Engage

SEQTA

SEQTA Engage

For Primary Parents

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.

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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.

Parent Engage Welcome Page

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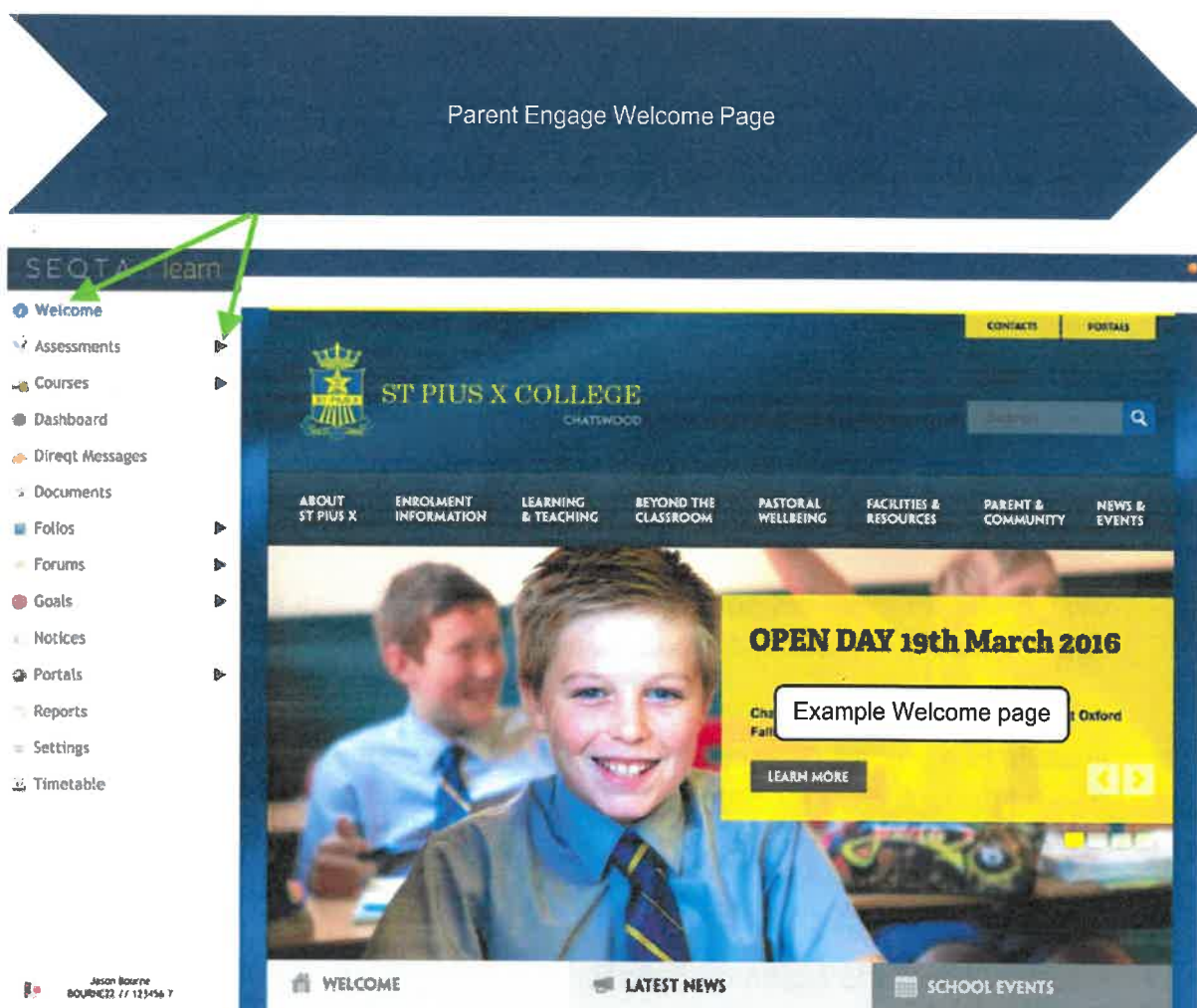
Please note, if parents have more than one child in the school, they will use one login to view all information on each child. Each child's name will appear in the following menu items:

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

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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.

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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.

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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.

ALL OPTIONS SELECTED ▾   9 JUN 2015 ▾

Date Selector

June 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Navigation menu:
- Welcome
- Assessments
- Courses
- Dashboard
- Direqt Messages
- Documents
- Folios
- Goals
- Notices
- Portals
- Reports
- Settings
- Timetable

Lorem ipsum
All Students
Mr Gary Pare

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Year 12
Mrs Anne Templeton

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Senior Years Students
Mrs Anne Templeton

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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.
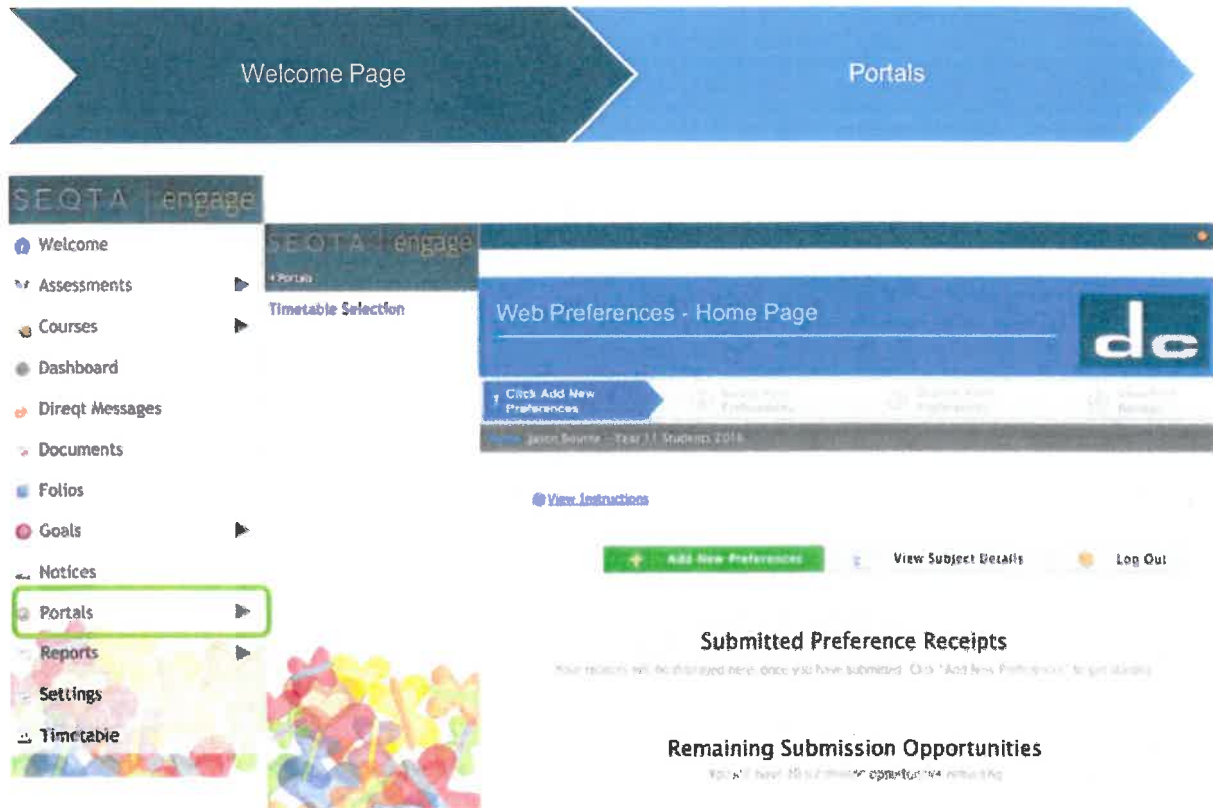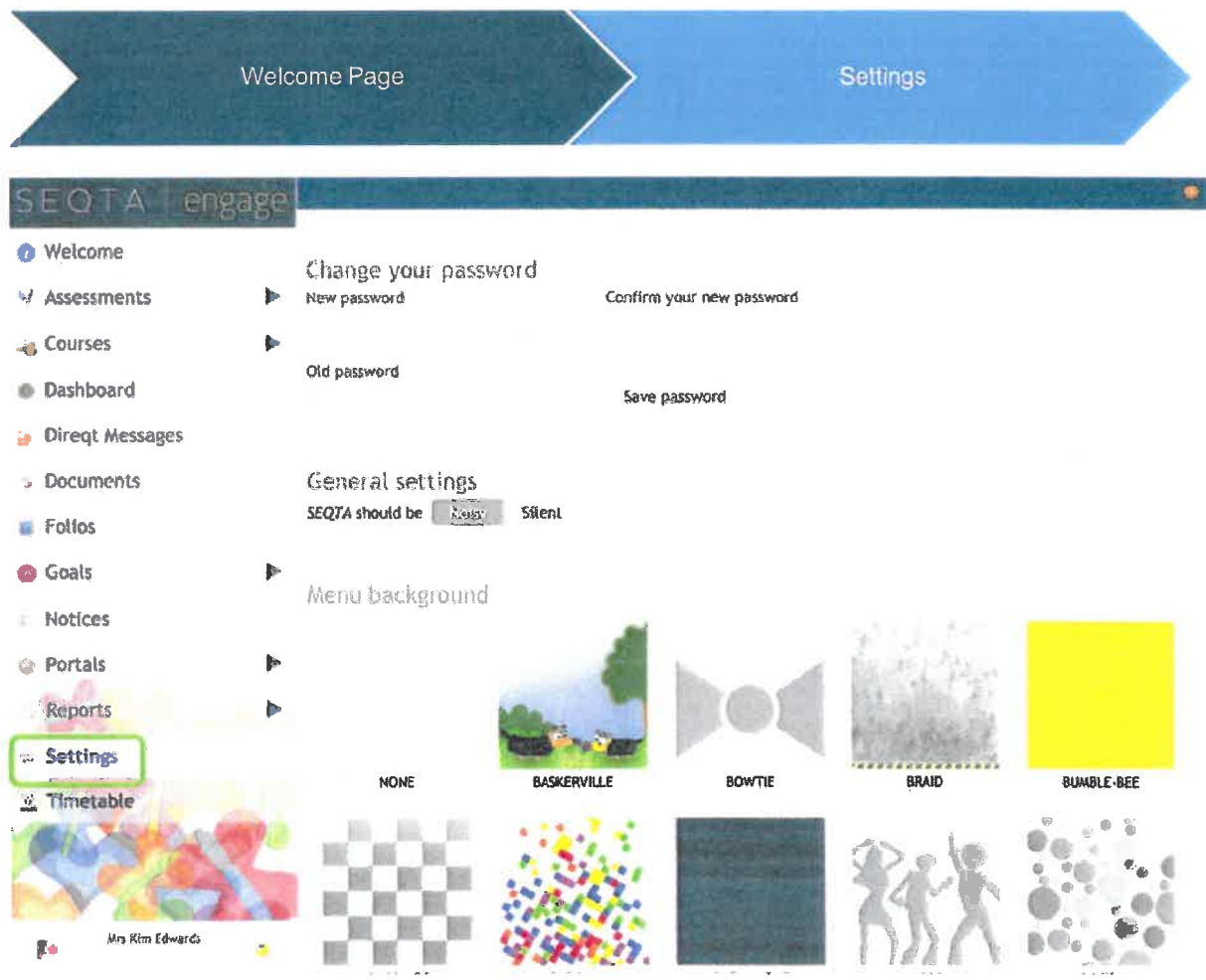
1.13 Reports

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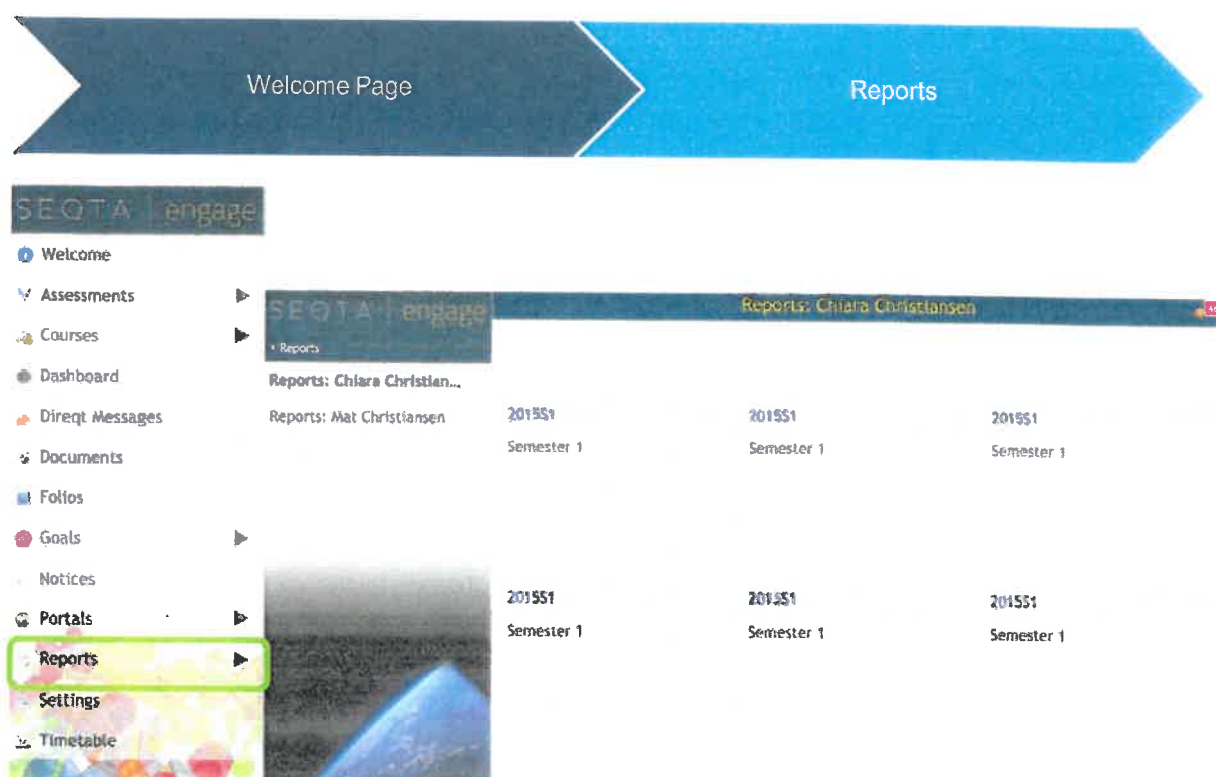
1.14 Settings

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.

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1.16 Log out

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

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