



# GUIDE TO THE HOME SCHOOL PORTAL

## Welcome to the Home School Portal!

The Home School Portal is the gateway for supervising students studying via Distance Education. The Portal allows for the sharing of information, including student engagement and communications in the course, as well as attendance monitoring.

We hope you find the Portal to be a useful tool which assists you in your important and much appreciated role as Supervisor.

Please follow the steps below to access and navigate your school's Portal.

## Home School Portal Access



Although the Home School Portal is accessible in all browsers, we recommend the use of the Google Chrome browser.

1. Please go to the Distance Education Management System (DEMS) School Portal website:

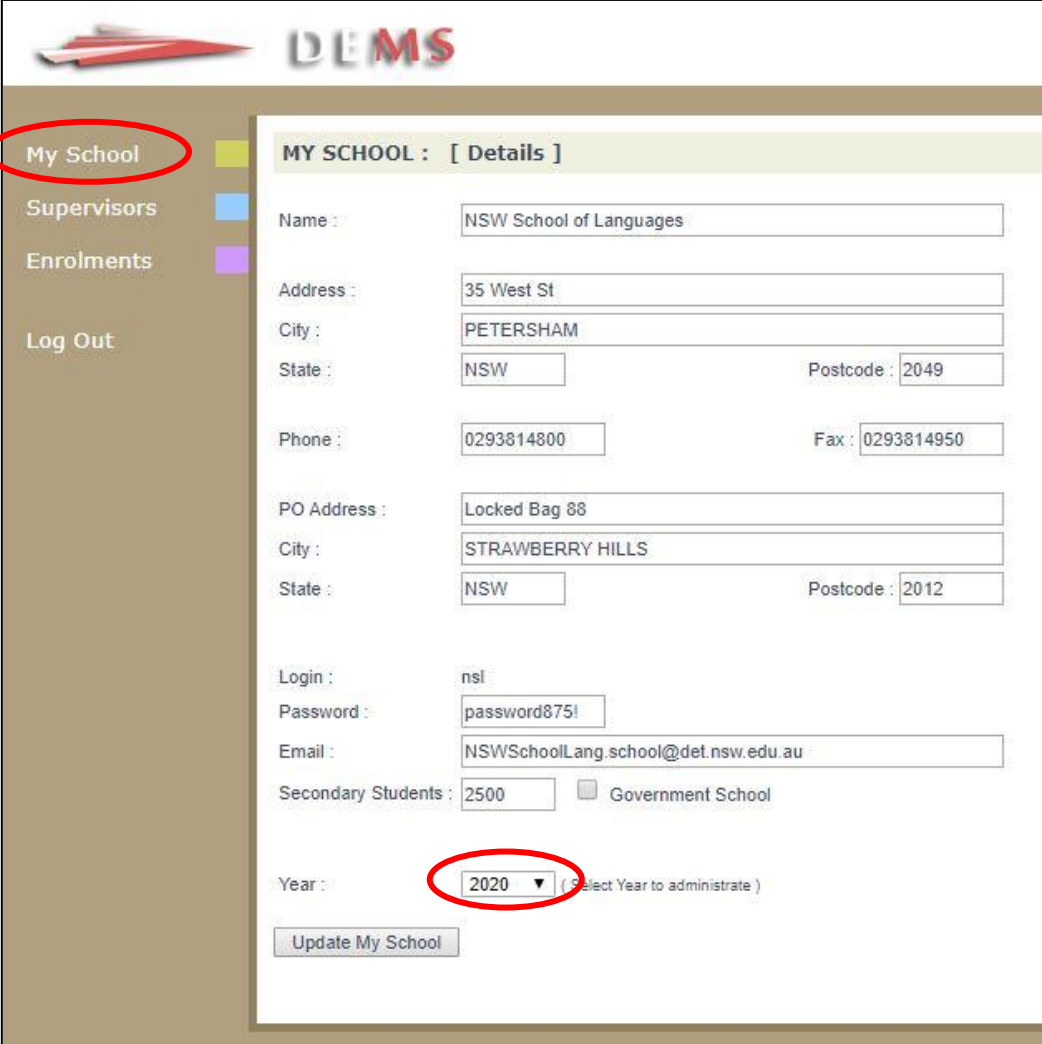
**<https://de.millenniumschoools.net.au/school/>**

2. Log in with the **Username** and **Password** provided to your school via email.

3. Click on the **Login** button to access the Portal.

## Changing your password

1. Click on the **My School** heading and ensure that the **Year** is set to **2020**. Please change your temporary password to a new one in the Password field.
2. Modify any incorrect information about your school presented, if required.
3. Click on the grey **Update My School** button.



**DEMS**

**MY SCHOOL : [ Details ]**

Name : NSW School of Languages

Address : 35 West St

City : PETERSHAM

State : NSW Postcode : 2049

Phone : 0293814800 Fax : 0293814950

PO Address : Locked Bag 88

City : STRAWBERRY HILLS

State : NSW Postcode : 2012

Login : nsl

Password : password875!

Email : NSWSchoolLang.school@det.nsw.edu.au

Secondary Students : 2500 ☐ Government School

Year : 2020 (Select Year to administrate)

**Update My School**



Your **school's password** will need to be known by all Supervisors of the Distance Education students at your school to access the Portal.

Please inform all Supervisors at your school if and when the password is to be changed in future.

## Adding a Supervisor

1. Click on the **Supervisors** heading on the top left-hand side menu. A list of all the Supervisors for your school will appear.



The screenshot shows the DEMS web application interface. On the left, a vertical menu contains 'My School', 'Supervisors', 'Enrolments', and 'Log Out'. The 'Supervisors' item is highlighted with a red circle. The main content area is titled 'SUPERVISORS' and includes a link 'Add Supervisor'. Below this, it states 'Found 1 Supervisors...' and displays a table with the following data:

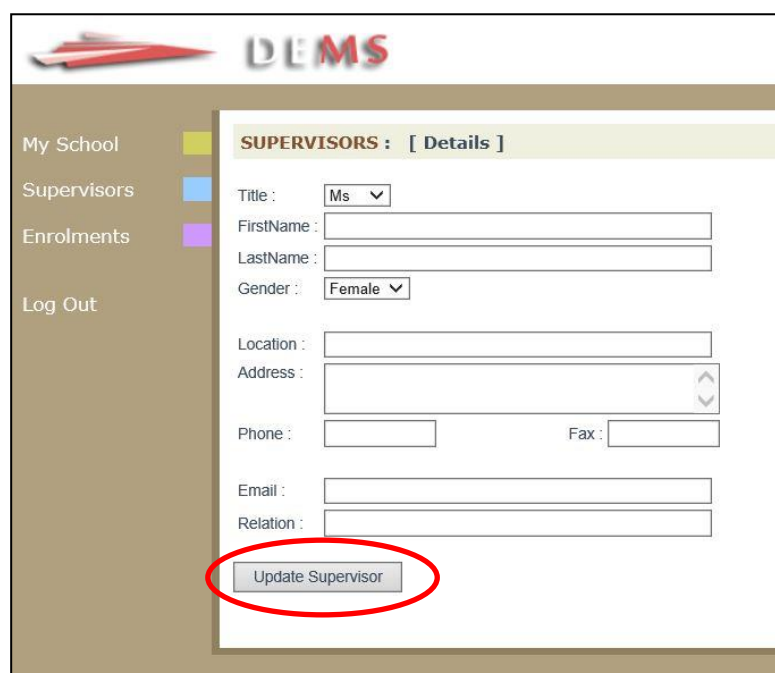
Name	Location	Relation
Assaad, Jannan	Open High School	Teacher

2. To add a supervisor for your school, click on **Add Supervisor**.



This screenshot is similar to the previous one, but the 'Add Supervisor' link in the main content area is now highlighted with a red circle. The left menu and the supervisor list remain the same.

3. Please complete the page with the Supervisor's details in full and click on **Update Supervisor**.



The screenshot shows the 'SUPERVISORS : [ Details ]' form in the DEMS application. The form contains the following fields:

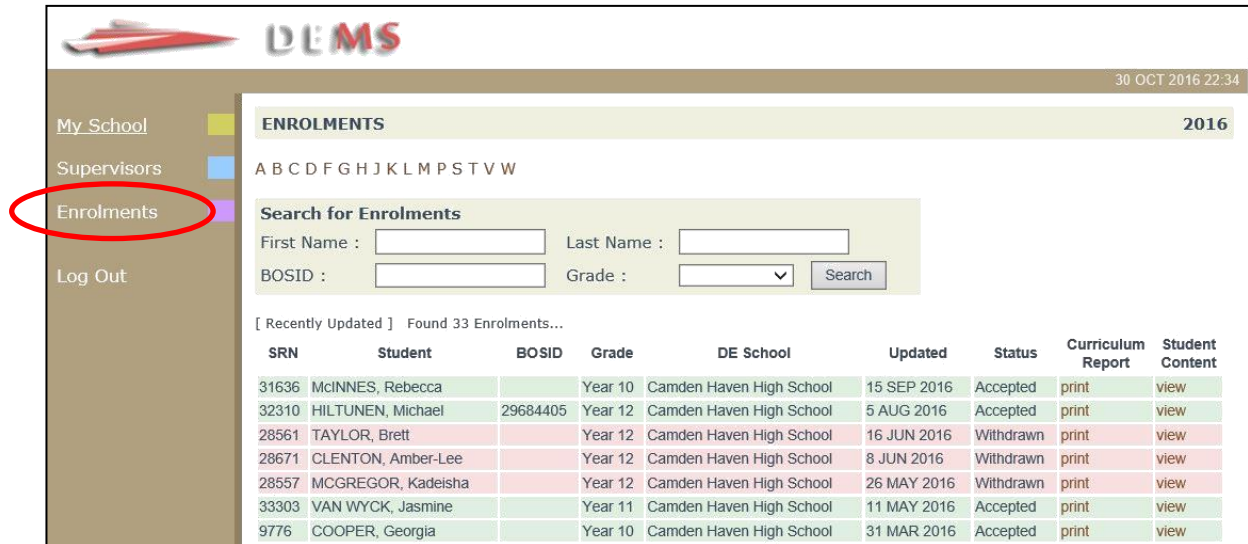
- Title :
- FirstName :
- LastName :
- Gender :
- Location :
- Address :
- Phone :
- Fax :
- Email :
- Relation :

The 'Update Supervisor' button at the bottom of the form is highlighted with a red circle.

## Accessing Student Curriculum Reports

1. Click on the **Enrolments** heading on the top left hand side menu. A list of all of the students studying via Distance Education at your school will appear.

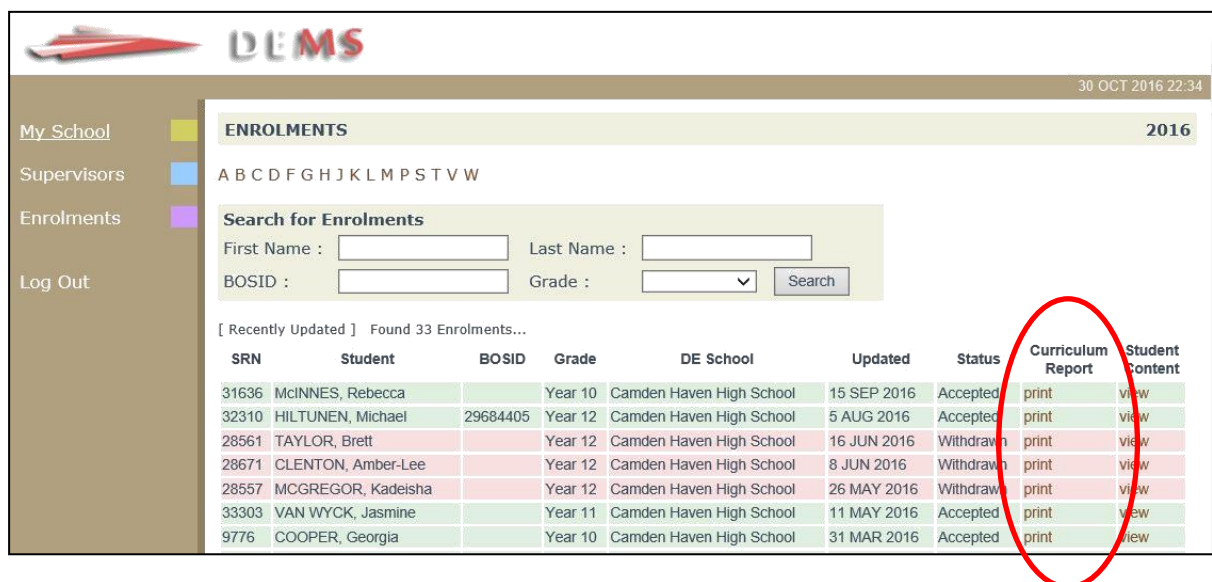
Current students will appear highlighted in **green** and students who have withdrawn will appear in **pink**. This information is also available in the Status column.



The screenshot shows the DEMS (Distance Education Management System) interface. On the left, a sidebar menu contains 'My School', 'Supervisors', 'Enrolments' (highlighted with a red circle), and 'Log Out'. The main content area is titled 'ENROLMENTS' with a date '30 OCT 2016 22:34' and a year '2016'. Below the title is a search bar with fields for 'First Name', 'Last Name', 'BOSID', and 'Grade', and a 'Search' button. A message '[ Recently Updated ] Found 33 Enrolments...' is displayed above a table. The table has columns: SRN, Student, BOSID, Grade, DE School, Updated, Status, Curriculum Report, and Student Content. The table lists 8 students, with some rows highlighted in green (current students) and others in pink (withdrawn students).

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
31636	McINNES, Rebecca		Year 10	Camden Haven High School	15 SEP 2016	Accepted	print	view
32310	HILTUNEN, Michael	29684405	Year 12	Camden Haven High School	5 AUG 2016	Accepted	print	view
28561	TAYLOR, Brett		Year 12	Camden Haven High School	16 JUN 2016	Withdrawn	print	view
28671	CLENTON, Amber-Lee		Year 12	Camden Haven High School	8 JUN 2016	Withdrawn	print	view
28557	MCGREGOR, Kadeisha		Year 12	Camden Haven High School	26 MAY 2016	Withdrawn	print	view
33303	VAN WYCK, Jasmine		Year 11	Camden Haven High School	11 MAY 2016	Accepted	print	view
9776	COOPER, Georgia		Year 10	Camden Haven High School	31 MAR 2016	Accepted	print	view

2. Click on the **print** option for the student to access his/her **Curriculum Report**.



This screenshot is identical to the one above, showing the DEMS interface. In this view, the 'print' link in the 'Curriculum Report' column for the first student (McINNES, Rebecca) is highlighted with a red circle, indicating the action to be taken.

### 3. The Curriculum Report provides the following details for each student 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	TP No	Resource	Student Feedback	Date Sent	Date Returned	Date Completed
French 200 hours - Year 9	[1]	Unit 1 - Bonjour!	U1W1 (13-30-14 00): went through work. Student was well prepared and completed all the work with ease. Good accent and pronunciation. No issues.	1 FEB 2016		12 FEB 2016
French 200 hours - Year 9	[2]	Unit 1 - Bonjour!	U1W2 (12-30-13 00): Student completed lesson well. She is keen and interested and progressing well.	1 FEB 2016		16 FEB 2016
French 200 hours - Year 9	[3]	Unit 1 - Bonjour!	U1W3 (12-30-12 50): student worked well. No issues.	1 FEB 2016		23 FEB 2016
French 200 hours - Year 9	[4]	Unit 2 - C'est la rentrée!	U2W1 (12-30-13 00): Harvey worked well and we completed all of the speaking tasks. A very capable student who is understanding all the work and able to work independently. I have no issues with her progress.	1 FEB 2016		14 MAR 2016
French 200 hours - Year 9	[5]	Unit 2 - C'est la rentrée!	U2W2 (12-30-13 00): Capable student who always applies herself. A few pronunciation errors and a few written errors that we corrected together. Otherwise, excellent work.	1 FEB 2016		22 MAR 2016
French 200 hours - Year 9	[6]	Unit 2 - C'est la rentrée!	U2W3 (12-30-12 55): Very good understanding and excellent pronunciation in this week's lesson.	1 FEB 2016		22 MAR 2016
French 200 hours - Year 9	[7]	Unit 3 - Des copains français en Australie	U3W1 (12-32-12 55): Excellent work from a very capable student.	1 FEB 2016		5 APR 2016
French 200 hours - Year 9	[8]	Unit 3 - Des copains français en Australie	U3W2 Your written work was excellent and a reflection of your capabilities. A bit more practice before your speaking lesson would have seen you improve your accent and pronunciation.	1 FEB 2016		3 MAY 2016
French 200 hours - Year 9	[9]	Unit 3 - Des copains français en Australie	U3W3 Your written work was very good but you made a few avoidable errors had you checked your work before sending. A bit more practice before your speaking lesson would have seen you improve your performance this week. You are a very capable student and you should improve if this is done.	1 FEB 2016		3 MAY 2016
French 200 hours - Year 9	[10]	Unit 4 - C'est la fête!	U4W1 Harvey: You spoke well and had clearly prepared for your lesson. Your Moodle work was also of a high standard. Très bien fait!	1 FEB 2016		17 MAY 2016
French 200 hours - Year 9	[11]	Unit 4 - C'est la fête!	U4W2 Harvey: Very good spoken work as usual Harvey. You needed to provide a little more detail in your research task on festivals, including dates and location of all festivals. Otherwise, your written work was of its usual high standard. Keep up the great work!	1 FEB 2016		25 MAY 2016
French 200 hours - Year 9	[12]	Unit 4 - C'est la fête!	U4W3 Harvey: Excellent spoken work Harvey. Keep up the great work.	1 FEB 2016		25 MAY 2016
French 200 hours - Year 9	[13]	Unit 5 - Il est quelle heure?	U5W1 Harvey: Excellent work from you as always. You made few spoken and written errors and your understanding is excellent. Keep up the great work.	1 FEB 2016		31 MAY 2016
French 200 hours - Year 9	[14]	Unit 5 - Il est quelle heure?	U5W2 Harvey: You are working to your usual high standard. Please note my corrections to your written work, but overall excellent work this week.	20 SEP 2016		14 JUN 2016
French 200 hours - Year 9	[15]	Unit 5 - Il est quelle heure?	U5W3 Harvey: You are working to your usual high standard. Please note my corrections to your written work, but overall excellent work this week. You are now ready to proceed to Unit 6.	20 SEP 2016		14 JUN 2016
French 200 hours - Year 9	[16]	Unit 6 - Un chien, c'est un copain	U6W1 Harvey: Excellent work Harvey! Keep up the great work.	1 FEB 2016		21 JUN 2016
French 200 hours - Year 9	[17]	Unit 6 - Un chien, c'est un copain	U6W2 Harvey: Your spoken work was very good. Take care to follow the examples when completing written tasks. Overall, it was well done but you still seem to have some confusion when it comes to the position of adjectives. Please use the links I sent you to consolidate your knowledge.	1 FEB 2016		10 OCT 2016
French 200 hours - Year 9	[18]	Unit 6 - Un chien, c'est un copain	Excellent speaking lesson! Good pronunciation and has learned all the vocabulary.	1 FEB 2016		
French 200 hours - Year 9	[19]	Unit 6 - Un chien, c'est un copain	WELL DONE! Harvey is speaking well and has learned the animals and the adjectives.	1 FEB 2016		
French 200 hours - Year 9	[20]	Unit 6 - Un chien, c'est un copain	U6W5 Harvey: Very good work this week Harvey. Take care to extend your answers where you can, but overall well done. Also, make sure you complete listening tasks in English unless you are specifically asked to complete in French. Your letter to a pen friend was very well done.	1 FEB 2016		23 AUG 2016

The Curriculum Report will allow you to track the student's progress in the course and provides a record of his/her application and work submission frequency in the course.



The **Student Feedback** comments in the Curriculum Report may only reflect a brief summary of the overall feedback provided to the student by his/her teacher via Moodle or paper-based work. The amount of detail will vary according to the course.

## Accessing Student Content

1. From the **Enrolments** section, click on the **view** option for the student to access his/her **Student Content**.

DEMS

30 OCT 2016 22:34

My School  
Supervisors  
**Enrolments**  
Log Out

**ENROLMENTS** 2016

A B C D F G H J K L M P S T V W

**Search for Enrolments**

First Name :  Last Name :   
BOSID :  Grade :

[ Recently Updated ] Found 33 Enrolments...

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
31636	McINNES, Rebecca		Year 10	Camden Haven High School	15 SEP 2016	Accepted	print	view
32310	HILTUNEN, Michael	29684405	Year 12	Camden Haven High School	5 AUG 2016	Accepted	print	view
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28671	CLENTON, Amber-Lee		Year 12	Camden Haven High School	8 JUN 2016	Withdrawn	print	view
28557	MCGREGOR, Kadeisha		Year 12	Camden Haven High School	26 MAY 2016	Withdrawn	print	view
33303	VAN WYCK, Jasmine		Year 11	Camden Haven High School	11 MAY 2016	Accepted	print	view
9776	COOPER, Georgia		Year 10	Camden Haven High School	31 MAR 2016	Accepted	print	view

2. The Student Content section will allow you to access a range of information, including:

DEMS

My School  
Supervisors  
Enrolments  
**Rebecca McINNES**  
Classes  
Markbook  
Reports  
Register  
Attendance  
Communication  
General Articles  
Student Notices  
Log Out

**CLASSES : Rebecca McINNES**

Faculty	Course
Languages	French 100 hours

**Classes:** a list of the faculty, teacher details and course(s) in which the student is enrolled.

**Markbook:** a record of the Assessment tasks and marks achieved. A line graph indicating the student's % mark in relation to the cohort is also provided to display a visual comparison of the student's mark for each assessment task.

**Reports:** access to the Semester 1 and Semester 2 Student Reports.

**Register/ Communication:** a record of the student's course communications.

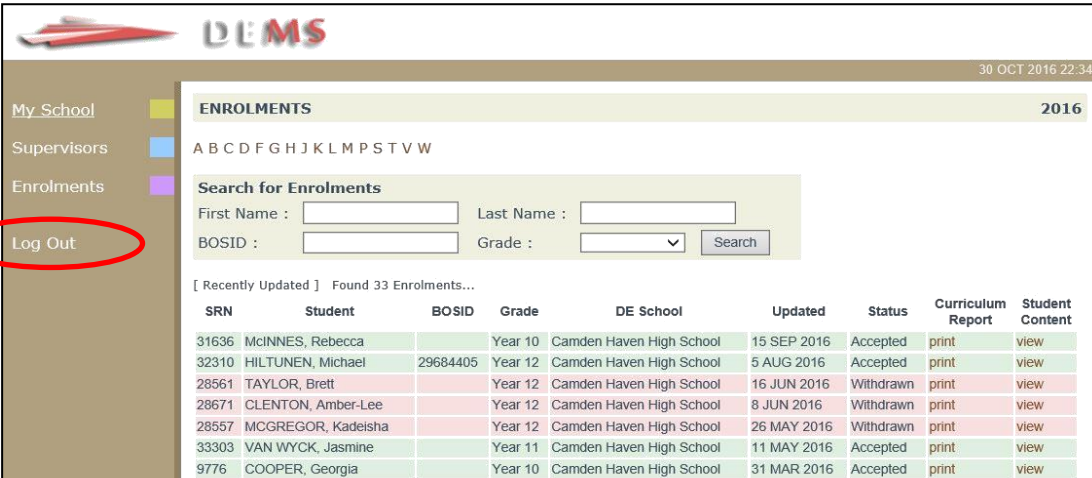
**Attendance:** a record of the student's attendance in Face to Face lesson days and/or telephone lessons.

**General Articles:** links to various information and websites.

**Student Notices:** reminders and notifications for students.



- Please **log out** of the Home Schools Portal once you have finished monitoring and checking the students' available data.



DEMS

30 OCT 2016 22:34

My School  
Supervisors  
Enrolments  
**Log Out**

**ENROLMENTS** 2016

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**Search for Enrolments**

First Name :  Last Name :

BOSID :  Grade :

[ Recently Updated ] Found 33 Enrolments...

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28557	MCGREGOR, Kadeisha		Year 12	Camden Haven High School	26 MAY 2016	Withdrawn	<a href="#">print</a>	<a href="#">view</a>
33303	VAN WYCK, Jasmine		Year 11	Camden Haven High School	11 MAY 2016	Accepted	<a href="#">print</a>	<a href="#">view</a>
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We hope that the Portal provides an effective medium through which you will be able to monitor your students' engagement and progress in their course at NSW School of Languages.

*We thank you for your supervision of our students!*



#### IMPORTANT NOTICE:

The DEMS Home School Portal is a password protected online resource for schools. 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 Portal by the school Principal and Supervisor(s) of the Distance Education student(s) at your school. Distance Education schools reserve the right to deactivate/suspend a school's access to the Portal following any disclosure of passwords and/or access to third party persons or groups.