

# Quick Guide to Compass

## 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)



To view details of  
excursions & incursions and  
provide consent/payment



To access notes posted to  
the News Feed & 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

The Compass parent portal with ALL features can be accessed on any modern web browser (via a desktop computer or mobile device). Most 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
- ✓ Providing online consent/payment
- ✓ Reporting absences
- ✓ Viewing 'Learning Task' feedback
- ✓ Viewing Semester Reports
- ✓ Viewing the full School Calendar
- ✓ Booking Parent-Teacher Interviews
- ✓ Accessing 'School Documentation'
- ✓ Completing various agreements
- ✓ Monitoring attendance
- ✓ Updating email address & mobile

To access Compass via your browser, click on the Compass link on the BNPS homepage or go to:  
<https://beaumarisnorthps-vic.compass.education/>

### Compass App

Includes **MOST** features...

- ✓ Accessing the News Feed
- ✓ Providing online consent/payment
- ✓ Reporting absences
- ✓ Viewing 'Learning Task' feedback  
(excluding assessment rubrics)
- ✓ Viewing Semester Reports
- ✓ Viewing the daily schedule
- ✓ Booking Parent-Teacher Interviews
- ✓ Completing various agreements

To get the app, search for '**Compass School Manager**'. If you already have the app, make sure you have the current version - software on your device must also be current!

## TIPS:

We encourage parents to access Compass daily to check the News Feed as this is our primary means of communication.

### 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**'.

### News Feed Items in the Compass app

- Make sure you tap on the item to reveal all of the information contained in the post!
- Some posts are **manually selected to stay at the top** of the News Feed e.g. Class Lists, meaning they will not slip down the News Feed as other posts are added. Please ensure that you continue to scroll down the News Feed to read new posts that have been added.
- As there is currently no 'search' tool for the Compass News Feed, a 'Looking for Something?' post sits at the top of the News Feed and contains various links/information for you to access to save you scrolling!

## TIPS continued:

### Alerts

- Custom notifications for items that require your action or attention will appear at the top of your News Feed. These may include: outstanding attendance notes, excursions/incursions that require consent and/or payment, course confirmations or payments that need processing e.g. online agreements, Parent-Teacher interview bookings and 'Insights Cycle' surveys from time-to-time.

### Absences

- Instructions (including video tutorials) for reporting absences can be found in the FAQ section of the [Compass page on the BNPS website](#) - an 'Add Attendance Note' link is now available in the app at the top of the News Feed.
- Parent approvals for absences must be entered **on the day of absence** (early in the morning or ahead of time where possible) - there is no need to change the default times of 8am – 5pm when reporting full-day absences.
- If you do not enter an attendance note advising us that your child will be late **and your child arrives at school after 11.30am**, you will receive an 'Attendance Notification: Student Unaccounted For' email asking you to enter an approval note on Compass. **Please note that this does NOT replace the above requirement to sign your child in via the Kiosk.**
- 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.
- A record of absences can be viewed in the app by tapping on your child's photo and selecting the 'Approvals' tab.
- Parents cannot edit attendance notes once they have been submitted – if you need to make any amendments, please contact the School Office.

### School Documentation *(browser version only)*

- Copies of Compass News Items that you might need to refer back to can be found in Compass 'School Documentation' – Go to Community (People Icon) > School Documentation > Parents.

### Weekly/Monthly 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.
- The **daily** schedule can be viewed in the app by tapping on your child's photo.

### Learning Tasks

- Ongoing feedback on your child's learning is made available via Compass throughout the year. You will be advised via the Compass News Feed when feedback is available.
- If you have more than one child at BNPS and access Learning Tasks via the 'pencil icon' (browser version), a consolidated list of Learning Tasks for all of your children will appear. If you want to view Learning Tasks separately for each child, access the Learning Task tab via each child's 'Profile' link on the home page.

### Frequently Asked Questions

- Please read the FAQs on the Compass page of the BNPS website for instructions.

**Support:** Please email: [beaumaris.north.ps@education.vic.gov.au](mailto:beaumaris.north.ps@education.vic.gov.au) if you require assistance with Compass.