



## CONNECT – What is it?

### What is Connect?

Connect exists so that WA public teachers, students and parents engage and communicate with each other in a stimulating and interactive virtual space. Connect is an online system that supports your learning with lesson content, notices, discussion forums, libraries and the ability to view your overall marks. Every one of your classes will be separate and all of your teachers should be regularly uploading materials (worksheets, keynotes, documents etc.) onto the class Connect page. Connect is useful as it allows you to: do school work remotely if you can't physically come to school; catch up on missed work if you have been absent; to review your lesson; revise for assessments; check your emails; communicate with teachers/students; ask questions, and it also reminds you about due dates and other important information for that class.

Every time you login to Connect, you are agreeing to certain rules.

### What am I agreeing to when I use Connect?

Connect exists so that WA public teachers, students and parents engage and communicate with each other in a stimulating and interactive virtual space.

The appropriate use of Connect is dictated by existing Department Policies and Guidelines, including

Student Online Policy;

Telecommunications Use Policy;

Copyright for Schools; and

Code of Conduct

By continuing to use Connect you are indicating that you have read and will comply with the terms of use as outlined in these Policies. This means you will not:

- Post offensive, indecent or inflammatory content;
- Use Connect for any purpose other than non-commercial educational purposes;
- Impinge on others' safety or privacy;
- Upload or share content or materials without permission of the author/s;
- Share or use the Department's online resources for purposes other than the education of students.

The information shared in Connect is not necessarily representative of the Department of Education, nor does the Department provide any assurance as to its accuracy. Furthermore, at its discretion, the Department may remove any materials it deems inappropriate.

The Department reserves the right to change these Terms of Use at any time.

### How do I access Connect?

You will need your school login and password. Use these details to login on [www.connect.det.wa.edu.au](http://www.connect.det.wa.edu.au).

You can also reset your password on Connect. Simply click on 'My Connect' in the navigation bar at the top of the page. Click on 'Change Password' on the left-hand side. Enter your current and new password and click 'Save'. Changing your password in Connect will change your pass for other Department systems that use Single Sign-on such as Portal and email. It is your responsibility to keep your login details safe and secret from others. If you forget your password, you can ask your teacher or the Admin at school to reset it for you. You can also access your emails through Connect by clicking a button called 'Email and Calendar' which can be found on the right-hand side of the Connect. This function allows you to email your teachers.

### How do I navigate Connect?

There is a separate handout that explains Connect procedures with visuals. Please look at that. However, just in words:

### Where do I find my classes?

Click on the tab in the navigation bar that's located at the top of the page. That shows a list of your classes.

### What do I do once I have clicked on the class I want to view?

Once you have clicked on the class you want to view, there are several tabs on the left-hand side. **Summary** will give you an overview of the class. **Notices** will be where your teacher posts reminders about upcoming assessments and other important information (i.e. homework reminders). **Content** is where you will find materials from your lessons (i.e. keynotes, worksheets, articles, documents). You can download these files simply by clicking on them. It is a good idea to save files that you might find useful for revision or preparation for assessments. **Discussions** is where your teacher may allow you to discuss a topic or ask questions about assessments or lessons. **Submissions** is where your teacher may ask you submit work or assessments using Connect Backpack (more on this later). **Library** is where your teacher may add permanent content that you can use all year round. This includes 'How to Guides', classroom rules and others. Lastly, **learners** shows you your teacher and all of the other students in the class. You can click 'send message' to talk to them directly.

### What if I only have an I-Pad?

Connect Backpack is an app that you can download for free on your iPad if you have one at home. Because you cannot upload files directly from your iPad to the Connect website, you need to use Connect Backpack to make submissions. You firstly will need to upload the file (document, picture, photo etc.) onto Connect Backpack. It will remain on the app for 2 hours. Within the 2 hours, you will need to logon to the Connect website ([www.connect.det.wa.edu.au](http://www.connect.det.wa.edu.au)) on a laptop or desktop, click on the class you are submitting to, click the 'Submissions' tab, select the correct section to submit to and click 'submit work'. A separate section will pop up and you will need to click 'My BackPack'. If you have uploaded your file to the Connect Backpack app it will automatically appear. Select the file and click 'OK' to upload the submission. You do not need to use Connect Backpack if you are uploading a file from your laptop or computer. Connect Backpack is only for submissions made at home.

**How do I access my marks for all of my classes?**

You can access your marks by clicking on 'My Connect' in the navigation bar. Then, click on the 'assessment outline' tab on the left-hand side. This will show you your current grades. You should check this section regularly and discuss any issues with your teacher as soon as possible.

**Can my parents access Connect?**

Yes. Your parents have their own login to see what you have been learning in your classes, what homework you might have and the notices that your teacher has posted. They can also see your marks for each class. Go home tonight and explain this to your parents or guardians. Show them your Connect page and teach them how to use Connect. Once they know how to use Connect, ask them to sign below.

**How do I contact my teacher?**

The teacher must turn on COMMENT to allow you to send and receive comments. Once it is active please remember that a message in COMMENT is Public – it can be seen by everyone (student and parent) in that class. If you want to send to your teacher a personalised message you need to use their email address (look in their personalised message for this).