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**

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

1. 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.
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
Use the tabs across the top to access different parts of Connect. Return to the home page by clicking on the Connect logo.

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

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.

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

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

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

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

Latest Information
See the latest notice from a class or school space.
**Connect: Classes**

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

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

3. **Next event**
   - See up to three upcoming events for any of your children from any of their Connect class calendars.

4. **Submissions Due**
   - See any assignments due for any of your children from any of their classes.

5. **Class Stats**
   - View statistics on recent activity in each of your children’s classes.

6. **Classes**
   - Click on a class name to go into the class.

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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.
**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.
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.
   - The **line** represents the top and bottom marks.
   - The **box** demonstrates the majority of students.
   - The **vertical line** is the average mark.
   - The **dot** represents the achievement of your own child.

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Connect: Class Notices

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

Page number
Click the down arrow to select which page to view.

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

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 password**
   - Click the Change Password button to reset your password.

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

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

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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.

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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: 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.

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