SEQTA Engage
Manual for parents
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1. Using SEQTA Engage
SEQTA Engage is a powerful tool for parents, providing an overview of their child’s learning and assessments. It also provides a communication channel for parents and teachers, enabling greater collaboration and hopefully enhanced learning outcomes for the students.

This manual is designed as a guide for parents and is intended to provide the information necessary for our parents to effectively use SEQTA Engage.

Both the SEQTA Engage (for parents) and SEQTA Learn (for students) sites use the SEQTA Teach (for teachers) programmes as the primary vehicle through which all the teaching and curriculum-related information is shared.

Parents can log in on their smartphone, tablet or computer to see important data about their child’s progress, attendance, timetable, academic performance, work submissions, school reports, any behavioural issues and extra-curricular activities. All this is easy with SEQTA Engage.

1.1 SEQTA Engage views
SEQTA Engage provides parents with access to key information. In addition, teachers can share course and assessment information as well as allowing students to submit assessments.

Parents enter SEQTA Engage through their login page entering the username and password the school will provide for you.

If you forget your password, select ‘Forgot your password’ and enter your username and email address and select ‘Reset password’. The SEQTA system will then send you an email with further instructions.
1.1.1 What can be viewed in SEQTA Engage

A number of pages can be accessed through SEQTA Engage menu on the left hand side. Click the page to view information required. Any title in the menu that appears with a black arrow to the right, indicates there are numerous options for that section.

- **Assessments**: View assessment information and results. Students can upload e-submissions and also submit online assessments for some courses.
- **Courses**: Course and lesson outlines
- **Dashboard**: Access to dashlets (eg absences, pastoral care details)
- **Direqt messages**: Internal messages similar to email.
- **Documents**: Provides access to view important College documents eg policies, camp and excursion information, curriculum documents, P&F agendas and minutes etc
- **Folios**: Students can create folios which can then be shared with other students, their parents and/or teachers.
- **Forums**: Forums are created by teachers to facilitate collaborative online learning for students.
- **Goals**: Students can set goals allowing the College to track students’ progress against specific educational and career goals.
- **Notices**: Daily notices are used by the College to communicate information that is not specific to a subject or student. Parents are able to view the daily notices through SEQTA Engage.
- **Portals**: Portals provide parents and students respectively with access to key information from the College
- **Reports**: Access to your child’s academic reports
- **Settings**: Profile management
- **Timetable**: Your child's timetable can be viewed from here
This is the first page displayed when parents log into SEQTA Engage.

At the top of the welcome page there are links to:

- notify administration if your child is absent
- order uniforms online
- Darlington and Glen Forrest Campus calendars

There’s also a copy of the Academic Support Timetable for GFC.

Underneath that is posted a weekly ‘what’s on’ information table plus any other notices for parents of both campuses.

This information is also emailed to parents every Friday with details for the next week.
1.3 Assessments

Parents can view results and teacher feedback for any timetable period and subject through the Assessments page.

*Upcoming* assessments show for students and parents when a teacher has made the assessment ‘visible’ in their marks book. If the due date is red the date for submitting work has passed.

The view of the upcoming assessments can be changed between *cards* or *list*.

Teachers may choose to upload resources to individual assessments to support students with the completion of a task. These documents can also be downloaded and viewed by parents.
1.3.1 Viewing assessment results

Teachers can also make students' marks and applicable comments visible through SEQTA Engage. Teachers may also give students the ability to electronically submit their work. Work submitted electronically can also be viewed with the results information.

Viewing the results information can be changed between Task view and Syllabus view. Task view will display results only. Syllabus view displays the assessment results, teacher comments (if provided) and any additional documents the teacher has uploaded for a student.

Teachers may also set the option that once the marks have been released, students can write a reflection, identifying what they did well and next learning steps. This will then be visible to the teacher via the Marks book and also to parents.

1.3.2 Assessment notifications

To enhance communication between the College and parents, notifications are automatically sent to your device via email if you have not accessed SEQTA Engage within a time period set down by the school.

Notifications may be sent when:
- a new academic report is available
- a new Direct message is sent
- when there are changes to assessments/results are visible (depending on assessment settings)
- when student goals are added or edited
- when new messages or comments on student folios are made
Notifications display in the top right of the screen (sunshine icon). Once clicked, a list of notifications will be visible. Clicking on a specific notification will take you to the actual section of the menu list.

The number of unread notifications is displayed on the notification in **RED**.

### 1.4 Courses

Through *Courses* parents can view lesson outlines, resources and homework. Homework is also visible through the *Dashboard*.

### 1.5 Dashboard

The *Dashboard* provides an overview of many important summary components of a student. Information such as, dates of unresolved absences, pastoral care records (if enabled by the school), homework and timetable overview can be seen.

Other dashlets can be made visible by selecting other available options as shown on next screen shot.
### 1.6 Direqt messages

Teachers and parents can exchange messages in an integrated message system.

When you receive a new Direqt message a new notification will appear in the notifications icon (top right). If you click on the message in your notifications list, the Direqt message screen will open and the message you clicked on in the notification will be displayed.
1.7 Documents

The College also provides parents with access to a range of documents. eg camp forms and information, policies and procedures, excursion details, P&F agendas and minutes, canteen menus, curriculum related material etc.

1.8 Folios

Students can create online folios in SEQTA Learn that can be shared with teachers, parents and other students. Folios do not need to be published to the selected audience until the student is ready to do so. Sharing of the folios allows for a high level of collaboration and input.

Teachers, parents and students can view and comment on Folios that have been published and they have been selected to view.

Any comments entered in a folio will trigger a notification to the owner of the folio.
1.9 Forums

Forums can be created by teachers to facilitate collaborative online learning. Teachers can select participants in the forum, set the topic for the forum, post relevant comments and resources and also monitor the online discussion.

The Community Relations Department also has a DC and also GFC ASK US ANYTHING forum where parents can ask any question and have it answered!
1.10 Goals

The goals area allows teachers to track students’ progress against specific educational and career goals. Parents can view student goals (if they have been created) for different timetable periods.

1.11 Notices

The Notices page is used to communicate information to students and/or parents. The notices are available to view on the dates designated when the notice is created. Parents can also review past notices by selecting the date required.
1.12 Portals

There may be Portal pages for additional content such as class or year level information, co-curricular activity information pages, P&F, parent-teacher interview bookings and links to resources etc.

1.13 Reports

Student reports available to parents through SEQTA Engage. Current and past reports can be downloaded and viewed for each of your children.
1.14 Settings

The settings page allows parents to

- reset their password
- turn off the default noises made when moving through the site
- change the menu background
1.15 Timetable

The Timetable page allows parents to view the individual timetable of each of their children. They can select to view tutorials, classes and/or events.

1.16 Log out

To exit SEQTA Engage click the Log out icon at the bottom of the Welcome Page.