



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.

User name and password

2

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**.

Appropriate Use

3

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

Parent/responsible persons

4

Click the **Parents/Responsible Persons – Appropriate Use** link to access the specific Terms of Use for Connect.

Forgot Password

5

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

The screenshot shows a web browser window with the address bar displaying 'connect.det.wa.edu.au'. The page header includes the Department of Education logo and the text 'Single Sign-On'. The main heading is 'Sign In'. Below this, there is a prompt: 'Enter your Single Sign-On user name and password to sign in'. The 'User Name' field contains 'P0123456' and the 'Password' field is masked with dots. A checkbox labeled 'I have read and understand the Appropriate Use of Online Services information.' is checked. Below the fields are 'Login' and 'Cancel' buttons. At the bottom, there are links for 'Forgot Your Password?' and 'What is this?'. On the right side, there is a section titled 'Appropriate Use of Online Services' which contains text about the use of online services and links to 'Students Online Policy', 'Telecommunications Use Policy', and 'Parents/responsible persons - Appropriate Use'. Below this is a 'Copyright Statement' with a warning and a note about copyright protection. The page also includes a footer with the Department of Education logo and a Creative Commons license.

1

2

3

4

5

Connect: Forgotten user name or password

1

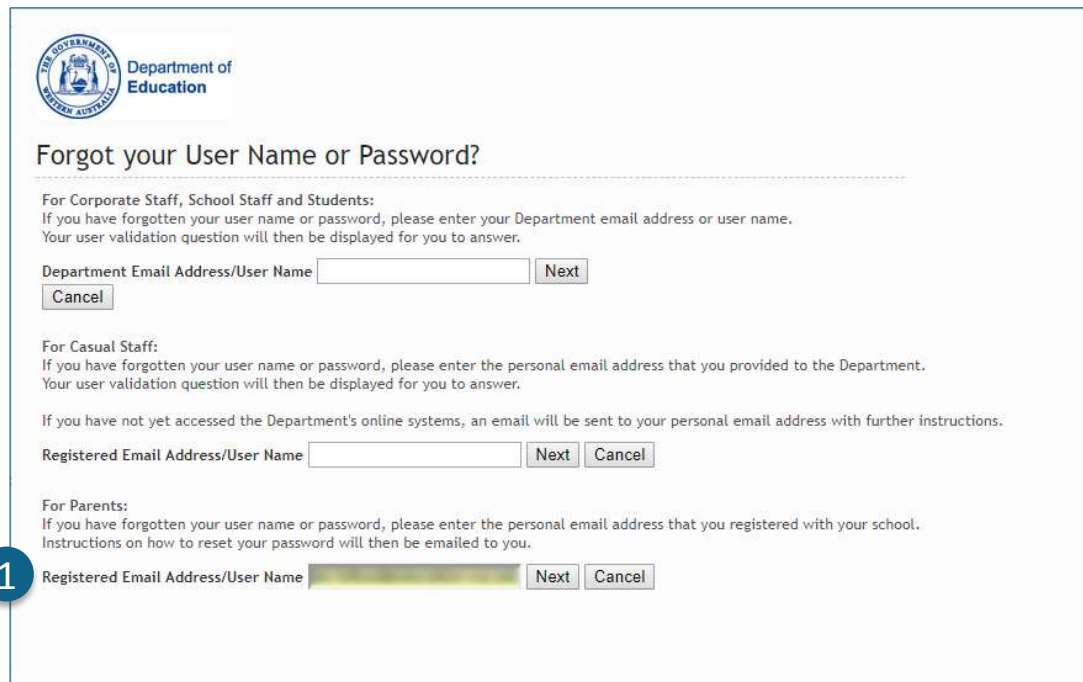
Registered email address

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. It displays a message: 'Your email address has matched more than one user: Select Correct User'. Below this, there are two radio button options: 'Jan (P00) - Portal/Vac Swim Login' and 'Janet (P00) - Connect Parent Account'. The 'Next' button is highlighted.

2



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

1

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**.

2

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

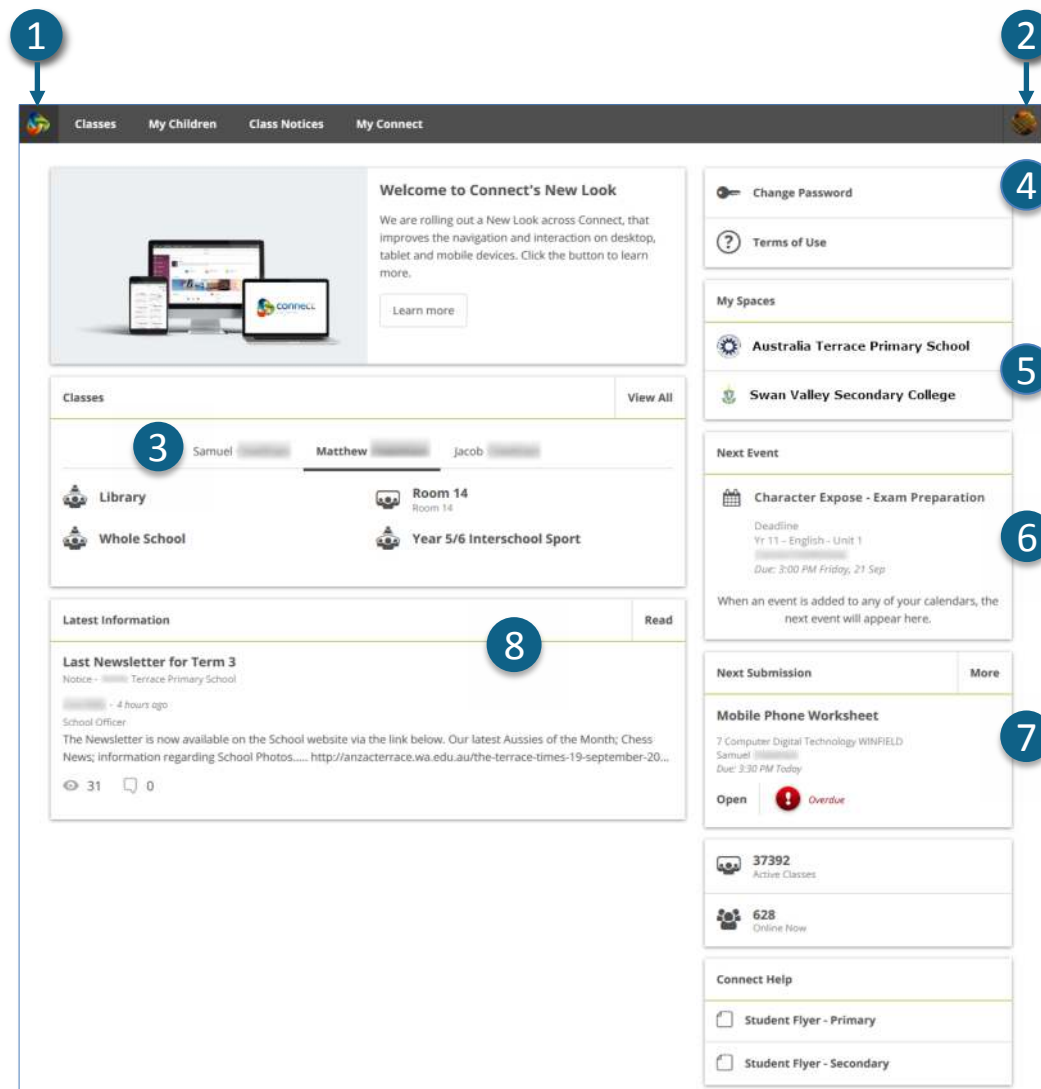
Click **Change Password** to reset your password and access other profile options.

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.



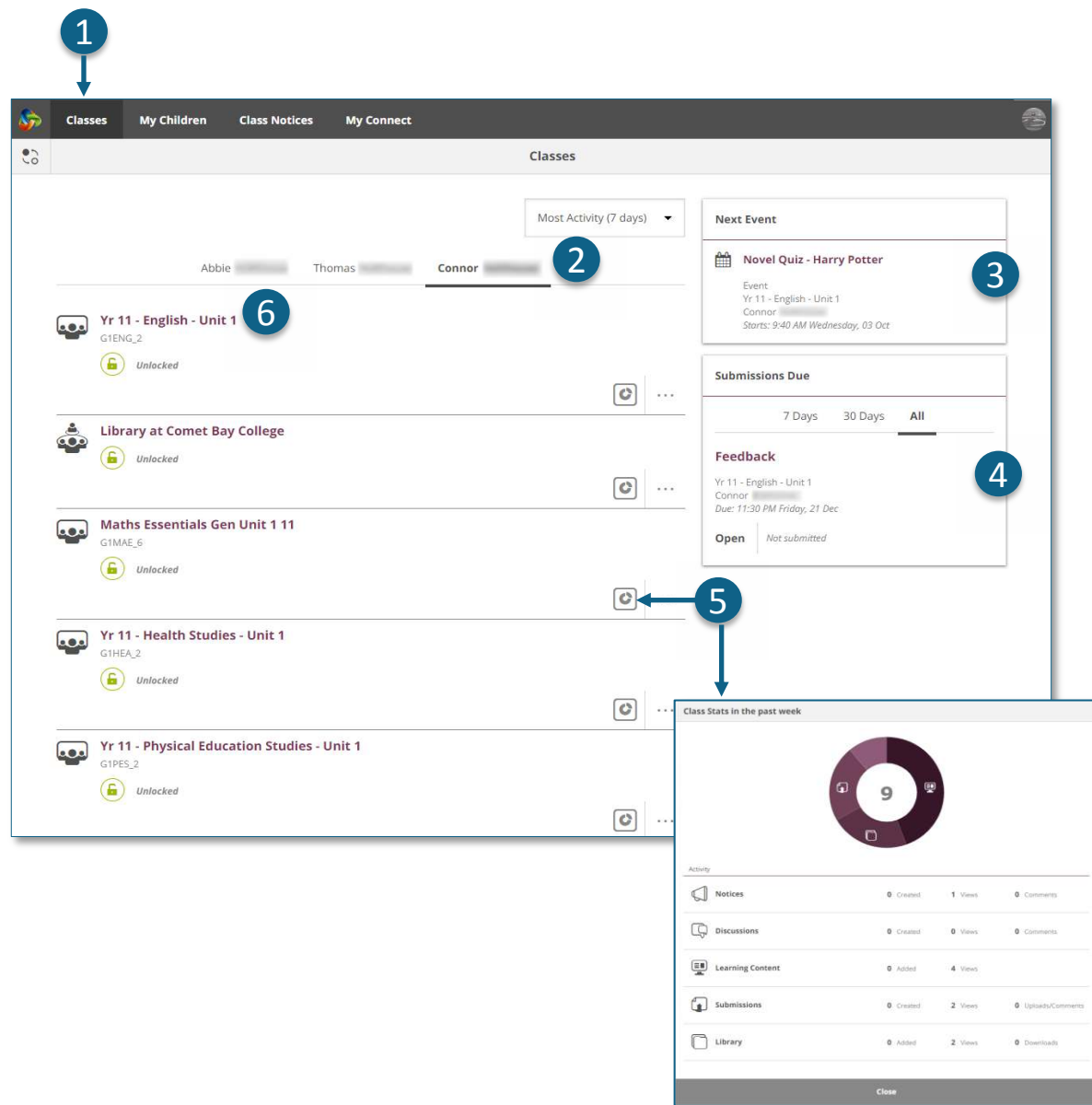
Next Submission

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



Classes

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

My Children

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

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

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

Classes

Click on a class name to go into the class.

Connect: Classes

2

1 Yr 11 - English - Unit 1

Summary

This Class is Unlocked

Yr 11 - English - Unit 1
GIENG_2
This is year 11 English

Latest Notice

Year 11 English task 1 results and feedback now on Connect

Teacher

Results for Task 1 Autobiography analysis on Connect. Check the submission tab or my marks tab to view your result. Feedback for your short answer response is located in the submission tab, as is a marking key and annotated / edited copy of your short answer response. Please take the time to read through my fe...

Class Gallery

Next Event

September

Links

SCSA Course Outline

Guide to WACE requirements

Year 11 General Unit 1

Read Theory

OLNA practise test

2 Notices

3 Discussions

2 Visitors (Week)

24 Learners

Class Stats

Teachers

Luke
Teacher

Joel
Teacher

Jason
Teacher

3

4

5

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

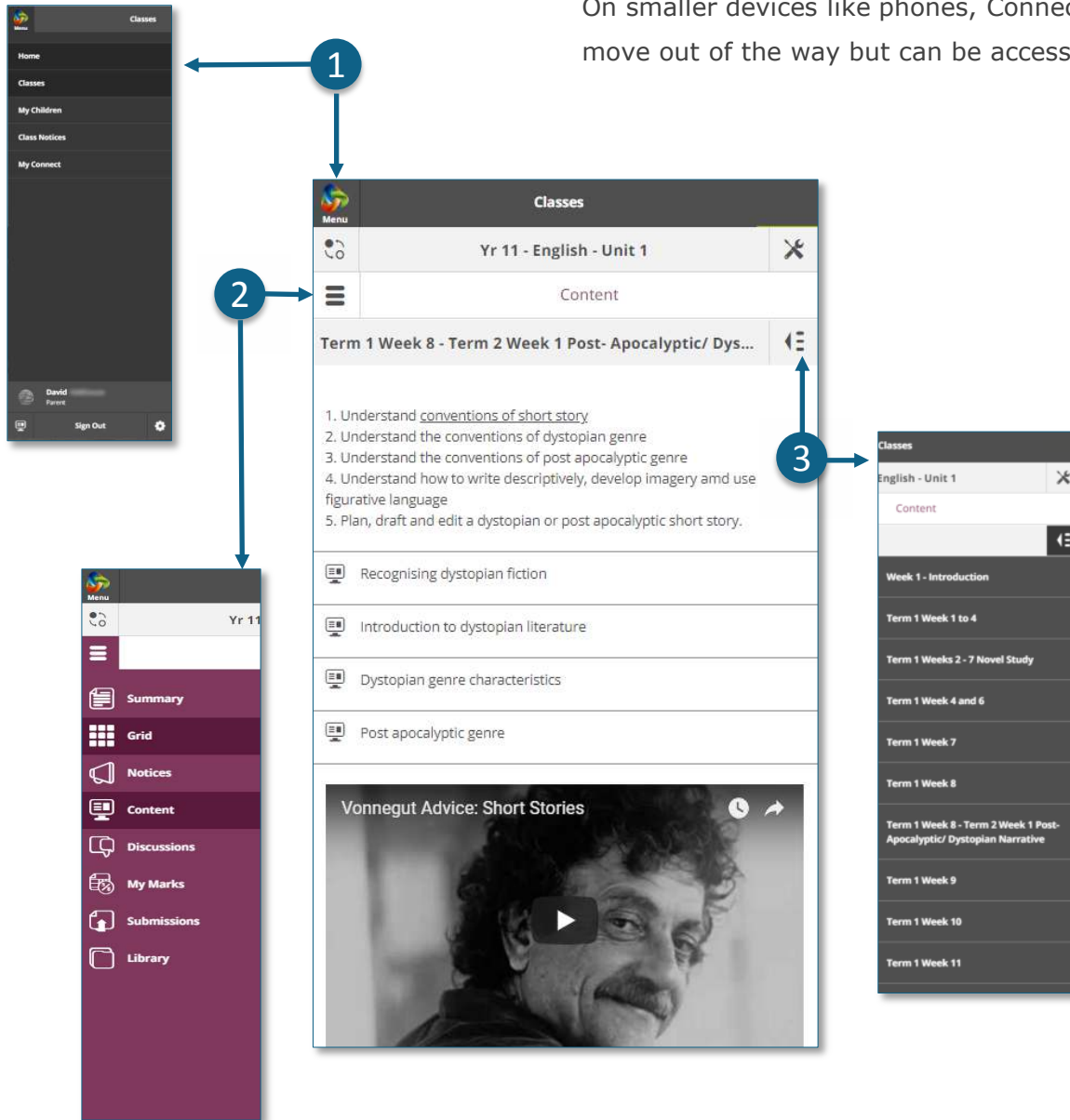
Email Class Teachers

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

The screenshot shows the 'My Children' tab selected in the top navigation bar. The left sidebar contains links for Overview, Attendance, Reports, and Assessment Outlines. The main content area is divided into three sections: User Activity, Attendance, and Classes. The User Activity section shows a list of login events for a child named Connor. The Attendance section shows a summary of authorised and unauthorised absences. The Classes section lists the child's current classes. The Teachers section lists the child's teachers. A pop-up window shows a weekly attendance view for two weeks.

1 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.

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 'Reports' section is active, showing a list of reports for the year 2017. The left sidebar contains a menu with 'Overview', 'Attendance', 'Reports', and 'Assessment Outlines'. The 'Reports' menu item is highlighted. The main content area shows reports for Semester 1 and Semester 2. The 'Reports' menu item is highlighted with a blue circle and a number 2. The 'Reports' section is highlighted with a blue circle and a number 3. The 'Year Menu' is highlighted with a blue circle and a number 4. The 'Reports by Semester' section is highlighted with a blue circle and a number 5. The 'Reports' section is highlighted with a blue circle and a number 3. The 'Year Menu' is highlighted with a blue circle and a number 4. The 'Reports by Semester' section is highlighted with a blue circle and a number 5.

Connect: Assessment Outlines

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

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

3. Click the **Assessment Outline** section to open the Assessment Outlines for the current year.

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

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

6. Beneath the overall achievement and each task, a small graph displays the range of achievement across the class.

Comparison Graph

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

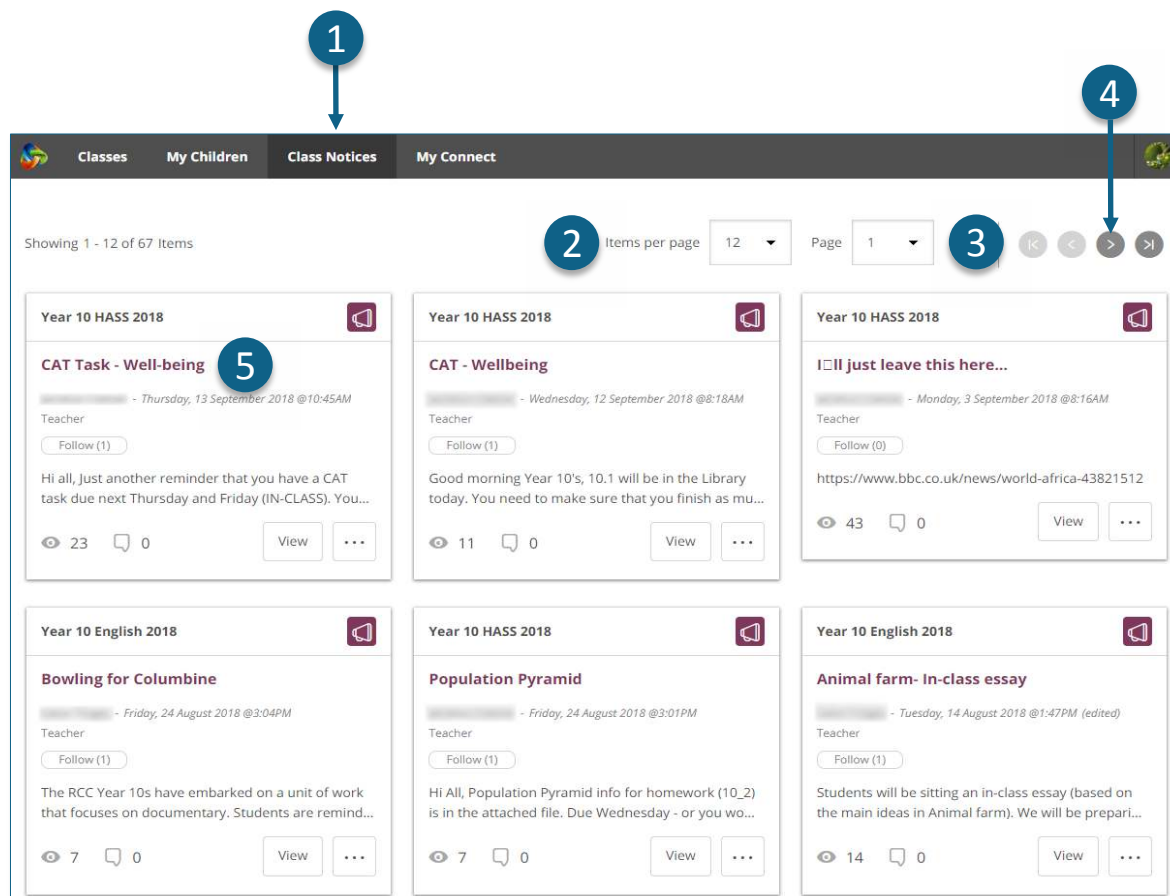
Forward and back

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

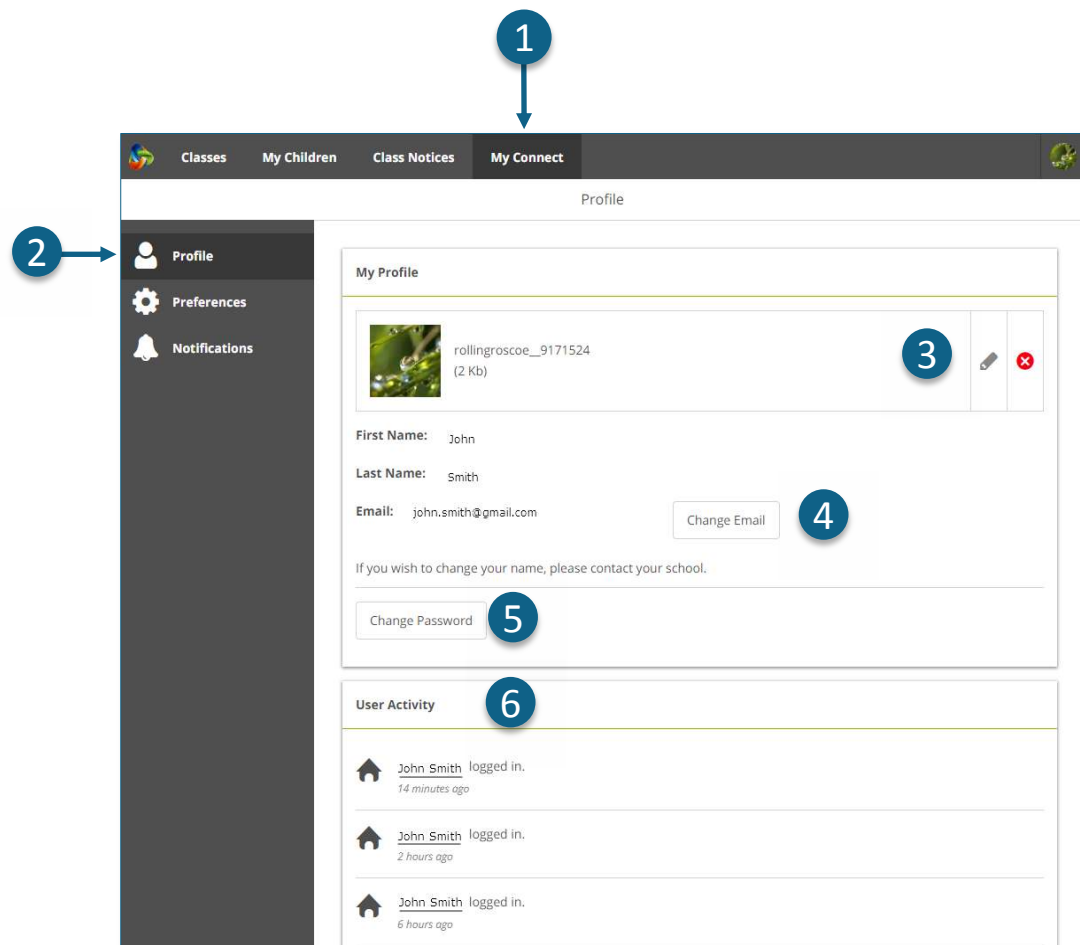
5

Open a notice

Click on the title of a notice to open it.



Connect: My Connect Profile



My Connect

1

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

Manage your profile

2

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

3

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

4

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

Change your password

5

Click the Change Password button to reset your password.

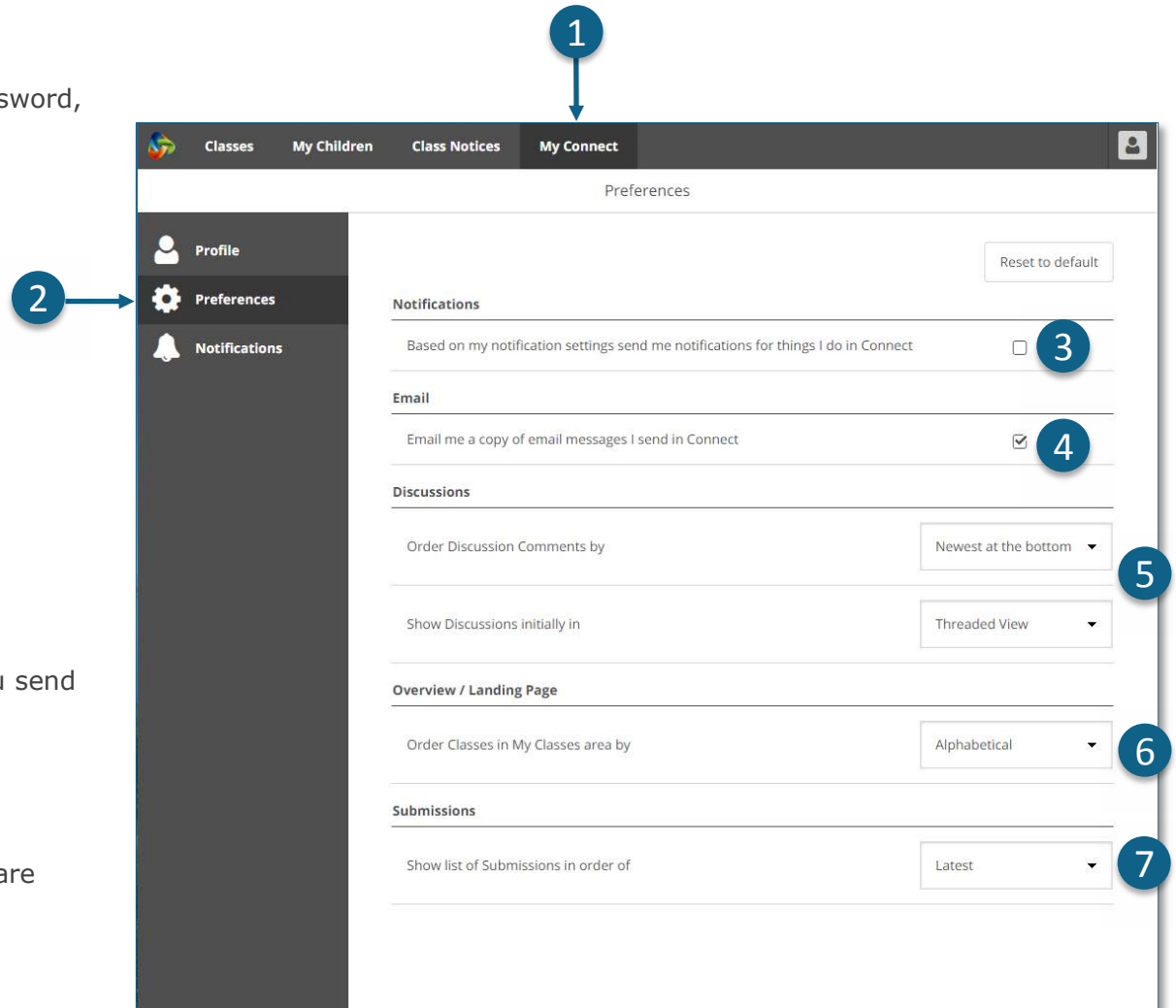
View your recent activity

6

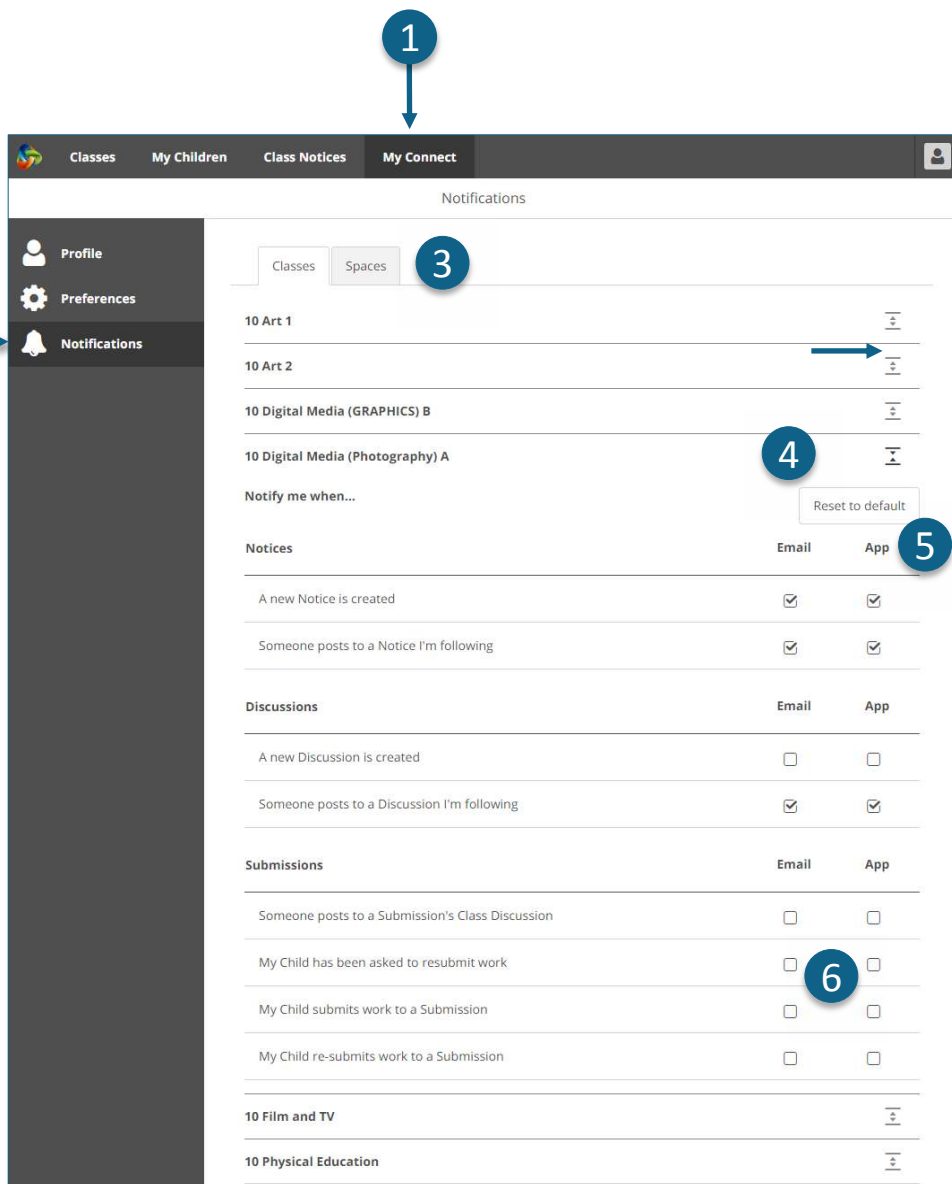
See a list of your recent activity in Connect.

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.

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.

5 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.

