

## Guide to the DEMS School Portal

### Welcome to the DEMS School Portal!

The DEMS 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.

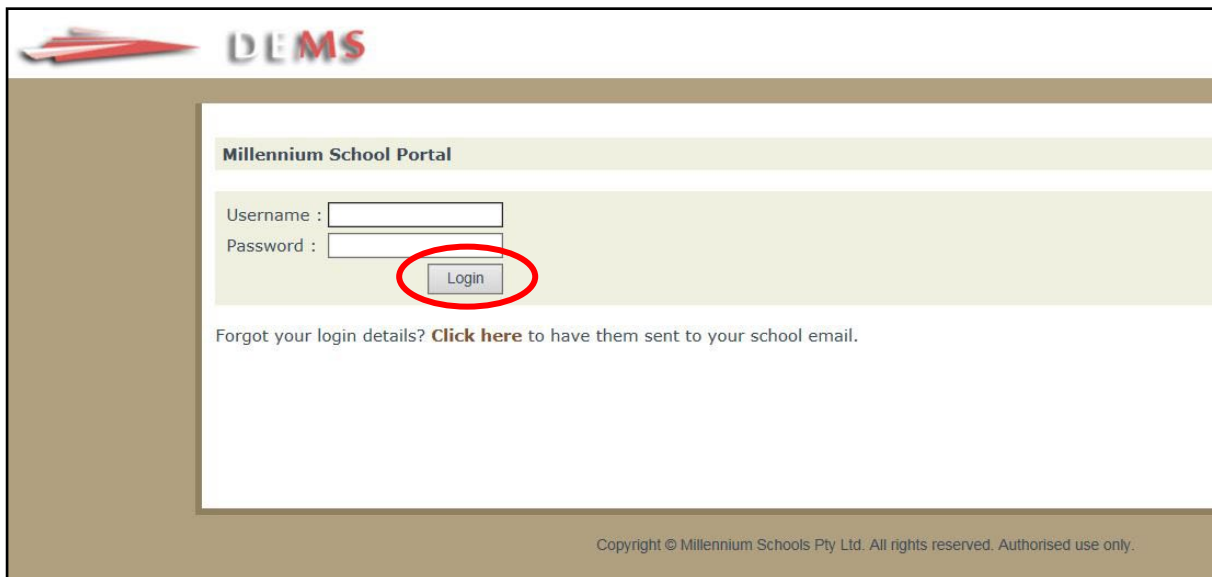
### 1. DEMS School Portal Access

Please follow the steps below to access and navigate the Portal. We recommend the use of the Google Chrome browser.

1. 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.



Millennium School Portal

Username :

Password :

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

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## 2. Changing your school password

1. Click on the **My School** heading and ensure that the **Year** is set to **2024**. Change your temporary password to a new one in the Password field, if required.
2. Modify any incorrect information about your school, if required.
3. Click on the grey **Update My School** button.

The screenshot shows the DEMS portal interface. On the left is a navigation menu with 'My School' circled in red. The main content area is titled 'NSW School of Languages' and has tabs for 'MY SCHOOL : [ Details ]', 'School Agreements', and 'DEC Files'. The 'Details' tab is active, showing a form with the following fields:

- 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 : [masked] (indicated by a red arrow)
- Email : NSWSchoolLang.school@det.nsw.edu.au
- Secondary Students : 2600
- Year : > 2024 (Select Year to administrate) (circled in red)

At the bottom of the form is an 'Update My School' button.



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 the password has been changed or will be changed in the future.

### 3. Accessing Student Curriculum Reports

1. Click on the **Enrolments** heading on the top left side menu. A list of all 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.

My School: Port Hacking High School | Year: 2024

[ ACTIVE ENROLMENTS ] ONLINE APPLICATIONS REPORTS 2024

B C G H I J K M N O V Z In Quota: 8

Search for Enrolments

First Name : Last Name : NESAs-ID : Grade : [ Select an ... ] Search

[ Recently Updated ] Found 18 Enrolments...

ERN	Student	NESAs-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
			Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
			Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
			Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
			Year 12	NSW School of Languages	25 OCT 2022	Approved	print	view
			Year 9	NSW School of Languages	14 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
			Year 12	NSW School of Languages	1 DEC 2022	Approved	print	view
			Year 9	Secondary College of Languages	5 MAY 2022	Approved	print	view
			Year 7	Secondary College of Languages	21 NOV 2023	Approved	print	view
			Year 10	Secondary College of Languages	14 NOV 2021	Approved	print	view
			Year 10	Secondary College of Languages	20 MAY 2024	Withdrawn	print	view

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

My School: Port Hacking High School | Year: 2024

[ ACTIVE ENROLMENTS ] ONLINE APPLICATIONS REPORTS 2024

B C G H I J K M N O V Z In Quota: 8

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NESAs-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
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	Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
	Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view

### 3. The Curriculum Report provides the following details for each individual student:

- The course name
- The module number and resource (i.e., the sequence and name of the modules on the student’s course schedule)
- Feedback from Teacher each of the module and speaking lesson
- Date returned/completed.

Curriculum Report for: ██████████				Date Sent	Date Returned	Date Marked
Course	LA No	Resource	Engage Scale	Feedback		
French 200 hours - Year 9	[1]	Module 0 - Orientation: My culture, my identity		09 FEB 24 - <b>Online speaking lesson</b> - Mr Andy Douglas Douglas - Had introductory lesson where Saskia received her digital workbook, learnt how to navigate Canvas, the Course Schedule, sending a message in Canvas, and discussed working on Module 0 this week. 21 FEB 24 - <b>Feedback from Teacher</b> -	12 FEB 2024	18 FEB 2024
French 200 hours - Year 9	[2]	Module 1 – How much French do I already know?		16 FEB 24 - <b>Online speaking lesson</b> - Mr Andy Douglas Douglas - Did speaking lesson for Module 1 focussing on phone etiquette. You have a good habit of monitoring yourself and self-correcting in realtime if necessary, a terrific skill to have for learning. Practise the word "monsieur" a little more. 21 FEB 24 - <b>Feedback from Teacher</b> - - 1.4 Bonjour! - Dialogue of introduction (Part 1) Well done Saskia. A succinct dialogue with a range of all relevant vocabulary from the module. I like how you have experimented with manipulating the language we've learned into other possible combinations. See Canvas feedback for a few spelling corrections. 21 FEB 24 - <b>Feedback from Teacher</b> - - 1.4 Bonjour! - Dialogue of introduction (Part 1) Well done Saskia. A succinct dialogue with a range of all relevant vocabulary from the module. I like how you have experimented with manipulating the language we've learned into other possible combinations. See Canvas feedback for a few spelling corrections.	16 FEB 2024	21 FEB 2024
French 200 hours - Year 9	[3]	Module 2 First meetings – How do I share personal information?		26 FEB 24 - <b>Online speaking lesson</b> - Mr Andy Douglas Douglas - Did speaking lesson for Module 2. All questions answered with relevant information. To improve your pronunciation, use the phonetic guides and the audio tracks embedded on the Canvas pages. Listen, read simultaneously and observe the conventions, repeat as closely to the model as you can. Remember to use the verb "avoir" (to have) when expressing ages. 01 MAR 24 - <b>Feedback from Teacher</b> - - 2.0 Enchant(e) - Dialogue (continued) A succinct addition to your dialogue using each of the key points from Module 2. Mostly accurate spelling and structure, just remember to include an apostrophe to represent missing letters from contracted words, and note words that include accents, which are as important as the actual letters when considering spelling. 01 MAR 24 - <b>Feedback from Teacher</b> - - 2.0 Enchant(e) - Dialogue (continued) A succinct addition to your dialogue using each of the key points from Module 2. Mostly accurate spelling and structure, just remember to include an apostrophe to represent missing letters from contracted words, and note words that include accents, which are as important as the actual letters when considering spelling. 08 MAR 24 - <b>Feedback from Teacher</b> - - 2.4 Prior learners – Celebrations in France It's great to see you attempting activities intended for background speakers and prior learners, you did really well :-) 08 MAR 24 - <b>Feedback from Teacher</b> - - 2.4 Prior learners – Celebrations in France It's great to see you attempting activities intended for background speakers and prior learners, you did really well :-)	23 FEB 2024	8 MAR 2024

### The Curriculum Report allows us to:

- track the student’s progress in the course
- view a record of his/her engagement and work submission frequency in the course.



The **Feedback** comments for students on the Curriculum Report may vary and only reflect a brief summary of the overall feedback provided to the student by his/her teacher via Canvas or Moodle.

## 4. Accessing Student Content

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

The screenshot shows the DEMS Home School Portal interface. The 'Enrolments' menu item is circled in red. Below it, a table lists student enrolments. The 'Student Content' column contains 'view' links, one of which is circled in red. A black box with white text says 'Student names are listed here' pointing to the first column of the table.

NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
	Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
	Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
	Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view

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

The screenshot shows the 'Student Content' section of the DEMS portal. The 'Student' menu item is highlighted in black. Below it, a list of options is shown, with a red box highlighting 'Classes', 'Markbook', 'Reports', 'Register', 'Attendance', and 'Communication'. The 'CLASSES : Student' section is also visible, showing 'Faculty: Languages' and 'Course: French 100 hours'.

**Classes:** a list of the 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 marks for each assessment task.

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

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

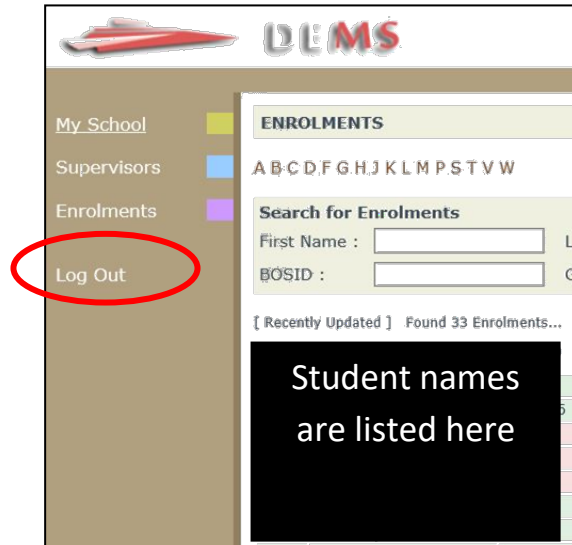
**Attendance:** a record of the student's attendance in speaking lessons.

**General Articles:** links to various information and websites, if available.

**Student Notices:** reminders and notifications for students, if available.

3. Please **log out** of the DEMS Home School Portal once you have finished monitoring and

checking the students' available data.



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!*

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**IMPORTANT NOTICE:**

The DEMS 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.