

SINGLE COURSE – INTRODUCTORY AND ELEARNING BOOKLET

2023

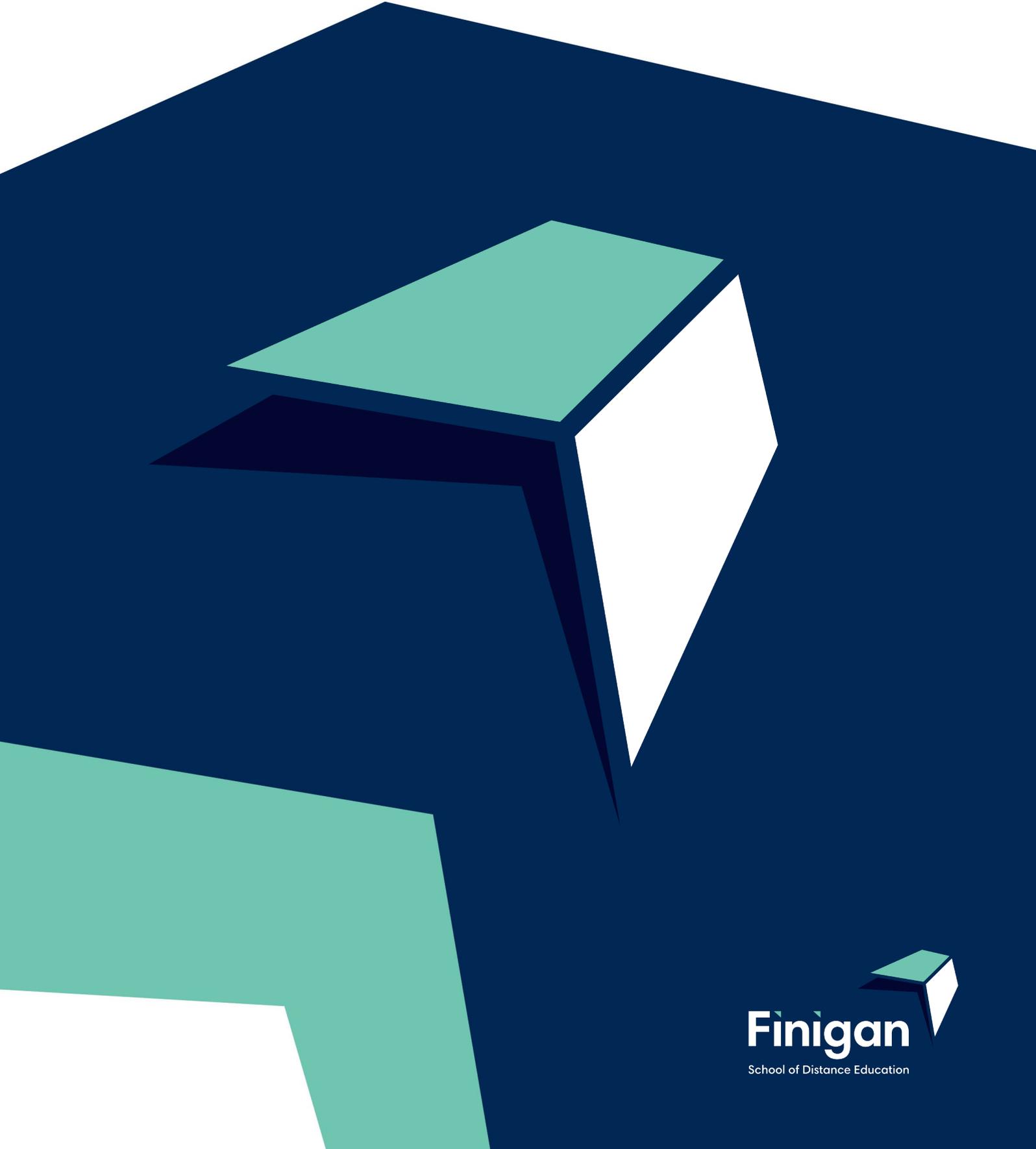


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Preface

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 (FSDE) 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 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

Principal



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

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 main 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. 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
- Adobe Connect for students
- 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 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 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

	Task 1	Task 2	Task 3	Task 4		
Task	Crime Extended Response	Human Rights Research Task	Family Stimulus-Based Task	Trial Examination		
Due	Week 9 Term 4 8/12/17	Week 9 Term 1 30/3/18	Week 8 Term 2 22/6/18	Week 5 Term 3 24/8/18		
Outcomes	Outcomes H1, H5, H 8	Outcomes H2, H3, H6, H7	Outcomes H4, H8, H9, H10	Outcomes H1, H2, H3, H5, H6, H7		
Component (Syllabus)	Knowledge and Understanding of the Course	10	10	10	10	40
	Research	10	10	10		30
	Communication	5		5	5	15
	Stimulus-Based Research				15	15
Weighting	25	20	25	30		



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.

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.

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

STUDENT:

TEACHER: English Teacher

SUBJECT: English Advanced

TASK: Assessment Task 3 - Exam

Due Date: 14-18/09/2021

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

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.

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 _____

EXAMINATION



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

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



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.

The log in page like the one below will open.



e-Learning Site



A public school committed to working together
through excellence and innovation.

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

Log in

Username

Password

Log in



Username

Password

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.

Student1 Student
Profile - Dashboard - Grades - Preferences - Log out

9 PDHPE
Progress: 1 / 406 1%

10 English
Progress: 0 / 222 0%

10 Geography
Progress: 2 / 245 1%

10 History
Progress: 0 / 162 0%

10 Mathematics 5.1 Pathway
Progress: 0 / 361 0%

Getting Started at Finigan SDE
Progress: 0 / 25 0%

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

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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

Introduction



LIVE LESSONS



ASSESSMENT



RECORDINGS



STUDENT PLANNER



SUPPORT DOCUMENTS

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

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.

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Investigating the Ancient Past

Progress: 0 / 10

The Mediterranean World: Ancient Egypt

Progress: 0 / 16

Course Dashboard

Overview: The Ancient World

According to the 'out of Africa' theory, about 60 000 years ago modern humans began to migrate across the world.

1. Click here

2. This page will appear

Part 1 - Out of Africa and Early Settlements

LESSON

Part 1 - Out of Africa and Early Settlements.

This week we look at the "Out of Africa" theory and examples of early settlements.



Source: <https://www.npr.org/2012/09/17/161278993/what-drove-early-man-across-globe-climate->

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:



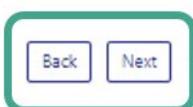
This occurred before humans had a means of writing anything down. However, we have a variety of archaeologists, anthropologists and paleontologists who can piece together the story of our ancestors using the physical evidence that was left behind.

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



Written work to read

Video to watch

Activity/quizzes to complete

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 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!

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Live Lesson Links & Recordings

Progress: 0 / 3

Assessment Tasks

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Indices

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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 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.

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.



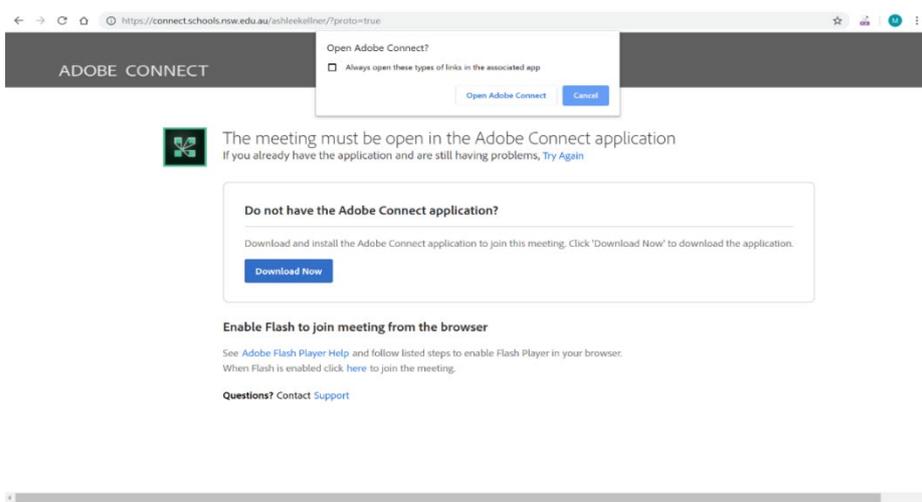
Accessing Live Lessons

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



Step 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 DoE Student Portal for Email Access

NSW Department of Education (DoE)

It is imperative for the school to contact students 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 - firstname.lastname@education.nsw.gov.au

For example 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 is blue with the text 'Senior'. Below this is a sidebar menu with icons and labels for 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 with the Google logo, a calendar for the 25th, a Google search box, a section for 'My bookmarks' with a 'Create new list' button, a 'BlogEd' section with 'My Posts' and 'My Blogs' tabs, and a 'Learning' section. A red arrow points from the 'Email' text above to the 'Email' link in the sidebar 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 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.

