

Navigate360 Compass Curriculum App User Guide

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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 Grade book
- Finding lesson resources
- Finding help

For Administrators

Added sections with admin-specific details and instruction

- Assigning lessons
- Adding users

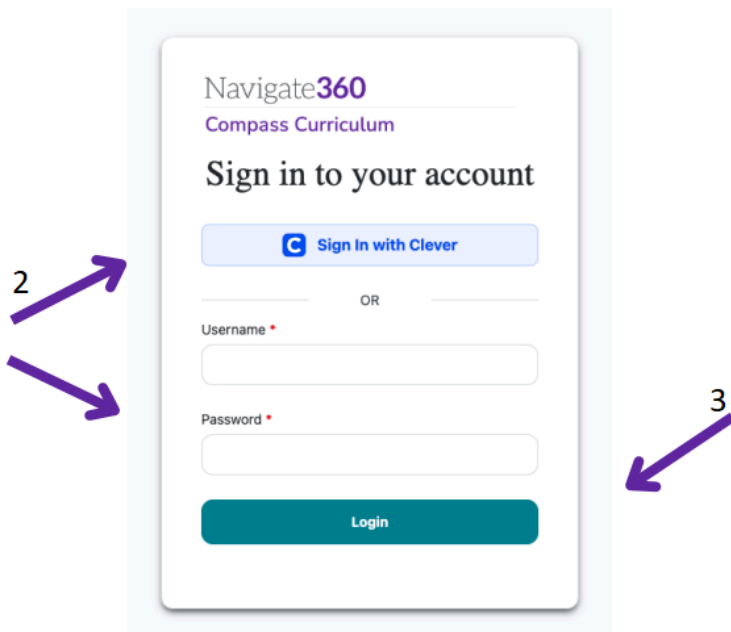
Logging into Compass Curriculum

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).



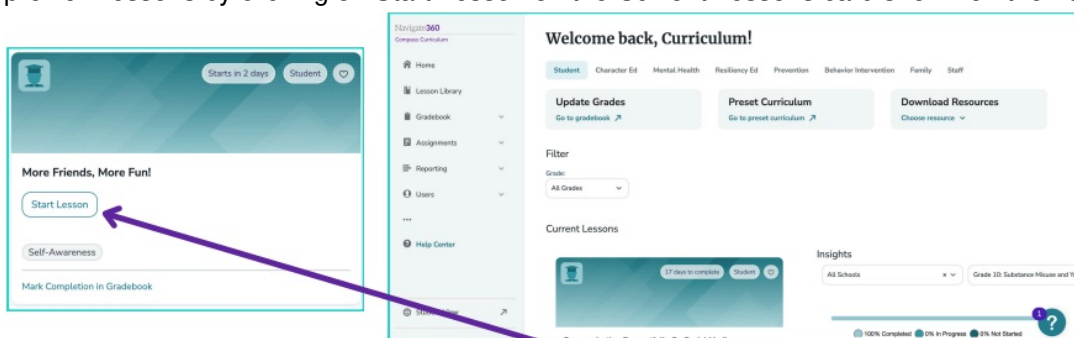
3. Click Login

4. Bookmark the Compass Curriculum website for future reference.



Accessing Assigned Lessons

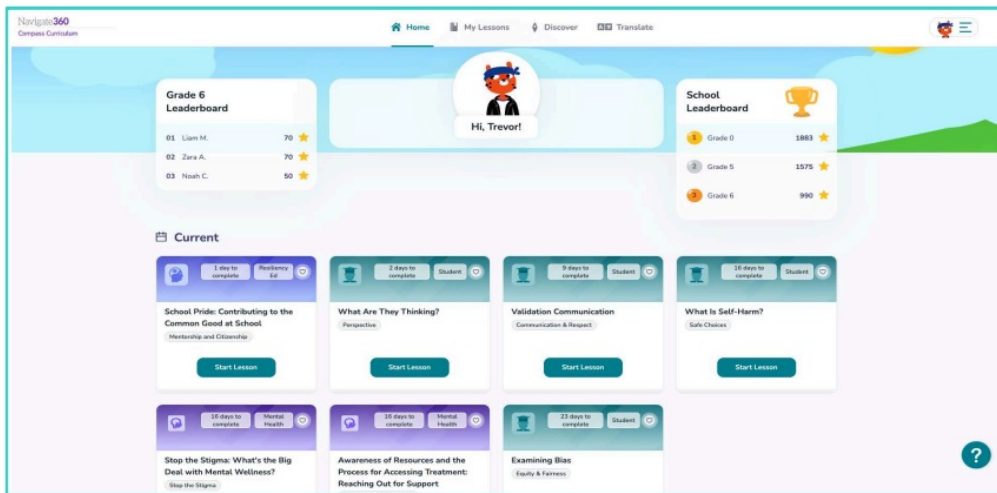
If your school is using the preset curriculum, content will automatically be assigned to your students. You can preview lessons by clicking on Start Lesson on the Current Lessons card shown on the home screen.



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.



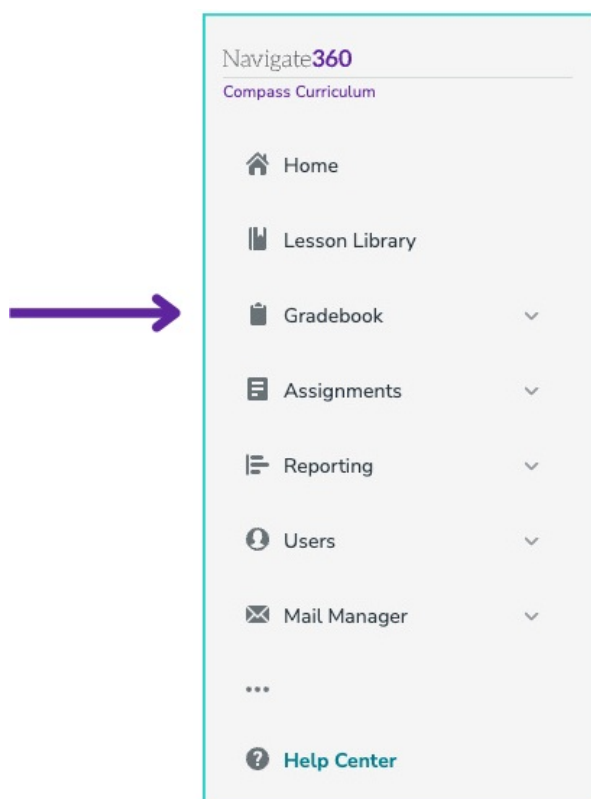
This is what a student sees when they log in to their account.

- **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.

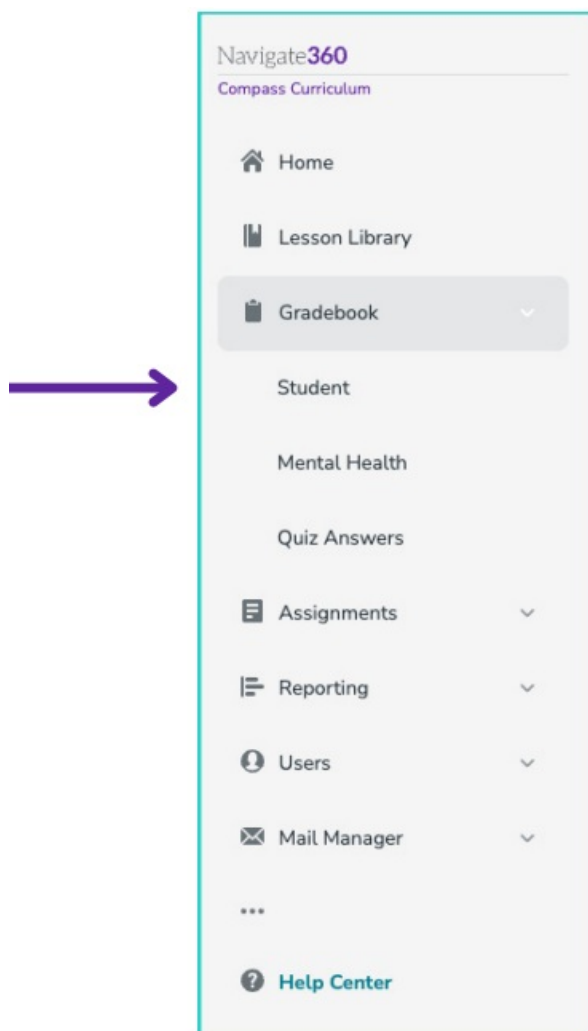
Using the Grade book

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

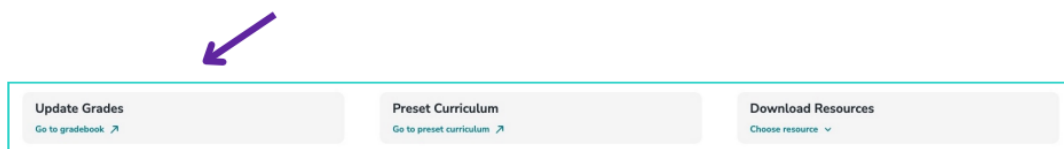
- Click Gradebook on the side menu



- 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:

Search by Student Name

Grade K

All Instructors

All Classes

Assignment:

Assignment type:

Sort by:

Please click on a lesson to mark students complete.

All Assignments

All

Start Date Newest

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



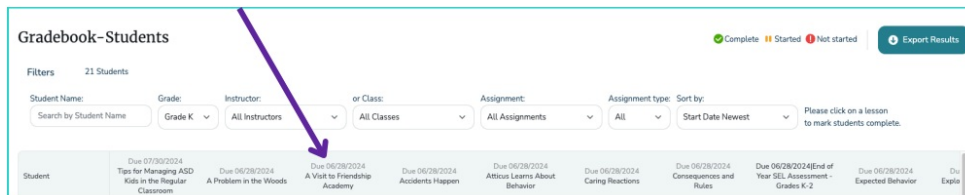
Orange pause symbol = started



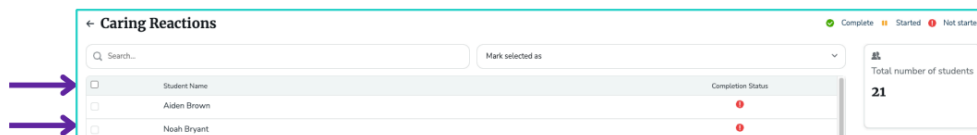
Red exclamation mark = not started



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

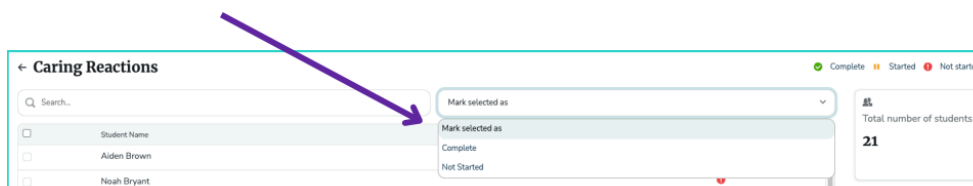
chart.



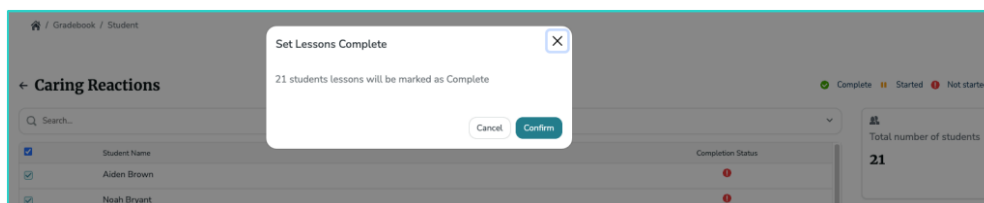
- When you click on a particular lesson, you can select individual students with the checkbox next to their name or all students using the checkbox at the top.



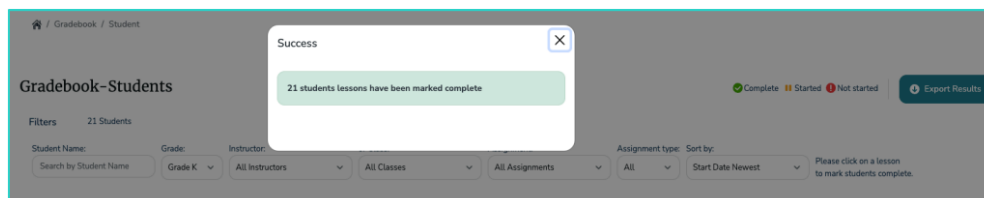
- Use the drop-down menu to mark lessons  Complete or  Not Started.



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



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



Finding Lesson Resources

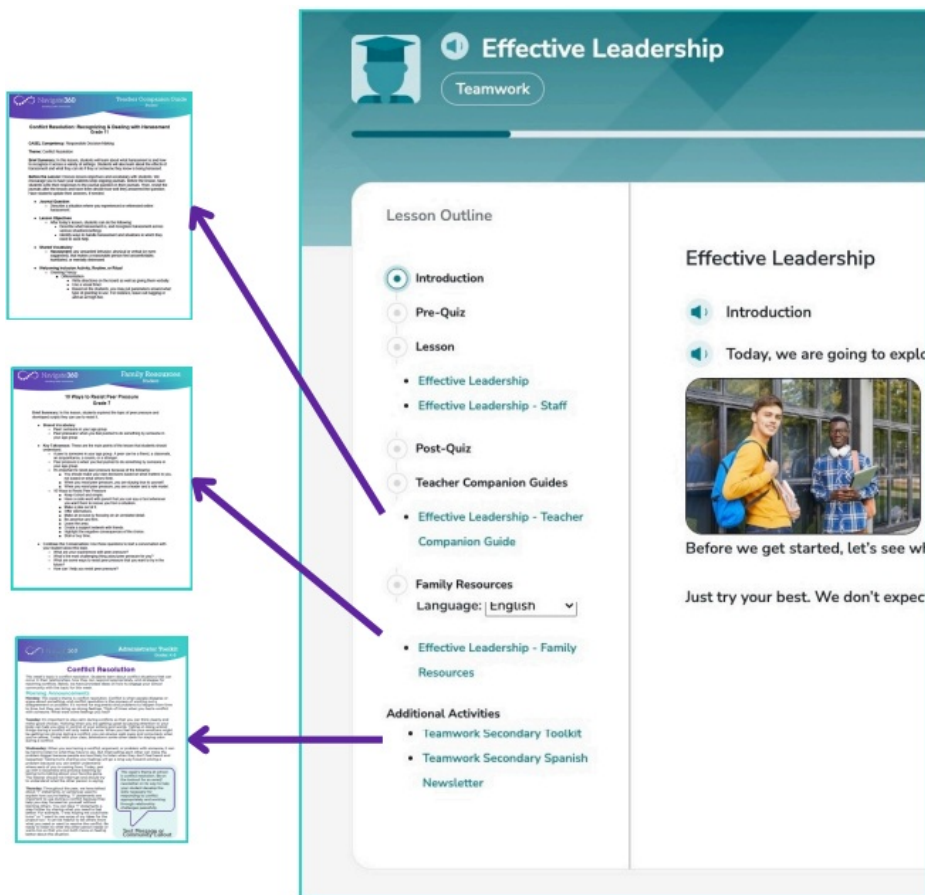
- Lesson cards contain links to each lesson component by clicking the three dots on the bottom right side



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



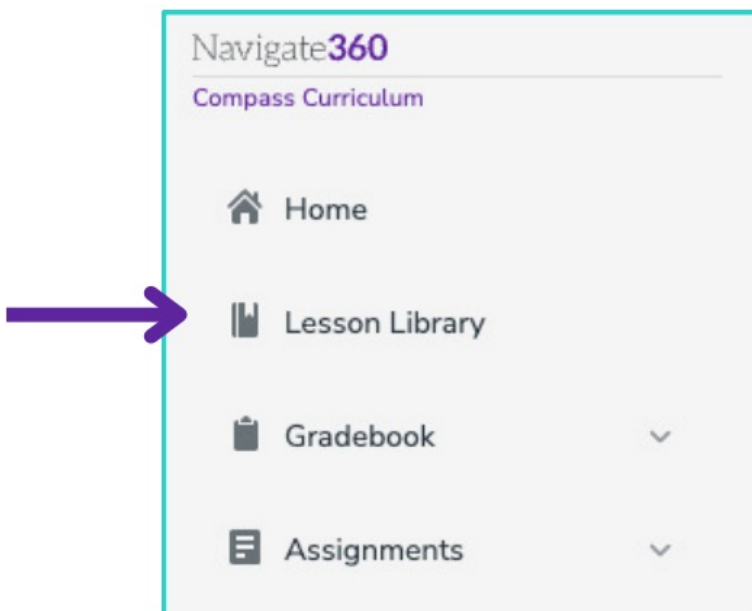
- Links to the resources can also be accessed from the left side menu on each lesson page
 The Teacher Companion Guide is a powerful resource that provides lesson specific information, additional activities, and guidance on instruction.
 Family Resources offers information and guidance to families on the lesson topic.
 Tool kits 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

↓

+ Create mental health assignment

+ Create assignment

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)

+ Add grades

+ Add classes

Lessons

+ Add lessons

Save and Assign

Cancel Confirm

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 Save and Assign to create the assignment

To assign the Preset Curriculum

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

Update Grades [Go to gradebook ↗](#)

Preset Curriculum [Go to preset curriculum ↗](#)

Download Resources [Choose resource ▾](#)

2. Enter the start and end dates for your school year and start and end dates for your Preset Curriculum.
A new window will open.

Preset Curriculum

Please confirm the dates for the 2023-2024 school year:

School Start Date	School End Date	Preset Curriculum Start Date	Preset Curriculum End Date	
<input type="text" value="08/01/2024"/> <input type="text" value="08/01/2024"/>	<input type="text" value="05/30/2025"/> <input type="text" value="05/30/2025"/>	<input type="text" value="08/12/2024"/> <input type="text" value="08/12/2024"/>	<input type="text" value="05/19/2025"/> <input type="text" value="05/19/2025"/>	<input type="button" value="Save ✓"/>

3. Click Save.

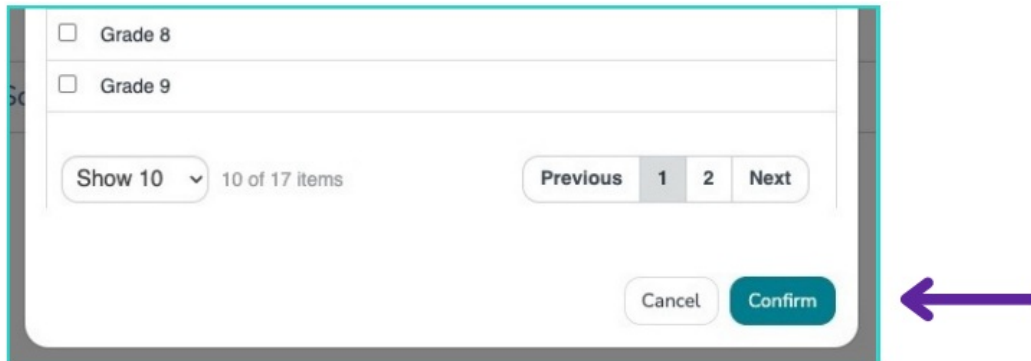
4. Select your audience with the drop-down menu by selecting the school and grade level for which you want to assign the Preset Curriculum.



The screenshot shows a form with a 'Repeat on Fail' toggle switch and a 'Save Repeat on Fail' button. Below this is a section labeled 'Select your audience:' containing two dropdown menus. The first dropdown is labeled 'All Schools' and the second is labeled 'Select Grade'. Two purple arrows point upwards to these dropdown menus.

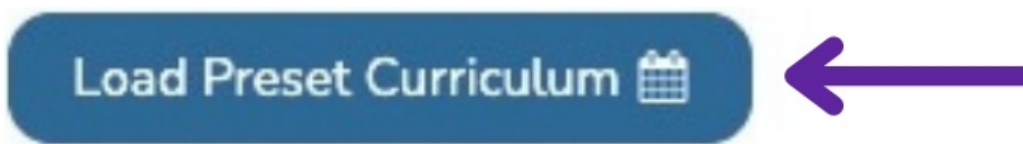
A pop-up window will open.

5. Click Confirm



The screenshot shows a confirmation pop-up window. It contains a list of items with checkboxes for 'Grade 8' and 'Grade 9'. Below the list is a 'Show 10' dropdown and '10 of 17 items'. There are 'Previous', '1', '2', and 'Next' buttons. At the bottom right, there are 'Cancel' and 'Confirm' buttons. A purple arrow points to the 'Confirm' button.

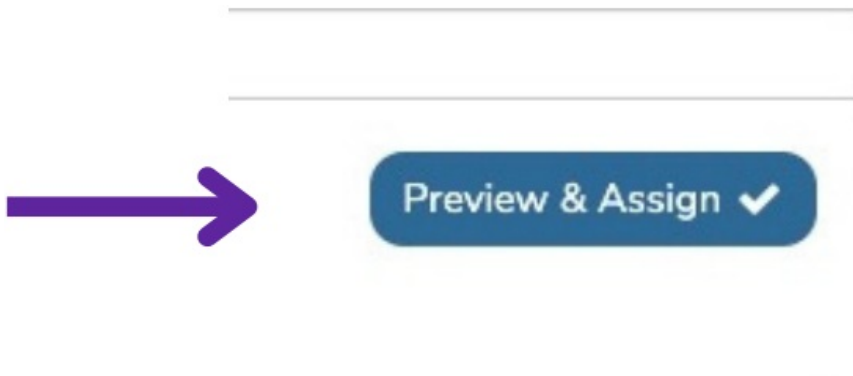
6. Click Load Preset Curriculum.



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.



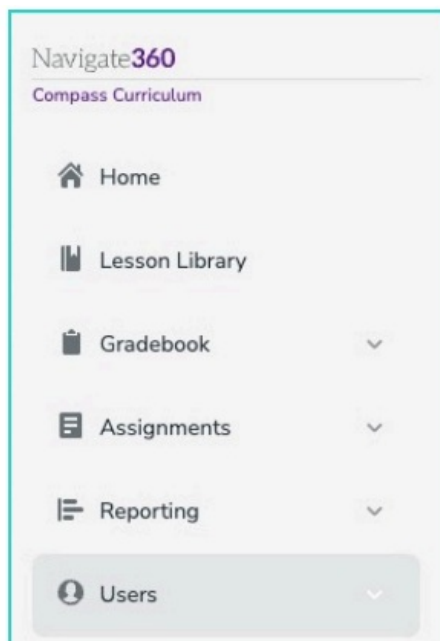
Confirm ✓



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

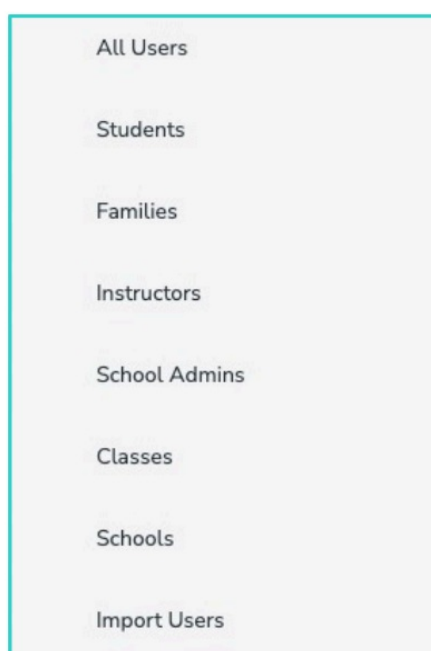
Adding Users

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.

↓

Instructors						New Instructor	Class Management	Advanced Search
<input type="text" value="Enter Search Text"/> Export Results								
First Name	Last Name	Email	School	Classes	Active	Actions		
Curriculum	Instructor	curriculuminstructor@navigate360.com	Curriculum Demo	Biology 201 - Curriculum Demo, English 1002 - Curriculum Demo, Geography 1003 - Curriculum Demo, History 202 - Curriculum Demo, History 403 - Curriculum Demo, Math 1001 - Curriculum Demo, Math 101 - Curriculum Demo, Math 402 - Curriculum Demo, Music 302 - Curriculum Demo, Physical Education 101 - Curriculum Demo	<input checked="" type="checkbox"/>	...		
Show 15 1 of 1 items						Previous 1 Next		

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 class

→

Classes

[+Add](#)

Roles

[+Add](#)

User x

Admin x

A360 Staff x

Instructor x

Staff Grades

[+Add](#)

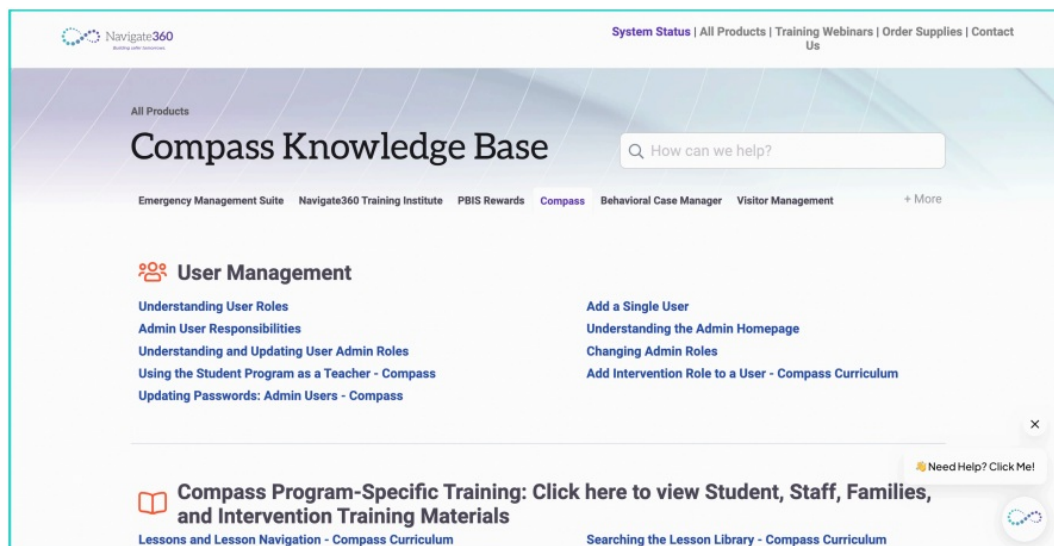
[Create User](#)

→

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

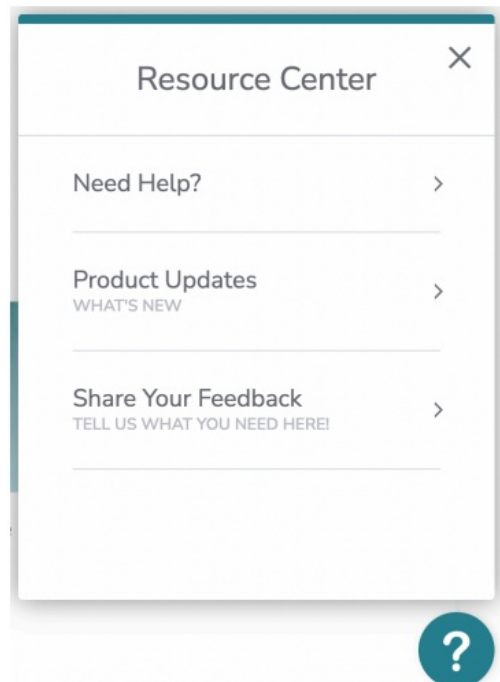
Finding Help

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](tel:330-661-0106) or send an email to tech@navigate360.com.



Documents / Resources

	<p>Navigate360 Compass Curriculum App [pdf] User Guide</p> <p>Compass Curriculum App, App</p>
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References

-  [Compass - Navigate360](#)
- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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