



## GUIDE TO THE DEMS SCHOOL PORTAL

Version 2021.1.1

### Welcome to the Distance Education Management System (DEMS) School Portal

The DEMS School Portal is the gateway for supervising students studying via Distance Education. The Portal allows for the sharing of various 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 of supervisor.

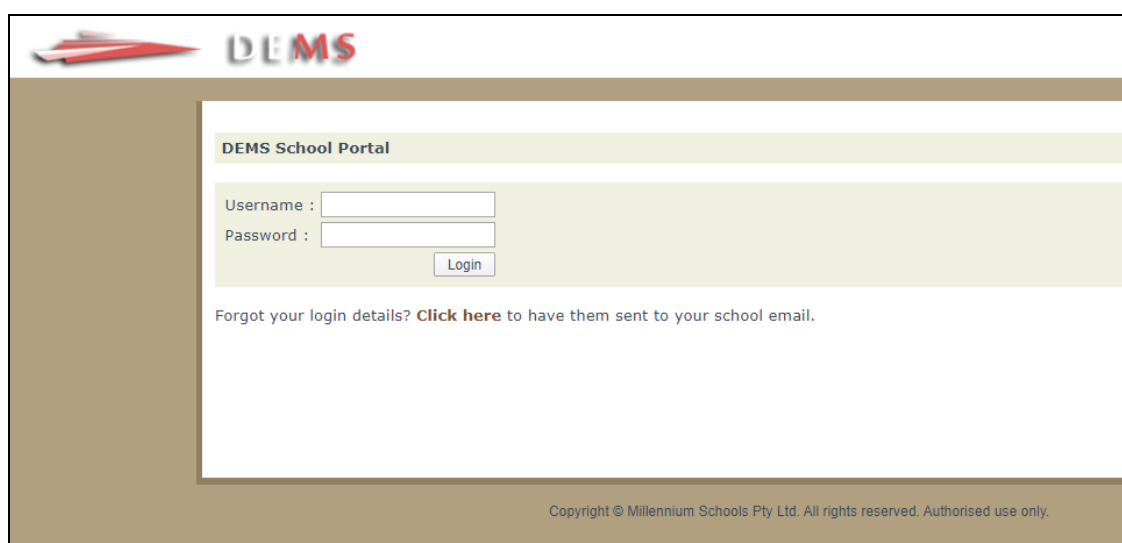
Please follow the steps below to access your school's DEMS School Portal.

### DEMS School Portal Access



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

1. Please go to the Millennium/Distance Education Management System (DEMS) School Portal website <https://de.millenniumschoools.net.au/school/>



2. Log in with the **Username** and **Password** provided via email or contact our school
3. Click on Login button to access Portal

## Changing your password

1. Click on the **My Schools** heading and scroll down to the Password field to change your temporary Password.
2. Please edit any incorrect information about your school.
3. Select the current year or the year you require data from.
4. It is of assistance to us if you add your current enrolment numbers, start of year numbers are sufficient.
4. Click on the grey **Update My School** button.

**DEMS**

**MY SCHOOL : [ Details ]**

Name : Camden Haven High School

Address : Valley View Rd

City : LAURIETON

State : NSW Postcode : 2443

Phone : 02 6556 8100 Fax : 02 6556 8105

PO Address : P O Box 500

City : LAURIETON

State : NSW Postcode : 2443

Login : camdenhavenhs

Password :

Email : robert.lyttle@det.nsw.edu.au

Students : 750 ☒ Government School

Year : > 2016 ( 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 when the password is to be changed.

## Adding a Supervisor

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



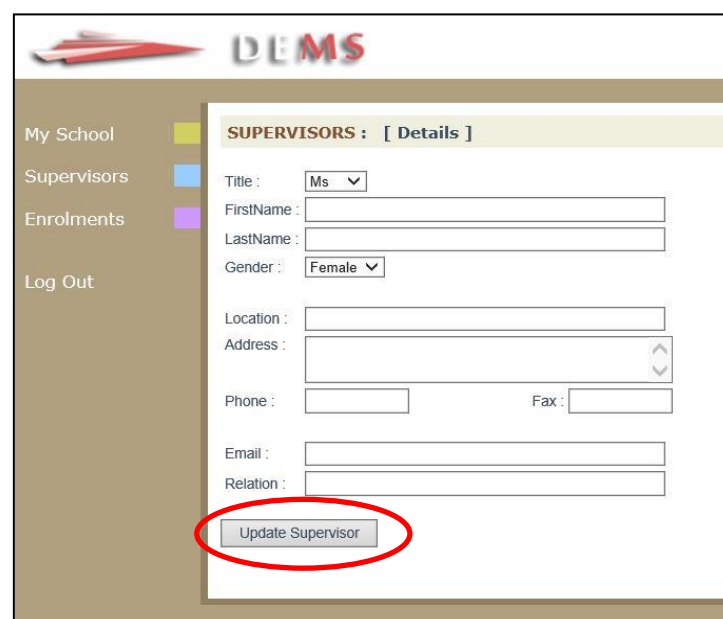
The screenshot shows the DEMS web application interface. On the left, a vertical menu contains 'My School', 'Supervisors', 'Enrolments', and 'Log Out'. The 'Supervisors' item is highlighted with a red circle. The main content area is titled 'SUPERVISORS' and includes a link to 'Add Supervisor'. Below this, it states 'Found 1 Supervisors...' and displays a table with one entry: Assaad, Jannan, located at Open High School, with the relation of Teacher. The date '30 OCT 2016' is visible in the top right corner.

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 'Supervisors' menu item on the left remains highlighted.

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



The screenshot displays the 'SUPERVISORS : [ Details ]' form. The left menu is the same, but the 'Supervisors' item is now highlighted with a blue square. The form contains several input fields: 'Title' (a dropdown menu with 'Ms' selected), 'FirstName', 'LastName', 'Gender' (a dropdown menu with 'Female' selected), 'Location', 'Address', 'Phone', 'Fax', 'Email', and 'Relation'. At the bottom of the form, the 'Update Supervisor' button is highlighted with a red circle.

## Removing a Supervisor

1. The list of Supervisors should be those for the current year. If a Supervisor is not continuing they need to be made inactive.

Name	Location	Relation	
[REDACTED]	[REDACTED]	Indonesian teacher	[Edit Icon]
[REDACTED]	[REDACTED]	teacher/ librarian	[Edit Icon]

- a. Select the edit icon adjacent to the teacher to be made inactive.

**SUPERVISORS : [ Details ]**

Title : Mrs ☒ Active

FirstName : xxxxx

LastName : xxxx

Gender : Female

Location : XXX high school

Address :

Phone : Fax :

Email : xxxxx.xxxx@def.nsw.edu.au

Relation : Indonesian teacher

Update Supervisor

- b. Remove active ☐ Active then update Supervisor.

## 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**.

**ENROLMENTS** 2016

Search for Enrolments

First Name : Last Name : BOSID : Grade : Search

[ 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
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

4. Click on the **print** option for the student to access their **Curriculum Report**.

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...

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

- Course name
- Learning Activity (LA) number and Resource (i.e. the sequence and name of the unit/work in the student's course schedule)
- Student Feedback
- Date sent/returned/marked

Curriculum Report for : Ryan Nyxle (Year 11)						Date Sent	Date Returned	Date Marked
TP	Course No	Resource	Student Feedback					
Stage 6 Biology - Year 11	[2]	Introduction Pack				14 FEB 2020		
			04 MAY 20 - Assessment feedback - Cover Page - Mr Mathew Ward					
Stage 6 Biology - Year 11	[1]	Assessment task 1: Enzymes	Well done your report was outstanding and systematically covered all of the marking criteria. You hit every row and as a result you have done really well in this assessment task. The only area that you lost marks on was the referencing section, this is of minor consequence due to your comprehensive covering of the marking criteria in all other sections. Although, there were a couple of confused terms in the report that I would like you to have a look over, they were cleared up later in the report but they were significant. I have made notes on the page and in the making guide please make sure that you read all of them. Overall the task was really well done and completed to a very high standard. Keep up the great work.			4 MAR 2020		5 MAY 2020
			15 MAY 20 - Student Feedback - Mr Mathew Ward					
Stage 6 Biology - Year 11	[1]	WORKING SCIENTIFICALLY 2. DEPTH STUDIES	Great work Nyxle, make sure that you read all my not both here and under the questions. Depth studies in science are a great way to find out more information about particular areas that you're interested in. They do require the correct application of a scientific method in order for them to be valid and reliable. They also require a good understanding of the ways in which data can be presented and communicated to the person reading it, there are certain processes and protocols that need to be followed when putting together results so that they are easily understood and unambiguous in what they are showing. A depth study can look at both qualitative and quantitative data in order to have a complete understanding of the outcomes of the study. You will be required to complete one depth study in both year 11 and 12, therefore, having a good understanding of what they are and how to complete them is essential and doing well in the biology course. In this module, you do have access to the actual depth study that will be your assessment task and you can open it and start whenever you like. Make sure that you watch the videos as well as they will help with the task. I hope you find it interesting keep up the good work.			14 FEB 2020		
Stage 6 Biology - Year 11	[2]	Depth Study				25 MAY 2020		
			17 FEB 20 - Student Feedback - Mr Mathew Ward					
Stage 6 Biology - Year 11	[2]	Part 1: Cellular structures	Great work Nyxle, this was well done with most of your answers being spot on. I do often make comment in the additional comment section under the questions even if they correct so please read them all as they can often help with understanding. As you may have determined from this first weeks work membranes are vital in working of a cell, they assist or control all the functions within a cell such as internal movement, providing reaction surfaces for most of the cellular reactions and the majority of the cell organelles are made up of them. Overall this quiz was done well, keep doing your best and sending in the good work.			14 FEB 2020	17 FEB 2020	17 FEB 2020
			26 FEB 20 - Student Feedback - Mr Mathew Ward					
Stage 6 Biology - Year 11	[2]	Part 2: Cells and Membranes	Good work Nyxle for getting another week done. As you can see from this week's work that the advancements that Biology has made in understanding cells have gone hand in hand with improvements in microscope technology. The understanding and communication of these discoveries are often done with scientific models and in Biology, we have work traditionally with visual models but this is changing as mathematical and computer simulation models are becoming more advanced and can model processes as well as structures better. As you have discovered that much of what we look at and try to understand in Biology is microscopic, far too small to be seen with the naked eye. Understanding how magnification and scaling are used is important when we are comprehending them and in describing their interactions. For example, plant and animal cells are much larger in size when compared to a bacterial cell, in fact, the mitochondria in plant and animal cells are about the size as a bacterial cell. Which is an interesting fact because the current model for mitochondria (and chloroplasts) is that it is an old bacteria that live symbiotically with eukaryotic cells, as mitochondria have their own DNA and grow and divide separately to the cell. I hope that you have found it interesting and keep up the good work.			14 FEB 2020		26 FEB 2020

The Curriculum Report will allow you to track the student's progress in the course and provides a record of their 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 Canvas or paper-based work packages. 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...

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9776	COOPER, Georgia		Year 10	Camden Haven High School	31 MAR 2016	Accepted	print	view

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

DEMS

18 JUN 2016

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

Camden Haven High School :

**CLASSES : Rebecca McINNES - Year 10 - 2016**

Faculty	Course	Class	Teacher	WorkPhone	Email Address	Returns	Curriculum Report	Student Planner
Languages	French (100 hours)	Year 10	FE101.BLAJ	Jennifer Blacke	65568157	jennifer.black@det.nsw.edu.au	32 / 32	

**Student Planner:** a summary of the student's learning activities (LA) with recommended starting dates

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

**Markbook:** a record of the Assessment tasks the student needs to complete.

**Reports:** access to the Semester 1 and Semester 2 Student Reports. To see previous years reports, change the year in My School on the side menu.

**Register/:** access to warning letters and awards – click on (More Details) to see and print full document.

Date	ID	Category	Course
3 MAR 2020	4469400	Awards - Merits	Stage 6 Japanese Beginners - Yr 11
		Merit - Yr Adviser, Merit - Academic	[ More Details ]
11 MAR 2020	4485271	Warning Letters	[ More Details ]
		Year 11 VET (Single course student)	[ More Details ]
11 MAR 2020	4485420	Warning Letters	[ More Details ]
		Year 12 (Single Course Students)	[ More Details ]
11 MAR 2020	4486089	Warning Letters	Stage 6 Japanese Beginners - Yr 11

**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. There is additional information related to attendance activities related to Distance Education.



Active Weeks :

11IntB.BroP 0 / 0

The above display on the same page shows the students photo, if supplied and the following details: -

- a. Active Weeks : the number of weeks the student has been enrolled with our school for the current calendar year.
- b. 11IntB.BroP 0 / 0 the class name followed by LA's returned / weeks enrolled in course

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

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

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

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We hope that the Portal provides an effective medium through which you will be able to monitor the student's engagement and progress in their Distance Education course.

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



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#### IMPORTANT NOTICE:

The Millennium/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.