connect
Connecting education

Step by step guide for parents

This guide is designed to be read step-by-step. However, due to the number of options available, please use the hyperlinks of this Contents page for quick reference to the specific help needed.

Contents - Step by step guide for parents

Connect: **Login**

1 Type the Connect website address into your browser as connect.det.wa.edu.au

2 User name and password
Type your user name (P-number) and password into the text boxes. The **username is comprised of a lowercase "p"** followed by a seven-digit number.
Note: the P Number and password will have **been emailed to you by your child's school.**

3 Parent/Responsible persons
Click the Appropriate Use link to access the specific Terms of Use for Connect.

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

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

connect.det.wa.edu.au

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.

Department of Education

Forgot your User Name or Password?

For Corporate Staff, School Staff and Students:
If you have forgotten your user name or password, please enter your Department email address or user name.
Your user validation question will then be displayed for you to answer.

Department Email Address/User Name [   ] [Next]
[Cancel]

For Casual Staff:
If you have forgotten your user name or password, please enter the personal email address that you provided to the Department.
Your user validation question will then be displayed for you to answer.

If you have not yet accessed the Department's online systems, an email will be sent to your personal email address with further instructions.

Registered Email Address/User Name [   ] [Next] [Cancel]

For Parents:
If you have forgotten your user name or password, please enter the personal email address that you registered with your school.
Instructions on how to reset your password will then be emailed to you.

1 Registered Email Address/User Name [   ] [Next] [Cancel]

Department of Education

Forgot your User Name or Password?

Your email address has matched more than one user:

Select Correct User

○   Jan (P00   ) - Portal/Vac Swim Login
2 ○   Janet (P00   ) - Connect Parent Account

[Next] [Cancel]

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

1 **Navigation Bar**

Use the tabs across the top 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 icon at the far right to securely sign out of Connect.

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 **School Space**

Click the name of the School Space to see the latest notices and information from the school.
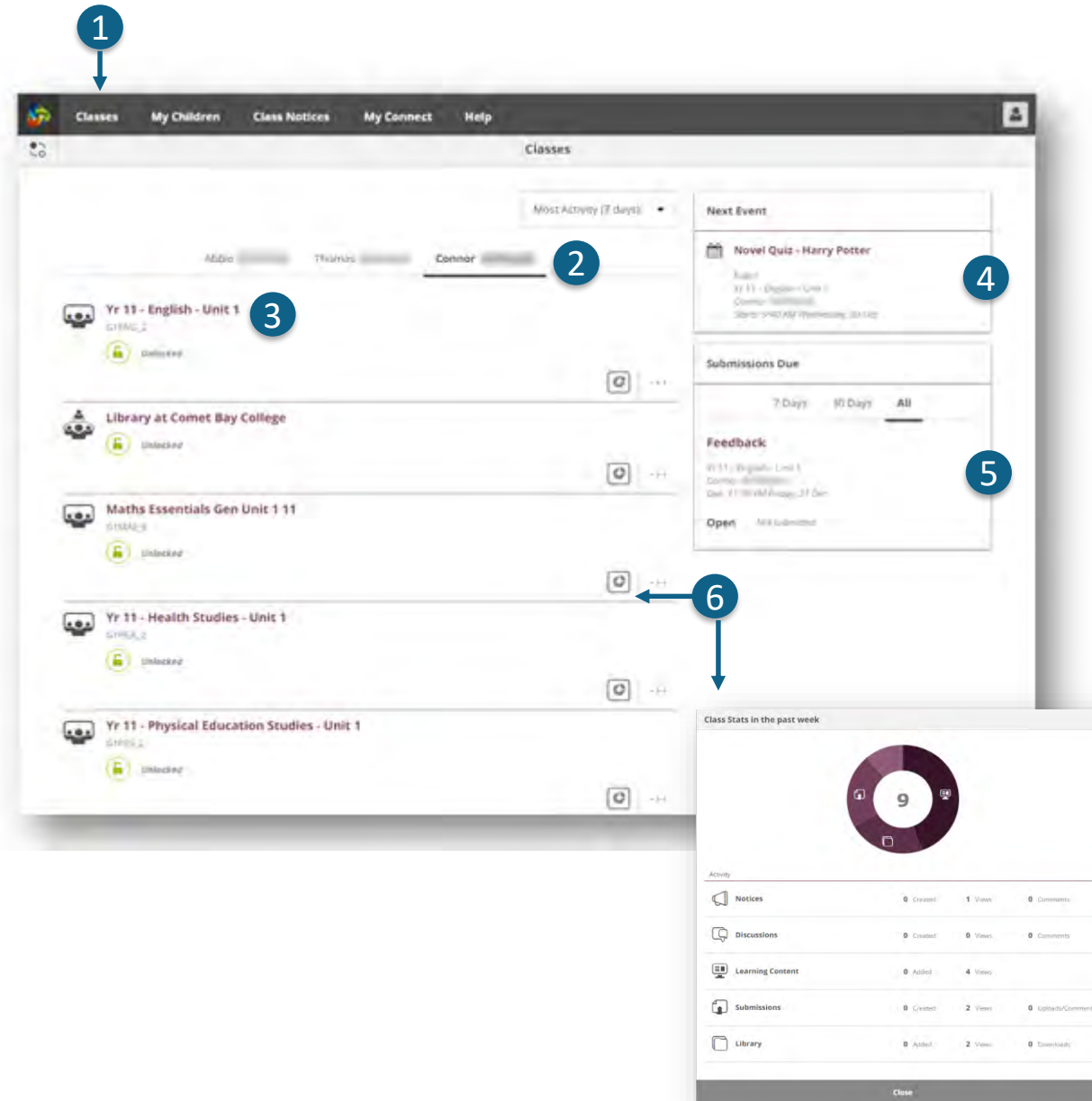
8 **Send Absentee Note**

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

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.

Connect: Classes

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

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

3 Selected Classes
Click on a class name to go into the class.

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

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

6 Class Stats
View statistics on recent activity in each of **your children's classes.**

Connect: Selected Class

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

Class Tools Menu

The menu on the left lets you select which 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 teachers are displayed at the bottom of the Summary page. Click on a name to email the teacher.

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.
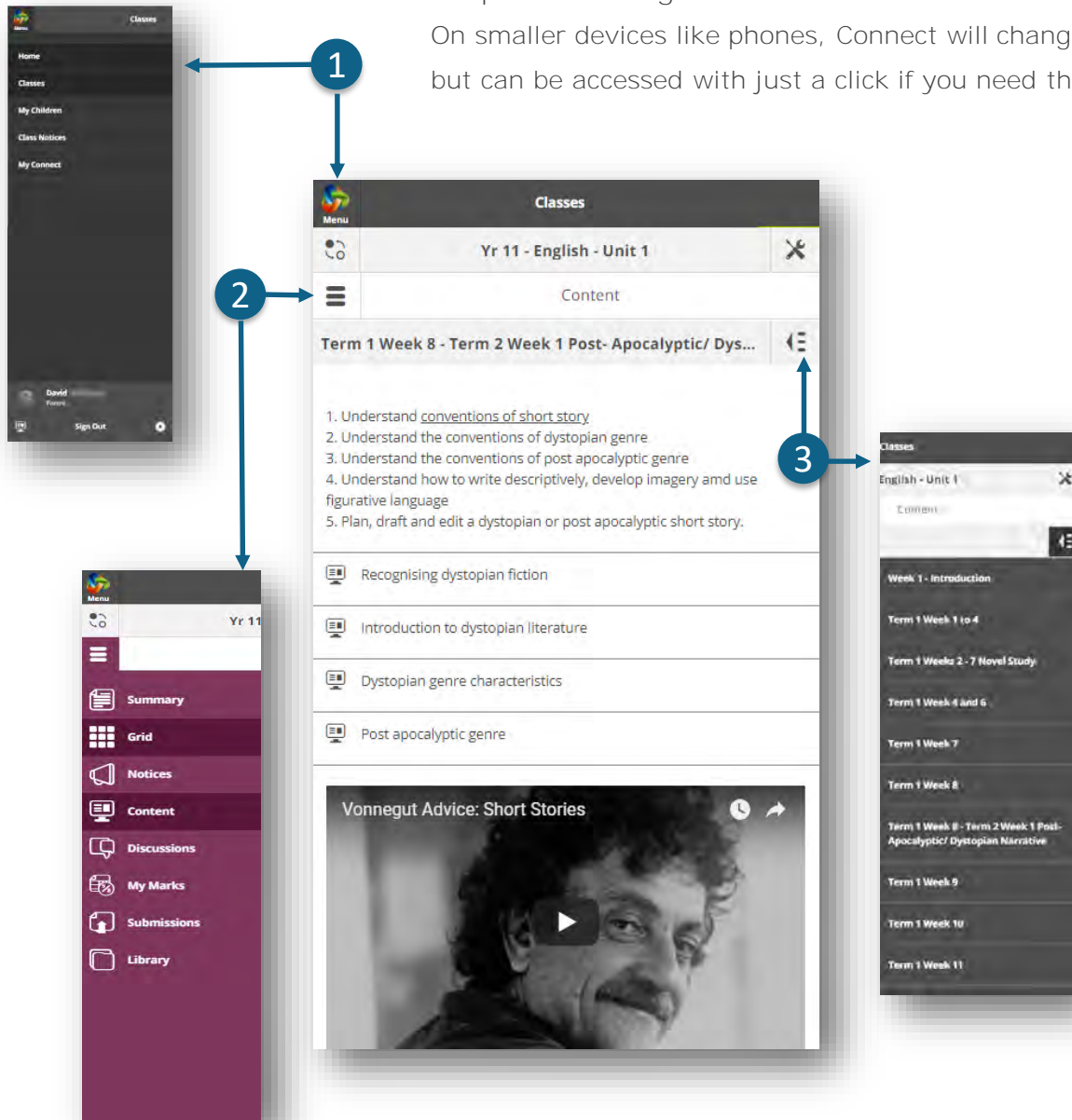
1 Main Menu

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

2 Tools Menu

Click 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.

Connect: My Children

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 Overview
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.

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

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

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

	Classes	My Children	Class Notices	My Connect	Help

Connor

Overview

- Overview
- Attendance
- Reports
- Assessment Outlines

User Activity

🏠 Connor ___ logged in.
1 week ago

🏠 Connor ___ logged in.
4 weeks ago

🏠 Connor ___ logged in.
4 weeks ago

🏠 Connor ___ logged in.
1 month ago

🏠 Connor ___ logged in.
1 month ago

🏠 Connor ___ logged in.
1 month ago

🏠 Connor ___ logged in.
1 month ago

🏠 Connor ___ logged in.
1 month ago

Attendance

| AA | Authorised absence | 26 |
| UA | Unauthorised absence | 26 |

Classes

- Library at ___ College
- Maths Essentials Gen Unit 1 11 G1MAE_6
- Yr 11 - English - Unit 1 G1ENG_2
- Yr 11 - Health Studies - Unit 1 G1HEA_2
- Yr 11 - Physical Education Studies - Unit 1 G1PES_2
- Yr 11/12 - Certificate II Sport Coaching CT2SC_1
- Yr 11/12 - Certificate II Sport Recreation CT2SRG_1

Teachers

- Ronald ___
- Simon ___
- Jason ___
- Luke ___
- Christopher ___

Week 1

	Monday July 16	Tuesday July 17	Wednesday July 18	Thursday July 19	Friday July 20
1	P	P	P	P	P
2	P	P	P	P	P

	Periods	%
P Present	10	100
AA Authorised absence	0	0
UA Unauthorised absence	0	0

Week 2

	Monday July 23	Tuesday July 24	Wednesday July 25	Thursday July 26	Friday July 27
1	P	P	P	P	P
2	P	P	P	P	P

	Periods	%
P Present	10	100
AA Authorised absence	0	0
UA Unauthorised absence	0	0

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.

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 sent to a printer.
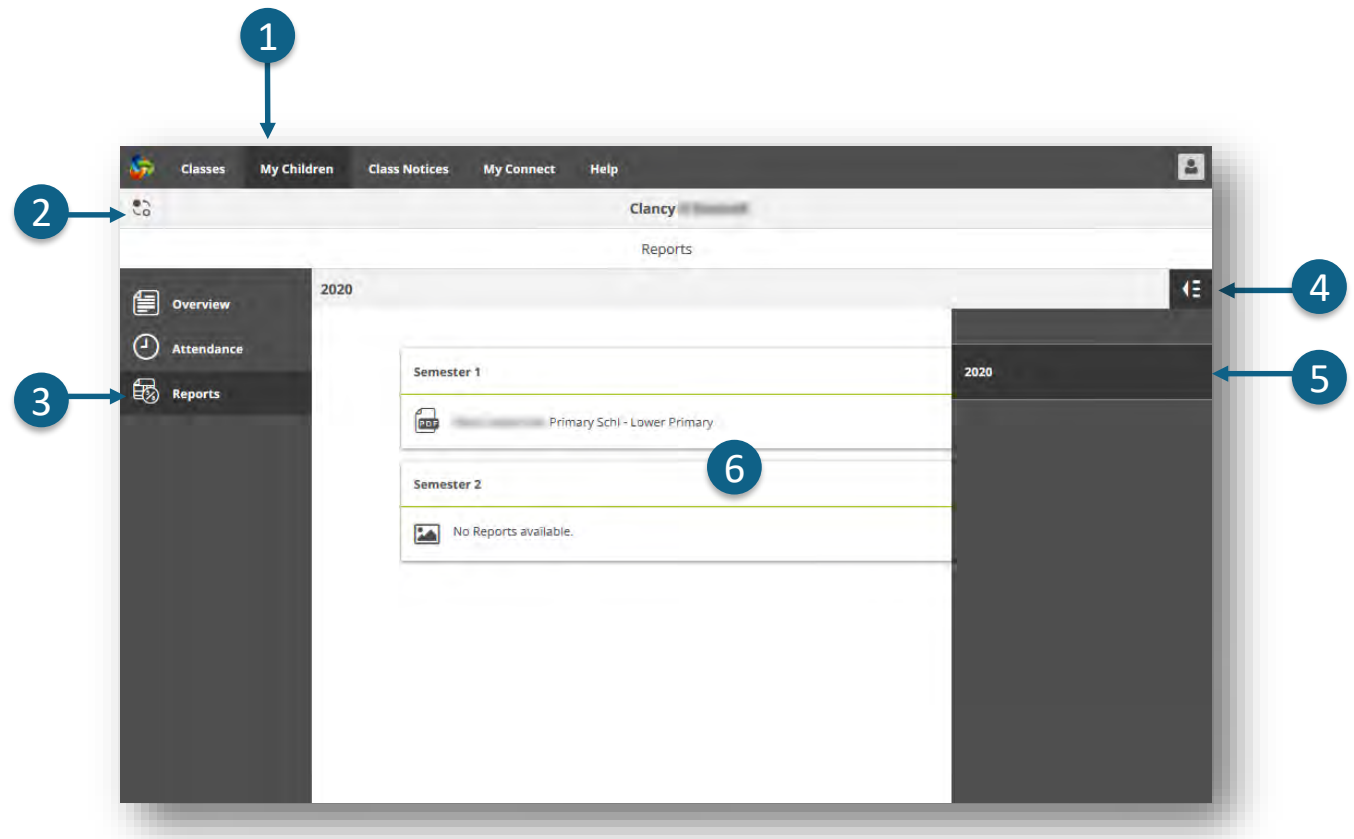
Connect: Assessment Outlines

1 My Children

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

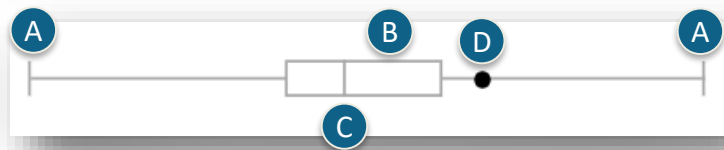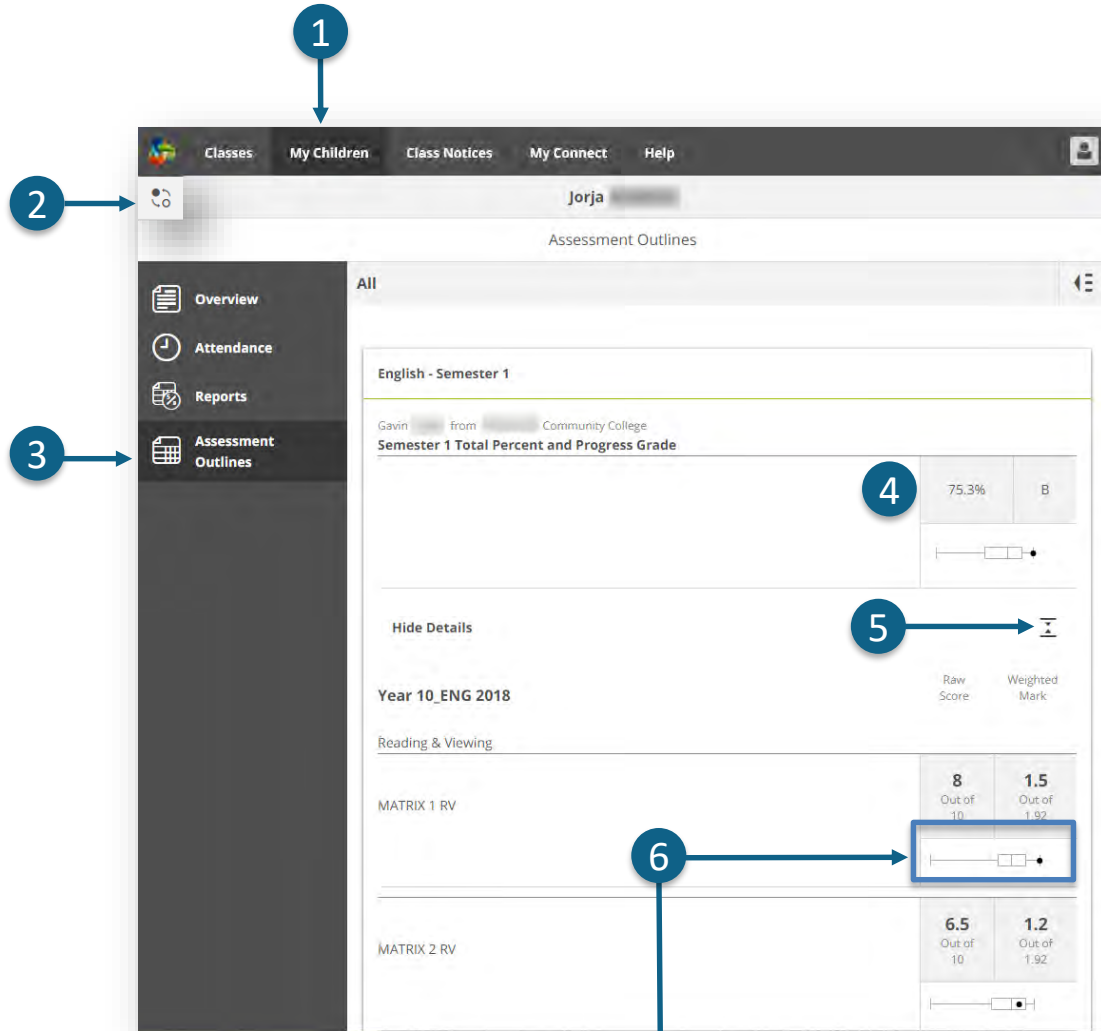**2 Switch Children**

Click the Switch icon to change between your children.

3 Assessment Outlines

Click the Assessment Outline section to open 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 an 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.

Connect: Class Notices

1 Class Notices

Click the Class Notices tab to view notices **from all your children'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.
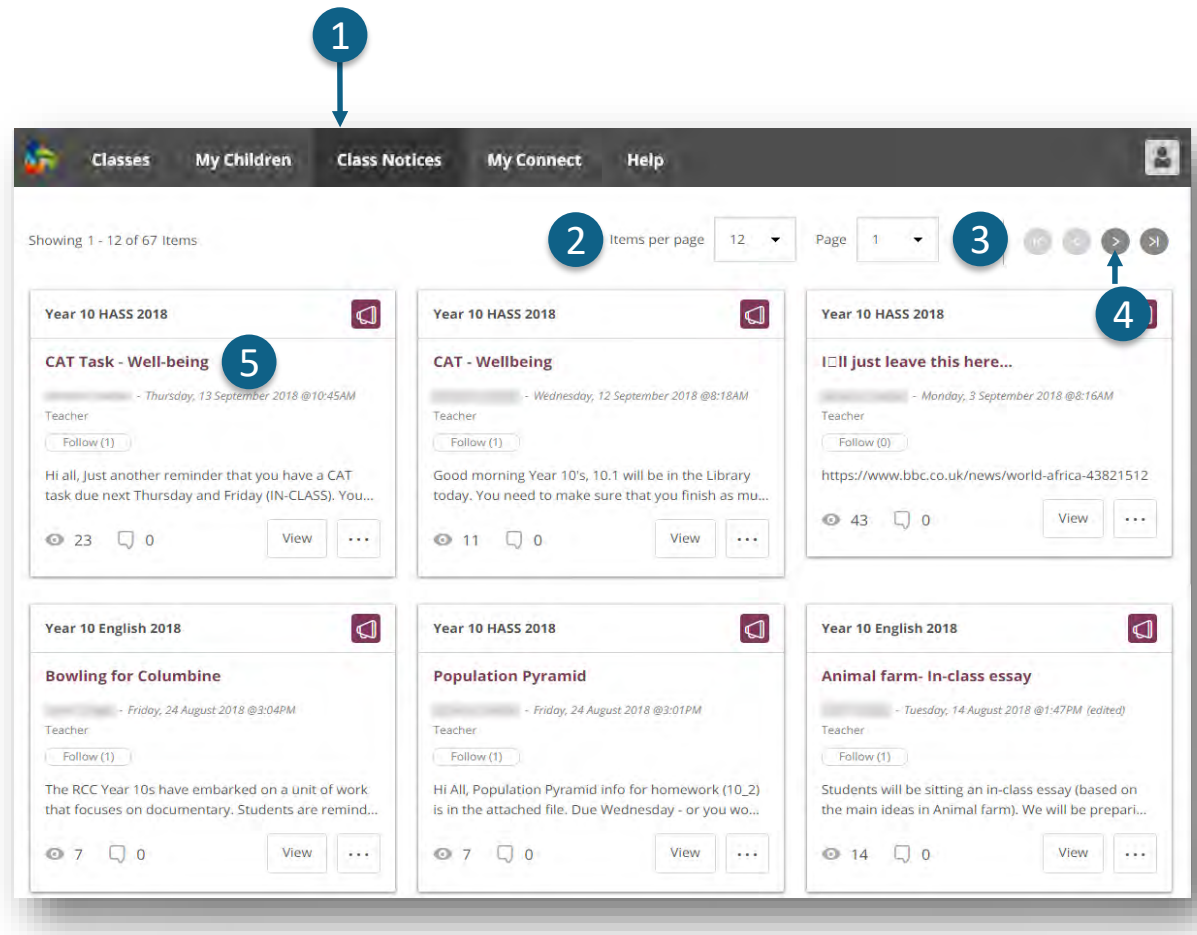
Connect: My Connect Profile
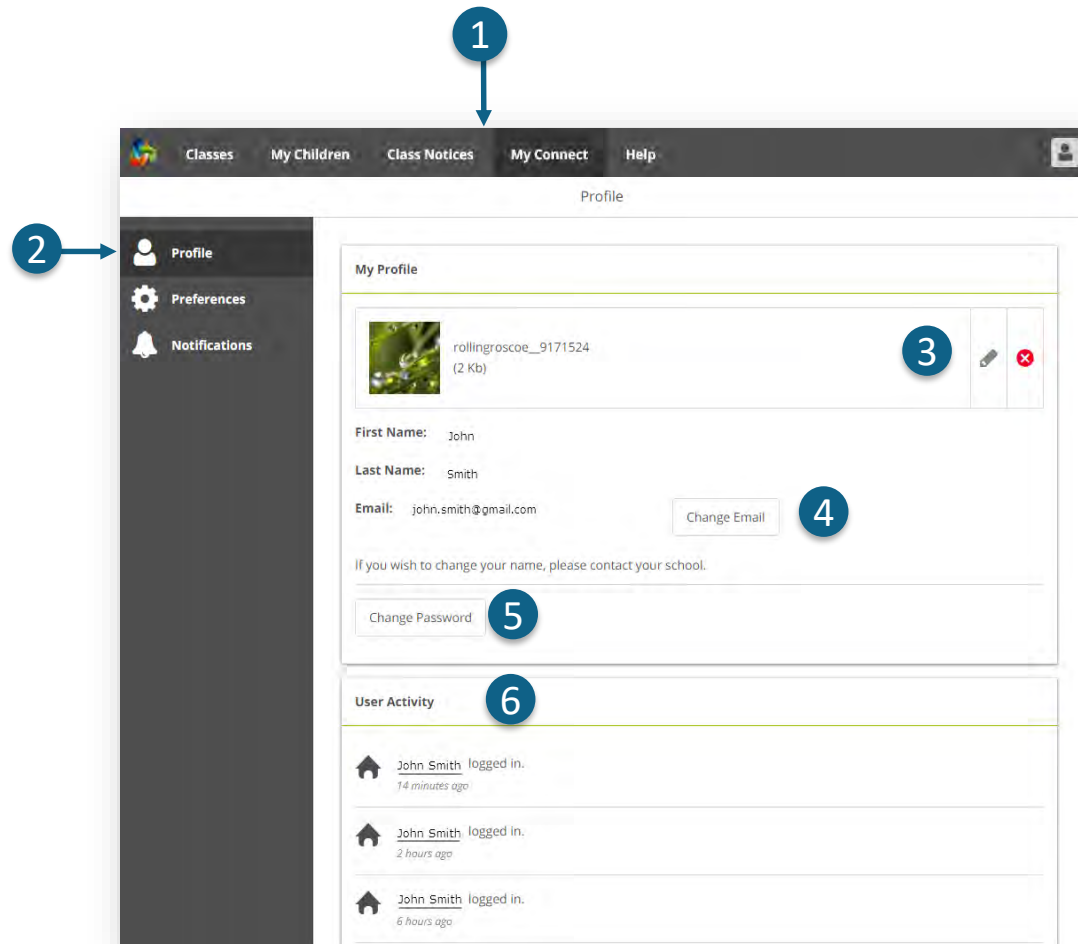
1 My Connect
Click the My Connect tab to manage your profile, password, preferences and notification settings.

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 select from a range of images. Use the edit pencil to change the image you have selected or click 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 their system.

5 Change your password
Click the Change Password button to reset your password.

6 View your recent activity
See a list of your recent activity in Connect.

Connect: **My Connect Preferences**

1 My Connect

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

2 Preferences

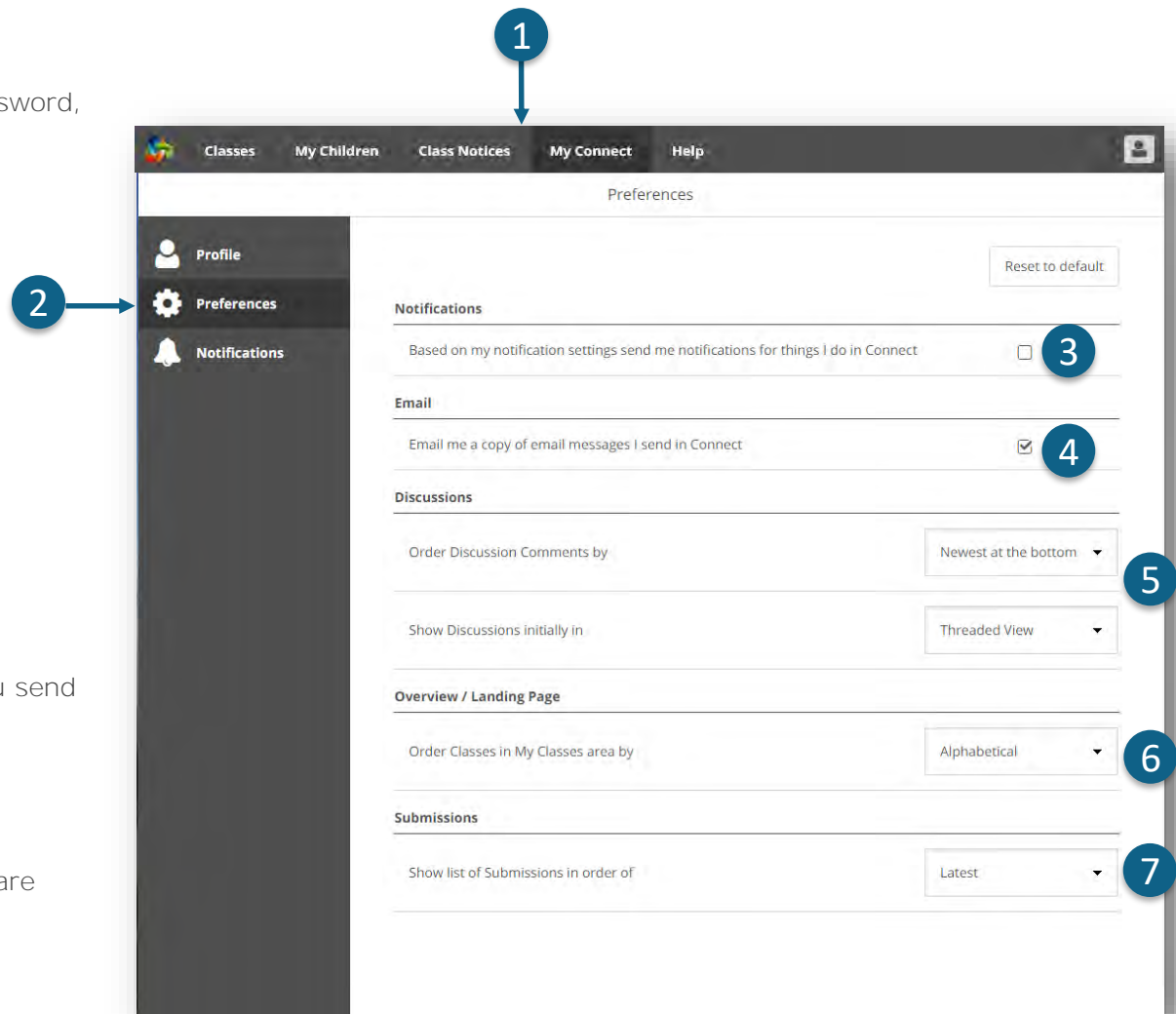Click the Preferences section to choose how Connect displays information for you.

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.
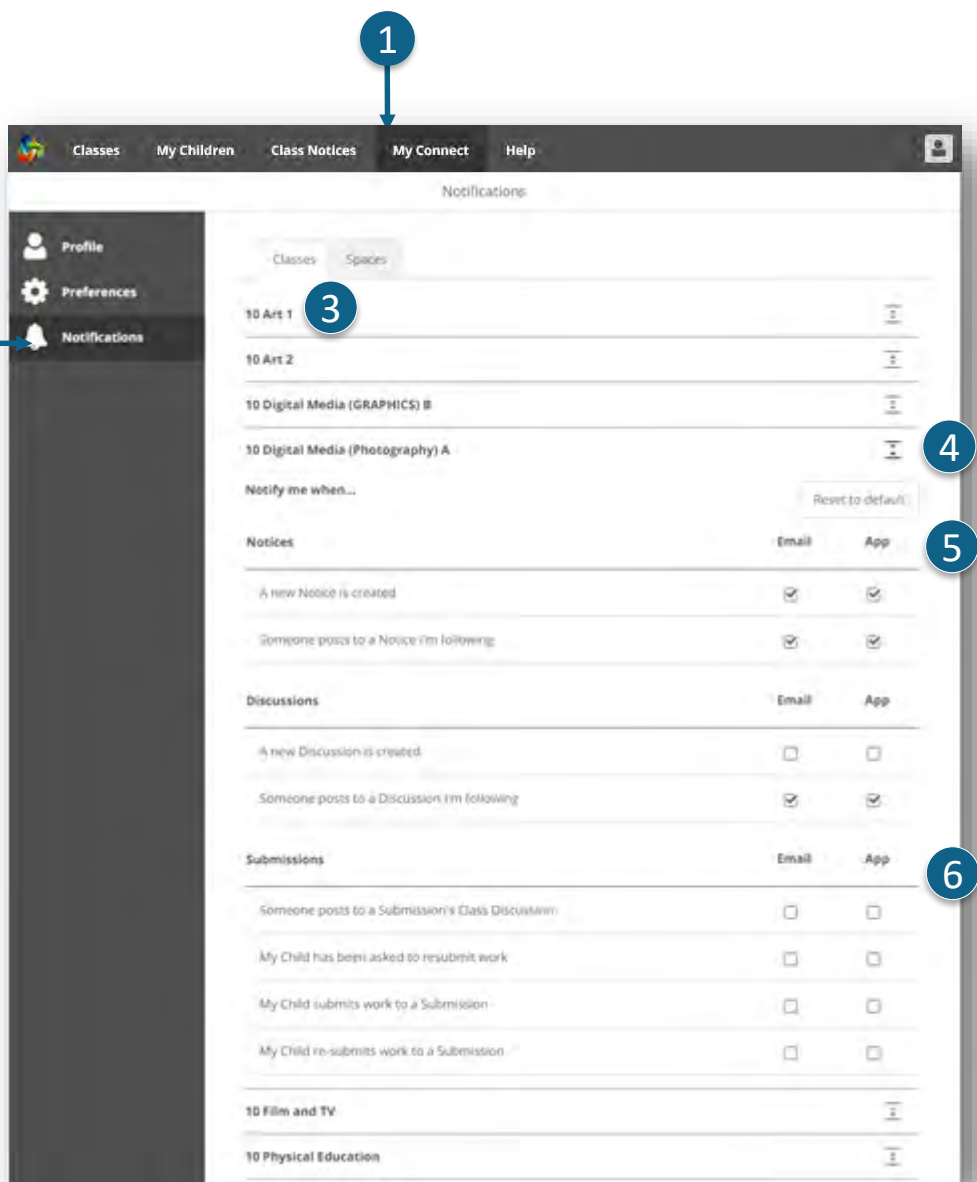
5 Discussion Preferences

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

6 Order Classes

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

7 Submissions

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

| Classes | My Children | Class Notices | My Connect | Help |

Preferences

Profile

Preferences

Notifications

Reset to default

Notifications

Based on my notification settings send me notifications for things I do in Connect ☐

Email

Email me a copy of email messages I send in Connect ☑

Discussions

Order Discussion Comments by — Newest at the bottom ▼

Show Discussions initially in — Threaded View ▼

Overview / Landing Page

Order Classes in My Classes area by — Alphabetical ▼

Submissions

Show list of Submissions in order of — Latest ▼

Connect: **My Connect Notifications**

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

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 either the 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 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.

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

Connect: Help Page
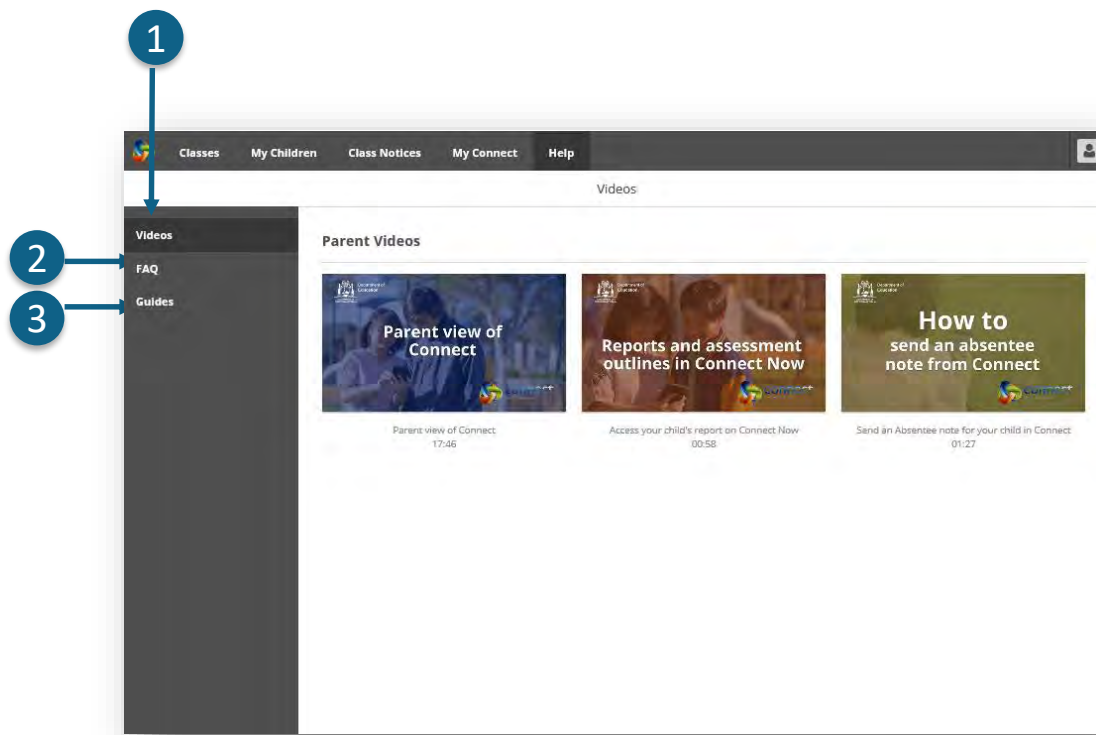
1 Parent Videos to provide a virtual tour and demonstrate commonly used features of Connect.

2 FAQ

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

3 Guides

Click on Quick or Step-by-Step Guides to read further about the features of Connect and help you to navigate through the space.

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   Push Notifications

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

3   Login

Use your Connect P-number and Password to login to Connect Now.
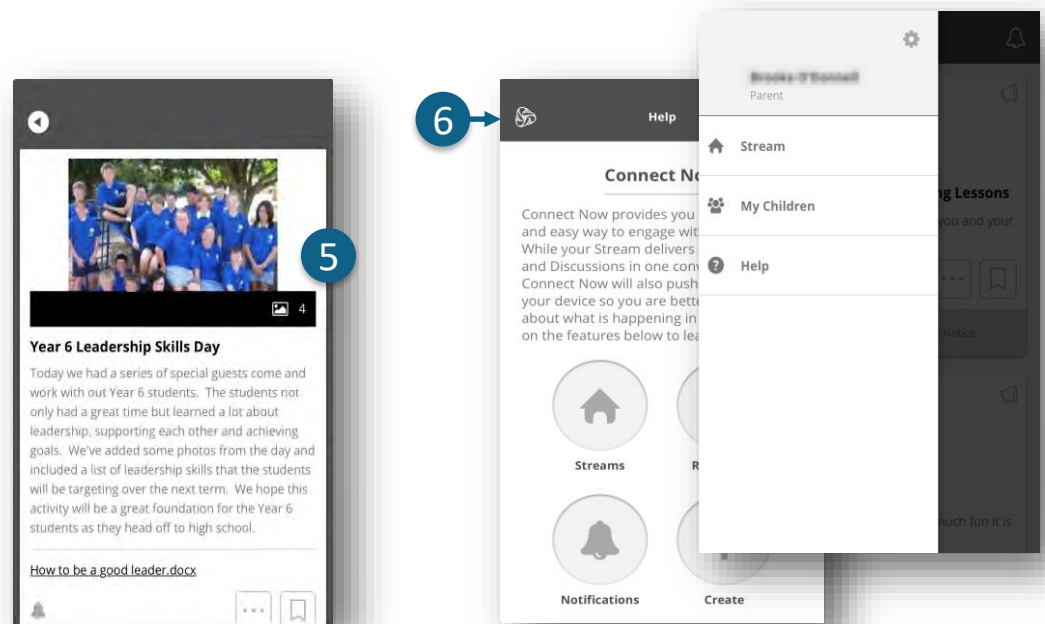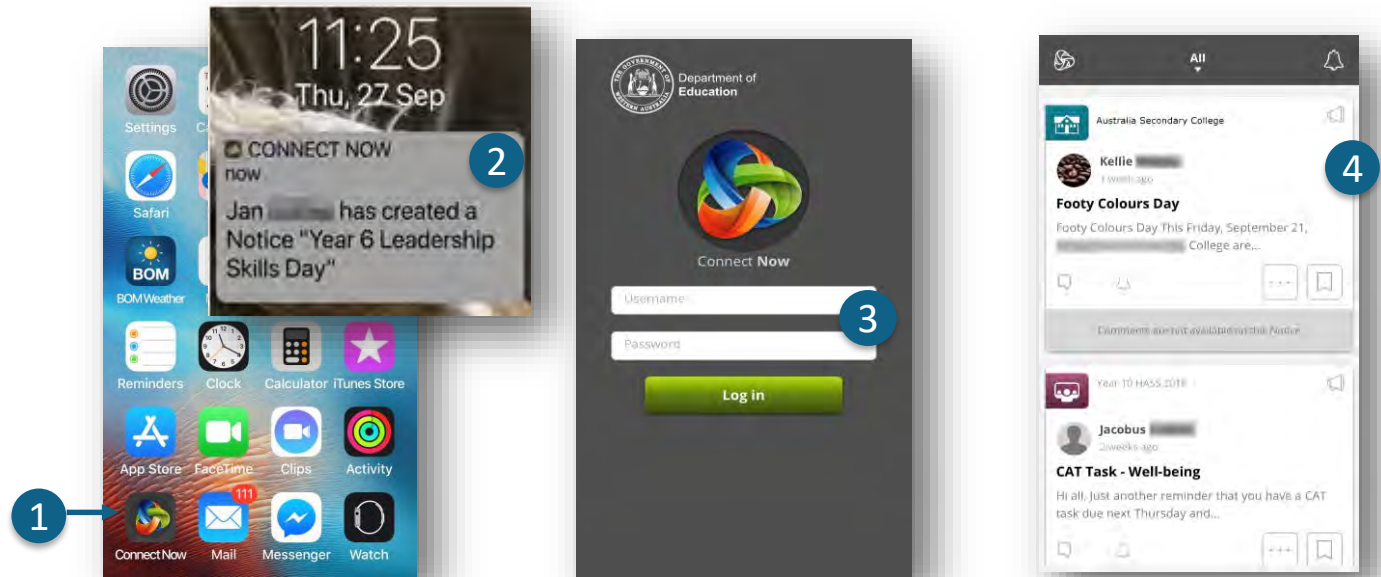
4   Opening Notifications

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 Options

Click the Connect Logo to access the Stream, the My Children list and built-in Help.

Connect: **Reports and Assessment Outlines on the Connect Now app**

7 **My Children**
After clicking ⟳ select My Children to view your children from Connect Now.

8 **Reports and Assessment Outlines**
After choosing your child from My Children, you will be able to see Reports and Assessment Outlines for your child.
Note: Schools decide whether to turn on these features.

9 **Reports**
If you select Reports, you will be able to view and download the report on your hand held device.

10 **Assessment Outlines**
View the Percent and Comparison Graph showing the range of achievement across the class.

connect.det.wa.edu.au

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