



Compass Tips & FAQs!

January 2017



Navigating...

Via Browser



'Home' for News Feed, alerts & quick links:

- To your child's 'Profile'
- For reporting absences
- Viewing reports



To view the BNPS calendar



To access Learning Tasks (also available via your child's 'Profile' page) & Semester Reports (quick link also on 'Home' page)



To access notes sent home & book Parent/Teacher interviews (quick link on 'Home' page when bookings open)



To update your email address, phone number and change your password

Via App

Tap on your child's photo to reveal the following tabs:

- **Dashboard:** To view the daily schedule
- **Tasks:** To view Learning Tasks
- **Approvals:** To report absences
- **Reports:** To view Semester Reports

Tap on the tab or 'swipe' left or right to access!

The Compass parent portal with ALL features can be accessed on any modern web browser (via a desktop computer or mobile device). Some of the features can also be accessed via the 'Compass School Manager' app (iOS & Android).

Compass (via web browser)

Includes **ALL** features...

- ✓ Accessing the News Feed
- ✓ Reporting full-day absences
- ✓ Viewing 'Learning Task' feedback
- ✓ Viewing Semester Reports
- ✓ Viewing the School Calendar
- ✓ Booking Parent/Teacher Interviews
- ✓ Viewing 'School Documentation'
- ✓ Monitoring attendance
- ✓ Updating email address & mobile

To access Compass via your browser, click on the Compass image on the BNPS homepage or go to:

<https://beaumarisnorthps-vic.compass.education/>

Compass App

Includes **SOME** features...

- ✓ Accessing the News Feed
- ✓ Reporting full-day absences
- ✓ Viewing 'Learning Task' feedback
- ✓ Viewing Semester Reports

To get the app, search for **Compass School Manager** in the App Store. If you already have the app, make sure you have the current version (just released!) - software on your device must also be current!

FAQs:

Q. How do I report an absence?

Please see screen shots for both the app and browser on the following pages. Please note that ALL full-day absences MUST be reported via Compass. Lateness or leave during school hours for appointments etc., are reported via the KIOSK at the Office when you sign your child in/out (**NOT** via Compass).

Q. I have an 'Unexplained Absence' alert in my News Feed, what do I do?

This means that your child has been marked 'Not Present' by the teacher but the school has not been notified of the absence via Compass. Click on the alert, select the 'unexplained absence' you wish to approve and then click on the 'Explain with Note/Approval' button (above 'Activity Name'). Enter the reason for the absence and click on 'Save'. If you believe that there is an error on your child's attendance record, please contact the School Office.

Q. Can a 'push notification' be sent to my mobile device when an item is posted in the News Feed?

Yes, go to: Settings (for your device) > Notifications > Compass and make sure that 'Notifications' are turned on. If 'Notifications' are turned on but push notifications are not coming through, delete the Compass app and then reinstall (search 'Compass School Manager').

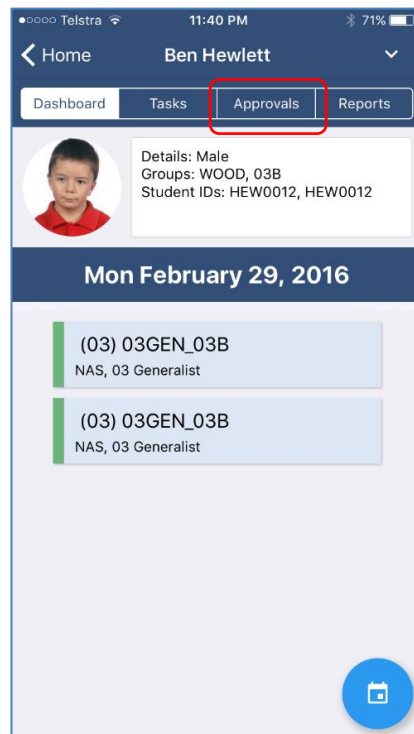
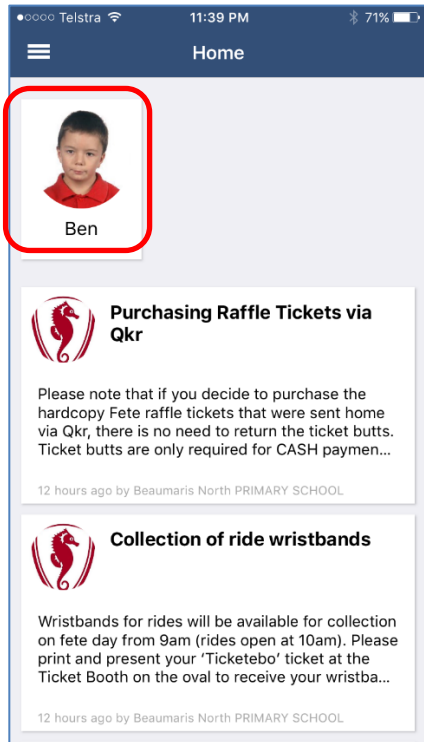
Q. Can I reverse an approval for an absence once it has been entered?

Parents cannot edit or delete approvals once they have been entered into Compass - please contact the School Office if an approval needs amending.

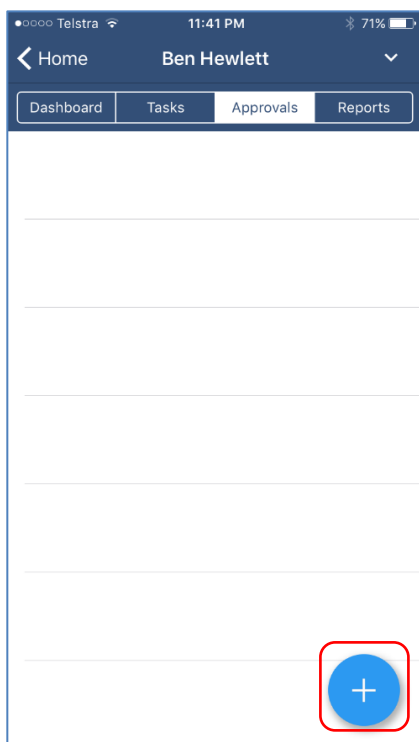
Reporting Absences via the Compass App

Make sure you have the current version of the 'Compass School Manager' app, along with current software on your device!

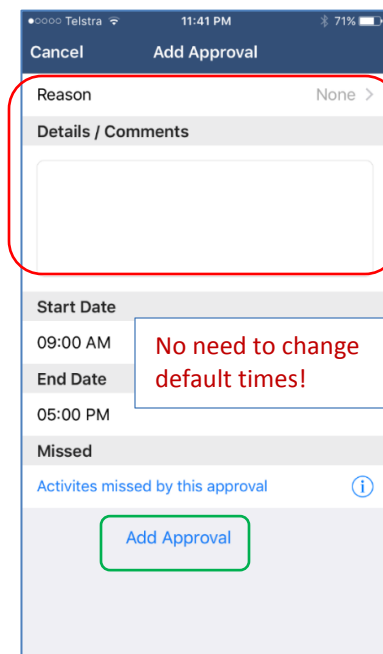
1. From the **Home** screen, tap on the child you wish to enter an absence for (*shown in red below*).
2. Tap on **Approvals** (*shown in red below*) – if there is no 'Approvals' button, swipe left twice to reveal the screen at step 3!



3. Tap on the **+** button (*shown in red below*).



4. Select the reason for the absence, enter details as appropriate (*shown in red below*), then tap on **Add Approval** (*shown in green below*).



Reporting Absences via a Browser (desktop or mobile device)

1. From the **Home** screen, click on + Add Attendance Note/Approval (Approved Absence/Late) for the appropriate child (*shown in red below*).

Welcome to the Beaumaris North Primary School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Ben HEWLETT

- Profile (Attendance, Schedule, Reports)
- + Add Attendance Note/Approval (Approved Absence/Late)**
- View Academic Reports

Compass

My News

Ten Fete Reminders!

1. Purchase your wristbands for unlimited rides: <http://www.ticketbo.com.au/beaumaris-north-primary-school/bnps-fete.html>
2. Register your assistance for set-up and pack-up: <https://www.volunteersignup.org/4ELDC>

GN_Fete Costume Competition 2016.pdf
4 hours ago by Beaumaris North PRIMARY SCHOOL [See More]

Year 3 Coffee Morning Tomorrow (25 Feb)

3A are having a coffee catch up tomorrow morning at Ginger Fox, Beaumaris Concourse (Reserve Road) (straight after drop-off). Parents from ALL Year 3 classes welcome!

4 hours ago by Beaumaris North PRIMARY SCHOOL

No eSmart Agreement, NO ICT for students!

Several students are still yet to return their 'Student eSmart Agreement'. No student at BNPS is permitted to use any ICT until this document has been signed by a parent and returned to the Class Teacher. Students in Year 1 and above must also complete the 'Student Declaration' Section of the Agreement. For more information see: <http://www.beaumarisnorthps.vic.edu.au/pi->

GN_eSmart Acceptable Use Agreement - 2016.pdf
4 hours ago by Beaumaris North PRIMARY SCHOOL [See More]

2. The following screen will appear. Select the reason for the absence from the drop-down menu, enter details as appropriate and click on the **Save** button.

Student: Benjamin (Ben) HEWLETT, 03B, Year 3

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

Summary | **Notes/Approvals** | Unexplained | Arrival/Departure | Full Record

Attendance Notes/Approvals

+ Add Note/Approval Year: 2016

Attendance Note/Approval Editor

Note/Approval Details

Person: Benjamin HEWLETT

Reason: [Dropdown Menu]

Details/Comment: [Text Area]

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 24/02/2016 08:00 AM [Select a period...]

Finish: 24/02/2016 05:00 PM [Select a period...]

Potentially Affected Sessions

Activity	Start	Finish
03GEN_03B (03 Gen...	24/02/2016 09:00 AM	24/02/2016 01:30 PM
03GEN_03B (03 Gen...	24/02/2016 02:30 PM	24/02/2016 03:30 PM

No need to change default times!

Save Cancel

TIPS:

We recommend logging into Compass daily to check the News Feed as this is our primary means of communication. We post anywhere from 3 – 10 messages per day (usually by 1pm)! **Simply tap on the Compass app and scroll through the News Feed (no need to enter your username and password each time – see below)!**

'Remember me'

- Make sure that the 'Remember me' box is checked when you first log into Compass via your browser and that 'Remember' is switched to 'on' when you login via the app so that you do not have to enter your Username and Password each time you access Compass.

Add Compass as a 'Favorite' in your browser or create a shortcut on your desktop

- Once you have accessed Compass (via the link on the BNPS homepage or by typing <https://beamarisnorthps-vic.compass.education/> into your browser), add the address to 'Favourites' in your browser or right click and 'create a shortcut' on your desktop!

Accessing the browser (full) version of Compass via the app

- You can access the full version of Compass on your phone, iPad etc., by tapping on the menu button (top left) in the app and selecting 'Open in Browser'.

Absences

- Parent approvals for absences can be entered for any time period up and can be entered **ahead of time** or **retrospectively** – where possible, approvals should be entered prior to the absence occurring. (*Lateness or leave during school hours for appointments etc., are reported via the KIOSK at the Office when you sign your child in/out - **NOT** via Compass!*).
- There is no need to change the default times of 8am – 5pm when reporting full-day absences.
- A record of absences can be viewed in the browser version of Compass by clicking the 'Profile (Attendance, Schedule, Reports)' link on the **Home** page and selecting the **Attendance** tab.

News Feed Items in the Compass app

- Make sure you tap on the item to reveal all of the information contained in the post!

Emails from Compass

- When you receive an email from Compass asking you to login and view a news item, you can simply open the app and tap on the specific news item. Attachments can then be opened and viewed on your device e.g. school newsletter – you do not have to login via the browser version of Compass.

Notes Sent Home *(browser version only)*

- To view the notices sent home from school each week, go to the Main Menu (tool bar at the top of the screen), select Community > School Documentation > Parents > General Notices Sent Home.

School Calendar *(browser version only)*

- If you **'hover' over a calendar entry**, more information is displayed e.g. venue.
- Click on the colour-coded tab with your child's name to hide/reveal time table information to make viewing of school events/activities clearer.
- The calendar can be viewed by **'week' or 'month'** – just click on your preference (top right of the screen).
- Items that appear at the top of the calendar are either 'all day' events or times are yet to be confirmed.

Learning Tasks

- Ongoing feedback on your child's Learning Tasks is made available via Compass throughout the year. Keep a look out for an email from Compass that will be sent to you (with instructions) when feedback is available.

Support: Please email: communication@beamarisnorthps.vic.edu.au if you require assistance with Compass.