



**Cairns School of
Distance Education**
Global Learning

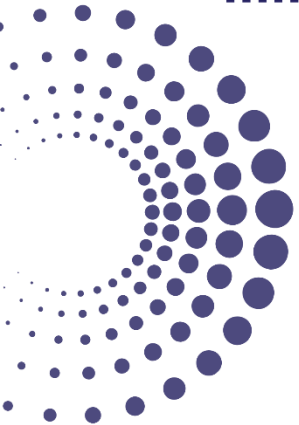


Compass

WEBSITE

INSTRUCTIONS

A Guide for Parents



**Queensland
Government**

Compass website instructions

A guide for parents

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■ What is Compass?

Compass is Cairns School of Distance Education's school management system allowing parents to:

- monitor attendance, and enter an explanation for absence (attendance note)
- communicate with your child's teachers (via email)
- view your child's timetable (schedule)

■ How do I access the Compass website?

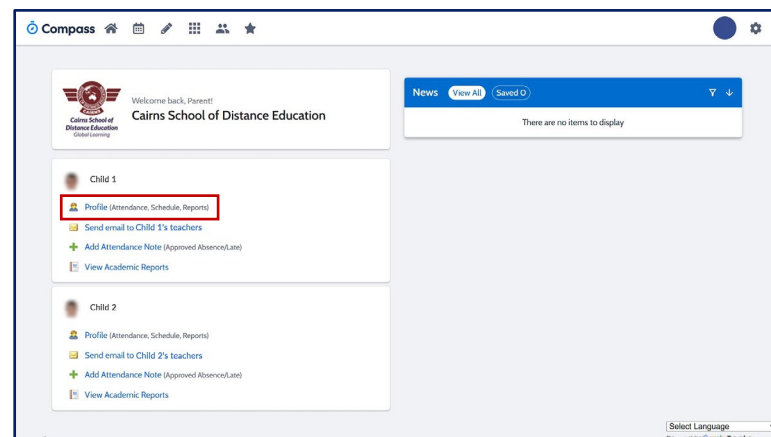
Compass is accessible on any modern web browser (Firefox, Chrome, Safari) or by using the Compass iOS or Android apps.

1. To access the parent portal, go to <https://cairnssde-qld.compass.education>.
2. To log in you will require your unique family username and password. These details have or will be emailed to you. Upon first login, you will be required to change your password and confirm your email address and mobile phone number.

If you need your password reset, please email Compass Support on compass@compass.email and provide them with the following details:

- School name
- Parent's full name
- Compass username (if known)
- Email address used for Compass

■ The Compass home screen

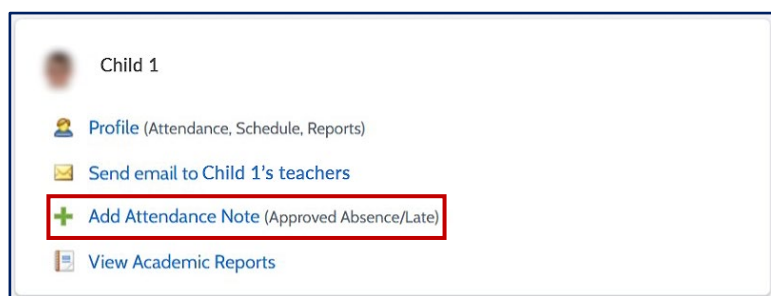


The home screen provides you with relevant alerts and news, as well as quick access to your child's profile. Your children are listed on the left of the screen. To access more information, click on the relevant quick link or select **Profile** to access detailed information about your child.

News

Recent school news items and information relevant to you are listed on the right of the screen. This may include newsletters, details of upcoming events and attendance information regarding your student. The **Tools** icon allows you to update your contact details and change your password.

■ Entering an attendance note



At Cairns School of Distance Education, attendance and engagement is monitored using work returns. However, teachers also mark the roll in Compass, to collect information on students attending live lessons.

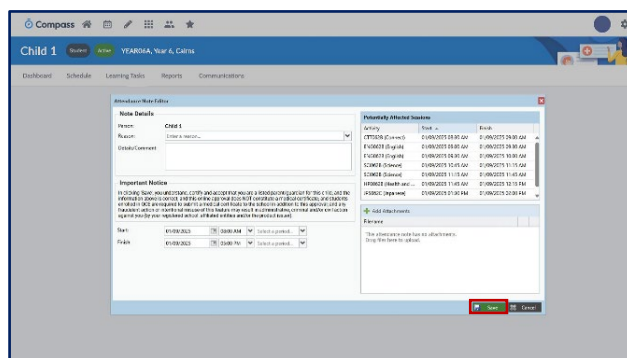
If your child is going to be absent for **more than 3 days**, you can notify the school using an **attendance note**. Early notification of planned absences supports your child's learning and allows our teachers to respond to student's needs.

An attendance note is used to explain when your child is absent from school for more than 3 days. From the Compass home screen (or from your student's profile), click the **Add Attendance Note** item.

From the pop-up window:

- select the reason
- enter a brief description of the absence
- select the start and finish time
- click the **Save** button.

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



- Please see the Cairns SDE Assessment Policies for information about extensions and the process. They are located on the [Cairns SDE website](#).

Year 10, 11, 12 Assessment Policy

■ Viewing attendance history

 Child 1

-  Profile (Attendance, Schedule, Reports)
-  Send email to Child 1's teachers
-  Add Attendance Note (Approved Absence/Late)
-  View Academic Reports

Student: Student name - Y0, Year Y

Active

Dashboard Schedules Learning Tasks **Attendance** Reports Analytics Insights

Summary Notes/Approvals Unexplained Absent/Degradation Full Record

Daily Activities & Attendance

Currently Viewing: 15/04/2019

	9:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Subject name Agent code						Subject name Agent code			
	AM					PM			

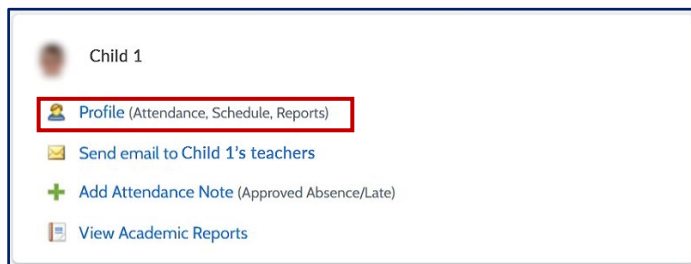
Annual Half Day Summary

School Year: 2019

January							February							March							April							May						
M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M				

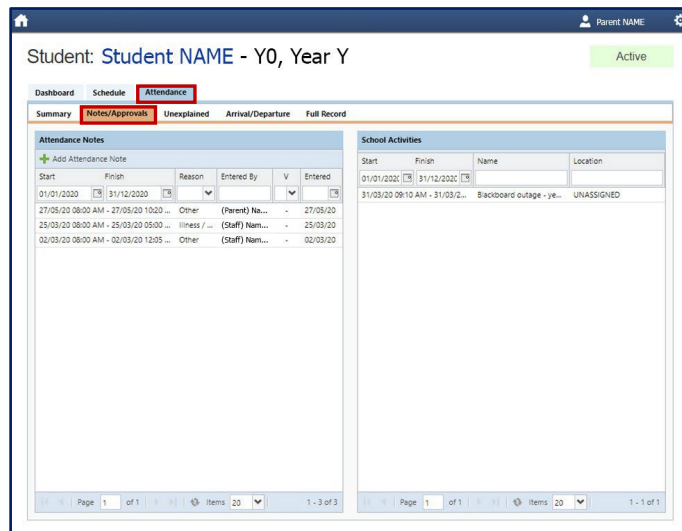
Notes/Approvals

From the **Home** screen select your student by clicking on **Profile** under their name.

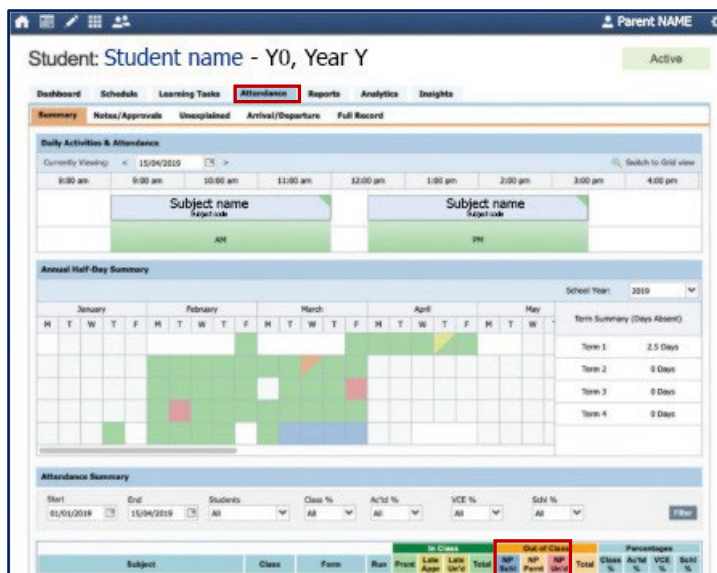


Select the **Attendance** tab.

The **Notes/Approvals** sub-tab provides a list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).



Summary of attendance



The summary sub-tab under **Attendance** includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

When students are marked **Not Present** in class this can sit in one of three different categories. These include:

- **NP SchINot** present in class and is explained by a school related activity
- **NP ParntNot** present in class and is explained by a parent approval
- **NP UnapNot** present in class with no explanation entered.

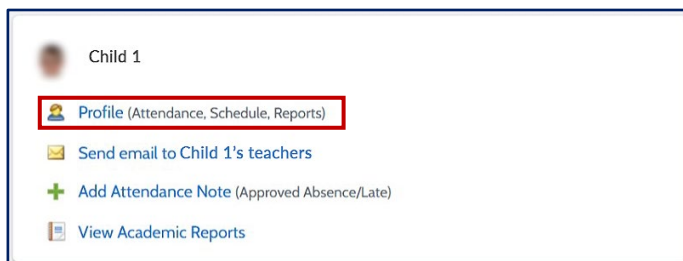
Compass app

You can also download the Compass app on iOS and Android devices, simply search for **Compass School Manager** in the App store.



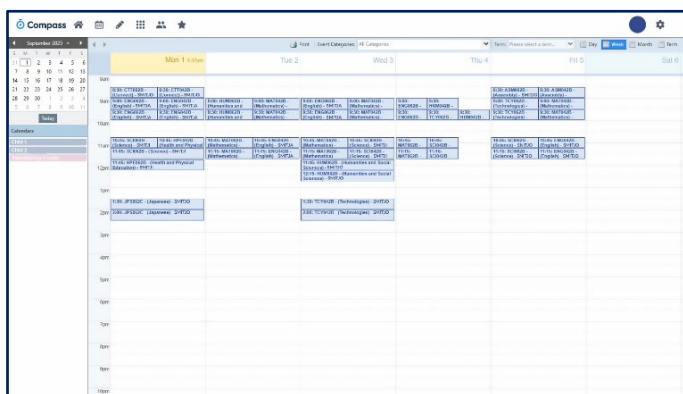
View student's schedule

From the **Home** screen select your student by clicking on **Profile** under their name.



Select **Schedule** tab

Parents can view student's classes and released assessment tasks across a week or month.

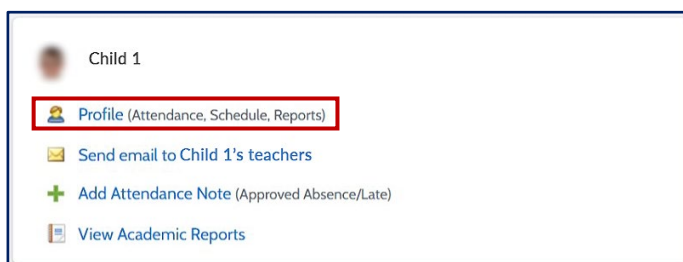


View student results

From the **Home** screen select your student by clicking on **Profile** under their name.

Select **Learning Tasks** tab

You can view the assessment task that has been submitted. You can see if the task was submitted on time and what result your student received.



Please note: This function is currently being trialed in P-6 and will be available for parents to view sometime in 2026.

