



SEQTA  
Engage

PARENT AND CARER USER GUIDE



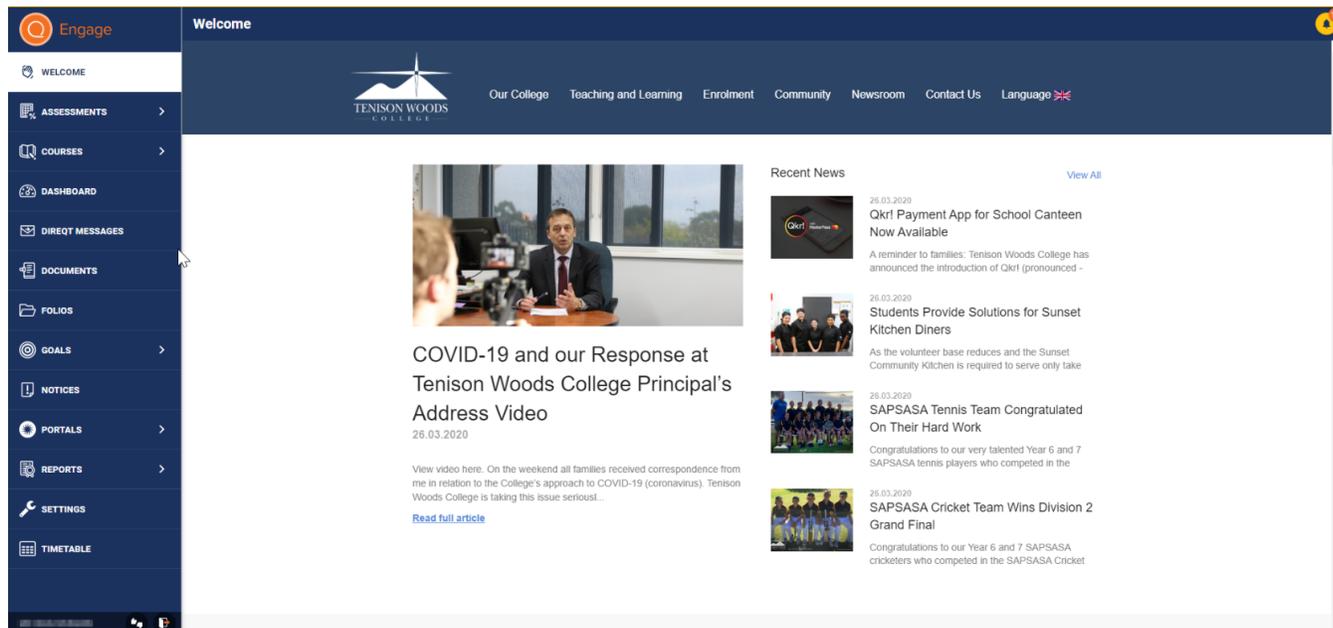
Connect@Tenison

## Contents

Navigating SEQTA Engage.....	3
Assessments .....	4
Courses .....	4
Dashboard.....	5
Direct Messages .....	6
Documents.....	7
Folios.....	7
Goals .....	7
Notices .....	7
Portals.....	8
Reports .....	8
Timetable.....	9
Support .....	9
Online Learning Information .....	9

## Navigating SEQTA Engage

When you first log on to SEQTA Engage (refer to initial email) 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/career of a student at Tenison Woods College, 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 Tenison Woods College 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 customise your settings – i.e. change your background and password (click on the settings tab).

You can colour code the timetable by clicking on a subject and clicking on the change colour icon (click on timetable tab).

At the bottom of the menu, the thumbs up/down icon allows you to send a message to SEQTA about problems you might have and suggestions you would make about changes to the system.

The door icon is to log out of SEQTA Engage.

## 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/carers 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.

The screenshot shows the Engage platform interface. On the left is a navigation menu with 'ASSESSMENTS' selected. The main content area is titled 'Upcoming' and shows a search bar and a list of assessments. The selected assessment is 'The Power of Pixar' (8 APR 2020) under '8 MEDIA STUDIES'. The details for this assessment are shown on the right, including 'Final Audio Assessment', 'Expectations', 'Checklist Items' (Watch a wide range of Pixar Shorts, Consistent theme, All 5 questions are addressed), and 'Resources' (Pixar.pptx).

By clicking on your child's name (or Assessments) at the top of the menu you will be returned to the previous menu.

## 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.

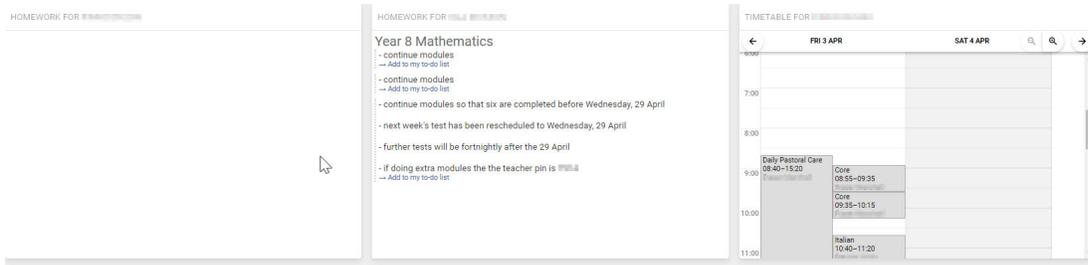
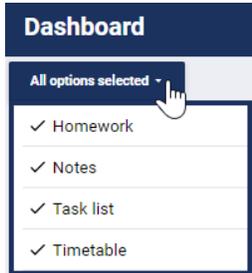
The cover page within each course will provide a description of the course as well as any other key information the teacher chooses to highlight.

The screenshot shows the Engage platform interface for the '8 Media Studies' course. The left navigation menu has 'COURSES' selected. The main content area shows a list of lessons with dates and titles. The selected lesson is 'Letter of Introduction' (L3 30 Jan). The course cover page is displayed, featuring a 'MEDIA STUDIES OVERVIEW' header, a photo of students in a recording studio, and a detailed description of the course content and objectives.

# Dashboard

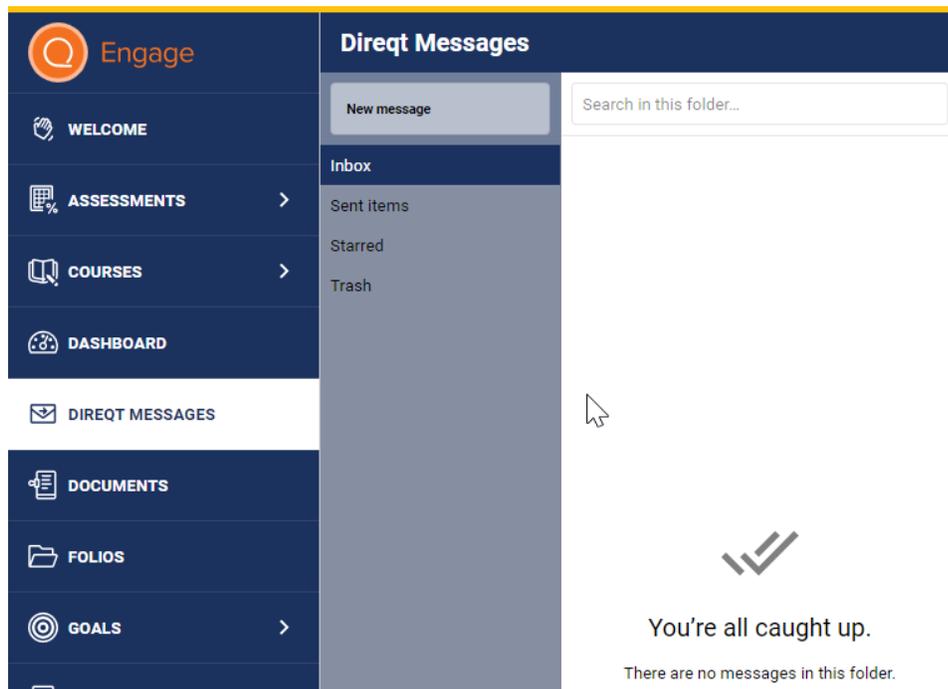
The dashboard shows the upcoming homework that has been given to your child to complete. You will see a separate Homework box for each child.

The dashboard also shows the timetable/notes/task list 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.



## Direqt Messages

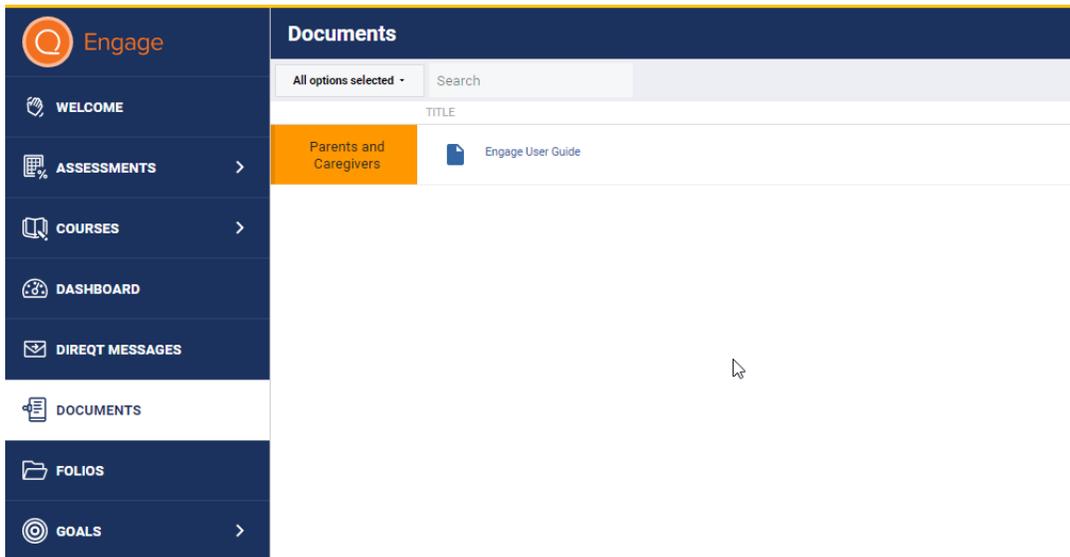
Direqt Messages is the in-house messaging system developed by SEQTA for communication between students, parents/carers and the teacher. You will be able to send and receive messages from a teacher.



You have a small bell icon in the top right corner of your screen. If there is a number on the bell (as shown above) 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.



## Folios

Folios are able to be created by students and shared with teachers and parents/cares. 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

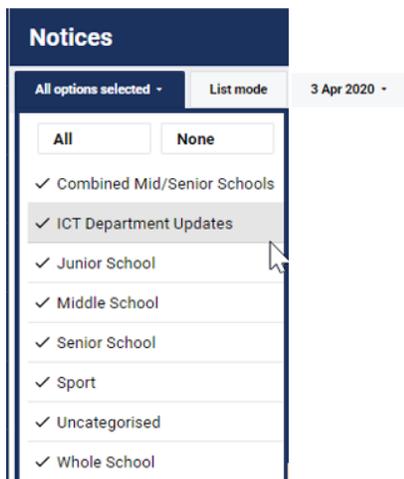
In some areas, students are asked to set Goals and record these in SEQTA. The Goals section enables you to view your child's learning goals.

## 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 carers.

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/carers 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/carer reference.

The screenshot shows the 'BYOD setup' portal page. The top navigation bar includes 'Engage', 'PORTALS', and 'BYOD SETUP'. The main content area features a 'General Tips' section titled 'Steps to setup your BYOD' with an illustration of hands holding devices. Below the illustration, there is a paragraph of text: 'Here are some steps to setup a device for use at Tenison Woods College. Please take the time to read through this information, following the links to learn about the responsibility of owning and using a laptop while accessing the wonderful world online. We hope you find these steps (and the many other articles found on the site) helpful and pick up some useful tips along the way!'. On the right side, there is a 'General Tips' sidebar with a search bar and a list of links: 'About the Portal@TWC site', 'Accessing files between School and Home', 'Accessing shared OneNote Files', 'Adding your Tenison email account to your home or BYOD', and 'Adding your Office 365 account to Microsoft Office for direct saving to'.

## Reports

Student reports are available to parents/carers through SEQTA Engage. Previous Tenison Woods College reports are also available here and all new reports will be distributed this way at the conclusion of the reporting cycle.

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

The screenshot shows the 'Reports' page in SEQTA Engage. The top navigation bar includes 'Engage' and 'REPORTS'. The main content area displays a grid of report cards for the years 2019 and 2018. The reports are organized by semester and year, with the following details:

Year	Semester	Report Title	Date
2019	S2	2019 Semester 2 Report	TUESDAY, 17TH DECEMBER 2019
2019	S1	2019 Semester 1 Report	FRIDAY, 20TH DECEMBER 2019
2018	S2	2018 Semester 2 Report	TUESDAY, 14TH APRIL 2020
2018	S1	2018 Semester 1 Report	TUESDAY, 14TH APRIL 2020

## Timetable

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

Please note: If you have more than one child at Tenison Woods College, 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.

The screenshot displays the 'Timetable' page in SEQTA Engage. On the left is a dark blue navigation sidebar with icons and labels for: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIRECT MESSAGES, DOCUMENTS, FOLIOS, FORUMS, GOALS, MYEDONLINE, NOTICES, PORTALS, REPORTS, and SETTINGS. The main content area is titled 'Timetable' and includes a date filter set to '28 Apr 2020'. Below this is a grid showing the schedule for Monday (27 APR) through Friday (1 MAY). Each cell in the grid represents a time slot with a colored background and text indicating the subject, time, and teacher. For example, on Monday, there is 'Daily Pastoral Care' from 08:40-08:55, 'HASS' from 08:55-09:35, and 'Mathematics' from 10:40-11:20. The grid continues with various subjects like (ARTS) Drama, English, (LANG) Italian Continuers, (DTE) Design & Technology, Religion, and Science throughout the day.

## Support

For any further support with SEQTA Engage, please email [connect@tenison.catholic.edu.au](mailto:connect@tenison.catholic.edu.au) or call the College on 8725 5455 and you will be directed to the most appropriate support person.

## Online Learning Information

Connect@Tenison webpage is the source for Online Learning Information.

Please visit: <https://www.tenison.catholic.edu.au/teaching-and-learning/connect-tenison>

Connect@Tenison webpage contains up-to-date information, online learning resources, prayer resources, help guides to SEQTA and Microsoft Teams and more.