Connect: Step by Step Guide for Parents

Department of **Education**

GOVERNMENT OF
WESTERN AUSTRALIA

connect
connect.det.wa.edu.au

Shaping the future

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.

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.

connect.det.wa.edu.au

[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.

Forgotten Username or Password

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



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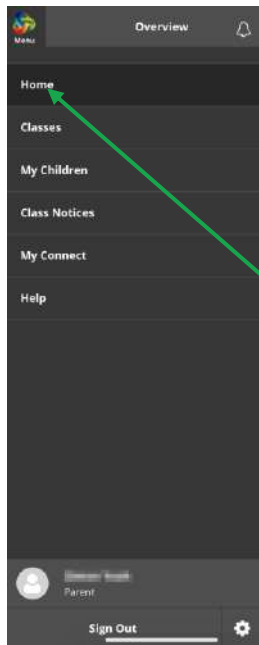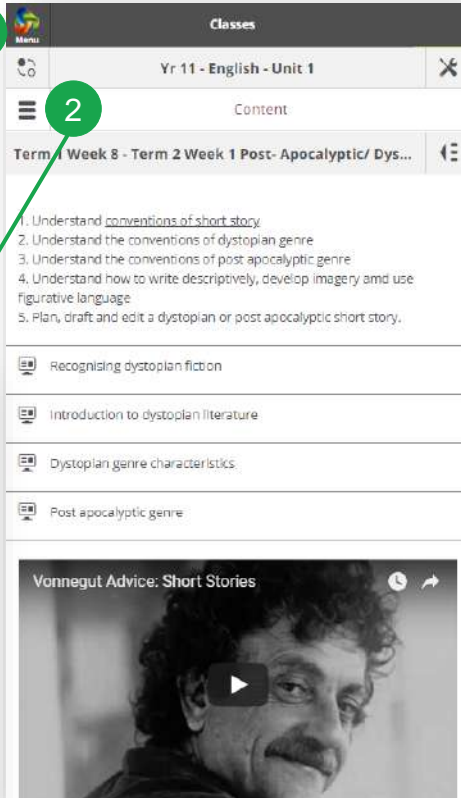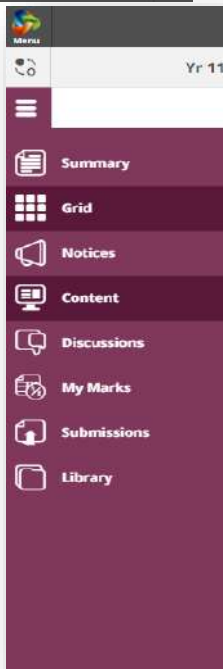
1 **Main Menu**
Click the **Connect** logo to return to the home page or select another area of Connect to view.

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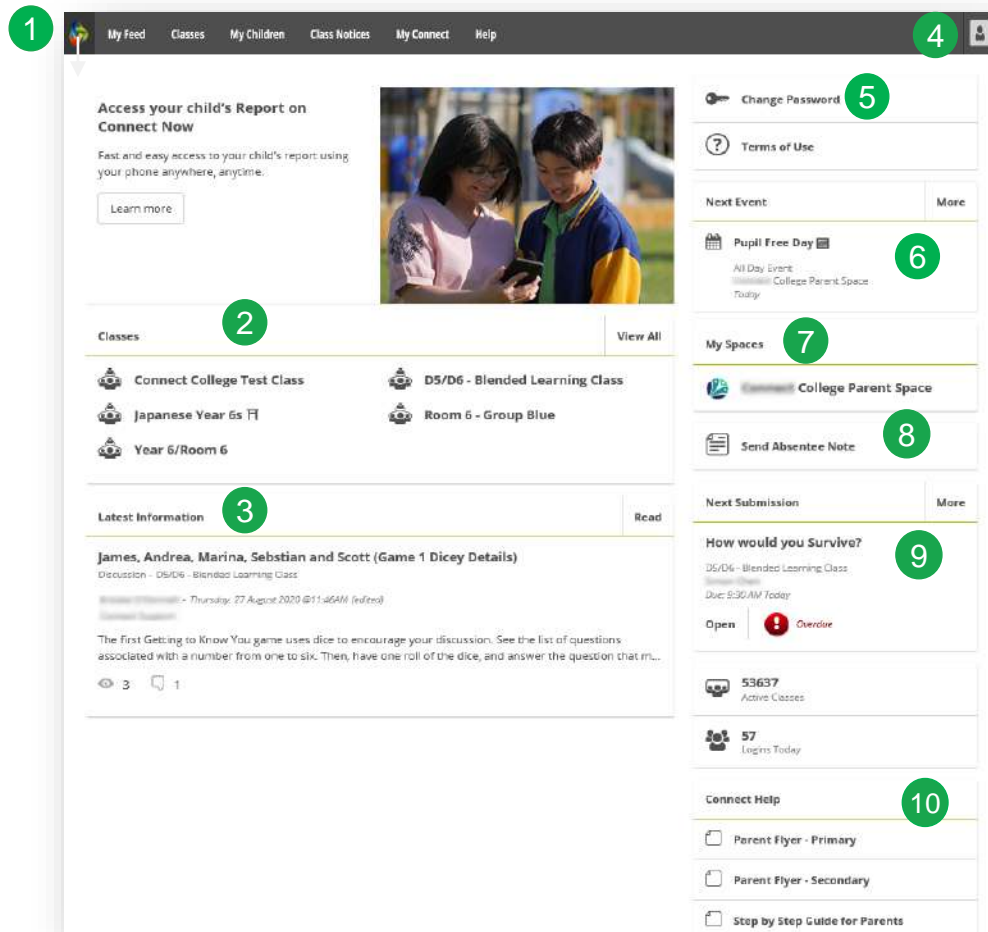
9 Next Submission
View the next submission due. Click the **More** button to see additional submissions.

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.
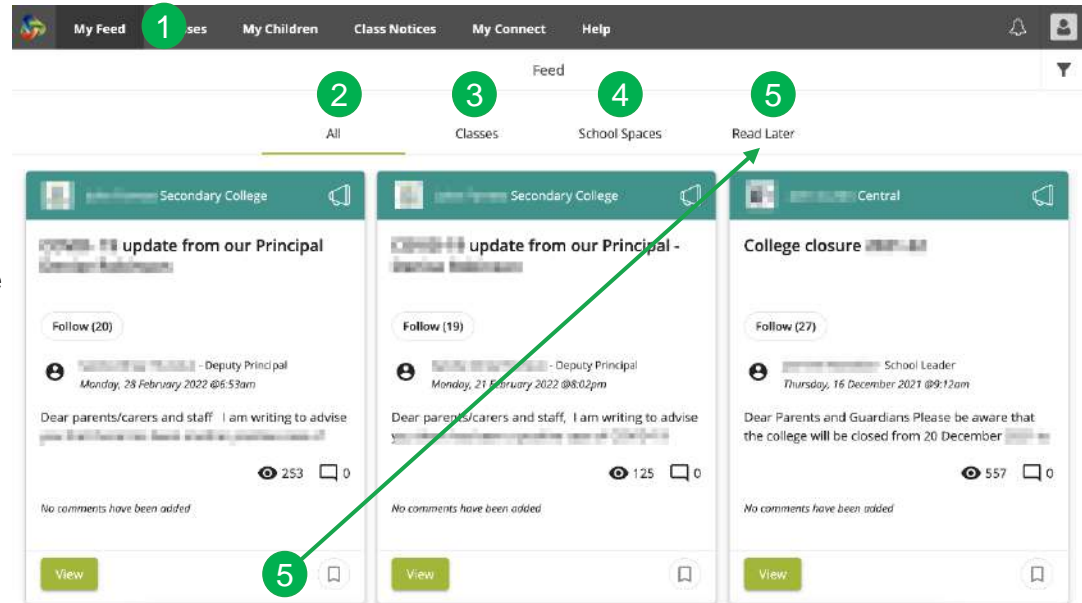
Classes Landing Page

Use the class landing page to view all classes, submissions due and next events for all of your child/ren.
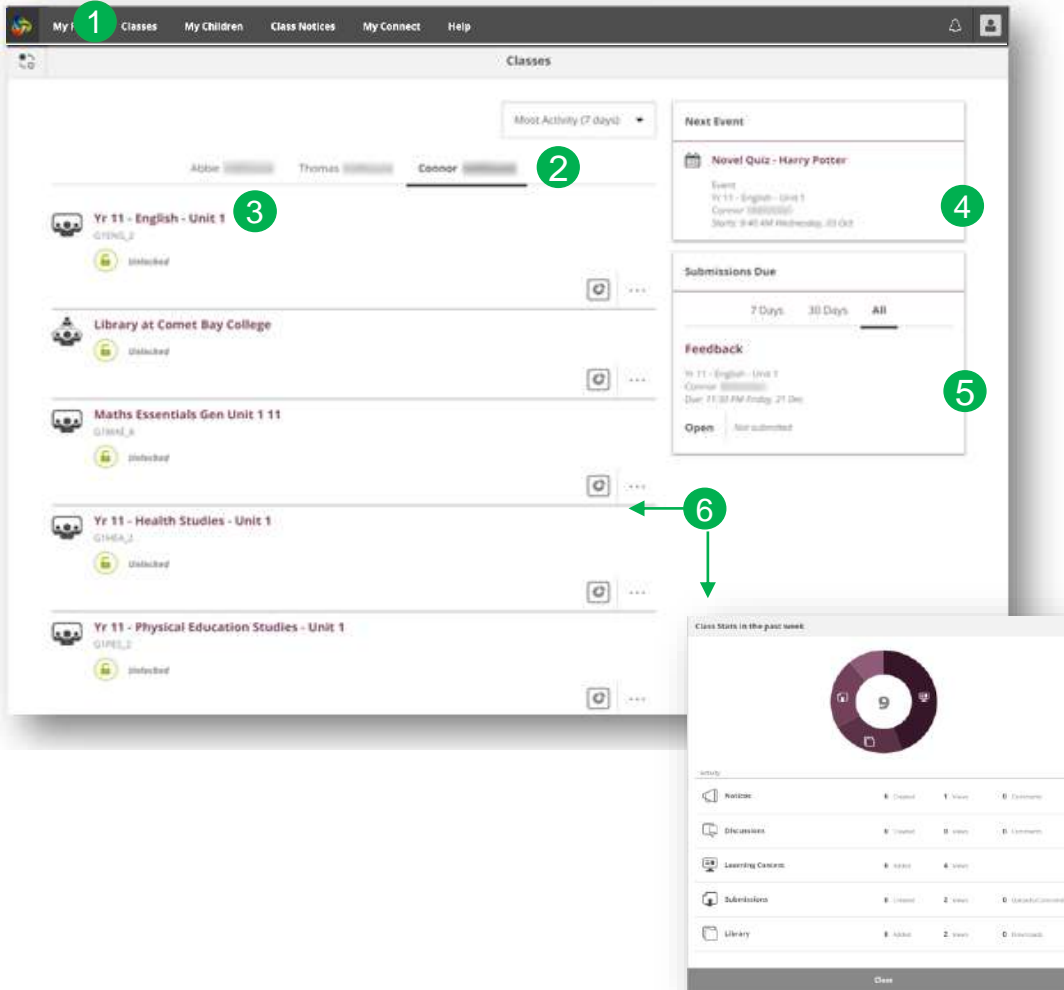
1 **Classes**
Click on the **Classes** tab to access the Connect classes started for your child/ren.

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

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.

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.

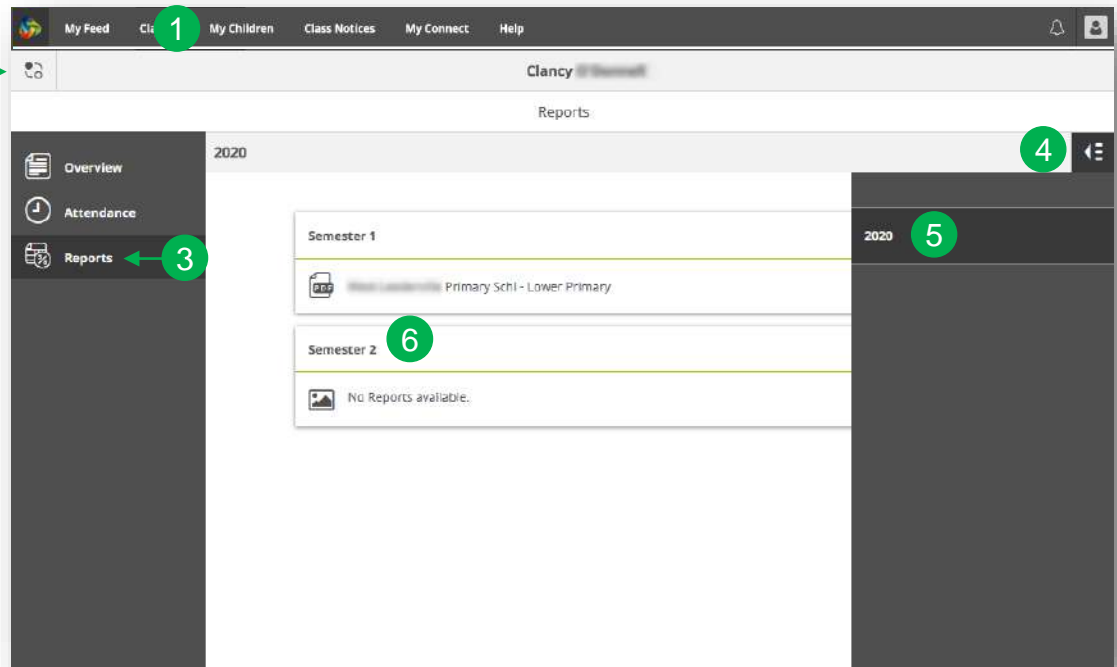**5** **Selecting a year**
Click on a **year** to view the reports published for that year.
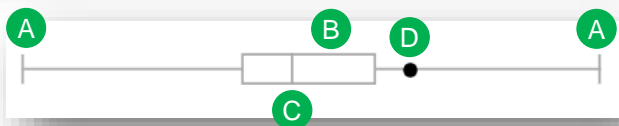
6 **Reports by Semester**
The reports will be listed by semester. Click on a **report** to download it. The report can be viewed on-screen or printed.

My Children - Assessment Outlines for Secondary Schools

Some Secondary schools utilise and display Assessment Outlines in Connect.
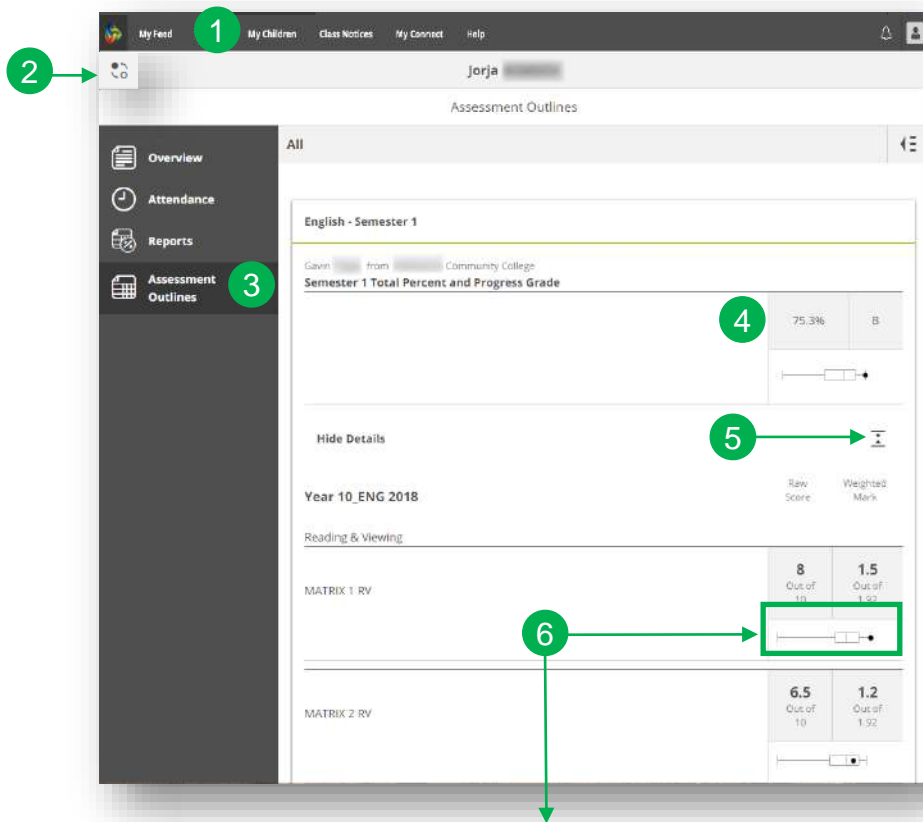
My Children
Select **My Children** tab to view information about each of your child/ren.

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

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

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.

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

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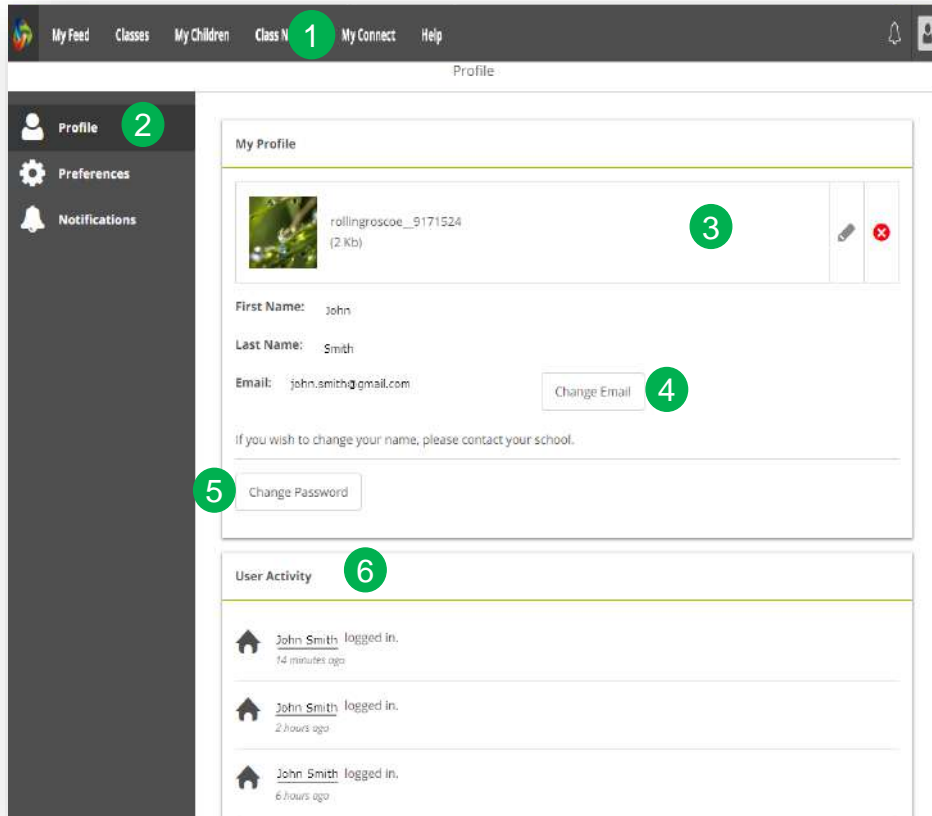Scroll through the pages using the **forward** and **back arrows**.

5

Open a Notice
Click on the title of a notice to open it.

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 Feed   Classes   My Children   Class No   **1**   My Connect   Help

Preferences

Profile

Preferences   **2**

Notifications

Reset to default

Notifications

Based on my notification settings send me notifications for things I do in Connect   ☐   **3**

Email

Email me a copy of email messages I send in Connect   ☑   **4**

Discussions

Order Discussion Comments by   **5**   Newest at the bottom ▼

Show Discussions initially in   Threaded View ▼

Overview / Landing Page

Order Classes in My Classes area by   **6**   Alphabetical ▼

Submissions

Show list of Submissions in order of   **7**   Latest ▼

My Connect - Notifications

You can choose how information in Connect is displayed.
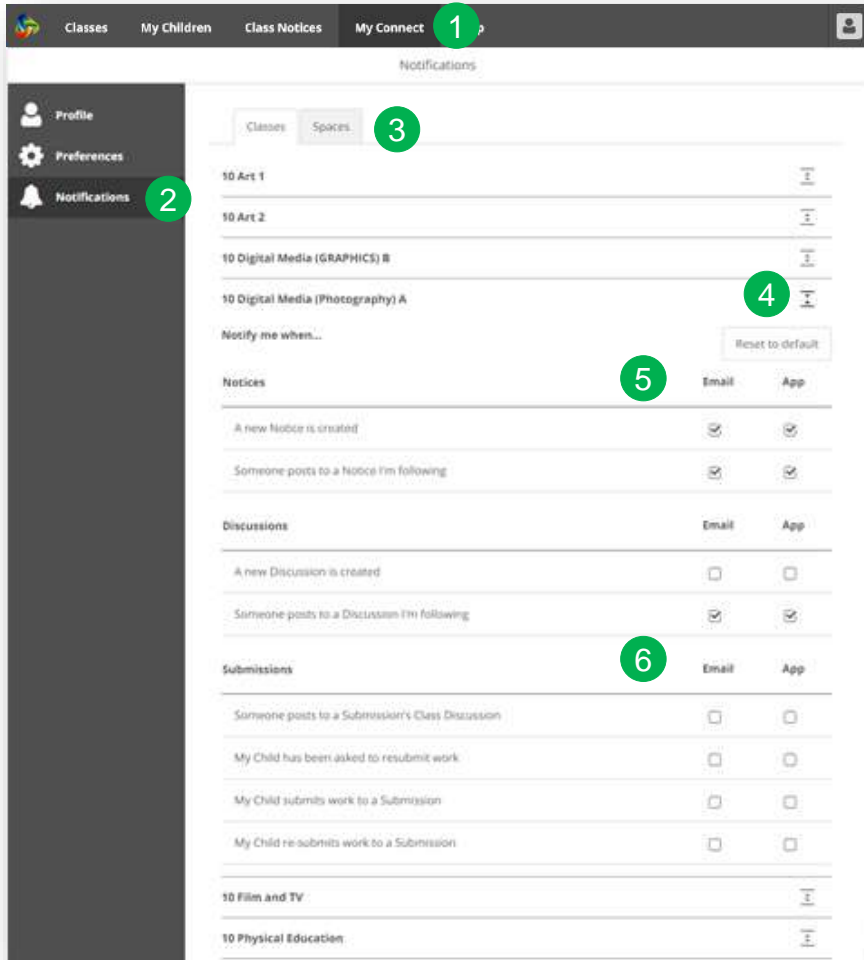
My Connect
Click the **My Connect** tab to manage your profile.

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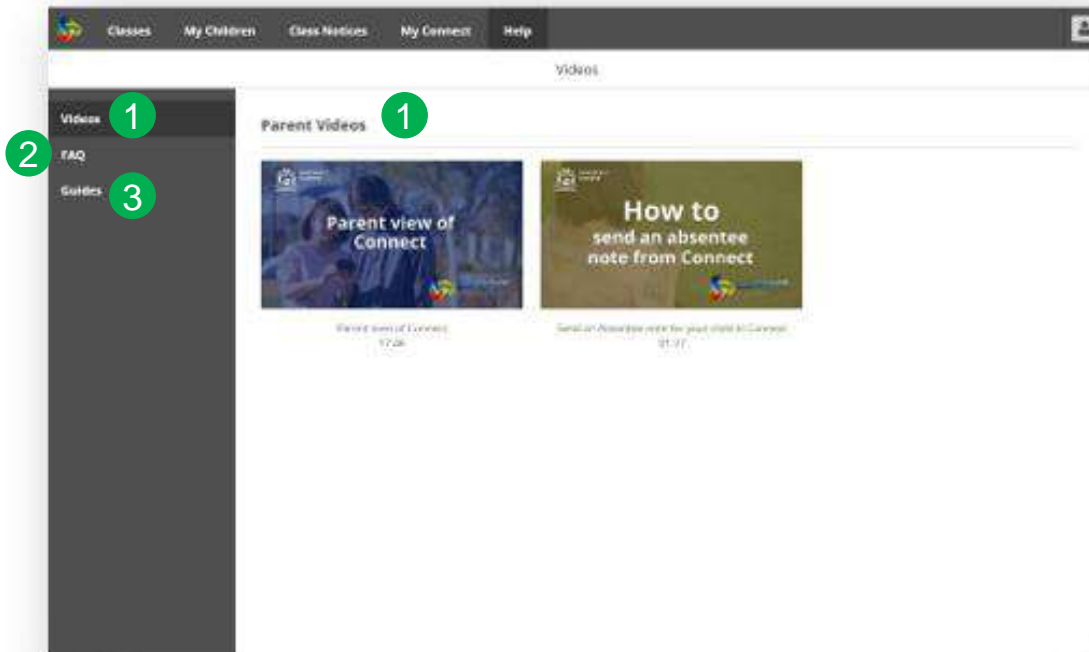
Submission Notifications
Tick the boxes to receive notifications when your child submits work to a class submission.

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.