



Teach more. Know more. Stress less.

Dear Parents, Guardians and Caregivers

Brisbane Adventist College uses a Learning Management System called SEQTA Teachers' Assistant. Parents and students can access key information through student and parent 'portals'. These two portals ([SEQTA Engage](#) for parents and [SEQTA Learn](#) for students) integrate with data entered by staff into SEQTA to provide efficient interaction of information for the entire school community.

Pages that you will be able to see include (also see Fig. 1 on the next page):

- *Timetable*: view the timetable information
- *Assessments*: upcoming and submitted assessments including results and attached files
- *Direct messages*: internal messages similar to email (messaging is disabled between students)
- *Courses*: curriculum information about the various subjects
- *Reports*: access to previous academic reports
- *Notices*: student and school notices ([SEQTA Learn](#) only)

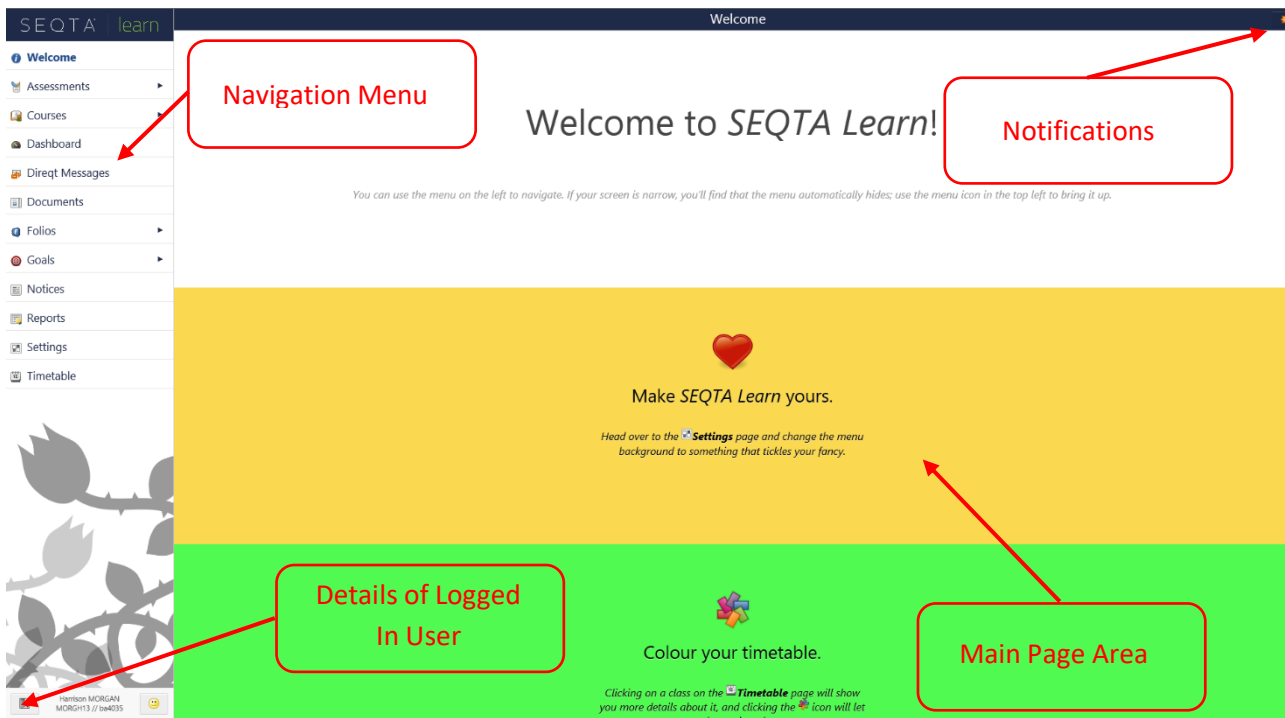


Figure 1 – The SEQTA Learn Welcome page. The structure and content of **SEQTA Learn** and **SEQTA Engage** is very similar, but students may have additional pages available to them.

You will be provided access to **SEQTA Engage** by a ‘Welcome email’ requesting that you **Set up your SEQTA Engage account**. By clicking on the link provided, you will be directed to setup your account (see Fig 2.) The connection is secure and your login is unique and configured by you. **The email is valid for one week only.**

My advice is that once your setup is complete, you **bookmark** the SEQTA Engage page or add it to your internet browser home tabs.

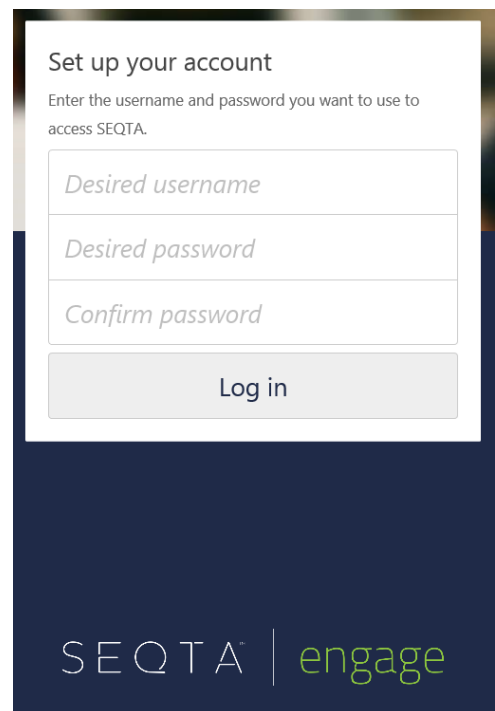


Figure 2 – **SEQTA Engage** log in page

SEQTA Engage and SEQTA Learn apps setup

SEQTA now offers phone apps for SEQTA Engage and SEQTA Learn. Once these apps are set up you will receive instant notifications. These apps are easy to set up and are very easy to use.

To install on your device:

1. Use the school generated 'Welcome email' that has been sent to you. Click on the **App Store** or **Google Play** button within the email.
2. Find SEQTA Learn or SEQTA Engage in the App Store or Google Play
3. Click **Get**, then **Install**, then **Open** if in the App Store or Click **Install**, then **Open** in Google Play.
4. Scroll through slides until the 'I have a code' or 'Manual Setup' prompt displays.
5. Click on the 'I have a code' button and tap the scan code image or scan it to login.



Alternatively, to manually setup the app:

1. Find SEQTA Learn or SEQTA Engage in the App Store or Google Play
2. Click **Get**, then **Install**, then **Open** if in the App Store or Click **Install**, then **Open** in Google Play.
3. Scroll through slides until the 'I have a code' or 'Manual Setup' prompt displays. Choose Manual Setup and enter the schools website URL, www.brisbane.cp.adventist.edu.au, then create your username and password.
4. Take note of the website, your username and password. SEQTA updates will occasionally log you out.

Frequently Asked Questions

Can other parents, guardians or caregivers see my child’s information?

Each login is uniquely configured based on the parent and student details. Parents, guardians and caregivers can only see their own children’s information.

I have 3 children at the College. Can I see their assessments and timetables all in the one place?

Yes, all of your children’s information is collated in the one **SEQTA Engage** screen.

Can I contact my child’s teachers?

Email and direct message buttons are available on the timetable (see Fig. 3) and there is also a special page for managing direct messages.



Figure 3 – Timetable view in **SEQTA Engage** showing direct message and email buttons

How do I view my child’s timetable of classes?

Select *Timetable* from the navigation buttons on the left hand side. From the options that appear in the **Main Page Area**, choose the drop menu named *Your Calendar* and select your child’s name.

How do I change my password?

The *Settings* page will allow you to change your password, however most web browsers will save your password for you so that you do not have to remember it each time you login.

How do I see teacher’s comments on my child’s work?

On the *Assessments* page you can choose a submitted assessment. To see more detail, including the teacher’s comments, click on the assessment bar.



Sample screens from SEQTA Engage

Timetable Page

SEQTA engage		Timetable							
ALL OPTIONS SELECTED		SHOW NOTES		HARRISON MORGAN		PRINT		2 FEB 2016	
Tap or click on a timetable entry for more details and to colour it									
		Mon 1 Feb	Tue 2 Feb	Wed 3 Feb	Thu 4 Feb	Fri 5 Feb	Sat		
9:00		Form Class Religious Studies 09:05-09:55 Mr Bruce Myers	Form Class Science 09:05-09:45 Mr Clinton Jackson	Form Class Religious Studies 09:05-09:55 Mr Bruce Myers	Form Class ILIVE 09:05-09:35	Form Class Project Based Learning 09:05-09:55 Mr Steve Cowley			
10:00		English 09:55-10:45 Mrs Shanelle Flaah I	Home Economics - Food 09:45-10:25 Mrs Shanelle Flaah I	Visual Arts 09:55-10:45 Miss Makusha D Costa	Mathematics 09:35-10:20 Mr Andre de Ville	Science 09:35-10:45 Mr Clinton Jackson			
11:00		Mathematics 11:05-11:55 Mr Andre de Ville	English 11:25-12:10 Mrs Shanelle Flaah I	Project Based Learning 11:05-11:55 Mr Steve Cowley	English 11:25-12:10 Mrs Shanelle Flaah I	Graphics 11:05-11:55 Mr Denis Matthews			
12:00		History 11:55-12:45 Mrs Haley Vogel	Mathematics 12:10-12:55 Mr Andre de Ville	Science 11:55-12:45 Mr Clinton Jackson	Science 12:10-12:55 Mr Clinton Jackson	Mathematics 11:55-12:45 Mr Andre de Ville			
13:00		Health & Physical Education 13:35-14:25 Mr Aron Sleigh	Chapel 13:40-14:30 Mrs Haley Vogel						
14:00		Graphics 14:25-15:15 Mr Denis Matthews	History 14:30-15:15 Mrs Haley Vogel	Form Class 14:25-15:15 Mrs Haley Vogel	Visual Arts 13:45-14:30 Miss Makusha D Costa	Religious Studies 13:35-14:25 Mr Bruce Myers			
15:00					History 14:30-15:15 Mrs Haley Vogel	English 14:25-15:15 Mrs Shanelle Flaah I			

Select your child's name from the drop down menu to display their timetable.

Documents Page

SEQTA engage		ALL OPTIONS SELECTED		Search
TITLE				
Assessments	Academic			Extension Application Form
Courses	Academic			Plagiarism Declaration Form
Documents	Academic			Student Information for Exams
Folios	Academic			Subject Change Form (Inr)
Goals	Academic			Subject Change Form (Snr)
Reports	Academic			Subject Selection Form (Yr 10)
Settings	Academic			Subject Selection Form (Yr 11)
Timetable	Academic			Subject Selection Form (Yr 12)
	Academic			Subject Selection Form (Yr 9)
	Financial			Credit Card Form

Documents provide you with forms and policies regarding College matters.

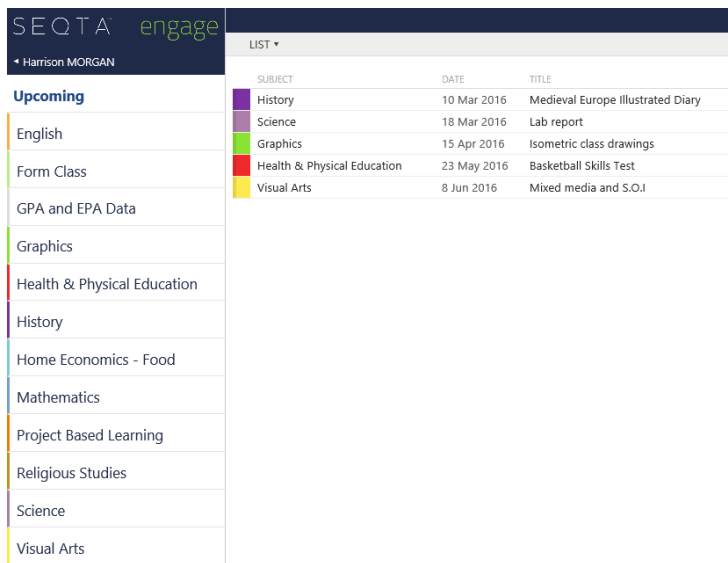


Assessments Page - Results



You can select which of your child's results you wish to see. Further comments and submissions may be available by clicking on the assessment bar.

Assessments Page - Upcoming



You will be able to see a list of upcoming assessments. Assessment documents or WISP assessments that your child has created or uploaded may also be available to view.

I hope that this information is helpful as we endeavour to further improve the quality and timeliness of communication between the College and our parents, caregivers and guardians.

Kind regards

Mrs Alison Tooley | Dip Pri Tch, BA, PGDip Ed Spec Ed, MEd Psych, MBA
Assistant Deputy Principal - Secondary