

# Learning from home – isolation/quarantine

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*Please note that this document is a work in progress as we move into online learning during the COVID-19 period. This document will be updated as the learning landscape evolves.*

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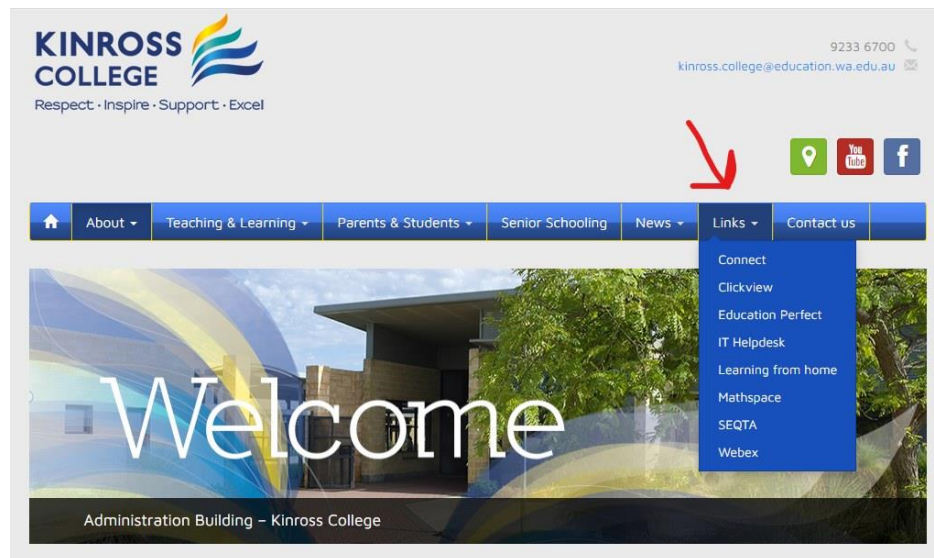
The Kinross College student (SEQTA Learn) and parent (SEQTA Engage) portal is where all teachers at KC are sharing lessons and communicating with students and parents. Teachers are placing lessons on SEQTA which include the explicit teaching structure, resources and various links that direct students to other online learning resources such as the new Pivot-Wellbeing platform. In this document, we have included information and guidelines to provide support to both students and parents on the topics listed below. If you cannot find what you are looking for in this document please refer to the [IT Helpdesk](#) where you can submit a ticket for support.

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5. Lost password - with password recovery
6. Lost password - without password recovery
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## 1. Links tab on College website

Includes handy links to online learning resources and more: <https://kinrosscollege.wa.edu.au/>



## 2. Student email format

- Generic student school email format is: **firstname.lastname@student.education.wa.edu.au**
- Some students do have a numerical value after last name, depending on whether there are other current students in WA (Western Australia) with that same name.
- Use the email address format above to login to **OneDrive** and **OneNote** or any **Office 365 apps**.

## 3. Student username format

**USE THE FOLLOWING USERNAME FORMAT WHEN;**

- at the College and logging onto a school computer or device - the format for the username is just: **firstname.lastname**

- logging into Connect, the format for the username is just: **firstname.lastname**
- Use the full email address format as above (in point No.2) to login to **OneDrive** and **OneNote** or any **Office 365 apps**.

**LOGIN ISSUES:** Please see the advice below, if you still have an issue after following those instructions please submit a ticket via the [IT Helpdesk](#).

## 4. Password recovery set up

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*Set up your Connect or Portal password recovery so that you can reset your password yourself.  
(Applicable to Staff, Students or Parents).*

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If you have a valid password, follow this link below to set up the password recovery for CONNECT or the Portal account.

<https://apps.det.wa.edu.au/dam/portal/changeHintAuth.do>

### STEP 1. Type your *username* and current valid *password* then click NEXT

The screenshot shows a web browser window with the URL <https://apps.det.wa.edu.au/dam/portal/changeHintAuth.do>. The page header includes the Department of Education logo and the title "Change User Validation Question". The main content area contains the following text:

This function is used to set up a user validation question and answer.

This user validation process is to verify your identity, which will then permit you to reset your password in the future.

Click [here](#) for more information on how the Single Sign-On username and password is used.

Click [here](#) for more information on the Forgot My Password function.

Below the text, there are two input fields:


- User ID:** A text box containing "Firstname.Lastname".
- Current Password:** A password box with masked characters (dots).

At the bottom of the form, there are three buttons: "Next", "Clear", and "Close".

### STEP 2. Select a suitable **new user validation question** and **answer** then click on the button "Change User Validation Question"

← → ↻ 🏠 <https://apps.det.wa.edu.au/dam/portal/changeHintAuth.do>

🍏 Apple School Mana... 📄 Volume Purchase Pr... 🍏 Apple School Mana... 🖨️ DiskStation 🖨️ RackStation 📄 Volume



Department of  
Education

## Change User Validation Question

To set up a **User Validation Question**, you must first select a question from the **New User Validation Question** selection box.

**User ID** [REDACTED]2

**New User Validation Question**

The next step is to type in the answer to that question in the **New User Validation Answer** field.

The answer to the question should be one that you can **remember exactly**. Eg if the answer is a date, then you should remember the formatting as well as the date.

**New User Validation Answer**

If you ever need to reset your password, the system will ask you the question you have just selected. If you enter the correct answer (the one you have just entered) the system will allow you to set a new password.

[Change User Validation Question](#) [Clear](#) [Close](#)

← → ↻ 🏠 [apps.det.wa.edu.au/dam/portal/changeHintSuccess.do](https://apps.det.wa.edu.au/dam/portal/changeHintSuccess.do)

🌐 Apps 🍏 Apple School Mana... 🔄 Volume Purchase Pr... 🖨️ DiskStation 🖨️ RackStation

## Change User Validation Question

The user validation question and answer that you have provided, will be used in the future to verify your identity should you wish to reset your password.

**Your User Validation Question has been successfully changed.**

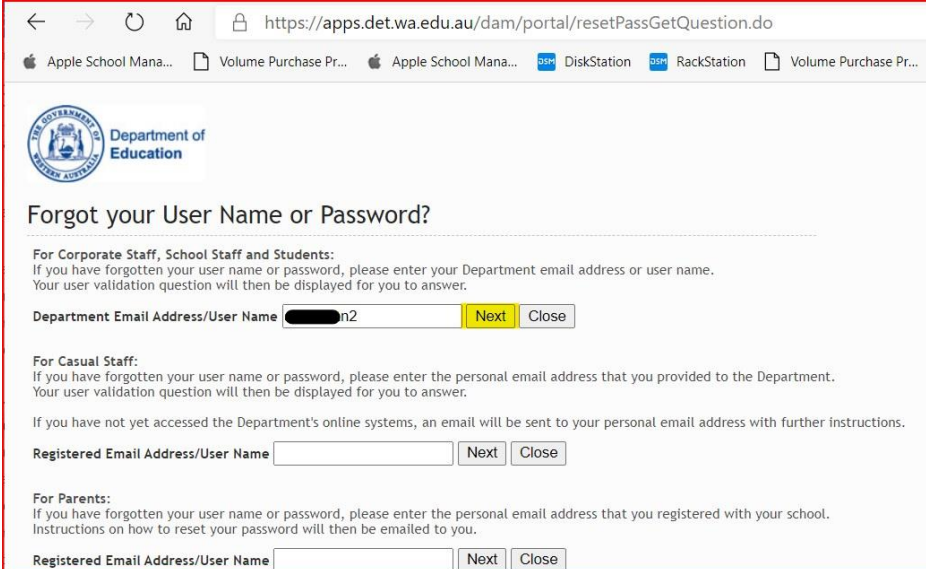
## 5. A **lost parent or student password** but have previously set up a password recovery

If you have forgotten your password but have previously set up the password recovery then please follow this link below to reset your password yourself. Remember your reset password email will be sent to the email address that you set when setting up the password recovery.

**This information applies to students, parents and staff.**

Click on this link <https://apps.det.wa.edu.au/dam/portal/resetPassPage.do> and follow step by step to reset your password.


### **STEP 1. Type your username or parent email into the text box then click NEXT**



The screenshot shows a web browser window with the URL <https://apps.det.wa.edu.au/dam/portal/resetPassGetQuestion.do>. The page header includes the Department of Education logo and the text "Department of Education". The main heading is "Forgot your User Name or Password?". Below this, there are three sections for different user types: Corporate Staff, School Staff, and Students; Casual Staff; and Parents. Each section provides instructions and a text input field for the user's email address or username, followed by "Next" and "Close" buttons. The first section is currently active, with the text "Department Email Address/User Name" and a partially filled input field ending in "n2".

← → ↻ 🏠 🔒 <https://apps.det.wa.edu.au/dam/portal/resetPassGetQuestion.do>

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### Forgot your User Name or Password?

**For Corporate Staff, School Staff and Students:**  
If you have forgotten your user name or password, please enter your Department email address or user name. Your user validation question will then be displayed for you to answer.

Department Email Address/User Name

**For Casual Staff:**  
If you have forgotten your user name or password, please enter the personal email address that you provided to the Department. Your user validation question will then be displayed for you to answer.

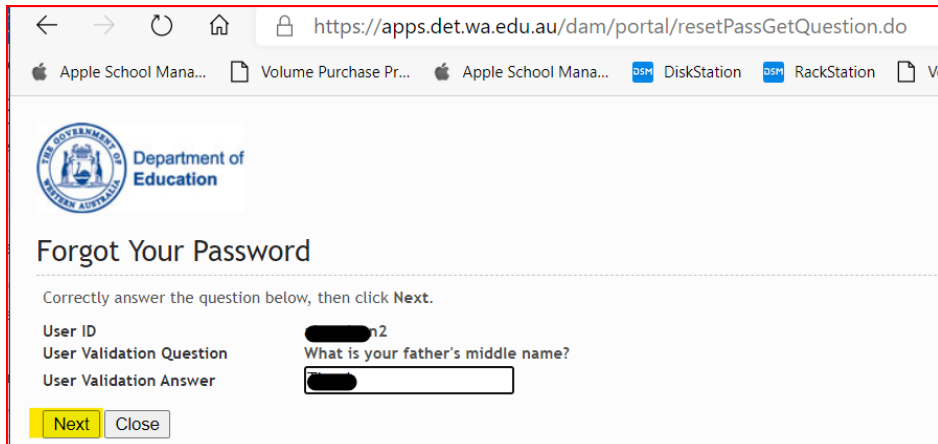
If you have not yet accessed the Department's online systems, an email will be sent to your personal email address with further instructions.

Registered Email Address/User Name

**For Parents:**  
If you have forgotten your user name or password, please enter the personal email address that you registered with your school. Instructions on how to reset your password will then be emailed to you.


Registered Email Address/User Name

## STEP 2. Enter your validation answer then click NEXT



← → ↻ 🏠 🔒 https://apps.det.wa.edu.au/dam/portal/resetPassGetQuestion.do

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 Department of Education

### Forgot Your Password

Correctly answer the question below, then click **Next**.

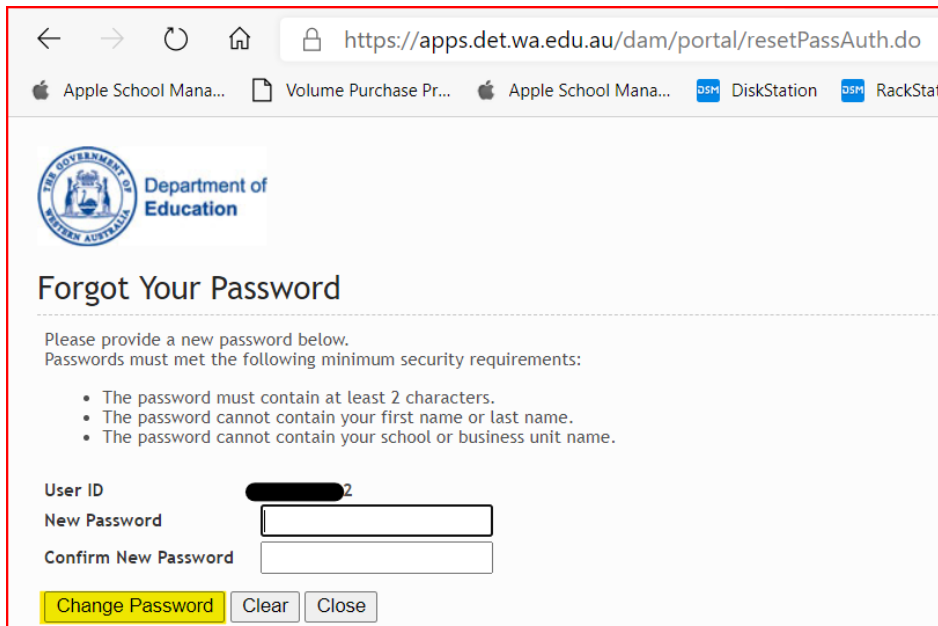
User ID [redacted]n2

User Validation Question What is your father's middle name?

User Validation Answer


**Next** Close

## STEP 3: Enter your new password and confirm new password then click Change Password:



← → ↻ 🏠 🔒 https://apps.det.wa.edu.au/dam/portal/resetPassAuth.do

🍏 Apple School Mana... 📄 Volume Purchase Pr... 🍏 Apple School Mana... 📁 DiskStation 📁 RackStat

 Department of Education

### Forgot Your Password

Please provide a new password below.  
Passwords must met the following minimum security requirements:

- The password must contain at least 2 characters.
- The password cannot contain your first name or last name.
- The password cannot contain your school or business unit name.

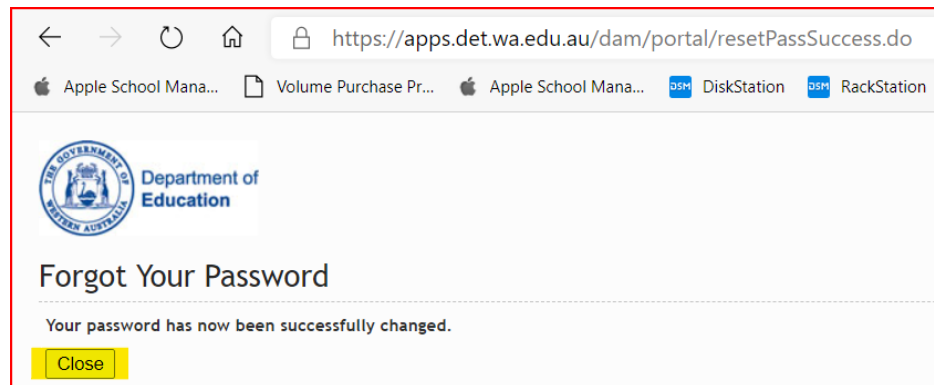
User ID [redacted]2

New Password

Confirm New Password

**Change Password** Clear Close

**STEP 4: Click on the Close button then you are good to go.**



## 6. A **lost parent or student password** and **not** previously set up a password recovery

- Students can contact one of their teachers to ask them to reset their password.
- A teacher can reset a CONNECT/Portal password and advise the student of the new password in person - **OR** - if the student is not attending school
- Parents can make contact with the College via this email: [kinross.college@education.wa.edu.au](mailto:kinross.college@education.wa.edu.au) for a password reset and an email with these details will be sent to the email address you have registered at the College.

**This information applies to students, parents and staff.**

## 7. SEQTA access

Kinross College uses the student (SEQTA Learn) and parent (SEQTA engage) portal to share information and communications between teachers, students, parents, and caregivers. It is also where teachers will be placing lesson resources. If students are not attending due to COVID-19 quarantine/isolation – online learning is available via SEQTA. The teacher will be available during their allotted lesson time as noted on student timetable. In some instances this may not be able to occur.

Image example below:

9:00	9 Health Education 08:40–09:40 Mr Steele Morrell F3	Mathematics 9 08:40–09:40 Mr Abel Carr S7	Science 9 09:00–10:00 Mr Steven Song SCI 5	9ENG 08:40–09:40 Mrs Sue Eber F6	HASS 9 08:40–09:40 Ms Mary Soliman B5
10:00	9IntF1 09:40–10:40 Mrs Michelle Penstone FT2	HASS 9 09:40–10:40 Ms Mary Soliman B5	9 Drama 1 10:00–11:00 Mr Jaxon Barclay DRA	Mathematics 9 09:40–10:40 Mr Abel Carr S7	Science 9 09:40–10:40 Mr Steven Song SCI 5
11:00	S9B 10:40–11:00	S9B 10:40–11:00		S9B 10:40–11:00	S9B 10:40–11:00
12:00	Science 9 11:30–12:30 Mr Steven Song SCI 5	9ENG 11:30–12:30 Mrs Sue Eber F6	HASS 9 11:30–12:30 Ms Mary Soliman B5	9 Model Making 1 11:30–12:30 Mr David Adams W/SH 2	9PE 11:30–12:30 Mr Tim Swallow OV1
13:00	HASS 9 12:30–13:30 Ms Mary Soliman B5	Science 9 12:30–13:30 Mr Steven Song SCI 5	9ENG 12:30–13:30 Mrs Sue Eber F6	9IntF1 12:30–13:30 Mrs Michelle Penstone FT2	9ENG 12:30–13:30 Mrs Sue Eber F6
14:00	Mathematics 9 14:00–15:00 Mr Abel Carr S7	9 Drama 1 14:00–15:00 Mr Jaxon Barclay DRA	Mathematics 9 14:00–15:00 Mr Abel Carr S7	9PE 14:00–15:00 Mr Tim Swallow OV1	9 Model Making 1 14:00–15:00 Mr David Adams W/SH 2
15:00					

This may be through Microsoft Teams during session times. To access the lessons and link to these online classes please see below.

- To access SEQTA Learn (Student) follow: <https://student.kinrosscollege.wa.edu.au/>
- To access SEQTA Engage (Parent) follow: <https://parent.kinrosscollege.wa.edu.au/>

To log in: You will need to use your 'P' number and password.

All parents/caregivers were emailed an automated registration email from the SEQTA system. (Email notifications will go to the email address that you have registered with the College.) Follow the instructions in that email to login. If you no longer know your login details or did not receive the initial email, please contact the College on 9233 6700 or via email to [kinross.college@education.wa.edu.au](mailto:kinross.college@education.wa.edu.au)

When you have your login set up - we advise that you also set up the **password recovery (point no.4 above)** so that you can reset this yourself if needed.



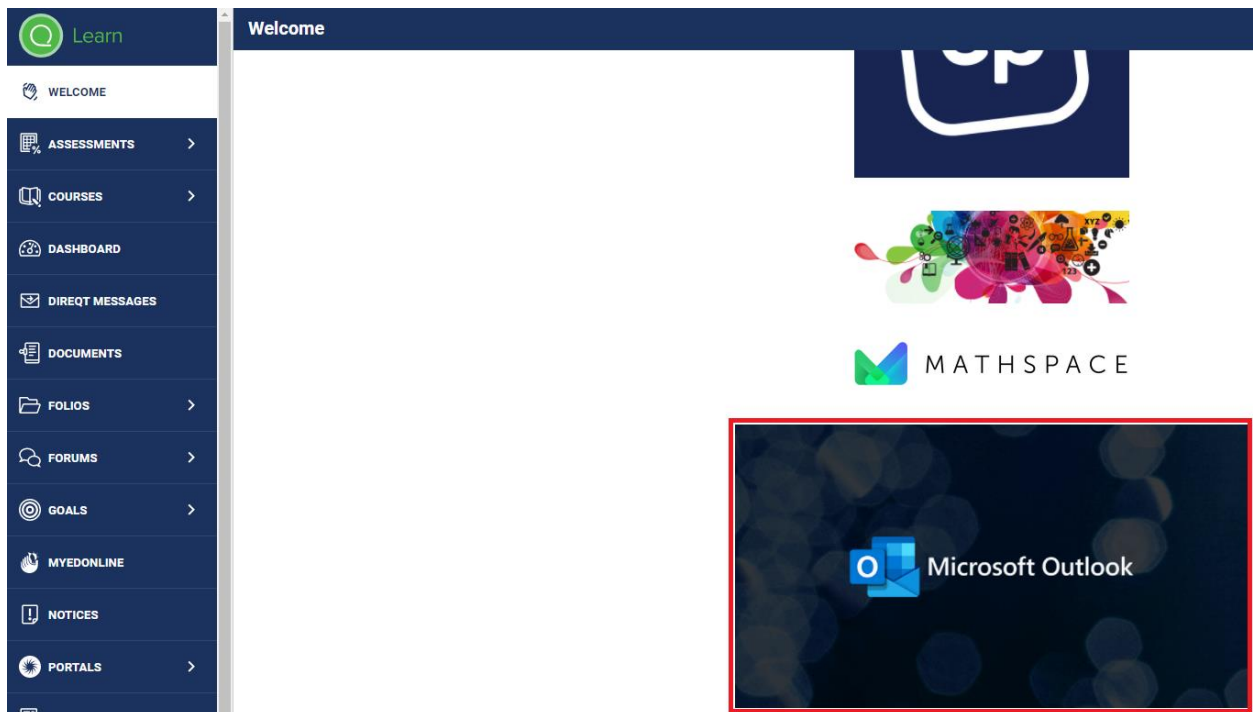
## 8. How to use SEQTA - good habits (student and parent)

After logging into relevant **link from above**:

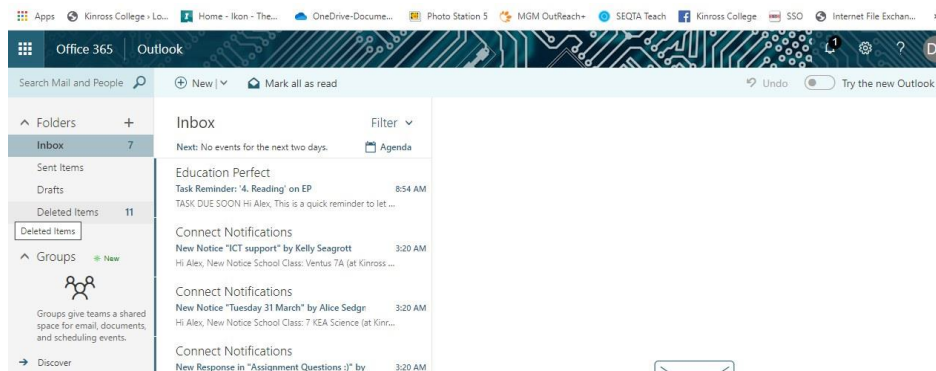
1. Check **COURSES** first.
2. Then go to **the subject** for the day/week's work.
3. Click back on COURSES → Assessments → Upcoming. This will give you an indication of when assessments are due ([See point 21 on how to do this](#))
4. Some teachers ask for work to be handed in via **SUBMISSIONS** - so check there is no outstanding work there.
5. Monitor your progress in **ASSESSMENTS**.

## 9. Student email and how to access it

Go to SEQTA, scroll down the WELCOME page.

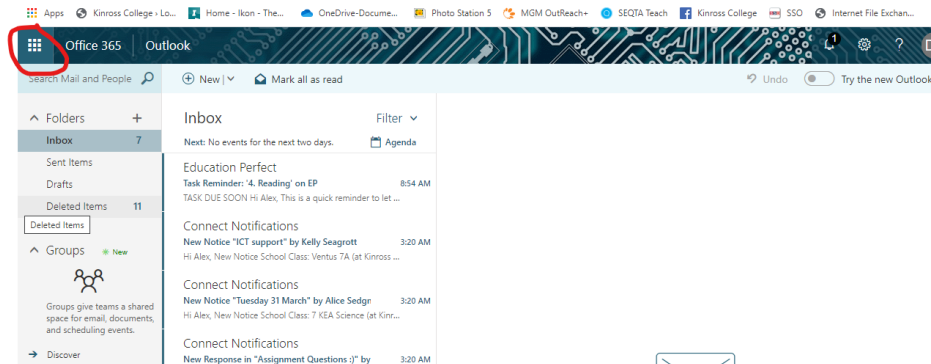


This image below is what the student email will look like.

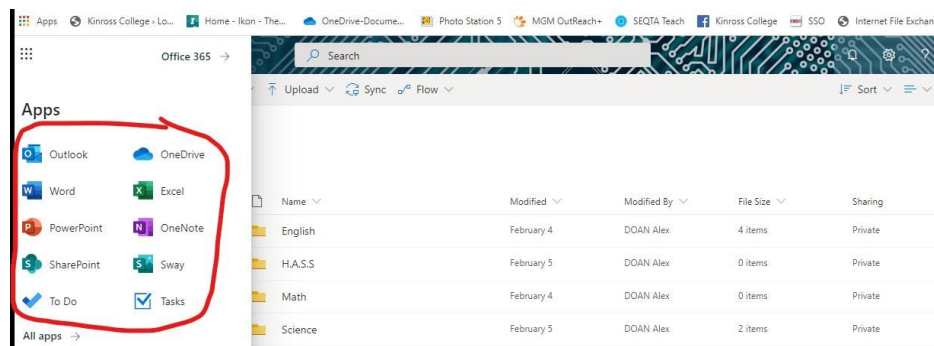


## 10. Office 365 apps - where to access them

All students have access to the Office 365 online apps - **Word, Excel, Powerpoint, Teams** and **OneDrive**, etc. **To access:** Students can access all the Microsoft Office apps (online) from their email. Click the 9 dots (square icon) on the left (circled in red on the image below) to see the apps.



All apps will display as below.



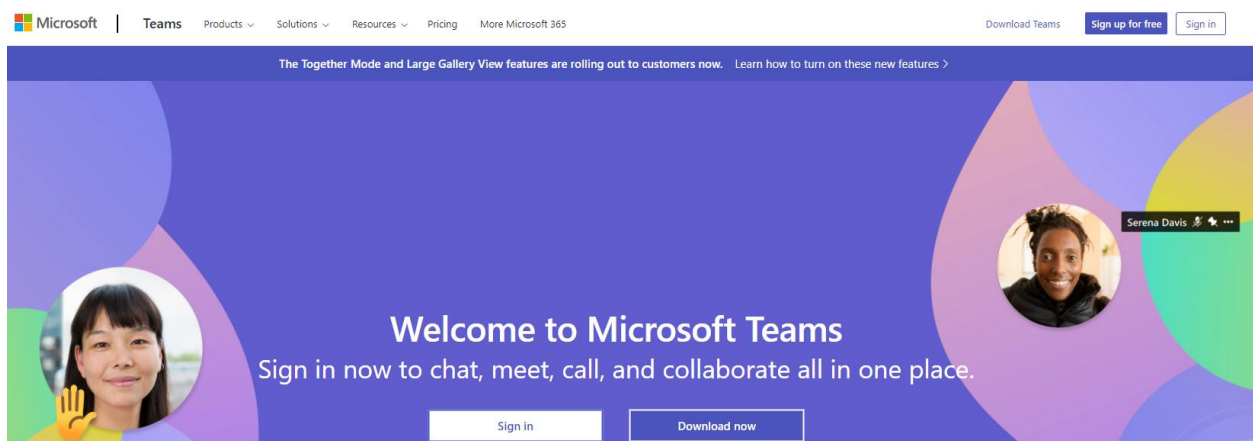
## 11. Microsoft Teams

Preferred method of communication

Microsoft teams have recently been established for all government students in Western Australia in 2021. To access this, students simply need to login to Microsoft teams via the link below:

<https://www.microsoft.com/en-au/microsoft-teams/log-in>

They will then receive further communication from their teachers via platform. For further information regarding online learning due to COVID-19 please see our “Embracing digital Learning document” located in SEQTA Learn and Engage documents.



## 12. Other online learning platforms

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*The following learning platforms are being utilised by various Departments at the College and do not necessarily use the username format as above. Please refer to your child's teacher in those Departments for any password and login issues for the following:*

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- *Education Perfect*
  - *Mathspace (KEA/ADV Students only)*
-

### 13. Education Perfect logins

**Education Perfect LOGIN ISSUES:** If you have any issues with your Education Perfect login please email your child's teacher. This information can be obtained using the link below which will lead you to the Kinross College website.

<https://kinrosscollege.wa.edu.au/wp-content/uploads/2022/02/KC-Staff-emails-T1-2022.pdf>

Education Perfect is used across all MESH subjects except for students in Mathematics KEA/Advanced.

### 14. Mathspace logins

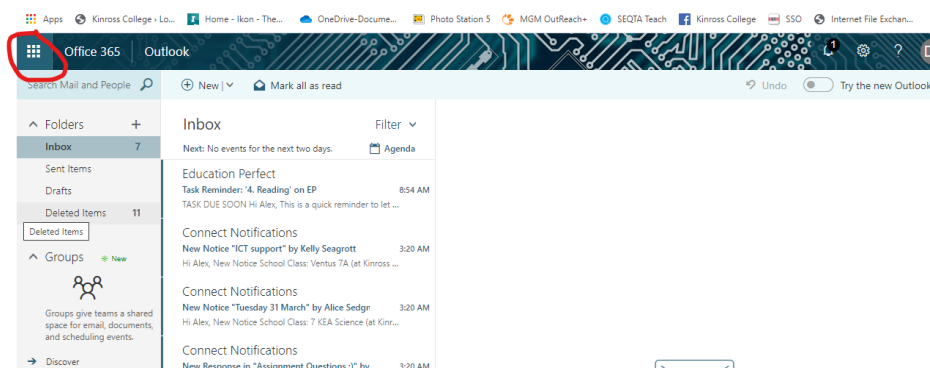
If you have any queries about logins for Mathspace, please contact Mr. Craig Almeida, at [Craig.Almeida@education.wa.edu.au](mailto:Craig.Almeida@education.wa.edu.au) or Mrs. Monique Fathers, Head of Mathematics. Please note that Mathspace is exclusively used for students in the KEA/Advanced pathways only.

### 15. CARS and STARS login

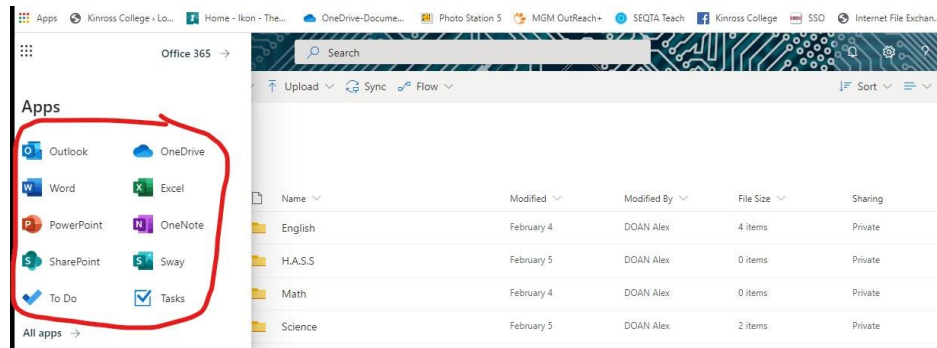
If you have any queries about logins for CARS and STARS, please contact Mr. Alasdair Wolfe, at [alsadair.wolfe@education.wa.edu.au](mailto:alsadair.wolfe@education.wa.edu.au), Head of English.

### 16. Office 365 available for students at home

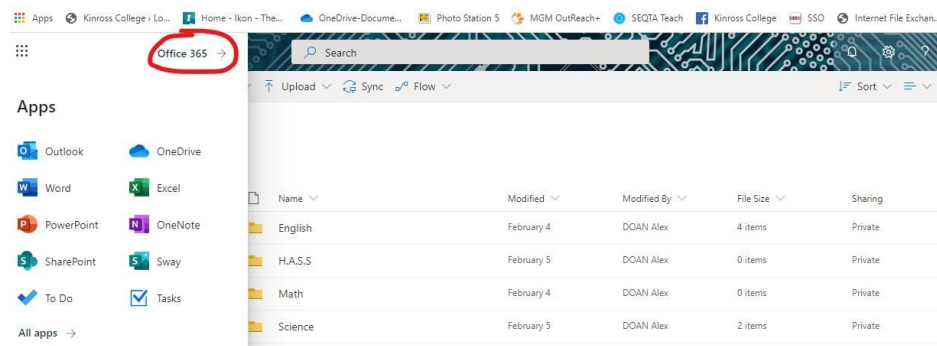
Students can access Office 365 either online through the apps **or can download the software to a computer or device at home** (to a maximum of 5 devices). Follow the steps below to see how. Students can access all the Microsoft Office apps (online) from their email. Click the 9 dots (square icon) on the left (circled in red on the image below)



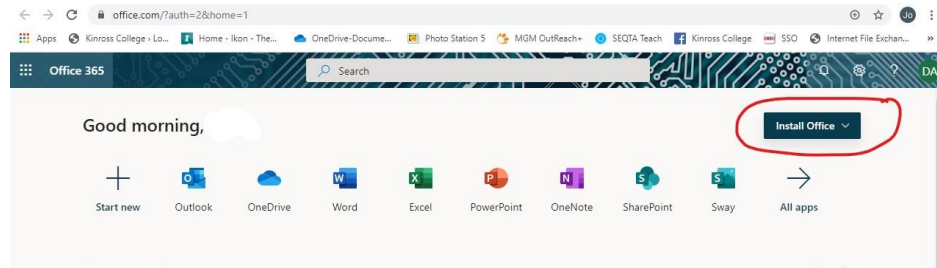
**Click the 9 dots icon to expand and reveal all apps**



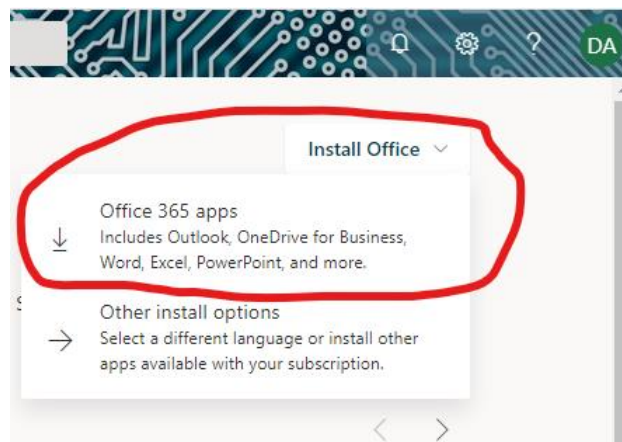
**To download the software to a computer or device at home - FREE of charge:** Click on the 'Office 365' arrow as shown, circled in red, in the image below.



Click on the Install Office button (as circled in red on the image below)



Choose the Office 365 Apps option (as indicated below) and follow the prompts from then on.



## 17. Office 365 FREE Training Centre

Check out the Microsoft Office 365 Training Centre for great tutorials on all the apps:

<https://support.office.com/en-us/office-training-center>

## 18. IT Support

Frequently asked questions and tickets for support:

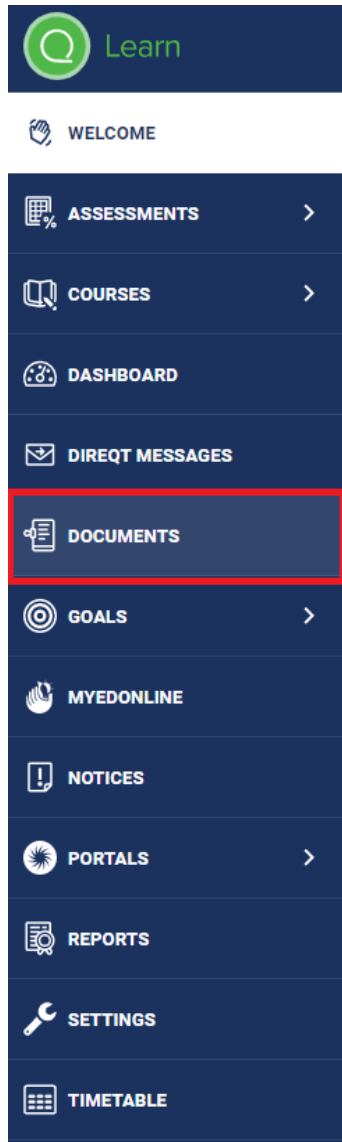
<https://support.kinrosscollege.wa.edu.au/portal/en/kb/kinross-college/general>

## 19. Student wellbeing resources:

You will receive a phone call from your child's TAG teacher directing you to the resources available in SEQTA

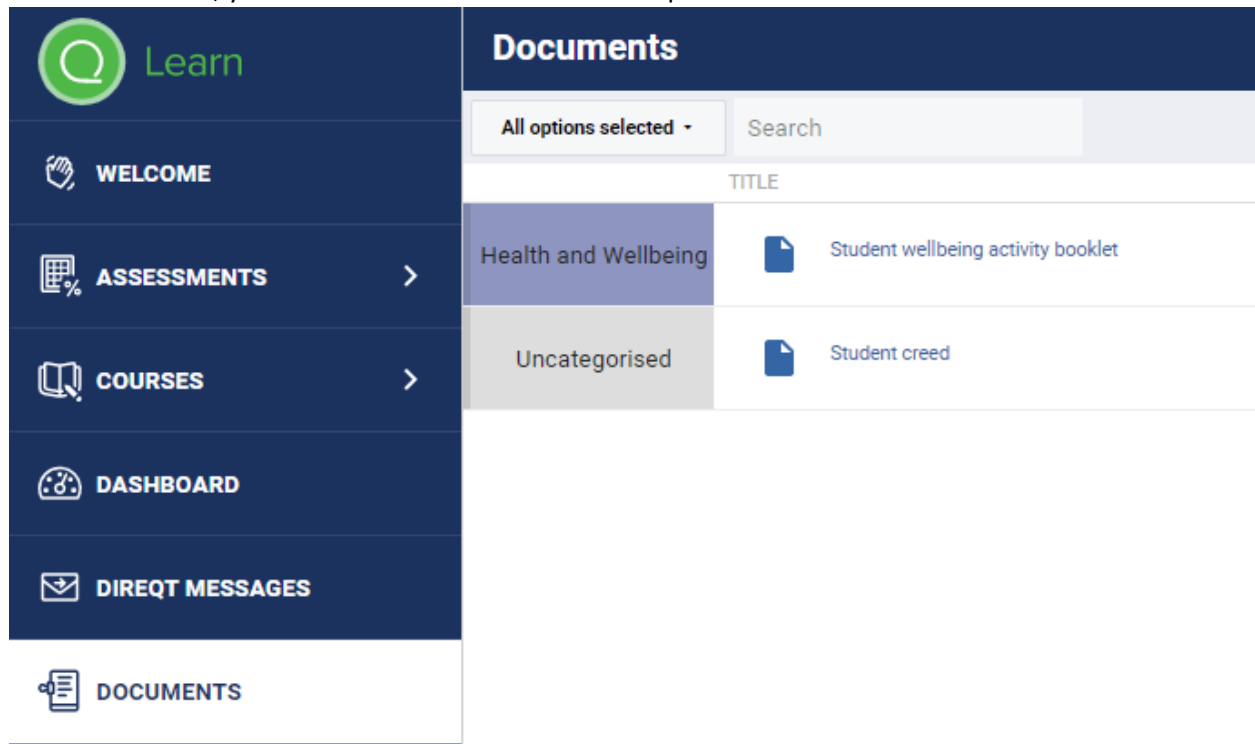
For students to access this, once they have logged in:

1. On the left hand side select "DOCUMENTS"





2. Once accessed, you will see a list similar to the example below:



The screenshot shows the 'Learn' platform interface. On the left is a dark blue sidebar menu with the 'Learn' logo at the top. Below the logo are menu items: 'WELCOME', 'ASSESSMENTS', 'COURSES', 'DASHBOARD', 'DIREQT MESSAGES', and 'DOCUMENTS'. The 'DOCUMENTS' item is highlighted. The main content area is titled 'Documents' and features a search bar with the text 'All options selected' and a search button. Below the search bar is a table with two columns: 'TITLE' and 'DOCUMENT'. The table lists two documents: 'Health and Wellbeing' (with a document icon) and 'Uncategorised' (with a document icon). The 'Health and Wellbeing' document is highlighted.

Documents	
All options selected ▾ Search	
TITLE	
Health and Wellbeing	Student wellbeing activity booklet
Uncategorised	Student creed

3. Select relevant document from the list. Please note that this list will continue to grow and change in order to suit the needs of students at Kinross College and the parents/guardians supporting them.

# Wellbeing Activities for Students



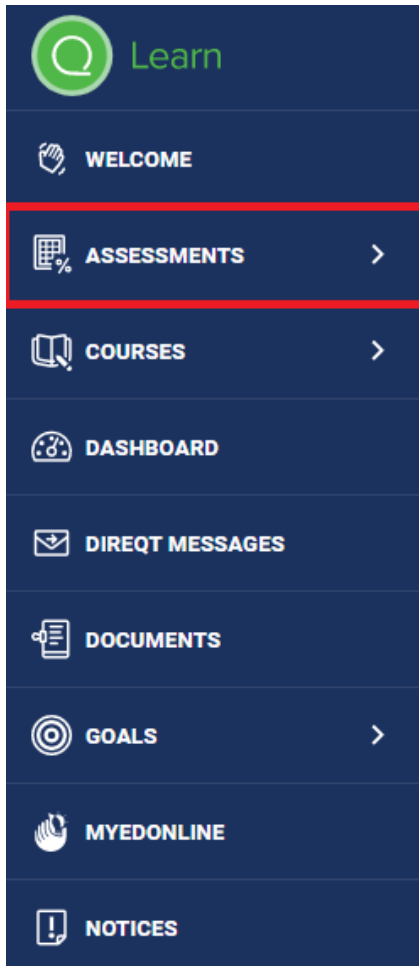
## 20. Pivot: Student wellbeing and feedback platform

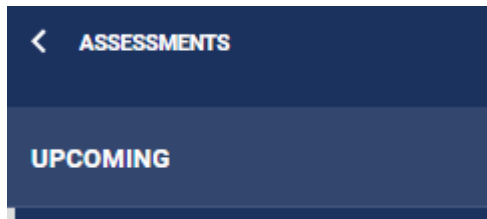
More information to come. Please see the SEQTA parent/student welcome page for more information. An email notifying you will be sent when this has been updated.

## 21. Submitting assessments via SEQTA:

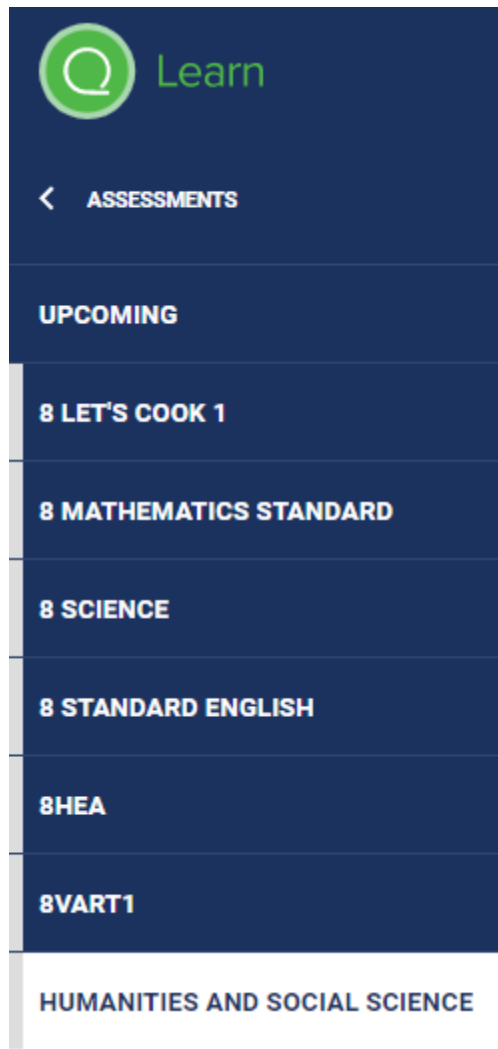
To submit assessments via SEQTA please follow the steps below. Please note, that not all subjects will require an assessment to be submitted. If you feel the option is missing please contact your classroom teacher.

1. Select the “ASSESSMENTS” option on the left hand side menu once you’ve logged in:

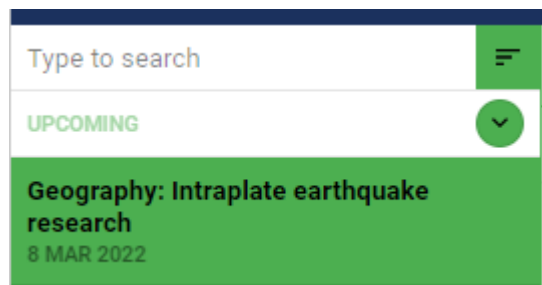




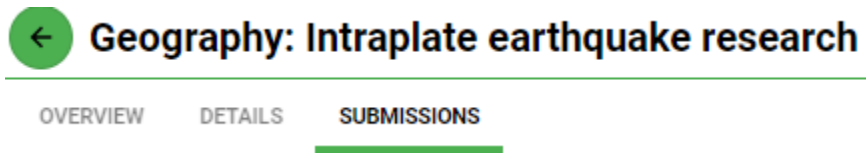
3. Select the given subject:



4. Select the assessment

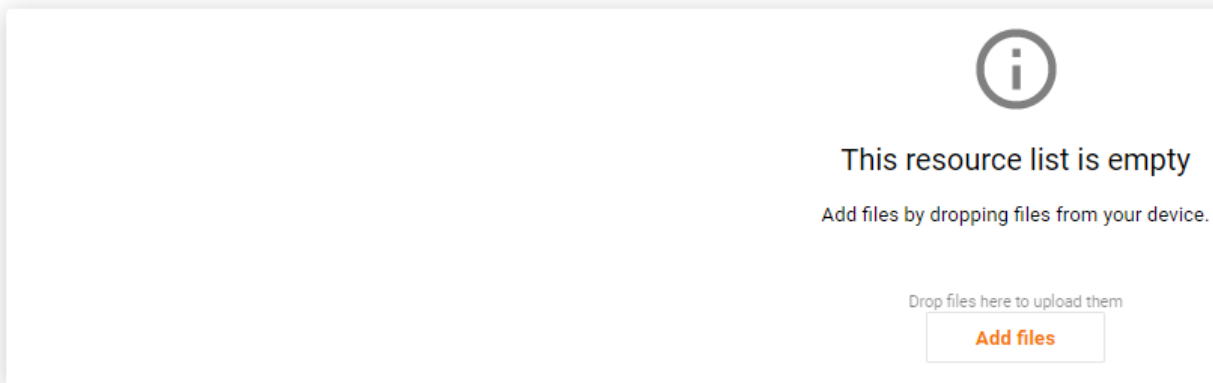


5. Select "SUBMISSIONS"

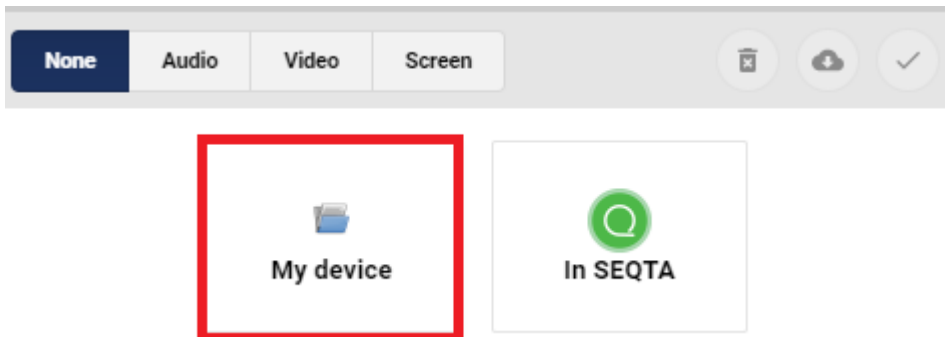


6. Under "Student submissions" select "Add files"

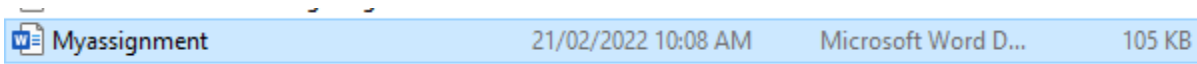
#### Student submissions



7. Select "My device"

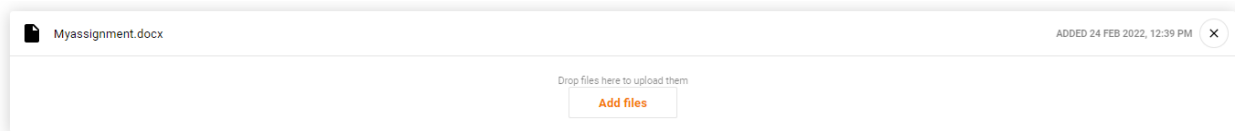


8. Select from the file from your PC: example below:



9. Select "OPEN"

10. Check that the screen displays the correct title of the file submitted

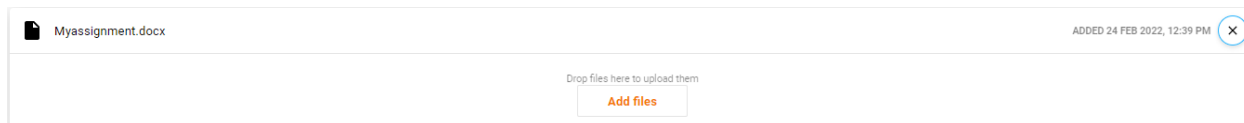


Done! 😊

Made a mistake?

Easy fix:

1. Select the “X” Icon on the top right hand corner



Follow the steps again to upload the correct file.

## 22. Need further support/help?

Useful contacts:

Do you need help?

- Call 000 if you feel someone is at risk.
- Mental Health Emergency Response 1300 555 788 (Metro) or 1800 676 822 (Peel) or 1800 552 002 (Rurallink)
- Lifeline 13 11 14
- Kids Helpline 1800 551 800
- beyondblue 1300 224 636
- Alcohol and Drug Support Line  
08 9442 5000 or 1800 198 024 (Country)
- Parent and Family Drug Support Line  
08 9442 5050 or 1800 653 203 (Country)
- <https://www.thinkmentalhealthwa.com.au/>

The screenshot shows the homepage of the 'think MENTAL HEALTH' website. At the top, there is a navigation bar with links: HOME, ABOUT MENTAL HEALTH & WELLBEING, SUPPORTING MY MENTAL HEALTH, SUPPORTING OTHERS' MENTAL HEALTH, MENTAL HEALTH SUPPORT SERVICES, THINK MENTAL HEALTH, and MENTAL HEALTH AND COVID-19. The 'MENTAL HEALTH AND COVID-19' link is highlighted in yellow. Below the navigation bar is a large banner image featuring a man and a young girl looking at each other. Overlaid on the image is the text 'how are you feeling?' in a large, white, cursive font. In the bottom right corner of the banner, there are several colorful, stylized starburst icons. Below the banner, there is a green button labeled 'MENTAL HEALTH CHECK-UP TOOL' and a text box that says 'Use our mental health check-up tool to see how we can help you or someone you care about.'

School SEQTA Contact:

Mr. Craig Almeida – [Craig.Almeida@education.wa.edu.au](mailto:Craig.Almeida@education.wa.edu.au)