



# SEQTA Engage Guide

Use the guide here to explore the important features of SEQTA Engage.

**Subjects:**

[DASHBOARD](#)

[COURSES](#)

[ASSESSMENTS](#)

[REPORTS](#)

[DIREQT MESSAGES](#)

[NOTICES](#)

[NOTIFICATIONS](#)

## Dashboard

The dashboard provides an overview of key information for students and parents/guardians.

- Unresolved Absences
  - Provides a list of class periods for which your child was not present in class. These need to be resolved by contacting student reception.
- Homework
  - Lists set homework for the current week, organized by subject.
- Pastoral Care
  - Provides an ongoing count of pastoral care comments entered for your child, organized by comment type. Refer to Notifications or Direqt messages for more details.
- Timetable
  - A condensed, two-day extract of your child's timetable.

The screenshot displays the Engage dashboard interface. On the left is a dark blue sidebar with navigation options: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIREQT MESSAGES, DOCUMENTS, FOLIOS, NOTICES, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Dashboard' and features a 'No options selected' dropdown. It is divided into four panels:

- UNRESOLVED ABSENCES FOR TEST STUDENT:** Includes a note to forward to Student Reception and a list entry for Thursday, 12th November 2020, P2.
- HOMEWORK FOR TEST STUDENT:** Shows 'Test Subject' with instructions to complete homework and an 'Add to my to-do list' link.
- PASTORAL CARE FOR TEST STUDENT:** Features 'Show count' and 'Show points' buttons, a note about quantitative representation, and a table with columns for months (J, F, M, A, M, J, J, A, S, O, N, D, E) and rows for 'Commendation' and 'TOTAL'.
- TIMETABLE FOR TEST STUDENT:** Shows a two-day view for Monday 16th Nov and Tuesday 17th Nov. It lists 'Test Subject' sessions: 09:45-10:40 on Monday and 11:05-12:00 on Tuesday, both with Test Teacher E26.

## Courses

The Courses section provides access to individual lesson content for each of your child's subjects.

Choose the subject from the list on the left, then select the relevant lesson from the list of dates to view specific lesson details and homework. Click the 'Today' button to jump to the most recent lesson.

Important subject information, subject as learning programs and assessment outlines, can be found on the 'Cover Page', found at the top of the lesson list.

The screenshot displays the Engage app interface for a course titled "Test Subject". The interface is divided into several sections:

- Header:** The top header is dark blue with the Engage logo on the left and a notification bell icon on the right.
- Left Sidebar:** A dark blue sidebar contains a "COURSES" button with a back arrow, a "TEST SUBJECT" button, and a list of lessons. The selected lesson is "1 P2 9 Nov Example Lesson".
- Main Content Area:** The main content area is titled "Test Subject" and features a "Today" button. Below it is a search bar and a "Cover page" link. The "Example Lesson" section is highlighted in blue and contains the text "Lesson content can be found here." Below this is a "Homework" section with the instruction "Complete the homework activity given out in class."

At the bottom of the screen, the user's name "MR TEST PARENT" is visible along with some system icons.

## Assessments

The Assessments section provides information and results for each of your child's assessments.

Choose the subject from the list on the left, then select the relevant assessment from the list to view specific assessments and results. Assessments are organized by those that are upcoming (all upcoming assessments can be viewed in the dedicated 'Upcoming' section on the left), and those for which results have been released.

Details (title and date) of assessments should be released at least a week in advance and you will receive a notification informing you that 'new assessments details are available'. Once the teacher has marked the assessment, you will receive another notification that 'results are available'.

For each assessment you will be able to see your child's score, the class average and maximum score, as well as any individual teacher feedback and student self-reflection (if entered).

If you have any questions regarding student assessments please contact the relevant subject teacher.

The screenshot displays the Engage app interface for viewing assessment results. The interface is divided into several sections:

- Header:** 'Test Subject' with a search bar and a date '30 Oct 2020'.
- Left Sidebar:** Navigation menu with 'ASSESSMENTS', 'UPCOMING', and 'TEST SUBJECT'.
- Assessment List:** A list of assessments. The selected one is 'Example Assessment 2' (24 NOV 2020) with an 'EXPECTATIONS' icon. Below it is 'Example Assessment' (30 OCT 2020) with a score of 76, 'AVG 76', 'MAX 76', 'ST DEV 0', and a 'REFLECTION' icon.
- Details Panel:** Shows 'AVERAGE 76', 'MAXIMUM 76', and 'ST DEV 0'. A large green bar displays the score '76'. Below this, it says 'Teacher marking and feedback'.
- Feedback Section:** Includes 'Achievement' with a progress bar for '38/50' and 'Teacher feedback' with a field for 'Individual teacher feedback'.
- Footer:** 'MR TEST PARENT' and social media icons.

## Reports

The Reports section provides access to individual student reports for your child's entire time at Seton Catholic College.

- Interim reports are released during Term 1 and offer a progress report in the start of the year.
- Semester 1 reports are released at the end of Semester 1 and represent a further progress report.
- Semester 2 reports are released at the end of the year and represent a final summary for the year.
- Additional reports, such a NAPLAN results, can also be found here.

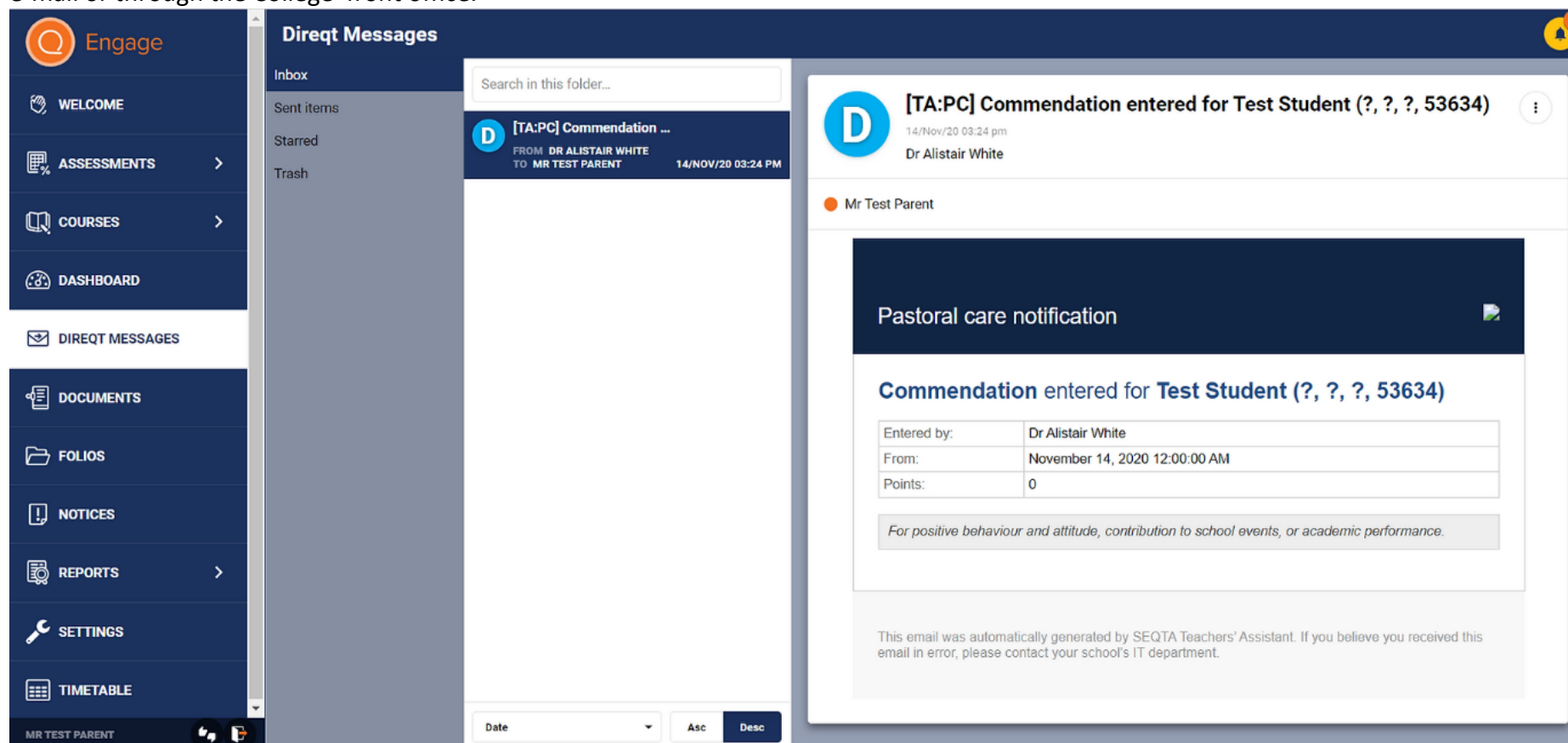
The screenshot displays the Engage Reports interface. The top navigation bar includes the Engage logo and a search field. The main content area is a grid of report cards. The first row shows three report cards: 'Interim 1' for Year 10 (2020S1) dated Thursday, 9th April 2020; 'Semester 1' for Year 10 (2020S1) dated Monday, 20th July 2020; and 'Naplan' for Year 9 (2019S2) dated Thursday, 26th September 2019. The second row shows three report cards: 'Y09' for 2019S2; 'Y09' for 2019S1; and 'Y09' for 2019S1. The interface is clean and modern, with a dark blue header and light grey report cards.

## Direqt Messages

Direqt Messages are one of the main methods by which the College and individual teachers will contact parents/guardians about their children. You may receive Direqt Messages regarding school events, year group, class, or house information, or details of pastoral care comments.

New Direqt Messages will be listed in your SEQTA Engage

Note that parents/guardians are not able to send Direqt Messages to teachers. If you would like to contact a teacher directly please do so via e-mail or through the College front office.



The screenshot displays the SEQTA Engage interface for Direqt Messages. On the left is a navigation sidebar with options: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIREQT MESSAGES (highlighted), DOCUMENTS, FOLIOS, NOTICES, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled "Direqt Messages" and shows an "Inbox" with a search bar and a list of messages. The selected message is from Dr Alistair White to Mr Test Parent, dated 14/NOV/20 03:24 PM. The message content includes a "Pastoral care notification" header, a "Commendation entered for Test Student (? , ? , 53634)" title, and a table with the following details:

Entered by:	Dr Alistair White
From:	November 14, 2020 12:00:00 AM
Points:	0

Below the table is a text box containing the commendation: "For positive behaviour and attitude, contribution to school events, or academic performance." At the bottom of the message, a footer states: "This email was automatically generated by SEQTA Teachers' Assistant. If you believe you received this email in error, please contact your school's IT department."

## Notices

The Notices section lists important information regarding upcoming events or other administrative changes.

The screenshot displays the Engage platform interface. On the left is a dark blue sidebar with navigation icons and labels: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIREQT MESSAGES, DOCUMENTS, FOLIOS, NOTICES, REPORTS, SETTINGS, and TIMETABLE. The user's name, MR TEST PARENT, is visible at the bottom of the sidebar. The main content area is titled 'Notices' and includes a notification bell icon with the number 5. Below the title, there are filters: 'All options selected', 'List mode', and the date '14 Nov 2020'. Four notice cards are displayed in a grid:

- CANTEEN OPEN AT RECESS**  
General  
MRS AMANDA RAFFAELE  
An illustration of a school canteen with a sign that says 'School Canteen'. A woman is behind the counter, and a boy is standing in front of it.  
Canteen is now open at recess for cash purchases, so pop down and grab some morning tea.  
Lunches are still required to be ordered online by 9.30am. No orders can be taken over the counter for lunch.
- English Workshops running Tues week 2 to Tues week 6 Lunchtimes**  
Academic  
MRS SARAH ELLIS  
See you in C21! Please bring work/assessments that you need help with.
- PE - NO GYM ACCESS**  
General  
MRS CLAIRE CORDINGLEY  
Please be aware that WACE exams are taking place in the gym over
- Pastoral Care Room Changes**  
General  
MS KATHLEEN STOKES  
PCG Teacher From To

## Notifications

Notifications list all new activity in SEQTA Engage and are accessed through the bell icon in the top right corner. Notifications include new Direqt Messages, new assessment details, and new pastoral care entries.

Notifications will remain in the list until manually cleared using the 'Clear' button. If notifications are still in the list after four days, an e-mail will be sent informing you of unread notifications. These e-mails will continue until the notifications list is cleared. It is recommended to check your SEQTA Engage notifications regularly.

The screenshot displays the SEQTA Engage dashboard interface. On the left is a dark blue sidebar with navigation options: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIREQT MESSAGES, DOCUMENTS, FOLIOS, NOTICES, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Dashboard' and contains several widgets: 'UNRESOLVED ABSENCES FOR TEST STUDENT', 'HOMEWORK FOR TEST STUDENT', 'PASTORAL CARE FOR TEST STUDENT', and 'TIMETABLE FOR TEST STUDENT'. A notification dropdown menu is open in the top right corner, listing three notifications: 'Feedback for Example Assessment released', '[TA:PC] Commendation entered for Test Student', and 'Results for Example Assessment released'. Each notification includes a 'Clear' button. At the bottom of the dropdown are 'Refresh now' and 'Clear' buttons. The user's name 'MR TEST PARENT' is visible at the bottom left of the dashboard.