



csl elementary
printed instructions - Prep Teachers

Instructions for Prep Teachers

1. Go to CSL Tool at <https://csltool.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", 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 "Prep Subject" but it can be edited. For example you may want to edit the display name to read "Music".

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.

Greater VICTORIA School District

CSL Elementary

Subject Templates

Subject Template [Print Preview](#) << Back

School Name: 8 Braefoot Elementary Grade: 8 1 Subject: Prep Subject [Copy from Previous Template](#) 11

Teacher: Pirritano, Michael Term: 8 1 Display Name: Prep Subject 10

Additional Teacher: 12 Year: 2022/2023

Allow administrators to edit submitted report cards: No Yes 13

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

15 16 17 18

<< Add Selected Available Big Ideas Change Grade for Content

- Language and story can be a source of creativity and joy
- Stories and other texts help us learn about ourselves and our families
- Stories and other texts can be shared through pictures and words.
- Everyone has a unique story to share.
- Through listening and speaking, we connect with others and share our world

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 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". 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
 - a. Editable.
 - b. 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
 - a. Editable.
 - b. 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
 - a. Editable.
 - b. 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. **NEW** - There are now two 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"/> | | Finnegan | |
| <input type="checkbox"/> | | Bronson | |
| <input type="checkbox"/> | | Abigail | |
| <input type="checkbox"/> | | Easha | |
| <input type="checkbox"/> | | Kaede | |

Selected Students

| Last Name | First Name | PEN | Delete |
|-----------|------------|-----|--------|
| | Charlie | | × |
| | Baylie | | × |

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 prep class 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: --No scheduled class lists in MyEd-- a Add b

Selected Students

| Last Name | First Name | PEN | Delete |
|-----------|------------|-----|--------|
| | | | × |
| | | | × |

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

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

École Doncaster School Report Card ⓘ << < > >> Report Cards

Student: _____ Teacher: _____ Date: Aug 2023 [calendar icon] Term: 1 IEP:

Usual Name: _____ Grade: 2 Template: Adap... 23c AIP: 24

Music - band

Proficiency Scale: --select-- 23a Level of Support: --select--

Content

Teacher Comments: Music - band

<< < > >> Report Cards

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

- a. Select the Proficiency Scale for your student
- b. For each top level "Curricular Competency" you can assign a performance scale
- c. If the adapted the Adapted Template is shown, set the level of the support the student needs
- a. If you wish, add comments. If you do not write anything, the box will not appear.

24. When you have completed the student's report card insert click the "**Ready For Review**" button - At this point your the subject report you created will automatically appear on the student's homeroom report card whenever it's created by the home room teacher.

25. **Note:** Once you mark your report card inserts "ready for review" (by either clicking the "Ready for Review" button on the individual report card or by either

clicking the "Submit All Report Cards" button in the class list) - any changes made to the subject template will not be reflected on your report card. If you wish to make changes to your subject template and have them reflected on your report card you must click the "Unlock" button. Then you can make your changes and click the "Ready for Review" button again.

26. 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.