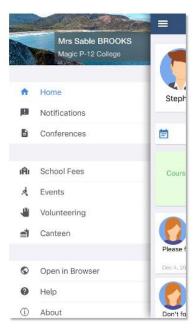


Menu

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.

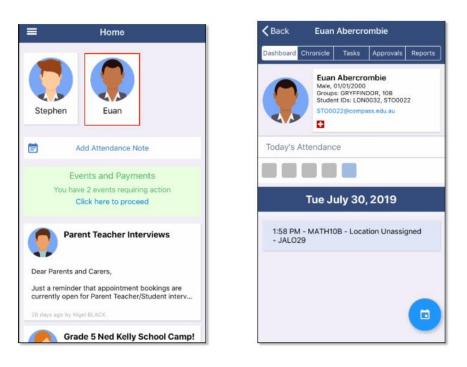
The most recent Newsfeed posts will display at the top (or posts that have been set as 'Priority' items). Parents can scroll down to view all current posts.

- 10. 	Home
Stepher	n Euan
*	Add Attendance Note
	Events and Payments
Yo	u have 2 events requiring action
	Click here to proceed
0	Parent Teacher Interviews
Dear Pare	nts and Carers,
	ninder that appointment bookings are
	open for Parent Teacher/Student interv



Student Profile

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

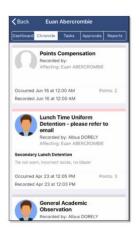


The will be a series of tabs that the parent can swipe across to move through.

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.

く Back	Euan	Abercro	ombie	
Dashboard	Chronicle	Tasks	Approvals	Reports
	Male, Group Stude	Abercro 01/01/2000 s: GRYFFIN nt IDs: LON 022@comp/	DOR, 10B 0032, STO002	2
Today's	Attendand	e		
	Tue J	uly 30	, 2019	
1:58 PM - JALO		0B - Loca	tion Unassig	gned
				•

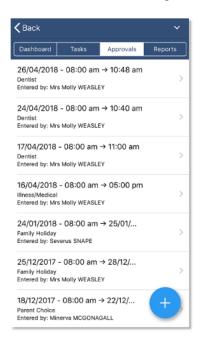
Chronicle - This tab will show any of the student's Chronicle posts that were set as 'Visible to Students/Parents'.



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.



Dashboard	Tasks	Approvals	Reports
26/04/2018 Dentist Entered by: Mr:		n → 10:48 am LEY	
24/04/2018 Dentist Entered by: Mr:		n → 10:40 am LEY	
17/04/2018 Dentist Entered by: Mr:		n → 11:00 am LEY	
16/04/2018 Illness/Medical Entered by: Mr		n → 05:00 pm LEY	
24/01/2018 Family Holiday Entered by: Se		n → 25/01/	
25/12/2017 Family Holiday Entered by: Mr			
18/12/2017 Parent Choice	- 08:00 am) → 22/12/	+

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.

Cancel Add Approval	Cancel Add Approval	Cancel Add Approval
Reason None >	Reason None >	Reason None >
Details / Comments	Details / Comments	Details / Comments
Start Date	Start Date	Start Date
27/04/2018 - 08:00 AM	27/04/2018 - 08:00 AM	27/04/2018 - 08:00 AM
End Date	End Date	End Date
27/04/2018 - 05:00 PM	27/04/2018 - 05:00 PM	27/04/2018 - 05:00 PM
Missed	Missed	Missed
Activites missed by this approval (j)	Activites missed by this approval (j)	Activites missed by this approval (j)
Add Approval	Add Approval	Add Approval

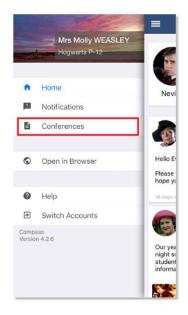
Reports - This tab will allow parents to download any reports currently available for their child. Reports need to be set as accessible for Parents to be listed.

≮ Back ✓					
Dashboard	Tasks	Approvals	Reports		
🖉 2018 -	SK - Semeste	er One			
<i>∂</i> 2017 -	SK - Persona	lised Learning	g Plan		

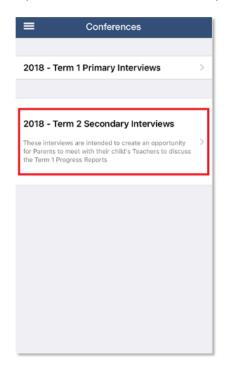


Conferences

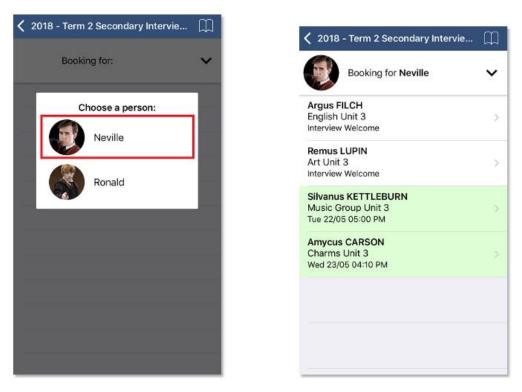
For schools using the Compass Conferences module for Parent Student Teacher Interviews, if a Conference cycle has been set with the Target as 'Parents', then the parent will be able to click on Conferences from their tools menu to make bookings and view existing bookings. If the target audience for a 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).



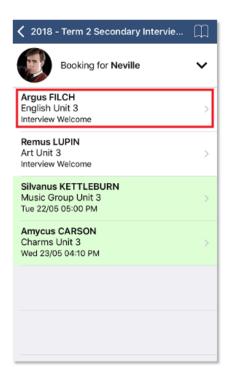
They can then click into one of the cycles to make/edit/view bookings.



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.



< Back	English Unit 3
TUESDAY, MAY, 2	22
02:30 PM	
02:40 PM	
02:50 PM	
03:00 PM	
03:10 PM	
03:20 PM Remus LUPIN for	Art Unit 3
03:30 PM	
03:40 PM	
04:00 PM	
04:10 PM Marlene MCKINNG	ON for Sociology Unit 3
04:20 PM	



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.

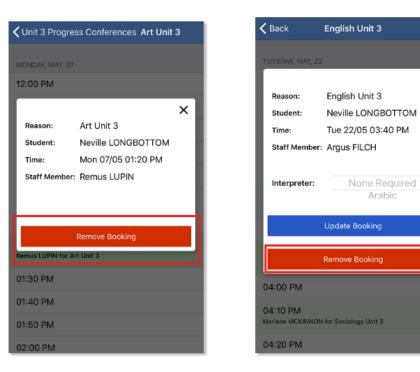
🕻 Back	English Unit 3		< Back	English Unit 3
TUESDAY, MAY, :			TUESDAY, MAY, 2	
02:30 PM			02:30 PM	
(1.00 m	×	1 1	02.001.11	
Reason:	English Unit 3		Reason:	English Unit 3
Student:	Neville LONGBOTTOM		Student:	Neville LONGBOTTOM
Time:	Tue 22/05 02:50 PM		Time:	Tue 22/05 02:50 PM
Staff Membe	er: Argus FILCH		Staff Member	: Argus FILCH
Interpreter:			Interpreter:	None Required
	Arabic			Arabic
	Confirm Booking			Confirm Booking
04:00 PM			04:00 PM	
04:10 PM Marlene MCKINNO	DN for Sociology Unit 3		04:10 PM Marlene MCKINNO	N for Sociology Unit 3
04:20 PM			04:20 PM	

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.

K Back Unit 3 Progress Conferences	Cunit 3 Progress Conferences Art Unit 3	Cunit 3 Progress Conferences Art Unit 3
Booking for Neville	MONDAY, MAY, 07	MONDAY, MAY, 07
Remus LUPIN	12:00 PM	12:00 PM
Art Unit 3 > Mon 07/05 12:20 PM	12:10 PM	×
	12:20 PM Remus LUPIN for Art Unit 3	Reason: Art Unit 3 Student: Neville LONGBOTTOM
	12:30 PM	Time: Mon 07/05 01:20 PM
	12:40 PM	Staff Member: Remus LUPIN
	12:50 PM	Making this booking will move your existing booking
	01:00 PM	Confirm Booking
	01:10 PM	01:10 PM
	01:20 PM	01:20 PM
	01:30 PM	01:30 PM
	01:40 PM	01:40 PM
	01:50 PM	01:50 PM

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

2018 - Term 1 Primary Interviews	Kernel Back Unit 3 Progress Conferences	ш	く Back	My Bookings
Yr 1 Generalist 2 bookings have been made	Booking for Neville		TUESDAY, MA	Y, 22
	Remus LUPIN Art Unit 3 Interview Welcome	>	03:20 PN Art Unit 3 for Ronald W	1 - Remus LUPIN
			Art Unit 3	1 - Remus LUPIN
			English Un	1 - Argus FILCH it 3 DNGBOTTOM
			04:10 PN Sociology for Ronald W	
			Music Gro	I - Silvanus KETTL up Unit 3 оковоттом
			WEDNESDAY,	MAY, 23
			04:10 PN	1 - Amycus CARSON 🧥

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.

Cancel	Add Approval	
Reason		None >
Details / Co	omments	
Start Date		
27/04/2018	- 08:00 AM	
End Date		
27/04/2018	- 05:00 PM	
Missed		
Activites mi	ssed by this approval	(i)
	Add 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

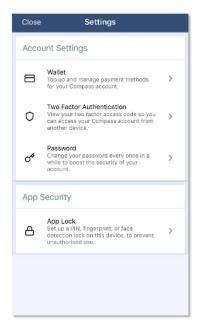
Parents will also have access to a Get Help link

	Mrs Molly WEASLEY Hogwarts P-12	
A	Home	Nev
	Notifications	
B	Conferences	
Ø	Open in Browser	Hello E Please
0	Help	16 days a
€	Switch Accounts	6
lomp /ersio	ass n 4.2.6	
		Our yea night s studen informa

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

	Mrs Molly WEASLEY Hogwarts P-12	=
•	Home	Ne
p	Notifications	_
	Conferences	1
0	Open in Browser	Hello Please hope
0	Help	16 days
€	Switch Accounts	6
Comp. Versio	183 n 4.2.6	Our ye night stude inform