Using the Compass School Manager App
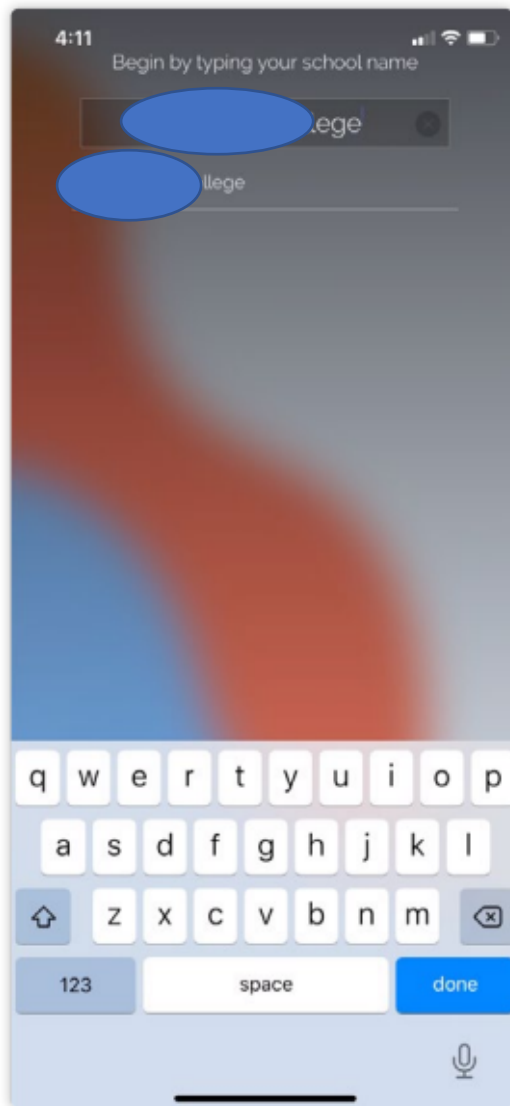

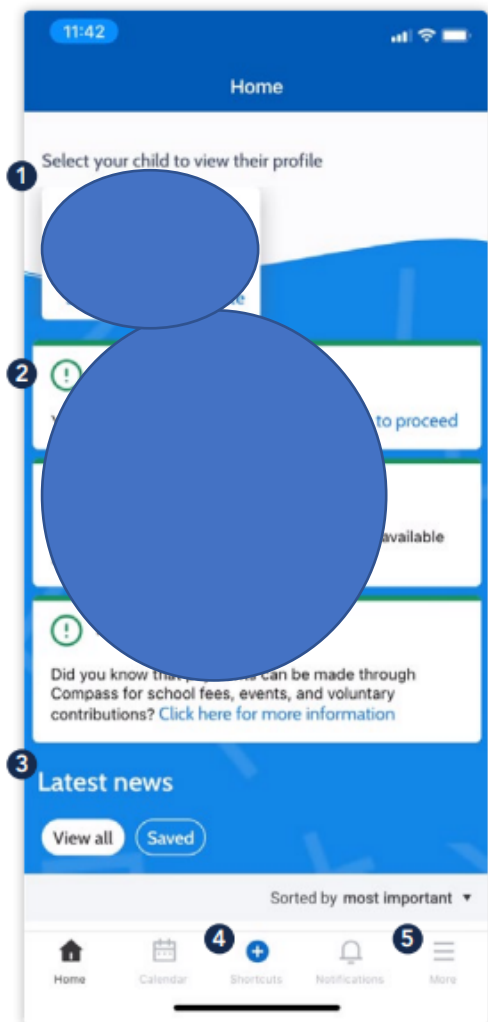You can use the **Compass app to action tasks**.

The app is available to download for free from the Apple App Store or the Google Play store.

Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your log in details which are the same details you use to log in to your Compass parent portal.

The App Home Page

When logged in, you will see:

❶ Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.

❷ Alerts

Notifications of items that require your action.

❸ Newsfeed

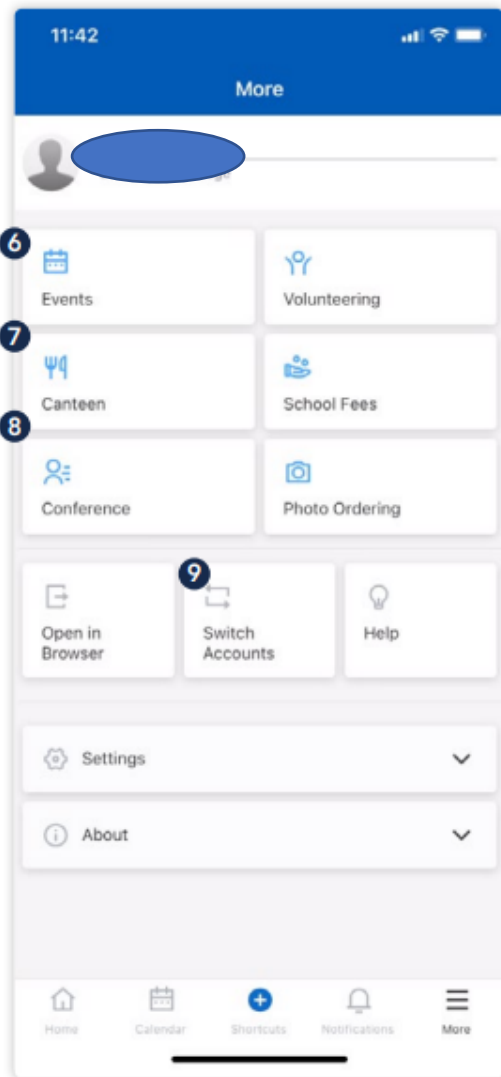Scroll through to view the latest posts from your school.

❹ Shortcuts

The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.

❺ More

Gives you access to additional actions – see next page.

The App Home Page
(continued)

6 Events Consent/payment
Process consent/payment for your child's upcoming events.

7 Canteen
Place canteen orders for your child.

8 Conferences
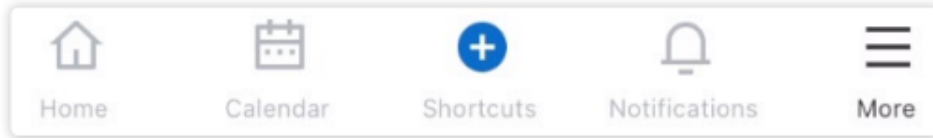Allows you to book teacher conferences.

9 Switch Accounts
If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.

**** Please note Taminmin College does not use all of the Compass Features.

**** Clicking on the **Open in Browser** button opens the App to be more like the Website and many more features are available from there.

Menu Icons (App)

Home	Calendar	Shortcuts	Notifications	More

The House icon can be clicked at any time to take you back to the **Home screen** in Compass.

The **Calendar** icon will take you to view the available Schedules i.e. school events, your child's schedule etc.

The 'Plus' icon will give you access to **'Shortcuts'**, such as paying for an Event, and adding an Attendance note.

The bell icon opens your **Notifications**. This contains a list of all notifications received.

The hamburger menu icon gives you access to the **More menu**. Conferences, Events, Canteen, and much more can be found in this menu.