TATACHILLA
lutheran college

SEQTA Engage

PARENT GUIDE

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about SEQTA ENGAGE

SEQTA Engage provides parents with access to key educational information. In addition, teachers can share course and assessment information as well as allowing students to submit assessments. The options available may differ slightly in each sub-school.

Parents access SEQTA Engage through their login page by entering the username and password the school has provided.

SEQTA Engage is a web-based tool and is also available as an app for iOS and Android.

If you forget your password, select the 'Forgot your password' option. Enter your username and email address and select 'Reset password'. The SEQTA system will then send you an email with further instructions. If you need to re-set all your log-in details, email our ICT Services Team at ictservices@tatachilla.sa.edu.au.

using SEQTA

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 the required setup for the specific sub-school. Click the page to view information required.

- **Assessments:** Provides assessment information and results. Students can upload e-submissions and also submit online assessments.
- **Courses:** Provides course and lesson outlines.
- **Dashboard:** Provides access to absences and pastoral care details.
- **Documents:** Provides access to view the school document repository.
- **Notices:** Provides access to information communicated by the school that may not be specific to a subject or student. If enabled by the school, the notices can be viewed through SEQTA Engage.
- **Reports:** Provides access to academic reports.
- **Settings:** Provides profile management, for example the password reset page.
- **Timetable:** Your child's school timetable can be viewed here. Schools may also decide to add the co-curricular activities they are currently engaged in on to their timetable.

using SEQTA

1.2 ASSESSMENTS

Parents can view results and continuous feedback for any timetable period and subject through the Assessments page. The continuous feedback is written for the student and replaces formal written reports. Parents and students can expect each subject area to give four pieces of continuous feedback per semester.

Upcoming assessments are displayed 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.

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.

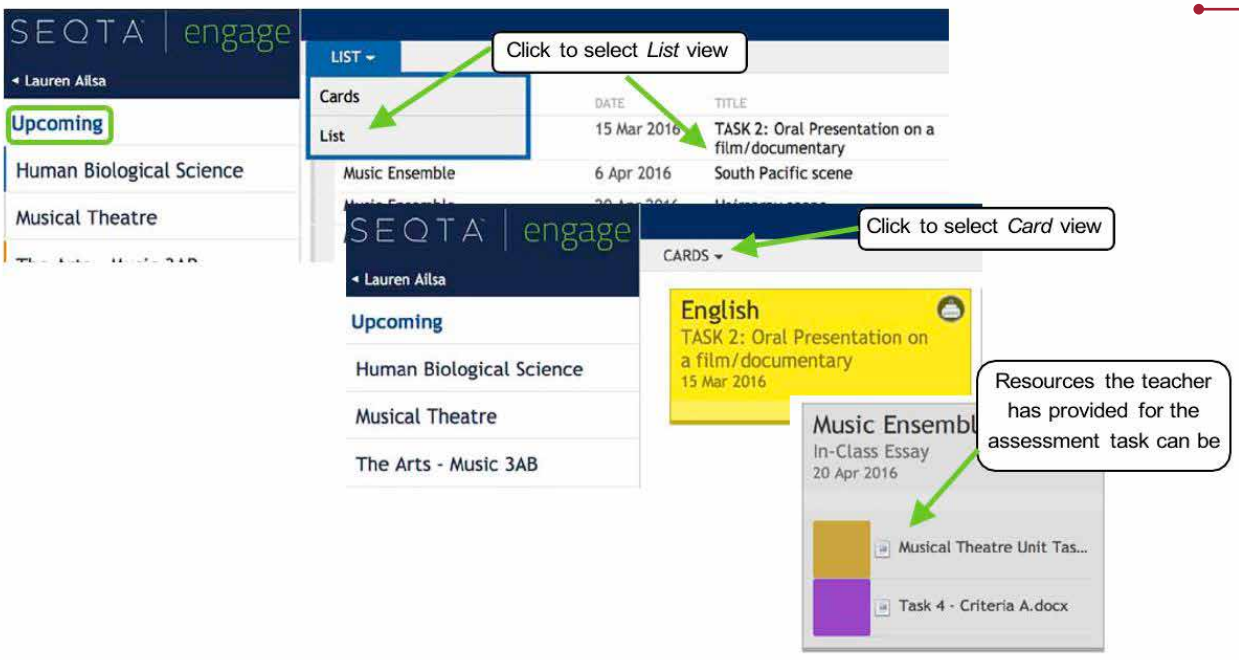
1.3 VIEWING ASSESSMENT RESULTS

Teachers can also make students' marks and applicable comments visible through SEQTA Engage. Parents will be notified through email when results have been released.

Teachers can also give students the ability to submit their work electronically. Work submitted in this way can also be viewed with the results information by parents in SEQTA Engage.

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.

helpful tip



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1.4 ASSESSMENT NOTIFICATIONS

helpful tip

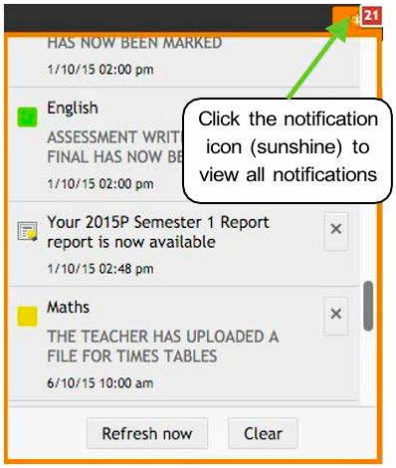
To enhance communication between the school and parents, notifications are automatically sent via email.

Notifications are sent when:

- a new academic report is available
- when there are changes to assessments/results that are visible, depending on assessment settings.

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.



1.5 COURSES

1.5.1 Subject courses

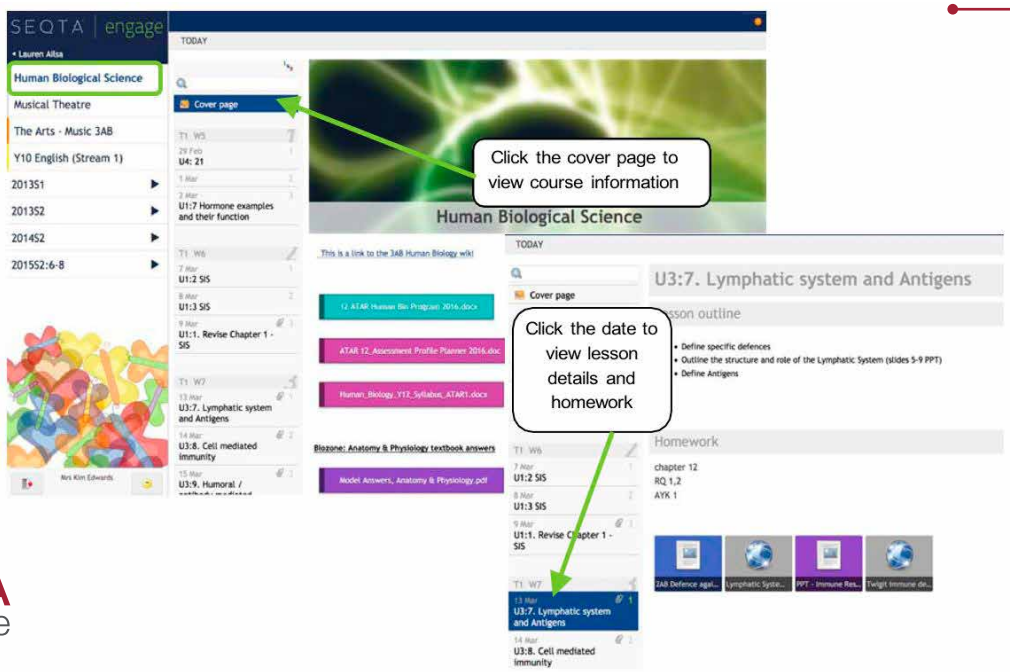
Through Courses parents can view lesson outlines, resources and homework for each individual key learning area (KLA). This may include lesson outlines, homework, resources and key topics for the KLA on a week by week basis.

1.5.1 Homework

Homework is set in line with the College's Home Learning Policy. Homework may not be set every lesson for your child. However, the expectation would be that they always have revision and are completing ongoing assessments within Key Learning Areas (KLAs).

Homework is also visible through the Dashboard.

helpful tip



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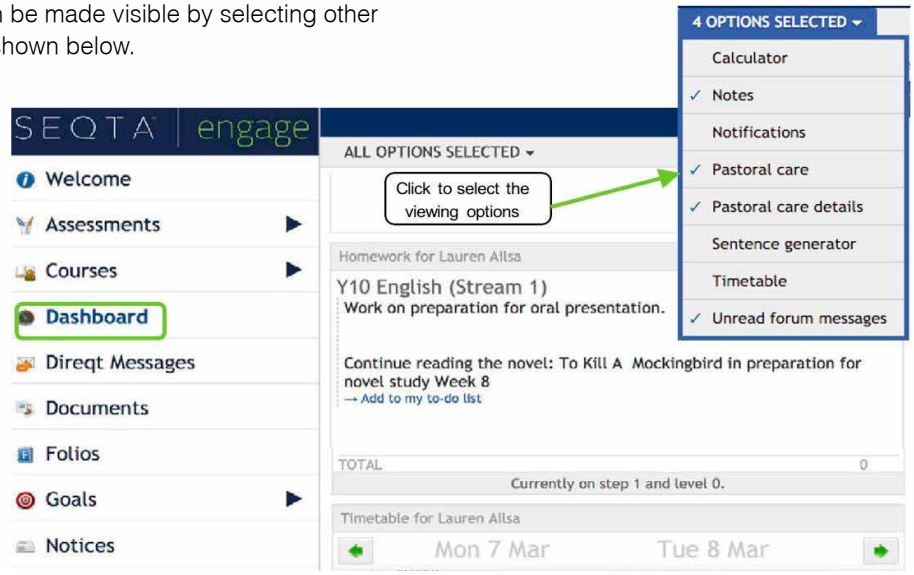
1.6 DASHBOARD

The Dashboard provides an overview of many important summary components of a student. Information such as dates of unresolved absences, homework and timetable overview can be seen.

helpful tip

Other information can be made visible by selecting other available options as shown below.



1.7 DOCUMENTS

The College provides parents with access to a range of documents. Examples of documents made available are subject selection guides, school policies and the ICT Acceptable Use Agreement.

1.8 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.

1.9 REPORTS

The College has chosen to make student reports available to parents through SEQTA Engage. Current and past reports can be downloaded and viewed.

1.10 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.

1.11 TIMETABLE

The Timetable page allows parents to view the individual timetable of each of their children. They can select to view tutorials, classes and events.

1.12 LOG OUT

To exit SEQTA Engage, click the Log Out icon at the bottom of the Welcome Page.

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