



csl secondary
printed instructions

Instructions for Teachers

CSL is a digital service developed by the Greater Victoria School District to facilitate student goal-setting and reflection of the core competencies for grade 9-12 students. CSL Elementary and Middle are additional applications used at K-8 for student assessment, reporting, and digital portfolio purposes.

CSL secondary is the teacher and PVP application used to support students with these required reporting order activities. Students complete their goal-setting and self-reflection in Student Connect and parents can view and comment on these activities by accessing Parent Connect.

1. Go to CSL Tool for Secondary Schools at <https://cslsecondary.sd61.bc.ca>.
2. Log in using your district user name and password.
3. You should see:
 - a. A school year selector - defaulting to the current school year
 - b. A school selector - with any schools you are currently assigned to (most likely one school)
 - c. A Class List selector - with any Class Lists you have created



Students

School Year: School Name: Class:

4. To view Student Goal-Settings and Self-Reflections - you need to create a **Class List**. Note, any new Class list you create will be available in subsequent log-ins; so you only need to create a desired list of students once. To create a class list:

a. Click the "Add Class List Button"

b. You will see a popup dialog: You have two options:

1. You can select all students from one particular "MyEd Class" (i.e. Course Section)

Class List ×

Choose Available Students from: MyEd Class Custom Class

MyEd Class: --select--

Last Name	PEN
N/A - MCLCA12--- - 07	
N/A - MCLCA12--- - 08	
N/A - MCLCA12--- - 10	
N/A - MCLCA12--- - 20	
N/A - MCLCA12--- - 40	
N/A - MCLCA12--- - 50	
N/A - MCLCA12--- - 60	

2. You can create a Custom Class List - selecting particular students across one or more MyEd Course Sections.

Class List ×

Choose Available Students from: MyEd Class Custom Class

Class List Name:

MyEd Class: --select--

Select All	Last Name	First Name	PEN
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Selected Students

Last Name	First Name	PEN	Delete
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3. To create a class list for all students in a course section:

- Simply select the Course Section in the "MyEd Class" dropdown (note you can also search by typing in this dropdown).
- Click on the blue "Select Class List" button near the top of the dialog
**or*

To create a custom class list (selecting particular students): select the "Custom Class Option" and give your class list a name. Then to add students:

- Select the Course Section of the student(s) you wish to add under the "MyEd Class" dropdown (note you can also search by typing in this dropdown)
- 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)
- Click on the blue "Add Selected Students" button near the top of the dialog

5. Your class list will appear in the class List selector and will be available next time you log into CSL
6. You will see all students under the selected Class List in a grid - with column headings for "Goal Setting" and "Reflection" for each semester. You can sort by any column by clicking on the column header. You can filter by any column by clicking on the filter icon in the column header.
7. If a student has submitted a Goal-Setting or Self-Reflection an icon will appear in the cell for the semester. Otherwise the cell will be blank

Students

School Year: 2023/2024 School Name: Reynolds Secondary Class: Grade 10

Students

Portfolio	Semester 1			Semester 2			Summary Of Learning		Teacher
	Goal Setting	Reflection		Goal Setting	Reflection		Reflection	Goal Setting	
test student									

8. Clicking on the icon will bring you to the student's portfolio, defaulting first with the selected Goal-Setting or Self-Reflection.

Students

School Year: 2023/2024 School Name: Reynolds Secondary Class: Edit Delete Add Class List

Navigation arrows

<< Back

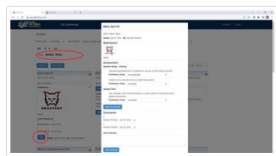
Keyword search

 Search

Clear

Sort

Goal Setting - Semester 1 - 2023/24



[More Details](#)

Latest Replies

Self-Reflection - Semester 1 - 2022/23



[More Details](#)

Latest Replies

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