

csl middle printed instructions

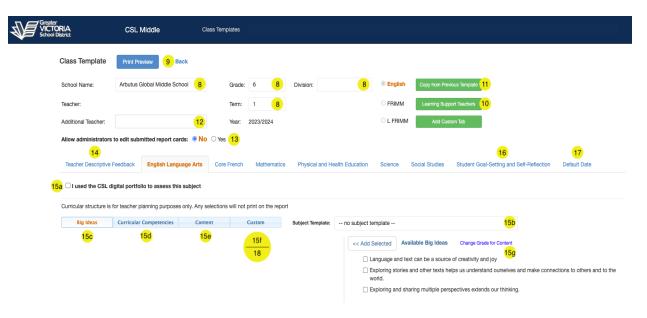


Instructions for Homeroom/ Advisory Teachers

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.
- You should see:
- a. "Welcome <u>Your First Name</u>" 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.



- 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 <u>"Learning Support Teachers"</u> 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

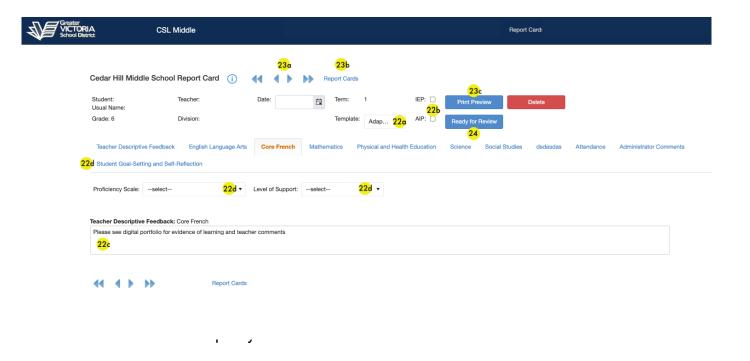
Individual student report cards if they wish to add comments.

- 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.

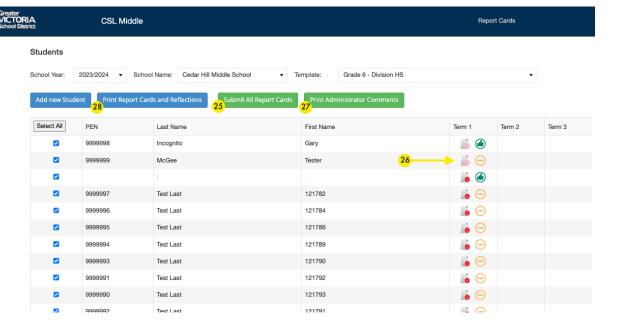


- a. Regular template or adapted template
- b. Indicate if the student has an IEP or AEP (ELL IEP).
- c. Add a Teacher Descriptive Feedback.
- d. For each subject:
- I. Select the Proficieny Scale for your student
- II. If you chose Adapted Template, set the level of the support the student needs
- III. 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



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. <u>Note:</u> 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.

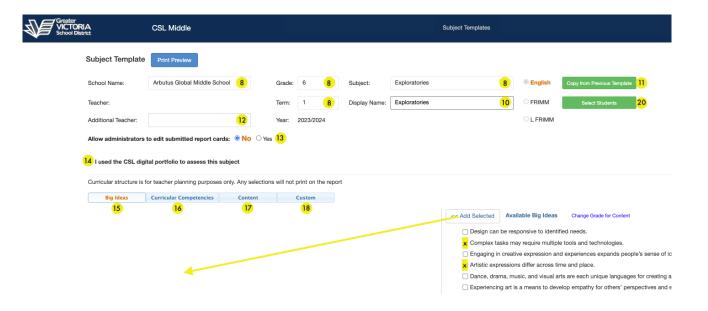
 To print as a class set:
- a. Go to the 'report card' screen which shows your class list and report cards by term.
- b. Click 'Print Report Cards' button in top left corner. All report cards will print back to back but will separate between students.

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 <u>Your First Name</u>" 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.



- 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 Ffeedback" for this subject for an individual student report card - it won't override content already added for that student.

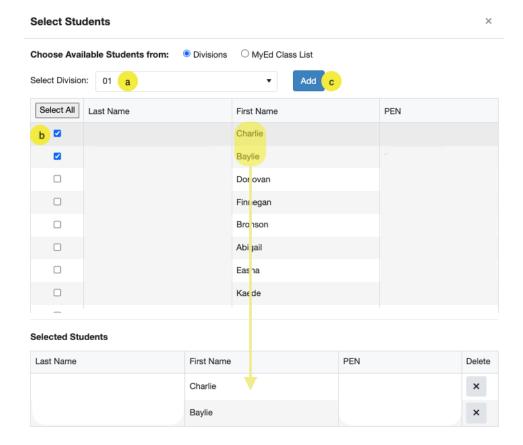
- 15. Select the "Big Ideas" you wish to insert. If you don't put anything, this won't appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report.
- I. Editable.
- II. Where there are two levels you can select all or the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

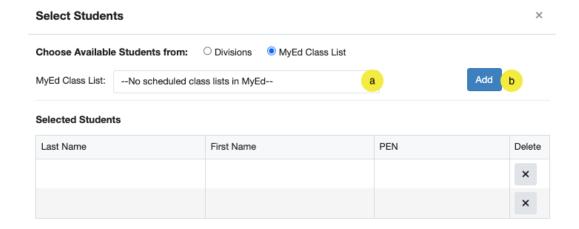
- 19. CSL auto-saves as you navigate each tab or leave the page.
- 20. Click on "Select Students" to choose the students that will belong to your class.
- 21. There are three ways to add Students to your class:
- From **Divisions** in MyEd Select the "Divisions" option at the top of the the popup window:
 - 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



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.

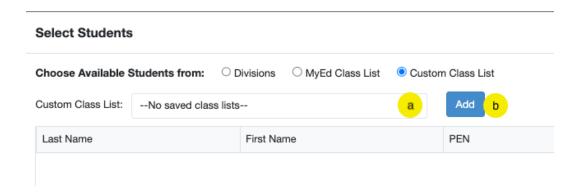
- a. Choose the class in the dropdown (classes are listed by name and section).
 You'll see the list of students belonging to the class
- b. Click the "Select Class List" button



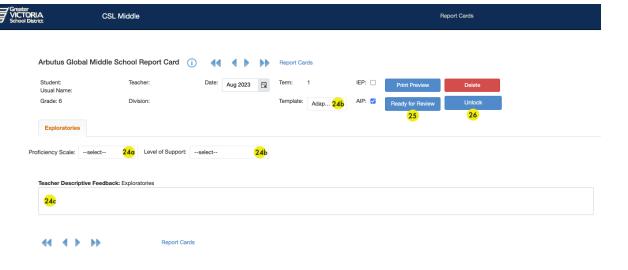
From Custom Class Lists - Select the "Custom Class Lists" option at the top of the popup window.

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



- 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.



- 24. In each child's report go to your subject tab.
- a. Select the Proficieny 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.
 - 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.

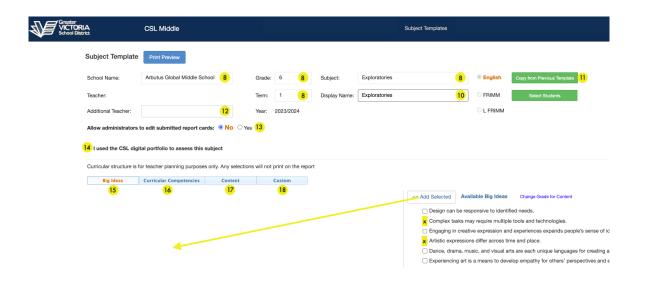
27. The P/VP may have entered comments requiring that you make corrections/amendments to the report card. If so you should have received an email notification advising you to review administrator feedback, and there may be comments beside some of the content areas (they appear as a gold info icon to 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 admistrator 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

- 1. Go to CSL Tool for Middle Schools at https://cslmiddle.sd61.bc.ca
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- 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 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".



- 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.

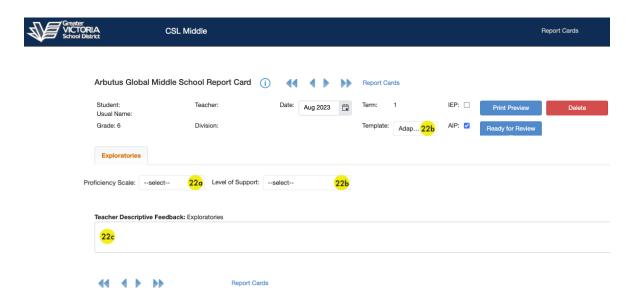
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- 16. Select the "Curricular Competencies". If you don't put anything, this won't appear on the report card template. Curricular structure is for teacher planning purposes only. Any selections will not print on the report
- I. Editable.
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- 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

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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. Go to Report Card tab. (Top right corner of your screen).
- 21. Class lists will appear where your Subject Template has been applied by the Advisory Teacher. Select the specific report card you want to work on.



- 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.