

INTRODUCTORY BOOKLET YEARS 11-12

2022



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 ensure that you 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 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 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 Administrative 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 Administrative Manager – 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.

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 question 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 Support Team are able to answer any questions about technology – this includes your personal laptop or computer, eLearning and email.

Deputy Principal

Principal



Learning and Wellbeing Team

The wellbeing of all students at Finigan School of Distance Education is viewed as critical to their development as children and young people throughout their time at school. Students are supported through a broad range of programs and initiatives for each stage group from Kindergarten to Year 12 regarding social and emotional wellbeing.

Our Learning and Wellbeing Coaches are the initial point of contact for support. Coaches are the interface between students, parents/supervisors and the school regarding learning engagement, managing school work load and when necessary, provide case management to support the specific needs of a student.

Please contact the relevant Learning and Wellbeing Coach if you have any questions or concerns.

Learning and Wellbeing Coaches will also focus on student leadership and voice at Finigan School of Distance Education, and we encourage our students to ask their coaches about future student leadership programs.

Finigan School of Distance Education provides a safe learning and teaching environment to encourage healthy, happy, successful and productive students.



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 maximise your learning experience and make sure that 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
- 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, going on holidays or unable to complete your work on time
- Contact your course teacher when you have questions about the work

Live Lessons

Your learning for each week will be supported with a real-time web lesson for each course. Home and Learning Hub students are **expected to attend all live lessons** for each enrolled course.

Live lessons will be recorded and posted on the eLearning site for all course students to access.

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

What is expected of me?

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

Finigan School of Distance Education expects our supervisors:

- To oversee that the student you are supervising is completing school work each and every day.
- If the work is being completed online through our eLearning site, supervisors need to ensure this is uploaded electronically every week.
- If the work is being completed on paper, 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.
- Work either online (through eLearning) or on paper needs to be returned to Finigan School of Distance Education consistently. If the student is sending work by post, the supervisor will need to organise this. If students are sending work via eLearning you need to check that this has been done.
- To be supportive and encouraging to your student to complete the lessons each week.
- To take an interest in the work; make time to sit with the student and work through the work with them, but do not provide the answers.
- To encourage the student to contact their course teacher when questions or concerns arise.
- To 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, 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. Contact them by



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



Email: finiganSDE@det.nsw.edu.au



You can access the 'Getting Started at Finigan SDE' page on the eLearning site for more information on the expectations of supervisors.



Getting Started at Finigan School of Distance Education

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. The site contains information on:

- Student expectations
- Supervisor expectations
- How to access your course work
- Accessing your Student DEMs Portal
- Learning and Wellbeing Handbooks
- Live Lesson Expectations
- Using your Department of Education email
- How to play 'ClickView' videos
- Useful contact numbers
- Organisational Aids
- How to set up favourites in your browser
- Knowing your teachers
- Adobe Connect for students
- What equipment do I need?
- Required software

You can find information on How to Access Your Work on the eLearning Site on page 12 of this booklet.

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 all the work you have to complete for each course.

What is my 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 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

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 2021

Student:

Lists the learning activity that needs to be completed for that week

Term	Week	LA	Learning Plan	Start	Submitted
TERM 1 25 JAN 2021 - 1 APR 2021	1	1	Getting Organised	25 JAN 2021	
	2	2	Overview: Part 1	1 FEB 2021	
	3	3	Overview: Part 2	8 FEB 2021	
	4	4	Overview: Part 3	15 FEB 2021	
	5	5	Site Study: Part 1	22 FEB 2021	
	6	6	Site Study: Part 2	1 MAR 2021	
	7	7	Site Study: Part 3	8 MAR 2021	
	8	8	Site Study: Part 4	15 MAR 2021	
	9	9	Site Study: Part 5	22 MAR 2021	
	10	10	Assessment Task One: Site Study	29 MAR 2021	
TERM 2 19 APR 2021 - 25 JUN 2021	1	11	Rights and Freedoms: Part 1	19 APR 2021	
	2	12	Rights and Freedoms: Part 2	26 APR 2021	
	3	13	Rights and Freedoms: Part 3	3 MAY 2021	
	4	14	Rights and Freedoms: Part 4	10 MAY 2021	
	5	15	Rights and Freedoms: Part 5	17 MAY 2021	
	6	16	Rights and Freedoms: Part 6	24 MAY 2021	
	7	17	Rights and Freedoms: Part 7	31 MAY 2021	
	8	18	Assessment Task Two DRAFT: Writing and Feedback	7 JUN 2021	
	9	19	Assessment Task Two: Rights and Freedoms	14 JUN 2021	
	10	20	Rights and Freedoms: Part 8	21 JUN 2021	
TERM 3 12 JUL 2021 - 17 SEP 2021	1	21	Migration Experiences: Part 1	12 JUL 2021	
	2	22	Migration Experiences: Part 2	19 JUL 2021	
	3	23	Migration Experiences: Part 3	26 JUL 2021	
	4	24	Migration Experiences: Part 4	2 AUG 2021	
	5	25	Migration Experiences: Part 5	9 AUG 2021	
	6	26	Migration Experiences: Part 6	16 AUG 2021	
	7	27	Assessment Task Three DRAFT: Writing and Feedback	23 AUG 2021	
	8	28	Assessment Task Three: Migration Experiences	30 AUG 2021	
	9	29	Migration Experiences: Part 7	6 SEP 2021	
	10	30	Migration Experiences: Part 8	13 SEP 2021	
TERM 4 4 OCT 2021 - 17 DEC 2021	1	31	Australia in the Vietnam War Era: Part 1	4 OCT 2021	
	2	32	Australia in the Vietnam War Era: Part 2	11 OCT 2021	
	3	33	Australia in the Vietnam War Era: Part 3	18 OCT 2021	
	4	34	Australia in the Vietnam War Era: Part 4	25 OCT 2021	
	5	35	Australia in the Vietnam War Era: Part 5	1 NOV 2021	
	6	36	Australia in the Vietnam War Era: Part 6	8 NOV 2021	
	7	37	Australia in the Vietnam War Era: Part 7	15 NOV 2021	
	8	38	Australia in the Vietnam War Era: Part 8	22 NOV 2021	
	9	39	Australia in the Vietnam War Era: Part 9	29 NOV 2021	
	10	40	Australia in the Vietnam War Era: Part 10	6 DEC 2021	
	11	41	Revision Quiz	13 DEC 2021	

The date that you see here indicates when you should start working on this weeks' learning activity. Each date is a Monday, giving you a full week to work on what you need to submit on the Friday.



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



Year 10 Mathematics

Assessment Schedule

TASK NAME	TASK TYPE	DUE DATE	OUTCOMES	TASK WEIGHT
Year 10 Mathematics 5.2 Assessment Task 1 Equation & Trigonometry topic tests	Topic Test	23 APR 2021	MA5.2-13MG, MA5.2-8NA	30%
Year 10 Mathematics 5.2 Assessment Task 2 (Investigative Task) non-linear relationships	Research Task	16 JUL 2021	MA5.2-10NA	30%
Year 10 Mathematics 5.2 Assessment Task 3 Topic test Financial Maths & Bivariate Data	Topic Test	8 OCT 2021	MA5.2-4NA, MA5.2-16SP	40%

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

Syllabus Outcomes

OUTCOME	DESCRIPTION
MA5.2-1WM	Selects appropriate notations and conventions to communicate mathematical ideas and solutions
MA5.2-2WM	Interprets mathematical or real-life situations, systematically applying appropriate strategies to solve problems
MA5.2-3WM	Constructs arguments to prove and justify results
MA5.2-4NA	Solves financial problems involving compound interest
MA5.2-5NA	Recognises direct and indirect proportion, and solves problems involving direct proportion
MA5.2-6NA	Simplifies algebraic fractions, and expands and factorises quadratic expressions
MA5.2-7NA	Applies index laws to operate with algebraic expressions involving integer indices
MA5.2-8NA	Solves linear and simple quadratic equations, linear inequalities and linear simultaneous equations, using analytical and graphical techniques
MA5.2-9NA	Uses the gradient-intercept form to interpret and graph linear relationships
MA5.2-10NA	Connects algebraic and graphical representations of simple non-linear relationships
MA5.2-11MG	Calculates the surface areas of right prisms, cylinders and related composite solids
MA5.2-12MG	Applies formulas to calculate the volumes of composite solids composed of right prisms and cylinders
MA5.2-13MG	Applies trigonometry to solve problems, including problems involving bearings
MA5.2-14MG	Calculates the angle sum of any polygon and uses minimum conditions to prove triangles are congruent or similar
MA5.2-15SP	Uses quartiles and box plots to compare sets of data, and evaluates sources of data
MA5.2-16SP	Investigates relationships between two statistical variables, including their relationship over time
MA5.2-17SP	Describes and calculates probabilities in multi-step chance experiments



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 on it. 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/

Finigan
School of Distance Education

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:
 - o open book - resources can be used
 - o research
 - o 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.

**A
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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



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

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.

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 the 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.

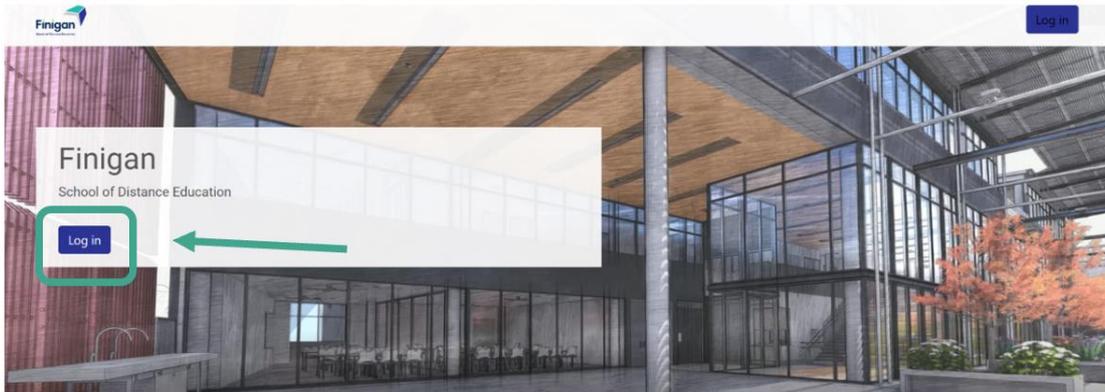
Note: Google chrome is the recommended browser for our eLearning site

The screenshot shows the website header with the Finigan School of Distance Education logo and contact information. The navigation menu includes: About our school, Supporting our students, Learning at our school, Distance education enrolment, eLearning, Useful Links, and Contact us. The breadcrumb trail is Home / elearning. The main heading is elearning. A sidebar menu on the left lists: Home, About our school, Supporting our students, Learning at our school, Distance education enrolment, Gallery, Events, News, Newsletter, elearning (highlighted), Useful links, Contact us, and global-alert. The main content area has the text: We use technology to give our students lessons online. Below this is the eLearning section with a banner image of a modern building interior and a 'Log in' button. The section is titled 'Years 3-12 Students' and contains text about the learning management system, login instructions, and a link to the eLearning site. It also includes a link to an eLearning booklet.



Logging into the eLearning site

The log in page like the one below will open.

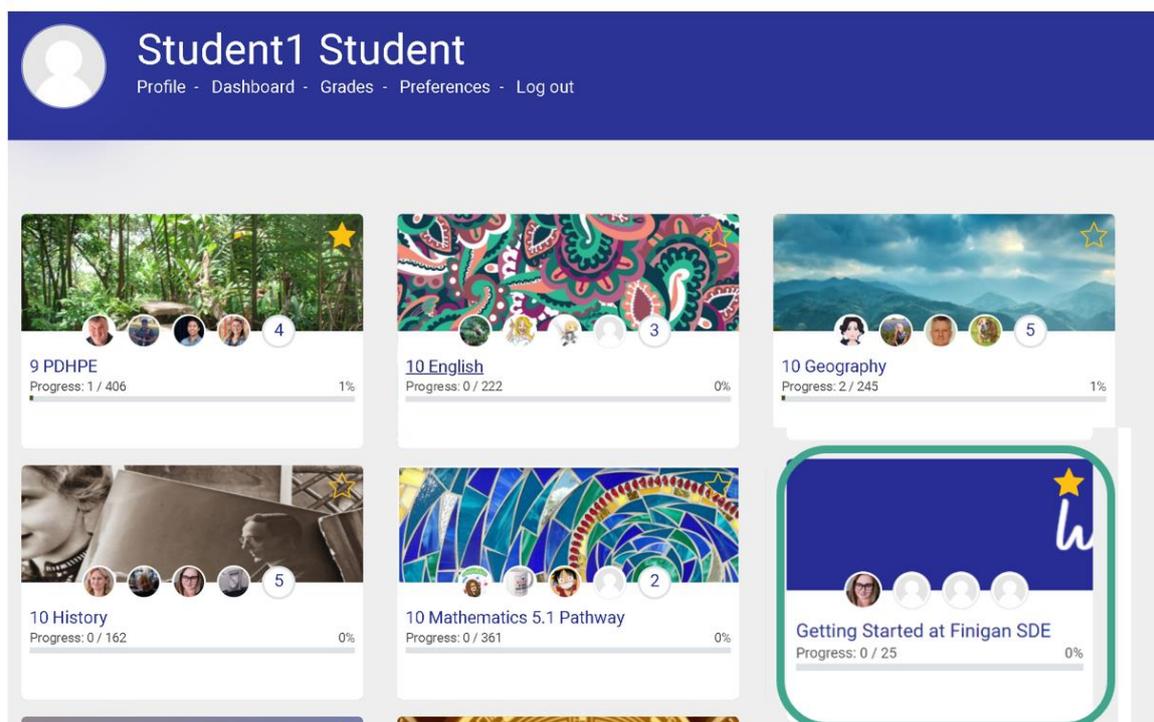


You will need to enter your username and password. Then click log in.



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.



7History

CONTENTS



Introduction

Click on any of these tiles below to access the information they describe.

- Introduction
- Assessment Tasks
Progress: 0 / 7
- Live Lesson Recordings
Progress: 0 / 3
- Overview: The Ancient World
Progress: 0 / 5
- Investigating the Ancient Past
Progress: 0 / 10
- The Mediterranean World:
Ancient Egypt
Progress: 0 / 16

Click on these headings to access your course work. Use your student planner to know what work to complete in what order. If you are having trouble, contact your teacher.

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.

1. Click here

2. This page will appear

3. Click on the heading of the lesson to access the work



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:



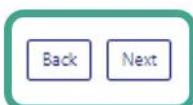
This occurred before humans had a means of writing anything down. However, we have a variety of archaeologists, anthropologists and paleontologists who can piece together the story of our ancestors using the physical evidence that was left behind.

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

True False

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

True False



Use these buttons to navigate through the lesson

Written work to read

Video to watch

Activity/quizzes to complete



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.

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Welcome, Let's Get Started!

Progress: 0 / 3

Live Lesson Links & Recordings

Progress: 0 / 3

Assessment Tasks

Progress: 0 / 6

Indices

Progress: 0 / 23

Trigonometry

Progress: 0 / 42

Linear relationships, Term 2 2021

Progress: 0 / 18

Non-linear relationships, Term 2 2021

Progress: 0 / 12

Financial Mathematics 1, Term 2 2021

Progress: 0 / 18

Revision 2

Progress: 0 / 4

Live Lesson Links & Recordings



Each week you will attend a live lesson.
Year 10 Mathematics live lessons are **Thursday at 12:00**.

Live Lessons

Headlam
Huynh
Aamir

<https://connect.schools.nsw.edu.au/mathematics-10-5-1i/>
<https://connect.schools.nsw.edu.au/mathematics-10-5-1ii/>
<https://connect.schools.nsw.edu.au/mathematics-10-5-1iii/>

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.

To enhance the live lesson experience, we expect you to do the following during each lesson.

Start of Lesson	Turn your camera and microphone on to say <i>hello</i> to the class and your teacher. You may turn your camera off after you have said <i>hello</i> .
During the Lesson	Answer at least one question using your microphone during the lesson.
End of Lesson	Turn your camera and microphone on at the end of each lesson to say <i>goodbye</i> to the class and your teacher.



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 from your eLearning course
- A link to each subject's live lesson classroom can be located on the homepage of the course.

Step 3

- You 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.

The image shows a login interface for NSW Education. At the top left is the NSW Government logo (a red lotus flower) and the text 'NSW GOVERNMENT | Education'. Below this is a 'Guest' radio button and a 'Registered User' radio button, with the latter being selected and highlighted by a red rectangular box. Underneath are two text input fields: 'Username' and 'Password'. The 'Username' field has a placeholder 'Type here' and examples: 'Staff Members (e.g. jane.citizen1@det.nsw.edu.au)' and 'Students (e.g. jane.citizen1@detnsw)'. The 'Password' field also has a placeholder 'Type here'. Below the password field is a link for 'Forgot password?'. There is a checked checkbox for 'Remember username'. At the bottom is a blue button labeled 'Enter Room'.

Step 4

- 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 Finigan Student 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.millenniumschoools.net.au/portal/>

MILLENNIUM

Millennium Student & Parent Portal

Username :

Password :

School :

Login

Forgot your login details? [Click here](#) to have them sent to your school email.

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[0.000000 seconds]

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.

Finigan School of Distance Education : Year: 2019

MODIFY MY ACCOUNT : [Details]

UserName : firstname.surname

FirstName : John LastName : Abcde

Email Address : firstname.surname@education.nsw.gov.au

Password : [*****]

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Accessing your Timetable

Your personalised timetable is available on the student portal. The portal contains essential information for you, such as who your teachers are, your timetable of live lessons, learning planners, feedback from your weekly work and school reports. You will receive an email with your username and password for the portal.

Enjoy the year ahead. Please contact your Learning and Wellbeing Coach if you have any questions.

Finigan School of Distance Education : [redacted] Year: 2021

TIMETABLE : [redacted] - Year 10 - 2021 Points: +15

[Click here to print timetable.](#) Date: 16 NOV 2021

Week 1	Period	Course	Class	Teacher	Location
Monday	12:00 - 13:00	Year 10 Photographic & Digital Media 200hr	10PDM1.AH1	[redacted]	ST17LV2
	13:00 - 14:00	10 Wellbeing Coach	10WELBEI.MT6	[redacted]	ST19LV2
Tuesday	11:00 - 12:00	Year 10 Music	10MUS.AB1	[redacted]	ST18LV2
	12:00 - 13:00	Year 10 History	10HISA.AK1	[redacted]	ST3LV1
	13:00 - 14:00	Year 10 Geography	10GEOA.ZM1	[redacted]	ST20LV2
Thursday	10:00 - 11:00	Year 10 Science	10SCI.SA1	[redacted]	ST7LV1
	12:00 - 13:00	Year 10 Mathematics 5.1	10MATS.UA1	[redacted]	ST11LV2
	13:00 - 14:00	Year 10 PDHPE	10PE.DM1	[redacted]	ST17LV2



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.

The screenshot shows the Millennium Schools website interface. On the left-hand side menu, the 'Home' and 'Classes' items are highlighted with red boxes. The main content area displays the following information:

Finigan School of Distance Education [redacted]

CLASSES : George [redacted] Year 12 - 2018

Faculty	Course	Class	Teacher	Lessons	Returns
Outreach	Stage 6 Knitting 101	12K101.VK1	Vickie [redacted]	0 / 29	Curriculum Report

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[0.003906 seconds]

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

The screenshot shows the same Millennium Schools website interface as above. In this view, the 'Curriculum Report' link in the 'Returns' column of the table is highlighted with a red box.

Faculty	Course	Class	Teacher	Lessons	Returns
Outreach	Stage 6 Knitting 101	12K101.VK1	Vickie [redacted]	0 / 29	Curriculum Report

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[0.003906 seconds]

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	8 MAR 2017	10 MAR 2017
Stage 6 Knitting 101 Year 12	[3]	Knitting 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 Stetch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[8]	Pearl Statch		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 JUL 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 the student progress in the course and provides a record of his/her 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.

The screenshot shows the Millennium Schools web interface. On the left is a navigation menu with items: Home, My Settings, My Account, Log Out, Classes, Lessons, Timetable, Diary, **Markbook**, Reports, Register, Attendance, General Articles, Student Notices, and School Website. The 'Markbook' item is highlighted with a red box. The main content area shows the user's name 'George [redacted]' and the school 'Finigan School of Distance Education'. Below this, it says 'ACTIVITIES : George [redacted] - Year 12 - 2018'. There are two tabs: '[Semester 1]' and 'Semester 2'. The text below the tabs reads 'There are no ReportLink Approved Activities to view at this time.' Below this, there are two legend items: 'R Included in Reports' and 'E Semester Exam'. At the bottom right, there is a copyright notice: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only. [0.277344 seconds]'.

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

This screenshot is identical to the one above, but with a red box highlighting the '[Semester 1]' and 'Semester 2' tabs at the top of the main content area.



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.

The screenshot shows the Millennium DEMS Student Portal interface. On the left is a green sidebar menu with the following items: Home, My Settings, My Account, Log Out, Classes, Lessons, Timetable, Diary, Markbook, Reports, Register Attendance, General Articles, Student Notices, and School Website. The 'Reports' item is highlighted with a red box. The main content area shows the user's name 'George [redacted]' and a header for 'REPORTS : George [redacted] - Year 12 - 2018'. Below this, it states 'Sorry, there are no reports available.' At the bottom right of the page, there is a copyright notice: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only. [0.011719 seconds]'.

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 will look like this – jane.smith4@education.nsw.gov.au

Login with your DoE account

User ID

Example: jane.citizen1

Password

Log in

[Forgot your password?](#)

This site will provide access to your email account.

Email

The screenshot shows the NSW Department of Education Student Portal. The top navigation bar includes 'Senior' and various icons. A left-hand navigation menu lists: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, and Sign Out. The main content area is divided into several sections: a search bar, a Google search box, a calendar, a puzzle maker, and a counselling and support section. On the right, there are sections for 'My bookmarks' and 'BlogEd'. A red arrow points from the 'Email' text above to the 'Email' link in the navigation menu.



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 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
- 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.

