

Parent Portal Mobile App

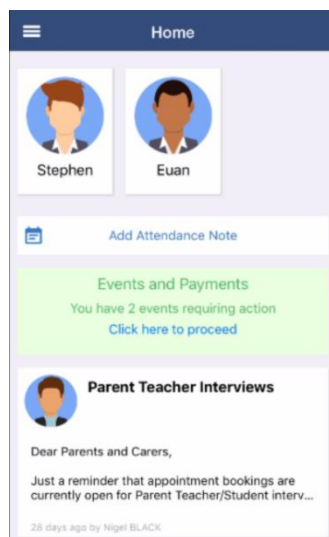
Home Screen

The Home page will display each of this parent's children that attend the school across the top.

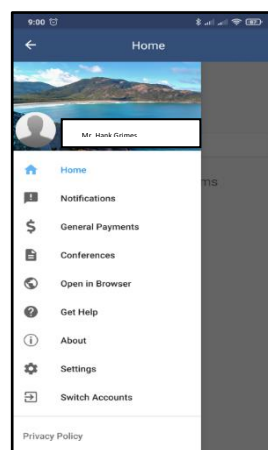
Parents will see the 'Add Attendance Note' option followed by any notifications for events requiring their action.

Below this, the News Feed will display.

The most recent Newsfeed posts will display at the top (or posts that have been set as 'Priority' items). Parents can scroll down to view all current posts.



Menu



The mobile Menu can be accessed by parent by clicking the 3 horizontal lines on the top left of their Compass mobile app.

Home brings the user back to the Compass home screen – displaying their children within the portal.

The **Notifications tab** is where parents may access any vital notifications pertaining to their child.

General Payments tab allows parents to pay for school fees and excursion fees (**if the payment system is set up within your Compass portal**).

Conferences are where any parent/teacher conferences are listed.

As the Compass mobile app is designed for limited functionality **Open in Browser** lets parents access the full Parent portal through a browser on their mobile phone.

Settings gives parents access to set up **Two Factor Authentication** to access Compass from another device, reset their **Compass portal password** as well as set up an **App Lock** (pin, fingerprint or face detection lock to access the Compass portal on their mobile device).

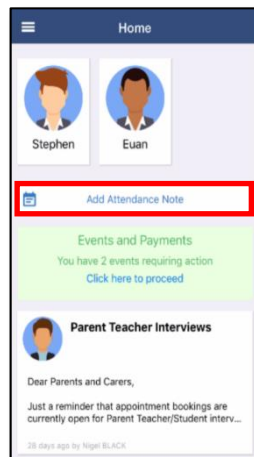
If a parent has children in multiple Catholic Education, Canberra & Goulburn schools they may switch between the school accounts through **Switch Accounts**.

Adding a Note or Approval

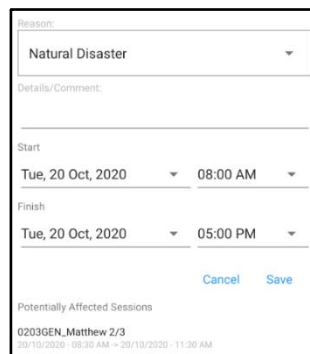
Parent portal is a powerful tool managing student absences (current and future), late arrivals as well as alerting parents of any unapproved absences or late arrivals to which they can then enter in approvals for the absence/late arrival making an unexplained absence an explained absence.

Adding an Attendance Note for Today or Future Dating

From the Compass portal app home screen parents may add an attendance note for a child for the current day or, if a planned absence, dates in the future from the home screen by selecting **Add Attendance Note**.



Parents select a reason for the absence, type in any details or comments and start and finish dates. Affected sessions are updated automatically below showing the parent what sessions their child will miss.

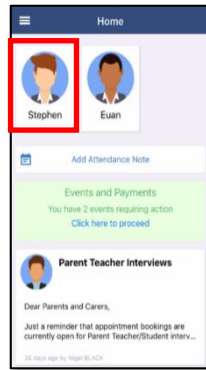


Once this is saved it will automatically be reflected in the class roll on the affected sessions marking the student as absent – NP.

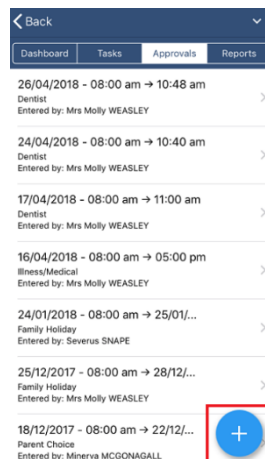


Adding an Attendance Note for an Unexplained Absence/Late

Parents will receive a notification on the mobile app home page notifying them that there is a pending approval if their child has an unexplained absence. Parents can click the link on the notification to bring them to the Approvals tab within a student's profile.



The parent then selects which date to put the approval for the absence in for (multiple displayed if more than one approval required)



Parents select the reason for absence from the drop down and any supporting comments and click **Add Approval**.

