



SEQTA™

SEQTA Engage

For Secondary Parents

Better Education. Better World.

Copyright

This work is copyright. Apart from any use permitted under the Copyright Act 1968, no part may be reproduced by any process, nor may any other exclusive right be exercised, without the permission of SEQTA Professional Services, PO Box 740 Joondalup DC WA 6919, December 2015.

1 Training manual

SEQTA Engage

1	Training manual SEQTA Engage	2
1.	Using SEQTA Engage	3
1.1	SEQTA Engage views.....	3
1.1.1	What can be viewed in SEQTA Engage	4
1.2	Welcome Page.....	5
1.3	Assessments.....	6
1.3.1	Viewing Assessment Results	7
1.3.2	Assessment Notifications	9
1.4	Courses	10
1.4.1	Homework.....	11
1.5	Dashboard	12
1.6	Direct messages.....	13
1.7	Documents	14
1.8	Folios	15
1.9	Forums	16
1.10	Goals	17
1.11	Notices.....	18
1.12	Portals	19
1.13	Reports	20
1.14	Settings.....	21
1.15	Timetable	22
1.16	Logout.....	23

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.

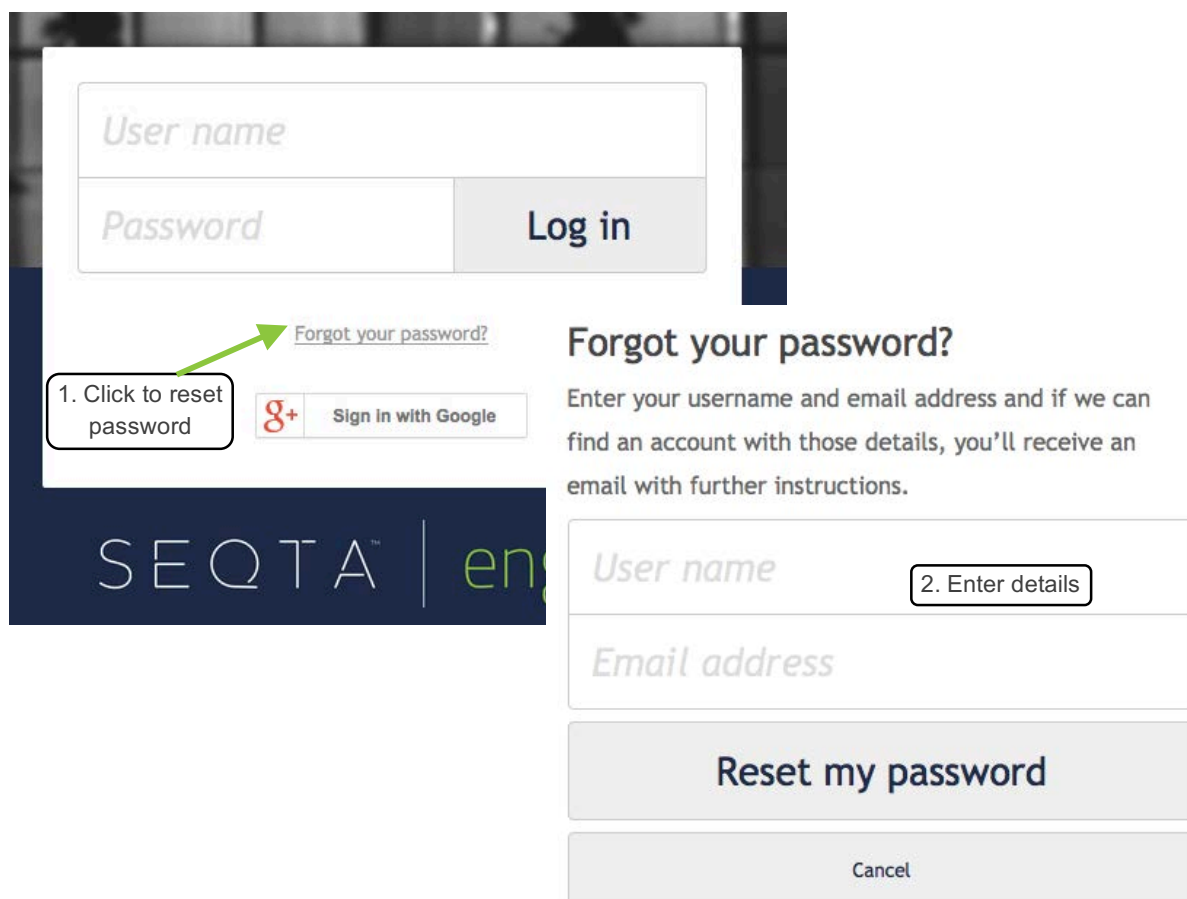
Both the SEQTA Engage and SEQTA Learn sites use the SEQTA Teach programmes as the primary vehicle through which all the teaching and curriculum-related information is shared.

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.



1.1.1 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.

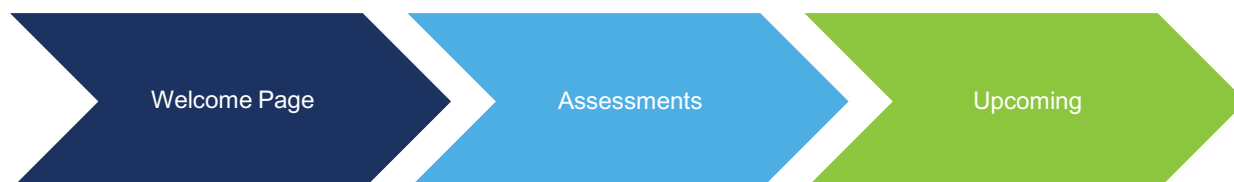
Any title in the menu that appears with a black arrow to the right, indicates there are numerous options for that section.

Parent Engage Welcome Page

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

Welcome

Assessments

Courses

Dashboard

Direct Messages

Documents

Folios

Forums

Goals

Notices

Portals

Reports

Settings

Timetable

ST PIUS X COLLEGE CHATSWOOD

CONTACTS PORTALS

Search

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)

CARDS

Science Homework 9 Feb 2016

Mathematics Investigation 1 2 Mar 2016

Health Education Supervisor Meeting 1 8 Jun 2016

Assessment Criteria

Science Student Test

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

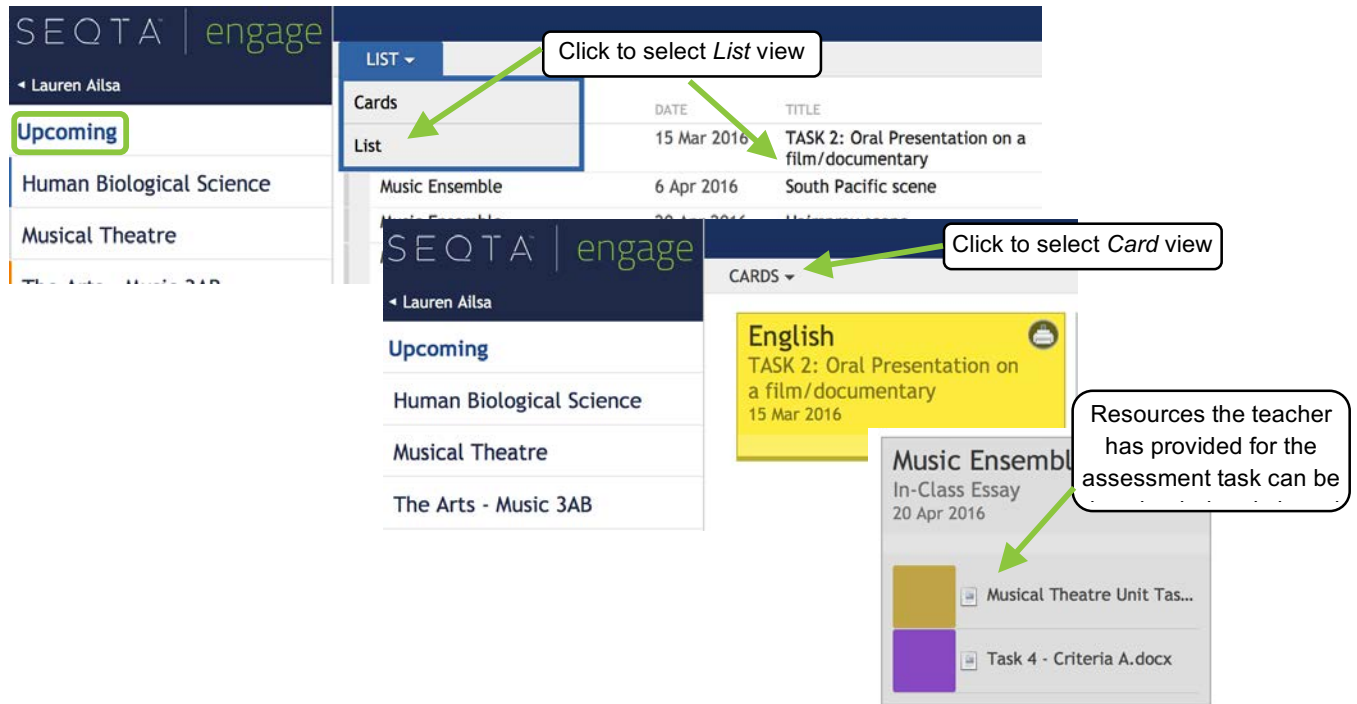
Displays upcoming assessments, due dates and support document the teacher has uploaded

Jason Bourne BOURNE22 / 123456-7

WELCOME LATEST NEWS SCHOOL EVENTS

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.



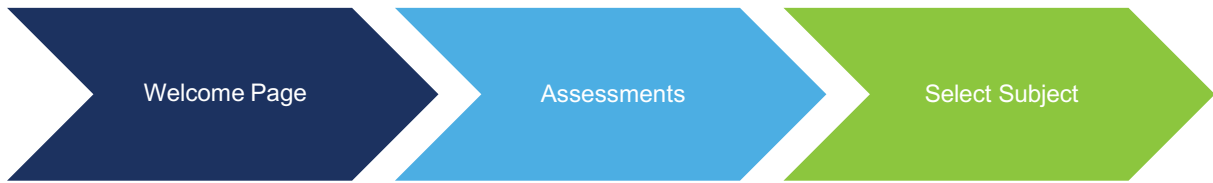
1.3.1 Viewing Assessment Results

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.



Student results displaying in Task view

Click on a subject to view results

Assessment	Score	MIN	AVG	MAX	STDEV
Performance Examination	80	80%	80%	80%	0%
Assessment 2	79.6	79.6%	79.6%	79.6%	0%
Written Examination	59	59%	59%	59%	0%
Composition Assessment	72.9	72.9%	72.9%	72.9%	0%
Practical Assessment 2	83.8	83.8%	83.8%	83.8%	0%

Student results displaying in Syllabus view

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 tonguing 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

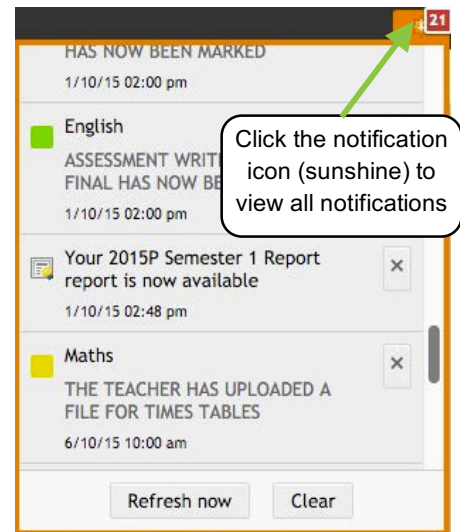
- Ailsa.m4v
Binary file added 7/Aug/15 03:11 pm
Uploaded by Philippa Roy
- Concert Practice - Ailsa Edwards.docx
application/vnd.openxmlformats... added 16/Aug/15 06:42 pm
Uploaded by Philippa Roy

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*.



The screenshot displays the SEQTA 'engage' website. On the left, a navigation menu lists various sections, with 'Courses' highlighted. The main content area shows a dropdown menu for 'Human Biological Science' with options: 'Musical Theatre', 'The Arts - Music 3AB', 'Y10 English (Stream 1)', '2013S1', '2013S2', '2014S2', and '2015S2:6-8'. A callout box indicates that clicking a subject leads to course/lesson information. The background features a banner for 'OPEN DAY 19th March 2016' at Chatswood College Campus and Treacy Complex at Oxford Falls, with a 'LEARN MORE' button.

1.4.1 Homework

The screenshot displays the SEQTA engage user interface. On the left, a sidebar lists various courses, with 'Human Biological Science' highlighted. The main content area shows a course overview for 'Human Biological Science' with a 'Cover page' link. A callout box points to this link with the text: 'Click the cover page to view course information'. Below this, a list of dates and lesson titles is shown, including 'U3:7. Lymphatic system and Antigens'. A second callout box points to this lesson title with the text: 'Click the date to view lesson details and homework'. To the right, a detailed view of the 'U3:7. Lymphatic system and Antigens' lesson is shown, including a 'Lesson outline' with bullet points: 'Define specific defences', 'Outline the structure and role of the Lymphatic System (slides 5-9 PPT)', and 'Define Antigens'. Below the outline, a 'Homework' section lists 'chapter 12', 'RQ 1,2', and 'AYK 1'. At the bottom, there are icons for '2AB Defence agal', 'Lymphatic Syste...', 'PPT - Immune Res...', and 'Twigt Immune de...'.

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 displays the SEQTA engage dashboard interface. On the left is a navigation sidebar with the following items: Welcome, Assessments, Courses, **Dashboard** (highlighted with a green box), Direqt Messages, Documents, Folios, Goals, and Notices. The main content area is titled 'ALL OPTIONS SELECTED' and contains several sections: 'Homework for Lauren Ailsa' with a task for 'Y10 English (Stream 1)'; a section for 'Continue reading the novel: To Kill A Mockingbird in preparation for novel study Week 8'; a progress indicator showing 'TOTAL' as 0 and 'Currently on step 1 and level 0.'; and a 'Timetable for Lauren Ailsa' for Monday 7 Mar and Tuesday 8 Mar. A settings menu is open on the right, titled '4 OPTIONS SELECTED', listing: Calculator, Notes (checked), Notifications, Pastoral care (checked), Pastoral care details (checked), Sentence generator, Timetable, and Unread forum messages (checked). A callout box with a green arrow points to the 'ALL OPTIONS SELECTED' dropdown, containing the text 'Click to select the viewing options'.

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.

Welcome Page Direqt Messages

SEQTA | engage

NEW MESSAGE STAR TRASH Search for messages

Notifications icon

	Sender	Recipient(s)	Date	Subj
Inbox	Mr Russel Golan	Mrs Kim Edwards	27/Nov/14 04:07 pm	Dolor sit amet
Sent items				
Trash	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 cras
	Mrs Haidy Garrett	Mrs Kim Edwards	12/Aug/15 11:00 am	Dolor sit amet

Click to view messages

Dolor sit amet

Sent by Mr Russel Golan on Thursday, 27th 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 felis. Donec arcu neque, lobortis at 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, aliquameget 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.

The diagram shows a navigation flow from a 'Welcome Page' (dark blue arrow) to a 'Documents' page (light blue arrow). Below this is a screenshot of the SEQTA engage interface. The 'Documents' menu item is highlighted with a green box. A dropdown menu is open, showing a list of documents with checkboxes. A callout box with an arrow points to the '2016 Snow Camp' document, containing the text 'Click to select the options required'.

Document Title	Category	Date	Size
2016 Snow Camp	2016 Snow Camp	24 Jul 2015	254.1KB
2016 Snow Camp	2016 Snow Camp	24 Jul 2015	264.1KB
CaVE	CaVE	28 Jul 2015	3.4MB
CaVE	CaVE	15 Aug 2015	3.1MB
CaVE	CaVE	28 Jul 2015	1.3MB
Coneqt	Coneqt	6 May 2013	162KB
Document repository	Document repository	26 Feb 2014	461.3KB
Policies & Procedures	Policies & Procedures	5 Feb 2014	408.5KB
Policies & Procedures	Policies & Procedures	5 Feb 2014	414.1KB
Policies & Procedures	Policies & Procedures	19 Feb 2014	1.4MB

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

Mr Christiansen

Search folios

Hint: Tap/click on tags in a folio to find similarly-tagged folios

Chiara's Folio

Chiara Christiansen

23/Apr/15 12:59 pm

Chiara's Folio

23/Apr/15 12:59 pm

Chiara Christiansen

This is my Folio

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

Mat (Matteo) Christiansen 13/MAY/15 11:19 AM

Comments can be entered here

Show 2 read comments...

Type here to add a new comment...

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.

The image illustrates the process of navigating to a forum in the SEQTA engage system. At the top, a blue arrow labeled 'Welcome Page' points to a larger blue arrow labeled 'Forums'. Below this, the SEQTA engage interface is shown. The left sidebar contains a navigation menu with 'Forums' highlighted in a green box. A green arrow points from this box to the '09Science 5 Forum' link in the main content area. A callout box with the text 'Click to open forum' is positioned over the 'Forums' link. The right side of the interface displays the '09Science 5 Forum' page, which includes a 'Print assessment coversheet' button, a list of posts by Chiara Christiansen and Mr Christiansen, and a rich text editor for posting new comments.

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.

Welcome Page

Goals

SEQTA | engage

Welcome

Assessments

Courses

Dashboard

Direct Messages

Documents

Folios

Goals

Notices

Portals

Reports

Settings

Timetable

SEQTA | engage

Lauren Ailsa

2015 goals

2014 goals

Click to open and view goals

Lauren Ailsa's notes

Nulla nec felis a orci mollis sagittis. Suspendisse lectus massa, varius pellentesque fermentum non, cursus eget augue. Nullam consectetur diam sit amet metus dictum ut semper felis lacinia. Quisque viverra, mi sed sagittis condimentum, libero neque consectetur lacus, nec feugiat dul lacus et risus. Phasellus cursus leo ac tortor placerat bibendum sollicitudin sapien posuere. Pellentesque lacinia tortor vitae libero porta vestibulum. Duis nunc urna, pellentesque ut tincidunt vitae, iaculis nec est. Vivamus enim risus, viverra et rutrum quis, molestie imperdiet diam. Integer imperdiet, odio sed auctor volutpat, arcu felis dapibus elit, id tincidunt nulla lectus nec metus. Pellentesque vitae arcu nunc.

Goals

Goal	Support	Action	Lauren Ailsa's notes	Done
------	---------	--------	----------------------	------

Overview

Yearly

Mrs Kim Edwards

SEQTA™

Better Education. Better World. | 17

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.

The diagram at the top shows a flow from a dark blue arrow labeled 'Welcome Page' to a light blue arrow labeled 'Portals'. Below this, a screenshot of the SEQTA engage interface is shown. On the left is a navigation menu with items: Welcome, Assessments, Courses, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Portals (highlighted with a green box), Reports, Settings, and Timetable. The main content area shows the 'Web Preferences - Home Page' for 'Jason Bourne - Year 11 Students 2016'. It features a progress bar with four steps: 1. Click Add New Preferences, 2. Select Your Preferences, 3. Submit Valid Preferences, and 4. View/Print Receipt. Below the progress bar are buttons for 'View Instructions', 'Add New Preferences', 'View Subject Details', and 'Log Out'. Two summary boxes are present: 'Submitted Preference Receipts' (with a note that receipts will be displayed upon submission) and 'Remaining Submission Opportunities' (with a note that 10 opportunities remain).

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.



The screenshot shows the SEQTA Engage user interface. On the left is a navigation menu with items: Welcome, Assessments, Courses, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Portals, Reports (highlighted with a green box), Settings, and Timetable. The main content area is titled 'Reports: Chiara Christiansen' and displays a grid of report cards for '2015S1 Semester 1' dated 'WEDNESDAY, 11TH MARCH 2015'. The grid consists of two rows and three columns of report card thumbnails.

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.



Welcome Page Settings

SEQTA™ engage

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

Change your password

New password Confirm your new password

Old password

General settings

SEQTA should be Noisy Silent

Menu background

NONE	BASKERVILLE	BOWTIE	BRAID	BUMBLE-BEE

Mrs Kim Edwards

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. On the left is a sidebar menu with items: Welcome, Assessments, Courses, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Portals, Reports, Settings, and Timetable (highlighted with a green box). The main area displays a weekly timetable for March 7-11, 2016. The timetable is organized by time slots (8:00 to 15:00) and days. Each cell contains a class name, time, and teacher/room information. For example, on Monday 7 Mar, there is a 'Beliefs & Values' class from 9:00-10:05 in Room 34 Slamese, and a 'Mathematics' class from 9:45-10:35 in Room 45 Abyssinian. The 'Timetable' link in the sidebar is highlighted with a green box.

1.16 Log out

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

