

# SEQTA: A guide to Casey Grammar School's learning management system

## What is SEQTA?

Casey Grammar School utilises SEQTA as its learning management system. The parent portal allows you to access this valuable information regarding your child, including end-of-semester reports.

To access the portal click on the *SEQTA Engage* icon located at the bottom of the school's website homepage and enter your username and password when prompted. Alternatively, you can access the portal at <https://engage.caseygrammar.vic.edu.au>. Please note that some features found in SEQTA may not be supported by older versions of Microsoft Internet Explorer. If you do not have a username or password, please contact reception at [office@caseygrammar.vic.edu.au](mailto:office@caseygrammar.vic.edu.au)

## How to use SEQTA

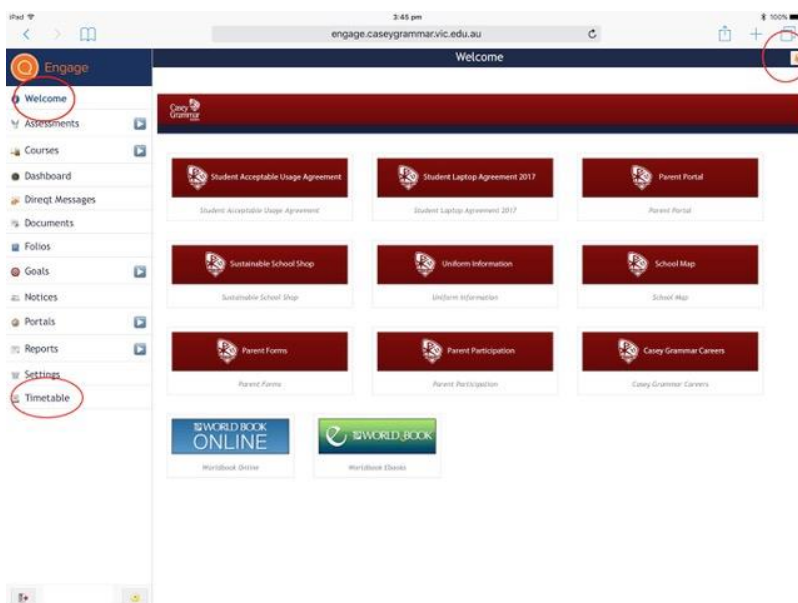
### 1. Welcome Page

The welcome page includes a number of useful links to Casey Grammar School's intranet on the main cell and provides navigation links to all of the information available through the parent portal.

Teachers will also be communicating with parents using the portal, the bell icon located in the top right hand corner will allow you to access a summary of any unread emails from teachers and your child.

Secondary School teachers will be uploading data for the following sections found on the parent portal:

- Welcome
- Assessments
- Courses
- Direct Messages
- Documents
- Notices
- Portals
- Reports

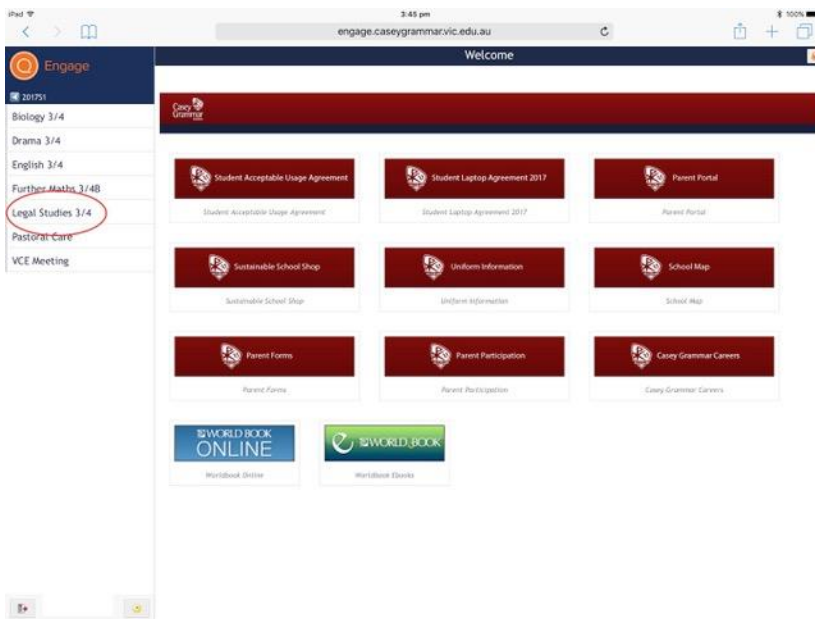


Primary School teachers will be uploading data for the following sections found on the parent portal:

- Welcome
- Direct Messages
- Documents
- Reports

The dashboard contains a number of useful features that you can customise that will allow you to access valuable information regarding your child's progress throughout each semester.

Some classes will also be making use of SEQTA's online folio feature. You can access your child's subject folios from the welcome menu as well.



Your child can set goals for the semester, these can also be viewed by you however, they run independently from teachers. Any student plans and development goals set by your child's teachers can also be accessed from here.

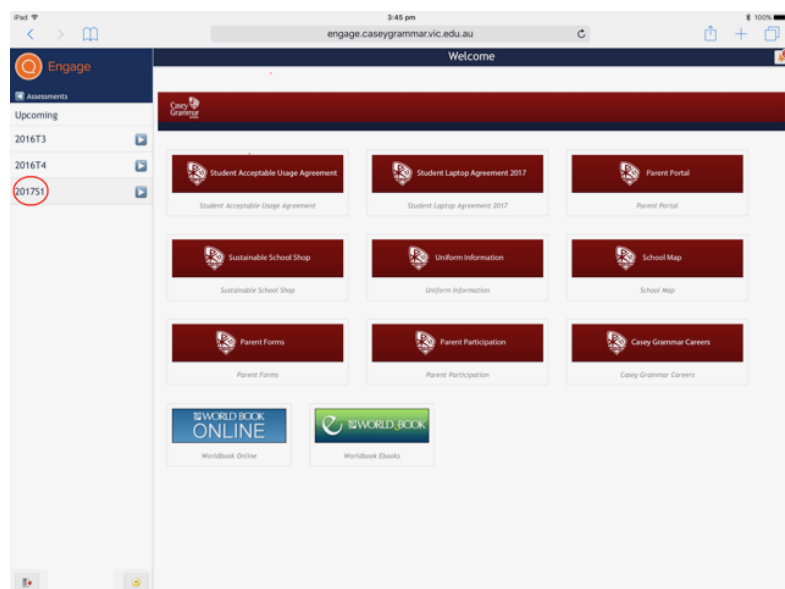
The timetable link located on the bottom left of the screen will allow you to easily access the class timetable for each of your children. This section will reflect any classroom and subject changes throughout the semester and will also list the names of each of

your child's teachers.

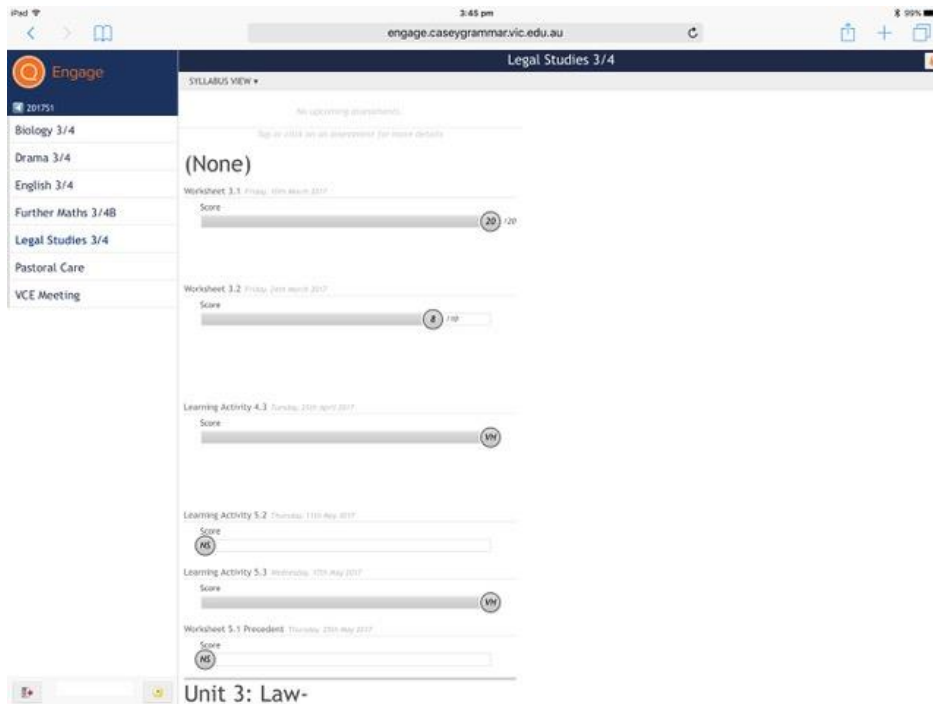
## 2. Assessment

Clicking on the assessment icon on the welcome page will direct you to the assessments portal. If you have more than one child enrolled at the school, a list will appear with the names of all your children. Simply click on the name of one of your children to review their assessments for the semester.

Students enrolled in Yr.7 - Yr.10 classes will have the results and comments for a minimum of two formative and one summative assessment uploaded to the assessment portal each term. Students enrolled in VCE subjects will have the results and comments for all of their School Assessed Coursework (SAC) uploaded to the assessment portal at the conclusion of each area of study.

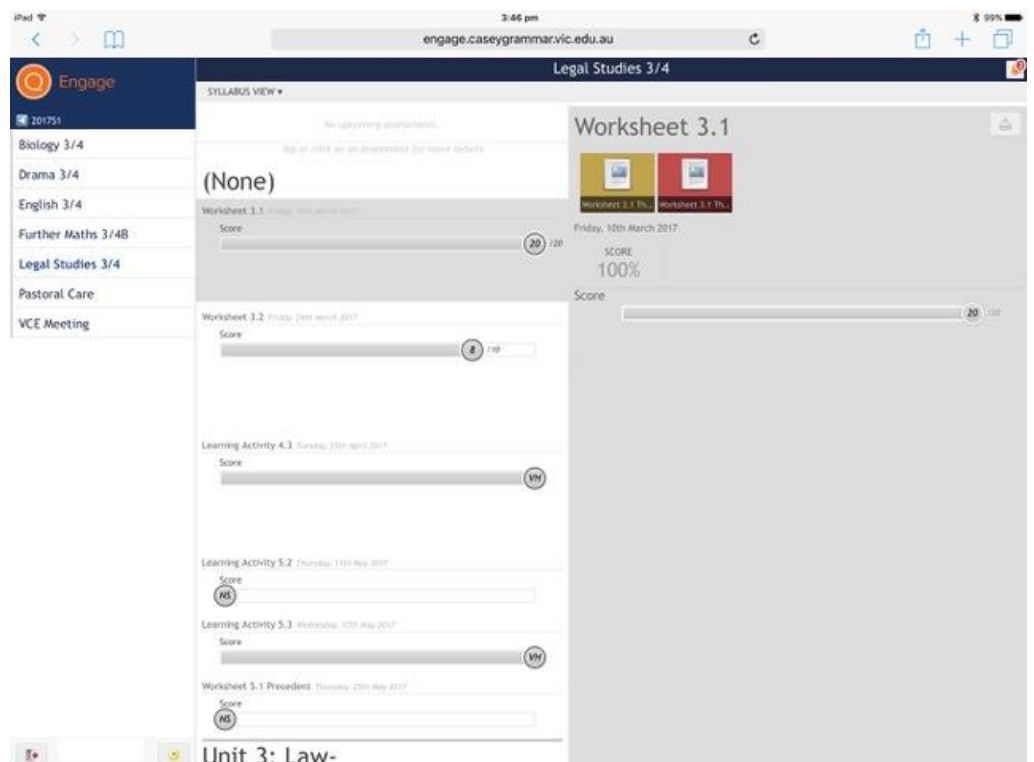


Once you have opened the assessment page for your child, you will be provided with a list of all of their subjects. The subject lists have been listed by year/semester. The first complete subject listing will be for the 2017S1 period.

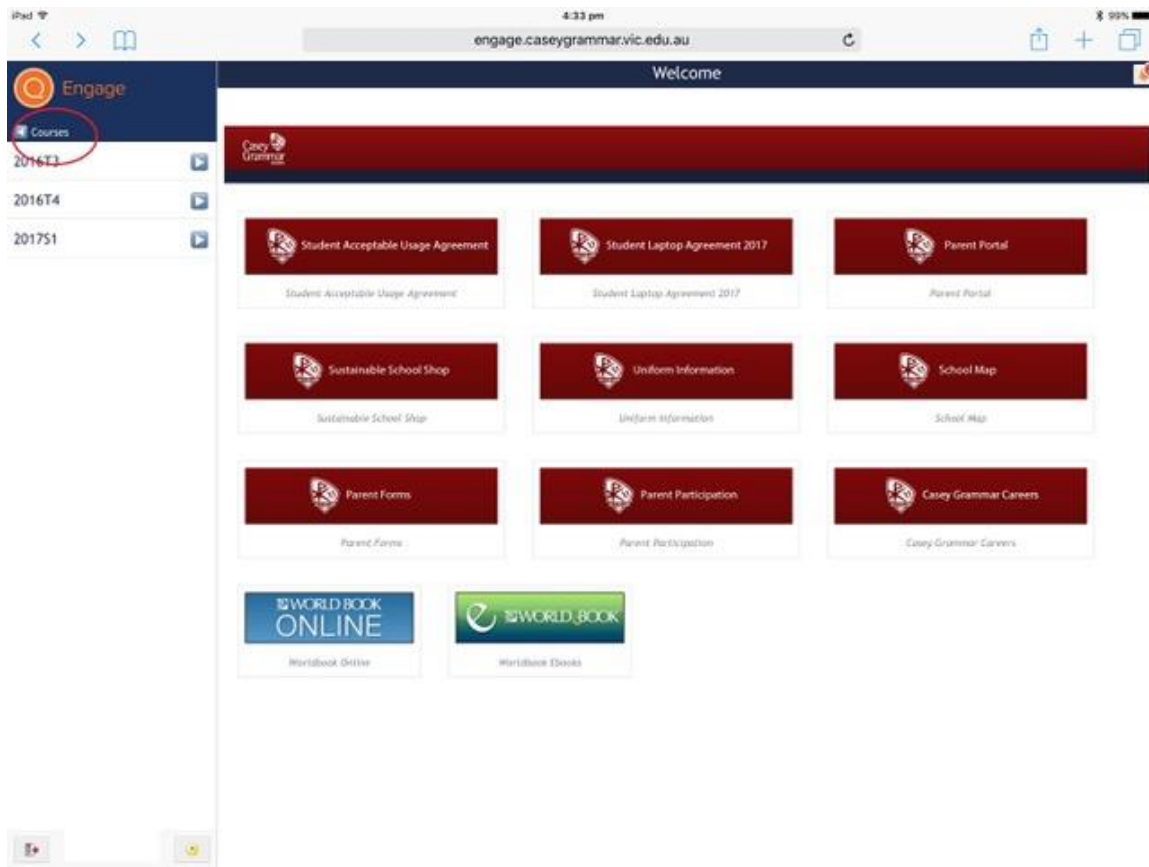


Click on one of the subject titles and you will be provided with an overview of each of the assessment tasks that have been published by your child's teacher. If any assessments have been marked, the results will also appear in this section.

Click on one of the published results and you will be able to review any comments left by the teacher along with a percentage weighting for the task. An assessment cover sheet and assessment materials will also be available for you to download. If the teacher marked an assessment using a rubric, a breakdown of the assessment criteria will appear on this screen below the score in the grey section located on the right of the screen.



### 3. Courses



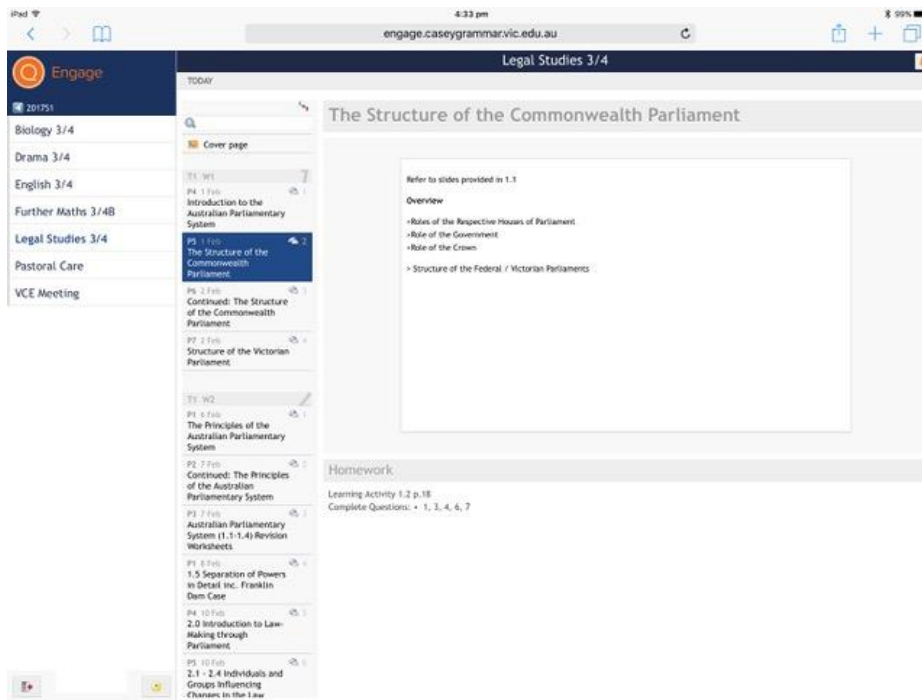
The courses section will provide an overview of subject material that teachers will publish for students over the course of the semester.



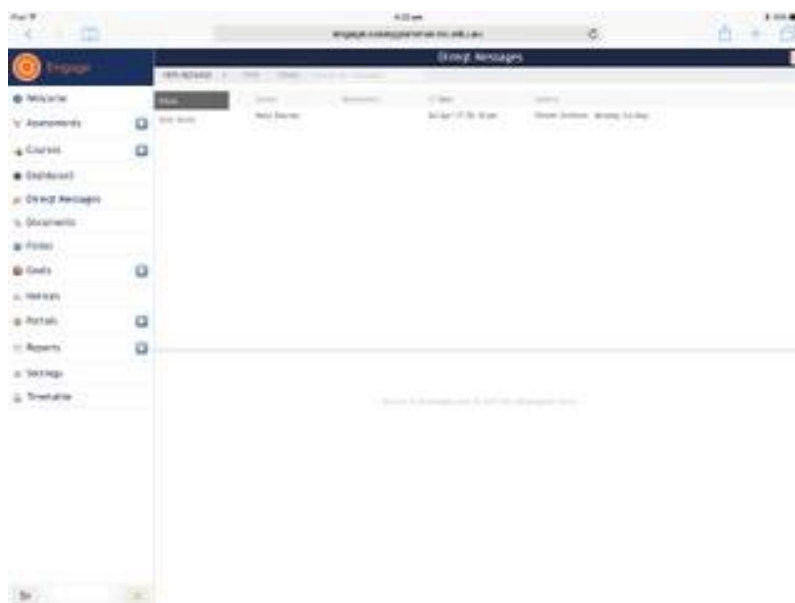
This section will continue to develop and change over the course of each term as teachers build an online classroom for their students. By scrolling through the dates and clicking on the cover page link, parents will be able to access a subject overview, relevant coursework materials and an overview of the various Victorian Curriculum Standards (Yr.7-Yr.10) and VCE Outcomes that will be covered by the course that semester.

#### 4. Classroom Overview

Teachers will be creating classroom overviews and will be setting homework using this part of the assessment portal. Parents can scroll down and review what will be covered on a week-by-week basis. Please note that teachers will not necessarily be providing an online overview for every period that appears in the assessment portal.



#### 5. Direct Messages



The Direct Messages link allows parents to review every message sent to them by teachers and will allow you to reply or post a message to a teacher yourself. A complete list of teachers becomes available once you press on the new message icon located in the top right hand side of the Direct Messages portal.

## 6. Documents

Important school documents such as the Student ICT policy will be made available to parents from the Documents portal.



## 7. Notices

From Semester 2 2017, important notices will be posted to parents on the Notices portal on SEQTA.



## 8. Reports

From Semester 1 2017, Semester Reports will be sent to parents via the reports portal on SEQTA. A list of all of your children will appear on the navigation section on the left hand side. Any report that has been published will then come into view in the reports window, click on the corresponding link to download your child's report. The report will generate in a PDF format. Parents will also be able to review their child's scores in the assessment portal.

