



June 2016

Semester One Reports 2016

SEQTA | engage

Dear Parents,

As you may be aware, earlier this year the Senior School implemented a new, interactive online learning platform called SEQTA to assist with our model of *Continuous Feedback for Student Learning*.

By logging in to SEQTA *engage*, each Senior School parent can see specific updates of their daughter's learning progress in each of her subjects. At present, there are pieces of specific assessment feedback from Terms 1 and 2 uploaded into SEQTA for each of her subjects; whereby, each assessment contains a progress grade and a task-specific comment aimed at helping your daughter to further improve her learning. As the year progresses, teachers will publish more feedback into SEQTA both as evidence of learning progress, and as future directions to enable growth in learning.

On the last day of Term 2 (Friday 24 June, 2016), the School will publish into SEQTA, a mid-year report which summarises your daughter's academic learning throughout Semester One.

This Semester One Report will include:

- An holistic comment from your daughter's Form Group Teacher
- a list of her Co-Curricular involvement
- a summary of her Academic Assessments and her Personal Learning Skills in each subject

Please be advised that each subject report will not include a summary comment, as ongoing, specific and formative feedback commentary has been provided by teachers within the 'Assessments' section of SEQTA *engage*.

A short, 'how to' guide has been attached this letter. It will help you to find your way into SEQTA *engage* to access your daughter's assessment and reporting information.

We trust that SEQTA *engage* helps to increase your access to School-related information and prepares you for our next set of Learning Conversations where teachers, students and parents can engage in rich and meaningful conversations about your daughter's learning.

*Upcoming Term 3 Learning Conversation dates are: Tuesday 12 July (VCE)
Monday 15 August (Years 7-10)

If you have any queries regarding your access to SEQTA *engage*, please contact Senior School Reception.

Yours sincerely,

Ben Jenkinson
Director of Teaching, Learning & Innovation

Cathy Poyser
Deputy Principal / Head of Senior School

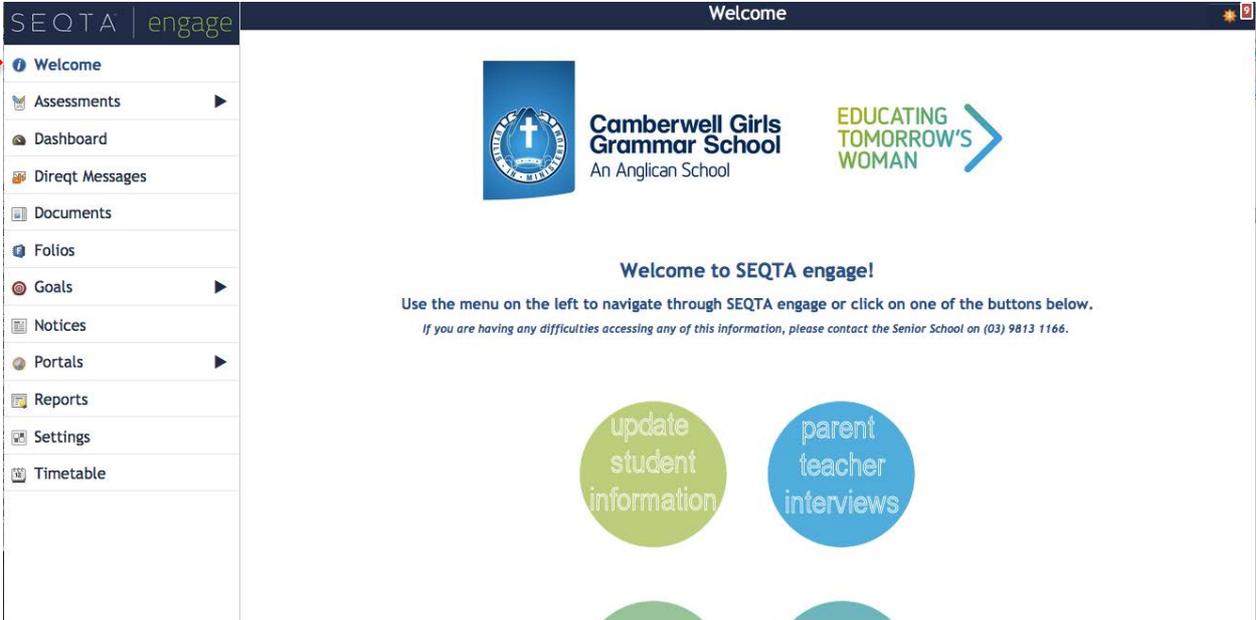
How to Guide:

Log-in to SEQTA engage to check Assessment feedback and download Reports

Logging in to SEQTA engage:

1. Go to the My CGGS page of the School website and click through to SEQTA engage (the direct link is: <https://parent.cggs.vic.edu.au>)
2. Enter your Username and Password
Username: Your numeric family code (as per your Fee statement and Parent Lounge code)
Password: Your numeric family code (same again – unless you have previously changed it)
3. You will now be at the **Welcome** splash page of SEQTA engage

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The screenshot shows the SEQTA engage interface. On the left, a navigation menu is visible with the following items: Welcome, Assessments, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Portals, Reports, Settings, and Timetable. A red arrow points to the 'Welcome' item. The main content area features the school's logo and motto, a welcome message, and two buttons for 'update student information' and 'parent teacher interviews'.



Checking Assessment Feedback in SEQTA engage:

4. Go to the **Assessments** page

The screenshot shows the SEQTA engage interface. On the left, a sidebar menu contains items like Welcome, Assessments, Dashboard, Direct Messages, Documents, Folios, Goals, Notices, Portals, Reports, Settings, and Timetable. A red arrow labeled '4' points to the 'Assessments' item. The main area features the Camberwell Girls Grammar School logo and the slogan 'EDUCATING TOMORROW'S WOMAN'. Below this is a 'Welcome to SEQTA engage!' message with instructions to use the sidebar menu or click on buttons for 'update student information' and 'parent teacher interviews'.

5. Select a subject to check (eg: Texts and Traditions Unit 1)
6. Click on any bar graph to open up comment feedback provided by the teacher

This screenshot shows the 'Texts and Traditions Unit 1' assessment page. The left sidebar is filtered to show 'Assessments' and lists various subjects. A red arrow labeled '5' points to 'Texts and Traditions Uni...'. The main content area shows a 'TASK VIEW' section with a list of assessments. One assessment, 'Exegesis 1 (AoS 2)' from Tuesday, 15th March 2016, is highlighted with a bar graph showing a score of 96. A red arrow labeled '6' points to this bar graph.



Downloading Reports in SEQTA engage:

7. Go back to the starting Welcome page
8. Go to the **Reports** page
9. Click the desired Report to print or download .PDF

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