

Compass website instructions

A guide for school-based supervisors

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■ Compass at BrisbaneSDE summary

- Login at brisbanesde-qld.compass.education
- For all students at your school:
 - view timetables
 - view teacher names
 - view attendance
 - view assessment results
 - provide reasons for absences from class.
- For password reset contact Student_IT@brisbanesde.eq.edu.au.

■ From the Compass online guide

Not all Compass features are utilised - see the following direct links for help with relevant features:

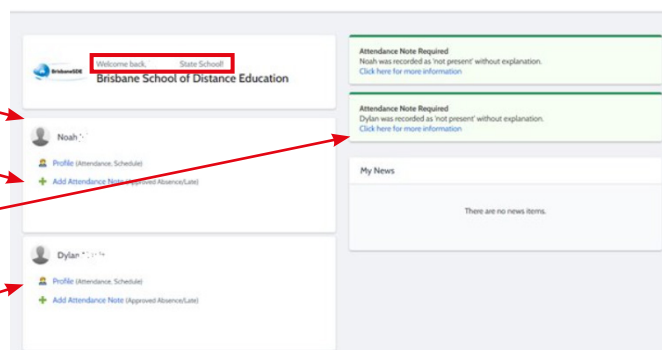
- [Guide to the Compass home screen](#)
- [Guide to viewing attendance and advising absences](#)
- [Guide to viewing assessment results \(Learning Tasks\)](#)



The Compass home page

You can:

- see all of your students at BrisbaneSDE
- add an attendance note for a student
- be prompted about unexplained absences for watch student on the front page
- click on a student profile to view student attendance, timetable or learning tasks.

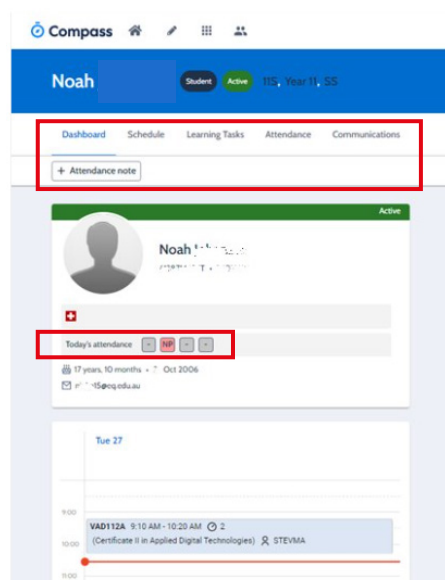


School contact info changes would need to be communicated via BrisbaneSDE School-Based team (changes made in Compass will be overwritten).

Student profile

Looking at a student profile, you can:

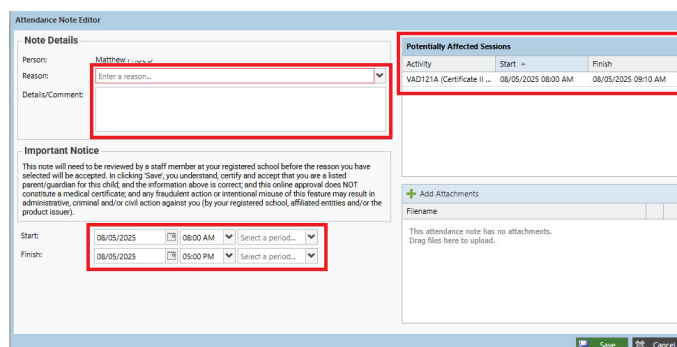
- view today's attendance
- add an attendance note
- click through to view results (learning tasks)
- click through to view full attendance
- view the student's timetable
- see the student's teacher's name.



Explaining a student's absence

Choose *Add Attendance Note* from the home page or student profile.

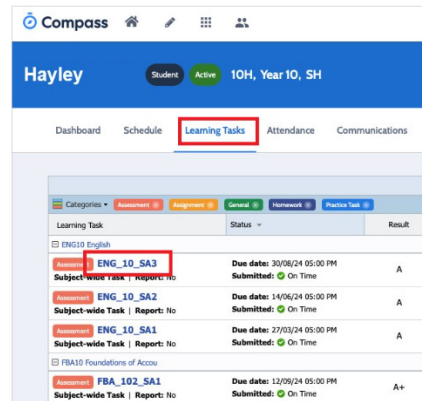
- Choose a *Reason* from the list and explain the absence if further information is necessary. If the provided reasons don't suit, choose one and BrisbaneSDE Attendance Officer will adjust the reason based on the *Details/Comment* provided.
- Check the *Potentially Affected Sessions* listed on the right and adjust the start/finish dates or times if required.
- Click the *Save* button.



Viewing a student's results

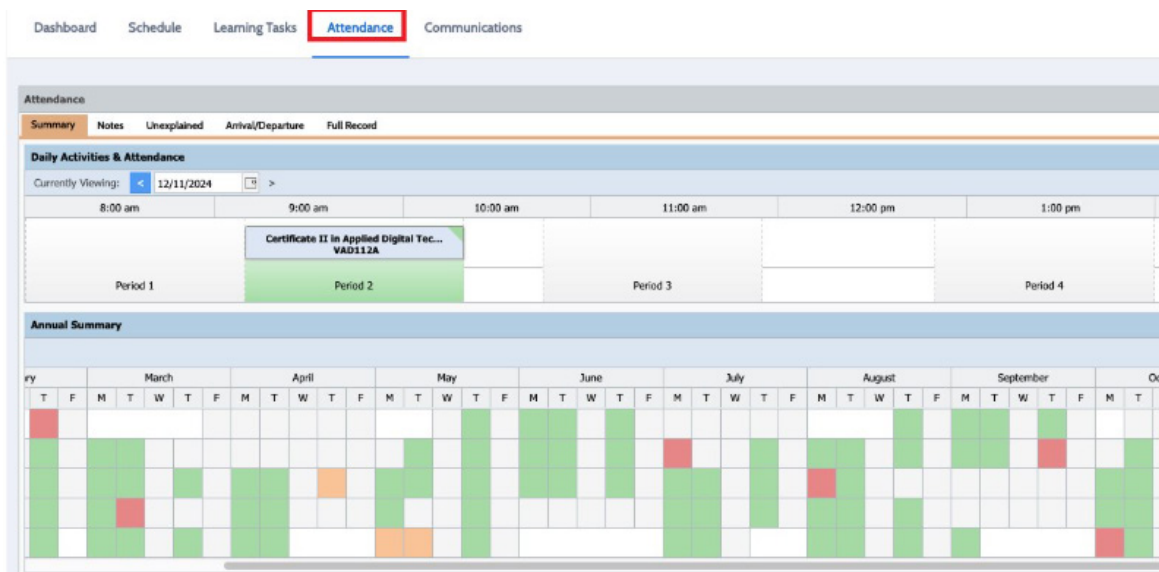
Here you can:

- view all *released* results for any student via their Learning Tasks page
- click on a task name to see results for each criterion.



Learning Task	Status	Result
ENG_10_SA3	On Time	A
ENG_10_SA2	On Time	A
ENG_10_SA1	On Time	A
FBA_102_SA1	On Time	A+

Viewing a student's attendance



Attendance

Summary | Notes | Unexplained | Arriva/Departure | Full Record

Daily Activities & Attendance

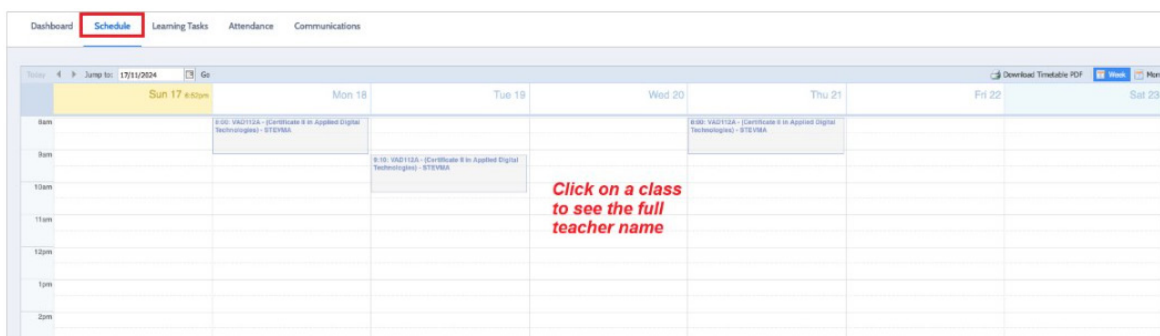
Currently Viewing: 12/11/2024

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm
Period 1	Period 2	Period 3	Period 4		

Annual Summary

Year	March	April	May	June	July	August	September	October
2024	Green, Red	Green, Orange	Green, Orange	Green	Green, Red	Green, Red	Green, Red	Green, Red

Viewing a student's timetable



Dashboard | **Schedule** | Learning Tasks | Attendance | Communications

Jump to: 17/11/2024

	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23
8am		8:00 VAD112A - Certificate II in Applied Digital Technologies - STEVBA		8:00 VAD112A - Certificate II in Applied Digital Technologies - STEVBA			
9am			8:30 VAD112B - Certificate II in Applied Digital Technologies - STEVBA				

Click on a class to see the full teacher name