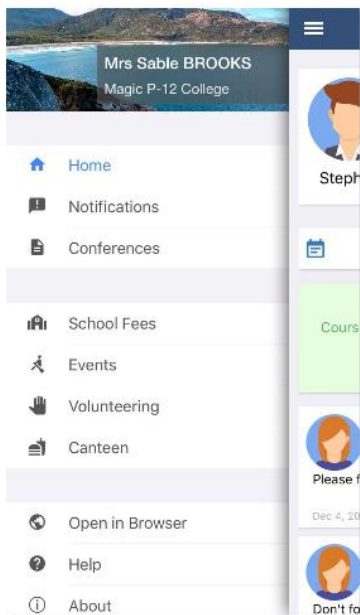


Menu

Selecting the Menu icon from the top left hand corner of the screen will reveal links to some of the available areas in the application.

Alternatively to using the menu, parents will be able to swipe left and right across the App to navigate between pages.



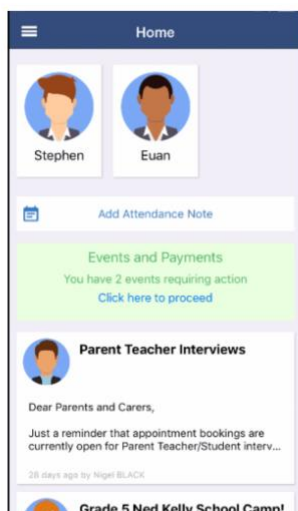
Home Page

The Home page will display each of this parent's children that attend the school across the top.

Parents will see the 'Add Attendance Note' option followed by any notifications for events requiring their action.

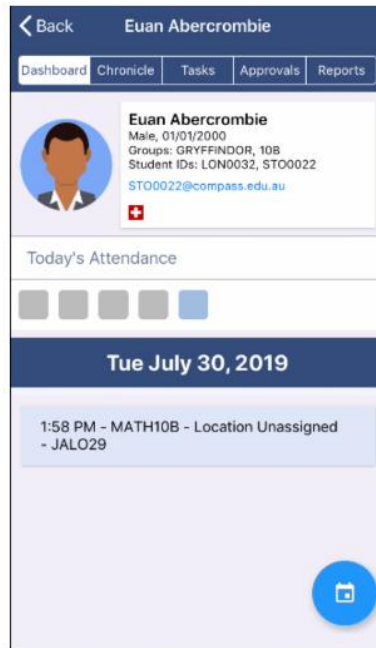
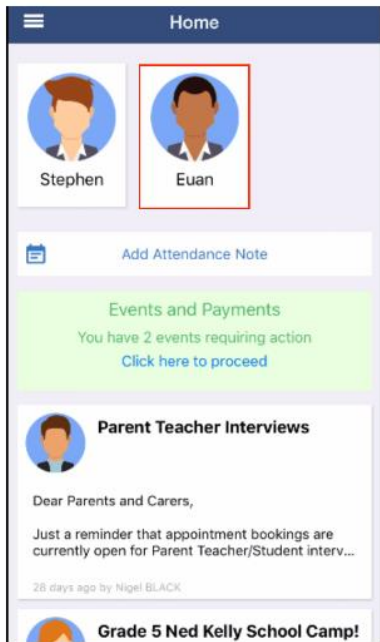
Below this, the Newsfeed will display.

The most recent Newsfeed posts will display at the top (or posts that have been set as 'Priority' items). Parents can scroll down to view all current posts.



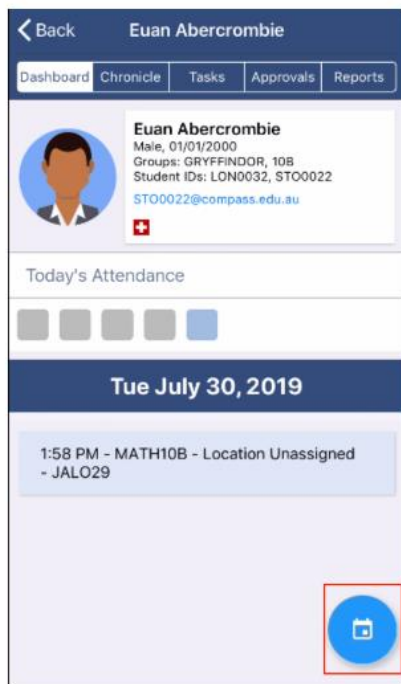
Student Profile

Parents can click on their child, or one of their children, to go to that child's profile screen.

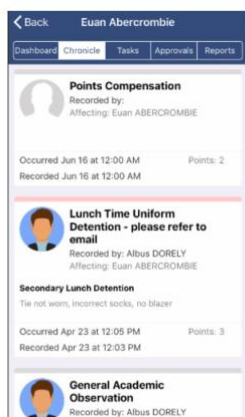


There will be a series of tabs that the parent can swipe across to move through.

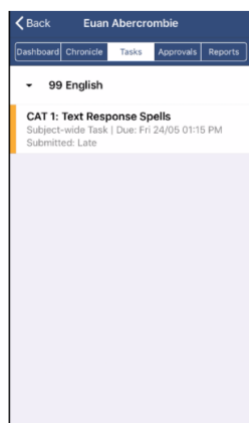
Dashboard - This tab will show some basic information about their child and their ID photo image if there is one on file. It will also show their schedule for today's date. Parents can click the blue icon in the bottom right to view another date.



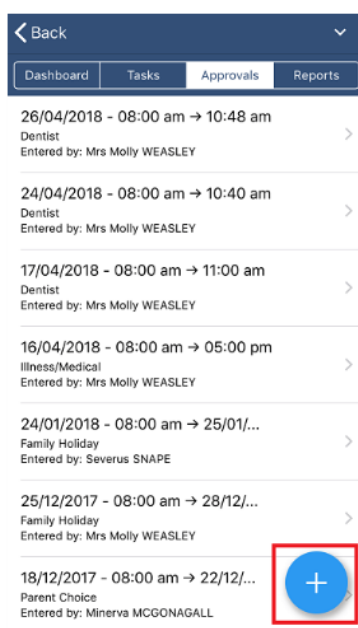
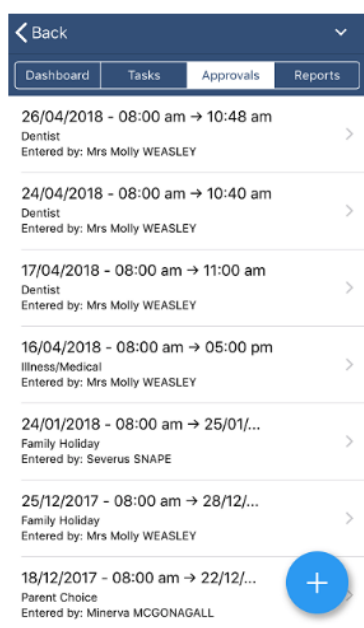
Chronicle - This tab will show any of the student's Chronicle posts that were set as 'Visible to Students/Parents'.



Tasks - This tab will show each of the child's classes. Clicking on a class will expand to show any Learning Tasks for that class. Parents can click on a particular Learning Task to view the details and any results/feedback added by the teacher



Approvals - This tab shows any attendance notes/approvals the child currently has. Parents can click the blue icon in the bottom right to add an attendance note.



When adding a note, parents need to choose a reason from the list of options. They can then add a comment if they need to. They will then need to choose the date range of the note.

The image shows three sequential screenshots of a mobile application's 'Add Approval' form. Each screenshot has a dark blue header with 'Cancel' and 'Add Approval' buttons. The form is divided into sections: 'Reason' (with a dropdown menu), 'Details / Comments' (a text input area), 'Start Date', 'End Date', and 'Missed' (with a link and an information icon). The 'Add Approval' button is at the bottom.

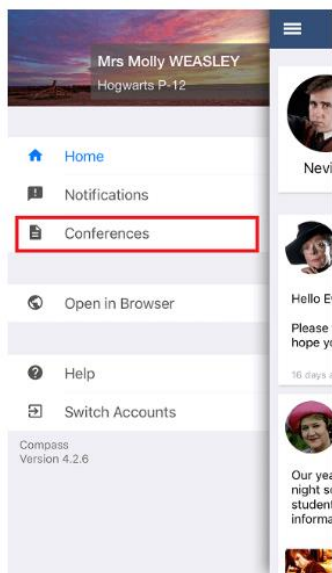
- First Screenshot:** The 'Reason' dropdown is highlighted with a red box and shows 'None >'. The 'Start Date' is '27/04/2018 - 08:00 AM' and the 'End Date' is '27/04/2018 - 05:00 PM'.
- Second Screenshot:** The 'Start Date' and 'End Date' fields are highlighted with red boxes. The 'Start Date' is '27/04/2018 - 08:00 AM' and the 'End Date' is '27/04/2018 - 05:00 PM'.
- Third Screenshot:** The 'Add Approval' button at the bottom is highlighted with a red box.

Reports - This tab will allow parents to download any reports currently available for their child. Reports need to be set as accessible for Parents to be listed.

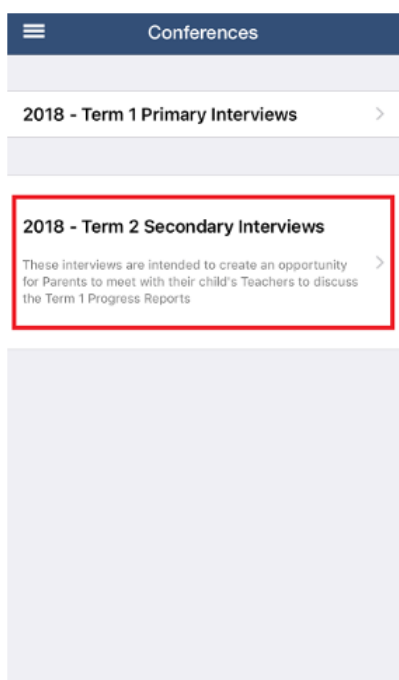
The image shows a screenshot of the 'Reports' tab in the application. At the top, there is a dark blue header with a '< Back' button and a dropdown arrow. Below the header is a navigation bar with four tabs: 'Dashboard', 'Tasks', 'Approvals', and 'Reports'. The 'Reports' tab is selected. The main content area shows a list of reports. The first report is '2018 - SK - Semester One' and the second report is '2017 - SK - Personalised Learning Plan', which is highlighted with a red box. Each report has a small icon to its left.

Conferences

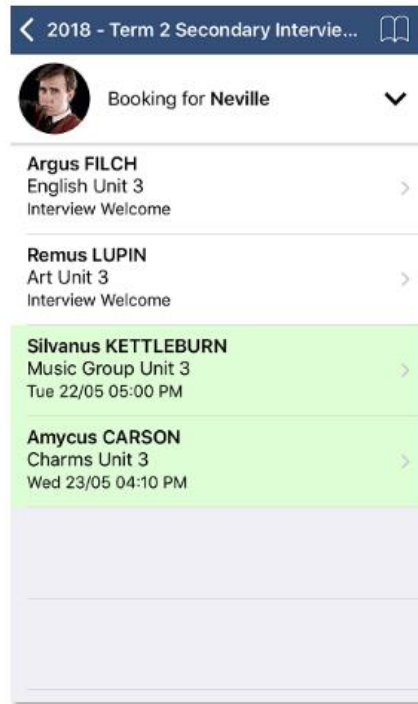
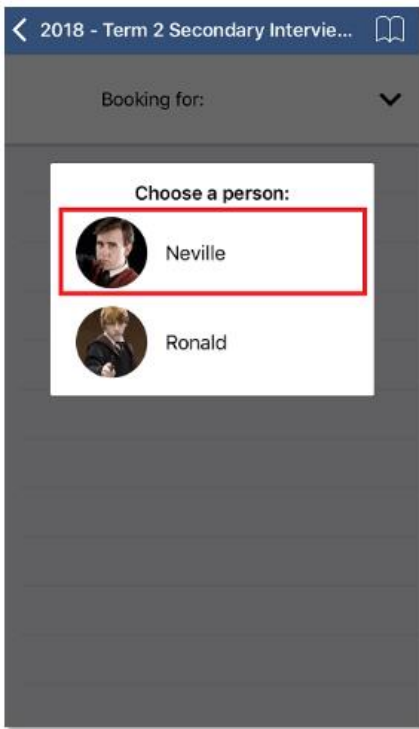
For schools using the Compass Conferences module for Parent Student Teacher Interviews, if a Conference cycle has been set with the Target as 'Parents', then the parent will be able to click on Conferences from their tools menu to make bookings and view existing bookings. If the target audience for a cycle is set to 'Students', parents will not be able to access the cycle (please refer to the Knowledge Base article '[Conferences](#)' for further information).



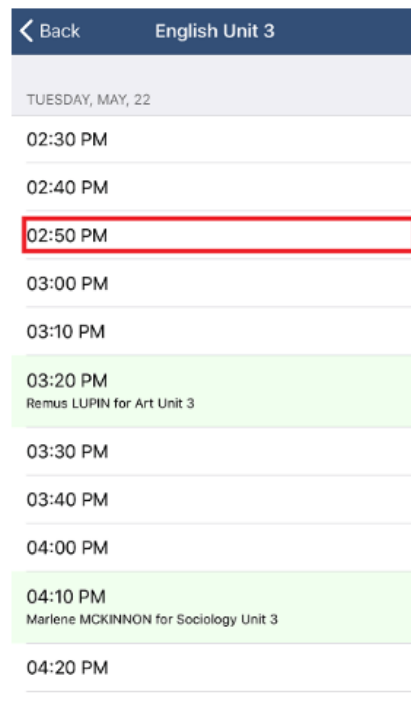
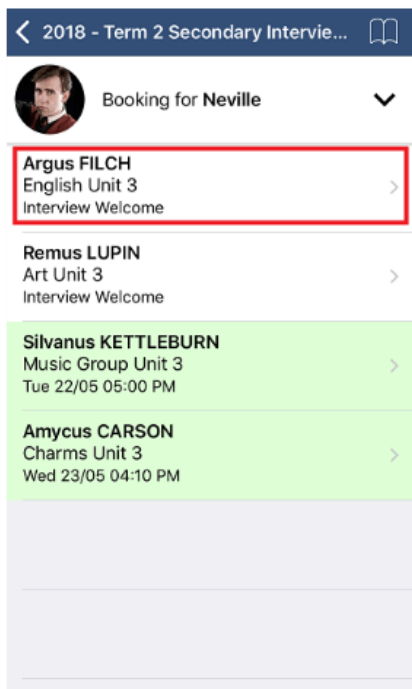
They can then click into one of the cycles to make/edit/view bookings.



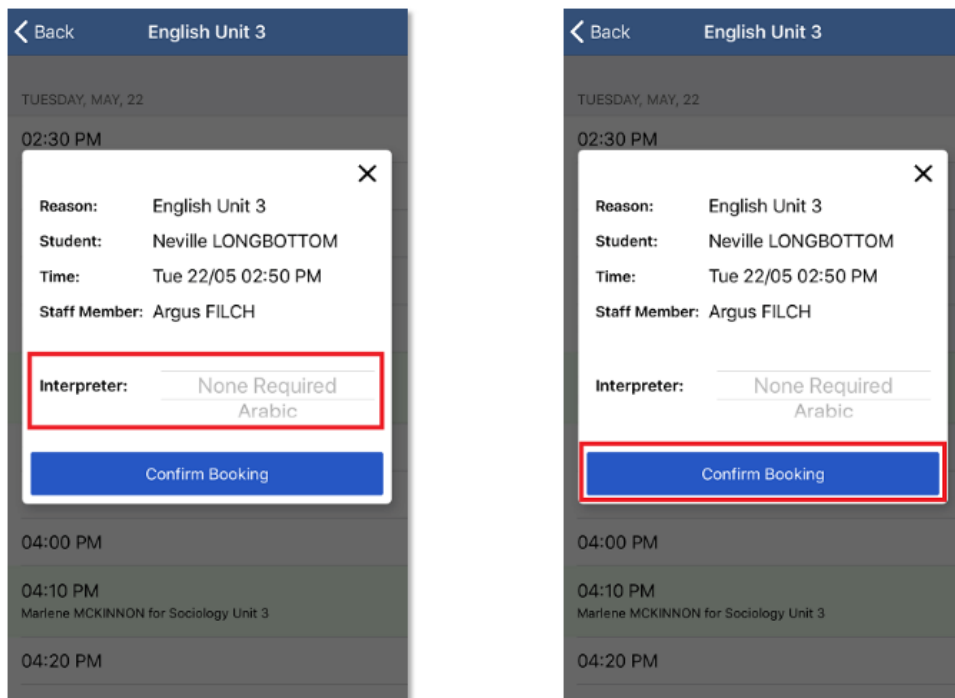
To make a booking, the parent needs to click on the child of theirs they want to make bookings in relation to. This will open a screen of the potential staff they can book with. Staff showing in white indicate the parent has not yet booked with them; staff showing in yellow indicate the staff member requires an interview but a booking has not yet been made. Staff showing in green indicate the parent has made a booking with them.



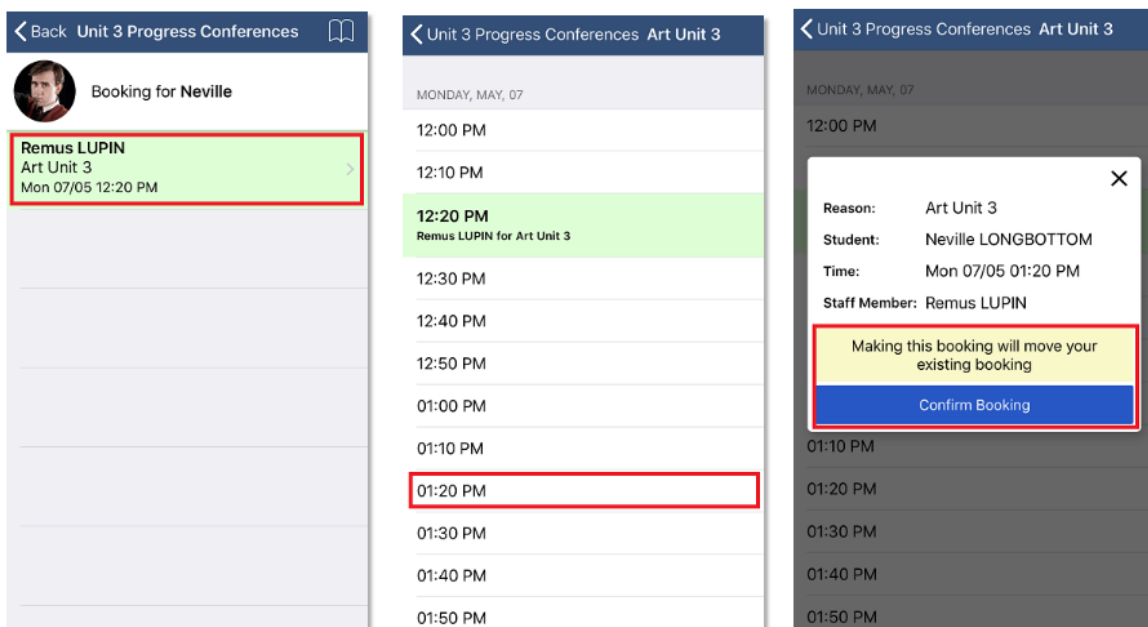
Parents need to then click on the staff member they want to make a booking with. This will show them a list of available time slots for that staff member. The parent can click the time they want to book.



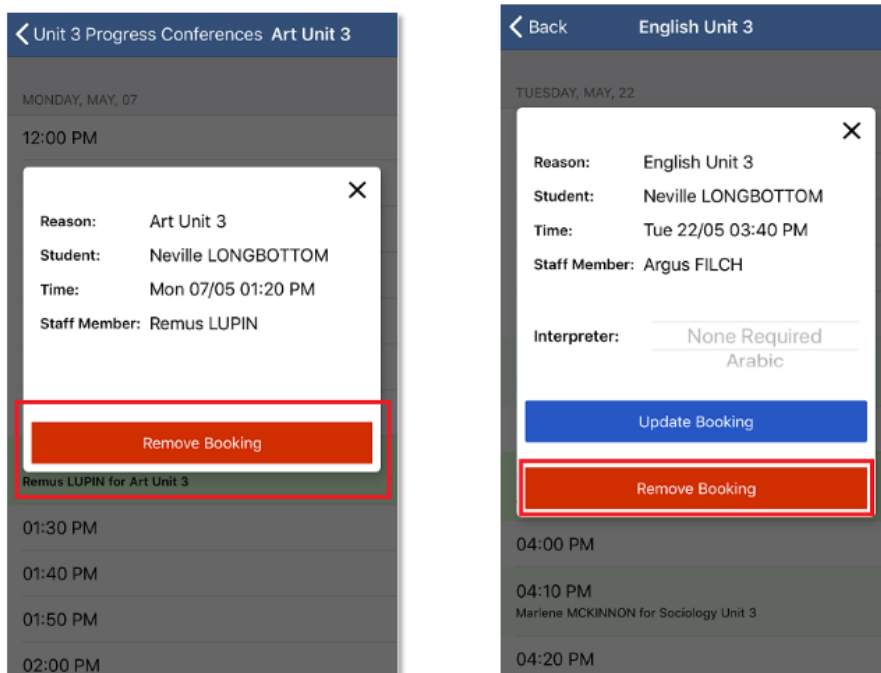
If the parent requires an Interpreter and the school has the applicable one available, the parent can select the language from the list of options. They can then click 'Confirm Booking' to secure the time slot.



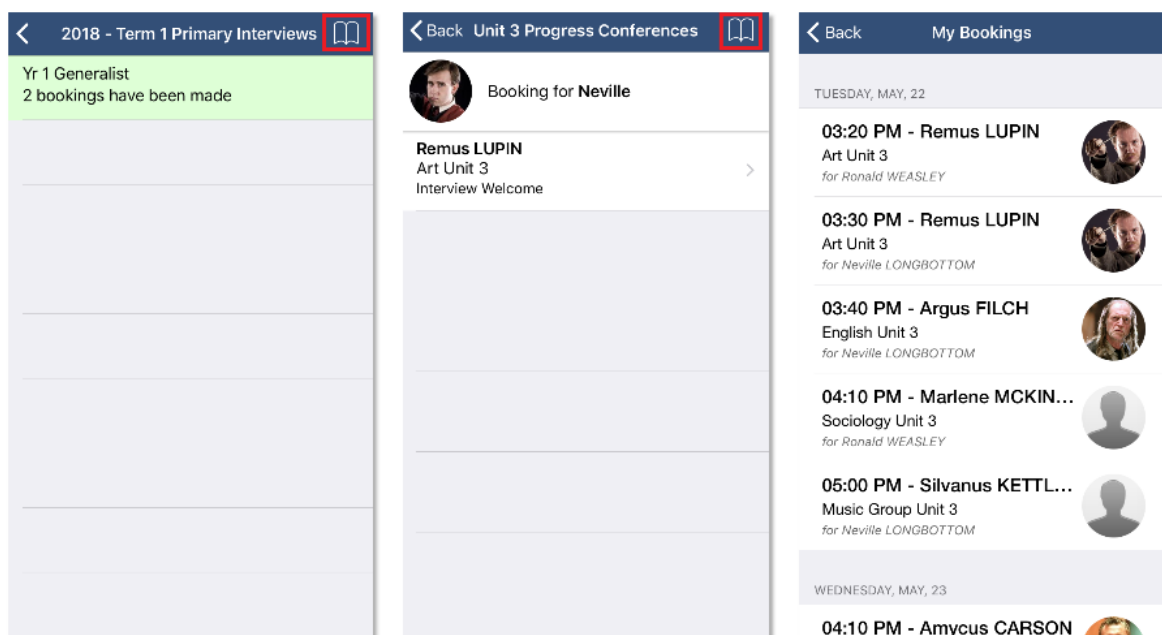
To move a booking, click the teacher the booking is with. Click the new time slot you would like to book and the confirmation will then remove the existing booking and update to the newly chosen timeslot.



To delete a booking, the parent can click on the existing booking and choose the 'Remove Booking' option.

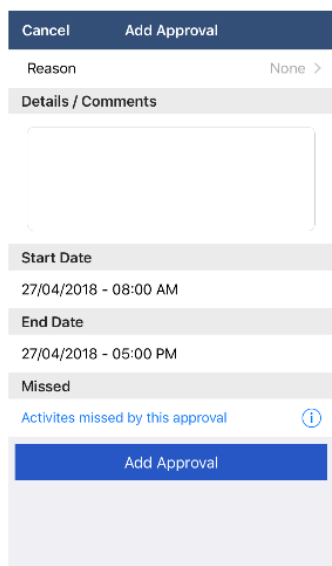


If the parent wants to view their bookings for a conference, they can click the applicable cycle and then click the book icon in the top right hand corner



One Time Attendance Note via SMS

For schools using an automated Attendance SMS to advise parents of their child's absence (please refer to the [SMS Knowledge Base article](#) for further details), parents will receive a link in the SMS that will expire after the designated time set by the school. If the parent chooses to click the link it will take them into the App to the Notes/Approval screen for that specific absence allowing them to easily add an approval.



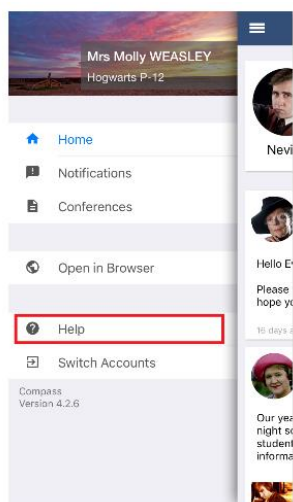
If they click the link in the SMS after it has expired they will receive a message indicating the link has expired and that they will need to log into the App or the full site to add a note.

The default expiry period is 48 hours however schools can choose their own expiry period so it can vary school to school. To check your school's expiry setting, please refer to the [SMS article](#) from our Knowledge Base.

Alternatively they can complete any agreements/questions etc in the app and then close out of the screen and complete the payment aspect manually at the office per your school's standard process.

Get Help

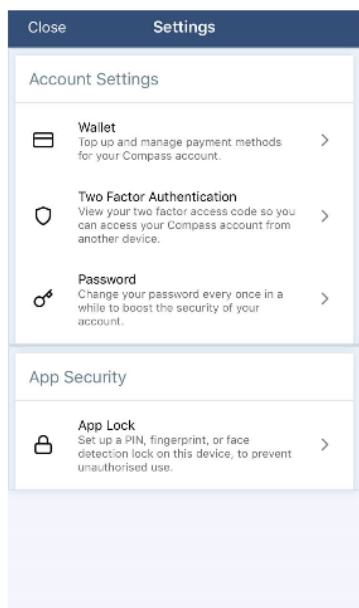
Parents will also have access to a Get Help link



Pressing this link will present the walk through that was shown at the first initial login, if the user selected 'Get more help' upon login. This is a small presentation, which briefly covers some of the sections and functions available for use in the application.

Settings

This section of the menu allows parents to access their Wallet information, set up two factor authentication, change their password and access the App Lock details.



Switch Accounts

Parents will have a 'Switch Accounts' option in their Tools menu. This can be used if they have children at more than one school that uses Compass (i.e. a child in a Primary School and another child in Secondary School). They can use this screen to add their parent user account for each school in the App and then click into 'Switch Accounts' to toggle between their accounts

