ACCESSING STUDENT REPORTS VIA COMPASS

1. Access the Compass Parent Portal. You will notice a notification saying that **Reports are available from the Dashboard or through your child's Profile.** Click the link to access the Reports tab of your student's Profile.



ALTERNATIVE ACCESS: Go into the student's Profile and select the **Reports** tab.

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Student: - T43, Year	r 12 Active		
Dashboard Schedule Learning Tasks Attend ce Reports Student:	Analy Insights Student Chronicle Date Filter: This Year		
Groups: Champagnat, T43, Year 12 Student IDs: 105403, ISREN1 Email: isabella.rendina@mnstu.catholic.edu.au	Displaying entries made between 1/1/2018 and 31/12/2018 for: All Categories Altendance Notification - Student Unaccounted For Demonstration and the bit of Ofference Student Unaccounted For		
Friday, 13 April 2018			
8am	-		

2. You will now be able to view the Student Reports through two different methods. The Semester Reports show a summarised overview of the Student Reports. To access the PDF version, click the desired link in the **Reports** section.

The following screen appear, click on the Reporting Cycle required,

For example: 2018 – Year 12 Semester 1

Student:		- T43, Year 12			Active	
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The following screen appear, click **OK a**nd your child's Report will open in a PDF Reader for you to download and Save

	Semester Report for 2018 - Year 12 Semester 1		
	Your report will now generate and download. This task can take up to two minutes. Would you like to continue?		
	OK Cancel		
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