John Paul College

Unity | Christ | Learning

JPConnect Parent User Guide

2019

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The Importance of *JPConnect*

Welcome to *JPConnect* – the online portal for the College. Students, parents and staff are connected online to ensure that relevant family information is readily available through SEQTA Engage. Additional general College information can be accessed by parents through the *InfoHub*.

JPConnect is a username and password protected environment and on enrolment, each parent/guardian receives an email notification of their unique username and password. Familiarity with the elements of *JPConnect* will ensure that your family has access to all key information and resources as they are needed.

When you gain access to *JPConnect* you will notice there are two distinct areas of the portal. The first area, *SEQTA Engage* contains targeted personal information for you and your children. The second area, the *InfoHub*, contains general information for all families of the College.

Logging in as a parent gives you access to the daily life of your child/ren through a snapshot view of the classroom on your smartphone, tablet or computer. You can receive parallel notifications of student tasks, activities and homework; you can enjoy a one-stop shop for the collection of College news and newsletters and essential documentation; can tap into the changes and updates for co-curricular and performance commitments; and can submit data and information through electronic forms.

You can see important data about progress, timetable, academic performance, work submissions, school reports, affirmations and it is possible to track progress and learning through continuous online reporting.

Accessing JPConnect

Step 1: The College will send an email to each parent/carer which includes a username (a number) and password (usually three random words) to give access to *JPConnect*.

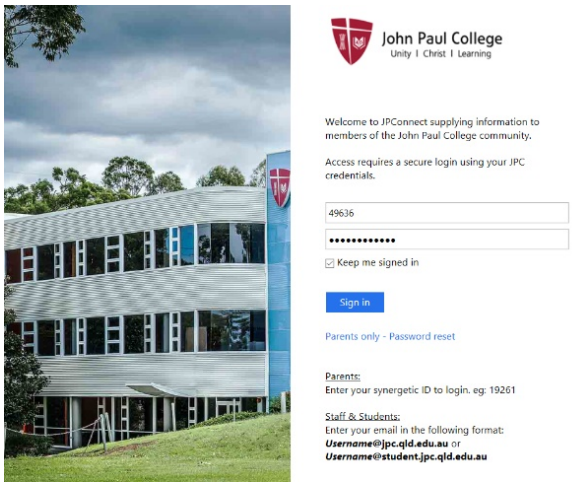
Step 2: Visit the JPConnect website https://www.jpconnect.net and select the Parent link which is labelled “Engage Parents.”

Step 3: Locate the parent username and password box and enter the username provided and the password.

The username looks like: *49636*

The password looks like: sawtillrun

(please note that this password can be changed after login.)



Step 4: The *JPConnect* index is displayed with access to *Engage* and *InfoHub*. The resources are displayed in series of coloured “cards.” On a PC or tablet, each of the cards will be open, but on a mobile device, the cards will collapse and condense and still provide quick navigation from a single screen.

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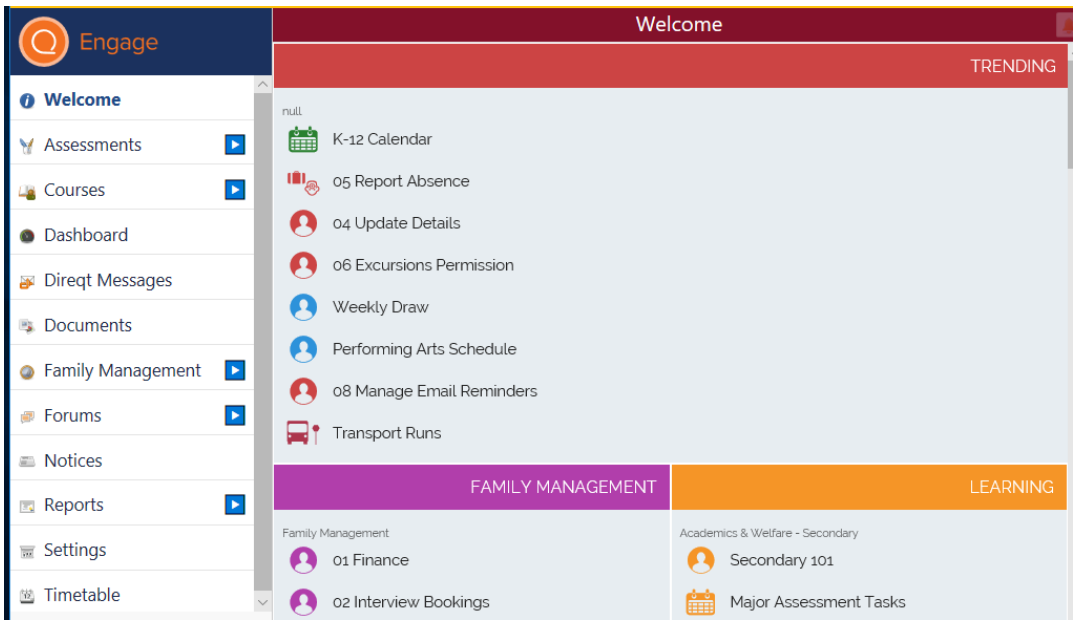
JPConnect*: Combines* Engage *and the* InfoHub



Engage: focussing on you and your family

Engage is the one stop shop for information and interaction that is specifically targeted to your family. The handy menu on the left hand side gives quick access to information about each child in the family and includes an email link for contacting our staffing team. The daily academic interactions are included under the *Assessments* and *Courses* tabs, while information about your family is summarised in the *Family Management* tab.

Engage can be accessed in any browser or can be downloaded as an APP for mobile devices and tables from either the Google Play Store of the APPLE Store. The following is an illustration from the web browser. The APP menu hold the same link however they are present in a slightly different order.

A quick overview of the ENGAGE menu

Welcome page featuring the *InfoHub* index. The launch pad for resources and information.

Summary of assessment tasks and results by subject area. Continuous online reporting.

Access to lesson outlines and resources shared with students in class by subject.

Customisable shortcuts for key information such as Homework and Forum Notices.

Key messages delivered to College groups are included in Direqt Messages.

The College Map is distributed here. Other documents available on *InfoHub*.

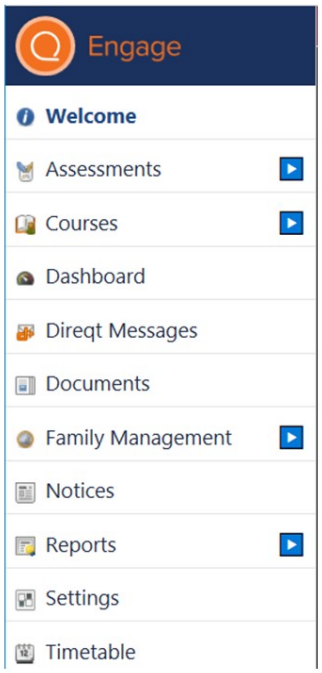
Access to core information specifically for your family such as Email, Accounts and Medical.

Notices for students which can be filtered by interests and year groups.

Access to the formal Academic Reports and Performing Arts Reports.

Options to change the look and feel of Engage and links to the APP for download.

Displays the timetable for each student and can be colour coded to support organisation.

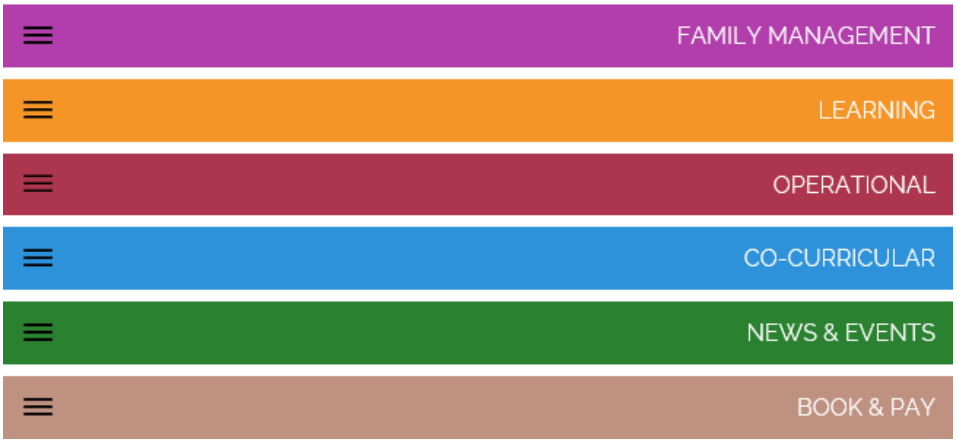


InfoHub focussing on our College

The College *InfoHub* is a fully searchable collection of information and resources to support all facets of College life. Visit the InfoHub to find the answers and information you need: for example check-in on events in the College calendar, find out about our policies, access the Learning Centre, learn more about our ICT programme, pick up a bus timetable, get the weekly draws for sporting activities or the schedule of rehearsals for our Performing Arts groups.

Each card provides a colour-coded collection of resources that provides access to important information for families.

Colour-coded index cards of the InfoHub



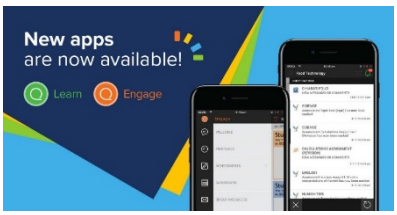
A handy "Trending" card gives you access to content that is considered to be "handy to have" at a particular time within the College year and will change regularly. During Term One you would see a "trending" link to updating medical details while Term Three might feature a link to subject selection. The "Trending" collection always includes access to the K-12 calendar, the link for reporting absences and the current sporting draw and performance schedule for our co-curricular activities.

The Trending *card of* InfoHub *changes to reflect time sensitive priorities*

Accessing Additional Online Engagement

The College information can be accessed in a variety of ways. The information shared through *Engage* and the *InfoHub* will include key messages that impact the holistic life of a John Paul College family.

Automated messaging service attached to ENGAGE



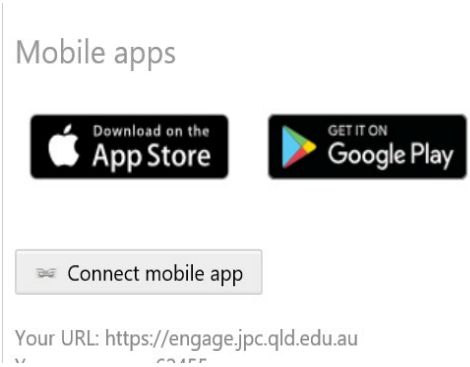
Engage includes a range of "automated" notifications for parents and students. As updates are made to progress and results, *Engage* displays a notification that the information is available.

Group messaging from the College is also included in *Engage* and is accessed via "Direqt Messaging." These messages provide general updates around groups that your student is involved with – it could be a message for a class teacher or coach or from the administrative offices of the College.

It is highly recommended that parents download the *Engage* APP to take advantage of the instant notifications from within the badged APP.

At regular intervals the College does distribute "welcome" letters to facilitate access to the APP.

It can however be generated at any time by selecting the Settings tab in the browser in SETA Engage. Selecting "Connect mobile app" sends a link via email for the automatic setup of the downloaded APP.



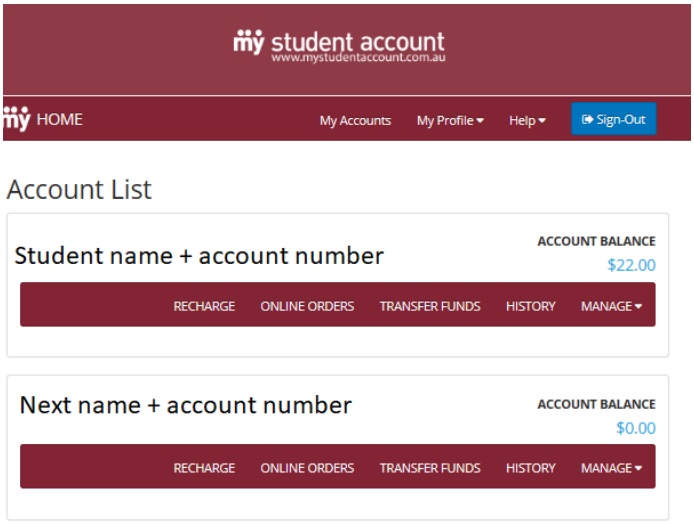
The College and Social Media

The College has a number of connections on social media including a range of *Facebook* pages. The "John Paul College" page is an open page that hosts general celebration content. Make a point of accessing the page and adding your "like".

The *John Paul College Community* page is a closed group that require approval for membership. As your association with the College continues you may wish to join the closed group.

Tuckshop and Canteen Service

The College operates a cashless canteen service that supports parents and students in managing purchases and pre-ordering as required through the services of **My Student Account**. The online service is accessed via the provided *JPConnect* credentials.



To start the College year it will be necessary to "Recharge" the *My Student Accoun*t. The system includes a link to "Help" documentation to facilitate online ordering, transfer of funds and the management of student accounts.

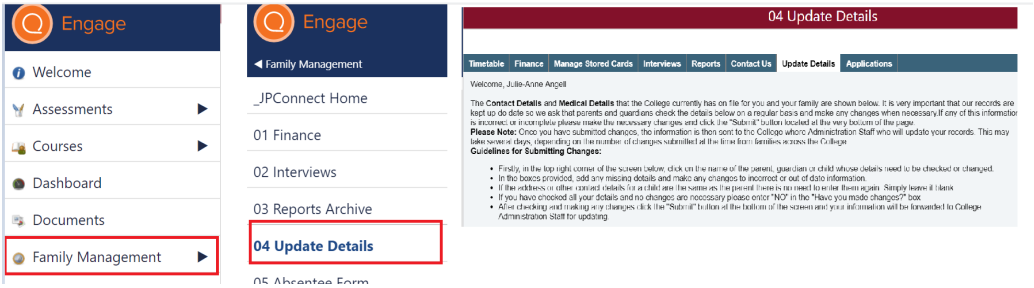
Connecting to the SEQTA Engage APP

a. Download the APP from Google Play or the APPLE store.
b. Click the QR Code displayed in the Welcome email announcing the APP
c. The first page requires credentials to ensure access to the College *InfoHub* and associated resources and services. **Save this password on your mobile device**.
d. The APP remains connected and logged in. The credentials entered for connection to the *InfoHub* and associated resources expires after 14 days of inactivity. Ensure you visit the APP to pick up the weekly update from your child's class or cohort and you will be have seamless connectivity.

QR Code included in Welcome eMail loads setting for the Engage *APP*

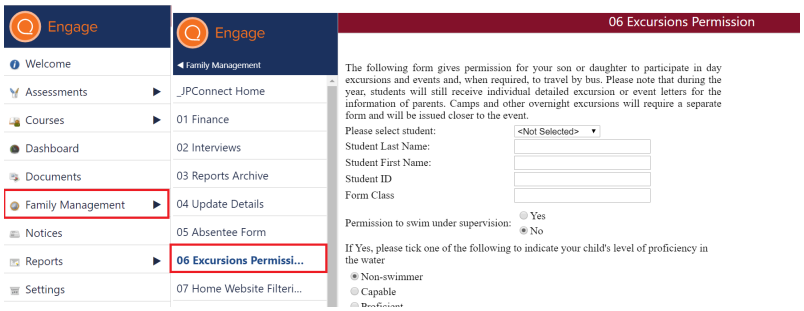
Getting started with *JPConnect* – Common Scenarios

NUMBER 1: Check and update your family details



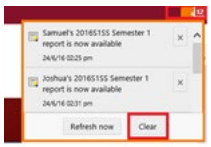
a. Complete action from *Engage*
b. Select the *Family Management* tab
c. Select the *04 Update Details* tab
d. Select the family member required (parent and student information)
e. Add relevant details
f. Select *Submit* to finalise

NUMBER 2: Add permission to attend excursions



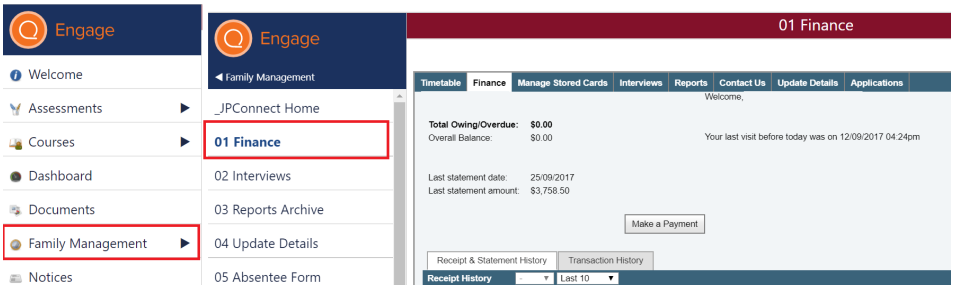
a. Complete action from *Engage*
b. Select the *Family Management* tab
c. Select the *06 Excursions Permissions* tab
d. Select the family member required
e. Add relevant details
f. Select *Send* to finalise

NUMBER 3: Read and access notifications



a. Complete action from *Engage*
b. Select the *Notifications* icon in the top righthand corner – a number is displayed
c. Click any one of the *Notifications* or *Direqt Messages* to navigate to the specific result or task
d. Clear the Notifications when they have been accessed– individually or all of them
e. The *Notifications* icon in the righthand corner indicates the number of new items that have been received
f. Notifications are also delivered through the APP

NUMBER 4: Check finance details and pay school account



a. Complete action from *Engage*
b. Select the *Family Management* tab
c. Select *Finance*
d. Review statement history for recent transactions or for all transactions
e. Make a payment online using a linked credit card
f. Instructions for authorizing a credit card can be accessed under the "Book & Pay" brown card in the *InfoHub*

NUMBER 5: Plan events and activities from the College Calendar

a. Complete action from the *InfoHub*
b. Select the green card for *News & Events*
c. Select the link for Calendars.
d. Filter the calendar as required by selecting from *K-12, Primary or Secondary*
e. Apply a further filter of the event type eg *assembly* or *boarding*
f. Open the event on the calendar to view the details of the event

NUMBER 6: Review Book Lists and order online

a. Complete action from the *InfoHub*
b. Select the brown card for *Book & Pay*
c. Select the *Book List link*
d. Select the required year level to open the appropriate book list in PDF
e. Instructions for placing online orders can be accessed under the brown tile *Book Orders: How to* tile. Orders are placed online

NUMBER 7: Refer to the co-curricular offerings in Performing Arts and Sports & Activities

a. Complete action from *InfoHub*
b. Select the blue card for Co-curricular information.
c. The range of activities are included in the At a Glance link or from the Handbooks.

NUMBER 8: Catch up on the College's News and Events

a. Complete action from the *InfoHub*
b. Select the green card for News & Events
c. The latest news items and associated resources can be accessed

NUMBER 9: Change your password

a. Complete action from *InfoHub*
b. Select *Family Management* from the purple card and select *Change Password*
c. Enter the *Old Password*
d. Enter the new password – it must be at least 5 characters in length
e. Re enter the password in the space provided to *Confirm New Password*
f. Select *Change Password* to submit the form
g. Close the browser (eg *Internet Explorer, Safari)* to complete the action
h. Login using the new credentials

NUMBER 10: Read the Handbooks and Policies

a. Complete action from the *InfoHub*
b. Select the burgundy card *Operational*
c. Select the relevant link *Handbooks* or *Policies*
d. Select the relevant document which opens as a PDF

NUMBER 11: Learn more about JPConnect using the online help resources

a. Investigate the *Getting Started Resources* and the "How We Communicate" resources from the burgundy "Operational" card in the InfoHub
b. Contact jpconnect@jpc.qld.edu.au for further information

Moving forward to the start of the College term

As the new College term comes closer there are more elements that will be of interest within *JPConnect*. Access the help files online to learn more about:

a. Canteen and Tuckshop *(My Student Account*)
b. Access Class and Cohort *News* and Updates from the green News & Events card
c. Search for anything on the InfoHub using the "Search" icon
d. Opt out of email reminders from the Family Management tab in *Engage*
e. Access Courses and resources
f. Access Assessments
g. Access Class Timetable
h. Access Daily Notices
i. Report Absence online
j. View Bus Routes and associated Timetables
k. Make Interview Bookings and
l. Access Academic Reports

Useful online support: Access reference materials for "How We Communicate" from the burgundy "Operational" card on the *InfoHub*.

How We Communicate

General Communication Guide

Communication from US to YOU

Communication from YOU to US

Parent Communication Presentation

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