



Est. 2003

SEQTA Engage:
Handbook for Secondary Parents

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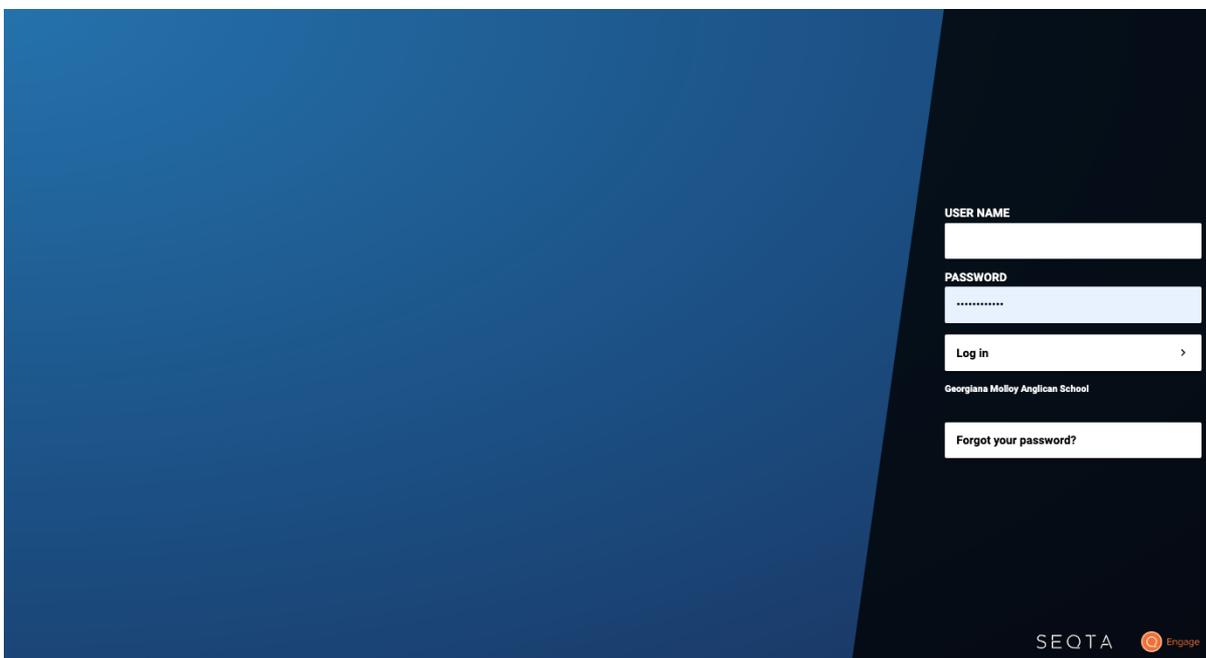
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Introduction

GMAS students and their parents have access to elements of SEQTA using their own login accounts. All secondary students are expected to use **SEQTA Learn** to access direct messages, daily notices, online lessons and homework. Parents will use **SEQTA Engage**. This login gives access to direct messages and the attached teaching programmes on the Cover Page of each learning area, attached learning resources, scheduled homework, assessment tasks and the results of released assessments. Formal reporting such as Settling In, Semester 1 and Semester 2 reports are also 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:

<http://www.gmas.wa.edu.au/GMASportal/parents.html> 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 Administration and staff will help with your access on (08) 97525252 or enquiries@gmas.wa.edu.au.

The main GMAS SEQTA Engage page looks similar to this:

Engage

Welcome

WELCOME

ASSESSMENTS

COURSES

DASHBOARD

DIREQT MESSAGES

DOCUMENTS

FOLIOS

GOALS

NOTICES

PORTALS

REPORTS

SETTINGS

notification bell

Spine

Log in and out button

Georgia Molloy Anglican School

Welcome to Georgia Molloy Anglican School SEQTA-ENGAGE portal for parents.
Use the side-panel menu at the left of the screen to navigate to the resource available to you.

| Save the date |
|--|
| Buy sell swap uniforms, Thursday 3 December 3.30pm |
| Junior School Nativity and Presentation Night, Wednesday 9 December 5.00pm (MAC) |
| Secondary School Presentation Night, Thursday 10 December 6.00pm (MAC) |
| School office closes, Tuesday 21 December 12:00pm |
| School office re-opens, Monday 4 January 8:00am |
| New student orientation (afternoon), Friday 29 January |
| Term 1 commences for students, Monday 1 February |
| Camp Week, 29 March - 1 April |
| Term 1 Concludes, Thursday 1 April |

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

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

USER NAME

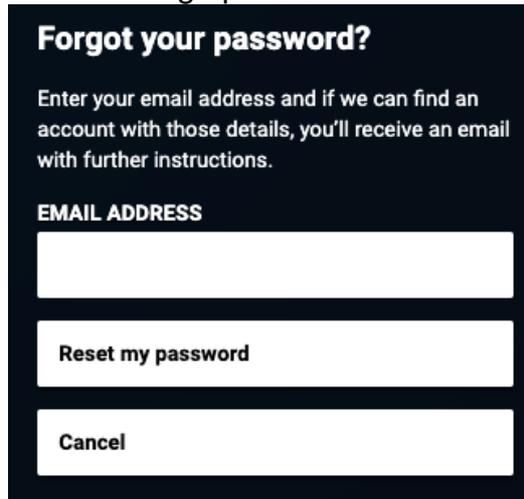
PASSWORD

Log in

Georgia Molloy Anglican School

Forgot your password?

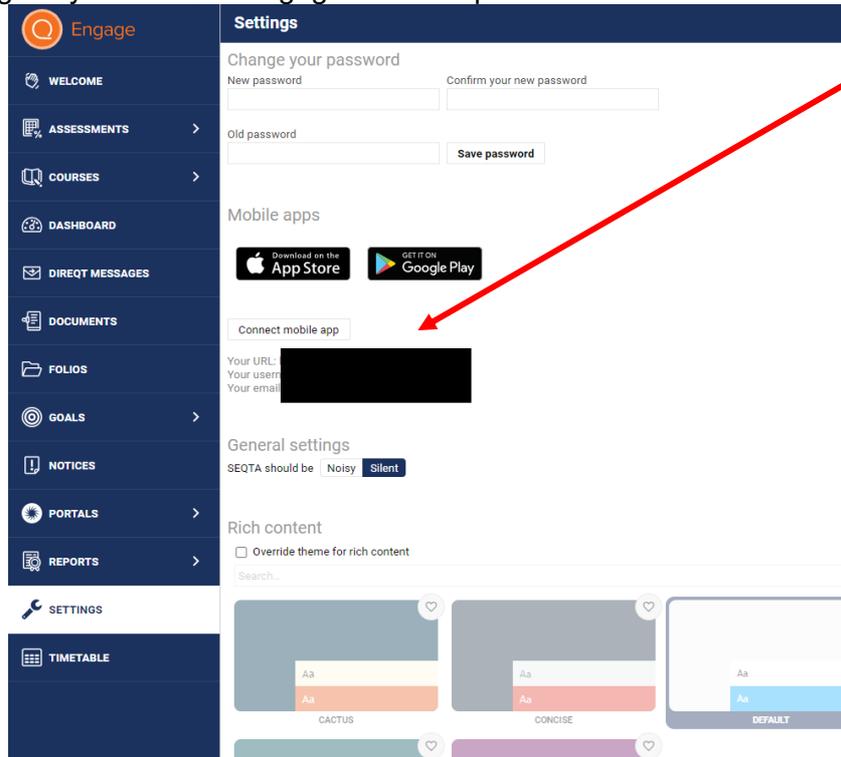
Clicking “forgot your password” will bring up this screen.



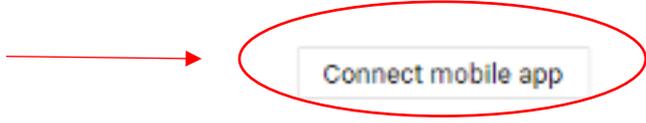
Enter your email address, click on Reset my password and you will receive an email with links to reset the password.

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”.

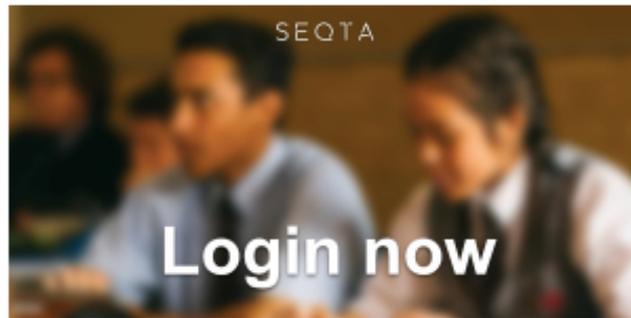


Mobile apps



Your URL: [REDACTED]
Your user: [REDACTED]
Your email: [REDACTED]

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



Log in to the SEQTA Engage app.

[REDACTED] can this code using the SEQTA Engage app (or tap it on your device) to log in immediately — no username or password required.



Download the app to get push notifications and fingerprint authentication:



This message was sent by Georgiana Molloy Anglican School to che@gmas.wa.edu.au.

Do not reply to this message; the mailbox is not monitored. Please contact Georgiana Molloy Anglican School if you have any queries.

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.

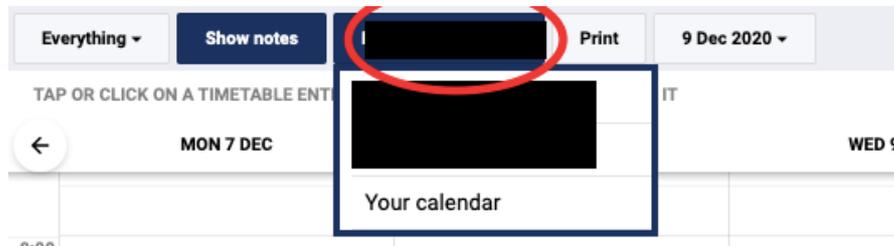
The screenshot shows the SEQTA Engage portal interface. On the left is a dark blue navigation sidebar with white text and icons for: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIRECT MESSAGES, DOCUMENTS, FOLIOS, GOALS, NOTICES, PORTALS, REPORTS, and SETTINGS. The main content area is titled 'Welcome' and features the school's crest and a 'Save the date' table. A red arrow points to the vertical line separating the sidebar from the main content, labeled 'Spine'. Another red arrow points to a notification bell icon in the top right corner, labeled 'notification bell'. A third red circle highlights the 'Log in and out button' at the bottom left of the sidebar.

| Save the date |
|--|
| Buy sell swap uniforms, Thursday 3 December 3.30pm |
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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 depending upon which sub-school your child is in.

- **Welcome:** This is the home page that will show up on your logging into the portal.
- **Assessments:** You are able to check any up and coming Assessments for your child as well as any Test Marks that have been released by the teacher.
- **Courses:** You are able to access your child's subjects, teaching programmes and tasks for the day.
- **Dashboard:** Choose options for a quick overview of Pastoral Care records and Unresolved Absences.
- **Direct Messages:** You are able to direct message teachers and access any communications that have been directly sent to you. Note there is an inbox, sent items and trash box. This is separate from a teacher's email account.
- **Goals:** You can access your student's goals here.
- **Notices:** Here you can access the "Daily Notices" of the School and see the notices for any given day (current and past).
- **Portals:** In Primary, this is where you can access the classroom web page. In Secondary these are not currently used however a co-curricular heading may also be included over time.
- **Reports:** Here you can access your child's Interim and Semester Reports in pdf format, as soon as these are published.
- **Settings:** Here you can change your password, manage alerts, connect mobile devices to your account and change background colours.

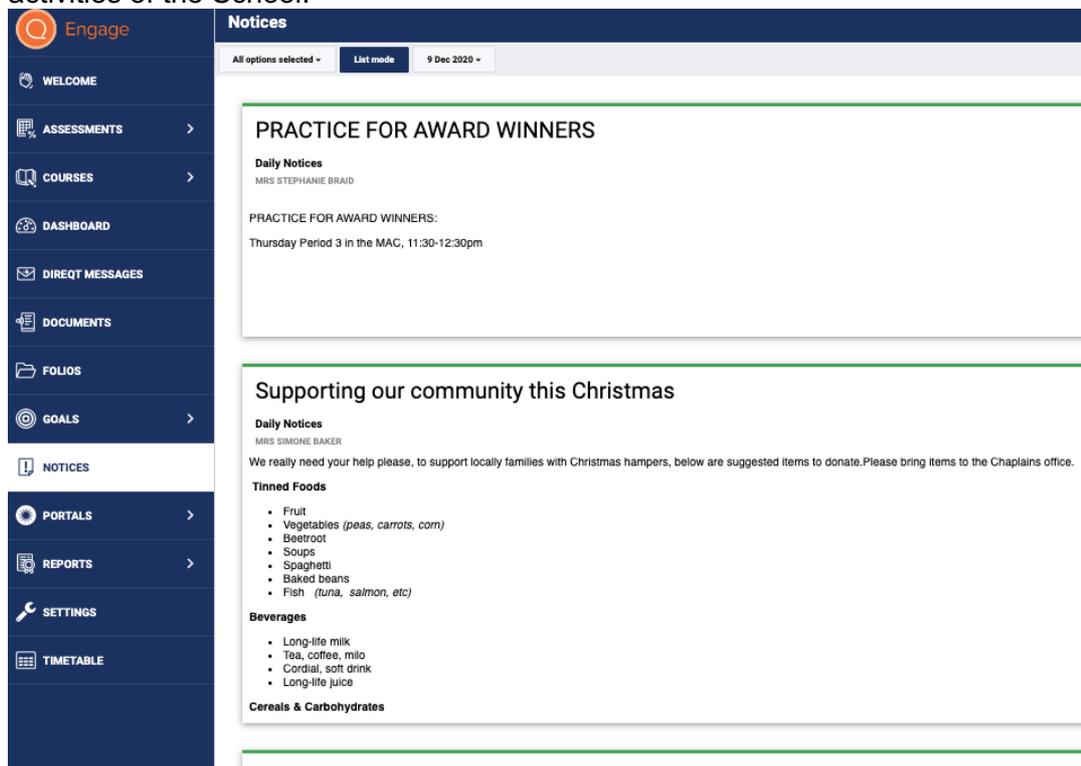
- **Timetable:** You are able to see your child's school timetable. If you have multiple students, you can change between them using the options up the top.



SEQTA Pages in Detail

Notices

The Notices section is where the School daily notices are added and subsequently read to students each morning by their Home Room 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.



Portals

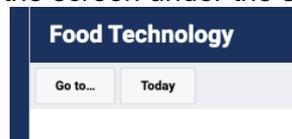
The Portal section is where you will find information pertinent to each Primary classroom. Parents only have access to the pages for the class in which their child is enrolled. These are not currently used in the Secondary however co-curricular groups may be included in due course.

Courses

To view your child's programmes and daily lessons use the Courses tab. You will then need to select one of your children (if more than one child attends the school) and then select the subject you wish to view.

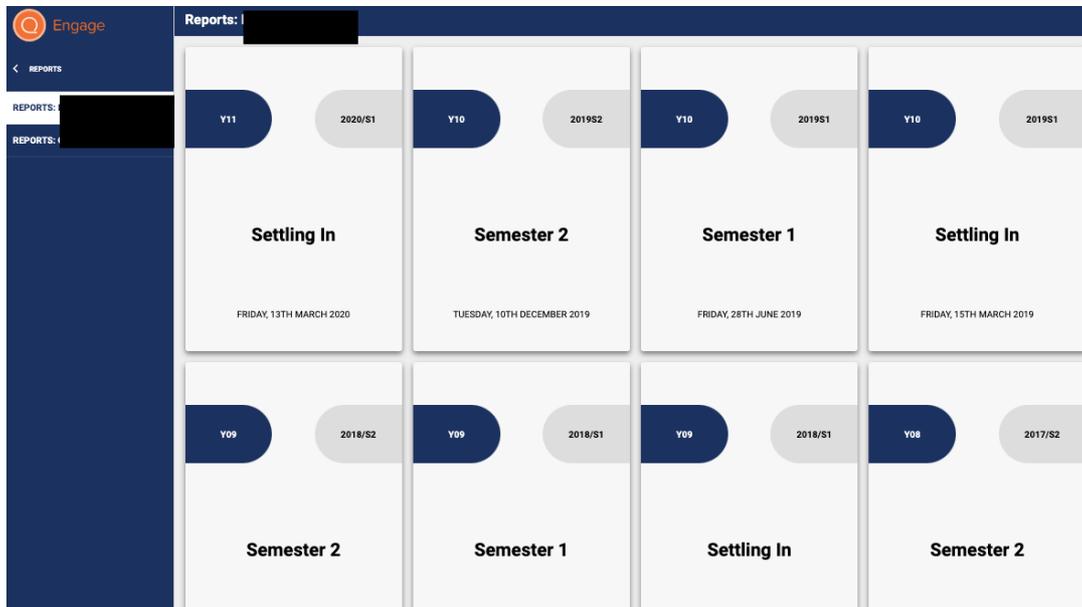


Next, select the date and time for the lesson, and the outline will appear on the right. A quick way to access lessons for the current day is to select TODAY at the top of the menu. If the lessons are not appearing, select 'Go To' at the top of the screen under the subject heading.



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 downloaded 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



Year 1



Settling In Report



Year 11

Home Room: 1103
Bunker House
WA Student Number: 27238163

Courses taken this semester:

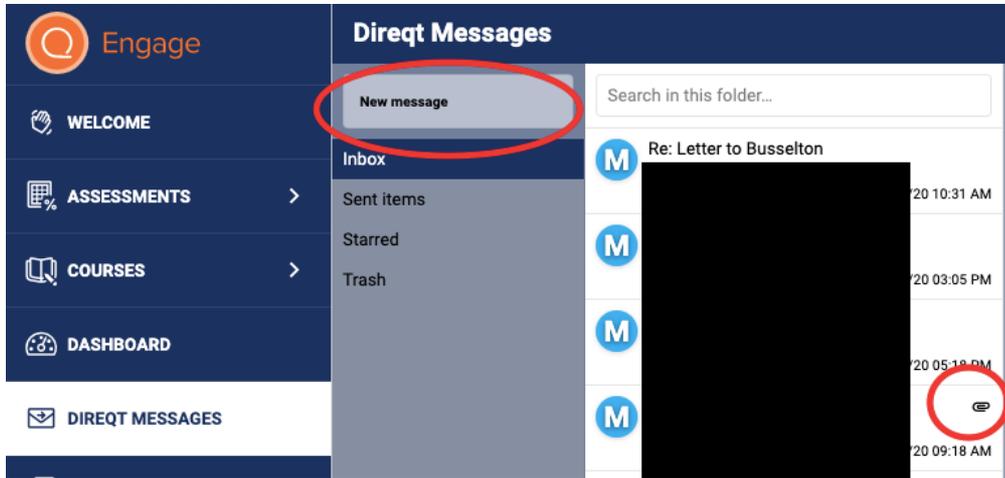
- CERTIFICATE IN BUSINESS
- GENERAL 11 BUILDING AND CONST.
- GENERAL 11 ENGLISH
- GENERAL 11 INTEGRATED SCIENCE
- MATHEMATICS ESSENTIALS

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.

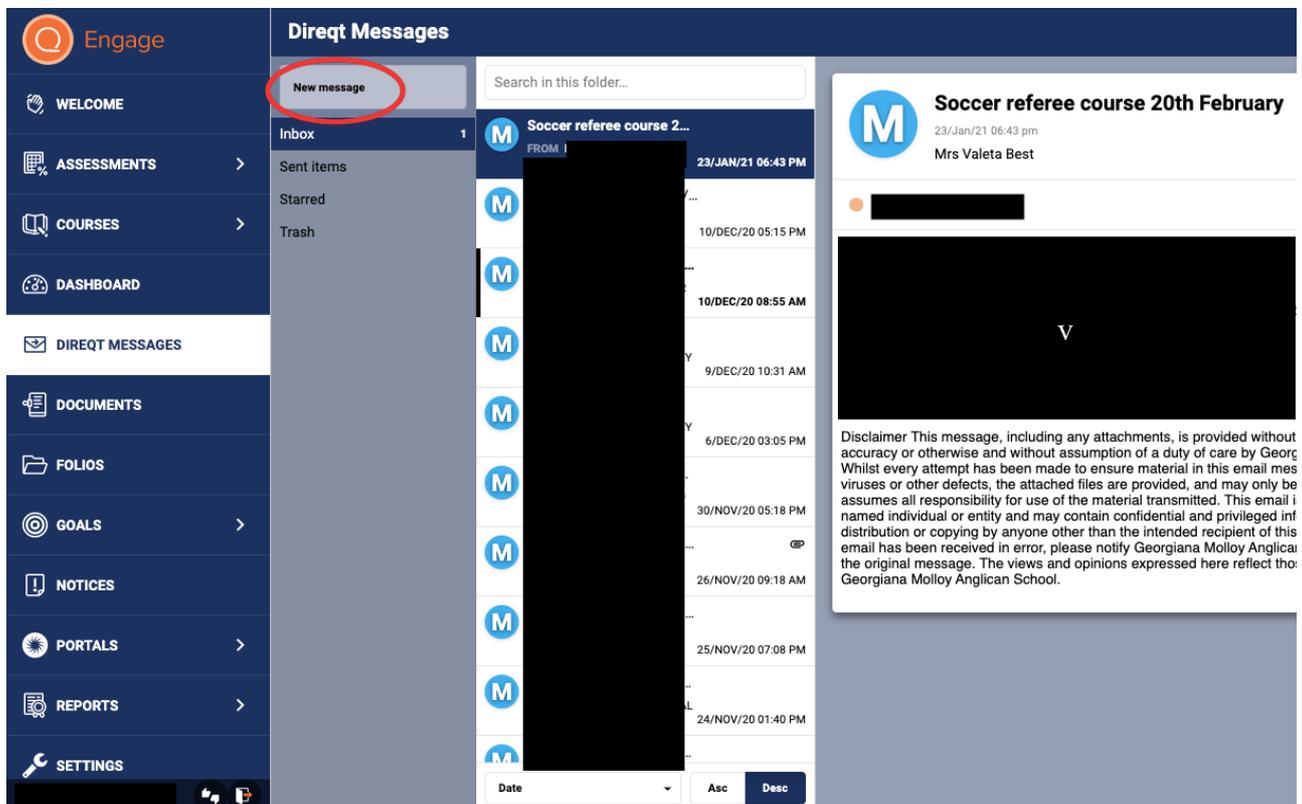
Communication to Teachers

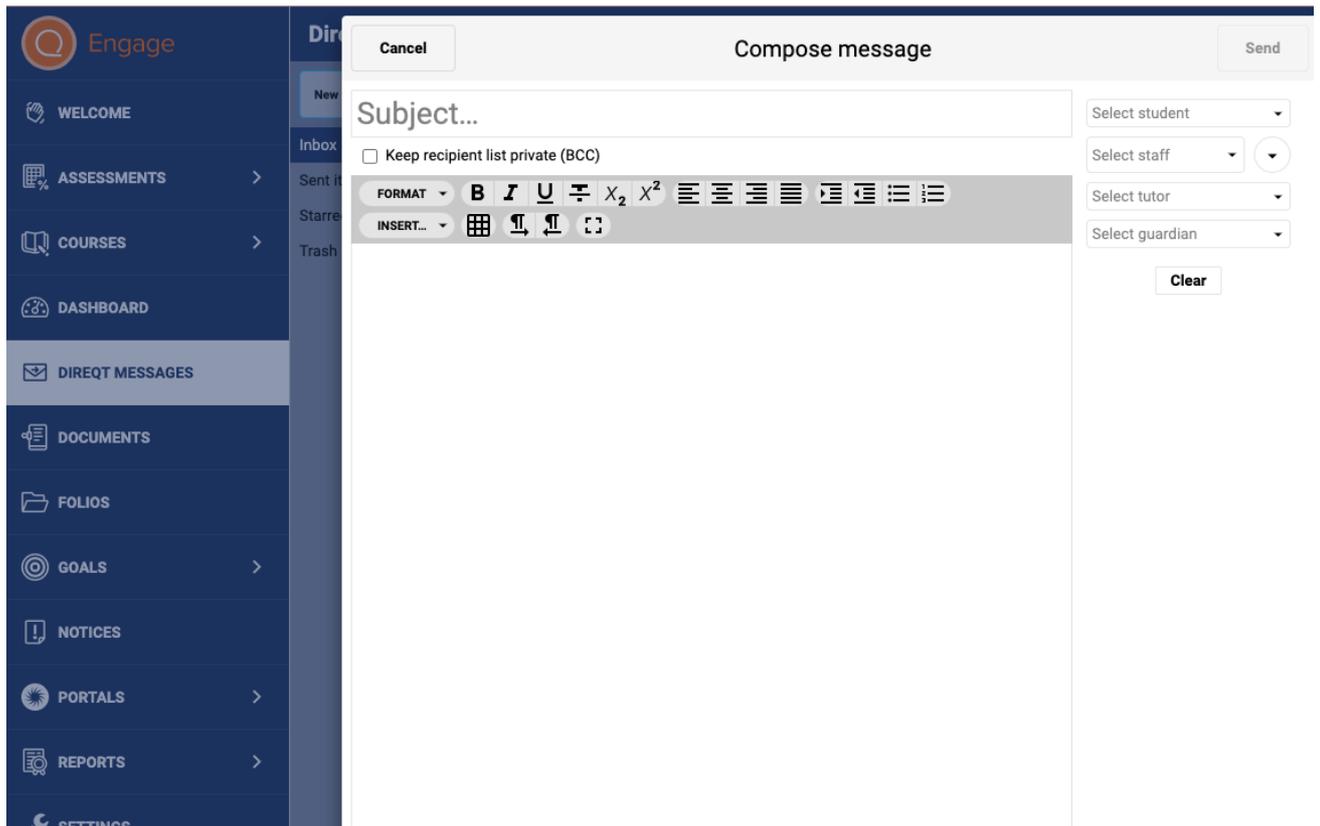
There is an option to send written messages directly to teachers via SEQTA using the **Direct Message** option. **NOTE: This is NOT to the teacher's email but to their SEQTA account.** Any correspondence with an attachment i.e permission slip will show up as a paperclip and parents will need to download and sign and either print or email back to the relevant teacher depending on the teacher's instructions.



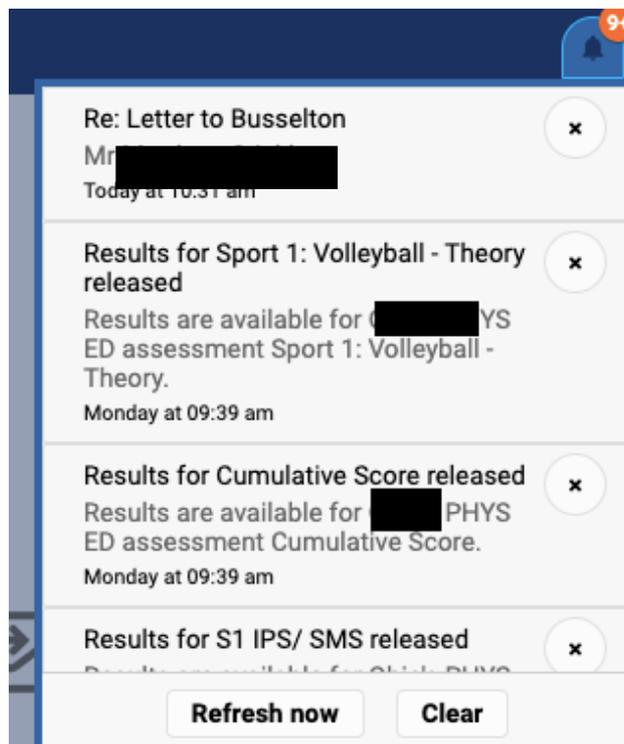
How to Direct Message Teachers

1. Click on the Home  then  DIREQT MESSAGES . SEQTA is set up to include an inbox, sent box, starred messages and trash box.
2. To send a new message, click on the NEW MESSAGE option



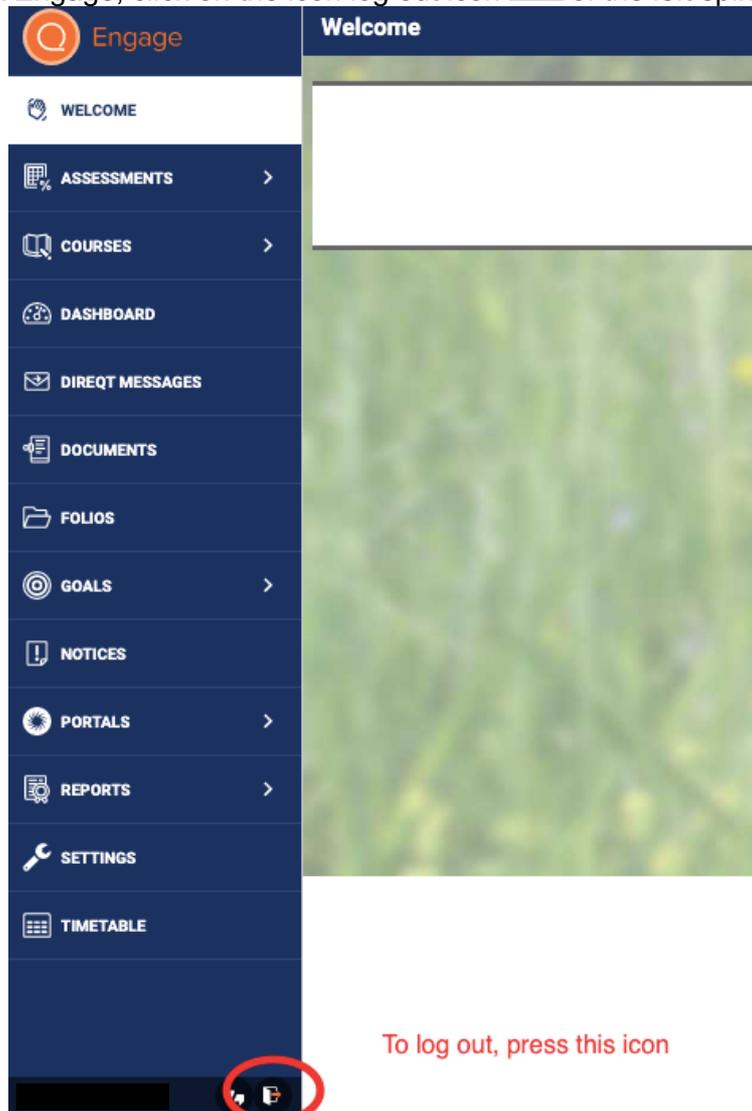


Type in your subject, add staff by clicking on the down arrow to find the staff name. You also have the option of attaching a file at the bottom. Then Send. There is also a notification bell in the top right corner that can alert you to new messages and correspondence from teachers. **You will need to turn on notification in the settings for this option.**



Logging Out

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



Troubleshooting

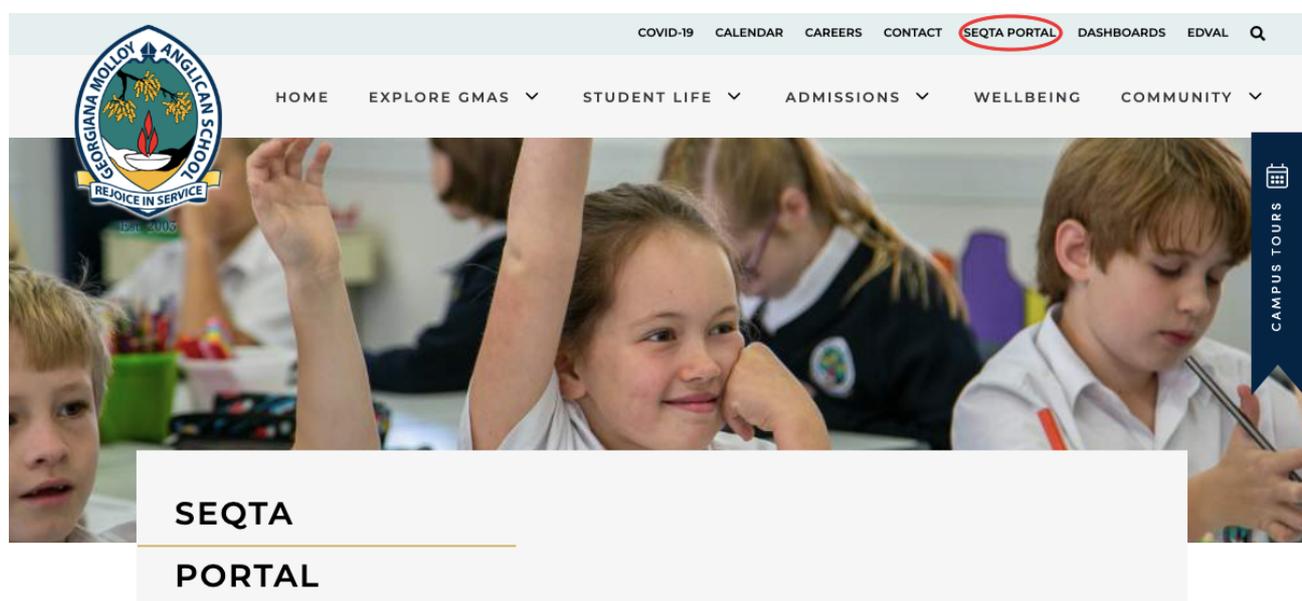
It is recommended parents set their SEQTA Engage username to be the email address that they have provided to the School.

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

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.



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 PORTAL tab.

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

We hope you enjoy using SEQTA Engage!