



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

1

connect.det.wa.edu.au

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.

The screenshot shows a web browser window with the URL 'connect.det.wa.edu.au' in the address bar. The page title is 'Department of Education Single Sign-On'. The main heading is 'Sign In'. Below the heading, there is a text box for 'User Name' containing 'P0123456' and a password field. A checkbox labeled 'I have read and understand the Appropriate Use of Online Services Information' is checked. There are 'Login' and 'Cancel' buttons. A link for 'Forgot Your Password?' is visible. On the right side, there is a section titled 'Appropriate Use of Online Services' with a 'Show Online Policy' link. A 'Copyright Statement' is also present at the bottom right. Numbered callouts 1 through 5 are overlaid on the image to indicate the steps described in the text.

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**.



The screenshot shows the 'Forgot your User Name or Password?' page with the Department of Education logo. Below the title, it says 'Your email address has matched more than one user:'. Underneath, it says 'Select Correct User:'. There are two radio button options: 'Jan (PO0) - Portal/Vac Swim Login' and 'Janet (PO0) - Connect Parent Account'. The 'Next' button is highlighted.

2

1



The screenshot shows the 'Forgot your User Name or Password?' page with the Department of Education logo. It has three sections: 'For Corporate Staff, School Staff and Students', 'For Casual Staff', and 'For Parents'. Each section has an input field for 'Department Email Address/User Name' or 'Registered Email Address/User Name' and 'Next' and 'Cancel' buttons. The 'Next' button in the 'For Parents' section is highlighted.

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

1

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

Logout

2

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

All your children's classes

3

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

4

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

School Space

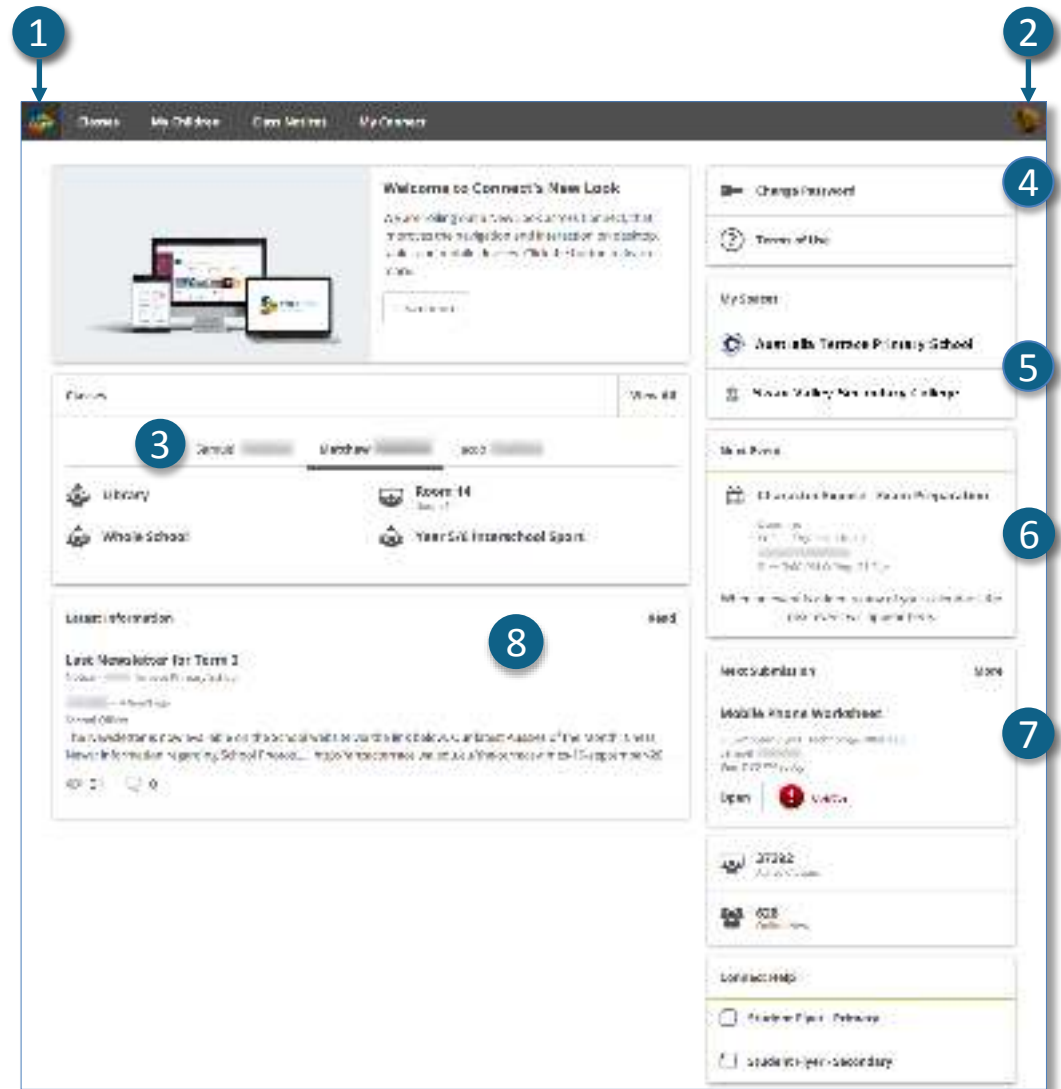
5

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

Next Event

6

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



7

Next Submission

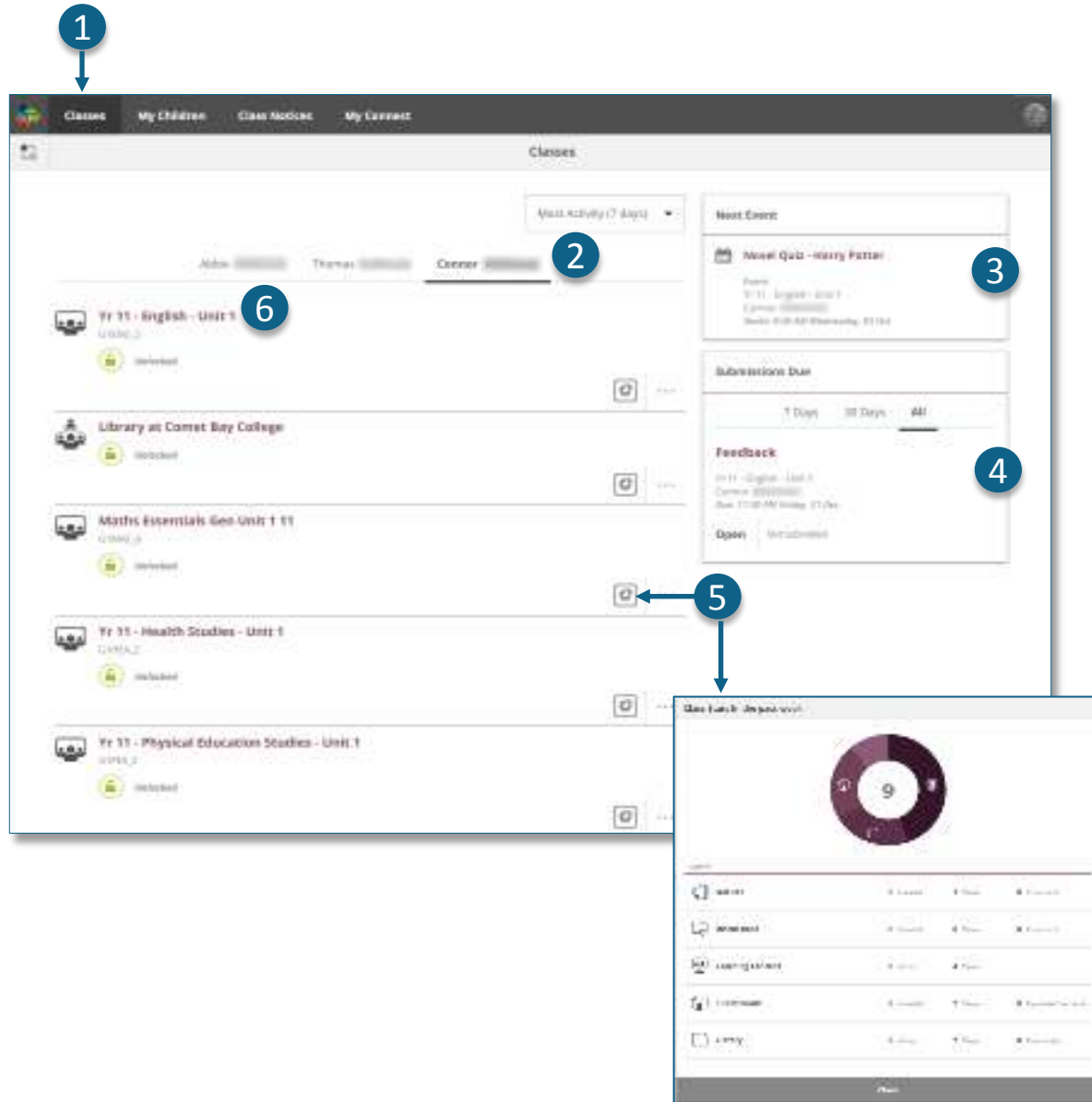
View the next submission due. Click the **More** button to see additional submissions.

8

Latest Information

See the latest notice from a class or school space.

Connect: Classes



Classes

1

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

My Children

2

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

Next event

3

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

Submissions Due

4

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

Class Stats

5

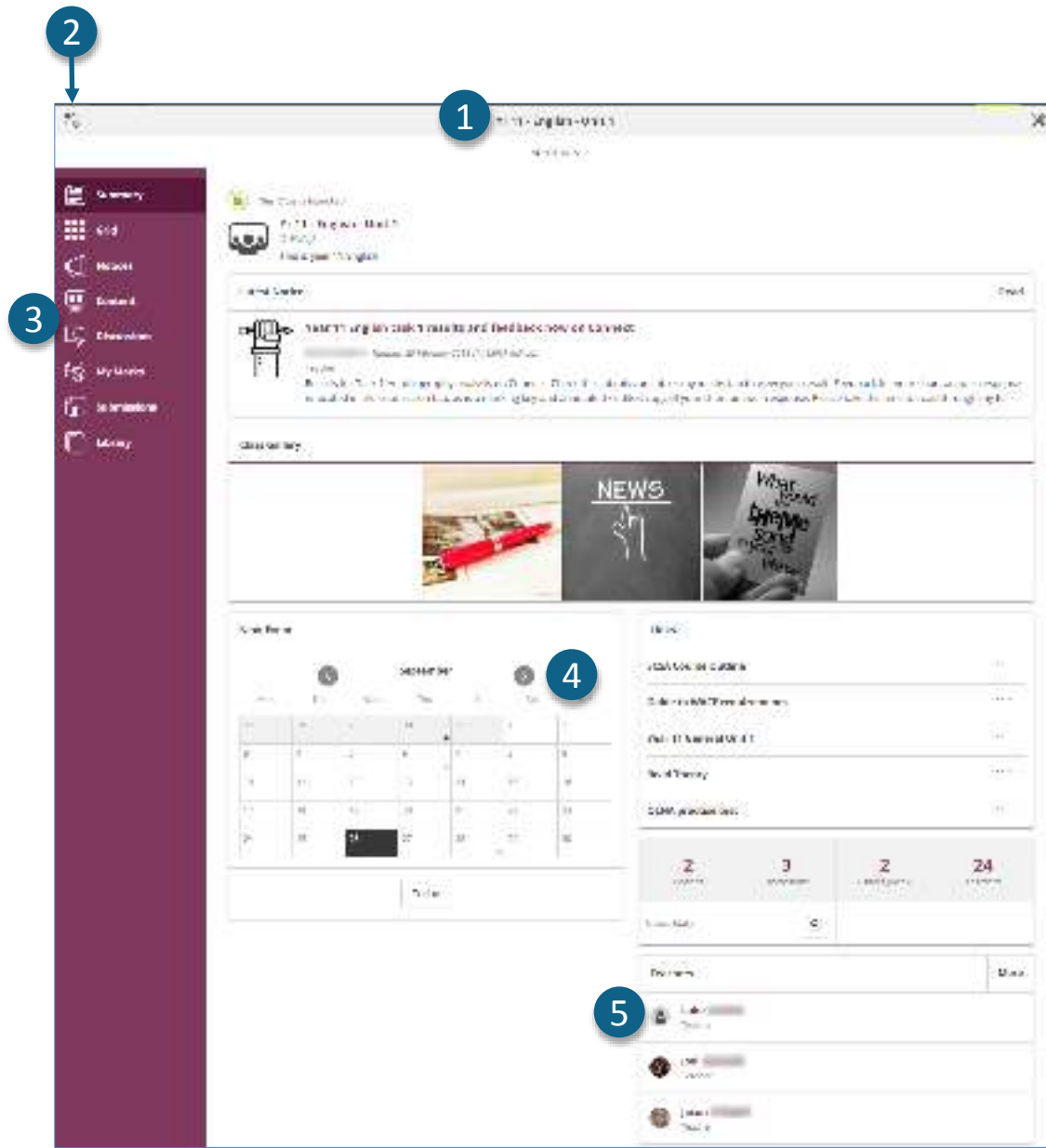
View statistics on recent activity in each of your children's classes.

Classes

6

Click on a class name to go into the class.

Connect: Classes



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

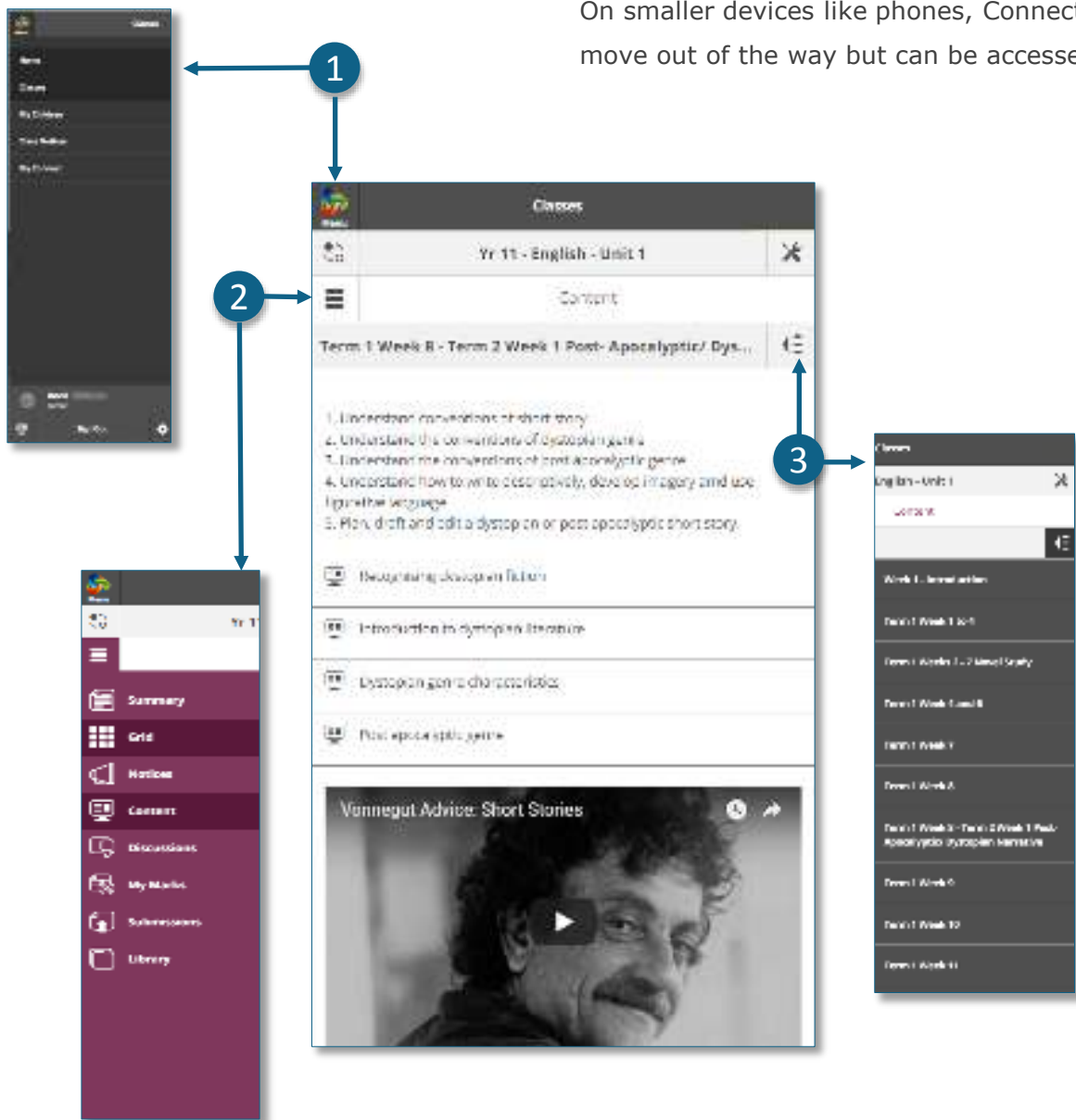
Email Class Teachers

The class teachers are displayed at the bottom of the Summary page. Click on a **name** to **email** the teacher.

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



Main Menu

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

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 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.

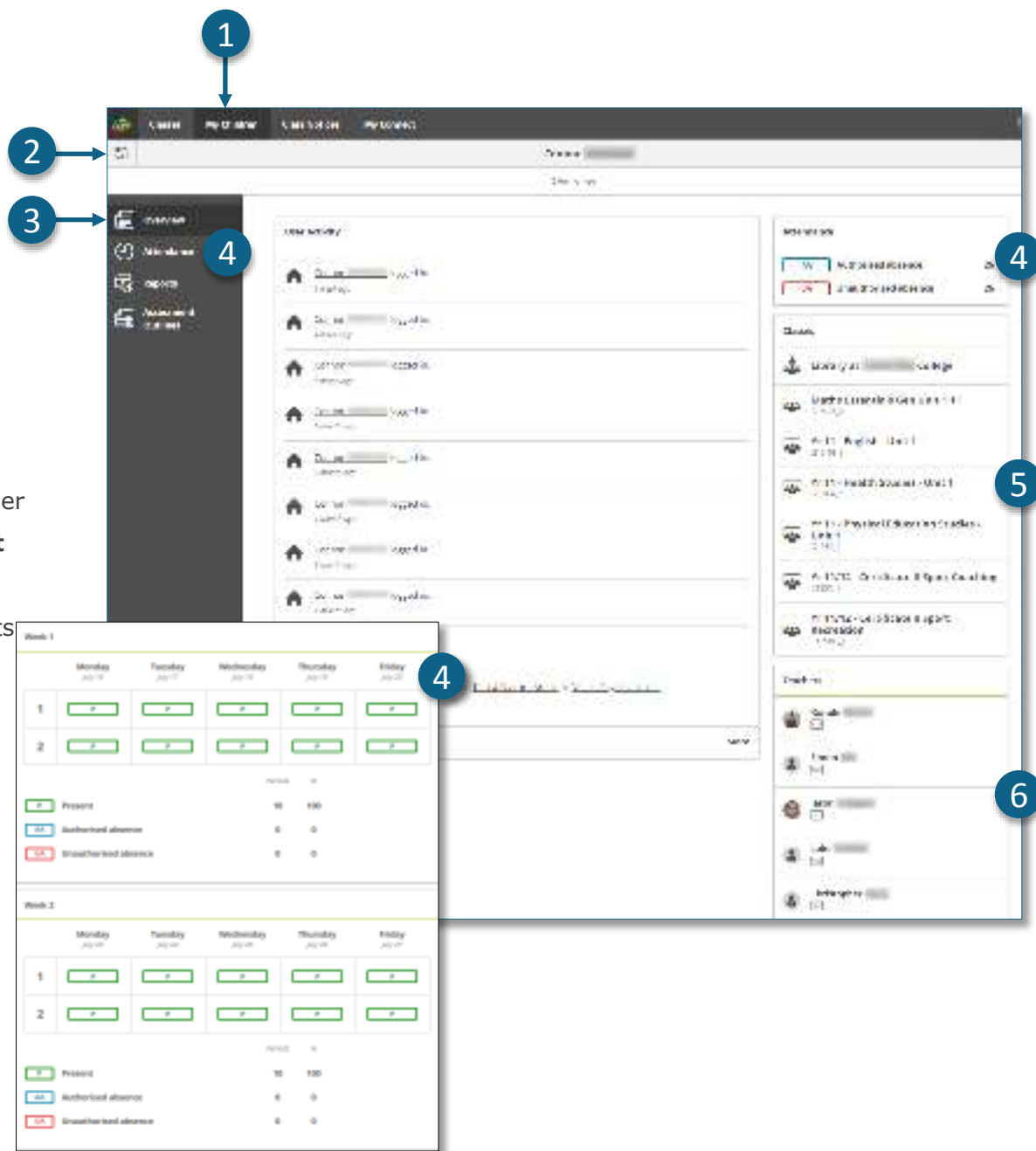
Overview
By default you will see the **Overview** section. Click other sections such as **Attendance, Reports** or **Assessment Outlines** to see additional information.

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.

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

5 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.

The screenshot shows the 'My Children' tab selected in the top navigation bar. Below the navigation bar, the name 'Connor' is displayed. The main content area is titled 'Reports' and shows a list of reports for the year 2017. The reports are organized by semester: Semester 1 and Semester 2. Under Semester 1, there are two reports: 'Guelbais College - 2017 Term One Progress Report' and 'Australo College - Secondary'. Under Semester 2, there is one report: 'Australo College - Secondary'. On the right side of the interface, there is a 'Year Menu' with a dropdown arrow, showing the years 2017 and 2016. A sidebar on the left contains navigation options: Overview, Attendance, Reports, and Assessment Outlines. Numbered callouts (1-5) point to the following elements: 1. The 'My Children' tab in the top navigation bar. 2. The 'Reports' option in the left sidebar. 3. The dropdown arrow in the 'Year Menu' on the right. 4. The year '2017' in the 'Year Menu' on the right. 5. One of the report items in the main content area.

Connect: Assessment Outlines

The screenshot shows the 'My Children' tab selected in the top navigation bar. The left sidebar has 'Assessment Outlines' highlighted. The main content area shows 'English - Semester 1' with an overall achievement of 77.7% and a grade of B. Below this, there is a table of tasks with their own achievement percentages and grades. A comparison graph is shown for one task, with callouts A, B, C, and D pointing to its components.

Comparison Graph Legend:

- 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.

- 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.

 - 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.

Connect: Class Notices

Class Notices

1

Click the **Class Notices** tab to view notices from all your children'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

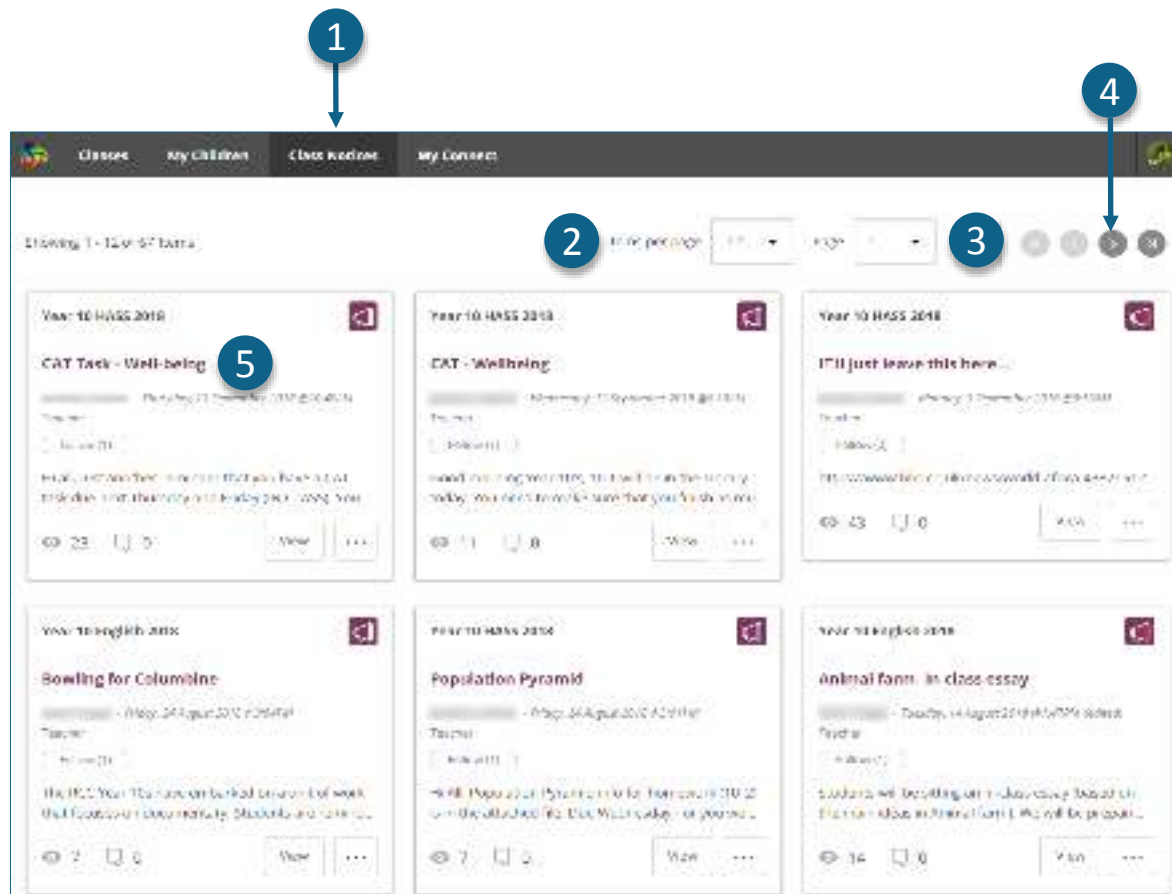
Forward and back

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

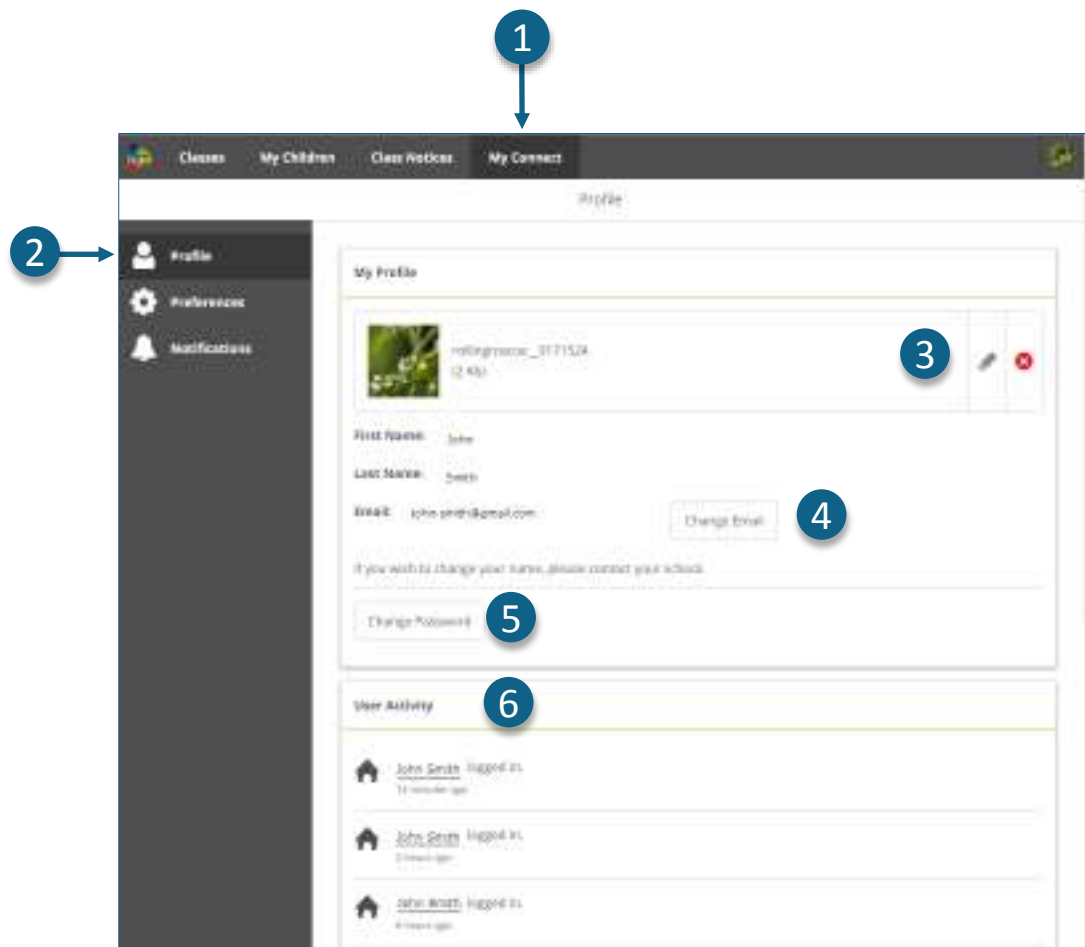
5

Open a notice

Click on the title of a notice to open it.



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

5 Change your password
Click the Change Password button to reset your password.

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

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.

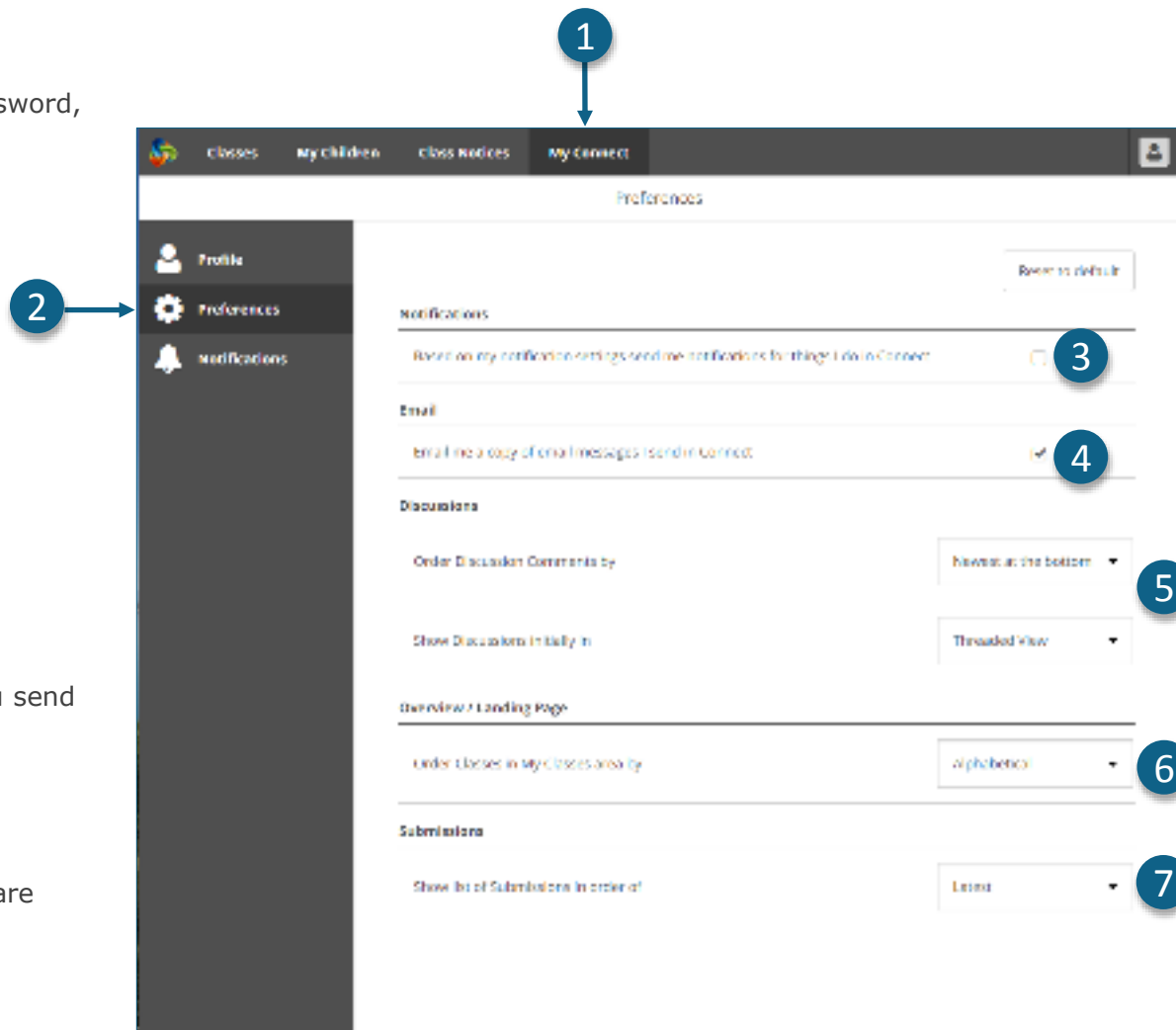
3 Notifications
Tick this box if you would like emails to be sent to you when you add a comment to a Notice.

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.

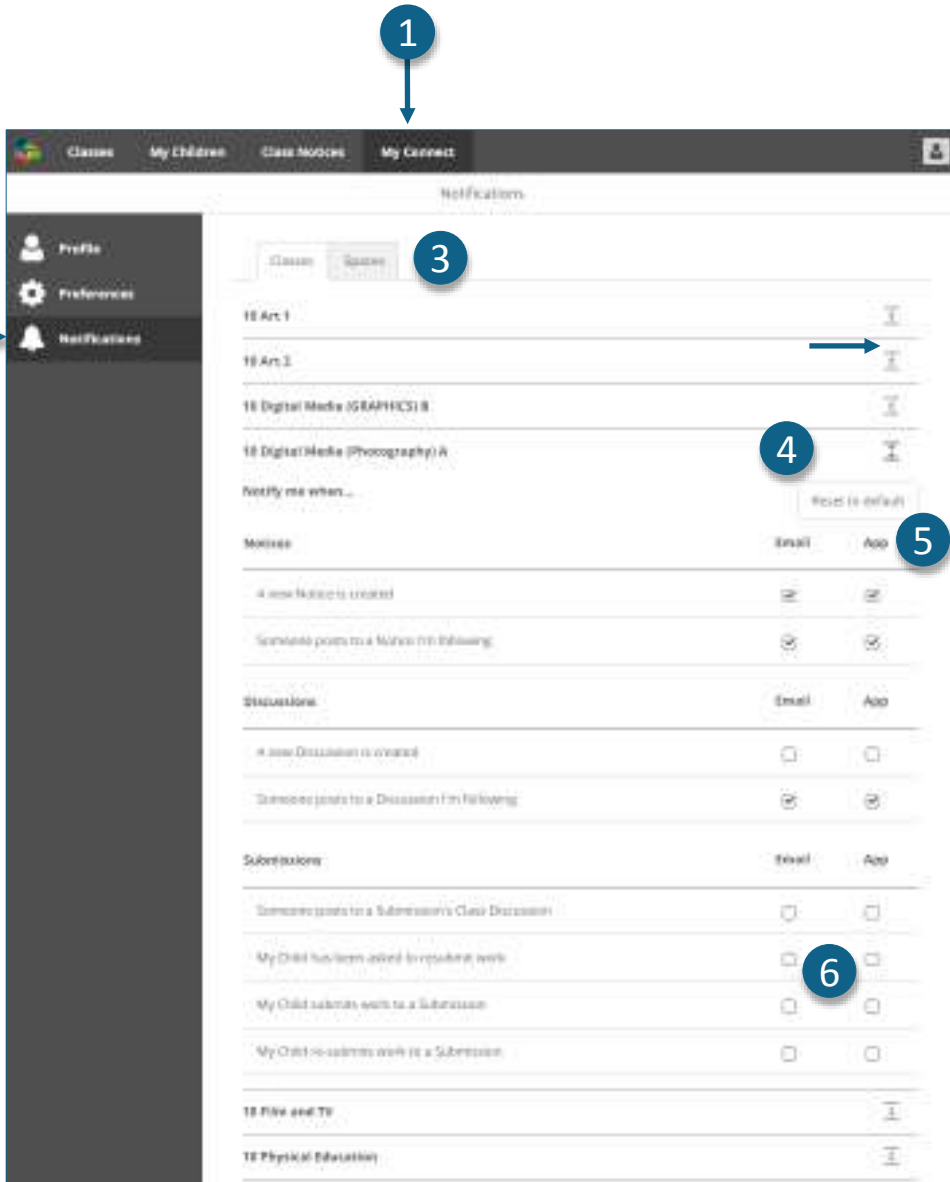
5 Discussion Preferences
Click the down arrows to select how class discussions are ordered and displayed.

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.



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

Connect Now

1

Receive Connect notifications on your mobile device. Download the **Connect Now app** from the **Apple App Store** or **Google Play**.

Login

2

Use your Connect **P-number** and **Password** to login to Connect Now.

Push Notifications

3

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

Opening Notifications

4

Tap the **push notification** or **open** the app to read notices.

Notices

5

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

Connect Now Help

6

Click the **Connect Logo** to access the built-in help.

