MacKillop
Catholic College

Lead with Courage

SEQTA

Learn

Manual

Contents

Contacts

MacKillop Catholic College IT Help Desk

Operating hours: 8am - 4pm
Our Help Desk is available to all College staff, students and parents
mk.ict@nt.catholic.edu.au

IT team: Please contact our IT team to raise technical issues: example log in, browser not working etc
Mr Aaron Lang, Mr Binu Varghese and Mr Adam Falconer: IT Support Officers
Email: mk.ict@nt.catholic.edu.au

Other SEQTA enquiries:
**Bianca.hurley@nt.catholic.edu.au**

Access SEQTA Learn

SEQTA Learn provides students with access to key information.
Using SEQTA LEARN teachers can share course content and interact with students and guardians. Schools can share other information including, school documents, school notices and Portal pages.

1.1   Student Access

Students access *SEQTA Learn* through their login page. Learn.mackillopnt.catholic.edu.au
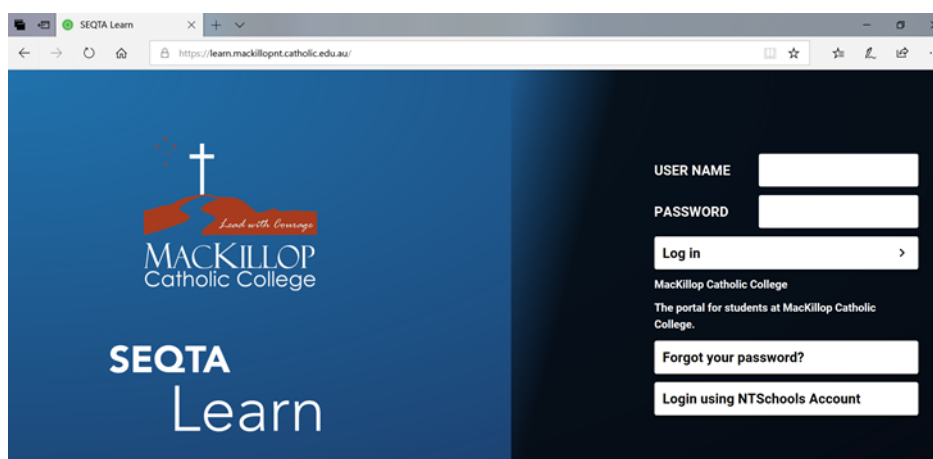
Students should use their USER NAME and PASSWORD for NTSCHOOLS.

a.   If logged on to the NTSchools network – simply click on the "logon using NTSchools Account"
b.   This is the same user name and password that students use for their WI- FI access on their laptops at the College.
      User Name: firstname.lastname
      Password: (password I use to access Wi-Fi at the College)

c.   Students can cross check if their NTSCHOOLS credentials are working using this link –
      webmail.ntschools.net

d.   Students can access their NTSCHOOLS email by using the same link- webmail.ntschools.net
      Any **technical** issues to access SEQTA LEARN, the student or Parent/Guardian contact our College **IT HELP DESK.** (Check Contact details on Page 1).

If you have any issues with using Office 365, (Microsoft word, PowerPoint etc), contact the College **IT HELP DESK.** (Check Contact details on Page 1).
Any issues with **access to teaching and learning materials** with in SEQTA LEARN after logging in, contact one of the lead team members. (Check Contact details on Page 1).
Contact Mr Aaron Lang – aaron.lang@nt.catholic.edu.au – for assistance.

1.2   Teacher Access (Masquerade)

Each user account for *SEQTA Learn* is **unique** to the specific students involved. Other students or families will **not** able to access the data for another student.
Considering the current 'Online Learning' needs our teachers also have the ability to masquerade. The respective teacher for a course can check if students raise issues with access to the learning materials, but the teacher will use this function only if it is absolutely necessary, to help the student or students.

1.3   Navigation in SEQTA Learn

When students log in to *SEQTA Learn* the available pages will show on the **Pages** panel on the left-hand side.

The **Courses** page contains content that teachers have populated in the program and made visible to student and guardians.
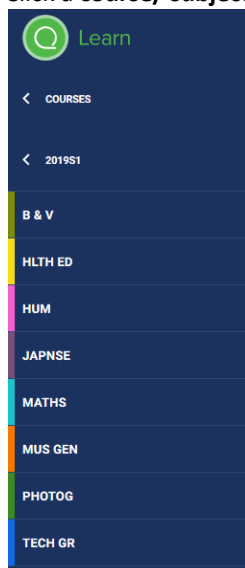
You will find your lessons under the **Courses** page.
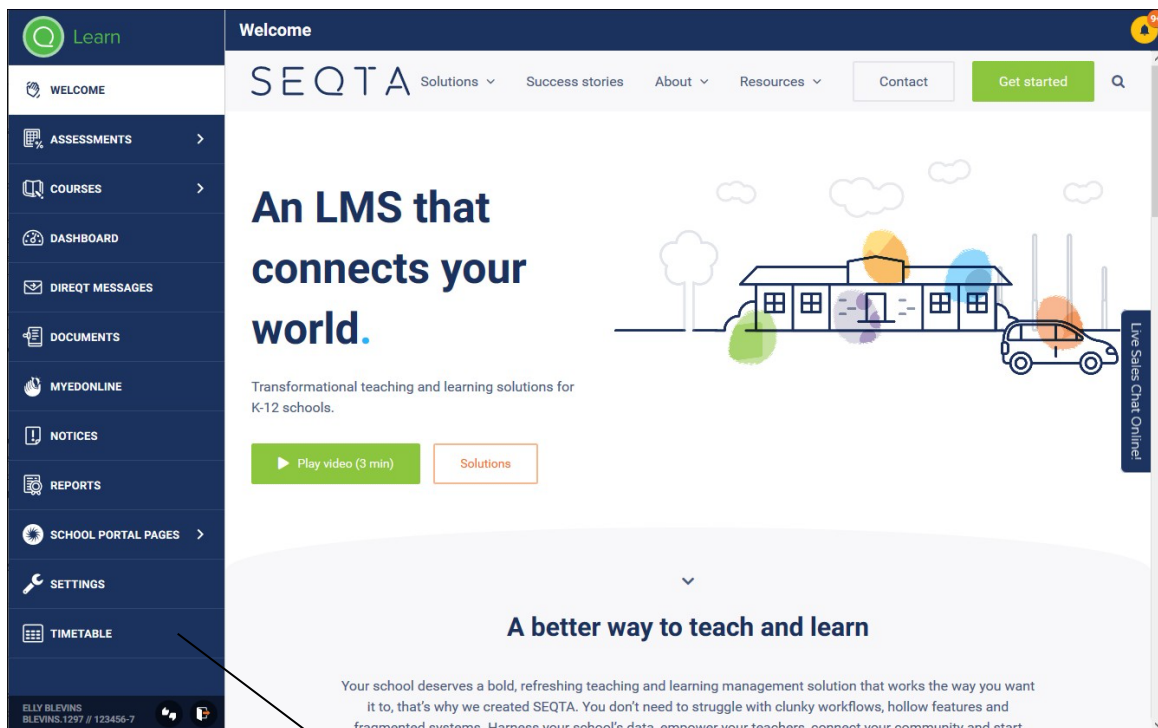
a.   Any title in the menu that appears with an arrow to the right, indicates there are sub-pages available.
b.   Click **Courses** to expand the menu, a student's subject list will load.
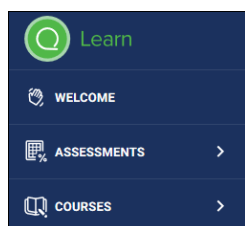
c.   Click a **course/ subject title** to view further information about the course.

d.   The **Cover page** will load initially.

e.   Click a **lesson** title to view lesson content, homework and resources. If you click on the "Today" tab it will take you straight to today's lesson.
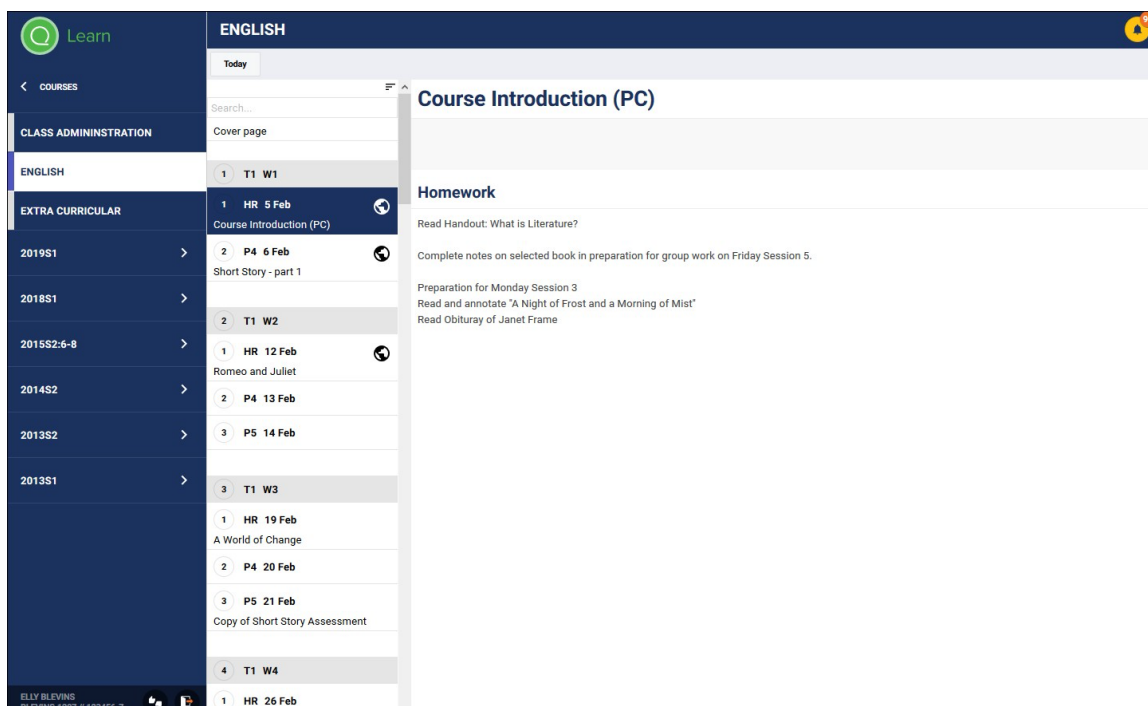
f.   Click the back arrow to navigate back to the **main Pages panel.**
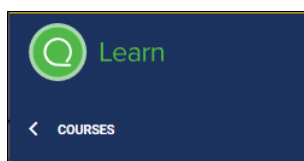
1.4 Navigate the Assessment page in SEQTA Learn

The assessment list
The assessment list shows all assessments within the selected programme. The tasks are now grouped according to their status:
- Upcoming
- Results pending
- Feedback released
- Results and feedback released

Students can find-particular tasks and sort order of the tasks:
- By due date (newest first)
- By due date (oldest first)
- By title

Assessment details

The assessment details area breaks the assessment into three tabs: the overview, details, and submissions. The header area shows the assessment's title and due date.
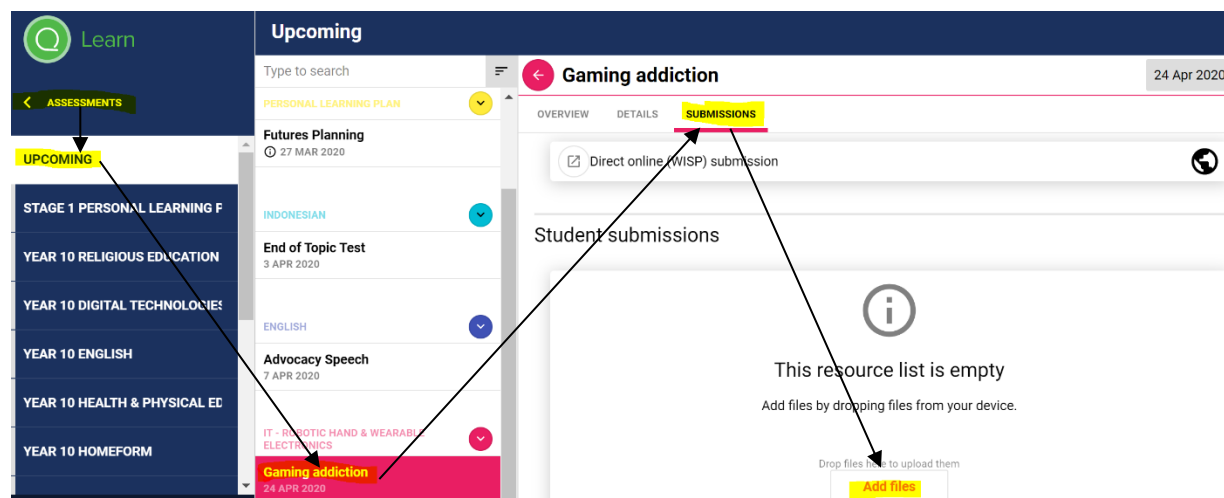
Submitting Assessment

Click on the submission tab for the assessment you are submitting. Please ensure that you are in the correct subject and assessment task before submitting. You can either drag and drop the task into the orange box or click on the orange box and follow the instructions on attaching the file.

1.5 Best-practice Recommendations for Images

For photographs, use **JPEG and for** images use PNG file formats.

1.6 View Notices in SEQTA Learn

Students and guardians can view notices in the notices page in *SEQTA Learn*.

a.   Navigate to the **Notices** page.
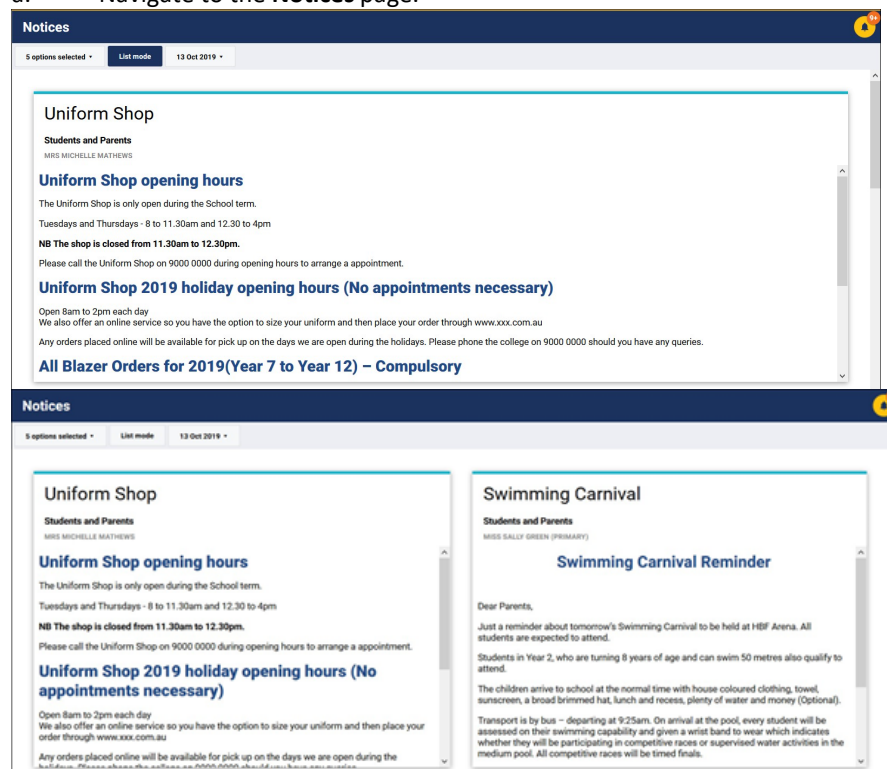
b.   Click **the Calendar** to select and view notices for a specific date.
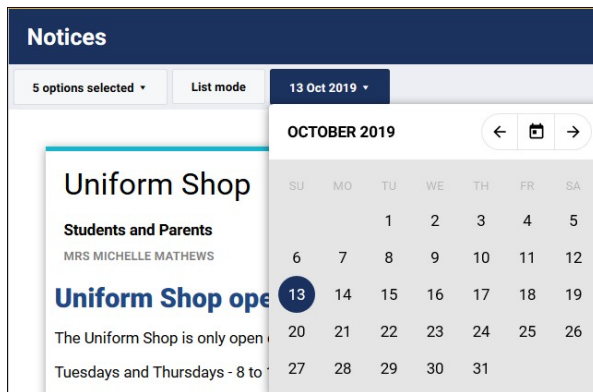
1.7 Participating in Forums: Posting and Commenting

Any participant can post comments to a forum. The process is the same for staff and students.

Post a comment

a.   Navigate to the **Forums** page.
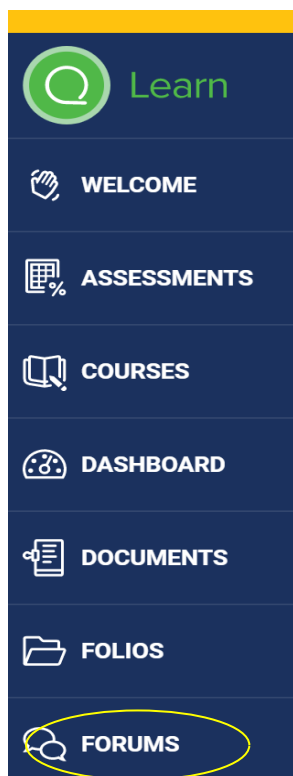
Select FORUM
b.   Identify the forum in the list and click the forum title to open.
c.   In the forum area, click in the text area to type a comment. Use the formatting options as required.

    a. Forum comments use a limited version of the insert content tool for macros and web content.

    b. Full HTML editing is available

    c. Files can be added as attachments.
d.   Click **Send** to post the comment to the forum. Other participants can now view the comment and reply.

View **Forums** page

Notifications and viewing forum posts

When new comments are posted to the forums a notification will be sent to forum participants. If you have notifications turned on in your browser (Firefox, Edge, Safari etc) these will show as a popup. Notifications also show at the top of the page of *SEQTA Teach* and *SEQTA Learn*. clicking on a notification in the list will open the related page.
If you are a participant in many forums, you may want to suppress notifications so that an email alert is not sent every time a comment is posted.

1. Navigate to the **Forums** page.

2. Identify the forum in the list and click the forum title to open.

3. Click on **Suppress notifications** in the toolbar at the top of the page so that it is dark grey. You will no longer receive notifications for this forum.

ℹ️	NOTE:	If forum notifications are turned off, you will not receive any prompting when new comments are posted.

Forum posts **viewing order**

Forum posts can be present in ascending or descending order (ie oldest posts first or newest posts first). The comment box for creating a new comment post will always be placed with the newest posts.

The default view of forums presents the most recent posts at the bottom of the page, followed by the new comment box. Changing the view to 'Most recent first' will reverse the order of the posts and place the new comment box at the top of the page.

1. Navigate to the **Forums** page.

2. Identify the forum in the list and click the forum title to open. The forum posts by default, will show the oldest posts at the top.

3. Click on **Most recent last** in the toolbar at the top of the page. The text will change to say **Most recent first** and will highlight in dark grey. The forum posts will now display newest at the top.

Reply to a comment

Single-thread replies can be made to any comment in the forum. This means you can reply to a comment post, but you can't reply to a reply. Reply comments are in plain text and cannot be formatted.

1. Navigate to the **Forums** page.

2. Identify the forum in the list and click the forum title to open.

3. Scroll to review the forum posts. Each comment will show a reply box.

4. Click in the reply box underneath a comment and type a reply.

5. Click **Send** to post your reply. Other forum participants will now be able to view your reply.

Please note:

Teachers can **ban the students** from using the forum if they are not used in accordance with teacher directions.

In some circumstance's students may need to be removed from the forum for posting inappropriate comments. In this case, staff may want to ban the student.

Banning a student allows many actions to occur:

- The student is removed from the forum

- The option is provided to automatically create a pastoral care note indicating the forum ban and the reason for which they were banned.

- An option is provided to delete all posts made by the student to the forum.

Folios

Folios are an area where students can create content using the full power of the SEQTA content editing tools and then share these with other SEQTA users including staff, students, and their guardians.
Folios can be used in many ways, including:

- Creating content for a project that isn't necessarily an assessment.

- Having a collaborative space for work and content where students and staff can comment and provide feedback.
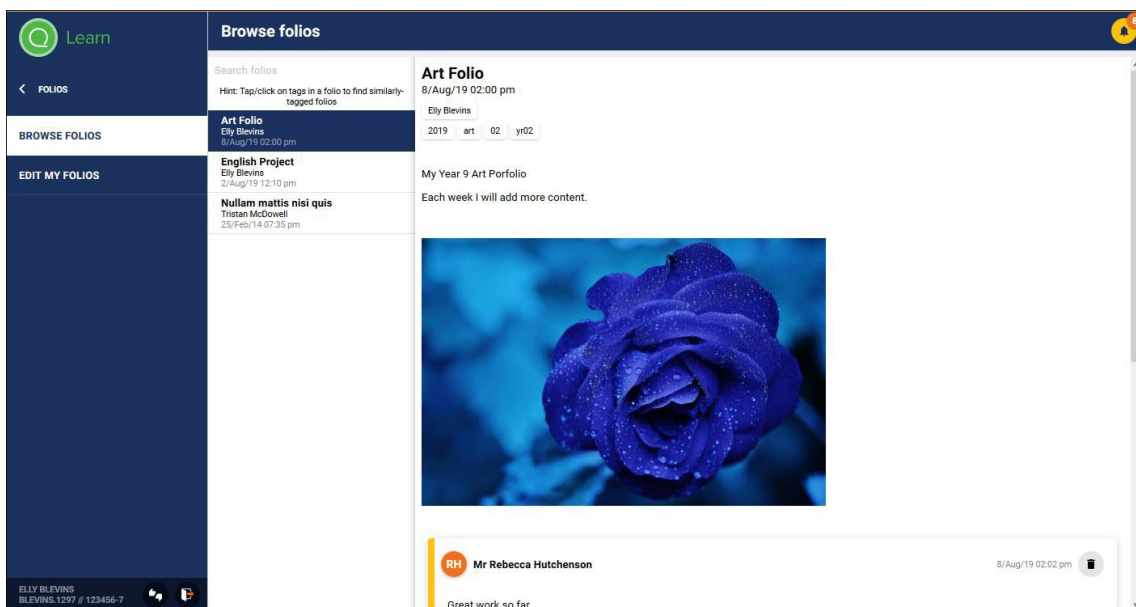
2.1 Create a folio (students using *SEQTA Learn*)

A new folio can be created blank,
The student selects the **Folios** page in *SEQTA Learn*.

1. Click **Edit my folios**.

2. Click **Create new folio** in the toolbar, enter the details as required.

3. **Title:** Enter a name, this will display in lists.

4. **Tags:** tags allow easy searching for folios. This is particularly important where a folio is published for staff or other students to see. Tags can be any term to help identify the folio. Teachers may specify a set of tags to be used for folios that require review, for example for a folio project for a Year 9 English task on advertisements ('2016S1' 'English' '09' 'Advertising'). This will allow the teacher to do a quick search to show all folios for this project in their class.

5. **Allow comments:** enables other users who can view the folio to post comments.

6. **Publish this folio:** makes the folio visible to the selected people.

7. **Visible to:** provides a selector to add staff, students, and the student's guardians to the list of people who can view (and comment on, if applicable) a folio when it is published.

8. **Content:** Type in content and use the formatting options available. The **Insert…** tool is available to add dynamic, rich content and embed web-content. Alternatively, swap to HTML editing by swapping from **Simple editor** to **HTML editor** at the bottom right of the page.

9. Use the **Preview** button at the bottom right of the page to view the folio with macro content presenting.

10. Click **Save**.

	NOTE:	It is possible to create a folio without publishing, and only publish when the folio is completed. Alternatively, a folio can be edited when published.

2.2 Edit an existing folio

1. The student navigates to the **Folios** page in *SEQTA Learn*.

2. Click **Edit my folios**.

3. Click the required folio.

4. Edit any information, content or settings as required.

5. Click **Save**.

2.3 Delete a folio

Folios can only be deleted by the student who created them. Deleting a folio will permanently delete the folio. In some circumstances, students may want to 'unpublish' the folio by unchecking the **Publish this folio** checkbox. This allows them to keep the folio for their own records.

1. The student navigates to the **Folios** page in *SEQTA Learn*.

2. Click **Edit my folios**.

3. Click the required folio.

4. Click **Delete this folio**.

5. A confirmation dialog will appear, click **Delete** to permanently delete the folio.

2.4 View folios (students, staff and guardians)

Teachers, guardians and students can view and comment on Folios that have been published and they have been selected to view. Students must check the **Publish this folio** checkbox to make it available for viewing. The student publishing the folio may also choose to allow comments to be made. They must check **Allow** Comments to enable this function. Any comments entered in a folio will trigger a notification to the owner of the folio.

Search for folios

Folios that have been made available for viewing will appear in the users list of folios on the **Folios** page in *SEQTA Learn*, *SEQTA Engage* and *SEQTA Teach* respectively. In some cases, a large quantity of folios will have been made visible to a user and they may need to search to find the required folio.

1. Navigate to the **Folios** page. (For students, click on Browse folios).
2. The list of folios visible will display.
3. Enter search terms in the search box to filter the folios, search terms include:
    a. Folio title
    b. Student name
    c. Tags
    d. Folio content
4. The available folios will filter based on the search terms. Search terms are cumulative, meaning if multiple terms are entered the available folios must match all terms in the search box to remain in the list. This is useful where a teacher wants to review folios for a whole class.
5. Providing tags have been set up correctly, multiple search terms can be entered to narrow the list to only the required folios.
6. Click a folio to view.
7. If the folio has tags they will display at the top below the folio title. Click on tags to search for other folios using the same tags.

Post comments on folios

If the student who created the folio has checked the **Allow comments** checkbox the viewers will see a comment box at the bottom of the folio together with any previously posted comments.
Comments are single-threaded, enabling folio viewers to reply to a comment.

1. Navigate to the **Folios** page (and for students, click on **Browse folios**).

2. Locate the folio to comment on.

3. Open the folio and scroll to the bottom of the page.

- Any previously posted comments will display.

- Click in the comment text box to type a comment. Files can also be attached.

- Replies can also be posted to previous comments by clicking in the reply box below a comment.

- Click Send to post the comment on the folio. The student who created the folio will receive a notification.

NOTE:
Only staff users can delete comments posted on folio