



Guide to My Connect

**Login to Connect at
connect.det.wa.edu.au**

Make Connect work for you by personalising your settings in **My Connect**.

Profile Page

This page provides an overview of your key Connect Profile information.

A

My Connect tab

Use the my Connect tab to navigate to your Profile.



B

My Profile

Your Connect account details.

C

Profile Picture

This avatar is how others in Connect will see you. Click on  to add or edit your profile avatar or click on the  to delete your avatar.

D

Change Password

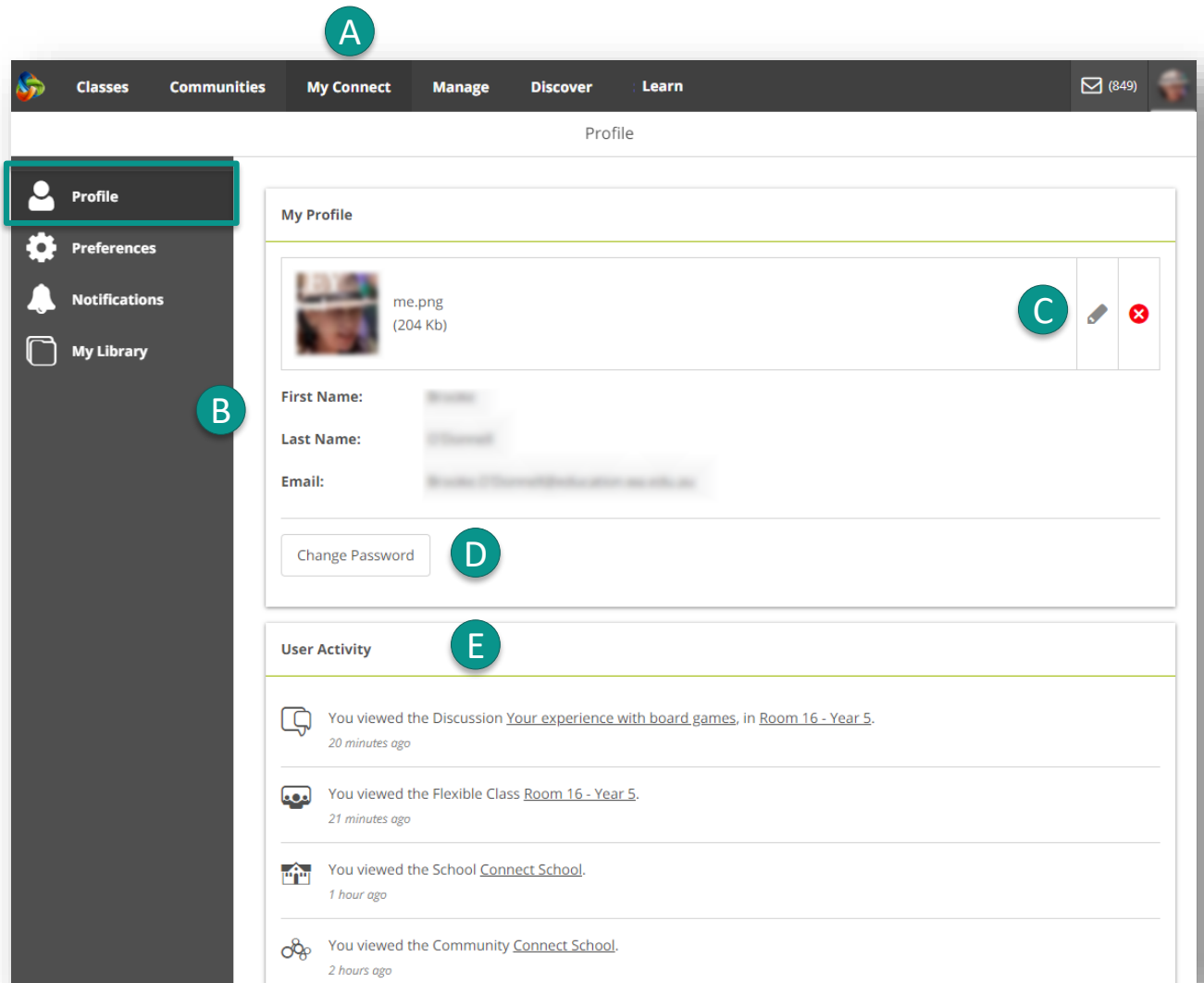
Easily change your password. NOTE: by using the Change Password button.

Changing your password here will apply your new password to all of the DOE services.

E

User Activity

View your recent **User Activity** with links and details of your activity. User activity shows whether you have added responses or viewed pages in your Connect classes, communities and spaces (if you are an administrator).



The screenshot shows the 'My Connect' tab selected in the top navigation bar. The left sidebar contains a menu with 'Profile' highlighted. The main content area is titled 'Profile' and includes a 'My Profile' section with a profile picture (labeled C), a 'Change Password' button (labeled D), and a 'User Activity' section (labeled E) listing recent actions like viewing discussions and schools. The top navigation bar also has callout A pointing to the 'My Connect' tab.

Preferences

Improve and personalise Connect to suit your needs and the needs of your students.

A **Notifications**
Check this box if you want to receive notifications for your actions in Connect.

B **Drop-down Options**
Choose the way that new information is displayed in your Connect classes, communities and spaces.

Choose how:

- Discussion comments appear
- Classes are ordered
- Peoples' names are displayed
- Submissions appear
- Learning Content appears

Newest at the bottom
Newest at the top
Alphabetical
Last Viewed
First Name (a-z)
First Name (z-a)
Last Name (a-z)
Last Name (z-a)
Latest
Alphabetical
Due Date
Add to Top
Add to Bottom

Classes Communities My Connect Manage Discover Learn (849)

Preferences

Profile
Preferences
Notifications
My Library

Reset to default

A

Notifications

Based on my notification settings send me notifications for things I do in Connect

B

Discussions

Order Discussion Comments by Newest at the bottom

Overview / Landing Page

Order Classes in My Classes area by Alphabetical

People

Show list of peoples' names in order of First Name (a-z)

Submissions

Show list of Submissions in order of Latest

Learning Content

When adding a learning content section Add to Bottom

When adding learning content within a section Add to Bottom

Notifications

Select **Notifications** to change the default settings for when you change email notifications.

A Select your tab

Choose to view notification options for:

- General settings
- Classes
- Communities
- Spaces

B Reset to default

By clicking this button, you instantly reset your notification settings back to the default settings. Generally, default settings will notify you about Notices and Discussions.

C Checkboxes

When checkboxes are ticked, you will receive notifications. Unticking checkboxes will stop notifications.

The screenshot shows the 'Notifications' settings page. The navigation menu on the left has 'Preferences' highlighted. The main content area is titled 'Notifications' and has tabs for 'General', 'Classes', 'Communities', and 'Spaces'. The 'Classes' tab is selected. Below the tabs, there is a 'Notify me when...' section with a 'Reset to default' button. The 'Classes' section lists various notification events with checkboxes for 'Email'. The 'Communities' section also lists notification events with checkboxes for 'Email'.

Classes	Email
I am added to a class	<input checked="" type="checkbox"/>
I am removed from a class	<input checked="" type="checkbox"/>
My role in a class changes	<input checked="" type="checkbox"/>
A staff member is added to a class I teach	<input checked="" type="checkbox"/>
A staff member is removed from a class I teach	<input type="checkbox"/>
A staff member's role changes in a class I teach	<input type="checkbox"/>
Inappropriate content is reported in a class I teach	<input checked="" type="checkbox"/>

Communities	Email
I am added to a community	<input checked="" type="checkbox"/>
I am removed from a community	<input checked="" type="checkbox"/>
I am invited to join a community	<input checked="" type="checkbox"/>
I request to join a community	<input checked="" type="checkbox"/>
My role in a community changes	<input checked="" type="checkbox"/>
Someone joins a community I own	<input type="checkbox"/>
A member is removed from a community I own	<input type="checkbox"/>
Someone requests to join a community I own	<input checked="" type="checkbox"/>
Inappropriate content is reported in a community I own	<input checked="" type="checkbox"/>

My Library

Connect provides all staff with 500mb of storage space. Save your folders and documents here where they are easily readily available for you to use in your Connect classes, communities or even spaces.

- A Add to your Library**
Add a new folder, files or a link to your library.
- B Search your Library**
Find files, folders or links in your Library using search terms.
- C Navigate your Library**
View pages in your Library by choosing either the page number or the first, previous, next or last pages.
- D Bulk actions for folders, files or links**
When you Select All or choose one or more individual folders, files or links, you are able to Copy, Move, Delete or Download the content.
- E Actions for individual folders, files or links**
After selecting individual folders, files or links, and then clicking the three dots, you may choose from a range of Actions.

The screenshot shows the 'My Library' page in the Connect application. The top navigation bar includes 'Classes', 'Communities', 'My Connect', 'Manage', 'Discover', and 'Learn'. The left sidebar has 'Profile', 'Preferences', 'Notifications', and 'My Library' (highlighted). The main content area shows 'My Library' with a search icon and a plus sign. Below this, it indicates 'You have 507.1 Mb of space remaining' and 'Showing 1 - 10 of 34 Items'. There are navigation buttons for 'Page 1', 'Previous', 'Next', 'First', and 'Last'. A 'Select All' checkbox is present, followed by 'Copy', 'Move', 'Delete', and 'Download' buttons. A table lists files with columns for 'Name', 'Size', and 'Modified'. A context menu is open over the first file, showing 'Open', 'Download', 'Edit', 'Copy', 'Move', and 'Delete' options.

Name	Size	Modified
<input checked="" type="checkbox"/> BPS Digital Tech ICT Year level Scope & Sequence		27 Aug '20
<input type="checkbox"/> Whole Sch Digital Tech Scope & Sequence		
<input type="checkbox"/> BPS Digital Tech Scope & Sequence		
<input type="checkbox"/> T-Chart (4).pdf	140	
<input type="checkbox"/> Elimination chart (8).pdf	156	
<input type="checkbox"/> SWOT Analysis.pdf	92 Kb	27 Aug '20
<input type="checkbox"/> Concept map.pdf	181 Kb	27 Aug '20