GUIDE TO THE MILLENNIUM SCHOOL PORTAL

Welcome to the School Supervisor Portal

The Millennium 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.

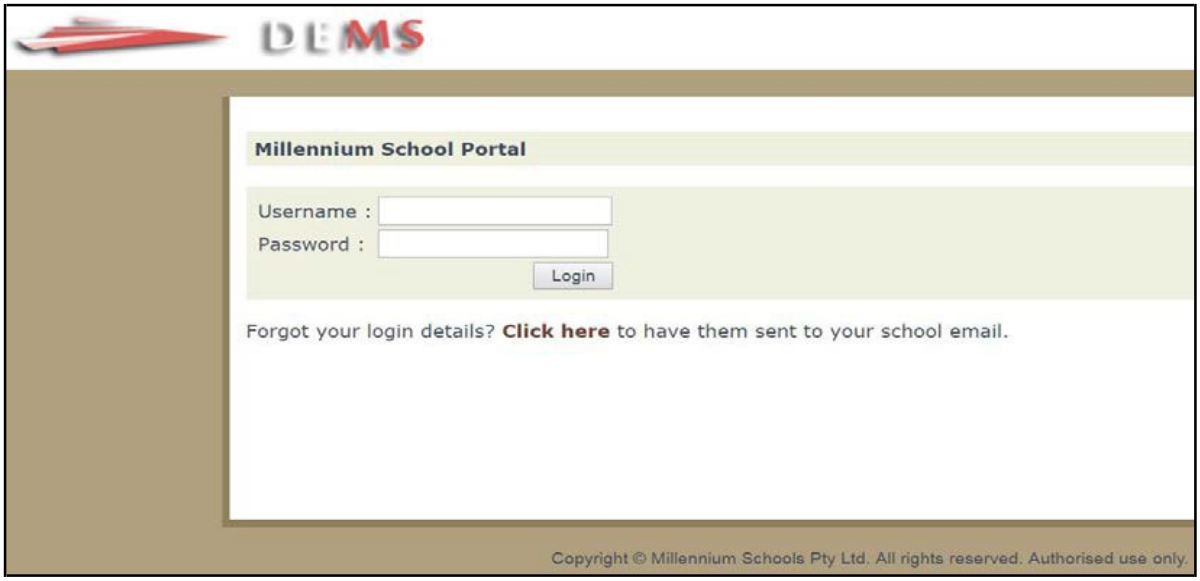
Please follow the steps below to access your school's Millennium School Portal.

Accessing the Portal

The Millennium School Portal is accessible in all web browsers so choose the web browser you are most comfortable with.

Please go to the Distance Education Management System (DEMS) School Portal website:

https://dems.education/school/

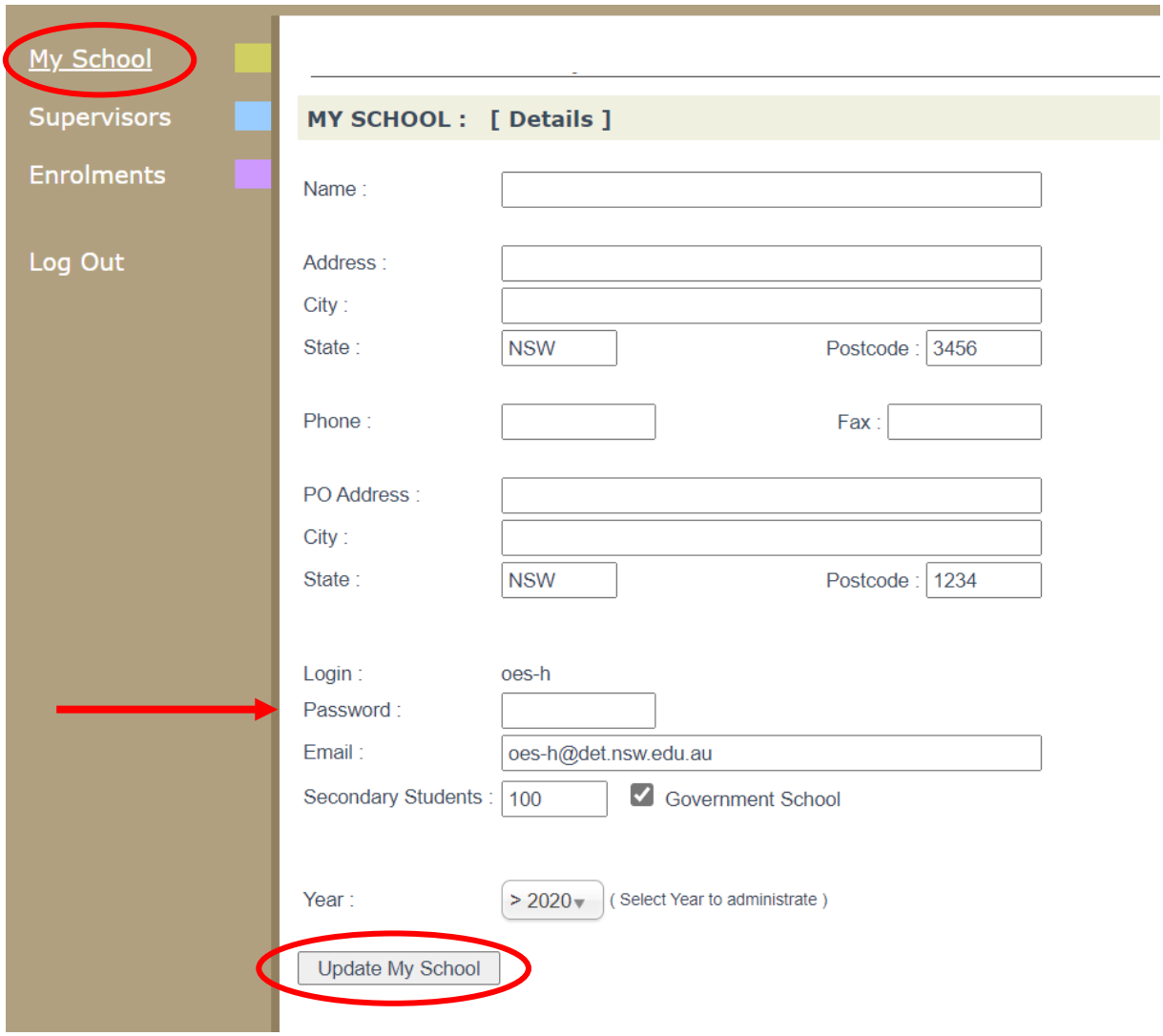


Log in with the **Username** and **Password** provided to your school via email.

Click on the **Login** button to access the Portal.

Changing your password

1. Click on the **My School** in the navigation menu and scroll down to the Password field and type a password of your choice.
2. Please modify any incorrect information about your school presented, if required.
3. Select the current Year or the year you require data from
4. Click on the grey Update **My School** button.



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

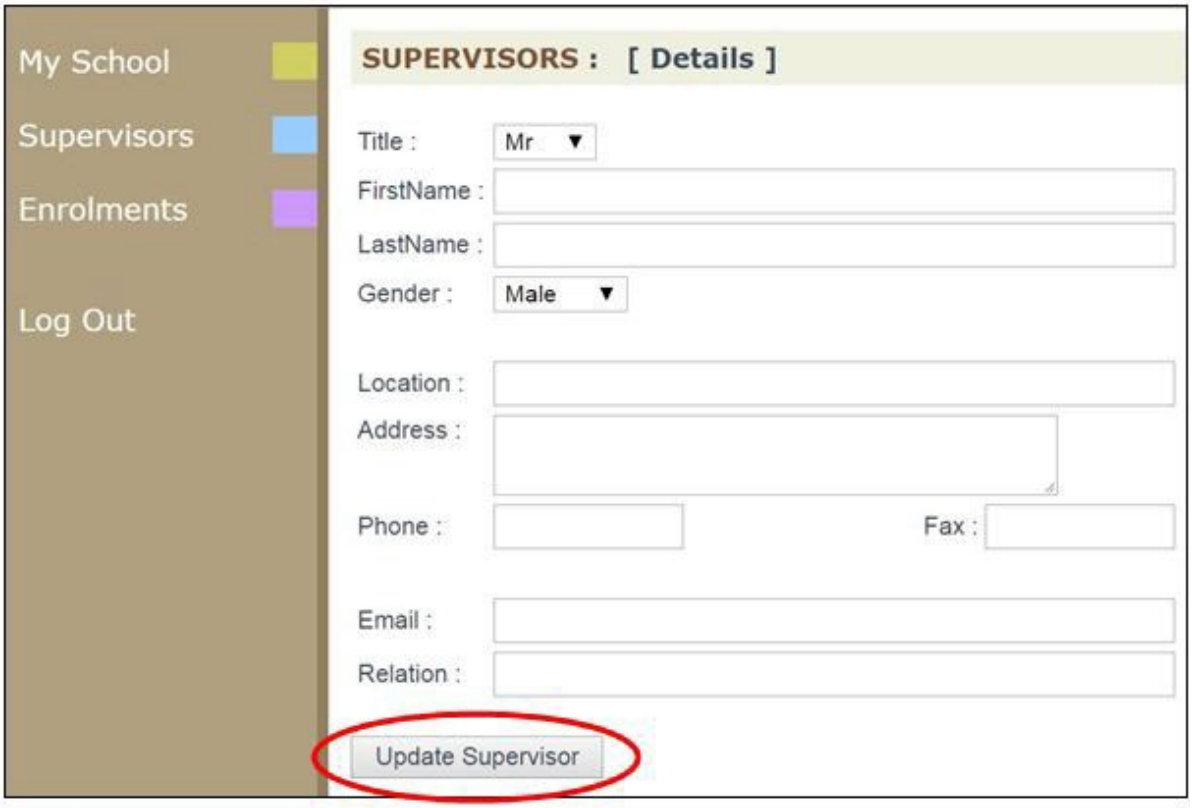
Please inform all supervisors at your school if and when the password is to be changed in future.

Adding a Supervisor

Click on the **Supervisors** in the navigation menu. A list of all of the supervisors for your school will appear.

To add a supervisor for your school, click on **Add Supervisor**.

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



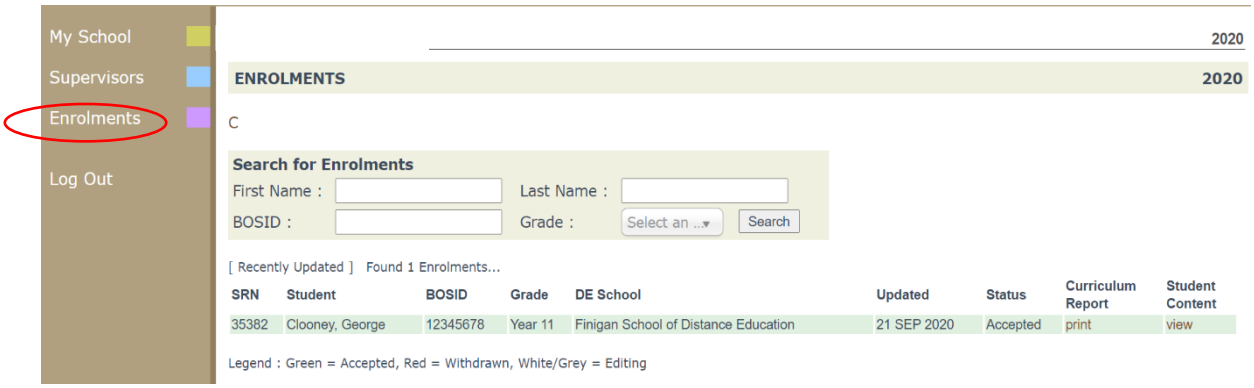
You will need to sign and return a Finigan School of Distance Education supervisor agreement and advise which students you will be responsible for to finigansde@det.nsw.edu.au

Supervisor Agreements can be found at: Single course enrolment

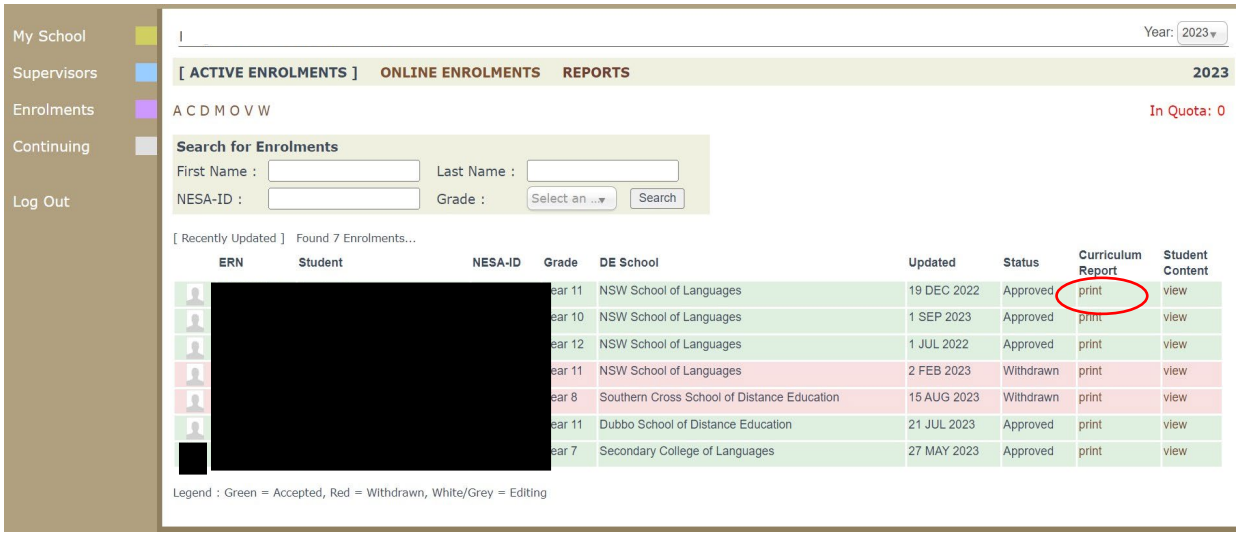
Accessing Student Curriculum Reports

Click on **Enrolments** in the navigation menu. A list of all students studying via Distance Education at your school will appear.

Current students will appear highlighted in **green** and students who have withdrawn will remain green so you can access any of their information for the remainder of the year.



Click on the **print** option for the student to access his/her **Curriculum Report**.



The Curriculum Report link on this page includes information for all subjects a student is studying via distance education

The Curriculum Report provides a record of the work the student has submitted and the feedback they

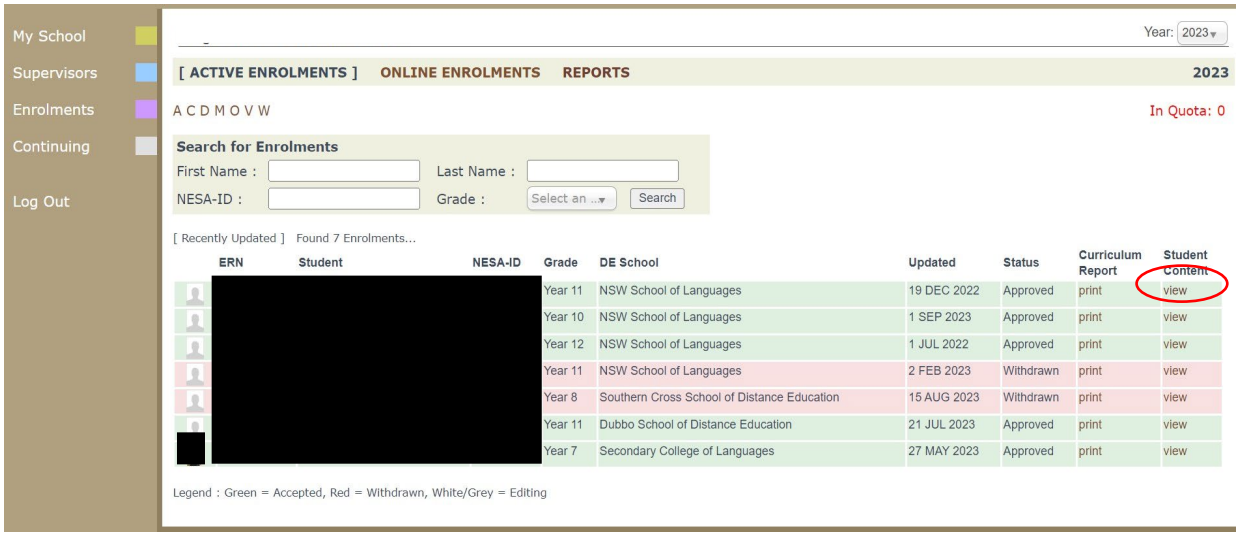
have received from their teacher. The curriculum report provides the following details for each student individually:

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

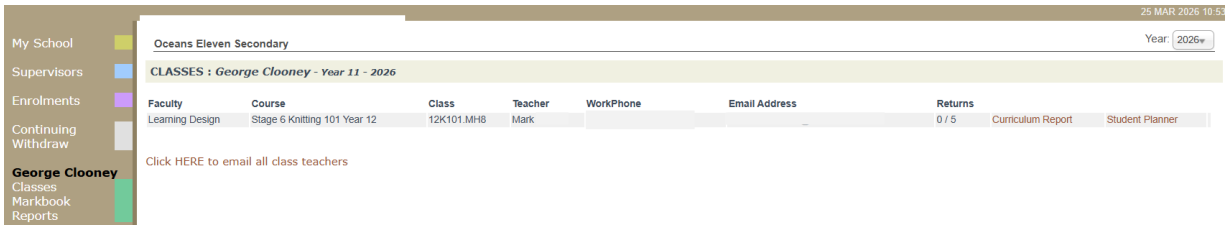
The Curriculum Report will allow you to track the student's progress in the course and provides a record of their application and work submission frequency in the course.

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

Student Content



Student Content will direct you to classes in the navigation menu.

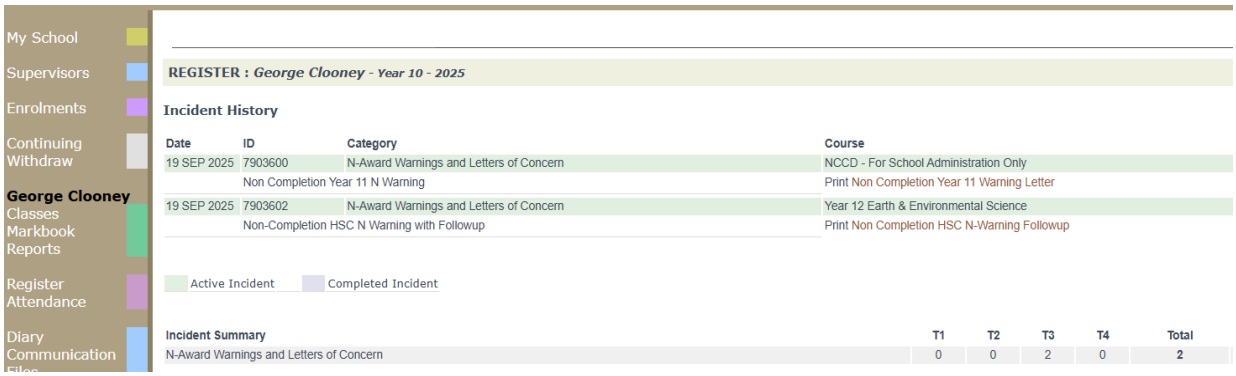


The following information is available in classes:

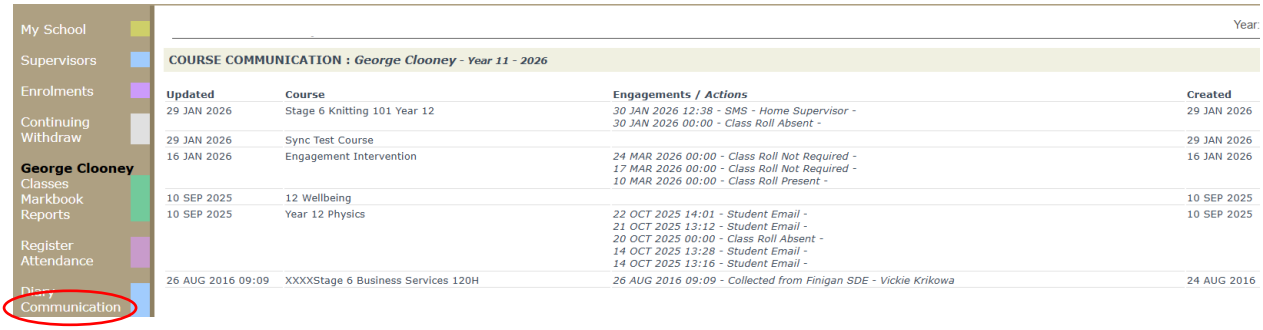
- List of courses the student is currently studying at our school
- The teacher's name and contact details
- The return rates for each course (this fraction represents the weekly work returned in relation to the active weeks the student has been enrolled. E.g., 5/6 indicated the student has completed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

Register

The register shows any NESA warning letters

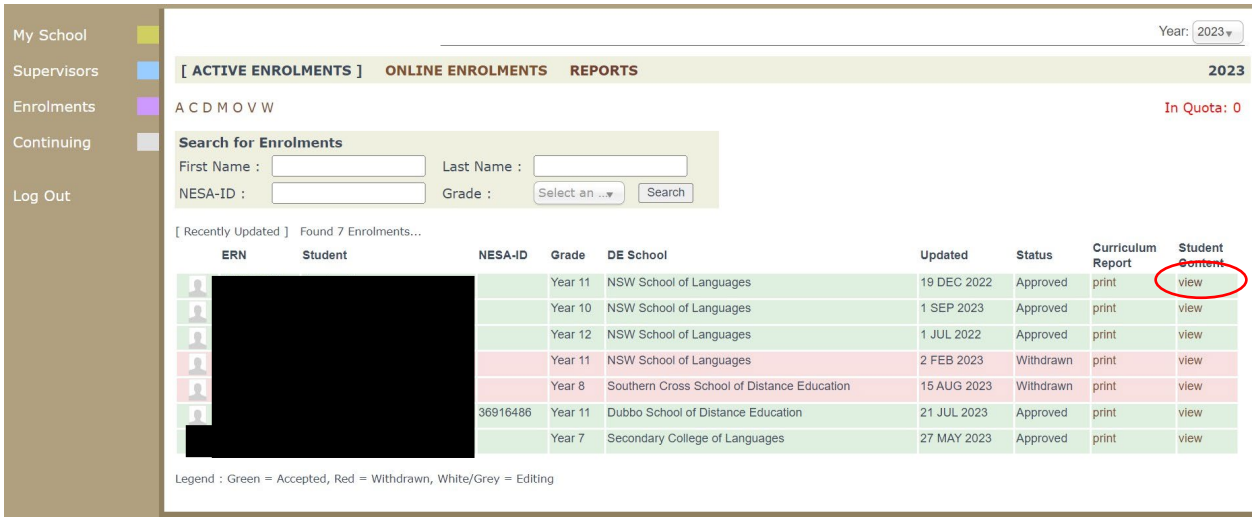


Communication



Accessing and Printing Individual Student Reports

Click on View



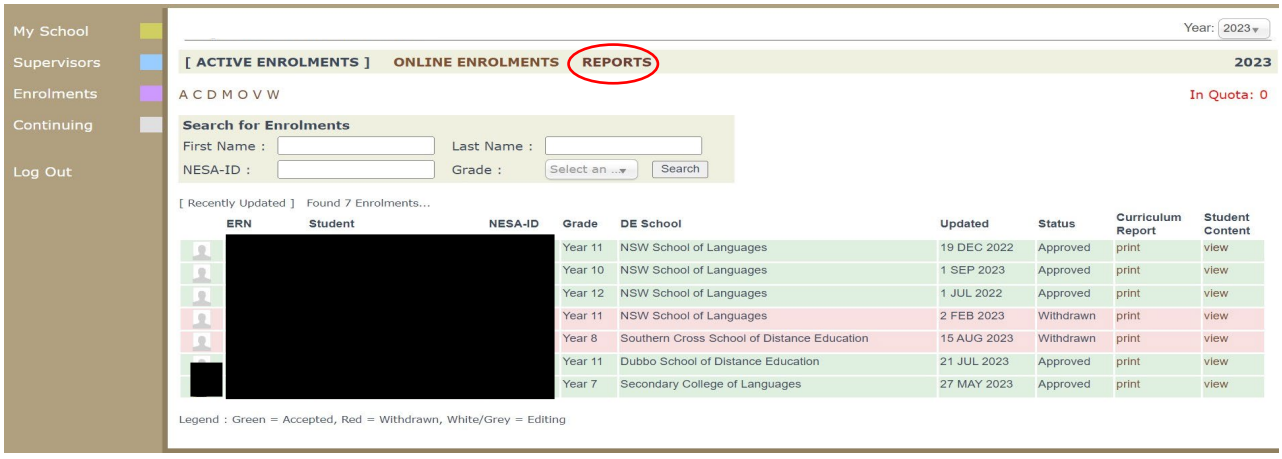
Click on Reports

Click on Print Semester 1 Report

The report will then open and you will be able to print the report by right clicking. Print.

Bulk Printing Student Reports

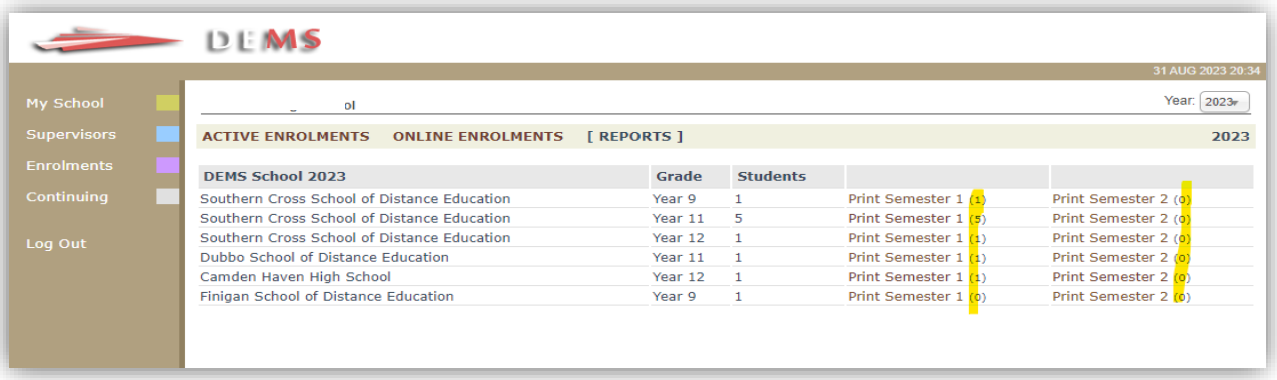
If you have multiple students you can bulk print reports by clicking on reports.



Click on Print Semester 1 or Print Semester 2.

The reports will then open and you will be able to print the reports by right clicking. Print.

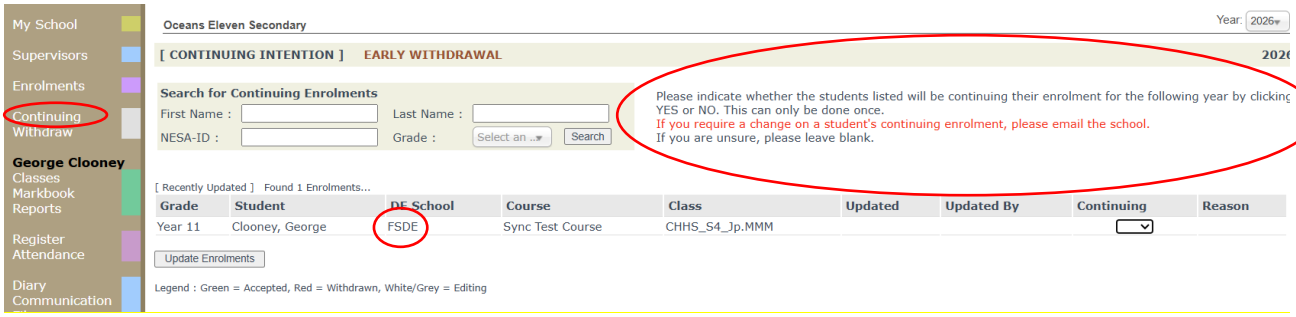
The number next to the reports represents the number of reports available.



Instructions for Continuing Enrolments

Select continuing in the navigation menu.

Once this is selected a searchable table appears listing all students eligible to continue and the course that they are enrolled in for the current Year. **(this display also lists the distance education school that your students are studying through)



Instructions are displayed top right of screen**.**

- Searches can be performed to select smaller groups of students eg. Grade – Year 11.
- The information regarding continuing enrolments can be viewed from this page.
  - If the student is continuing Yes/No or blank for unknown
- Do not forget the page needs to be updated by selecting Update Enrolments for data to be entered.

i. **Updated** – this indicates the date and time the information for this course was updated. Data can only be updated once by the home school

ii. Changes can be made by the distance education school if required and will reflect the status of each student on the school portal.

iii. If a school believes that the status of a student is incorrect, they will need to contact the distance education school to update.

Logging Out

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.