



Quick Guide to Compass


Compass URL: <https://aiacp-vic.compass.education>

Compass is a web-based system that is accessible on any modern web browser (Chrome, Safari, Firefox, Internet Explorer) or by using the compass iOS or Android Apps. Search for 'Compass School Manager' in the store.

Using Compass allows you to access up-to-date and meaningful information about our 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 absences or lateness.
- Communicate with your child's teachers.
- View your child's timetable and the school calendar.
- Monitor your child's homework and assessment tasks.
- Download and view your child's progress and semester reports.
- Book parent-teacher conferences.
- Pay and provide consent for events, activities, excursions and incursions.


News Feed (My News):

- Make sure to tap on the item to reveal all the information and attachments contained in the post.
- The top section (green posts) are notifications that require your action or attention (absence notification, event consent, report availability, etc.)
- Click on the  in the app to reveal the notification section.

Student Profile:

- The profile can be accessed by clicking on 'Profile' next to your child's photo.
- 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, and academic reports, navigate through the tabs along the top of the profile.

Attendance:

- Using Compass, you can view up-to-the-second attendance information for your child.
- To view your child's attendance, click on the student profile link on the home page then click the attendance tab.
- To enter a parent approval for a specific absence:
 - o From the Compass home screen, click  Add Attendance Note (Approved Absence/Late)
 - o From the pop-up window:
 - Select the reason
 - Enter a brief description of the absence.
 - Select the start and finish time.
 - Click the save button.
- Where possible, parent approval should be entered prior to the absence occurring.

Navigating via a web browser



'Home' to access the following:

- o Newsfeed
- o Your child's profile (attendance, schedule, reports)
- o Reporting absences.



'Teaching and Learning'

- o To view school resources
- o To access Learning Tasks



'Organisation'

- o To view events' details (activities, excursions, incursions)
- o To provide consent/payment for an event.



'Community'

- o To book parent/teacher conferences.



'Favourites'

- o To access various links (school's website, newsletter, etc.)



'Settings'

- o To update your details, email address, phone number and change your password.

Navigating via the App

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

- **Dashboard:** To view the daily schedule.
- **Chronicle:** to view sick bay entries and positive/negative behaviour.
- **Approvals:** to report absences.
- **Tasks:** to view learning tasks.
- **Reports:** to view the reports.