

# 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 (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

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

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 the Community Engagement team ([communityengagement@brisbanesde.eq.edu.au](mailto:communityengagement@brisbanesde.eq.edu.au)).

## The Compass home screen

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

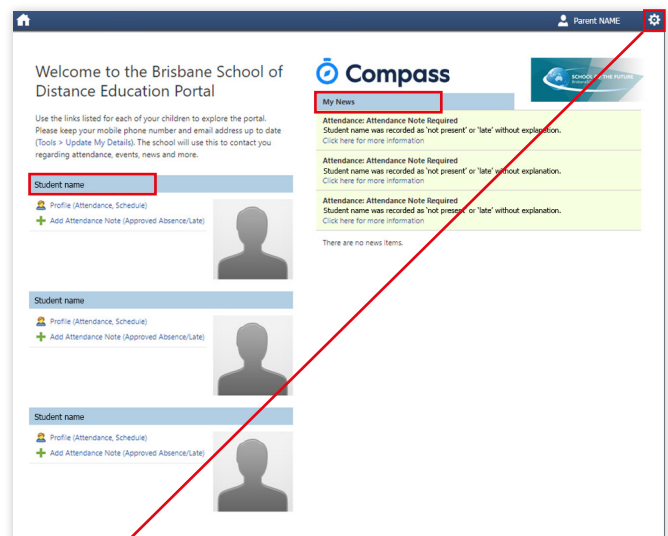
Your children are listed on the left of the screen.

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

### News

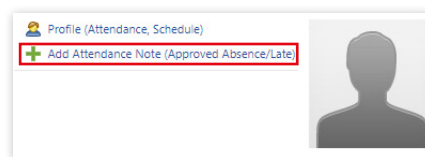
Recent school news items and information relevant to you are listed on the right of the screen. This may include newsletters, details of upcoming events and attendance information regarding your student.

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.

Activity	Start	Finish
SUB000A (Subject)	18/05/2020 08:00 AM	18/05/2020 08:10 AM
SUB111B (Subject)	18/05/2020 09:10 AM	18/05/2020 10:20 AM
SUB222C (Subject)	18/05/2020 10:45 AM	18/05/2020 12:05 PM
SUB333D (Subject)	18/05/2020 12:50 PM	18/05/2020 02:00 PM

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

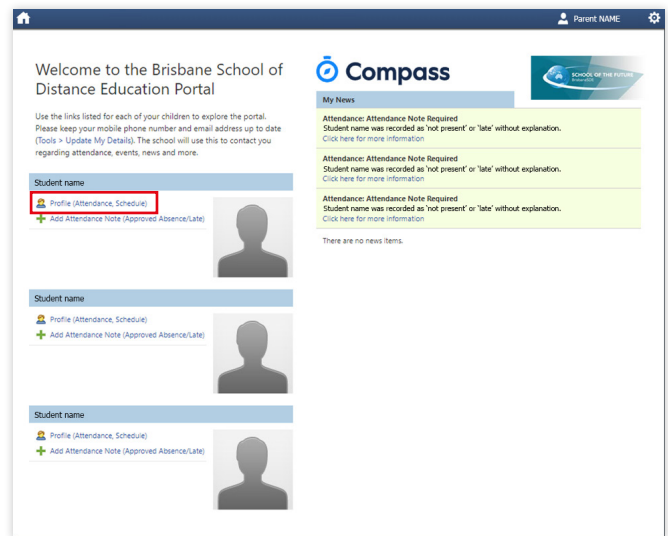
Email: [absences@brisbanesde.eq.edu.au](mailto:absences@brisbanesde.eq.edu.au)

Phone: 07 3727 2666

## ■ Viewing attendance history

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

Select the **Attendance** tab.



## ■ 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:

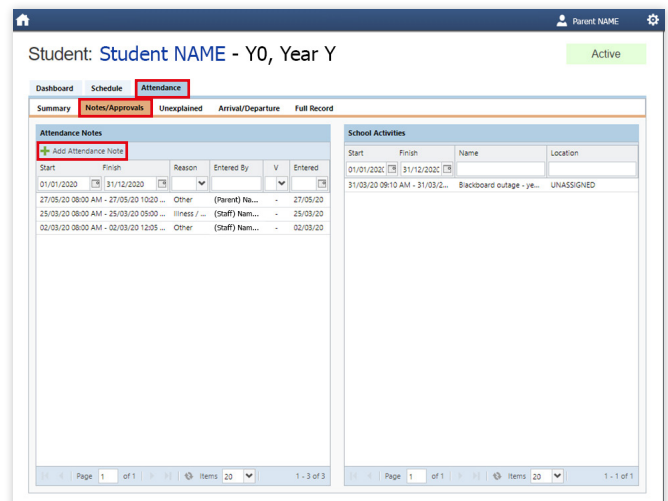
- Enter an attendance note via the Compass website or phone app
- Email: [absences@brisbanesde.eq.edu.au](mailto:absences@brisbanesde.eq.edu.au)
- Phone: 3727 2666

## ■ 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).



## Summary of attendance

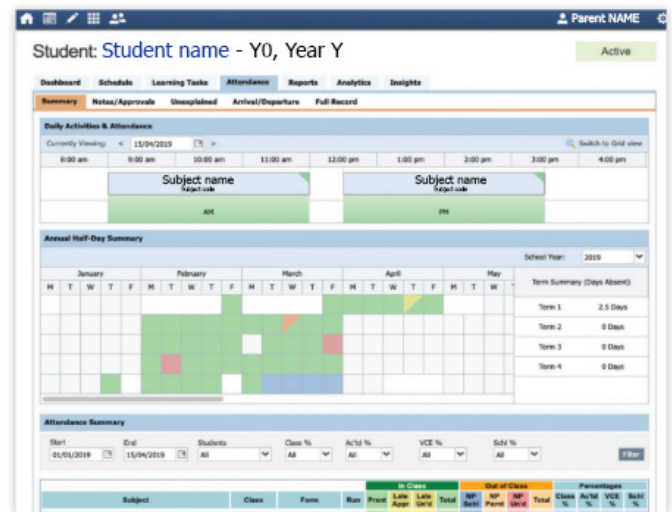
The summary sub-tab under **Attendance** includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

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

**NP SchiNot** 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.

