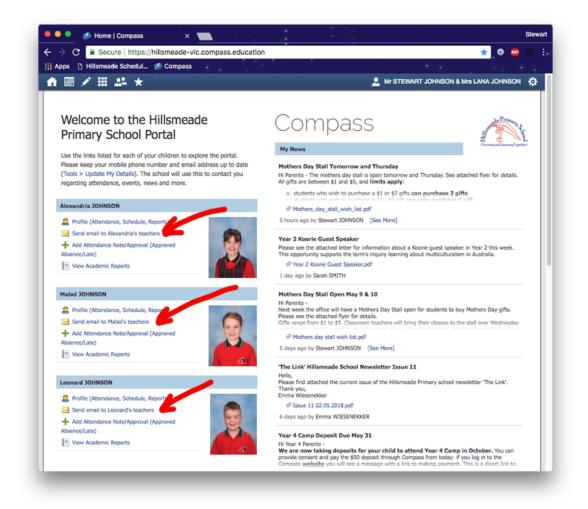
Emailing Teachers Using Compass.

The process is slightly different between the Compass website and Compass app.

Using the Compass Website

When you first log in to Compass in a web browser, you will see your children on the left-hand side. Next to each child will be a link **Send email to Child's teachers**.



When you click this link, a new window opens that allows you to compose an email. You can add a subject and a message body, and there are formatting controls to add lists and tables.

Send Email	X
Email subject:	Recipients
Insert context: (i) 🗹 "Re: Alexandria JOHNSON (JOH0053), 4/D at Hillsmeade Primary School"	🕂 Add Recipients 💢 Remove All
Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.	Ahmad CHAZBEK - AC00
menenanan analan ing aka akan kaling ana aka mula	Alison ELLIOTT - ELL
B I U A- M - Format - Ix ∞ ∞ ≥ ± ± : : : : : : : : : : : : : : : : :	Lisa SCOTT - SCOT 🗱
	Tilly LE FAOU - TL00, 4/D
	Yuan Yuan LIU - YL00
	Please note: all users in this list will receive this email denotes users with an invalid email address
	🖬 Send 🗮 Cancel

On the right-hand side you will see a list of all the teachers that have your child in a class. Typically it will be their main classroom teacher, and then the specialists who take them for Art, STEM and Physical Education. (Specialists will be added in a future update)

Recipients	
🕂 Add Recipients 🛛 💢 Remove All	
Ahmad CHAZBEK - AC00	×
Alison ELLIOTT - ELL	×
Lisa SCOTT - SCOT	×
Tilly LE FAOU - TL00, 4/D	×
Yuan Yuan LIU - YL00	×

You don't have to send email to all those teachers, you can click the red cross to remove the ones you don't wish to contact. You can also click **Add Recipients** at the top to add them back.

Please note: you will only be able add teachers who have your child in a class — you cannot email arbitrary teachers across the school.

If you need to contact a staff member other than your child's teachers, please use the <u>school's email</u> <u>address</u>.

Lastly, click **Send** at the bottom of the window. The teachers in the **Recipients** list will receive an email from Compass with your message, you will also receive a copy of the message in your own email — the email you receive will contain your message and the list of teachers who received it.

Using the Compass App

To email your child's teachers, **you will need to use the Compass website** — it's not a function supported by the app. Fortunately, you can access the website directly from within the app.

To start, click the 3 little lines (\equiv) in the top left-hand corner (sometimes called the <u>hamburger button</u>).



Then choose the **Open in Browser** button.



The Compass website will open in your app.



If you're using a phone it may be a bit small — we have found it's easier to open the Compass website directly in Safari on your iPhone as the rotation option works better and you can more easily access the Compass functions.

