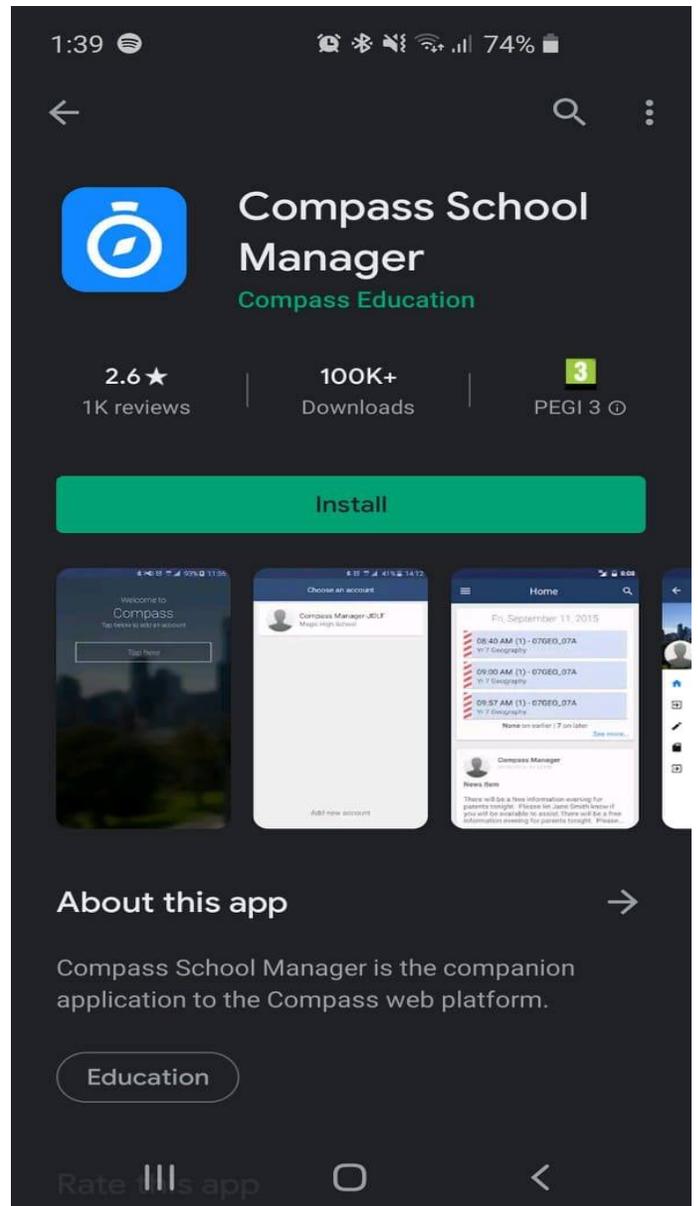




Introducing The Compass App

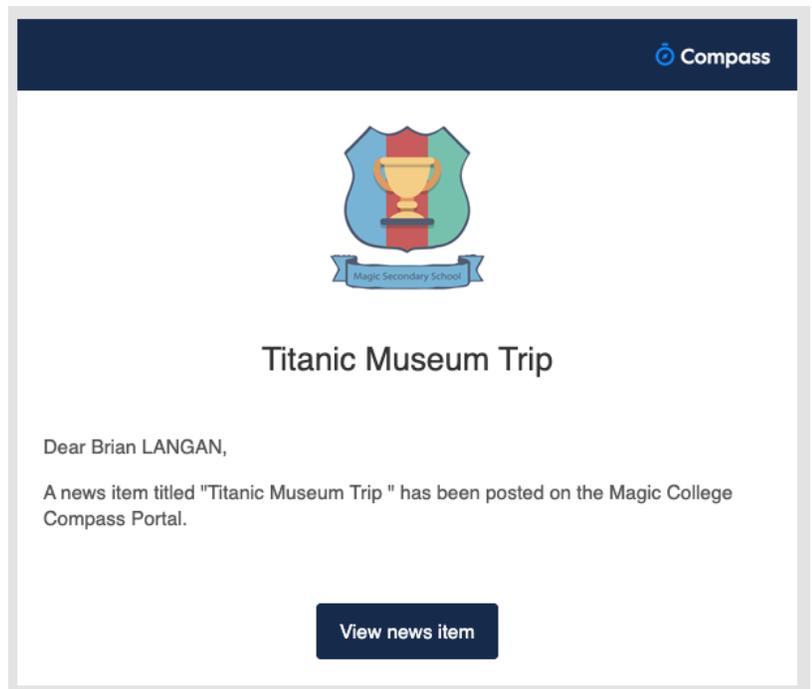
Downloading the app

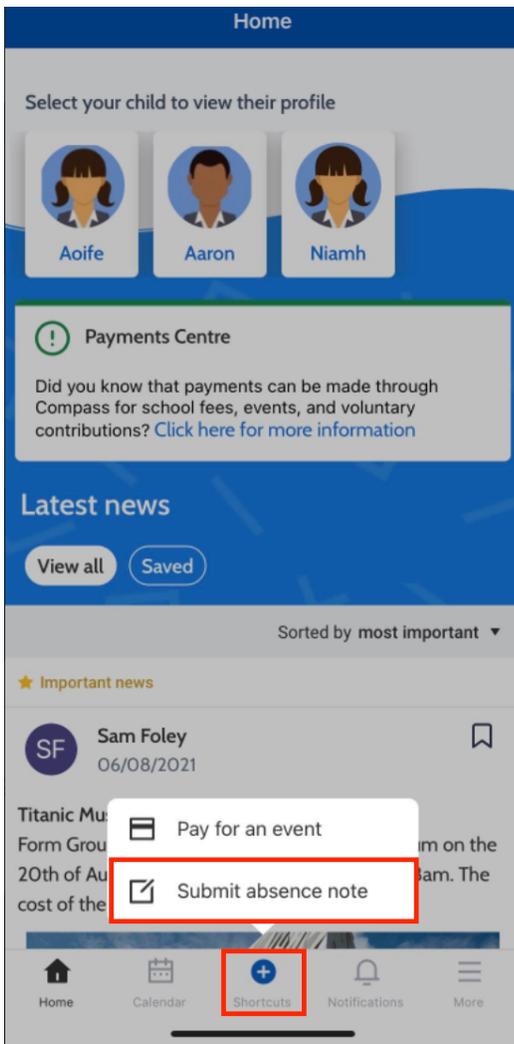
The Compass App can be downloaded from the Android or Apple App Store. To download the app to your device, search 'Compass School Manager'.



Newsfeed

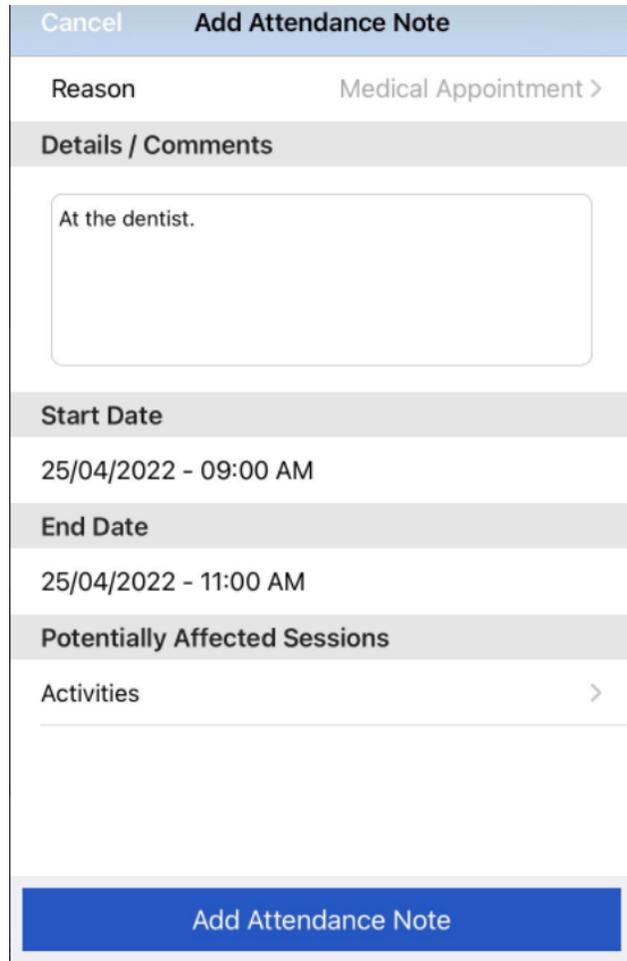
The Newsfeed is the first thing you see when you log into the App. This is where important information and announcements are found. A new Newsfeed item will usually be brought to your attention by email and/or push notification. All notifications can be viewed by clicking on the bell icon.





Entering an Attendance/Absence Note

From the Compass home screen (or your child's profile), click Shortcuts in the bottom menu and select submit absence note.



Add Attendance Note	
Reason	Medical Appointment >
Details / Comments	
At the dentist.	
Start Date	
25/04/2022 - 09:00 AM	
End Date	
25/04/2022 - 11:00 AM	
Potentially Affected Sessions	
Activities >	
Add Attendance Note	

From the pop-up window, you will need to select the reason, enter a brief description and enter the duration of absence the note will explain.



Tip: An Attendance Note can be added retrospectively as well as for an absence you know the student will have in the future

Student Profile & Schedule

Clicking on the student's profile picture will bring you to their dashboard. Here you can view the email address, form group and student ID along with the student's schedule for the day. This is where classes and any events such as school trips are displayed.

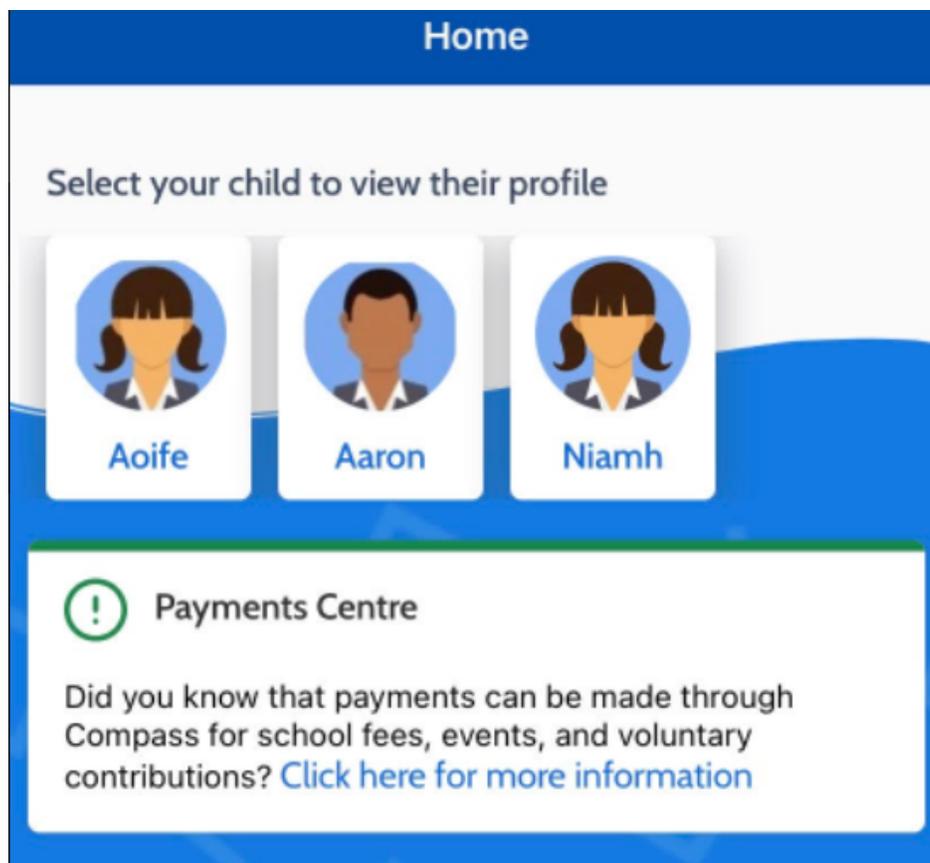


The screenshot displays a mobile application interface for a student profile. At the top, there is a navigation bar with a back arrow and the name "Aaron Ahearne". Below this is a menu with options: "Dashboard" (selected), "Chronicle", "Tasks", "Approvals", and "Reports". The profile section includes a circular profile picture of a man, the name "Aaron Ahearne", and details: "Female, 20/12/2002", "Groups: Test", "Student IDs: 16-0064, AALO21", and the email address "ashaalonso@magic-college.ie". A blue banner below the profile indicates the date "Mon April 25, 2022". The schedule is listed in light blue boxes with the following entries:

- 9:00 AM - 4BUSA - R21 - CD
- 10:15 AM - 4ITA - IT4 - RB
- 10:15 AM - 4SCI - MREF21
- 11:00 AM - 4TYPA - R26 - CN
- 12:30 PM - 4REA - IT4 - RB
- 1:15 PM - 4IRIA - R8A - PM
- 2:15 PM - 4FREA - R37 - GG
- 3:00 PM - 4ARTA - R30 - AK

A blue circular icon with a calendar symbol is located at the bottom right of the schedule list.

Taking payments



To pay for school fees there will be an action icon called 'Payments Centre'. This will redirect you to the action centre where you can pay for school fees, materials and events as set up by your school.

Accessing Reports

When you have signed in on the Compass app, click on the student's profile. In the Reports tab is where you can download the PDF of any reports that have been made available to you.

