

Compass instructions

A guide for students

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■ What is Compass?

Compass is BrisbaneSDE’s attendance management system allowing you to view attendance, class schedule and learning tasks and results.

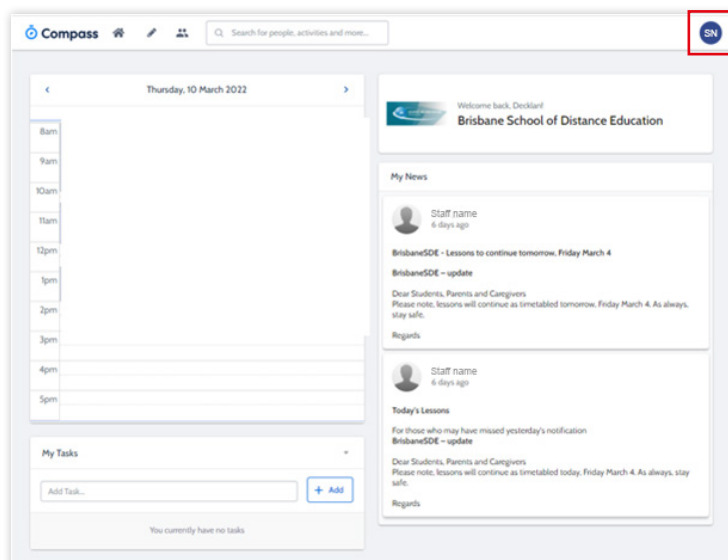
■ How do I access the Compass website?

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

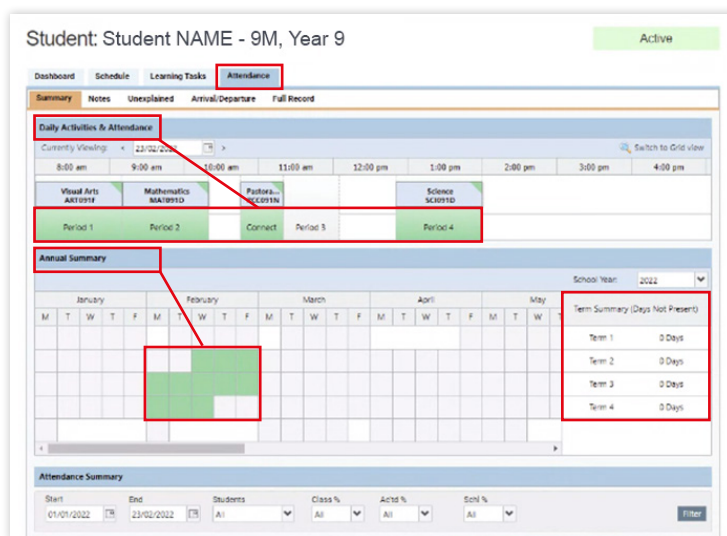
Log into the [Compass website](#) using your MIS ID and password.

■ Viewing absences

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

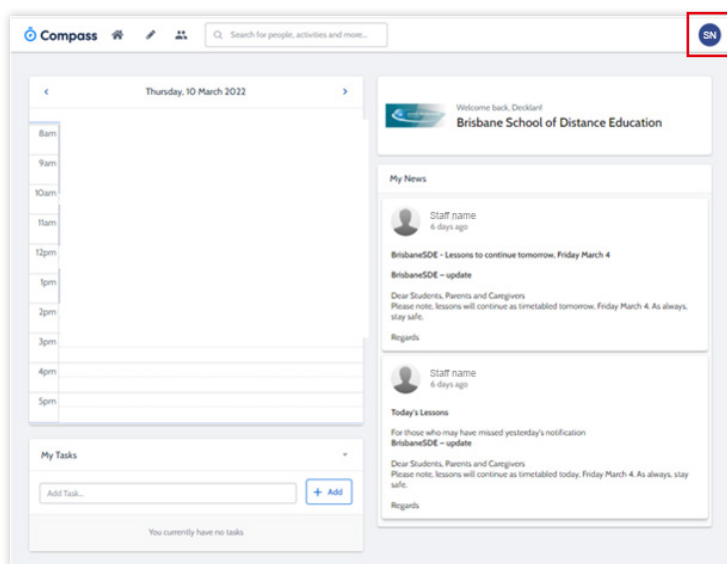


2. Select **Attendance** tab.
3. Your level of attendance can be seen in three different areas:
 - a. **Daily Activities and Attendance:** Daily timetable. It shows the classes you are timetabled to attend and if you were marked present or absent (green — present / red — absent).
 - b. **Annual Summary:** 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.

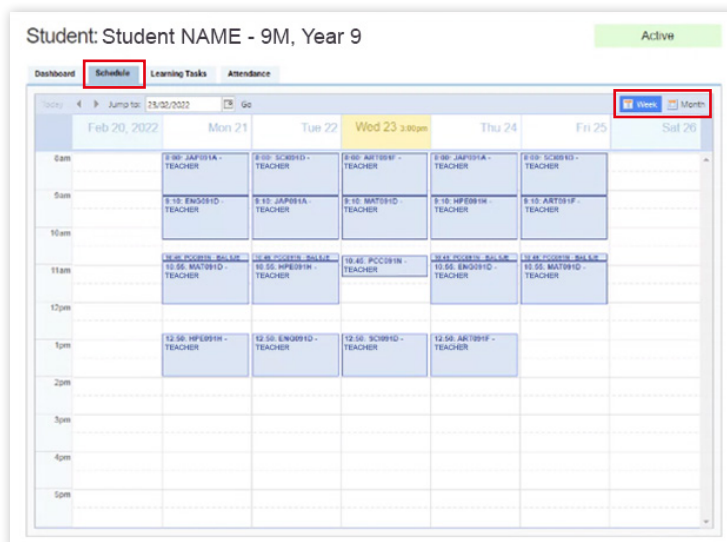


View your schedule

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

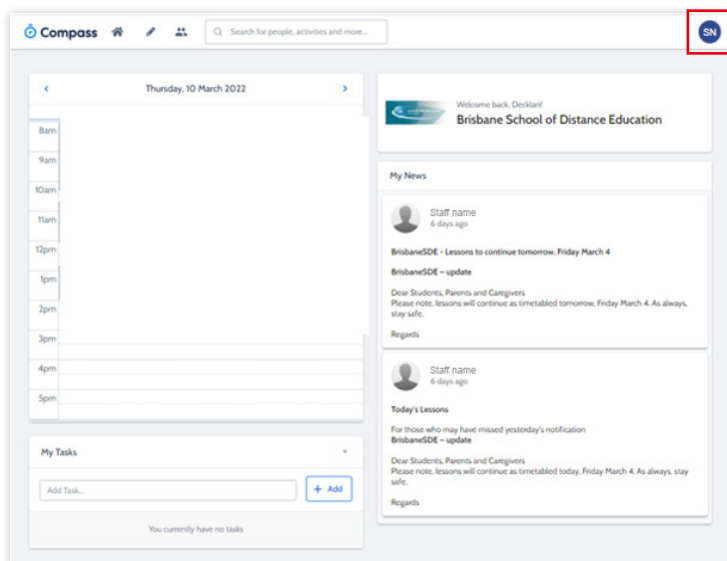


2. Select **Schedule** tab.
3. You can view your classes and released assessment tasks across a week or month.



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.

