



MacKillop College

SEQTA Engage Help Guide

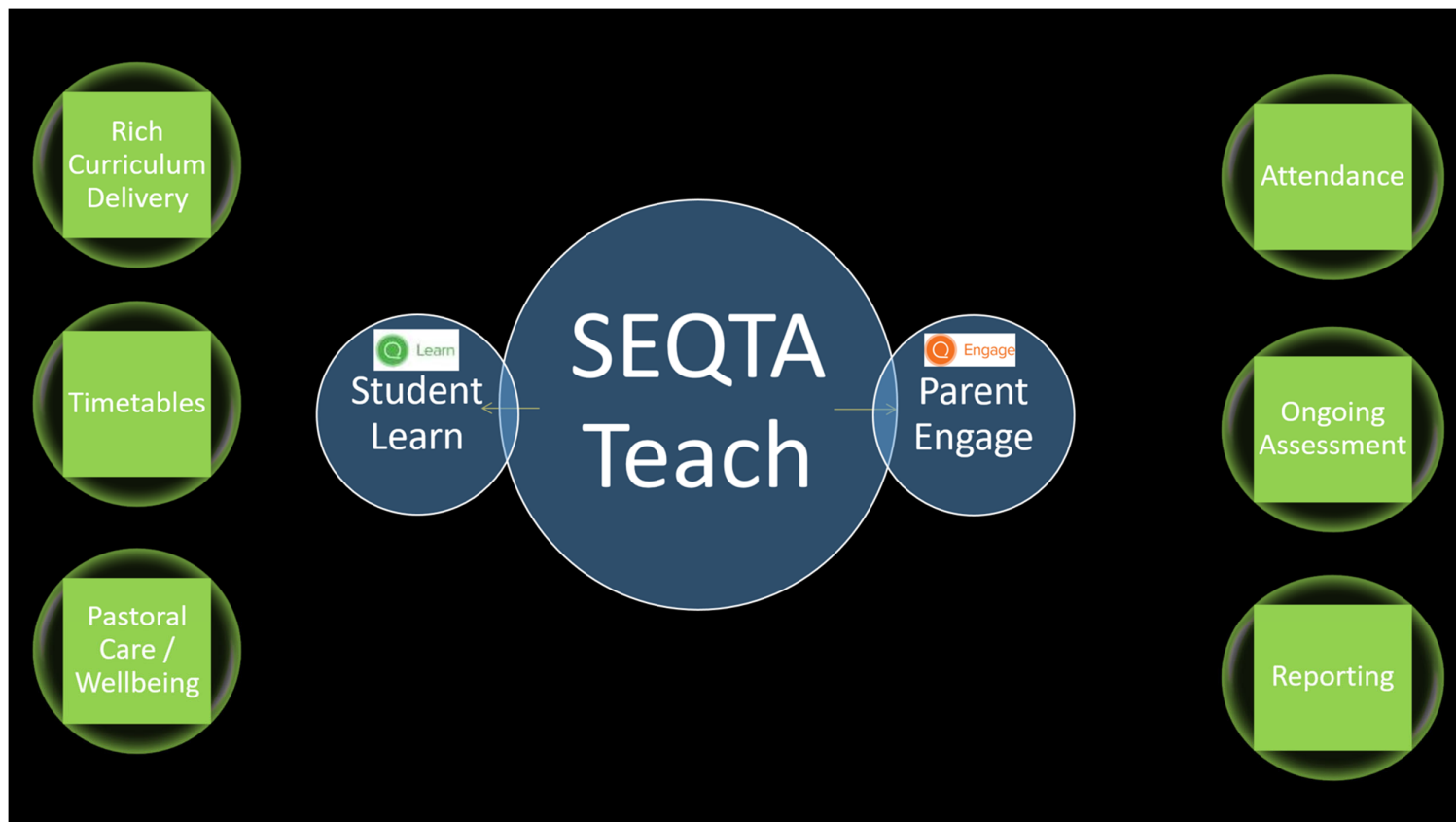
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Introduction

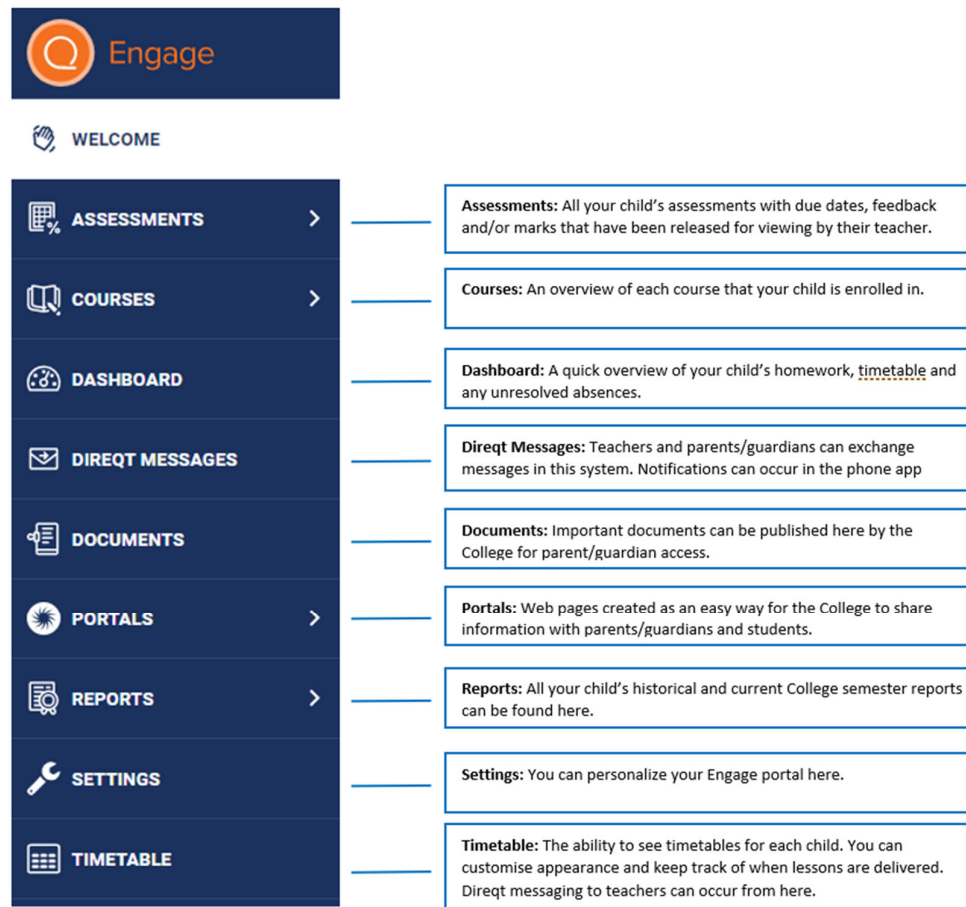
SEQTA Engage is a powerful tool for parents/guardians to have an overview of their child's learning and assessments. It also provides a communication channel for parents/guardians and teachers, enabling greater collaboration and enhanced learning outcomes for the students.

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.




Navigation

The side menu enables you to navigate around Seqta Engage. The below diagram explains what each section provides.



Assessments

Assessments shows both upcoming and past assessments. By clicking on upcoming, you can see any assessments that have been released to the student and the date they are due. By clicking on the students course, you can see past assessments and the results.

**Engage**

< ASSESSMENTS

UPCOMING

MALACOLOGY

Upcoming


< The American English Dialect 4 Aug 2025

DETAILS

Teacher marking and feedback

Achievement

Describe how the American English dialect differs from Australian English

**Engage**

< ASSESSMENTS

VET ENGINEERING (YR 11)

YR 13 SOCIOLOGISTICS

T2024 >

T2023 >

Yr 13 Sociolinguistics

< The English Accent 17 Feb 2025

OVERVIEW DETAILS SUBMISSIONS

MODIFIED

90%

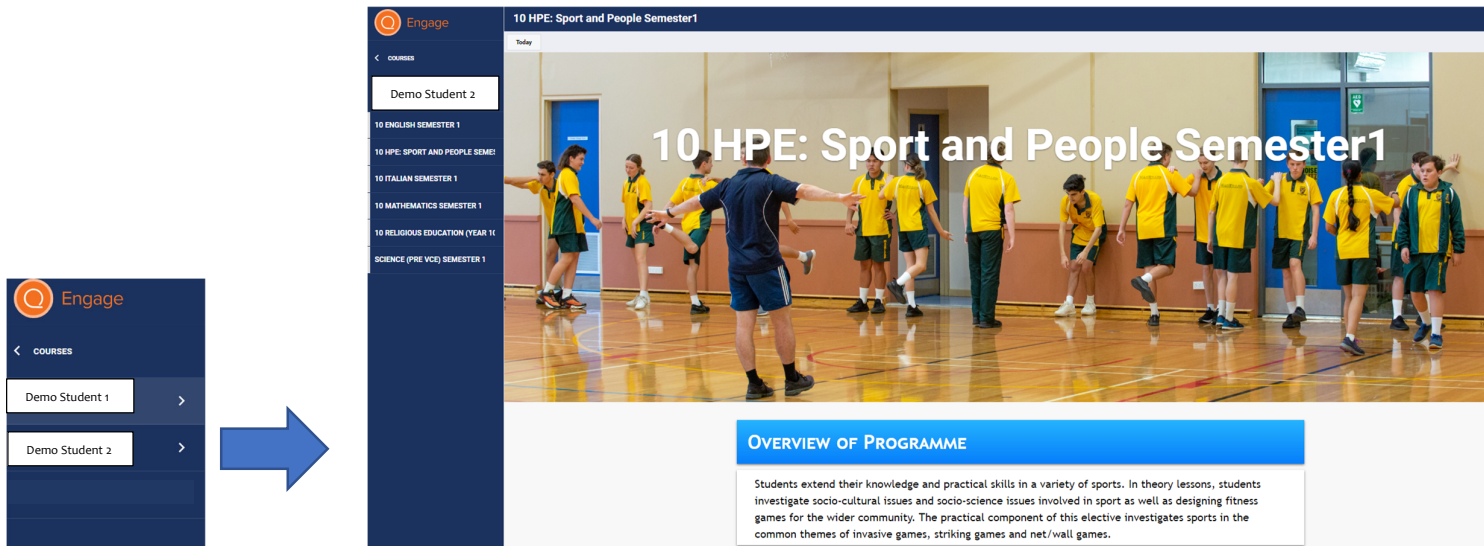
Teacher marking and feedback

Achievement 9/10

The difference between Newcastle and Sunderland Accent

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.



The screenshot displays the Engage system interface for a specific course. On the left, a sidebar menu shows a list of courses for 'Demo Student 2', including English, HPE, Italian, Mathematics, Religious Education, and Science. The main content area is titled '10 HPE: Sport and People Semester1' and features a large photograph of students in yellow and green uniforms participating in a physical education activity in a gymnasium. Below the photo, there is a blue header for the 'OVERVIEW OF PROGRAMME' section, which contains a paragraph describing the course content: 'Students extend their knowledge and practical skills in a variety of sports. In theory lessons, students investigate socio-cultural issues and socio-science issues involved in sport as well as designing fitness games for the wider community. The practical component of this elective investigates sports in the common themes of invasive games, striking games and net/wall games.'

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 enrolled at the College, the information for all your children will be displayed on the same page. It can provide information relating to attendance, homework, and timetables amongst other functionalities you can choose from in the dashboard's "Options" section.


The screenshot displays the Engage Dashboard interface. On the left is a dark blue sidebar with navigation links: WELCOME, COURSES, DASHBOARD, DOCUMENTS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Dashboard' and features a dropdown menu for 'All options selected' with checkboxes for Notes, Task list, and Unresolved absences. The dashboard is divided into six panels:


- UNRESOLVED ABSENCES FOR Demo Student 1:** Lists dates from Monday, 10th February 2020 to Friday, 20th February 2020. A red cloud annotation states: "Demo Student 1: Any unresolved 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:** Lists dates from Monday, 10th February 2020 to Friday, 20th February 2020. A red cloud annotation states: "Demo Student 2: Any unresolved absences from the College will show up here. Contact homeroom teacher for listing of related documentation necessary to resolve the absence."
- NOTES:** A panel for notes. A red cloud annotation states: "Parents/Guardians can keep notes here as reminders."
- TIMETABLE FOR Demo Student 1:** Shows a timetable for Monday 11 May and Tuesday 12 May. A red cloud annotation states: "A snippet of Demo Student 1's daily timetable".
- TIMETABLE FOR Demo Student 2:** Shows a timetable for Monday 11 May and Tuesday 12 May. A red cloud annotation states: "A snippet of Demo Student 2's daily timetable."
- TASK LIST:** A panel for tasks. A red cloud annotation states: "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 may 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.


**Engage**


 WELCOME


 COURSES >



 DASHBOARD


 DOCUMENTS

 REPORTS >

 SETTINGS


 TIMETABLE

MR ANDREW KLYSCZ

Documents

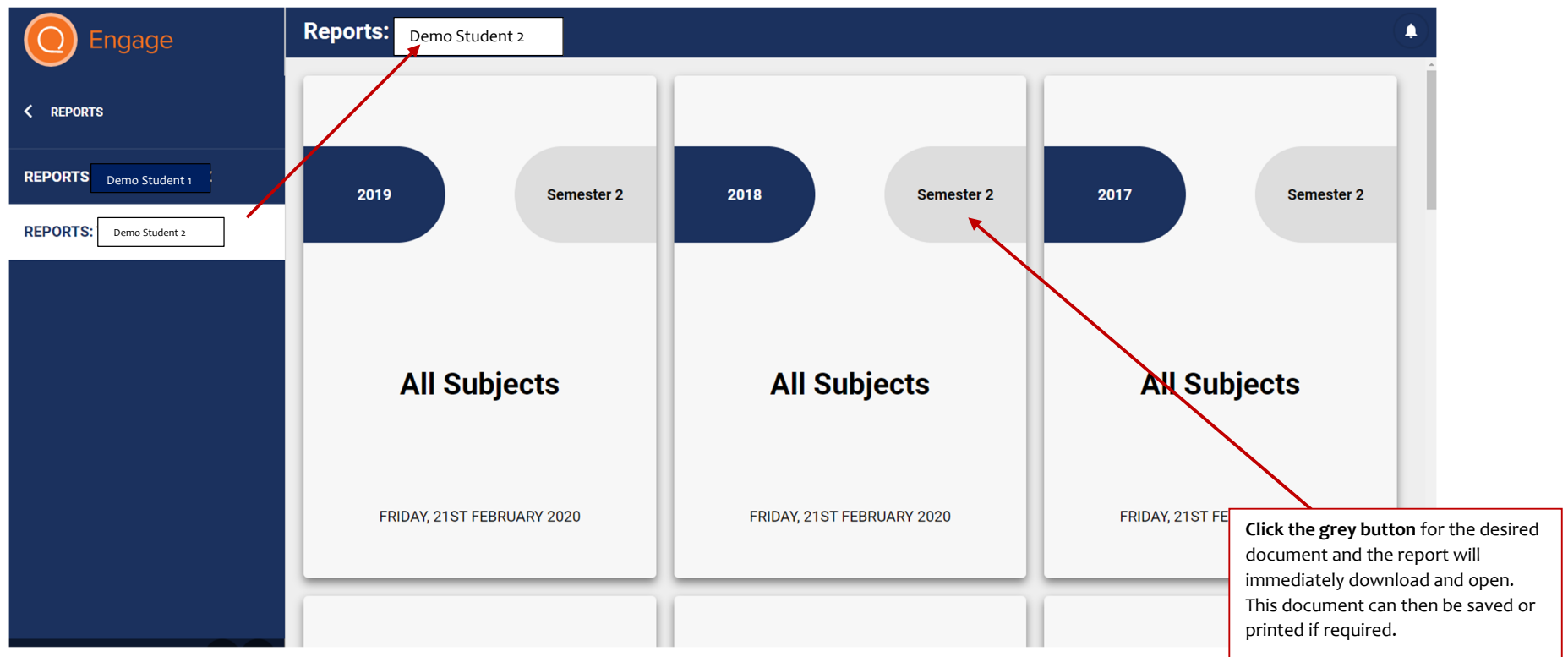
All options selected ▾

Search

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

Reports

Your child'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 child enrolled 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.



The screenshot displays the SEQTA Engage Reports interface. On the left is a dark blue sidebar with the Engage logo and a 'REPORTS' section containing two dropdown menus, both currently showing 'Demo Student 1' and 'Demo Student 2'. The main content area has a top header bar with 'Reports:' and a dropdown menu showing 'Demo Student 2'. Below this is a grid of report card thumbnails. Each thumbnail shows a year (2019, 2018, or 2017) and a semester (Semester 1 or Semester 2) in a rounded rectangle. The main text on each thumbnail is 'All Subjects' and the date at the bottom is 'FRIDAY, 21ST FEBRUARY 2020'. A red arrow originates from the 'Demo Student 2' dropdown in the top header and points to the 'Semester 2' button for the year 2018. Another red arrow points from the 'Semester 2' button for 2018 to a text box on the right.

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**.

The screenshot displays the Engage Settings interface. On the left is a dark blue sidebar with navigation links: WELCOME, COURSES, DASHBOARD, DOCUMENTS, REPORTS, SETTINGS (highlighted with a wrench icon), and TIMETABLE. The main content area is titled 'Settings' and features a notification bell icon in the top right corner. Below the title bar, there is a section for 'SEQTA should be' with two buttons: 'Noisy' (selected) and 'Silent'. A red arrow points from the text 'turn off audio alerts' to the 'Silent' button. Further down is the 'Rich content' section, which includes a checked checkbox for 'Override theme for rich content' and a search bar. Below these are eight theme preview cards, each with a heart icon in the top right corner. The themes are: CACTUS, CONCISE, DEFAULT, INVERSE, LIME, QUICKSAND, RUGBY, and UBUNTU. A red arrow points from the text 'altering the background' to the 'INVERSE' theme card. At the top right of the theme selection area, there are buttons for 'All' and a heart icon.

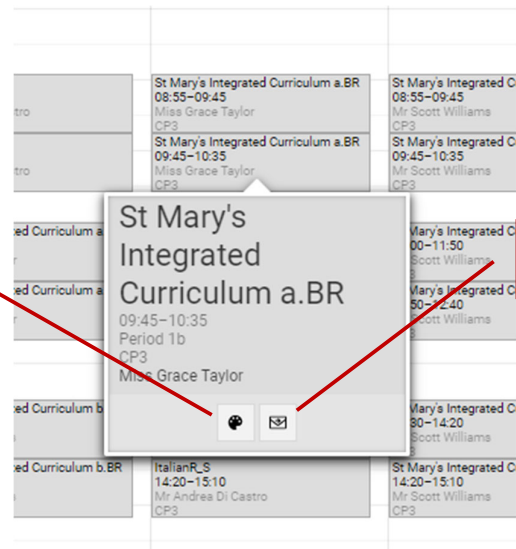
Timetable

The Timetable section allows you to view the College's weekly timetable for your child. MacKillop operates on a ten-day timetable (two working weeks). If you have more than one child 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 displays the Engage application interface. On the left is a dark blue sidebar with navigation options: WELCOME, COURSES, DASHBOARD, DOCUMENTS, REPORTS, SETTINGS, and TIMETABLE (which is highlighted). The main area is titled 'Timetable' and includes a header with 'Everything', 'Show notes', 'Demo Student 2' (with a red arrow pointing to it), 'Print', and '11 May 2020'. Below the header, a row of tabs shows the days of the week: 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 timetable grid shows lessons from 6:00 to 16:00. Lessons are listed with their subject, time, and teacher. For example, on Monday 11 May, there is a lesson '8 PUA_ITA 08:55-09:45' by Mrs Sonia Baggio in room PP12. On Tuesday 12 May, there is a lesson '8 ScienceSCI 08:55-09:45' by Ms Tegan Leone in room WBR. The grid continues with various other lessons throughout the day.

The Timetable view will also provide you with the lesson times and your child'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 Direct Message your child'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




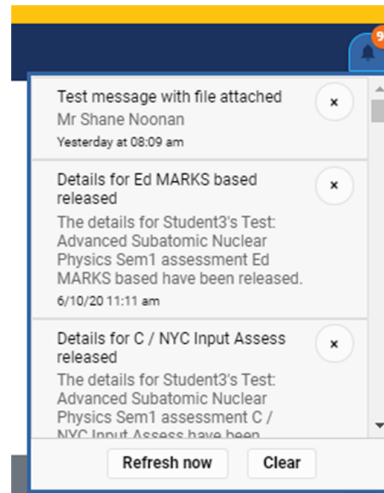
Click on the envelope and this will allow you to Direct message the teacher..



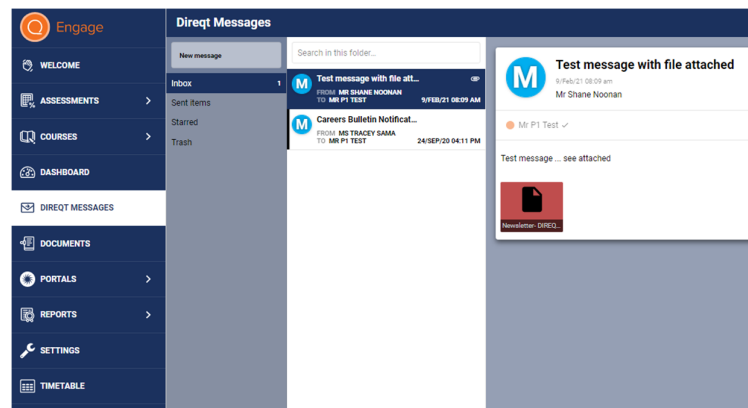
From the Select colour palette, choose a colour and click OK. This will apply the colour to all instances of this particular subject in the timetable.

Direqt Messaging

Teachers and parents can exchange messages in an integrated system. When you receive a new Direqt message a new notification will appear in the notification icon (top right ).



If you click on the message in your notification list, the Direqt message screen will open and the message you clicked on in the notification will be displayed.



Portals

Portal pages are web pages which are accessible through SEQTA Teach, SEQTA Learn and SEQTA Engage. This is an easy way for the school to share information with parents/guardians and students.

