

Accessing 'SEQTA Engage'

'SEQTA Engage' is a College Learning Management portal enabling parents and teachers to better engage in the remote learning of our students.

How to connect

SEQTA can be accessed from anywhere an internet connection is available by navigating to <https://engage.lumen.wa.edu.au>

If parents have not yet accessed SEQTA Engage, the College will shortly send an email to their registered email address asking them to set up a username and password. Please click on the highlighted link to begin the process. If you are already using SEQTA Engage, you will not need to create a new account. However, here are some friendly reminders of access via SEQTA Engage.

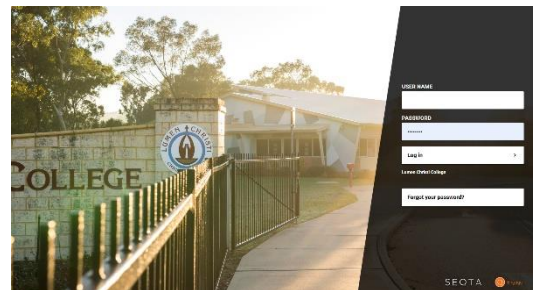


Login Page

You will be directed to the 'SEQTA Engage' login page where you will create a personal username and a password. We recommend using a strong username and password.

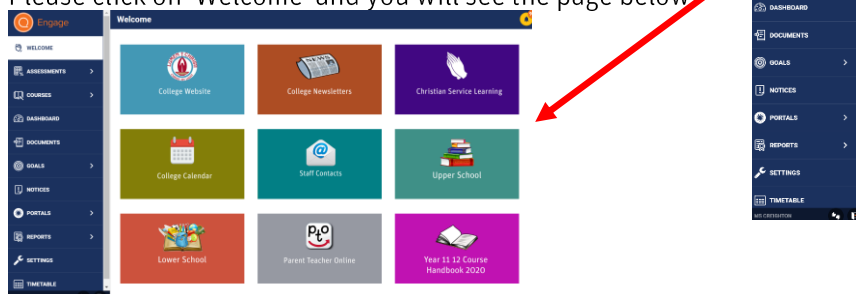
For example: (Username: MRJOEBLOGS; Password: J03b0lgs##!)

Once you have set your username and password you will be taken to the Main page of SEQTA Engage. Congratulations! You are now connected to 'SEQTA Engage'.




Navigating SEQTA Engage

When you first log in to SEQTA Engage you will be directed to the Welcome Page, as shown. Please click on 'Welcome' and you will see the page below.

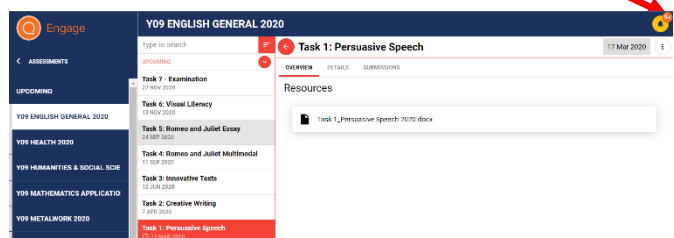


The left-hand side has various links that take you to particular areas within SEQTA Engage. These links are explained in more detail below.

- On the right-hand corner of the screen, you will notice a bell icon . Clicking on this icon will enable you to see pending notifications, such as upcoming assessments and teacher communications.
- If you have more than one child at the College, you will be asked to select which child's details you would like to view before navigating into each section.

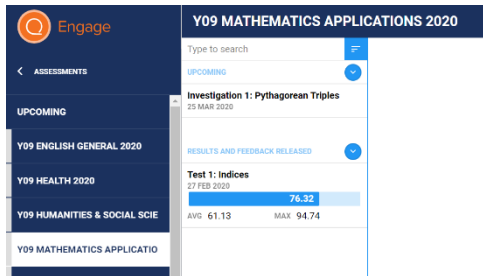
Assessment

The Assessment portal will display information on upcoming assessments and enable you to view completed assessment results.



To View Upcoming Assessments for an Individual Subject

- Select the Course and the centre screen will indicate the date and type of upcoming assessment, as well as results of past assessments. Assessment dates are submitted at the start of the year. However, these may change depending on factors such as calendar changes and student assessment loads.
- Select 'Assessments', then 'Upcoming' to see all subject assessments, or, select the individual subject, for example 'English'.

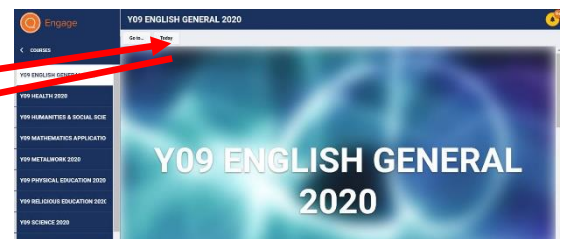
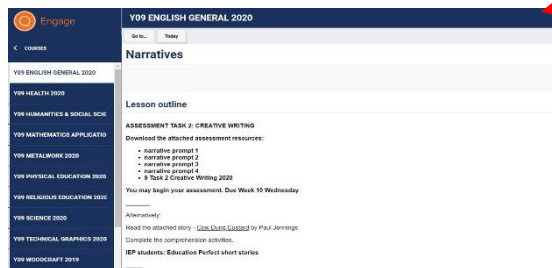


To View Completed Assessment Results for an Individual Subject

As marks are released by the classroom teacher, you will receive a notification and you can access the result under 'Assessments' under the course name.

Courses

The Courses portal provides information on Current Courses and Outlines. Course information for the week can be viewed here. When you select 'Today' this screen will appear.



Given the nature of life at the College, there will need to be a constant adjustment of the Course Programs and dates. As such, lessons are released daily.

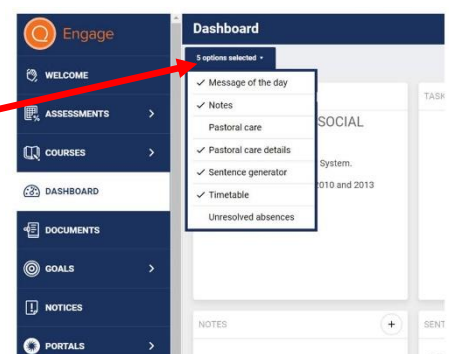
Resources and additional work will also be displayed, which is *vital if a student is absent for a period of time*.

Dashboard

The Dashboard provides parents with a dropdown list where you can select applications based on your individual requirements.

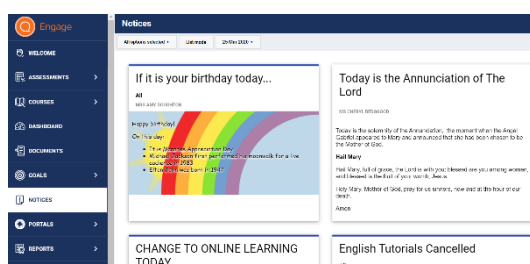
Clicking on the 'No Options Selected' arrow displays a dropdown list where you can select particular applications. The College recommends the following as a minimum:

1. Notes
2. Timetable



Notices

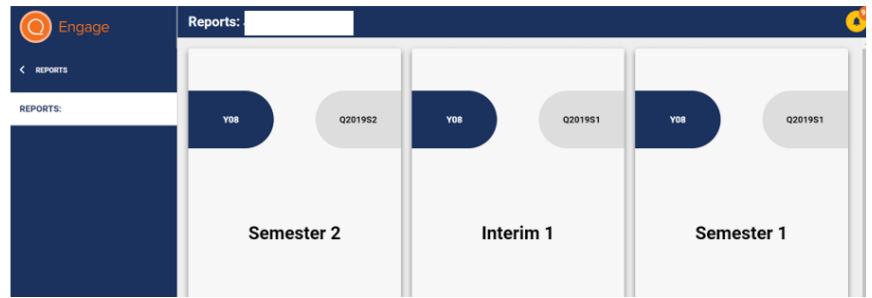
Staff can upload College Notices to this section for students, parents and staff.



Reports

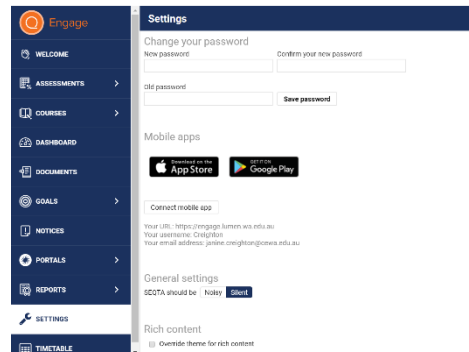
This displays past Interim and Semester Reports. These will be made available at set dates throughout the year.

- Clicking on the report will display a PDF record that you can download or print yourself.
- Reports are available for each year, for the duration of your child's time at the College, after which Student Reports are archived and no longer accessible.

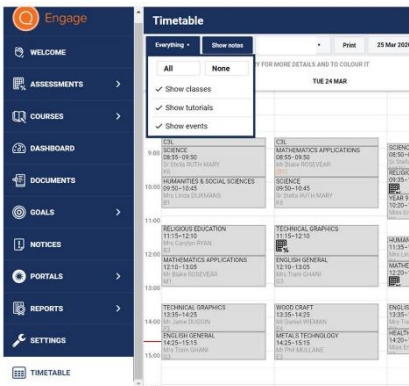


Settings

This allows you to change your password as required.

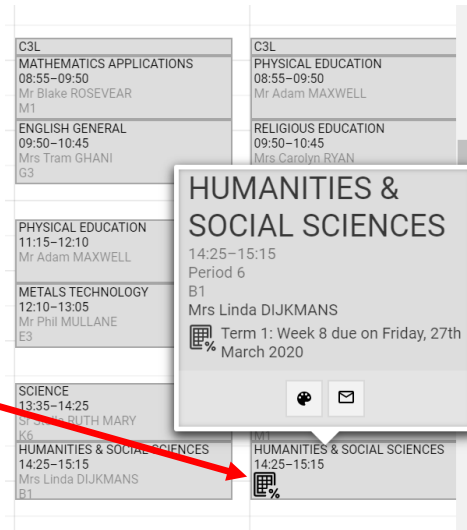


Timetable



This shows your child's timetable.

- You can select your child's timetable through the navigation bar at the top of the page.
- The Print button allows you to print the Weekly View of the timetable.



You can click here  to view Assessments due for individual subjects in the week.

We hope you enjoy your experience of SEQTA Engage.

For any further assistance with SEQTA Engage please contact the College's ICT Department by email at ict@lumen.wa.edu.au