



Est. 2003

SEQTA Engage:  
Handbook for Primary Parents

# Table of Contents

Introduction and Logging In.....	3
Linking Your Mobile Device to your SEQTA Engage.....	6
Navigating Around the Portal.....	8
SEQTA Pages in Detail .....	9
Accessing Your Primary Student's subject lessons and information.....	9
Notices .....	11
Reports.....	12
Settings.....	13
Communication to teachers.....	13
Logging Out.....	13
Troubleshooting .....	14
SEQTA Engage help videos.....	15

## Introduction

GMAS primary students and their parents have access to elements of SEQTA using their own login accounts. Year 4-6 students are encouraged to use **SEQTA Learn** to access daily notices, online lessons and assessments. Parents will use **SEQTA Engage**. This login gives access to the attached teaching programmes on the Cover Page of some learning areas, assessment tasks and the results of released assessments. Formal reporting such as Settling In, Semester 1 and Semester 2 reports are available to students and parents in SEQTA.

This guide will assist you with SEQTA Engage and navigating around its menu to access different content.

## Logging In



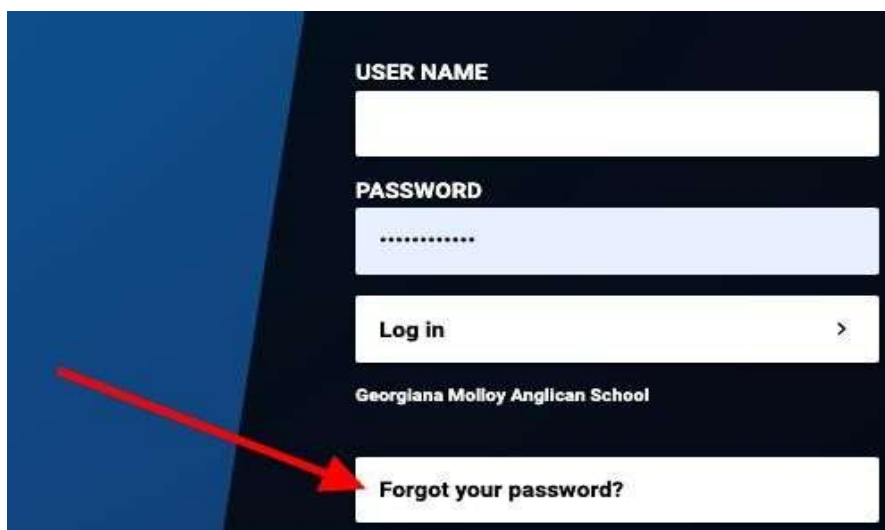
To firstly access your **SEQTA Engage**, there is a link on the GMAS Website to **SEQTA Engage** and helpful tutorials to navigate around the software. If you are using a Web browser on any internet enabled device, go to this address: <https://www.gmas.wa.edu.au/current-parents/seqta-engage> and select **SEQTA Engage**, you will see the above screen. Log in using your credentials.

If you are a new family to GMAS, you should have received a welcome email from the school with a link to set up a username and password. We have advised all parents to use the email address that has been given to the School as the Username. Use this Username and the password you have set up, to log in. If you have forgotten your password, please click on the “Forgot your password?” link on the SEQTA Engage login page.

If we do not have your current email address on record, please contact the School Administration and provide it to us as soon as possible.

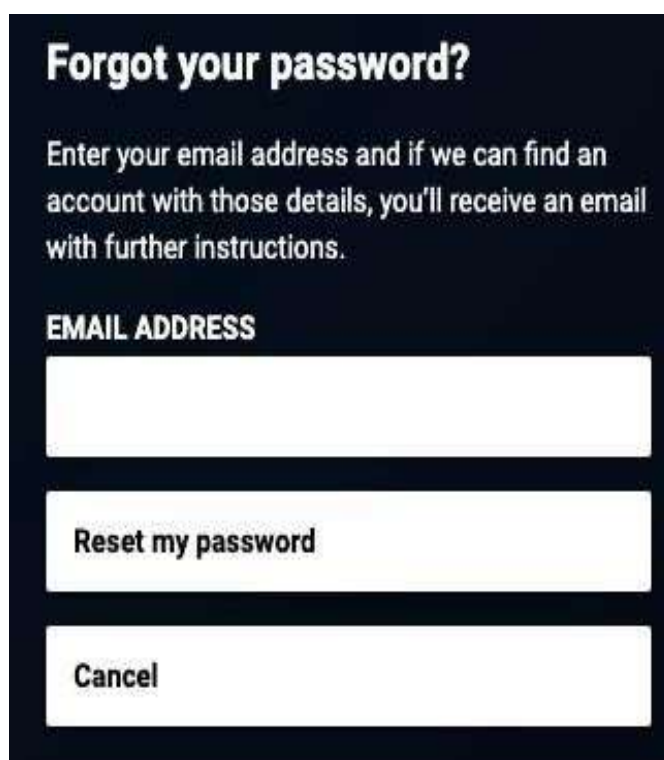
If you have any trouble with accessing your SEQTA Engage account, please contact GMAS on (08) 9752 5252. Administration staff will help with your access.

If you have forgotten your password, you can request a reset using this link on the login page (see below).



The image shows a login page with a dark blue background. On the left is a solid blue vertical bar. On the right, there is a white login form. The form contains the following elements from top to bottom: a label 'USER NAME' above a white text input field; a label 'PASSWORD' above a white text input field with masked characters (dots); a white button labeled 'Log in' with a right-pointing chevron icon; the text 'Georgiana Molloy Anglican School'; and a white button labeled 'Forgot your password?'. A red arrow points from the blue bar to the 'Forgot your password?' button.

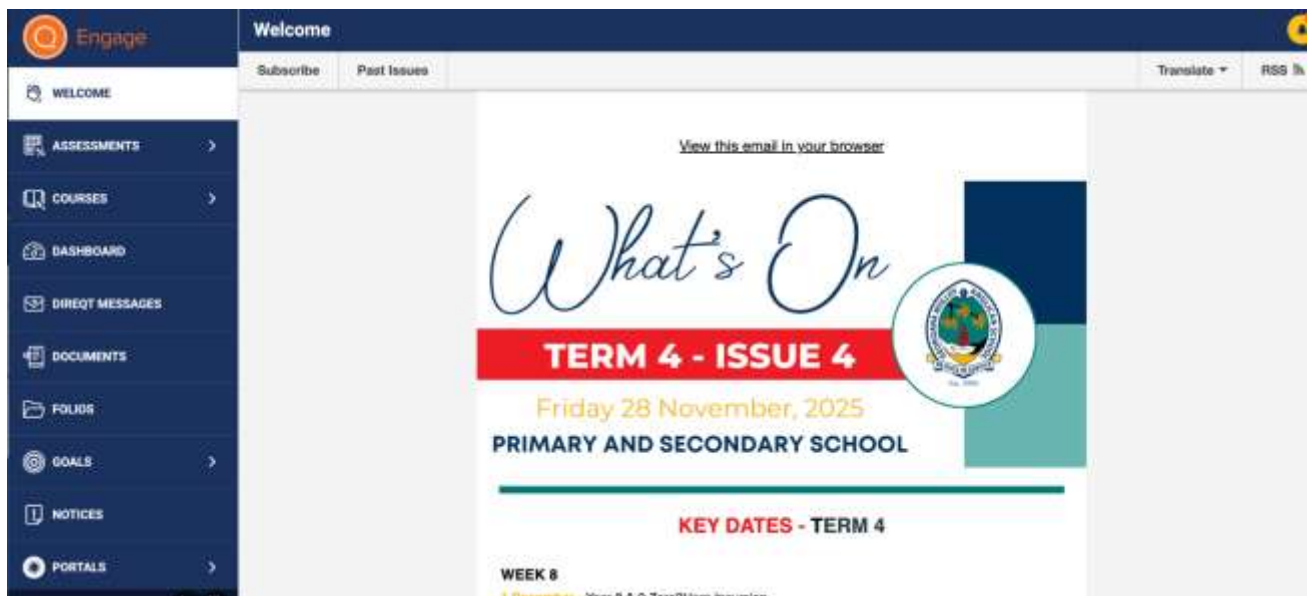
Clicking “forgot your password” will bring up this screen.



The image shows a screen titled 'Forgot your password?' in large, bold, black text. Below the title is a paragraph of text: 'Enter your email address and if we can find an account with those details, you'll receive an email with further instructions.' Below this text is a white text input field for the email address. At the bottom of the screen are two white buttons: 'Reset my password' and 'Cancel'.

Enter your email address, click on Reset my password and you will receive an email with links to reset the password. There is usually a set time that this reset email is valid for, so keep an eye on that.

The main GMAS SEQTA Engage page looks similar to this:

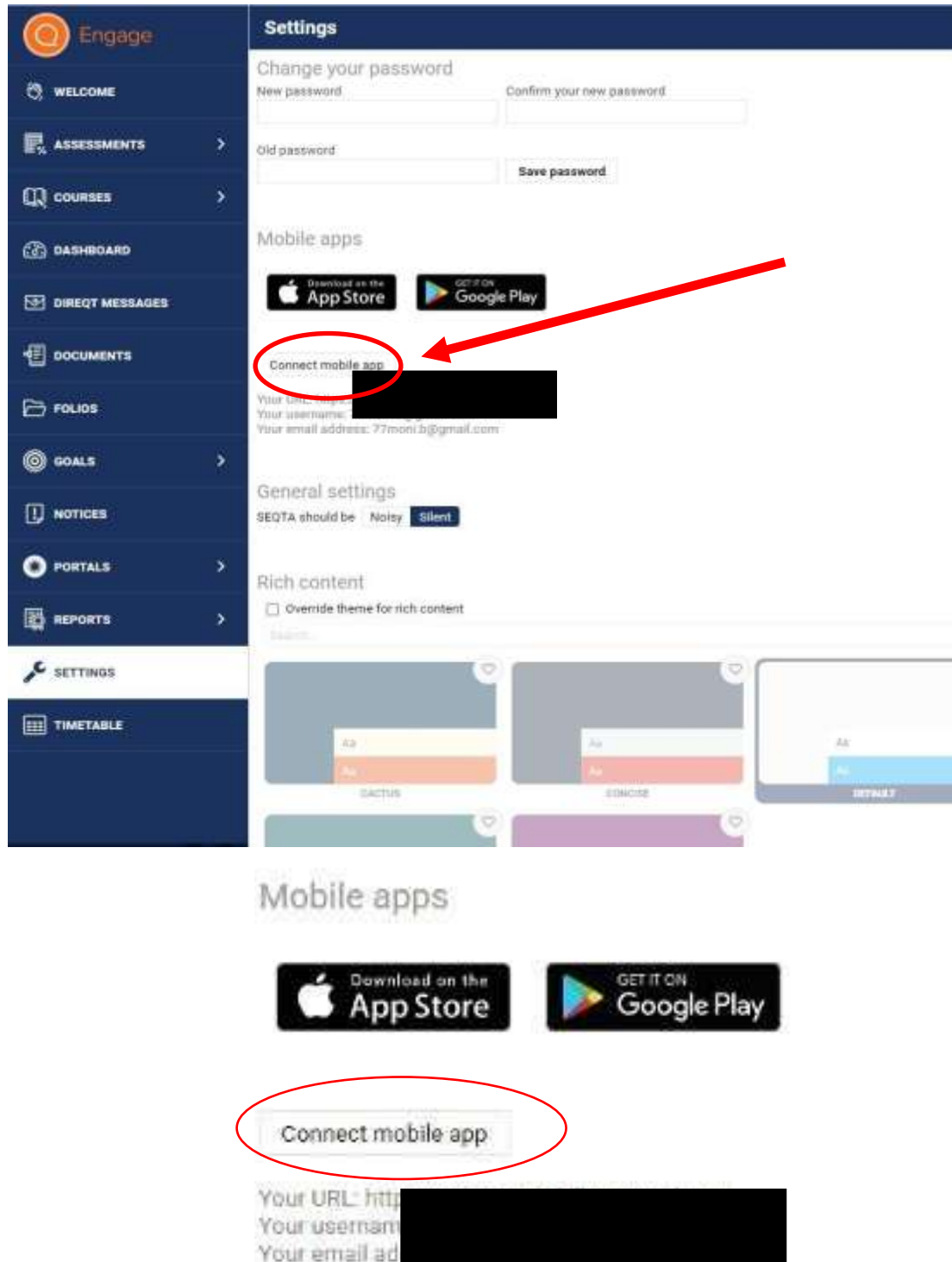


The content on this Welcome page will change from time to time.

## Linking your mobile or iPad device to your SEQTA Engage



Firstly, download the SEQTA Engage app from the PlayStore or App Store. You will need to go into the Settings of your SEQTA Engage on a computer and click on “connect mobile app”.

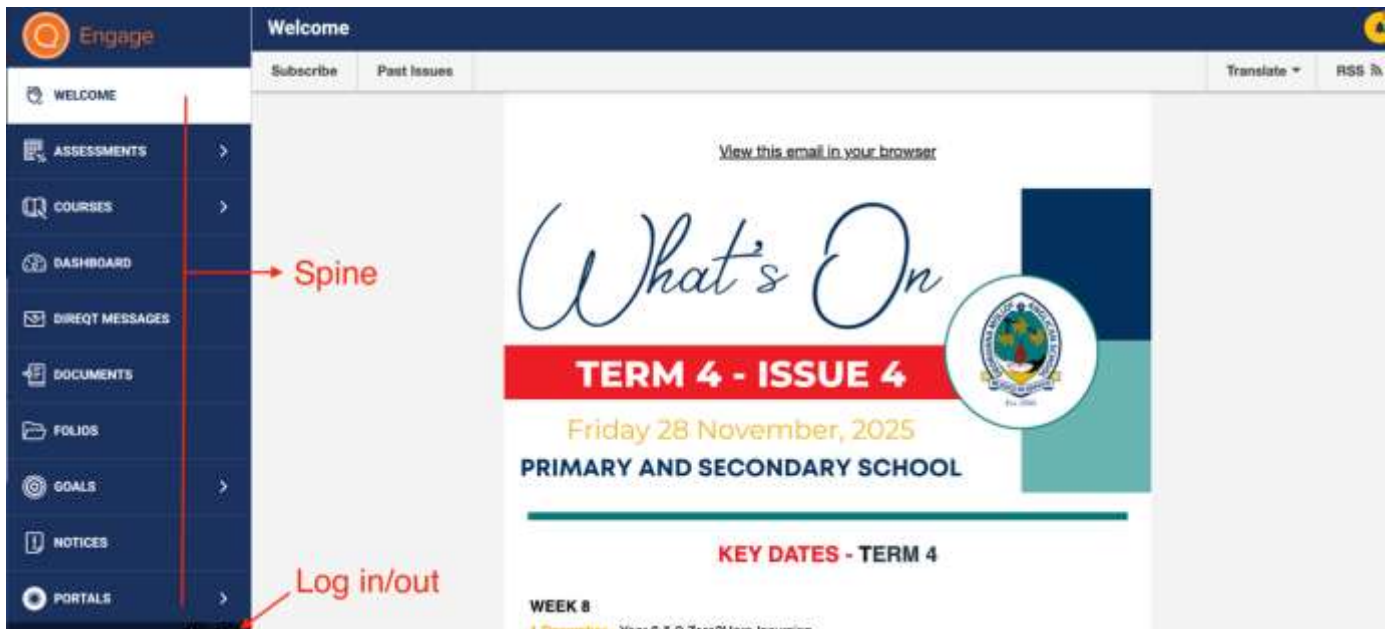


You will be prompted to receive an email with a “Log Into The SEQTA Engage app” title. This will feature a QR Code. Just double tap this and it will log you straight into SEQTA Engage on your device.



## Navigating around the Portal

The **SEQTA Engage** portal has a series of navigation links on the left-hand side of the page i.e. Welcome, Assessments, Courses, Dashboard etc. Clicking on these will change the content that is shown in the right-hand side of the screen. Currently, you will note that the Welcome link is highlighted and the right-hand side displays the Welcome page.



Looking down at the Navigation links from top to bottom, clicking on these will take you to the following content pages. The content visible will differ from Primary to Secondary students and some sections maybe empty for primary students.

1. **Welcome:** This is the home page that will show up on your logging into the portal.
2. **Assessments:** You can check any marks that have been released by the teacher.
3. **Course:** You can access your child's subjects. Some subjects will have attached a teaching programmes and tasks for the day.
4. **Dashboard:** Choose options for a quick overview of Pastoral Care records and Unresolved Absences.
5. **Direct Messages:** **Please do not use Direct Message to contact teachers or students at the school.** This is separate from a teacher's email account which is the preferred method of contact.
6. **Documents:** Here you can access PDF files that have been uploaded.
7. **Folios:** Students can create online Folios (in their SEQTA Learn) that can be shared with teachers, parents and other students.
8. **Goals:** You can access your student's goals here.
9. **Notices:** Here you can access the "Daily Notices" of the school and see the notices for any given day (current and past).
10. **Portals:** We are not using Portal pages this year for class newsletters. Classroom teachers will be touch to parents with which software they will be using for this.
11. **Reports:** Here you can access your child's Interim and Semester Reports in PDF format, as soon as these are published.



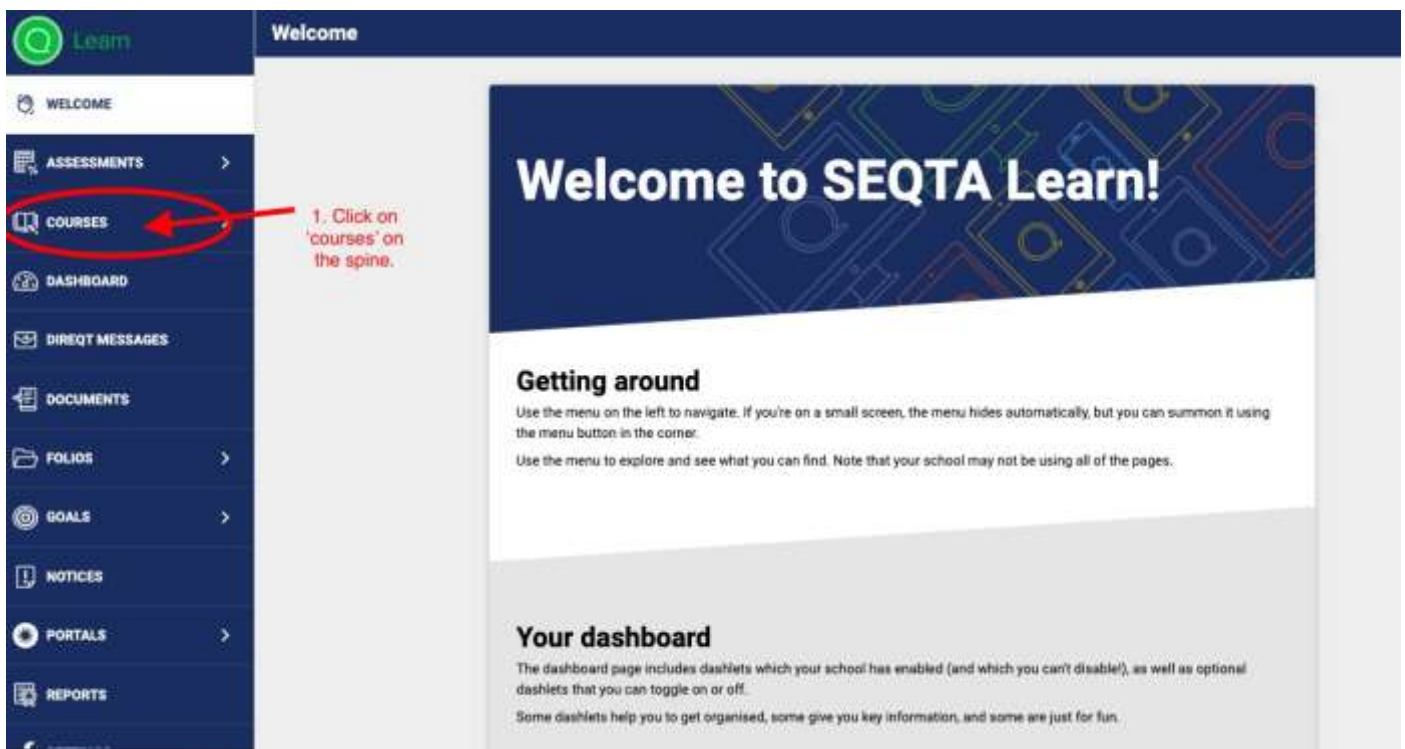
12. **Settings:** Here you can change your password, manage alerts, connect mobile devices to your account and change background colours.
13. **Timetable:** You can see your child's school timetable. If you have multiple children, you can change between them using the options up the top.



## SEQTA Pages in Detail

### Accessing your Primary student's core subject or elective lessons

1. Once logged into SEQTA Engage (Parents) or SEQTA Learn (Students) click on 'Courses' on the spine.



2. Click on 'Primary Core Lessons' for English, Maths, HASS and Science lessons. **Please check with your child's teacher as to whether they will be using this feature of SEQTA.** Specialist subjects are under their titles or subject name (e.g. Digital Technologies).



- Click on 'Today' then click on the day i.e. 23<sup>rd</sup> May and the lesson will come up on the right. Any worksheets or attachments included will be underneath the lesson.

Learn

Primary Core Lessons

Today

1. Click on 'Today'

2. Click on the day and the lesson will come up on the right including any attachments/worksheets etc.

English: Literacy Rotations

LITERACY CAFE!

8.30am;

1. Diary signed

2. Complete Gratitude Journal (I can't live without...)

3. Look through Mental Maths unit 15 & using 2 different colours, highlight challenge questions vs easy questions in days 1-5.

4. As a whole class, briefly go through Literacy Cafe rotations

9.45am Fitness

9.00am Literacy Cafe Rotations as attached: 3x 20 mins each until 10am fruit break.

Spelling list (Independent) Attached

Just Read (Indian in the Cupboard)

Grammar Textbook (Teacher/EA group): Unit 23

Reading Eggspress

Just Write! (Independent)

Unfinished Business (Independent)

15 P5 19 May English: Viewing

16 P2 20 May Unfinished Business

17 P4 20 May Project Work

18 P5 20 May Project Work

19 T2 W5

1 P1 23 May English: Literacy Rotations

2 P2 23 May English: Literacy Rotations

3 P3 23 May Maths: Fractions

4 P4 23 May HASS: Asia & Geographical Diversity

5 P5 23 May HASS: Connecting with Asia

6 P1 24 May

PRIMARY CORE LESSONS

Year 4 List 2: Letter / name

Letter	Word	Meaning	Spelling
a	ant	ant	ant
b	bat	bat	bat
c	cat	cat	cat
d	dog	dog	dog
e	egg	egg	egg
f	fat	fat	fat
g	gap	gap	gap
h	hat	hat	hat
i	ice	ice	ice
j	jet	jet	jet
k	kit	kit	kit
l	let	let	let
m	mat	mat	mat
n	net	net	net
o	ot	ot	ot
p	pat	pat	pat
q	quit	quit	quit
r	rat	rat	rat
s	sat	sat	sat
t	tea	tea	tea
u	ut	ut	ut
v	vat	vat	vat
w	wat	wat	wat
x	xit	xit	xit
y	yet	yet	yet
z	zat	zat	zat

## SEQTA Notices

The Notices section is where the school daily notices are added and subsequently read to students each morning by their Classroom teacher. This section can be customised for the phases of learning your children attend. Where it notes all options selected, parents can choose from Primary, Secondary or Whole School Notices. Notices allow parents to keep in touch with the day-to-day activities of the school.

The screenshot displays the Engage SEQTA interface. On the left is a dark blue sidebar with a menu containing: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIRECT MESSAGES, DOCUMENTS, FOLIOS, GOALS, NOTICES (highlighted), PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Notices' and includes a filter bar with 'All options selected', 'List made', and '9 Dec 2020'. Two notices are visible, each with a green header bar.

**Notice 1: PRACTICE FOR AWARD WINNERS**  
Daily Notices  
MISS STEPHANIE BRADY  
PRACTICE FOR AWARD WINNERS:  
Thursday Period 3 in the MAC, 11:30-12:30pm

**Notice 2: Supporting our community this Christmas**  
Daily Notices  
MISS SIMONE BAKER  
We really need your help please, to support locally families with Christmas hampers, below are suggested items to donate. Please bring items to the Chaplains office.

**Tinned Foods**

- Fruit
- Vegetables (peas, corn, etc)
- Beanroot
- Soup
- Spaghetti
- Baked beans
- Fish (tuna, salmon, etc)

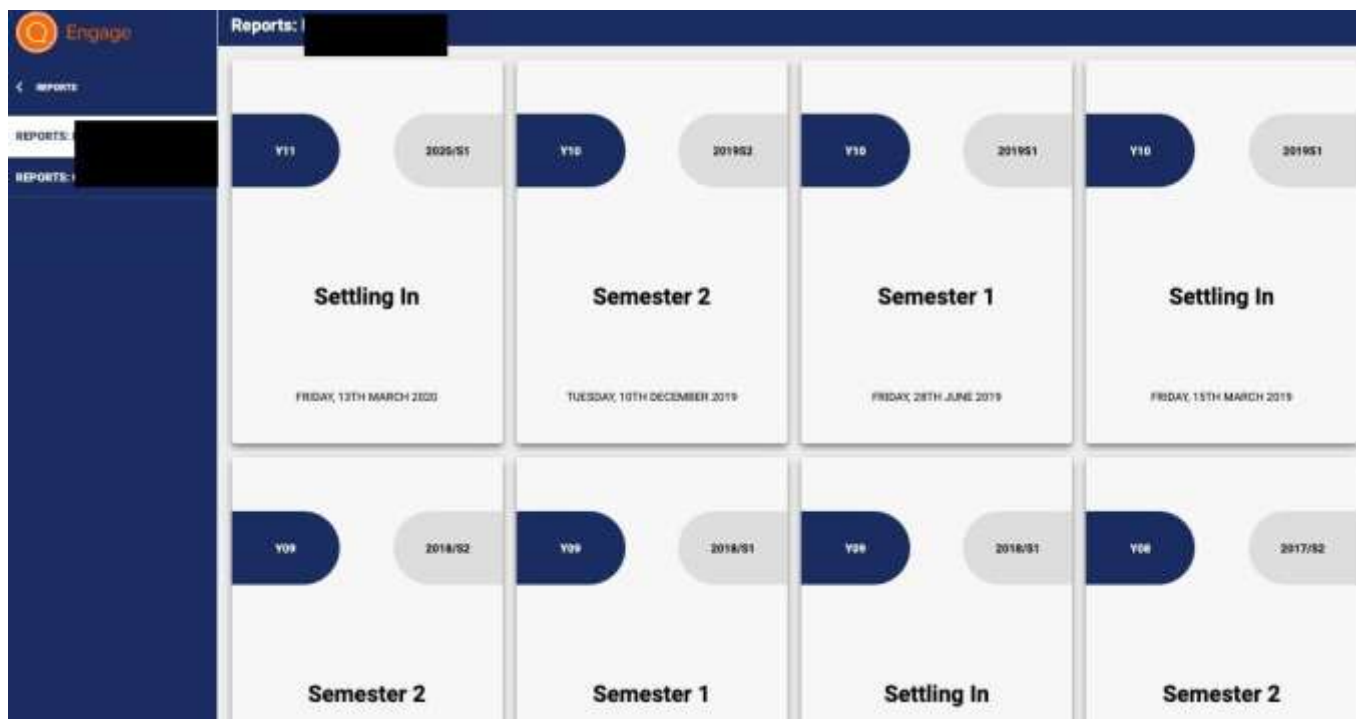
**Beverages**

- Long-life milk
- Tea, coffee, Milo
- Cordial, soft drink
- Long-life juice

**Cereals & Carbohydrates**

## Reports

Your child's school reports can be accessed on SEQTA Engage in the Reports section. Once published by the school, you will be able to see Settling In, Semester One and Semester Two reports.



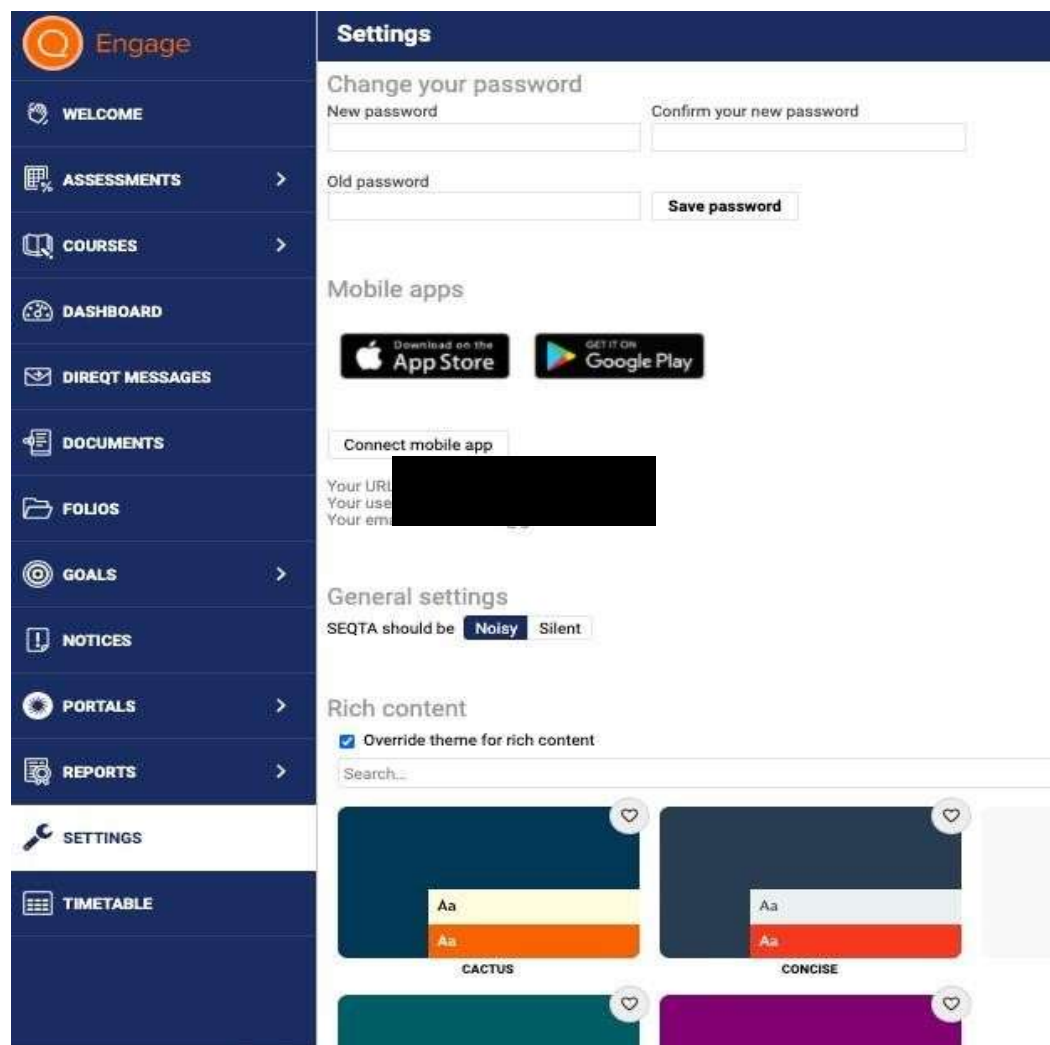
If you have more than one child at school, you will need to select the child for whom you wish to view the report before proceeding to the report selection screen.

Reports are issued as downloadable PDF documents so they can be printed at your discretion or viewed on screen. Parents will be emailed when the latest reports are available on SEQTA Engage. Depending on the length of time at the school, you will be able to access past reports from this screen also.

Click the grey box for the desired document and the report will immediately download and open. This document can then be saved or printed if required

## Settings


On the Settings page, you can change your password and personalise your portal view by altering the background if you wish. You can also turn off audio alerts when a new message is received.

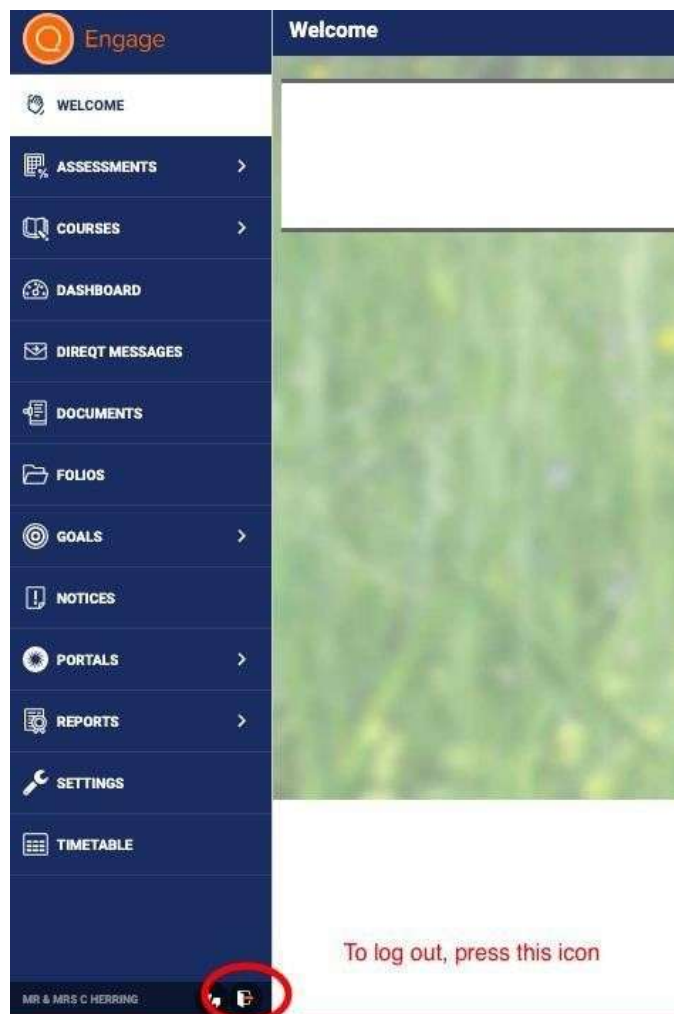


## Communication to Teachers

Previously there was an option to send written messages directly to teachers via SEQTA using the **Direct Message** option. **NOTE: This is NOT to the teacher's email but to their SEQTA account.** This is not the preferred way to contact teachers at the school, please use email or phone.

## Logging Out

To log out of SEQTA Engage, click on the log out icon  of the left spine of SEQTA



## Troubleshooting

It is recommended parents set their SEQTA Engage username to be the email address that they have provided to the school.

If you have forgotten your password, you may request a new password through the **Forgot your Password?** function on the Login screen of SEQTA Engage. If you would like to change your password, you can do this on the Settings page once you have logged in.

Following this guide, if you are having difficulty locating any information, please speak with our GMAS Administration staff by telephone (08) 9752 5252 or by sending an email to [info@gmas.wa.edu.au](mailto:info@gmas.wa.edu.au)

As a web-based portal, GMAS SEQTA Engage is accessible anywhere where there is an internet connection.

A quick access tab called SEQTA PORTAL has been created on our GMAS Website to assist parents. This can be found in the Quick Links drop down menu in the top right of the website.

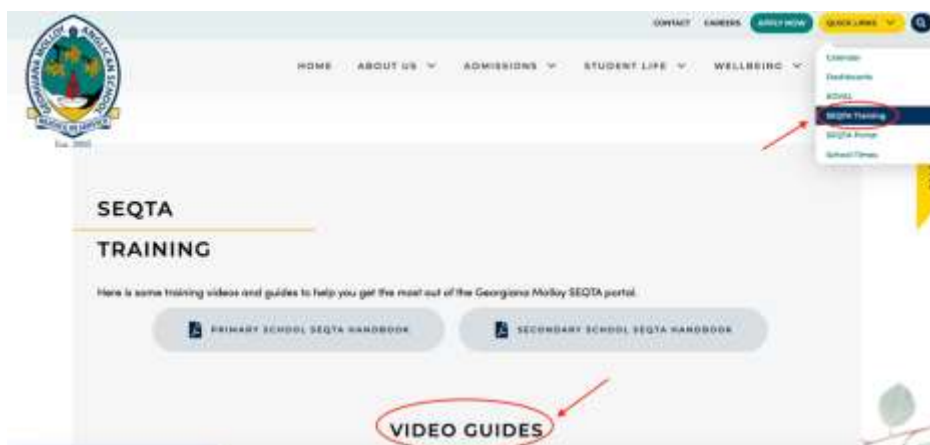


A link to SEQTA Learn (Student portal) and SEQTA training is also available here.



### SEQTA Engage Help Videos

SEQTA Engage help videos have been uploaded to further assist parents navigating this software. These videos can be found under the SEQTA Training tab in the Quick Links menu.



We hope you enjoy using SEQTA Engage!