



GUIDE TO THE MILLENNIUM SCHOOL PORTAL

Welcome to the Millennium School 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 curriculum reports. As more functions become available on Millennium, you will be given access to student assessment task grades via our Markbook and student reports.

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.

Millennium School Portal Access

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

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

<https://de.millenniumschoools.net.au/school/>

DEMS

Millennium School Portal

Username :

Password :

Login

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

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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** heading and scroll down to the Password field to change your temporary password.
2. Please modify any incorrect information about your school presented, if required.
3. Click on the grey Update **My School** button.

The screenshot shows a web interface for updating school details. On the left is a sidebar with navigation links: 'My School' (circled in red), 'Supervisors', 'Enrolments', and 'Log Out'. The main content area is titled 'MY SCHOOL : [Details]' and contains several form fields:

- Name : []
- Address : []
- City : []
- State : [NSW] Postcode : [3456]
- Phone : [] Fax : []
- PO Address : []
- City : []
- State : [NSW] Postcode : [1234]
- Login : oes-h
- Password : [] (A red arrow points to this field)
- Email : oes-h@det.nsw.edu.au
- Secondary Students : [100] Government School
- Year : [> 2020] (Select Year to administrate)

At the bottom of the form is a button labeled 'Update My School', which is 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 if and when the password is to be changed in future.



Adding a Supervisor

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 'Supervisors' page. On the left, a vertical menu contains 'My School', 'Supervisors', 'Enrolments', and 'Log Out'. The 'Supervisors' item is circled in red. The main content area is titled 'SUPERVISORS' and includes an 'Add Supervisor' button, also circled in red. Below this, it says 'Found 1 Supervisors...' and displays a table with the following data:

Name	Location	Relation
Clooney, Amal	Oceans Eleven Secondary	Principal

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

This screenshot is identical to the previous one, but the 'Add Supervisor' button in the main content area is circled in red to indicate it should be clicked.

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

The screenshot shows the 'SUPERVISORS : [Details]' form. The left menu is the same as in previous screenshots. The form fields are as follows:

- Title :
- FirstName :
- LastName :
- Gender :
- Location :
- Address :
- Phone :
- Fax :
- Email :
- Relation :

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

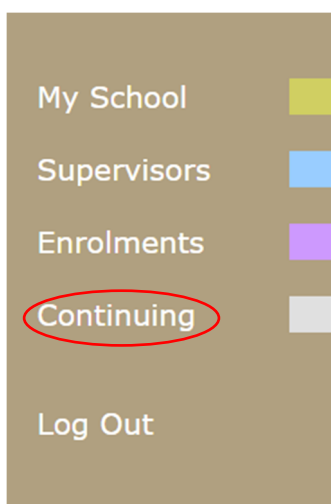


Instructions for Continuing Enrolments

The Distance Education School has several options related to giving Single Course Schools access to this module from the school portal. Choices are:

- **Disabled** – no access to student continuing enrolment data
- **School Portal read only** - can view student continuing enrolment data that has been entered by the distance education school
- **Student continuing data can be entered by Single Course School** - can add once only then it will be read only, any future changes need to be made through the Distance Education School.

1. Select **Continuing** from the USER menu of the School Portal



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

DEMS 5 AUG 2022 09:23

My School Oceans Eleven Secondary : 2022

Supervisors CONTINUING ENROLMENTS 2022

Enrolments

Continuing

Log Out

Search for Continuing Enrolments

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

Please indicate whether the students listed will be continuing their enrolment for the following year by clicking YES or NO. This can only be done once. If you require a change on a student's continuing enrolment, please email the school. If you are unsure, please leave blank.

[Recently Updated] Found 1 Enrolments...

Grade	Student	DE School	Course	Class	Updated	Updated By	Continuing
Year 11	Clooney, George	FSDE	Year 9 Mathematics 5.1 P3	9MATSP3.UA1	26 JUL 2022 12:15	vickie.krikowa	Yes

Update Enrolments

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



Features of this table

- a) Instructions are displayed top right of screen. ***(These instructions are only displayed if the Distance Education School has enabled this feature)***
- b) Searches can be performed to select smaller groups of students eg. Grade – Year 11.
- c) The information regarding continuing enrolments can be viewed from this page.
 - i. If the student is continuing Yes/No or blank for unknown
 - ii. Do not forget the page needs to be updated by selecting for data to be entered.
- d) **Updated** – this indicates the date and time the information for this course was updated.
- e) **Updated By**
 - i. When updated via the school portal the “Update By” field displays the prefix of the @ of the school email eg. [byronbay-h.school]
 - ii. When updated via the DE school main database (DEMS) the login name for the school is entered eg. [FSDE]
 - iii. The Distance Education School can view the details of each update.
- f) If Distance Education Schools enable their schools to update the continuing column, to maintain accuracy of data within the main database at each Distance Education School, data entry from the school portal can only be done once, and only if the fields are blank and active to accept data.
- g) Changes can be made by the Distance Education School if required and will reflect the status of each student on the school portal.
- h) If a school believes that the status of a student is incorrect, they will need to contact the Distance Education School to update.



Accessing Student Curriculum Reports

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**.

The screenshot shows the 'Enrolments' page. On the left is a navigation menu with 'Enrolments' circled in red. The main content area has a search form for enrolments and a table of results. The table has columns for SRN, Student, BOSID, Grade, DE School, Updated, Status, Curriculum Report, and Student Content. One student is listed: SRN 35382, Student Clooney, George, BOSID 12345678, Grade Year 11, DE School Finigan School of Distance Education, Updated 21 SEP 2020, Status Accepted, Curriculum Report print, Student Content view. A legend below the table states: Legend : Green = Accepted, Red = Withdrawn, White/Grey = Editing.

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

This screenshot is identical to the previous one, but the 'print' link in the 'Curriculum Report' column of the table is circled in red.

The Curriculum Report provides the following details for each student individually:

- Course name
- Title Page number and Resource (i.e. the sequence and name of the unit/work in the student's course schedule)
- Student Feedback
- Date sent/returned/completed.



Curriculum Report for : Clooney, George (Year 12)						
Course	TP No	Resource	Student Feedback	Date Sent	Date Returned	Date Completed
Stage 6 Knitting 101 Year 12	[1]	Introduction to Knitting	03 MAR 17 - Student Feedback - Michael Waldon - Demonstrated a thorough understanding of the introductory concepts of knitting	1 MAR 2017	2 MAR 2017	3 MAR 2017
Stage 6 Knitting 101 Year 12	[2]	Introduction to Knitting	10 MAR 17 - Student Feedback - Michael Waldon - Demonstrated a thorough understanding of the introductory concepts of knitting via phone lesson.	1 MAR 2017	8 MAR 2017	10 MAR 2017
Stage 6 Knitting 101 Year 12	[3]	Knitting 101		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[4]	Knitting 101		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[5]	How to Knit	31 MAR 17 - Student Feedback - Michael Waldon - Needed assistance with grasping the concept of knitting in a practical sense.	1 MAR 2017	29 MAR 2017	31 MAR 2017
Stage 6 Knitting 101 Year 12	[6]	Choosing wool		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[7]	Basic Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[8]	Pearl Stitch		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[9]	Casting		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[10]	Begin to Knit	09 JUN 17 - Student Feedback - Michael Waldon - Needed assistance with the practical application of knitting concepts.	1 JUN 2017	7 JUN 2017	9 JUN 2017
Stage 6 Knitting 101 Year 12	[11]	Listening + Reading + Writing		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[12]	Practice 1	23 JUN 17 - Student Feedback - Michael Waldon - Practicing the pearl stitch, basic stitch and casting technique enabled George to demonstrate a deeper understanding of the practical applications of knitting.	1 JUN 2017	21 JUN 2017	23 JUN 2017
Stage 6 Knitting 101 Year 12	[13]	Practice 2		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[14]	Practice 3		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[15]	Major work 1		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[16]	Major work 2		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[17]	Major work 3		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[18]	Major work 4		1 JUN 2017		
Stage 6 Knitting 101 Year 12	[101]	Assessment Task 1		1 MAR 2017		
Stage 6 Knitting 101 Year 12	[102]	Assessment Task 2		1 MAY 2017		
Stage 6 Knitting 101 Year 12	[103]	Practical Examination		1 JUL 2017		
Stage 6 Knitting 101 Year 12	[104]	Final Examination		1 SEP 2017		

The Curriculum Report will allow you to track the student's progress in the course and provides a record of his/her 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 Moodle or paper-based work packages. The amount of detail will vary according to the course.



Accessing and Printing Individual Student Reports

Click on View

Year: 2023

[ACTIVE ENROLMENTS] ONLINE ENROLMENTS REPORTS 2023

A C D M O V W In Quota: 0

Search for Enrolments

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

[Recently Updated] Found 7 Enrolments...

ERN	Student	NESAs-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 11	NSW School of Languages	19 DEC 2022	Approved	print	view
			Year 10	NSW School of Languages	1 SEP 2023	Approved	print	view
			Year 12	NSW School of Languages	1 JUL 2022	Approved	print	view
			Year 11	NSW School of Languages	2 FEB 2023	Withdrawn	print	view
			Year 8	Southern Cross School of Distance Education	15 AUG 2023	Withdrawn	print	view
			Year 11	Dubbo School of Distance Education	21 JUL 2023	Approved	print	view
			Year 7	Secondary College of Languages	27 MAY 2023	Approved	print	view

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

Click on Reports

Click on Print Semester 1 Report

Year: 2023

REPORTS : - Year 11 - 2023

Printable Reports :

Print Semester 1 - 2023 (Published 26 JUN 2023)

Classes
Markbook
Reports
Register
Attendance
Communication
Files
General Articles
Student Notices

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



Bulk Printing Student Reports

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

Year: 2023

[ACTIVE ENROLMENTS] ONLINE ENROLMENTS **REPORTS** 2023

ACDMOVW In Quota: 0

Search for Enrolments

First Name : Last Name :

NESA-ID : Grade :

[Recently Updated] Found 7 Enrolments...

ERN	Student	NESA-ID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
			Year 11	NSW School of Languages	19 DEC 2022	Approved	print	view
			Year 10	NSW School of Languages	1 SEP 2023	Approved	print	view
			Year 12	NSW School of Languages	1 JUL 2022	Approved	print	view
			Year 11	NSW School of Languages	2 FEB 2023	Withdrawn	print	view
			Year 8	Southern Cross School of Distance Education	15 AUG 2023	Withdrawn	print	view
			Year 11	Dubbo School of Distance Education	21 JUL 2023	Approved	print	view
			Year 7	Secondary College of Languages	27 MAY 2023	Approved	print	view

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

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 click. Print.

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

31 AUG 2023 20:34

Year: 2023

ACTIVE ENROLMENTS ONLINE ENROLMENTS [REPORTS] 2023

DEMS School 2023	Grade	Students	Print Semester 1	Print Semester 2
Southern Cross School of Distance Education	Year 9	1	Print Semester 1 (1)	Print Semester 2 (0)
Southern Cross School of Distance Education	Year 11	5	Print Semester 1 (5)	Print Semester 2 (0)
Southern Cross School of Distance Education	Year 12	1	Print Semester 1 (1)	Print Semester 2 (0)
Dubbo School of Distance Education	Year 11	1	Print Semester 1 (1)	Print Semester 2 (0)
Camden Haven High School	Year 12	1	Print Semester 1 (1)	Print Semester 2 (0)
Finigan School of Distance Education	Year 9	1	Print Semester 1 (0)	Print Semester 2 (0)



Logging Out

Please **log out** of the Millennium Schools Portal once you have finished monitoring and checking the students' available data.

The screenshot shows the Millennium Schools Portal interface. On the left sidebar, the 'Log Out' button is circled in red. The main content area displays the 'ENROLMENTS' section for the year 2020. Below the header, there is a search form titled 'Search for Enrolments' with fields for First Name, Last Name, BOSID, and Grade, along with a 'Search' button. Below the search form, there is a table of enrolments with the following data:

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
35382	Clooney, George	12345678	Year 11	Finigan School of Distance Education	21 SEP 2020	Accepted	print	view

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

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