

MacKillop College

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# SEQTA Engage Help Guide

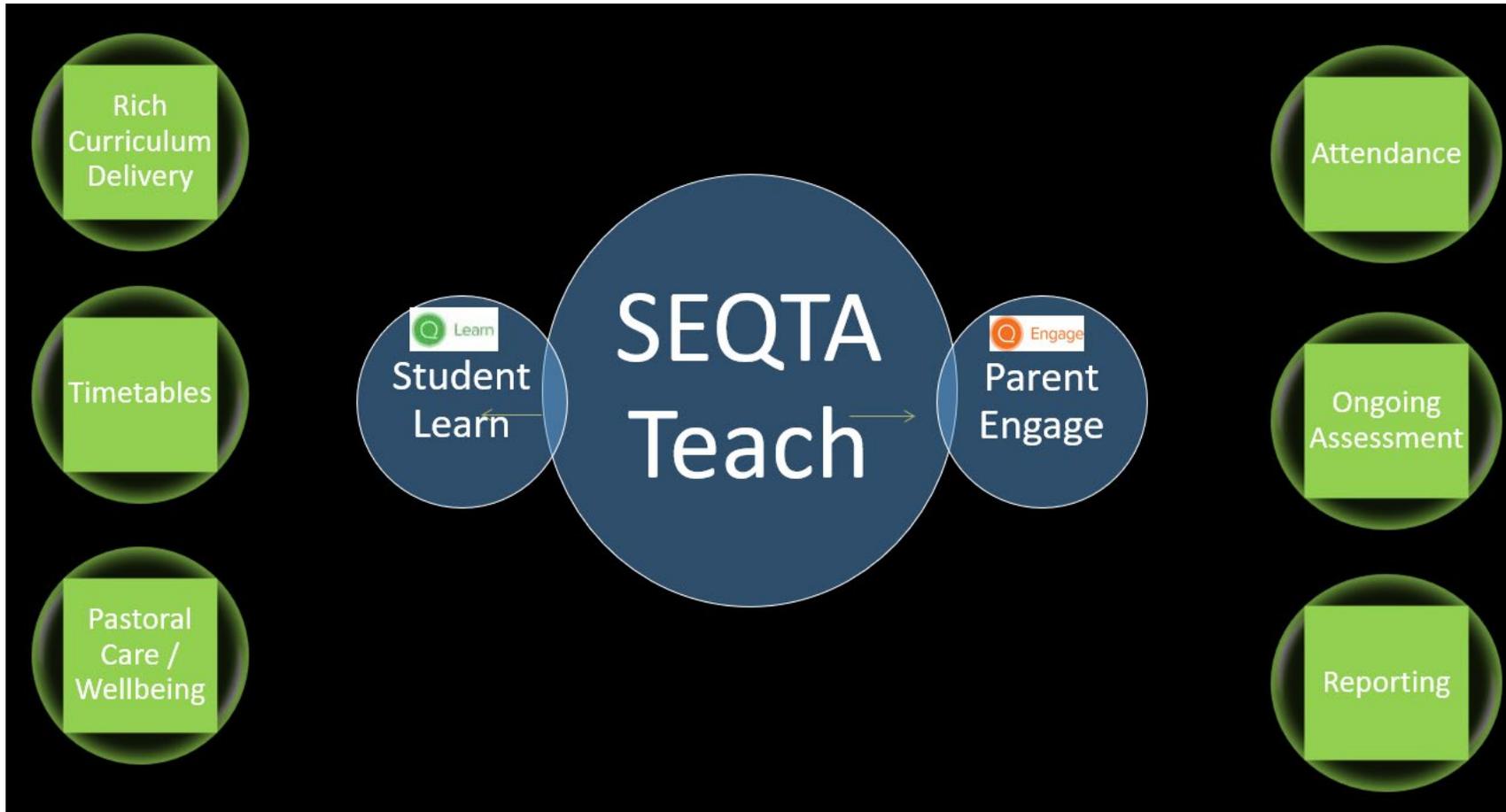
## Contents

Introduction .....	2
Courses .....	4
Dashboard .....	5
Documents .....	6
Reports .....	7
Settings.....	8
Timetable.....	9

## Introduction

SEQTA Engage is a powerful tool for parents/guardians to have an overview of their son/daughter's learning and assessments. It also provides a communication channel for parents/guardians and teachers, enabling greater collaboration and enhanced learning outcomes for the students.

Both the SEQTA Engage (Parents/Guardians) and SEQTA Learn (Students) sites use SEQTA Teach as the primary vehicle through which all pastoral, teaching and curriculum-related information is shared.



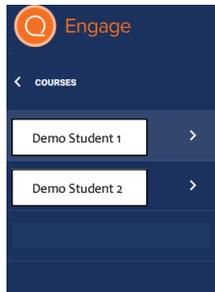
Some functionalities of SEQTA Engage are not a part of the College's initial implementation. However, over the coming year, we will be adding these when the College has fully developed them and readied them for publication.

The image shows a dark blue navigation menu for the SEQTA Engage portal. At the top is the Engage logo. Below it is a 'WELCOME' message with a hand icon. The main menu items are: COURSES, DASHBOARD, DOCUMENTS, REPORTS, SETTINGS, and TIMETABLE. Each item has a corresponding icon and a right-pointing chevron. Blue lines connect each menu item to a white callout box with a blue border on the right side of the page. The callout boxes provide descriptions for each feature.

- COURSES**: An overview of each course that your child is enrolled in. Added information such as online lessons will occur at later stages.
- DASHBOARD**: A quick overview of your son's/daughter's homework (not yet functional), timetable and any unresolved absences.
- DOCUMENTS**: Important College documents such as the College calendar, help documents, general school policies
- REPORTS**: All your son's/daughter's historical and current reports can be found here.
- SETTINGS**: You can personalise your Engage portal here.
- TIMETABLE**: The ability to see timetables for each child. You can customise the appearance and keep track of when lessons are delivered. Direct email to teachers can occur from here

## Courses

Courses\* refer to the teaching programmes available to students on the system. Students will use this layout to access resources, content and homework. Parents/Guardians can use it to see what their son/daughter is studying at any point in the year.



*\*Initially this will only show the course outline, however other aspects of Courses will be added over time.)*

# Dashboard

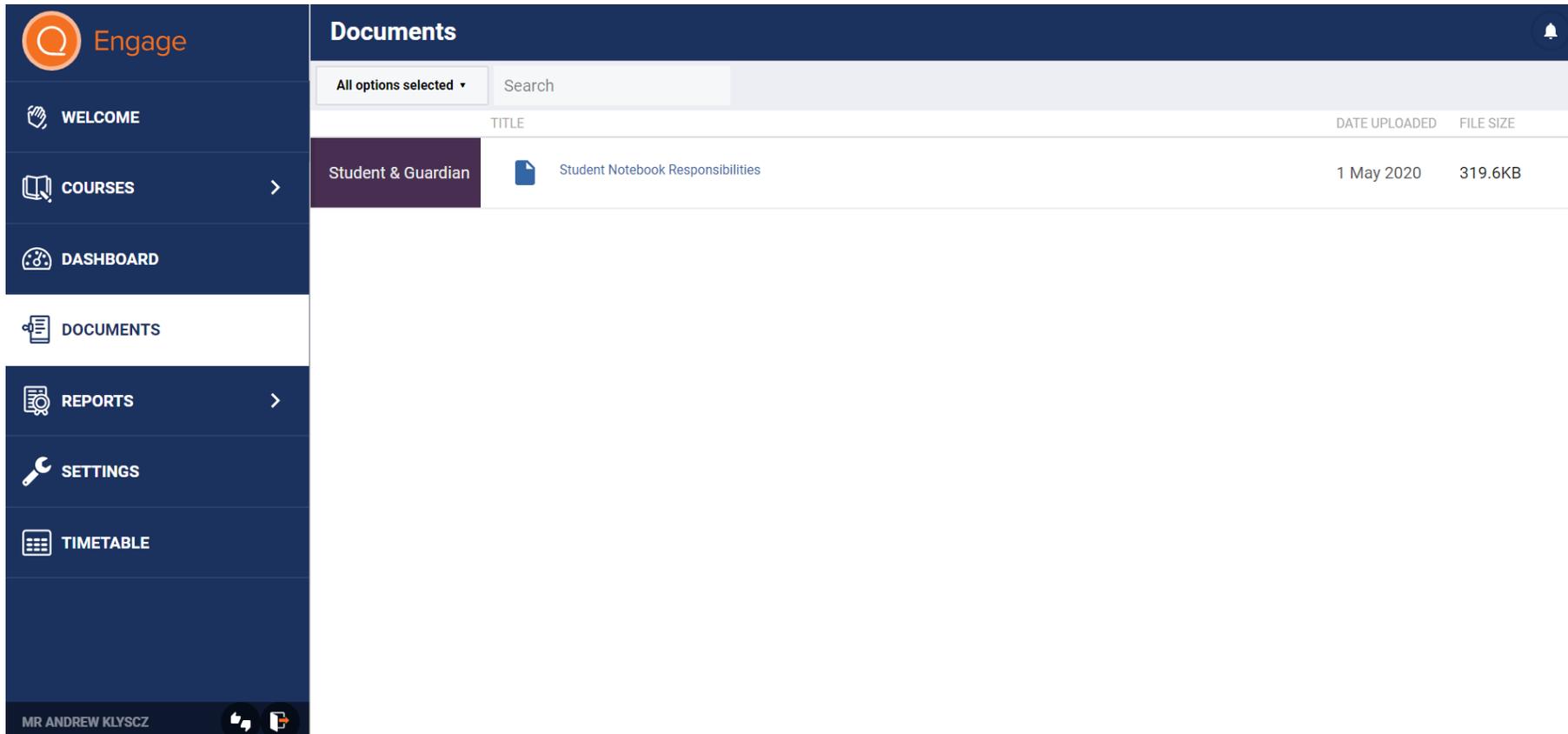
The Dashboard is a screen that contains a summary of information about your son/daughter and should be the first place you check to get an overall view. If you have more than one son/daughter enrolled at the College, the information for all your sons/daughters will be displayed on the same page.

The screenshot shows the Engage Dashboard interface. On the left is a navigation menu with options: WELCOME, COURSES, DASHBOARD, DOCUMENTS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Dashboard' and contains several sections:

- UNRESOLVED ABSENCES FOR Demo Student 1:** A list of dates and times. A callout explains: "Demo Student 1: Any unresolvable absences from the College will show up here. Contact homeroom teacher for listing of related documentation necessary to resolve the absence."
- UNRESOLVED ABSENCES FOR Demo Student 2:** A list of dates and times. A callout explains: "Demo Student 1: Any unresolvable absences from the College will show up here. Contact homeroom teacher for listing of related documentation necessary to resolve the absence."
- NOTES:** A section for notes. A callout explains: "Parents/Guardians can keep notes here as reminders."
- TIMETABLE FOR! Demo Student 1:** A grid showing the daily timetable for Monday 11 May and Tuesday 12 May. A callout explains: "A snippet of Demo Student 1's daily timetable"
- TIMETABLE FOR! Demo Student 2:** A grid showing the daily timetable for Monday 11 May and Tuesday 12 May. A callout explains: "A snippet of Demo Student 2's daily timetable."
- TASK LIST:** A section for tasks. A callout explains: "Parents/Guardians can create a task list if needed."

## Documents

Documents will contain procedures and policies of the College as relevant to parents/guardians. Many other documents are also placed here. These include: the College calendar, help documents, exam information and notebook documentation. Documents are listed in categories and are usually in PDF format. They can be downloaded and opened by clicking on the text title.



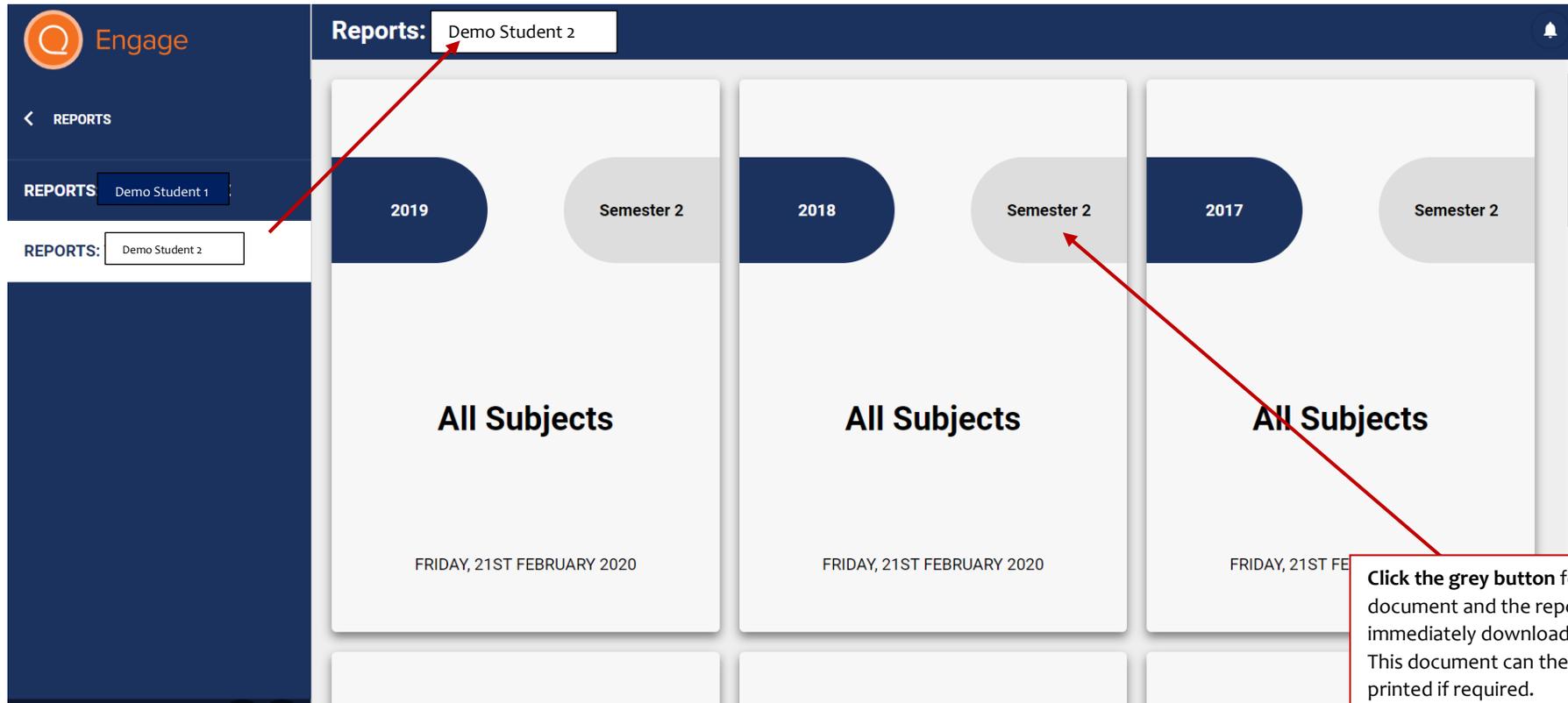
The screenshot shows the Engage interface. On the left is a dark blue sidebar menu with the Engage logo at the top. The menu items are: WELCOME, COURSES, DASHBOARD, DOCUMENTS (highlighted), REPORTS, SETTINGS, and TIMETABLE. At the bottom of the sidebar, it says 'MR ANDREW KLYSCZ' with a chat icon and a mobile app icon.

The main content area is titled 'Documents' and has a search bar with 'All options selected' and a search input field. Below the search bar is a table with the following columns: TITLE, DATE UPLOADED, and FILE SIZE.

TITLE	DATE UPLOADED	FILE SIZE
Student & Guardian  Student Notebook Responsibilities	1 May 2020	319.6KB

## Reports

Your son/daughter's College reports can be accessed on SEQTA Engage in the Reports section. Once published by the College, you will be able to see Semester One and Semester Two reports. If you have more than one son/daughter enrolled at the College, you will need to select the son/daughter for whom you wish to view the report before proceeding to the report selection screen.



The screenshot shows the SEQTA Engage interface for the Reports section. The top navigation bar includes the Engage logo and a search bar containing "Reports: Demo Student 2". The left sidebar shows a "REPORTS" menu with a dropdown for "Demo Student 1" and a search bar for "Demo Student 2". The main content area displays a grid of report cards for the years 2019, 2018, and 2017. Each card has a dark blue button for "All Subjects" and a grey button for "Semester 2". A red arrow points from the "Semester 2" button on the 2018 card to a text box. The text box contains the following instructions:

**Click the grey button** for the desired document and the report will immediately download and open. This document can then be saved or printed if required.

Reports are issued as downloadable PDF documents so they can be printed at your discretion or viewed on screen. Parents/Guardians will be notified 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.

# Settings

In Settings, you can turn off **audio alerts** when a new message is received, and you can personalise your portal view by **altering the background**.



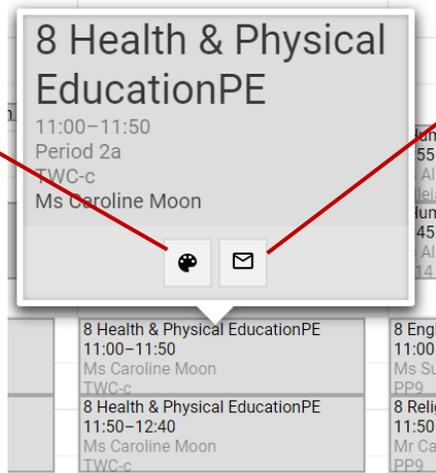
# Timetable

The Timetable section allows you to view the College’s weekly timetable for your son/daughter. MacKillop operates on a ten-day timetable (two working weeks). If you have more than one son/daughter enrolled at the College, you will need to **select** the appropriate name (it will appear in this part of the screen) before their timetable appears.

The screenshot shows the Engage app interface. On the left is a dark blue navigation menu with icons and labels: WELCOME, COURSES, DASHBOARD, DOCUMENTS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Timetable' and includes a header with 'Everything -', 'Show notes', 'Demo Student 2', 'Print', and '11 May 2020 -'. Below this is a grid showing the timetable for five days: MON 11 MAY (DAY 1), TUE 12 MAY (DAY 2), WED 13 MAY (DAY 3), THU 14 MAY (DAY 4), and FRI 15 MAY (DAY 5). The grid shows various classes such as 8PU\_JTA, 8 ScienceSCI, 8 HumanitiesHUM, 8 MathematicsA..., 8 DramaDRA, 8 Health & Physical EducationPE, 8 EnglishENG, and 8 Religious Education\_RE, each with a time slot and teacher name. A red arrow points to the 'Demo Student 2' dropdown menu in the header.

The Timetable view will also provide you with the lesson times and your son/daughter's teacher for each subject. If a timetable entry is clicked, you can change its colour to customise this view. Clicking on the envelope also allows you to email your son/daughter's subject teacher directly.

Click on a subject and this enlarged dialogue box will appear. Click on the palette icon and this will open the 'Select colour' palette



Click on the envelope and this will allow you to email the teacher directly.



From the Select colour palette, choose a colour and click OK. This will apply the colour to all instances of this particular subject in the timetable.