



Department of
Education

Connect: Step by Step Guide for Parents



Shaping the future

D23/0966493
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Contents

This guide is designed to be read step-by-step. Use the hyperlinks of this Contents page for quick reference to find information for specific help.

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This guide covers all features available in Connect. Each school implements Connect according to their school needs so not all features may be visible. If you have any further questions about Connect, please refer to your School's Administration Team.

Accessing Connect

Connect can be accessed through the Connect Now App or from any web browser.



[Click here to download from Apple App Store](#)



[Access through a web browser](#)

[Click here to download from Google Play](#)



Logging into Connect

- 1** Access Connect through the Connect NOW app or through a web browser at connect.det.wa.edu.au
- 2 Username and Password**
Type your **username (P-number - a lowercase 'p' followed by a seven-digit number)** and **password** into the **text boxes**.
Note: your P-number and password will have been emailed to you by your child's school.
- 3 Parent/Responsible Persons**
Read the **Appropriate Use of Online Services** using the link to access the specific Terms of Use for Connect.
- 4 Appropriate Use of Online Services**
Tick the **'I have read ...'** box to agree to access the Department's online services.
- 5 Forgot Password**
Click the **Forgot Your Password** link if you can't remember your login details.

The screenshot shows the Department of Education Single Sign-On page. It features a header with the Department of Education logo and the text 'Single Sign-On'. The main content area is titled 'Sign In' and contains a form with the following elements:

- 1**: The browser address bar showing 'connect.det.wa.edu.au'.
- 2**: The 'User Name' text box containing 'P0123456'.
- 3**: The 'Appropriate Use of Online Services' section, which includes a warning about the use of online services and a checkbox for 'I have read and understand the Appropriate Use of Online Services information.'.
- 4**: The 'Password' text box.
- 5**: The 'Forgot Your Password?' link.

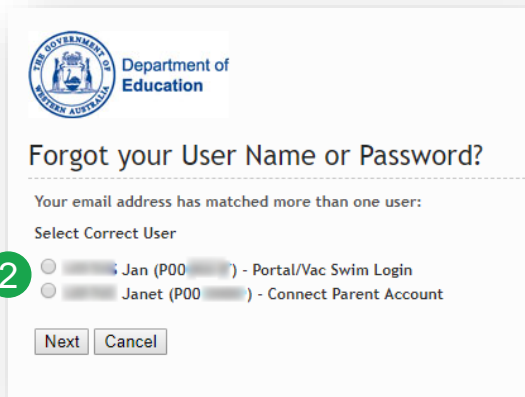
Below the main form, there is a 'Copyright Statement' section with a 'Cancel' button. The bottom of the page features the Department of Education logo and a Creative Commons license icon (CC BY-NC).

Forgotten Username or Password

1

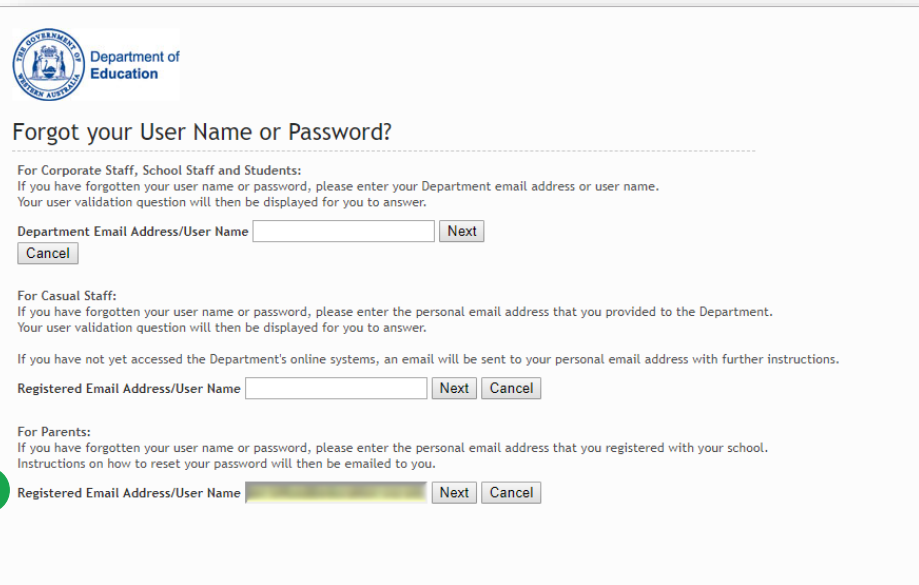
Registered Email Address

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



The screenshot shows the Department of Education WA logo and the text "Department of Education". Below this is the heading "Forgot your User Name or Password?". A message states: "Your email address has matched more than one user: Select Correct User". There are two radio button options: "Jan (P00 [redacted]) - Portal/Vac Swim Login" and "Janet (P00 [redacted]) - Connect Parent Account". The "Connect Parent Account" option is selected. "Next" and "Cancel" buttons are at the bottom.

2



The screenshot shows the Department of Education WA logo and the text "Department of Education". Below this is the heading "Forgot your User Name or Password?". There are three sections: "For Corporate Staff, School Staff and Students:", "For Casual Staff:", and "For Parents:". Each section has a text input field for the email address and "Next" and "Cancel" buttons. A green circle with the number "1" is overlaid on the "Registered Email Address/User Name" input field in the "For Parents:" section.

1

2

Username and Password

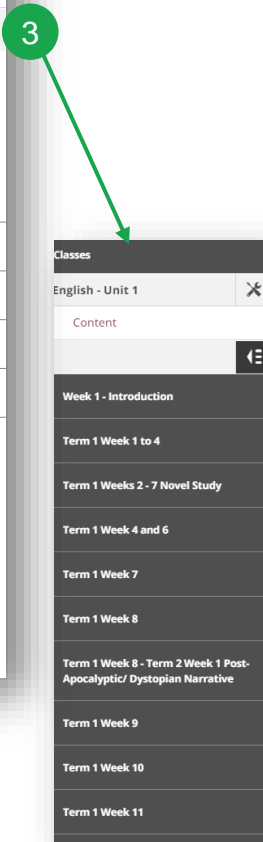
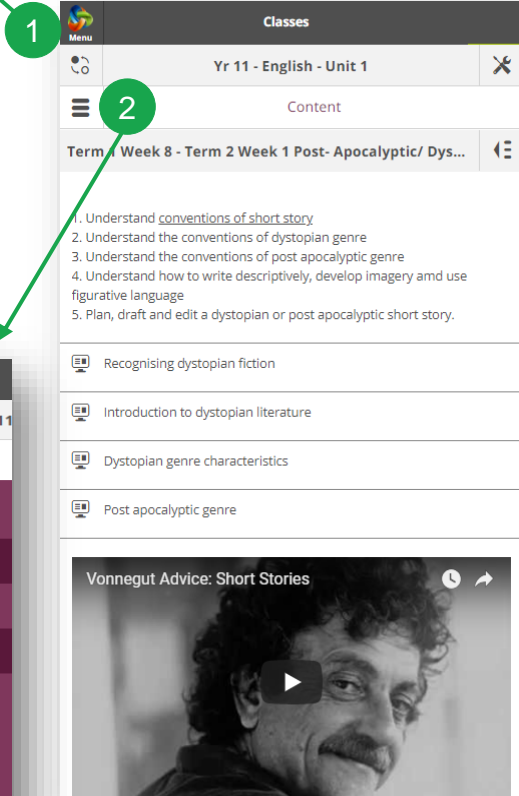
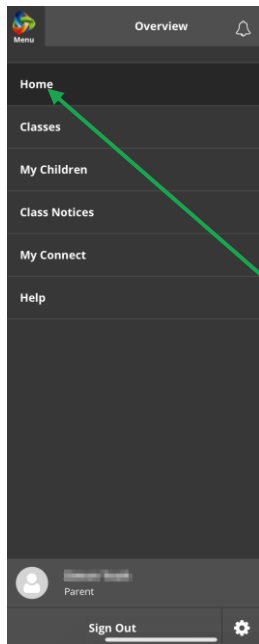
If you have registered for other Department of Education WA online services (like VacSwim), you may have more than one P-number. Select the **Connect Parent Account** option and click **Next**.

An email will be sent to your registered email address to reset your password.

Using a Small Screen

Responsive Design

On devices with smaller screens like mobile phones, Connect will change the way it displays information. Menus will move out of the way but can be accessed with just one click.



1

Main Menu

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

2

Tools Menu

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

3

Additional Menus

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.

Your Home Page

1

Navigation Bar

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

2

All your Children's Classes

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

3

Latest Information

See the latest notice or discussion from a class or school space.

4

Logout

Click on the **person icon** to securely sign out.

5

Change Password

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

6

Next Event

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

7

My Space

Select the **name of the School Parent Space** to see the latest notices and information from the school.

8

Send Absentee Note (if enabled)

Click to advise the school of an absence if your school has enabled Absentee Notes.

1

The screenshot shows the Connect Home Page interface. At the top is a navigation bar with tabs: My Feed, Classes, My Children, Class Notices, My Connect, and Help. On the right side of the navigation bar is a person icon. The main content area is divided into several sections: 1. A banner for 'Access your child's Report on Connect Now' with a 'Learn more' button and a photo of two children. 2. A 'Classes' section with a 'View All' button and a list of classes: Connect College Test Class, D5/D6 - Blended Learning Class, Japanese Year 6s, and Year 6/Room 6. 3. A 'Latest Information' section with a 'Read' button and a discussion titled 'James, Andrea, Marina, Sebastian and Scott (Game 1 Dicey Details)'. 4. A 'Next Event' section with a 'More' button and an event titled 'Pupil Free Day'. 5. A 'My Spaces' section with a 'College Parent Space' link. 6. A 'Send Absentee Note' button. 7. A 'Next Submission' section with a 'More' button and a submission titled 'How would you Survive?'. 8. A '53637 Active Classes' section. 9. A '57 Logins Today' section. 10. A 'Connect Help' section with links for 'Parent Flyer - Primary', 'Parent Flyer - Secondary', and 'Step by Step Guide for Parents'. The person icon in the top right corner is also numbered 4.

9

Next Submission

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

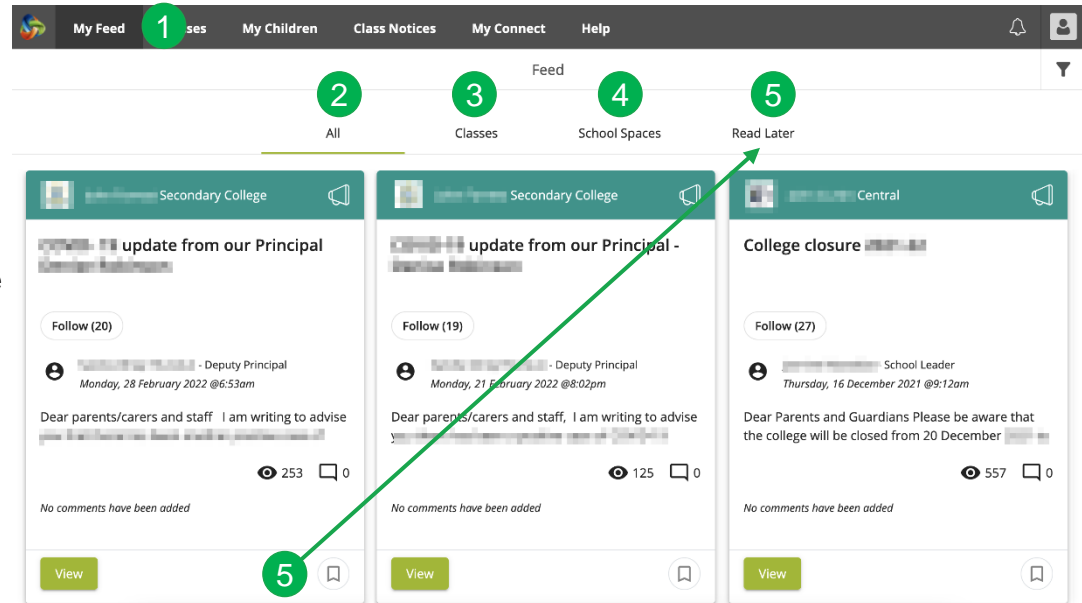
10

Connect Help

Quick links to helpful Parent Guides.

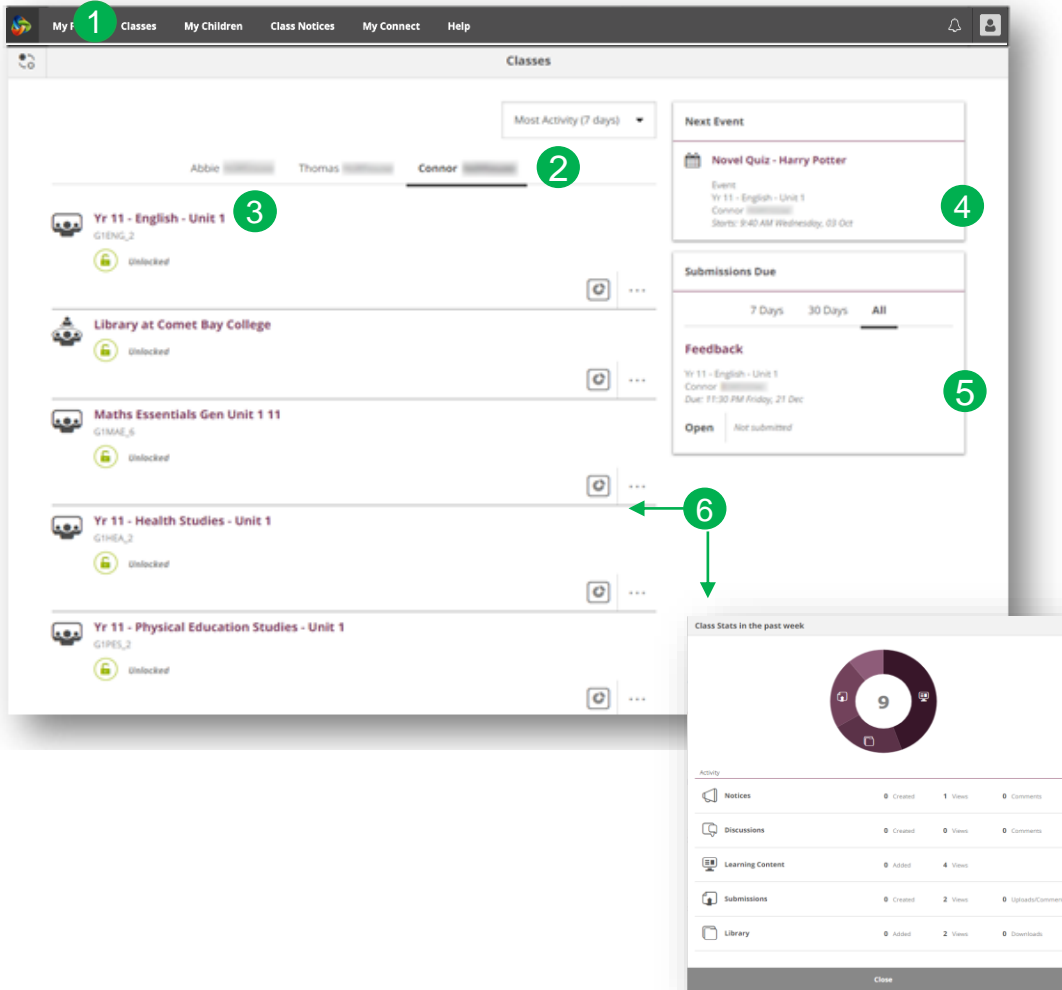
My Feed

- 1 Navigation Bar**
Use the **navigation tabs** to filter between classes, school spaces and notices you have tagged to Read Later.
- 2 All**
View all your notices in date order.
- 3 Classes**
See all the latest class notices for all your child/ren's classes. Click on the class name to see the class view.
- 4 School Space**
See the latest notices from your child/ren's school parent space. Select the name of the space to access the school space.
- 5 Read Later**
Flag notices you wish to Read Later by clicking on the bookmark in the bottom right-hand corner of the notice. These notices can then be accessed from the Read Later filter in the navigation bar.



Classes Landing Page

Use the class landing page to view all classes, submissions due and next events for all of your child/ren.



- 1 Classes**
Click on the **Classes** tab to access the Connect classes started for your child/ren.
- 2 Child/ren**
Click on your **child's name** to see their classes.
- 3 Selected Classes**
Click on a class name to access the class.
- 4 Next Event**
See up to three upcoming events for any of your child/ren from any of their Connect class calendars.
- 5 Submissions Due**
See any assignments due for any of your child/ren from any of their classes.
- 6 Class Stats**
View statistics on recent activity in each of your child/ren's classes.

Classes overview

The screenshot shows the 'Yr 11 - English - Unit 1' class summary page. The interface includes a top navigation bar with 'My Feed', 'Classes', 'My Children', 'Class Notices', 'My Connect', and 'Help'. A left-hand menu contains 'Summary', 'Grid', 'Notices', 'Content', 'Discussions', 'My Marks', 'Submissions', and 'Library'. The main content area displays the class name 'Yr 11 - English - Unit 1' (G1ENG.2) and a 'Latest Notice' about 'Year 11 English task 1 results and feedback now on Connect'. Below this is a 'Class Gallery' with three images: a red pen, a chalkboard with 'NEWS' written on it, and a hand holding a book titled 'What would the theme song to your life be?'. A 'Next Event' calendar for September is shown, with the 26th highlighted. To the right of the calendar are 'Links' for 'SCSA Course Outline', 'Guide to WACE requirements', 'Year 11 General Unit 1', 'Read Theory', and 'OLNA practise test'. Below the links are 'Class Stats' showing 2 Notices, 3 Discussions, 2 Visitors (Week), and 24 Learners. At the bottom, the 'Teachers' section lists Luke, Joel, and Jason.

- 1 Class Name**
The name of the class is displayed at the top.
- 2 Switch Classes**
Click the **Switch** icon to change to another class.
- 3 Tools Menu**
The **menu** on the left-hand side allows you to select an area of the class to see.
- 4 Class Calendar**
Days marked with a dot have events entered. Click the **day** to see the event details.
- 5 Email Class Teachers**
The class teacher/s are displayed at the bottom of the Summary page. Select a **name** to email the teacher.

My Children

You can access your child/ren's information through the My Children tab.

1

My Children

Click the **My Children** tab to view information about each of your child/ren.

2

Switch Children

Click the **Switch** icon to change between your child/ren.

3

Overview

By default, you will see the **Overview** section. Select other sections, such as **Attendance**, **Reports** or **Assessment Outlines**, to see additional information. **Note:** Not all sections may be visible as schools determine which information is available.

4

Attendance

Click on the **Attendance** section to see a week-by-week view.

5

Classes

Select a **class name** to navigate to the class.

6

Teacher/s

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

The screenshot shows the 'My Children' interface for a user named Connor. The top navigation bar includes 'My Feed', 'Classes', 'My Children', 'Class Notices', 'My Connect', and 'Help'. The 'My Children' tab is selected. The main content area is divided into several sections:

- Overview:** A sidebar menu with options for Overview, Attendance, Reports, and Assessment Outlines. A 'Switch' icon is located at the top of this sidebar.
- User Activity:** A list of login events for Connor, showing dates and times.
- Attendance:** A summary table showing 'AA Authorised absence' (26) and 'UA Unauthorised absence' (26).
- Classes:** A list of classes including 'Library at College', 'Maths Essentials Gen Unit 1 11', 'Yr 11 - English - Unit 1', 'Yr 11 - Health Studies - Unit 1', 'Yr 11 - Physical Education Studies - Unit 1', 'Yr 11/12 - Certificate II Sport Coaching', and 'Yr 11/12 - Certificate II Sport Recreation'.
- Teachers:** A list of teachers including Ronald, Simon, Jason, Luke, and Christopher, each with an email icon.

Two pop-up windows show the 'Attendance' view for 'Week 1' and 'Week 2'. Each window displays a table with columns for days of the week and rows for periods 1 and 2. The legend indicates: P (Present), AA (Authorised absence), and UA (Unauthorised absence). The counts for Present are 10 for each period, and for Absence (AA and UA) are 0.

My Children – Student Reports

You can access your child/ren's student report through Connect. These can be downloaded or printed.

Note: Access to this feature may differ from school to school.

1

My Children

Click the **My Children** tab to view information about each of your child/ren.

2

Switch Children

Select the **Switch** icon to change between your child/ren.

3

Reports

Click the **Reports** section to access student reports for the current year.

4

Reports from previous years

Open the **Year** menu to view the years for which reports are available.

5

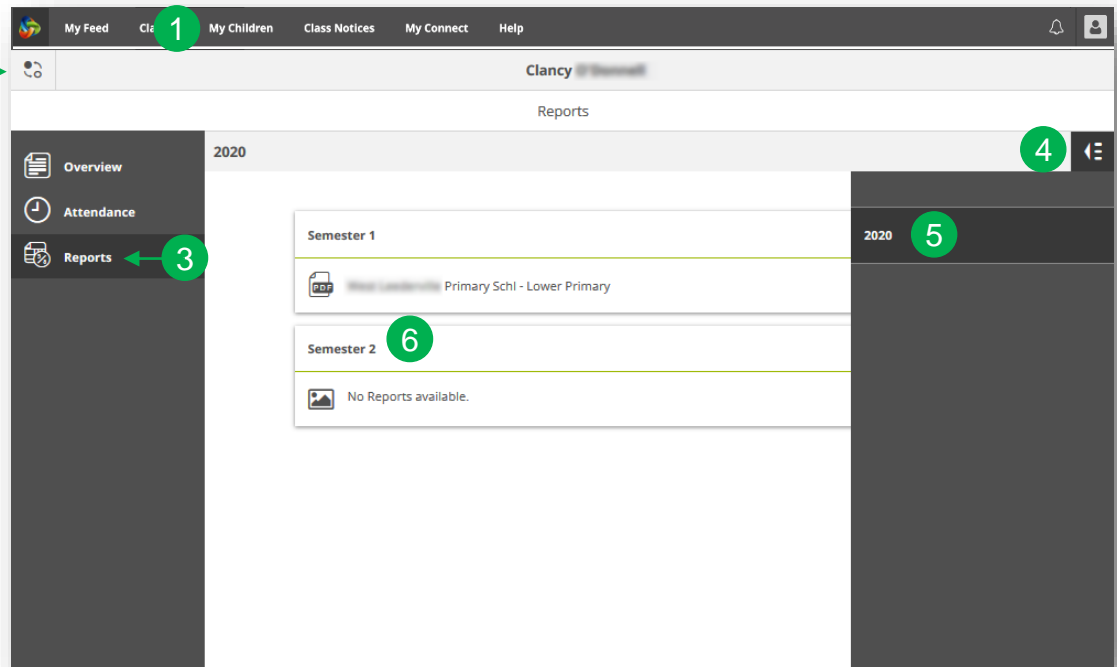
Selecting a year

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

6

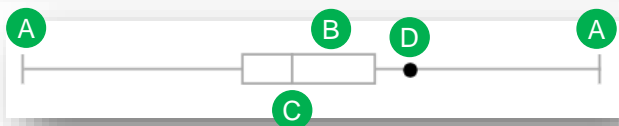
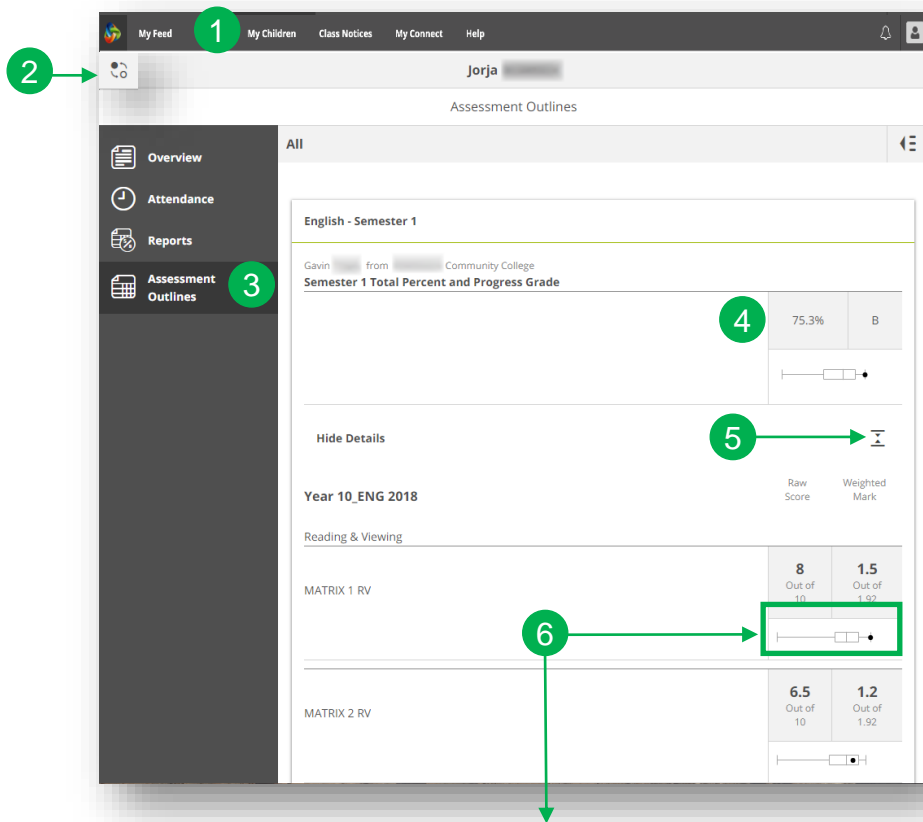
Reports by Semester

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



My Children - Assessment Outlines for Secondary Schools

Some Secondary schools utilise and display Assessment Outlines in Connect.



1 My Children
Select **My Children** tab to view information about each of your child/ren.

2 Switch Children
Click the **Switch** icon to change between your child/ren.

3 Assessment Outlines
Select the **Assessment Outline** section to access the Assessment Outlines for the current year.

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

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

6 Comparison Graph
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.

Class Notices

Connect notices are created by teachers in a Connect class.

1

Class Notices

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

2

Number of Notices Per Page

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

3

Page Number

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

4

Forward and Back

Scroll through the pages using the **forward** and **back arrows**.

5

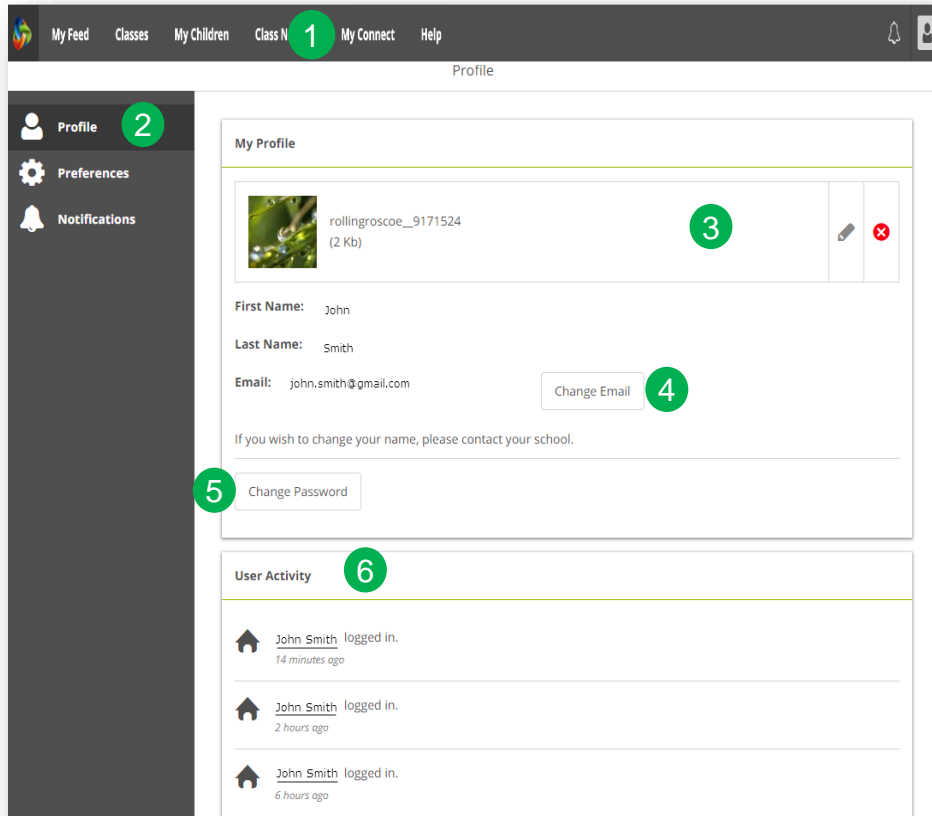
Open a Notice

Click on the title of a notice to open it.

The screenshot shows the 'Class Notices' page in a web application. At the top, there is a navigation bar with tabs: 'My Feed', 'Classes', 'My Children', 'Class Notices' (highlighted with a green circle 1), 'My Connect', and 'Help'. Below the navigation bar, there is a header area with 'Showing 1 - 12 of 67 Items', 'Items per page' (set to 12, with a green circle 2), and 'Page' (set to 1, with a green circle 3). There are also navigation arrows (back, forward) with a green circle 4 pointing to the forward arrow. The main content area displays a grid of six notices. Each notice has a title, a date and time, a teacher's name, a 'Follow' button, a preview of the notice text, and a 'View' button. The first notice is titled 'CAT Task - Well-being' (with a green circle 5) and is dated Thursday, 13 September 2018 @10:45AM. The second notice is titled 'CAT - Wellbeing' and is dated Wednesday, 12 September 2018 @8:18AM. The third notice is titled 'I'll just leave this here...' and is dated Monday, 3 September 2018 @8:16AM. The fourth notice is titled 'Bowling for Columbine' and is dated Friday, 24 August 2018 @3:04PM. The fifth notice is titled 'Population Pyramid' and is dated Friday, 24 August 2018 @3:01PM. The sixth notice is titled 'Animal farm- In-class essay' and is dated Tuesday, 14 August 2018 @1:47PM (edited). Each notice also shows the number of views and comments.

My Connect

You can change your avatar, reset your password and change your email address in the Profile section of the My Connect tab.



1

My Connect

Click the **My Connect** tab to manage your profile.

2

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.

3

Select, Edit or Remove an Image

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

4

Change your Email Address

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

5

Change your Password

Click the Change Password button to reset your password.

6

View your Recent User Activity

See a list of your recent user activity in Connect.

My Connect - Preferences

You can choose how information is displayed in Connect.

1

My Connect

Click the **My Connect** tab to manage your profile.

2

Preferences

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

3

Notifications

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

4

Email

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

5

Discussion Preferences

Select how class discussions are ordered and displayed from the drop-down menu.

6

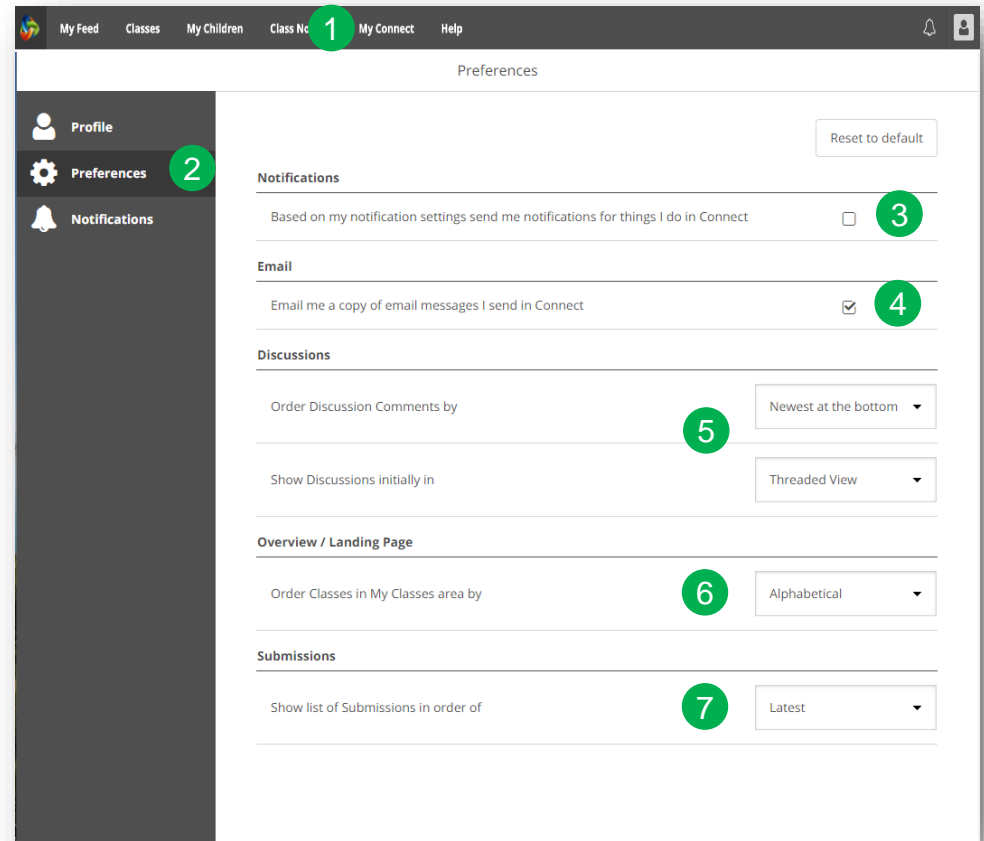
Order Classes

Select the order in which the classes are displayed on the Connect home page from the drop-down menu.

7

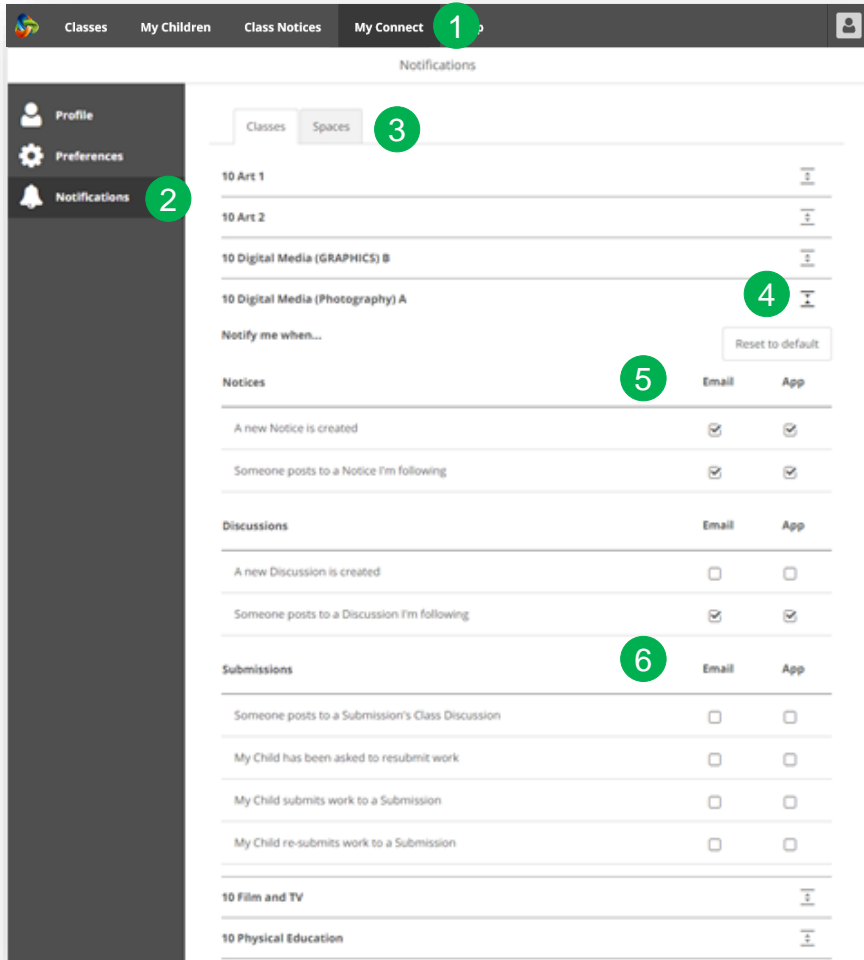
Submissions

Select the order in which class submissions are displayed in Connect classes from the drop-down menu.



My Connect - Notifications

You can choose how information in Connect is displayed.



1

My Connect

Click the **My Connect** tab to manage your profile.

2

Manage your Notifications

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

3

Classes or Spaces

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

4

Expand Class Notifications Options

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

5

Email or App

By default, all notifications will be sent via the email address you have registered with the school. Once you've installed and logged in to the free Connect Now app, a second column will be available where you can select which notifications you'd like to have pushed to your device.

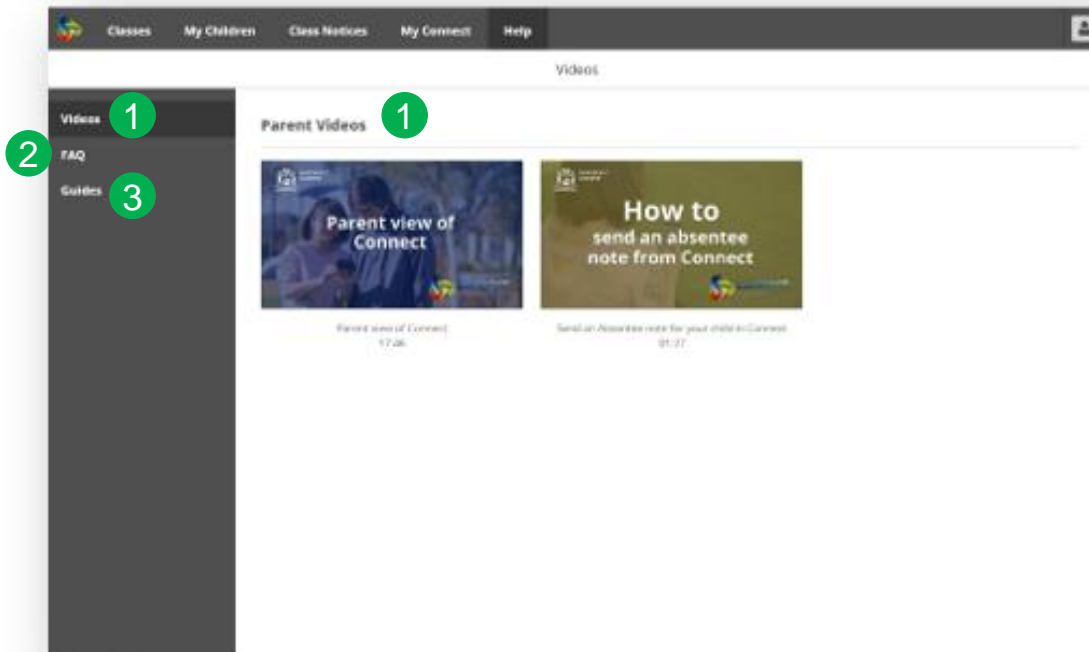
6

Submission Notifications

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

Help

Find helpful videos, FAQs and guides through the Help tab to learn more about the features of Connect and help you navigate through the space



1 Parent Videos provide a virtual tour and demonstrate commonly used features of Connect.

2 FAQ
Browse or keyword search for advice and answers to commonly asked questions.

3 Guides
Click on Quick Step-by-Step Guides to access further support.

For further assistance, please refer to your School's Administration Team.