



Woodville
High School

DIVERSITY · INTEGRITY · RESILIENCE

Our Woodville

SEQTA Engage
User Guide



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Introduction

Welcome to SEQTA Engage, the parent/guardian portal to Our Woodvilles SEQTA Suite. SEQTA Engage is the parent/guardian portal that allows parents/guardians to review their child’s progress at school. Students are currently using SEQTA Learn to view their upcoming assessment and results. Staff use SEQTA Teach for all their curriculum planning and assessment recording.

Parent & Guardian Platform



Student Platform



Teacher Platform



Web address:

To access SEQTA Engage, go to <https://engage.woodvillehs.sa.edu.au> using a compatible web browser.

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

Using SEQTA Engage

SEQTA Engage is a powerful tool for parents and guardians that allows for an overview of their child’s learning progress 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/guardians with access to key information. In addition, teachers can share course and assessment information as well as allowing students to submit assessments.

Setting Up Your Account

You should have received an email from Woodville High School with details on how to make a SEQTA Engage parent account.

- Follow the link provided in the email
- Choose a username and password
- Enter the site
- Write down your username and password and store in a safe but accessible location

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.



What can be viewed in SEQTA Engage (Overview)

A number of pages can be accessed through SEQTA Engage. Please note: The order of the pages will vary between the web version and the app.

Welcome: The welcome page has a range of useful links for parents.

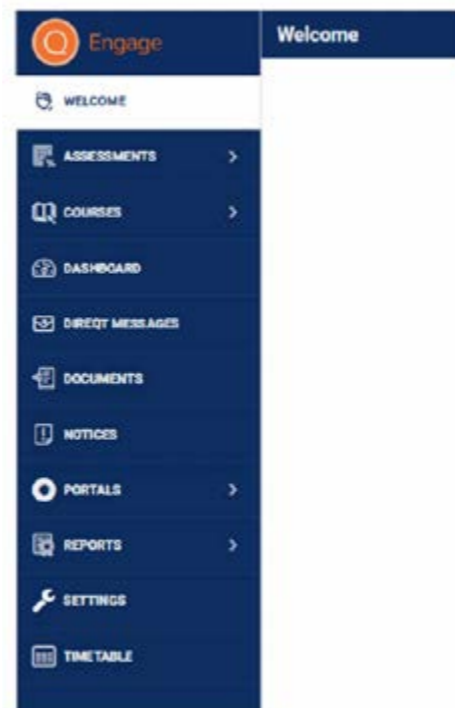
Timetable: Your child’s school timetable can be viewed from here.

Assessments: View assessments information and results and teacher feedback.

Dashboard: Quick links to our newsletter, community calendar, absence forms plus other important sites.

Direct Messages: Ability for parents to communicate with staff using a message system.

Notices: Notices that are made available to students and parents.

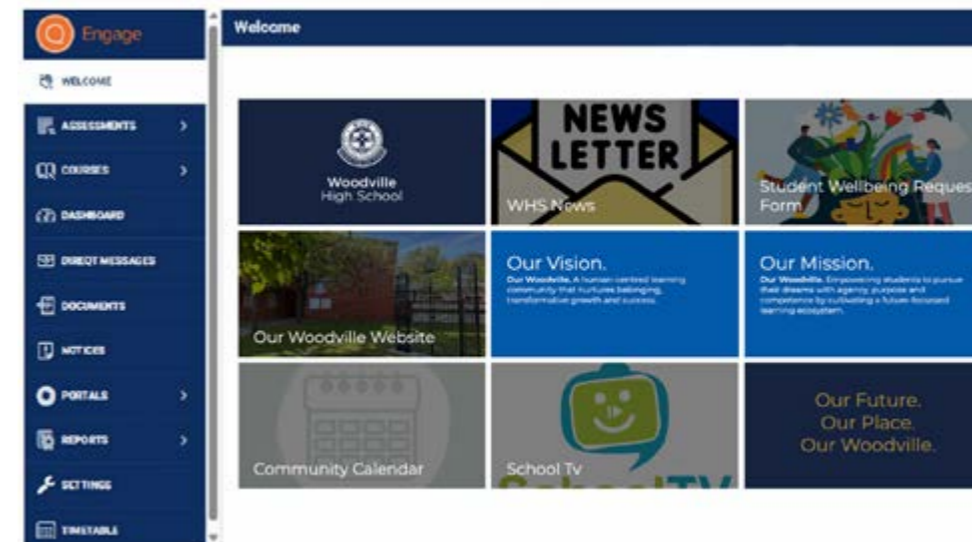


Courses: Access to current teaching programs and online lessons.

Documents: Access to a selection of College documents (eg. excursion forms).

Reports: Access to academic reports, both Term based and Semester.

Settings: Profile management. Welcome (Guardian Quick Links) This is the first page displayed when parents log into SEQTA Engage. Student absences can be logged from this screen .



An overview of the functionality of the Guardian Quick Links:

WHS News: Access to the depository of WHS newsletters

Student Wellbeing Request: Submit a form for wellbeing support at Our Woodville

Website: Direct link to the Woodville High School Website home page.

Our Vision: Our Woodville. A human-centred learning community that nurtures belonging, transformative growth and success.

Our Mission: Empowering students to pursue their dreams with agency, purpose and competence by cultivating a future-focussed learning ecosystem.

Community Calendar: Access out parent and community calendar for all upcoming events

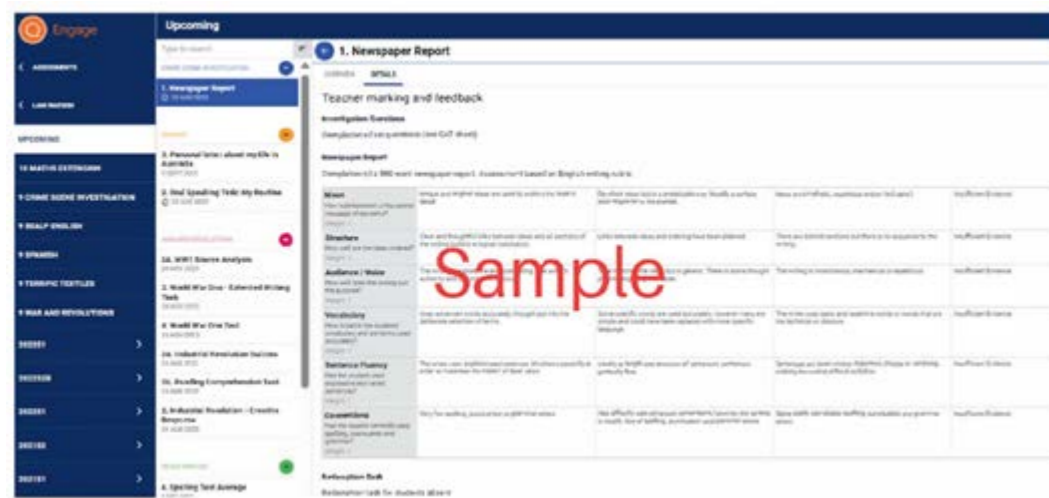
School TV: A resource to support the parenting of young people

Absence Form: Inform the school of your students absence

Assessments

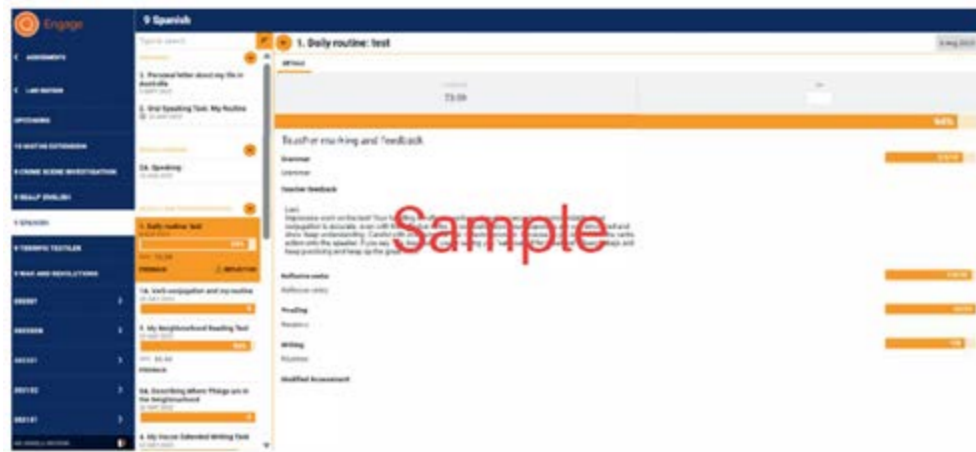
Upcoming Homework/Assessments

Parents can view upcoming homework and assessment details for their child's classes.



Assessment Results

Assessments also contain task results for each of your child's subjects, which will include summative feedback for common assessment tasks.



Assessment Notifications

Notifications are sent when a new academic report is available or when there are changes to assessments or if results are visible. You will also receive a notification for a direct message.



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. Notifications should be turned on in the app.

Courses

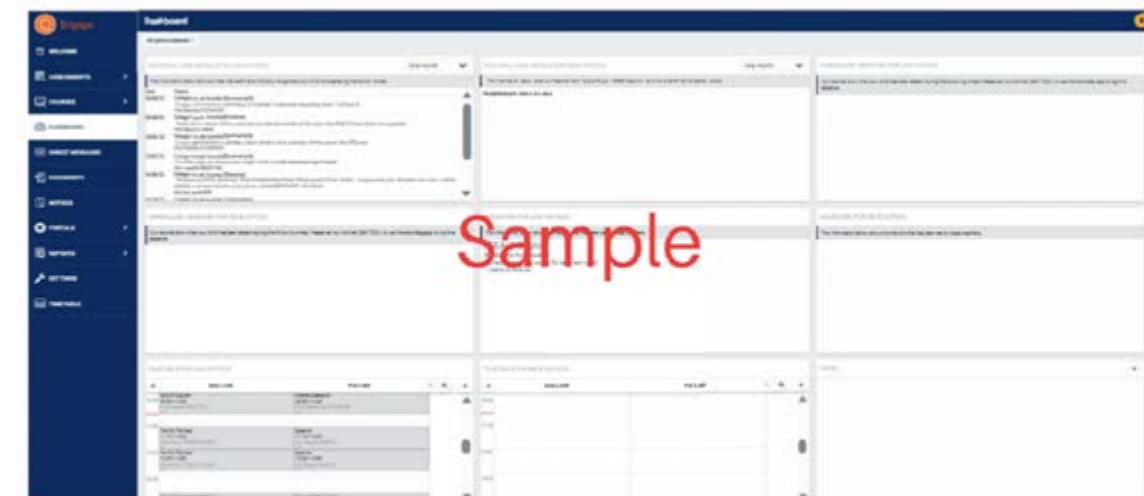
Courses contains a list of student subjects and the weekly curriculum content that is being delivered. You can see learning intentions for subject topics, lesson plans, resources and web links.



Dashboard

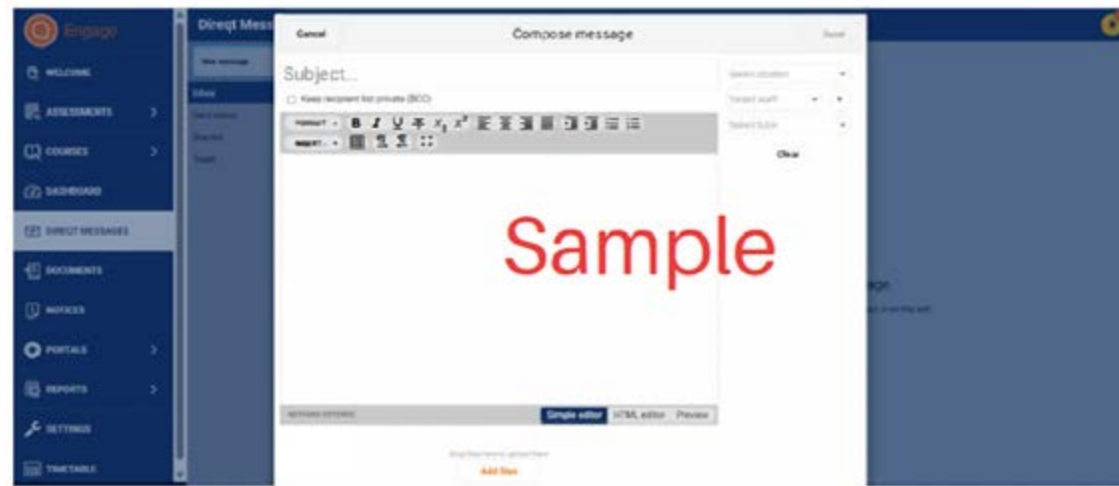
The dashboard is a space where you can see a number of small windows of useful information all in the one space. These include:

- Pastoral care - School Values Awards
- Homework - upcoming
- Unresolved Absences
- Student Timetable



Direct Messages

'Direqt' messages is where you can contact your child's teacher. Simply click on direct message tab, then click on 'New Message'. This is where you can select the staff member you wish to contact from the drop down menu and then type your message and send.



Documents

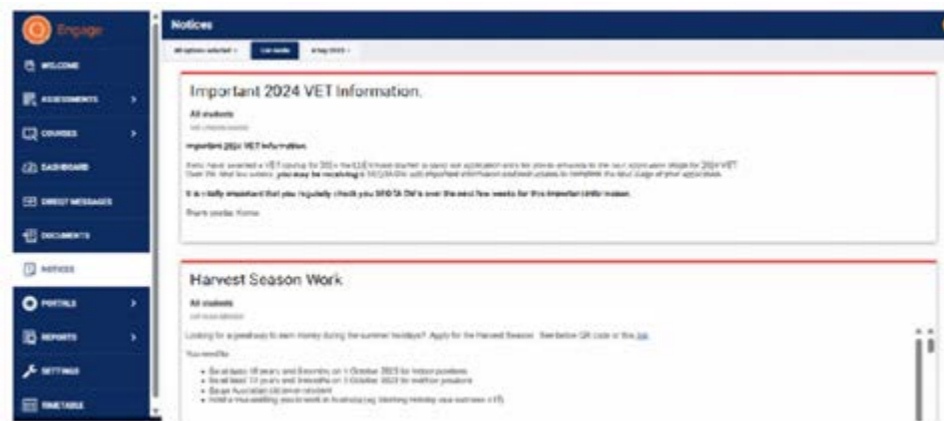
In this tab, parents and guardians will find a repository of documents and guides. This includes documents such as:

- Excursion forms
- SEQTA help documents
- School Handbooks
- Policies

Notices

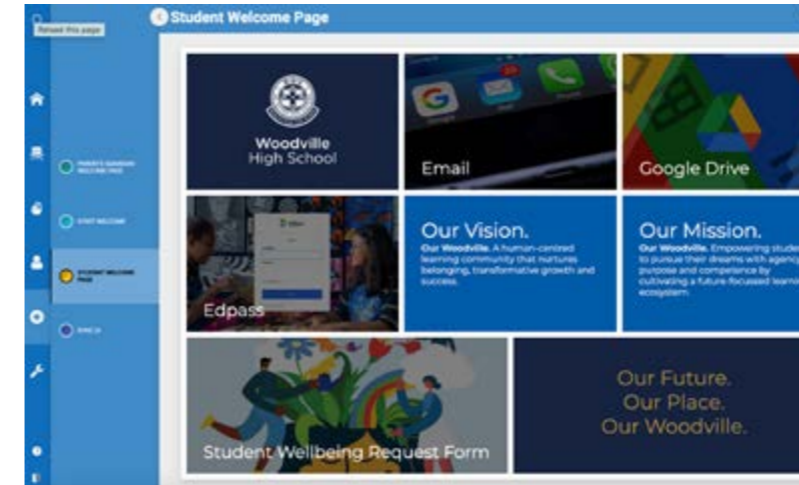
The notices page is used to communicate information to parents and guardians.

Students can view notices also in SEQTA Learn.



Portals

This is where you will find access to both Guardian and Student Quick Links - easy access to relevant apps, websites and communication tools. Clicking on a specific portal page will load the webpage within the SEQTA Engage window.



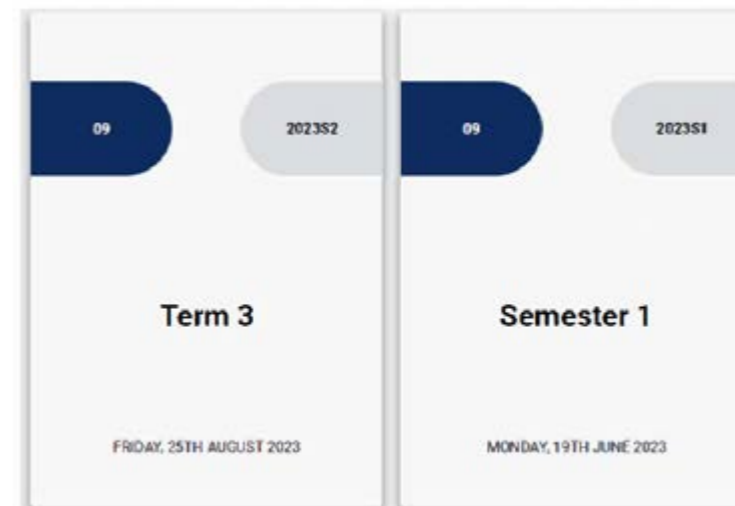
Reports

The reports page is where parents and guardians can access both Term based and Semester reports for their children. Reports will stay on SEQTA for the time at which the child is at Horsham College. Upon leaving, reports will be archived at the College.

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.

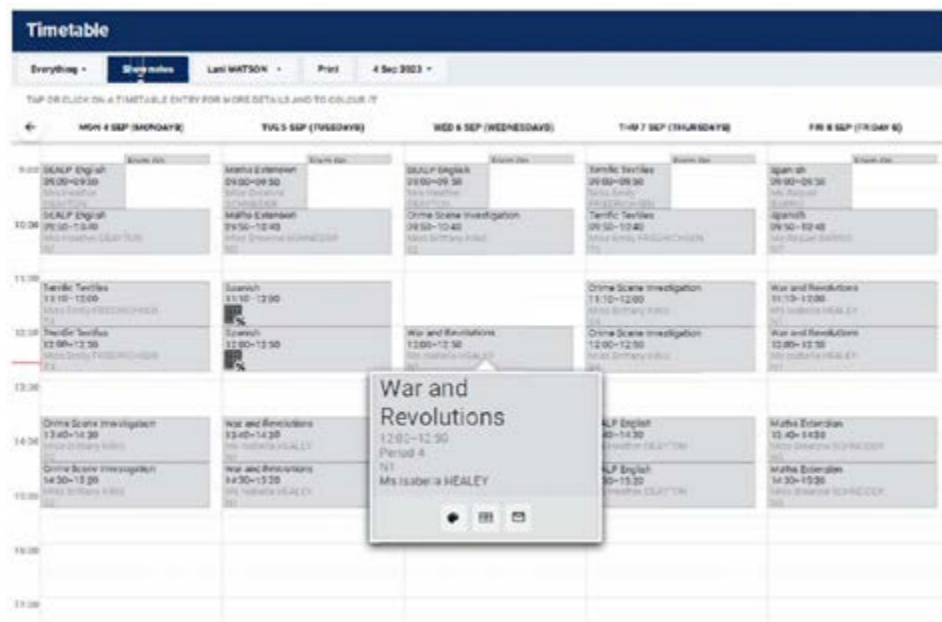


Settings

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

Timetable

The timetable page allows parents to view the individual timetable of each of their children. They can select tutorials, classes and or events. Clicking on a subject will reveal:



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

Support

If you have lost or forgotten your log in details, please send an email to ICT Service Desk at dl.0801.ictadmin@schools.sa.edu.au or call on 8445 9833. A new email will be issued requiring you to go through the initial steps which is valid for one week. 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 which is outlined further in this document.

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

SEQTA Engage User Guide



Woodville High School

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