


AICS SEQTA Engage Manual

Welcome page

When you log into SEQTA Engage you will be taken to the *Welcome Page*. From here you can access all other pages visible to parents.



Notifications

At the top right of SEQTA Engage is a bell icon  where you can view any notifications you may have received. You will receive notifications when assessment details and results are input by teachers, or when a “direqt message” sent by a member of staff has been received.

If you have the SEQTA Engage app on your device, you will also receive push-notifications for any notifications you receive through the platform.

Assessments

On the *Assessments Page* you can view results in past assessments in each subject your child studies by choosing the tabs on the left. Once you have selected a course, you can then choose a task to see your child’s score, the grade average and the lowest/highest mark for the task, as well as any feedback and marking details provided by the teacher.

You can also view all and any upcoming assessment tasks by clicking the “Upcoming” tab on the left, showing any details of the assessment provided by the teacher.



Dashboard

On the *Dashboard Page* a parent can view all visible pastoral care notes given by teachers. Such pastoral care notes include commendations for positive efforts, recorded notes related to academic matters or records of misbehaviour and disciplinary actions. By using the drop-down box at the top right of the page you may view pastoral care notes for different date ranges.

Direct Messages

Parents may send and receive “direct messages” to staff through this page, allowing for a more immediate means of communicating with parents. On this page you can view your inbox, sent items, starred messages and trashed messages similar to a normal email inbox.

School-wide notifications may be sent using this messaging system, and teachers may also attempt to contact parents through the platform as well. Please note that all messages through SEQTA are dated and recorded, and may be retrieved at any time. Parents are only able to communicate to staff members through SEQTA and do not have the ability to message students nor other parents.

Notices

Announcements, reminders and messages may be posted by the school on the *Notices Page*. You will not receive a SEQTA notification when a notice is posted, however in some situations a direct message may be sent to large groups of people notifying them that a notice has been posted. You may refine some preferences using the drop-down boxes at the top of the page, including what types of notices you want to see, how they are shown on the screen and the date of the notices.

Reports


On the *Reports Page* you will be able to view all academic reports that have been made available by the College. All reports will be distributed via this page now instead of through email.

Settings

The *Settings Page* is used primarily for password changes, as well as minor preference changes that can be made to some aesthetics.

Timetable

On the *Timetable Page* you can view the timetable for any of your children by selecting the appropriate options in the drop-down boxes at the top. By clicking on a particular period you can see the attendance record for that lesson.

You can colour code each subject by clicking on a period and then using the palette icon  to select a colour. The colour you choose for a course will also be the colour used for the tabs in the *Assessments Page*.

If you have any questions, issues or feedback regarding SEQTA, please send an email to lms.seqta@aics.nsw.edu.au

