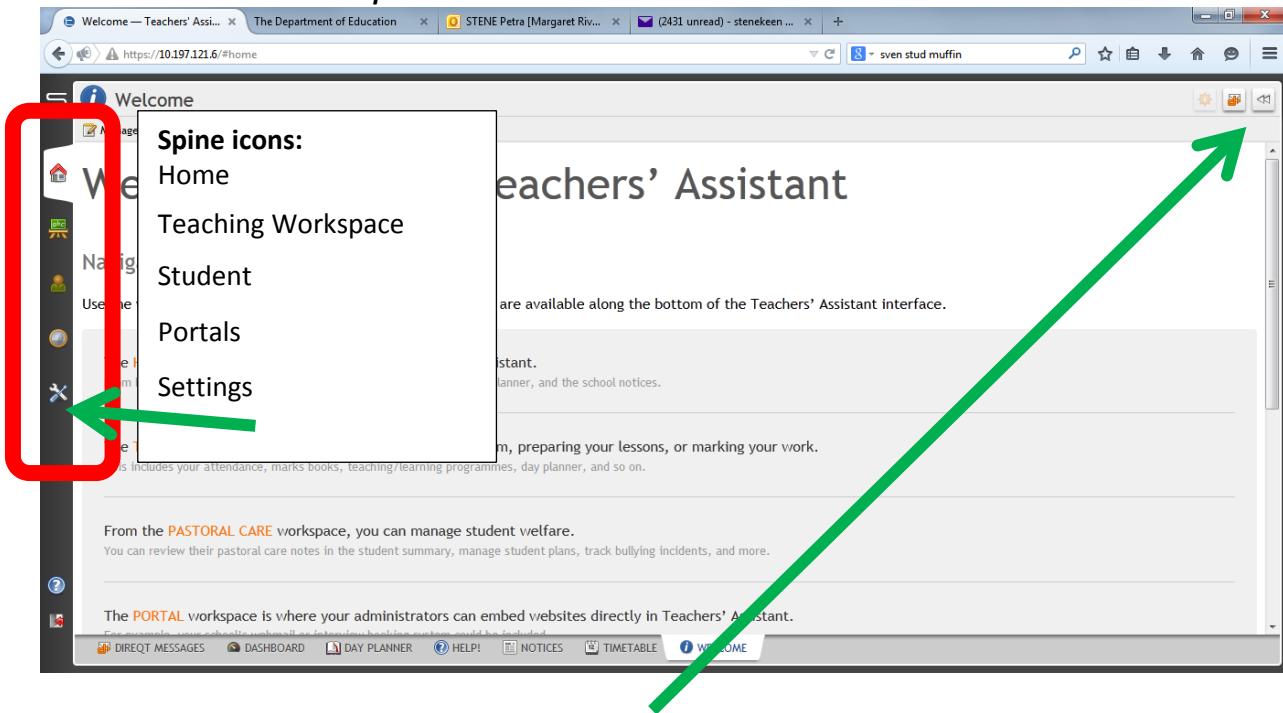
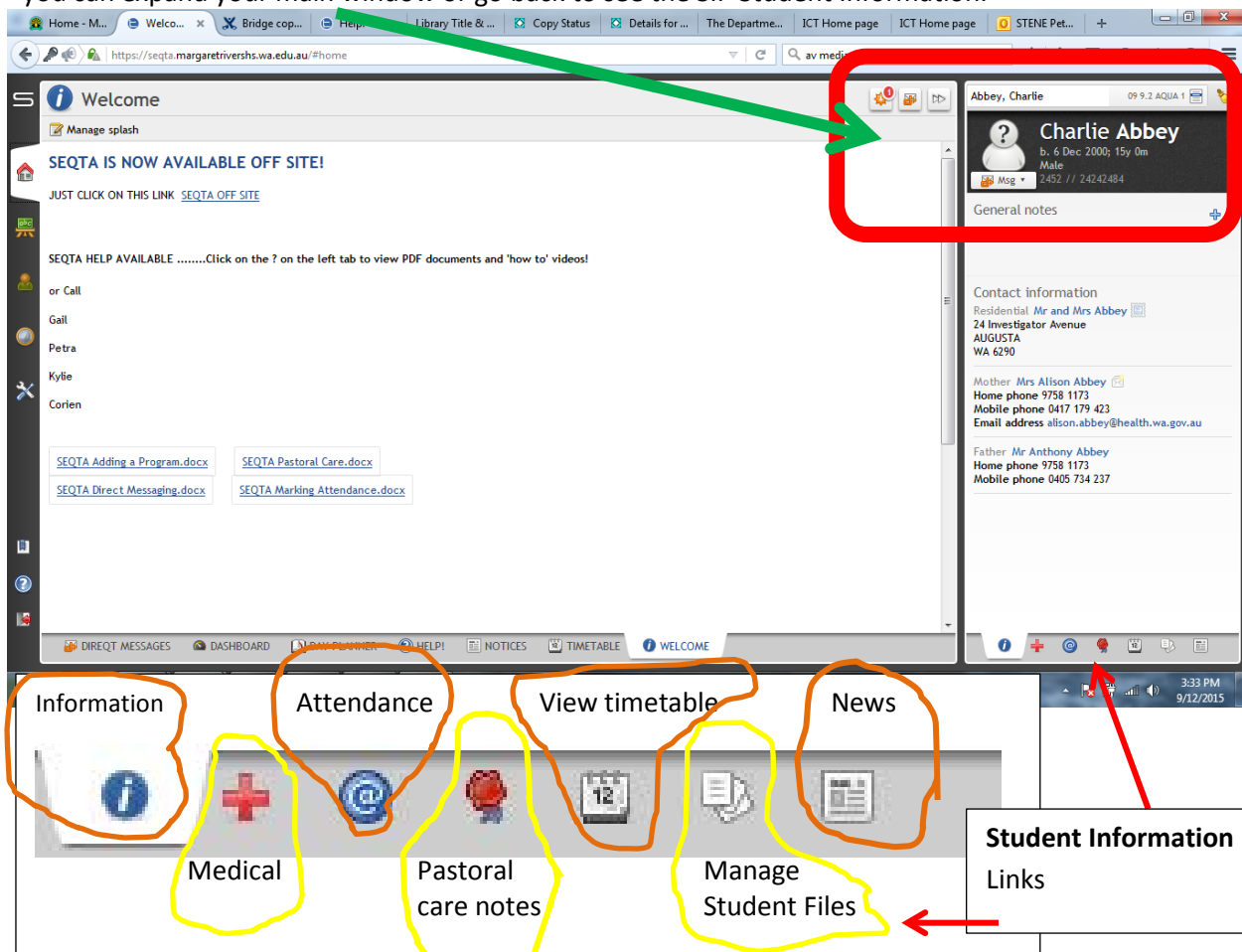


# SEQTA MAIN SCREENS AND ICONS

## First Screen – here are the spine icons



## Student Information Panel (SIP) – click on the double arrows to toggle between showing and hiding the SIP - you can expand your main window or go back to see the SIP Student Information.



# 2016 – GETTING STARTED WITH SEQTA - DAILY PROCEDURES

## Logging onto SEQTA:

- 1 Click on the SEQTA link on your desktop or go to the jump portal <http://www.margaretrivershs.wa.edu.au/> and click on JUMP Portal then the SEQTA link

- 2 Login with your e number and password.
- 3 Check the Principal’s message for any special notices

## Form Procedure:

- 1 Mark attendance during the **FIRST 10 MINUTES** and **SAVE**  
If a student arrives during Form, amend their attendance to **Late**

- 2 Read Daily Notices

## Class Procedure:

- 1 Mark attendance during the **FIRST 10 MINUTES** and **SAVE**  
If a student arrives during class, amend their attendance to **Late**
- 2 Enter in behaviour notes in the Student Information Panel (SIP panel) on the right.

# Attendance:

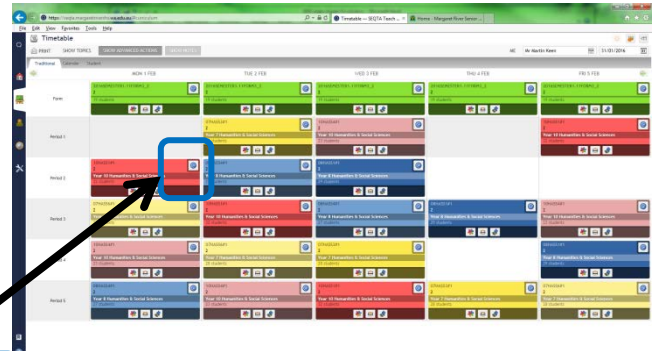
Try to do this in the first 10 minutes of form and class!!

## Entering in Attendance data:

1 Click on the Blackboard (Teaching Workspace icon - Timetable)



2 Click on the Attendance icon for your form



3 Click in the cell to enter the correct attendance for the student - or - click on the **day** (eg MON) at the top of the column to mark the entire class as present

- then click in individual cells to make any adjustments required.

NB: Today's day will be highlighted in yellow.



4 Click **Save**.

5 Once the save is complete a confirmation drop-down will be displayed. Click **OK**.

6 If a student arrives during Form, amend their attendance to **Late**

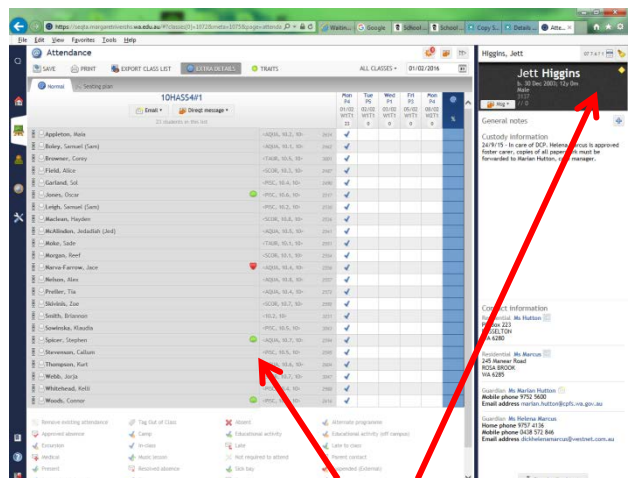


**-and- SEND TO STUDENT SERVICES - THEY MUST SIGN IN!!!**

### Selecting Attendance Types:

One click	Present (In class)	
Two clicks	Absent	
Ctrl + left-click	Late to class	

Icon	Explanation	Examples	Action
	Special Needs alert	ADHD, central auditory processing disorder or other learning disorders.	Click to load in the Medical overview pane in the SIP.
	Custody alert	Parent has a court order, estrangement or custody arrangement.	Click to load in the General overview pane in the SIP.
	Medical alert	Diabetes, asthma, anaphylaxis or other medical issues.	Click to load in the Medical overview pane in the SIP.
	Student plan	Medical action plan, individual education plan, learning difficulty plan.	Click to view the student plans in a pop-up window.
	Attendance alert	Student has an unresolved absence.	Click to load in the Attendance pane in the SIP.



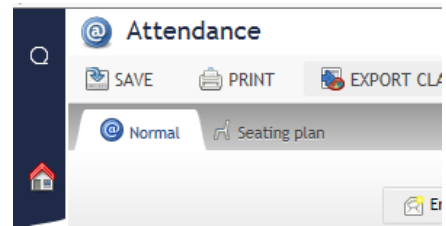
### Attendance screen details:

- 1 Click on the student in your list to see their information on the right in the SIP Panel
- 2 Hover over any Alert icons to see more detail

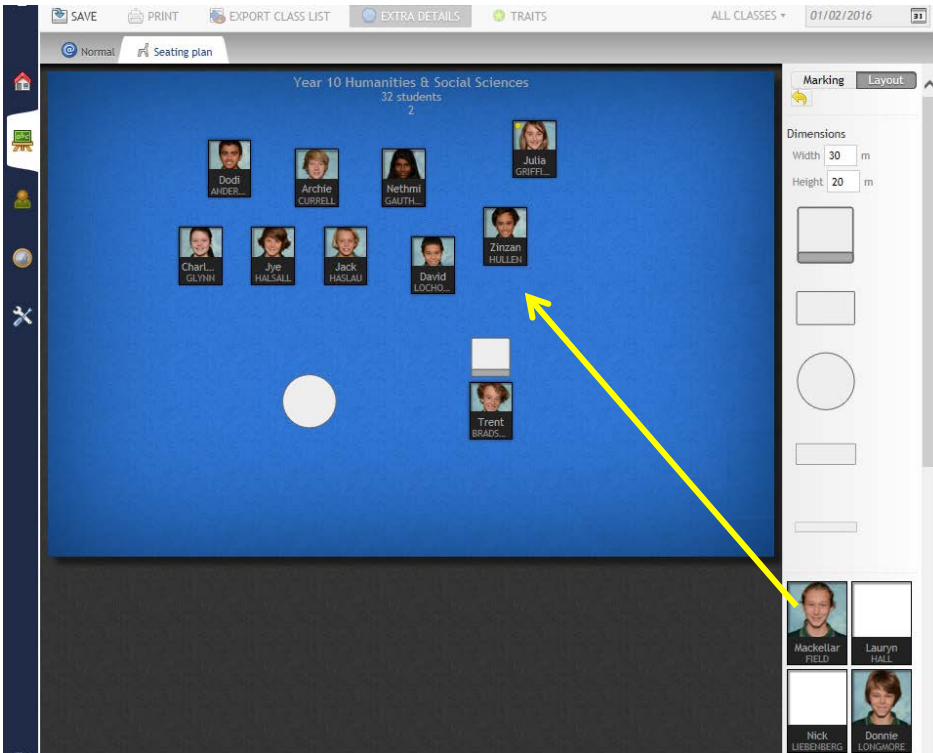
## Attendance (continued):

### ➔ Seating Plan view

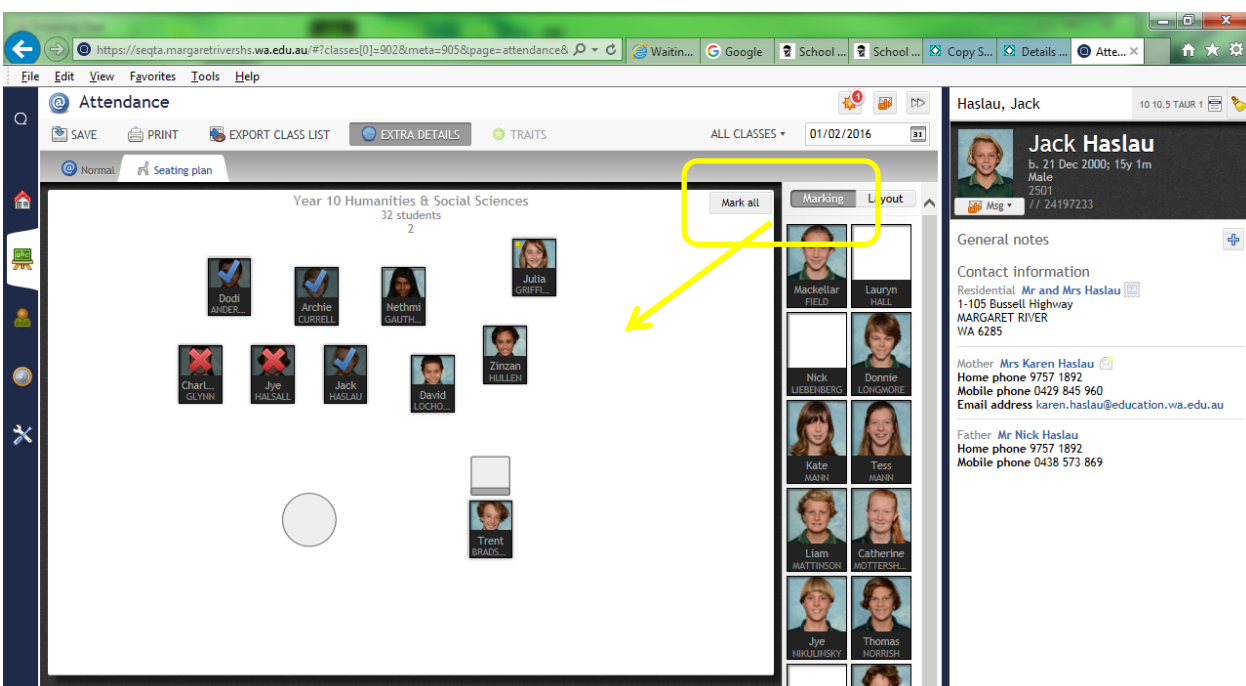
1 Go to Attendance and click on the Seating Plan icon.



2 Drag student out to create a rough seating plan - you can use the seats if wanted or just use photos



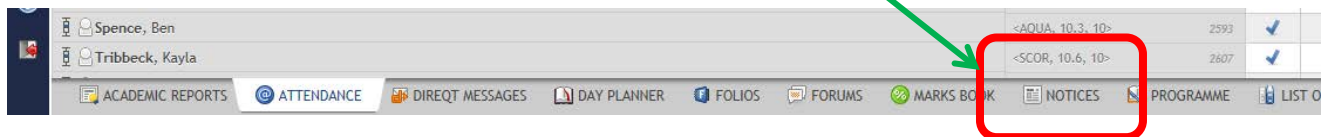
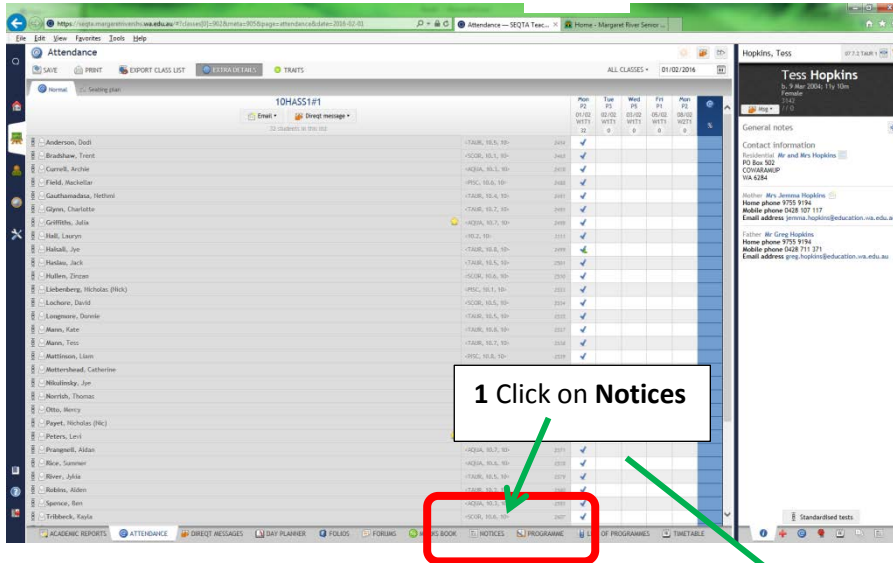
3 To mark the roll - click on the **Marking** tab then click on on each student to mark present or absent - or- click on **Mark all** then click on each student to change if required.



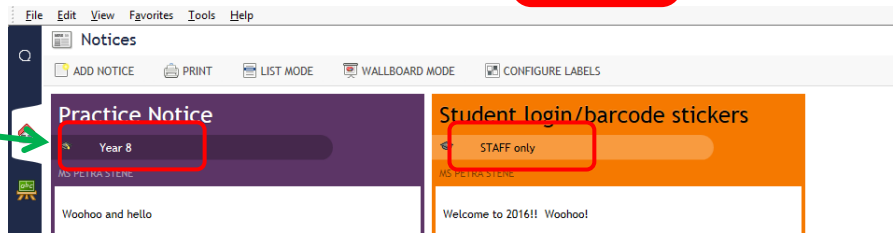
## Daily Notices:

### ➤ Reading Notices:

- 1 Choose Home or Teachers Workspace
- 2 Click on **Notices**

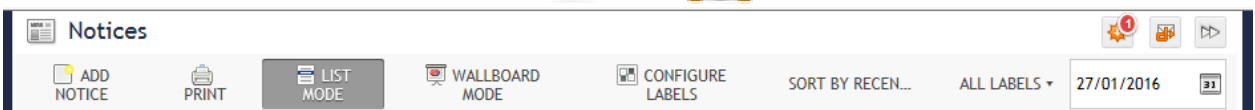


- 3 Read the notices that apply to you and your students - check each label or change to list mode to scroll through all notices.

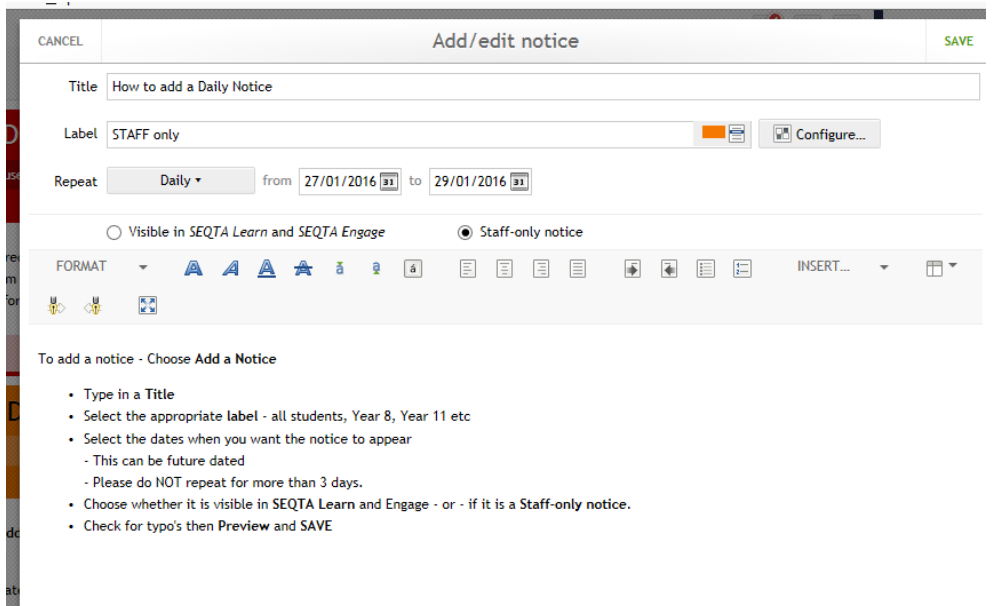


### ➤ Writing Daily Notices:

- 1 Go to the **notices** tab at the bottom of the Home or Teachers Workspace screen



- 2 Choose **Add Notice**
- 3 Type in a **Title**
- 4 Select the appropriate label - *all students, Year 8, Year 11 etc*
- 5 Select the **dates** when you want the notice to appear - This can be future dated - Please do NOT repeat for more than 3 days.
- 6 Choose whether it is visible in SEQTA Learn and Engage - or - if it is a **Staff-only notice**.
- 7 Check for typo's then Preview and **SAVE**

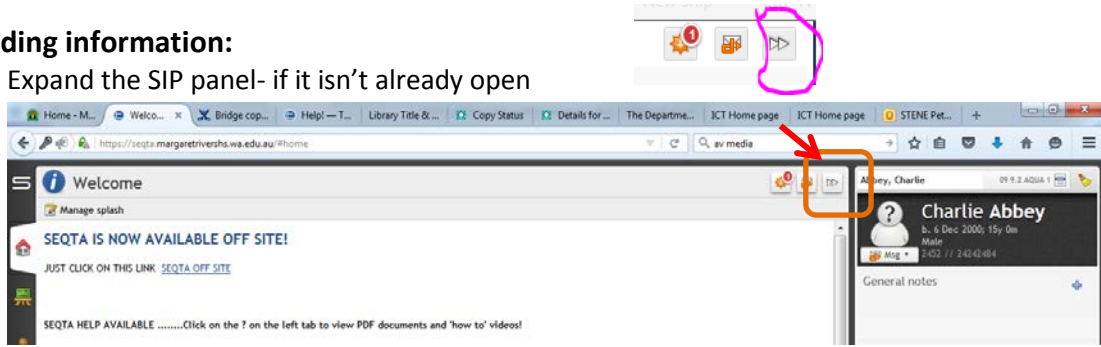


- To add a notice - Choose Add a Notice
- Type in a **Title**
  - Select the appropriate label - all students, Year 8, Year 11 etc
  - Select the dates when you want the notice to appear - This can be future dated - Please do NOT repeat for more than 3 days.
  - Choose whether it is visible in SEQTA Learn and Engage - or - if it is a **Staff-only notice**.
  - Check for typo's then Preview and **SAVE**

## SIP PANEL - ADDING STUDENT PASTORAL CARE NOTES, COMMUNICATION AND BEHAVIOUR

### ☛ Reading information:

- 1 Expand the SIP panel- if it isn't already open



- 2 Type in the name of the student to find →  
*NB: If you are in **Attendance** you can just click on the name of a student in your list to access their data:*



Keen, Griffin 09 Form 9.4 PISC 1

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**Griffin Keen**  
 b. 13 Jan 2002; 14y 0m  
 Male  
 2835  
 // 25057086

General notes +

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Contact information  
 Residential **Ms Stene and Mr Keen**  
 64 Freshwater Drive  
 BURNSIDE  
 WA 6285

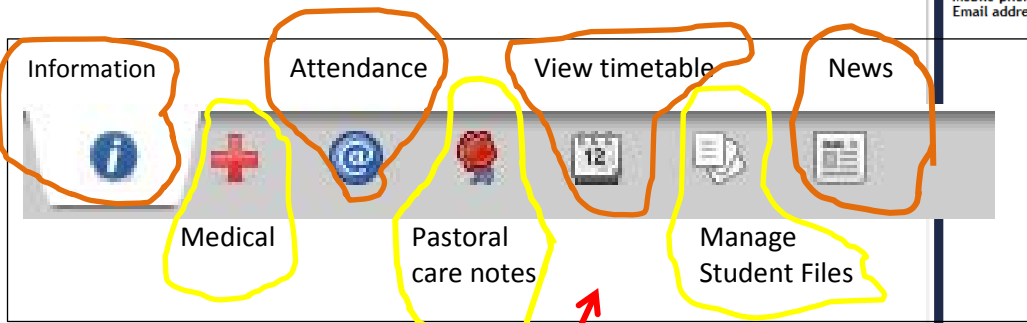
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Mother **Ms Petra Stene**  
 Home phone 9758 7773  
 Mobile phone 0417 188 522  
 Email address Petra.Stene@education.wa.edu.au

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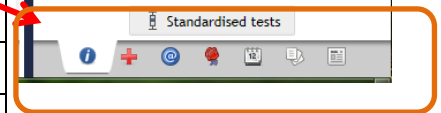
Father **Mr Martin Keen**  
 Home phone 9758 7773  
 Mobile phone 0437 150 565  
 Email address Martin.Keen@education.wa.edu.au

- 3 Click on the links at the bottom of the panel to view the various items.



**Student Information Panel - SIP Links**

	Information	General notes and contact details
	Medical	Medical Overview and Notes
	Attendance	Attendance details - can view week, month, year
	Pastoral Care Notes	BMIS, Detention, Awards, Behaviour Positive and Negative, Parental Interviews, Uniform etc
	View Timetable	Can toggle between day and Week View
	Manage Student Files	Can upload here - leave for now
	News	SEQTA generic welcome and information from the SEQTA software people



➔ **How to Add a Pastoral Care Note:**

- 1 Search for your student name in the SIP panel.
- 2 Click on the rose (Pastoral care notes)



**1 Search student**

**2 Choose a category of behaviour \* YOU MUST DO THIS! CHECK EACH TIME!**

**3 Leave **On behalf of** field blank:**  
Only enter a name here if you are entering a note on someone else's

**4 Enter the details here here.**

To restrict who can see the note (only for confidential information) generally don't select me only.  
Groups can be added and members changed to suit our needs.

You can add files here, for example a copy of a letter regarding students taking holidays, and email from a parent etc.

**Click save** for one student  
or **Save to** for a group of students  
*ie. If you want to save the same note to a group of students, click **Save to**, another screen will open allowing you to select the students.*