

## A How to Guide on: Viewing Reports

Dear Parents and Guardians,

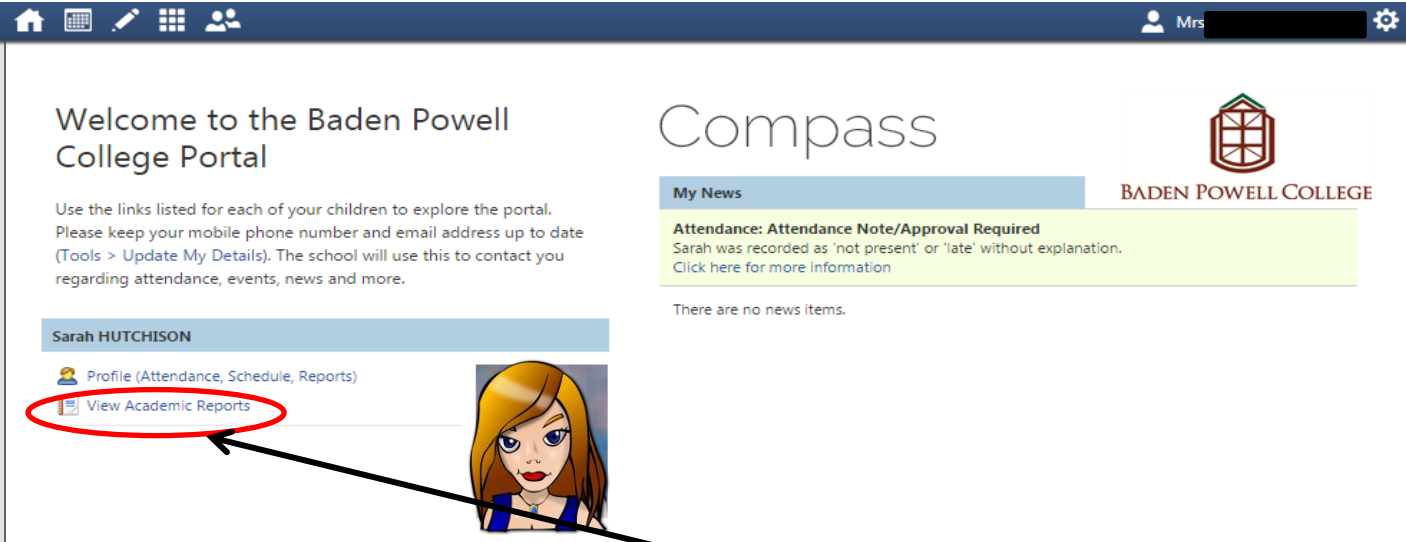
It is our vision that Compass will be an invaluable tool to increase the speed and ease with which parents and the school are able to communicate with each other. This will enable us all to provide the maximum possible support for your child.

There are a wide range of features on Compass, which will be turned on over the remainder of this year and into next year, as staff are educated on how to use them. As each module becomes active, you will be informed so that you can begin to use these new features.

Upcoming modules include: booking parent teacher interviews, receiving positive feedback about your child's performance at school, receiving notes and providing online consent for events.

The module that we would like to draw your attention to this time is **viewing reports**.

Once you have logged into Compass, this is the home page that you will see:



The screenshot shows the Compass home page for a user named Sarah HUTCHISON. The page has a dark blue header with navigation icons and a user profile icon labeled 'Mrs'. The main content area is divided into two columns. The left column contains a 'Welcome to the Baden Powell College Portal' message and a list of links for Sarah HUTCHISON, including 'Profile (Attendance, Schedule, Reports)' and 'View Academic Reports', which is circled in red. The right column features the 'Compass' logo and a 'My News' section with an attendance notification: 'Attendance: Attendance Note/Approval Required. Sarah was recorded as 'not present' or 'late' without explanation. Click here for more information.' Below the notification, it says 'There are no news items.'

To access your child's report, simply click on "View Academic Reports."

Your child's reports can be seen from here. You are able to print them if you desire.

For a more detailed overview of the features of Compass, see the "BPC\_Parent\_Brochure" file on our school's website.

We trust that you will walk with us in this journey of learning how to use Compass so that we are each able to offer maximum support to your child in a timely manner.

If you have any difficulties with using Compass, please contact Leslie Besanko at the Derrimut Heath Campus [BPCDHCompass@gmail.com](mailto:BPCDHCompass@gmail.com), or Daniel Screen at the Tarneit Campus [BPCTarneitCompass@gmail.com](mailto:BPCTarneitCompass@gmail.com).

Sincerely,

*Leslie Besanko and Daniel Screen*