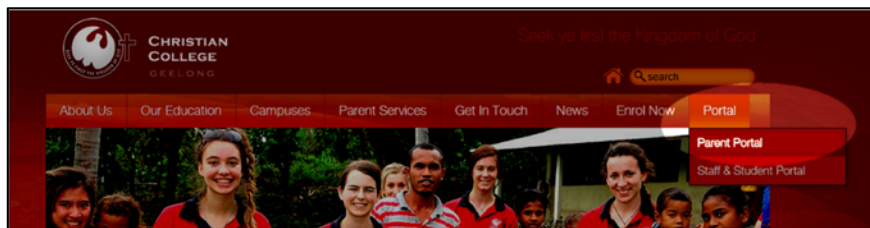# Parent Portal

Christian College's **Parent Portal** (sometimes referred to as *SEQTA Engage*) allows parents to log into the College's learning management system (SEQTA) and view their children's school related information.

Christian College's **Parent Portal** is designed to keep parents involved in their child's education. The **Parent Portal** allows parents to access information whenever the need arises, on any device they may be using.

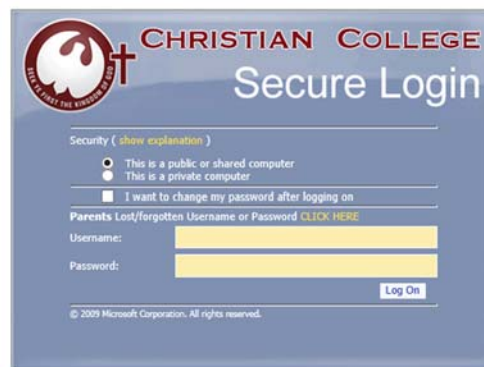## Logging into the Parent Portal

1.  Go to the Christian College website; www.christiancollege.vic.edu.au

2.  Click on the menu item in the top right corner title **Portal** and then select **Parent Portal**



3.  Click on the **Parent Portal Log In** image to load the parent portal
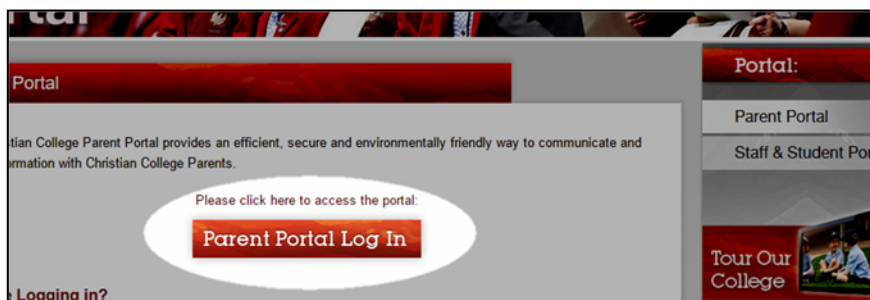


4.  You will be prompted to enter a username and password on the next page



*Refer to the email you received for your personal username and password. If you did not receive an email with this information, please contact our helpdesk via email helpdesk@ccg.vic.edu.au.*

*If you have forgotten your password, please see the link under the heading **Trouble Logging In?***

5. Once you have successfully logged into the portal you will be greeted with our welcome page.
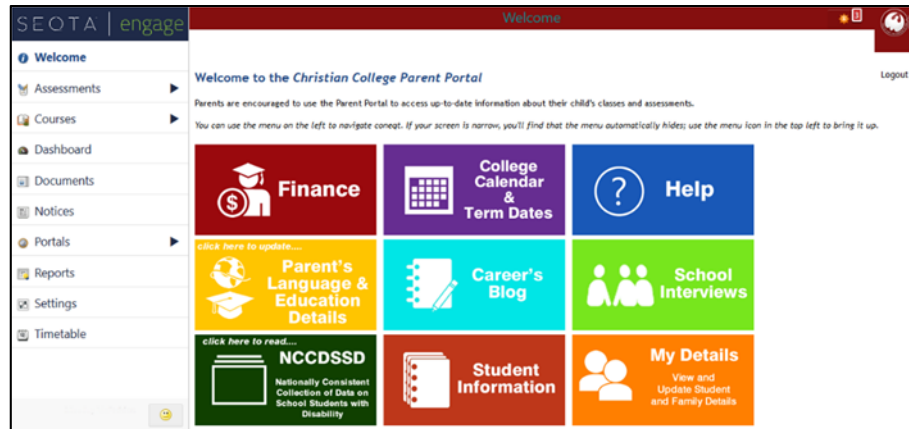
## Accessing Student Assessments (In-time Reporting)

Christian College has moved to an 'In-time' reporting model delivered via the SEQTA Learning Management System. This model has been used in a range of other schools to great effect. The idea is that feedback will be linked to learning experiences and tasks across the duration of the semester and delivered via the SEQTA Parent Portal immediately after it has been assessed, with parents being able to view the teacher feedback, marks and student reflections. Parents can track this data and feedback throughout the semester, supporting your child's progress, identifying areas for improvement and celebration, rather than having to wait for the semester report.

1. Once you have successfully logged into the parent portal, click the **Assessments** link located in the left menu bar
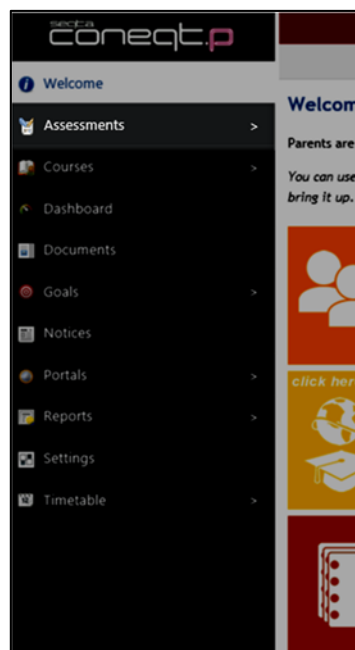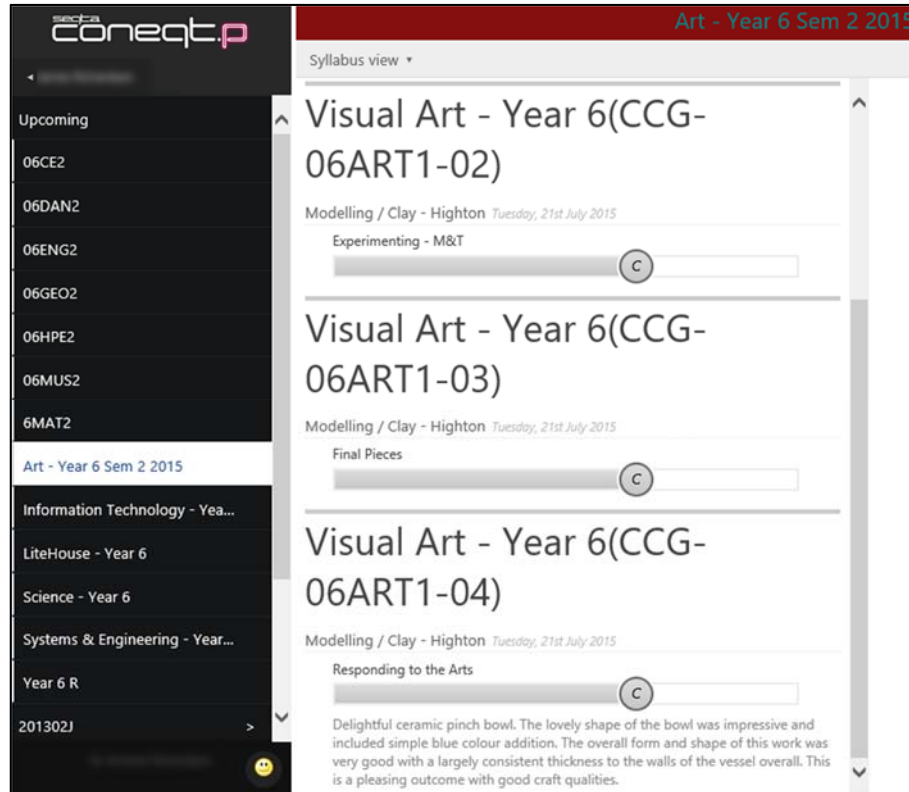


2. You will be able to see your child/children currently enrolled at Christian College from this page. Click their name to gain access to their Assessments.

3. You will then see a list of all the subjects that your child is currently studying.
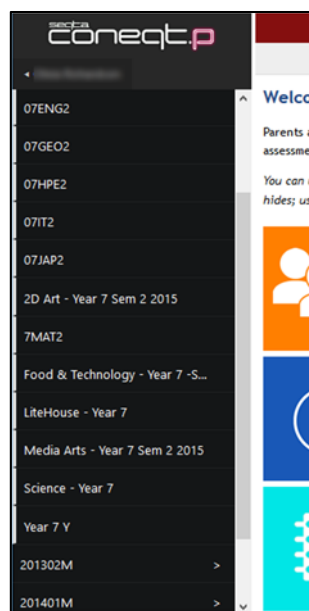
4.  By clicking on the subjects listed down the left side, you will see any current assessments that your child has completed and the mark they received.  There may also be a comment (feedback) recorded by the teacher in relation to this assessment task and a personal reflection on the learning activity may also be visible from the student.

## Notifications (In-time Reporting)

We are encouraging families to visit the Portal <u>once per week</u> to note any updated assessments, pastoral notes or new information.

1. You will receive a 'notification' up in the top right corner of the parent portal page when information for your child has been updated.
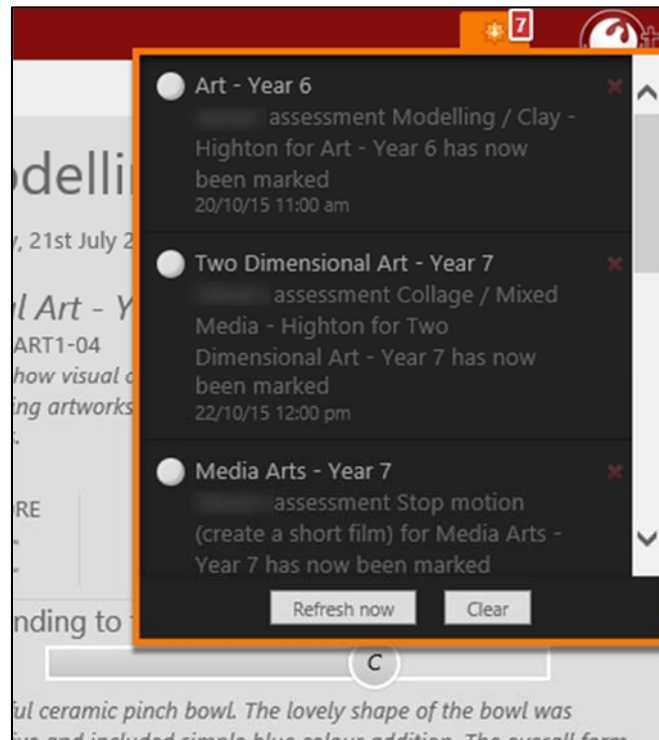


2. If after 7 days you have not clicked on the notification, you will receive an email alerting you of any unread notifications.
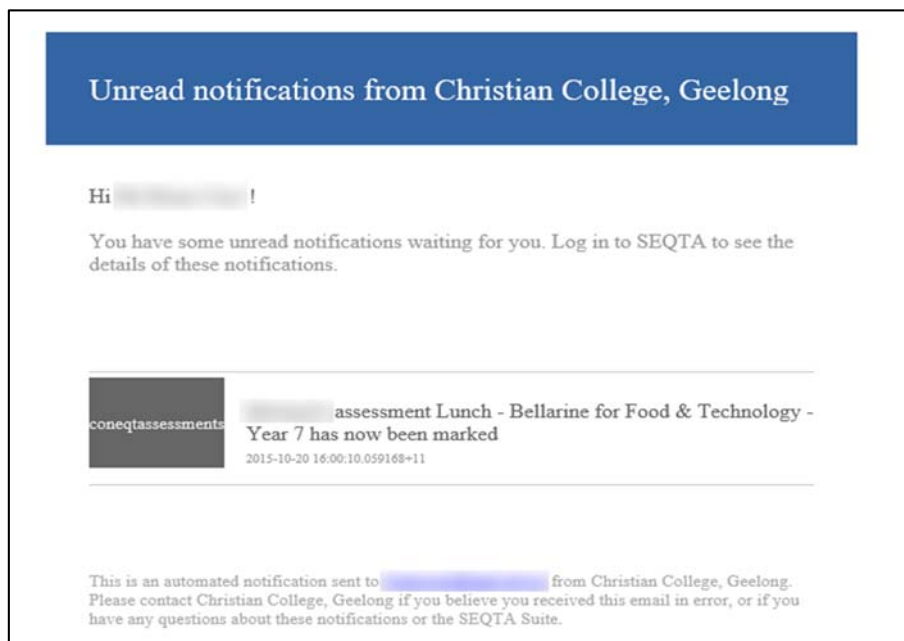


*When you receive an email like this, please log in to the parent portal and read the notifications.*