

Saturday School of Community Languages

Connection Diversity Excellence

Welcome to the DEMS/Millennium School Portal!

The DEMS/Millennium School Portal is the gateway for supervising students studying a language at the Saturday School of Community Languages (SSCL).

The Portal will assist with the day to day management of your students who are enrolled across centres of the SSCL, providing you with a list of the students enrolled and allowing you to view attendance and academic reports. Please note that the system also lists the students from your school studying a language at the NSW School of Languages (NSL).

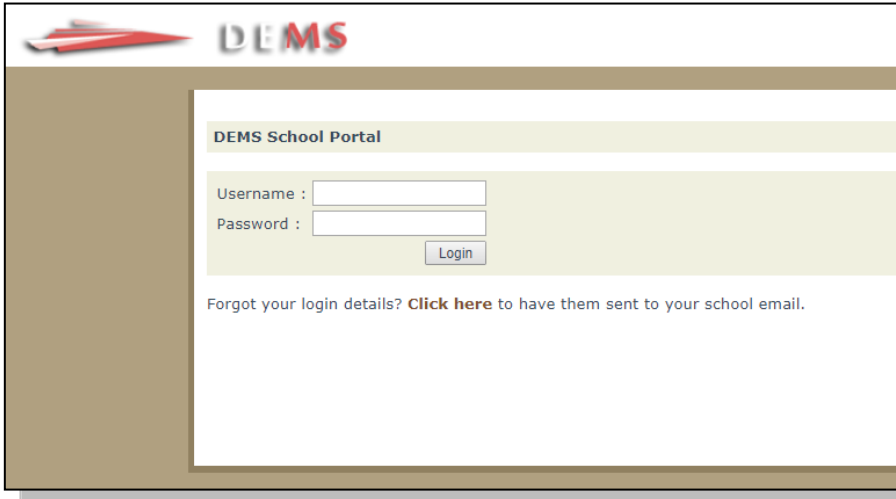
Please follow the steps below to access and navigate your school's Portal.

School Portal Access

Although the School Portal is accessible in all browsers, we recommend the use of the **Google Chrome browser**.

1. Please go to the DEMS/Millennium School Portal website:

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

A screenshot of the DEMS School Portal login page. The page features a header with the DEMS logo (a red stylized 'D' and 'M' with 'DEMS' text) and a main content area with a light green background. The content area contains the text 'DEMS School Portal' followed by two input fields: 'Username : [input]' and 'Password : [input]'. Below these fields is a 'Login' button. At the bottom of the content area, there is a link: 'Forgot your login details? [Click here](#) to have them sent to your school email.'

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

3. Click on the **Login** button to access the Portal.

E: saturdaycl-h.school@det.nsw.edu.au

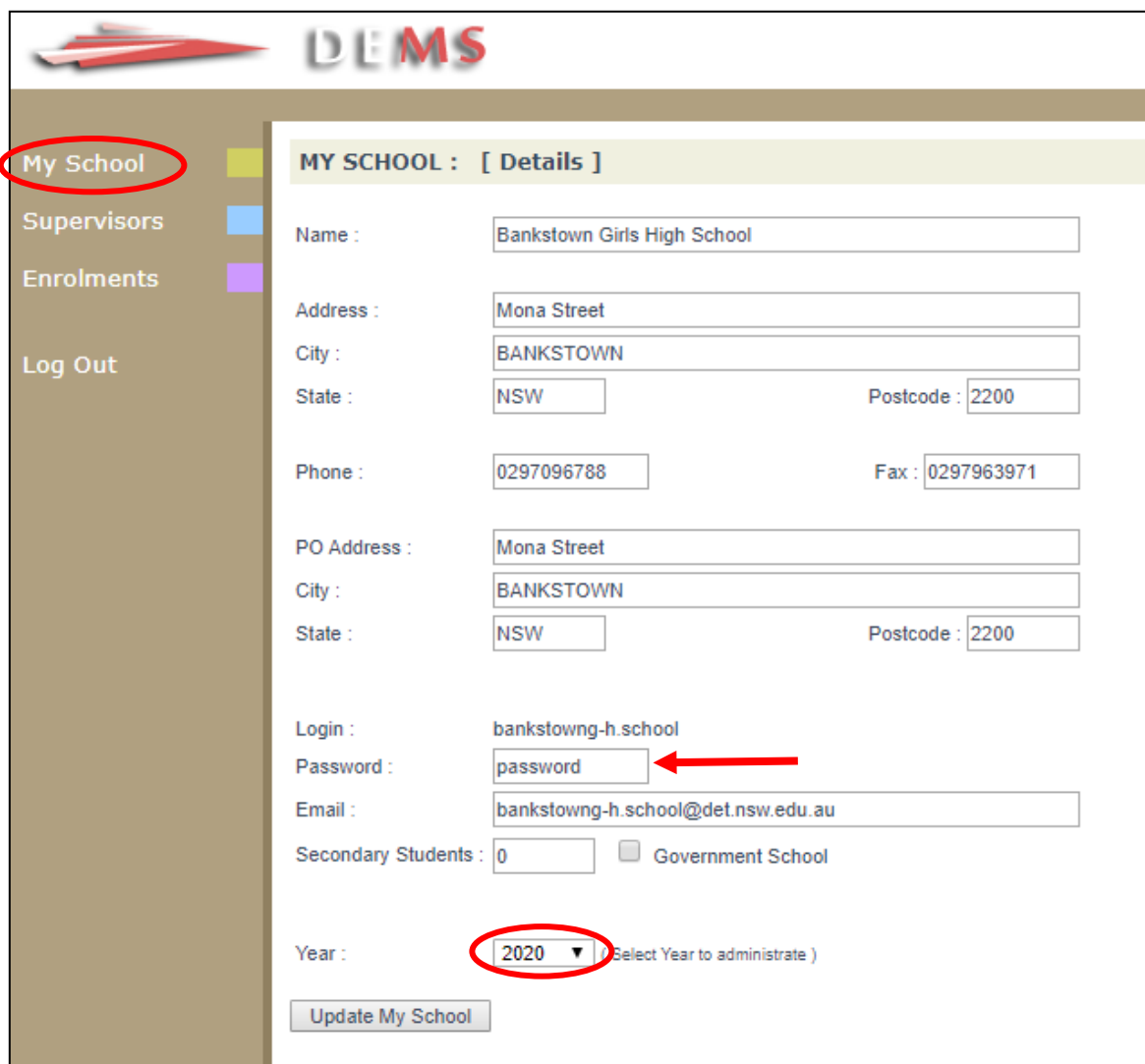
P: 02 9244 5748



Education

Changing your password

1. Click on the **My School** heading and ensure that the **Year** is set to **2020**. Please change your password to a new one in the Password field, if required.
2. Modify any incorrect information about your school, if required. (e.g. school population).
3. Click on the grey **Update My School** button.



DEMS

MY SCHOOL : [Details]

My School (circled in red)

Supervisors

Enrolments

Log Out

Name : Bankstown Girls High School

Address : Mona Street

City : BANKSTOWN

State : NSW Postcode : 2200

Phone : 0297096788 Fax : 0297963971

PO Address : Mona Street

City : BANKSTOWN

State : NSW Postcode : 2200

Login : bankstowng-h.school

Password : password (red arrow points here)

Email : bankstowng-h.school@det.nsw.edu.au

Secondary Students : 0 Government School

Year : 2020 (circled in red) (Select Year to administrate)

Update My School

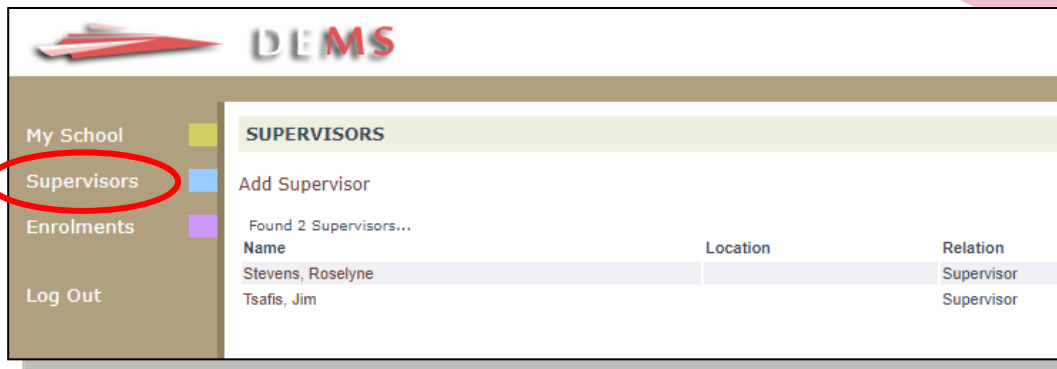
**PLEASE!!
NOTE**

Your **school's password** will need to be known by **ALL** Supervisors of the Saturday School and NSW School of Languages students at your school.

Please inform all Supervisors at your school if and when the password is **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.



The screenshot shows the DEMS interface. On the left-hand side menu, the 'Supervisors' option is highlighted with a red circle. The main content area displays the 'SUPERVISORS' heading and a table listing two supervisors: Stevens, Roselyne and Tsafis, Jim, both with the relation 'Supervisor'.

Name	Location	Relation
Stevens, Roselyne		Supervisor
Tsafis, Jim		Supervisor

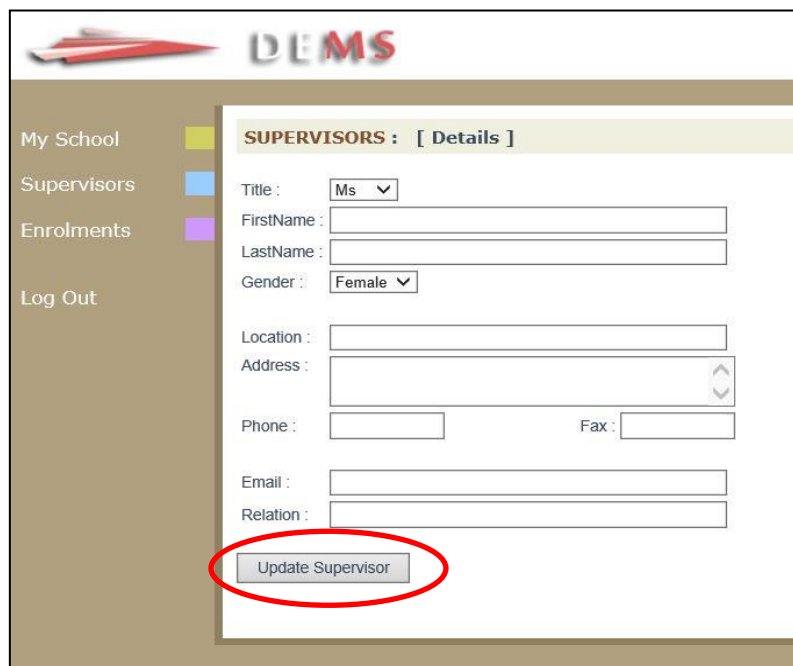
2. To add a supervisor for your school, click on **Add Supervisor**.



The screenshot shows the DEMS interface. On the left-hand side menu, the 'Add Supervisor' button is highlighted with a red circle. The main content area displays the 'SUPERVISORS' heading and a table listing two supervisors: Stevens, Roselyne and Tsafis, Jim, both with the relation 'Supervisor'.

Name	Location	Relation
Stevens, Roselyne		Supervisor
Tsafis, Jim		Supervisor

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



The screenshot shows the DEMS interface. The left-hand side menu is visible. The main content area displays the 'SUPERVISORS : [Details]' heading and a form for adding a supervisor. The 'Update Supervisor' button is highlighted with a red circle.

Form fields:

- Title : Ms (dropdown)
- FirstName : [text input]
- LastName : [text input]
- Gender : Female (dropdown)
- Location : [text input]
- Address : [text input]
- Phone : [text input]
- Fax : [text input]
- Email : [text input]
- Relation : [text input]

Update Supervisor (button)

Accessing Student Content

1. From the **Enrolments** section, click on the **view** option for the student to access his/her **Student Content**. Please note: Curriculum Report option is for NSL students only.

DEMS

31 MAY 2019 22:52

My School

Supervisors

Enrolments

Log Out

ENROLMENTS 2019

D H L N P R T V W

Search for Enrolments

First Name : Last Name :

BOSID : Grade : Search

[Recently Updated] Found 17 Enrolments...

SRN	Student	BOSID	Grade	DE School	Updated	Status	Curriculum Report	Student Content
	Year 12	Saturday School of Community Languages	25 MAY 2019	Accepted	print	view		
	Year 10	Saturday School of Community Languages	25 MAY 2019	Accepted	print	view		
	Year 11	Saturday School of Community Languages	23 MAY 2019	Withdrawn	print	view		
	Year 11	Saturday School of Community Languages	18 MAY 2019	Accepted	print	view		
	Year 11	Saturday School of Community Languages	18 MAY 2019	Accepted	print	view		
	Year 11	Saturday School of Community Languages	18 MAY 2019	Accepted	print	view		

Student names and SRN listed here

2. The **Student Content** section will allow you to access a range of information, including:

DEMS

My School

Supervisors

Enrolments

Student Content

Classes

Markbook

Reports

Register

Attendance

Communication

General Articles

Student Notices

Log Out

CLASSES Student Name

Faculty	Courses
SSCL - Ashfield BHS centre	Spanis
SSCL - Ashfield BHS centre	Spanis

Classes: a list of the course(s) in which the student is enrolled and his/her teacher details.

Markbook: a record of the Assessment tasks and marks achieved. A **line graph** indicating the student's % mark in relation to the cohort is also provided to display a visual comparison of the student's mark for each assessment task.

Reports: access to download the Semester 1 and Semester 2 **academic Student Reports**.

Register/ Communication: a record of the student's course communications and **Warning Letters** issued.

Attendance: a record of the student's attendance calendar with an **overall %** and **term by term attendance %** breakdown (please see sample on the following page).

Sample display of a student's Attendance calendar with Overall and Term by Term attendance %:

My School
Supervisors
Enrolments
Classes
Markbook
Reports
Registrar
Attendance
Communication
General Articles
Student Notices
Log Out

ATTENDANCE : ██████████ Year 12 - 2020

January 2020							February 2020							March 2020							April 2020						
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						1							1					1	2	3	4
5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	7	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	8	9	10	11	12	13	14	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	15	16	17	18	19	20	21	19	20	21	22	23	24	25
26	27	28	29	30	31		23	24	25	26	27	28	29	22	23	24	25	26	27	28	26	27	28	29	30		
														29	30	31											

May 2020							June 2020							July 2020							August 2020								
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		1	2	3	4	5	6						1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29			
																					30	31							

September 2020							October 2020							November 2020							December 2020						
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
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
														29	30												

Active Weeks :
PERC-H- 0 /
ARTH.PasM 1

Attendance: 67.8%
Term 1: 61.1%
Term 2: 80%
Term 3: -
Term 4: -

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

My School
Supervisors
Enrolments
Log Out

ENROLMENTS
A B C D F G H J K L M P S T V W

Search for Enrolments
First Name : Last Name :
BOSID : Grade : Search

We hope that the Portal provides an effective medium through which you will be able to monitor your students' attendance and achievements in their language course.

We thank you for your supervision of our students!

IMPORTANT NOTICE:

The DEMS/Millennium 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 student(s) at your school. Saturday School of Community Languages reserves the right to deactivate/suspend a school's access to the Portal following any disclosure of passwords and/or access to third party persons or group.