Brisbane School of Distance Education

BrisbaneSDE

Compass instructions

A guide for students

Contents

■ What is Compass?

Compass is BrisbaneSDE's attendance management system allowing you to view attendance, class schedule and learning tasks and results.
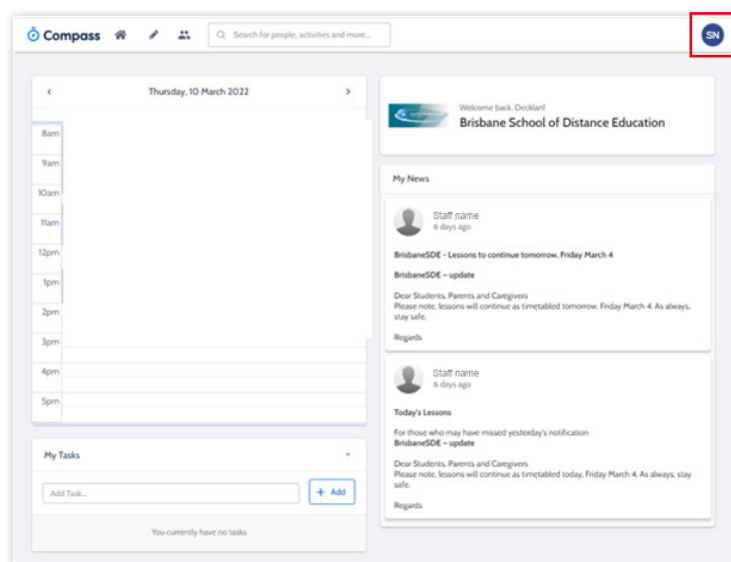
■ How do I access the Compass website?

Compass is accessible on any modern web browser (Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.
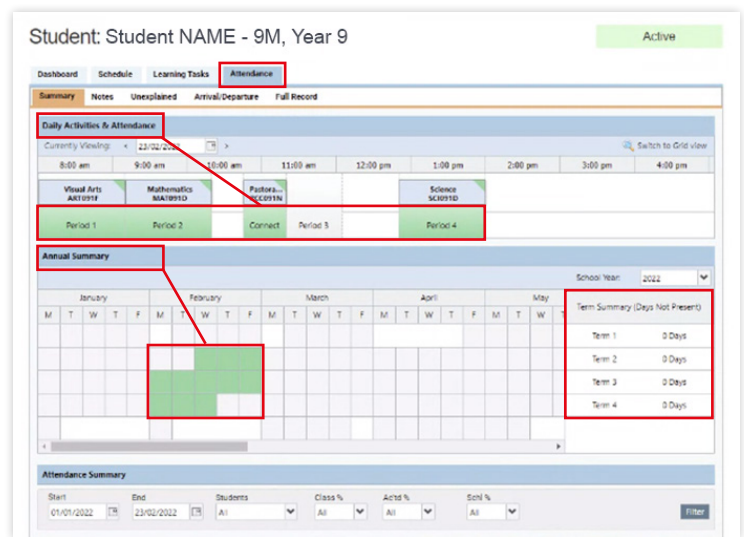
Log into the Compass website using your MIS ID and password.

■ Viewing absences

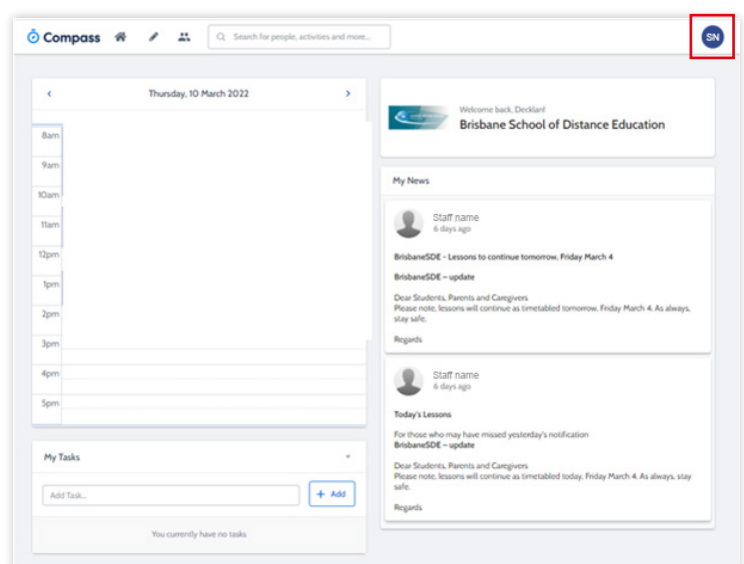1. On the home page, go to the top right-hand corner and click on the circle with your initials.

Queensland Government

2. Select Attendance tab.

3. Your level of attendance can be seen in three different areas:

   a. Daily Activities and Attendance: Daily timetable. It shows the classes you are timetabled to attend and if you were marked present or absent (green — present / red — absent).

   b. Annual Summary: A visual indicator of attendance. It shows how often you have been present or absent in a year.

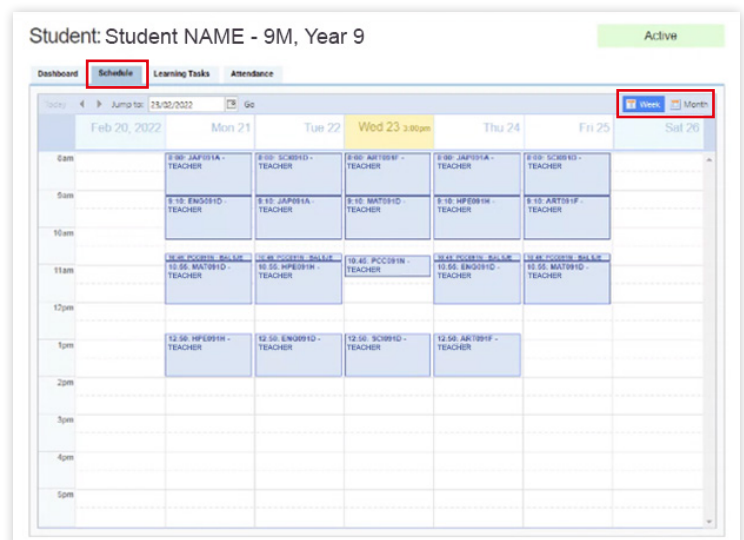   c. Term Summary: The amount of days you have been absent in each term.

■ View your schedule

1. On the home page, go to the top right-hand corner and click on the circle with your initials.
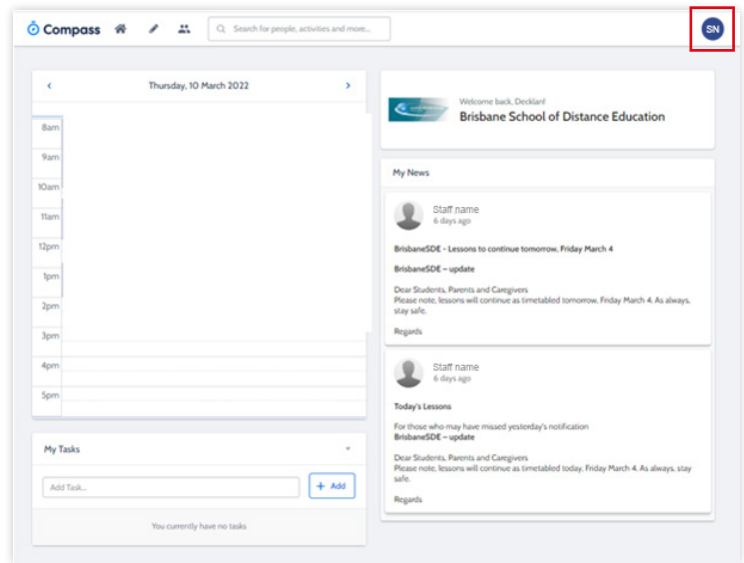

2. Select Schedule tab.

3. You can view your classes and released assessment tasks across a week or month.

■ View your results

1. On the home page, go to the top right-hand corner and click on the circle with your initials.

2. Select Learning Tasks tab.

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

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