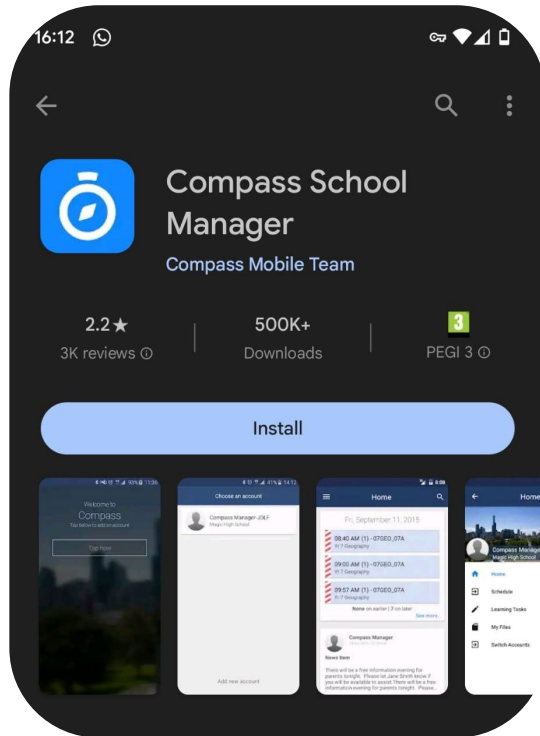




Introduction to Compass App for Attendance



Downloading Compass App in IOS and Android App stores



Jone

[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.



Coláiste Compass

Username

Password



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.

The screenshot shows the Compass Home Screen interface. At the top, there is a navigation bar with the 'Compass' logo and several icons: a home icon, a calendar icon, a speech bubble icon, a pencil icon, a grid icon, a group of people icon, and a star icon. The main content area is divided into two columns. The left column features three user profile cards for Finley Torre, Bridie Torre, and Scooby Doyle. Each card includes a profile picture, the user's name, and a list of links: 'Profile (Attendance, Schedule, Reports)', 'Add Attendance Note (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Student Teacher Conference'. The right column is titled 'My News' and contains two news items. The first news item is from 'Torre Doyle' posted '2 minutes ago' and is titled '1st year Sports'. The text of the news item reads: 'Welcome to Coláiste Compass 1st year's! on Friday the 8th of September there will be a sports sampler after school. Please wear your PE uniform and bring equipment that you might need for your chosen sport. Term 1 Sports: - Hockey - Basketball - Rugby - Football - Zumba'. Below the text is a small image of a hockey field. The second news item is also from 'Torre Doyle' but posted '6 days ago' and is titled 'Welcome Back!'. The text of the news item reads: 'Welcome back to School!' and is accompanied by a small image of a 'Back to School' sign.

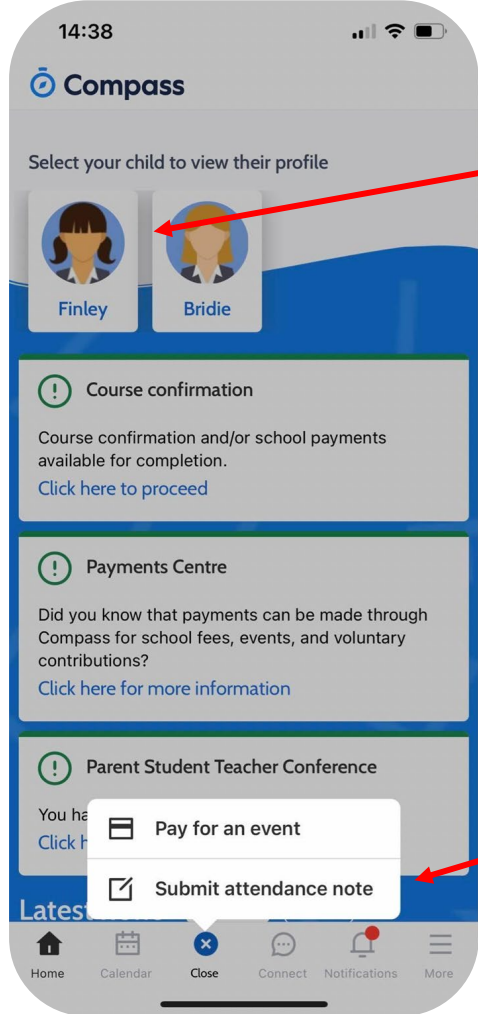
Attendance



Entering an Attendance Note

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

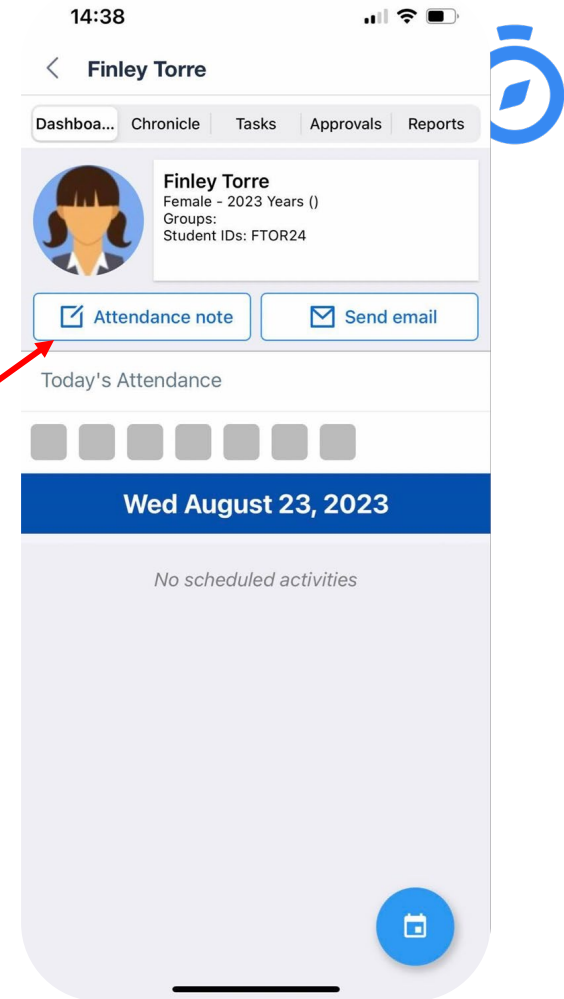
Where possible, attendance notes should be entered prior to the absence/lateness occurring.



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'

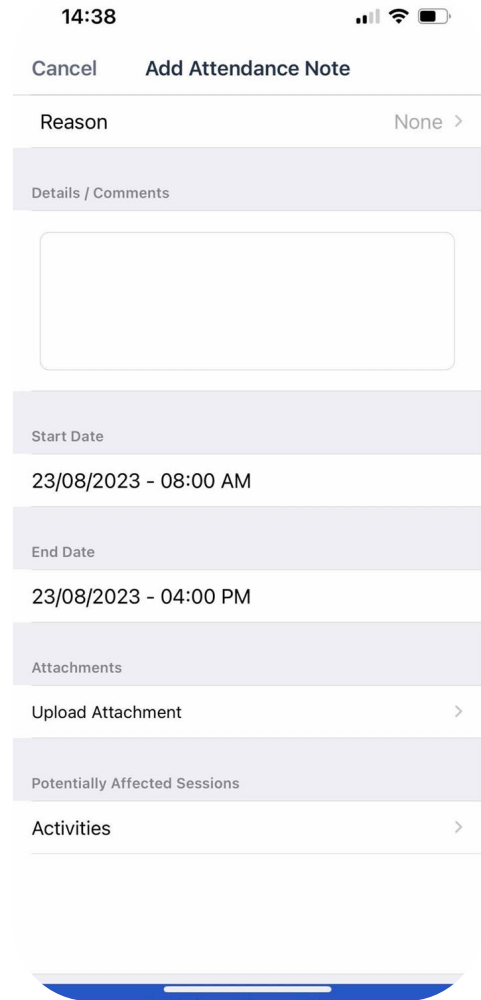


Entering an Attendance Note

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



The screenshot shows a mobile application interface for adding an attendance note. At the top, the time is 14:38 and there are icons for signal strength, Wi-Fi, and battery. The title bar contains 'Cancel' and 'Add Attendance Note'. Below the title bar, there is a 'Reason' field with a dropdown menu currently set to 'None >'. Underneath is a 'Details / Comments' section with a large text input area. The 'Start Date' is set to '23/08/2023 - 08:00 AM' and the 'End Date' is set to '23/08/2023 - 04:00 PM'. There is an 'Attachments' section with an 'Upload Attachment >' button. At the bottom, there is a 'Potentially Affected Sessions' section with an 'Activities >' button. A red arrow points from the 'Activities' button in the blue text box to the 'Activities >' button in the app interface.

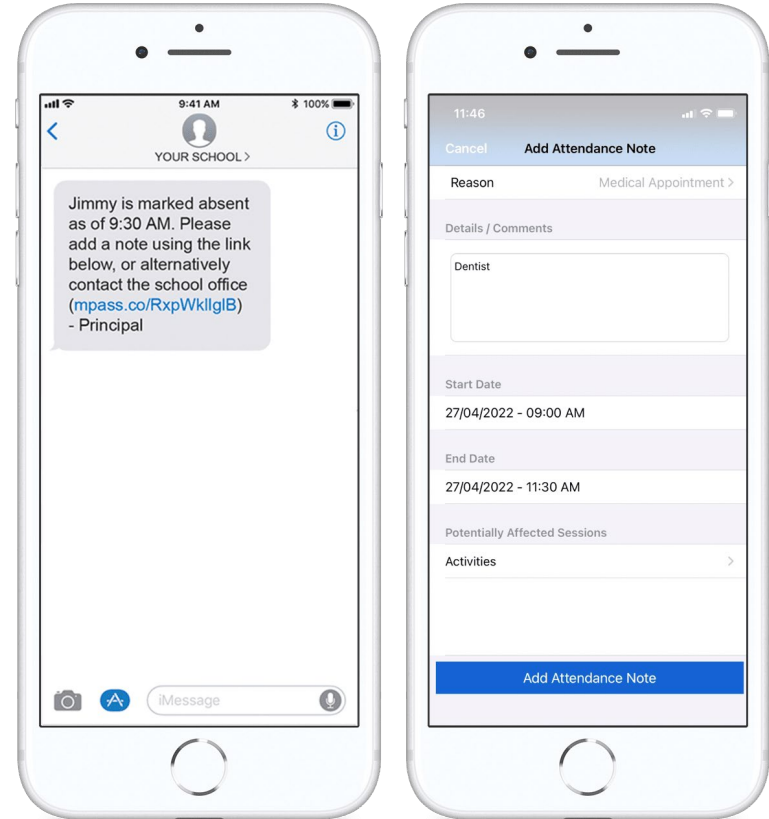


Attendance Notifications



If your child is marked as absent without prior approval you will receive a message containing a link. 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.



Thank You

