SINGLE COURSE – INTRODUCTORY AND ELEARNING BOOKLET

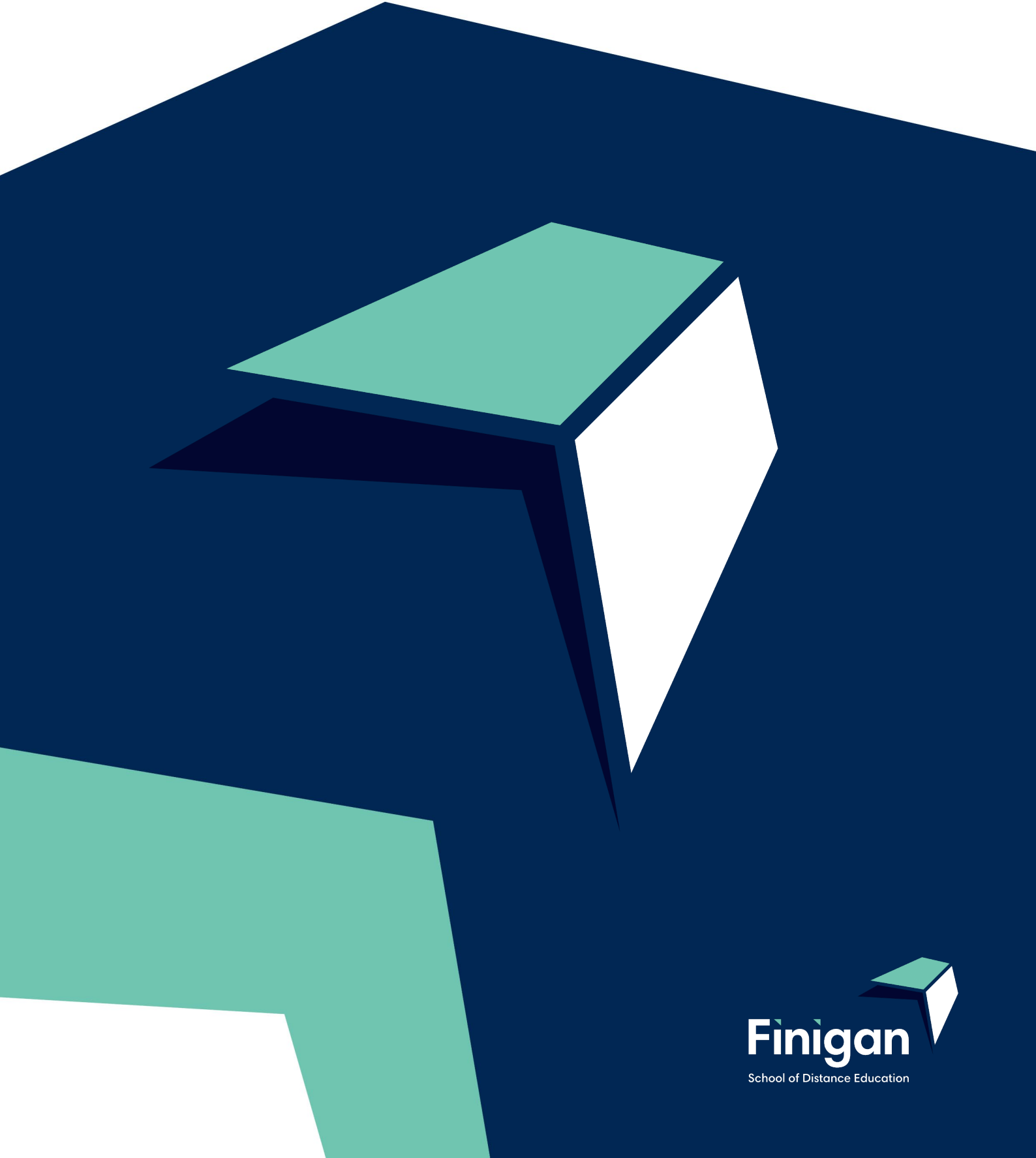2024

Finigan
School of Distance Education

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Preface

Congratulations on your enrolment and we, the staff of Finigan School of Distance Education, look forward to working closely with you to provide the opportunity for you to succeed in achieving all your educational goals.

The purpose of this booklet is to provide you, the student and/or the supervisor, with an easy to use resource on how distance education works and how to make the most of your distance education experience here at Finigan School of Distance Education.

The staff at Finigan School of Distance Education understand that this may be a new and perhaps daunting venture for you and we extend a warm welcome.

We urge both student and supervisor to take the time to read through this booklet and refer back to it when questions or concerns arise.

Please use this as your distance education survival guide. It provides all the important information you need to understand distance education.

Finigan School of Distance Education

Finigan School of Distance Education (FSDE) enrols students from a variety of backgrounds and circumstances that make them unable to attend face to face school.

The diverse range of students means that work has to be flexible, whilst aligning with NSW Educational Standards Authority (NESA), the Australian and NSW curriculum and offering a challenging and encompassing workload. Finigan School of Distance Education staff work diligently to cater for all types of students and their situations.

Distance education can be a very rewarding and successful learning experience, when the student is willing to put in the work, alongside their supervisor and teachers here at Finigan School of Distance Education.

Staff

School Administration Staff

Administration staff deal with change of address and contact details of students and supervisors. You will receive correspondence from administration periodically throughout the year to make sure that your details remain current and you should contact them with any updates or changes.

- School Administration Manager – processes fees and accounts.
- Year Group Administration Staff – allocated to individual year groups. They coordinate all administration for this year group as well as answering any enrolment questions or concerns.

Teaching Staff

Below are the teachers that you may need to contact during your enrolment here at Finigan School of Distance Education.

Contact them on (02) 6210 5200

Course Teacher – Student and supervisors contact the subject teacher when they have a problem or concern with a specific course.

Course Head Teacher –If the problem continues students and supervisors can contact the Head Teacher of that course.

Head Teacher Administration – You can contact Head Teacher Administration for matters involving enrolment queries.

Head Teacher Secondary Studies – You can contact Head Teacher Secondary Studies for all NESA enquiries.

IT Support – The Finigan Distance Education IT Support Team are able to answer any questions about technology – this includes your personal laptop or computer, eLearning and email.

Deputy Principal - Deputy Principal's are assigned by Year groups.

Principal – if required.

Role of the Student

What is expected of me?

As a student, there are certain responsibilities and expectations that you need to meet. They are not hard, but they are necessary to ensure you have a rewarding and enjoyable learning experience through Finigan School of Distance Education.

Your teachers expect you to:

- take your studies with Finigan School of Distance Education seriously
- complete your weekly work in the correct order and in a timely manner according to the student planner
- complete weekly work for each course according to your program
- make sure that your work is posted or uploaded
- make a serious attempt to answer all the exercise questions to the best of your ability
- make a regular time to contact your course teachers
- respond when teachers contact you
- make teachers aware if you are sick, or unable to complete your work on time
- contact your course teacher when you have questions about the work.

Live Lessons

Throughout each course we will be having weekly online lessons (live lessons). There will be a timetable indicating set times for live lessons. Students are expected to attend the live lesson whenever possible, to enhance their understanding of the course. For single subject students who may be unable to attend live lessons (due to other timetabled commitments), recorded copies of live lessons will be made available on the eLearning platform. Students are required to engage with the live lessons as they will address some of the more challenging aspects of the course and will often contain examination and assessment task strategies.

What do I do if I need help?

If you need help with your work contact your course teacher on

 Telephone: **(02) 6210 5200**   or

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

In the course line add your teachers name and the course.

Students can also use the messaging system on our eLearning site to contact teachers.

Don't forget to access the 'Getting Started at Finigan SDE' page on the eLearning site for a handy infographic on student expectations.

Role of the Supervisor

The supervisor must provide appropriate supervision for the student in their learning environment. They must ensure that the student is adequately supported while learning through distance education. The supervisor must arrange for supervision of the student's tests and examinations and take responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

The supervisor will ensure that:
- the student is supervised during school work activities
- the student is encouraged to complete and submit work for all courses on a weekly basis
- they will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict unaided supervision, ensuring the integrity of the task
- tests, examination and assessment tasks will be completed on the date(s) and at the time(s) specified and will be submitted by the due date.

The supervisor agrees to:
- monitor the completion of set tasks and interact with the student as required in learning activities
- return the signed supervisor's declaration with any paper-based examination or assessment task
- interpret and explain instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- develop a timetable with provision for the required number of hours of study each week
- provide a suitable work / study area for the student
- ensure that the student has the opportunity to satisfactorily participate in oral and practical work as prescribed by the course
- provide the student with access to required technology
- ensure that portfolios of work and depth studies are completed when required
- provide advice about illness or absences which have affected the student's ability to complete set activities
- apply for Disability Provisions for Year 12 students if required
- encourages the student to attend the live lesson, if possible, or to view the recording of the live lesson
- ensure students fulfill course requirements
- support students to address/complete learning activities outlined in N Award warning letters
- ensure regular communication with FSDE to support students
- communicate with student's parents about their progress throughout the course.

Getting Started at Finigan School of Distance Education

Once you have enrolled with Finigan School of Distance Education, you will receive an email containing your online log-in details to your Department of Education (DOE) account, DEMS Portal and e-Learning platform from our IT Department. It is important to log-in to these accounts and familiarise yourself with them.

Your (DOE) email account will be the email used for all correspondence with Finigan school of Distance Education.

Finigan School of Distance Education will make contact via email or phone.

Once your application has been approved you will receive an Application Approval Letter.

Closer to your course start date you will receive 'Important Course Start Information' and your teacher will make contact with you.

Within Finigan's eLearning site, a new page has been developed to help both students and supervisors navigate the sometimes-challenging learning environment of distance education. 'Getting Started at Finigan SDE' provides students and supervisors with instructional videos and informative infographics on how to succeed at Finigan SDE. The site contains information on:

- student expectations
- supervisor expectations
- how to access your course work
- accessing your Student DEMs Portal
- live lesson expectations
- using your Department of Education email
- how to play 'ClickView' videos
- useful contact numbers
- how to set up favourites in your browser
- knowing your teachers
- microsoft teams
- what equipment do I need?
- required software.

It is recommended that supervisors and students sit together and explore the 'Getting Started at Finigan SDE' page on the eLearning site prior to the start of the year so they feel prepared and ready to start the school year.

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.

Student Planner

A planner is a list of the all the work you have to complete for each course.

What is my Student Planner for?

Use your planner to keep track of what work is due and when it is due, when you have assessment tasks/exams due and which learning activity you should be working on at any given time. You should keep your program for each course close by, so that you are always aware of what is due and when in each course.

Remember that your planner is your survival guide. You should refer to it:

- when you first receive access to the portal
- if you are unsure of what you are supposed to be doing for that week
- to see when you have an assessment task or exam coming up.

If you have any problems keeping up with your planner, you should contact your course teacher.

The next page is a sample planner with tips on how to read it correctly. Study it closely and see all the information you can learn from it.

Example of a Student Planner

Student Learning Planner

Student:

Term	Week	LA	Learning Plan	Start	Submitted	Completed
TERM 1 30 JAN 2023 - 7 APR 2023	1	1	Introduction to History - Knowledge and Skills	30 JAN 2023		
	2	2	The Modern World & Australia: Overview Part 1	6 FEB 2023		
	3	3	The Modern World & Australia: Overview Part 2	13 FEB 2023		
	4	4	The Modern World & Australia: Overview Part 3	20 FEB 2023		
	5	5	Site Study Part 1	27 FEB 2023		
	6	6	Site Study Part 2	6 MAR 2023		
	7	7	Site Study Part 3	13 MAR 2023		
	8	8	Site Study Part 4	20 MAR 2023		
	9	9	Site Study Part 5	27 MAR 2023		
	10	10	AT1: Site Study Port Arthur - Apply feedback and submit by due date	3 APR 2023		
TERM 2 24 APR 2023 - 30 JUN 2023	1	11	Rights and Freedoms: Part 1	24 APR 2023		
	2	12	Rights and Freedoms: Part 2	1 MAY 2023		
	3	13	Rights and Freedoms: Part 3	8 MAY 2023		
	4	14	Rights and Freedoms: Part 4	15 MAY 2023		
	5	15	Rights and Freedoms: Part 5	22 MAY 2023		
	6	16	Rights and Freedoms: Part 6	29 MAY 2023		
	7	17	Rights and Freedoms: Part 7	5 JUN 2023		
	8	18	Rights and Freedoms: Part 8	12 JUN 2023		
	9	19	AT2: Rights and Freedoms: Draft and feedback application week	19 JUN 2023		
	10	20	AT2: Rights and Freedoms Complete and submit	26 JUN 2023		
TERM 3 17 JUL 2023 - 22 SEP 2023	1	21	Migration Experiences: Part 1	17 JUL 2023		
	2	22	Migration Experiences: Part 2	24 JUL 2023		
	3	23	Migration Experiences: Part 3	31 JUL 2023		
	4	24	Migration Experiences: Part 4	7 AUG 2023		
	5	25	Migration Experiences: Part 5	14 AUG 2023		
	6	26	Migration Experiences: Part 6	21 AUG 2023		
	7	27	AT 3: Migration Experiences: Draft feedback and application week	28 AUG 2023		
	8	28	AT 3: Migration Experiences: Complete and submit	4 SEP 2023		
	9	29	Migration Experiences: Part 7	11 SEP 2023		
	10	30	Migration Experiences: Part 8	18 SEP 2023		
TERM 4 9 OCT 2023 - 15 DEC 2023	1	31	Australia in the Vietnam War Era: Part 1	9 OCT 2023		
	2	32	Australia in the Vietnam War Era: Part 2	16 OCT 2023		
	3	33	Australia in the Vietnam War Era: Part 3	23 OCT 2023		
	4	34	Australia in the Vietnam War Era: Part 4	30 OCT 2023		
	5	35	Australia in the Vietnam War Era: Part 5	6 NOV 2023		
	6	36	Australia in the Vietnam War Era: Part 6	13 NOV 2023		
	7	37	Australia in the Vietnam War Era: Part 7	20 NOV 2023		
	8	38	Australia in the Vietnam War Era: Part 8	27 NOV 2023		
	9	39	Australia in the Vietnam War Era: Part 9	4 DEC 2023		
	10	40	Australia in the Vietnam War Era: Part 10	11 DEC 2023		

This is the name of the learning activity that the student needs to work on for this week. It includes all the reading, activities and exercises that they need to complete for this week.

The date that you see here indicates when the student should start working on this week's work. Each date is a Monday, giving them a full week to work on what they need to submit by the Friday of that week.

Assessment Schedule

An assessment schedule gives you a clear outline of when assessment tasks/exams will be due throughout the year, what they are on and what outcomes of the syllabus they are assessing. It is an important document. Keep it in a safe place so that you always know when the next assessment task/exam is coming up. Below is an example assessment schedule.

Assessment Schedule

TASK NAME	TASK TYPE	DUE DATE	OUTCOMES	TASK WEIGHT
AT1 - Multimodal presentation	Oral Presentation	9 DEC 2022	EN12-1 , EN12-2 , EN12-3, EN12-6	25%
AT2 - Extended analytical response	Written Work	15 MAR 2023	EN12-1 , EN12-3, EN12-5, EN12-7	25%
AT3 - Extended response and reflection statement	Written Work	24 MAY 2023	EN12-1 , EN12-3, EN12-4, EN12-9	25%
AT4 - Trial HSC Examination	Examination	18 AUG 2023	EN12-1 , EN12-3, EN12-4, EN12-5, EN12-7, EN12-8, EN12-9	25%

Outcomes assessed may change but will be correct at the time of the formal assessment notification

Assessment Components

TASK NAME	Knowledge and understanding of course content	Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	TOTAL VALUE
AT1 - Multimodal presentation	15	10	25
AT2 - Extended analytical response	15	10	25
AT3 - Extended response and reflection statement	10	15	25
AT4 - Trial HSC Examination	10	15	25
Weighting	50	50	100

Syllabus Outcomes

OUTCOME	DESCRIPTION
EN12-1	Independently responds to and composes complex texts for understanding, interpretation, critical analysis, imaginative expression and pleasure
EN12-2	Uses, evaluates and justifies processes, skills and knowledge required to effectively respond to and compose texts in different modes, media and technologies
EN12-3	Analyses and uses language forms, features and structures of texts and justifies their appropriateness for purpose, audience and context and explains effects on meaning
EN12-4	Adapts and applies knowledge, skills and understanding of language concepts and literary devices into new and different contexts
EN12-5	Thinks imaginatively, creatively, interpretively, analytically and discerningly to respond to and compose texts that include considered and detailed information, ideas and arguments
EN12-6	Tnvestigates and explains the relationships between texts
EN12-7	Explains and evaluates the diverse ways texts can represent personal and public worlds
EN12-8	Explains and assesses cultural assumptions in texts and their effects on meaning
EN12-9	Reflects on, assesses and monitors own learning and refines individual and collaborative processes as an independent learner

How do I know when I have an assessment task due?

You need to look at your program and assessment schedule ahead of time, to make sure that you know when you have an upcoming assessment task. It will be clearly written on the program and will be included in the bundle of work that is sent to you.

How do I complete my assessment task?

You need to read the cover sheet of your assessment task very clearly, as it has some very important information. You also need to read the question very carefully and **CONTACT THE TEACHER** if you have any questions.

Finigan School of Distance Education

77 Agnes Avenue Queanbeyan, NSW 2620
Phone: 02 62105200
Email: finigansde@det.nsw.edu.au
Website: https://finigan-d.schools.nsw.gov.au/

ASSESSMENT COVER SHEET

ATTENTION: SUPERVISOR

Due Date:
Friday 27 March 2021

STUDENT:

TEACHER: **English Teacher**

SUBJECT: **English Advanced Year 11**

TASK: **Assessment Task 1 - Reading to Write**

ASSESSMENT RULES:

1. The Supervisor must open all assessment tasks.
2. The Supervisor must observe if the assessment is:
   ◦ open book - resources can be used
   ◦ research
   ◦ to be completed under exam conditions
3. The Supervisor must discuss the assessment procedure with the student and ensure the assessment is the student's individual work.
4. If the assessment allows the use of resources as in a research topic or essay, the student should NOT copy information unless quoted and the source is listed in the bibliography.
5. The Supervisor should send the assessment with this Assessment Cover Sheet to Finigan School of Distance Education either by **post or email, on or before the Due Date**.
6. The **DUE DATE** stated on this **ASSESSMENT COVER SHEET** will be enforced.

SPECIAL INSTRUCTIONS:

DUE DATE: Friday, 27 March 2021

Please open this envelope and read the assessment task notification promptly.

The task reflects skills you have during in composing and responding in specific forms of texts for the *Common Module - Reading to Write Transition to Senior English*. For this task, you will need to attempt BOTH Part A and Part B to have achieved a serious attempt at this assessment.

Ensure that you contact your English teacher sooner rather than later if you need assistance.

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TO THE SUPERVISOR: Your completed certificate MUST accompany the completed Assessment Task.

SUPERVISORS CERTIFICATE:
I certify that this is the work of ##studentname##, unaided by any other person.

....
Supervisor's Name   Supervisor's Signature   Date

The Assessment Task will be addressed to the supervisor. They need to open it - not the student.

This tells you when the Assessment Task is due. You need to make sure that it is posted by this date.

It is really important that the supervisor signs here to say that the student, and only the student, completed the Assessment

Examinations

How do I know when I have an examination due?

You need to look at your program and assessment schedule ahead of time to make sure that you know when you have an upcoming examination. It will be clearly written on the program and will be included in the bundle of work that is sent to you. You should talk to or email your teacher so that you can discuss what you learn for the examination.

How do I complete my Examination?

You need to read the cover sheet of your Exam very closely. You also need to read the question very carefully and CONTACT THE TEACHER if you have any questions.

The exam will be address to the Supervisor. They need to open it – not the student.

This tells you when the Exam is due and the time allowed. You need to make sure that it is posted by this date.

Finigan School of Distance Education
77 Agnes Avenue Queanbeyan, NSW 2620
Phone: 02 62105200
Email: finigansde@det.nsw.edu.au
Website: https://finigan-d.schools.nsw.gov.au/

Finigan School of Distance Education

ASSESSMENT COVER SHEET

ATTENTION: SUPERVISOR

Due Date:
14-18/09/2021

Time Allowed:
5 minutes reading time
1 hour 30 minutes working time

STUDENT:

TEACHER: **English Teacher**

SUBJECT: **English Advanced**

TASK: **Assessment Task 3 - Exam**

EXAMINATION RULES:

- The examination envelope MUST be opened by the supervisor and given to the student just prior to the exam.
- The supervisor must remain in the room for the duration of the exam and the student must be visible to them at all times.
- A clock should be visible to the student.
- Examinations must be hand written, in black pen.
- The student may not write during the designated reading time.
- The examination room must be quiet as possible and free of distractions.
- The supervisor should advise the student when there are 30 minutes remaining and again when there are 5 minutes remaining. "Pens Down" should be stated at the finishing time and the student is not to continue writing after this time.
- A student may leave the exam room early with the supervisor's approval.
- The supervisor is to sign the Supervisor's Certificate on the front of the exam envelope.
- Examinations are to be scanned/photographed and emailed to the school – finigansde@det.nsw.edu.au within 24 hours of the exam being completed. The hard copy of the exam must also be posted. Students who are overseas are not required to post their exams. The Supervisor's Certificate must be submitted with the exam.

E X A M I N A T I O N

SPECIAL INSTRUCTIONS:
Students should attempt all questions. The suggested timing for each question is outlined on the cover page of the exam.

Supervisors should ensure that the student does not access any learning or teaching materials or the Internet, other than their set text 'Othello' during the examination. Supervisors can provide any additional paper if the student requires it for a response. Supervisors are to ensure that any additional paper is secured to the relevant answer with all pages numbered and that the student's name is written at the top of each page.

TO THE SUPERVISOR: Your completed certificate MUST accompany the completed Exam.

SUPERVISORS CERTIFICATE:
I certify that this is the work of the student unaided by any other person and that the examination rules were followed.

....
Supervisor's Name   Supervisor's Signature   Date

These give the Supervisor specific instructions on how the student is to complete the Exam. The supervisor and the student should read these together.

It is very important that you, as the supervisor, sign here to say that the student, and only the student, completed the entire Exam and under Exam conditions.

Course Outcomes

Course outcomes are from the NESA syllabus for each course. They describe what you are expected to achieve in each course. We use these outcomes to write and plan the work you receive in your packs. Here is an example of what the course outcomes document would look like for Year 12:

Finigan School of Distance Education

Year: 12

COURSE: English Standard

 COURSE OUTCOMES:

A student:	
EN12-1	Independently responds to and composes complex texts for understanding, interpretation, critical analysis, imaginative expression and pleasure.
EN12-2	Uses, evaluates, and justifies processes, skills and knowledge required to effectively respond to and compose texts in different modes, media and technologies.
EN12-3	Analyses and uses language forms, features and structures of texts and justifies their appropriateness for purpose, audience and context and explains effects on meaning.
EN12-4	Adapts and applies knowledge, skills and understanding of language concepts and literary devices into new and different contexts.
EN12-5	Thinks imaginatively, creatively, interpretively, analytically and discerningly to respond to and compose texts that include considered and detailed information, ideas and arguments.
EN12-6	Investigates and explains the relationships between texts.
EN12-7	Explains and evaluates the diverse ways texts can represent personal and public worlds
EN12-8	Explains and assesses cultural assumptions in texts and their effects on meaning
EN12-9	Reflects on, assesses and monitors own learning and refines individual and collaborative processes as an independent learner.

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

Note: Google chrome is the recommended browser for our 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/

Option 3: Access our school website and click on the eLearning link.

Finigan School of Distance Education

T: 02 6210 5200   **E:** finigansde@det.nsw.edu.au

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We use technology to give our students lessons online.

eLearning

Years 3-12 Students

Finigan School of Distance Education uses a learning management system to host all of its online learning materials and courses.

To access eLearning, students use their Department of Education assigned username and password.

To access eLearning click on the link below

eLearning site 🔗

If you have problems accessing eLearning, or need your password reset, please contact Technology Support for assistance on 02 6210 5200 or contact your teacher.

Use the link below to review the eLearning booklet to help you get started.

eLearning booklet

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.

Login using one of these options.

The log in page like the one below will open if using the top right-hand option.

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

Your username will be your firstname.lastname according to your Department of Education email address.

If logging in for the first time, your password will be: distance1 Otherwise, your password is what you set it to.

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.
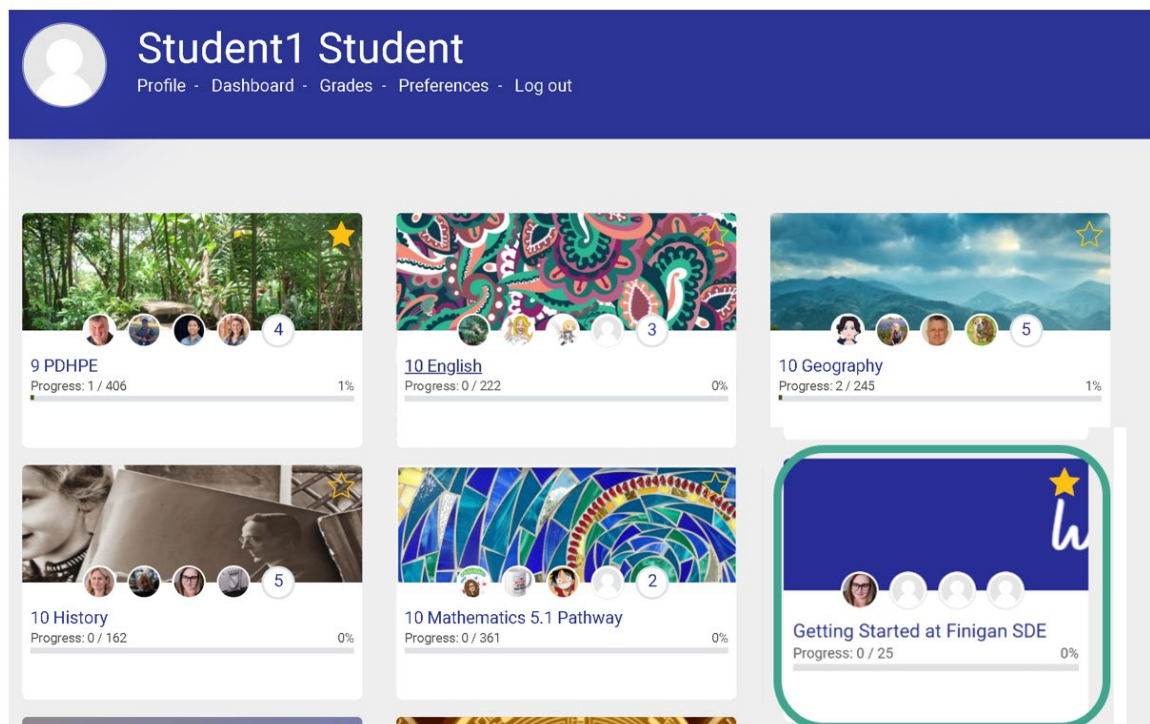
To enter your subjects, click on the relevant links. You will then enter the page for that course.

This should be the first place to visit when accessing the course for the first time.

You will need to START HERE and complete the questionnaire before the content of your course work becomes available in the CONTENTS menu on the left of your screen. **This will need to be done for ALL your courses.**
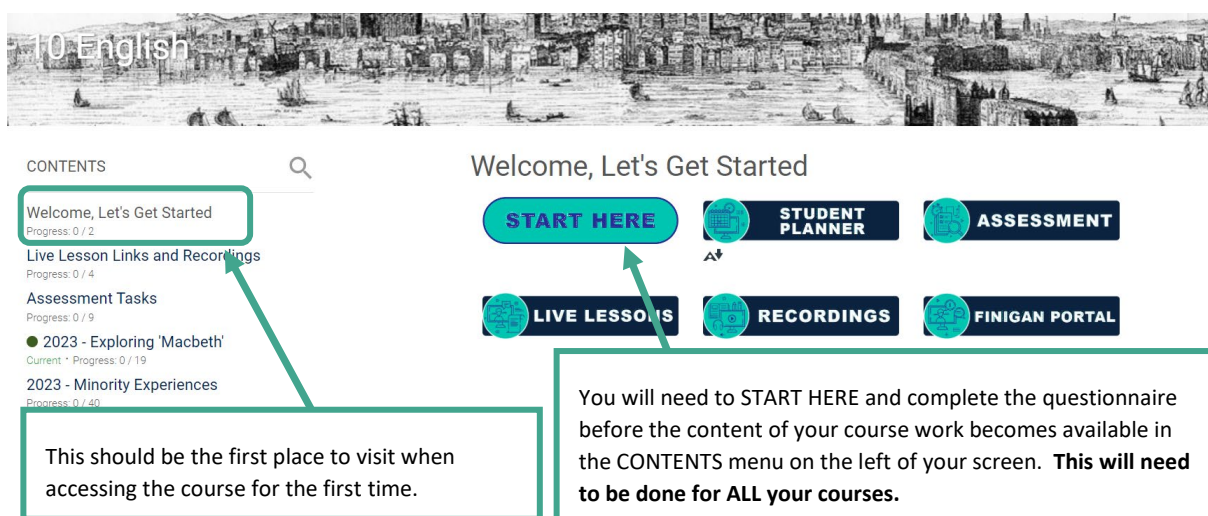
10 English

Year 10 questionnaire (acknowledgement of receipt of NESA documents)

Mark as done

Attempt quiz

Attempts allowed: 1

Once you enter the quiz there will be four questions to answer. Once you have answered all questions, please click on

Finish attempt ...

10 English

Back

Year 10 questionnaire (acknowledgement of receipt of NESA documents)

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved

Return to attempt

Submit all and finish

Submit all and finish.

On the next summary page click on

Finish review

Year 10 questionnaire (acknowledgement of receipt of NESA documents)

Mark as done

Click on Mark as done to complete the process.

Attempts allowed: 1

Summary of your previous attempts

State	Grade / 4	Review
Finished Submitted Tuesday, 15 August 2023, 11:13 AM	4	Review

Your final grade for this quiz is 4/4.

No more attempts are allowed

Back to the course

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).

Out of Africa

Approximately 60 000 years ago humans began to migrate from the African continent to other parts of the world.

This was during a time when sea levels were lower than today and land bridges linked most of the continents which created routes for the widespread movement of people.

Initially the spread of humans was through Asia and Australia, before spreading into Europe and later other parts of Asia and the Americas.

Watch the following video for an overview of migration paths:

Written work to read

PATH OF HUMAN MIGRATION

SCIENCE INSIDER

Video to watch

This occurred before humans had a means of writing anything down. However, we have a variety of archaeologists, anthropologists and paleontologists who can to piece together the story of our ancestors using the physical evidence that was left behind.

The out of Africa theory sugests humans migrated out of Africa around 60 000 years ago.

○ True   ○ False

Check

Reuse   Embed

Humans began to migrate out of Africa first to Europe then to Asia

○ True   ○ False

Check

Reuse   Embed

Activity/quizzes to complete

Back   Next

Use these buttons to navigate through the lesson

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 on Microsoft Teams for each of your subjects each week.

To access Microsoft Teams, you will need a stable internet connection. Each 'classroom' has its own individual access link and these are located on the homepage of each of your eLearning (subject) courses.

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

For single subject students who may be unable to attend live lessons (due to other timetabled commitments), recorded copies of live lessons will be made available on the eLearning platform. Students are required to engage with the live lessons as they will address some of the more challenging aspects of the course and will often contain examination and assessment task strategies.

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 3

- You will be asked join your Teams meeting (preference is JOIN ON THE TEAMS app) and login (if you are not currently signed into your Microsoft account (your DoE email will be your login).
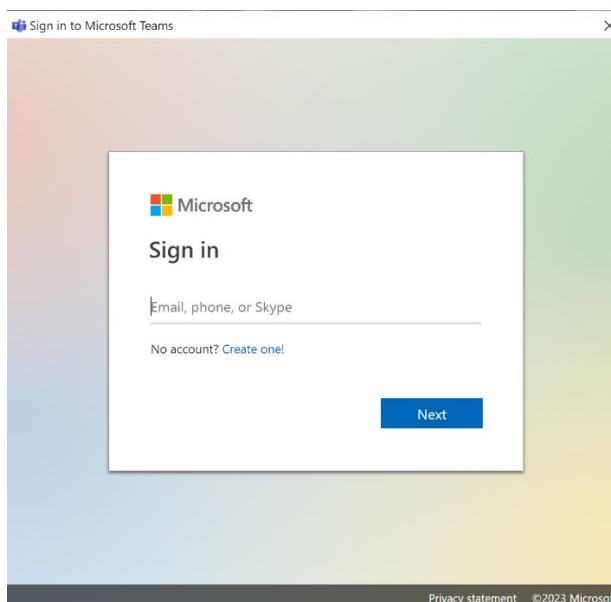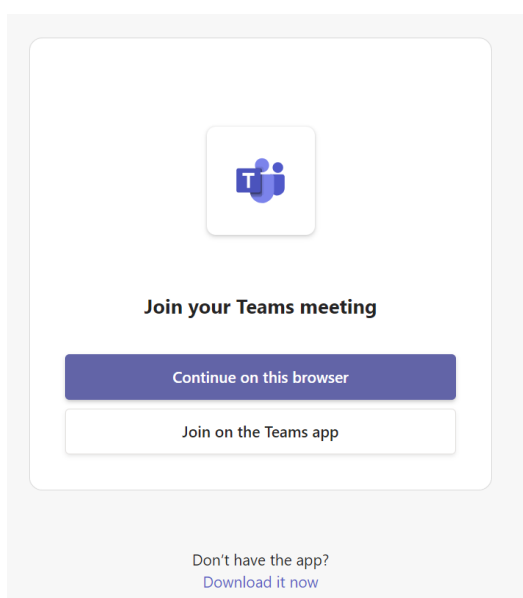
- Click on the 'Join Now' button.
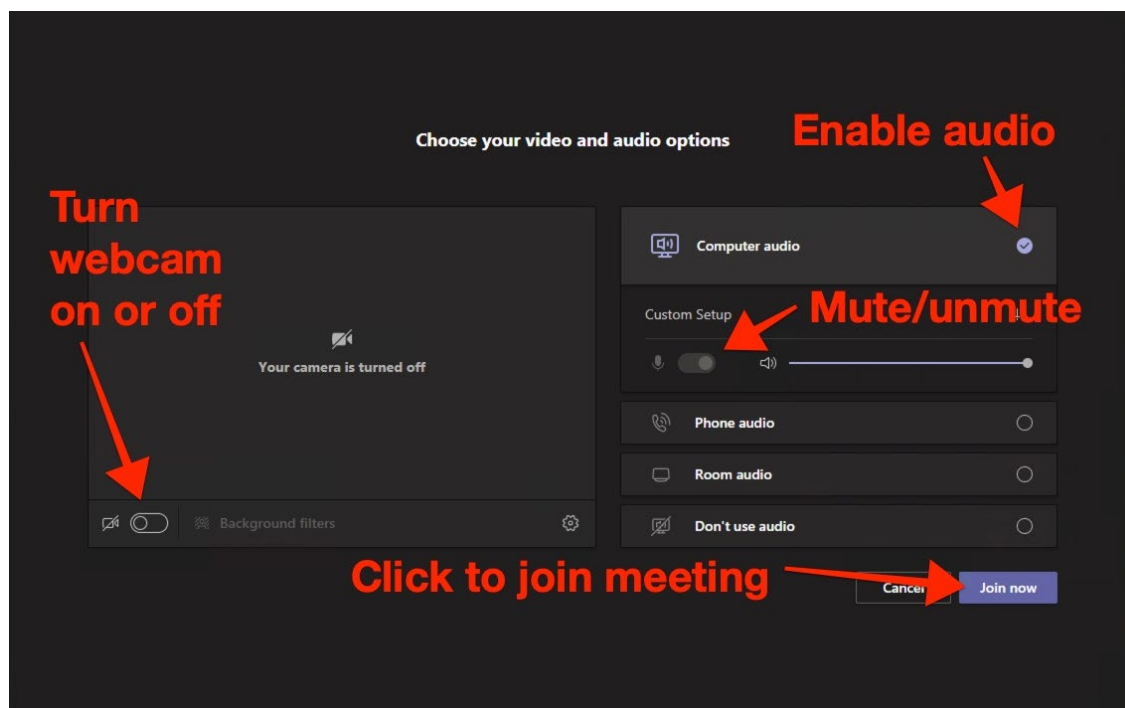
- You will now be logged into your live lesson classroom.
- If you have any problems logging in to your live lesson, please contact your teacher or IT Support.
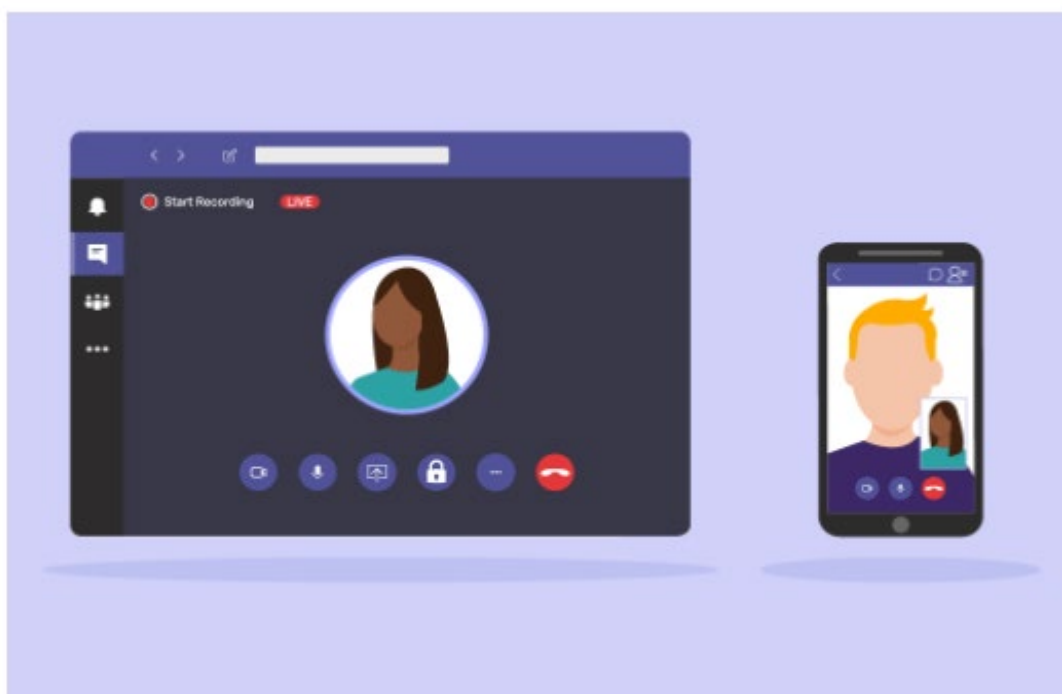
Guide to the Student DEMs Portal

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 timetable for live lessons, curriculum reports, 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.
3. Log in with the **Username** and **Password** provided to you via email.
4. Your school is **FSDE**.
5. Click on the **Login** button to access the Portal.
6. 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 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.

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

Login with your DoE account

User ID

Example: jane.citizen1

Password

Enter your password

Log in

Forgot your password?

This site will provide access to your email account.

Email

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.