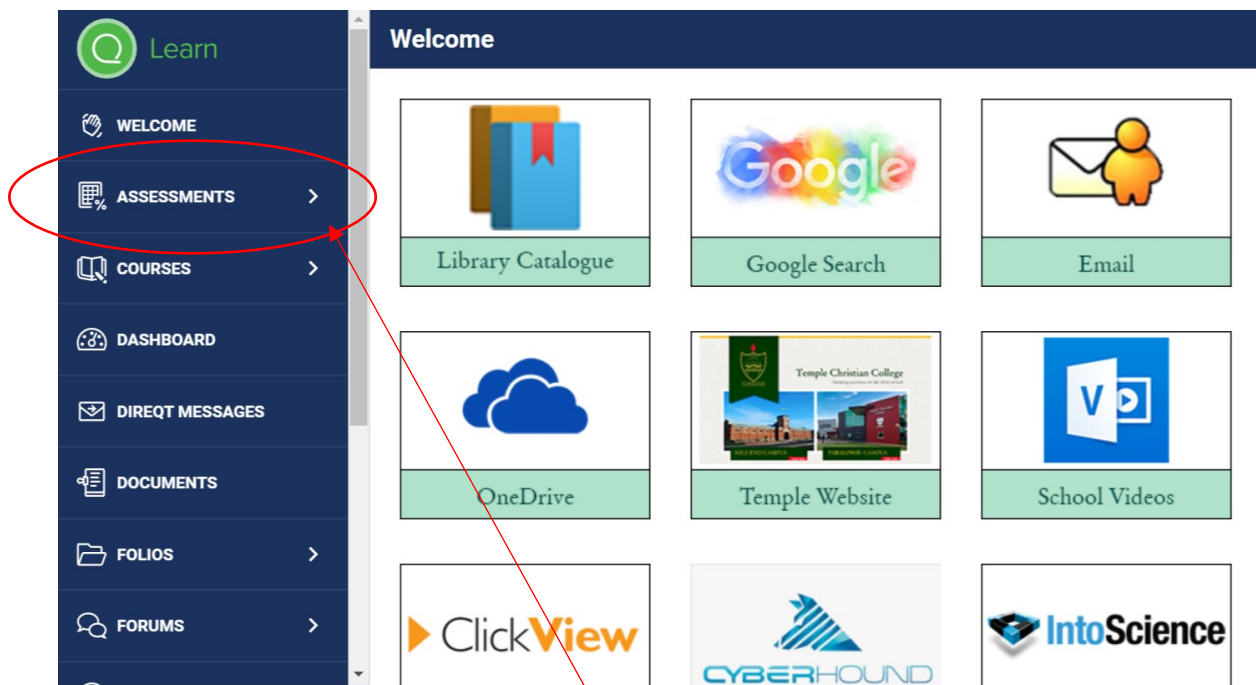


ONLINE LEARNING

Temple Christian College

How to find Task Sheets and How to Submit Assessment.

1. Once you log on to your laptop, head to the internet and log in to SEQTA.



2. Once you have done that, your screen should look like the picture above:

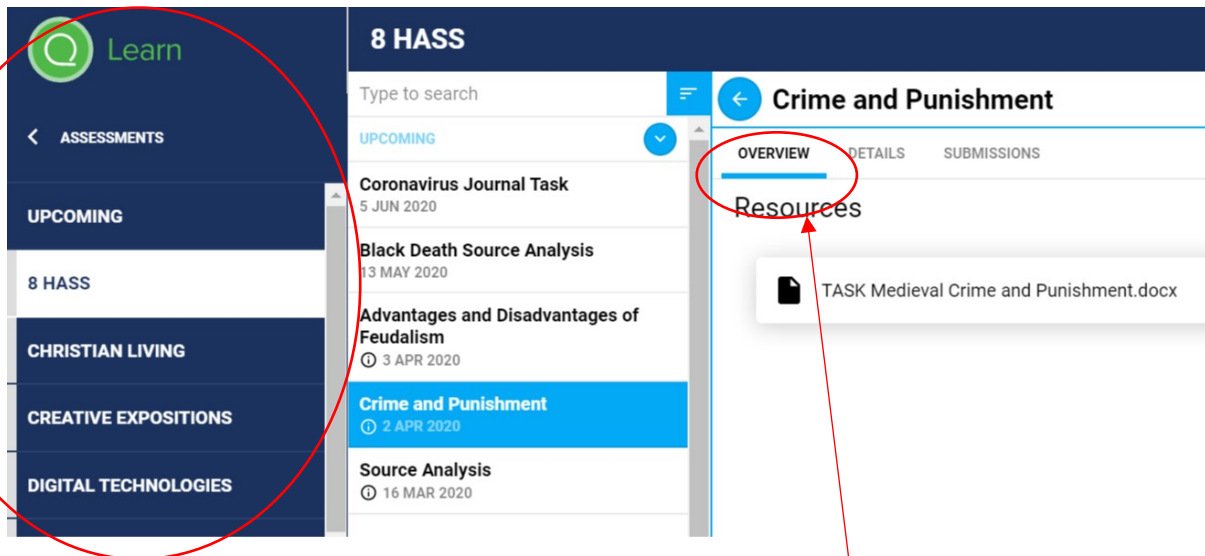
The blue panel on the left will be where you can find 'Assessments'.

3. Once you find it, click on 'Assessments'.

ONLINE LEARNING

Temple Christian College

Now there should be a list of all the classes you are in.



4. Click on the class you need to find a Task Sheet or to submit and assessment for.

Now you should have a list of assessments.

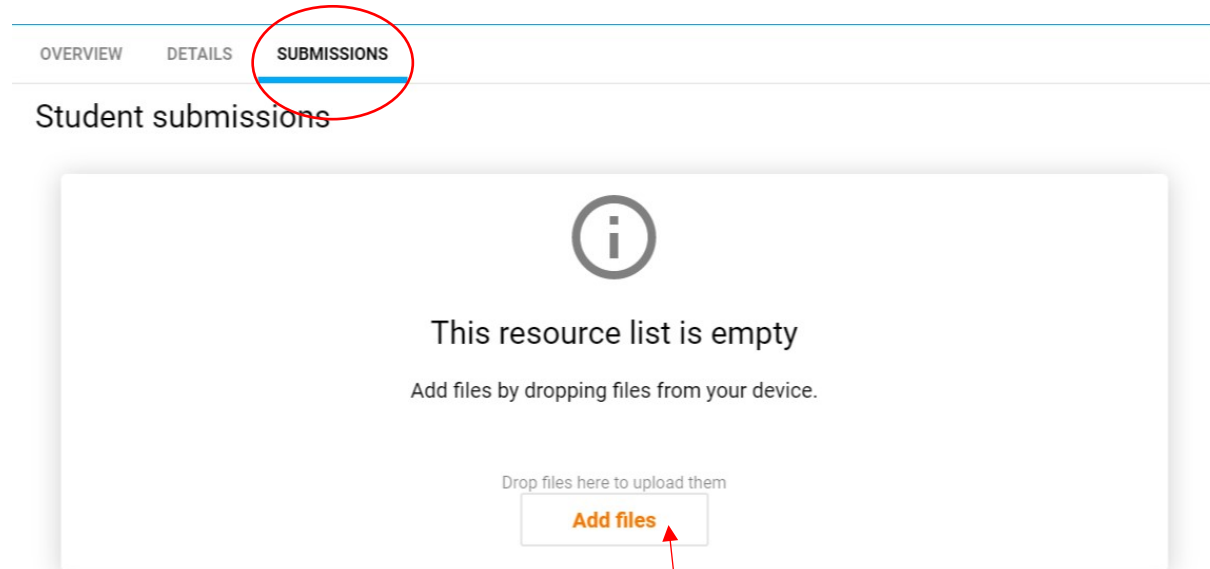
5. Click on the assessment you want to see the Task Sheet for or submit and assessment for.

6. To see the Task Sheet, click on 'OVERVIEW'

ONLINE LEARNING

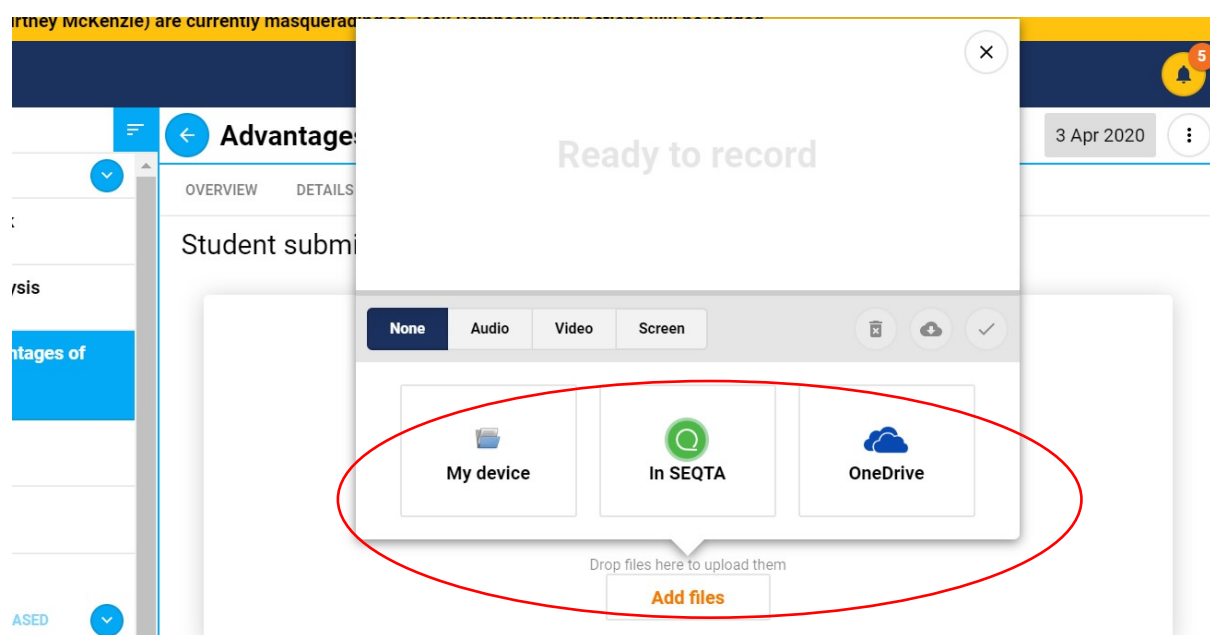
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7. To submit assessment, click on 'SUBMISSIONS'



There should be an option to add files

8. You can now add the necessary files to submit.



FINDING ASSESSMENTS AND SUBMITTING THROUGH SEQTA

LOG ON TO SEQTA

ONCE YOU HAVE
LOGGED ON TO
YOUR LAPTOP,
HEAD TO THE
INTERNET AND LOG
INTO SEQTA.

LOCATE ASSESSMENTS

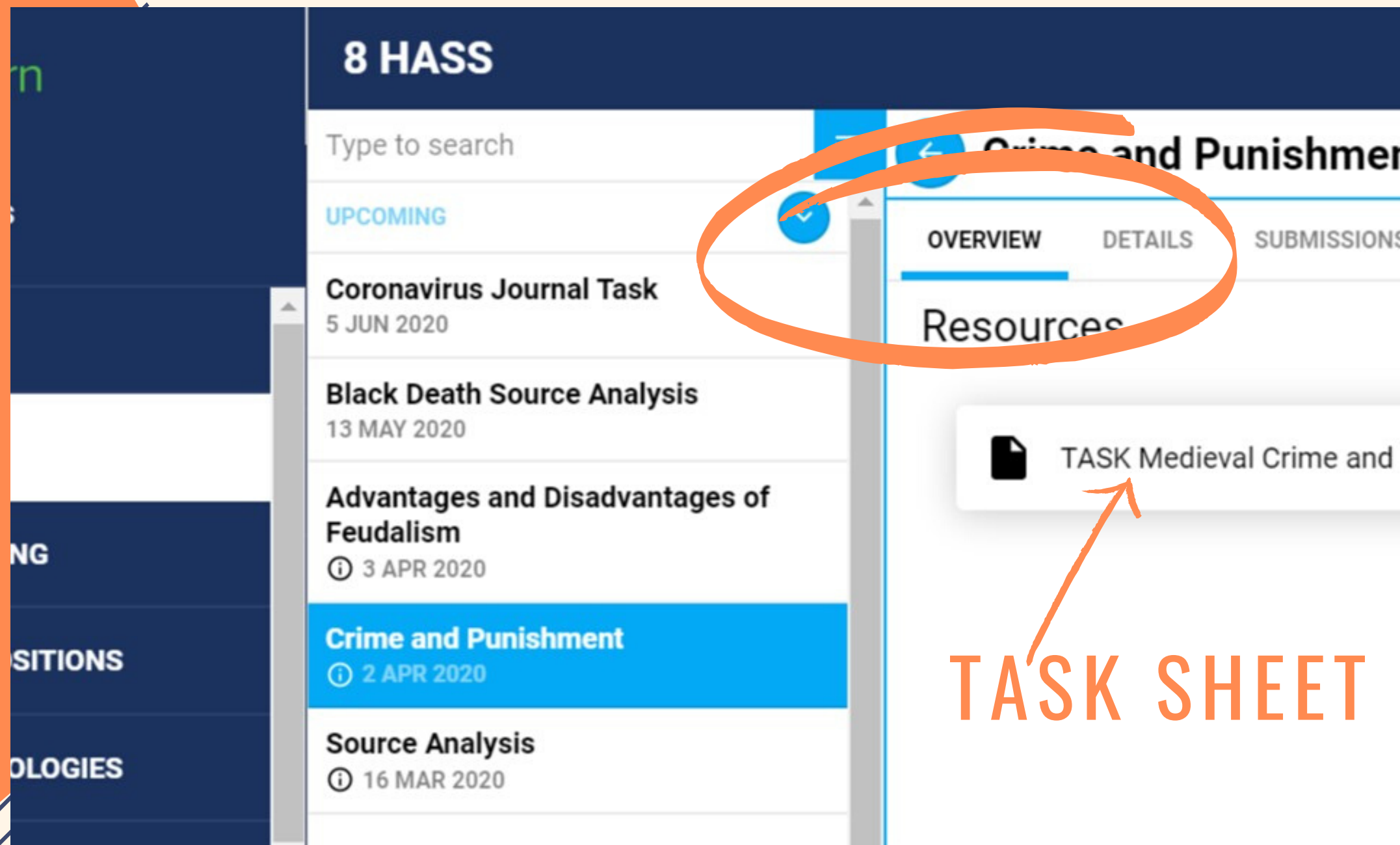
LOCATE THE
ASSESSMENTS TAB
ON THE LEFT HAND
SIDE OF YOUR
SCREEN. CLICK ON
THAT.

NOW A LIST OF YOUR
CLASSES SHOULD APPEAR.
CLICK ON THE RELEVANT
CLASS. ALL ASSESSMENT
TASKS SHOULD DISPLAY WITH
DUE DATES.

FIND YOUR CLASS AND ASSESSMENT

FIND TASK SHEET

ONCE YOU'VE CLICKED ON AN ASSESSMENT TASK, CLICK ON THE OVERVIEW TAB. A TASK SHEET SHOULD APPEAR



SUBMIT!

TO SUBMIT A TASK, FIND AND CLICK THE SUBMISSIONS TAB. THERE SHOULD BE AN OPTION TO ADD FILES. CLICK THIS AND YOU CAN NOW ADD FILES FROM YOUR DEVICE.

