SEQTA Engage
For Primary Parents
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1 Training manual
SEQTA Engage

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1. Using SEQUESTA 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 SEQUESTA Engage. Some aspects of SEQUESTA 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 SEQUESTA Engage and SEQUESTA Learn sites use the SEQUESTA Teach programmes as the primary vehicle through which all the teaching and curriculum-related information is shared.

1.1 SEQUESTA 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 SEQUESTA 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 SEQUESTA 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. 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.
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

### 1.3 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.

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.
Welcome Page

Assessments

Select Subject

Student results displaying in Task view

Student results displaying in Syllabus view

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

Click on a subject to view results

Click on an assessment to expand the view and display further information
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 Direqt 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.
1.4.1 Homework

Homework can be viewed from the individual subject page as per the image below, and also be viewed from the Dashboards menu (see 1.5).
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.
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

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.
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.
1.10 Goals
This area allows schools to track students' progress against specific educational and social goals etc. 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 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.
1.16 Log out
To exit SEQTA Engage click the Log out icon at the bottom of the Welcome Page.