

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.millenniumschools.net.au/portal/

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

4	DEMS
	DEMS Student & Parent Portal
	Username :
	School :

2. Changing your password

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

	- DEMS	
	7s	EP 2022 13:42
My Account	NSW School of Languages : Yei	ar: 2022 v
- Out	Welcome to DEMS Student & Parent Portal	
Harry		
Classes		
Lessons Timetable		
Markbook Reports		
Register Attendance		
Parent Interviews		
General Articles Student Notices		
School Website		

- 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 **2024**
 - Click on the grey **Update My Account** button to save the changes.

DEMS						
Home My Account Log Out	NSW School of Language	jes : 「: [Details]				
Harry	UserName :	jannan.assaad@det.nsw.edu.au				
Classes Lessons Timetable	FirstName : LastName : Email Address :	Harry Parent - EMERGENCY CONTACT jannan.assaad@det.nsw.edu.au				
Markbook Reports	Password :					
Register Attendance Parent Interviews	Year : Update My Account	2024				

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.

NSW School of L	NSW School of Languages : Year: 2022							
CLASSES :	CLASSES : Year 11 - 2022							
Faculty	Course	Class	Teacher	WkPhone	Email	Returns		
Lang B - French	French Beginners - Preliminary			93814998		0 / 10 Curriculum Report Student Planner		

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 [1] - Preliminary	Module 1	 Student teedback Bravo, Mariannel You have a the corrections: We need to add an extra 'e Jy vais aller en train or je i A great way to conclude ar Well done in your Focus Task examples. 	3k - Ms Jannan Assaad pplied a good variety of vocabulary in your written task. Please note v: je suis allee rais prendre le train pour Coney IsaInd email is to use Amities. tool Perhaps you can explain why you prefer Winter or Spring with	5 00T 2024	42.007.0024	40.007.0004
French Beginners [2] - Preliminary	Module 2	Keep up the great work, Mari 19 OCT 21 - Online speaking - Completed Module 1 spea sentences, Marianne! You pr Please practice the pronunci 1. pour les jeunes vs pour les 2. jy vais 3. ma destination	anne! lesson - Ms Jannan Assaad king tasks: An excellent effort in the delivery of your answers and wolded good reasons for your opinions about holidays in French. ation of the following words: gens	5 001 2021	13 0CT 2021	19 001 2021
		26 OCT 21 - Online speaking - Completed Module 2 spea- very well in your spoken sent responses. Please practise th 1. les temps 2. les nouilles 3. les villages 4. la culture (avoid English pr 26 OCT 21 - Student feedbac	lesson - Ms Jannan Assaad king tasks: Great work, Mariannel You have applied the 3 expressions encest Well done in using the linking words and elaborating on your te pronunciation of the following expressions: onunication) k - Ms Jannan Assaad	5 OCT 2021	23 OCT 2021	26 OCT 2021
French Beginners [3] - Preliminary	Module 3	 Excellent work, Mariannel paragraph. You have applied 02 NOV 21 - Online speaking Completed Module 3 spea Mariannel You pronounced th practise the following words t Je m'intéresse à 	I wonder if we could use an expression related to the weather in your the expressions very well Bravol lesson - Ms Jannan Assaad king tasks: Bravol Excellent answers to the questions on travelling, le words correctly and expanded your answers very well. Please o master their pronunciation.			
French Beginners [4] - Preliminary	Module 4	 une neure ressemble à 09 NOV 21 - Student feedbau Excellent work, Mariannel Pli Please place a verb in you I wonder if you remember Great use of the verb s'intk Keep up the great work, Mari 	ck - Ms Jannan Assaad sase read the feedback to help you improve your paragraph: r second sentence. which fixed article comes after beaucoup? ressert Can you remember what follows this verb? (e.g. a + la = ?) annel	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.

	DEMS	
		7 SEP 2022 13:42
Home	NSW School of Languages :	Year: 2022 -
Log Out	Welcome to DEMS Student & Parent Portal	
Harry		
Classes		
Lessons		
Timetable		
Markbook		
Register Attendance		

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.

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		7 SEP 2022 13:42
Home My Account	NSW School of Languages :	Year: 2022 -
Log Out	Welcome to DEMS Student & Parent Portal	
Harry		
Classes Lessons		
Reports		
Register Attendance		

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

DEMS						
Home My Account	NSW School of Languages :					
Log Out	REPORTS :					
Harry	Printable Reports :					
Classes	Print Semester 1 - 2022 (Published 10 AUG 2022)					
Timetable						
Markbook Peports						
Reports						
Register Attendance						

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.

	- DEMS	
		7 SEP 2022 13:42
Home My Account	NSW School of Languages :	Year: 2022 v
Log Out	Welcome to DEMS Student & Parent Portal	
Harry		
Classes Lessons Timetable		
Markbook Reports		
Register		

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

	Home My Account	NSW School of Languages :						
	Log Out	REGISTER - INCIDENT DETAILS :						
	Harry	Incident His	tory			Incident Details		
	Classes	Date	ID	Category		Incident ID : 5896279		
	Lessons Timetable	1 FEB 2022	5616915	Communications		Status : Active		
	minetable		Supervisor contact					
	Markbook	1 FEB 2022	5620298	Communications		Category : N-Award		
	Reports		Email contact			Teacher : Jannan Assaad		
ł	Register	2 FEB 2022	5633089	Communications		Incidents : Warning Letter - Preliminary		
T	ttendaner		Email contact			Details:		
	Parent	2 FEB 2022	5633241	Communications		Date : 14 JUN 2022 08:45		
	Interviews		Email contact			Course : French Beginners - Preliminary		
	General Articles	21 APR 2022	5829000	Communications				
	Student Notices		Supervisor contact			Documents : Warning Letter Prelim 🔒		
		24 MAY 2022	5876534	Communications				
	School wedsite		Telephone Contact					
		24 MAY 2022	5876698	Communications				
			Supervisor contact					
		14 JUN 2022	5896279	N-Award				
			Warning Letter - Pre	eliminary	[More Details]			
		17 AUG 2022	5968195	Communications				
			Supervisor contact,	Telephone Contact				
L								

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.

	DEMS	
		7 SEP 2022 13:42
Home My Account	NSW School of Languages :	Year: 2022 -
Log Out	Welcome to DEMS Student & Parent Portal	
Harry		
Classes		
Lessons		
Timetable		
Markbook		
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Attendance		

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	
Ou I						1	00		1	2	3	4	5	ou		1	2	3	4	5	0u					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																				<u> </u>					_		
May 2022						June 2022						July 2022						August 2022						_				
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	
										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	Active weeks : 24
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	10.0-15 00.004
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	L9.CalF 22/24
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								D)ecei	mber	2022	2			
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	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		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																												

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.

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			7 SEP	2022 1	3:42
	Home	NSW School of Languages :	Year:	2022 -	•
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	Markbook Reports				
	Register Attendance				

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.