



## Managing your notifications

**Login to Connect at  
[connect.det.wa.edu.au](https://connect.det.wa.edu.au)**

Connect lets you manage **which** notifications you receive from Connect and **how** you receive them. This guide will help you make decisions about your notifications in order to get the best out of Connect.

## Accessing your notifications settings

Your notification settings can be managed in My Connect. In this tab you can manage your profile, change your password, manage your preferences and determine the notifications you will receive and how you will receive them.

### A My Connect

The My Connect gives you access to options to set up Connect just the way you like it.

### B Viewing and changing your notification settings

Click on the Notifications section of My Connect.

### C General notification settings

There are different types of notifications that you receive depending on whether you are a staff member, parent or student. The general settings let you determine overall conditions for Connect notifications.

### D Notify me when...

Tick or un-tick the options to suit your needs, however, some you are not able to turn off. For example, if you are a classroom teacher and someone in your class reports an inappropriate comment.

### E Email and App

As a default setting, all Connect notifications will be delivered to you by email. If you have downloaded the Connect notifications app *Connect Now*, you can choose to receive notifications by email, app or both.

The screenshot shows the 'My Connect' interface with the 'Notifications' section selected. Callout A points to the 'My Connect' tab in the top navigation bar. Callout B points to the 'Notifications' option in the left sidebar. Callout C points to the 'General' tab in the notification settings sub-menu. Callout D points to the 'Notify me when...' section, specifically to the checkbox for 'A staff member's role changes in a class I teach'. Callout E points to the 'Email' and 'App' columns in the notification settings table.

Classes			Email	App
Notify me when...				
Reset to default				
I am added to a class	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
I am removed from a class	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
My role in a class changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
A staff member is added to a class I teach	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
A staff member is removed from a class I teach	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
A staff member's role changes in a class I teach	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Inappropriate content is reported in a class I teach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Communities			Email	App
I am added to a community	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
I am removed from a community	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
I am invited to join a community	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
I request to join a community	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
My role in a community changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Someone joins a community I own	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
A member is removed from a community I own	<input type="checkbox"/>	<input type="checkbox"/>		
Someone requests to join a community I own	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Inappropriate content is reported in a community I own	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

## Class, community and space notifications

You can specify which communications you receive for each class, community and/or space in which you are a member. All of these tabs may not be available for all Connect users.

### Classes

**F** All the classes in which you are a member are listed in the Classes tab.

### Expand

**G** Click the expand icon to show your notifications options for each class.

### Notices and discussions I'm following

**H** Class teachers or owners of communities are automatically set to 'follow' every notice and discussion. This means you receive notifications of every response to a notice or a discussion providing oversight of all activity.

Class	Teacher	Notify me when...	Notices	Discussions	Submissions
Geography_7a	Teacher				
Human Biology Year 11	Teacher	Reset to default	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Peaches Kindy	Teacher				
Relief teachers/current teachers	Teacher				
Year 10 English 2018	Teacher				

**H** Click the 'Notices' tab in the left sidebar.

**I** Click the 'Follow (0)' button to follow the notice.

### Unfollowing notices and discussions I'm following

**I** To stop notifications for the responses to all notices or discussions in a class, community or space, untick the box next to 'Someone posts to a notice/discussion I'm following'.