

HARRISDALE SENIOR HIGH SCHOOL



# SEQTA

**Engage**

PARENT GUIDE



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## 1 WELCOME EMAIL

Your access to SEQTA Engage begins upon receipt of an email from the HSHS. This individualised email invites you to set up a SEQTA Engage account with HSHS. A copy of this email is illustrated below.

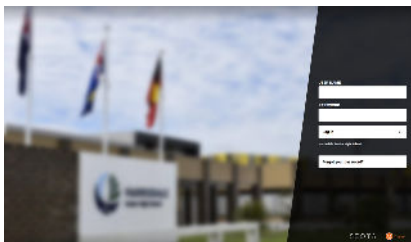
Send: Date  
To: Parents/Caregiver  
Subject: Welcome to SEQTA Engage



Welcome to SEQTA Engage.

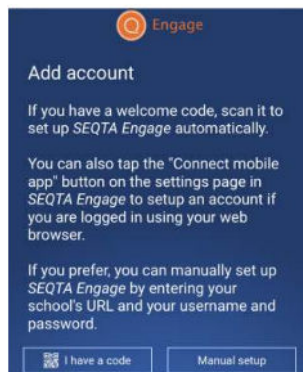
## 2 ACCESSING SEQTA ENGAGE - CONNECT TO YOUR PERSONAL DEVICE

You can connect to SEQTA Engage on your PC directly from the individualised email you have received from the school. Clicking on the blue highlighted Set up your account now will take you to the Log in screen shown below. At this point you can enter your own unique Username and Password.



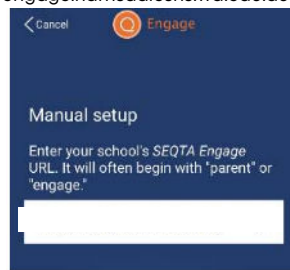
## 3 ACCESSING SEQTA ENGAGE - VIA THE MOBILE APP

Before you can access SEQTA Engage through a mobile app you need to have already set up a SEQTA Engage account on your PC. Then simply download the app from the appropriate store on your device - Apple Store or Google Play - and logging in directly to SEQTA Engage. Tap next until the screen shown below appears.



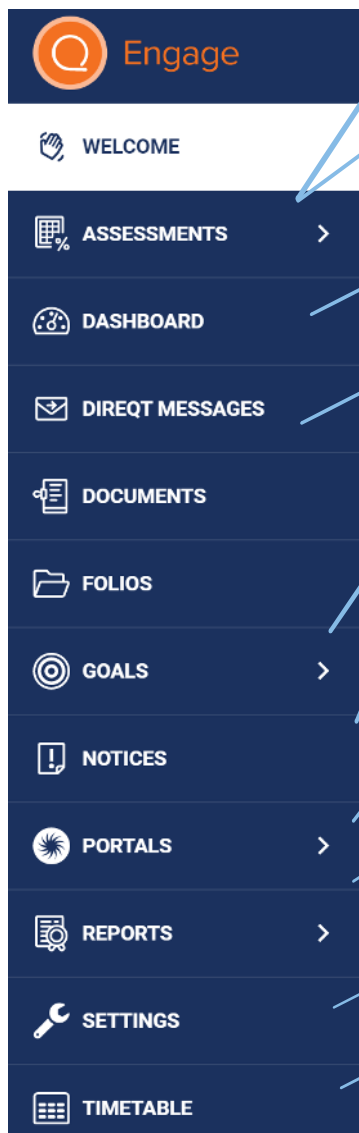
Choosing the 'Manual setup' option, enter the school's SEQTA Engage URL and your username and password. Screenshots for a Manual set up are shown below. SEQTA Engage URL:

<https://engage.harrisdaleshs.wa.edu.au>



## 4 TROUBLESHOOTING

If you experience any difficulties accessing SEQTA Engage or have any questions, please email the HSHS's IT help Desk:



**ASSESSMENTS:** PROBABLY THE MOST IMPORTANT PART OF OUR SYSTEM THIS IS WHERE UPCOMING ASSESSMENT DETAILS CAN BE FOUND. IT WILL ALSO SHOW STUDENTS (AND YOU) LIVE GRADES FOR EACH SUBJECT.

**COURSES:** AN OVERVIEW OF EACH COURSE THAT YOUR CHILD IS ENROLLED IN. TEACHERS WILL DISPLAY SEMESTER OVERVIEWS HERE.

**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:** 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..

**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 SPLASH PAGE. IN SECONDARY THESE ARE PAGES TO HELP YOU AND STUDENTS IN OTHER AREAS E.G. SEQTA TUTORIALS, OLNA HELP, OFFICE 365 TUTORIALS

**REPORTS:** HERE YOU CAN ACCESS YOUR CHILD'S INTERIM AND SEMESTER REPORTS IN PDF FORMAT, AS SOON AS THESE ARE PUBLISHED.

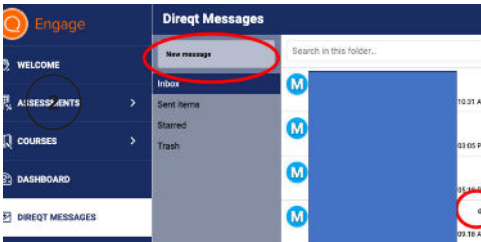
**SETTINGS:** YOU CAN CHANGE YOUR PASSWORD, MANAGE ALERTS, CONNECT MOBILE DEVICES TO YOUR ACCOUNT AND CHANGE BACKGROUND COLOURS

**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.

1

## COMMUNICATION TO TEACHERS

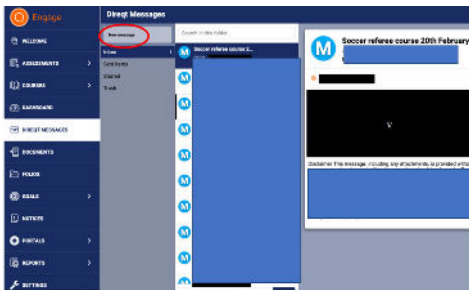
THERE IS AN OPTION TO SEND WRITTEN MESSAGES DIRECTLY TO TEACHERS VIA SEQTA USING THE DIRECT MESSAGE OPTION. NOTE: THIS IS NOT TO THE TEACHER'S EMAIL BUT TO THEIR SEQTA ACCOUNT. ANY CORRESPONDENCE WITH AN ATTACHMENT I.E PERMISSION SLIP WILL SHOW UP AS A PAPERCLIP AND PARENTS WILL NEED TO DOWNLOAD AND SIGN AND EITHER PRINT OR EMAIL BACK TO THE RELEVANT TEACHER DEPENDING ON THE TEACHER'S INSTRUCTIONS.



2

## HOW TO DIRECT MESSAGE TEACHERS

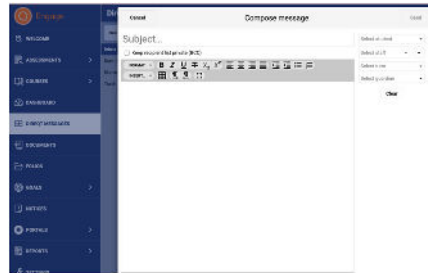
1. CLICK ON THE DIRECT MESSAGE THEN SEQTA IS SET UP TO INCLUDE AN INBOX, SENT BOX, STARRED MESSAGES AND TRASH BOX.
2. TO SEND A NEW MESSAGE, CLICK ON THE **NEW MESSAGE** OPTION



3

## ADDING A STAFF MEMBER TO YOUR MESSAGE

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.





**SUBJECT:** Add a subject line.

**BCC:** Is ticked by default. Untick if sending a message to two or more staff members.

**ADD STAFF:** Start typing a staff member's name here to select them. The shared department accounts can also be messaged here.

**SEND:** Click to send the message.

**Message:** Add your message here. Formatting tools are available above like an email.

**Attachments:** If required, PDF attachments can be added here.

**Recipients:** Everyone the message will be sent to is listed here. Click the delete icon to remove individual recipients or 'Clear' to remove all.



## CHECKING NOTICES

**NOTICES:** IN PRIMARY, THIS IS WHERE YOU CAN ACCESS THE SPLASH PAGE. IN SECONDARY THESE ARE PAGES TO HELP THE NOTICES SECTION IS WHERE THE SCHOOL'S DAILY NOTICES ARE ADDED EACH MORNING. THIS SECTION CAN BE CUSTOMISED FOR THE YEAR LEVEL OF LEARNING YOUR CHILDREN ATTEND. WHERE IT NOTES ALL OPTIONS SELECTED, PARENTS CAN CHOOSE FROM SET YEAR GROUPS, OR WHOLE SCHOOL NOTICES. NOTICES ALLOW PARENTS TO KEEP IN TOUCH WITH THE DAY-TO-DAY ACTIVITIES OF THE SCHOOL.

The screenshot displays the Engage parent portal interface. On the left is a dark blue navigation sidebar with the following menu items: WELCOME, ASSESSMENTS, DASHBOARD, DIRECT MESSAGES, DOCUMENTS, FOLIOS, GOALS, NOTICES (highlighted), PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Notices' and shows a list of two notices:

- Clubs 2023 Information**
  - Whole School
  - MIR CARADOC DAVIES
  - Dear students, parents and carers
  - At Harrisdale Senior High School we seek to improve students' lives through learning and achievement. To that end, we are committed to the pursuit of excellence and preparing young adults to engage confidently and responsibly in a work that is being reinvented constantly. We want every student to develop the disposition and skills to lead a happy, healthy and balanced life.
  - Harrisdale Senior High School's co-curricular program expands students learning opportunities and links with the core curriculum to create a broader educational experience. These various clubs for 2023 will begin in Term 1, Week 4.
  - Attached are documents that students and parents will need regarding Clubs in 2023.
  - Harrisdale SHS Club Parent Booklet 2023 - Explains all clubs on offer to our students.
  - Harrisdale SHS Clubs Poster - Informs of time, day, organiser and location of the clubs.
- Week 3 Notices**
  - Year 9 Notices
  - MIR CARADOC DAVIES
  - Café Behaviour** – Year 9 students are expected to line up on the side of the Café (next to the grassed area). Please ensure you are patient and act in a manner that fulfils Harrisdale Way expectations – this applies to both when lining up and when inside the café.
  - Public Transport** – A reminder to act with Respect and Responsibility on public transport and students need to ensure they have money on their SmartRiders or bring appropriate cash on board.
  - Uniform** – Most students are looking fantastic in their school uniform! Hats are a part of the uniform in Term 1 and 4 and most students have their hats with them but require prompting to put it on. Please remember to wear your hats anytime you are in the sunshine. White shirts are compulsory at HHS. PE tops are only to be worn during PE lessons. If you require support with uniform, please contact our chaplain, Jen Broadbent or Carly Anzoli.
  - Class Attendance** – Students are expected to attend and be punctual to all timetable classes. Students who choose not to attend class and truant put themselves at risk of being in a common book and need the notice advised.



# SEQTA

Engage



**HARRISDALE**  
Senior High School