



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

My School [Details]

Name :

Address :

City :

State : Postcode :

Phone : Fax :

PO Address :

City :

State : Postcode :

Login : oes-h

Password :

Email :

Secondary Students : Government School

Year : (Select Year to administrate)



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

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 'SUPERVISORS' page. On the left, a navigation menu has 'Supervisors' highlighted with a red circle. The main content area shows a table with one supervisor listed.

Name	Location	Relation
Clooney, Amal	Oceans Eleven Secondary	Principal

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

The screenshot shows the 'SUPERVISORS' page with the 'Add Supervisor' button highlighted by a red circle. The table below it remains the same as in the previous screenshot.

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

The screenshot shows the 'SUPERVISORS : [Details]' page. The 'Update Supervisor' button at the bottom is highlighted with a red circle. The form fields are as follows:

Title :

FirstName :

LastName :

Gender :

Location :

Address :

Phone : Fax :

Email :

Relation :



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**.

The screenshot shows the 'Enrolments' page. On the left is a navigation menu with 'Enrolments' highlighted in pink. 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, George Clooney, is listed with a green background. The 'Curriculum Report' column for this student has a 'print' link.

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

2. 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 to indicate it should be clicked.



3. 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	IP 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	05 JUN 17 - Student Feedback - Michael Waldon - Needed assistance with the practical application of knitting concepts.	1 JUN 2017	7 JUN 2017	5 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 Student Reports

1. Click on View under

My School 2020

Supervisors **ENROLMENTS** 2020

Enrolments C

Log Out

Search for Enrolments

First Name : Last Name :

BOSID : Grade :

[Recently Updated] Found 1 Enrolments...

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

2. Click on Reports

3. Click on View Report

My School

Supervisors

Enrolments

REPORTS :

Indonesian Beginners - Preliminary

Semester 1 Report [view report](#)

Classes

Markbook

Reports

Register

Attendance

Communication

General Articles

Student Notices

Log Out

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



Logging Out

1. 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, a table shows the results of a search, with one enrolment listed for George Clooney. The table has columns for SRN, Student, BOSID, Grade, DE School, Updated, Status, Curriculum Report, and Student Content. A legend at the bottom indicates that Green = Accepted, Red = Withdrawn, and White/Grey = Editing.

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

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.