MARGARET RIVER SENIOR HIGH SCHOOL

STAFF

ICT Information Package

2016

Independent Public School

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APPENDIX A - Connect from DOE

APPENDIX B - Reporting to Parents from DOE

MARGARET RIVER SENIOR HIGH SCHOOL -

Information Technology Induction Package

Welcome to Margaret River Senior High School

Please see the Library or Human Services Manager to set you up with your Network User ID, SIS User account and SEQTA logins and permissions.

Network Single Sign-in ID

Department ID (e number)	
Password	

SIS Username

SIS Username	
Password	

SEQTA Sign- in ID

SIS Username	
Password	

Margaret River Senior High School -

Accessing Common Tools & Online Resources

Welcome to Margaret River Senior High School

Most links to commonly used online resources can be found on the *Jump-Portal* drop down box from the Margaret River SHS website: http://www.margaretrivershs.wa.edu.au/

- ➲ Go to the website http://www.margaretrivershs.wa.edu.au/
  or double click on the School Web and Jump Portal link on your desktop

- ➲ Click on **Jump Portal** at the top right corner or scroll down the page and
  click on the link that says *Jump to the Jump Portal*

- ➲ Choose the link you require:
  - SEQTA
  - DoE Portal (Web-email, Reporting to Parents, Professional Learning & DoE Intranet)
  - Connect
  - ClickView
  - ClickView TV
  - Library Search
  - Moodle
  - Room Booking
  - SCSA (School Curriculum & Standards Authority)
  - Worldbook online
  - ETV
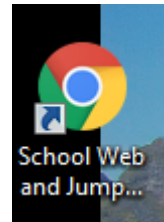
Most links require your Department of Education ID (E number) and password except for World Book Online which uses the ID *mrshs* and password *mrhigh*.
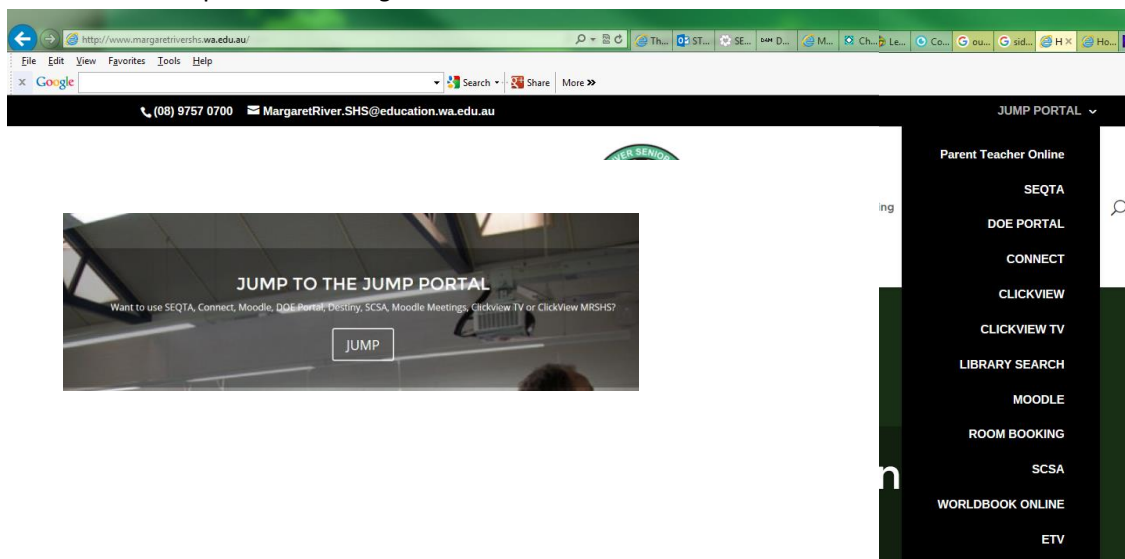
ICT SUPPORT - HOW TO LOG A JOB FOR HELP

Step 1   QUICK HELP - Software, Laptops and Passwords
PHONE 744 - Library

- ➲ Passwords for SIS, SEQTA, network or DoE Portal
- ➲ Account Unlocking
- ➲ New logins
- ➲ Laptop troubleshooting - students logins etc
- ➲ BYOD student devices
- ➲ PD/ Help with SEQTA, Connect, software, Clickview, Destiny, World Book online, Room Booking etc

- or -

- ➲ if you do not have computer access to log a job

Step 2   HARDWARE HELP or trickier issues
Send a **DIRECT message** in **SEQTA** to **Department** - *ICT support*
please read below for instructions

- ➲ eg I'm having printing issues
- ➲ Comp 16 in IT room is broken etc

Again- if you have no computer access please phone 744

How to Direct Message ICT Support:
Log in to SEQTA: h*ttp://seqta.margaretrivershs.wa.edu.au*
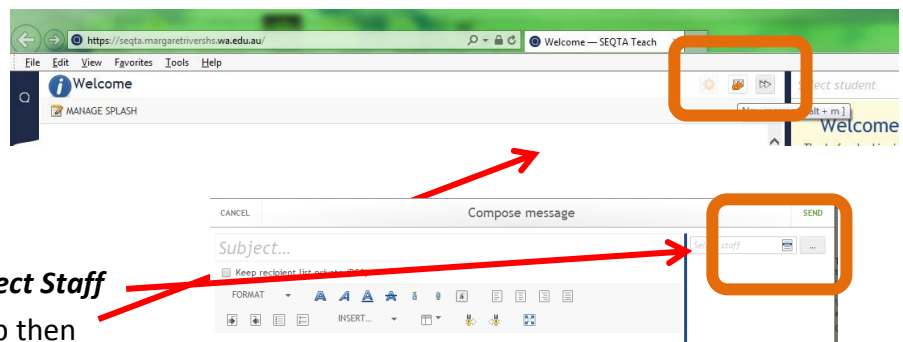
SEND A DIRECT MESSAGE:
- Click on **Direct message**
- Click on the 3 dots near *Select Staff*
- Choose the **Department** tab then click on **ICT Support** then **OK**
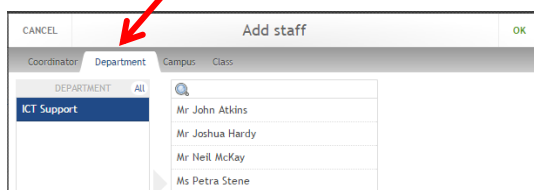
- Compose your message then click on **SEND**

Step 3 Department of Education Help Line - try this at any time!
Phone: 543 (internal) or 1800 012 828   **Email**: *customer.service.centre@education.wa.edu.au*
Hours of Operation: Mon-Fri 7:30am – 5:00pm
They can "remote" into your computer and try to fix it while you watch.

- ☑ Email issues
- ☑ Notebooks for Teachers issues
- ☑ Account lockouts
- ☑ SIS

- ☑ Other troubleshooting
- ☒ *They will not fix personal computers.*
- ☒ *They will help with some Apple Computer issues but not all.*

Pre-support checklist

Before requesting support services, it's important to try a few simple things that might resolve the issue:

>>   Power down and then restart your device
        Most problems are resolved by simply shutting down and then restarting the device

>>   Check all cables and connections
        Make sure connections are seated correctly.
        Power everything down, take out any cables and then put them back in before rebooting.

>>   Perform simple troubleshooting
        For example, if you have a power or battery issue then...
        Is the power cable in? Is the plug socket on? Can you test on a different socket? Do you have another cable you can test?

2016 School Staff Email

- Your email address is usually given by your *firstname.surname@education.wa.edu.au*
  Eg. *Kerry.Stacey@education.wa.edu.au*

To Access Staff DoE Email:

1   Open the internet browser (eg Internet Explorer, Safari, Mozilla Firefox)
     Type in **Portal.det.wa.edu.au** in the address line and press Enter.
     Or go to the school website www.margaretriversh.wa.edu.au and click on the **JUMP Portal**
     at the top left corner - click on **DoE Portal** link.
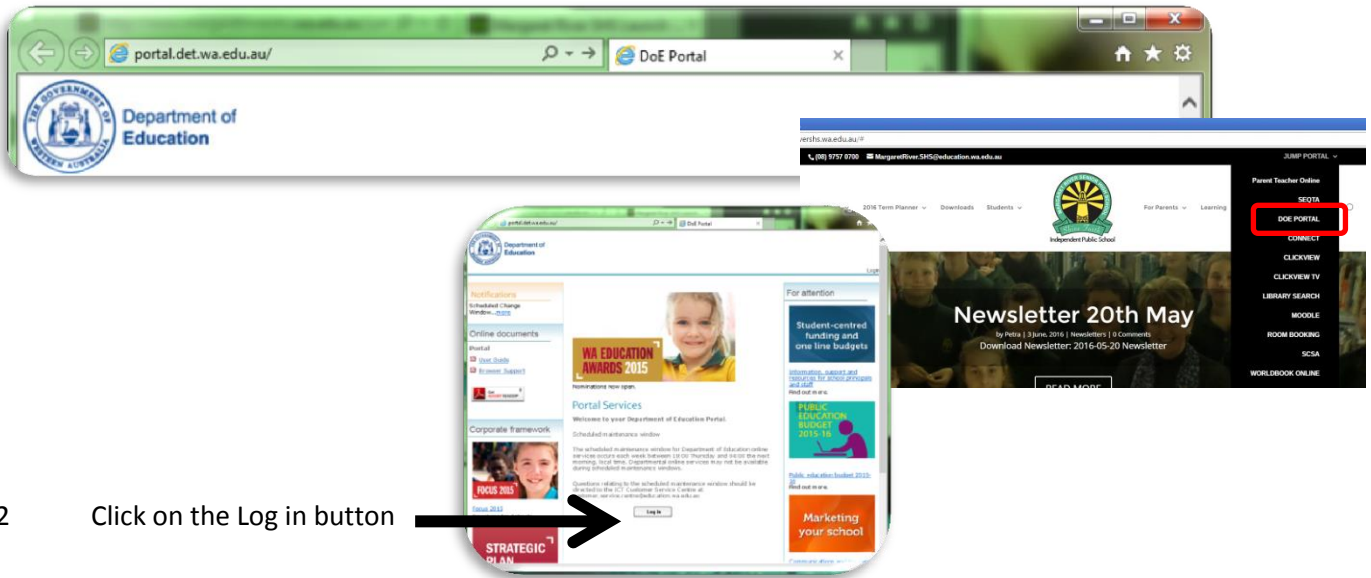
2   Click on the Log in button

3   Type in your school network
     User Name (E number) and **Password**
     Tick the **Check box** and click on **Login**.

4   Click on **Click here …. Mail** to view your mail
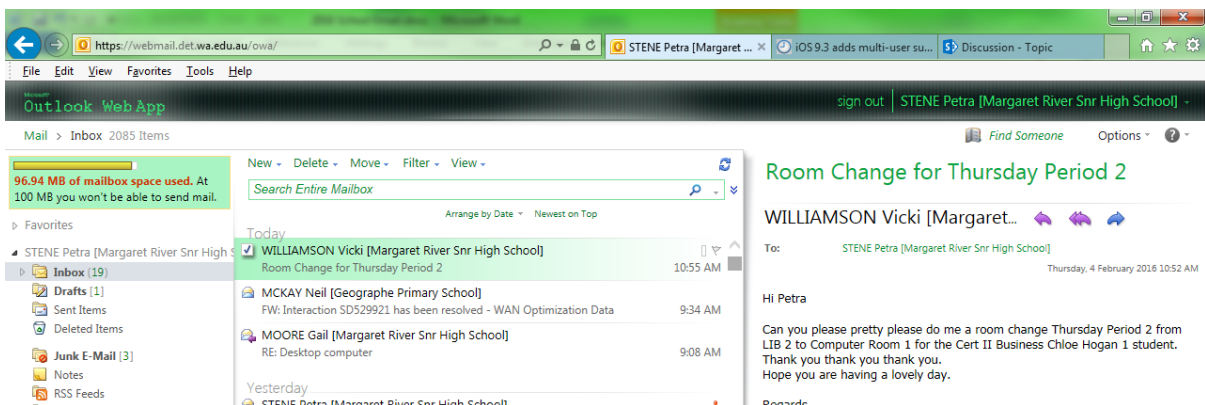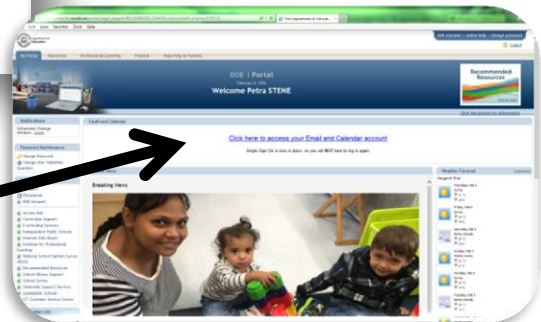
Other DoE Portal tabs
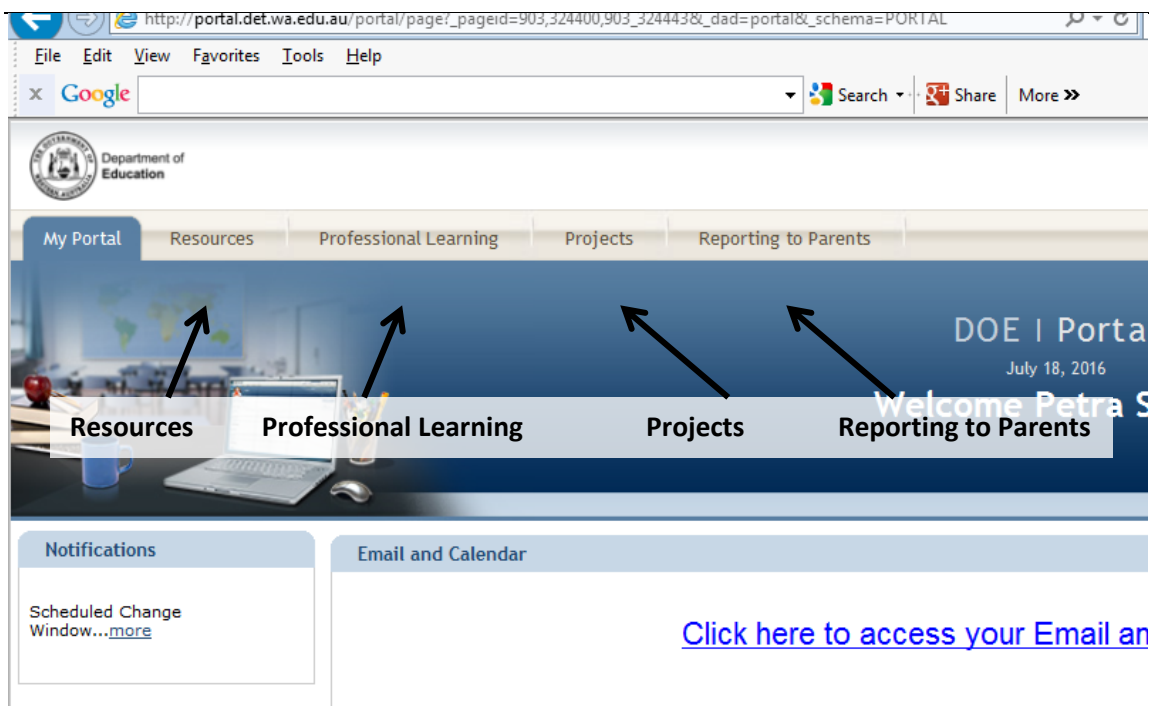
Resources:
Click the link to take you to **Connect Resources**. This allows you to access thousands of Learning Federation resources including interactive activities. These are easily embedded into Connect classes.

Professional Learning:
This tab allows you to enrol in a number of online Professional Learning Courses that you may complete and gives you certificates!

Projects:
Not much here!

Reporting to Parents:
Report data entry, Assessment Outlines, Student analysis and more!

Microsoft Outlook

You can also use Microsoft Outlook for email instead of the portal on domain networked computers; do this by double clicking the **Outlook** icon your computer desktop.

To setup Outlook on Non-Domain Devices:
Basic setup depending on your device you need to

1   Add a Mail account
2   Choose Exchange
3   Fill in the following information:

        Email address: <firstname.lastname>@education.wa.edu.au>
        Domain: Not Required
        Username: <firstname.lastname>@education.wa.edu.au>
        Password: <Password>
        Server: mobilemail.det.wa.edu.au

2016 – GETTING STARTED WITH SEQTA - DAILY PROCEDURES

Logging onto SEQTA:

1 Click on the SEQTA link on your desktop or go to the jump portal http://www.margaretrivershs.wa.edu.au/ and click on JUMP Portal then the SEQTA link
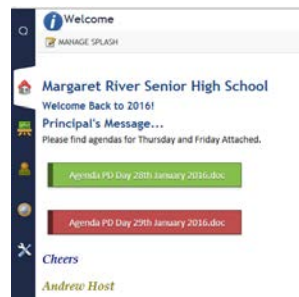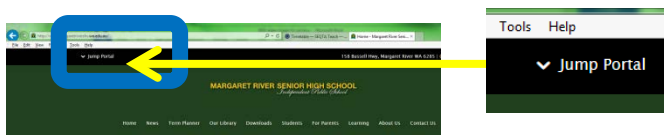
2 Login with your e number and password.

3 Check the Principal's message for any special notices

SEQTA MAIN SCREENS AND ICONS

First Screen – here are the spine icons

Spine icons:
Home
Teaching Workspace
Student
Portals
Settings

Student Information Panel (SIP) – click on the double arrows to toggle between showing and hiding the SIP
- you can expand your main window or go back to see the SIP Student Information.

Student Information Panel - **SIP**
Links

Information   Attendance   View timetable   News
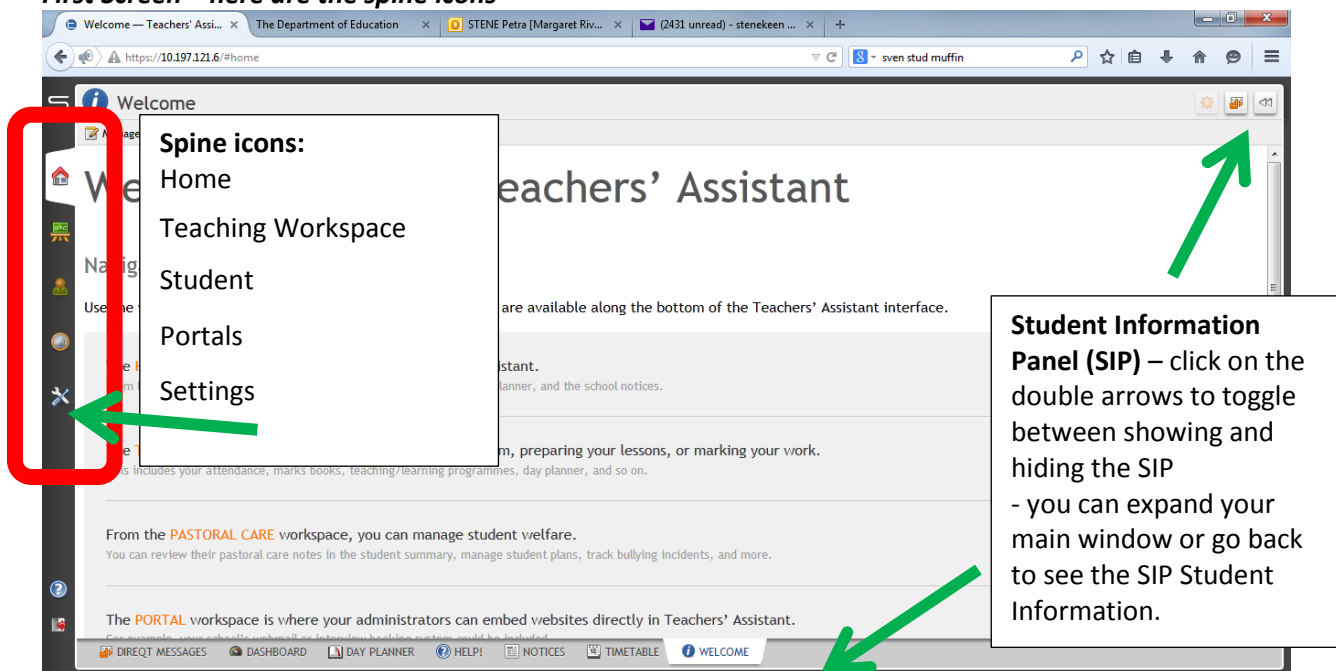
Medical   Pastoral care notes   Manage Student Files
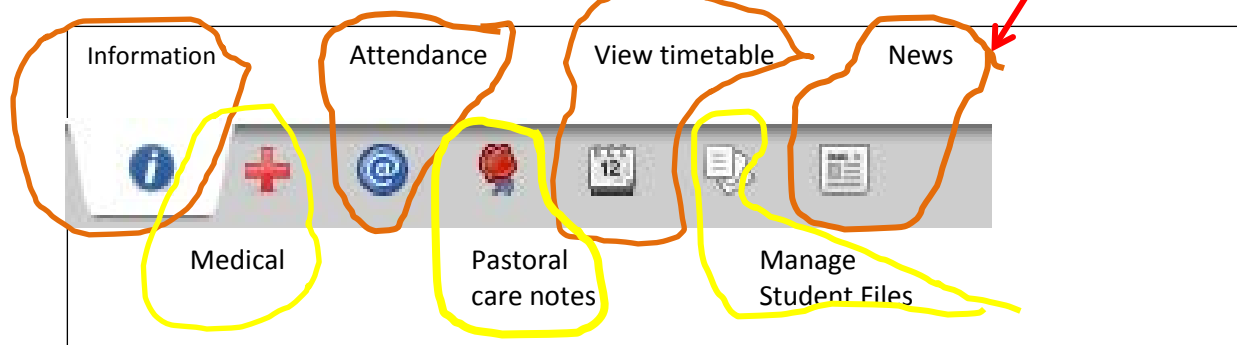
2016 – GETTING STARTED WITH SEQTA - DAILY PROCEDURES

Form Procedure:

1   Mark attendance during the **FIRST 10 MINUTES** and **SAVE**
     If a student arrives during Form, amend their attendance to **Late** by pressing CTRL and click.

2 Read Daily Notices

Class Procedure:

1   Mark attendance during the **FIRST 10 MINUTES** and **SAVE**
     If a student arrives during class, amend their attendance to **Late**
2   Enter in behaviour notes in the Student Information Panel (SIP panel) on the right.

Attendance:

Try to do this in the first 10 minutes of form and class!!

➲ **Entering in Attendance data:**

1 Click on the Blackboard
   (Teaching Workspace icon - Timetable)

2 Click on the Attendace icon for your form
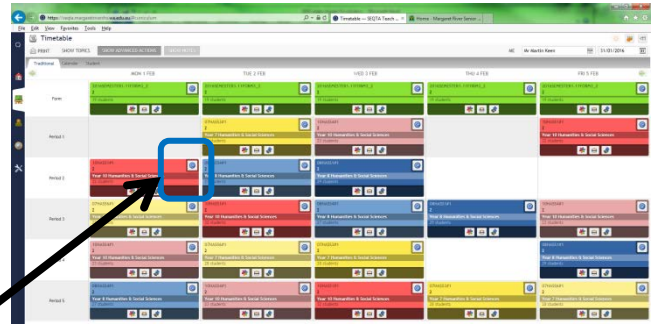
3 Click in the cell to enter the correct attendance for the student
   - or-

   click on the **day** (eg MON) at the top of the column
   to mark the entire class as present

   - then click in individual cells to make any adjustments required.
   NB: Today's day will be highlighted in yellow.

4 Click **Save.**

5 Once the save is complete a confirmation
   drop-down will be displayed. Click **OK.**

6 If a student arrives during Form, amend their
   attendance to **Late**
   -and-
   SEND TO STUDENT SERVICES - THEY MUST SIGN IN!!!

Selecting Attendance Types:

One click	Present (In class)	✔
Two clicks	Absent	✖
Ctrl + left-click	Late to class	✔

Icon	Explanation	Examples	Action
	Special Needs alert	ADHD, central auditory processing disorder or other learning disorders.	Click to load in the Medical overview pane in the SIP.
	Custody alert	Parent has a court order, estrangement or custody arrangement.	Click to load in the General overview pane in the SIP.
	Medical alert	Diabetes, asthma, anaphylaxis or other medical issues.	Click to load in the Medical overview pane in the SIP.
	Student plan	Medical action plan, individual eduction plan, learning difficulty plan.	Click to view the student plans in a pop-up window.
	Attendance alert	Student has an unresolved absence.	Click to load in the Attendance pane in the SIP.
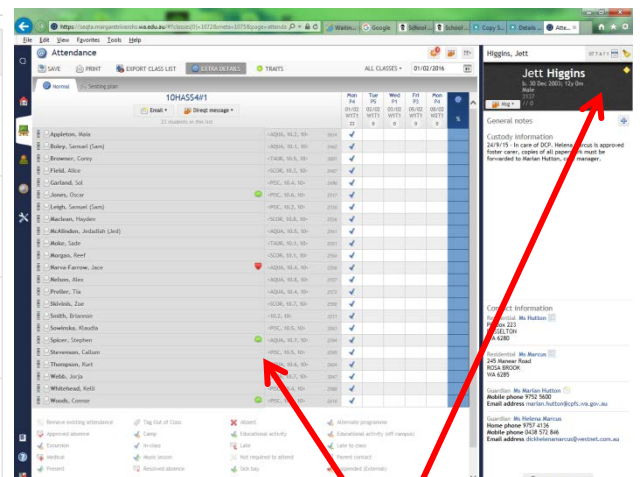
Attendance screen details:
1 Click on the student in your list to see their information on the right in the SIP Panel
2 Hover over any Alert icons to see more detail

Attendance (continued):

➲ Seating Plan view

1. Go to Attendance and click on the Seating Plan icon.
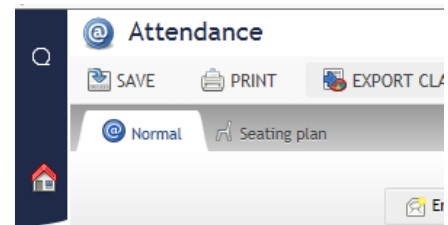
2. Drag student out to create a rough seating plan - you can use the seats if wanted or just use photos
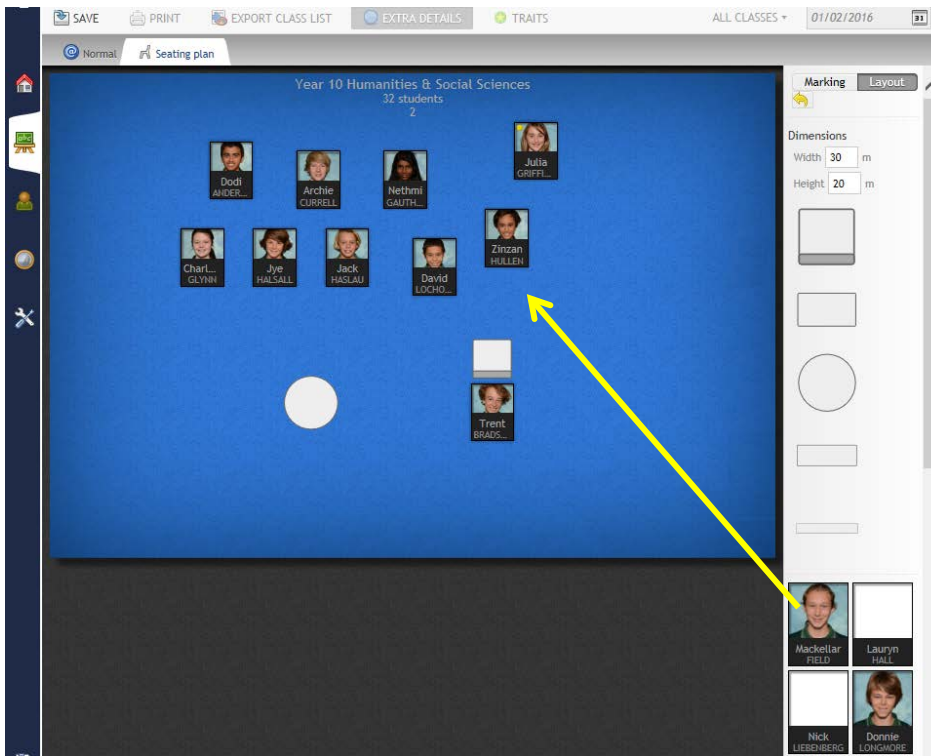
3. To mark the roll - click on the **Marking** tab then click on on each student to mark present or absent - or- click on **Mark all** then click on each student to change if required.
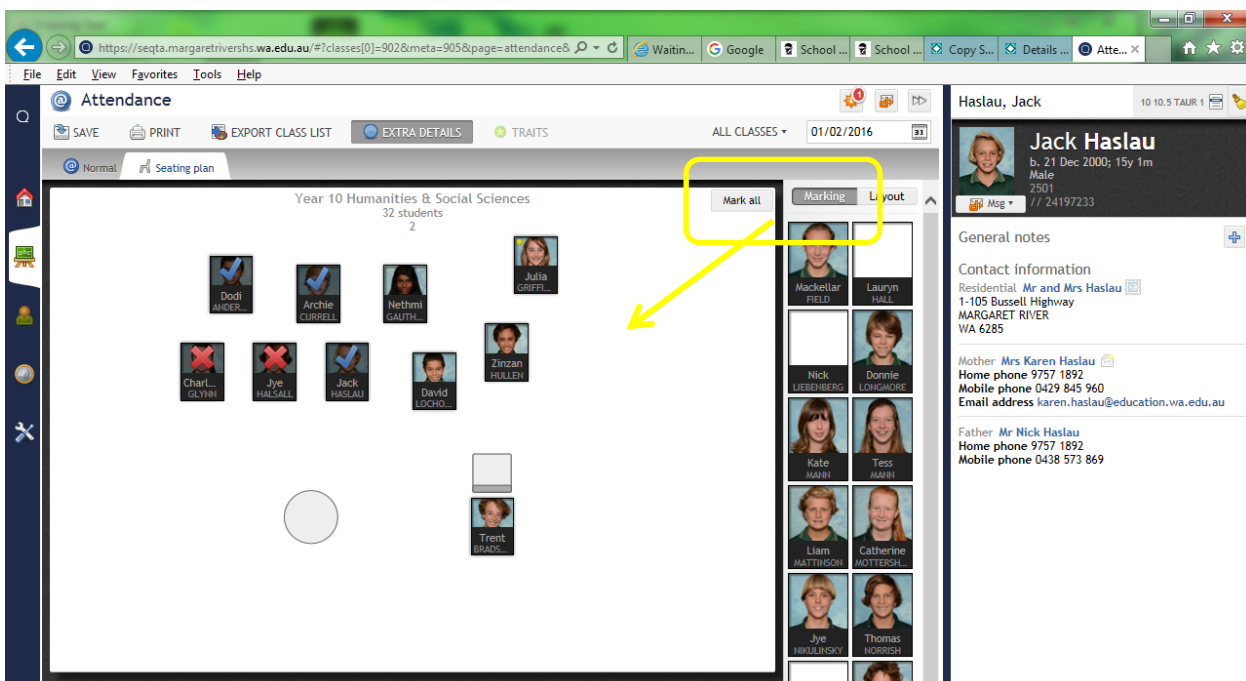
Daily Notices:

➲ **Reading Notices:**

1   Choose Home or Teachers Workspace

2   Click on **Notices**

1 Click on **Notices**

3   Read the notices that apply to you and your students - check each label or change to list mode to scroll through all notices.

➲ **Writing Daily Notices:**

1   Go to the **notices** tab at the bottom of the ⌂ or 📋 screen

2   Choose **Add Notice**

3   Type in a **Title**

4   Select the appropriate label - *all students, Year 8, Year 11 etc*

5   Select the **dates** when you want the notice to appear
- This can be future dated
- Please do NOT repeat for more than 3 days.

6   Choose whether it is visible in SEQTA Learn and Engage - or - if it is a **Staff-only notice.**

7   Check for typo's then Preview and **SAVE**

To add a notice - Choose **Add a Notice**

- Type in a **Title**
- Select the appropriate **label** - all students, Year 8, Year 11 etc
- Select the dates when you want the notice to appear
  - This can be future dated
  - Please do NOT repeat for more than 3 days.
- Choose whether it is visible in **SEQTA Learn** and Engage - or - if it is a **Staff-only notice.**
- Check for typo's then **Preview** and SAVE

SIP Panel - Adding Student Pastoral Care Notes, Communication and Behaviour

➲ **Reading information:**

1   Expand the SIP panel- if it isn't already open
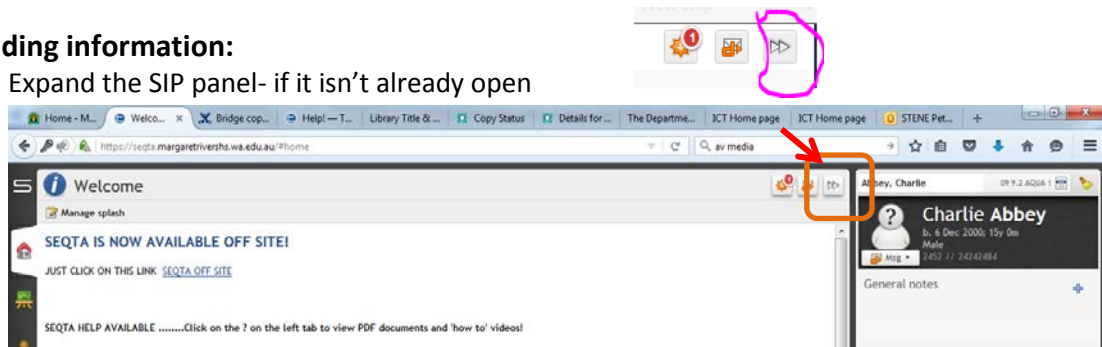
2   Type in the name of the student to find

*NB: If you are in **Attendance** you can just click on the name of a student in your list to access their data:*

3   Click on the links at the bottom of the panel to view the various items.
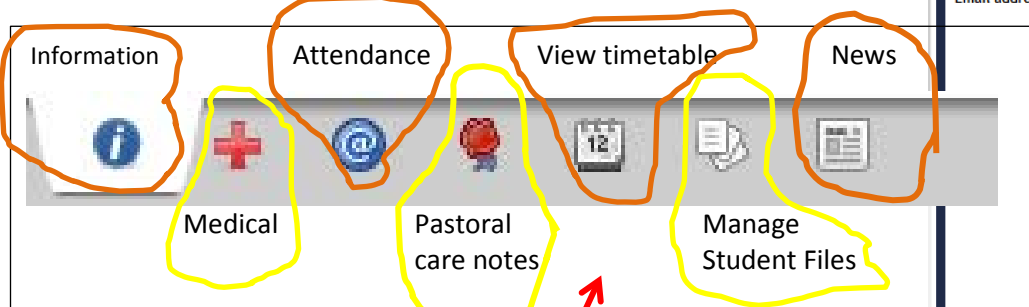
*Student Information Panel - **SIP** Links*

	Information	General notes and contact details
	Medical	Medical Overview and Notes
	Attendance	Attendance details - can view week, month, year
	Pastoral Care Notes	BMIS, Detention, Awards, Behaviour Positive and Negative, Parental Interviews, Uniform etc
	View Timetable	Can toggle between day and Week View
	Manage Student Files	Can upload here - leave for now
	News	SEQTA generic welcome and information from the SEQTA software people
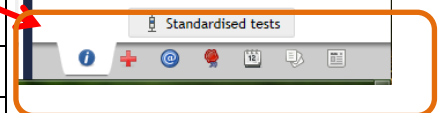
➲ How to Add a Pastoral Care Note:

1. Search for your student name in the SIP panel.
2. Click on the rose (Pastoral care notes)

1 Search student

2 Choose a category of behaviour * YOU MUST DO THIS! CHECK EACH TIME!

3 Leave On behalf of field blank:
Only enter a name here if you are entering a note on someone else's

4 Enter the details here here.

To restrict who can see the note (only for confidential information) generally don't select me only.
Groups can be added and members changed to suit our needs.

You can add files here, for example a copy of a letter regarding students taking holidays, and email from a parent etc.

Click save for one student
or **Save to** for a group of students
*ie. If you want to save the same note to a group of students, click **Save to**, another screen will open allowing you to select the students.*

HOW TO BOOK A COMPUTER ROOM ONLINE:

1. Go to the Margaret River SHS website - www.margaretriver.shs.wa.edu.au

2. Click on **Jump Portal** at the top right hand side in the black section.

3. Choose **Room Booking**.

4. Click on **Login** - use your e number and password to login.

5. Choose the correct **date** from the top right hand side

6. Choose the **area** you would like from the top left hand side:
   Computer Rooms - include Comp1, Comp 2, Comp 5
   Library - includes - IT room, Red area, Blue area, Cameras, Laptops & IPads.
   We will add other areas as they become available.

7. Click on the period and area you would like to book.

8. Add a **description** eg initials, class and size.

9. Click on **SAVE**.

NB: If you would like to delete or overwrite a booking please call the library

COMPUTER ROOM USAGE RULES:

When you book laptops, ipads or computer rooms you agree to the following:

- You must include your **TEACHER NAME** , **Year Group** and **Class** in the online **Room Booking** sheet
- **CHECK** the room at the **BEGINNING** of the lesson and **report any issues to me immediately**
  (via Direct Message, email or phone 744 and leave a message with the Library Officers (Judi & Kristy.))
- **RECORD** the number of computer each student uses.
- **STUDENTS MUST NOT:**
  - ☝ **MOVE** any equipment
  - ☝ Change any settings
  - ☝ **DAMAGE** equipment
- Teachers must **accompany** their classes - *please do not send students to a computer lab on their own.*
- Ask students to **LOG OFF** at the end of the lesson.
- **CHECK** the room **AT THE END** of the lesson.
- Report any misuse to me.

To make it easier:

Choose a couple of **STUDENT MONITORS** to check computers at the beginning, record numbers used by students and check computers at the end - give me their names and I'll reward them. This will also go to their pastoral care records as a part of the Student ICT Help Desk.

HOW TO CHANGE STUDENT NETWORK/ COMPUTER PASSWORDS

1   Logon to portal
     ⇨   Go to portal.det.wa.edu.au
     ⇨   Log on with your e number and
         password

2   Click on the **DOE Account Manager
     (DAM)** link in the applications list on the
     left Applications pane
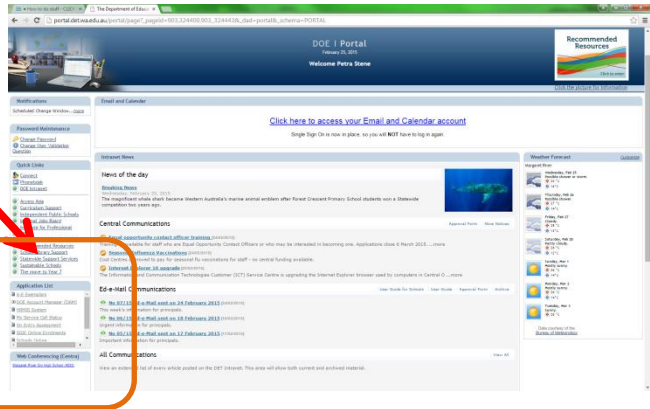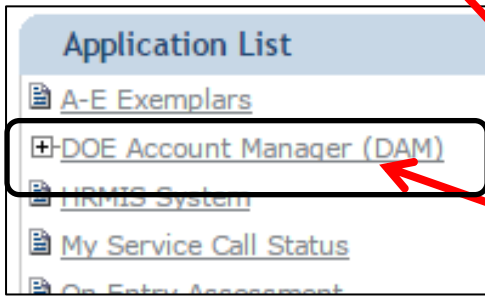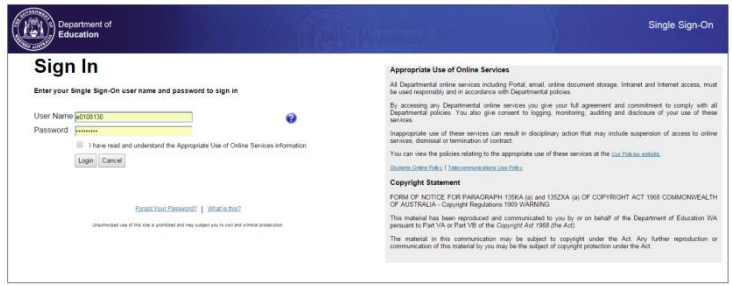
3   Click on **Students** then **Student Accounts**
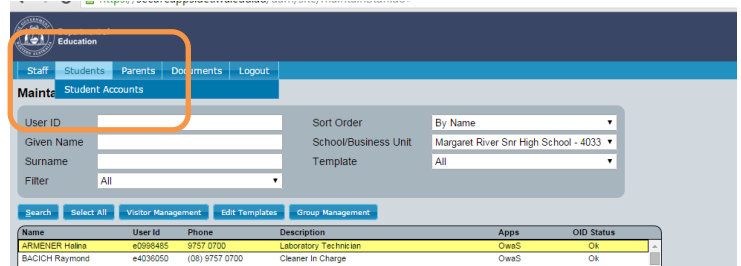
4   Type in the student's firstname in the
     Given Name box or their surname
     in the **Surname** box
     Click on **Search**

5   Select the student to change.
     Their name will appear in the
     User ID(s) box.
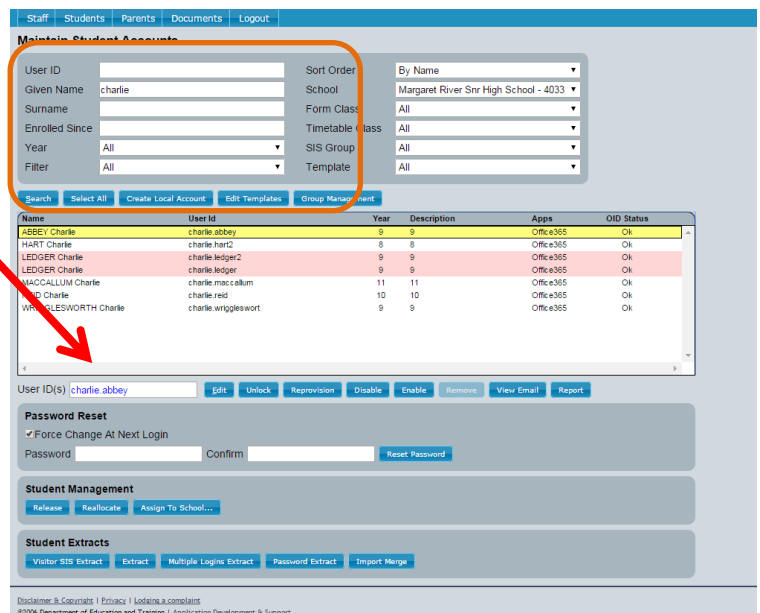
6   If they are locked click on **Unlock.**

7   Type a new password in the
     Password box – then type again in
     the **Confirm** box – if you want them
     to change it then tick the **Force
     Change At Next Logon** box.

8   Click on **Reset Password**.

Note:
⇨   You can search by class and select all and reset a whole class at a time.
⇨   Passwords must contain at least 6 characters that include an uppercase, lowercase and numeric.
     They cannot repeat any of the last 20 passwords or include their full first or surname.

DoE Notebooks for Teachers Program (NFT) -

The Department's Notebooks for Teacher Program invites eligible teacher to enrol on a voluntary basis an dreceive the use of a leased notebook computer, complete with software, insurance and support for work and personal use for three years.

Participating teachers are required to contribute a portion of the cost of the notebooks via a salary-sacrificed deduction from their fortnightly pay (this component is currently set at 75%). The Department subsidizes the remaining 25% of the purchase cost and the cost of ancillary services such as delivery (at start of lease), telephone support and insurance cover, extended warranty cover, collections (at end of lease) and so on.

Cost

The Notebooks for Teachers Program is open to all full time and part time (0.1FTE or more) teaching staff contracted to work for 12 months or more with the Deparment and who work directly with students. The program is also open to Principals, Deputy Principals and School Psychologists working in schools.

Participants make a fortnightly contribution from their payroll towards the cost of providing the notebooks. For 2016 the contribution rates for new Windows notebooks are in the range of $12-$15 approx. depending on model and $15-$16 approx. for new Apple notebooks. For future rollouts the rate may vary, depending on purchase costs. (Older rates still apply for re-assigned used notebooks.)

Contributions are deducted from fortnightly pay as a salary sacrifice (i.e. before tax) resulting in approximately $4-$6 per fortnight in tax savings. Participants may not claim the notebook again on their tax returns, but thanks to the fortnightly tax saving the current nett cost over three years for a new notebook is usually less than $750.

Rollout Schedule

New notebooks are offered on a periodic basis, with a registration period followed by deliveries a few weeks later. PC notebooks may be offered from a range of suppliers, and Apple MacBook Air notebooks are also offered. Also, used notebooks are available for reassignment when stock is available via the pre-leased notebooks offer page:
http://det.wa.edu.au/intranet/ict/detcms/navigation/buy/services/notebooks-for-teachers/pre-leased-notebooks-offer/

Further details are available from the NFT site:
http://det.wa.edu.au/intranet/ict/detcms/navigation/buy/services/notebooks-for-teachers/

You will contacted by email when new rollouts are occuring.

ONLINE & LIBRARY RESOURCES -

Margaret River SHS has subscribed to a range of online resources including Clickview, Worldbook Online, New Scientist, Cosmos Magazine and more.

Most links to commonly used online resources can be found on the *Jump-Portal* drop down box from the Margaret River SHS website: http://www.margaretrivershs.wa.edu.au/

- ➲ Go to the website http://www.margaretrivershs.wa.edu.au/
  or double click on the School Web and Jump Portal link on your desktop

- ➲ Click on **Jump Portal** at the top right corner or scroll down the page and click on the link that says *Jump to the Jump Portal*

- ➲ Choose the link you require:
  - Connect
  - ClickView
  - ClickView TV
  - Library Search
  - Moodle
  - Worldbook online
  - ETV

Library Search

- ➲ You can search the MRSHS library collection by using this link.
- ➲ Just enter your keywords and press ENTER.
- ➲ Let the library know if you would like specific resources. We can organise book boxes or endeavour to purchase them for our collection.
- ➲ Please book into the library for reading or research classes. We like to help!

Moodle

- ➲ Margaret River SHS Moodle is an online learning management system.
- ➲ You can login to it using your e-number and password.
- ➲ When given correct permissions you are able to create classes, upload worksheets etc
- ➲ See John and Petra for more detail and help if interested.
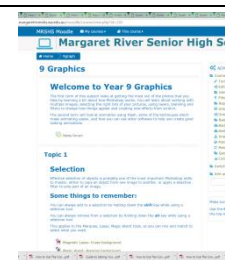
ETV

- ➲ John has set-up a database of freely recorded TV programs to use with your classes
- ➲ As new systems are set up he will start recording more programs
- ➲ You can login to it using your e-number and password.
- ➲ Simply add a keyword to search and genre if required.
- ➲ Click on the title then to download the TV Recording and its subtitles right click and choose "Save As".
- ➲ Caution!! Videos files are huge and will add to your storage quota so please avoid saving them on the school network.
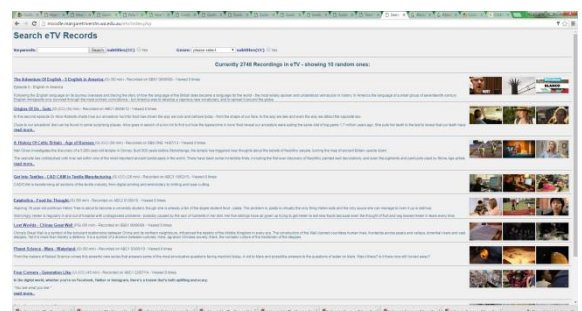
World Book Online

Access this via the Jump Portal or through the Connect *2016 MRSHS Online Resources* class.

Login: mrshs
Password: mrhigh

This gives linkes to World Book Students, Advanced and Timelines.
For more help see the Library.

World Book Student	This includes all the articles from the print versions of the World Book Encyclopedia, plus additional articles, learning resources, and research tools.
	It includes: • 40,000+ encyclopedia and reference articles • World Book Biography Cente • Historical features • Dictionary and atlas • Audios, videos, and animations • Educator tools • Student activities
World Book Advanced 	This includes full encyclopedic and multimedia databases supplemented with online books, primary sources, website links, back in time articles and special reports. • Tailored for the needs and skills of students in grades 8 and up Includes access to historical documents, and important news up • Research tools, including world resources, citation builder, dictionary, and resource guides, help users compile the data and information they need to complete their assignments and background research.
World Book Timelines 	World Book Timelines offers hundreds of pre-generated timelines across eight broad topics, which cover various time periods in history or span the life of historical public figures. This also allows users to create their own timeline from scratch, adding events, descriptions, and media
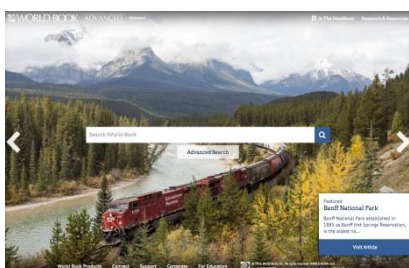
ClickView

Choose the **ClickView** link via the **Jump Portal**.
You login to ClickView with your E number and password.

Search the library and add videos to your playlist or download the ClickView Player program to download to your *school bag* - this allows you to view them offline and saves network bandwidth and ensures glitch free viewing.

Downloads:

➲ Download the **ClickView Player** here:
https://www.clickview.com.au/downloads/
➲ This allows you to save videos to your local computer.

Training:

➲ Training resources are found at: **https://www.clickview.com.au/training-and-support/resources/**
➲ See the library for more help with downloading your videos or "pushing" videos to the library.
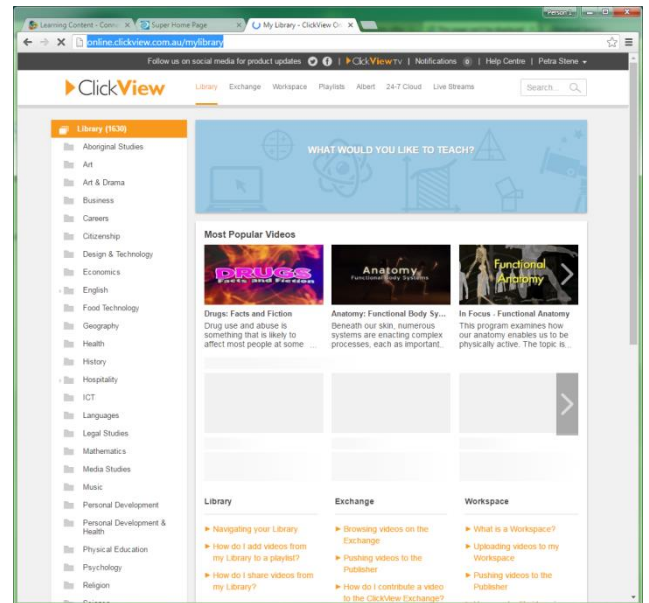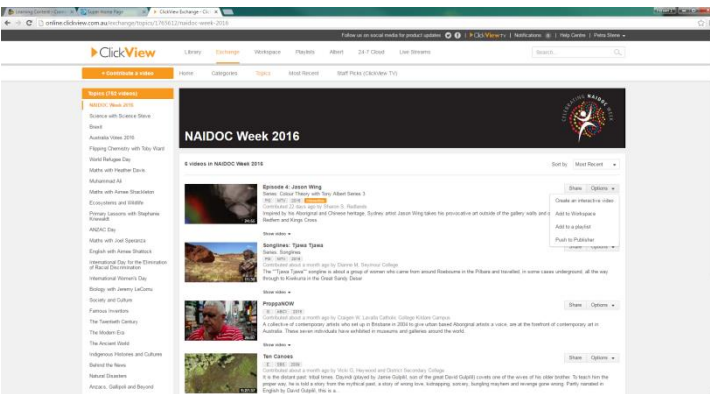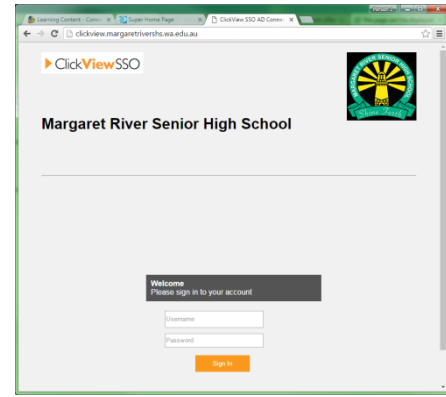
2016 MRSHS Online Resources - in Connect

All students and staff have also been added to a *Connect* Class named **2016 MRSHS Online Resources**.
This gives links to the resources and specific usernames and passwords if required and allows new resources to be added as they are subscribed to.

This is accessed via the *Connect* site
- using your E number and password.
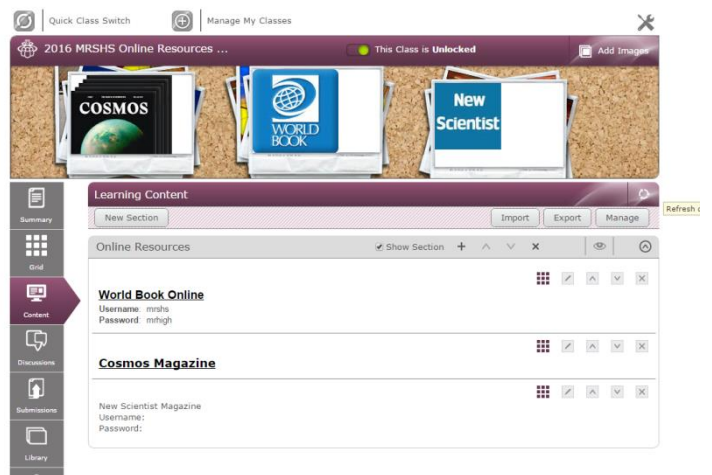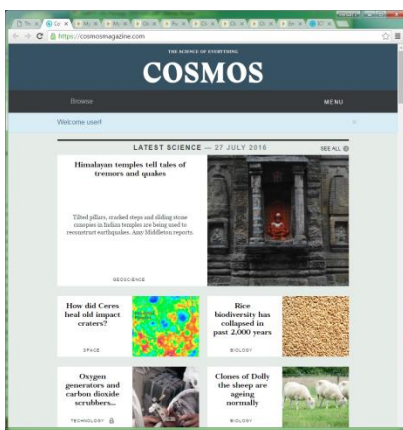
Connect

Connect allows you to easily create an online learning environment for your classes. It is integrated with existing Department systems and services including HRMIS, SIS, DAM, digital resources, Australian Curriculum, email and Reporting to Parents.

Teachers and staff can obtain help guides and support documentation through the **Learn** Tab in Connect: https://connect.det.wa.edu.au/group/teachers/learn/videos

The basic tutorials have been added to this booklet.

Student Access to Connect

Student can access Connect with their school computer network login account.

Student passwords can be managed through the Department's Account Manager (DAM) or through Connect itself.

You can get these changed at the library if required.
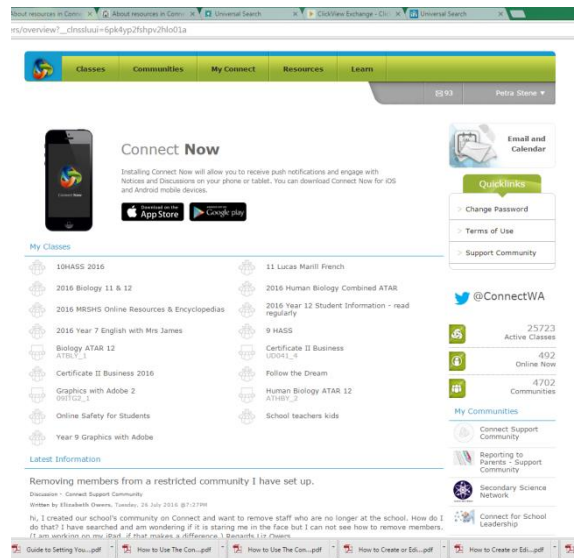
Parent Access to Connect

Parents will be given their own secure login to Connect through the school. This will be a P-number as a user name and a starting password that they can change. If they have multiple children they only need one login - even if their children attend different public schools. See Petra to set-up this access.

Resources in Connect

Connect resources are easily embedded into your online classes. Connect also makes it easy for you to find matching resources aligned to the Australian Curriculum, including Cross-curriculum priorities and the General Capabilities. They include Scootle resources, videos, reference materials, graphic organisers, worksheets and digital interactive tools that embed into your classes easily.

Assessments & Marks book

 ➲ Students are able to submit assessments through Connect: You are able to give them feedback via this site as well.
 ➲ Connect has a marks-book function that feeds into Reporting to Parents (and visa versa)

Connect Now App for Mobile & Tablet devices

 ➲ The Connect Now app is available for Teachers, Students and Parents.
 ➲ It allows you to view all Notices & Discussions

DEPARTMENT OF EDUCATION - WORK AT HOME SOFTWARE

Installation Guide for Microsoft Office 365 Pro Plus on a Personally Owned Device

What is Work At Home software?

Through our software licensing agreements the Department of Education (The Department) is able to offer eligible staff access to a range of software for use on their personally owned devices.

What Work At Home products are available?

At present staff have access to following Work At Home software:

- Microsoft Office 365 Pro Plus client software.

How many devices can I install Work At Home software on?

The number of installations depends on the Work At Home software being used:

- Microsoft Office 365 Pro Plus - up to 15 personally owned devices
  (5 Windows or Apple OSX devices, 5 tablets devices and 5 mobile devices.)

What you will need:
- ➲ To be an eligible Department employee
- ➲ A valid Department e-mail address (@education.wa.edu.au)
- ➲ A valid staff login (e-number and password) for the Department portal
- ➲ An internet connection with sufficient download allowance for over 1Gb per installation
  (*NB: this cannot be downloaded on the Department network*)

A. Installation on a Computer *(not a tablet or mobile device)* **:**

1. *Navigate* to: https://login.microsoftonline.com

2. *Enter* your Department email address

3. *Press* TAB button on the keyboard to redirect to the Department login page.

4. *Enter* your E-Number and password

5. *Click* the login button

6. *Click* to launch the download and installation process
Note: You may want to un-tick the Bing and MSN homepage options before starting

7. Read and acknowledge various warnings and conditions and agree to allow the program to make changes.

> *NOTE: Refer to the* Troubleshoot installation *link If you encounter an error message or fail to get a message showing the progress of the installation.*

B. Installation on a tablet or mobile device

1. Navigate to the appropriate to download the Word, Excel, PowerPoint, or OneNote apps:
- ➲ Android devices: Google Play Store
- ➲ Apple devices: Apple App Store
- ➲ Windows Phone or Windows 10 device: Windows Store

Note: Detailed guides to obtaining and installing the software on phones and tablets can be found at:

https://support.office.com/en-us/article/Set-up-Office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f?ui=en-US&rs=en-US&ad=US

Wireless network for Staff & Student BYOD

How to connect to EduPOD

The EduPOD network is secured using WPA2 Enterprise. In order to connect to the wireless network the device must be capable of supporting this functionality. Most modern devices can authenticate using this process.

1. Browse the wireless networks. Depending on the device this will usually appear under the "settings" menu.

2. Select EDUPOD

3. You will be prompted for your username and password.
   Your username should be in the format of a e number eg **E0123456**
   or if a student: generally **firstname.surname** (you can check this in DoE Account Manager in DAM). *NB: sometimes it likes you to add the domain name first eg indigo\e0123456*
   Your password is your single sign on password.

4. Turn on proxy settings.
   a) For devices that have an auto-detect mode, this will automatically detect the settings.

   b) If the device is able to use an auto-config file there is one at each site.
      You can use it by typing http://e4033s01sv002.indigo.schools.internal/proxy.pac   or
      http://10.197.121.62/proxy.pac

   c) If the device only accepts manual proxy it will be:
      e4033s01sv002.indigo.schools.internal and port 8080.
      Or http://10.197.121.62/proxy.pac and port 8080
      This is the least preferred option as it does not allow direct local server connections to
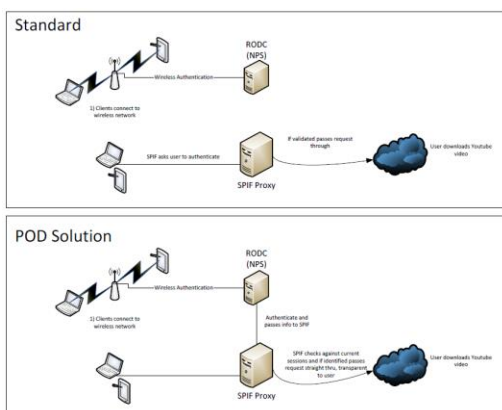
occur.

Support for EduPOD

The EduPOD network is supported by the Department of Education ICT Customer Service Centre who are responsible for ensuring that the network service is available for devices to connect to it.

Support from the ICT Customer Service Centre for the EduPOD wireless is limited to:
- the provision of EduPOD wireless settings;
- diagnosing network issues that may impact on the availability of the service.

Configuration and support of locally managed or Personally Owned Devices is the responsibility of the school or end user.

Further assistance for locally managed or Personally Owned devices may be available from your school panel integrator or School Based Network Administrator.

Teachers

Communicate easily with parents.

Provide personalised feedback to parents and students.
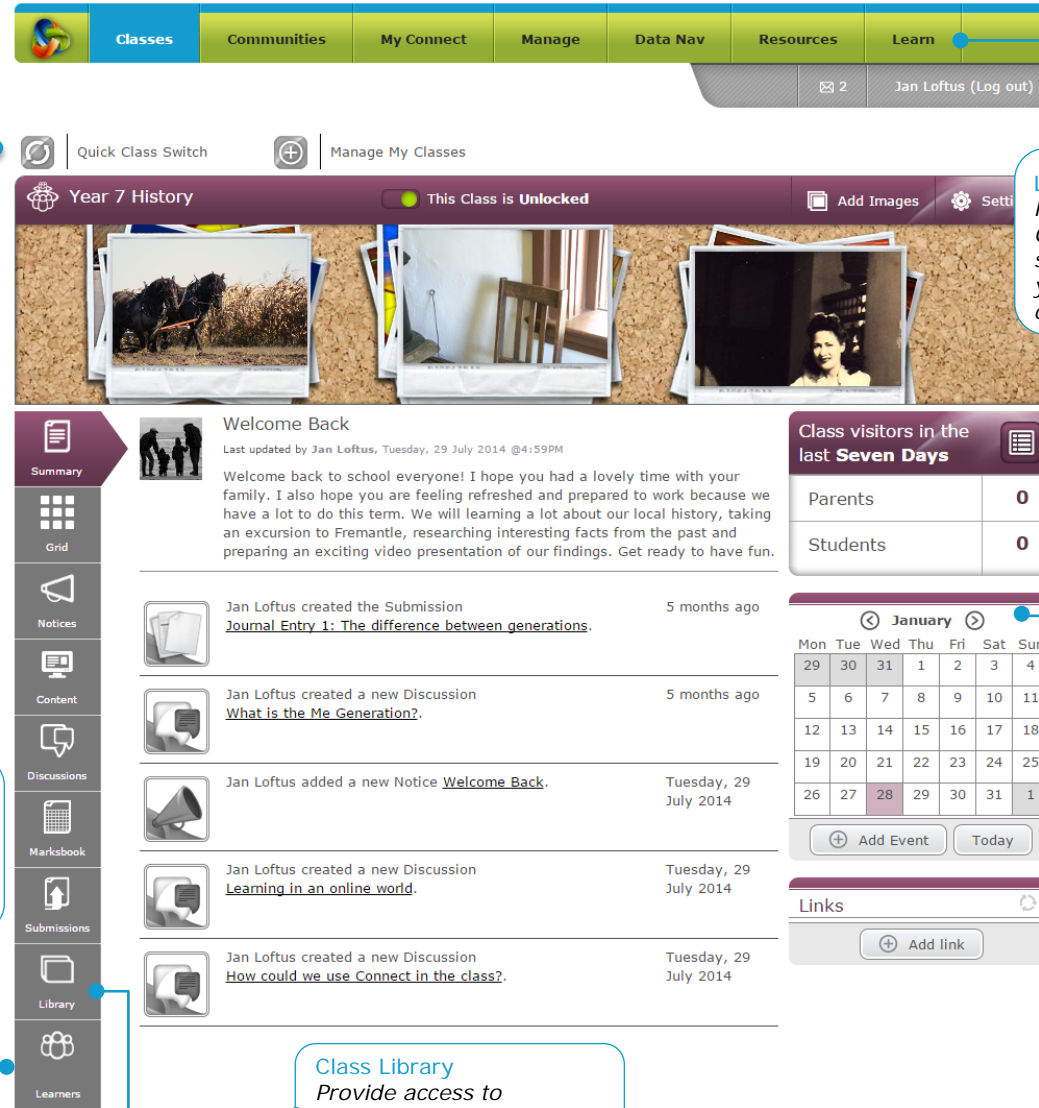
Discover quality digital teaching and learning resources.

Create engaging online learning opportunities

Access a variety of online class tools to support learning.

Build and share knowledge with other teachers online.

....

Log in using your E number. Have a look through Connect to access Communities & Classes.

Classes | Communities | My Connect | Manage | Data Nav | Resources | Learn

✉ 2 | Jan Loftus (Log out)

⊘ Quick Class Switch   ⊕ Manage My Classes

Switch Classes
Jump to another class using the Switch Class feature.
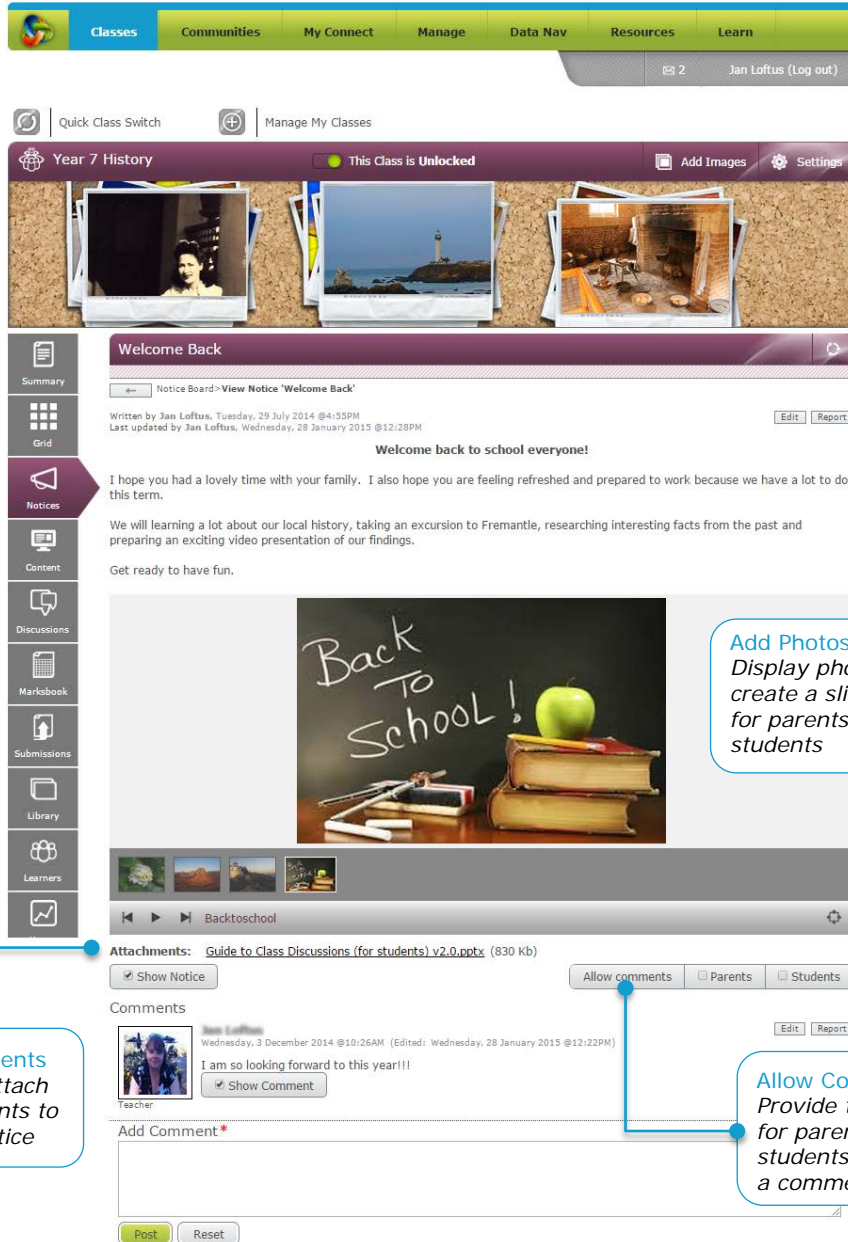
Learn Connect
FAQ's, How To Guides and stories to help you get the most out of Connect.

👥 Year 7 History   ◉ This Class is **Unlocked**   🖼 Add Images   ⚙ Setti

Summary

Welcome Back
Last updated by **Jan Loftus**, Tuesday, 29 July 2014 @4:59PM

Welcome back to school everyone! I hope you had a lovely time with your family. I also hope you are feeling refreshed and prepared to work because we have a lot to do this term. We will learning a lot about our local history, taking an excursion to Fremantle, researching interesting facts from the past and preparing an exciting video presentation of our findings. Get ready to have fun.

Grid

Notices

Notice Board
Provide information about class activities and interact with the class community.

Jan Loftus created the Submission <u>Journal Entry 1: The difference between generations</u>.	5 months ago
Jan Loftus created a new Discussion <u>What is the Me Generation?</u>	5 months ago
Jan Loftus added a new Notice <u>Welcome Back</u>	Tuesday, 29 July 2014
Jan Loftus created a new Discussion <u>Learning in an online world</u>.	Tuesday, 29 July 2014
Jan Loftus created a new Discussion <u>How could we use Connect in the class?</u>.	Tuesday, 29 July 2014

Content

Discussions

Marksbook

Submissions

Library

Learners

Class visitors in the last Seven Days

| Parents | 0 |
| Students | 0 |

◀ January ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	31	1

⊕ Add Event | Today

Links ↻
⊕ Add link

Learners
Quickly access each student in your class.

Class Library
Provide access to resources to assist students in their learning.

Class Calendar
Help parents and students stay up to date with class events and deadlines.

Department of Education

CC BY NC

Connect: Class Notice Board

Classes | Communities | My Connect | Manage | Data Nav | Resources | Learn

✉ 2   Jan Loftus (Log out)

Quick Class Switch   ⊕ Manage My Classes

🌐 Year 7 History   This Class is **Unlocked**   Add Images   ⚙ Settings

Welcome Back

← Notice Board > **View Notice 'Welcome Back'**

Written by **Jan Loftus**, Tuesday, 29 July 2014 @4:55PM
Last updated by **Jan Loftus**, Wednesday, 28 January 2015 @12:28PM

Edit   Report

Welcome back to school everyone!

I hope you had a lovely time with your family. I also hope you are feeling refreshed and prepared to work because we have a lot to do this term.

We will learning a lot about our local history, taking an excursion to Fremantle, researching interesting facts from the past and preparing an exciting video presentation of our findings.

Get ready to have fun.

Sidebar: Summary, Grid, Notices, Content, Discussions, Marksbook, Submissions, Library, Learners

⏮ ▶ ⏭ Backtoschool

Add Photos
Display photos and create a slideshow for parents and students

Attachments: Guide to Class Discussions (for students) v2.0.pptx (830 Kb)
☑ Show Notice   Allow comments ☐ Parents ☐ Students

Attachments
Easily attach documents to each notice

Comments

Jan Loftus
Wednesday, 3 December 2014 @10:26AM (Edited: Wednesday, 28 January 2015 @12:22PM)
I am so looking forward to this year!!!
☑ Show Comment
Teacher

Edit   Report

Allow Comments
Provide the option for parents and students to make a comment.

Add Comment*

Post   Reset

Connect: Class Marksbook

Classes | Communities | My Connect | Resources | Learn

Matthew Baltovich (Log out)

Quick Class Switch   ⊕ Manage My Classes

🏫 ENGLISH 9 - 9-1ENG_1   This Class is **Unlocked**   ⚙ Settings

Marksbook

⊕ Add Mark Sheet   Import

Writing ▼   Edit   Add Task

Sidebar: Summary, Notices, Content, Discussions, Marksbook, Submissions, Library, Learners, Usage
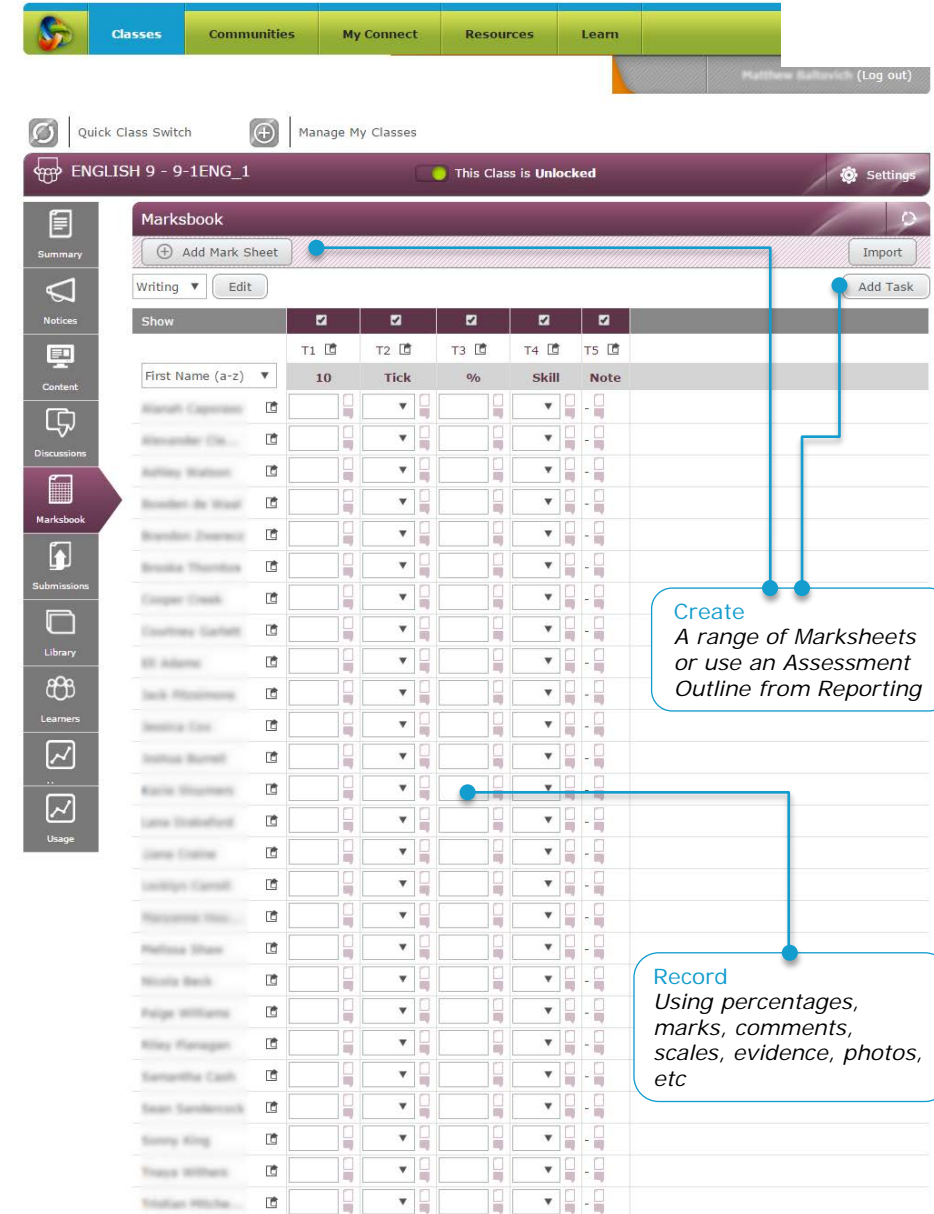
Show	☑	☑	☑	☑	☑
	T1	T2	T3	T4	T5
First Name (a-z) ▼	10	Tick	%	Skill	Note
Alanah Caponaro		▼		▼	-
Alexander Cla...		▼		▼	-
Ashley Watson		▼		▼	-
Bowden de Waal		▼		▼	-
Brandon Ziwenezi		▼		▼	-
Brooke Thornton		▼		▼	-
Cooper Creek		▼		▼	-
Courtney Garkell		▼		▼	-
Eli Adams		▼		▼	-
Jack Fitzsimons		▼		▼	-
Jessica Cox		▼		▼	-
Joshua Burnell		▼		▼	-
Karia Skumars		▼		▼	-
Lane Drakeford		▼		▼	-
Liane Craine		▼		▼	-
Leddyn Carroll		▼		▼	-
Maryanne Hou...		▼		▼	-
Melissa Shaw		▼		▼	-
Nicola Beck		▼		▼	-
Paige Williams		▼		▼	-
Riley Flanagan		▼		▼	-
Samantha Cash		▼		▼	-
Sean Sandercock		▼		▼	-
Sonny King		▼		▼	-
Tracy Withers		▼		▼	-
Tristan Mitche...		▼		▼	-

Create
A range of Marksheets or use an Assessment Outline from Reporting

Record
Using percentages, marks, comments, scales, evidence, photos, etc

Guide to: Creating and Managing Classes in Connect.

In Connect there are two types of Classes that can be used. One is a SIS Class, the other is a Flexible Class. Which you choose to use will depend on your role within the school, the purpose of the class and which will best suit the needs of your class membership.

SIS classes are based on the information associated with the class in SIS, this includes student names, parent names and email addresses and other teachers associated with the class. Using a SIS class is easy because it is already set up for you with your student list. This list will update automatically when a student is added to your class or leaves your class in SIS. Your student list cannot be modified in Connect. Adjustments to student information will need to happen in SIS.

Flexible classes are created directly within Connect. These classes have no connection with SIS. This means that you can add any students and any teachers you wish to the class from within your school. The flexible nature of the class means that you can even add students and teachers from schools other than your own, who are also on Connect. A Flexible class can be based on a SIS Class enrolment so that updates to your student list will occur automatically like the SIS Classes.
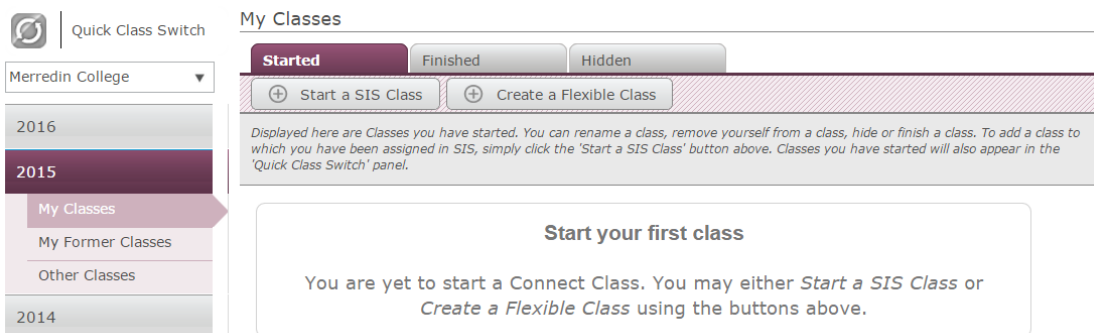
Why would I choose a SIS Class?
• My class needs are straight-forward and unlikely to change.
• I will only need one Connect Class for my students.
• I don't need my students to work with students in other classes or schools.

Why would I choose a Flexible Class?
• I teach multiple classes of students the same content and I want them to be joined together in one Connect class.
• I want to use multiple Connect classes with the same group of students.
• I want to create a class with students from different classes across the school.
• I want my students to work with students from other classes or schools.

Guide to: Starting a SIS Class.

A SIS class is drawn from SIS and displayed in Connect. When you access Connect Classes for the first time, you will be presented with this screen, telling you that you have not started any SIS classes yet.

Before Starting a SIS class, check that your current school is listed in the dropdown menu and that the current school year is showing in this panel.

Quick Class Switch

Merredin College ▼

2016

2015

My Classes

My Former Classes

Other Classes

2014

My Classes

| Started | Finished | Hidden |

⊕ Start a SIS Class   ⊕ Create a Flexible Class

Displayed here are Classes you have started. You can rename a class, remove yourself from a class, hide or finish a class. To add a class to which you have been assigned in SIS, simply click the 'Start a SIS Class' button above. Classes you have started will also appear in the 'Quick Class Switch' panel.

Start your first class

You are yet to start a Connect Class. You may either *Start a SIS Class* or *Create a Flexible Class* using the buttons above.

Click here to **Start** a new SIS class.

Until a class is 'Started' it will not be visible to students. Click the **Start** button to start your SIS class.

Start a SIS Class   ⊗

⊕ Create a Flexible Class

Name ⬍	Code ⬍	
Accounting and Finance 3A/B	3XACF_1	Start
Accounting and Finance 2A	2AACF_1	Start
Accounting and Finance 2B	2BACF_1	Start

Close

Note: You can lock and unlock a class at any time after it has been started.

Information

The class will now be prepared for use. This may take a few moments and once completed, you will then be taken to the class.
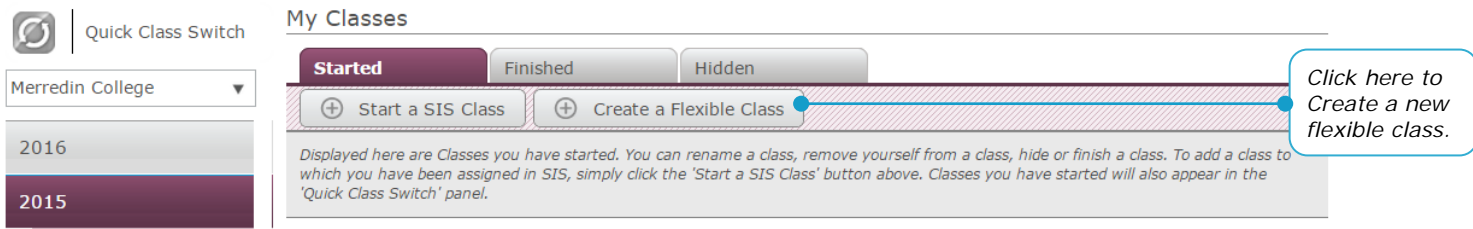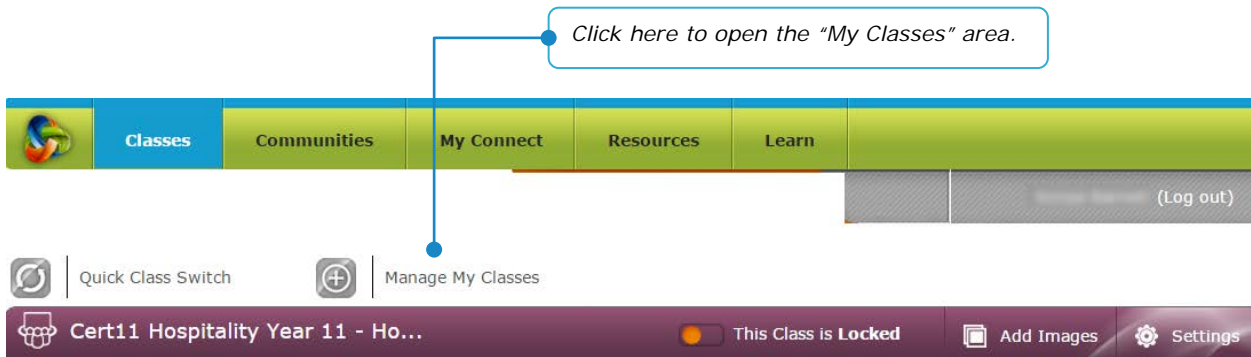
This class will initially be either:

○ **Unlocked** – staff may update the class, and all members may contribute to the class,

◉ **Locked** – staff may update the class, while students and parents may view the class but may not contribute to the class.

OK   Cancel

You can choose to Start your class either locked or unlocked. Students can view a locked class but cannot engage with or contribute to it until you unlock the class. Clicking the OK button will make the class visible to students.

Department of Education

Guide to: Creating a Flexible Class.

A flexible class is one which <u>you</u> create directly in Connect. Its flexibility lies in the ability for you to add students to the class individually or as an existing SIS class. You can even add students from other schools to a flexible class. You can also add other teachers from your school or other schools. To learn how to add students external to your school, see the guide called "How to Add External Students to Flexible Classes".

Click here to open the "My Classes" area.

Classes	Communities	My Connect	Resources	Learn		
						(Log out)

Quick Class Switch   Manage My Classes

Cert11 Hospitality Year 11 - Ho...   This Class is **Locked**   Add Images   Settings

Quick Class Switch

My Classes

Started	Finished	Hidden
(+) Start a SIS Class	(+) Create a Flexible Class	

Merredin College

2016

2015

Click here to Create a new flexible class.

Displayed here are Classes you have started. You can rename a class, remove yourself from a class, hide or finish a class. To add a class to which you have been assigned in SIS, simply click the 'Start a SIS Class' button above. Classes you have started will also appear in the 'Quick Class Switch' panel.

Create a Flexible Class

This flexible class will be linked to **Madeley Primary School**

Name of flexible class *

*Enter a name for your flexible class and click the **Add** button.*

Add   Cancel

Information

The flexible class will now be created and prepared for use. This may take a few moments and once completed, you will then be taken to the class.

This class will initially be either:

○ **Unlocked** – staff may update the class, and all members may contribute to the class,

⊙ **Locked** – staff may update the class, while students and parents may view the class but may not contribute to the class.

Note: You can lock and unlock a class at any time after it has been started.

*You can choose to start your class either locked or unlocked. Students can view a locked class but cannot engage with or contribute to it until you unlock the class. Clicking the **OK** button will make the class visible to students.*

OK   Cancel

connect
Connecting education

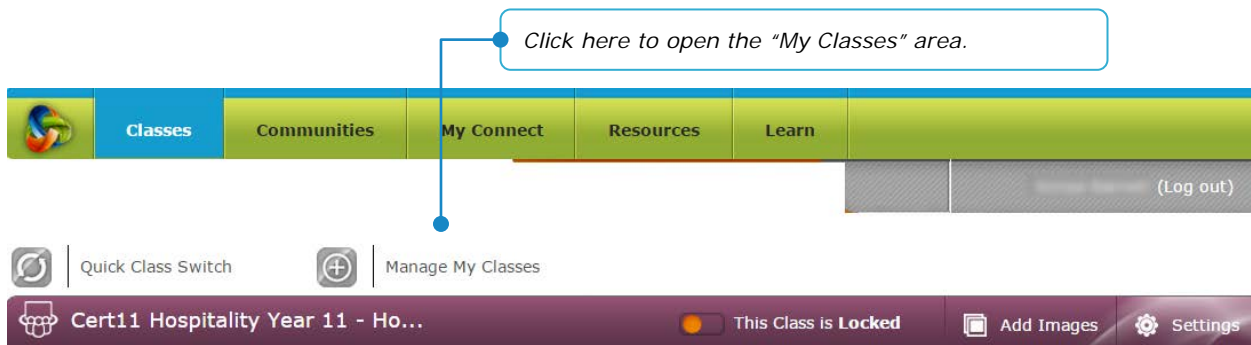## Guide to: Managing your SIS Classes in Connect.

Most of the changes to SIS classes in Connect need to be made in SIS. These changes will then flow through to Connect. There are some things, however, you can do with SIS classes in Connect. These are described here.

You can quickly identify a SIS class or Flexible class by its icon:
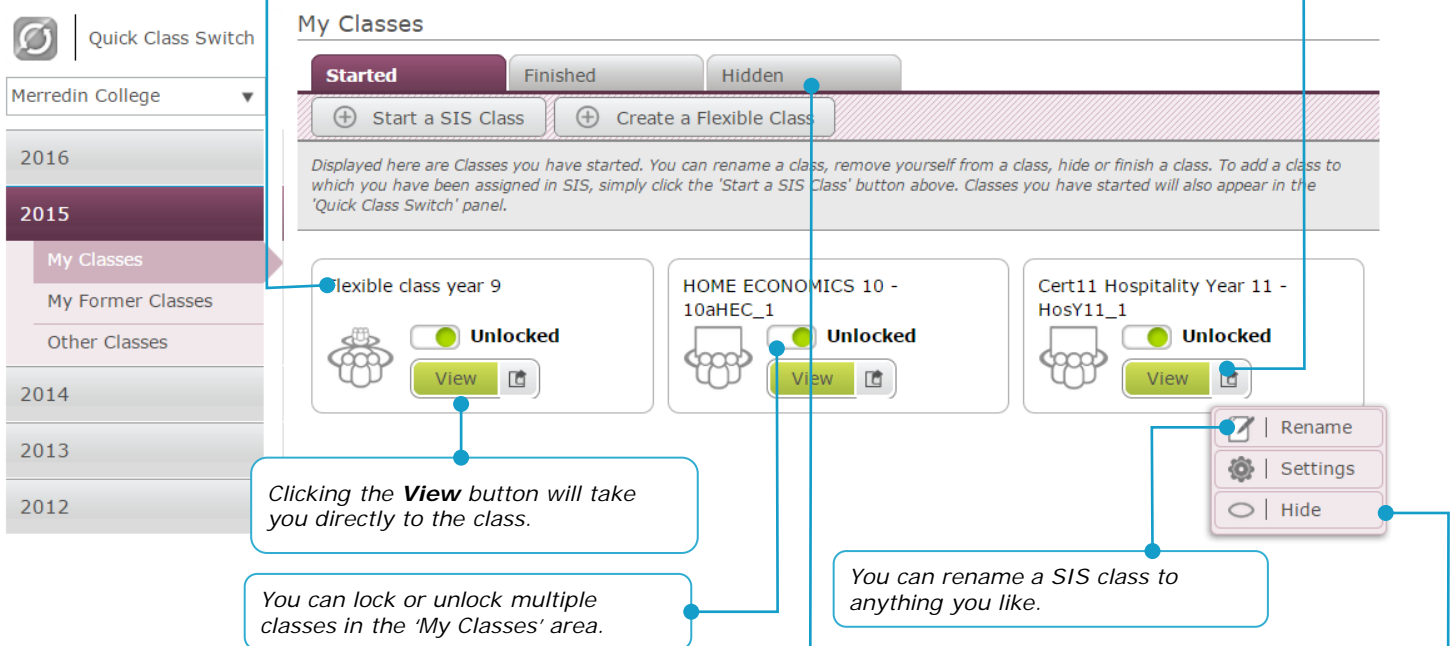
SIS class   **Flexible class**

Click here to open the "My Classes" area.

| Classes | Communities | My Connect | Resources | Learn |

(Log out)

Quick Class Switch   Manage My Classes

Cert11 Hospitality Year 11 - Ho...   This Class is **Locked**   Add Images   Settings

All the flexible classes you have created and SIS classes you have started are displayed in this panel.

Click a class' 'Actions' button to access a dropdown menu selection.

Quick Class Switch

Merredin College ▼

2016

2015

My Classes

My Former Classes

Other Classes

2014

2013

2012

My Classes

| **Started** | Finished | Hidden |

⊕ Start a SIS Class   ⊕ Create a Flexible Class

Displayed here are Classes you have started. You can rename a class, remove yourself from a class, hide or finish a class. To add a class to which you have been assigned in SIS, simply click the 'Start a SIS Class' button above. Classes you have started will also appear in the 'Quick Class Switch' panel.

Flexible class year 9
● **Unlocked**
View

HOME ECONOMICS 10 - 10aHEC_1
● **Unlocked**
View

Cert11 Hospitality Year 11 - HosY11_1
● **Unlocked**
View

✎ | Rename
⚙ | Settings
◯ | Hide

*Clicking the **View** button will take you directly to the class.*

You can lock or unlock multiple classes in the 'My Classes' area.

You can rename a SIS class to anything you like.

You can hide a SIS class from students. You can 'Show' it again at any time. A class which is hidden will be displayed in the Hidden tab for you.

Note:
You <u>can't</u> remove yourself from a SIS class in Connect. However, if you have yourself removed from the class in SIS, this change will flow through to Connect.

Note:
You can't manually Finish a SIS class. A SIS class will automatically finish when the current date passes the end date of the class as specified in SIS.
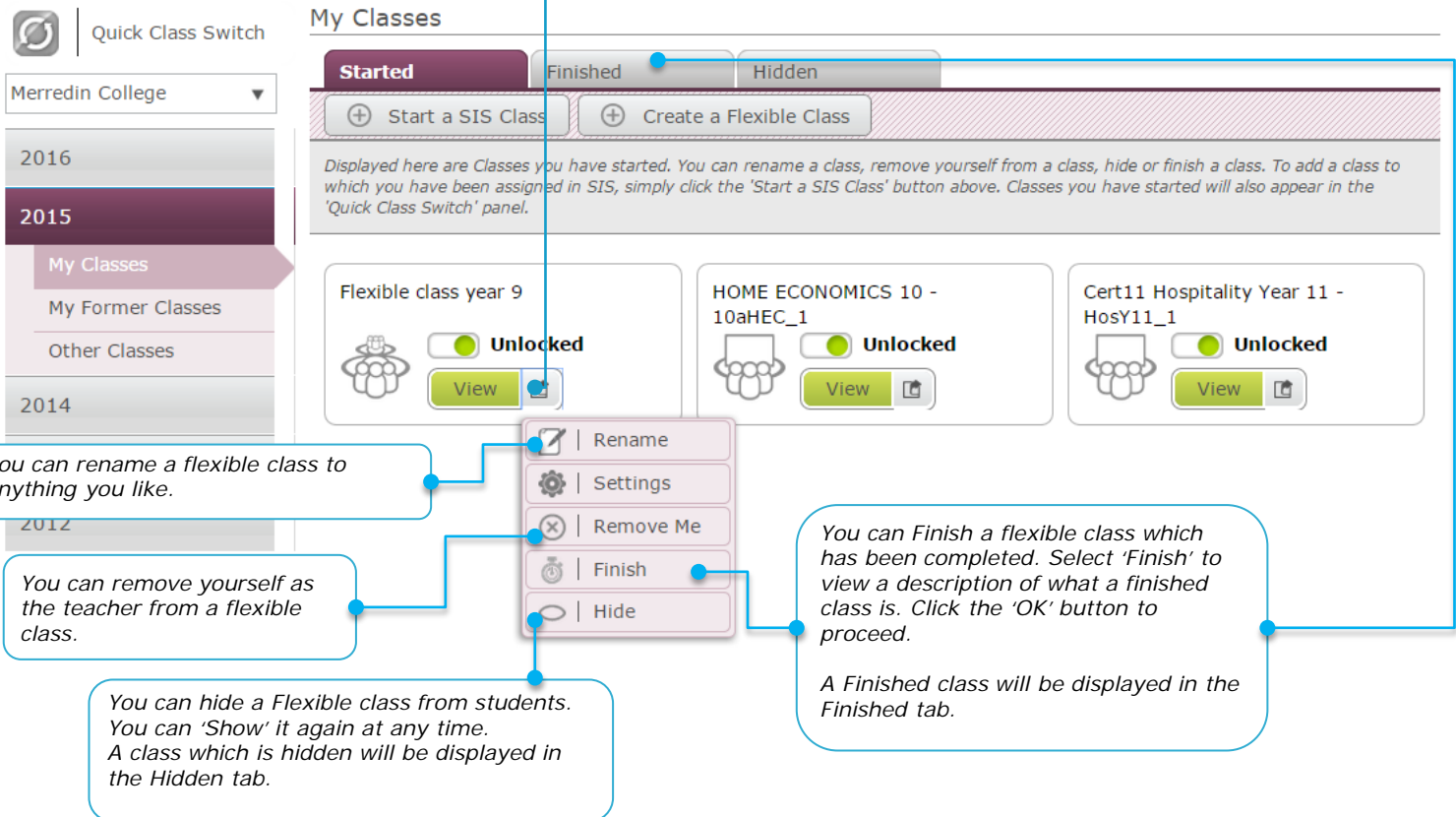
Department of Education

(cc) BY NC

Guide to: Managing your Flexible Classes in Connect.

There are several options available to you to manage your flexible class. This includes removing yourself as a teacher, finishing a class and hiding a class from students.

Click here to open the "My Classes" area.
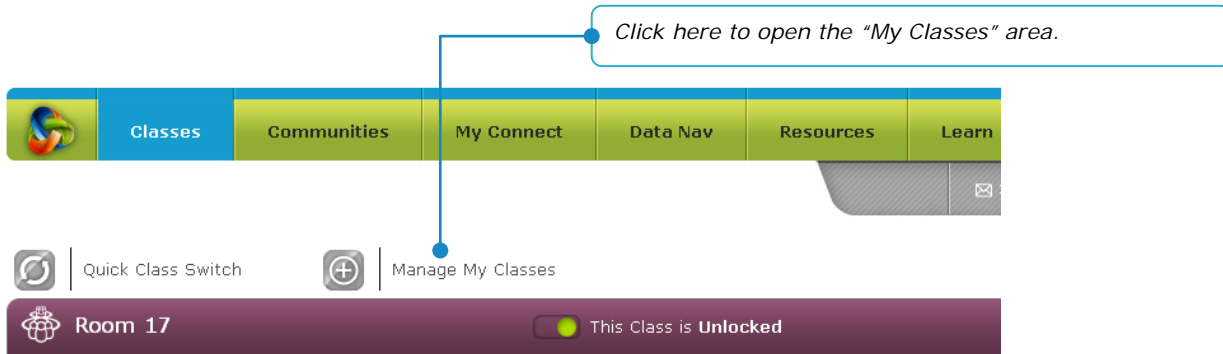
Click a flexible class's 'Actions' button to access a dropdown menu selection.

You can rename a flexible class to anything you like.

You can remove yourself as the teacher from a flexible class.

You can Finish a flexible class which has been completed. Select 'Finish' to view a description of what a finished class is. Click the 'OK' button to proceed.

A Finished class will be displayed in the Finished tab.

You can hide a Flexible class from students. You can 'Show' it again at any time. A class which is hidden will be displayed in the Hidden tab.

Guide to: Viewing Other Classes in Connect

As well as creating and managing your own classes in Connect, you can also View and see information about other Connect classes in your school.

Former Classes

Displayed in this area are classes to which you were attached at some time during the year but from which you were subsequently removed or removed yourself. You can still access these classes to view them or retrieve content you may have created.
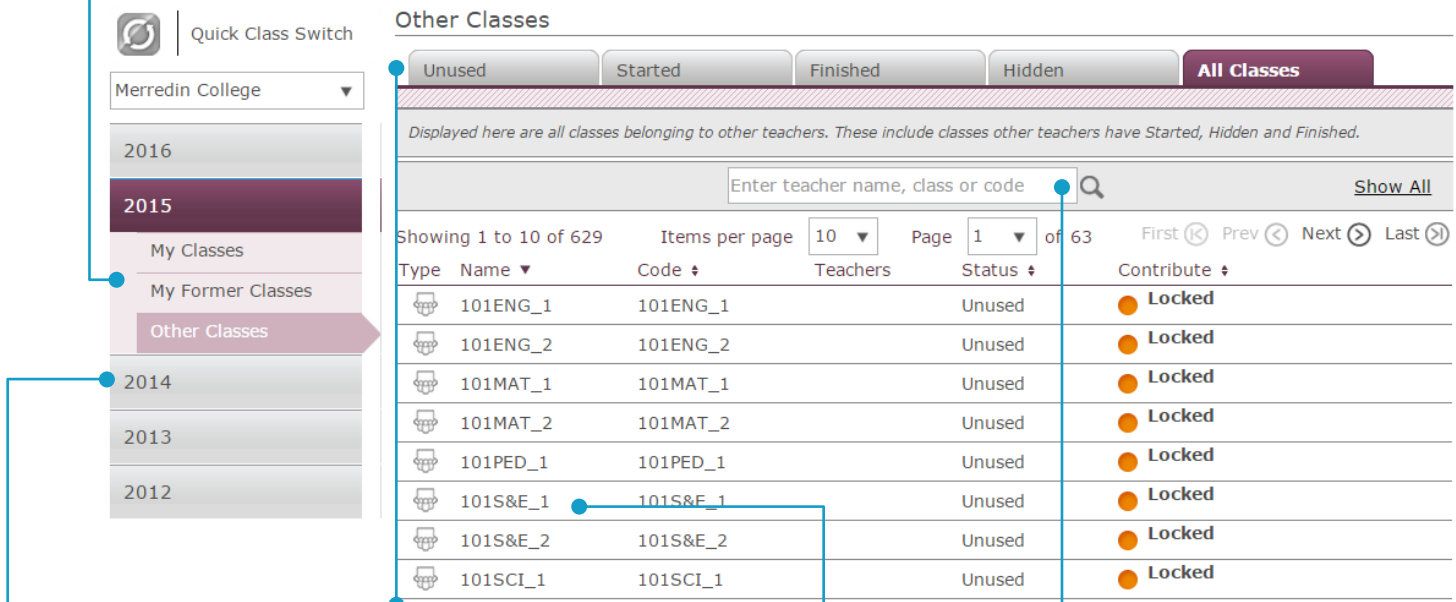
Other Classes

Displayed in this area are classes belonging to other teachers in your school. The tabs across the top of the panel display classes which have been started or are yet to be started; classes which have been finished or hidden from students. The 'All Classes' tab allows you to search by teacher name, class name or class code for a particular class in Connect.

To View other classes in Connect, start by clicking the this link.

Quick Class Switch   Manage My Classes

Cert11 Hospitality Year 11 - Ho...   This Class is **Locked**   Add Images   Settings

Click on these headings to view other classes.

Quick Class Switch

Merredin College

2016

2015

My Classes

My Former Classes

Other Classes

2014

2013

2012

Other Classes

| Unused | Started | Finished | Hidden | **All Classes** |

Displayed here are all classes belonging to other teachers. These include classes other teachers have Started, Hidden and Finished.

Enter teacher name, class or code   Show All

Showing 1 to 10 of 629   Items per page 10 ▼   Page 1 ▼ of 63   First Prev Next Last

Type	Name ▼	Code ◆	Teachers	Status ◆	Contribute ◆
	101ENG_1	101ENG_1		Unused	● Locked
	101ENG_2	101ENG_2		Unused	● Locked
	101MAT_1	101MAT_1		Unused	● Locked
	101MAT_2	101MAT_2		Unused	● Locked
	101PED_1	101PED_1		Unused	● Locked
	101S&E_1	101S&E_1		Unused	● Locked
	101S&E_2	101S&E_2		Unused	● Locked
	101SCI_1	101SCI_1		Unused	● Locked
	101SCI_2	101SCI_2		Unused	● Locked
	102ENG_1	102ENG_1		Unuse	

1 to 10 of 629

A description of what each of these tabs displays is shown below the tabs.

Clicking these links will bring up additional information about the teacher and class.

Search for any Connect class in your school by selecting the "All Classes' tab and entering your search criteria here.
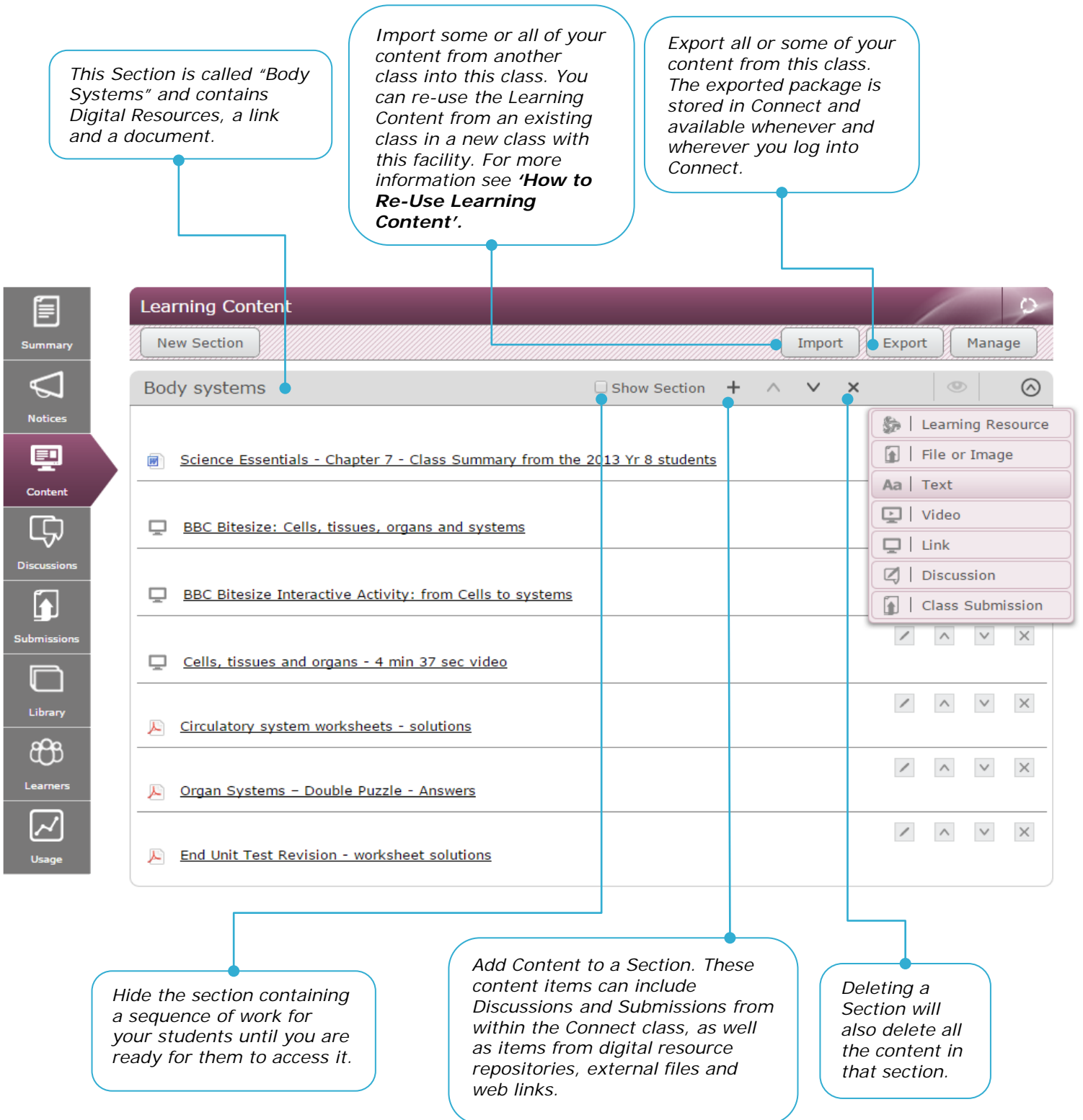
Click here to view previous year's Connect classes. Classes are never deleted in Connect.

Guide to: Learning Content

The Content tab can help you to sequence different types of digital learning content for your students. You can logically group content into Sections. Sections can be named for subject topics, term weeks or class projects, for example. The digital content you add into the Learning Content tab in a class can be easily re-used in another class via the Export and Import function.

This Section is called "Body Systems" and contains Digital Resources, a link and a document.

*Import some or all of your content from another class into this class. You can re-use the Learning Content from an existing class in a new class with this facility. For more information see **'How to Re-Use Learning Content'.***

Export all or some of your content from this class. The exported package is stored in Connect and available whenever and wherever you log into Connect.

Learning Content

New Section | Import | Export | Manage

Body systems | Show Section | + | ∧ | ∨ | ✕

- Learning Resource
- File or Image
- Aa | Text
- Video
- Link
- Discussion
- Class Submission

- Science Essentials - Chapter 7 - Class Summary from the 2013 Yr 8 students
- BBC Bitesize: Cells, tissues, organs and systems
- BBC Bitesize Interactive Activity: from Cells to systems
- Cells, tissues and organs - 4 min 37 sec video
- Circulatory system worksheets - solutions
- Organ Systems – Double Puzzle - Answers
- End Unit Test Revision - worksheet solutions

Sidebar navigation: Summary, Notices, Content, Discussions, Submissions, Library, Learners, Usage

Hide the section containing a sequence of work for your students until you are ready for them to access it.

Add Content to a Section. These content items can include Discussions and Submissions from within the Connect class, as well as items from digital resource repositories, external files and web links.
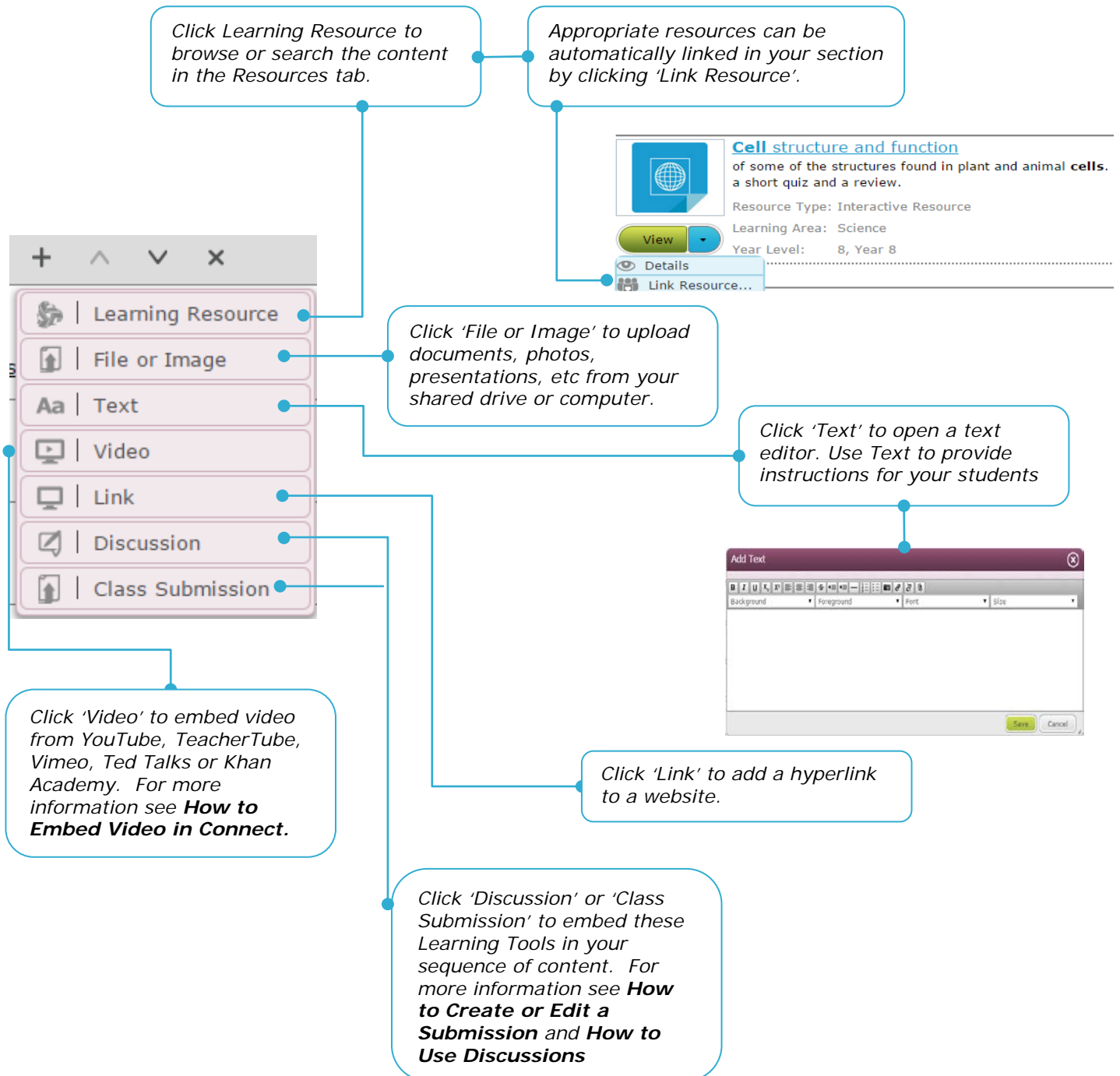
Deleting a Section will also delete all the content in that section.

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Once you have created one or more Sections, content can be added. Connect allows for a wide range of file formats to be uploaded. While there is no limit on the number of pieces of content that can be stored here, there is a 50 mb limit on each individual piece of content.

Click Learning Resource to browse or search the content in the Resources tab.

Appropriate resources can be automatically linked in your section by clicking 'Link Resource'.

Cell structure and function
of some of the structures found in plant and animal **cells**.
a short quiz and a review.
Resource Type: Interactive Resource
Learning Area: Science
Year Level: 8, Year 8

View

Details
Link Resource...

+ ∧ ∨ ✕

Learning Resource
File or Image
Aa | Text
Video
Link
Discussion
Class Submission

Click 'File or Image' to upload documents, photos, presentations, etc from your shared drive or computer.

Click 'Text' to open a text editor. Use Text to provide instructions for your students

Add Text
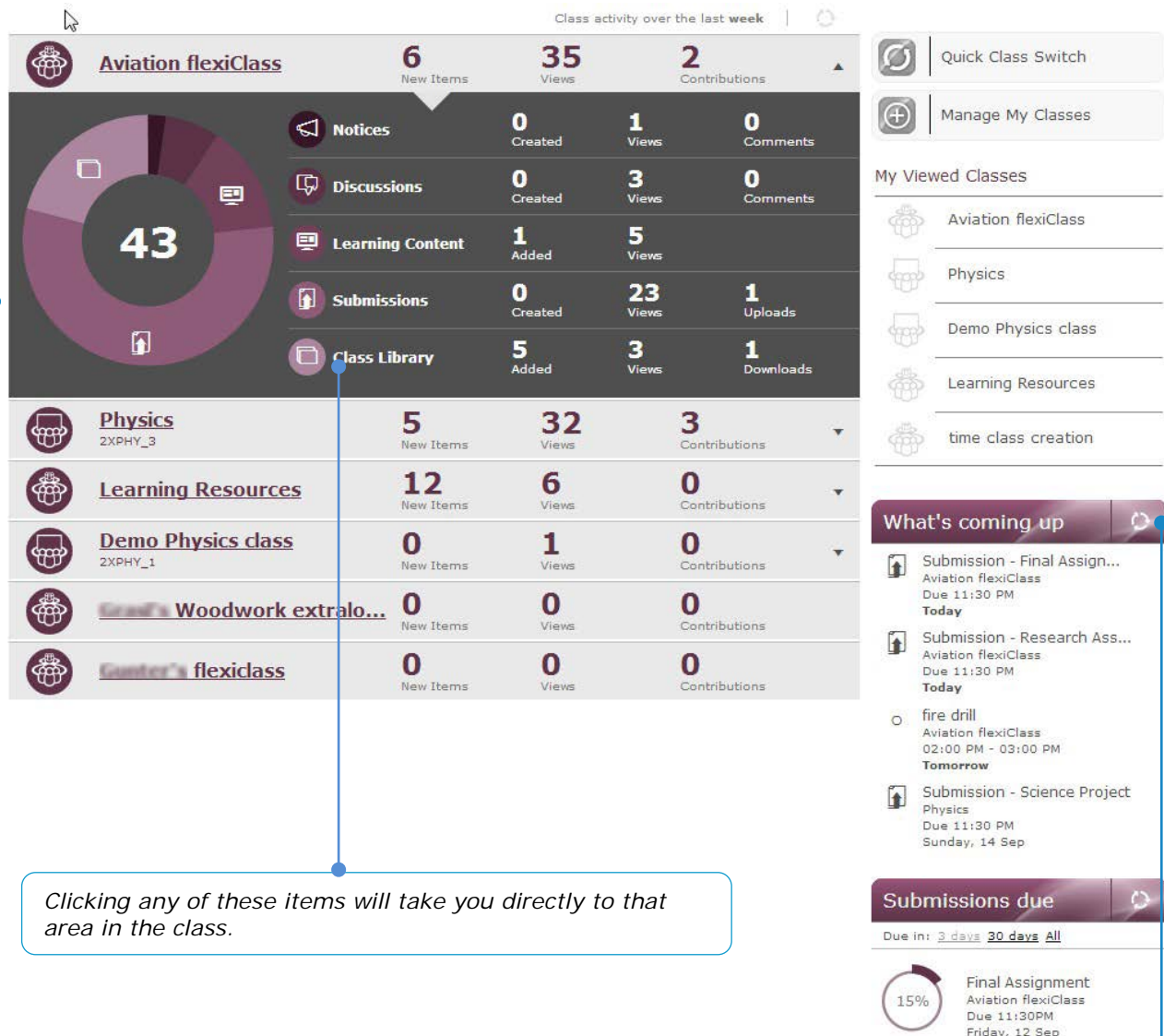
Background   Foreground   Font   Size

Save   Cancel

Click 'Video' to embed video from YouTube, TeacherTube, Vimeo, Ted Talks or Khan Academy. For more information see How to Embed Video in Connect.

Click 'Link' to add a hyperlink to a website.

Click 'Discussion' or 'Class Submission' to embed these Learning Tools in your sequence of content. For more information see How to Create or Edit a Submission and How to Use Discussions

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Guide to: The Class Dashboard

Teachers , students and parents all have access to their own Class Dashboard. Teachers can see what activities have been taking place across all their classes. At a glance teachers can gauge if students have accessed resources in the class library, viewed notices posted by the teacher or contributed to class discussions.

To access the Class Dashboard click on the Classes menu tab.

Clicking any of these items will take you directly to that area in the class.

The class dashboard displays all the classes attached to a teacher. The graphic display will default to the class with the most activity. Hovering over the graph will display the data for each section. To display data from another class, click the drop down arrow to the right of that class's header.

What's coming up: this section displays a 7 day snapshot of upcoming events by collecting calendar entries across all classes that a student is enrolled in or a teacher is teaching.

Quick Class Switch

Manage My Classes

My Viewed Classes

Aviation flexiClass

Physics

Demo Physics class

Learning Resources

time class creation

What's coming up

Submission - Final Assign...
Aviation flexiClass
Due 11:30 PM
Today

Submission - Research Ass...
Aviation flexiClass
Due 11:30 PM
Today

fire drill
Aviation flexiClass
02:00 PM - 03:00 PM
Tomorrow

Submission - Science Project
Physics
Due 11:30 PM
Sunday, 14 Sep

Submissions due

Due in: 3 days 30 days All

15% Final Assignment
Aviation flexiClass
Due 11:30PM
Friday, 12 Sep

'Submissions due' on a teacher's class dashboard shows a graphical view of how many students have submitted assignments.
'Submissions due' on a student's dashboard alerts them to submissions that are due in the next 3 days or 30 days.

Clicking here will take you directly to the submission.

Guide to: Class Settings

Settings allow you to change the way a Class will appear to your students in Connect. The menu on the left of your class displays tabs for Discussions, Submissions, Notices and so on. These can be turned on or off in Settings.

To free up additional screen space in your class you can switch off the Class Images (the randomly changing images at the top of the page) in Settings.

Increase screen space available on individual page by hiding the Class images.
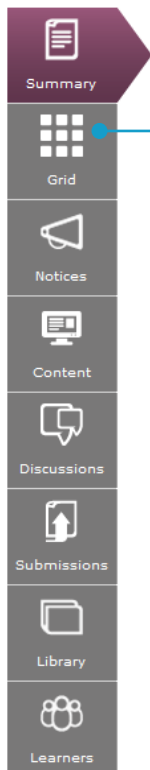
Use Settings to switch on the Grid for students.
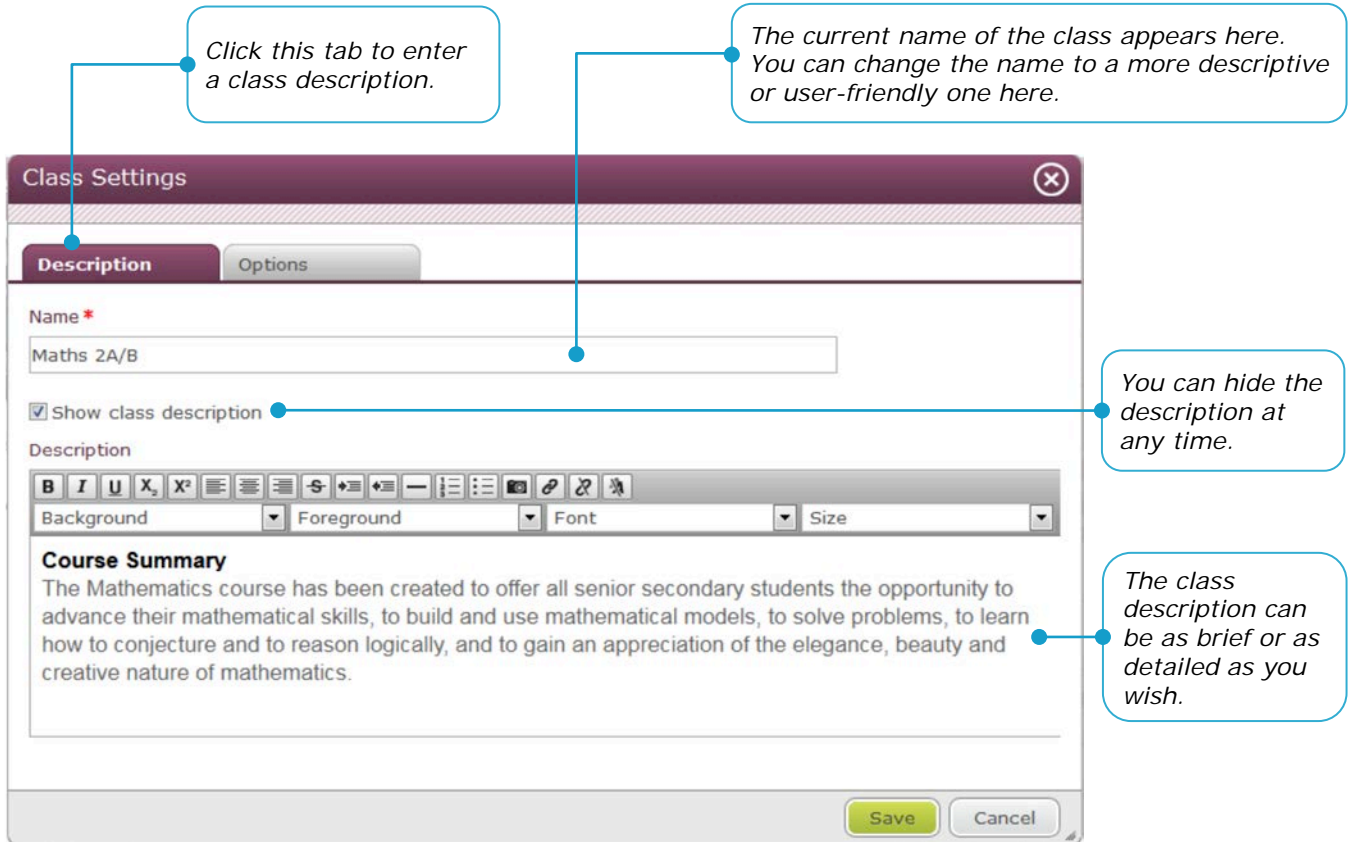
(See: How to Use the Grid for more information)
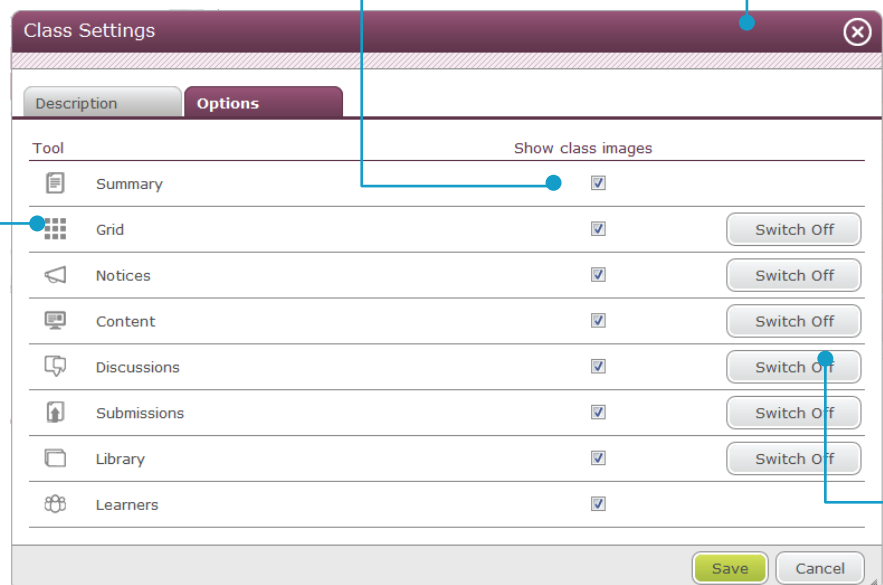
You can hide any of the Class tools by switching them off in Settings.
Note the Summary and Learners tab cannot be switched off.

The Description tab in Settings allows you to explain to students (and their parents) the aims, objectives or activities of your class. This description will appear at the top of the Class Summary page. You can remove it at any time.

Click this tab to enter a class description.

The current name of the class appears here. You can change the name to a more descriptive or user-friendly one here.

Class Settings

Description | Options

Name *

Maths 2A/B

☑ Show class description

You can hide the description at any time.

Description

B I U X₂ X² ≣ ≡ ≣ S ⬅≣ ⬅≣ — ≣ ⫶≣ 🖼 🔗 🔗 🈂

Background ▾ | Foreground ▾ | Font ▾ | Size ▾

Course Summary
The Mathematics course has been created to offer all senior secondary students the opportunity to advance their mathematical skills, to build and use mathematical models, to solve problems, to learn how to conjecture and to reason logically, and to gain an appreciation of the elegance, beauty and creative nature of mathematics.

The class description can be as brief or as detailed as you wish.

Save | Cancel

Guide to: Setting Your Notifications.

Connect users can manage when they would like to receive email Notifications about things that happen in Connect. Within User Notifications a user can manage General Notifications and personalise notifications for individual Classes and Communities (teachers and staff only)

Clicking on your name will give you options in My Account. Select **Notifications**
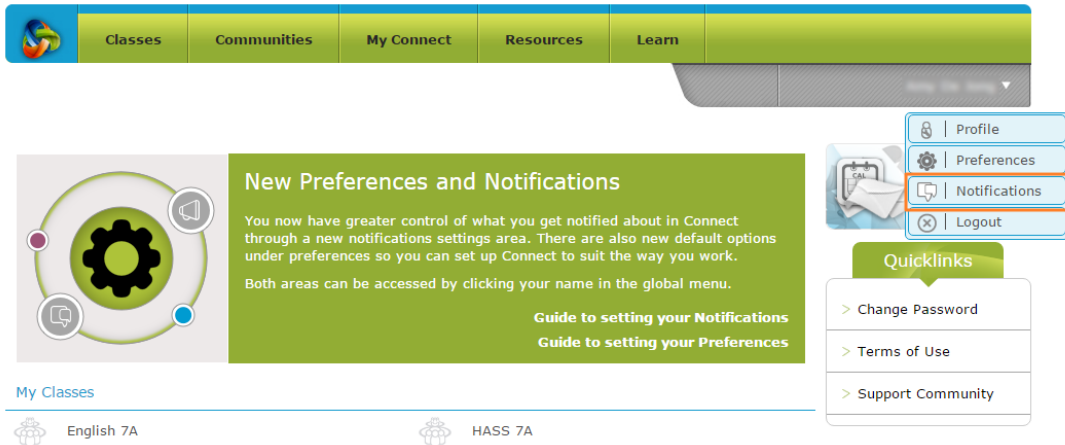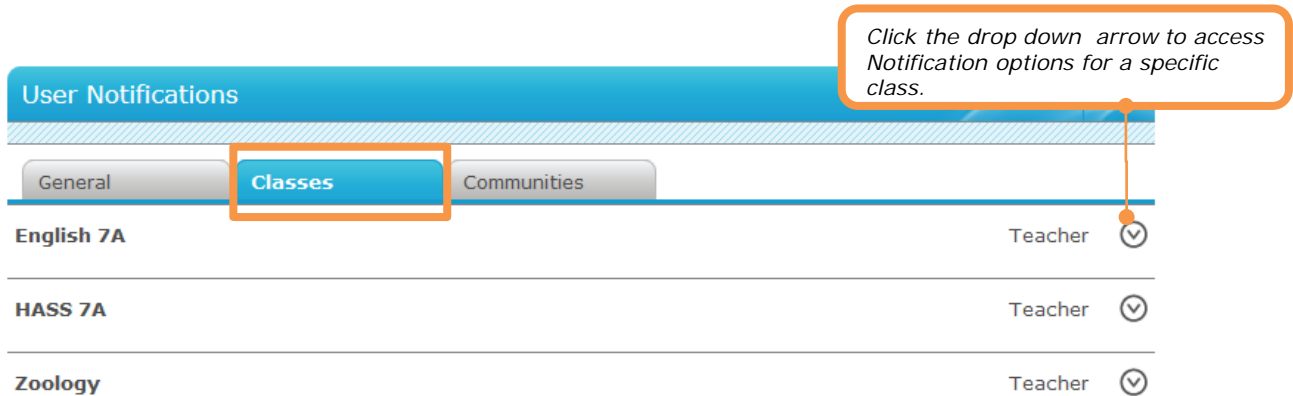

Set your personal notifications.

Classes	Email
I am added to a class	☑
I am removed from a class	☑
My role in a class changes	☑
A staff member is added to a class I teach	☑
A staff member is removed from a class I teach	☐
A staff member's role changes in a class I teach	☐
Inappropriate content is reported in a class I teach	☑ (grey)

Tick the box to get a notification when something happens.

Communities	Email
I am added to a community	☑
I am removed from a community	☑
I am invited to join a community	☑ (grey)
I request to join a community	☑ (grey)
My role in a community changes	☑
Someone joins a community I own	☑
A member is removed from a community I own	☐
Someone requests to join a community I own	☑ (grey)
Inappropriate content is reported in a community I own	☑ (grey)

Some notifications will always be sent to you by Connect. These are represented by a grey tick box and cannot be switched off.

User Notifications : Classes

Classes allows you to set specific Notifications for individual classes.

Click the drop down arrow to access Notification options for a specific class.
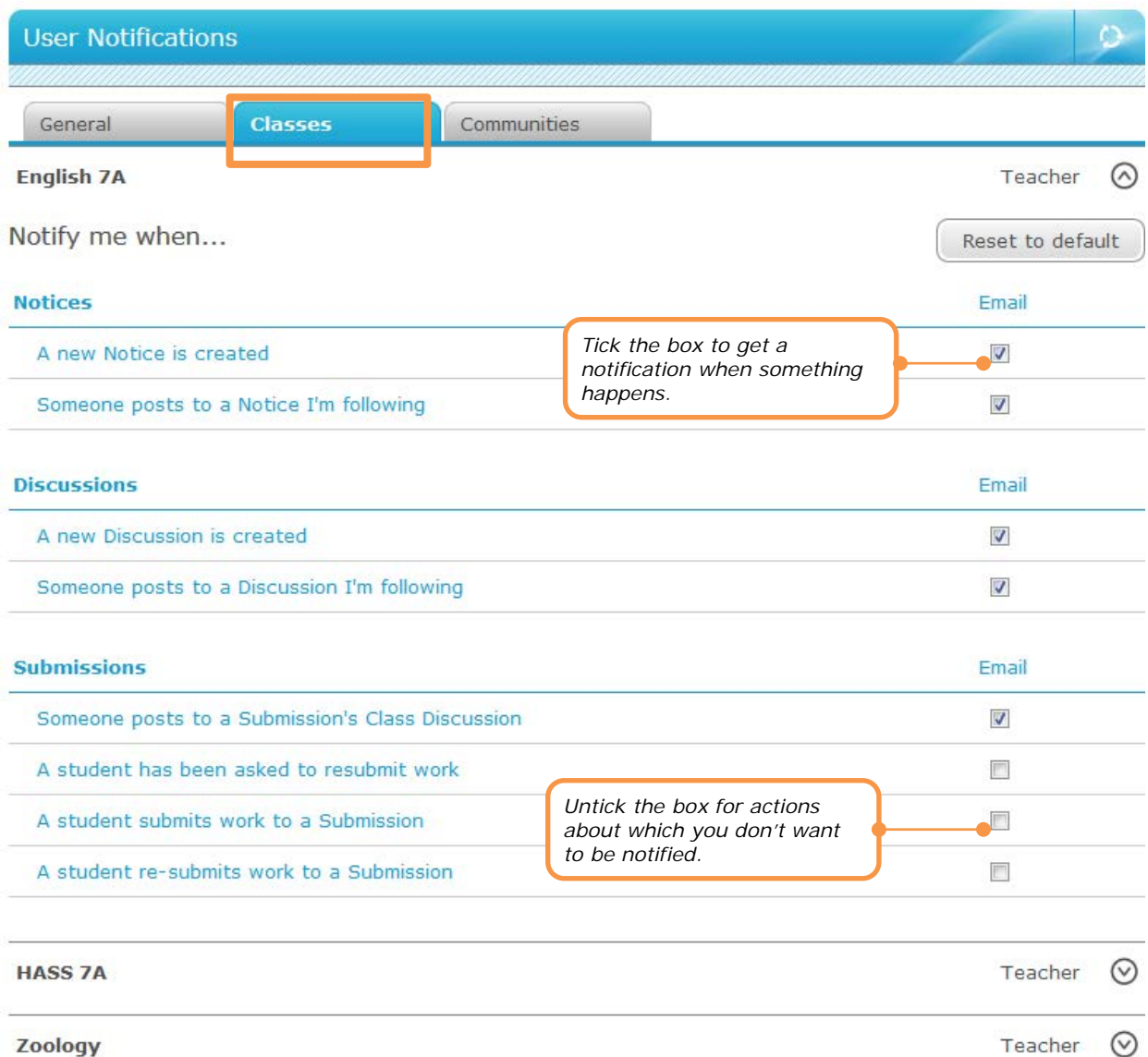
User Notifications

| General | **Classes** | Communities |

English 7A   Teacher ⌄

HASS 7A   Teacher ⌄

Zoology   Teacher ⌄

User Notifications

| General | **Classes** | Communities |

English 7A   Teacher ⌃

Notify me when...   [Reset to default]

Notices   Email

   A new Notice is created   ☑

Tick the box to get a notification when something happens.

   Someone posts to a Notice I'm following   ☑

Discussions   Email

   A new Discussion is created   ☑

   Someone posts to a Discussion I'm following   ☑

Submissions   Email

   Someone posts to a Submission's Class Discussion   ☑

   A student has been asked to resubmit work   ☐

Untick the box for actions about which you don't want to be notified.

   A student submits work to a Submission   ☐

   A student re-submits work to a Submission   ☐

HASS 7A   Teacher ⌄

Zoology   Teacher ⌄

Note: Teachers and staff can also manage Notifications for individual Communities.

How to: Create a New Class Submission

Submissions are a teaching tool that enables students to submit work online to the teacher. Creating a submission enables the mechanism for students to search for and upload a file for a set task. Submissions can be linked to Assessment Outline tasks and the Marksbook.

Class Submissions

New Submission   Order: Latest ▼   Show: All ▼

Click here to create a new submission.

New Class Submission

Class Submissions>New Submission

Title: *   Digestive System

Description: *

B I U X₂ X² [formatting toolbar]

Background ▼   Foreground ▼   Font ▼   Size ▼

Create an interactive presentation on the digestive system to present to your class.

Due Date: 31/03/2015   Due Time: 8.00   AM ▼
☑ Allow students to resubmit as needed until submission is closed.

Status: *   Hidden ▼
          Hidden
          Open
          Closed

Save   Cancel
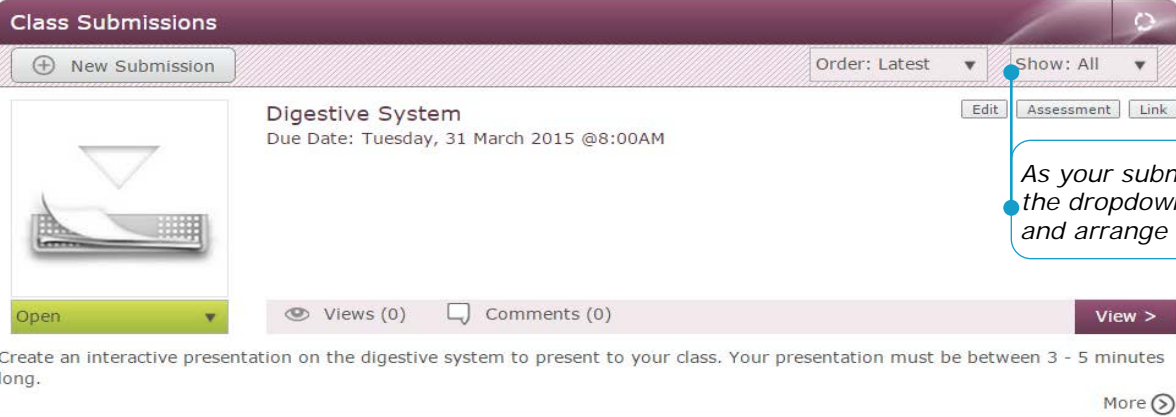
Add a title, description and due date.

Decide whether the submission will be immediately available to your students.

An OPEN submission allows students to submit work.

A CLOSED submission is visible to students but they can no longer submit work.

A HIDDEN submission cannot be seen by students. Prepare a submission for students, then open it for them at the appropriate time.

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Class Submissions

New Submission

Order: Latest ▼   Show: All ▼

Digestive System
Due Date: Tuesday, 31 March 2015 @8:00AM

Edit   Assessment   Link

As your submissions increase, you can use the dropdown menus to more easily view and arrange the submissions.

Open ▼

👁 Views (0)   💬 Comments (0)

View >

Create an interactive presentation on the digestive system to present to your class. Your presentation must be between 3 - 5 minutes long.

More ⊙

Click on the large icon or the VIEW button to view details of the submission, such as which students have submitted work and who are still to submit work.

Class Submissions

Class Submissions>**View 'Digestive System'**
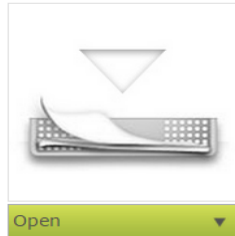
Digestive System
Due Date: Tuesday, 31 March 2015 @8:00AM

[Edit] [Assessment] [Link]

Change the Submission's title, description, due date and time with the Edit button.

Open ▼

Create an interactive presentation on the digestive system to present to your clas... long.

Allow students to ask questions or seek clarification about the Submission. All students can see these comments if the Show Comment box is ticked.

| **Students** | Class Discussion (0) |

☐ Select All   [Manage Feedback] [Send Message] [Download]

Show to students   ☐

Name ⬍	Status ⬍	Tracking ⬍	Feedback
☐	Not Submitted	☐	
☐	Not Submitted	☐	
☐	Not Submitted	☐	
☐	Not Submitted	☐	
☐	Not Submitted	☐	
☐	Not Submitted	☐	
☐	Not Submitted	☐	
☐	Not Submitted	☐	

Click the Actions icon next to a student's name to ask them to resubmit their assignment, provide submission feedback, view their submission or review all their previous submissions.

👁 | View Submission
✏ | Provide Feedback
🔄 | Ask to Resubmit
⬆ | Upload Submission
📖 | Manual Submission
🕐 | View History

To view the submissions , manage feedback or send a message to selected students, tick the box next to each student then click the Manage Feedback, Send Message or Download button.

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Guide to: Assessment Outlines and Submissions

Teachers can add Assessment Tasks from Assessment Outlines that exist in "Reporting to Parents" (RTP) to submissions they create in Connect Classes. This allows teachers to enter marks into Connect and have the marks automatically entered and recorded in RTP.

Class Submissions

New Submission   Order: Latest ▼   Show: All ▼
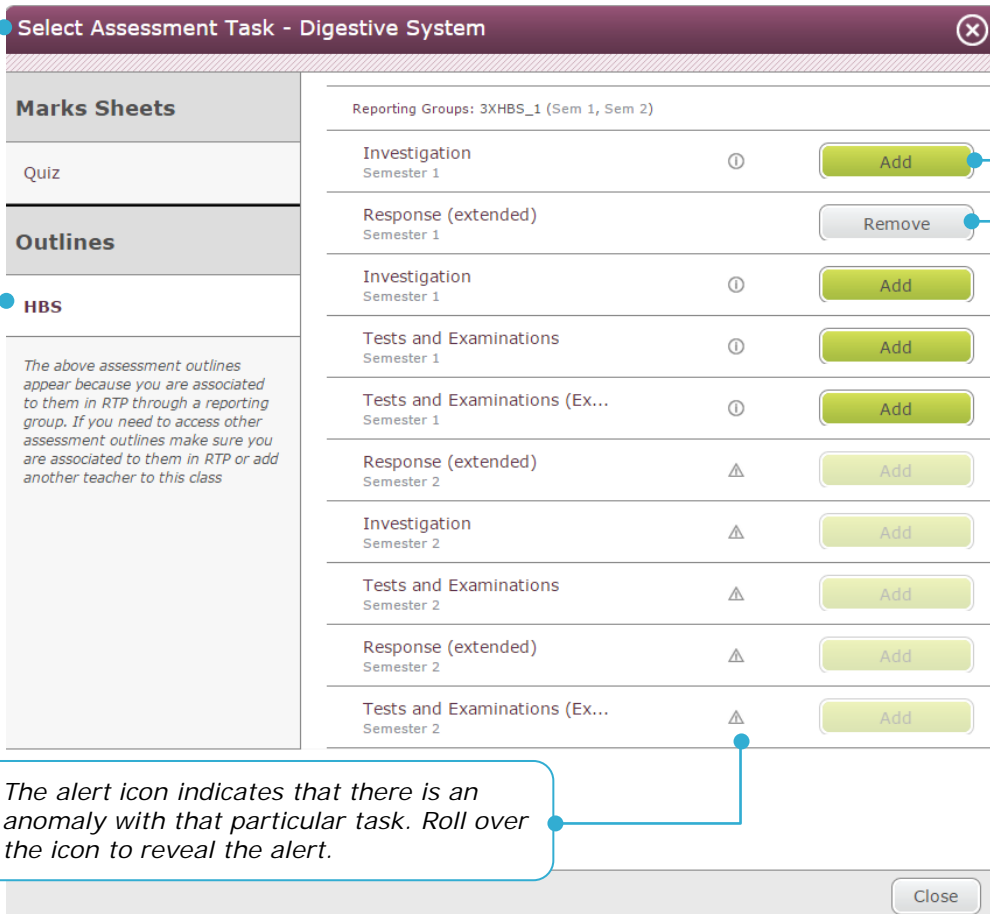
Digestive System
Due Date: Saturday, 28 March 2015 @11:30PM   Edit Assessment Link

Once a Submission has been created, the Assessment Tasks can be added by clicking the "Assessment" button.

Open ▼   👁 Views (0)   💬 Comments (0)   View >

Create an interactive presentation on the digestive system to present to your class. Your presentation must be between 3 - 5 minutes long.

More ⊙

Any Assessment Outlines in RTP that are associated with you or the class you are teaching, will appear in the Assessment Task selector window.

Select Assessment Task - Digestive System ⊗

Select a task to Add to the Submission

Marks Sheets

Quiz

Outlines

HBS

Reporting Groups: 3XHBS_1 (Sem 1, Sem 2)

Task		
Investigation Semester 1	ⓘ	Add
Response (extended) Semester 1		Remove
Investigation Semester 1	ⓘ	Add
Tests and Examinations Semester 1	ⓘ	Add
Tests and Examinations (Ex... Semester 1	ⓘ	Add
Response (extended) Semester 2	⚠	Add
Investigation Semester 2	⚠	Add
Tests and Examinations Semester 2	⚠	Add
Response (extended) Semester 2	⚠	Add
Tests and Examinations (Ex... Semester 2	⚠	Add

The above assessment outlines appear because you are associated to them in RTP through a reporting group. If you need to access other assessment outlines make sure you are associated to them in RTP or add another teacher to this class

Select an Assessment Outline from here.

To remove a task click the "Remove" button. Note, the marks will remain in RTP.

The alert icon indicates that there is an anomaly with that particular task. Roll over the icon to reveal the alert.

Close

Once an Assessment Task has been added to a submission, the teacher can start entering marks.

Class Submissions

← Class Submissions>**View 'Digestive System'**

Digestive System
Due Date: Saturday, 28 March 2015 @11:30PM

Edit | Assessment | Link

Open ▼

Create an interactive presentation on the digestive system to present to your class. Your presentation must be between 3 - 5 minutes long.

More ⊙

Students	Class Discussion (0)

☐ Select All   Manage Feedback | Send Message | Download

Show to students ☑ ☐

	Name ↕	Status ▼	Task 2	Tracking ↕	Feedback
☐	Alannah Brown	Not Submitted			📋
☐	Amy Davis	Not Submitted			📋
☐	Cameron Davey	Not Submitted		☐	📋
☐	Catie Manoni	Not Submitted		☐	📋
☐	Corey Scaddan	Not Submitted		☐	📋
☐	Karlee Perrin	Not Submitted		☐	📋
☐	Neve Paterson	Not Submitted		☐	📋
☐	Sophie Hannan	Not Submitted		☐	📋

Response (extended)

Semester: 1
Assessment Outline: HBS
Max Mark: 23
Weighting: 10

To enter a mark, click on a cell and enter a value. When you click out of the cell, the mark is automatically saved in RTP.

Hover the cursor over the task name to reveal the details of the task, such as the description, reporting groups, maximum mark as well as weighting.

Updated January 2015

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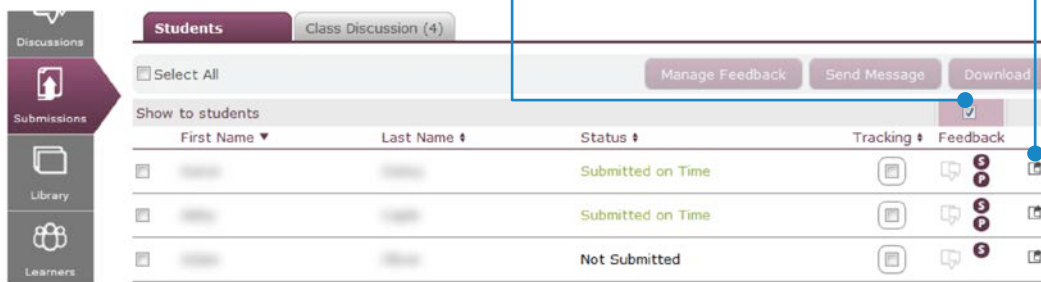
Guide to: Providing Student Feedback

A teacher can give feedback to a student about a submission. This could be a comment, an attached file containing relevant notes about the student's submission, or both. Any comments provided in feedback are only visible to the individual student and that student's parent. Teachers can also control when this feedback is available to students and parents.

Note: A teacher can begin a discussion about a particular submission. This is open to all students. The discussion is also visible to all parents.

Feedback column: this shows whether you have provided a student with feedback and if the student has responded to your feedback.
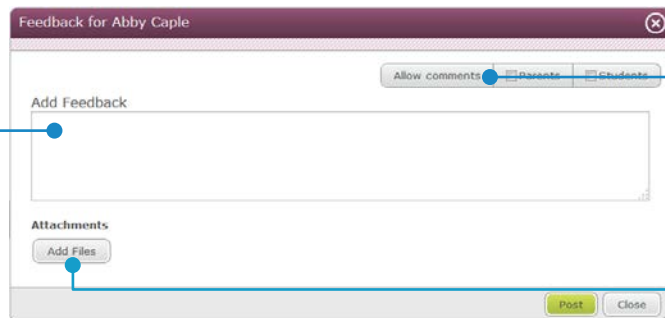
Click the Actions icon to Provide Feedback

Discussions
Submissions
Library
Learners

| Students | Class Discussion (4) |

☐ Select All   Manage Feedback   Send Message   Download

Show to students

First Name ▼	Last Name ⬥	Status ⬥	Tracking ⬥	Feedback
		Submitted on Time		
		Submitted on Time		
		Not Submitted		

👁 | View Submission
🔄 | Ask to Resubmit
⬆ | Upload Submission
✏ | Provide Feedback
📘 | Manual Submission
🕘 | View History
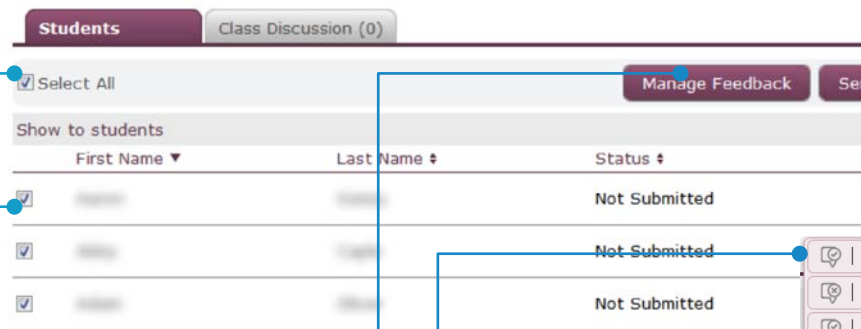
Enter feedback for the student here.

Feedback for Abby Caple ⊗

Allow comments ☐ Parents ☐ Students

Allow students (and/or their parents) to respond to your feedback

Add Feedback

Attachments
Add Files

Add one or more files including, or instead of a comment.

Post   Close

Easily manage actions for multiple students by ticking the 'Select All' checkbox for all students or by selecting individual students' names.

| Students | Class Discussion (0) |

☑ Select All   Manage Feedback   Sen

Show to students

First Name ▼	Last Name ⬥	Status ⬥
☑		Not Submitted
☑		Not Submitted
☑		Not Submitted

🗨 | Allow student replies
🗨 | Disallow student replies
🗨 | Allow parent replies
🗨 | Disallow parent replies

Click Manage Feedback and choose Allow replies as desired from the Menu.

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Guide to: The Feedback icons

The speech bubbles indicate when you or a student or their parent have made a comment in the Feedback tab. A single bubble tells you that you have given feedback to that student. As soon as a student or parent responds to your comment, the icon will change to a double speech bubble, indicating a two-way conversation. A purple icon lets you know that you have unread comments from that student or parent. A grey icon means all comments have been read by you.

The round icons indicate to whom you have given the ability to reply to your feedback. An 'S' next to a student's name means that only the student (but not the parent) can reply to your feedback. An 'S' and a 'P' together indicates you have allowed both the student and their parent to reply.

This icon indicates you have sent feedback to the student.

The 'S' and 'P' icons indicate you have allowed both students and parents to reply to your feedback comments.

This icon indicates you have received feedback from the student or parent which you have not yet read.

The 'P' icon indicates you have allowed only the parent to reply to your feedback comments.

The 'S' icon indicates you have allowed only the student to reply to your feedback comments.

This icon indicates you have read all the comments that have been made so far.

Guide to: Notifying students of feedback

A checkbox above the Feedback column determines whether students can see feedback comments you have provided. When this box is ticked, two things occur. Firstly, when a student goes to the submission, they will now see a Feedback tab. This will contain any marks you have selected to display to the student, and any feedback comments you have given.

Secondly, once the box is ticked, whenever you send feedback to students, an email will be automatically sent to each student which contains the feedback message and a link to the submission. Similarly, when a student (or parent, if you have enabled their replies) sends a reply in response to your feedback, you will receive an email from the student with their reply.

If you have also attached one or more files to your feedback, the email will inform the student that there are attachments for them to read. However the student will need to go to Connect to access those files.

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If you have added marks to one or more tasks from Assessment Outlines in a Submission, you can choose to make the marks available to the students.

Note: No emails are sent when you make marks visible to students. You can create a Notice or send a message (email) to inform students that their marks are now available.

Tick this checkbox to make this column of marks visible to students. Students will see the mark displayed in their Feedback tab, see 'What does a student see?' below.

Even though there are marks in this column, students will NOT be able to see the marks until you tick this checkbox.

When you show Feedback or Marks for a Submission, a Feedback tab will appear to the student in the their Submission.

If you have not provided a Mark or any Feedback or have chosen to not show this information, the Feedback tab will not be available for students or their parents.

Marks for assessment tasks will be displayed here.
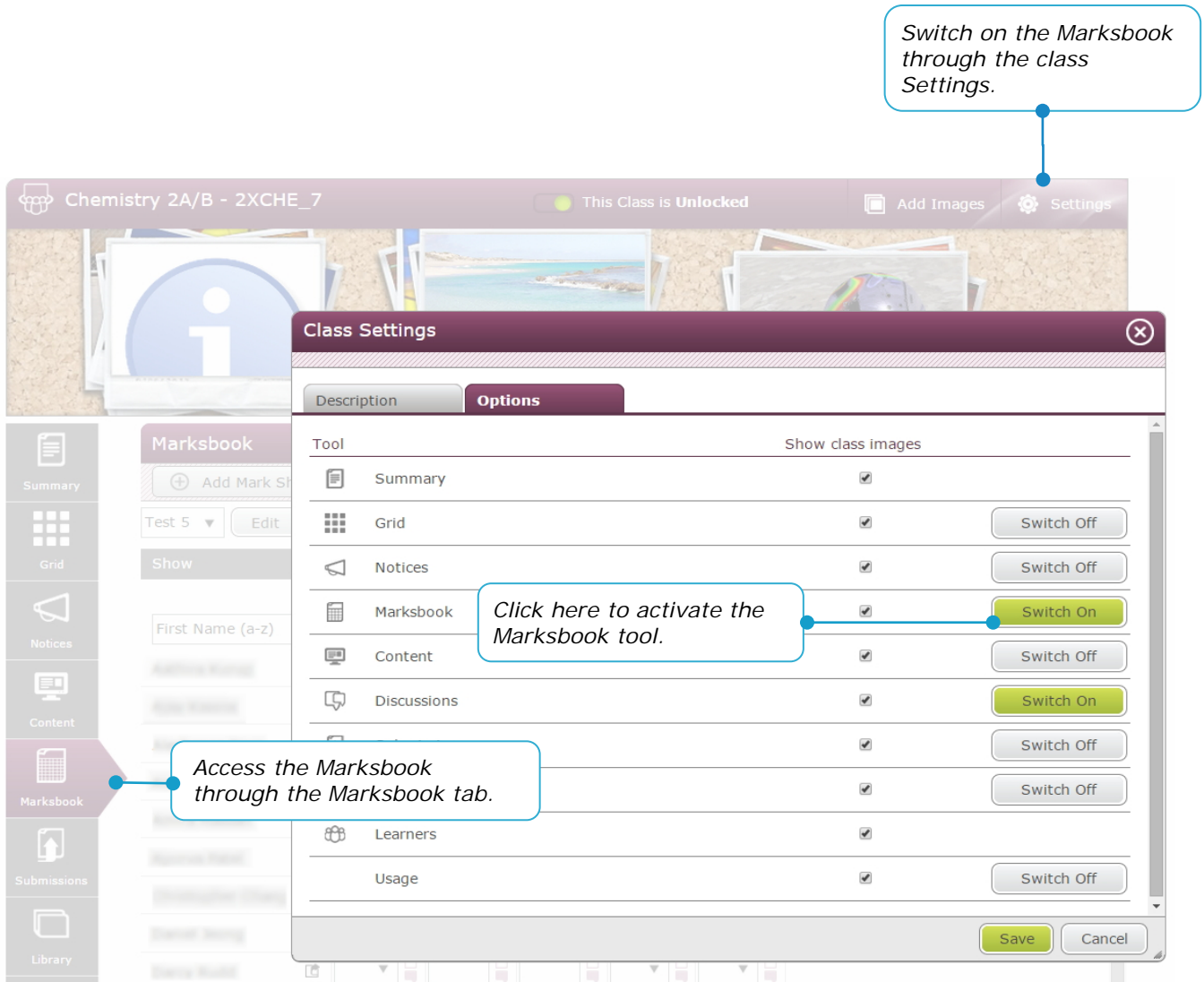
Guide to: The Marksbook

The Marksbook tool can be used with students from K-12. It allows teachers to set up a Mark Sheet which consists of tasks against which a teacher can record marks for each student. The Marksbook can also link to Assessment Outlines and write assessments back to Reporting. A variety of different types of marks can be recorded. As well as recording marks for each task, teachers can capture comments and evidence for each student's task.

Switch on the Marksbook through the class Settings.

Click here to activate the Marksbook tool.

Access the Marksbook through the Marksbook tab.

Click 'Add Mark Sheet' to create a new Mark Sheet. You can add one or more Tasks to the Mark Sheet.

'Add Task' allows teachers to add Tasks to the selected Mark Sheet. A variety of different mark types can be selected when adding a task.

Chemistry 2A/B - 2XCHE_7   This Class is **Unlocked**   Add Images   Settings

| Summary |
| Grid |
| Notices |
| Content |
| Marksbook |
| Submissions |

Marksbook

⊕ Add Mark Sheet   Import

Test 5 ▼   Edit   Add Task

Show	☑	☑	☑	☑	☐	
	T	T2	T3	t4	T7	
First Name (a-z) ▼	Faces	75	%	Skill	UoC	
Aathira Kumar	😀 ▼	65	18	O ▼	IP ▼	
Ajay Kasma	😐 ▼	47	89	C ▼	CO ▼	
Aleshanee Naji	😀 ▼	33	72	S ▼	W ▼	
Alex Nitsche	😄 ▼			S ▼	▼	
Amira Hassan	▼			▼	▼	
Aljunia Patel	▼			▼	▼	

This drop down allows teachers to switch between different Mark Sheets. Assessment Outlines can be selected here also.

'Import' allows teachers to copy Tasks from another class.

Task information is added through the Add Task button and applied to a selected Marks Sheet.

Add Task ⊗

Mark Sheet *

Test 5 ▼

Teachers can select a name for each task.

Title *

Display Code *

Connect will automatically generate a code based on the name you enter, but you can change the code if you wish.

Date of Assessment

20/11/2014 📅

Connect will automatically enter the current date in this field. You can change this if you wish.
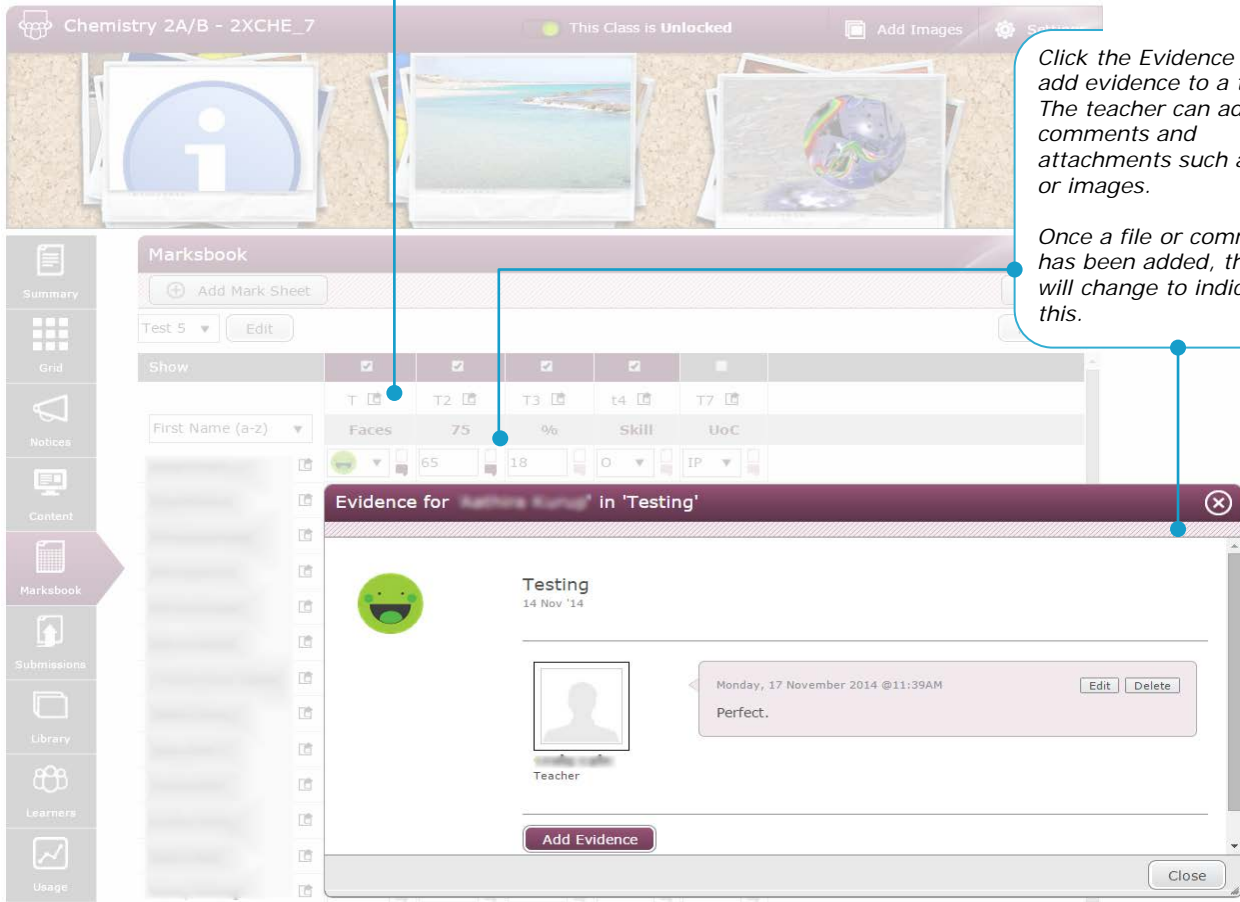
Description

Type *

Mark ▼

| Mark |
| Date |
| Distance |
| Duration |
| Percentage |
| Demonstratio |
| Skill |
| Grade A-E |
| Achievement |
| Faces |
| Tick/Cross |
| EY-Scales |
| Note |

A variety of different types of marks can be selected for a task's assessment.

Save   Cancel

connect
Connecting education

The task actions icon allow a teacher to Edit, Move, Delete, Duplicate or Hide/show a task.

Chemistry 2A/B - 2XCHE_7   This Class is **Unlocked**   Add Images   Settings

Click the Evidence icon to add evidence to a task. The teacher can add comments and attachments such as files or images.

Once a file or comment has been added, the icon will change to indicate this.

Summary

Grid

Notices

Content

Marksbook

Submissions

Library

Learners

Usage

Marksbook

Add Mark Sheet

Test 5 ▼   Edit

Show	☑	☑	☑	☑	☐
	T	T2	T3	t4	T7
First Name (a-z) ▼	Faces	75	%	Skill	UoC
	☺ ▼	65	18	O ▼	IP ▼

Evidence for _____ **in 'Testing'**   ⊗

Testing
14 Nov '14

	Monday, 17 November 2014 @11:39AM	Edit Delete
	Perfect.	

Teacher

Add Evidence   Close

Click the Actions icon to see how a student will view their marks and feedback displayed in their My Marks tab.

Note: The Actions icon will only be visible if you have ticked the box to show marks to students.

Tick this box to show marks and feedback to students/parents.

Marksbook   ⟳

Add Mark Sheet   Import

Test 5 ▼   Edit   Add Task

Show	☑	☑	☑	☑	☐	
	T	T2	T3	t4	T7	
First Name (a-z) ▼	Faces	75	%	Skill	UoC	
	☺ ▼	65	18	O ▼	IP ▼	
	👁 | View as Student		89	C ▼	CO ▼	
	☺ ▼	33	72	S ▼	W ▼	
	☺ ▼			S ▼		
	▼			▼		

Summary

Grid

Notices

Content

Marksbook

![Connect - Connecting education]

How to: Use the Class Grid

The Grid has been designed to help students easily access items which would normally reside in Learning Content. When you switch on the Grid in your class, students will be automatically taken there when they log onto Connect and access the Class.

Quick Class Switch   Manage My Classes

Room 4   This Class is **Unlocked**   Add Images   Settings

1. To make the Grid visible in the tabs at the left of your class screen, click on **Settings** in your class.

Class Settings

Description   **Options**

Tool		Show class images	
Summary		☑	
Grid		☑	Switch On
Notices		☑	Switch Off
Content		☑	Switch Off
Discussions		☑	Switch Off
Submissions		☑	Switch Off
Library		☑	Switch Off
Learners		☑	
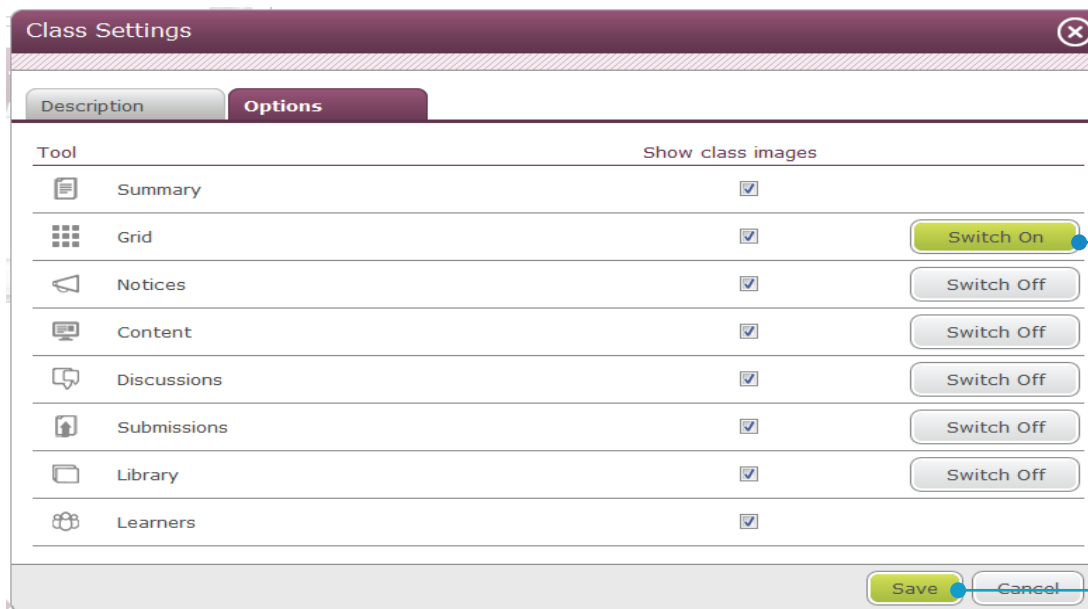
2. By default the Grid is switched off. Click here to turn it on. The Grid tab will appear in the menu on the left.

3. Click Save

Save   Cancel

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connect
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4. Once the Grid has been switched on in Settings a new tab will be added to the menu on the left.
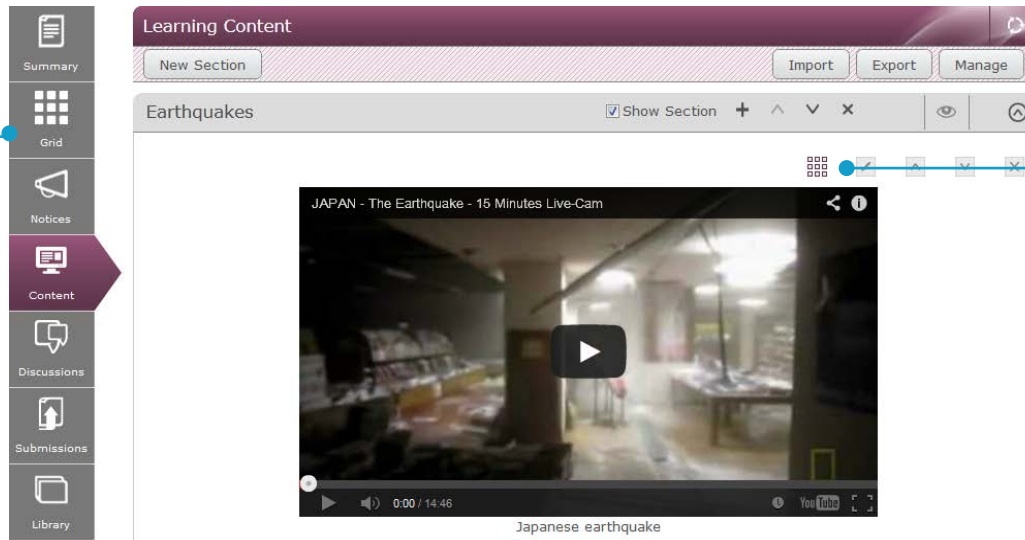
5. Any item in a Section can be added to the Grid. Click on the small grid icon to begin the process. The small grid icon will display as coloured if an item is added to the Grid. Clicking the icon a second time will remove the item from the Grid.

Summary

Grid

Notices

Content

Discussions

Submissions

Library

Learning Content

New Section | Import | Export | Manage

Earthquakes | ☑ Show Section

JAPAN - The Earthquake - 15 Minutes Live-Cam

▶

0:00 / 14:46 | You Tube

Japanese earthquake

6. Check the name of the item (this can be changed here) and add an Icon selection of existing icons or upload your own image as an icon.

Add to Learning Grid ⊗

1 Enter Details   2 Choose Position

Title *
Text

Icon *
Add Icon

Next | Cancel

Select Icon ⊗

Icons | Upload | My Library | Classes | Communities

Younger Students
Older Students
All Icons

Show All

OK | Cancel
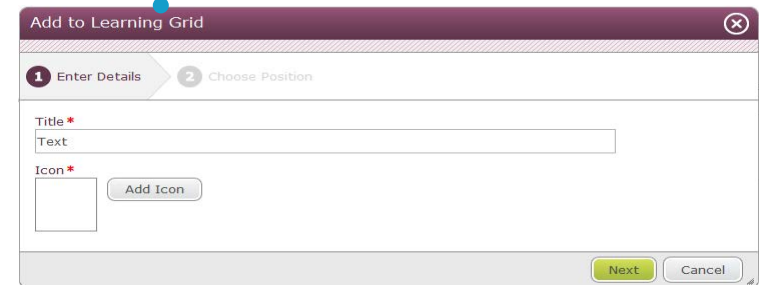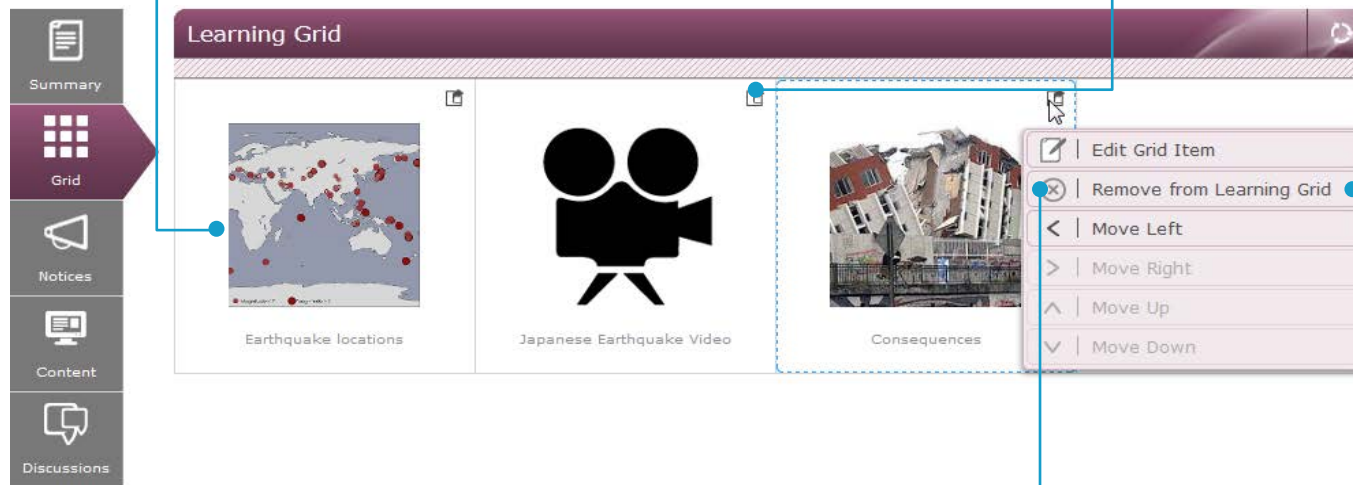
7. You can select an icon from the variety that are provided or upload your own image. After selecting a icon, simply click Next.
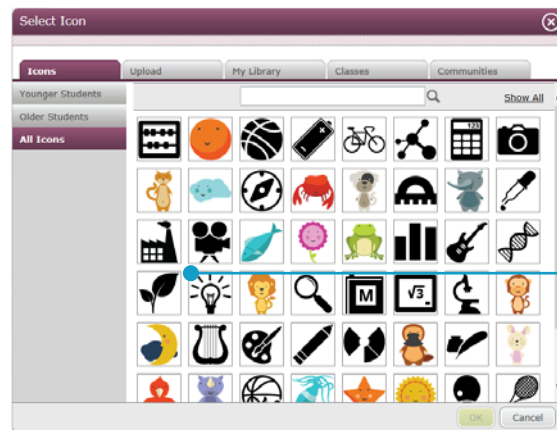
The Grid can contain a maximum of 16 items. Students click on a Grid icon to open the content item without having to navigate to find the items in the Sections.

8. By default your new item will be positioned in the upper left corner of the Grid. You can choose the location of the item in the Grid. To add the item, click Finish.

9. To change an item's name or grid icon select the Actions icon and click the Edit Grid Item command.

Learning Grid

	Edit Grid Item
	Remove from Learning Grid
	Move Left
	Move Right
	Move Up
	Move Down

Summary

Grid

Notices

Content

Discussions

Earthquake locations

Japanese Earthquake Video

Consequences

11. You can move an item in the Grid by dragging it to a new location, or using the arrow keys in the menu to move it.

10. You can remove an item from the Grid using the Actions Icon. This only removes it from the Grid display, not from its original location in the Learning Content section.

How to: Find Resources Linked to Curriculum

The Curriculum is available in Connect for teachers to easily browse and discover Learning Resources. The Curriculum is a way for teachers to find Learning Resources relevant to specific elements of the Curriculum and suitable for students in selected year levels.

1. Click the Resources tab to open The Curriculum Browser.

| Classes | Communities | My Connect | **Resources** | Learn |

(Log out)
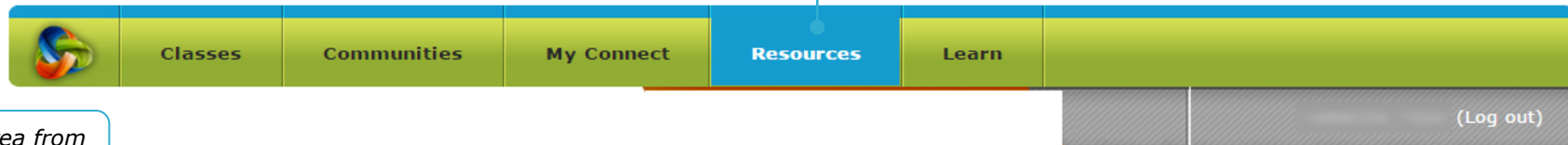
2. Select a Learning Area from the Curriculum list.

Search

Browse Australian Curriculum

Find Resources by Area

English

Mathematics

Science

Humanities and Social Sciences

    History

    Geography

    Economics and Business *

    Civics and Citizenship *

The Arts

    Dance *

    Drama *

    Media Arts *

    Music *

    Visual Arts *

Technologies

    Digital Technologies *

    Design and Technologies *

Health and Physical Education *

(*) Awaiting final endorsement

Arts

Civics and Citizenship

Economics and Business

English

Geography

Health and Physical Education

History

Languages

Mathematics

Science

Technology and Enterprise

VET

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Classes | Communities | My Connect | Resources | Learn

Mark Lang (Log out)

Search

Browse Australian Curriculum

F | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

English

Year 7 Description

Clear All
Language Modes ✕
☐ Listening
☐ Reading
☐ Speaking
☐ Viewing
☐ Writing

General Capabilities ✕
☐ Literacy
☐ Numeracy
☐ Information and communication technology capability
☐ Critical and creative thinking
☐ Ethical behaviour
☐ Personal and social capability
☐ Intercultural understanding

Cross–curriculum Priorities ✕
☐ Aboriginal and Torres Strait Islander histories and cultures

Language

Language variation and change ▲

Understand the way language evolves to reflect a changing world, particularly in response to the use of new technology for presenting texts and communicating (ACELA1528)

Matching Resources

View Elaboration

Language for interaction ▼

Text structure and organisation ▼

Expressing and developing ideas ▼

Compare the ways that language and images are used to create character, and to influence emotions and opinions in different types of texts (ACELT1621)

Matching Resources

Literature

Literature and context ▼

Responding to literature ▲

Reflect on ideas and opinions about characters, settings and events in literary texts, identifying areas of agreement and difference with others and justifying a point of view (ACELT1620)

Matching Resources

View Elaboration

Literacy

Texts in context ▼

Interacting with others ▲

Identify and discuss main ideas, concepts and points of view in spoken texts to evaluate qualities, for example the strength of an argument or the lyrical power of a poetic rendition (ACELY1719)

Matching Resources

View Elaboration

Use interaction skills when discussing and presenting ideas and information, selecting body language, voice qualities and other elements, (for example music and sound) to add interest and meaning (ACELY1804)

Matching Resources

View Elaboration

---

3. Select the year you want to view from these tabs.

4. Use these filters to target specific Capabilities, Priorities and Modes in a learning area.

5. Click here to expand the Sub-strand and view the content descriptors.

6. View Year Level Descriptions

7. Click here to view the Elaborations.

8. View a range of related Learning Resources through the 'Matching Resources' link.

9. At anytime you can run a keyword search using the Search Bar.

How to: Export a learning content Archive from a class
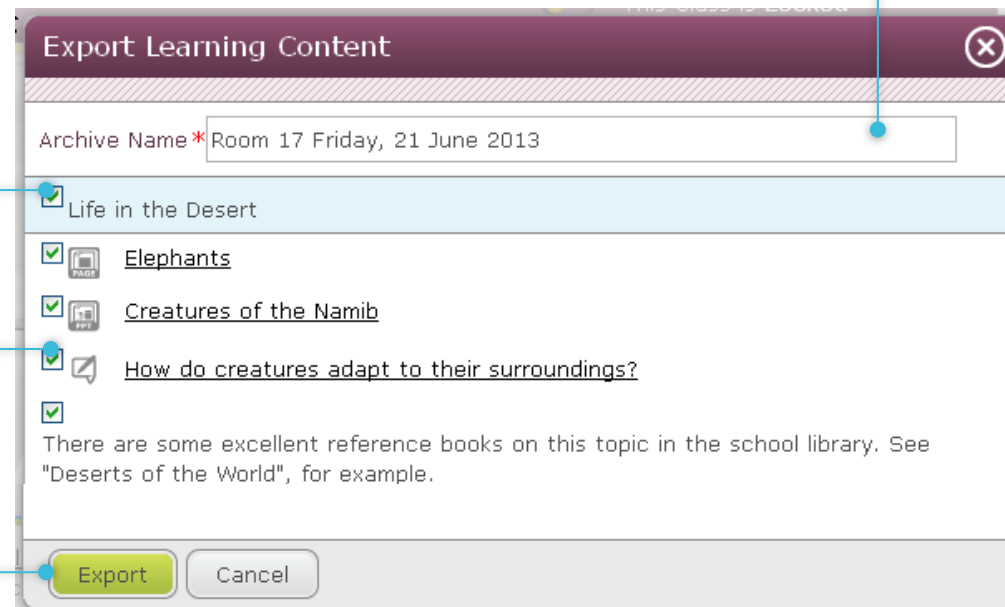
Once you have added various digital learning objects into one or more Sections in the Learning Content tab, you may want to preserve these learning objects for re-use in another class. You can archive just selected objects or complete Sections which comprise a sequence of work. This is easily done by clicking the EXPORT button, which opens this window.

Connect creates a default name for your Archive, but you can rename it whatever you wish.

Export Learning Content ⊗

Archive Name＊ Room 17 Friday, 21 June 2013

Ticking this box will select all the objects in a Section.

☑ Life in the Desert

☑ Elephants

☑ Creatures of the Namib

Alternatively you can choose which objects to export by selecting them individually.

☑ How do creatures adapt to their surroundings?

☑

There are some excellent reference books on this topic in the school library. See "Deserts of the World", for example.

The exported Archive is stored in Connect's cloud until you need to access it again.

Export   Cancel

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How to: Import a learning content Archive into a class

A previously exported Archive can be imported into any another Connect class. You can choose to import a whole Section or just specific objects. Clicking on the IMPORT button will display this window.

Import Learning Content   ⊗

Name	Export Date	
Life in the Desert	Friday, 21 June 2013	View
Pre-Primary 1 Friday, 3 May 2013	Friday, 3 May 2013	View
The Great White Shark	Friday, 21 June 2013	View

View the contents of an Archive to select what you want to import. Clicking this button will open the window below.

Ticking this box will select all the objects in a Section.

Import Learning Content   ⊗

Package: Life in the Desert   Export Date: Friday, 21 June 2013

☑ Life in the Desert

☑ 📄 Elephants

☑ 📊 Creatures of the Namib

☑ 📝 How do creatures adapt to their surroundings?

☑ There are some excellent reference books on this topic in the school library. See "Deserts of the World", for example.

Alternatively you can choose which objects to import by selecting them individually.

[Prev]   [Import]   [Cancel]

connect.det.wa.edu.au

How to: Manage your learning content Archives

Clicking the MANAGE button will open this window. Here you can delete Archives you no longer need.

Manage Learning Content Packages ⊗

Name	Export Date	
Life in the Desert	Friday, 21 June 2013	Delete ⬚
Pre-Primary 1 Friday, 3 May 2013 Friday, 3 May 2013		Delete
The Great White Shark	Friday, 21 June 2013	Delete ⬚

⬆ | Import

Close

Delete Archives you no longer require. Note that once deleted, an Archive cannot be recovered.

Click on the Actions icon to import an Archive into a class.

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Guide to: The Library

The Library is a convenient location to store digital files which you want to make available to students (and parents) in your Class, or to your staff colleagues in a Community. The library can be found in each Class and Community. A personal Library can be found in the My Connect tab.

Organise files relating to a project, topic or learning area by placing them in appropriately named folders. Folders can be created within other folders, creating a hierarchy if required. Click on 'Add files' to upload files (see the screen below) or click 'Add link' to add hyperlinks to websites.

One or more Files can be uploaded by selecting the Upload Files button.

Files can be moved between the Classes library, My Library and Communities Library.
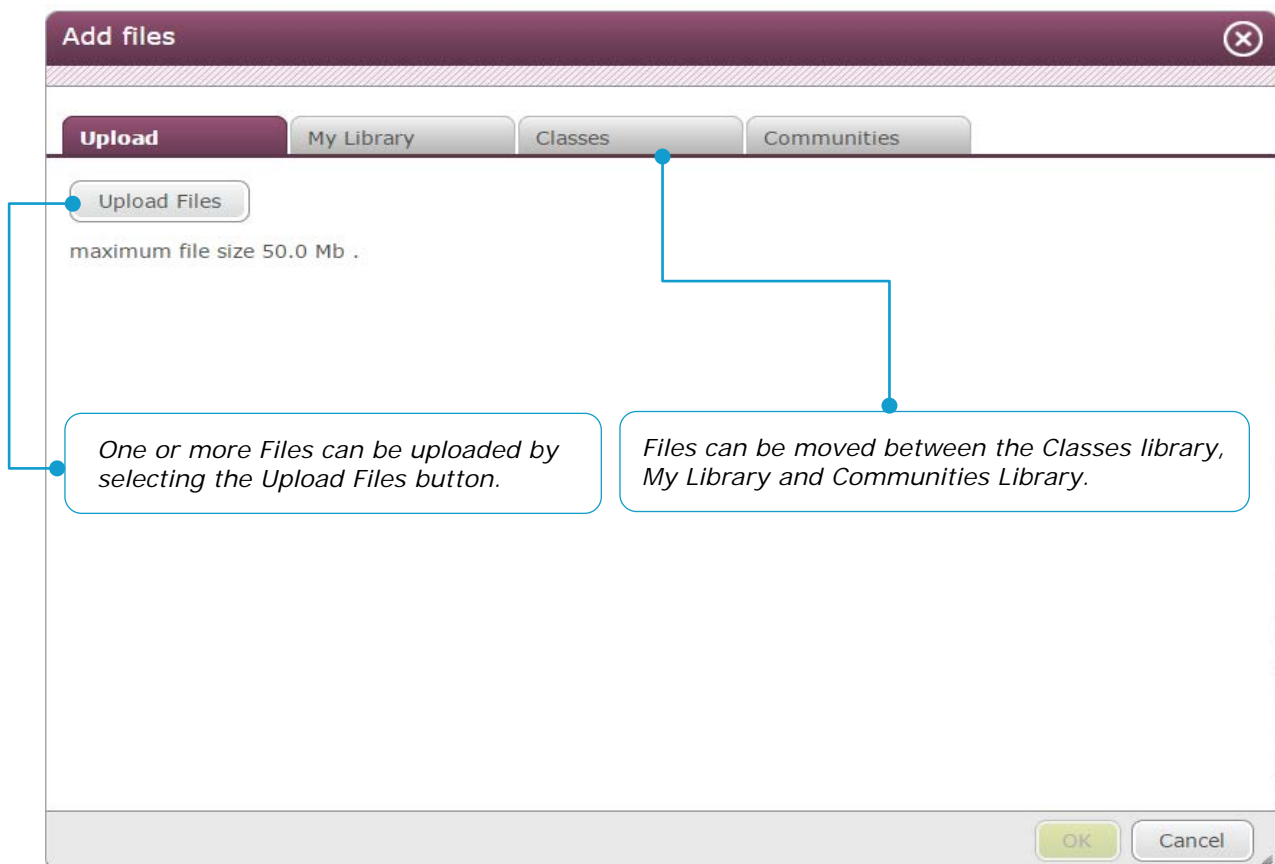
Library

New folder | Add files | Add link

Select buttons to Copy, Move, Download or Delete selected files or folders.

Copy | Move | Delete | Download

☐ Select All

Name ⬍	Size	Modified ▲
☐ 📁 Unit Outline		18 Dec '14
☐ 🌐 Digestion		8 Jan '15
☐ 📄 This is a test document.docx	12 Kb	16 Jun '14

Popup menu:
- 📄 | View
- ⓘ | Details
- ✏️ | Edit
- 📋 | Copy
- ➡️ | Move
- ⬭ | Hide
- ⊗ | Delete

Selecting Actions icon opens a popup menu when clicked.

A file or folder set as 'Hidden' will not be visible to students or parents. For example, hide a folder until you have finished uploading all the resources for a student project, then make it visible when you assign the activity to your students.

		Modified
☐ **Hidden** 📁 Unit Outline		9 Jan '15
☐ 🌐 Digestion		8 Jan '15

Library

New folder | Add files | Add link

← Library>Unit Outline>**Human Biology Revision**

This is a 'breadcrumb' trail. Clicking on any section will return you to that folder level in the Library.

☐ Select All
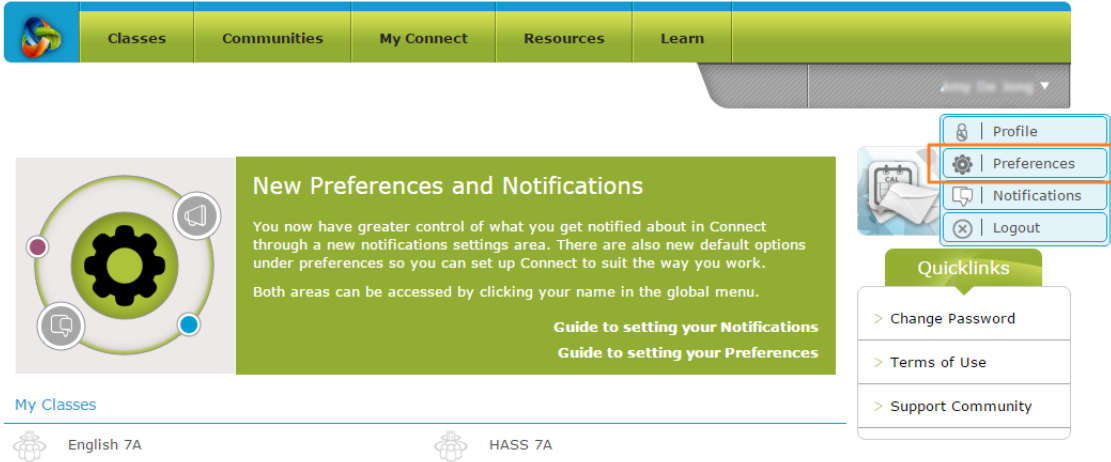
Copy | Move | Delete | Download

Name ⬍	Size	Modified ▲
☐ 📄 The Scientific Method.pdf	596 Kb	9 Jan '15
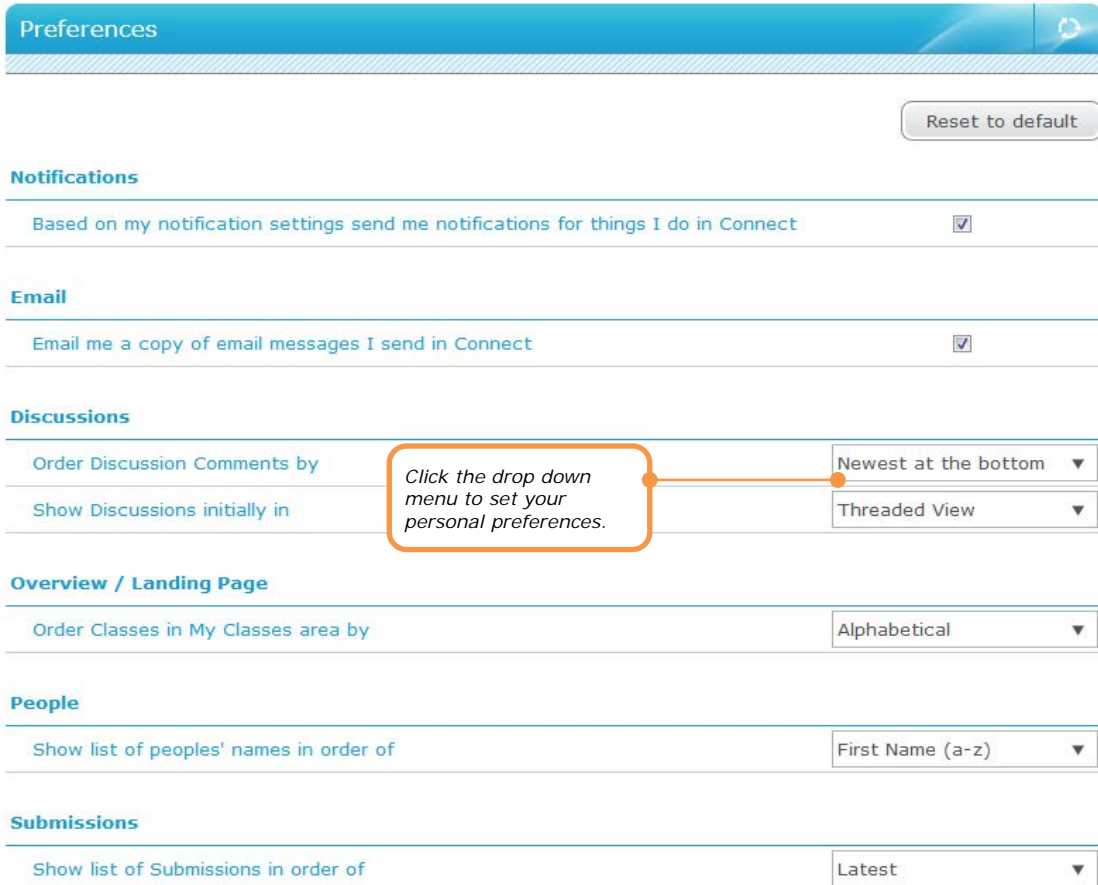
Guide to: Setting Your Preferences.

Clicking on your name will give you options to access in My Account. Select **Preferences**.

Personal preferences can be set by selecting a tick box or selecting preferences from the drop down menu.

How to: Use the Connect Now App

Connect Now is an app for mobile and tablet devices that allows you to receive notifications from Connect on your device. Connect Now also provides a stream of the Notices and Discussions related to you.

The type of notifications you receive and whether they are via email or mobile notification are settings you can manage in the **My Connect** tab in Connect. You must access Connect through your browser to make changes to your settings. For more information about these options, please refer to the Preferences and Notification Guide that can be found in the Guides area of the **Learn** tab.

The Connect Now app is available for Teachers, Students and Parents on iOS and Android devices. To access the app, visit the Apple App Store or Google Play Store and Search for Connect Now.
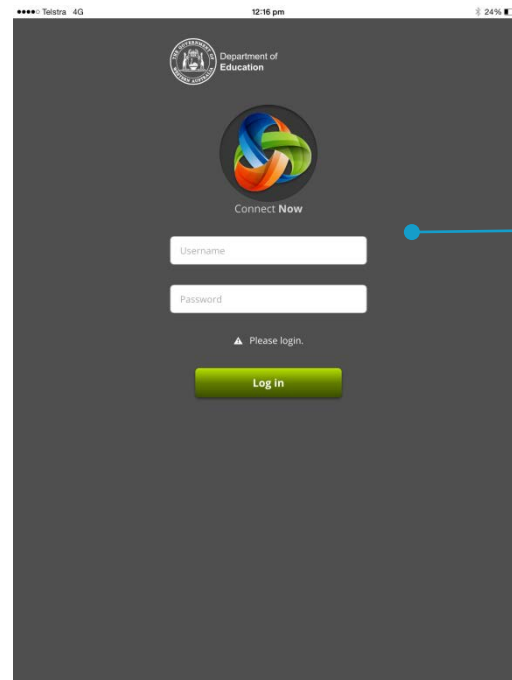
*Login page for **Connect Now**.*

Login with the same username and password you use for Connect.

All allows you to view all Notices and Discussions, or you can select either Classes or Communities. The *Read later* option will display any Notices or Discussions that you have bookmarked as Read Later.

Tap the *bookmark* to flag a Notice as *Read Later*.

Tap *More* to access further options, including Follow, Hide, Report and Cancel.

Tap the *Add a Comment* box to add a comment to the notice.

*Tap the **Connect** icon to view the Menu.*

Connect Support Community
(Ideas, Feedback and Questions about Connect)

Leanne
1 hour ago

Accidental delete!

Is there any way to retrieve a folder that was accidentally deleted? Fingers...

1 hour

Adam
Hi Leanne Can you email me directly with the details of the community or...

Add a Comment

Jennifer Mcauliffe
Connect Support

Stream

Help

All

was accidentally deleted? Fingers...

1 hour

y with the details of the community or...

K-7) Network

munication skills. Scientists are...

*Tap **Settings** to access Notification Settings (Staff Only) or play the Connect Now tour. You can also Sign Out of Connect Now from here.*

*Tap **Stream** to view your Notices and Discussions.*

*Tap **Help** to access a description of how to use various features of the app.*

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Tap the **Bell** to access a feed of the Notifications that have been pushed to your device. The red badge count on the bell alerts you to the number of unread Notifications.
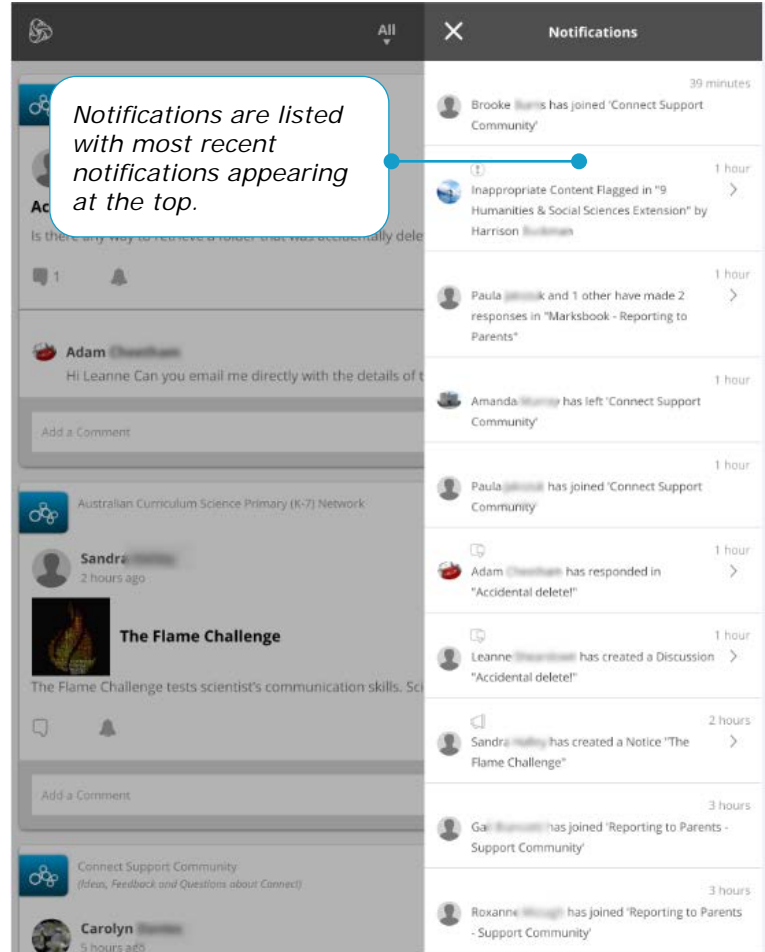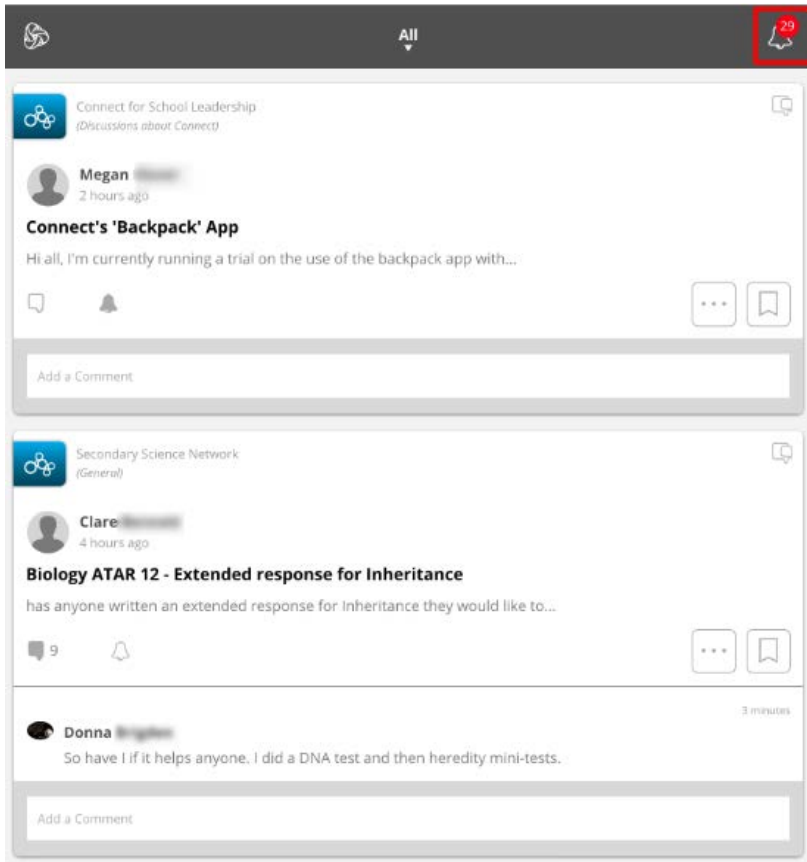
Notifications are listed with most recent notifications appearing at the top.

How to: Use the Connect Backpack App

The Connect Backpack app is for iPads, iPhones and ipods and enables you to upload files from a iOS device to Connect. Backpack is available for teachers and students.

Connect Backpack is available through the Apple App Store. You may click the link below from your iDevice to download the app directly to your device or open the App Store on your device and search for Connect Backpack to download. https://itunes.apple.com/au/app/connect-backpack/id959805310?mt=8
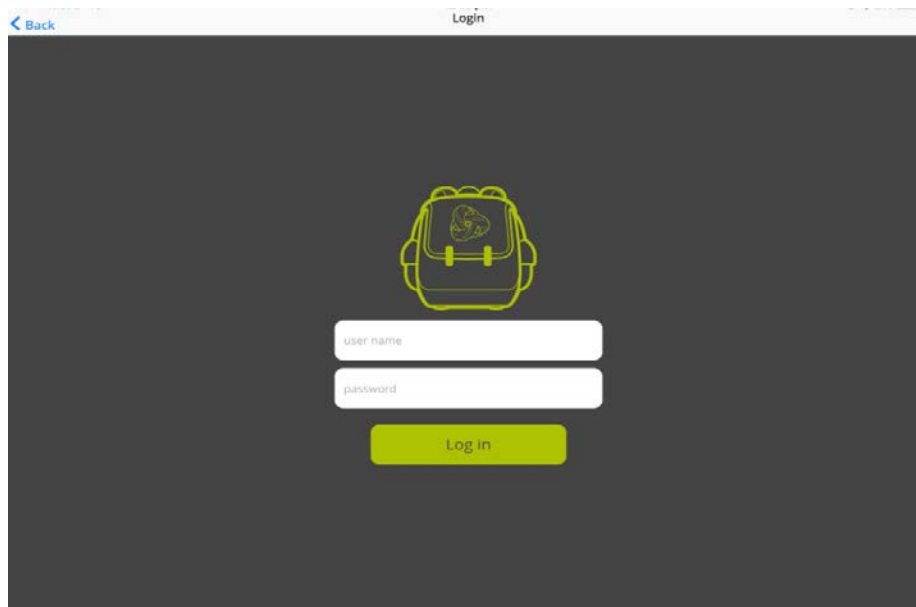
Login to Connect Backpack.

Login with the same username and password you use for Connect.

Department of Education
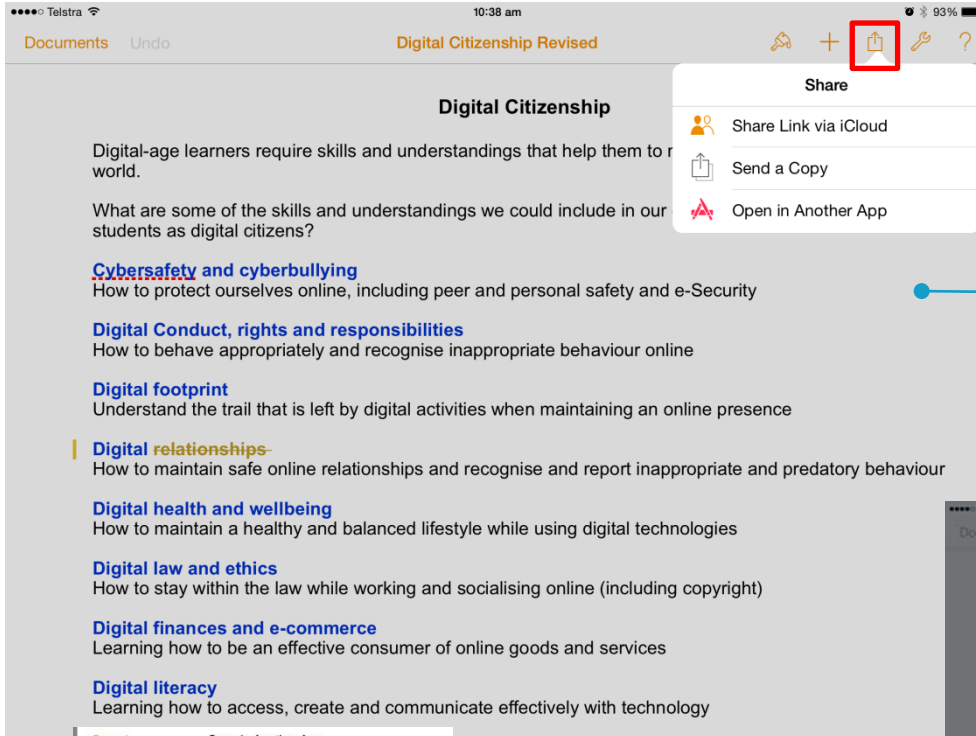
*From within the content app, eg Pages, click the Share icon. Different apps will have different steps from this point. Typically you will look for **Share**, **Export** or **Open in**. From the options offered select the **Backpack App***
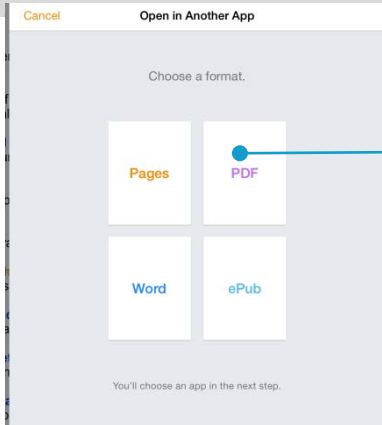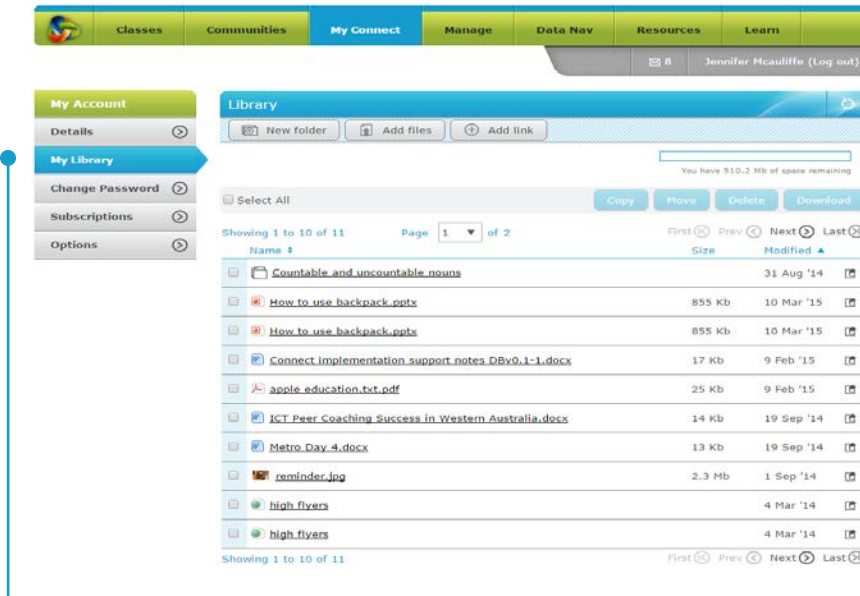
Sometimes you will need to select the file type to be uploaded.

connect.det.wa.edu.au
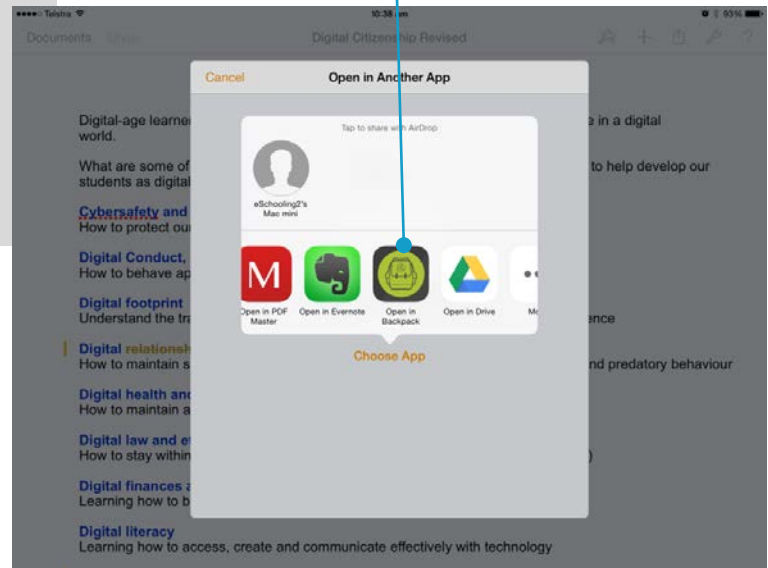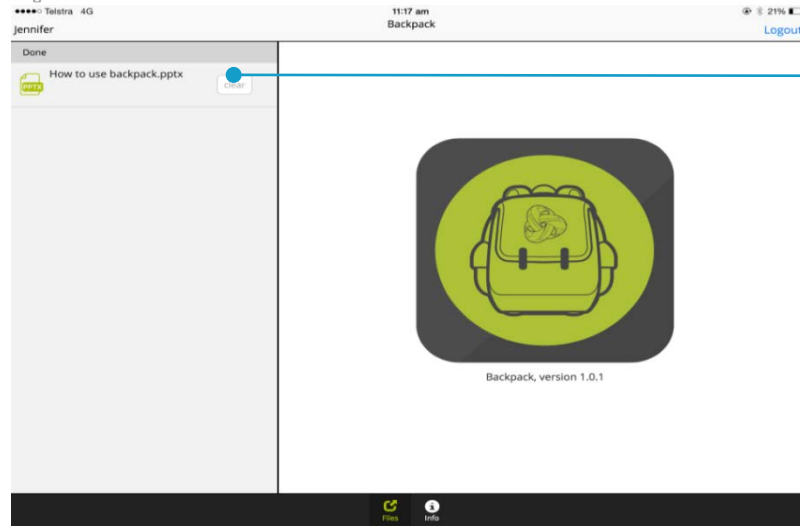
Wait for the file(s) to upload in the App.

Open Connect in your browser to find the uploaded file(s).

When Students click on either the Submit button in Submissions or the Attach button in Discussions, they will see the My Backpack tab. Their uploaded files will be located here.

Teachers will find the file(s) has been automatically added to their My Library in Connect and can be accessed from wherever the My Library (Upload, Add files, Attach) option is available.

Created April 2015

Uploading Photos and Video from your iOS device

Backpack is not used to upload these types of files. To upload photos and video on your iOS device, open Connect in a browser (eg Safari) on the device. You can then upload a photo or video into a discussion, notice etc in the same way you would on a PC.
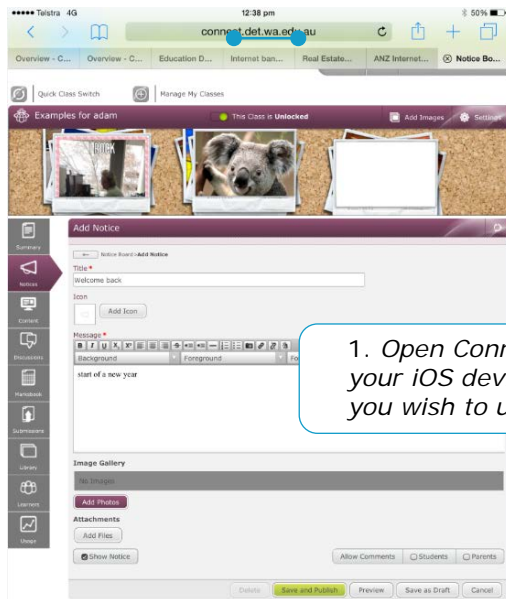
1. Open Connect in your browser on your iOS device and go to the location you wish to upload photos or video.
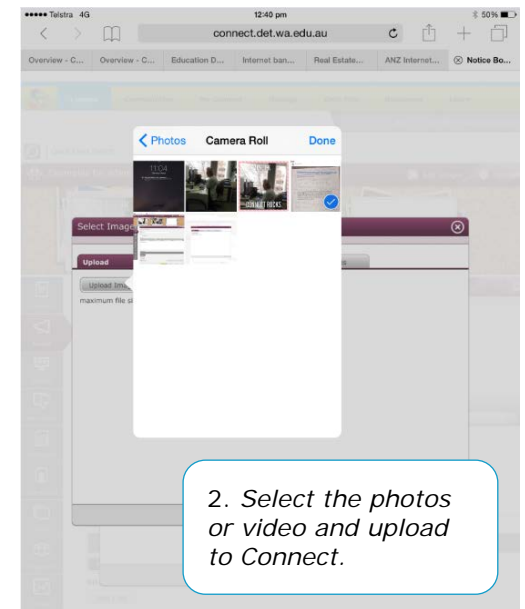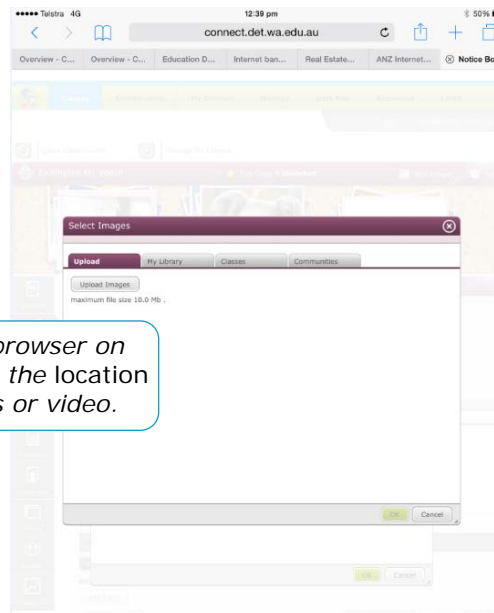
2. Select the photos or video and upload to Connect.

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APPENDIX B: Reporting to Parents

Reporting to Parents website
- Up to date support materials are available from the website at
  http://www.det.wa.edu.au/curriculumsupport/reportingtoparents/detcms/portal/
- Use this to find user manuals, quick reference guides and the latest news about Reporting.

Online help system
- The online help system is available from within the **Reporting to Parents** application.
- When you are using Reporting to Parents, look for the **'Help'** link at the top right of the application screen.
- You can also open the online help at
  http://apps.det.wa.edu.au/appregAdmin/help/view/irt/onlinehelp/wwhelp/wwhimpl/js/html/wwhelp.htm
- A full list of all current quick reference guides is available there.

Reporting to Parents OPL Course
- Go to the DoE Portal (portal.det.wa.edu.au)
- Click on the **Professional Learning** tab
- Look for the *'Reporting to Parents'* course in the Course Catalogue area in the top right of the page.
- The course is divided into two sections:
  - The first gives a great overview and introduction to Reporting to Parents and is recommended for all users.
  - The second section is specific to primary teachers and looks at the various approaches to entering report data, using and maintaining the comment bank, and much more.
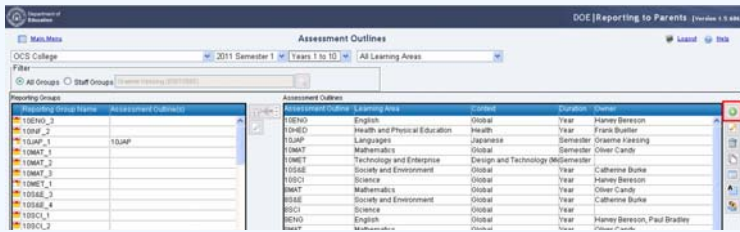
Creating Assessment Outlines (1 - 10) – Quick Reference Guide

An assessment outline describes the tasks and weightings that will be used to determine a student's final mark. To create an assessment outline:

1
* **Log** into **Reporting to Parents**
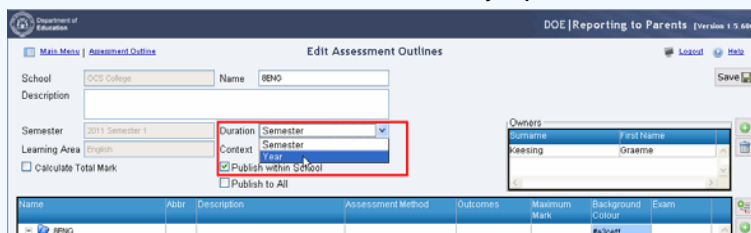* **Click** on **Assessment Outlines**

2
* **Select** required **Reporting Period** and **Years K- 10**
* **Click** on the **Add New Assessment Outline** icon

3
* **Enter** the **assessment outline details** in the Create Assessment Outline window

  ➢ Ensure the Learning Area and Context match the reporting group exactly.
  ➢ Enter a meaningful name for the assessment outline
* **Click** on **OK**

4
* **Select** the **Duration** for the assessment outline. Note in Semester 2, Semester will be the only option.

5
* **If a total mark calculation is required**
* **Select** the **Calculate Total Mark** checkbox (if required)
* **Select** the **Weighted Total** option (if required)

6
* **Click** on the **Assessment Outline name** to begin task entry

* **Click** on the **Add Folder** icon to create a subfolder for tasks.
* **Click** on the **Add Task** icon to place a task in the selected folder

7
* **Enter** the task details

  ➢ Folder task names can be edited
* Repeat for each task
* Click on Save

8
* Return to the Assessment Outline window using the breadcrumb link
* Select your Assessment Outline
* Select all of the groups it will be associated with
* Click on the Assign Assessment Outline to Group icon
  ➢ If the icon is disabled your school administrator will need to link it for you.

Appendix B: Page 2 of 7

Adding Assessment Outlines (1 – 10) - Quick Reference Guide

The administrator has the ability to create and manage assessment items that can be linked to individual or multiple Learning Areas. These assessment items can then be linked to reporting groups. The reporting teacher will be able to access these assessment items and evaluate his/her students accordingly.

1
* **Log** into **Reporting to Parents**
* **Click** on **Assessment Outlines**

   Assessment Outlines

2
* **Select** the Reporting Period
* **Select** the **Years K to 10** report type
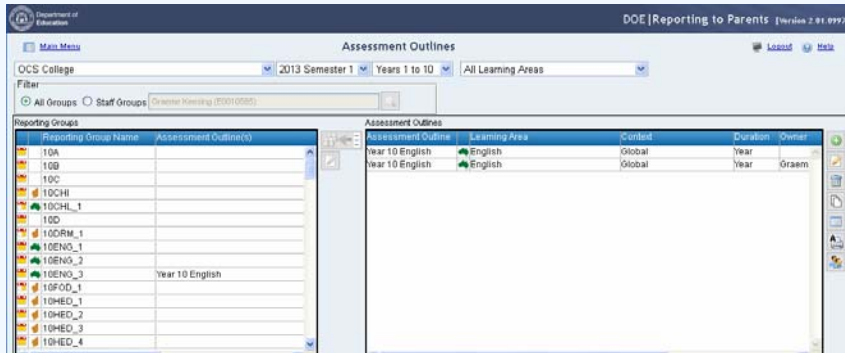
3
* **Click** on **Add new Assessment Outline** icon
* **Enter** the **Learning Area**
* **Enter** the **Context**
* **Enter** the assessment outline **Name**

   Create Assessment Outline
   Enter the details for the new Assessment Outline
   Learning Area   Mathematics
   Context   Global
   Name   Year 10 Mathematics
              OK   Cancel

* Click on **OK**

4
The Assessment Outlines window will open
* **Select** the assessment outline **Duration**

   Duration Semester

* **Select** the **Calculate Total Mark** checkbox

   ☐ Calculate Total Mark

* **Select** the **Weighted Total** option
* **Enter** the Weighting of this assessment outline

   ☑ Calculate Total Mark
      ◉ Weighted Total
      ○ Raw Total   Weighting 100

5
* **Click** on the **Folder Name**

   Name   Abbr Description
   ⊟ 📁 Year 10 Mathematics

* **Click** on the **Add Task** icon
* **Enter** the task **Abbreviation**
* **Enter** the task **Description**
* **Choose** the **Assessment Method** from the droplist
* **Select** any **Outcomes/Strands/Modes** that will be assessed
* **Enter** the **Maximum Mark**
* **Enter** the task **Weight**

* **Repeat** for additional tasks
➢ Use the ⬆ and ⬇ icons to reorder tasks
➢ Use the 📋 icon to add a folder to group tasks

Data Entry Using Assigning Assessment Outlines (1 – 10) - Quick Reference Guide

The reporting teacher will have access to created and assigned assessment items and evaluate his/her students accordingly.

1
* Navigate to **Report Data Entry**
* Select Group(s) that a common Assessment Outline assigned.

Reporting Group Name	Teacher(s)	Year Group(s)	Assessment Outline	Data	Completed	QA
Room 5	Peter Kenworthy, Kevin Leg	5	English (Upper), Year 4 Mat	No	No	No
Room 5 PE	Harvey Bereson	5		No	No	No
Room 6	Carol Johns	6	English (Upper)	Yes	Yes	No
Room 6 Drama	Elizabeth Trainer	6		No	No	No
Room 6 IT	Rosalene Anderson	6		No	No	No
Room 6 Music	Violet Abbot	6		No	No	No
Room 6 Outdoor Ed	Rhonda Pingx	6		No	No	No
Room 6 PE	Oliver Candy	6		No	No	No
Room 7	Paul Bradley	7	English (Upper), Year 7 Mat	Yes	No	No

* Click the **Merge Groups** icon.
* The Group Data Entry screen will open displaying students from all selected groups.

Yr	Students	English (Upper)				Outcomes				Learning Area		Comments
		WRIT	RV	SP	Total	LS	R	V	W	LA Grade	Effort	
7	Dylan Bernacki	61.0	33.0	30.0	124.0	B	A	C	C	D	Satisfactory	Dylan is developing control using speaking and listening structures.
7	Leela Bishop	73.0	33.0	30.0	136.0	A	B		A	C	Good	Leela can make realistic predictions in both a written and verbal form
7	Jake Carter	51.0	30.0	26.0	107.0	C	C		C	C	Good	Jake takes purpose, audience and context into account when writin
7	Jordan Cirulis	58.0	32.0	26.0	116.0	B	B		B	B	Good	kjsdhgjdfghrj ,ngjk kjlter lkerjtren

2
* Hide/Show the Assessment Outline using the **Hide/Show Assessments** dropdown.

Show (AO - English (Upper))
- Show All Assessments
- Hide Assessments
- Show (AO - English (Upper))
- - Writing
- - Reading/Viewing
- - Spelling Tests

* **Expand** and **collapse** Containers (Folders) by clicking the folder icons.

WRIT Narr

Yr	Students	English (Upper)																
		WRIT	Narr	Aud	Stru	Idea	CS	Voc	Coh	Sent	Punc	Spel	Rep	RV	SP	Total		
7	Leela Bishop	73.0	40.0	A	B	A	B	A	A	B	B	B	33.0	33.0	30.0	136.0		
7	Jordan Cirulis	58.0	36.0	B	B	B	B	B	B	B	B	B	22.0	32.0	26.0	116.0		
7	Claire Claydon	62.0	34.0	B	B	C	B	C	B	B	B	B	28.0	20.0	26.0	108.0		

* **Sort** the students by clicking on the column headers.

Total
136.0
116.0

3
* Enter data using Assessment Scales.

Voc	Coh	Sent	Punc	Spel
A		A – Excellent		B
B		B – Good		B
C		C – Satisfactory		B
B		D – Limited		B
C		E – Very Low		C
D		Clear Cell		B

A – E Grades

N	UN	UN 1	nt	UN 2	UN 3	UN 4	UN 5	UN 6	UN 7
9.0	7.0	✓	💬	✓	✓	✓	✓	✓	✓
6.0	4.0	✓	💬	✓	✗	✓		✓	

Tick/Cross

* Enter Notes

Leela Bishop
9

OK Cancel

2000 Characters

* Enter Marks

W6	W8	Total	1	2	3	Total
19		143.0				
19		Item Mark				

4

WRIT	Narr	Rep	RV	SP	Total
61.0	32.0	29.0	33.0	49.0	143.0
73.0	40.0	33.0	33.0	49.0	155.0
51.0	28.0	23.0	30.0	26.0	107.0

* Folders display sub-totals.
* The Total columns show the cumulative total.

* Statistics are displayed at the base of the data entry screen.

10ENG
Count: 13 Minimum: 69.7 Maximum: 80.6 Mean: 78.7   Standard Deviation: 3.54
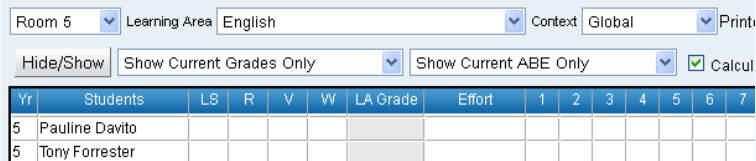
My Marks Book - Quick Reference Guide

1
- Log onto the **Portal**.
- Click on the **Reporting to Parents** tab.
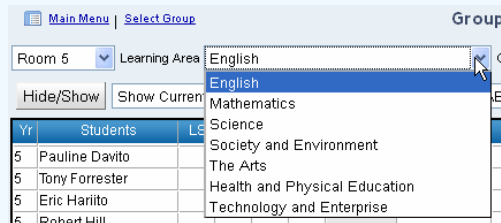- Click on **Report Data Entry** in the Quick Access menu.

2
- All group/s assigned to the user will display.
- Highlight required class/group.
- Select Report Data Entry icon.
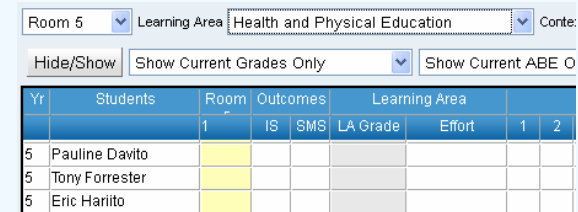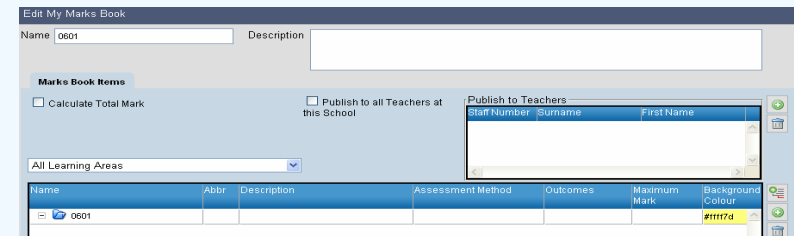- Users group will display to window

3
- Use the drop down to select required Learning Area. To create a marks book assessment.

4

- Select the My Marks Book icon from the right hand menu pane.
- **Edit My Marks Book** window will display to screen.

- In Name cell, type name of assessment.
- Type description of assessment in Description box.
- Tick Calculate Total Mark box.
- Tick either Weighted Total or Raw Total.
- (If the Weighted total box has been ticked a weight column will be added to the assessment row.)
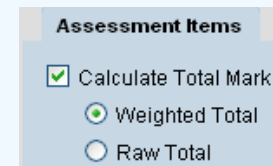
5

- Assessments can be viewed or shared with other teachers by adding the staff member name to **Publish to Teacher** pane.
- Select **Learning Area** in which assessment item will be created for.

Health and Physical Education Health
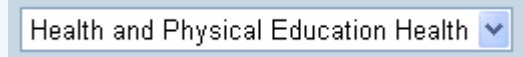
- Assessment items can be set up within a container. Teachers have the ability to place folders within containers.
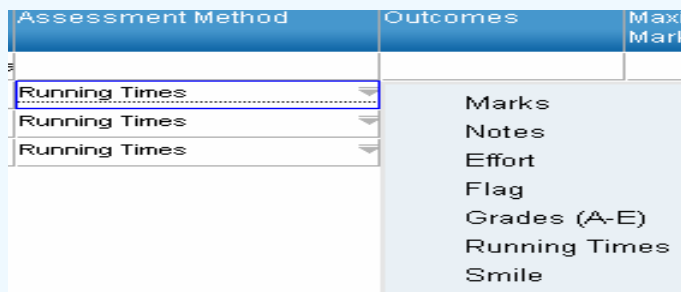
Name

☐ 📁 New Marks Book

- Highlight container.
- Click **Add New Assessment** Item ⊕ icon.
- A new row will be added to the assessment item.
- Type Assessment Name in Name column (double click on row number, backspace over number and type in assessment name).
- Click in Abbr cell to change abbreviation.

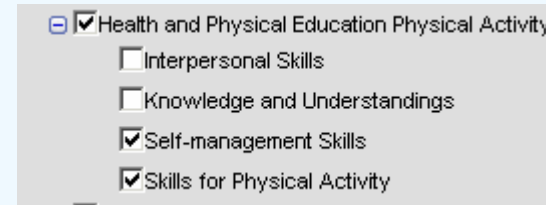| Name	Abbr	Description	Assessment Method	Outcomes	Maximum Mark	Background Colour
☐ Health 10 assessment		The Human Body				#ffff7d
Heart	1	Learning about the heart	Marks		√0	#ffffb9

- Right click in **Description** cell and type in assessment description.
- Select **Assessment Method** from drop down menu.

Note: Assessment methods are managed in the Assessment Scales location **Assessment and Report Management> Assessment Scales**. **(Only accessible to the administrator)**

Assessment Method	Outcomes	Maxi Mark
Running Times		
Running Times		Marks
Running Times		Notes
		Effort
		Flag
		Grades (A-E)
		Running Times
		Smile

- Select **Outcomes** drop down arrow.
- Choose required outcomes against the assessment (optional).

6

☐ ☑ Health and Physical Education Physical Activity
   ☐ Interpersonal Skills
   ☐ Knowledge and Understandings
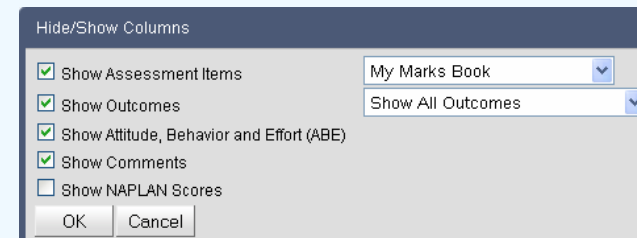   ☑ Self-management Skills
   ☑ Skills for Physical Activity

- Select **Outcomes** drop down arrow.
- Choose required outcomes against the assessment (optional).
- Click in **Maximum Mark** column.
- Type **Maximum Mark** if required.
- Type in weighting of the assessment in the **Weight** column.
- Select **Background Colour** column and click required colour from colour chart (This will show in the assessment item column in the report data entry.)
- Repeat process to add more assessment items.
- Exit out when finished.
- Select **Ok**.

Viewing my Marks Book

To view created assessments open up data entry screen for the student group. Select required Learning Area. The assessment columns will display to screen. The assessment marks contribute towards the Teachers judgement or decision in evaluating their students.

- If it does not automatically appear Select   Hide/Show
- Make sure Show Assessment Items is ticked and then in the right hand drop down select My Marks Book. Click OK.

Hide/Show Columns

☑ Show Assessment Items   My Marks Book
☑ Show Outcomes   Show All Outcomes
☑ Show Attitude, Behavior and Effort (ABE)
☑ Show Comments
☐ Show NAPLAN Scores
 OK   Cancel

7 **Entering My Marks Book scores**

- Select required student cell.

Yr	Students	Running times (Physical			
		SP	JO	WT	Total
5	Joel Davies				
5	Stephen Harleson				
5	Billy O'Neill				

- Right click and enter a mark or icon in item cell/s.

Running times (Physical				Outco	Learni
SP	JO	WT	Total	SMS	LA Grade
⭐	⭐		75.0		

🏅 Excellent running skills
🏅 Very good running skills
🌟 **Good running skills**
🏅 Room for improvement
Clear Cell

- When all item cells have been completed, the weighted total score will appear in the **Total** cell.
- User will be able to determine an **Outcome grade** by the total marks book score.

Yr	Students	Running times (Physical				Outco	Learn
		SP	JO	WT	Total	SMS	LA Grade
5	Joel Davies	⭐	⭐	⭐	75.0		
5	Stephen Harleson	⭐	⭐	⭐	80.0		
5	Billy O'Neill	⭐	⭐	⭐	40.0	D	D