

# Parent Guide to Compass



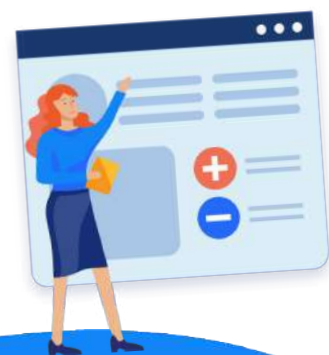
 **Compass**



# What is Compass?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. Compass includes many different features, including the ability to:

- **Monitor your child's attendance, and enter an explanation for absence or lateness**
- **View your child's timetable and the school calendar**
- **Monitor your child's homework and assessment tasks**
- **Download and view your child's academic reports**
- **Book parent-teacher conferences**
- **Pay and provide consent for events and school fees**





# How do I access Compass?

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


To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to [schools.compass.education](https://schools.compass.education) where you can search for our school's direct URL.

## Compass School Search

Please type your school name below/select from the list:

You're not a robot ... are you?

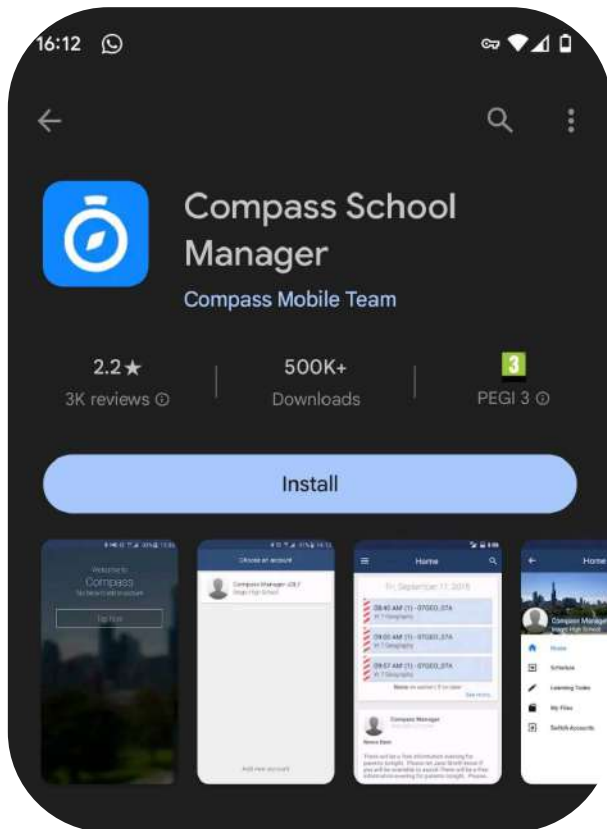
☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Let's go!



# Downloading Compass App in IOS and Android App stores



[Done](#)

[View in Store](#)



## Compass School Manager

JDLF International Pty Ltd



22 RATINGS

2.2



AGE

4+

Years Old

CHART

No.2

Education

JDLF

### What's New

[Version History](#)

Version 6.22

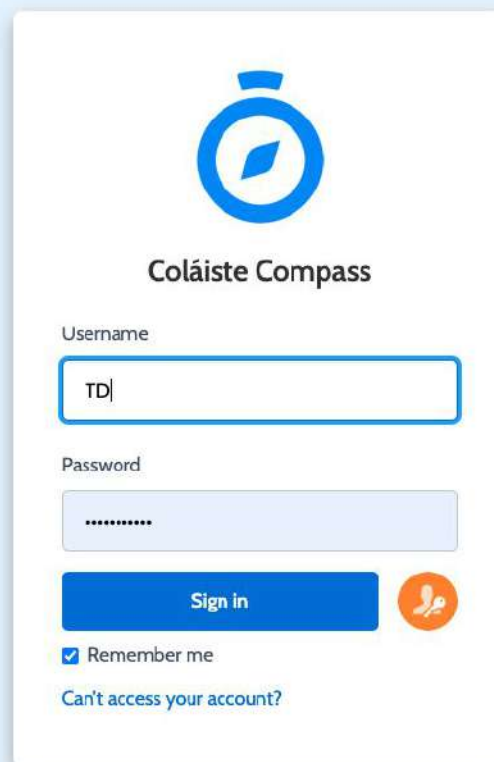
5d ago


- Added ability for parents to send email from Student Profile
- Added ability for parents to create Attendance Note [more](#)

# Logging into Compass



To log in you will need your unique username and temporary password. These details will be provided to you by your school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by your school for SMS, password recovery and email communication throughout the year.

A screenshot of the Coláiste Compass login interface. At the top is the Compass logo (a blue circle with a white compass needle). Below the logo is the text "Coláiste Compass". The form contains two input fields: "Username" with the text "TD|" and "Password" with masked characters "\*\*\*\*\*". Below the password field is a blue "Sign in" button. To the right of the button is a small orange circular icon with a white person silhouette. Below the button is a checked checkbox labeled "Remember me". At the bottom is a link that says "Can't access your account?".



Coláiste Compass

Username

TD|

Password

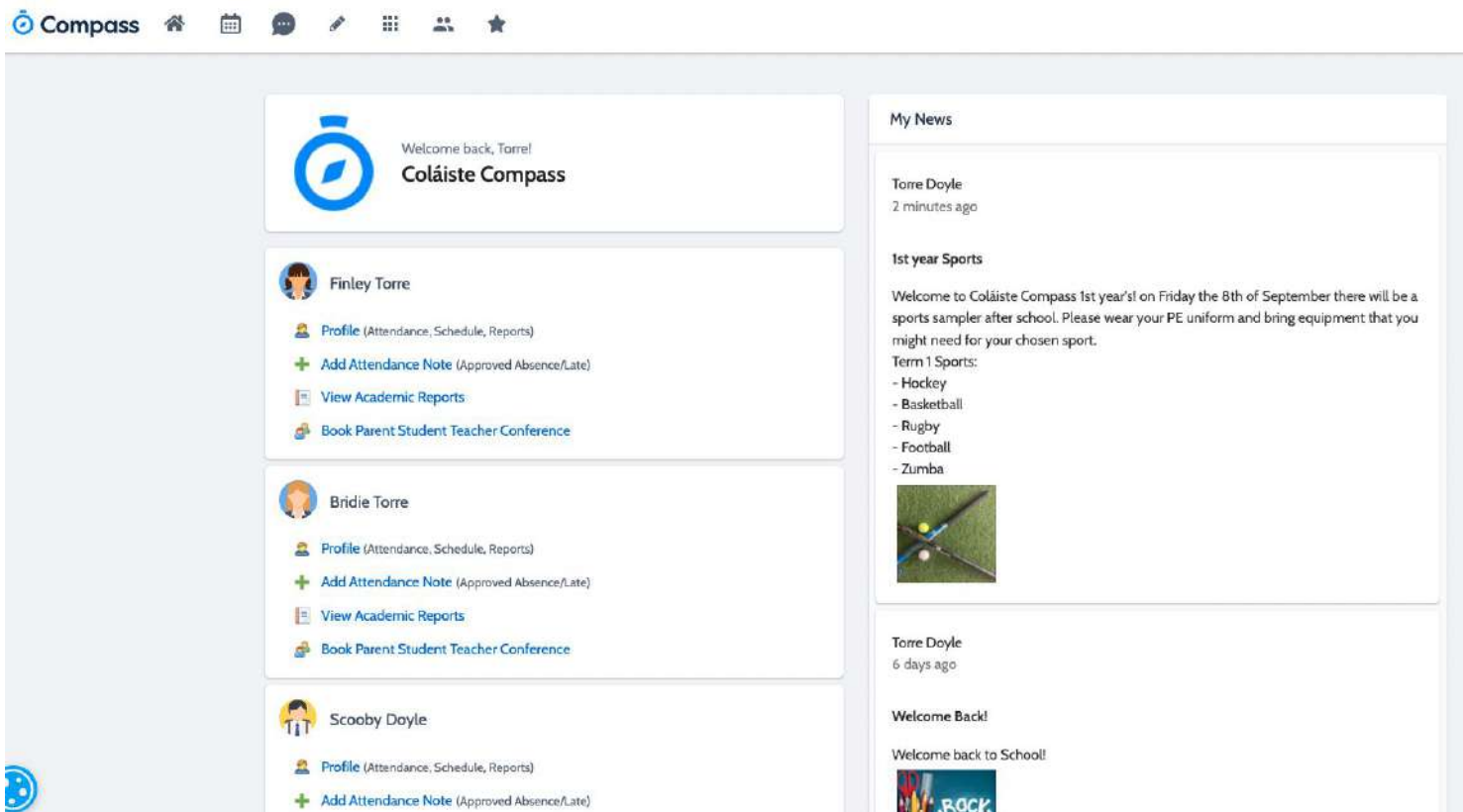
\*\*\*\*\*

[Sign in](#)

☒ Remember me

[Can't access your account?](#)

# The Compass Home Screen



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

# News Feed



Your News Feed will show you recent school news items and information that is relevant to you. This may include newsletters, details of upcoming events.

## My News



Torre Doyle  
Mar 7th

### TY Musical

Please show some support for the TY students who have worked very hard over the past few months on the Musical Shrek!

Tickets can purchased at reception during break times over the next two weeks!



Torre Doyle  
Mar 1st

### Snow Day

School will be closed today due to the weather! Stay safe and enjoy the snow!



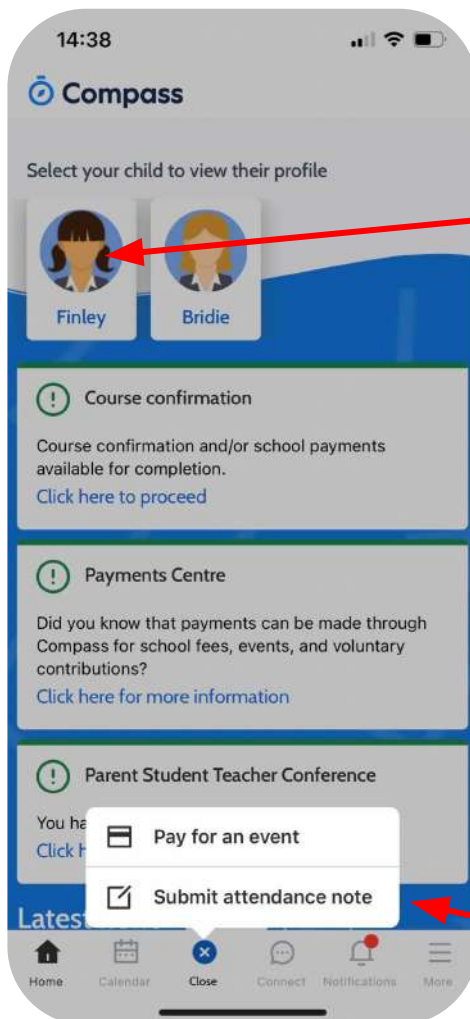


# Attendance

## Entering an Attendance Note

- From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

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



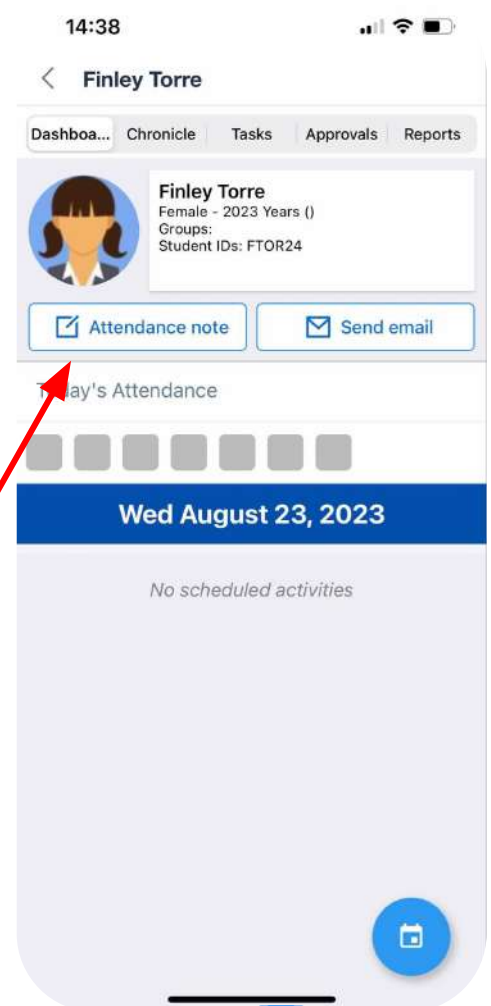
1.

Click the students profile that you wish to add an attendance note for

Click the attendance note button

2.

Or click the shortcut button in the bottom centre, then select 'Submit attendance note'





# Entering an Attendance Note



## In the pop-up window

1. Select the reason
2. Enter a brief description of the absence
3. Select the start and finish time
4. Add any necessary attachments
5. Click the 'Save' button

To see what classes and activities your student will be missing, click the 'Activities' button

14:38

Cancel Add Attendance Note

Reason None >

Details / Comments

Start Date

23/08/2023 - 08:00 AM

End Date

23/08/2023 - 04:00 PM

Attachments

Upload Attachment >

Potentially Affected Sessions

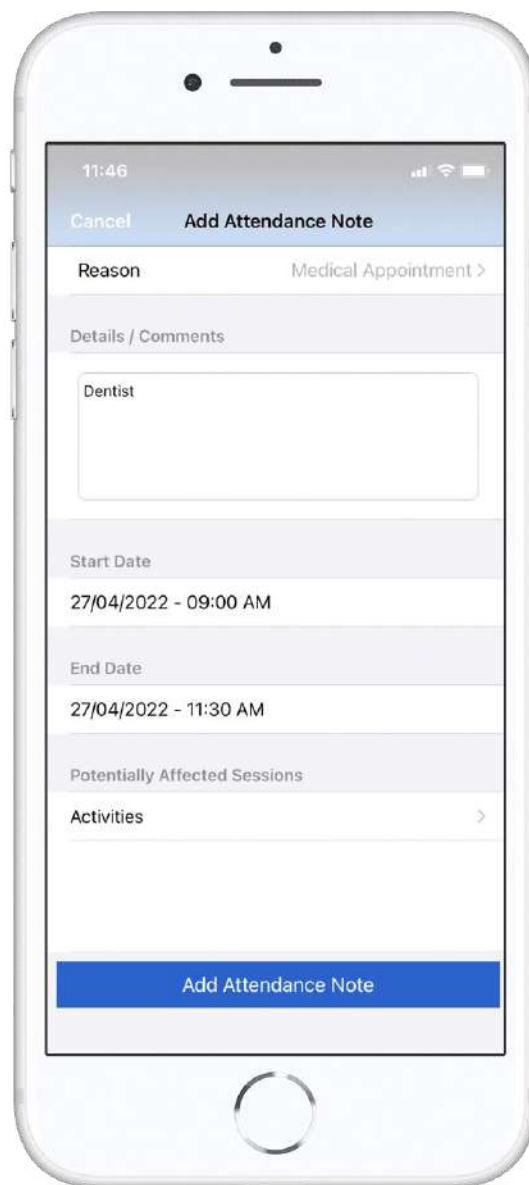
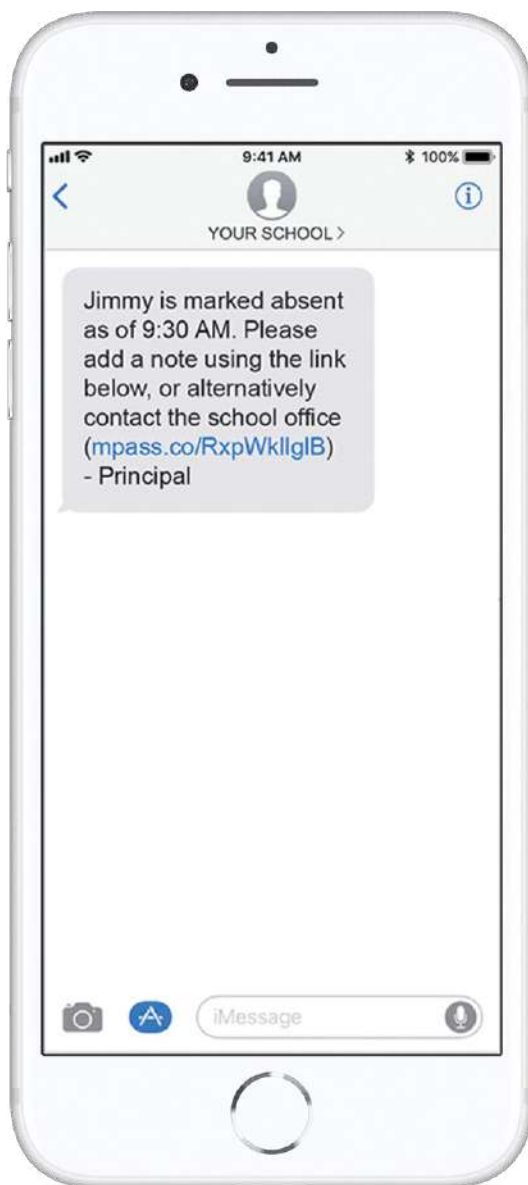
Activities >

# Attendance Notifications



If your school uses text messaging to communicate unexplained absences, you may receive a message containing a link when your child is marked absent from class. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.



# Attendance Summary



Compass can be used to view up-to-the-minute attendance information for your child.

## Notes

This 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

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.

## Unexplained

This sub-tab provides a list of all unexplained lates and absences from class. From this tab you can click to approve specific absences.

# Attendance Summary



Student: Patrick Connolly - 1st Year

Active

DashboardScheduleLearning TasksAttendanceReportsInsights

SummaryNotesUnexplainedArrival/DepartureFull Record

Daily Activities & Attendance

Currently Viewing: < 20/10/2022 > [Switch to Grid view](#)

7:00 am	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Note: ILL									
<div>Maths Yr2 2MATCEnglish ... 2ENGAFrench ... 2FREBIrish Yr2 2IRICHistory ... 2HISAHome E... 2HE2OP... R... 2...Geogra... 2GEOA</div>									

Annual Summary

School Year: 2022/2023

August					September					October					November					December					Whole Day		Partial Day	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	Absent	Other	Absent	Other	
																								Term 1	6	1	2	2
																								Term 2	6	2	0	0
																								Term 3	0	0	0	0

# Events, Consent & Payment



Parental consent and payment is often necessary for events and excursions. In order to make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre.

When you access the Action Centre you can view events requiring consent/payment and any course confirmations which need to be completed displayed under the 'Action Centre' tab. You can view the details of upcoming events by clicking the 'Events' tab and selecting the event you wish to view.

The screenshot displays the Compass Action Centre interface. At the top, a blue navigation bar contains the tabs: Action Centre, Events, Volunteering, and History. The 'Events' tab is selected.

The main content area is titled 'Event' and lists two events for 'Bridie TORRE' (1 event) and 'Finley TORRE' (1 event). Both events are 'Dublin Zoo' trips on Thursday, August 31st, 2023, from 9:00 am to 2:30 pm. Each event entry includes a status box 'Awaiting consent and payment', a due date of 31/08/2023, and a cost of €20.00. A link '+ 2 opt-in events' is visible at the bottom of the event list.

Below the event list, there are sections for 'Contributions' and 'Event Expenses'. The 'Contributions' section shows the account 'Torre Mescal' and a link to 'General Payments'. The 'Event Expenses' section shows a selected expense of 'Trip Fee - [Cost: €20.00]'.

The 'Confirm and pay' section is active, showing the payment method 'Visa Credit \*\*\*\*1111' and a 'VISA' logo. The total amount to be paid is €20.00. There are two options for payment: 'Pay in full now' (selected) and 'Pay using unallocated funds (€5.00)'. A 'Process' button is visible at the bottom right of the payment section.

At the bottom of the page, there is a blue wavy graphic.

# Viewing Academic Reports



1. From the home screen, click on the 'View Academic Reports' item or navigate to the 'Student Profile' and click the 'Reports' tab.



 **Aoife Ahearne**

-  [Profile](#) (Attendance, Schedule, Reports)
-  [Add Attendance Note](#) (Approved Absence/Late)
-  [View Academic Reports](#)
-  [Order Photos](#)
-  [Book Parent Student Teacher Conference](#)

2. A list of 'Academic Reports' will be displayed. Click the report title to download the PDF.

Student: **Aoife Aheame** - 6th Year Active

Dashboard Schedule Learning Tasks Attendance **Reports** Analytics Insights

Reports	
Reporting Cycle	School
2023 - 2022/2023 Senior Cycle Christmas report	Magic College
2022 - October Senior Cycle 2021/2022	Magic College
2022 - Full Leaving Cert Report (Element: LC Common Points Scale)	Magic College
2022 - Full Junior Cycle Report (Element: JC Updated Scheme)	Magic College
2021 - Senior Cycle Easter report 2022/23	Magic College
2021 - Christmas Exams	Magic College
2020 - 2019/2020: Senior Reporting Cycle	Magic College

**Progress Reports**

Cycle: No reporting cycles Report as PDF



# Parent Teacher Meetings

Using Compass you can book your parent-teacher conferences online.

1. On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.

2. A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle.

3. Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



Edie Allen



[Profile](#) (Attendance, Schedule, Reports)



[Send email to Edie's teachers](#)



[Add Attendance Note](#) (Approved Absence/Late)



[View Academic Reports](#)



[Order Photos](#)



[Book Parent Student Teacher Conference](#)

**Conferences**

Conference Cycles

Cycle Name:

Semester 1 Parent Teacher Interviews  
Class: HCB0021  
First Slot: Friday, April 12 2018 - 09:00 AM, Last Slot: Monday, April 15 2018 - 03:30 PM

My bookings

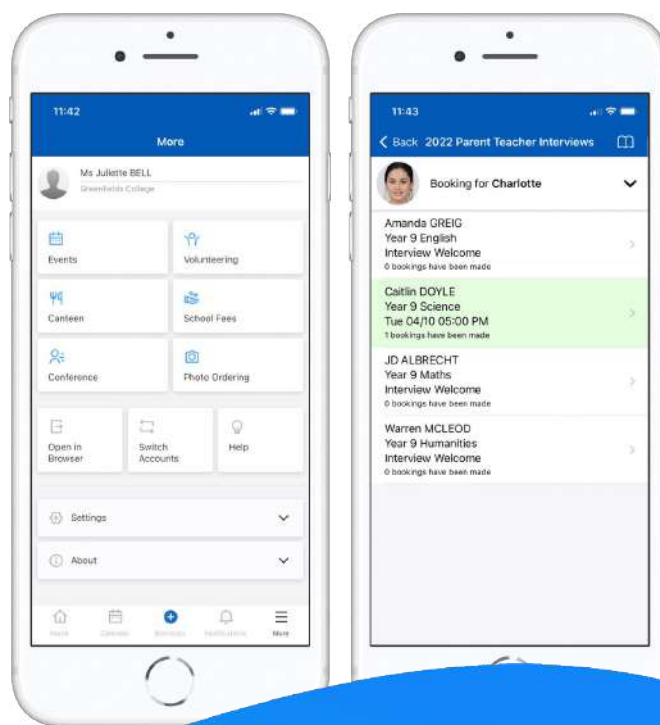
Semester 1 Parent Teacher Interviews				Teachers
Friday, April 12				Web Address 12 12 2018
09:00	09:30	10:00	10:30	Mr. [Name]
11:00	11:30	12:00	12:30	Ms. [Name]
01:00	01:30	02:00	02:30	Mr. [Name]
03:00	03:30	04:00	04:30	Ms. [Name]
Monday, April 15				Mr. [Name]
09:00	09:30	10:00	10:30	Ms. [Name]
11:00	11:30	12:00	12:30	Mr. [Name]
01:00	01:30	02:00	02:30	Ms. [Name]
03:00	03:30	04:00	04:30	Mr. [Name]



# Parent-Teacher Meetings - App



1. From the Compass home screen on your app, select the menu (top left) and click Conferences.
2. From the list of parent-teacher conference cycles
  - Select the relevant cycle you wish to book for
  - Select the student you wish to place a booking for
  - Select the class or interview group
  - Click on a time slot to make a booking and confirm







# Student Profile


The Student Profile is the destination for all your child's information.

The Student Profile can be accessed by clicking on your child's name from the home screen.

The Student Profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including assessment tasks, attendance, surveys and academic reports, navigate through the tabs along the top of the Profile.

Active



Kate Black

Student

KBLA38

Today's attendance

11 years, 11 months • 27 Apr 2012

1st Year, Green

✉

 mniralfearaigh@compass.education

✉

+

+

Thu 4

1REGA 8:15 AM - 9:00 AM

R

R1

TD

1MATA 9:00 AM - 10:00 AM

1

R6

TD

1RELA 10:00 AM - 11:00 AM

1LSUP42

KMER23

10:00 AM - 11:00 AM

Student Overview

Chronicle

Feed

Showing entries made between: 09/08/2023 - 08/08/2024

Attendance Notification - Student Not Present in one or more classes

Points: -10

Recorded: Mar 6 at 11:16am

Parents and students

Rating: Grey

Great Participation in Class

Positive behaviour

Staff Member

Points: +2

Summary

Category	2023/2024	Total
Attitude/Behaviour	1	3
Positive behaviour	2	3

Points

Showing points made between: 09/08/2023 - 08/08/2024

-40 -20 0 20 40



# Learning Tasks

Learning Tasks is where you can find your students class tests/projects results.

## Individual student view

To view the Learning Tasks for one child, select the Learning Tasks tab on their profile page.

## Consolidated view

If you have multiple children at the school, you can view a consolidated list by clicking 'Learning Tasks' from the 'Teaching and Learning' menu item.

Student: **Aoife Ahearne - 6th Year**

Active

Dashboard

Schedule

Learning Tasks

Attendance

Reports

Analytics

Insights

Show Hidden Tasks

Turn off code grouping

Academic Year: (Currently Relevant)

Categories

Assessment

Assignment

General

Homework

Practice Task

Learning Task	Status	Result	Actions
6ART6OPT2 (6ART Art Yr6)			
<div>General</div> <div>Class Test Results</div> <div>Class Task   Report: No</div>	<div>Due date: No due date</div> <div>Submitted: Pending</div>	10	
ENG6 (ENG English)			
<div>General</div> <div>Self Assessment</div> <div>Class Task   Report: No</div>	<div>Due date: No due date</div> <div>Submitted: Pending</div>	-	



### Teaching and Learning

Curriculum

Learning Tasks

School Resources