



SEQTA™

SEQTA Engage

For Primary Parents

Better Education. Better World.

1. Using SEQTA Engage

SEQTA Engage is a powerful tool for parents to have 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 the user to effectively use SEQTA Engage. Some aspects of SEQTA Engage may not be part of the school's implementation and it is therefore recommended that you follow your school's procedures where it differs from the suggestions within this manual.

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

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. The options available may differ slightly from school-to-school depending on how the school has set it up.

Parents enter SEQTA Engage through their login page entering the username and password the school has provided you.

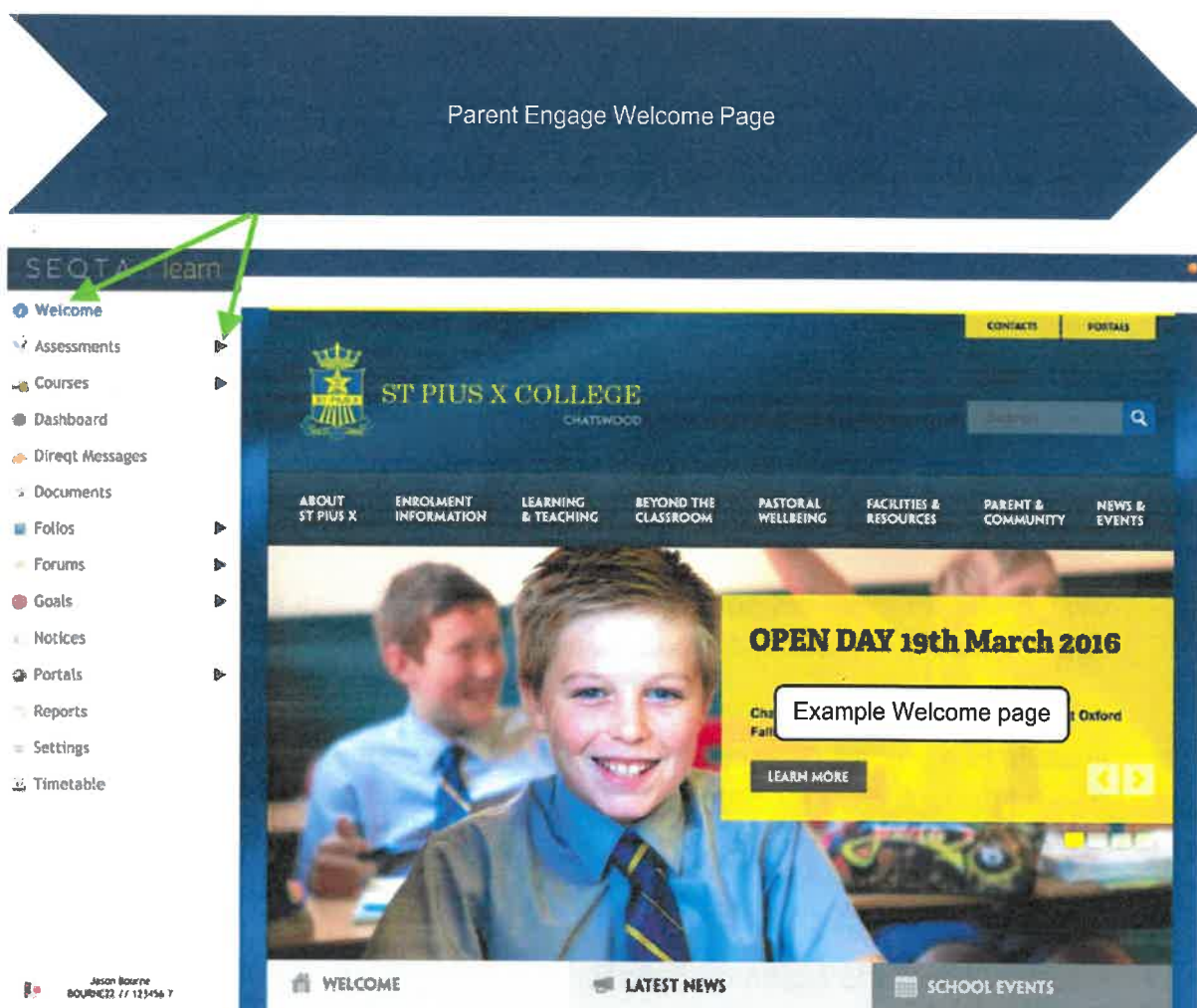
If you forget your password, select 'Forgot your password' and enter your username and email address and select 'Reset password'. The SEQTA system will then send you an email with further instructions.



1.2 Welcome Page

This is the first page displayed when parents log into SEQTA Engage.

Any title in the menu that appears with a black arrow to the right, indicates there are numerous options for that section.



Please note, if parents have more than one child in the school, they will use one login to view all information on each child. Each child's name will appear in the following menu items:

- Assessments
- Courses
- Timetable
- Reports
- Goals
- Folios

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 below.

The screenshot shows the SEQTA engage Dashboard interface. On the left is a sidebar menu with options: Welcome, Assessments, Courses, **Dashboard** (highlighted with a green box), Direct Messages, Documents, Folios, Forums, Goals, Notices, Portals, Reports, Settings, and Timetable. A dropdown menu is open from the '3 OPTIONS SELECTED' header, listing: Calculator, Homework (checked), Notes, Notifications, Pastoral care (checked), Pastoral care details, Sentence generator, Task list, Timetable (checked), and Unread forum messages. A green arrow points to the 'Homework' option with a callout box that says 'Click to select the viewing options'. The main content area has a red header 'Dashboard' and displays several dashlets: 'Homework for Maths AR020', 'Mathematics Mangahigh', 'Review: Basic arithmetic', 'Take home investigation 1', and 'Timetable for Maths AR020'. At the bottom, there are two tables. The first table, 'Pastoral care for Peter 12', shows 'Lateness' with a count of 1. The second table, 'Attendance for Peter 12', shows counts for 'Affirmation', 'Behaviour', 'Homework', and 'Uniform', all with a count of 1.

Pastoral care for Peter 12	
Lateness	1

Attendance for Peter 12	
Affirmation	1
Behaviour	1
Homework	1
Uniform	1

1.7 Documents

Schools can also provide parents with access to a range of documents. Examples of documents that schools may choose to make available include, camp forms, policies and procedures, excursion details etc.

>Welcome Page Documents

SEQTA Engage Documents

ALL OPTIONS SELECTED

Click to select the options required

Name	Date	Size
Supervision/Duty Areas	25 Jan 2014	1.1MB
Explanation of Pastoral Care Types	6 May 2013	162KB
Handbook	7 Mar 2016	15.2KB
Secondary School Homework Policy Summary	12 May 2015	2.8MB
Student ICT Policy	5 Feb 2014	414.1KB
	6 May 2015	12.3KB

1.11 Notices

The Notices page is used to communicate information to 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.

The screenshot shows the SEQTA engage interface. At the top, a blue banner contains 'Welcome Page' and 'Notices'. On the left, a sidebar lists navigation options: Welcome, Assessments, Courses, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Portals (highlighted with a green box), Reports, Settings, and Timetable. The main content area displays a list of notices. The first notice, titled 'Lorem ipsum', is highlighted with a yellow box and has a green arrow pointing to a 'Date Selector' label. Above this notice, a dropdown menu shows '9 JUN 2015'. To the right, a calendar for June 2015 is visible, with the 9th highlighted. Below the 'Lorem ipsum' notice is another notice titled 'Morbi'. To the right of these is a red-bordered box containing a notice titled 'Maecenas vulputate purus'.

Welcome Page Notices

SEQTA engage

ALL OPTIONS SELECTED 9 JUN 2015

Lorem ipsum
All Students
Mr Gary Pare

Donec condimentum ultrices libero ut ante aliquam egestas. Ut ullamcorper dictum massa, at scelerisque tellus aliquam et. Morbi nulla ipsum, condimentum sit amet congue sit amet, viverra ut ipsum. Nullam laculis tincidunt mattis. In tigula nisi, sodales at hendrerit eu, tincidunt id arcu. Sed tempus sollicitudin diam id hendrerit.

Morbi
Year 12
Mrs Anne Templeton

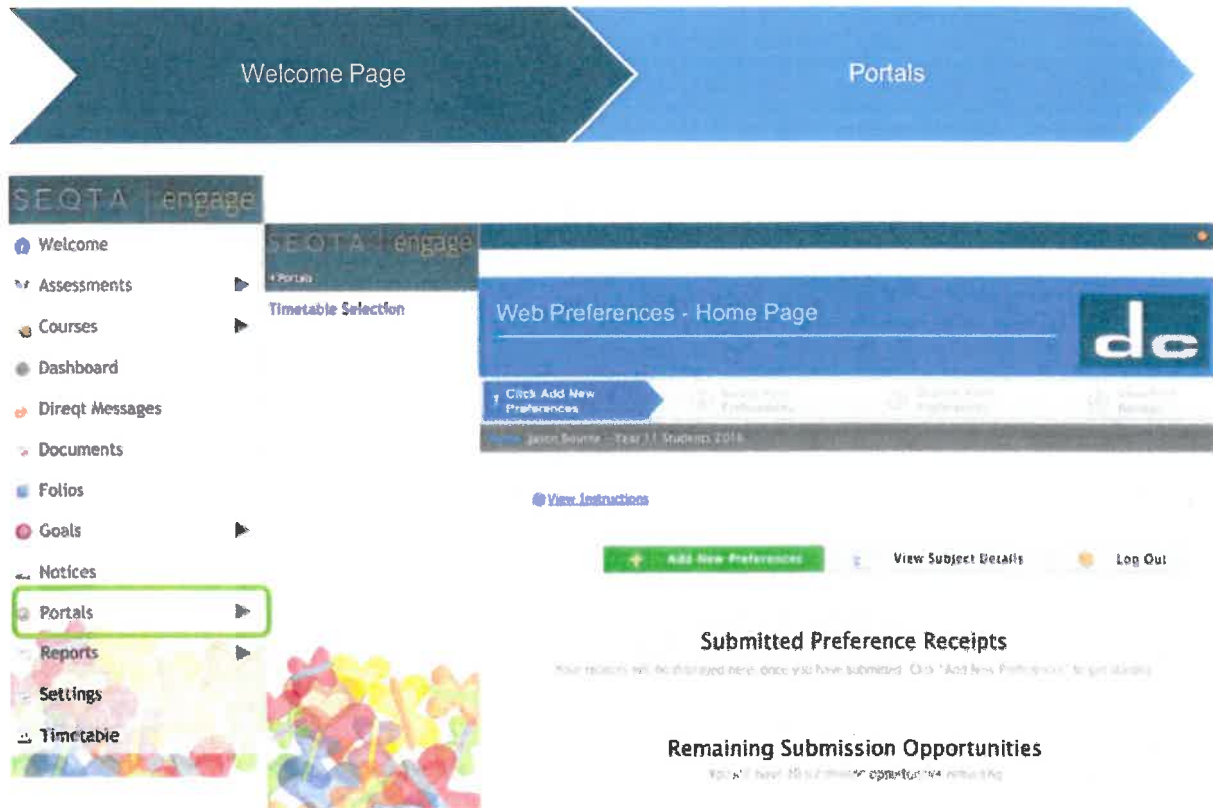
Quisque sed turpis risus. Pellentesque cursus condimentum tortor auctor condimentum. Etiam id sem a urna fermentum posuere quis vel purus. Mauris nec mollis massa. In eget mauris eget metus viverra eleifend a at risus. Fusce dolor ante, ultrices non bibendum vel, vehicula vitae enim. Curabitur ac sem sed magna rutrum porttitor eu eget arcu. Sed blandit mollis ultricies. Maecenas mi eros, cursus et luctus ut, tempor et nulla. Nunc sit amet condimentum justo. Vestibulum purus erat, malesuada vitae vulputate non, lobortis eu sapien.

Maecenas vulputate purus
Senior Years Students
Mrs Anne Templeton

In convallis lacus non diam fringilla venenatis, Mauris congue, massa at mattis volutpat, nisi arcu pretium enim, congue feugiat sem sem ut quam. Aenean convallis hendrerit odio. Vestibulum congue est eu ante tincidunt eleifend. Sed orci augue, bibendum non hendrerit vel, egestas in lorem. Quisque aliquet sodales mauris vel auctor. Aliquam tincidunt interdum nisi ac gravida. Proin ac duis tempor turpis semper molestie non et sapien.

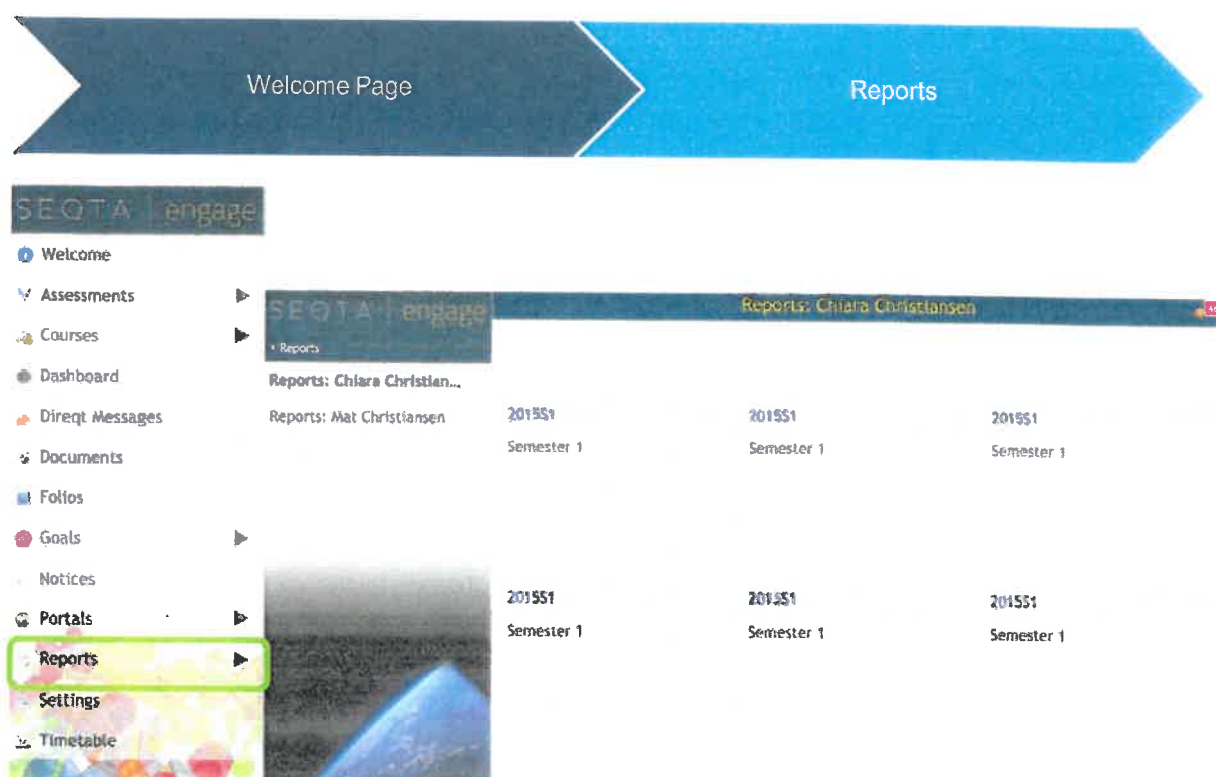
1.12 Portals

Schools can create *Portal* pages for additional content such as school library information, co-curricular activity information pages, parent body organisations, parent-teacher interview bookings and links to resources etc.



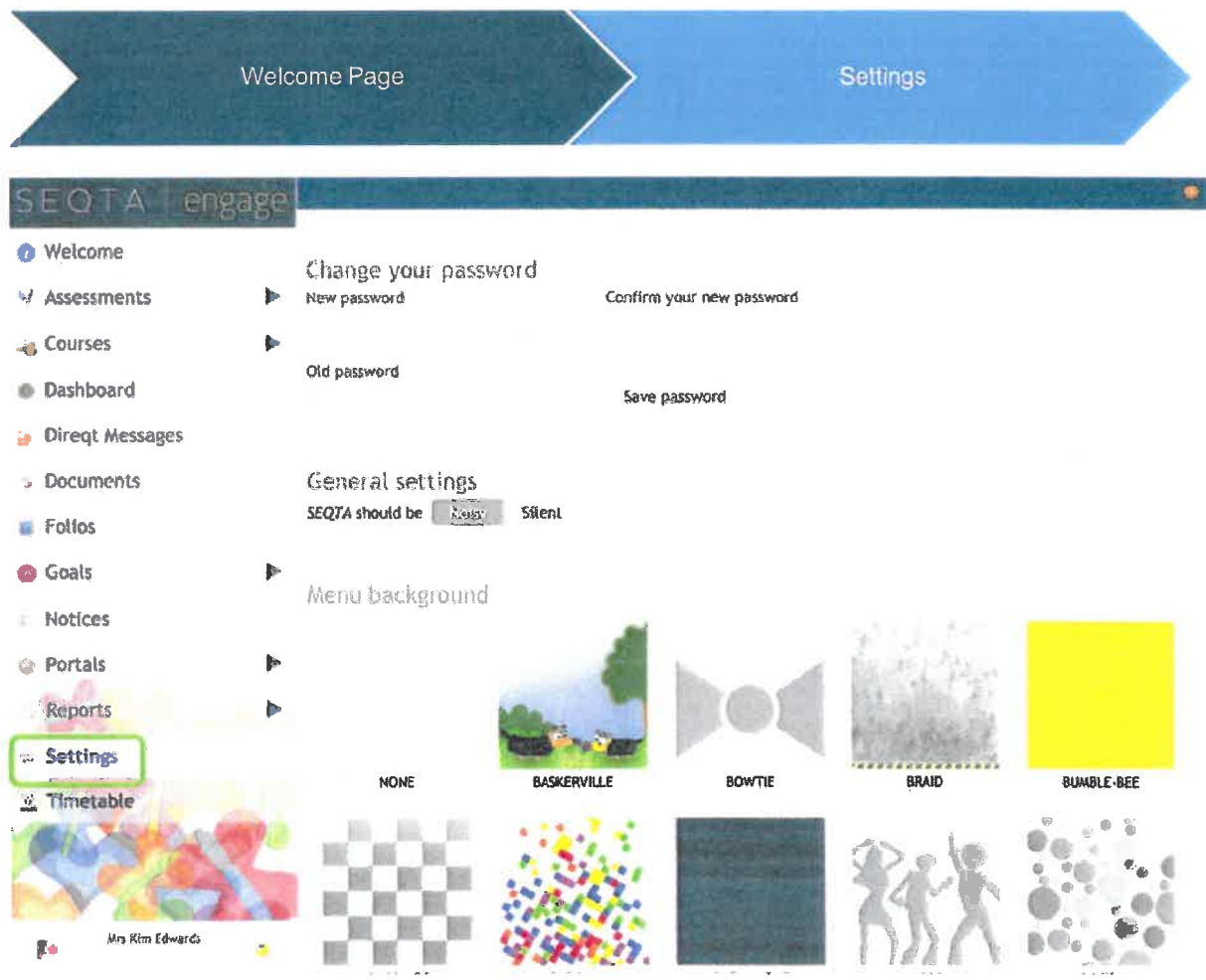
1.13 Reports

Schools can choose to make student reports available to parents through SEQTA Engage. Current and past reports can be downloaded and viewed.



1.14 Settings

The settings page allows parents to reset their password, turn off the default noises made when moving through the site and change their 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. Parents are also able to view their own timetable if they have been invited to events.

The screenshot shows the SEQTA engage interface. At the top, there are two large blue arrows pointing right, labeled 'Welcome Page' and 'Settings'. Below these is a red header bar with the SEQTA engage logo on the left and the word 'Timetable' on the right. In the center of the header bar, there are several links: 'ALL OPTIONS SELECTED', 'SHOW NOTES', 'KARLEE ALLISON', 'PRINT', and '17 JUN 2016'. On the left side, there is a vertical navigation menu with icons and labels for various features: Welcome, Assessments, Courses, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Portals, Reports, Settings, and Timetable. The 'Timetable' option is highlighted with a green box. The main content area displays a grid of colored blocks representing different classes and events. The blocks are color-coded: green for English, yellow for Maths, blue for Science, and light blue for Inquiry. Each block contains the subject name, a time slot, and a date. For example, one block shows 'English 10:00-11:30 17 JUN 2016'. Another block shows 'Maths 09:15-10:00 17 JUN 2016'. The grid is organized into columns and rows, with some blocks overlapping or adjacent to each other.

1.16 Log out

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

