

Compass parent portal guide - Mobile Devices

Open your Compass School Manager app and login using your username password or a One-time Code (OTC).

Download the Compass App on your device.

Please ensure you pick the correct School

Glengarry Primary School (WA)

Begin by typing your school name



Glengarry

Glengarry Primary School

Glengarry Primary School (6023)

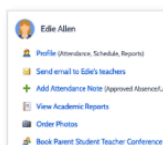
Glengarry Primary School (WA)

Entering an Attendance Note

From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

- 1 From the Compass home screen (or from your student's profile), click the Add Attendance Note item.
- 2 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



What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

Attendance Note Editor

Note Details

Name: Edie Allen

Reason: Medical/Injury

Details/Comments: Feeling unwell - have a medical appointment this afternoon

Potentially Affected Sessions

Activity	Start	Finish
0502N_JSA (Yr 5 Gen...	08/02/2021 09:00 AM	08/02/2021 12:00 PM
0502N_JSA (Yr 5 Gen...	08/02/2021 12:30 PM	08/02/2021 03:30 PM

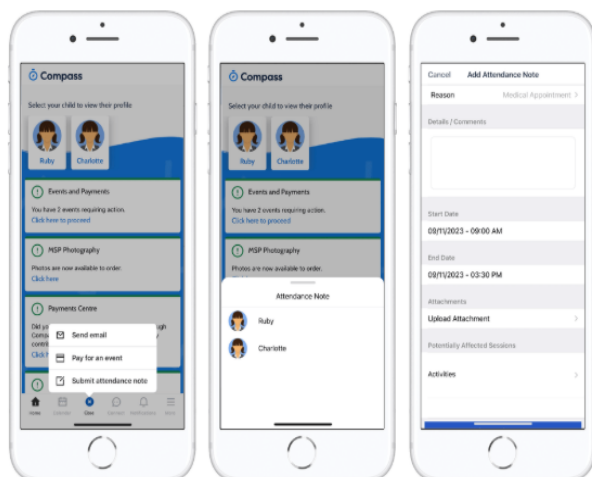
Important Notice

In clicking 'Save' you understand, certify and accept that you are a bonded 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: 08/02/2021 09:00 AM

End: 08/02/2021 03:30 PM

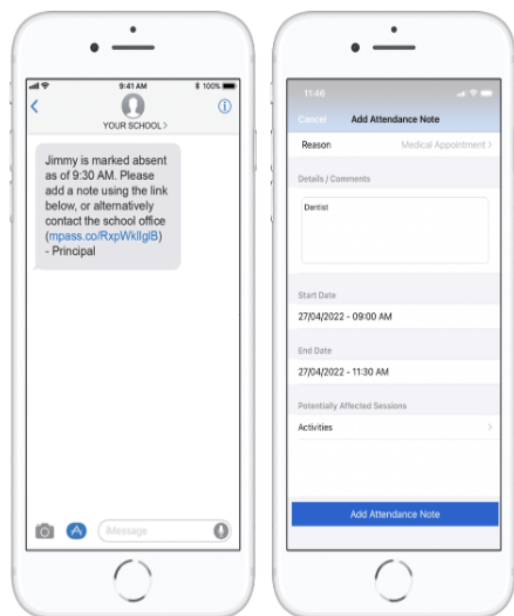
Buttons: Save, Cancel



Using the Compass App

- 1 From the homepage, click on the blue shortcuts button from the bottom taskbar
 - 2 Click on 'Submit Attendance Note'
- Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.



SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

Attendance Summary

Using Compass you can view up-to-the-minute attendance information for your child.

Notes

This sub-tab provides a list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

Daily Snapshot

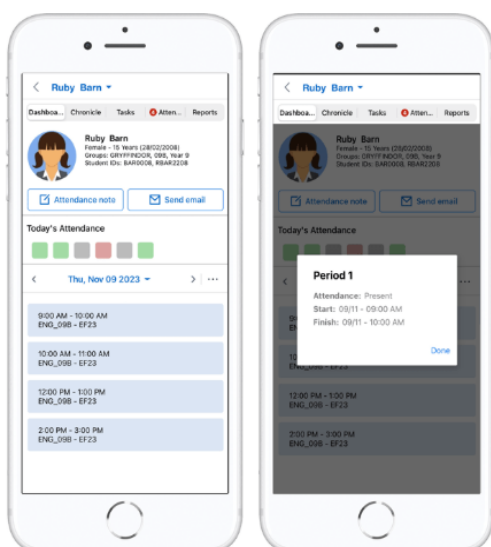
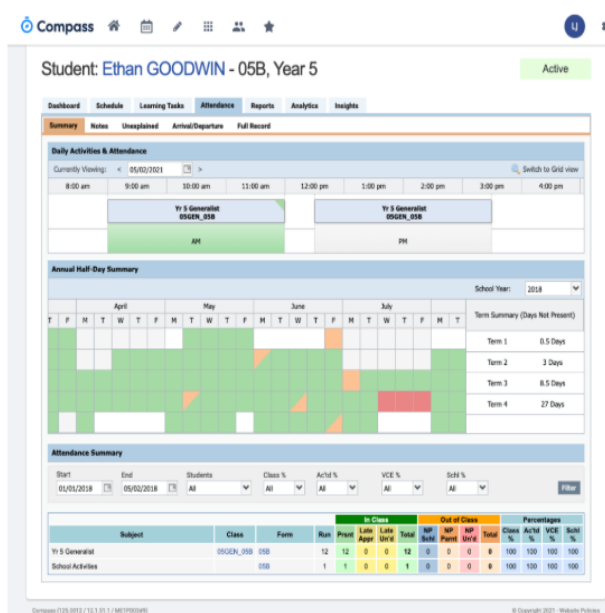
Get a live snapshot of the students whereabouts for the day inc. absences, custom classes and events, sickbay entries and early departures.

Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

Explain Specific Absences

This sub-tab provides a list of all unexplained lates and absences from class. From this tab you can click to approve specific absences.



Using the Compass App

- 1 From the homepage, click on your child's profile picture
- 2 On the Dashboard tab, you can view a summary of your child's attendance for the day
- 3 Click on the coloured square under 'Today's Attendance' to view your child's attendance in class

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

- NP SchNot** present in class and is explained by a school related activity.
- NP ParntNot** present in class and is explained by a parent approval.
- NP Unap** Not present in class with no explanation entered.