



Education



DSODE

DUBBO SCHOOL OF DISTANCE EDUCATION

Quality Learning for our future

Dubbo School of Distance Education

Single Course Supervisor Information Handbook – 2024



Myall Street, Dubbo NSW 2830

Tel: 02 5804 7000 **Email:** dubbo-d.school@det.nsw.edu.au

<https://dubbo-d.schools.nsw.gov.au>

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Welcome to Dubbo School of Distance Education

Welcome to Dubbo School of Distance Education (DSODE), a government Preschool to Year 12 school providing quality services for full-time and pathways students who are unable to attend their local school.

Our commitment is to provide flexible learning for students to achieve high quality educational and social outcomes.

Students are able to engage in the curriculum in many ways. The diverse range of learning modes may include:

- Regular lessons with their subject teacher via telephone or web conferencing tools
- Face-to-face workshops at school, in the student's home or in regional locations
- On-line learning through our Learning Management System, Canvas
- Provision of written materials and resources via mail.

Students studying at DSODE have achieved excellent results in state testing including NAPLAN, the RoSA (Record of School Achievement) and the Higher School Certificate. Staff are committed to working with students and parents to achieve excellence.

For all single course enrolment enquiries please contact Louise Woods at Dubbo School of Distance Education on 02 5804 7097 or louise.woods5@det.nsw.edu.au

Best wishes in your studies,

Debbie Murray
Principal

About the school

Dubbo School of Distance Education is a NSW government school. We provide for the education of students who are unable to fulfil their educational requirements at their own school. Students need to meet specific guidelines to be eligible for distance education. Single course students can study one (or more) courses at Dubbo School of Distance Education while continuing to study the rest of their courses at their home school.

Who can apply for single course provision?

Any student who cannot study the course they want in their government or non-government school can apply for single course provision. Approval is subject to the conditions described in the Distance Education Enrolment Procedures 2024, issued by NSW Department of Education.

When can students apply?

Application for single course provision for within quota categories and for single course provision for languages (outside quota) must be submitted by Wednesday November 8 2023 and finalised by Wednesday 14 February 2024 to facilitate timely provisions of the Distance Education program. Application for students beginning an HSC course should be made by the end of Term 3 in preparation for Term 4 commencement of work. Schools should retain this Information Handbook as a reference.

How do students apply?

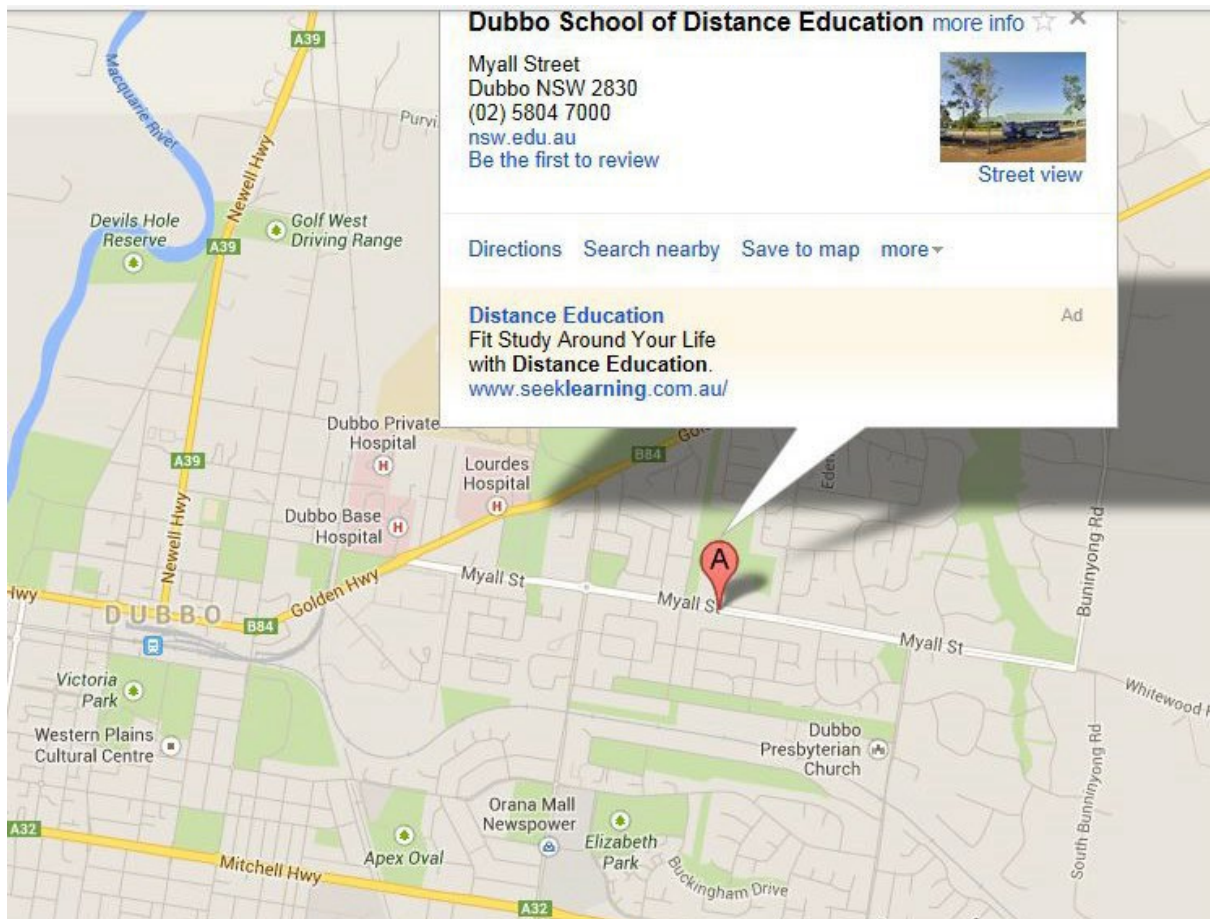
Applications are made by the Principal of the home school. The Principal will determine if the student meets the guidelines for single course provision at Dubbo School of Distance Education before submitting the application.

What are the benefits?

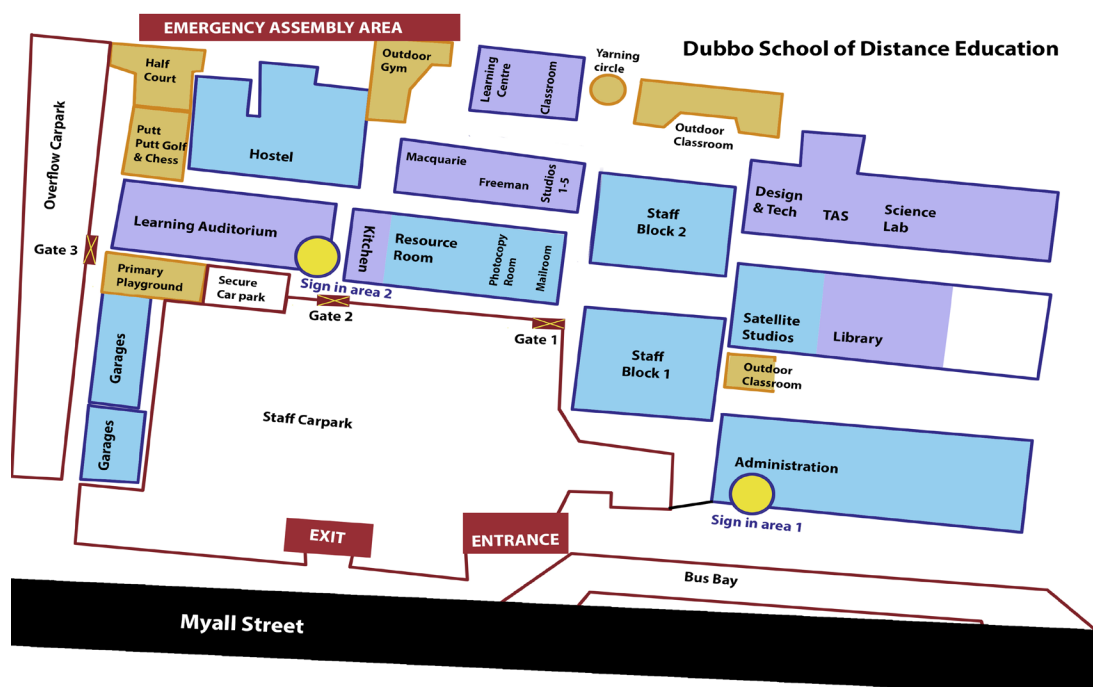
- Studying by distance education enables students to:
- select courses of interest or necessity which are unavailable in the home school.
- fit their study into existing school timetables and work at their own pace in their own time.
- have direct contact with teachers by email, phone, post and a variety of digital technologies.
- be visited by teachers in their school where possible.
- attend study days, seminars and excursions to provide contact with other students across the cohort.

School location and map

The map below shows the location of the school in Dubbo.



Please register at the office, located in the Administration building, upon arrival.



School contacts

Administration		
Principal	Debbie Murray	5804 7000
Deputy Principal	Jenny Donovan	5804 7000
Business Manager	Lynda Ipkendanz	5804 7007
School Administration Manager	Jackie Rushton	5804 7004
Faculty Head Teachers		
CAPA	Allyn Smith (Rlg)	5804 7048
English	Leanne Wynne	5804 7092
HSIE and History	Louise Woods (Rlg)	5804 7097
ICT	Naomi White	5804 7036
Languages	Emily Phimmachanh (Rlg)	5804 7091
Mathematics	Sandra Sievers	5804 7040
PDHPE	Karin Morgan	5804 7154
Science	Helen Toll	5804 7061
TAS	Kylie Sinclair (Rlg)	5804 7030
VET	Matt Manny	5804 7146
Mailroom		
Single Course	Jacqui Rodgers	5804 7028

School Access fees for 2024 (subject to change)

School contributions for Government School Students			
Enrolments in Year 9, 10, 11 and 12		\$115.00	– 1 year course (No GST)
		\$230.00	– 2 year course (No GST)
Where a student discontinues a course after enrolment , the School Contributions for Government School students are non-refundable .			
<i>Please complete the interschool journal at the end of this enrolment form.</i>			
School contributions for Non-Government School Students			
Enrolment, or continuing enrolment – Years 11 or 12		\$800.00	– 1 year (No GST)
Enrolment, or continuing enrolment in each 1 Unit Extension course		\$400.00	– 1 year (No GST)
Enrolment, or continuing enrolment – Years 9 or 10		\$340.00	– 1 year (No GST)
The pro-rata adjustments for Non-Government students who have discontinued their course are listed below:			
Years 11-12		Years 9-10	
Enrolled for:	Refund	Enrolled for:	Refund
4 terms	Nil	4 terms	Nil
3 terms	Nil	3 terms	Nil
2 terms	\$332.50	2 terms	\$102.50
1 term or less	\$498.75	1 term or less	\$153.75
Schools will be invoiced for the course fees.			
Note: Fees must be paid in full at the commencement of the enrolment.			
Textbook and Resource Responsibility			
<p>Schools are responsible for the supply of textbooks, equipment etc. to their students. If a student selects a subject requiring special kits or equipment that the home school cannot provide and which are integral to the course, an extra subject fee may apply. The extra subject fee will need to be paid with enrolment. Materials for such courses will not be sent without the fee being paid.</p> <p>Any resource lent to a Single Course student will be the responsibility of the home school. Dubbo School of Distance Education will be reimbursed by the home school for any resources not returned by the student at the completion of the course.</p>			

Courses Available for 2024

Year 9 and 10 (Stage 5) Courses	
Agricultural Technology 100hrs/200hrs	Timber 100hrs/200hrs
Child Studies 100hrs/200hrs	Information & Software Technology 100hrs/200hrs
Commerce 100hrs/200hrs	Languages 100hrs/200hrs <ul style="list-style-type: none"> - French - German - Italian - Japanese - Spanish
Design & Technology 100hrs	Mathematics
English	Music 100hrs/200hrs
Food Technology 100hrs/200hrs	Personal Development, Health & Physical Education
Geography (Mandatory)	Photographic and Digital Media 100hrs/200hrs
Graphics Technology 100hrs/200hrs	Science
History (Mandatory)	Textiles Technology 100hrs/200hrs
History (Elective) 100hrs/200hrs	Visual Arts 100hrs/200hrs
Industrial Technology	Visual Design 100hrs/200hrs

Preliminary & HSC Courses 2024-2025

Year 11 & HSC Courses 2024-2025

Listed below are the courses on offer in 2024.
They are 2 unit courses unless indicated otherwise:

Please read the Course Information Booklet carefully for more detailed course information.

Board Developed Courses

ALL count towards an ATAR.
(Minimum 12 units in Preliminary and 10 units in HSC)

VET Courses

HSC examination must be taken to contribute to ATAR.

<input type="checkbox"/> Aboriginal Studies	<input type="checkbox"/> German Beginners ^{HH}	<input type="checkbox"/> Business Services (WP BSB30120)
<input type="checkbox"/> Agriculture Technology	<input type="checkbox"/> German Continuers	<input type="checkbox"/> Entertainment Industry (WP CUA30420)
<input type="checkbox"/> Ancient History	<input type="checkbox"/> Investigating Science	<input type="checkbox"/> Hospitality (WP SIT20322)
<input type="checkbox"/> Biology	<input type="checkbox"/> Italian Beginners ^{HH}	<input type="checkbox"/> Information & Digital Technology (WP ICT30120)
<input type="checkbox"/> Business Studies	<input type="checkbox"/> Japanese Beginners ^{HH}	<input type="checkbox"/> Primary Industries (WP AHC20116)
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Japanese Continuers	<input type="checkbox"/> Retail Services (WP SIR30216)
<input type="checkbox"/> Community & Family Studies	<input type="checkbox"/> Legal Studies	
<input type="checkbox"/> Design & Technology	<input type="checkbox"/> Mathematics Standard Year 11	
<input type="checkbox"/> Earth & Environmental Science	<input type="checkbox"/> Mathematics Standard 1 ^{**}	
<input type="checkbox"/> Economics	<input type="checkbox"/> Mathematics Standard 2 Year 12	
<input type="checkbox"/> Engineering Studies	<input type="checkbox"/> Mathematics Advanced	
<input type="checkbox"/> English Standard	<input type="checkbox"/> Mathematics Ext 1 (1 unit)	
<input type="checkbox"/> English Studies	<input type="checkbox"/> Mathematics Ext 2 (1 unit)	
<input type="checkbox"/> English Advanced	<input type="checkbox"/> Modern History	Key: <ul style="list-style-type: none"> ^{**} – Only studied in the HSC year WP – Mandatory Work Placement to be undertaken during this course ^{††} – Requires an interview for course acceptance ^{HH} – Requires the completion and submission of an “Application for Eligibility Determination” which can be obtained by calling the school office.
<input type="checkbox"/> English Ext 2 (1 unit) ^{**}	<input type="checkbox"/> Music 1	
<input type="checkbox"/> Enterprise Computing	<input type="checkbox"/> Music 2 ^{††}	
<input type="checkbox"/> English Ext 1 (1 unit)	<input type="checkbox"/> Personal Development, Health & Physical Education	
<input type="checkbox"/> Food Technology	<input type="checkbox"/> Physics	
<input type="checkbox"/> French Beginners ^{HH}	<input type="checkbox"/> Software Engineering	
<input type="checkbox"/> French Continuers	<input type="checkbox"/> Spanish Beginners ^{HH}	
<input type="checkbox"/> Geography	<input type="checkbox"/> Textiles & Design	
	<input type="checkbox"/> Visual Arts	

Board Endorsed (BEC) and Content Endorsed Courses (CEC)

BEC & CEC Courses DO count towards a HSC, DO NOT have an external exam, and DO NOT count towards an ATAR

<input type="checkbox"/> Computing Applications (CEC)	<input type="checkbox"/> Numeracy (CEC)	<input type="checkbox"/> Sport, Lifestyle & Recreation (CEC)
<input type="checkbox"/> Exploring Early Childhood (CEC)	<input type="checkbox"/> Photography, Video & Digital Imaging (CEC)	<input type="checkbox"/> Visual Design (CEC)
<input type="checkbox"/> Music Industry (VET/BEC)	<input type="checkbox"/> Skills for Work & Vocational Pathways (FSK20113) (VET/BEC)	<input type="checkbox"/> Work Studies (CEC)

Years 9 – 12 Single Course Categories and Conditions

Single course provision is available as a service to schools that cannot provide the necessary breadth and flexibility of curriculum and where a local solution such as a connected classroom with another school is not available.

The home school is requesting the distance education school to augment their curriculum to allow their student to meet the minimum requirements leading to the award of the NSW Higher School Certificate (HSC) or Record of School Achievement (RoSA). Students exceeding the minimum pattern of study for their stage are not eligible for this provision.

It is important that ALL single course schools comply with the most current [Distance Education Enrolment Procedures](#) document, provided by the Department of Education. This document provides all provision categories and conditions applying to distance education delivery. It is advisable to Google “Distance Education Enrolment Procedures” for the most up-to-date version.

Single course applications are limited by a **quota** based on the size and capacity of the school to deliver a broad curriculum from its own resources. Please check the quota schedule for your school in the most recent version of the [Distance Education Enrolment Procedures](#).

Applications where the quota applies:

- Schools requiring access to an elective course in Years 9 & 10
- Schools accessing courses to meet NESA minimum requirements for the HSC
- Schools accessing courses to meet the needs of students with special circumstances (e.g. acceleration, recognition of prior learning, small rural school, career prospects).

Applications not subject to quota:

School Principals in the following circumstances must provide a statement justifying the application. (See [Dubbo School of Distance Education – Single Course Provision Application](#))

- Students whose study has been interrupted by transfer to another school
- Specific single course languages for small cohorts
- Vocational education and training (VET) in remote schools
- Schools requiring access for students with confirmed disabilities
- Full fee-paying overseas students currently enrolled in NSW government or non-government school
- Students in exceptional circumstances (subject to approval from Director of Public Schools NSW, see application p.9)

Information for Students undertaking school delivered VET courses

Dubbo School of Distance Education is a delivery site of Wagga Wagga Registered Training Organisation (RTO) 9033. The courses offered have been outlined at the beginning of this booklet.

For further information on VET Courses, refer to the **DSODE Preliminary & HSC Course information Booklet**, available on our website: <https://dubbo-d.schools.nsw.gov.au/> (select the 'Enrolment' tab).

NSW Education Standards Authority entries

Students are entered on NESA by the home school for Record of School Achievement (RoSA), Preliminary and Higher School Certificate.

For NSW Education Standards Authority entries, our school code is 8112. Please ensure photographs of students are uploaded for practical subjects as required (e.g. Languages).

School contributions

The home school is responsible for payment of fees to Dubbo School of Distance Education.

Residency and Temporary Visa status

Students eligible to enrol at Dubbo School of Distance Education must be Australian citizens who are residents of NSW, or must hold Permanent Visas and reside in NSW.

Students holding Temporary Visas will need to telephone the Single Course Coordinator at Dubbo School of Distance Education to discuss the application (Phone: 5804 7000).

Supporting Single Course Provision in Distance Education

1. The importance of students submitting a learning activity each week

Students enrolled at Dubbo School of Distance Education (DSODE) must satisfy the NESA requirements for the award of the Record of School Achievement (RoSA) or Higher School Certificate (HSC). To meet these requirements students must engage in their learning to meet the course outcomes for the subjects studied.

A student will be considered to have satisfactorily completed a course if in the Principal's view, there is sufficient evidence that the student has:

- followed the course developed or endorsed by NESA; and
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- achieved some or all of the course outcomes

In order for students to meet course outcomes, a variety of teaching and learning activities will be provided to students as weekly course work and assessment tasks. The learning activities include the learning the students will need to attempt each week. In general, **one learning activity must be returned by the student to their teacher each week.**

DSODE monitors students' engagement in teaching and learning activities. Failure to maintain a satisfactory level of engagement in learning is likely to jeopardise their ability to meet the requirements for the award of the RoSA or HSC.

A condition of continued enrolment with distance education is that work will be returned regularly. Contact DSODE if you are concerned about students meeting these requirements because we want to help them complete their schooling successfully.

2. Supervision of students

Students require adult guidance, and it is the school supervisor's responsibility to provide adequate supervision and support.

As a condition of continued enrolment, all students enrolled in Distance Education are required to engage appropriately in the educational program set by the school and maintain regular communication with their teachers.

Engagement in the educational program will involve weekly return of completed student work via

- mail or email
- online course participation
- participation in regular lessons with their teacher
- and/or participation in workshop activities.

At all times the supervisor must keep the school informed of the student's location and contact information. In addition, the role of the supervisor includes ensuring that attendance and participation requirements are met by the distance education student(s) for whom the supervisor is responsible.

If you have any concerns about meeting any of these requirements, please contact the school and seek advice.

A checklist of responsibilities is included at the end of this booklet for your reference.

3. Record of receipt and return of work

It is essential for supervisors to keep a record of receipt and return of student course work and assessment tasks.

It is very important that any student work returned to the school has a **Learning Activity cover sheet** attached to it which indicates the names of the DSODE teacher and the student who has completed the work.

Supervisors may choose to keep a hard copy of receipt and return of student work – see Appendix at the back of the booklet.

Supervisors are able to check on student's level of engagement in their course in digital format by using the Distance Education Management System (DEMS) portal.

DEMS is accessed by the following URL address: <https://de.millenniumschoools.net.au/school>

This requires a username and password. The DEMS username and the password is individualised for each school and supervisor. See Page 21 for instructions on how to access the DEMS School portal.

Louise Woods, DSODE Single Course Coordinator, will email supervisors at the start of the school year with their log in details.

4. Provision of suitable study area and resources

Schools are required to provide a suitable and supervised area for the students to complete their distance education work. Where students require access to specialist rooms for the completion of work in relevant subjects, such as Visual Arts, the school must facilitate this in a timely manner and allow for adequate supervision.

NOTE: Home schools are responsible for the supply of materials such as textbooks and equipment such as headsets to their students.

If a student selects a course requiring special kits or equipment that the home school cannot provide and which are integral to the course, an extra course fee may apply. The extra course contribution will need to be paid with the application. Materials for such courses will not be sent until the contribution is paid.

Students will be contacted by their teacher at the start of the school year and receive a course outline and information about the mode of delivery for their course, which may be through the completion of hard copies of sets of work or via the Learning Management System called CANVAS which DSODE uses to deliver its online courses.

Please ensure the DSODE teacher/s allocated to your student/s has a copy of their current timetable, along with a copy of your school bell times. Also indicate which week of the timetable you are presently in if you have a multi-week timetable. This is a vital piece of information to facilitate the delivery of lessons to students each week.

Study areas need to allow for technology use and access to a phone. Some courses require students to participate in regular web conferences with their teachers.

Quiet spaces must be provided for all examinations and tasks to be completed under examconditions.

Students will need to use their **school-based email address** for communication with their teachers.

5. Allocation of time

It is imperative that students are timetabled the correct number of periods for their distance education subjects. You must ensure that students use this allocated time for the completion of their distance education work. If a student uses these as "free" periods or homework periods for other subjects, they will soon fall behind in their distance education course work.

6. Communication

Communication between the distance education teacher, student, home school and parent/carer is vital for a successful distance education schooling experience.

Students should be in the habit of regularly contacting their teacher to discuss their course work, progress and any questions that need clarification.

As single course supervisor you need to ensure that information regarding the student from the home school and parent/carer is also communicated to DSODE so that we are kept informed of the students' context.

An unsatisfactory rate of return will result in NESA warning letters being sent. These will need to be communicated effectively to the student, parent/carer and home school personnel such as year adviser and distance education supervisor. This can help facilitate the student redeeming the outstanding work as quickly as possible.

7. Assessment tasks

Students will be issued with an assessment task notification by their teacher for each assessment task they are required to complete. It is very important that you pay close attention to the instructions for issuing and completing assessment tasks and provide to them to students at the appropriate time.

- Please read the instructions carefully to determine the nature of the task so that you are able to provide all required resources and support the student may require for the task.
- Also pay close attention to the due date for the assessment task and highlight this to the student.
- The **assessment task cover page** must be attached to the completed assessment task and signed by the supervisor to indicate that the student has completed the assessment task under the required conditions and that the work is their own.
- If the assessment task is an examination or to be completed under examination conditions, the assessment task will arrive in a sealed envelope to ensure the integrity of the task is maintained. You will need to store the task securely until the date and time of the task.
- Once the exam or task is completed, a copy must be made and retained by the school before it is placed back in the envelope and posted back to DSODE.
- For all examinations or tasks to be completed under exam conditions all students must be supervised for the full length of the exam or task by the supervisor.
- The **supervisor's certificate** on all tasks must be signed, otherwise the task is considered invalid.
- It is the home school's responsibility to inform the DSODE course teacher if a student receives special provisions when undertaking assessment tasks/exams.

8. Examinations

Supervisors are required to organise for students in Year 11 and 12 to complete their end of Preliminary course and Trial HSC exams respectively, during the examination period indicated by the school. Supervisors must make arrangements for the student to be supervised for the examination.

Carefully note the arrangements set out below so that the examinations can be completed without delay.

In particular, the supervisor is required:

- to check the contents of each examination package received
- to report to DSOE immediately, by telephone any irregularity with the exam
- maintain a scanned copy or photocopy of the student's completed written exam paper
- to return worked papers immediately on completion of the exam.

Contact Dubbo School of Distance Education if examination papers have not arrived one week prior to the date of the examination.

Please note:

- The examination replaces the week's work in that subject.
- Students who are absent during a designated exam period must provide the appropriate illness and misadventure information to Dubbo School of Distance Education.

Student equipment for examinations

To each examination, students must bring writing materials and, where necessary,

- mathematical instruments, including:
 - a non-programmable hand-held calculator
 - a B pencil
 - an eraser
 - other geometric equipment as required for other subjects e.g. a geometric compass for Geography

HSC Languages permit the use of bilingual or monolingual print dictionaries only in examinations.

It is essential that the student takes a **calculator** to examinations in:

- Mathematics
- Engineering Studies
- all Science subjects
- Economics
- Geography



NESA has approved the use of hand-held, silent in operation, battery or solar powered, non-programmable calculators in all examinations of these subjects. For an up-to-date listing of approved calculators see the NESA website: <http://educationstandards.nsw.edu.au>

Year 12 students should refer to **Equipment Checklist for Specific Subjects** on the official HSC Examination Timetable for further equipment details.

9. Student visits to the Dubbo School of Distance Education

The Dubbo School of Distance Education welcomes visits from students and the course teacher will be happy to negotiate a time to see their student if possible.

Please remind the student to telephone or email their teacher to arrange any visits.

The school holds regular residential camps and workshops throughout the year for various courses. The supervisor and student will be advised when these are scheduled and the necessary forms to be completed and returned to the school will be provided.

School Bytes – Event permissions

Please be aware that our school has implemented a new finance system called School Bytes. Parents and carers of enrolled single course students can visit the School Bytes portal at any time to make online payments, view payment history, view applied credit and all event invitations issued to the student for DSODE events.

All event invitations will be emailed to the financially responsible parent of the student, and a copy of event invitations will be sent through to the single course supervisor of your school with details of the event.

10. NSW Department of Education Student Portal

Every student enrolled at Dubbo School of Distance Education has an email account with the NSW Department of Education to access their school email and to access the internet when they are in a Department of Education school. Students are encouraged to use this email account for all correspondence with their DSODE teachers.

If you have an email account from a NSW DoE high school then you will be able to use this at our school. If you do not know what your account username and password is, then contact your DSODE teacher, or call ITD Help on 1800 338 483.

Instructions for non-DET students on accessing the DET Portal

When you enrol as a distance education student you will automatically be given a NSW Department of Education student email address.

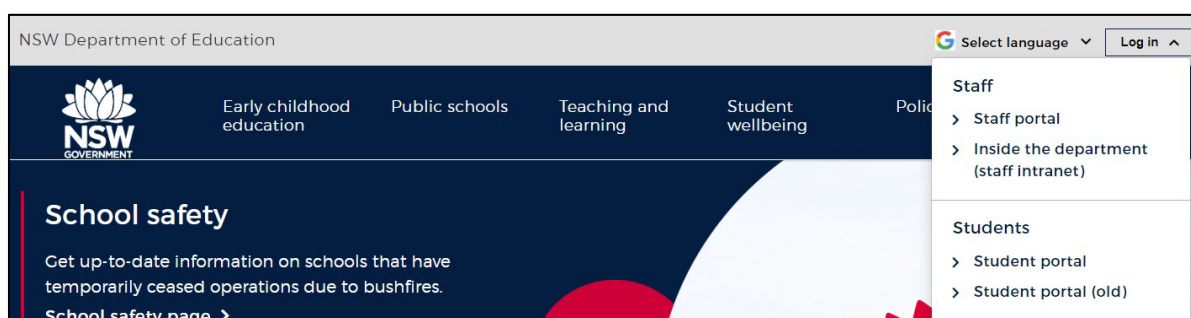
This email address will be the main point of electronic communication that Dubbo School of Distance Education (DSODE) will use for you. It is your responsibility to check this email regularly for communication from the school and your DSODE teacher/s.

Please contact your DSODE teacher to be given your Department of Education email address and password.

To access the student portal and your email please log onto the following website:

<https://education.nsw.gov.au/>

Click on the Log in button on the far right of the screen and select Student Portal from the dropdown list.



1. The next step is to log in using your email address as the User ID and password. If your email address has a number in it this is to be used in the User ID too. You do not include the @education.nsw.gov.au in the User ID.

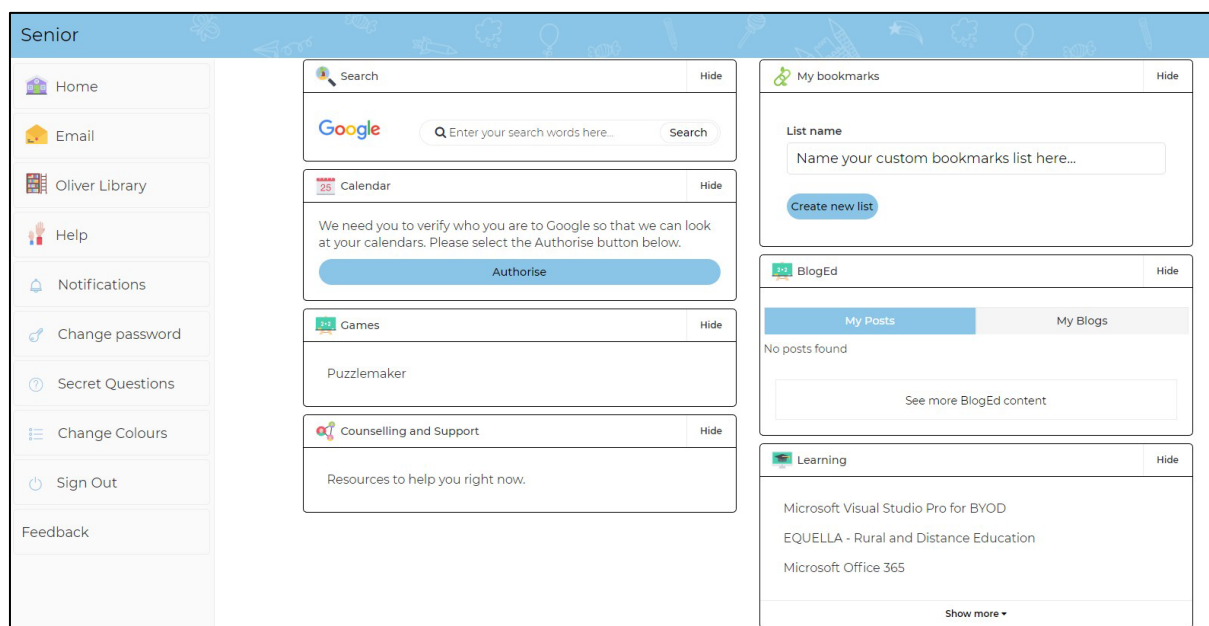
For example:

User ID = peter.person3

Note: You may need to contact your course teacher at DSODE to receive your password.

A screenshot of the 'Log in with your DoE account' form. It features two input fields: 'User ID' with a placeholder 'Enter your user ID' and an example 'Example: jane.citizen1', and 'Password' with a placeholder 'Enter your password'. Below the fields is a blue 'Log in' button. At the bottom of the form, there is a link for 'Forgot your password?' and a footer section with the text 'Have trouble logging in?' and a link for 'Help for DoE staff'.

2. You may be presented with a Department of Education Internet user agreement. Read and accept the user agreement to access your portal.
3. Your portal contains a range of useful links include email, calendar, learning resources and software tools.



4. Click on the email tab on the left navigation bar to access the student email account. You will need to verify and accept user agreements for this service also.

Online Learning at DSOE

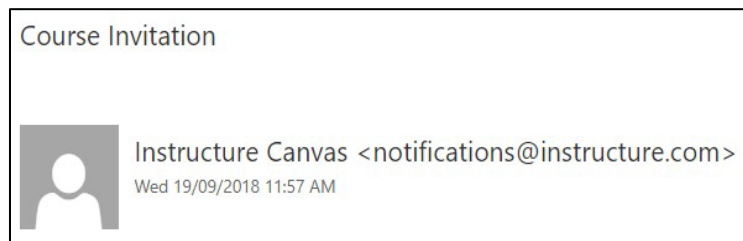
Dubbo School of Distance Education uses an Online Learning Management system called “**Canvas**” to host all of its online learning materials and courses.

Your teacher will inform you if you will be using Canvas in the course you are studying at our school.

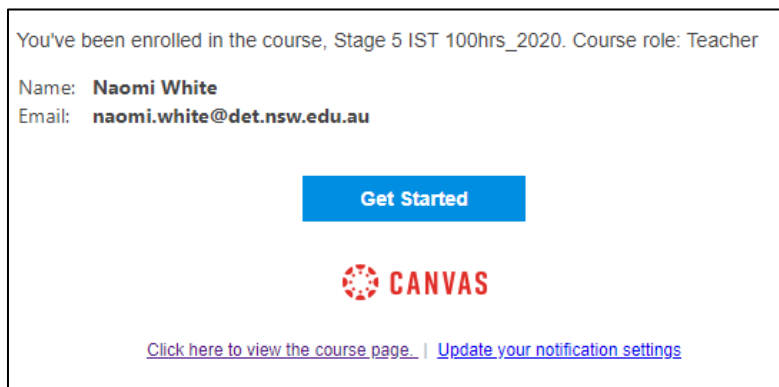
To access Canvas, students use their Department of Education assigned email and password.

Accessing Canvas for the first time – accepting your course invitation

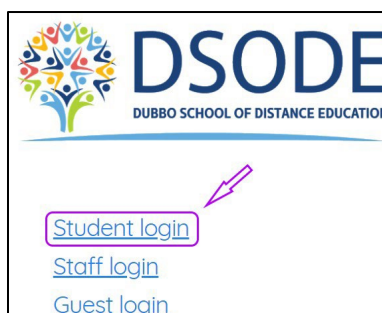
1. When a teacher adds a student to a Canvas course, the student will receive a ‘Course Invitation’ from Instructure Canvas.



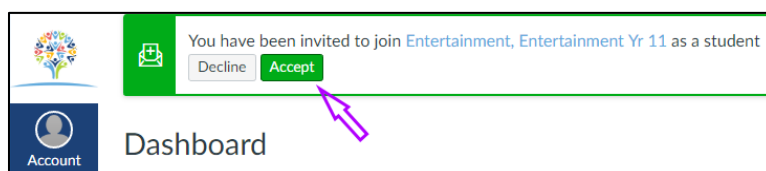
2. Pressing the ‘Get Started’ button included with the email invite will launch the DSOE Canvas login page (see step 3).



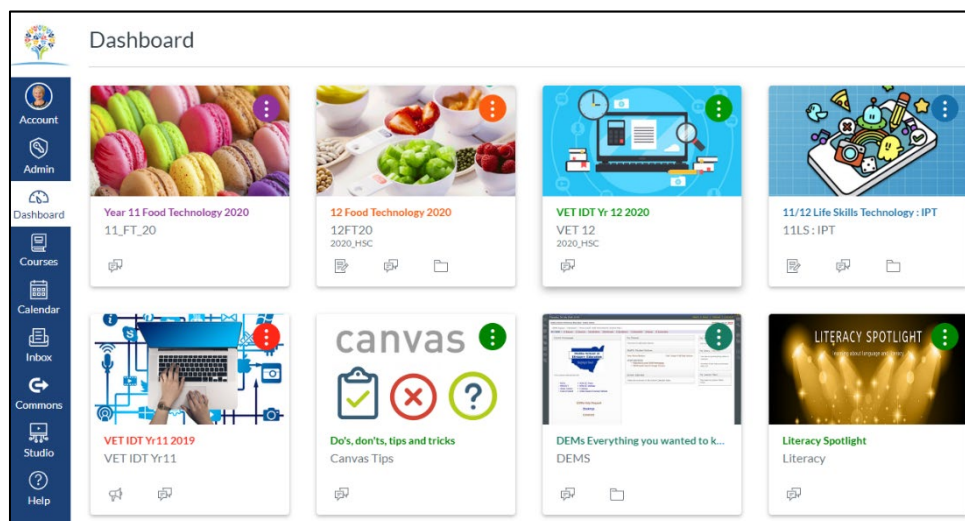
3. Students will need to select ‘Student login’ to start the login process outlined below.



4. If accessing a course for the first time you will need to press the green 'Accept' button to access the course.



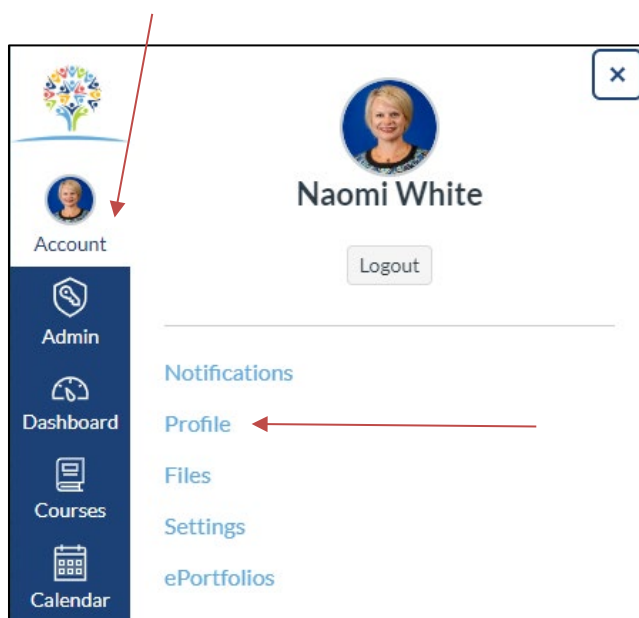
5. Select your course from the Dashboard. You will only see the courses you are enrolled in. Click on the course tile to access the course material.



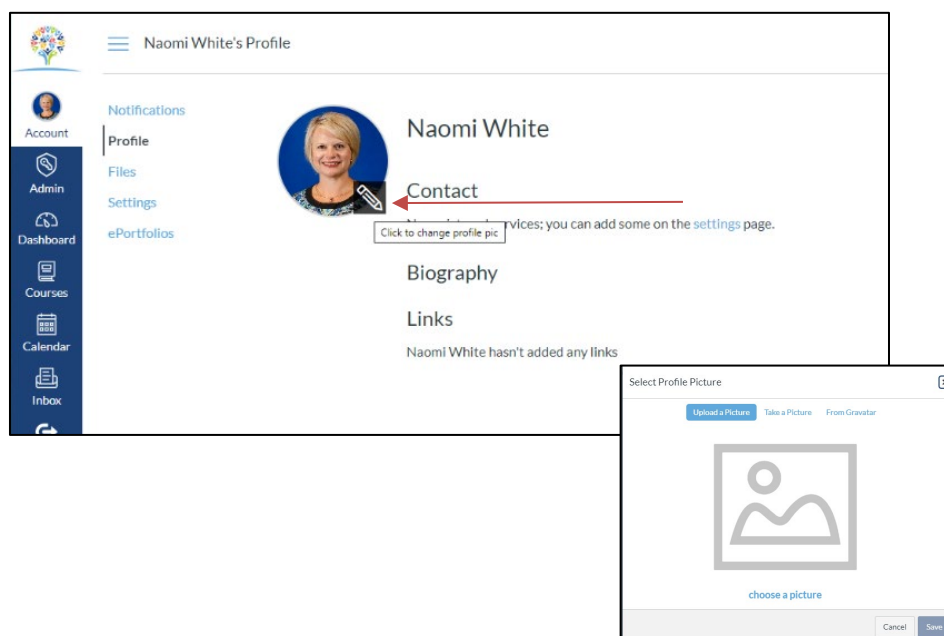
6. Courses will open to a landing page similar to the one shown here. Click on **start here** to get started.



7. Create a Profile for yourself in Canvas.... Editing your account information allows you to set up your profile. Click on the **Account** tab then the **Profile** heading.



8. Move your mouse over the image circle (the default will be a white head on a blue background). Click on the pencil symbol when it appears. This will open the dialogue box below where you can navigate to a saved picture on your computer that you wish to upload as your Canvas profile image. This will be seen by all teachers and users on Canvas so please choose appropriately.



Welcome to the DSOE Canvas Learning Environment. Please contact your course teacher for further support with your coursework.

Checklist for Supervisor of Single Course Students

- ☐ Discuss expectations of learning via Distance Education with the student.
- ☐ Provide a suitable space for effective distance education learning.
- ☐ Ensure procedures are in place for effective communication between parent, student, home school and distance education school.
- ☐ Support and encourage student(s) in completing their work.
- ☐ Monitor regular return of work.
- ☐ Supervise student(s) during distance education lessons.
- ☐ Provide a copy of student timetables to the DSOE teacher/s (with school bell times) and advise the course teacher of any timetable changes.
- ☐ Explain to the student(s) the learning material and instructions, comments and messages from the distance education teacher.
- ☐ Monitor student(s) engagement in all teaching and learning activities including lessons with their teacher(s).
- ☐ Provide feedback to the distance education teacher on student(s) responses and engagement in the learning materials.
- ☐ Keep the distance education school informed of absences, illnesses or changes in student context that would impact on their ability to engage with their distance education learning.
- ☐ Provide appropriate conditions and supervise student(s) in their examinations and in class assessment tasks and inform the course teacher of any special provisions applicable to the student.
- ☐ Provide single course student(s) with resources as required by the course teacher.
- ☐ Provide single course student(s) with access to and use of supervised specialist rooms.
- ☐ Help students access and log in to the DET student portal if required.
- ☐ Help students access and log in to Canvas courses as required.
- ☐ Download student reports through DEMS and distribute to the students' parents/carers as required.
- ☐ Access DEMS regularly to monitor student engagement in their Distance Education course

Instructions on accessing DEMS for School Supervisors



GUIDE TO THE DEMS SCHOOL PORTAL

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 (circled in red)

Supervisors

Enrolments

Log Out

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 : (red arrow points here)

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

Students : 750 ☒ Government School (red arrow points here)

Year : > 2016 (Select Year to administrate) (red arrow points here)

Update My School (circled in red)

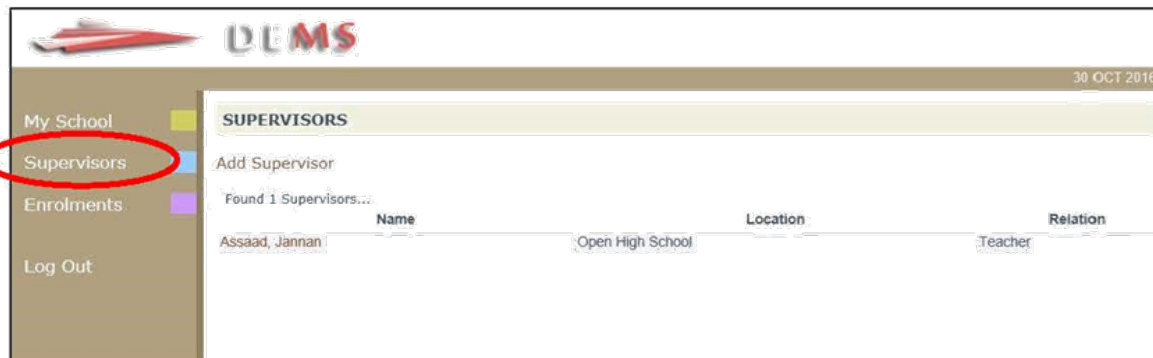


Your **school's password** will need to be known by all supervisors of the Distance Education students at your school to access the Portal.

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

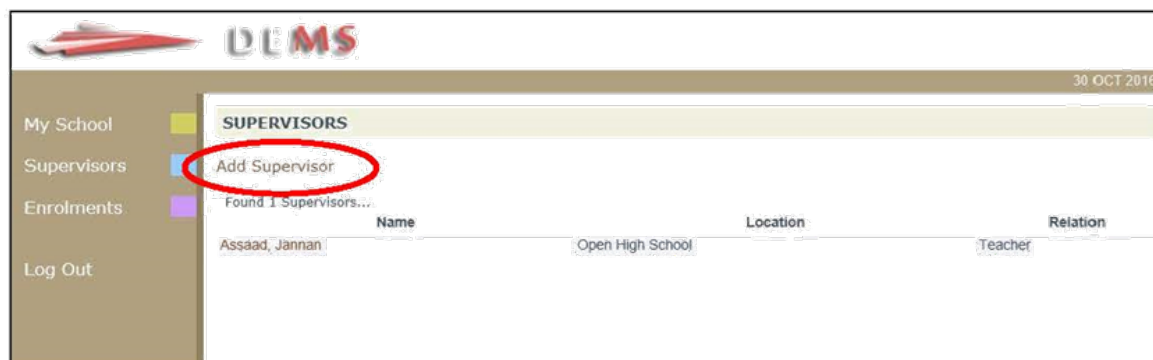
Adding a Supervisor

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.



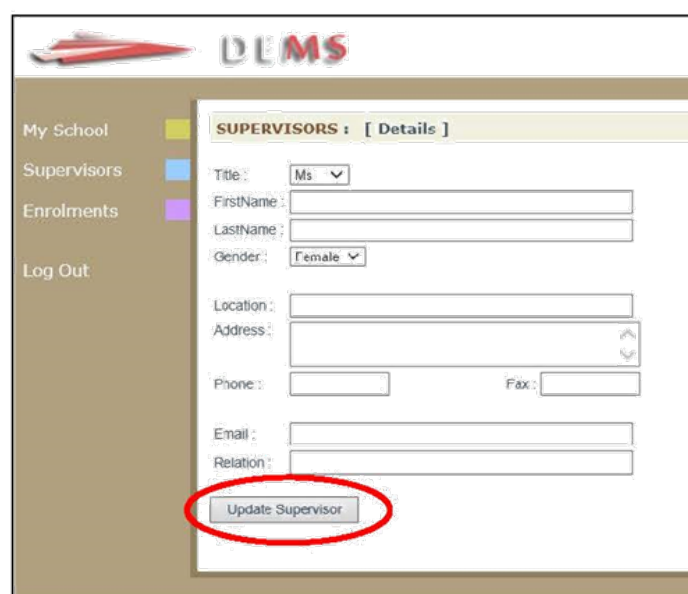
The screenshot shows the DEMS web application interface. On the left, a vertical menu contains 'My School', 'Supervisors', 'Enrolments', and 'Log Out'. The 'Supervisors' item is highlighted with a red circle. The main content area is titled 'SUPERVISORS' and includes a link 'Add Supervisor'. Below this, a table lists supervisors with columns for Name, Location, and Relation. One entry is visible: 'Assaad, Jannan' at 'Open High School' with the relation 'Teacher'. The date '30 OCT 2016' is displayed 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**.



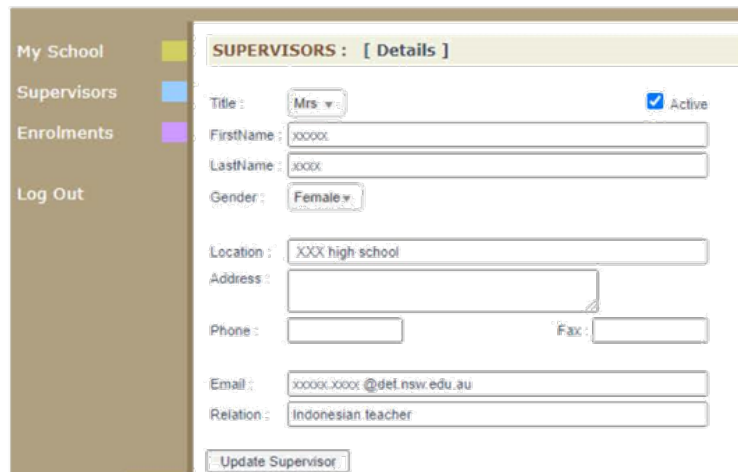
The screenshot displays the 'SUPERVISORS : [Details]' form. It contains various input fields for supervisor information: Title (a dropdown menu with 'Ms' selected), FirstName, LastName, Gender (a dropdown menu with 'Female' selected), Location, Address, Phone, Fax, Email, and Relation. At the bottom of the form, the 'Update Supervisor' button is highlighted with a red circle. The left-hand menu is visible, with 'Supervisors' highlighted.

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.



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

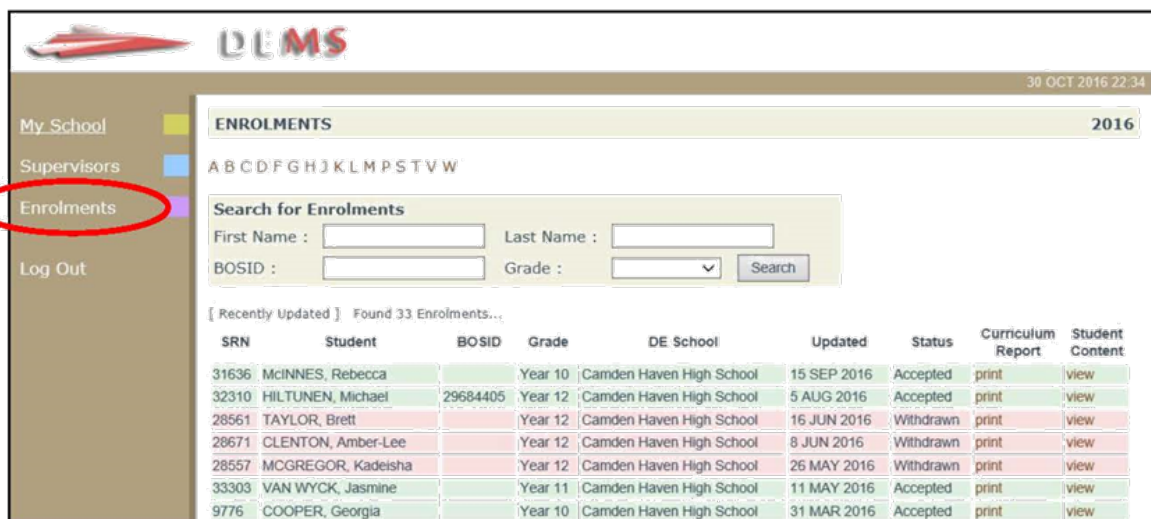


- b. Remove active ☐ Active then update Supervisor.

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**.



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**.

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

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**.

DEIMS 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 : 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
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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

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

DEIMS 18 JUN 2016

My School
Supervisors
Enrolments
Rebecca McINNES
Classes
Markbook
Reports
Register
Attendance
Communications
General Articles
Student Notices

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.BLA	Jennifer Blackie	65538157	jennifer.blackie@det.nsw.edu.au	32 / 32	Curriculum Report	Student Planner

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 - Tr 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.



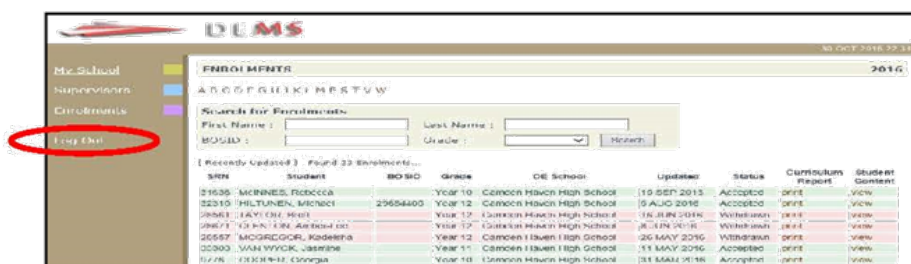
The above display on the same page shows the students photo, if supplied and the following details: -

- 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.



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.




























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.









ERN information for government schools only

Enrolments at Dubbo School of Distance Education

Students enrolled at your school who wish to study a course at Dubbo School of Distance Education will need to “share” the enrolment via ERN before the single course application has been posted or faxed to 6884 0777. Before the application form can be processed, the home school must complete the following procedures on ERN. If the application is not successful, we will contact the home school so the necessary changes may be made to ERN.

1. Select “Place Management”																																																																																																			
2. Click  of the corresponding scholastic year to find the student to be shared	<table><thead><tr><th> Scholastic year</th><th>Offering name</th><th>Typical annual intake</th><th>Registered</th><th>Enrolled</th><th>Leaving</th><th>Non-census Enrolments</th></tr></thead><tbody><tr><td>1</td><td>Year 1 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>2</td><td>Year 2 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>3</td><td>Year 3 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>4</td><td>Year 4 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>5</td><td>Year 5 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>6</td><td>Year 6 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>7</td><td>Year 7 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>8</td><td>Year 8 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>9</td><td>Year 9 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>10</td><td>Year 10 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>11</td><td>Year 11 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td>12</td><td>Year 12 2009 (Mainstream Enrolment)</td><td>1</td><td>0</td><td>0</td><td>0</td><td>0 </td></tr><tr><td colspan="2">Total</td><td>12</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table>	 Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving	Non-census Enrolments	1	Year 1 2009 (Mainstream Enrolment)	1	0	0	0	0 	2	Year 2 2009 (Mainstream Enrolment)	1	0	0	0	0 	3	Year 3 2009 (Mainstream Enrolment)	1	0	0	0	0 	4	Year 4 2009 (Mainstream Enrolment)	1	0	0	0	0 	5	Year 5 2009 (Mainstream Enrolment)	1	0	0	0	0 	6	Year 6 2009 (Mainstream Enrolment)	1	0	0	0	0 	7	Year 7 2009 (Mainstream Enrolment)	1	0	0	0	0 	8	Year 8 2009 (Mainstream Enrolment)	1	0	0	0	0 	9	Year 9 2009 (Mainstream Enrolment)	1	0	0	0	0 	10	Year 10 2009 (Mainstream Enrolment)	1	0	0	0	0 	11	Year 11 2009 (Mainstream Enrolment)	1	0	0	0	0 	12	Year 12 2009 (Mainstream Enrolment)	1	0	0	0	0 	Total		12	0	0	0	0
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Total		12	0	0	0	0																																																																																													
3. Check the box to the right of the student’s name.	<table><tbody><tr><td></td><td>436581637</td><td>Yeomans,Nathan</td><td>M</td><td>15-Sep-1992</td><td>11</td><td>Enrolled (In Attendance)</td><td><input type="checkbox"/></td></tr><tr><td></td><td>432574229</td><td>York,Elizabeth</td><td>F</td><td>21-Feb-1993</td><td>11</td><td>Enrolled (In Attendance)</td><td><input type="checkbox"/></td></tr><tr><td></td><td>430995294</td><td>Zanotto,Jordan</td><td>M</td><td>26-Jun-1992</td><td>11</td><td>Enrolled (In Attendance)</td><td><input checked="" type="checkbox"/></td></tr><tr><td></td><td>433735749</td><td>Zeiser,John</td><td>M</td><td>10-Jan-1993</td><td>11</td><td>Enrolled (In Attendance)</td><td><input type="checkbox"/></td></tr></tbody></table> <div><div>Close</div><div>Transfer</div><div>Share</div><div>EOI</div><div>Bulk EOI</div><div>Change status</div></div>		436581637	Yeomans,Nathan	M	15-Sep-1992	11	Enrolled (In Attendance)	<input type="checkbox"/>		432574229	York,Elizabeth	F	21-Feb-1993	11	Enrolled (In Attendance)	<input type="checkbox"/>		430995294	Zanotto,Jordan	M	26-Jun-1992	11	Enrolled (In Attendance)	<input checked="" type="checkbox"/>		433735749	Zeiser,John	M	10-Jan-1993	11	Enrolled (In Attendance)	<input type="checkbox"/>																																																																		
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	433735749	Zeiser,John	M	10-Jan-1993	11	Enrolled (In Attendance)	<input type="checkbox"/>																																																																																												
4. Click the “share” button.																																																																																																			
5. Search  for target school	<div><div>Search Location</div><div>Location Name : <input type="text" value="Dubbo"/></div><div><div>Search</div></div></div>																																																																																																		

Dubbo School of Distance Education

Results			
 Loc No	Location Name	Suburb	
8543	Dubbo College Delroy Campus		Dubbo West
8110	Dubbo College Senior Campus		Dubbo
8417	Dubbo College South Campus		Dubbo
1776	Dubbo North Public School		Dubbo
1775	Dubbo Public School		Dubbo
4587	Dubbo School of Distance Education		
1811	Dubbo South Public School		Dubbo
3591	Dubbo West Public School		Dubbo

Close

6.

Be sure to indicate that the enrolment to be shared is DEC – Distance Education Centre

Student Share - Year 9 2009 (Mainstream (Distance Education))

Brady, Rhianna Jane

School

Calendar Year

Enrolment Type

Sub Enrolment Type

Dubbo School of Distance Education

2009

DEC - Distance Education Centre

ALL

Get offers

Back

7.

Select the year in which your student will be shared with Dubbo School of Distance Education Centre.

Student Share - Year 1 2009 (Mainstream (Distance Education))

Brodie, Quilla May

School

Calendar Year

Enrolment Type

Sub Enrolment Type

Dubbo School of Distance Education

2009

DEC - Distance Education Centre

ALL


Get offers

☒ Scholastic year

Offering name


7

Year 7 2009 (Distance Education Centre)




8

Year 8 2009 (Distance Education Centre)




9

Year 9 2009 (Distance Education Centre)




10

Year 10 2009 (Distance Education Centre)




11

Year 11 2009 (Distance Education Centre)



12

Year 12 2009 (Distance Education Centre)






Share and exit

Back

8.

Students who are “shared” will be flagged with a blue flag

	SRN	Student name	G	D.O.B	Roll Class	Status	
	433368801	Alameddine,Zied	M	14-May-1992	12	Enrolled (In Attendance)	
	435469833	Allbut,Adrian	M	28-Feb-1991	12	Enrolled (In Attendance)	