



Introducing Connect

Connect is the *Learning Management System* used at Comet Bay College, and other public schools throughout Western Australia. It is a secure, efficient and effective service provided by the Department of Education to all staff, students and parents for access to important aspects of schooling – building links between the school and the home.

Who can access Connect?

All staff, students and parents can be allocated access to the Comet Bay College Connect community. Each user has their own login account and password – students and staff are able to use their school computer/wireless access username and password (with usernames usually being firstname.surname – sometimes followed by a number).

What functions are available in Connect?

Students and parents have access the following in Connect:

- Student Attendance Records;
- Student Assessment Results;
- Emails to Teachers/Staff;
- Student Education Emails (@student.education.wa.edu.au);
- Classroom Resources and Assessment Sheets;
- Revision Materials.

Who manages Connect?

While Connect is operated and facilitated by the Department of Education, schools have their own support network setup. Individual classes are controlled by the individual member in charge – such as the classroom teacher or year coordinator.

Teachers are responsible for updating their own Connect classroom, and have an expectation to do this on a regularly basis.

Support for the Comet Bay College community is managed through the support email address. Should you have any issues, queries or feedback regarding Connect, please email: connect.cometbay.col@education.wa.edu.au

Please allow up to 2 business days for a response to your query.

What are the expectations of teachers and students?

Teachers are responsible for ensuring that the following items are uploaded and updated on a regular basis:

- Course and Assessment Outlines for timetabled subjects and courses;
- Classroom teaching resources – including PowerPoints, images, worksheets etc;
- Assessment sheets – for take home assessment tasks;
- Homework – set by the teacher;
- Examination revision packages (if applicable).

Students should ensure they keep up-to-date with Connect classes. Students are also responsible in the case of absence for contacting their teacher or accessing work published on Connect, to ensure they are not missing content.

How do I access Connect?

To login to Connect, students and parents need to know their username and password. For students, this is their Comet Bay College network login – used for school computers and accessing the wireless network. Should students need this password reset, they can ask any classroom teacher. Students can also get their parents to email the support mailbox (available on the Comet Bay College website) to have their account reset.

Parents are required to login using their “P-Number” and password. This is sent out by Comet Bay College at the start of the year, and will last for the entirety of your child’s schooling. Should you need your password reset, or do not believe you have an account, please also contact the support mailbox via the college website.

Connect can be accessed through the Connect website (connect.education.wa.edu.au) on any internet-enabled device (laptop, computer, phone, tablet etc) or through the ‘Connect Now’ application – available on the *App Store* or *Google Play* store.

Logging in to Connect

Navigate to the DOE Single Sign On page, by connecting to: www.connect.education.wa.edu.au

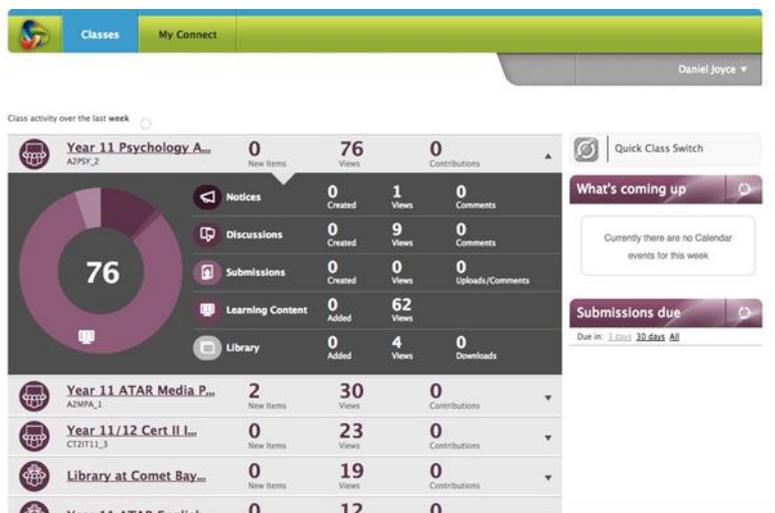
Login by entering your username and password. Ensure you tick the authentication box to continue.

The Connect Dashboard

After you have logged in, you will be directed to the **Connect Dashboard**. This provides a number of 'quick access features' that are used in Connect:

The 'Classes' Tab

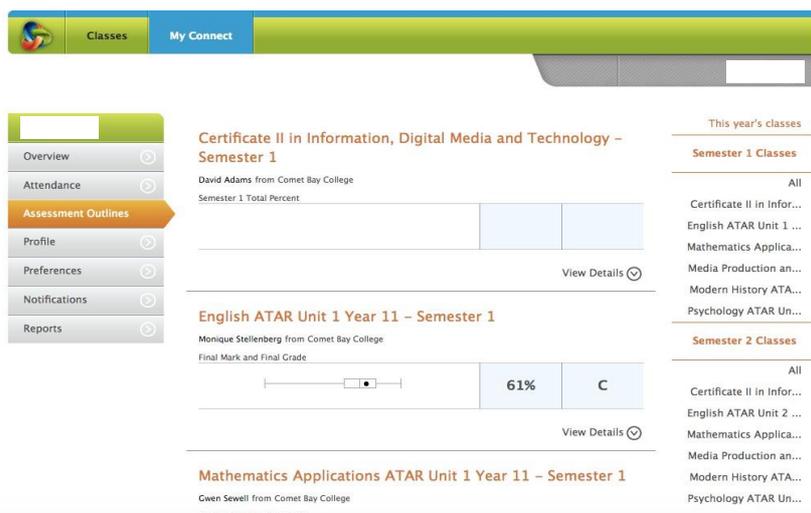
The **Classes** tab will show all of the classes you are linked to. If your class does not appear, this means your teacher is yet to activated the class on their account. Simply click on the purple link to open the applicable class.



The 'My Connect' Tab

The **My Connect** tab allows you to access your grades and attendance in a simple interface. Simply choose "My Connect" than either "Assessment Outlines" (for grades) or "Attendance".

As soon as your teacher enters in your grade on their reporting system, your grade will update in Connect!



Your overall grade will be shown in the heading. To view individual assessment tasks, choose "View Details" – and all your assessment tasks will be revealed in a folder.

Accessing School Reports

To view your reports, choose the "Reports" tab under "My Connect". All your high school reports will be shown in this page, and you just need to click on the applicable file to view it:



The various Classes functions

After choosing the applicable class you wish to view under the **Classes** tab, you will be presented with the following options:



Summary: an overview of what has happened in the class;

Notices: updates posted by your teacher or year coordinator;

Content: the area where your teacher will upload course/class resources;

Discussions: the area where you can ask/answer questions and post items;

My Marks*: the area where you can view your marks for homework/tasks;

Submissions#: the area to upload assessments/homework for submission;

Library: the alternate place for resources to be uploaded;

Learners: the area to email other class members or your teacher.

* My Marks will not always be available for lower school classes. Use the **Assessment Outlines** tab in *My Connect* to see your grades.

Not all teaching staff use the Submissions function in Connect. Please see your teacher to confirm whether you are able to submit an assessment/task electronically via this function.

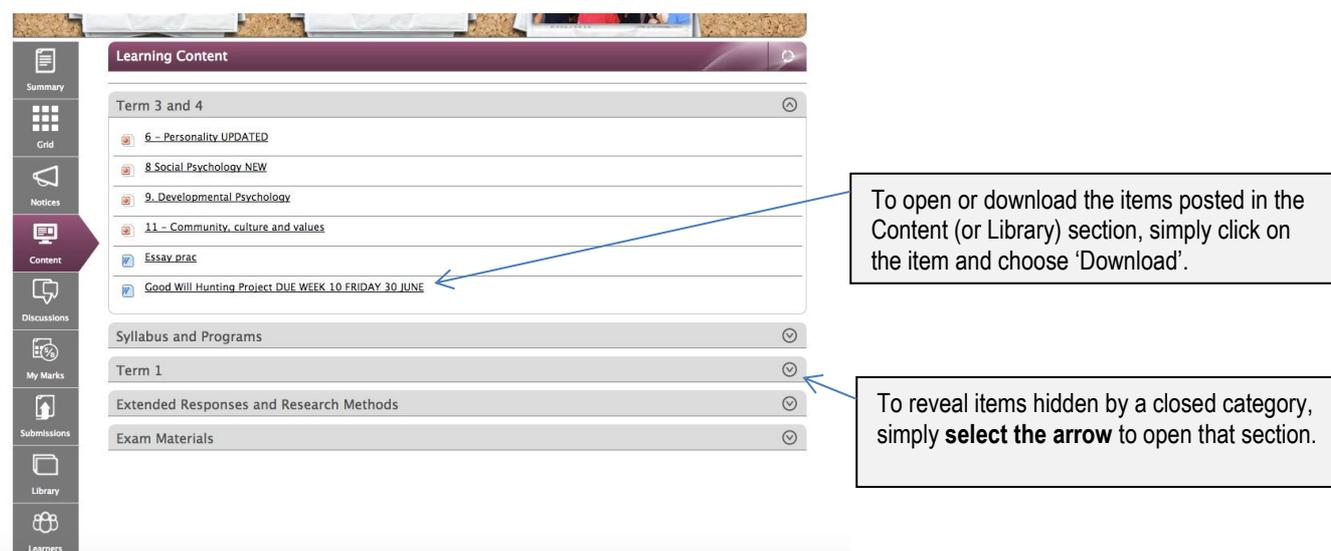
Accessing 'Content'

After choosing the **Content** option from the navigational bar, you will be presented with a screen that displays all of the items your teacher has uploaded. This will be organised by either section or category.

For example:

Term 1; Homework; Unit 1 Resources; Algebra

NOTE: The manner in which each *Content* section displays is at the discretion of the teacher.

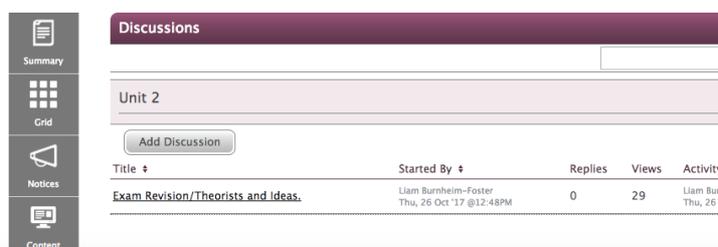


The screenshot shows the 'Learning Content' interface. A sidebar on the left contains navigation options: Summary, Grid, Notices, Content (highlighted), Discussions, My Marks, Submissions, Library, and Learners. The main content area is titled 'Learning Content' and shows a list of items under the heading 'Term 3 and 4'. The items are: '6 - Personality UPDATED', '8 Social Psychology NEW', '9. Developmental Psychology', '11 - Community, culture and values', 'Essay prac', and 'Good Will Hunting Project DUE WEEK 10 FRIDAY 30 JUNE'. Below this is a section for 'Syllabus and Programs' with sub-sections: 'Term 1', 'Extended Responses and Research Methods', and 'Exam Materials'. Two callout boxes provide instructions: one points to the 'Good Will Hunting Project' item with the text 'To open or download the items posted in the Content (or Library) section, simply click on the item and choose 'Download''. The other points to the 'Term 1' sub-section with the text 'To reveal items hidden by a closed category, simply select the arrow to open that section.'

Accessing 'Discussions'

In the Discussions tab, you can ask or respond to questions as well as post resources that you seem necessary. Please note that your teacher has the ability to remove items at their discretion.

Simply choose the "Discussions" category, and click 'Add Discussion' under the relevant section.



The screenshot shows the 'Discussions' interface. A sidebar on the left contains navigation options: Summary, Grid, Notices, and Content (highlighted). The main content area is titled 'Discussions' and shows a section for 'Unit 2' with an 'Add Discussion' button. Below this is a table of discussion items:

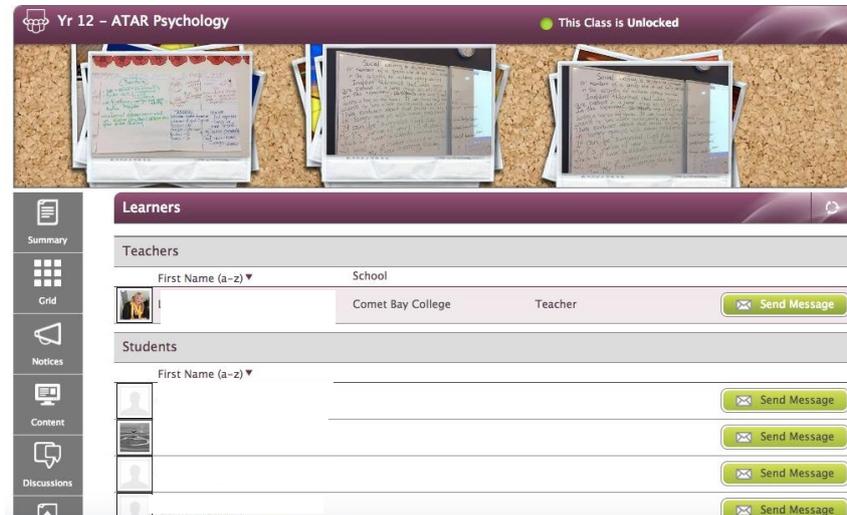
Title	Started By	Replies	Views	Activity
Exam Revision/Theorists and Ideas.	Liam Burnhelm-Foster Thu, 26 Oct '17 @12:48PM	0	29	Liam Bur Thu, 26

After selecting **Add Discussion**, enter a title and then you can enter information in the body text field. You also have the option to upload a photo or file here.

Once completed, select **Save and Publish**.

Emailing Teaching Staff

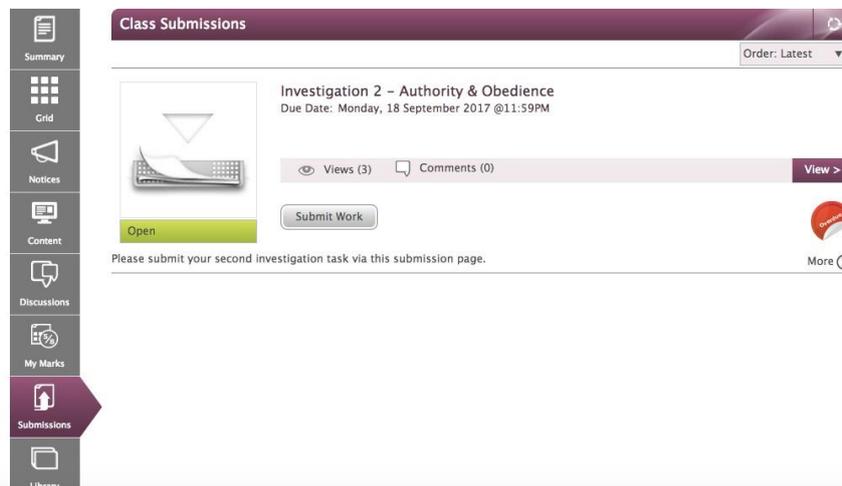
Choose the **Learners** tab, and then select **Send Message**. When your teacher replies, their message will be sent to your student education email address – which is available in the **Connect Dashboard** and by selecting the **Email and Calendar** option.



Submitting Work through 'Submissions' **

**NB: Not all teaching staff accept electronic submissions. Please check with your teacher to confirm whether they accept homework/assessment submissions through Connect.

Choose the **Submissions** tab. All the tasks set by your teacher will be shown:



Select **Submit Work** and then choose **Upload Submission** to upload your work.

If you are late submitting your work, an 'OVERDUE' flag will be displayed. Once you have submitted your work, a green 'SUBMITTED' flag will be shown. **If this badge is not displayed, your teacher has not received your work – try submitting again!**