

Compass Parent Guide

The Compass Parent Portal is an online portal that allows you to access up-to-date information about our school and your child's progress.

The portal is accessible via the web and also via the Compass School Manager App (available for download via the App store on your device).

Within the parent portal are many different features including the ability to:

- [Add Attendance Notes](#)
- [Communicate with your child's teachers](#)
- [Monitor your child's homework and assessment tasks](#)
- [View Semester and Progress Reports](#)
- [Book Parent-Teacher Conferences](#)
- [Consent and Pay for school events](#)
- [Make school fee payments](#)
- [View school news items](#)

This guide will assist you with navigating the portal and includes step-by-step information on how to complete key processes.

[Please note, some processes detailed in this guide may not be applicable \(or in use\) at our school.](#)

If you have any questions regarding your Compass parent portal, please contact the school for assistance.

Contents

How to access Compass	Page 3
How to login	Page 4
The Home page	Page 5
Menu Icons	Page 6
How to change your password	Page 7
How to update your details	Page 8
How to log an absence	Page 9
How to email a teacher	Page 12
How to consent and pay for an event.....	Page 14
How to pay school fees	Page 18
How to view your child's learning tasks	Page 19
How to book a teacher conference	Page 23
How to order photos.....	Page 24
Using the Compass School Manager App.....	Page 26

Parent Portal via Web

How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc). Every family receives a separate login to our school's Compass site. This login information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

<http://schools.compass.edu.au>

You will then be able to search for our school and access the link.

How to Login

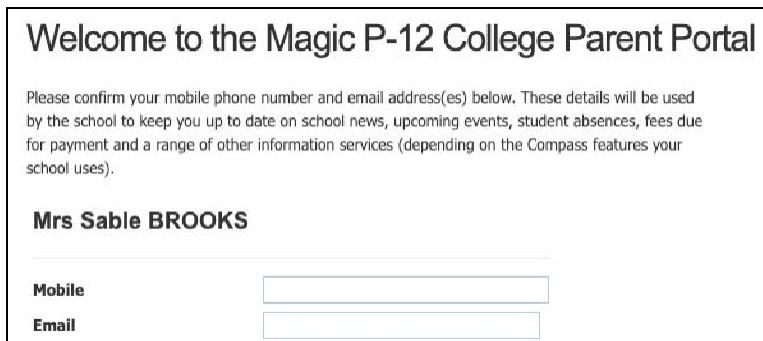
To login, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office.

You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.

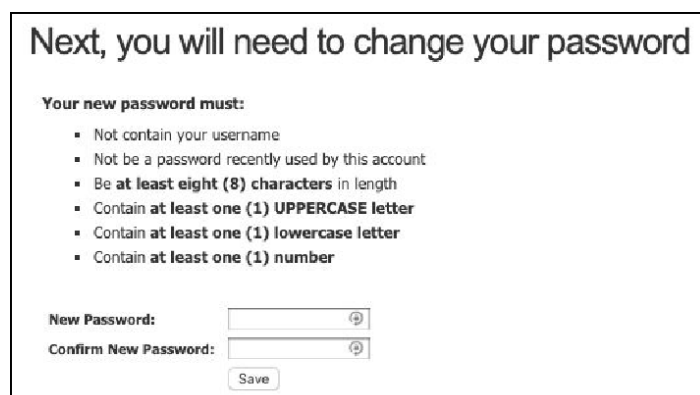
To login, go to your school's Compass site. Type in your username and password and click 'Sign in'.



If it is the first time you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and also, password recovery.



Also when logging in for the first time, once you have confirmed your details, you will be required to change your temporary password to one of your choosing. When you have entered your new password, click 'Save'.



The Home Page

When logged in, you will be on the Home page. Here you will see different sections of key information.

The screenshot shows the home page of the Magic P-12 College Portal. At the top, there is a navigation bar with icons for home, calendar, pencil, grid, people, and star, followed by the text 'Menu Icons'. On the right side of the navigation bar, there is a user profile icon for 'Mrs Sable BROOKS' and a settings gear icon. The main content area is divided into several sections. On the left, there is a 'Welcome to the Magic P-12 College Portal' message with instructions. Below this is a 'Child Information' section for two children: Stephen CORNFOOT and Euan ABERCROMBIE. Each child's section includes a profile picture and a list of actions such as 'Profile (Attendance, Schedule, Reports)', 'Send email to [child's] teachers', 'Add Attendance Note (Approved Absence/Late)', and 'View Academic Reports'. In the center, there is a 'Compass' logo. To the right of the 'Compass' logo is a 'My News' section. This section is divided into two main areas: 'Alerts for Action' and 'Newsfeed Posts'. The 'Alerts for Action' section includes four items: 'Order your MSP school photos' (with a link to place an order), 'Course Confirmation/School Payments' (with a link to proceed), 'Payments' (with a link for more information), and 'Event Consent/Payment Required' (with a link for more information). The 'Newsfeed Posts' section includes two items: 'Newsletter' (with a link to find the March Newsletter) and 'School Jumper Orders' (with a link to order school jumpers). Below the 'School Jumper Orders' item, there are images of school jumpers in various colors.

Alerts - These are clickable notifications of items that require your action.

Newsfeed - These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top however, posts set as 'Priority' by the school will show first regardless of the date.

Child Information - You will see each child you have at the school listed and clickable items that give you further details i.e clicking 'View Academic Reports' will take you to your child's available reports

Menu options - Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to placing a canteen order, access to viewing upcoming event information etc.

Menu Icons

The Home icon can be clicked at any time to take you back to the **Home screen** in Compass.



The Calendar icon will take you to view the available **Calendars** i.e. school events, your child's schedule etc.



The Pencil icon opens the **Teaching and Learning menu** from which you can select to view all the Learning Tasks assigned to your child/children.



The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.



The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.



The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.

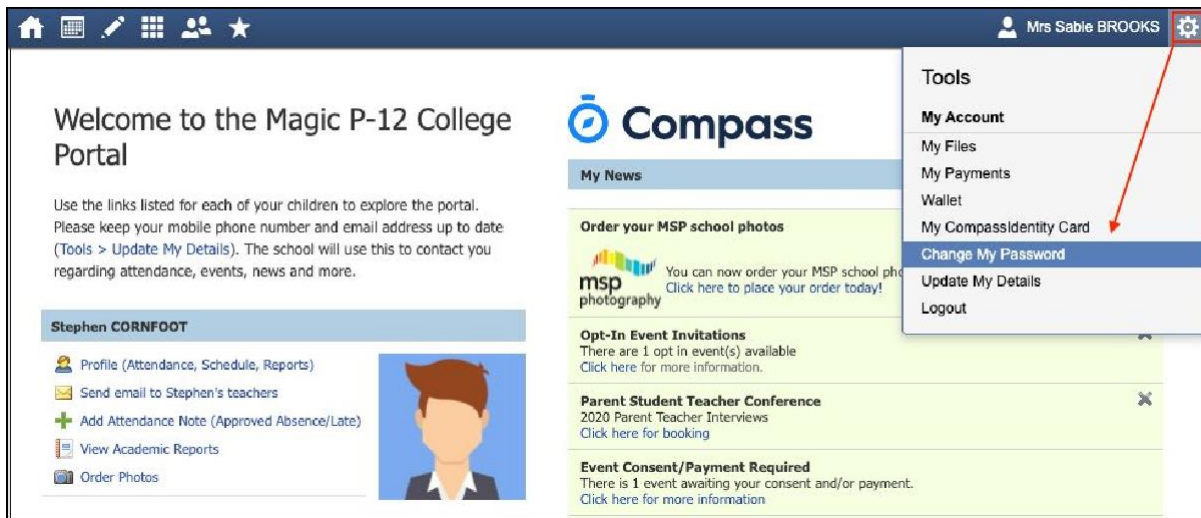


The Cog icon gives you access to the **Tools menu**. Here you can opt to change your password, view your payment history and update your details.

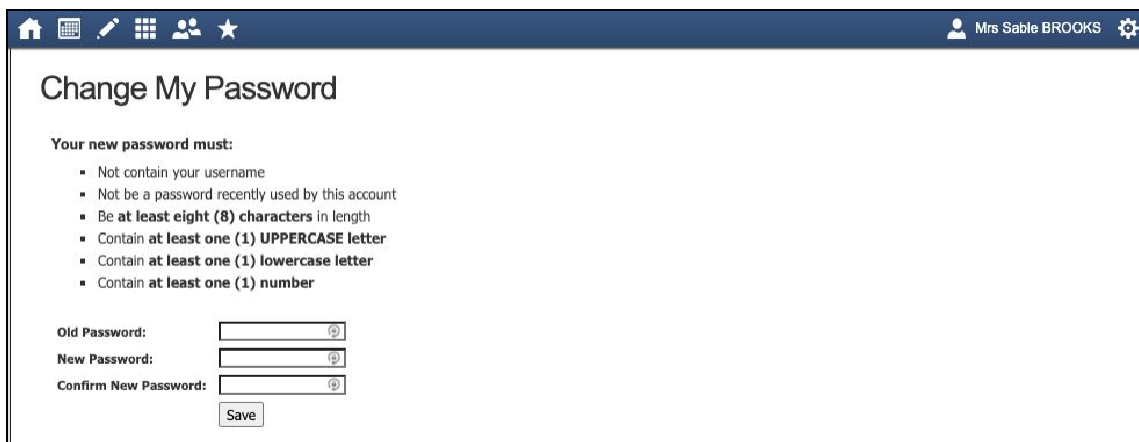


How To: Change your Password

If you need to change your password, go to the cog icon and select 'Change my Password'.

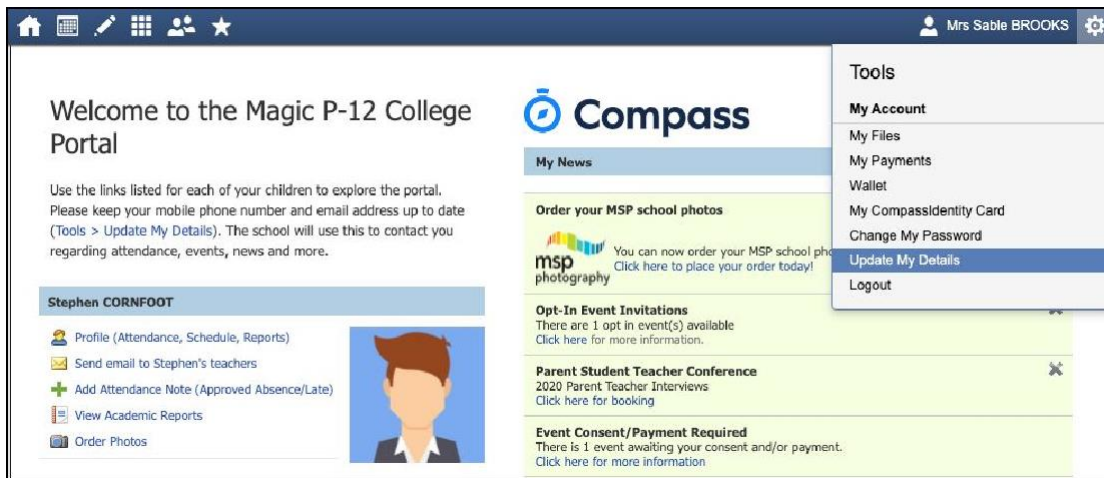


Key in the required information ensuring your new password meets the set guidelines. Click 'Save' to update.

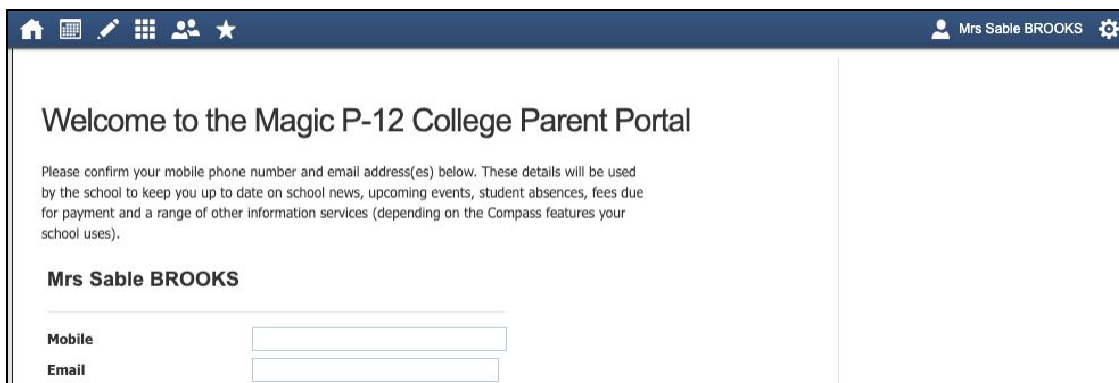
A screenshot of the 'Change My Password' form. The title 'Change My Password' is at the top. Below it, the text 'Your new password must:' is followed by a list of requirements: 'Not contain your username', 'Not be a password recently used by this account', 'Be at least eight (8) characters in length', 'Contain at least one (1) UPPERCASE letter', 'Contain at least one (1) lowercase letter', and 'Contain at least one (1) number'. Below the list are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each field has a small eye icon to its right. A 'Save' button is located at the bottom of the form.

How To: Update your Contact Details

If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select 'Update my Details'.



Add in your new contact information. This will trigger a notification to the school advising them of these changes.



How To: Add an Attendance Note for an Unexplained Absence

If your child is going to be away, you can add in an Attendance note to advise the school. To do so, click 'Add Attendance Note (Approved Absence/Late)'.

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)**
- View Academic Reports

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Book Parent Student Teacher Conference

Compass

My News

Order your MSP school photos

You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)

Course Confirmation/School Payments

Course confirmation and/or school payments available for completion. [Click here to proceed](#)

Payments

There may be payments awaiting your action. [Click here for more information](#)

Newsletter

Please find attached our March Newsletter
Mar 2nd by Liz Larson

School Jumper Orders

This year, we are taking uniform orders through CompassTix. [Click here to order your school jumpers!](#)
Feb 3rd by Eliza Elderflower

A Note screen will open. Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason:

Details/Comment:

Potentially Affected Sessions

Activity	Start	Finish
SPO10B (Sport)	24/06/2020 09:51 AM	24/06/2020 10:48 AM
BIO10B (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 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 VCE 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: 24/06/2020 08:00 AM

Finish: 24/06/2020 05:00 PM

If your child has been marked Not Present without an explanation, you will be required to add an Attendance Note.
 You will see an alert on your homescreen.

Click the alert and it will take you to your child's 'Unexplained' attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Activity Name	Start	Finish	Period	Location	Staff	Status
MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'. This will cause the Attendance Note screen to pop open.

Dashboard Schedule Learning Tasks Attendance Reports Analytics Insights

Summary Notes/Approvals Unexplained Arrival/Departure

Not Present/Late: Unexplained

Explain with Attendance Note Print Unexplained Letter

Activity Name	Start	Finish	Period	Location	Staff	Status
<input checked="" type="checkbox"/>	01/01/2020	31/12/2020				
<input checked="" type="checkbox"/> MATH10B	18/06/2020 08:50 AM	18/06/2020 10:48 AM		UNASSIGNED	SARAH	Not Present

Attendance Note Editor

Note Details

Person: Euan ABERCROMBIE

Reason: Enter a reason...

Details/Comment:

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 VCE 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).

Important Notice

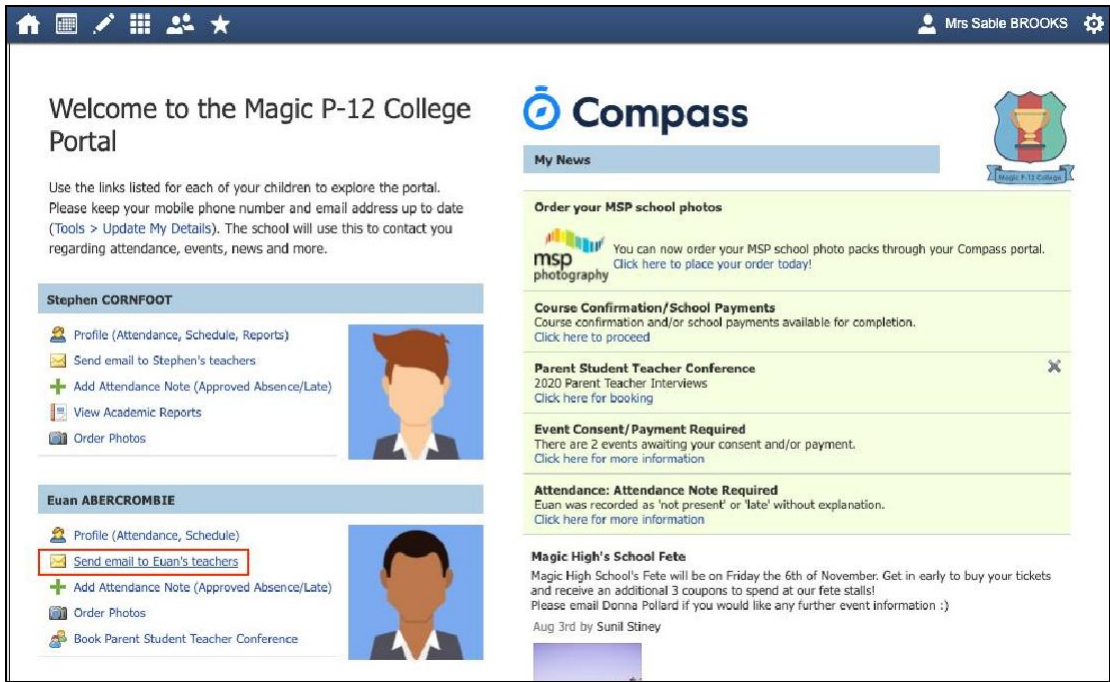
This will automatically insert the appropriate number of approvals for the selected sessions.

Audit Save Cancel

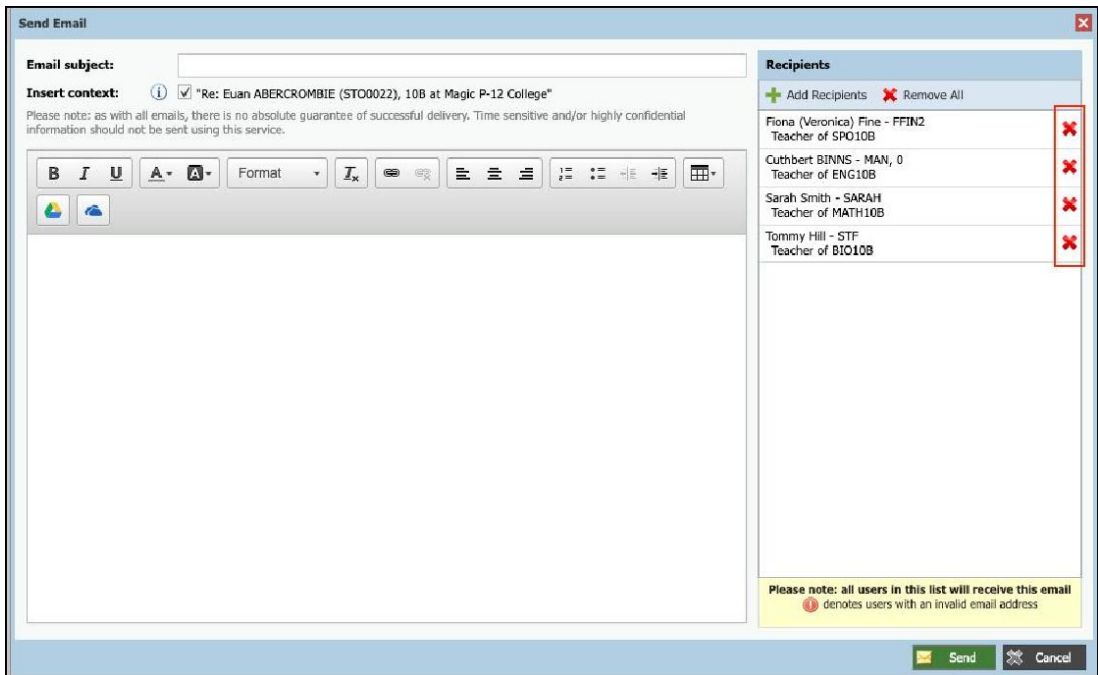
Select the applicable reason for the absence and add in the relevant details/comment. Click 'Save'. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

How To: Email a Teacher

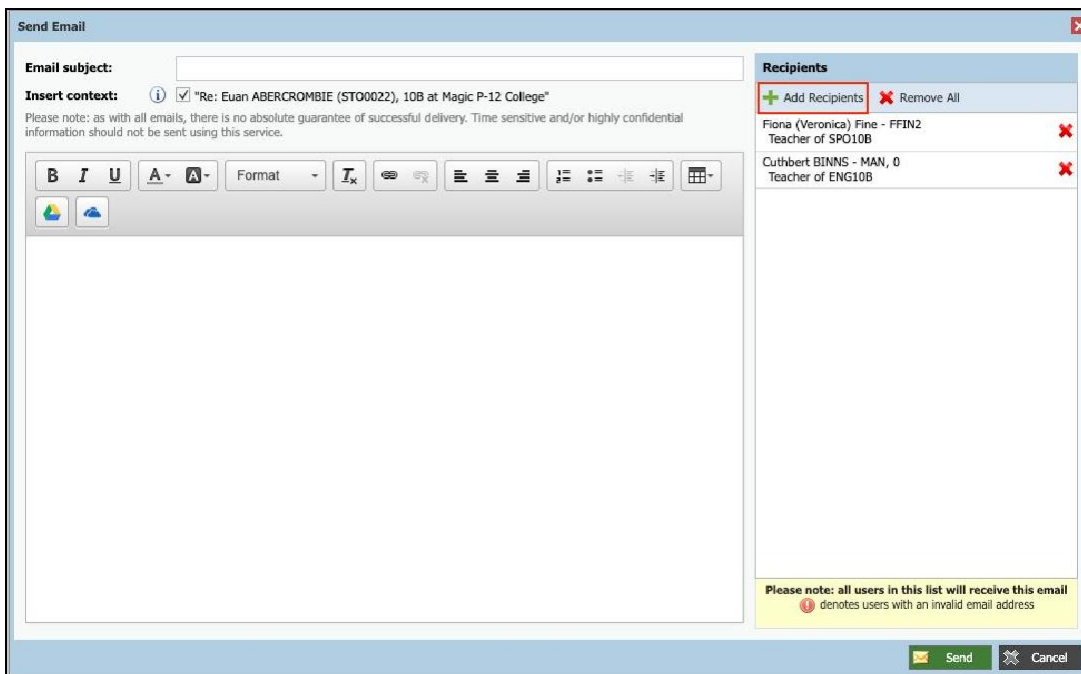
To email your child's teachers, click the option listed under the name on your dashboard.



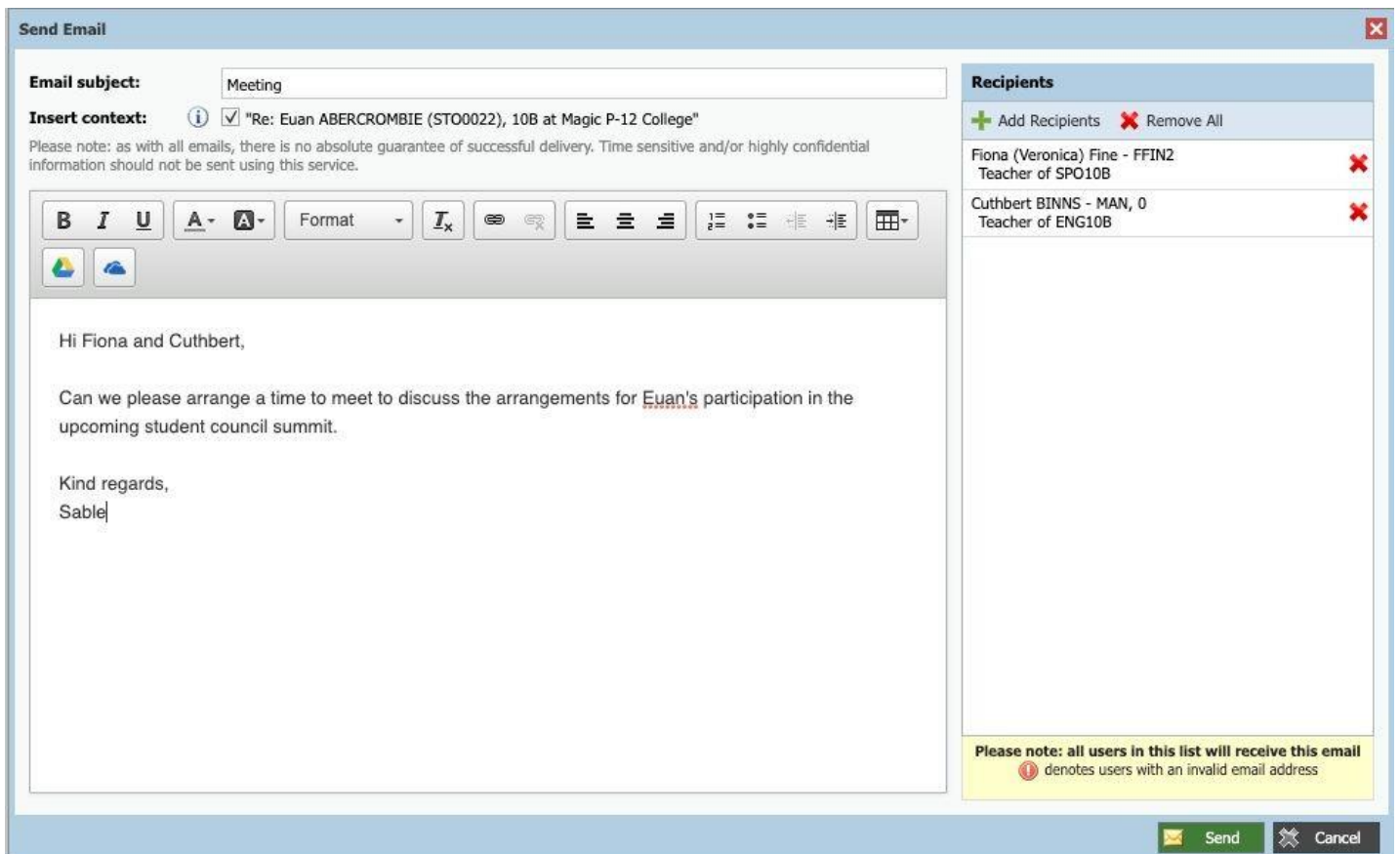
This will open the email box with all your child's teachers pre-loaded as recipients. Remove any teachers that the email is not relevant to by clicking the red cross next to their name.



To add any additional staff, click 'Add Recipients'



Add in your subject information and email content. Click 'Send' to issue to the listed recipients.



How To: Consent and Pay for an Event

If your child has an upcoming event that requires your consent and/or payment, you will see an alert on your homescreen.

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Stephen CORNFoot

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Compass

My News

- Order your MSP school photos**
You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!
- Course Confirmation/School Payments**
Course confirmation and/or school payments available for completion. Click here to proceed
- Parent Student Teacher Conference**
2020 Parent Teacher Interviews
Click here for booking
- Event Consent/Payment Required**
There is 1 event awaiting your consent and/or payment. Click here for more information
- Attendance: Attendance Note Required**
Euan was recorded as 'not present' or 'late' without explanation. Click here for more information
- Magic High's School Fete**
Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)
Aug 3rd by Sunil Stiney

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Action Centre Events Volunteering History

Event

Euan ABERCROMBIE
1 events

Melbourne Zoo
Wednesday, December 16th 2020, 8:30 am
Wednesday, December 16th 2020, 3:25 pm

Awaiting consent and payment	Due 09/12/2020	\$50.00	>
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Click the event you wish to action.
You will see the details of the event.

1 Event information

Description and educative purpose
Trip to the Zoo.

When and where

Location	Start	Finish
Melbourne Zoo (Off Campus)	Wednesday, December 16th 2020, 8:30 am	Wednesday, December 16th 2020, 3:25 pm

Additional details
Students are not permitted to bring mobile devices.

Dress code
Full School Uniform

Resources

There are no resources.

Next will be any administrative information that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section.

2 Administrative questions

Medical Information
Details of medical conditions, allergies and medications being taken (already on file)

Name	Action Plan
Headaches Can have occasional headaches	No Attachments
Asthma	Download

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

I acknowledge that the above Action Plan is still current.


Are there any additional medical conditions, allergies, medications or ailments?
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

The 'Events' tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.

Action Centre **Events** Volunteering History

Upcoming events Upcoming Events ▾

 **Euan ABERCROMBIE**
2 events

Remote Expo- Future Careers Wednesday, September 9th 2020, 9:45 am Wednesday, September 9th 2020, 11:45 am	Attending	Due 18/08/2020	\$0.00	>
Melbourne Zoo Wednesday, December 16th 2020, 8:30 am Wednesday, December 16th 2020, 3:25 pm	Awaiting consent and payment	Due 09/12/2020	\$50.00	>

How To: Pay School Fees

When school fees are issued for payment, you will see an alert on your dashboard.

Click the alert and you will be taken to the Course Confirmation page.

You will see any fees requiring payment listed and their status. Click the one you need to action.

Confirmation/Payment Process	Status
2020 School Charges: Year 7 - 10 - ABERCROMBIE, Euan (STO0022)	Not Started

*Completed via payment plan.

This will take you into that fee cycle. It will include information from the school, items for payment (some will be mandatory, others voluntary as determined by the school), agreements and some administrative questions. Work your way through the content

At the end you will be required to process the payment. If there is an option to pay via a payment plan, this will display as a payment method.

How To: View your child's Learning Tasks

Learning Tasks are used to issue homework, projects and assignments. They can also be used to provide assessment and feedback on work being completed in class.

To view your child's tasks, click the 'Profile' option for that child on your dashboard.

Welcome to the Magic P-12 College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Stephen CORNFOOT

- Profile (Attendance, Schedule, Reports)
- Send email to Stephen's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Order Photos

Euan ABERCROMBIE

- Profile (Attendance, Schedule)
- Send email to Euan's teachers
- Add Attendance Note (Approved Absence/Late)
- Order Photos
- Book Parent Student Teacher Conference

Compass

My News

Order your MSP school photos

You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!

Course Confirmation/School Payments

Course confirmation and/or school payments available for completion. Click here to proceed

Parent Student Teacher Conference

2020 Parent Teacher Interviews. Click here for booking

Event Consent/Payment Required

There are 2 events awaiting your consent and/or payment. Click here for more information

Attendance: Attendance Note Required

Euan was recorded as 'not present' or 'late' without explanation. Click here for more information

Magic High's School Fete

Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :)

Aug 3rd by Sunil Stiney

This will take you to their profile page. Click to their 'Learning Tasks' tab. Here you will see their tasks listed.

Student: **Euan ABERCROMBIE - 10B, Year 10** Active

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

Code	Learning Task	Status	Result	Actions
99 Biology	CAT 1: Evolution by Natural Selection Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	
99 Biology	CAT 2: Excellent Ecosystems Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	
99 Biology	Overall Result Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	
99 English	CAT 1: Text response - Holes Subject-wide Task Report: Yes	Due date: 27/03/20 04:00 PM Submitted: Received Late	-	
99 English	Overall Result Subject-wide Task Report: Yes	Due date: No due date Submitted: Pending	-	

Note: The school may have archived some past tasks, you can click 'Show Hidden Tasks' to have archived tasks displayed in the list.

Click the title of a task to view the details and any results/feedback provided by the teacher.

The screenshot shows a window titled "Learning Task - CAT 1: Text response - Holes". It has two tabs: "Task Details" (selected) and "Feedback". The "Task Details" tab contains the following information:

- Name:** CAT 1: Text response - Holes
- Due Date:** 27/03/2020 04:00 PM
- Online Submission Enabled:** No

Below this information, the text reads: "Students will complete a written text response that uses content from the novel 'Holes' and addresses the following topic prompt: 'Explain the relationship between Stanley Yelnats and his family. How does this relationship differ from the other kids shown at camp? In what way could Stanley's family relationship have been better?'"

If you have more than one student at the school and wish to view all their Learning Tasks collectively, you can click the pencil icon and select 'Learning Tasks'.

The screenshot shows the Compass portal home page for Mrs Sable BROOKS. A navigation menu is open, showing "Teaching and Learning" with sub-options: "Curriculum", "Learning Tasks" (highlighted), and "School Resources".

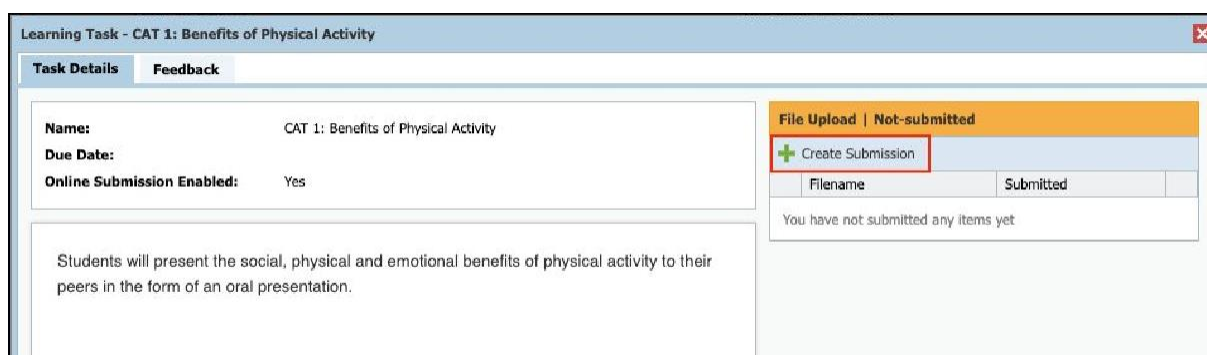
The main content area includes:

- My News** section with several items:
 - Order your MSP school photos**: You can now order your MSP school photo packs through your Compass portal. Click here to place your order today!
 - Course Confirmation/School Payments**: Course confirmation and/or school payments available for completion. Click here to proceed.
 - Parent Student Teacher Conference**: 2020 Parent Teacher Interviews. Click here for booking.
 - Event Consent/Payment Required**: There are 2 events awaiting your consent and/or payment. Click here for more information.
 - Attendance: Attendance Note Required**: Euan was recorded as 'not present' or 'late' without explanation. Click here for more information.
 - Magic High's School Fete**: Magic High School's Fete will be on Friday the 6th of November. Get in early to buy your tickets and receive an additional 3 coupons to spend at our fete stalls! Please email Donna Pollard if you would like any further event information :) Aug 3rd by Sunil Stiney.
- Stephen CORNFOOT** profile with links for Profile, Send email to teachers, Add Attendance Note, View Academic Reports, and Order Photos.
- Euan ABERCROMBIE** profile with links for Profile, Send email to teachers, Add Attendance Note, Order Photos, and Book Parent: Student Teacher Conference.

How To: Submit your child's work for a Learning Task

If you are required to assist your child in submitting work online for a Learning Task, you can do so by going to their 'Learning Task' tab and clicking the title of the applicable task. This can be done via their student login, or from within your parent portal.

When in the task, click 'Create Submission'. If you don't see this option, it means online submission has not been enabled for this task; please contact the teacher for further assistance.



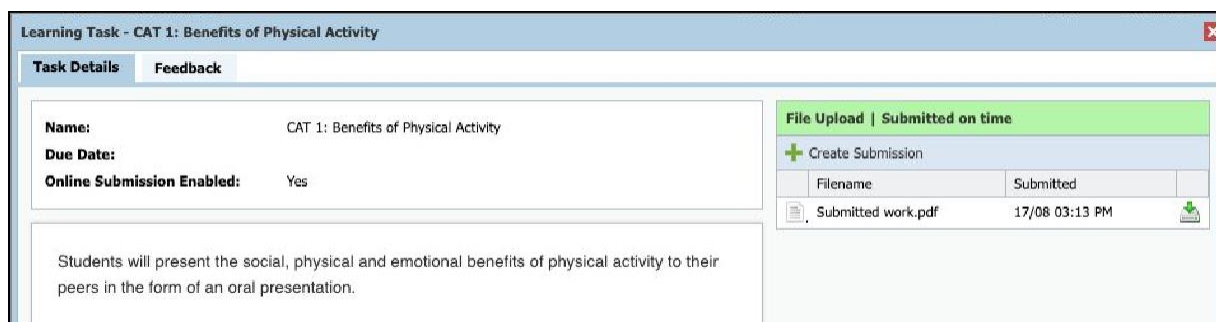
The screenshot shows a window titled "Learning Task - CAT 1: Benefits of Physical Activity". It has two tabs: "Task Details" and "Feedback". The "Task Details" tab is active, showing the following information:

- Name:** CAT 1: Benefits of Physical Activity
- Due Date:**
- Online Submission Enabled:** Yes


Below this information is a text box containing the task description: "Students will present the social, physical and emotional benefits of physical activity to their peers in the form of an oral presentation."

On the right side, there is a "File Upload" section with a sub-header "Not-submitted". A red box highlights a "+ Create Submission" button. Below this is a table with two columns: "Filename" and "Submitted". The table is currently empty, and a message below it states: "You have not submitted any items yet".

Select the file you want to upload from your device, it will then show as a submitted file. You can click the little disk/arrow icon next to the file to download it if at a later date you want to view it.



The screenshot shows the same window as above, but now the "File Upload" section has a sub-header "Submitted on time" in green. The "+ Create Submission" button is still present. The table below it now contains one row:

Filename	Submitted	
Submitted work.pdf	17/08 03:13 PM	

The task details and description remain the same as in the previous screenshot.

How To: View your child's Report

To view your child's report, click the option under their details on your dashboard.

The screenshot shows the 'Welcome to the Magic P-12 College Portal' page. The user is Mrs Sable BROOKS. The page features a 'Compass' logo and a 'My News' section. Under 'My News', there are several notifications: 'Order your MSP school photos', 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. The 'View Academic Reports' link is highlighted with a red box. Below the news section, there are two child profiles: Stephen CORNFOOT and Euan ABERCROMBIE. Stephen's profile has a red box around the 'View Academic Reports' link.

This will take you to the 'Reports' tab of your child's profile. Here you will see any available reports listed. Click the blue title of the specific report you want to access and it will download as a pdf file to your device for viewing.

The screenshot shows the 'Reports' tab for Stephen CORNFOOT - 11D, Year 11. The page is titled 'Student: Stephen CORNFOOT - 11D, Year 11' and has an 'Active' status. The 'Reports' tab is selected. The 'Reports' section shows a table of reporting cycles:

Reporting Cycle	School
2020 - Semester One	Magic P-12 College
2019 - Semester Two	Magic P-12 College
2019 - Semester One	Magic P-12 College
2018 - TT Semester Two - 7-12 - Secondary College (includes Insights and GPA)	Magic P-12 College

Below the table, there is a 'Progress Reports' section with an 'Academic Year' dropdown menu set to '(Currently Relevant)'. A message states: 'There are no graphs available for this Academic Year.'

How To: Book a Teacher Conference

To book a conference with your child's teacher, when a conference cycle is available, you will see an alert on your dashboard.

Click the alert.

The screenshot shows the 'Compass' portal interface. On the left, there are user profiles for Stephen CORNFOOT and Euan ABERCROMBIE, each with a list of actions like 'Profile', 'Send email to teachers', and 'Add Attendance Note'. On the right, a 'My News' section contains several alerts. The 'Parent Student Teacher Conference' alert, dated '2020 Parent Teacher Interviews', is highlighted with a red border and contains a 'Click here for booking' link. Other alerts include 'Order your MSP school photos', 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. At the bottom right, there is a notice for 'Magic High's School Fete'.

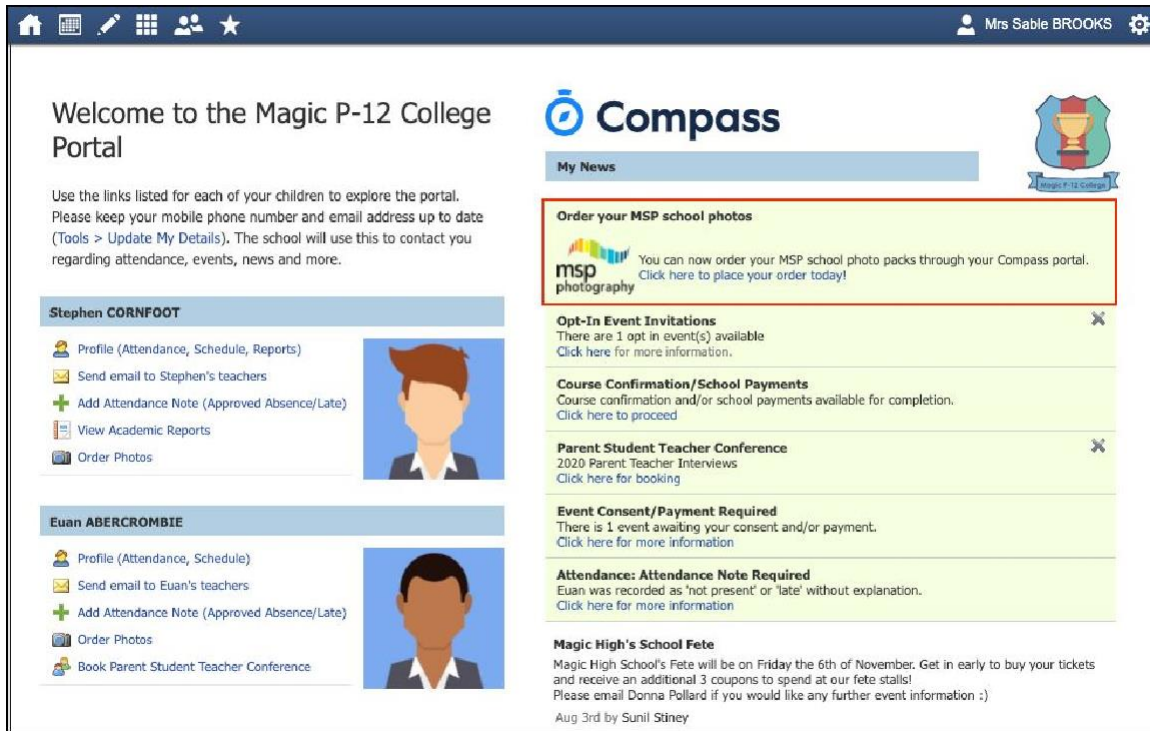
This will take you to the conference cycle and you will see the Welcome message from the school that will include details about the conference.

Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.

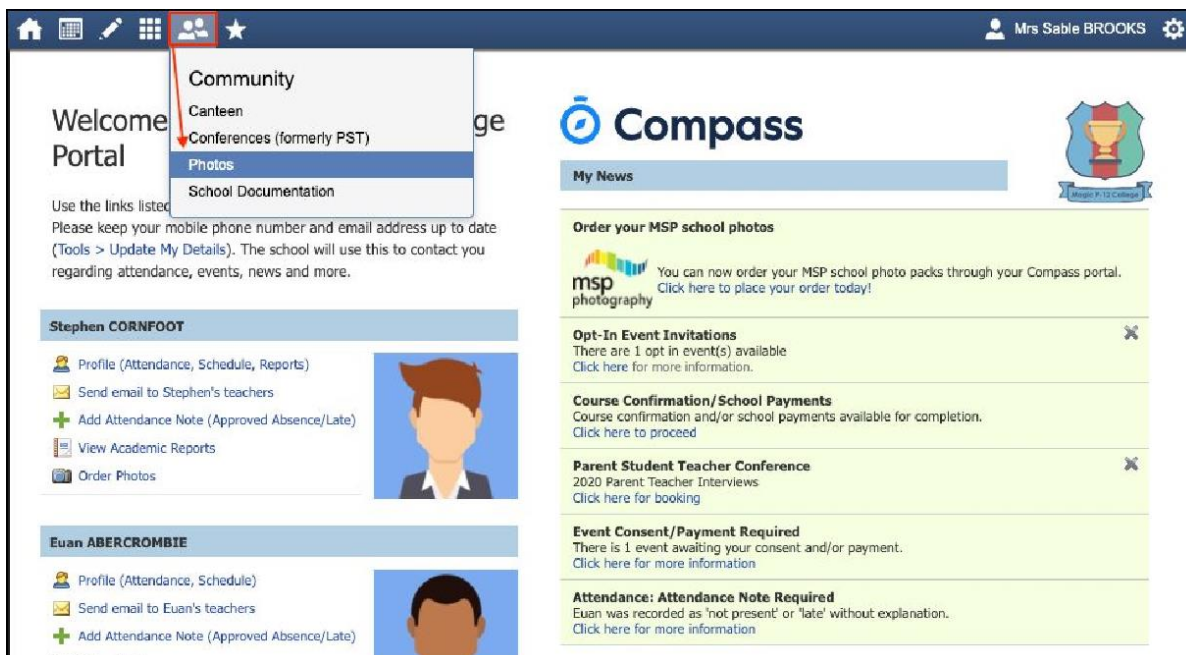
The screenshot shows a 'Welcome' message titled 'Welcome to 2020 Parent Teacher Interviews'. The text reads: 'Hello Magic High School Community, Parents and guardians are invited to make appointments to discuss their child's learning at the upcoming Magic High School Parent Teacher conferences. Conferencing with teachers about your child's progression is one of the most important aspects of providing feedback about your child's learning. By attending these conferences, families are creating an environment that supports learning and progression. Please note, you will need to park in the West wing near the head masters office. If you have any questions about the process of booking in an appointment, please do not hesitate to contact our office on 12345 67890'. The message is signed 'Kind regards, Albus Dorely, Headmaster'. At the bottom, there is a dark button labeled 'Show me How to Book'.

How To: Order School Photos

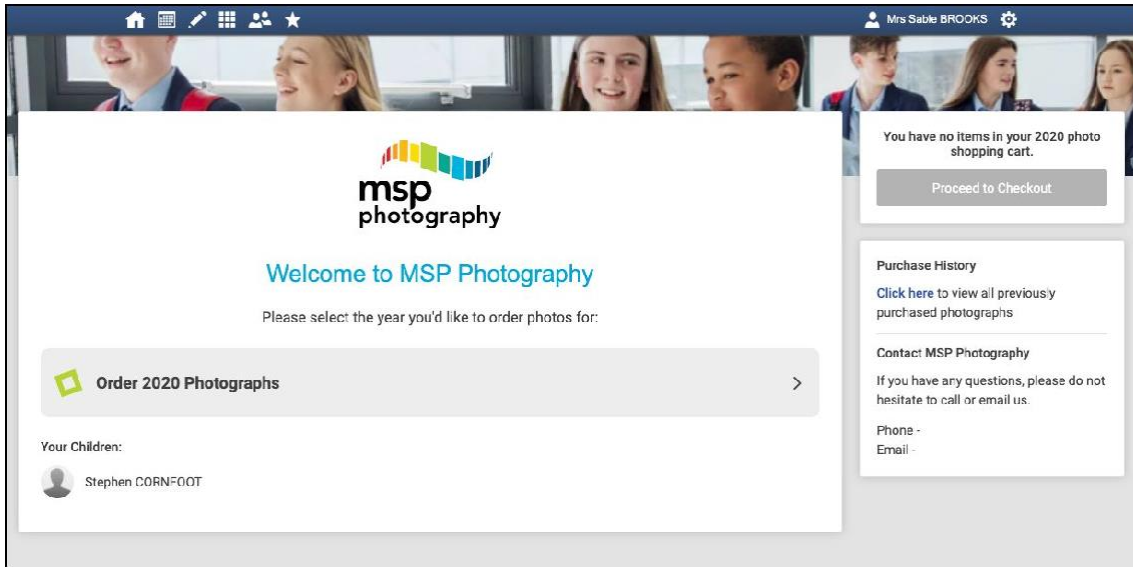
To order your child's school photos, click the link on your dashboard.



Alternatively you can click the people icon at the top of your screen and select 'Photos'.



Click into the current year to order photos. On the right hand side there is an option to view past orders if required.



Add the packs you want to purchase from the available list to your cart and then process the payment.

The Compass School Manager App

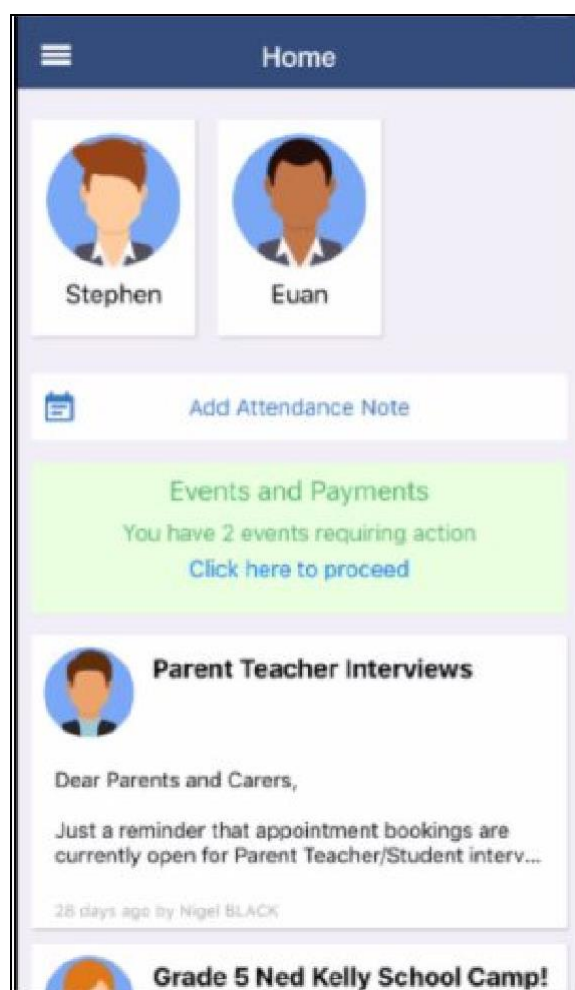
You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.

Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your login details which are the same details you use to login to your Compass parent portal.

When logged in, you will see -

- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note
- Any items requiring your action (alerts) at the top of the screen.
- The newsfeed which you can scroll down through to read.
- A link to the main menu (three little stripes in top left corner)

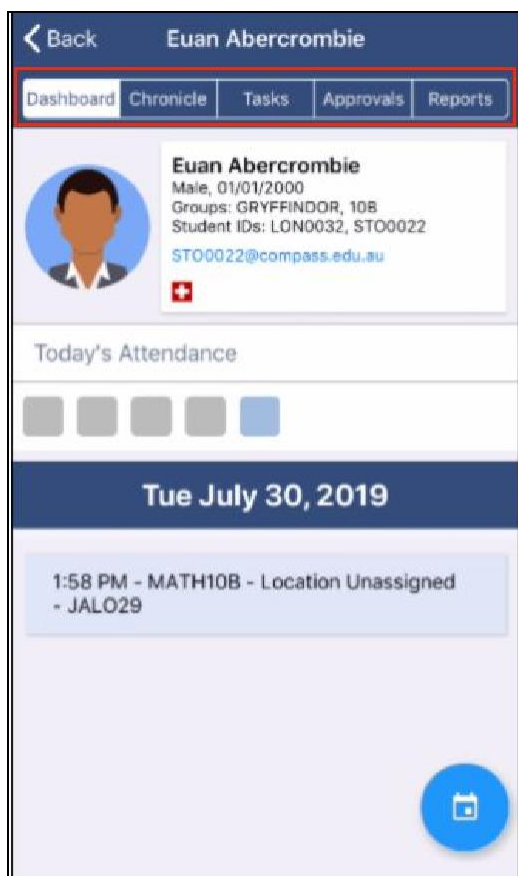
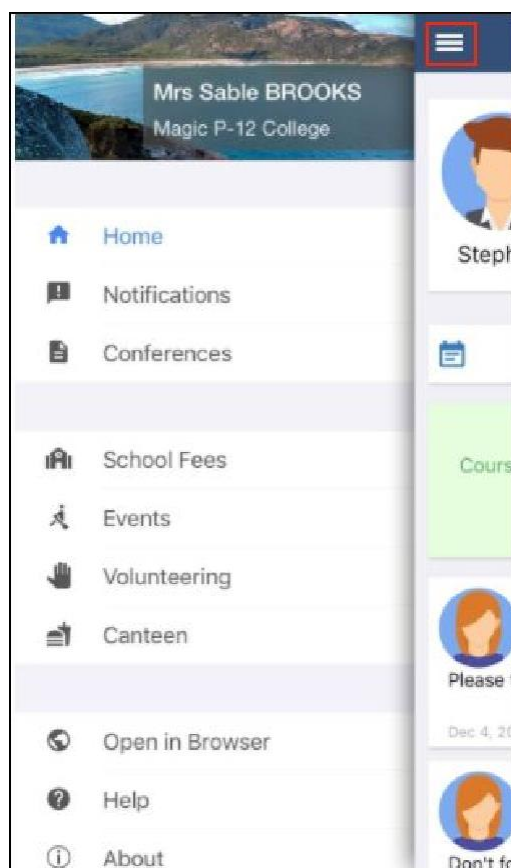


Clicking the menu icon will expand further options.

Some regular actions that you can easily complete via the App are -

- Conferences - allows you to book teacher conferences
- Events - Process consent/payment for your child's upcoming events
- Canteen - Place canteen orders for your child

Note: If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.



To access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports via the App, click their image on your homescreen.

You can then click through the tabs at the top of their profile to access the available information.

Click the 'Back' option in the top right to return to your app home screen at any time.