



MacKillop College

SEQTA Engage Help Guide

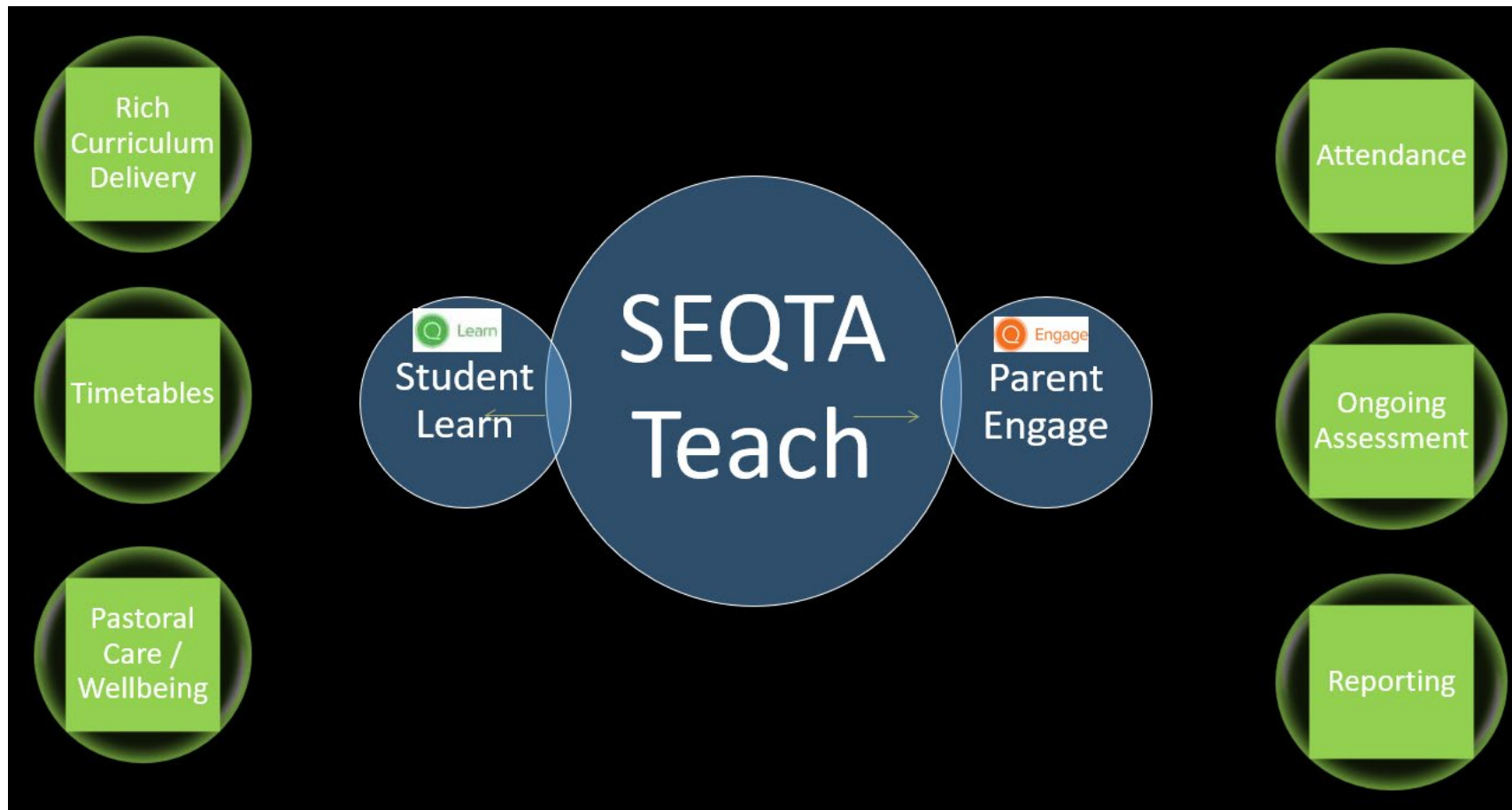
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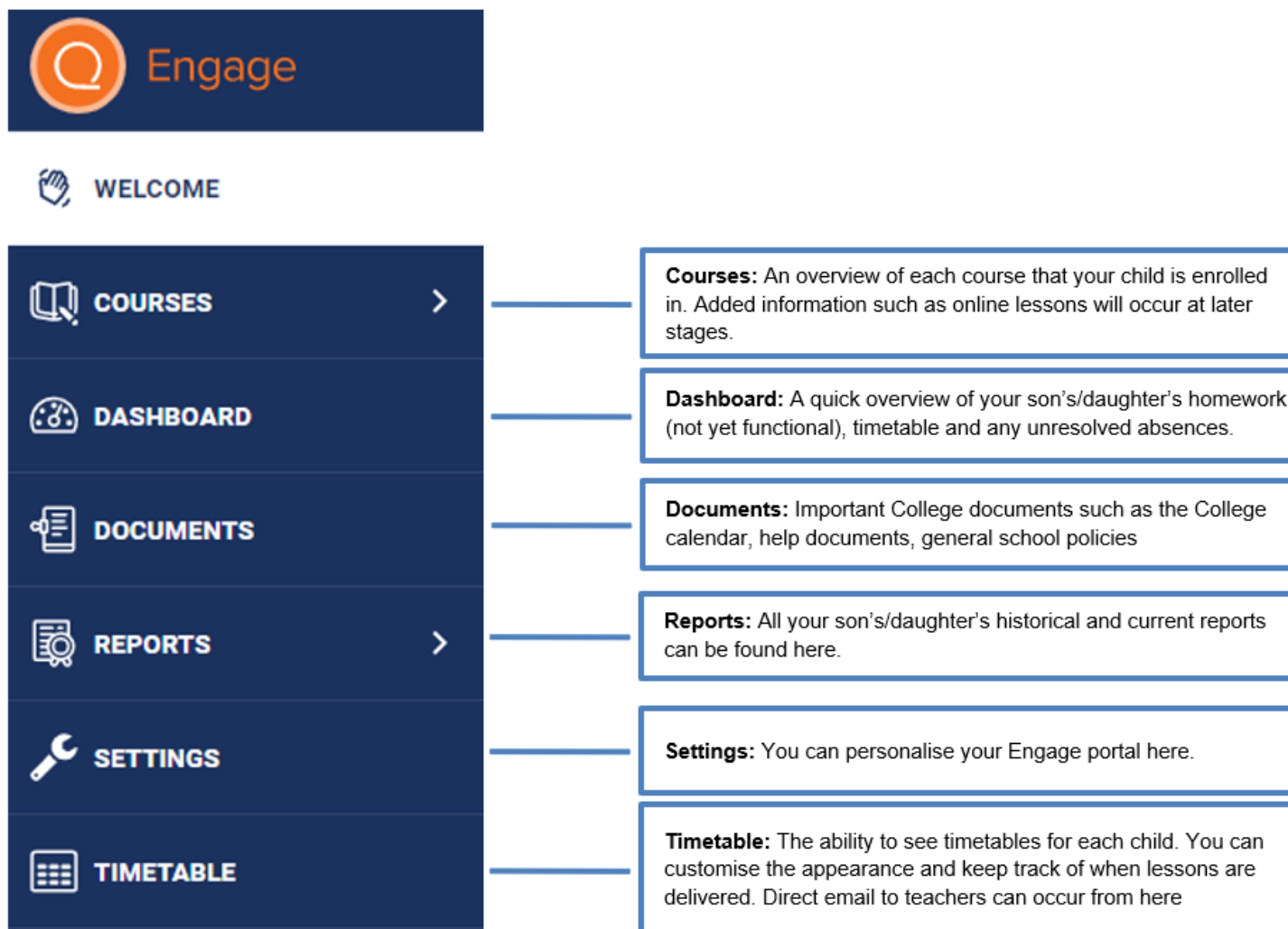
Introduction

SEQTA Engage is a powerful tool for parents/guardians to have an overview of their 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.

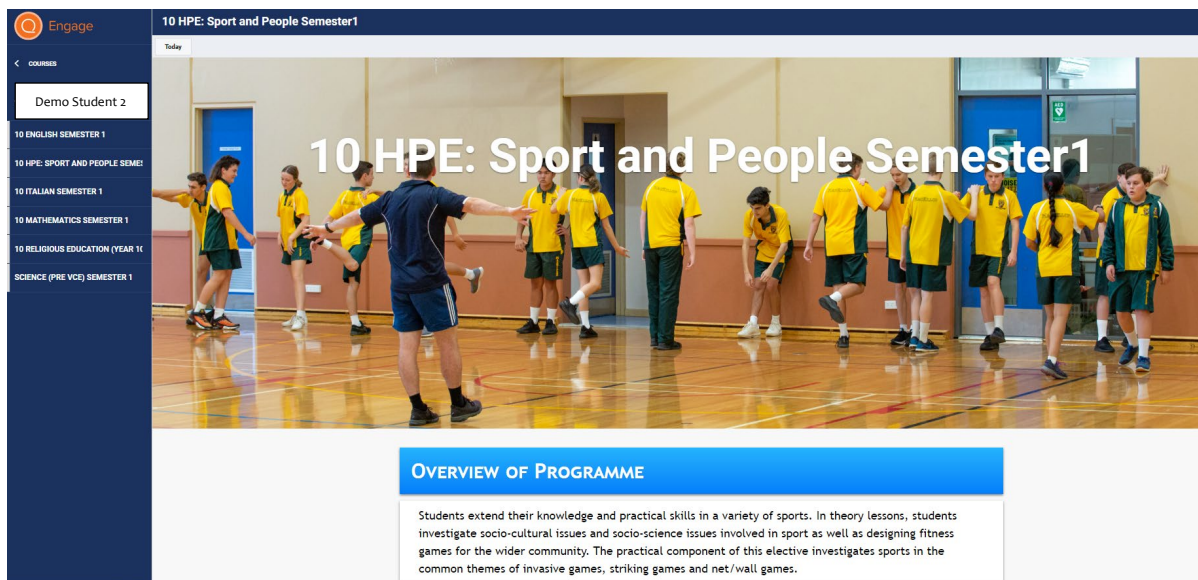
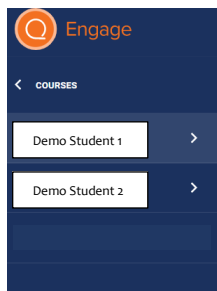


Some functionalities of SEQTA Engage are not a part of the College's initial implementation. However, over the coming year, we will be adding these when the College has fully developed them and readied them for publication.



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 displays the Engage Dashboard interface. On the left is a dark blue sidebar with the Engage logo and 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 sub-items: 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 callout explains: "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 callout explains: "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."
- NOTES:** A panel for adding notes. A callout states: "Parents/Guardians can keep notes here as reminders."
- TIMETABLE FOR Demo Student 1:** Shows a weekly timetable for Monday 11 May and Tuesday 12 May. A callout states: "A snippet of Demo Student 1's daily timetable".
- TIMETABLE FOR Demo Student 2:** Shows a weekly timetable for Monday 11 May and Tuesday 12 May. A callout states: "A snippet of Demo Student 2's daily timetable."
- TASK LIST:** A panel for managing tasks. A callout states: "Parents/Guardians can create a task list if needed."

Documents

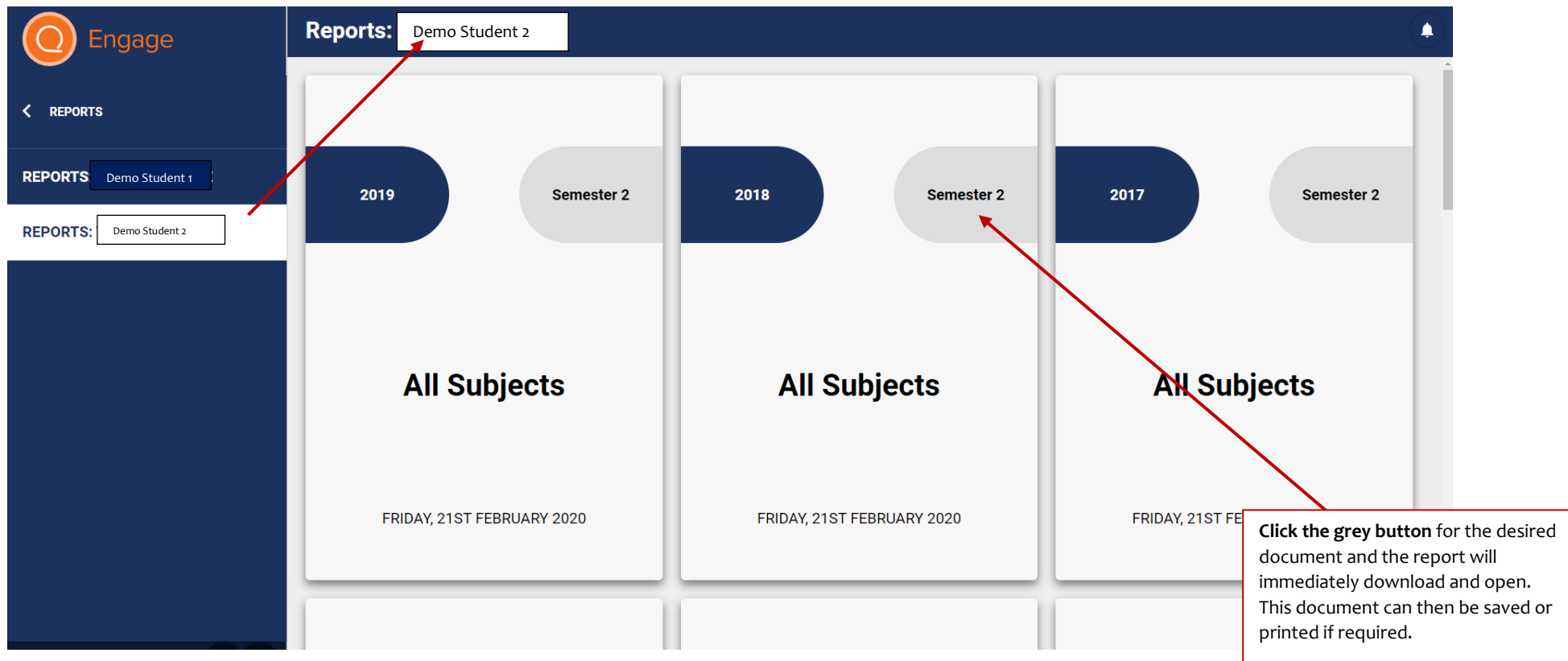
Documents will contain procedures and policies of the College as relevant to parents/guardians. Many other documents are also placed here. These include: the College calendar, help documents, exam information and notebook documentation. Documents are listed in categories and are usually in PDF format.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

The screenshot displays the Engage system interface. On the left is a dark blue sidebar with the Engage logo at the top and a list of navigation items: WELCOME, COURSES, DASHBOARD, DOCUMENTS (highlighted with a white background), REPORTS, SETTINGS, and TIMETABLE. At the bottom of the sidebar, the user's name 'MR ANDREW KLYSCZ' is visible. The main content area has a dark blue header with the title 'Documents' and a notification bell icon. Below the header is a search bar and a filter dropdown set to 'All options selected'. A table lists documents with columns for 'TITLE', 'DATE UPLOADED', and 'FILE SIZE'. One document is listed under the 'Student & Guardian' category: 'Student Notebook Responsibilities', uploaded on '1 May 2020', with a file size of '319.6KB'.

	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. On the left, a sidebar contains the Engage logo, a back arrow, and the word 'REPORTS'. Below this, there are two dropdown menus: the first is labeled 'REPORTS' and shows 'Demo Student 1', and the second is labeled 'REPORTS:' and shows 'Demo Student 2'. A red arrow points from the 'Demo Student 2' dropdown to the top of the main content area. The main content area has a header 'Reports: Demo Student 2' and a grid of report cards. Each card has a year (2019, 2018, 2017) and a semester (Semester 2) button. The 2018 Semester 2 button is highlighted in grey. A red arrow points from a callout box to this button. The callout box contains the text: '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. Below the title bar, the 'SEQTA should be' section has two buttons: 'Noisy' (selected) and 'Silent'. The 'Rich content' section 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 (dark blue background with yellow and orange text), CONCISE (dark blue background with red and white text), DEFAULT (white background with blue text), INVERSE (black background with white and blue text), LIME (green background with white and green text), QUICKSAND (dark grey background with yellow and white text), RUGBY (teal background with yellow and orange text), and UBUNTU (purple background with orange and white text). Two red arrows point to the 'Noisy' button and the 'INVERSE' theme card.


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.





 WELCOME


 COURSES >

 DASHBOARD

 DOCUMENTS

 REPORTS >

 SETTINGS

 TIMETABLE

Timetable

Everything ▾

Show notes

Demo Student 2

Print

11 May 2020 ▾

TAP OR CLICK ON A TIMETABLE ENTRY FOR MORE DETAILS AND TO COLOUR IT

←

MON 11 MAY (DAY 1)

TUE 12 MAY (DAY 2)

WED 13 MAY (DAY 3)

THU 14 MAY (DAY 4)

FRI 15 MAY (DAY 5)

6:00

7:00

8:00

9:00

8 Homeroom A...

8 Homeroom A...

8 Homeroom A...

8 Homeroom A...

8 Homeroom A...

9:00

8PU_ITA
08:55-09:45
Mrs Sonia Baggio
BP12

8 ScienceSCI
08:55-09:45
Ms Tegan Leone
WB8

8 HumanitiesHUM
08:55-09:45
Ms Allison Calleja
BP14

8 MathematicsA...
08:55-09:45
Mr Robert Jamgotchian
BP11

8 DramaDRA
08:55-09:45
Ms Emily Imber
NH

10:00

8PU_ITA
09:45-10:35
Mrs Sonia Baggio
BP12

8 ScienceSCI
09:45-10:35
Mrs Tegan Leone
WB8

8 HumanitiesHUM
09:45-10:35
Ms Allison Calleja
BP14

8 MathematicsATH
09:45-10:35
Mr Robert Jamgotchian
BP11

8 DramaDRA
09:45-10:35
Ms Emily Imber
NH

11:00

8 DramaDRA
11:00-11:50
Ms Emily Imber
NH

8 Health & Physical EducationPE
11:00-11:50
Ms Caroline Moon
TWPC

8 EnglishENG
11:00-11:50
Ms Suzanne Jamgotchian
BP3

8 EnglishENG
11:00-11:50
Ms Suzanne Jamgotchian
BP3

8 HumanitiesHUM
11:00-11:50
Ms Allison Calleja
BP5

12:00

8 DramaDRA
11:50-12:40
Ms Emily Imber
NH

8 Health & Physical EducationPE
11:50-12:40
Ms Caroline Moon
TWPC

8 Religious Education_RE
11:50-12:40
Mr Cameron Hall
BP9

8 EnglishENG
11:50-12:40
Ms Suzanne Jamgotchian
BP3

8PU_ITA
11:50-12:40
Mrs Sonia Baggio
BP5

13:00

14:00

8 EnglishENG
13:30-14:20
Ms Suzanne Jamgotchian
BP2

8 MathematicsATH
13:30-14:20
Mr Robert Jamgotchian
BP7

8PU_TEX
13:30-14:20
Ms Diana Eau
JCB

8 ScienceSCI
13:30-14:20
Ms Tegan Leone
WB4

8 Religious Education_RE
13:30-14:20
Mr Cameron Hall
WB11

15:00

8 EnglishENG
14:20-15:10
Ms Suzanne Jamgotchian
BP2

8 MathematicsATH
14:20-15:10
Mr Robert Jamgotchian
BP7

8PU_TEX
14:20-15:10
Ms Diana Eau
JCB

8 ScienceSCI
14:20-15:10
Ms Tegan Leone
WB4

8 Religious Education_RE
14:20-15:10
Mr Cameron Hall
WB11

16:00

8 Homeroom PMHRP

8 Homeroom PMHRP

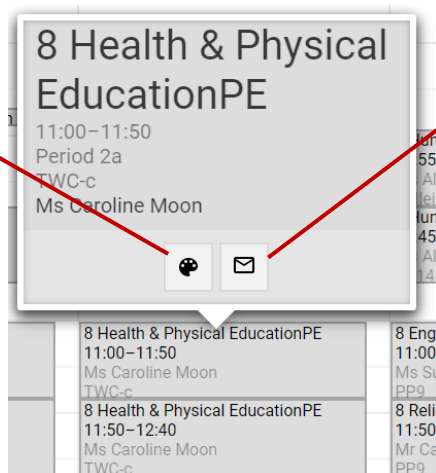
8 Homeroom PMHRP

8 Homeroom PMHRP

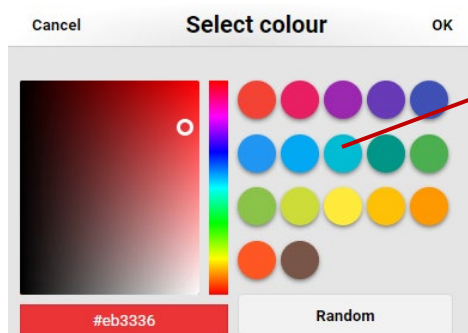
8 Homeroom PMHRP

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.