Setting up your SEQTA Engage - Parent Guide

An email will be sent to the email of the parent at the residential address of the student. If there is a joint residency, both parents will receive an email (as long as the College has an email recorded for each parent).
It will come from admin@ncc.wa.edu.au

Click on the link to be taken to a set up window.

The screen you are taken to allows you to set your own:

- Username
- Password

Passwords are case sensitive.

You will be asked to enter the password twice. If you make an error, you will be asked to make sure the password is entered the same in each box.

Once entered correctly, click 'Log In'.
Upon logging in, you will be met with a screen like the one below.

There are some areas which are of importance to note:
- Dashboard
- Settings
- Courses
- Assessments
- Documents

**Dashboard**
This area allows you to see an overview of key information through the use of small icons, called dashlets.

You need to switch on the dashlets you wish to view. The menu for this is on the top left of the Dashboard. The dashlets will appear in the order you select them, so we recommend that parents first switch on Homework, Pastoral Care Notes, Unresolved Absences and Pastoral Care details.
Settings

Here you can change your password and turn off the sound notifications.

Courses

In this area, teachers will make available overviews of course content and may also include any support materials needed for homework or further study.

Assessments

In this area are assessment results and assessments which are due. Assessments that teachers choose to make available will show.

- To find upcoming assessments: Click on 'Assessments'
- To view results, click on Assessments' and then the course titles.
- Clicking on each assessment individually will show the class average and any comments the teacher may have entered.

During the year a Current Course Grade will show at the bottom of each Course assessment list. This will be made available at regular intervals and reminders will be issued to parents via email when Current Course Grades have been updated.

*This grade will be based on what has been completed thus far and is not intended to be a final grade.*

Documents

School Policy documents, exam timetables and other important files will be made available through this area.