



Emailing a Parent Reply Form from Compass

Please send all Replies during working hours.

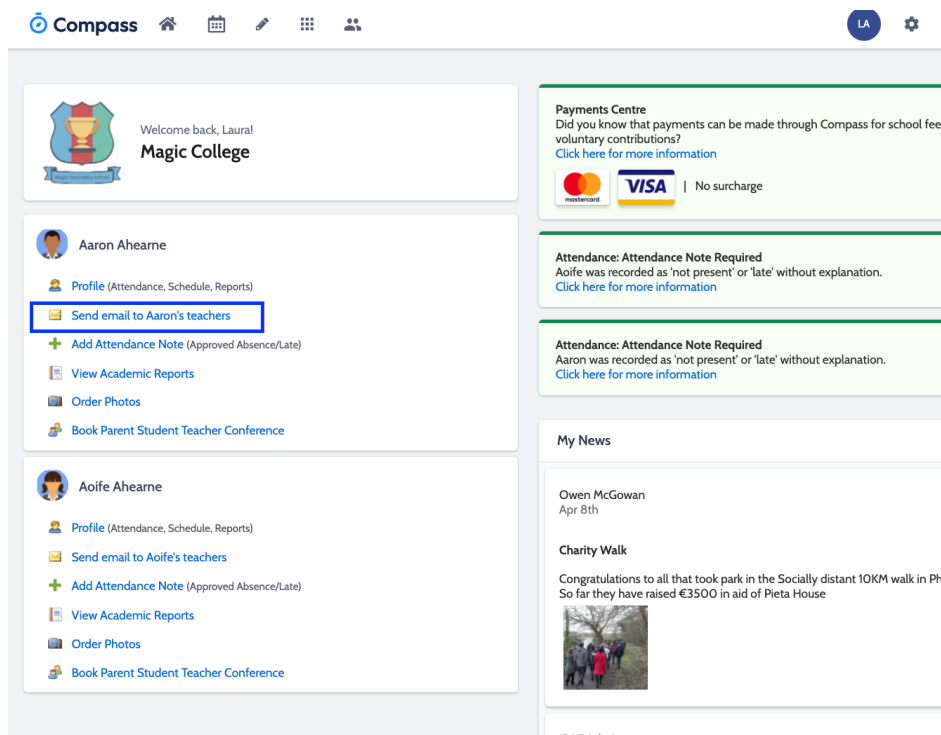
To send a Parent Reply Form from the Compass browser follow the below steps.

Step 1:

Log in to Compass.

Step 2:

Once logged in, on the left-hand side will be your student's photo and a list of options. Click 'Send email to ... teachers'.



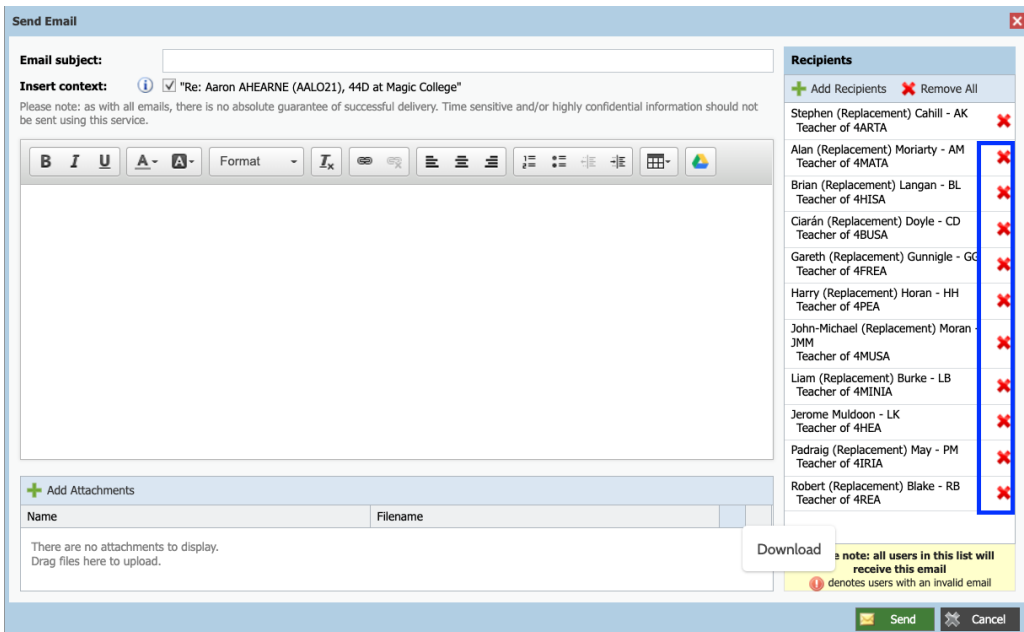
Step 3:

This will open up the email window. The first thing to do is to remove all staff except the one staff member you wish to email. To do this click the red cross next to their name.

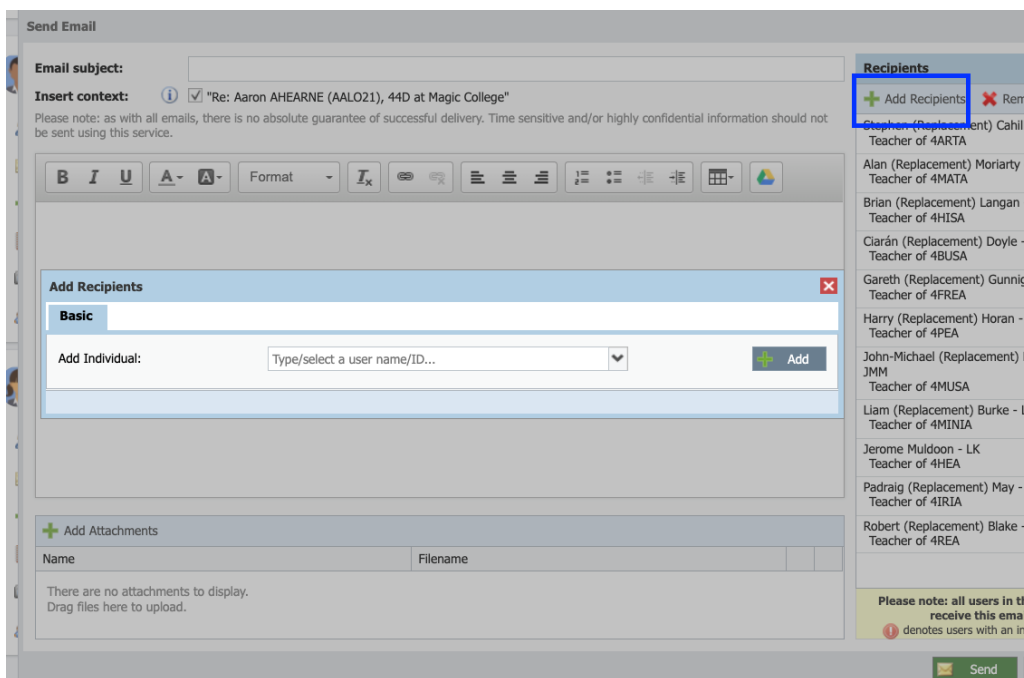
Only one member of staff should be emailed in each reply.

Replies can be sent to subject teachers, Form Tutors, or the link DP

The Link DP for Elements and Rudiments is Mr Bryce, for Grammar and Syntax, Ms Culligan, and for Poetry and Rhetoric is Mr Doyle.



To add in a specific staff member click 'Add Recipients' then type in that staff members name. Then click 'Add'.



Step 4:

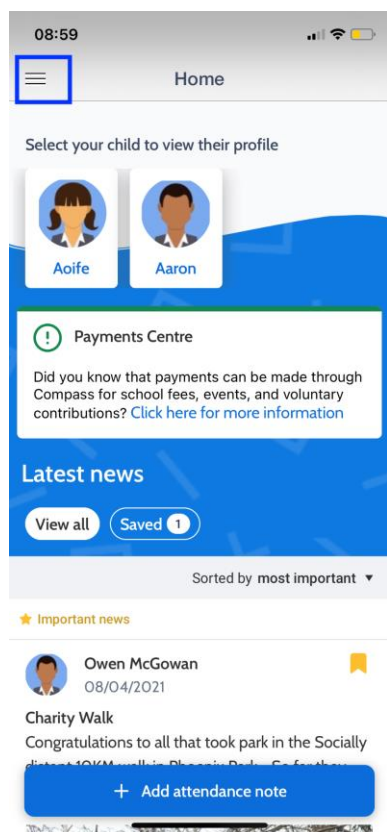
Next enter the email subject **Parent Reply Form and your son's** name and type your email content.

If you are using the app to send an email, you will need to switch to 'Open in Browser' to bring you to the homepage where you can follow the steps from above.

To open in browser follow the below steps:

Step 1:

Log in to the App



Step 2:

Once in the app navigate to the 3 line icon in the top left corner.

Step 3:

Scroll down to 'Open in Browser'.

Step 4:

This will redirect you to the browser view where you can follow the steps 1 - 4 above.

