The DEMS/Millennium School Portal is the gateway for supervising students studying a language at the Secondary College of Languages.

The portal will assist with the day to day management of your students who are enrolled with the College, and allow 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).

Although the School Portal is accessible in all browsers, we recommend the use of the Google Chrome browser. Please follow the steps below to access and navigate your school's portal.
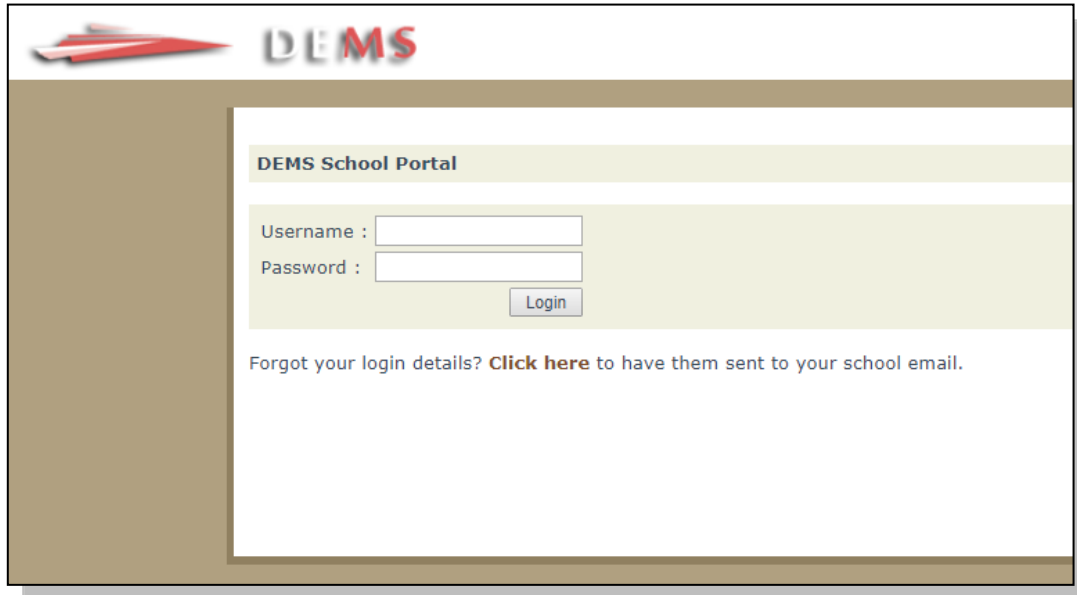
Contents

The School Portal is a password protected online resource for schools. It is important that the password is **NOT** shared or disclosed to any third-party persons or groups. Access should be restricted to the Principal and Supervisor(s) of the student(s) at your school.

Secondary College of 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.

Sign in to the School Portal

1. Go to https://de.millenniumschools.net.au/school/
2. Enter the Username and Password provided to your school via email and select **Login**.

Remember to log out at the end of your session.

Change the school password

1. After sign in, select **My School** in the left navigation panel.

2. Enter the new password in the Password field and update other school details as necessary.

3. Ensure the current year is selected in the Year field.

4. Select **Update My School**.

All Supervisors of students at Secondary College of Languages and NSW School of Languages should be notified of the password changes.

Adding a Supervisor

1. Select **Supervisors** in the left navigation panel.
2. Select **Add Supervisor**.

3. Fill in the form with the Supervisor's details.
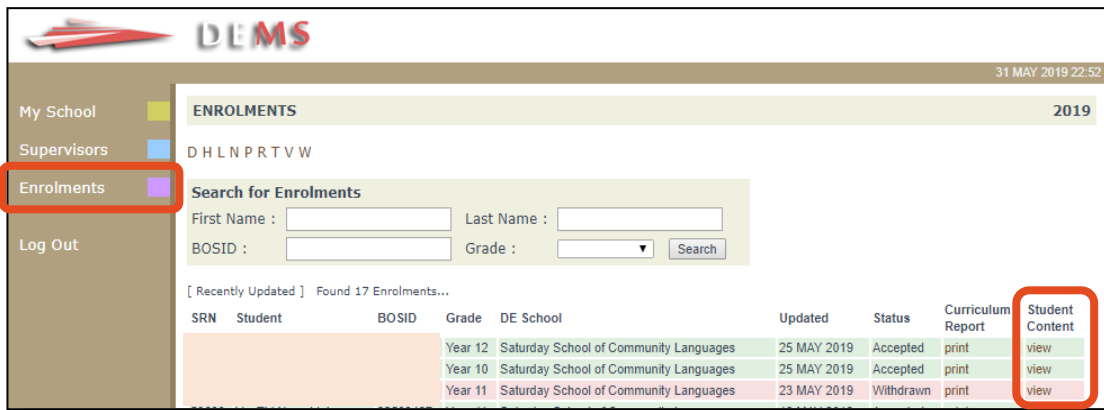4. Select **Update Supervisor**.

Accessing Student Content

1. Select **Enrolments** in the left navigation panel. A list of all students will appear. Current students will appear highlighted in green and students who have withdrawn will appear in pink.

2. Select **view** for the student to access their student content. Note that Curriculum Report is not available for students attending Secondary College of Languages.

A range of information about the student is available under Student Content:
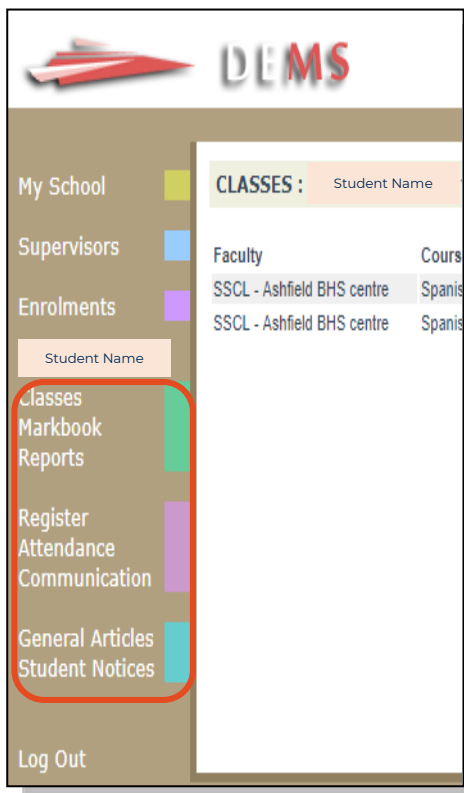
*   **Classes -** a list of enrolled course(s) and teacher details.

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

*   **Reports -** Semester 1 and Semester 2 academic Student Reports.

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

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