Parent CONEQT

This guide has been designed to provide you with a single reference point for accessing school-based information.

And of course, if you have any questions we’re here to help:

If you have a question about Parent CONEQT
communications@bbc.qld.edu.au | 3309 3571

If you have a question about IT at BBC
Tom Cook, Acting Director of Technology and e-Learning
itdirector@bbc.qld.edu.au | 3721 5904
BBC offers two main hubs for parents to access school-based information: MyBBC and Parent CONEQT.

At a Glance
Where to find what you’re looking for

**My BBC**
- Part of the school’s website [www.bbc.qld.edu.au](http://www.bbc.qld.edu.au)
- Information open to the public
- Generic school based information such as:
  - Weekly Sports Draw for In-season Sports
  - School Newsletters
  - College Shop Forms
  - Important School Dates (public holidays and term dates)
  - Access to e-fees
  - Main School Contacts (Reception areas)

**Parent CONEQT**
- BBC’s new parent portal; driven by CONEQT-P
- Information password protected, login accessible via MyBBC
- Access to the full BBC Calendar and staff directory
- Email your son’s teacher via the portal
- Information specific to your son
  - Timetable
  - Teaching and Learning Notes
  - Attendance History
  - Curriculum Documents
  - Sports and Activities Information
  - Pastoral Care Summary Data
  - School Notices

BBC’s learning management system consists of a suite of applications which together enable the management of curriculum, timetables and student records for the College. This suite is made up of three separate but integrated programs known as:

- Teachers’ Assistant (for staff use)
- Student CONEQT (for student use)
- Parent CONEQT (for parent use)

Whilst the interface is essentially the same as what you will have seen in Student CONEQT, Parent CONEQT has been designed specifically for parents.
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Accessing Parent CONEQT is easy. You’ll find information specific to your son and for this reason it’s password protected. Just visit MyBBC to get started.

**Accessing Parent CONEQT**

As Parent CONEQT is a web-based application, you will need to access the portal from your web browser via MyBBC located on the BBC website.

1. Open your preferred web browser (eg. Internet Explorer, Safari, Chrome or Firefox) and go to the BBC website (www.bbc.qld.edu.au). Select MyBBC, in the top right hand corner of the BBC homepage, and then click on the Parent CONEQT icon. The login screen will appear.

2. Enter your username and password provided by the College. Click Log in. If you have not received your password please contact the IT Department during normal office hours on 3309 3697.

3. The Parent CONEQT Welcome screen appears.

**Direct URL:** https://coneqt-p.bbc.qld.edu.au

**Note:** If you get a blank screen and you are using Internet Explorer, you may need to change the “Compatibility Settings”. Look for this icon in the far right of the URL bar and if it is blue (or active) click on it to de-activate it.
Navigating Parent CONEQT

Welcome screen

Note: The black bar at the left of the screen contains the Main Menu, from which all options are accessed. Depending on your screen size and settings, this menu may at times collapse from view. To retrieve it, click on the main menu icon that appears (near the top of the window).

Note: Clicking on a MyBBC link will open features from the external BBC website. These will open in a new tab on your browser. You can then return to the Parent CONEQT site by clicking on its tab at the top of the window.
Changing your password
To change your password for Parent CONEQT click the Settings tab located on the main menu. Enter the required information and click Save Password.

SETTINGS - CHANGE PASSWORD

Forgotten your password?
If you have forgotten your Parent CONEQT password, you will need to submit a reset request from the MyBBC page.

Note: due to quality assurance purposes, password resets will only be actioned during normal School Office hours.
Main menu
Navigating your way around Parent CONEQT is very straightforward, following these basic principles. Most of the information relating to your son’s subjects and activities is accessed via the main menu. Simply click on a menu option to access that area:

- Click here to view your son’s past and upcoming assessments
- View course content from your son’s classes (both current and past terms)
- View timetable, pastoral information, homework, unresolved absences
- Access various school documents; e.g. Academic Handbook
- (For future use)
- View the BBC Calendar and the Staff Directory
- View school (daily) notices
- (For future use)
- Change your password; change menu background
- View your son’s timetable (full-screen view)

Returning to the main menu
Some menu options (those with a right arrow) will take you to a sub-menu. To return to the main menu, click on the link that appears at the top of the sub-menu (indicated by the back arrow):

More than one son?
If you have more than one son at BBC, you will be required to select which son’s information you wish to access. This will occur in some menu options such as Courses or Assessments, before proceeding to the applicable screen.

Note: The black bar at the left of the screen contains the Main Menu, from which all options are accessed. Depending on your screen size and settings, this menu may at times collapse from view.

To retrieve it, click on the main menu icon that appears (near the top of the window).
Checking your messages
The messages indicator is located in the top right corner of the screen. If you have any unread messages, the total number will appear here. These are messages that are either auto-generated or have been sent to you by a staff member directly (as an alternative to email). Examples of events which would prompt an auto-generated message are:

- An assessment item recorded in Teachers’ Assistant has been marked
- A pastoral care note has been recorded
- An absence has been recorded for which no authorisation or note has been provided

To display your unread messages click the messages indicator icon. To view the details of each message, click on the individual message. To collapse the message window, click on the messages indicator icon again.

Additional BBC shortcuts for parents
On the Welcome page you will also find buttons that link to additional information of relevance to parents. These buttons act as shortcuts to the information that resides on the MyBBC webpage. Some of this content is duplicated within the Parent CONEQT options; parents are encouraged to use whichever links they find most convenient for accessing that content.

Logging out
To log out of Parent CONEQT, click on the logout button at the bottom left of the window.
Your Dashboard

The Dashboard is where you will find quick-access summary information pertaining to your son’s absences, homework, pastoral care records and timetable. For your convenience, if you have more than one son at the school, you will find information on all of them on the one page.

Customising your Dashboard

You can add additional features to your dashboard by selecting them from the drop-down menu beneath the title bar:
Viewing your Son/s Timetable

For families with more than one son enrolled at BBC, you may wish to view the day’s timetables on the one page. Click on the Dashboard option located in the main menu. To see a week-by-week view of your son’s timetable, access the Timetable option instead.

View/print your son’s weekly timetable

1. Click the Timetable option in the main menu.
2. If you have more than one son at the school, click on a name in the sub-menu that appears.

3. The timetable for the current week appears.

Use the green left and right arrows to navigate to previous or following weeks if required. Click the Print button at the top of the window if you wish to print a paper copy.

Note: If you are accessing the timetable during school holidays, there will be no entries.
Colour-code the Timetable
You may find it visually helpful to assign a colour to each subject. To do so, click on a subject in the timetable, then click on the colour-wheel icon. Select a colour from the range of options.

Email a Teacher
Emailing your son’s teacher is as simple as clicking on the subject in his timetable. A pop up window will appear. Click on the email envelope icon to send a message using your default email application.

Note: The teacher’s email address will appear in the Bcc field by default, not in the To field; this is by design and is no cause for concern.
Courses - Viewing Subject Content

Curriculum content for each of your son’s subjects is found in the **Courses** option from the main menu.

1. In the main menu, click the **Courses** option.
2. If you have more than one child at BBC, you will now need to select a name in order to continue.
3. Your son’s subjects are now listed (followed by a list of the school’s co-curricular activities). Select a subject/activity to proceed.
4. The cover page appears for that selected class program.
Cover Page
The cover page contains summary information about the subject for the semester, including an overview of assessments, units of study and resources used globally over the semester.

Program of Study
The navigation pane on the left lists the program of study for each week of the semester, as outlined by the teacher. In some classes, the program simply outlines the topics by week, while in others, it is broken down lesson by lesson.

The amount of detail and content you find here will vary from teacher to teacher and subject to subject, as it is dependent on a variety of factors, such as:

- Ensuring that the unfolding of the program for each class is responsive to the particular and evolving needs of the students;
- Teaching and learning styles;
- The nature of the curriculum associated with that subject.
Navigating a Subject’s Program of Study

The subject cover page appears by default. To see details of a particular week or lesson, click the respective week or lesson. Note: you may need to scroll.

Lessons or weeks appear in chronological order from oldest to newest. To reverse the order so that the newest lesson appears first, click the reverse order icon above the lessons. To jump directly to today’s lesson, click the Today link at the top of the window.

If a lesson contains a resource, a link will appear in the lesson contents. Simply click on the link to either open it directly or save it to your computer.

To return to the cover page, scroll back up to the top of the program and click on the cover page link.

Lesson Content and Resources

Clicking on a lesson outline in the Program of Study panel will display its contents on the right-hand side of the window. For example:
“Lessons” may contain a brief description of the day or week’s topic, or may contain a range of content, such as:

- activities for the student to complete;
- information for the student to refer to;
- embedded multimedia activities such as video or audio;
- links to resources for the student’s use/reference;
- details of homework to be completed.

Some lessons display an icon next to their title. The cloud/globe icon indicates that there is online content with this lesson, such as an activity or embedded multimedia.

The paperclip icon indicates that there are resources attached to this lesson.

**Viewing or Downloading a File**

To download a resource, click on the link. You will then be asked whether you want to open the file or save it to your device.
**Homework**

Homework is recorded in CONEQT at the teacher’s discretion. Please note if homework does not appear here it may have been assigned verbally; please check with your son. Homework recorded in CONEQT should be considered an assistive measure - this does not remove the onus from the student to be responsible for his own work.

![Homework Pane]

**HOMEWORK PANE**

Homework that has been recorded in this way will also appear on your Dashboard. No homework pane appears if homework has not been assigned.
Viewing Previous Term’s Subject Content

Programs of Study from previous terms are available.

1. In the main menu, click the **Courses** option.
2. If you have more than one child at BBC, you will now need to select a name in order to continue.
3. Use the scroll bar to scroll down to the bottom of the list. Here you will find links to any previous terms.
Viewing Assessment Items

Assessment results

1. To view the results of your son’s assessments click the Assessments option located in the main menu.
2. If you have more than one child at BBC, you will now need to select a name in order to continue.
3. From the panel on the left, select the subject for which you want to view the results. If there are any marked and published assessment items for your son in that subject, they will appear on the right hand side of the window.

Note: Detail will vary and be dependant on the evaluation criteria. This will vary from subject to subject and even from item to item within the same subject. Not all assessment items will be published using the portal system. These determinations are made at a departmental level.
Upcoming Assessments

1. To view upcoming assessments for your son click the **Assessments** option in the main menu.
2. Click the option **Upcoming** located at the top of the list of subjects/activities.

3. The assessment items will appear; these can be viewed in list format or graphically.

4. To change the view mode, click on **List** or **Cards** at the top left of the panel and make your selection from the drop-down list that appears.

**Note:** This list may not be exhaustive. Some school and year level assessments are recorded on the BBC Assessment Calendar. Complete assessment information for individual subjects can be found within their Program of Study pages.
Viewing Co-curricular Information

Co-curricular activities are located in the same area as your son’s subjects, and information is accessed in much the same way.

1. In the main menu, click the Courses option.
2. If you have more than one child at BBC, you will now need to select a name in order to continue.
3. A list of subjects will appear followed by a list of co-curricular activities.
4. Click on the activity. The associated information will appear on the right, beginning with the cover page.
5. Use the options in the left panel to locate the information you are seeking. Information will vary depending on the needs of the program.
Viewing Daily Notices

Clicking the **Notices** option in the main menu will display all daily notices, arranged by category.

**DAILY NOTICES**

You can select which notices to display based on what is relevant to your son by accessing the drop-down menu beneath the title bar:

**DAILY NOTICES FILTER**

You can also select a different date to see past notices; for example, to refer to forgotten details of previous announcements.
BBC Calendar

1. Click the General Information option on the main menu.

2. Click BBC Calendar. The calendar will load on the right. This is an interactive Google-based calendar for web viewing. The calendar loads from an external site and as a result may take several seconds to load the first time you access it.

3. The buttons at the top left of the calendar enable you to jump forward or backward week by week. The links at the top right of the calendar enable you to change the view from weekly to monthly or agenda (list). You also have the option to print.

![BBC Calendar](image)

4. If you have a Google calendar, you can copy an event from the BBC Calendar to your own. Simply click on the event and select Copy to My Calendar from the pop-up box.

![Copy Event](image)

If you do not have a Google calendar, you can set one up by clicking the Google icon at the bottom right corner of the calendar.
Staff Directory

1. Click the **General Information** option on the main menu.
2. Click **Staff Directory**. Staff members are listed by area of responsibility; teaching staff are listed alphabetically by surname in the lower part of the list (scroll down to view).
3. To email a staff member, simply copy and paste his/her email address into your email application.

*Note:* If you wish to email your son’s teacher, this is more easily done by clicking on that subject in your son’s timetable and clicking the email button.
School Documents

Various school documents are made available for your convenience from the Documents option in the main menu. Examples of documents you will find here include:

- Academic Diary for 2014
- Exam Timetables
- Subject Selection Handbooks
- Information documents on additional learning needs
- Music Calendar
- Tablet Use Terms and Conditions

All available documents appear in list format, grouped by category.

You can customise which categories display in order to make this list more relevant to you by clicking on the All option selected at the top of the window and de-selecting (or re-selecting) from the drop-down list.

You can also use the Search bar at the top right to search for a document by keywords in the title.
MyBBC

MyBBC sits on our external website and holds information such as term dates, newsletters, school wide policies and the weekly sports draw. To access MyBBC visit www.bbc.qld.edu.au and click on the icon in the top right hand corner of the homepage.

Accessing MyBBC on your mobile device

MyBBC and Parent CONEQT are also accessible via your mobile by clicking on the person icon on the home page.
Event Bookings

Event bookings can be directly accessed by clicking on News and Events and then Events on the BBC homepage - www.bbc.qld.edu.au

Click on the event you wish to attend and follow the prompts to book your tickets. Bookings are managed by Seat Advisor and as a result once selecting the ticket option, you will be taken to a new screen.