



GUIDE TO THE STUDENT PORTAL

Welcome to the Student Portal!

The Student Portal is the gateway for students studying via distance education. The Student Portal allows for the sharing of various information, including student curriculum reports, student assessment tasks and grades.

We hope you find the Student 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 the Student Portal.

Student Portal Access

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

1. Please go to the Millennium/Distance Education Management System (DEMS) Student Portal website using the following web address:

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

MILLENNIUM

Millennium Student & Parent Portal

Username :

Password :

School :

Login

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

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[0.000000 seconds]

2. Log in with the **Username** and **Password** provided to you via email.
3. Your school is **FSDE**.
4. Click on the **Login** button to access the Portal.

Updating your Account Details

1. Click on the **My Account** heading and scroll down to the Password field to change your temporary password.
2. Please check that your other details are correct.
3. Check that you are in the correct year in the top right hand corner. Use the drop down menu to select the correct year if it is incorrect.
4. Click on the grey **Modify User** button when complete.

The screenshot shows the DLEMS (Distance Learning Education Management System) interface. At the top left is the DLEMS logo. The main header area displays 'Finigan School of Distance Education' and a date/time stamp '5 FEB 2019 14:49'. Below this is a navigation menu with items like 'Home', 'My Settings', 'My Account', 'Log Out', 'Classes', 'Lessons', 'Timetable', 'Diary', 'Markbook', 'Reports', 'Register', 'Attendance', 'General Articles', 'Student Notices', and 'School Website'. The central content area is titled 'MODIFY MY ACCOUNT : [Details]' and contains the following fields: 'UserName : firstname.surname', 'FirstName : John LastName : Abcde', 'Email Address : firstname.surname@education.nsw.gov.au', and 'Password : [masked]'. A 'Modify User' button is located below the password field. A 'Year: 2019 v' dropdown menu is visible in the top right corner. The footer contains copyright information: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only. [0.011719 seconds]'.

Accessing Student Curriculum Reports

1. Click on the **Home** heading on the top left hand side menu. A list of all of the subjects being studied in the chosen calendar year will appear. Alternatively, you can click on the **Classes** heading on the left hand side menu.

The screenshot shows the Millennium Schools website interface. On the left is a vertical navigation menu with items: Home, My Settings, My Account, Log Out, Classes, Lessons, Timetable, Diary, Markbook, Reports, Register, Attendance, General Articles, Student Notices, and School Website. The 'Home' and 'Classes' items are highlighted with red boxes. The main content area displays the school name 'Finigan School of Distance Education' and 'CLASSES : George [redacted] - Year 12 - 2018'. Below this is a table with columns: Faculty, Course, Class, Teacher, Lessons, and Returns. A single row is visible: Outreach, Stage 6 Knitting 101, 12K101.VK1, Vickie [redacted], 0 / 29, and Curriculum Report.

| Faculty | Course | Class | Teacher | Lessons | Returns |
|----------|----------------------|------------|-------------------|---------|-------------------|
| Outreach | Stage 6 Knitting 101 | 12K101.VK1 | Vickie [redacted] | 0 / 29 | Curriculum Report |

2. Click on the **Curriculum Report** link on the right hand side of the page to access a curriculum report for each subject studied.

This screenshot is identical to the one above, but with a red box highlighting the 'Curriculum Report' link in the 'Returns' column of the table.

| Faculty | Course | Class | Teacher | Lessons | Returns |
|----------|----------------------|------------|-------------------|---------|-------------------|
| Outreach | Stage 6 Knitting 101 | 12K101.VK1 | Vickie [redacted] | 0 / 29 | Curriculum Report |

3. The Curriculum Report provides the following details for each subject 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 |
|------------------------------|-------|-------------------------------|--|------------|---------------|----------------|
| Stage 6 Knitting 101 Year 12 | [1] | Introduction to Knitting | 03 MAR 17 - Student Feedback - Michael [REDACTED] - 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 [REDACTED] - 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 [REDACTED] - 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 [REDACTED] - 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 [REDACTED] - Practising 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 MAR 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 | | |

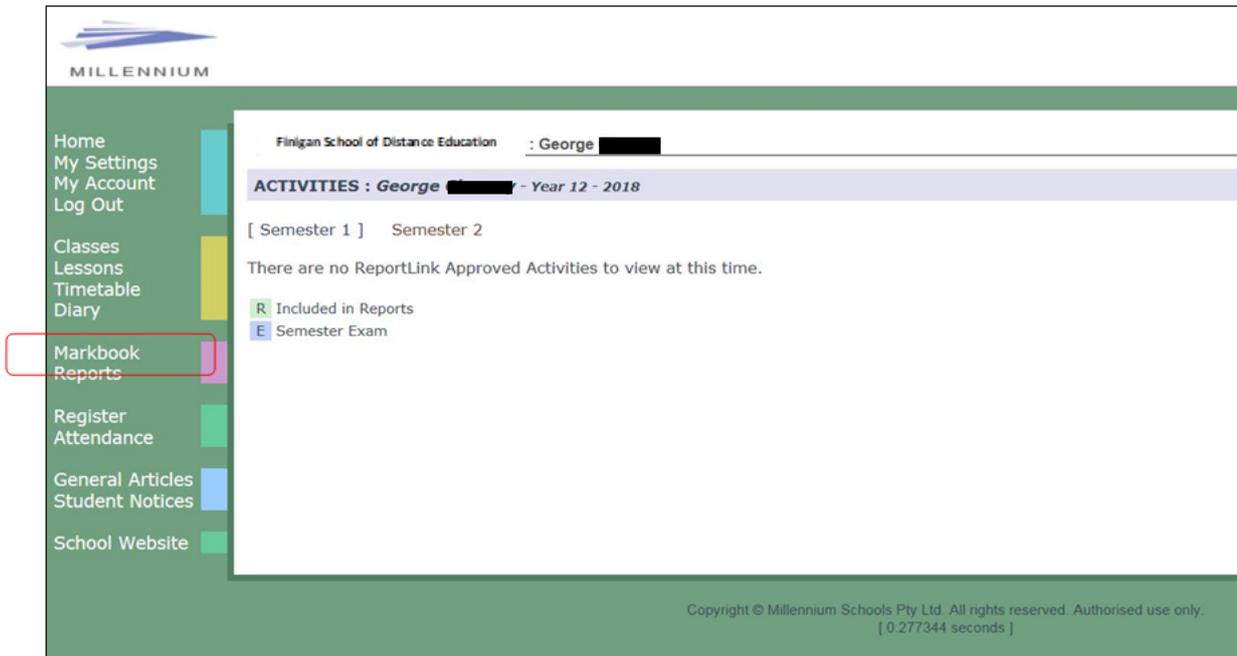
The Curriculum Report will allow you to track the student progress in the course and provides a record of his/her application and work submission frequency in the course.



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.

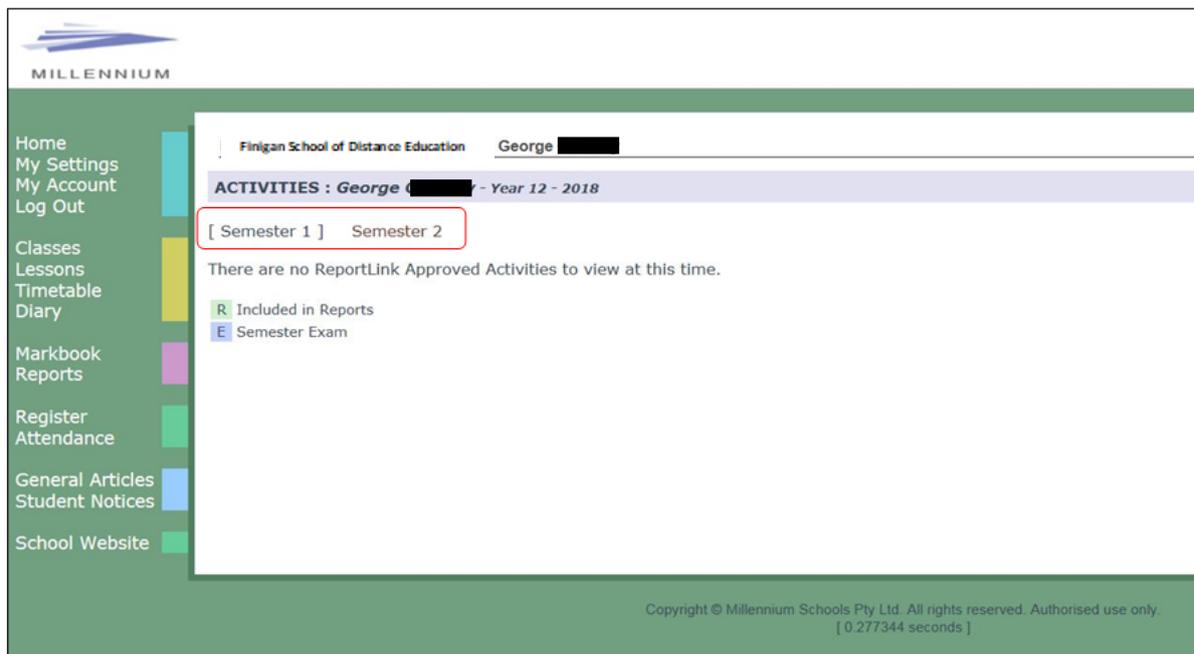
Accessing Assessment Tasks and Grades in the Markbook

1. Click on the **Markbook** heading on the left hand side menu. A list of all of the assessment tasks that have been made available in the Markbook for the chosen semester, in each subject being studied, in the chosen calendar year, will appear.



The screenshot shows the Millennium Schools website interface. On the left-hand side, there is a vertical menu with various options. The 'Markbook Reports' option is highlighted with a red rectangular box. The main content area displays the user's name 'George [redacted]' and the current semester 'Year 12 - 2018'. Below this, there are two tabs: '[Semester 1]' and 'Semester 2'. The text 'There are no ReportLink Approved Activities to view at this time.' is displayed. Below the text, there are two legend items: 'R Included in Reports' and 'E Semester Exam'. At the bottom right of the page, there is a copyright notice: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only. [0.277344 seconds]'.

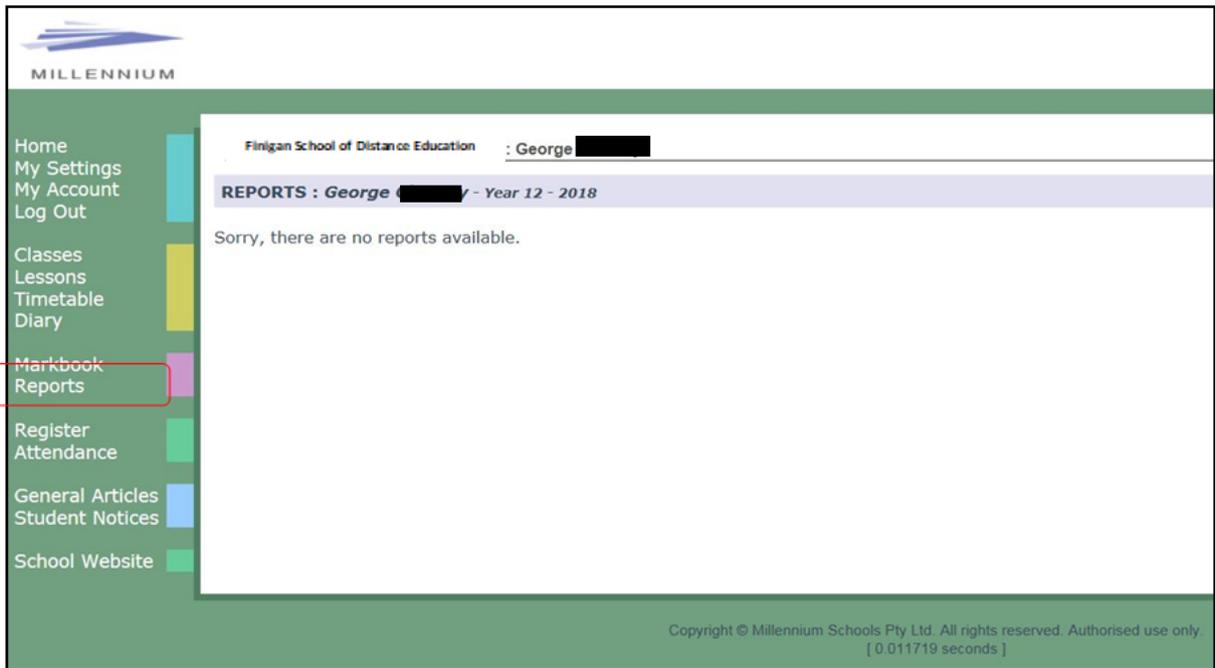
2. To change between semester 1 and semester 2 simply click on the link at the top of the page for your desired semester.



The screenshot shows the Millennium Schools website interface, similar to the previous one. The 'Markbook Reports' option in the left-hand menu is no longer highlighted. Instead, the two tabs at the top of the main content area, '[Semester 1]' and 'Semester 2', are highlighted with a red rectangular box. The rest of the page content, including the user name, semester, and legend items, remains the same. The copyright notice at the bottom right is also present: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only. [0.277344 seconds]'.

Accessing Student Reports

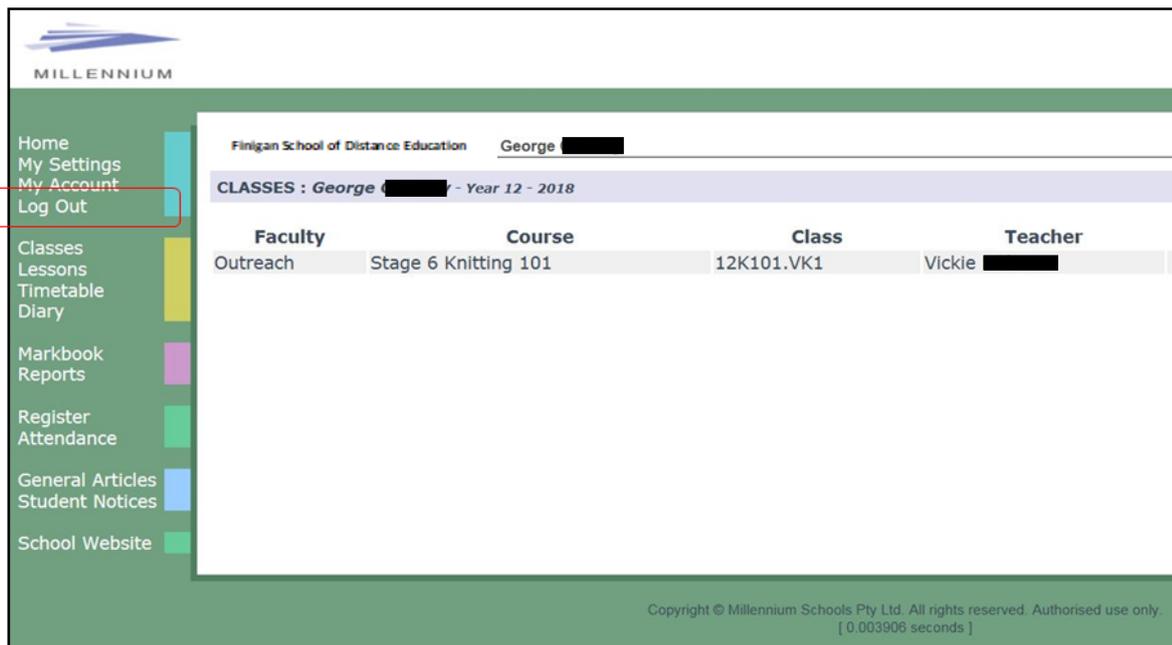
1. Click on the **Reports** heading on the left hand side menu. A list of all of the reports that have been made available in the Markbook for the chosen semester, in each subject being studied, in the chosen calendar year, will appear.



The screenshot shows the Millennium Schools website interface. The top left corner features the Millennium logo. A green navigation menu on the left lists various options: Home, My Settings, My Account, Log Out, Classes, Lessons, Timetable, Diary, Markbook Reports (highlighted with a red box), Register Attendance, General Articles, Student Notices, and School Website. The main content area displays the user's name 'George' and the page title 'REPORTS : George - Year 12 - 2018'. Below this, a message states 'Sorry, there are no reports available.' The footer contains copyright information: 'Copyright © Millennium Schools Pty Ltd. All rights reserved. Authorised use only. [0.011719 seconds]'.

Logging Out

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



The screenshot shows the Millennium Student Portal interface. The top navigation bar includes 'Home', 'My Settings', 'My Account', and 'Log Out', with 'Log Out' highlighted by a red box. The main content area displays the user's name 'George [redacted]' and the current class 'CLASSES : George [redacted] - Year 12 - 2018'. Below this is a table with columns for Faculty, Course, Class, and Teacher. The table contains one row: Outreach, Stage 6 Knitting 101, 12K101.VK1, and Vickie [redacted]. The footer contains copyright information for Millennium Schools Pty Ltd.

| Faculty | Course | Class | Teacher |
|----------|----------------------|------------|-------------------|
| Outreach | Stage 6 Knitting 101 | 12K101.VK1 | Vickie [redacted] |

We hope that the Student Portal provides an effective medium through which you will be able to monitor the your engagement and progress in your distance education course.

IMPORTANT NOTICE:

The Millennium/DEMS Student Portal is a password protected online resource for students. 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 Student Portal by distance education students. Distance education schools reserve the right to deactivate/suspend access to the Student Portal following any disclosure of passwords and/or access to third party persons or groups.