



Department of
Education

Connect: Step by Step Guide for Parents



Shaping the future

D23/0966493
17 March 2023

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.

[Accessing Connect](#)

[Login](#)

[Forgotten Username or Password](#)

[Using a Small Screen](#)

[Your Home Page](#)

[My Feed](#)

[Classes Landing Page](#)

[Classes](#)

[My Children](#)

[My Children - Student Reports](#)

[My Children - Assessment Outlines](#)

[Class Notices](#)

[My Connect](#)

[My Connect - Preferences](#)

[My Connect - Notifications](#)

[Help](#)

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 image shows a screenshot of the Department of Education's Single Sign-On page. The page is titled "Single Sign-On" and "Sign In". It features a form with fields for "User Name" (containing "P0123456") and "Password". There is a checkbox for "I have read and understand the Appropriate Use of Online Services Information". Below the form are "Login" and "Cancel" buttons. To the right of the form is a section titled "Appropriate Use of Online Services" with a warning message. At the bottom, there is a "Forgot Your Password?" link and another "Login" button. The page also includes a "Copyright Statement" and a "Cancel" button at the very bottom. The screenshot is annotated with green circles and numbers 1 through 5, corresponding to the steps in the text.

1. Browser address bar: connect.det.wa.edu.au

2. User Name field: P0123456

3. Appropriate Use of Online Services section

4. I have read and understand the Appropriate Use of Online Services Information checkbox

5. Forgot Your Password? link

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:" with an input field for "Department Email Address/User Name" and "Next" and "Cancel" buttons; "For Casual Staff:" with instructions to enter a personal email address; and "For Parents:" with an input field for "Registered Email Address/User Name" and "Next" and "Cancel" buttons. A red circle with the number "1" is overlaid on the "Registered Email Address/User Name" input field.

1

2

Username and Password

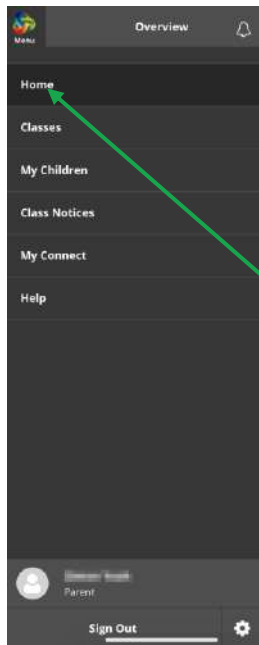
If you have registered for other Department of Education WA online services (like VacSwim), you may have more than one P-number. Select the **Connect Parent Account** option and click **Next**.

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

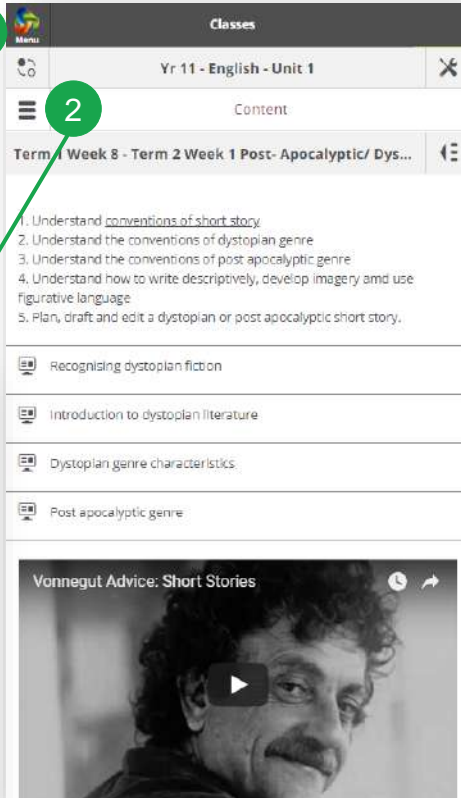
Using a Small Screen

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.

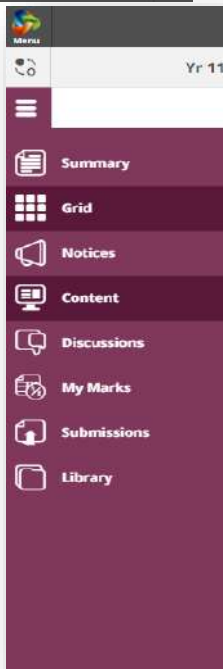


1



2

3



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.

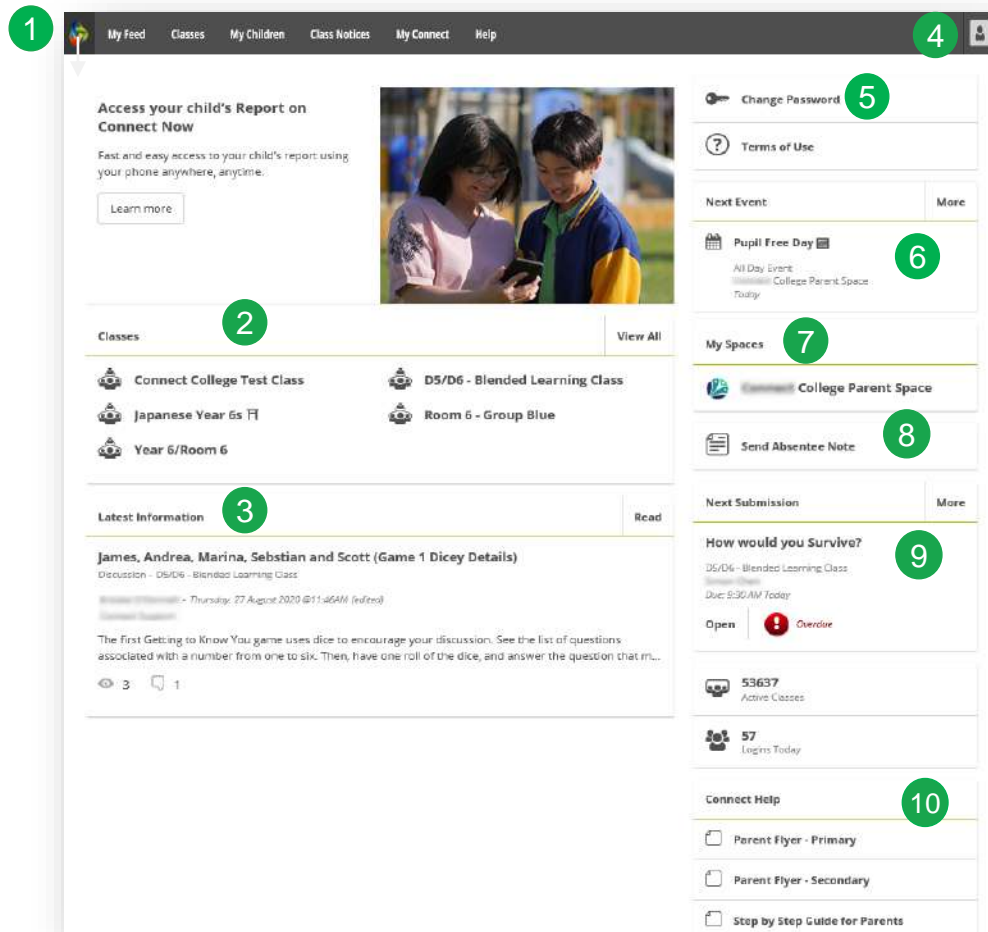
3

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

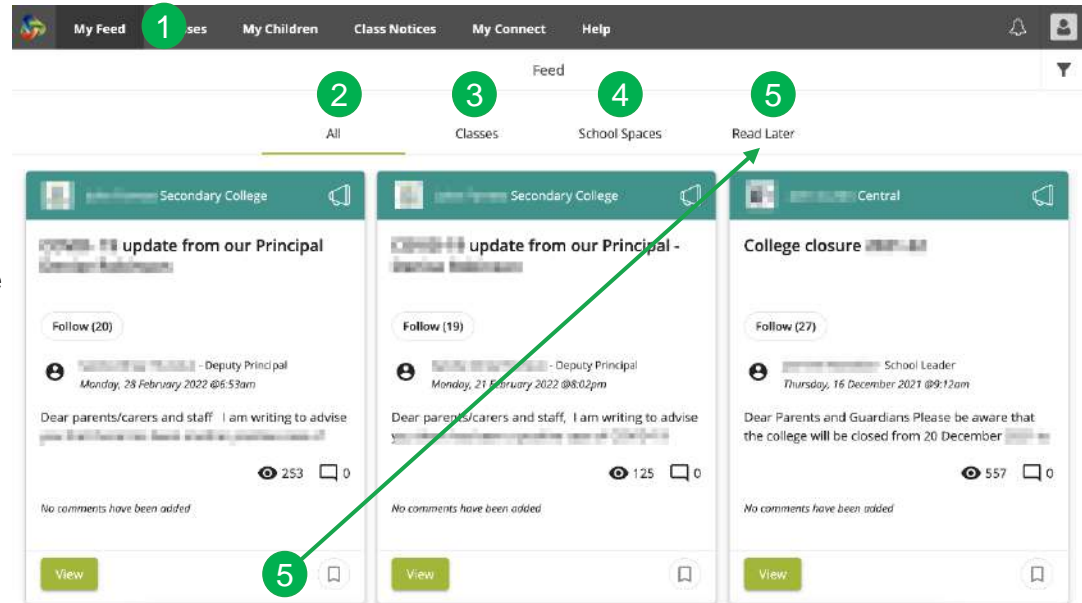
- 1 Navigation Bar**
Use the **navigation tabs** to access different parts of Connect. Return to the home page by clicking on the **Connect logo**.
- 2 All your Children's Classes**
See all the Connect Classes for each of your children in the **Classes** box. Click on a **class name** to go to that class.
- 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.



- 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.

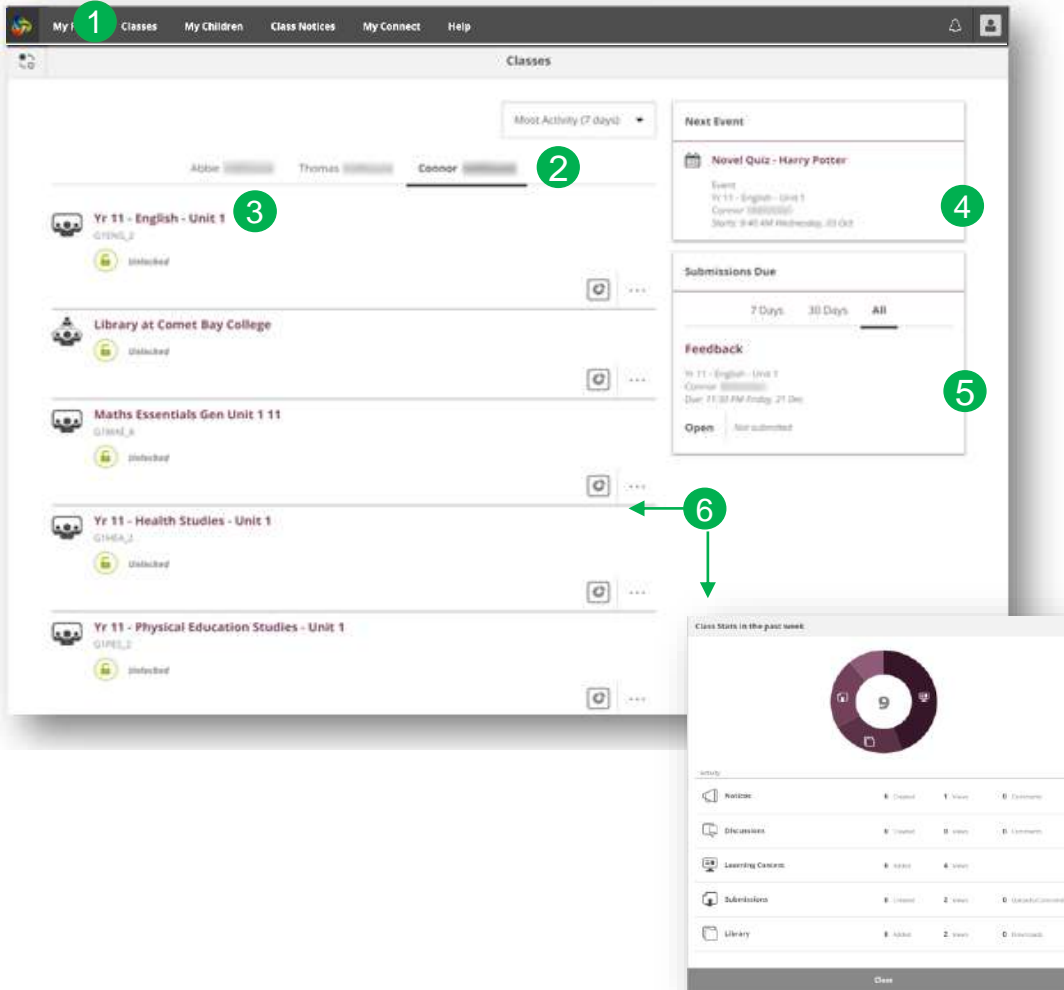
My Feed

- 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 a user interface for a class overview. At the top, there is a navigation bar with 'My Feed', 'Classes', 'My Children', 'Class Notices', 'My Connect', and 'Help'. Below this, the class name 'Yr 11 - English - Unit 1' is displayed. A left-hand menu contains 'Summary', 'Grid', 'Notices', 'Content', 'Discussions', 'My Marks', 'Submissions', and 'Library'. The main content area includes a 'Latest Notice' section with a 'Read' button, a 'Class Gallery' with three images, a 'Next Event' calendar for September, a 'Links' section with various course outlines, 'Class Stats' showing 2 notices, 3 discussions, 2 visitors, and 24 learners, and a 'Teachers' list with three names: 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. At the top, there are navigation tabs: 'My Feed', 'Classes', 'My Children', 'Class Notices', 'My Connect', and 'Help'. A green arrow labeled '1' points to the 'My Children' tab. Below the tabs is a user profile for 'Connor'. A green arrow labeled '2' points to a 'Switch' icon. A green arrow labeled '3' points to the 'Overview' section in the left sidebar. A green arrow labeled '4' points to the 'Attendance' section in the sidebar. The main content area shows 'User Activity' with a list of login events. To the right, there are sections for 'Attendance' (with a table showing 'AA' for Authorised absence and 'UA' for Unauthorised absence), 'Classes' (listing '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'), and 'Teachers' (listing 'Ronald', 'Simon', 'Jason', 'Luke', and 'Christopher'). A green arrow labeled '4' points to the 'Attendance' table. A green arrow labeled '5' points to a class name 'Yr 11 - English - Unit 1'. A green arrow labeled '6' points to a teacher's name 'Ronald'. Below the main interface, there are two 'Week' views. 'Week 1' shows a table for Monday to Friday with rows for '1' and '2'. A green arrow labeled '4' points to the 'Attendance' table. 'Week 2' shows a similar table for the following week.

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

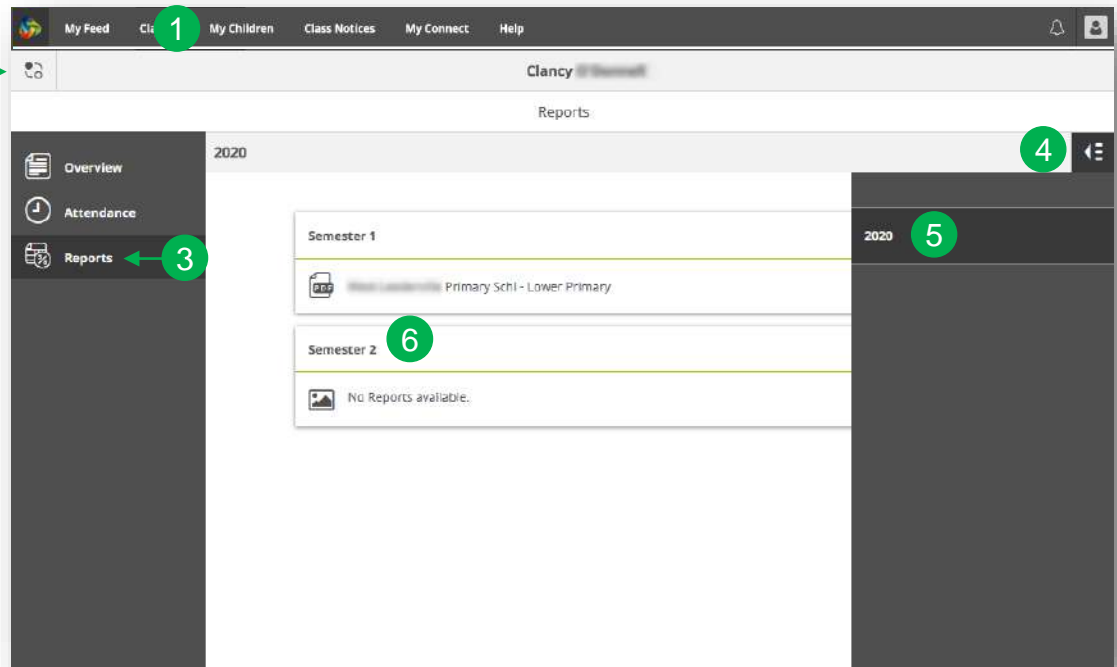
Selecting a year

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

6

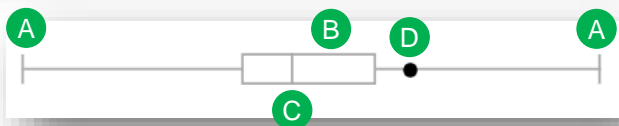
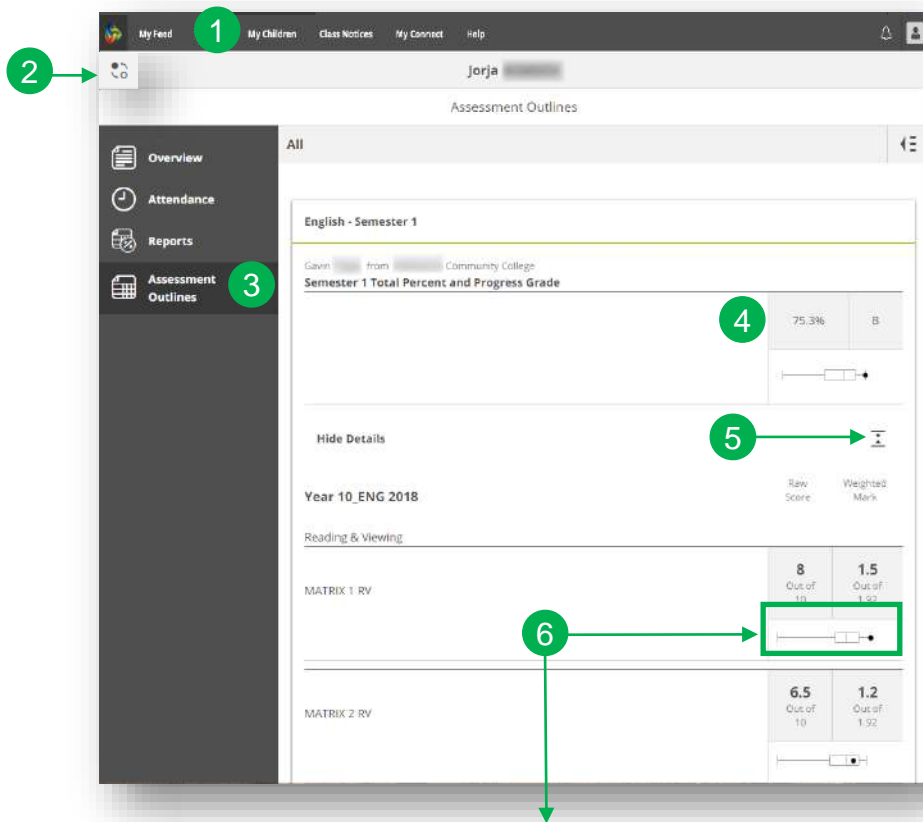
Reports by Semester

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

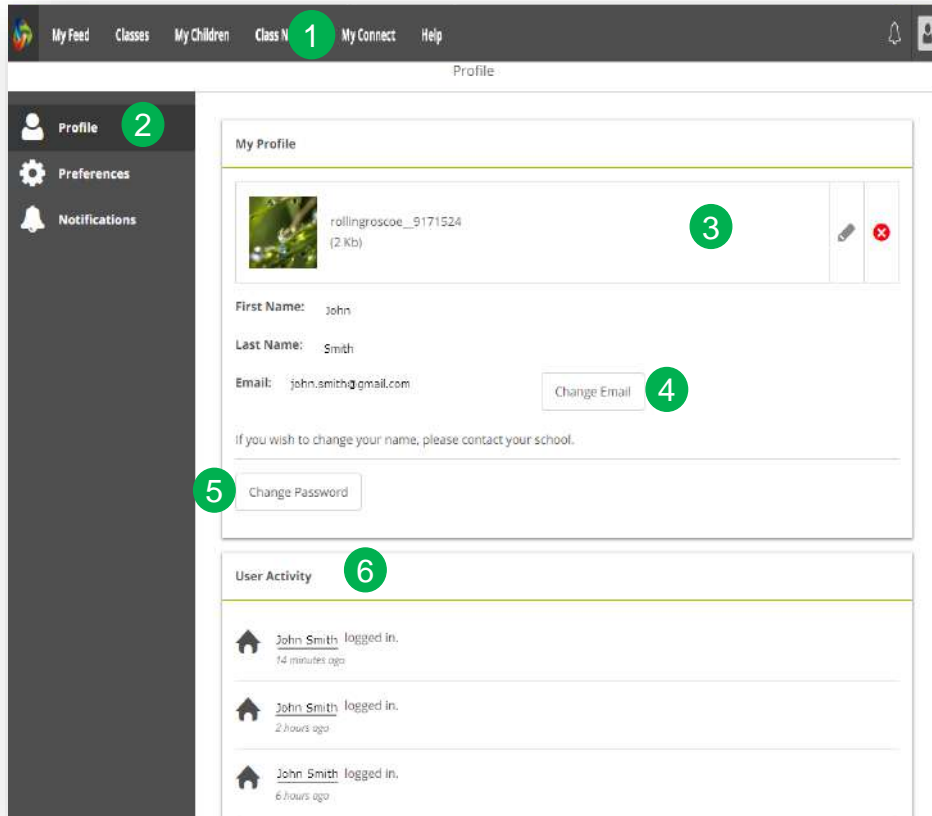
Open a Notice

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. A green circle 5 points to the title of the first notice, 'CAT Task - Well-being'. The notices are arranged in two rows of three. The first row contains notices for 'Year 10 HASS 2018' and 'Year 10 English 2018'. The second row contains notices for 'Year 10 English 2018' and 'Year 10 HASS 2018'.

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

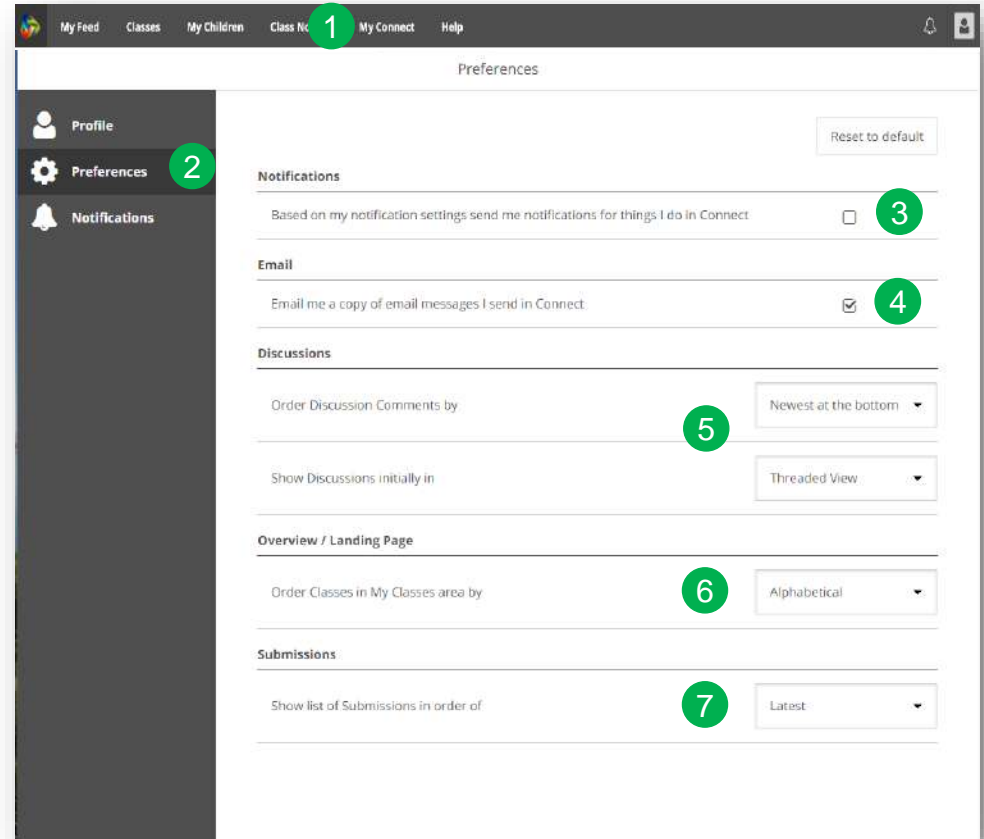
Order Classes

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

7

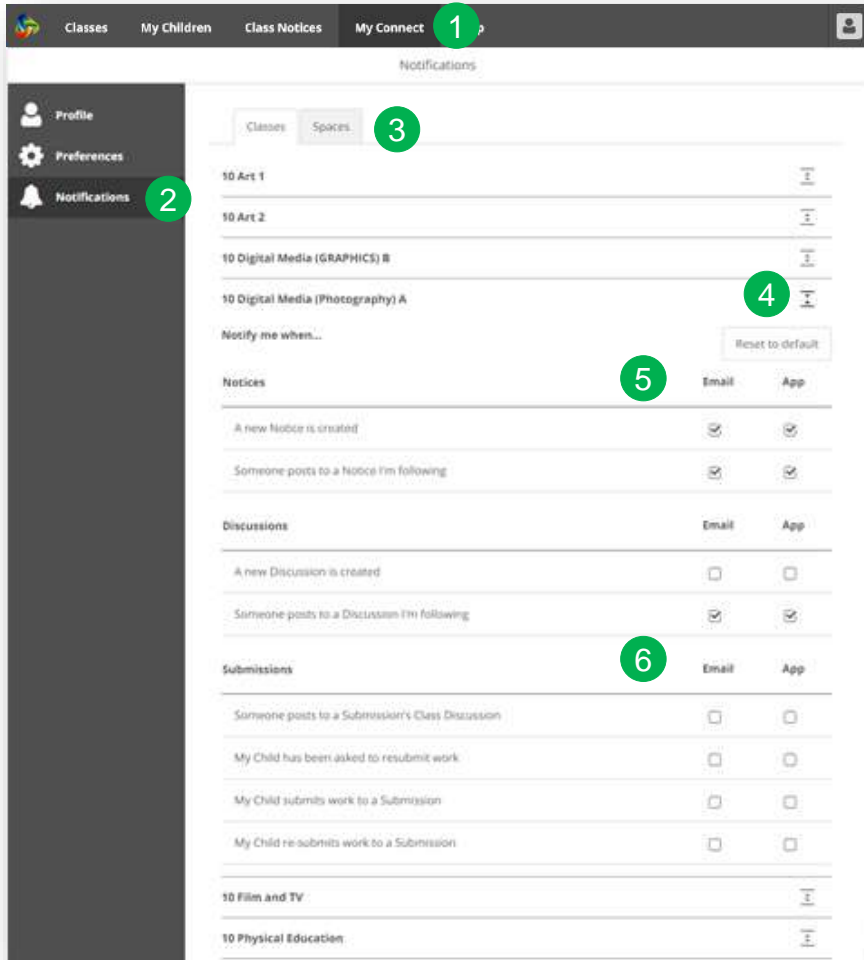
Submissions

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.

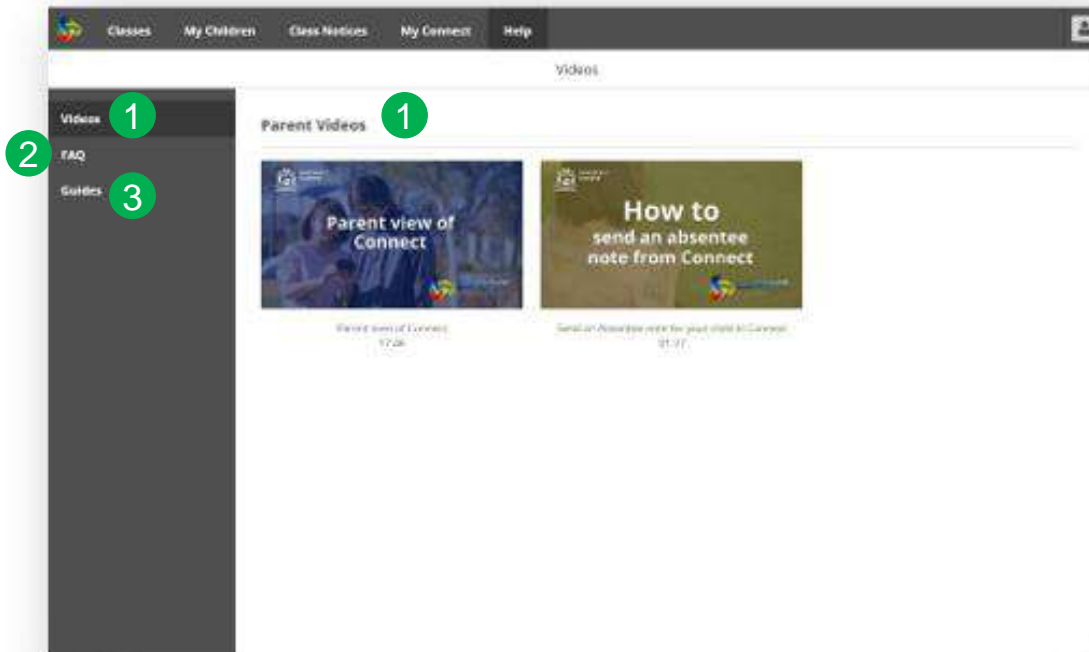
6

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.