



Education



DSODE

DUBBO SCHOOL OF DISTANCE EDUCATION

Quality Learning for our future

Dubbo School of Distance Education

Single Course Student Information Handbook – 2024



Myall Street, Dubbo NSW 2830

Tel: 02 5804 7000 **Email:** dubbo-d.school@det.nsw.edu.au

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

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Welcome to Dubbo School of Distance Education

Congratulations on your enrolment with Dubbo School of Distance Education (DSODE).

We look forward to working closely with you to ensure that you succeed in achieving all your educational goals.

Single course students can study one (or more) courses at Dubbo School of Distance Education while continuing to study the rest of their courses at their home school.

Our commitment is to provide flexible learning for students to achieve high quality educational and social outcomes.

To be a successful learner in distance education, students need to have certain skills including a high degree of self-motivation, good organisation and communication skills and the ability to work independently.

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

We urge you 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.

Dubbo School of Distance Education is a NSW government school. We provide for the education of students who are unable to fulfil their educational requirements at their own school. Students need to meet specific guidelines to be eligible for distance education.

Students are able to engage in the curriculum in many ways. The diverse range of learning modes may include:

- Regular lessons with their subject teacher via telephone or web conferencing tools
- Face-to-face workshops at school, in the student's school or in regional locations
- On-line learning through our Learning Management System, *Canvas*
- Provision of written leaflets and resources in paper form (on request).

Students studying at DSODE have achieved excellent results in state testing including NAPLAN, the RoSA (Record of School Achievement) and the Higher School Certificate.

Our staff is committed to working with students and schools to achieve excellence.

For all single course enrolment enquiries please contact Louise Woods at Dubbo School of Distance Education on 02 5804 7097 or louise.woods5@det.nsw.edu.au

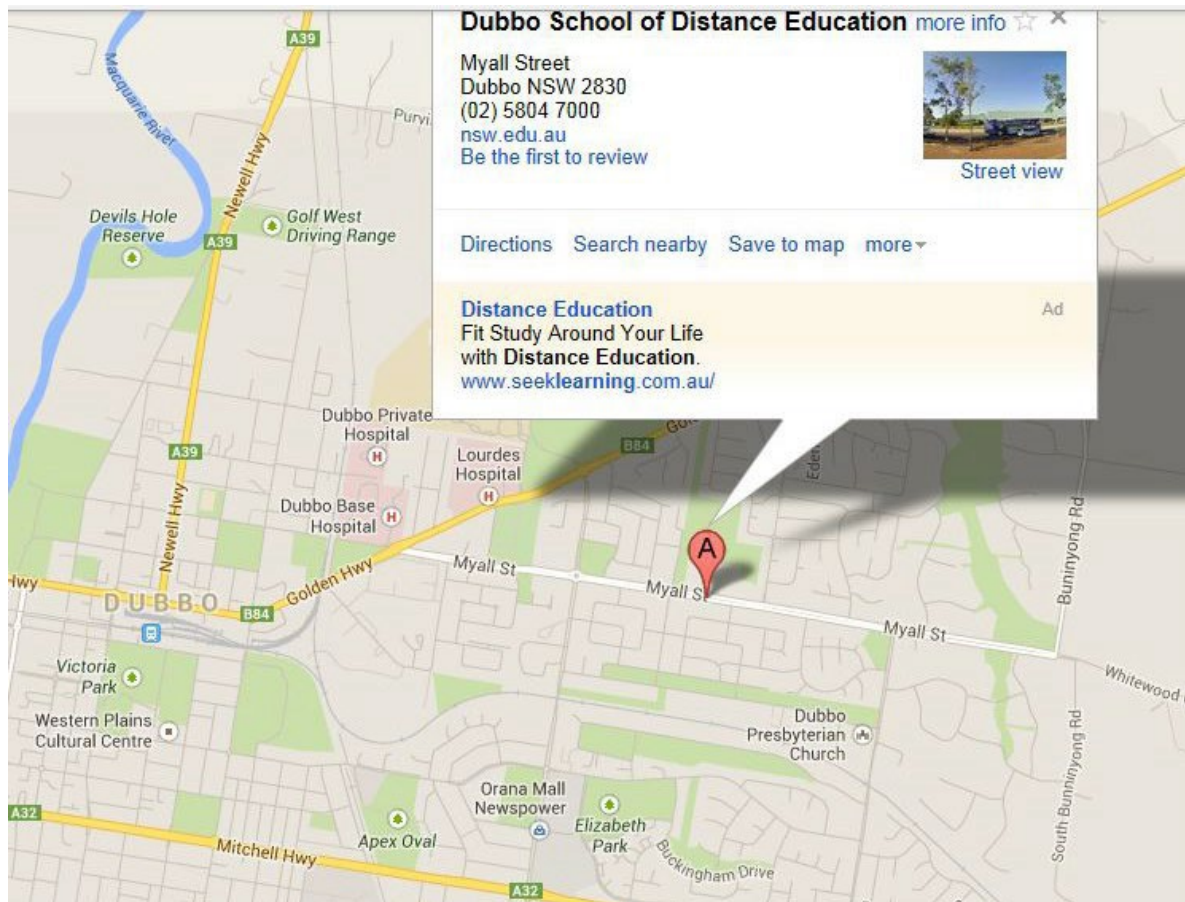
Best wishes in your studies,

Debbie Murray

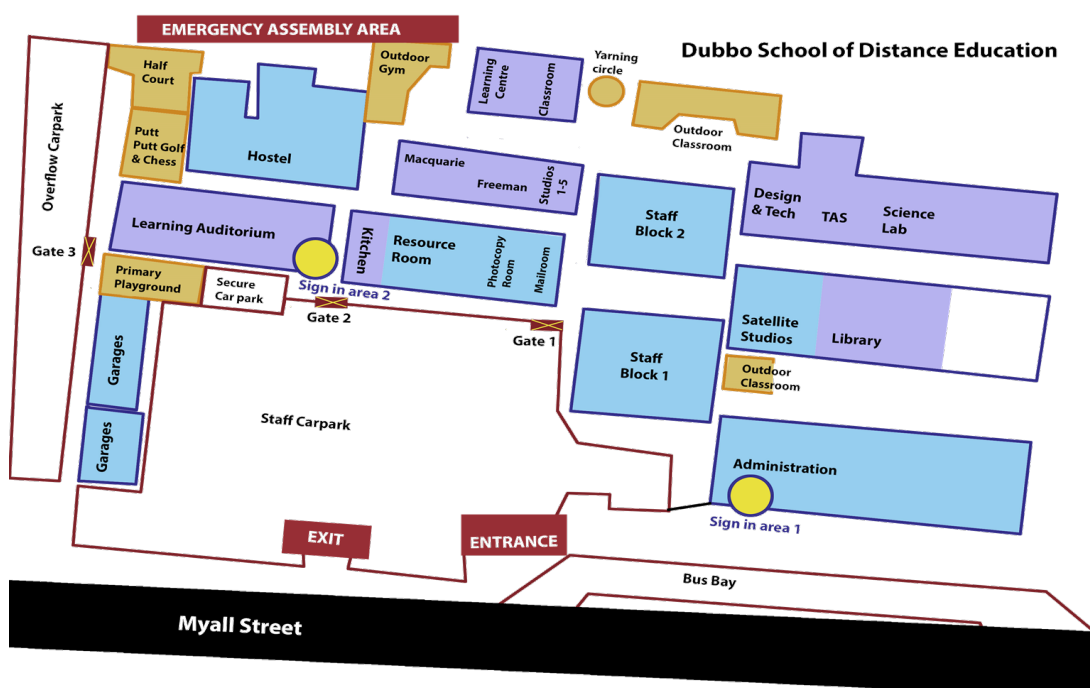
Principal

School location and map

The map below shows the location of the school in Dubbo.



Please register at the office, located in the Administration building, upon arrival.



School contacts

Administration		
Principal	Debbie Murray	5804 7000
Deputy Principal	Jenny Donovan	5804 7000
Business Manager	Lynda Ipkendanz	5804 7007
School Administration Manager	Jackie Rushton	5804 7004
Faculty Head Teachers		
CAPA	Allyn Smith (Rlg)	5804 7048
English	Leanne Wynne	5804 7092
HSIE and History	Louise Woods (Rlg)	5804 7097
Technology	Naomi White	5804 7036
Languages	Emily Phimmachanh (Rlg)	5804 7091
Mathematics	Sandra Sievers	5804 7040
PDHPE	Karin Morgan	5804 7154
Science	Helen Toll	5804 7061
TAS	Kylie Sinclair (Rlg)	5804 7030
TAS and VET	Matt Manny	5804 7146
Mailroom		
Single Course	Jacqui Rodgers	5804 7028

Expectations of students in Distance Education

As a student of Dubbo School of Distance Education (DSODE), there are certain responsibilities and expectations that you will need to meet. These are not difficult, but they are necessary to maximise your learning experience and make sure that you have a rewarding and enjoyable learning experience through our school.

Your distance education teacher expects you to:

- Take your studies with Dubbo School of Distance Education seriously.
- Complete your assigned course work each week and submit it to your teacher for feedback.
- Make a serious attempt to answer all the set questions to the best of your ability.
- Ensure your teacher has a copy of your current school timetable (so they can schedule a lesson with you each week), along with the bell times for your school.
- Participate in your scheduled lesson with your teacher each week.
- Respond when your teacher contacts you.
- Make your teacher 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 set work.

DSODE monitors students' engagement in teaching and learning activities. Failure to maintain a satisfactory level of engagement in learning is likely to jeopardise your ability to meet the requirements for the award of the RoSA or HSC.

A condition of continued enrolment with distance education is that work will be returned regularly. Contact DSODE if you are concerned about meeting these requirements because we want to help you complete your schooling successfully.

Supervision of students in Distance Education

Students require adult guidance, and it is your school supervisor's responsibility to provide adequate supervision and support.

Your supervisor is the main point of contact between Dubbo School of Distance Education and your home school. Make sure you know who your supervisor is in your school and the process for you to submit and collect your course work each week.

Schools are required to provide a suitable and supervised area for students to complete their distance education work.

Where students require access to specialist rooms for the completion of work in relevant subjects, such as Visual Arts, your school must facilitate this in a timely manner and allow for adequate supervision.

NOTE: Your home school is responsible for the supply of textbooks and equipment such as headsets, which you may require in the course you are completing at DSODE.

Getting started in Distance Education

You will be contacted by your teacher at the start of the school year and receive a course outline and information about the mode of delivery for your course. This may be through the completion of hard copies of sets of work or via the Learning Management System called *Canvas* which DSODE uses to deliver its online courses.

Please ensure your DSODE teacher has a copy of your current timetable, along with a copy of your school bell times. Also indicate which week of the timetable you are presently in if you have a multi-week timetable. This is a vital piece of information to facilitate the delivery of lessons to students each week.

Note on your timetable when your distance education lessons are each week. It is important to note that these lessons are not “free periods” in which you can complete work for other subjects, make appointments etc. If you do not use these allocated periods for your distance education course, you will soon fall behind in your course work and find it difficult to meet the course requirements.

You will need to use your **school email address** for communication with your distance education teacher.

The importance of communicating with your Distance Education teacher

Communication between the distance education teacher, student, home school and parent/carer is vital for a successful distance education schooling experience.

Students should be in the habit of regularly contacting their teacher to discuss their course work, progress and any questions that need clarification.

Your distance education teacher is available to you via email or phone at any time and you are encouraged to make contact with your teacher whenever assistance with your set work is required.

Assessment at Dubbo School of Distance Education

Single Course students of Dubbo School of Distance Education need to be aware of the guidelines set out in the Dubbo School of Distance Education assessment policy for Stage 5 or 6, as relevant to the course you are studying at our school.

These documents are available to download from the Dubbo School of Distance Education website - <https://dubbo-d.schools.nsw.gov.au/learning-at-our-school/assessment-and-reporting.html>

Students who wish to apply for an extension for an assessment task must submit an application to the course teacher, along with appropriate documentation, as soon as practicable.

The Dubbo School of Distance Education Application for Illness/Misadventure is available to download at [https://dubbo-d.schools.nsw.gov.au/content/dam/does/sws/schools/d/dubbo-d/enrolment-&-information-booklets/Illness Misadventure Request form.pdf](https://dubbo-d.schools.nsw.gov.au/content/dam/does/sws/schools/d/dubbo-d/enrolment-&-information-booklets/Illness_Misadventure_Request_form.pdf)

Assessment in Stage 6 courses

An assessment schedule will be issued for each course you are studying at Dubbo School of Distance Education.

It provides a clear outline of when assessment tasks/exams will be due for completion throughout the year, the content being assessed and what outcomes of the syllabus they are assessing.

The assessment schedule is an important document. You need to keep it in a safe place so that you always know when the next assessment task/exam is coming up.

You will also be issued with an assessment task notification by your teacher for each assessment task you are required to complete.

Please read the instructions carefully to ensure you understand the nature of the task so that you can complete the task to the best of your ability.

Also pay close attention to the due date for the assessment task.

The assessment task cover page must be attached to the completed assessment task and signed by your supervisor to indicate that you have completed the assessment task under the required conditions and that the work is your own.

If the assessment task is an examination or to be completed under examination conditions, the assessment task will be sent to your supervisor in a sealed envelope to ensure the integrity of the task is maintained.

You will need to organise with your supervisor a suitable day/time to complete the task by the required date.

Once the assessment task is completed, your supervisor needs to take a copy of the completed task before sending it back to your teacher at Dubbo School of Distance Education.

It is also important that your supervisor informs your distance education teacher of any special provisions you are entitled to when undertaking assessment tasks/exams.

Stage 6 examinations

The school supervisor is required to organise for students to complete their end of Preliminary course and Trial HSC exams respectively, during the examination period indicated by Dubbo School of Distance Education.

The examination replaces the week's work in that subject.

Student visits to Dubbo School of Distance Education

The Dubbo School of Distance Education welcomes visits from students. Please provide adequate notice to your course teacher if you are planning on visiting the school so they can make arrangements to meet with you.

The school holds regular residential camps and workshops throughout the year for various courses. You will be advised when these are scheduled and will be sent the necessary forms to be completed and returned to the school if you have been invited to attend a workshop at Dubbo School of Distance Education.

NSW Department of Education Student Portal

Every student enrolled at Dubbo School of Distance Education is assigned an account by the NSW Department of Education to access their school email account and to access the internet when they are in a Department of Education school. Students are encouraged to use this email account for all correspondence with their Dubbo School of Distance Education teacher.

This email account is also used when teachers enrol students in our online learning platform, *Canvas*.

If you have an Education account from a NSW DET school then you will be able to use this at our school.

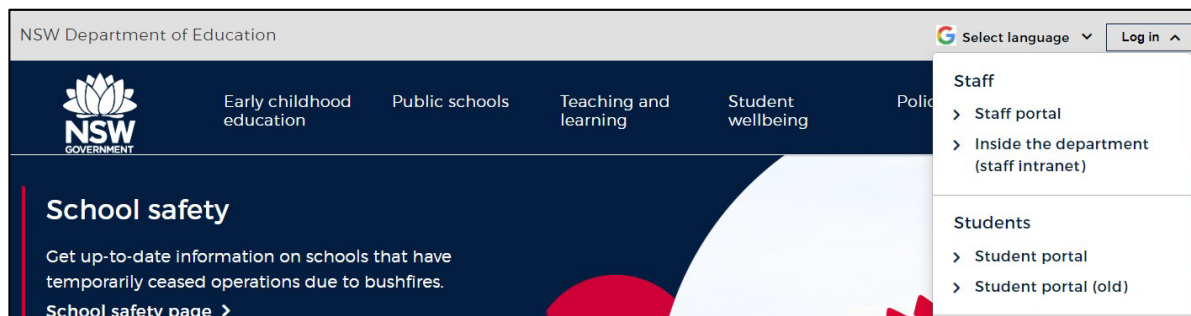
If you do not know what your account username and password is, then contact your Dubbo School of Distance Education teacher, or call ITD Help on 1800 338 483.

See the following pages for information on accessing the DET Student Portal.

Instructions for students on accessing the DET Portal

To access the student portal and your email, follow these instructions:

1. Go to this website: <https://education.nsw.gov.au/>
2. Click on the Log in button on the far right and select 'Student Portal' from the dropdown list.



3. The next step is to log in using your email address as the User ID and password. If your email address has a number in it this is to be used in the User ID too. You do not include the @education.nsw.gov.au in the User ID.

For example:

User ID = peter.person3

Log in with your DoE account

User ID

Example: jane.citizen1

Password

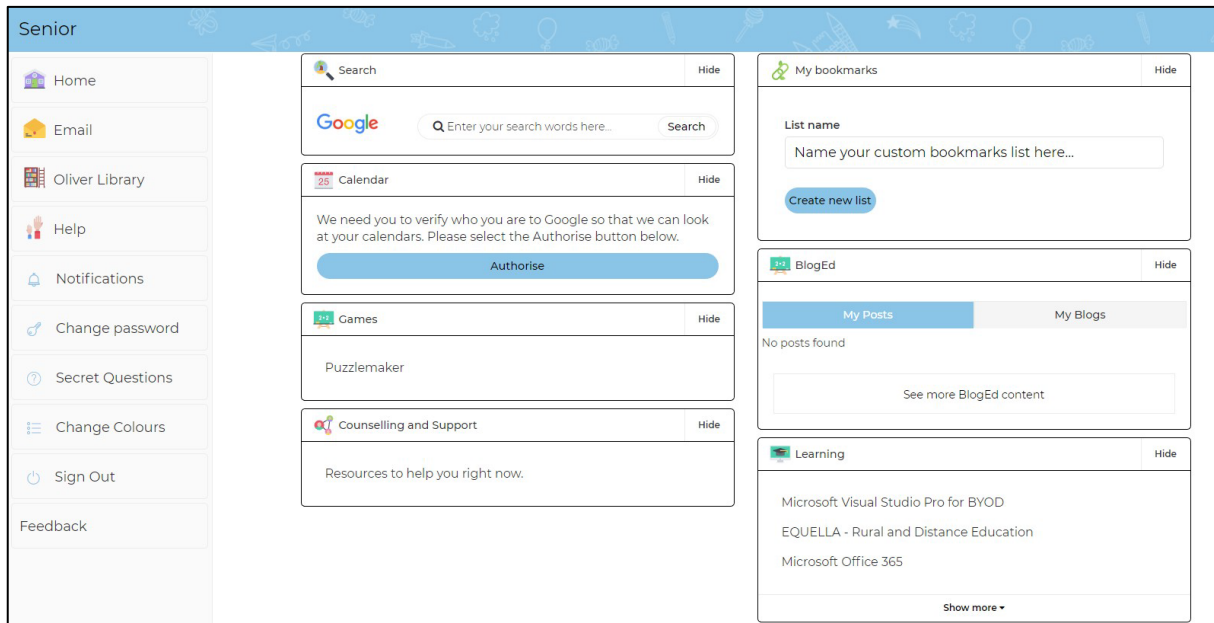
[Forgot your password?](#)

[Log in](#)

Have trouble logging in?

[Help for DoE staff](#)

4. You may be presented with a Department of Education Internet user agreement. Read and accept the user agreement to access your portal.
5. Your portal contains a range of useful links include email, calendar, learning resources and software tools.



6. Click on the email tab on the left navigation bar to access the student email account. You will also need to verify and accept user agreements for this service.

Online Learning at DSOE

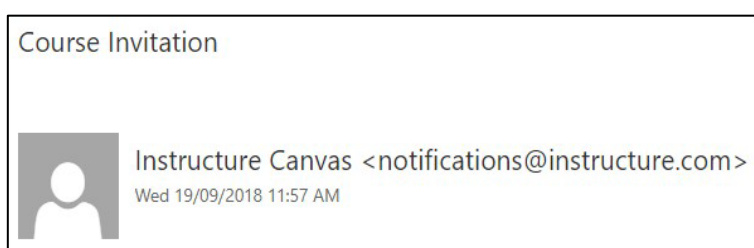
Dubbo School of Distance Education uses an Online Learning Management system, *Canvas* to host all its online learning materials and courses.

Your teacher will inform you if you will be using *Canvas* in the course you are studying at our school.

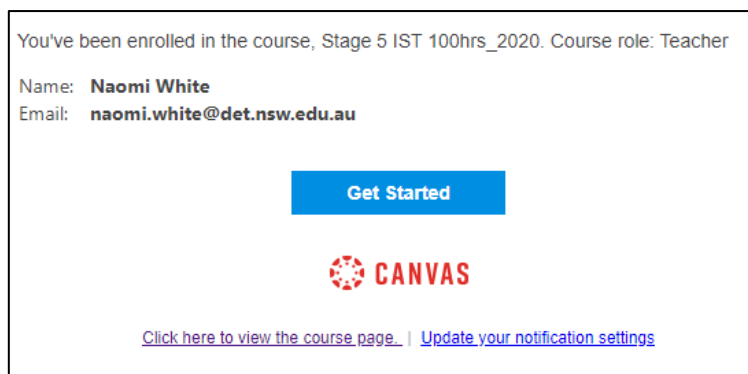
To access *Canvas* students use their Department of Education assigned email and password.

Accessing *Canvas* for the first time – accepting your course invitation

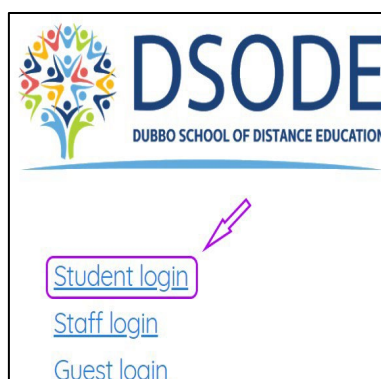
1. When a teacher adds a student to a *Canvas* course, the student will receive a 'Course Invitation' from Instructure Canvas.



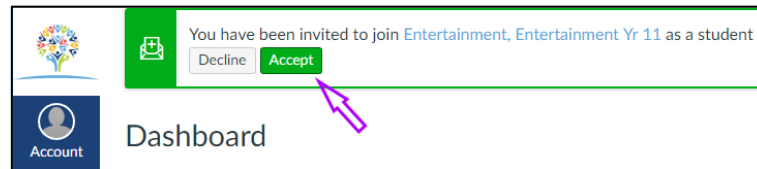
2. Pressing the 'Get Started' button included with the email invite will launch the DSOE Canvas login page (see step 3).



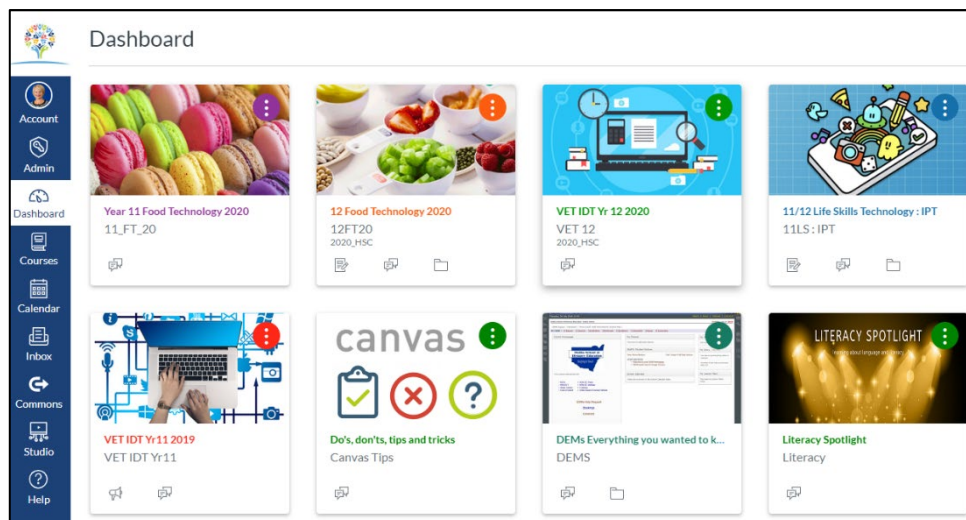
3. Students will need to select 'Student login' to start the login process.



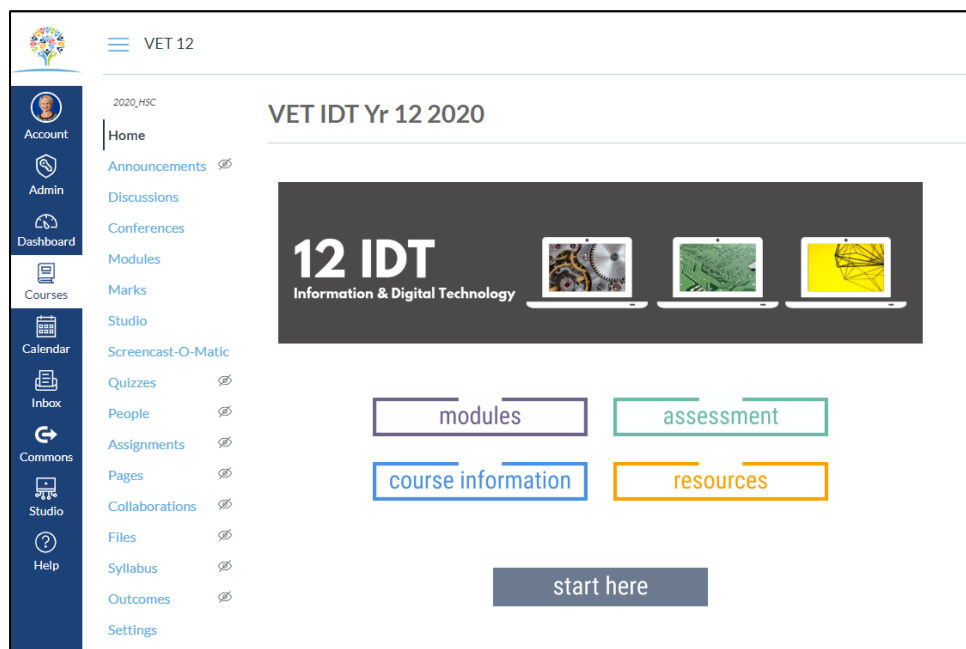
4. If accessing a course for the first time you will need to press the green 'Accept' button to access the course.



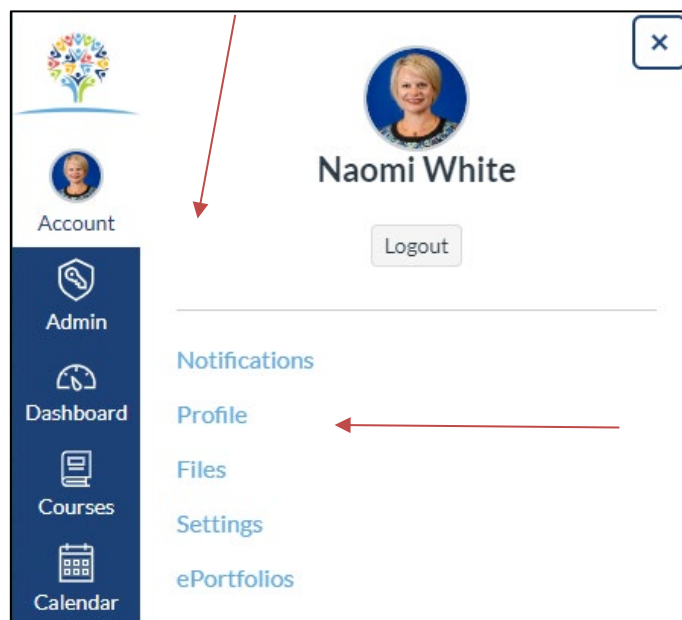
5. Select your course from the Dashboard. You will only see the courses you are enrolled in. Click on the course tile to access the course material.



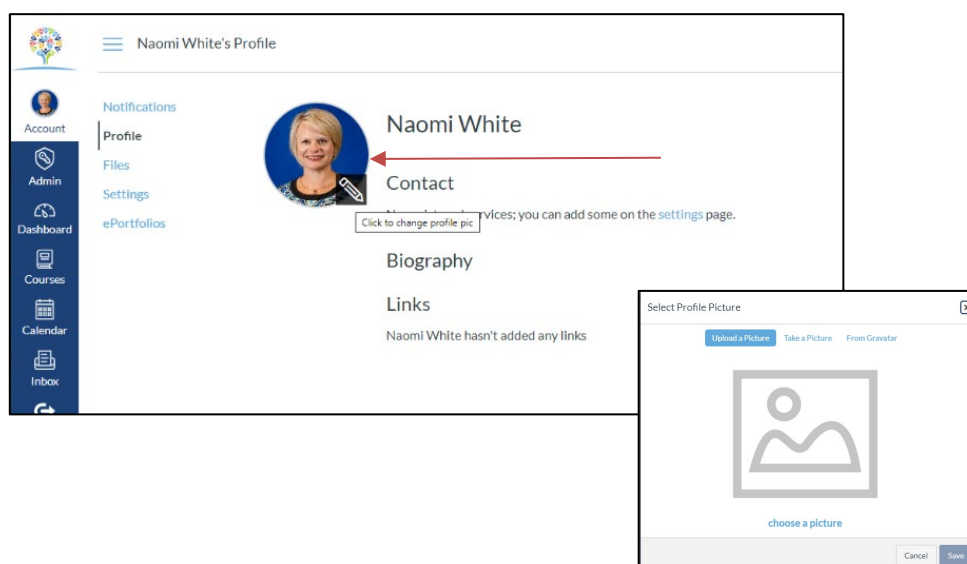
6. Courses will open to a landing page similar to the one shown here.



7. Create a Profile for yourself in *Canvas*.... Editing your account information allows you to set up your profile. Click on the **Account tab** then the **Profile** heading.



8. Move your mouse over the image circle (the default will be a white head on a blue background). Click on the pencil symbol when it appears. This will open the dialogue box below where you can navigate to a saved picture on your computer that you wish to upload as your *Canvas* profile image. This will be seen by all teachers and users on *Canvas* so please choose appropriately.



Welcome to the DSOE Canvas Learning Environment. Please contact your course teacher for further support with your coursework.

How to access the DEMS Student Portal



DEMS is the student management database your teachers use at DSOE to allocate your classwork, record lessons they have with you and send you feedback on work you have submitted.

Each student can access their personal record and see information relating to their learning, see the login instructions below.

You will be sent an email (titled “**Dubbo School of Distance Education Portal Login Details**”) to your @education.nsw.gov.au address, which contains your individual ‘**username**’ and ‘**password**’ for DEMS.

- The web address for DEMS is: <https://dems.education/portal/>

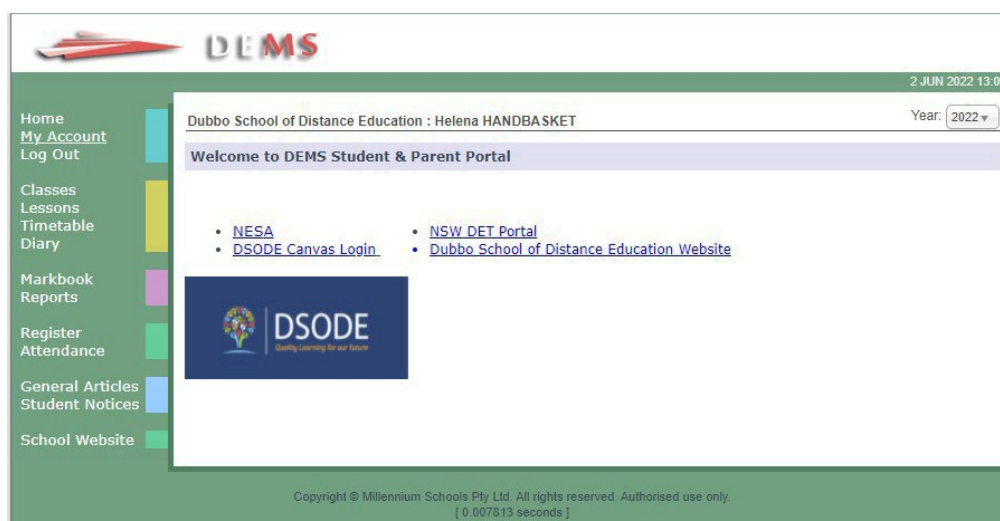


The DEMS School Portal is accessible in all browsers, but we recommend the use of the Google Chrome browser.

If you misplace the original email with your username and password please contact the DSOE Single Course Co-ordinator, Louise Woods, to arrange for another email to be sent to you.

Once you have logged in, the following displays and information about your learning will be available.

This is the **Home Page View** available each time you use your login.



Side Menus Explained:

- **Home** - Displays school logo and web links will take you to appropriate educational websites you may need to access.
- **My Account** - allows you to select the calendar year you wish to look at and change your portal password.

Dubbo School of Distance Education : Year: 2022 ▼

MODIFY MY ACCOUNT : [Details]

UserName :

FirstName :

LastName :

Email Address :

Password :

Year :

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[0.007813 seconds]

- **Log Out** – log out of the Portal.
- **Classes** – takes you to the page listing all classes you are currently enrolled in at DSODE.
- **Reports** – this is where you can access your semester reports and you will be able to print copies of your report from here.
- **Attendance** - displays varying forms of attendance such as a contact from a teacher, attendance at a learning centre etc.

See the legend at the bottom of attendance calendar.

If you mouse over a date, the details of the attendance will appear at the bottom right hand side of the screen.

2 JUN 2022 14:21

Home
Log Out

Classes
Lessons
Timetable
Diary

Markbook
Reports

Register
Attendance

General Articles
Student Notices

School Website

Dubbo School of Distance Education :

Year: 2022

CLASSES : Year 12 - 2022

Faculty	Course	Class	Teacher	WkPhone	Email	Returns
Educational Centres	Support Dubbo ESC	ESCD.KSY		58047080		0 / 15 Curriculum Report Student Planner
English	Stage 6 English Standard Year 12	EN12S.PSA		58047103		7 / 27 Curriculum Report Student Planner
Mathematics	Stage 6 Mathematics (ATAR) Year 12	MA12S2.BDU		0258047034		7 / 17 Curriculum Report Student Planner
Pastoral Care	Stage 6 Pastoral Care	Roll S6.DHA		58047060		0 / 15 Curriculum Report Student Planner
PDHPE	Stage 6 Life Ready Year 12	LR12.SEL		58047141		3 / 27 Curriculum Report Student Planner
Science	Stage 6 Chemistry Year 12	CH12.GTU		58047058		11 / 27 Curriculum Report Student Planner
Technology	Stage 6 Information Processes & Technology Year 12	IPT12.RHU		0258047161		12 / 27 Curriculum Report Student Planner
Technology	Stage 6 Software Design & Development Year 12	SDD12.WBA		58047037		14 / 27 Curriculum Report Student Planner

On the Classes page you can access:

- **Return Rates** for each course: This is the number of completed Learning Activities (LA) returned / weeks of study e.g. 14/27.
- **A Curriculum Report for each course**: including the Learning Activity (LA) number, feedback given by your teacher and the date that the LA was sent, returned and completed. (See the example below)
- **The Student Planner** - displayed in calendar format, lists the LA's to be completed for the course and a suggested time to start each LA.

Curriculum Report for (Year 12)			Date Sent	Date Returned	Date Marked
Course	LA No	Resource	Student Feedback		
Stage 6 Software Design & Development Year 12	[2]	W2 - Social and Ethical Issues 2	20 OCT 21 - Student Feedback - Wayne BASHAM		
			- Hi 		
			Q1. Correct and answered well.		
			Q2. Good answer, you could also comment about the loss of income can stop further development.		
			Q3. Correct, and well done.		
			Q4. Yes, a site license would be required.		
			4 OCT 2021	19 OCT 2021	21 OCT 2021

Checklist for Single Course Students

Complete this checklist before you begin your course by distance education.

- Have you had experience in this subject before? ☐ Yes ☐ No
- Is this subject one of your key interest areas? ☐ Yes ☐ No
- Are you prepared to submit course work every week? ☐ Yes ☐ No
- Will you see your supervisor regularly? ☐ Yes ☐ No
- Will you contact your Dubbo School of Distance Education teacher regularly? ☐ Yes ☐ No
- Are you a motivated student? ☐ Yes ☐ No
- Are you good at working by yourself? ☐ Yes ☐ No
- Are you a good reader? ☐ Yes ☐ No
- Will you be completing your course work online through *Canvas*? ☐ Yes ☐ No
- Do you know your DET email address and password? ☐ Yes ☐ No

Do you realise that...

- your course may involve a lot of reading and writing? ☐ Yes ☐ No
- your periods for distance education are not “free periods”? ☐ Yes ☐ No
- you need to submit course work each week for teacher feedback? ☐ Yes ☐ No

Ask your Supervisor:

1. Where will I do my course work?

2. Where will I collect my work from my distance education teacher?

3. Where will I return my work to my distance education teacher?

4. When will I return my work to my distance education teacher?

5. Is my school's phone available for me to contact my teacher at Dubbo School of Distance Education? ☐ Yes ☐ No