

Compass: Keeping Up-To-Date With News

Compass allows the school to advise parents about events that are happening at the school and to notify them that there are news items to read. This article covers how the news items are targeted, and how to make sure you're notified of updates from the school.

We ask that all parents log into Compass daily, to check the news feed (My News), browse the Calendar and action any outstanding requests from school (a bit like you would go through your child's school bag at the end of the day 😊)

Targeted News Items

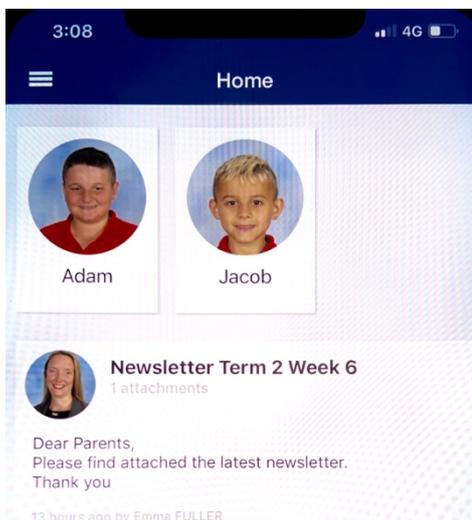
Compass allows the school to send news items to specific grade levels and classes. If you see a news item on Compass, then you can be sure that it is relevant to you.

For example, if the school makes a post about the Grade 5/6 Camp, then we would send it to all parents of Grade 5/6 students. If you have a child in Grade 5 or 6, then you will see the news item and if you have no children in Grade 5 or 6, you won't see it.

Similarly, teachers have the ability to post news items for their own classes, so only parents of children in that class will see it.

Viewing News on Your Mobile Phone or Tablet

If you are using the Compass app for your device, the most recent news items relevant to you will be shown as soon as you open the app, right underneath the photos of your children.



Viewing News on your Computer

If you log into the Compass website (browser), your news items are displayed down the right hand side of the page. Anything coloured in light green is alerting you to the fact that action is required on that item.

The screenshot shows the Compass website interface for Mickleham Primary School. The top navigation bar includes a home icon, a grid icon, a user icon, and a settings gear icon. The user is logged in as Mrs Rebecca MORELLI & Mr Adrian MORELLI. A blue callout labeled 'Main Menu' points to the navigation bar. A blue callout labeled 'TOOLS' points to the settings gear icon. The main content area is divided into two columns. The left column is titled 'Your Children' and lists two children: Adam MORELLI and Jacob MORELLI. Each child's profile includes a photo and links for 'Profile (Attendance, Schedule, Reports)', 'Send email to [child's] teachers', 'Add Attendance Note (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Student Teacher Conference'. A blue callout labeled 'Your Children' points to this section. The right column is titled 'My News' and displays several news items. The first three items are highlighted in light green, indicating action is required: 'Parent Student Teacher Conference' (Term 1 2019 - Parent/Teacher Interviews), 'Insights Cycle Open' (Your input/feedback is requested regarding Ginny for "Student Goals"), and 'Event Consent/Payment Required' (There are 2 event(s) awaiting your consent and/or payment). A blue callout labeled 'ALERTS' points to these items. Below these are three news items: 'Newsletter Term 2 Week 6', 'Canteen Menu 2019', and 'Parent Handbook'. A blue callout labeled 'NEWS' points to this section. The top right corner features the school logo and the name 'Mickleham Primary School 1091'.

When we send a news item to parents, we will usually send a notification to their email address. This email does not contain the news item, it just tells parents to log into Compass and check the news feed.

If a parent has the Compass app installed on their phone or iPad (and has notifications turned on), they will receive a notification about the news item. If they tap on the notification it will open the Compass app and display the news item — this is the easiest way to ensure you keep up-to-date with the school and is why we highly recommend that you download the Compass School Manager app to your device. If you have any trouble with this process, please come to the office, where we will be happy to help.