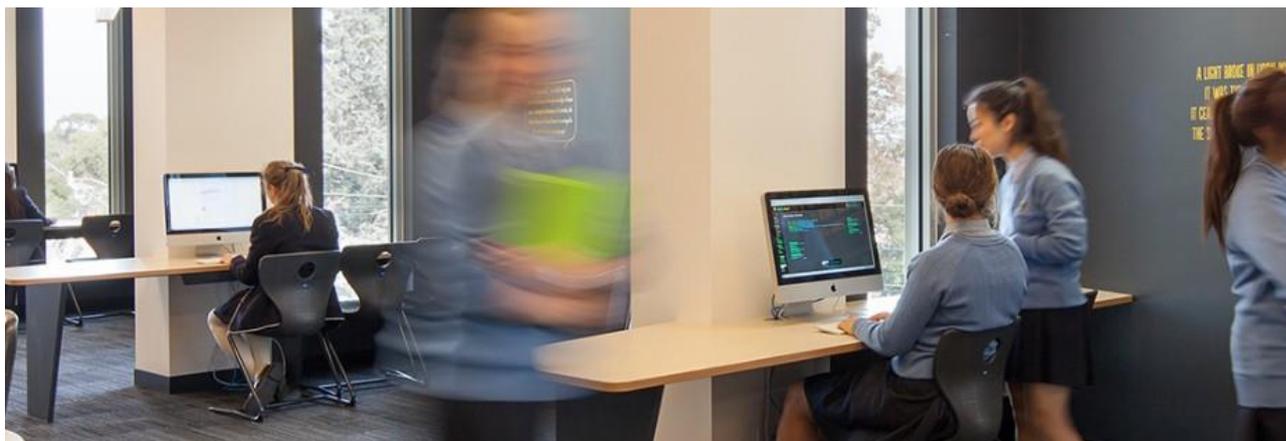


# Parent User Guide 2018

# SEQTA Engage

(with Engage iPhone and Android App)



SEQTA Engage



**Camberwell Girls  
Grammar School**  
An Anglican School

EDUCATING  
TOMORROW'S  
WOMAN 

## Table of Contents

<b>SEQTA Engage .....</b>	<b>3</b>
<b>What is Engage used for?.....</b>	<b>3</b>
<b>Do you need Help? .....</b>	<b>3</b>
<b>Logging into SEQTA Engage .....</b>	<b>3</b>
<b>Assessments - Upcoming Tasks .....</b>	<b>4</b>
<b>Assessments - Viewing Results.....</b>	<b>5</b>
<b>Courses and Home Learning .....</b>	<b>6</b>
<b>Reports .....</b>	<b>7</b>
<b>Timetable.....</b>	<b>8</b>
<b>Settings.....</b>	<b>9</b>
<b>Student Goals.....</b>	<b>9</b>
<b>Notices (CGGS News).....</b>	<b>10</b>
<b>Dashboard .....</b>	<b>10</b>
<b>Student Folios .....</b>	<b>11</b>
<b>Communicating with Teachers Through Engage.....</b>	<b>12</b>
<b>Alerts.....</b>	<b>12</b>
<b>Other Options and Information.....</b>	<b>12</b>
<b>Documents.....</b>	<b>12</b>
<b>Updates and Changes .....</b>	<b>12</b>
<b>SEQTA Engage iPhone, iPad and Android App.....</b>	<b>13</b>
<b>Features and Functionality .....</b>	<b>13</b>
Push Notifications (Alerts) .....	13
Easy Authentication .....	13
Fingerprint Security .....	13
One App, Multiple SEQTA Schools.....	13
Other Functionality .....	13
<b>Installation Instructions.....</b>	<b>14</b>

# SEQTA Engage

SEQTA Engage is a powerful tool for parents to have an overview of their child's learning and assessments. It also provides a communication channel for parents and teachers, enabling greater collaboration and enhanced learning outcomes for the students. Engage is also available as an iPhone/iPad and Android App. Please see the section on the app at the back of this guide for installation and operation.



## What is Engage used for?

Engage is the method that allows parents to access all areas of their daughter's academic progress and activity.

## Do you need Help?

If at any time you require additional support or have difficulty in accessing the system, please contact the Information Technology Department via the support help desk at [parenthelpdesk@cggs.vic.edu.au](mailto:parenthelpdesk@cggs.vic.edu.au)

## Logging into SEQTA Engage

1. Go to the Camberwell Girls Grammar website [www.cggs.vic.edu.au](http://www.cggs.vic.edu.au)
2. Click on the link titled "My CGGS" at the top right hand side of the window.



3. Select "For Parents" and click on the "SEQTA Engage" link.
4. You will be prompted to enter a username and password on this page.



5. Please enter your **parent ID** as per your CGGS fee statement for **both** the username and password.
6. If you have previously changed your password and have forgotten it, please use the "Forgot your password?" link. You will be required to enter your Parent ID and the email that you registered with the school.  
**NB: the email must be the one officially registered with the school.**
7. Once you have logged onto Engage you will see the home screen with a selection of menu options at the left hand side of the window.

# Assessments - Upcoming Tasks



Through the Assessment page you can view results and teacher feedback for any timetabled period and subject. Upcoming assessments show for students and parents when a teacher has made the assessment “visible” in their marks book. If the due date is red the date for submitting the piece of work has passed.

**Engage**

Assessments

**Upcoming**

- Chinese 10 Mainstream
- Science - Year 10
- Texts and Traditions Unit 1
- Year 10 - Positive Educati...
- Year 10 English
- Year 10 Form Assembly
- Year 10 Health and Physi...

CARDS

**Year 10 Chinese - 2nd Language**  
Lesson 30 Reading Translating Task  
25 Oct 2016

**Year 10 Chinese - 2nd Language**  
R+J Single Text Response  
25 Oct 2016

**Year 10 Chinese - 2nd Language**  
Unit 3 WWII - Holocaust Investigation and Reflection (pre-excursion activity)  
28 Oct 2016

**Year 10 Mathematics**  
Logarithms Review  
4 Nov 2016

**Year 10 Chinese - 2nd Language**  
Listening and Writing Task (Lessons 30&31)  
9 Nov 2016

**Year 10 Chinese - 2nd Language**  
End of Year Oral  
16 Nov 2016

**History**  
3.4 The Holocaust Investi...

If the due date is red, the date for submitting work is passed

Link to support documents

Displays upcoming assessments, due dates and support documents that the teacher has uploaded

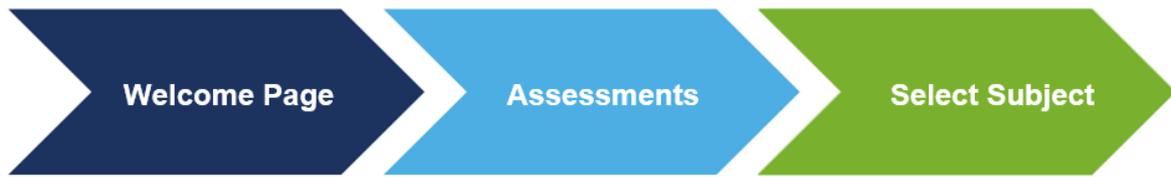
If you would prefer to see a list of due and upcoming assessments, you can select “**List**” by clicking on the “**Cards**” option in the top middle section of this window and converting to a list.

LIST

SUBJECT	DATE	TITLE	RESOURCES
Year 10 Chinese - 2nd Language		Lesson 30 Reading and Translating Task	
Year 10 Chinese - 2nd Language		R+J Single Text Response	
Year 10 Chinese - 2nd Language		Unit 3 WWII - Holocaust Investigation and Reflection (pre-excursion activity)	3.4 The Holocaust Investigation and Reflection.docx
Year 10 Mathematics	4 Nov 2016	Logarithms Review	
Year 10 Chinese - 2nd Language	9 Nov 2016	Listening and Writing Task (Lessons 30&31)	
Year 10 Chinese - 2nd Language	16 Nov 2016	End of Year Oral Exam	

Toggle list/cards view mode

# Assessments - Viewing Results



To view results for a subject including teacher feedback (where provided), select the subject on the left hand side. Task or Syllabus views are both available.

## Task Mode

Engage

Assessments

Upcoming

**Chinese 10 Mainstream**

Science - Year 10

Texts and Traditions Unit 1

Year 10 - Positive Educati...

Year 10 English

TASK VIEW

Lesson 30 Reading and Translating Task 25 Oct 2016

End of Year Oral Exam 16 Nov 2016

Lesson 22 Test Wednesday, 9th March 2016

81

Toggle task/syllabus view mode

Grade or score

SCORE 81%

Score 40.5 / 50

Did really well in the paragraph writing task and reading tasks. Practise listening more regularly by listening to all recordings in each lesson in the eBook.

List of tasks

Teacher feedback and student reflection (if provided)

## Syllabus Mode

Engage

Assessments

Upcoming

**Chinese 10 Mainstream**

Science - Year 10

Texts and Traditions Unit 1

Year 10 - Positive Educati...

SYLLABUS VIEW

Writing 47 / 50

14 / 20

Lesson 25-26 Oral Task Monday, 9th May 2016

Comments

your first oral taking about yourself was excellent. However the second

Lesson 25 Oral Task 18 / 20

Lesson 26 Oral Task 17 / 20

## Courses and Home Learning



Through the Courses page you can view lesson outlines, resources and Home Learning.

**Selected Subject**

**Individual timetabled lessons.**  
Click here to view lesson content, resources, assignments and homework. Once clicked these will be displayed in the section to the right.

**Main course page containing general resources and subject information**

**Resources including, documents, links to web sites, presentations and the like.**

This section is identical to the view presented to the student. It allows both the student and the parent to see resources provided in that class, both of a general nature on the cover page and of a more detailed nature linked to individual lessons.

# Reports



Current and past reports can be downloaded and viewed. These, along with the continual feedback available through Assessments-Viewing Results, give parents much more information about their child's progress than has been possible in the past. Reports can be viewed online and/or be printed. You will be notified by an "Alert" (see the section on Alerts for more information) when reports have been released for viewing.



# Timetable



The Timetable page allows parents to view the individual timetable of each of their children. They can select to view tutorials, classes and/or events.

**Engage** Timetable

ALL OPTIONS SELECTED SHOW NOTES PRINT 25 OCT 2016

Tap or click on a timetable entry for more details and to colour it.

Mon 24 Oct (Monday Day 6) Tue 25 Oct (Tuesday Day 7) Wed 26 Oct (Wednesday Day 8) Thu 27 Oct (Thursday Day 9) Fri 28 Oct (Friday Day 10)

8:00  
9:00  
10:00  
11:00  
12:00  
13:00  
14:00  
15:00

**Select date range**

**Click on a period to display room location, teacher and period times. The option to send the subject teacher a direct message can also be found here. Your daughter's attendance information for this period (if passed) can also be found.**

Time	Mon 24 Oct	Tue 25 Oct	Wed 26 Oct	Thu 27 Oct	Fri 28 Oct
8:00-9:00	Year 10 History 08:28-09:25 Rev Duncan Reid Q307	Year 10 Chinese - 2nd La... 08:35-09:25 Mrs Lin Zhang Q302	Year 10 Visual Communic... 08:25-09:25 Mrs Melissa Campbell A101	Year 10 Science 08:25-09:25 Mrs Karin Lemanis PHL	Year 10 Chinese - 2nd La... 08:25-09:25 Mrs Lin Zhang Q302
9:00-10:00	Year 10 English 09:30-10:30 Ms Jane Cameron W307	Year 10 Chinese - 2nd La... 09:30-10:30 Mrs Lin Zhang Q302	Year 10 Visual Communic... 09:30-10:30 Mrs Melissa Campbell A101	Year 10 Science 09:30-10:30 Mrs Karin Lemanis PHL	Year 10 Health and Phys... 09:30-10:30 Miss Lauren Law O162
10:00-11:00	Year 10 English 10:35-11:35 Ms Jane Cameron W307	Year 10 Form Assembly 10:55-11:25	Year 10 English 10:55-11:55	Year 10 Visual Communic... 10:55-11:55 Mrs Melissa Campbell A101	Year 10 Mathematics 10:55-11:55 Mrs Jane Bergamin W304
11:00-12:00	Year 10 English 11:35-12:35 Ms Jane Cameron W307	Year 10 Chinese - 2nd La... 11:35-12:35 Mrs Lin Zhang Q302	Year 10 Visual Communic... 11:35-12:35 Mrs Melissa Campbell A101	Year 10 Science 11:35-12:35 Mrs Karin Lemanis PHL	Year 10 Chinese - 2nd La... 11:35-12:35 Mrs Lin Zhang Q302
12:00-13:00	Year 10 English 12:35-13:35 Ms Jane Cameron W307	Year 10 Chinese - 2nd La... 12:35-13:35 Mrs Lin Zhang Q302	Year 10 Visual Communic... 12:35-13:35 Mrs Melissa Campbell A101	Year 10 Science 12:35-13:35 Mrs Karin Lemanis PHL	Year 10 Chinese - 2nd La... 12:35-13:35 Mrs Lin Zhang Q302
13:00-14:00	Year 10 History 13:20-14:20 Rev Duncan Reid Q307	Year 10 Chinese - 2nd La... 13:20-14:20 Mrs Lin Zhang Q302	Year 10 Visual Communic... 13:20-14:20 Mrs Melissa Campbell A101	Year 10 Science 13:20-14:20 Mrs Karin Lemanis PHL	Year 10 Chinese - 2nd La... 13:20-14:20 Mrs Lin Zhang Q302
14:00-15:00	Year 10 History 14:25-15:25 Rev Duncan Reid AFB202	Year 10 Chinese - 2nd La... 14:25-15:25 Mrs Lin Zhang Q302	Year 10 Visual Communic... 14:25-15:25 Mrs Melissa Campbell A101	Year 10 Science 14:25-15:25 Mrs Karin Lemanis PHL	Year 10 Chinese - 2nd La... 14:25-15:25 Mrs Lin Zhang Q302

[Instructional Video - Student Timetables and Contacting Teachers](#)

## Settings



The settings page allows you to reset your password, turn off the default noises made when moving through the site and change your menu background.

## Student Goals



This area allows the School to track students' progress against specific educational and social goals etc. Parents can view student goals (if they have been created) for different timetable periods (semesters and years).

The screenshot shows the Engage website interface. On the left, there is a sidebar with the Engage logo and a 'Goals' section. Below the sidebar, there are two sections: '2017 goals' and '2016 goals'. A callout box points to the '2016 goals' section with the text 'Click to select timetable period'. The main content area displays a table of goals with columns for 'Goal', 'Support', 'Action', and 'Done'. A callout box points to the 'Academic goals' section with the text 'Academic goals'.

Goal	Support	Action	Done
Overview			

## Notices (CGGS News)



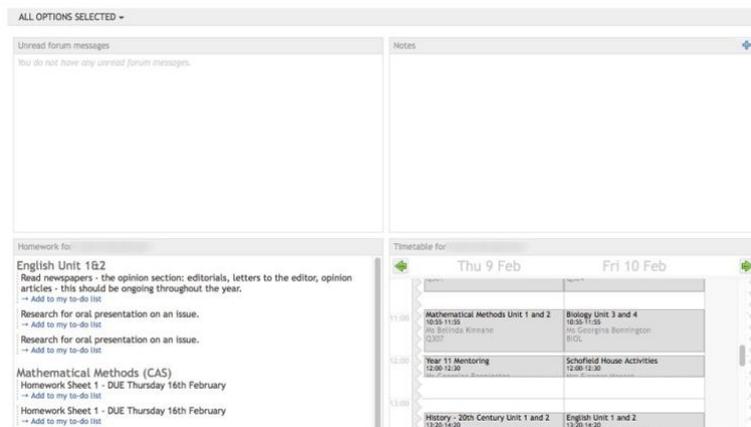
The Notices page is used to communicate information to parents. You can access the “**Junior School Weekly**”, the “**Senior School Weekly**”, “**What’s On**” and some general information about using Engage and the Parent Portal by selecting the CGGS News option in the menu. The School calendar is also available in the CGGS News section. The “Weekly” and “What’s On” publications are updated weekly.

Please note as these are links to external content, they may take several moments to display, particularly on the Engage App.

## Dashboard



The Dashboard provides an overview of many important summary components of a student. Information such as, dates of unresolved absences, pastoral care records, Home Learning and a timetable overview can be seen. Other selections can be made visible by choosing from the options available.



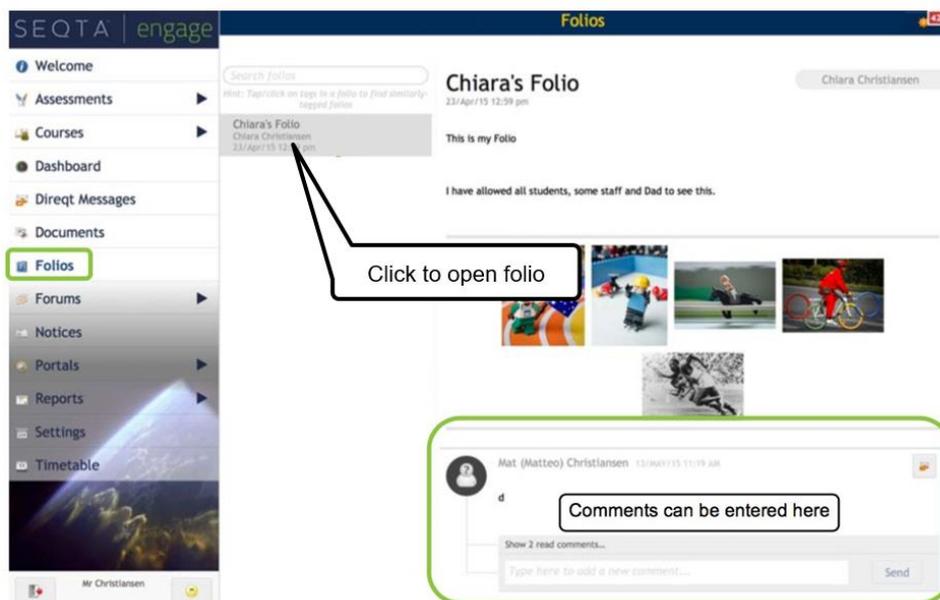
# Student Folios



Students can create online Folios in SEQTA Learn (the student portal to SEQTA) that can be shared with teachers, parents and other students. Sharing of Folios allows for a high level of collaboration and input between students and teachers. Students may have more than one Folio.

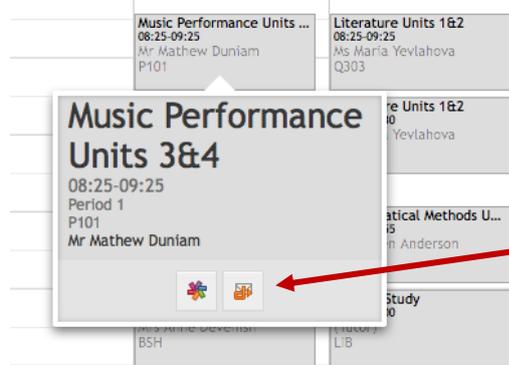
Teachers, parents and students can view and comment on Folios that have been published and have been selected to view.

Any comments entered in a folio will trigger a notification to the owner of the Folio. (Please note that Folios will not appear if your daughter does not use this service.)



## Communicating with Teachers Through Engage

You can easily send an email to your daughter's subject teacher via Engage. Open the Timetable and click on the subject of the teacher that you would like to contact. The following window will appear.



Click on the “**compose message**” icon. A pre-addressed email window will appear. Fill out the subject of the message and the body and click the “Send” option to deliver the message.

## Alerts

SEQTA Engage can send you a number of “alerts”. These can be notifications about assignments that are due, marks that have been released, interim and semester reports that have been made available, attendance alters and some pastoral care information.

To view Alerts click on the icon in the top right hand corner of the SEQTA window as shown below.



Alerts icon

You will see a number indicating the number of unread alerts in your inbox. Do not worry if there are a large number of unread messages, you can clear these and start afresh. The School would have contacted you through other channels for important or urgent issues. It is, however, highly advisable to regularly check messages in the Alerts section, this will ensure that you are fully informed about the academic progress of your daughter.

Please note that if you have installed the Engage App (as outlined in the final section of this guide), Alerts will appear on your iPhone/iPad or Android based device also.

[Instructional Video - Notifications](#)

## Other Options and Information

### Documents

Documents that relate to a number of important academic and procedural issues can be found in the “Documents” section. These include Year Level specific information, Information from Class Representatives, information about Child Safety and Academic and curricular outlines for both the Junior and Senior Schools. The School regularly updates information in this section and it is an excellent resource for parents.

### Updates and Changes

The options available in the Engage menu and the information that is available will be refined and revised on a regular basis. We encourage you to keep up to date by regularly checking this service. You will be notified of any major alterations and your feedback is always warmly welcomed. This can be sent to [parenthelpdesk@cqgs.vic.edu.au](mailto:parenthelpdesk@cqgs.vic.edu.au) along with any questions or requests for support.

# SEQTA Engage iPhone, iPad and Android App

The SEQTA Engage app brings all the functionality of SEQTA to your mobile device. The functionality and layout of the App is very similar to the web passed page that you may be familiar with, however it has been designed to operate more effectively on mobile devices. As this App has been released only recently, it is in a process of rapid development and new features are being added in response to feedback from Schools.

You are encouraged to update the App when new versions are available to ensure that you have the latest features. If you would like to send any feedback on the App or would like to request added features or improvements these will be passed on to SEQTA for consideration.

## Features and Functionality

The functionality and layout of the App mirrors the operation of the SEQTA Engage website (<https://parent.cqgs.vic.edu.au>) that is described in the preceding sections of this document. It does, however, refine these for display on a mobile device and does add the option of you being able to turn on “Alerts” on your mobile device.

### Push Notifications (Alerts)

Never miss a thing, receive push notifications whenever there's something you need to know about.

### Easy Authentication

Login by entering your username and password or by Touch ID (if your device supports this)

### Fingerprint Security

Enable fingerprint locking to ensure that only you can access the App.

### One App, Multiple SEQTA Schools

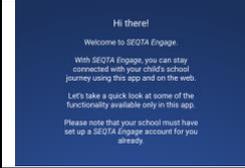
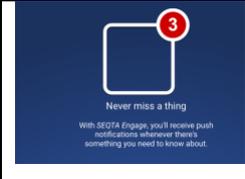
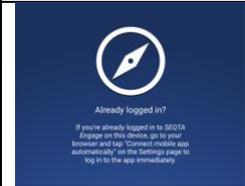
If you have children at more than one SEQTA school, you can access all of their details from the one App.

### Other Functionality

- View upcoming assessments and submitted work
- View marked assessments and teacher feedback
- View and search courses and lessons
- Track upcoming Home Learning
- View unresolved absences
- View the Junior and Senior School Weeklies and “What’s On”
- Access academic reports

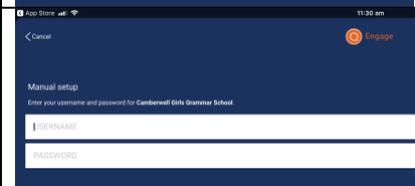
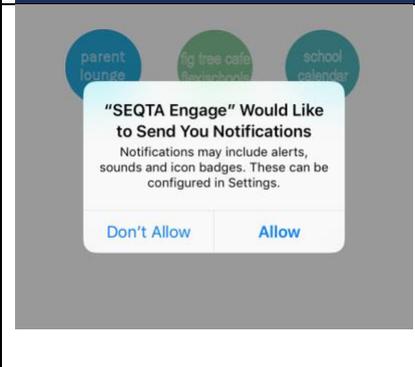
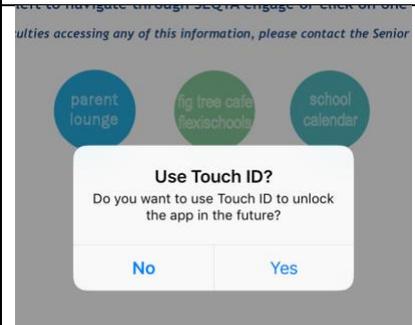
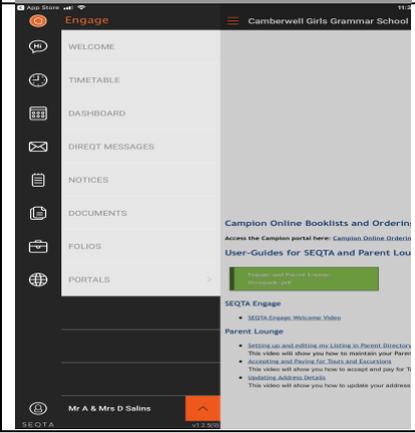
# Installation Instructions

1. Download the SEQTA Engage App from either the Apple Store or the Android store (it is a free application) (Search the App Store for “SEQTA Engage”)
2. Open the ENGAGE App
3. You will now go through a series of setup steps. These only need to be done once.

	<p>This is the App welcome screen. It provides general information about the app. To move onto the next screen, tap the &gt; in the bottom right hand corner.</p>
	<p>The ENGAGE app allows you to choose the option to receive push notifications to your phone. These include notifications of upcoming assignments for your daughters as well as the release of marks and feedback on assignments that have been submitted.</p>
	<p>On devices that have Touch ID (some models of Apple iPhones ) you can enable touch ID so that you do not have to enter your password</p>
	<p>Some institutions provide a QR code that you can scan to logon to your account. CGGS provides this confidential information in a letter that was included when your daughter started at CGGS or when SEQTA was released. If you do not have your username or password, please contact the school.</p>
	<p>If you already have SEQTA Engage opened in a web browser window on your mobile device you can click the “Connect to Mobile app Automatically option on the Setting page to logon automatically.</p>

After you have stepped through these information screens you will be asked to enter some basic information to complete the setup process.

## Choose the MANUAL setup option

	<p>Enter the address of the parent portal:  <b>parent.cggs.vic.edu.au</b>          Tap RETURN</p>
	<p>Enter your parent username and password          Tap Return</p>
	<p>The app will now log you on to the portal. If you experience problems with the logon process, please contact the School IT Department to get your password re-set.  <b>The Engage app can send you notifications.</b> These are handy as they automatically notify you of new information rather than you needing to search for it. This is a matter of personal choice and can be changed at a later date through the setting options on your device.</p>
	<p>Finally, if your device supports Touch ID, you can enable this for Engage.</p>
	<p>You will now be taken to the familiar SEQTA Engage home screen that contains links to a range of resources including; your daughter's timetable, notices, parent dashboard (attendance and pastoral care information), upcoming assignments, marks and teacher feedback, lesson outlines and class resources and semester and interim reports.</p>

[Installation Video \(Chinese Subtitles\)](#)  
[Installation Video](#)