



ADVENTIST CHRISTIAN SCHOOLS WA

SEQTA ENGAGE

- A HANDBOOK FOR SECONDARY PARENTS -

The Parent Portal is a key gateway of communication between teachers and parents.

This guide will assist you with navigating SEQTA Engage in order to locate various content within the menus.



LOGGING IN

Using a web browser on any internet-enabled device, go to the following address and log in using your credentials:

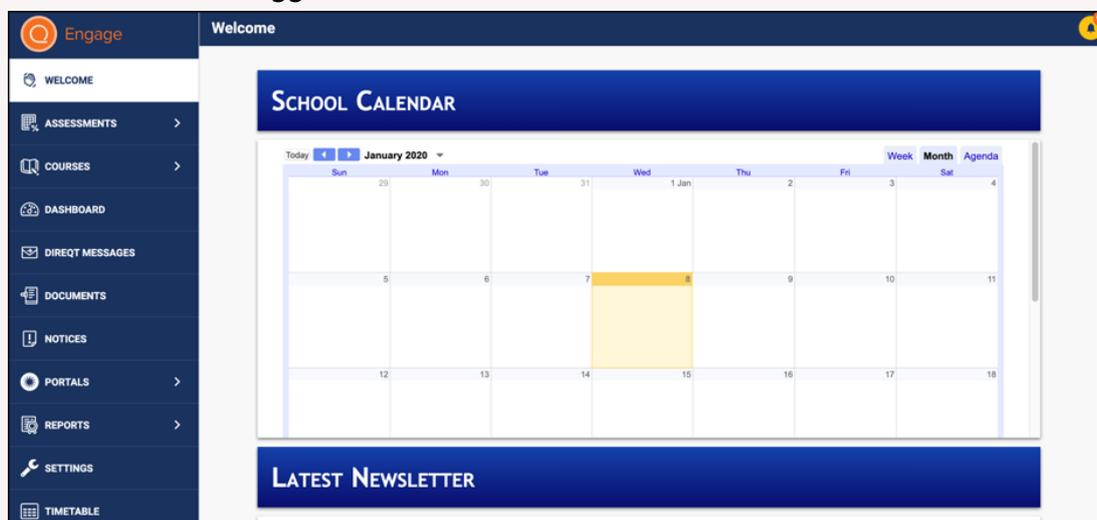
<https://carmelsecondary.cp.adventist.edu.au>

You should have already received an email from Carmel Adventist College Secondary with a link to set up a username and password. Please contact the school office directly if you require the link to be sent to you again.

Log in page:



Homescreen once logged in:



FORGOTTEN PASSWORD?

If you have forgotten your password, you can request a reset by using the link on the login page.

If you still can't access SEQTA after clicking on "Forgot your password?" and following the process, please contact the school office for further assistance.

Reset password following prompts outlined below:



SEQTA PAGES - ASSESSMENTS

The assessments screen gives you access to your child's upcoming assessment dates as well as the results of completed tasks. If you have more than one child at Carmel Adventist College Secondary, you will need to select which child's marks to view before proceeding to the screen below.

The screenshot shows the Engage app interface. On the left is a dark blue sidebar with the Engage logo at the top. Below the logo are navigation options: 'ASSESSMENTS', '2019S', and a list of subjects: BIBLE, ENGLISH, FOOD SCIENCE & TECHNOLOGY, HEALTH, HUMANITIES & SOCIAL SCIENCES, MATHEMATICS, PHYSICAL EDUCATION, ROBOTICS ENGINEERING AND ELEC, SCIENCE A, and WORKPLACE LEARNING. The 'ENGLISH' subject is highlighted. The main content area is titled 'English' and shows a list of assessment tasks with their dates, scores, and average/max values. A red arrow points from the 'ENGLISH' subject in the sidebar to the 'ENGLISH' subject in the main content area. The arrow contains the text 'Select a subject to review assessment results'.

Task Name	Date	Score	Avg	Max
Task 5: Semester 2 Exam	18 NOV 2019	61	60.1	78
Task 4: Divergent Essay	18 NOV 2019	57.35		89.71
Comp	23 OCT 2019		65.83	95
Fiction Comprehension Tests (x3)	15 OCT 2019	67.71	71.04	90.63
Task 2: Persuasive Speech	11 SEP 2019	67.5	67.17	90
Task 1b: Romeo & Juliet Essay	4 SEP 2019	79.69		93.75
Task 1a Romeo and Juliet Quiz Questions	5 AUG 2019	90	82.9	100

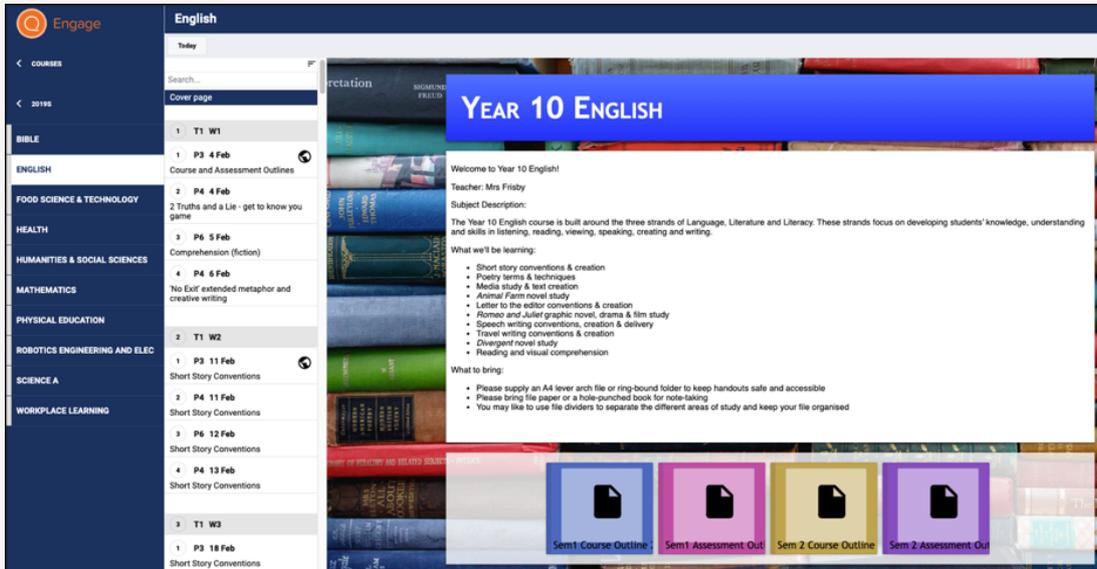
Please Note:

While it is Carmel Adventist College Secondary's intention that assessment dates remain unchanged, at times due dates may require modification due to unforeseen circumstances.



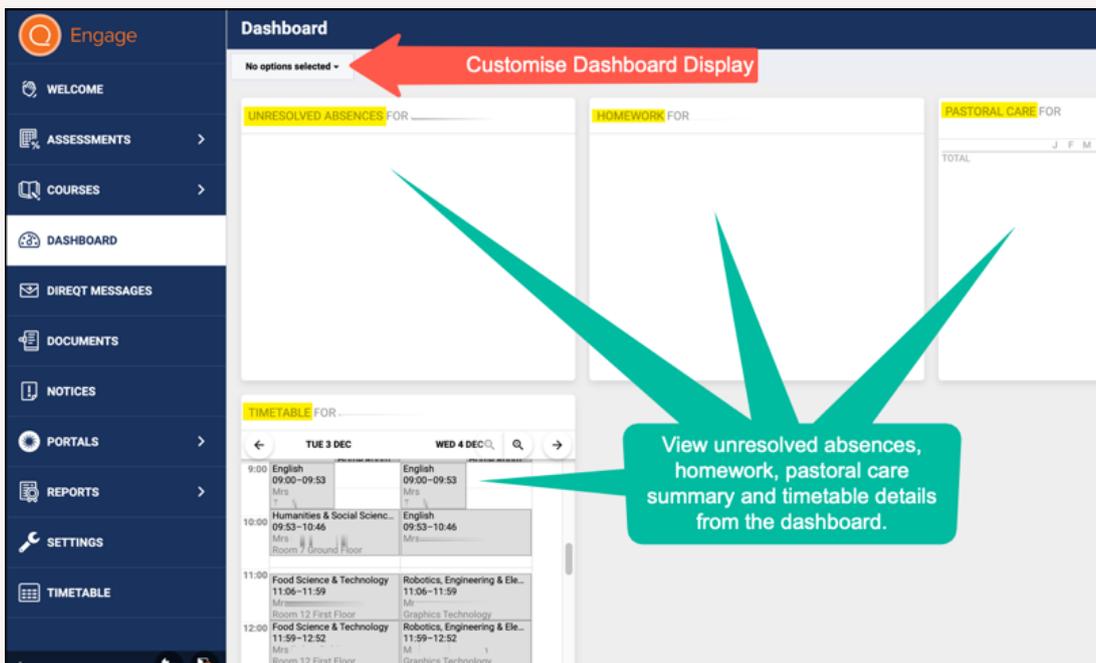
SEQTA PAGES - COURSES

Information about each subject a child is enrolled in can be found in the courses tab. By selecting a subject, parents can access teacher details, general instructions, learning opportunities and course outlines.



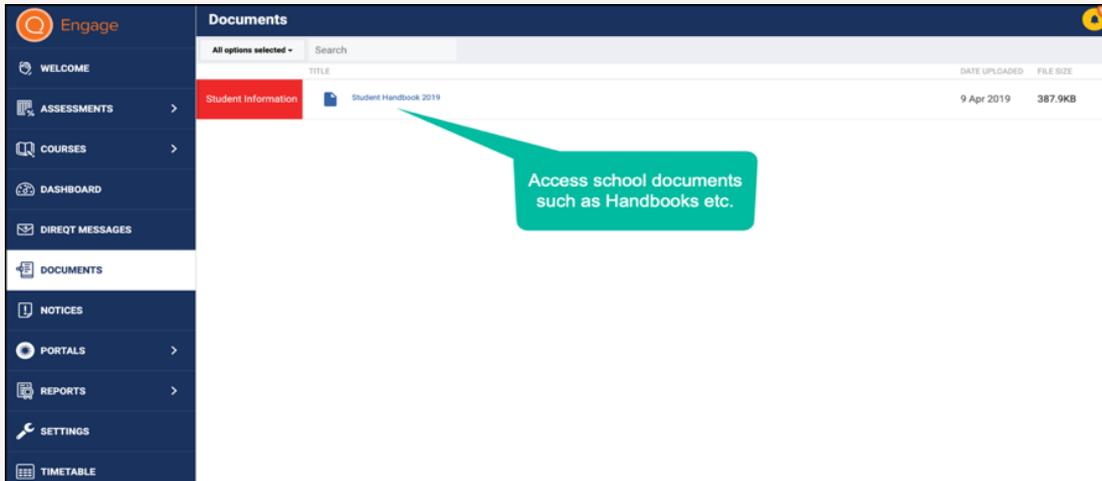
SEQTA PAGES - DASHBOARD

View unresolved absences, homework, notifications and other information in one place, which can be customised to suit your preferences.



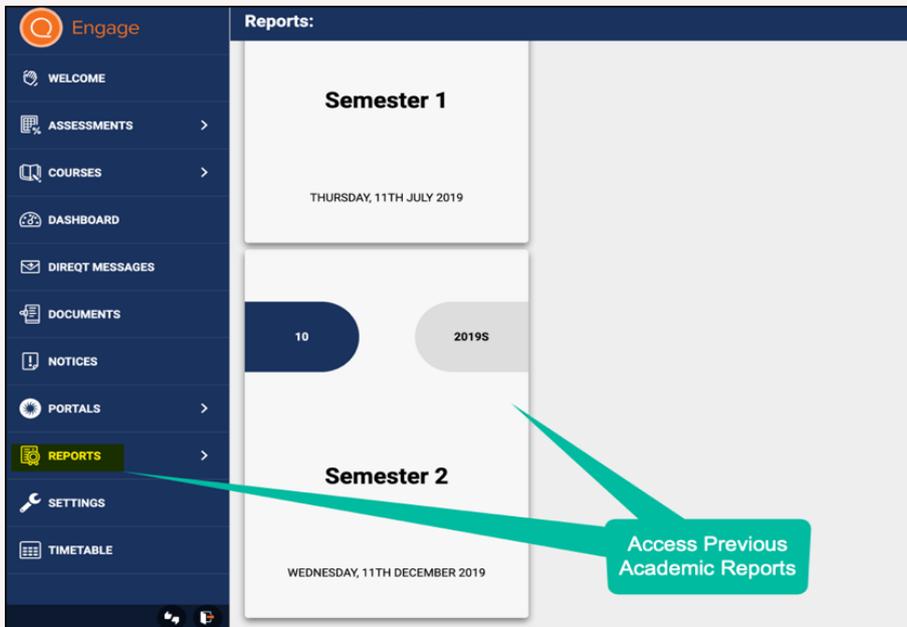
SEQTA PAGES - DOCUMENTS

Access school documents, such as the student handbook, with ease.



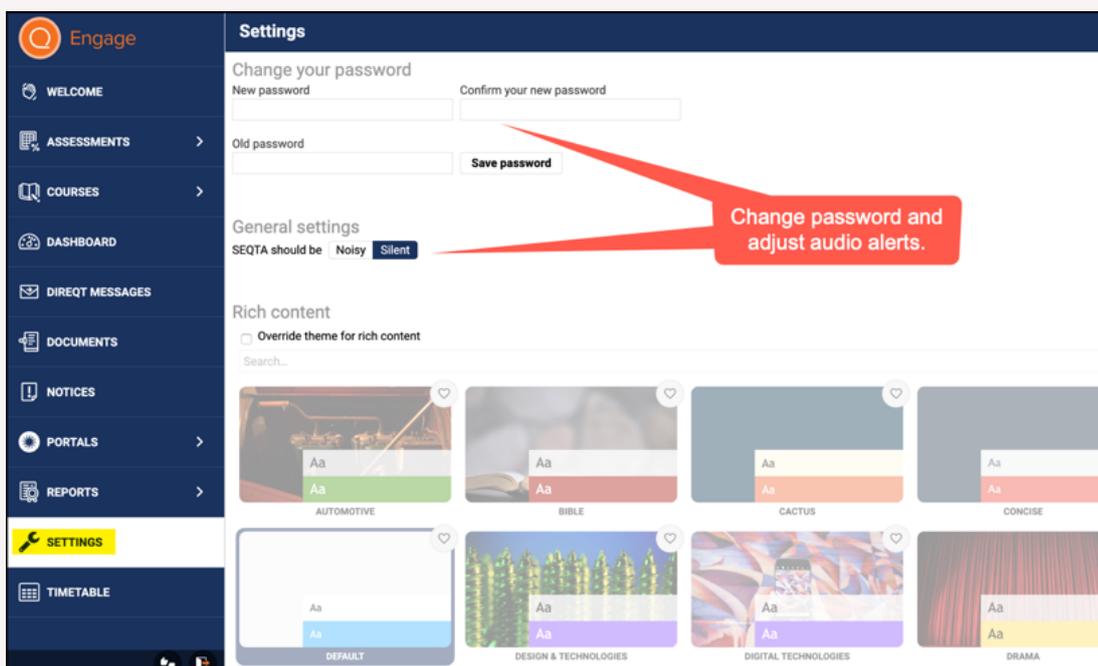
SEQTA PAGES - REPORTS

Reports are issued as downloadable PDF documents so they can be printed or viewed on screen. You will also be able to access previous reports from this tab. Click on the grey box for the desired document and the report will immediately download and open.



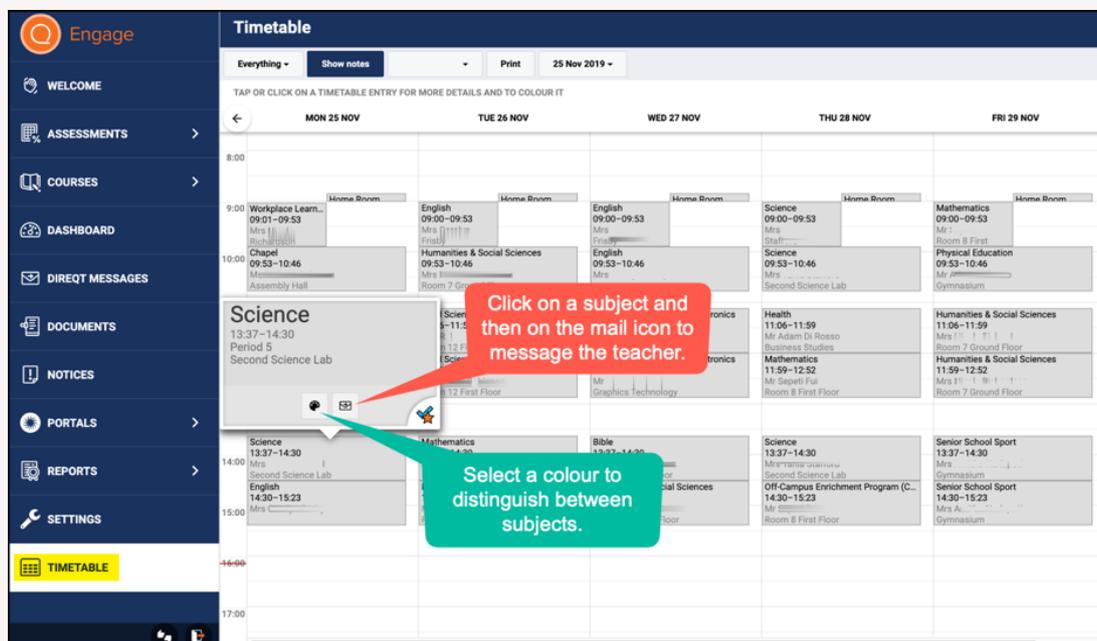
SEQTA PAGES - SETTINGS

Use the settings tab to adjust your password and turn audio alerts on or off.



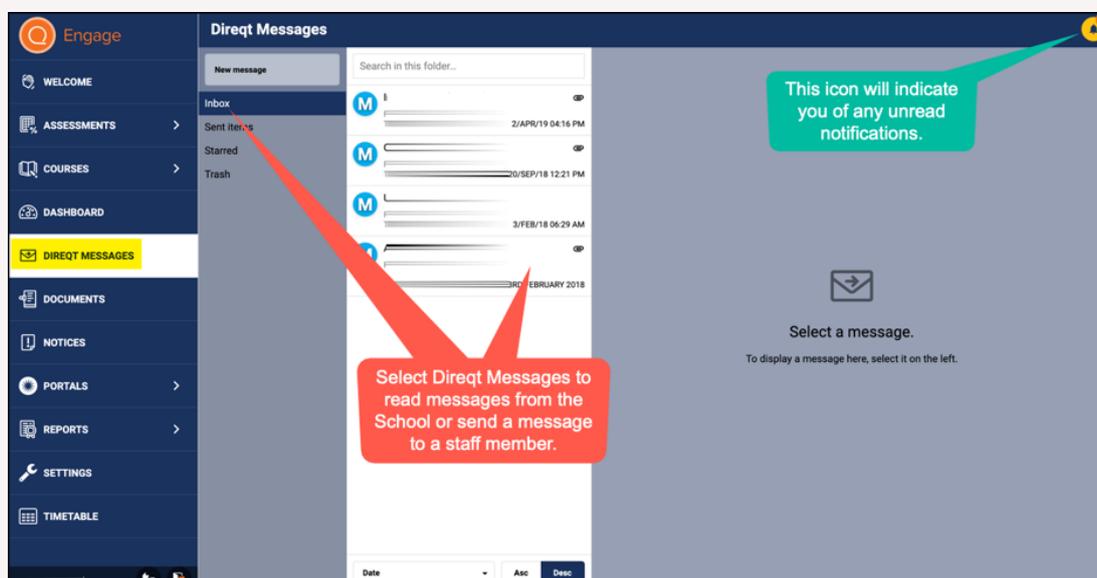
SEQTA PAGES - TIMETABLE

View your child's timetable, colour code subjects and click on a class to send a message to their teacher.



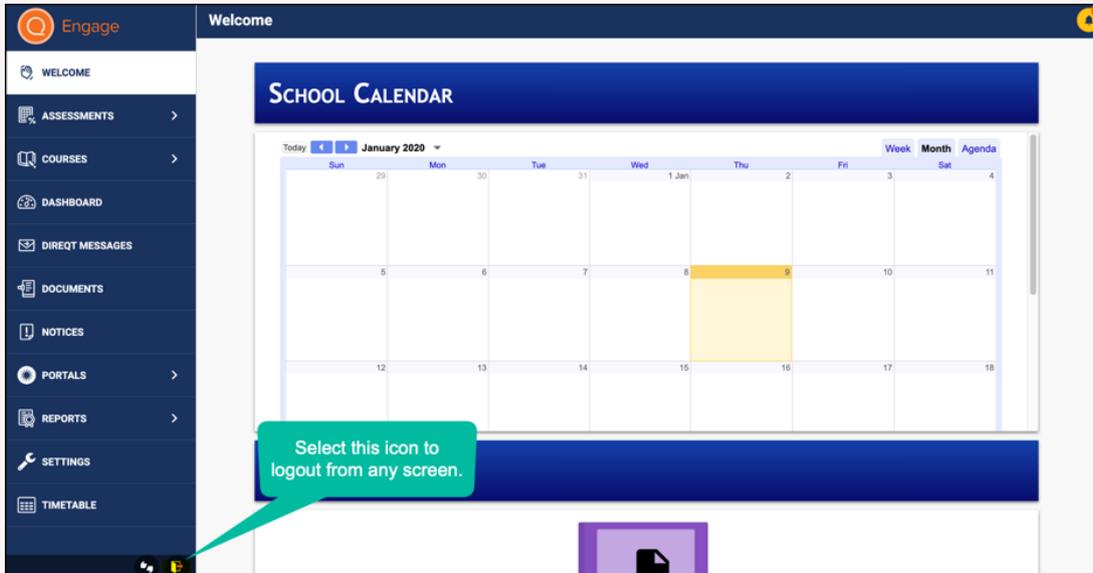
SEQTA PAGES - CORRESPONDENCE

The primary method of communication from the school to home will be through SEQTA messages. Therefore, it is important that you keep an eye on your inbox and we ask that you use this as a tool to communicate with staff members.



LOGGING OUT

Log out from any screen using the icon in the bottom left-hand corner.



THE MOBILE APP

Parents are encouraged to download the SEQTA Engage mobile app to enable convenient access to the information outlined above. If notifications are enabled on the mobile device, parents will be notified of any new 'activity' on SEQTA.

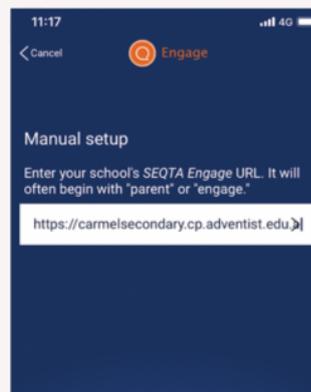
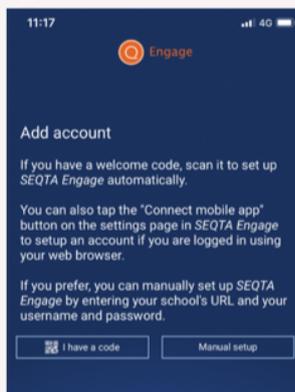
SETUP:

1. Depending on your device, download the *SEQTA ENGAGE APP* from the Apple Store or Google Play.

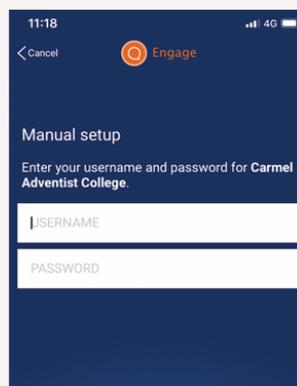


2. Select option for manual setup and then enter Carmel Adventist College's SEQTA Engage URL:

<https://carmelsecondary.cp.adventist.edu.au>



3. Enter the same username and password you use to access SEQTA via the website.



4. Ensure notifications are enabled for the SEQTA app in 'Settings' on your mobile device.

