



NSW SCHOOL OF LANGUAGES

Supervisors Information Booklet

nswschoollang.schools.nsw.edu.au

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NSW School of Languages contacts

Postal Address: Locked Bag 88 Strawberry Hills NSW 2012

Street Address: 35 West St Petersham NSW 2049

Phone: (02) 9381 4800

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

Website: www.nswschoolang.schools.nsw.edu.au

Principal	Deputy Principals	Head Teacher Enrolments	Business Manager
Ms Teresa Naso (02) 9381 4800	Ms Tomoko Takahata (02) 9381 4805 Ms Janelle Byrne (02) 9381 4804	Ms Danielle Elvy (02) 9381 4808	Mr Jason Sellick (02) 9381 4890

Department	Head Teacher	Telephone/Fax
Italian Modern Greek	Athina Papanikolaou	Tel. (02) 9381 4910
French Latin	Maria Lomis	Tel. (02) 9381 4840
German Russian	Paul Atkins	Tel. (02) 9381 4870
Chinese Indonesian Korean	Sophie Choi	Tel. (02) 9381 4802
Japanese EAL/D	Anna Peers-Hooper	Tel. (02) 9381 4960
Spanish Portuguese	Sonia Copelo	Tel. (02) 9381 4824
Secondary Studies	Adam Hashambhoy	Tel. (02) 9381 4857
Teaching and Learning (E-learning)	Jannan Assaad	Tel. (02) 9381 4998
Teaching and Learning (Curriculum)	Catherine Rodriguez Karin Maeder-Han	Tel. (02) 9381 4800
Administration	Ke Fan	Tel. (02) 9381 4823
Wellbeing	Sophia Higgins	Tel. (02) 9381 4874

Information for Supervisors

Cooperative guidance of NSW School of Languages students

Thank you for undertaking the supervision of a NSW School of Languages (NSL) student. As you may be unfamiliar with distance education procedures, we have included this information to help you.

Good course progress depends on the smooth flow of work between the student and NSL, which in turn depends to a large extent on your co-operation and encouragement.

Please do not hesitate to ring NSL if you have any questions or concerns about the student's enrolment with us.

This document includes the following information:

- 1. General procedures and suggestions**
- 2. Student work procedures**
- 3. Home School Portal**
- 4. Assessment and reporting**
- 5. NESA Entry for Year 10 Stage 5/Higher School Certificate**

1.1 General procedures and suggestions

- The website of NSW School of Languages is nswschoollang.schools.nsw.gov.au
- Regular completion of work and communication with NSL teachers is essential if the course is to be completed satisfactorily. [Course schedules](#) are available on the school webpage to be able to monitor student progress.
- Refer to page 5 for an example of the Student Engagement Review Procedure.
- The student's timetable at your school should allocate the full number of periods to the distance education subject, as stated in the single-course application form. **A copy of the student's timetable should be sent to the NSL teacher.**
- Work not completed in periods allocated at school should be done as homework.
- If a student's work is delayed by illness or any other factor, please notify the NSL teacher as soon as possible.
- If enrolment is to be discontinued, please notify NSL in writing by emailing the withdrawal form available from the NSW School of Languages website, under Enrolment - [Enrolment application forms](#)

Procedures for review of student progress for Years 10, 11 and 12 students

When a student has 2 weeks of no or insufficient engagement with the course.

Lack of sustained effort

For issues with unexplained lack of engagement (2 online lessons and/or 2 weeks non-submission of coursework).

- A. Not followed the course developed or endorsed by NESAs
- B. Not applied themselves with diligence and sustained effort to set tasks and experiences provided in the course by the school
- C. Not achieved some or all of the course outcomes

Assessment task not submitted

Includes malpractice.

- A. Not followed the course developed or endorsed by NESAs
- B. Not applied themselves with diligence and sustained effort to set tasks and experiences provided in the course by the school
- C. Not achieved some or all of the course outcomes

Step 1 - Initial contact

- Contact the supervisor and student (cc parent in email)
- Communicate with Student Wellbeing Team if student has learning support needs
- Implement strategies to support student engagement
- Send Course Engagement Reminder - Medical if appropriate (DEMs)
- Document in DEMs (Register)

Student re-engages: No further action required

No response: Proceed to **Step 2** immediately

Step 2 - Letter of concern

- Discuss with Faculty HT and continue trying to engage student, liaise with home school supervisor and communicate with Student Wellbeing Team if student has learning support needs
- Send Letter of Concern to supervisor and parent, cc: Faculty HT and student
- Document in DEMS (Register > N-Award)

Student re-engages: Letter of Concern redeemed, no further action required.

If lack of sustained effort reoccurs, proceed to **Step 1**

No response within 1 week: Proceed to **Step 3** immediately

Step 3 - Warning letter 1

- Discuss with Faculty HT and continue trying to engage student, liaise with home school supervisor.
- Send Warning Letter 1 to supervisor and parent, cc: Faculty HT and student
- Document in DEMS (Register > N-Award)
- Continue consulting with the Learning and Support Team

Student responds, completes outstanding work: Warning Letter 1 redeemed, no further action required. If lack of sustained effort reoccurs, proceed to **Step 1** (Warning letter number is cumulative)

No response to redeem warning letter: Proceed to **Step 4** immediately

Step 4 - Warning letter 2

- Discuss with Faculty HT and continue trying to engage student, liaise with home school supervisor
- Send Warning Letter 2 to supervisor and parent, cc: Faculty HT and student
- Document in DEMS (Register > N-Award)
- Add students to faculty's possible N determination document

Student responds, completes outstanding work: Warning Letter 2 redeemed; no further action required. If lack of sustained effort reoccurs, proceed to **Step 1** (Warning letter number is cumulative)

No response to redeem warning letter: Proceed to **Step 5** immediately

Step 5 - Warning letter 3

- Discuss with Faculty HT, HT Student Wellbeing and Deputy Principal
- Send Warning Letter 3 to supervisor and parent, cc: Faculty HT and Deputy Principal and student
- Document in DEMS (Register > N-Award)

Student responds, completes outstanding work: Warning Letter 3 redeemed, no further action required. If lack of sustained effort reoccurs, proceed to **Step 1** (Warning letter number is cumulative)

No response to redeem warning letter: Proceed to **Step 6** immediately

Step 6 - Principal's letter

- Faculty HT and Deputy Principal to discuss with NSL Principal
- HT Enrolments with Principal to discuss with Home School Principal and document on DEMS
- NSL Principal to send letter to supervisor and parent, cc: Faculty HT and student
- Teacher to document on DEMS (Register > N-Award)

Step 7 - Non-completion of course determined

- Head Teacher Enrolments issues student an N determination - Years 10, 11 and 12 only

1.1.1 Equipment

Please ensure that your school has provided for your students, access to devices and all the equipment necessary for the study of this subject and inform NSL promptly if there is any delay or difficulty in obtaining the necessary equipment. A list of additional course costs can be found on the [Our Languages](#) page of our website under the relevant language heading. This includes materials, dictionaries and approximate costs for textbooks, workbooks and publishing rights for various courses.

1.1.2 Internet, computer and phone access

It is essential that students be supported through provision of a suitable, quiet working area. This is part of the conditions for single-course provision which have been agreed to by the home school Principal.

As NSL has moved towards a digital environment, most of the learning materials are delivered to students in a digital format, through Moodle or Canvas. **Supervisors will be required to assist with the printing of worksheets and some learning materials as well as the scanning and uploading of written work, particularly for scripted languages.**

All courses are in Canvas except for: Year 11 and 12 Japanese in Context, Year 11 and 12 Chinese in Context, Year 12 Chinese, French, German, Japanese, Korean, Modern Greek, Portuguese, Russian and Spanish, Continuers courses, which are in Moodle.

Students should be provided with the following:

- a computer with reliable internet to access online materials and emailing
- a computer with headphones for online speaking lessons
- a phone can be used if internet access is unavailable.

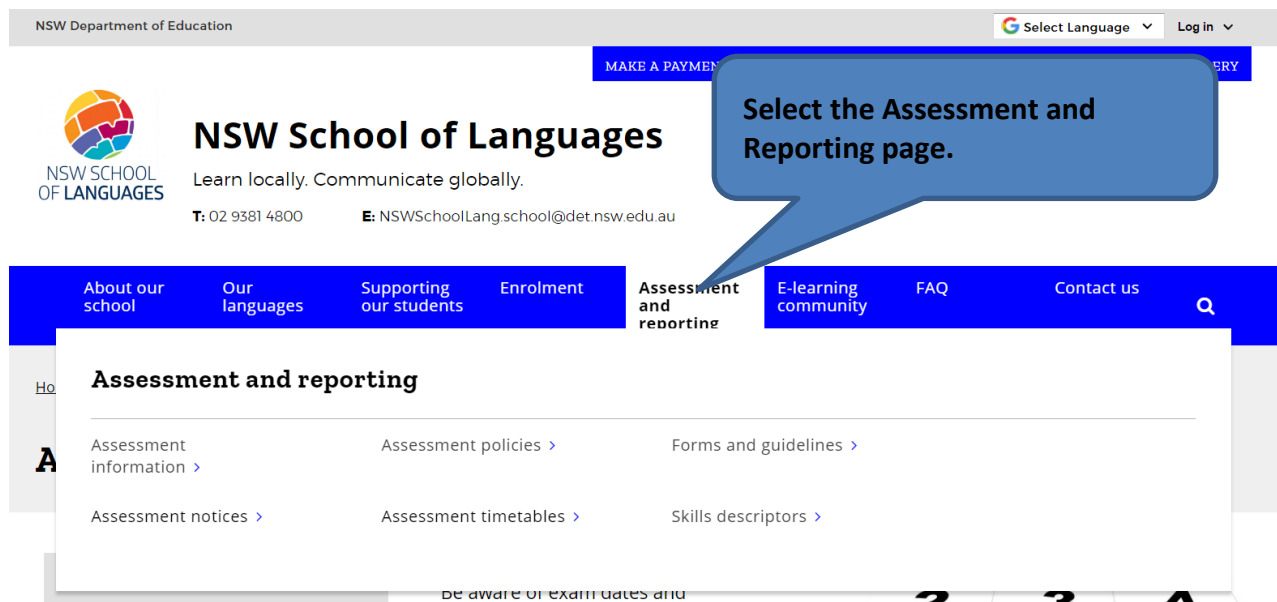
1.2 Student work procedures

- **A Welcome email to the student and Supervisor will be sent immediately after the enrolment is finalised, to confirm if the emails provided are accurate. The student will not be given access to the course until the student replies.** Students must follow their course schedule. **A copy of the course schedule is available on the [Course schedules](#) page of our school website under the relevant language heading.**
- Students must be encouraged to develop the habit of engaging in coursework regularly to keep up with the course schedule. In case of no internet, a phone must be made available for speaking lessons.
- Work for all online courses includes a component done through our e-learning site. This is a secure site. On enrolment students are registered and issued with their own user name and password. **To be registered, students must use their Department of Education email address, this will be created for all non-government school students.**
- These courses may also include a written component which is either completed online or in printed format. **Canvas/Moodle Students will require Supervisor support to print these materials, as well as scan and upload them to Canvas/Moodle once the tasks are complete.** This work can then be scanned and uploaded or emailed to the student's teacher.
- If any paper-based work is completed, students may hand it in to Supervisors or ask for it to be scanned. This can be uploaded to Canvas/Moodle or emailed to the teacher.
- Students' written work will be marked by the teacher and usually scanned and returned by email. Some teachers additionally work with online shared documents with the student. Students may also be required to upload work for marking into Canvas.
- Students will be required to set up a regular speaking lesson time with their teacher. **A quiet room with a computer must be made available to students for their speaking lessons,** using online video conferencing. In special circumstances or internet outage, a phone may be used for speaking lessons. Supervisors are encouraged to keep a record of the student's speaking lesson times and dates.
- Students who enrol after the beginning of the school year will be expected to work at a faster pace as advised by their NSL teacher, in order to be in line with the [course schedule](#) as soon as possible.

1.3 Assessment and reporting

1.3.1 Assessment and reporting

Information regarding Assessments is available on the NSW School of Languages website, on the [Assessment and reporting](#) page.



Scroll down on the Homepage to see the school's calendar.

2024 NSL assessment and progress report dates

Assessments will be held as scheduled in the following table. They are compulsory for every student who has been enrolled in the relevant course for a sufficient length of time and the results will form part of the reported achievement in the course for each student.

Home schools are advised to consider NSW School of Languages assessment dates when organising activities and ensure these are not conducted on the date(s) specified in this timetable.

Year 12 Course	Semester 1		Semester 2	
	Term 4 2023	Term 1 2024	Term 3 2024	
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
			Students attending NSW School of Languages for Assessment 3 and 4 will complete these tasks on the same day.	
Beginners	22 November	18 – 22 March	29 July – 2 August	
Continuers (except Latin)		11 – 15 March	22 – 26 July	
Indonesian & Literature		12 March	23 July	
Language In Context		11 – 15 March	29 July – 2 August	

Year 12 Course	Semester 1		Semester 2
	Term 1 2024	Term 2 2024	Term 3 2024
	Assessment 1	Assessment 2	Assessment 3
Extension	14 February	5 June	5 – 9 August

Year 12 Course	Semester 1		Semester 2	
	Term 4 2023	Term 1 2024	Term 2 2024	Term 3 2024
	Assessment 1	Assessment 2	Assessment 3	Assessment 4
English (EAL/D)	4 December	28 March	19 June	14 and 16 August
Latin	22 November	22 March	19 June	1 August

Year 11 Course	Assessment Task 1	Assessment Task 2	End of Course Examination Assessment Task 3
Beginners	13 – 17 May 2024	24 – 28 June 2024	9 – 13 September 2024
Continuers	16 – 10 May 2024		2 – 6 September 2024
Language In Context			
Latin			
English EAL/D	1 – 5 April 2024		9 – 13 September 2024

Stage 5	Assessment Task 1	Assessment Task 2	Assessment Task 3	Yearly Examination
Year 10 (200 hours)	25 – 28 March 2024	27 – 31 May 2024	19 – 23 August 2024	28 Oct – 1 Nov 2024
Year 9 & 10 (100 hours)	3 – 7 June 2024	26 – 30 August 2024	NIL	

Progress reports

Course	Reporting Period 1	Reporting Period 2
Year 12 Courses Beginners, Continuers, Literature, In Context, EAL/D, Latin, Extension	9 October 2023 to 28 March 2024	1 April 2024 to 23 August 2024
Year 11 Courses Beginners, Continuers, Literature, In Context, EAL/D, Latin	1 February 2024 to 24 May 2024	27 May 2024 to 27 September 2024
Year 10	1 February 2024 to 31 May 2024	3 June 2024 to 15 November 2024
Year 9	1 February 2024 to 7 June 2024	10 June 2024 to 22 November 2024

2024 term dates for students

Term 1	Thursday 1 February – Friday 12 April
Term 2	Tuesday 30 April – Friday 5 July
Term 3	Tuesday 23 July – Friday 27 September
Term 4	Monday 14 October – Wednesday 18 December

Assessment and progress report dates 2024

Please go to our website for the latest [assessment schedule](#) for all year groups.

Procedure for advising supervisors/students/parents

1. Several weeks before the set date of each examination/assessment, Supervisors will be sent an email to remind them to look up the website for details of the approaching task. It is essential that Supervisors familiarise themselves with examination procedures. This document is available on our [website](#) (see *Guidelines for conduct of examinations in home school*).
2. If the student is not sitting the examination at NSL, the examination paper(s)/assessment task(s) for each student will be made available to the home school electronically.
3. Examinations and Assessment Tasks **must** be completed at the times specified by NSL. The integrity of the examinations is dependent on the home schools completing examinations at the required time. Please liaise with the NSL teacher, if this presents **major** difficulties.
4. NSL should be contacted urgently if you or your Principal has not received examination materials one week, before the scheduled date of the examination.

1.3.2 Reports

NSL has two reporting periods, one for each Semester. Reports will be emailed to the home school and to parents and carers.

Should a report not be received, Supervisors are asked to contact NSL.

1.4 Entry for Year 10 and Higher School Certificate

It is the responsibility of the **home school** to enter students with the NSW Educational Standards Authority (NESA) for the course studied at NSL **and to upload student photos**. Students cannot be credited with their assessment mark or grade if they are not entered as studying a language with an outside provider, namely **NSW School of Languages, code 5000**. It is also the responsibility of your school to notify NESA if students withdraw from the course. You may need to bring these matters to the attention of your Principal. It is the home school's responsibility to ensure that students are booked in for their HSC Speaking Skills examination.

1.5 Face-to-face lessons and on site assessments

All lesson days can be found on the Lesson day calendar on the [Homepage](#) of our website. Scroll down past the news features.

Assessment task dates can be found on the [Assessment timetables](#) page of our website.

Best practice tips from past supervisors

2.1 Speaking Lessons

1. Organise a computer with internet access, camera and headphones for speaking lessons and course work. The home school should buy the required equipment. Speaking lessons are to be conducted via online technologies, that the teacher will discuss with the student. A phone may be used if internet access is unavailable.
2. Have a specific place for speaking lessons and keep a timetable; for example, library - librarian keeps a written record; students sign in and out.
3. Catch-up lessons should be negotiated between the student and the NSL teacher if a speaking lesson falls on a public holiday.

2.2 Work

1. Early intervention is very important to set a good independent work routine; advise students on best work practices at the start of their studies.
2. Break down the content of their weekly units of work into manageable chunks. Younger students are helped by this, as Year 9 and 10 students are often not used to organising their time.
3. Some Supervisors find it practical to set a specific time for submission of material – this avoids the need to chase students. If work isn't done, it is drilled into the students that they must make contact to explain their problems and ask for help.
4. If students submit work by email, Supervisors should ask to be copied into the email.
5. Some Supervisors find it beneficial to create an individual work schedule for each student.
6. Some Supervisors find it beneficial to create a spreadsheet of all 'events', for example, assessment days and lesson days.
7. Supervisors keep a folder for each NSL student and all NSL correspondence.
8. **Mentors: at the beginning of the year choose some senior students who have successfully studied by distance education in the previous year, to talk to and mentor new students. This has proven really effective!**
9. Encourage students to download the relevant audio files onto their phone so that they can listen on the bus and train.
10. Encourage students to make copies or a backup of their work either to a USB, cloud account or external hard drive, prior to submission.

2.3 Administering assessments

1. NSL conducts many assessment tasks onsite for metropolitan students. For assessments held at home schools, it is essential that the tasks are supervised by a member of staff.
2. On enrolment of every NSL student, the home school Principal agrees to properly administer NSL assessments. The home school Principal could budget funds to employ someone to supervise. This would be much cheaper than using a teacher, and the librarian cannot always be asked to do this task. This is particularly important for Year 12 Trial HSC examinations. Students should not be left alone to complete examinations.
3. Scan students completed assessments and email to the teacher as directed. Store the original hard copy papers in a secure location.

2.4 Communication

1. Use whatever resources are available in your school - daily news bulletin, noticeboard, roll-call, email to contact NSL students. Anything should be done to avoid a delay in students' receiving mail or information.
2. Communicate informally in the corridor/playground/at sport, etc.
3. Instigate regular contact time between Supervisor and student.
4. Have a file of students' timetables, home and mobile phone numbers, NSL teachers' phone numbers, for easy access.
5. Notify NSL Enrolments by email enrolments.nswsol@det.nsw.edu.au when there is a change of Supervisor for all students at the school. Enrolments will organise the change within NSL records.

If Supervisors have any other tips or advice, please email them to the NSL Head Teacher Enrolments enrolments.nswsol@det.nsw.edu.au and we will incorporate them into the next edition of our ***Information for Supervisors***.

Guide 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.

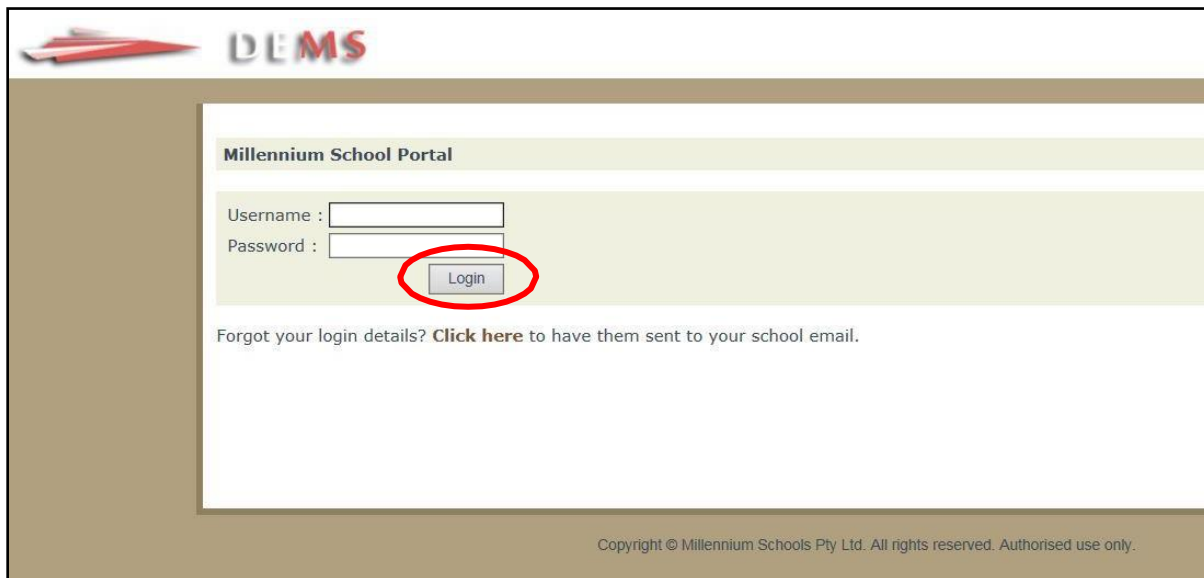
1. Home School Portal access

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. Select 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. Select 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. Select the grey **Update My School** button.

The screenshot shows the DEMS (Distance Education Management System) interface. On the left is a navigation menu with 'My School' (yellow), 'Supervisors' (blue), 'Enrolments' (purple), and 'Log Out'. The main content area is titled 'MY SCHOOL : [Details]'. It contains several form fields for school information: Name, Address, City, State, Postcode, Phone, Fax, PO Address, and a second City/State/Postcode set. Below these are fields for Login (chhsde), Password (with a red arrow pointing to it), Email (camdenhave-d.school@det.nsw.edu.au), Secondary Students (0), and a checkbox for 'Government School'. At the bottom is a 'Year' dropdown menu (circled in red) with the text '(Select Year to administrate)' and a grey 'Update My School' button.

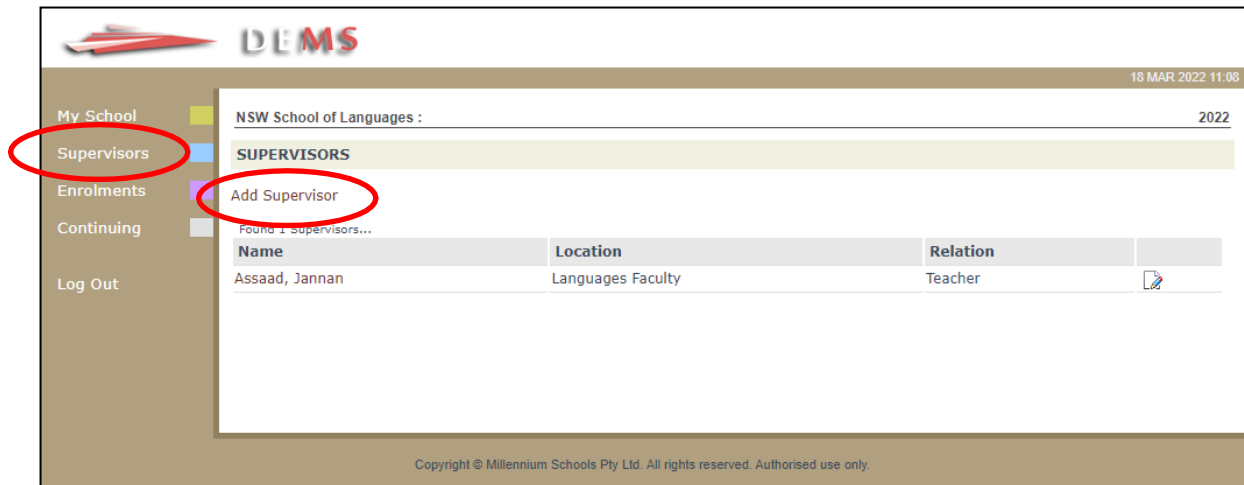
Your **school's password** will need to be known by all Supervisors of the Distance Education students at your school to access the Portal.

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

3. Adding and deactivating a supervisor profile

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


To add a supervisor to the list, select **Add Supervisor**.



The screenshot shows the DEMS web application interface. On the left, a sidebar menu contains 'My School', 'Supervisors', 'Enrolments', 'Continuing', and 'Log Out'. The 'Supervisors' menu item is highlighted with a red circle. The main content area displays the 'NSW School of Languages : 2022' header and a 'SUPERVISORS' section. Below this, a table lists supervisors. The 'Add Supervisor' link is circled in red. The table contains one entry for 'Assaad, Jannan' at 'Languages Faculty' with the relation 'Teacher'.

Name	Location	Relation
Assaad, Jannan	Languages Faculty	Teacher

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



The screenshot shows the 'SUPERVISORS : [Details]' form in the DEMS application. The form includes fields for Title (Ms), FirstName, LastName, Gender (Female), Location, Address, Phone, Fax, Email, and Relation. The 'Update Supervisor' button at the bottom is circled in red.

- To deactivate a Supervisor profile, please select 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...

Log Out

Name	Location	Relation	
Assaad, Jannan	Languages Faculty	Teacher	

- Uncheck/remove the blue **Active** tick and select the **Update Supervisor** button.

DEMS

NSW School of Languages : SUPERVISORS : [Details]

Title :

FirstName :

LastName :

Gender :

Phone : Fax :

Mobile :

Email :

Position :

Location :

☒ Active


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

NSW School of Languages : 2022

SUPERVISORS

Add Supervisor

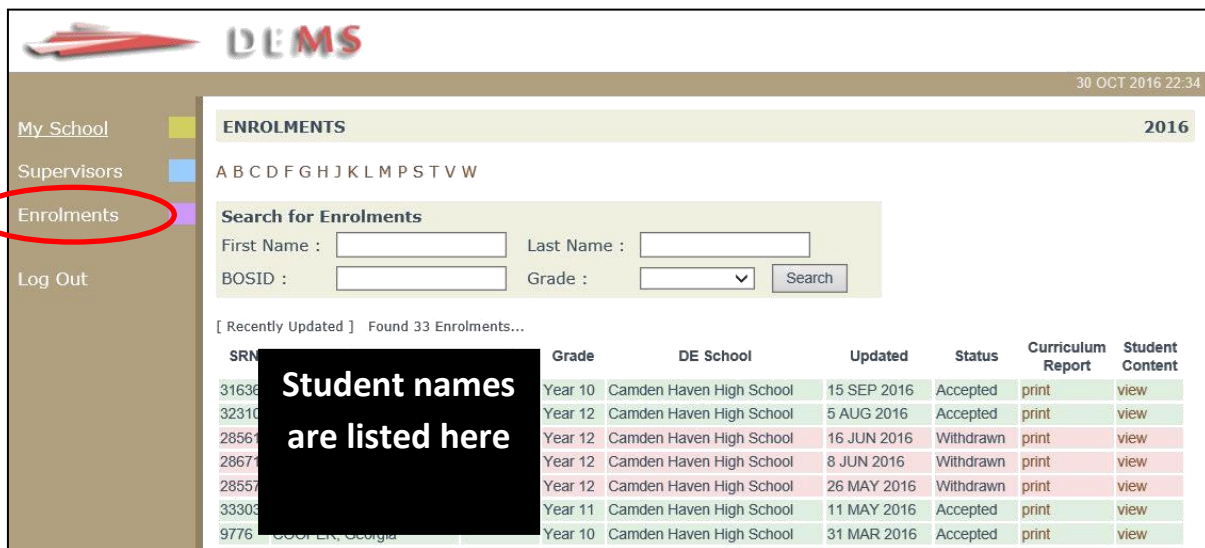
Found 1 Supervisors...

Name	Location	Relation	
Assaad, Jannan	Languages Faculty	Teacher	

4. Accessing student curriculum reports

1. Select 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.



DEMS 30 OCT 2016 22:34

My School
Supervisors
Enrolments
Log Out

ENROLMENTS 2016

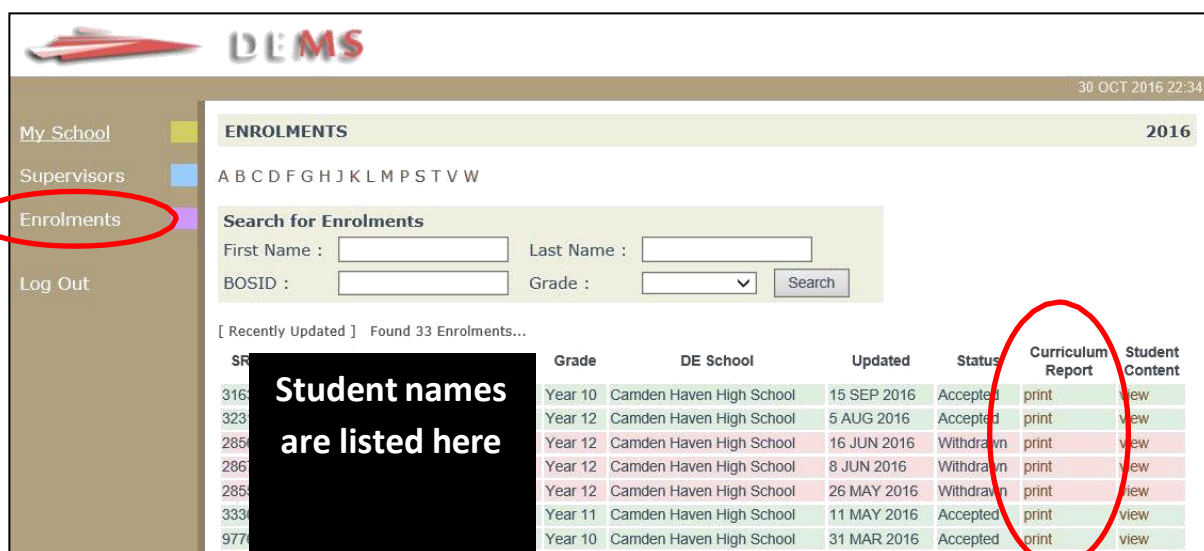
Search for Enrolments

First Name : Last Name :
BOSID : Grade :

[Recently Updated] Found 33 Enrolments...

SRN	Grade	DE School	Updated	Status	Curriculum Report	Student Content
31636	Year 10	Camden Haven High School	15 SEP 2016	Accepted	print	view
32310	Year 12	Camden Haven High School	5 AUG 2016	Accepted	print	view
28561	Year 12	Camden Haven High School	16 JUN 2016	Withdrawn	print	view
28671	Year 12	Camden Haven High School	8 JUN 2016	Withdrawn	print	view
28557	Year 12	Camden Haven High School	26 MAY 2016	Withdrawn	print	view
33303	Year 11	Camden Haven High School	11 MAY 2016	Accepted	print	view
9776	Year 10	Camden Haven High School	31 MAR 2016	Accepted	print	view

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



DEMS 30 OCT 2016 22:34

My School
Supervisors
Enrolments
Log Out

ENROLMENTS 2016

Search for Enrolments

First Name : Last Name :
BOSID : Grade :

[Recently Updated] Found 33 Enrolments...

SRN	Grade	DE School	Updated	Status	Curriculum Report	Student Content
31636	Year 10	Camden Haven High School	15 SEP 2016	Accepted	print	view
32310	Year 12	Camden Haven High School	5 AUG 2016	Accepted	print	view
28561	Year 12	Camden Haven High School	16 JUN 2016	Withdrawn	print	view
28671	Year 12	Camden Haven High School	8 JUN 2016	Withdrawn	print	view
28557	Year 12	Camden Haven High School	26 MAY 2016	Withdrawn	print	view
33303	Year 11	Camden Haven High School	11 MAY 2016	Accepted	print	view
9776	Year 10	Camden Haven High School	31 MAR 2016	Accepted	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

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 (12:30-12:55): 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 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, select 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	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

Student names are listed here

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

DEMS

My School
Supervisors
Enrolments
Student name
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.

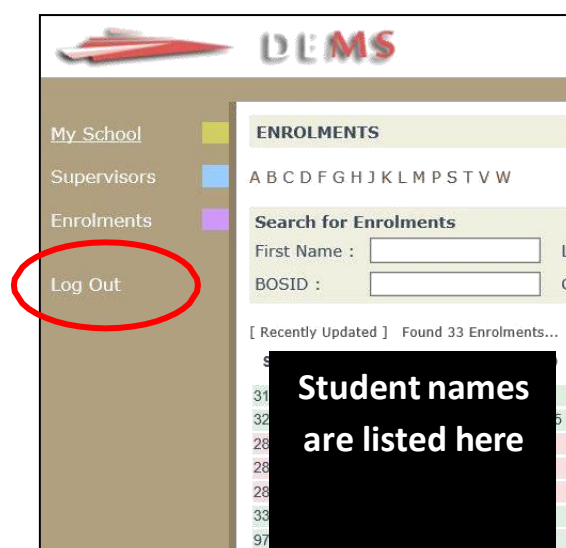
Reports: access to the Semester 1 and Semester 2 Student Reports.

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

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



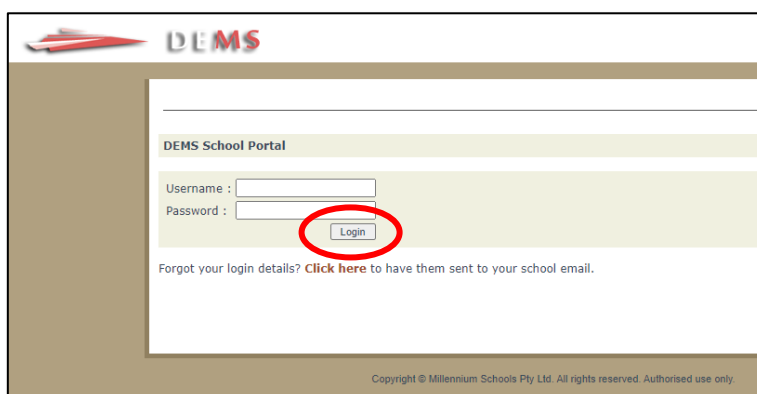
Uploading files to the DEMS Supervisor Portal

To improve efficiency and reduce the reliance on email communication/attachments, a **Files** repository in the DEMS (Distance Education Management System) Supervisor Portal has been created for supervisors to upload files and students' school photos. Please continue to submit Change of Date/Venue for assessments directly to the [school email](#) address as stated on the form.

Supervisors will need to access the DEMS Home School Portal and follow the steps below.

1. Access the Home School Portal

- (i) Go to the Distance Education Management System (DEMS) School Portal website:
<https://de.millenniumschoools.net.au/school/>
- (ii) Log in with the **Username** and **Password** provided to your school.
- (iii) Click on the **Login** button to access the Portal.



DEMS School Portal

Username :

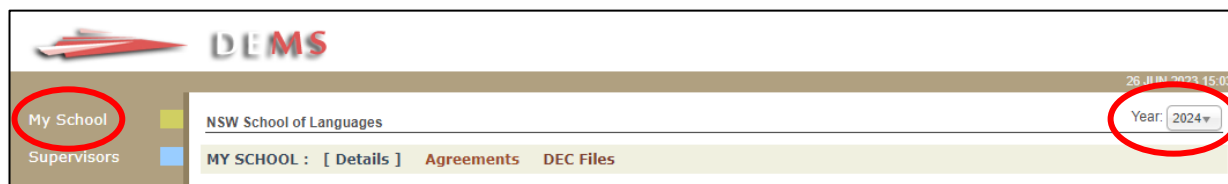
Password :

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

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2. Access the My School section

- (i) Select the **My School** heading on the left side menu.
- (ii) Ensure that the **Year** is set to **2024**.



DEMS

26 JUN 2024 15:03

My School

Supervisors

NSW School of Languages

MY SCHOOL : [Details] Agreements DEC Files

Year: 2024

3. Access the Enrolments section

- (i) Select the **Enrolments** heading on the left side menu.
- (ii) All students from your school studying a language at NSL will appear. Select the student the file belongs to and click on the word **view** under the Student Content heading.

The screenshot shows the DEMS interface for the NSW School of Languages. The left sidebar has a red box labeled '1' around the 'Enrolments' menu item. The main content area shows a search for enrolments with a table of results. A red box labeled '2' highlights the 'view' link under the 'Student Content' column for a student.

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
123456789	Student, Test		Year 8	NSW School of Languages	28 JUN 2023	Approved	print	view

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

4. Upload a file

- (i) Select the **Files** heading on the left side menu.
- (ii) Click on the **Upload a file** button and then on the **Choose file** button to locate and select the file required.
- (iii) Click on the **Upload File for Student** button and the file should appear listed on your screen.

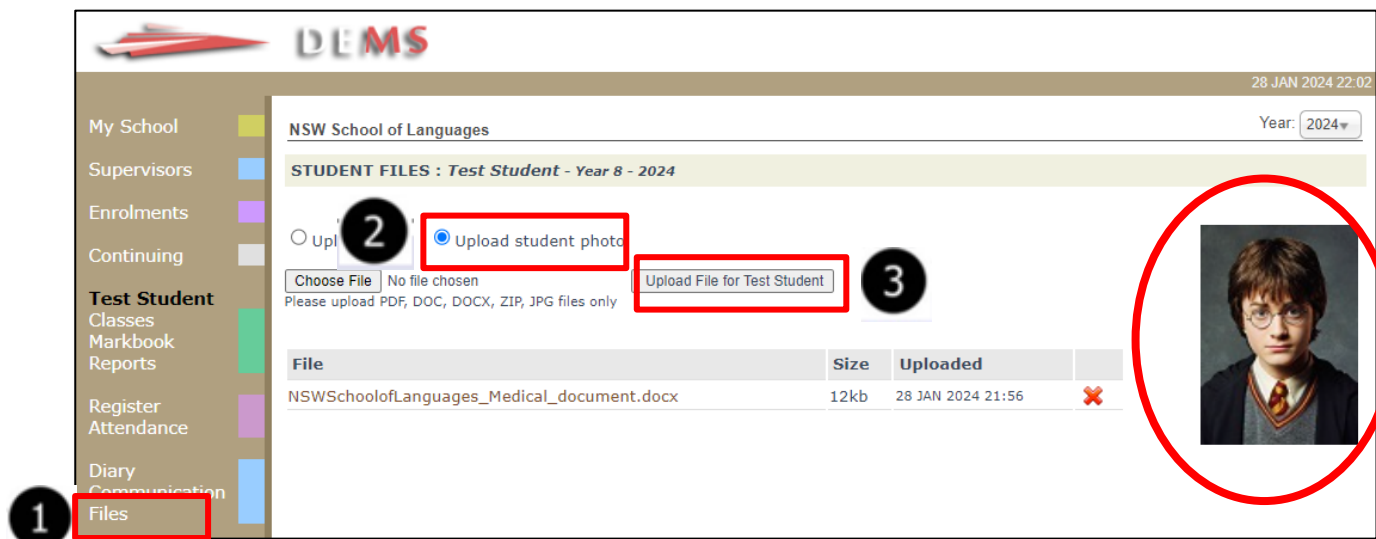
Note: Click on the red **X** icon to delete the file if required.

The screenshot shows the DEMS interface for the NSW School of Languages. The left sidebar has a red box labeled '1' around the 'Files' menu item. The main content area shows the 'STUDENT FILES : Test Student - Year 8 - 2024' section. A red box labeled '2' highlights the 'Choose File' button, and a red box labeled '3' highlights the 'Upload File for Test Student' button. Below these buttons is a table of uploaded files.

File	Size	Uploaded	
NSWSchoolofLanguages_Medical_document.docx	12kb	28 JAN 2024 21:56	X

5. Upload a student's school photo

- (i) Select the **Files** heading on the left side menu.
- (ii) Click on the **Upload student photo** button and then on the **Choose file** button to locate and select the file photo to upload. **Note:** only JPG files accepted.
- (iii) Click on the **Upload File for Student** button and the photo should appear in the profile box.



If you have queries about uploading files to the DEMS Supervisor Portal, please [email](#) us.

Intention to Continue for 2025

To facilitate our planning for 2025, we have implemented a new process for administering student continuations.

All student intentions to continue their language learning will now be completed and processed through the DEMS/Millennium Home School Portal.

Please discuss with your Year 9 and Year 11 students their intention to continue their language learning at NSW School of Languages for Year 10 and Year 12 in 2025.

Once you know the students' intentions, please follow the steps below:

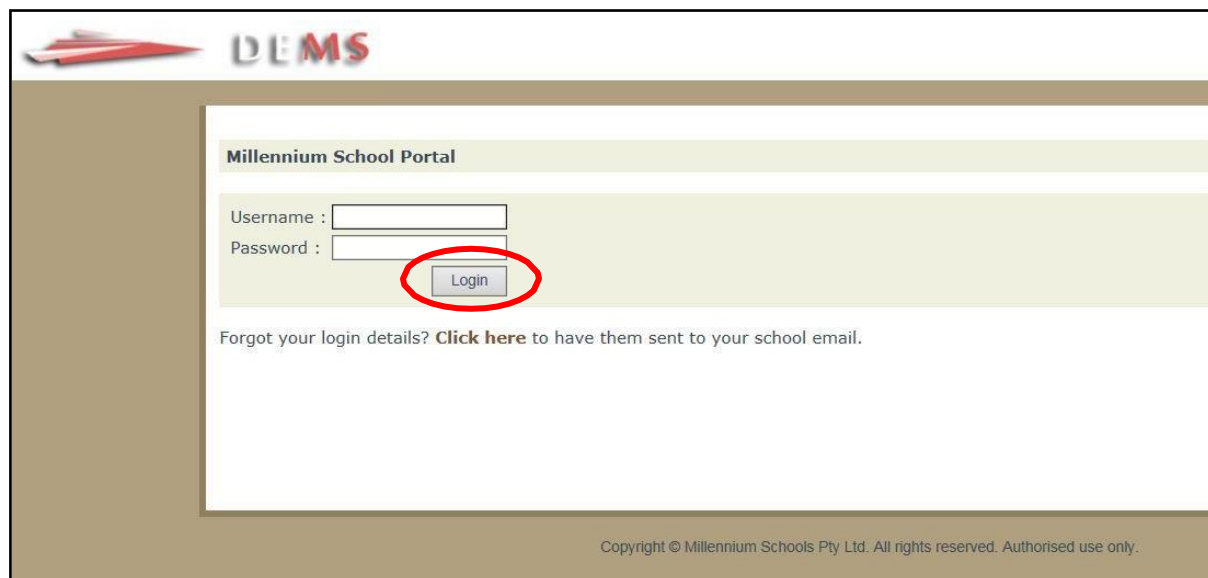
1. Access the Home School Portal

- I. Go to the Distance Education Management System (DEMS) School Portal website:

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

- II. Log in with the **Username** and **Password** provided to your school.

- III. Select the **Login** button to access the Portal.



The screenshot shows the Millennium School Portal login interface. At the top left is the DEMS logo. The main heading is 'Millennium School Portal'. Below this, there are two input fields: 'Username :' and 'Password :'. To the right of the password field is a 'Login' button, which is highlighted with a red circle. Below the login fields, there is a link that says 'Forgot your login details? Click here to have them sent to your school email.' At the bottom of the page, there is a copyright notice: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only.'

2. Access the My School section

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to **2025**.
- III. Change your password, if required, and select the Update My School button. Please inform all other DE supervisors at your school if the password has been changed.

DEMS

NSW School of Languages

MY SCHOOL : [Details] Agreements

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 : *****

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

Secondary Students : 2500 ☐ Government School

Year : > 2023 (Select Year to administrate)

Update My School

3. Access the Continuing section

- I. Select the **Continuing** heading on the left side menu. A list of the students enrolled with us will appear on your screen.

NSW School of Languages

Year: 2023

CONTINUING ENROLMENTS 2023

Search for Continuing Enrolments

First Name : Last Name : NESA-ID : Grade : Select an ... Search

Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once.
If you require a change on a student's continuing enrolment, please email the school.
If you are unsure, please leave blank.

[Recently Updated] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing
Year 7	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ			<input type="checkbox"/>

Update Enrolments

II. In the **Continuing column**, select the students' intention from the drop-down list:

Yes if the student is continuing with their language studies in 2025

or

No if the student will NOT continue with their language studies in 2025.

Please do this for all students on the list. If you are unsure whether the students listed will be continuing, please leave blank.

Once completed, select the **Update Enrolments** button to save your selections.

My School: NSW School of Languages

Supervisors: CONTINUING ENROLMENTS

Enrolments: Search for Continuing Enrolments

Continuing: First Name : Last Name : NESA-ID : Grade : Select an ... Search

Log Out: Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once. If you require a change on a student's continuing enrolment, please email the school. If you are unsure, please leave blank.

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing
Year 7	Student, Test	NSL	Japanese 100 hours - Year 7	JA7.AsdJ			<div><div></div><div>Yes</div><div>No</div></div>

[Recently Updated] Found 1 Enrolments...

Update Enrolments

If you require a change on the student's continuing enrolment, please [email](#) us.

School Agreement 2024

To facilitate our planning for 2024, we have implemented a new online School Agreement submission process for schools to begin their single-course enrolment with us for 2024.

To complete the agreement, you will be required to access the DEMS (Distance Education Management System) Home School Portal and follow the steps below.

1. Access the Home School Portal

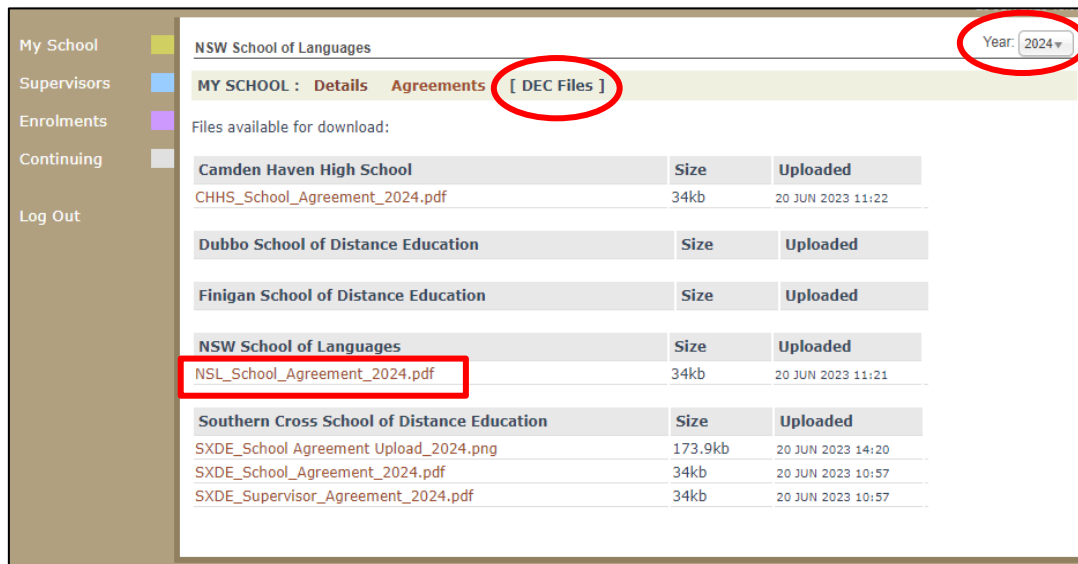
- I. Go to the Distance Education Management System (DEMS) School Portal website:
<https://de.millenniumschoools.net.au/school/>
- II. Log in with the **Username** and **Password** provided to your school.
- III. Select the **Login** button to access the Portal.

2. Access the My School section

- I. Select the **My School** heading on the left side menu.
- II. Ensure that the **Year** is set to **2024**.

3. Downloading the Agreement file

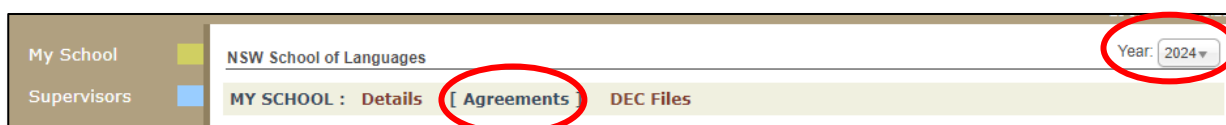
- I. Select the **DEC files** heading from the top menu.
- II. You will see several Distance Education Schools Agreement files that display according to the year you selected in the Portal. Download the **NSL_School_Agreement_2024**.



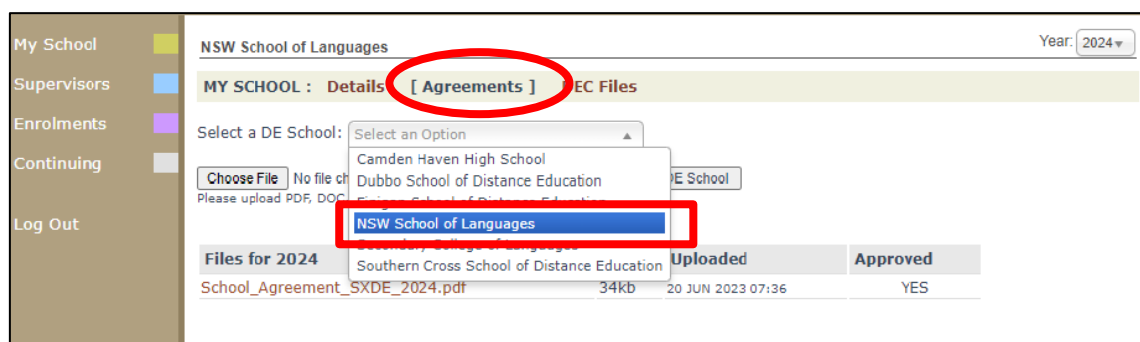
- III. Complete the Agreement, ensuring that your School Principal has signed and dated the document.

4. Uploading the completed Agreement file

- I. Select the **Agreements** heading from the top menu.



- II. From the **Select a DE School** drop down list, select **NSW School of Languages** and upload the completed and signed School Agreement. Select the grey **Upload Agreement for Selected DE School** button.



- III. Once uploaded, the system will automatically name the file related to the DE school selected and the year displayed at the top of the school portal at the time of upload. For example: **School_Agreement_NSL_2024.pdf**.

A **File Successfully Uploaded** message will appear to indicate that the file has been successfully registered in the portal.

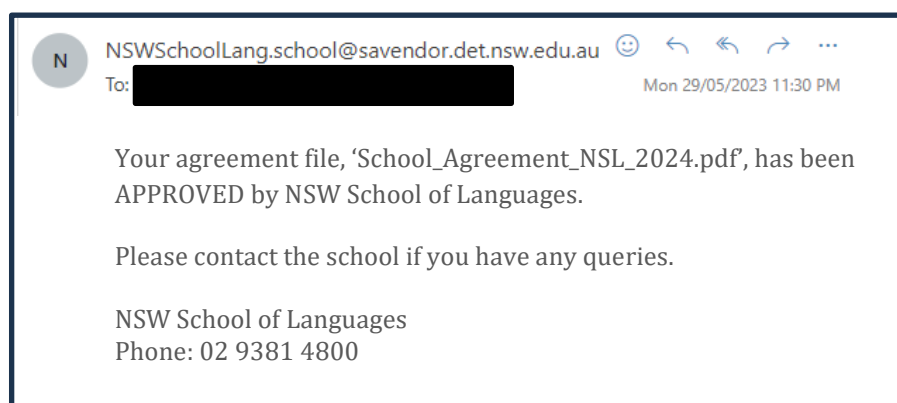
Once the DE School approves the school agreement, a YES will appear in the Approved column in the school portal.

The screenshot shows the NSW School of Languages portal interface. On the left is a sidebar with navigation links: My School, Supervisors, Enrolments, Continuing, and Log Out. The main content area displays the school name 'NSW School of Languages' and tabs for 'Details', 'Agreements', and 'DEC Files'. A green message 'File Successfully Uploaded' is shown above a 'Select a DE School' dropdown menu. Below this is a file upload section with a 'Choose File' button, the text 'No file chosen', and an 'Upload Agreement for Selected DE School' button. A note specifies 'Please upload PDF, DOC, DOCX, ZIP files only'. At the bottom, a table lists uploaded files:

Files for 2024	Size	Uploaded	Approved
School_Agreement_SXDE_2024.pdf	34kb	20 JUN 2023 07:36	YES

5. Agreement approval email

Your school will receive an email to the school email address confirming that the agreement has been approved by NSW School of Languages.



If you have queries about the School Agreement, please [email](#) us.

We hope that the Portal provides an effective medium through which you will be able to upload the school agreement, student photos, update student's intention to continue as well as monitor your students' engagement and progress in their course at NSW School of Languages.

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.

Course codes

The person at your school responsible for completing the NESA Confirmation of Entries will need these codes for entering the subject studied at NSW School of Languages.

NSW Education Standards Authority (NESA) course codes

Each year you will need to ensure that Year 10, 11 and 12 students studying with us are enrolled into the correct language course(s) with [NESA Schools Online](#). The person authorised at your school to complete NESA Confirmation of Entry can use the codes in the table below. Please be mindful of entries for year 10. If a Year 10 student has studied year 9 & 10 with us, the student is assigned the 200 hour course code. If a student is completing 100 hours with us and they have studied 100 hours of the target language in year 9, elsewhere, they are assigned the 200 hour course code. If a student has studied only 1 year of a language with us and at no other location in year 9, they will be assigned the 100 hour course code.

(NSL school code 5000)

Year 10 Stage 5	
Course name	NESA code
Chinese 200 hours	810
Chinese 100 hours	811
French 200 hours	870
French 100 hours	871
German 200 hours	880
German 100 hours	881
Indonesian 200 hours	910
Indonesian 100 hours	911
Italian 200 hours	920
Italian 100 hours	921
Japanese 200 hours	930
Japanese 100 hours	931
Korean 200 hours	940
Korean 100 hours	941
Latin 200 hours	950
Latin 100 hours	951
Modern Greek 200 hours	990
Modern Greek 100 hours	991
Russian 200 hours	1010
Russian 100 hours	1011
Spanish 200 hours	1040
Spanish 100 hours	1041

Preliminary courses	
Course name	NESA code
Chinese Beginners	11530
Chinese Continuers	11540
Chinese in Context	11547
English EAL/D	11165
French Beginners	11630
French Continuers	11640
German Beginners	11650
German Continuers	11660
Indonesian Beginners	11690
Indonesian Continuers	11700
Indonesian and Literature	11715
Italian Beginners	11720
Italian Continuers	11730
Japanese Beginners	11740
Japanese Continuers	11750
Japanese in Context	11757
Korean Beginners	11780
Korean Continuers	11790
Korean in Context	11797
Latin Continuers	11810
Modern Greek Beginners	11870
Modern Greek Continuers	11880
Portuguese Continuers	11920
Russian Continuers	11935
Spanish Beginners	11960
Spanish Continuers	11970

HSC courses	
Course name	NESA code
Chinese Beginners	15540
Chinese Continuers	15550
Chinese Extension	15570
Chinese in Context	15557
English EAL/D	15155
French Beginners	15670
French Continuers	15680
French Extension	15690
German Beginners	15700
German Continuers	15710
German Extension	15720
Indonesian Beginners	15750
Indonesian Continuers	15760
Indonesian and Literature	15775
Indonesian Extension	15780
Indonesian in Context	15767
Italian Beginners	15790
Italian Continuers	15800
Italian Extension	15810
Japanese Beginners	15820
Japanese Continuers	15830
Japanese Extension	15850
Japanese in Context	15837
Korean Beginners	15870
Korean Continuers	15880
Korean in Context	15887
Latin Continuers	15900
Modern Greek Beginners	15970
Modern Greek Continuers	15980
Modern Greek Extension	15990
Portuguese Continuers	16030
Russian Continuers	16045
Spanish Beginners	16070
Spanish Continuers	16080
Spanish Extension	16090

We thank you for your supervision of our students!

