connect
Connecting education

Step by step guide for parents

Login to **Connect** at **connect.det.wa.edu.au**

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Your secure login details to Connect include a **P-number** and **Password** and will be **emailed** by your child's school.

Connect: Login

1 **connect.det.wa.edu.au**

Type the **Connect website address** into your browser.

2 **User name and password**

Your **user name (P-number)** and **password** will have been emailed to you by your child's school. Type these details into the **text boxes**.

3 **Appropriate Use**

Tick the **'I have read ...'** box to agree to use the Department's online services in an appropriate way.

4 **Parent/responsible persons**

Click the **Parents/Responsible Persons – Appropriate Use** link to access the specific Terms of Use for Connect.

5 **Forgot Password**

Click the **Forgot Your Password** link if you can't remember your login details.

Education Department - Single

1 connect.det.wa.edu.au

Department of Education

Single Sign-On

Sign In

Enter your Single Sign-On user name and password to sign in

User Name   P0123456

Password   ●●●●●●●●   **2**

3 ☑ I have read and understand the Appropriate Use of Online Services information.

Login   Cancel

5 Forgot Your Password? | What is this?

Unauthorised use of this site is prohibited and may subject you to civil and criminal prosecution.

Appropriate Use of Online Services

All Departmental online services including Portal, email, online document storage, intranet and internet access, must be used responsibly and in accordance with Departmental policies.

By accessing any Departmental online services you give your full agreement and commitment to comply with all Departmental policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services at the Our Policies website.

Students Online Policy | Telecommunications Use Policy

Parents/responsible persons - Appropriate Use   **4**

Copyright Statement

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Do not remove this notice.

Connect: Forgotten user name or password

1 **Registered email address**

Type your email address (the one registered at your child's school) and click **Next.**

2 **User name and password**

If you have registered for other Department of Education WA online services (such as VacSwim) in the past you may have more than one P-number. Select the **Connect Parent Account** option and click **Next**.

An email will be sent to your nominated email address allowing you to reset your password.

Connect: Home Page

Navigation Bar

1

Use the **tabs** across the top to access different parts of Connect. Return to the home page by clicking on the Connect **logo**.

Logout

2

Click on the **icon at the far right** to securely sign out of Connect.

All your children's classes

3

See all the Connect Classes for each of your children in the **Classes** box. Click on a **Class name** to go to that class.

Change Password

4

Click **Change Password** to reset your password and access other profile options.

School Space

5

Click the **name of the School Space** to see the latest notices and information from the school.
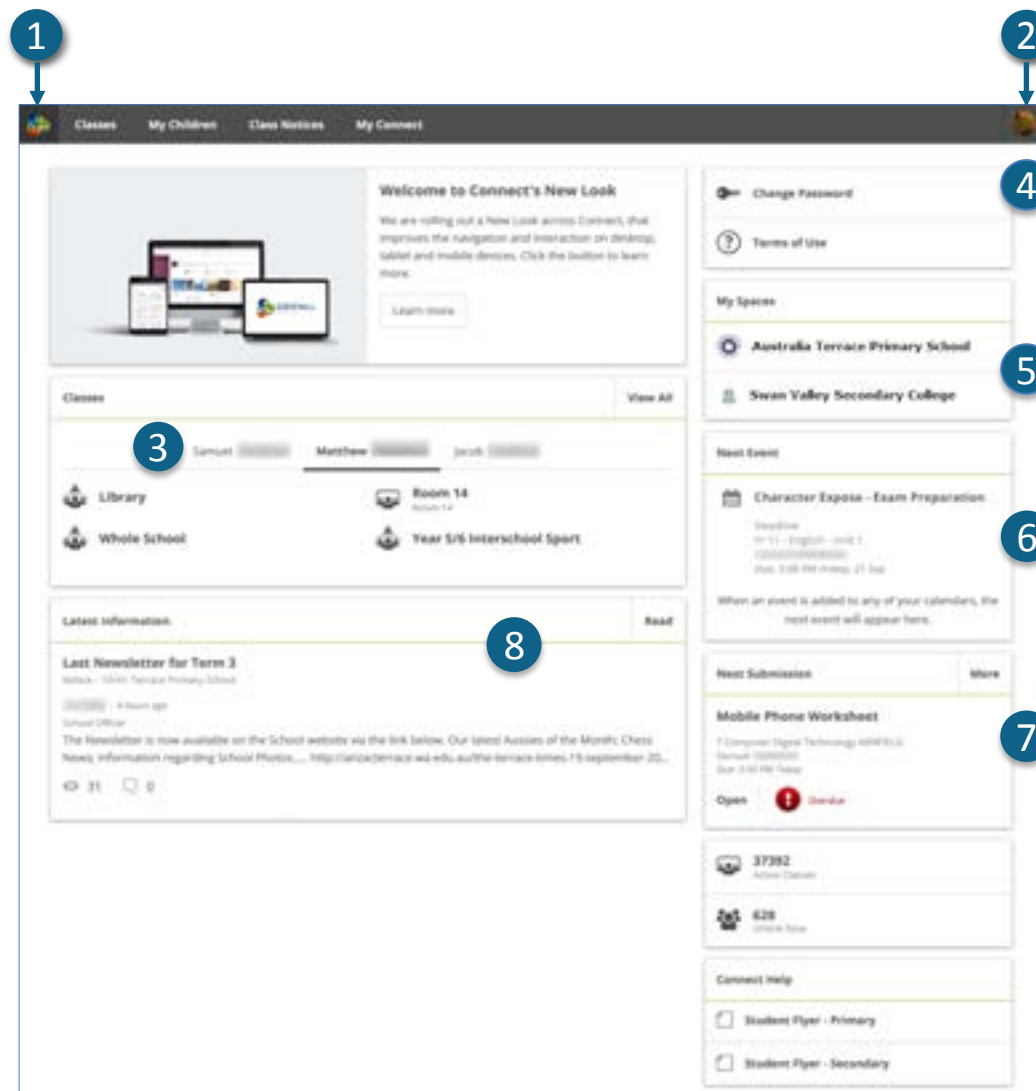
Next Event

6

See upcoming school and class calendar events and deadlines for all your children.
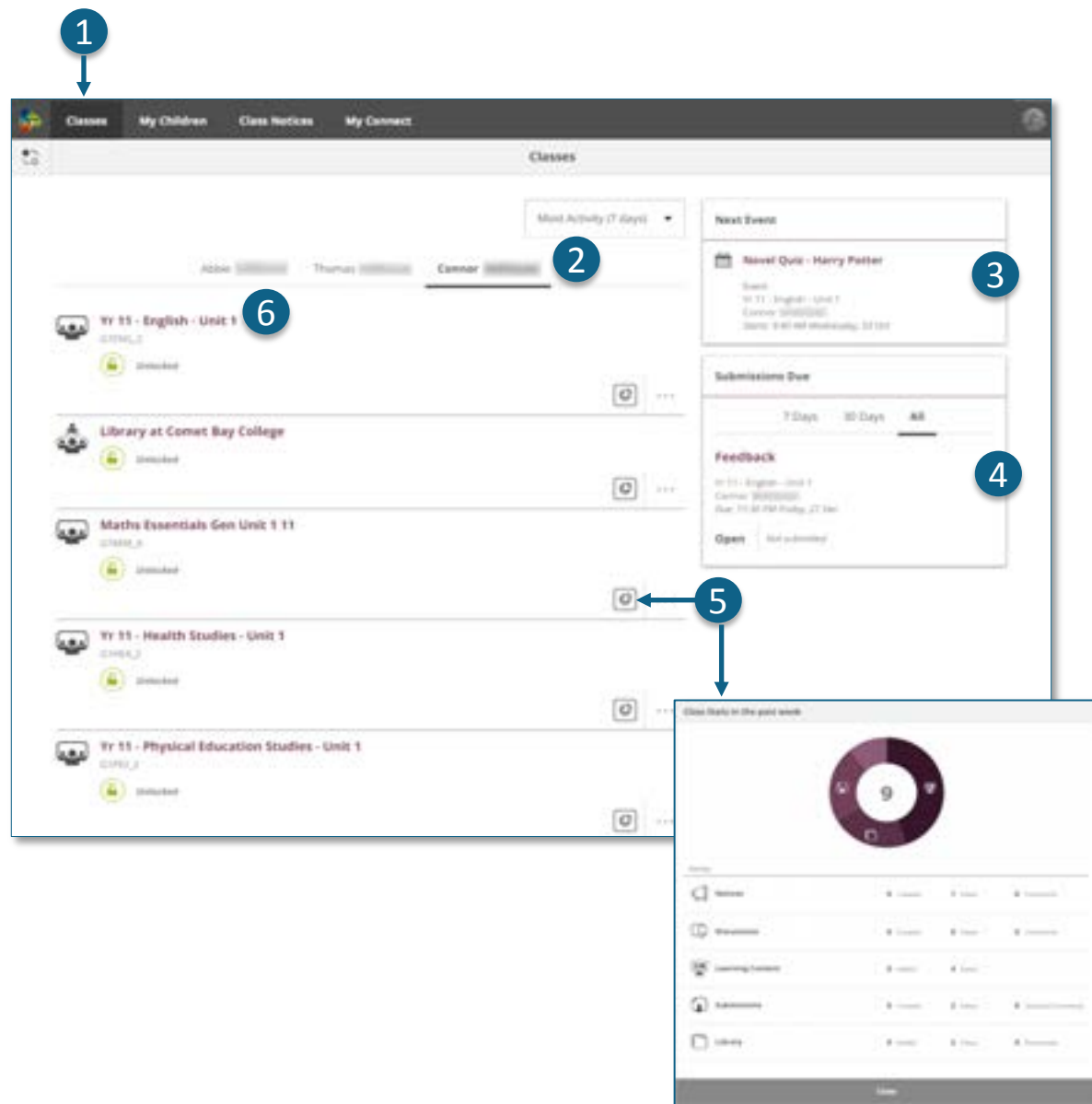

Next Submission

7

View the next submission due. Click the **More** button to see additional submissions.

Latest Information

8

See the latest notice from a class or school space.

Connect: Classes

Classes

Click on the **Classes** tab to access the started Connect classes for your children.

My Children

Click on the **child's name** to see their classes.

Next event

See up to three upcoming events for any of your children from any of their Connect class calendars

Submissions Due

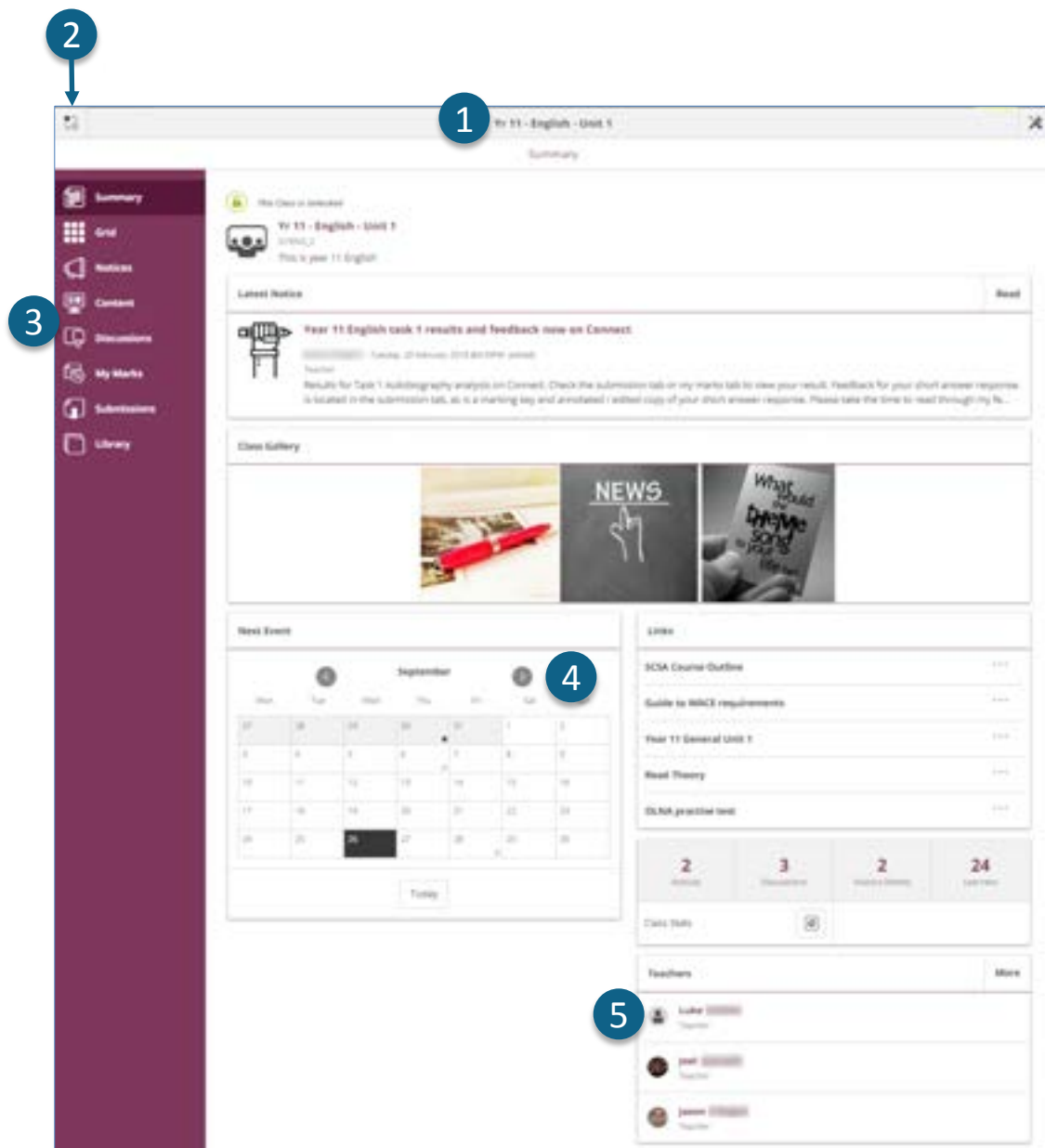See any assignments due for any of your children from any of their classes.

Class Stats

View statistics on recent activity in each of your children's classes.

Classes

Click on a class name to go into the class.

Connect: Classes

Class Name

1

The name of the class is displayed at the top.

Switch classes

2

Click the **Switch** icon to change to another class.

Class Tools Menu

3

The **menu** on the left lets you select which area of the class to see.

Class Calendar

4

Days marked with a dot have events entered. Click the **day** to see the event details.

Email Class Teachers

5

The class teachers are displayed at the bottom of the Summary page. Click on a **name** to **email** the teacher.

connect
Connecting education

Connect: On small devices

Responsive Design

On smaller devices like phones, Connect will change the way it displays information. Menus will move out of the way but can be accessed with just a click if you need them.

1

2

3
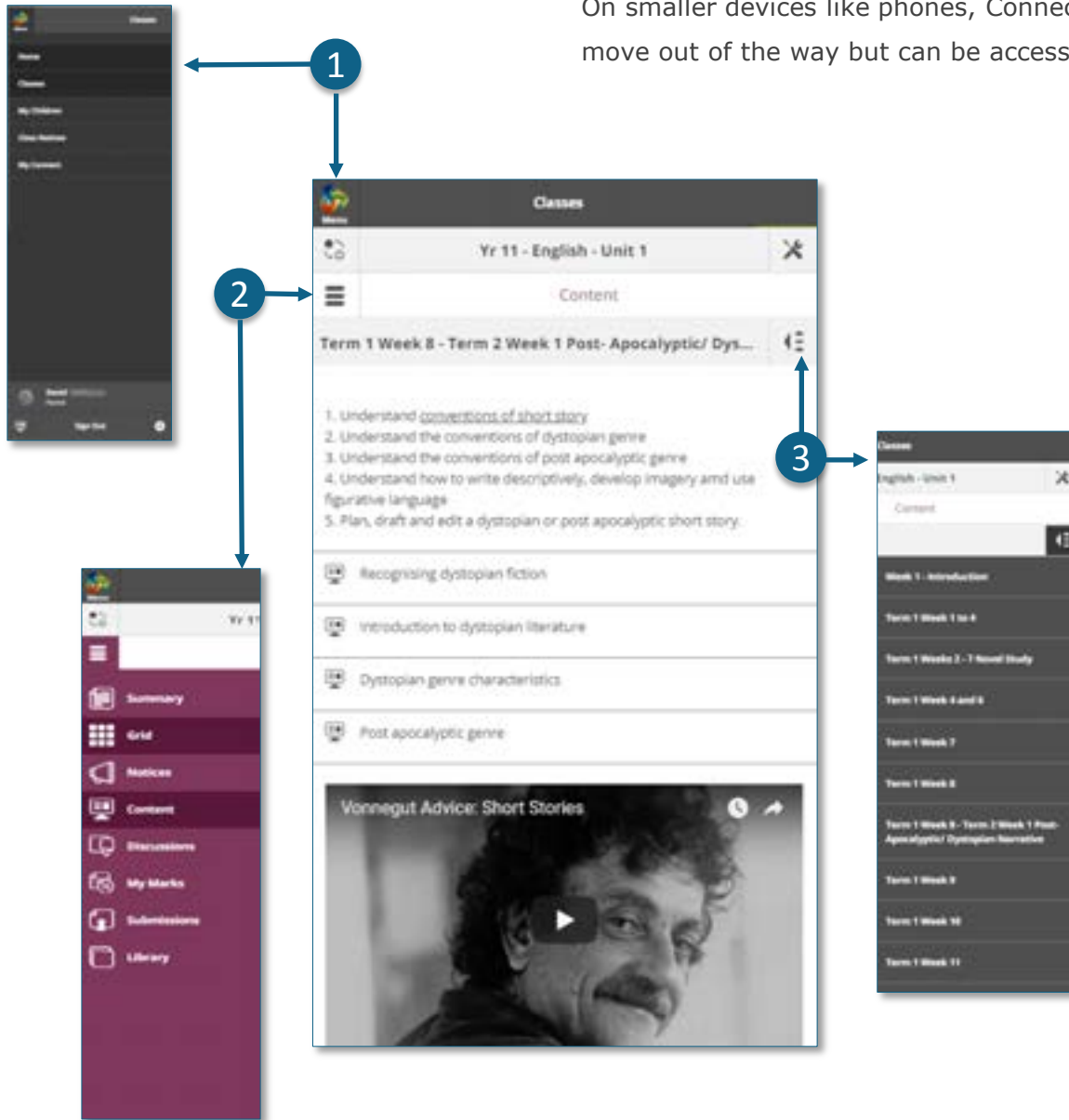
Main Menu

1 Click the **Connect** logo to return to the home page or select another area of Connect to view.
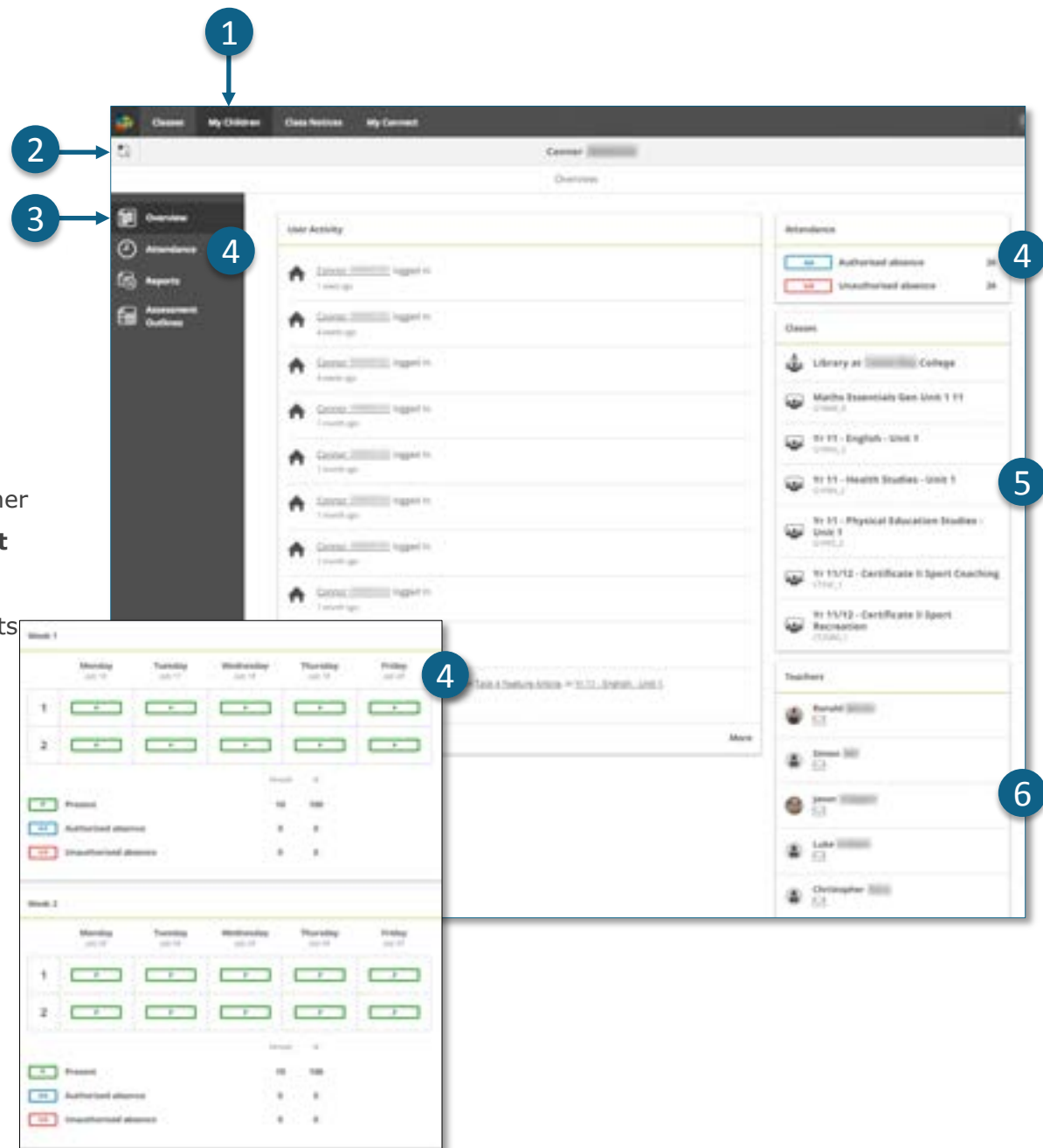
Tools Menu

2 Click the **Tools Menu** icon to access the tools for the School Space or Class you are in.

Additional menus

3 Some areas of a class may have an additional menu to help you navigate through class Content or Discussions. Click the **Arrow** icon on the **right** to pop out the menu.

Connect: My Children

My Children

1 Click the **My Children** tab to view information about each of your children.

Switch Children

2 Click the **Switch** icon to change between your children.

Overview

3 By default you will see the **Overview** section. Click other sections such as **Attendance, Reports** or **Assessment Outlines** to see additional information.

Note: Not all these sections may be visible to all parents Schools determine which information is available.

Attendance

4 Click in the **Attendance** box or **section** to see a week by week view.

Classes

5 Click on a **class name** to navigate to the class.

Teachers

6 Click on a **teacher's name** to send an email to the teacher.

Connect: Student reports

1 My Children

Click the **My Children** tab to view information about each of your children.

2 Switch Children

Click the **Switch** icon to change between your children.

3 Reports

Click the Reports section to see the reports for the current year.

4 Reports from previous years

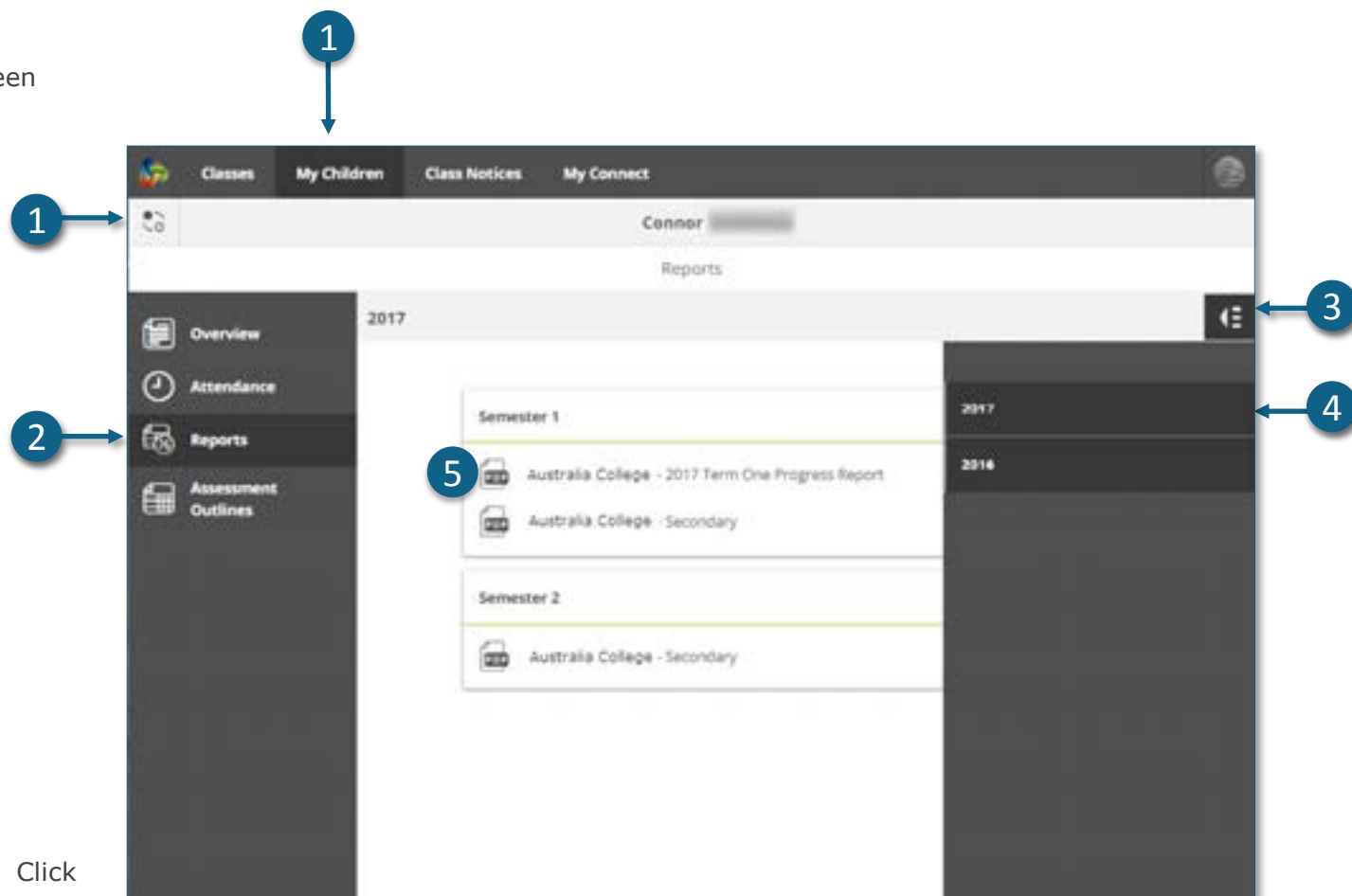Open the **Year Menu** to view the years for which reports are available. This may differ from school to school.

4 Selecting a year

Click on a **year** to view the reports published for that year.

5 Reports by Semester

The reports will be listed by semester. Click on a **report** to download it. The report can be viewed on screen or sent to a printer.

Classes   My Children   Class Notices   My Connect

Connor

Reports

2017

Overview
Attendance
Reports
Assessment Outlines

Semester 1
Australia College - 2017 Term One Progress Report
Australia College - Secondary

Semester 2
Australia College - Secondary

2017
2014

Connect: Assessment Outlines

My Children

1. Click the **My Children** tab to view information about each of your children.

Switch Children

2. Click the **Switch** icon to change between your children.

Assessment Outlines

3. Click the **Assessment Outline** section to open the Assessment Outlines for the current year.

Total Percent and Grade

4. Overall achievement will be displayed as a percentage. If the end of semester report has been finalised, a grade may also be displayed.

Expand the Assessment Outline

5. Click the expand/collapse icon to see more details about an Assessment Outline.

Comparison Graph

6. Beneath the overall achievement and each task, a small graph displays the range of achievement across the class.

A. The **line** represents the top and bottom marks.

B. The **box** demonstrates the majority of students.

C. The **vertical line** is the average mark.

D. The **dot** represents the achievement of your own child.

connect.det.wa.edu.au

Connect: Class Notices

Class Notices

1 Click the **Class Notices** tab to view notices from all your children's classes with the most recent at the top.

Number of notices per page

2 Click the **down arrow** to select how many notices to display on a page.

Page number

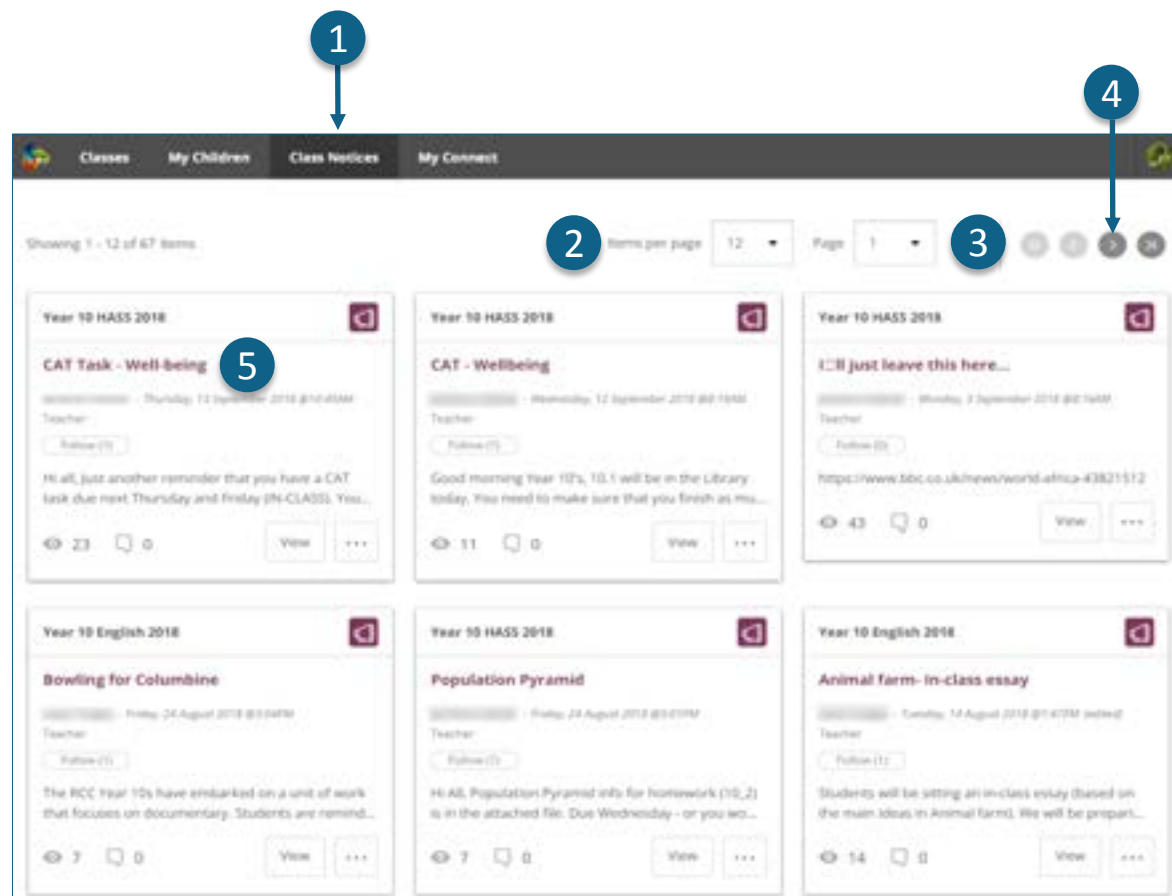3 Click the **down arrow** to select which page to view.

Forward and back

4 Scroll through the pages using the **forward** and **back arrows**.
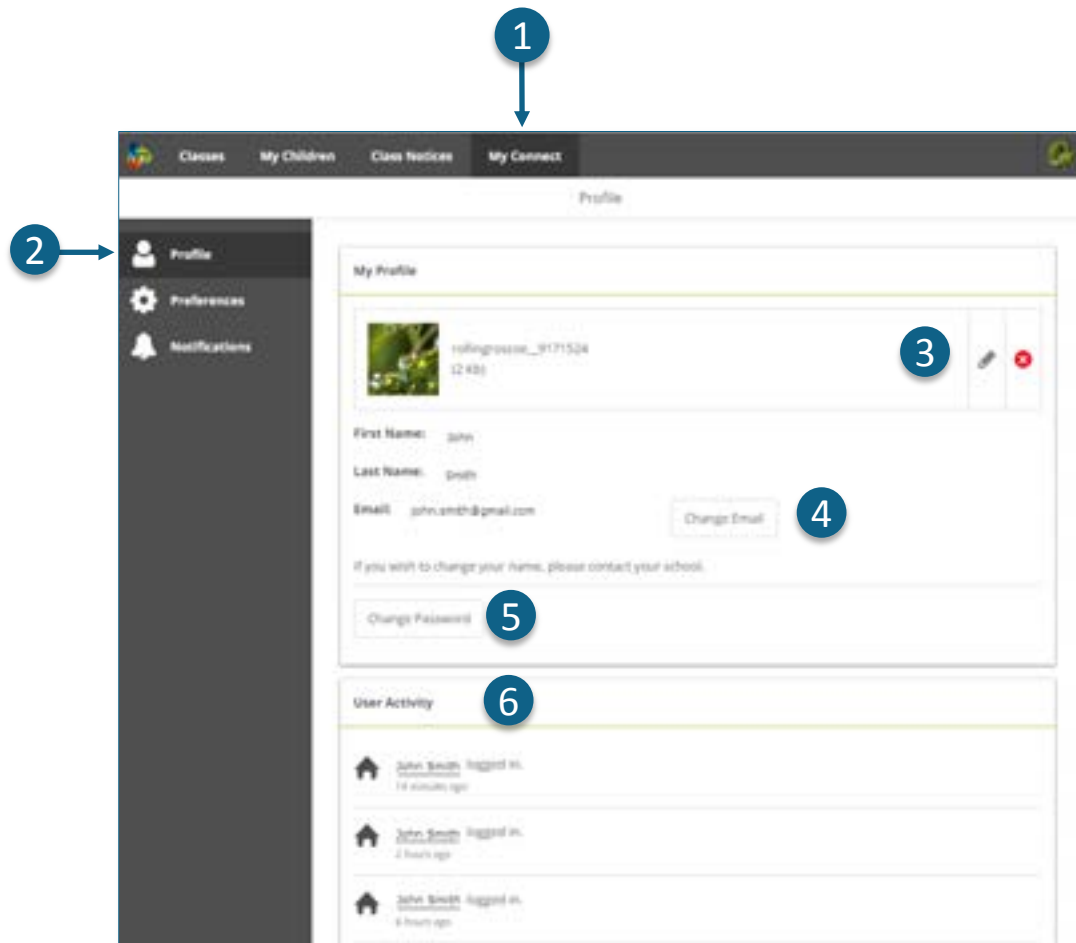
Open a notice

5 Click on the title of a notice to open it.

Step-by-step guide for parents
September 2018

Connect: My Connect Profile

My Connect

Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

Manage your profile

Click the **Profile** section to select an avatar, change your password and send a notification to the school if you change your email address.

Select, edit or remove an image

Click the **Add Avatar button** to select from a range of images. Use the **edit** pencil to change the image you have selected or click the **cross** to delete it.

Change your email address

Notify the school when you change your email address.
The school will receive a notification to update their system.
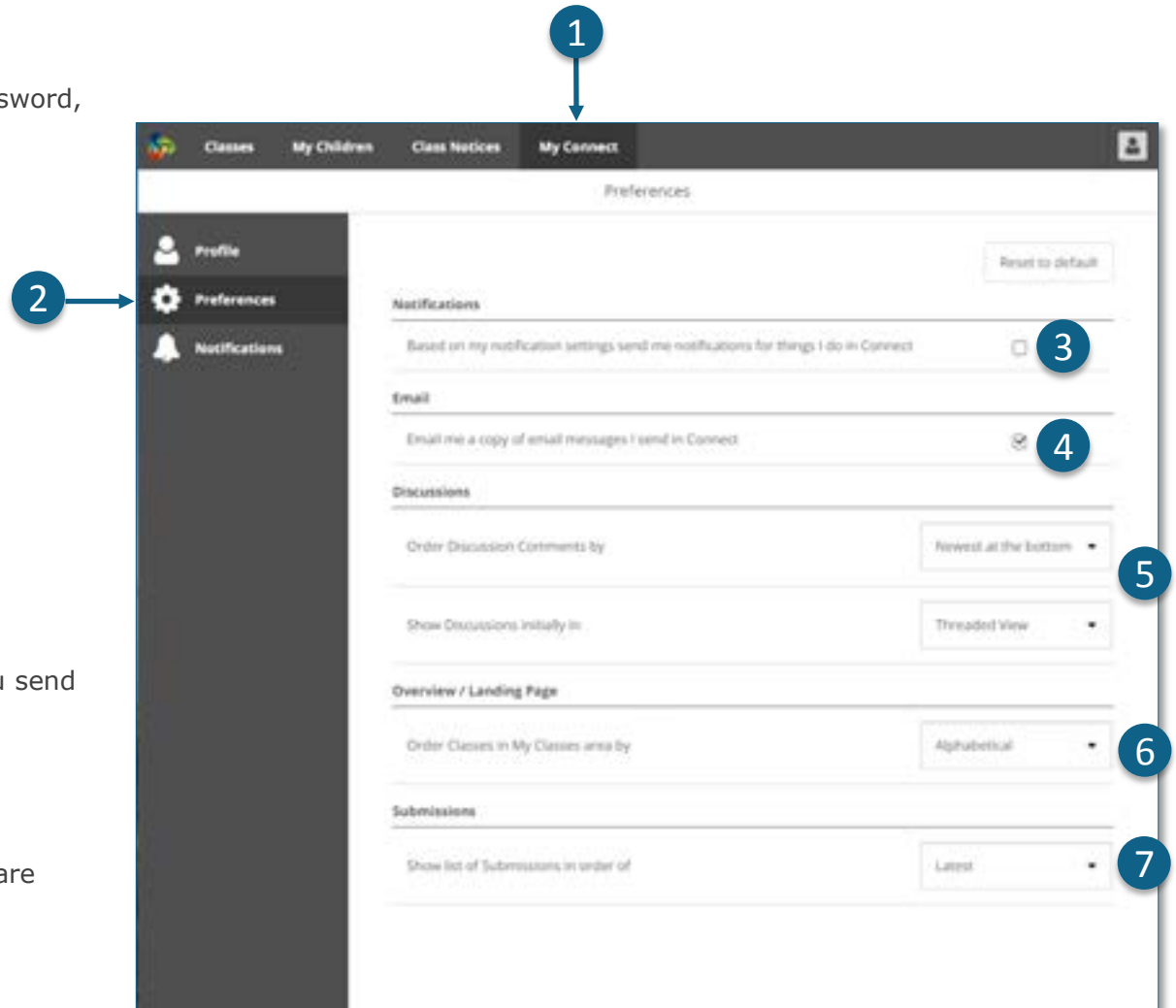
Change your password

Click the Change Password button to reset your password.

View your recent activity

See a list of your recent activity in Connect.

Connect: My Connect Preferences

My Connect

1. Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

Preferences

2. Click the **Preferences** section to choose how Connect displays information for you.

Notifications

3. Tick this box if you would like emails to be sent to you when you add a comment to a Notice.

Email

4. Tick this box if you would like a copy of any emails you send to a teacher to be sent to your email inbox.

Discussion Preferences

5. Click the down arrows to select how class discussions are ordered and displayed.

Order Classes

6. Click the down arrow to select the order in which the classes are displayed on the Connect home page.

Submissions

7. Click the down arrow to select the order in which class submissions are displayed in Connect classes.

Connect: My Connect Notifications
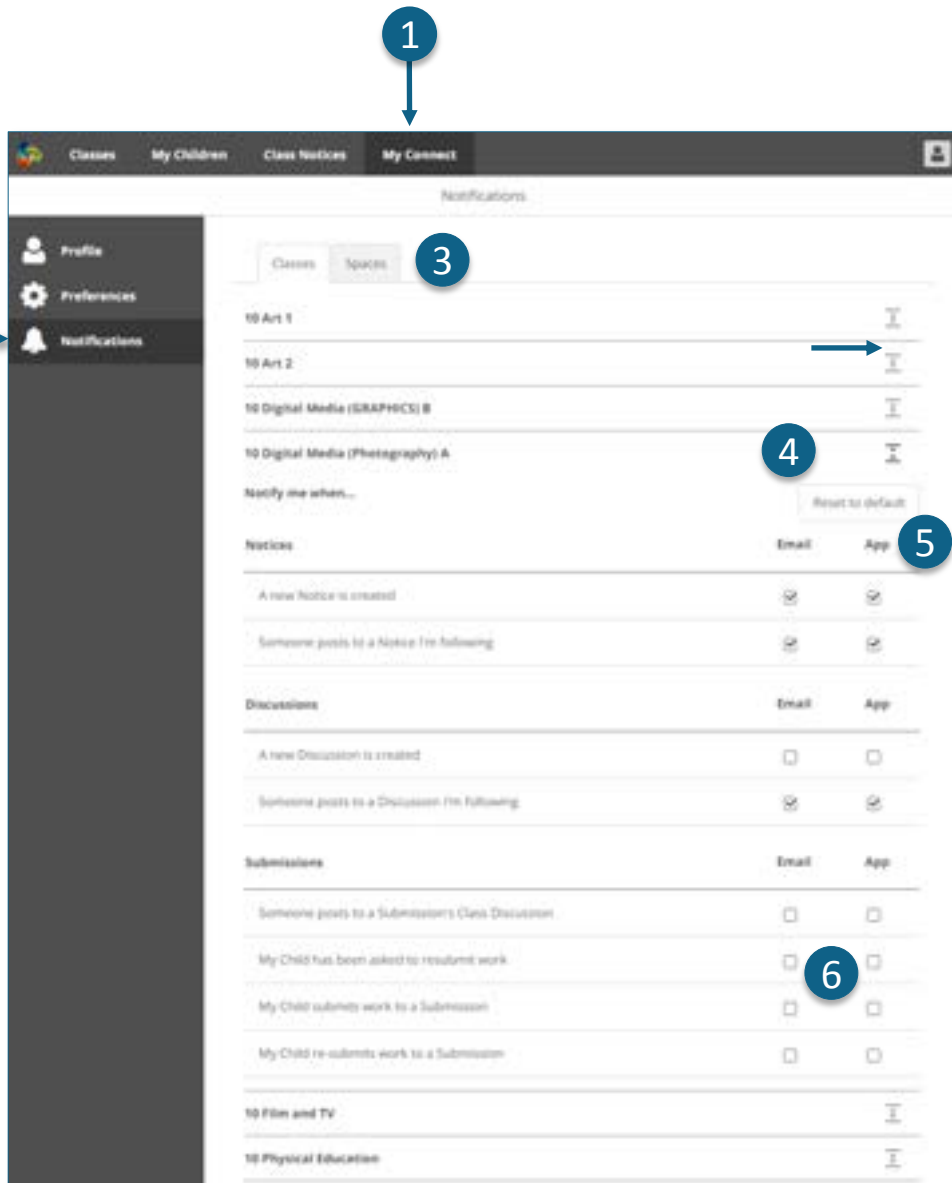
My Connect

Click the **My Connect** tab to manage your profile, password, preferences and notification settings.

Manage your notifications

Click the **Notifications** section to select how information is sent to you from specific classes and school spaces.

Classes or Spaces

Click either the **Classes** or **Spaces tab** to select which notifications you wish to modify.

Expand Class Notifications options

Click the expand/collapse icon for each class or space to see the notifications options.

Email or App

By default all notifications will come to you via the email address you have registered with your school. If you have downloaded the free Connect Now app (see **Connect Now** page) you can elect to receive push notifications on your mobile phone instead of or in addition to the email.

Note: You won't see the App option until you have logged into the Connect Now app with your parent user name and password.

Submission Notifications

Tick the boxes to receive notifications when your child submits work to a class submission.

Connect: Connect Now app for mobile devices

1

Connect Now

Receive Connect notifications on your mobile device. Download the **Connect Now app** from the **Apple App Store** or **Google Play**.

2

Login

Use your Connect **P-number** and **Password** to login to Connect Now.

3

Push Notifications

You can elect to have notices appear as **Push Notifications** on your mobile device home screen.

4

Opening Notifications

Tap the **push notification** or **open** the app to read notices.

5

Notices

Tap a **notice** to open it and see more details including images and attachments.

6

Connect Now Help

Click the **Connect Logo** to access the built-in help.