

# SINGLE COURSE – INTRODUCTORY AND ELEARNING BOOKLET

2025



**Finigan**

School of Distance Education

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## Preface

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

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

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

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

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

## Finigan School of Distance Education

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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

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## School Administration Staff

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

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

## Teaching Staff

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

Contact them on (02) 6210 5200

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

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

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

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

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

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

**Principal** – if required.



# Role of the Student

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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 ensure you have a rewarding and enjoyable learning experience through Finigan School of Distance Education.

Your teachers expect you to:

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

## Live Lessons

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

## What do I do if I need help?

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

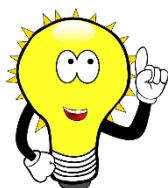


Telephone: **(02) 6210 5200** or

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

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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:**

- the student is supervised whilst completing learning 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 completed unaided under strict 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:**

- provide a suitable work/study area for the student and a timetable with provision for the required number of hours of study each week
- provide the student with access to required technology
- provide necessary resources, practical learning spaces for student enrolled in Performing Arts, Physical Education, Sciences & Technology as required
- encourages the student to attend the live lesson, if possible, or ensure the student views the recording of the live lesson
- monitor the completion of set tasks and interact with the student as required in learning activities
- ensure students fulfill course requirements
- ensure that the student has the opportunity to satisfactorily participate in oral and practical work as prescribed by the course
- return the signed supervisor's declaration with any paper-based examination or assessment task
- provide advice about illness or absences which have affected the student's ability to complete set activities
- ensure regular communication with FSDE to support students
- communicate with student's parent/caregiver about their progress throughout the course including sharing N Award warning correspondence with parent/caregiver
- support students to address/complete learning activities outlined in N Award warning letters
- apply for Disability Provisions for Year 12 students if required
- inform FSDE if the student withdraws from the course or leaves the home school.



# Getting Started at Finigan School of Distance Education

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

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

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

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

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

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

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

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



## How to submit Work

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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

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

### What is my Student Planner for?

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

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

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

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

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



## Example of a Student Planner

### Student Learning Planner

Student:

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

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

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



## Assessment Schedule

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

### Assessment Schedule

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

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

### Assessment Components

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

### Syllabus Outcomes

OUTCOME	DESCRIPTION
EN12-1	Independently responds to and composes complex texts for understanding, interpretation, critical analysis, imaginative expression and pleasure
EN12-2	Uses, evaluates and justifies processes, skills and knowledge required to effectively respond to and compose texts in different modes, media and technologies
EN12-3	Analyses and uses language forms, features and structures of texts and justifies their appropriateness for purpose, audience and context and explains effects on meaning
EN12-4	Adapts and applies knowledge, skills and understanding of language concepts and literary devices into new and different contexts
EN12-5	Thinks imaginatively, creatively, interpretively, analytically and discerningly to respond to and compose texts that include considered and detailed information, ideas and arguments
EN12-6	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



# Sample Assessment Notification

## How do I know when the student has an Assessment Task due?

You need to look at the student planner and assessment schedule ahead of time to make sure that you know when they have an upcoming assessment task.

## How does the student complete their Assessment Task?

You need to read the notification of the student assessment task very clearly as it has some very important information on it. The student also needs to read the task description and marking guidelines very carefully and **contact the course teacher** with any questions.

See below for how to read the Assessment Task Notification.



### ASSESSMENT NOTIFICATION

COURSE	Year 12 English - Advanced
TASK NAME	AT1 - Critical Response
TASK WEIGHT	20%
NOTIFICATION DATE	Thursday, 16 November 2023
DUE DATE	Thursday, 14 December 2023

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

### OUTCOMES ASSESSED

EA12-5	thinks imaginatively, creatively, interpretively, critically and discerningly to respond to, evaluate and compose texts that synthesise complex information, ideas and arguments
EA12-7	evaluates the diverse ways texts can represent personal and public worlds and recognises how they are valued
EA12-8	explains and evaluates nuanced cultural assumptions and values in texts and their effects on meaning

### COMPONENTS

Knowledge and understanding of course content	10
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10

### TASK DESCRIPTION

Construct an extended critical response to the following:

**It is a story's ability to ignite new ideas about human behaviour that allow us as readers to see the world differently.**

Select an excerpt from a political speech that resonates with you as a conceptual insight into human behaviour and use it as a preface for your essay and the foundation for your thesis. In your extended critical response, explore how this excerpt illuminates new perspectives on human nature and our understanding of the world.

Use detailed references to George Orwell's 'Nineteen Eighty-Four' to support your discussion, comparing and contrasting Orwell's ideas with the concepts presented in your chosen excerpt.

Your response **MUST** be between 900 and 1200 words.

Your chosen excerpt should be no more than 500 words and **MUST** immediately precede your essay.

**Plagiarism:**  
Plagiarism, the use of the work of others without acknowledgement, will incur serious penalties and may result in a zero award. Any cheating will also incur penalties as per NESAs All My Own Work policy. Students who are caught using ChatGPT (or similar) will be listed on NESAs malpractice register.

Task description give the student specific instructions on how to complete the Assessment Task. You and your student should read these together. These instructions change according to the type of task.



## MARKING GUIDELINES

<p><b>Title:</b> AT1 - Common Module Essay  <b>Syllabus Outcomes:</b> EA12-5, EA12-7, EA12-8  <b>Description:</b>  <b>EA12-8: Original Thesis and Addressing the Question (Cultural Values &amp; Assumptions)</b>  <b>EA12-7: Technical Analysis of Orwell's Text and Its Impact on Perception of the World (Personal &amp; Public Worlds)</b>  <b>EA12-5: Essay Delivery, Structure, Length, Depth, and Tone (Complex Information, Ideas, Arguments)</b></p>	
Marking Criteria:	Grade
<ul style="list-style-type: none"> <li>• Constructs an insightful thesis that integrates concepts from the selected excerpt by expertly evaluating the cultural values in 'Nineteen Eighty-Four'.</li> <li>• Expertly provides quotations from 'Nineteen Eighty-Four' with insightful technical analysis to show how Orwell prompts a profound rethinking of the world.</li> <li>• Presents an exceptionally structured and cohesive essay, adhering to the specified length, and demonstrating depth and sophistication in argumentation.</li> </ul>	A 17-20
<ul style="list-style-type: none"> <li>• Develops a well-considered thesis that effectively incorporates concepts from the selected excerpt analysing the cultural values in 'Nineteen Eighty-Four'.</li> <li>• Offers thoughtful quotations from the text with effective technical analysis, demonstrating how Orwell encourages readers to reconsider their view of the world.</li> <li>• Delivers a well-structured essay, meeting the length requirements, with substantial depth in argumentation.</li> </ul>	B 13-16
<ul style="list-style-type: none"> <li>• Forms a sound thesis that includes concepts from the selected excerpt and adequately examines cultural values in 'Nineteen Eighty-Four'.</li> <li>• Provides quotations from 'Nineteen Eighty-Four' with adequate technical analysis, showing how the text influences readers' perspectives on the world.</li> <li>• Provides an adequately structured essay with sufficient depth, conforming to the length guidelines.</li> </ul>	C 9-12
<ul style="list-style-type: none"> <li>• Presents a thesis with limited integration of the selected excerpt, showing minimal analysis of cultural values in 'Nineteen Eighty-Four'.</li> <li>• Presents examples from the text with basic technical analysis, vaguely connecting Orwell's ideas to changes in world perception.</li> <li>• Offers a basic essay with limited depth, and not meeting length requirements.</li> </ul>	D 5-8
<ul style="list-style-type: none"> <li>• Thesis may be unclear and disconnected from the excerpt, with minimal reference to cultural values in 'Nineteen Eighty-Four'.</li> <li>• Shows minimal engagement with the text, providing limited examples and little to no connection to how they might alter perceptions of the world.</li> <li>• Demonstrates minimal effort in structuring an essay that does not meet length requirements.</li> </ul>	E 1-4





# Course Outcomes

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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

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## What is eLearning

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

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

Students are able to:

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

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



# How to Access eLearning Site

Note: Google Chrome is the recommended browser for our eLearning site.

Option 1: Use the link below

Site URL: <https://finigan-d.schools.nsw.gov.au/e-learning.html>

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

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

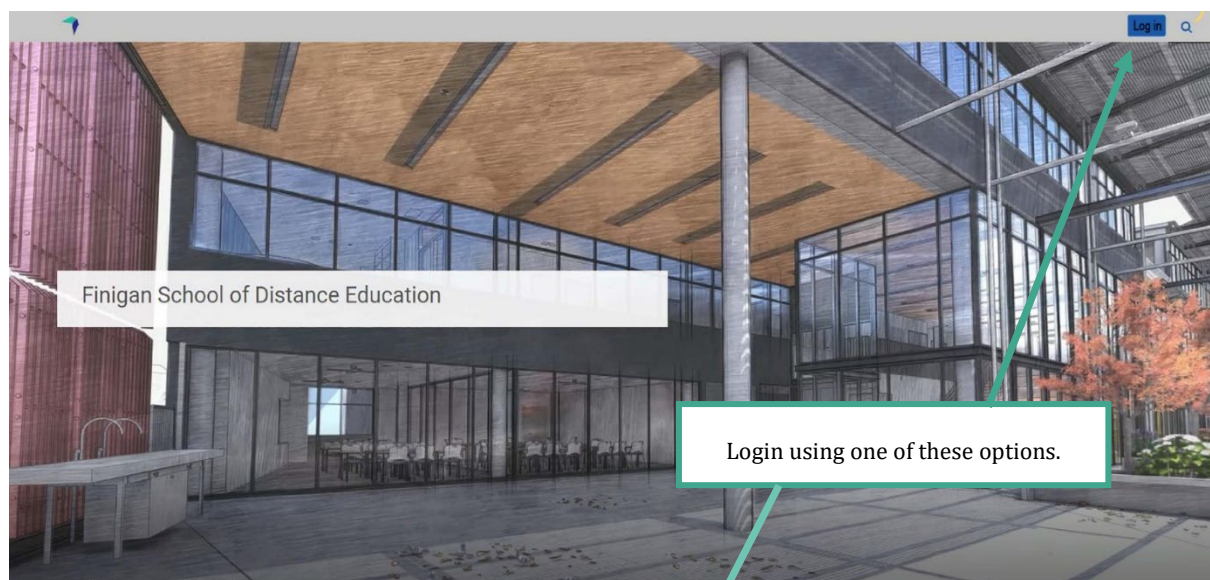
Option 3: Access our school website and click on the eLearning link.

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 states: "We use technology to give our students lessons online." It features an eLearning banner with a "Log in" button. Below the banner is the section "Years 3-12 Students" which explains that the school uses a learning management system and provides instructions on how to access eLearning using a Department of Education assigned username and password. It includes a link to the eLearning site and a link to an eLearning booklet.



# Logging onto the site

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



Login using one of these options.

eLearning Site

**About eLearning (Moodle)**

Finigan School of Distance Education provides high-quality education for students aged from K to Year 12. This online learning platform provides resources and activities, discussion forums, and announcements for your courses.

Connected Through Learning

Login

Username

Password

**Log in**

[Lost password?](#)



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

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

Log in

Username

Password

Log in

Username

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

Password

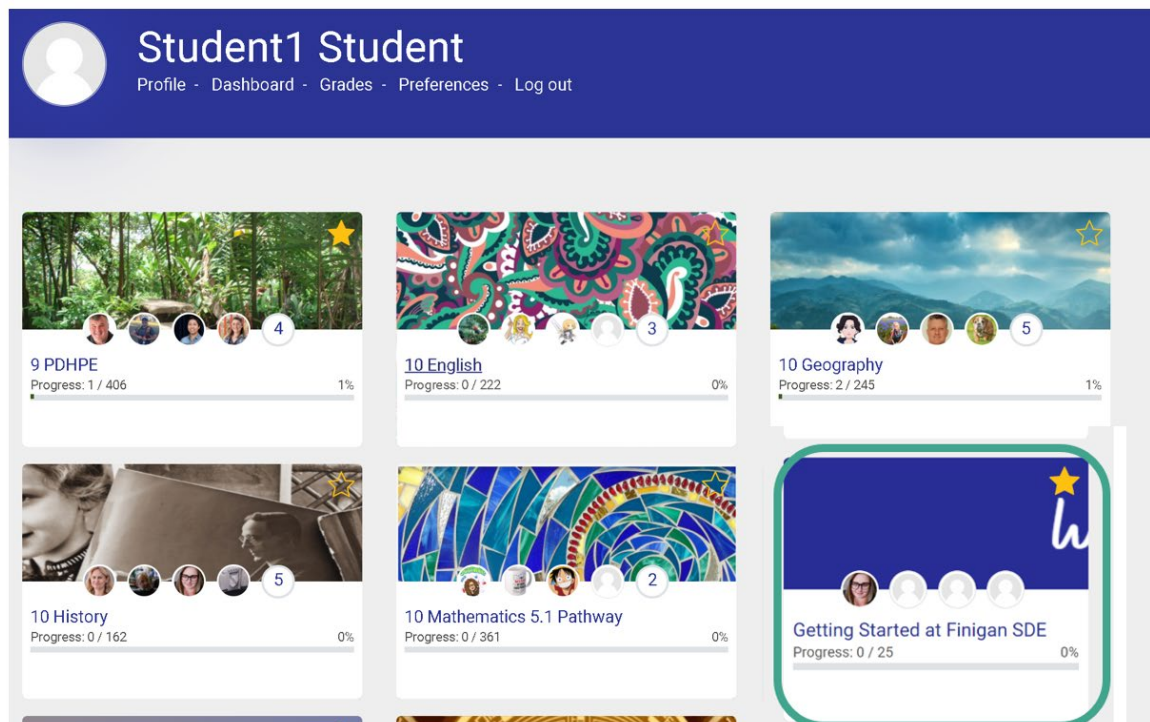
If logging in for the first time, your password will be: distance1. Otherwise, your password is what you set it to.

Log in

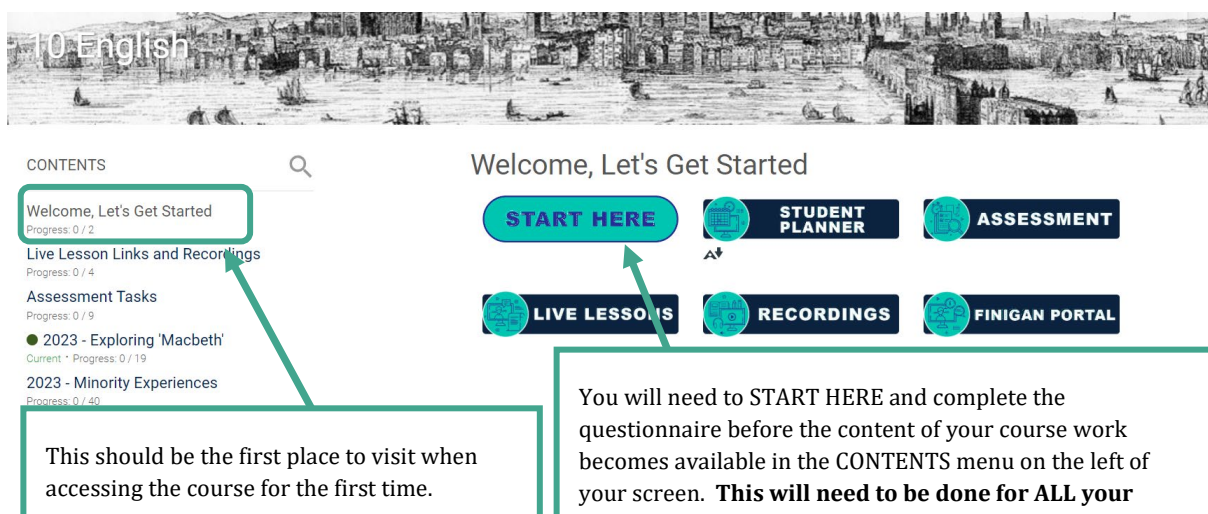


You will then be taken to a page that looks similar to the one below. This page will have all the courses you are enrolled in at Finigan. To get started, click on the course “Getting Started at Finigan SDE”.

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.





## Year 10 questionnaire (acknowledgement of receipt of NESA documents)

Mark as done

Attempt quiz

Attempts allowed: 1

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

Finish attempt ...



Back

## Year 10 questionnaire (acknowledgement of receipt of NESA documents)

### Summary of attempt

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

Return to attempt

Submit all and finish

Submit all and finish.  
On the next summary page click on  
Finish review



## Year 10 questionnaire (acknowledgement of receipt of NESAs documents)

Mark as done

Click on Mark as done to complete the process.

Attempts allowed: 1

### Summary of your previous attempts

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

Your final grade for this quiz is 4/4.

No more attempts are allowed

[Back to the course](#)

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



## Out of Africa

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

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

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

Watch the following video for an overview of migration paths:



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 on Microsoft Teams for each of your subjects each week.

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

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Current \* Progress: 0 / 37

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\* Progress: 0 / 46

## Live Lesson Links and Recordings



## LIVE LESSONS

Our Year 7 English course is structured into one live lesson each week and the completion of eLearning activities and exercises. The live lessons are conducted through the Microsoft Teams platform, and you can access it by clicking on the link below:

### Live Lessons

Year 7 English Classroom:

[Click Here](#)

On Monday at 10am, click on the link above and jump into the lesson. If you are unable to attend or are located in a different time zone, please let your teacher know as soon as possible.

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

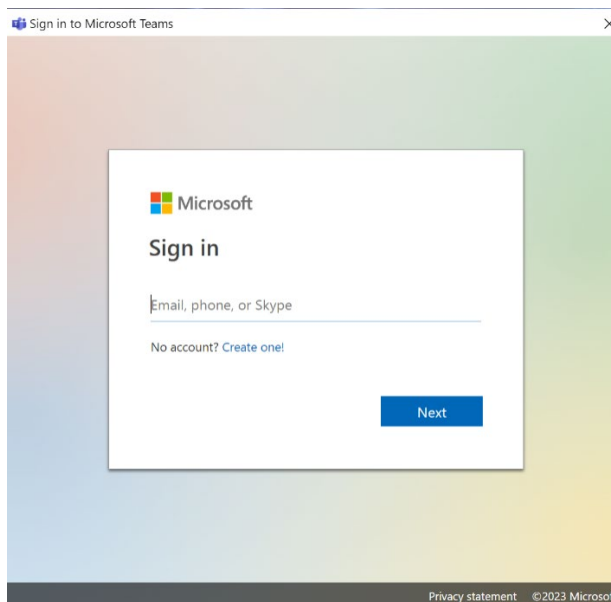
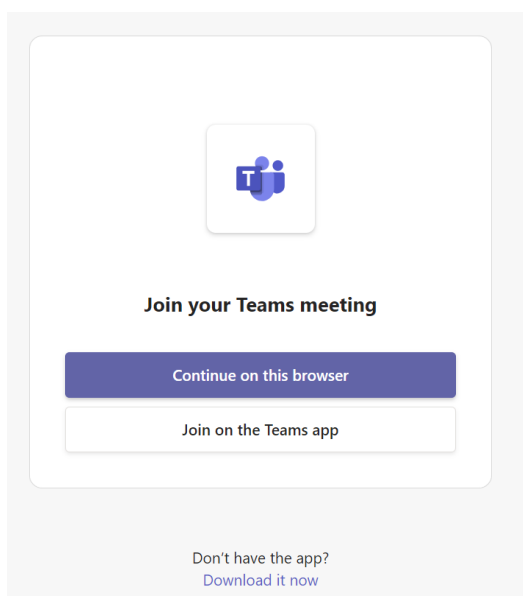
- Know what your DoE email address and password is.  
Example: [jane.smith4@education.nsw.gov.au](mailto:jane.smith4@education.nsw.gov.au)
- If you do not know your DoE email or password, contact IT Support on 02 6210 5200.

### Step 2

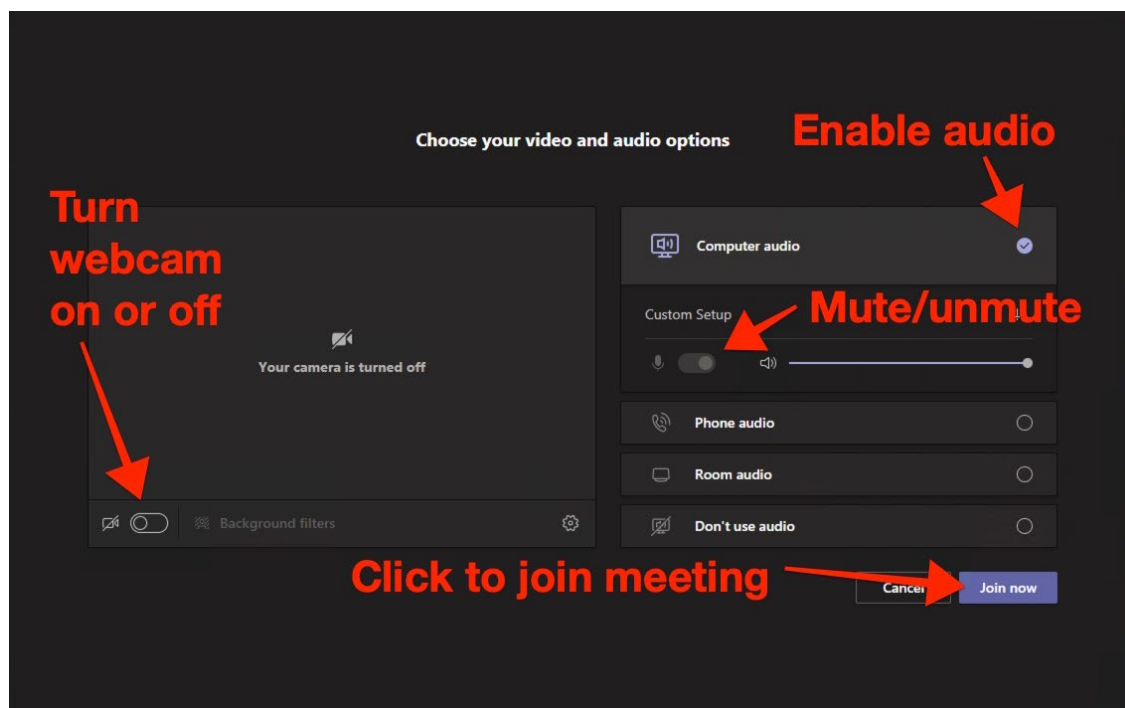
- Locate the URL for the live lesson you want to attend.
- A link to each subject's live lesson classroom can be located on the homepage of the course.

### Step 3

- You will be asked join your Teams meeting (preference is JOIN ON THE TEAMS app) and login (if you are not currently signed into your Microsoft account (your DoE email will be your login)).

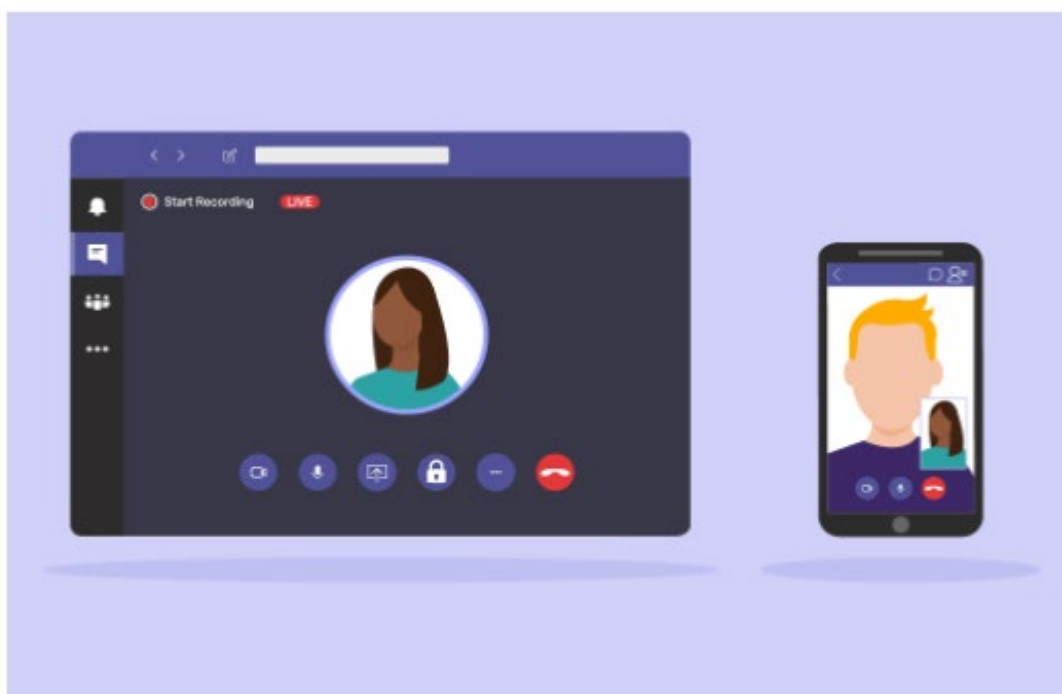


- Microsoft Teams will open. You can set up your microphone and camera settings on the first pop up window.
- Click on the 'Join Now' button.



#### 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 Student DEMs Portal

## Welcome to the Student Portal

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

Please follow the steps below to access the Student Portal.

## Student Portal Access

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

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

<https://de.millenniumschoools.net.au/portal/>

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



## Updating your Account Details

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

DLMS

Finigan School of Distance Education : Year: 2019

MODIFY MY ACCOUNT : [ Details ]

UserName : firstname.surname  
FirstName : John LastName : Abode  
Email Address : firstname.surname@education.nsw.gov.au  
Password : [masked]

Modify User

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## Accessing Student Curriculum Reports

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

MILLENNIUM

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	Vickle [redacted]	0 / 29	Curriculum Report

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



MILLENNIUM

Home  
My Settings  
My Account  
Log Out

Classes  
Lessons  
Timetable  
Diary

Markbook  
Reports

Register  
Attendance

General Articles  
Student Notices

School Website

Karabar Distance Education Centre : George Clooney

CLASSE Finigan School of Distance Education

Faculty	Course	Class	Teacher	Lessons	Returns
Outreach	Stage 6 Knitting 101	12K101.VK1	Vickie Krikowa		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.

Course	T#	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 Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[8]	Pearl Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[9]	Casting		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[10]	Begin to Knit	09 JUN 17 - Student Feedback - Michael [REDACTED] - Needed assistance with the practical application of knitting concepts.	1 JUN 2017	7 JUN 2017	9 JUN 2017
Stage 6 Knitting 101 Year 12	[11]	Listening + Reading + Writing		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[12]	Practice 1	23 JUN 17 - Student Feedback - Michael [REDACTED] - Practising 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 MAR 2017		
Stage 6 Knitting 101 Year 12	[103]	Practical Examination		1 JUL 2017		
Stage 6 Knitting 101 Year 12	[104]	Final Examination		1 SEP 2017		

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



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



## Accessing Assessment Tasks and Grades in the Markbook

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

The screenshot shows the Millennium Schools web interface. On the left, a vertical menu contains several options: Home, My Settings, My Account, Log Out, Classes, Lessons, Timetable, Diary, **Markbook Reports** (highlighted with a red box), Register Attendance, General Articles, Student Notices, and School Website. The main content area displays the user's name 'George [redacted]' and the current semester 'Semester 2'. Below this, it states 'There are no ReportLink Approved Activities to view at this time.' and provides a legend for 'R' (Included in Reports) and 'E' (Semester Exam). The footer contains copyright information for Millennium Schools Pty Ltd.

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 previous one, but with a red box highlighting the '[ Semester 1 ] Semester 2' navigation links at the top of the main content area. The rest of the interface, including the menu and footer, remains the same.



## 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, a green sidebar menu contains 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 rectangular box. The main content area displays the user's name 'George [redacted]' and the page title 'REPORTS : George [redacted] - Year 12 - 2018'. Below this, a message states 'Sorry, there are no reports available.' The footer of the page includes the 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](mailto:finigansde@det.nsw.edu.au) or 02 6210 5200.

## To access email, go to

- <https://portal.det.nsw.edu.au/>
- User ID: firstname.lastname (your name may have a number eg jane.smith4)
- Password: If you don't know your password please contact the school
- Your email address may look like this. For example [jane.smith4@education.nsw.gov.au](mailto: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

NSW Department of Education

Senior

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Questions

Change Colours

Sign Out

Search

Google

Enter your search words here Search

Calendar

We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.

Authorise

Games

Puzzlemaker

Counselling and Support

My bookmarks

List name

Name your custom bookmarks list here...

Create new list

BlogEd

My Posts My Blogs

No posts found

See more BlogEd content

Learning



# 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 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](mailto: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.

