

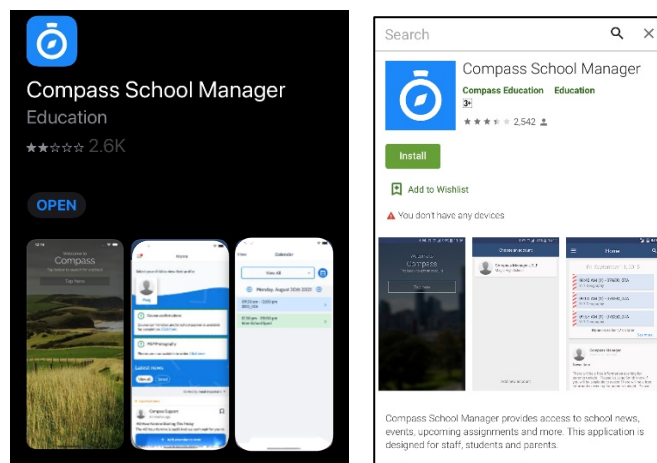
Compass mobile app - Attendance instructions for parents

What is Compass?

Compass is the Benowa SHS parent portal app. It allows parents/caregivers the ability to monitor attendance, and enter an explanation for absence or lateness among other things.

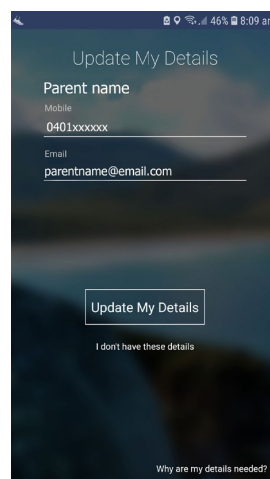
How do I download the Compass mobile app?

You can download the Compass app on iOS and Android devices, simply search for Compass School Manager via either the AppStore or Google Play.

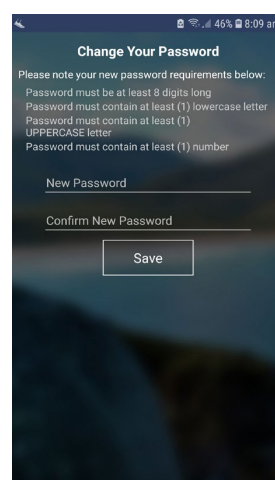


Your first log into the Compass app

When you first log in, Compass will ask you to confirm your details. Check and update details as required. Select **Update My Details**.

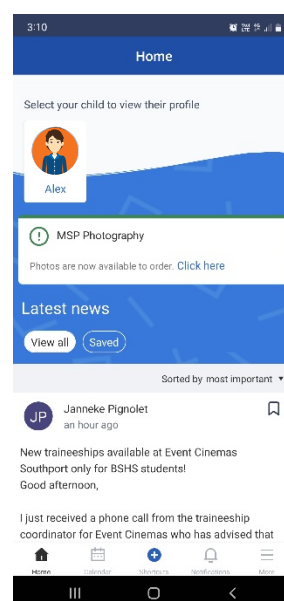


On your first log in, you will be asked to change your password. If you later forget your password you can email compass@benowashs.eq.edu.au to request further support.



Home screen

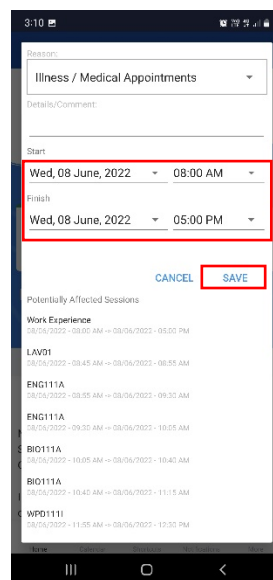
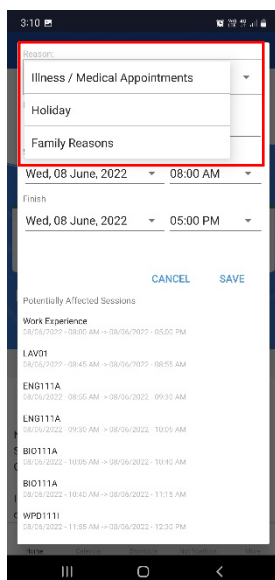
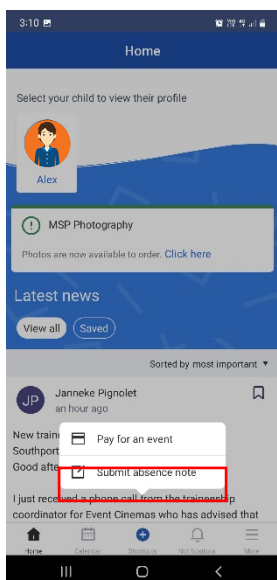
News and calendar items will appear on your screen, along with your student(s).



Add an Attendance Note

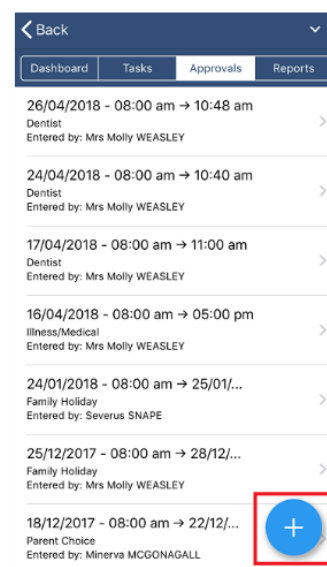
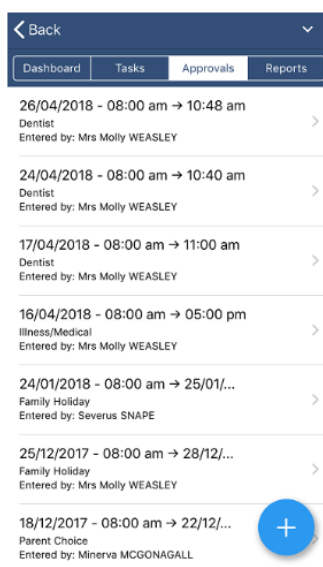
On the Home screen select

- Add Attendance Note
- Click on Reasons arrow and select Holiday, Illness/Medical Appointments or Family Reason.
- Select the start and finish time or day
- Add any additional details that may be needed and select Save.



View attendance and approvals

- Select your student (click on the student image) to open your student's profile screen. You can see attendance for the day and a list of classes for the day. Across the top there will be a series of tabs you can move through.
- Selecting the Approvals tab displays any current approvals. You can click on the blue plus icon on the bottom right to add attendance notes.



One Time Attendance Note via SMS

Parents/carers will receive a link in an SMS notifying them of an attendance issue. This link will expire after 48 hours. When you click the link it will take you into the App to the Notes/Approval screen for that specific absence allowing easy approval and comments.

If you click the link in the SMS after it has expired you get a message indicating the link has expired and that you need to log into the App or the full site to add a note.

Cancel Add Approval

Reason None >

Details / Comments

Start Date
27/04/2018 - 08:00 AM

End Date
27/04/2018 - 05:00 PM

Missed
Activites missed by this approval ⓘ

Add Approval