



# PARENT & GUARDIAN GUIDE



## SEQTA Engage Guide



Engage

Document can be viewed or downloaded here:  
[www.horsham-college.vic.edu.au/school-life/SEQTA Engage](http://www.horsham-college.vic.edu.au/school-life/SEQTAEngage)



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# 1 Introduction

Welcome to SEQTA Engage, the parent/guardian portal to Horsham College's SEQTA Suite. SEQTA Engage is the parent/guardian portal that allows parents/guardians to review their child's progress at school. Students are currently using SEQTA Learn to view their upcoming assessment and results. Staff use SEQTA Teach for all their curriculum planning and assessment recording.

## Parent & Guardian Platform



## Student Platform



## Teacher Platform



### Web address:

To access SEQTA Engage, go to <https://parents.horsham-college.vic.edu.au/> using a compatible web browser.

SEQTA Engage can be accessed via a web browser on your smart phone, however, the smaller screen may reduce visibility and functionality.

## 2. Using SEQTA Engage

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

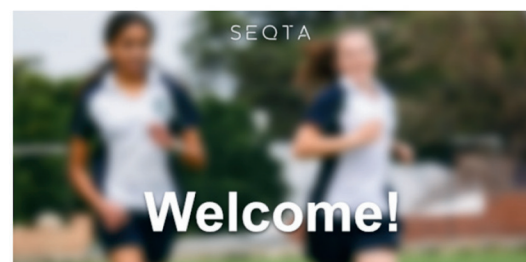
Both the SEQTA Engage and SEQTA Learn sites use the SEQTA Teach programmes as the primary vehicle through which all the teaching and curriculum related information is shared.

SEQTA Engage provides parents/guardians with access to key information. In addition, teachers can share course and assessment information as well as allowing students to submit assessments.

## 3. Setting Up Your Account

You should have received an email from Horsham College with details on how to make a SEQTA Engage parent account.

- Follow the link provided in the email
- Choose a username and password
- Enter the site
- Write down your username and password and store in a safe but accessible location



Welcome to SEQTA Engage.

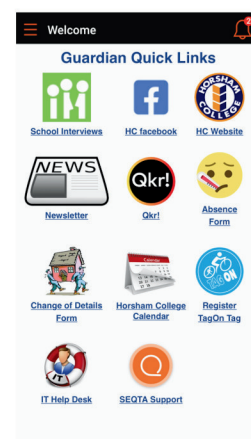
Mrs "Parents Name", Horsham College has created a SEQTA Engage account for you.

[Set up your account now.](#)



## 4. SEQTA Engage App

An app for SEQTA Engage can be found on both the Apple App and Google Play Stores. The app offers the same level of functionality and features as the website.



## 5. What can be viewed in SEQTA Engage (Overview)

A number of pages can be accessed through SEQTA Engage. Please note: The order of the pages will vary between the web version and the app.

**Welcome:** The welcome page has a range of useful links for parents.

**Timetable:** Your child's school timetable can be viewed from here.

**Assessments:** View assessments information and results and teacher feedback.

**Dashboard:** Access to dashlets (eg. unexplained absences, College values awards and timetable).

**Direct Messages:** Ability for parents to communicate with staff using a message system.

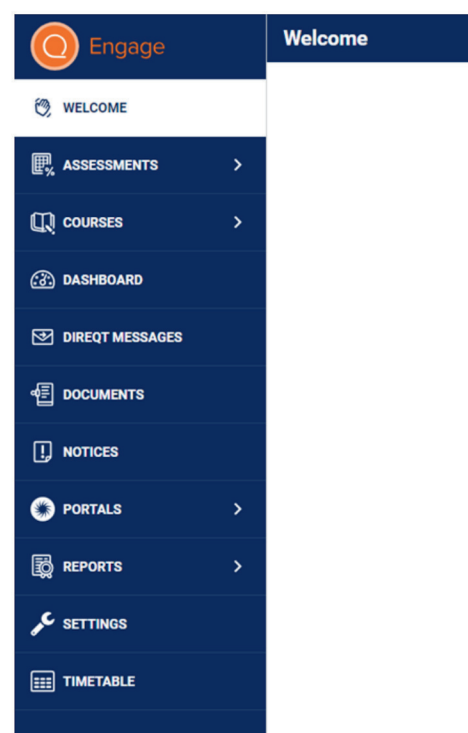
**Notices:** Notices that are made available to students and parents.

**Courses:** Access to current teaching programs and online lessons.

**Documents:** Access to a selection of College documents (eg. excursion forms).

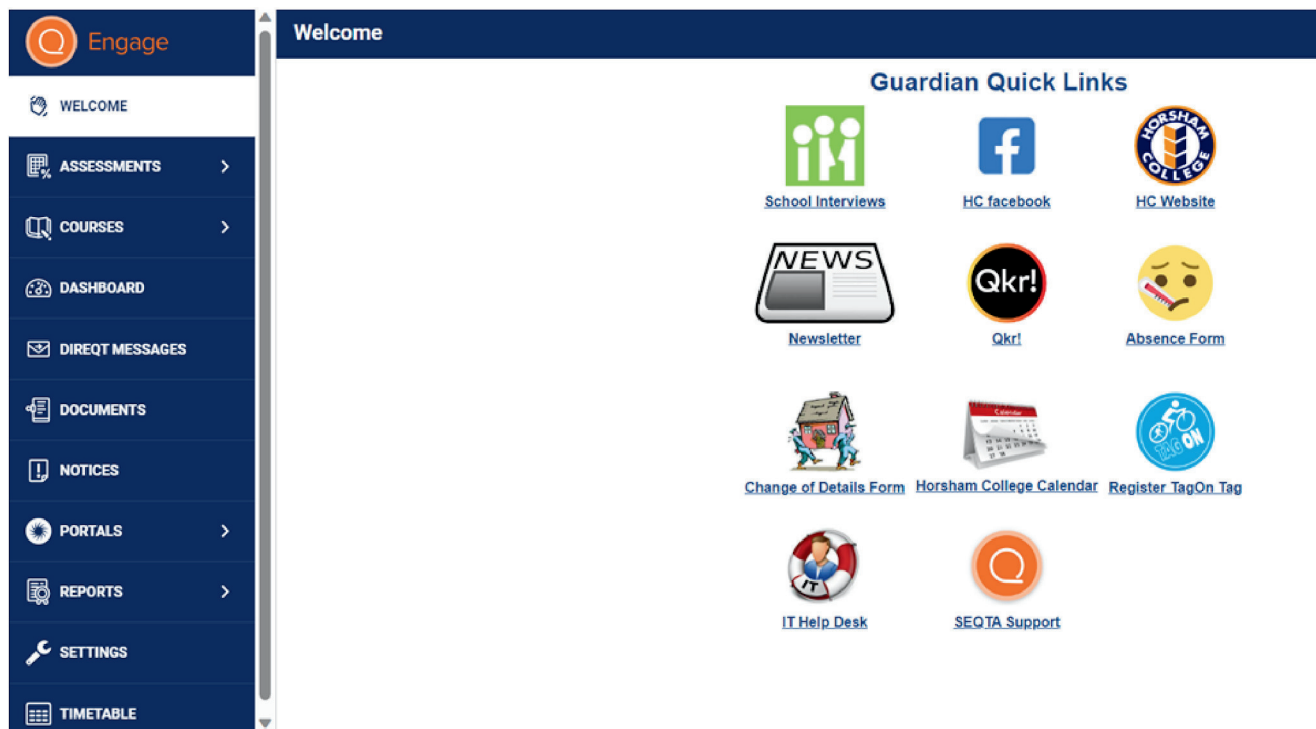
**Reports:** Access to academic reports, both Term based and Semester.

**Settings:** Profile management.



## 6. Welcome (Guardian Quick Links)

This is the first page displayed when parents log into SEQTA Engage. Student absences can be logged from this screen.



An overview of the functionality of the Guardian Quick Links:

**School Interviews:** Online school interview booking system portal (booking codes sent out to families prior to scheduled interview days).

**HC Facebook:** Direct link to Horsham College Facebook home page.

**HC Website:** Direct link to Horsham College Website home page.

**Newsletter:** Direct link to the current year newsletter issues.

**Qkr!:** Link to instructions on how to register and set up use for the school payment system.

**Absence Form:** Direct link to an online absentee form when your child is absent from school.

**Change of Details Form:** Direct link to an online change of details form.

**Horsham College Calendar:** Link to an online calendar that details important school dates..

**Register TagOn Tag:** A link to registering a student name against a Move It tag number.

**IT Help Desk:** Link to the Horsham College IT team support email.

**SEQTA Support:** Link to the SEQTA support email.

# 7. Assessments

## 7.1 Upcoming Homework / Assessments

Parents can view upcoming homework and assessment details for their child's classes.

Engage

ASSESSMENTS

LANI WATSON

UPCOMING

10 MATHS EXTENSION

9 CRIME SCENE INVESTIGATION

9 SEALP ENGLISH

9 SPANISH

9 TERRIFIC TEXTILES

9 WAR AND REVOLUTIONS

2023S1

2022S2B

2022S1

2021S2

2021S1

MR ANJELA WATSON

Upcoming

Type to search

CRIME SCENE INVESTIGATION

1. Newspaper Report

19 AUG 2023

SPANISH

3. Personal letter about my life in Australia

5 SEPT 2023

2. Oral Speaking Task: My Routine

22 AUG 2023

WAR AND REVOLUTIONS

3A. WW1 Source Analysis

24 NOV 2023

3. World War One - Extended Writing Task

24 NOV 2023

4. World War One Test

24 NOV 2023

2A. Industrial Revolution Quizzes

24 AUG 2023

2B. Reading Comprehension Task

24 AUG 2023

2. Industrial Revolution - Creative Response

24 AUG 2023

SEALP ENGLISH

4. Spelling Test Average

9 SEP 2023

1. Newspaper Report

OVERVIEW

DETAILS

Teacher marking and feedback

Investigation Questions

Completion of set questions (see CAT sheet)

Newspaper Report

Completion of a 500 word newspaper report. Assessment based on English writing rubric.

<b>Ideas</b> How sophisticated is the central message of the piece? Weight: 1	Unique and original ideas are used to explore the topic in detail	Develops ideas but in a predictable way. Mostly a surface level response to the prompt.	Ideas are simplistic, repetitious and/or lack detail.	Insufficient Evidence
<b>Structure</b> How well are the ideas ordered? Weight: 1	Clear and thoughtful links between ideas and all sections of the writing build to a logical conclusion.	Links between ideas and ordering have been planned.	There are distinct sections but there is no sequence to the writing.	Insufficient Evidence
<b>Audience / Voice</b> How well does the writing suit the purpose? Weight: 1	The writing is expressive and convincing. The writer's authority and confidence is clear.	There is some thought in the writing but it is generic. There is some thought in the writing but it is generic.	The writing is monotonous, mechanical or repetitious.	Insufficient Evidence
<b>Vocabulary</b> How broad is the student's vocabulary and are terms used accurately? Weight: 1	Uses advanced words accurately, thought put into the deliberate selection of terms.	Some specific words are used accurately, however many are simple and could have been replaced with more specific language.	The writer uses basic and repetitive words or words that are too technical or obscure.	Insufficient Evidence
<b>Sentence Fluency</b> Has the student used expressive and varied sentences? Weight: 1	The writer uses sophisticated sentence structures correctly in order to maximise the impact of their ideas	Variety in length and structure of sentences, sentences generally flow.	Sentences are basic and/or disjointed, choppy or rambling, making the writing difficult to follow.	Insufficient Evidence
<b>Conventions</b> Has the student correctly used spelling, punctuation and grammar? Weight: 1	Very few spelling, punctuation or grammar errors.	Has difficulty with advanced conventions, however, the writing is mostly free of spelling, punctuation and grammar errors.	Some easily identifiable spelling, punctuation and grammar errors.	Insufficient Evidence

**Redemption Task**  
Redemption task for students absent

## 7.2 Assessment Results

Assessments also contain task results for each of your child's subjects, which will include summative feedback for common assessment tasks and a S or N for work requirements, after the teacher has released the results.

Engage

ASSESSMENTS

LANI WATSON

UPCOMING

10 MATHS EXTENSION

9 CRIME SCENE INVESTIGATION

9 SEALP ENGLISH

9 SPANISH

9 TERRIFIC TEXTILES

9 WAR AND REVOLUTIONS

2023S1

2022S2B

2022S1

2021S2

2021S1

MR ANJELA WATSON

9 Spanish

Type to search

UPCOMING

3. Personal letter about my life in Australia

5 SEPT 2023

2. Oral Speaking Task: My Routine

22 AUG 2023

RESULTS PENDING

2A. Speaking -

10 AUG 2023

RESULTS AND FEEDBACK RELEASED

1. Daily routine: test

8 AUG 2023

AVG: 73.09

FEEDBACK

1A. Verb conjugation and my routine

08 JULY 2023

5. My Neighbourhood Reading Test

29 MAR 2023

AVG: 84.48

FEEDBACK

5A. Describing Where Things are in the Neighbourhood

26 MAR 2023

4. My House Extended Writing Task

22 MAR 2023

1. Daily routine: test

8 Aug 2023

DETAILS

AVERAGE

73.09

NA

94%

Teacher marking and feedback

Grammar

Grammar

Teacher feedback

Lani,

Impressive work on the test! Your handling of reflexive verbs and your use of the preterite and imperfect conjugation is accurate, even with the reflexive verbs. You have shown a good understanding of the verbs and show deep understanding. Careful with the preterite and imperfect conjugation in the future. The verbs action onto the speaker. If you say 'I was sleeping' you are using the preterite. If you say 'I was sleeping' and keep practicing and keep up the good work!

Reflexive verbs

Reflexive verbs

Reading

Routines

Writing

Routines

Modified Assessment

8.5/10

9.5/10

23/23

7/8

## 7.3 Assessment Notifications

Notifications are sent when a new academic report is available or when there are changes to assessments or if results are visible. You will also receive a notification for a direct message.

Notifications display in the top right of the screen (orange icon). Once clicked, a list of notifications will be visible. Clicking on a specific notification will take you to the actual section of the menu list. Notifications should be turned on in the app.



## 8. Courses

Courses contains a list of student subjects and the weekly curriculum content that is being delivered. You can see learning intentions for subject topics, lesson plans, resources and web links.

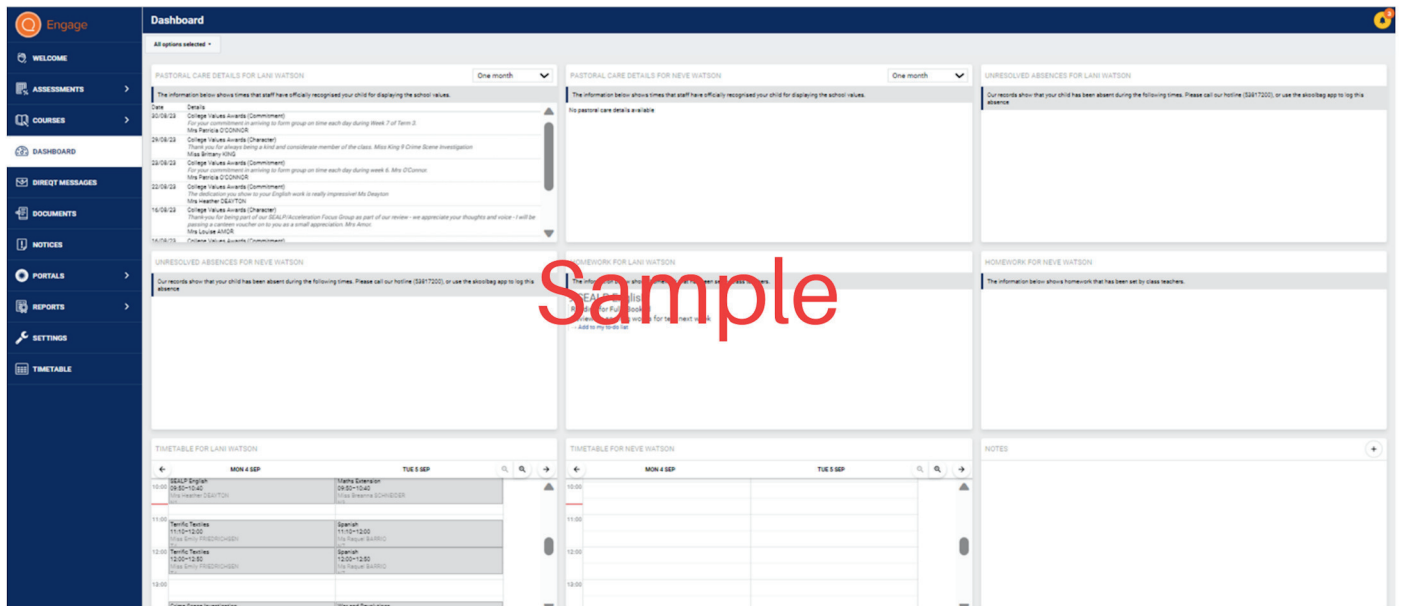
The screenshot shows the Engage app interface. The left sidebar contains navigation options: Engage, WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIRECT MESSAGES, DOCUMENTS, NOTICES, PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area displays '10 Maths Extension' and 'WEEK 2 - SOLVING LINEAR EQUATIONS'. A large red 'Sample' watermark is overlaid on the content.



## 9. Dashboard

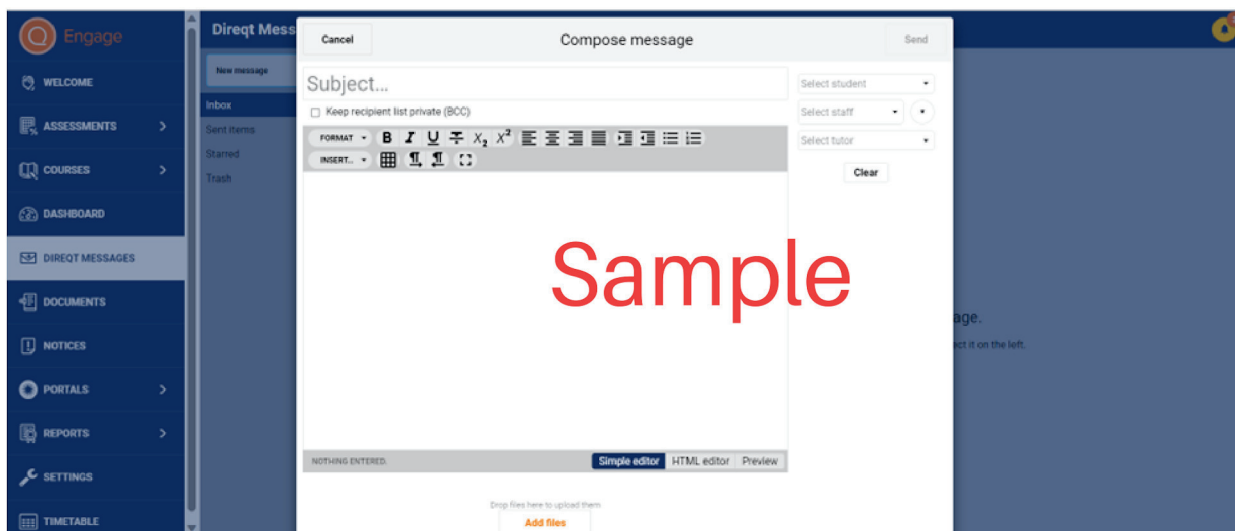
The dashboard is a space where you can see a number of small windows of useful information all in the one space. These include:

- Pastoral care - School Values Awards
- Homework - upcoming
- Unresolved Absences
- Student Timetable



## 10. Direct Messages

'Direqt' messages is where you can contact your child's teacher. Simply click on direqt message tab, then click on 'New Message'. This is where you can select the staff member you wish to contact from the drop down menu and then type your message and send.



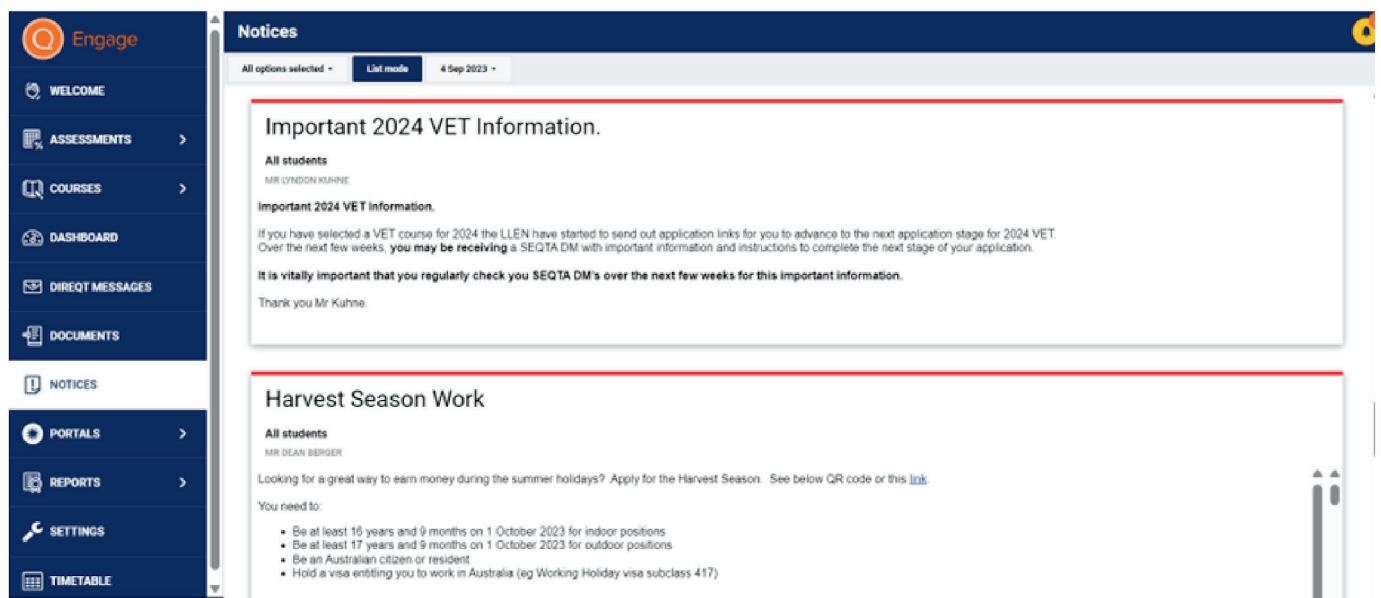
## 11. Documents

In this tab, parents and guardians will find a repository of documents and guides. This includes documents such as:

- Stationary lists
- Excursion forms
- SEQTA help documents

## 12. Notices

The notices page is used to communicate information to parents and guardians. Students can view notices also in SEQTA Learn.



**Engage**

WELCOME

ASSESSMENTS

COURSES

DASHBOARD

DIREQT MESSAGES

DOCUMENTS

NOTICES

PORTALS

REPORTS

SETTINGS

TIMETABLE

### Notices

All options selected - List mode 4 Sep 2023 -

#### Important 2024 VET Information.

All students  
MR LYNDON KUHNE

**Important 2024 VET Information.**

If you have selected a VET course for 2024 the LLEN have started to send out application links for you to advance to the next application stage for 2024 VET. Over the next few weeks, **you may be receiving** a SEQTA DM with important information and instructions to complete the next stage of your application.

**It is vitally important that you regularly check you SEQTA DM's over the next few weeks for this important information.**

Thank you Mr Kuhne.

#### Harvest Season Work

All students  
MR DEAN BERGER

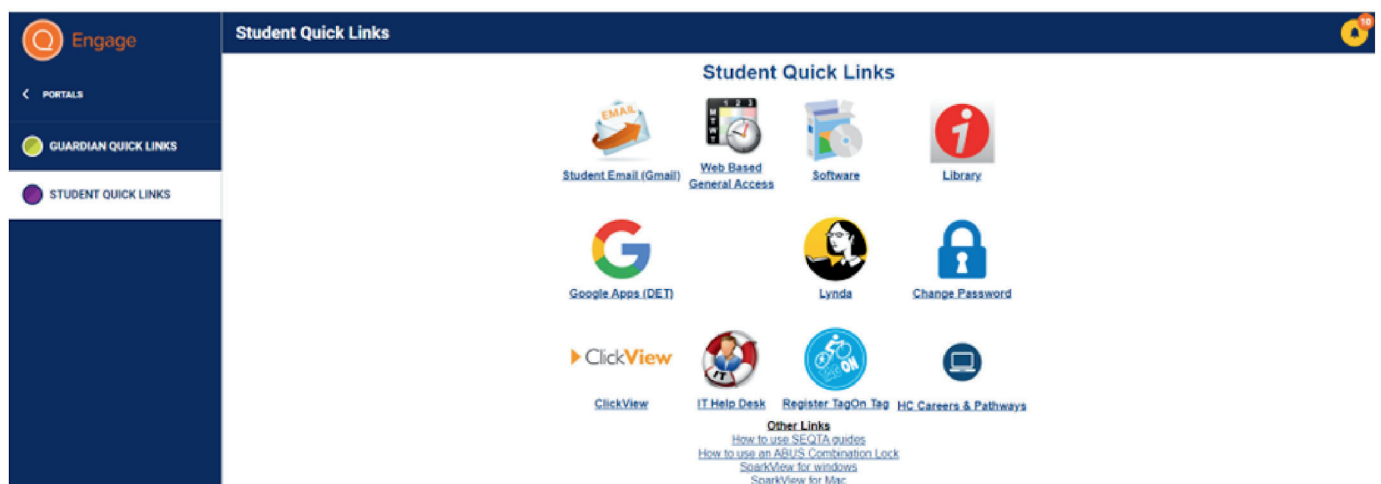
Looking for a great way to earn money during the summer holidays? Apply for the Harvest Season. See below QR code or this [link](#).

You need to:

- Be at least 16 years and 9 months on 1 October 2023 for indoor positions
- Be at least 17 years and 9 months on 1 October 2023 for outdoor positions
- Be an Australian citizen or resident
- Hold a visa entitling you to work in Australia (eg Working Holiday visa subclass 417)

## 13. Portals

This is where you will find access to both Guardian and Student Quick Links - easy access to relevant apps, websites and communication tools. Clicking on a specific portal page will load the webpage within the SEQTA Engage window.



**Engage**

PORTALS

GUARDIAN QUICK LINKS

STUDENT QUICK LINKS

### Student Quick Links

Student Email (Gmail) Web Based General Access Software Library

Google Apps (DET) Lynda Change Password

ClickView IT Help Desk Register TagOn Tag HC Careers & Pathways

**Other Links**

- [How to use SEQTA guides](#)
- [How to use an ABUS Combination Lock](#)
- [SparkView for windows](#)
- [SparkView for Mac](#)

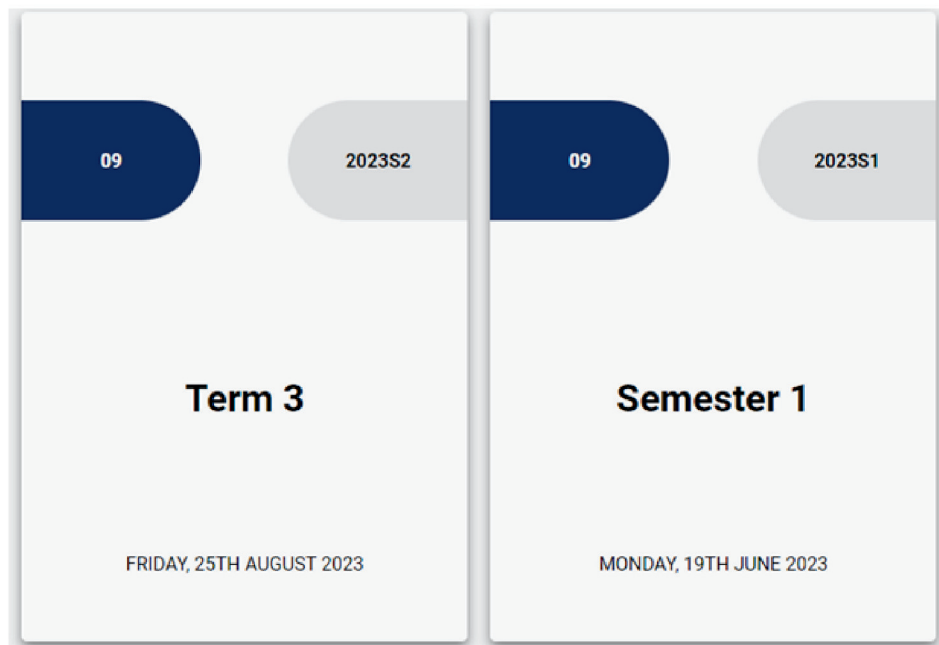
## 14. Reports

The reports page is where parents and guardians can access both Term based and Semester reports for their children. Reports will stay on SEQTA for the time at which the child is at Horsham College. Upon leaving, reports will be archived at the College.

### 14.1 Viewing Reports

When a report is clicked on, it will either open as a PDF within the browser, open in a PDF viewing application or ask to save the file to your computer. This will depend on the browser or device you are using to access the report.

All reports can be saved to your local device for future viewing and or printing.



## 15. Settings

The settings page allows parents and guardians to reset their password, turn off the default noises made when moving through the site and change their menu background.

## 16. Timetable

The timetable page allows parents to view the individual timetable of each of their children. They can select tutorials, classes and or events.

Timetable					
Everything ▾	Show notes	Lani WATSON ▾	Print	4 Sep 2023 ▾	
TAP OR CLICK ON A TIMETABLE ENTRY FOR MORE DETAILS AND TO COLOUR IT					
←	MON 4 SEP (MONDAYB)	TUE 5 SEP (TUESDAYB)	WED 6 SEP (WEDNESDAYB)	THU 7 SEP (THURSDAYB)	FRI 8 SEP (FRIDAY B)
9:00	SEALP English 09:00–09:50 Mrs Heather DEAYTON	Maths Extension 09:00–09:50 Miss Breanna SCHNEIDER	SEALP English 09:00–09:50 Mrs Heather DEAYTON	Terrific Textiles 09:00–09:50 Miss Emily FRIEDRICHSEN	Spanish 09:00–09:50 Ms Raquel BARRIO
10:00	SEALP English 09:50–10:40 Mrs Heather DEAYTON N1	Maths Extension 09:50–10:40 Miss Breanna SCHNEIDER N3	Crime Scene Investigation 09:50–10:40 Miss Brittany KING S2	Terrific Textiles 09:50–10:40 Miss Emily FRIEDRICHSEN T6	Spanish 09:50–10:40 Ms Raquel BARRIO N7
11:00	Terrific Textiles 11:10–12:00 Miss Emily FRIEDRICHSEN T4	Spanish 11:10–12:00 📅		Crime Scene Investigation 11:10–12:00 Miss Brittany KING S4	War and Revolutions 11:10–12:00 Ms Isabella HEALEY N1
12:00	Terrific Textiles 12:00–12:50 Miss Emily FRIEDRICHSEN T4	Spanish 12:00–12:50 📅	War and Revolutions 12:00–12:50 Ms Isabella HEALEY N1	Crime Scene Investigation 12:00–12:50 Miss Brittany KING S4	War and Revolutions 12:00–12:50 Ms Isabella HEALEY N1
13:00					
14:00	Crime Scene Investigation 13:40–14:30 Miss Brittany KING S2	War and Revolutions 13:40–14:30 Ms Isabella HEALEY N1		ALP English 14:00–14:30 Mrs Heather DEAYTON	Maths Extension 13:40–14:30 Miss Breanna SCHNEIDER N3
15:00	Crime Scene Investigation 14:30–15:20 Miss Brittany KING S2	War and Revolutions 14:30–15:20 Ms Isabella HEALEY N1		ALP English 14:30–15:20 Mrs Heather DEAYTON	Maths Extension 14:30–15:20 Miss Breanna SCHNEIDER N3
16:00					
17:00					

Clicking on a subject will reveal:

- Teacher name
- Time of class and period number
- Room number
- Attendance icon
- Any due dates for assessment tasks or homework

## 17.0 Support

If you have lost or forgotten your log in details, please send an email to ICT Service Desk at [8188-helpdesk@horsham-college.vic.edu.au](mailto:8188-helpdesk@horsham-college.vic.edu.au) or call on 53817100. A new email will be issued requiring you to go through the initial steps which is valid for one week. The same username may be re-used and no information is lost from your previous log in. You can, however, frequently change your password with the SEQTA Engage website which is outlined further in this document.

Please note that Horsham College does not provide support for the SEQTA Engage app. Support will need to be taken up through SEQTA Engage app itself. It is recommended that you create your online account prior to downloading the app.







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[www.horsham-college.vic.edu.au](http://www.horsham-college.vic.edu.au)  [horshamcollege](https://www.facebook.com/horshamcollege)