

Compass Curriculum Quick Start Guide

This guide addresses the key functions you need to use to ensure the successful implementation of Compass Curriculum in your classroom, school, or district. We've broken the guide into the following sections:

For Instructors

- Logging into Compass Curriculum
- Accessing assigned lessons
- Using the Gradebook
- Finding lesson resources
- Finding help

For Administrators

Added sections with admin-specific details and instruction

- Assigning lessons
- Adding users

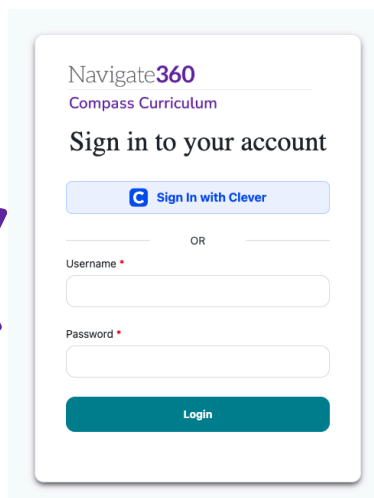
Logging into Compass Curriculum

1. Go to the Compass Curriculum website using the URL you received from your customer experience consultant.



*Note that every school will use a unique URL. The one shown here is for illustration purposes only.

2. Type in your username and password (or click to sign in with Clever).



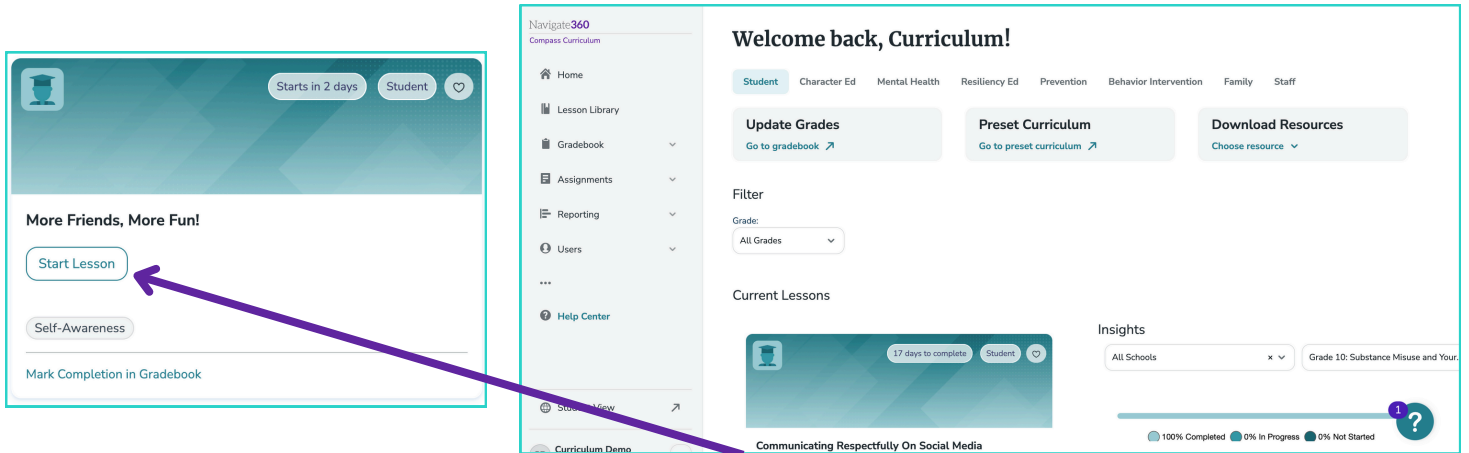
3. Click Login.



4. Bookmark the Compass Curriculum website for future reference.

Accessing Assigned Lessons

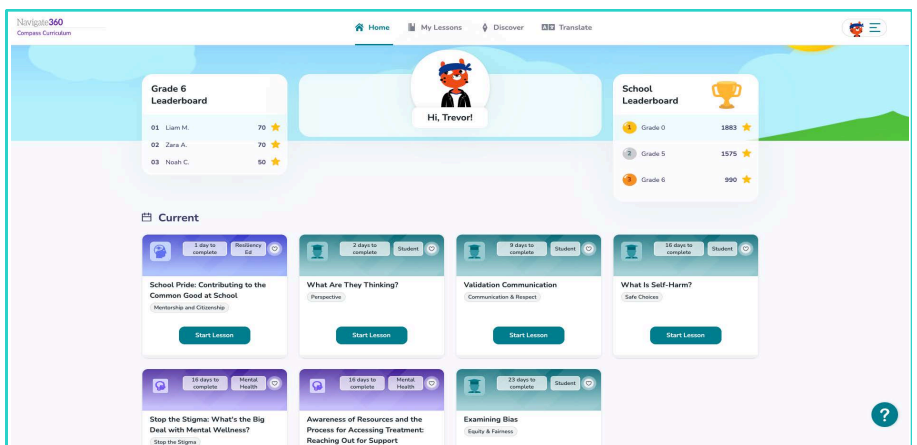
If your school is using the preset curriculum, content will automatically be assigned to your students. You can preview lessons by clicking on Start Lesson on the Current Lessons card shown on the home screen.



There are three options for delivering assigned lessons—whole-group, asynchronous, and blended. Check with your building administrator for guidance on which method of delivery your school will be using.

- **Whole-group:** To deliver lessons to your whole class, project the digital lesson using a smart board or projector. Using this method allows you to control the pace and flow of the lesson content.
- **Asynchronous:** To deliver lessons asynchronously, students will log in to their Compass account and complete assigned lessons digitally on a device.

This is what a student sees when they log in to their account.

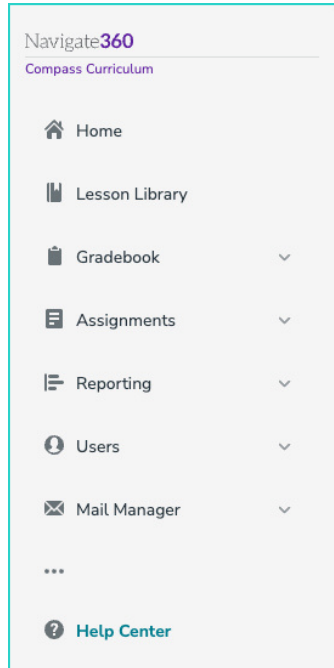


- **Blended:** To deliver lessons using a blended model, students will log in to Compass and complete their assigned lessons on their devices and then come together for a class discussion.

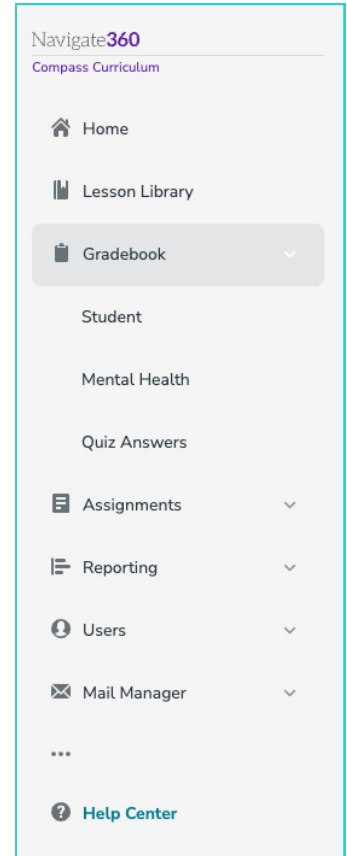
Using the Gradebook

To track lesson completion and mark lessons complete manually, you will use the Gradebook.

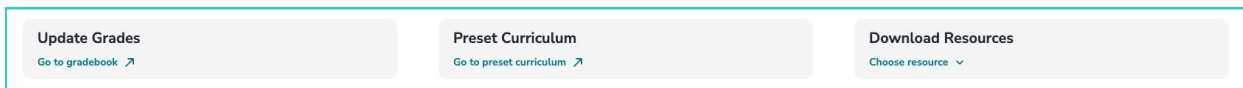
Click Gradebook on the side menu.



Then, click the Student tab.



The Gradebook can also be accessed via the link on the home page under Update Grades.



From the Gradebook dashboard, you can view all students and lessons that have been assigned to them. For each lesson, you will see one of the following symbols:

Gradebook-Students ✔ Complete 🟡 Started ❗ Not started [Export Results](#)

Filters 21 Students

Student Name: Grade: Instructor: or Class:

Assignment: Assignment type: Sort by: Please click on a lesson to mark students complete.

| Student | Due 07/30/2024 Tips for Managing ASD Kids in the Regular Classroom | Due 06/28/2024 A Problem in the Woods | Due 06/28/2024 A Visit to Friendship Academy | Due 06/28/2024 Accidents Happen | Due 06/28/2024 Atticus Learns About Behavior |
|-------------|---|--|--|------------------------------------|--|
| Aiden Brown | ✔ | ❗ | ❗ | ❗ | ❗ |
| Noah Bryant | ✔ | ❗ | ❗ | ❗ | ❗ |



Green check mark = completed



Orange pause symbol = started



Red exclamation mark = not started

To mark lessons complete within the Gradebook, click on the lesson link within the gray row at the top of the chart.

Gradebook-Students Complete Started Not started Export Results

Filters 21 Students

Student Name: Grade: Instructor: or Class: Assignment: Assignment type: Sort by: Please click on a lesson to mark students complete.

| Student | Due 07/30/2024 Tips for Managing ASD Kids in the Regular Classroom | Due 06/28/2024 A Problem in the Woods | Due 06/28/2024 A Visit to Friendship Academy | Due 06/28/2024 Accidents Happen | Due 06/28/2024 Atticus Learns About Behavior | Due 06/28/2024 Caring Reactions | Due 06/29/2024 Consequences and Rules | Due 06/28/2024]End of Year SEL Assessment - Grades K-2 | Due 06/28/2024 Expected Behavior | Du Explo |
|---------|---|--|--|------------------------------------|--|------------------------------------|---|--|-------------------------------------|-------------|
|---------|---|--|--|------------------------------------|--|------------------------------------|---|--|-------------------------------------|-------------|

When you click on a particular lesson, you can select individual students with the checkbox next to their name or all students using the checkbox at the top.

← Caring Reactions Complete Started Not started

| <input type="checkbox"/> | Student Name | Completion Status |
|--------------------------|--------------|--------------------------|
| <input type="checkbox"/> | Aiden Brown | Not started |
| <input type="checkbox"/> | Noah Bryant | Not started |

Total number of students: **21**

Use the drop-down menu to mark lessons Complete or Not Started.

← Caring Reactions Complete Started Not started

Mark selected as

- Complete
- Not Started

| <input type="checkbox"/> | Student Name | Completion Status |
|--------------------------|--------------|--------------------------|
| <input type="checkbox"/> | Aiden Brown | Not started |
| <input type="checkbox"/> | Noah Bryant | Not started |

Total number of students: **21**

A pop-up window will open to confirm the action you selected, and you can click Cancel or Confirm.

← Caring Reactions Complete Started Not started

Mark selected as

- Complete
- Not Started

| <input checked="" type="checkbox"/> | Student Name | Completion Status |
|-------------------------------------|--------------|--------------------------|
| <input checked="" type="checkbox"/> | Aiden Brown | Not started |
| <input checked="" type="checkbox"/> | Noah Bryant | Not started |

Total number of students: **21**

Set Lessons Complete

21 students lessons will be marked as Complete

When you click Confirm, another pop-up window will appear to show that the action was successful.

Gradebook-Students Complete Started Not started Export Results

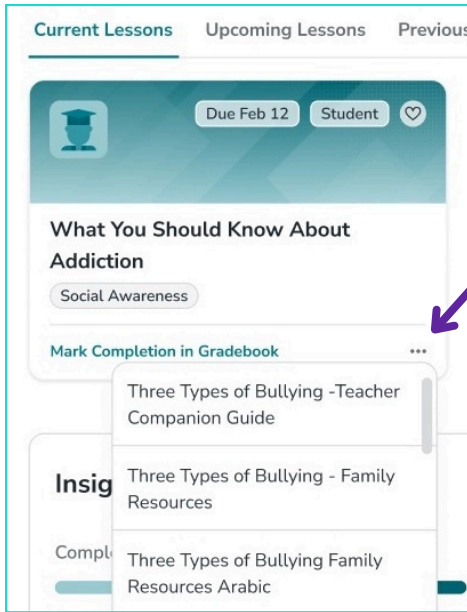
Filters 21 Students

Student Name: Grade: Instructor: or Class: Assignment: Assignment type: Sort by: Please click on a lesson to mark students complete.

Success

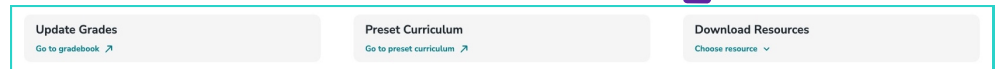
21 students lessons have been marked complete

Finding Lesson Resources



Lesson cards contain links to each lesson component by clicking the three dots on the bottom right side.

Scope and Sequence documents and Curriculum Guides can be downloaded from the home page using the link under Download Resources.

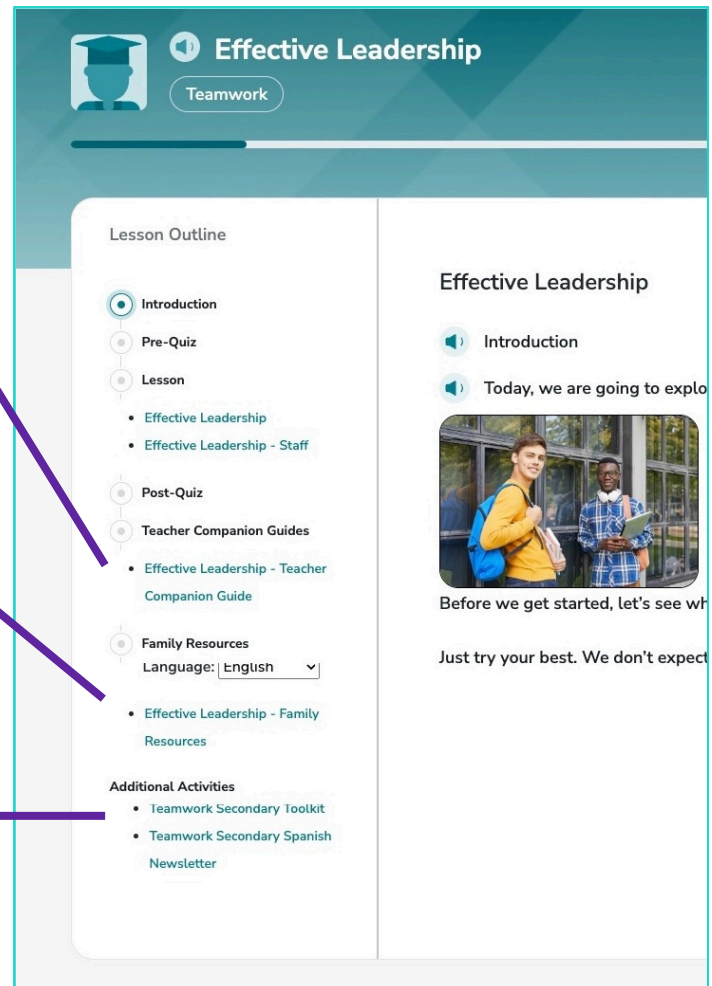
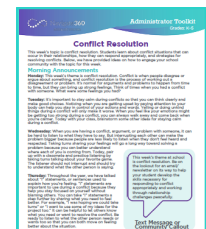
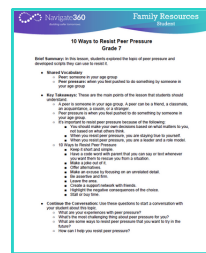
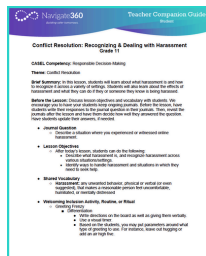


Links to the resources can also be accessed from the left side menu on each lesson page.

The Teacher Companion Guide is a powerful resource that provides lesson-specific information, additional activities, and guidance on instruction.

Family Resources offers information and guidance to families on the lesson topic.

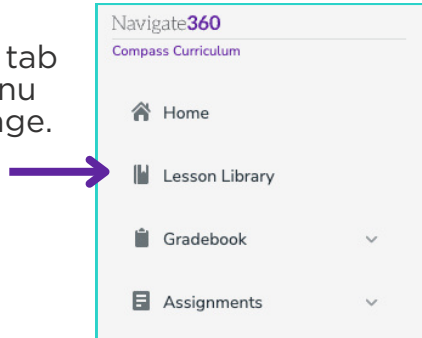
Toolkits offer morning announcements, a newsletter, and a family activity page for K-5 students.



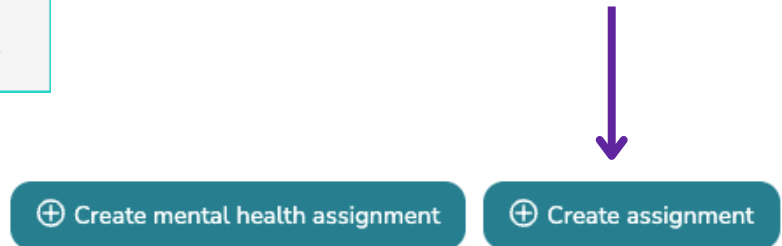
Assigning Lessons

To assign individual lessons ...

1. Click on the Lesson Library tab on the side menu of the home page.



2. Click on Create assignment in the top right of the Lesson Library screen.



3. Fill in all fields under Assignment details, and then choose whether you want the lesson to repeat when a student fails the post-quiz.

Create Assignment

Assignment details

Assignment title *

Assignment type *

Date range *

Repeat lesson on fail Yes

Assignee(s)

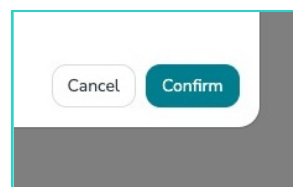
Lessons

4. Click Add classes to select which classes to assign the lesson to.

*Note that the Assignee(s) options depend on your role. Not all users will have the Add schools and Add grades buttons.

5. Click Add lessons to search for and select the lesson(s) you want to assign. A pop-up box will appear.

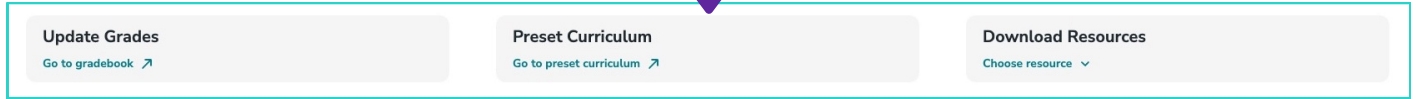
6. Click Confirm.



7. Click Save and Assign to create the assignment.

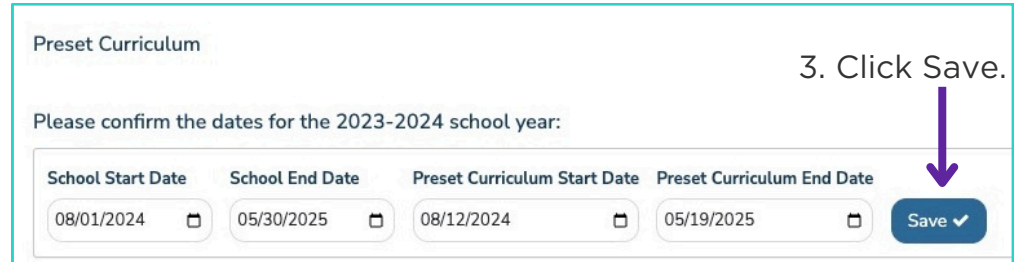
To assign the Preset Curriculum ...

1. Click on Go to preset curriculum from the admin home page.



A new window will open.

2. Enter the start and end dates for your school year and start and end dates for your Preset Curriculum.

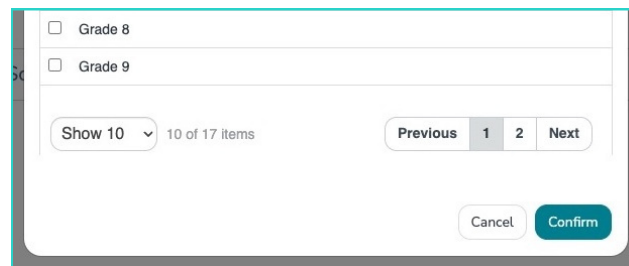


3. Click Save.



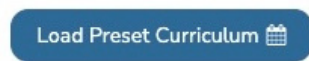
4. Select your audience with the drop-down menu by selecting the school and grade level for which you want to assign the Preset Curriculum.

A pop-up window will open.



5. Click Confirm.

Click 'Load Preset Curriculum' to use the pre-set curriculum for the year.



6. Click Load Preset Curriculum.



A new screen pops up where you can make edits to the assignment schedule using the pencil edit icon next to the week number.

7. Click Preview & Assign in the upper right corner of the screen.



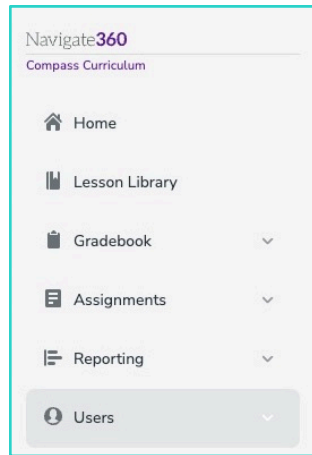
8. Click Confirm in the lower right corner of the screen.



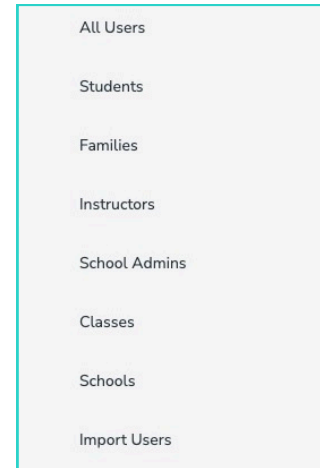
*Note that this process will need to be repeated for each grade level since the preset lessons are grade-specific.

Adding Users

1. Click the Users tab on the side menu.



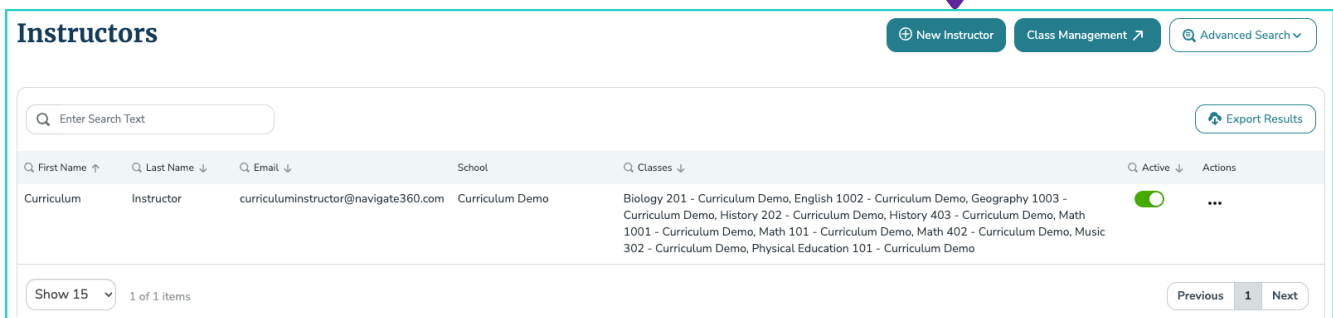
2. Select which type of user you want to add.



*Note that if you are a district administrator, you will be able to add all users. If you are a school administrator, you will be able to add students, families, and instructors.

The user list for the type of user you selected will open.

3. Click New Instructor (or other user type) on the top right of your screen to add a new user.



4. Complete the fields shown on screen for that user.

Personal Details

First Name *

Last Name *

Username *

Email *

School Name *

Student ID (Numeric)

Student ID (Alphanumeric)

Password

Confirm Password

5. Once the required fields are complete, you can use the Add buttons to assign the user to classes, roles, or staff grades.

Classes

+Add

Roles

+Add

User x Admin x A360 Staff x Instructor x

Staff Grades

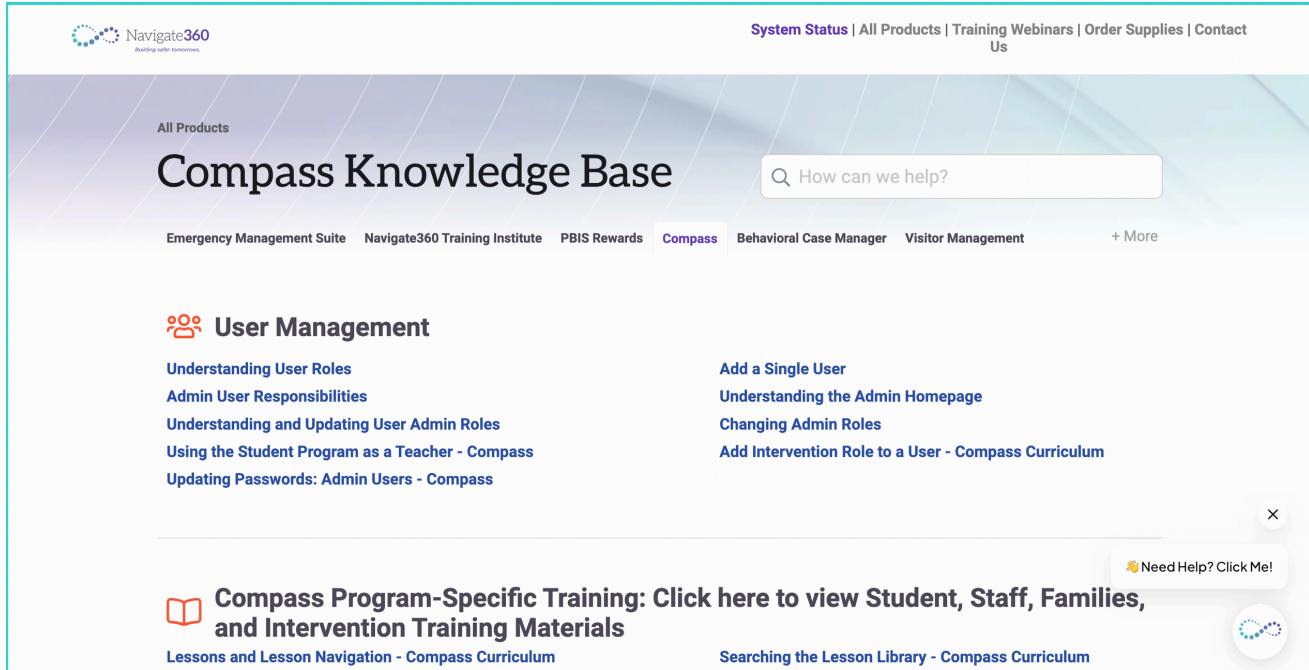
+Add

Create User

6. Click Create User at the bottom of the screen.

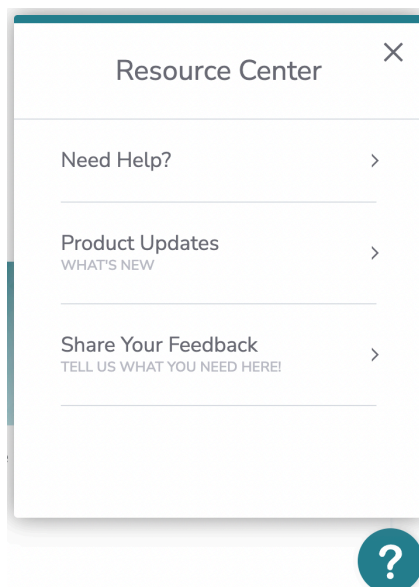
Finding Help

For additional support and more detailed information on Compass Curriculum implementation, please visit the Navigate360 Knowledge Base at https://help.navigate360.com/en_US/compass.



Write your question or concern in the search bar, and links to articles pertaining to your search will populate a drop-down screen.

Alternatively, click on the question mark at the bottom left of each page to open the Resource Center, where you can find a link to the Compass Knowledge Base, product updates, and a form to share your feedback.



If you still have questions, call 330-661-0106 or send an email to tech@navigate360.com.