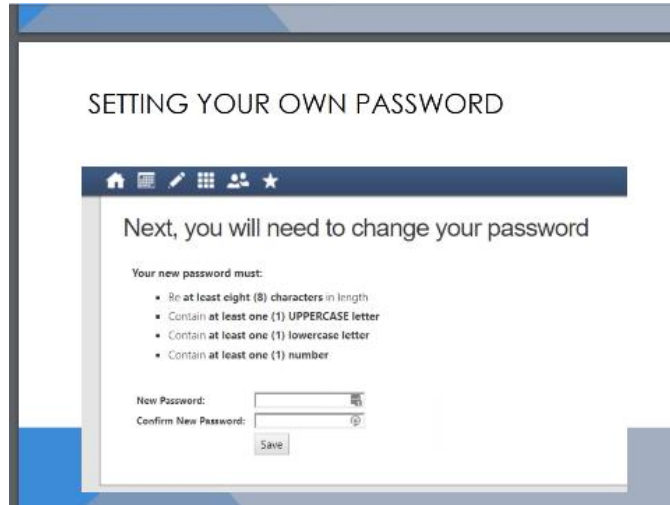


Parent Help Guide:

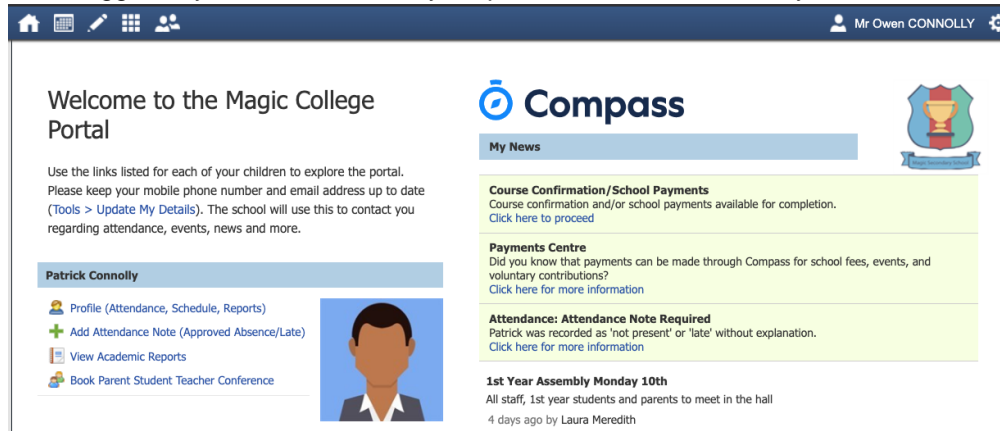
- 1) Type the address into the URL
- 2) Once at the login screen enter the Username and Password the school has provided.
- 3) You will then be prompted to set a password of your choice on the next screen



- 4) Key in the password of your choice bearing in mind the requirements of the password on the page. So whenever you login to Compass you will use the Username provided by the school and the new password you just created.

Just to note once this password has been changed the password provided to you by the school will no longer work.

- 5) Once logged in you will be taken to your parent dashboard. This is your home screen.





- 6) You can update your details via the [Tools > Update My Details](#).
- 7) Left hand side will show you your child or children depending on how many children attend the school of the portal you are using.


8) To access information about your child or children you can choose from the options underneath the student's name.

If a student is due to start the school in the new academic year only the student's profile picture will appear.

- 9) The options under the student's name which you can select include:
- a) The students profile - where you can view attendance, the schedule of classes, students reports, Chronicle and any Learning Tasks the student may have been given.
 - b) Add an attendance Note for your child / children - For this attendance note you will need to select a reason and depending on the reason an explanation for the absence. You will also need to provide dates and times for when the absences occur.
 - c) View Academic Reports (which will navigate you straight to the Semester reports page).

Patrick Connolly

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



- 10) On the right hand side of the homepage you will see the News Feed; here you will see any notifications or news from the school that relate to you. There will also be items which need to be actioned e.g. Adding an attendance note for an absence/ School payments.



My News

Course Confirmation/School Payments

Course confirmation and/or school payments available for completion.
[Click here to proceed](#)

Payments Centre

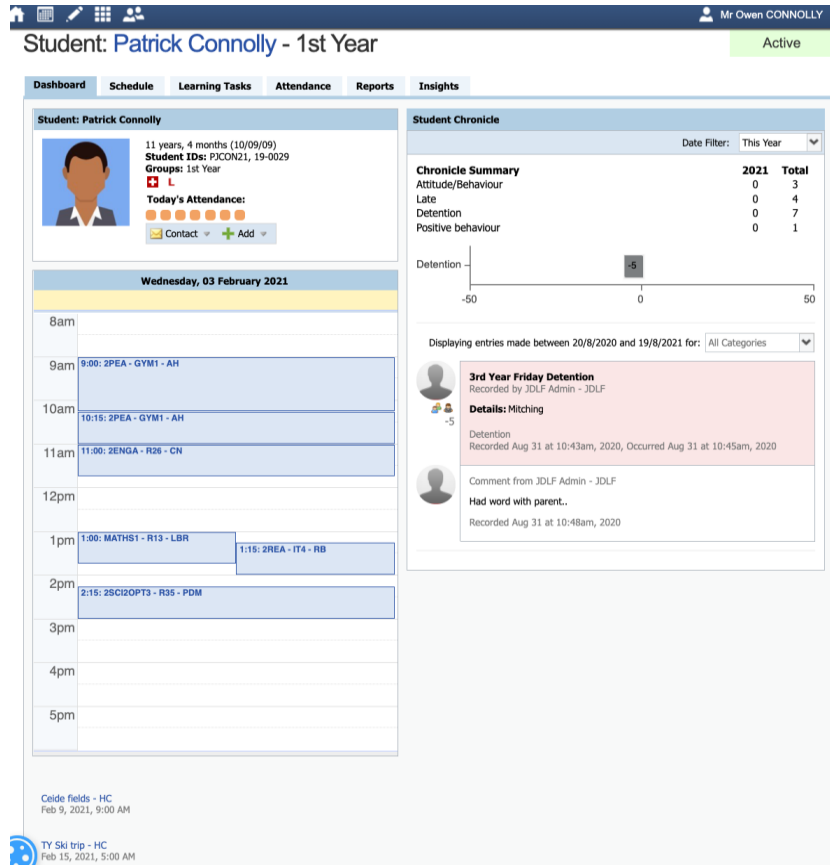
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
[Click here for more information](#)

Attendance: Attendance Note Required

Patrick was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

11) To view the students profile click on the Profile Hyperlink (to the right of the students profile picture).

This will redirect you to the Student's profile page where you will be able to view: Today's attendance, a schedule of the day, upcoming events and Student Chronicle which can be filtered to view a specific year or a specific Chronicle type. From this page you can also add in an attendance note and navigate through the tabs along the top to view the schedule in a week/month view, Learning Tasks the student has been assigned, the students attendance so far in the year and access their reports.

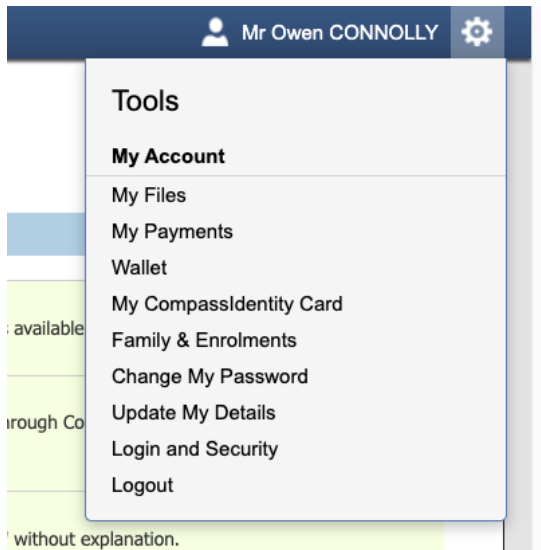


The screenshot shows the student profile for Patrick Connolly, a 1st Year student. The page is divided into several sections:

- Student Profile:** Includes a profile picture, age (11 years, 4 months), date of birth (10/09/09), student ID (PJCON21, 19-0029), and group (1st Year). It also shows today's attendance as 'L' (Late) and provides options to contact or add notes.
- Schedule:** A daily schedule for Wednesday, 03 February 2021, showing lessons from 8am to 5pm. Lessons include PE, Gym, Math, and Science.
- Student Chronicle:** A section for tracking behavior and attendance. It includes a 'Chronicle Summary' table for the year 2021, a bar chart for 'Detention' (showing -5), and a list of entries such as '3rd Year Friday Detention' and 'Had word with parent..'. A filter for 'This Year' is available.
- Events:** A list of upcoming events, including 'Ceide fields - HC' and 'TY Ski trip - HC'.

12) If you navigate to the Cog Icon in the top right corner you will be given a number of other options:

a) Update my details - if anything changes in regards to your details please update them here



b) Change my password

c) My Compass Identify Card - this is where you will need to navigate to your child loses their Compass Card.

d) The option to Log Out.

If you have any more questions you can either contact the school or navigate to <https://www.compass.education/> here there is a parent's section which has FAQ.