



Est. 2003

SEQTA Engage: Handbook for Secondary Parents

Table of Contents

Introduction and Logging In.....3

Linking Your Mobile Device to your SEQTA Engage.....5

Navigating Around the Portal.....7

SEQTA Pages in Detail8

 Notices.....8

 Courses.....8

 Reports.....9

 Settings.....9

Communication to teachers.....10

Logging Out.....10

Troubleshooting10

SEQTA Engage help videos.....11

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 daily notices, online lessons, homework and assessments. Parents will use **SEQTA Engage**. This login gives access to 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



The screenshot shows the SEQTA Engage login interface. On the right side, there is a dark blue vertical panel containing the login form. The form has two input fields: 'USER NAME' and 'PASSWORD'. Below the password field is a 'Log in' button. Underneath the button is the text 'Georgiana Molloy Anglican School'. At the bottom of the panel is a link that says 'Forgot your password?'. The background of the page is a solid blue color.

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 Administration and staff will help with your access on (08) 97525252 or enquiries@gmas.wa.edu.au.

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 >

Georgiana Molloy Anglican School

Forgot your password?

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

Forgot your password?

Enter your email address and if we can find an account with those details, you'll receive an email with further instructions.

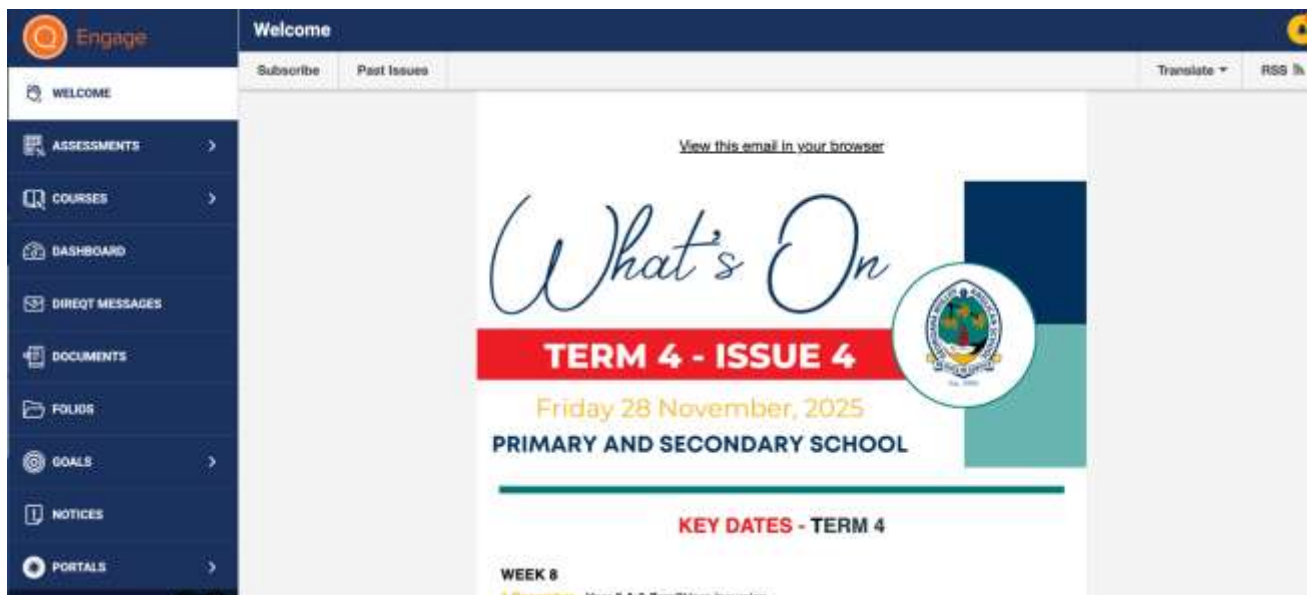
EMAIL ADDRESS

Reset my password

Cancel


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

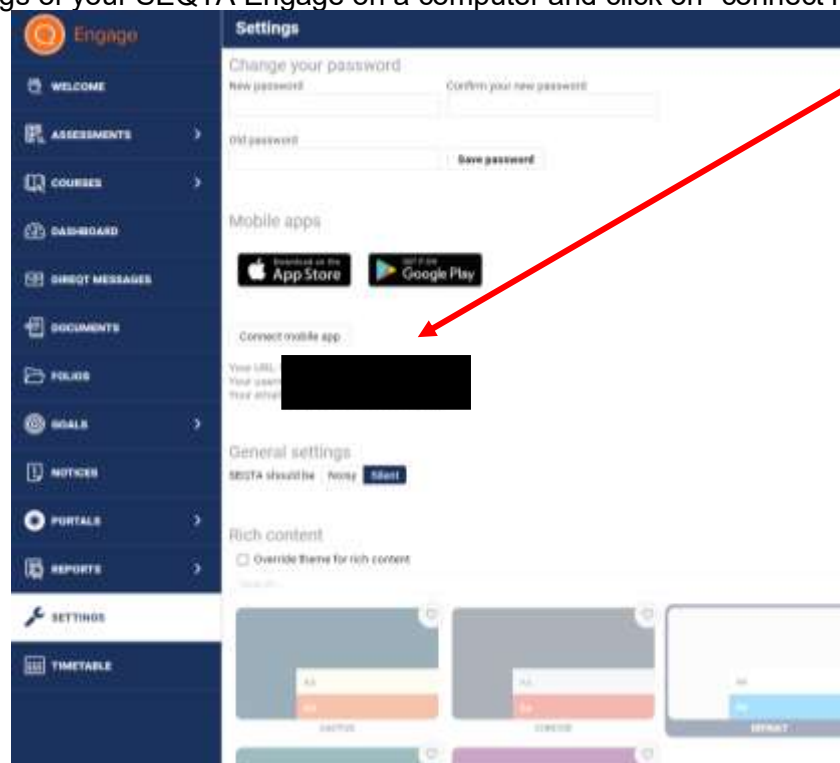
Once logged in, the main GMAS SEQTA Engage page looks similar to this:



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”.



Mobile apps



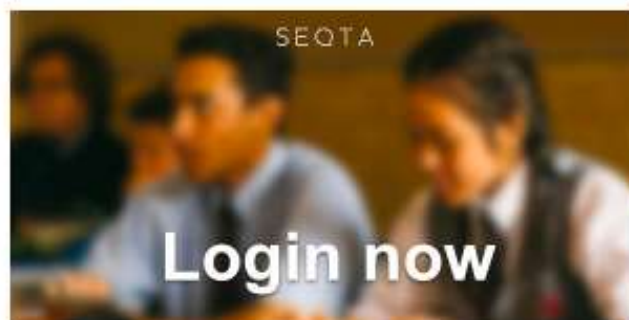
Your URL

Your user

Your email



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] scan 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:

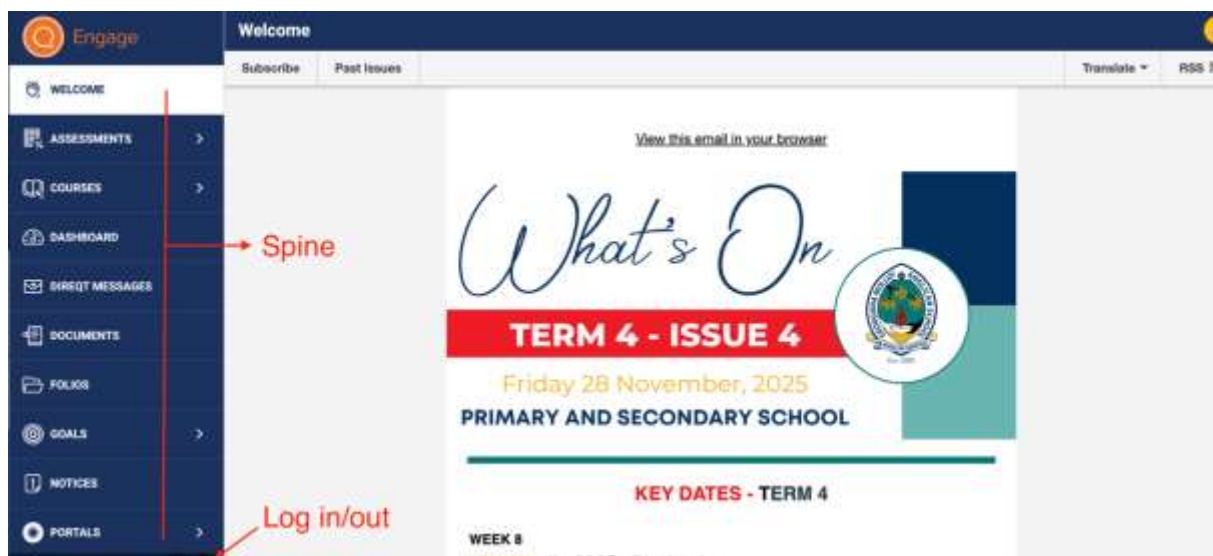


This message was sent by Georgiana Molloy Anglican School to the@gmias.wa.edu.au.

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

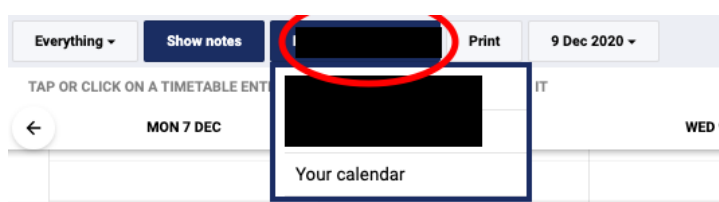
Navigating around the Portal

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.



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.

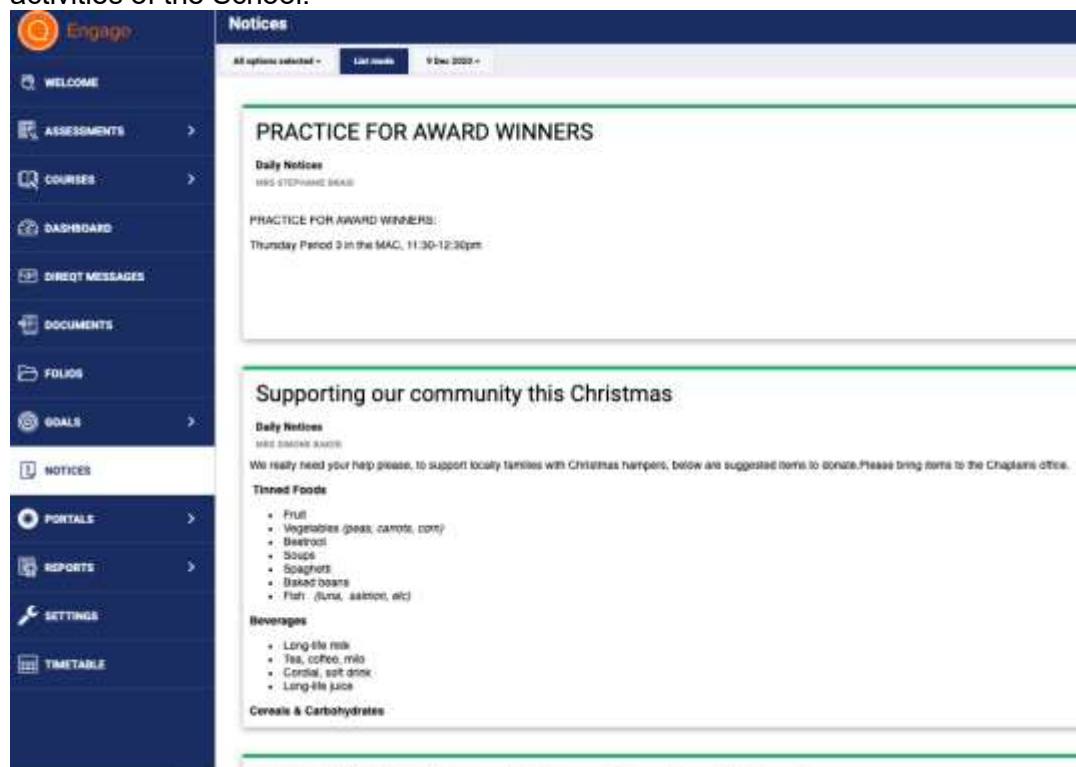
- **Welcome:** This is the home page that will show up on your logging into the portal.
- **Assessments:** You can check up and coming assessments for your child as well as any marks that have been released by the teacher.
- **Courses:** You are able to access your child's subjects, teaching programmes and tasks for the day.
- **Dashboard:** Choose options for a quick overview of Pastoral Care records, Unresolved Absences and Timetables.
- **Direct Messages:** **Please do not use Direct Message to contact teachers at the school.** This is separate from a teacher's email account which is the preferred method of contact.
- **Goals:** You can access your child'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).
- **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 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

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.



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.



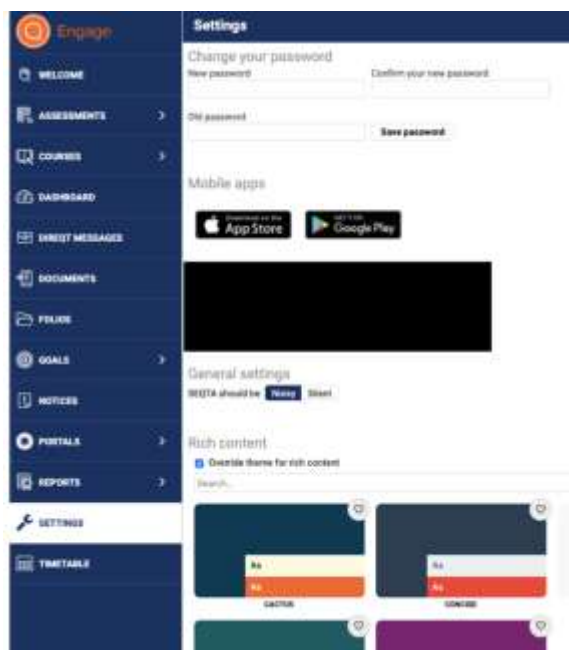
If you have more than one child at School, you will need to select the child for whom you wish to view the report before proceeding to the report selection screen.

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

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

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

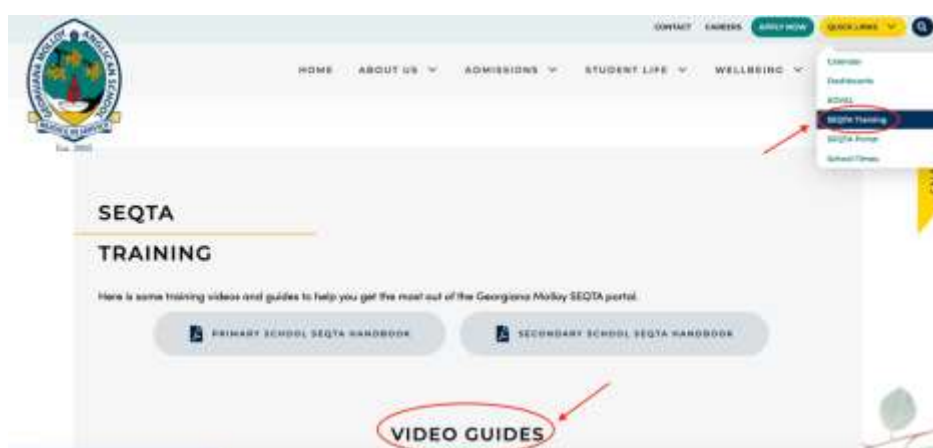
A quick access tab called SEQTA PORTAL has been created on our GMAS Website to assist parents. This can be found in the Quick Links drop down menu in the top right of the website.

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!