

Compass mobile app instructions

A guide for parents

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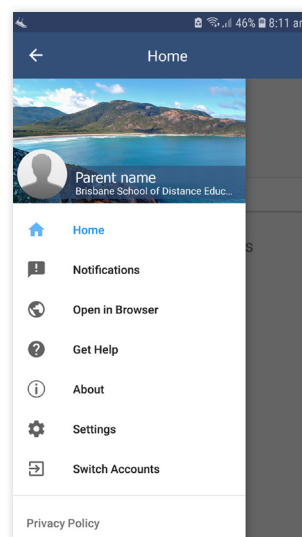
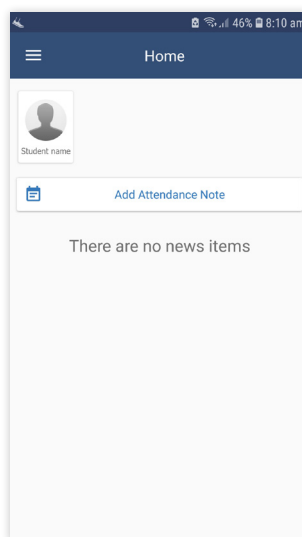
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■ What is Compass?

Compass is BrisbaneSDE’s attendance management system allowing parents to monitor attendance, and enter an explanation for absence or lateness.

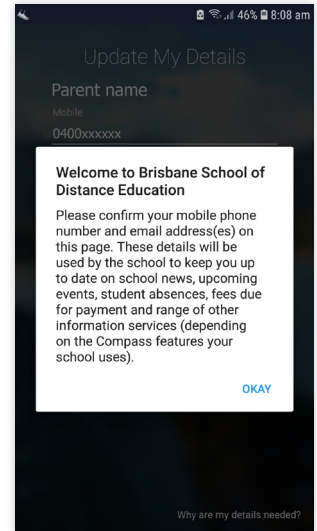
■ How do I download the Compass mobile app?

You can download the Compass app on iOS and Android devices, simply search for Compass School Manager in the app store.

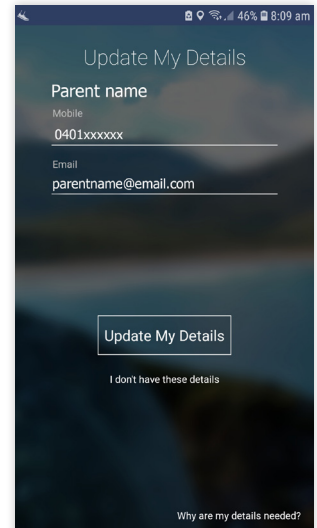


Your first log into the Compass app

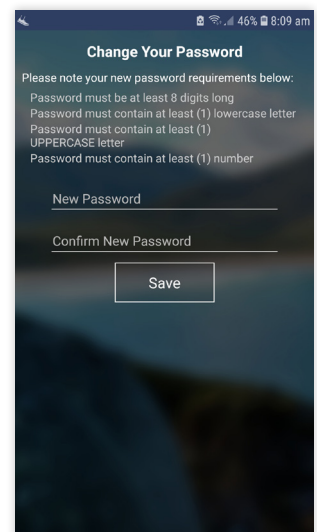
When you first log in, Compass will ask you to confirm your details.



Check and update details as required. Select [Update My Details](#).

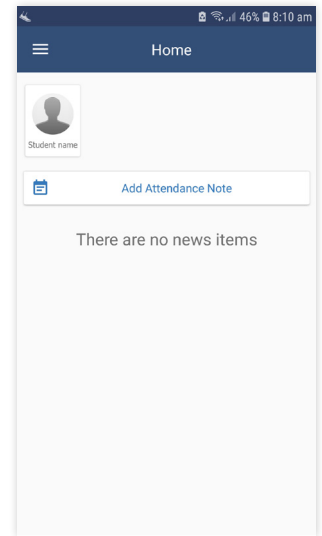


On your first log in, you will also be asked to change your password. If you later forget your password, you can email Community Engagement (communityengagement@brisbanesde.eq.edu.au) to reset your password.



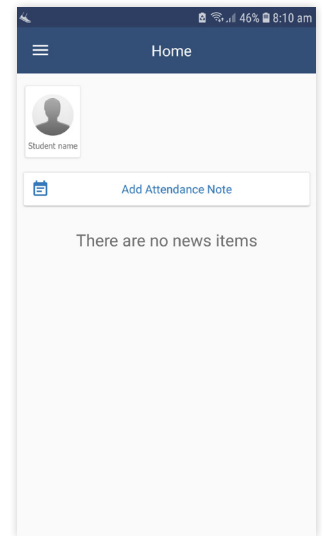
■ Home screen

News will appear on your Home screen.



■ Add an Attendance Note

On the Home screen select Add Attendance Note.



Click on the drop down arrow for reason — only select **Truancy**, **Holiday** or **Illness / Medical Appointments**.

Do not select reasons **Natural disaster** or **Sorry business** on the Compass app.

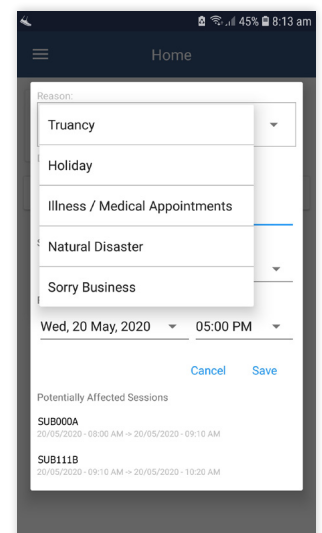
Select **Start Time** and **Finish Time** for the period or day and select **Save**.

For all other absence reasons email or phone absences.

Contact details

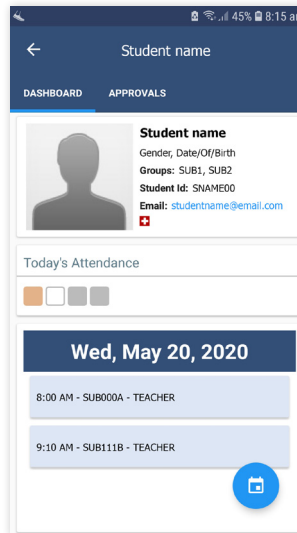
Email: absences@brisbanesde.eq.edu.au

Phone: 07 3727 2666



View attendance and approvals

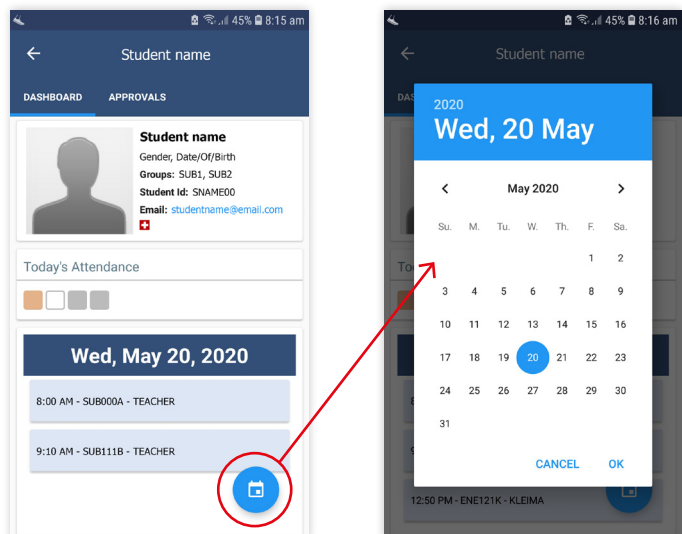
Click on the student image on [Home](#) page and you will see attendance for the day and a list of classes for the day.



Selecting the [Approvals](#) tab will display current approvals.

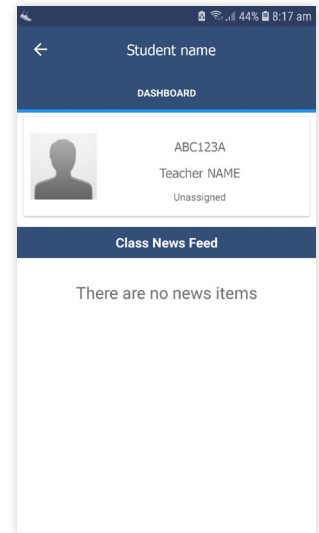


If you click on the [Calendar](#) icon (bottom right), you may choose another day to view approvals and or timetable.



Teacher and class news

If you selected the class from the Student's profile page you will see teacher and any news items for the class.



Compass website

Compass is also accessible on a website via any modern web browser (Internet Explorer, Firefox, Chrome, Safari).

To access the parent portal, go to <https://brisbanesde-qld.compass.education>.