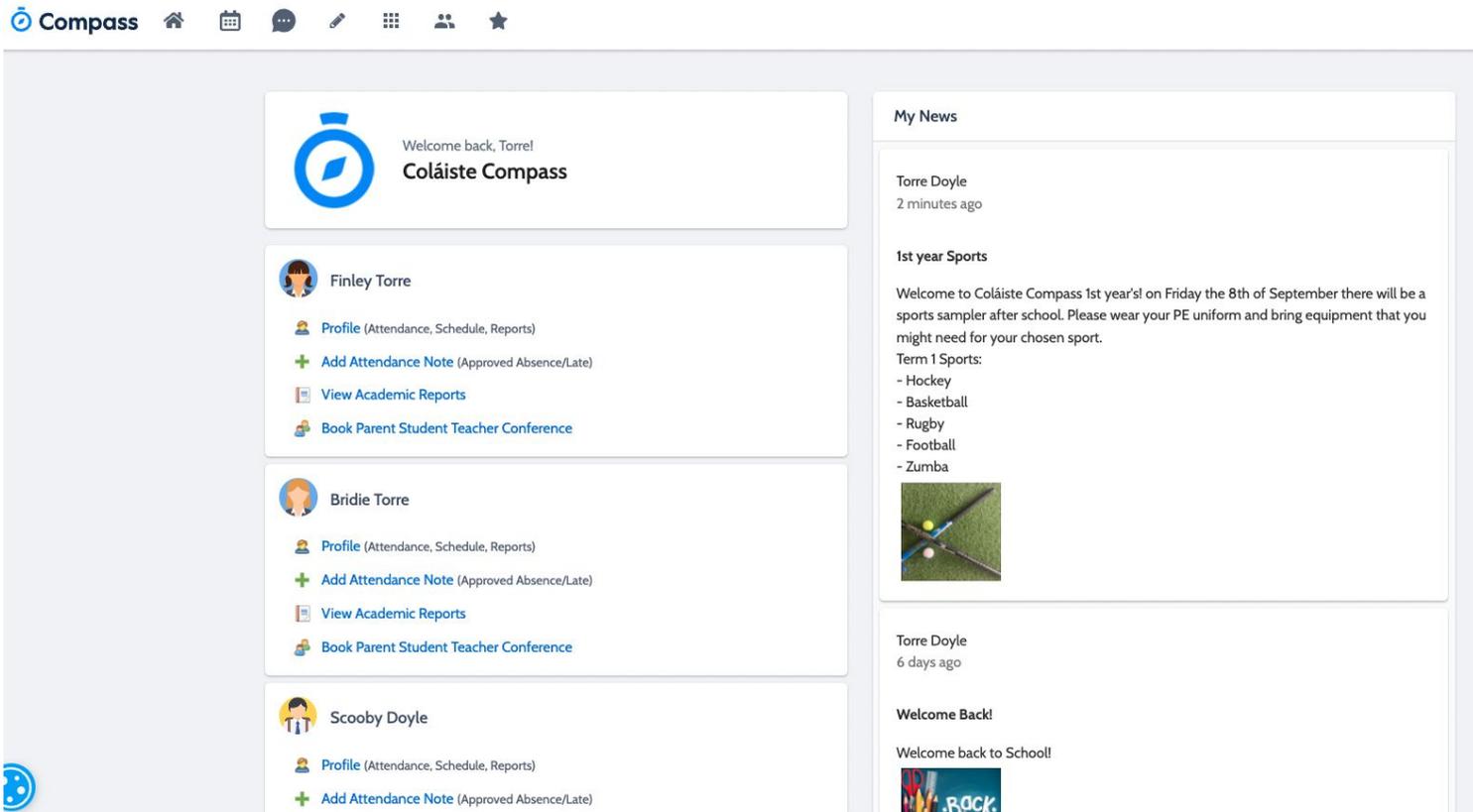
Logging into Compass



To log in you will need your unique username and temporary password. These details will be provided to you by your school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by your school for SMS, password recovery and email communication throughout the year.

The screenshot shows a login form for 'Coláiste Compass'. At the top is the Compass logo. Below it, the text 'Coláiste Compass' is centered. The form contains two input fields: 'Username' with the text 'TD|' and 'Password' with a masked password '*****'. A blue 'Sign in' button is positioned below the password field, accompanied by a small orange circular icon with a white person silhouette. Below the button is a checked checkbox labeled 'Remember me'. At the bottom of the form, there is a link that says 'Can't access your account?'.

The Compass Home Screen



The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

News Feed



Your News Feed will show you recent school news items and information that is relevant to you. This may include newsletters, details of upcoming events.

My News



Torre Doyle
Mar 7th

TY Musical

Please show some support for the TY students who have worked very hard over the past few months on the Musical Shrek!

Tickets can purchased at reception during break times over the next two weeks!



Torre Doyle
Mar 1st

Snow Day

School will be closed today due to the weather! Stay safe and enjoy the snow!





Attendance

Entering an Attendance Note

- From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

1.

Click the students profile that you wish to add an attendance note for

Click the attendance note button

2.

Or click the shortcut button in the bottom centre, then select 'Submit attendance note'

Entering an Attendance Note



In the pop-up window

1. Select the reason
2. Enter a brief description of the absence
3. Select the start and finish time
4. Add any necessary attachments
5. Click the 'Save' button

To see what classes and activities your student will be missing, click the 'Activities' button

14:38

Cancel Add Attendance Note

Reason None >

Details / Comments

Start Date
23/08/2023 - 08:00 AM

End Date
23/08/2023 - 04:00 PM

Attachments

Upload Attachment >

Potentially Affected Sessions

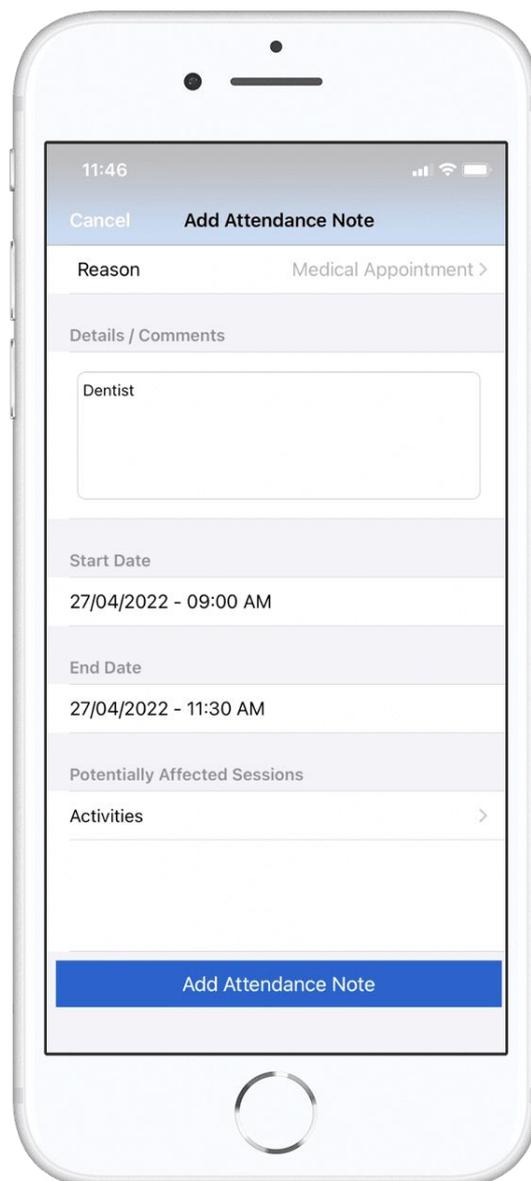
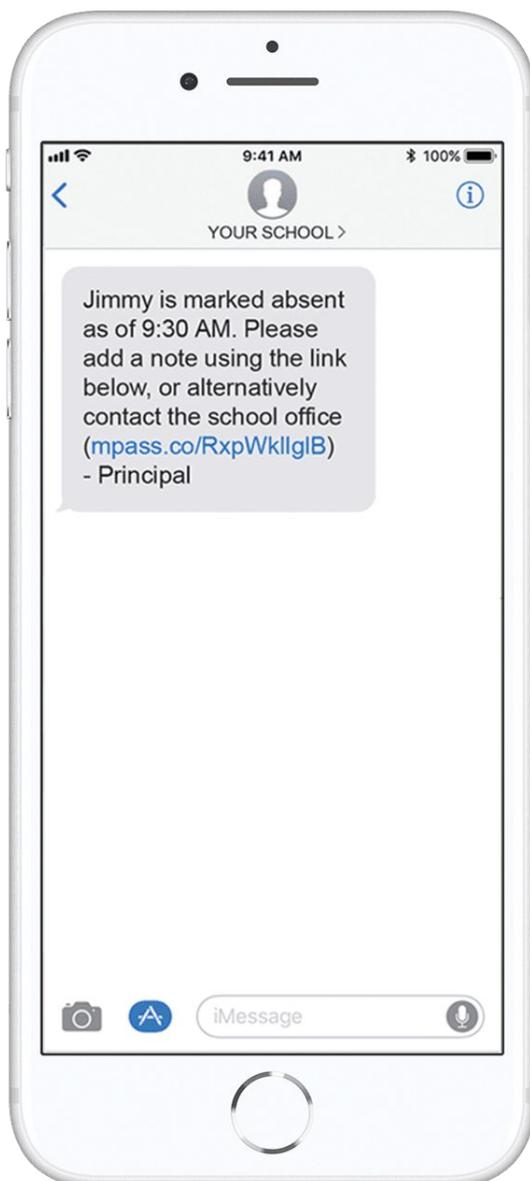
Activities >

Attendance Notifications



If your school uses text messaging to communicate unexplained absences, you may receive a message containing a link when your child is marked absent from class. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.



Attendance Summary



Compass can be used to view up-to-the-minute attendance information for your child.

Notes

This sub-tab provides a list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

Unexplained

This sub-tab provides a list of all unexplained lates and absences from class. From this tab you can click to approve specific absences.

Attendance Summary



Student: Patrick Connolly - 1st Year

Active

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

Summary | Notes | Unexplained | Arrival/Departure | Full Record

Daily Activities & Attendance

Currently Viewing: < 20/10/2022 > [Switch to Grid view](#)

7:00 am	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Note: ILL									
<div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; padding: 2px;">Maths Yr2 2MATC</div> <div style="border: 1px solid black; padding: 2px;">English ... 2ENGA</div> <div style="border: 1px solid black; padding: 2px;">French ... 2FREB</div> <div style="border: 1px solid black; padding: 2px;">Irish Yr2 2IRIC</div> <div style="border: 1px solid black; padding: 2px;">History ... 2HISA</div> <div style="border: 1px solid black; padding: 2px;">Home E... 2HE2OP...</div> <div style="border: 1px solid black; padding: 2px;">R.. 2..</div> <div style="border: 1px solid black; padding: 2px;">Geogra... 2GEOA</div> </div>									

Annual Summary

School Year: 2022/2023

August					September					October					November					December				Whole Day		Partial Day		
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	Absent	Other	Absent	Other	
																								Term 1	6	1	2	2
																								Term 2	6	2	0	0
																								Term 3	0	0	0	0

Events, Consent & Payment



Parental consent and payment is often necessary for events and excursions. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre.

When you access the Action Centre you can view events requiring consent/payment and any course confirmations which need to be completed displayed under the 'Action Centre' tab. You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.

The screenshot displays the 'Action Centre' interface with the following sections:

- Navigation:** Action Centre, Events, Volunteering, History
- Event List:**
 - Bridie TORRE** (1 events)
 - Dublin Zoo**: Thursday, August 31st 2023, 9:00 am - Thursday, August 31st 2023, 2:30 pm. Status: Awaiting consent and payment. Due: 31/08/2023. Amount: €20.00.
 - Finley TORRE** (1 events)
 - Dublin Zoo**: Thursday, August 31st 2023, 9:00 am - Thursday, August 31st 2023, 2:30 pm. Status: Awaiting consent and payment. Due: 31/08/2023. Amount: €20.00.
- Contributions:** Account: Torre Mescal, General Payments, 2023/2024 Contributions (all marked 'Action Requi...')
- 4 Event Expenses:** Select expenses, which you opt to pay. Trip Fee - [Cost: €20.00]. Note: This is a mandatory fee for this event, but does not need to be paid for upfront. If you decide not to pay for it now, you will be invoiced for it upon checkout.
- 5 Confirm and pay:**
 - Payment Method:** Visa Credit ****1111
 - Payment:** Total amount €20.00. Options: Pay in full now, Pay using unallocated funds (€5.00). A 'Process' button is visible.
 - We use CompassPay.com as our payment processing gateway. In clicking the relevant 'Confirm and Pay' button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>.

Viewing Academic Reports



1. From the home screen, click on the 'View Academic Reports' item or navigate to the 'Student Profile' and click the 'Reports' tab.

Aoife Ahearne

- Profile (Attendance, Schedule, Reports)
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference

2. A list of 'Academic Reports' will be displayed. Click the report title to download the PDF.

Student: **Aoife Ahearne - 6th Year** Active

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

Reporting Cycle	School
2023 - 2022/2023 Senior Cycle Christmas report	Magic College
2022 - October Senior Cycle 2021/2022	Magic College
2022 - Full Leaving Cert Report (Element: LC Common Points Scale)	Magic College
2022 - Full Junior Cycle Report (Element: JC Updated Scheme)	Magic College
2021 - Senior Cycle Easter report 2022/23	Magic College
2021 - Christmas Exams	Magic College
2020 - 2019/2020: Senior Reporting Cycle	Magic College

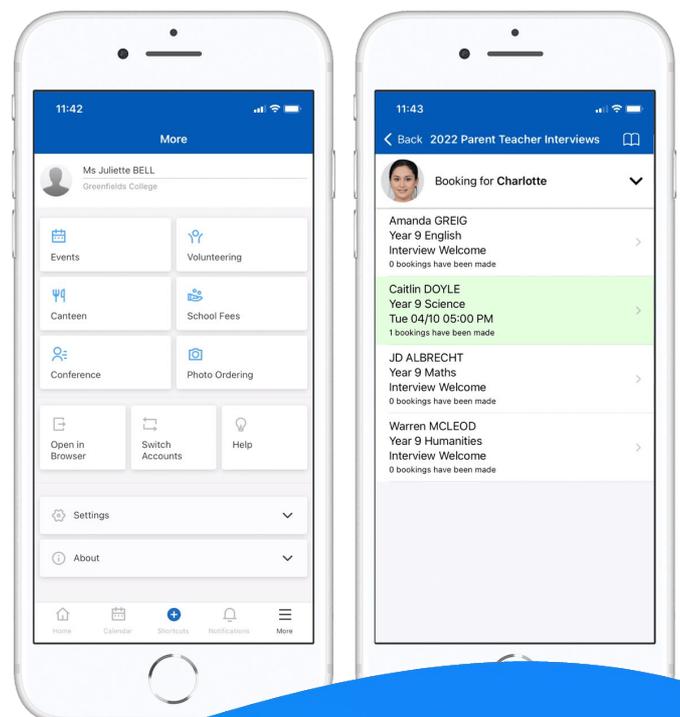
Progress Reports

Cycle: No reporting cycles Export as PDF

Parent-Teacher Meetings - App



1. From the Compass home screen on your app, select the menu (top left) and click Conferences.
2. From the list of parent-teacher conference cycles
 - Select the relevant cycle you wish to book for
 - Select the student you wish to place a booking for
 - Select the class or interview group
 - Click on a time slot to make a booking and confirm





Student Profile

The Student Profile is the destination for all your child's information.

The Student Profile can be accessed by clicking on your child's name from the home screen.

The Student Profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the Profile.

The screenshot displays the Student Profile dashboard for a student named Kate Black (ID: KBLA38). The interface is divided into several sections:

- Student Overview:** Shows the student's name, ID, and a 'Student' label.
- Today's attendance:** A row of seven empty checkboxes for tracking attendance.
- Personal Information:** Displays '11 years, 11 months • 27 Apr 2012', '1st Year, Green', and an email address: 'mnirairfearthaigh@compass.education'.
- Chronicle:** A feed of activities and observations. It includes:
 - An 'Attendance Notification - Student Not Present in one or more classes' with a points deduction of -10, recorded on Mar 6 at 11:16am.
 - A 'Great Participation in Class' observation for 'Positive behaviour' by a 'Staff Member' with a points addition of +2.
- Summary Table:** A table showing performance metrics for the 2023/2024 year.
- Points Chart:** A bar chart showing points made between 09/08/2023 and 08/08/2024, with a scale from -40 to 40.
- Today's Classes:** A list of classes for 'Thu 4', including '1REGA 8:15 AM - 9:00 AM', '1MATA 9:00 AM - 10:00 AM', and '1RELA 10:00 AM - 11:00 AM'.



Learning Tasks

Learning Tasks is where you can find your students class tests/projects results.

Individual student view

To view the Learning Tasks for one child, select the Learning Tasks tab on their profile page.

Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the 'Teaching and Learning' menu item.

Student: **Aoife Ahearne - 6th Year**

Active

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights
Show Hidden Tasks Turn off code grouping Academic Year: (Currently Relevant) ▼						
Categories ▼ Assessment Assignment General Homework Practice Task						
Learning Task	Status	Result	Actions			
6ART6OPT2 (6ART Art Yr6)						
General Class Test Results Class Task Report: No	Due date: No due date Submitted: <input type="checkbox"/> Pending	10				
ENG6 (ENG English)						
General Self Assessment Class Task Report: No	Due date: No due date Submitted: <input type="checkbox"/> Pending	-				

