



SEQTA™

# SEQTA Engage

For Secondary Parents

Better Education. Better World.

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# 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.

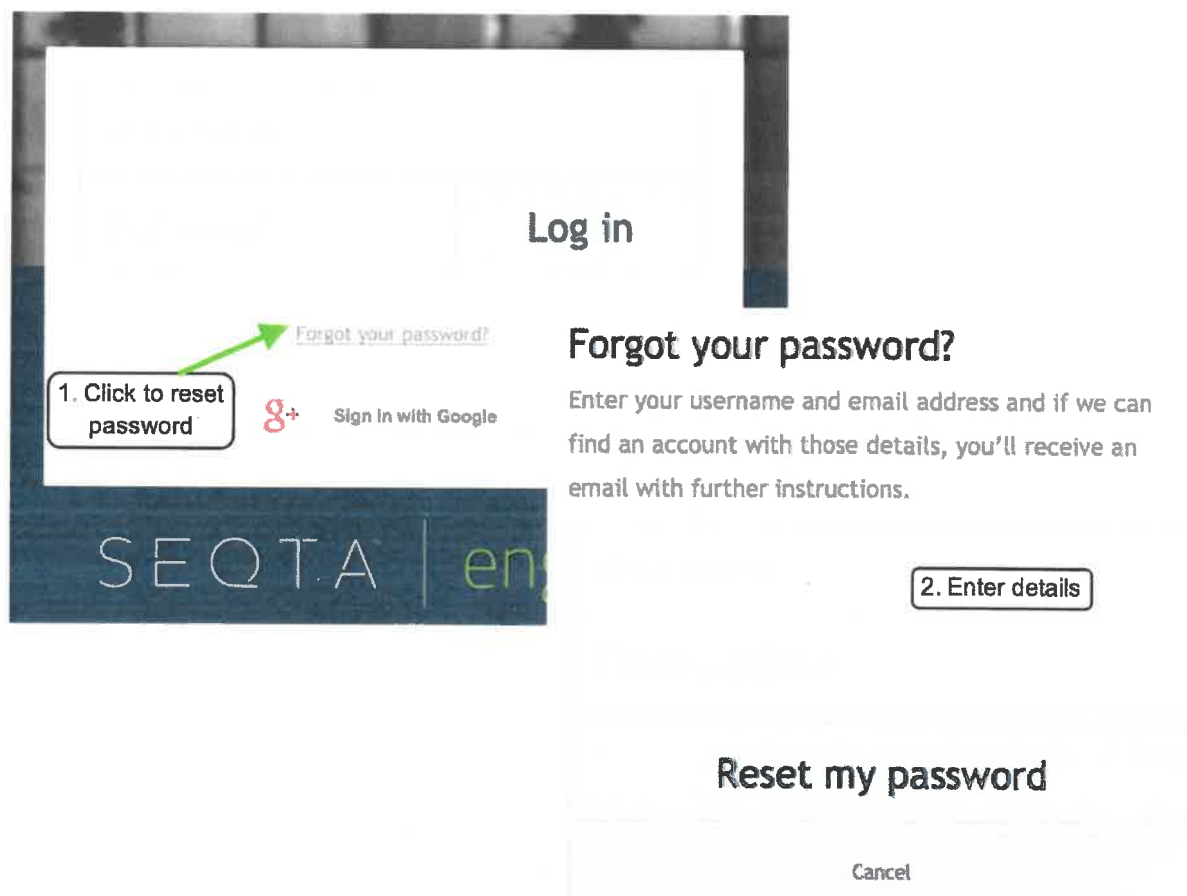
Parents enter SEQTA Engage through their login page entering the username and password the school has provided you.

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 Training manual

## SEQTA Engage

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### 1.1.1 What can be viewed in SEQTA Engage

A number of pages can be accessed through SEQTA Engage. However, available options may differ slightly from school-to-school depending on how the school has set it up. Click the page to view information required.

- **Assessments:** View assessment information and results. Students can upload e-submissions and also submit online assessments.
- **Courses:** Course and lesson outlines
- **Dashboard:** Access to dashlets (eg. absences, pastoral care details)
- **Direct messages:** Internal messages similar to email.
- **Documents:** Access to view school document repository.
- **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 school to track students' progress against specific educational and career goals.

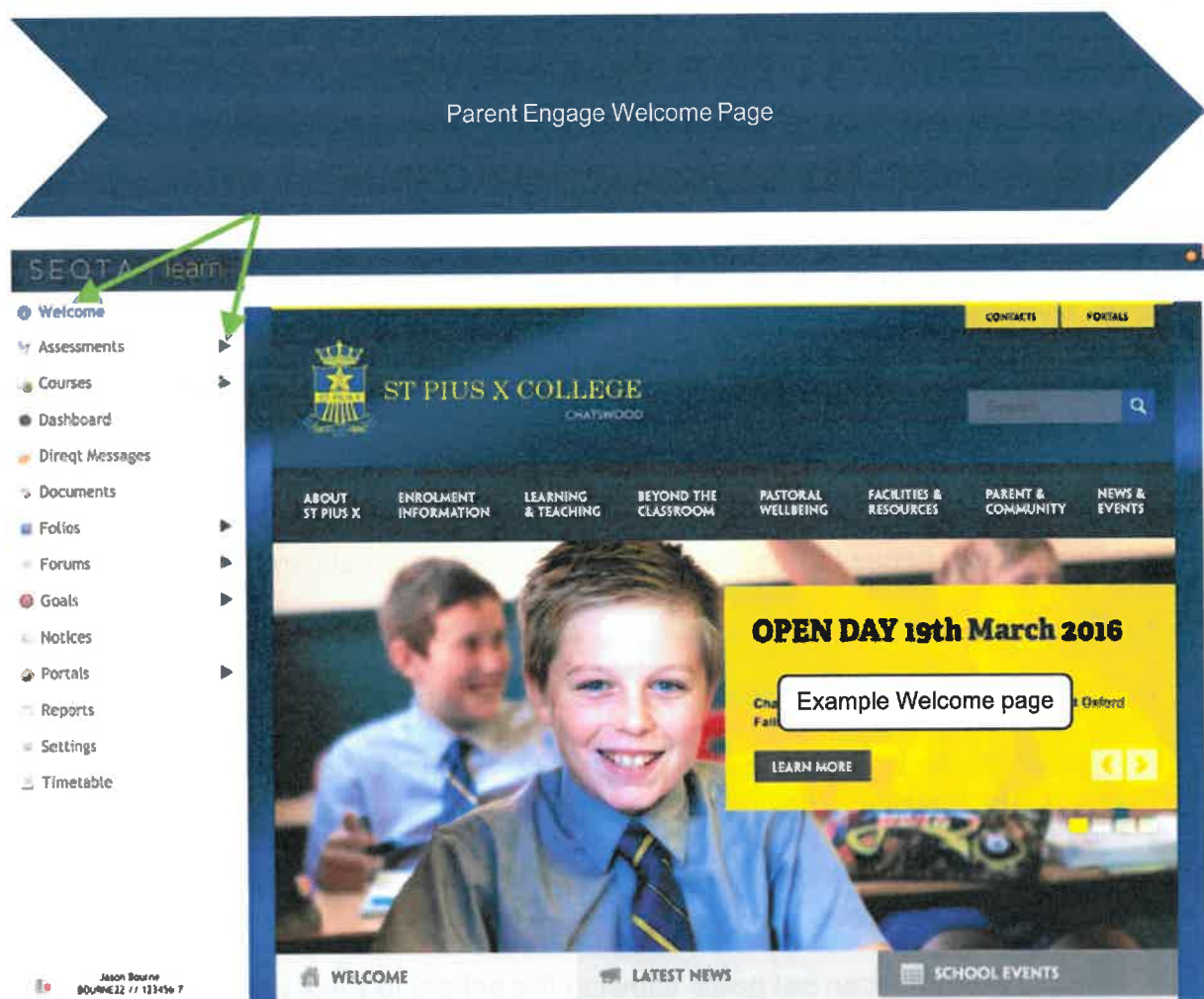


- Notices: Are used by the school to communicate information that is not specific to a subject or student. If enabled by the school the notices can be viewed through SEQTA Engage.
- Portals: Portals provide parents and students respectively with access to key information from their school.
- Reports: Access to academic reports.
- Settings: Profile management
- Timetable: Your child's school timetable can be viewed from here. Schools may also decide to add the co-curricular activities they are currently engaged in on to their timetable.

## 1.2 Welcome Page

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

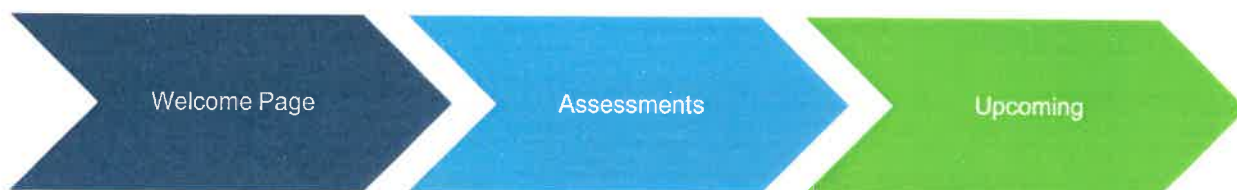
Any title in the menu that appears with a black arrow to the right, indicates there are numerous options for that section.



### 1.3 Assessments

Parents can view results and teacher feedback (if enabled by the school) 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.



SEQTA learn

ST PIUS X COLLEGE

ABOUT ST PIUS X | ENROLMENT INFORMATION | LEARNING & TEACHING | BEYOND THE CLASSROOM | PASTORAL WELLBEING | FACILITIES & RESOURCES | PARENT & COMMUNITY | NEWS & EVENTS

SEQTA learn

Assessments

Upcoming

Personal Project

Y10 Beliefs and Values

Y10 English (Stream 1)

Y10 Humanities (Stream 3)

Y10 Mathematics (Stream...)

Y10 Science (Stream 1)

Science Homework

9 Feb 2019

Mathematics Investigation 1

7 Mar 2019

Health Education Supervisor Meeting 1

8 Jun 2019

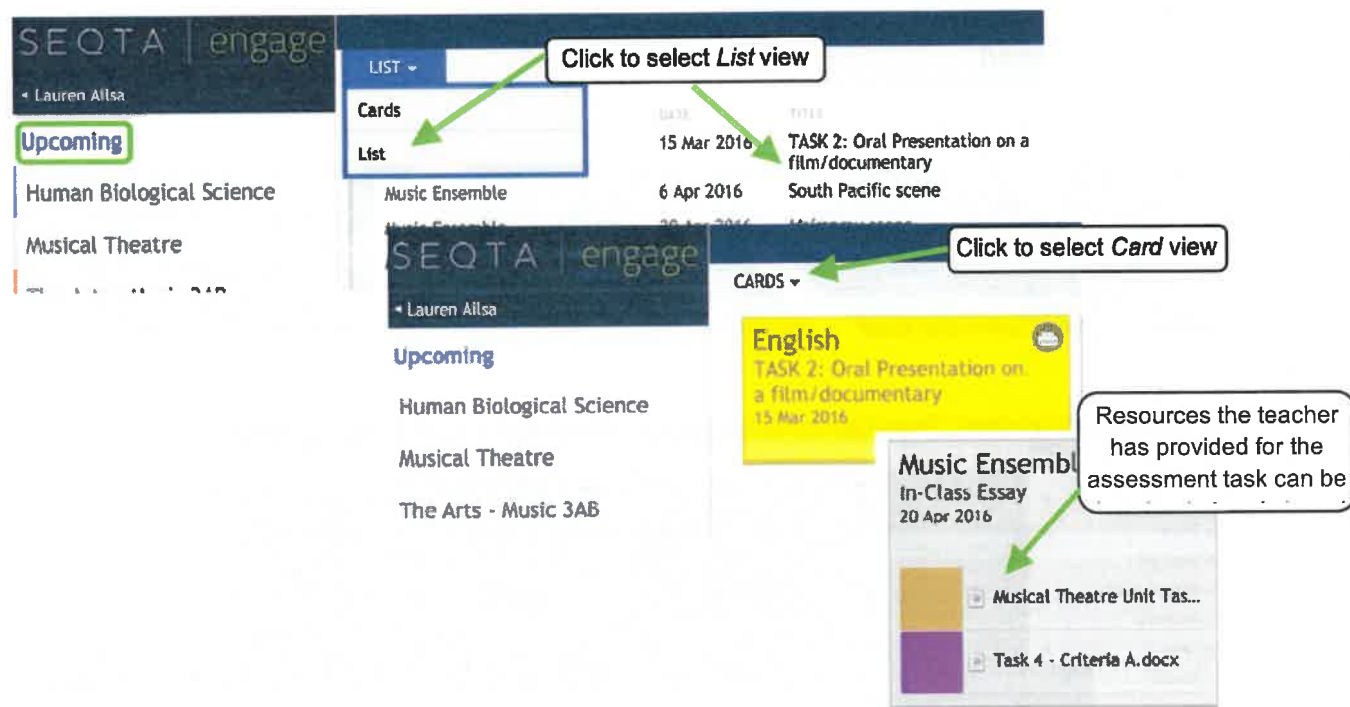
Assessment Criteria

If the due date is red, the date for submitting work has passed

Displays upcoming assessments, due dates and support document the teacher has uploaded

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

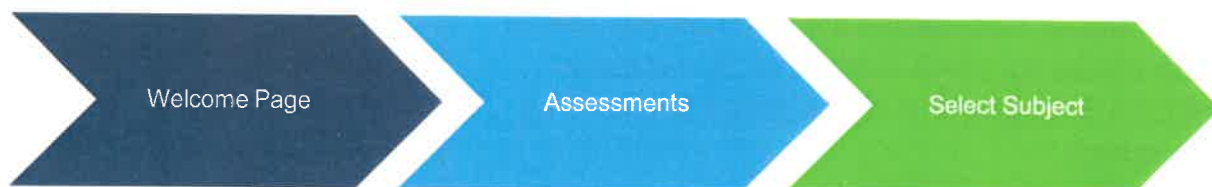
Teachers can also make students' marks and applicable comments visible through SEQTA Engage. Schools may choose to notify parents through email when results have been released.

Teachers can 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.





**SEQTA engage**  
 Lauren Ailsa

Upcoming

Human Biological Science

Musical Theatre

**The Arts - Music 3AB**

Y10 English (Stream 1)

2013S1

2013S2

2014S2

2015S2:6-8

**TASK VIEW**

**Student results displaying in Task view**

Performance Examination Saturday, 20th February 2016

AVG: 80% MAX: 80% MIN: 80%

Written Examination Saturday, 20th February 2016

AVG: 79.6% MAX: 79.6% MIN: 79.6%

Composition Assessment Saturday, 20th February 2016

AVG: 72.9% MAX: 72.9% MIN: 72.9%

Practical Assessment 2 Saturday, 20th February 2016

AVG: 83.8% MAX: 83.8% MIN: 83.8%

**Click on a subject to view results**

**SEQTA engage**  
 Lauren Ailsa

12 ATAR Human Biological Science

English 3AB

Mathematics 3AB

Physics 3AB

**The Arts - Music 3AB**

**Syllabus view**

**Student results displaying in Syllabus view**

Practical Assessment 4

Score: 80

Concert Practice

Score: 80

**Click on an assessment to expand the view and display further information**

**Student reflection and additional documents uploaded by the teacher and/or student**

**STUDENT'S REFLECTION ON SCORE**

I thought I played the piece well, however I need to work on my double bar line as this will help me with the articulation and timing of the piece. I also need to go through some of the faster semi-quaver fragments as I need to fix up some of the notes and fingering on the flute.

**Submissions**

Ailsa.m4v  
 Score: 77/80  
 Uploaded by: Lauren Ailsa

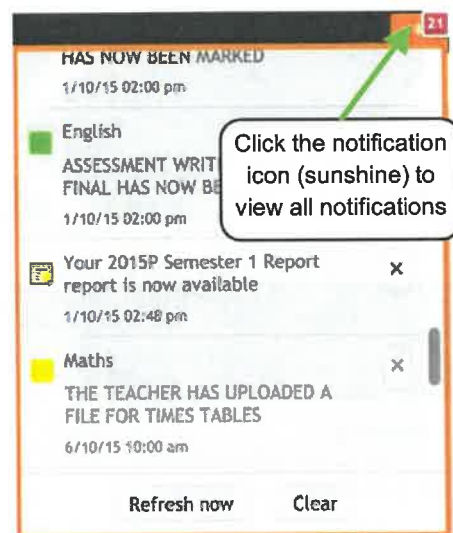
Concert Practice - Ailsa Edwards.docx  
 Score: 80/80  
 Uploaded by: Lauren Ailsa

### 1.3.2 Assessment Notifications

To enhance communication between the school, 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 are 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*.



SEQTA | learn

- Welcome
- Assessments
- Courses**
- Dashboard
- Direct Messages
- Documents
- Folios
- Forums
- Goals
- Notices
- Portals
- Reports
- Settings
- Timetable

Click the subject to view course/lesson information

**Human Biological Science**

Musical Theatre

The Arts - Music 3AB

Y10 English (Stream 1)

2013S1

2013S2

2014S2

2015S2:6-8

**OPEN DAY 19th March 2016**

Chatswood College Campus and Treacy Complex at Oxford Falls Open Day on Saturday 19th March 2016

LEARN MORE

WELCOME LATEST NEWS SCHOOL EVENTS

## 1.4.1 Homework

The screenshot displays the SEQTA engage platform interface. On the left, a sidebar lists various courses, with 'Human Biological Science' highlighted. The main content area shows a 'TODAY' view of the course. A green arrow points to the 'Cover page' link in the sidebar, with a callout box stating: 'Click the cover page to view course information'. Another green arrow points to the 'U3:7. Lymphatic system and Antigens' link in the sidebar, with a callout box stating: 'Click the date to view lesson details and homework'. The main content area displays the 'U3:7. Lymphatic system and Antigens' lesson details, including a 'Lesson outline' section with bullet points: 'Define specific defense', 'Outline the structure and role of the Lymphatic System (slides 5-9 PPT)', and 'Define Antigens'. Below this, a 'Homework' section lists 'chapter 12', 'RQ 1,2', and 'AYN 1'. At the bottom, there are four icons representing different types of resources: 'Lab Interface app', 'Lymphatic System', 'Antigen Structure App', and 'Lymphatic System'.

## 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. The top navigation bar has a dark blue section labeled 'Welcome Page' and a light blue section labeled 'Dashboard'. The left sidebar menu includes: Welcome, Assessments, Courses, **Dashboard** (highlighted with a green box), Direct Messages, Documents, Folios, Goals, and Notices. The main content area displays 'ALL OPTIONS SELECTED' with a dropdown menu open, showing the following options: Calculator, Notes (checked), Notifications, Pastoral care (checked), Pastoral care details (checked), Sentence generator, Timetable, and Unread forum messages (checked). A green arrow points from a text box 'Click to select the viewing options' to the dropdown menu. Below the menu, the main content area shows 'Homework for Lauren Ailsa' with a task 'Y10 English (Stream 1) Work on preparation for oral presentation.' and a note 'Continue reading the novel: To Kill A Mockingbird in preparation for novel study Week 8' with a link 'Add to my to-do list'. A progress bar indicates 'Currently on step 1 and level 0.' Below this is a 'Timetable for Lauren Ailsa' for Monday 7 Mar and Tuesday 8 Mar. The timetable is as follows:

Time	Monday 7 Mar	Tuesday 8 Mar
10:05-11:10	English Mrs Jennifer Kelleher Rm 36	Mrs Hardy Malone Rm 45 Abyssinian
11:30-12:35	Food Technology Mr John Alexander Rm 29	Personal Project Mrs Kim Edwards Rm 1
13:15-14:20	Mathematics Mrs Hainu	Human Biology Mrs Kim Edwards
11:00-12:00	Personal Project Mrs Kim Edwards	Photography Mr Sergio Kelley
12:00-13:00	Music Mrs Kim Edwards	Music Mrs Kim Edwards Rm 1 Abyssinian
13:00-14:00	Human Biology Mrs Kim Edwards	History Mr Ben

Notes



## 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.

The screenshot shows the SEQTA engage interface. At the top, there are two large blue arrows labeled 'Welcome Page' and 'Direqt Messages'. Below this is a navigation bar with 'NEW MESSAGE', 'STAR', and 'TRASH' buttons. A 'Notifications icon' is highlighted in the top right corner. The main content area displays a list of messages with columns for Sender, Recipient(s), Date, and Subject. A message is selected, and its details are shown below the list.

Sender	Recipient(s)	Date	Subject
Mr Russel Golan	Mrs Kim Edwards	27/Nov/14 04:07 pm	Dolor sit amet
Mrs Haidy Garrett	Mrs Kim Edwards	17/Feb/15 09:44 pm	Maecenas vulputate purus
Mrs Haidy Garrett	20 st, 20 gd	9/Mar/15 09:39 pm	Consectetur Adipiscing elit
Mr Ben Serrano	Mrs Kim Edwards	21/Mar/15 05:00 pm	Maecenas vulputate purus
Mrs Haidy Garrett	Mrs Kim Edwards	29/Jul/15 11:00 am	Morbi
Mrs Haidy Garrett	Mrs Kim Edwards	10/Aug/15 10:33 am	Duis porttitor tortor cur
Mrs Haidy Garrett	Mrs Kim Edwards	12/Aug/15 11:00 am	Dolor sit amet

**Dolor sit amet**  
Sent by Mr Russel Golan on Thursday, 27 November 2014 @ 04:07 pm

Read  
Mrs Kim Edwards

Curabitur id enim sed quam auctor rutrum in at augue. Phasellus porta venenatis arcu non elementum. Integer egestas elit libero, ac dictum est. Phasellus eleifend leo id elit dapibus luctus. Vivamus ut interdum lectus. Nunc massa purus, sollicitudin eget aliquam vel, cursus nec fells. Donec arcu neque, lobortis et euismod in, tincidunt nec tellus. Pellentesque posuere, urna vitae consequat sollicitudin, ipsum urna facilisis elit, ac commodo risus sapien aliquet velit. Ut erat arcu, semper nec dictum nec, faucibus ut nunc. Suspendisse eleifend eros eget libero tempor ut auctor dui dapibus. Cras interdum, arcu sit amet congue vestibulum, dolor velit suscipit nibh, sit amet pellentesque nisl sem eu nunc. Etiam adipiscing, lectus et dignissim laoreet, elit nulla consequat nulla, quis pharetra nisl nibh ut est. Phasellus euismod nulla quis dolor euismod sit amet ullamcorper arcu blandit. Maecenas urna mi, venenatis ultricies tempor eu, adipiscing a elit. Vestibulum est erat, aliquam eget interdum dictum, tristique id est.

## 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

ALL OPTIONS SELECTED

ALL OPTIONS SELECTED

Click to select the options required

Document Name	Date	Size
2016 Snow Camp	24 Jul 2015	254.1KB
CaVE	24 Jul 2015	264.1KB
Coneqt	28 Jul 2015	3.4MB
Document repository	15 Aug 2015	3.1MB
Policies & Procedures	28 Jul 2015	1.3MB
Challenger VET 2016	6 May 2013	162KB
Polytech VET 2016	26 Feb 2014	461.3KB
Explanation of Pastoral Care Types	5 Feb 2014	408.5KB
From the Principal   Social Issues Update	5 Feb 2014	414.1KB
Secondary School   Assessment Policy Summary	19 Feb 2014	1.4MB
Secondary School   Homework Policy Summary		
Secondary School   Parent Handbook		

## 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.

Welcome Page

Folios

SEQTA engage

Folios

Welcome

Assessments

Courses

Dashboard

Direct Messages

Documents

**Folios**

Forums

Notices

Portals

Reports

Settings

Timetable

Chiara's Folio

Chiara Christensen

23 April 15 12:59 pm

This is my Folio

I have allowed all students, some staff and Dad to see this.

Click to open the folio

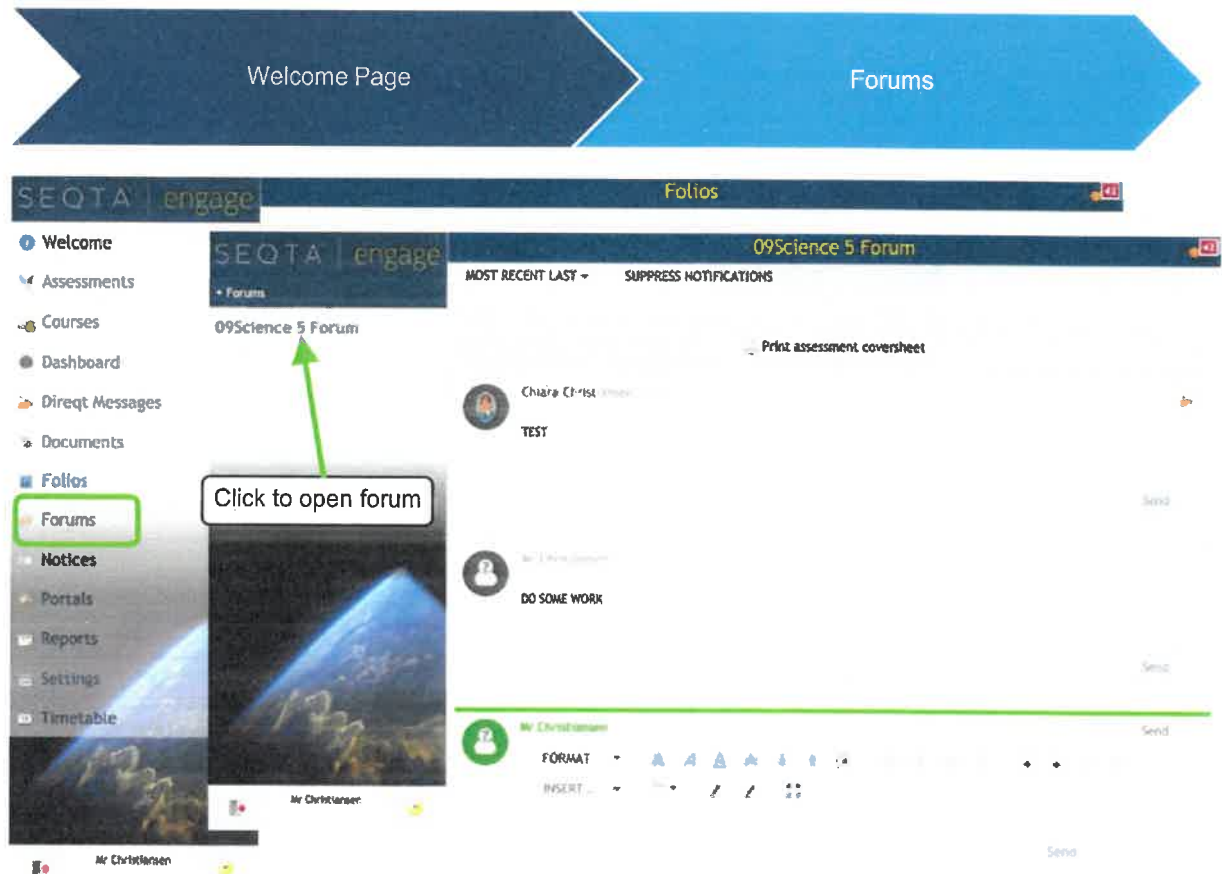
Comments can be entered here

Show 2 read comments

Send

## 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.



## 1.10 Goals

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

The screenshot shows the SEQTA engage interface. At the top, a navigation bar has 'Welcome Page' and 'Goals'. Below this is a sidebar menu with options: Welcome, Assessments, Courses, Dashboard, Direct Messages, Documents, Folios, Goals (highlighted with a green box), Notices, Portals, Reports, Settings, and Timetable. A green arrow points from a text box 'Click to open and view goals' to the '2014 goals' link in the sidebar. The main content area shows 'Lauren Ailsa's notes' with a paragraph of placeholder text. Below this is a 'Goals' section with tabs for 'Overview' and 'Yearly'. The 'Overview' tab is active, showing a colorful abstract graphic and a paragraph of placeholder text. The 'Yearly' tab is also visible, showing another paragraph of placeholder text.

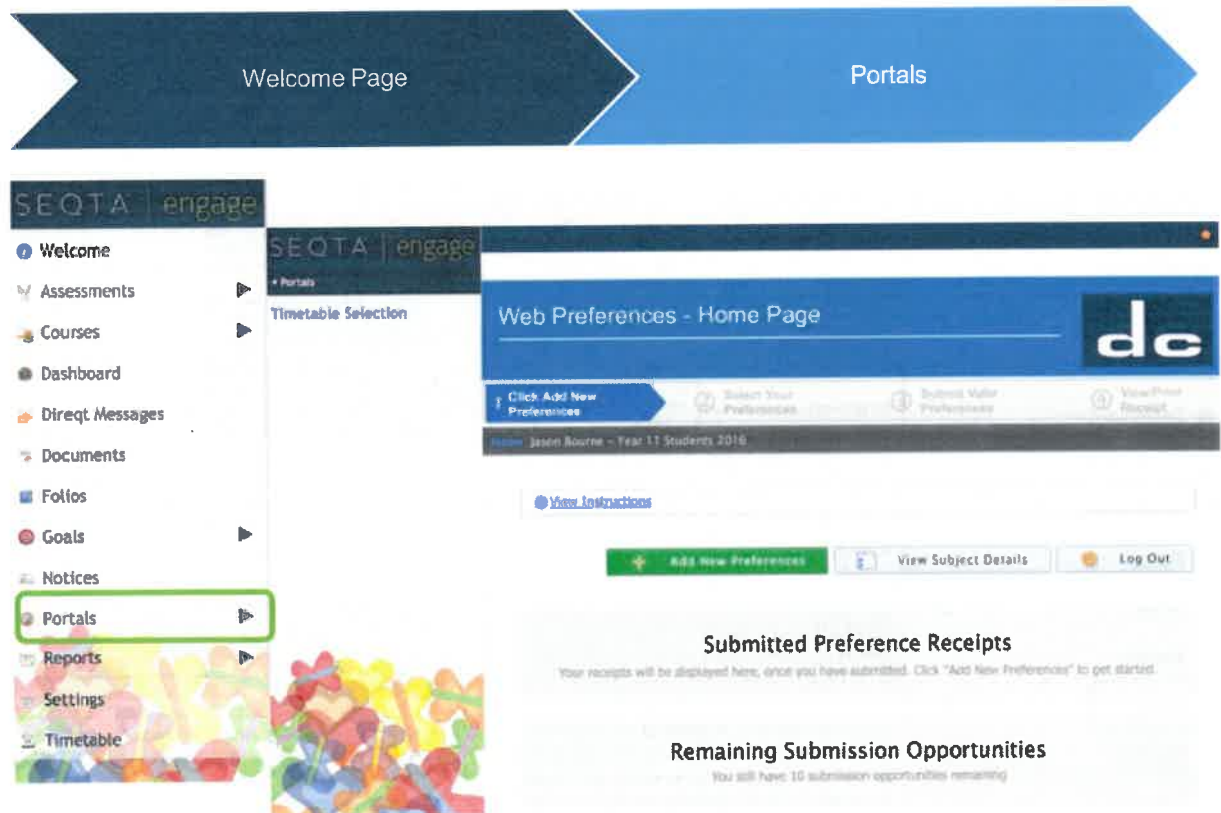


The Notices page is used to communicate information to parents. The notices are available to view on the dates designated when the notice is created. Parents can also review past notices by selecting the date required.



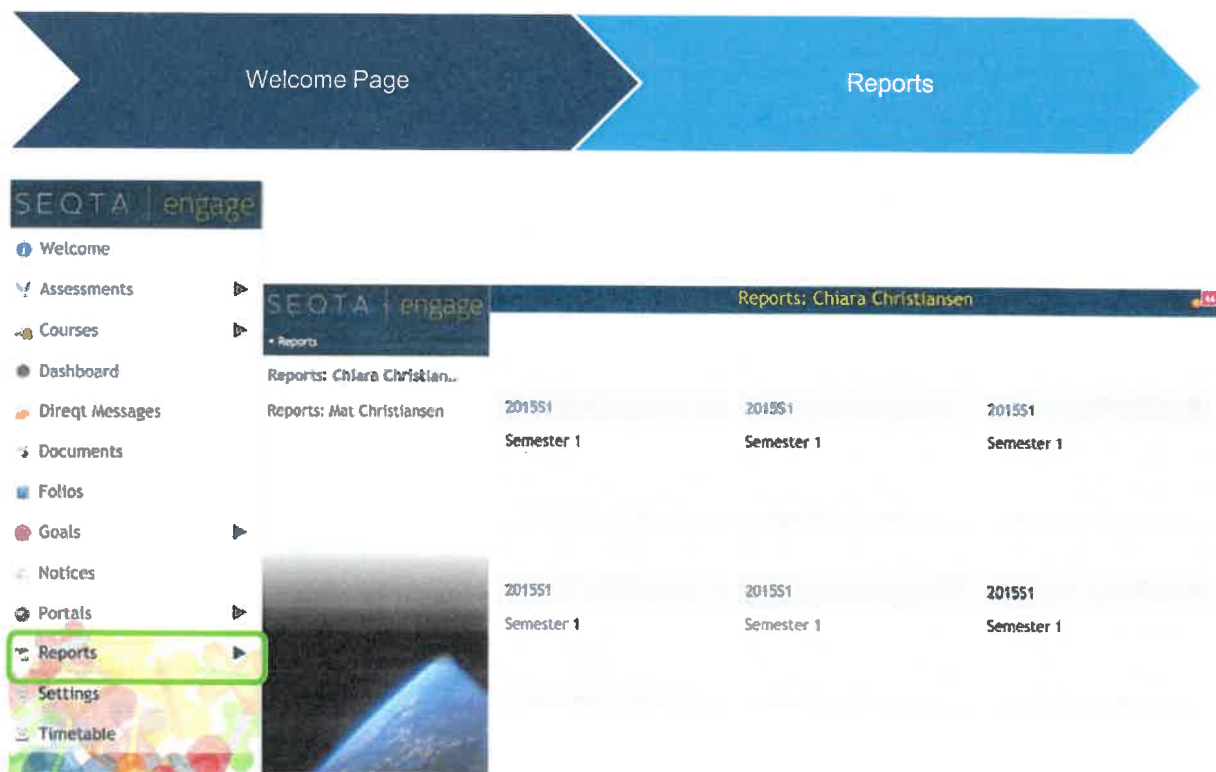
## 1.12 Portals

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.



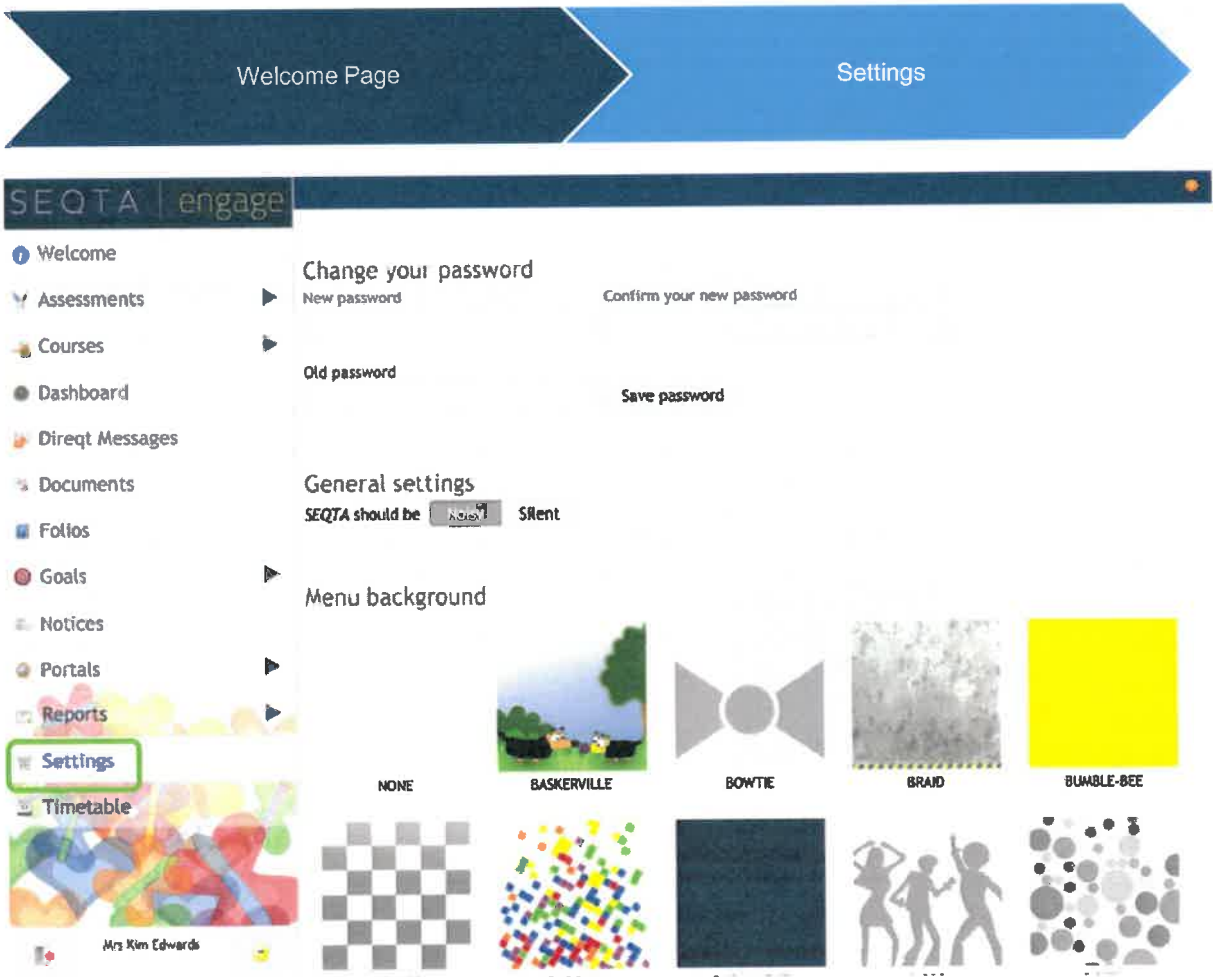
## 1.13 Reports

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.

Welcome Page Settings

SEQTA engage

ALL OPTIONS SELECTED SHOW NOTES LAUREN AILSA PRINT 7 MAR 2016

Welcome

Assessments

Courses

Dashboard

Direct Messages

Documents

Folios

Goals

Notices

Portals

Reports

Settings

Timetable

10.1 PCG 10.3 PCG

Beliefs & Values 09:00-10:05

English 10:05-11:10

Food Techn... 11:00-12:05

Mathematics 11:15-12:20

Caring for... 14:20-15:25

10.1 PCG 10.3 PCG

Science 09:45-10:45

Mathematics 09:45-10:05

Personal Pe... 11:00-12:00

Human Biol... 13:00-14:00

Music Ense... 14:00-15:00

10.1 PCG 10.3 PCG

Health Education 09:00-10:05

History 10:05-11:10

Mathematics 11:00-12:00

Human Biol... 13:00-14:00

Music Ense... 14:00-15:00

10.1 PCG 10.3 PCG

Photography 09:00-10:05

Science 10:05-11:10

Personal Pe... 11:00-12:00

Caring for... 11:00-11:55

Mathematics 11:55-12:25

Human Biol... 13:00-14:00

Music Ense... 14:00-15:00

English 14:20-15:25



## 1.16 Log out

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

