



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.

The screenshot shows a web browser window for 'Education Department - Single S' at 'connect.det.wa.edu.au'. Step 1: The URL bar is highlighted. Step 2: The 'User Name' field contains 'P0123456' and the 'Password' field is obscured. Step 3: A checkbox labeled 'I have read and understand the Appropriate Use of Online Services information.' is checked. Step 4: The 'Copyright Statement' section is visible on the right, containing a warning about copyright law and a notice not to remove it. Step 5: Below the login form, there are links for 'Forgot Your Password?' and 'What is this?'

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

Forgot your User Name or Password?

Your email address has matched more than one user:

Select Correct User

- Jan (P00 [REDACTED]) - Portal/Vac Swim Login
- Janet (P00 [REDACTED]) - Connect Parent Account

[Next](#) [Cancel](#)

1

2



Forgot your User Name or Password?

For Corporate Staff, School Staff and Students:

If you have forgotten your user name or password, please enter your Department email address or user name. Your user validation question will then be displayed for you to answer.

Department Email Address/User Name [Next](#)
[Cancel](#)

For Casual Staff:

If you have forgotten your user name or password, please enter the personal email address that you provided to the Department. Your user validation question will then be displayed for you to answer.

If you have not yet accessed the Department's online systems, an email will be sent to your personal email address with further instructions.

Registered Email Address/User Name [Next](#) [Cancel](#)

For Parents:

If you have forgotten your user name or password, please enter the personal email address that you registered with your school. Instructions on how to reset your password will then be emailed to you.

Registered Email Address/User Name [Next](#) [Cancel](#)

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**.

2

Logout

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

3

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.

4

Change Password

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

5

School Space

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

6

Next Event

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

The screenshot shows the Connect Home Page with several numbered callouts:

- 1**: Points to the Connect logo in the top left corner.
- 2**: Points to the user profile icon in the top right corner.
- 3**: Points to the "Classes" section, which lists three children: Samuel, Matthew, and Jacob, each with a small profile icon.
- 4**: Points to the "Change Password" link in the top right sidebar.
- 5**: Points to the "Australia Terrace Primary School" link in the "My Spaces" section.
- 6**: Points to the "Character Expose - Exam Preparation" event in the "Next Event" section.
- 7**: Points to the "Mobile Phone Worksheet" link in the "Mobile Phone Worksheet" section.
- 8**: Points to the "Last Newsletter for Term 3" notice in the "Latest Information" section.

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

The screenshot shows the 'Classes' tab in the Connect app. At the top, there are tabs for 'Classes', 'My Children', 'Class Notices', and 'My Connect'. Below the tabs, there's a search bar and a dropdown menu set to 'Most Activity (7 days)'. The main area lists children: Abbie, Thomas, and Connor. Connor is selected, indicated by a blue circle with the number 2. Below each child is a list of classes they are enrolled in:

- Connor:** Yr 11 - English - Unit 1 (G1ENG_2), Library at Comet Bay College, Maths Essentials Gen Unit 1 11 (G1MAE_6), Yr 11 - Health Studies - Unit 1 (G1HEA_2), Yr 11 - Physical Education Studies - Unit 1 (G1PES_2). Each class has an 'Unlocked' status indicator.
- Abbie:** No visible classes.
- Thomas:** No visible classes.

On the right side, there are three cards:

- Next Event:** Novel Quiz - Harry Potter. Event: Yr 11 - English - Unit 1, Connor, Starts: 9:40 AM Wednesday, 03 Oct.
- Submissions Due:** 7 Days, 30 Days, All. Feedback: Yr 11 - English - Unit 1, Connor, Due: 11:30 PM Friday, 21 Dec. Status: Open, Not submitted.
- Class Stats in the past week:** A donut chart showing activity levels across five categories: Notices (9), Discussions, Learning Content, Submissions, and Library. Below the chart is a table of activity statistics:

Activity	Created	Views	Comments
Notices	0	1	0
Discussions	0	0	0
Learning Content	0	4	0
Submissions	0	2	0
Library	0	2	0

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.

Connect: Classes

The screenshot shows the 'Summary' tab of a class page. At the top, it says 'Yr 11 - English - Unit 1'. A blue circle labeled '1' is on the 'X' button. A blue arrow labeled '2' points to the 'Switch' icon in the top-left corner. A blue circle labeled '3' is on the 'My Marks' menu item in the sidebar. A blue circle labeled '4' is on the '26' in the calendar grid. A blue circle labeled '5' is on the 'Teachers' section at the bottom.

This Class is Unlocked
Yr 11 - English - Unit 1
G1ENG_2
This is year 11 English

Latest Notice
Year 11 English task 1 results and feedback now on Connect
Tuesday, 20 February 2018 @4:59PM (edited)
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
NEWS
What would the theme song to your life be?

Next Event
September
Mon Tue Wed Thu Fri Sat Sun
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
Today

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 icon]
joel [teacher icon]
Jason [teacher icon]

Class Name

The name of the class is displayed at the top.

1

Switch classes

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

2

Class Tools Menu

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

3

Class Calendar

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

4

Email Class Teachers

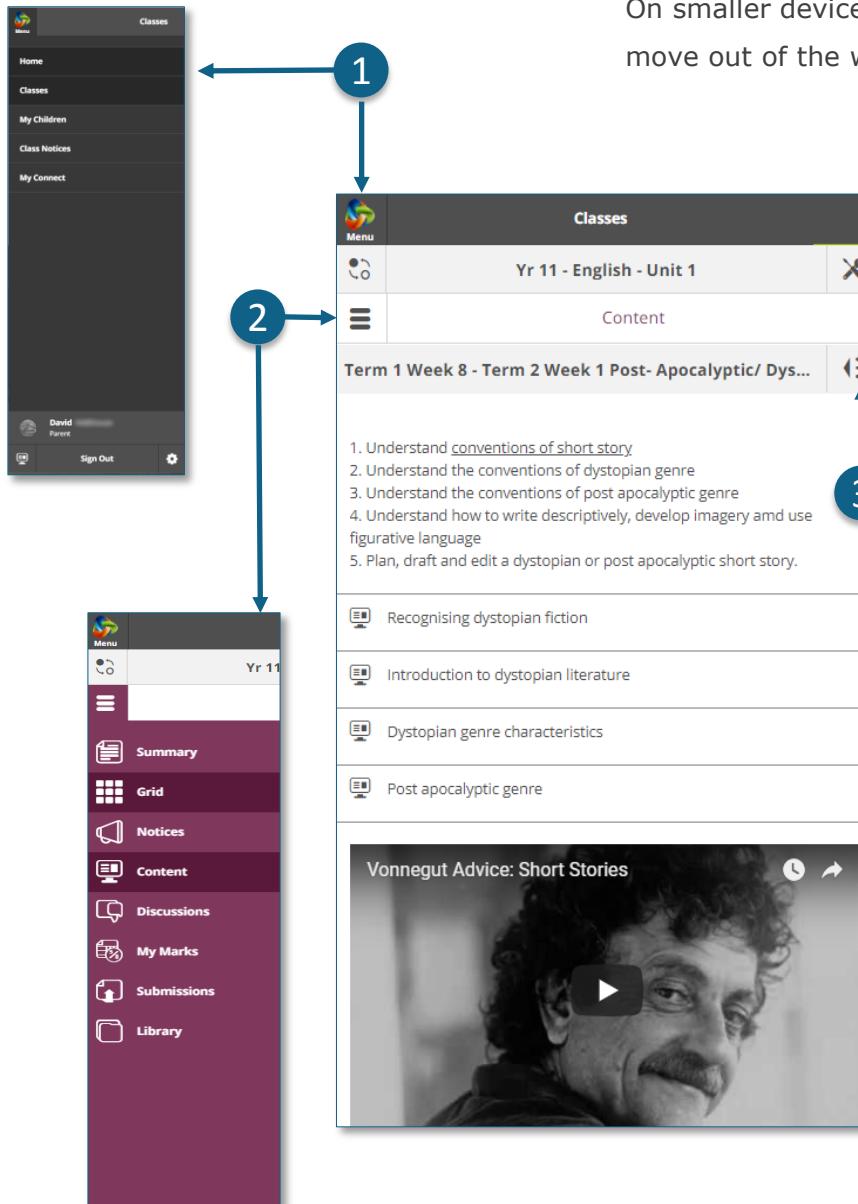
The class teachers are displayed at the bottom of the Summary page. Click on a **name** to **email** the teacher.

5

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

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

Tools Menu

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

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.

The screenshot shows the 'My Children' tab selected in the top navigation bar. A sidebar on the left contains four tabs: Overview (selected), Attendance, Reports, and Assessment Outlines. A 'Switch' icon is located at the top of the sidebar. The main content area includes:

- User Activity:** A list of login events for a child named Connor, with the most recent being 'Connor [REDACTED] logged in. 1 week ago'.
- Attendance:** A table for Week 1 showing attendance for Monday through Friday. It includes columns for Periods and %, and rows for Present (P), Authorised absence (AA), and Unauthorised absence (UA). Data for Week 1 is as follows:

Period	P	AA	UA
1	10	0	0
2	100	0	0
- Classes:** A list of classes the child is enrolled in, such as 'Library at [REDACTED] College', 'Maths Essentials Gen Unit 11 G1MAE_6', etc.
- Teachers:** A list of teachers associated with the classes, with icons and email links.

Numbered callouts point to specific features:

- 1: Points to the 'My Children' tab in the top navigation.
- 2: Points to the 'Switch' icon in the sidebar.
- 3: Points to the sidebar tabs: Overview, Attendance, Reports, and Assessment Outlines.
- 4: Points to the 'Attendance' section in the main content area.
- 5: Points to the 'Classes' section in the main content area.
- 6: Points to the 'Teachers' section in the main content area.

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

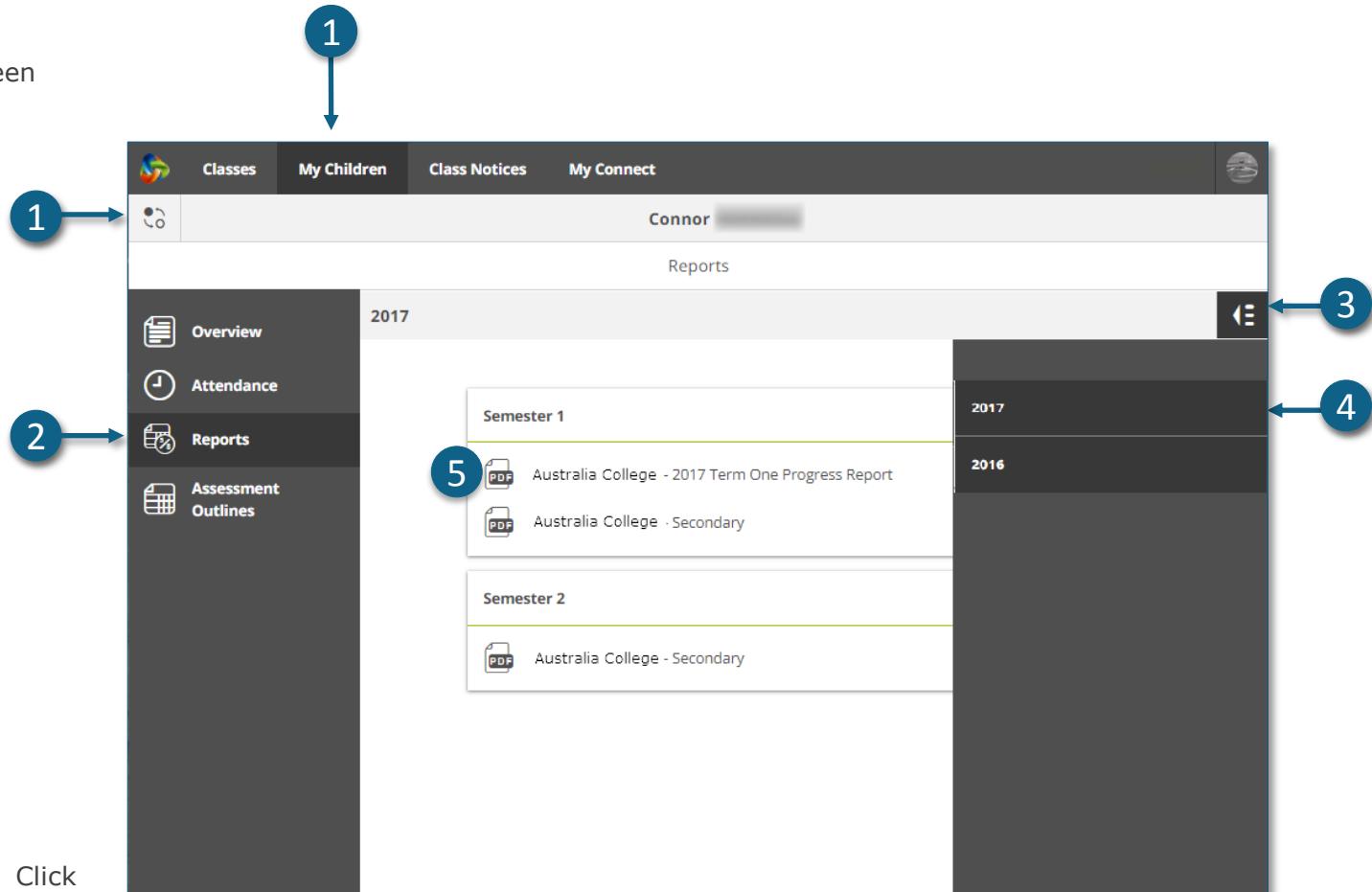
Open the **Year Menu** to view the years for which reports are available. This may differ from school to school.

5 Selecting a year

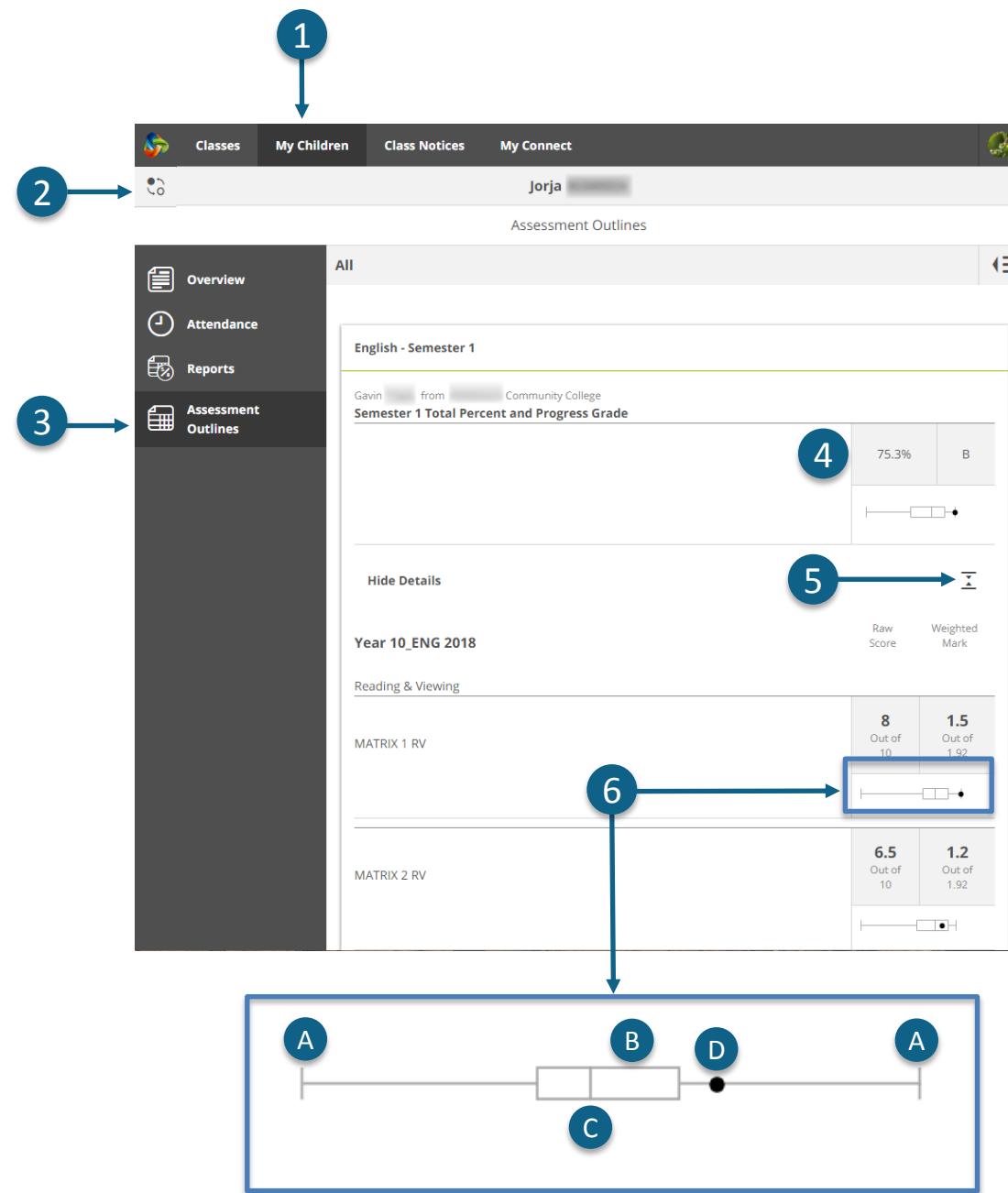
Click on a **year** to view the reports published for that year.

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



My Children

1

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

Switch Children

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.

Total Percent and Grade

4

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

Expand the Assessment Outline

5

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

Comparison Graph

6

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.

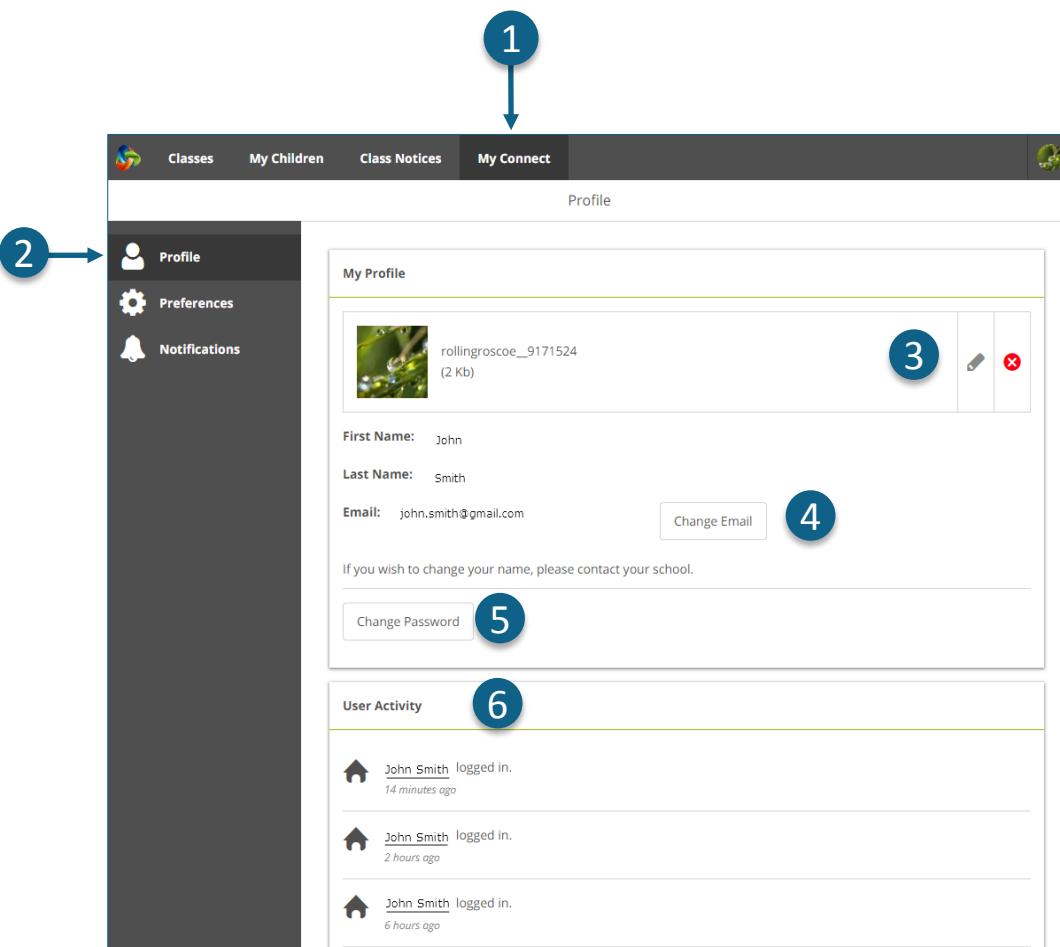
The screenshot shows a list of class notices for Year 10 HASS 2018 and Year 10 English 2018. Callouts numbered 1 through 5 point to various UI elements:

- Callout 1:** Points to the "Class Notices" tab in the top navigation bar.
- Callout 2:** Points to the "Items per page" dropdown menu.
- Callout 3:** Points to the "Page" dropdown menu.
- Callout 4:** Points to the forward and back navigation arrows.
- Callout 5:** Points to the title of a notice titled "CAT Task - Well-being".

The notices listed include:

- Year 10 HASS 2018:**
 - CAT Task - Well-being (by Teacher, 13 September 2018 @10:45AM)
Hi all, Just another reminder that you have a CAT task due next Thursday and Friday (IN-CLASS). You...
 - CAT - Wellbeing (by Teacher, 12 September 2018 @8:18AM)
Good morning Year 10's, 10.1 will be in the Library today. You need to make sure that you finish as mu...
- Year 10 English 2018:**
 - Bowling for Columbine (by Teacher, 24 August 2018 @3:04PM)
The RCC Year 10s have embarked on a unit of work that focuses on documentary. Students are remind...
 - Population Pyramid (by Teacher, 24 August 2018 @3:01PM)
Hi All, Population Pyramid info for homework (10_2) is in the attached file. Due Wednesday - or you wo...
 - Animal farm- In-class essay (by Teacher, 14 August 2018 @1:47PM (edited))
Students will be sitting an in-class essay (based on the main ideas in Animal farm). We will be prepar...

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.

The screenshot shows the 'My Connect' preferences page. At the top, there are tabs for 'Classes', 'My Children', 'Class Notices', 'My Connect' (which is active and highlighted in blue), and a user icon. Below the tabs is a 'Preferences' section with a 'Reset to default' button. The main area contains several configuration sections:

- Notifications:** A checkbox for receiving notifications for things done in Connect.
- Email:** A checkbox for receiving a copy of messages sent in Connect to your email inbox.
- Discussions:** Options for ordering discussion comments (Newest at the bottom or Threaded View).
- Overview / Landing Page:** Options for ordering classes (Alphabetical or Latest).
- Submissions:** Options for displaying submissions (Latest or Alphabetical).

A vertical sidebar on the left has three items: 'Profile', 'Preferences' (selected), and 'Notifications'. Numbered callouts (1 through 7) point to specific elements: 1 points to the 'My Connect' tab; 2 points to the 'Preferences' sidebar item; 3 points to the 'Notifications' checkbox; 4 points to the 'Email' checkbox; 5 points to the 'Discussions' dropdown; 6 points to the 'Overview / Landing Page' dropdown; and 7 points to the 'Submissions' dropdown.

Connect: My Connect Notifications

The screenshot shows the 'My Connect' tab selected in the top navigation bar. The left sidebar has 'Notifications' highlighted. The main area is titled 'Notifications' and contains two tabs: 'Classes' (selected) and 'Spaces'. A list of classes is shown with arrows indicating expand/collapse options. Below this is a section for 'Notices' and 'Discussions', followed by 'Submissions'.

- 1: Click the 'My Connect' tab.
- 2: Click the 'Notifications' link in the sidebar.
- 3: Click the 'Classes' or 'Spaces' tab to select notifications.
- 4: Click the expand/collapse icon for a class to view notification options.
- 5: Select 'Email' or 'App' for notifications.
- 6: Tick boxes to receive notifications for specific submission actions.

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

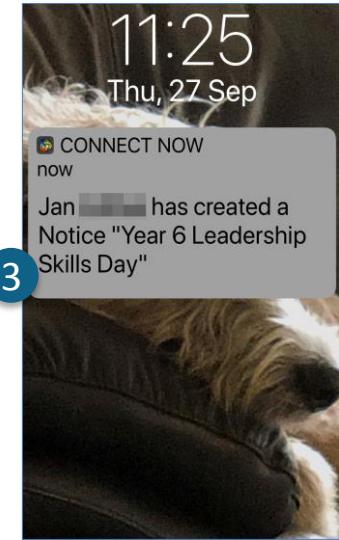
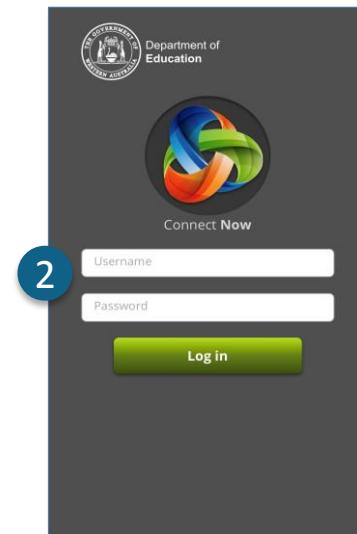
Tick the boxes to receive notifications when your child submits work to a class submission.

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.

1

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.

