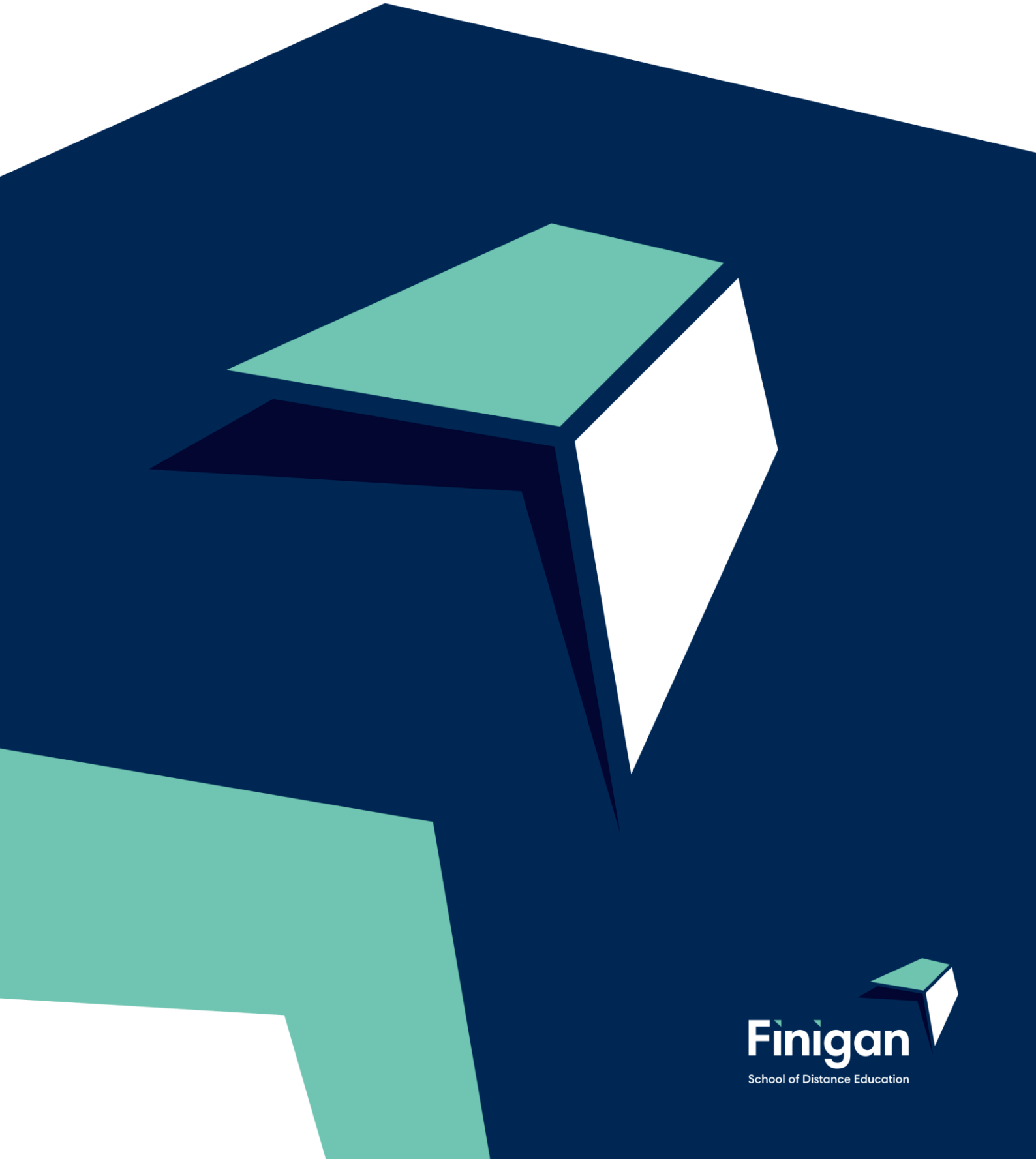
Your Guide to eLearning



Finigan
School of Distance Education

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eLearning

What is eLearning

eLearning is a course management system used at Finigan School of Distance Education to create online courses. eLearning allows students to access courses via the Internet – anywhere, anytime.

Our eLearning site makes available a safe, accessible and an engaging online space for students.

Students are able to:

- complete interactive online lessons
- download resources
- complete quizzes
- participate in forums
- access podcasts
- view videos
- upload completed work, videos and images
- message/email their teachers

A very useful feature of eLearning is that of completing and submitting work online and receiving feedback from teachers, all within the eLearning site.

How to Access eLearning Site

Option 1: Use the link below

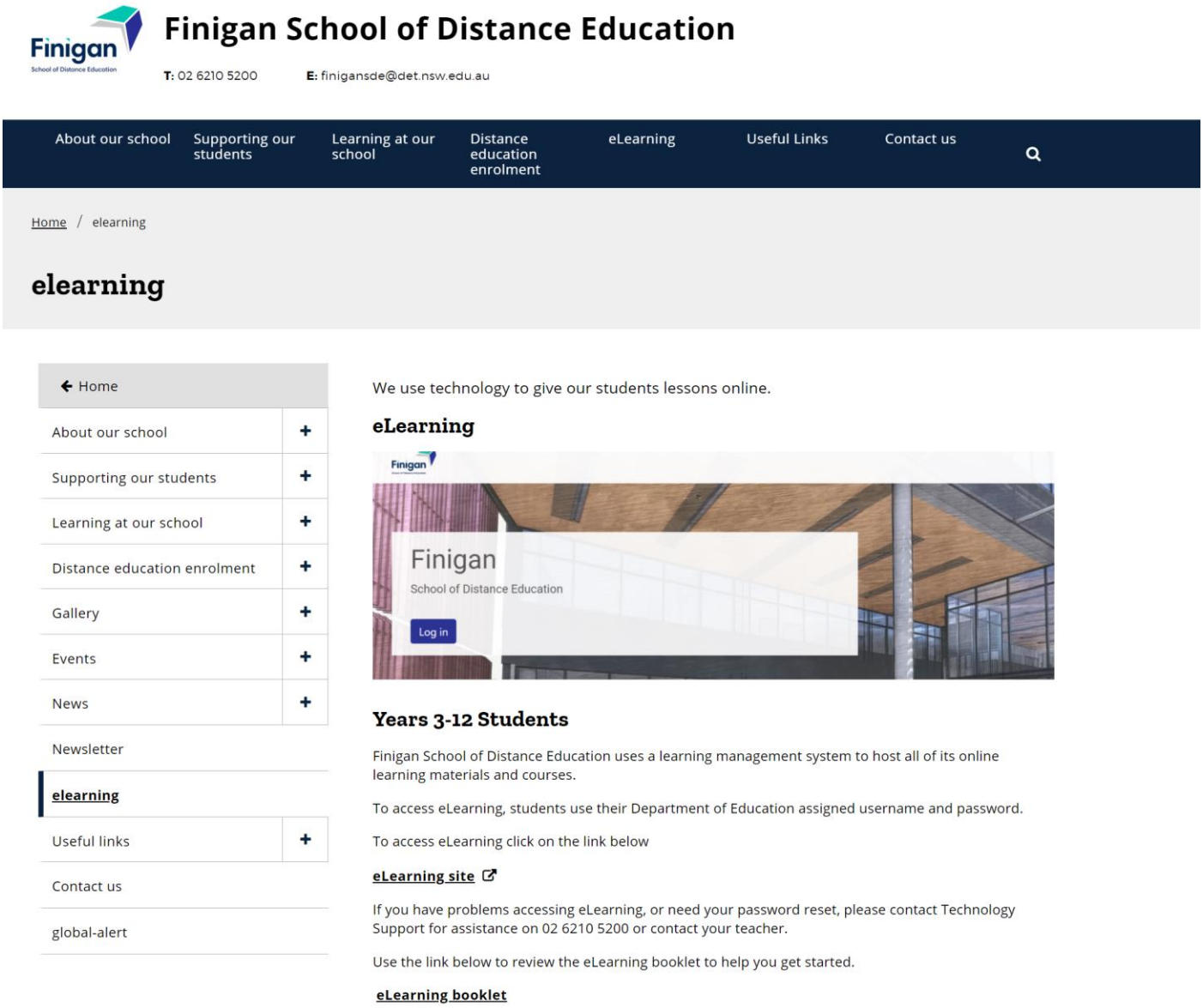
Site URL: https://www.finigansde-elearning.net/

Option 2: Search in your browser for Finigan School of Distance Education site.

https://finigan-d.schools.nsw.gov.au/

You can also access the site by going to our school website and click on the eLearning link.

Note: Google chrome is the recommended browser for our eLearning site

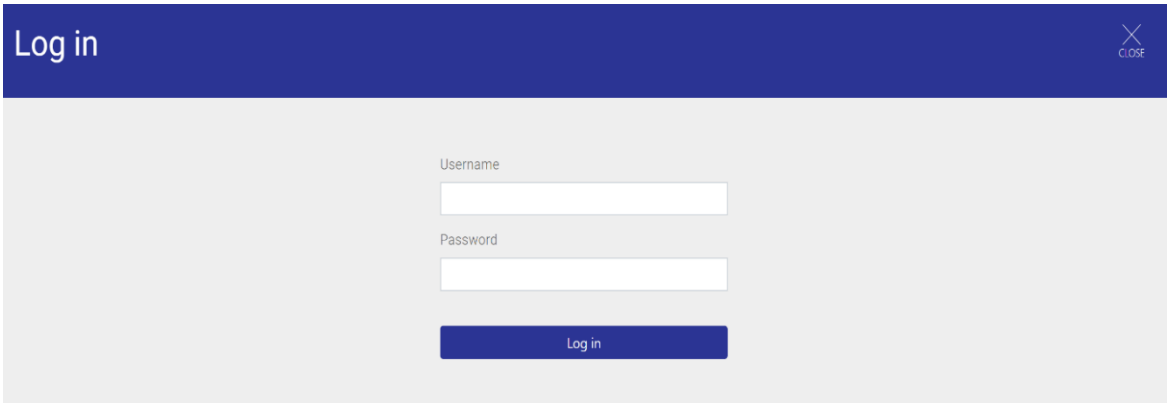


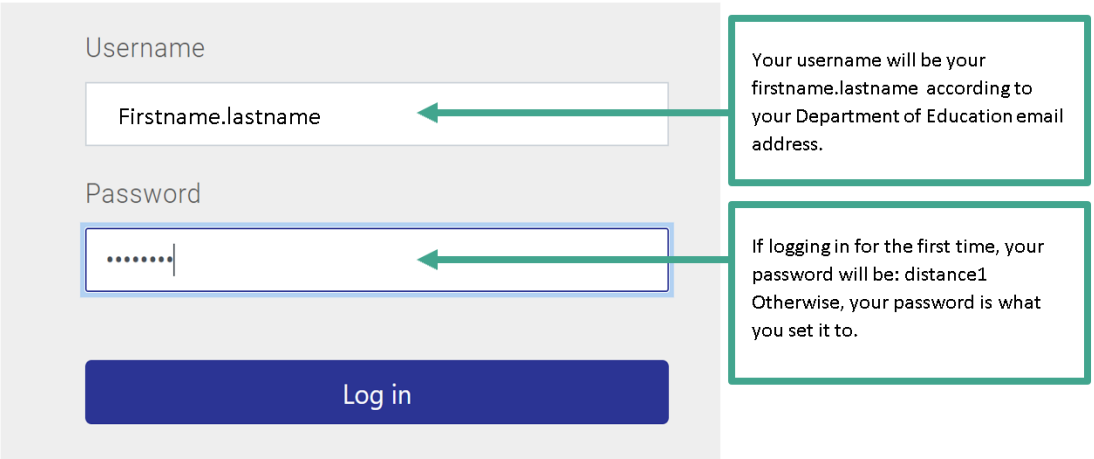
Logging onto the site

A page like the one below will open. You will need to “log in” Do this by clicking on either of the blue log in buttons as shown below.

The log in page like the one below will open.

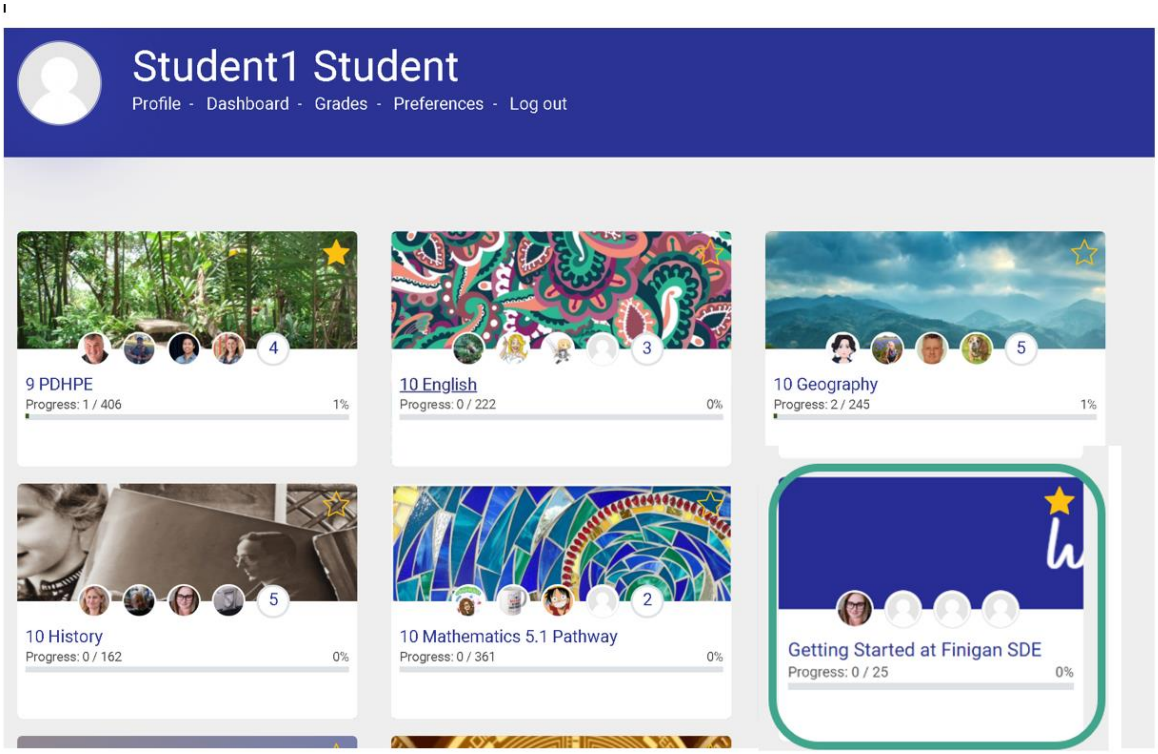
You will need to enter your username and password. Then click “log in”.



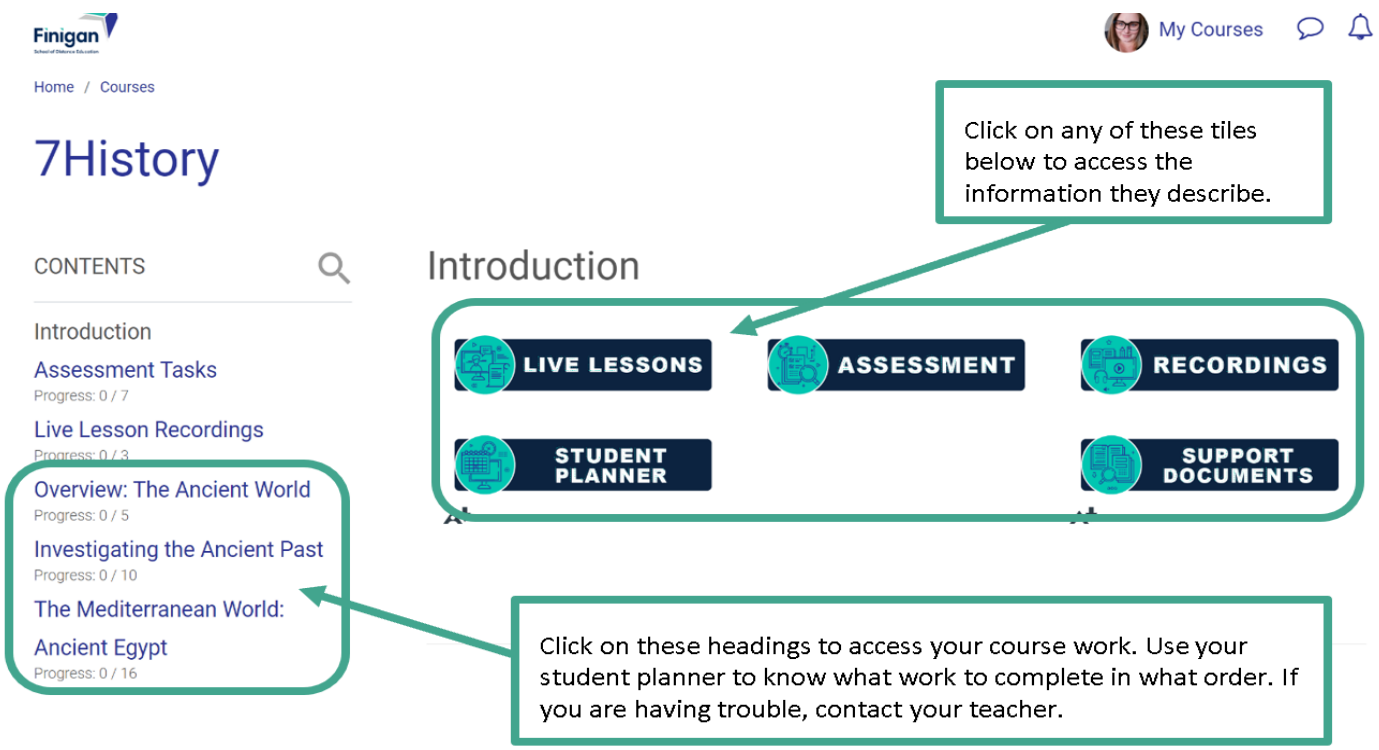


You will then be taken to a page that looks similar to the one below. This page will have all the courses you are enrolled in at Finigan. To get started, click on the course "Getting Started at Finigan SDE".

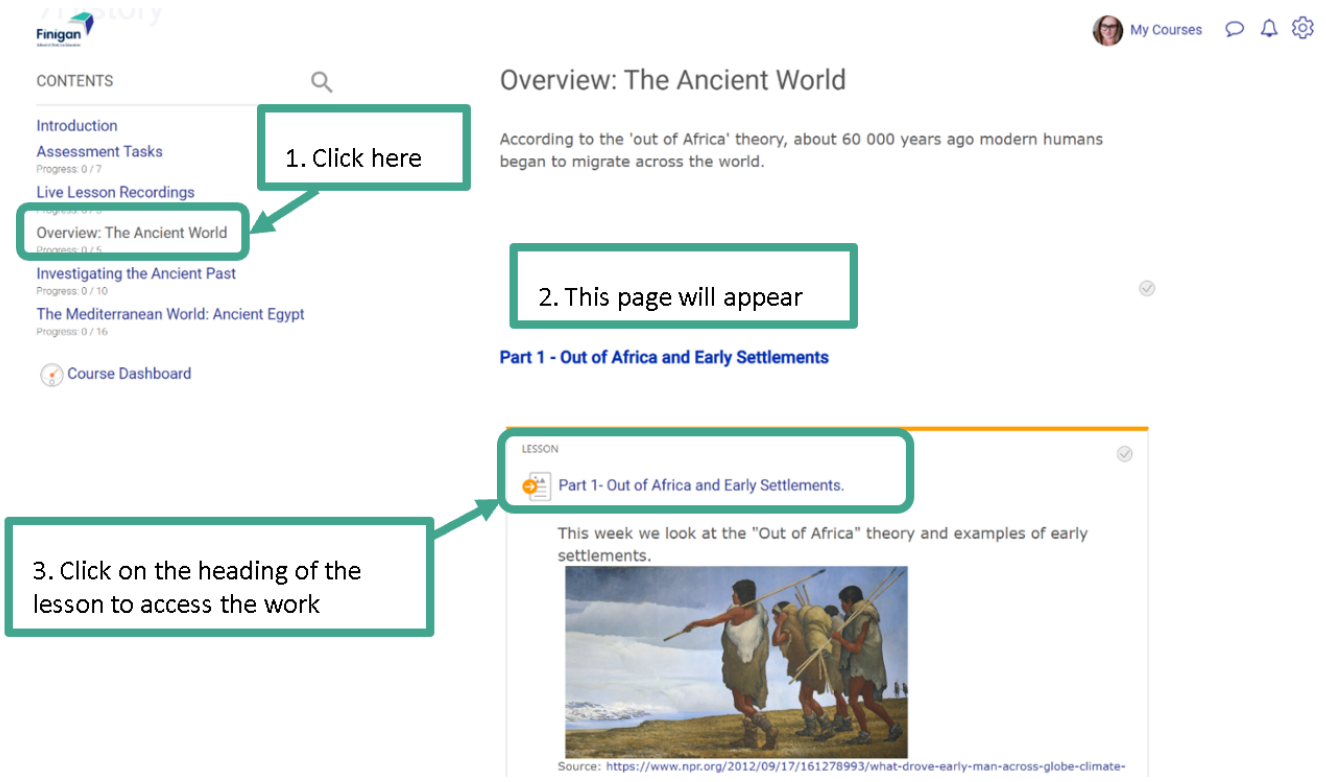
It is recommended the supervisors sit with their student prior to the school year starting to go through the information in this course. The information provided will help students navigate the distance education learning environment.



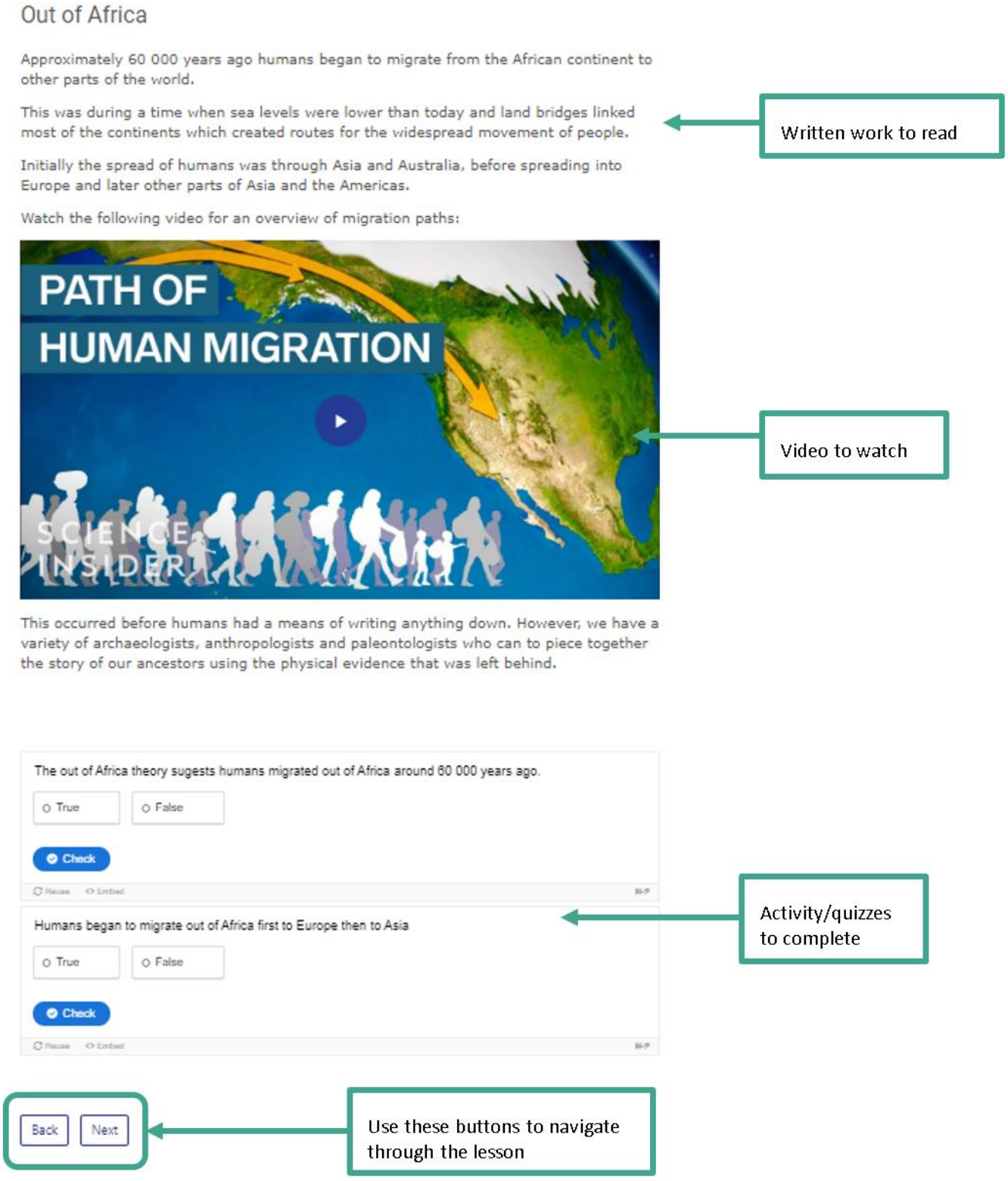
To enter your subjects, click on the relevant links. You will then enter the page for that course, in this example Year 7 History. Have a look at the key parts of the page below.



Use your student planner to know which topic you need to click on for each week. You will then click on the Topic and find lessons to complete each week within the big topic headings. Use your student planner to keep track of where you are up to.



Once you are in the week's lesson, use the back/next buttons to navigate through the lesson. As you go through the lesson, read through the written material, watch the videos, complete the activities/quizzes and complete any Send In Exercises included in the lesson (watch the video on "Accessing My Work" on the "Getting Started at Finigan SDE" page).



How to submit Work

It is important that for every course, you submit work EVERY WEEK when it is due.

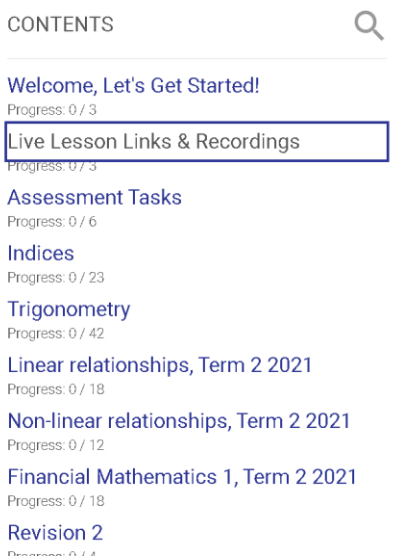
If there are problems submitting work online, please contact your teacher immediately for further advice.

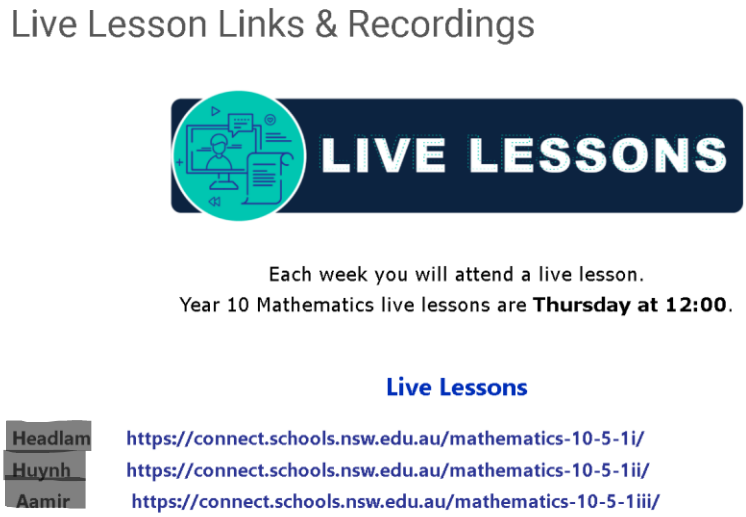
Access the 'Getting Started at Finigan SDE' page on the eLearning site to watch a video on how to navigate through your online courses and submit course work.

Live Lessons

As well as the work in your eLearning courses, you will have received a timetable for your weekly live lessons in your initial pack. You are expected to attend a 40-minute live lesson for each of your subjects each week.

To run the live lessons Finigan SDE uses the platform Adobe Connect. To access Adobe Connect, you will need an internet connection.





If you cannot find or don't know what the URL for a subject's live lesson is, contact your course teacher.

Attendance at every live lesson for all fulltime students is very important and will benefit your learning. During your live lessons, you will engage with your teacher and classmates in real time. This means asking questions, answering questions, and completing work with your teacher who will respond immediately to questions and queries. It is also a great opportunity to connect and work with your peers.

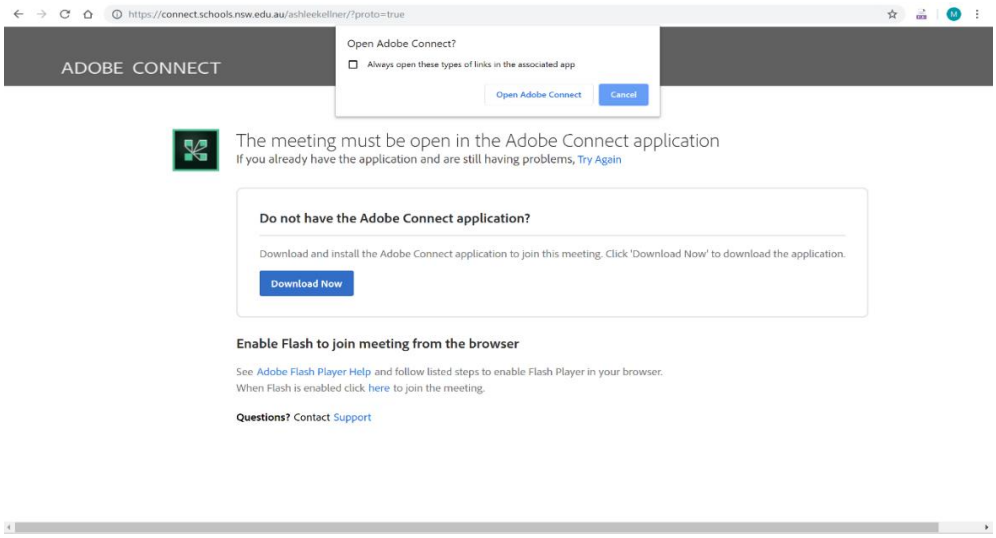
Accessing Live Lessons

Step 1

- Know what your DoE email address and password is. Example:jane.smith4@education.nsw.gov.au
- If you do not know your DoE email or password, contact IT Support on 02 6210 5200

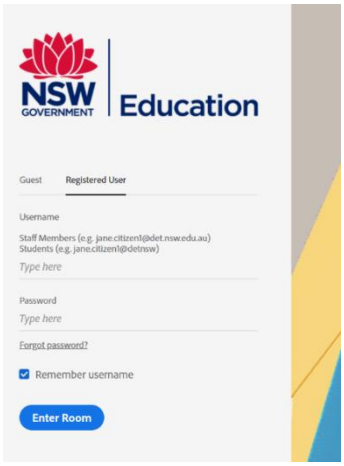
Step 2

- Locate the URL for the live lesson you want to attend
- A link to each subject's live lesson classroom can be located on the homepage of the course



Step 4

- You be will be asked to log in
- Log in as a 'Registered User' using your DoE email address and password or teacher identifiable preferred name as this name will be used to mark the attendance roll).
- If you select a name that is silly or inappropriate, your teacher will ask you to log out and repeat the process.



Step 5

- You will now be logged into your live lesson classroom
- If you have any problems logging in to your live lesson, please contact your teacher or IT Support.

Guide to the Student DEMs Portal

Welcome to the Student Portal

The Student Portal is the gateway for students studying via distance education. The Student Portal allows for the sharing of various information, including student curriculum reports, student assessment tasks and grades.

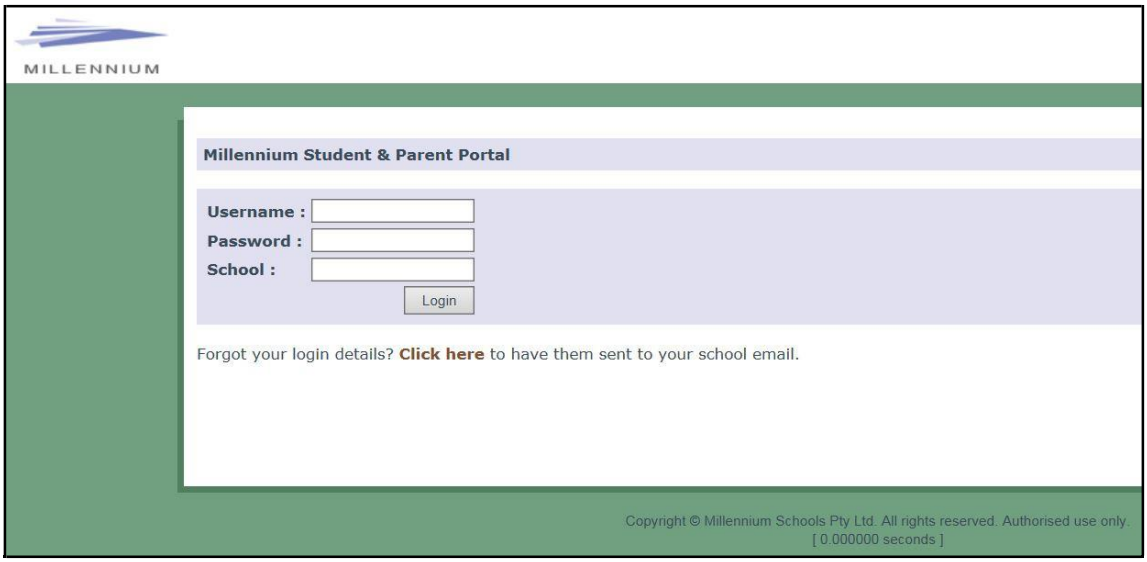
Please follow the steps below to access the Student Portal.

Student Portal Access

The Student Portal is accessible in all web browsers so choose the web browser you are most comfortable with.

1. Please go to the Millennium Distance Education Management System (DEMS) Student Portal website using the following web address:

   https://de.millenniumschools.net.au/portal/



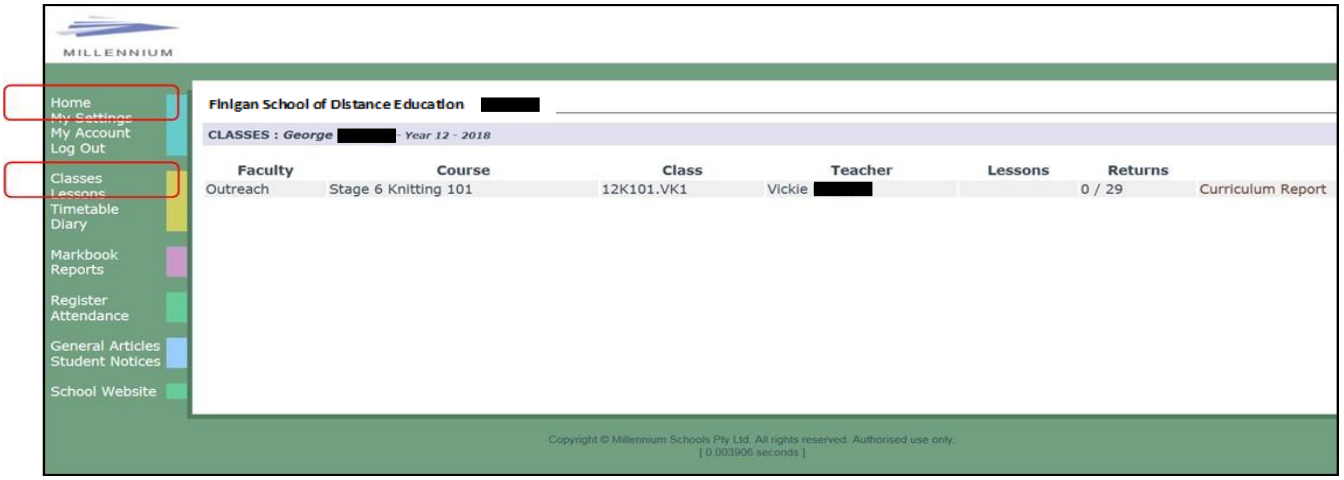
2. Log in with the **Username** and **Password** provided to you via email.
3. Your school is **FSDE**.
4. Click on the **Login** button to access the Portal.
5. If you do not have this information contact the school on 6210 5200.

Updating your Account Details

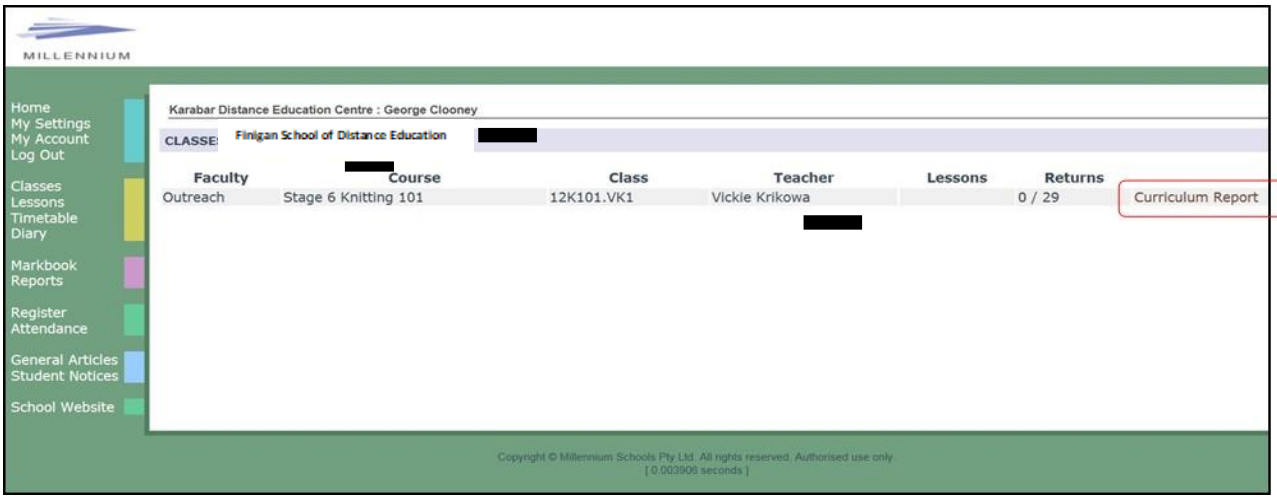
1. Click on the **My Account** heading and scroll down to the Password field to change your temporary password.
2. Please check that your other details are correct.
3. Check that you are in the correct year in the top right hand corner. Use the drop down menu to select the correct year if it is incorrect.
4. Click on the grey **Modify User** button when complete.

Accessing Student Curriculum Reports

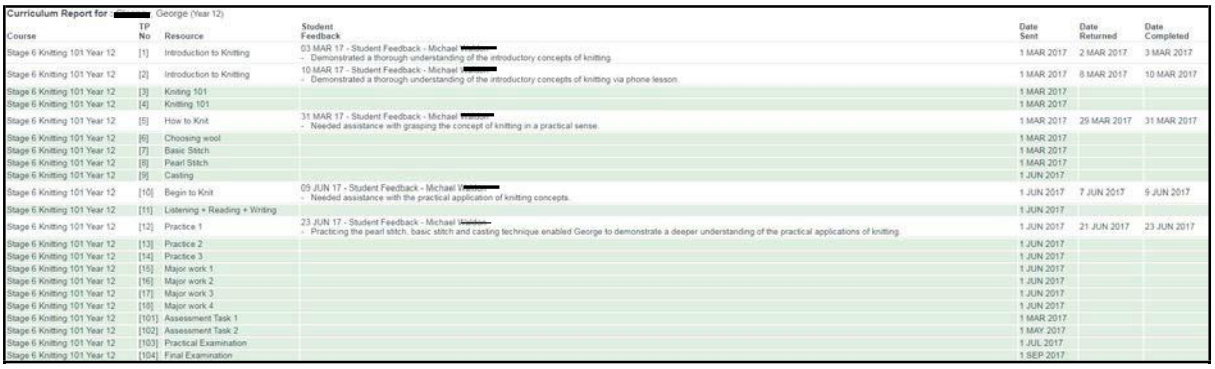
1. Click on the **Home** heading on the top left hand side menu. A list of all of the subjects being studied in the chosen calendar year will appear. Alternatively, you can click on the **Classes** heading on the left hand side menu.



2. Click on the Curriculum **Report** link on the right hand side of the page to access a curriculum report for each subject studied



3. The Curriculum Report provides the following details for each subject individually:
   - Course name
   - Title Page number and Resource (i.e. the sequence and name of the unit/work in the student's course schedule)
   - Student Feedback
   - Date sent/returned/completed



Curriculum Report for [redacted] George (Year 12)

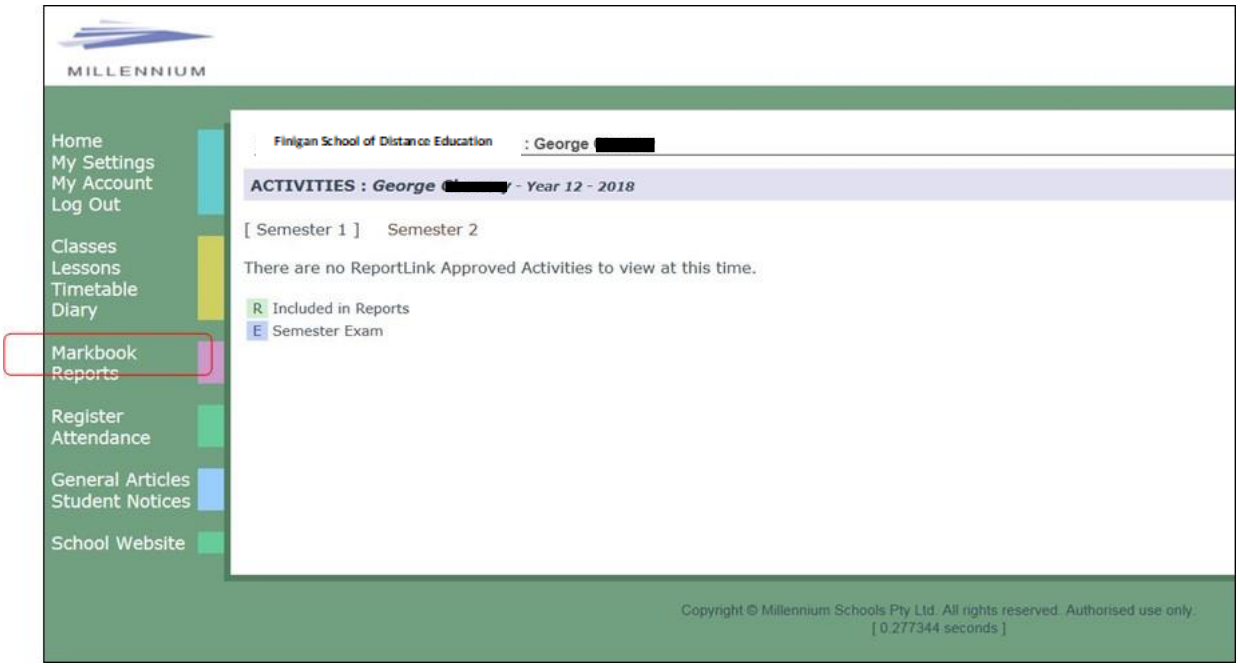
Course	TP No	Resource	Student Feedback	Date Sent	Date Returned	Date Completed
Stage 6 Knitting 101 Year 12	[1]	Introduction to Knitting	03 MAR 17 - Student Feedback - Michael [redacted] - Demonstrated a thorough understanding of the introductory concepts of knitting.	1 MAR 2017	2 MAR 2017	3 MAR 2017
Stage 6 Knitting 101 Year 12	[2]	Introduction to Knitting	10 MAR 17 - Student Feedback - Michael [redacted] - Demonstrated a thorough understanding of the introductory concepts of knitting via phone lesson.	1 MAR 2017	6 MAR 2017	10 MAR 2017
Stage 6 Knitting 101 Year 12	[3]	Kniting 101		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[4]	Knitting 101		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[5]	How to Knit	31 MAR 17 - Student Feedback - Michael [redacted] - Needed assistance with grasping the concept of knitting in a practical sense.	1 MAR 2017	29 MAR 2017	31 MAR 2017
Stage 6 Knitting 101 Year 12	[6]	Choosing wool		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[7]	Basic Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[8]	Pearl Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[9]	Casting		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[10]	Begin to Knit	09 JUN 17 - Student Feedback - Michael [redacted] - Needed assistance with the practical application of knitting concepts.	1 JUN 2017	7 JUN 2017	9 JUN 2017
Stage 6 Knitting 101 Year 12	[11]	Listening + Reading + Writing		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[12]	Practice 1	23 JUN 17 - Student Feedback - Michael [redacted] - Practicing the pearl stitch, basic stitch and casting technique enabled George to demonstrate a deeper understanding of the practical applications of knitting.	1 JUN 2017	21 JUN 2017	23 JUN 2017
Stage 6 Knitting 101 Year 12	[13]	Practice 2		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[14]	Practice 3		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[15]	Major work 1		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[16]	Major work 2		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[17]	Major work 3		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[18]	Major work 4		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[101]	Assessment Task 1		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[102]	Assessment Task 2		1 MAY 2017		
Stage 6 Knitting 101 Year 12	[103]	Practical Examination		1 JUL 2017		
Stage 6 Knitting 101 Year 12	[104]	Final Examination		1 SEP 2017		

The Curriculum Report will allow you to track your progress in the course and provides a record of your application and work submission frequency in the course.

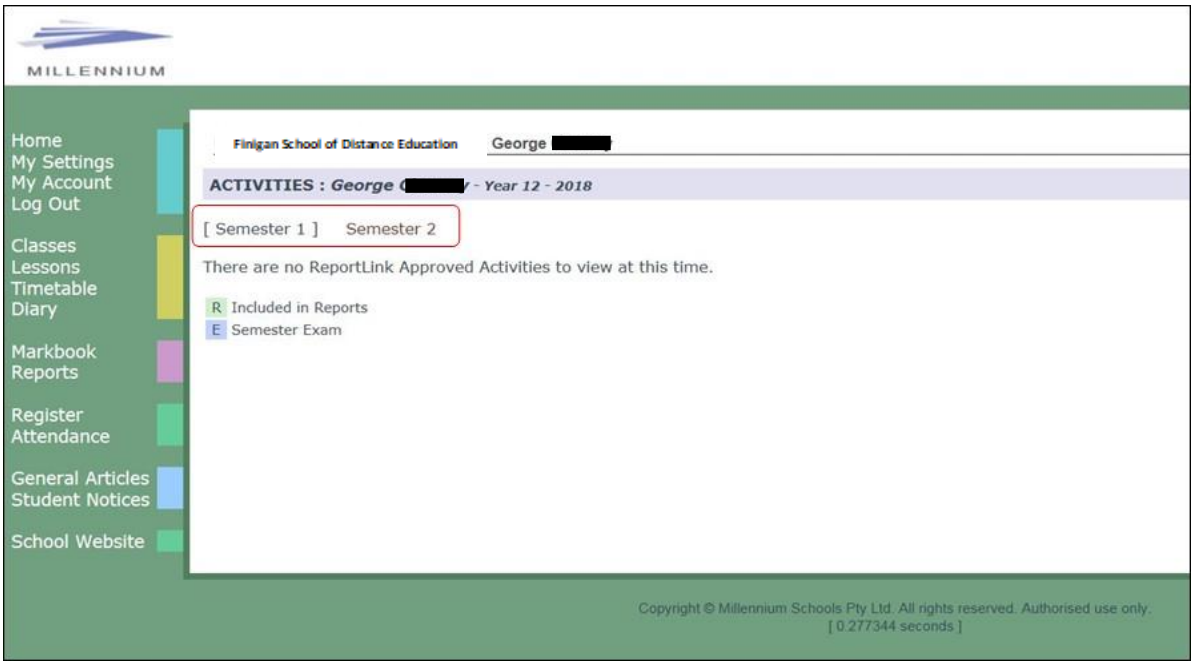
The Student Feedback comments in the Curriculum Report may only reflect a summary of the overall feedback provided to the student by his/her teacher via eLearning. The amount of detail will vary according to the course.

Accessing Assessment Tasks and Grades in the Markbook

1. Click on the **Markbook** heading on the left hand side menu. A list of all of the assessment tasks that have been made available in the Markbook for the chosen semester, in each subject being studied, in the chosen calendar year, will appear.

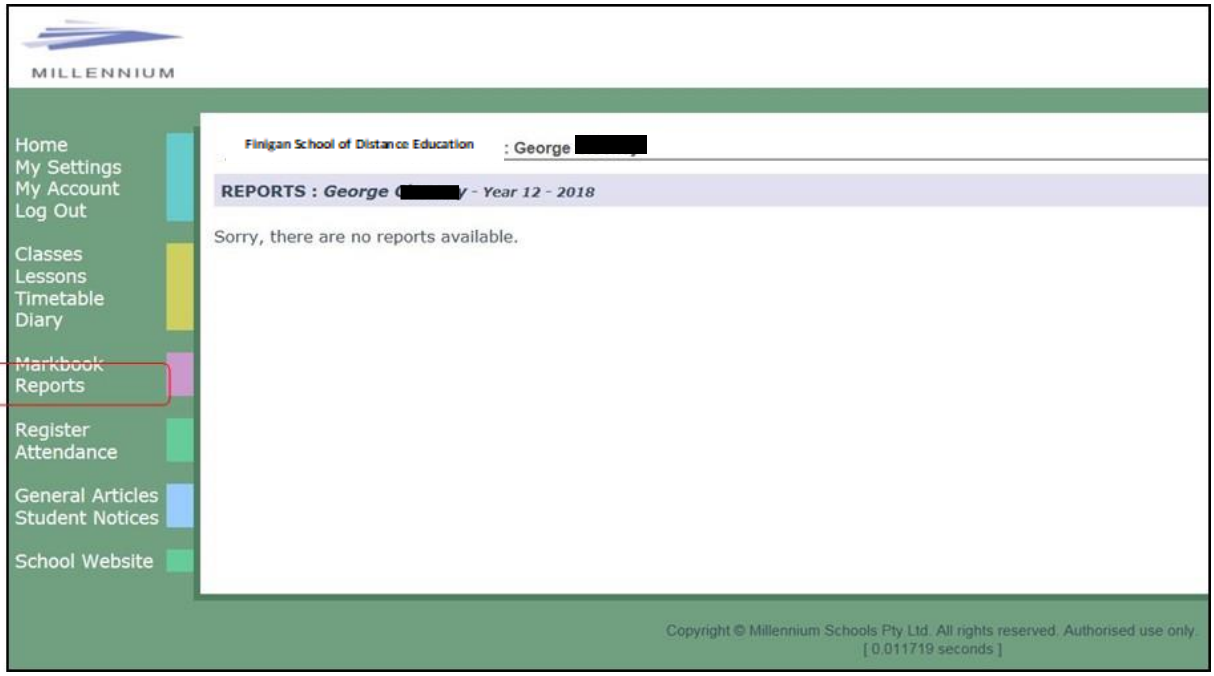


2. To change between Semester 1 and Semester 2, simply click on the link at the top of the page for your desired semester.



Accessing Student Reports

1. Click on the **Reports** heading on the left-hand side menu. A list of all of the reports that have been made available for the chosen Semester, in each subject being studied, in the chosen calendar year, will appear.



Logging Out

Please **log out** of the Student Portal once you have finished monitoring and checking your available data.

IMPORTANT NOTICE:

The Millennium DEMS Student Portal is a password protected online resource for students and supervisors. It is, therefore, of extreme importance that the password is **NOT** shared or disclosed to any third-party persons or groups. The password is to be used to access the Student Portal by distance education students. Distance education schools reserve the right to deactivate/suspend access to the Student Portal following any disclosure of passwords and/or access to third party persons or groups.

Students can contact the school to receive a username and password to the Millennium DEMS Portal.

Guide to DoE Student Portal for Email Access

NSW Department of Education (DoE)

The primary method for the school to contact students will be via your education account. It will also be the primary identification for other areas within distance education.

Login with your username and password. If you do not have a username and password please contact the school on finigansde@det.nsw.edu.au or 02 6210 5200.

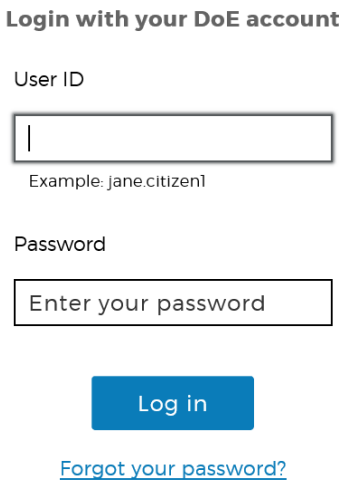
To access email, go to

https://portal.det.nsw.edu.au/

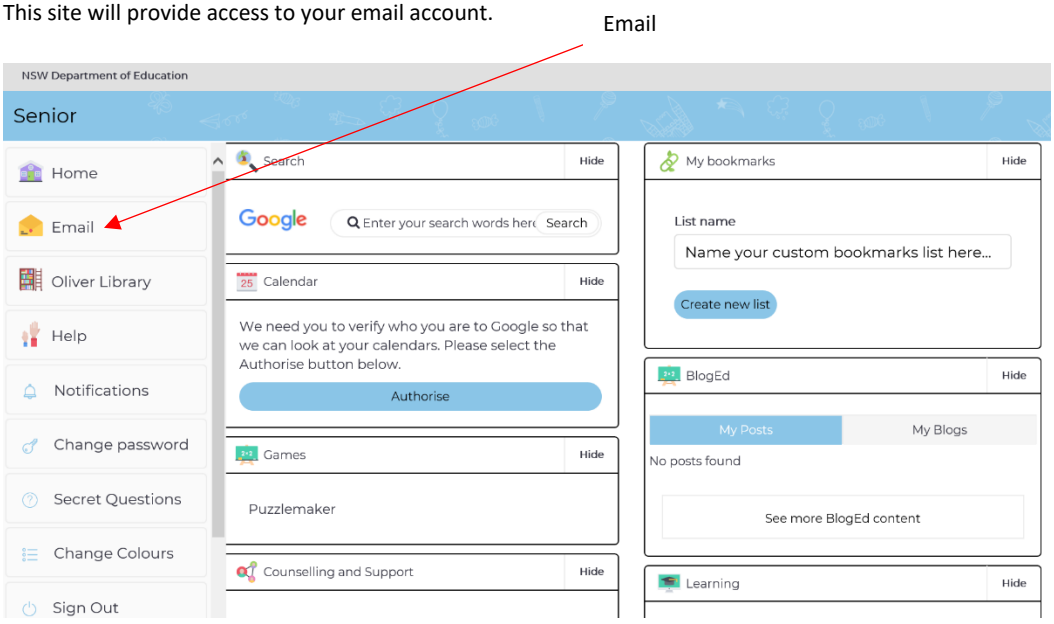
User ID: firstname.lastname (your name may have a number eg jane.smith4)

Password: If you don't know your password please contact the school

Your email address may look like this. For example jane.smith4@education.nsw.gov.au



This site will provide access to your email account.



Tips for Your Distance Education Success

How to Set Up Your Learning Space

To maximise your learning, it is recommended that you set yourself up a 'learning space'.

Your 'learning space' should be a place where you are able to comfortably and productively complete your schoolwork. Below are some hints on how to set up the best 'learning space'.

- This space should only be for your school work
- Minimise distractions – an area with no TV or game console
- You should pick a space that is quiet, bright and airy. It is extra hard to concentrate in a dark stuffy room
- You should have a nice clean area to work in with a desk or table
- Make sure you take regular breaks in between long periods of study
- Keep water handy; drinking water can improve concentration
- Ring or email your teacher if you are struggling with something

Contacting Your Teachers

You need to contact your teachers regularly. Contacting your teacher and talking through the big ideas of that week's work will help you succeed in your studies.

Teachers will contact you through marked work, email, eLearning or phone at least every fortnight. However you can contact your teacher whenever you like or have a question – they love hearing from you!

Here are the ways you can contact your teachers;

Telephone: **(02) 6210 5200**

or

@ **Email:** finigansde@det.nsw.edu.au

Use your teacher's name as the subject of the email.

Check out the 'Getting Started at Finigan SDE' page on the eLearning site to find more helpful organisations tips.

77 Agnes Avenue Queanbeyan NSW 2620
(02) 6210 5200 | finigansde@det.nsw.edu.au
finigan-d.schools.nsw.gov.au