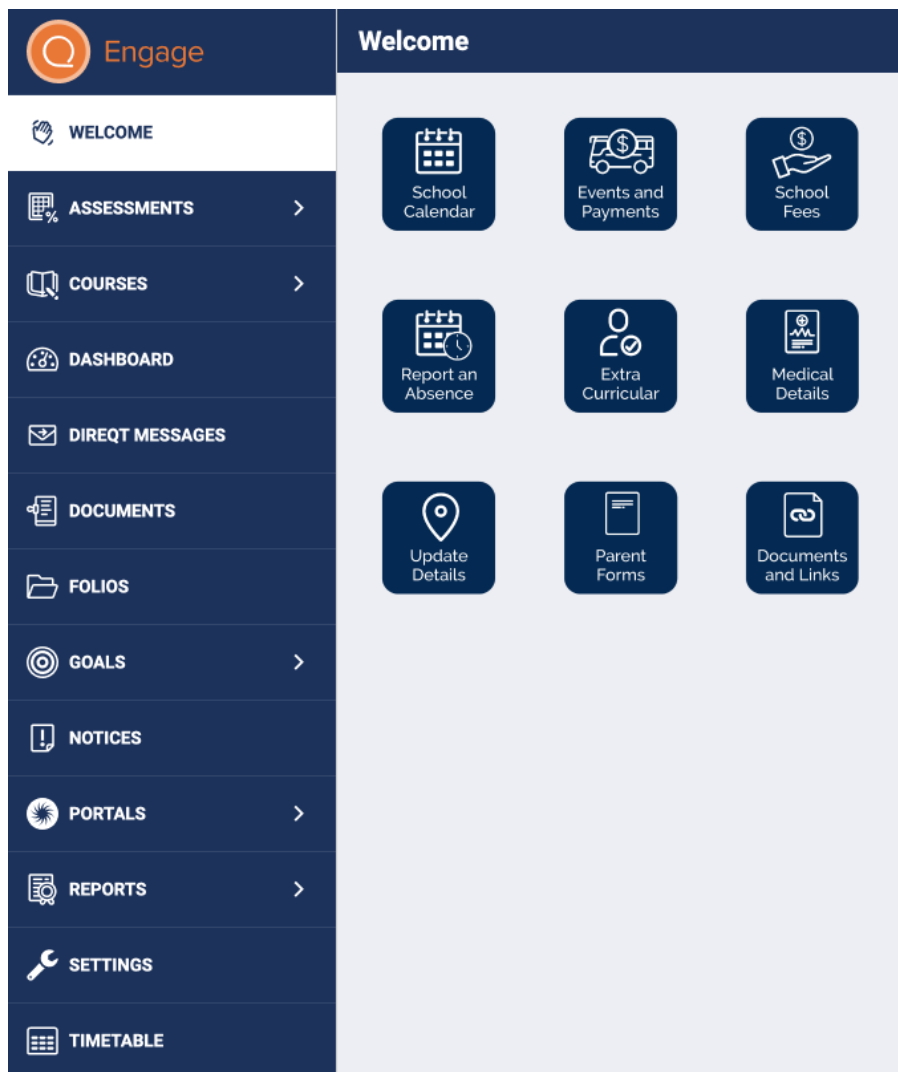




Welcome to SEQTA Engage

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

This manual is designed as a guide for Lindisfarne Anglican Grammar School parents and is intended to provide the information necessary for the user to effectively use SEQTA Engage.



SEQTA Engage and Parent Lounge

SEQTA Engage will be the primary portal for parents to track and engage with their student's learning including access to:

- Course Material
- Timetables
- Upcoming Assessments
- Results and feedback from Assessments
- Reports
- Homework
- School documents
- Payment of School Fees
- Booking and payments for Excursions, Camps and Sport
- Reporting an absence
- Updating medical details

The link to access SEQTA Engage is <https://engage.lindisfarne.nsw.edu.au>

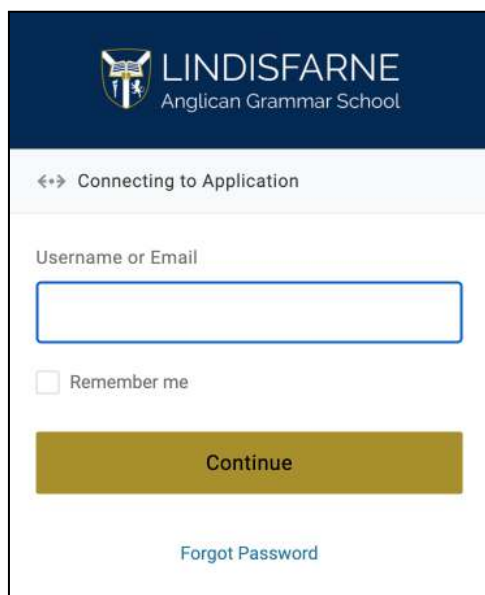
Parent Lounge will continue to be active, with parents now accessing the main Parent Lounge features through SEQTA Engage. Links to Parent Lounge will continue to work.

SEQTA Username and Password

Your username and password for **SEQTA Engage is the same as your current Parent Lounge log-in**. This enables Parents to sign-in to SEQTA Engage and then directly access features in the Parent Lounge without having to log-in again.

Resetting your Password

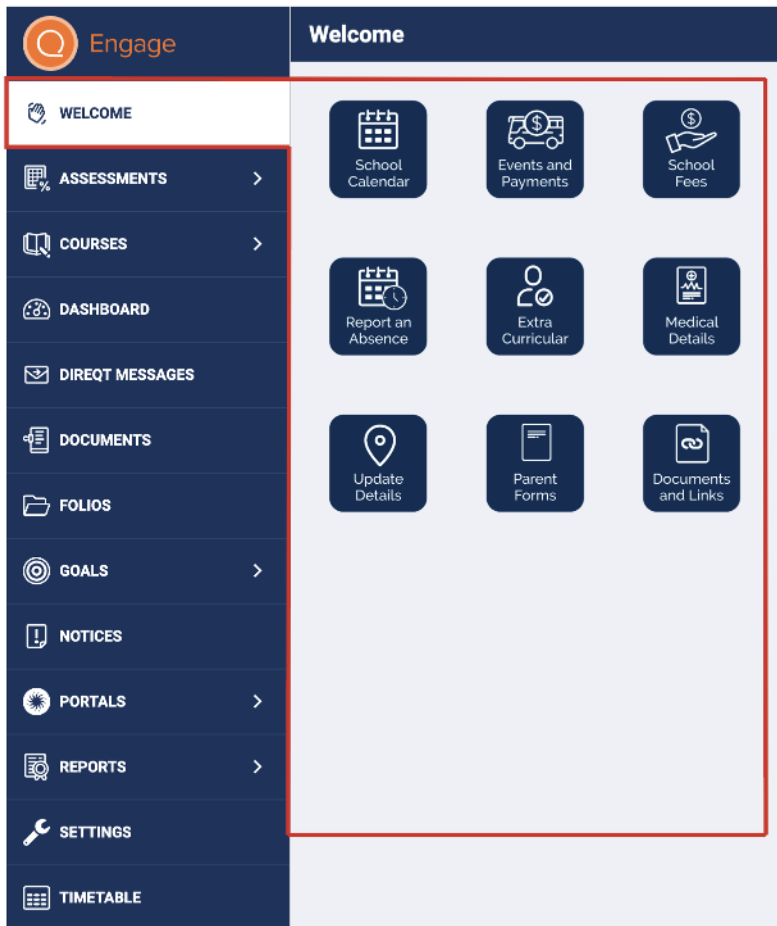
If you have forgotten your password, simply use the 'Forgot Password' button at the log-in page.



The screenshot shows the login interface for Lindisfarne Anglican Grammar School. At the top, there is a dark blue header with the school's crest and name. Below the header, a light blue bar contains the text '<--> Connecting to Application'. The main form area has a white background and contains a text input field labeled 'Username or Email'. Below the input field is a checkbox labeled 'Remember me'. A large, olive-green button labeled 'Continue' is positioned below the checkbox. At the bottom of the form, there is a blue link labeled 'Forgot Password'.

SEQTA Engage Features - WELCOME

Once you have logged into SEQTA Engage you will see the 'Welcome' page with some helpful icon links to some of the most commonly used areas.



School Calendar: Check upcoming events and dates.

Events and Payments: This will take you to Parent Lounge to confirm and pay for things like camps and excursions.

School Fees: This will take you to Parent Lounge to make your School Fee payments.

Report an Absence: Let us know that your student is going to be away or confirm an unnotified absence.

Extra Curricular: Rec. Sport and other Extra Curricular opportunities will be posted in this section.

Medical Details: Update your students Medical Details.

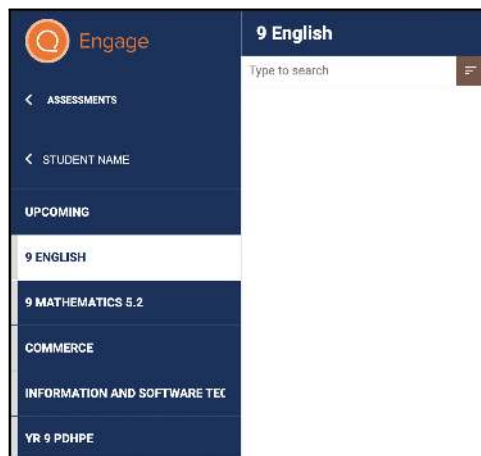
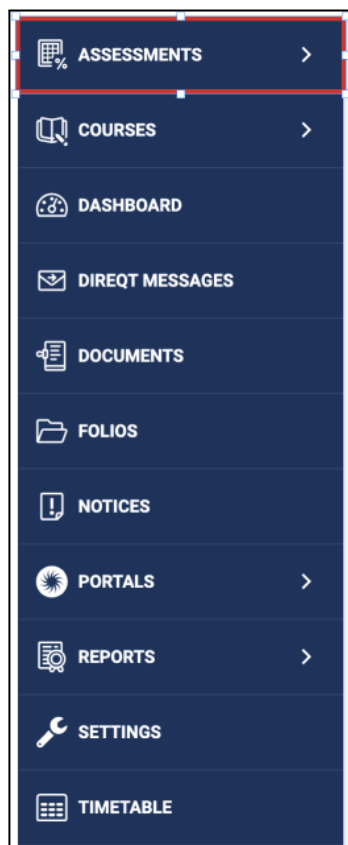
Update Details: Update General Details such as phone numbers, address details and emergency contacts.

Parent Forms: Access important forms.

Documents and Links: Access important documents like the Parent and Student Guide, Uniform Booklet and Stationery Lists.

SEQTA Engage Features - ASSESSMENTS

Parents will use this area to see what work has been set for upcoming Assessments and to also see Results from marked Assessments.

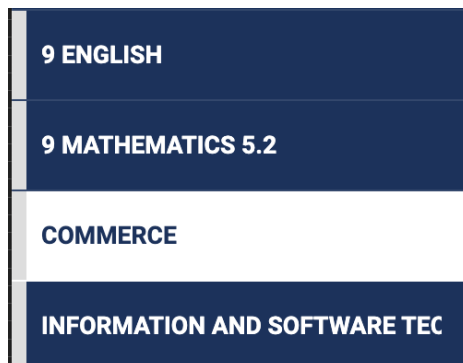
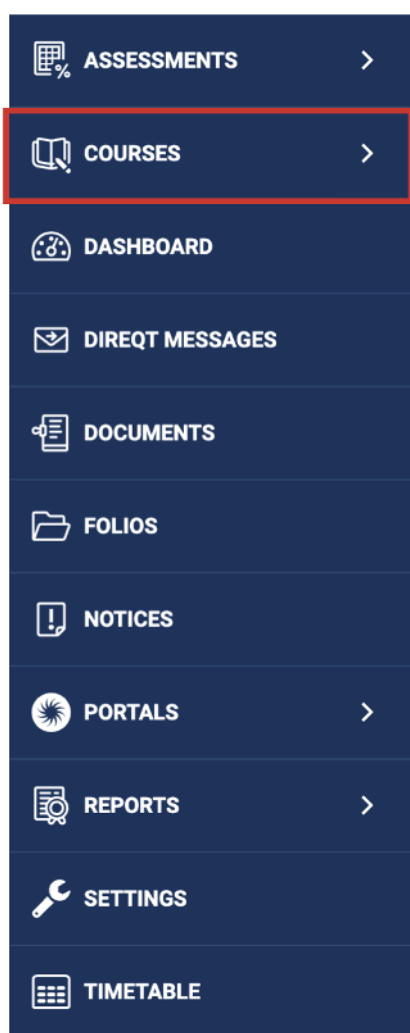


Click on the 'Assessments' menu and this will expand to show you the name/s of your student/s.

Click on the relevant student you wish to see and this will expand to show their classes and you will be able to click on each, to see all Assessment information currently available.

SEQTA Engage Features - COURSES

Parents will use this area to find out information to understand the Curriculum and the content that will be taught in their student's classes.

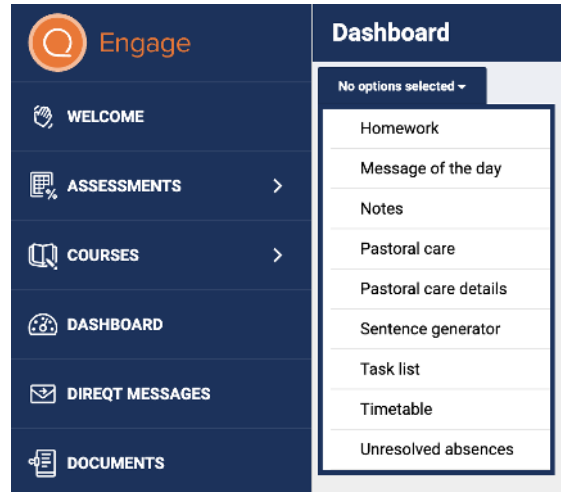
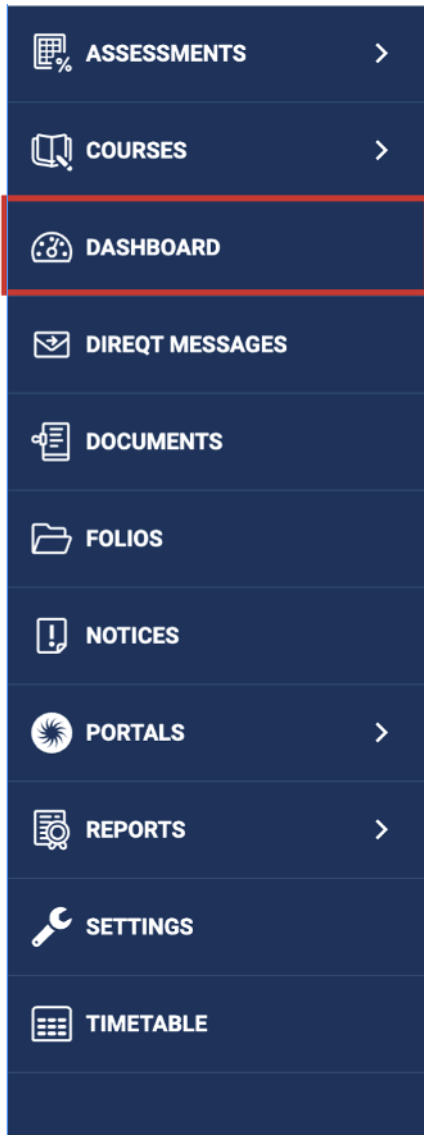


Click on the 'Courses' menu and this will expand to show you the name/s of your student/s.

Click on the relevant student you wish to see and this will expand to show their classes and you will be able to click on each to see all Course information is currently available.

SEQTA Engage Features - DASHBOARD

Parents will use this area to set their own 'Dashboard' which will enable them to customise the information they see in regards to their student/s learning. You can choose the information that is important to you to display.



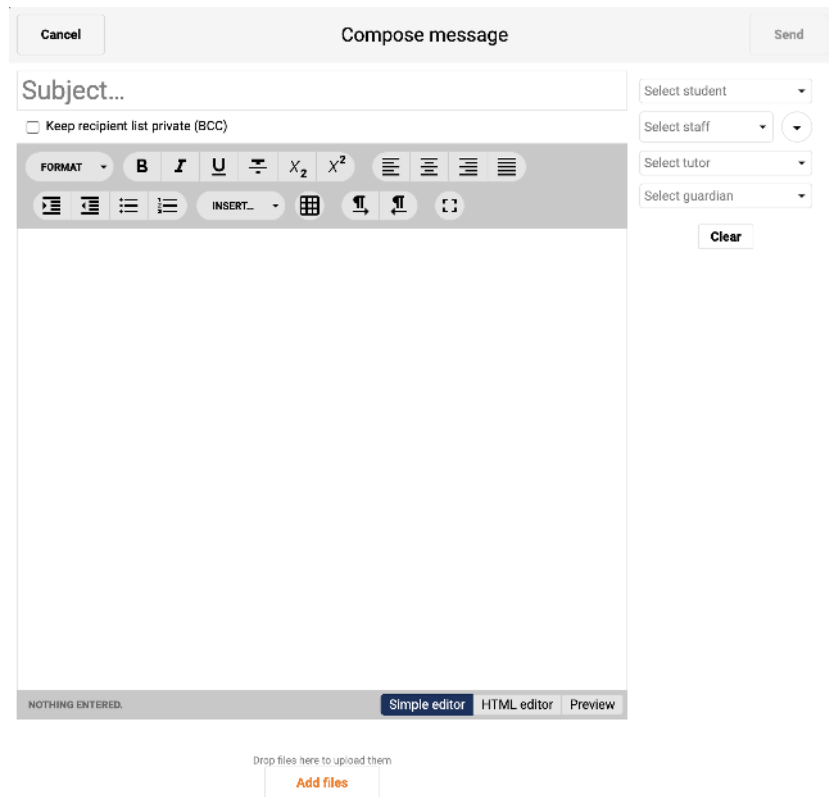
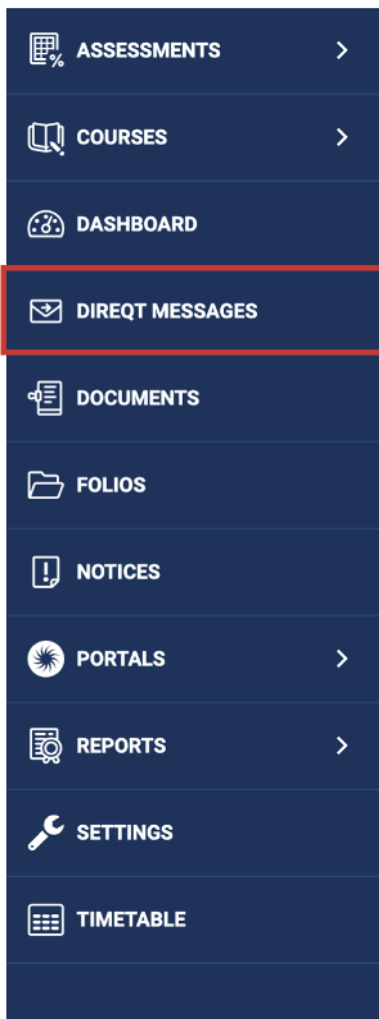
Click on the 'Dashboard' menu and this will expand to show you a blank page. Select from drop-down menu the options you wish to add to your custom dashboard:

- Homework
- Message of the day
- Notes
- Pastoral care
- Pastoral care details
- Sentence generator
- Task list
- Timetable
- Unresolved absences

The order that you select your options in, is the display order, so choose your most important item first and so forth.

SEQTA Engage Features - DIREQT MESSAGES

Parents will use this area to send messages to a members of staff.

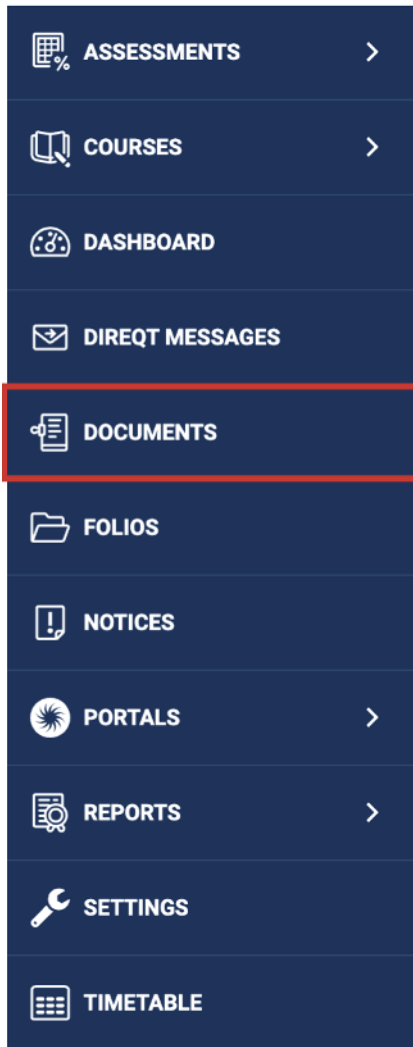


Parents will use this area to send a message to a member of staff by selecting 'New Message'. Then find the member of staff you wish to message from the 'Select Staff' drop-down list.

Parents can also message a class teacher directly from the 'Timetable' option. Refer to the 'Timetable' page of this guide to find out more.

SEQTA Engage Features - DOCUMENTS

Parents will use this area to access important documents that have been uploaded for reference.

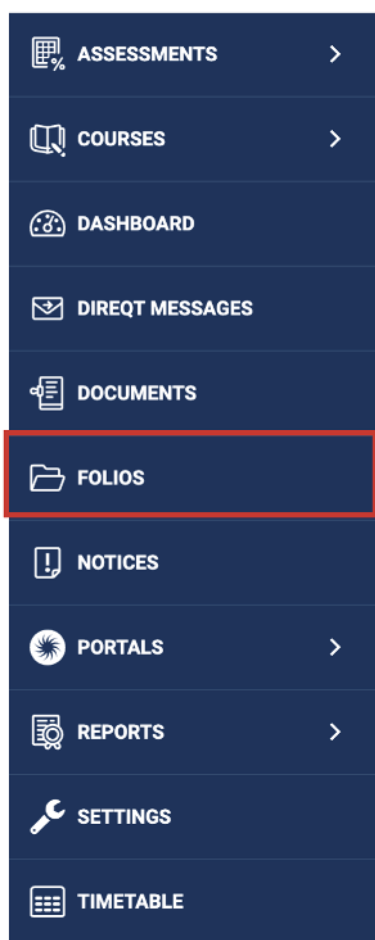


Documents	
All options selected ▾	Search
TITLE	
Assessment Schedules	Year 12 2023
Parent Resources	Code of Conduct - Parents
Parent Resources	Code of Conduct - Students
Parent Resources	Parent and Student Guide 2023
Parent Resources	Stationery List 2023
Parent Resources	Uniform Booklet 2023

Important documents that parents need as a reference will be uploaded and stored in this area. Parents can read them here or download a copy for saving or printing.

SEQTA Engage Features - FOLIOS

Parents will use this area to see what has been shared with them from their students.

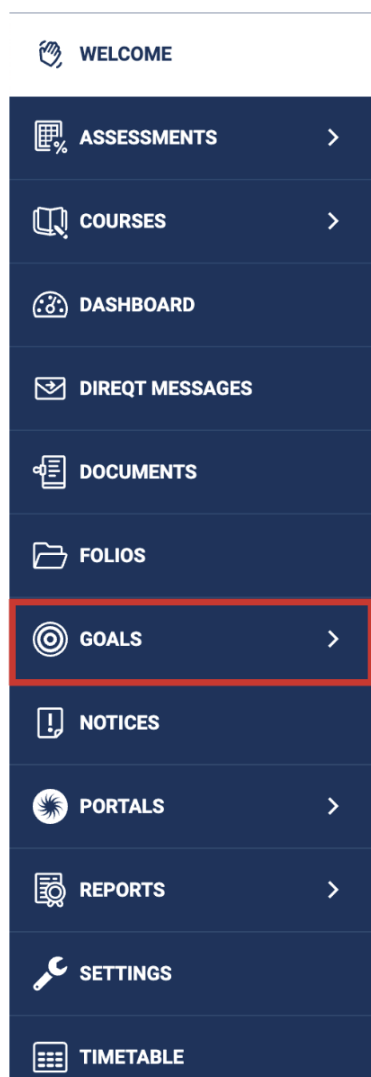


In this section, students have the ability to create 'Folios' of work in 'SEQTA Learn', the student module that works in partnership with SEQTA Engage for parents.

If a student has shared a folio from their SEQTA Learn with parents, then it will appear here in 'Folios' for parents to see.

SEQTA Engage Features - GOALS

Parents will use this area to see what has been shared with them from their students.



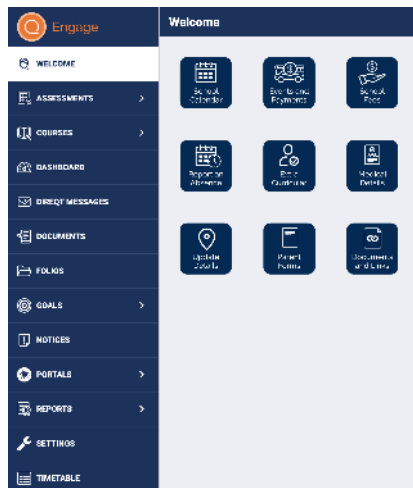
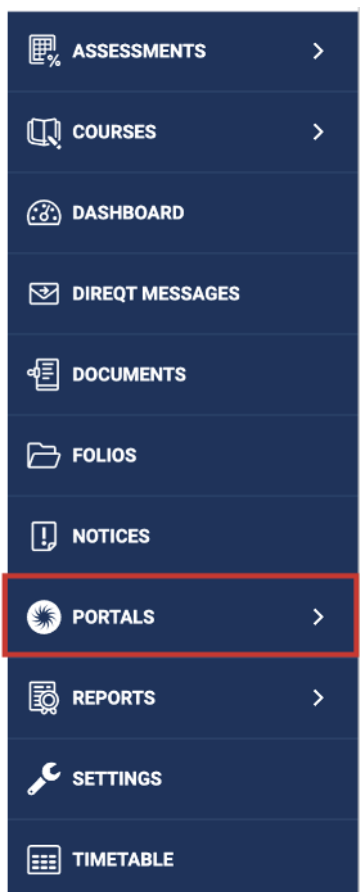
In SEQTA Learn, students have the ability to set aspirational goals for themselves to assist in their learning.

Parents will be able to see these goals to enable them to provide encouragement and support as students strive towards them.

If your student has not set any goals, you may not see this option in the menu as shown to the left.

SEQTA Engage Features - PORTALS

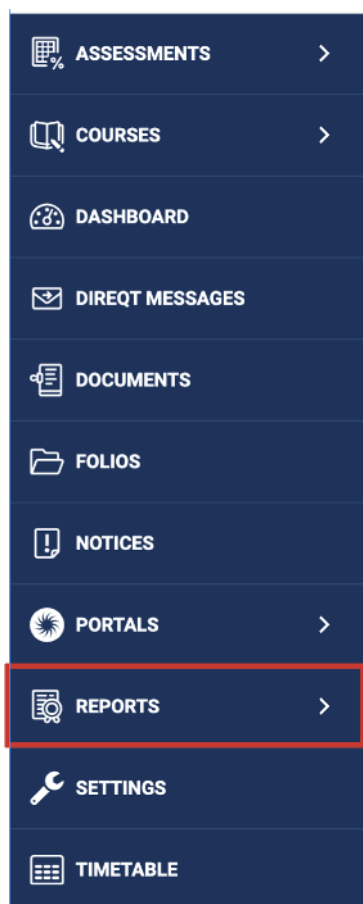
Parents will use this area to easily access other spaces and websites that are important for parents.



This area provides parents with access to other websites and resources that provides information. This section will be updated early in Term 1, 2023.

SEQTA Engage Features - REPORTS

Parents will use this area to access student reports.

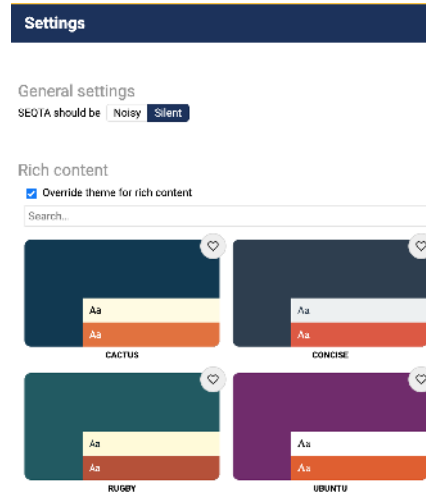
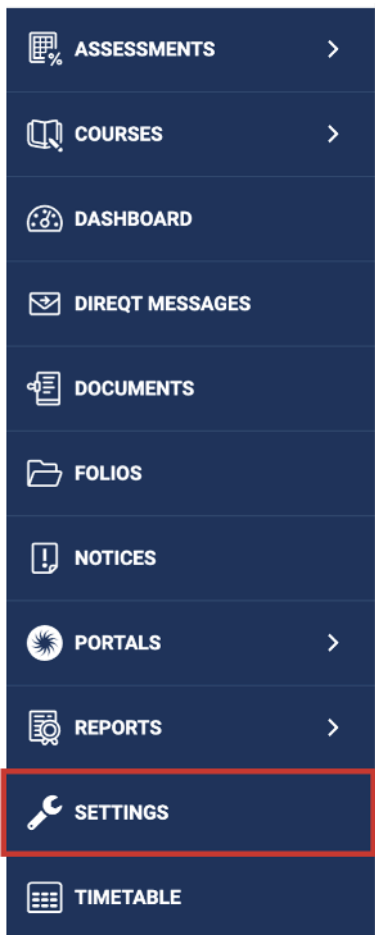


Parents will be advised when a student report is available and parents will be able to access them in this section.

Previous Lindisfarne Anglican Grammar School reports will be uploaded at a future date so that parents can also access these if required.

SEQTA Engage Features - SETTINGS

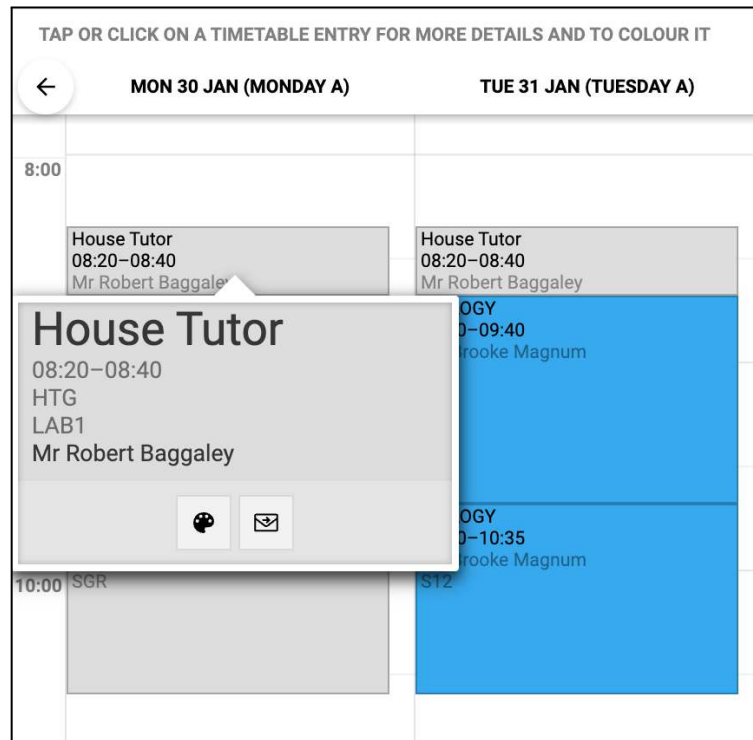
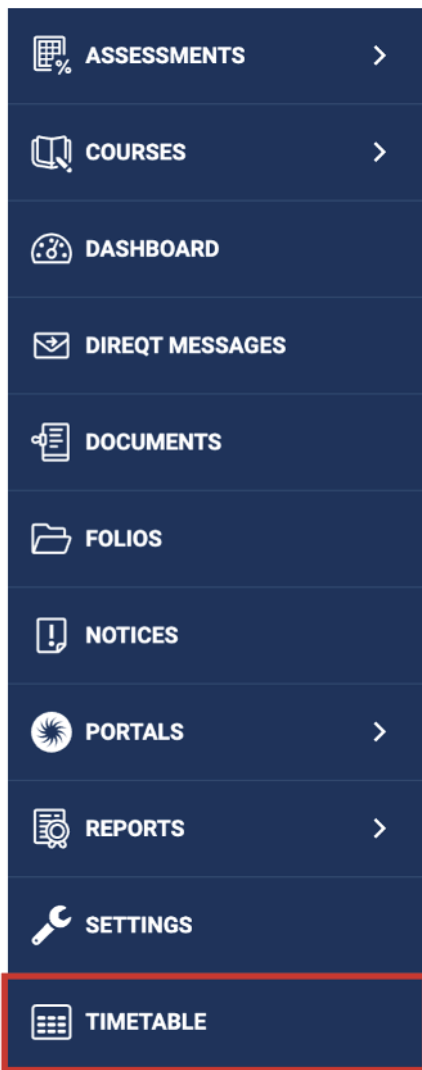
Parents will have a limited ability to make some minor setting adjustments to how SEQTA Engage is displayed.



This feature offers parents a limited ability to make adjustments to colours in order to improve readability.

SEQTA Engage Features - TIMETABLE

Parents will use this area to see their students timetables.



Parents will be able to access their students timetable and see all classes that a student has scheduled.

Parents can click on a class and using the 'paint palette' option choose different colours for different classes to assist them in keeping track of their students' academic progress.

Parents can also use the 'message' icon to send a message directly to that classroom teacher.