

**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.



Step by step guide for parents

## Contents - 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.

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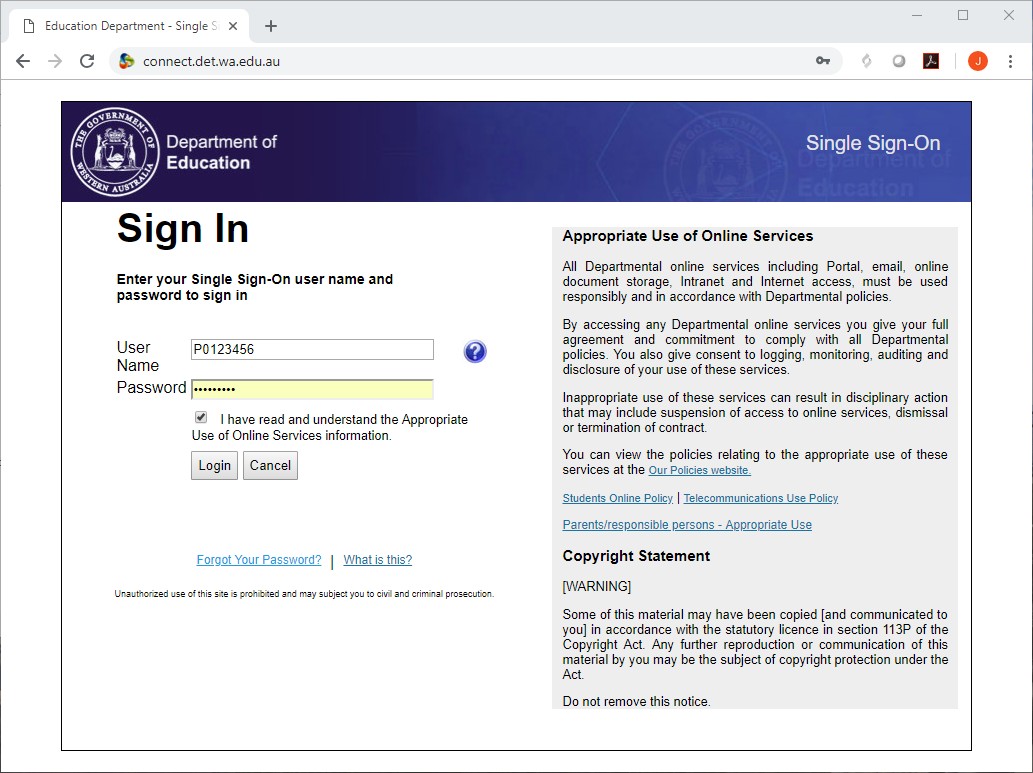
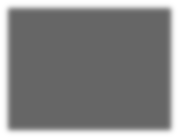
[My Connect Profile](#_bookmark10)

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**Connect: Login**

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



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1

**User name and password**



2

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.

##### Parent/Responsible persons



3

Click the **Appropriate Use** link to access the specific Terms of Use for Connect.

##### Appropriate Use



4

Tick the **‘I have read …’** box to agree to use the Department’s online services in an appropriate way.

##### Forgot Password

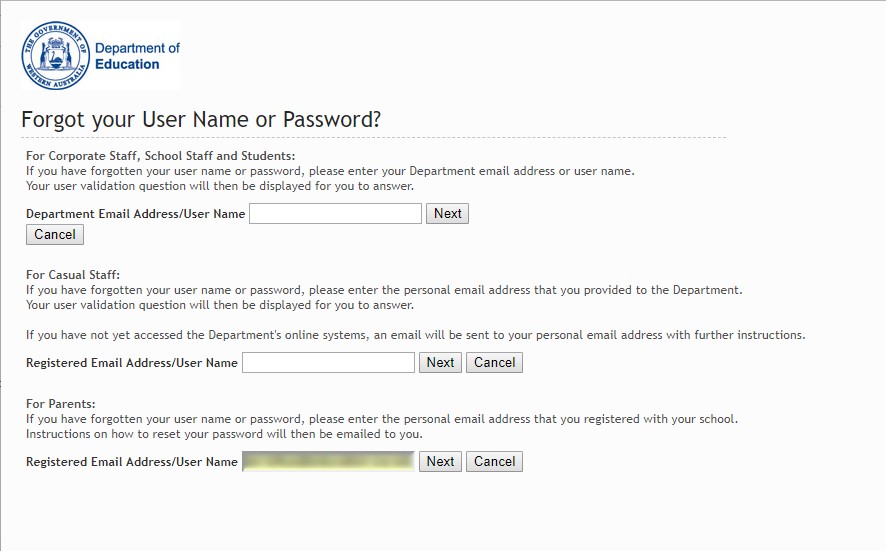
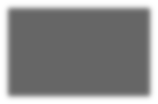


5

Click the **Forgot Your Password** link if you can’t remember your login details.

# Connect: Forgotten user name or password

##### Registered email address



1

Type your email address (the one registered at your child’s school) and click **Next.**

1



2

##### User name and password

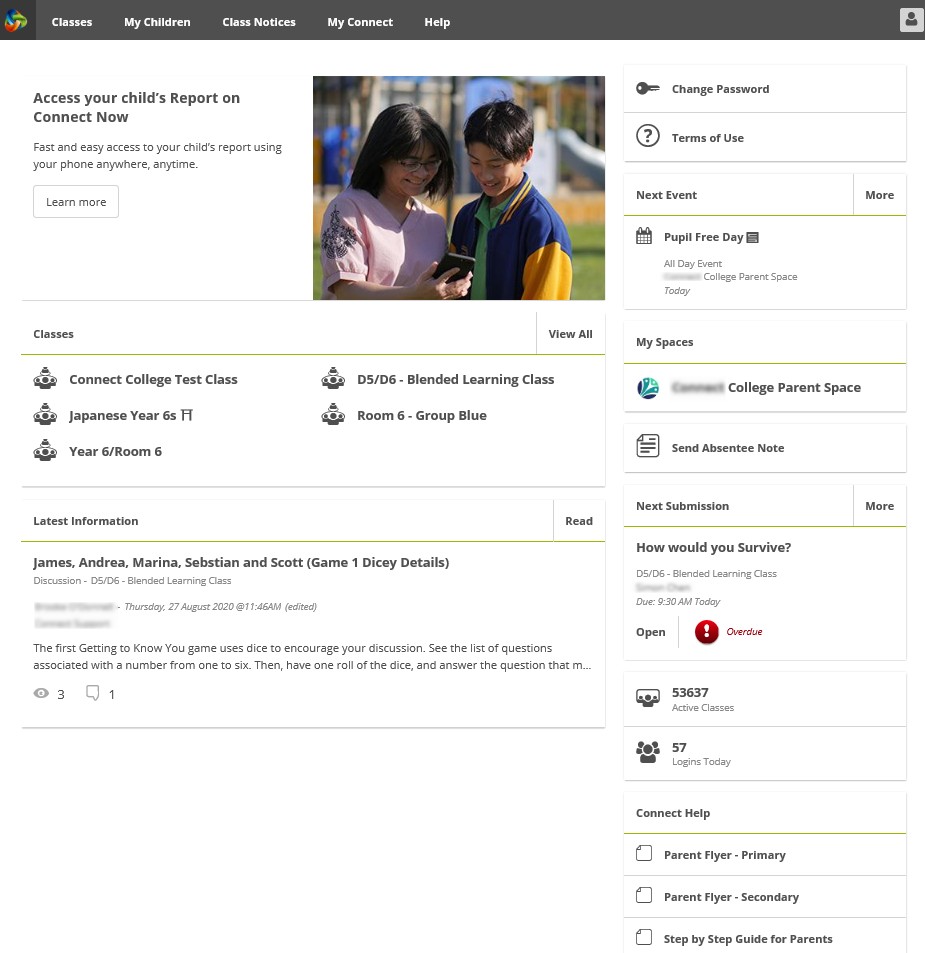
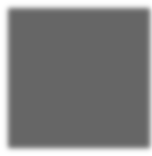
2 If you have registered for other Department of Education WA online

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



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9

**Next Submission**

View the next submission due.

additional submissions.

Click the **More** button to see

##### Navigation Bar



1

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

##### All your children’s classes



2

See all the Connect Classes for each of your children in the

**Classes** box. Click on a **Class name** to go to that class.

##### Latest Information



3

See the latest notice or discussion from a class or school space.

##### Logout



4

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

##### Change Password



5

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

##### Next Event



6

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

##### School Space



7

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

##### Send Absentee Note



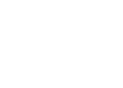
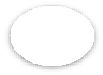
8

Click to advise the school of an absence if your school has

enabled Absentee Notes.

##### Connect Help

Quick links to helpful Parent Guides.

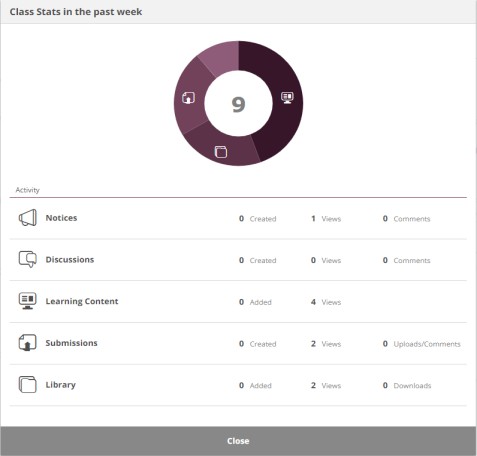
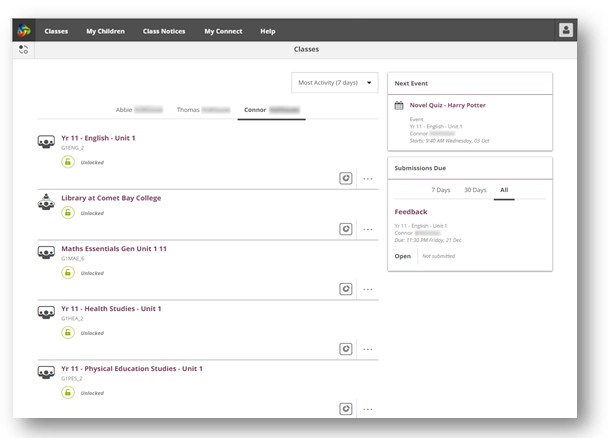


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# Connect: Classes

1 **Classes**



1 Click on the **Classes** tab to access the

Connect classes started for your children.

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##### My Children

Click on the **child’s name** to see their classes.

##### Selected Classes

Click on a class name to go into the class.

##### Next Event

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

##### Submissions Due

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

##### Class Stats

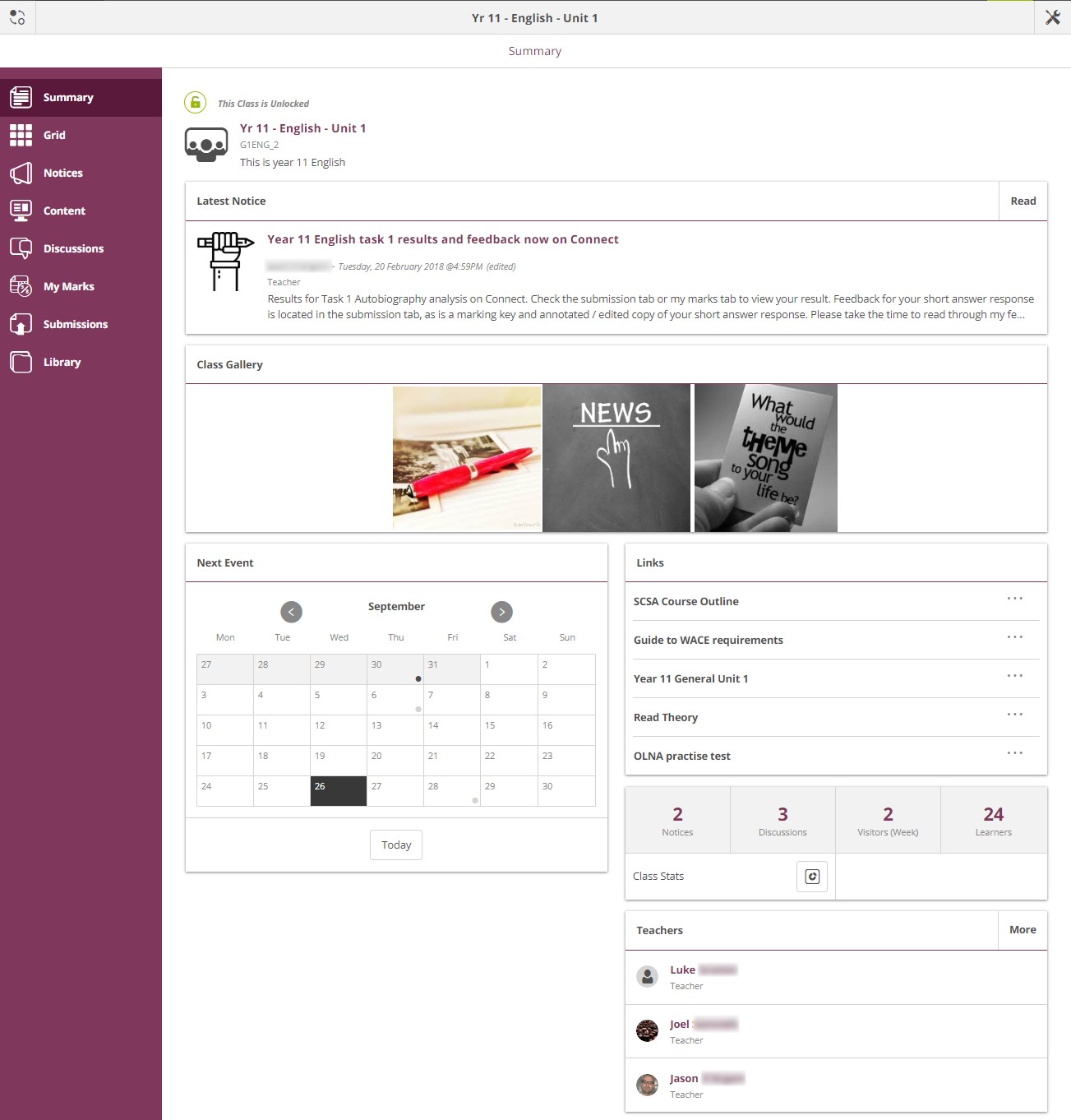
6 View statistics on recent activity in each of

your children’s classes.

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# Connect: Selected Class



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##### Class Name



1

The name of the class is displayed at the top.

##### Switch Classes



2

Click the **Switch** icon to change to another class.

##### Class Tools Menu



3

The **menu** on the left lets you select which area of the class to see.

##### Class Calendar



4

Days marked with a dot have events entered. Click the **day** to see the event details.

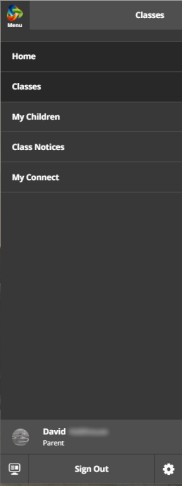
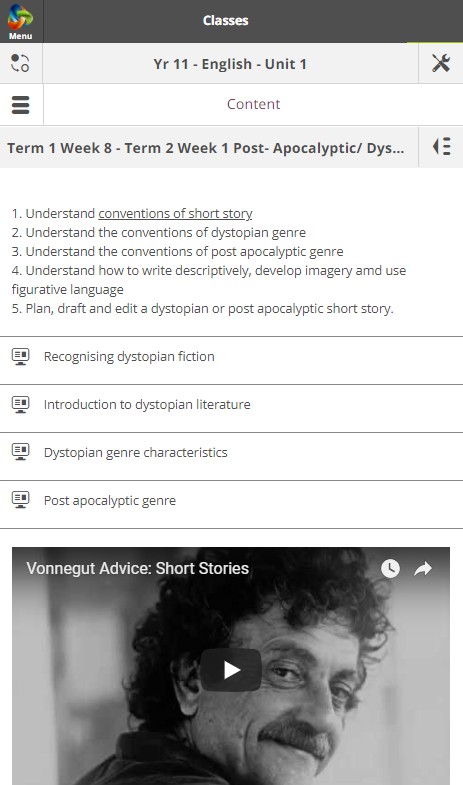
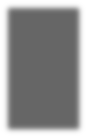
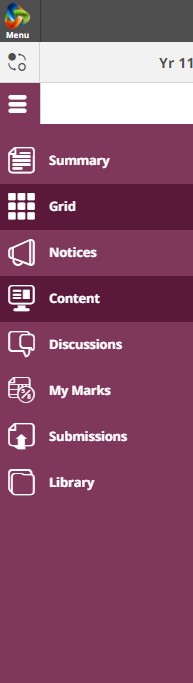
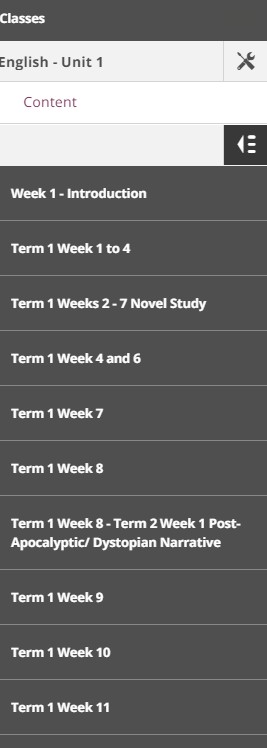
##### Email Class Teachers



5

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

1 but can be accessed with just a click if you need them.

##### Main Menu



1

2 Click the **Connect** logo to return to the home

page or select another area of Connect to view.

##### 3 Tools Menu



2

Click the **Tools Menu** icon to access the tools for the School Space or Class you are in.

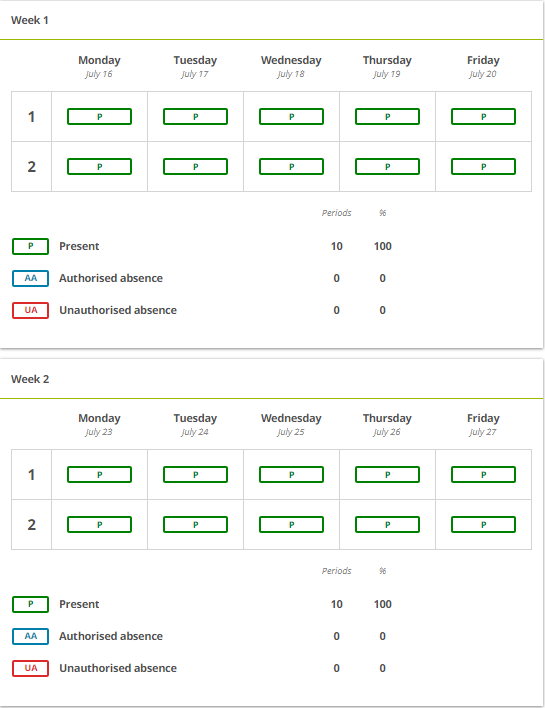
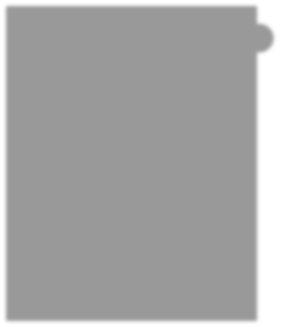
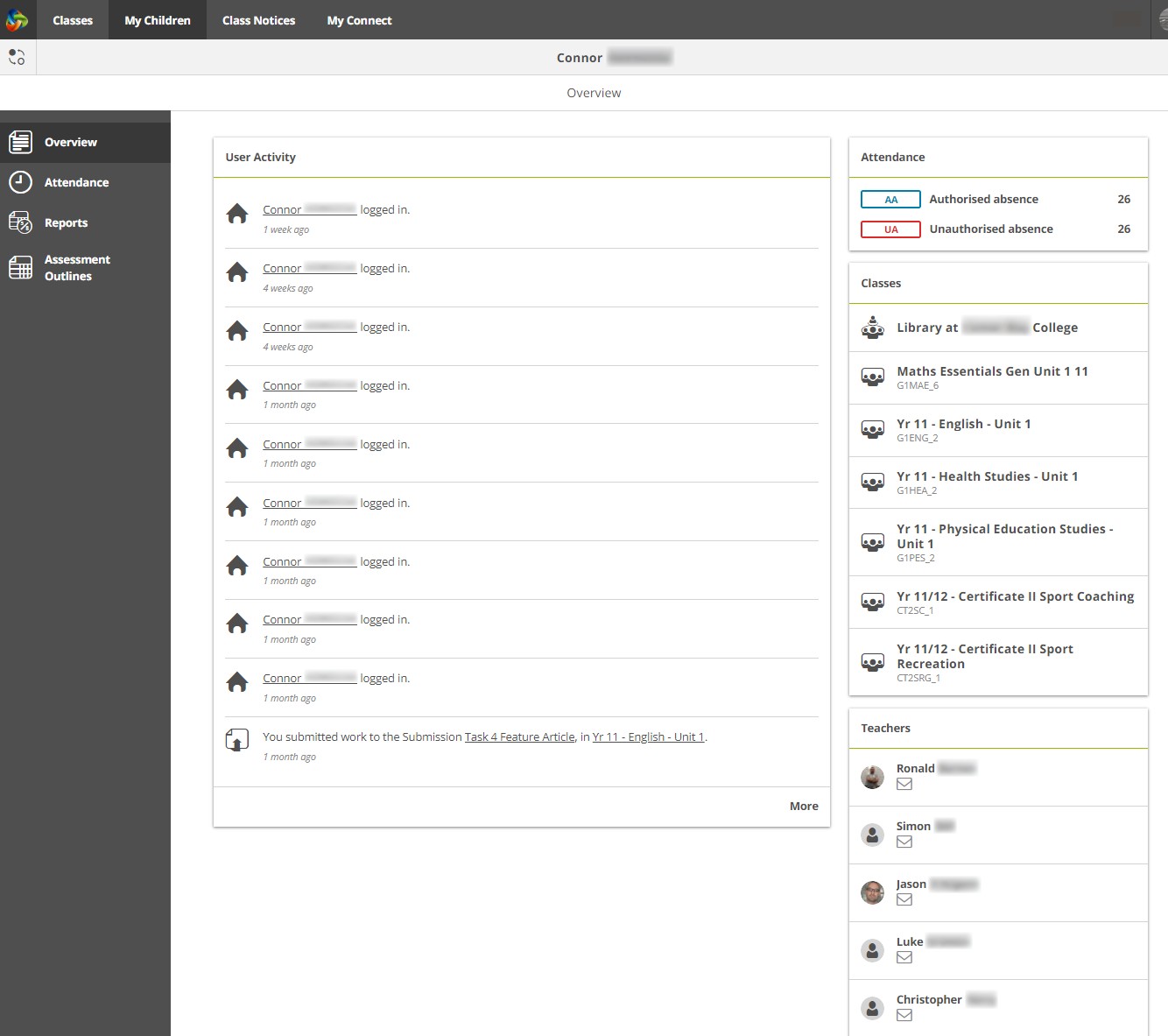
##### Additional menus



3

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



2



1

[My Children](#_TOC_250001)

Click the My Children tab to view information about 3

each of your children. 4 4

[Switch Children](#_TOC_250000)



2

Click the **Switch** icon to change between your children.

Overview



3

By default you will see the **Overview** section. Click other 5

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



4

Click in the **Attendance** box or **section** to see a 6

week by week view.

##### Classes



5

Click on a **class name** to navigate to the class.

##### Teachers



6

Click on a **teacher’s name** to send an email to the teacher.

# Connect: Student Reports

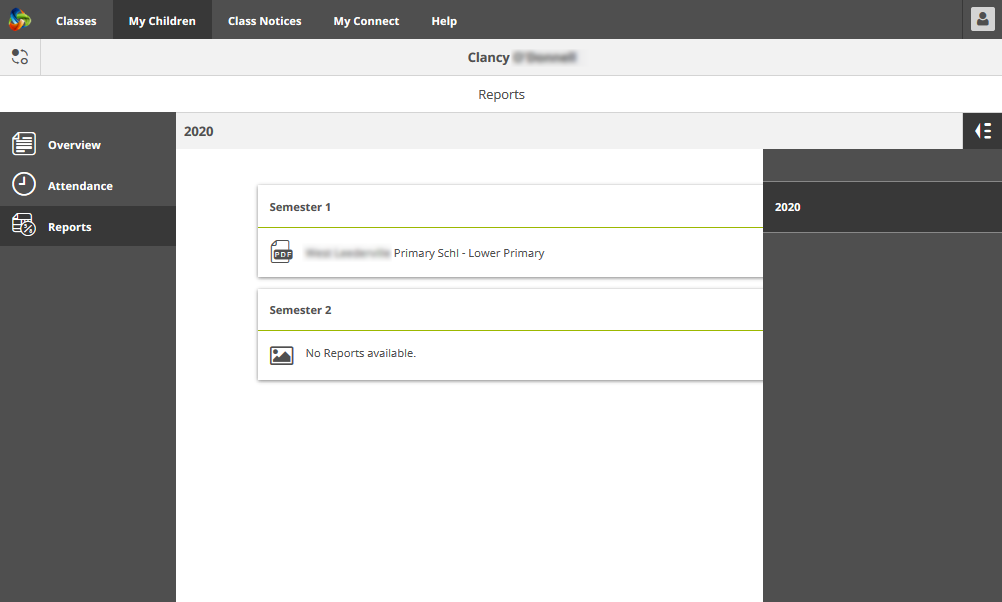
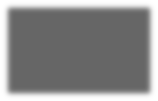
##### My Children



1

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

##### Switch Children



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2

Click the **Switch** icon to change between your children.

##### Reports



3

Click the Reports section to see the

reports for the current year.

**Reports from previous years** Open the **Year Menu** to view the years for which reports are available.



4

This may differ from school to school.

##### Selecting a year



5

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

1 Click the **My Children** tab to view information about each

of your children.

##### Switch Children

2 2 Click the **Switch** icon to change between your children.

##### Assessment Outlines

3 Click the **Assessment Outline** section to open the

Assessment Outlines for the current year.

### 3

##### 4 Total Percent and Grade

4

Overall achievement will be displayed as a percentage. If the end of semester report has been finalised, a grade

5 may also be displayed.

### 6

A B D

C

##### Expand the Assessment Outline

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

5

##### Comparison Graph

6

Beneath the overall achievement and each task, a small

graph displays the range of achievement across the class.



A B C D

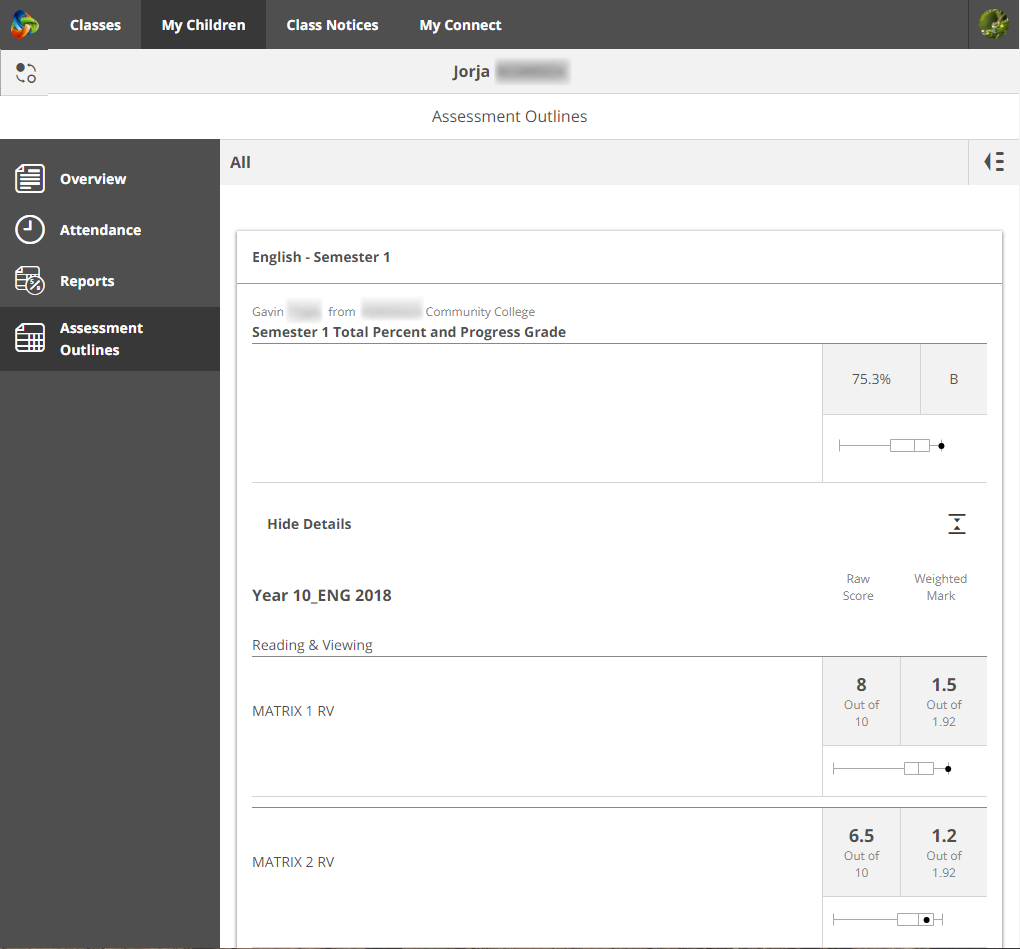
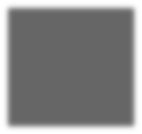
The **line** represents the top and bottom marks.

A The **box** demonstrates the majority of students.

The **vertical line** is the average mark.

The **dot** represents the achievement of your own child.

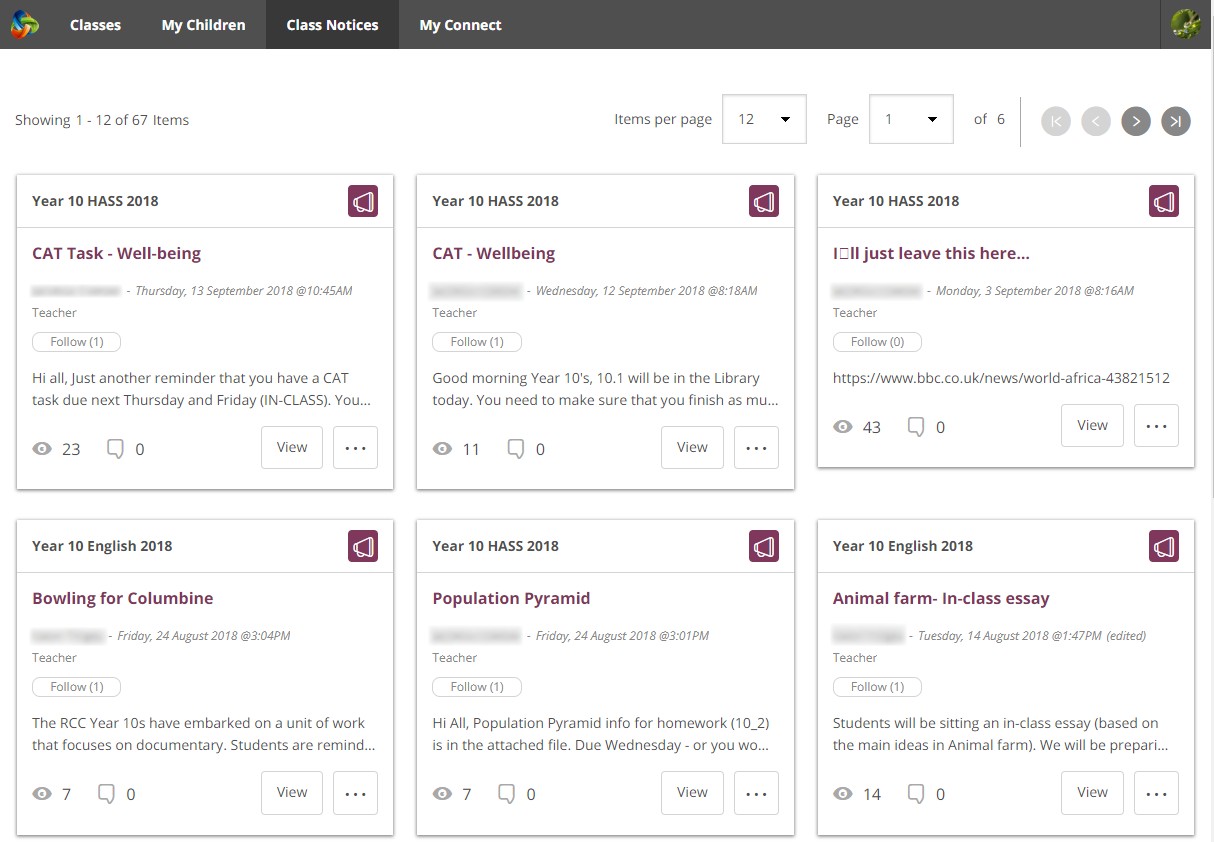
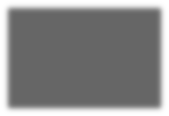
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# Connect: Class Notices

##### Class Notices



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1

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



2

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

##### Page number



3

Click the **down arrow** to select which page to view.

##### Forward and back



4

Scroll through the pages using the **forward** and

##### back arrows.



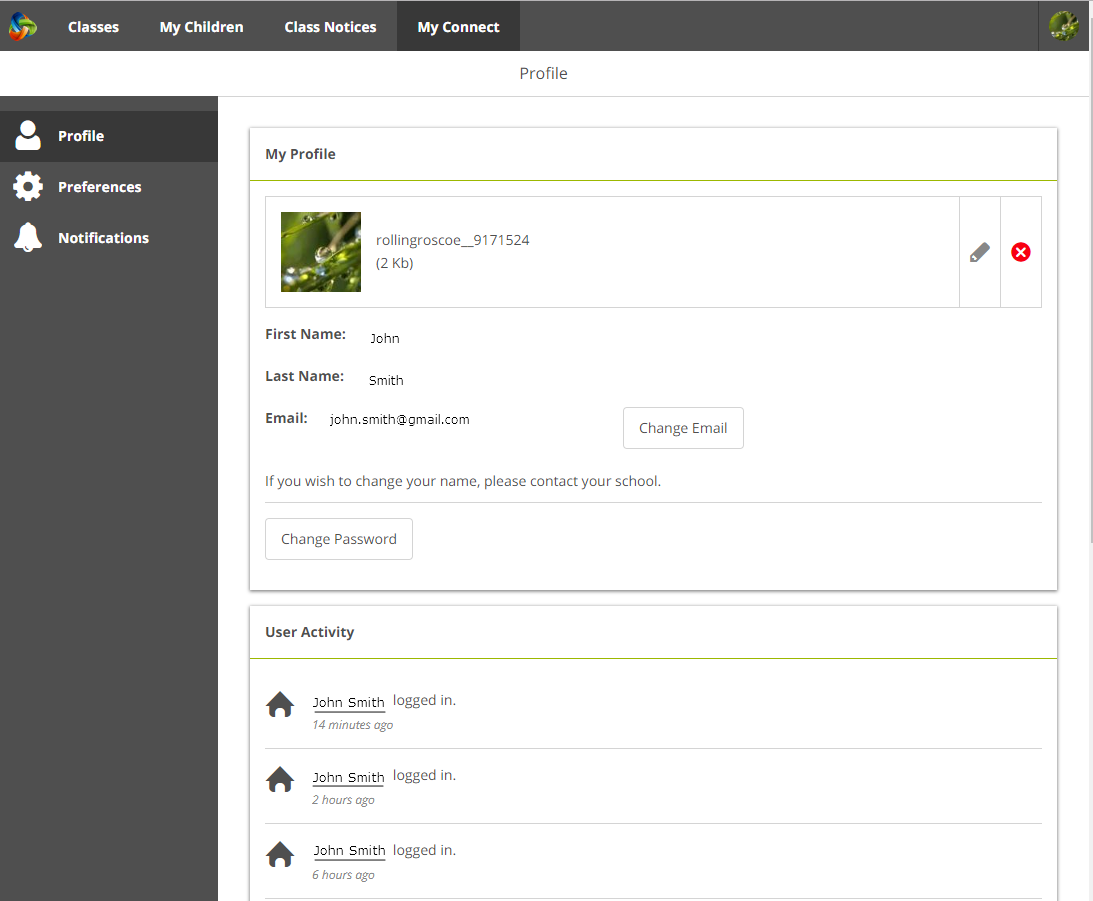
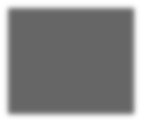
5

**Open a notice**

Click on the title of a notice to open it.

# Connect: My Connect Profile

##### My Connect



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

##### 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.

##### 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.

##### Change your email address

Notify the school when you change your email address.

The school will receive a notification to update their system.

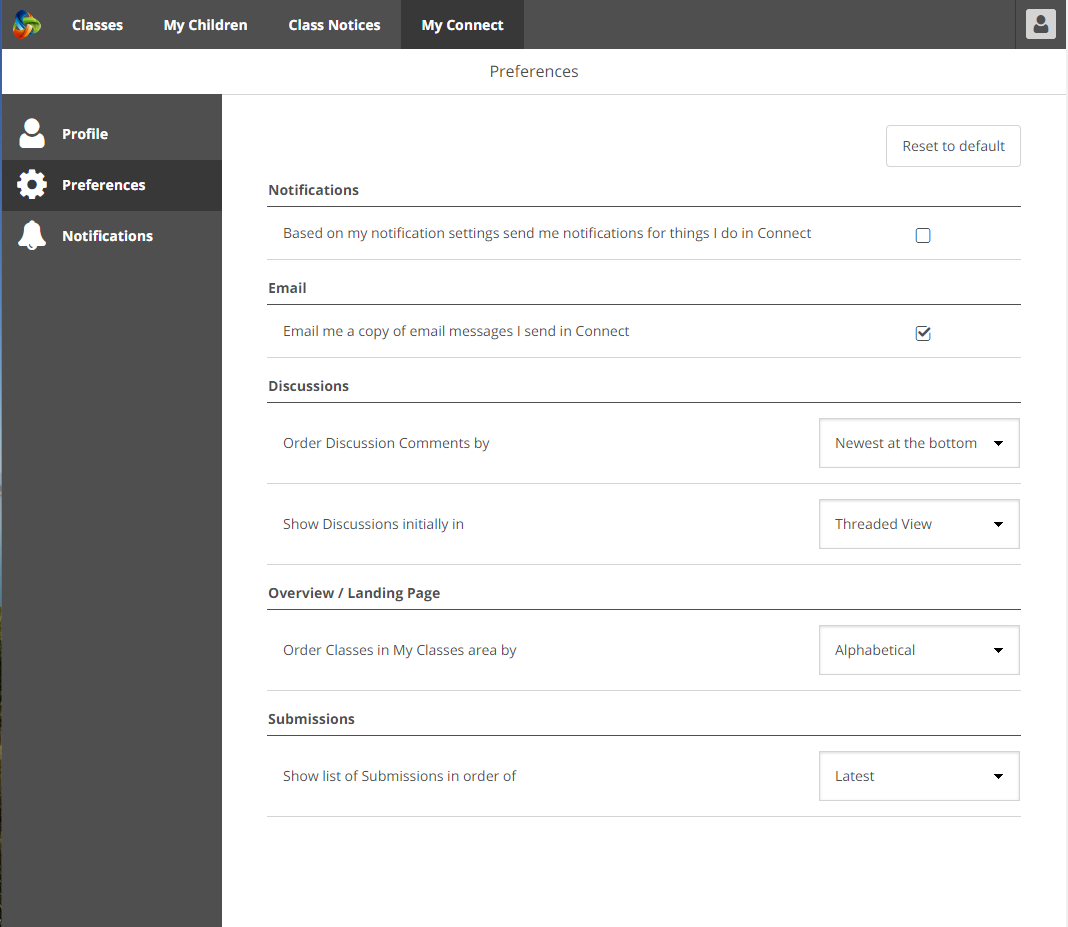
##### Change your password

Click the Change Password button to reset your password.

##### View your recent activity

See a list of your recent activity in Connect.

# Connect: My Connect Preferences



##### My Connect 1



1

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

##### Preferences



2

Click the **Preferences** section to choose how 2

Connect displays information for you. 3

##### Notifications 4



3

Tick this box if you would like emails to be sent to you when you add a comment to a Notice.

### 5



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##### 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.

### 6

##### Discussion Preferences



5

Click the down arrows to select how class discussions are 7

ordered and displayed.

##### Order Classes



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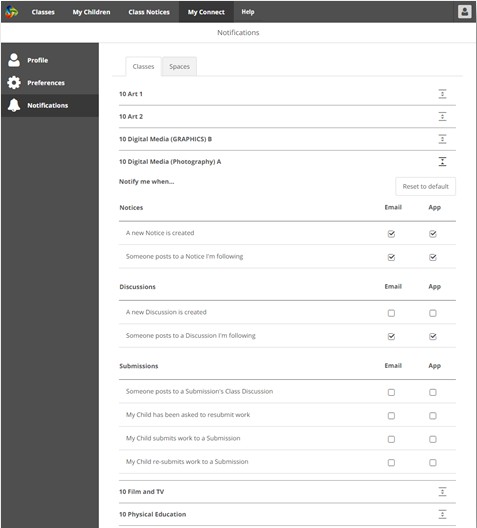
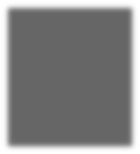
Click the down arrow to select the order in which the classes are displayed on the Connect home page.



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**Submissions**

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



**Connect: My Connect Notifications**

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##### My Connect

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

##### 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 either the **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 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.

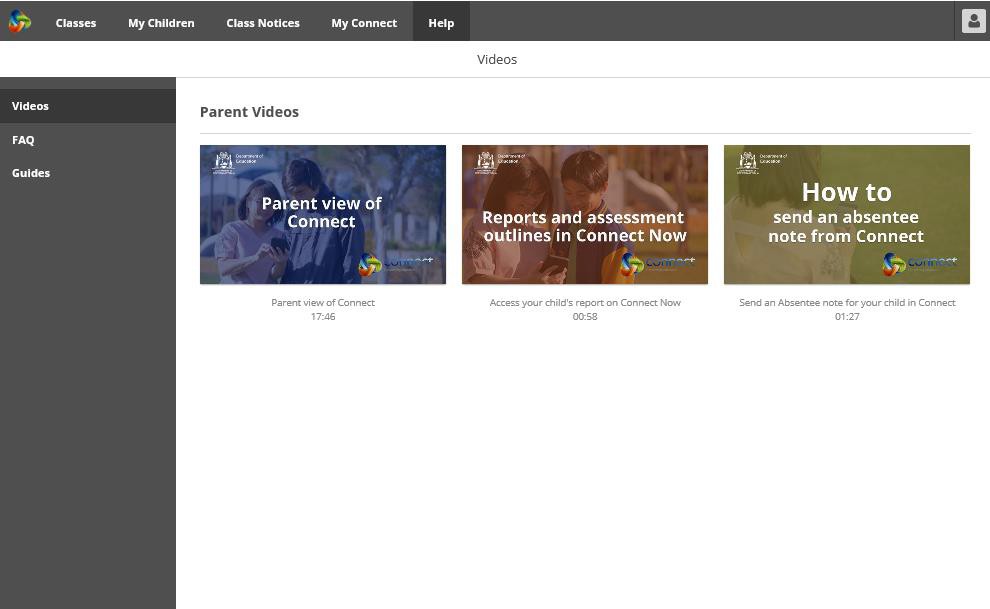
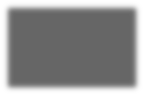
**Note**: You won’t see the App option until you have logged into the

Connect Now app with your parent user name and password.

##### Submission Notifications

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

**Parent Videos** to provide a virtual tour and demonstrate commonly used features of Connect.



**Connect: Help Page**

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##### FAQ

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

##### 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.

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# Connect: Connect Now app for mobile devices

##### Connect Now



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Receive Connect notifications on your mobile

device. Download the **Connect Now app** 2 4

from the **Apple App Store** or **Google Play**.

##### Push Notifications 3



2

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

##### Login 1



3

Use your Connect **P-number** and **Password**

to login to Connect Now.

##### Opening Notifications



4

Tap the **push notification** or **open** the app to 6

read notices.

##### Notices 5



5

Tap a **notice** to open it and see more details including images and attachments.

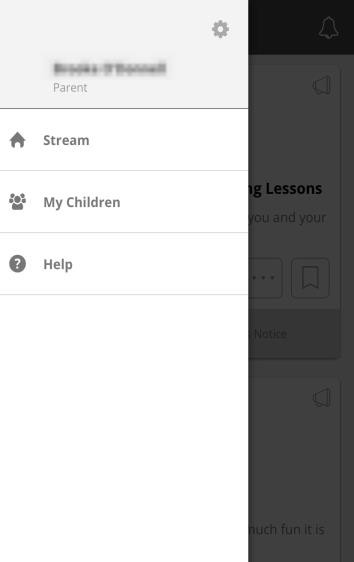
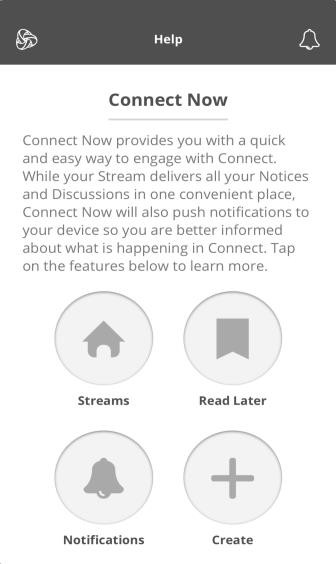
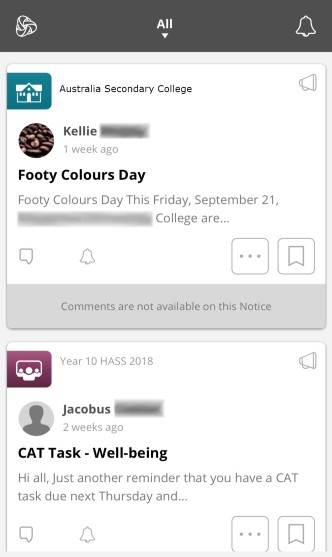
##### Connect Now Options



6

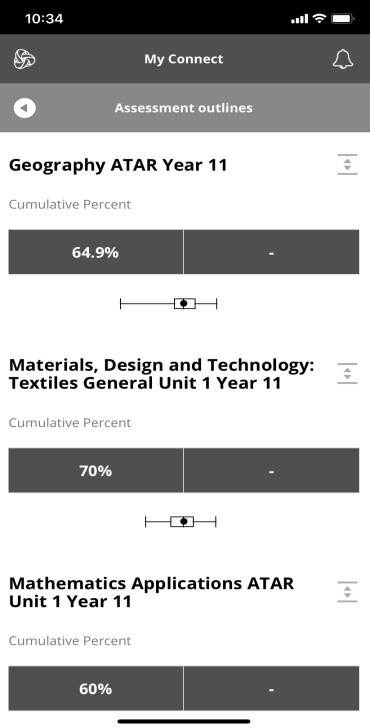
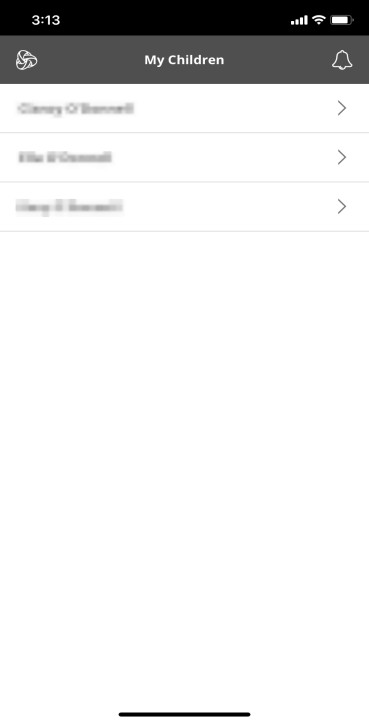
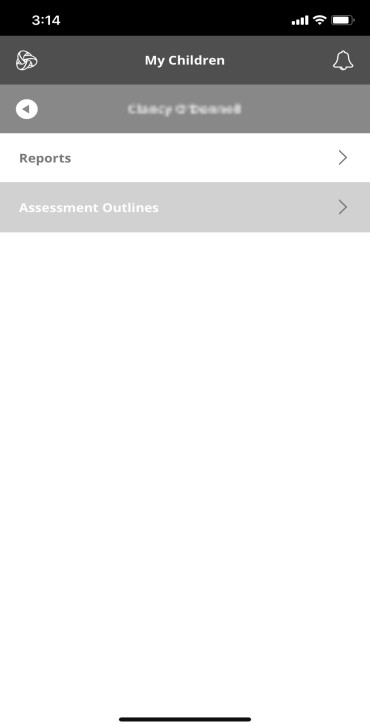
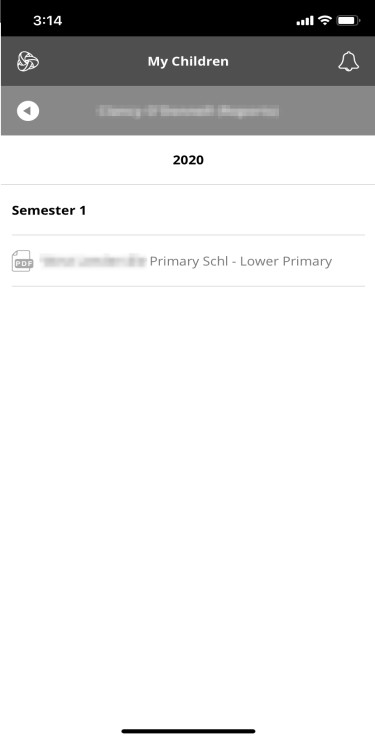
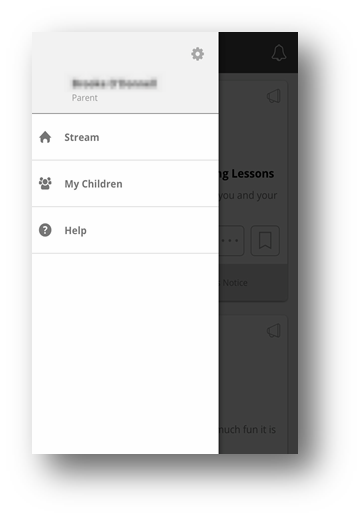
Click the **Connect Logo** to access the Stream, the My Children list and built-in Help.

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



##### My Children 7



7

After clicking  select My Children to view

your children from Connect Now. 8

##### Reports and Assessment Outlines



8

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.

##### Reports



9

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

##### Assessment Outlines



10

View the **Percent** and **Comparison Graph** 10

showing the range of achievement across the 9

class.

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