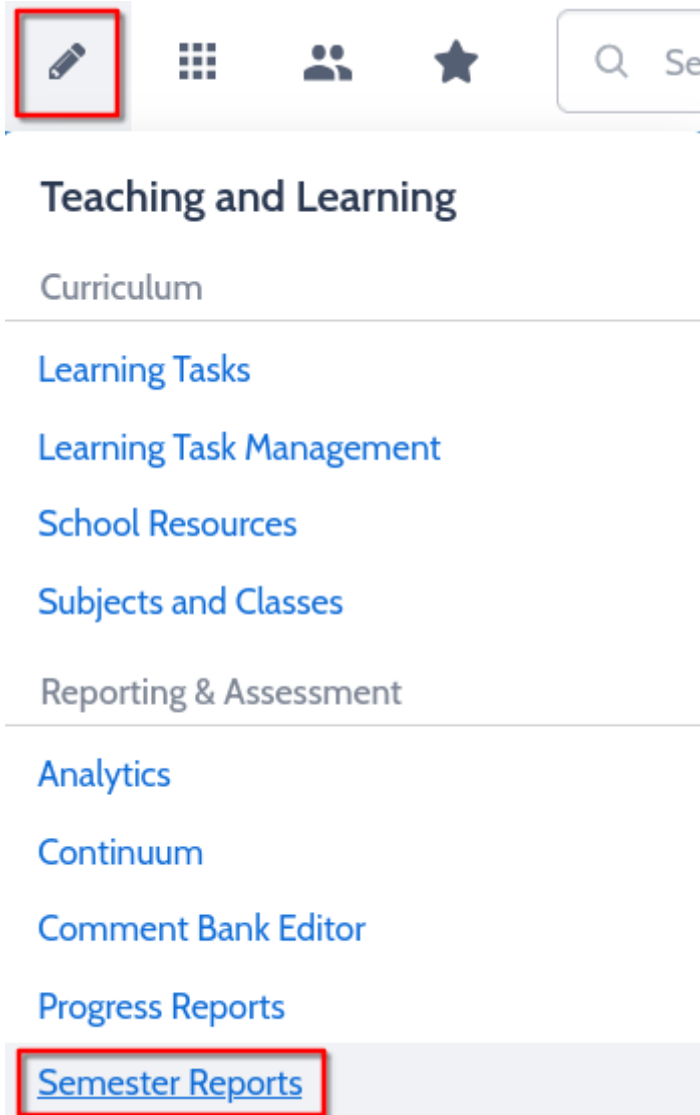# How to Upload and Publish VET Semester Reports in Compass

> 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**.
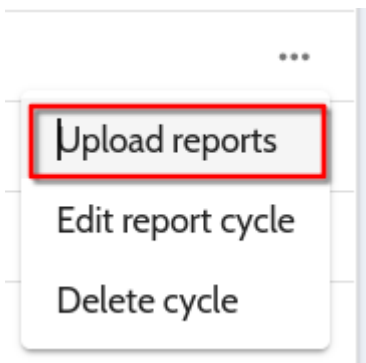

Step 4: Upload PDF Reports

- 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

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.

Step 6: Publish the Reports

- On the Semester Reports page, find the **meatball menu** for the cycle.
- Click **Edit Report Cycle**.
- Select the ... blish the reports to.

Upload reports

Edit report cycle

Delete cycle

Published report access

☐ Staff

☐ Students

☐ Parents