



csl middle
printed instructions

Instructions for Homeroom/ Advisory Teachers

CSL is a digital service developed by the Greater Victoria School District to facilitate assessment for K-8 students. It showcases student work visually on a secure platform that is accessible to teachers, parents and students. Privacy is a foundational component of the tool—it is only accessible through the Parent Connect and Student Connect apps.

1. Go to CSL Tool for Middle Schools at <https://cslmiddle.sd61.bc.ca>.
2. Log in using your district user name and password.
3. You should see:
 - a. "Welcome Your First Name" in the top left corner of the screen. This shows you are logged into the CSL Tool so you can securely access your class lists.
 - b. Your past CSL Tool report card class templates.
4. To create a new report card:
 - a. Add class template.s report card.
5. Select "School Year".
6. Go to "Add Class Template".
7. A new class template must be created for each term - the application does not allow you to reuse a template created for a grade/division in a previous term - however there is a feature to copy content from an existing template over to the new template

8. Select “School Name”, “Grade”, “Division”, and “Term”.

9. If school year is not accurate, go back to previous screen and correct.

Greater VICTORIA School District

CSL Middle Class Templates

Class Template [Print Preview](#) [Back](#)

School Name: Grade: Division: English [Copy from Previous Template](#)

Teacher: Term: FRIMM [Learning Support Teachers](#)

Additional Teacher: Year: 2023/2024 L FRIMM [Add Custom Tab](#)

Allow administrators to edit submitted report cards: No Yes

[Teacher Descriptive Feedback](#) [English Language Arts](#) [Core French](#) [Mathematics](#) [Physical and Health Education](#) [Science](#) [Social Studies](#) [Student Goal-Setting and Self-Reflection](#) [Default Date](#)

I used the CSL digital portfolio to assess this subject

Curricular structure is for teacher planning purposes only. Any selections will not print on the report

[Big Ideas](#) [Curricular Competencies](#) [Content](#) [Custom](#) Subject Template: -- no subject template --

[Add Selected](#) [Available Big Ideas](#) [Change Grade for Content](#)

Language and text can be a source of creativity and joy

Exploring stories and other texts helps us understand ourselves and make connections to others and to the world.

Exploring and sharing multiple perspectives extends our thinking.

10. If you have one or more Learning Support teachers to whom you wish to grant read-only access to your report cards, click the “Learning Support Teachers” button. Search for the teacher you wish to add by last name and click the blue "Add" button.

11. You have the ability to copy all the content from a class template that you may have created in a previous term for the grade you've selected in your new template. Click on the "Copy Template" button and then select the template from which you wish to copy content.

12. If you have a teaching partner that shares your division, add “Additional Teacher”.

13. You have the ability to allow a Principal or Vice Principal at your school to directly edit any report cards you submit or mark ready for review.

By default, Administrators can only add comments or annotations - however you can give Admins edit rights to your submitted report cards by switching on the **Allow administrators to edit submitted report cards** toggle.

14. For the "Teacher Descriptive Feedback" tab - you may create an outline of the teacher's comments that you would like to appear for each student in the report cards. The comments you enter here will get copied over to the report card, and you can then modify them for each student.

15. For each subject:

a. If you check the **"I used the CSL digital portfolio to assess this subject"** checkbox - the text "Please see digital portfolio for evidence of learning and teacher comments" will be placed in the Teacher Descriptive Feedback box for each student's report card for this subject. The text is editable on the report cards if you wish to modify it for one or more individual students.

Also, if you check this box after already adding some text into the "Teacher Descriptive Feedback" for this subject for an individual student report card - it won't override content already added for that student.

b. Select a "Subject Template" in the dropdown if another teacher is teaching the subject for your class. This will pull the "Big Ideas", "Curricular Competencies", "Content", and "Custom" from the Subject Template defined by the subject teacher.

CSL Middle allows teachers to create a Subject Template for a grade, and that Subject Template will be available to the Class Templates created by advisory teachers at the school.

If a Subject Template is assigned, the Subject Teacher will have access to the

Individual student report cards if they wish to add comments.

- c. Select the “Big Ideas” you wish to insert. If you don’t put anything, this won’t appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report
 - I. Editable.
 - II. Where there are two levels you can select all or the individual items under each header.

- d. Select the “Curricular Competencies”. If you don’t put anything, this won’t appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report
 - I. Editable.
 - II. Where there are two levels you can select all or the individual items under each header.

- e. Select the “Content”. If you don’t put anything, this won’t appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report
 - I. Editable.
 - II. Where there are two levels you can select all or the individual items under each header.

- f. Create any “Custom” content by selecting the “Edit Text” and editing it. Note CSL creates a bullet point for each item you select. So you may want to select multiple items from the “Available” column and edit each one individually with your own content. That will produce a flat bulleted list.

If you wanted to group items together, then add a title in the text area and then your own bulleted list within the header.

Note, any "Custom" content added is part of the Curricular structure, and is for teacher planning purposes only. Any selections will not print on the report

- g. If you wish to pull the Big Ideas, Curriculum Competencies, or Content from another grade for the subject - click on the [Change Grade for Content](#) link to the right of the "Available" content header. You will be presented with a dropdown list allowing you to choose a grade level that is one higher or one lower than the that of the class template. Changing the grade will highlight the content in red, letting you know that you are pulling from a grade that is different than that of your class template.
16. For the "Student Goal-Setting and Self-Reflection" tab - If you check the **"I used the CSL digital portfolio for Student Goal-Setting and Self-Reflection"** checkbox - the text "Please see digital portfolio for student goal-setting and self-reflection" will be placed in the Teacher Descriptive Feedback box for each student's report card for this subject. The text is editable on the report cards if you wish to modify it for one or more individual students.
 17. For the "Default Date" tab - you specify the default date you would like for the report cards.
 18. You have the ability to add up to 8 Custom Tabs.
 - a. Click on the "Add Custom Tab" button
 - b. Rename the subject appropriately (e.g. "Art" or "Applied Technology") by clicking on the tab
 - c. Select a Subject Template or Select the "Curricular Competencies" and/or "Content"
 19. CSL auto-saves as you navigate each tab or leave the page.

20. Go to Report Card tab. (Top right corner of your screen.)

21. Your class list will appear. Select the specific report card you want to work on.

Greater VICTORIA School District

CSL Middle

Report Card:

Cedar Hill Middle School Report Card

Report Cards

Student: Usual Name: Grade: 6

Teacher: Division:

Date: Term: 1

IEP: AIP:

Template: Adap... 22c

23a 23b 23c 22b 24

Print Preview Delete

Ready for Review

Teacher Descriptive Feedback English Language Arts Core French Mathematics Physical and Health Education Science Social Studies dsdasdas Attendance Administrator Comments

22d Student Goal-Setting and Self-Reflection

Proficiency Scale: --select-- 22d Level of Support: --select-- 22d

Teacher Descriptive Feedback: Core French

Please see digital portfolio for evidence of learning and teacher comments

22c

Report Cards

- a. Regular template or adapted template
- b. Indicate if the student has an IEP or AEP (ELL IEP).
- c. Add a Teacher Descriptive Feedback.
- d. For each subject:
 - I. Select the Proficiency Scale for your student
 - II. If you chose Adapted Template, set the level of the support the student needs
 - III. If you wish, add a Teacher Descriptive Feedback. If you do not write anything, the box will not appear
 - IV. Attendance is automatically imported for you upon printing
 - V. For the Student Goal-Setting and Self-Reflection - you may enter text and upload an image. Note, there is also a shortcut to edit "Student Self-Reflection and Goal-Setting" on your class list - there is an icon beside the report card for each student under each term

VI. You may exclude the subject tab from the printed report card if the subject appears more than once in a report card. - Click "Exclude From Report Card"

For example: perhaps there are students in a division that have a different math teacher than the other students in the division. If the specialized Math Subject Teacher creates a report card insert for these students then they will automatically get appended to the Advisory Teacher's report card. The Advisory teacher can now "Exclude" the default Math tab for these students; showing only the specialized Math tab.

23. When you are finished a student's report, you can:

- a. Toggle to the next report using the blue triangular arrows. Or you may use "Alt-PageUp" or "Alt-PageDown" on your keyboard to toggle through students
- b. Go back to report card tab and select another student's report card template
- c. Click 'Print Preview' to see the student's report card. This will display the report as a PDF file. If you want to edit, you need to close the PDF file (box in top right corner) and edit the template.

24. When you are finished a report card for the term, you indicate it's ready for review for a principal/vice principal by clicking the "Ready for Review" button. A P/VP at your school will then be able to see your report card and add "Administrator Comments" and sign off

Students

School Year: 2023/2024 School Name: Cedar Hill Middle School Template: Grade 6 - Division HS

Add new Student
Print Report Cards and Reflections
Submit All Report Cards
Print Administrator Comments

Select All	PEN	Last Name	First Name	Term 1	Term 2	Term 3
<input checked="" type="checkbox"/>	9999998	Incognito	Gary			
<input checked="" type="checkbox"/>	9999999	McGee	Tester			
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	9999997	Test Last	121782			
<input checked="" type="checkbox"/>	9999996	Test Last	121784			
<input checked="" type="checkbox"/>	9999995	Test Last	121786			
<input checked="" type="checkbox"/>	9999994	Test Last	121789			
<input checked="" type="checkbox"/>	9999993	Test Last	121790			
<input checked="" type="checkbox"/>	9999991	Test Last	121792			
<input checked="" type="checkbox"/>	9999990	Test Last	121793			
<input checked="" type="checkbox"/>	9999992	Test Last	121791			

25. You may also indicate that all the report cards in your class list are ready for review, by clicking the "Submit All Report Cards" button. Note: This will send a email to the administrators at the school indicting that you have report cards ready for review under the division/grade.

If one or more report cards could not be sent you will get an error: "Please ensure that for each report card, you've completed each subject and assigned a proficiency scale where applicable" and the status/icon colour of the report card(s) that could not be sent will remain the same.

26. The P/VP may have entered comments requiring that you make corrections/amendments to the report card. If so, the report card will appear as "Resent to Teacher" in your class list, and there may be comments beside some of the content areas (they appear as a gold info icon to the right of the content area).

Also P/VPs can add annotations directly in "Advisory Teacher's Comments" or "Teacher's Comments" boxes. You will see any administrator comments in green font. You will also see a "Accept Annotations", "Cancel Annotations", and "View

Original" button beside the text area. You can choose to either accept or reject the administrator comments and continue editing.

Once you make your corrections, you click "Ready for Review" to send the report card back to the principal.

27. You may also view all Administrator comments by clicking the "Print Administrator Comments" button above the class list

28. When reports have been signed electronically, they can be printed as a class set.
To print as a class set:
 - a. Go to the 'report card' screen which shows your class list and report cards by term.
 - b. Click 'Print Report Cards' button in top left corner. All report cards will print back to back but will separate between students.

You can also choose which students in the class list to print a report card for by selecting/de-selecting the checkbox beside the student in the grid.

Instructions for Exploratory Teachers

1. Go to CSL Tool for Middle Schools at <https://cslmiddle.sd61.bc.ca>.
2. Log in using your district user name and password.
3. You should see:
 - a. "Welcome Your First Name" in the top left corner of the screen. This shows you are logged into the CSL Tool so you can securely access your class lists.
 - b. Your past CSL Tool report card class templates.
4. Go to the "Subject Template" tab. (Top right corner of your screen).
5. Select "School Year".
6. Go to "Add Subject Template".
7. A new Subject template must be created for each term - the application does not allow you to reuse a template created for a grade in a previous term - however, there is a feature to copy content from an existing template over to the new template
8. Select "School Name", "Grade", "Subject", and "Term"
9. If school year is not accurate, go back to previous screen and correct.
10. The "Display Name" of the template is what is shown as the subject name on the child's report card. It defaults to the name of the subject selected, but it can be

edited. For example if choosing "Exploratories" as the subject, you may want to edit the display name to read "Career Education".

11. You have the ability to copy all the content from a subject template that you may have created in a previous term for the grade you've selected in your new template. Click on the "Copy Template" button and then select the template from which you wish to copy content.

Subject Template [Print Preview](#)

School Name: Grade: Subject: English [Copy from Previous Template](#)

Teacher: Term: Display Name: FRIMM [Select Students](#)

Additional Teacher: Year: 2023/2024 L FRIMM

Allow administrators to edit submitted report cards: No Yes

I used the CSL digital portfolio to assess this subject

Curricular structure is for teacher planning purposes only. Any selections will not print on the report

Big Ideas	Curricular Competencies	Content	Custom
<input checked="" type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18

[Add Selected](#) [Available Big Ideas](#) [Change Grade for Content](#)

- Design can be responsive to identified needs.
- Complex tasks may require multiple tools and technologies.
- Engaging in creative expression and experiences expands people's sense of ic
- Artistic expressions differ across time and place.
- Dance, drama, music, and visual arts are each unique languages for creating a
- Experiencing art is a means to develop empathy for others' perspectives and e

12. If you have a teaching partner that shares your subject, add an "Additional Teacher".

13. You have the ability to allow a Principal or Vice Principal at your school to directly edit any exploratory report cards inserts you submit or mark ready for review. By default, Administrators can only add comments or annotations - however you can give Admins edit rights to your submitted report cards by switching on the **Allow administrators to edit submitted report cards** toggle.

14. If you check the "I used the CSL digital portfolio to assess this subject" checkbox - the text "Please see digital portfolio for evidence of learning and

teacher comments" will be placed in the Teacher Descriptive Feedback box for each student's report card for this subject. The text is editable on the report cards if you wish to modify it for one or more individual students.

Also, if you check this box after already adding some text into the "Teacher Descriptive Feedback" for this subject for an individual student report card - it won't override content already added for that student.

15. Select the "Big Ideas" you wish to insert. If you don't put anything, this won't appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report.
 - I. Editable.
 - II. Where there are two levels you can select all or the individual items under each header.

16. Select the "Curricular Competencies". If you don't put anything, this won't appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report.
 - I. Editable.
 - II. Where there are two levels you can select all or the individual items under each header.

17. Select the "Content". If you don't put anything, this won't appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report.
 - I. Editable.
 - II. Where there are two levels you can select all or the individual items under each header.

18. Create any "Custom" content by selecting the "Edit Text" and editing it. Note CSL creates a bullet point for each item you select. So you may want to select multiple items from the "Available" column and edit each one individually with your own content. That will produce a flat bulleted list.

If you wanted to group items together, then add a title in the text area and then your own bulleted list within the header.

Note, any "Custom" content added is part of the Curricular structure, and is for teacher planning purposes only. Any selections will not print on the report

19. CSL auto-saves as you navigate each tab or leave the page.

20. Click on "Select Students" to choose the students that will belong to your class.

21. There are three ways to add Students to your class:

1. From **Divisions** in MyEd - Select the "Divisions" option at the top of the the popup window:

This shows the students who are currently applied to your class under the "Selected Students" header. To add students:

- a. Select the division of the student(s) you wish to add
- b. Under the "Available Students" header: select the students you wish to add by clicking the checkbox beside the students (or click on the "select all" button to select all students in the division)
- c. Click on the blue "Add" button near the top of the dialog

Select Students

×

Choose Available Students from: Divisions MyEd Class List

Select Division: 01 **a**

Add **c**

Select All	Last Name	First Name	PEN
<input checked="" type="checkbox"/> b		Charlie	
<input checked="" type="checkbox"/>		Baylie	
<input type="checkbox"/>		Dorovan	
<input type="checkbox"/>		Finneegan	
<input type="checkbox"/>		Bronson	
<input type="checkbox"/>		Abigail	
<input type="checkbox"/>		Easha	
<input type="checkbox"/>		Kacde	

Selected Students

Last Name	First Name	PEN	Delete
	Charlie		<input type="button" value="x"/>
	Baylie		<input type="button" value="x"/>

2. From a **MyEd Class List** - Select the "MyEd Class List" option at the top of the popup window.

If your school has setup the class or exploratory as a scheduled class in MyEd - you should be able to use it in CSL to populate your class list.

- a. Choose the class in the dropdown (classes are listed by name and section). You'll see the list of students belonging to the class
- b. Click the "Select Class List" button

Select Students ×

Choose Available Students from: Divisions MyEd Class List

MyEd Class List: a Add b

Selected Students

Last Name	First Name	PEN	Delete
			×
			×

3. From **Custom Class Lists** - Select the "Custom Class Lists" option at the top of the popup window.

The ability to define a Custom Class List for CSL is available under a new menu item called "Custom Class Lists" at the top. Custom Class Lists can be created by Teachers or Administrative Staff at your school and are available to use as predefined class lists for any teacher's Subject Templates at your school

- a. Choose the custom class list in the dropdown. You'll see the list of students belonging to the class list
- b. Click the "add" button

Select Students

Choose Available Students from: Divisions MyEd Class List Custom Class List

Custom Class List: a Add b

Last Name	First Name	PEN

22. Go to Report Card tab. (Top right corner of your screen).

23. Your class list will appear. Select the specific report card you want to work on.

Arbutus Global Middle School Report Card ⓘ << < > >> Report Cards

Student: _____ Teacher: _____ Date: Aug 2023 📅 Term: 1 IEP: Print Preview Delete
 Usual Name: _____
 Grade: 6 Division: _____ Template: Adap... 24b AIP: Ready for Review 25 Unlock 26

Exploratories

Proficiency Scale: --select-- 24a Level of Support: --select-- 24b

Teacher Descriptive Feedback: Exploratories

24c

<< < > >> Report Cards

24. In each child's report go to your subject tab.

- a. Select the Proficiency Scale for your student
- b. If the adapted the Adapted Template is shown, set the level of the support the student needs
- c. If you wish, add a Teacher Descriptive Feedback. If you do not write anything, the box will not appear.

25. When you are done click the **"Ready For Review"** button - At this point your subject report will automatically appear on the student's homeroom report card whenever it's created by the advisory teacher.

Changes you make to the report cards or subject template are automatically reflected on the report card until the teacher submits the report card for review to an administrator. At this point any further changes would require the administrator to return the report card to the advisory teacher.

26. **Note:** After clicking "Ready for Review" any changes you make to your subject template will no longer be reflected on your report card. If you wish to make changes to your subject template and you would like them to be reflected on the

report card - you must click the "Unlock" button. Then you can make your changes and click the "Ready for Review" button again.

27. The P/VP may have entered comments requiring that you make corrections/amendments to the report card. If so you should have received an email notification advising you to review administrator feedback, and there may be comments beside some of the content areas (they appear as a gold info icon to the right of the content area). Also P/VPs can add annotations directly in "Teacher's Comments" or "Additional Comment" boxes. You will see any administrator comments in green font. You will also see a "Accept Annotations", "Cancel Annotations", and "View Original" button beside the text area. You can choose to either accept or reject the administrator comments and continue editing.

Once you make your corrections, you click "Ready for Review" to send the report card back to the principal.

Instructions for Subject Teachers

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9. If school year is not accurate, go back to previous screen and correct.
10. The "Display Name" of the template is what is shown on the child's report card. It defaults to the name of the subject, but can be edited. For example if choosing

"Exploratories" as the subject name, you may want to edit the display name to read "Career Education".

11. You have the ability to copy all the content from a subject template that you may have created in a previous term for the grade you've selected in your new template. Click on the "Copy Template" button and then select the template from which you wish to copy content.

12. If you have a teaching partner that shares your subject, add an "Additional Teacher".

Subject Template [Print Preview](#)

School Name: **8** Grade: **8** Subject: **8** English [Copy from Previous Template](#) **11**

Teacher: Term: **8** Display Name: **10** FRIMM [Select Students](#)

Additional Teacher: **12** Year: 2023/2024 L FRIMM

Allow administrators to edit submitted report cards: No Yes **13**

14 I used the CSL digital portfolio to assess this subject

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[Big Ideas](#) [Curricular Competencies](#) [Content](#) [Custom](#)

15 **16** **17** **18**

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13. You have the ability to allow a Principal or Vice Principal at your school to directly edit your subject tab in the report cards once the Advisory Teacher submits them or marks them ready for review.

By default, Administrators can only add comments or annotations - however you can give admins edit rights to your subject tab in the submitted report cards by switching on the **Allow administrators to edit submitted report cards** toggle. (this setting applies to your subject tab regardless of whether the advisory teacher has allowed administrators to edit their report cards)

14. If you check the **"I used the CSL digital portfolio to assess this subject"** checkbox - the text "Please see digital portfolio for evidence of learning and teacher comments" will be placed in the Teacher Descriptive Feedback box for each student's report card for this subject. The text is editable on the report cards if you wish to modify it for one or more individual students.

Also, if you check this box after already adding some text into the "Teacher Descriptive Feedback" for this subject for an individual student report card - it won't override content already added for that student.

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Greater VICTORIA School District

CSL Middle

Report Cards

Arbutus Global Middle School Report Card Report Cards

Student: Usual Name: Teacher: Date: Aug 2023 Term: 1 IEP: Print Preview Delete

Grade: 6 Division: Template: Adap... 22b AIP: Ready for Review

Exploratories

Proficiency Scale: --select-- 22a Level of Support: --select-- 22b

Teacher Descriptive Feedback: Exploratories

22c

Report Cards

22. In each child's report go to your subject tab.

- a. Select the Proficiency Scale for your student
- b. If the adapted the Adapted Template is shown, set the level of the support the student needs
- c. If you wish, add a Teacher Descriptive Feedback. If you do not write anything, the box will not appear.