SEQTA Engage

Parent and Caregiver
User Guide

Index

Navigating SEQTA Engage

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

The left hand side of the page has a number of links that enable you to access particular pages within SEQTA Engage. These links will be explained in more detail in the screen shots to follow.
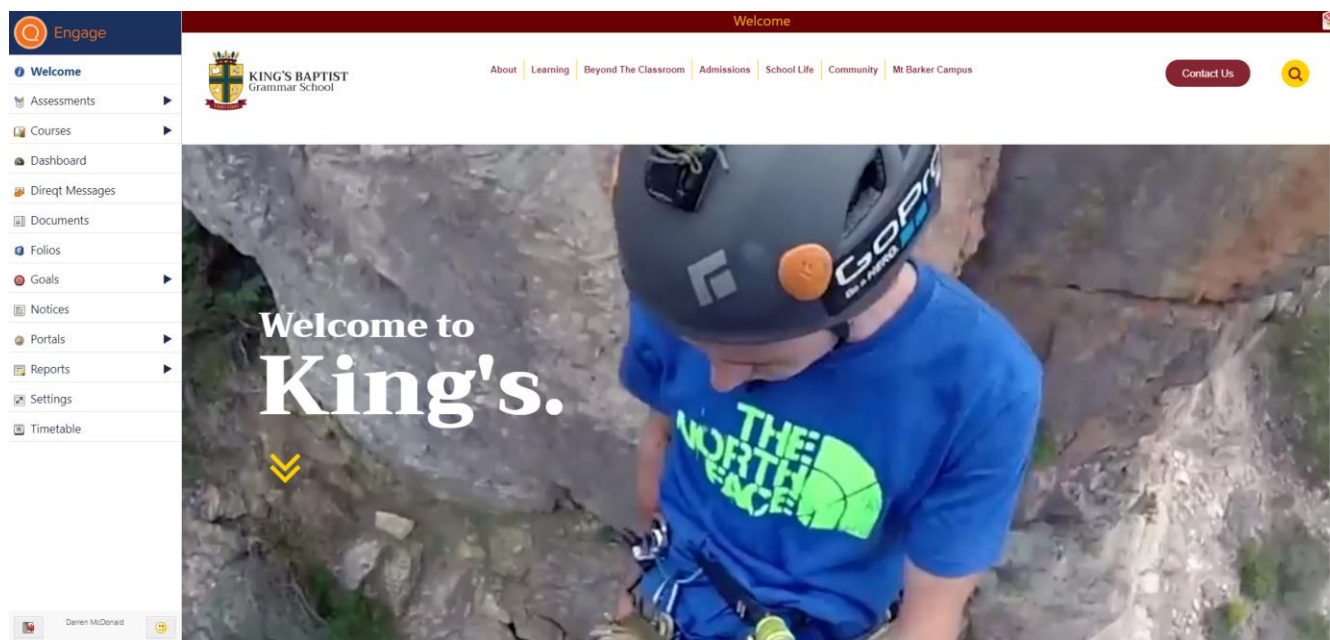
As a parent/caregiver of a student at King's, SEQTA Engage enables you to:

- View your child's **Timetable**
- View each of the **Courses** your child is enrolled in
- Track the **Homework** tasks set for your child in each subject
- View **Assessment Tasks** and due dates
- Monitor **Learning Progress** and **feedback** as assessments are returned by teachers
- View **Folios** as they are created and shared with you by your child
- View **Goals** as they are set by your child
- View **Notices**
- Receive **Direqt Messages** from teachers and other King's staff
- View **Policies** and **Procedures** and other important information in the **Documents** archive
- Access **Reports** for their current and past school years

You are also able to customize your settings – i.e. change your background and password.

You are able to colour code the timetable by clicking on a subject and clicking on the change colour icon.

The smiley face at the bottom of the menu allows you to send a message to SEQTA about problems you might have and suggestions you would make about changes to the system.

The arrow icon is to log out of the page.

Assessments

The Assessment page displays information on upcoming assessments and enables you to view your child's results for completed assessment tasks.

Upcoming assessments are displayed for students and parents/caregivers when a teacher has made the assessment 'visible' in their marks books. All upcoming assessment tasks can be displayed by clicking on the Upcoming option. If the due date is red, the date for submitting the work has passed.

Alternatively, assessment tasks set by teachers in each subject can be displayed by selecting each separate subject page. 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.
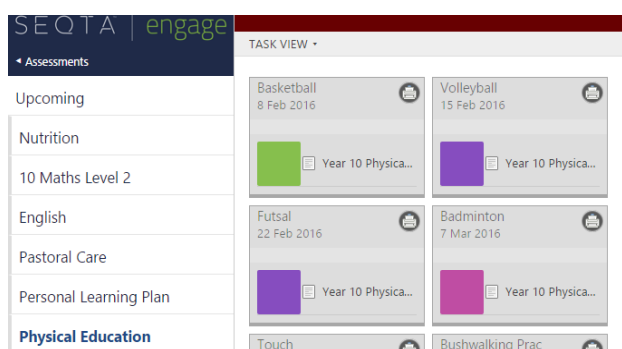
By clicking on your child's name (or Assessments) at the top of the menu you will be returned to the previous menu.

Assessment results will appear on the same page. Here you will also be able to view feedback from the teacher if it has been provided, copies of uploaded assessments, and a breakdown of achievement against the standards by selecting the speech bubble if it appears.
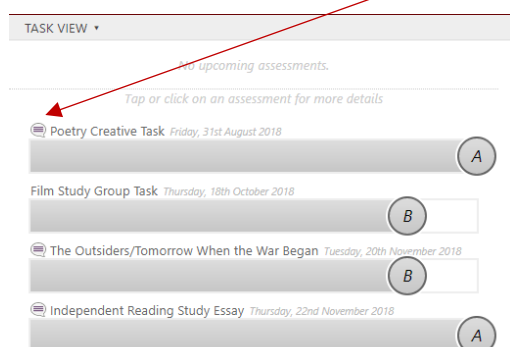
Viewing the results information can be changed between Task View and Syllabus View. Task View will display results only and the speech bubble if feedback or uploads are provided.

Syllabus View displays the assessment results against criteria from the Australian Curriculum Achievement Standards or SACE Performance Standards, teacher comments, if provided, and any additional documents the teacher has uploaded for a student.

Assessment Naming Conventions

Assessments set by teachers may display a number of naming conventions in the title. These are explained as follows.

(FOR) or (Assessment FOR Learning) or (AFL) = Assessment FOR Learning Tasks

These are tasks set by teachers to inform students, teachers and parents/caregivers of current progress. They are designed to inform students of where their skills and/or understanding is strong and where improvements can be made. The results teachers collect from Assessment FOR Learning tasks inform them of how to modify their future teaching and learning strategies to support students to overcome their challenges and build on their strengths. As they are designed to inform learning, results for these tasks do not contribute to grading for reports.

(OF) or (Assessment OF Learning) or (AOL) = Assessment OF Learning Tasks

These tasks are set by teachers at the end of a teaching sequence, but not always at the end of a unit. They follow Assessment FOR Learning tasks and as such student achievement for these tasks does contribute to their grades on Reports.

Courses

Click on the Courses link to see the class information that has been put online for your child to access. Many courses will only display current (today) lesson details and past lesson details. Information displayed in this section of SEQTA may vary as teachers build their confidence in using this space.

Students will be able to access course materials, videos, notes, etc. as they are uploaded by their teachers.

The cover page within each course will provide a description of the course as well as any other key information the teacher chooses to highlight.
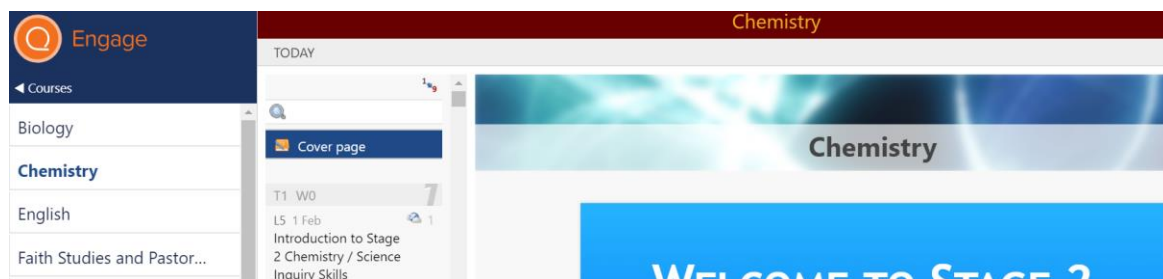

Dashboard

The dashboard shows the upcoming homework that has been given to your child to complete. You will see a separate Homework box for each child.

The dashboard also shows the Timetable for each child. The Timetable box shows a red line that indicates the current time of the day, this will indicate which subject your child is currently in.

You are also able to select from the top menu (as shown to the right) a number of other features that can be displayed on the dashboard.
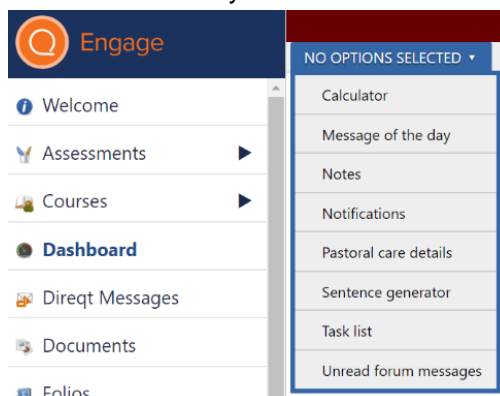
Direqt Messages

Direqt messages is the in-house messaging system developed by SEQTA for communication between students, guardians and the teacher. You will be able to receive messages from a teacher. If you would like to communicate with a teacher please use the existing email method.
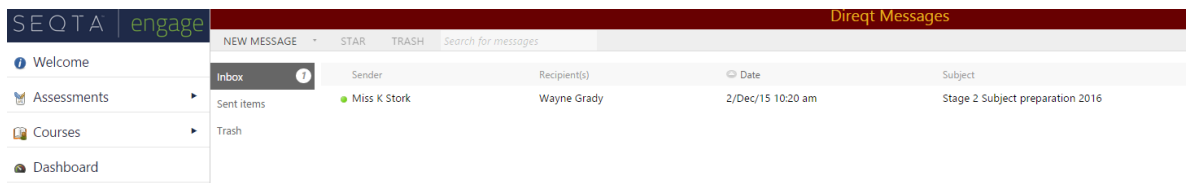

You have a small star icon in the top right corner of your screen. If there is a number on the star (as shown below) it means you have a message waiting for you. Click on the icon to go to the messages area. If there is a message that you haven't checked, SEQTA should email you to let you know that it is there waiting.

Documents

This is the area that has school documents and policies.
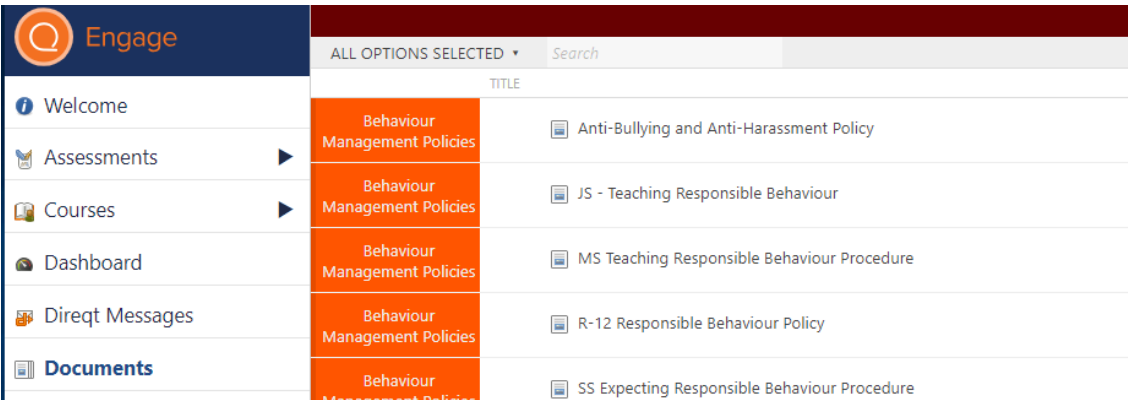
 Clicking on the page icon will allow you to download and read the document.

Folios

Folios are able to be created by students and shared with teachers and parents/caregivers. In the Folio section you will be able to view any folios that have been created by your child. These are used in different ways.

Goals

In some areas students are asked to set Goals and record these in SEQTA. The Goals section enables you to view your child's learning goals.
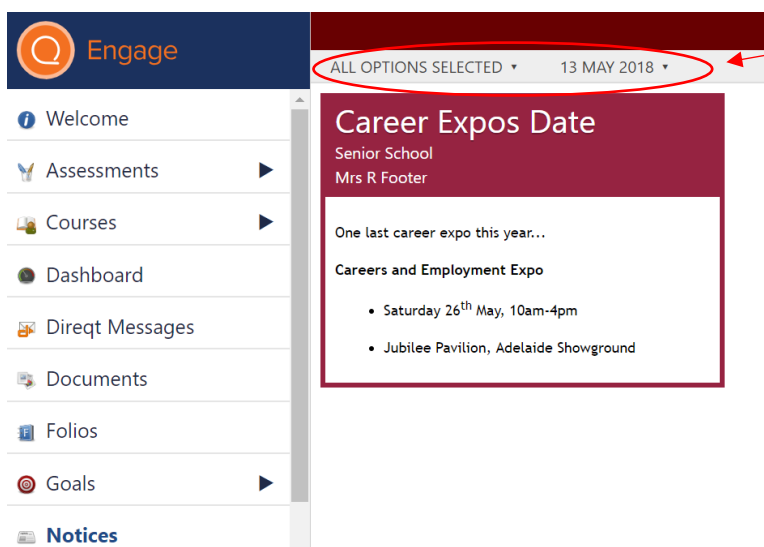
Notices

The Notices page is used to communicate information to the students and staff during each school day. SEQTA Engage provides the same access to parents and caregivers.

The notices are available to view from the date on which each is created until the date the author has elected to close the notice.

The view can be customised to display notices for the entire school or for individual sub-schools using the dropdown Options menu below the Notices banner.

Past notices can be viewed by selecting the date required in the dropdown menu next to the Options menu.

Portals

Portal Pages are information pages created by teachers for a specific purpose.

Portal Pages may include documents, web links, videos, images and other resources to inform students and parents/caregivers of significant events and important information relating to a particular sub-school, learning (e.g. Faith) or service in the school (e.g. Careers or IT).

The SEQTA Engage Welcome Page is an example of a Portal Page.

As teachers increasingly embed SEQTA software into their work, additional Portal Pages may be added for parent and caregiver reference.

Reports

At King's we have chosen to make Student Reports available to parents and caregivers through SEQTA Engage. The school will no longer print and issue reports at the end of a Semester unless a request is made to the school. Instead, Student Reports are uploaded to SEQTA. By accessing the Reports page you will see reports from 2017 (if you had a child in the Senior School in 2017) or from 2018 (if you had a child in the Middle School in 2018). From 2019 all student reports appear in the reports page. Clicking on a Report icon will display a pdf record that you can download, view, save and print.

Your PC or mobile device will need to be equipped with a pdf reader for you to be able to access your child's reports.

New reports will be added to the archive at the conclusion of each reporting cycle.

Timetable

Clicking on the Timetable link enables you to view your child's timetable.

Please note: If you have more than one child at King's, you will need to select which child's details you wish to view as you navigate your way through each SEQTA Engage 'page'.

The downward directed arrow provides you with a dropdown box from which you can select which of your children's information you wish to view.
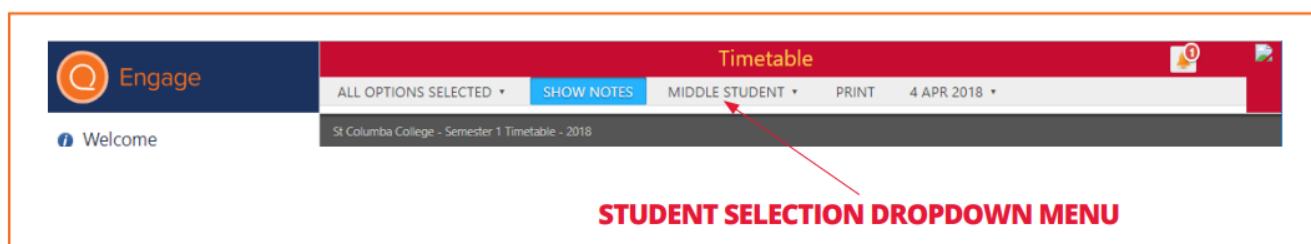
Forgot your password? Need help?

If you forget your password, select the 'Forgot your password?' option on the Log in screen. Enter your username and email address and select 'Reset my password'.

The SEQTA system will then send you an email with further instructions.

If you need to reset all your log in details, are experiencing any other difficulties or if you have any questions regarding SEQTA Engage that are not answered in this guide, please email Jason McEvan Jason.McEvan@kingsbaptist.sa.edu.au