

## 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.

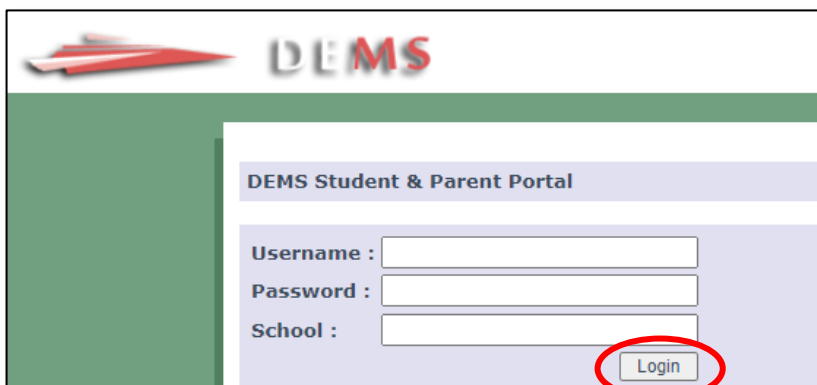
#### 1. Accessing the Portal

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:

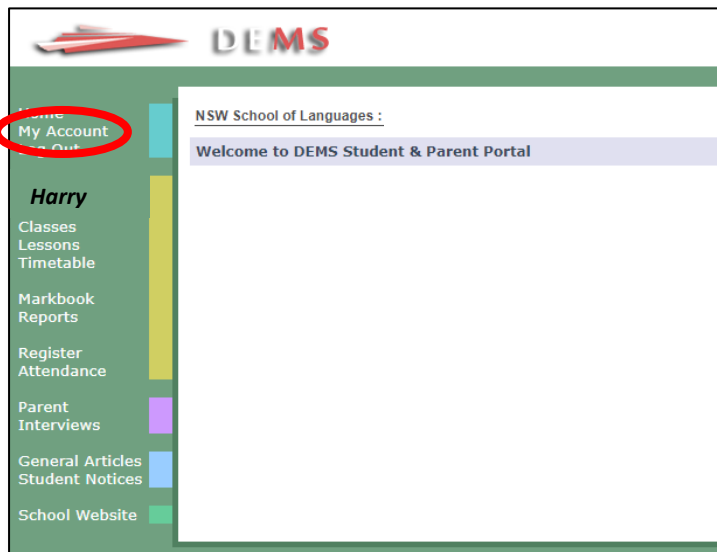
<https://de.millenniumschoools.net.au/portal/>

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



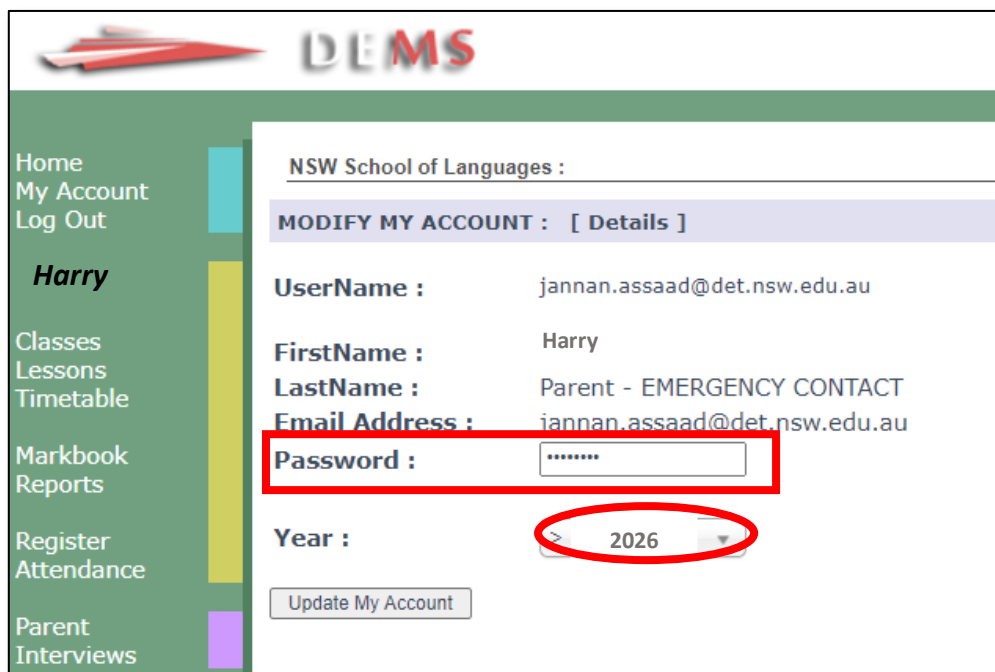
## 2. Changing your password

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



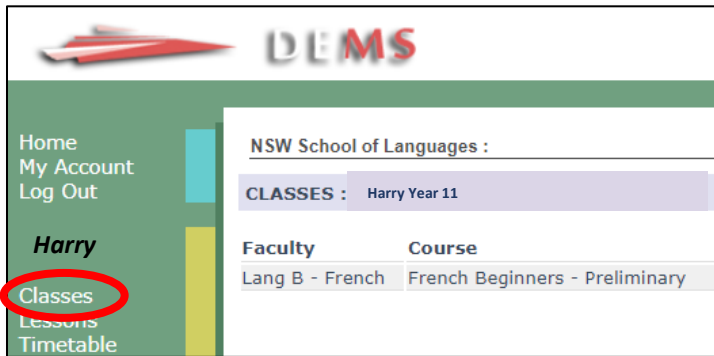
2. A summary of your account details should appear:

- Change your **password** by typing in a new password in the Password field
- Ensure that the **Year** is set to the current year **2026**
- Click on the grey **Update My Account** button to save the changes.

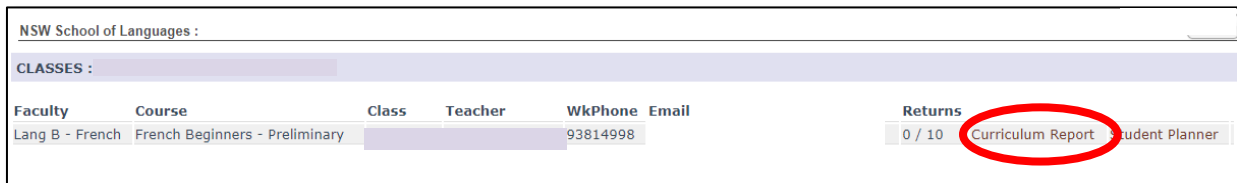


### 3. Class details and Curriculum Report

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.

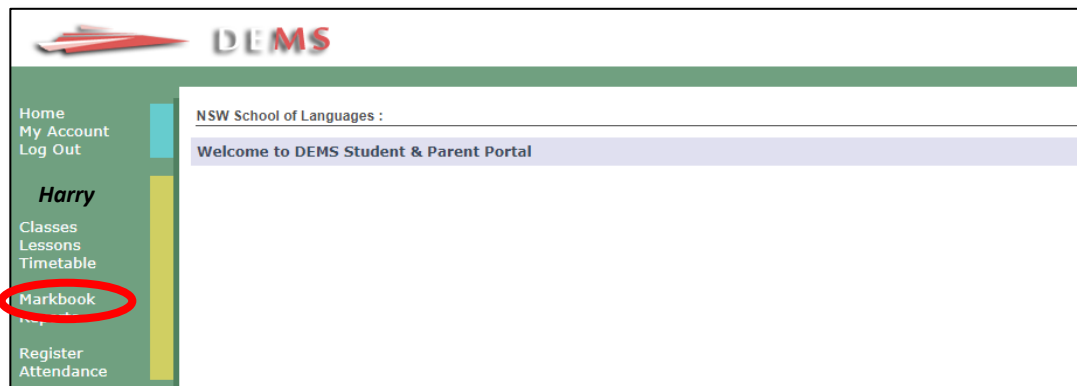


The **Curriculum Report** provides information and the feedback on your child's work submissions and speaking lessons for each Module of their course. Below is a snapshot of a **sample** Curriculum Report:

Course	LA No	Resource	Student Feedback	Date Sent	Date Returned	Date Marked
French Beginners - Preliminary	[1]	Module 1	<p>17 OCT 21 - <b>Student feedback</b> - Ms Jannan Assaad</p> <p>- Bravo, Mariannel You have applied a good variety of vocabulary in your written task. Please note the corrections:</p> <ol style="list-style-type: none"> <li>1. We need to add an extra 'e': je suis allee</li> <li>2. J'y vais aller en train or je vais prendre le train pour Coney Isalnd</li> <li>3. A great way to conclude an email is to use Amities.</li> </ol> <p>Well done in your Focus Task tool Perhaps you can explain why you prefer Winter or Spring with examples. Keep up the great work, Mariannel!</p>	5 OCT 2021	13 OCT 2021	19 OCT 2021
French Beginners - Preliminary	[2]	Module 2	<p>19 OCT 21 - <b>Online speaking lesson</b> - Ms Jannan Assaad</p> <p>- 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:</p> <ol style="list-style-type: none"> <li>1. pour les jeunes vs pour les gens</li> <li>2. j'y vais</li> <li>3. ma destination</li> </ol>	5 OCT 2021	23 OCT 2021	26 OCT 2021
French Beginners - Preliminary	[3]	Module 3	<p>26 OCT 21 - <b>Online speaking lesson</b> - Ms Jannan Assaad</p> <p>- 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:</p> <ol style="list-style-type: none"> <li>1. les temps</li> <li>2. les nouilles</li> <li>3. les villages</li> <li>4. la culture (avoid English pronunciation)</li> </ol> <p>26 OCT 21 - <b>Student feedback</b> - Ms Jannan Assaad</p> <p>- 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!</p>	02 NOV 21	09 NOV 21	09 NOV 21
French Beginners - Preliminary	[4]	Module 4	<p>09 NOV 21 - <b>Student feedback</b> - Ms Jannan Assaad</p> <p>- Excellent work, Mariannel Please read the feedback to help you improve your paragraph:</p> <ol style="list-style-type: none"> <li>1. Please place a verb in your second sentence.</li> <li>2. I wonder if you remember which fixed article comes after beaucoup?</li> <li>3. Great use of the verb s'interesser! Can you remember what follows this verb? (e.g. a + la = ?)</li> </ol> <p>Keep up the great work, Mariannel!</p>	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.

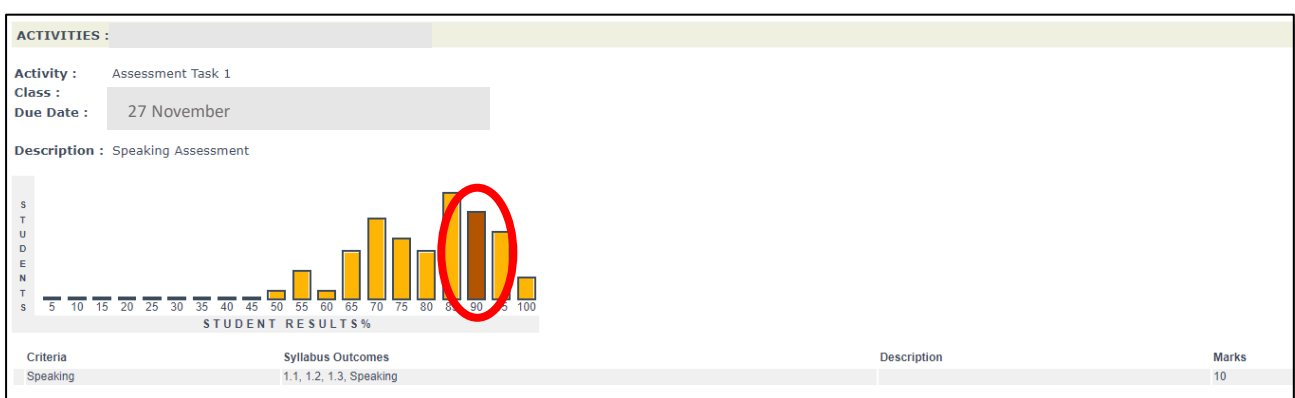


2. A summary of the assessment task marks appears listed, along with a **line graph** indicating your child's mark in relation to the cohort in each assessment.

The screenshot shows the 'ACTIVITIES' section with a dropdown menu set to 'Semester 1' and 'Semester 2' selected. Below is a table of activities and a line graph.

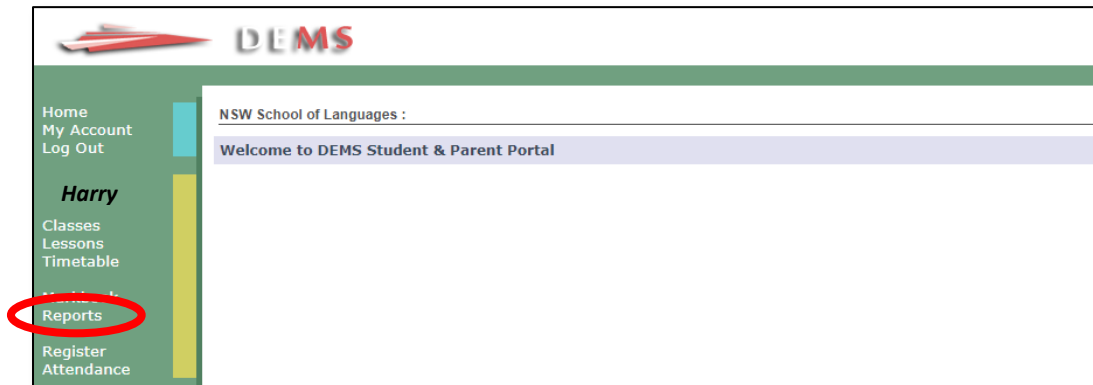
Course	Date	Activity	Raw Mark	Results
	27 NOV 2021	Assessment Task 1	90%	
	5 MAR 2022	Assessment Task 2	85%	

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.

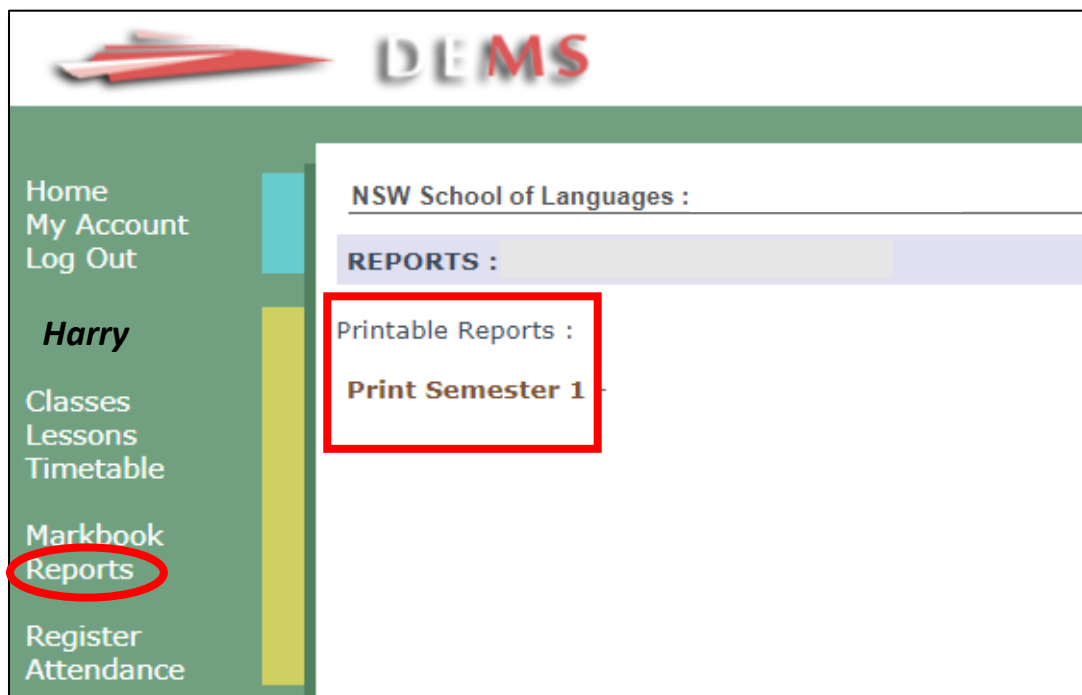


## 5. Reports

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

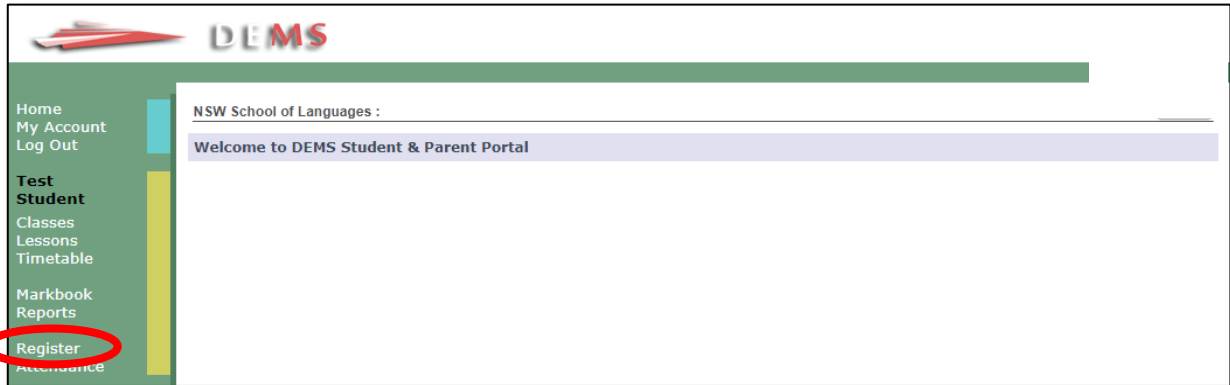


2. Click on the Report name to save and download a copy of the report. You may wish to print the report, if required.



## 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.

The screenshot shows the 'REGISTER - INCIDENT DETAILS' page. The left sidebar contains a menu with the following items: Home, My Account, Log Out, Harry, Classes, Lessons, Timetable, Markbook, Reports, Register (highlighted with a red circle), Parent Interviews, General Articles, Student Notices, and School Website. The main content area displays 'NSW School of Languages : REGISTER - INCIDENT DETAILS : Incident History' and 'Incident Details'.

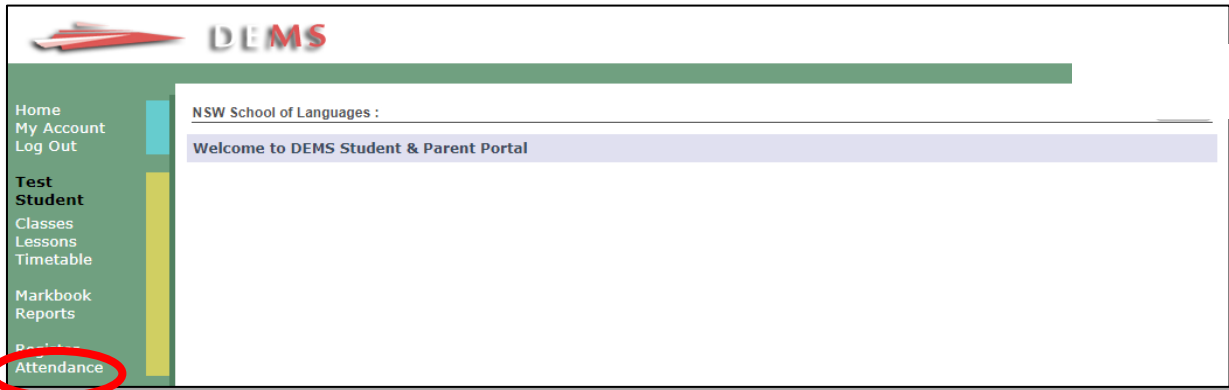
Date	ID	Category
1 FEB 2022	5616915	Communications Supervisor contact
1 FEB 2022	5620298	Communications Email contact
2 FEB 2022	5633089	Communications Email contact
2 FEB 2022	5633241	Communications Email contact
21 APR 2022	5829000	Communications Supervisor contact
24 MAY 2022	5876534	Communications Telephone Contact
24 MAY 2022	5876698	Communications Supervisor contact
14 JUN 2022	5896279	N-Award Warning Letter - Preliminary [ More Details ]
17 AUG 2022	5968195	Communications Supervisor contact, Telephone Contact

**Incident Details**  
**Incident ID :** 5896279  
**Status :** Active  
**Category :** N-Award  
**Teacher :** Jannan Assaad  
**Incidents :** Warning Letter - Preliminary  
**Details :**  
**Date :** 14 JUN 2022 08:45  
**Course :** French Beginners - Preliminary  
**Documents :** Warning Letter Prelim 

## 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.

January 2024							February 2024							March 2024							April 2024						
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	5	6	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
28	29	30	31											31													
May 2024							June 2024							July 2024							August 2024						
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	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
26	27	28	29	30	31		30																				
September 2024							October 2024							November 2024							December 2024						
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	5						1	2								
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
29	30													29	30	31					29	30	31				

Register :   Actually Sighted      Contacted      Absent Action

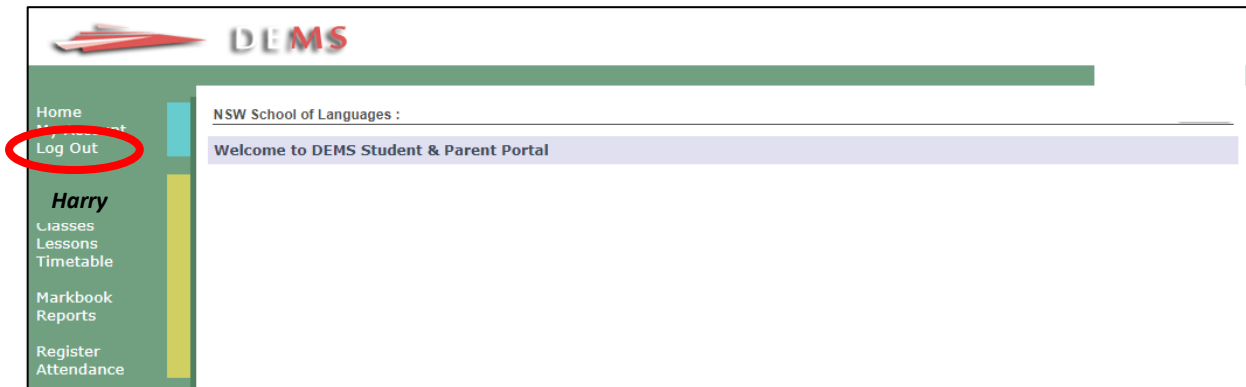
Attendance :   Present      Whole-Day Absent      Partial Absent      Variation

Active Weeks : 34

FC\_P.HasA 24 / 24

## 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.