

SEQTA™

Professional Services

QC103

Introduction to *SEQTA Learn* and *SEQTA Engage*

SEQTA Suite training manual

April 2018 / V2018.4.1



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Course Details

Target Audience

This course is aimed at system administrators, teachers, curriculum leaders and heads of departments and deputies.

Duration

The duration of this course is 1.5 hours.

Learning outcomes

On completion of this course, users will have gained an understanding of:

- Be able to provision user accounts for *SEQTA Learn* and *SEQTA Engage*
- Understand how to customise the appearance of *SEQTA Learn* and *SEQTA Engage*.
- Be able to manage the settings for flow of data from *SEQTA Teach* to *SEQTA Learn* and *SEQTA Engage*.
- Understand the various communications options for *SEQTA Learn* and *SEQTA Engage*.

Manual details

This manual is intended to provide review and overview information as an aide to training provided by SEQTA Professional Services course **QC103 Introduction to SEQTA Learn and SEQTA Engage**. It is not intended to be a stand-alone guide to the functionality of the SEQTA Suite.

Use of bold and italics

Where SEQTA Suite software controls, screens and links are mentioned the text may appear in bold or italics.

1 Overview of SEQTA Learn and SEQTA Engage

SEQTA Learn and *SEQTA Engage* are the student and parent (guardian) portals for the SEQTA Suite. The basic premise is that when teachers use certain areas of *SEQTA Teach* they can, with very little extra effort, choose to allow content to flow through to students and their parents (guardians) to maintain ongoing communication.

The *SEQTA Learn* and *SEQTA Engage* portals can be customised by a school with a range of settings and depending on what content the school chooses to make available to students and parents (guardians).

Each *SEQTA Learn* account is unique to each student. Each *SEQTA Engage* account is unique based on how the school has chosen to configure the accounts, e.g. per parent (guardian) or per family, how many children are applicable to the parent (guardian) account, and what information the school has chosen to make available.

	Note:	<ul style="list-style-type: none">• Parents (guardians) can only access information for students for whom they are directly linked. Parents (guardians) cannot access information for other students with whom they have no parent (guardian) relationship.• Students cannot access information for other students.
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2 Provisioning accounts for *SEQTA Learn* and *SEQTA Engage*

This section outlines how to provision accounts, reset usernames and passwords, and revoke access for users that access SEQTA using SEQTA's in-built authentication functionality.

	Note:	Accounts managed in Active directory cannot be managed through the User management page.
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2.1. User management

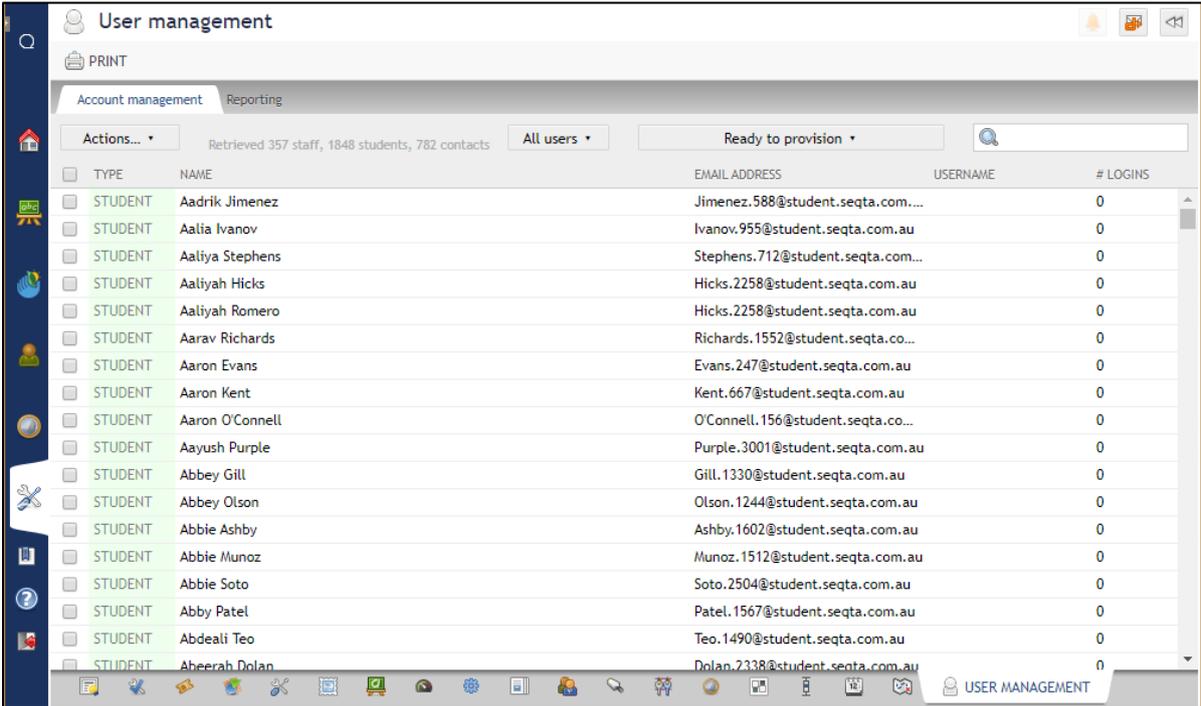
2.1.1. User management permissions

The permission, **User: Edit** is required to access the User management page.

2.1.2. User management page overview

The User management page is used to manage user accounts through *SEQTA Teach*.

Each column of the Account Management list can be sorted by clicking the column heading. Clicking twice will reverse the sort order.



TYPE	NAME	EMAIL ADDRESS	USERNAME	# LOGINS
STUDENT	Aadrik Jimenez	Jimenez.588@student.seqta.com...		0
STUDENT	Aalia Ivanov	Ivanov.955@student.seqta.com.au		0
STUDENT	Aaliya Stephens	Stephens.712@student.seqta.com...		0
STUDENT	Aaliyah Hicks	Hicks.2258@student.seqta.com.au		0
STUDENT	Aaliyah Romero	Hicks.2258@student.seqta.com.au		0
STUDENT	Aarav Richards	Richards.1552@student.seqta.co...		0
STUDENT	Aaron Evans	Evans.247@student.seqta.com.au		0
STUDENT	Aaron Kent	Kent.667@student.seqta.com.au		0
STUDENT	Aaron O'Connell	O'Connell.156@student.seqta.co...		0
STUDENT	Aayush Purple	Purple.3001@student.seqta.com.au		0
STUDENT	Abbey Gill	Gill.1330@student.seqta.com.au		0
STUDENT	Abbey Olson	Olson.1244@student.seqta.com.au		0
STUDENT	Abbie Ashby	Ashby.1602@student.seqta.com.au		0
STUDENT	Abbie Munoz	Munoz.1512@student.seqta.com.au		0
STUDENT	Abbie Soto	Soto.2504@student.seqta.com.au		0
STUDENT	Abby Patel	Patel.1567@student.seqta.com.au		0
STUDENT	Abdeali Teo	Teo.1490@student.seqta.com.au		0
STUDENT	Abeerah Dolan	Dolan.2338@student.seqta.com.au		0

- **Send welcome email:** This option will provision the account by sending the user an email with a link that will let them set the username and password for their SEQTA account (link expires after 1 week). If the account has already been provisioned the user will be prompted to change their password (link expires after 1 hours).
- **Send password reset email:** If a user is unable to reset their password using the link on the login page the school can generate a password for them. This emails link

expires after one hour, however, they parent can regenerate another reset email by clicking on the expired link.

	Note:	Users can reset passwords themselves, by selecting the Forgot Password link. If the email address a user enters matches the email for that user in the school's SEQTA Database, an email will be issued containing a link. When a user selects the link they will be prompted to enter a new password.
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- **Revoke access:** This option will disable the users account. This is used for parents with students that no longer attend the school, to correct issues after Contact flags associated with parent accounts or users who forget their username.
- Search for users.
- In addition, account details and user login statistics can be accessed and printed through this page.

	Note:	Troubleshooting account issues: Many issues with accounts can be identified and resolved through the User management page.
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2.1.1.1 User management page filtering options

User selector: The **All users** dropdown list allows you to filter the accounts by Staff, Students or Contacts. You can also choose All or None on this screen

Status selector: This filter allows you to show users according to their status

- **Ready to provision** (default selection; shows users who do not have accounts but who may require one)
- **Never logged in** (identifies users that have accounts but have never used them)
- **Last login over three months ago**
- **Last login over six months ago**
- **Last login over a year ago,**
- **Ready to revoke access** (lists non-active students with accounts, and contacts with accounts who do not have any active students linked)
- **Active (users with accounts):** An account will remain active until access has been 'Revoked'.

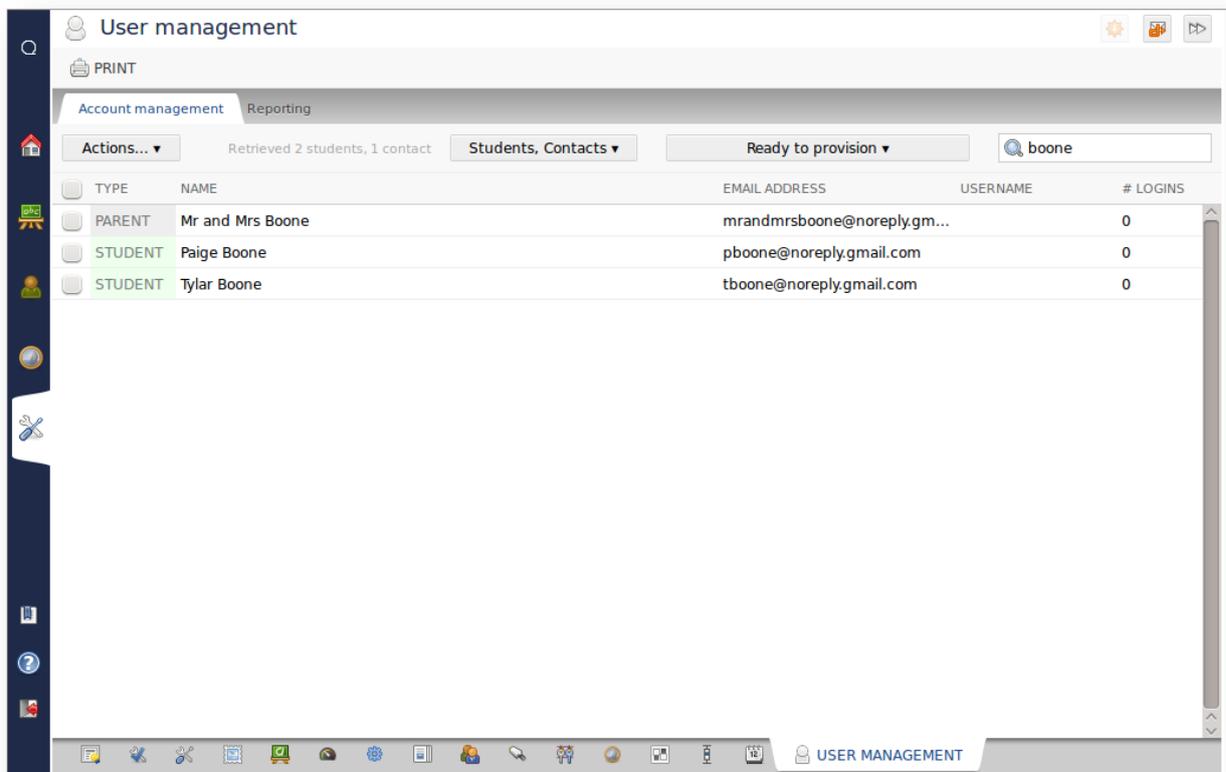
	Note:	Some schools may choose to allow students access to their account for a period of time after they have left the school before revoking their access.
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2.1.1.2 Send welcome email (provisioning accounts)

From the User management page schools can generate a welcome email containing a link, that, when selected enables the user to choose their own username and password. The link is only valid for 7 days.

	Note:	If a user does not use the link within the 7 day timeframe, they will need to contact the school's SEQTA Administrator to have their account provisioned again.
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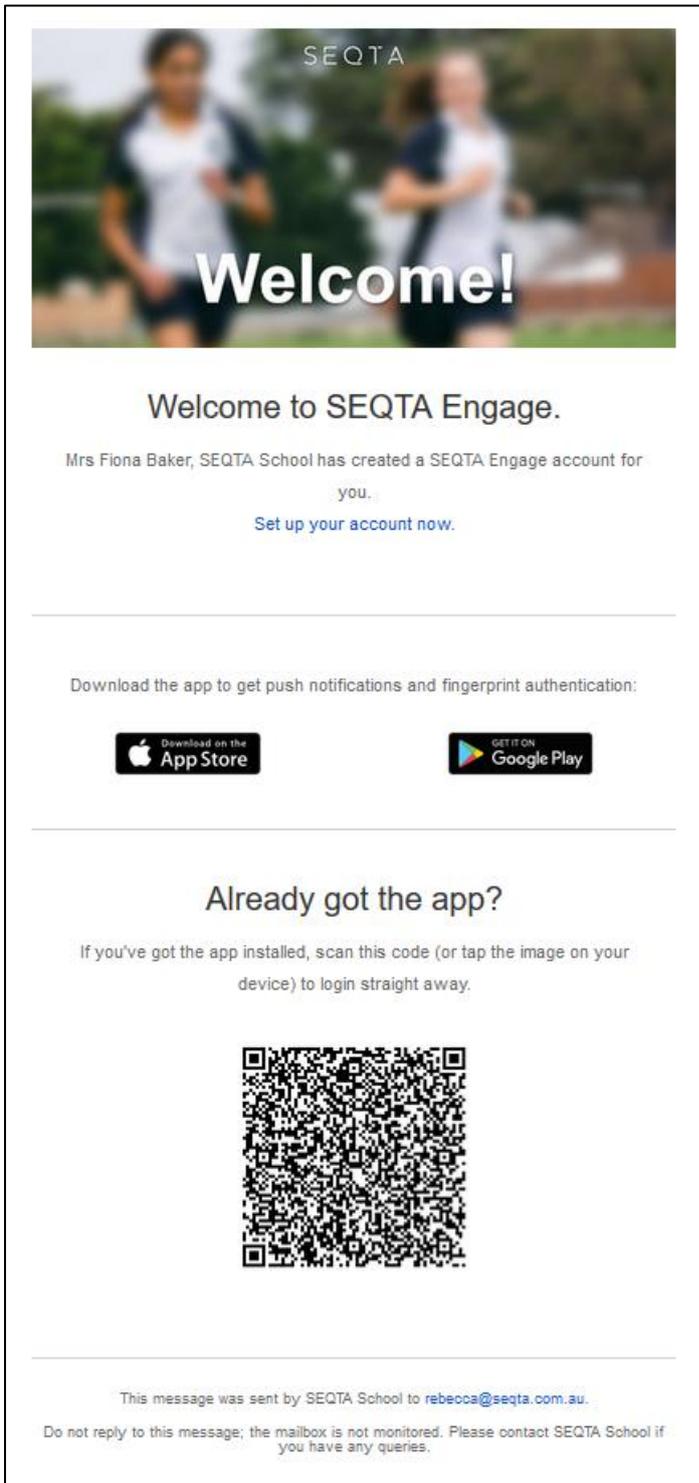
1. Navigate to the **Administration** workspace.
2. Under **System** click **Manage users**.
3. From the **User** dropdown select **All users, Contacts, Students** or **Staff**.
4. Select the required user(s) by clicking the check box to the left of the **Type** column.
5. From the **Status** dropdown, select **Ready to provision**.



6. This will send an email to the users for them to choose a username and a password.

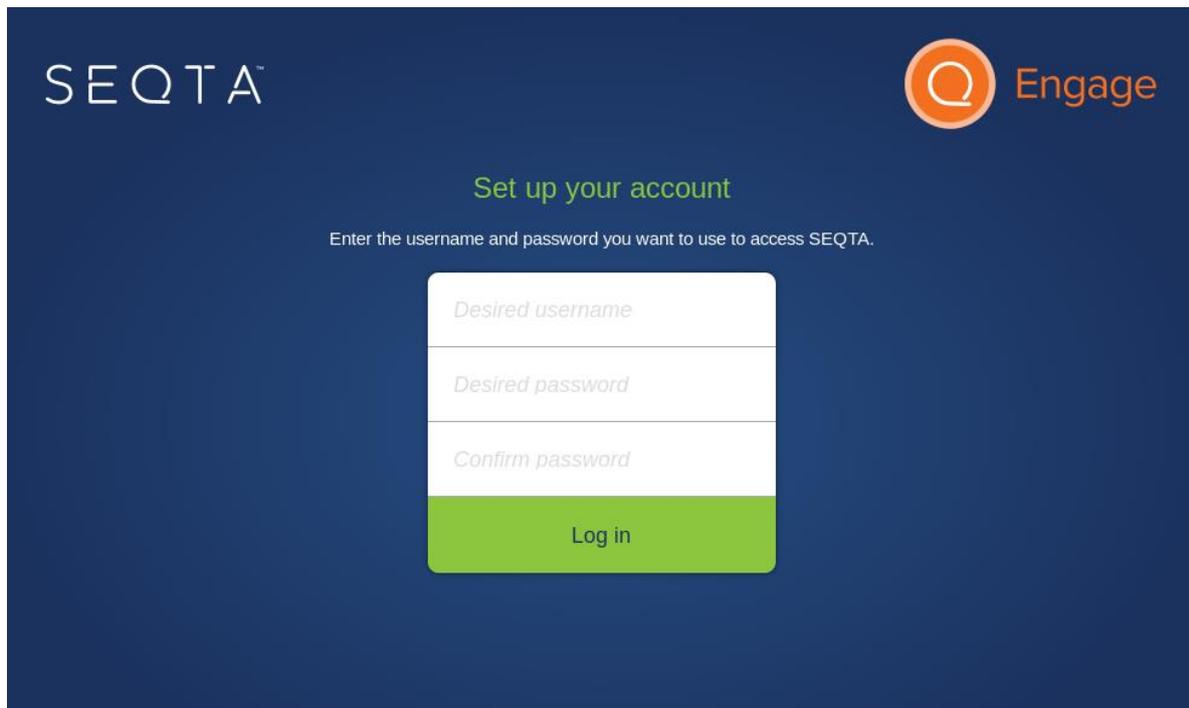
2.1.1.3 Welcome and Password reset emails

It is recommended schools customise the Welcome and Password reset emails to include the school logo and details of how best parents can best contact the school for login issues.



2.1.1.4 Choosing a username and password

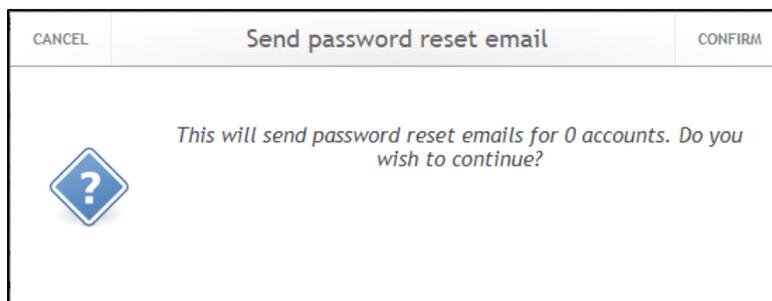
1. The following screen opens when users click the link in the Provision email.



2.1.1.5 Send password reset email

If the user does not know the email address or username associated with their account, they will need to contact the school who can re provision the account using the steps below.

1. Navigate to the **Administration** workspace.
2. Under **System** click **Manage users**.
3. From the **User** dropdown select **All users, Contacts, Students** or **Staff**.
4. Select the required user(s) by clicking the check box to the left of the **Type** column.
5. From the **Actions** dropdown list, select **Send password reset email**.
6. A confirmation dialog will appear, click **CONFIRM**.



7. An email will be sent to the selected users.

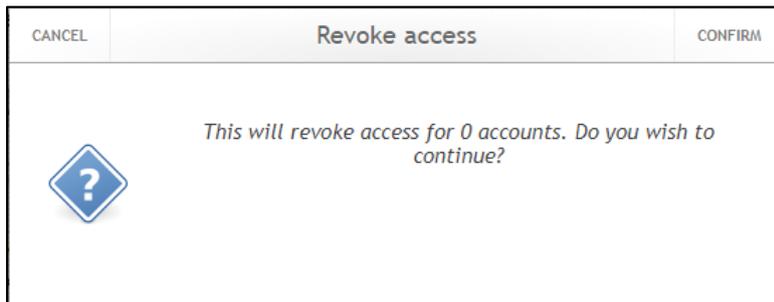
	Note:	Users can reset passwords themselves, by selecting the Forgot Password link. If the email address a user enters matches the email for that user in the school's SEQTA Database, an email will be issued containing a link. When a user selects the link they will be prompted to enter a new password.
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2.1.1.6 Revoke access

It's recommended that the access to accounts be revoked once the student or staff member has left the school. In most cases, student and staff accounts are disabled anyway due to the Active directory account being disabled.

Parents accounts are often not managed in Active directory and therefore they will be able to log into *SEQTA Engage* until such time as their access is revoked. However, they will not see any information related to their child (reports, old timetables etc).

1. Navigate to the **Administration** workspace.
2. Under **System** click **Manage users**.
3. From the **User** dropdown select **All users, Contacts, Students** or **Staff**.
4. Select the required user(s) by clicking the check box to the left of the **Type** column.
5. From the **Actions** dropdown list, select **Revoke access**.
6. A confirmation dialog will appear, click **CONFIRM**.



7. Access has been revoked for the selected users.

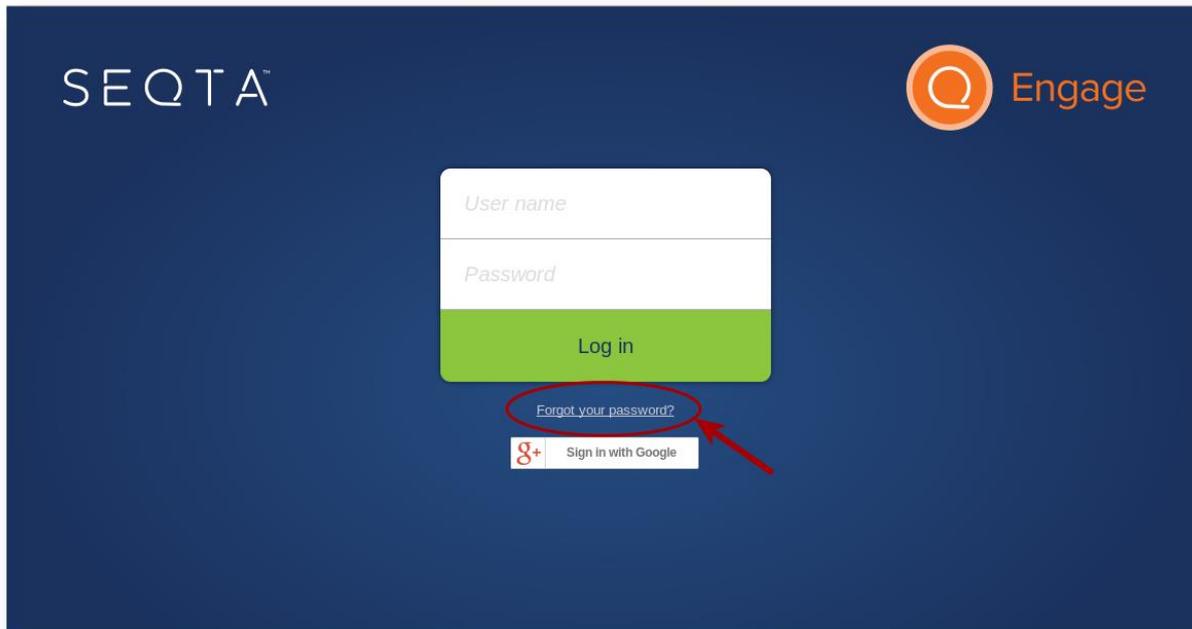
2.1.1.7 Reset the username

If a user forgets their username, schools should revoke access and then re-provision the account.

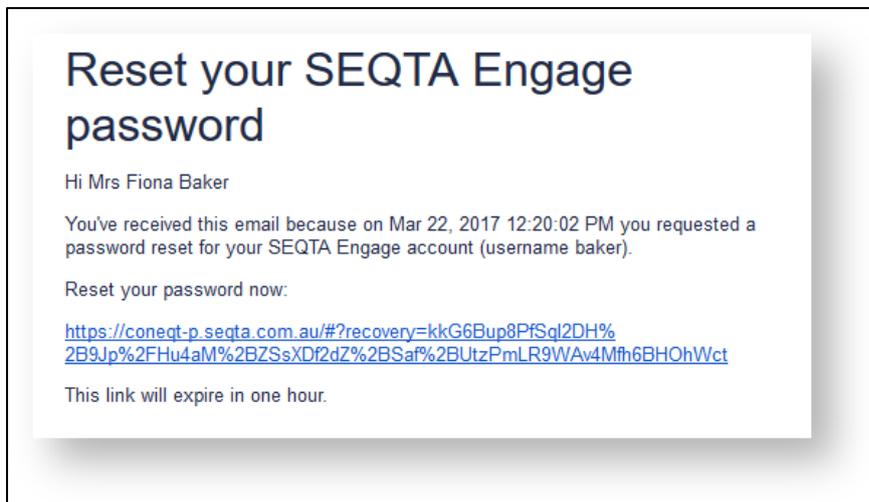
This will generate an email with a link for the user to click and set the username and password. School's that use Active Directory can access the staff username through the **Data Management** page, or through Active Directory.

2.1.1.8 Reset password link

1. Users can reset their password by clicking on the **Forgot your password** link on the log in page.

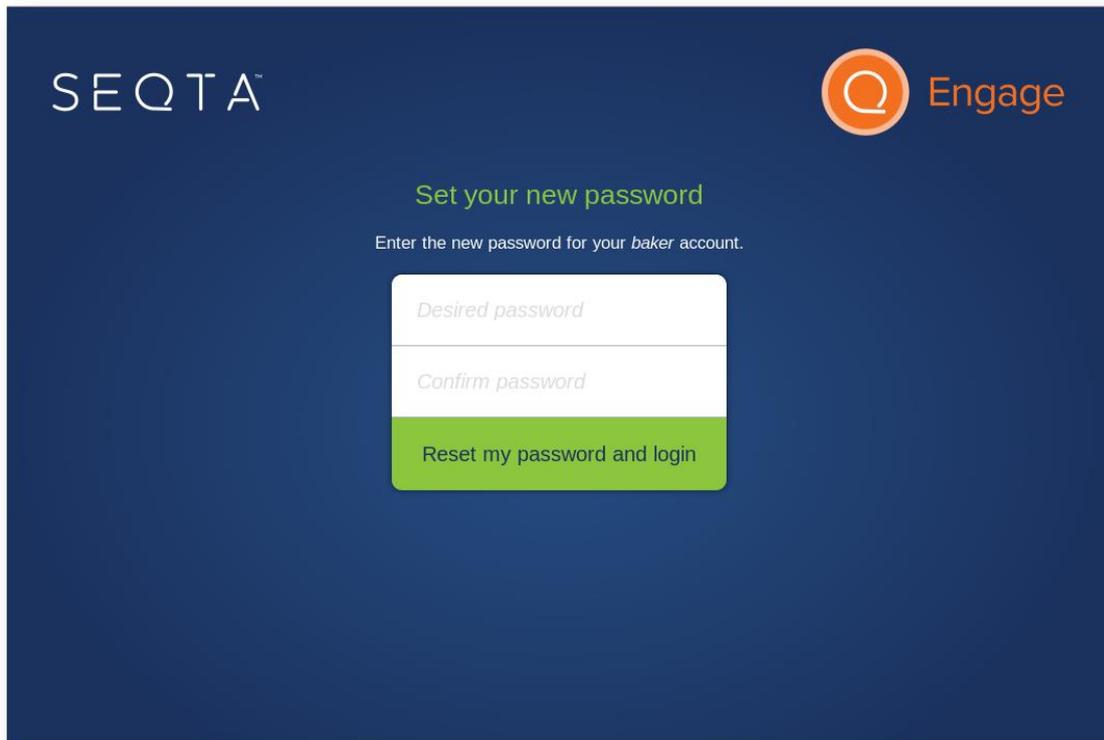


2. This will generate an email with a link that allows the person to enter a new password.



	Note:	This option will only work if using SEQTA's authentication system, it will not work if the accounts are managed in Active Directory (as there will be no password set in SEQTA).
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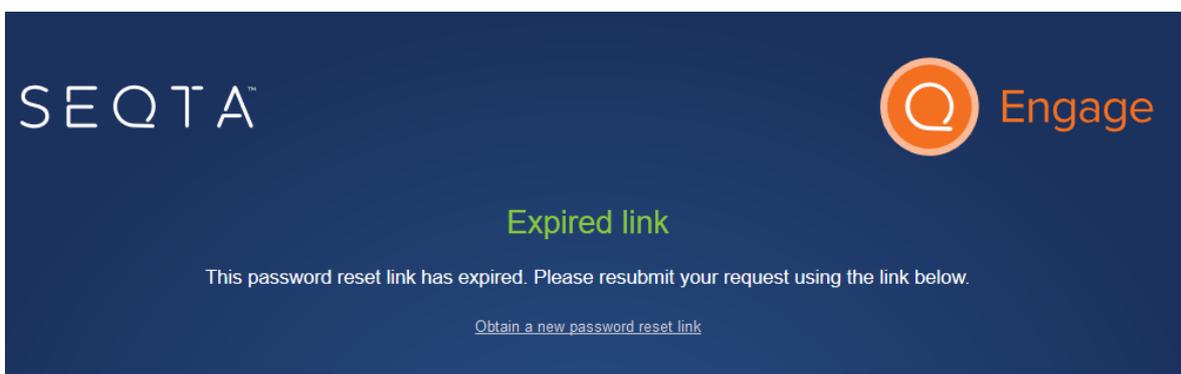
- Once the link is selected, users will be able to reset their password.



	<p>Note:</p>	<p>If no email is received after using the forgot password link, it indicates the username or password entered, do not match that which is in the school's SEQTA database.</p> <p>The user should contact the school's SEQTA Administrator who will be able to revoke access to the account and then re-provision the account, this will allow the user to set a new username and password.</p>
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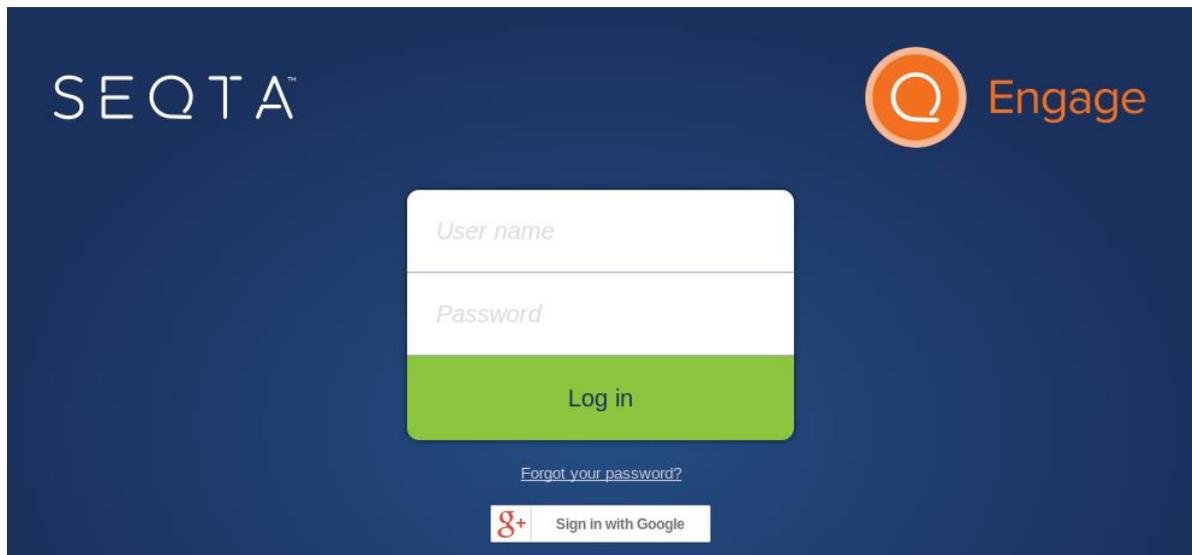
2.1.1.9 Expired link

- The link in a provision email will remain active for one week. Provision emails do not have the option reset the link. The user will need to contact the school, who can **'Revoke'** the account access, then re-provision the account. This will send out a new email with a link that will remain active for a week.
- The link in a password reset email will remain active for one hour, users can generate a new link by clicking **'Obtain a new password reset link'**.



2.1.2 Login screen

1. Students and parents (guardians) will receive the following screen when they access *SEQTA Learn* or *SEQTA Engage*.



2.1.3 SEQTA Engage and SEQTA Learn statistics reports

Information regarding login history can be produced by clicking the Print button after selecting the various dropdown option in top-right corner of the work area, i.e. 'Last login over three months ago', 'Active'.

2.1.4 Changing the 'Reply To' Address on the provision email

The reply to address from provision emails is drawn from the **Application settings** page under the setting **Default from email address**. This can be set to the school's preferred reply to email, or left blank, in which case the default noreply@schooldomain will be used.

2.1.5 Troubleshooting account issues

The SEQTA Service desk is available to test and assist with resolve issues with accounts.

2.1.5.1 Student information not showing in SEQTA Engage

This issue occurs when the contact account being used is not linked to any students. The main causes of this are outlined below.

- A student leaves the school's and the parent account has not yet been revoked
- The contact code has been changed, and the original contact account has not had access revoked.

Correct this by revoking access to unlinked accounts for the user type (eg. Contacts).

More detailed information on this is available in the article **Troubleshooting parent accounts**.

2.1.5.2 Error 500

This generally indicates there has been a change to the user record (typically made in the school's Administration system).

To check for the account under the '**Revoke access**' dropdown on the '**User management**' page. All Parent accounts under this option can safely have their access revoked.

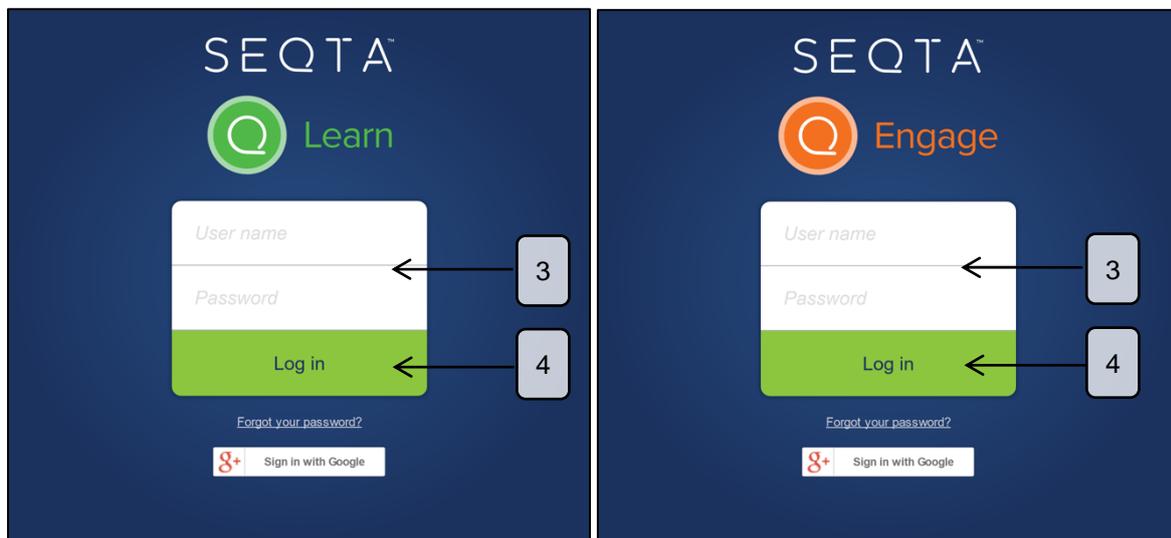
2.1.5.3 Unable to log in

- **Ensure the person is accessing the correct link:** Parents should be accessing the school's link for *SEQTA Engage* e.g. <https://parent.schoolname.state.edu.au>
- **Try reset the password:** If the password reset does not generate an email, this indicates the person is entering a different username and/or email address, then that which is stored in SEQTA. To correct this have the school's SEQTA Administrator 'revoke access', then 'reprovision' the account or set up the account manually.

2.2 Logging in to *SEQTA Learn* and *SEQTA Engage*

Students and parents (guardians) access *SEQTA Learn* and *SEQTA Engage* through their respective login page.

1. Open a web browser (Internet Explorer, Edge, Firefox, Safari, Chrome etc).
2. Go to the school's *SEQTA Learn* or *SEQTA Engage* domain.
3. Enter their credentials, user name and password in the login window.



4. Click **Log in**.

	Note:	Each school manages their authentication system, usernames and passwords for students and parents (guardians).
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	Note:	Users can reset their password by clicking on the Forgot your password? link, however they can only follow this process if they know their username for their account. Schools should take into consideration account recovery policies when implementing <i>SEQTA Learn</i> and <i>SEQTA Engage</i> .
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2.3 Teacher access (Masquerade)

If a school has provided teachers with the relevant permissions,

- **Masq: Sts** – Masquerade as a student
- **Masq: Cts** – Masquerade as a contact (parent / guardian)

they will be able to login / masquerade as that user.

These permissions will display the **Masquerade**  button on a student profile in the SIP and a  *SEQTA Engage* icon next to a contact's details.

	Note:	When a user masquerades as a student or contact, they will have all the capabilities and options as the target individual, without constraints. Therefore, SEQTA recommends that permission to masquerade be granted with all due care and consideration.
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	Note:	When masquerading, actions are logged in SEQTA's internal audit log (accessible only to SEQTA staff), and an ever-present message to this effect is shown across the top of the interface:
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2.4 Masquerade as a student, (launch *SEQTA Learn* as a student)

1. Open the **SIP**.
2. Load a student.
3. Click the **Masquerade** button.



4. *SEQTA Learn* will open on a new browser tab.
5. An ever-present notification that actions are being logged appears across the top of the interface.

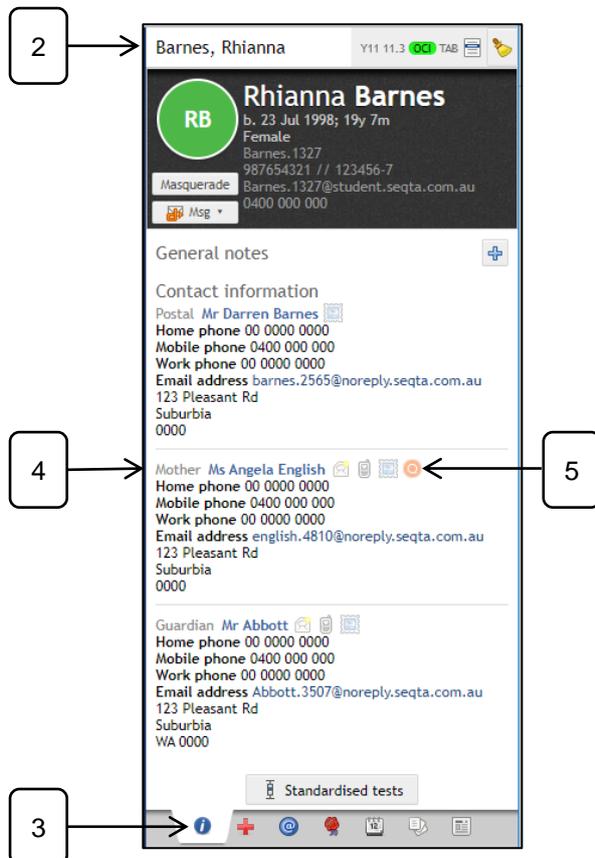
5



6. Close *SEQTA Learn* when complete.

2.5 Masquerade as a contact (launch *SEQTA Engage* as a parent/guardian)

1. Open the **SIP**.
2. Load a student.
3. Ensure you are viewing the **General** tab.
4. Locate the contact details that contain the *SEQTA Engage* icon, this could be associated with any of the contacts e.g. the mother, father, guardian etc.
5. Click the *SEQTA Engage* icon.



6. *SEQTA Engage* will open on a new browser tab.

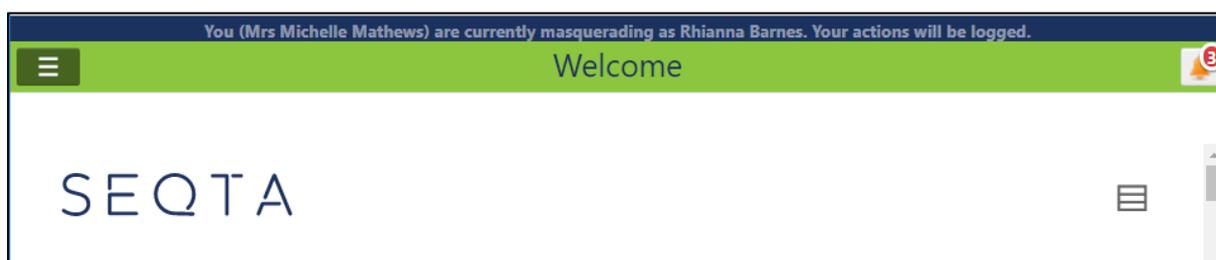
- An ever-present notification that actions are being logged appears across the top of the interface.



- Close *SEQTA Engage* when complete.

2.5.1 User notifications

Most occurrences in a user's *SEQTA Learn* and *SEQTA Engage* account will result in a notification alert being issued. For example, when a new assessment result is released the user/s will receive a notification. Notifications appear under the **Notification** icon (bell icon) on the top right of the *SEQTA Learn* or *SEQTA Engage* screen. The number refers to the number of unread notifications.



Where users do not regularly log in to their *SEQTA Learn* or *SEQTA Engage* account, the system can be configured to send an email reminder containing the new notifications. This function is predicated on the user accounts being linked to a functioning email address, e.g. *SEQTA Engage* accounts should not be linked to postal addresses only.

This emailing of notifications is a global setting, which means that it covers users of all SEQTA Suite applications, i.e. *SEQTA Teach*, *SEQTA Learn*, *SEQTA Engage*, *SEQTA Tutor*.

Function	Manage the settings	Notes
Set notification emails to send when notifications are not dismissed.	Application settings page > Site settings tab > Global category > Notifications component > set the Notification emails option to Enabled . Set the minimum age of the notifications for an email is sent.	The minimum age is in days, e.g. 3 will mean that notifications must be at least 3 days old before an email is sent.

3 Manage overall settings and page visibility

These settings allow management of the overall view of *SEQTA Learn* and *SEQTA Engage*. These setting can be different for both *SEQTA Learn* and *SEQTA Engage*. More detail on the content of any relevant pages is provided in subsequent sections.

3.1 Overall settings

Function	Manage the settings	Notes
Customise Welcome page content (individual settings)	Create a Portal page and set it as the Splash page for either or both <i>SEQTA Learn</i> and <i>SEQTA Engage</i> .	
Update banner header colour (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Branding component update the school colour fields with the relevant hex code.	<ul style="list-style-type: none"> • ‘Colour 1’ refers to the header bar above the main page area. • ‘Colour 2’ refers to the page title text that sits on the header bar.

3.2 What can be viewed in *SEQTA Learn* and *SEQTA Engage*

The following **Pages** can be accessed through *SEQTA Learn* and *SEQTA Engage*, however, the pages available in *SEQTA Learn* and *SEQTA Engage* will depend on the settings specified by each school.

Page	Description
1. Assessments:	View assessment information and results. Students can upload e-submissions and also submit online assessments.
2. Courses:	Course and lesson outlines, drawn from teachers’ programmes.
3. Dashboard:	Access to dashlets. For example, homework, message of the day, outstanding absences, pastoral care notes, task manager.
4. Direqt messages:	Internal SEQTA suite messages similar to email for communicating between staff, students and parents (guardians).
5. Documents:	Access to view school document repository. For example, policies, handbooks, permission forms, canteen menus etc.
6. Folios:	Students can create folios which can then be shared with other students, their parents (guardians) and/or teachers.

Page	Description
7. Forums:	Access to teacher-moderated forums.
8. Goals:	Students can access and edit (if applicable) their yearly goals.
9. Notices:	School notices (only those flagged for students).
10. Portals:	Internal communication pages set by the school. For example, Music department, or Cricket team, or embedded views of other websites (e.g. library catalogue, school website).
11. Reports:	Access to previous academic reports.
12. Settings:	User profile management.
13. Timetable:	<p>Selecting Timetable in <i>SEQTA Learn</i> will display the student's timetable, this will display the student's classes, tutorials, events and appointments. Additionally, students can create Appointments and Events if these have been enabled by the school.</p> <p>Selecting Timetable in <i>SEQTA Engage</i> will display the parent's timetable, this will display the parent's appointments and events by clicking on the calendar. Like students, parents can create Appointments and Events if these have been enabled by the school.</p> <p>To view the student timetable, the parent will need to click on the Your calendar button at the top of the work area, and select the students name, the student timetable should then be visible.</p>

3.2.1 Page visibility

Function	Manage the settings	Notes
Manage visibility of the Courses page (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Courses page.	The Courses page presents content from the relevant programmes based on programme visibility settings.
Manage a banner message on the Dashboards page (if visible)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > Dashboard page message .	Enter a relevant school banner message, e.g. Welcome to the SEQTA School

Function	Manage the settings	Notes
Manage a banner message on the Goals page (if visible)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > Goals page message .	Enter a relevant school banner message, e.g. What goals are you working towards this year?
Manage visibility of the Assessments page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Assessments page .	The Assessments page presents Assessment content from the relevant programmes based on programme visibility settings.
Manage visibility of the Dashboard page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Dashboard page .	The Dashboard page presents content from the relevant dashlets based on dashlet visibility settings.
Manage visibility of the Documents page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Documents page .	The Documents page presents a filterable list of school documents.
Manage visibility of the Folios page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Folios page .	The Folios page presents content from student created folios.
Manage visibility of the Forums page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Forums page .	The Forums page presents teacher created and administered discussion forums.

Function	Manage the settings	Notes
Manage visibility of the Goals page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Goals page.	The Goals page presents goals completed by students and teachers.
Manage visibility of the Notices page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Notices page.	The Notices page presents a filterable list of school notices.
Manage the Portal menu name in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > enter a Portal menu name .	The Portal menu name displays a custom title specified by the school.
Manage the visibility of the Reports page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the Reports page.	Allows downloading of the compiled PDF academic reports.
Manage the visibility of the Timetable page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > toggle the setting to Enable or Disable the timetable page.	Displays students timetables.
Manage a banner message on the Reports page (if visible)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > Reports page message .	Enter a relevant school banner message, e.g. Your reports are a summative reflection of the results you have achieved so far this year.

3.3 Managing the dashboard items

Schools can configure which dashlet items appear to their users on their **Dashboard** page. Settings for how the content appears in the individual dashlet items is also covered in subsequent sections. Appearance of some dashlet items can be set as:

- **Available** (appears by default, but users can remove the item from their dashboard),
- **Required** (the item is pinned to the dashboard and cannot be removed), or
- **Unavailable** (the item is not available to those users).

	Note:	Note that in <i>SEQTA Engage</i> if the user account is linked to multiple students, then parents (guardians) will see a dashlet item for each student.
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Function	Manage the settings	Notes
Calculator dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Calculator row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Add a custom message above the dashlet item if required by clicking the Configure button.
Homework dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Homework row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Add a custom message above the dashlet item if required by clicking the Configure button.
Message of the day dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Message of the day row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Provides an inane 'message' each day. Users can 'like' or 'dislike' the message. Add a custom message above the dashlet item if required by clicking the Configure button.
Notes dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Notes row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Allows users to enter their own notes. Add a custom message above the dashlet item if required by clicking the Configure button.
Notifications dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Notifications row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Add a custom message above the dashlet item if required by clicking the Configure button.

Function	Manage the settings	Notes
Pastoral care dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Pastoral care row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Show quantitative summary of pastoral care notes for types that are configured for visibility in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (see Section 4). Add a custom message above the dashlet item if required by clicking the Configure button.
Pastoral care details dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Pastoral care details row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Shows the qualitative text content from pastoral care notes for types that are configured for details visibility in <i>SEQTA Learn</i> and/or <i>SEQTA Engage</i> (see Section 4). Add a custom message above the dashlet item if required by clicking the Configure button.
Sentence generator dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Sentence generator row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Creates automated nonsensical sentences for a bit of fun. Add a custom message above the dashlet item if required by clicking the Configure button.
Task list dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Task list row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Allows users to create a task list. Add a custom message above the dashlet item if required by clicking the Configure button.
Timetable dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Timetable row > set accessibility in both the <i>SEQTA Learn</i> and <i>SEQTA Engage</i> columns.	Add a custom message above the dashlet item if required by clicking the Configure button.
Unread forum messages dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Unread forum messages row > set accessibility in both the	Add a custom message above the dashlet item if required by clicking the Configure button.

Function	Manage the settings	Notes
	SEQTA Learn and SEQTA Engage columns.	
Unresolved absences dashlet item available in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Dashboard management page > Unresolved absences row > set accessibility in both the SEQTA Learn and SEQTA Engage columns.	Click Configure to specify the minimum age for unresolved absences before they appear to users of <i>SEQTA Learn</i> and <i>SEQTA Engage</i> . A custom message can also be added.

4 Curriculum data

All curriculum data that is available in *SEQTA Learn* and *SEQTA Engage* is drawn from programme and markbook content in *SEQTA Teach*. Teachers select options to make content visible, and this then flows directly through to the students enrolled into classes to which the programme is attached, and their parents (guardians) if applicable.

	Note:	Many of the settings in the following sections are site-wide. If using <i>SEQTA Learn</i> and <i>SEQTA Engage</i> for primary as well as secondary, schools may want to consider the presentation of statistics etc, or place appropriate messages above content.
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4.1 Programme content

Function	Manage the settings	Notes
Programme Cover page	Teaching workspace > Programme > Cover page tab > SEQTA Learn and SEQTA Engage overview > Edit overview	The Cover page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> is the SEQTA Learn and SEQTA Engage overview from the programme
Online lesson content	Teaching workspace > Programme > Online lessons tab > Edit the content for the relevant lesson. Ensure that either Current and past lessons and cover page or all lessons and cover page is selected on the Cover page tab of the programme.	
Lesson outlines	Teaching workspace > Programme > Planning tab > Edit the content for the relevant lesson. Ensure that either Current and past lessons and cover page or all lessons and cover page is selected on the Cover page tab of the programme, and a tick appears in the Lesson outlines checkbox.	

Function	Manage the settings	Notes
Homework	Teaching workspace > Programme > Planning or Online lesson tab > Edit the homework content for the relevant lesson.	Homework content is based on the pathways selected for the class in the programme.
Resources files	Teaching workspace > Programme > Planning tab > Attach resources to relevant lessons. Ensure that either Current and past lessons and cover page or all lessons and cover page is selected on the Cover page tab of the programme, and a tick appears in the All resources checkbox.	All resources either attached to a lesson outline in the Planning tab or utilised in the creation of an online lesson will show as resource files.
Prevent future lessons from being visible	Teaching workspace > Programme > Cover page tab > Ensure that only Current and past lessons and cover page is selected.	This will make visible any programme content (based on the other options and relevant content) for any date up and including 'today'. Note that this does not apply for untimetabled classes.

4.2 Assessments

4.2.1 Management options for assessment viewing in *SEQTA Learn*

The following options are available for managing the interactions of students with their assessments. All these settings are managed from the **Administration** workspace > **Application settings** page > **Site settings** tab > **SEQTA Learn** category > **Assessments** component.

Option	Details
Display custom text value	If custom text values are added as an additional criterion for the assessment, the content entered will appear to students viewing a past assessment.
Assessment feedback preamble	Text entered into this field will appear to students when they click to add a reflection or feedback on their assessment performance.
Display past assessments	If enabled, students can view their overall results for their past assessments.

Option	Details
Past assessments message	Text entered into this field will appear to students above their past assessments.
Display past assessments (syllabus view)	Will group all past assessment assessable criteria by their linked syllabus in the past assessments view.
Display past assessments (task view)	If enabled, will group all past assessable criteria within their assessments. If both syllabus view (above) and task view are enabled, syllabus view will take precedence. Where task view is enabled, only the overall assessment result will show in the list of past assessments. Students will need to click to view the breakdown of criteria, annotations etc (as applicable, and available based on other settings).
Display upcoming assessments	This option must be enabled to allow students to view their upcoming assessments.
Upcoming assessments message	Enter any relevant text to appear above students' upcoming assessments.

4.2.2 Managing students' interaction with individual assessments

These settings relate to each individual assessment. These settings are managed from **Teaching** workspace > Select the relevant **programme** > open the **View/edit assessment** dialog (when creating assessment or click **Edit** button for assessment in the **Overview of assessments** tab).

Function	Manage the settings	Notes
Make an individual upcoming assessment visible	Teaching workspace > Programme > View/edit assessment dialog (when creating assessment or click Edit button for assessment in the Overview of assessments tab) > Ensure Visible in SEQTA Learn and SEQTA Engage checkbox is ticked and Due date is in the future.	
Allow students to e-submit a file	Teaching workspace > Programme > View/edit assessment dialog (when creating assessment or click Edit button for assessment in the Overview of assessments tab) > Ensure	The assessment must also be visible to students to allow e-submissions.

Function	Manage the settings	Notes
	Allow file upload (e-submission) checkbox is ticked.	
Allow students to create a WISP assessment	Teaching workspace > Programme > View/edit assessment dialog (when creating assessment or click Edit button for assessment in the Overview of assessments tab) > Ensure Allow WISP assessment checkbox is ticked.	The assessment must also be visible to students to allow WISP assessments. WISP assessments are automatically submitted on the due date.
Allow students to upload e-submissions after the due date has passed	Teaching workspace > Programme > View/edit assessment dialog (when creating assessment or click Edit button for assessment in the Overview of assessments tab) > Tick the Show for _ days checkbox and enter the number of days after the due date for which the assessment should remain available to students.	The assessment must also be visible to students to allow submissions after the due date. The due date does not need to be in the future, so long as the ‘_days’ makes it up to ‘today’ or a future date.
Allow students to view assessment details	Enter relevant assessment information into the View/edit assessment dialog, including an assessment overview, and relevant assessable criteria, checklist items, resources files etc. Students click to view a PDF task sheet for the assessment with all relevant details.	Note that students cannot view assessment group allocation, or assessment weight.
Allow students to provide feedback on their performance in an assessment	Teaching workspace > Programme > View/edit assessment dialog (when creating assessment or click Edit button for assessment in the Overview of assessments tab) > Tick the	

Function	Manage the settings	Notes
	Allow student reflection checkbox.	

4.2.3 Assessment statistics options for past assessment in *SEQTA Learn*

Where past assessments are visible to students in *SEQTA Learn* schools can manage what statistics appear against their results. Assessment statistic settings are managed from the **Administration** workspace > **Application settings** page > **Site settings** tab > **SEQTA Learn** category > **Assessment stats** component.

Option	Details
Average	If enabled, students will see the cohort average result in addition to their own result.
Max	If enabled, students will see the maximum mark achieved in the cohort in addition to their own result.
Min	If enabled, students will see the minimum mark achieved in the cohort in addition to their own result.
St dev	If enabled, students will see the standard deviation for the assessment.

4.2.4 Management options for assessment viewing in *SEQTA Engage*

The following options are available for managing the interactions of parents (guardians) with their children's assessments. All of these settings are managed from the **Administration** workspace > **Application settings** page > **Site settings** tab > **SEQTA Engage** category > **Assessments** component.

Option	Details
Display custom text value	If custom text values are added as an additional criterion for the assessment, the content entered will also appear to parents (guardians).
Electronic submission visibility	If enabled, parents (guardians) can see if their child's assessment is allowed e-submissions.
Electronic submission download	If enabled, parents (guardians) can download and view any files that their child has uploaded as an e-submission.
Display past assessments	If enabled, parents (guardians) can view overall assessment results for past assessments.
Display past assessments (details)	If enabled, parents (guardians) can click on past assessment to see the breakdown of assessable criteria within an assessment.
Display past assessments (detail comments)	If enabled, parents (guardians) and click on past assessments to see the breakdown of assessment

Option	Details
	criteria, including teacher annotations (comments) and student reflections/feedback if applicable.
Past assessments message	Enter any relevant text to appear above students' past assessments.
Display past assessments (rich online content)	If enabled, parents (guardians) can view their students' annotated WISP assessments if applicable.
Display past assessments (syllabus view)	Will group all past assessment assessable criteria by their linked syllabus in the past assessments view.
Display past assessments (task view)	If enabled, will group all past assessable criteria within their assessments. If both syllabus view (above) and task view are enabled, syllabus view will take precedence. Where task view is enabled, only the overall assessment result will show in the list of past assessments. Parents (guardians) will need to click to view the breakdown of criteria, annotations etc (as applicable, and available based on other settings).
Print assessment coversheets	If enabled, parents (guardians) can view the PDF task sheets containing all assessment information including assessment overview, assessable criteria, checklist items etc.
Display upcoming assessments	If enabled, parents (guardians) can view upcoming assessments.
Upcoming assessments message	Enter any relevant text to appear above students' upcoming assessments.
Display upcoming assessments (rich online content)	If enabled, parents (guardians) can view WISP assessment content that their students are working on, but that has not yet been submitted. Parent (guardian) view is read-only.

4.2.5 Assessment statistics options for past assessment in *SEQTA Engage*

Where past assessments are visible to parents (guardians) in *SEQTA Engage* schools can manage what statistics appear against their students' results. Assessment statistic settings are managed from the **Administration** workspace > **Application settings** page > **Site settings** tab > **SEQTA Engage** category > **Assessment stats** component.

Option	Details
Average	If enabled, parents (guardians) will see the cohort average result in addition to their student's result.

Option	Details
Max	If enabled, parents (guardians) will see the maximum mark achieved in the cohort in addition to their students' result.
Min	If enabled, parents (guardians) will see the minimum mark achieved in the cohort in addition to their students' result.
St dev	If enabled, parents (guardians) will see the standard deviation for the assessment.

4.3 Academic report visibility in *SEQTA Learn* and *SEQTA Engage*

In order for the PDF of an academic report to be made available to students and/or their parents (guardians), the **Academic reports** page in *SEQTA Learn* and/or *SEQTA Engage* must be enabled.

Function	Manage the settings	Notes
Release an academic report to <i>SEQTA Engage</i>	<ol style="list-style-type: none"> 1. Ensure that the required report/s have been published to the Report archive. 2. In the Academic reports page > Report archive tab filter to the required report/s and select in the checkbox > click Show in the column labelled SEQTA Engage > click Save. 	Parents (guardians) can access the full collated PDF academic reports only.
Release an academic report to <i>SEQTA Learn</i>	<ol style="list-style-type: none"> 1. Ensure that the required report/s have been published to the Report archive. 2. In the Academic reports page > Report archive tab filter to the required report/s and select in the checkbox > click Show in the column labelled SEQTA Learn > click Save. 	Students can access the full collated PDF academic reports only.
Add a custom message to appear above academic reports in the <i>SEQTA Learn</i> or <i>SEQTA Engage</i>	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pages component > type the custom	

Function	Manage the settings	Notes
Academic reports page (individual settings)	message into the Reports page message field.	

5 Pastoral care data

Pastoral care notes can be configured to appear to students and/or parents (guardians) as dashlet items as a quantitative summary or showing the details of the pastoral care notes. Note that the dashlets must be enabled to allow the individual content types to show (see Section 2.1).

Function	Manage the settings	Notes
Show pastoral care type as quantitative count in both <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (global setting)	Data management page > Pastoral care types component > select relevant pastoral care type record > ensure field Summary in SEQTA Learn and SEQTA Engage is checked > Save .	Pastoral care quantitative summaries appear in the Dashboard in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> in the Pastoral care dashlet.
Show pastoral care details (text entered into pastoral care note) in <i>SEQTA Learn</i>	Data management page > Pastoral care types component > select relevant pastoral care type record > ensure field Details in SEQTA Learn is checked > Save .	The content from the pastoral care note will appear in the Dashboard in <i>SEQTA Learn</i> in the Pastoral care details dashlet.
Show pastoral care details (text entered into pastoral care note) in <i>SEQTA Engage</i>	Data management page > Pastoral care types component > select relevant pastoral care type record > ensure field Details in SEQTA Engage is checked > Save .	The content from the pastoral care note will appear in the Dashboard in <i>SEQTA Engage</i> in the Pastoral care details dashlet.
Show calculated steps and/or levels in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Pastoral care steps/levels component > configure applicable date range for which records are counted > specify contributing pastoral types that should be considered a 'level up', 'level down', 'step up' and/or 'step down'.	Different pastoral care types can be configured for <i>SEQTA Learn</i> compared to <i>SEQTA Engage</i> if required (not recommended). Use the date format YYYY-MM-DD. Enter the pastoral care types using the format ["Type 1", "Type 2"] etc.
Student goals	Student goals page > select the relevant students and	Allows students to co-create goals with staff. Students

Function	Manage the settings	Notes
	create yearly student goals > ensure the Student editable column is checked if students are to manage individual goals.	can add overall notes, and if enabled, can add and edit individual goals

6 Administration content

Function	Manage the settings	Notes
School notices	School notices page > Add notice > Ensure that the notice is Visible in SEQTA Learn and SEQTA Engage	All notices can have labels (tags) associated. Students and parents (guardians) can filter to view only notices with particular labels. Notices appear to users sorted by colour (not label name).
School documents	School documents page > Add documents to relevant categories > Make visible to students and parents (guardians) by placing a tick in the columns SEQTA Learn and SEQTA Engage .	School documents appear to users grouped by their categories.
View students' unresolved absences	Ensure attendance resolutions and rollmarking are up-to-date > Ensure the Unresolved absences dashlet item is made available to users (see Section 2.1)	
View students' period-by-period attendance in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Timetable component > In the option Attendance in timetable selected Enabled .	Students and parents (guardians) can view period-by-period attendance in the Timetable page in <i>SEQTA Learn</i> and <i>SEQTA Engage</i> by clicking to view class details (not available from the Timetable dashlet).

7 Communication tools

7.1 Forums

Function	Manage the settings	Notes
Invite students to participate in a Forum	Forums page > New forum > add student participants.	At least one staff member must be in every forum. Staff can delete student comments and ban students.
Invite parents (guardians) to participate in a Forum	Forums page > New forum > add parent (guardian) participants.	At least one staff member must be in every forum. Staff can delete parent (guardian) comments and ban parents (guardians).
Show student photos to student and parent (guardian) Forum participants (individual settings)	Application settings page > Site settings tab > SEQTA Learn and SEQTA Engage categories > Misc component > set the Forum photos option to Enabled .	Student's photos will appear next to their name when they post in a forum.

7.2 Direqt messages

Function	Manage the settings	Notes
Allow students to send Direqt messages	Application settings page > Site settings tab > SEQTA Learn category > Messaging component > set the Messaging enabled option to Enabled .	
Allow students to send direqt messages to their parents (guardians)	Application settings page > Site settings tab > SEQTA Learn category > Messaging recipients component > set the to parents option to Enabled .	Students can only message their own parents (guardians), not the parents (guardians) of other students.
Allow students to send direqt messages to other students	Application settings page > Site settings tab > SEQTA Learn category > Messaging recipients component > set the to other students option to Enabled .	

Function	Manage the settings	Notes
Allow students to send direct messages to staff	Application settings page > Site settings tab > SEQTA Learn category > Messaging recipients component > set the to staff option to Enabled .	Students can only message staff who teach classes in which they are enrolled, or who are their cohort coordinators.
Allow students to send direct messages to tutors	Application settings page > Site settings tab > SEQTA Learn category > Messaging recipients component > set the to tutors option to Enabled .	Students can only message tutors who teach classes in which they are enrolled.
Add a footer to appear at the bottom of every students' direct messages	Application settings page > Site settings tab > SEQTA Learn category > Messaging component > update the text in the Direct message footer field.	
Allow students to add attachments to their direct messages	Application settings page > Site settings tab > SEQTA Learn category > Messaging component > set the File attachments option to Enabled .	
Set blind messaging as the default when a student messages multiple recipients	Application settings page > Site settings tab > SEQTA Learn category > Messaging component > set the Blind message (default) option to Enabled .	Students can still control blind message settings on an individual direct message basis.
Allow parents (guardians) to send Direct messages	Application settings page > Site settings tab > SEQTA Engage category > Messaging component > set the Messaging enabled option to Enabled .	
Allow parents (guardians) to send direct messages to other parents (guardians)	Application settings page > Site settings tab > SEQTA Engage category > Messaging recipients	Parents (guardians) can only message other parents (guardians) of their own children.

Function	Manage the settings	Notes
	component > set the to parents option to Enabled .	
Allow parents (guardians) to send direct messages to students	Application settings page > Site settings tab > SEQTA Engage category > Messaging recipients component > set the to other students option to Enabled .	Parents (guardians) can only message their own students.
Allow parents (guardians) to send direct messages to staff	Application settings page > Site settings tab > SEQTA Engage category > Messaging recipients component > set the to staff option to Enabled .	Parents (guardians)s can only message staff who teach classes in which their students are enrolled, or who are the students' cohort coordinators.
Send direct messages to tutors		The option to tutors is not currently linked to any functionality.
Add a footer to appear at the bottom of every parents (guardians)' direct messages	Application settings page > Site settings tab > SEQTA Engage category > Messaging component > update the text in the Direct message footer field.	
Allow parents (guardians) to add attachments to their direct messages	Application settings page > Site settings tab > SEQTA Engage category > Messaging component > set the File attachments option to Enabled .	
Set blind messaging as the default when a parent (guardian) messages multiple recipients	Application settings page > Site settings tab > SEQTA Engage category > Messaging component > set the Blind message (default) option to Enabled .	Parents (guardians) can still control blind message settings on an individual direct message basis.

7.3 Appointments

Function	Manage the settings	Notes
Allow parents (guardians) to create appointments in the Timetable page.	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the Enable creation of appointments option to Enabled .	Parents (guardians) click and drag in the timetable to create an appointment.
Allow parents (guardians) to invite staff to appointments	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the Invite staff to appointments option to Enabled .	Parents (guardians) can only invite staff who are teachers of their students.
Allow parents (guardians) to invite other parents (guardians) of their students to appointments	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the Invite contacts to appointments option to Enabled .	
Allow parents (guardians) to invite their students to appointments	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the Invite students to appointments option to Enabled .	
Allow parents (guardians) to invite tutors to appointments	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the Invite tutors to appointments option to Enabled .	
Allow parents (guardians) to book school rooms for appointments	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the Room booking option to Enabled .	

Function	Manage the settings	Notes
Limit the number of invitees that a parent (guardian) can invite to an appointment	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the max number of invitees	
Limit the number of cloned instances that can be created when a parent (guardian) clones an appointment	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the max number of cloned instances	
Limit the number of days allowed in the target date range when a parent (guardian) clones an appointment	Application settings page > Site settings tab > SEQTA Engage category > Calendar events component > set the max number of clone days	
Allow students to create appointments in the Timetable page.	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the Enable creation of appointments option to Enabled .	Students click and drag in the timetable to create an appointment.
Allow students to invite staff to appointments	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the Invite staff to appointments option to Enabled .	Students can only invite staff who teach classes in which they are currently enrolled.
Allow students to invite their parents (guardians) to appointments	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the Invite contacts to appointments option to Enabled .	
Allow students to invite other students to appointments	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the Invite students to	

Function	Manage the settings	Notes
	appointments option to Enabled .	
Allow students to invite tutors to appointments	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the Invite tutors to appointments option to Enabled .	
Allow students to book school rooms for appointments	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the Room booking option to Enabled .	
Limit the number of invitees that a student can invite to an appointment	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the max number of invitees	
Limit the number of cloned instances that can be created when a student clones an appointment	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the max number of cloned instances	
Limit the number of days allowed in the target date range when a student clones an appointment	Application settings page > Site settings tab > SEQTA Learn category > Calendar events component > set the max number of clone days	

Training survey

We would appreciate feedback regarding your personal experience during the SPS Training Session and will use this information constructively to continually improve our offering. The purpose of this survey is to gain the correct opinions regarding our Training Session offering.

Date:							
Name:							
School:							
Course: QC103 – Introduction to <i>SEQTA Learn</i> and <i>SEQTA Engage</i>							
Trainer:							
As an expression of your experience, please rate the following:				Strongly Disagree	Disagree	Agree	Strongly Agree
1.	The room set up was appropriate for the training/workshop/event.						
2.	The course training material was valuable and sufficiently detailed.						
3.	The trainer demonstrated a thorough knowledge of the SEQTA Suite.						
4.	The trainer presented information in a clear and organised manner.						
5.	The trainer was responsive to questions and comments.						
6.	The overall quality of the training was good.						
7.	List two things you have learned from this course.						
8.	Do you have any other feedback you would like to provide, including suggestions for next time?						
9.	May your comments and/or suggestions, name and school's name be used on our marketing material or our website?			Yes	No		
10.	Would you recommend us for future training?			Yes	No		
11.	Would you like to receive notification of future training?			Yes	No		
12.	Would you like information regarding certification on the SEQTA Suite?			Yes	No		



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