



SEQTA ENGAGE HANDBOOK



HILLSIDE
CHRISTIAN COLLEGE

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:

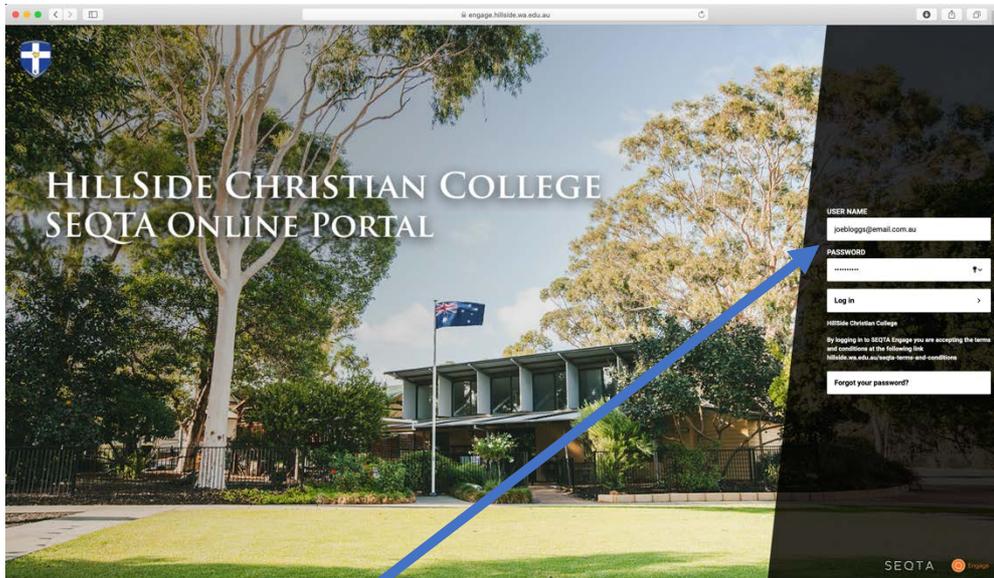
<https://engage.hillside.wa.edu.au>

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

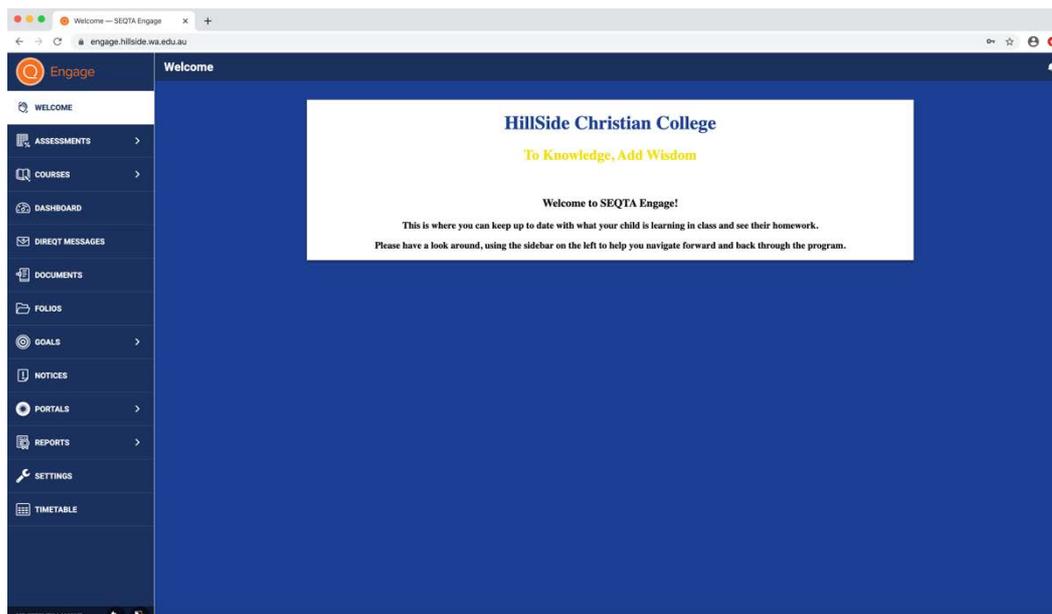
Using a web browser on any Internet-enabled device, go to this address: <https://engage.hillside.wa.edu.au> and you will see this screen:



Log in using your credentials.

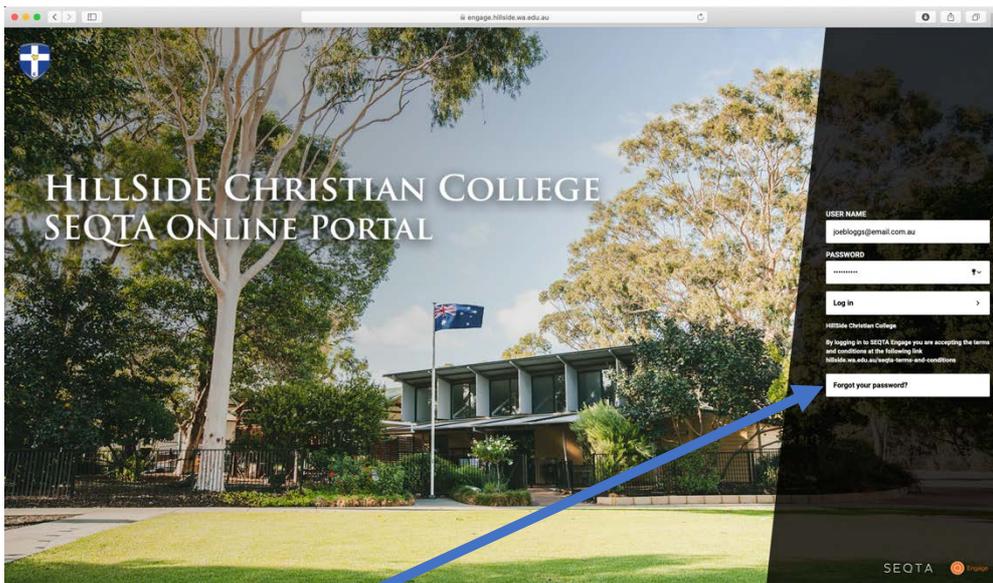
You should have previously received an email from the College with a link to set up a **username** and **password**. We have advised all parents to use the email address that has been given to the College as the “Username”. Use this Username, and the password you have set up, to log in.

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.

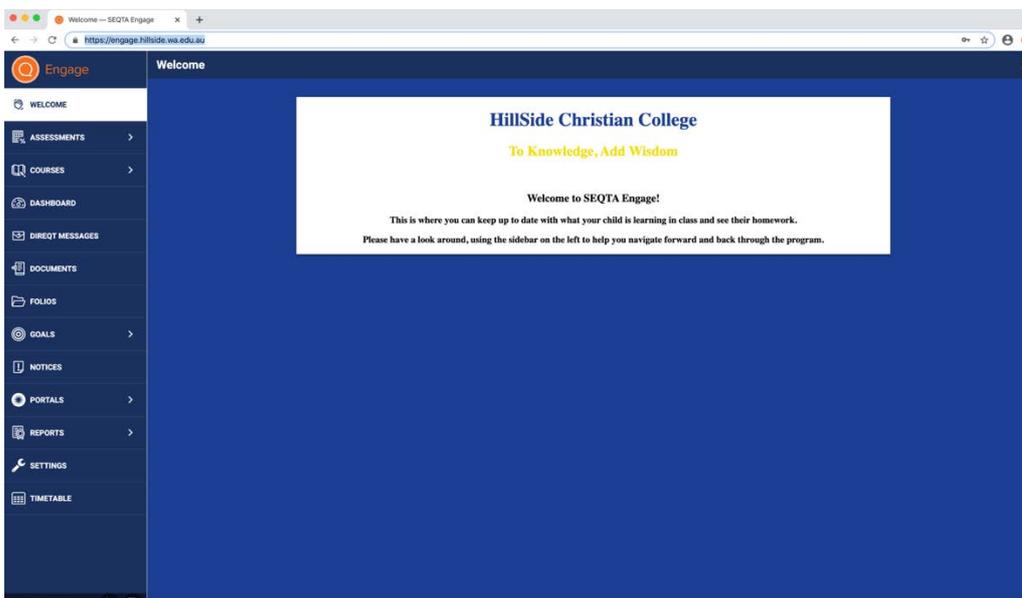


Clicking [Forgot your password?](#) will bring up a dialogue to reset the password and this will be sent to your email address.

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.
- **Direct 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

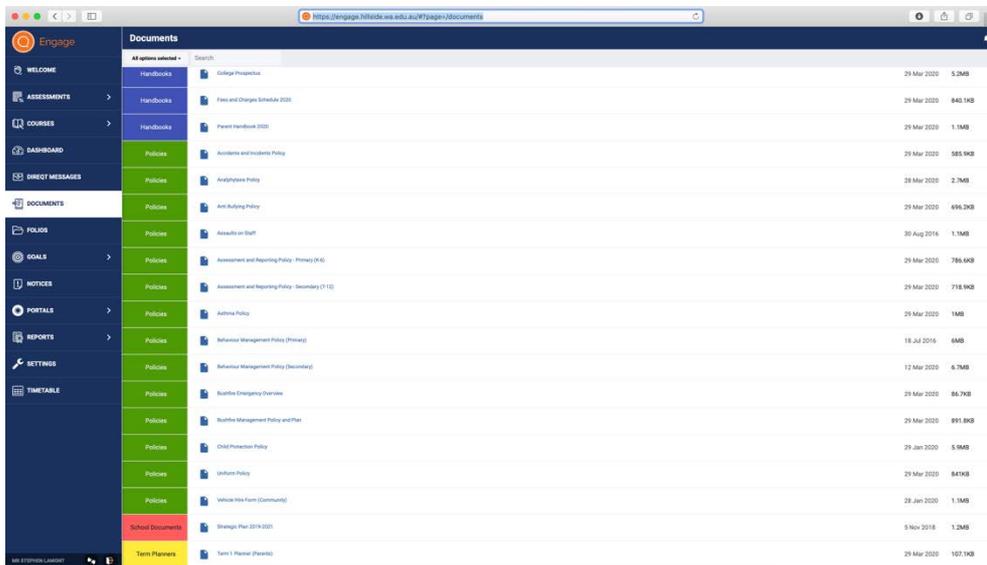
Dashboard

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.



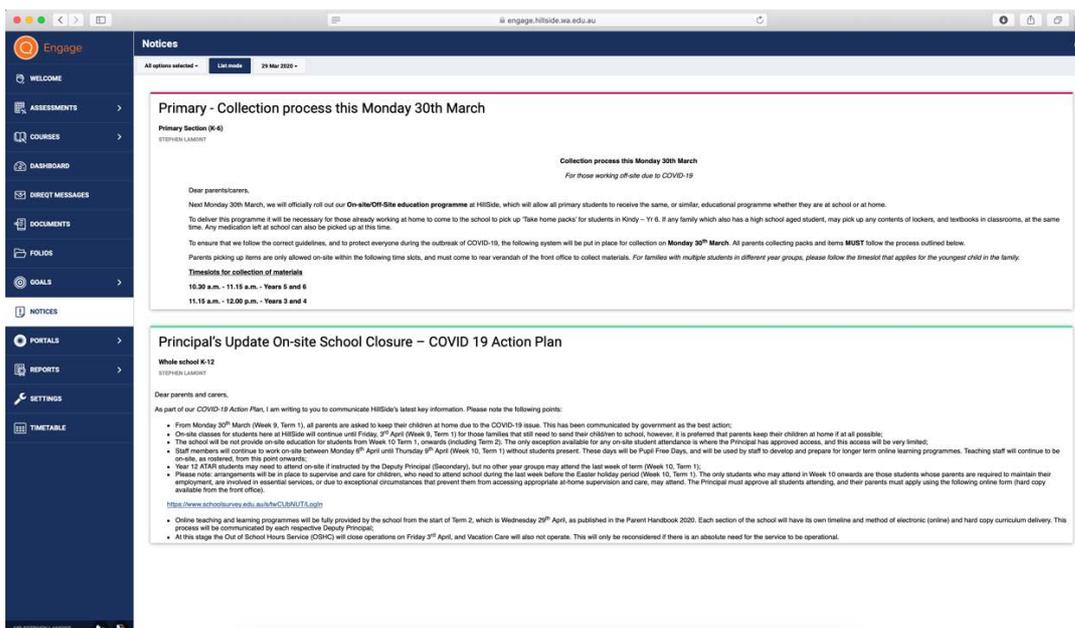
Category	Document Title	Date	Size
Handbooks	College Prospectus	29 Mar 2020	5.2MB
Handbooks	Fees and Charges Schedule 2020	29 Mar 2020	845.1KB
Handbooks	Parent Handbook 2020	29 Mar 2020	1.1MB
Policies	Accidents and Incidents Policy	29 Mar 2020	585.9KB
Policies	Employee Policy	28 Mar 2020	2.7MB
Policies	Anti-Bullying Policy	29 Mar 2020	656.2KB
Policies	Assault on Staff	30 Aug 2016	1.1MB
Policies	Assessment and Reporting Policy - Primary (2018)	29 Mar 2020	786.6KB
Policies	Assessment and Reporting Policy - Secondary (2018)	29 Mar 2020	718.9KB
Policies	Attendance Policy	29 Mar 2020	1MB
Policies	Behaviour Management Policy (Primary)	18 Jul 2016	6MB
Policies	Behaviour Management Policy (Secondary)	12 Mar 2020	6.7MB
Policies	Business Emergency Overview	29 Mar 2020	84.7KB
Policies	Business Management Policy and Plan	29 Mar 2020	891.8KB
Policies	Child Protection Policy	29 Jan 2020	5.9MB
Policies	Uniform Policy	29 Mar 2020	841KB
Policies	Visitor Access Form (Common)	28 Jan 2020	1.1MB
School Documents	Strategic Plan 2019-2025	5 Nov 2018	1.2MB
Term Planners	Term 1 Planner (Parents)	29 Mar 2020	107.1KB

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.



Primary - Collection process this Monday 30th March
Primary Section (K-6)
STEPHEN LAMONT

Collection process this Monday 30th March
For those working off-site due to COVID-19

Dear parents/carers,

Next Monday 30th March, we will officially roll out our **On-site/Off-site education programme** at HISiS, which will allow all primary students to receive the same, or similar, educational programme whether they are at school or at home.

To deliver this programme it will be necessary for those already working at home to come to the school to pick up "Take home packs" for students in Kindy – Yr 6. If any family which also has a high school aged student, may pick up any contents of lockers, and textbooks in classrooms, at the same time. Any medication left at school can also be picked up at this time.

To ensure that we follow the correct guidelines, and to protect everyone during the outbreak of COVID-19, the following system will be put in place for collection on **Monday 30th March**. All parents collecting packs and items **MUST** follow the process outlined below.

Parents picking up items are only allowed on-site within the following time slots, and must come to rear verandah of the front office to collect materials. For families with multiple students in different year groups, please follow the timeslot that applies for the youngest child in the family.

Timeslots for collection of materials

- 10.30 a.m. – 11.15 a.m. – Years 5 and 6
- 11.15 a.m. – 12.00 p.m. – Years 3 and 4

Principal's Update On-site School Closure – COVID 19 Action Plan
Whole school K-12
STEPHEN LAMONT

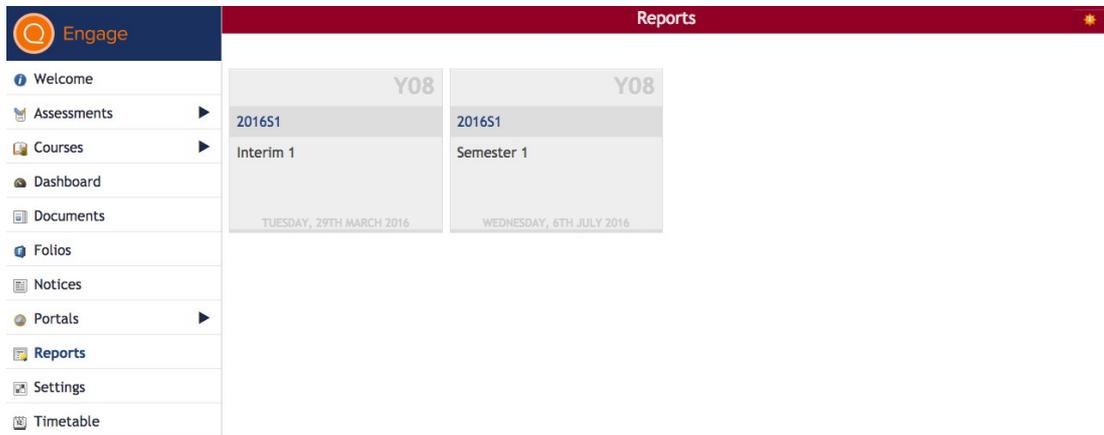
Dear parents and carers,

As part of our COVID-19 Action Plan, I am writing to you to communicate HISiS's latest key information. Please note the following points:

- From Monday 30th March (Week 9, Term 1), all parents are asked to keep their children at home due to the COVID-19 issue. This has been communicated by government as the best action.
- On-site classes for students here at HISiS will continue until Friday, 27th April (Week 9, Term 1) for those families that still need to send their children to school, however, it is preferred that parents keep their children at home if at all possible.
- The school will not provide on-site education for students from Week 10 Term 1, onwards (including Term 2). The only exception available for any on-site student attendance is where the Principal has approved access, and this access will be very limited.
- Staff members will continue to work on-site between Monday 6th April until Thursday 9th April (Week 10, Term 1) without students present. These days will be Pupil Free Days, and will be used by staff to develop and prepare for longer term online learning programmes. Teaching staff will continue to be on-site, as indicated, from this point onwards.
- Year 12 ATAR students may need to attend on-site if instructed by the Deputy Principal (Secondary), but no other year groups may attend the last week of term (Week 10, Term 1). The only students who may attend in Week 10 onwards are those students whose parents are required to maintain their employment, are involved in essential services, or due to exceptional circumstances that prevent them from accessing appropriate at-home supervision and care, may attend. The Principal must approve all students attending, and their parents must apply using the following online form (hard copy available from the front office): <https://www.schoolsurvey.edu.au/hr/CUBNU/TA>
- Online teaching and learning programmes will be fully provided by the school from the start of Term 2, which is Wednesday 29th April, as published in the Parent Handbook 2020. Each section of the school will have its own timeline and method of electronic (online) and hard copy curriculum delivery. This process will be communicated by each respective Deputy Principal.
- All three stages of the Out of School Hours Service (OSHS) will close operations on Friday 2nd April, and Vacation Care will also not operate. This will only be reconsidered if there is an absolute need for the service to be operational.

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.

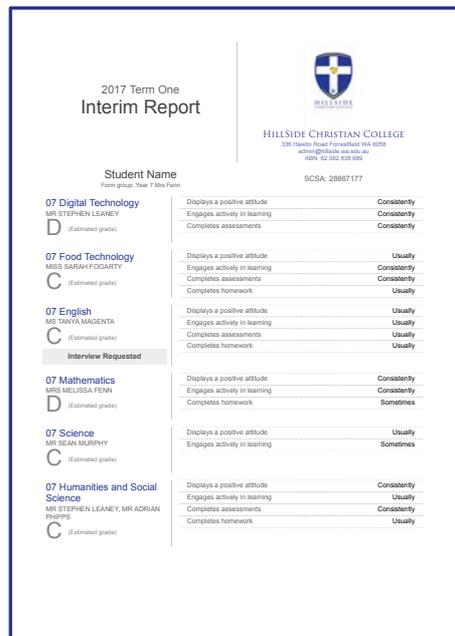


If you have more than one child at the College, you will need to select the child for whom you wish to view the report before proceeding to the report selection screen.

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.

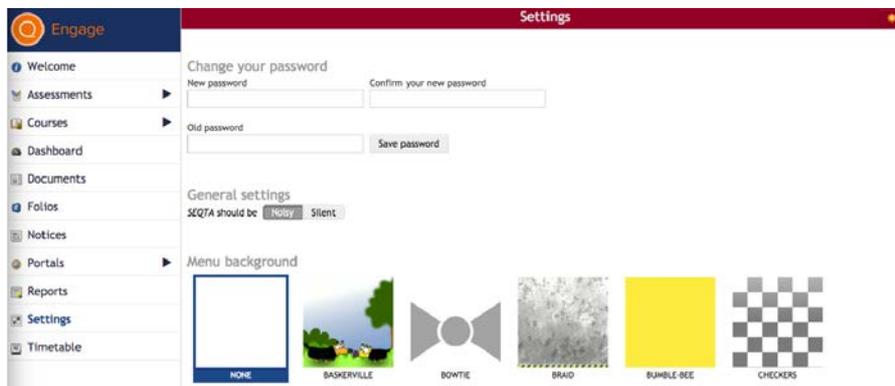
Depending on the length of time at the College, you will be able to access past reports from this screen also. This will not be available until the end of Term 1, 2020.

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.



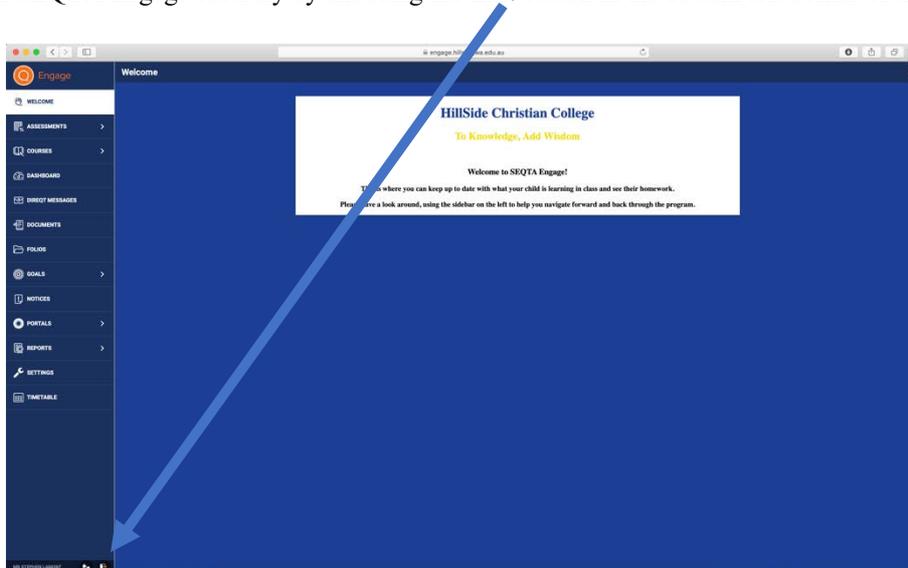
Settings

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!