



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



Chrome

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://dems.education/school/>

DEMS School Portal

Username :

Password :

Forgot your login details? [Click here](#) to have them sent to your school email.

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 School** 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.

DEMS

My School

Supervisors

Enrolments

Continuing

Log Out

MY SCHOOL : [Details]

Name :

Address :

City :

State : Postcode :

Phone : Fax :

PO Address :

City :

State : Postcode :

Login :

Password :

Email :

Secondary Students : Government School

Year :



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

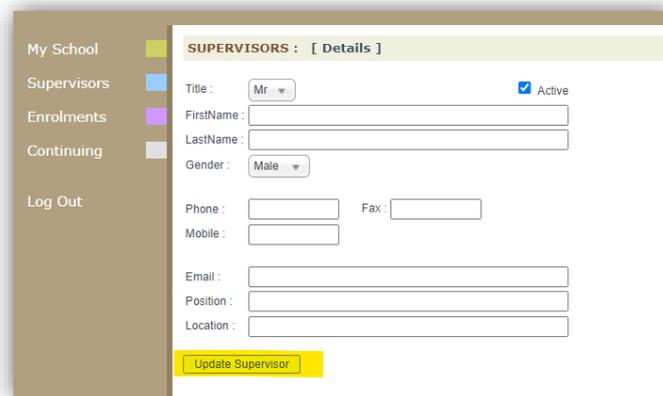
1. Click on the **Supervisors** heading on the top left-hand side menu. A list of all the Supervisors for your school will appear.



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



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



The screenshot shows the 'SUPERVISORS : [Details]' page. It contains a form with the following fields: Title (Mr), Active (checked), FirstName, LastName, Gender (Male), Phone, Fax, Mobile, Email, Position, and Location. At the bottom of the form, the 'Update Supervisor' button is highlighted in yellow.

Disable 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 by selecting the **edit icon** adjacent to the teacher.



Remove active Active then update Supervisor.

Student Information

Accessing Student Curriculum Reports

1. Click on the **Enrolments** heading on the top left-hand side menu. A list of all 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	M		Year 10	xl	15 SEP 2016	Accepted	print	view
32310	H	29684405	Year 12	xl	5 AUG 2016	Accepted	print	view
28561	TJ		Year 12	xl	15 JUN 2016	Withdrawn	print	view
29671	CI		Year 12	xl	8 JUN 2016	Withdrawn	print	view
28557	M		Year 12	xl	26 MAY 2016	Withdrawn	print	view
32303	VI		Year 11	xl	11 MAY 2016	Accepted	print	view
9776	CLAUDE, Catherine		Year 10	xl	31 MAR 2016	Accepted	print	view

2. Click on the print option for a student to access their Curriculum Report.

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
31636	M		Year 10	C	15 SEP 2016	Accepted	print	view
32310	H	29684405	Year 12	C	5 AUG 2016	Accepted	print	view
28561	TJ		Year 12	C	15 JUN 2016	Withdrawn	print	view
29671	CLAUDE, Amber-Lee		Year 12	Camden haven high school	8 JUN 2016	Withdrawn	print	view
28557	MCSOROCK, Kadenha		Year 12	Camden Haven High School	26 MAY 2016	Withdrawn	print	view
32303	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

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- given by their teacher
 - Date sent/returned/marked

TP	Course No	Resource	Student Feedback	Date Sent	Date Returned	Date Marked
Stage 6 Biology - Year 11	[0]	Introduction Pack		14 FEB 2020		
			04 MAY 20 - Assessment feedback - Cover Page - Mr Mathew Ward			
Stage 6 Biology - Year 11	[1]	Assessment task 1: Enzymes	Well done your report was outstanding and systematically covered all of the marking criteria. You hit every row and as a result you have done really well in this assessment task. The only area that you lost marks on was the referencing section, this is of minor consequence due to your comprehensive covering of the marking criteria in all other sections. Although, there were a couple of confused terms in the report that I would like you to have a look over, they were cleared up later in the report but they were significant. I have made notes on the page and in the making guide please make sure that you read all of them. Overall the task was really well done and completed to a very high standard. Keep up the great work.	4 MAR 2020		5 MAY 2020
			15 MAY 20 - Student Feedback - Mr Mathew Ward			
Stage 6 Biology - Year 11	[1]	WORKING SCIENTIFICALLY & DEPTH STUDIES	Great work Nysie, make sure that you read all my not both here and under the questions. Depth studies in science are a great way to find out more information about particular areas that you're interested in. They do require the correct application of a scientific method in order for them to be valid and reliable. They also require a good understanding of the ways in which data can be presented and communicated to the person reading it, there are certain processes and protocols that need to be followed when putting together results so that they are easily understood and unambiguous in what they are showing. A depth study can look at both qualitative and quantitative data in order to have a complete understanding of the outcomes of the study. You will be required to complete one depth study in both year 11 and 12, therefore, having a good understanding of what they are and how to complete them is essential and doing well in the biology course. In this module, you do have access to the actual depth study that will be your assessment task and you can open it and start whenever you like. Make sure that you watch the videos as well as they will help with the task. I hope you found it interesting keep up the good work.	14 FEB 2020		
Stage 6 Biology - Year 11	[2]	Depth Study		26 MAY 2020		
			17 FEB 20 - Student Feedback - Mr Mathew Ward			
Stage 6 Biology - Year 11	[2]	Part 1: Cellular structures	Great work Nysie, this was well done with most of your answers being spot on. I do often make comment in the additional comment section under the questions even if they correct so please read them all as they can often help with understanding. As you may have determined from this first weeks work membranes are vital in working of a cell, they assist or control all the functions within a cell such as internal movement, providing reaction surfaces for most of the cellular reactions and the majority of the cell organelles are made up of them. Overall this quiz was done well, keep doing your best and sending in the good work.	14 FEB 2020	17 FEB 2020	17 FEB 2020
			26 FEB 20 - Student Feedback - Mr Mathew Ward			
Stage 6 Biology - Year 11	[3]	Part 2: Cells and Membranes	Good work Nysie for getting another week done. As you can see from this week's work that the advancements that Biology has made in understanding cells have gone hand in hand with improvements in microscope technology. The understanding and communication of these discoveries are often done with scientific models and in Biology, we have work traditionally with visual models but this is changing as mathematical and computer simulation models are becoming more advanced and can model processes as well as structures better. As you have discovered that much of what we look at and try to understand in Biology is microscopic, far too small to be seen with the naked eye. Understanding how magnification and scaling are used is important when we are comprehending them and in describing their interactions. For example, plant and animal cells are much larger in size when compared to a bacterial cell. In fact, the mitochondria in plant and animal cells are about the size as a bacterial cell. Which is an interesting fact because the current model for mitochondrial (and chloroplasts) is that it is an old bacteria that live symbiotically with eukaryotic cells, as mitochondria have their own DNA and grow and divide separately to the cell. I hope that you have found it interesting and keep up the good work.	14 FEB 2020		26 FEB 2020

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 Canvas or paper-based work packages. The amount of detail will vary according to the course.

Accessing Student Content

From the **Enrolments** section, click on the **view** option for the student to access their **Student Content**.

26 JUN 2022 17:15

My School **ENROLMENTS** 2022

Supervisors K

Enrolments Search for Enrolments

Continuing First Name : Last Name :

Log Out NESA-ID : Grade : Select an ...

[Recently Updated] Found 1 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
11111111	King, Joe	12345678	Year 10	Southern Cross School of Distance Education	22 JUN 2022	Accepted	print	view

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

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The Student Content link will allow you to access a range of information for a single student accessed from the following page

27 JUN 2022 06:46

My School

Supervisors

Enrolments

Continuing

Joe King
Classes
Markbook
Reports

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Log Out

CLASSES : Joe King - Year 10 - 2022

Faculty	Course	Class	Teacher	WorkPhone	Email Address	Returns
TAS	Stage 5 Child Studies - Year 9 - 200 Hrs	9CStd.DowP	Phillip Dowling		phillip.dowling@det.nsw.edu.au	0 / 14
TAS	TEST Course	TestCourse.DowP	Phillip Dowling		phillip.dowling@det.nsw.edu.au	0 / 17

Curriculum Report
Curriculum Report
Student Planner
Assess Schedule

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Classes

- lists all the courses the student is currently studying at our school
- The class name
- The teacher delivering the course
- Teachers School desk phone number
- Teacher's email
- The return rates for each course – Learning Activities (LA) returned / weeks of study eg. 0/12

Student Planner: a summary of the students learning activities (LA) with recommended starting dates and completion dates (Date marked by teacher)



Southern Cross
SCHOOL OF DISTANCE EDUCATION

Student Learning Planner 2022 TEST Course

Student: Joey King Kyogle Learning Hub

Term	Week	LA	Learning Plan	Start	Submitted	Completed
TERM 4 4 OCT 2021 17 DEC 2021	1	0	Course Introduction	11 OCT 2021		
	2	1	LA Test 1	11 OCT 2021		25 OCT 2021
	3	2	LA Test 2	18 OCT 2021		25 OCT 2021
	4	3	LA Test 3	25 OCT 2021		1 NOV 2021
	5	4	LA Test 4	1 NOV 2021		
	6	5	Assessment Task 1	8 NOV 2021		
	7	6	LA Test 5	15 NOV 2021		
	8	7	LA Test 6	22 NOV 2021		

Assessment Schedule: for each course

Stage 6 Engineering Studies - Year 12

Assessment Schedule

TASK NAME	TASK TYPE	DUE DATE	OUTCOMES	TASK WEIGHT
Task 1 Civil Structures report	Research Task	8 DEC 2021	H1.2, H2.1, H3.2, H4.2, H5.1, H6.1, H6.2	25%
Task 2 Aeronautical Engineering Report	Research Task	30 MAR 2022	H1.2, H2.2, H3.2, H4.1, H4.3, H5.2, H6.1	20%
Task 3 Overnight Assignment	Written Work	29 JUN 2022	H1.1, H1.2, H3.1, H3.3, H4.2, H4.3	25%
Task 4 Trial HSC Examination	Examination	8 AUG 2022	H1.2, H2.1, H2.2, H3.1, H3.3, H4.1, H6.1	30%

Outcomes assessed may change but will be correct at the time of the formal assessment notification

Assessment Components

TASK NAME	Knowledge and understanding of course content	Knowledge and skills in research, problem solving and communication related to engineering practice	TOTAL VALUE
Task 1 Civil Structures report	10	15	25
Task 2 Aeronautical Engineering Report	5	15	20
Task 3 Overnight Assignment	20	5	25
Task 4 Trial HSC Examination	25	5	30
Weighting	60	40	100

Syllabus Outcomes

OUTCOME	DESCRIPTION
H1.1	Describes the scope of engineering and critically analyses current innovations
H1.2	Differentiates between the properties and structure of materials and justifies the selection of materials in engineering applications

Markbook

- lists all activities related to assessment for a course
- Date the assessment is due
- A link to the notification information of the assessment and a printable version 



27 JUN 2022 09:00

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ACTIVITIES : Joe King - Year 10 - 2022

[Semester 1] Semester 2

Course	Date	Activity	Results
TEST Course	12 JUN 2022	Test assessment	-

Included in Reports
 Semester Exam

Reports

Semester 1 & 2 student school reports can be accessed from here – to see previous years reports, change the year in **My School** on the side menu.

Register

This gives access to warning letters and awards (and additional information if set up by the school) – click on link “**Print Year 12 (Single Course / Project)**” to see and print full document.



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REGISTER : Joe King - Year 10 - 2022

Incident History

Date	ID	Category	Course	Points
1 FEB 2022	5617852	Awards - Merits	Tweed Outreach	+1
		Merit - Yr Adviser	Print Year Adviser	
23 FEB 2022	5741930	Awards - Merits	Stage 6 Skills for Work and Vocational Pathways (180 Hrs) 3 units x 1 year	
		Merit - Achievement of VET Competency	Print Achievement of VET Competency	
23 FEB 2022	5741968	Awards - Merits	Stage 5 Child Studies - Year 9 - 200 Hrs	+1
		Merit - Academic	Print Academic Award	
12 MAY 2022	5860820	Warning Letters	TEST Course	
		Year 12 (Single Course / Project)	Print Year 12 (Single Course / Project)	
2 JUN 2022	5887282	Awards - Merits	Stage 5 Child Studies - Year 9 - 200 Hrs	+1
		Merit - Yr Adviser	Print Year Adviser	

Active Incident Completed Incident

Incident Summary	T1	T2	T3	T4	Total	Points
Awards - Merits	3	1	0	0	4	+3
Warning Letters	0	1	0	0	1	

Attendance

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

ATTENDANCE : Joe King - Year 10 - 2022

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January 2022							February 2022							March 2022							April 2022						
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	8	9	10	11	12	13	14	15	16	17	18	19
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
23	24	25	26	27	28	29	30	31																			
30	31																										

May 2022 June 2022 July 2022 August 2022
September 2022 October 2022 November 2022 December 2022

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

Active Weeks : 13
9CStd.DowP 0 / 14
TestCourse.DowP 3 / 17

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

- Active Weeks: the number of weeks the student has been enrolled with our school for the current calendar year.
- 11DAT.AcrD 13 / 24 54%
11ESTD.AcrD 11 / 24 46% the class name followed by LA's returned / weeks enrolled in course, giving an approximate % work return rate.

Communication

Gives a record of the student's course communications.

27 JUN 2022 09:18

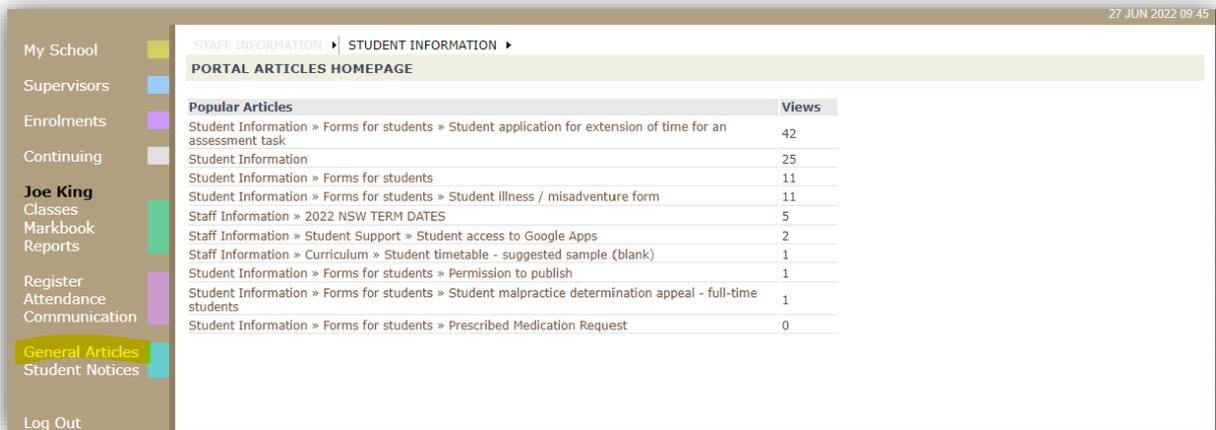
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COURSE COMMUNICATION			
Updated	Course	Engagements / Actions	Created
17 MAY 2022 10:04	TEST Course	17 MAY 2022 10:03 - Emailed Student - Mr Phillip Dowling 29 MAR 2022 13:02 - SMS student (this will send a text message) - Mr Richard Mills 21 FEB 2022 12:08 - Emailed Student - Mr Bryce Webster 09 FEB 2022 15:18 - Emailed Student - Mr Bryce Webster 09 FEB 2022 15:04 - SMS student (this will send a text message) - Mr Bryce Webster 09 FEB 2022 14:56 - Emailed Student - Mr Bryce Webster 07 FEB 2022 09:13 - Emailed Student - Mr Phillip Dowling 03 FEB 2022 21:34 - Emailed Student - Mr Phillip Dowling 03 FEB 2022 21:31 - SMS student (this will send a text message) - Mr Phillip Dowling 03 FEB 2022 21:29 - SMS student (this will send a text message) - Mr Phillip Dowling 03 FEB 2022 21:25 - Emailed Student - Mr Phillip Dowling 03 FEB 2022 21:23 - Emailed Student - 03 FEB 2022 21:20 - Emailed Student - Mr Phillip Dowling 03 FEB 2022 21:20 - Emailed Student - 03 FEB 2022 20:40 - Emailed Home Supervisor - Mr Phillip Dowling 03 FEB 2022 20:39 - Emailed School Supervisor - Mr Phillip Dowling 03 FEB 2022 20:38 - Emailed Student - Mr Phillip Dowling 31 JAN 2022 11:07 - Emailed Student - Mr Phillip Dowling 31 JAN 2022 03:15 - Emailed School Supervisor - Mr Phillip Dowling 31 JAN 2022 03:15 - Emailed Home Supervisor - Mr Phillip Dowling	20 JUL 2021
2 DEC 2021	Tweed Outreach		2 DEC 2021
11 NOV 2021	Stage 5 Child Studies - Year 9 - 200 Hrs	30 JAN 2022 09:38 - Emailed School Supervisor - Mr Phillip Dowling 30 JAN 2022 09:34 - Emailed Home Supervisor - Mr Phillip Dowling	11 NOV 2021

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General Articles

Links to various information and websites. Eg. Examination timetables



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STAFF INFORMATION | STUDENT INFORMATION |

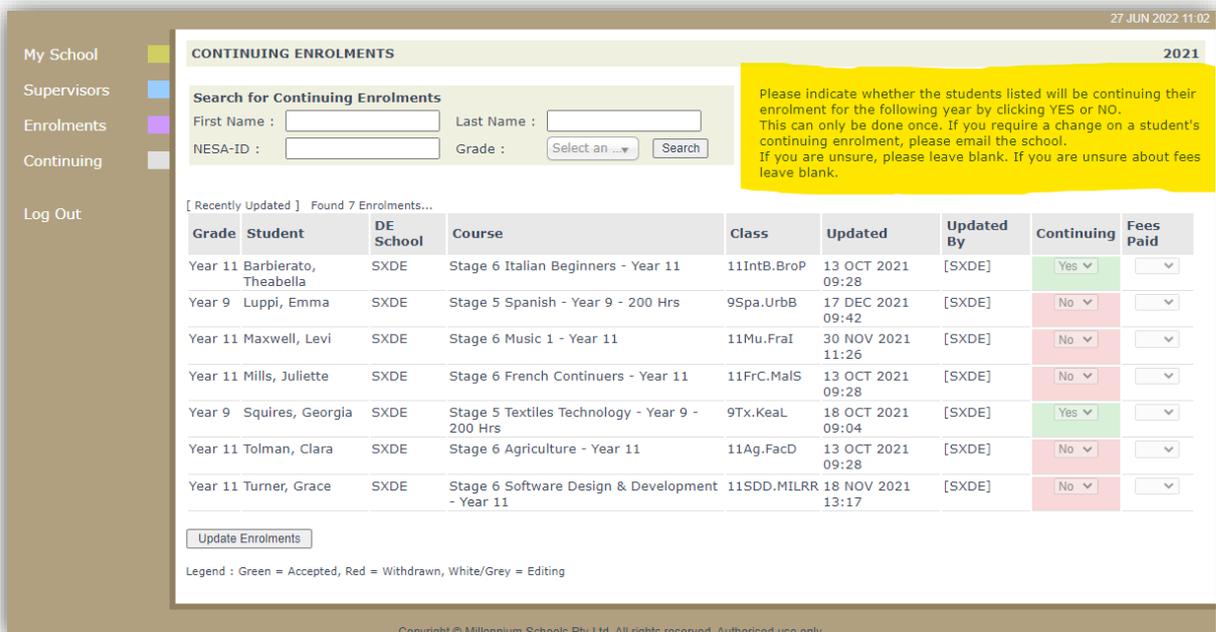
PORTAL ARTICLES HOMEPAGE

Popular Articles	Views
Student Information » Forms for students » Student application for extension of time for an assessment task	42
Student Information	25
Student Information » Forms for students	11
Student Information » Forms for students » Student illness / misadventure form	11
Staff Information » 2022 NSW TERM DATES	5
Staff Information » Student Support » Student access to Google Apps	2
Staff Information » Curriculum » Student timetable - suggested sample (blank)	1
Student Information » Forms for students » Permission to publish	1
Student Information » Forms for students » Student malpractice determination appeal - full-time students	1
Student Information » Forms for students » Prescribed Medication Request	0

Student Notices reminders and notifications for students.

Monitoring Students who are Continuing their Studies into the next Year

Select **Continuing** from the side menu - Once this is selected a searchable table appears listing all students and the course that they are enrolled in. ******(this display also lists the DE school that they are studying through)



27 JUN 2022 11:02

My School
Supervisors
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Log Out

CONTINUING ENROLMENTS 2021

Search for Continuing Enrolments

First Name : Last Name :
NESA-ID : Grade :

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. If you are unsure about fees leave blank.

[Recently Updated] Found 7 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing	Fees Paid
Year 11	Barbierato, Theabella	SXDE	Stage 6 Italian Beginners - Year 11	11IntB.BroP	13 OCT 2021 09:28	[SXDE]	Yes	
Year 9	Luppi, Emma	SXDE	Stage 5 Spanish - Year 9 - 200 Hrs	9Spa.UrbB	17 DEC 2021 09:42	[SXDE]	No	
Year 11	Maxwell, Levi	SXDE	Stage 6 Music 1 - Year 11	11Mu.FraI	30 NOV 2021 11:26	[SXDE]	No	
Year 11	Mills, Juliette	SXDE	Stage 6 French Continuers - Year 11	11FrC.MalS	13 OCT 2021 09:28	[SXDE]	No	
Year 9	Squires, Georgia	SXDE	Stage 5 Textiles Technology - Year 9 - 200 Hrs	9Tx.KeaL	18 OCT 2021 09:04	[SXDE]	Yes	
Year 11	Tolman, Clara	SXDE	Stage 6 Agriculture - Year 11	11Ag.FacD	13 OCT 2021 09:28	[SXDE]	No	
Year 11	Turner, Grace	SXDE	Stage 6 Software Design & Development - Year 11	11SDD.MILRR	18 NOV 2021 13:17	[SXDE]	No	

Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing

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Instructions displayed top right of screen. (These instructions can be used if the Distance Education School your students are studying with have allowed you online data entry for this continuing module.)

Features of this table

- a. Searches can be performed to select smaller groups of students eg. Grade – Year 11
- b. The information regarding continuing enrolments can be viewed from this page
 - i. If the student is continuing Yes/No or blank for unknown
 - ii. Fees paid for the course Yes/No/(N/A) or blank for unknown – this is a confirmation for your school records
- c. Updated – this indicates the date and time the information for this course was updated.
- d. Updated By
 - i. When updated via the Distance Education School main database (DEMS) the login name for the school is entered eg. [SXDE]
- e. 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
- f. If a school believes that the status of a student is incorrect, they will need to contact the Distance Education School to update.

Please **Log Out** of the DEMS Schools Portal once you have finished monitoring and checking the students' available data.

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
30557	MCCOY-COOR, Kadesha		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

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.

We thank you very much for your supervision of our students!



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.