



SEQTA Engage



Engage

User Guide

Introduction

At St. Brendan-Shaw College, teachers and students use SEQTA, a Learning Management System. This digital platform allows teachers to communicate online with students about their subject, to improve organisation and learning. Parents/guardians have a window view.



This guide will assist you with using SEQTA Engage and navigating around its menus to access different content.

Starting Out

By now, you should have received a **Welcome to SEQTA Engage!** email from the School.

Follow the steps in the **Starting Out** document to create your account.

Access the account any time via the website <https://engage.sbosc.tas.edu.au> or the app.

If you have forgotten your password, please click on the “Forgot your password?” link in Engage. *(Note: ICT does not have access to your password should you forget it.)*

Table of Contents

- Introduction
- Starting Out
- Logging In
- Notifications
- Navigation – In Brief
- Navigation – In Detail
 - Assessments
 - Courses
 - Dashboard
 - Timetable
 - Logging Out
 - Troubleshooting

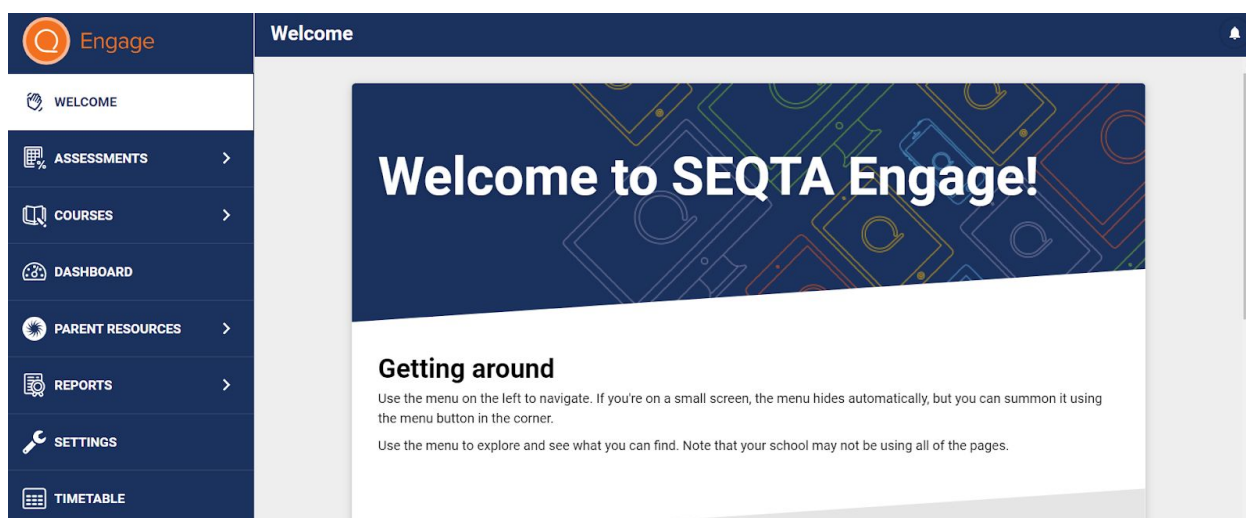
Logging In

Open your app, or in a web browser go to <https://engage.sbsc.tas.edu.au>. You will see this screen.



Log in using your credentials.

The SEQTA Engage Welcome Page looks something like this, though the content will change from time to time.



Notifications

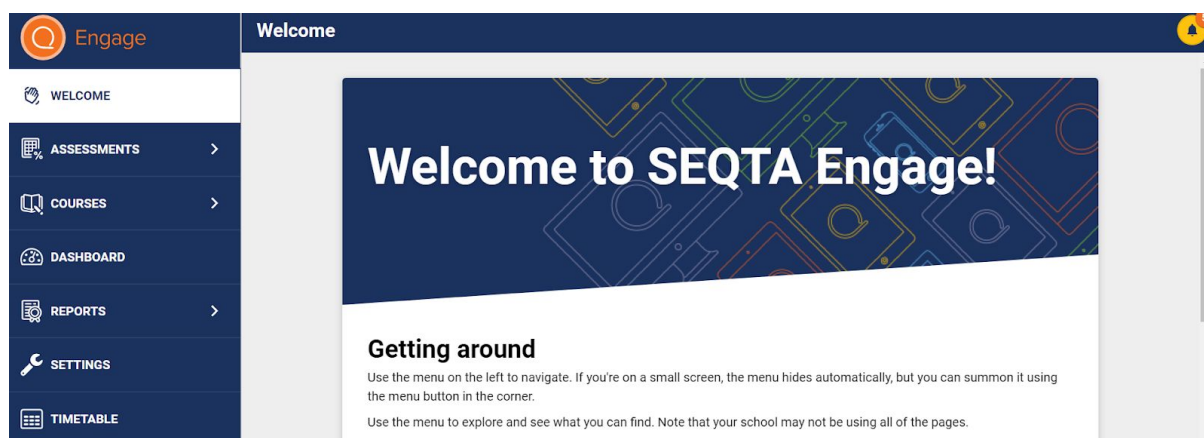
Notifications are displayed by clicking on the bell icon at the top-right of the page. You can clear the old notifications, especially those from a previous year.



Notifications will appear when a teacher updates the details of a major assessments (eg. due date, information or feedback) Other notifications may appear from time-to-time. If you are concerned about a notification, follow the trouble shooting process at the end of this booklet.

Navigating - In Brief

The SEQTA Engage portal has a series of navigation links on the left hand side of the page. i.e. Welcome, Assessments, Courses, Dashboard, etc. Clicking on these will change the content that shows in the right hand side of the screen. Currently, you will note that the Welcome link is highlighted and the right hand side displays the Welcome page.



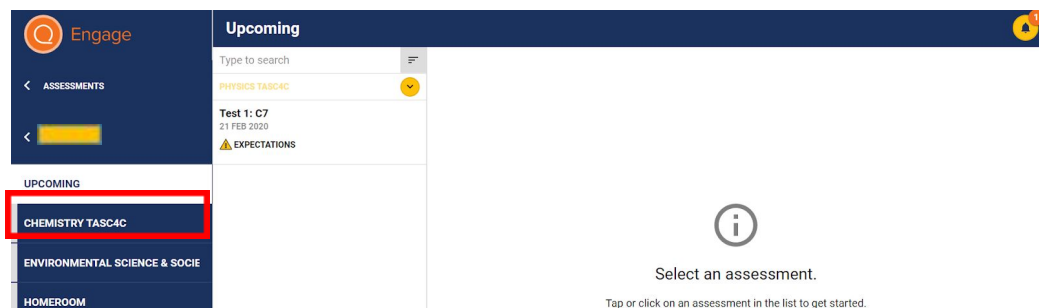
- **Welcome:** This is the home page that will show upon your logging into the portal.
- **Assessments:** This is where you will find a list of any Upcoming Assessments that have been enabled for viewing by the teachers. Past assessments may be left in this window with or without feedback for students.
- **Courses:** This is where you can view current Teaching and Learning Programmes for the subjects that your child is studying.
- **Dashboard:** Choose this option for a quick overview of Timetable and this week's Homework
- **Reports:** Here you can access your child's past Interim and Academic Reports in pdf format, as soon as these are published digitally.
- **Settings:** Here you can change your password, manage alerts and change background colours.
- **Timetable:** Here you can view your child's fortnightly timetable.

Navigating - In Detail

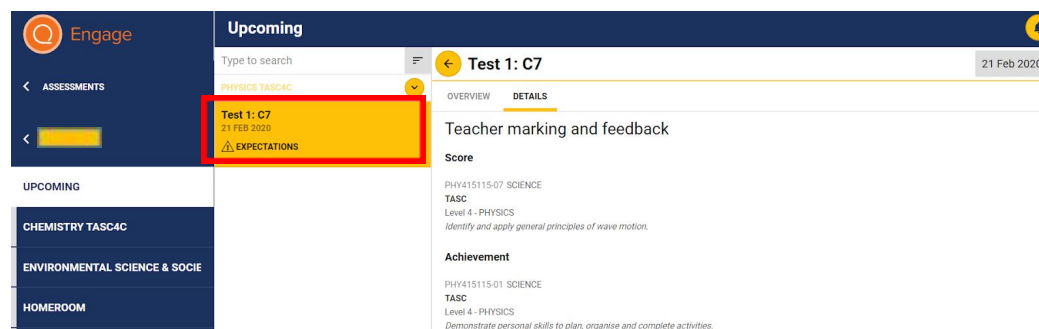
Assessments

The assessments screen gives you access to any **major** assessment the teacher has enabled view of. If you have more than one child, you will need to select which child before proceeding.

Upcoming. You will see a due date and title for each upcoming **major** assessment in the **next week**. Note that some teachers may choose to put in extra information in digital format on this screen, or provide the information verbally / in hard copy in the classroom.



Clicking on the assessment opens any digital details such as assessable criteria.



Subject Titles. When you select a particular subject, you will see both upcoming, and past assessments in the current year under these headings:

- **Upcoming** - Assessment with a due date coming up in the next week. Assessments usually remain visible in Upcoming three days after the due date.
- **Results Pending** – This is SEQTA terminology which means the due date to an assessment has passed and no further action is required by the student. Once an assessment due date has passed, teachers will mark the work and return it to students. Please note: At this stage, there is no simple way in SEQTA to indicate to students/parents that a piece of work has been submitted.
- **Feedback Released** - Teachers will begin to release online feedback for *some* assessments. This means you can see teacher comments or highlighted rubrics to indicate the level of understanding demonstrated on a piece of student work. This is designed to encourage a focus on learning.

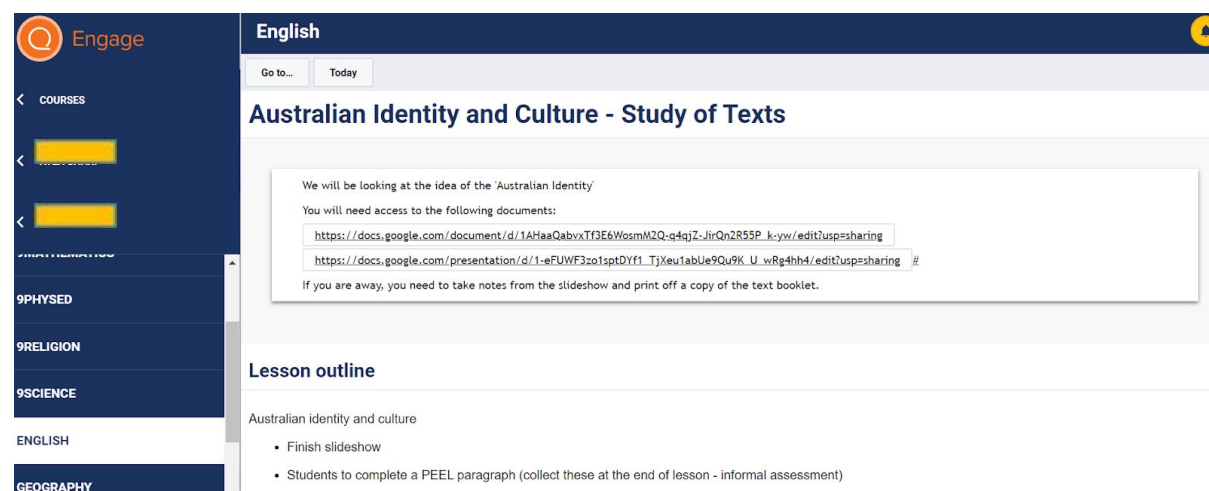
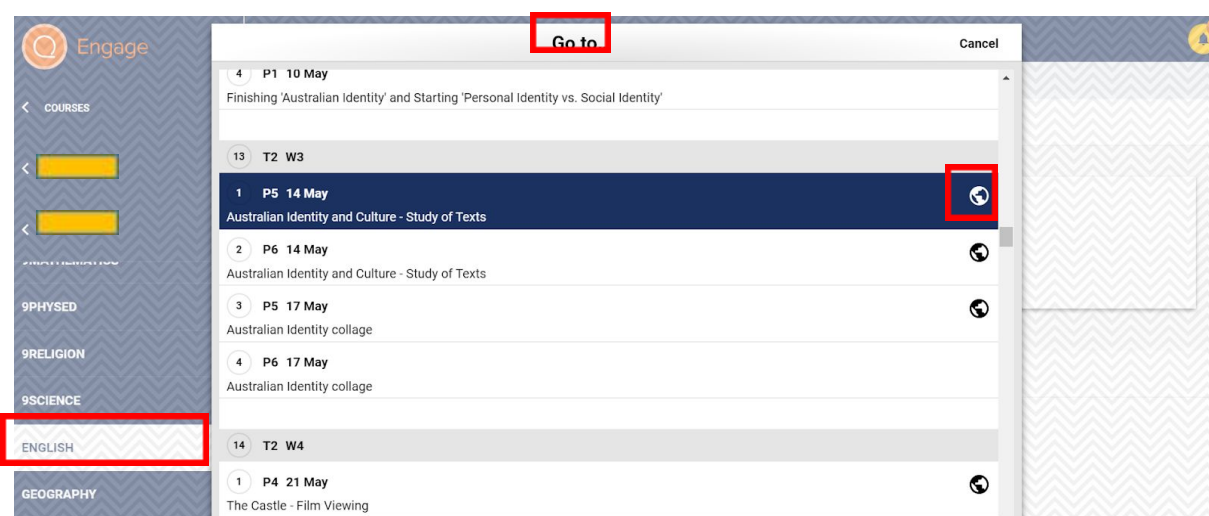
- **Marks Released** - Marks and grades will not be placed online in SEQTA for Y7-10 students at this time. SS students *may* have marks released for *some* assessments.

Courses

Courses refer to the teaching programmes available to students. In other words; their subjects. Use this layout to access lesson titles, lesson content and resources from today or in the past.

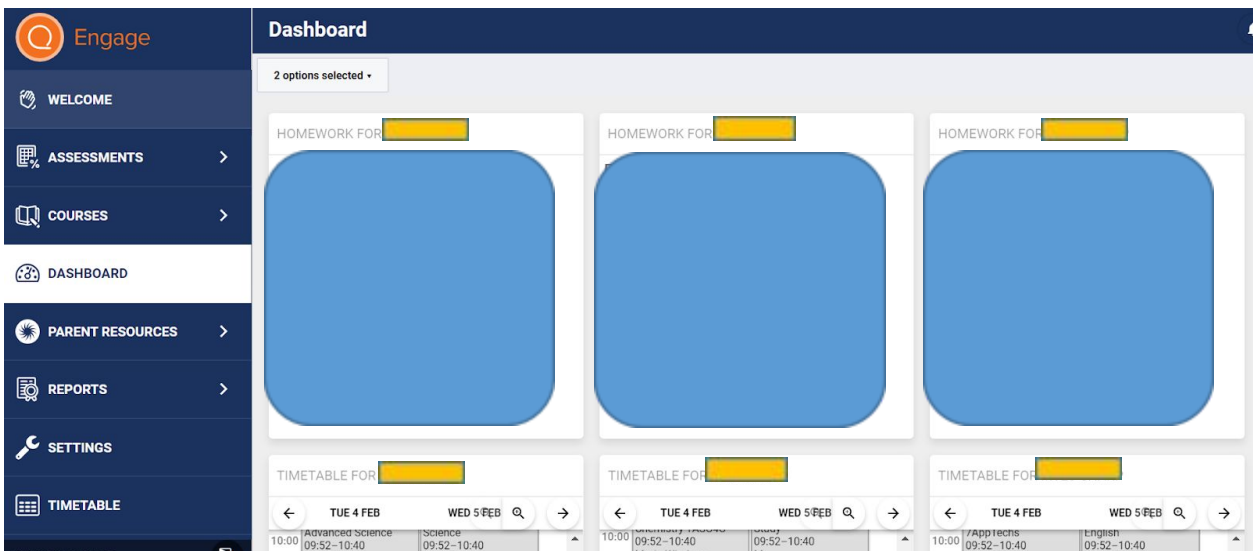
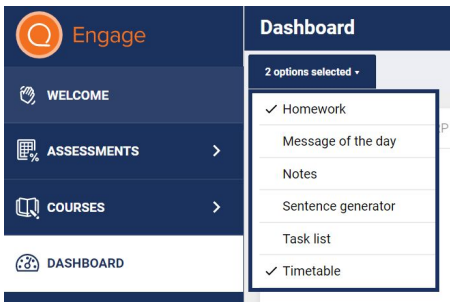
Go to... Allows you to view the lesson titles to-date for the current year. A globe indicates there is lesson content available to view. Each lesson should have a title to indicate the general lesson focus for the single or double period. Clicking on a title will open the content of the lesson. For most subjects, teachers will make brief notes about the content of each lesson which you can view. For others, a term or project overview may be more appropriate. Some teachers use online lessons more extensively. We encourage teachers to use SEQTA in the way most suitable for their teaching and learning.

Today. Shows the most recent lesson for this subject. Unfortunately, it does not show a date, so that lesson may be from a few days prior. We encourage use of “Go to ...”



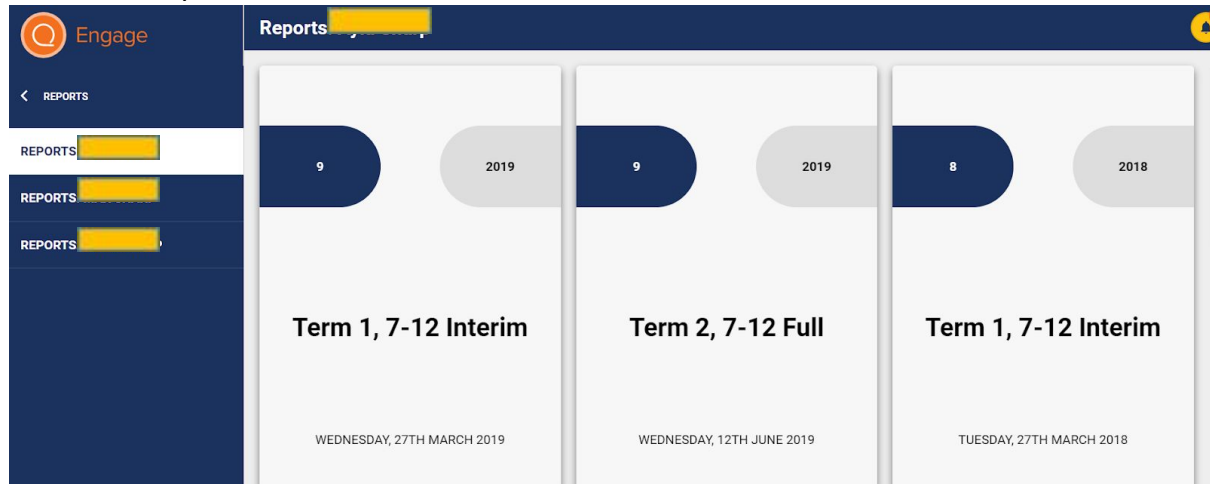
Dashboard

The Dashboard contains a summary of information about your child(ren) and should be the first place to check to get an overall view. If you have more than one child, the information for all of your children will be displayed on the same page. You can select what you want to view from the drop-down menu.



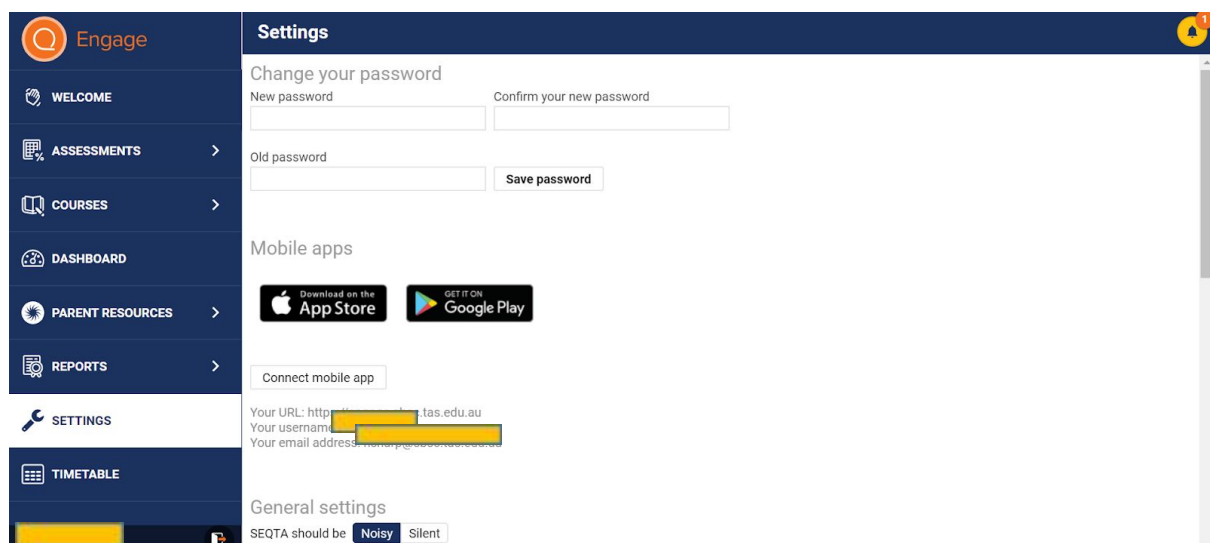
Reports

Your child's past academic reports can be accessed here, once published. If you have more than one child, you will need to select the relevant child before proceeding. In the future, academic reports may not be printed at all, and you will simply receive an email to notify that the newest report is available.



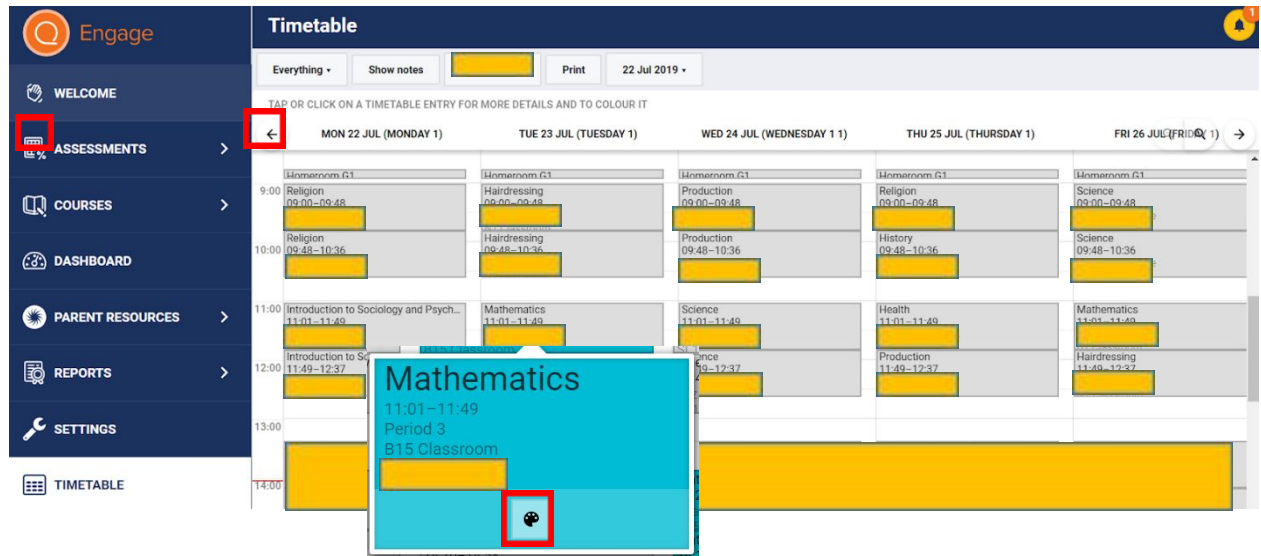
Settings

On the settings page you can change your password and personalise your portal view by altering the background theme for rich content, if you wish. Noisy means that when you click, a noise is made. Silent keeps the webpage quiet.



Timetable

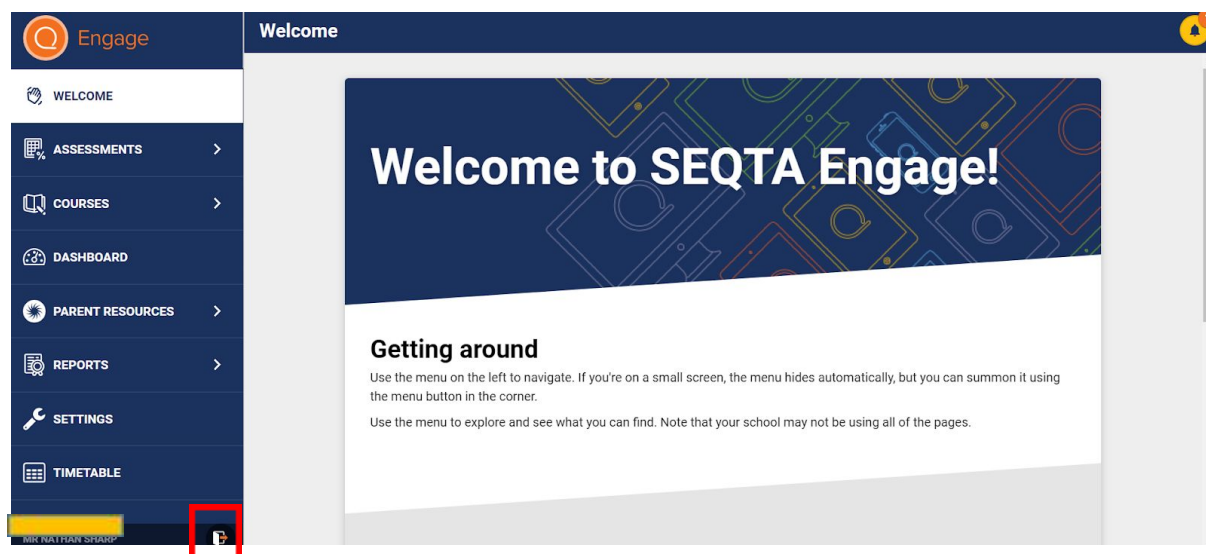
The timetable section allows you to view the fortnightly timetable for your child. It displays one week at a time. Remember, SBSC has a **fortnightly** timetable, so it is important to look at the correct week. You can scroll to a past / future week using the arrows. If you have more than one child, you will need to select their name from the drop down box first. You can even create your own parent timetable!



The timetable tells you the lesson times and teachers' names. If you click on a particular entry, the lesson will pop out and you can change the colour of all those classes by clicking on the paint palette icon.

Logging Out

Log out of SEQTA Engage securely by choosing the Exit button in the bottom left hand corner of the screen.



Trouble Shooting

If you need help regarding SEQTA Engage, please contact the school on 6424 7622 or admin@sbsc.tas.edu.au. The Caritas staff will direct you to the most appropriate source of help:

1. Passwords / logins - ICT Helpdesk
2. Particular course content - specific teacher
3. Other queries, concerns, issues - report to Dianne Saltmarsh, who will pass the information on to the appropriate Teacher, Teaching and Learning Leader or LMS Integrator.

As a web based portal, SBSC SEQTA Engage is accessible anywhere where there is an internet connection or you can use your app. This is particularly useful for parents (and students) who may have been away and need to catch up on missed work.

As always, it is the child's responsibility to stay on top of their teaching and learning programmes, but knowing what's coming up and being connected to the College when absent, is certainly a big help.

We hope you enjoy using SEQTA Engage!