



# DSL for Secretaries

**September 2001**

**TCCSA**

**[Mail\\_help@tccsa.net](mailto:Mail_help@tccsa.net)**

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# DSL Getting Started

## Getting There and Logging In

Please note that there is no WWW in this URL. If you are having trouble connecting to the resource, please contact the appropriate personnel in your district or at your DA Site.

My URL: [DSL.TCCSA.NET](http://DSL.TCCSA.NET)

In order to access DSL, you must have a user name and password. If an account has already been created for you, you should have received a message similar to the following:

---

A DSL Username/password has been created for your use.

Your username/password is myusername/mypassword

The password is case sensitive, the username is not.

To access dsl data, you may connect to the following URL:

[HTTP://DSL.TCCSA.NET](http://DSL.TCCSA.NET)

This system is new and was developed very rapidly. We are certain that you will think of improvements that could be made and features that should be added. You may encounter bugs as well. Please pass along your advice and notify us of problems. What you will have represents a rough beginning. We expect many more data sources to be added to DSL and many enhancements to come on a steady basis. We are asking for your assistance in expanding and improving DSL.

---

Once you have correctly entered the URL, you will see a box such as the one shown in figure 1 asking you to enter your user name and password. After entering your user name and password in the appropriate boxes, click on "OK". Please note that you will not see your password as you are typing it. For the sake of security, you will see a series of asterisks (\*) instead of the letters that you type.

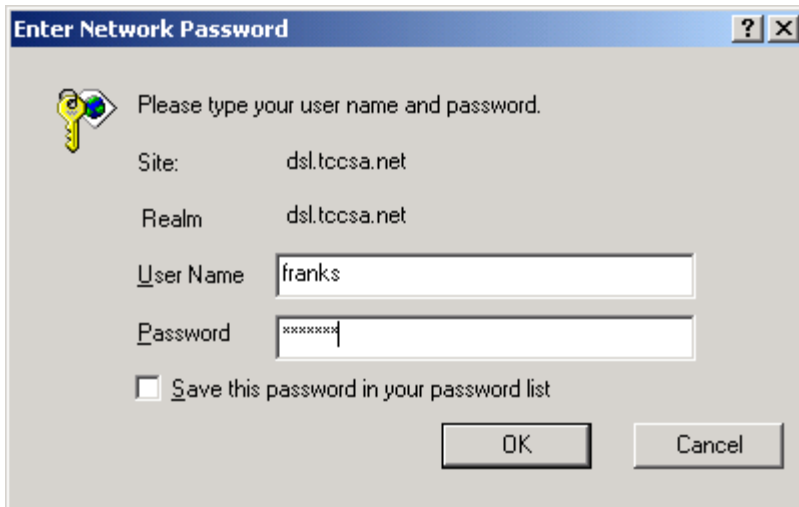


Figure 1

**\*\*REMINDER: Your password is case sensitive!**

Once you are signed in, you will see the DSL start page, which includes the following logo in the top left hand corner:



**Figure 2**

You will also see a message which, in part, reminds you that the data contained in this resource is very sensitive and that you should take every precaution to make sure that it remains secure. If you scroll down to the bottom of your screen, you should see a list of the buildings (for student data) and/or districts (for fiscal data) to which you have access. To select a building(s) or district, simply click on the box to the left of each building/district you wish to access. A small check mark will appear in the box once you have clicked on it to indicate that you have selected it (fig. 3). You will have access to every building/district you select while using the resource. To begin using the resource, click on the **Enter DSL** button.

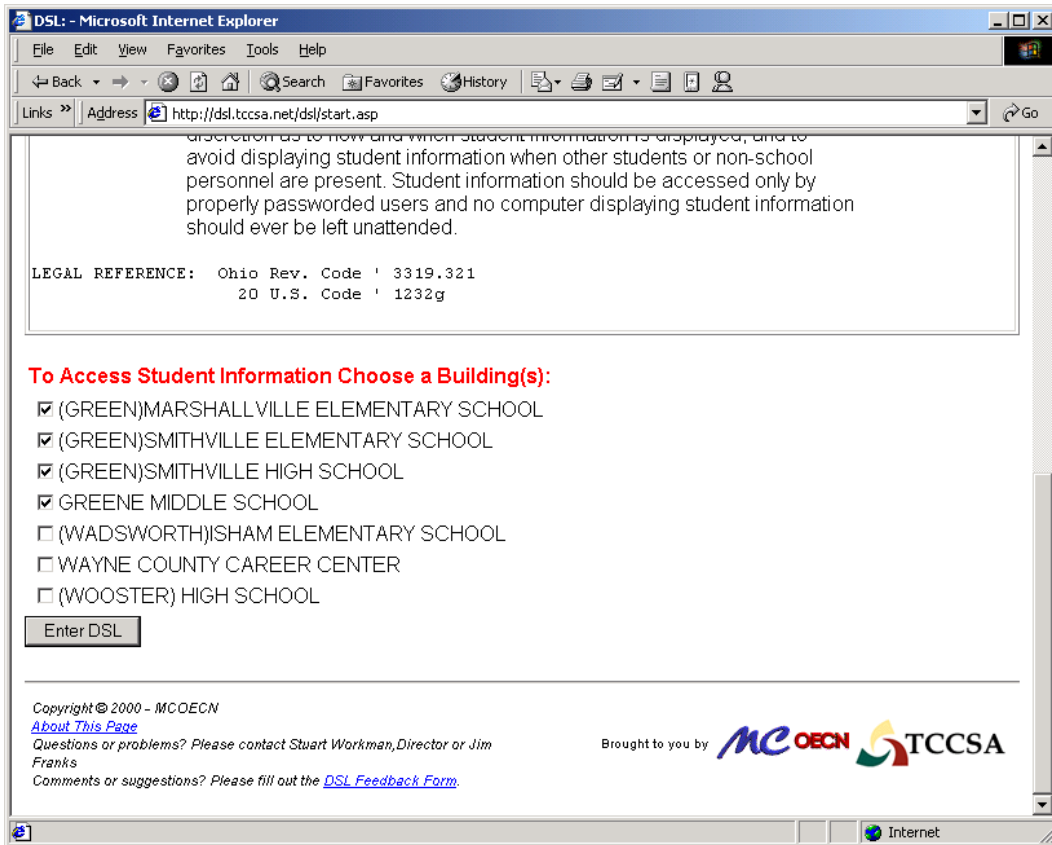


Figure 3

## The DSL: Home Screen

Once you have selected your building(s)/district(s) and clicked on **Enter DSL**, the first screen you will see is the **DSL Home** screen (fig 4).

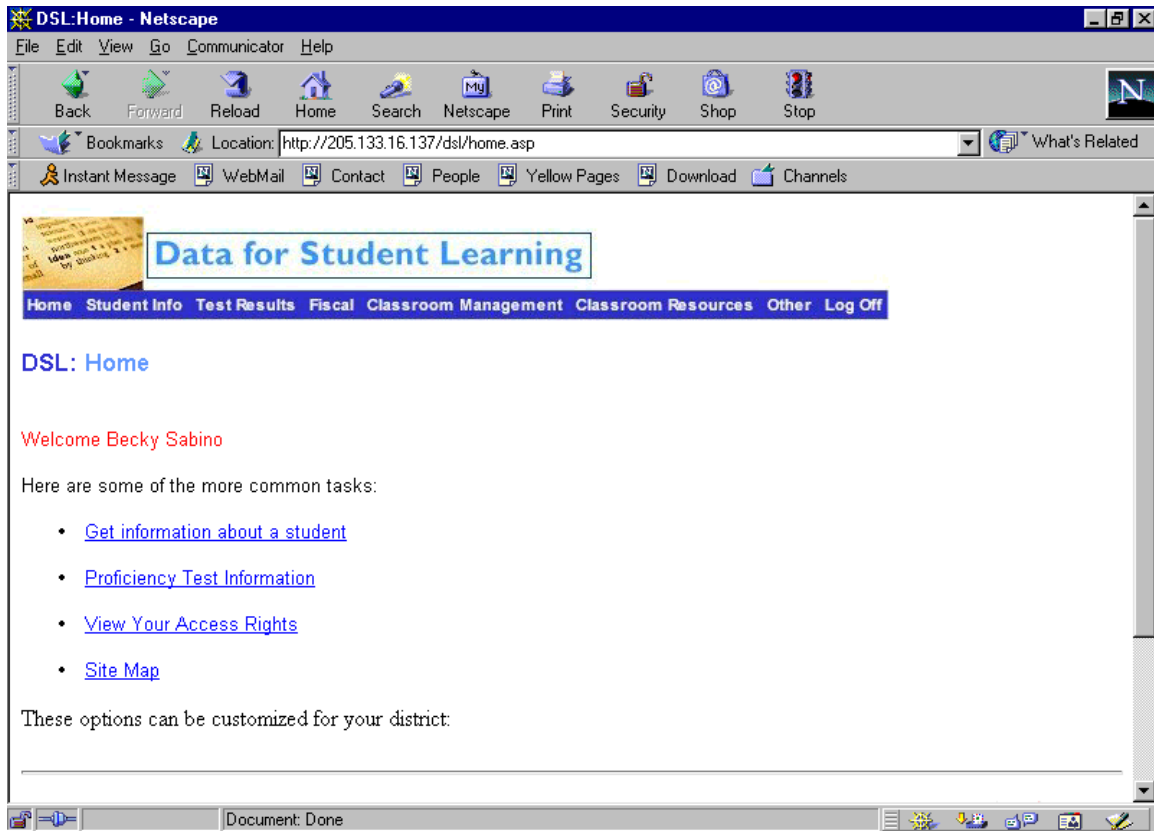


Figure 4

On this screen you will find the **DSL Navigation Bar** and links to some of the more common tasks. The navigation bar will appear on every screen within DSL and will allow you to quickly get to any portion of the resource. To see a listing of the items available under each navigation bar option, click on the link labeled **Site Map**. To see which areas of the resource you are able to access, click on the link labeled **View Your Access Rights**.

## The DSL Navigation Bar

Every page in DSL will be topped off by the blue navigation bar shown in figure 5.



Figure 5

The options on this bar are:

- **Home** – returns you to the DSL home page
- **Student Info** – provides access to information on individual students
- **Test Results** – provides access to proficiency results charting options
- **Fiscal** – provides access to fiscal functions
- **Classroom Management** – provides access to tools that are useful to the teacher in the classroom
- **Classroom Resources** – provides useful links to resources outside of DSL
- **Other** – provides access to miscellaneous functions such as report production, frequently asked questions, and password changing.
- **Log Off** – returns you to the building/district selection screen

There are a couple of things worth noting at this point. First of all, the **Home** option will always take you back to the **DSL: Home** screen seen in figure 4. This can be very useful if you get to an area of the resource with which you are not familiar and you decide that you want to start over from a familiar spot. Secondly, the **Log Off** option *does not* completely log you off of DSL. It simply takes you back to the initial screen which allowed you to select the building(s) or district(s) that you wanted to access. Use this option if you need to change your selection. If you are completely exiting the resource, please **close all browser windows that you currently have open**. This will insure that you are completely logged off and nobody else can come up to the computer that you were using and gain access to the resource through your account.



## Changing Your Initial Password

One of the first things you will probably want to do when you first access DSL is select your own password. To do this, click on the **Other** option on the navigation bar (see figure 5). This will take you to the **DSL: Other** screen (fig. 6).

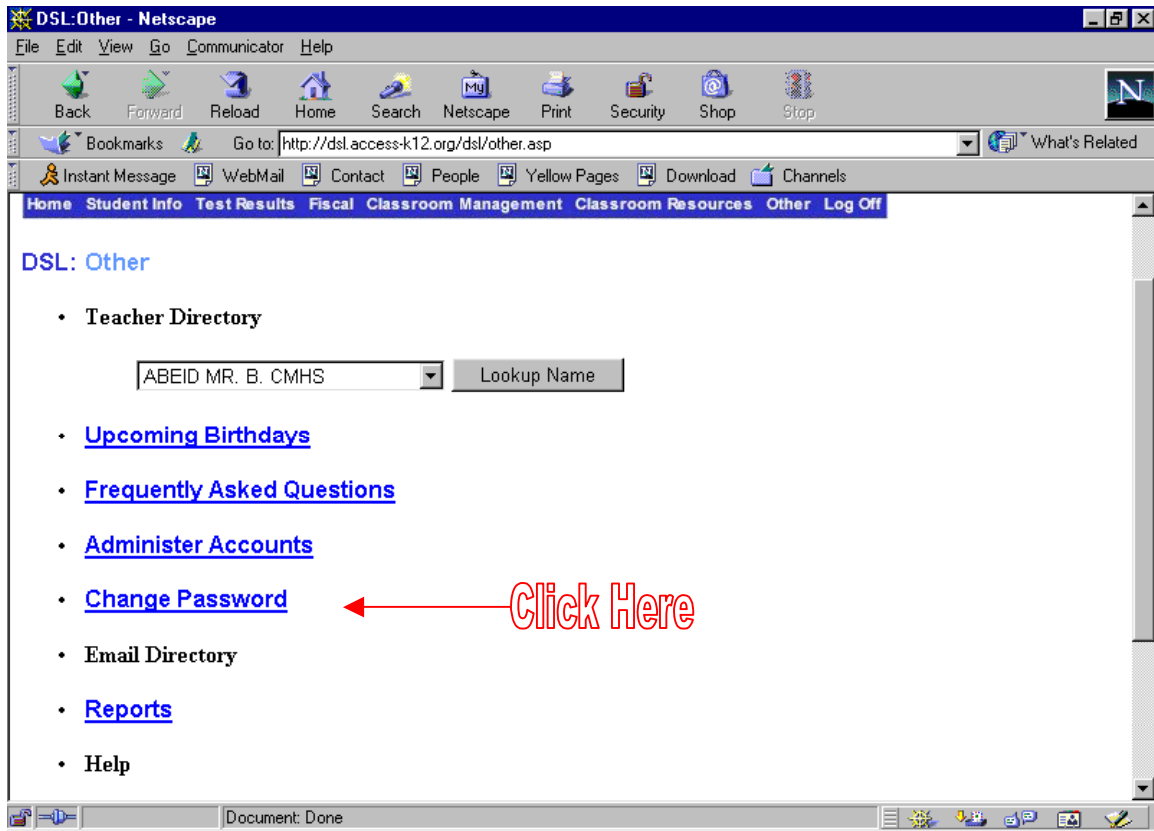


Figure 6

Click on the **Change Password** option.

The next option will prompt you to enter your current password once and your new password twice (fig 7). Please fill in all of the boxes and then click on the **Change Password** button. Please note that your password is case sensitive.

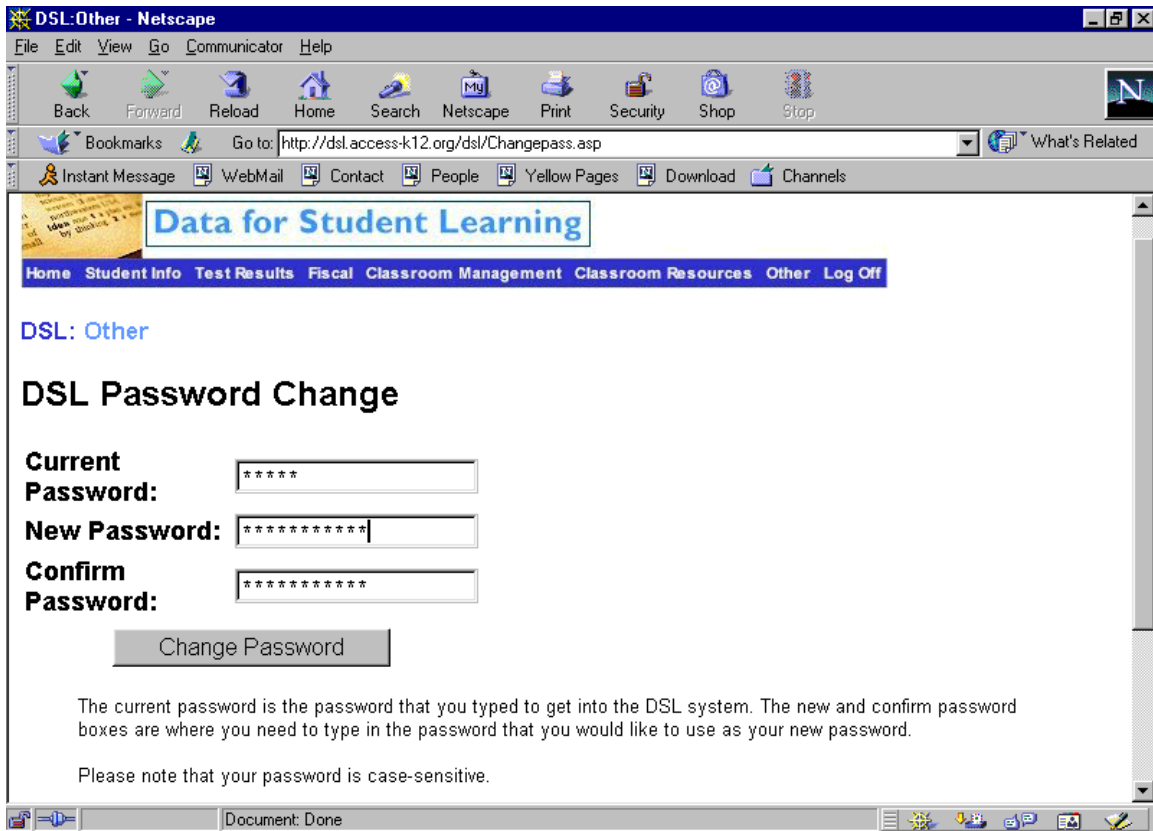


Figure 7

If your password change is successful, you will receive the message shown in figure 8. Press the **OK** button to return to the **DSL Password Change** screen and continue using DSL.

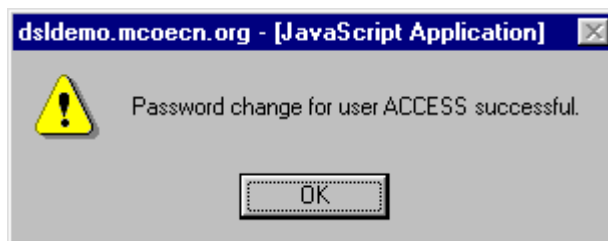


Figure 8

If you do not type the same new password in both boxes, you will see the screen shown in figure 9. Click on **OK** to return to the **DSL Password Change** screen and re-enter the information.



Figure 9

If you mistyped your current password, you will see the screen shown in figure 10. Click on **OK** to return to the password change screen and re-enter the information.

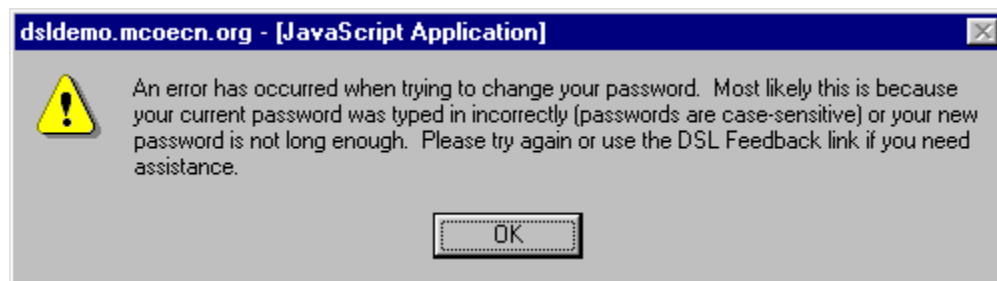
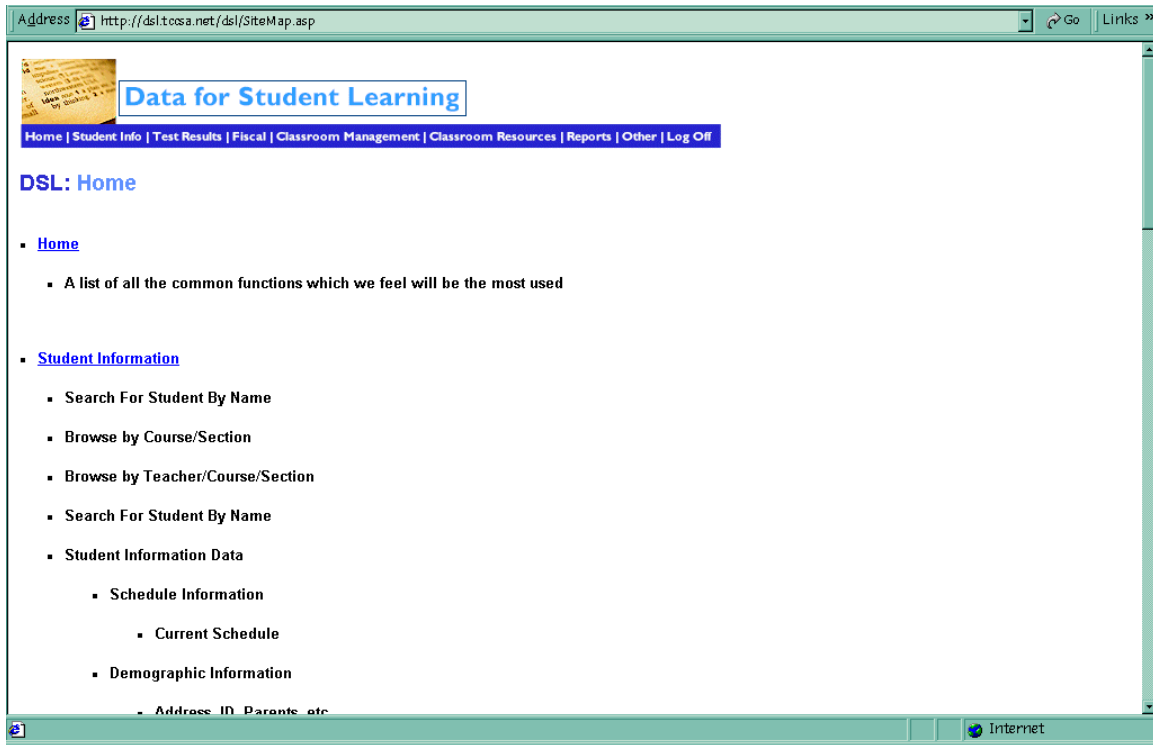


Figure 10

If you have forgotten your password or misplaced the initial email message containing your user name and password information, please contact the appropriate personnel in your district or at your DA Site.

# Site Map

## Taking the **Site Map** Option



This will give you a text listing of all available data you can look at through the DSL program at this time.

## Student Info

If you choose Student Info it will prompt you for a name, it will accept first and last names, string of letters, and then give you a listing of all students who have that “data” within their name.

DSL: Student Info - Microsoft Internet Explorer

Address <http://dsl.tccsa.net/dsl/searchresults.asp>

### Data for Student Learning

Home | Student Info | Test Results | Fiscal | Classroom Management | Classroom Resources | Reports | Other | Log Off

#### DSL: Student Info

Sorry, there is no student by that name. Try shortening your query.

**Search Again For Student by Name**

Name includes

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Comments or suggestions? Please fill out the [DSL Feedback Form](#).

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Internet

Once you select a student it will automatically show you their current schedule, and the secondary blue bar, gives a list of choices of data you may view about that particular student.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://dsl.tccsa.net/dsl/studentschedule.asp>. The page content includes a navigation menu, a title 'DSL: Student Info :Schedule', a list of links, student information for WILLIAMS, IAN (Locker Number: 1322), and a table of courses.

**Data for Student Learning**

Home | Student Info | Test Results | Fiscal | Classroom Management | Classroom Resources | Reports | Other | Log Off

**DSL: Student Info :Schedule**

[Schedule](#) | [Demographic](#) | [EMIS Demographic](#) | [Attendance](#) | [Proficiency](#) | [Current Courses](#) | [Course History](#) | [Discipline](#) | [Transcript](#) | [Enrollment](#) | [Contact](#) | [Memberships](#) | [INFOhio Fees](#) | [Medical](#) | [Miscellaneous](#)

WILLIAMS, IAN    Locker Number: 1322

Course	Section	School Year	Term	Course Name	Period	Days	Room	Teacher ID
517	1	2001	1	CAD	1	MTWRF	C244	0407
631	2	2001	1	LATIN I	2	MTWRF	C245	0230
301	5	2001	1	INTG SCI 9	3	MTWRF	C120	0160
801	3	2001	1	HEALTH	4	MTWRF	B100	0195
101	19	2001	1	ENGLISH 9	7	MTWRF	C229	0127
401	12	2001	1	US HISTORY 1865-1920	9	MTWRF	C269	0400
208	11	2001	1	GEOMETRY	10	MTWRF	C144	0150

Get Schedule    Current Term

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Done    Internet

Below is an example after the **Proficiency** option was selected.

**DSL: Student Info :Proficiency**

[Schedule](#) | [Demographic](#) | [EMIS Demographic](#) | [Attendance](#) | [Proficiency](#) | [Current Courses](#) | [Course History](#) | [Discipline](#) | [Transcript](#) | [Enrollment](#) | [Contact](#) | [Memberships](#) | [INFOhio Fees](#) | [Medical](#) | [Miscellaneous](#)

**Student Proficiency Progression**

- Test type: 09 Test Part: Mathematics
- [Visual Student Proficiency Progression](#)

**Current EMIS Reportable Proficiency Status For WILLIAMS, IAN**

Test Type	Test Part	Pass/Fail	Test Date	Grade	Scaled Score	Test Score	Status	Attempt
06	C	P	3/1/1999	06	232	7	1	1
06	M	P	3/1/1999	06	250	9	1	1
06	R	P	3/1/1999	06	255	9	1	1
06	S	P	3/1/1999	06	248	7	1	1
06	W	P	3/1/1999	06	60	7	1	1

**Proficiency Test Results From Publisher Diskettes For WILLIAMS, IAN**

Test Type	Test Part	Pass/Fail	Test Date	Grade	Scaled Score	IEP Exemption	School Name
06	C	P	03/01/1999	06	232	N	MELROSE ELEMENTARY S
06	M	P	03/01/1999	06	250	N	MELROSE ELEMENTARY S
06	R	P	03/01/1999	06	255	N	MELROSE ELEMENTARY S
06	S	P	03/01/1999	06	248	N	MELROSE ELEMENTARY S
06	W	P	03/01/1999	06	6	N	MELROSE ELEMENTARY S

Below is an example after the **transcript** option was selected:

DSL:Student Info:Transcript - Microsoft Internet Explorer

Address <http://dsldemo.mcoen.org/dsl/studentinfo/transcript.asp>

<b>Anytown High School</b> 999 W. SCross Street ANYTOWN, OH 45999 (419) 5551212 ANYTOWN LOCAL	BERLIN, LACEY JEAN 617 FRAZER ST. Mytown, OH 98765  Parents/Guardians: BERLIN/MELLISA	Student ID: 433 Sex: M Soc. Sec#:298727469 Birthdate: 06/26/1984 Admission Date: 08/01/1999 Withdraw Date: Graduation Date:
---	--	---

COURSE HISTORY						ATTENDANCE		
Year	Grade	Course Name	Final	Attempt	Earned	School Year	Days Absent	Times Tardy
1999	09	INTEG SCIENCE	F	1	0	1991	3.5	2
1999	09	INTEGRATED MATH	C	1	1	1992	5	4
1999	09	OWAEnglish	C	1	1	1993	17	3
1999	09	OWALab1	B	2	2	1994	0	0
1999	09	OWARelated1	B	1	1	1995	7	8
1999	09	PHYS ED 2	B-	0.25	0.25	1996	2.5	2
1999	09	PRAC AM HISTORY	F	1	0	1997	1.5	2
						1998	3	0
						1999	0	2
						2000	0	3

CURRENT COURSES		
Course	Course Name	Attempt
900	ART 1	1
320	BIOLOGY	1
320	BIOLOGY	1
207	MATH 1	1
401	PRACTICAL WORLD HISTORY	1
101	PRACTICAL ENGLISH 10	1

<b>9th GRADE PROFICIENCY SCORES:</b>			
	<b>Date</b>	<b>Score</b>	
Writing	10/1/1999	Passed	
<b>12th GRADE PROFICIENCY SCORES:</b>			
	<b>Date</b>	<b>Score</b>	
	N/A	N/A	
<b>CUMULATIVE</b>		<b>COURSE HISTORY CREDITS</b>	
GPA	Student Rank	Attempted	Earned
1.89655	71 out of 84	7.25	5.25

Done Internet



# Upcoming Birthdays

Below is an example of Upcoming Birthday list – by taking the Other option from the Main blue bar, and Upcoming Birthdays from the secondary blue bar:

The screenshot shows a web browser window with the following content:

**Data for Student Learning**

Home | Student Info | Test Results | Fiscal | Classroom Management | Classroom Resources | Reports | Other | Log Off

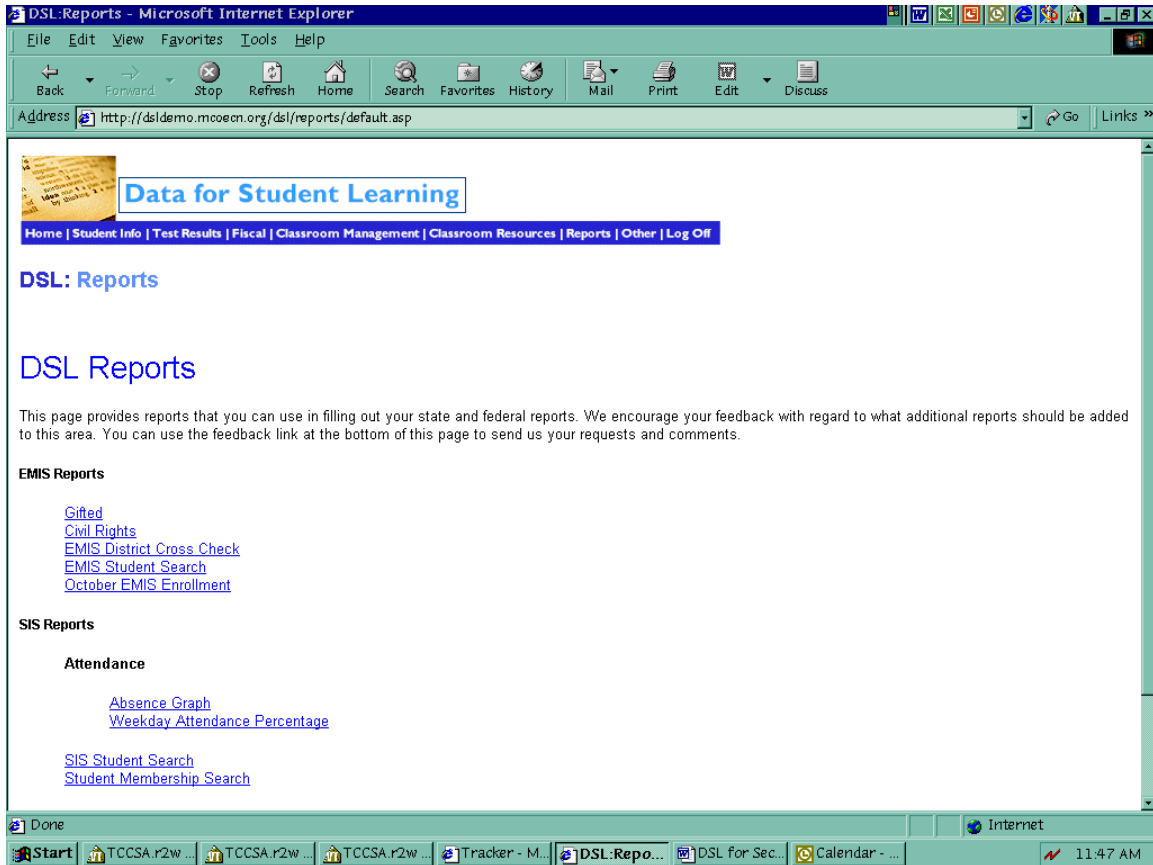
**DSL: Other :Upcoming Birthdays**

Birthdays for today 8/27/2001 and the next  days

First Name	Last Name	Birthdate	Age	Grade
JOHN MICHAEL	ARRINGTON	8/27/1987	14	09
ANDY WAYNE	HAZELTINE	8/27/1984	17	10
TIFFANIE R	LEETH	8/29/1982	19	12
SALICIA	SHINABARGER	8/29/1985	16	09
KEENAN	SIMSA	8/29/1983	18	11
ANTHONY JAYE	McINTYRE	8/30/1985	16	09
LINDSAY M	PHILIPPSEN	8/30/1985	16	10
MATTHEW R	SWOPE	8/30/1986	15	09
ROBERT E JR	WOLLET	8/30/1986	15	09
KACIE LORETTA	KRUGH	8/31/1983	18	11
MEGGHAN	TRACY	8/31/1982	19	12
KIRSTIE	EBELING	9/1/1985	16	09
GLEN R L	FOSNAUGH	9/1/1986	15	09
NATHAN JAMES	BRADTMUELLER	9/2/1982	19	12
VICTORIA MARIE	GRAYMIRE	9/2/1987	19	12

# Report Options

Choices of Reports when you select the Reports Option from the Main blue bar:

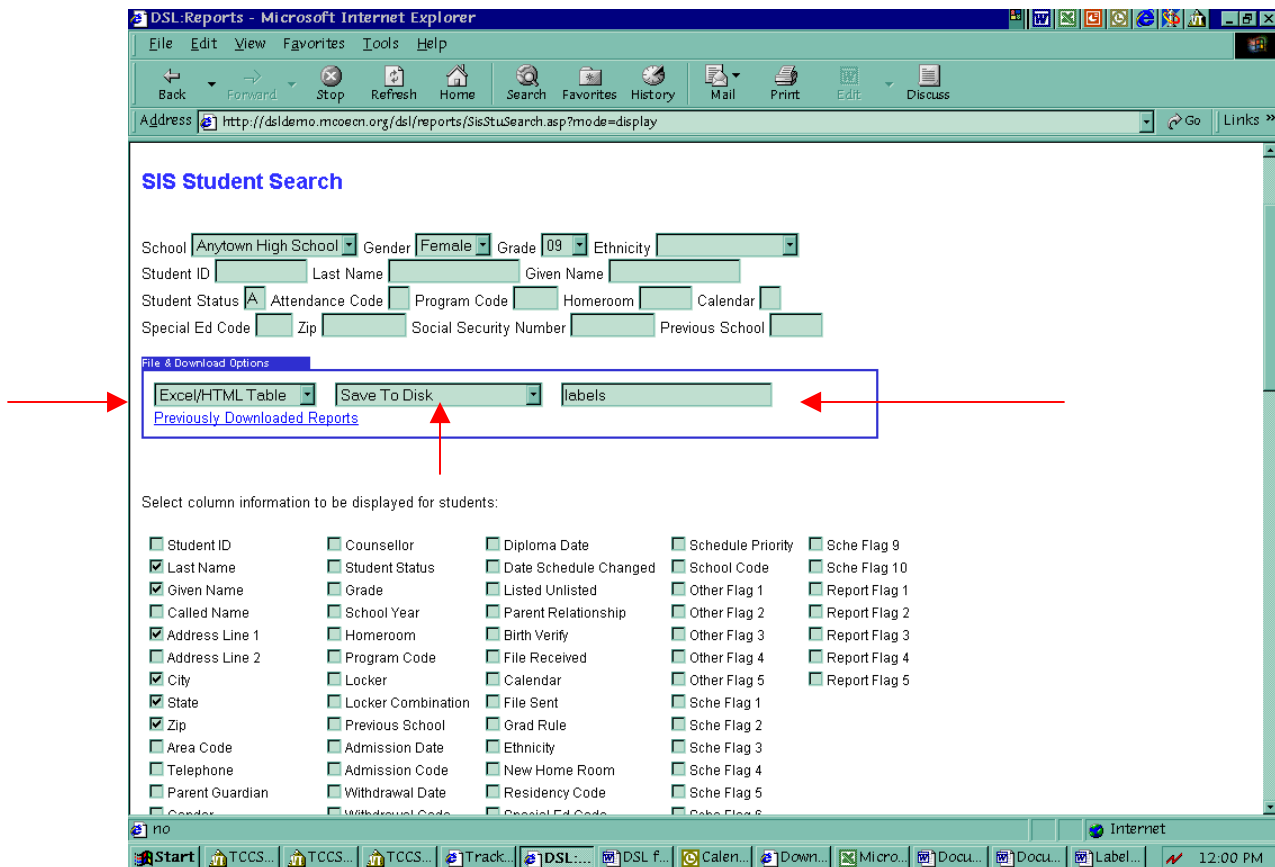


## Creating Labels

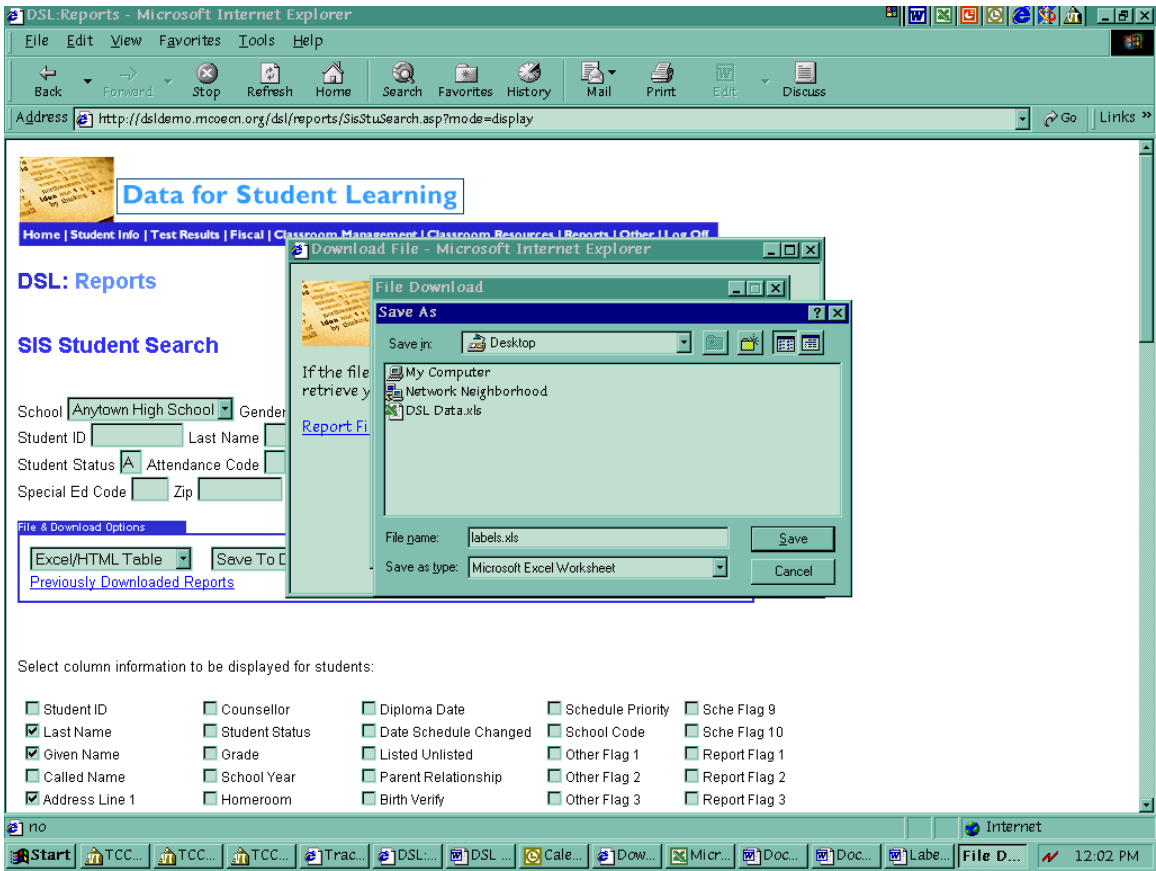
To create labels for inkjet or laser printers, select the SIS Student Search option From the secondary blue bar, and you will see a screen similar to the example below:

You will want to put checkmarks in the Last Name, Given Name, Address Line 1, City, State, and Zip selection boxes.

In the File & Download Options box, select the **Excel\HTML Table**, **Save to Disk**, and give it a file name of **Label**.

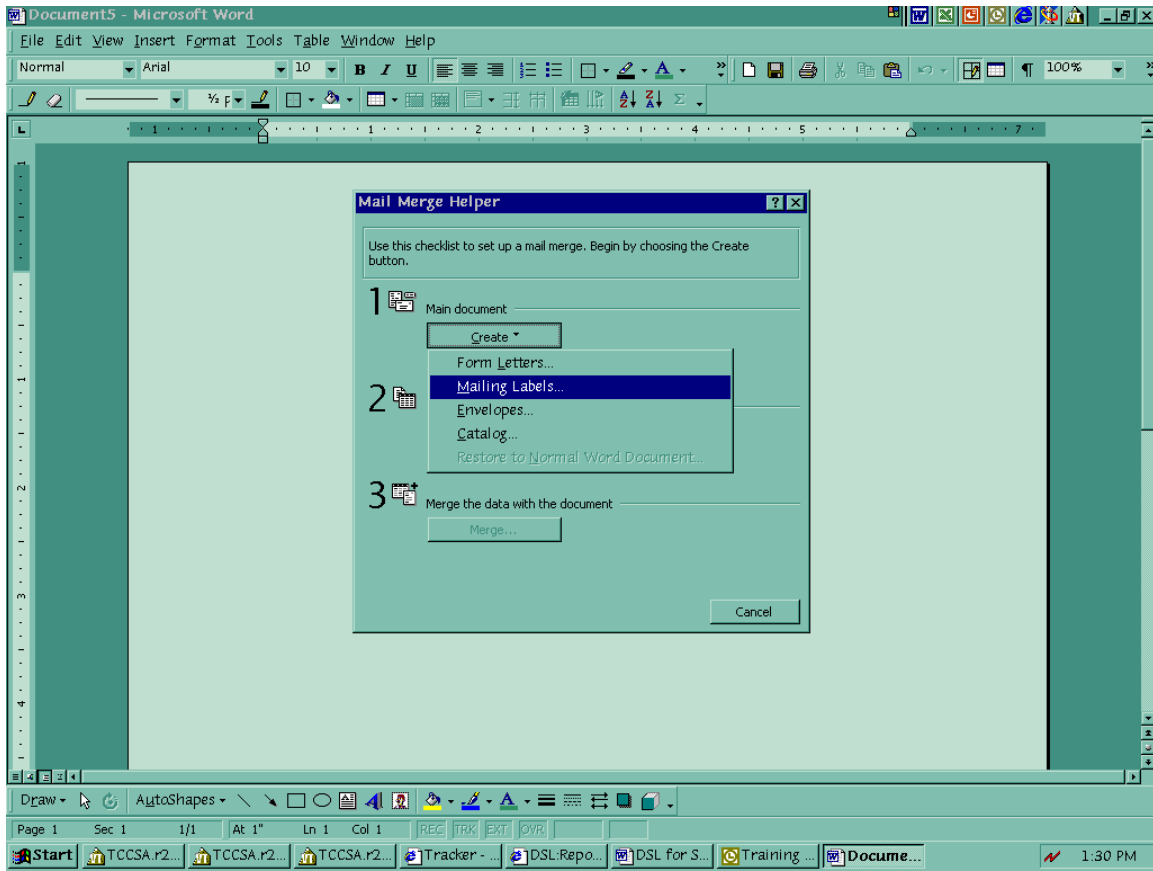


**When you go to save the file, save it to your desktop.** While saving the file you will see screens (dialog boxes) similar to the next page.



It may again prompt you for a Filename: Labels.xls

Now you will need to open **Microsoft Word**, go to the **TOOLS** menu and click on the **MAIL MERGE** Option.

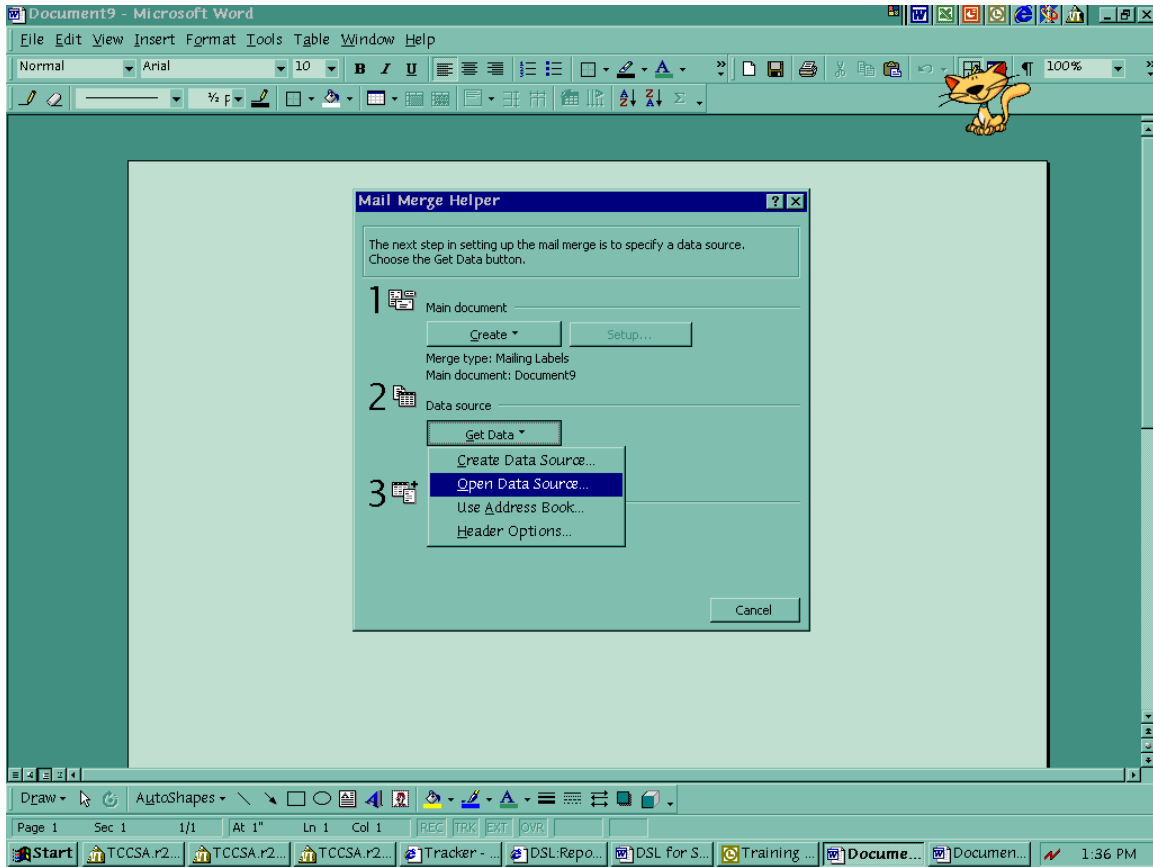


The **Mail Merge Helper** will appear on your screen to assist you in creating your labels. The 1<sup>st</sup> option is whether you are creating a **main document** or not.

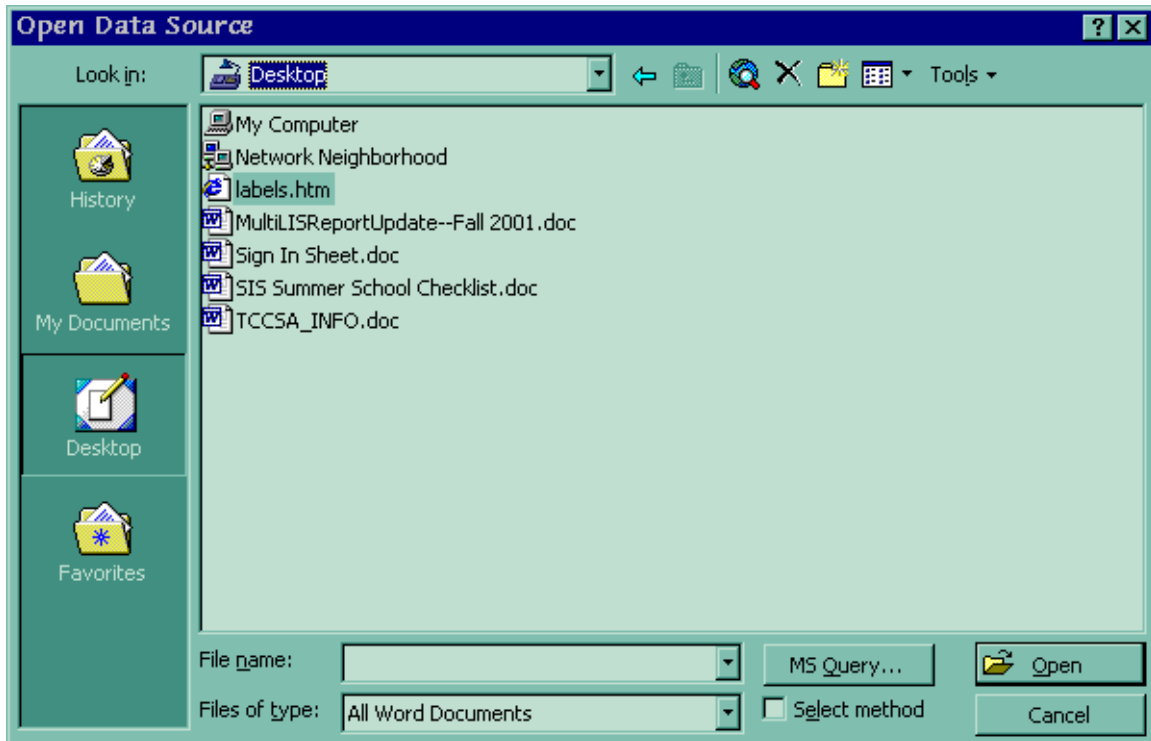
Click on “**Main Document**” then choose **Mailing Labels** and then choose **Active Window**.

The 2<sup>nd</sup> option is **Data Source**.

Click on the **Data Source** option, then choose the **Open Data Source** option.

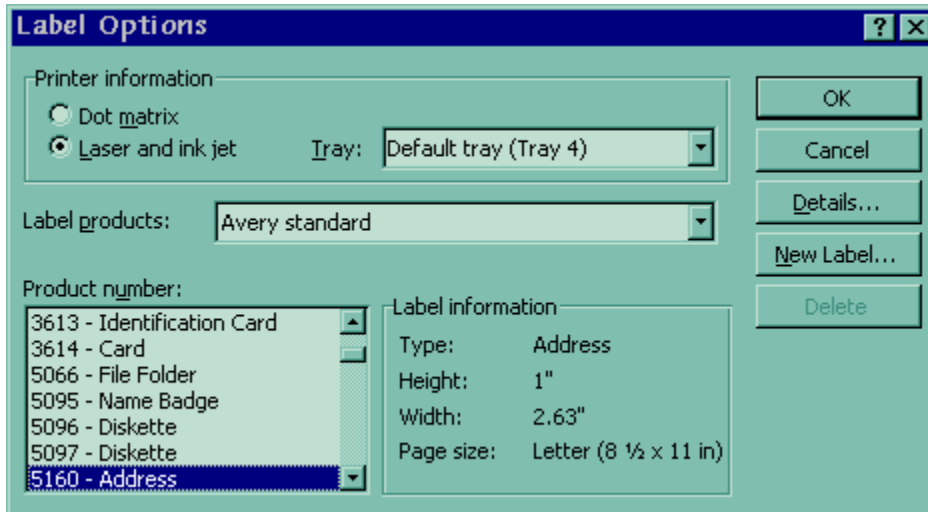


Find your Microsoft Excel file by selecting your **Desktop** and double clicking on the file you created in DSL.

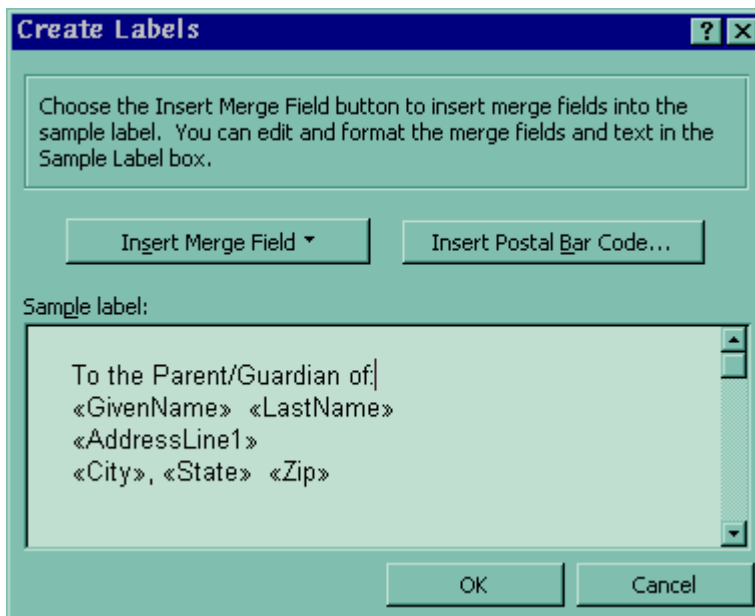


If prompted, choose **entire spreadsheet**.

It will prompt you to Set up Main Document and put you on a **Label Options** Screen– here you will need to select the type of address labels you are using... Click OK after you have selected the appropriate labels.

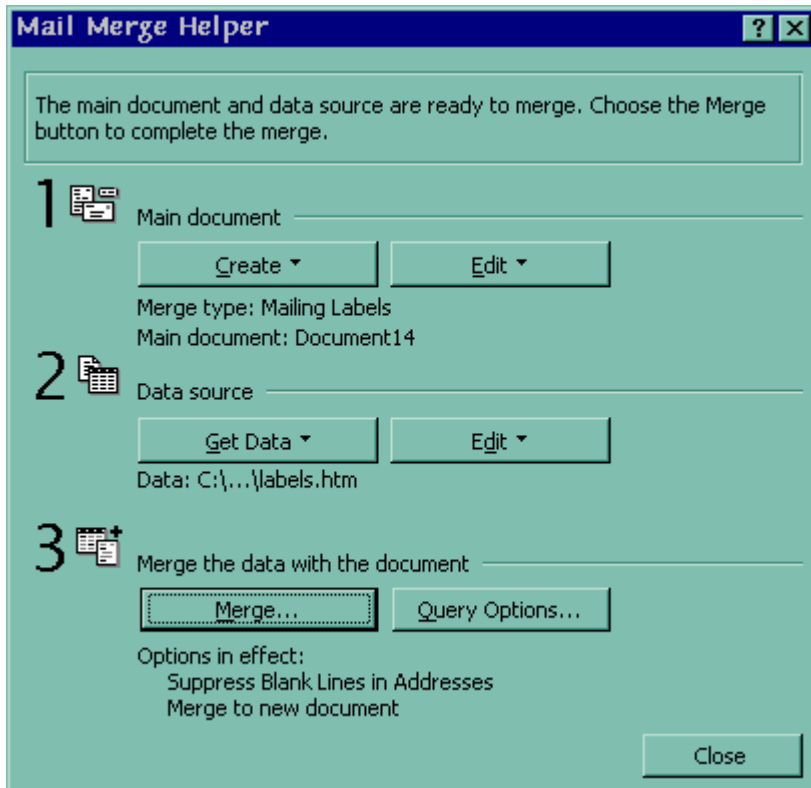


Next the **Create Labels** screen will appear. This screen will assist you in designing your labels. You will want to **insert merge field** which will give you a list of the fields on your spreadsheet. Choose name for example and it will put name on the first line of your label. You can enter text such as To the Parents of: on the first line. You can also insert punctuation where you need it etc. You might also want to space down one line depending on how many lines you can have on your label to have the label centered better.



Click **OK** when done.





Take the option to **Merge** again and you should see your labels (see example next page). You can now **save** the label. Or **print** and **close** the label without saving it or you can start over if the labels are not exactly the way you want them – you would need to start with the section where we opened Microsoft Word.

This process seems like a lot of steps the first time, but once you get the hang of it – it does get easier and is worth the time since it will print much nicer labels for you on your laser or attached pc printers.

To the Parent/Guardian of:  
ANTHONY JAYE ARROYO  
7300 ST RT 197  
Mytown, OH 98765

To the Parent/Guardian of:  
CELESTE J. BERLIN  
1324 W ELM ST  
Mytown, OH 98765

To the Parent/Guardian of:  
CARL JOSEPH BOWERMAN  
BOX 324  
Anytown, OH 11111

To the Parent/Guardian of:  
AARON C. BUSINGER  
5575 MILLER RD  
Mytown, OH 98765

To the Parent/Guardian of:  
CAITLYNN CAYWOOD  
8179 SILVERWOOD DR  
Mytown, OH 98765

To the Parent/Guardian of:  
TOD ALAN COPELAND-GOINGS  
5817 FT REC-MINSTER ROAD  
Anytown, OH 11111

To the Parent/Guardian of:  
ABBY E. CRECY  
1807 WEST-VIEW DR  
Mytown, OH 98765

To the Parent/Guardian of:  
HEIDI MICHELLE CRECY  
9012 RD 171  
Mytown, OH 98765

To the Parent/Guardian of:  
Jenny Crblez  
11982 TOMLINSON ROAD  
Anytown, OH 11111

To the Parent/Guardian of:  
MEGAN CHRISTIN FRICK  
4491 MEADOWLANDS DR  
Sometown, OH 12345

To the Parent/Guardian of:  
KADY ANN G GIRDLER  
20037 CR 138  
Sometown, OH 12345

To the Parent/Guardian of:  
MITCHELL JOHN GIRTMAN  
6315 DITZLER RD  
Sometown, OH 12345

To the Parent/Guardian of:  
SERVONE GRUSS  
5644 CLOVER RIDGE  
Anytown, OH 11111

To the Parent/Guardian of:  
AARON MATTHEW HASHEMI  
1601 BRADFIELD DR  
Mytown, OH 98765

To the Parent/Guardian of:  
CRAIG JOSEPH HEFFELFINGER  
214 N SUMMIT ST  
Anytown, OH 11111

To the Parent/Guardian of:  
KARI M HEIN  
3855 LLOYD RD  
Anytown, OH 11111

To the Parent/Guardian of:  
KURT RANDALL HINSKY  
601 BRIARCLIFF DR  
Sometown, OH 12345

To the Parent/Guardian of:  
AARON MATTHEW HORETSKI  
410 S FRANKLIN ST  
Anytown, OH 11111

To the Parent/Guardian of:  
MARIA F. HURSEY  
18105 MAIN ST. ROAD  
Mytown, OH 98765

To the Parent/Guardian of:  
DAMICKO KRUGH  
304 COLE  
Anytown, OH 11111

To the Parent/Guardian of:  
SHAUN MICHAEL LEETH  
906 GREENLAWN AVE  
Mytown, OH 98765

To the Parent/Guardian of:  
JOHNITHON MCGRAIN  
19404 MUDSOCK RD  
Mytown, OH 98765

To the Parent/Guardian of:  
ANTHONY JAYE McINTYRE  
1203 GILLILAND AVE.  
Mytown, OH 98765

To the Parent/Guardian of:  
DAYLA MERICLE  
26185 MIDDLE PIKE RD  
Sometown, OH 12345

To the Parent/Guardian of:  
ERIN FRANCES MOSLEY JR  
19178 T.R. 65  
Sometown, OH 12345

To the Parent/Guardian of:  
DAMICKO Nash  
11716 RD. 19  
Sometown, OH 12345

To the Parent/Guardian of:  
JEFFERY ALLAN NEWSOME  
6050 TR.212  
Sometown, OH 12345

To the Parent/Guardian of:  
SHATIA NOFER  
1127 CARLISLE  
Mytown, OH 98765

To the Parent/Guardian of:  
CAITLYNN NUNES  
4976 RD 24  
Mytown, OH 98765

To the Parent/Guardian of:  
ELIZABETH PAUL PICKERING  
6251 ST RT 274  
Mytown, OH 98765