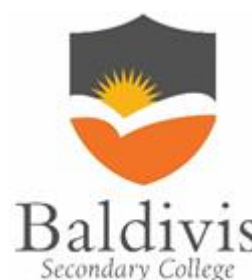# Baldivis Secondary College

Connect Protocol

Aim

To have a standard protocol for using Connect. This will allow students, parents, and staff to navigate quickly and easily the Connect Learning Management System to find learning materials for their classes.

Expectations

All Baldivis Secondary College staff will set up and maintain a Connect page for each of their classes following the Connect Protocol. Connect should be used as a Learning Management System (LMS) to allow students access to learning activities, build on student understanding and be integrated with the College BYOD (Bring Your Own Device) policy. Connect should ideally be used as an active LMS integrated into lesson design rather than a passive repository of resources.

Format

All Connect Classes should be set up and maintained using the format outlined below.

Notices

- Each term welcome students to class and remind about resources required
- Sent out 1 week prior for all assessments informing parents and students of content covered and work required

Content

- A week-by-week record of content covered in class OR guidance on how to access Class OneNote
- Learning activities should be loaded for the week ahead to allow students to be prepared and catch up in real time.
- Includes instructions to students on expectations
- Many Office 365 apps can be directly embedded into Content

Submissions

- Used for all tasks so parents and students can see if assessments have not been submitted
- Embedded in Content

Library

- Course documents - Student programs for each term/topic and assessment outlines
- Digital Textbooks
- How to guides

Marksbook

- Updated and accessible after every assessment

Baldivis Secondary College

Timeline

Start of Term:

- Classes set up by end of Week 1
- Course documents uploaded
- Check all students have access
- Marksbook linked to RTP (Reporting to Parents)
- Addition of EAs as teachers or contributors to class lists where appropriate to help them link into classes

Weekly:

- Update with content covered in Class (power points, worksheets, video links etc)
- Regular use in class using student BYO devices

CTL (Curriculum Team Leader) compliance check:

- End of Week 2 and end of term

Resources and Support

There are a wide variety of resources provided by the Education Department to help you get the most out of Connect.

Guides and hints:

https://connect.det.wa.edu.au/group/staff/ui/learn/videos

Connect Support Community

https://connect.det.wa.edu.au/group/staff/ui/community/summary?coisp=DomainCommunity:13494213#676821_1

Resources

https://connect.det.wa.edu.au/group/staff/ui/resources

Office 365

https://support.microsoft.com/en-au/training

BSC Sample Class

https://connect.det.wa.edu.au/group/staff/ui/class/summary?coisp=DomainSchoolClass:3603151384#691465_1