



Engage

SEQTA ENGAGE
USER DOCUMENTATION

New SEQTA Interface
March 2020



Oxley Christian College

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i. Introduction

Welcome to SEQTA Engage, the parent portal to Oxley Christian College's SEQTA Suite.

SEQTA Engage is the parent portal that allows parents to review their child's progress at school. Students are currently using SEQTA Learn to view their upcoming assessment and results, and staff are using SEQTA Teach for all their curriculum planning and assessment recording.

Web address:

To access SEQTA Engage, go to <https://pconnect.oxley.vic.edu.au/> using a compatible web browser.

Compatible Web Browsers:

At the time of publication of this document, the following web browsers are supported and compatible with SEQTA Engage:

- Mozilla Firefox 69
- Google Chrome 77
- Apple Safari 12.1
- Microsoft Edge 44

Other web browsers may work, although a message indicating that the 'web browser is not supported' may appear across the top of the page. This may reduce the web site's functionality.

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

Important Note

At this point in time, only access to unlocked features are visible on the site. Over time, and with notification, access to other features may become available. This comparison of features can be observed by viewing your child's SEQTA Learn student portal.

ii. Logging In

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

1. Follow the link provided in the email
2. Choose a username and password
3. Enter the site
4. Write down your username and password and store in a safe, but accessible location.

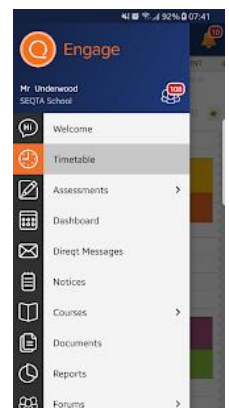
If you lose your log in details, please send an email to ICT Service Desk at helpdesk@oxley.vic.edu.au or call on 03 9727 9989. A new email will be issued requiring you to go through the initial steps (as above). The same username may be re-used and no information is lost from your previous log in.

You can, however, frequently change your password with the SEQTA Engage website. More on this later in the document.

iii. 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.

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



1. Using 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.

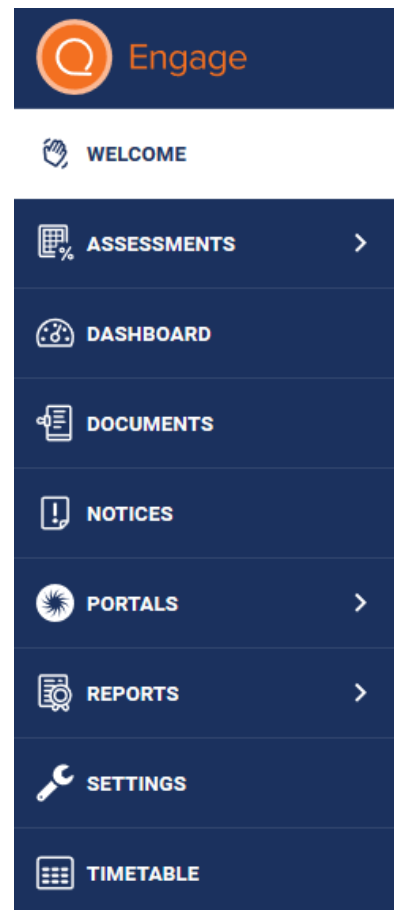
Both the SEQTA Engage and SEQTA Learn sites use the SEQTA Teach programmes as the primary vehicle through which all the teaching and curriculum related information is shared.

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

1.1 What can be viewed in SEQTA Engage (Overview)

A number of pages can be accessed through SEQTA Engage. Parents have limited functionality compared to what students can see on SEQTA Learn. This is set at the discretion of the College.

- **Welcome:** The welcome page with important announcements from the College specific to SEQTA Engage.
- **Assessments:** View assessment information and results, summative and formative feedback.
- **Dashboard:** Access to dashlets (eg. absences, pastoral care details)
- **Documents:** Access to a selection of College documents.
- **Notices:** Notices that are made available to students and parents.
- **Portals:** Provide parents with access to key information from the College.
- **Reports:** Access to academic reports, both Interim and Semester.
- **Settings:** Profile management.
- **Timetable:** Your child's school timetable can be viewed from here.
- **Notifications:** Alerts provided when information to view becomes available.



2. Welcome page

This is the first page displayed when parents log into SEQTA Engage.

Any news that is relevant to parents about SEQTA Engage will be updated here. Often these announcements will be based around formative feedback and release of reports.

3. Assessments

3.1 Upcoming Homework / Assessments

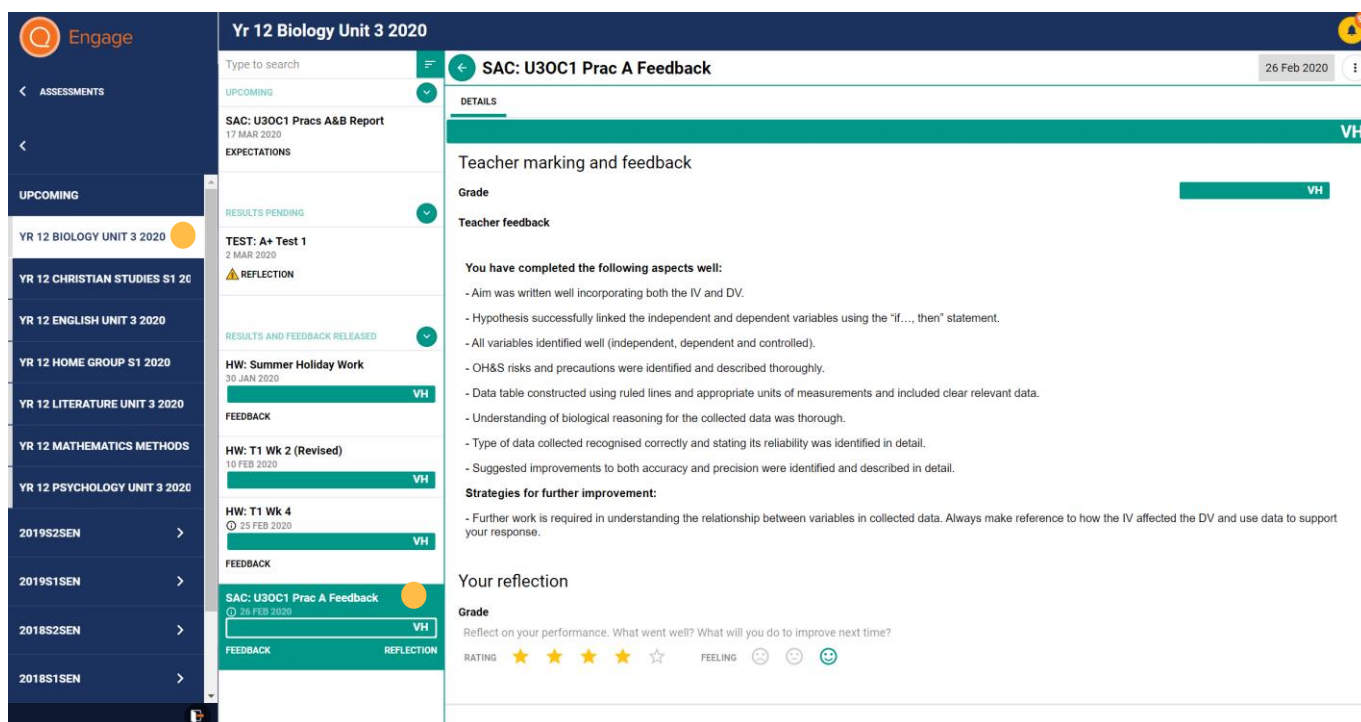
Parents can view upcoming homework and assessment details for their child's classes if the teacher has made the task visible.

Analysis of cellular processes	Very limited analysis and explanation of the dynamic nature of the cell in terms of key cellular processes.	Limited analysis and explanation of the dynamic nature of the cell in terms of key cellular processes.	Adequate analysis and explanation of the dynamic nature of the cell in terms of key cellular processes.	Well-developed analysis and explanation of the dynamic nature of the cell in terms of key cellular processes.	Comprehensive analysis and explanation of the dynamic nature of the cell in terms of key cellular processes.
Weight: 1					
Analysis of biochemical reactions	Very limited analysis of the factors that affect the rate of biochemical reactions.	Limited analysis of the factors that affect the rate of biochemical reactions.	Relevant analysis and explanation of the factors that affect the rate of biochemical reactions.	Detailed analysis and explanation of the factors that affect the rate of biochemical reactions.	Insightful analysis and explanation of the factors that affect the rate of biochemical reactions.
Weight: 1					
Scientific method	Very limited application of the scientific method in the conduct of experiments with some analysis to recognise experimental errors and limitations.	Limited application of the scientific method in the conduct of experiments and some analysis to recognise experimental errors and limitations.	Adequate application of the scientific method in the conduct of experiments and satisfactory analysis to recognise experimental errors and limitations.	Skilled application of the scientific method in the conduct of experiments and well-founded analysis to recognise experimental errors and limitations.	Highly skilled application of the scientific method in the conduct of experiments and comprehensive analysis to recognise experimental errors and limitations.
Weight: 1					
Collection and presentation of scientific data	Incomplete collection and presentation of data with some use of qualitative and quantitative data from experiments, texts, tables, graphs and diagrams to draw conclusions.	Limited collection and presentation of relevant data and limited use of qualitative and quantitative data from experiments, texts, tables, graphs and diagrams to draw valid conclusions.	Appropriate collection and presentation of relevant data and appropriate use of qualitative and quantitative data from experiments, texts, tables, graphs and diagrams to draw valid conclusions.	Skilled collection and presentation of relevant data and well-considered use of qualitative and quantitative data from experiments, texts, tables, graphs and diagrams to draw valid conclusions.	Proficient collection and presentation of relevant data and highly skilled use of qualitative and quantitative data from experiments, texts, tables, graphs and diagrams to draw valid conclusions.
Weight: 1					
Biological terminology, representations and conventions	Very limited use of biological terminology, representations and conventions.	Some appropriate use of biological terminology, representations and conventions.	Appropriate use of most biological terminology, representations and conventions.	Effective and appropriate use of biological terminology, representations and conventions.	Proficient and highly appropriate use of biological terminology, representations and conventions.
Weight: 1					

3.2 Assessment Results

Assessments also contain task results for each of your child’s subjects, which may include summative and/or formative feedback after the teacher has released the results.

Students may also be asked to provide pre-assessment expectations and post assessment reflections which will also be visible if applicable. Clicking on each task will provide more information about the task.



Names of each task should be annotated with a code at the start indicating the type of task. Below is a table outlining the codes used.

Code	Yr Level	Description
HW	7-12	Homework tasks that are being assessed for completion.
AT	7-12	Assessment Task that contributes to a satisfactory result (S) in a subject.
SAC or SAT	VCE	School Assessed Coursework/Task that is required to be completed to gain a satisfactory result (S) for the subject. In Yr 12, SACs contribute to your child’s subject Study Score.
ACT	7-12	Other class activities that are being assessed for completion.

Result grading types can vary according to the task. Below is summary of the different grading types that could be used in SEQTA.

Grading type	Description
0 - 100	A number from 0 - 100 shown as a percentage.
A+ / N	A+ (90-100%), A (80-89%), B+ (75-79%), B (70-74%), C+ (65-69%), C (60-64%), D+ (55-59%), D (50-54%), E+ (45-49%), E (40-44%), UG (<39%), N (0%).
S / N	Satisfactory (S) or Not Satisfactory (N).
Y / N	Yes (Y) or No (N).
VH / VL	Very High (VH), High (H), Medium High (MH), Medium (M), Low (L) and Very Low (VL).
C / U	Consistently (C), Usually (U), Occasionally (O) and Rarely (R).

3.3 Assessment Notifications

To enhance communication between the school, and parents, notifications are automatically sent to your device via email if you have not accessed SEQTA Engage within a time period set down by the school.



Notifications are sent when:

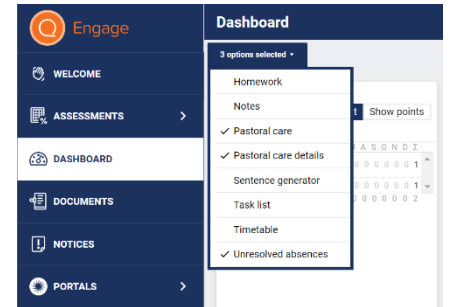
- a new academic report is available
- when there are changes to assessments/results are visible (depending on assessment settings)

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.

4. Dashboard

The dashboard is a space where you can open 'dashlets' (small windows of information). The three most useful dashlets are shown in the diagram to the right and include:

- Pastoral Care
- Pastoral Care Details
- Unresolved absences



4.1 Pastoral Care

A quantitative record (per month) of pastoral care records entered by teachers into SEQTA Teach. Pastoral Care notes may be of a positive or negative nature.

4.2 Pastoral Care Notes

A qualitative record (with detail) of pastoral care records entered by teachers into SEQTA Teach. Pastoral Care notes may be of a positive or negative nature.

4.3 Unresolved Absences

A list of any unresolved (unexplained) absences. These should be followed up by the parent with the school where possible.

5. Documents

A repository of posted documents made available to parents.

6. Notices

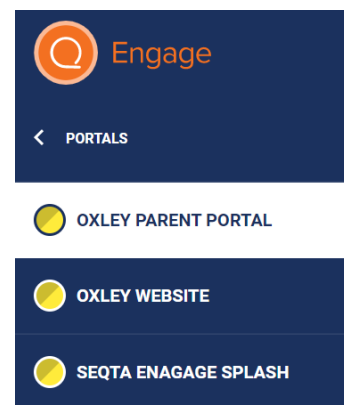
The Notices page is used to communicate information to parents. The notices are available to view on the dates designated when the notice is created. Parents can also review past notices by selecting the date required.

7. Portals

Oxley has created a couple of Portal pages for quick access to additional Oxley related websites. These include:

- Oxley Parent Portal
- Oxley Christian College Website

Clicking on a specific portal page will load the webpage within the SEQTA Engage window.



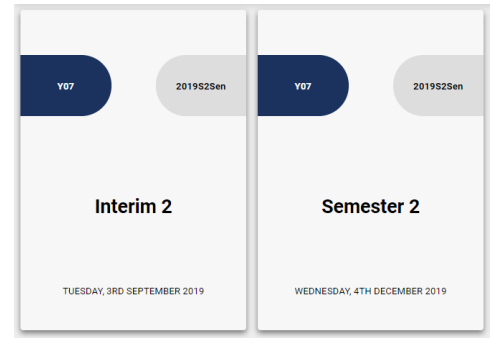
8. Reports

The reports page is where parents can access both Interim and Semester reports for their children. Reports will only be shown from 2019 onwards, which was the first year Oxley moved to online reporting. Reports will stay on SETQA for the time at which the child is at the College. Upon leaving, reports will be archived at the College.

8.1 – Viewing reports

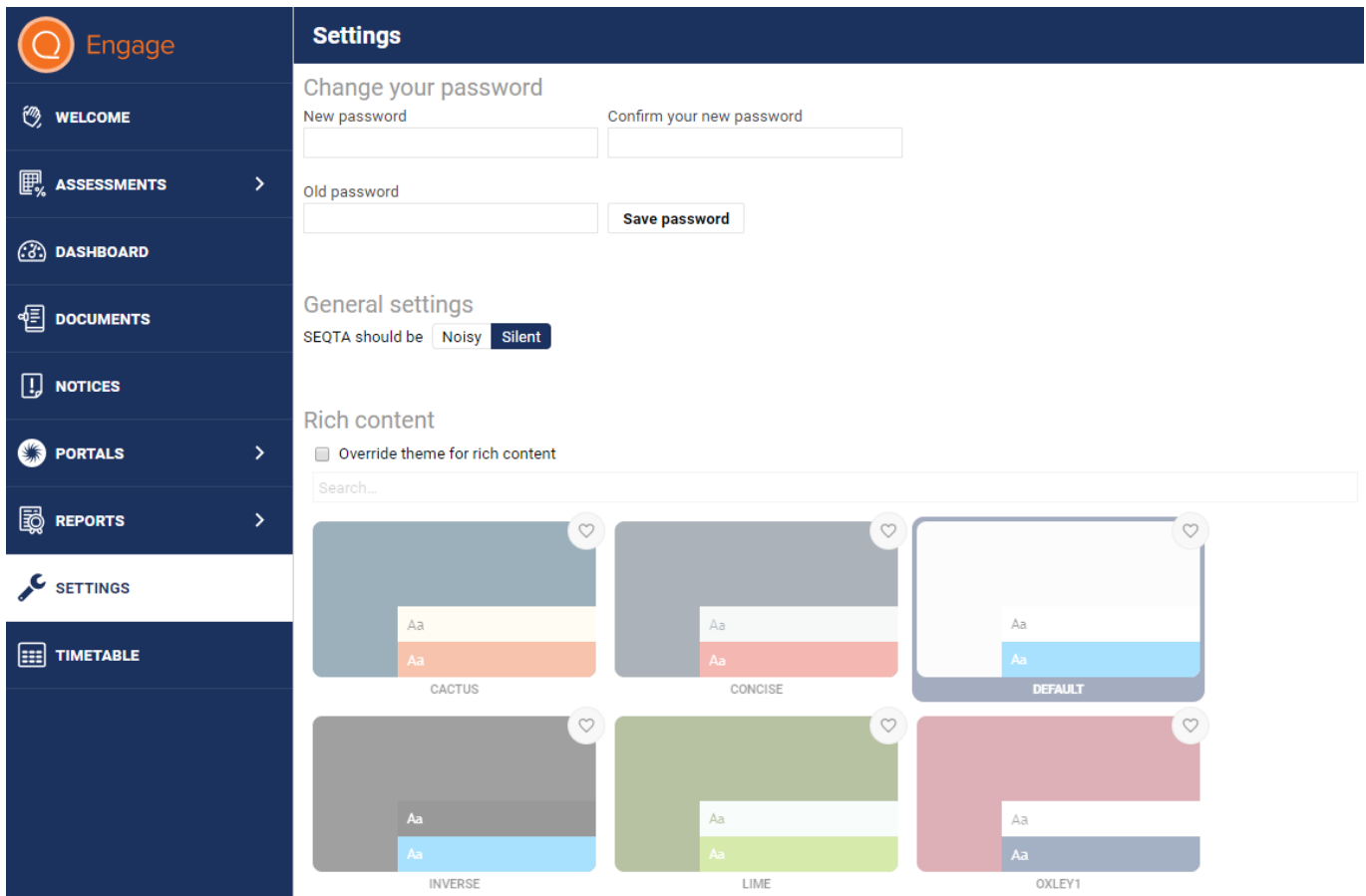
When a report is clicked on, it will either open as a PDF within the browser, open in a PDF viewing application or ask to save the file to your computer. This will depend on the browser or device you are using to access the report.

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



9. Settings

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



10. Timetable

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

Timetable

Everything - Show notes Print 2 Mar 2020 -

TAP OR CLICK ON A TIMETABLE ENTRY FOR MORE DETAILS AND TO COLOUR IT

	MON 2 MAR (DAY A)	TUE 3 MAR (DAY B)	WED 4 MAR (DAY C)	THU 5 MAR (DAY D)
7:00				
8:00				
9:00	Home Group	Home Group Art 08:55-09:45 Mrs Kristi Reeves S18 Senior College Art & Design	Home Group Science 08:55-09:45 Mrs Jennifer Humphreys S16 Senior College Science	Home Group Science 08:55-09:45 Mrs Jennifer Humphreys S16 Senior College Science
10:00	Chinese 09:40-10:25 Dr Ruilan Yuan	Art 09:45-10:35 Mrs Kristi Reeves S18 Senior College Art & Design	Science 09:45-10:35 Mrs Jennifer Humphreys S16 Senior College Science	Mathematics 09:45-10:35 Mr Leslie Zhou
11:00	Chinese 10:25-11:10 Dr Ruilan Yuan		Physical Education 10:00-11:50 Mrs Nicole Latham AD1	English 11:00-11:50 Mrs Kristi Reeves 23
12:00	English 11:35-12:20 Mrs Kristi Reeves		Physical Education 11:50-12:40 Mrs Nicole Latham AD1	Chinese 11:50-12:40 Dr Ruilan Yuan
13:00	Mathematics 12:20-13:05 Mr Leslie Zhou			
14:00	Christian Studies 13:55-14:40 Mr Matthew Burow	Christian Studies 13:30-14:30 Mr Matthew Burow 23	Mathematics 13:30-14:30 Mr Leslie Zhou	89SPT 13:30-14:30 Mrs Nicole Thorpe STAD2
15:00	Geography 14:40-15:30 Mr Leslie Zhou	English 14:30-15:30 Mrs Kristi Reeves 23	Geography 14:30-15:30 Mr Rufane Smith 23	89SPT 14:30-15:30 Mrs Nicole Thorpe STAD2

● Clicking on a subject will reveal:

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