



# Accessing SEQTA Engage

## **Accessing SEQTA Engage**

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**‘SEQTA Engage’ is a College Learning Management portal enabling parents and teachers to better engage in the wellbeing and learning of our students.**

**Within this booklet is a step-by-step guide of how to use SEQTA. This facility will be available from Monday, 3 April 2017.**

**Should you have any questions regarding SEQTA that are not answered in this booklet please contact the College’s ICT department.**

# Accessing SEQTA Engage

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## How to connect

SEQTA can be accessed from anywhere an internet connection is available by navigating to <https://engage.lumen.wa.edu.au>.

For 2017, the College will send a onetime email to all parents asking them to set a username and password for SEQTA. This will be sent to all parents from **Monday, 3 April 2017**.

You will have one week to complete this task.

## One Time Email

- o You will receive an email similar to the one below to your registered email address.
- o Click on the highlighted link to begin the process.

Welcome to SEQTA Engage!  Inbox x

 **noreply@seqta.com.au** <noreply@seqta.com.au>  
to: 

## Set up your SEQTA Engage account

Hi Mr

Lumen Christi College has created an account for you in SEQTA Engage. To get started, set up your account now:

<https://engage.lumen.wa.edu.au/#?recor>

This link will expire in one week.

# Accessing SEQTA Engage

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## Login Page

You will be directed to the 'SEQTA Engage' login page where you will create a username and a password. We recommend using a strong username and password.

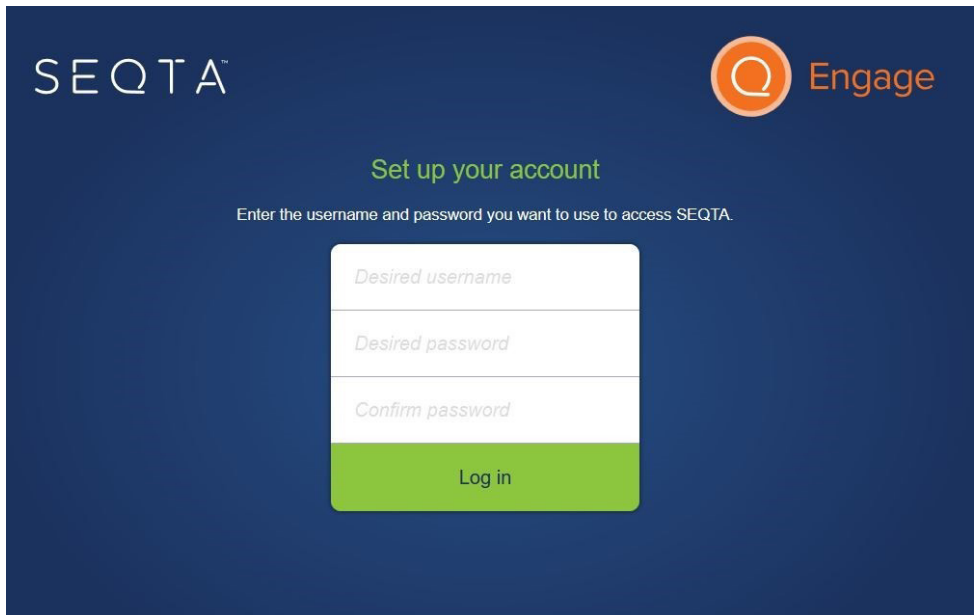
For example:

Username: MRJOEBLOGS

Password: J03b0lgs##!

**Please note:**

*o If you forget your username and password, please contact the College ICT Department for assistance.*



SEQTA™

Engage

Set up your account

Enter the username and password you want to use to access SEQTA.

Desired username

Desired password

Confirm password

Log in

Once you have set your username and password you will be taken to the Main page of SEQTA Engage.


Congratulations! You are now connected to 'SEQTA Engage'.

# Accessing SEQTA Engage

## Navigating Engage

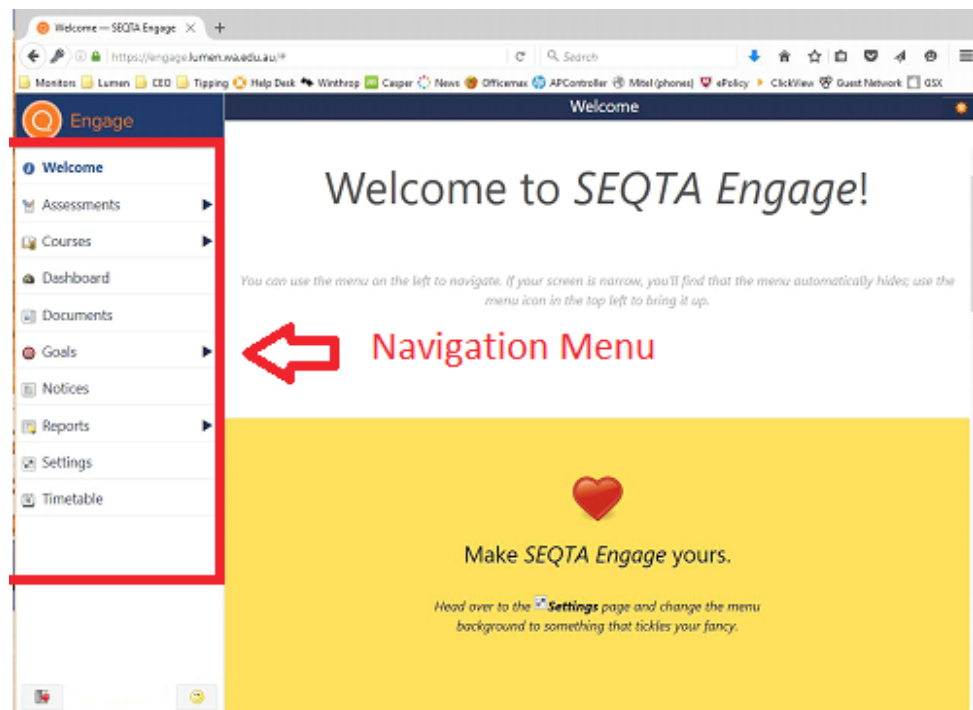
When you first log on to SEQTA Engage you will be directed to the Welcome Page, as shown.

The left hand side has various links that take you to particular areas within SEQTA Engage. These links are explained in more detail below.

- o On the right hand corner of the screen, you will notice a bell icon . Clicking on this icon will enable parents to see pending notifications, such as upcoming assessments and teacher communications.

### Please note:

- o *If you have more than one child at the College, you will be asked to select which child's details you would like to view before navigating into each section.*



# Accessing SEQTA Engage

## Assessment

The Assessment portal will display information on upcoming assessments and enable you to view completed assessment results.

These will be made available at fixed times throughout the year.

The screenshot shows the SEQTA Engage interface. On the left is a dark blue sidebar with the Engage logo and a list of subjects under 'Upcoming'. The main content area is titled 'Y11 Mathematis Specialis' and shows 'SYLLABUS VIEW'. It displays three assessment cards: 'Test 2 (Vector Proofs) 27 Mar 2017', 'Test 3 (Vectors) 15 May 2017', and 'Sem 1 Exam 29 May 2017'. Below these is a prompt to tap or click for more details. The current assessment shown is '(None)'. Below that, 'Test 1 (Combinatorics) Monday, 27th February 2017' is shown with a score of 58/100 on a progress bar.

**Engage**

Assessments

Upcoming

- Yr 11 Chemistry ATAR 2017
- C3U
- Mathematics Methods Un...
- Y11 Mathematis Special...**
- Y11 Religion & Life GENE...
- Yr 11 Physics ATAR 2017

**Y11 Mathematis Specialis**

SYLLABUS VIEW ▾

Test 2 (Vector Proofs) 27 Mar 2017

Test 3 (Vectors) 15 May 2017

Sem 1 Exam 29 May 2017

Tap or click on an assessment for more details

**(None)**

Test 1 (Combinatorics) Monday, 27th February 2017

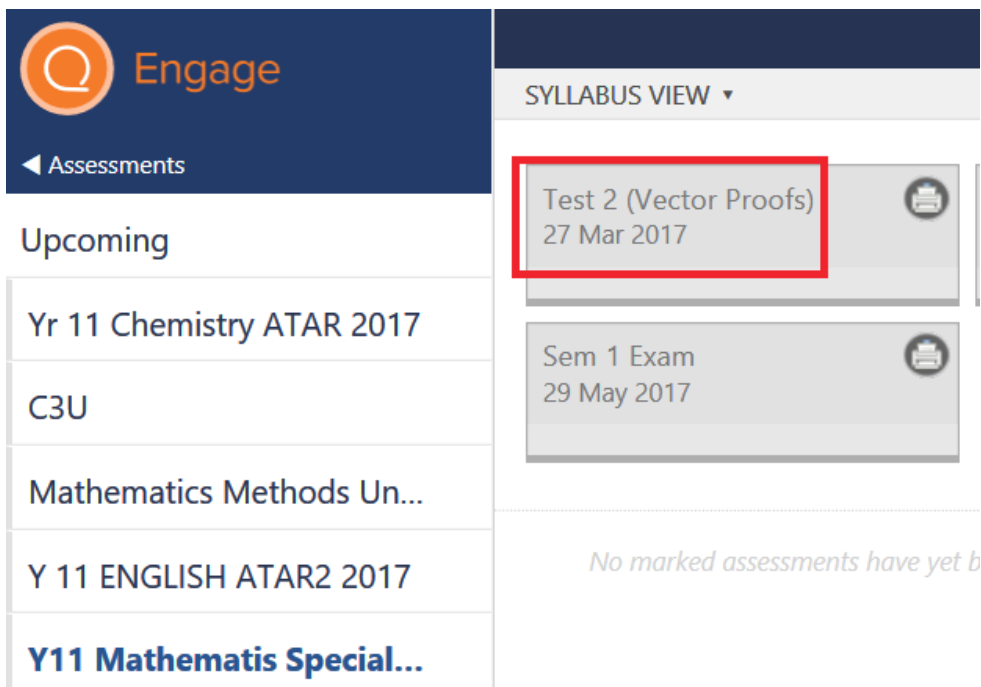
Score

58 / 100

## Accessing SEQTA Engage

### To View Upcoming Assessments

- o Select the Course and the centre screen will indicate the date and type of upcoming assessments, as well as results of past assessments.



The screenshot displays the SEQTA Engage interface. On the left, a dark blue sidebar contains the Engage logo (an orange circle with a white 'Q') and the text 'Engage'. Below the logo is a navigation menu with a left-pointing arrow and the text 'Assessments'. Underneath, the word 'Upcoming' is displayed. A list of courses follows: 'Yr 11 Chemistry ATAR 2017', 'C3U', 'Mathematics Methods Un...', 'Y 11 ENGLISH ATAR2 2017', and 'Y11 Mathematis Special...'. The right-hand side of the interface shows a 'SYLLABUS VIEW' dropdown menu. Below this, a list of assessments is shown. The first assessment, 'Test 2 (Vector Proofs)' with the date '27 Mar 2017', is enclosed in a red rectangular box. The second assessment is 'Sem 1 Exam' with the date '29 May 2017'. At the bottom of the assessment list, the text 'No marked assessments have yet b' is visible.

### Please note:

- o *Assessment dates are submitted at the start of the year. however, these may change depending on factors such as Calendar changes and student assessment loads.*

# Accessing SEQTA Engage

## Courses

The Courses portal provides information on Current Courses and Outlines.

Course information for the week can be viewed in the first lesson of each week. Given the nature of life at the College, there will need to be a constant adjustment of the Course Programs and dates.

Resources and additional work will also be displayed, which is *vital if a student is absent for a period of time.*

The screenshot displays the Engage portal interface. On the left is a navigation menu with the Engage logo and a list of courses: 2017 YR 12 ENGLISH ATA..., Mathematics Applicatio..., Y12 Applied Information T..., Y12 Chemistry ATART 2017, Y12 Religion and Life ATA..., and Yr 12 Human Biology ATA... A red arrow points to the 'Weekly Overview' link below the menu. The main content area shows the 'Mathematics Applications Unit 3&4 ATAR 2017' page. A sidebar on the left of this page lists lessons: T1 W1 (7), P6 2 Feb Syllabus and Bivariate Data, T1 W2 (2), P4 6 Feb Bivariate Data, T1 W3 (3), P4 13 Feb Bivariate Data, and T1 W4 (4), P4 20 Feb Bivariate Data. The main content area features a banner for 'Mathematics Applications Unit 3&4 ATAR 2017' with the Lumen Christi logo and the title 'Lumen Christi College ATAR Mathematics: Applications Year 12 Units 3 & 4 2017'. Below the banner is a 'Weekly information' section with introductory text about mathematics.



# Accessing SEQTA Engage

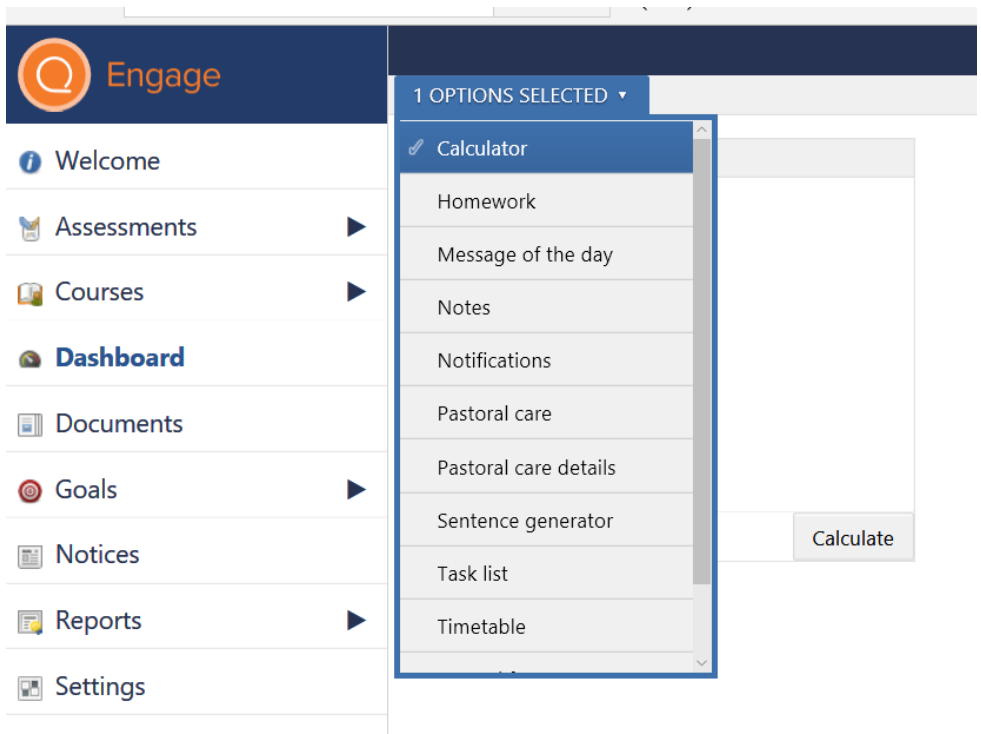
## Dashboard

The Dashboard provides parents with a dropdown list where you can select applications based on your individual requirements.

- o Clicking on the Options button displays a dropdown list where you can select particular applications.

The College recommends the following as a minimum:

1. Timetable
2. Homework
3. Notifications



# Accessing SEQTA Engage

## Documents

Documents is a place where key documents such as College Policies and Assessment Policies can be placed.

This area will be populated over time.

Engage		Documents
ALL OPTIONS SELECTED ▾		Search
TITLE		
Policies		Lumen Christi College Lower School Assessment Policy
Policies		Lumen Christi College Upper School Assessment Policy

## Goals

In the Student Portal 'SEQTA Learn', students are able to set their own goals which can be viewed by parents.

# Accessing SEQTA Engage

## Notices

Staff can upload College Notices and Bulletins to this section.

The screenshot displays the SEQTA Engage interface. On the left is a navigation menu with the following items: Welcome, Assessments, Courses, Dashboard, Documents, Goals, Notices (highlighted), Reports, Settings, and Timetable. The main content area is titled 'Notices' and shows 'ALL OPTIONS SELECTED' and '1 MAR 2017'. Three notice cards are visible:

- Green Team**: All, Ms Gita BOLTON. Text: 'Just a reminder that we have a Green Team afternoon today. Please get changed and meet at the veggie garden at 3:30pm. Thanks.'
- Year 7/8 Netball Team**: Mrs Keely TROUCHET. Text: 'Students who have been selected to represent the College in Junior Netball - please remember you have a meeting today in Break 2 in G1, please be prompt to the meeting at the start of break.'
- Maths Help**: All, Mrs Marie NOBLE. Text: 'Do you need some help with your Maths or are you just looking for something fun to do on a Wednesday afternoon? Come along to Maths Help - run every Wednesday from 3.30-4.30 pm. Venues are as follows: Year 7 - M-Centre, Years 8-10 - J2, Years 11-12 - G-Centre'
- Tech Girls Superheroes**: All, Mrs Linda GILLHAM. Text: 'Tech Girls Superheroes will be meeting after school Thursday in F5. The meeting will start at 3.30 pm and go until 4.45 pm. Please make sure that your Mac is fully charged and you have your phone with you for testing. If you have any questions, please contact Ms L Gillham on gillham@lumen.wa.edu.au or drop by the F Block Office.'

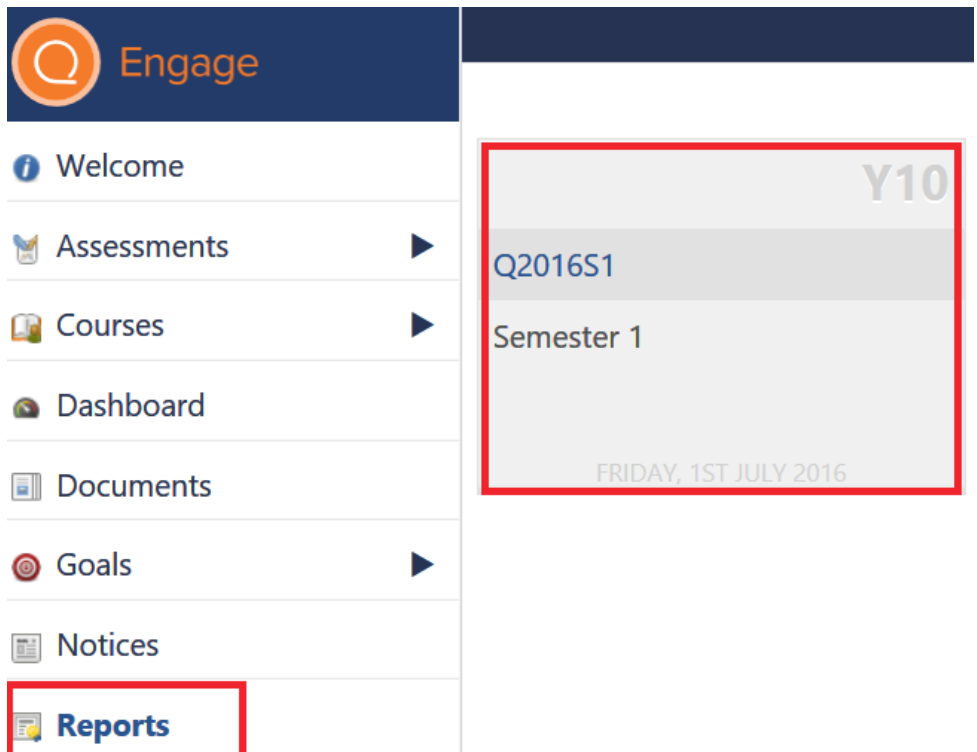
# Accessing SEQTA Engage

## Reports

This displays past Interim and Semester Reports.

These will be made available at set dates throughout the year.

- o Clicking on the report will display a PDF record that you can download or Print yourself.
- o Reports are available for each year, for the duration of your child's time at the College, essentially archiving each Student's Reports.



The screenshot shows the SEQTA Engage user interface. On the left is a dark blue navigation sidebar with the Engage logo at the top. The sidebar contains several menu items: Welcome, Assessments, Courses, Dashboard, Documents, Goals, Notices, and Reports. The Reports menu item is highlighted with a red rectangular box. To the right of the sidebar is the main content area, which is currently displaying a preview of a report. This preview is also enclosed in a red rectangular box and shows the text 'Y10' in the top right corner, 'Q2016S1' in the middle, 'Semester 1' below it, and 'FRIDAY, 1ST JULY 2016' at the bottom.

# Accessing SEQTA Engage

## Settings

This allows you to personalise your experience in 'SEQTA Engage', or change your password as required.

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## Timetable

Shows your child's timetable.

- o You can select your child's timetable through the navigation bar at the top of the page.
- o The Print button allows you to print the Weekly View of the timetable.

The screenshot displays the SEQTA Engage Timetable interface. On the left is a navigation sidebar with options: Welcome, Assessments, Courses, Dashboard, Documents, Goals, Notices, Reports, Settings, and Timetable. The top header shows 'Engage' and 'Timetable' tabs, along with 'ALL OPTIONS SELECTED', 'SHOW NOTES', 'R' (Repeat), 'PRINT', and '1 MAR 2017'. The main area shows a weekly view for Monday to Thursday. A dropdown menu is open over the 'R' button, showing '1' and 'Your calendar'. The timetable grid shows lessons for Monday to Thursday, including subjects like C1L, ARTS, SCIENCE, HEALTH, DESIGN TECHNOLOGY, HUMANITIES & SOCIAL S..., ENGLISH, YEAR 7 SEMINAR, MATHEMATICS, RELIGIOUS EDUCATION, and DIGITAL TECHNOLOGIES, with associated teacher names and room numbers.

Time	Mon 27 Feb	Tue 28 Feb	Wed 1 Mar	Thu 2 Mar
8:00				
9:00	C1L 08:40-09:05 ARTS 09:05-09:55 Miss Georgina PRATT M4	C1L RELIGIOUS EDUCATION 08:55-09:50 Mrs Tracey LA VANDA M4	C1L MATHEMATICS 08:55-09:50 Mr Danny FRIEDLOS M4	C1L ENGLISH 08:55-09:50 Mr Timothy REDDEN M4
10:00	SCIENCE 09:55-10:45 Mrs Susan DAVIS M4	ARTS 09:50-10:45 Miss Georgina PRATT P1	JAPANESE 09:50-10:45 Mr Masahiko SUMURA E4	PHYSICAL EDUCATION 09:50-10:45 Miss Erinn CAMPBELL M4
11:00	HEALTH 11:15-12:05 Miss Erinn CAMPBELL M4	HUMANITIES & SOCIAL S... 11:15-12:10 Mr Robert DALE M4	DESIGN TECHNOLOGY 11:15-12:10 Mrs Leesa NEAL E5	SCIENCE 11:15-12:10 Mrs Susan DAVIS K6
12:00	DESIGN TECHNOLOGY 12:05-12:55 Mrs Leesa NEAL E5	ENGLISH 12:10-13:05 Mr Timothy REDDEN M4	YEAR 7 SEMINAR 12:10-13:05 Mr Phillip MULLANE M4	MATHEMATICS 12:10-13:05 Mr Danny FRIEDLOS M4
13:00				
14:00	DIGITAL TECHNOLOGIES 13:25-14:15 Miss Rosalind CAMPBELL M4	MATHEMATICS 13:35-14:30 Mr Danny FRIEDLOS M4	RELIGIOUS EDUCATION 13:35-14:30 Mrs Tracey LA VANDA M4	DESIGN TECHNOLOGY 13:35-14:30 Mrs Leesa NEAL E5
15:00	PHYSICAL EDUCATION 14:15-15:05 Miss Erinn CAMPBELL M4	SCIENCE 14:30-15:20 Mrs Susan DAVIS M4	ENGLISH 14:30-15:20 Mr Timothy REDDEN M4	HUMANITIES & SOCIAL S... 14:30-15:20 Mr Robert DALE M4

# Accessing SEQTA Engage

## Adding Appointments For Your Child

Parents have the ability to create out of school appointments for their child via the Timetable menu item.

For example:

After-school training, Band rehearsal, Tutorial groups, etc.

- o Click on a blank section of the timetable at the desired time to create an appointment. You must fill in the following fields:
  1. Student who the appointment is for
  2. Title of the appointment
  3. Details of the appointment
  4. When finished click the Save button

The screenshot shows the 'Edit appointment' form in SEQTA Engage. At the top, there are 'CANCEL' and 'SAVE' buttons. The main title is 'Edit appointment'. On the left, there is a sidebar with 'Event details' and three selection buttons: 'Select student', 'Select staff', and 'Select guardian'. The main form area contains the following fields and options:

- Title: 'Music Lesson' (with a red '2' below it)
- From: '3/3/2017' at '4:00 PM' to '4:15 PM'
- Private:  (with a note: 'The details of private events are only visible to admins and invitees')
- Rich text editor: Includes a toolbar with 'NORMAL', bold, italic, underline, link, unlink, list, and indent options. The text 'Music Lesson' is entered (with a red '3' below it).

**For any further assistance with SEQTA Engage please contact the College's ICT Department.**

‘Light of Excellence’



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