

Uploading SEQTA Medical Plans

Use these instructions to update student's medical plans on SEQTA (found in the green dot on the Student Information Panel).

Instructions

1. Navigate to the 'Pastoral Care Work space' and *enter* the name of your student.

Student summary

PRINT SCHOOL VALUES... TO EXCEL ALL OPTIONS SELECTED SHOW FULL DETAILS

In brief Academic In detail Quantitative Qualitative Timetable Reporting

← [Timeline] → [Icons] ☐ ROLL ☐ HOUSE ☐ YEAR

Pastoral care

This year ▼

	F	M	A	M	J
Academic		1			1
Careers					1
Commendation					1
Commendation - Academic	1				
Communication				1	
Reports - College Days	2		1	1	1
Reports - Cultural				1	1
Reports - Last Days			1		1

2. On the bottom tab *click* 'Student Plans'

Student summary

PRINT SCHOOL VALUES... TO EXCEL ALL OPTIONS SELECTED SHOW FULL DETAILS

In brief Academic In detail Quantitative Qualitative Timetable Reporting

← [Timeline] → [Icons] ☐ ROLL ☐ HOUSE ☐ YEAR

Pastoral care

This year ▼

Academic results

There are no academic results timetable period you've selected.

	F	M	A	M	J
Academic		1			1
Careers					1
Commendation					1
Commendation - Academic	1				
Communication				1	
Reports - College Days	2		1	1	1
Reports - Cultural				1	1

DIRECT MESSAGES STUDENT GOALS **STUDENT PLANS** STUDENT SUMMARY

3. Change the 'Plan type' to 'Medical plan'.
Change the 'Status' to 'Active'.
Change the Last Review to today's date.

← [Timeline] → [Icons] ☐ ROLL ☐ HOUSE ☐ YEAR

New plan

Medical plan
Last reviewed Tuesday, 9th June 2015

PARAMETERS

Plan type: **Medical plan**

Status: **Active**

Last review: **25/07/2019**

Next review: optional

PANEL MEMBERS

Drop files here to upload them
Add files

4. Upload the new medical plan via the 'Add files' button.

NEW PLAN

Medical plan
Last reviewed Tuesday, 9th June 2015

PARAMETERS

Plan type: Medical plan
Status: Active
Last review: 25/07/2019
Next review: optional

PANEL MEMBERS

Drop files here to upload them
Add files

5. Click 'Save'

NEW PLAN

Medical plan
Last reviewed Tuesday, 9th June 2015

PARAMETERS

Plan type: Medical plan
Status: Active
Last review: 25/07/2019
Next review: optional

PANEL MEMBERS

Drop files here to upload them
Add files

Related articles

- [Student Attendance Report Procedure](#)
- [Create an Untimetabled class in SEQTA](#)
- [Importing Data from SEQTA to the Cambridge Senior Maths for Queensland Student Form Template](#)
- [SEQTA Notices - Add image from local computer](#)
- [Uploading SEQTA Medical Plans](#)