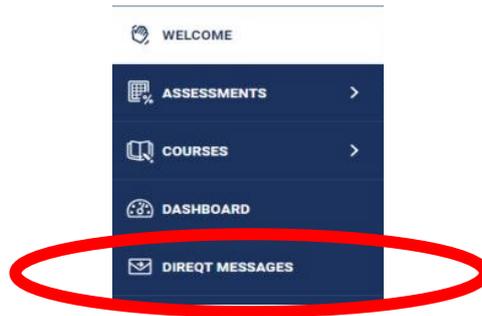


Parent/Guardian DIREQT messaging

What is Direqt Messaging?

- Direqt messaging is a messaging app
- Direqt messaging sends messages and attach files through SEQTA to staff, students, and parent/guardians.
- It is NOT an email service
- All Direqt messages are recorded and stored in the system.



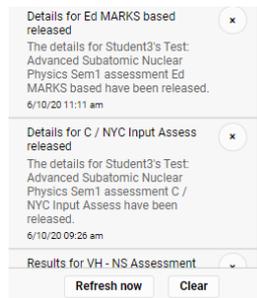
What are Direqt message notifications?

When a Direqt message is sent the recipient will receive a notification. This is indicated at the top right-hand symbol: Students/parents/guardians = .

If using a mobile device, and mobile notifications are turned on, students or parents/guardians will also get the mobile homepage notification. If a notification remains unread for two days, an Unread notification email will be generated.

How do I access the DIREQT message?

1. Click on the notification symbol (right-hand corner) 
2. Select the message and this will take you to either the Direqt Message module or assessments modules, which are also notified in this manner

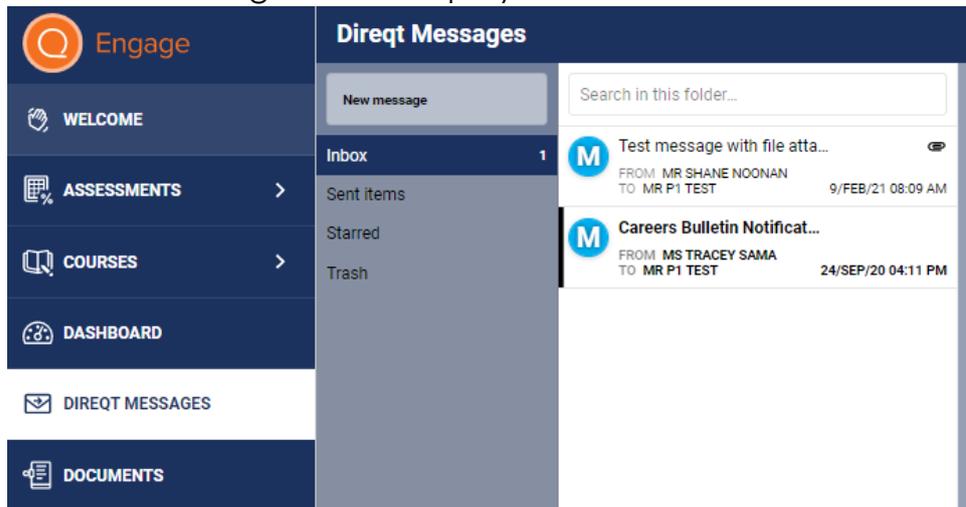


OR

1. Go to the left-hand main menu and click



2. Here the message will be displayed.



How can I reply to a message?

1. Open the Direqt message
2. Go to top right-hand side and click appropriate arrow (reply, reply to all, forward)



Here you can reply directly to the teacher who has sent you the message. They will receive this message in the same manner as you received it i.e via Direqt messaging.

Can I delete Direqt message from the Trash?

No, it is not possible to completely delete Direqt messages through the interface, they can only be added to the trash. This is to ensure records are kept of any Direqt messages received by an individual.

How do I download files attached to Direqt messages?

The downloading of attachments is handled by the web-browser (eg. Chrome, Edge, Firefox). Most web-browsers have the settings set to prompt if the user if would like to 'Open' or 'Download' the file. If this does not occur please report to the College's ICT Services for assistance.

If the setting mentioned above is not set correctly, the following instructions will allow the file to be downloaded until such time as the setting for the web-browser is changed.



- **Chrome:** click on file symbol 'Save link as...'
- **MS Edge:** Click symbol to download

OR right-click the icon, then choose