Compass

Parent Directory

Compass App and Browser

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Parent Directory Overview
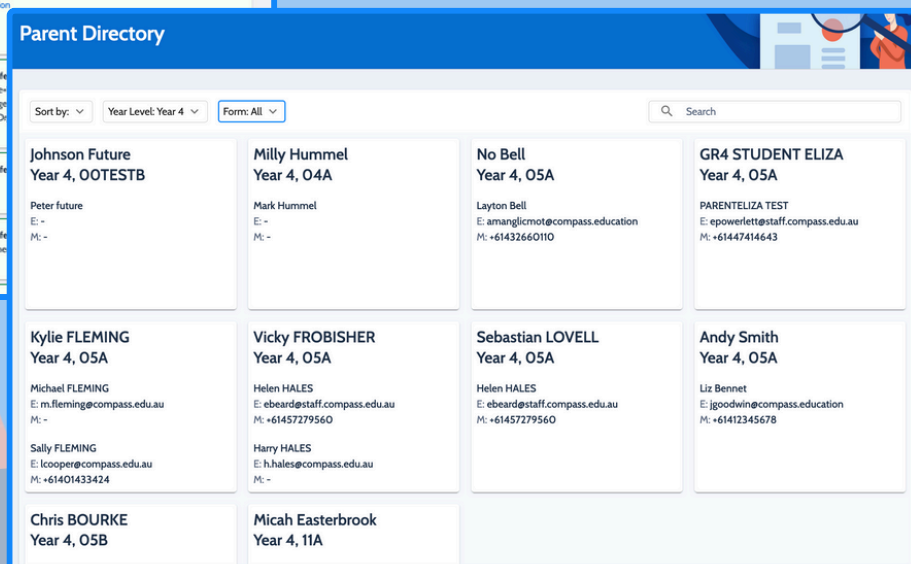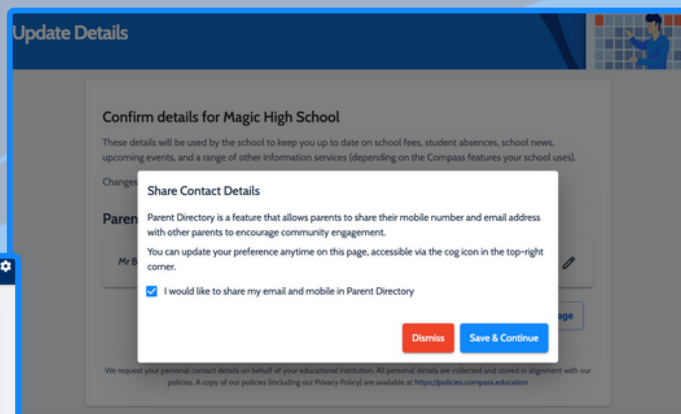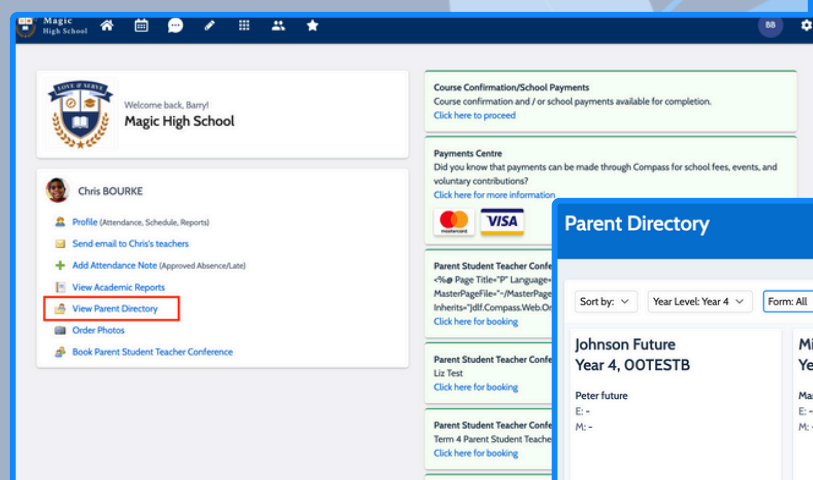
What is the Parent Directory?

The Parent Directory module is designed to help families connect more easily by allowing parents to opt in and share their contact details with others in their child's year level, form group, or classes.

Whether you're organising a birthday party, coordinating carpooling, following up on homework, or simply hoping to get to know other parents in your school community, the Parent Directory makes it easier to stay in touch. Once a parent opts in, their contact information will be visible only to other parents who have also chosen to participate.

How does the Parent Directory work?

The Parent Directory is a simple, opt-in feature that allows parents to share their contact details with other parents in their child's year level, form group, or classes. No action is required from school staff or administrators – everything is fully controlled by parents through their account.
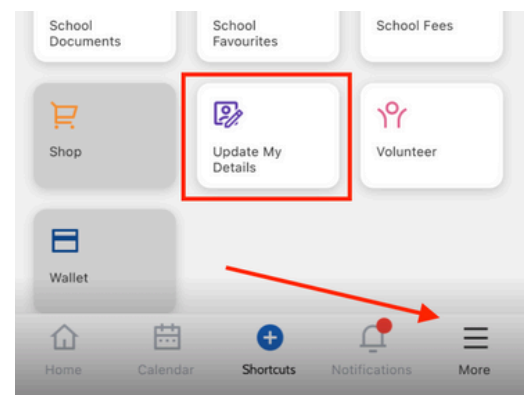
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🔓 1. Enable the Parent Directory

To appear in the Parent Directory, you must first give permission to share your contact details.

App Instructions

- Click the 'More' menu at the bottom right hand side of your screen
- Navigate to the "Update My Details" section
- The first time you enter this screen, you'll be prompted to share your contact details. By default, this option is set to OFF
- Select "Save and Continue" to confirm your choice

Web Browser Instructions

- Using the Cog Icon at the top right hand side of your screen, navigate to the "Update My Details" section
- The first time you enter this screen, you'll be prompted to share your contact details. By default, this option is set to OFF
- Select "Save and Continue" to confirm your choice

If you have previously opted in or out of this feature, you can change your preferences in the "Update My Details" section by clicking on your name.
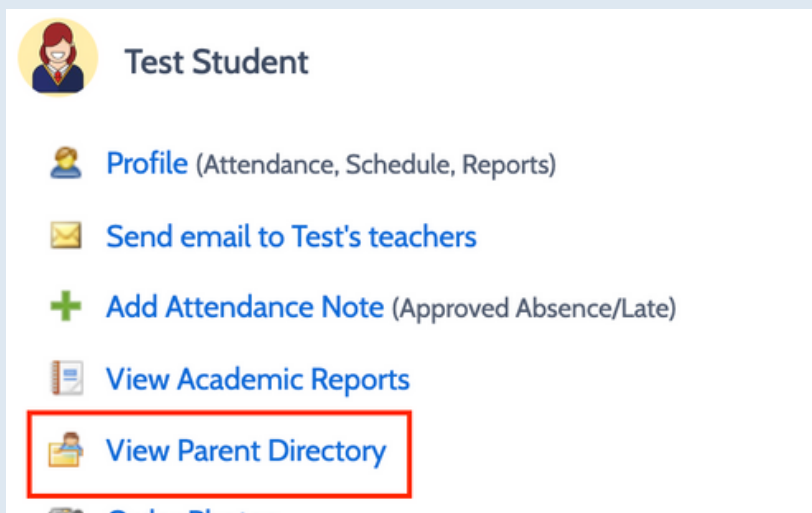
👨‍👩‍👧 2. Accessing the Parent Directory

Web Browser
Once enabled, the directory will appear on your home page under each of your student's profiles.
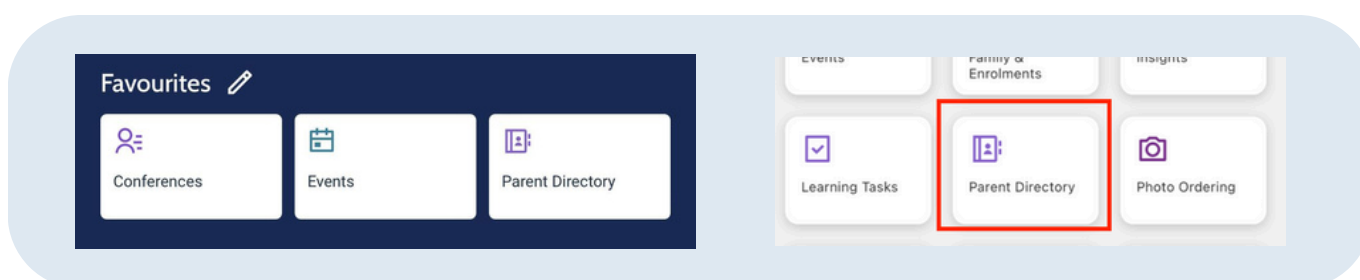
What you'll see:
- A "Parent Directory" link under your child's name.

Compass App

Once enabled, the directory will appear on the 'More' Menu.
This can be added to the favourites on your Compass home page by clicking the pencil icon next to Favourites on your home page.
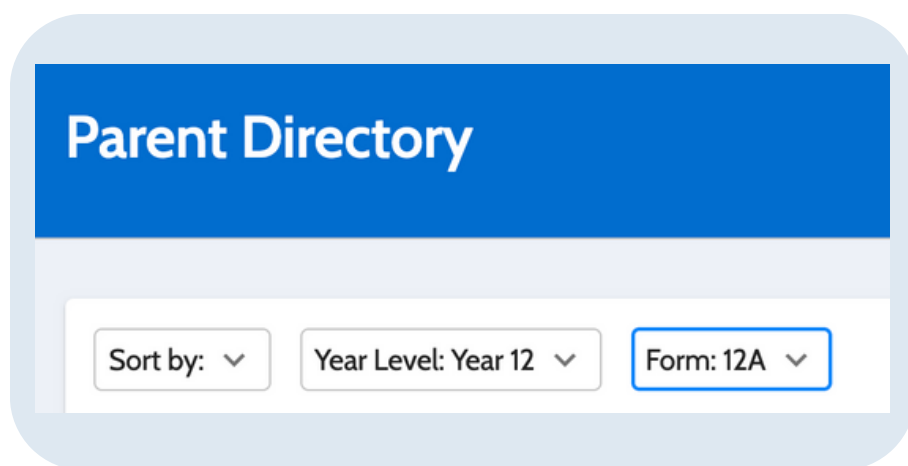
📚 3. Using the Parent Directory

The Parent Directory allows you to view other parents who have chosen to share their contact information.

Features:
- Filter by Year Level
- Filter by Form Group

Information Displayed:

- Student's Name
- Year Group
- Form Group
- Parent's Name
- Parent's Email Address
- Parent's Phone Number
- Suburb *Coming Soon*
- Boarder Status *Coming Soon*

💡 Example:
 If your child is in Year 12, you'll be able to see all parents of other Year 12 students who have opted in.