DSODE
DUBBO SCHOOL OF DISTANCE EDUCATION

Quality Learning for our future

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Guide to the School Supervisor 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.
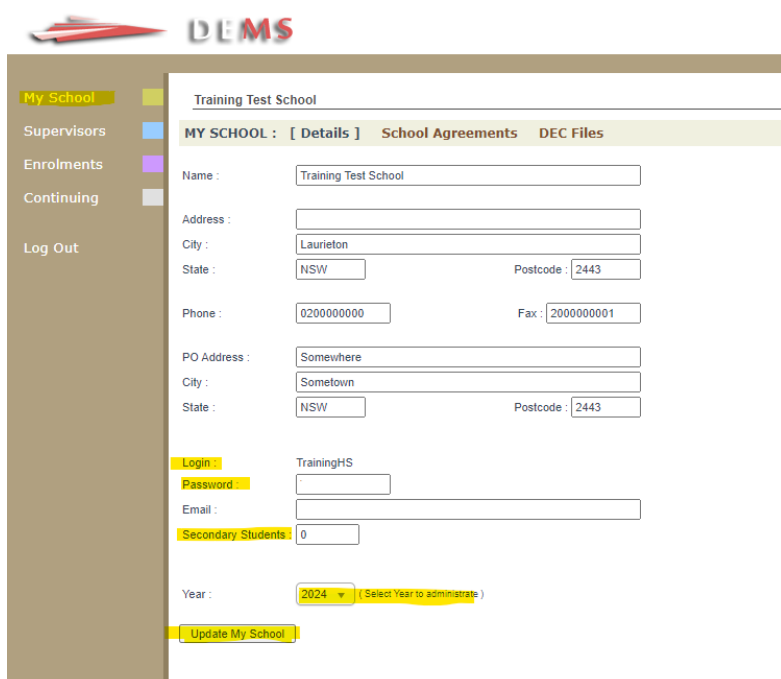
1. Accessing the Portal

Follow the steps 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://dems.education/school/

2. Enter your Portal **login details** provided in the email sent to you. Click the **Login** button to enter.

2. Changing your Password

1. Click on **My School** in the navigation menu and type a **Password** of your choice in the Password field.

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.
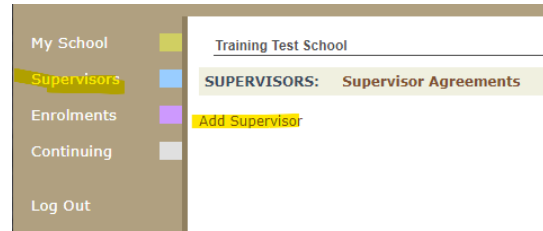

Your **school's password** will need to be known by all Distance Education supervisors at your school to access the Portal.

Please inform all supervisors at your school when the password is to be changed.

3. Supervisor Information

3.1 Adding a Supervisor

1. Click on **Supervisors** in the navigation menu. All supervisors for your school will appear. Click **Add Supervisor.**

2. Please complete the page from the supervisor's details in full and click **Update Supervisor.**

3.2 Disabling a Supervisor

1. The list of supervisors should be those for the current year. If a supervisor is not continuing in the role, they need to be made inactive by selecting the **edit icon** adjacent to the teacher.

2. Uncheck the **Active** checkbox then **Update Supervisor**

4. Student Enrolment Information

Click **Enrolments** in the navigation menu. A list 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**.

The Curriculum Report link on this page includes information for all subjects a student is studying via Distance Education.

Student Content will direct you to **Classes** in the navigation menu.

5. Student Course Information

5.1 Classes

The following information is available in **Classes.**

- o List of **courses** the student is currently studying at our school
- o The **teacher's** name and **contact details**
- o The **return rates** for each course (this fraction represents the weekly work returned in relation to the active weeks the student has been enrolled. E.g., 5/6 indicates the child has completed 5 of the expected 6 weeks of work).
- o Links to the **Curriculum Report** and **Student Planner**

5.2 Curriculum Report

A record of the work the student has submitted and the feedback they have received from their teacher. The curriculum report provides the following details for each student:

- o Course name (if enrolled in more than one subject, all resources will be included)
- o Learning Activity (LA) number and resource (i.e. the sequence and name of the activity for each week)
- o Date sent/returned/marked
- o Student Feedback – given by their teacher once marked

The curriculum report will allow you to track student progress in the course(s). It provides a record of student application and work submission frequency in the course.

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

5.3 Student Planner

A schedule of the work the student is required to complete and when it needs to be completed. It is a dynamic document which will automatically update when changes are made.

Student Learning Planner 2024   Stage 6 Japanese Beginners Year 11

Student.

Term	Week	LA	Learning Plan	Start	Submitted	Completed
	1	1	Unit 1	29 JAN 2024		
	2	2	Unit 2	5 FEB 2024	4 MAR 2024	7 MAR 2024
	3	3	Unit 3	12 FEB 2024	6 MAR 2024	8 MAR 2024
TERM 1	4	4	Unit 4	19 FEB 2024		
	5	5	Unit 5	26 FEB 2024		
	6	6	Unit 6	4 MAR 2024		
29 JAN 2024	7	7	Unit 7	11 MAR 2024		
12 APR 2024	8	8	Unit 8	18 MAR 2024		
	9	9	Unit 9	25 MAR 2024		
	10	10	Unit 10	1 APR 2024		
	11	11	Unit 11	8 APR 2024		
			Unit 12	29 APR 2024		

5.4 Reports

Semester 1 and 2 student school reports can be accessed from here.

My School		
Supervisors		**REPORTS :** _____ _Graduated - 2024_
Enrolments		
Continuing		Printable Reports :
Classes		**Print Semester 1 - 2023** (Published 30 JUN 2023)
Markbook		**Print Semester 2 - 2023** (Published 21 SEP 2023)
Reports		
		Print Semester 1 - 2022 (Published 24 JUN 2022)
		Print Semester 2 - 2022 (Published 28 OCT 2022)

5.5 Register

The register shows any NESA warning letters issued.

REGISTER : _Crystal BALL_ - Year 9 - 2022

Incident History

Date	ID	Category	Course
27 OCT 2022	6103408	NESA warning letters	Training Course C
		Non-Completion letter - RoSA (Full time)	Print Non Completion RoSA course (Full time)

Active Incident   Completed Incident

Incident Summary

Incident Summary	T1	T2	T3	T4	Total
NESA warning letters	0	0	0	1	1

Left navigation: My School, Supervisors, Enrolments, Continuing, Crystal BALL, Classes, Markbook, Reports, Register, Attendance, Communication

5.6 Attendance

A record of the student's attendance in face-to-face lessons, online/telephone lessons, visits by teachers etc. There is additional information related to attendance activities related to Distance Education.

5.7 Communication

An overview of the student's course communications including the type and date of communication.

6. Continuation of Enrolment into the Next Year

Select **Continuing** from the from the navigation menu.

Instructions are displayed at the top right of the screen.

Features of this table:

- ○ Searches can be performed to select smaller groups of students e.g. Grade – Year 11
- ○ The information regarding continuing enrolments can be viewed from this page
  - ▪ If the student is continuing Yes/No
- ○ **Updated** – this indicates the date and time the information for this course was updated
- ○ **Updated by** – when updated via the Distance Education School main database (DEMS) the login name for the school is entered e.g. [DSODE]
- ○ Changes can be made by the Distance Education School if notified by the home school and will reflect the status of each student on the school portal
- ○ If a school believes that the status of a student is incorrect, they will need to contact the Distance Education School to update.

7. Logging out of the Portal

Click **Log Out** to end your session.