

# **Compass website instructions**

# A guide for parents

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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 access the Compass website?

Compass is accessible on any modern web browser (Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

- 1. To access the parent portal, go to https://brisbanesde-qld.compass.education.
- 2. To log in you will require your unique family username and password. These details have been emailed to you. Upon first login, you will be required to change your password and confirm your email address and mobile phone number.

If you need your password reset, please email Student IT (<u>Student\_IT@brisbanesde.eq.edu.au</u>).





#### The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

Your children are listed on the left of the screen.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

#### News

Recent school news items and information relevant to you are listed on the right of the screen. This may include newsletters, details of upcoming events and attendance information regarding your student.

The Tools icon allows you to update your contact details and change your password.

## **Entering an Attendance Note**

An attendance note is used to explain when you child is absent or late for class. From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

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

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Welcome to the Brisbane School of

**Distance Education Portal** 

Profile (Attendance, Schedule)

dance Note (Ann

Compass

Please note: Only use the Compass application to record absences for the following reasons:

- Truancy
- Holiday
- 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 absences reasons email or phone absences.

#### **Contact details**

Email: <u>absences@brisbanesde.eq.edu.au</u> Phone: 07 3727 2666



🛃 Save 🗱 Cancel



#### **Viewing attendance history**

From the Home screen select your student by clicking on Profile under their name.

Select the Attendance tab.

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Distance Education Dental	
Distance Education Portai	My News
Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you	Attendance: Attendance Note Required Student name was recorded as 'not present' or 'late' without explanation. Click here for more information
regarding attendance, events, news and more.	Attendance: Attendance Note Required Student name was recorded as 'not present' or 'late' without explanation.
Student name	Click here for more information
Profile (Attendance, Schedule) Add Attendance Note (Approved Absence/Late)	Attendance: Attendance: Note Required Student name was recorded as 'not present' or 'late' without explanation. Click here for more information
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Profie (Attendance, Soneoule) Add Attendance Note (Approved Absence/Late)	
Student name	
2 Profile (Attendance, Schedule)	
+ Add Attendance Note (Approved Absence/Late)	

# Attendance notifications

If your child is marked as absent without prior approval you will receive either an SMS or an email. To explain this absence you may:

- enter an attendance note via the Compass website or phone app
- email: absences@brisbanesde.eq.edu.au
- phone: 07 3727 2666.

## Notes/Approvals

From the Home screen select your student by clicking on Profile under their name.

Select the Attendance tab.

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

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ummary Notes/Approvals Ur	explained	Arrival/Depart	ture	Full Record				
Attendance Notes					School Activit	ties		
Add Attendance Note					Start	Finish	Name	Location
Start Finish	Reason	Entered By	٧	Entered	01/01/2020	31/12/2020 🖪		
01/01/2020 🖪 31/12/2020 🖪	~		~	3	31/03/20 09:1	0 AM - 31/03/2	Blackboard outage - ye	UNASSIGNED
27/05/20 08:00 AM - 27/05/20 10:20	Other	(Parent) Na		27/05/20				
25/03/20 08:00 AM - 25/03/20 05:00	lliness /	(Staff) Nam		25/03/20				





## Summary of attendance

The summary sub-tab under Attendance 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.

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

- NP SchlNot present in class and is explained by a school related activity
- NP ParntNot present in class and is explained by a parent approval
- NP UnapNot present in class with no explanation entered.

# Compass apps

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









#### View student's schedule

From the Home screen select your student by clicking on Profile under their name.

0	Welcome back, Parent Name! Brisbane School of Distance Education
<b>2</b> <b>2</b> +	Profile (Attendance, Schedule) Add Attendance Note (Approved Absence/Late)
<b>2</b> +	Profile (Attendance, Schedule) Add Attendance Note (Approved Absence/Late)

#### Select Schedule tab

Parents can view student's classes and released assessment tasks across a week or month.

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board	Schedule Le	arning Tasks Attend	lance					
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	Feb 20, 2022	Mon 21	Tue 22	Wed 23 3.00pm	Thu 24	Fri 25	Sat 26	
6am		E 00- JAF091A - TEACHER	TEACHER	E-00- ARTES # - TEACHER	E-00-JAP151A - TEACHER	E 60 SCR010 - TEACHER		
Sam		9-10: ENG091D - TEACHER	9-10-JAP01A - TEACHER	9:10: MATOPID - TEACHER	9.10. HPE091H - TEACHER	9-10: ART091F - TEACHER		
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2pm								
3pm								
4pm								
Spm								





#### View student results

From the Home screen select your student by clicking on Profile under their name.

0	Welcome back, Parent Name! Brisbane School of Distance Education
2	Profile (Attendance, Schedule)
+	Add Attendance Note (Approved Absence/Late)
1	Profile (Attendance, Schedule)
+	Add Attendance Note (Approved Absence/Late)

#### Select Learning Tasks tab

You can view the assessment task that has been submitted. You can see if the task was submitted on time and what result your student received.

View the breakdown of results for the task by clicking on the task name on the left.

Catanni		Show Hidden Tasks Group by code Academic Year	(Currently Relevant)	•
Code	Learning Task	Status -	Result	Action
Science	Advanced SCI_07_SA1	Due date: No due dote Submitted: Denting	c	٩

