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.millenniumschools.net.au/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** 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.

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.

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**.

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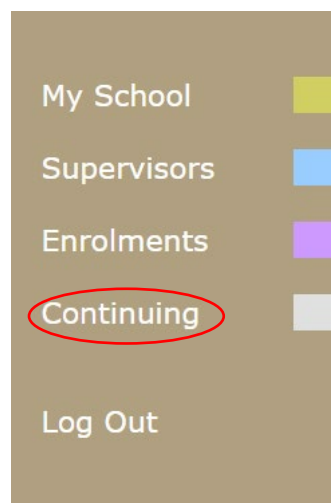
2. Once this is selected a searchable table appears listing all students and the course that they are enrolled in. **(this display also lists the DE school that your students are studying through)

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 [Update Enrolments] for data to be entered

d) **Updated** – this indicates the date and time the information for this course was updated.

e) **Updated By**
  iii. When updated via the School Portal the "Update By" field displays the prefix of the @ of the school email eg. [byronbay-h.school]
  iv. When updated via the DE school main database (DEMS) the login name for the school is entered eg. [FSDE]
  v. 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**.

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

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

Course	TP No	Resource	Student Feedback	Date Sent	Date Returned	Date Completed
Curriculum Report for : Clooney, George (Year 12)						
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 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 Student Reports

Click on View

Click on Reports

Click on View Report

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

Logging Out

Please **log** out of the Millennium Schools 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 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.