



Department of
Education

Connect: Step by Step Guide for Parents



Shaping the future

D23/0966493
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Contents

This guide is designed to be read step-by-step. Use the hyperlinks of this Contents page for quick reference to find information for specific help.

[Accessing Connect](#)

[Login](#)

[Forgotten Username or Password](#)

[Using a Small Screen](#)

[Your Home Page](#)

[My Feed](#)

[Classes Landing Page](#)

[Classes](#)

[My Children](#)

[My Children - Student Reports](#)

[My Children - Assessment Outlines](#)

[Class Notices](#)

[My Connect](#)

[My Connect - Preferences](#)

[My Connect - Notifications](#)

[Help](#)

This guide covers all features available in Connect. Each school implements Connect according to their school needs so not all features may be visible. If you have any further questions about Connect, please refer to your School's Administration Team.

Accessing Connect

Connect can be accessed through the Connect Now App or from any web browser.



[Click here to download from Apple App Store](#)



[Access through a web browser](#)

[Click here to download from Google Play](#)



Logging into Connect

1

Access Connect through the Connect NOW app or through a web browser at connect.det.wa.edu.au

2

Username and Password

Type your **username (P-number - a lowercase 'p' followed by a seven-digit number)** and **password** into the **text boxes**.

Note: your P-number and password will have been emailed to you by your child's school.

3

Parent/Responsible Persons

Read the **Appropriate Use of Online Services** using the link to access the specific Terms of Use for Connect.

4

Appropriate Use of Online Services

Tick the **'I have read ...'** box to agree to access the Department's online services.

5

Forgot Password

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

The image displays two screenshots of the Department of Education Connect login interface. The top screenshot shows the full page with numbered callouts: 1 points to the browser address bar showing 'connect.det.wa.edu.au'; 2 points to the 'User Name' text box containing 'P0123456'; 3 points to the 'Appropriate Use of Online Services' section; 4 points to the 'I have read and understand the Appropriate Use of Online Services Information' checkbox; and 5 points to the 'Forgot Your Password?' link. The bottom screenshot is a zoomed-in view of the login form, with callouts: 2 pointing to the 'Username' text box; 3 pointing to the 'Appropriate Use of Online Services' section; 4 pointing to the 'I have read and understand the Appropriate Use of Online Services and Copyright Statement information' checkbox; and 5 pointing to the 'Forgot Your Password?' link. Both screenshots show the 'Login' button and the 'Copyright Statement' section.

Forgotten Username or Password

1

Registered Email Address

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



Department of Education

Forgot your User Name or Password?

Your email address has matched more than one user:

Select Correct User

☐ Jan (P00...) - Portal/Vac Swim Login

☐ Janet (P00...) - Connect Parent Account

Next Cancel

1



Department of Education

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

2

Username and Password

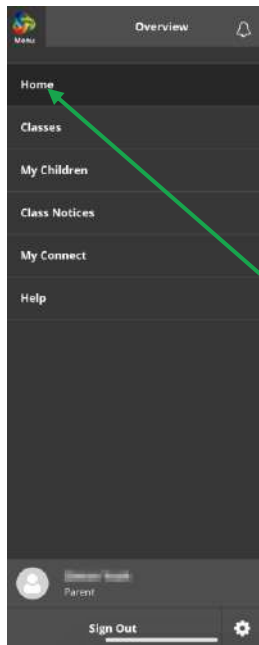
If you have registered for other Department of Education WA online services (like VacSwim), you may have more than one P-number. Select the **Connect Parent Account** option and click **Next**.

An email will be sent to your registered email address to reset your password.

Using a Small Screen

Responsive Design

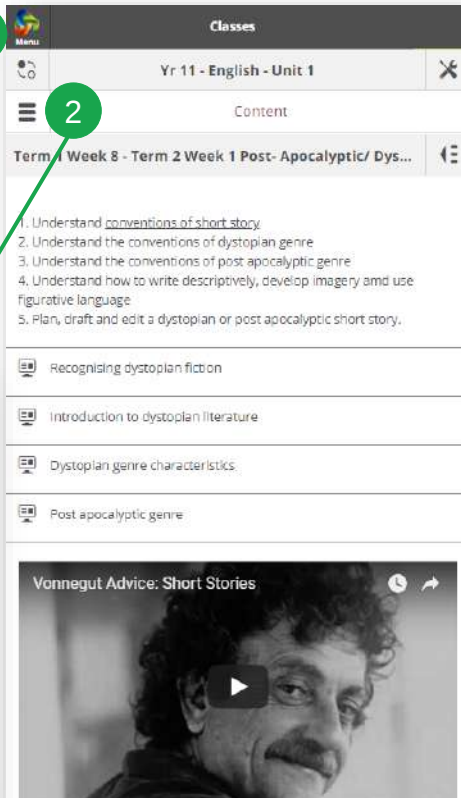
On devices with smaller screens like mobile phones, Connect will change the way it displays information. Menus will move out of the way but can be accessed with just one click.



1

2

3



1

Main Menu

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

2

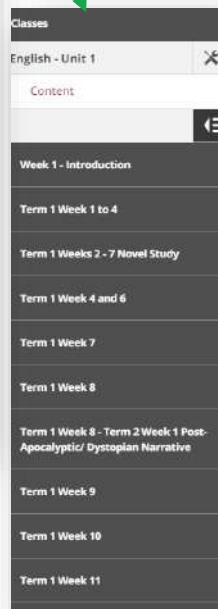
Tools Menu

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

3

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.



Your Home Page

1

Navigation Bar

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

2

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.

3

Latest Information

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

4

Logout

Click on the **person icon** to securely sign out.

5

Change Password

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

6

Next Event

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

7

My Space

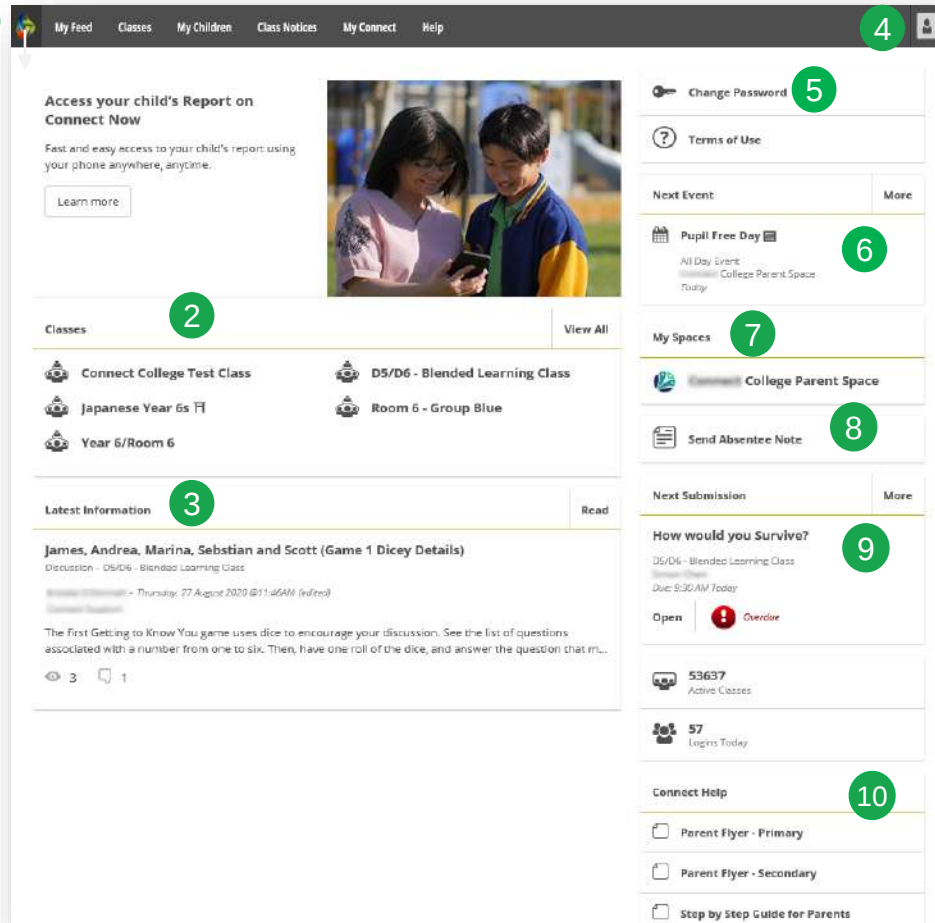
Select the **name of the School Parent Space** to see the latest notices and information from the school.

8

Send Absentee Note (if enabled)

Click to advise the school of an absence if your school has enabled Absentee Notes.

1



9

Next Submission

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

10

Connect Help

Quick links to helpful Parent Guides.

My Feed

1

Navigation Bar

Use the **navigation tabs** to filter between classes, school spaces and notices you have tagged to Read Later.

2

All

View all your notices in date order.

3

Classes

See all the latest class notices for all your child/ren's classes. Click on the class name to see the class view.

4

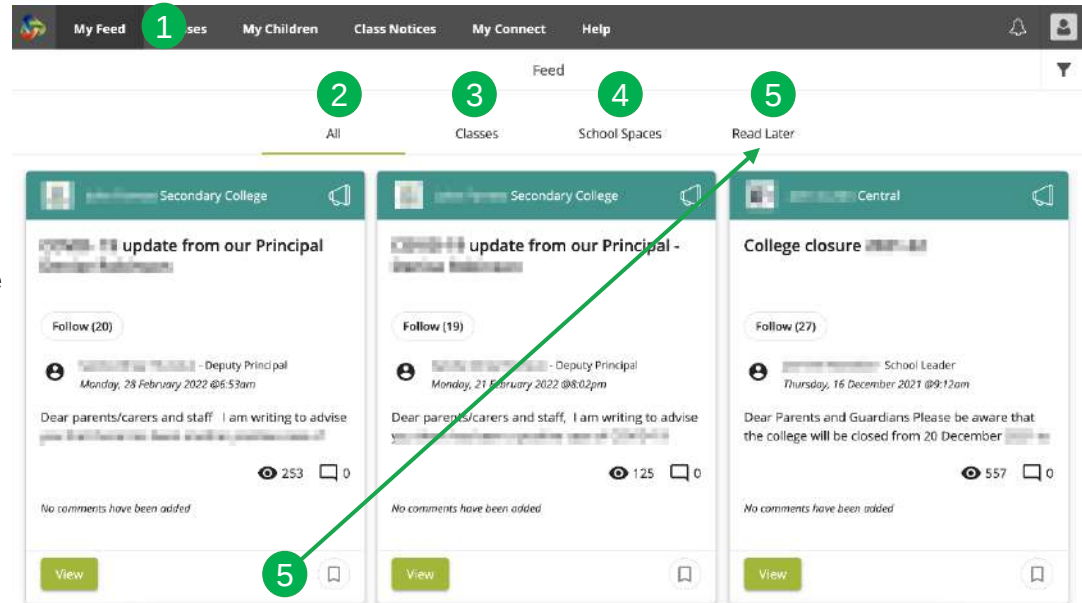
School Space

See the latest notices from your child/ren's school parent space. Select the name of the space to access the school space.

5

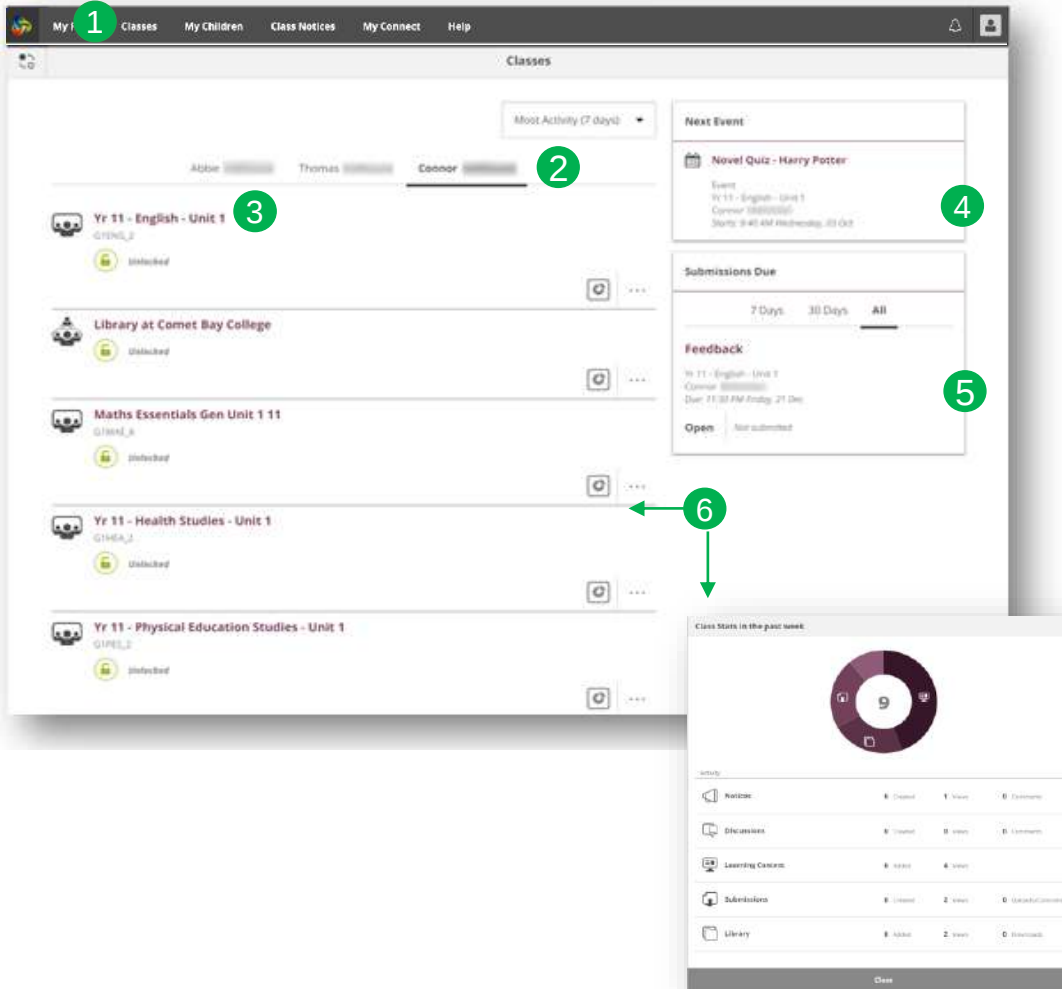
Read Later

Flag notices you wish to Read Later by clicking on the bookmark in the bottom right-hand corner of the notice. These notices can then be accessed from the Read Later filter in the navigation bar.



Classes Landing Page

Use the class landing page to view all classes, submissions due and next events for all of your child/ren.



1

Classes

Click on the **Classes** tab to access the Connect classes started for your child/ren.

2

Child/ren

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

3

Selected Classes

Click on a class name to access the class.

4

Next Event

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

5

Submissions Due

See any assignments due for any of your child/ren from any of their classes.

6

Class Stats

View statistics on recent activity in each of your child/ren's classes.

Classes overview

The screenshot shows the 'Yr 11 - English - Unit 1' class summary page. The interface includes a top navigation bar with links like 'My Feed', 'Classes', 'My Children', 'Class Notices', 'My Connect', and 'Help'. A left-hand menu contains 'Summary', 'Grid', 'Notices', 'Content', 'Discussions', 'My Marks', 'Submissions', and 'Library'. The main content area displays the class name 'Yr 11 - English - Unit 1' (G1ENG1), a 'Latest Notice' about Year 11 English task 1 results, a 'Class Gallery' with images of a red pen, a chalkboard with 'NEWS', and a book titled 'What would the theme song to your life be?', a 'Next Event' calendar for September, a 'Links' section with resources like 'SCSA Course Outline' and 'Guide to WACE requirements', 'Class Stats' showing 2 notices, 3 discussions, 2 visitors, and 24 learners, and a 'Teachers' list including Luke, Joel, and Jason.

1. Class Name

2. Switch Classes

3. Tools Menu

4. Class Calendar

5. Email Class Teachers

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 Tools Menu

The **menu** on the left-hand side allows you to select an 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 teacher/s are displayed at the bottom of the Summary page. Select a **name** to email the teacher.

My Children

You can access your child/ren's information through the My Children tab.

1

My Children

Click the **My Children** tab to view information about each of your child/ren.

1

2

Switch Children

Click the **Switch** icon to change between your child/ren.

3

Overview

By default, you will see the **Overview** section. Select other sections, such as **Attendance**, **Reports** or **Assessment Outlines**, to see additional information. **Note:** Not all sections may be visible as schools determine which information is available.

4

Attendance

Click on the **Attendance** section to see a week-by-week view.

5

Classes

Select a **class name** to navigate to the class.

6

Teacher/s

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

The screenshot shows the 'My Children' interface. At the top, there is a navigation bar with tabs: 'My Feed', 'Classes', 'My Children' (highlighted with a green circle and arrow 1), 'Class Notices', 'My Connect', and 'Help'. Below the navigation bar, there is a sidebar on the left with a 'Switch' icon (arrow 2) and a list of sections: 'Overview' (selected, arrow 3), 'Attendance', 'Reports', and 'Assessment Outlines'. The main content area is divided into three columns. The left column, 'User Activity', shows a list of children with their names and login times (arrow 4). The middle column, 'Attendance', shows a table with columns for days of the week and rows for children, with a 'More' link (arrow 5). The right column, 'Classes', shows a list of classes with their names and teachers (arrow 6). Below the main content area, there is a section for 'Week 1' and 'Week 2' showing attendance data for each day of the week. The bottom right corner of the interface shows a list of teachers with their names and email addresses.

My Children – Student Reports

You can access your child/ren's student report through Connect. These can be downloaded or printed.

Note: Access to this feature may differ from school to school.

1

My Children

Click the **My Children** tab to view information about each of your child/ren.

2

Switch Children

Select the **Switch** icon to change between your child/ren.

3

Reports

Click the **Reports** section to access student reports for the current year.

4

Reports from previous years

Open the **Year** menu to view the years for which reports are available.

5

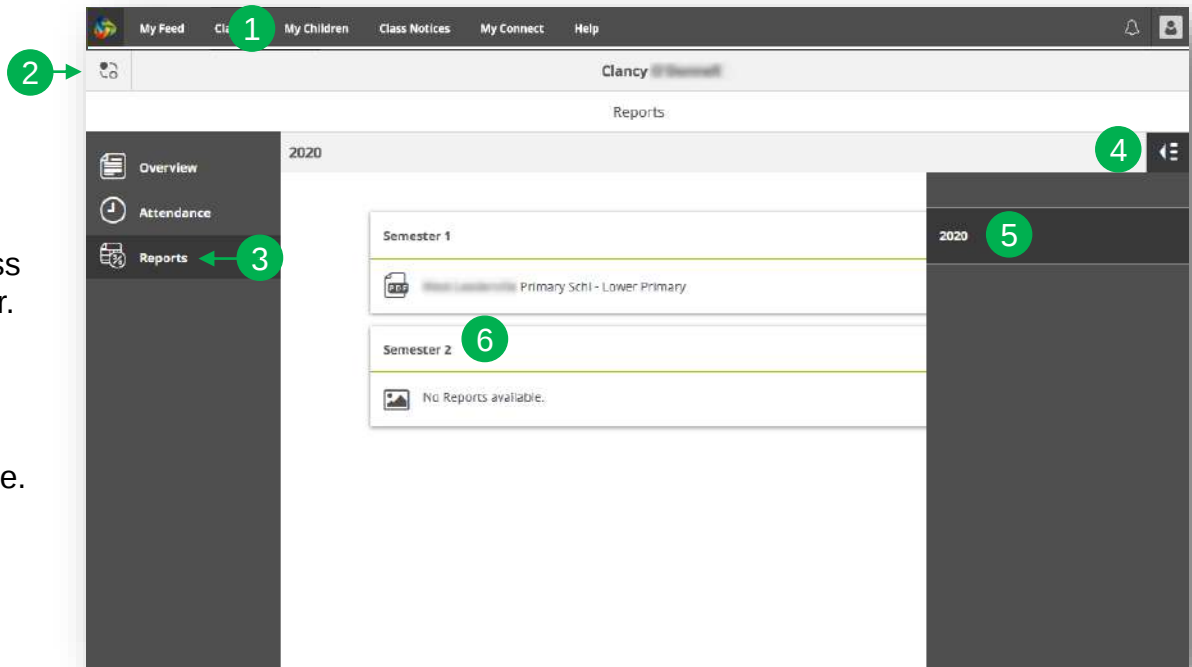
Selecting a year

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

6

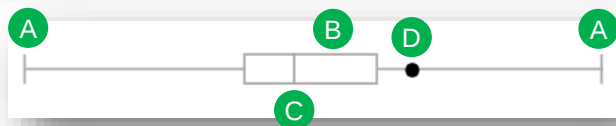
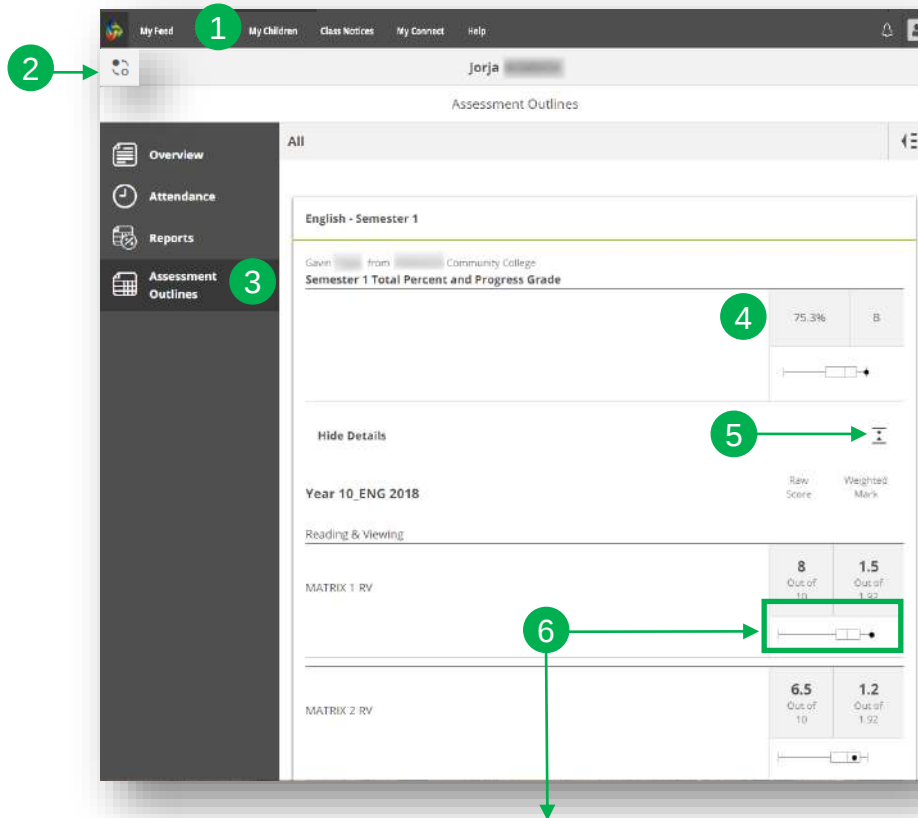
Reports by Semester

The reports will be listed by semester. Click on a **report** to download it. The report can be viewed on-screen or printed.



My Children - Assessment Outlines for Secondary Schools

Some Secondary schools utilise and display Assessment Outlines in Connect.



1

My Children

Select **My Children** tab to view information about each of your child/ren.

2

Switch Children

Click the **Switch** icon to change between your child/ren.

3

Assessment Outlines

Select the **Assessment Outline** section to access 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 the 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.

Class Notices

Connect notices are created by teachers in a Connect class.

1

Class Notices

Click the **Class Notices** tab to view notices from all your child/ren'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

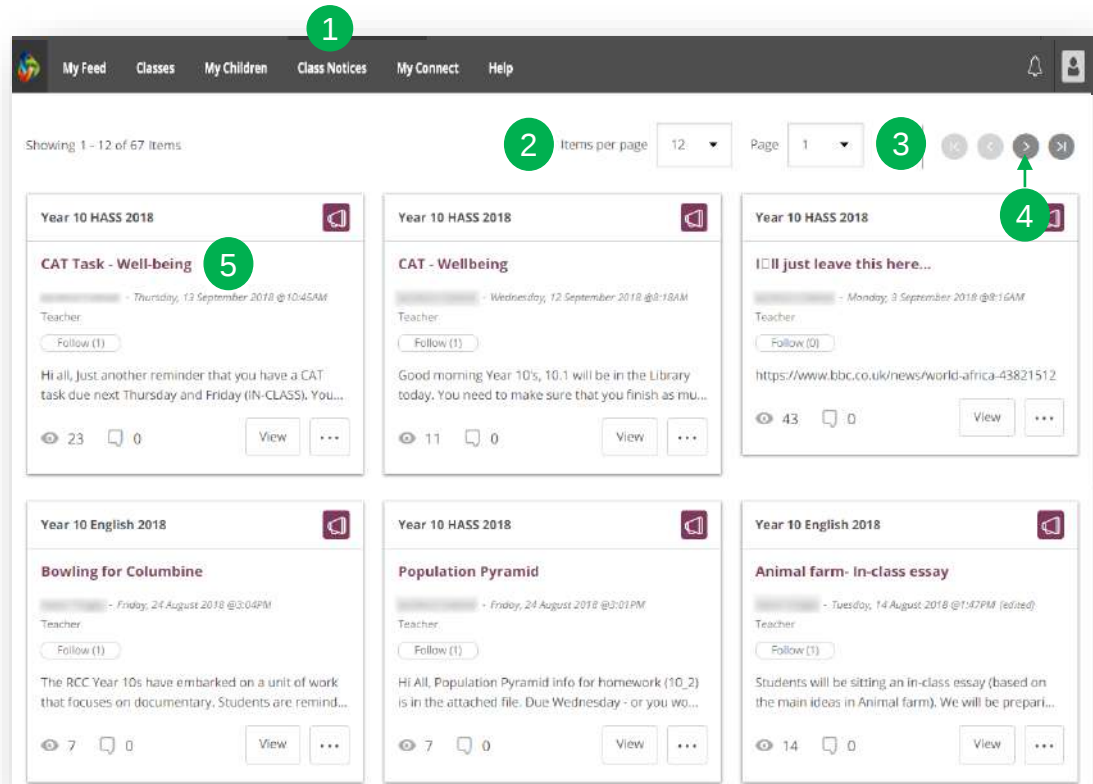
Forward and Back

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

5

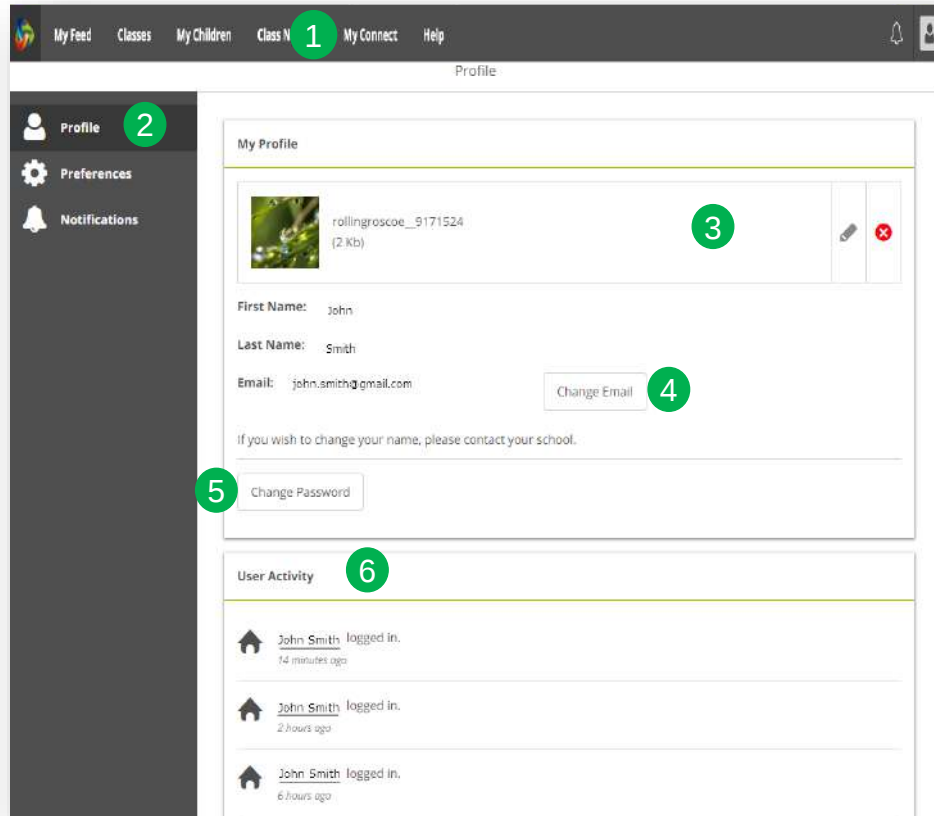
Open a Notice

Click on the title of a notice to open it.



My Connect

You can change your avatar, reset your password and change your email address in the Profile section of the My Connect tab.



1

My Connect

Click the **My Connect** tab to manage your profile.

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 choose from a range of images. Use the **edit** pencil to change the image you have selected or select 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 its system.

5

Change your Password

Click the Change Password button to reset your password.

6

View your Recent User Activity

See a list of your recent user activity in Connect.

My Connect - Preferences

You can choose how information is displayed in Connect.

1

My Connect

Click the **My Connect** tab to manage your profile.

2

Preferences

Select 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

Select how class discussions are ordered and displayed from the drop-down menu.

6

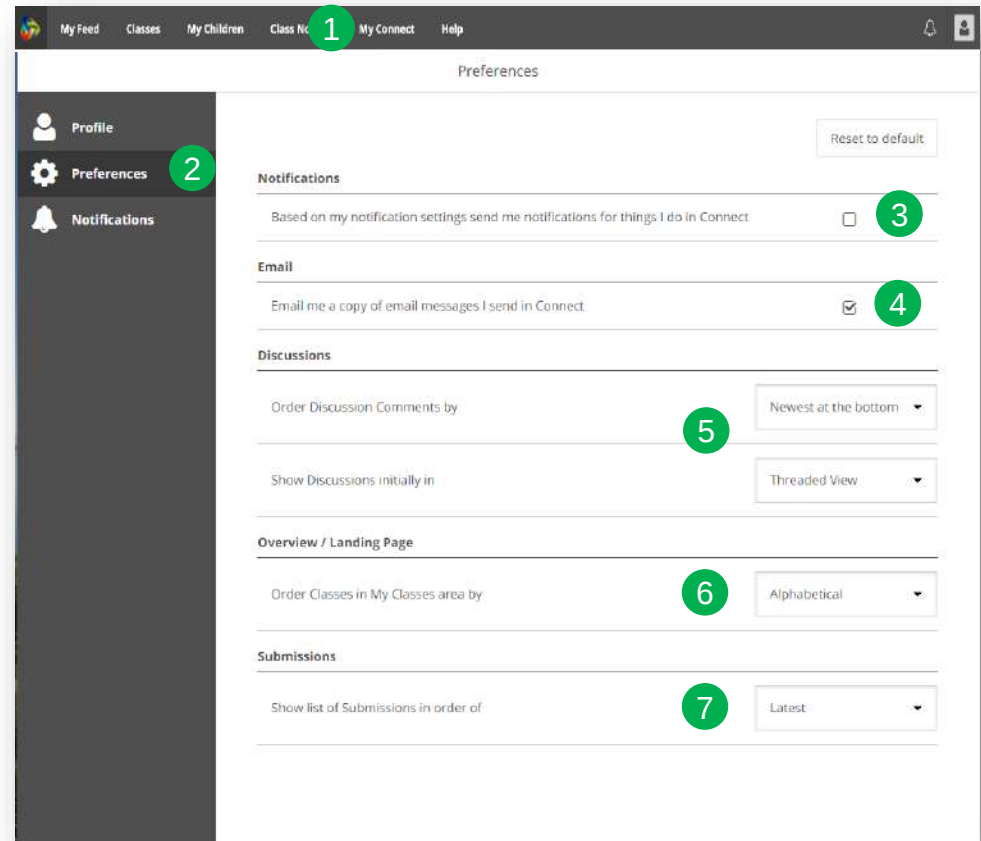
Order Classes

Select the order in which the classes are displayed on the Connect home page from the drop-down menu.

7

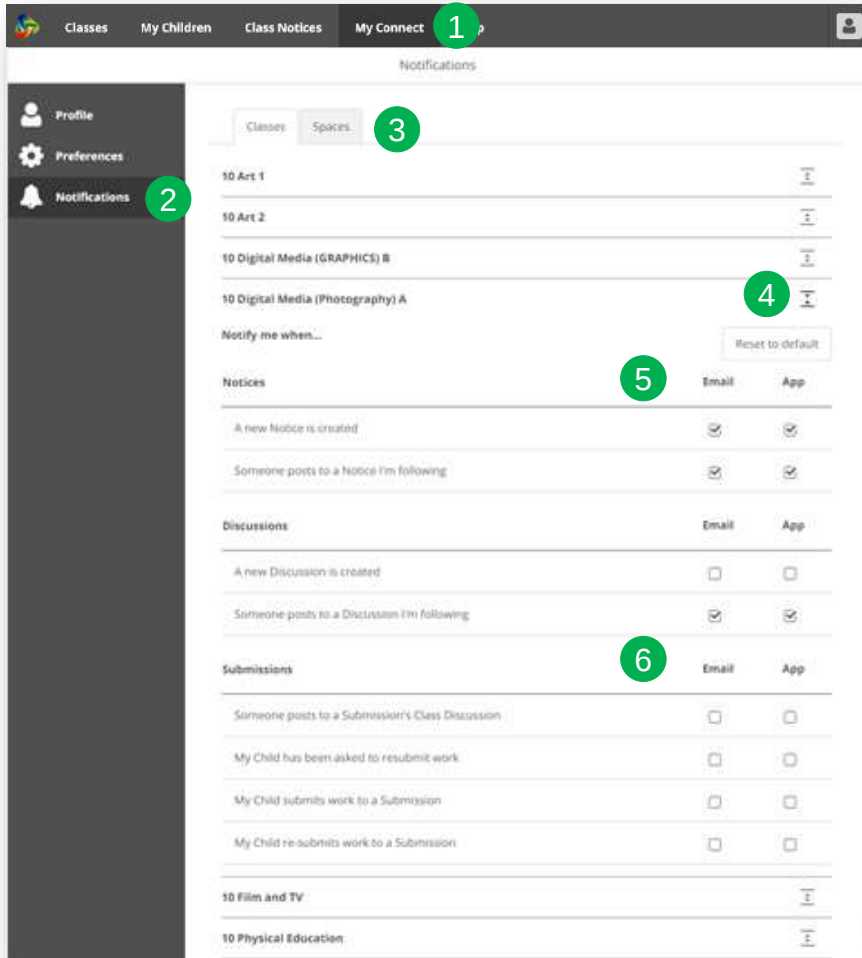
Submissions

Select the order in which class submissions are displayed in Connect classes from the drop-down menu.



My Connect - Notifications

You can choose how information in Connect is displayed.



1

My Connect

Click the **My Connect** tab to manage your profile.

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 **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 be sent via the email address you have registered with the school. Once you've installed and logged in to the free Connect Now app, a second column will be available where you can select which notifications you'd like to have pushed to your device.

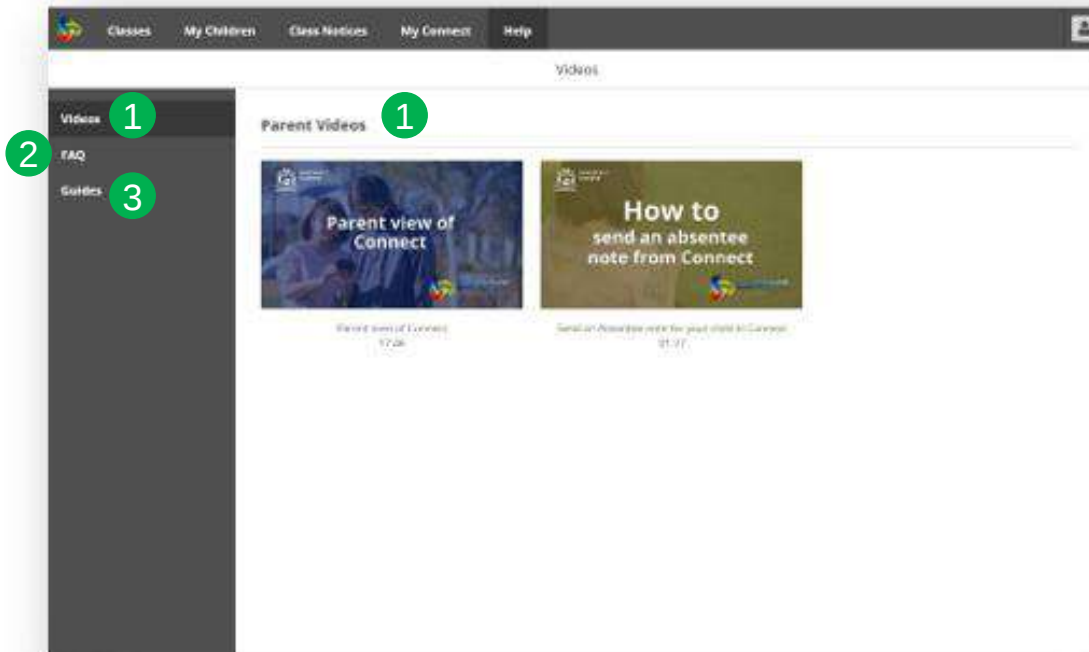
6

Submission Notifications

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

Help

Find helpful videos, FAQs and guides through the Help tab to learn more about the features of Connect and help you navigate through the space



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

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

3 Guides
Click on Quick Step-by-Step Guides to access further support.

For further assistance, please refer to your School's Administration Team.