



SEQTA Engage Guidelines

Connecting with parents and carers through SEQTA Engage

SEQTA is an online learning management system used by students, teachers, parents and carers to engage with learning and College communication.

SEQTA has three portals:

SEQTA Learn: Used by students for daily organisation, College communication, accessing subject and lesson information, submitting assignments, and receiving assessment feedback from teachers.

SEQTA Teach: Used by teachers and the College to record and collect student data, daily organisation and for enhancing learning through sharing lesson resources and providing assessment feedback for students and parents.

SEQTA Engage: Used by parents and carers as their portal.

Why use SEQTA Engage

SEQTA Engage allows parents and carers to view information about their child's subjects, timetable, assignments, homework, school notices, past reports and most importantly, it provides users with the ability to view assessment tasks and teacher feedback.

Providing students with regular online feedback through *SEQTA* enables students, parents and carers to engage with the learning process as it is happening. Online feedback also facilitates meaningful discussions between teachers, parents, carers and students about their learning, "...improving feedback practices can significantly improve student learning and the quality of teaching in classrooms." (Australian Institute for Teaching and School Leadership, 2018).

At the start of each school year, parents and carers who need to activate their accounts will be sent an email with their *SEQTA Engage* login details. *Be sure to update the College if your email address has changed.*

If using the app on your phone you will remain logged in to *SEQTA Engage*.

Parents and carers receive a notification each time a new report is released or an assessment task has received feedback.

The [video available here](#) provides a quick overview of how to access and navigate through the *SEQTA Engage* website. The app is very similar and can be navigated in the same way.

If you are having any problems accessing *SEQTA Engage* or have lost your login details, please contact Student Services via stmarys@smc.tas.edu.au.

Accessing SEQTA Engage via mobile phones and other devices

1. Download the *SEQTA Engage* app to your device via the AppStore or GooglePlay.
2. Add an account using the QR Code or manually by using the school link, <https://engage.smc.tas.edu.au>.
3. Add your username. (Please note: this is not your email address. If you don't know your username, when you reset your password, the email sent to you will contain your username).
4. Log into your account using your password.

Accessing SEQTA Engage via a computer

1. Go to <https://engage.smc.tas.edu.au/>.
2. Add your username. (Please note: this is not your email address. If you don't know your username, when you reset your password, the email sent to you will contain your username).
3. Log into your account using your password.

What can be accessed through SEQTA Engage?

The *SEQTA Engage* main menu has the following features:

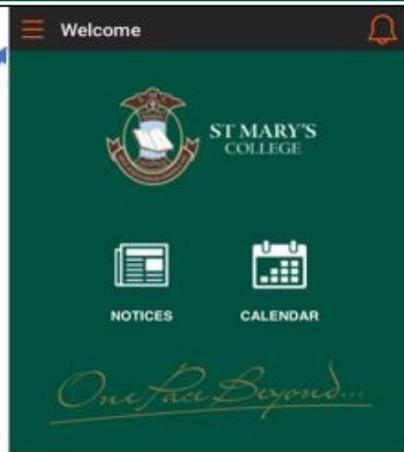
The image shows a screenshot of the SEQTA Engage main menu. The menu items are: Welcome, Assessment, Courses, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Reports, Settings, and Timetable. Red circles highlight the Assessment, Courses, Dashboard, Notices, Reports, and Timetable items. Red arrows point from these items to callout boxes on the right. A separate callout box for Documents is located at the bottom left.

- Assessments:** Probably the most important part of our system for students in the Senior School. This is where upcoming assessment details can be found. It will also show students (and you) past feedback comments for each subject
- Courses:** An overview of each course that your daughter is enrolled in. Some teachers will display lesson titles and possibly details of lessons here. It is up to the individual teacher how they utilise this space with regards to visible content.
- Dashboard:** Customise elements of SEQTA Engage into one view. Here you can switch on quick views for many of the Engage features, such as homework, assessments, timetables, a task reminder list and more. (Choose from the drop down menu).
- Notices:** These are notices for students across the Senior School. Daily information about extra-curricular activities and sports are displayed here. It is not being used for Junior school notices at this stage. If that changes, we will let Junior School parents know.
- Reports:** PDF copies of past reports are here. If you need to reprint any of your child's recent past reports, you will find them here. All future reports will also be generated and placed here. We will not be sending home print copies, unless it is requested. (Detailed information about reports will come closer to the reporting time)
- Timetable:** The ability to see timetables for each child. You can customise the appearance and keep a track of when particular lessons occur. You can also see the **attendance** against each subject, if you click on a particular period and reveal the attendance symbol.
- Documents:** This is a storage area for College Documents. These include Subject Handbooks, College Canteen Menus and Letters.

Finding assessments, feedback and reports on SEQTA Engage

When logged in via the phone app you will see this screen.

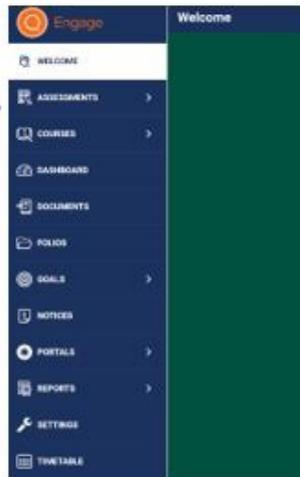
Tap the three bars to access the full SEQTA Engage menu.



Once you have logged in, you should see this menu.

To access Assessment and Feedback click on the Assessments tab.

The view in the app and on the website will be very similar.



In the Assessments tab you will see each of your daughter's subjects as well as any upcoming tasks.

This is an example of a Year 12 student's SEQTA.

Select a subject to view the assessment information.



Finding assessments, feedback and reports on SEQTA Engage

Each subject will have a list of all the assessment tasks completed and their feedback.



You can also access all of your daughter's courses and their specific course or subject content.



To access your daughter's reports (most recent and from 2014 onwards) click on the Reports tab.

