How to submit work on Connect –

**\*Please ensure that you are logged in to your child’s account and not on your parent/guardian account, you cannot submit work on a parent/guardian account.**

**\*Please be patient, Connect is running slow as there is a high usage – Please try submitting at a later time if it is not working at the present time.**

**If your child does not know their login, please contact the school on 9553 0100.**

* Log in to Connect using the following:

**Username:** Joe.bloggs (Student first name.student last name)

**Password:** Should have been given by the teacher

If you have forgotten the password, please select the ‘Forgot Password’ link or contact the school on 9553 0100 to be reset.

* Once logged in, the home screen should display the list of your child’s classes.



* Click on the class you are submitting work for and this will open the class and its contents.



* On the left hand side of the page, Select the **Submissions** Tab.



This will bring up all assessments due for that class.

* Click the **Submit Work** button for the assessment you wish to submit.



* Select **Upload Submission**, this will bring up your document folder where you can choose your work to upload.



**Other options for submitting work –**

Scan paperwork and Upload to Connect

Scan paperwork and email to class teacher

Take a photo of your work and email to class teacher

Drop it into school (If you have signs of COVID-19 or have been in contact with someone who has symptoms, please do not come in)