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Group Activities

Student Sign-In for Group Activities

This new feature allows students to sign in to a Group Activity directly from a Compass Kiosk, automatically marking the associated roll with a timestamped audit entry. If a student has already been added to the Group Activity, the Kiosk will record the appropriate data - no duplicates!

Please note that the Group Activity must be created before students can sign in, and the intelligent roll marking mode must be used.

Before you can use this feature, please be sure to get in contact with our Support Team and ask them to depoly the Kiosk Group Activity Chronicle Template.

Once this has been completed, please follow these steps:

- 1 Navigate to Administration Tools, located under the cog icon
- 2 Go to Client Manager
- 3 Click the edit pencil next to the Kiosk
- 4 Go to the Students & Staff tab
- 5 In the Group Activities section, configure the following settings:

**DeviceAdmin
permission
required**

Group Activities

Turn on Group Activities Check-in



Allow Students to join Group Activities with Intelligent Roll Marking mode. To use this feature, you need to ensure the 'Create Kiosk Group Activity Chronicle Template' has deployed. See Compass Support

Group Activity Enrolment Threshold

Number of minutes prior to the start of a roll-tap session, where roll-taps will impact pre-selected roll status

Group Activity Year Levels

Year levels to display (leave blank for all year levels)

- 6 Click 'Save & Close'

Group Activities

Student Sign-In Workflow

1

Student scans their ID card or enters their credentials at the Kiosk

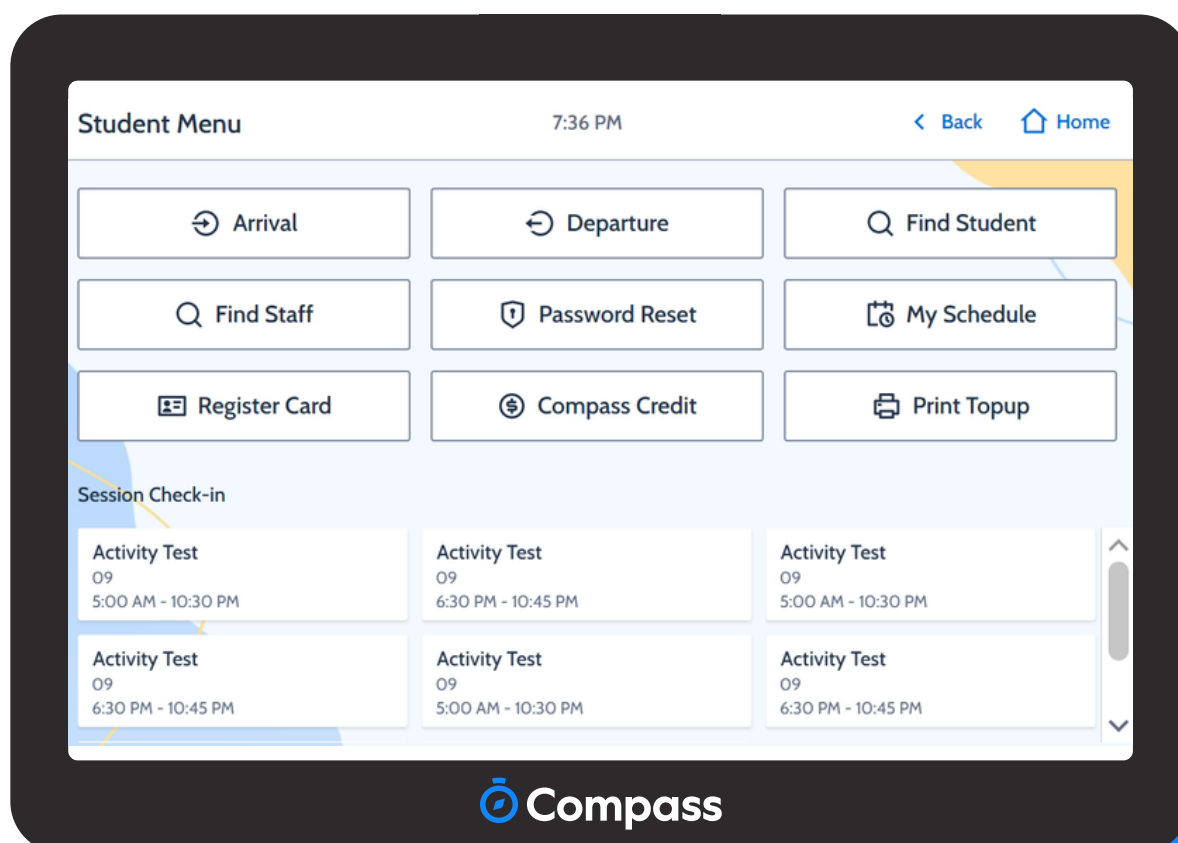
2

Kiosk displays the active Group Activity, including the name, location & session start and end times

3

Student taps the Group Activity to check-in and the roll is marked

Please note: The location is configured in the Kiosk Client Manager settings (similar to Guardian) and the Group Activity location must match.



School Activities

Student Sign-In for School Activities

This new feature allows students to sign in and out of a School Activity directly from a Compass Kiosk, with the relevant attendance data automatically recorded. This is great for things like library or study sessions during free periods, or any school-defined School Activity.

You can also run multiple School Activities simultaneously, each targeting a different year level. For example, you can run separate Year 11 and Year 12 study sessions at the same time!

To set this up in your Compass portal, please follow these steps:

1. Navigate to Administration Tools, located under the cog icon
2. Go to Client Manager
3. Click the edit pencil next to the Kiosk
4. Go to the Students & Staff tab
5. In the School Activities section, configure the following settings:

School Activities

Turn on School Activities Check in

#1: Library Study Centre - SLC

+ Add School Activity

Add School Activity

Activity Name

Year 12 Study

Activity Type

Study leave, off-site

Activity Location

LIB

Activity Default Length

50

Activity Year Levels

Year 12

Cancel

Save

6. Click 'Save & Close'

DeviceAdmin permission required

School Activities

Student Sign-In Workflow

1

Student scans their ID card or enters their credentials at the Kiosk

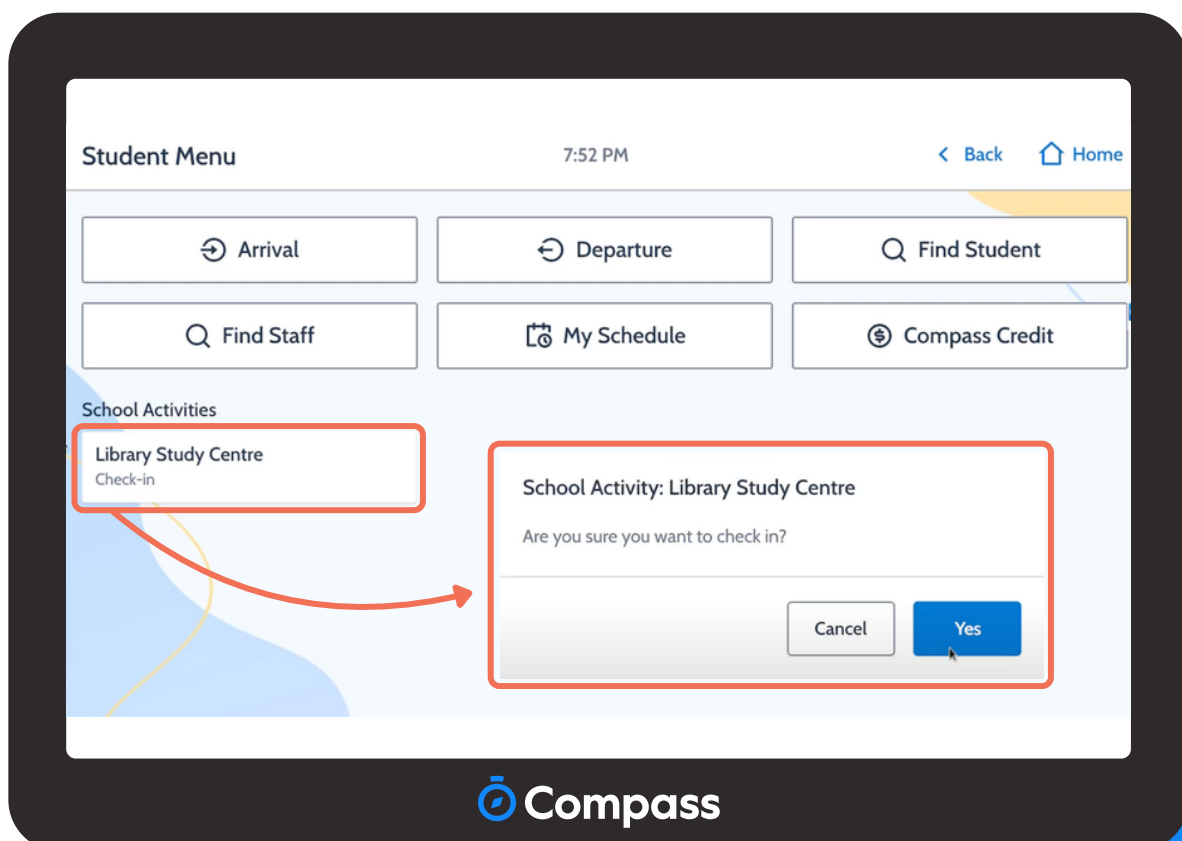
2

Kiosk displays the active School Activities

3

Student taps the School Activity to check-in and the roll is marked

Repeating this process allows students to sign out of the School Activity as well!



Sickbay Check-In

Automatic Sickbay Entry on Check-In

With this new feature, students can check in to sickbay using a Compass Kiosk, which will automatically create the relevant Sickbay Chronicle entry. This means sickbay visits are logged instantly, reducing manual data entry for staff! Records can then be updated and managed in real time, keeping your school's health tracking organised and up to date.

To set this up in your Compass portal, please follow these steps:

- 1 Navigate to Administration Tools, located under the cog icon
- 2 Go to Client Manager
- 3 Click the edit pencil next to the Kiosk
- 4 Go to the Students & Staff tab
- 5 In the Sickbay section, configure the following settings:

**DeviceAdmin
permission
required**

Sickbay

Sickbay Year Levels

Year levels to display (leave blank for all year levels)

--Select--

Turn on Sickbay Check-in

Allows the kiosk to be used for Sickbay Check-in

☐

- 6 Click 'Save & Close'

Entry details:

Template: Sickbay

Fields: Default

Visibility: Hidden

Check-in time: Kiosk check-in time

Rating: Grey

Comment: Entry added by '[Kiosk]' at HH:MM

Sickbay Check-In

Student Sign-In Workflow

1

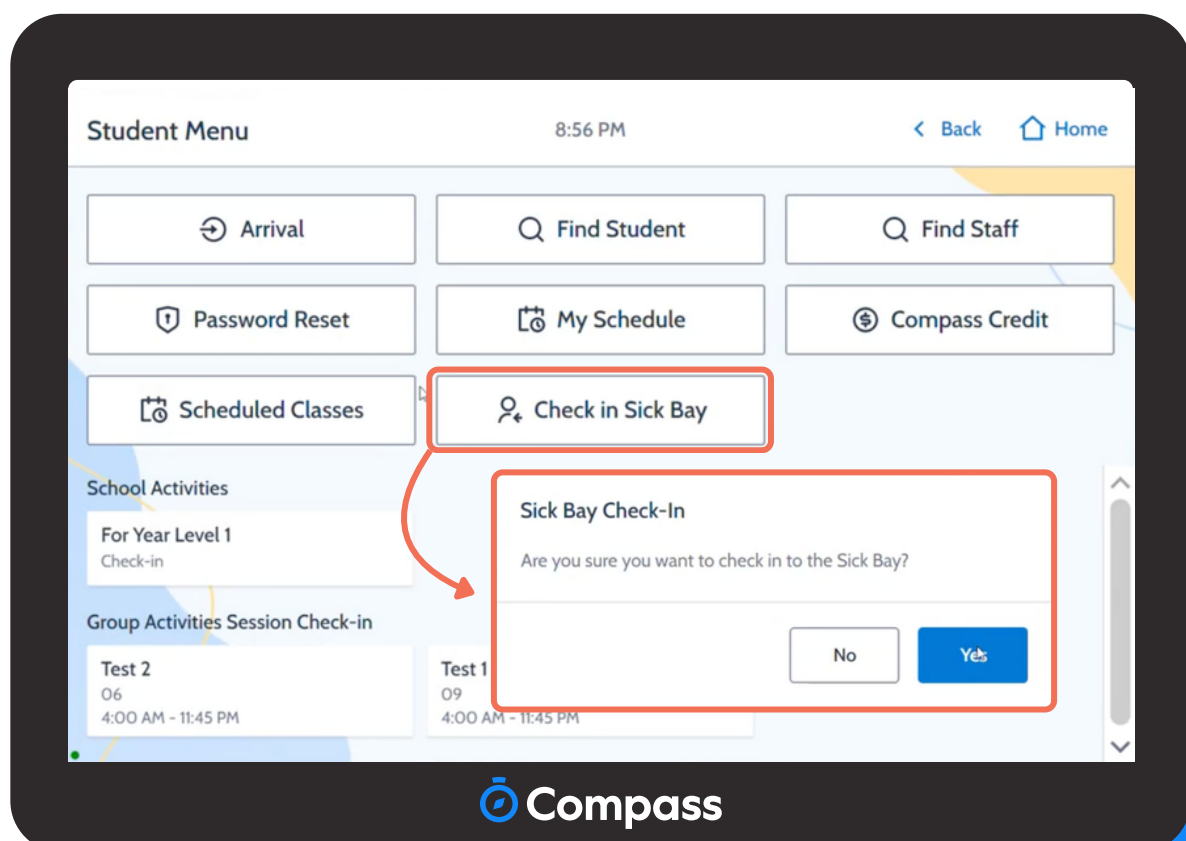
Student scans their ID card or enters their credentials at the Kiosk

2

Kiosk displays the Sickbay check-in option

3

Student taps "Check in Sick Bay" and the entry is created



Arrivals & Departures

Year Level Sign-In & Out Controls

This added Year Level filter gives you more granular control over who can sign in and out using a Compass Kiosk! With this setting enabled, only students in the specified Year Levels will see the check-in and check-out buttons on the Kiosk.

To set this up in your Compass portal, please follow these steps:

- 1 Navigate to Administration Tools, located under the cog icon
- 2 Go to Client Manager
- 3 Click the edit pencil next to the Kiosk
- 4 Go to the Arrival & Departure tab
- 5 In the Student Arrivals section, configure the following setting:

**DeviceAdmin
permission
required**

Student Arrivals

Arrival Year Levels

Specifies the year levels authorised for arrival (leave blank for all year levels)

Year 10 Year 11 Year 12

AskLateArrivalReason

Prompt students to enter a reason for the late arrival

☒

- 6 Scroll down to the Student Departures section and configure the following setting:

Student Departures

AskEarlyDepartReason

Prompt students to enter a reason for the early departures

☒

Departure Year Levels

Specifies the year levels authorised for departure (leave blank for all year levels)

Year 10 Year 11 Year 12

- 7 Click 'Save & Close'

Kiosk PIN Codes

PIN-Based Login for Staff & Students

Users with an active Compass ID card can now log into Compass Kiosks using a PIN code! This makes signing in simple and time-efficient, and adds an extra layer of security to your Kiosk setup.

Active Card Requirement

Please note that the PIN login capability is tied to CompassIdentity cards. Students and staff members must have an active card to use this sign-in method - this prevents PIN use by users who have had their card deactivated. You can continue to use other login methods alongside PIN.

To set this up in your Compass portal, please follow these steps:

- 1 Navigate to Administration Tools, located under the cog icon
- 2 Go to Client Manager
- 3 Click the edit pencil next to the Kiosk
- 4 Go to the Students & Staff tab
- 5 In the 'Student Page: Sign-in Methods' field, select 'PinCode'

**DeviceAdmin
permission
required**

Student Page: Sign-in Methods

Allow students to sign into the Kiosk using one or more of password, DOB, or 4-digit PIN code (PIN requires an Active identity card). Select multiple methods to let students pick at sign-in.

PinCode

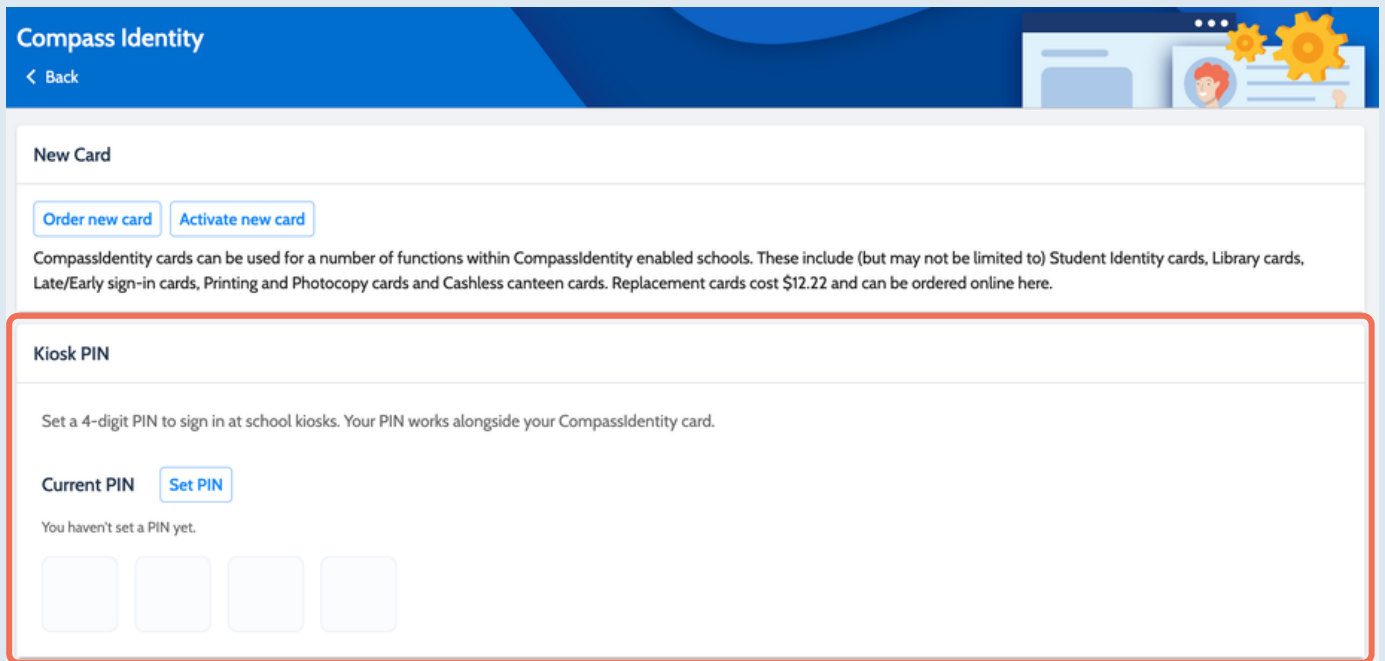
- 6 Click 'Save & Close'

**Please feel free to
share the next page
with your staff &
students!**

Kiosk PIN Codes

Configure Your PIN

- 1 Click the cog icon in the top right-hand corner of your Compass portal
- 2 Go to CompassIdentity Card
- 3 Enter a PIN code in the Kiosk PIN section
- 4 Click 'Set PIN'



The screenshot shows the 'Compass Identity' portal. At the top, there is a header with the title 'Compass Identity' and a '< Back' link. On the right side of the header, there are icons for a user profile and settings (gears). Below the header, there is a section titled 'New Card' with two buttons: 'Order new card' and 'Activate new card'. Below this, there is a paragraph of text explaining the uses of CompassIdentity cards. Below that, there is a section titled 'Kiosk PIN' which is highlighted with a red border. Inside this section, there is a paragraph explaining the purpose of the PIN. Below the paragraph, there is a label 'Current PIN' and a 'Set PIN' button. Below the button, there is a message 'You haven't set a PIN yet.' and four empty input boxes for the PIN digits.

Compass Identity
< Back

New Card

[Order new card](#) [Activate new card](#)

CompassIdentity cards can be used for a number of functions within CompassIdentity enabled schools. These include (but may not be limited to) Student Identity cards, Library cards, Late/Early sign-in cards, Printing and Photocopy cards and Cashless canteen cards. Replacement cards cost \$12.22 and can be ordered online here.

Kiosk PIN

Set a 4-digit PIN to sign in at school kiosks. Your PIN works alongside your CompassIdentity card.

Current PIN [Set PIN](#)

You haven't set a PIN yet.

**Please note that you
will need an active
Compass ID card to use
this login method!**

Multiple Auth Methods

Enable Multiple Sign-In Methods

You can now select any combination of login methods for your Compass Kiosk, tailoring authentication to suit your school's unique needs. Staff and students can then choose how they sign in, giving everyone a seamless Kiosk experience!

Password

Standard Compass account password

Date of Birth

Student's date of birth used for verification

PIN Code

PIN code set via CompassIdentity Card

To set this up in your Compass portal, please follow these steps:

- 1 Navigate to Administration Tools, located under the cog icon
- 2 Go to Client Manager
- 3 Click the edit pencil next to the Kiosk
- 4 Go to the Students & Staff tab
- 5 In the 'Student Page: Sign-in Methods' field, select your preferred sign-in method/s

DeviceAdmin
permission
required

Student Features

Display Student Photos In Kiosk Search ☒
Display student photo in public searches

Display Students with Access Restrictions ☐
Allows students that have any access restriction on their profile to be displayed in all student searches on the kiosk

Student Page: Sign-in Methods

Allow students to sign into the Kiosk using one or more of password, DOB, or 4-digit PIN code (PIN requires an Active identity card). Select multiple methods to let students pick at sign-in.

Password DateOfBirth PinCode

- 6 Click 'Save & Close'

Multiple Auth Methods

Any combination is supported - For example, Password + PIN, or all three enabled at once!

