SEQTA ENGAGE HANDBOOK

EARLY LEARNING & PRIMARY

SEQTA ENGAGE

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Introduction

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

Please note: your SEQTA Engage *username* should be the email address you have provided to the College. If you have forgotten your password, please click on the *"Forgot your password?"* link on the SEQTA Engage login page.

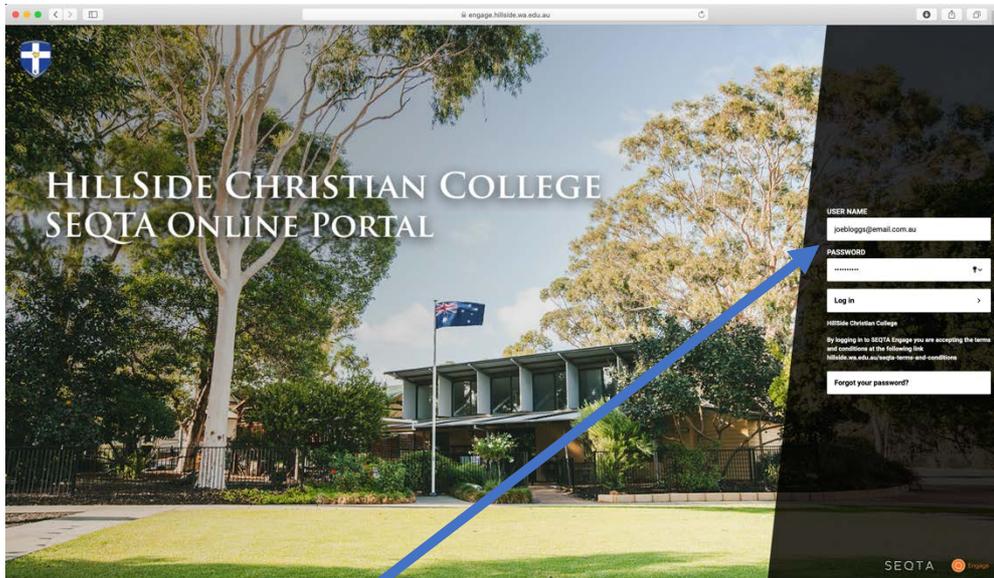The web address for accessing SEQTA Engage is:

https://engage.hillside.wa.edu.au

If we do not have your current email address on record, please contact the College and provide it as soon as possible.

How to Login into SEQTA

Logging In

Using a web browser on any Internet-enabled device, go to this address: https://engage.hillside.wa.edu.au and you will see this screen:


Log in using your credentials.

You should have previously received an email from the College with a link to set up a **username** and **password**. We have advised all parents to use the email address that has been given to the College as the "Username". Use this Username, and the password you have set up, to log in.

The main SEQTA ENGAGE *Welcome* page looks similar to this.
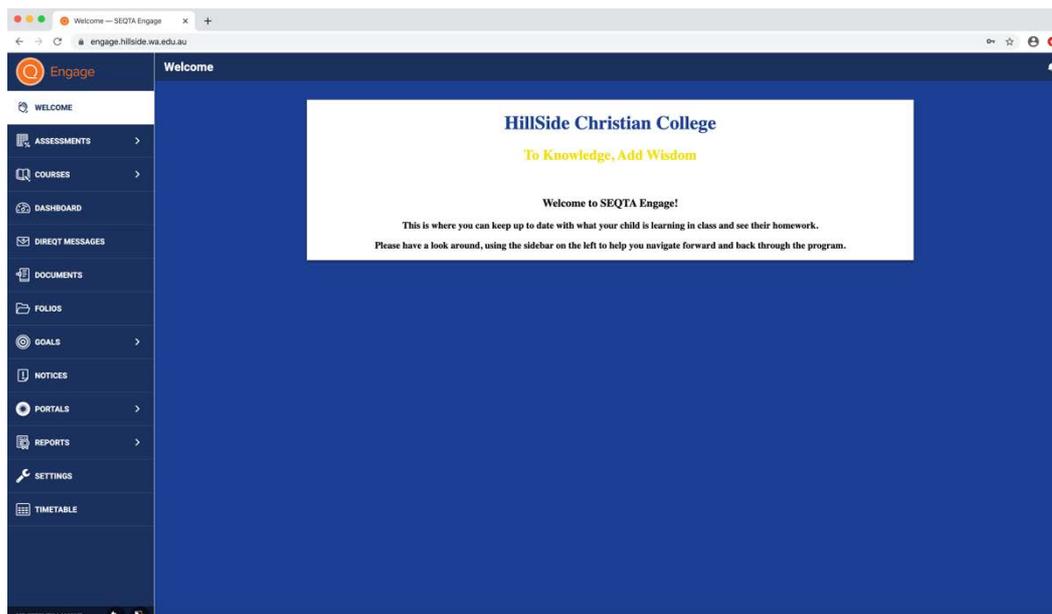
The content on this Welcome page will change from time to time.

If you have forgotten your password, you can request a reset using the link shown below.
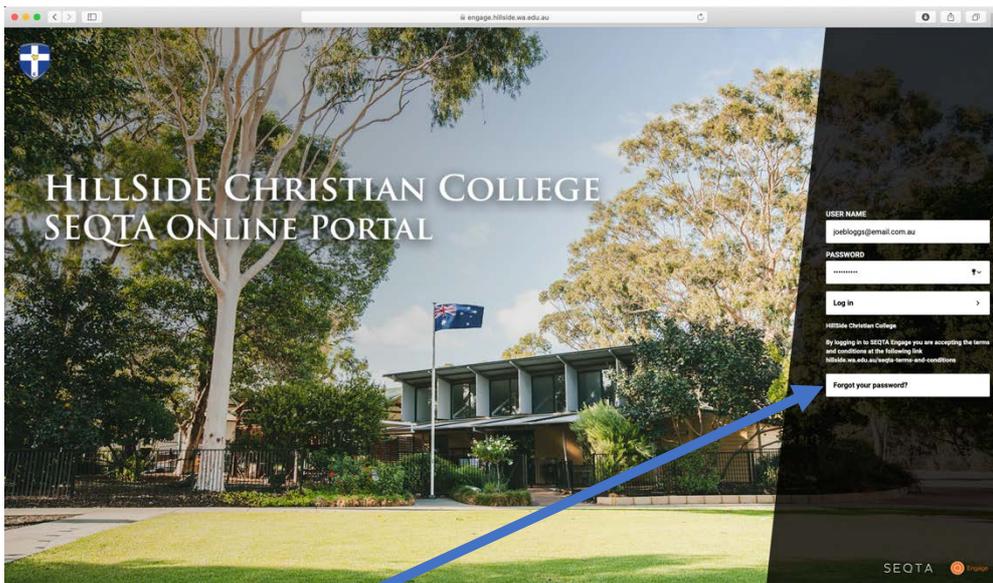

Clicking Forgot your password? will bring up a dialogue to reset the password and this will be sent to your email address.

Enter your Email address, click on "Reset my password" link, and you will receive an email with links to reset the password.

Navigating around the Portal

The SEQTA Engage portal has a series of navigation links on the left hand side of the page, including: Welcome; Assessments; Courses; Dashboard; etc. Clicking on any of these links will change the content that shows on 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.
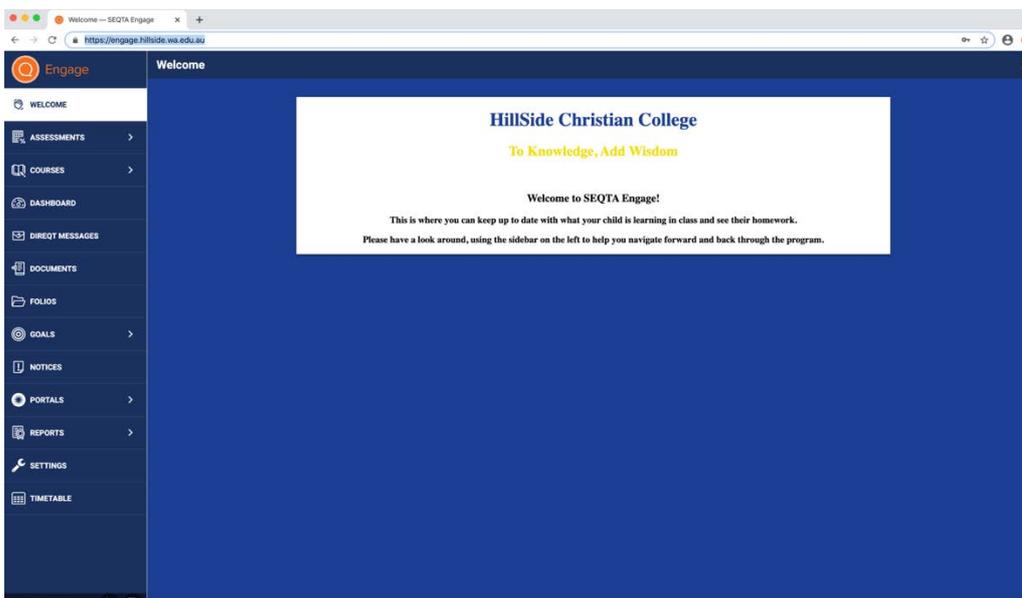
Looking down the Navigation links from top to bottom, clicking on these will take you to the following content pages. The content visible will differ from Primary to Secondary students and some sections may be empty for primary students.

- **Welcome**: This is the home page that will show upon your logging into the portal.
- **Assessments:** This is where parents can view upcoming assessments, marks and progress.
- **Courses:** This is where parents can view the student's subjects, with information about the content of the course. This assists parents to understand and assist their child with meeting their subject requirements.
- **Dashboard**: Choose this option for a quick overview of Pastoral Care records and Unresolved Absences.
- **Direqt Messages:** This is a SEQTA based email-type system. Parents can communicate with staff through internal messaging using this system.
- **Documents:** This is where parents can view College policies and forms.
- **Folios:** This is an area where student work can be added by the student themselves (*not activated yet*).
- **Goals:** Students can add their own learning goals in SEQTA LEARN that may be available for parent viewing if activated.
- **Notices:** Here you can access the "Daily Notices" of the College and see the notices for any given day (current and past).
- **Portals:** Portal pages can be used to set up web pages which are accessible through SEQTA Teach, SEQTA Learn and SEQTA Engage. This is an easy way for College staff to share information with parents, students and/or other staff. Whilst initially, the only portal pages available will be the *Welcome Page*, over time it is envisaged that this will expand.
- **Reports**: Here you can access your child's Interim and Semester Reports in PDF format, as soon as these are published. Past reports will also be available (as released).
- **Settings**: Here you can change your password, manage alerts, and change background colours.
- **Timetable**: View a student's timetable here.
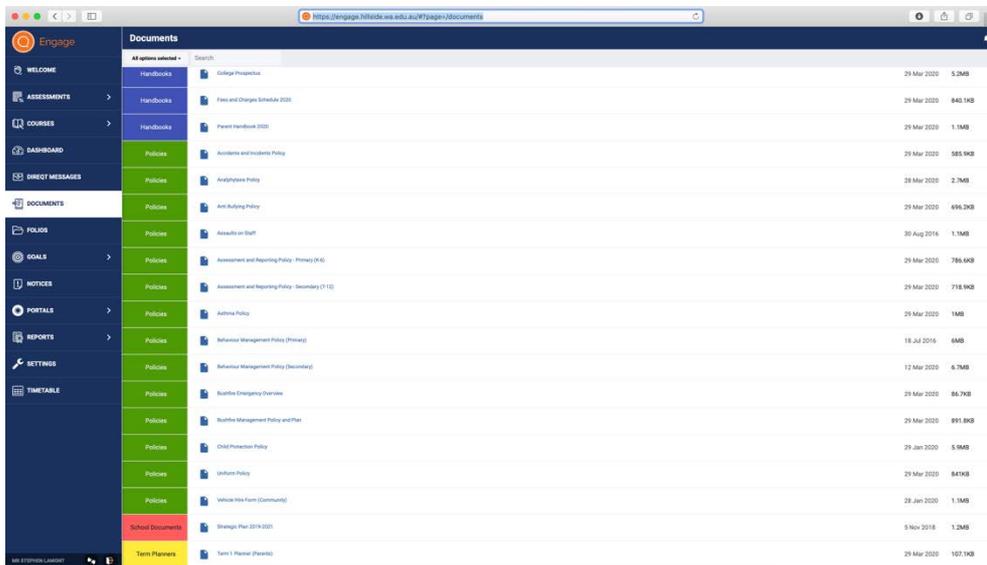
SEQTA Pages in Detail

Dashboard

The Dashboard is a screen that contains a summary of information about your child and should be the first place you check to get an overall 'view'. If you have more than one child, the information for all your children will be displayed on the same page.

(Some of the sections on this screen have been covered for privacy reasons)

Documents

Documents contain most procedures and policies of the College, as relevant to parents. Many other documents are also placed here. These include: booklists, College calendar, help documents, policies and forms.
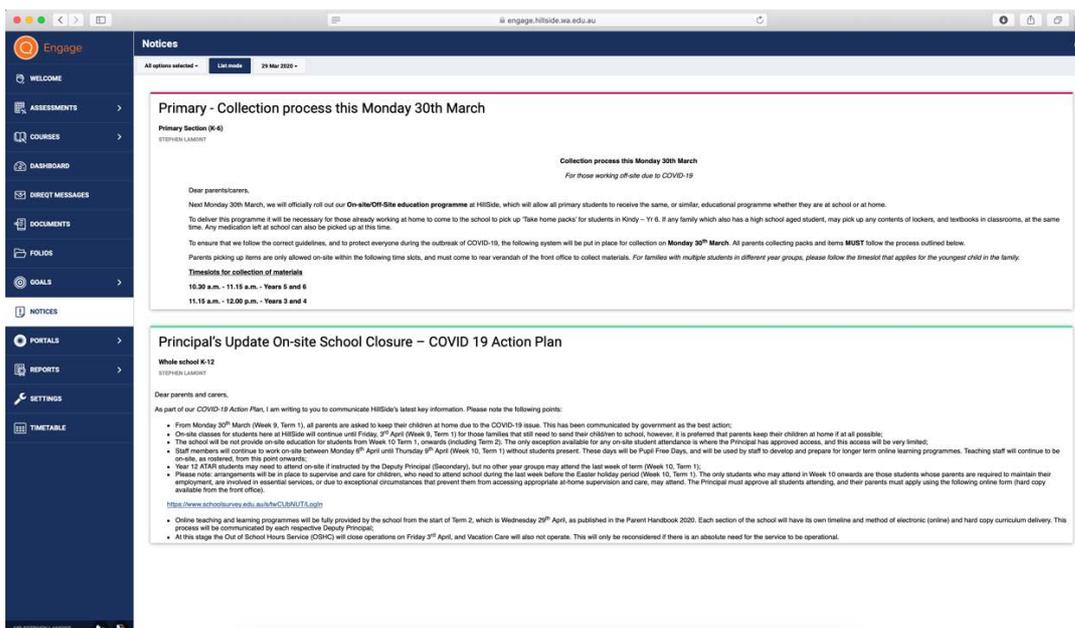

Documents are listed in categories and are usually in PDF format. They can be downloaded and opened by clicking on the text title.

Notices

The *Notices* section is where the College daily notices are added. This section can be customised for the phases of learning. Where it notes all options selected, parents can choose from primary, secondary or whole school notices.

Notices allow parents to keep in touch with the day-to-day activities of the College.

Reports

Your child's school reports can be accessed on SEQTA ENGAGE in the *Reports* section. Once published, you will be able to access Interim, Semester One and Semester Two reports.
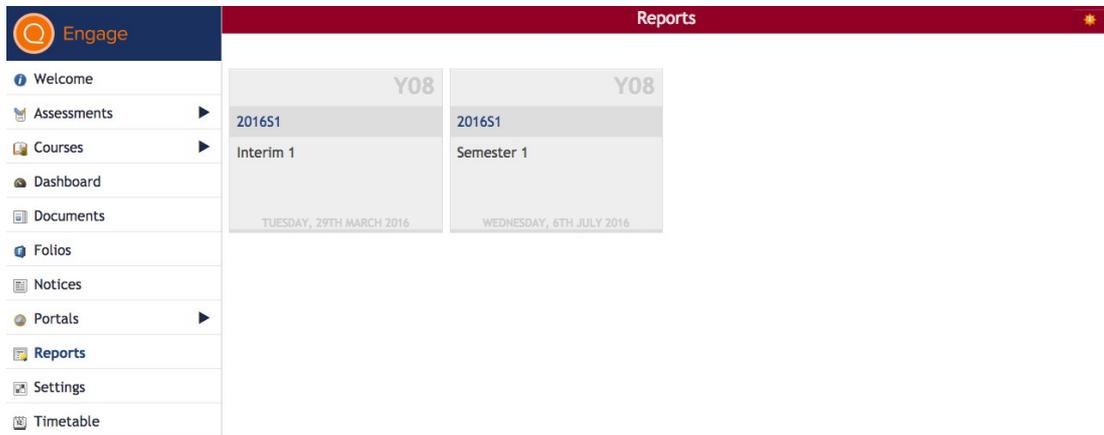
If you have more than one child at the College, you will need to select the child for whom you wish to view the report before proceeding to the report selection screen.

Reports are issued as downloadable PDF documents, so they can be printed at your discretion or viewed on the screen. Parents will be sent an email when the latest reports are available on SEQTA ENGAGE.

Depending on the length of time at the College, you will be able to access past reports from this screen also. This will not be available until the end of Term 1, 2020.

Click the grey box for the desired document and the report will immediately download and open. This document can then be saved or printed if required. See an example of an Interim Report below.
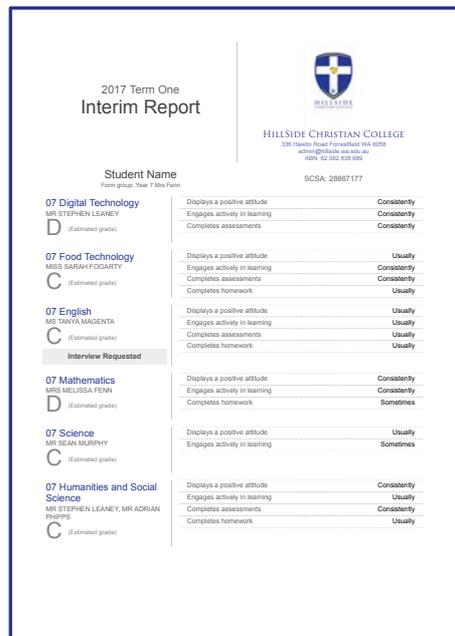
Settings

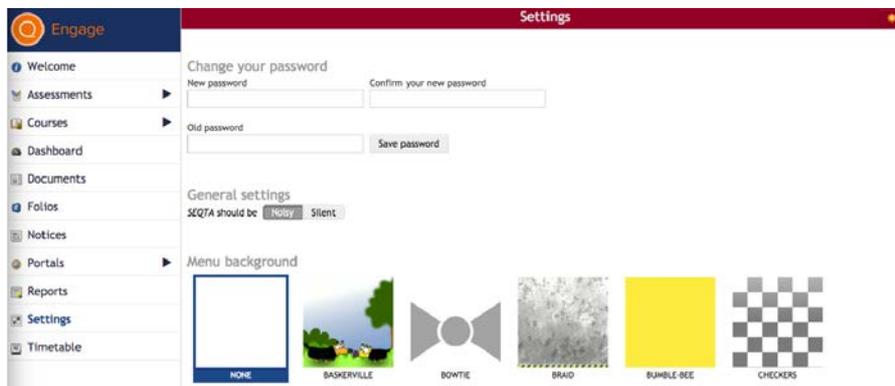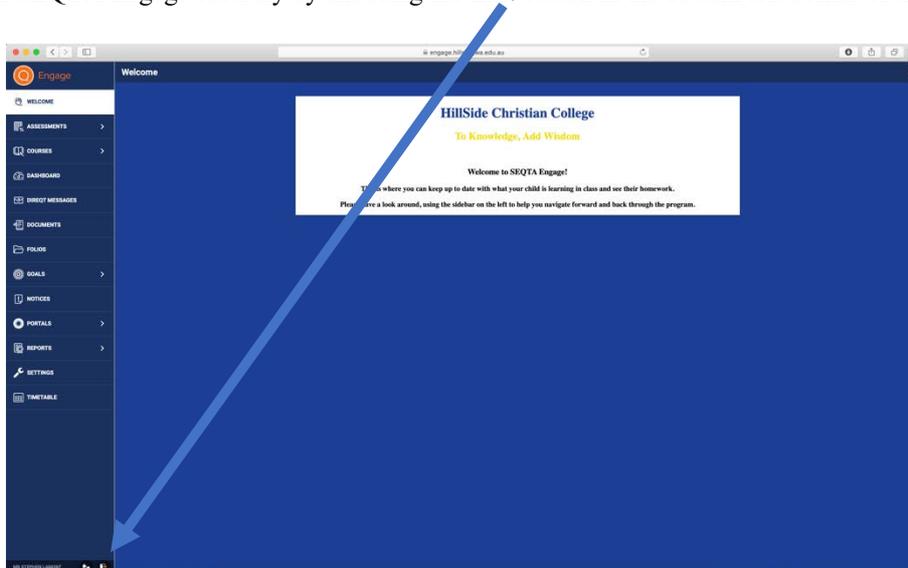On the *Settings* page, you can change your password and personalize your portal view by altering the background if you wish. You can also turn off audio alerts when a new message is received.

Logging Out

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

Troubleshooting

You should have set your SEQTA ENGAGE username to be the email address that you have provided to the College.

If you have forgotten your password, you may request a new password through the **Forgot your password?** function on the Login screen of SEQTA ENGAGE. If you would like to change your password, you can do this on the *Settings* page once you have logged in.

Follow this guide if you are having difficulty locating any information. If there is a technical error, you have noticed anything concerning or any of the information about your child is incorrect, please report it by contacting the College Office by telephone 9453 2644 or by sending an email: admin@hillside.wa.edu.au.

As a web-based portal, SEQTA ENGAGE is accessible anywhere if you are connected to the Internet. If you are having any difficulties with Internet access or with your SEQTA ENGAGE login account, please contact the ICT Helpdesk by emailing portalhelp@hillside.wa.edu.au. Please provide your full name and contact details in the email and support staff will get back to you promptly.

We hope you enjoy using SEQTA ENGAGE!