

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.

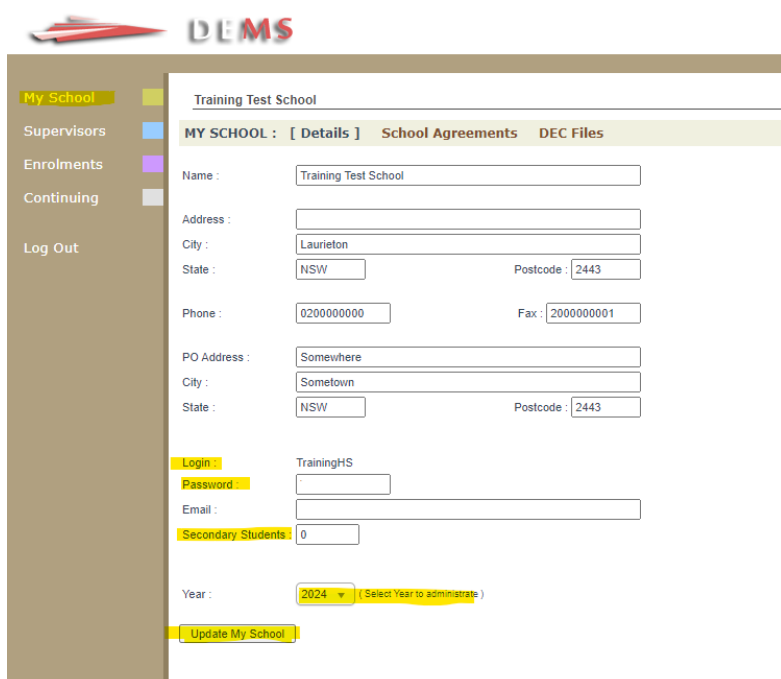
1. Accessing the Portal

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.



The screenshot shows the 'My School' page in the DEMS portal. The page title is 'Training Test School'. The navigation menu on the left includes 'My School', 'Supervisors', 'Enrolments', 'Continuing', and 'Log Out'. The main content area has tabs for 'MY SCHOOL : [Details]', 'School Agreements', and 'DEC Files'. The form contains the following fields:

- Name: Training Test School
- Address: (empty)
- City: Laurieton
- State: NSW
- Postcode: 2443
- Phone: 0200000000
- Fax: 2000000001
- PO Address: Somewhere
- City: Sometown
- State: NSW
- Postcode: 2443
- Login: TrainingHS
- Password: (empty)
- Email: (empty)
- Secondary Students: 0
- Year: 2024 (Select Year to administrate)

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



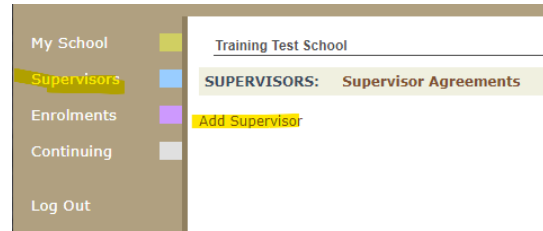
Your **school's password** will need to be known by all Distance Education supervisors at your school to access the Portal.

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**.

A screenshot of the 'Supervisor Details' form. The form is titled 'SUPERVISORS : [Details]' and is for 'Training Test School'. It contains several input fields: 'Title' (dropdown menu with 'Mr' selected), 'Active' (checkbox checked), 'FirstName', 'LastName', 'Gender' (dropdown menu with 'Male' selected), 'Phone', 'Fax', 'Mobile', 'Email', 'Position', and 'Location'. At the bottom, there is a yellow 'Update Supervisor' button.

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.

Name	Location	Relation
Supervisor, Test	Test Zone	HT of Testing

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

A screenshot of the 'Supervisor Details' form, similar to the previous one, but with the 'Active' checkbox unchecked. The form fields are filled with: Title: Mr, Active: unchecked, FirstName: Test, LastName: Supervisor, Gender: Male, Phone: 60000000, Fax: (empty), Mobile: (empty), Email: test.supervisor@somethingorother.com, Position: HT of Testing, Location: Test Zone. The 'Update Supervisor' button is at the bottom.

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**.

My School **Training Test School**

Supervisors

Enrolments

Continuing

Log Out

[ACTIVE ENROLMENTS] ONLINE APPLICATIONS REPORTS

Search for Enrolments

First Name : Last Name :

NESA-ID : Grade :

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

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 11	NSW School of Languages	13 OCT 2023	Approved	print	view
			Year 11	NSW School of Languages	23 FEB 2024	Approved	print	view
			Year 11	NSW School of Languages	21 MAR 2024	Withdrawn	print	view
			Year 11	Southern Cross School of Distance Education	19 FEB 2024	Approved	print	view
			Year 11	Southern Cross School of Distance Education	19 MAR 2024	Approved	print	view
			Year 11	Southern Cross School of Distance Education	7 FEB 2024	Approved	print	view
			Year 12	Southern Cross School of Distance Education	9 MAY 2023	Approved	print	view
			Year 11	Southern Cross School of Distance Education	19 FEB 2024	Withdrawn	print	view
			Year 11	Dubbo School of Distance Education	5 FEB 2024	Approved	print	view
			Year 11	Dubbo School of Distance Education	2 FEB 2024	Approved	print	view
			Year 11	Dubbo School of Distance Education	5 FEB 2024	Approved	print	view
			Year 11	Dubbo School of Distance Education	5 FEB 2024	Approved	print	view

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

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 11	NSW School of Languages	13 OCT 2023	Approved	print	view
			Year 11	NSW School of Languages	23 FEB 2024	Approved	print	view
			Year 11	NSW School of Languages	21 MAR 2024	Withdrawn	print	view
			Year 11	Southern Cross School of Distance Education	19 FEB 2024	Approved	print	view
			Year 11	Southern Cross School of Distance Education	19 MAR 2024	Approved	print	view
			Year 11	Southern Cross School of Distance Education	7 FEB 2024	Approved	print	view
			Year 12	Southern Cross School of Distance Education	9 MAY 2023	Approved	print	view
			Year 11	Southern Cross School of Distance Education	19 FEB 2024	Withdrawn	print	view
			Year 11	Dubbo School of Distance Education	5 FEB 2024	Approved	print	view
			Year 11	Dubbo School of Distance Education	2 FEB 2024	Approved	print	view
			Year 11	Dubbo School of Distance Education	5 FEB 2024	Approved	print	view
			Year 11	Dubbo School of Distance Education	5 FEB 2024	Approved	print	view

5. Student Course Information

5.1 Classes

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

Faculty	Course	Class	Teacher	WorkPhone	Email Address	Returns	Curriculum Report	Student Planner
Languages	Stage 6 Japanese Beginners Year 11	JA11B.RM02				2 / 8	Curriculum Report	Student Planner

- List of **courses** the student is currently studying at our school
- The **teacher's** name and **contact details**
- 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).
- 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:

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

Course	LA No	Resource	Student Feedback	Date Sent	Date Returned	Date Marked
Stage 6 Japanese Beginners Year 11	[0]	Hiragana/Katakana chart		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[0]	Nihonshock.com chart		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[0]	Kanji booklet-prescribed characters		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[0]	Assessment Schedule and Policy booklet		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[1]	Unit 1	21 FEB 24 - Student Feedback			28 FEB 2024
Stage 6 Japanese Beginners Year 11	[2]	Unit 2	06 MAR 24 - Student Feedback			28 FEB 2024 4 MAR 2024 7 MAR 2024
Stage 6 Japanese Beginners Year 11	[3]	Unit 3	07 MAR 24 - Student Feedback			28 FEB 2024 6 MAR 2024 8 MAR 2024
Stage 6 Japanese Beginners Year 11	[4]	Unit 4		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[5]	Unit 5		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[6]	Unit 6		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[7]	Unit 7		28 FEB 2024		
Stage 6 Japanese Beginners Year 11	[8]	Unit 8		28 FEB 2024		

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
TERM 1 29 JAN 2024 - 12 APR 2024	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
	4	4	Unit 4	19 FEB 2024		
	5	5	Unit 5	26 FEB 2024		
	6	6	Unit 6	4 MAR 2024		
	7	7	Unit 7	11 MAR 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		

5.4 Reports

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

My School

Supervisors

Enrolments

Continuing

[redacted]

Classes

Markbook

Reports

REPORTS : [redacted] *Graduated - 2024*

Printable Reports :

Print Semester 1 - 2023 (Published 30 JUN 2023)

Print Semester 2 - 2023 (Published 21 SEP 2023)

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.

My School

Supervisors

Enrolments

Continuing

Crystal BALL

Classes

Markbook

Reports

Register

Attendance

Communication

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

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.

My School

Supervisors

Enrolments

Continuing

Classes

Markbook

Reports

Register Attendance

Diary

Communication Files

General Articles

Student Notices

Log Out

ATTENDANCE : _____ - Year 12 - 2024

January 2024							February 2024							March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													

May 2024							June 2024							July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4							1			1	2	3	4	5	6						1	2
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

September 2024							October 2024							November 2024							December 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
29	30													28	29	30	31				29	30	31				

Register : ■ Actually Sighted ■ Contacted ■ Absent Action
Attendance : ■ Present ■ Whole-Day Absent ■ Partial Absent ■ Variation

Active Weeks : 79

10 / 18

5.7 Communication

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

My School

Supervisors

Enrolments

Continuing

Classes

Markbook

Reports

Register Attendance

Diary

COURSE COMMUNICATION : _____ - Year 12 - 2024

Updated	Course	Engagements / Actions
20 FEB 2024 10:08	Stage 6 Entertainment Industry 240 hours	22 FEB 2024 09:53 - Email Students (this will SEND an email) 20 FEB 2024 10:06 - Phone call received 02 FEB 2024 09:49 - Email Students (this will SEND an email) 13 DEC 2023 16:56 - Email Students (this will SEND an email) 11 DEC 2023 12:55 - Email Students (this will SEND an email) 20 NOV 2023 12:42 - Email Students (this will SEND an email) 06 NOV 2023 08:59 - Email Students (this will SEND an email) 30 OCT 2023 12:46 - Email students (Record only WILL NOT send email) 20 OCT 2023 11:25 - Email Students (this will SEND an email) 13 OCT 2023 14:43 - Email students (Record only WILL NOT send email) 13 OCT 2023 11:06 - Email Students (this will SEND an email) 10 OCT 2023 13:48 - Email students (Record only WILL NOT send email)

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.



CONTINUING ENROLMENTS

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.

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing	Reason
Year 11		NSL	Korean Beginners - Preliminary				Yes	
Year 11		NSL	German Beginners - Preliminary				Yes	
Year 11		SXDE	Stage 6 Software Engineering - Year 11				Yes	
Year 11		SXDE	Stage 6 Software Engineering - Year 11				Yes	
Year 11		SXDE	Stage 6 Software Engineering - Year 11				Yes	
Year 11		DUBBO	Stage 6 Engineering Studies Year 11				Yes	
Year 11		DUBBO	Stage 6 Japanese Beginners Year 11				Yes	
Year 11		DURRO	Stage 6 Visual Arts Year 11				Yes	

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.

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 schools' access to the Portal following any disclosure of passwords and/or access to third party persons or groups.