



## Compass Parent Guide

Leda Primary School – Phase 1 Information

### Introduction

The Compass Parent Portal is an online platform that allows families to access up-to-date information about our school and your child's progress.

Our school is currently in Phase 1 of the Compass transition. Schools are moving to Compass at different stages across Western Australia.

This guide provides information on:

- Logging in (web and app)
- Entering attendance notes
- Using the SMS attendance link

As we continue our transition, Compass will become our main communication platform. Additional features such as events, newsfeeds and further communication tools will be introduced in coming months.

## Logging In – Web Browser

Compass is accessible on any modern web browser (Chrome, Firefox, Safari etc.).

To locate our school site, visit: <http://schools.compass.edu.au> and search for Leda Primary School.

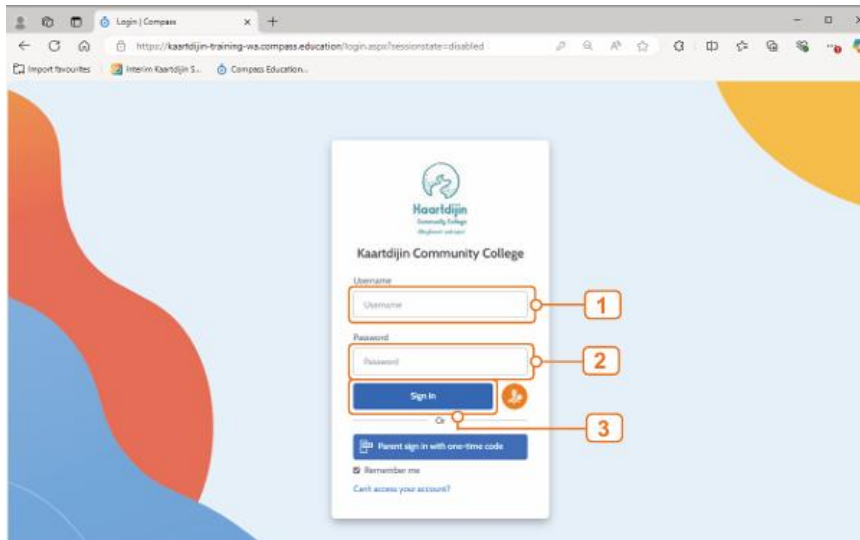
Steps to log in:

1. Enter your username
2. Enter your temporary password
3. Select Sign In

You will receive an authentication code via your registered mobile phone or email address.

First Time Login:

- Confirm your contact details
- Create a secure password
- Select Continue to access your Parent Portal

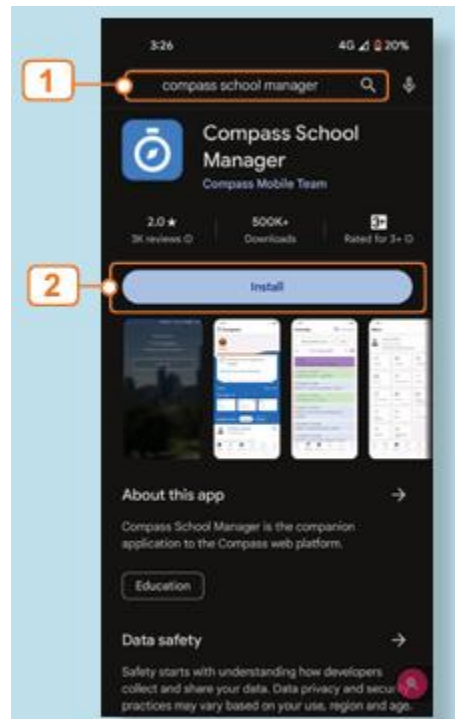


## Logging In – Compass App

The Compass School Manager app is available for iOS and Android devices.

To download the app:

1. Open the App Store (iOS) or Google Play (Android)
2. Search for 'Compass School Manager'
3. Download and install the app
4. Search for Leda Primary School
5. Log in using your Compass credentials

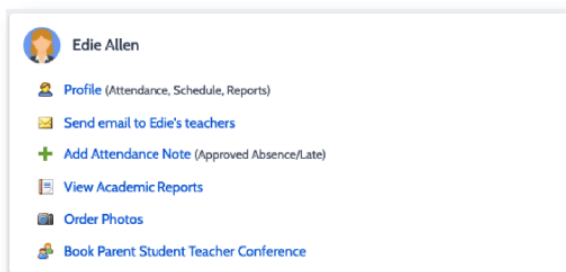


## Entering an Attendance Note – Web

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

Steps:

1. From the home screen, click 'Add Attendance Note'
2. Select the reason
3. Enter a brief description
4. Select start and finish time
5. Click Save



## What is an Attendance Note?

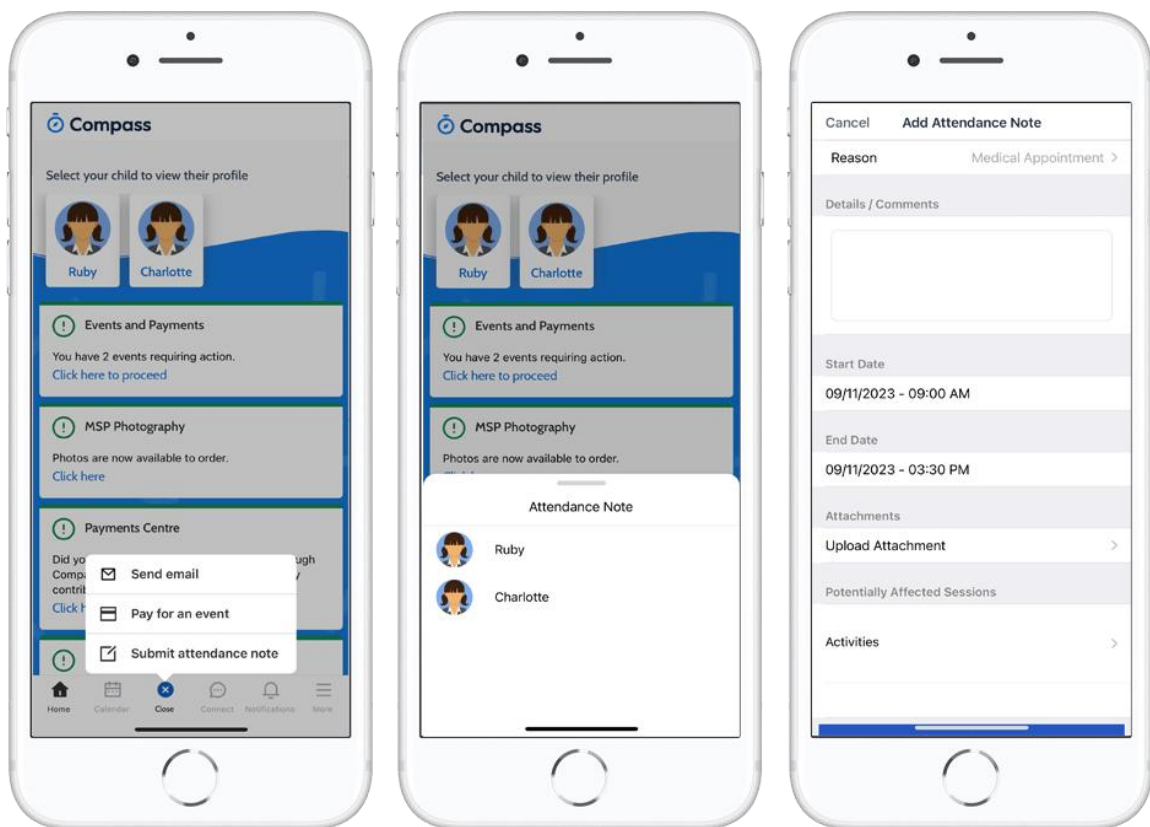
An Attendance Note is used to explain when your child is absent or late for school.

A screenshot of the 'Attendance Note Editor' form. The form is divided into several sections: 'Note Details', 'Important Notice', and 'Potentially Affected Sessions'.  
**Note Details:**  
Person: Edie ALLEN  
Reason: Medical/Illness (dropdown menu)  
Details/Comment: Feeling unwell - have a medical appointment this afternoon  
**Important Notice:**  
In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child, and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).  
**Potentially Affected Sessions:**  
A table with columns: Activity, Start, Finish.  
Row 1: 05GEN\_05A (Yr 5 Gene..., 08/02/2021 09:00 AM, 08/02/2021 12:00 PM  
Row 2: 05GEN\_05A (Yr 5 Gene..., 08/02/2021 12:30 PM, 08/02/2021 03:30 PM  
At the bottom, there are 'Start' and 'Finish' fields with date and time pickers, and 'Save' and 'Cancel' buttons.

## Entering an Attendance Note – App

Steps:

1. Click the blue shortcuts button
2. Select 'Submit Attendance Note'
3. Select the reason
4. Enter details
5. Click Save



## SMS Attendance Link

If your child is marked absent without prior approval, you will receive an SMS containing a link. When you follow the link, you will be able to explain the absence.

Please note:

- The link expires once used
- A new link will be sent for future unexplained absences

