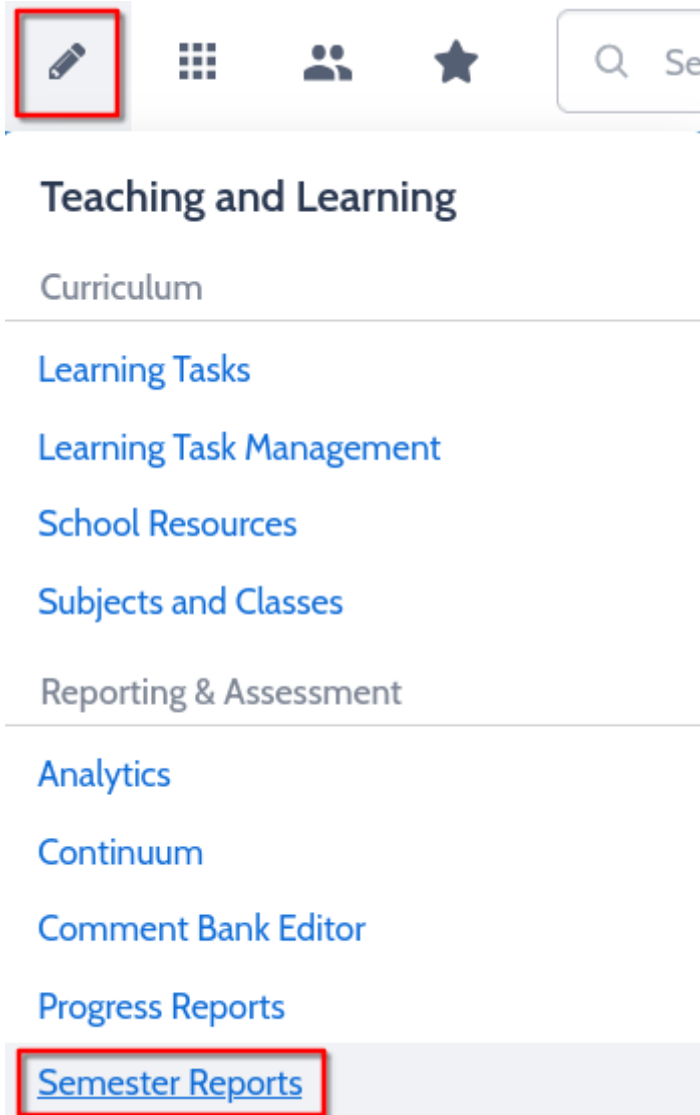


How to Upload and Publish VET Semester Reports in Compass

For this to work, all PDF files need to be named using the student's code, such as **RAD1234**.

Step 1: Access Semester Reports

- Open **Compass**.
- Click the **pencil icon** (⇒).
- Select **Semester Reports**.



Step 2: Create a New Report Cycle

- On the Semester Reports page, click **New Report Cycle**.

+ New report cycle

Step 3: Set Up the Report Cycle

- Enter a **name** for the cycle.
- Set the correct **year** and **semester**.
- Change the status to **Publisher**.

New report cycle

* Denotes a required field

Name *

Mid Year VET

Year *

2025

Semester *

Semester 1

Semester 2

Cycle type *

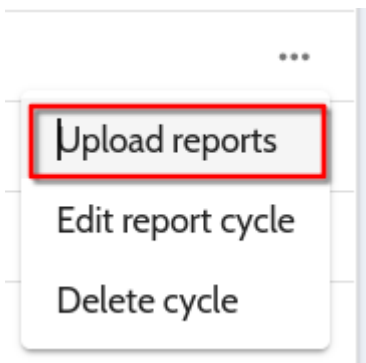
Writer

Publisher

Step 4: Upload PDF Reports

- Return to the **Semester Reports** page.
- Click the **meatball menu** (three vertical dots) next to the cycle.
- Select **Upload Reports**.

2025	Mid Year VET	Publisher	No	No	No
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Step 5: Upload Student PDFs

- Set the **Upload Identifier** to **Username**.
- **Drag and drop** the student PDF files (named using student codes) into the upload area.
- No need to click Save — files upload automatically.

Upload Reports to Cycle

Upload Identifier: Username

Pending: 0 Failed: 0 Succeeded: 0

Uploads

File Name	Details
Drag and Drop Reports here to begin uploading.	

Close

Step 6: Publish the Reports

- On the Semester Reports page, find the **meatball menu** for the cycle.

- Click the **meatball menu** to open the menu.

...

Upload reports

Edit report cycle

Delete cycle

Published report access

☐ Staff

☐ Students

☐ Parents

publish the reports to.

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