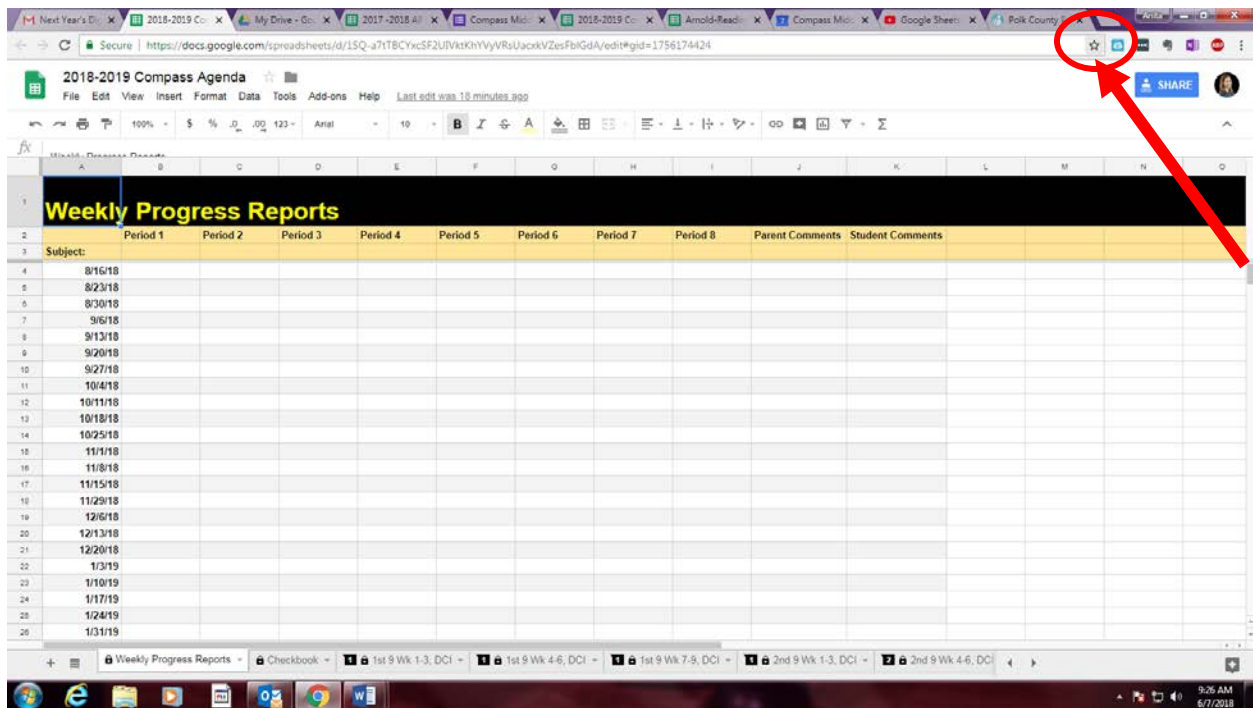


# Compass Charter Digital Planner

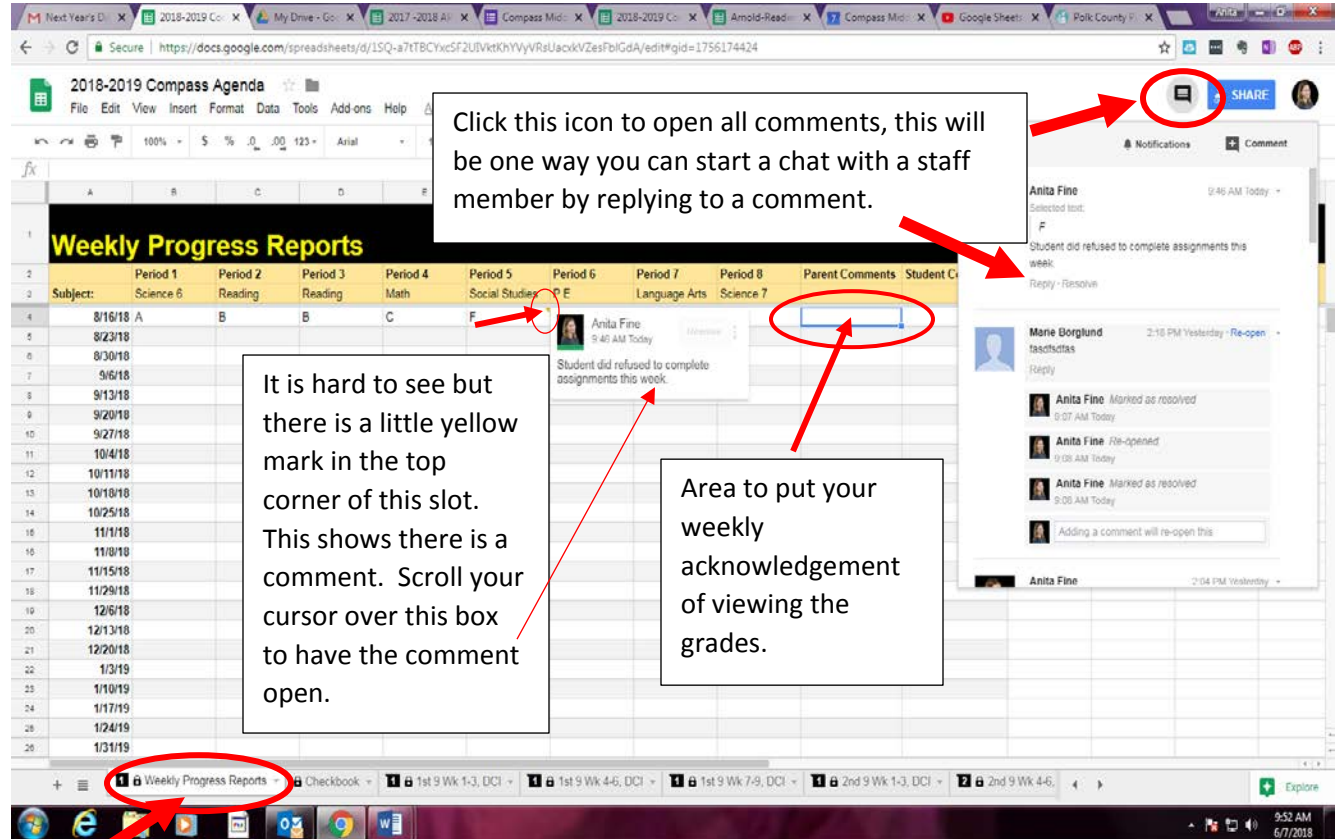
## Parent Use Resource Guide

**Access to the Digital Agenda:** Students and parents will receive an email with a link to the student's individual agenda at the beginning of the school year (or when the student enrolls) through an email. The student will use their school email. The parent will use the email provided to the school for communication. Click on the link to open up the agenda. We suggest creating a bookmark for the link so that you have it saved and can pull it up at any time (otherwise you will need to look through your email to find the link). Below is a picture of what to do to make a bookmark for the link.



**Weekly Progress Reports Tab:** Every Thursday, by the end of the school day, your student's homeroom teacher will enter the student's current grades into the weekly progress reports tab. **We ask every parent to view the progress reports tab every Thursday and to add a comment that you have viewed it into the parent comments slot for that day.** If you do not have anything to ask or share with the teachers, please just write your name as a comment to acknowledge that you have seen the grades. Your student will earn \$20.00 Compass Cash just for you writing a comment in their weekly progress reports tab. If you want to address a specific teacher you can also add a comment in the slot where the grade was added. A teacher might already have a comment put into the grades tab for you to view. You and the teacher can start a chat through the comments. To add a comment, click on the slot where you want to add it, click

on insert and select comment (or click on the slot and use the shortcut Ctrl+Alt+M). To view a comment, click on the box with a yellow mark at the top of the slot). Below is a screen shot of how to view the weekly progress reports tab, adding comments, and viewing comments. You will receive an email when a new comment is added into the agenda.



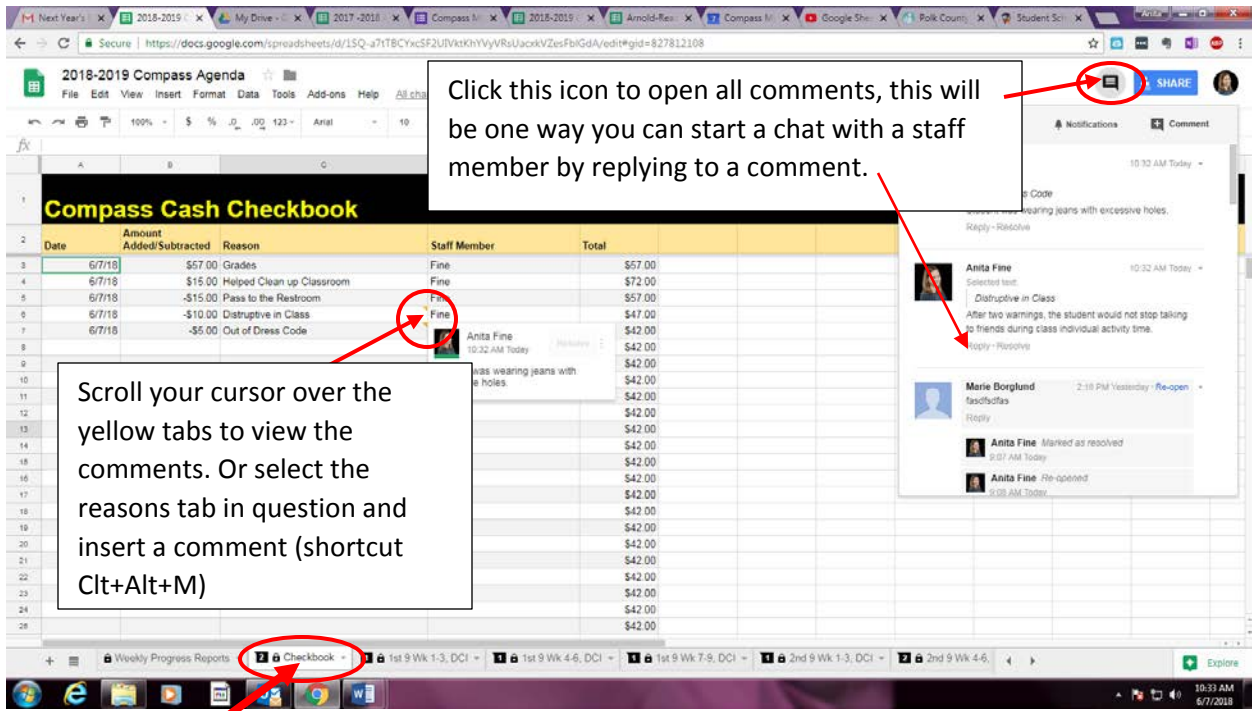
Click this icon to open all comments, this will be one way you can start a chat with a staff member by replying to a comment.

It is hard to see but there is a little yellow mark in the top corner of this slot. This shows there is a comment. Scroll your cursor over this box to have the comment open.

Area to put your weekly acknowledgement of viewing the grades.

Click on this tab to select the progress reports.

**The Checkbook Tab:** Students earn Compass Cash for good behavior and parent weekly acknowledgement of the weekly progress report. Students also earn Compass Cash for their grades, once a week. They earn \$10 for every A, \$5 for every B, \$2 for every C, and \$1 for every D. Compass Cash is deducted for poor behavior, being out of dress code, and for purchases. Students can use their cash to purchase passes out of class, items for the mid quarter auctions, and rewards throughout the school year. Parents can view the checkbook to gauge how their students are doing behaviorally in the classroom and how many times they are leaving the classroom throughout the day. Parents and teachers can add comments to the checkbook tab, under reasons to open up a conversation to elaborate on behavior or excessive passes out of the classroom. Below is a screenshot of the checkbook tab.



Click this icon to open all comments, this will be one way you can start a chat with a staff member by replying to a comment.

Scroll your cursor over the yellow tabs to view the comments. Or select the reasons tab in question and insert a comment (shortcut Clt+Alt+M)

Tab to select to view the student checkbook.

Date	Amount Added/Subtracted	Reason	Staff Member	Total
6/7/18	\$57.00	Grades	Fine	\$57.00
6/7/18	\$15.00	Helped Clean up Classroom	Fine	\$72.00
6/7/18	-\$15.00	Pass to the Restroom		\$57.00
6/7/18	-\$10.00	Disruptive in Class		\$47.00
6/7/18	-\$5.00	Out of Dress Code		\$42.00

**Daily Class Information Tabs:** These tabs will be show the student’s daily class information. It will include what their focus is on, through their essential question. What they have learned and/or are confused about, each day. Also they will put in if they have homework for the day. Students, teachers, and parents can again put in comments throughout the daily class information tabs to keep everyone informed about issues, student progress, and questions for each class and day as they arise. There are several tabs for the daily class information. They are separated by nine week periods, in three week groupings. Below is a screen shot of the Daily Class Information tabs.

This icon is still available to open chats on comments.

Where your student will enter what they learned and/or what they are confused about.

Where your student will enter if they have homework.

Click on the arrow to view latter weeks as the year progresses.

Scroll your cursor over the yellow tabs to view the comments. Or select the reasons tab in question and insert a comment (shortcut Clt+Alt+M)

These are the tabs to select to view the different weeks of the Daily Class Information

Scroll down or over to see more weeks and all class periods.

**If problems occur when accessing or using the digital agenda:** Email Mrs. Fine at [anita.fine@compassmiddlecharter.net](mailto:anita.fine@compassmiddlecharter.net).