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

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

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

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Login Page

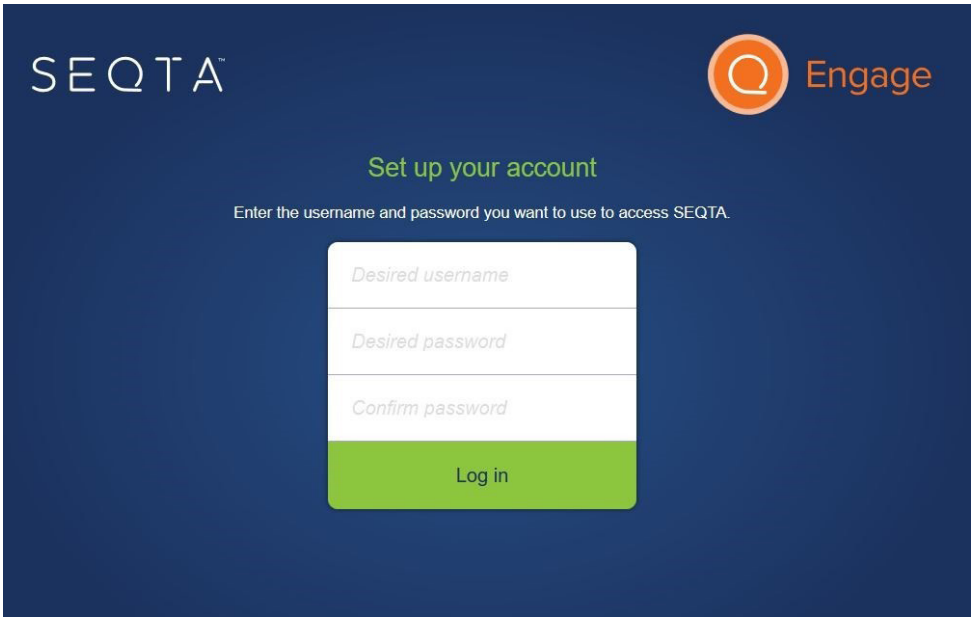
You will be directed to the 'SEQTA Engage' login page where you will create a username and a password. We recommend using a strong username and password.

For example:

Username: MRJOEBLOGS
Password: JO3bOlgs##!

Please note:

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



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'.

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Navigating Engage

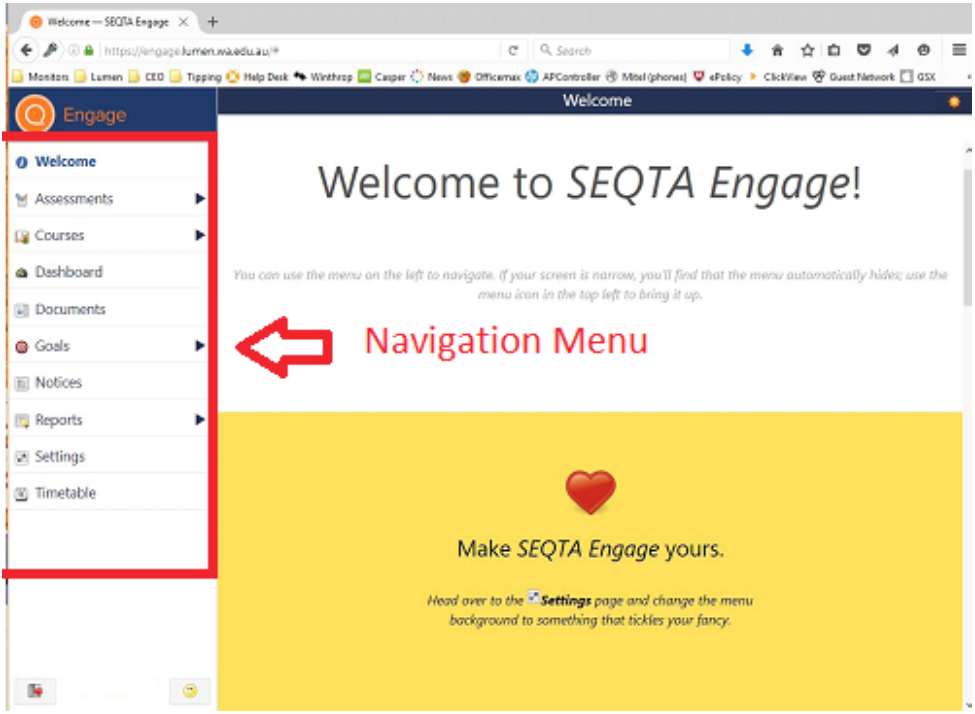
When you first log on to SEQTA Engage you will be directed to the Welcome Page, as shown.

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

- 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:

- *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.*



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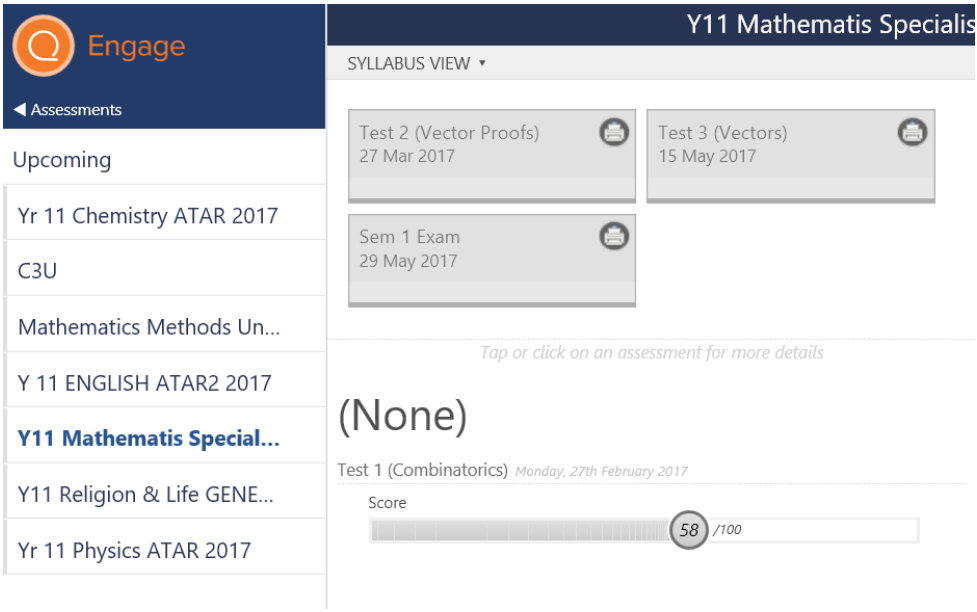
Assessment

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.



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To View Upcoming Assessments

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

Please note:

- *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.*

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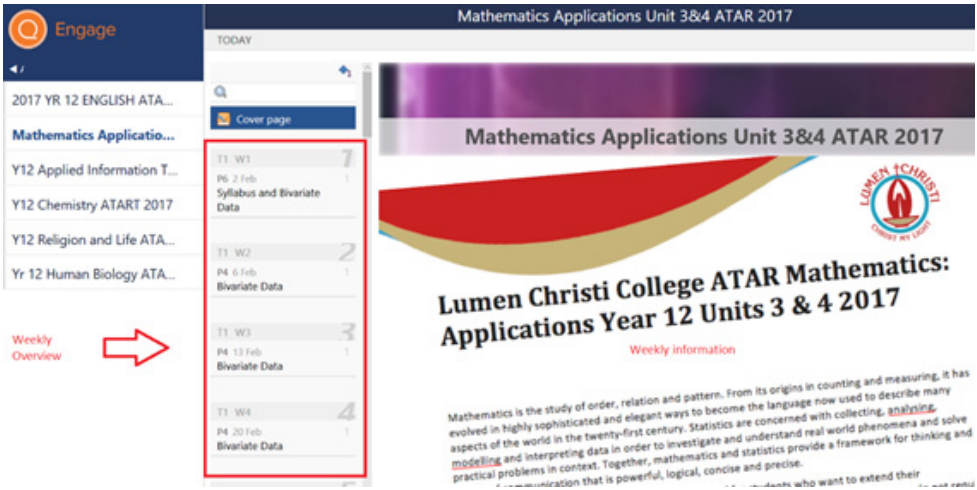
Courses

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.*



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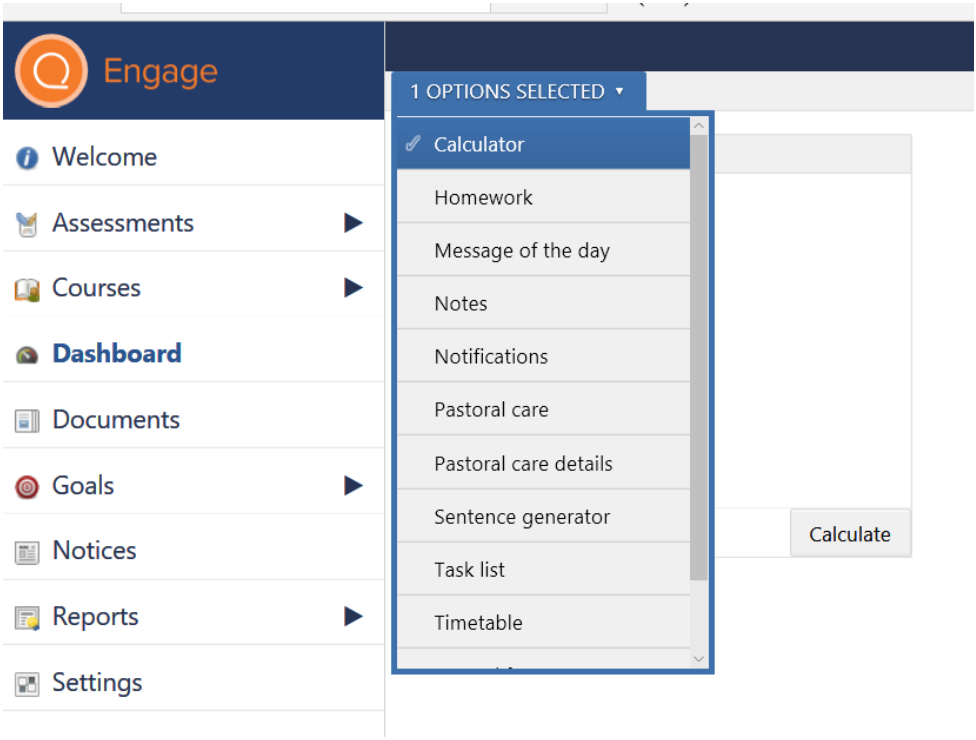
Dashboard

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

- **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**



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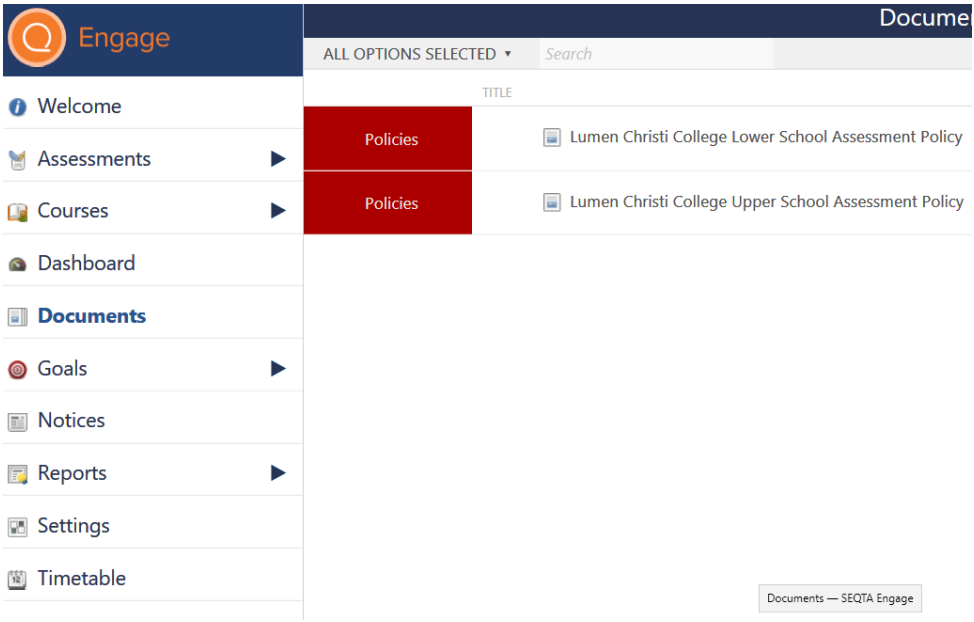
Documents

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

This area will be populated over time.



Goals

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

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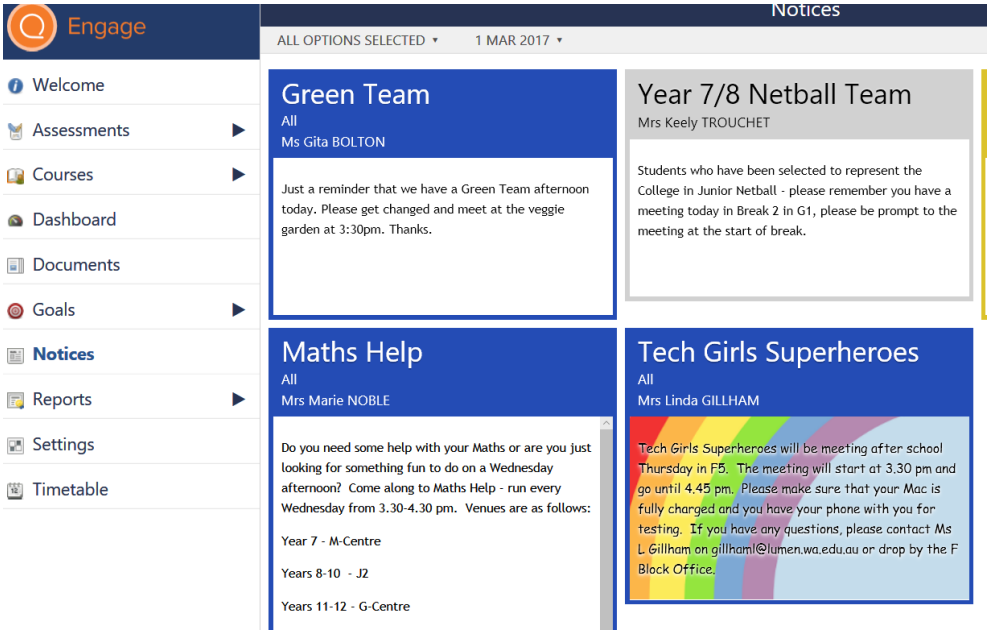
Notices

Staff can upload College Notices and Bulletins to this section.



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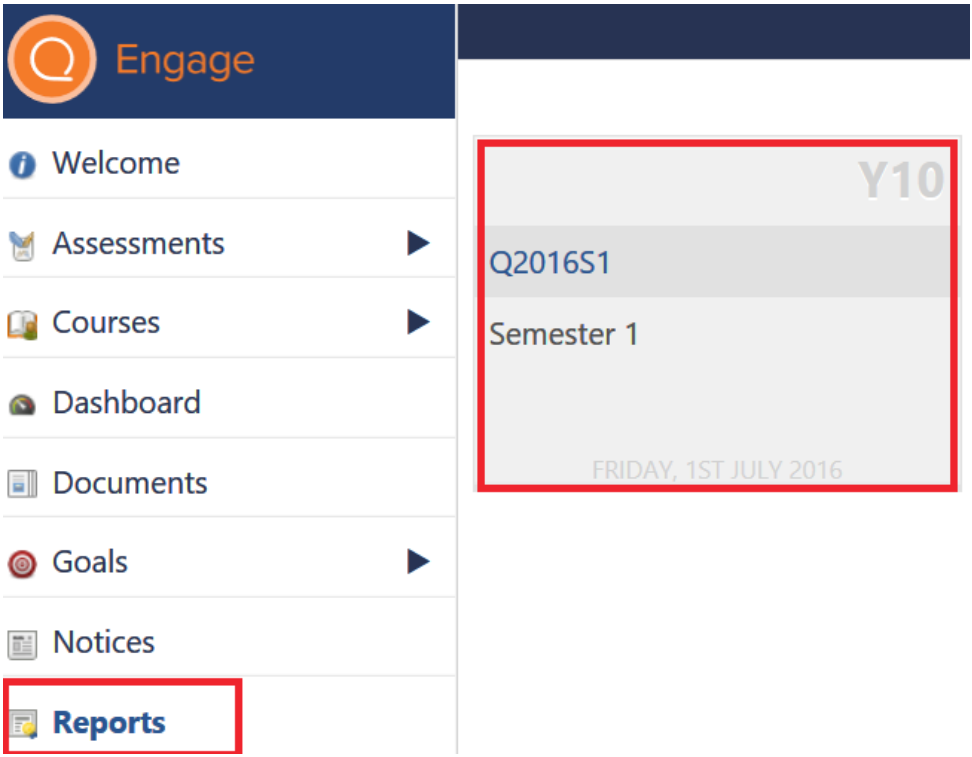
Reports

This displays past Interim and Semester Reports.

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

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



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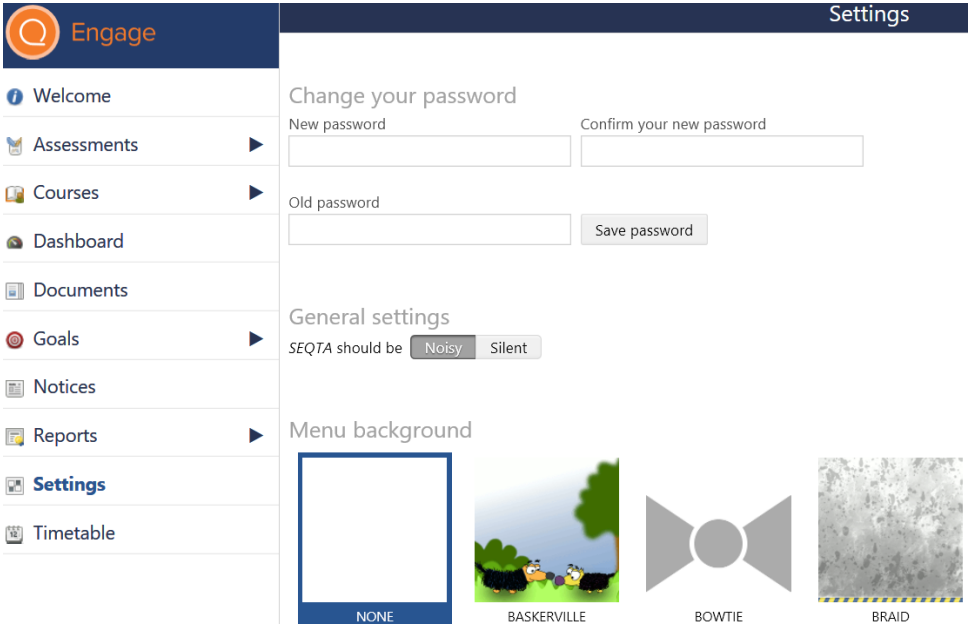
Settings

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



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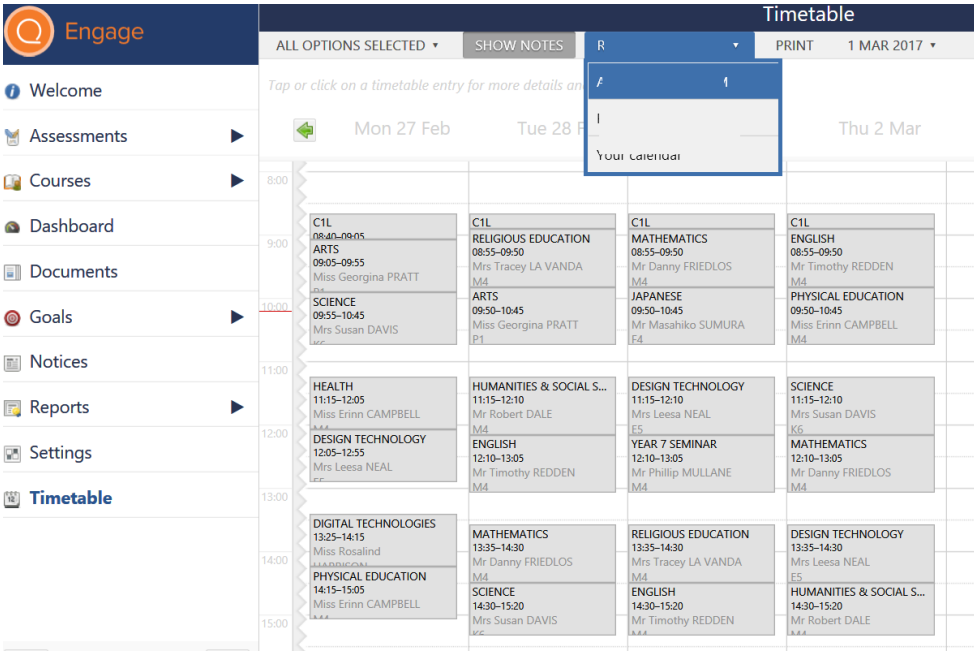
Timetable

Shows your child's timetable.

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



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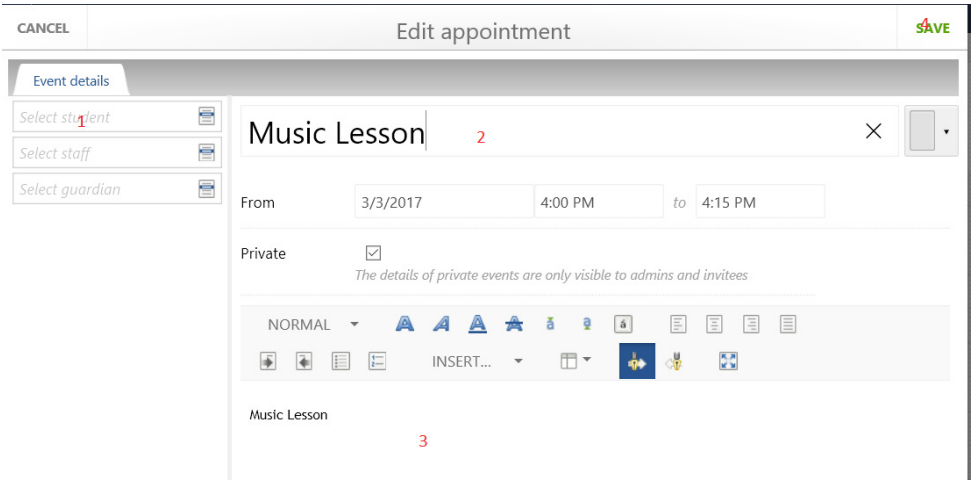
Adding Appointments For Your Child

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.

- **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**



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

‘Light of Excellence’

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