

## Guide to the DEMS School Portal

### Welcome to the DEMS School Portal!

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

### 1. DEMS School Portal Access

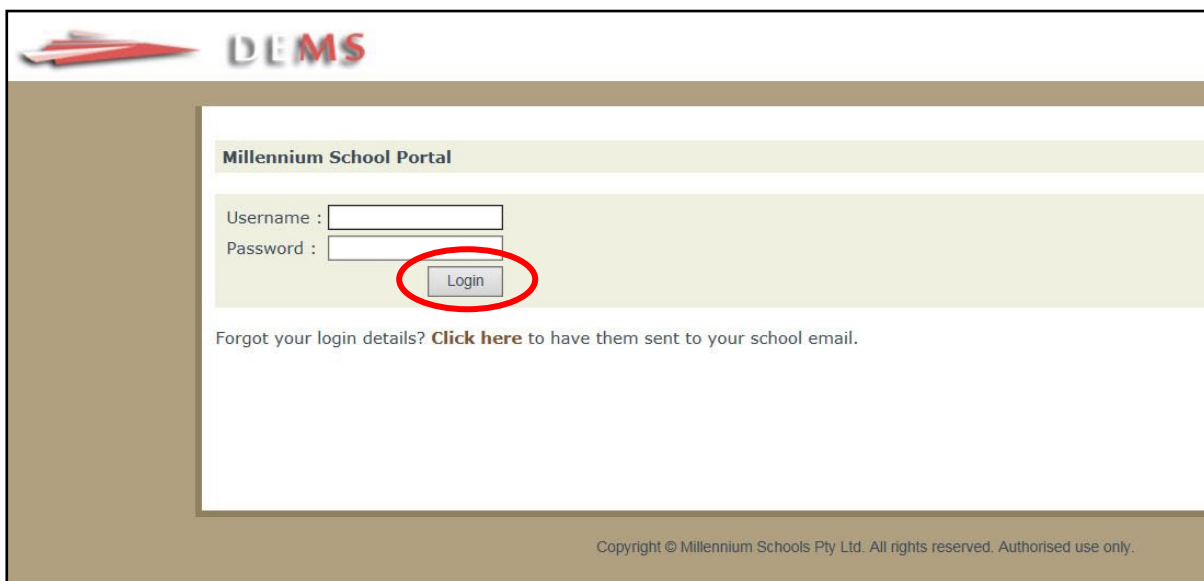
Please follow the steps below to access and navigate the Portal. We recommend the use of the Google Chrome browser.

1. Go to the Distance Education Management System (DEMS) Portal website:

**<https://dems.education/school/>**

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

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



## 2. Changing your school password

1. Click on the **My School** heading and ensure that the **Year** is set to **2026**. Change your temporary password to a new one in the Password field, if required.
2. Modify any incorrect information about your school, if required.
3. Click on the grey **Update My School** button.

The screenshot shows the DEMS School Portal interface. On the left is a navigation menu with 'My School' circled in red. The main content area is for 'NSW School of Languages'. It includes fields for Name, Address, City, State, Postcode, Phone, Fax, PO Address, Login, Password (with a red arrow pointing to it), Email, Secondary Students, Quota, and Year (with '> 2026' circled in red). An 'Update My School' button is at the bottom.

### PLEASE NOTE

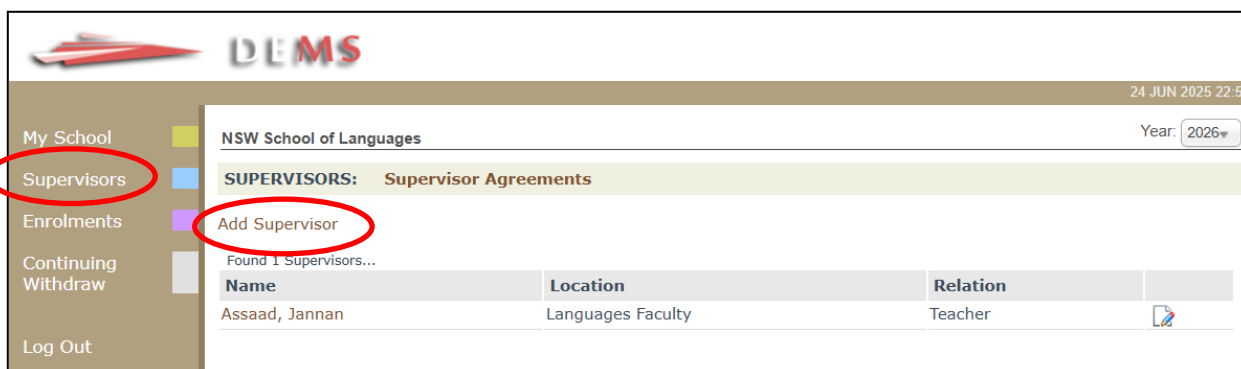
Your **school's password** will need to be known by all Supervisors of the Distance Education students at your school to access the Portal.

Please inform all Supervisors at your school if the password has been changed or will be changed in the future.


### 3. Adding and deactivating a supervisor profile

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

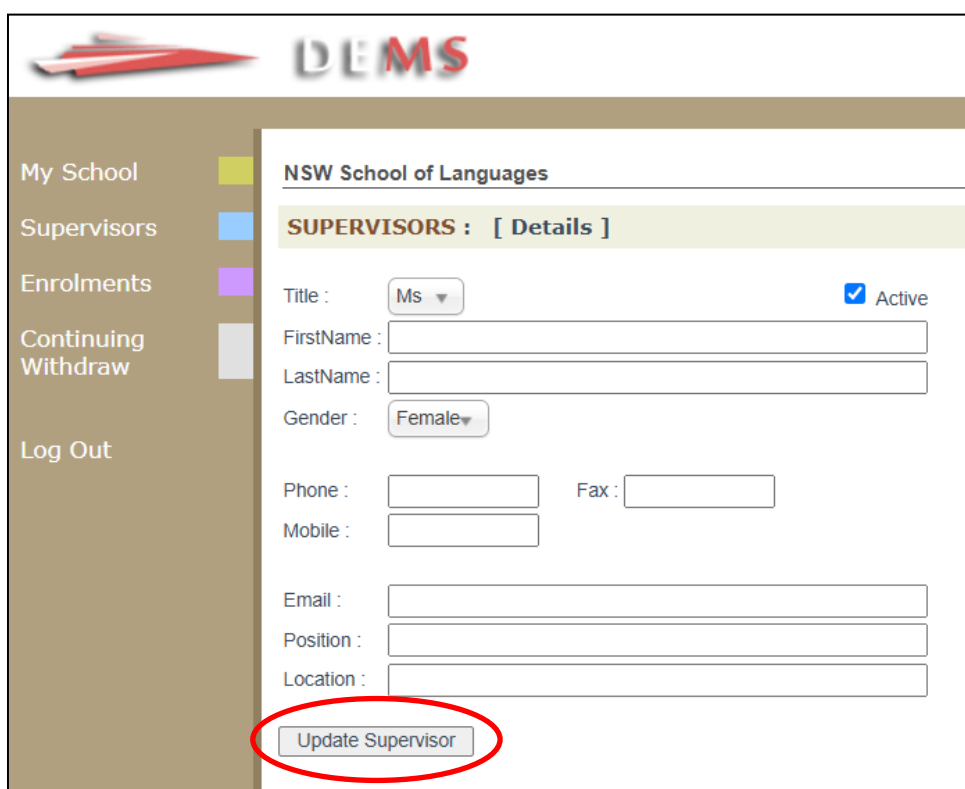
To add a Supervisor to the list, click on the **Add Supervisor** heading.



The screenshot shows the DEMS School Portal interface. The top left menu has 'Supervisors' circled in red. The main content area shows the school name 'NSW School of Languages' and a 'Year' dropdown set to '2026'. Below this, there is a heading 'SUPERVISORS: Supervisor Agreements' and a sub-heading 'Add Supervisor' circled in red. A table lists one supervisor:

Name	Location	Relation	
Assaad, Jannan	Languages Faculty	Teacher	

2. Complete the profile page with the Supervisor's full details and click on **Update Supervisor**.



The screenshot shows the 'SUPERVISORS : [ Details ]' page. The left menu has 'Supervisors' selected. The form contains the following fields:

- Title :   Active
- FirstName :
- LastName :
- Gender :
- Phone :  Fax :
- Mobile :
- Email :
- Position :
- Location :

The 'Update Supervisor' button at the bottom is circled in red.

- To deactivate a Supervisor profile, please click on the small paper and pencil **edit button** circled below.

DEMS

24 JUN 2025 22:56

My School **NSW School of Languages** Year: 2026

Supervisors **SUPERVISORS: Supervisor Agreements**

Enrolments Add Supervisor

Continuing Withdraw Found 1 Supervisors...

Name	Location	Relation
Assaad, Jannan	Languages Faculty	Teacher

Log Out

- Uncheck/remove the blue **Active** tick and press the **Update Supervisor** button.

DEMS

My School **NSW School of Languages**

Supervisors **SUPERVISORS : [ Details ]**

Enrolments

Continuing Withdraw Log Out

Title : Ms  Active

FirstName : Jannan

LastName : Assaad

Gender : Female

Phone : Fax :

Mobile : 0411 111 111

Email : jannan.assaad@det.nsw.edu.au

Position : Head Teacher

Location : Languages Faculty

Update Supervisor

The Supervisor profile should now be inactive and appear in pink on the Supervisors list page.

DEMS

My School **NSW School of Languages**

Supervisors **SUPERVISORS: Supervisor Agreements**

Enrolments Add Supervisor

Continuing Withdraw Found 1 Supervisors...

Name	Location	Relation
Assaad, Jannan	Languages Faculty	Teacher

Log Out

## 4. Accessing Student Curriculum Reports

1. Click on the **Enrolments** heading on the top left side 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 appear in **pink**. This information is also available in the Status column.

The screenshot shows the DEMS web interface. On the left sidebar, the 'Enrolments' menu item is circled in red. The main content area displays a search form and a table of 18 enrolments. A black box with white text 'Student names are listed here' covers the student names in the table. The table has columns for ERN, Student, NESAs-ID, Grade, DE School, Updated, Status, Curriculum Report, and Student Content. The first 17 rows are green, and the last row is pink.

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
			Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
			Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
			Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
			Year 12	NSW School of Languages	25 OCT 2022	Approved	print	view
			Year 9	NSW School of Languages	14 AUG 2023	Approved	print	view
			Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
			Year 12	NSW School of Languages	1 DEC 2022	Approved	print	view
			Year 9	Secondary College of Languages	5 MAY 2022	Approved	print	view
			Year 7	Secondary College of Languages	21 NOV 2023	Approved	print	view
			Year 10	Secondary College of Languages	14 NOV 2021	Approved	print	view
			Year 10	Secondary College of Languages	20 MAY 2024	Withdrawn	print	view

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

This screenshot is similar to the previous one, but with a red circle around the 'print' link in the 'Curriculum Report' column of the table. The 'Enrolments' menu item is also circled in red. The black box 'Student names are listed here' is present. The table structure is the same as in the previous screenshot.

NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
	Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
	Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
	Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view

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

- The course name
- The module number and resource (i.e., the sequence and name of the modules on the student’s course schedule)
- Feedback from Teacher each of the module and speaking lesson
- Date returned/completed.

Curriculum Report for: [REDACTED]				Date Sent	Date Returned	Date Marked
Course	LA No	Resource	Engage Scale	Feedback		
French 200 hours - Year 9	[1]	Module 0 - Orientation: My culture, my identity		09 FEB 24 - <b>Online speaking lesson</b> - Mr Andy Douglas Douglas - Had introductory lesson where Saskia received her digital workbook, learnt how to navigate Canvas, the Course Schedule, sending a message in Canvas, and discussed working on Module 0 this week.	12 FEB 2024	18 FEB 2024
French 200 hours - Year 9	[2]	Module 1 – How much French do I already know?		16 FEB 24 - <b>Online speaking lesson</b> - Mr Andy Douglas Douglas - Did speaking lesson for Module 1 focussing on phone etiquette. You have a good habit of monitoring yourself and self-correcting in realtime if necessary a terrific skill to have for learning. Practise the word "monsieur" a little more. 21 FEB 24 - <b>Feedback from Teacher</b> - - 1.4 Bonjour! - Dialogue of introduction (Part 1) Well done Saskia. A succinct dialogue with a range of all relevant vocabulary from the module. I like how you have experimented with manipulating the language we've learned into other possible combinations. See Canvas feedback for a few spelling corrections. 21 FEB 24 - <b>Feedback from Teacher</b> - - 1.4 Bonjour! - Dialogue of introduction (Part 1) Well done Saskia. A succinct dialogue with a range of all relevant vocabulary from the module. I like how you have experimented with manipulating the language we've learned into other possible combinations. See Canvas feedback for a few spelling corrections.	16 FEB 2024	21 FEB 2024
French 200 hours - Year 9	[3]	Module 2 First meetings – How do I share personal information?		26 FEB 24 - <b>Online speaking lesson</b> - Mr Andy Douglas Douglas - Did speaking lesson for Module 2. All questions answered with relevant information. To improve your pronunciation, use the phonetic guides and the audio tracks embedded on the Canvas pages. Listen, read simultaneously and observe the conventions, repeat as closely to the model as you can. Remember to use the verb "avoir" (to have) when expressing ages. 01 MAR 24 - <b>Feedback from Teacher</b> - - 2.0 Enchanté(e) - Dialogue (continued) A succinct addition to your dialogue using each of the key points from Module 2. Mostly accurate spelling and structure, just remember to include an apostrophe to represent missing letters from contracted words, and note words that include accents, which are as important as the actual letters when considering spelling. 01 MAR 24 - <b>Feedback from Teacher</b> - - 2.0 Enchanté(e) - Dialogue (continued) A succinct addition to your dialogue using each of the key points from Module 2. Mostly accurate spelling and structure, just remember to include an apostrophe to represent missing letters from contracted words, and note words that include accents, which are as important as the actual letters when considering spelling. 08 MAR 24 - <b>Feedback from Teacher</b> - - 2.4 Prior learners – Celebrations in France It's great to see you attempting activities intended for background speakers and prior learners, you did really well :-) 08 MAR 24 - <b>Feedback from Teacher</b> - - 2.4 Prior learners – Celebrations in France It's great to see you attempting activities intended for background speakers and prior learners, you did really well :-)	23 FEB 2024	8 MAR 2024

The Curriculum Report allows us to:

- track the student’s progress in the course
- view a record of his/her engagement and work submission frequency in the course.



The **Feedback** comments for students on the Curriculum Report may vary and only reflect a summary of the overall feedback provided to the student by his/her teacher via Canvas.

## 5. Accessing Student Content

1. From the **Enrolments** section, click on the **view** option for the student to access his/her **Student Content**.

DEMMS

24 JUN 2025 23:07

My School: Port Hacking High School Year: 2026

Supervisors: [ ACTIVE ENROLMENTS ] ONLINE APPLICATIONS REPORTS 2026

Enrolments: B C G H I J K M N O V Z In Quota: 0

Continuing

Log Out

Search for Enrolments

First Name : Last Name :  
 NESA-ID : Grade : Select an ... Search

NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Year 12	NSW School of Languages	1 SEP 2023	Approved	print	view
	Year 11	NSW School of Languages	30 JAN 2024	Approved	print	view
	Year 12	NSW School of Languages	19 DEC 2022	Approved	print	view
	Year 11	NSW School of Languages	18 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	31 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view
	Year 11	NSW School of Languages	9 AUG 2023	Approved	print	view

Student names are listed here

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

DEMMS

My School

Supervisors

Enrolments

**Student**

Classes

Markbook

Reports

Register

Attendance

Communication

General Articles

Student Notices

Log Out

CLASSES : Student

Faculty Course

Languages French 100 hours

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

**Markbook:** a record of the Assessment tasks and marks achieved. A line graph indicating the student's % mark in relation to the cohort is also provided to display a visual comparison of the student marks for each assessment task.

**Reports:** access to download Semester 1 and Semester 2 Student Reports.

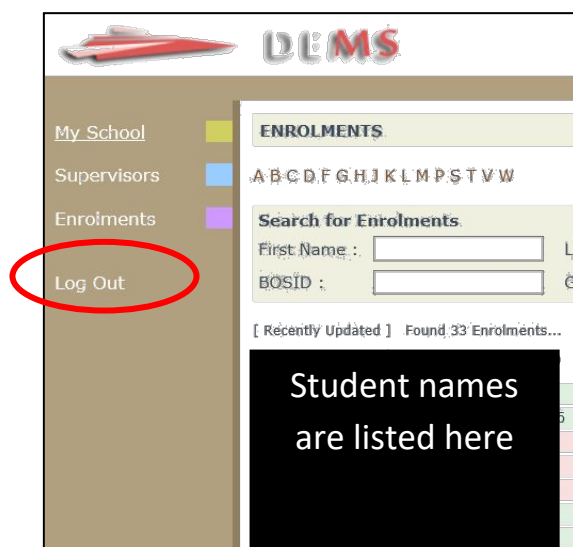
**Register/ Communication:** a record of the student's course communications.

**Attendance:** a record of the student's attendance in speaking lessons.

**General Articles:** links to various information and websites, if available.

**Student Notices:** reminders and notifications for students, if available.

3. Please **log out** of the DEMS School 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 your students' engagement and progress in their course at NSW School of Languages.

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

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**IMPORTANT NOTICE:**

The 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.