

# Years 7-10

# Introductory

# Booklet

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## **Preface**

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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.

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 assure you that we endeavour to make this an exciting and rewarding learning experience, whilst catering for your specific needs with professionalism and enthusiasm.

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.

So, congratulations on your enrolment and we, the staff of Finigan School of Distance Education, look forward to working closely with you to ensure that you succeed in achieving all your educational goals.

## **Finigan School of Distance Education**

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Finigan School of Distance Education enrolls 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 the syllabus 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.

## School Administrative Staff

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School Administrative Manager – coordinates the duties of administration staff and processes fees and accounts.

Year Group Administration Staff – allocated to individual year groups. They coordinate the mail for this year group as well as answering questions concerning work that is to be or has been mailed.

Administration staff also 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.

## Staff

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Below are the people that you may need to contact during your enrolment here at Finigan School of Distance Education. **Contact them on (02) 6210 5200 or 1300 360 384 (local call cost).**

**Subject Teacher** – As a student you should contact your subject teacher when you have a problem or concern with a specific subject.

**Year Head Teacher** – A Year Head Teacher oversees that everything for that year group is running smoothly. If you can't contact your Student Coordinator then you can contact the Year Head Teacher.

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

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

**Deputy Principal** – of the Distance Education Centre.

**Principal** – of the Distance Education Centre.

## Role of the Student

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### 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 maximise your learning experience and make sure that you have a rewarding and enjoyable learning experience through Finigan School of Distance Education.

Below is a list of expectations that each of your teachers expect of you:

- Take your studies with Finigan School of Distance Education seriously.
- Complete your weekly work in the correct order.
- Complete work for each subject every week.
- Make sure that your work is posted by your supervisor every week.
- Make a serious attempt to answer all the exercise questions to the best of your ability.
- Make a regular time to contact each of your subject teachers.
- Respond when teachers contact you.
- Make teachers or Student Coordinators aware if you are sick, going on holidays or unable to complete your work on time.
- Contact your subject teacher when you have questions about the work.

### What do I do if I need help?

If you need help with your weekly work contact your subject teacher.



Telephone: (02) 6210 5200



Email: [finiganSDE@det.nsw.edu.au](mailto:finiganSDE@det.nsw.edu.au)

In the **subject** line add your teacher's name and the subject.

Students can also use the messaging system on our e-learning site (Moodle) to contact teachers.

## Role of the Supervisor

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### What is expected of me?

Your role as a supervisor is a serious yet rewarding job. You are responsible for overseeing that the student you are supervising is working each day on their work and sending the work into the school. If you are an active and responsible supervisor, you will help your student flourish.

Below are the Finigan School of Distance Education expectations of our supervisors:

- Be responsible for overseeing that the student you are supervising is completing school work each and every day.
- Sign at the bottom of each weekly work cover sheet to say that the work has been completed by the student. By signing you are certifying that all the work has been completed and all instructions have been carried out.
- Ensure that work is sent to Finigan School of Distance Education every Friday. If the student is sending work by mail then you need to organise this. If the student is sending work via email or Moodle you need to ensure that this is done.
- Be supportive and encouraging of your student to complete the work each week.
- Take an interest in the work; make time to sit with the student and work through the work with them.
- Encourage your student to contact their subject teacher when questions or concerns arise.
- You MUST respond to teachers' phone calls and all other correspondence.

### Who do I contact if I have questions or concerns?

You should contact the student's teachers, Student Coordinator or year Head Teacher if circumstances change, the student becomes ill, the work is too hard or too easy, if you change your contact details or need advice on schooling issues.



Telephone: (02) 6210 5200



Email: [finiganSDE@det.nsw.edu.au](mailto:finiganSDE@det.nsw.edu.au)

## Initial Package

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Once you have enrolled with Finigan School of Distance Education you will receive what we call your 'initial pack'. Your supervisor and you should sit down together and go through what is in your pack and use the guide below to assist your understanding as to what it all means and what you have to do.

Your **initial pack** will include the following:

- Booklet
- A supervisor's checklist
- An initial supply of envelopes as well as postage paid stickers for students within Australia for returning work (if work is being returned on paper). You can request more postage paid labels at any time by contacting Administration staff
- Individual subject packs or information about accessing your course online and/or a USB drive to access your work on a computer
- e-learning booklet that explains how to access the online courses
- DE application approval letter
- Fee statement

Each **subject pack** will include the following:

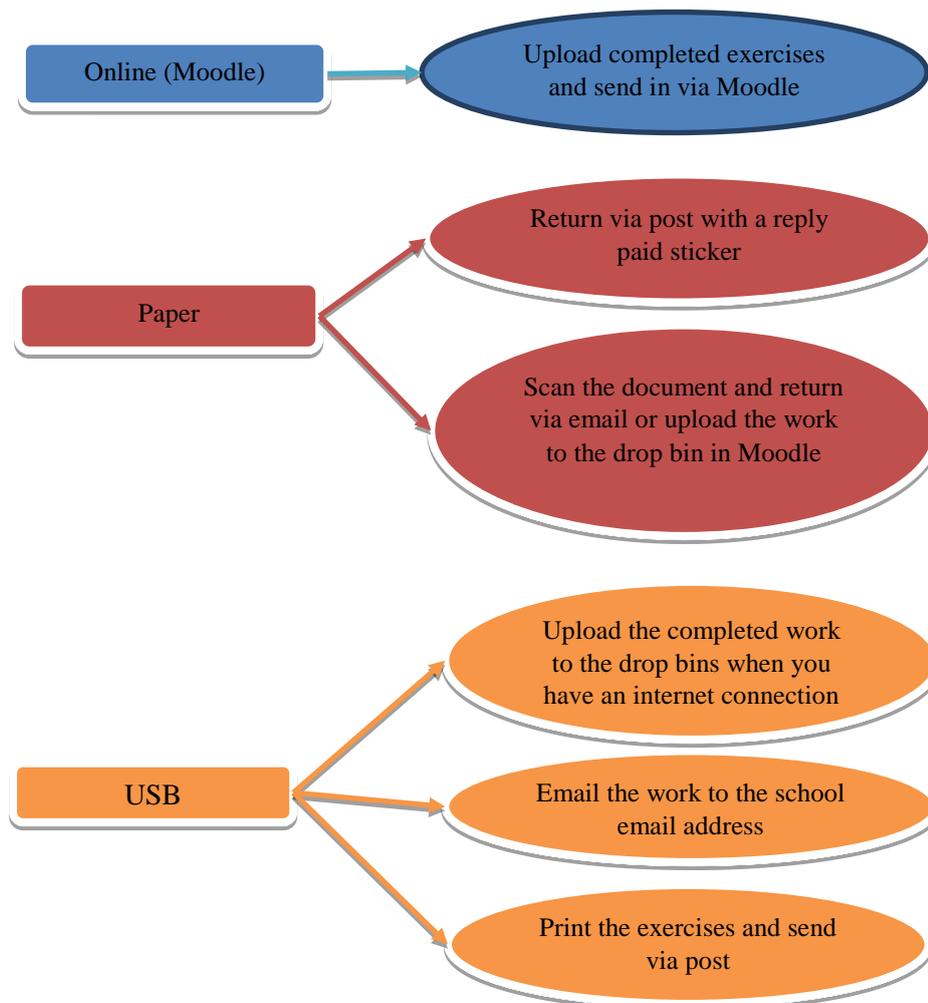
- A student planner that outlines
- The assessment schedule
- The outcomes of the course
- Order that work needs to be attempted
- Packs of work or instructions of how to access the work online.
- Assessment tasks/exams

## How to submit Work

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It is really important that for every subject you submit work EVERY WEEK. Follow the flowchart to determine how you return each week's work.

Email: If sending work via email scan your work and send it as an attachment to the email address; finiganSDE@det.nsw.edu.au. Send a separate email for each subject, that way your work won't get mixed up. Make sure you type in your teacher's name and the subject in the subject box of the email so that it goes to the correct person.



**Online:** When sending work in through online through Moodle, please refer to the 'Learning On-Line with Moodle' section of this guide.

# Student Planner

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## What is a Student Planner?

A planner is a list of all the work you have to complete for each subject and it tells you when you have to complete it by. It is simply a checklist.

What is my program for?

You 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 weekly work you should be working on at any given time. You should keep your planner for each subject close by so that you are always aware of what is due and when in each subject. Once you work out how to read your planner, a lot of your worries about when work is due will disappear.

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

- When you first receive your pack
- 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
- To see when exciting things are happening at Distance Education like Mini Schools and camps

An important thing to also remember is that your program is flexible. If you get really sick or are going on holidays and can't complete your work for a couple of weeks, you should contact your teacher or Student Coordinator. They can modify your program so that you don't miss the important parts and won't have lots of work to catch up on.

## How do I read my Planner?

Below 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.

# Student Planner

Course:

Term	Week No.	Week Beginning	Work to	Key Events
1	1	29 <sup>th</sup> Jan		
	2	4 <sup>th</sup> Feb		
	3	11 <sup>th</sup> Feb		Mini School
	4	18 <sup>th</sup> Feb		
	5	25 <sup>th</sup> Feb		
	6	4 <sup>th</sup> Mar		
	7	11 <sup>th</sup> Mar		
	8	18 <sup>th</sup> Mar		
	9	25 <sup>th</sup> Mar		
	10	1 <sup>st</sup> Apr		
	11	8 <sup>th</sup> Apr		
2	1	29 <sup>th</sup> Apr		
	2	6 <sup>th</sup> May		
	3	13 <sup>th</sup> May		
	4	20 <sup>th</sup> May		
	5	27 <sup>th</sup> May		
	6	3 <sup>rd</sup> Jun		Mini School
	7	10 <sup>th</sup> Jun		
	8	17 <sup>th</sup> Jun		
	9	24 <sup>th</sup> Jun		
	10	1 <sup>st</sup> Jul		
3	1	22 <sup>nd</sup> Jul		
	2	29 <sup>th</sup> Jul		
	3	5 <sup>th</sup> Aug		
	4	12 <sup>th</sup> Aug		
	5	19 <sup>th</sup> Aug		
	6	26 <sup>th</sup> Aug		Mini School
	7	2 <sup>nd</sup> Sep		
	8	9 <sup>th</sup> Sep		
	9	16 <sup>th</sup> Sep		
	10	23 <sup>rd</sup> Sep		
4	1	14 <sup>th</sup> Oct		
	2	21 <sup>st</sup> Oct		
	3	28 <sup>th</sup> Oct		
	4	4 <sup>th</sup> Nov		Camp
	5	11 <sup>th</sup> Nov		
	6	18 <sup>th</sup> Nov		
	7			

The program includes all the reading, activities and exercises you need to complete for this week

The date that you see here indicates when you should start working on this

## Course Outcomes

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Course Outcomes are a part of your syllabus that tells your teachers and you what you're expected to achieve in each course. We use these outcomes to write and plan the work you receive in your packs. These outcomes are written in fancy terms and may not make sense to you. The important thing you need to know is that every unit of work we send to you will have at least one of the outcomes listed in the course outcomes in it and weekly work will cover all the outcomes for each subject.

Below is an example of what the course outcomes document looks like.

### Finigan

School of Distance Education

Year: 8

COURSE: Mathematics Program 1 COURSE OUTCOMES:

MA4-06NA	Solves financial problems involving purchasing goods
MA4-07NA	Operates with ratios and rates, and explores their graphical representation
MA4-08NA	Generalises number properties to operate with algebraic expressions
MA4-10NA	Uses algebraic techniques to solve simple linear and quadratic equations
MA4-11NA	Creates and displays number patterns; graphs and analyses linear relationships; and performs transformations on the Cartesian plane
MA4-13MG	Uses formulas to calculate the areas of quadrilaterals and circles, and converts between units of area
MA4-14MG	Uses formulas to calculate the volumes of prisms and cylinders, and converts between units of volume
MA4-17MG	Classifies, describes and uses the properties of triangles and quadrilaterals, and determines congruent triangles to find unknown side lengths and angles
MA4-19SP	Collects, represents and interprets single sets of data, using appropriate statistical displays
MA4-20SP	Analyses single sets of data using measures of location, and range
MA4-21SP	Represents probabilities of simple and compound events

# Learning Online with Moodle

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## What is Moodle

Moodle is a Learning Management System used at Finigan School of Distance Education to create online courses. Moodle allows students to access courses via the Internet – anywhere, anytime.

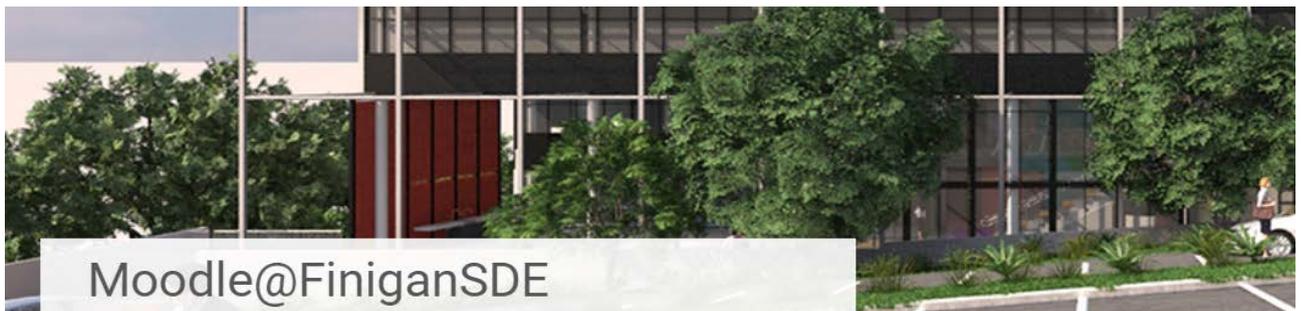
Students are able to:

- download resources and activities
- complete quizzes
- participate in forums and wikis
- access podcasts
- view video and audio files
- upload completed files
- message / email their teachers

Another very useful feature of Moodle is that of submitting work electronically. Weekly work files can be uploaded for teacher assessment all within the Moodle software. Teachers then correct work and return marked work via Moodle.

## Accessing Moodle

To access the website go to - <https://finigan-d.schools.nsw.gov.au/e-Learning>



## Log in

×  
CLOSE

Username

Password

Log in

NB: Username and password are lowercase and are case sensitive

The username and password will be emailed to the student. Please contact the centre if you do not know the username and password

You will be prompted to change your password after the first login

Click **Save changes**

## Change password

Username

The password must have at least 6 characters

Current password



New password



New password (again)



Save changes

Cancel

There are required fields in this form marked .

Click **Save changes**

Click **My courses** to access the courses the student is enrolled in.



Choose the course to access the work.

Grades - Log out

Browse all courses

Course Name	Progress	Course Grade
11 French Beginners	1 / 366 (1%)	
11 Mathematics Standard	0 / 65 (0%)	100

In your initial pack you have been issued with an e-learning booklet. Use this booklet to help you and the student with information on uploading and saving files.

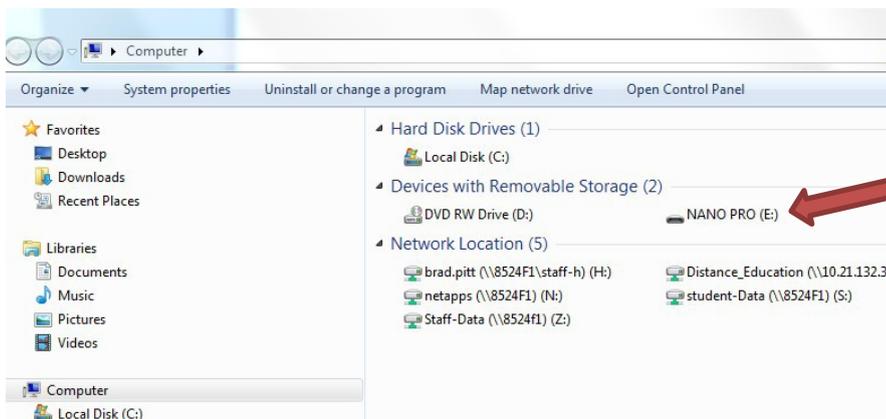
Email [finigansde@det.nsw.edu.au](mailto:finigansde@det.nsw.edu.au)

## What do I do if I received a USB in my pack?

1. Turn on your computer
2. Place the USB into the USB port on your computer. It might take a minute or two to install the correct software.
3. Open Computer



4. Find and open the Drive where your school work is. For example, Drive E: Nano Pro



5. Highlight all the folders and right click and copy. Paste all the folders to your My Documents folder on your computer.
6. This will make a backup of all the information on your computer.
7. Safely remove the USB and keep in a safe place just in case you need it at a later date.
8. Return the USB to Karabar DEC when you have finished all the work.

# Tips for Your Distance Education Success

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## 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 school work. 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.
- We recommend that you set out an in-tray and out-tray system. Each week put into your in-tray the work that needs to be completed. Once you have finished that booklet for the week, put it in your out-tray. That way you can see that you are getting through the week's work and will know what you need to send in at the end of the week.
- Put your extra work away in a cupboard or box so that you only have a manageable amount sitting on your desk. We recommend only having one week's worth of work on your desk at a time. At the beginning of each week, get one week's worth of work out of your box and put into in-tray.
- 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, Moodle 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](mailto:FiniganSDE@det.nsw.edu.au)

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