



Student Guide



How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc). Student's can login to our school's Compass site using their Student login ID and the School login password. This log in information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

schools.compass.education

You will then be able to search for our school and access the link.

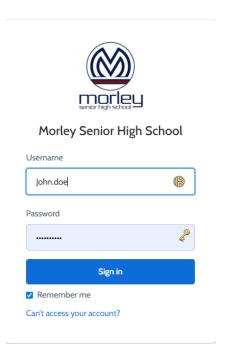
Recommended browsers







How to Log in



To log in, you will require your **Student ID** and password. These details will be provided to you by the school however if you are **new and** yet to receive them, please contact the school **ICT** office.

To log in, go to your school's Compass site. Type in your username and password and click 'Sign in'.

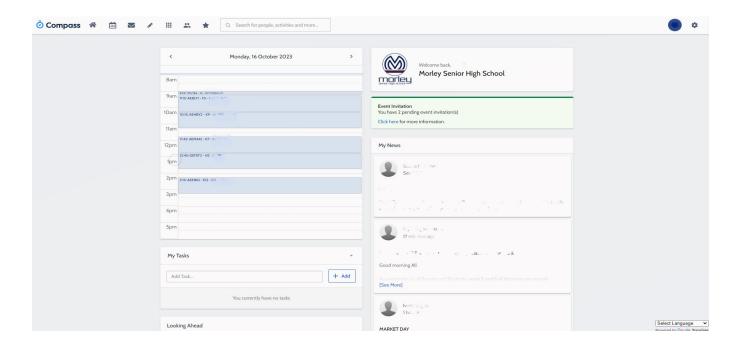
If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.







When you log in, you will be taken to the Home Page, which is made up of the following components:



Menu options

Across the top of the screen, you will see a series of menu icons, each with drop-down options. These are further explained in the following section.

Newsfeed

Posts in the Newsfeed allow the school to communicate key information to you. Posts remain accessible for as long as the school has determined, with the most recent posts displayed first. Posts that are set as Priority, however, will always show at the top.



Menu Icons



- The Home icon can be clicked at any time to take you back to the **Home**Page in Compass.
- The Calendar icon will take you to view the available **Calendars** i.e. school events, your **timetable** schedule etc.
- The Pencil icon opens the **Teaching and Learning menu** from which you can view all the Learning Tasks assigned to you.
- The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.

- The People icon is the **Community menu**. Here you can view teacher conferences (when available). You can also access any School Resources made available from this menu.
- The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.
- The Cog icon gives you access to the Tools Menu. Here you can view Saved card details,
 Sync Your schedule,
 Last Login details.

