

Getting Ready with Connect & RTP Assessment Outlines for 2019

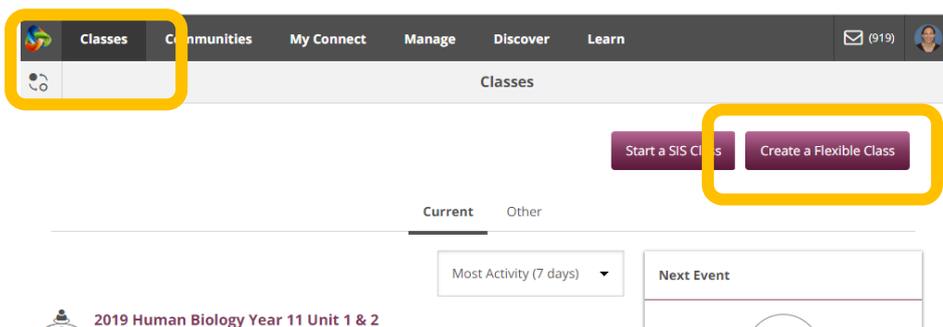
- In all classes the best option of class to create is a **FLEXIBLE** class.
- This allows you to **create it early** as well as **re-use the class each year** (or semester) – *you just change the learners and the teachers over & tweak the content*
- You can still populate learners from SIS but it takes just one extra click:
Learners> Add Students> SIS classes

How to Start a Flexible Class:

1 Login to Connect

Choose Classes>

Create a Flexible Class



2 Type in a Name**

** To help parents please use the

naming convention:

Year Subject Time(if term or semester) – Teacher (or Combined)

Eg **11 Woodwork Sem 1- Thwaites**

11 Human Biology Year – Combined

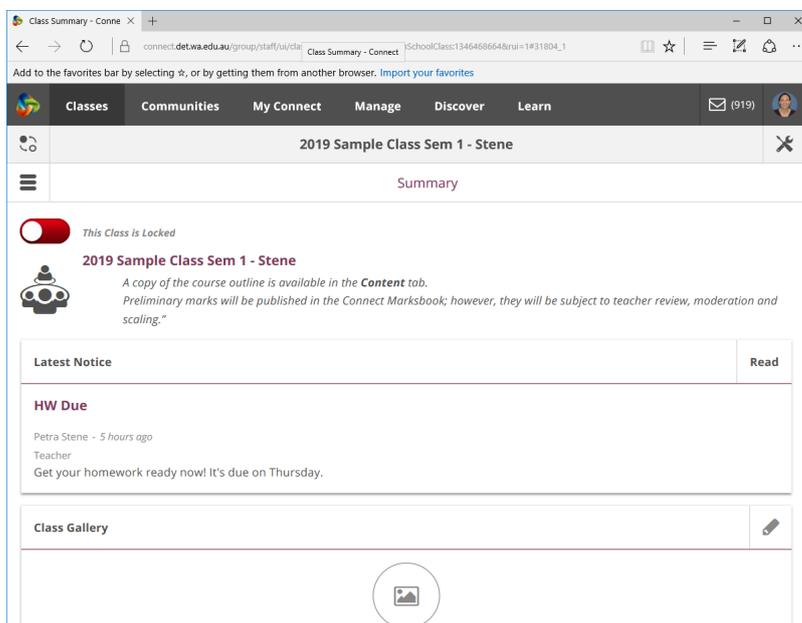
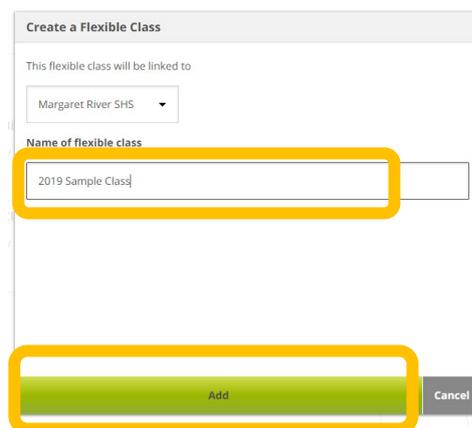
8 Drama Term 1 - McCormack

> Choose **Add**

> Choose **Unlocked** or **Locked** if you prefer that students and parents can't comment to the class

> Choose **OK**

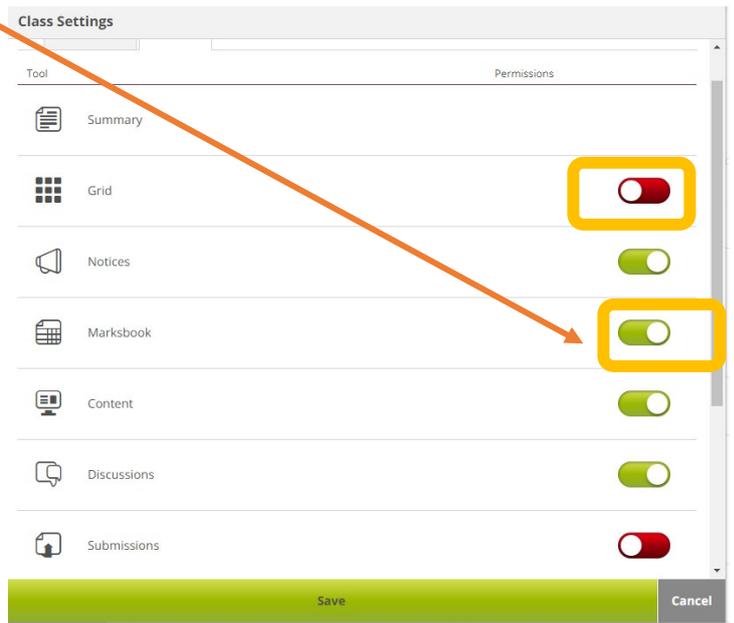
The summary page will appear



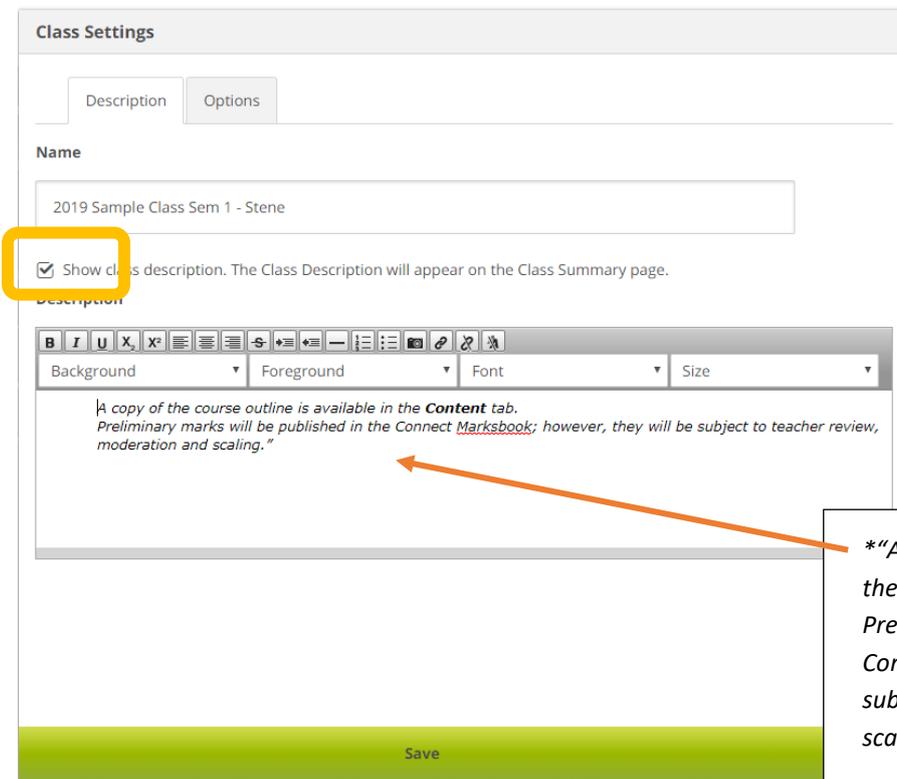
3 In Connect **Class Settings** – click on the Tools icon



- (a) Turn off items not used
(eg **Discussions**, **Submissions**)
- (b) Turn on **Marksbook**



- (c) Click on **Description*** in the **Class Settings** and add a notice about the marks and unit outline and check ✓ to show the class description. Click **Save**.



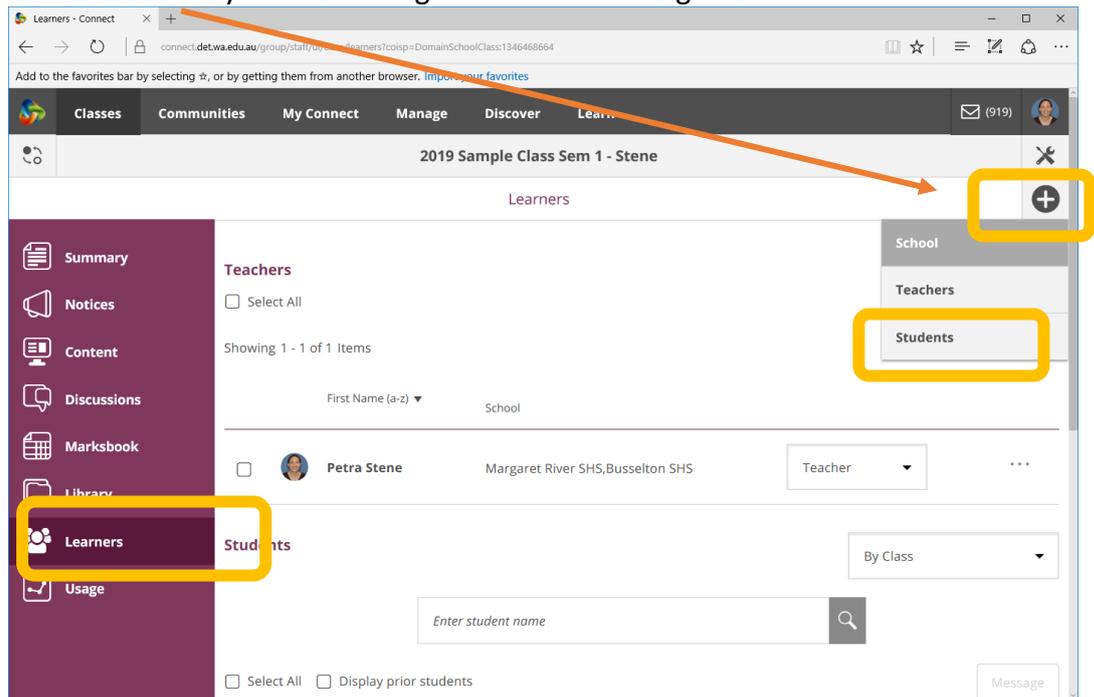
"A copy of the course outline is available in the **Content tab.
Preliminary marks will be published in the Connect **Marksbook**; however, they will be subject to teacher review, moderation and scaling."*

Notice about marks and scaling 1

4 Add your students and other teachers:

(a) Click on **Learners** then Plus + symbol at the right under the settings button.

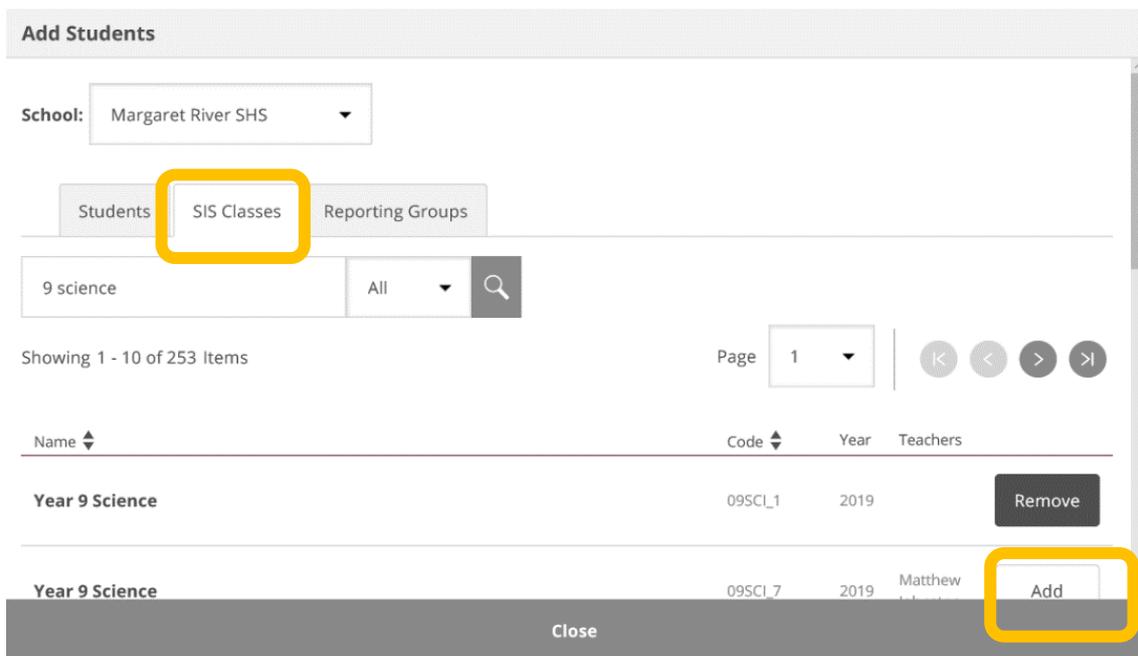
(b) Choose **Students**



(c) Click on **SIS Classes**

(Note: if you are doing a VET Certificate Course choose **Reporting Groups** instead.)

(d) Search for your class then click on **Add** each class. When complete click on **Close**.

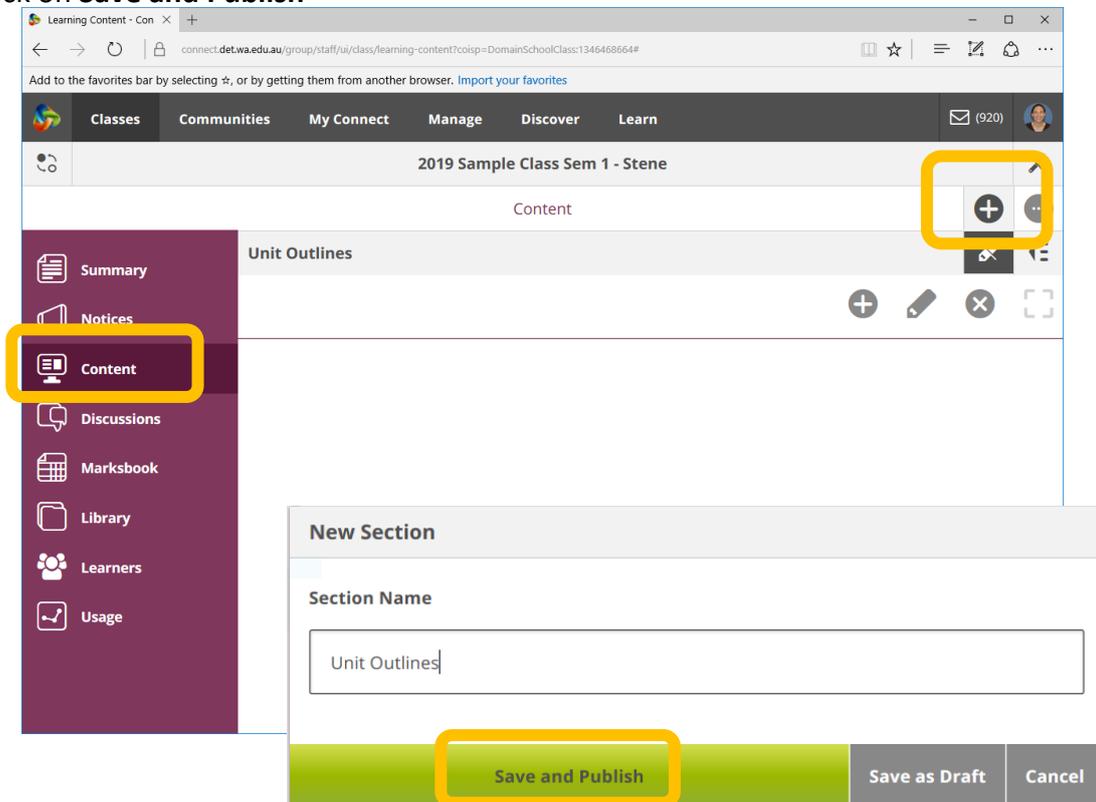


5 Add your **Content**

(a) Click on **Content** then Plus + symbol at the right under the settings button.

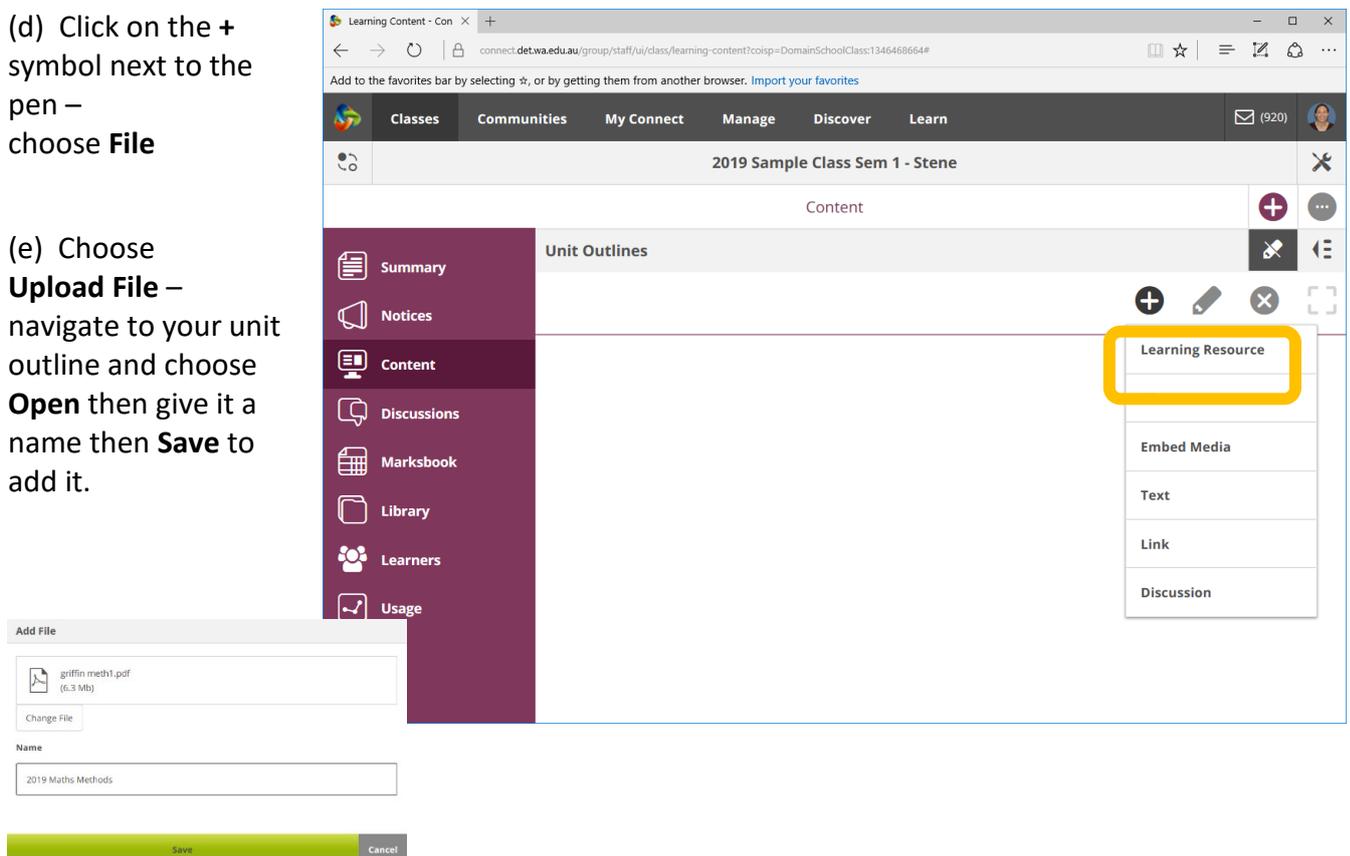
(b) Add a section name **Unit Outlines**

(c) Click on **Save and Publish**



(d) Click on the + symbol next to the pen – choose **File**

(e) Choose **Upload File** – navigate to your unit outline and choose **Open** then give it a name then **Save** to add it.



How to Re-use a Flexible Class:

1 Login to **Connect**. Choose **Classes**> **Other tab**

The screenshot shows the top navigation bar with 'Classes', 'Communities', 'My Connect', 'Manage', 'Discover', and 'Learn'. On the right, there is a notification icon with '(920)' and a user profile picture. Below the navigation bar, there are two buttons: 'Start a SIS Class' and 'Create a Flexible Class'. The 'Other' tab is selected and highlighted with a yellow box. Below the tabs, there are three filters: 'Started', 'Finished', and 'Hidden', with 'Finished' highlighted by a yellow box. A text box explains: 'Displayed here are Flexible classes which you Finished or your SIS classes which have reached their end date. Students can still access a Finished class but cannot contribute to the class. You can re-start a flexible class again during the year if you wish. Note that SIS classes will be permanently locked at year's end.' Below this is a search bar with the placeholder 'Enter teacher name, class or code'. The main content area shows a list of classes. The first class is '10 Art - Combined' with a 'Locked' toggle switch and a three-dot menu icon. The second class is '10 Fitness - Sem 2 - Gradisen' with a 'Locked' toggle switch and a three-dot menu icon. The interface also includes pagination controls: 'Showing 1 - 10 of 43 Items', 'Items per page 10', 'Page 1 of 5', and navigation arrows.

2 Click on the **Finished** or **Hidden** class tab

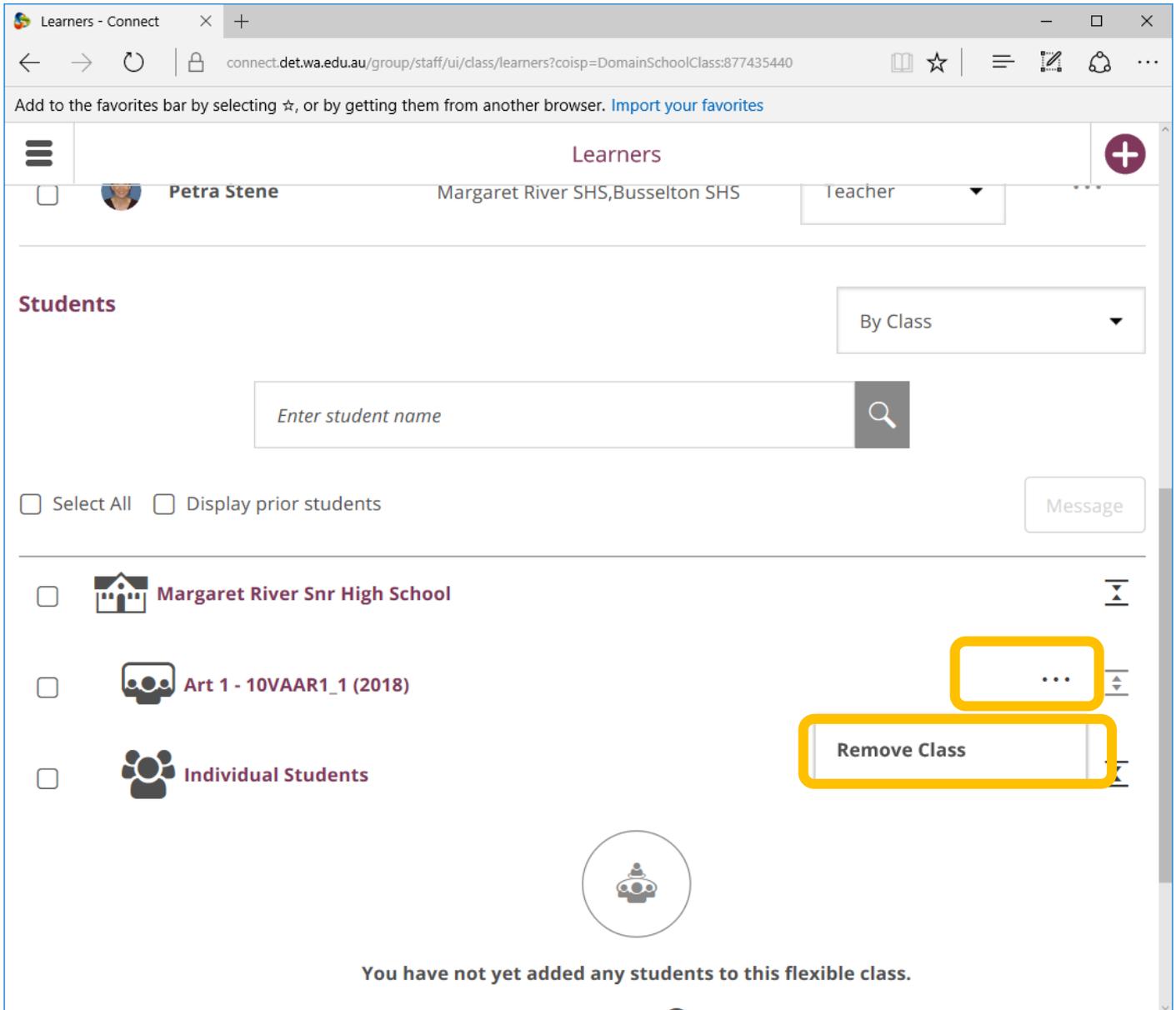
Find the class you want to re-use> Click on the 3 dots **⋮** next to it and choose **Start**

Choose **Locked** or **Unlocked** then **OK**

This screenshot shows the same interface as above, but with a context menu open for the '10 Art - Combined' class. The menu options are 'View', 'Start', 'Rename', and 'Settings'. The 'Start' option is highlighted. The 'Locked' toggle switch is visible next to the class name.

Remove the old learners:

- Open the class if not opened already
- Go to **Learners** > Scroll to the student class to remove
- Click on the dots .. and choose **Remove Class*** to delete the class and choose OK.



The screenshot shows the 'Learners' page in the Connect system. At the top, the user 'Petra Stene' is logged in, and the current class is 'Margaret River SHS, Busselton SHS'. The 'Students' section is active, with a search bar and a 'By Class' dropdown menu. A list of classes is displayed, including 'Margaret River Snr High School', 'Art 1 - 10VAAR1_1 (2018)', and 'Individual Students'. The 'Art 1 - 10VAAR1_1 (2018)' class is selected, and its context menu is open, showing the 'Remove Class' option highlighted in yellow. The interface also includes a 'Message' button and a message at the bottom: 'You have not yet added any students to this flexible class.'

- Remove the old teachers in the same manner.
- Follow the guide above to **Creating a flexible class** to add new classes to your unit, unit outlines and setting the parameters for summaries etc.

Check Your Class Settings

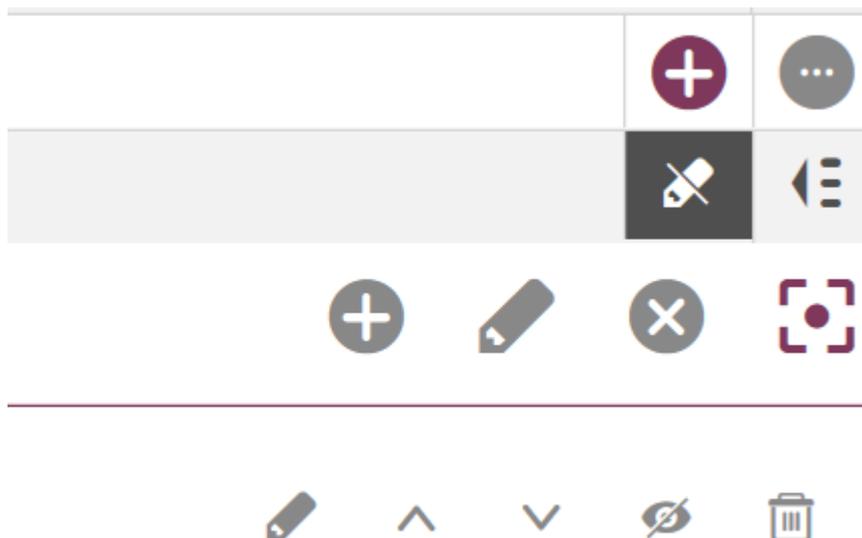
- Rename your class according to the class name convention
- Create a summary
- Turn on the Marksbook add the Assessment Outlines (once configured in RTP)

Hide/Show Your Content

You can now choose what you want to show/hide – reorder etc

- Click on the **Content** section
- Click on the **Hide**  button to hide it (or show hidden items then the eye to show)

- Click on the focus button  →  to have that content section appear first
- You also have the option to edit, move and delete sections using   and the bin symbol.



Assorted Ways Staff Structure their Content and Classes:

Structure	Section Name examples	
Week by week/ Term	Week 1 Week 2 etc	
Chapter by chapter (or topic by topic)	Chapter 1 - elements Chapter 2 - compounds	Topic 1- elements Topic 2- compounds
Ad-hoc topic names – no numbering	Bonding Elements	
All in the library	Everything is found in the library not content Note - This gives less structure to the content <i>Online University and SIDE courses are usually structured using a system similar to the Content system with extra resources then found in the Library.</i>	

Flexible vs SIS vs VET

How many classes vs teachers:	Single Class – Taught by 1 Teacher	Multiple Classes - Taught by 1 Teacher	Multiple Classes - Taught by Multiple Teachers	VET class
Flexible Class	<ul style="list-style-type: none"> You can still populate learners from SIS but takes just an extra click. <p>(Learners> Add Students> SIS classes)</p>	<ul style="list-style-type: none"> This allows you to add all of the classes to the one Connect class You only need to create the one set of notices, content and library resources. <p>Alternatively, you can create a MASTER class</p> <ul style="list-style-type: none"> MASTER class; where you add all teachers, no students, add all common content here Export and copy this content/ notices etc your other flexible class 	<p>(Most Collaborative option)</p> <ul style="list-style-type: none"> Allows you to add all teachers' classes & use just one lot of the same content, notices etc. You would add all of the teachers and then all of the learners from the SIS classes (Learners> Add Students> SIS classes) <p>To Individualise:</p> <ul style="list-style-type: none"> You can add Library folders with Staff names where they can put their individual resources or create a Content area for each teacher to personalise if they want. Or create a master class and follow the procedure below 	<p>Allows you to add all teachers' classes and just use one lot of the same content.</p> <p>Add the learners from the Reporting Group classes (Learners> Add Students>Reporting Groups) in order to add the Connect Marksbook.</p>
SIS Class	The learners are automatically populated	<p>SIS class: You will need to copy content and notices etc from one class to the other</p>	<p>In this case you would create a</p> <ul style="list-style-type: none"> MASTER class; where you add all teachers, no students, add all common content here Teachers then export and copy this content/ notices etc to their own SIS class that they create (or Flexible class as they may prefer) 	Will not work for Marksbook