



QUICK GUIDE TO COMPASS



Navigating... Via Browser



'Home' for News Feed, alerts & quick links:

- To your child's 'Profile'
- For reporting absences
- Viewing reports



To view the St Michael's calendar



To access notes posted to the News Feed & book Parent/Teacher interviews (quick link on 'Home' page when bookings open)



To update your email address, phone number and change your password

Via App

Tap on your child's photo to reveal the following tabs:

- **Dashboard:** To view the daily schedule
- **Approvals:** To report absences
- **Reports:** To view Semester Reports

The Compass parent portal with ALL features can be accessed on any modern web browser (via a desktop computer or mobile device). Some of the features can also be accessed via the 'Compass School Manager' app (iOS & Android).

COMPASS (via internet web browser)

Includes ALL features

- ✓ Accessing the news feed
- ✓ Reporting full day absences
- ✓ Viewing the school calendar
- ✓ Booking parent/teacher interviews
- ✓ Viewing semester reports
- ✓ Monitoring attendance
- ✓ Updating personal details

To access Compass via your browser, click on the Compass link on the St Michael's Primary School homepage or go to:

<https://smmdow-nsw.compass.education/>

COMPASS APP

Includes some features

- ✓ Accessing the news feed
- ✓ Reporting full day absences
- ✓ Viewing semester reports
- ✓ Booking parent/teacher interviews

To get the app, search for 'Compass School Manager'. If you already have the app, make sure you have the current version - software on your device must also be current!

TIPS:

We encourage parents to access Compass regularly to check the News Feed as this is our primary means of communication.

'Remember me'

Make sure that the 'Remember me' box is checked when you first log into Compass via your browser and that 'Remember' is switched to 'on' when you login via the app so that you do not have to enter your Username and Password each time you access Compass.

Add Compass as a 'Favourite' in your browser or create a shortcut on your desktop

Once you have accessed Compass (via the link on the St Michael's homepage or by typing <https://smmdow-nsw.compass.education/> into your browser), add the address to 'Favourites' in your browser or right click and 'create a shortcut' on your desktop

TIPS continued:

Accessing the browser (full) version of Compass via the app

You can access the full version of Compass on your phone, iPad etc., by tapping on the menu button (top left) in the app and selecting 'Open in Browser'

Absences

- Parent approvals for full-day absences can be entered ahead of time or retrospectively – where possible, approvals should be entered prior to the absence occurring. (Lateness or leave during school hours for appointments etc., are reported via the school office when you sign your child in/out - NOT via Compass!).
- There is **no need** to change the default times of 8am – 5pm when reporting full-day absences.
- A record of absences can be viewed in the browser version of Compass by clicking the 'Profile (Attendance, Schedule, Reports)' link on the Home page and selecting the Attendance tab.
- A record of absences can be viewed in the app by tapping on your child's photo and selecting the "Approvals" tab.

News Feed Items in the Compass app

- Make sure you tap on the item to reveal all of the information contained in the post!

Emails from Compass

- If you receive an email from Compass asking you to login and view a news item, you can simply open the app and tap on the specific news item. Attachments can then be opened and viewed on your device – you do not have to login via the browser version of Compass.

Weekly/Monthly School Calendar (browser version only)

- If you 'hover' over a calendar entry, more information is displayed e.g. venue.
- Click on the colour-coded tab with your child's name to hide/reveal time table information to make viewing of school events/activities clearer.
- The calendar can be viewed by 'week' or 'month' – just click on your preference (top right of the screen).
- Items that appear at the top of the calendar are either 'all day' events or times are yet to be confirmed.
- The daily schedule can be viewed in the app by tapping on your child's photo.

Support

Please contact the school office if you require assistance with Compass.