This guide will assist you in moving around Parent Coneqt and accessing essential features.

**Please Note:** You should have received a username and password from the front office. If you have not yet received these details, please contact Administration.

Make sure your password is NOT A SECURE PASSWORD used for other logins as it is viewable by administration staff at the College.

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1. Logging In

On a Web browser, go to coneqt-parent.prendiville.wa.edu.au and you will see the following screen:

![Login screen](https://coneqt-parent.prendiville.wa.edu.au)

Log in using the credentials you have been given.

The main page looks similar to this:

![Main page](https://coneqt-parent.prendiville.wa.edu.au)

*The content on this home page changes regularly as different events in the College are advertised.*

**Please Note:** The screen looks different on a mobile device and is in the process of being optimised for mobile screens. As of April 2014, the mobile view has limited functionality.
2. Moving Around the Menu

The welcome page is the Home page.

Assessments: This is where to find your child’s upcoming assessments and results.

Courses: This is where you can view current teaching programmes for the subjects that your child is studying.

Alerts: If there is a number in red against this alert, it is notifying you of a message or other action that has been sent to you.

Dashboard: Choose this option for a quick summary of results, timetable, this week’s homework and unresolved absence alerts.

Direct Messages: This is the brief messaging service of the College. Teachers can send you and your child messages here. You can communicate with staff without needing an email address.

Documents: Here you can find College Policies, calendars and other important internal documentation.

Notices: Here you can access the “daily bulletin” of the College and see the notices for each day.

Reports: Here you can access your child’s Interim and Semester Reports in PDF format, as soon as they are published. This page also archives previous reports.

Settings: Here you can change your password, manage alerts and change the background colours.

Timetable: Your child’s daily timetable is shown here.

Log Out

Give Feedback
3. Assessments

The Assessments View gives access to your child’s recent assessments and marks. If you have more than one child at Prendiville, you will need to select which child’s marks to view before proceeding to the screen below.

Clicking on **Upcoming** at the top of the subject list will show all upcoming assessments for all subjects.

**PLEASE NOTE:** Individual teachers can set assessment dates in Coneqt but they may NOT be accurate. Check the Assessment Outline in the programme or with the teacher themselves. This is a **GUIDE ONLY** and students need to be responsible for knowing when they have upcoming assessments.
4. Courses

Courses refer to the teaching programmes available to students on Coneqt. Students use this layout to access resources and homework.

**Year 9 Intermediate Mathematics** is the course selected.

You can scroll through and select the relevant week to find out what your child is doing in class at that time.

This is the cover page of the course. Usually there is an assessment outline and other key information on the cover page.
Week 10 selected. Some programmes will be weekly, others daily, depending on the faculty.

Tasks/Activities and Key Learning for this week displayed here in the Lesson Outline.

Documents and other downloadable items are listed at the bottom of the screen.

Homework is displayed here. It may have the teacher's initials to identify which class the homework is for, as all classes share the same programme.
5. Dashboard (The Summary)

The Dashboard is a screen that contains a summary of information about your child and should be the first place you check to get an overall 'view.' If you have more than one child, their information is displayed on the same page.

(Some sections have been blanked for privacy reasons.)

a. View for one child (iPad view)
b. View for Two Children (Desktop view)

Further scrolling in the Dashboard will show a timetable for each child.

6. Direqt Messages

Direqt Messaging is the College’s ‘in-house’ messaging system. Parent tend to use Direqt Messages for informing teachers of absences and contact regarding homework or meetings. Teachers log in to Coneqt each day, but there may be a delay in replying.

It works and appears very much like a simple email system – but it is separate to email and not the same as emailing a teacher. Please keep this in mind when using Direqt Messages.
To write a new message, click **New Message** in the top left corner.

**Trash** is the deleted messages. You cannot delete from the Trash folder for accountability reasons.

**Sent Items** is a record of sent messages. You can see whether they have been read.

Messages can be sorted by date.

Options for your Inbox messages are here.

This Dirqt Message has an attachment.

This alert in the top right corner of Coneqt indicates 1 unread message. This is visible on each screen.

To write a new message, click **New Message** in the top left corner.
7. Documents

Documents contain all of the procedures and policies of the College as relevant to parents. Many other documents are also placed here for parents. These include: booklists for the following year, calendars, help documents and exam information.

Documents are usually in PDF format and can be downloaded by clicking or tapping on the blue text title.
8. Notices

Notices are the 'daily bulletin' of the College and are read to students in Pastoral Care Group. Students are also expected to check the Notices for anything that relates to them. Notices allow parents to keep in touch with the day-to-day activities of the College.
9. Reports

As Prendiville uses electronic reporting, you will need to access your child’s reports from this section. Reports are issued as downloadable PDF documents so they can be printed at your discretion.

If you have more than one child at the College, you will need to select the child for whom you wish to view the report before proceeding to the screen below.

Depending on the length of time at the College, you will be able to access past reports from this screen also. The most recent report is to the right of the screen (Year 9 Interim 1). Click or tap on the grey box for the desired document and the report will immediately download. This document can then be saved or printed.

If your child leaves the College (including completion of Year 12) YOU WILL LOSE ACCESS TO CONEQT for that child. It is important that you download and save/print copies of all reports for future reference.

This is your responsibility as this information is difficult to retrieve once the enrolment period is over.
10. Settings

Settings is where you can change your login password and alter the background if you so wish. You can also turn off audio alerts when a new message is received.

Please make sure the password you choose for Coneqt is NOT A PASSWORD used for ANYTHING SECURE, AS IT CAN BE READ IN plain TEXT BY OUR ADMINISTRATION STAFF SHOULD THEY EVER NEED TO RESET YOUR ACCOUNT.
11. Timetable

The Timetable tab allows you to view a full-colour school timetable for your child. Prendiville operates on a 5-day timetable (classes are the same each weekday). If you have more than one child enrolled at the College, you will need to select the appropriate child’s name before their timetable appears.

The Timetable view will also tell you the lesson times and your child’s teacher for each subject. If a timetable entry is clicked, more details are available, along with the ability to colour the timetable, send a Direqt Message to the class teacher and view the attendance of the child.

12. Logging Out

Log out of Coneqt securely by choosing the Exit button in the bottom left corner.
13. Troubleshooting

Many parent queries regarding Coneqt are to do with missing passwords. **We can look up your password for you**, but please keep it in a safe place.

Follow this guide if you are having difficulty locating any information. If there is a technical error, or you have suggestions, you can choose the feedback button in Coneqt.

The feedback button goes directly to SEQTA (the software company) and **NOT PRENDIVILLE**. If your request or feedback concerns your child please report it to the Prendiville Administration staff or eLearning Coordinator instead.

If Coneqt won’t accept your password, try deleting your history and/or cookies in your Internet browser and trying again.

**List of Supported Browsers**

Firefox v. 29
Internet Explorer 9, 10 and 11
Safari on iOS (iPad)
Chrome for Mac, Windows iOS, Android

Please note that Internet Explorer 7 and 8 are not supported by Coneqt.

iPhones, Android phones and other small mobile devices than tablets are not supported as yet.

As a website, Coneqt is accessible anywhere there is an Internet connection. It is particularly handy for students who need to catch up on missed work. As always, this is the child’s responsibility, but knowing what’s coming up is certainly a big help.

**Enjoy using Coneqt!**

For further information or assistance, please contact **Student Administration** at adminservices@prendiville.wa.edu.au