

News & Tips

Compass



ACCESSING REPORTS ON COMPASS

STUDENT REPORTS

As a learning community it is extremely important that we value the children's reports as they are a means of celebrating how much the children have grown socially, emotionally and academically throughout the year. The teaching staff have been working extremely hard to ensure your child's report accurately reflects their current level of achievement and also their growth throughout the year.

As we continue to embrace the functionalities of Compass, this year the children's reports will be distributed electronically via this platform. Please ensure you have set up your password and username so you can access your child's reports on Thursday 21st December!

How to find your child's report

The screenshot shows the Compass user interface. At the top, there is a search bar and navigation icons. Below the search bar, a user profile is displayed with a date of 19 December 2017. The profile menu includes options like 'Profile (Attendance, Schedule, Reports)', 'Send email to Harley's teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', and 'View Academic Reports'. A blue arrow points from the 'View Academic Reports' link to a box containing three steps. Below the profile, a navigation bar shows tabs for 'Dashboard', 'Schedule', 'Learning Tasks', 'Attendance', 'Reports', 'Analytics', and 'Insights'. The 'Reports' tab is selected, and a sub-menu shows 'Reporting Cycle' with '2017 - Semester Two' selected. Another blue arrow points from the '2017 - Semester Two' link to the same box.

Step 1
Log into your Compass Account

Step 2
Click on the View Academic Reports Link under your child's profile

Step 3
Click on the 2017 – Semester Two link to take you to your child's 2017 Semester 2 Report. At this stage, it will be the only one there available for viewing.