

# Compass Guide



**HENLEY  
HIGH SCHOOL**



Compass is an online portal that enables you to access up-to-date and meaningful information about your child's progress. This guide shows how to perform some of the more common actions within the platform including, entering an absence for your child, resolving an unexplained absence, viewing grades and feedback for individual tasks and downloading semester reports.

## Functionality

Compass includes many different features including the ability to:

- ✓ Enter absences for your child
- ✓ Monitor your child's attendance
- ✓ Enter an explanation for absence or lateness
- ✓ Communicate with your child's teachers
- ✓ View your child's timetable and the school calendar
- ✓ View assessment grades and feedback for individual tasks
- ✓ Download and view your child's semester reports.

## Access

Compass is accessible on any modern web browser at [henleyhs-sa.compass.education](https://henleyhs-sa.compass.education) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in your app store.

Families that are new to Henley High School will be provided access to Compass in the beginning weeks of Term 1 if starting in the new year, or shortly after commencing if starting mid-year.

When you are provided access, please take the time to log in and explore Compass, as it will be a primary means of communication between you and the school.

If you are having difficulties accessing Compass or need to be resent your access email, please email Student Services at [studentservices@henleyhs.sa.edu.au](mailto:studentservices@henleyhs.sa.edu.au). Please use the email address that we have on file for you so we can validate your identity before we send you the access details.



# Enter an absence for your child

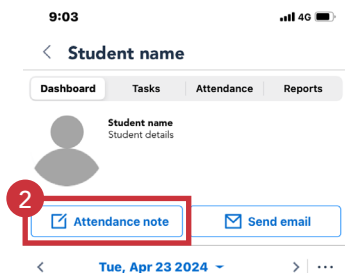
Use this procedure to enter an absence for your child.

## Mobile app

1. Login to Compass and select your child's profile.



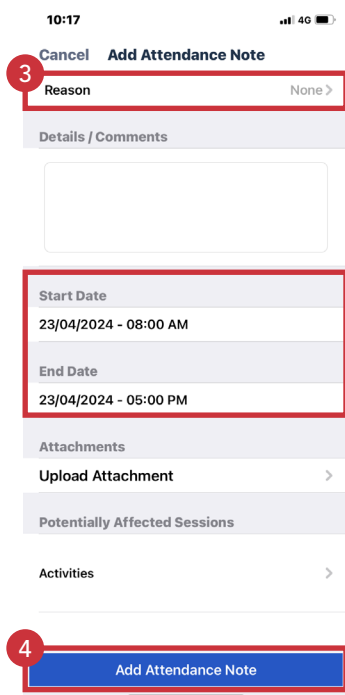
2. Select *Attendance Note*.



3. Complete the following fields:

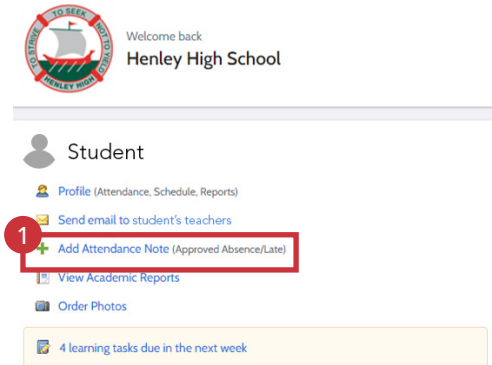
- *Reason*: Select a reason from the drop down
- *Start Date* and *End Date*: Enter the start and end date and time. If it is for the whole day, leave as 8.00am to 5.00pm. The date defaults to the current date.
- *Note*: You are not required to complete the *Details/Comments* field.

4. Tap *Add Attendance Note*.



## Web browser

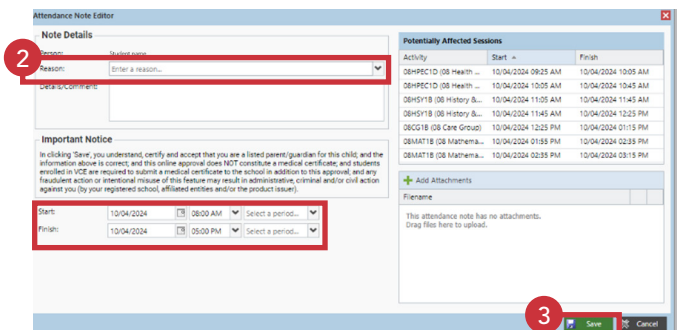
1. Login to Compass and select *Add Attendance Note* under your child's name.



2. Complete the following fields:

- *Reason*: Select a reason from the drop down
- *Start* and *Finish*: Enter the start and end date and time. If it is for the whole day, leave as 8.00am to 5.00pm. The date defaults to the current date.
- *Note*: You are not required to complete the *Details/Comments* field.

3. Click *Save*.



# Resolving an unexplained absence

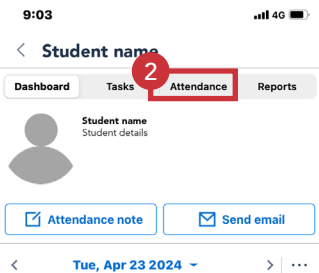
Use this procedure to resolve an unexplained absence for your child.

## Mobile app

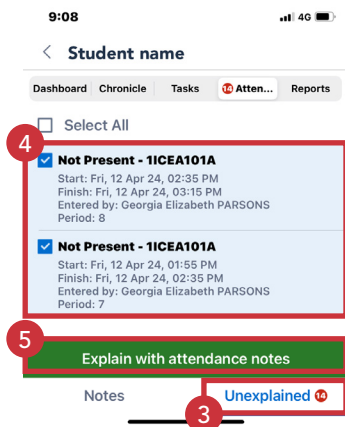
1. Login to Compass and select your child's profile.



2. Select *Attendance*.

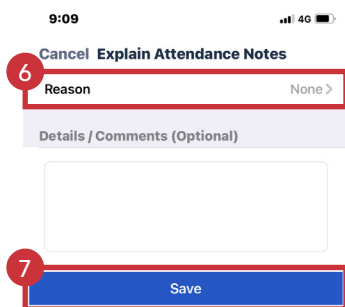


3. Select *Unexplained*.
4. Click the checkbox of the entries that you would like to resolve.
5. Select *Explain with Attendance Note*.



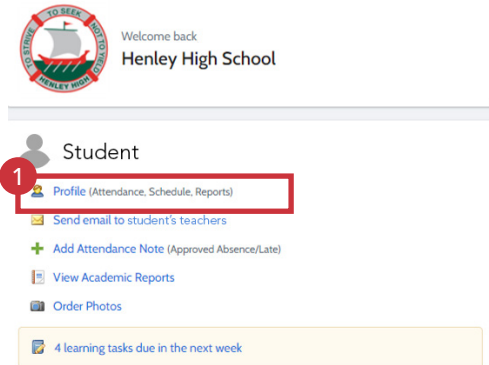
6. Select a Reason from the drop down menu.
  - Note: You are not required to complete the Details/Comments field.

7. Click *Save*.

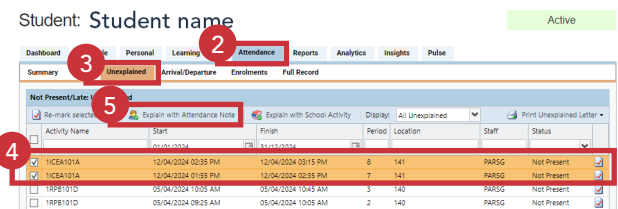


## Web browser

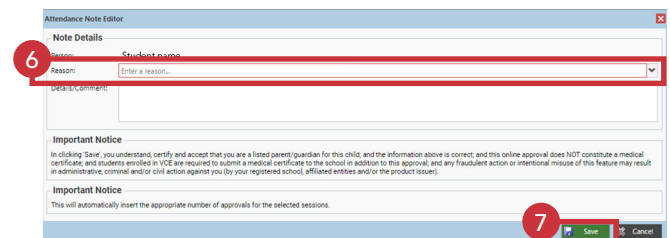
1. Login to Compass and select *Profile* under your child's name.



2. Select *Attendance*.
3. Select *Unexplained*.
4. Click the checkbox of the entries that you would like to resolve.
5. Select *Explain with Attendance Note*.



6. Select a Reason from the drop down menu.
  - Note: You are not required to complete the Details/Comments field.
7. Click *Save*.



# Viewing grades and feedback for individual tasks

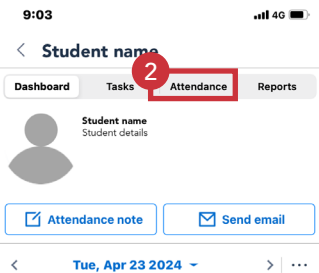
Use this procedure to view grades and feedback for individual tasks.

## Mobile app

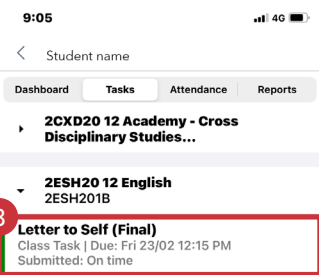
1. Login to Compass and select your child's profile.



2. Select Tasks.

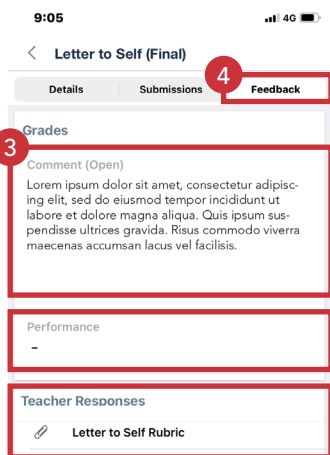


3. Select the assignment you wish to view.



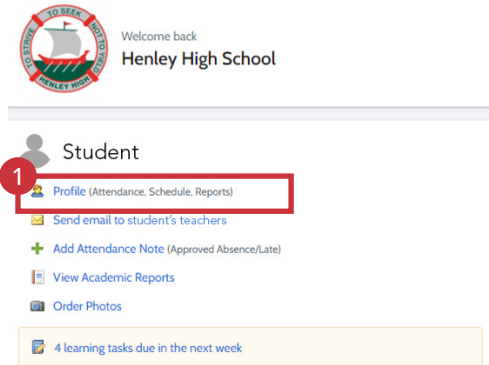
4. Select Feedback.

5. From this screen you can view a teacher comment (Comment), the assigned grade (Performance) and the rubric which can be downloaded (Teacher Responses).



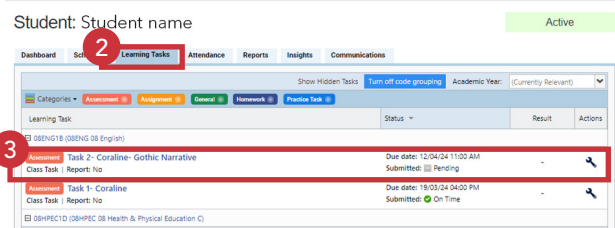
## Web browser

1. Login to Compass and select *Profile* under your child's name.



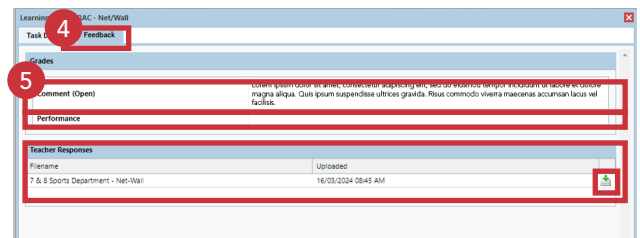
2. Select *Learning Tasks*.

3. Select the assignment you wish to view.



4. Select *Feedback*.

5. From this screen you can view a teacher comment (Comment), the assigned grade (Performance) and the rubric which can be downloaded (Teacher Responses).



# Downloading semester reports

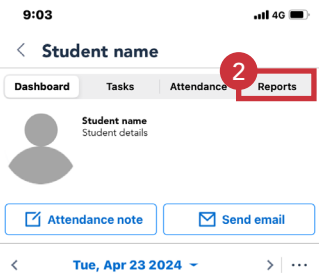
Use this procedure to download semester reports.

## Mobile app

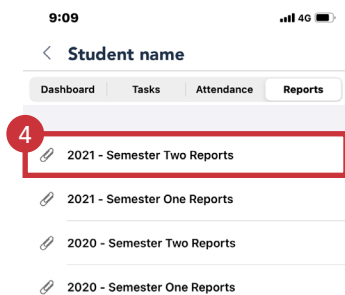
1. Login to Compass and select your child's profile.



2. Select Reports.



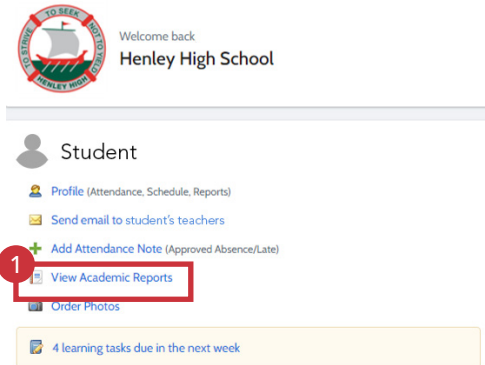
3. Select the report you wish to download.



- ✓ You are encouraged to save this report for future reference.

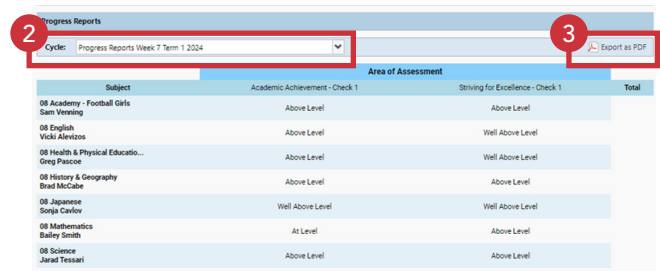
## Web browser

1. Login to Compass and select *View Academic Reports* under your child's name.



2. Under the *Progress Reports* heading, select the Cycle you wish to view from the drop down menu.

3. Click Export as PDF.



- ✓ You are encouraged to save this report for future reference.

# Record history

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Government of South Australia  
Department for Education