

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.

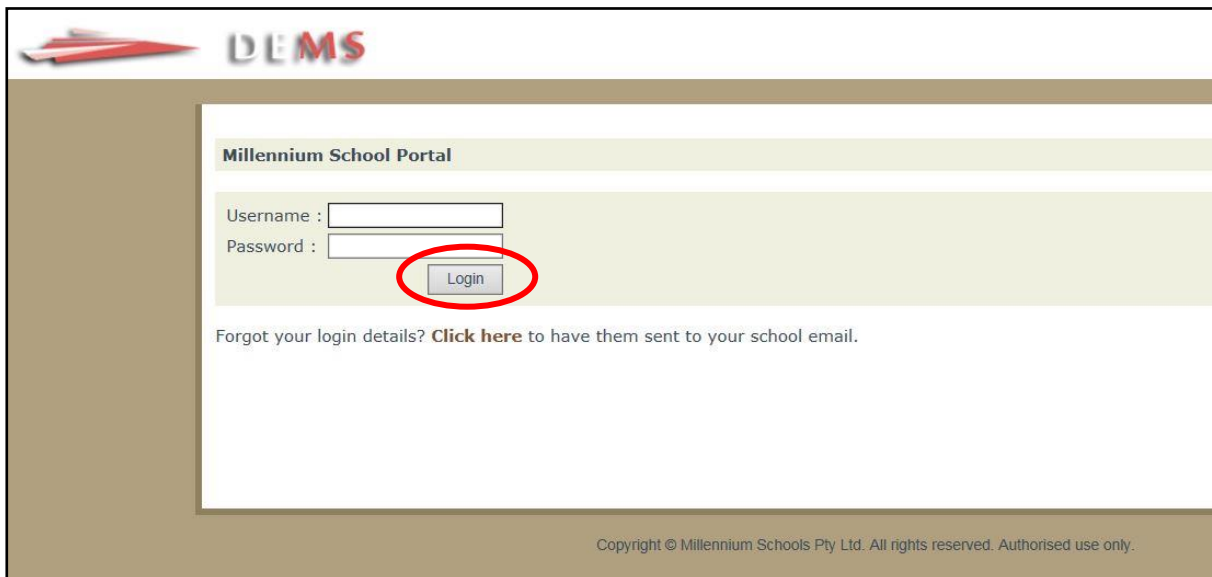
1. Home School Portal Access

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.



DEMS

Millennium School Portal

Username :

Password :

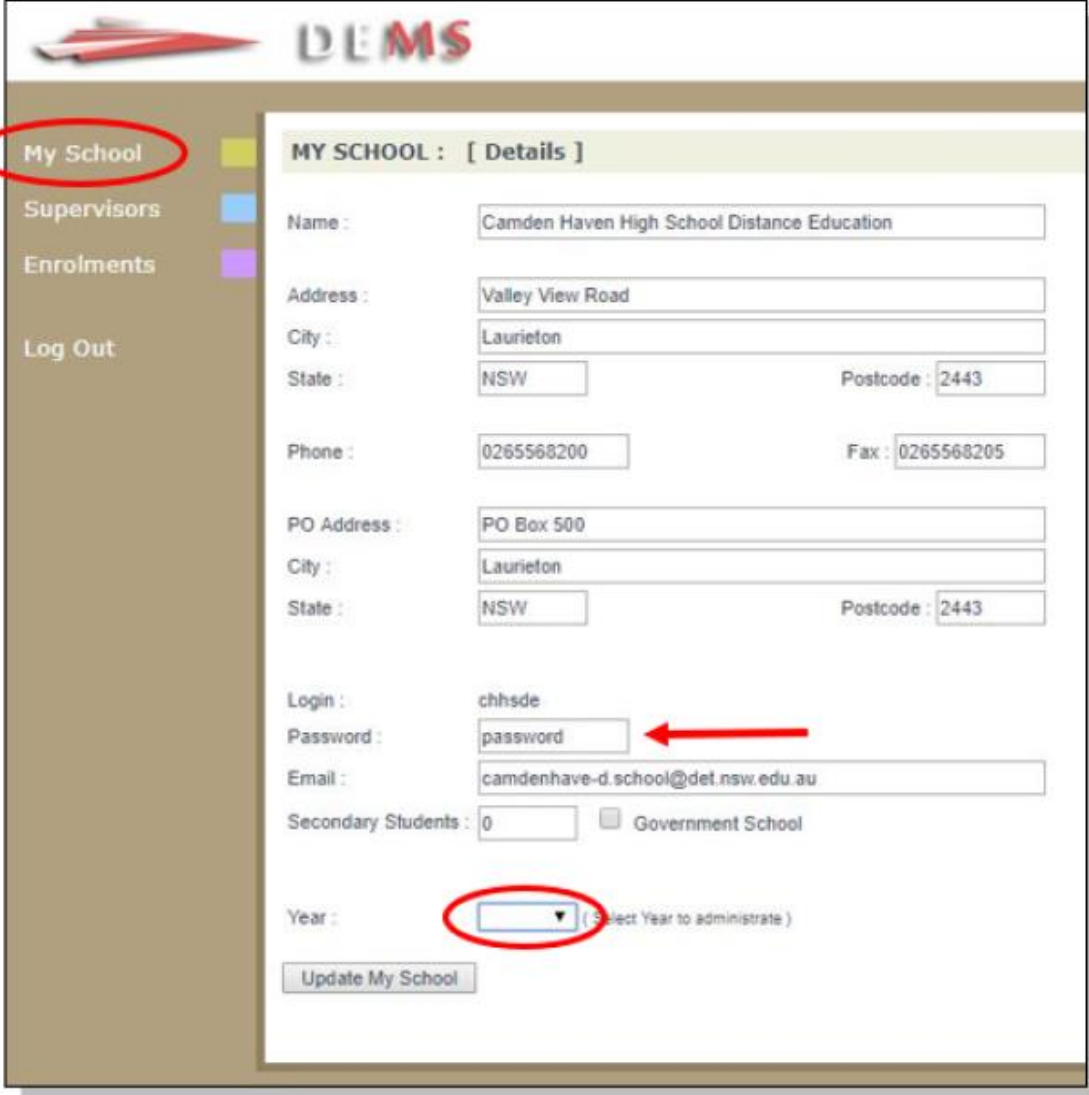
Login

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 **2023**. 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 My School portal interface. On the left is a navigation menu with 'My School' circled in red. The main content area is titled 'MY SCHOOL : [Details]' and contains various input fields for school information. A red arrow points to the 'Password' field, and the 'Year' dropdown menu at the bottom is also circled in red. The 'Update My School' button is located at the bottom left of the form.

Field	Value
Name	Camden Haven High School Distance Education
Address	Valley View Road
City	Laurieton
State	NSW
Postcode	2443
Phone	0265568200
Fax	0265568205
PO Address	PO Box 500
City	Laurieton
State	NSW
Postcode	2443
Login	chhsde
Password	password
Email	camdenhave-d.school@det.nsw.edu.au
Secondary Students	0
Government School	<input type="checkbox"/>
Year	[Dropdown menu]



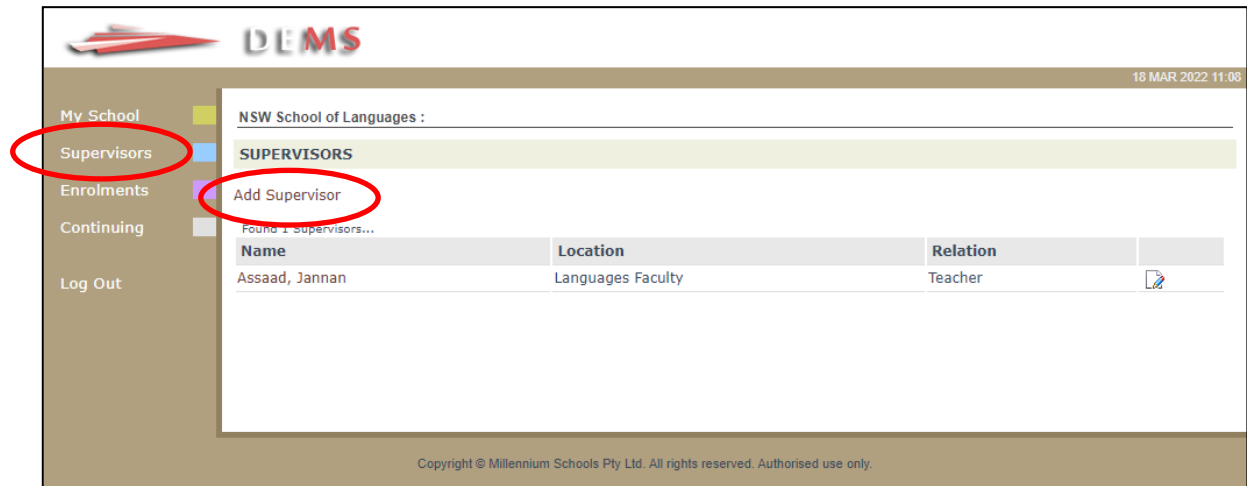
Your **school's password** will need to be known by all Supervisors of the Distance Education students at your school to access the Portal.

Please inform all Supervisors at your school if the password has been changed or will be changed in the future.

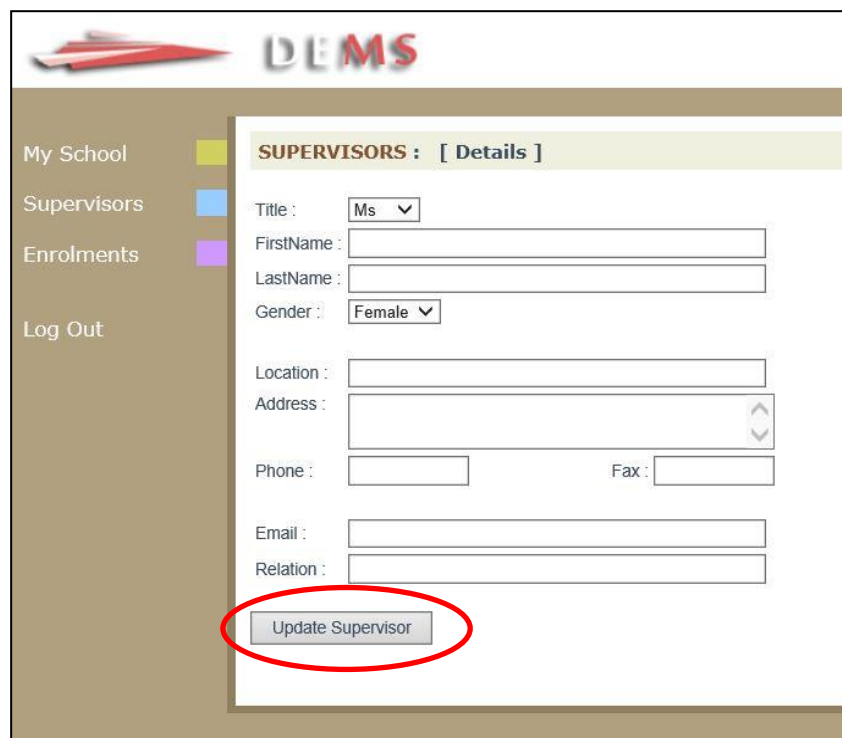
3. Adding and deactivating a Supervisor profile

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

To add a Supervisor to the list, click on **Add Supervisor**.



2. Complete the profile page with the Supervisor's full details and click on **Update Supervisor**.



3. To deactivate a Supervisor profile, please click on the small paper and pencil **edit button** circled below.

DEMS


18 MAR 2022 11:08

My School **NSW School of Languages :** 2022

Supervisors **SUPERVISORS**

Enrolments Add Supervisor

Continuing Found 1 Supervisors...

Name	Location	Relation	
Assaad, Jannan	Languages Faculty	Teacher	

4. Uncheck/remove the blue **Active** tick and press the **Update Supervisor** button.

DEMS

NSW School of Languages :

SUPERVISORS : [Details]

Title : Ms Active

FirstName : Jannan

LastName : Assaad

Gender : Female

Phone : 0293814889 Fax : 0293814950

Mobile : 0411111111

Email : jannan.assaad@det.nsw.edu.au

Position : Teacher

Location : Languages Faculty


The Supervisor profile should now be inactive and appear in pink on the Supervisors list page.

NSW School of Languages : 2022

SUPERVISORS

Add Supervisor

Found 1 Supervisors...

Name	Location	Relation	
Assaad, Jannan	Languages Faculty	Teacher	

4. 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.

The screenshot shows the DEMS interface for Gymea Technology High School. The left sidebar has a menu with 'Enrolments' circled in red. The main content area shows 'ENROLMENTS 2022' and a search form. Below the search form is a table of enrolments with columns: SA-ID, Grade, DE School, Updated, Status, Curriculum Report, and Student Content. A black box with white text 'Student names are listed here' is overlaid on the table.

SA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Year 12	NSW School of Languages	1 FEB 2021	Accepted	print	view
	Year 10	NSW School of Languages	10 FEB 2022	Accepted	print	view
	Year 12	NSW School of Languages	8 FEB 2021	Accepted	print	view
	Year 10	NSW School of Languages	14 FEB 2022	Accepted	print	view
	Year 11	NSW School of Languages	10 MAR 2022	Withdrawn	print	view
	Year 8	Secondary College of Languages	18 FEB 2022	Accepted	print	view
	Year 8	Secondary College of Languages	7 FEB 2022	Withdrawn	print	view

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

The screenshot shows the DEMS interface for Gymea Technology High School. The left sidebar has a menu with 'Enrolments' circled in red. The main content area shows 'ENROLMENTS 2022' and a search form. Below the search form is a table of enrolments with columns: ERN, Student, NESAI-D, Grade, DE School, Updated, Status, Curriculum Report, and Student Content. The 'print' link in the 'Curriculum Report' column for the first student is circled in red.

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
441913770	Blair-Warren, Alexander		Year 12	NSW School of Languages	1 FEB 2021	Accepted	print	view
440587313	Gabriel, Melissa		Year 10	NSW School of Languages	10 FEB 2022	Accepted	print	view
446165143	Kochappan, Linda		Year 12	NSW School of Languages	8 FEB 2021	Accepted	print	view
441939604	Mai, Charlotte		Year 10	NSW School of Languages	14 FEB 2022	Accepted	print	view
441193068	Baxter, Hester		Year 11	NSW School of Languages	10 MAR 2022	Withdrawn	print	view
444512300	Bekirakis, Morpheus		Year 8	Secondary College of Languages	18 FEB 2022	Accepted	print	view
453539733	Orolin, Ian		Year 8	Secondary College of Languages	7 FEB 2022	Withdrawn	print	view

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

- Course name
- Module/Unit number and Resource (i.e., the sequence and name of the unit/work in the student’s course schedule)
- Feedback on the module/unit and speaking lesson
- Date sent/returned/completed

Curriculum Report for : Hayes, Harvey (Year 9)				Student Feedback	Date Sent	Date Returned	Date Completed
Course	TP No	Resource					
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 allows us to:

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



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

5. 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...

SR#	Student names	Grade	DE School	Updated	Status	Curriculum Report	Student Content
316		Year 10	Camden Haven High School	15 SEP 2016	Accepted	print	view
323		Year 12	Camden Haven High School	5 AUG 2016	Accepted	print	view
285		Year 12	Camden Haven High School	16 JUN 2016	Withdrawn	print	view
286		Year 12	Camden Haven High School	8 JUN 2016	Withdrawn	print	view
285		Year 12	Camden Haven High School	26 MAY 2016	Withdrawn	print	view
333		Year 11	Camden Haven High School	11 MAY 2016	Accepted	print	view
977		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
Student name
Classes
Markbook
Reports
Register
Attendance
Communication
General Articles
Student Notices
Log Out

CLASSES : Student

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 download Semester 1 and Semester 2 Student Reports.

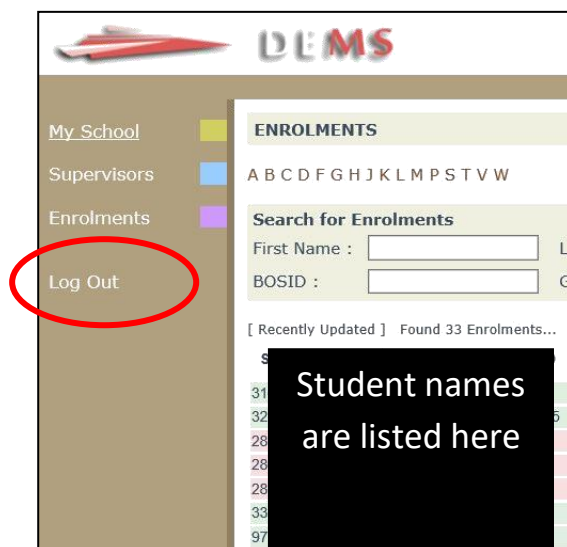
Register/ Communication: a record of the student's course communications.

Attendance: a record of the student's attendance in lesson days and/or 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 Home Schools 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!



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.