

Guide to the Parent/Carer Portal



Welcome to the Parent/Carer Portal!

The Parent/Carer Portal is the gateway for information related to your child's studies at NSW School of Languages, including access to student engagement, communications in the course and academic reports.

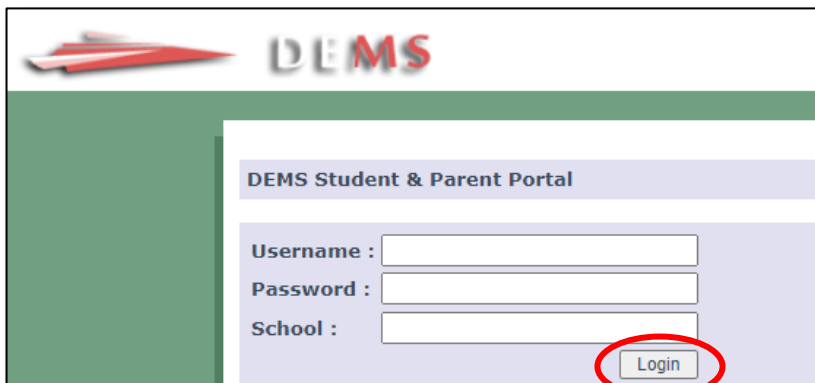
1. Accessing the Portal

Follow the steps to access and navigate the Portal. We recommend the use of the Google Chrome browser.

1. Go to the Distance Education Management System (DEMS) Parent/Carer Portal website:

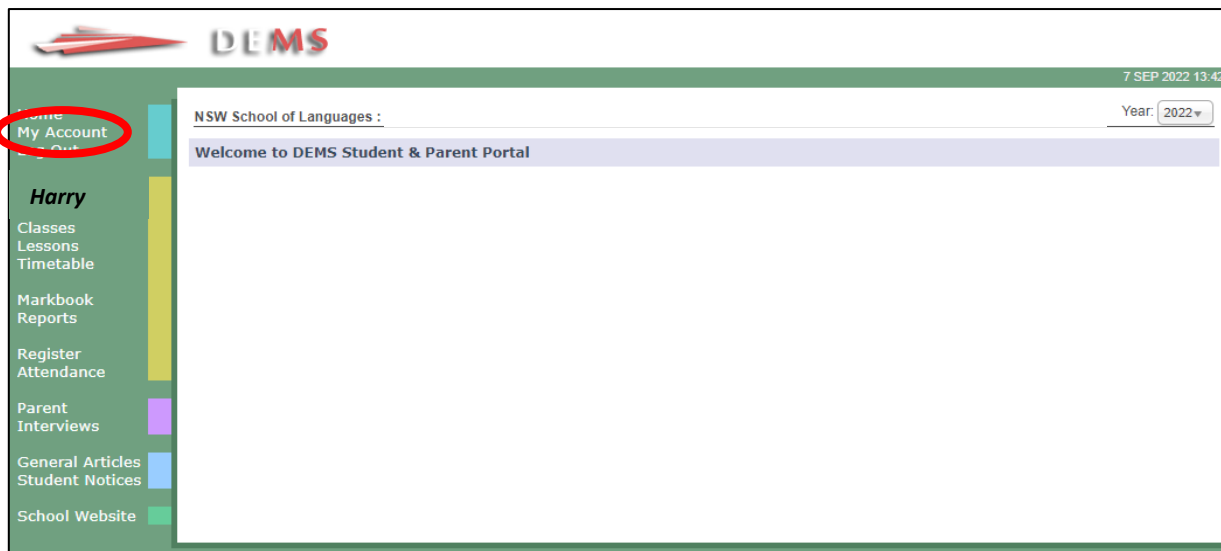
<https://de.millenniumschoools.net.au/portal/>

2. Enter your Portal **login details** provided in the email sent to you. Click on the grey **Login** button to enter.



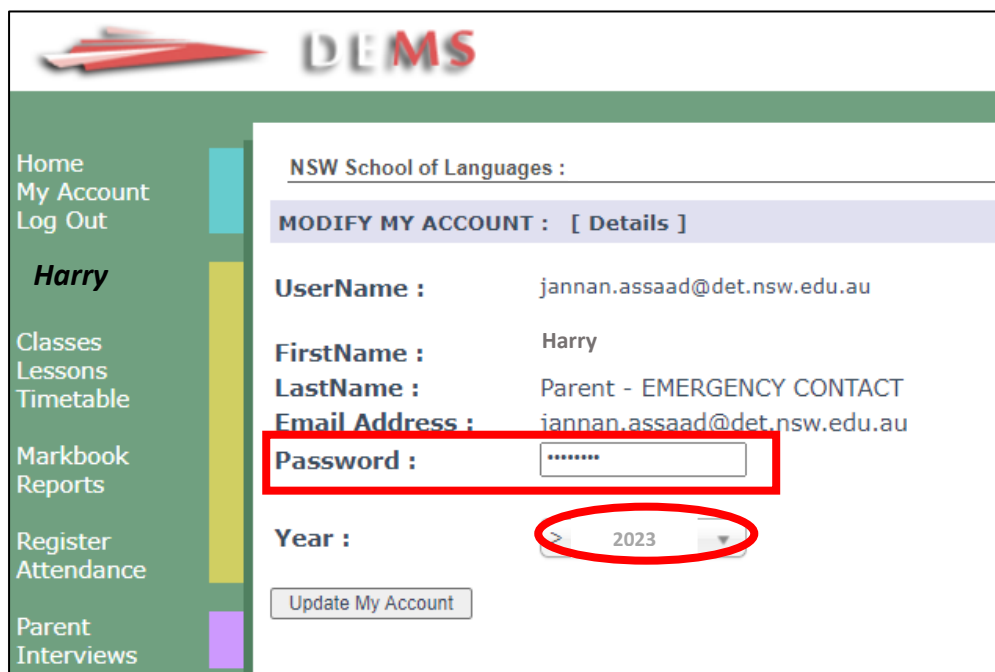
2. Changing your password

1. Click on the **My Account** heading on the left side menu of your screen.



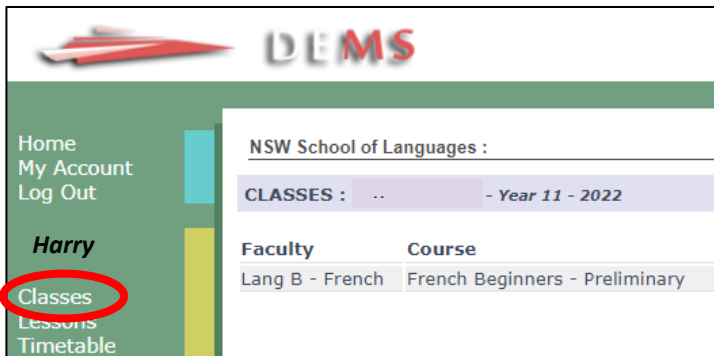
2. A summary of your account details should appear:

- Change your **password** by typing in a new password in the Password field
- Ensure that the **Year** is set to the current year **2023**
- Click on the grey **Update My Account** button to save the changes.

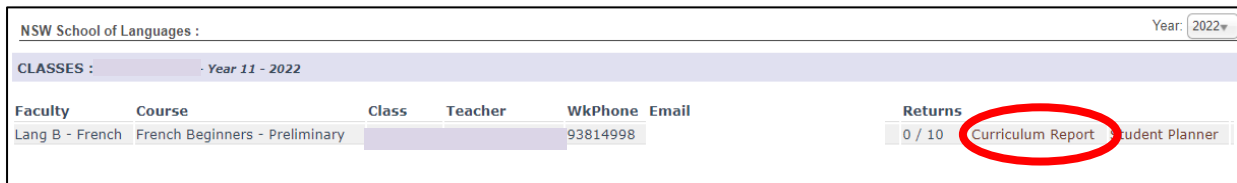


3. Class details and Curriculum Report

1. Click on the **Classes** heading on the left side of your screen to view your child's class details.



2. Your child's course, teacher's details, return rate and Curriculum Report is available on this page. Click on the **Curriculum Report** heading. Please note: The Student Planner option is not used at NSL.

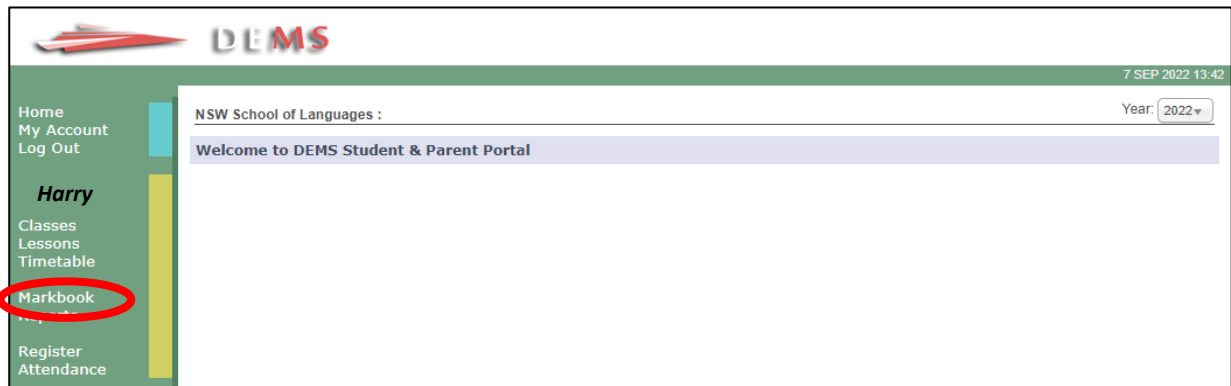


The **Curriculum Report** provides information and the feedback on your child's work submissions and speaking lessons for each Module of their course. Below is a snapshot of a **sample** Curriculum Report:

Course	LA No	Resource	Student Feedback	Date Sent	Date Returned	Date Marked
French Beginners - Preliminary	[1]	Module 1	17 OCT 21 - Student feedback - Ms Jannan Assaad - Bravo, Mariannel! You have applied a good variety of vocabulary in your written task. Please note the corrections: 1. We need to add an extra 'e': je suis allee 2. J'y vais aller en train or je vais prendre le train pour Coney Island 3. A great way to conclude an email is to use Amities. Well done in your Focus Task too! Perhaps you can explain why you prefer Winter or Spring with examples. Keep up the great work, Mariannel!	5 OCT 2021	13 OCT 2021	19 OCT 2021
French Beginners - Preliminary	[2]	Module 2	19 OCT 21 - Online speaking lesson - Ms Jannan Assaad - Completed Module 1 speaking tasks: An excellent effort in the delivery of your answers and sentences, Mariannel! You provided good reasons for your opinions about holidays in French. Please practise the pronunciation of the following words: 1. pour les jeunes vs pour les gens 2. j'y vais 3. ma destination	5 OCT 2021	23 OCT 2021	26 OCT 2021
French Beginners - Preliminary	[3]	Module 3	26 OCT 21 - Online speaking lesson - Ms Jannan Assaad - Completed Module 2 speaking tasks: Great work, Mariannel! You have applied the 3 expressions very well in your spoken sentences! Well done in using the linking words and elaborating on your responses. Please practise the pronunciation of the following expressions: 1. les temps 2. les nouilles 3. les villages 4. la culture (avoid English pronunciation) 26 OCT 21 - Student feedback - Ms Jannan Assaad - Excellent work, Mariannel! I wonder if we could use an expression related to the weather in your paragraph. You have applied the expressions very well! Bravo!	5 OCT 2021	6 NOV 2021	9 NOV 2021
French Beginners - Preliminary	[4]	Module 4	02 NOV 21 - Online speaking lesson - Ms Jannan Assaad - Completed Module 3 speaking tasks: Bravo! Excellent answers to the questions on travelling, Mariannel! You pronounced the words correctly and expanded your answers very well. Please practise the following words to master their pronunciation. 1. Je m'intéresse à... 2. une heure 3. ressemble à 09 NOV 21 - Student feedback - Ms Jannan Assaad - Excellent work, Mariannel! Please read the feedback to help you improve your paragraph: 1. Please place a verb in your second sentence. 2. I wonder if you remember which fixed article comes after beaucoup? 3. Great use of the verb s'intéresser! Can you remember what follows this verb? (e.g. a + la = ?) Keep up the great work, Mariannel!	5 OCT 2021	6 NOV 2021	9 NOV 2021

4. Markbook

1. Click on the **Markbook** heading on the left side menu to access your child's course assessment marks.



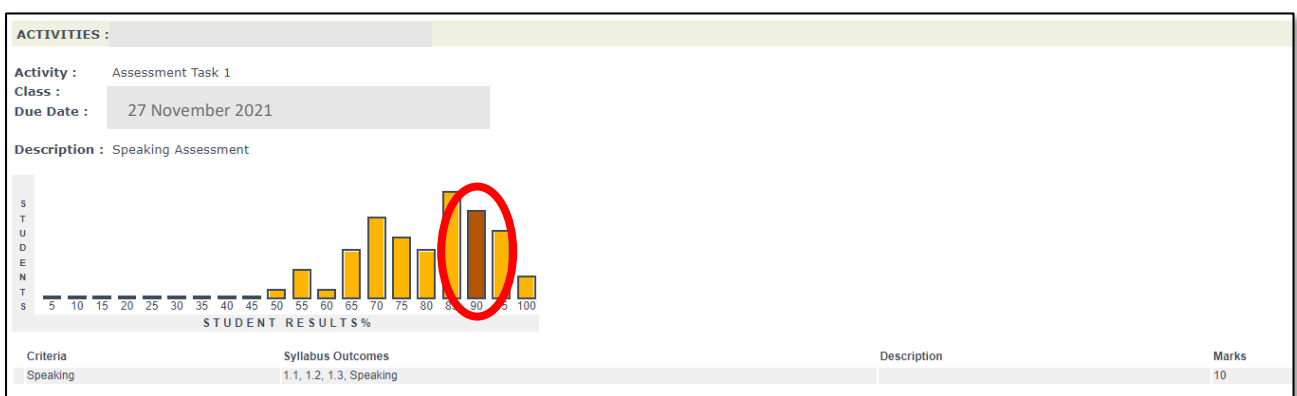
2. A summary of the assessment task marks appears listed, along with a **line graph** indicating your child's mark in relation to the cohort in each assessment.

ACTIVITIES :

Semester 1 [Semester 2]

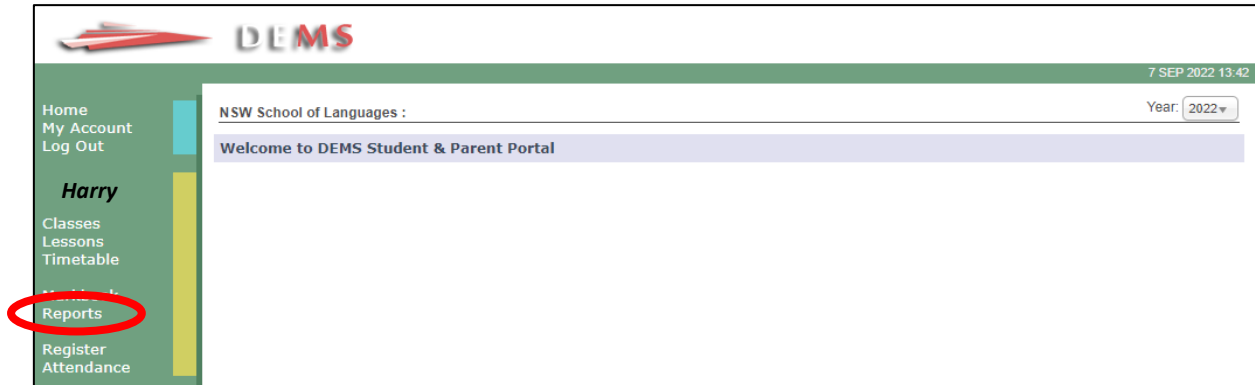
Course	Date	Activity	Raw Mark	Results
	27 NOV 2021	Assessment Task 1	90%	
	5 MAR 2022	Assessment Task 2	85%	

3. Click on the **Assessment Task heading** to view a visual comparison and bar graph of your child's mark in relation to the cohort in each assessment.

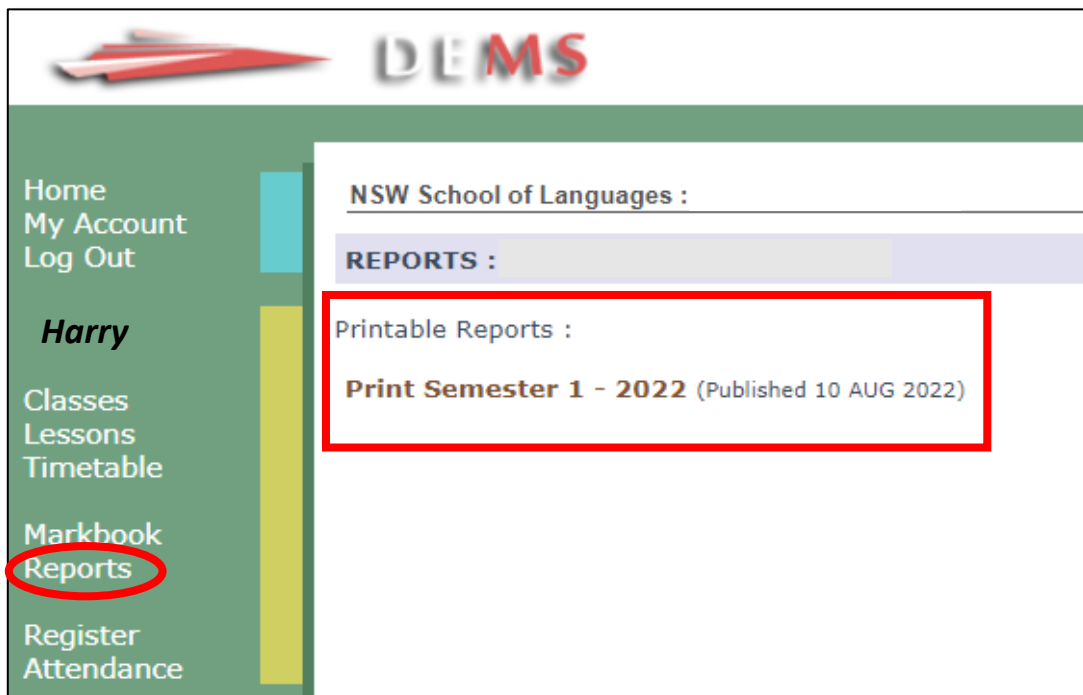


5. Reports

1. Click on the **Reports** heading on the left side menu to access Semester 1 and Semester 2 Student Academic Reports.

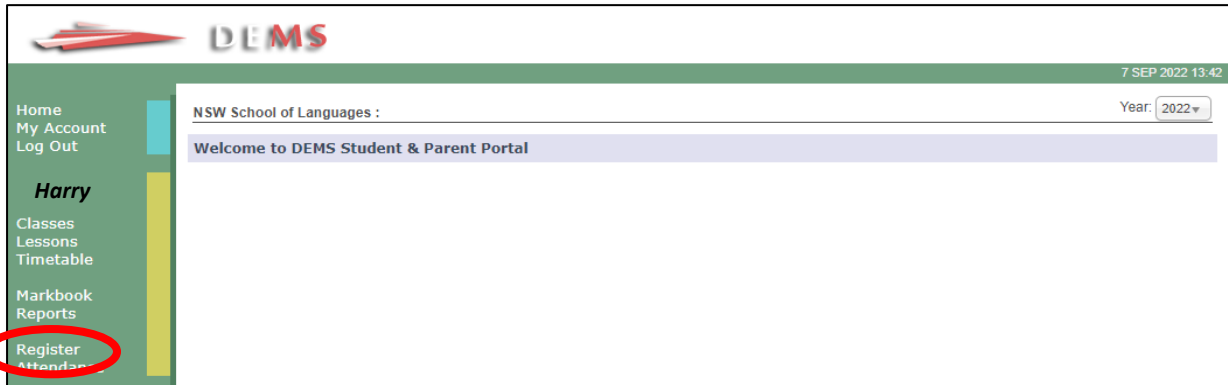


2. Click on the Report name to save and download a copy of the report. You may wish to print the report, if required.

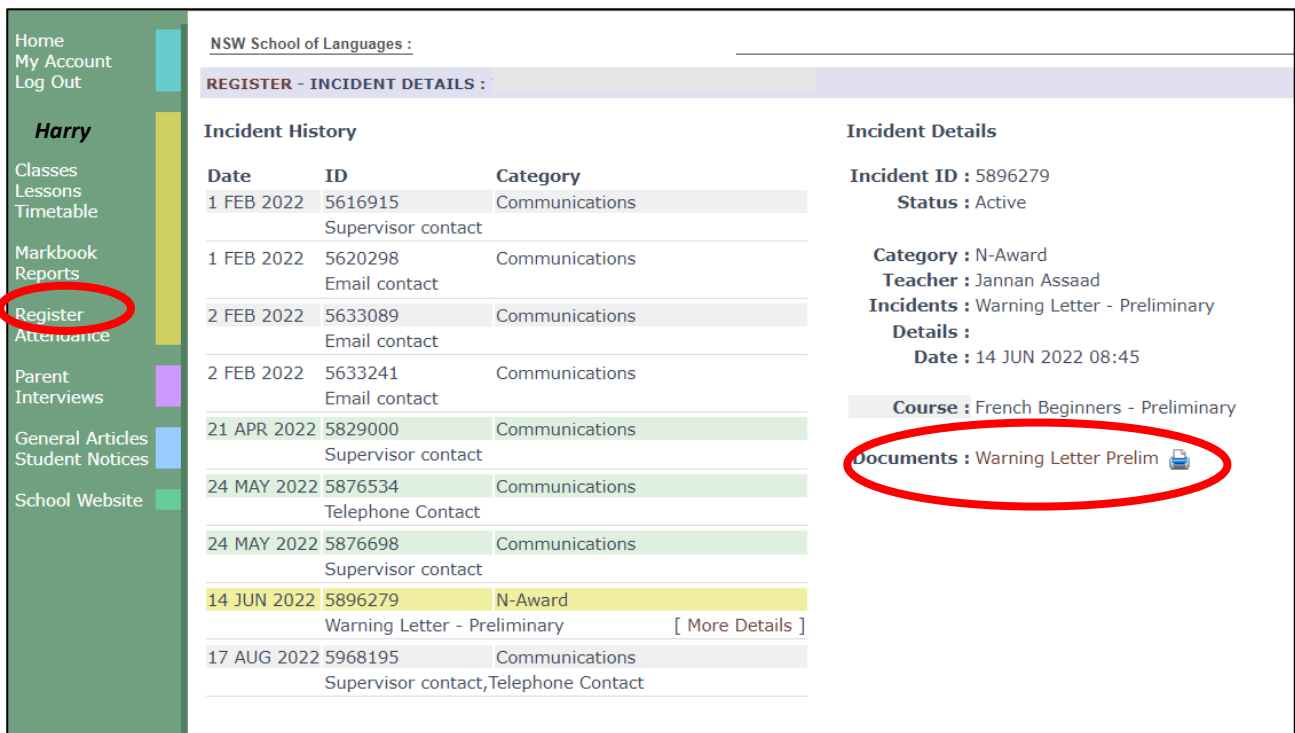


6. Register

1. Click on the **Register** heading to view a record of your child’s course communications, including communication with parent/carer or supervisor contact via email and phone/video calls.



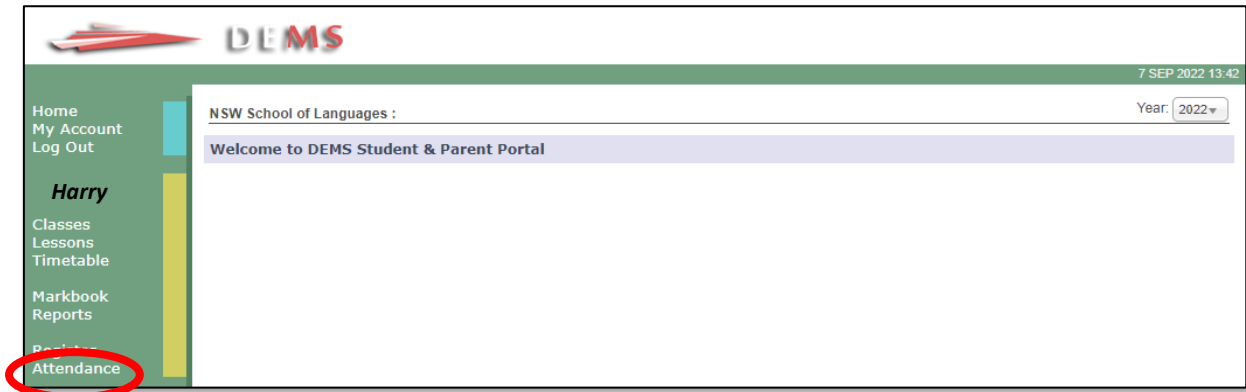
2. A copy of any Letter of Concern or Warning letter documents issued can be viewed and downloaded from the Register.



7. Attendance

1. As a Distance Education school, a record of your child's attendance is kept in relation to attendance at lesson days and speaking lessons.

Click on the **Attendance** heading on the left side menu.



2. The **attendance calendar** should appear as seen in the sample calendar below.

A **purple** border around a date indicates the student has attended their speaking lesson.

A **red** border around a date indicates the student has missed their speaking lesson for that week.

ATTENDANCE

January 2022							February 2022							March 2022							April 2022						
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			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										

May 2022							June 2022							July 2022							August 2022								
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				1	2	3	4							1	2			1	2	3	4	5	6
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31					
29	30	31												31															

September 2022							October 2022							November 2022							December 2022						
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						1			1	2	3	4	5						1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

Register : Actually Sighted Contacted Absent Action

Attendance : Present Whole-Day Absent Partial Absent Variation

Active Weeks : 24

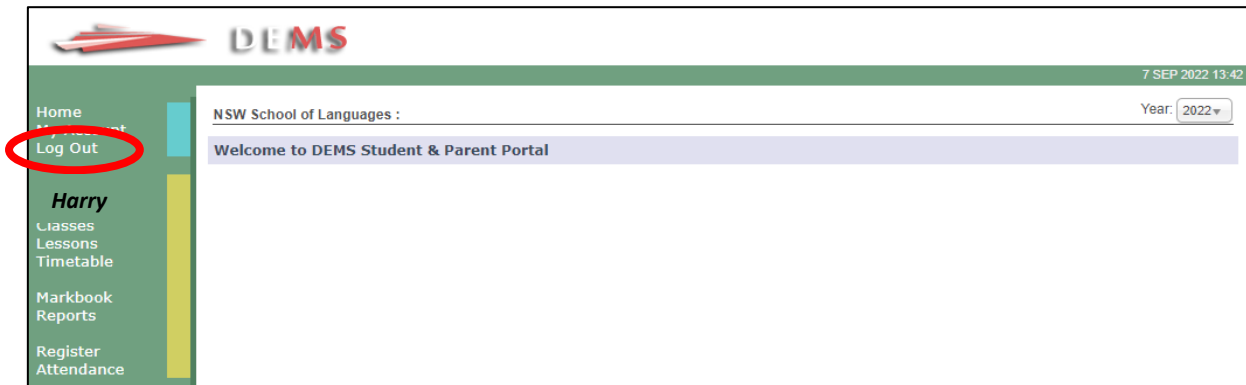
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DEMS Parent/Carer Portal Guide v 2023-02-28

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8. Logging out of the Portal

Once you have finished accessing and navigating, please log out of the Parent/Carer Portal by clicking on the **Log out** heading on the left side menu.



We hope that the Portal provides an effective medium through which you will be able to monitor your child's engagement and progress in their languages course at NSW School of Languages.