



SEQTA Engage Parent Information Guide

Logging in to SEQTA Engage

What is SEQTA Engage?

SEQTA engage allows parents to have an overview of how your child's learning is progressing. It allows parents, teachers and students to communicate openly, enhancing collaboration between the three parties and this should result in improved educational outcomes for students.

This document provides a brief overview of how parents/caregivers can use and navigate the SEQTA Engage platform. It will allow parents to see an overview of the curriculum information and activities provided to students by teachers, any communication between the parties, pastoral care data, relevant school documentation and in the future (2021) assessment data.

NB: Student marks will still only be viewable in Connect for 2020

The same information is available to the students however their section of the SEQTA suite is called SEQTA Learn. Parent access to the system is called SEQTA Engage and Student access is called SEQTA Learn with each party having their own unique login details.

You will receive a welcome email from the school inviting you to setup your SEQTA Engage account (check your Junk mail box if you have not received one). Click on the blue "Set up your account now" link.

We strongly recommend that you **activate your account on a computer prior to using the SEQTA Engage App (see page 2 for App).

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Set up your account Enter the username and password you want to use to access SEOTA.		Enter your user name. It is recommended you use your email address for this so that you do not forget it!
DESIRED PASSWORD CONFIRM PASSWORD Log in	(2 2 2 1 1 1	Choose your desired "Password" and then confirm this by typing it again. Strong passwords are long and nvolve a mix of characters ncluding letters and numbers.
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You should now be logged in!

You can also download the SEQTA Engage App to your phone if you wish to have access to the mobile app.



If using the App:

SEQTA Engage address is <u>https://parent.woodvale.wa.edu.au</u>

Already got the app?

If you've got the app installed, scan this code (or tap the image on your device) to login straight away.

SEQTA Engage Views

Once you have successfully logged on you will be in the Welcome Page for SEQTA Engage.



The Welcome Page

From the Welcome Screen you can access the Pages within SEQTA Engage (these are the menus down the side). Your view will be very similar to what your child can see through their view "SEQTA Learn". The pages available will increase as the school use of SEQTA becomes more integrated. At this point in time you have the ability to view the following:

• **Courses:** a list of your child's subjects and the information that staff have chosen to publish to your child. As a minimum you should be able to see the Basic Course Information and the Assessment Outline for that subject. Some teachers have chosen to release Resources and Lesson Details (not compulsory yet).



Course Resources

ATAR 12



Do you have multiple children at the school? If so then as you enter each page you will see their names appear.

Choose which one you wish to view.

 Dashboard: This area allows you to see any outstanding absences (please notify the college Absentee Office to provide explanation for these), homework that staff have set for your child showing a due date (if the staff member is using this facility), a copy of your child's timetable for the day. The student can add a "Task List" if they wish to have one (a great way of encouraging them to get organised!

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	UNRESOLVED ABSENCES	HOMEWORK	TIMETABLE	TIMETABLE			
>	Please have these transplanter absences resolved by the end of the week. If you have single poole absences and you are confident you were prevent. Determines the treacher concerned to resolve the issue. Otherwise, your parent/carer needs to make contact with the College.	Accounting and Finance ATAR 12 2020 912 P 286 - Add to my tool list 915 - Add to my tool list	Comparison of the second	WED 26 FEB Q. Q. et If IKations Operations 2029–1100 et al. Analysis block et al. Analy			
	TASK LIST Show done Hide done +						

 Direct Messages: An internal messaging system similar to email. This area allows teacher/student communication and parent/teacher communication only. A trail of these communications is permanently kept within SEQTA even if they are trashed allowing for complete transparency.

Please be aware that teachers may not respond immediately as they are often in classes or may be at home at night and not on SEQTA. Please allow a similar time-frame for a response as you would for an email (usually 24 hours). If a teacher Direct Messages you, a notification icon will appear in the top corner of your Engage screen (a little orange bell) alerting you to the message.



Message notification symbol



Documents: This area will display any document or policy that is relevant to your child. It
includes school policies eg Mobile Device Policy/Assessment Policy as well as calendars and
other relevant explanatory documents.

Engage	Documents		
	All options selected -	Search	
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Reference and the second secon	Agendas	Student Term 1 Planner 2020	
Courses >	Agendas	Student Term 2 Planner 2020	
C DASHBOARD	Agendas	Student Term 3 Planner 2020	
	Agendas	Student Term 4 Planner 2020	
DOCUMENTS	Policies	Anti-Bullying Policy	
I. NOTICES	Policies	Assessment Policy	
	Policies	Code of Conduct	
IIII TIMETABLE	Policies	Good Standing	
	Policies	Mobile Phone Policy	
	Policies	Student Dress Code	

Notices: Parents are able to see a copy of the notices that are published to students. You can filter for your particular child by having a "√" on "All Students" and the appropriate year group for you child eg Year 10.



 Settings: This area allows you to change the colour of your display to suit yourself and more importantly to change your password. If you forget your password you will need to use the password reset link on the login page.



• **Timetable:** Gives you a copy of your child's timetable.

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	TIMETABLE		14.00	Mrs Susan McKay BUS1				Mrs Susan McKay BUS1	

• Logout: This appear is the bottom left corner and allows you to log out of SEQTA Engage.

